

**Nashville State
Community College**

**Catalog
2004-2005**

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Community College**

2004-2005 Catalog

CollegeSource

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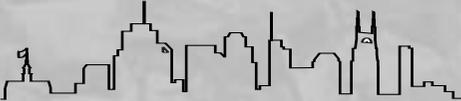
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2004–2005
Nashville State Community College

Catalog




Nashville State
Community College

Volume 32
120 White Bridge Road
Nashville, TN 37209
615-353-3333
800-272-7363
www.NSCC.edu

Catalog Scope and Limits

The course offerings and requirements of the college are continually under examination and revision. This catalog presents the offerings and requirements in effect at the time of publication, but there is no guarantee they will not be changed or revoked. However, adequate and reasonable notice will be given to students affected by any changes. This catalog is not intended to state contractual terms and does not constitute a contract between the student and the college.

The college reserves the right to make changes as required in course offerings, curricula, academic policies, and other rules and regulations affecting students, to be effective whenever determined by the college. The enrollment of all students is subject to these conditions. Current information may be obtained from the following sources: Admission Requirements–Student Services Center, Course Offerings–Department or Division Offering the Course, Degree Requirements–Records Office and Tuition–Business Office. Website: *www.nsc.edu*

Nashville State Community College provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines through faculty who are qualified for teaching at the college level. The acquisition and retention of knowledge by any student is, however, contingent upon the student's desire and ability to learn and upon application of appropriate study techniques to any course or program. Thus, Nashville State Community College must necessarily limit representation of student preparedness in any field of study to that competency demonstrated at that specific point in time at which appropriate academic measurements were taken to certify course or program completion.

Policy statement of nondiscrimination

Nashville State Community College does not discriminate in any form against students, employees, or applicants on the basis of race, sex, national origin, religion, age, or disability. Nashville State Community College complies with nondiscrimination laws Title VI, Title IX, Section 504, and the ADA.

This discriminatory policy and practice extends to cover all educational programs and activities conducted by Nashville State Community College. Procedures for filing grievances can be obtained from the college's Affirmative Action Officer.

The catalog is a production of NSCC Creative Services: Ed Dubell, A.J. Watson, and Ellen L. Zink; with production assistance from Vicki Kasperek, Visual Communications, and Carol Hines, Community and Economic Development.

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The Mission

The mission of Nashville State Technical Community College is to provide comprehensive educational programs, progressive partnerships, exemplary services, and responsible leadership to improve the quality of life for the communities it serves.

History of Nashville State

In 1963, the Tennessee General Assembly passed House Bill No. 633 authorizing the statewide system of regional technical institutes and area vocational-technical schools.

Nashville State opened in 1970 with an enrollment of 398 students. By the Fall of 2000, that number had grown to 7,315; with an enrollment of over 14,000 students during the entire academic year. Nashville State's initial offering of five Associate's degree programs has grown to 49 degree programs and 12 certificate programs. In addition, Nashville State offers continuing education courses ranging from technical skills to management training and programs providing training in such areas as computer-aided drafting and office technology.

Nashville State shares a 109 acre campus with the Tennessee Technology Center at Nashville. The Nashville State facilities include 239,000 square feet of space for classrooms, labs, offices, student services, and a library.

Since 1984, Nashville State has been governed by the Tennessee Board of Regents (TBR) of the State University and Community College System. By 2001, TBR began analyzing the lack of a comprehensive community college presence in Cheatham, Davidson, Dickson, Houston, Humphreys, Montgomery, and Stewart counties. After extensive study and consultation, TBR decided to pursue the objective of expanding the mission of Nashville State as a comprehensive community college in order to help Middle Tennesseans by preparing a skilled workforce; attracting high skill, high pay jobs; improving the per capita income rank of 8th among 11 peer cities; easing transfer to baccalaureate programs; and projecting a substantial income lifetime advantage of graduates with Associate's degrees.

In the spring of 2002, the decision was approved by the Tennessee General Assembly and the Tennessee State Governor to expand Nashville State to community college status effective on July 1, 2002. Nashville State is authorized to offer the Associate of Applied Science (A.A.S.) degree, as well as technical and academic certificates. The Associate of Arts (A.A.) and Associate of Science (A.S.) degrees are offered for students planning to transfer to universities.

Accreditation and Memberships

Nashville State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. 1866 South Lane, Decatur, Georgia 30033-4097; Telephone 404-679-4501 to award the Associate of Applied Science (A.A.S.) degree, the Associate of Arts (A.A.) degree, and the Associate of Science (A.S.) degree.

The Automotive Programs for the Ford Motor Company, Automotive Student Service Educational Training Program (ASSET), and the General Motors Corporation, Automotive Service Educational Program (ASEP) are approved by the National Automotive Technicians Education Foundation, Inc. (NATEF).

The Business Management, Computer Accounting, and the Office Administration Programs have been given full accreditation by the Association of Collegiate Business Schools and Programs (ACBSP).

The following Engineering Technology Programs have been accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET).

- Architectural Engineering Technology
- Civil and Construction Engineering Technology
- Electrical Engineering Technology
- Electronic Engineering Technology

The Occupational Therapy Assistant Technology Program is accredited by the Accreditation Council of Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA).

The Surgical Technology Program has been reviewed by the Accreditation Review Committee on Surgical Technology (ARC-ST), and is accredited by the Committee on Accreditation of Allied Health Education Programs (CAAHEP).

Nashville State holds membership in additional professional organizations, including:

American Association of Community Colleges
American Society for Engineering Education
American Society for Training and Development
Council for Higher Education Accreditation
Middle Tennessee Society for
Human Resource Management
Nashville Area Chamber of Commerce
Nashville Technology Council
National Association of College &
University Business Officers
National Association of
Student Financial Aid Administrators
Servicemembers Opportunities Colleges
Tennessee Alliance for Continuing Higher Education
Tennessee College Association
The College Board

This list is subject to change at any time prior to or during an academic term.

Funding the Future

The Nashville State Community College Foundation (NSCC Foundation)

The NSCC Foundation is a non-profit corporation dedicated to “funding the future” for the students at Nashville State. Since its inception in 1994, the Foundation has provided much needed financial assistance to hundreds of students at Nashville State. Together with the NSCC Foundation Board of Trustees, the Development Office at Nashville State seeks funding from area businesses, Nashville State alumni, and other friends of the college. Companies and private foundations that support the NSCC Foundation include:

American General
College Book Stores of America
Electronic Data Systems
The Frist Foundation
The HCA Foundation
Ingram Industries
Legge Insurance Agency
John E. Mayfield

For more information about how you or your company can help the NSCC Foundation “fund the future,” please contact the Development Office at 615-353-3743 or visit www.nscf.edu/foundation.

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Academic Calendar 2004–2005

FALL 2004

Registration Period Begins	Monday	April 5
Registration Period Ends	Thursday	August 26
Late Registration Period	Friday–Thursday	August 27–Sept. 2
Weekend Classes Begin	Saturday	August 28
Regular Classes Begin	Monday	August 30
Holiday, Labor Day (No Classes)	Saturday–Monday	September 4–6
Census Date	Friday	September 10
Last Day to Remove “I” Grade from Summer Semester 2004	Thursday	September 23
Deadline for Filing Spring 2005 Graduation Intent	Friday	September 24
Fall Break (No Classes)	Saturday–Tuesday	October 16–19
Last Day to Withdraw and Receive “W”	Monday	October 25
Holiday, Thanksgiving (No Classes)	Thursday–Sunday	November 25–28
Weekend Classes End	Sunday	December 12
Regular Classes End	Monday	December 13
Examination Period	Tuesday–Sunday	December 14–19
Grades Due	Tuesday (Noon)	December 21

SPRING 2005

Registration Period Begins	Monday	November 8
Registration Period Ends	Thursday	January 13
Late Registration Period	Friday–Thursday	January 14–20
Martin Luther King, Jr. Holiday	Monday	January 17
Regular Classes Begin	Tuesday	January 18
Weekend Classes Begin	Saturday	January 22
Census Date	Monday	January 31
Deadline for Filing Summer 2005 Graduation Intent	Monday	February 7
Last Day to Remove “I” Grade From Fall Semester 2004	Thursday	February 10
Spring Break	Monday–Sunday	March 7–13
Holiday, Good Friday	Friday	March 25
Last Day to Withdraw and Receive “W”	Monday	March 28
Last Day of Classes	Wednesday	April 27
Study Day	Thursday	April 28
Examination Period	Friday–Thursday	April 29–May 5
Grades Due	Monday (12 Noon)	May 9

SUMMER 2005

Full Term 10 Weeks

Registration Period Begins	Monday	April 4
Registration Period Ends	Thursday	June 2
Last Day of Late Registration	Friday	June 3
Regular Classes Begin	Monday	June 6
Weekend Classes Begin	Saturday	June 11
Census Date	Friday	June 17
Deadline for Filing Graduation Intent for Fall Semester 2005	Monday	June 27
Last Day to Remove “I” Grade From Spring Semester 2005	Thursday	June 30
Holiday, Independence Day (No Classes)	Saturday–Monday	July 2–4
Last Day to Withdraw and Receive “W”	Monday	July 11
Regular Classes and Final Examinations End	Friday	August 12
Weekend Classes and Final Examinations End	Saturday–Sunday	August 13–14
Grades Due (12 Noon)	Tuesday	August 16

SUMMER 2005 (Cont.)

First Term (Five Weeks)

Registration Period Begins	Monday	April 4
Registration Period Ends	Thursday	June 2
Last Day of Late Registration	Friday	June 3
Regular Classes Begin	Monday	June 6
Weekend Classes Begin	Saturday	June 11
Last Day to Withdraw and Receive "W"	Wednesday	June 22
Deadline for Filing Graduation Intent for Fall Semester 2005	Monday	June 27
Last Day to Remove "I" Grade From Spring Semester 2005	Thursday	June 30
Holiday, Independence Day (No Classes)	Saturday–Monday	July 2–4
Regular Classes and Final Examinations End	Friday	July 8
Weekend Classes and Final Examinations End	Saturday–Sunday	July 9–10
Grades Due	Tuesday (12 Noon)	July 12

Second Term (Five Weeks)

Registration Period Begins	Monday	April 4
Registration Period Ends	Thursday	July 7
Last Day of Late Registration	Friday	July 8
Regular Classes Begin	Monday	July 11
Weekend Classes Begin	Saturday	July 16
Last Day to Withdraw and Receive "W"	Wednesday	July 27
Regular Classes and Final Examinations End	Friday	August 12
Weekend Classes and Final Examinations End	Saturday–Sunday	August 13–14
Grades Due	Tuesday (12 Noon)	August 16

FALL 2005

Registration Period Begins	Monday	April 4
Registration Period Ends	Thursday	August 25
Late Registration Period	Friday–Thursday	August 26–September 1
Weekend Classes Begin	Saturday	August 27
Regular Classes Begin	Monday	August 29
Holiday, Labor Day (No Classes)	Sunday–Monday	September 3–5
Census Date	Friday	September 9
Last Day to Remove "I" Grade From Summer Semester 2005	Thursday	September 22
Deadline for Filing Spring 2006 Graduation Intent	Monday	September 26
Fall Break (No Classes)	Sunday–Tuesday	October 15–18
Last Day to Withdraw and Receive "W"	Monday	October 24
Holiday, Thanksgiving	Thursday–Sunday	November 24–27
Weekend Classes End	Saturday–Sunday	December 3–4
Regular Classes End	Wednesday	December 7
Study Day	Thursday	December 8
Examination Period	Friday–Thursday	December 9–15
Grades Due	Tuesday (12 Noon)	December 20

This calendar is subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility services, or orders by federal or state agencies.

Transfer Programs (A.S. or A.A.)

Associate of Science	31 Areas of Emphasis	A.S. Degree
Associate of Arts	31 Areas of Emphasis	A.A. Degree
Arts and Sciences Certificate		Academic Certificate

Technical/Career Programs

Major	Concentrations within major	A.A.S Degree	Technical/Academic Certificate
Architectural, Civil, & Construction Engineering Technology		✓	
Automotive Service Technology	ASEP ATEP	✓ ✓	
Biotechnology		✓	
Business Management	Financial Services Mgt.: Banking Marketing Small Business Administration	✓ ✓ ✓	
Computer Accounting		✓	
Computer Information Systems		✓	
Computer Technology		✓	
Computer-Aided Drafting			✓
Computer Networking Technology		✓	
Culinary Arts		✓	✓
Early Childhood Education		✓	✓
Electrical Engineering Technology	Electronic Automated Controls	✓	
General Technology	Business Technical	✓ ✓	
Horticulture			✓
Industrial Automation			✓
Industrial Electrical Maintenance			✓
Industrial Machine Tools			✓
Music Technology			✓
Occupational Therapy Assistant		✓	
Office Administration	Administrative Medical	✓ ✓	
Photography			✓
Police Science		✓	
Sign Language Interpreting		✓	
Social Services		✓	
Surgical Technology			✓
Technical Communications			✓
Visual Communications	Graphic Design Photography	✓ ✓	
Web-Page Authoring			✓

Admission to the college



**Nashville State**
Community College

Nashville State Community College provides opportunities for collegiate education to all qualified applicants without regard to their race, color, sex, religion, national origin, age, or disability. Information concerning admission to the college may be obtained from:

Office of Admissions
Nashville State Community College
120 White Bridge Road
Nashville, TN 37209
Phone 615-353-3215
Email: Recruiting@nsc.edu
Web: www.nsc.edu

Campus Visitation

Campus visits may be scheduled by calling The Office of Admissions at 615-353-3057.

Admissions Requirements

NSCC provides two major types of admission: Degree Admissions and Non-Degree Admission, with several subcategories. Each admissions category is designed for a particular purpose and for different populations. Applicants should review the various types and subcategories and select the admissions category that best suits their educational needs and qualifications.

In all cases, qualified students must:

1. Meet entry –level standards for the courses in which they enroll,
2. Be able to complete assignments, and
3. Be able to read and write at the required level.

Future students are urged to submit their applications as early as possible to allow sufficient time for application processing and the timely distribution of registration information.

All admissions documents submitted by the applicant become the property of the college and cannot be forwarded or returned. All correspondence concerning your admissions file should be sent to the address above.

When all admissions requirements have been met, the degree-seeking applicants will receive letters indicating they have been accepted for admission. Otherwise, the applicants will receive letters indicating further action is necessary in order to establish eligibility for admission. Applicants will be advised when to appear for orientation, testing, and/or registration.

The Vice President of Academic Affairs may, upon appeal, waive or modify conditions of admissions for individual applicants.

The following admissions requirements are divided into admissions classifications. Each classification begins with a description. Read each description carefully to determine your admissions requirements.

University Parallel Program

For applicants wishing to enroll in a university parallel program leading to an Associate of Arts

or an Associate of Science degree, and eventually a Bachelor's degree, the Tennessee Board of Regents requires the completion of specific high school courses.

Applicants who graduated from high school or home school during or after 1989 must meet the following course requirements in addition to those listed in the applicant's selected program of study. All course requirements must be met prior to the awarding of an Associate's degree in the university parallel program. Applicants who received a GED certificate during 1989 and thereafter as well as students who have an Enhanced ACT composite score of 26 or higher

are considered to have met all high school unit requirements except those in foreign language and visual or performing arts. Listed below are the required courses and the required number

of courses.

Courses	Units
English	4
Algebra I	1
Algebra II	1
Geometry or other advanced math units with geometry component	1
Natural or Physical Science	2
At least 1 unit must be Biology I or II;	
other courses are Biology for Technology, Chemistry I or II, Physics or Principles of Technology II	
U.S. History	1
Social Studies	1
Foreign Language	2
Visual/Performing Arts	1

Applicants who are found to be deficient in any of the above courses may be admitted on a provisional basis and will be required to remove any deficiencies prior to being awarded an Associate of Arts or Associate of Science degree. Questions regarding this policy should be forwarded to the Records Office at 615-353-3218.

Removal of High School Unit Deficiencies

After a review of the application, the Admissions Office will notify the student if he or she has high school unit deficiencies. NSCC encourages students to remove unit deficiencies within the first 30 semester hours of their programs of study to avoid prerequisite problems. Courses used to remove high school unit deficiencies cannot be used to fulfill program requirements, and a grade of “C” or better must be earned in those courses.

Requirement	Proposed Course
English	See Note Below*
Algebra I and II	See Note Below*
Geometry or other advanced math with geometry component	MATH 0990
Natural/Physical Science I	BIOL 1110; BIOL 1120
Natural/Physical Science II	ASTR 1010; BIOL 1120, 2020; CHEM 1010, 1110, 1120; GEOL 1110; PHYS 1115; 2010
Social Studies	HIST 1010; PSYC 1111; SOCI 1111, 1112
U.S. History	HIST 2010, 2020
Foreign Language I	FREN 1010; SPAN 1010
Foreign Language II	FREN 1020; SPAN 1020
Visual/Performing Arts	SPCH 1112; ART 1030; MUS 1030

* Entrance deficiencies in English, Algebra I and II will be removed through the NSCC mandatory assessment and placement program.

Degree Seeking

First-Time Student

A “First-Time Student” at NSCC is an applicant who has never attended any college before.

These applicants must:

- Submit a completed Application for Admissions and a \$5 non-refundable application fee. All appropriate spaces must be completed on the application. Failure to submit a complete and accurate application will result in a delay in processing your application to the college.
- Graduate from a state approved high school, home school, or receive a GED high school equivalency diploma and submit to the Office of Admissions an “Official” high school transcript or an “Official” copy of GED scores (An “Official” transcript is one that is mailed directly to the Admissions Office by the high school guidance counselor, or one that is submitted in an envelope sealed and stamped or initialed by the guidance counselor. An official GED is one mailed directly to the Admissions Office by the testing agency, or one that is submitted in an envelope sealed and stamped or initialed by the testing agency). Evidence on the “Official” high school transcript indicating a passing Tennessee Comprehensive Assessment Program (TCAP) score is required for graduates of Tennessee public schools. NOTE: The transcript of a home school student should be an official copy from an affiliated organization as defined by state law (T.C.A. 49-50-801). Transcripts from independent home school students must be accompanied by certification of registration with the superintendent of the local education agency that the student would have otherwise attended. Applicants unable to provide a satisfactory secondary school credential may substitute acceptable GED scores. The minimum acceptable score for the GED is 45 with no sub-score less than 35.
- Show proof of Measles, Mumps, and Rubella (MMR) vaccination if they are full-time entering students and born after 1956. By state law (Tenn. Code Annotated § 49-6-5001) immunization is not required if:
 - It conflicts with the parent’s or guardian’s or individual’s religious tenets and practices.
 - A qualified physician certifies that administration of such immunization would be in any manner harmful to the individual involved, due to pregnancy, allergy to the vaccine, or other valid medical reasons.

Certificate of Immunization forms may be obtained from the Office of Admissions. Official copies of State Health Department or military immunization forms will be accepted in lieu of the certificate.

- Complete the Hepatitis B Immunization Health History Form.
- Show proof of Selective Service registration if they are males between the ages of 18 and

26. Applicants must meet this requirement prior to registration. Selective Service

registration forms may be obtained from the Office of Admissions.

6. Submit ACT or SAT scores, if they are less than 21 years of age. NSCC prefers the ACT but will accept the SAT. ACT or SAT scores are used to determine in which areas the applicant may be required to complete college prep course work. Enhanced ACT or SAT scores must be less than three years old. Information regarding the ACT or SAT may be obtained from your high school guidance counselor, NSCC Testing Center (615-353-3564) or Office of Admissions (615-353-3740), or by writing to:

American College Testing, Inc.
P.O. Box 168
Iowa City, Iowa 52242

NSCC ACT code number is 3983. Please use this number to request scores to be sent to NSCC.

- a. Applicants whose ACT reading sub-test score is less than 19 on the Enhanced ACT or less than 460 verbal score on the SAT will be required to take college prep course work.
 - b. Applicants whose English sub-test score is less than 19 on the Enhanced ACT or less than 460 verbal score on the SAT will be required to take college prep course work.
 - c. Applicants whose math sub-test score is less than 19 on the Enhanced ACT or less than 470 math score on the SAT will be required to take college prep course work.
7. Applicants under 21 years of age possessing a GED with acceptable scores as described above are not required to submit ACT or SAT scores. However, they are required to undergo placement assessment.
 8. All applicants 21 years of age or older must take the placement assessment. These applicants may choose to take the Enhanced ACT and be assessed according to the above guidelines.

Transfer Student

A degree-seeking applicant who has attended another college or university will be considered a transfer student. For "Transfer" applicants the following will apply:

1. Submit a completed Application for Admissions and a \$5 non-refundable application fee. All appropriate spaces must

be completed on the application. Failure to submit a complete and accurate application will result in a delay in processing your application.

2. Submit transcripts from all previously attended institutions. Transcripts should be mailed directly to the Office of Admissions from the sending institution. For the convenience of the applicant, the college will accept "official" transcripts hand carried by the applicant, when it is in an envelope sealed by the Records Office of the previous college attended. If the seal has been tampered with in any way, the "official" designation of the transcript will be voided and the applicant will be required to submit another "official" transcript. An initial evaluation of the transcript will be completed. If the applicant has fewer than 60 cumulative semester hours of college level work and is seeking an Associate of Science or Associate of Arts degree under the university parallel program, an "official" high school transcript or GED scores must be submitted.
3. Submit ACT or SAT scores, if they are under the age of 21. If fewer than 60 semester hours have been attempted, the ACT or SAT scores are used to determine in which areas the applicant may be required to complete college prep course work. Grades received in transfer courses will be considered for proper placement. Enrollment in those courses indicated by the results of the assessment is mandatory.
4. Have their transcripts evaluated for proof of competency in the areas of reading, writing, and mathematics, if they are 21 years of age and older and have fewer than 60 semester hours of completed work. Applicants lacking college level work in these areas will be required to undergo assessment. Enrollment in college prep courses indicated by the results of the assessment is mandatory.
5. College prep course work taken at other TBR institutions will be posted to the applicant's NSCC record and be considered in the number of attempted hours, but are not counted as hours earned toward the program of study.
6. All transfer applicants with 60 or more semester hours of credit, which must include college-level English and math transfer credit with a grade of "C" or better, will be exempt from placement assessment.

7. Transfer applicants who do not meet the Admissions standards of NSCC or whose last term of enrollment resulted in academic suspension will be admitted on academic probation and may be required to undergo placement assessment. Enrollment in those courses indicated by the results of the assessment is mandatory.
8. Transfer applicants whose last term of attendance at NSCC resulted in academic suspension and who are currently serving a suspension at another institution must meet with the Dean of Students to begin the academic review process (See Academic Action Appeals, page 39). If admission is recommended by the Academic Review Committee, the applicant may be required to undergo placement assessment as noted in section 3 or 4 above.

Readmitted Student

Any former NSCC student who has not been enrolled for over one year and who wishes to return to the college is considered a readmit student. Students seeking a readmission status must:

1. Submit an application for admission/readmission.
2. Submit an official transcript from each college or university attended since leaving NSCC. If it has been more than five (5) years since attending NSCC, all transcripts must be resubmitted. (High School, GED, College, etc.)
3. Be eligible for readmission under the college's admissions policy.
4. Take the placement assessment if they do not meet one of the following conditions:
 - a. Meet ACT requirements as outlined under "Degree Seeking Students", item 5 on the previous page.
 - b. or have previously earned college credit for first-term math or English.

International Student

An applicant who is a citizen or a Permanent Resident of a country other than the United States is classified as an International Student.

It is the responsibility of the international student to be familiar with U.S. Citizenship and Immigration Services (USCIS) regulations and assume responsibility for complying with these regulations.

Important Information for International Students

All international students, regardless of status, are required by USCIS to complete the "Special Registration Alien's Change of Address Card"

within 10 days of such change. This form must be completed upon entering the United States and within 10 days of any change of address during time of stay.

International students may obtain the "Special Registration Alien's Change of Address Card" from the Information Desk in the Student Services Building. Forms should be mailed to the Department of Justice address located on the form.

F-1 Student Status

NSCC is authorized under federal law to enroll non-immigrant students on F-1 student status in its Associate's degree programs. Applicants should have the following credentials on file in the Office of Admissions one month prior to the start of the semester in which they wish to enroll:

1. A completed application for admission and a non-refundable \$5.00 application fee.
2. Official copies of academic records of attendance from secondary schools, colleges, or universities accompanied by a certified English translation of these documents.
3. Official scores of the Test of English as a Foreign Language (TOEFL). A minimum score of 500 is required or a minimum score of 173 on the computer-based version is required for admission. Course work completed at another United States college or university or graduation from a United States high school may be used in lieu of TOEFL. Additional institutional placement assessment is required of all international students (See "Degree-Seeking Non-Immigrant Status other than F-1" section that follows). Any academic skills deficiencies must be removed through enrollment in college prep courses. Our TOEFL code number is 1149.
4. Satisfactory evidence of the financial capability to meet the expense involved while studying at NSCC. Applicants on F-1 status must also complete the appropriate form, provided by the college, showing financial capability. Completion of this form includes the student's intent to attend the college on a full-time basis (12 or more credit hours per semester) and states that no employment will be required to meet expenses. International students will pay out-of-state fees and are not eligible for Title IV funding.
5. A certificate from a licensed physician or other medical authority verifying freedom from tuberculosis. This certificate must be submitted to the Office of Admissions within 30 days from the first day of classes to

continue enrollment. If the student either has or potentially has tuberculosis requiring medical treatment, continued enrollment depends upon the decision of a licensed physician that the student's enrollment is not a risk to others and upon the student's compliance with any prescribed medical treatment.

6. All foreign non-immigrant students with F visas must enroll in the TBR Student/Scholar Health & Accident Insurance Plan as a condition of admission and continued enrollment.

Degree-Seeking Non-Immigrant Status other than F-1

Students whose first language is NOT English are protected under Title IV of the Civil Rights Act and are guaranteed language assistance once a language deficiency is documented. These students must:

1. Submit an application for admission and a non-refundable \$5.00 application fee.
2. Provide all documentation proving U.S. Immigration and Naturalization Service status.
3. Meet all regular admissions requirements as a degree-seeking student except as described below:

Take the Michigan Plus Language Proficiency Test and accept placement in the appropriate course work. Call an ESL testing specialist for details at 615-353-3380.

4. Take the Test of English as a Foreign Language (TOEFL). A minimum score of 500 is required on the paper version, or a minimum score of 173 on the computer-based version.
5. Take the math portion of the COMPASS examination.

Permanent Residents and Refugees

Applicants in this category must meet all applicable requirements for regular admissions to the college. Other requirements are as follows:

1. Submit an application for admission and a non-refundable \$5.00 application fee.
2. Submit a copy of the front and back of Permanent Resident Alien card.
3. A permanent resident whose native language is NOT English must take the Michigan Plus Language Proficiency Test and accept placement in the appropriate course work in lieu of regular placement assessment. Call an ESL testing specialist for details at 615-353-3380.

Technical Certificates

Students enrolled in a technical certificate program are considered non-degree students. Placement assessment is not required for acceptance into these programs with the exception of the Surgical Technology, Computer-Aided Drafting, Industrial Machine Tool, Technical Communication, and Web Page Authoring programs. Please contact the Office of Admissions for details.

For admissions into a technical certificate program, applicants must:

1. Submit an application for admissions with a \$5.00 non-refundable application fee.
2. Submit an official copy of high school transcript showing graduation with a regular or honors diploma, GED scores, or a college transcript.

These programs of study are eligible for Title IV assistance.

Special Student

A special student is one who is not enrolled in a degree program. Students in this classification desire to take one or more courses in order to gain employment skills, professional growth, or personal enrichment. In order to apply, special students should:

1. Submit a completed application for admission.
2. Submit a \$5 non-refundable application fee with the application.
3. Students under 21 years of age must be high school graduates or have the GED equivalent. Documents showing graduation or GED must be submitted to the Office of Admissions. One exception to this requirement is students 18 years of age or older who have not earned a high school diploma, are not enrolled in high school, and are seeking admissions only to pursue study in GED preparatory courses.

There is no limit on the number of hours a special student can pursue. Although special students are not required to complete normal assessment procedures, they should realize that the content of college-level courses assumes mastery of fundamental knowledge, skills, and aptitudes required for the course. **Special students may not enroll in a college-level English or mathematics course, or in a course that has an English or mathematics prerequisite, until they have provided evidence of adequate preparation for these courses.** This evidence may consist of college transcripts or COMPASS/ACT or SAT examination scores.

If a special student decides to pursue an Associate's degree, the student must meet all admissions requirements for the degree-seeking student. Credit hours accumulated as a special student are not applicable to the final 24 semester hours required for an Associate's degree.

Transient Student

A regularly enrolled student of another institution who wants to take a limited number of credit hours during a term and who is not presently working towards a degree at NSCC may be admitted as a transient student. Those wishing to enroll as transient students must:

1. Submit an application for admissions with a \$5.00 non-refundable application fee.
2. Submit an official transcript from another institution or take the placement assessment, if the student wishes to enroll in college level English or math.

Audit Student

Students wishing to enroll on a non-credit basis may choose to audit courses at NSCC. To enroll as an audit student:

1. Submit an application for admissions with a non-refundable \$5.00 application fee.
2. Enroll in classes on a space available basis the first day of late registration. No late registration fee is assessed and the enrollment in certain classes may be limited or denied based upon space availability.
3. You may NOT change status from credit to audit or audit to credit once officially enrolled.
4. The student is expected to attend class but does not receive a letter grade or credit for the course. "AU" will appear on the student's record for completion of an audit course. Audit hours are counted in determining a student's maximum course load, only.
5. The student may NOT audit college prep courses.
6. A state employee may NOT use a fee waiver to audit courses.

High School Graduate

An applicant who has earned a regular high school diploma or GED may enroll in any course.

1. Except college-level math, English, or a course that has college-level math or English prerequisites. Any student who plans to enroll in college-level math or English must have the required ACT scores. For ACT requirements, refer to "Degree-Seeking, First-Time Student" above.

2. To enroll:
 - a. An applicant must submit an application for admissions with a non-refundable \$5.00 application fee.
 - b. Submit official high school transcripts.

Student with Previous College Credit

An applicant who has earned college credit but does not have a degree may enroll after completing the following:

1. Submit an application for admissions and a \$5.00 non-refundable application fee.
2. Undergo placement assessment if enrolling in math and English courses unless student has already completed college-level math or English.

College Graduate

Applicants who have earned college degrees may enroll in college-level courses provided the applicants have met the prerequisite requirements for the courses in which they intend to enroll.

Applicants must:

1. Submit an application for admissions with a non-refundable \$5.00 application fee.
2. Submit official college transcripts.

Dual Enrollment Program

A student in grades 11 or 12 may earn both high school credit and college credit while attending the same class in his/her high school. Students may also attend college classes for dual credit at NSCC. To enroll in the Dual Enrollment program applicants must:

1. Be a junior or senior in high school.
2. Have a minimum sub-score of 19 on the ACT in the specific subject area.
3. Meet all prerequisites of the course or courses in which they wish to enroll.
4. Have written permission from their high school principal and parent or guardian.

For more information on dual credit courses, contact the NSCC Coordinator of K-12 Programs at 615-353-3269.

Joint Enrollment Program

A student in grades 11 or 12 may earn college credit while in high school. Classes are held on the NSCC campus with occasional courses offered at the high school. To enroll in the Joint Enrollment Program applicants must:

1. Be in the 11th or 12th grades.
2. Have a minimum sub-score of 19 on the ACT in the specific subject area (i.e., math or English).

3. Meet all prerequisites of the course in which they wish to enroll.
4. Have written approval of parent or guardian.

Academically Talented

A student in grades 9, 10, 11, or 12 who has been classified as “academically gifted” may earn college credit while in high school. Classes are held on the NSCC campus. To enroll as an “academically gifted” student applicants must:

1. Be in the 9th, 10th, 11th, or 12th grades.
2. Have a minimum overall G.P.A. of 3.2 on a 4.0 scale.
3. Have a minimum sub-score of 19 on the ACT in the specific subject area (i.e., math or English).
4. Meet all prerequisites of the course in which they wish to enroll.
5. Have written approval of high school principal and parent or guardian.

Application forms and other admissions information may be obtained from the NSCC Coordinator of K-12 Programs at 615-353-3269. The ACT Residual may be taken at NSCC. ACT Residual means that the scores are used exclusively at NSCC and cannot be used for admissions to another college or university.

Tech Prep

Tech Prep is a program of study that combines, at a minimum, two years of secondary education with two years of postsecondary education. The Tech Prep program constitutes a non-duplicative sequence or course study that integrates academic, vocational and technical instruction and utilizes work-based and worksite learning. Students may earn postsecondary credits for courses completed in high school by meeting all requirements of the Tech Prep Program. To enroll as a Tech Prep student applicants must:

1. Discuss with your high school teachers and counselors the courses eligible for credit at NSCC.
2. Develop your high school four-year or six-year plan, which should be updated each year with your counselor and teachers.
3. Maintain a “B” average or higher in courses eligible for articulation credit.
4. Complete, during your senior year, the application for “Articulation Credit”. This application should be submitted along with your final transcript (and six-year plan, if available) to NSCC.

5. Submit an application for admissions and a non-refundable \$5.00 application fee.

For more information, call 615-353-3453 or 615-353-3401.

Residency Classification

Upon admission to the college, the Office of Admissions classifies each student as a resident or non-resident. Ordinarily it is presumed that a person entering Tennessee from another state or country to attend college does so intending to remain only for the period of attaining his or her educational degree.

All decisions regarding residency classification are made for the purpose of paying fees and tuition, and are based on the Tennessee Board of Regents Policy No. 3:05:01:00. Copies of these policies are available in the Office of Admissions. The College may require proof of relevant facts regarding residency. The responsibility for residency classifications rests with the Director of Admissions, and all documentation should be submitted with an In-State Residency Application to the Office of Admissions. Students who disagree with the final decision may submit an appeal in writing to the Dean of Students. For more information or to receive a Residency Application, stop by or call the Office of Admissions at 615-353-3215.

Selective Service Requirements

1. Pursuant to federal law, every male who is between the ages of 18 and 26, and is a citizen of the United States or a resident of the United States must register with the Selective Service.
2. Notwithstanding the provisions of paragraph 1, the requirements to register shall not apply to any alien lawfully admitted to the United States as a non-immigrant, under Section 101(a)(15) of the Immigration and Nationality Act, as amended, for so long as he continues to maintain a lawful non-immigrant status in the United States.
3. Men who have previously served in the military must also meet this requirement.
4. If a student meeting the above age requirements has not registered for the Selective Service, that student must show proof of said registration by completing the Selective Service Registration Form.

Forms may be obtained from the Admissions Office.

Advanced Standing

Matriculated (enrolled) students at Nashville State Community College may meet some course requirements for graduation through course waivers and substitutions; college transfer credit; credit by examination; the college-level examination program; advanced placement examinations; prior work experience; high school, career, and vocational education experience; and U.S. Military training and experience.

Documentation of any of these alternate methods of meeting requirements must be filed in the Records Office prior to the beginning of the semester in which the student will graduate. If this documentation is not on file, the student's graduation date may be delayed. (Students who are not enrolled at Nashville State Community College are not eligible for any advanced standing program).

College Transfer Credit

Credit may be awarded to transfer students when the following standards are met:

1. All previous college or university records are on file in the student's NSCC academic record.
2. The coursework transferred or accepted for credit toward an undergraduate degree must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate degree programs.
3. Credits earned more than six years prior to enrollment at NSCC are reviewed and evaluated by the appropriate department head and transfer credit/graduation analyst.
4. Courses are judged to be equivalent to those offered at NSCC and are required for the student's declared major.
5. The student matriculates (enrolls) at Nashville State Community College.

If a student has earned credit for a course at a prior institution with fewer than the number of hours required for the equivalent course, credit may be given for that course if the material covered is sufficiently equivalent to the NSCC course. In all cases, a student must have earned a minimum of 60 semester hours to meet the graduation requirements for the Associate's degree. Grades earned at another institution are not used to compute a student's grade point average at NSCC.

College Board Advanced Placement Examinations

Students who complete College Board Advanced Placement Examinations with a score of 3.0 or higher may receive credit toward their program of study. Students take the Advanced Placement exams at their high schools. No fees are charged for awarding this credit. Official College Board AP exam scores should be submitted with the admissions application.

Advance Standing Credit Awards For College Board

Advance Placement Examinations

AP Exam	NSCC Course	SH Credit
Art-History of Art	ART 1010-Art Appreciation.....	3
Biology	BIOL 1110-General Biology I and Lab..	4
Chemistry	CHEM 1110- General Chemistry I and Lab	4
	CHEM 1120- General Chemistry II and Lab	4
Economics	ECON 1111-Macroeconomics	3
	ECON 1121-Microeconomics	3
English-Literature & Composition	ENGL 2010-Intro to Literature I	3
	ENGL 2020-Intro to Literature II.....	3
Environmental Science	BIOL 2115-Environmental Science	4
French-Language	FREN 1010-French I and	4
	FREN 1020-French II	4
German-Language	HUM 1999-Humanities Elective	3
Government and Politics	POLI 1111-Political Science	3
History-United States	HIST 2020-Survey of History II	3
Latin-Language	HUM 1999-Humanities Elective	3
Mathematics-Calculus-BC	MATH 1910-Calculus and Analytical Geometry I	4
	or MATH 1920-Calculus and Analytical Geometry II	4
Mathematics-Statistics	MATH 1510 Probability/Statistics	3
Physics B	PHYS 2010 Non-Calculus Based Physics I and Lab	4
	PHYS 2020 Non-Calculus Based Physics II and Lab	4
Psychology	PSYC 1111-Introduction to Psychology	3
Spanish-Language	SPAN 1010-Spanish I	4
	SPAN 1020-Spanish II	4

College-Level Examination Program (CLEP)

CLEP is a program of "credit by examination" which offers individuals an opportunity to earn college credit without enrolling in specific college courses. College level competencies may have been acquired through personal reading, formal study, job experience, volunteer experience, correspondence courses, military training, or advanced high school courses.

CLEP exams are offered each Thursday morning (excluding holidays) at 9:00 a.m. in the NSCC Testing Center. Appointments should be made in advance.

Total Cost \$65.00 per examination: CLEP charges \$50.00 per exam and prefers it be charged to American Express, MasterCard, or Visa. NSCC charges \$15.00 per exam for test administration and requires it be paid by check or money order.

For additional information, contact the Testing Center at 615-353-3564.

**CLEP Examinations
With NSCC Course Equivalencies**

GENERAL EXAMINATIONS	Minimum Acceptable Score	Credit Hours Awarded	NSCC Course Equivalencies
English Composition with Essay	420	3 - 6	ENGL 1010, 1020
Humanities	420	3 - 6	HUM elective
Mathematics, College	420	3 - 6	MATH elective (MATH 1110, 1610)
Natural Sciences	420	3 - 6	PSCI elective (PSCI 1010, 1020)
Social Sciences & History.....	420	3 - 6	SOC SCI elective

**SUBJECT EXAMINATIONS
COMPOSITION AND LITERATURE**

American Literature	46	3	ENGL 2110
Analyzing and Interpreting Literature	47	3 - 6	ENGL 2010 ENGL 2020 *Essay req'd
Composition, Freshman College	44	3 - 6	ENGL 1010; ENGL 1020 *Essay req'd
English Literature	46	3 - 6	ENGL 2010; ENGL 2020 *Essay req'd

GENERAL EXAMINATIONS	Minimum Acceptable Score	Credit Hours Awarded	NSCC Course Equivalencies
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FOREIGN LANGUAGES

French–College Level 1 (two semesters).....	39	4	FREN 1010
French–College Level 2 (two semesters).....	45	8	FREN 1010; FREN 1020
German–College Level 1 (two semesters).....	36	4	GERM 1010
German–College Level 2 (two semesters).....	42	8	HUM Elective
Spanish–College Level 1 (two semesters).....	45	4	SPAN 1010
Spanish–College Level 2 (two semesters).....	50	8	SPAN 1010; SPAN 1020
French–College Level 1 (two semesters).....	39	4	FREN 1010
French–College Level 2 (two semesters).....	45	8	FREN 1010; FREN 1020

GENERAL EXAMINATIONS	Minimum Acceptable Score	Credit Hours Awarded	NSCC Course Equivalencies
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SOCIAL SCIENCES AND HISTORY

American Government	47	3	SOC SCI Elective
Introduction to Educational Psychology	47	3	SOC SCI Elective/ EDUC Elective/ SOC SCI elective
History of the United States I: Early Colonizations to 1877	47	3	HIST 2010
History of the United States II: 1865 to the Present	46	3	HIST 2020
Human Growth and Development.....	45	3	EDUC elective/ SOC SCI elective
Principles of Macroeconomics	44	3	ECON 1111
Principles of Microeconomics.....	41	3	ECON 1121
Introductory Psychology	47	3	PSYC 1111
Introductory Sociology	47	3	SOCI 1111
Western Civilization I: Ancient Near East to 1648	46	3	HIST 1110
Western Civilization II: Ancient Near East to 1648	47	3	HIST 1120

SCIENCE AND MATHEMATICS

College Algebra	46	3	MATH 1710
College Algebra-Trigonometry.....	45	3	MATH 1710 or MATH 1720
General Biology	46	4	BIOL 1110
Calculus with Elementary Functions.....	41	4	MATH 1910
General Chemistry	47	3	CHEM 1110 & 1120 (not labs)
Trigonometry	50	3	MATH 1720

BUSINESS

Principles of Accounting	45	4	ACCT 1104
Introductory Business Law.....	51	3	BUS 2600
Information Systems and Computer Application	52	3	CIS 1010
Principles of Management	46	3	BUS 2400
Principles of Marketing	50	3	MKT 2220

Professional Certification Exams

Students may receive advanced standing credit by successfully completing recognized professional certification exams. Official examination results should be submitted with the application for admissions or to the Records Office if the exam is completed after the student has been admitted to NSCC.

Equivalencies for the Certified Professional Secretary Exam

Certified Professional Secretary Exam

OAD 1400	4
OAD 2400	4
OAD 2810	3
SOC 1999	3
Social Sciences Elective	3

Course Waivers and Substitutions

An advisor may recommend that a student request a course waiver if the student has had training or experience in a subject area. A course waiver is appropriate if the material has been mastered through means other than formal academic course work or in a course closely related to the course in question. A course substitution is appropriate only if material has been mastered through a similar course within the college or if co-op credit has been earned as defined in the college catalog. There is no fee for course waivers and substitutions. Course waivers may reduce the total credit hours or number of courses required for the degree or certificate, but in no case can the number of credit hours required for the Associate's degree be fewer than 60.

To process a course waiver or substitution, students should initiate the appropriate form through the Records Office. The department head and division head in the academic area in which the course is offered must approve the waiver or substitution.

Credit by Examination

Credit by Examination permits students to earn full credit for NSCC college-level courses through successful completion of comprehensive examinations.

To be eligible for Credit by Examination, a student:

1. must be currently enrolled in classes at NSCC,
2. must meet any prerequisite requirement established for the course for which the exam is requested,
3. may not pursue Credit by Examination where credit in an equivalent or more advanced course has been earned, for a course previously audited, or for a course successfully completed,
4. must apply for and complete the examination within seven calendar days beginning with the first day of class of the current term.

To apply for Credit by Examination, a student must obtain the Request for Credit by Examination form from the Records Office. The student must possess and demonstrate the requisite knowledge and skills for the course being challenged and receive the advisor's approval to take the exam. The student is to then submit the form to the Department Head responsible for the discipline of the exam requested. Permission to take the challenge examination may be denied if the advisor or Department Head determines that the student does not have a valid basis for the request. The decision of the Department Head is final.

Upon approval by the Department Head, the student must pay the \$75.00 examination fee (non-refundable) to the Business Office and present the receipt to the instructor responsible for administering the exam.

For successful completion of Credit by Examination, a student must achieve a minimum of 75% on the examination. The credit will be recorded on the student's academic transcript as "Advanced Standing – Credit by Examination" and does not affect the student's GPA.

Students currently enrolled in the course for which they successfully complete Credit by Examination will be dropped from the course and receive full refund of payments related to the course.

Credit by Examination is limited to a maximum of 20 semester hours and does not apply toward residency requirements for graduation. Students intending to transfer should consult with the college or university to which they are applying about the transferability of Credit by Examination hours.

Credit for Prior Work Experience (Portfolio Assessment)

If students pursuing a degree or certificate have work experiences that have provided a background similar to that of a course in their major curriculum, they may request that the department responsible for the course evaluate the work experience for credit purposes. Students should provide the department with evidence of work performed, e.g., copies of drawings, reports, or other documents, which would verify the type of work performed and/or a letter from the employer verifying the time that they were employed and did perform the work. A maximum of 10 hours of credit can be obtained for prior documented work experience. If the work experience is adequate for credit, the department head will submit the necessary form for approval through the academic division administrator.

High School and Vocational Education Experience

A student who has high school, vocational, or other credit that may relate to the program of study being pursued at NSCC, may be eligible for advanced standing. NSCC has formal articulation agreements with many high schools that outline the possibilities of credit for work at the high school level.

The student must request review by the department head responsible for the course or courses that relate to the previous educational

experience. This educational experience will be evaluated by the department head to determine if the experience provides mastery of 80 percent of the competencies contained in the course required in the student's major. A maximum of 21 semester credit hours may be earned through these experiences. The student must provide proper documentation, such as articulation application, high school transcript and/or documentation of the type of work performed in the course.

NSSC also has articulation agreements with the Tennessee Technology Centers at Nashville and Dickson. In addition to single course advanced standing, block credit transfer is also available under the General Technology A.A.S. degree program.

The National Program on Noncollegiate Sponsored Instruction (PONSI)

Credit may also be granted for appropriate educational experience listed in the Directory of the National Program on Noncollegiate Sponsored Instruction and in The National Guide to Educational Credit for Training Programs by the American Council on Education. If the educational experience is adequate for credit, the department head will submit the necessary form for approval through the academic division administrator.

U.S. Military Schools

Nashville State College recognizes and awards credit for military service schools in which the student has satisfactorily completed and for which NSSC has an equivalent course. The training is evaluated using the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services. If necessary, other recognized publications may be consulted in the evaluation of armed services schools. No more than 50 percent of the credit hours required to obtain an Associate's degree or certificate may be earned through military service schools.

The student must provide the Admissions Office the required documentation for the evaluation of military training.

Veterans' Benefits

Veterans and eligible dependents of veterans who wish to apply for educational benefits from the Veterans Administration (VA) should contact the Enrollment Management Services Office at 615-353-3211 to complete the necessary forms to receive VA benefits.

Students Transferring to Other Colleges and Universities

Nashville State Community College offers a wide variety of courses designed to transfer to a college or university. Students can complete the general education core required by four-year baccalaureate programs, which include courses in humanities, social sciences, mathematics, science, speech, and English. In addition to the Associate of Applied Science degree in technical/career programs, the Associate of Arts and Associate of Science degrees are also offered with a wide variety of Areas of Emphasis. Curriculum Guides provide a suggested course of study in each Area of Emphasis. Students must consult the catalog of their selected transfer institution, and contact an advisor for assistance in planning a selected Area of Emphasis.

Articulation

Nashville State Community College provides general education courses that enable students to transfer college credits to four-year colleges and universities. If a student decides to pursue a Bachelor's degree, Nashville State Community College provides a less expensive and more convenient first two years of college education. Many students attend for that reason. Currently, the following four-year universities have transfer agreements with Nashville State Community College:

- Austin Peay State University
- Belmont University
- David Lipscomb University
- East Tennessee State University
- Fisk University
- Middle Tennessee State University
- Murray State University
- Peabody at Vanderbilt University
- Tennessee State University
- Tennessee Technological University
- Trevecca Nazarene University
- The University of Alabama at Huntsville
- The University of Memphis
- The University of Tennessee at Knoxville
- The University of Tennessee at Martin
- Western Kentucky University

Business Procedures and Financial Aid Information




Nashville State
Community College

Nashville State Community College is a state-supported college and, therefore, maintains modest matriculation and incidental fees. Expenses are charged and payable by the semester. Registration is not complete until all required fees have been paid (which means all checks have cleared the bank). Students who have not met their financial obligations will not be admitted to classes. All payments are to be made by cash, check, or credit card (Visa or MasterCard) to the Business Office. If the student's employer pays the fees, the employer must mail an authorization letter on company letterhead to the Business Office each semester indicating which fees will be paid and dollar limit (if applicable). Any fee waiver or fee discount forms must be turned in at the time of registration. Please refer to the NSCC Web site or schedule of classes for Business Office hours of operation and a listing of current tuition rates and fees.

For additional information, please call 615-353-3310.

Tuition and fees are subject to change at any time by policy of the Tennessee Board of Regents. Fee schedules are published as changes occur. Fee increases are enacted by the governing board and are normally implemented for the fall term.

Registration, maintenance, and tuition fees for the summer term will be the same as for the other two semesters. Fees for auditing a course will be the same as the fees paid if taking the course for credit. Enrollment as an audit will be subject to the availability of space in the class being requested. Students are classified as residents or non-residents for the purpose of assessing maintenance and tuition charges. The definition of residency as determined by the Tennessee Board of Regents will apply. Information about residence classification may be obtained from the Admissions or Records offices.

Senior Citizens and Students With Disabilities

For audit courses, no fee is required for persons who are totally disabled or who are 60 years of age or older. Enrollment will be subject to the availability of space in the class requested.

Persons 65 years of age or older who live in Tennessee or totally disabled persons may enroll for credit as special students for a fee of \$75 per semester. Enrollment will be subject to the availability of space in the class requested.

An applicant who wishes to be admitted in one of these categories must submit the following:

1. A completed application for admission.

2. A five-dollar (\$5) non-refundable application fee.
3. Proof of age or physician's certificate of total disability.

NOTE: Fees for Continuing Education Units (CEUs) are not waived or reduced.

State Employee Fee Waivers

Title 8, Chapter 50, Part 1 in Public Chapter 1047 of the 1990 Public Acts enables full-time employees of the State of Tennessee to be eligible for enrollment in one course per term at any state supported college or university without the payment of tuition charges, maintenance fees, debt service fees, student activity fees, or registration fees.

The following are rules that govern the use of this fee waiver type:

1. Fees are not waived for non-credit, CEU, or correspondence courses, application fees, or parking permits.
2. Enrollment is subject to space availability in the class selected. Registration is permitted only during the late registration process.
3. At the time of enrollment, the employee must have a completed state employee fee waiver form signed by his or her employer certifying that the applicant is a full-time employee with at least six months of continuous service.

Deferred Payment Program

All students owing a balance greater than \$250 who are in good financial standing and with no outstanding balances from previous terms are eligible to participate in the deferred payment program. This program allows the student to defer payment of up to 50% of the maintenance fee, out-of-state tuition, and technology access fee into two monthly payments during the term. Fees can be deferred during fall and spring semester only. A deferral fee of \$10 is assessed to defer costs of the program. Deferred payments that become delinquent are assessed a \$25 penalty for each late payment, up to \$100. If there is a change in the student's schedule that generates a refund due, it will be applied to the student's outstanding balance before a refund check is issued. Refunds are based on total fees assessed, not on the amount paid.

For more information, call 615-353-3310.

Refunds

Two changes in a student's status which may require a refund are: (1) changes in a full-time student's schedule which result in reclassification to part-time student status; and (2) a change in a part-time student's schedule which results in a class load of fewer hours. Other situations that may require a refund are dropping a course or courses, withdrawing from school, cancellation of a class by the college, or death of the student.

The following procedures will be followed in regard to refund of maintenance fees:

If Withdrawal Is:.....Refund Will Be:

After pre-registration but **before** the published first day of class.....100%*

For courses cancelled by the college.....100%*

On the first official day of classes through the 14th calendar day from the published first day of classes75%

On the 15th calendar day from the published first day of classes through 25% of the semester calendar days (see school calendar).....25%

After 25% period0%

All refund periods will be rounded up or down to the nearest whole day if necessary.

* A 100% refund will be provided on behalf of a student whose death occurs during the semester.

* A 100% refund will be provided to students who are compelled by the college to withdraw when it is determined that through institutional error they were academically ineligible for enrollment or were not properly admitted to enroll for the course(s) being dropped.

* A 100% refund will be provided, upon submission of required forms, to students absent from the college in excess of 30 days while on active military duty.

All refunds will be in the form of a check within three to four weeks after the Records Office has processed a Schedule Change Form.

If a student initially pays by Visa or Mastercard and wishes to have a credit processed to his/her credit card account, it should be so noted on the Schedule Change Form. Refunds involving third-party payments will be prorated based on the percentage paid by the student and third party involved, including discounts, waivers, or grants. A refund date will be established for each semester. Summer term refunds will be based on the above procedures with concentrated terms being prorated as a percentage of a regular term. No refunds will be made for Continuing Education Units (CEUs) unless the class is cancelled.

Returned Checks

There is a \$20 charge for any check accepted by the college that is returned. When a stop payment is issued or a check is written on a closed account, it shall result in the administrative dismissal of the student. Returned checks that represent 50% down payment on deferred payment contracts will result in administrative dismissal if not redeemed within 10 days. A late fee of \$10 will also be assessed for any returned check for registration fees, unless the student registered late initially.

Financial Aid

A variety of federal, state, and local financial aid programs are available to qualified students who might otherwise find it difficult or impossible to attend Nashville State Community College. Fair and equal consideration is given to applicants without regard to race, color, sex, national origin, religion, age, or disability. Students are encouraged to obtain The Student Guide from the Financial Aid Office. This free federal publication provides an excellent overview of federal programs and eligibility requirements. Helpful Web links are provided on the college's home page at www.nsc.edu Click on Financial Aid. Students may also inquire at the Financial Aid Office regarding individual circumstances that need to be considered when packaging financial aid.

Additional information concerning financial aid is available from:

Financial Aid Office
120 White Bridge Road
Nashville, TN 37209
Phone: 615-353-3250
Fax: 615-353-3202
Email: financial_aid@nsc.edu

Please note that the following information is subject to change and is based on federal regulations and institutional policies and procedures at the time of writing.

Federal/State Assistance

The College has several federal and state programs with a wide range of eligibility requirements available to students. These programs include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Subsidized and Unsubsidized Stafford Loans, Federal Parent Loan for Undergraduate Students (FPLUS), and Tennessee Student Assistance Award (TSAA). Even though the eligibility requirement may vary from program to program, there are a number of **general eligibility requirements** common to each.

1. Students must have “financial need” which is determined by subtracting the “expected family contribution” as determined by federal methodology from the “cost of attendance.” Though the Federal Unsubsidized Stafford Loan and FPLUS are non-need-based loans, eligibility for need-based programs must first be determined before students can make application for these programs.
2. Students must be U.S. citizens or eligible non-citizens. Students in the U.S. on an F1 or F2 student visa, J1 or J2 exchange visitor visa, or a G series visa are not eligible for Title IV Programs.
3. Students must have a valid Social Security number.
4. Students must be enrolled as regular students in an eligible program of study.
5. Students must maintain satisfactory academic progress as measured by the Financial Aid Office. A copy of the “Standards of Satisfactory Academic Progress” is available at the Financial Aid Office.
6. Students must be registered with Selective Service (if applicable).
7. Students must have a high school diploma or GED.
8. Students cannot receive Title IV funds for more than the first 30 credit hours attempted in remedial and developmental classes.
9. Students cannot be in default on a student loan or owe a federal/state grant refund.

Application Process for Federal/State Programs:

Students who wish to be considered for federal/state financial aid assistance for the subsequent academic year must complete the Free Application for Federal Student Aid (FAFSA) each year. Students may submit a FAFSA application through the Web at www.fafsa.ed.gov. Doing so will reduce processing time by 7 to 14 days. When submitted on the Web, the FAFSA application is automatically edited, thus reducing mistakes. Students should include Nashville State Community College as a recipient of their information when completing Step 6 of the FAFSA. **Our institutional code number is 007534.**

Students are encouraged to file their federal tax return prior to completing the FAFSA. NSCC uses a priority filing date of April 1 when awarding FSEOG and FWS funds. Students will receive a

Student Aid Report approximately four weeks after mailing a completed FAFSA. It should be reviewed for accuracy and corrections should be made as necessary. Some students may be selected for a process called verification. In such cases, a verification worksheet and applicable tax returns must also be provided. If corrections are needed to the Student Aid Report, the Financial Aid Office can make them electronically.

Information regarding a student’s financial aid history is obtained through the National Student Loan Data System (NSLDS) when the Federal Central Processing System is processing the FAFSA. Financial Aid Office staff also view the NSLDS when processing files. Therefore, it is not necessary for students to obtain financial aid transcripts from prior colleges attended.

Students must also complete the NSCC Financial Aid Application and provide other information as requested by the Financial Aid Office. Failure to submit requested information in a timely manner may delay receipt of financial aid funds and/or preclude students from being considered for some financial aid programs.

We begin sending Financial Aid Award Notifications in May prior to the beginning of the new award year.

Sources of Federal/State Assistance

FEDERAL PELL GRANT: A need-based non-repayable grant for undergraduate students. Eligibility is based on the student’s “expected family contribution,” “cost of attendance,” “enrollment status,” and whether or not the student attends a full academic year. The maximum yearly grant for 2004-05 is expected to be \$4,050.

The minimum yearly grant is expected to be \$400. Eligible students may receive this grant if enrolled in one or more credit hours.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG): A non-repayable grant to students with exceptional financial need. Priority is given to Federal Pell Grant recipients with the lowest “expected family contribution.” Priority is also given to students who make application prior to April 1 preceding an award year. Average awards are \$300 per semester. Funding is limited. Eligible students must be enrolled in one or more credit hours.

TENNESSEE STUDENT ASSISTANCE AWARD (TSAA): A non-repayable grant to Tennessee residents whose “expected family contribution” is 2100 or less. Students must be enrolled in at least six credit hours. Priority is given to students whose FAFSA is processed by May 1 prior to the award year. The maximum yearly award for 2003-04 was \$1,026.

FEDERAL WORK-STUDY: This program provides jobs for students who have financial need. Priority is given to students who make application prior to April 1 preceding an award year and have a minimum financial need of at least \$1,000. Students work an average of 15 hours per week at a pay rate of \$6.50 per hour. An average yearly award is \$3,120. Funding is limited. Though most jobs are on campus, some jobs are available off campus in community service positions. A higher rate of pay is provided to assist with transportation expenses related to off-campus positions. Eligible students must be enrolled in one or more credit hours.

FEDERAL SUBSIDIZED STAFFORD LOAN: A need-based low-interest loan for eligible students enrolled in at least six credit hours. To be considered for loans, students must minimally complete the FAFSA, the NSCC Loan Information Worksheet, and the NSCC Financial Aid Application. Students must also provide any additional information as requested by the Financial Aid Office. Students must attend a pre-loan workshop and sign a Promissory Note each award year. Eligibility for a Federal Pell Grant must first be established. Maximum awards are based on financial need and whether the student is classified as a freshman or sophomore and whether a student is classified as dependent or independent. Students are also subject to annual and aggregate limits. Interest does not accrue while the student is in school. Repayment begins (as well as interest) six months after the student drops below half-time status. There are a number of deferment and forbearance options available to students. Refer to The Student Guide available in the Financial Aid Office. Students must attend an exit-loan workshop prior to graduation or at which point they otherwise plan to drop below half-time status.

FEDERAL UNSUBSIDIZED STAFFORD LOAN: A non-need-based low-interest loan for eligible students enrolled in at least six credit hours. To be considered for loans, students must complete the FAFSA, the NSCC Loan Information Worksheet, and NSCC Financial Aid Application. Students must also provide any additional information as requested by the Financial Aid Office. Students must attend a pre-loan workshop and sign a promissory note each award year. Eligibility for a Federal Pell Grant and Subsidized Stafford Loan must first be established. Maximum awards are based on whether the student is classified as a freshman or sophomore and whether the student is classified as dependent or independent. Students are also subject to annual and aggregate limits. Interest accrues while students are in school. Students have the option to make payments on the interest or to allow it to capitalize. Repayment begins six months after students drop below half-time enrollment

status. There are a number of deferment and forbearance options available to students. Refer to The Student Guide available in the Financial Aid Office. Students must attend an exit-loan workshop prior to graduation or at which point they otherwise plan to drop below half-time status.

FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS: This loan is for parents of dependent students. Students must complete the FAFSA and eligibility for the Federal Pell Grant and Federal Subsidized and Unsubsidized Stafford Loan must first be established. Maximum awards cannot exceed a student's cost of attendance less other financial aid received. Loan applications may be obtained from the Financial Aid Office or from a bank, credit union, or savings and loan association. Eligible students must be enrolled in at least six credit hours.

Understanding the NSCC Financial Aid Notification

We begin sending Financial Aid Award Notifications in approximately mid-May prior to each award year. The Financial Aid Notification will include an assessment of "need" for financial aid. The following example illustrates such an assessment for a dependent student living with parent(s) or relative(s) during the 2003-04 academic year. It should be noted that the cost of registration fees during the 2003-04 academic year (total for two semesters) for a full-time, in-state student was \$2,049 including the technology access fee. The average allowance for books and supplies for the same period was \$800.

• Cost of Attendance*	\$6,499
(less)Expected Family Contribution	<u>200</u>
Need for Financial Aid	\$6,299

* The cost of attendance includes an allowance for registration fees, books and supplies, transportation, room and board, and other personal and miscellaneous expenses.

Based on the example, the student might have received the following type of financial assistance:

Federal Pell Grant	\$3,900
Federal Supplemental Education Grant	600
Tennessee Student Assistance Award	<u>1,002</u>
Total Award	\$5,502

It should be noted that in this example, the student received an amount of financial assistance that exceeded the amount needed for the direct educational cost of registration fees and books and supplies. The balance could be used for other

education related expenses. Based on the student's unmet need of \$797 (\$6,299 "need" less \$5,502 total award), the student could receive additional assistance via student loans, scholarships, Federal Work-Study, etc. A letter of explanation will be sent with the Financial Aid Notification, which contains further details regarding awards.

Payment of Registration Fees and Books/Supplies

You should submit all documents necessary to complete your financial aid file prior to a month before the semester you wish to attend. Otherwise, you should expect a delay in our ability to provide financial aid assistance. In such cases, it may be necessary for you to pay your registration fees through your own resources. Once your financial aid file is complete, we will assist you based on your eligibility for federal/state/institutional funds.

Students are allowed to defer payment of registration fees at the point of registration if their financial aid files are complete and if their Federal Pell Grant, FSEOG, TSAA, and scholarship awards are sufficient to cover these costs. If students are only eligible to receive a student loan, they may be granted a "special deferment" of payment of registration fees pending receipt of student loan proceeds. Students must contact the Financial Aid Office to obtain a "special deferment." Otherwise, unless students have another third-party source of financial assistance such as WIA or Vocational Rehabilitation, they should be prepared to pay their registration fees at the point they register.

Students should be prepared to purchase books and supplies.

Disbursement of Federal/State Funds

If students' Federal Pell Grant, FSEOG, TSAA, and scholarship awards exceed the amount owed for registration fees, they will receive a residual check approximately four weeks into the semester at our cashiers office. Enrollment status (assumed attendance status) at the point payment is authorized by the Financial Aid Office will determine the amount of the award. Example: If a student is enrolled in 12 credit hours on the first day of class but subsequently drops to nine credit hours prior to authorization for payment, the Financial Aid Office will authorize payment based on nine credit hours. If a student totally withdraws from classes prior to picking up the residual check, it will be canceled and refunded back to the appropriate Title IV account(s). A revised residual check will be issued to the student if appropriate.

Student loan proceeds will be disbursed on or after the first day of class each semester. As an exception, federal law specifies that first-year, first-time borrowers cannot receive their first disbursement until after 30 days into the payment period. All loan proceeds are disbursed in at least two payments. Students must be attending at least six credit hours at the time they receive their student loan proceeds. Students who are employed in the Federal Work-Study Program are paid every two weeks. It should be noted that if a student unofficially withdraws from class (quits attending) and it is later discovered that Title IV funds were paid to the student for credit hours the student was not attending at the point Title IV funds were authorized to the student's account, an overpayment may exist. In such cases, the student will be billed for the overpayment.

Overpayments

Overpayments occur for several reasons. In some cases, students receive financial aid assistance in an amount that exceeds their "need" for financial aid. In other cases, students are inadvertently overpaid Federal Pell Grant funds. No matter what the reason, overpayments must be resolved. In some cases, the college is able to resolve overpayments by reducing awards for subsequent semesters during the same award year. The Financial Aid Office will notify the student of an amount that must be repaid to a specific program. If the overpayment cannot be resolved by reducing subsequent awards during the same award year, students will be required to make immediate repayment. If the overpayment is due to student error, and if the student fails to repay the overpayment, the student will be ineligible for future financial aid assistance at all post-secondary schools. If the error is a result of fraud, it will be reported to the Office of the Inspector General. If the overpayment is a result of institutional error and if the student has not made repayment by the close of the award year, the college will be responsible for making the repayment. In such cases, the college will then bill the student and will place a "hold" on future registration. It should be noted that if a student unofficially withdraws from class (quits attending) and it is later discovered that Title IV funds were paid to the student for credit hours the student was not attending at the point Title IV funds were authorized to the student's account, an overpayment may exist. In such cases, the student will be billed for the overpayment.

Return of Title IV Funds

Title IV recipients who partially withdraw from classes through the official withdrawal process on or after the first day of class may be eligible for a maintenance fee/tuition refund based on NSCC's refund policy. Title IV recipients are allowed to receive such refunds except in cases when they totally withdraw (officially or unofficially) from classes.

Effective with the Fall Semester of 2000, NSCC implemented new policy and procedures related to Return of Title IV Funds as required by the Higher Education Amendments of 1998 (34 CFR Part 668.22). This new policy replaced our prior Refund/Repayment Policy. A copy of our new policy and procedure is available in the Financial Aid Office. It should be noted that this new policy is only applicable to Title IV recipients. The NSCC refund policy as stated in the college catalog is applicable to non-Title IV recipients.

In brief, if a Title IV recipient totally withdraws (officially or unofficially) from classes on or before the sixty percent point of the semester based on the calendar days within the semester, a calculation will be performed via our Return of Title IV Funds Policy and Procedure. The calculation will include a determination of the student's last date of attendance, required registration fees, the total amount of Title IV assistance received, the percentage of Title IV assistance earned, the amount of Title IV assistance earned, the percentage of Title IV assistance that was unearned, and the amount of Title IV assistance that was unearned. The following example is reflective of a student who totally withdrew at the 40% point of the semester.

Institutional charges are estimated for the purpose of this example.

Institutional Charges:	\$700
Title IV aid for the Period:	\$3,000
*Amount of Title IV applied to account	\$700
Amount of Title IV refunded to student	\$2,300
Percentage Earned:	40%
Amount Earned:	\$1,200
Percentage Unearned:	60%
Amount Unearned:	\$1,800

**It is assumed that Title IV assistance paid the student's account even when institutional charges were paid by cash or another non-Title IV source of assistance.*

Using this scenario, the college would be required to refund \$420 (60% of \$700) back to Title IV programs, first to loans and then to grants (as applicable). The student would be required to repay \$1,380 (60% of \$2,300) back to Title IV programs. The following qualifiers to the amount the student must repay should be noted. If the amount owed by the student could be applied to the remainder owed to loans disbursed during the period, the student would not be required to make immediate repayment but would follow the normal repayment process related to the loans. If the amount owed by the student is greater than the remainder owed to loans disbursed during the period, the student would be required to make repayment to federal grant programs. However, as related to federal grants, the student is only required to make payment of 50% owed to the federal grant programs. If, in this example, the entire \$3,000 of Title IV aid for the Period was through the Federal Pell Grant, the student would only be required to repay 50% of \$1,380 (\$690) to the Federal Pell Grant. Within 45 days of notice, the student must make full payment of the amount owed to federal grants. Otherwise, the college will report the overpayment to the Department of Education (ED) and the student will be required to make payment arrangements with ED before being eligible to receive future Title IV assistance at any school.

Financial Aid Standards for Satisfactory Academic Progress

Student Requirements:

Federal and state regulations require students to achieve "satisfactory academic progress" in order to maintain eligibility for Title IV financial aid programs. The following "standards" are for financial aid purposes and neither replace or override NSCC academic policies. These "standards" are effective beginning with the Fall Semester of 1994. Students who failed to maintain "satisfactory academic progress" prior to the Fall Semester of 1994 based on previous "standards" may re-establish eligibility according to our new "standards". Effective with the 1994-95 academic year, the Financial Aid Office will review measurements "A" and "B" for financial aid recipients at the end of each spring semester. Measurement "C" will be reviewed at the end of each semester. The following measurements apply, whether or not a student receives financial aid.

Qualitative Measurement:

Students are required to have reached a specific cumulative grade point average upon completion of the following number of credit hours as reviewed at the end of each Spring Semester. Transfer credit hours are not included in this measurement.

NSCC UJ Quality Hours:	Cumulative Grade Point Average:
0 - 14	—
14.1 - 26	1.0
26.1 - 40	1.4
40.1 - 48	1.7
48.1 - 56	1.9
56.1 +	2.0

Quantitative Measurement:

Students enrolled during a given Fall/Spring semester must earn a passing grade (A,B,C,D) in a minimum of 9 credit hours if enrolled full-time (12 or more credit hours); 6 credit hours if enrolled three-quarter-time (9-11 credit hours); and 3 credit hours if enrolled half-time (6-8 credit hours). There is no requirement for less-than-half-time enrollment status. Grade values other than a passing grade, such as “W”, “I”, “X”, “F”, “WF” and “AU” count against the student. At the end of each Spring semester, the credit hours attempted/required during the preceding Fall/Spring semesters will be reviewed.

Example: A student enrolled in 12 credit hours during the Fall semester and 9 credit hours during the Spring semester must earn a passing grade in at least 15 credit hours during the two semesters combined.

Maximum Time Frame:

If enrolled in an Associate’s degree program, students must complete their program of study within 100 credit hours attempted, whether or not financial aid was received for all attempted hours. If enrolled in a certificate program which meets requirements for Title IV assistance, students must complete their program within 150% of published length of program.

An additional 30 attempted credit hours is allowed for remedial/developmental classes. Transfer credit hours that apply to the student's program of study or to remedial/developmental classes are included in this measurement.

Re-establishing Eligibility for Financial Aid:

Students who do not meet measurements “A” and/or “B” and thus become ineligible for financial aid, may re-establish their eligibility by enrolling in

a minimum of six credit hours during a subsequent semester at their own expense and meeting the above standards. Students should contact the Financial Aid Office at which point they meet the above requirements.

Right to Appeal:

Students who become ineligible to receive financial aid due to failure to meet the above measurements may submit a letter of appeal to the Director of Financial Aid if extenuating circumstances precluded them from meeting these standards. Documentation should also be provided to substantiate the reason of appeal.

Special Note:

Scholarships and other third party sources of financial aid may have individual guidelines regarding satisfactory academic progress. Please refer to the guidelines of the particular scholarship or third party source of aid you are receiving.

Scholarships

The information regarding scholarships is presented in a brief manner and is subject to change. Students are encouraged to contact the Financial Aid Office for complete guidelines and applications. The number of awards in each category is contingent upon funding.

ACADEMIC SERVICE SCHOLARSHIP: This scholarship is awarded to Tennessee residents who are classified as full-time students. First-year students must graduate with at least a 2.9 high school grade point average. The priority date to make application is March 1, preceding each award year. Further priority will be made in the following sequence: (a) Renewal applications and incoming high school graduates, and (b) currently enrolled or transfer students not presently receiving this scholarship at NSCC.

After March 1, all eligible applicants will be considered based on the date of application. The amount of the scholarship will be equal to required registration fees (maintenance fee and technology access fee). Recipients are required to work 75 hours per semester on campus.

BENNIE R. JONES MEMORIAL SCHOLARSHIP: This is a need-based scholarship in the amount of \$500 to be awarded to a deserving student from Warren County, Tennessee.

LISA SHEUCRAFT ROBERTS SCHOLARSHIP: This scholarship is awarded to a single parent enrolled full time in a CIS or Business Technologies major. Applicants must have completed at least 12 credit hours and maintained a minimal 3.0 grade point

average within their program of study. The priority date to make application is March 1 preceding each award year. The scholarship will cover required in-state registration fees. If a student is receiving financial assistance, which is designated for required registration fees, the applicant is not eligible. If a student is receiving partial assistance, the student is only allowed to receive an amount which is sufficient to cover the balance owed for required registration fees. Two students are given awards each year.

MINORITY SCHOLARSHIP: This scholarship is awarded to African-American students. The priority application date is March 1 preceding each award year. Students are required to complete the Free Application for Federal Student Aid. Since funds are limited, preference is given to students who do not qualify for the Federal Pell Grant. Awards will cover required registration fees (maintenance fee and technology access fee) based on the student's enrollment status at the rate of in-state assessment.

NASHVILLE STATE ARCHITECTURAL ENGINEERING TECHNOLOGY SCHOLARSHIP: This scholarship is awarded to a student enrolled in the Architectural Engineering Technology Associate's degree program. Applicants must have completed at least 12 credit hours (including remedial/development credits) at Nashville State Community College and be enrolled in a minimum of 12 credit hours during the semester for which the scholarship is awarded. Transfer hours are not included. Applicants must have a cumulative grade point average of 3.0 or better (including remedial/development credits). The priority date to make application is March 1 preceding each award year. One applicant is selected each year to receive \$100 during the fall semester.

NASHVILLE STATE ENVIRONMENTAL SCHOLARSHIP: The priority date for making application is in March 1 preceding each award year. Applicants must be enrolled at least half-time status in an associate degree program. Depending upon the applicant's enrollment status, there is an on-campus work obligation ranging from 45 to 75 hours per semester related to an environmental activity. The amount of the scholarship is equivalent to in-state registration fees.

NASHVILLE STATE COMMUNITY COLLEGE FOUNDATION SCHOLARSHIP: Applicants must be enrolled at least half-time in an Associate's degree or technical certificate program. Applicants must have already completed at least six credit hours at NSCC in college-level courses with a minimum 2.0 G.P.A (inclusive of remedial & developmental classes). Applicants must complete the FAFSA and must have an EFC beyond Federal Pell Grant range.

Applicants must also have a need for financial aid assistance as measured by the Financial Aid Office. Recipients will receive an award of \$800 (\$400 per semester). The priority date to make application for the scholarship is March 1 preceding each award year. The NSCC Foundation provides funding for this scholarship. For more information, visit the NSCC Foundation Website at www.nsc.edu/foundation.

NASHVILLE STATE COMMUNITY COLLEGE FOUNDATION CULINARY ARTS SCHOLARSHIP: Applicants must be enrolled full-time in the Culinary Arts Program at NSCC. Applicants must have completed at least twenty-four credit hours of college coursework with a 2.5 G.P.A. of which at least eleven credit hours must have been completed within the Culinary Science Program at the college. Applicants must have completed ten or more hours in community service as related to culinary science through a charitable or professional non-profit organization. The scholarship will cover required in-state registration fees. The priority date to make application for the scholarship is March 1 preceding each award year.

NASHVILLE STATE COMMUNITY COLLEGE FOUNDATION PRESIDENTIAL SCHOLARSHIP: Applicants must be incoming freshmen from high school and must be enrolled full-time at NSCC in an Associate's degree program. Applicants must have graduated from high school with a minimal 3.0 G.P.A. and must have a minimal ACT composite of 24 or a minimal SAT combined verbal and math score of 1120. Letters of recommendation and a statement of educational and career goals are also required. The scholarship will cover required in-state registration fees (maintenance fee and technology access fee) and \$400 per semester allowance for books/supplies. If recipients maintain eligibility requirements, the scholarship is automatically renewed up to a total of five semesters (excluding summer sessions) or until an Associate's degree is earned, whichever comes first. The priority date to make application for the scholarship is March 1 preceding each award year.

Funding for this scholarship is provided by the NSCC Foundation. For more information, visit the NSCC Foundation Web site at www.nsc.edu/foundation or go to the section in this catalog titled "Funding the Future."

TENNESSEE EDUCATION LOTTERY SCHOLARSHIP PROGRAM (TELS): For information regarding TELS, visit the Tennessee Student Assistance Corporation Web site at www.state.tn.us/tsac.

Business Services

Vehicle Registration and Parking

All privately owned and/or operated vehicles used on campus by students and staff must be registered in the Security Office (Room A-70A) and must bear an official registration decal for which there is an annual charge of \$10.00. The vehicle registration decal may be displayed on a vehicle by the owner or driver in such a manner that it will be clearly visible from the rear of the vehicle. Vehicles so registered must be parked as directed. Students should park in the designated lot and park each vehicle so that it is headed into the parking place with the decal exposed to the traffic lanes. No vehicles are to be parked in the road or on the shoulders of the road. Any vehicle improperly parked may be towed away at the owner's expense. The speed limit on campus is 15 m.p.h. Pedestrians are entitled to the right of way but should exercise caution and courtesy so as not to impede the orderly flow of traffic. Special parking areas are provided for students with disabilities. Disabled parking is governed by the laws of the State of Tennessee. Parking for students enrolled in special courses will be regulated as specified in the course announcement.

Appeal Process

1. Traffic fines:
 - a. Traffic fines may be appealed to the Director of Security.
 - b. Appeal forms may be obtained from Security in Room A-70A.
 - c. For detailed information, refer to the Traffic & Parking Regulations brochure.
2. Other fees, charges, refunds:
 - a. Appeals must be in written form and addressed to the Refund Appeals Committee.
 - b. Forms are available in the Office of the Vice President of Finance and Administrative Services, room W-35.
 - c. The Vice President of Finance and Administrative Services will prepare a written response to the appeal. If the response is negative, the reason will be so stated.

Littering Policy

The college is committed to protecting the environment and maintaining the appearance of campus grounds and buildings. Any student, faculty, or staff member who litters campus property will be issued a citation. Littering includes the improper disposal of small items such as cigarette butts, bottle caps, and candy wrappers, etc. Littering also encompasses larger items of trash such as newspapers, tissues/napkins, food wrappers, cans/bottles, etc.

The purpose of the policy is to promote a safe, healthy and clean campus. Ideally, smoking, eating, and drinking would be confined to designated areas. However, inadequate facilities do not allow a universal policy for the behaviors. Therefore, the following guidelines will regulate the three functions on the property of the college:

- Smoking: The campus is a smoke-free facility. Smoking is not permitted on campus except in designated, outside areas.
- Eating is not permitted in classrooms or labs.
- Drinking is not permitted in labs and not encouraged in classrooms.

NSCC Bookstore

The Nashville State Community College Bookstore is located in A-47 and is operated under the auspices of the college for the convenience of the students. The Bookstore carries all required textbooks and an assortment of student supplies, health and beauty aids, clothing, general reading materials, and emblematic items.

Textbooks are selected and approved by the teaching staff. Since the cost of books and supplies varies from one program of study to another and from semester to semester, only the average costs can be included in this catalog. The average cost of books and supplies is approximately \$300-\$450 per semester, depending upon the program of study. The majority of book and supply costs will be incurred during the fall semester. In courses requiring special equipment and supplies, additional costs must be added.

The Bookstore accepts cash, personal checks, or company checks (accompanied by a letter of introduction on company letterhead) made payable to CBA (College Bookstores of America), American Express, VISA, MasterCard, and Discover. There is a \$20.00 charge for any check accepted by the Bookstore that is returned, in addition to the face value of the check. Students with returned checks will not be permitted to make additional purchases until the checks are redeemed.

If a class is cancelled, the full new purchase price of a book is refundable through the first two weeks of classes provided: (1) no markings have been made in the book; and (2) the cancel slip and sales receipt are presented when the refund is requested. (See "Return Policy" below.)

The Bookstore's normal hours of operation are:
Monday–Thursday:..... 7:30 a.m.–6:30 p.m.
Friday:7:30 a.m.–Noon
When students are not present, the hours are:
Monday–Friday:..... 7:30 a.m.–4:30 p.m.
Changes in Bookstore hours will be posted on its door.

Bookstore Return Policy

The Bookstore's policy on returns includes the following:

1. Only clean, unmarked, and unread books in new condition may be returned for the full price. The Bookstore Manager is the final judge on the condition of a book.
2. Books may be returned for any reason during the first 10 days of class upon presentation of the Bookstore cash register receipt. After the first 10 days of classes, all books returned to the Bookstore will be purchased at the Missouri Book Service's catalog price. The Bookstore Manager will be the final judge on any special cases. Refunds are made in cash for returned items originally purchased in cash or by check after ten (10) days. Items purchased by credit card are credited to the credit card account. Items NOT accompanied by a Bookstore cash register receipt are not eligible for refunds.
3. Books that have markings in them, or which show signs of wear or damage, are classified as USED books and will be purchased according to the "Textbook Buy-Back" policy below.
4. Defective textbooks and supplies may be returned for REPLACEMENT upon presentation of the defective item and the cash register receipt.

Textbook Buy-Back Policy

During final exam week of each semester, the Bookstore conducts a textbook buy-back. The Bookstore will pay 50 percent of the retail price of a book if it has been adopted for the following semester, and the Bookstore is not over-stocked on the title. If the book is NOT scheduled for use the following semester, the purchase price will be limited to the wholesale value of the book as listed in the "Used Book Wholesaler's Buying Guide" from the Nebraska Book Company (NBC). Books are bought back throughout the year, but at a price considerably lower than the semester's end price cited above, as set by the NBC "Used Book Wholesaler's Buying Guide."

Student Records and Registration Procedures




Nashville State
Community College

Registration Information

The schedule of courses (printed copy and Web copy via POWER) contains the necessary information for registration. For complete registration information, go the Records Web site at www.nsc.edu/records/index.html.

Official Registration

When students register for a term, the courses are not official until payment of all fees has been received in the Business Office. If fees have not been paid, students are automatically removed from all registered classes. The minimum load for a full time student is 12 credit hours.

Official Enrollment

Students are officially enrolled when all assessed fees have been paid.

Course Cancellations

NSCC reserves the right to cancel classes that do not have sufficient enrollment. Refer to www.nsc.edu/records/index.html for additional course cancellation information.

Change of Registration Drop/Add

A student desiring to add or drop a course must do so by the drop/add deadlines listed in the Academic Calendar in the front of this catalog and on the records Web page. Courses dropped through the fourteenth calendar day of each semester will not be entered on the student's permanent record. Courses dropped after this period will be entered on the permanent record and assigned a grade of "W".

If a student stops attending class without officially dropping the class via the Records Office or POWER, the student will receive a failing grade of "WF". Drop/Add forms are available in the Records Office and on the Records Departmental Web page, www.nsc.edu/records/index.html.

Waiver of Prerequisites

Under special circumstances, a student may be permitted to waive a prerequisite and take a course out of sequence. Approval to waive a prerequisite shall be the responsibility of the faculty advisor or the discipline dean. Students must still complete all courses required in the curriculum.

Withdrawing from the College

A student desiring to withdraw from the college (reduce the total hours carried to zero) must secure the required signatures of approval as indicated on the "Drop/Add/Withdrawal Form" obtained from the Records Office. The last day to withdraw from the college is listed in the Academic Calendar. Students enrolled in Continuing Education special interest courses that are not in sequence with the academic term will be informed of the established withdrawal date during the first class meeting. A student withdrawing after the official published withdrawal date will receive an F in the course unless there is documented evidence of extreme personal hardship or such mitigating circumstances as the following:

1. Injury or illness as verified by the student's personal physician.
2. Death in the family or other severe personal hardships as verified by the student's parents, minister, physician, etc.
3. Change in employment status (work schedule) as verified by the student's employer, if no other class is available.
4. Job relocation as verified by the student's employer.

Such exceptions to the withdrawal policy must be approved by the student's instructor and the Vice President for Academic Affairs.

A student has not officially withdrawn until the student submits the required form to the Records Office. Department of Veterans Affairs (DVA) regulations allow veterans to withdraw from class or the college until the last day of unrestricted change (last day to add classes). Withdrawals beyond this date may result in overpayment with the veteran being responsible for repayment to the DVA.

Administrative Withdrawal

An administrative withdrawal is a grading standard in which a student may be withdrawn from class by his/her instructor for non-attendance and/or violation of the instructor's stated attendance policy. Students receive a grade of "WF," withdrawn failure. A "WF" counts as attempted semester hours and carries zero quality points per semester hour.

Attendance Policy

A student is expected to attend all scheduled classes and laboratories. Students should refer to each course syllabus to obtain the course attendance policies. A student who misses class for two consecutive weeks without contacting the instructor or who violates the instructor's stated attendance policy will be administratively withdrawn from the course and given a grade of "WF".

Final Exams

Final exams are customarily held in all subjects at the end of each semester. The final exam schedule is posted on the NSCC Web site each term.

Absence from an examination without permission from the instructor may result in a failing grade for the course.

Confidentiality of Student Records

Nashville State Community College works in compliance with the Family Educational Rights and Privacy Act of 1974, as amended to protect the confidentiality of personally identifiable educational records of students and former students. Students have the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decision of the hearing panel is unacceptable.

"Directory information" concerning students is treated as public information and may be released to outside parties unless otherwise requested by the student. A student who desires not to have any or all directory information released must complete the appropriate form within the first 45 days of the semester in the Records Office. The request shall remain in effect unless or until revoked by the student.

"Directory information" includes: Student name, address, telephone number, date and place of birth, major field of study, e-mail address, and participation in recognized activities, dates of attendance, "full time/part time" status, and degrees and awards received, and the most recent educational institution attended by the student and photographs.

Graduating/transferring students desiring non-disclosure after leaving Nashville State Community College must complete the request prior to the end of their last term. The request for non-disclosure will remain in effect until revoked by the student.

Students' rights are outlined in the Nashville State Community College Student Handbook.

Change of Name or Address

The Records Office should be informed of all changes in the student's legal name, place of residence, mailing address, and telephone number. The college is not responsible for a student not receiving official information, if the student failed to notify the college of any of the changes stated above.

Campus-Wide ID (CWID) Number

The Student Identification Number is a randomly selected 8 digit number that has been created for students, faculty, and staff to protect an individual's social security number. The CWID is used by students to log in to POWER (Web for Students) to access grades and to register. A student is still required to disclose their SSN when they apply to the college on the application form. This SSN is immediately converted to a CWID number for privacy. If, at the time of application, a student wishes not to disclose the SSN, the institution will assign a unique SSN for the student's use. Please note that if the student expects to receive federal and/or state financial assistance, the student may be required to disclose their SSN.

Personal Identification Number (PIN)

A student's personal identification number is used for verification purposes. The most common use is for access to the POWER registration system. Other processes require the use of a student's PIN, such as, Transcript requests, etc. For more information or assistance using, resetting, or obtaining a PIN, please contact the Records Office at 615-353-3218.

Transcript of Academic Record

The Records Office maintains permanent academic records for each student. All transcript requests must be in writing; therefore, no telephone request will be honored. Faxed requests with required information, student signature, and copy of picture ID are acceptable. Transcript requests received via E-mail/Internet will be honored if the student PIN is included with the request. Official transcripts will be sent directly to another educational institution or business and unofficial (student) copies are issued to students and advisors. In all cases, obligations to the college must be fulfilled before a transcript will be issued.

Normally, transcripts will be sent within 24–48 hours after receiving the request from a student.

Students may obtain up to five free copies of their transcripts. Additional transcripts will cost \$3 each. Proper identification will be requested for all transcript requests made in person.

Student records are maintained for academic purposes. The materials therein allow the college to validate a student's academic performance. All requests to review a student's record require the student's written authorization, except as provided by the Family Educational Rights and Privacy Act of 1974, as amended. With the student's permission, copies of student records are available for \$1 for the first page and \$0.50 for each additional page.

Students will not be able to obtain any official document given to the Records Office since that document becomes the property of NSCC. Once an official document has been given to the Records Office the document is imaged on OPTIDOC and the document is destroyed.

Student Right to Know Policy

Information about graduation rates of Nashville State Community College students is available from the Office of Institutional Research. The college complies with the Student-Right-to-Know legislation.

Associate Degrees and Certificate Requirements

It is the student's responsibility to insure that all requirements for graduation are met. Students pursuing an Associate's degree or technical/academic certificate must satisfy the general and specific requirements as outlined in the current catalog option. No student will be issued a degree or certificate until all debts and obligations to the college have been satisfied.

CATALOG OPTION: A student's program requirements are determined by the catalog in effect the term the student is initially admitted into the degree or certificate program. If a student elects to change programs, or to change to a different area of concentration within a major, the requirements of the catalog currently in effect at the time of the change will apply. Any student may elect to graduate in accordance with the requirements of a catalog published after the student's initial program catalog. However, the student must declare the option for change of catalog no later than the deadline for filing his/her Intent to Graduate. A student who does not remain active and re-applies for admission into a program will be subject to the catalog in effect at the time of re-application.

CREDIT HOURS: A minimum of 750 minutes of classroom instruction (excluding registration and final exams) is required per Student Credit Hour. Non-instruction credit is recorded in continuing education units (CEU's). One CEU requires 10 contact hours of participation in an organized continuing education experience under qualified instruction.

CLASSIFICATION OF STUDENTS. A student who has completed fewer than 30 credit hours shall be classified as a freshman. A sophomore must have completed 30 or more hours of college-level course work or a combination of course work and transfer credit.

REQUESTS FOR ACADEMIC WAIVER: Students who wish to request a waiver or exception to any academic regulation or requirement must submit the request in writing to the Vice President of Academic Affairs.

ACADEMIC FRESH START: Any person, who has not been enrolled in a college or university for a period of four years and who, upon re-enrolling or transferring to Nashville State Community College, completes 15 semester hours of degree course work, and maintains a minimum 2.0 QPA/GPA, may petition for "Academic Fresh Start" through the Records Office. Steps to begin the Academic Fresh Start process is on www.nsc.edu/records/index.html.

Grade Point Average

The academic standing of a student is expressed in terms of a quality point average (QPA)/grade point average (GPA). When a course is completed, the number of grade points earned is determined by multiplying the credit hours earned for that course by the grade points assigned to the letter grade earned.

Examples on calculating a GPA is found on the Records Department Web page.

Repeating Courses

For the purpose of raising a grade point average, a student may only repeat a course in which the previous grade earned is "C" or lower. The Vice President of Academic Affairs must approve any exception to this before the student registers to repeat the course. When a course is attempted one or two times, only the last grade earned is used in the calculation of the student's quality/grade point average. If a student attempts a course more than twice, (three attempts) the grade earned in the third and subsequent attempts will be used in calculating the QPA/GPA. The credit hours earned by repeating a course will be counted only one time in the cumulative total hours earned. In all instances, the last grade earned is used to determine whether the student meets graduation requirements.

Grading System

The following grading system is used at Nashville State Community College:

Grade	Quality Points/Grade Points Values per Semester Credit Hour
A Superior	4
B Excellent	3
C Average	2
D* Passing, but below average	1
F Failure	0
WF Failure for non-attendance; Administratively withdrawn	0
WF Failure for non-attendance; Administratively withdrawn	0

A “WF” is a grading standard in which a student may be withdrawn from class by his/her instructor for non-attendance and/or violation of the instructor’s stated attendance policy. A “WF” counts as attempted semester hours and carries zero quality points per semester hour. The following standards will be followed in administering this grade type:

1. Students earn a “WF” grade in one or two ways (a) when a student has missed class for two consecutive weeks without contacting the instructor. The instructor must complete the appropriate form to assign a “WF” and report the non-attendance immediately to the Records Office; (b) when a student has violated the instructor’s stated attendance policy a “WF” will be submitted to the Records Office. This grade may be assigned anytime during the semester and applies to both day and evening students.
2. Faculty must also note “last day of attendance” for the student in addition to the “WF” grade assigned on the form prior to forwarding to the Records Office for processing.

*** This grade not used for any remedial or developmental course.**

Other marks which may appear on the grade report and/or transcripts are as follows:

- W Withdrawal – withdrawal from course initiated by the student.
- I Incomplete – The “I” indicates that the student has not completed all of the course work due to such extenuating circumstances as personal illness, death in the family, or other justifiable reasons. The “I” must be

removed within four weeks from the published date of registration of the following semester or a grade of “F” is entered on the permanent records. The deadlines for removal are in the Records Office and listed on Academic Calendars found in the catalog and all printed schedules.

- X Continuation – The “X” indicates the student attempted a remedial or developmental course, but progress was not sufficient to warrant a grade. It carries no connotation of failure. It indicates the student, upon the advice of the instructor, should register for the same course and take more time to earn a grade. The “X” grade is restricted to use in the R/D courses. An overall maximum of 15 semester hours of “X” is allowed. Veterans who are receiving educational benefits cannot be awarded an “X” grade in any course.
- AU Audit (see requirements for auditing a course on page 16 of catalog). average by including the number of hours of the course in the hours attempted total and including zero grade points in the grade points earned.

Grades of “W”, “I”, “X”, and “AU” have no grade point value and are not used in computing grade point average. Final grades of “A”, “B”, “C”, “X”, “F” or “WF” are given in remedial and developmental studies only.

Grade Appeals

A student who believes that an error has been made in the grade assigned for a given course has 30 days after the end of the semester in which the grade was earned to request a review of the grade in question. A student must first confer with the instructor. If the problem cannot be resolved, the student may initiate the appeal procedure. All appeals should be submitted in writing to the Dean of Students.

Dean’s List

Degree-seeking students who achieve a term QPA/GPA of at least 3.5 during any semester in which they are at least part-time (six hours) will be listed on the Dean’s List based on college-level course work.

Retention Standards

Associate Degree Programs

The minimum quality/grade point average to achieve the Associate degree is 2.0. To establish a measure of academic standing, a table of minimum retention standards has been established. The table

on the Records Web page describes minimum cumulative grade point average required for the credit hours attempted and is designed to serve as a guide to students who fall below the 2.0 cumulative grades point average.

Semester Hours Attempted:	Minimum Cumulative GPA:
0 - 14	—
14.1 - 26	1.0
26.1 - 40	1.4
40.1 - 48	1.7
48.1 - 56	1.9
56.1 and above	2.0

Academic/Technical Certificate Programs

The minimum cumulative quality/grade point average required to receive a Certificate of Credit is 2.0. The table on the Records Web page describes minimum retention standards for Certificate of Credit programs in terms of the minimum cumulative quality/grade point average required for credit hours attempted.

Semester Hours Attempted:	Minimum Cumulative GPA:
00.1 - 08.0	1.5
0.90 - 16.0	1.75
17.0 - 24.0	2.0

Academic Probation and Suspension

Academic probation and suspension is based on the college's retention standards as described previously. The summer term is not counted as a term of suspension.

Upon returning from a suspension, the student will be on probationary status. The student will remain on probationary status until the minimum acceptable cumulative QPA is achieved. The student must receive a 2.0 term QPA or higher for each term while on probation. The student who fails to meet retention standards for a second time will be suspended for one calendar year.

Course Load

A part-time student carries an academic load of fewer than 12 credit hours. Twelve or more credit hours are considered full-time for certification purposes for veterans' benefits, vocational rehabilitation, and other benefit programs. The maximum load for a student is 21 credit hours.

When a student wishes to register for more than 21 credit hours, the approval of the faculty advisor or academic department head is required.

Academic Action Appeals

A student may appeal an academic action if he/she believes extenuating circumstances or unusual hardship affected his or her ability to achieve the minimum academic standard. A written appeal must be submitted to the Registrar 14 days prior to the official first day of class during a term. The appeal must outline the reasons for the request in addition to submitting any supporting documentation. The Academic Review Committee will review the appeal and make a final determination regarding the action. The Registrar will notify the student of the Committee's decision.

Students receiving Veterans Education benefits will not be certified to the Department of Veterans Affairs if enrollment is based on a second consecutive waiver of Academic Suspension

Course Waivers and Substitutions

When there is sufficient need to change a program of study outlined in the catalog for a student to be able to graduate, a course requirement waiver and/or substitution may be processed. Course waivers and/or substitutions are determined by and require approval by the academic department head and division head.

The completed course waiver or substitution form must be submitted to the Records Office for processing. All approved waivers and/or substitutions will be applied to the student's academic program of study. There is no fee for course waivers or substitutions.

Graduation Requirements

Residency Requirements

1. Satisfactorily earn at least 25% of credit hours required for the degree through instruction delivered by NSCC.
2. Associate degree students must earn the last 15 hours preceding graduation from NSCC. This does not apply to students who are participating in an approved, articulated program agreement. Any exception to this policy must be approved by the Vice President for Academic Affairs or designee.

Graduation Requirements

1. Complete a minimum of 60 semester hours required for the Associate's degree and the appropriate number of hours required for a certificate. Transfer credit is evaluated and

posted on the student's transcript showing the earned grade, earned hours and computed grade point average (GPA). The College transfers only grades of "C" or better. Credit hours earned in remedial or developmental courses are not counted to satisfy the minimum hour requirement.

2. Earn a minimum GPA of 2.0 ("C" average in all collegiate-level courses that count toward the degree.)
3. Satisfactorily earn at least 25% of credit hours required for the degree through instruction delivered by Nashville State Technical Community College.
4. Complete and file an "Intent to Graduate" form by the appropriate deadline posted in the College academic calendar. It is the responsibility of the student to meet the deadline for filing the intent to graduate form. Students who do not graduate during the semester that is indicated on the Intent to Graduate will have their application voided and must reapply for graduation during the semester in which they intend to graduate. Intent to Graduate forms are available in the Records Office.
5. Pay a non-refundable \$25 graduation fee in the Business Office prior to filing the graduation intent. The fee includes the cost of the diploma, cover, cap and gown.
6. Complete any required exit examinations in General Education and in the major field.
7. A.A.S. degree students must earn the last 15 hours preceding graduation from Nashville State Technical Community College. This does not apply to students who are participating in an approved, articulated program agreement. Any exception to this policy must be approved in advance by the Vice President for Academic Affairs or designee.

Graduation Honors

Candidates for the Associate's degree or academic/technical certificate who attain a final 3.5-3.74 cumulative grade point average will be graduated with **Honors**; candidates who attain a final 3.75-4.0 cumulative grade point average will be graduated with **Highest Honors**.

Degrees and Concentrations

NSCC students may earn only one A.A. degree, one A.S. Degree and one A.A.S. degree. Students desiring a second degree from NSCC must complete a minimum of 15 additional credit hours beyond the requirements for the first degree. All additional credit hours for the second degree must be completed at NSCC. A \$25 graduation fee must be paid for each separate degree, and a diploma will be awarded for the additional degree.

Associate Degree students may complete requirements for more than one concentration of study within the degree program by successfully completing all course requirements in both concentrations. A separate Intent to Graduate must be submitted for each concentration. No additional fee is required and no additional diploma will be awarded.

The Honors Program is open to new and currently enrolled students. First-semester freshmen should have satisfactory ACT/SAT scores. Returning or continuing students must have completed 12 hours with a GPA of 3.0 or higher. A written recommendation by a high school or college teacher or counselor is also acceptable. All applicants must submit an application form including a writing sample and may be asked to participate in an interview with an honors committee representative. For more information and an application form, contact the English department at 615-353-3531.

Catalog Scope and Limits

The course offerings and requirements of the college are continually under examination and revision. This catalog presents the offerings and requirements in effect at the time of publication, but there is no guarantee they will not be changed or revoked. However, adequate and reasonable notice will be given to students affected by any changes. This catalog is not intended to state contractual terms and does not constitute a contract between the student and the college.

The college reserves the right to make changes as required in course offerings, curricula, academic policies, and other rules and regulations affecting students, to be effective whenever determined by the college. The enrollment of all students is subject to these conditions. Current information may be obtained from the following sources: Admission Requirements—Student Services Center, Course Offerings—Department or Division Offering the Course, Degree Requirements—Records Office and Tuition—Business Office.

College Liability

Nashville State Community College is not responsible for bodily harm and/or death to participants in any voluntary organizations or activities, including activities in which risk is incurred. Nashville State Community College, as an agency of the State of Tennessee, is not liable for claims resulting from injury and/or death incurred in such participation. Members of college faculty and staff may not be held liable unless personal negligence occurs.

Rights and Responsibilities of Nashville State Community College

The college shall have such rights and responsibilities as are necessary and desirable for the college to achieve its purposes. The Tennessee Board of Regents specifically confirms the following rights to the college:

1. To establish regulations concerning the use and abuse of college property and to assess students with claims of damage of such abuse.
2. To withhold grades and transcripts of credit until all claims have been paid.
3. To dismiss, in the absence of specific regulations, any student, at any time, for cause deemed by the college to be in the best interest of the student's emotional or physical safety or the well-being of the college community.
4. To establish standards of conduct and manners on the campus within range of convention of good taste.
5. To establish traffic regulations on campus, provide for registration of all vehicles using the campus, and enforce such regulations as established.
6. To supervise the scheduling of meetings and activities of student organizations.

This list is not all-inclusive and in no way limits the rights, responsibilities, and authority the college now has. It simply describes some of the rights, responsibilities, and authority which have been vested in it.

Security Procedures

Nashville State Community College makes available to all students information relative to the NSCC security policies and procedures. Upon request, crime statistics and policies may be

obtained by contacting the Chief of Security. In the event any student should require the services of security personnel, officers are on duty 24 hours a day to ensure the safety and security of both students and campus facilities.

The Security Office is located in A-70A, adjacent to the campus bookstore. Information about on-campus crime rates is available on request from the Security Office.

Student Appeals or Grievances

There is a procedure to handle bona fide student grievances and appeals. Normally, grievances and appeals are appropriate when a student has experienced discrimination, violation of constitutional rights, or violation of policy. Information about the procedure is available in the college Student Handbook or from the Dean of Students at 615-353-3268.

Student Code of Conduct

Nashville State Community College students are citizens of the community and are expected to maintain acceptable standards of conduct. Admission to Nashville State Community College carries with it privileges and responsibilities. The Tennessee Board of Regents has authorized institutions under its jurisdiction to take action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

In an effort to provide a secure and stimulating atmosphere, Nashville State Community College has developed a Student Code of Conduct which is contained in the Nashville State Community College Student Handbook. The Student Code of Conduct is intended to govern student conduct on the campus of Nashville State Community College.

Additionally, students are subject to all local, state, and national laws and ordinances. Should a student violate such laws or ordinances in a manner which adversely affects the institution's pursuit of its educational objectives, the college may enforce its own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of the Code of Conduct may subject a student to disciplinary measures by the institution whether or not such conduct is simultaneously a violation of local, state, or national laws.

Generally, through appropriate due process procedures, institutional disciplinary measures shall be imposed for conduct which adversely affects the institution's pursuit of educational objectives,

which violates or exhibits a disregard for the rights of other members of the academic community, or which endangers property or persons on college or college-controlled property.

When students are unable to pursue their academic work effectively, when their behavior is disruptive to the educational process of the college or detrimental to themselves or others, they may voluntarily withdraw, be involuntarily withdrawn, or be temporarily suspended from the college. Disruptive or detrimental behavior may, for example, be due to drug and/or alcohol abuse, apparent physical disturbance, and/or psychological disturbance.

Statement of Values

Policy on Sexual Orientation

It is the policy of Nashville State Community College that neither its students nor its employees shall be discriminated against on the basis of those individuals' sexual orientation. Such a policy helps ensure that only relevant factors are considered and that equitable and consistent standard of conduct and performance will be applied.

A student who has an academic complaint involving discrimination based on his or her sexual orientation should contact the Office of the Dean of Students. Any individual who has an employment discrimination complaint based upon his or her sexual orientation should contact the College's EEO/AA Compliance Officer.

Academic and Student **Services**




Nashville State
Community College

Student Services

The purpose of the Student Services division is to provide comprehensive student services that will assist students in achieving educational objectives and enable students in developing relationships and experiences that promote intellectual, social, and emotional growth.

Student Services is organized into departments to serve the needs of students outside the classroom. Students should become familiar with opportunities that these offices provide and should develop an educational plan that includes solid academic preparation, student activities, and social and professional organizations.

Academic Advising Policy

Students must personally assume the responsibility for completing all requirements established by the college for their degrees or certificates. A student's advisor may not assume these responsibilities. Any substitution, waiver, or exemption from any established requirement or academic standard may be accomplished only with appropriate approval.

Faculty advisors are active participants in the academic, career, and life-planning services of the college. Advisors are also available to assist students on an individual basis with problems and challenges that arise while they are enrolled in college. Students are assigned a faculty advisor and should meet with faculty advisors each semester before registering for classes.

Registration Procedures

Students may register for classes by registering online using POWER. To access POWER, go to NSCC's home page, www.nsc.edu.

Registration periods for fall, spring, and summer semesters are published in the academic calendar located at the front of this catalog. Students are strongly encouraged to register early during registration periods and follow these procedures:

1. All new and re-admit students must complete an Application for Admission or Re-Admission and submit proper credentials. All new students are encouraged to attend an orientation session. Placement testing is required of all new or re-admit degree seeking students. The Test is administered by the Testing Center in the Kisber Library Building. Students should contact their faculty advisor prior to registration each term. Registration is not complete until fees have been paid. Deadline dates for paying fees are published in semester schedules.
2. The first day of classes is noted in the Academic Calendar. Students are strongly encouraged to purchase books and materials and be prepared to begin class work on the first day of classes.

New Student Orientation

All new degree-seeking students should attend a New Student Orientation session. Students will be advised, registered and assigned a permanent faculty advisor at this orientation session. Before attending, students must submit an application to attend the college, send required transcripts, complete inoculation requirements and complete any required testing in the Testing Center.

Developmental Studies Placement

The Tennessee Board of Regents, which governs all the State's community colleges and its universities except the UT system, requires that students first show that they have high school level skills before enrolling in college-level courses. Placement assessments are administered to entering students to determine whether they need developmental courses. Depending on the student's placement tests scores, ACT scores, high school courses completed and/or any other relevant information, a student will be placed appropriately. After completing the final developmental studies course, required by the placement assessment, students may proceed to college-level courses.

Developmental Studies courses cover basic skills in reading, writing, and math. Learning Strategies placement is required for students who are placed in two remedial and/or developmental courses. Any student who wishes to challenge his or her placement in any discipline should see the Registrar (D-7) to discuss options.

Once enrolled, the student must complete any Developmental Studies course with a "C" or better. Students should refer to course syllabi to review withdrawal policies from any developmental studies course.

English as a Second Language (ESL)

Students who speak English as a second language may receive special assistance in the Learning Center and from full-time ESL specialists on staff. Special remedial courses provide non-native speakers with the language skills they need to be successful in college and the workplace.

Student Disability Services (SDS)

Student Disability Services provides assistance to students with documented physical, emotional, or learning disabilities. The SDS personnel assist eligible students with academic planning and registration and serve as a liaison between students and faculty. The SDS personnel also assist in testing and securing appropriate technology as needed for students. For further information, contact the Disabilities Coordinator, Emily Elliott at 615-353-3592 in the Student Services Center, D-13A.

Kisber Library

The Kisber Library facilitates learning and research for Nashville State students, staff, and faculty. Fully automated, the Library features an online catalog, ebook collections, and periodical databases. It has an extensive collection of books, periodicals, and audio-visual materials. There is also space for private and group study. Materials not available at the NSCC library can be borrowed through Interlibrary Loan. By using CWID and pin numbers, students can gain access to electronic databases from off campus. The Library also provides media for instructors to use in their classrooms. The Library is open to the public, although children must be accompanied by an adult.

Kisber Library hours are as follows during fall and spring semesters:

Monday – Thursday	7:45 AM – 8 PM
Friday	7:45 AM – 4:30 PM
Saturday	9:00 AM – 2 PM

Students will need a Nashville State picture ID to check out materials. IDs are made in the Open Lab, C-308-A.

For further information, contact the Library staff at 615-353-3555.

The Testing Center

Housed in the Library in Room K-158, the Testing Center provides multiple testing services to students, faculty, and staff. The Testing Center supports the Tennessee Board of Regents' admission requirements by providing assessment testing for students enrolling in college. The following Assessment Placement Tests are administered:

ACT Residual	\$25.00 Fee
ACT Compass	\$4.00 Fee

Additionally, the Testing Center administers a variety of exams for different departments on campus. The Testing Center includes Classroom make-up exams, Web and video exams, End-of-Program assessments, Independent Study tests, and exams for students enrolled in Regents Online Degree Programs (RODP). The CLEP exam is also offered to students who are attempting to substitute lifelong learning skills or professional training for regular credit course work. The Testing Center Hours are:

Monday–Thursday.....	8:00 a.m.–7:30 p.m.
Friday.....	8:00 a.m.–4:30 p.m.
Saturday.....	9:00 a.m.–2:00 p.m.

Saturdays are reserved for Video, Web, Independent Study, and RODP testing only. No classroom make-up tests are permitted on Saturday.

Absolutely no children under 12 years of age are allowed in the Testing Center or Library without adult supervision. Children may not accompany students into testing area. There are absolutely no exceptions.

The Learning Center

The Learning Center, located inside the Library, offers all NSCC students free, drop-in academic assistance with courses in which they are currently enrolled at the college. Services include access to computers for research, email, tutorials in course content, and software applications used in classes. In addition, tutors are available to help in many subjects, especially mathematics and writing. Free online tutoring is also available to students.

The Learning Center's hours are as follows during fall and spring semesters:

Monday-Thursday	7:45 a.m. – 7:00 p.m.
Friday	7:45 a.m. – 4:30 p.m.
Saturday	9:00 a.m. – 12:00 p.m.

Children are *not allowed* in the Learning Center.

Housing

The college does not have residence halls. Therefore, it is recommended that the student begin efforts to obtain housing at an early date. Any student needing assistance in securing housing may contact the Student Services Center at 615-353-3261.

Student Activities

Nashville State has honor, social, and professional clubs. Students are encouraged to participate in these organizations and activities. Charters of all organizations are on file in the office of the Dean of Students. Any organization not chartered is not recognized as part of the college community.

The organization and administration of student activities is a function of the office of the Dean of Students.

Student Government Association

(Student Participation in Campus Decision-Making)

The Student Government Association represents the student body at Nashville State. The SGA serves the vital role of liaison between the campus administration and the student body. A designated member of the SGA is a member of the Nashville State Executive Committee, which is the policy-making committee of the college.

The SGA is charged with the responsibility of communicating the ideas and opinions of the student body at-large to the administration of the college. Members of the SGA are elected by popular vote and serve for a term of one year. The SGA office is located in the Kisber Library Building, K-101.

All standing committees at the college include a student representative. It is the responsibility of each standing committee chair to appoint, with the President's approval, a student representative to each campus committee.

Student Life Council

The purpose of the Student Life Council is to promote cooperation and communication among student organizations. The Council consists of faculty, staff, and a representative from each active student organization.

Student Publications

The Falcon, the college newspaper of Nashville State, is edited and published periodically by students during the year for the purpose of informing students and staff of pertinent upcoming events, to provide students with an expression of opinions and views, and to increase student awareness of campus life. There is a faculty advisor to the college newspaper.

Tetrahedra is an independent nonprofit journal published annually by Nashville State. The journal recognizes the artistic talents of the college community through the publication of selected poems, short fiction, and essays and promotes the humanities at the college. Current students, alumni, staff, and faculty are encouraged to submit manuscripts for publication to this journal.

All publications produced by students at Nashville State may serve as forums for expression of ideas concerning issues and events of interest. Views expressed in the publications are not necessarily the views of the student body as a whole, the college, or the Tennessee Board of Regents.

Community and Economic Development



**Nashville State**
Community College

Community Education Center

Each semester the Community Education Center offers special interest courses for professional and personal development. These courses are designed primarily to assist individuals in acquiring or changing employment skills. These college-level courses are not part of a Nashville State degree or certificate program, and some courses are offered as CEUs. Most of these courses are offered on a semester basis in phase with our semester schedules.

Typical course topics include:

Accounting
Basic Blueprint Reading
Carpentry
Construction Estimating
Digital Photography
Floral Design
GED Preparation
Guitar
Home Maintenance
Introduction to Microcomputers
Introduction to Wall Street
Keyboarding
Microsoft Office/Individual Components
Painting
Small Business Courses
Stained/Art Glass
Writing Courses
Yoga

For more information on Special Interest Courses, Real Estate, and Workshops, please call 615-353-3255.

Real Estate Courses

The Community Education Center offers real estate courses in compliance with the educational objectives established by the Tennessee Real Estate Commission (TREC). Each course satisfies the educational requirements of the Tennessee Real Estate Broker's License Act of 1973 as amended.

Courses offered include:

RLE 0120
Real Estate Fundamentals: qualifies individual to sit for the Affiliate Broker's Licensing Exam
RLE 0121
Course for New Affiliates/Real Estate: qualifies for Continuing Education
RLE 0122
Real Estate Investments: qualifies for Continuing Education

Parents, Children, and Divorce

An approved 4-hour Parent Education Class. Program curriculum meets requirements of State Statute Chapter 889, Public Acts of 2000, Section 26-6-408, mandated parenting divorce classes. Focus is on what is in the best interest of the children.

Redirecting Children's Behavior

A 5-week workshop for parents, teachers, professionals, and anyone who lives and works with children from 18 months to 18 years of age. Learning and discussing effective strategies for today's adult/child relationships can make parenting fun and rewarding. To find out more about this unique learning experience, log on to www.cooperativekids.com.

Off-Campus Locations & Distance Education

Off-campus Location Services: The Center offers multiple permanent educational sites located throughout Davidson County and the surrounding areas. Each location offers courses for starting or continuing one's academic or professional development goals.

Davidson County Off-campus Locations: Antioch High School, Glencliff High School, Nashville Electric Service, Opry Mills Learning and Development Center, Overton High School, and Vine Hill Community Center.

Outside Davidson County Locations: Hendersonville Police Department, Houston County High School (Erin), Rossview High School (Clarksville), Renaissance Center (Dickson), and Cheatham County Central High School (Ashland City).

Cookeville Campus: The Don Sundquist Advanced Technology Center offers specialized training in areas including Computer Technology, Law Enforcement, Industrial Automation, and Electrical Maintenance. The Center is located at 1000 Neal Street in Cookeville, Tennessee. Phone: 931-520-0551.

Humphreys County Center for Higher Education: The Humphreys County Center for Higher Education, in cooperation with other higher education institutions, offers day and evening classes for the citizens of Humphreys County and surrounding areas. The Center is located at 695 Holly Lane, Waverly, Tennessee. Phone: 931-296-1739. Fax: 931-296-1769.

Distance Education Services: Distance Education programs are learning experiences in which the instructor and students do not share the same

physical space. There are two distance education modes at Nashville State. They are video checkout courses and Web-based courses. These formats allow learning to be available for individuals who are not able to travel back and forth to campus on a weekly basis or whose work schedules do not fit our regular scheduled offerings. Both degree and special interest courses are available.

For more information, please call 615-353-3461 or 800-272-7363.

NS Online

NS Online offers a variety of programs and credit courses online. While maintaining the quality of our on-campus offerings, online courses allow students convenience and flexibility as they pursue their academic goals. Nashville State also offers its online students the support services they need to be successful from an online admissions process to career counseling.

For more information, visit www.nsc.edu/nsto.

Listed below are the programs offered online at Nashville State:

Entrepreneurship

This Web-based certificate is designed to offer students the opportunity to focus on various entrepreneurial aspects of business. Instructions in the areas of planning, managing, marketing, accounting, and supervising are emphasized. The certificate provides students with a basis to enter the small business environment.

Contact the Business Technologies Department at 615-353-3400.

Technical Communications Technical Certificate

This 30 hour program provides intensive instruction in the skills needed to be a technical writer. This program also articulates with Roane State Community College for the A.A.S. degree and with the UT system for a Bachelor's degree. Students should refer to page 107 of this catalog for specific information. Contact the English Department at 615-353-3344.

Web Page Authoring Technical Certificate

This 30-hour program provides students with the skills necessary to design, build, and test Web pages and links, to maintain Web sites, and to develop concepts for Web design and organization. This program also articulates with Pellissippi Technical Community College for the A.A.S. degree and with the UT system for a Bachelor's degree. Students should refer to page 108 of this catalog for specific information. Contact the Visual Communications Department at 615-353-3415.

Business Management—A.A.S. Degree

(Small Business Administration concentration)

This degree offers the same courses as the on-campus program. Students should refer to page 62 in this catalog. Contact the Business Technologies Department at 615-353-3400.

(Marketing concentration)

This degree offers the same courses as the on-campus program. Students should refer to page 62 in this catalog. Contact the Business Technologies Department at 615-353-3400.

Regents Online Degree Program

Nashville State awards three degrees through the Regents Online Degree Program: Associate of Applied Science in Professional Studies with concentration in Information Technology; Associate of Arts in General Studies (University Parallel); and Associate of Science in General Studies (University Parallel).

Visit our Web site

www.tnregentsdegrees.org/campus/nsc

or contact the Office of Distance education at 615-353-3461.

Development Office

The Development Office at Nashville State provides the communication link between the college and the Board of Trustees for the Nashville State Community College Foundation (NSCC Foundation), which is comprised of members of the Nashville community. The NSCC Foundation is a not-for-profit corporation organized to receive private gifts and bequests for the advancement of Nashville State students. The Development office directs all internal and external fundraising for scholarship programs. There are many ways to support the NSCC Foundation including monetary donations, corporate sponsorships, matching gifts, endowments, and in-kind contributions of instructional equipment and supplies.

For more information, or if you are interested in contributing to scholarship programs, please contact the NSCC Foundation at 615-353-3743 or visit www.nsc.edu/foundation.

Center for Information Technology Education (CITE) of Tennessee

The Center for Information Technology Education (CITE) is an agent of change and ongoing development of Tennessee's IT workforce. In bringing about this change, the Center is building a community of stakeholders who actively engage in its development. These stakeholders are an integral part of the process and receive a substantial return on their investment made in the Center. A broad range of stakeholders have already been involved in developing the vision and plans for the Center.

Broad-based regional support is providing a cross-section of businesses, governmental organizations, and educational institutions. An oversight committee comprised of representatives from these groups and a business advisory council are guiding the Center's staff as they fulfill the Center's mission.

For more information, contact David McNeel, Director of the Center for Information Technology Education at Nashville State: 615-353-3070 or cite@nsc.edu

Business and Industry Training:

The WorkForce Training Center at Nashville State Community College is the business and industry training arm of the college. The Center provides, management, industrial, computer, technical and other soft skills training on an open enrollment basis for companies and individuals as well as contract training that can be customized to meet a specific need. All contract training can be formatted to meet specific scheduling requirements and can be offered at our campus or on-site at client locations. Classes are offered that carry college credit, continuing education units (CEU's) or on a non-credit basis. Each course is delivered utilizing high-quality instructional materials, dynamic instructors and hands-on activities to encourage group interaction and individual learning. What makes us different is our ability to draw from the campus faculty and private sector consultants to deliver instruction that complements the academic program strengths of the college.

Mission:

The WorkForce Training Center at Nashville State Community College provides high-quality, accelerated, customized education and training. To meet the diverse needs of an evolving workforce, services include consulting, skills assessment, course development and delivery.

Abbreviated List of Training Topics:

- Workplace Spanish
- ISO 9000/9001
- English as a Second Language
- Quality ASQ
- MS Office: *Word, Excel, Access, PPT, Outlook*
- PLC Maintenance
- Computer Basics/Keyboarding
- Hydraulics/Pneumatics
- QuickBooks
- Welding
- Programming: *HTML, Java, JavaScript, VB, VBScript, JSP*
- Basic Electronics/Electricity
- Medical Terminology/Coding
- MS Certifications: *MCSA, MCSE, CCNA, CIW, MS Office Specialist, etc.*
- Contractor Exam Review/HVAC
- AC/DC Circuits
- CompTIA Certifications: *A+, Network+, Security+*
- Blueprint Reading
- Digital Circuits
- Web Development: *Dreamweaver, FrontPage, CIW*
- AutoCAD
- MS Project
- Home Healthcare Training
- Visio
- AMA Certifications: *Management Skills, Coaching & Leadership, Fair, Square & Legal, Successful Project Management*
- Operating Systems
- AchieveGlobal Leadership

For more information, please contact the Workforce Training Center at 615-353-3574 or visit our Web site at www.nsc.edu/workforce

Career Employment Center

The Career Employment Center assists students, graduates, and alumni with their employment needs. Businesses use the Center to locate qualified job applicants from the college. The Center assists with part-time and full-time employment opportunities.

While the Center does not operate as an employment agency nor does it guarantee employment to those individuals utilizing the services provided, the Center provides continuous service in matching the job needs of graduates and employers. Detailed descriptions of available jobs and statistics on graduate employment/salaries are available in the Center

Employers with job opportunities may list a position with the Center by faxing or e-mailing a job description to the address below:

Career Employment Center
Room W-77
120 White Bridge Road
Nashville, TN 37209
615-353-3248 Phone
615-353-3254 FAX
cec@nsc.edu (E-mail)
www.nsc.edu/cec (Web site)

Job Placement Services for A.A.S. and Technical Degree Seeking Students

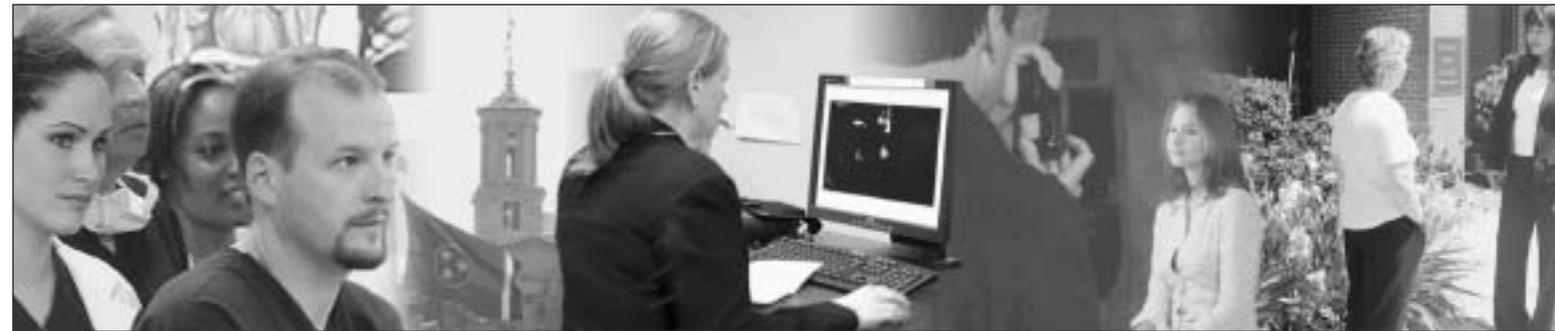
It is extremely important that our graduates in the A.A.S. degree/technical certificate programs are hired and employed in their chosen fields of study. All graduating seniors are encouraged to register with the Center at the beginning of their final semester. Resumés may be submitted electronically in Microsoft word format to the Center at cec@nsc.edu or in person by appointment. Center personnel will review and approve all resumés submitted.

Cooperative Education (Co-op)

Cooperative Education is a partnership between the college and the business community that enables students to work in areas related to their major fields of study, earn academic credit as well as a paycheck. Students interested in the coop program must meet all eligibility requirements. Co-op requirements and applications area available on line at www.nsc.edu/cec or may be picked up in the Center.

The Career Employment Center will interview and screen coop applicants. Only students who meet all eligibility requirements as well as those who exhibit sincerity, adequate skills and ability to fill a co-op position will be recommended by the Center to potential employers.

Associate of Applied Science Technical & Career Degree Programs




Nashville State
Community College

Architectural, Civil and Construction Engineering

Associate of Applied Science Degree

Program Information: Dept. Office 615-353-3475, e-mail: architecture.civil@nscc.edu

The Architectural, Civil and Construction Engineering Technology degree offers students a broad range of courses in the design and construction of residential, commercial and industrial type buildings as well as heavy construction projects such as highways, water and wastewater systems, storm drainage, general site planning, etc. The student will choose either the Architectural Concentration or the Civil and Construction Concentration.

Admission requirements: Prospective students must have a GED or hold a high school diploma.

Tech Prep/Articulation: Students may qualify for course credit in Engineering Graphics and/or Computer-Aided-Drafting if they have met all requirements of the Tech Prep Program in high school.

Architectural Concentration

Accredited by the Technology Accreditation Commission of Accreditation Board of Engineering Technology (TAC/ABET)

The Architectural Concentration prepares students for employment in the fields of architecture, engineering, and construction. The program prepares technicians with a broad background in many different areas of applied architecture and construction through coursework in design, presentation, estimating, specifications, construction materials and systems (electrical, mechanical, plumbing and structural) allowing for a thorough contact with the entire industry from design through completed construction.

Graduates of the Architectural Concentration should be able to:

- Produce a complete set of architectural construction drawings.
- Produce a complete materials take-off for a construction project.
- Design a residential or light-frame construction project.
- Produce building models.
- Conduct themselves as members of the architectural/engineering/construction profession.

Transfer/Advising

Students are prepared for further academic training in Architectural Engineering Technology if they choose to transfer to pursue a bachelor's degree or licensure. Students who transfer to and graduate from a four-year ABET accredited Architectural Engineering Technology Program, successfully

complete seven years of practical architecture experience satisfactory to the Tennessee Board of Architectural and Engineering Examiners and complete the Intern-Architect Development Program of the National Council of Architectural Registration Boards may be allowed to take the Architectural Registration Exam. A student who plans to transfer should consult his/her advisor. Failure to do so could result in a loss of credits in the transfer process.

Job opportunities include:

- Computer-aided drafter
- Detailer
- Estimator
- Assistant construction superintendent
- Inspector
- Construction materials sales
- Residence designer

COURSE REQUIREMENTS

English		Class	Lab	Credits
ENGL 1010	English Composition I	3	0	3
ENGL 2112	Report Writing	3	0	3
Humanities and Social Science Electives				
	Humanities Elective	3	0	3
	Social Sciences Elective	3	0	3
Math				
MATH 1730	Pre-Calculus	5	0	5
MATH 1840	Calculus for Technology	3	0	3
Physics				
PHYS 2010	Non-Calculus-Based Physics I	3	0	3
Engineering Technology				
ENGR 1000	Introduction to Engineering Technology	2	2	3
ENGR 2800	Arch/Civil Capstone Course	0	3	1
Computer-Aided Drafting				
CAD 1200	Computer-Aided Drafting I	1	4	3
CAD 1301	Computer-Aided Drafting II	0	6	2
Civil and Construction Engineering Technology				
CIT 1220	Materials and Methods of Construction	3	0	3
CIT 1230	Testing of Materials	1	3	2
CIT 2110	Structural Mechanics	3	0	3
CIT 2400	Structural Design	3	0	3
Architectural Engineering Technology				
ACT 1161	Residential Drafting and Construction	2	6	4
ACT 1341	Commercial Drafting and Codes	1	6	3
ACT 2160	Building Utilities	3	0	3
ACT 2242	Architectural Design Process	1	5	3
ACT 2440	Specifications and Estimating	2	2	3

Technical Electives

choose at least 4 credit hours from the list below

Co-operative Education (1.0 to 3.0 credit hours)

ENGR 1150*	Engineering Graphics	0	4	2
ACT 1391	History of Architecture	3	0	3
ACT 2122	Architectural Presentations	0	6	3
CIT 2301	Hydrology and Site Design	1	6	3
CAD 2113	3-D AutoCAD & Modeling	2	2	3
CIT 2131	Surveying I	3	3	4
Total Required – Associate’s Degree				64

* If a student enters the program with little or no previous drafting background, then that student must take ENGR 1150, Engineering Graphics, as one of his/her Technical Electives and ENGR 1150 must be taken prior to or along with CAD 1200 CAD I.

RECOMMENDED FULL-TIME SCHEDULE

FIRST YEAR

Fall Semester	Credits
ENGL 1010 English Composition I.....	3
MATH 1730 Pre-Calculus.....	5
ENGR 1000 Introduction to Engineering Technology.....	3
CAD 1200 Computer-Aided Drafting I.....	3
Humanities Elective or Technical Elective*.....	2-3

* If a student enters the program with little or no previous drafting background, then that student must take ENGR 1150, Engineering Graphics, as one of his/her Technical Electives and ENGR 1150 must be taken prior to or along with CAD 1200 CAD I.

Spring Semester

MATH 1840 Calculus for Technology.....	3
ACT 1161 Residential Drafting and Construction.....	4
CAD 1301 Computer-Aided Drafting II.....	3
CIT 1220 Materials and Methods of Construction.....	3
CIT 1230 Testing of Materials.....	2
Technical Elective.....	3

SECOND YEAR

Fall Semester

ACT 1341 Commercial Drafting and Codes.....	3
ACT 2160 Building Utilities.....	3
CIT 2110 Structural Mechanics.....	3
PHYS 2010 Non-Calculus-Based Physics I.....	4
Social Science Elective.....	3

Spring Semester

ACT 2242 Architectural Design Process.....	3
CIT 2400 Structural Design.....	3
ENGL 2112 Report Writing.....	3
ACT 2440 Specifications and Estimating.....	3
Humanities or Technical Elective.....	3

Cooperative Education work experience in Architectural Engineering Technology can be an important addition to a student’s formal classroom work. Co-op courses may be used as technical electives. All Co-op work must have department head approval. The Career Employment Center will provide the correct course numbers. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 54 for more information

Civil and Construction Concentration

Accredited by the Technology Accreditation Commission of Accreditation Board of Engineering Technology (TAC/ABET)

The Civil and Construction Concentration prepares students for employment in the fields of structures, surveying, materials testing, water and wastewater systems, hydrology and environmental technology. The program prepares technicians with a broad background in many different areas of design and construction through coursework in computer-aided-drafting, construction materials, estimating, specifications, surveying, and environmental systems.

Graduates of the Civil and Construction Concentration should be able to:

- Produce a set of CAD drawings.
- Produce a complete materials take-off for a construction project.
- Run construction testing on soils, concrete and other construction materials.
- Run a boundary survey and a level line, as well as other basic surveying operations.
- Conduct themselves as members of the architectural/engineering/construction profession.

Transfer/Advising

Students are prepared for further academic training in either Civil and Construction Engineering Technology or in Surveying if they choose to transfer to pursue a bachelor’s degree. For engineering licensure in the state of Tennessee, a student must complete a bachelor’s degree in engineering, which will require higher level mathematics classes and possibly retaking some courses to the higher math standard. Students who transfer to and graduate from a four-year ABET accredited Civil Engineering program and successfully completes four years of practical engineering experience satisfactory to the Tennessee Board of Architectural and Engineering Examiners may be allowed to take the Civil Engineering Registration Exam. For surveying licensure, the student must also have the appropriate bachelor’s degree and appropriate amount of experience. A student who plans to transfer should consult his/her advisor. Failure to do so could result in a loss of credits in the transfer process.

Job opportunities include:

- Computer-aided drafter
- Surveyor
- Estimator
- Assistant construction superintendent
- Inspector

- Construction materials sales
- Water/wastewater systems designer

COURSE REQUIREMENTS

English		Class	Lab	Credits
ENGL 1010	English Composition I	3	0	3
ENGL 2112	Report Writing	3	0	3
Humanities and Social Science Electives				
	Humanities Elective	3	0	3
	Social Sciences Elective	3	0	3
Math				
MATH 1730	Pre-Calculus	5	0	5
MATH 1840	Calculus for Technology	3	0	3
Physics				
PHYS 2010	Non-Calculus-Based Physics I	3	3	4
Engineering Technology				
ENGR 1000	Introduction to Engineering Technology	2	2	3
ENGR 2800	Arch/Civil Capstone Course	0	3	1
Computer-Aided Drafting				
CAD 1200	Computer-Aided Drafting I	1	4	3
CAD 1301	Computer-Aided Drafting II	0	6	2
Civil and Construction Engineering Technology				
CIT 1220	Materials and Methods of Construction	3	0	3
CIT 1230	Testing of Materials	1	3	2
CIT 2110	Structural Mechanics	3	0	3
CIT 2131	Surveying I	2	0	3
CIT 2200	Hydraulics and Water Systems	4	0	4
CIT 2301	Hydrology and Site Design	1	6	3
CIT 2311	Surveying II	3	3	4
CIT 2400	Structural Design	3	0	3
Other Technologies				
ACT 2440	Specifications and Estimating	2	2	3
Technical Electives				
choose at least 2 credit hours from the list below				
Co-operative Education (1.0 to 3.0 credit hours)				
ENGR 1150	Engineering Graphics	0	4	2
CIT 2114	Construction Management	3	0	3
CAD 2113	3-D AutoCAD & Modeling	2	2	3
ACT 2122	Architectural Presentations	0	6	2
Total Required – Associate's Degree				64

* If a student enters the program with little or no previous drafting background, then that student must take ENGR 1150, Engineering Graphics, as one of their technical electives and ENGR 1150 must be taken prior to or along with CAD 1200 CAD I.

RECOMMENDED FULL-TIME SCHEDULE

FIRST YEAR

Fall Semester		credit.
ENGL 1010	English Composition I	3
MATH 1730	Pre-calculus	5
ENGR 1000	Introduction to Engineering Technology	3
	Humanities or Technical Elective	2 or 3*
CAD 1200	Computer-Aided Drafting I	3

* If a student enters the program with little or no previous drafting background, then that student must take ENGR 1150, Engineering Graphics, as one of their Technical Electives and ENGR 1150 must be taken prior to or along with CAD 1200, CAD I.

Spring Semester

ENGL 2112	Report Writing	3
MATH 1840	Calculus for Technology	3
CAD 1301	Computer-Aided Drafting II	3
CIT 1220	Materials and Methods of Construction	3
CIT 1230	Testing of Materials	2
	Social Science Elective	3

SECOND YEAR

Fall Semester		credit.
PHYS 2010	Non-Calculus-Based Physics I	4
CIT 2110	Structural Mechanics	3
CIT 2131	Surveying I	4
CIT 2200	Hydraulics and Water Systems	4

Spring Semester

ACT 2440	Specifications and Estimating	3
CIT 2301	Hydrology and Site Design	3
CIT 2311	Surveying II	4
CIT 2400	Structural Design	3
	Humanities or Technical Elective	2 or 3

Automotive Technology

Associate of Applied Science (A.A.S.)

Program Information: Department office, 615-353-3203, e-mail: auto.tech@nscc.edu

Accredited by the National Automotive Technicians Education Foundation (NATEF) and approved by the GM Technical College.

The Automotive Technology program prepares students to work in area automotive dealerships or repair shops. There are two different groups of directed electives for the program, depending on the sponsoring dealership or repair shop:

1. Automotive Service Educational Program (ASEP) in cooperation with General Motors;
2. Automotive Technology Educational Program (ATEP) in cooperation with other local dealerships.

This program alternates periods of formal training with periods of on-the-job experience at participating dealerships. The periods in the dealership are designed to provide practical experience as reinforcement of concepts taught during the school terms. Students must maintain sponsorship with participating dealerships during the entire training period. Nashville State assists students in obtaining sponsorship.

Graduates of the program should be able to:

- Demonstrate the use of diagnostic equipment and special tools used in the service department.
- Build a working relationship with fellow technicians.
- Establish and maintain a training path committed to life long learning.
- Be familiar with the dealership operation and procedures in the service department.

Admission requirements

Prospective students must be at least 18, have a valid driver license, a good driving record, pass an interview process and background check for dealership sponsor. Due to the schedule of work at the dealerships, the schedule for this program may be different than that of the college.

General Motors Automotive Service Educational Program (GM ASEP)

GM ASEP prepares students for employment in the field of automotive service and repair in GM dealerships. The program includes theoretical and practical components preparing the student in the development of diagnostic skills needed to repair today's automobile. The student must be able to pass a hands-on testing procedure required by GM.

COURSE REQUIREMENTS

			Class	Lab	Credits
English					
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
Humanities Elective					
		Humanities Elective	3	0	3
Mathematics					
MATH	1730	Precalculus	5	0	5
Physics					
PHYS	2010	Non-calculus Based Physics I	3	3	4
Social Sciences Elective					
		Social Sciences Elective	3	0	3
Core Courses					
Automotive Service Technology					
AMT	1100	GM Automotive Service	1	2	2
AMT	1120	GM Automotive Brakes	2	2	3
AMT	1130	GM Suspension and Steering	2	2	3
AMT	1190	GM Automotive Electricity	3	3	4
AMT	1230	GM Climate Control	3	2	4
AMT	1290	GM Automotive Electronics	2	3	3
AMT	2130	GM Automatic Transmission I	2	3	3
AMT	2140	GM Standard Transmission/ Drive Lines/Differentials	2	2	3
AMT	2230	GM Automotive Engines	2	3	3
AMT	2240	GM Automatic Transmission II	2	3	3
AMT	2290	GM Automotive Computer Sys	2	3	3
AMT	29xx	Cooperative Education			5
Total Required – Associate's Degree					60

CLASSES FOR GM ASEP

FIRST YEAR

				Credits
Fall Semester				
ENGL	1010	Composition I		3
AMT	1100	GM Automotive Service		2
AMT	1190	GM Automotive Electricity		4
AMT	2917	Co-op		1
Spring Semester				
AMT	1120	GM Automotive Brakes		3
AMT	1130	GM Suspension & Steering		3
SOCI	1112	Social Problems		3
SPCH	1010	Speech		3
AMT	2929	Co-op		1
Summer Semester				
AMT	1230	GM Climate Control		4
AMT	1290	GM Automotive Electronics		3
PHI	1111	Introduction to Ethics		3
AMT	2937	Co-op		1

General education course requirements are listed on page 114–115.

SECOND YEAR

Fall Semester			Credits
AMT 2130	GM Automatic Transmission I.....		3
AMT 2140	GM Standard Transmission/Drive Lines/Differentials		3
MATH 1730	Precalculus		5
AMT 2947	Co-op		1

Spring Semester			
AMT 2230	GM Automotive Engines.....		3
AMT 2240	GM Automatic Transmission II.....		3
PHYS 2010	Non-Calculus-Based Physics I		4
AMT 2957	Co-op		1

Summer Semester			
AMT 2290	GM Automotive Computer Systems.....		3

Automotive Technology Educational Program (ATEP)

ATEP prepares students for employment in the field of automotive service and repair in a variety of dealerships or repair shops. The program includes theoretical and practical components preparing the student in the development of diagnostic skills needed to repair today's automobile. The student must be able to pass testing procedures as required by sponsoring dealerships or repair shops.

COURSE REQUIREMENTS

English		Class	Lab	Credits
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
Humanities Elective				
	Humanities Elective	3	0	3
Mathematics				
MATH 1730	Precalculus	5	0	5
Physics				
PHYS 2010	Non-calculus Based Physics I	3	3	4
Social Sciences Elective				
	Social Sciences Elective	3	0	3
Core Courses				
Automotive Service Technology				
AMT 1105	Automotive Service	1	2	2
AMT 1120	Automotive Brakes	2	2	3
AMT 1130	Suspension and Steering	2	2	3
AMT 1195	Automotive Electricity	3	3	4
AMT 1235	Climate Control	3	2	4
AMT 1295	Automotive Electronics	2	3	3
AMT 2135	Automatic Transmission I	2	3	3
AMT 2145	Standard Transmission/ Drive Lines/Differentials	2	2	3
AMT 2235	Automotive Engines	2	3	3
AMT 2245	Automatic Transmission II	2	3	3
AMT 2295	Automotive Computer Sys	2	3	3
AMT 29xx	Cooperative Education			5
Total Required – Associate's Degree				60

General education course requirements are listed on page 114–115.

Biotechnology

Associate of Applied Science Degree

Department Office: 615-353-3297 Email Contact: biotech@nsc.edu

The broadest definition of biotechnology is the use of organisms or their products to solve a human problem. This organism can be as simple as the bacteria and fungi that produce antibiotics or as complex as a transgenic plant or animal. Some of the specialty areas of biotechnology involve agriculture, bioremediation, drug discovery and production, forensic analysis, and genetic testing. The courses in this program will give students an intensive hands-on experience with many of the techniques that are critical to biotechnology. In addition, the basic science and general education classes will help to prepare students who decide to continue their training by transferring to a four-year institution.

A graduate of this program will be prepared to be a biological technician. Potential career paths could include work as a laboratory technician in an industry, government, or university laboratory engaged in basic research and development; a testing lab technician responsible for Quality Assurance/Quality Control monitoring; or a production technician involved in pharmaceutical manufacturing processes.

Note: the primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State. However, some students may wish to continue in a baccalaureate program either immediately or in the future. If you plan to transfer to a four-year program after leaving Nashville State, consult the department head for a specialized program of study. *Failure to do so could result in a loss of credits in the transfer process.*

COURSE REQUIREMENTS

English		Class	Lab	Credits
ENGL 1010	English Composition	3	0	3
SPCH 1010	Speech	3	0	3
Humanities and Social Science Electives				
	Humanities Elective	3	0	3
	Social Science Elective	3	0	3
Mathematics				
MATH 1510	Statistics I	3	0	3
MATH 1710	College Algebra	3	0	3
Natural Sciences				
BIOL 1110	General Biology I	3	3	4
Technical Core				
BIOL 1120	General Biology II	3	3	4
BIOL 2230	Microbiology	3	3	4
CHEM 1110	General Chemistry I	3	3	4
CHEM 1120	General Chemistry II	3	3	4
CHEM 2010	Organic Chemistry	3	3	4
Technical Specialty				
BIOT 1010	Biotechnology Applications	3	0	3
BIOT 2020	Applied Biochemistry	3	3	4
BIOT 2050	Industry and Applied Microbiology	3	0	3
BIOT 2060	Protein Bioseparation Methods	3	3	4
BIOT 2070	Cell Culturing	1	6	4
Total Required – Associate's Degree				60

RECOMMENDED FULL-TIME SCHEDULE

FIRST YEAR

Fall Semester	Credits
BIOL 1110 General Biology I.....	4
CHEM 1110 General Chemistry I.....	4
MATH 1710 College Algebra.....	3
ENGL 1010 English Composition.....	3
Social Science Elective.....	3

Spring Semester

SPCH 1010 Speech.....	3
BIOL 1120 General Biology II.....	4
CHEM 1120 General Chemistry II.....	4
BIOT 1010 Biotechnology Applications.....	3

SECOND YEAR

Fall Semester

MATH 1510 Statistics I.....	3
CHEM 2010 Organic Chemistry.....	4
BIOT 2020 Applied Biochemistry.....	4
BIOT 2070 Cell Culturing.....	4

Spring Semester

BIOL 2230 Microbiology.....	4
BIOT 2050 Industry and Applied Microbiology.....	3
BIOT 2060 Protein Bioseparation Methods.....	4
Humanities Elective.....	3

Business Management: Financial Services, Marketing, and Small Business Administration

Associate of Applied Science

Accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Contact Information: Department Office 615-353-3400. Email: business@nscc.edu

Business Management prepares students entering the business field with the managerial and technical skills necessary to perform in entry-level management positions in small and large companies. The Financial Services Management: Banking Concentration provides the student with firm foundations in accounting principles, the U.S. monetary system, and the credit granting process. The Marketing Concentration directs the student toward understanding the performance of business activities that direct the flow of goods and services from the producer to the consumer or user. The Small Business Administration Concentration provides knowledge and skills sufficient to allow a person to be employed in a wide variety of service, merchandising, and manufacturing organizations. This program will be helpful to those individuals who wish to own and operate a business. Graduates of the program should be able to:

- Understand how to develop and maintain an organization's management program that effectively and efficiently maximizes organizational resources.
- Possess basic business management skills in the areas of accounting, computers, economics, marketing, banking, management, team building, and business law.
- Be able to apply basic business mathematics skills.
- Communicate effectively in written form and orally.
- Seek employment in retail, wholesale, manufacturing, and service industry organizations.

Career Opportunities:

Financial Services

- teller
- broker assistant
- credit investigator
- operations supervisor
- loan and financial processor

Marketing

- sales manager trainee
- marketing manager trainee
- customer service representative
- marketing associate
- retail sales associate

Small Business Administration

- product manager
- management trainee

- store/office manager
- director of sales and marketing
- customer service representative
- transfer/advising issues.

The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State. Students desiring to transfer to a four-year program after leaving Nashville State should consult his/her advisor. Failure to do so could result in a loss of credits in the transfer process.

BUSINESS MANAGEMENT FINANCIAL SERVICES MANAGEMENT: BANKING COURSE REQUIREMENTS

English			Class	Lab	Credits
ENGL 1010	English Composition I		3	0	3
SPCH 1010	Speech		3	0	3
Humanities					
	Humanities Elective		3	0	3
Mathematics Elective (choose one)					
MATH 1510	Statistics I		3	0	3
MATH 1610	Finite Mathematics				
MATH 1710	College Algebra (PreCalculus I)				
Social Sciences					
	Social Sciences Elective		3	0	3
Technical Core					
ACCT 1104	Principles of Accounting I		3	0	3
ACCT 1105	Principles of Accounting II		3	0	3
AIS 1181	Microcomputer Software for Business		3	0	3
MKT 1000	Introduction to Customer Service		3	0	3
BUS 2111	Organizational Behavior		3	0	3
BUS 2600	Business Law: Contracts		3	0	3
BUS 2900	Business Management Applications		3	0	3
ECON 1111	Principles of Macroeconomics or				
ECON 1121	Principles of Microeconomics		3	0	3
MKT 2220	Marketing		3	0	3
Technical Specialty					
BNK 1110	Principles of Banking		3	0	3
BNK 1210	Consumer Lending		3	0	3
BNK 1215	Commercial Bank Management		3	0	3
BNK 2110	Money and Banking		3	0	3
BNK 2230	Investment Basics		3	0	3
Technical Elective					
	Any BUS, ECON, MKT, or BNK course in addition to required courses		3	0	3
Total Required – Associate's Degree					60

RECOMMENDED FULL-TIME SCHEDULE

FIRST YEAR		Credits
Fall Semester		
ENGL 1010	English Composition I	3
	Mathematics Elective (choose one)	3
MATH 1510	Statistics I	
MATH 1610	Finite Mathematics	
MATH 1710	College Algebra (PreCalculus D)	
ACCT 1104	Principles of Accounting I	3
BNK 1110	Principles of Banking	3
MKT 1000	Introduction to Customer Service	3
Spring Semester		
ECON 1111	Principles of Macroeconomics or	
ECON 1121	Principles of Microeconomics	3
ACCT 1105	Principles of Accounting II	3
AIS 1181	Microcomputer Software for Business	3
BNK 1210	Consumer Lending	3
BNK 1215	Commercial Bank Management	3

SECOND YEAR

Fall Semester		Credits
BUS 2111	Organizational Behavior	3
BUS 2600	Business Law: Contracts	3
BNK 2110	Money and Banking	3
	Social Sciences Elective	3
	Technical Elective	3
Spring Semester		
SPCH 1010	Speech	3
MKT 2220	Marketing	3
BUS 2900	Business Management Applications	3
BNK 2230	Investment Basics	3
	Humanities Elective	3

RECOMMENDED PART-TIME SCHEDULE

FIRST YEAR		Credits
Fall Semester		
ENGL 1010	English Composition I	3
BNK 1110	Principles of Banking	3
Spring Semester		
BNK 1210	Consumer Lending	3
ECON 1111	Principles of Macroeconomics or	
ECON 1121	Principles of Microeconomics	3
Summer Semester		
	Mathematics Elective (choose one)	3
MATH 1510	Statistics I	
MATH 1610	Finite Mathematics	
MATH 1710	College Algebra (PreCalculus D)	
SECOND YEAR		
Fall Semester		
ACCT 1104	Principles of Accounting I	3
	Social Sciences Elective	3
Spring Semester		
ACCT 1105	Principles of Accounting II	3
BNK 1215	Commercial Bank Management	3
Summer Semester		
SPCH 1010	Speech	3
	Humanities Elective	3

THIRD YEAR

Fall Semester		Credits
MKT 1000	Introduction to Customer Service	3
	Technical Elective	3
Spring Semester		
BNK 2230	Investment Basics	3
BUS 2600	Business Law: Contracts	3
Summer Semester		
BUS 2111	Organizational Behavior	3

FOURTH YEAR

Fall Semester		Credits
AIS 1181	Microcomputer Software for Business	3
BNK 2110	Money and Banking	3
Spring Semester		
BUS 2900	Business Management Applications	3
MKT 2220	Marketing	3

**BUSINESS MANAGEMENT:
MARKETING
COURSE REQUIREMENTS**

English	Class	Lab	Credits
ENGL 1010	English Composition I	3	0 3
SPCH 1010	Speech	3	0 3
Humanities			
	Humanities Elective	3	0 3
Mathematics Elective (choose one)			
MATH 1510	Statistics I	3	0 3
MATH 1610	Finite Mathematics		
MATH 1710	College Algebra (PreCalculus D)		
Social Sciences			
	Social Sciences Elective	3	0 3
Technical Core			
ECON 1111	Principles of Macroeconomics or		
ECON 1121	Principles of Microeconomics	3	0 3
ACCT 1104	Principles of Accounting I	3	0 3
ACCT 1105	Principles of Accounting II	3	0 3
AIS 1181	Microcomputer Software for Business	3	0 3
BUS 2600	Business Law: Contracts	3	0 3
BUS 2900	Business Management Applications	3	0 3
MKT 1000	Introduction to Customer Service	3	0 3
BUS 2111	Organizational Behavior	3	0 3
MKT 2220	Marketing	3	0 3
Technical Specialty			
BUS 1113	Introduction to Business	3	0 3
BUS 2310	Business Ethics	3	0 3
MKT 1227	Sales Techniques	3	0 3
MKT 2221	Consumer Behavior	3	0 3
Technical Elective			
	Any BUS, ECON, MKT, or BNK course in addition to required courses	6	0 6
Total Required – Associate’s Degree			60

RECOMMENDED FULL-TIME SCHEDULE

FIRST YEAR		Credits
Fall Semester		
ACCT 1104	Principles of Accounting I.....	3
BUS 1113	Introduction to Business.....	3
ENGL 1010	English Composition I.....	3
Mathematics Elective (choose one).....		3
MATH 1510	Statistics I	
MATH 1610	Finite Mathematics	
MATH 1710	College Algebra (PreCalculus I)	
MKT 1000	Introduction to Customer Service	3
Spring Semester		
ACCT 1105	Principles of Accounting II.....	3
ECON 1111	Principles of Macroeconomics or	
ECON 1121	Principles of Microeconomics	3
SPCH 1010	Speech	3
MKT 1227	Sales Techniques.....	3
Humanities Elective		3

SECOND YEAR		Credits
Fall Semester		
Technical Elective		3
MKT 2220	Marketing	3
BUS 2310	Business Ethics.....	3
BUS 2600	Business Law: Contracts	3
MKT 2221	Consumer Behavior	3
Spring Semester		
AIS 1181	Microcomputer Software for Business.....	3
BUS 2111	Organizational Behavior.....	3
BUS 2900	Business Management Applications.....	3
Social Science Elective.....		3
Technical Elective		3

RECOMMENDED PART-TIME SCHEDULE

FIRST YEAR		Credits
Fall Semester		
ENGL 1010	English Composition I.....	3
MKT 1000	Introduction to Customer Service	3
Spring Semester		
Humanities Elective		3
BUS 1113	Introduction to Business.....	3
Summer Semester		
Mathematics Elective (choose one).....		3
MATH 1510	Statistics I	
MATH 1610	Finite Mathematics	
MATH 1710	College Algebra (PreCalculus I)	

SECOND YEAR		Credits
Fall Semester		
ACCT 1104	Principles of Accounting I.....	3
Technical Elective		3
Spring Semester		
ACCT 1105	Principles of Accounting II.....	3
ECON 1111	Principles of Macroeconomics or	
ECON 2111	Principles of Microeconomics	3
Summer Semester		
SPCH 1010	Speech	3

THIRD YEAR

Fall Semester		Credits
AIS 1181	Microcomputer Software for Business.....	3
MKT 2221	Consumer Behavior	3
Spring Semester		
MKT 1227	Sales Techniques.....	3
BUS 2111	Organizational Behavior.....	3
BUS 2310	Business Ethics.....	3

FOURTH YEAR

Fall Semester		Credits
MKT 2220	Marketing.....	3
BUS 2600	Business Law: Contracts	3
Spring Semester		
BUS 2900	Business Management Applications.....	3
Social Science Elective.....		3

**BUSINESS MANAGEMENT:
SMALL BUSINESS ADMINISTRATION
COURSE REQUIREMENTS**

English		Class	Lab	Credits
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
Humanities				
Humanities Elective		3	0	3
Mathematics Elective (choose one)		3	0	3
MATH 1510	Statistics I			
MATH 1610	Finite Mathematics			
MATH 1710	College Algebra (PreCalculus I)			
Social Sciences				
Social Sciences Elective		3	0	3
Technical Core				
ECON 1111	Principles of Macroeconomics or			
ECON 1121	Principles of Microeconomics	3	0	3
ACCT 1104	Principles of Accounting I	3	0	3
ACCT 1105	Principles of Accounting II	3	0	3
AIS 1181	Microcomputer Software for Business	3	0	3
MKT 1000	Introduction to Customer Service	3	0	3
BUS 2111	Organizational Behavior	3	0	3
BUS 2600	Business Law: Contracts	3	0	3
MKT 2220	Marketing	3	0	3
BUS 2900	Business Management Applications	3	0	3
Technical Specialty Requirements				
BNK 2110	Money and Banking	3	0	3
BUS 1113	Introduction to Business	3	0	3
BUS 2250	Human Resource Management	3	0	3
BUS 2310	Business Ethics	3	0	3
BUS 2400	Principles of Management	3	0	3
MKT 1227	Sales Techniques	3	0	3
Total Required – Associate’s Degree				60

RECOMMENDED FULL-TIME SCHEDULE

FIRST YEAR

Fall Semester	Credits
ENGL 1010 English Composition I.....	3
Mathematics Elective (choose one).....	3
MATH 1510 Statistics I	
MATH 1610 Finite Mathematics	
MATH 1710 College Algebra (PreCalculus D)	
ACCT 1104 Principles of Accounting I.....	3
BUS 1113 Introduction to Business.....	3
MKT 1227 Sales Techniques.....	3

Spring Semester

SPCH 1010 Speech.....	3
ACCT 1105 Principles of Accounting II.....	3
Humanities Elective.....	3
ECON 1111 Principles of Macroeconomics	
or	
ECON 1121 Principles of Microeconomics.....	3
MKT 1000 Introduction to Customer Service.....	3

SECOND YEAR

Fall Semester	Credits
BUS 2111 Organizational Behavior.....	3
BNK 2110 Money and Banking.....	3
BUS 2250 Human Resource Management.....	3
BUS 2310 Business Ethics.....	3
BUS 2600 Business Law: Contracts.....	3

Spring Semester

AIS 1181 Microcomputer Software for Business.....	3
BUS 2400 Principles of Management.....	3
MKT 2220 Marketing.....	3
BUS 2900 Business Management Applications.....	3
Social Sciences Elective.....	3

RECOMMENDED PART-TIME SCHEDULE

FIRST YEAR

Fall Semester	Credits
BUS 2111 Organizational Behavior.....	3
BUS 1113 Introduction to Business.....	3

Spring Semester

MKT 1000 Introduction to Customer Service.....	3
ECON 1111 Principles of Macroeconomics	
or	
ECON 1121 Principles of Microeconomics.....	3

Summer Semester

Mathematics Elective (choose one).....	3
MATH 1510 Statistics I	
MATH 1610 Finite Mathematics	
MATH 1710 College Algebra (PreCalculus D)	

SECOND YEAR

Fall Semester	Credits
ACCT 1104 Principles of Accounting I.....	3
MKT 1227 Sales Techniques.....	3

Spring Semester

ENGL 1010 English Composition I.....	3
ACCT 1105 Principles of Accounting II.....	3

Summer Semester

SPCH 1010 Speech.....	3
BUS 2400 Principles of Management.....	3

THIRD YEAR

Fall Semester	Credits
BNK 2110 Money and Banking.....	3
Humanities Elective.....	3

Spring Semester

BUS 2310 Business Ethics.....	3
BUS 2600 Business Law: Contracts.....	3

Summer Semester

Social Sciences Elective.....	3
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FOURTH YEAR

Fall Semester	Credits
AIS 1181 Microcomputer Software for Business.....	3
MKT 2220 Marketing.....	3

Spring Semester

BUS 2250 Human Resource Management.....	3
BUS 2900 Business Management Applications.....	3

Cooperative Education work experience in Business Management (Small Business Administration Concentration) can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to nine credit hours with the prior approval of the department head. All Co-op work must have department head approval. The Career Employment Center will provide the correct course numbers. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 54 for more information.

General education course requirements are listed on page 114-115.

Computer Accounting

Associate of Applied Science

Accredited by Association of Collegiate Business Schools and Programs (ACBSP)

Contact Information: Department Office 615-353-3400. Email: computer.accounting@nsc.edu

The Computer Accounting program prepares students for various entry level positions within the accounting system of a company. The program includes courses that provide the student with a broad core of accounting skills as well as a significant working knowledge of business application based microcomputer software. Graduates should be able to think creatively in solving accounting and information systems problems and adjust rapidly to any computerized accounting environment.

Graduates of the program should be able to:

1. Keep the general ledger for a business, prepare financial statements, and assist with audit functions for small and medium size businesses.
2. Prepare and record all registers, transactions, and entries related to payroll accounting.
3. Prepare and record all transactions related to accounts payable and accounts receivable, cash receipts and cash payments.
4. Use microcomputer software to generate financial data needed to make management decisions.

Career Opportunities:

- Staff Accountant
- Payroll Accountant
- Accounts Receivable Clerk
- Accounts Payable Clerk

Grading Policy for Accounting Majors:

A grade of C or above must be earned in order to meet prerequisite requirements for subsequent courses and a grade of C or above in all computer accounting curriculum courses must be earned prior to graduation.

Transfer/Advising

The primary purpose of this degree is to prepare students for employment following graduation. Students can pursue further academic training in accounting by obtaining a bachelor's degree. A student who plans to transfer should consult his/her advisor. Failure to do so could result in a loss of credits in the transfer process.

COURSE REQUIREMENTS

		Class	Lab	Credits
English				
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
Humanities Elective				
	Humanities Elective	3	0	3
Mathematics				
MATH 1710	College Algebra (Precalculus I)	3	0	3
Social Sciences Elective				
	Social Sciences Elective	3	0	3
Computer Accounting and Accounting Information Systems				
ACCT 1104	Principles of Accounting I	3	0	3
ACCT 1105	Principles of Accounting II	3	0	3
ACCT 2200	Payroll Accounting	4	0	4
ACCT 2154	Intermediate Accounting I	4	0	4
ACCT 2164	Intermediate Accounting II	4	0	4
ACCT 2350	Taxation	3	0	3
ACCT 2380	Microcomputer Accounting Applications	2	2	3
ACCT 2600	Spreadsheet Applications	2	2	3
ACCT 2740	Auditing	4	0	4
ACCT 2840	Accounting Information Systems	4	0	4
ACCT 2900	Accounting Capstone	4	0	4
AIS 1180	Introduction to Microcomputing	2	2	3
AIS 1181	Microcomputer Software for Business	2	2	3
Total Required – Associate's Degree				60

RECOMMENDED DAY SCHEDULE

FIRST YEAR

Fall Semester	Credits
ENGL 1010 English Composition I	3
MATH 1710 College Algebra (Precalculus I)	3
ACCT 1104 Principles of Accounting I	3
AIS 1180 Introduction to Microcomputing	3
Humanities Elective	3

Spring Semester

SPCH 1010 Speech	3
ACCT 1105 Principles of Accounting II	3
AIS 1181 Microcomputer Software for Business	3
Social Sciences Elective	3

SECOND YEAR

Fall Semester	Credits
ACCT 2154 Intermediate Accounting I	4
ACCT 2200 Payroll Accounting	4
ACCT 2380 Microcomputer Accounting Applications	3
ACCT 2740 Auditing	4
ACCT 2600 Spreadsheet Applications	3

Spring Semester

ACCT 2164 Intermediate Accounting II	4
ACCT 2350 Taxation	3

ACCT 2840	Accounting Information Systems	4
ACCT 2900	Accounting Capstone	4

Note: Courses should be taken in the sequence indicated in order to ensure graduation on schedule.

Cooperative Education work experience in Computer Accounting can be an important addition to a student's formal classroom work. Co-op courses in Computer Accounting will be treated as credit hours in addition to the regular curriculum hours and must have the prior approval of the department head. The Career Employment Center will provide the correct course numbers. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 54 for more information. General education course requirements are listed on page 114–115.

RECOMMENDED EVENING SCHEDULE

FIRST YEAR

Fall Semester		Credits
ENGL 1010	English Composition I	3
ACCT 1104	Principles of Accounting I	3
AIS 1180	Introduction to Microcomputing	3

Spring Semester

MATH 1710	College Algebra (Precalculus I)	3
ACCT 1105	Principles of Accounting II	3
AIS 1181	Microcomputer Software for Business	3

SECOND YEAR

Fall Semester		Credits
ACCT 2154	Intermediate Accounting I	4
ACCT 2600	Spreadsheet Problems	3
	Social Science Elective	3

Spring Semester

ACCT 2164	Intermediate Accounting II	4
ACCT 2740	Auditing	4
ACCT 2380	Microcomputer Accounting Applications	3

THIRD YEAR

Fall Semester		Credits
ACCT 2200	Payroll Accounting	4
ACCT 2840	Accounting Information Systems	4
ACCT 2350	Taxation	3

Spring Semester

ACCT 2900	Accounting Capstone	4
	Humanities Elective	3
SPCH 1010	Speech	3

Computer Information Systems

Associate of Applied Science (A.A.S.)

Program Information: Department Office, 615-353-3410, Information.System@nsc.edu

Computer Information Systems prepares students for employment in the Information Technology field in the area of software application development. The program includes theoretical and practical components, preparing entry-level computer programmers and systems analysts to provide solutions to practical business problems. Graduates of the program will design, write, test, and debug programs in several major programming languages in both individual and team-oriented settings.

Graduates of the program should be able to:

1. Function competently as entry-level application developers and analysts.
2. Apply critical thinking skills in solving business problems, generating logical solutions.
3. Work effectively as individuals and in a team environment.
4. Communicate successfully in a variety of settings using oral and written skills.

Career Opportunities:

- Applications Developer/Computer Programmer
- Systems Analyst
- Database Administrator
- Web Applications Designer/Developer
- Quality Assurance Technician

Grading Policy for Computer Information Systems Majors:

A student majoring in CIS must receive a “C” or above in each course in order to meet prerequisite requirements for subsequent courses.

Transfer/Advising:

Computer Information Systems is a career preparation program that is designed to prepare graduates for direct entry into the job market. Some universities, at their discretion, accept some of the technical courses into their program of study as general electives or direct substitutes. A student that plans to transfer should consult his/her advisor and be aware of transfer practices at the receiving institution.

Microcomputer Concentration COURSE REQUIREMENTS

		Class	Lab	Credits	
English					
ENGL	1010	English Composition I	3	0	3
Humanities					
PHIL	1111	Introduction to Ethics	3	0	3
Mathematics					
MATH	1610	Finite Mathematics I	3	0	3
MATH	1510	Statistics	3	0	3
Social Sciences Elective					
		Social Sciences Elective	3	0	3
Computer Accounting Technology					
ACCT	1104	Principles of Accounting I OR	3	0	3
BUS	1113	Introduction To Business	3	0	3
Computer Information Systems					
CIS	1010	Introduction to Information Technology	3	0	3
CIS	1015	Computer Operating System Environment	3	0	3
CIS	1030	Program Logic and Design	4	0	4
CIS	2217	Visual BASIC	4	0	4
CIS	2220	C Language Programming	4	0	4
CIS	2230	Microcomputer Database Programming	4	0	4
CIS	2240	Micro Systems Design Project	4	0	4
CIS	2270	JAVA Application Development	4	0	4
CIS		Elective	4	0	4
CIS		Elective	4	0	4
CIS		Elective	4	0	4
Total Required – Associate’s Degree					60
CIS Electives: Recommended for WEB Developers					
CIS	2170	Web Applications Development I	4	0	4
CIS	2180	Web Applications Development II	4	0	4
CIS	2190	ASP.NET Applications Development	4	0	4
CIS	2370	Introduction to J2EE	4	0	4
CIS Electives: Recommended for Applications Developers					
CIS	2218	Advanced Topics in Visual Basic	4	0	4
CIS	2330	Oracle Database Design/Develop. I.	4	0	4
CIS	2340	Oracle Database Design/Develop. II.	4	0	4
CIS	2221	C++ Programming	4	0	4

RECOMMENDED FULL-TIME SCHEDULE

FIRST YEAR

Fall Semester	Credits
ENGL 1010 English Composition I.....	3
MATH 1610 Finite Mathematics I.....	3
CIS 1010 Introduction to Electronic Data Processing.....	3
CIS 1015 Computer Operating System Environment.....	3
CIS 1030 Program Logic and Design	4
Spring Semester	
PHIL 1111 Introduction to Ethics	3
ACCT 1104 Principles of Accounting I.....	3
OR	
BUS 1113 Introduction To Business.....	3
CIS 2220 C Language Programming	4
CIS 2230 Microcomputer Database Programming.....	4

SECOND YEAR

Fall Semester	Credits
MATH 1510 Statistics	3
CIS 2217 Visual Basic	4
CIS 2270 JAVA Application Development.....	4
CIS Elective	4
Spring Semester	
CIS 2240 Micro Systems Design Project	4
CIS Elective	4
CIS Elective	4
Social Sciences Elective	3

Cooperative Education work experience in Computer Information Systems (Microcomputer Concentration) can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to nine credit hours with the prior approval of the department head. All Co-op work must have department head approval. The Career Employment Center will provide the correct course numbers. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 54 for more information.

Computer Networking Technology

Associate of Applied Science (A.A.S.)

Program Information: Department Office, 615-353-3468, B-20, network.tech@nscc.edu

Computer Networking Technology prepares students for employment in the Information Technology field in the area of network infrastructure. The program includes theoretical and practical components, preparing entry-level networking technicians to design, install, monitor, maintain, and enhance network infrastructure. Graduates of the program could design and implement an infrastructure consisting of various networking devices and components such as clients, servers, routers, switches, hubs, and cabling systems.

Graduates of this program will be capable of working in entry-level positions of user support, server monitoring, directory services basic administration, network media installation and testing, basic router configuration, subnetting, and network communications protocols.

In addition to technical proficiency, graduates of this program will be knowledgeable in effective communications - both written and verbal. Graduates will be capable of working in teams and be self-motivated in problem solving scenarios.

Typical positions available to graduates of this program (based upon DOL classifications) are LAN administrator, network administrator, microcomputer support specialist, network technician, data communications technician.

Computer Networking Technology graduates should be able to:

- Function competently in entry-level network technician positions
- Proficiently use various operating system environments including DOS, Windows, Novell, and Unix
- Perform initial installation and setup of various network servers, such as, Novell, Unix, and Windows
- Perform initial configuration of microcomputers including the installations of workstation software necessary to communicate with network servers.
- Select, install, terminate, and test appropriate network media, including twisted pair, coaxial cable, and fiber. Perform basic configuration of wireless networking components.

- Troubleshoot and analyze network hardware, software, and communications problems.
- Install and implement network monitoring and management tools.
- Communicate successfully in a variety of situations using written and oral communication skills.
- Use concepts taught in the General Education courses that are reinforced in the Computer Networking Technology curriculum.
- Apply critical thinking skills in providing solutions to network infrastructure problems.
- Work effectively as individuals and in a team environment.

After completing the minimum course requirements, graduates are prepared to take the exams for several industry certifications, including A+, Net+, Security+, Novell CNA, and Microsoft MCP. In addition, a rich selection of electives allows the student to increase the breadth and depth of their understanding and prepares them for advanced certifications such as Cisco CCNA and CCNP, Novell CNE, Microsoft MCSA and MCSE, and BICSI Installer, Level I.

COURSE REQUIREMENTS

		Class	Lab	Credits
English				
ENGL	1010 English Composition I	3	0	3
SPCH	1010 Speech	3	0	3
Humanities Elective				
	Humanities Elective	3	0	3
Mathematics				
MATH	1610 Finite Math I	3	0	3
Social Sciences Elective				
	Social Sciences Elective	3	0	3
Computer Technology				
CPT	2425 UNIX/LINUX	4	0	4
Computer Networking Technology				
CNT	1010 Survey of Computer Networking	4	0	4
CNT	1015 Computer Hardware Fundamentals	4	0	4
CNT	1050 NetWare Administration	4	0	4
CNT	1060 Cisco Routers I	4	0	4
CNT	1160 Cisco Routers II	4	0	4
CNT	1170 Windows Professional OS	4	0	4
CNT	2350 Windows Server Administration	4	0	4
CNT	2130 Applied Networking	4	0	4
CNT	2450 Network Security	4	0	4
Technical Electives		5		5
Total Required - Associate's Degree				60

Approved Electives

CNT	2050	Netware Advanced Administration	4	0	4
CNT	2120	Network Cabling Installation	4	0	4
CNT	2360	Windows Active Directory	4	0	4
CNT	2410	Cisco Routers III	4	0	4
CNT	2420	Cisco Routers IV	4	0	4
CNT	2500	Graduation Evaluation	1	0	1
CIS	2215	Basic Programming for Engineering Tech.	3	0	3
CIS	2216	C language for Engineering Tech.	3	0	3
CPT	1010	Help Desk Technologies I	3	0	3
CPT	1400	Digital Circuits	3	0	3
CPT	1500	Microprocessor System Principles	3	0	3
CPT	2410	Computer Peripherals	4	0	4
CPT	2430	System Troubleshooting	4	0	4
CPT	2450	Advanced Unix	3	0	3
EETH	2215	Fiber Optics	3	0	3
EETH	2222	Digital Communications	3	0	3

other electives as approved by faculty

RECOMMENDED FULL-TIME SCHEDULE

FIRST YEAR

Fall Semester		Credits
CNT	1010	Survey of Computer Networking.....4
CNT	1015	Computer Hardware Fundamentals.....4
CMT	1060	Cisco Routers I.....4
MATH	1610	Finite Mathematics I.....3

Spring Semester

CNT	1160	Cisco Routers II.....4
CNT	1170	Microsoft Professional OS.....4
ENGL	1010	English Composition I.....3
SPCH	1010	Speech.....3

SECOND YEAR

Fall Semester		Credits
CNT	1050	Netware Administration.....4
CNT	2350	Windows Server Administration.....4
CPT	2425	UNIX/LINUX.....4
		Technical Elective.....4

Spring Semester

CNT	2450	Network Security.....4
CNT	2130	Applied Networking.....4
		Humanities Elective.....3
		Social Sciences Elective.....3
		Technical Elective.....1

RECOMMENDED PART-TIME SCHEDULE

FIRST YEAR

Fall Semester		Credits
CNT	1010	Survey of Computer Networking.....4
CNT	1015	Computer Hardware Fundamentals.....4

Spring Semester

CNT	1170	Microsoft Professional OS.....4
MATH	1610	Finite Mathematics I.....3

SECOND YEAR

Fall Semester		Credits
CNT	1060	Cisco Routers I.....4
ENGL	1010	English Composition I.....3

Spring Semester

CNT	1050	Netware Administration.....4
CNT	1160	Cisco Routers II.....4

THIRD YEAR

Fall Semester		Credits
CPT	2425	Unix/Linux.....4
SPCH	1010	Speech.....3
		Technical Elective.....4

Spring Semester

CNT	2350	Windows Server Administration.....4
		Social Sciences or Humanities Elective.....3

FOURTH YEAR

Fall Semester		Credits
CNT	2450	Network Security.....4
		Humanities or Social Sciences Elective.....3

Spring Semester

CNT	2130	Applied Networking.....4
		Technical Elective.....1

Cooperative Education work experience in Computer Networking Technology can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to nine credit hours with the prior approval of the department head. All Co-op work must have department head approval. The Career Employment Center will provide the correct course numbers. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 54 for more information.

Computer Technology

Associate of Applied Science (A.A.S.)

Program Information: Department Office, 615-353-3468, B-20, computer.tech@nsc.edu

Computer Technology prepares students for employment in the Information Technology field in the area of hardware/software support. The program includes theoretical and practical components, preparing entry-level computer hardware/software support technicians. Graduates of the program will have installed various hardware/software configurations, performed simple to complex troubleshooting, diagnostics, and repair procedures, and worked with establishing and maintaining a Help Desk environment.

Graduates of the program should be able to:

1. Function competently as entry-level computer technicians.
2. Apply critical thinking skills in solving business problems, generating logical solutions.
3. Work effectively as individuals and in a team environment.
4. Communicate successfully in a variety of settings using oral and written skills.

Career Opportunities:

- Help Desk Technician
- Hardware Support Specialist
- Software Support Specialist
- Telecommunications Technician
- Technical Sales Support

Grading Policy for Computer Technology Majors:

Students are encouraged to repeat any course in which a grade less than “C” is earned, before proceeding to the next level. This is especially critical for CIS 1030 Program Logic and Design and courses that have a second semester of the same subject such as Visual Basic and Advanced Visual Basic.

Transfer/Advising:

Computer Technology is a career preparation program that is designed to prepare graduates for direct entry into the job market. Some universities, at their discretion, accept some of the technical courses into their program of study as general electives or direct substitutes. A student that plans to transfer should consult his/her advisor and be aware of transfer practices at the receiving institution.

COURSE REQUIREMENTS

			Class	Lab	Credits
English					
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
Humanities					
		Humanities Elective	3	0	3
Mathematics					
MATH	1160	Finite Mathematics	3	0	3
MATH	1510	Statistics	3	0	3
Physics					
PSCI	1030	Survey of Physical Science	4	0	4
Social Sciences Elective					
		Social Sciences Elective	3	0	3
Communications Technology					
CMT	1170	Windows Administration I	4	0	4
		OR			
CMT	1050	Netware Administration I	4	0	4
Computer Technology					
CPT	1010	Helpdesk Technology I	3	0	3
CPT	1500	Microprocessor System Principles	3	0	3
CPT	2320	Telecommunications	4	0	4
CIS	1015	Computer Operating System Environment	3	0	3
CPT	2410	Computer Peripherals	4	0	4
CPT	2425	UNIX/LINUX	4	0	4
CPT	2430	System Troubleshooting	4	0	4
CPT	2470	Current Topics in Computer Technology	3	0	3
Electronic Engineering Technology					
EET	1150	Introduction To Digital/ Electronic Circuits	2	2	3
Programming Elective					
CIS	2215	BASIC Programming for Engineering Technologies	2	2	3
Total Required – Associate’s Degree					60

RECOMMENDED FULL-TIME SCHEDULE

FIRST YEAR

Fall Semester	Credits	
MATH 1160 Finite Mathematics I.....	3	
ENGL 1010 English Composition I.....	3	
CPT 1010 Helpdesk Technology I.....	3	
CIS 1015 Computer Operating System Environment.....	3	
CPT 1500 Microprocessor System Principles.....	3	
Spring Semester		
CMT 1170 Windows Administration I.....	4	
	OR	
CMT 1050 Netware Administration I.....	4	
CPT 2410 Computer Peripherals.....	4	
	Humanities Elective.....	3
EET 1150 Introduction To Digital/Electronic Circuits.....	3	

SECOND YEAR

Fall Semester		Credits
SPCH 1010	Speech	3
MATH 1510	Statistics	3
CPT 2320	Telecommunications	4
CPT 2425	UNIX/LINUX.....	4
CIS 2215	BASIC Programming for Engineering Technologies	3

Spring Semester		
CPT 2430	System Troubleshooting	4
PSCI 1030	Survey of Physical Science	4
CPT 2470	Current Topics in Computer Technology.....	3
	Social Sciences Elective	3

Cooperative Education work experience in Computer Technology can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to six credit hours with the prior approval of the department head. All Co-op work must have department head approval. The Career Employment Center will provide the correct course numbers. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 54 for more information. General education course requirements are listed on page 114–115.

Culinary Arts

Associate of Applied Science

Contact Information: Department Office 615-353-3400. Email: culinary.arts@nsc.edu

Culinary Arts education prepares students for careers as chefs and culinary professionals in a variety of hospitality businesses. The program includes a core of culinary arts courses which develop cooking skills and provide instruction in purchasing, cost control, sanitation, nutrition, and supervision. In addition, students receive a well rounded academic experience including business, computer, and liberal arts courses preparing students for a successful career as a culinary professional.

Graduates of the program will be able to demonstrate:

1. The ability to think creatively and work effectively in team environments within a kitchen production facility.
2. Competency in food production cooking methods including hot and cold foods, baking and pastry, international dishes and contemporary American cuisine.
3. A working knowledge of culinary theory and terms, and the ability to operate within a kitchen production facility.
4. Knowledge of nutrition principles, menu writing, cost and inventory control, and safety and sanitation principles.

Career Opportunities:

- Chef
- Pastry Chef
- Sous-chef
- Line cook
- Pastry cook
- Kitchen Manager
- Assistant Kitchen Manager
- Catering Production and Operations
- Food sales and marketing

Related Information

Nashville State Community College is partnered with Gaylord Opryland Hotel in delivering an American Culinary Federation (ACF) approved culinary arts apprenticeship program. For specific information regarding this program, contact the culinary program coordinator at 615-353-3783.

NSCC Culinary Arts department offers courses in Sanitation, Nutrition, and Supervisory Management which meet the ACF education requirements for certification in these areas.

Grading policy for Culinary Arts Majors:

A grade of C or above must be earned in all culinary arts courses prior to graduation.

Transfer/Advising

Students are prepared and encouraged to continue their academic training if they choose. Those students seeking a bachelor's degree in culinary arts, hospitality management, or related degree areas should consult with his/her advisor, as well as contact the institution they are planning to attend.

Internship requirements

Students must complete two 300-hour paid work internships in an approved culinary arts production kitchen prior to completing the requirements for an AAS in Culinary Arts.

COURSE REQUIREMENTS

English	Class	Lab	Credits
ENGL 1111 Composition I	3	0	3
SPCH 1111 Speech	3	0	3
Humanities Elective			
Humanities Elective	3	0	3
Mathematics Elective (choose one)			
MATH 1510 Statistics I	3	0	3
MATH 1610 Finite Mathematics			
MATH 1710 College Algebra (PreCalculus D)			
Social Sciences Elective			
Social Sciences Elective	3	0	3
Accounting and Accounting Information Systems			
ACCT 1104 Principles of Accounting I	3	0	3
AIS 1180 Introduction to Microcomputing	3	0	3
AIS 1181 Microcomputer Software for Business	3	0	3
Technical Specialty			
CUL 1010 Hospitality and Supervisory Management	3	0	3
CUL 1015 Sanitation and Safety	2	0	2
CUL 1020 Baking Skills	1	4	3
CUL 1040 Culinary I	2	2	3
CUL 1045 Culinary II	1	4	3
CUL 1050 Nutrition and Menu Planning	3	0	3
CUL 2010 Purchasing and Cost Control	3	0	3
CUL 2020 Advanced Baking and Pastry	1	4	3
CUL 2030 Garde Manger and Catering	1	4	3
CUL 2035 Table Service and Beverage Management	2	0	2
CUL 2050 Culinary III	1	4	3
CUL 2055 International Cuisine	1	4	3
CUL 2210 Internship I	0	0	1
CUL 2220 Internship II	0	0	1
Total Required-Associate's Degree			60

RECOMMENDED FULL-TIME SCHEDULE

FIRST YEAR

Fall Semester		Credits
CUL 1010	Hospitality and Supervisory Management.....	3
CUL 1015	Sanitation and Safety	2
CUL 1040	Culinary I.....	3
ENGL 1111	Composition I.....	3
Mathematics	Elective (choose one).....	3
MATH 1510	Statistics I	
MATH 1610	Finite Mathematics	
MATH 1710	College Algebra (PreCalculus I)	
AIS 1180	Introduction to Microcomputing.....	3

Spring Semester

CUL 1020	Baking Skills.....	3
CUL 1045	Culinary II	3
CUL 1050	Nutrition and Menu Planning.....	3
SPCH 1111	Speech	3
AIS 1181	Microcomputer Software for Business	3

Summer Semester

CUL 2210	Internship I.....	1
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SECOND YEAR

Fall Semester		Credits
CUL 2010	Purchasing and Cost Control.....	3
CUL 2020	Advanced Baking and Pastry	3
CUL 2050	Culinary III	3
ACCT 1104	Principles of Accounting I.....	3
	Humanities Elective	3

Spring Semester

CUL 2030	Garde Manger and Catering.....	3
CUL 2035	Table Service and Beverage Management.....	2
CUL 2055	International Cuisine.....	3
CUL 2220	Internship II.....	1
	Social Sciences Elective	3

General education course requirements are listed on page 114-115.

RECOMMENDED PART-TIME SCHEDULE

FIRST YEAR

Fall Semester		Credits
CUL 1015	Sanitation and Safety	2
ENGL 1111	Composition I.....	3

Spring Semester

CUL 1050	Nutrition and Menu Planning.....	3
AIS 1180	Introduction to Microcomputing.....	3

Summer Semester

AIS 1181	Microcomputer Software for Business	3
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SECOND YEAR

Fall Semester		Credits
CUL 1010	Hospitality and Supervisory Management.....	3
CUL 1040	Culinary I.....	3

Spring Semester

CUL 1020	Baking Skills.....	3
CUL 1045	Culinary II	3

Summer Semester

CUL 2210	Internship I.....	1
	Humanities Elective	3

THIRD YEAR

Fall Semester		Credits
CUL 2010	Purchasing and Cost Control.....	3
CUL 2050	Culinary III	3

Spring Semester

CUL 2035	Table Service and Beverage Management	2
CUL 2055	International Cuisine.....	3
Mathematics	Elective (choose one).....	3
MATH 1510	Statistics I	
MATH 1610	Finite Mathematics	
MATH 1710	College Algebra (PreCalculus I)	

Summer Semester

CUL 2220	Internship I.....	1
	Social Sciences Elective	3

FOURTH YEAR

Fall Semester		Credits
CUL 2020	Advanced Baking and Pastry	3
ACCT 1104	Principles of Accounting I.....	3

Spring Semester

CUL 2030	Garde Manger and Catering.....	3
SPCH 1111	Speech	3

Early Childhood Education

Associate of Applied Science (A.A.S.)

Program Coordinator: Nancy Ledbetter, 615-353-3616, K-125, nancy.ledbetter@nsc.edu

Early Childhood Education prepares the student for employment in the field of child care and early education. The program includes theoretical and practical components, preparing early education professionals to work effectively with infants, toddlers, preschoolers, and primary age children birth to age nine.

Graduates of the program should be able to:

1. Promote child development and learning of young children.
2. Build family and community relationships.
3. Observe, document, and assess to support young children and families.
4. Design, implement, and evaluate experiences that promote positive development and learning for all children.
5. Identify and conduct themselves as members of the early childhood profession.

Admission requirements:

Meet regular degree-seeking admission requirements for A.A.S.

Career Opportunities:

- Teacher
- Assistant Teacher
- Caregiver
- Administrator

Students may be employed in child care centers, family child care homes, Head Start programs, before and after school programs, pre-k programs, and preschools.

Clinical Practicum Courses I, II, and III:

Students who wish to register for any of the three clinical practicum courses (ECED 2130, 2140, or 2150) must contact their advisor for department permission to enroll in the course. Before registering for the practicum course, a student must have

- a. attained a grade of C or higher in all ECED courses taken
- b. met all pre-requisite requirements
- c. attended a mandatory orientation meeting the semester prior to the semester he/she wishes to register for the course
- d. completed a Student Information Form
- e. signed Policies for ECED 2140 Form (this form)
- f. received permission from his/her advisor to register for the course

Grading Policy for Early Childhood Majors:

A grade of “C” or above must be earned in all early childhood courses prior to graduation. The student majoring in ECED must receive a “C” or above in each course in order to meet prerequisite requirements for subsequent courses.

Transfer/Advising

Students may choose to use this program as a stepping stone into higher levels of education toward a bachelor’s degree and teacher licensure. If a student plans to transfer, the student should consult his/her advisor for a specialized program of study. Failure to do so could result in a loss of credits in the transfer process. Students should consult a catalog from the transfer college/university of their choice. Throughout the advising and registration process at Nashville State, it is very important that students become familiar with requirements of the transfer program they are pursuing.

COURSE REQUIREMENTS

		Class	Lab	Credits
English				
ENGL 1111	Composition I	3	0	3
SPCH 1111	Speech	3	0	3
Mathematics				
	Mathematics Elective	3	0	3
Natural Sciences				
	Natural Science Elective (must include lab)	4	0	4
Social Sciences Elective				
	Social Sciences Elective	3	0	3
Humanities Elective				
	Humanities Elective	3	0	3
General Electives				
	General Electives	6	0	6
ECED Required				
ECED 1010	Introduction to Early Childhood Education	2	0	2
ECED 2010	Safe, Healthy, Learning Environments	3	0	3
ECED 2015	Early Childhood Curriculum	3	0	3
ECED 2020	Infant, Toddler, Child Development	3	0	3
ECED 2040	Family Dynamics and Community Involvement	3	0	3
ECED 2060	Development of Exceptional Children	3	0	3
ECED 2070	Developmental Assessment	3	0	3
ECED 2080	Language and Literacy in Early Childhood	3	0	3
ECED 2085	Math and Science in Early Childhood	3	0	3
ECED 2130	Clinical Practicum I	2	0	2
ECED 2140	Clinical Practicum II	2	0	2
ECED 2050	Clinical Practicum III	2	0	2

ECED Elective

ECED 2030	Infant and Toddler Care	3	0	3
ECED 2050	Psychomotor Development	3	0	3
ECED 2090	Creative Development	3	0	3
ECED 2095	School Age Curriculum	3	0	3
ECED 2100	The Mentoring Teacher	3	0	3
ECED 2110	Advanced Learning Environments	3	0	3
ECED 2120	Administration of Child Care Centers	3	0	3
ECED 2260	Elementary Children's Literature	3	0	3
Total Required-Associate's Degree				60

RECOMMENDED FULL-TIME SCHEDULE**FIRST YEAR****Fall Semester**

ENGL 1010	English Composition I	3
MATH	Math Elective	3
ECED 1010	Introduction to Early Childhood Education	2
ECED 2010	Safe, Healthy, Learning Environments	3
ECED 2130	Clinical Practicum I	2

Spring Semester

	Natural Science with Lab	4
	General Education Elective	3
SPCH 1010	Speech	3
ECED 2015	Early Childhood Curriculum	3
ECED 2020	Infant, Toddler, Child Development	3

SECOND YEAR**Fall Semester**

ECED 2040	Family Dynamics and Community Involvement	3
ECED 2085	Math and Science in Early Childhood	3
ECED 2060	Development of Exceptional Children	3
ECED 2140	Clinical Practicum II	2
	General Education Elective	3

Spring Semester

ECED 2080	Language and Literacy in Early Childhood	3
ECED 2070	Development Assessment	3
ECED 2150	Clinical Practicum III	2
	ECED Elective	3
	Humanities Elective	3
	Social Sciences Elective	3

General education course requirements are listed on page 114–115.

Part-time Schedule: Many students may wish to enroll in the ECED program on a parttime basis. Students are encouraged to enroll in at least 2 semester courses each semester (including summer) in order to complete the degree in approximately four years. Courses are offered during the daytime, evenings, and Saturdays. A student should be able to complete most requirements for the degree in the evening/weekend program.

Electrical Engineering Technology

Associate of Applied Science (A.A.S.)

Accredited by the Technology Accreditation Commission of Accreditation Board of Engineering and Technology (TAC/ABET)

Program Information: Dept. Office 615-353-3475, e-mail: electric.tech@nsc.edu

The Electrical Engineering Technology program is a comprehensive program with various options. This program offers three concentrations including Electrical, Electronics and Automated Control Systems (offered only at the Cookeville campus.) See information below for specifics for each option.

Note: The primary purpose of this degree, including all concentrations, is to prepare students for employment immediately following graduation from Nashville State. However, some students may wish to continue in a baccalaureate program either immediately or in the future. If you plan to transfer to a four-year program after leaving Nashville State, consult the program coordinator for a specialized program of study. Failure to do so could result in a loss of credits in the transfer process.

The Electrical Concentration Associate of Applied Science (A.A.S.)

The Electrical Engineering Technology concentration emphasizes both theory and practical applications in applied electrical engineering technology. Graduates have a diversified understanding of modern methods and insight in comprehending new and future developments. Applied mathematics, physics, and liberal arts courses support comprehensive electrical technology studies. Laboratory experiments coordinate with classroom theory to provide practical hands-on learning. Students analyze industrial, commercial, and utility electrical power systems and study electrical and automated control systems with application to processing and manufacturing industries.

Graduates' careers are typically employed as electrical engineering technicians – working with engineering teams; planning, specifying, purchasing, installing, testing, operating, and maintaining electrical systems, equipment, and controls in such important activities as: industrial plant engineering; manufacturing methods and quality assurance; automatic control of complex industrial processes; electrical facilities in building construction; operation and maintenance of electrical and associated equipment; electrical design and specifications and drawing development in professional consulting engineering activities; and electrical power company systems and equipment.

COURSE REQUIREMENTS

		Class	Lab	Credits
English				
ENGL 1010	English Composition I	3	0	3
Humanities and Social Science Electives				
	Humanities Elective	3	0	3
	Social Sciences Elective	3	0	3
Mathematics				
MATH 1730	Pre-calculus	5	0	5
MATH 1840	Calculus for Technology	3	0	3
Physics				
PHYS 2010	Non-Calculus-Based Physics I	3	3	4
PHYS 2020	Non-Calculus-Based Physics II	3	3	4
Other Technologies				
CIS 2215	BASIC Programming for Engineering Technology	2	2	3
ENGR 1000	Introduction to Engineering Technology	2	2	3
Electrical Engineering Technology				
EETH 1110	Electric Circuits	4	0	4
EETH 1115	Electric Circuits Lab	0	2	1
EETH 1210	Electronic Circuits	4	0	4
EETH 1215	Electronic Circuits Lab	0	2	1
EETH 1220	Transformers and Rotating Machines	2	0	2
EETH 1225	Transformers and Rotating Machines Lab	0	2	1
EETH 1400	Digital Electronics	2	0	2
EETH 1405	Digital Electronics Lab	0	2	1
EETH 2010	Industrial Electronic Controls	3	0	3
EETH 2015	Industrial Electronic Controls Lab	0	2	1
EETH 2600	Automatic Control Systems	3	2	4
EETH 2640	Power Distribution	3	2	4
EETH 2900	Electrical Capstone Course	1	0	1
Technical Electives (4 credits required)				
	Co-operative Education	1 to 3 credit hours		
CAD 1200	Computer-Aided Drafting I	1	4	3
EETH 2210	Circuit Analysis	1	2	2
EETH 2240	Instrumentation	2	0	2
EETH 2245	Instrumentation Lab	0	2	1
EETH 2250	Introduction to Fiber Optics	2	0	2
EETH 2255	Fiber Optics Lab	0	2	1
ENGR 1150	Engineering Graphics	0	4	2
MFG 2015	Hydraulics and Pneumatics	3	3	4
Total Required – Associate's Degree				64

RECOMMENDED FULL-TIME SCHEDULE

FIRST YEAR

Fall Semester Credits

ENGL 1010	English Composition I.....	3
MATH 1730	Precalculus.....	5
ENGR 1000	Introduction to Engineering Technology.....	3
EETH 1110	Electric Circuits.....	4
EETH 1115	Electric Circuits Lab.....	1

Spring Semester

MATH 1840	Calculus for Technology.....	3
CIS 2215	Basic Programming for Engineering Technology.....	3
EETH 1210	Electronic Circuits.....	4
EETH 1215	Electronic Circuits Lab.....	1
EETH 1220	Transformers and Rotating Machines.....	2
EETH 1225	Transformers and Rotating Machines Lab.....	1
EETH 1400	Digital Electronics.....	2
EETH 1405	Digital Electronics Lab.....	1

SECOND YEAR

Fall Semester Credits

PHYS 2010	Non-Calculus-Based Physics I.....	4
EETH 2010	Industrial Electronic Controls.....	3
EETH 2015	Industrial Electronic Controls Lab.....	1
EETH 2640	Power Distribution.....	4
	Technical Elective.....	3

Spring Semester

PHYS 2020	Non-Calculus-Based-Physics II.....	4
EETH 2600	Automatic Control Systems.....	4
EETH 2900	Electrical Capstone Course.....	1
	Technical Elective.....	1
	Social Sciences Elective.....	3
	Humanities Elective.....	3

Electronic Concentration

Associate of Applied Science (A.A.S.)

The Electronic Engineering Technology concentration prepares graduates for various types of occupations involving electronics. The program is broad, rigorous, and comprehensive enough to ensure appropriate competencies in mathematics, physics, communication skills, and electronics. It also provides enough technical electives to allow students to tailor, to some degree, the training toward their future or present employment. Typical areas of emphasis are communications, electronic repair, manufacturing, and field service repair. The student receives extensive hands-on experience in all the electronic courses using equipment now available on the job.

Typical jobs for graduates of this program are: customer service technician – installs and maintains various types of electronic equipment with service occasionally provided at the customer site; electronic engineering aide – assists engineers in the design, development, and testing of electronic equipment; industrial maintenance technician – works as an electronic repair

technician in large industrial sites; and communications technician – installs and maintains various types of communications, broadcasting, or cable television equipment.

COURSE REQUIREMENTS

English		Class	Lab	Credits
ENGL 1010	English Composition I	3	0	3
Humanities and Social Science Electives				
	Humanities Elective	3	0	3
	Social Sciences Elective	3	0	3
Mathematics				
MATH 1730	Precalculus	5	0	5
MATH 1840	Calculus for Technology	3	0	3
Physics				
PHYS 2010	Non-Calculus-Based Physics I	3	3	4
PHYS 2020	Non-Calculus-Based Physics II	3	3	4
Other Technologies				
CIS 2215	Basic Programming for Engineering Technology	2	2	3
ENGR 1000	Introduction to Engineering Technology	2	2	3
Electronic Engineering Technology				
EETH 1110	Electric Circuits	4	0	4
EETH 1115	Electric Circuits Lab	0	2	1
EETH 1210	Electronic Circuits	4	0	4
EETH 1215	Electronic Circuits Lab	0	2	1
EETH 1400	Digital Electronics	2	0	2
EETH 1405	Digital Electronics Lab	0	2	1
EETH 2010	Industrial Electronic Controls	3	0	3
EETH 2015	Industrial Electronic Controls Lab	0	2	1
EETH 2220	Electronic Communications	2	0	2
EETH 2225	Electronic Communications Lab	0	2	1
EETH 2230	Digital Communications	2	0	2
EETH 2235	Digital Communications Lab	0	2	1
EETH 2250	Introduction to Fiber Optics	2	0	2
EETH 2255	Fiber Optics Lab	0	2	1
EETH 2900	Electrical Capstone Course	1	0	1
Technical Electives (6 credits required)				
	Co-operative Education	1-3 credit hours		
EETH 2210	Circuit Analysis	1	2	2
EETH 2240	Instrumentation	2	0	2
EETH 2245	Instrumentation Lab	0	2	1
CAD 1200	Computer-Aided Drafting I	1	4	3
CPT 1500	Microprocessor Systems Principles	3	0	3
Total Required – Associate’s Degree				64

RECOMMENDED FULL-TIME SCHEDULE

FIRST YEAR

Fall Semester		Credits
ENGL 1010	English Composition I.....	3
MATH 1730	Precalculus.....	5
ENGR 1000	Introduction to Engineering Technology	3
EETH 1110	Electric Circuits.....	4
EETH 1115	Electric Circuits Lab.....	16

Spring Semester		Credits
MATH 1840	Calculus for Technology.....	3
CIS 2215	Basic Programming for Engineering Technology.....	3
EETH 1210	Electronic Circuits	4
EETH 1215	Electronic Circuits Lab.....	1
EETH 1400	Digital Electronics	2
EETH 1405	Digital Electronics Lab.....	1
	Humanities Elective	3

SECOND YEAR

Fall Semester		Credits
PHYS 2010	Non-Calculus-Based Physics.....	4
EETH 2010	Industrial Electronic Controls.....	3
EETH 2015	Industrial Electronic Controls Lab.....	1
EETH 2220	Electronic Communications.....	2
EETH 2225	Electronic communications Lab	1
	Social Sciences Elective	3
	Technical Elective	3

Spring Semester		Credits
PHYS 2020	Non-Calculus-Based Physics II.....	4
EETH 2230	Digital Communications	2
EETH 2235	Digital Communications Lab	1
EETH 2250	Introduction to Fiber Optics.....	2
EETH 2255	Fiber Optics Lab.....	1
EETH 2900	Electrical Capstone Course.....	1
	Technical Elective	3

Automated Control Systems Concentration Associates of Applied Science (A.A.S.)

Some Technical Courses are offered only on the Cookeville Campus

Program Information: Cookeville Campus, (931) 520-0551 x 110, e-mail: automation@nsc.edu

The Automated Control systems concentration of the Electrical Engineering Technology degree prepares student for a career in the field of industrial automation. The program includes instruction in the theory and application of automatic control systems as well as numerous hands-on laboratory experiences using off-the-shelf automation equipment as seen in a typical industrial application. Students will gain an in depth understanding of programmable control systems such as programmable logic controllers (PLC), programmable motion controllers, process controllers, transducers, and human machine interface (HMI) systems.

Graduates of the program should be able to:

1. Create original and modify existing programs for PLCs and other programmable control devices.
2. Create functional and usable HMIs on Panelview systems.
3. Integrate various off-the-shelf automation products to produce a single complete automated manufacturing system.
4. Use software application programs such as CAD/CAM, word processors, and spreadsheet to produce technical documents such as operations manuals, electrical schematics, and technical reports.

Career Opportunities

- Control systems technician
- Industrial maintenance technician
- Process control technician
- Instrumentation technician

COURSE REQUIREMENTS

English		Class	Lab	Credits
ENGL 1110	English Composition I	3	0	3
Humanities and Social Science Electives				
	Humanities Elective	3	0	3
	Social Sciences Elective	3	0	3
Mathematics				
MATH 1730	Precalculus	5	0	5
MATH 1840	Calculus for Technology	3	0	3
Physics				
PHYS 2010	Non-Calculus-Based Physics I	3	3	4
Other Technology				
ENGR 1000	Introduction to Engineering Technology	2	2	3
CIS 2215	BASIC Programming for Engineering Technology	2	2	3
Electrical Engineering Technology				
EETH 1110	Electric Circuits	4	0	4
EETH 1115	Electric Circuits Lab	0	2	1
EETH 1220	Transformers and Rotating Machines	2	0	2
EETH 1225	Transformers and Rotating Machines Lab	0	2	1
EETH 1400	Digital Electronics	2	0	2
EETH 1405	Digital Electronics Lab	0	2	1
EETH 2010	Industrial Electronic Controls	3	0	3
EETH 2015	Industrial Electronic Controls Lab	0	2	1
EETH 2350	Graphical Machine Interfaces	2	2	3
EETH 2360	Industrial Communications	2	2	3
EETH 2370	Programmable Process Controllers	2	2	3
EETH 2380	Computer Integrated Lab	2	3	3
EETH 2600	Automatic Control Systems	3	2	4
EETH 2900	Electrical Capstone Course	1	0	1
Technical Electives (5 credit hours total)				
	Co-operative Education	1 - 3 credit hours		
ENGR 1150	Engineering Graphics	0	4	2

EETH 1210	Electronic Circuits	4	0	4
EETH 1215	Electronic Circuits Lab	0	2	1
CAD 1200	Computer-Aided Drafting I	1	4	3
CPT 1500	Microprocessor Systems Principles	3	0	3
EETH 2330	Advanced PLC Programming	3	3	4
EETH 2390	Robotics	3	3	4
MFG 2015	Hydraulics and Pneumatics	3	3	4
IMC 1210	CNC Machining I	3	3	4
Total Required – Associate's Degree				64

RECOMMENDED FULL-TIME SCHEDULE

FIRST YEAR

Fall Semester				Credits
ENGL 1010	English Composition I	3	3
MATH 1730	Precalculus	5	5
ENGR 1000	Introduction to Engineering Technology	3	3
EETH 1110	Electric Circuits	4	4
EETH 1115	Electric Circuits Lab	1	1

Spring Semester

MATH 1840	Calculus for Technology	3	3
CIS 2215	Basic Programming for Engineering Technology	3	3
EETH 1220	Transformers and Rotating Machines	2	2
EETH 1225	Transformers and Rotating Machines Lab	1	1
EETH 1400	Digital Electronics	2	2
EETH 1405	Digital Electronics Lab	1	1
	Humanities	3	3

SECOND YEAR

Fall Semester				Credits
PHYS 2010	Non-calculus Based Physics I	4	4
EETH 2010	Industrial Electronic Controls	3	3
EETH 2015	Industrial Electronic Controls Lab	1	1
EETH 2600	Automatic Control Systems	4	4
	Technical Elective	2	2
	Social Science Elective	3	3

Spring Semester

EETH 2350	Graphical Machine Interfaces	3	3
EETH 2360	Industrial Communications	3	3
EETH 2370	Programmable Process Controllers	3	3
EETH 2380	Computer Integrated Lab	3	3
EETH 2900	Electrical Capstone Course	1	1
	Technical Elective	3	3

Cooperative Education work experience in all options can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to seven credit hours with the prior approval of the department head. All Co-op work must have department head approval. The Career Employment Center will provide the correct course numbers. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 54 for more information.

General education course requirements are listed on page 114–115.

General Technology

Associate of Applied Science

Program Information: Department Office, 615-353-3203, e-mail: Gen.Tech@nsc.edu

The General Technology curriculum allows students flexibility to design a technical specialization of their choice. Students occasionally wish to take courses in a broad range of technologies to enhance their employment potential. Because of the requirements of other technical programs, this flexibility is not always available. Through the General Technology curriculum, students may tailor their educational program to meet their own needs or the needs of present or potential employers.

Students who declare this major may prepare themselves for employment in many diverse occupations. The Business and Technology concentrations allow flexibility to tailor a course of study adaptable to occupational areas related to business, health care, information technology, and engineering technologies. Immediately upon election of this degree, the student will meet with the General Technology advisor to plan an individual course of study that will meet the student's needs and culminate in an Associate of Applied Science degree.

Credits for technical courses in this program may be obtained in a variety of ways such as the following:

1. Transfer of credits obtained in a Technical Certificate program at NSCC or another community college,
2. A diploma in an appropriate field obtained at one of the Tennessee Technology Centers can be used to fulfill some of the technical credits required,
3. Prior work experience can be assessed and if appropriate, credit maybe granted for that experience according to nationally recognized standards.

Cooperative work experience in General Technology (Business or Technical Concentration) can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to nine credit hours with prior approval of the department head. All Co-op work must have department head approval. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 54 for more information.

BUSINESS CONCENTRATION COURSE REQUIREMENTS

General Education Course Requirements				15
English				Class Lab Credits
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
Humanities Elective				
	Humanities Elective	3	0	3

Mathematics

MATH 1610 Finite Mathematics 3 0 3

Social Science

Social Science Elective 3 0 3

Business Course Requirements

BUS 1113 Introduction to Business 3 3 3
 BUS 2310 Business Ethics 3 0 3
 BUS 2400 Principles of Management. 3 0 3
 ECON 1111 Principles of Macroeconomics 3 0 3
 ACCT 1104 Principles of Accounting 4 0 4

Electives

1-29

All electives must be approved by the General Technology Coordinator and should include courses selected to meet this specific objective of the student.

or

GPT 1000 General Technology up to 30 credits

Total Required – Associate's Degree 60

TECHNOLOGY CONCENTRATION COURSE REQUIREMENTS

General Education Course Requirements 15

English

Class Lab Credits

ENGL 1010 English Composition I 3 0 3

Humanities Elective

Humanities Elective 3 0 3

Mathematics

Approved Math Elective 3 0 3

Natural Science

Natural Science Elective 3 0 3

Social Science

Social Science Elective 3 0 3

Technology Course Requirements

15

Students must complete a minimum of 15 credits including at least 2 courses listed below to meet the technical course requirements.

AIS 1180 Introduction to Microcomputers 4 0 4

BIOT 1010 Introduction to Biotechnology 3 3 4

CAD 1200 Computer-aided-Drafting I 1 4 3

COM 1110 Intro. to Visual Communication 3 0 3

CTD 1010 Computer Operating Sys. Env. 3 0 3

EET 1110 Electric Circuits 4 2 5

ENGR 1000 Introduction to Engineering Technology 2 2 3

HORT 1010 Introduction to Horticultural Science 2 2 3

PHO 1110 Basic Photography 3 0 3

Electives

1-30

All electives must be approved by the General Technology Coordinator and should include courses selected to meet this specific objective of the student.

or

GPT 1000 General Technology up to 30 credits

Total Required – Associate's Degree 60

General education courses requirements are listed on page 114-115.

Occupational Therapy Assistant

Associate of Applied Science (A.A.S.)

Program Information: Department Office: 615-353-3708 Email Contact: OTA@nsc.edu

The Occupational Therapy Assistant Program prepares students for a career in Occupational Therapy. The program includes academic and fieldwork training over a two-year course of study. This program trains students to work with persons of varied ages, cultures and abilities, to enable participation in life activities.

Graduates of the program will

1. Work under the supervision of a Registered Occupational therapist to implement intervention plans for persons of varied ages, cultures and abilities, enabling participation in life activities
2. Interact with health care providers and OT clients in a professional and meaningful manner.
3. Be eligible for certification through the National Board of Certification for Occupational Therapy.

Admission requirements

Prospective students may contact the Occupational Therapy Assistant Program at 353-3708 for an application packet and course information. Currently students are accepted into the program Fall semester of each year.

COURSE REQUIREMENTS

		Class	Lab	Credits
English				
ENGL 1010	English Composition	3	0	3
SPCH 1111	Speech	3	0	3
Science				
BIOL 2010	Anatomy and Physiology I			4
Social Sciences				
PSYC 1111	Introduction to Psychology	3	0	3
Humanities Elective				
	Humanities Elective	3	0	3
Occupational Therapy Assistant				
OTA 1110	Occupational Human Development			3
OTA 1120	Exploring Occupations			3
OTA 1130	Foundations of OT			3
OTA 1140	OT Documentation with Fieldwork A			3
OTA 1210	Group Process and Dynamics			3
OTA 1220	Challenges to Mental Health			3
OTA 1230	Challenges to Physical Health			3
OTA 1240	Human Movement for Occupation			3
OTA 1250	Assistive Technology/Environmental Adaptations and Fieldwork B			3
OTA 2110	OT Interventions and Treatment: Pediatric			2
OTA 2120	OT Mental Health Interventions And Treatment: Adult			3
OTA 2130	OT Interventions and Treatment For the Physically Challenged Adult	3		
OTA 2140	OT Interventions and Treatment: Geriatric			3
OTA 2150	Management Skill for the OTA			3
OTA 2160	Fieldwork C			1
OTA 2210	Level II Fieldwork: Medical			6
OTA 2220	Level II Fieldwork: Community			6
Total Required-Associate's Degree				70

Level II Fieldwork may be in a location outside of Middle Tennessee area, requiring the student to relocate for one (8 weeks) or both (16 weeks) fieldwork experiences.

Office Administration

Associate of Applied Science Degree

Accredited by the Association of Collegiate Business Schools and Programs (ACBSP)

Contact Information: Department Office: 615-353-3400. Email: office.admin@nsc.edu

The Office Administration program is designed to provide skills for those who are interested in a career as an administrative assistant in the administrative (non-specialized) or medical office environment to meet the challenges and opportunities of today's office professional. The Administrative Concentration of the program includes training in the leading office application software, as well as transcription, business English and communication, accounting, and office management and procedures. The Medical Concentration curriculum provides students with skills which are useful in hospitals, physicians' offices, nursing homes, and insurance companies.

Graduates of the program should be able to:

1. Perform office tasks using the leading office application software for word processing, database, presentations, spreadsheets, desktop publishing, web design, scheduling, and coding.
2. Apply time management skills effectively by managing multiple projects and priorities.
3. Play a vital role in a successful management team as an administrative assistant.
4. Succeed in various positions in today's multi-demanding and rapidly changing medical environment.

Career Opportunities:

- receptionist
- office manager
- transcriptionist
- coding specialist
- administrative assistant

Administrative Concentration:

Students may receive credit for the Certified Professional Secretary exam. After an individual has completed 15 credit hours in the Office Administration program, certain credits are available based on verification of successful completion of the Certified Professional Secretary exam. For more information on this exam, please visit the International Association of Administrative Professionals (IAAP) Website.

Students who have successfully completed the Microsoft® Office Specialist (MOS) Core or Expert tests in the versions of Microsoft® Word, Excel, PowerPoint®, and Access currently being taught will receive credit for these courses.

Medical Concentration:

Many students pursue advanced credentials as Certified Coding Associates, Certified Coding Specialists, Certified Professional Coders, and Certified Medical Transcriptionists. These exams are offered by the American Association for Medical Transcription, American Health Information Association, and American Academy of Professional Coders. NSCC offers assistance to graduates who pursue these credentials. It is recommended that students have at least a 3.0 grade point average before attempting these specialized exams.

A test can be taken to evaluate keyboarding skills to determine placement in OAD 1120 Keyboarding/Speedbuilding.

Transfer/Advising

The primary purpose of this program is to prepare students for employment immediately following graduation. Students who plan to continue academic study in a four-year program should consult his/her advisor. Failure to do so could result in a loss of credits in the transfer process.

Office Administration Administrative Concentration COURSE REQUIREMENTS

English		Class	Lab	Credits
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
Humanities Elective				
	Humanities Elective	3	0	3
Mathematics Elective (choose one)				
MATH 1510	Statistics I	3	0	3
MATH 1610	Finite Mathematics			
MATH 1710	College Algebra (PreCalculus D)			
Social Sciences Elective				
	Social Sciences Elective	3	0	3
Business Management				
BUS 2310	Business Ethics	3	0	3
Office Administration				
OAD 1010	Records and Database Management Using Access	4	0	4
OAD 1115	Business English and Communication	4	0	4
OAD 1120	Keyboarding/Speedbuilding	3	0	3
OAD 1220	Beginning Word	4	0	4
OAD 2330	Advanced Word	4	0	4
OAD 2820	Desktop Publishing and Web Design	4	0	4
OAD 2260	Spreadsheets Using Excel	3	0	3
OAD 2830	Office Management and Procedures	3	0	3
OAD 2250	Presentations Using PowerPoint®	3	0	3

OAD 2400	Office Accounting	4	0	4
OAD 2700	Administrative Transcription	3	0	3
OAD 2900	Integrated Software Applications	3	0	3
Total Required – Associate’s Degree				60

**RECOMMENDED FULL-TIME SCHEDULE
FIRST YEAR**

Fall Semester		Credits		
ENGL 1010	English Composition I	3		
	Mathematics Elective (choose one)	3		
MATH 1510	Statistics I			
MATH 1610	Finite Mathematics			
MATH 1710	College Algebra (PreCalculus I)			
BUS 2310	Business Ethics	3		
OAD 1120	Keyboarding/Speedbuilding	3		
	Social Sciences Elective	3		

Spring Semester				
OAD 1010	Records and Database Management Using Access	4		
OAD 1115	Business English and Communication	4		
OAD 1220	Beginning Word	4		
SPCH 1010	Speech	3		

SECOND YEAR

Fall Semester		Credits		
OAD 2230	Advanced Word	4		
OAD 2250	Presentations Using PowerPoint®	3		
OAD 2400	Office Accounting	4		
OAD 2700	Administrative Transcription	3		

Spring Semester				
OAD 2260	Spreadsheets Using Excel	3		
OAD 2820	Desktop Publishing and Web Design	4		
OAD 2830	Office Management and Procedures	3		
OAD 2900	Integrated Software Applications	3		
	Humanities Elective	3		

Note: Courses should be taken in the sequence indicated in order to ensure graduation on schedule.

**RECOMMENDED PART-TIME EVENING SCHEDULE
FIRST YEAR**

Fall Semester		Credits		
ENGL 1010	English Composition I	3		
OAD 1120	Keyboarding/Speedbuilding	3		

Spring Semester				
BUS 2310	Business Ethics	3		
OAD 1115	Business English and Communication	4		

Summer Semester				
	Mathematics Elective (choose one)	3		
MATH 1510	Statistics I			
MATH 1610	Finite Mathematics			
MATH 1710	College Algebra (PreCalculus I)			

SECOND YEAR

Fall Semester		Credits		
OAD 1010	Records and Database Management Using Access	4		
OAD 1220	Beginning Word	4		

Spring Semester				
OAD 2230	Advanced Word	4		
OAD 2250	Presentations Using PowerPoint®	3		

Summer Semester				
	Social Sciences Elective	3		

THIRD YEAR

Fall Semester		Credits		
OAD 2260	Spreadsheets Using Excel	3		
OAD 2700	Administrative Transcription	4		

Spring Semester				
OAD 2820	Desktop Publishing and Web Design	4		
OAD 2830	Office Management and Procedures	3		

Summer Semester				
SPCH 1010	Speech	3		

FOURTH YEAR

Fall Semester		Credits		
OAD 2400	Office Accounting	4		
	Humanities Elective	3		

Spring Semester				
OAD 2900	Integrated Software Applications	3		

**Office Administration
Medical Concentration
COURSE REQUIREMENTS**

Biology		Class	Lab	Credits
BIOL 1000	Medical Terminology	3	0	3
BIOL 1004	Basic Anatomy and Physiology	3	0	3
English				
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
Humanities Elective				
	Humanities Elective	3	0	3
Mathematics Elective (choose one)				
MATH 1510	Statistics I	3	0	3
MATH 1610	Finite Mathematics			
MATH 1710	College Algebra (PreCalculus I)			
Social Sciences Elective				
	Social Sciences Elective	3	0	3
Office Administration				
OAD 1115	Business English and Communication	4	0	4
OAD 1120	Keyboarding/Speedbuilding	3	0	3
OAD 1220	Beginning Word	4	0	4
OAD 2230	Advanced Word	4	0	4
OAD 2600	Beginning Medical Transcription	4	0	4
OAD 2610	Advanced Medical Transcription	4	0	4
OAD 2620	Medical Office Management and Procedures	3	0	3

OAD 2630*	ICD-CM Coding or Technical Elective	4	0	4
OAD 2635*	CPT Coding or Technical Elective	3	0	3
OAD 2650*	Medical Insurance or Technical Elective	4	0	4
OAD 2660	Pharmacology	2	0	2
Total Required – Associate's Degree				60

RECOMMENDED FULL-TIME SCHEDULE

FIRST YEAR

Fall Semester		Credits	
ENGL 1010	English Composition I.....	3	
Mathematics Elective (choose one).....		3	
MATH 1510	Statistics I		
MATH 1610	Finite Mathematics		
MATH 1710	College Algebra (PreCalculus I)		
BIOL 1000	Medical Terminology.....	3	
OAD 1120	Keyboarding/Speedbuilding.....	3	
	Social Science Elective.....	3	
Spring Semester			
BIOL 1004	Basic Anatomy and Physiology.....	3	
SPCH 1010	Speech.....	3	
OAD 1115	Business English and Communication.....	4	
OAD 1220	Beginning Word.....	4	
OAD 2660	Pharmacology.....	2	

SECOND YEAR

Fall Semester		Credits	
OAD 2230	Advanced Word.....	4	
OAD 2600	Beginning Medical Transcription.....	4	
OAD 2635*	CPT Coding or Technical Elective.....	3	
OAD 2650*	Medical Insurance or Technical Elective.....	4	
Spring Semester			
OAD 2610	Advanced Medical Transcription.....	4	
OAD 2620	Medical Office Management and Procedures.....	3	
OAD 2630*	ICD-CM Coding or Technical Elective.....	4	
	Humanities Elective.....	3	

Note: Courses should be taken in the sequence indicated in order to ensure graduation on schedule.

RECOMMENDED PART-TIME SCHEDULE

FIRST YEAR

Fall Semester		Credits	
ENGL 1010	English Composition I.....	3	
OAD 1120	Keyboarding/Speedbuilding.....	3	
Spring Semester			
Mathematics Elective (choose one).....		3	
MATH 1510	Statistics I		
MATH 1610	Finite Mathematics		
MATH 1710	College Algebra (PreCalculus I)		
OAD 1115	Business English and Communication.....	4	
Summer Semester			
	Social Science Elective.....	3	

SECOND YEAR

Fall Semester		Credits	
BIOL 1000	Medical Terminology.....	3	
OAD 1220	Beginning Word.....	4	

Spring Semester

BIOL 1004	Basic Anatomy and Physiology.....	3	
OAD 2230	Advanced Word.....	4	

Summer Semester

Social Sciences Elective.....	3
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THIRD YEAR

Fall Semester		Credits	
OAD 2600	Beginning Medical Transcription.....	4	
OAD 2635*	CPT Coding or Technical Elective.....	3	

Spring Semester

OAD 2610	Advanced Medical Transcription.....	4	
OAD 2630*	ICD-CM or Technical Elective.....	4	

Summer Semester

SPCH 1010	Speech.....	3	
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FOURTH YEAR

Fall Semester		Credits	
OAD 2650*	Medical Insurance or Technical Elective.....	4	
OAD 2660	Pharmacology.....	2	

Spring Semester

OAD 2620	Medical Office Management and Procedures.....	3	
	Humanities Elective.....	3	

***Technical Electives**

OAD 1010	Records and Database Management Using Access.....	4	
OAD 2250	Presentations Using PowerPoint®.....	3	
OAD 2260	Spreadsheets Using Excel.....	3	
OAD 2400	Office Accounting.....	4	
OAD 2820	Desktop Publishing and Web Design.....	4	

Cooperative Education Requirements

Students desiring to gain practical experience in their field may apply for entry into the Cooperative Education program. To learn more about this program, please refer to page 54 in the catalog. All Co-op work must have department head approval. The Career Employment Center will provide the correct course numbers.

General education course requirements are listed on page 114–115.

Police Science/Law Enforcement Department

Associate of Applied Science (A.A.S.)

Contact Information: Department Office: 615-353-3717 or E-mail: paul.myers@nsc.edu

The Police Science program trains individuals for careers in police administration and corrections management. Graduates of the degree program will have the skills and knowledge to seek employment in the field of criminal justice, including law enforcement, private security, and corrections. The program is designed to provide the training needed for entry-level personnel and advancement opportunities for those presently employed in the field of corrections and law enforcement. The Police Science program offers concentrations in Police Administration and Corrections Management.

Note: The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State Community College. However, some students may wish to continue in a baccalaureate program either immediately or in the future. If you plan to transfer to a four-year program after leaving NSCC, consult the department head or program coordinator for a specialized program of study. *Failure to do so could result in a loss of credits in the transfer process.*

Police Administration Concentration

General Education Courses				Class	Lab	Credits
ENGL	1010	English Composition I	3	0	3	
SPCH	1010	Speech	3	0	3	
PHIL	1111	Introduction to Ethics	3	0	3	
MATH	1610	Finite Mathematics	3	0	3	
		or				
MATH	1710	College Algebra (Pre-Calculus I)	3	0	3	
		Social Sciences Elective	3	0	3	

Police Administration Core Course Requirements:

PST	1000	Introduction to Criminal Justice	3	0	3
PST	1010	Criminal Law and Procedure	3	0	3
PST	1035	Law Enforcement Report Writing	3	0	3
PST	1040	Defensive Tactics	3	0	3
PST	1080	Interview & Interrogation Techniques	3	0	3
PST	1090	Traffic Accident Investigation	3	0	3
PST	2000	Drug Identification and Effects	3	0	3
PST	2020	Police Firearms	3	0	3
PST	2030	Seminar in Police Science	3	0	3

Technical Electives (select 5 courses)

AIS	1180	Introduction to Microcomputers	3	0	3
PST	1005	Introduction to Criminology	3	0	3
PST	1020	Police Administration	3	0	3
PST	1030	Criminal Evidence	3	0	3
PST	1050	Tactical Shotgun	3	0	3
PST	1060	Basic Surveillance Techniques	3	0	3
PST	1070	Officer Survival	3	0	3
PST	1085	Basic Fingerprinting Pattern I.D.	3	0	3

PST	1095	Tactical Talk	3	0	3
PST	2010	Criminal Investigation	3	0	3
PST	2035	Juvenile Procedures	3	0	3
PST	2045	Introduction to Criminalistics	3	0	3
PST	2050	Police Tactical Training (SWAT)	3	0	3
PST	2055	Gangs, Cults, and Deviant Movements	3	0	3
PST	2060	Evidence Photography	3	0	3
PST	2070	Business & Industry Security	3	0	3
General Education Elective (1)					
		General Elective	3	0	3
Total Hours Required for Degree					60

RECOMMENDED FULL-TIME SCHEDULE

FIRST YEAR

Fall Semester		Credits
ENGL	1010 English Composition I	3
MATH	1610 Finite Mathematics	3
	Or	
MATH	1710 College Algebra	3
PST	1000 Introduction to Criminal Justice	3
PST	1010 Criminal Law and Procedure	3
	Technical Elective	3

Spring Semester

PHIL	1111 Introduction to Ethics	3
PST	1035 Law Enforcement Report Writing	3
PST	1080 Interview and Interrogation Techniques	3
	Technical Elective	3
	Social Science Elective	3

SECOND YEAR

Fall Semester		Credits
SPCH	1010 Speech	3
PST	2000 Drug Identification and Effects	3
PST	1040 Defensive Tactics	3
	Technical Electives	6

Spring Semester

PST	1090 Traffic Accident Investigation	3
PST	2020 Police Firearms	3
PST	2030 Seminar in Police Science	3
	Technical Elective	3
	General Elective	3

Corrections Management Concentration

General Education Courses				Class	Lab	Credits
ENGL	1010	English Composition I	3	0	3	
SPCH	1010	Speech	3	0	3	
PHIL	1111	Introduction to Ethics	3	0	3	
MATH	1610	Finite Mathematics	3	0	3	
		or				
MATH	1710	College Algebra	3	0	3	
SOCI	1111	Introduction to Sociology	3	0	3	
PSYC	1111	Introduction to Psychology	3	0	3	

Corrections Management Core Course Requirements:

PST	1000	Introduction to Criminal Justice	3	0	3
PST	1005	Introduction to Criminology	3	0	3

PST 1010	Criminal Law and Procedure	3	0	3
PST 1015	Survey of Institutional Corrections	3	0	3
PST 1035	Law Enforcement Report Writing	3	0	3
PST 2000	Drug Identification and Effects	3	0	3
PST 2020	Police Firearms	3	0	3
PST 2035	Juvenile Procedures	3	0	3
PST 2055	Gangs, Cults, and Deviant Movements	3	0	3
PST 2065	Prevention and Control of Crime	3	0	3

Technical Electives (select 3 courses)

PST 1040	Defensive Tactics	3	0	3
PST 1050	Tactical Shotgun	3	0	3
PST 1060	Basic Surveillance Techniques	3	0	3
PST 1070	Officer Survival	3	0	3
PST 2050	Police Tactical Training (SWAT)	3	0	3

General Education Elective (1)

General Elective	3	0	3
Total Hours Required for Degree			60

RECOMMENDED FULL-TIME SCHEDULE

FIRST YEAR

Fall Semester			Credits
ENGL 1010	English Composition I	3	
PSYC 1111	Introduction to Psychology	3	

MATH 1610	Finite Mathematics	3
Or		
MATH 1710	College Algebra	3
PST 1000	Introduction to Criminal Justice	3
PST 1010	Criminal Law and Procedure	3

Spring Semester

PHIL 1111	Introduction to Ethics	3
PST 1015	Survey of Corrections Institutions	3
PST 1035	Law Enforcement Report Writing	3
PST 1080	Interview and Interrogation Techniques	3
	Technical Elective	3

SECOND YEAR

Fall Semester			Credits
PST 2000	Drug Identification and Effects	3	
PST 2055	Gangs, Cults, and Deviant Movements	3	
PST 2065	Prevention and Control of Crime	3	
SOCI 1111	Introduction to Sociology	3	
	Technical Elective	3	

Spring Semester

SPCH 1010	Speech	3
PST 2020	Police Firearms	3
PST 2035	Juvenile Procedures	3
	Technical Electives	3
	General Elective	3

General education course requirements are listed on page 114–115.

Police Science Academy

Provided by the Law Enforcement Department

This 10-week certificate program is designed to fulfill all the training goals of a certified law enforcement academy. Students receive over 400 hours of intense police training. All instruction is provided by current police instructors or experts in the police field. Individuals with ambitions to become a Law Enforcement Officer or anyone currently serving in a security capacity will benefit from the hands-on training.

Successful completion of this program will earn the student 23 semester hours, 21 of which can be applied toward an A.A.S. degree in Police Science. All courses are co requisite. Candidates for the Academy are advised to prepare themselves physically prior to beginning classes. Certain physical standards must be met in order to graduate. A medical evaluation is mandatory prior to entering the program. All instructional and classroom materials are provided. Your expenses will include tuition, a mandated uniform, a firearm plus ammunition, and physical training attire.

Contact: Paul Myers, Coordinator/Assistant Professor, Office: 353-3585 or 353-3717 E-mail: paul.myers@nssc.edu

Academy Course	Transcript			PST Course	Degree Hours	
	Hours	Transfers				
LEN-2000	Principles of Law Enforcement	3	to	PST 1000	Introduction to Criminal Justice	3
LEN-2005	Police Firearms	3	to	PST 2020	Police Firearms	3
LEN-2010	Criminal & Constitutional Law Procedures	3	to	PST 1010	Criminal Law & Procedure	3
LEN-2015	Defensive Tactics	3	to	PST 1040	Defensive Tactics	3
LEN-2020	Emergency & Defensive Driving		to	PST	General Elective	3
LEN-2025	Police Traffic Supervision	2	to	(No Transfer Credit)		0
LEN-2030	Surviving Police Work	3	to	PST 1070	Officer Survival	3
LEN-2035	Interpersonal Communications for Police	3	to	PST 1095	Tactical Talk	3
Total		23				21

Sign Language Interpreting

Associate of Applied Science (A.A.S.)

American Sign Language interpreting is a complex process in which the primary goal is to provide equal access of information for Deaf, Hard of Hearing, and Non-deaf individuals. It is essential that sign language interpreters be fluent in American Sign Language, English, and English-based signed systems. In addition, interpreters must possess a complete understanding of Deaf Culture, social and psychological dynamics, ethical considerations and effective cross-cultural interpretations in a variety of settings.

Upon completion of the Sign Language Interpreting Program, graduates will demonstrate the following:

1. Competencies in American Sign Language and English interpretations and transliterations;
2. A thorough understanding of the Registry of Interpreter for the Deaf Code of Ethics, theories, principles and business practices related to the field of interpreting;
3. Proficiency for the written and practical testing process for certification; and
4. Readiness for employment in entry-level positions within the field.

Sign language interpreting is a rapidly expanding field in which qualified interpreters can work in a variety of settings: education, business, community, medical, social services, mental health, legal, and performing arts.

Note: The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State Technical Community College. However, some students may wish to continue in a baccalaureate program either immediately or in the future. If you plan to transfer to a four-year program after leaving Nashville State Technical Community College, consult the department chair for a specialized program of study. Failure to do so could result in a loss of credits in the transfer process.

SIGN LANGUAGE INTERPRETING COURSE REQUIREMENTS

	English	Class	Lab	Credits
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
Humanities				
	Humanities elective	3	0	3
Social Sciences				
PSYC 1111	Introduction to Psychology	3	0	3
Natural Science				
	Natural Science Elective	3	0	3

Technical Core

ASL 1002	Fingerspelling	2	0	2
ASL 1003	Introduction to Interpreting	3	0	3
ASL 1010	Foundations in Deafness	3	0	3
ASL 1110	American Sign Language I	3	0	3
ASL 1120	American Sign Language II	3	0	3
ASL 1130	American Sign Language III	3	0	3
ASL 2110	Interactive Interpreting I	1	2	3
ASL 2120	Interactive Interpreting II	1	2	3
ASL 2210	Contact Signing I	3	0	3
ASL 2220	Contact Signing II	3	0	3
ASL 2300	American Sign Language IV	3	0	3
ASL 2310	Sign-To-Voice I	3	0	3
ASL 2320	Sign-To-Voice II	3	0	3
ASL 2500	Interpreting Practicum	3	0	3
ASL 2600	Interpreting Internship	4	0	4
Total Required – Associate's Degree				60

RECOMMENDED FULL-TIME SCHEDULE

FIRST YEAR

Fall Semester	Credits
ASL 1110 American Sign Language I.....	3
ASL 1002 Fingerspelling.....	2
PSYC 1111 Introduction to Psychology.....	3
Humanities Elective.....	3
ENGL 1010 English Composition I.....	3

Spring Semester

ASL 1120 American Sign Language II.....	3
ASL 1003 Introduction to Interpreting.....	2
Natural Science Elective.....	3
AIS 1180 Introduction to Microcomputing.....	4
SPCH 1010 Speech.....	3
ASL 1010 Foundations in Deafness.....	3

SECOND YEAR

Fall Semester	Credits
ASL 2110 Interactive Interpreting I.....	3
ASL 1130 American Sign Language III.....	3
ASL 2210 Contact Signing I.....	3
ASL 2310 Sign/Voice I.....	3
ASL 2500 Interpreting Practicum.....	3

Spring Semester

ASL 2120 Interactive Interpreting II.....	3
ASL 2300 American Sign Language IV.....	3
ASL 2220 Contact Signing II.....	3
ASL 2320 Sign/Voice II.....	3
ASL 2600 Interpreting Internship.....	4

RECOMMENDED PART-TIME SCHEDULE

FIRST YEAR

Fall Semester	Credits
ENGL 1010 English Composition I.....	3
ASL 1002 Fingerspelling.....	2
ASL 1110 American Sign Language I.....	3

Spring Semester

ASL 1003 Introduction to Interpreting.....	3
ASL 1120 American Sign Language II.....	3

SECOND YEAR

Fall Semester	Credits
SPCH 1010 Speech.....	3
ASL 1130 American Sign Language III.....	3

Spring Semester

ASL 1010 Foundations in Deafness.....	3
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THIRD YEAR

Fall Semester	Credits
ASL 2110 Interactive Interpreting I.....	3
PSYC 1111 Introduction to Psychology.....	3

Spring Semester

ASL 2120 Interactive Interpreting II.....	3
ASL 2300 American Sign Language IV.....	3

FOURTH YEAR

Fall Semester	Credits
ASL 2210 Contact Signing I.....	3
ASL 2310 Sign-To-Voice I.....	3

Spring Semester

ASL 2220 Contact Signing II.....	3
ASL 2320 Sign-To-Voice II.....	3

FIFTH YEAR

Fall Semester	Credits
ASL 2500 Interpreting Practicum.....	3
Natural Science Elective.....	3

Spring Semester

ASL 2600 Interpreting Internship.....	4
Humanities Elective.....	3

Courses that meet General Education requirements are listed on page 114–115.

Social Services

Associate of Applied Science (A.A.S.)

Social Services provides training for individuals interested in working with human service agencies that serve children and youth, the elderly and disabled, the homeless, families in need, and individuals in crisis situations. The broad educational base of this applied science degree program enables graduates to work in many areas of public and private social welfare agencies and to use this program as a stepping stone into higher levels of education.

Grading Policy for Social Services Majors:
A grade of C or above must be earned in all social services courses prior to graduation. The student majoring in Social Services must receive a C or above in each course in order to meet prerequisite requirements for subsequent courses.

Note: The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State Technical Community College. However, some students may wish to continue in a baccalaureate program either immediately or in the future. If you plan to transfer to a four-year program after leaving Nashville State, consult the department head for a specialized program of study. Failure to do so could result in a loss of credits in the transfer process.

COURSE REQUIREMENTS

English	Class	Lab	Credits
ENGL 1010 Composition I	3	0	3
SPCH 1010 Speech	3	0	3
Humanities Elective	3	0	3
Mathematics Elective	3	0	3
Natural Science	3	0	3
Natural Science Elective (must include lab)	4	0	4
Social Science			
Social Science Elective	3	0	3
General Education Courses Electives			6
Major Core Classes			
SOCS 1010 Introduction to Social Services	3	0	3
SOCS 1020 Human Behavior in the Social Environment	3	0	3
SOCS 2020 Theories & Methods of Soc Services Practice	3	0	3
SOCS 2035 Alcohol and Drug Abuse	3	0	3
SOCS 2045 Family Systems			
Or			
ECED 2040 Family Dynamics & Community Involvement	3	0	3
SOCS 2060 Field Practicum	5	0	5

Guided Electives

(Choose any 5 of the Following Courses):

SOCS 2010 Social Services for Children and Youth	3	0	3
SOCS 2015 Social Services for Special Populations	3	0	3
SOCS 2025 Survey of Counseling Theories	3	0	3
SOCS 2030 Violence and Conflict	3	0	3
ECED 2040 Family Dynamics & Community Involvement	3	0	3
SOCS 2045 Family Systems	3	0	3
ECED 2010 Safe, Healthy Learning Environments	3	0	3
ECED 2020 Infant, Toddler, Child Development	3	0	3

RECOMMENDED FULL-TIME SCHEDULE

FIRST YEAR

Fall Semester	Credits
ENGL 1010 English Composition I	3
Math Elective	3
SOCS 1010 Intro to Social Services	3
SOCS 1020 Human Behavior in the Social Environment	3
General Education Elective	3

Spring Semester

Natural Science Elective with Lab	4
General Education Elective	3
SPCH 1010 Speech	3
SOCS 2020 Theories & Methods of Soc. Services. Pract.	3
SOCS 2035 Alcohol and Drug Abuse	3

SECOND YEAR

Fall Semester	Credits
Social Science Elective	3
Humanities Elective	3
ECED 2040 Family Dynamics and Community. Involv.or	3
SOCS 2045 Family Systems	3
SOCS Guided Elective	3
SOCS Guided Elective	3
Spring Semester	Credits
SOCS Guided Elective	3
SOCS Guided Elective	3
SOCS Guided Elective	3
SOCS 2060 Field Practicum	5
TOTAL	60

Part-time Schedule: Many students may wish to enroll in the Social Services program on a part-time basis. Students are encouraged to enroll in at least 2 semester courses each semester (including summer) in order to complete the degree in approximately four years.

Visual Communications

Associate of Applied Science Degree

Contact Information: Department Office 615-353-3390. E-mail: vis.com@nscc.edu

Visual Communications prepares students for employment in the graphic arts or photographic industry. The visual communications industry represents one of the largest employment segments in the Nashville-Davidson County economy. Students receive instruction using industry standard equipment and software.

Graphic Design Concentration

The Graphic Design Concentration includes theory of traditional design in the evolving computer environment for illustration, image manipulation, and electronic publishing.

Graduates of the program should be able to:

1. Demonstrate a knowledge of typography and design
2. Apply principles of color & value relationships
3. Convey an intended message through a visual means
4. Demonstrate working knowledge of industry standard software

Career Opportunities:

- Production Artist
- Entry-level Graphic Designer
- Printing Customer Service Representative

Special Requirements:

Students without basic computer and typing skills are encouraged to complete OAD 1501 Keyboarding and COM 1210 Introduction to Electronic Media prior to enrollment in other computer courses.

Grading Policy for Visual Communications:

A grade of C or above must be earned in all courses to meet prerequisite and graduation requirements.

Transfer/Advising:

The primary purpose of this degree is to prepare students for employment immediately following graduation. Students who plan to continue in a baccalaureate program after leaving Nashville State should consult with an advisor for a customized program of study. Failure to do so could result in a loss of credits in the transfer process.

COURSE REQUIREMENTS

English		Class	Lab	Credits
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
Humanities				
	Humanities Elective	3	0	3

Natural Sciences/Mathematics Elective

Natural Sciences or Math Elective	3	0	3
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Social Sciences Elective

Social Sciences Elective	3	0	3
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Photography

PHO 1110 Basic Photography	3	0	3
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Visual Communications

COM 1120 The Business of Visual Communications	3	0	3
COM 1111 Graphic Processes and Techniques	2	2	3
COM 1130 Graphic Design I	3	0	3
COM 1150 Type Concepts	3	0	3
COM 1170 Technology for Print Production	3	0	3
COM 1220 Graphic Design II	2	2	3
COM 1230 Introduction to Digital Imaging	2	2	3
COM 2120 Electronic Publishing I	3	0	3
COM 2130 Electronic Publishing II	3	0	3
COM 2170 Visual Communications Portfolio	2	2	3
COM 2210 Electronic Design and Illustration	3	0	3
COM 2220 Electronic Publishing Practicum	2	2	3

Technical Elective (6 credits required)

	Class	Lab	Credits
COM 1000 Beginning HTML	3	0	3
COM 1010 Basic Web Design	3	0	3
COM 1020 Basic Web Graphics	3	0	3
COM 1030 Overview of Web Tools	3	0	3
COM 2240 Advanced Digital Imaging for Photographers	3	0	3
COM 2250 Advanced Digital Imaging for Designers	3	0	3
COM 2260 Advanced QuarkXPress® Production Techniques	3	0	3
COM 2270 Advanced Computer Illustration Techniques	3	0	3
COM 2330 Introduction to Electronic Prepress	3	0	3
Total Required – Associate's Degree			60

RECOMMENDED FULL-TIME SCHEDULE

FIRST YEAR

Fall Semester		Credits
ENGL 1010	English Composition I	3
COM 1111	Graphic Processes and Techniques	3
COM 1150	Type Concepts	3
COM 2120	Electronic Publishing I.....	3
COM 1120	The Business of Visual Communications	3
Spring Semester		
SPCH 1010	Speech	3
	Humanities Electives.....	3
COM 1130	Graphic Design I.....	3

COM 1170	Technology for Print Production	3
COM 2130	Electronic Publishing II	3
COM 2210	Electronic Design and Illustration.....	3

SECOND YEAR

Fall Semester		Credits
COM 1230	Introduction to Digital Imaging	3
COM 1220	Graphic Design II	3
PHO 1110	Basic Photography	3
	Technical Elective	3
	Social Sciences Elective	3

Spring Semester		
COM 2170	Visual Communications Portfolio.....	3
COM 2220	Electronic Publishing Practicum.....	3
	Technical Elective	3
	Mathematics/Natural Sciences Elective.....	3

RECOMMENDED PART-TIME SCHEDULE

FIRST YEAR

Fall Semester		Credits
COM 1111	Graphic Processes and Techniques	3
COM 1150	Type Concepts	3

Spring Semester		
COM 1120	The Business of Visual Communications	3
COM 2120	Electronic Publishing I.....	3

Summer Semester		
ENGL 1010	English Composition I.....	3
HUM	Humanities Elective	3

SECOND YEAR

Fall Semester		Credits
COM 1170	Technology for Print Production	3
COM 2210	Electronic Design and Illustration.....	3

Spring Semester		
COM 1130	Graphic Design I.....	3
COM 1230	Introduction to Digital Imaging	3

Summer Semester		
	Social Science Elective.....	3
SPCH 1010	Speech	3

THIRD YEAR

Fall Semester		Credits
PHO 1110	Basic Photography	3
COM 2130	Electronic Publishing II	3

Spring Semester		
COM 1220	Graphic Design II	3
	Technical Elective	3

Summer Semester		
	Math/Natural Sciences Elective	3
	Technical Elective	3

FOURTH YEAR

Fall Semester		Credits
COM 2220	Electronic Publishing Practicum.....	3
COM 2170	Visual Communications Portfolio.....	3
Cooperative work experience in visual communications (Graphic Design Concentration) can be an important addition		

to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to nine credit hours with the prior approval of the department chair. All Co-op work must have department chair approval. The Career Employment Center will provide the correct course numbers. See page 54 for more information.

General education course requirements are listed on page 114–115.

Photography Concentration

Contact Information:

Department Office 615-353-3390

E-mail: photo.tech@nsc.edu

The Photography Concentration includes traditional and digital components, preparing photographers to work effectively in darkroom, studio and digital environments.

Graduates of the program should be able to:

1. Convey an intended message photographically
2. Efficiently operate a 35mm, medium format, large format, and digital camera
3. Work comfortably with a digital camera and digital imaging computer programs
4. Function competently in lab or studio environment

Career Opportunities:

- Photographer
- Photographer's Assistant
- Lab Technician

Grading Policy for Visual Communications:

A grade of C or above must be earned in all courses to meet prerequisite and graduation requirements.

Transfer/Advising:

The primary purpose of this degree is to prepare students for employment immediately following graduation. Students who plan to continue in a baccalaureate program after leaving Nashville State should consult with an advisor for a customized program of study. Failure to do so could result in a loss of credits in the transfer process.

COURSE REQUIREMENTS

		Class	Lab	Credits
English				
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
Humanities				
ART 1030	Art Appreciation	3	0	3
Natural Sciences/Mathematics Elective				
	Natural Sciences			
	Or			
	Math Elective	3	0	3
Social Sciences Elective				
	Social Sciences Elective	3	0	3
Photography				
PHO 1110	Basic Photography	3	0	3
PHO 1115	Photographic Visual Principles	3	0	3
PHO 1170	Business of Photography	3	0	3

PHO 1210	Black & White Photography I	2	2	3
PHO 1230	Color Lab Techniques I	2	2	3
PHO 1240	Lighting I	2	2	3
PHO 1270	Portfolio Practicum	2	2	3
PHO 1310	Black & White Photography II	2	2	3
PHO 1320	Color Lab Techniques II	2	2	3
PHO 1350	Lighting II	2	2	3
PHO 1430	Portrait Techniques	3	0	3
PHO 1490	Digital Photography	3	0	3

Visual Communications

COM 1210	Introduction to Electronic Media	3	0	3
COM 1230	Introduction to Digital Imaging	2	2	3

Technical Elective

*Technical Elective	3	0	3
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Total Required – Associate’s Degree 60

*Technical Elective to be chosen from any degree course with a COM or PHO prefix.

RECOMMENDED FULL-TIME SCHEDULE

FIRST YEAR

Fall Semester		Credits		
ENGL 1010	English Composition I	3	
ART 1030	Art Appreciation	3	
COM 1210	Introduction to Electronic Media	3	
PHO 1110	Basic Photography	3	
PHO 1115	Photographic Visual Principles	3	

Spring Semester

COM 1230	Intro to Digital Imaging	3	
PHO 1210	Black and White Photography I	3	
PHO 1240	Lighting I	3	
SPCH 1010	Speech	3	
	Social Sciences Elective	3	

SECOND YEAR

Fall Semester		Credits		
PHO 1230	Color Lab Techniques I	3	
PHO 1310	Black and White Photography II	3	
PHO 1430	Portrait Techniques	3	
	PHO or COM Elective	3	
	Natural Sciences Elective			
	Or			
	Mathematics Elective	3	

Spring Semester

PHO 1170	The Business of Photography	3	
PHO 1270	Portfolio Practicum	3	
PHO 1320	Color Lab Techniques II	3	
PHO 1350	Lighting II	3	
PHO 1490	Digital Photography	3	

RECOMMENDED PART-TIME EVENING SCHEDULE

FIRST YEAR

Fall Semester		Credits		
PHO 1110	Basic Photography	3	
PHO 1115	Photographic Visual Principles	3	

Spring Semester

COM 1210	Introduction to Electronic Media	3	
SPCH 1010	Speech	3	

Summer Semester

ENGL 1010	English Composition I	3	
ART 1030	Art Appreciation	3	

SECOND YEAR

Fall Semester		Credits		
PHO 1210	Black and White Photography I	3	
COM 1230	Introduction to Digital Imaging	3	

Spring Semester

PHO 1230	Color Lab Techniques I	3	
PHO 1430	Portrait Techniques	3	

Summer Semester

Social Science Elective	3	
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THIRD YEAR

Fall Semester		Credits		
PHO 1310	Black and White Photography II	3	
PHO 1240	Lighting I	3	

Spring Semester

PHO 1350	Lighting II	3	
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Summer Semester

Natural Sciences Elective				
or				
Mathematics Elective	3		

FOURTH YEAR

Fall Semester		Credits		
PHO 1170	The Business of Photography	3	
PHO 1490	Digital Photography	3	

Spring Semester

PHO 1320	Color Lab Techniques II	3	
	PHO or COM Technical Elective	3	

Summer Semester

PHO 1270 Portfolio Practicum3
 Cooperative work experience in visual communications (Photography Concentration) can be an important addition to a student’s formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to nine credit hours with the prior approval of the department chair. All Co-op work must have department chair approval. The Career Employment Center will provide the correct course numbers. See page 54 for more information.

General education course requirements are listed on page 114–115.

Technical Certificates



**Nashville State**
Community College

Computer-Aided Drafting

Technical Certificate

Program Information: Dept Office 615-353-3475, e-mail: CAD@nsc.edu

Nashville State offers a one-year program that will give you a Technical Certificate in Computer-Aided Drafting, using the AutoCAD Software.

Career Objective: The Computer-Aided Drafting Technical Certificate is for students who want a technical career but who also want to enter the job market quickly. When students enter this program, they will be trained in as little as two semesters for a high-demand drafting career using AutoCAD software. Just choose the field you want to work in - Architectural, Civil & Construction, Electrical & Electronic, Horticulture/Landscaping or Industrial Machining Technology. Then take the courses listed below, including two courses related to the field you chose. You'll be ready for Nashville State's Career Employment Center to help you find the job you want. There may even be part-time jobs available to you after your first semester so you can "earn while you learn."

Note: Most classes are available either day or evening. Completing the Certificate may take more than two semesters depending on whether you go to school full-time or part-time, on which field you choose, and on your background in math.

All of the courses in this certificate apply toward Nashville State's A.A.S. degrees in General Technology.

CIT	2131	Surveying I	3	3	4
CIT	2301	Hydrology and Site Design	1	4	3
Electrical Engineering Technology					
EETH	1110	Electric Circuits	4	0	4
EETH	1115	Electric Circuits Lab	0	2	1
EETH	1400	Digital Electronics	2	0	2
EETH	1405	Digital Electronics Lab	0	2	1
Horticulture/Landscaping					
HORT	1010	Intro. to Horticultural Science	2	2	3
HORT	1110	Landscape Plant Materials	2	2	3
HORT	1120	Landscape Design	2	2	3
Industrial Machining Technology					
IMC	1110	Machine Tool I	3	3	4
IMC	1210	CNC Machining I	3	3	4

COURSE REQUIREMENTS

Course		Class	Lab	Credits
ENGR 1150	Engineering Graphics	0	4	2
CAD 1200*	Computer-Aided Drafting I	1	4	3
CAD 1301	Computer-Aided Drafting II	0	6	2
CAD 2113	3-D AutoCAD and Modeling	2	2	3
CAD 0168	CAD Final Project	0	4	2

Other Required Classes

ENGR 1000	Intro. to Engineering Technology	2	2	3
MATH 1730	Precalculus	5	0	5
8 to 10 credit hours of electives from the same discipline (see listing below)				8-10

Total Certificate Requirements 28-30

* Electrical, Industrial or Manufacturing students may substitute CAD 1250 for CAD 1200.

Technical Electives: (All electives must be in the same discipline)

Architectural Engineering Technology

ACT 1161	Residential Drafting & Const.	2	6	4
ACT 1341	Commercial Drafting and Codes	1	6	3
ACT 2122	Architectural Presentations	0	6	3

Civil and Construction Engineering Technology

CIT 1220	Materials and Methods of Const.	3	0	3
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Culinary Arts

Technical Certificate

Contact Information: Department Office: 615-353-3400. Email: culinary.arts@nscc.edu

Culinary Arts education prepares students for careers as chefs and culinary professionals in a variety of hospitality businesses. The program includes a core of culinary arts courses which develop cooking skills and provide instruction in purchasing, cost control, sanitation, nutrition, and supervision.

Graduates of the program will be able to demonstrate:

1. The ability to think creatively and work effectively in team environments within a kitchen production facility.
2. Competency in food production cooking methods including hot and cold foods, and basic baking.
3. A working knowledge of culinary theory and terms, and the ability to operate within a kitchen production facility.
4. Knowledge of nutrition principles, menu writing, cost and inventory control, and safety and sanitation principles.

Admission requirements

For admission as culinary arts majors, students for Fall 2004 must complete the following requirements:

1. Submit a letter of recommendation from a teacher, employer, mentor or other professional.
2. Write a letter indicating their interest and goals within the field of culinary arts.
3. Complete an interview with the culinary arts program coordinator and staff.

In addition, it is recommended that prospective students have six months prior experience with hands-on food production in a commercial business.

Career Opportunities:

- Line cook
- Pastry cook
- Prep cook
- Catering cook

Related Information

Nashville State Community College is partnered with Gaylord Opryland Hotel in delivering an American Culinary Federation (ACF) approved culinary arts apprenticeship program. For specific

information regarding this program, contact the culinary program coordinator at 615-353-3783.

NSCC Culinary Arts department offers courses in Sanitation, Nutrition, and Supervisory Management which meet the ACF education requirements for certification in these areas.

Grading policy for Culinary Arts Majors:

A grade of "C" or above must be earned in all culinary arts courses prior to graduation.

Transfer/Advising

Courses completed within the technical certificate are designed to articulate into the course requirements for the AAS degree in Culinary Arts.

Students are prepared and encouraged to continue their academic training if they choose. Those students seeking an associate's or bachelor's degree in culinary arts, hospitality management, or related degree areas should consult with his/her advisor, as well as contact the institution they are planning to attend.

Internship requirements

Students must complete one 300-hour paid work internships in an approved culinary arts production kitchen prior to completing the requirements for an AAS in Culinary Arts.

COURSE REQUIREMENTS

Technical Specialty			Class	Lab	Credits
CUL	1010	Hospitality and Supervisory Management	3	0	3
CUL	1015	Sanitation and Safety	2	0	2
CUL	1020	Baking Skills	1	4	3
CUL	1040	Culinary I	2	2	3
CUL	1045	Culinary II	1	4	3
CUL	1050	Nutrition and Menu Planning	3	0	3
CUL	2010	Purchasing and Cost Control	3	0	3
CUL	2210	Internship I	0	0	1
Total Certificate Requirements					21

RECOMMENDED FULL-TIME SCHEDULE FIRST YEAR

Fall Semester		Credits
CUL	1010 Hospitality and Supervisory Management	3
CUL	1015 Sanitation and Safety	2
CUL	1040 Culinary I	3
CUL	1050 Nutrition & Menu Planning	3
Spring Semester		Credits
CUL	1020 Baking Skills	3
CUL	1045 Culinary II	3
CUL	2010 Purchasing and Cost Control	3
CUL	2210 Internship I	1

Early Childhood Education

Technical Certificate

Program Information: Program Coordinator Nancy Ledbetter, 615-353-3616, e-mail: Nancy.ledbetter@nscc.edu

The Technical Certificate in Early Childhood Education prepares the student for employment in the field of child care and early education. Students who received their CDA (Child Development Associate) Credential through TECTA (Tennessee Early Childhood Training Alliance) are given an opportunity to strengthen their skills and knowledge in curriculum development for young children and receive necessary credits for CDA renewal.

Graduates of the program should be able to:

1. Promote child development and learning of young children.
2. Build family and community relationships.
3. Identify and conduct themselves as members of the early childhood profession.

Admission Requirements:

Meet regular technical certificate admission requirements.

Career Opportunities:

- Teacher
- Caregiver

Clinical Practicum Courses I and II:

Students who wish to register for any clinical practicum course must contact their advisor for department permission to enroll in the course.

Grading Policy for Early Childhood Majors:

A grade of “C” or above must be earned in all early childhood courses prior to graduation. The student majoring in ECED must receive a “C” or above in each course in order to meet prerequisite requirements for subsequent courses.

Transfer/Advising Issues:

Most students who have already completed coursework through TECTA for their CDA, have only nine (9) additional credits (or three courses) to complete for the technical certificate. All of the courses in this certificate apply toward Nashville State’s A.A.S. degree in Early Childhood Education

Course		COURSE REQUIREMENTS		
		Class	Lab	Credits
ECED 2010	Safe, Healthy, Learning Environments (TECTA)	3	0	3
ECED 2015	Early Childhood Curriculum (TECTA)	3	0	3
ECED 2040	Family Dynamics & Community Involvement (TECTA)	3	0	3
ECED 2080	Language and Literacy in Early Childhood	3	0	3
ECED 2085	Math and Science in Early Childhood	3	0	3
ECED 2130	Clinical Practicum I (TECTA)	2	0	2
ECED 2140	Clinical Practicum II (TECTA)	2	0	2
ECED Elective (choose one course below)		3	0	3
ECED 2030	Infant and Toddler Care			
ECED 2090	Creative Development			
ECED 2100	The Mentoring Teacher			
ECED 2120	Administration of Child Care Centers			
Total Certificate Requirements				22

Horticulture

Technical Certificate

Program Information: Department Office: 615-353-3348 Email Contact: Horticulture@nsc.edu

The Horticulture curriculum is designed to prepare students for a variety of employment opportunities in the Green Industry. The program will provide graduates with the technical knowledge and hands-on skills to work without supervision, carry out a variety of horticultural tasks, and provide high quality service that meets the standard of the industry.

Graduates of the program will

1. Be able to identify and appropriately use landscape materials
2. Design and construct residential, commercial and recreational landscapes
3. Maintain residential, commercial and recreational landscapes
4. Identify and control plant pests and diseases, including the proper use of pesticides
5. Learn management techniques for horticultural business

COURSE REQUIREMENTS

Course	Class	Lab	Credits
HORT 1010	Introduction to Horticultural Science		3
HORT 1110	Landscape Plant Materials		3
HORT 1120	Landscape Design		3
HORT 1130	Landscape and Ground Maintenance		3
HORT 1140	Landscape Construction		3
HORT 1210	Turf Grass Management		3
HORT 1220	Soils and Fertilizers		3
HORT 1310	Horticulture Pesticide Selection And Use*		3
HORT 1410	Landscape Trees and Arboriculture		3
HORT 1510	Principles of Management for Horticulture		3
HORT 2010	Internship I		1
HORT 2020	Internship II		1
Total Certificate Requirements			32

* This course will prepare students to take the Tennessee Commercial Pesticide Applicators License Test and the tests for Certification in Ornamental and Turf (C03) and Right of Way (C06)

Two internships of three months each are required for graduation. Internships can be taken during the semester or during Summer.

All of the courses in this certificate apply toward Nashville State's A.A.S. degree in General Technology.

RECOMMENDED FULL-TIME SCHEDULE

Fall Semester		Credits
HORT 1010	Introduction to Horticultural Science	3
HORT 1110	Landscape Plant Materials	3
HORT 1140	Landscape Construction	3
HORT 1220	Soils and Fertilizers	3
HORT 1120	Landscape Design	3
HORT 2010	Internship I	1
Spring Semester		Credits
HORT 1130	Landscape and Ground Maintenance	3
HORT 1210	Turf Grass Management	3
HORT 1310	Horticulture Pesticide Selection and Use I	3
HORT 1410	Landscape Trees & Arboriculture	3
HORT 1510	Principles of Management for Horticulture	3
HORT 2020	Internship II	1

RECOMMENDED PART-TIME SCHEDULE

FIRST YEAR

Fall Semester		Credits
HORT 1010	Introduction to Horticultural Science	3
HORT 1110	Landscape Plant Materials	3
Spring Semester		Credits
HORT 1140	Landscape Construction	3
HORT 1220	Soils and Fertilizers	3

SECOND YEAR

Fall Semester		Credits
HORT 1120	Landscape Design	3
HORT 2010	Internship I	1
Spring Semester		Credits
HORT 1130	Landscape and Ground Maintenance	3
HORT 1210	Turf Grass Management	3

THIRD YEAR

Fall Semester		Credits
HORT 1310	Horticulture Pesticide Selection and Use	3
HORT 1410	Landscape Trees & Arboriculture	3
Spring Semester		Credits
HORT 1510	Principles of Management for Horticulture	3
HORT 2020	Internship II	1

Industrial - Automation

Technical Certificate

(The Automation program is taught primarily on Nashville State's Cookeville campus: 931-520-0551)

This certificate was designed as an extension of the Industrial Electrical Maintenance Certificate or for industrial electrical technicians who wish to expand their knowledge in the employment and application of the microcomputer in the field of automatic control systems.

This certificate will concentrate on the setup and programming of intelligent devices used in servomechanisms and in process controls. The laboratory equipment is industrial grade and lab experiments are design to give students a replica of real world projects.

Applicants must have a fundamental knowledge in AC and DC circuits, theory and operation and AC and DC machines, motor controls, and basic PLC programming. Students lacking that knowledge should enroll in one or more of the following courses, as coordinated with an advisor: IMC 1100 - Electrical Maintenance Orientation, IMC 1150 - DC and AC Circuits, IMC 2100 - Electrical Machine Controls, and IMC 2200 - Programmable Logic Controllers.

All of the courses in this certificate apply toward Nashville State's A.A.S. degrees in General Technology or the Automated Control Systems Concentration in Engineering Technology. All of the courses in this certificate apply toward Nashville State's A.A.S. degrees in General Technology.

Note: The primary purpose of this certificate is to prepare students for employment immediately following graduation from Nashville State. However, some students may wish to continue in a baccalaureate program either immediately or in the future. If you plan to transfer to a four-year program after leaving Nashville State, consult the department head for a specialized program of study. Failure to do so could result in a loss of credits in the transfer process.

COURSE REQUIREMENTS

Course	Class	Lab	Credits
CAD 1200 Computer Aided Drafting I	1	4	3
CTD 1010 Computer Operating System Environment	3	0	3
CIS 2215 BASIC Programming for Eng. Tech.	2	2	3
MFG 2040 Programmable Motion Controllers	3	2	4
MFG 2060 Industrial Communications	2	2	3
MFG 2140 Programmable Process Controllers	2	2	3
MFG 2150 Computer Integrated Lab	2	3	3
MFG 2260 Advanced PLC Programming	3	3	4
MFG 2300 Robotics	3	3	4

Total Certificate Requirements 30

FIRST YEAR

Fall Semester			Credits
CAD 1200	Computer Aided Drafting I	3
CTD 1010	Computer Operating System Environment	3
CIS 2215	BASIC Programming for Eng. Tech	3
MFG 2040	Programmable Motion Controllers	4
MFG 2060	Industrial Communications	3
Spring Semester			Credits
MFG 2140	Programmable Process Controllers	3
MFG 2150	Computer Integrated Lab	3
MFG 2260	Advanced PLC Programming	4
MFG 2300	Robotics	4

Cooperative Education work experience in Industrial Maintenance can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to six credit hours with the prior approval of the department head. All Co-op work must have department head approval. The Career Employment Center will provide the correct course numbers. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 54 for more information.

Industrial Electrical Maintenance

Technical Certificate

Program Information: Depart. Office 615-353-3475, e-mail: industrial.maint@nsc.edu

This comprehensive certificate program offers excellent preparation for a career in the maintenance of large electrical and manufacturing systems. It includes an appropriate amount of necessary theory explaining “why” while placing a strong emphasis on the actual equipment and operation of large and critical electrical power systems. The program covers electrical, as well as associated electronic, hydraulic, and pneumatic equipment and applications.

Graduates of this program should be able to:

1. Operate and maintain equipment and systems supporting modern manufacturing.
2. Effectively troubleshoot and repair industrial electrical equipment and facility systems.
3. Effectively work in teams to solve complex electrical system problems.
4. Operate programmable logic controller (PLC) systems

Career Opportunities:

- Plant maintenance technician
- Power plant operator/maintenance technician
- Plant electrician
- On-call service technician

All of the courses in this certificate apply toward Nashville State’s A.A.S. degrees in General Technology or Electrical Engineering Technology.

RECOMMENDED PART-TIME EVENING SEQUENCE NOTE: NO DAY SEQUENCE IS CURRENTLY OFFERED

FIRST YEAR

Fall SemesterCredits

IMC 1100	Electrical Maintenance Orientation4
IMC 1150	D.C. and A.C. Circuits4

Spring Semester

IMC 1200	Digital Principles4
MFG 2015	Hydraulics and Pneumatics4

SECOND YEAR

Fall Semester

IMC 2100	Electrical Machines & Controls4
IMC 2150	Control Applications4

Spring Semester

IMC 2200	Programmable Logic Controllers5
IMC 2250	Interpreting Technical Information3

COURSE REQUIREMENTS

Course		Class	Lab	Credits
IMC 1100	Electrical Maintenance Orientation	3	3	4
IMC 1150	D.C. and A.C. Circuits	2	6	4
IMC 1200	Digital Principles	3	3	4
MFG 2015	Hydraulics and Pneumatics	3	3	4
IMC 2100	Electrical Machines & Controls	2	6	4
IMC 2150	Control Applications	3	3	4
IMC 2200	Programmable Logic Controllers	3	4	5
IMC 2250	Interpreting Technical Information	2	3	3
Total Certificate Requirements				32

Industrial Machine Tool

Technical Certificate

Contact Information: Dept. office 615-353-3475, e-mail: machine.tool@nsc.edu

Nashville State's Machine Tool program will assist a student in obtaining a basic understanding of the theory and skills needed in the machine tool trade. Many Middle Tennessee companies hire machinists with the qualifications that are being taught in this program.

Graduates of this program should be able to:

1. Use basic hand tools and measuring tools and understand measuring techniques.
2. Perform CAD operations.
3. Have an overall knowledge of machining techniques.
4. Use materials with an understanding of their chemical composition and properties.
5. Set up and program computer numerical controlled (CNC) machine tools.
6. Machine materials on milling machines, lathes, grinding machines, drilling machines & presses.
7. Have an understanding of tolerances and fits of machine parts.

Career Opportunities:

- Manufacturing technician
- Maintenance technician
- Machine operator

All of the courses in this certificate apply toward Nashville State's A.A.S. degrees in General Technology or in Electrical Engineering Technology.

RECOMMENDED FULL-TIME SCHEDULE

FIRST YEAR

Fall Semester		Credits
IMC 1010	Blueprint Reading for Industry	2
MATH 1730	Precalculus.....	5
IMC 1110	Machine Tool I.....	4
IMC 1210	CNC Machining I.....	4

Spring Semester

CAD 1200	CAD I.....	3
IMC 1310	Machine Tool II.....	4
IMC 1410	CNC Machining II	4
MFG 1900	Strength of Materials/Statics	4

COURSE REQUIREMENTS

Course	Class	Lab	Credits
IMC 1010	Blueprint Reading for Industry	0 4	2
MATH 1730	Precalculus	5 0	5
IMC 1110	Machine Tool I	3 3	4
IMC 1210	CNC Machining I	3 3	4
CAD 1250	AutoCAD for Industry	1 4	3
IMC 1310	Machine Tool II	3 3	4
IMC 1410	CNC Machining II	3 3	4
MFG 1900	Strength of Materials/Statics	3 2	4
Total Certificate Requirements			30

Music Technology

Technical Certificate

Contact Information: Department Office 615-353-3390. E-mail: music.tech@nsc.edu

Music Technology prepares students for entry-level employment in the recording and music industries. The program includes introductory courses in a variety of technical, creative, and business related studies.

Graduates of the program should be able to:

1. Demonstrate proficiency with typical professional recording equipment and computer systems.
2. Demonstrate an understanding of the terminology and operations of the recording and music industries.
3. Troubleshoot & repair basic equipment problems.
4. Function competently in entry-level music business and recording/audio positions.
5. Work effectively with others in a creative team environment.

Career Opportunities:

- Recording Engineer/Studio Operator
- Music Publisher
- Songwriter
- Independent Record Label Operator

Transfer/Advising:

Students are prepared for further academic training if they choose to transfer to pursue a bachelor's degree in Music Technology. A student who plans to transfer should consult his/her advisor. Failure to do so could result in a loss of credits in the transfer process.

COURSE REQUIREMENTS

Fall Semester			Class	Lab	Credits
MST	1110	Fundamentals of Music	3	0	3
MST	1130	Introduction to Studio Recording	2	2	3
MST	1140	Introduction to MIDI	2	2	3
MST	1210	The Business of Music	3	0	3
Spring Semester					
MST	1220	Songwriting	3	0	3
MST	1230	Advanced Studio Recording	2	2	3
MST	1240	Desktop Digital Audio	2	2	3
MST	1340	Music Publishing	3	0	3
Summer Semester					
MST	1310	The Internet for Musicians	2	2	3
MST	1330	Studio Maintenance	2	2	3
Total Certificate Requirements					30

Additional classes which may be substituted for two of the previously listed courses.

MST	1260	Advanced MIDI	2	2	3
MST	1320	Advanced Songwriting	3	0	3
MST	1360	Advanced Desktop Digital Audio	2	2	3

Cooperative Education work experience in Music Technology can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to three credit hours with the prior approval of the department chair. All Co-op work must have department chair approval. The Career Employment Center will provide the correct course numbers. See page 54 for more information.

Photography

Technical Certificate

Contact Information: Department Office 615-353-3390. E-mail: photo.tech@nssc.edu

This technical certificate prepares students for employment in the field of Photography. The program provides the student with a basic knowledge of traditional camera and darkroom skills as well as preparing them to work in studio and digital settings.

Graduates in the program should be able to:

1. Efficiently operate a 35mm camera
2. Function competently in an entry level lab and/or studio position
3. Demonstrate working knowledge of digital imaging computer programs
4. Approach photographic problem solving in a creative manner

Career Opportunities:

- Photographer
- Photographer's Assistant
- Lab Technician

Grading policy:

A grade of C or above must be earned in all courses to meet prerequisite and graduation requirements.

Transfer/advising:

The primary purpose of this degree is to prepare students for employment immediately following graduation. Students who plan to continue in a baccalaureate program after leaving Nashville State should consult with an advisor for a customized program of study. Failure to do so could result in a loss of credits in the transfer process.

COURSE REQUIREMENTS

Fall Semester			Class	Lab	Credits
PHO	1110	Basic Photography	3	0	3
PHO	1115	Photographic Visual Principals	3	0	3
PHO	1210	Black and White Photography I	2	2	3
COM	1210	Introduction to Electronic Media	3	0	3

Spring Semester

PHO	1230	Color Lab Techniques I	2	2	3
PHO	1240	Lighting I	2	2	3
PHO	1430	Portrait Techniques	3	0	3
		Technical Elective			3

Summer Semester

PHO	1270	Portfolio Practicum	2	2	3
PHO	1490	Digital Photography	2	2	3

Total Certificate Requirements 30

Technical Electives:

COM	1230	Introduction to Digital Imaging	2	2	3
PHO	1170	Business of Photography	3	0	3
PHO	1310	Black and White Photography II	2	2	3
PHO	1320	Color Lab Techniques II	2	2	3
PHO	1350	Lighting II	2	2	3
PHO	1410	Nature Photography	2	2	3
PHO	1450	Individual Study	1	6	3
PHO	1470	Photojournalism	2	2	3
PHO	2190	Advanced Topics in Digital Printmaking	2	2	3

Cooperative Education work experience in Photography can be an important addition to a student's formal classroom work. Co-op courses, if appropriate, may substitute for technical courses up to six credit hours with the prior approval of the department chair. All Co-op work must have department chair approval. The Career Employment Center will provide the correct course number. Students participating in Cooperative Education are encouraged to work a minimum of two terms. See page 54 for more information.

All of the courses in this certificate apply toward Nashville State's A.A.S. degree in Visual Communications.

Surgical Technology

Technical Certificate

Accreditation Review Committee on Education in Surgical Technology (ARCST);

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

Contact Information: Department Office: 353-3708 Email: Surg.Tech@nsc.edu

Surgical Technology education prepares students for employment a variety of surgical settings. The program includes extensive classroom time as well as practical experience preparing Surgical Technologists for all major specialties in the operating room.

Graduates of the program should be able to:

1. Recognize elements of good patient care and prioritize them before less important elements in the operating room.
2. Behave professionally in a stressful environment with demanding personalities while remaining calm and focused.
3. Accurately plan for, set up, and perform duties of a Surgical Technologist in the scrub role in common surgical specialties.

Admission Requirements

1. Must submit a Program Application as well as an Admissions application.
2. Must have High School Diploma or GED.
3. Must submit official transcripts to Admissions department.
4. Must establish placement by transfer credit, college entrance exam scores, or campus placement testing.
5. Must complete a panel interview.
6. Selection will be based on a composite admission score

All of the courses in this certificate apply toward Nashville State's A.A.S. degree in General Technology.

COURSE REQUIREMENTS

Course		Class	Lab	Credits
BIOL 1000	Medical Terminology			3
BIOL 1004	Basic Anatomy and Physiology			3
SURG 1001	Introduction to Surgical Technology			3
SURG 1002	Basic Skills			1
SURG 1003	Introduction to Clinical Experience			2
SURG 1004	Advanced Skills			1
SURG 1005	Microbiology for Surgical Technology			2
SURG 1006	Chemistry and Pharmacology			2
SURG 1010	Clinical Experience for Surgical Technology			15
Total Certificate Requirements				32

Technical Communications

Technical Certificate

The Technical Certificate in Technical Communications is a unique online degree program that is part of the eLearnIT program. This online learning experience provides for both a technical certificate and preparation for students to continue their pursuit of an A.A.S. degree at Roane State Community College and/or a Bachelor's degree through a partnership with the University of Tennessee. All courses are delivered completely over the Internet, enabling people in Tennessee, as well as the nation, to enjoy a greater opportunity to fill Information Technology-based jobs.

The Technical Certificate in Technical Communications represents the first year of the eLearnIT program. At the end of that year, students may choose to enter the IT work force or continue with the A.A.S. degree at Roane State.

eLearnIT is an asynchronous learning environment, which means that students decide when to participate in class activities such as bulletin board discussions. This environment allows students to work around their schedules. However, please note that all courses do have an end time clearly specified by the instructor by which ALL course work is required to be completed AND turned in.

Please keep in mind that eLearnIT is an online degree program, which means that students must have computer access. Students are expected to have a basic familiarity with computers and the Internet. For additional information about eLearnIT, including hardware and software standards and other degree pathways, visit the eLearnIT Website at www.elearnit.org.

All of the courses in this certificate apply toward Nashville State's A.A.S. degree in General Technology.

FIRST YEAR		
Fall Semester (NSCC)		
Course		Credits
ENGL 1010	English Composition I	3
ENGL 1113	Introduction to Research	3
ENGL 1114	Technical Editing.....	3
AIS 1010	Computer Concepts and Applications	3
COM 1010	Basic Web Design	3
Total First Semester		15

Spring Semester (NSCC)		
ENGL 2112	Written and Oral Communications	3
ENGL 2114	Writing for Industry.....	3
ENGL 2116	Writing for the Web	3
PHIL 1000	Critical Thinking	3
Choose ONE of the following electives:		
MATH 1510	Probability/Statistics	3
COM 1000	Beginning HTML.....	3
OAD 1150	Web Projects.....	3
COM 1020	Basic Web Graphics.....	3
Total Second Semester		15
Total Semester Hours (NSCC).....		30

SECOND YEAR		
Fall Semester (Roane State)		
Course		Credits
ENGL 1020	English Composition II Technical Research1.....	3
ENGL 2450	Advanced Technical Writing Technical Research 1	3
SPE 221	Business and Professional Speaking.....	3
ART 2140	Digital Support Graphics.....	3
MSC 1011	Physical Sciences.....	3
Total First Semester		15

Spring Semester (Roane State)		
ENGL 2420	Technical Research I.....	3
ENGL 2450	Online Communication and Publishing I.....	3
BUS 234	Introduction to Public Relations	3
GGY 2310	Human Geography	3
CST 219	Introduction to Electronic Commerce	3
Total Second Semester		15
Total Semester Hours (Roane State).....		30

ENGL 1010 is a prerequisite for this course.

Web Page Authoring

Technical Certificate

Contact Information: Department Office 615-353-3390 E-mail: webpage.author@nsc.edu

Web Page Authoring is a one-year certificate designed to qualify students for an entry-level job in Web Page Authoring. All courses are delivered completely via the Web, requiring students to attend campus only occasionally to take proctored exams. If it's not possible for you to travel you must contact your instructor to make arrangements for proctored exams.

Online courses offer an asynchronous learning environment; students participate in class activities such as bulletin board discussions at different times of day and different days of the week. However, please note that the courses are not "self-paced". Weekly participation is required to avoid being dropped from the course.

All of the courses in this certificate apply toward NSCC's A.A.S. degree in General Technology.

Graduates of the program should be able to:

1. Write HTML code to create a Web page with graphics and styled text.
2. Create and incorporate graphics which have been optimized for speedy transmission.
3. Design Web pages for ease of use and navigation.
4. Upload Web site pages to a server.
5. Understand legal issues as they apply to the Web.

Career Opportunities

- Web Production Artist
- Web Graphics Artist

Continuing in the program via the other participating colleges will qualify students for higher level jobs in the field of Web Design.

Admission requirements:

Web Page Authoring is an online degree program and students must have a computer and Internet access. Students are expected to have a basic familiarity with computers and the Web. Visit www.nsc.edu/orient/web.html for additional information about hardware and software standards and to determine whether online learning is right for you.

Transfer/Continuation:

The Technical Certificate in Web Page Authoring at NSCC represents the first year of studies in a four-year program. Students may continue their studies to earn an Associate of Applied Science degree at Pellissippi State Technical Community College,

and/or a Bachelor's degree through a partnership with the University of Tennessee-Martin's Bachelor of University Studies program. All four years of studies are offered online and allow you to participate from home.

FIRST YEAR

Fall Semester (NSCC)

Course		Credits
AIS 1181	Microcomputer Software for Business.....	3
COM 1000	Beginning HTML.....	3
COM 1010	Basic Web Design.....	3
ENGL 1010	English Composition I.....	3
	Humanities Elective.....	3
Total.....		15

Spring Semester (NSCC)

BUS 1050	Legal Issues for the Web.....	3
COM 1020	Basic Web Graphics.....	3
COM 1030	Overview of Web Tools.....	3
ENGL 2116	Writing for the Web.....	3
MATH 1510	Statistics I.....	3
	(Required for students who plan to pursue the Associate's degree)	
	
	or	
OAD 1150	Web Projects using FrontPage®.....	3
Total.....		15
Total Semester Credits (NSCC).....		30

This certificate is a part of the eLearnIT program, funded by the United States Department of Education Fund for the Improvement of Postsecondary Education (FIPSE) and the Learning Anytime Anywhere Partnership (LAAP) grant.

Pellissippi State Technical Community College has two tracks:

- Web Developer Track
- Web Graphics Developer Track

Web Developer Track

SECOND YEAR

Fall Semester (PSTCC)

WEB 2000	Professional Web Development Tools.....	3
WEB 2300	Web Scripting Languages.....	3
WEB 2500	Problem Solving for the Web with eCommerce.....	3
	Social/Behavioral Science elective.....	3
	Math or Natural Science elective.....	3
Total.....		15

Spring Semester (PSTCC)

WEB 2400	Project Management.....	3
WEB 2700	Programming for the Web Developer.....	3
WEB 2800	Database Web Development.....	3
WEB 2900	Web Developer Exit Project.....	3
	Public Speaking elective.....	3
Total.....		15
TOTAL credits PSTCC.....		30

Web Graphics Developer Track

SECOND YEAR

Fall Semester (PSTCC)

WEB 2000	Professional Web Development Tools.....	3
WEB 2100	Introduction to Photoshop	3
WEB 2500	Problem Solving for the Web with eCommerce	3
	Social/Behavioral Science elective.....	3
	Math or Natural Science elective	3
	Total	15

Spring Semester (PSTCC)

WEB 2110	Motion Vector Graphics.....	3
WEB 2120	Audio/Video for the Web.....	3
WEB 2400	Project Management	3
WEB 2900	Web Developer Exit Project.....	3
	Public Speaking elective.....	3
	Total	15
	TOTAL credits PSTCC.....	30

Associate of Arts and Associate of Science University Parallel Studies



**Nashville State**
Community College

General Education

Effective Fall Semester 2004, each institution in the State University and Community College System of Tennessee (The Tennessee Board of Regents System) will share a common lower-division general education core curriculum of forty-one (41) semester hours for baccalaureate degrees and the Associate of Arts and the Associate of Science degrees. Lower-division means freshman and sophomore courses. The courses comprising the general education curriculum are contained within the following subject categories:

Baccalaureate Degrees and Associate of Arts and Associate of Science Degrees*

Communication9 hours**
Humanities and/or Fine Arts (At least one course must be in literature.)	9 hours
Social/Behavioral Sciences6 hours
History6 hours***
Natural Sciences8 hours
Mathematics3 hours
Total41 hours

* Foreign language courses are an additional requirement for the Associate of Arts (A.A.) and Bachelor of Arts (B.A.) degrees. Six hours of foreign language are required for the A.A. degree and twelve hours are required for the B.A.

** Six hours of English Composition and three hours in English oral presentational communication are required.

*** Students who plan to transfer to Tennessee Board of Regents (TBR) universities should take six hours of United States History (three hours of Tennessee History may substitute). Students who plan to transfer to University of Tennessee System universities or to out-of-state or private universities should check requirements and take the appropriate courses.

Although the courses designated by Tennessee Board of Regents (TBR) institutions to fulfill the requirements of the general education subject categories vary, transfer of the courses is assured through the following means:

Upon completion of an A.A or A.S. degree, the requirements of the lower-division general education core will be complete and accepted by a TBR university in the transfer process.

If an A.A. or A.S. is not obtained, transfer of general education courses will be based upon fulfillment of complete subject categories. (Example: If all eight hours in the category of

Natural Sciences are complete, then this “block” of the general education core is complete.) When a subject category is incomplete, course-by-course evaluation will be conducted. The provision of block fulfillment pertains also to students who transfer among TBR universities.

Institutional/departmental requirements of the grade of “C” will be honored. Even if credit is granted for a course, any specific requirements for the grade of “C” by the receiving institution will be enforced.

In certain majors, specific courses must be taken also in general education. It is important that students and advisors be aware of any major requirements that must be fulfilled under lower-division general education.

Courses designated to fulfill general education by Nashville State Community College are published on page(s) 114–115 of this catalog. A complete listing of the courses fulfilling general education requirements for all system institutions is available on the TBR website (www.tbr.state.tn.us) under Transfer and Articulation Information.

Nashville State Technical Community College offers the courses listed below as part of the TBR Common General Education Core for A.A. and A.S. degrees. Students who complete the A.S. or A.A.

degree can transfer the entire core to a TBR university. However, only these courses apply to the TBR Common General Education core.

Communication Requirements: **A.A./A.S. = 9 hours** **A.A.S. = ENGL 1010**
 ENGL 1010 Composition I
 ENGL 1020 Composition II
 SPCH 1010 Speech

History Requirements: **A.A./A.S. = 6 hours** **A.A.S.* = none**
 HIST 1110 World Civilization I
 HIST 1120 World Civilization II
 HIST 2010 The American People to Mid-19th Century
 HIST 2020 The American People since Mid-19th Century
 HIST 2030 Tennessee History

* HIST courses will meet the Social Sciences requirements for the A.A.S. Degree.

Science Requirements: **A.A./A.S. = 8 hours** **A.A.S. = 3-4 hours**
 Science or Math
 BIOL 1010 Introduction to Biology I
 BIOL 1020 Introduction to Biology II
 BIOL 1110 General Biology I
 BIOL 1120 General Biology II
 BIOL 2010 Anatomy and Physiology I
 BIOL 2020 Anatomy and Physiology II
 BIOL 2211 General Botany
 CHEM 1110 General Chemistry I
 CHEM 1120 General Chemistry II
 ASTR 1010 Astronomy I
 ASTR 1020 Astronomy II
 GEOL 1040 Physical Geology
 GEOL 1110 Earth Science
 PSCI 1030 Survey of Physical Science
 PHYS 2010 Non-Calculus Based Physics I
 PHYS 2020 Non-Calculus Based Physics II
 PHYS 2110 Calculus-Based Physics I
 PHYS 2120 Calculus-Based Physics II

Math Requirements: **A.A.S. = 3 hours Science or Math** **A.A./A.S = 3 hours**
 MATH 1010 Math for Liberal Arts
 MATH 1130 College Algebra
 MATH 1410 Structure of Mathematical Systems I
 MATH 1420 Structure of Mathematical Systems II
 MATH 1510 Statistics I
 MATH 1610 Finite Mathematics
 MATH 1710 Pre-Calculus I (College Algebra)
 MATH 1720 Pre-Calculus II (Trigonometry)
 MATH 1730 Pre-Calculus (Tech Math I)
 MATH 1830 Concepts of Calculus (Calculus for Business/Biology)
 MATH 1910 Calculus and Analytic Geometry I

Humanities/Fine Arts Requirements: A.A./A.S. = 9 hours

A.A.S. = 3 hours

ART 1030	Art Appreciation
ART 2131	Art History Survey I
ART 2132	Art History Survey II
ENGL 2010	Fiction
ENGL 2020	Poetry & Drama
ENGL 2110	American Literature I
ENGL 2120	American Literature II
ENGL 2133	Multicultural Literature
ENGL 2140	Introduction to Cinema
ENGL2210	British Literature I
ENGL 2220	British Literature II
ENGL 2310	World Literature I
ENGL 2320	World Literature II
MUS 1030	Music Appreciation
PHIL 1030	Introduction to Philosophy
PHIL 1111	Introduction to Ethics
THEA 1030	Introduction to Theater

Social Sciences Requirements:

A.A./A.S. = 6 hours

A.A.S.* = 3 hours

POLI 1111	Introduction to Political Science
PSYC 1111	Introduction to Psychology
PSYC 2111	Psychology of Human Growth and Development
SOCI 1111	Introduction to Sociology
SOCI 1112	Social Problems
SOCI 1120	Introduction to Cultural Anthropology
SOCI 2112	Marriage and Family
GEOG 1010	World Regional Geography I
GEOG 1020	World Regional Geography II
ECON 1111	Macroeconomics
ECON 1121	Microeconomics

* A.A.S. Degree students may use HIST course as Social Science elective.

**A.A. Additional Requirement =
Two semesters of some
college-level foreign language**

**A.A.S. Additional
Requirement = 1
additional course
from categories of
Communications,
Humanities/Fine Arts,
Social/Behavioral
Science, or Natural
Science/Mathematics**

Associate of Arts and Associate of Science Degrees

Students planning to earn a baccalaureate degree at a four-year college or university can complete their first two years at Nashville State Community College and receive an Associate of Science (A.S.) or Associate of Arts (A.A.) degree. The primary goal of these degrees is to prepare students to successfully pursue the baccalaureate degree.

Nashville State Community College develops transfer agreements with area universities, which are available in the Student Services Building. Tennessee State University has a full-time advisor available in the Student Services Building to help transfer students. An Austin Peay advisor makes regular visits to the Nashville State campus.

**Associate of Science Degree
Associate of Arts DegreeRequired Hours: 60**

General Education Requirements:	41 Hours
English Composition	6 hours
English Oral Presentation Communication	3 hours
Literature	3 hours
Humanities and/or Fine Arts	6 hours
Social/Behavioral Sciences	6 hours
History	6 hours
Natural Sciences lab course	8 hours
Mathematics	3 hours

Area of Emphasis
Courses in the intended
baccalaureate major:19 hours

Foreign language courses will be an additional requirement for the A.A. and B.A. degrees at Tennessee Board of Regents' Universities.

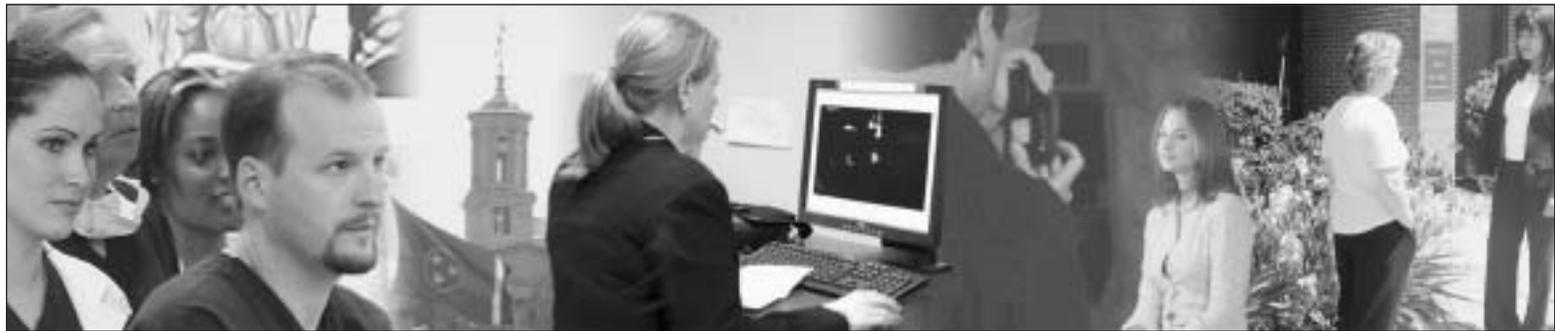
To maximize transferability, students should identify and consult with the University to which they intend to transfer as early as possible.

Associate of Science Degree and Associate of Arts Degree Areas of Emphasis

Lists of recommended courses for these university majors are available in Student Services and from the appropriate program offices.

- American Sign Language
- Studio Art
- Biology
- Business and Information Systems
- Chemistry
- Child Development and Family Relationships
- Computer Science
- Construction Management
- Criminal Justice
- Early Childhood Education
- Elementary Education
- English
- Environmental Science
- Family and Consumer Sciences
- General Studies
- History
- Horticulture
- Industrial Management
- Mathematics
- Medical Technology
- Music
- Pre-Nursing
- Occupational Therapy
- Philosophy
- Physical Education
- Physics
- Pre-Engineering
- Pre-Law
- Psychology
- Secondary Education
- Sociology
- Spanish
- Special Education
- Speech and Communications

Course Descriptions




Nashville State
Community College

Accounting

ACCT 1010 SURVEY OF ACCOUNTING FOR SMALL BUSINESS

3 Credits **3 Class Hours**

A study of accounting meant for persons who intend to own and/or operate their own business. Topics include an emphasis on the use of financial statement information rather than the creation of them and the financial implications of decisions as a business is run on a day-to-day basis. While there will be some general accounting information such as debits and credits and preparing financial statements, the majority of this course will dwell on understanding accounting information and its uses to both internal and external users. *Note: This course does not substitute for ACCT 1104.*

ACCT 1104 PRINCIPLES OF ACCOUNTING I

3 Credits **3 Class Hours**

An introduction to basic principles of accounting theory and practice. Topics covered include accrual basis accounting, the accounting cycle, preparation of financial statements for both service and merchandising business enterprises, and internal controls. Other topics include accounting for cash, receivables, inventories, fixed assets, payroll and current liabilities. *Prerequisite: DSPM 0850*

ACCT 1105 PRINCIPLES OF ACCOUNTING II

3 Credits **3 Class Hours**

A continuation of ACCT 1104. Topics covered include accounting for corporate and partnership entities, long-term investments and liabilities, statement of cash flows, financial statement analysis, job order and process cost systems, cost-volume-profit analysis, budgeting and performance analysis. *Prerequisite: ACCT 1104 with a grade of "C" or higher*

ACCT 2200 PAYROLL ACCOUNTING

4 Credits **4 Class Hours**

A course designed to cover the payroll procedures and laws that affect payroll operations and employment practices. Students are required to complete all payroll operations for a business including payroll tax returns. Students will also complete a payroll project using payroll software. *Prerequisites: ACCT 1104 and AIS 1181 with a grade of "C" or higher*

ACCT 2154 INTERMEDIATE ACCOUNTING I

4 Credits **4 Class Hours**

The course is an in-depth study of the conceptual framework of accounting theory and the preparation of financial statements. Topics include receivables, identification, valuation, and estimation of inventory, cost of goods sold, acquisition, and disposal and depreciation of plant and intangible assets. *Prerequisites: ACCT 1105 and AIS 1181 with a grade of "C" or higher*

ACCT 2164 INTERMEDIATE ACCOUNTING II

4 Credits **4 Class Hours**

A continuation of ACCT 2154. Topics include accounting for debt and equity financing, investing in debt and equity securities, acquisition, utilization, and retirement of noncurrent operating assets, lease accounting, earnings per share, analysis of financial statements, accounting changes, and error corrections. *Prerequisite: ACCT 2154 with a grade of "C" or higher*

ACCT 2350 TAXATION

3 Credits **3 Class Hours**

An introduction to Federal Income Taxation. Topics include individual, partnership, and corporate tax law and preparation of returns with emphasis on individual returns. *Prerequisite: ACCT 1105 with a grade of "C" or higher*

ACCT 2380 MICROCOMPUTER ACCOUNTING APPLICATIONS

3 Credits **2 Class Hours, 2 Lab Hours**

A course designed to set up and maintain an accounting system using popular commercial microcomputer accounting software. The steps in the accounting cycle from entering transactions through closing are applied in a computerized environment. Topics include setting up a chart of accounts, sales and purchases transactions, inventory, and payroll transactions. *Prerequisite: ACCT 1105 with a grade of "C" or higher*

ACCT 2600 SPREADSHEET APPLICATIONS

3 Credits **2 Class Hours, 2 Lab Hours**

An overview of spreadsheet applications with emphasis on accounting and business making decisions using a popular spreadsheet package. Topics covered include creating and developing professional looking worksheets, creating charts, working with lists, integrating spreadsheets with other programs and the World Wide Web, using financial functions, creating data

tables, using built-in analysis and decision-making tools, and enhancing the worksheet for ease of use.

Prerequisites: ACCT 1105 and AIS 1181 with a grade of "C" or higher

ACCT 2740 AUDITING

4 Credits **4 Class Hours**

An introduction to auditing. The course emphasizes the traditional role of the attest function and rendering of an opinion on published financial statements. Topics covered include generally accepted auditing standards, the auditors report, professional ethics, the legal liability of auditors, audit evidence, planning the audit, internal control, and audit procedures by specific account. *Prerequisite: ACCT 1105 with a grade of "C" or higher*

ACCT 2840 ACCOUNTING INFORMATION SYSTEMS

4 Credits **4 Class Hours**

A course designed to apply the concepts of the accounting information system within a relational database. A popular database program is used to create tables, forms, queries, and reports. Critical thinking and creative design skills are also emphasized. *Prerequisites: AIS 1181 and ACCT 1105 with a grade of "C" or higher*

ACCT 2900 ACCOUNTING CAPSTONE

4 Credits **4 Class Hours**

A capstone course required for all accounting majors. Topics include managerial use of financial data, analysis of financial statements, and ethics. An exit exam will be administered as a means of assessing program outcomes and will include topics from all courses included in the accounting curriculum. This course should be taken during the last semester before graduation. *Prerequisites: ACCT 2154, ACCT 1200, ACCT 2380, ACCT 2740, ACCT 2600 with a grade of "C" or higher Co-requisites: ACCT 2164, ACCT 2350, ACCT 2380*

Architecture

ACT 1161 RESIDENTIAL DRAFTING AND CONSTRUCTION

4 Credits **Class Hours, 6 Lab Hours**

This is an introductory course in the basics of light construction systems with an emphasis on construction elements, sizes, weights, spacing, function and construction documents. Topics include footings and

foundations, material weights, structural elements, platform and balloon frame construction, drilling and notching, stairway design, chimney foundations, lettering sizes, architectural symbols, and dimensioning systems. The student will develop preliminary drawings, prepare construction drawings on AutoCAD and build a study model for a small residence. *Prerequisite: CAD 1200*

ACT 1341 COMMERCIAL DRAFTING AND CODES

3 Credits **1 Class Hour, 6 Lab Hours**

This is an intermediate level course continuing elements of ACT 1161 while focusing on building code applications and construction detailing in the design development process through preparation of code-conforming construction drawings. Topics include drawing coordination, symbols, layout, and notations; construction detailing; building area; construction use and type; egress, occupant load and accessibility issues. The student will prepare construction drawings on AutoCAD and construct a study model for a small commercial building. *Prerequisite: ACT 1161*

ACT 1391 HISTORY OF ARCHITECTURE

3 Credits **3 Class Hours**

An introductory course in the history of current architectural and construction practices. Topics include tracing the development of construction techniques through historical periods, identification features and characteristics of construction during these periods, ancient architecture, the development of western architecture through the Renaissance and Baroque periods, and the Modern and Post-Modern developments in contemporary architecture.

ACT 2122 ARCHITECTURAL PRESENTATIONS

2 Credits **6 Lab Hours**

An advanced level course in CAD and its application to presentation work in the modern architectural or engineering office. Topics include the principles and tools of architectural presentation graphics, the use of several software packages including AutoCAD, 3D Studio Viz, and Paint Shop Pro, Scene Creation, Object and Shape Creation, Materials and Textures, Animation, Rendering, Scanning Images, Web Graphics, and Link and Asset Managers. Students must have a working knowledge of AutoCAD 3D to accomplish the goals of this course. *Prerequisite: CAD 1301 or CAD 2113*

ACT 2160 BUILDING UTILITIES

3 Credits **3 Class Hours**

An advanced level course designed to familiarize the student with elements of the Standard Plumbing Code, Mechanical Codes, and National Electrical Code. Topics include plumbing, mechanical and electrical symbols approved for drawings; definitions; minimum facilities; abbreviations; standard locations and sizes; minimum and maximum requirements; selected proper installations; estimate of loads; and required services. The student solves practical problems in the layout and design of selected utilities for a single- or multi-family dwelling, a commercial location, and an industrial or a specialized location. *Prerequisites: ACT 1161 and MATH 1730*

ACT 2242 ARCHITECTURAL DESIGN PROCESS

3 Credits **1 Class Hour, 5 Lab Hours**

This is an advanced level course utilizing problem-based case study technique while continuing elements of ACT 1341 and focusing on the architectural design process. Topics include teamwork; architectural programming; adjacency matrices; bubble diagrams; site analysis; schematic design; modeling and presentation procedures. Using current drawing and presentation mediums, students will prepare and formally present a set of deliverables including a program, an adjacency matrix, a bubble diagram, a site analysis, a schematic design, and a model. *Prerequisites: ACT 1341*

ACT 2440 SPECIFICATIONS & ESTIMATING

3 Credits **2 Class Hours, 2 Lab Hours**

This is an advanced level course that provides instruction in owner/contractor/architect-engineer responsibilities, construction document relationships, the bidding process, contracts, and quantity estimating. Topics include the General Conditions of the Contract for Construction; estimate types; contracts; the CSI format; bonds and insurance; specifications and bidding; estimating procedure, overhead, labor and equipment; and the preparation and calculation of quantity surveys. *Prerequisites: CIT 1220 and CIT 2110*

Accounting Information Systems

AIS 1180 INTRODUCTION TO MICROCOMPUTING

3 Credits **2 Class Hours, 2 Lab Hours**

An introduction to microcomputing tasks and terminology. Topics covered include input and output, storage, memory, the CPU, and the Windows operating system. Hands-on experience is gained in working in Windows, managing files, managing disks, and exploring the Internet.

AIS 1181 MICROCOMPUTER SOFTWARE FOR BUSINESS

3 Credits **2 Class Hours, 2 Lab Hours**

An introduction to the use of microcomputer software in the business environment. Applications include word processing, spreadsheets, data base, and presentation software. *Prerequisite: AIS 1180 with a grade of "C" or higher*

Automotive Technology

AMT 1100 GM AUTOMOTIVE SERVICE

2 credit hours **1 lecture hour, 2 lab hours**

An introductory course in shop operations, customer relations, flat rate manuals, safety, organizational design, pay structure, equipment, tools, and basic operational theories as applied to General Motors dealerships. Topics include the proper use of hand tools, measuring instruments, equipment; service procedures for lubrication, batteries, the cooling system, wheels and tires; and new car pre-delivery service. *Prerequisite: DSPM 0850 or equivalent skills*

AMT 1105 AUTOMOTIVE SERVICE

2 Credits **1 Class Hour, 3 Lab Hours**

This is an introductory course in shop operations, customer relations, flat rate manuals, safety, organizational design, pay structure, equipment, tools, and basic operational theories. Topics include the proper use of hand tools, measuring instruments, equipment; service procedures for lubrication, batteries, the cooling system, wheels and tires; and new car pre-delivery service. *Prerequisite: DSPM 0850 or equivalent skills*

AMT 1120
GM AUTOMOTIVE BRAKES
3 credit hours 2 lecture hours, 2 lab hours

This is an comprehensive course in types of braking systems and their service requirements for General Motors vehicles. Topics include machine turning of brake drums and rotors, system operation, diagnosis, adjustment, testing, replacement, and repair procedures. *Prerequisite:* AMT 1190

AMT 1125
AUTOMOTIVE BRAKES
3 credit hours 2 lecture hours, 2 lab hours

This is a comprehensive course in types of braking systems and their service requirements. Topics include machine turning of brake drums and rotors, system operation, diagnosis, adjustment, testing, replacement, and repair procedures. *Prerequisite:* AMT 1195

AMT 1130
GM SUSPENSION & STEERING
3 credit hours 2 lecture hours, 2 lab hours

This is a comprehensive study of General Motors suspension systems with emphasis on wheel alignment and suspension rebuilding. *Prerequisite:* AMT 1190

AMT 1135
SUSPENSION & STEERING
3 credit hours 2 lecture hours, 2 lab hours

This is a comprehensive study of suspension systems with emphasis on wheel alignment and suspension rebuilding. *Prerequisite:* AMT 1195

AMT 1190
GM AUTOMOTIVE ELECTRICITY
4 Credits 3 Class Hours, 3 Lab Hours

An introductory course in the basic concepts in D.C. and A.C. electricity as applied to GM vehicles. Topics include Ohm's Law, series and parallel circuits, Kirchhoff's Voltage and Current Laws, Thevenin's equivalent circuits, A.C. power generation, semiconductor devices with emphasis on the junction diode, the bipolar transistor, and the field effect transistor. *Prerequisite:* DSPM 0850 or equivalent skills

AMT 1195
AUTOMOTIVE ELECTRICITY
4 Credits 3 Class Hours, 3 Lab Hours

This is an introductory course in the basic concepts in D.C. and A.C. automotive electricity. Topics include Ohm's Law, series and parallel circuits, Kirchhoff's Voltage and Current Laws, Thevenin's equivalent circuits, A.C. power generation, semiconductor devices with emphasis on the junction diode, the bipolar transistor, and the

field effect transistor. *Prerequisite:* DSPM 0850 or equivalent skills

AMT 1230
GM CLIMATE CONTROL
4 credit hours 3 lecture hours, 2 lab hours

A comprehensive course on the principles of operation and service techniques applied to General Motors automobile heating and air conditioning systems. Topics include components, testing, diagnosing, charting, and repair practices. *Prerequisite:* AMT 1190

AMT 1235 CLIMATE CONTROL
4 credit hours 3 lecture hours, 2 lab hours

A comprehensive course on the principles of operation and service techniques applied to automobile heating and air conditioning systems. Topics include components, testing, diagnosing, charting, and repair practices. *Prerequisite:* AMT 1195

AMT 1290
GM AUTOMOTIVE ELECTRONICS
3 Credits 2 Class Hours, 3 Lab Hours

This is a continuation of AMT 1190. Topics include semiconductor devices with emphasis on the junction diode, the bipolar transistor, and the field effect transistor; electro-mechanical devices, specifically the operation and fault diagnosis and repair of self-rectifying D.C. generators; cranking motors; mechanical and electrical testing equipment used to diagnose malfunctions of the ignition systems and to determine the general condition of the engine for GM vehicles. *Prerequisite:* EET 1190

AMT 1295
AUTOMOTIVE ELECTRONICS
3 Credits 2 Class Hours, 3 Lab Hours

This is a continuation of AMT 1195. Topics include semiconductor devices with emphasis on the junction diode, the bipolar transistor, and the field effect transistor; electro-mechanical devices, specifically the operation and fault diagnosis and repair of self-rectifying D.C. generators; cranking motors; mechanical and electrical testing equipment used to diagnose malfunctions of the ignition systems and to determine the general condition of the engine. *Prerequisite:* AMT 1195

AMT 2130
GM AUTOMATIC TRANSMISSION I
3 credit hours 2 lecture hours, 3 lab hours

This is an introductory course in GM automatic transmissions. Topics include the theory, operation, and diagnosis of automatic transmissions and the rebuilding of automatic transmissions. *Corequisite:* AMT 2140

AMT 2135
AUTOMATIC TRANSMISSION I
3 credit hours 2 lecture hours, 3 lab hours

This is an introductory course in automatic transmissions. Topics include the theory, operation, and diagnosis of automatic transmissions and the rebuilding of automatic transmissions. *Corequisite:* AMT 2145

AMT 2140
GM STANDARD TRANSMISSION /DRIVE LINES/DIFFERENTIALS
3 credit hours 2 lecture hours, 2 lab hours

A comprehensive course on standard transmissions, drive lines and differentials. Topics include automotive drive shafts, universal joints, axles, differentials, bearings and deals, and standard shift transmissions on General Motors vehicles. *Prerequisite* AMT 1190

AMT 2145
STANDARD TRANSMISSION/DRIVE LINES/DIFFERENTIALS
3 credit hours 2 lecture hours, 2 lab hours

A comprehensive course on standard transmissions, drive lines and differentials. Topics include automotive drive shafts, universal joints, axles, differentials, bearings and deals, and standard shift transmissions. *Prerequisite* AMT 1195

AMT 2230
GM AUTOMOTIVE ENGINES
3 Credits 2 Class Hours, 3 Lab Hours

A comprehensive course in the operational theory of the internal combustion engines currently in use in General Motors vehicles. Topics include engine rebuilding, mechanical diagnosis, and failure analysis. *Prerequisite:* AMT 1100

AMT 2235
AUTOMOTIVE ENGINES
3 Credits 2 Class Hours, 3 Lab Hours

This is a comprehensive course in the operational theory of the internal combustion engines. Topics include engine rebuilding, mechanical diagnosis, and failure analysis. *Prerequisite:* AMT 1105

AMT 2240
GM AUTOMATIC TRANSMISSION II
3 credit hours 2 lecture hours, 3 lab hours,

This is a continuation of AMT 2130. Topics include transmission rebuilding on GM vehicles with emphasis on in-service automobile repair. *Prerequisite* AMT 2130

AMT 2245
AUTOMATIC TRANSMISSION II
3 credit hours 2 lecture hours, 3 lab hours,

This is a continuation of AMT 2135. Topics include transmission rebuilding with emphasis on in-service automobile repair. *Prerequisite* AMT 2135

AMT 2290
GM AUTOMOTIVE
COMPUTER SYSTEMS
3 Credits 2 Class Hours, 3 Lab Hours

This is an introduction to automotive digital systems and microprocessors. Topics include the study of the on-board GM computers used to regulate, monitor, and control various systems of the vehicle. *Prerequisite*: AMT 1290

AMT 2295
AUTOMOTIVE COMPUTER
SYSTEMS
3 Credits 2 Class Hours, 3 Lab Hours

This is an introduction to automotive digital systems and microprocessors. Topics include the study of the on-board computers used to regulate, monitor, and control various systems of the vehicle. *Prerequisite*: AMT 1295

Arabic

ARAB 1010
ARABIC I
3 Credits 3 Class Hours

An introductory course that develops the student's ability to use Arabic. Students develop proficiency in hearing, speaking, reading, and writing elementary Arabic. *Prerequisite*: DSPW 0800 and DSPR 0800 or equivalent skills

Art (Studio)

ART 1030
ART APPRECIATION *
3 Credits 3 Class Hours

An introduction to cultural movements and ideas, especially architecture, crafts, and the visual arts, which gives students a deeper appreciation of the visual arts. *Prerequisites*: DSPW 0800 and DSPR 0800 or equivalent skills. *ART 1030 meets the general education requirement for Humanities.*

** This course is part of the general education core.*

ART 1121
DRAWING I
3 Credits 3 Class Hours

An introduction to the basic principles and materials of drawing. Materials include pencil, charcoal, inks, and conte. Topics include model drawings, landscape drawings, and experimental (abstract) drawings.

ART 1122
DRAWING II
3 Credits 3 Class Hours

A continuation of Drawing I in which students learn and apply the concepts of the drawing media that involve color: soft or oil pastel, colored inks, colored pencils, water color and/or tempura as a drawing media. Emphasis is placed on the concepts involved in experimental drawing. *Prerequisite*: ART 1121

ART 1132
DESIGN
3 Credits 3 Class Hours

An introduction to a variety of art materials, to basic principles of design (movement, rhythm, and balance) and to the art elements and their uses in art (line, tone, color, space, and texture).

ART 2131
ART HISTORY SURVEY I *
3 Credits 3 Class Hours

A survey of art history that provides students with the opportunity to see how history and art are interwoven. Through visual resources (slides, films, and computer programs), discussion and lecture, students learn in depth about art and the history associated with it. Art 2131 enables the student to acquire an advanced understanding of art from prehistoric times to the Middle Ages. *Prerequisites*: DSPR 0800 and DSPW 0800 or equivalent skills. *ART 2131 meets the general education requirement for Humanities.*

** This course is part of the general education core.*

ART 2132
ART HISTORY SURVEY II *
3 Credits 3 Class Hours

A continuation of Art History Survey I that provides students with the opportunity to see how history and art are interwoven. Through visual resources (slides, films, and computer programs) and discussion and lecture, students learn in depth about art and the history associated with it. ART 2132 enables the student to acquire an advanced understanding of art from the Middle Ages to Modern times. *Prerequisites*: DSPR 0800 and DSPW 0800 or equivalent skills and ART 2131. *ART 2132 meets the general education requirement for Humanities.*

** This course is part of the general education core.*

ART 2221
PAINTING I
3 Credits 3 Class Hours

An introduction to the fundamentals in the art of painting. Topics include

fundamentals of visual representation with design and the materials involved in the making of paintings. *Prerequisites*: ART 1121 and ART 1132

Sign Language Interpreting

ASL 1002
FINGERSPELLING
2 Credits 2 Class Hours

A course that focuses on manual dexterity, techniques in expressive lexical output, receptive continuity, the use of ASL number systems, foreign phrases, and topical terminology. This course will improve both receptive and expressive fingerspelling.

ASL 1003
INTRODUCTION TO
INTERPRETING
3 Credits 3 Class Hours

An introduction basic theories, principles and practices of interpreting, with emphasis on the role and responsibilities of the interpreter, environments in which interpreters will be involved, and assessments within the profession. Professionalism in interpreting is stressed, especially through the observance of ethical standards.

ASL 1010
FOUNDATIONS IN DEAFNESS
3 Credits 3 Class Hours

An overview of deafness, relevant definitions, etiology, history of deafness and deaf education, and the Deaf community/culture.

ASL 1110
AMERICAN SIGN LANGUAGE I
3 Credits 3 Class Hours

An introduction to basic vocabulary and grammatical aspects of American Sign Language (ASL). Students are exposed to language development, current research, and resources pertaining to Deaf Culture. Student interaction with Deaf and Hard of Hearing individuals is encouraged.

ASL 1120
AMERICAN SIGN LANGUAGE II
3 Credits 3 Class Hours

A continuation of ASL 1110 with further vocabulary development and understanding of ASL grammar. *Prerequisite*: ASL 1110

ASL 1130
AMERICAN SIGN LANGUAGE III
3 Credits 3 Class Hours

This course is founded on two principles: (1) increase students' vocabulary; and (2) increase ability to communicate conversationally. This course is comprised of exposure to over 650 additional ASL vocabulary words, formal ASL structure, and conversational interactions. Both expressive and receptive skills are enhanced. *Prerequisites: ASL 1110 and ASL 1120*

ASL 2300
AMERICAN SIGN LANGUAGE IV
3 Credits 3 Class Hours

An overview of specific terminology used in various settings: educational, medical, legal, and performance. In preparation for interpreting and transliterating environments, students utilize advanced receptive and expressive skills. *Prerequisites: ASL 1110, ASL 1112, and ASL 1130*

ASL 2110
INTERACTIVE INTERPRETING I
3 Credits 1 Class Hour, 2 Lab Hours

An introduction to the development of ASL interpreting. Includes vocabulary, text analysis, linguistic development, and study of the interpreting process. *Prerequisites: ASL 1003, ASL 1010, ASL 1110, ASL 1120, and ASL 1130*

ASL 2120
INTERACTIVE INTERPRETING II
3 Credits 1 Class Hour, 2 Lab Hours

A continuation of ASL 2110, this course provides advanced techniques and principles for specific interpreting environments, and provides an opportunity for students to increase their ASL expressive skills. *Prerequisite: ASL 2110*

ASL 2210
CONTACT SIGNING I
3 Credits 3 Class Hours

An introduction to various transliterating systems: Pidgin Signed English (PSE), Signing Exact English (SEE), and other coding systems. Students gain the ability to discriminate between ASL interpretations and varying degrees of English transliterations. Students learn to distinguish the appropriate context for utilizing each signed system. *Prerequisites: ASL 1003, ASL 1010, ASL 1110, ASL 1120, and ASL 1130*

ASL 2220
CONTACT SIGNING II
3 Credits 3 Class Hours

A continuation of ASL 2210, this course furthers vocabulary and skill development in Contact Signing for various settings: educational, legal, medical, and performance. This course serves to advance transliterating skills in preparation for the Registry of Interpreters for the Deaf: Certificate of Transliteration exam. *Prerequisite: ASL 2210*

ASL 2310
SIGN-TO-VOICE I
3 Credits 3 Class Hours

An introduction to consecutive sign language interpreting (sign-to-voice, voice-to-sign). Primary emphasis includes a theoretical analysis of the interpreting process, reinforcement of prerequisite language, and development of the higher level of skills. *Prerequisites: ASL 1110 and ASL 1120*

ASL 2320
SIGN-TO-VOICE II
3 Credits 3 Class Hours

A continuation of ASL 2310 that provides advanced skill development and knowledge in the area of simultaneous interpreting and transliteration skills. *Prerequisite: ASL 1003, ASL 1010, ASL 1110, ASL 1120, and ASL 1130*

ASL 2500
INTERPRETING PRACTICUM
4 Credits 3 Class Hours

An opportunity to observe the interpreting process in various professional work situations in order to gain awareness of community agencies and resources. Students will schedule regular observation hours; practicum experiences are to take place during school/work hours and require a minimum of four hours per week. *Prerequisites: ASL 1002, ASL 1003, ASL 1010, ASL 1110, ASL 1120, and ASL 1130*

ASL 2600
INTERPRETING INTERNSHIP
4 Credits 4 Class Hours

An opportunity for advanced level interpreting students to gain work experience, practical application of the role of professional service providers, and an introduction to the duties and responsibilities of interpreters in the community. The internship will be under the observation and supervision of experienced professional interpreters. This course will address specific vocabulary and ethical factors in a variety of interpreting settings. *Prerequisite: ASL 2500*

Astronomy

ASTR 1010
ASTRONOMY I (SOLAR SYSTEM) *
4 Credits 3 Class Hours, 3 Lab Hours

An introductory course in the astronomy of our Solar System. Topics include the history of astronomy, astronomical coordinates, Newton's Laws, gravitation, properties of light, kinds of telescopes and their uses, the Moon, eclipses, the Sun and its planets, asteroids, comets, and other interplanetary objects. *Prerequisites: DSPR 0800 and DSPM 0800*
** This course is part of the general education core.*

ASTR 1020
ASTRONOMY II (STELLAR AND GALACTIC) *
4 Credits 3 Class Hours, 3 Lab Hours

An introductory course in the astronomy of stars and galaxies. Topics include the history of astronomy, astronomical coordinates, Newton's Laws, gravitation, properties of light, kinds of telescopes and their uses, the Sun, stars, and stellar properties, nebulae, star clusters, galaxies and galactic distributions, pulsars, quasars, neutron stars, black holes, and cosmology. *Prerequisites: DSPR 0800 and DSPM 0800*
** This course is part of the general education core.*

Biology

BIOL 1000
MEDICAL TERMINOLOGY
3 Credits 3 Class Hours

Medical terms, abbreviations and definitions with associated anatomy. Topics include roots, prefixes, and suffixes commonly used in the medical field and terminology related to body systems and disorders.

BIOL 1004
BASIC ANATOMY AND PHYSIOLOGY
3 Credits 3 Class Hours

An introduction to human anatomy and physiology. Topics include the cell, and organ systems including integumentary, skeletal, muscular, nervous endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive.

BIOL 1006
CPR AND FIRST AID
3 Credits 3 Class Hours

Cardiopulmonary resuscitation and first aid including the use of an Automatic External Defibrillator (AED). Topics

include adult and infant CPR (both one-man and two-man), basic first aid and AED use.

BIOL 1010
INTRODUCTION TO BIOLOGY I *
(non-science majors only)

4 credits **3 class hours, 3 lab hours**

Covers cell structure and function, organic molecules and energy pathways, genetics, evolution, and the principles of ecology. This course counts as a natural science elective, but does not fulfill the science requirement for biology majors.

Prerequisite: DSPR 0800

** This course is part of the general education core.*

BIOL 1020
INTRODUCTION TO BIOLOGY II *
(non-science majors only)

4 credits **3 class hours, 3 lab hours**

A continuation of Introduction to Biology I, this course surveys the Kingdoms of life, with particular attention to the animal and plant kingdoms. In the animal kingdom, there is an emphasis on the human organism and its organ systems. In the plant kingdom, there is an emphasis on structure, nutrition, and reproduction. It is strongly recommended that one successfully complete Introduction to Biology I (BIOL 1010) before taking this course. This course counts as a natural science elective, but does not fulfill the science requirement for biology majors.

Prerequisite: DSPR 0800

** This course is part of the general education core.*

BIOL 1110
GENERAL BIOLOGY I *
(science majors only)

4 credits **3 class hours, 3 lab hours**

A comprehensive course suitable for biology majors and minors. Fulfills the science requirement for pre-medicine, pre-pharmacy, pre-medical technology, pre-veterinary medicine, and pre-dentistry programs. Counts as a natural science elective. Topics include the unifying principles found in all organisms, their molecular and cellular basis, the mechanisms of heredity, the interrelationships of organisms, and their evolution. *Prerequisite: DSPR 0800 and permission of instructor*

** This course is part of the general education core.*

BIOL 1120
GENERAL BIOLOGY II *
(science majors only)

4 credits **3 class hours, 3 lab hours**

A continuation of General Biology I and is suitable for biology majors and

minors. Fulfills the science requirement for pre-medicine, pre-pharmacy, pre-medical technology, pre-veterinary medicine, and pre-dentistry programs. Counts as a natural science elective.

The Kingdoms of life and representative organisms are discussed, with particular attention to the Kingdoms Animalia and Plantae.

Emphasis is placed on the tissues, organs, and physiology of representative members. *Prerequisite: BIOL 1110*

** This course is part of the general education core.*

BIOL 1215
PRINCIPLES OF NUTRITION

3 credits **3 class hours**

This is a general course in human nutrition with emphasis on scientific principles, metabolism, and requirements for nutrients. Topics of interest to those in health care and related professions are stressed. *Prerequisite: DSPR 0800 and DSPM 0800*

BIOL 2010
ANATOMY AND PHYSIOLOGY I *

4 credits **3 class hours, 3 lab hours**

This intensive course is designed primarily for students interested in entering health-related fields, but will count as a biology elective. Topics include: the skeletal, articular, muscular, nervous, and integumentary systems; cellular chemistry and structure; and histology. *Prerequisite: DSPR 0800*

** This course is part of the general education core.*

BIOL 2020
ANATOMY AND PHYSIOLOGY II *

4 credits **3 class hours, 3 lab hours**

This intensive course is designed primarily for students interested in entering health-related fields, but will count as a biology elective. Topics include: the cardiac, vascular, hematologic, respiratory, immune, urinary, digestive, reproductive, and endocrine systems. This is a continuation of BIOL 2010 (Anatomy and Physiology I), which it is best to complete before attempting this course. *Prerequisite: DSPR 0800*

** This course is part of the general education core.*

BIOL 2115
ENVIRONMENTAL SCIENCE

4 credits **3 class hours, 2 lab hours**

Topics include ecosystems, human populations, and the availability and conservation of abiotic, biological, and energy resources. The politics and economics of environmental problems

and world resources are discussed.

Prerequisite: DSPR 0800

BIOL 2211
GENERAL BOTANY *

A study of the anatomy, physiology, reproduction and taxonomy of lower to higher plants. The course covers organization of plant cells and tissue systems, morphology, respiration and photosynthesis, genetics, growth and development, environmental factors, nutrition, ecology, and mechanisms of evolution.

** This course is part of the general education core.*

BIOL 2230
MICROBIOLOGY

4 credits **3 class hours, 3 lab hour**

Topics include the structure, growth, metabolism, genetics, and pathology of bacteria, viruses, fungi, protists, and some helminths. Stresses applied microbiology and the roles of microbes in health and disease. *Prerequisite: DSPR 0800*

Biotechnology

BIOT 1010
BIOTECHNOLOGY APPLICATIONS
3 Credits **3 Class Hours**

Provides a broad introduction to biotechnology including the scientific basis of the technologies and their historical development with an emphasis on current applications in the areas of agriculture, medicine, forensics, and the environment. The importance of quality regulations and standards and the role of the technician in producing quality results are emphasized. Topics in biosafety will survey potential hazards and safety procedures associated with biohazards including lab animals and pathogens. Students learn basic techniques including: measuring, weighing, mixing solutions, following and writing procedures, keeping records, making observations, and using instrument manuals and catalogues. Students will practice using, calibrating, and verifying the performance of instruments. *Prerequisites: DSPR 0800 and DSPM 0700*

BIOT 2020
APPLIED BIOCHEMISTRY

4 Credits **3 Class Hours, 3 Lab Hours**

Introduction to biochemical processes relating to biomolecules that are critical to biology and to the biotechnology field. This course will focus on all aspects of nucleic acid metabolism including: the biosynthesis of

nucleotides, the chemistry and enzymology of DNA synthesis, the chemistry and enzymology of RNA synthesis, and the regulatory circuits controlling these key metabolic pathways. The laboratory will provide experience in the isolation and manipulation of DNA and RNA, electrophoretic analysis of nucleic acids, sequencing of DNA, cloning strategies, PCR amplification of DNA, and various hybridization techniques. *Prerequisites: BIOL 1110 and BIOL 1120*

BIOT 2050 INDUSTRY AND APPLIED MICROBIOLOGY

3 Credits **3 Class Hours**

Three aspects of applied microbiology are covered in this course: medical microbiology, environmental microbiology, and industrial microbiology. The laboratory is required. The objectives are: 1) To provide an understanding of how to control microorganisms; 2) To provide a survey of the pathogenic microorganisms and how they cause disease (both epidemiological and molecular); 3) To review applications of new immunological, genetic, and molecular techniques used in diagnostic microbiology; 4) To review food, industrial, soil water, and waste water microbiology; 5) The laboratory provides practical experience in using various techniques for identifying major pathogens, determining water quality using indicator organisms and using microbial techniques for quality control aspects. *Prerequisites: BIOT 2020*

BIOT 2060 PROTEIN BIOSEPARATION METHODS

4 Credits **3 Class Hours, 3 Lab Hours**

Continuation of BIOT 2020 with emphasis on proteins. This course will focus on all aspects of protein metabolism including: biosynthesis of amino acids, the chemistry and enzymology of protein synthesis, posttranslational modification of proteins, and protein sorting. Regulation of these metabolic processes at the level of amino acid synthesis, protein translation, post-translational modifications and protein stability will be explored. The laboratory will provide experience in the overproduction of proteins in bacterial, fungal, and mammalian systems; isolation of proteins from crude samples, electrophoretic analysis of proteins; enzyme activity assays; and analysis of proteins structure in silico using resources available over the Internet. *Prerequisites: BIOT 2020*

BIOT 2070 CELL CULTURING

4 Credits **1 Class Hours, 6 Lab Hours**

Covers the basic techniques of plant and animal cell culture. Plant unit includes media preparation, isolation of explants and establishment of callus from suspension cultures, growth factor bioassays, regeneration of whole plants from tissue and plant genetic engineering techniques. Mammalian cell unit includes media preparation, maintenance of cultured cells, transfections of cultured cells, cloning, monoclonal antibody production, and ELISA assays. *Corequisite: BIOT 2020*

Banking

BNK 1110 PRINCIPLES OF BANKING

3 Credits **3 Class Hours**

An introduction to banking services and functions, including loans, investments, and trust operations. Topics include basic principles of banking transactions and item processing, focusing on deposit and payment functions of banking, procedures and forms relative to opening accounts, cash and collection item processing, proof operations, paying and returning checks, and bookkeeping functions, internal controls and external regulations. *Prerequisite: DSPR 0800*

BNK 1210 CONSUMER LENDING

3 Credits **3 Class Hours**

An introduction to the fundamental principles of extending consumer credit. Topics include studying and practicing taking loan applications, verifying credit histories, evaluating credit reports, making credit decisions, processing and disbursing the loan, and recognizing the importance of collateral, exercises in computing interest charges and rebates, insurance of consumer credit, pricing of loans, collections, and consumer compliance. *Prerequisites: DSPR 0800 and DSPM 0700*

BNK 1215 COMMERCIAL BANK MANAGEMENT

3 Credits **3 Class Hours**

An introduction to the study and application of principles of bank management. Topics include objectives, planning, structure, control, and the interrelationship of various bank departments, trends that have emerged in philosophy and practice of bank management, and case studies stress current bank problems. *Prerequisite: DSPR 0800*

BNK 2110 MONEY AND BANKING

3 Credits **3 Class Hours**

An introduction to basic economic principles most closely related to the subject of money and banking. Topics include the practical application of the economics of money and banking in the individual bank and in the banking system, the structure of the commercial banking system; the nature and functions of money; banks and the money supply; the money market and the capital market; bank investments, loans, earnings, and capital; the Federal Reserve System, its policies and operation; Treasury Department operations; and the changing international monetary system. *Prerequisites: DSPR 0800 and DSPM 0700*

BNK 2230 INVESTMENT BASICS

3 Credits **3 Class Hours**

A study of basic information on investments in securities, options, commodities, tax shelters, art, and more. Topics include traditional and modern methods of analyzing investment opportunities for the beginning investor, trading in the securities market (using real prices and making their own decisions) by using a special microcomputer software package. *Prerequisites: DSPR 0800 and DSPM 0700 or equivalent skills.*

Business

BUS 1050 LEGAL ISSUES FOR THE WEB

3 Credits **3 Class Hours**

A study of Internet law and guidelines for putting existing material online. Topics include creating material specifically for the Internet, using material found on the Internet, e-commerce, and educational aspects of the Internet, and the rules that affect business. *Prerequisites: DSPR 0800 and DSPW 0700*

BUS 1113 INTRODUCTION TO BUSINESS

3 Credits **3 Class Hours**

An introduction to the private enterprise system. Topics covered include forms of business organizations, business finance, human resource management, production, marketing, business ethics, information management, and the changing business environment. *Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills.*

BUS 1500
ENTREPRENEURSHIP

3 Credits 3 Class Hours

A study of the nature of small business. Topics include startup, buyout, franchising, preparing a business plan, choosing a form of ownership, small business marketing, and operations. Financial and administrative controls as well as the social and legal environment of business are also introduced.

Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills.

BUS 2111
ORGANIZATIONAL BEHAVIOR

3 Credits 3 Class Hours

A study of the importance of understanding human relations in the workplace and how interpersonal relationships have evolved in this century from an emphasis on production to an emphasis on developing and utilizing the whole person. Topics include communication, conflict, motivation, power, decision making, and self-esteem. *Prerequisites: DSPR 0800 and DSPW 0700*

BUS 2240
PERSONAL MONEY MANAGEMENT

3 Credits 3 Class Hours

An introduction to planning personal financial objectives. Topics covered include budgeting, consumer borrowing, renting and buying, insurance, taxation, investing, and planning for retirement. *Prerequisites: DSPR 0800 and DSPM 0700*

BUS 2250
HUMAN RESOURCE MANAGEMENT

3 Credits 3 Class Hours

A study of basic principles of managing human resources. Topics include laws that relate to all aspects of HR function, HR planning, job analysis, job specifications, employee selection, training and development, performance evaluations, salary determination, benefits, labor relations, and current techniques used to improve productivity and morale. *Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills.*

BUS 2310
BUSINESS ETHICS

3 Credits 3 Class Hours

An introduction to basic ethical theories and value systems. Topics include application of these perspectives including moral issues, problems, and situations which arise within the business environment. Topics include codes of ethics, conflict of interest, social responsibility, the work ethic,

and fiduciary responsibilities.

Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills.

BUS 2311
LEADERSHIP

3 Credits 3 Class Hours

A study of the nature and attributes of leadership through case studies and biographies. Topics include the difference between leadership ability and management skills as well as identifying traits and abilities which have distinguished effective leaders from ineffective ones. *Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills.*

BUS 2315
BUSINESS STATISTICS

3 Credits 3 Class Hours

A study of statistical methodology and techniques used in describing, interpreting and evaluating statistical data in business. Topics include calculating the principal measures of central tendency and dispersion, probability relationships and distribution, sampling procedures, tests for significance of sampling inferences, and correlation and regression analysis. Computer applications are emphasized. *Prerequisite: DSPM 0850*

BUS 2400
PRINCIPLES OF MANAGEMENT

3 Credits 3 Class Hours

A study of how a business organization works and the relationships of the people within the organization. Topics include managerial functions, motivation of employees, the decision-making process, communication, authority, responsibility, and personnel management through class discussion and case studies. *Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills*

BUS 2600
BUSINESS LAW: CONTRACTS

3 Credits 3 Class Hours

An introduction to the study of law in relation to the proper conduct of business. Topics include the nature and source of law, courts and courtroom procedure, contracts, and sales. There is an emphasis on the elements of contract law including offer, acceptance, consideration and legality. *Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills.*

BUS 2610
BUSINESS LAW: PROPERTY AND COMMERCIAL ORGANIZATIONS

3 Credits 3 Class Hours

An introduction to the study of law in relation to the proper conduct of business. Topics include debtor-creditor relations, forms of business organization, franchising, securities regulation, property, wills and estates, trusts, international business, and intellectual property. *Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills.*

BUS 2900
BUSINESS MANAGEMENT APPLICATIONS

3 Credits 3 Class Hours

A study which integrates the student's knowledge of the basic functional areas of business into a general strategic perspective for managing the entire organization. Topics include case studies and secondary research sources that will be utilized to analyze a broad range of business problems and managerial decision making. *Required: A student must be completing the last semester of studies at Nashville State to enroll in this course. Department Head approval required.*

Computer-Aided Drafting

CAD 1200
COMPUTER-AIDED-DRAFTING I

3 Credits 1 Class Hour, 4 Lab Hours

This is an introductory course using the AutoCAD software. Topics include familiarization with computers and the basic elements of computer-aided drafting, and the operation of a computer graphics system as it is used in professional practice. The student gains hands-on experience at the computer graphics station while working on a variety of drafting exercises in the architectural and engineering disciplines.

CAD 1250
AUTOCAD FOR INDUSTRY

3 Credits 1 Class Hour, 4 Lab Hours

This is an introductory course using the AutoCAD software. Topics include familiarization with computers and the basic elements of computer-aided drafting, and the operation of a computer graphics system as it is used in the workforce. The student gains hands-on experience at the computer graphics station while working on two-dimensional drafting exercises that relate to the manufacturing environment.

CAD 1301
COMPUTER-AIDED DRAFTING II
2 Credits 6 Lab Hours

An intermediate level CAD class designed to follow CAD 1200 with more in-depth drafting exercises using the AutoCAD software. Topics include advanced features and productivity enhancing techniques, and an introduction to three-dimensional drawing. *Prerequisite: CAD 1200*

CAD 2113
THREE-D AUTOCAD & MODELING
3 Credits 2 Class Hours, 2 Lab Hours

This is an advanced level course using the AutoCAD software. Topics include the creation of three-dimensional solid models, learning to think in three dimensions, 2-D drafting versus 3-D modeling techniques, LISP utilities, solid entity creation and editing, producing plots using paperspace, and presentation printing techniques. *Prerequisite: CAD 1200*

Chemistry

CHEM 1010
INTRODUCTION TO CHEMISTRY
3 Credits 3 Class Hours

An introduction to chemical principles and concepts. Topics include properties of matter, elements and compounds, atomic structure, periodic properties, chemical bonding and reactivity, energy relations, organic chemicals and polymers, toxic substances, and environmental chemistry. *Prerequisite: DSPM 0800*

CHEM 1110
GENERAL CHEMISTRY I *
4 Credits 3 Class Hours, 3 Lab Hours

An in-depth study of the fundamental concepts of chemistry. Topics include matter and measurement, atomic and molecular structure, nomenclature, formulas and equations, stoichiometry, aqueous reactions, thermochemistry, periodic trends, molecular geometry, and chemical bonding. CHEM1110 meets the general education requirement for chemistry. *Prerequisite: DSPM 0850 (MATH 1710 College Algebra highly recommended)*
** This course is part of the general education core.*

CHEM 1120
GENERAL CHEMISTRY II *
4 Credits 3 Class Hours, 3 Lab Hours

A continuation of CHEM 1110. Topics include gases, solutions, acids and bases, chemical equilibrium, thermodynamics, kinetics, electrochemistry, oxidation and

reduction reactions, and an introduction to organic chemistry. CHEM1120 meets the general education requirement for chemistry. *Prerequisite: CHEM 1110*
** This course is part of the general education core.*

CHEM 2010
ORGANIC CHEMISTRY I
4 Credits 3 Class Hours, 3 Lab Hours

A study of carbon compounds, their preparations, structures, nomenclature, properties, and reactions. Topics include alkanes, alkenes, alkynes, cycloalkanes, alkyl halides, aromatics, and stereochemistry. The lab component stresses skills in synthesis, extraction, purification, separation, and characterization of organic compounds. *Prerequisites: CHEM 1110 and CHEM 1120*

CHEM 2020
ORGANIC CHEMISTRY II
4 Credits 3 Class Hours, 3 Lab Hours

A continuation of CHEM 2010. Topics include spectroscopy, alcohols, ethers, aldehydes, ketones, carboxylic acids, and amines. The lab component stresses skills in synthesis, extraction, purification, separation, and characterization of organic compounds. *Prerequisite: CHEM 2010*

Computer Information Systems

CIS 1010
INTRODUCTION TO INFORMATION TECHNOLOGY
3 Credits 3 Class Hours

An introduction to Information Technology. Topics include historical development, number systems, data representation, hardware, software, computer concepts, networks, databases, the internet, and types of programming languages. *Prerequisite: DSPR 0700*

CIS 1015
COMPUTER OPERATING SYSTEM ENVIRONMENT
3 Credits 3 Class Hours

An introduction to basic computer operating systems. Topics include computer hardware, operating environments, procedures for utilizing computer resources, components of DOS, current versions of Windows, and general network utilization concepts.

CIS 1030
PROGRAM LOGIC AND DESIGN
4 Credits 4 Class Hours

An introduction to the basic logic necessary in business applications programming. Topics include logic analysis, techniques of structured design, flowcharting, and a hands-on tool for implementing programming techniques. *Prerequisite: DSPM 0700*
Corequisite: CTD 1010

CIS 2000
OS/MVS AND ASSEMBLER LANGUAGE
4 Credits 4 Class Hours

An introduction to the basic concepts of Assembler Language Programming and Operating System concepts, as they relate to the OS/MVS environment. Topics include the commercial instruction set for developing and writing general programs, machine language format of instruction, memory dumps, binary and hexadecimal numbering systems, the OS/MVS operating environment, utilities, and control language. *Prerequisite: CIS 1030*

CIS 2010
ANS COBOL PROGRAMMING
4 Credits 4 Class Hours

An introduction to the COBOL programming language. Topics include programming concepts, COBOL syntax, structured program design and coding, sequential disk processing, file maintenance, table processing, and the use of library facilities. *Prerequisite: CIS 1030*

CIS 2030
AS/400 OPERATION AND CONTROL LANGUAGE
4 Credits 4 Class Hours

An introduction to the basic operating environment of the IBM AS/400 midrange computer system and its control language. Topics include menu structures, operating procedures, and control language. *Prerequisite: CIS 1030*

CIS 2110
SYSTEMS DESIGN & DEVELOPMENT
3 Credits 3 Class Hours

An introduction to the tools, techniques, and concepts needed by analysts to develop information systems in the rapidly changing business environment. Topics include systems development methodologies, data dictionaries and codes, user interface and terminal dialogue design, physical data flow diagrams, logical data flow diagrams, data modeling with entity relationships diagrams, and database design. *Prerequisites: Two programming languages*

CIS 2130
RPG PROGRAMMING
3 Credits 3 Class Hours

An introduction to the RPG/400 programming language. Topics include understanding and coding specification forms, concepts involved in writing programs in a structured format for typical business applications, RPG/400 syntax, control breaks, multiple record types, exception output, tables and arrays, matching records, sequential, indexed files, and interactive screen handling. *Prerequisite: CIS 2030*

CIS 2140
ANS COBOL APPLICATIONS
4 Credits 4 Class Hours

A continuation of CIS 210. Topics include advanced programming techniques using structured program design, sequential files, indexed sequential files, VSAM files, sorts, input/output devices, and advanced table-handling techniques. *Prerequisite: CIS 2010*

CIS 2150
INTRODUCTION TO CICS PROGRAMMING
4 Credits 4 Class Hours

An introduction to the fundamentals of CICS/ESA systems and CICS/ESA command level programming in COBOL. Topics include the structure of a CICS/ESA system, the task flow in the CICS/ESA system, the main CICS/ESA control programs, the main CICS/ESA control tables, the command level commands used in program control, BMS mapping, file control, storage control, etc., and the coding techniques used in pseudo-conversational mode of processing. *Prerequisite: CIS 2010*

CIS 2160
DATABASE PROGRAMMING
4 Credits 4 Class Hours

An introduction to the fundamentals of data base programming on a mainframe computer. Topics include DB2 databases concepts, SQL, data base management system concepts, and an interactive query facility. *Prerequisite: CIS 2010*

CIS 2170
WEB APPLICATION DEVELOPMENT I
4 Credits 4 Class Hours

An introduction to the basic concepts of developing Web-based applications. Topics include creating Web pages, HTML, Web authoring tools, and JAVA scripting as they relate to developing interactive applications. *Prerequisite: CIS 2230*

CIS 2180
WEB APPLICATION DEVELOPMENT II
4 Credits 4 Class Hours

A continuation of CIS 2170. Topics include advanced features of developing Web applications, ASP, CGI, scripting languages (JAVA/VB), Flash, Cold Fusion, and FireWorks. *Prerequisite: CIS 2170*

CIS 2190
ASP.NET APPLICATIONS DEVELOPMENT
4 Credits 4 Class Hours

An Introduction to ASP.NET. Topics include Web controls, session objects, request and response objects, data objects and code, database components, log in, link lists, and general application development concepts. *Prerequisite: CIS 2170*

CIS 2215
BASIC PROGRAMMING FOR ENGINEERING TECHNOLOGIES
3 Credits 2 Class Hours, 2 Lab Hours

An introduction to the BASIC programming language. Topics include syntax of the BASIC language, flowcharting and pseudocode, logical solutions, documenting solutions, output formatting and simple plotting techniques. *Corequisite: MATH 1045*

CIS 2216
C LANGUAGE FOR ENGINEERING TECHNOLOGIES
3 Credits 2 Class Hours, 2 Lab Hours

An introduction to the C programming language. Topics include syntax of the C language, flow of control, input and output, arithmetic operations, function definitions and calls, flowcharting, and pseudocode. *Corequisite: MATH 1045*

CIS 2217
VISUAL BASIC
4 Credits 4 Class Hours

An introduction to the Visual Basic.net. Topics include business applications design and implementation, creating graphical user interfaces, objects, properties, values, events, object-oriented design concepts, class modules and database access. *Prerequisite: CIS 2230*

CIS 2218
ADVANCED TOPICS IN VISUAL BASIC
4 Credits 4 Class Hours

A continuation of CIS 2217. Topics include advanced development features of Visual Basic.net and web-enabled applications. *Prerequisite: CIS 2217*

CIS 2220
C LANGUAGE PROGRAMMING
4 Credits 4 Class Hours

An introduction to the ANSI C language within the DOS operating system environment. Topics include stream I/O, flow of control, function definition and use, and complex data types and pointers. *Prerequisite: CIS 1030*

CIS 2221
C++ PROGRAMMING
4 Credits 4 Class Hours

An introduction to the C++ language. Topics include object-oriented program design and development, classes, encapsulation, inheritance, and polymorphism. *Prerequisite: CIS 2220*

CIS 2230
MICROCOMPUTER DATABASE PROGRAMMING
4 Credits 4 Class Hours

An introduction to the concepts and syntax of relational data base management systems for microcomputers. Topics include high-level programming capabilities and development tools of the DBMS, SQL concepts, and database design. *Prerequisite: CIS 1030*

CIS 2240
MICRO SYSTEMS DESIGN PROJECT
4 Credits 4 Class Hours

An introduction to the Systems Analysis and Design. Topics include designing and prototyping a computerized business solution for the microcomputer platform, system development life cycle, and detailed systems specifications. *Prerequisites: Two microcomputer programming courses*

CIS 2270
JAVA APPLICATION DEVELOPMENT
4 Credits 4 Class Hours

An introduction to the JAVA application development tool. Topics include JAVA compilers and interpreters, application development concepts, class methods, inheritance, objects, events, error handling, applets, servlets, database manipulation, and other concepts related to developing JAVA applications. *Prerequisite: CIS 2220*

CIS 2330
ORACLE DATABASE DESIGN AND DEVELOPMENT I
4 Credits 4 Class Hours

An introduction to Oracle's data server technology. Topics include the concepts of both relational and object relational databases, SQL, and creating and maintain database objects to store, retrieve, and manipulate data. *Prerequisite: CIS 2230*

CIS 2340
ORACLE DATABASE DESIGN AND DEVELOPMENT II
4 Credits 4 Class Hours

A continuation of CIS 2230. Topics include PL/SQL syntax, shared PL/SQL application code, forms, reports, data management applications, stored procedures, functions, packages, and database triggers. *Prerequisite: CIS 2330*

CIS 2370
INTRODUCTION TO J2EE
4 Credits 4 Class Hours

A continuation of CIS 2270. Topics include Java 2 Enterprise Edition (J2EE) architecture and its web services technology, database connectivity concepts, Java data object (JDBC), Java and XML, Java Servlets, Java Server Pages (JSP), and Enterprise JavaBeans (EJB), Java's Web services technologies, and Java security. *Prerequisite: CIS 2270*

Civil and Construction Engineering

CIT 1220
MATERIALS AND METHODS OF CONSTRUCTION
3 Credits 3 Class Hours

This is an introduction to construction materials and procedures. Topics include responsibilities of the contract parties, the subsurface report, excavating, dewatering, earthworks, foundations, walls, and frames. Materials discussed include concrete, steel, masonry, timber, copper, aluminum, and glass. *Corequisite: ENGL 1010*

CIT 1230
TESTING OF MATERIALS
2 Credits 1 Class Hour, 3 Lab Hours

An introduction to the standard tests used on construction sites. Topics include methods of testing soils and concrete and evaluation of test results. Tests include mechanical analysis, moisture content, Atterberg Limits, hydrometer analysis, unconfined compression, compaction, field density, concrete slump and cylinder. *Corequisite: DSPM 0850 or equivalent skills*

CIT 2110
STRUCTURAL MECHANICS
3 Credits 3 Class Hours

This is an introductory course on structural analysis to acquaint the student with the forces and loads acting on structures and how they are resisted by the structural system. Topics include components and resultants of forces; equilibrium equations; reactions for beams, frames, and trusses; centroids; moments of inertia; shear and moment

diagrams; and analysis of trusses. Students analyze structures with both calculators and computers. *Prerequisite: MATH 1730*

CIT 2114
CONSTRUCTION MANAGEMENT
3 Credits 3 Class Hours

A comprehensive course designed to familiarize the students with all aspects of a light or heavy construction project. Topics include responsibility and authority, construction documents, contracts, construction law, safety, planning and scheduling, materials and workmanship, and change orders. *Prerequisite: CIT 1220*

CIT 2131 SURVEYING I
4 Credits 3 Class Hours, 3 Lab Hours

This is an introductory course in land surveying. Emphasis is on the basics of field and office work. Topics include errors and accuracy, bearings, azimuths, leveling, coordinate geometry, traverses, topographic mapping, area, volume, construction surveys, radial surveys and introduction to use of data collectors. Laboratory exercises explore the use of the steel tape, automatic level, transit, theodolite, and electronic distance measuring devices. *Prerequisite: MATH 1730*

CIT 2200
HYDRAULICS & WATER SYSTEMS
4 Credits 4 Lecture Hours

This is an introductory course in water flow and Environmental Engineering Technology. Topics include pressure and gravity flow in pipes; sources, treatment, storage, and delivery of potable water; sewer lines and collection of wastewater; and treatment and disposal of wastewater and sludge. *Prerequisite: MATH 1730*

CIT 2301
HYDROLOGY AND SITE DESIGN
3 Credits 1 Class Hour, 4 Lab Hours

An advanced level course designed to use students' prior knowledge of drafting, surveying, and hydraulics in the subdivision and development of property. Topics include storm water runoff and storm sewer systems, street pattern variables and intersections, site planning, utilities, and earthwork calculations. Students will be required to present work using CAD. *Prerequisites: CAD 1200 and MATH 1730*

CIT 2311
SURVEYING II
4 Credits 3 Class Hours, 3 Lab Hours

This is a continuation of CIT 2130. Topics include horizontal circular curves, spiral curves, vertical curves, boundary surveys, construction surveys, slope stakes, celestial observations, state plane coordinates, triangulation, and resection. Laboratory exercises are on the layout of horizontal curves, slope stakes, celestial observations and introduction to GPS. *Prerequisite: CIT 2131*

CIT 2400
STRUCTURAL DESIGN
3 Credits 3 Class Hours

This is a continuation of CIT 2110. Emphasis is placed on the design and of elements of wood structural elements, structural steel elements according to the AISC Code and reinforced concrete buildings according to the ACI Code. Topics include the design of wood beams and columns, steel members, trusses, connections and splice concrete beams, columns, walls, slabs, foundations, and the detailing of steel members and reinforcing bars. *Prerequisite: CIT 2110 Computer Networking*

Computer Networking Technology

CNT 1010
SURVEY OF COMPUTER NETWORKING
4 Credits 4 Class Hours

An introduction to Computer Networking Technology. Topics include communications media, clients, servers, network operating systems, communication protocols, bridges, routers, repeaters, hubs, wireless, and other networking components and procedures. *Prerequisites: DSPR 0800, DSPS 0800, DSPW 0800, DSPM 0850*

CNT 1015
COMPUTER HARDWARE FUNDAMENTALS
4 Credits 4 Class Hours

This course covers the basics of computer hardware as needed to understand computer networking. Topics covered include identification and installation of internal components, disk configuration, ports and cables, networking concepts and connections, peripherals (including network attached), basic troubleshooting and preventive maintenance. *Prerequisites: DSPR 0800, DSPS 0800, DSPW 0800, DSPM 0850*

CNT 1050
NETWARE ADMINISTRATION
4 Credits 4 Class Hours

An introduction to Novell NetWare. Topics include client configuration, server configuration, NDS, network printing, user administration, and security. Restricted enrollment: Degree seeking students only. *Prerequisites:* CNT 1010, CNT 1015, CNT 1170, DSPR 0800, DSPS 0800, DSPW 0800, DSPM 0850

CNT 1060
CISCO ROUTERS I
4 Credits 4 Class Hours

An introduction to Cisco routers configuration and deployment. Topics include safety, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, routers, router programming, star topology, IP addressing, use of networking software, tools, and equipment, and all local, state, and federal safety, building, and environmental codes and regulations. *Prerequisites:* DSPR 0800, DSPS 0800, DSPW 0800, DSPM 0850

CNT 1160
CISCO ROUTERS II
4 Credits 4 Class Hours

A continuation of CNT 1060. Topics include protocols, network standards, LANs, WANs, OSI models, Ethernet, Token Ring, Fiber Distributed Data Interface, TCP/IP Addressing Protocol, dynamic routing, routing, and the network administrator's role and function. *Prerequisite:* CNT 1060, DSPR 0800, DSPS 0800, DSPW 0800, DSPM 0850

CNT 1170
MICROSOFT PROFESSIONAL OS
4 Credits 4 Class Hours

An introduction to Microsoft Windows XP Professional. Topics include operating system installation and configuration, network administration tasks, user profiles, shared resources, network planning and implementation, and security. *Prerequisites:* CNT 1010, CNT 1015, DSPR 0800, DSPS 0800, DSPW 0800, DSPM 0850

CNT 2050
NETWARE ADVANCED ADMINISTRATION
4 Credits 4 Class Hours

A continuation of CNT 1050. Topics include advanced administration concepts, NetWare networks, upgrading from a NetWare 4 or 5 environments, executing Java-based utilities, network

backup and configuring NetWare 6 for remote access. Restricted enrollment: Degree seeking students only. *Prerequisites:* CNT 1010, CNT 1015, CNT 1050, DSPR 0800, DSPS 0800, DSPW 0800, DSPM 0850

CNT 2060
NOVELL DIRECTORY DESIGN AND IMPLEMENTATION
4 Credits 4 Class Hours

An introduction to NDS design and implementation strategy. Topics include NDS design strategy, implementation schedule, and design templates. Restricted enrollment: Degree-seeking students only. *Prerequisite:* CNT 2050, DSPR 0800, DSPS 0800, DSPW 0800, DSPM 0850

CNT 2120
NETWORK CABLING INSTALLATION
4 Credits 4 Class Hours

This course covers the installation of a structured cabling system. Topics covered include horizontal and vertical cable installation and termination, proper design and setup of Main and Intermediate Distribution Facilities, cable way design and installation. This course uses approved BICSI installation standards and provides the student with a thorough knowledge of EIA/TIA standards. *Prerequisites:* CNT 1010, CNT 1015, DSPR 0800, DSPS 0800, DSPW 0800, DSPM 0850

CNT 2130
APPLIED NETWORKING
4 Credits 4 Class Hours

A capstone course in computer networking technology. Topics include Novell servers, Windows servers, UNIX servers, all media types, switches, routers, hub, bridges, gateways, and network security. *Prerequisites:* CNT 1010, CNT 1015, CNT 1170, CNT 1160, CNT 2350, DSPR 0800, DSPS 0800, DSPW 0800, DSPM 0850

CNT 2240 770
INTERNET SECURITY MGMT. W/BORDERMANAGER: ENTERPRISE ED. 3.5 V1.02
4 Credits 4 Class Hours

An introduction to BorderManager. Topics include intranet and Internet security solution, BorderManager: packet filtering, network address translation (NAT), proxy caCHEM services, and Virtual Private Networks (VPN). Restricted enrollment: Degree seeking students only. *Prerequisite:* CNT 2060

CMT 2260
ADVANCED NDS TOOLS & DIAGNOSTICS
4 Credits 4 Class Hours

A continuation of CNT 2060. Topics include NDS, maintain and troubleshoot common NDS issues, and DSDUMP. Restricted enrollment: Degree seeking students only. *Prerequisite:* CNT 2060

CNT 2270
THE NOVELL GUIDE TO NETWORK +
4 Credits 4 Class Hours

An introductory course to Network+. Topics include current skills and competencies addressed by the Computing Technology Industry Association (Comp/TIA). Restricted enrollment: Degree seeking students only. *Prerequisite:* CNT 1010

CNT 2280
DESIGNING A MICROSOFT WINDOWS® 2000 NETWORK INFRASTRUCTURE
4 Credits 4 Class Hours

An introduction to Windows® 2000 Network Infrastructure. Topics include networking services infrastructure design, domain, DHCP, Internet Protocol (IP) address configuration support, Open Shortest Path First (OSPF), Routing Information Protocol (RIP), and Internet Group Management Protocol (IGMP), and IP routing scheme. *Prerequisite:* CNT 2350

CNT 2350
WINDOWS SERVER ADMINISTRATION
4 Credits 4 Class Hours

An introduction to Microsoft Windows 2000 Server. Topics include operating system installation and configuration, network configuration, shared resources, network security, and network domains. *Prerequisite:* CNT 1010, CNT 1015, CNT 1160, DSPR 0800, DSPS 0800, DSPW 0800, DSPM 0850

CNT 2360
WINDOWS ACTIVE DIRECTORY
4 Credits 4 Class Hours

A continuation of CNT 2350. Topics include administrative tasks required to centrally manage large numbers of users and computers, multiple domains, and active directory. *Prerequisite:* CNT 2350

CNT 2410
CISCO ROUTERS III
4 Credits 4 Class Hours

A continuation of CNT 1160. Topics include switches, Local Area Networks (LANs) and Virtual Local Area

Networks (VLANs) design, configuration, and maintenance, Internetwork Packet Exchange (IPX) routing, Interior Gateway Routing Protocol (IGRP) protocols, and network troubleshooting. *Prerequisite: CNT 1160*

CNT 2420
CISCO ROUTER IV

4 Credits **4 Class Hours**

A continuation of CNT 2410. Topics include Wide Area Networks (WANs), Integrated Services Data Networks (ISDN), Point-to-Point Protocols (PPP), and Frame Relay design, configuration, and maintenance. *Prerequisite: CNT 2410*

CNT 2430
CISCO ROUTER V

4 Credits **4 Class Hours**

A continuation of CNT 2420. Topics include CCNA certification, expanded concepts of Wide Area Networks (WANs), Integrated Services Data Networks (ISDN), Point-to-Point Protocols (PPP), and Frame Relay design, configuration and maintenance. *Prerequisite: CNT 2420*

CNT 2440
CISCO ROUTER VI

4 Credits **4 Class Hours**

A continuation of CNT 2430. Topics include advanced study of Wide Area Networks (WANs), Integrated Services Data Networks (ISDN), Point-to-Point Protocols (PPP), and Frame Relay design, configuration and maintenance. *Prerequisite: CNT 2430*

CNT 2530
CISCO ROUTER VII

4 Credits **4 Class Hours**

This course is the seventh in eight courses designed to introduce new content and extend previously learned networking skills, leading to the CCNP certification. Instruction advances the students knowledge and practical experience with multilayer switching, VLAN basics, trunking, spanning tree protocol, multicasting protocols, configuration and maintenance. *Prerequisite: CNT 2440*

CNT 2540
CISCO ROUTER VIII

4 Credits **4 Class Hours**

This course is the eighth in eight courses designed to introduce new content and extend previously learned networking skills, leading to the CCNP certification. Instruction advances the students knowledge and practical experience with network troubleshooting competencies. This includes specific training in the areas of TCP/IP, LAN switching, VLANs,

Frame Relay, ISDN, EIGRP OSPF, BGP, and OSI Layers (1, 2, and 3). *Prerequisite: CNT2530.*

CNT 2550
FUNDAMENTALS OF NETWORK SECURITY I

4 Credits **4 Class Hours**

The course focuses on security policy design and management; security technologies, products and solutions. The installation, configuration and maintenance of a secured router environment will be addressed. Security features such as AAA, IDS, NAT, and VPN will be implemented on a router. *Prerequisite: CNT 2420*

CNT 2560
FUNDAMENTALS OF NETWORK SECURITY II

4 Credits **4 Class Hours**

The course focuses on security policy design and management; security technologies, products and solutions. The installation, configuration and maintenance of a secured PIX firewall environment will be addressed. Other features such as AAA, IDS, NAT, and VPN will be implemented within the firewall arena. *Prerequisite: CNT 2550*

CNT 2450
NETWORK SECURITY

An introduction to network security concepts and application. Topics include securing a single computer, peer-to-peer networks, and worldwide client/server networks. *Prerequisites: CNT 2350*

Visual Communications

COM 1000
BEGINNING HTML

3 Credits **Taught via Web**

A beginning course in HTML, providing instruction in creating Web pages. Students will learn to write HTML code by hand using a basic text editor. Topics include using HTML tags to format headings and text, to display images, and to create lists, links, tables, frames, and forms. *Prerequisites: Basic computer and Web navigation skills.*

COM 1010
BASIC WEB DESIGN

3 Credits **Taught via Web**

Presents the principles for planning and designing attractive and informative Web pages and Web sites. The course explores the factors that affect Web layout and design, such as browser choice, screen resolution, navigation, connection speed,

typography, graphics, and color. *Prerequisites: DSPM 0700, DSPR 0700 and Basic computer skills.*

COM 1020
BASIC WEB GRAPHICS

3 Credits **Taught via Web**

An introductory class using a graphics program, scanner, and other digital devices to create and edit graphic images for web pages. Projects will be included to allow students to demonstrate mastery of the use of a graphics program. This course is taught using Photoshop. *Prerequisite: COM 1010*

COM 1030
OVERVIEW OF WEB TOOLS

3 Credits **Taught via Web**

This course is designed to introduce students to a variety of software packages for creating Web pages. Students will survey the basics of software packages such as Dreamweaver, GoLive, Flash and others. *Prerequisites: COM 1000 and COM 1010*

COM 1111
GRAPHIC PROCESSES AND TECHNIQUES

3 Credits **2 Class Hours, 2 Lab Hours**

An introductory course designed to acquaint the beginning student with graphic arts processes, techniques, and terminology. Topics in color, paper stocks, production workflows, printing operations, safety, and bindery systems are presented. Projects acquaint students with the use of design tools and techniques. *Prerequisites: DSPM 0700 and DSPR 0700*

COM 1120
THE BUSINESS OF VISUAL COMMUNICATIONS

3 Credits **3 Class Hours**

Explores the relevant ethical and legal implications of the normal activities and transactions in the visual communications workplace. Specific topics include organizational structures, careers, job sheets, timesheets, estimates, usage agreements, and copyright. *Prerequisites: DSPM 0700 and DSPR 0700*

COM 1130
GRAPHIC DESIGN I

3 Credits **3 Class Hours**

Topics include the principles and elements of design, basic drawing and media techniques and the design/creative processes for visual communications. *Prerequisites: COM 1111 and COM 1150; Corequisite: COM 2120*

COM 1150
TYPE CONCEPTS

3 Credits

3 Class Hours

Topics include timesteps, terminology, type specifications, measurement, and type as a design element for visual communications.

COM 1170
TECHNOLOGY FOR PRINT PRODUCTION

3 credits

3 Class Hours

A course that introduces students to current industry standards of digital file preparation for reproduction. Topics include terminology, digital fonts, file formats, scanning, and desktop systems. *Prerequisites:* COM 1111 and *Basic computer skills* or COM 1210

COM 1190
DIGITAL PHOTOGRAPHY FOR DESIGNERS

An introduction to basic digital photography focusing on skills useful for a graphic designer. Topics include basic operation of a digital camera, composition, camera controls, exposure, and basic image enhancement for creative use.

COM 1210
INTRODUCTION TO ELECTRONIC MEDIA

3 Credits

3 Class Hours

An introduction to the Macintosh® computer environment and operating system for desktop publishing. Topics include the use of word processing, database, spreadsheet, drawing, and painting components of an office software package. *Prerequisite:* *Basic typing skills*.

COM 1220
GRAPHIC DESIGN II

3 Credits

2 Class Hours, 2 Lab Hours

A continuation of COM 1130. Topics include the creative aspects of the design and production of applied art for visual communications, stressing the importance of concept, type, and graphics in practical project applications. *Prerequisites:* COM 1130, COM 1150, and COM 2210; *Corequisite:* COM 1230

COM 1230
INTRODUCTION TO DIGITAL IMAGING

3 Credits

2 Class Hours, 2 Lab Hours

An introduction to basic digital imaging using Adobe Photoshop®. Topics include navigation of the interface, the tools, using layers, adjustment layers, layer styles, filters, creating and manipulating selections, masking principles, cropping, image size and

resolution, and image compositing of raster images. *Prerequisite:* *Basic computer skills*.

COM 2120
ELECTRONIC PUBLISHING I

3 Credits

3 Class Hours

An introduction to page layout software using QuarkXPress®. Topics include: page set-up, the use of text boxes, manipulation of text using basic typographic etiquette, and the use of picture boxes in a variety of print documents. *Prerequisites:* *Basic computer and typing skills*.

COM 2130
ELECTRONIC PUBLISHING II

3 Credits

3 Class Hours

A continuation of COM 2120. Topics include: use of styles sheets and master pages, manipulation of text and images, and production of various print materials including a newsletter. *Prerequisite:* COM 2120

COM 2170
VISUAL COMMUNICATIONS PORTFOLIO

3 Credits

2 Class Hours, 2 Lab Hours

Topics include portfolio preparation, resume development, job interview skills, and portfolio review by industry professionals. *Prerequisites:* COM 1170, COM 1220, COM 1230, COM 2130, and COM 2210

COM 2210
ELECTRONIC DESIGN AND ILLUSTRATION

3 Credits

3 Class Hours

An introduction to executing vector-based illustrations using Adobe Illustrator®. Topics include navigation of the interface, the tools, drawing and manipulating basic objects, creating and manipulating type, drawing with the pen tool, applying color, using layers, and transformation and pathfinder techniques. *Prerequisite:* *Basic computer skills*.

COM 2220
ELECTRONIC PUBLISHING PRACTICUM

3 Credits

2 Class Hours, 2 Lab Hours

A continuation of COM 1220. Topics include the design and execution of a variety of electronic publishing projects utilizing graphic design, computer-based drawing, digital imaging techniques, working with a client, and job-based work production skills. *Prerequisite:* COM 1170, COM 1220, COM 1230, COM 2130, and COM 2210

COM 2240
ADVANCED DIGITAL IMAGING FOR PHOTOGRAPHERS

3 Credits

3 Class Hours

A continuation of COM 1230 using Adobe Photoshop®. Topics include manipulation of photographic images in a digital format, digital asset management, digital workflow, cropping, tone and color correction, selection techniques, masking, colorization, image enhancement, and sharpening techniques. *Prerequisite:* COM 1230 or *departmental permission*.

COM 2250
ADVANCED DIGITAL IMAGING FOR DESIGNERS

3 Credits

3 Class Hours

A continuation of COM 1230 using Adobe Photoshop®. Topics include drawing with shape layers, creating custom brushes and patterns, advanced selecting and masking techniques, learning and utilizing photographic and illustrative techniques to execute projects appropriate for the graphic design industry. *Prerequisite:* COM 1230 or *departmental permission*.

COM 2260
ADVANCED QUARKXPRESS® PRODUCTION TECHNIQUES

3 Credit Hours

3 Class Hours

An advanced course in the use of QuarkXPress® desktop publishing software in a production environment. Topics include: use of style sheets and master pages in multiple page documents, design and production problem-solving, conversion to PDF format, and working with service bureaus and printers. *Prerequisite:* COM 2130 or *permission of the instructor*.

COM 2270
ADVANCED COMPUTER ILLUSTRATION TECHNIQUES

3 Credits

3 Class Hours

A continuation of COM 2210 using Adobe Illustrator®. Topics include logo re-creation, perspective and dimensional techniques, creating custom brushes, patterns, fills, the execution of complex vector objects, and the execution of a variety of design projects utilizing these techniques. *Prerequisite:* COM 2210 or *departmental permission*.

COM 2330
INTRODUCTION TO ELECTRONIC PRE-PRESS

3 Credits

3 Class Hours

An overview course which discusses the impact of desktop publishing and digital imaging on the pre-press industry. The topics include image

input and output; digital color and mechanicals; data storage, and different proofing methods. The course will acquaint students with the variety of jobs offered in this field from customer service representative to file evaluation, through digital stripping of color separated files. *Prerequisites: at least three Macintosh® computer classes or equivalent experience.*

Computer Technology

CPT 1010 HELPDESK TECHNOLOGY I 3 Credits 3 Class Hours

This broad-based course introduces students to the role of computer technology in support of business processes and procedures. Concepts explored include computer user support, customer service skills, troubleshooting skills, common support problems, help desk operation and management, common help desk tools and procedures, and basic hardware and software installation and maintenance.

CPT 1500 MICROPROCESSOR SYSTEM PRINCIPLES 3 Credits 3 Class Hours

Provides students with a basic introduction to microprocessor-based computer systems. In addition to developing technical skills in Information Technology, this course also focuses on developing skills in team building, written and oral communication, and critical thinking skills through problem-based methods.

CPT 2320 TELECOMMUNICATIONS 4 Credits 4 Class Hours

Studies communications techniques and systems used for digital data transfer. Covers digital transmission and various modulation techniques. Examines error detection, data compression, encryption, protocols, ISDN, CCITT, and ISO standards. Presents telephone networks and characteristics, satellite communications, and fiber optics. Covers the RS-232 standard, UARTs, a PBX, and asynchronous and synchronous modems extensively in both lecture and laboratories. *Prerequisites: CPT 1010, CPT 1500, and CTD 1010*

CPT 2410 COMPUTER PERIPHERALS 4 Credits 4 Class Hours

Studies the architecture and functional operations of up-to-date computer peripherals. Covers RS-232, parallel,

TTL, and GPIB interfaces. Includes peripheral devices, disk and tape drives, CD-ROM drives, printers, monitors, keyboards, flat-panel displays, plotters, mice and other position digitizers, optical readers, speech recognition/ synthesis units, and the MIDI musical interface. Laboratory sessions provide practice in following procedures according to technical manuals to install, operate, adjust, perform preventive maintenance on, and troubleshoot peripheral devices. *Prerequisites: CPT 1010, CPT 1500, & CTD 1010*

CPT 2425 UNIX/LINUX 4 Credits 4 Class Hours

Studies the Xenix/Unix Operating Systems. The characteristics of shared resources, multiuser systems, multi-tasking systems, security, and device drivers are examined. Hardware and software requirements of Unix/Xenix are examined. Installation, configuration, and performance tuning are emphasized. *Prerequisite: CTD 1010*

CPT 2430 SYSTEM TROUBLESHOOTING 4 Credits 4 Class Hours

A comprehensive study of microcomputer hardware and software and their interrelationships. Emphasizes the determination of software and/or hardware failures using equipment bugged with canned or actual failures. Also, includes the use of diagnostic programs to identify and isolate a non-functioning device or sub-system, the proper techniques for performing a reliable repair, and the performance of preventive maintenance. *Corequisite: CPT 2410*

CPT 2450 ADVANCED UNIX 3 Credits 3 Class Hours

This course covers advanced UNIX concepts including shell scripting, terminal configuration, uucp, ftp, file sharing, kernel configuration, installation, monitoring system resources, and fsck. *Prerequisite: CPT 2425*

CPT 2460 ADVANCED TOPICS IN COMPUTER TECHNOLOGY 4 Credits 4 Class Hours

This course is designed to advance studying current computer technology concepts. Topics covered in the course will change to reflect emerging trends in computing technology. Currently, this course will focus on Computer Security methods and procedures for maintaining a secure computing environment. *Corequisite: CPT 2430*

Culinary Arts

CUL 1010 HOSPITALITY & SUPERVISORY MANAGEMENT 3 Credits 3 Class Hours

An introduction to the hospitality industry is covered in the first half of this course. Students will study the organization and services provided by the lodging, food and beverage segments of the industry. Career opportunities within the various industry segments are explored, with a focus on the food and beverage industry. The second half of this class will focus on the chef as supervisor and manager. Topics discussed will include communication and motivation, total quality, leadership, training, and team performance. This course satisfies the American Culinary Federation (ACF) supervisory management education requirement for certification.

CUL 1015 SANITATION AND SAFETY 2 Credits 2 Class Hours

An introduction to sanitation and safety issues and practices involved in the food preparation process. Prevention of all types of food contamination and the Hazard Analysis Critical Control Point (HACCP) food safety system is emphasized. The course presents a manager's perspective of food safety, cleanliness standards, and work safety. Basic First Aid procedures are also presented. This course satisfies the American Culinary Federation (ACF) sanitation education requirement for certification.

CUL 1020 BAKING SKILLS 3 Credits 1 Class Hour, 4 Lab Hours

An introductory course in the principles of baking designed to provide the culinary student a foundation in bakeshop skills. Areas include bakeshop ingredients, their function, measurement, and scaling. Lab Hours will function as a bakeshop environment, and through practice the student will develop basic baking skills. Scratch baked items to include quick breads and muffins, yeast breads, cookies, Danish pastries, and assorted pies. *Corequisite: CUL 1015*

CUL 1040 CULINARY I 3 Credits 2 Class Hours, 2 Lab Hours

An introduction to hot food production for culinary arts majors. Students are instructed in the basic theories and methods of cooking and learn the vocabulary of culinary arts. Emphasis is

placed on the development of sound, safe, and sanitary kitchen practice. Students are introduced to the kitchen production environment and will practice basic skills and receive instruction in the use of kitchen tools and equipment. Production items will include vegetable and starch preparation, stocks and soups, and egg cookery. Students enrolled in this course must enroll in CUL 1015, Sanitation and Safety concurrently. *Corequisite: CUL 1015*

CUL 1045 CULINARY II

3 Credits **1 Class Hour, 4 Lab Hours**

A continuation of CUL 1040, this kitchen/lab based production course builds upon principles and skills presented in Culinary I. The areas of food preparation include stocks, soups, sauces, beef, pork, and poultry items, as well as vegetables and starches. Students will be exposed to the methods and theories of cooking and gain practical experience through actual production of the mentioned items. In addition, students will prepare a number of buffets using recipes and techniques as practiced in class. *Prerequisite: CUL 1040*

CUL 1050 NUTRITION & MENU PLANNING

3 Credits **3 Class Hours**

An introduction to nutritional principles and guidelines for culinary arts majors. Nutrients, carbohydrates, lipids, proteins, minerals, and vitamins are discussed. Students learn to plan meals and menus based on the above principles using nutritional guidelines as the primary basis. This course satisfies the American Culinary Federation (ACF) nutrition education requirement for certification.

CUL 2010 PURCHASING & COST CONTROL

3 Credits **3 Class Hours**

An introduction to cost control and menu pricing for culinary arts majors. Students in this course are introduced to the following areas: the distribution system, the function of the purchasing agent, product selection, purchases, inventories, and storage of all products used within foodservice. Topics will include product pricing, food cost, sales, inventory levels, spoilage, and waste. Students will learn how to set up an ingredients inventory, cost recipes and menus, and perform a menu analysis. Basic math skills are required for this course, as is a basic knowledge of spreadsheet software.

CUL 2020 ADVANCED BAKING & PASTRY

3 Credits **1 Class Hour, 4 Lab Hours**

A continuation of CUL 1020, this second-year course in baking will build upon baking skills developed in baking skills. Students will prepare a variety of pastries including tarts, cakes, and restaurant-style desserts. The use of sauces and plate presentations will be emphasized. Students will be required to create a dessert menu and demonstrate baking proficiency through production of selected menu items. *Prerequisite: CUL 1020*

CUL 2030 GARDE MANGER & CATERING

3 Credits **1 Class Hour, 4 Lab Hours**

A continuation of CUL 2050, this course focuses on cold food preparation and presentation in buffet and catering applications. Food items prepared will include hot and cold appetizers, canapés, patés, terrines, and salads. Buffet design, layout, and execution will be examined, and students will plan a buffet with menus. Issues involved in providing a food-catering event are covered including planning, preparation, customer proposals, customer service, and transportation. A term project will involve the planning and preparation of a catering event. *Prerequisite: CUL 2050*

CUL 2035 TABLE SERVICE AND BEVERAGE MANAGEMENT

2 Credits **2 Class Hours**

An introduction to the various styles of table service and service standards required of professional wait personnel. Guest relations, order taking, and organization of the dining room will be studied. Students will gain experience through practice within a simulated service environment. Beverage management issues include inventory and purchasing, proper use of glassware, and the pairing of wine with food.

CUL 2050 CULINARY III

3 Credits **1 Class Hour, 4 Lab Hours**

A continuation of CUL 1045, this second-year advanced food production class will focus on complete plate preparation and presentation of entrée, starch, and vegetable. Students will prepare a number of seafood entrées as well as poultry, beef, and vegetarian offerings. Proficiency will be demonstrated through hands-on production in the kitchen lab. A term project will include the creation of a menu and students will be required to

prepare selected items from that menu. A comprehensive theory exam covering concepts from Culinary I – III will be given at the end of the course. *Prerequisite: CUL 1045*

CUL 2055 INTERNATIONAL CUISINE

3 Credits **1 Class Hour, 4 Lab Hours**

A continuation of CUL 2050, students will study and prepare items from various cuisines using cooking techniques developed in Culinary I – III. The types of international cuisines will include French, Italian, and Asian, as well as other ethnic and regional styles. Dishes that utilize indigenous ingredients, flavors, and techniques will be prepared in both a la carte and buffet preparation. For their term project, students will select a cuisine, investigate its history, learn its style, and prepare a report and menu of that cuisine. *Prerequisite: CUL 2050*

CUL 2210 INTERNSHIP I

1 Credit **300 Contact Hours**

A 300-hour paid work internship in a food production environment. Students will prepare a report detailing their experience. The student is required to have the internship approved by the program coordinator. *Prerequisite: CUL 1040*

CUL 2220 INTERNSHIP II

1 Credit **300 Contact Hours**

A continuation of CUL 2210, this course is a 300-hour paid work internship in a food production environment. Students will prepare a report detailing their experience. The student is required to have the internship approved by the program coordinator. *Prerequisite: CUL 2210*

Developmental Mathematics

DSPM 0700 BASIC MATHEMATICS

3 Credits **3 Class Hours**

Students study mathematics competencies that includes whole numbers, fractions, decimals, ratio and proportion, percents, and topics in algebra that include signed numbers, exponents, algebraic expressions with sums and differences, and solving simple algebraic equations.

**DSPM 0800
ELEMENTARY ALGEBRA**

3 Credits **3 Class Hours**

This first course in algebra emphasizes the fundamental operations of real numbers, polynomials, exponents, factoring, ratio, proportion, linear equations and applications, single variable inequalities, evaluating algebraic expressions, solving quadratic equations by factoring, and introduction to graphing. *Prerequisite: DSPM 0700 or equivalent skills*

**DSPM 0850
INTERMEDIATE ALGEBRA**

3 Credits **3 Class Hours**

This second course in algebra emphasizes sets, the real number system, fundamental operations of algebraic factoring, algebraic linear equations and linear inequalities, stated problems, rational expressions and equations, exponents and radicals, inequalities, linear systems, and graphing linear and quadratic equations. *Prerequisite: DSPM 0800 or equivalent skills*

Developmental Reading

**DSPR 0700
BASIC READING**

3 Credits **ESL Sections Offered**
3 Class Hours

Helps improve students' reading comprehension. Topics include vocabulary improvement, literal reading comprehension, (recalling story detail, recognizing sequence, identifying main ideas, and identifying major and minor support) and inferential reading comprehension (drawing conclusions, making inferences, and recognizing implied main ideas).

**DSPR 0800
DEVELOPMENTAL READING**

3 Credits **ESL Sections offered**
3 Class Hours

Designed to develop necessary literal and critical comprehension skills for reading textbook passages ranging from paragraphs to chapters and to enhance vocabulary skills. *Prerequisite: DSPR 0700 or demonstrated equivalent skills*

Learning Strategies

**DSPS 0800
LEARNING STRATEGIES**

3 Credits **ESL Sections offered**
3 Class Hours

Emphasizes how to succeed in college, while developing such academic skills as managing time and environment, analyzing and mastering the contents

of lectures and textbook chapters, and preparing for and taking tests. Units include setting goals, making career and academic decisions, utilizing resources, and coping with anxiety.

Developmental Writing

DSPW 0700 BASIC WRITING

3 Credits **ESL Sections Offered**
3 Class Hours

Students study grammar and sentence skills, learn to write effective paragraphs, and to organize an essay. Writing skills may be further improved through a computer-assisted laboratory.

**DSPW 0800
DEVELOPMENTAL WRITING**

3 Credits **ESL Sections Offered**
3 Class Hours

Students combine writing and reasoning skills with research skills to produce paragraphs and short essays based on observation, interviews, and written materials. Papers are developed using narrative, description, comparison and contrast, cause and effect, and persuasion. Group discussion and one short documented paper are required. *Prerequisite: DSPW 0700 or equivalent skills*

Early Childhood Education

**ECED 1010
INTRODUCTION TO EARLY
CHILDHOOD EDUCATION**

2 Credits

An introduction to the early childhood profession including an emphasis on professionalism and developmentally appropriate practice. Includes an overview of history of early education, theoretical program models, different types of early childhood programs, community resources, professional organizations, and contemporary trends and issues in programs for children ages birth to nine. Field experiences required.

**ECED 2001, 2002, OR 2003
SPECIAL TOPICS IN EARLY
CHILDHOOD EDUCATION**

(1, 2, or 3 credits)

A study of programs, trends, and issues in the field of early childhood education.

**ECED 2010
SAFE, HEALTHY,
LEARNING ENVIRONMENTS**

3 Credits

A study of the basic principles and practices of safety, health and nutrition as they relate to the early childhood setting, home, and community for

children ages birth to nine. Also included is a study of principles of creating appropriate learning environments for young children. Field experiences required.

**ECED 2015
EARLY CHILDHOOD
CURRICULUM**

3 Credits

A study of developmentally appropriate practices and the teacher's role in supporting development of young children ages birth to nine. An emphasis on curriculum planning including goals, environment, roles of teachers and parents, materials, and settings. Field experiences required. *Prerequisite: 1010, 2010 or Department Approval.*

**ECED 2020
INFANT, TODDLER,
CHILD DEVELOPMENT**

3 Credits

An overview of the physical, cognitive, social, and emotional aspects of young children and their application to the care, guidance, and development of the child birth to nine. Laboratory observation and interaction. *Prerequisite: ECED 1010, 2010 and completion of all DSP requirements for reading, writing, and learning strategies or Department Approval.*

**ECED 2030
INFANT AND TODDLER CARE**

3 Credits

A study of the care and education of infants and toddlers, birth to age three in group settings (i.e. child care centers, family child care homes, Early Head Start). Includes rationales and strategies for supporting the whole child including cognitive, language, social-emotional, and physical development in a safe, responsive environment. Emphasis is on relationship-based care and education with special attention to the unique environmental aspects of programs for the child under three. *Prerequisite: None.*

**ECED 2040
FAMILY DYNAMICS AND
COMMUNITY INVOLVEMENT**

3 Credits

An overview of the role of the family and community in the physical, cognitive, social, and emotional growth of the child in a diverse society. Includes benefits of and strategies for developing positive, reciprocal relationships with families in an early childhood setting ages birth to age 9. Field experiences required. *Prerequisite: ECED 2015 or Department Approval.*

ECED 2050
PSYCHOMOTOR DEVELOPMENT
3 Credits

An overview of the major theories of psychomotor development and the application to the development of the young child ages birth to nine. Particular emphasis is placed on the positive development of motor skills. Field experiences required.
Prerequisite: ECED 2020 or Department Approval.

ECED 2060
DEVELOPMENT OF
EXCEPTIONAL CHILDREN
3 Credits

A study of the practices that early childhood professionals can apply to develop a more inclusive and accessible environment for all children ages birth to nine. Provides students with skills to include children of all abilities through appropriate arrangement of the environment. Includes strategies for developing strong relationships with families and other community agencies. Field experience is required.
Prerequisite: ECED 2020 and 2040 or Department Approval.

ECED 2070
DEVELOPMENTAL ASSESSMENT
3 Credits

A study of assessment for children from birth to nine years of age. Both formal and informal instruments will be discussed with the emphasis on tools that can be used by teachers of young children. Considerations in choosing, administering, and reporting results of assessments will also be addressed. Field experiences required.
Prerequisite: ECED 2020 or Department Approval.

ECED 2080
LANGUAGE AND LITERACY IN
EARLY CHILDHOOD
3 Credits

A study of the research-based principles and practices for providing young children aged birth to nine a strong foundation in language and literacy within a developmentally appropriate approach. Field experiences required.
Prerequisite: ECED 2015, 2020 or Department Approval.

ECED 2085
MATH AND SCIENCE IN
EARLY CHILDHOOD
3 Credits

A course on the standards, principles, and practices in teaching mathematics and science to young children ages birth to nine. An emphasis will be placed on developing an integrated

math and science curriculum that includes appropriate content, processes, environment and materials, and child-centered choices. Field experiences required.
Prerequisite: 2015, 2020 or Department Approval.

ECED 2090
CREATIVE DEVELOPMENT
3 Credits

A study of the strategies for promoting creative development of the child ages birth to nine. Students will gain an understanding of the concept of creativity: what it is, why it is important, and how the development of creativity in young children can be encouraged. Emphasis is on the development of creativity in relation to art, music, language, movement, and dramatic arts. Field experiences required.

ECED 2095
SCHOOL AGE CURRICULUM

A study of developmentally appropriate practices and the teacher's role in supporting development of children ages five to fourteen in school-age care settings. An emphasis on planning curriculum that is based on the needs of school-age children, setting goals, planning the environment, selecting materials, and roles of staff and parents. Field experiences required.

ECED 2100
THE MENTORING TEACHER
3 Credits

A study of the philosophy, principles, and methods of mentoring adults who have varying levels of training. Emphasis will be on the role of mentors as facilitators of adult learning while simultaneously addressing the needs of children, parents, and other staff.
Prerequisite: Department Approval.

ECED 2120
ADMINISTRATION OF CHILD
CARE CENTERS
3 Credits

A study of organization and administration practices applicable to the child care center. Topics of special consideration will include leadership, enrollment and public relations, staff-management, financial management, facilities, regulations, parent relations, and program development. Field experiences required.

ECED 2110
ADVANCED LEARNING
ENVIRONMENTS
3 Credits

A study of the skill, knowledge, and materials development that are

necessary in the provision of a developmentally appropriate environment for young children ages birth to nine. Field experiences required.

ECED 2130
CLINICAL PRACTICUM I
2 Credits

A supervised practicum with a minimum of 15 clock hours in seminar and 45 clock hours in early childhood practical experiences. Course includes a study of the physical and human qualities that combine to create an environment that is safe and healthy, and promotes optimum learning for young children ages birth to nine.
Prerequisite or Co-requisite: ECED 2010 or Department Approval.

ECED 2140
CLINICAL PRACTICUM II
2 Credits

A supervised clinical experience with a minimum of 15 clock hours in seminar and 45 clock hours in an approved Clinical Site (NAEYC, NAFCC or NSACA accredited agency or Dept. approved site). Course includes emphasis on using reflective practice to examine components of quality, set goals, and design a plan for professional growth for the early childhood educator of children ages birth to nine.
Prerequisite: ECED 1010, 2010, 2015, 2040, 2130 or Department Approval.

ECED 2150
CLINICAL PRACTICUM III
2 Credits

A supervised practicum experience with a minimum of 15 clock hours in seminar and 45 clock hours of approved early childhood practical experiences. This course focuses on the student's demonstration of competencies that produce positive developmental outcomes for young children ages birth to nine.
Prerequisite: All required ECED courses or Department Approval.

Economics

ECON 1111
PRINCIPLES OF
MACROECONOMICS *
3 Credits **3 Class Hours**

A study of the countless problems of surviving and making a living all over the world. Topics include national income, the monetary system, economic fluctuations, fiscal policy, and the international economy. A study of institutions that help develop the national and international economy. Defines the principles of economics in a study of the problems of scarcity,

choice, and the law of supply and demand through discussion and analysis of current economic events. *ECON 1111 meets the General Education requirement for Social Sciences. Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills.*
*This course is part of the general education core.

ECON 1121
PRINCIPLES OF MICROECONOMICS *
3 Credits 3 Class Hours

A study of decision making by households and businesses, production, competition and market structures, government, labor markets, unions, and the distribution of income. Topics include the principles of scarcity, choice, and the laws of supply and demand and are examined through discussions and analysis of current economic events. *ECON 1121 meets the General Education requirement for Social Sciences. Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills.*
*This course is part of the general education core.

Electrical–Electronic Engineering

EETH 1110
ELECTRIC CIRCUITS
4 Credits 4 Class Hours

This is an introductory course for all Electrical Engineering Technology concentrations. Topics include voltage, current, resistance, and power in D.C. and A.C. circuits, series, parallel, and more complex circuits using Kirchoff's laws and selected network theorems, capacitance and inductance, resonance, transformers and polyphase concepts. *Prerequisite: DSPM 0850 or equivalent skills*

EETH 1115
ELECTRIC CIRCUITS LAB
1 Credit 2 Lab Hours

This is a laboratory course that parallels the EETH 1110 lecture course. Lab exercises include building, measurement and analysis of DC and AC circuits containing resistance, inductance and capacitance. *Corequisite: EETH 1110*

EETH 1150
ELECTRONIC & DIGITAL CIRCUITS
3 Credits 2 Class Hours, 2 Lab Hours

This is an introductory course for Computer Networking and Computer Technology majors. Topics include

theory, problem solving, and laboratory experiments in the following electronics and digital areas: DC series/parallel circuits, open/shorts, AC, capacitors, inductors, diodes, and switching transistors, logic gates, combinational circuits, registers, memory devices, and digital to analog conversion. This course also examines binary and other number base systems and codes. Digital IC circuits are constructed in the laboratory exercises to support classroom presentations of logic circuits. *Prerequisite: DSPM 0850 or equivalent skills*

EETH 1210
ELECTRONIC CIRCUITS
4 Credits 4 Class Hours

An intermediate course in electrical theory as applied to electronics. Topics include solid state electronics as circuit elements, including diodes, bipolar transistors, rectifier circuits, Zener diode regulators, power supplies, power amplification, junction and MOSFETs, applications in selected linear circuits and operational amplifiers in various feedback configurations. *Prerequisite: EETH 1110*

EETH 1215
ELECTRONIC CIRCUITS LAB
1 Credit 2 Lab Hours

This is a laboratory course that parallels the EETH 1210 lecture course. Lab exercises include constructing and analyzing discrete and integrated analog transistor circuits. *Corequisite: EETH 1210*

EETH 1220
TRANSFORMERS AND ROTATING MACHINES
3 Credits 2 Class Hours, 2 Lab Hours

This is an intermediate level course that provides an understanding of electrical machinery. Topics include transformer theory and application, single-phase and three-phase connections, auto-transformers, special instrument transformers, the development of horsepower, torque, efficiency as related to the operation of D.C. motors and generators, single-phase and three-phase motors, alternators, step-motors, resolvers, synchros, and comparisons in the performance of machines. *Prerequisite: EETH 1110 and EETH 1115*

EETH 1125
TRANSFORMERS AND ROTATING MACHINES LAB
1 Credit 2 Lab Hours

This is a laboratory course that parallels the EETH 1220 lecture course. Topics include construction of common single phase and three phase DC and AC

motor, generator and transformer systems. *Corequisite: EETH 1220*

EETH 1260
ELECTRICAL TECHNOLOGY
3 Credits 3 Class Hours

This is an introductory course that reviews the basics of electrical power for non-electrical students. Topics include D.C. and A.C. circuits, transformers, rotating machinery, electrical and electronic controls, and electrical energy. *Prerequisite: DSPM 0850 or equivalent skills*

EETH 1265
ELECTRICAL TECHNOLOGY LAB
1 Credit 2 Lab Hours

This is a laboratory course that parallels the EETH 1260 lecture course. Lab exercises include building and measurement of DC and AC circuits containing resistance, inductance and capacitance and basic motor and generator exercises. *Corequisite: EETH 1260*

EETH 1400
DIGITAL ELECTRONICS
3 Credits 2 Class Hours

An advanced level course that presents the concepts of Boolean Algebra and their applications to designing with and analyzing digital integrated circuits. Topics include binary and other number base systems and codes, logic circuits, A/D and D/A converters, counters, shift registers, adders, multiplexers, encoders and various memory devices and their operation. *Corequisites: EETH 1110 and MATH 1730*

EETH 1405
DIGITAL ELECTRONICS LAB
1 Credit 2 Lab Hours

This is a laboratory course that parallels the EETH 1400 lecture course. Topics include the construction and analysis of 7400 series I/C circuits, A/D, D/A converters, counters, registers, and similar digital circuits. *Corequisite: EETH 1400*

EETH 2010
INDUSTRIAL ELECTRONIC CONTROLS
3 Credits 3 Class Hours,

This is an advanced level course in control circuits and electronic devices used in operating machines and processes in industry. Topics include design of control circuits using relay logic and solid-state logic, solid-state control of D.C. motors, A. C. motors, and stepper motors, power supplies, operational amplifiers, thyristors, transducers, timers, optical and thermal devices, and other components such as

programmable controllers to show how automated equipment can be accurately controlled. *Prerequisites: EETH 1210 or permission of the instructor*

**EETH 2015
INDUSTRIAL ELECTRONIC
CONTROLS LAB**

1 Credit **2 Lab Hours**

This is a laboratory course that parallels the EETH 2010 lecture course. Lab exercises include construction, measurement and analysis of control circuits. *Corequisite: EETH 2010*

**EETH 2210
CIRCUIT ANALYSIS**

2 Credits **1 Class Hour, 2 Lab Hours**

This is a continuation of EETH 1210. Topics include application of previous training to troubleshoot solid-state electronic circuits and systems using basic tools and a review of two-port networks, filters, and transfer functions. *Prerequisite: EETH 1210*

**EETH 2220
ELECTRONIC COMMUNICATIONS**

2 Credits **2 Class Hours**

This is an introductory course in electronic communications. Topics covered will include signal generation, amplitude modulation, transmission and reception, single sideband systems, angle modulation transmission, angle modulation receivers, FM stereo and two-way FM, television, transmission lines, electro magnetic wave propagation, antennas and waveguides, microwave communications, and satellite communications. *Prerequisite: EETH 1210*

**EETH 2225
ELECTRONIC
COMMUNICATIONS LAB**

1 Credit **2 Lab Hours**

This is a laboratory course that parallels the EETH 2250 lecture course. Lab exercises include construction, analysis and trouble-shooting of communications systems. *Corequisite: EETH 2220*

**EETH 2230
DIGITAL COMMUNICATIONS**

2 Credits **2 Class Hours**

This is an advanced level communications course. Topics include optical fiber communication, digital communications, digital transmission, digital line encoding, multiplexing, high definition television, satellite multiple-access, mobile telephone service and digital radio. *Prerequisite: EETH 1210*

**EETH 2235
DIGITAL COMMUNICATIONS LAB**

1 Credit **2 Lab Hours**

This is a laboratory course that parallels the EETH 2230 lecture course. Lab exercises include construction, analysis and troubles shooting digital communications systems. *Corequisite: EETH 2230*

**EETH 2240
INSTRUMENTATION**

2 Credits **2 Class Hours**

This is an advanced level course in the industrial transducer devices most commonly used by industry in Automated Process Control Systems. Topics include electrical and mechanical transducers applied in the measurement of temperature, pressure, flow and position, and exercises using computers and computer interfacing to give a realistic approach to the industrial application of these devices. *Prerequisite: EETH 1210*

**EETH 2245
INSTRUMENTATION LAB**

1 Credit **2 Lab Hours**

This is a laboratory course that parallels the EETH 2240 lecture course. Lab exercises include building bridges, and work with transducers and computer interfaces. *Corequisite: EETH 2240*

**EETH 2250
INTRODUCTION TO FIBER OPTICS**

2 Credits **2 Class Hours**

An introductory course in optical fiber as another medium in which information can be transmitted, received, multiplexed, demultiplexed, and distributed. Topics include light sources, detectors, connectors and splices, coupler, fiber-optic systems, and installation and types of fiber-optic equipment. *Prerequisite: EETH 1210*

**EETH 2255
INTRODUCTION TO FIBER
OPTICS LAB**

1 Credit **2 Lab Hours**

This is a laboratory course that parallels the EETH 2250 lecture course. Lab exercises include construction, installation, analysis and trouble-shooting of fiber optic systems. *Corequisite: EETH 2250*

**EETH 2330
ADVANCED PLC PROGRAMMING**

4 Credits **3 Class Hours, 3 Lab Hours**

Study in the applications of advanced PLC instructions. The course will cover shift register, bit and file manipulation, advanced logic and math instructions, remote I/Os, indirect addressing, communication to intelligent modules

and developing diagnostic programs. Processor to processor communication is included. *Prerequisite: EETH 2600 or IMC 2200*

**EETH 2340
PROGRAMMABLE MOTION
CONTROLLERS**

4 Credits **3 Class Hours, 3 Lab Hours**

An advanced course in the operation of solid-state controls for rotating machinery, concentrating on programmable AC, DC drives, single and multi axis controllers, and stepping motor controllers. Topics include the control of pick and place, continuous path robots, G-codes for the programming of CNC equipment, encoders, tachometers, synchros, resolvers, accelerometers and motion transducers. *Prerequisite: EETH 1110*

**EETH 2350
GRAPHICAL MACHINE
INTERFACES**

3 Credits **2 Class Hours, 2 Lab Hours**

An advanced course in the graphical user interface as used in the industrial control applications. Topics include the creation and configuration of graphical operator interface panels using the Allen-Bradley Panel View and Microsoft Visual Basic programming language, and simple graphical pushbuttons up to the use of multiple screen graphic interfaces with data monitoring and analysis options. *Prerequisite: EETH 2600 or IMC 2200*

**EETH 2360
INDUSTRIAL COMMUNICATIONS**

3 Credits **2 Class Hours, 2 Lab Hours**

This is an introductory course in data communication as used in the industrial environment. Topics will include the theoretical aspects of data communication such as bandwidth, channel capacities, error detection/correction, etc., setting up and configuring different types of networks, RS-232, RS485, Ethernet, fiber optics, wireless networks, and several proprietary industrial networks. *Prerequisite: EETH 1110*

**EETH 2370
PROGRAMMABLE PROCESS
CONTROLLERS**

3 Credits **2 Class Hours, 2 Lab Hours**

An advanced course in closed-loop control systems and instrumentation. Topics include the modes of control and on the programming of intelligent controllers, PLC, application software used in the industrial environment for process control, and various process transducers for measurements of temperature, level, flow, etc. *Prerequisite: EETH 1110*

**EETH 2380
COMPUTER INTEGRATED LAB****3 Credits 2 Class Hours, 3 Lab Hours**

This is a continuation of EETH 2360 covering the integration of intelligent controllers and devices into the manufacturing system. Topics will include PLC, robots, CNC machinery, intelligent motion controllers, and trouble-shooting techniques. *Prerequisite: EETH 2600 and EETH 2340*

EETH 2390 ROBOTICS**4 Credits 3 Class Hours, 3 Lab Hours**

This is an introductory course in the application of robotics in the industrial environment. Adept AIM and V+ software will be used for the control of SCARA robots. *Prerequisite: EETH 2600 and EETH 2340*

**EETH 2600
AUTOMATIC CONTROL SYSTEMS****4 Credits 3 Class Hours, 2 Lab Hours**

This course is designed to introduce the student to a wide range of industrial automatic controls. The programmable logic controller is the base of study with the emphasis on programming. Included are the various types of transducers common to the industrial environment and the interfacing of I/O devices to the PLC. Modes of controls, process response, and the final correcting devices are discussed. *Prerequisite: EETH 1210*

**EETH 2640
POWER DISTRIBUTION****4 Credits 3 Class Hours, 2 Lab Hours**

This is an introductory course in electrical power distribution systems with a focus on the design of electrical distribution systems for industrial and commercial buildings. Topics include services, transformers, unit substations, switchboards, distribution circuit components, and fault, voltage, and power factor studies. *Prerequisite: EETH 1110*

**EETH 2900
ELECTRICAL CAPSTONE COURSE****1 Credit 1 Class Hour**

An advanced course that reviews all course material that is common to the Electrical Engineering Technology degree program and all of its concentrations. The course will include an exit exam that all program graduates will be required to take. This course should be scheduled as closely as possible to the student's graduation date. *Prerequisites: EETH 1110, EETH 1115, EETH 1400, EETH 1405, EETH 2010 and EETH 2015*

English

**ENGL 1010
ENGLISH COMPOSITION I *****3 Credits 3 Class Hours**

Concentrates on style and basic organizational patterns. Students read essays and samples of literature for discussion and write a minimum of six compositions and a research paper to apply the principles of organization that they have learned. *Prerequisites: DSPR 0800, DSPW 0800 or equivalent skills*
** This course is part of the general education core.*

**ENGL 1020
ENGLISH COMPOSITION II *****3 Credits (Honors Section Offered)
3 Class Hours**

Second semester composition class emphasizes argumentative and analytical writing. Literature from the text serves as a catalyst for student discussion and writing. Students study advanced methods of composition through the analysis and explication of literature/essays and apply these techniques to their own writing. Emphasis is on using library resources and researching, organizing, and writing research papers. *Prerequisite: ENGL 1010*
** This course is part of the general education core.*

**ENGL 1113
INTRODUCTION TO RESEARCH****3 Credits 3 Class Hours**

Introduces students to the process of research specifically oriented to the workplace. Topics include both primary and secondary sources, such as interviews, library, and Internet searches. Emphasizes source evaluation and legal/ethical concerns. *Prerequisites: DSPR 0800, DSPW 0800, or equivalent skills*

**ENGL 1114
INTRODUCTION TO
TECHNICAL EDITING****3 Credits 3 Class Hours**

Concentrates on the fundamentals of editing as they apply to professional writing. Focus is on editing for format, grammatical correctness, readability, and style. *Prerequisites: DSPR 0800, DSPW 0800, or equivalent skills*

**ENGL 2010
INTRODUCTION TO
LITERATURE I: FICTION *****3 Credits (Honors Section Offered)
3 Class Hours**

Provides the opportunity, through class discussions and assigned papers, to analyze short stories and novels in

terms of their literary characteristics. Designed to give students experience in reading and interpreting literature. *Prerequisites: ENGL 1010 and ENGL 1020. Note: ENGL 2010 meets the requirement for a Humanities elective.*
** This course is part of the general education core.*

**ENGL 2020
INTRODUCTION TO
LITERATURE II:
POETRY AND DRAMA *****3 Credits (Honors Section Offered)
3 Class Hours**

Introduces students to works of major poets and dramatists. Through reading and film, students examine poetry and drama, relating the works to major literary themes, including historical/social events that influenced the writers. Gives students experience in both reading and writing, with emphasis on interpretation. *Prerequisites: ENGL 1010 and ENGL 1020. Note: ENGL 2020 meets the requirement for a Humanities elective.*
** This course is part of the general education core.*

**ENGL 2110
AMERICAN LITERATURE:
COLONIAL PERIOD THROUGH
THE CIVIL WAR *****3 Credits 3 Class Hours**

Survey of American literature from the time of Colonial expansion through the Civil War period. Examines the works of significant writers of fiction, poetry, prose, and/or drama, taking into account events in history which influenced them. Students learn to discuss the literature and analyze it in essays. *Prerequisites: ENGL 1010 and ENGL 1020. Note: ENGL 2110 meets the requirement for a Humanities elective.*
** This course is part of the general education core.*

**ENGL 2112
REPORT WRITING****3 Credits 3 Class Hours**

Introduces students to the basic principles of effective report writing. Written assignments and oral presentations provide practice in organizing several brief reports and a formal report. Students learn practical application of report writing skills. *Prerequisite: ENGL 1010. Note: ENGL 2112 will not meet the requirement for a General Education course.*

**ENGL 2114
WRITING FOR INDUSTRY****3 Credits 3 Class Hours**

Focuses on writing for business media. Students learn to write professional e-mails, memos, letters, pamphlets, press

releases, and advertising copy. Attention is given to writing research material, such as surveys and questionnaires. Ethical/legal issues are addressed. *Prerequisite: ENGL 1010*

ENGL 2115
**INTRODUCTION TO JOURNALISM:
WRITING FOR MEDIA**

3 Credits **3 Class Hours**

Focuses on writing for print media. Curriculum covers basic news gathering techniques, interviewing, writing feature articles, press releases, and news stories for newspapers and publications. It also covers journalistic format according to Associated Press Stylebook & Libel Manual. Assignments include writing articles for the college newspaper. *Prerequisite: ENGL 1010*

ENGL 2116
WRITING FOR THE WEB

3 Credits **3 Class Hours**

Focuses on developing comprehensible and useful content for Web site. Students critique the writing style of current Web pages, design online documentation, and develop appropriate online copy. *Prerequisite: ENGL 1010*

ENGL 2120
**AMERICAN LITERATURE:
POST CIVIL WAR REGIONALISM
TO PRESENT ***

3 Credits **3 Class Hours**

Survey of American literature from the period of post Civil War regionalism through the present. Examines the works of significant writers of fiction, poetry, prose, and/or drama, taking into account events in history which influenced them. Students learn to discuss the literature and analyze it in essays. *Prerequisites: ENGL 1010 and ENGL 1020. Note: ENGL 2120 meets the requirement for a Humanities elective. * This course is part of the general education core.*

ENGL 2133
MULTI-CULTURAL LITERATURE *

3 Credits **3 Class Hours**

Introduces students to the works of African authors and poets of various ethnic backgrounds. Emphasizes biography, essays, poetry, and short fiction by African Americans, Asian Americans, Hispanic Americans, and Native Americans and gives students experience in both reading and writing, with emphasis on cultural heritage. *Prerequisites: ENGL 1010 and ENGL 1020, Note: ENGL 2133 meets the requirement for a Humanities elective. * This course is part of the general education core.*

ENGL 2140
INTRODUCTION TO CINEMA *

3 Credits **3 Class Hours**

Introduces the basic elements of cinema. Students watch several classic films and learn to analyze them. Emphasis is on understanding and appreciating cinematic production techniques. *Prerequisites: ENGL 1010 and ENGL 1020. Note: ENGL 2140 meets the requirement for a Humanities elective. * This course is part of the general education core.*

ENGL 2210
**BRITISH LITERATURE:
BEOWULF THROUGH THE
EIGHTEENTH CENTURY ***

3 Credits **3 Class Hours**

Survey of British literature from Beowulf through Restoration and the Eighteenth Century. Examines the works of significant writers of fiction, poetry, prose, and/or drama, taking into account events in history that influenced them. Students learn to think critically about literature through discussion and essays. *Prerequisites: ENGL 1010 and ENGL 1020. Note: ENGL 2210 meets the requirement for a Humanities elective. * This course is part of the general education core.*

ENGL 2220
**BRITISH LITERATURE:
ROMANTICISM TO PRESENT ***

3 Credits **3 Class Hours**

Survey of British literature from the period of Romanticism through the present. Examines the works of significant writers of fiction, poetry, prose, and/or drama, taking into account events in history that influenced them. Students learn to think critically about literature through discussion and essays. *Prerequisites: ENGL 1010 and ENGL 1020. Note: ENGL 2220 meets the requirement for a Humanities elective. * This course is part of the general education core.*

ENGL 2260
**ELEMENTARY CHILDREN'S
LITERATURE**

3 Credits **3 Class Hours**

Course is an overview of age-appropriate children's literature. Develops an awareness of the value of good literature in the education and life of children. Nine major genres of literature are reviewed. Engaging pre-service teachers and children in exemplary works, storytelling, and puppetry, providing them with effective techniques for the elementary classroom.

ENGL 2310
**WORLD LITERATURE:
ANCIENT WORLD THROUGH
THE RENAISSANCE ***

3 Credits **3 Class Hours**

Survey of world literature from the ancient world through the Renaissance. Examines the works of significant writers of fiction, poetry, prose, and/or drama, taking into account events in history that influenced them. Students learn to think critically about literature through discussion and essays. *Prerequisites: ENGL 1010 and ENGL 1020. Note: ENGL 2310 meets the requirement for a Humanities elective. * This course is part of the general education core.*

ENGL 2320
**WORLD LITERATURE: AGE OF
ENLIGHTENMENT TO PRESENT ***

3 Credits **3 Class Hours**

Survey of world literature from the Age of Enlightenment to present. Examines the works of significant writers of fiction, poetry, prose, and/or drama, taking into account events in history that influenced them. Students learn to think critically about literature through discussion and essays. *Prerequisites: ENGL 1010 and ENGL 1020. Note: ENGL 2320 meets the requirement for a Humanities elective. * This course is part of the general education core.*

ENGL 2330
**SELECTED TOPICS IN
LITERATURE: A STUDY OF
SELECTED TOPICS
IN LITERATURE**

3 Credits **3 Class Hours**

Specific topics are determined by the instructor and will vary from semester to semester. Topics may include Women Writers, Award Winning Writers, Native American Literature, Heroes in Fiction and more. Students may register for this course multiple times as topics vary each semester. *Prerequisites: ENGL 1010 and ENGL 1020. Note: ENGL 2330 meets the requirements for a Humanities elective.*

Engineering Technology

ENGR 1000
**INTRODUCTION TO
ENGINEERING TECHNOLOGY**

3 Credits **2 Class Hours, 2 Lab Hours**

An introductory course for all students who plan to study any of the engineering technology disciplines. This course will emphasize the type

work done in the various engineering technology disciplines as well as how the disciplines relate to each other and how they differ. Subjects common to all engineering technology fields, such as basic computer usage, internet use, word processing, and spreadsheets, as well as presentation of findings and teamwork, will be introduced.

ENGR 1150
ENGINEERING GRAPHICS
2 Credits 4 Lab Hours

As an introductory graphics course for all students who plan to take Computer-Aided-Drafting (CAD) classes. Topics will include geometric constructions, lettering, freehand sketching, the alphabet of lines, the use of scales, orthographic projections, section views, pictorial drawings, dimensioning, and correct construction techniques with simple instruments, and correct terminology for CAD. *Corequisite: DSPM 0800 or equivalent skills*

ENGR 2100
STATICS
3 Credits 3 Class Hours

This is an introductory, calculus-based mechanics class. Topics include vector algebra, resultants, equilibrium, friction, centroids, moment of inertia, trusses, machines and frames, beam shear and moments. *Prerequisite: MATH 1920*

ENGR 2200
DYNAMICS
3 Credits 3 Class Hours

This is an advanced, calculus-based mechanics class. Topics include particle kinematics; relative motion; kinetics, applications of Newton's Laws, work-energy principle, impulse-momentum principle, and mechanical vibrations. *Prerequisite: ENGR 2100*

ENGR 2300
THERMODYNAMICS
3 Credits 3 Class Hours

This is an introductory course in thermodynamics. Topics cover concepts, models and laws; energy and the first law; properties and state; energy analysis of thermodynamics systems; entropy and the second law; conventional power and refrigeration cycles. *Prerequisite: PHYS 2110*

ENGR 2900
ARCH/CIVIL CAPSTONE COURSE
1 Credit 3 Lab hours

An advanced course that reviews all course material that is common to both concentrations of the Architectural, Civil and Construction Engineering Technology program. The course will include an exit exam that all program graduates will be required to take. This

course should be scheduled as closely as possible to the student's graduation date. *Prerequisites: CIT 1220, CIT 1230, CIT 2110, CAD 1200, CAD 1301*
Corequisites: CIT 2400, ACT 2440

ESOL

ESOL 0121
CONVERSATIONAL ENGLISH I
3 Credits 3 Class Hours

This course will focus on basic speaking and listening skills. Students should be able to talk about common topics, make simple conversation and engage in basic discussions.

ESOL 0122
CONVERSATIONAL ENGLISH II
3 Credits 3 Class Hours

This course is designed to teach students how to make and understand conversation in English. Students should be able to talk about common topics and express opinions at the end of this course. *Prerequisite: ESOL 0121 or equivalent skills.*

ESOL 0123
CONVERSATIONAL ENGLISH III
3 Credits 3 Class Hours

This course is a continuation of ESOL 0122. By the end of this course students should be able to converse in more depth on social and academic topics and be able to participate in academic courses. *Prerequisite: ESOL 0122 or equivalent skills.*

ESOL 0124
COMMUNICATION SKILLS FOR NONNATIVE SPEAKERS
3 Credits 3 Class Hours

This course is designed to prepare students for college speech classes as well as participation in professional communication. *Prerequisite: ESOL 0123 or equivalent skills.*

ESOL 0131
LITERACY I
3 Credits 3 Class Hours

This course will focus on the basics of spoken and written English. At the end of this course students should be able to engage in basic reading and writing tasks.

ESOL 0132
LITERACY II
3 Credits 3 Class Hours

This course is designed to teach students who already have a basic knowledge of the English alphabet and oral skills to write grammatically correct sentences, read and understand simple paragraphs, and respond to the readings in writing. *Prerequisite: ESOL 0131 or equivalent skills.*

ESOL 0133
LITERACY III
3 Credits 3 Class Hours

This course is designed as a continuation of ESOL 0132. The purpose of this class is to teach students basic paragraph form, basic summarizing skills, increase vocabulary and reading abilities. Students will read multiple paragraph stories and respond to them in writing. *Prerequisite: ESOL 0132 or equivalent skills.*

ESOL 0151
GRAMMAR I
3 Credits 3 Class Hours

Students will learn the basics of spoken and written English. Students should be able to talk about common topics, make simple conversation, engage in basic discussions and build vocabulary.

ESOL 0152
GRAMMAR II
3 Credits 3 Class Hours

This course focuses on English grammar and using correct grammar in speech and writing, as well as expanding students' vocabulary. *Prerequisite: ESOL 0151 or equivalent skills.*

ESOL 0153
GRAMMAR III
3 Credits 3 Class Hours

Students will be able to identify sentence parts and patterns, form sentence structures correctly, and comprehend the meaning of sentence structures. *Prerequisite: ESOL 0152 or equivalent skills.*

ESOL 0154
GRAMMAR IV
3 Credits 3 Class Hours

The focus will be on improving writing through better grammar. Students will learn to use verb tenses appropriately, form and use passive correctly, form and use noun, adjective and adverb clauses correctly. *Prerequisite: ESOL 0153 or equivalent skills*

ESOL 0155
GRAMMAR V
3 Credits 3 Class Hours

The focus will be to improve writing through better grammar. *Prerequisite: ESOL 0154 or equivalent skills.*

Environmental Technology

ENV 1150
ENVIRONMENTAL TECHNOLOGY
3 Credits 3 Class Hours

Introduces water and wastewater technology. Topics include hydrology,

water chemistry, pressure flow, open channel flow, population prediction, storm runoff, water quality, and pollution. *Corequisite: MATH 1085*

ENV 2250
WATER & WASTEWATER SYSTEMS

3 Credits 2 Class Hours, 2 Lab Hours

Covers water distribution systems and wastewater disposal systems. Topics include source development, raw water treatment and distribution, wastewater collection and treatment, and sludge disposal. Lab exercises include water testing and sewer line design and drafting. *Prerequisite: MATH 1045*

ENV 2350
ENVIRONMENTAL SPECIAL TOPICS

3 Credits 3 Class Hours

The third course in the series covers such topics as basic environmental legislation and current proposals, air pollution, noise pollution, handling and transportation of hazardous materials, and current environmental concerns. *Prerequisites: ENV 1150 and ENV 2250*

French

FREN 1010
FRENCH I

3 Credits 3 Class Hours

Introduces students to the French language and provides a foundation in reading, writing, speaking, and aural comprehension. *Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills*

FREN 1020
FRENCH II

3 Credits 3 Class Hours

Continues development of the reading, writing, speaking, and aural skills mastered in FREN 1010. *Prerequisite: FREN 1010 or equivalent skills*

German

GERM 1010
GERMAN I

3 Credits 3 Class Hours

Develops the student's abilities to use German. Students develop proficiency in listening, speaking, reading, and writing elementary German. *Prerequisites: DSPR 0800 and DSPW 0800 or equivalent skills*

GERM 1020
GERMAN II

3 Credits 3 Class Hours

Refines the student's ability to use German. Students improve proficiency in hearing, speaking, reading, and writing

elementary German. *Prerequisite: GERM 1010 or equivalent skills*

Geography

GEOG 1010
WORLD REGIONAL GEOGRAPHY I *

3 Credits 3 Class Hours

A survey of the geographic regions of the world, including studies of the physical character of the land, resources, economics, and cultures. *Prerequisites: DSPR 0800 and DSPW 0800 or equivalent skills. Note: GEOG 1010 meets the requirement for a Social Science elective.*
** This course is part of the general education core.*

GEOG 1020
WORLD REGIONAL GEOGRAPHY II *

3 Credits 3 Class Hours

A continuation of GEOG 1010. Selected topics and world regions, especially those with problems or situations of contemporary interest, to illustrate geographical points of view. *Prerequisite: DSPR 0800 and DSPW 0800 or equivalent skills. Note: GEOG 1020 meets the requirement for a Social Science elective.*
** This course is part of the general education core.*

Geology

GEOL 1040
PHYSICAL GEOLOGY *

4 Credits 3 Class Hours, 3 Lab Hours

This course is an introduction to the principles of modern Geology, emphasizing the origin, composition, and evolution of the solid earth. Rock-forming minerals, igneous, sedimentary, and metamorphic rocks, rock and hydrologic cycles, plate tectonics, earthquakes, landform development and geologic time are covered. The course includes identification and description of minerals and rock samples and the use of topographic and geological maps. *Prerequisite: DSPR 0850 or equivalent skills.*
** This course is part of the general education core.*

GEOL 1110
EARTH SCIENCE *

4 Credits 3 Class Hours, 3 Lab Hours

This course provides a background in the physical, chemical, and biological principles that shape our planet. Topics covered are geology, astronomy, meteorology, oceanography, energy, the environment, and basic chemical

and biological processes. *Prerequisite: DSPM 0800 and DSPR 0800 or equivalent skills.*

** This course is part of the general education core.*

General Technology

GTP 1000
GENERAL TECHNOLOGY
1 – 30 Credits

Upon documented evidence of successful completion of a postsecondary vocational program, credit may be granted for this course toward the Associate of Applied Science degree in General Technology. In order to receive credit, the student may be asked to document that vocational competencies are equivalent to learning outcomes expected from college-level courses. Students may demonstrate such equivalence through successful completion of a Tennessee Technology Center diploma in a related field. Appropriate assessment procedures to document college-level proficiency are required for all articulated programs.

History

HIST 1110
WORLD CIVILIZATION I *

3 Credits Honors Section Offered
3 Class Hours

Studies the social, cultural, economic, and political aspects of significant civilizations from the period of unwritten history through the seventeenth century. *Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills. Note: HIST 1110 meets the requirement for a Social Science elective.*
** This course is part of the general education core.*

HIST 1120
WORLD CIVILIZATION II *

3 Credits 3 Class Hours

Studies the social, cultural, economic, and political aspects of significant civilizations from the seventeenth century to the present. *Prerequisites: DSPR 0800 and DSPW 0800 or equivalent skills. Note: HIST 1120 meets the requirement for a Social Science elective.*
** This course is part of the general education core.*

HIST 2010
THE AMERICAN PEOPLE TO MID-19TH CENTURY *

3 Credits Honors Section Offered
3 Class Hours

Studies the social, cultural, economic, and political aspects of American life

from the colonial period through the mid-19th century. *Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills. Note: HIST 2010 meets the requirement for a Social Science elective. * This course is part of the general education core.*

**HIST 2020
THE AMERICAN PEOPLE SINCE
MID-19TH CENTURY ***

3 Credits **3 Class Hours**

Studies the social, cultural, economic, and political aspects of American life since the mid-19th century.

Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills. Note: HIST 2020 meets the requirement for a Social Science elective.

** This course is part of the general education core.*

**HIST 2030
TENNESSEE HISTORY ***

3 Credits **3 Class Hours**

Studies the history of Tennessee from the neolithic era to the present. Course themes include social, cultural, economic, and political activities throughout the state's history.

Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills. Note: HIST 2030 meets the requirement for a Social Science elective.

** This course is part of the general education core.*

Horticulture

**HORT 1010
INTRODUCTION TO
HORTICULTURAL SCIENCE**

2 class hours 2 lab hours **3 credits**

This course introduces the principles of plant science and practices underlying occupations in horticulture. Cultural methods affecting plant growth are emphasized. A broad perspective of the horticultural industry is provided.

**HORT 1110
LANDSCAPE PLANT MATERIALS**

2 class hours **2 lab hours, 3 credits**

This course covers identification, culture, characteristics and use of plants. Nomenclature, identification, growth and cultural requirements, soil preferences, and landscape applications are emphasized. Upon completion, students should be able to demonstrate knowledge in proper selection and utilization of plant materials.

**HORT 1120
LANDSCAPE DESIGN**

2 class hours **2 lab hours, 3 credits**

This course covers landscape design principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis and common elements of good design, plant material selection, proper plant utilization, and design implementation. Upon completion, students should be able to read, plan, draft, and implement a landscape design.

**HORT 1130
LANDSCAPE AND
GROUND MAINTENANCE**

2 class hours **2 lab hours, 3 credits**

This course covers maintenance of residential and commercial properties. Identification and understanding of the maintenance task, transplanting, soil fertilization, irrigation, pest control, mowing, pruning, and climate protection are discussed. Upon completion, students should be able to properly understand and carry out the maintenance of a variety of properties.

**HORT 1140
LANDSCAPE CONSTRUCTION**

2 class hours **2 lab hours, 3 credits**

This course is an introduction to fabrication of landscape structures and features. Material selection, construction techniques, and fabrication are covered. Upon completion, students should be able to design and construct common landscape features.

**HORT 1150
SOILS AND FERTILIZERS**

2 class hours **2 lab hours, 3 credits**

The course covers physical and chemical properties of soils, soil fertility, and management. Soil formation, classification, testing, fertilizer application, and other amendments are covered. Upon completion, students should be able to analyze, evaluate, and properly amend soils and media for horticultural use.

**HORT 1210
TURF GRASS MANAGEMENT**

2 class hours **2 lab hours, 3 credits**

This course is a detailed study of turf grass. Seeding, reproduction, growth and development, species characteristics, fertilization irrigation practices, pest and disease control, maintenance of golf courses, and athletic and recreational lawns are covered. Upon completion, students should be able to properly characterize turf grass species and establish and maintain a high quality turf grass area.

**HORT 1310
HORTICULTURAL PESTICIDE
SELECTION AND USE**

2 class hours **2 lab hours, 3 credits**

This course covers the identification and control of plant pests including insects, diseases, and weeds. Pest identification and chemical regulation, pesticide application, and safety are emphasized. Coursework will satisfy recertification point requirements and prepare students to take the Tennessee Commercial Pesticide Applicators License test and the test for certification in Ornamental and Turf (C03).

**HORT 1410
LANDSCAPE TREE
AND HORTICULTURE**

2 class hours **2 lab hours, 3 credits**

This course covers identification, culture, and maintenance of landscape trees and shrubs. Installation, fertilization, pruning, disease and insect control, and physiological problems are discussed. Upon completion, students should be able to demonstrate knowledge in proper selection and utilization of plant materials.

**HORT 1510
PRINCIPLES OF MANAGEMENT
FOR HORTICULTURE**

2 class hours **2 lab hours, 3 credits**

This course covers a variety of topics from the areas of business management, customer service, and human resource management as they apply to the horticulture industry.

**HORT 2010
INTERNSHIP I**

1 credit

Students will obtain on-the-job experience and demonstrate mastery of horticulture skills through placement with an established business in middle Tennessee. Students will work with the program coordinator to establish a work career experience with a business best suited to their interests and career goals. Internships in the areas of landscape contracting and maintenance, plant retail/wholesale, garden center/nursery, turf management, irrigation, pest control among others might be selected.

**HORT 2020
INTERNSHIP II**

1 credit

Students will obtain on-the-job experience and demonstrate mastery of horticulture skills through placement with an established business in middle Tennessee. Students will work with the program coordinator to establish a work career experience with a

business best suited to their interests and career goals. Internships in the areas of landscape contracting and maintenance, plant retail/wholesale, garden center/nursery, turf management, irrigation, pest control among others might be selected.

Industrial Electrical Maintenance

IMC 1010 BLUEPRINT READING FOR INDUSTRY

2 Credits 4 Lab Hours

An introductory course designed to develop the necessary skills needed in interpreting industrial engineering drawings. Topics covered include the essential concepts of lines, geometric constructions, multi-view projection techniques, dimensions, units of measurement, machining symbols, sections, tolerances, fits, and many other topics related to the drawings used in industry.

IMC 1100 ELECTRICAL MAINTENANCE ORIENTATION

4 Credits 3 Class Hours, 3 Lab Hours

An introductory course in electricity that includes the basics physics and mathematics while developing structured problem-solving techniques along with basic computer skills. The primary focus is to prepare the student for follow-on electrical maintenance courses. Topics include laws of motion, simple machines, basic thermodynamics, and the behavior of matter while reviewing algebra, simple geometry, and right angle trigonometry.

IMC 1110 MACHINE TOOL I

4 Credits 3 Class Hours, 3 Lab Hours

An introductory course in various machines and methods used to make parts from stock materials. Topics include all standard types of machines used for metal removal including their various accessories and cutters, the selection of proper cutting tools and speeds/feeds for use on mills, lathes, saws and drill presses, and methods of layout, inspection, measurement, and gauging.

IMC 1150 BASIC DC AND AC CIRCUITS

4 Credits 2 Class Hours, 6 Lab Hours

This is an introductory course to the basic principles of electricity. Topics include voltage, current, resistance, power, Ohm's Law, Kirchhoff's Law, and how they relate to DC and AC series, parallel and combination

circuits, power factor, metering, and an introduction to transformers.

IMC 1200 DIGITAL PRINCIPLES

4 Credits 3 Class Hours, 3 Lab Hours

This is an introduction to components and systems used in modern electronic equipment. Topics include digital logic integrated circuits and components, applications, and system design fundamentals along with selected topics in diodes, transistors, and thyristors. *Prerequisite: IMC 1150*

IMC 1210 CNC MACHINING I

4 Credits 3 Class Hours, 3 Lab Hours

This is an introductory course in CNC machining. Topics include the various CNC machines with emphasis on lathes and machining centers, the history and future of CNC machining, the methods of program planning and writing, using right angle trigonometry to locate points in part programs, the Cartesian Coordinate System, the different machining cycles and methods from a program writing perspective, and some machine operation.

IMC 1310 MACHINE TOOL II

4 Credits 3 Class Hours, 3 Lab Hours

This is a continuation of IMC 1110. Topics include grinding machines, heat treatment processes, methods and procedures used in more complex machining operations, the use of several different machine tools, and planning the procedures step by step to complete individual projects. *Prerequisite: IMC 1110*

IMC 1410 CNC MACHINING II

4 Credits 3 Class Hours, 3 Lab Hours

This is a continuation Of IMC 1210. Topics include using the program writing skills achieved in CNC Machining I to make parts and projects, and CAD/CAM procedures of generating NC code for part programs. *Prerequisite: IMC 1210*

IMC 2100 ELECTRICAL MACHINES AND CONTROLS

4 Credits 2 Class Hours, 6 Lab Hours

This is an introductory course in electrical machines and transformers. Topics include DC motors and generators; single-and three-phase AC motors, alternators and synchronous motors; single- and three-phase transformers; instrument transformers and auto-transformers and their associated terminology and applications. *Prerequisite: IMC 1150*

IMC 2150 CONTROL APPLICATIONS

4 Credits 3 Class Hours, 3 Lab Hours

This is an introduction to various means of controlling A.C. and D.C. machinery through the use of relays and NEMA logic. Topics also include reading electrical drawings, troubleshooting circuits and the interfacing of programmable controllers with relay logic. *Corequisites: IMC 1200 and IMC 2100*

IMC 2200 PROGRAMMABLE LOGIC CONTROLLERS

5 Credits 3 Class Hours, 4 Lab Hours

This is a continuation of IMC 2150. Topics include programmable controller history, application, memory organization, I/O configuration and programming, times, counter, storage registers, data transfer, data comparison, and maintenance procedures along with conversion of ladder diagrams to PLC programming. *Prerequisite: IMC 2150 or consent of instructor*

IMC 2250 INTERPRETING TECHNICAL INFORMATION

3 Credits 2 Class Hours, 3 Lab Hours

This is a comprehensive course in solving calculations as specified by the National Electrical Code (N.E.C.). The course includes load calculations, service equipment, disconnect means, circuit protection, sizing of conductors, over current protection, feeder bus systems, panel boards, branch circuit design and calculations. *Prerequisites: IMC 2150 or consent of instructor*

Mathematics

MATH 0990 GEOMETRY

3 Credits 3 Class Hours

An introduction to geometry meeting A-89 requirements. Topics include a study of two-dimensional and three-dimensional symmetric figures, similarity, congruence, basic geometrical constructions, properties and relationships of the right triangle, measurement and calculation of areas and volumes, and the use of logic and geometrical thought to solve common application problems.

MATH 1010 MATH FOR LIBERAL ARTS *

3 Credits 3 Class Hours

An introductory mathematics course for non-science majors emphasizing applications. Topics include problem solving, sets, logic, algebra, probability, statistics, consumer mathematics, and

finance. MATH 1010 meets the general education requirement for mathematics. *Prerequisite: DSPM 0850*
* *This course is part of the general education core.*

MATH 1075

BUSINESS MATHEMATICS

3 Credits

3 Class Hours

An introduction to business mathematics applications presented with an algebraic base. Topics include discounts, taxes, logarithms, simple and compound interest, annuities, loans and investments, and descriptive statistics. *Prerequisite: DSPM 0850*

MATH 1510

STATISTICS I *

3 Credits

3 Class Hours

An introduction to basic concepts and formulas for both descriptive and inferential statistics. Topics covered include the nature of data, uses and abuses of statistics, methods of sampling, summarizing data, pictures of data, counting techniques, measures of central tendency, measures of variation, measures of position, understanding probability, binomial and normal distributions, central limit theorem, confidence intervals, fundamentals of hypothesis testing for both one and two samples, ANOVA, linear regression, and a brief introduction to nonparametric statistics. MATH 1510 meets the general education requirement for mathematics. *Prerequisite: DSPM 0850*
* *This course is part of the general education core.*

MATH 1520

STATISTICS II

3 Credits

3 Class Hours

A continuation of MATH 1510. Topics include applications using both parametric and nonparametric hypothesis tests using dependent and independent t-tests, variance tests, proportion tests, chi-square tests, analysis of variance, Wilcoxon tests, the sign test, the Kruskal-Wallis test, and several regression analyses. *Prerequisite: MATH 1510*

MATH 1610

FINITE MATHEMATICS *

3 Credits

3 Class Hours

An introduction to mathematical topics applicable to a variety of academic areas. Topics include problem solving, set theory, logic, systems of equations, linear programming, finance, counting methods, and probability. MATH 1610 meets the general education requirement for mathematics. *Prerequisite: DSPM 0850*
* *This course is part of the general education core.*

MATH 1710

PRECALCULUS I *

3 Credits

3 Class Hours

A traditional college algebra or first course in precalculus. Topics include functions/inverses and their graphs, inequalities, factoring, radical expressions and equations, fractions, polynomials, rational exponents, linear equations and functions, quadratic equations and functions, polynomial functions, rational functions, exponential and logarithmic functions, complex numbers, matrices, determinants, systems of equations, and applications. MATH 1710 meets the general education requirement for mathematics. *Prerequisite: DSPM 0850*
* *This course is part of the general education core.*

MATH 1720

PRECALCULUS II *

3 Credits

3 Class Hours

A traditional college trigonometry or second course in precalculus. Topics include the trigonometric functions of the general and acute angles, right and oblique triangles, related angles, degree/radian measure, trigonometric equations, inverse trigonometric functions, graphs of the trigonometric functions, identities, vectors, complex numbers in polar form, the polar coordinate system, conic sections, parametric equations, sequences, series (optional), and applications. MATH 1720 meets the general education requirement for mathematics. *Prerequisite: MATH 1710*
* *This course is part of the general education core.*

MATH 1730

PRECALCULUS *

(formerly MATH 1085)

5 Credits

5 Class Hours

A single introductory course for the preparation for calculus. Topics include an overview of hours elementary algebra, elementary geometry, introduction to trigonometric functions and inverses, vectors, introduction to complex numbers, exponential and logarithmic functions and equations, solving various types of equalities and inequalities, quadratic equations and functions, systems of linear and nonlinear equations, systems of linear equations, and determinants. MATH 1730 meets the general education requirement for mathematics. *Prerequisite: DSPM 0850*
* *This course is part of the general education core.*

MATH 1830

CONCEPTS OF CALCULUS *

(formerly Calculus for Business/Biology)

3 Credits

3 Class Hours

An introduction to calculus without a requirement for trigonometry with applications from business, economics, life sciences, and health sciences. Topics include a survey of limits, continuity, differentiation, integration, related rates, maximum-minimum problems, and exponential growth and decay. MATH 1830 meets the general education requirement for mathematics. *Prerequisite: MATH 1710*
* *This course is part of the general education core.*

MATH 1840

CALCULUS FOR TECHNOLOGY

(formerly MATH 1095)

3 Credits

3 Class Hours

An introductory calculus course requiring some trigonometry and emphasizing technical applications. Topics include a survey of limits, continuity, differentiation, integration, related rates, maximum-minimum problems, and exponential growth and decay. *Prerequisites: MATH 1720 or MATH 1730*

MATH 1910

CALCULUS AND ANALYTIC GEOMETRY I *

4 Credits

4 Class Hours

An introductory first course in the traditional three-course calculus sequence. Topics include plane analytical geometry, function theory including limits and continuity, the differential and integral calculus of algebraic and trigonometric functions of one independent variable, curve sketching, maxima and minima, related rates, areas under and between curves, and volume. MATH 1910 meets the general education requirement for mathematics. *Prerequisites: MATH 1720 or MATH 1730*
* *This course is part of the general education core.*

MATH 1920

CALCULUS AND ANALYTIC GEOMETRY II

4 Credits

4 Class Hours

A continuation of MATH 1910 and the second course in the traditional three-course calculus sequence. Topics include a study of the differential and integral calculus of exponential and logarithmic functions of one independent variable, further exploration of the trigonometric functions, further applications of the definite integral, integration techniques, infinite series, parametric equations, and polar coordinates. *Prerequisite: MATH 1910*

**MATH 2010
LINEAR ALGEBRA/
MATRIX ALGEBRA**

3 Credits

3 Class Hours

A traditional introductory linear or matrix algebra course. Topics include matrices, determinants, vectors, vector spaces, systems of linear equations, and linear transformations.

Prerequisite: MATH 1920

**MATH 2050
CALCULUS-BASED PROBABILITY
AND STATISTICS**

4 Credits

4 Class Hours

An introductory calculus-based course in probability and statistics. Topics include a review of descriptive statistics, basic concepts of probability, axioms of probability, probability as a tool of inference, discrete and continuous random variables, discrete univariate probability distributions, probability density functions, and distributions of functions of random variables. *Prerequisite: MATH 1920 and Corequisite: MATH 2110*

**MATH 2110
CALCULUS AND ANALYTIC
GEOMETRY III**

4 Credits

4 Class Hours

A continuation of MATH 1920 and the third course in the traditional three-course calculus sequence. Topics include solid analytical geometry, the calculus of more than one independent variable, surfaces and curves in space, cylindrical and spherical coordinate systems, vectors and vector-valued functions, partial derivatives, multiple integrals, and applications. *Prerequisite: MATH 1920*

**MATH 2120
DIFFERENTIAL EQUATIONS**

3 Credits

3 Class Hours

An introductory first course in differential equations. Topics include linear first-order differential equations, applications, homogeneous linear differential equations, second-order linear equations, systems of differential equations, and the Laplace Transform method. *Prerequisite: MATH 1920 and Corequisite: MATH 2110*

Manufacturing Engineering Technology

**MFG 1030
CONTROL SYSTEMS/
PROGRAMMABLE
CONTROLLERS**

4 Credits

3 Class Hours, 2 Lab Hours

A study in the control of machinery utilizing electro-magnetic relays, IC's, programmable timers, programmable counters and programmable logic controllers. Converting relay logic controls into PLC programs will be emphasized. Industrial switches, position sensors, and transducers are included. Numbering systems will be included. *Prerequisite: DSPM 0850*

**MFG 1220
PRODUCTION, INVENTORY AND
COST CONTROL**

3 Credits

3 Class Hours

Studies production planning based on sales forecasts, routing, scheduling, purchasing, dispatching, expediting, and inventory control. *Prerequisite: MATH 1510*

**MFG 1500
WORK MEASUREMENT/METHODS**

3 Credits

2 Class Hours, 2 Lab Hours

Studies the basic techniques and principles of stopwatch time study. The course includes continuous and snapback timing methods, performance rating, allowances, and normal/standard times. The course also includes methods of improvement using charts, motion study principles, and operations analysis. *Prerequisite: DSPR 0800 or equivalent skills*

**MFG 1900
STRENGTH OF
MATERIALS/STATICS**

4 Credits

3 Class Hours, 2 Lab Hours

Course covers the theory and application of engineering mechanics, basic quantities, units, force, position vectors, equivalents for systems, center of gravity, moments of inertia, and section modules. The course also studies internal stresses and deformation caused by externally applied loads to structural members. *Prerequisite: MATH 1085*

**MFG 2015
HYDRAULICS AND PNEUMATICS**

4 Credits

3 Class Hours, 3 Lab Hours

This course covers fluid mechanics with emphasis on the use of hydraulics and pneumatics for power transmission and control purposes. Basic theory and

application covers the relationship between fluid flow and pressure, accumulators, actuators and the control of both fluid and air. *Prerequisite: MATH 1085*

**MFG 2040
PROGRAMMABLE MOTION
CONTROLLERS**

5 Credits

3 Class Hours, 3 Lab Hours

Provides instruction in the operation of solid-state controls for rotating machinery, concentrating on programmable AC, DC drives, single and multi axis controllers, and stepping motor controllers. Studies in the control of pick and place and continuous path robots will be covered. G-codes for the programming of CNC equipment will be introduced. Encoders, tachometers, synchros, resolvers, accelerometers and motion transducers are included. *Prerequisite: MFG 1335*

**MFG 2050
GRAPHICAL MACHINE
INTERFACES**

3 Credits

2 Class Hours, 2 Lab Hours

This course introduces the student to the graphical user interface as used in the industrial control applications. The student will learn to create and configure graphical operator interface panels using the Allen-Bradley Panel View and Microsoft Visual Basic programming language. The course will cover simple graphical pushbuttons up to the use of multiple screen graphic interfaces with data monitoring and analysis options. *Prerequisite: MFG 1335*

**MFG 2060
INDUSTRIAL COMMUNICATIONS**

3 Credits

2 Class Hours, 2 Lab Hours

This course introduces the student to data communication as used in the industrial environment. The course will cover the theoretical aspects of data communication such as bandwidth, channel capacities, error detection/correction, etc. The student will also learn through hands-on labs to set up and configure different types of networks. Topics include RS-232, RS485, Ethernet, fiber optics, wireless networks and several proprietary industrial networks. *Prerequisite: MFG 1335*

**MFG 2110
PLANT LAYOUT AND
MATERIAL HANDLING**

3 Credits

2 Class Hours, 2 Lab Hours

Designed to acquaint the student with the principles of plant layout and material handling using process charts, flow charts, activity relationships, and actual plant layout construction. *Prerequisite: MFG 1500*

MFG 2120
ENGINEERING ECONOMY

3 Credits 3 Class Hours

Studies economic alternative decision making using capital recovery, present cost, annual cost, and rate-of-return methods of analysis. *Prerequisite: MATH 1085*

MFG 2130
INDUSTRIAL SAFETY/ERGONOMICS

3 Credits 3 Class Hours

Studies occupational safety and ergonomics including OSHA requirements, right to know, hazardous materials communication, design for safety, personal protection equipment, and ergonomic considerations. *Prerequisite: MATH 1085*

MFG 2140
PROGRAMMABLE PROCESS CONTROLLERS

3 Credits 2 Class Hours, 2 Lab Hours

Course provides knowledge in closed-loop control systems and instrumentation. The course will concentrate on the modes of control and on the programming of intelligent controllers, PLC, and application software used in the industrial environment for process control. Studies in various process transducers for measurements of temperature, level, flow, etc. are included.

MFG 2150
COMPUTER INTEGRATED LAB

3 Credits 2 Class Hours, 3 Lab Hours

The class will cover the integrating of intelligent controllers and devices into the manufacturing system. This will include PLC, robots, CNC machinery, and intelligent motion controllers. Trouble-shooting techniques will be covered. *Prerequisite: MFG 2060*

MFG 2210
QUALITY CONTROL

3 Credits 2 Class Hours, 2 Lab Hours

Introduces statistical quality control covering control charts for variables, control charts for attributes, and sampling. Reliability concepts and ISO 9000 topics are also covered. *Prerequisite: MATH 1510*

MFG 2710
INTRODUCTION TO AUTOMATED SYSTEMS AND ROBOTS

4 Credits 3 Class Hours, 3 Lab Hours

Introductory course in the terminology, development, status, and future trends of modern automated industrial systems, including robots. Class studies various training robots and three

industrial robots. Students learn and use IBM AML/E programming language. Course introduces programmable controllers and automated systems integration. Safety considerations are an important part of this course. *Prerequisite: EET 1130*

Marketing

MKT 1000
INTRODUCTION TO CUSTOMER SERVICE

3 Credits 3 Class Hours

An introduction to the basic concepts of customer service. Topics include how to transmit a positive attitude, identify and provide for customer needs, measure your service, and cultivate repeat business. *Prerequisite: DSPR 0800*

MKT 1227
SALES TECHNIQUES

3 Credits 3 Class Hours

An introduction to the fundamentals of selling, from the determination of the customer needs and wants to the close of the sale. Topics include buying motives, sales psychology, customer approaches, and sales strategies. *Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills.*

MKT 2220
MARKETING

3 Credits 3 Class Hours

A study which presents information concerning the practices and basic principles of marketing from origin to the ultimate consumer. Topics include the marketing mix, buyer behavior, organization and planning, channels of distribution, and promotion. *Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills*

MKT 2221
CONSUMER BEHAVIOR

3 Credits 3 Class Hours

A study of how consumer behavior influences the marketing manager's decisions. Topics include the physiological, psychological, social and environmental factors. Decision-making processes that have an effect on the purchasing and use of goods and services by individuals and households are included. *Prerequisites: DSPR 0800, DSPW 0700 or equivalent skills, MKT 2220.*

MKT 2230
RETAIL MANAGEMENT

3 Credits 3 Class Hours

An introduction to the world of retailing. Topics include retail strategies, site locations, customer relationship management, merchandise and store management. *Prerequisites DSPR 0800 and DSPW 0700*

Music Technology

MST 1110
FUNDAMENTALS OF MUSIC

3 Credits 3 Class Hours

An introduction to reading and writing music. Topics include key and time signatures, song form, melody, harmony, chords, and the Nashville number system.

MST 1130
INTRO TO STUDIO RECORDING

3 Credits 2 Class Hours, 2 Lab Hours

An introduction to the recording studio. Topics include microphones, analog and digital recorders, the recording console, signal processing, and recording techniques.

MST 1140
INTRO TO MIDI

3 Credits 2 Class Hours, 2 Lab Hours

An introduction to basic MIDI (Musical Instrument Digital Interface) concepts and techniques. Topics include keyboard programming, sound modules, sequencing, and electronic music production.

MST 1210
THE BUSINESS OF MUSIC

3 Credits 3 Class Hours

An introduction to the music business. Topics include record companies, management, promotion, publicity, and radio. Also discusses employment opportunities.

MST 1220
SONGWRITING

3 Credits 3 Class Hours

An introduction to basic songwriting. Topics include lyric and melody construction, working with music publishers, and performance rights organizations. Professionally written songs and students' songs are analyzed in class.

MST 1230
ADVANCED STUDIO RECORDING

3 Credits 2 Class Hours, 2 Lab Hours

A continuation of MST 1130. Topics include digital audio, tape machine alignment, mixing, stereo microphone techniques, and the creative use of signal processors. *Prerequisite: MST 1130*

MST 1240
DESKTOP DIGITAL AUDIO
3 Credits 2 Class Hours, 2 Lab Hours

An introduction to the use of computers in recording, editing, and mixing digital audio. Topics include software based music production, sound design, looping, and mastering.

MST 1260
ADVANCED MIDI
3 Credits 2 Class Hours, 2 Lab Hours

A continuation of MST 1140. Topics include computer based sequencing, editing, and advanced electronic music production techniques. *Prerequisite: MST 1140*

MST 1310
THE INTERNET FOR MUSICIANS
3 Credits 2 Class Hours, 2 Lab Hours

An introduction to the Internet as a music promotion resource. Topics include music marketing, web design, and independent label and artist promotion.

MST 1320
ADVANCED SONGWRITING
3 Credits 3 Class Hours

A continuation of MST 1220. Topics include co-writing, demo production, and writing for specialty markets. *Prerequisite: MST 1220*

MST 1330
STUDIO MAINTENANCE
3 Credits 2 Class Hours, 2 Lab Hours

An introduction to studio maintenance. Topics include basic electronics, troubleshooting equipment problems, soldering techniques, and the use of test equipment.

MST 1340
MUSIC PUBLISHING
3 Credits 3 Class Hours

An introduction to the music publishing industry. Topics include self-publishing vs. professional publishing, starting your own publishing company, song plugging, and performance rights organizations.

MST 1360
ADVANCED DESKTOP DIGITAL AUDIO
3 Credits 2 Class Hours, 2 Lab Hours

A continuation of MST 1240. Topics include advanced recording, editing and mixing techniques, plug-ins, tuning, synchronization, and audio for video. *Prerequisite: MST 1240*

Music

MUS 1010
MATERIALS OF MUSIC
3 Credits 3 Class Hours

An introduction to music notation and the basics of music theory. Topics include keys, scales, simple chords, and practice in listening skills.

MUS 1014
CLASS VOICE I
1 Credit 1 Class Hour

An introduction to basic vocal skills such as breath control and tone production.

MUS 1020
FRESHMAN MUSIC THEORY I
3 Credits 3 Class Hours

A survey of the grammar of music with emphasis on diatonic harmony, including the major and minor chords and their inversions and part-writing. *Prerequisite: MUS 1010 and permission of instructor. Corequisite: MUS 1025*

MUS 1021
FRESHMAN MUSIC THEORY II
3 Credits 3 Class Hours

A continuation of MUS 1020. *Prerequisite: MUS 1020 Corequisite: MUS 1026*

MUS 1025
AURAL SKILLS I
1 Credit 1 Class Hour

A lab developing ear-training skills, including sight-singing and music dictation. *Prerequisites: MUS 1010 or permission of instructor. Corequisite: MUS 1020*

MUS 1026
AURAL SKILLS II
1 Credit 1 Class Hour

A continuation of the ear-training skills acquired in Aural Skills I. *Prerequisites: MUS 1025 and MUS 1020. Corequisite: MUS 1021*

MUS 1030
MUSIC APPRECIATION *
3 Credits 3 Class Hours

A survey of music from the Middle Ages, the Renaissance, the 18th and 19th centuries, and modern times. Folk music, popular music, world music, music theory, and cultural and historical influences are included. *Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills. MUS 1030 meets the general education requirement for Humanities.*
** This course is part of the general education core.*

MUS 2020
SOPHOMORE MUSIC THEORY I
3 Credits 3 Class Hours

A survey of advanced music with emphasis on chromatic harmony, modulation, 20th-century harmony, part-writing, and ear-training. *Prerequisite: MUS 1021*
This course is part of the general education core.

Office Administration

OAD 1000
BASIC KEYBOARDING
1 Credit 1 Class Hour

A beginning keyboarding course with an emphasis on the development of speed and accuracy using the touch typing system. Topics include the alphabetic, numeric, and symbol keys.

OAD 1010
RECORDS AND DATABASE MANAGEMENT USING ACCESS
4 Credits 4 Class Hours

An introductory database course that provides experience using the basic functions of Microsoft Access. Topics include creating tables, queries, forms, and reports. Students will design and create an original database for the office.

OAD 1115
BUSINESS ENGLISH AND COMMUNICATION
4 Credits 4 Class Hours

A course focusing on the importance of developing good oral and written communication skills. Topics include verbal versus nonverbal communication, cultural impact on communication, the writing process and techniques, writing effective correspondence, and formal reports with assignments to help improve writing, listening, nonverbal, and speaking skills. An emphasis will be placed on grammar, proofreading, and formatting documents. *Prerequisite: OAD 1120*

OAD 1120
KEYBOARDING/SPEEDBUILDING
3 Credits 3 Class Hours

An introductory keyboarding course using computers with emphasis on technique, mastery of the keyboard, and speedbuilding. Students are guided through touch-typing and speedbuilding exercises with software that immediately calculates speed and accuracy. Also includes formatting of basic business documents. *Note: For students with keyboarding skills, a placement test can be taken.*

**OAD 1150
WEB PROJECTS USING
FRONTPAGE®**

3 Credits **3 Class Hours**

A Web site development course using FrontPage®. Topics include principles of Web design and layout, formatting, creating hyperlinks, bookmarks, tables, frames, shared borders and themes, assigning styles, and publishing.

Prerequisite: AIS 1010 or Department Head approval

**OAD 1220
BEGINNING WORD**

4 Credits **4 Class Hours**

An introductory course designed to present the basic functions of Microsoft® Word. Topics include such features as creating, printing, managing files, tabs, manipulating text, formatting, sections, headers and footers, and footnotes and endnotes.

Prerequisite: OAD 1120 or demonstrated equivalent skill

**OAD 2230
ADVANCED WORD**

4 Credits **4 Class Hours**

A continuation of OAD 1220. Topics include such features as merge, tables, borders, images, drawing objects, WordArt, charts, macros, styles, sorting and selecting, forms, tracking, and table of contents and indexes.

Prerequisite: OAD 1220

**OAD 2250
PRESENTATIONS USING
POWERPOINT®**

3 Credits **3 Class Hours**

An electronic presentations course using PowerPoint®. Topics include creating slide shows with features such as transitions, animations, charts, Clip Art, and WordArt. Students will develop and present an original slide show for the office.

**OAD 2260
SPREADSHEETS USING EXCEL**

3 Credits **3 Class Hours**

An introductory course providing instruction in the basic features of Excel that the student will use in both personal and office applications. Topics include editing and formatting tools; working with cells, columns, rows, and sheets; using simple, logical, and advanced formulas and functions; building charts and adding design elements; and working with ranges, templates, and macros.

**OAD 2400
OFFICE ACCOUNTING**

4 Credits **4 Class Hours**

An introduction to basic accounting procedures for the office. Topics include

analyzing, journalizing, and posting transactions, recording adjusting and closing entries, preparing financial statements, recording payroll data, and reconciling bank statements. Students complete a practice set and computerized accounting exercises.

Prerequisite: DSPM 0850

**OAD 2600
BEGINNING MEDICAL
TRANSCRIPTION**

4 Credits **4 Class Hours**

An introductory medical transcription course introducing students to the interesting and challenging world of medical transcription. Topics include medical terminology, reinforcement of English language skills, appropriate format, and production of medical documents, including history and physical, x-ray, operative, consultant, autopsy, and other medical reports.

Prerequisites: OAD 1115 and OAD 1220. Recommended: BIOL 1000.

**OAD 2610
ADVANCED MEDICAL
TRANSCRIPTION**

4 Credits **4 Class Hours**

A continuation of medical transcription course with continued emphasis on medical terminology and the production of medical reports dictated from actual medical cases with real-life situations, i.e., background noise, foreign dictators, and newly-developed procedures. Topics include 15 medical specialties in a hospital or clinical setting. *Prerequisite: OAD 2600*

**OAD 2620
MEDICAL OFFICE MANAGEMENT
AND PROCEDURES**

3 Credits **3 Class Hours**

A study of the responsibilities encountered by medical office personnel. Topics include office organization and function; layout and equipment; and selection, training, and supervision of personnel. This course instructs the student in the proper preparation of medical and financial records, filing, billing, scheduling, and handling mail and telephones. Confidentiality and release of information will be studied.

Prerequisite: OAD 1120 or demonstrated equivalent skills

**OAD 2630
ICD-CM CODING**

4 Credits **4 Class Hours**

A study of the coding and classification of diseases, symptoms, operations, and procedures according to the International Classification of Diseases, Clinical Modification (ICD-9-CM).

Topics include assignment of diagnosis

and procedure codes utilizing proper coding guidelines, Diagnostic Related Groups, and utilization of the 3M encoder. *Prerequisites: BIOL 1000 and BIOL 1004*

**OAD 2635
CPT CODING**

3 Credits **3 Class Hours**

A study of the descriptive terms and identifying codes for reporting medical services and procedures according to the latest edition of Physicians' Current Procedural Terminology (CPT). Topics include CPT coding format and conventions, applying coding guidelines to ensure accurate code assignment, complexities of assigning evaluation and management codes, and the format and usage of HCPCS National Codes and modifiers. Students will have the availability of an encoder system in the labs. *Prerequisites: BIOL 1000 and BIOL 1004*

**OAD 2650
MEDICAL INSURANCE**

4 Credits **4 Class Hours**

A study of insurance billing procedures. Topics include instruction in completing Medicare, TennCare, Blue Cross/Blue Shield, Worker's Compensation, and other pertinent forms for third-party payers. *Prerequisites: BIOL 1000 and OAD 1120. OAD 2635 is recommended prior to enrolling in this course or concurrently enrolled.*

**OAD 2660
PHARMACOLOGY**

2 Credits **2 Class Hours**

An introduction to generic and product names of a variety of medications, drug classifications, and general therapeutic applications. Topics include history of drugs, the drug approval process, applicable prescription and over-the-counter drugs for every body system. *Prerequisite: BIOL 1000*

**OAD 2700
ADMINISTRATIVE
TRANSCRIPTION**

3 Credits **3 Class Hours**

An introductory machine transcription course that gives students practical experience in transcribing and formatting a variety of business documents. Topics include a continued emphasis on the importance of producing mailable documents by strengthening proofreading, editing, and formatting skills. *Prerequisites: OAD 1115 and OAD 1220*

OAD 2820
DESKTOP PUBLISHING AND
WEB DESIGN

4 Credits

4 Class Hours

A study of desktop publishing focusing on the practical application of concepts and terminology with an introduction of Web design. Topics include planning, designing, and evaluating both personal and business documents, as well as planning and designing a Web page. Documents covered will include letterhead, business cards, brochures, calendars, newsletters, flyers, invitations, and postcards.

Prerequisites: OAD 1220.

OAD 2830
OFFICE MANAGEMENT
AND PROCEDURES

3 Credits

3 Class Hours

A study of the importance of the soft skills such as critical thinking, teamwork, interpersonal, and leadership skills that today's administrative professional must possess to succeed. Topics include preparing and giving presentations, planning meetings, handling mail, filing, and writing business correspondence. Office management topics include time and project management, office organization, career planning, business ethics, and the selection, training, and supervision of personnel. *Prerequisites:* OAD 2230, OAD 2250, and OAD 2260.

OAD 2900
INTEGRATED SOFTWARE
APPLICATIONS

3 Credits

3 Class Hours

A second-year advanced course that emphasizes the integration of software skills. Topics include office-related assignments using word processing, database, spreadsheet, and presentation software, as well as email management and calendar scheduling. A comprehensive exam will be given at the end of the semester covering software applications. *Prerequisites:* OAD 1010, OAD 2230, OAD 2250, and OAD 2260

Occupational Therapy Assistant

OTA 1110
OCCUPATIONAL HUMAN
DEVELOPMENT

3 Credits

2 Lecture Hours, 3 Lab Hours

A study of performance and growth in areas of occupation (ADL, education, work, play, leisure, and social participation) in normal development from conception to death. Topics

include developmental milestones in performance skills and thru the lifespan.

OTA 1120
EXPLORING OCCUPATIONS

3 Credits

2 Lecture Hours, 3 Lab Hours

A study of the concept of occupation across cultures and lifespan. Topics include occupational analysis and selection, adaptation and sequencing of purposeful/meaningful activities.

OTA 1130
FOUNDATIONS OF
OCCUPATIONAL THERAPY

3 Credits

3 Lecture Hours

A study of the basic tenets of occupational therapy. Topics include the history and the role of occupation to health and human diversity, philosophy of occupational therapy, theories, ethics, standards of practice and professional associations.

OTA 1140
OT DOCUMENTATION WITH
FIELDWORK A

3 Credits

2 Lecture Hours, 3 Lab Hours

A study of medical terminology, documentation of the OT treatment process and a Level I Fieldwork.

Prerequisite or Corequisite:
Composition I ENGL 1010

OTA 1210
GROUP PROCESS & DYNAMICS

3 Credits

2 Lecture Hours, 3 Lab Hours

A study of client- practitioner interactions. Topics include professional behaviors, therapeutic use of self, and group process/dynamics.

OTA 1220
CHALLENGES TO MENTAL HEALTH

3 Credits

2 Lecture Hours, 3 Lab Hours

A study of individuals who are limited in their ability to engage in life activities due to challenges to their mental health. Topics include major DSM IV diagnoses with emphasis on symptoms, behaviors, cultural influences, and medical and social supports related to those diagnoses, OT evaluations and treatment planning for the mental health population are practiced. *Prerequisite or Corequisite:*
Introduction to Psychology PSYC 1111

OTA 1230
CHALLENGES TO
PHYSICAL HEALTH

3 Credits

2 Lecture Hours, 3 Lab Hours

A study of individuals who are limited in their ability to engage in daily life activities due to challenges to their physical health. Topics include major medical, orthopedic, and neurological diagnoses, with emphasis on

symptoms, physical conditions, and medical and social supports related to those diagnoses. OT evaluations and treatment planning for the physical health population are practiced.

Prerequisite or Corequisite: Anatomy and Physiology I with Lab BIOL 2010

OTA 1240
HUMAN MOVEMENT FOR
OCCUPATION

3 Credits

2 Lecture Hours, 3 Lab Hours

A study of kinetics of human motion of the musculoskeletal system. Topics include evaluation procedures for range of motion, functional muscle strength and coordination testing, principles and techniques of body mechanics, transfers, and positioning, and neuromotor and myofascial treatment concepts.

OTA 1250
ASSISTIVE TECHNOLOGY/
ENVIRONMENTAL ADAPTATIONS
AND FIELDWORK B

3 Credits

1 Lecture Hour, 6 Lab Hours

A study of adapting , altering or designing environments that support participation and facilitate engagement in social, family and community activities. All levels of assistive technology will be reviewed and discussed. Topics include but are not limited to home modifications, driving evaluations, communication devices and community mobility. Students will evaluate participation limitations and facilitators for individuals and communities. A fieldwork level I component will consist in assisting clients and organizations to change environments and use assistive technology in the community.

OTA 2110
OT INTERVENTIONS AND
TREATMENT: PEDIATRIC

2 Credits

1 Lecture Hour , 3 Lab Hours

A study of limitations and obstacles to occupational engagement (self-care, play, school) for persons from birth to age 22. Topics include Common diagnoses, evaluation methods and treatment environments and treatment for areas of occupation.(ADL, IADL, education, work, play, leisure, and social participation), considering performance skills, performance patterns, client factors and context will be reviewed. *Prerequisites:* OTA 1110, OTA 1120, OTA 1130, OTA 1140, OTA 1210, OTA 1220, OTA 1230, OTA 1240, OTA 1250

OTA 2120
OT MENTAL HEALTH INTERVENTIONS AND TREATMENT: ADULT

3 Credits **2 Lecture Hours, 3 Lab Hours**

A study of mental health limitations and obstacles to occupational engagement for individuals and populations. Topics include common diagnoses and treatment environments, treatment for areas of occupation.(ADL, IADL, education, work, play, leisure, and social participation), considering performance skills, performance patterns, client factors and context will be reviewed. Students will be required to develop applications for enabling function and mental health well-being. *Prerequisites:* OTA 1110, OTA 1120
Corequisite: OTA 1210

OTA 2130
OT INTERVENTIONS AND TREATMENT FOR THE PHYSICALLY CHALLENGED ADULT

3 Credits **2 Lecture Hours, 3 Lab Hours**

A study of physical health limitations and obstacles to occupational engagement for individuals and populations. Topics include common diagnoses and treatment environments, treatment for areas of occupation.(ADL, IADL, education, work, play, leisure, and social participation), considering performance skills, performance patterns, client factors and context will be reviewed. Students will be required to develop applications for enabling function and physical well-being. *Prerequisites:* OTA 1110, OTA 1120, OTA 1130, OTA 1140; OTA 1210, OTA 1220, OTA 1230, OTA 1240, OTA 1250

OTA 2140
OT INTERVENTIONS AND TREATMENT: GERIATRIC

2 Credits **1 Lecture Hour, 3 Lab Hours**

A study of physical and mental health limitations and obstacles to occupational engagement for individuals and populations. Topics include common diagnoses and treatment environments, treatment for areas of occupation.(ADL, IADL, education, work, play, leisure, and social participation), considering performance skills, performance patterns, client factors and context will be reviewed. Students will be required to develop applications for enabling function and mental health and physical well-being. *Prerequisites:* OTA 1110, OTA 1120, OTA 1130, OTA 1140, OTA 1210, OTA 1220, OTA 1230, OTA 1240, OTA 1250

OTA 2150
MANAGEMENT SKILLS FOR THE OTA

3 Credits **3 Lecture Hours**

A study of management skills with an emphasis on organization and professional communication skills necessary for team building, leadership and collaboration. Topics include program planning, marketing, advocacy and program quality improvement. Documentation, reimbursement, ethical and legislative issues will be addressed. This class will review requirements for Level II Fieldwork, certification and licensure. Students will prepare for future employment through resume and portfolio development. *Prerequisite:* OTA 1110, OTA 1120, OTA 1130, OTA 1140, OTA 1210, OTA 1220, OTA 1230, OTA 1240, OTA 1250

OTA 2160
FIELDWORK C

1 Credit

This course provides the opportunity to apply academic knowledge of occupational therapy to practice through a Level I Fieldwork experience. *Prerequisites:* Fieldwork A & B

OTA 2210
LEVEL II: MEDICAL

6 Credits

This course provides the OTA student with the opportunity to apply didactic learning and theory of occupational therapy in a clinical, inpatient, or hospital setting under the supervision of an OTR or COTA. Academic and clinical educators collaborate on fieldwork objectives and experiences to ensure that the role and functions of an entry-level occupational therapy assistant are reinforced. *Prerequisites:* All academic course work and program director approval are required before undertaking Level II Fieldwork. Students must receive a C in all OTA and required General Education courses and receive a satisfactory rating on the Professional Behaviors Evaluation before being approved for Level II Fieldwork placement.

OTA 2220
LEVEL II FIELDWORK: COMMUNITY

6 Credits

This course provides the OTA student with the opportunity to apply didactic learning and theory of occupational therapy to community setting under the supervision of an OTR or COTA. Academic and clinical educators collaborate on fieldwork objectives and experiences to ensure that the roles

and functions of an entry-level occupational therapy assistant are reinforced. *Prerequisites:* All academic course work and program director approval are required before undertaking Level II Fieldwork. Students must receive a C in all OTA and required General Education courses and receive a satisfactory rating on the Professional Behaviors Evaluation before being approved for Level II Fieldwork placement.

LEVEL II FIELDWORK MAY BE IN A LOCATION OUTSIDE OF THE MIDDLE TENNESSEE AREA REQUIRING THE STUDENT TO RELOCATE FOR ONE (8 WEEKS) OR BOTH (16 WEEKS) ASSIGNMENT.

Health & Wellness

PHED 1010
INTRO TO HEALTH & WELLNESS

3 Credits **3 Class Hours**

Introduces students to concepts and practices for developing and maintaining healthy lifestyles in order to achieve a balance for lifelong wellness including physiological, biological, and psychological processes. Students participate in health, nutrition, and fitness evaluations as well as identifying general individual risk factors leading to an individualized wellness plan.

PHED 1030
WALKING

1 Credit **2 Class Hours**

Provides instruction and practice in maintaining physical fitness through walking. Students study the effects of walking on the body.

PHED 1060
WEIGHT TRAINING

1 Credit **2 Class Hours**

Presents various training programs with an emphasis on warm-ups, stretching, individual exercises, running, and the use of weight machines. Encourages the continuation and the self-discipline of exercise.

PHED 1070
PHYSICAL CONDITIONING

1 Credit **2 Class Hours**

Provides instruction and practice in maintaining personal physical fitness through strenuous exercise and aerobic activities. Students study the effects of exercise on the body.

**PHED 1100
KARATE****1 Credit** **2 Class Hours**

Provides instruction in the fundamental techniques of Isshinryu Karate as well as beginning katas, sparring, and self-defense.

**PHED 1350
BICYCLING****1 Credit** **2 Class Hours**

Introduces students to the skills of bicycling and provides them with practical experiences. Provides knowledge about fitness as it is related to bicycling activities.

**PHED 1360
INTRODUCTION TO BOATING****1 Credit** **2 Class Hours**

Provides an overview of boating as a life-long leisure activity. Topics include boating safety, chart reading, and nautical rules of the road. Introduces student to major types of motorized and non-motorized boats in our region. Numerous activities outside the classroom provide hands-on boating experience.

**PHED 1420
INTERMEDIATE KARATE****1 Credit** **2 Class Hours**

Provides instruction in the intermediate techniques of karate as well as intermediate katas, weapons, sparring, and self-defense. *Prerequisite: PHED 1100 or permission of the instructor.*

**PHED 1640
TENNIS****1 Credit** **2 Class Hours**

Provides instruction in the fundamental techniques of tennis: forehand, backhand, volley, and serve. Students study tennis rules and strategies.

**PHED 1650
INTERMEDIATE TENNIS****1 Credit** **2 Class Hours**

Provides instruction in the intermediate techniques of tennis: topspin and slice forehands and backhands, and the different kinds of serves. Students learn singles and doubles strategies as well as the mental aspects of the game. *Prerequisite: PHED 1640 or permission of the instructor.*

**PHED 2130
INTRODUCTION TO
PHYSICAL EDUCATION****3 Credits** **3 Class Hours**

Provides instruction in the history and principles of physical education as they relate to selected physical activities.

**PHED 2310
COMMUNITY HEALTH****3 Credits** **3 Class Hours**

Focuses on community health issues.

Philosophy

**PHIL 1000
CRITICAL THINKING AND
PROBLEM SOLVING****3 Credit Hours** **3 Class Hours**

An introduction to the elements of critical thinking as a cognitive process. Students apply thinking abilities and problem-solving skills to issues and concepts drawn from academics, current events, and life experiences. *Prerequisites: DSPW 0800 and DSPR 0800 or demonstrated skills.*

**PHIL 1030
INTRODUCTION TO PHILOSOPHY *****3 Credits** **3 Class Hours**

An introduction to the historical roots and basic problems of philosophy. Topics include metaphysics, epistemology, and value theory (ethics, aesthetics, social/political philosophy) along with the major figures of Western philosophy. *Prerequisites: DSPW 0800 and DSPR 0800 or demonstrated skills. PHIL 1030 meets the general education requirement for Humanities.*

** This course is part of the general education core.*

**PHIL 1111
INTRODUCTION TO ETHICS *****3 Credits** **3 Class Hours**

An introduction to the study of moral reasoning and judgment. Topics include the meaning and importance of individual and social morality in human life, the major systems of ethical theory (ethics of virtue, ethics of duty). Students apply ethical theory to the study of such moral problems as sexual morality, pornography, abortion, euthanasia, capital punishment, and job discrimination. *Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills. PHIL 1111 meets the general education requirement for Humanities.*

** This course is part of the general education core.*

**PHIL 2021
PHILOSOPHY IN MOVIES****3 Credits** **3 Class Hours**

An exploration of philosophical themes running through movies. Students will view films and discuss philosophical issues underlying the dramatic action in films and will acquire a deeper philosophical understanding and intellectual appreciation for philosophy as well as film. *Prerequisites: DSPW 0800 and DSPR 0800 or demonstrated skills*

**PHIL 2300
ETHICS IN MEDICINE****3 Credits** **3 Class Hours**

An exploration of particular moral and conceptual issues suffusing the practice of health care professionals. Students will become acquainted with representative instances of actual clinical situations generating moral concerns and will also learn how to address these dilemmas with the assistance of philosophical reflection. *Prerequisites: DSPW 0800 and DSPR 0800 or demonstrated skills*

Photography

**PHO 1110
BASIC PHOTOGRAPHY****3 Credits** **3 Class Hours**

An introduction to the use of 35mm cameras and shooting color slide film. Topics include camera controls, films, lenses, flash, exposure, light metering, and composition.

**PHO 1115
PHOTOGRAPHIC VISUAL
PRINCIPLES****3 Credits** **3 Class Hours**

An introduction to the history of photography and critiquing photographs. Topics include new and old imaging techniques, visual literacy, and uses of photography in media and advertising.

**PHO 1170
BUSINESS OF PHOTOGRAPHY****3 Credits** **3 Class Hours**

An introduction to creating a business in photography. Topics include business licensing, marketing, estimating and invoicing jobs, copyrighting, tax laws and deductions, stock photography, location scouting, and props.

**PHO 1210
BLACK & WHITE PHOTOGRAPHY I****3 Credits** **2 Class Hours, 2 Lab Hours**

An introduction to basic black-and-white photography. Topics include exposure, film processing, printing, composition, and the study of black-and-white photography as an art form. *Prerequisite: PHO 1110*

**PHO 1230
COLOR I****3 Credits** **2 Class Hours, 2 Lab Hours**

A technical exploration into custom quality color printing from both negatives and slides. Topics include shooting for color, enlargers, easels, spotting, and color corrections. *Prerequisite: PHO 1210*

**PHO 1240
LIGHTING I****3 Credits 2 Class Hours, 2 Lab Hours**

An introductory lighting course. Topics include lighting, with student's battery powered strobes, the use of light meters, stands, and umbrellas both on location and in the studio. A removable flash is required.

Prerequisite: PHO 1110

**PHO 1270
PORTFOLIO PRACTICUM****3 Credits 2 Class Hours, 2 Lab Hours**

An advanced class that provides instruction in the process of how to develop a professional portfolio. Topics include portfolio design, presentation, and self promotion.

Prerequisites: PHO 1110, PHO 1210, PHO 1230, and PHO 1240

**PHO 1310
BLACK & WHITE PHOTOGRAPHY II****3 Credits 2 Class Hours, 2 Lab Hours**

A continuation of the skills learned in PHO 1210. Students explore more advanced exposure methods, processing, and printing techniques as well as such topics as archival printing, toning, alternative printing processes, and print presentation. *Prerequisite: PHO 1210*

**PHO 1320
COLOR II****3 Credits 2 Class Hours, 2 Lab Hours**

A further exploration into color printing with an emphasis on creative processing and printing. Topics include multiple exposures, photograms, and cross processing. *Prerequisite: PHO 1230*

**PHO 1350
LIGHTING II****3 Credits 2 Class Hours, 2 Lab Hours**

An in-depth study of studio lighting with an emphasis on 35mm and large format cameras. Topics include tungsten lighting and studio flash, camera movements, lenses, exposure calculations, and commercial applications. *Prerequisite: PHO 1240*

**PHO 1410
NATURE PHOTOGRAPHY
TECHNIQUES****3 Credits 2 Class Hours, 2 Lab Hours**

An introduction to field techniques in nature photography. Topics include natural light, composition, close-up photography, and critiquing images created for class. Weather permitting, each meeting consists of a field session and a classroom session. *Prerequisite: PHO 1110*

**PHO 1430
PORTRAIT TECHNIQUES****3 Credits 3 Class Hours**

An introduction to portrait techniques. Topics include equipment, outdoor and studio lighting, client relationships, and business aspects of portrait photography. *Prerequisite: PHO 1110*

**PHO 1450
INDIVIDUAL STUDY****3 Credits 1 Class Hour, 6 Lab Hours**

An in-depth exploration of still photography for the advanced student. *Prerequisites: All 1100 and 1200 level Photography courses. Approval by department chair according to availability of lab space.*

**PHO 1470
PHOTOJOURNALISM****3 Credits 2 Class Hours, 2 Lab Hours**

An introduction to photojournalism. This class covers techniques and equipment needed when shooting for publication and places an emphasis on producing digital images. *Prerequisites: PHO 1110 and COM 1210*

**PHO 1490
DIGITAL PHOTOGRAPHY****3 Credits 2 Class Hours, 2 Lab Hours**

An introduction to capturing and processing digital images. Topics include white balance, digital files, lenses, transferring images to a computer, working with a desktop darkroom, burning CD's, scanning, and printing on inkjet and RGB printers. *Prerequisites: PHO 1110, PHO 1230, and COM 1210*

**PHO 2190
ADVANCED TOPICS IN
DIGITAL PRINTMAKING****3 Credits 2 Class Hours, 2 Lab Hours**

A continuation of PHO 1490 and COM 2240 using Adobe Photoshop. Topics include advanced color management, advanced digital manipulation of images, problem solving, and various printmaking techniques.

Physics

**PHYS 1015
APPLIED PHYSICS I****4 Credits 3 Class Hours, 3 Lab Hours**

An introductory algebra/trigonometry-based course in the principles and applications of the mechanics of non-deformable bodies, elasticity, fluids, and heat that emphasizes technical applications. *Prerequisite: MATH 1730 or equivalent skills.*

**PHYS 1025
APPLIED PHYSICS II****4 Credits 3 Class Hours, 3 Lab Hours**

An introductory algebra/trigonometry-based course in the principles and applications of wave motion, sound, light and optics, electricity and magnetism, and the elements of modern physics that emphasizes technical applications. *Prerequisite: PHYS 1015*

**PHYS 1115
BASIC PHYSICS****3 Credits 3 Class Hours**

An introductory course for students having little or no background in physics. Students are introduced to a variety of topics including motion, energy, fluids, electric circuits, optics, and waves. Intended to prepare engineering technology students to be successful in PHYS 2010 and 2020 and to provide a physical science elective without a lab for all students. Course does not transfer. *Prerequisite: Two years of high school algebra*

**PHYS 2010
NON-CALCULUS-BASED PHYSICS I *****4 Credits 3 Class Hours, 3 Lab Hours**

An algebra/trigonometry-based course in the concepts and principles of the mechanics of non-deformable bodies, fluids, and heat. *Prerequisite: MATH 1730 or MATH 1710-1720*

** This course is part of the general education core.*

**PHYS 2020
NON-CALCULUS-BASED
PHYSICS II *****4 Credits 3 Class Hours, 3 Lab Hours**

An algebra/trigonometry-based course in the concepts and principles of wave motion, sound, electricity and magnetism, light and optics, and elements of modern physics.

Prerequisite: PHYS 2010

** This course is part of the general education core.*

**PHYS 2110
CALCULUS-BASED PHYSICS I *****4 Credits 3 Class Hours, 3 Lab Hours**

A calculus-based course in the concepts and principles of mechanics, fluids, heat, and thermodynamics. This course is intended to serve students who plan to major in science or engineering at the four-year college level. *Prerequisite: MATH 1910*

** This course is part of the general education core.*

PHYS 2120
CALCULUS-BASED PHYSICS II *
4 Credits 3 Class Hours, 3 Lab Hours

A calculus-based course in the concepts and principles of wave motion, sound, electricity and magnetism, light and optics, and the elements of modern physics. This course is intended to serve students who plan to major in science or engineering at the four-year college level. *Prerequisite: PHYS 2110*
** This course is part of the general education core.*

Political Science

POLI 1111
POLITICAL SCIENCE *
3 Credits 3 Class Hours

Introduces the comparative theories, systems, processes, and institutions of world government. *Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills. Note: POLI 1111 meets the requirement for a Social Science elective.*
** This course is part of the general education core.*

Physical Sciences

PSCI 1030
SURVEY OF PHYSICAL SCIENCE *
4 Credits 3 Class Hours, 3 Lab Hours

This course is a conceptual introduction to physical science using a minimum of mathematics. Topics discussed include Newtonian mechanics, gravitation, waves, sound, electricity, magnetism, heat and optics, and an introduction to physics. *Prerequisites: DSPR 0800 and DSPM 0800*
** This course is part of the general education core.*

Police Science/ Law Enforcement

PST 1000
**INTRODUCTION TO
CRIMINAL JUSTICE**
3 Credits 3 Class Hours

Studies the administration of criminal justice and its purposes, goals, and functions. Covers evaluation of law enforcement responsibilities, techniques, and methods of how police patrol is conducted. Students are provided with a basic understanding of the criminal justice components, including history of law enforcement; DUI enforcement; officer survival; police corruption; sects, cults, and deviant movements; police administration; firearms; and defensive tactics.

PST 1005
**INTRODUCTION TO
CRIMINOLOGY**
3 Credits 3 Class Hours

Studies societal problems including deviant behavior, its causes, patterns, treatment, and prevention.

PST 1010
CRIMINAL LAW & PROCEDURE
3 Credits 3 Class Hours

Provides a study of trial procedures, a history of constitutional rights, rules of evidence admissibility, types of evidence, and laws of arrest, search, and seizure.

PST 1015
**SURVEY OF CORRECTIONS
INSTITUTIONS**
3 Credits 3 Class Hours

Introduces students to the concepts and practices of administration operation and management of modern correctional institutions for juveniles and adults.

PST 1020
POLICE ADMINISTRATION
3 Credits 3 Class Hours

Studies the principles of organization and personnel management functions of the police agency. Topics include policy procedures, operational duties and commands, and evaluation of the research, planning, and development processes.

PST 1025
COMMUNITY-BASED CORRECTIONS
3 Credits 3 Class Hours

Focuses on alternatives to criminal incarceration including diversion programs such as pre-trial intervention, substitutes for jail, short-term treatment, and deferred prosecution programs. Studies the various aspects of resocialization and reintegration into the community.

PST 1030
CRIMINAL EVIDENCE
3 Credits 3 Class Hours

Develops an understanding of the types, proper treatment, and disposition of criminal evidence. Also studies the problems of admissibility in court proceedings. Other topics include rules for obtaining the evidence, types of evidence, principles of exclusion, evaluation and examination of the evidence, proof, competence of witnesses, hearsay rule, opinion, pre-trial discovery, and testimony in court.
Prerequisite: PST 1010

PST 1035
**LAW ENFORCEMENT
REPORT WRITING**
3 Credits 3 Class Hours

This course of instruction deals with the objectives of effective police report preparation as it specifically pertains to law enforcement. The student will be instructed in how to present information in an organized, clear and chronological manner. The three categories of law enforcement documents, incident, administrative, and affidavit will be covered extensively.

PST 1040
DEFENSIVE TACTICS
3 Credits 3 Class Hours

Introduces students to a complete basic police defensive tactics system through physical practice of uncomplicated movements and control of distance. Basic defensive tactics include hand and foot strikes, pressure points, control tactics, impact weapons, handcuffing techniques and use-of-force plans to include various policies on deadly force. Mental conditioning for survival and use-of-force continuum are presented.

PST 1050
TACTICAL SHOTGUN
3 Credits 3 Class Hours

Develops the student's knowledge and operating skills of "tactical response shotgun." Special emphasis is placed on safety, gun handling, ammo selection, position shooting, marksmanship, and tactical movement. Upon completion, the student will be able to explain and demonstrate the safe and proper use of the "tactical shotgun" and have a working knowledge of weapon function, ammunition selection, shotgun wounding characteristics, various applied shotgun techniques, and basic mechanical troubleshooting for the shotgun.

PST 1060
**BASIC SURVEILLANCE
TECHNIQUES**
3 Credits 3 Class Hours

Examines basic police surveillance and counter-surveillance procedures and methods, including foot and vehicle; one-, two- and three-person or ABC surveillance; aerial platform; and electronic and stationary surveillance operations. Hands on training includes these topics: definition and history of surveillance, four basic methods of surveillance, foot surveillance operations, vehicle surveillance procedures, stationary surveillance methods, aerial platform surveillance, counter-surveillance operations, detecting and eluding surveillance operatives, and presentation of surveillance evidence in court.

**PST 1070
OFFICER SURVIVAL**

3 Credits **3 Class Hours**

Studies the basics of police work needed to survive both mentally and physically. The student gains an understanding of basic officer survival tactics and techniques and will be able to explain and demonstrate proper survival techniques used during field interviews, unknown risk calls, and traffic stops. Also provides a working knowledge of survival skills used during domestic calls, crimes in progress, and high risk traffic stops.

**PST 1080
INTERVIEWING AND
INTERROGATION TECHNIQUES**

3 Credits **3 Class Hours**

Provides a study of the techniques utilized in interviewing victims, witnesses, and subjects of interrogations. Topics include preparation and strategy, legal aspects, interpretation of verbal and physical behavior, causes of denial, interviewing, establishing credibility, reducing resistance, obtaining the admission, and the use of video equipment.

**PST 1085
BASIC FINGERPRINTING AND
PATTERN IDENTIFICATION**

3 Credits **3 Class Hours**

This course of instruction is a study of ridge pattern identification and the physical aspects of fingerprints. This instruction is the basis for developing techniques for the taking of presentable and classifiable inked impressions. A good portion of this course is hands-on application of these techniques.

**PST 1090
TRAFFIC ACCIDENT
INVESTIGATION**

3 Credits **3 Class Hours**

Studies traffic collisions using scientific methods of vehicle speed calculation, timed distance speed, report writing, and diagramming. Explores the legal, statistical, and professional aspects of this interesting field. Includes dynamic vehicle experiments and practical exercises in gathering facts for traffic investigators.

**PST 1095
TACTICAL TALK AND
INTERVIEW TECHNIQUES**

3 Credits **3 Class Hours**

Tactical Talk is an interpersonal communications course for police officers. The course is designed to give officers the necessary tools to successfully diffuse verbal confrontations as well as persuade contacts to obey legal and lawful

orders. The goals, objectives, and visions of law enforcement will be discussed. One section includes field interviewing techniques and neurolinguistics.

**PST 2000
DRUG IDENTIFICATION & EFFECTS**

3 Credits **3 Class Hours**

Provides students with the fundamentals for identifying both the appearance and effects of controlled substances. Students receive guides to controlled substances: their color, trade names, and drug codes. Gives critical examination of the physiological, sociological, psychological, and legal aspects of drug abuse and many complexities that have developed as a direct or indirect result of their abuse in our society.

**PST 2005
CONSTITUTIONAL RIGHTS
OF PRISONERS**

3 Credits **3 Class Hours**

Studies the legal rights of prisoners including constitutional amendment rights, legal advice and counsel, civil rights, equal protection of the laws, and disciplinary proceedings.

**PST 2010
CRIMINAL INVESTIGATION**

3 Credits **3 Class Hours**

Studies the fundamentals of criminal investigation including crime scene search and recording; collection and preservation of evidence; a survey of related forensic science; interviews and interrogations; and methods of surveillance. Techniques of case preparation and presenting the case to court are also studied.

**PST 2015
CORRECTIONAL MANAGEMENT**

3 Credits **3 Class Hours**

Examines the organizational structure, training techniques, and roles of correctional administrators including supervision and a study of non-traditional procedures such as community-based programs.

**PST 2020
POLICE FIREARMS**

3 Credits **3 Class Hours**

Introduces students to police combat firearms training, firearms tactics, deadly force policies and shoot/don't shoot decisions. Course also covers practical, safe operation and firing of handguns. Students learn how to safely operate and fire a handgun and make use-of-force decisions in firearms. Students must furnish weapons and ammunition.

**PST 2025
PROBATIONS, PARDONS,
AND PAROLE**

3 Credits **3 Class Hours**

Provides a study of the functions and duties of a probation and/or parole officer with emphasis on the historical aspects, philosophies and standards associated with probation, pardon, and parole.

**PST 2030
SEMINAR IN POLICE SCIENCE**

3 Credits **3 Class Hours**

Provides an opportunity for Police Science students to study the role of law enforcement and corrections in a seminar setting. Also includes off-campus experiences, which involve supervised field activities, field site visits, and extensive research activities.

**PST 2035
JUVENILE PROCEDURES**

3 Credits **3 Class Hours**

Introduces students to the concepts of youth crimes and techniques practiced by police and courts in prevention and control. Studies the development and trends in juvenile court procedures.

**PST 2045
INTRODUCTION TO
CRIMINALISTICS**

3 Credits **3 Class Hours**

The scientific evaluation of physical evidence in the crime lab; firearms examination, comparative micrography, toxicology, serology, polygraph, and microanalysis of hair, fiber, paint, and glass; and legal photography applications.

**PST 2050
POLICE TACTICAL TRAINING (SWAT)**

3 Credits **3 Class Hours**

Provides an overview of the historical development of special weapons and tactical teams. Techniques of urban and rural movements are discussed and practiced. Breaching techniques and forced entry methods are also covered. Methods of surreptitious and dynamic entry and clearing and hostage rescue are practiced with tactical diagramming and aid planning.

**PST 2055
GANGS, CULTS,
DEVIANT MOVEMENTS**

3 Credits **3 Class Hours**

Acquaints the student with the gang problems in the United States, precepts, and current philosophies of Paganism, Neo-Paganism, Witchcraft, Satanism, Santeria, and Brujeria. Examines ceremonial and magical rituals, signs, symbols, secret alphabets, ritualized abuse, and Cult-Occult crime investigation. Explores psychological and sociological effects of media on adolescents.

PST 2060
EVIDENCE PHOTOGRAPHY
3 Credits 3 Class Hours

Studies photographic aspects used in criminal investigation with emphasis on types of cameras and lighting for purpose of recording evidence.

PST 2065
PREVENTION & CONTROL OF CRIME
3 Credits 3 Class Hours

Studies the police function as it pertains to the analysis of crime prevention and control. The course will cover the major problems and needs of police agencies to fulfill their roles within the criminal justice system.

PST 2070
BUSINESS & INDUSTRIAL SECURITY
3 Credits 3 Class Hours

Studies the functions and concepts of security personnel forces of industrial plants, airports, hospitals, and commercial stores.

Psychology

PSYC 1111
INTRODUCTION TO PSYCHOLOGY *
3 Credits Honors Section Offered
3 Class Hours

Introduces the fundamentals of human behavior. Major topics include biological bases of behavior, sensation and perception, motivation, learning and memory, maturation and development, personality, and social psychology. On completion of the course, the student should be able to utilize basic psychological principles to achieve a better understanding of self and others. *Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills*
Note: PSYC 1111 meets the requirement for a Social Science elective.

** This course is part of the general education core.*

PSYC 1115
PSYCHOLOGY OF ADJUSTMENT
3 Credits Honors Section Offered
3 Class Hours

Studies personal and social adjustment in modern society. Topics include maturing self-concept, healthy interpersonal relationships, constructive management of emotion and stress, and prevention of maladjustment. *Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills*
Note: PSYC 1115 meets the requirement for a Social Science elective.

PSYC 2111
PSYCHOLOGY OF HUMAN GROWTH AND DEVELOPMENT *
3 Credits Honors Section Offered
3 Class Hours

Survey of the biological and environmental factors influencing the physical, intellectual, social, emotional,

and language development from birth until death. Explores causes and results of interruption in or interference with the developmental process.

Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills. Note: PSYC 2111 meets the requirement for a Social Science elective.

** This course is part of the general education core.*

PSYC 2113
SOCIAL PSYCHOLOGY
3 Credits 3 Class Hours

Studies the individual in society. Explores topics of social behavior: conformity, interpersonal relationships, perceptions, prejudice, altruism, aggression, and attitude formation. (This course is the same as SOCI 2113.) *Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills. Note: PSYC 2113 meets the requirement for a Social Science elective.*

PSYC 2120
CHILD DEVELOPMENT
3 Credits 3 Class Hours

This course looks at children from a developmental perspective. It reflects how children change as a result of age and experience. The underlying themes serving as a basis for this course include: the interplay of biology, experience, and current level of development; how early experiences affect later development; and self development. *Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills. Note: PSYC 2120 meets the requirement for a Social Science elective.*

Sociology

SOCI 1111
INTRODUCTION TO SOCIOLOGY *
3 Credits Honors Section Offered
3 Class Hours

Introduces the study of society, social groups, and social interaction. Topics include culture and society, socialization, social stratification, minorities, education, religion, and social change. *Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills. Note: SOCI 1111 meets the requirement for a Social Science elective.*

** This course is part of the general education core.*

SOCI 1112
SOCIAL PROBLEMS *
3 Credits 3 Class Hours

Focuses on issues and topics identified as social problems in American society, such as crime, drug and alcohol abuse, environment, changing family and gender relationships, poverty, and violence. *Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills. Note: SOCI 1112 meets the requirement for a Social Science elective.*

** This course is part of the general education core.*

SOCI 1120
INTRODUCTION TO CULTURAL ANTHROPOLOGY *
3 Credits 3 Class Hours

Introduces the study of human culture. Focuses on human adaptation and diversity, development and variety of economic, political, religious, family, and expressive institutions.

Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills. Note: SOCI 1120 meets the requirement for a Social Science elective.

** This course is part of the general education core.*

SOCI 2112
MARRIAGE AND FAMILY *
3 Credits 3 Class Hours

Studies the social, cultural, and personal factors relating to mate selection and family life. Assists students in understanding the values, marriages, and families of contemporary America. Topics include human intimacy, family relations through the life cycle, kinship, child rearing, sources of strain and violence, and sources of bonding in family life. *Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills.*

Note: SOCI 2112 meets the requirement for a Social Science elective.

** This course is part of the general education core.*

SOCI 2113
SOCIAL PSYCHOLOGY
3 Credits 3 Class Hours

Studies the individual in society. Explores topics of social behavior: conformity, interpersonal relationships, perceptions, prejudice, altruism, aggression, and attitude formation. (This course is the same as PSYC 2113.) *Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills. Note: SOCI 2113 meets the requirement for a Social Science elective.*

Spanish

SPAN 1010
SPANISH I
3 Credits 3 Class Hours

Develops the student's ability to use Spanish. Students develop proficiency in hearing, speaking, reading, and writing elementary Spanish. *Prerequisite: DSPW 0800 or equivalent skills*

SPAN 1020
SPANISH II
3 Credits 3 Class Hours

Refines the student's ability to use Spanish. Students improve proficiency in hearing, speaking, reading, and writing elementary Spanish. *Prerequisite: SPAN 1010 or permission of instructor*

**SPAN 2010
SPANISH III****3 Credits****3 Class Hours**

Develops further the student's knowledge of Spanish. Students build aural comprehension skills and speaking ability, write compositions, and study Spanish literature and Hispanic culture. *Prerequisite: SPAN 1020 or permission of instructor*

**SPAN 2020
SPANISH IV****3 Credits****3 Class Hours**

The culmination of the four semester hour introductory Spanish sequence. Students increase aural comprehension skills and speaking ability, expand their compositions, and broaden their study of Hispanic literature. *Prerequisite: SPAN 2010 or permission of instructor*

**SPAN 2025
CONVERSATIONAL SPANISH****2 Credits****2 Class Hours**

Students practice the grammar and vocabulary acquired in previous Spanish courses by focusing on listening and speaking skills. Students will be able to talk about a variety of subjects, both social and academic, and be able to express and defend their opinions. *Prerequisites: SPAN 2020 or permission of instructor*

Speech and Communications

**SPCH 1010
SPEECH *****3 Credits****3 Class Hours**

An introduction to the fundamentals of speech. Impromptu speeches, extemporaneous speeches (both informative and persuasive), and a problem-solving persuasive presentation give students experience in oral communication. *Prerequisite: ENGL 1010.*

** This course is part of the general education core.*

**SPCH 1112
FUNDAMENTALS OF SPEECH COMMUNICATION****3 Credits****3 Class Hours**

An exploration of aspects of communication in various contexts: interpersonal, small group, and public speaking. Practical applications allow students to improve their understanding of and enhance their skills in communication. *Prerequisite: ENGL 1010*

**SPCH 2111
INTERPERSONAL SKILLS****3 Credits****3 Class Hours**

A communications course which increases students' understanding of competent interpersonal communication behaviors. Various communication principles and theories are covered. *Prerequisite: ENGL 1010*

**SPCH 2215
VOICE AND DICTION****3 Credits****3 Class Hours**

A detailed study of individual speech patterns. Students will develop self-confidence, articulate speech, and effective voice quality through knowledge of the vocal mechanism. This course is designed to improve speech patterns through applications of vocal mechanics and diction techniques. *Prerequisite: ENGL 1010*

Surgical Technology

**SURG 1001
INTRODUCTION TO SURGICAL TECHNOLOGY****3 Credits****2 Class Hours and 3 Lab Hours**

An introduction to principles, techniques and issues in the operating room environment. Topics include patient care concepts, equipment and instrumentation, job responsibilities, sterile technique, professional management and self-management. *Prerequisite: Program Application, interview and instructor permission*

**SURG 1002
BASIC SKILLS****1 Credit****3 Lab Hours**

Sterile Technique and basic techniques necessary to function as a Surgical Technologist in the Scrub Role. Topics include principles of sterile technique, surgical scrub, gowning and gloving self and others, case setup, medication handling, counts, draping and proper instrument handling. *Prerequisite: Program Application, interview and instructor permission*

**SURG 1003
INTRODUCTION TO CLINICAL EXPERIENCE****2 Credits****3 Lab Hours****1 Class Hour**

An introduction to the operating room environment. Topics include patient care concepts, equipment and instrumentation, job responsibilities, sterile technique, professional and self-management and visits to the operating room *Prerequisite: Program Application, interview and instructor permission*

**SURG 1004
ADVANCED SKILLS****1 Credit****3 Lab Hours**

Sterile Technique and basic techniques necessary to function as a Surgical Technologist in the Scrub Role. Topics include principles of sterile technique, surgical scrub, gowning and gloving self and others, case setup, medication handling, counts, draping and proper instrument handling. *Prerequisite: Program Application, interview and instructor permission*

**SURG 1005
MICROBIOLOGY FOR SURGICAL TECHNOLOGY****2 Credits****2 Class Hours**

An introduction to basic microbiology, immunology and disease processes with emphasis on antimicrobial techniques used in the operating room. Topics include historical microbiology, pathogenicity, the immune response, sterilization, and antiseptic and disinfection techniques, wound healing and wound classification.

**SURG 1006
CHEMISTRY & PHARMACOLOGY****2 Credits****2 Class Hours**

An introduction to basic chemistry and pharmacology with emphasis on drugs and techniques used in the operating room. Topics include medication measurement and delivery, types and actions of medications, routes of administration and medications used in surgery. *Prerequisite: DSPM 0700*

Theatre

**THEA 1030
INTRODUCTION TO THEATER *****3 Credits****3 Class Hours**

Introduces the basic artistic, social, and technical elements of theater. Through reading and film students are introduced to contemporary and classical styles of presentation and dramatic structure. Covers the contributions of the playwright, designers, director, actors, and audience to the theatrical process. THEA 1030 Introduction to Theater is a humanities elective. *Prerequisites: DSPR 0800 and DSPW 0800*
** This course is part of the general education core.*

Administration, Faculty, & Staff




Nashville State
Community College

TENNESSEE BOARD OF REGENTS SYSTEM

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Newbern

Hartsville

Oneida

Hohenwald

Paris

Jacksboro

Pulaski

Jackson

Ripley

Knoxville

Shelbyville

Livingston

Whiteville

ADMINISTRATIVE, PROFESSIONAL AND SUPPORT STAFF

George H. Van Allen, President

B.S., Appalachian State University, 1970
M.A., Appalachian State University, 1971
Ed.D., North Carolina State University, 1981

Peter O. Abouaravong, Technical Clerk, Computer Services

Rebecca A. Abu-Orf, Manager, Payroll Services

**John E. Adamson, Computer Operations
Specialist, Computer Information Systems**
B.S., University of Tennessee, 1971
A.S., Nashville State Technical Institute, 1984

George E. Aldridge, Security Guard Supervisor, Safety & Security

Abass Alhassan, Systems Analyst, Computer Services

Amanda L. Anderson, Lead Cashier, Bursar's Office

Cynthia L. Anderson, Physical Disabilities Coordinator

B.S., University of Alabama, 1991
M.A., University of Alabama, 1993
Ed.S., Tennessee Technological
University, 1995

Matthew O. Appleton, Computer Lab Technician, Computer Services

Laura L. Barnes, Programmer Analyst II, Computer Services

Bernice G. Batchelor, Account Clerk Supervisor, Accounting

B.S., Lane College, 1975

Jon M. Bates, Technical Clerk, Finance and Administrative Services

B.B.A., Middle Tennessee State
University, 2002

Suzanne S. Belcher, Receptionist

Monica L. Bell, Technical Clerk, Accounting

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B.S., Middle Tennessee State University, 1981

Z. Dianne Blankenship, Account Clerk Supervisor—Cashiering and Registration, Bursar's Office

James M. Bond, Custodian, Operations and Maintenance

Jason M. Bond, Maintenance Worker, Operations and Maintenance

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A.A.S., Nashville State Technical
Institute, 1994
A.A.S., Nashville State Technical
Institute, 1999

Betty P. Broz, Coordinator, Community Education

Certified Professional Secretary, 1994

James W. Bryant, A/C Heating Mechanic III, Operations & Maintenance

Certificate/HVAC, Tennessee Technology
Center, 1973

Melanie J. Buchanan, Budgeting and Facilities Coordinator

B.A., Trevecca Nazarene University, 1997

Vilia Ann Buckingham, Grants Fiscal Clerk, Accounting

Kelvin D. Butler, Security Guard I, Safety and Security

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B.B.A., University of Wisconsin,
Oshkosh, 2003

**Wilma J. Caldwell, Secretary II, Math and
Natural Sciences**
A.A.S., Nashville State Technical
Institute, 1995

Vicki L. Chambers, Admissions & Records Clerk, Admissions

Dona Joan Christopher, Assistant Director, Cookeville Campus

B.A., Oachita Baptist University, 1966
M.S., Vanderbilt University, 1978

Judith I. Cook, Administrative Secretary, President's Office

**William L. Corbett, Contract Training
Specialist, WorkForce Training Center**
A.S., Business Education Institute, 1983
Certified INCAF Parenting Educator, 1995
Certified INCAF Instructor Trainer, 1998
Certified Toastmasters ATM, 1996

John M. Dailey, Security Guard I, Safety & Security

M. Elaine Davis, Controller, Accounting

B.S., Belmont University, 1972
A.S., Nashville State Technical Institute, 1983

James T. Dawson, Director of Operations and Maintenance

Janet S. Dennis, Personnel Assistant, Human Resources

Theresa J. Dirugeris, Secretary II, Community Education

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A.A.S., Nashville State Technical
Institute, 1997
B.F.A., Middle Tennessee State
University, 1999

Julie H. Duel, Graduation Analyst I/Lead Worker, Records

Sharon R. Dyer, Secretary I, Cookeville Campus

Mary Ann Dykema, Secretary III, Records

**Kelly L. Eboighbodin, Manager of
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A.A.S., Nashville State Technical
Institute, 1994

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B.A., Western Kentucky University, 1997
M.R.C., University of Kentucky, 1999

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B.S., St. Mary's University, 1968
M.S., East Texas State University, 1969
Post Graduate, University of Memphis, 1983

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Certificate of Computer Operations,
Nashville State Technical Institute, 1981
A.S., Nashville State Technical Institute, 1986

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B.S., Murray State University, 1973
M.A., Western Kentucky University, 1978

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B.S., University of Tennessee at
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M.S., University of Tennessee at
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Pamela R. Gadd, Testing Technician I, Testing Center

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B.S., Tennessee State University, 1994
MCJ, Middle Tennessee State University, 2001
A+ Certification, POST Certification, CPP

Jim D. Pack, Associate Professor, Math and Natural Sciences

B.S., Middle Tennessee State University, 1966
M.S., Southern Illinois University–Carbondale, 1968

Mary Elizabeth Parker, Associate Professor, English, Humanities & Arts

B.A., Rutgers University, 1987
M.A., Tennessee State University, 1990

Holly H. Paulus, Assistant Professor, Developmental Studies

B.A., Case Western Reserve University, 1971
M.Ed., University of Delaware, 1984
Certified Reading Specialist

Donald R. Pelster, Professor, Electrical Engineering Technology

B.E., Vanderbilt University, 1969
M.S., Vanderbilt University, 1976
Ph.D., Vanderbilt University, 1980
Registered Professional Engineer, 1983

Marshall Ted Phelps, Instructor, English, Humanities and Arts

B.S., Michigan State University, 1974
M.A., Michigan State University, 1978
Ph.D., University of Memphis, 1995

Van H. Phillips, Associate Professor, Electrical Engineering Technology

A.S., Nashville State Technical Institute, 1978
B.S., David Lipscomb University, 1983
M.S., Middle Tennessee State University, 1988
M.S., East Tennessee State University, 2000
Certified Associate Engineering Technician, 1978

Janusz A. Polanowski, Instructor, English, Humanities and Arts

B.A., University of Georgia, 1993
M.A., Vanderbilt University, 2000

Quenton Pulliam, Associate Professor, Business Management

B.S., Belmont University, 1975
M.B.E., Middle Tennessee State University, 1977
State of Tennessee Teachers Certificate

Brian A. Ray, Instructor, English, Humanities and Arts

B.A., Yankton College, 1980
M.A., University of South Dakota, 1996
D.A., Middle Tennessee State University, 2001

Eric A. Richardson, Instructor, Music Technology

M.R.A., Conservatory for Recording Arts & Sciences, 1992

FACULTY EMERITUS

**Jacob D. Roberts, Associate Professor,
Computer Information Systems**

A.S., Nashville State Technical Institute, 1974
B.B.A., Tennessee State University, 1983
M.B.A., Tennessee State University, 1990

**Sondra B. Roddy, Assistant Professor,
Math and Natural Sciences**

B.S., University of Memphis, 1971
M.S., University of Memphis, 1974
M.M., University of South Carolina, 1999

**Randy W. Rudder, Assistant Professor,
English, Humanities & Arts**

B.A., Mount Union College, 1983
M.A., Tennessee State University, 1989
M.F.A., University of Memphis, 2003

**Tammy L. Ruff, Associate Professor,
Social Sciences**

B.S., Belmont University, 1980
M.Ed., Middle Tennessee State
University, 1991

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Computer Technology**

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M.Ed., Vanderbilt University, 1995
Microsoft® Certified Trainer, 1995,
Microsoft® Certified Systems Engineer, 1996,
Certified Technical Trainer, 1997, A+
Certified Technician, 2000

**Frank Schlichter, Jr., Instructor, Math and
Natural Sciences**

M.D., University of Alabama, 1965

**David A. Sellars, Associate Professor,
Developmental Studies**

A.A., Henderson Community College, 1969
B.A., Murray State University, 1971
M.A.C.T., Murray State University, 1973
S.C.T., Murray State University, 1973

**Terry D. Sellars, Associate Professor,
Developmental Studies**

B.A., Murray State University, 1971
M.A.C.T., Murray State University, 1973
S.C.T., Murray State University, 1973
Certified Developmental Specialist,
Appalachian State University, 1992
Command Spanish Certified Instructor, 2003

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Math and Natural Sciences**

B.S., Middle Tennessee State University 1992
M.S., Vanderbilt University, 1995
Ph.D., Vanderbilt University, 1997

**Peggy A. Sharpe, Associate Professor,
Early Childhood Education**

B.S., Harding University, 1967
M.S., Ohio University, 1989

**Neely Ann Sheucraft, Assistant Professor,
English, Humanities & Arts**

B.A., Western Kentucky University, 1993
M.A., Western Kentucky University, 1996

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Humanities, & Arts**

B.A., University of Arkansas, 1990
M.A., Tennessee State University, 2002

**Alex F. Smiley, Instructor, Manufacturing
Engineering Technology**

B.S., University of Kentucky, 1974
M.E., University of Louisville, 1983
Registered Professional Engineer, 1981

**Derek K. Smith, Assistant Professor, Math
and Natural Sciences**

B.S., Manhattan College, 1995
M.S., University of Tennessee, 1998
Ed.S., Florida State University, 2001

**Robert A. Smith, Instructor, Automotive
Services Technology**

**Mark E. Speck, Assistant Professor,
Electrical Engineering Technology**

B.S., St. Mary's University of Minnesota, 1977
M.S., Naval Post Graduate School, 1986
FCC Extra Class license, 1973

**Valerie J. Stroop, Associate Professor,
Business Management**

B.S., David Lipscomb University, 1981
M.B.A., Tennessee State University, 1994

**Laurie Lea Swanson, Assistant Professor,
Computer Accounting**

B.S., Tennessee Technological University,
1986 M.B.A., Tennessee Technological
University, 1988

**Beth Trabue, Instructor/Coordinator,
Photography**

B.F.A., University of Georgia, 1994

**Innocent I. Usoh, Associate Professor,
Electrical Engineering Technology**

B.S.E.E., Mississippi State University, 1980
M.S.E.E., Tuskegee University, 1982
Ed.D., Tennessee State University, 2003

**S. Jacqueline Vogel, Instructor, Math and
Natural Sciences**

B.A., Carson-Newman College, 1989
M.S., University of Tennessee, 1991
M.S., University of Tennessee, 1993
Ed.D., University of Tennessee, 2001
Tennessee Secondary Mathematics
Certification, 1993

**Randel E. Wallace, Associate Professor,
Computer Accounting**

B.S., Austin Peay State University, 1969
A.S., Nashville State Technical Institute, 1982
Certified Public Accountant, 1972

**Arthur J. Ward, Professor, Math &
Natural Sciences**

B.S., Texas Western College, 1964
M.S., Vanderbilt University, 1978

**David M. Weilmuenster, Assistant
Professor, Visual Communications**

B.F.A., Middle Tennessee State
University, 1993

**J. David Welch, Assistant Professor,
Computer Information Systems**

B.S., Middle Tennessee State University, 1983
A.A.S., Nashville State Technical Institute,
1996 Microsoft® Certified Professional, 1998

**William Claude Whitaker, Instructor,
Automotive Services Technology**

A.A.S., Nashville State Technical
Institute, 1988
GM ASEP Graduate, 1988, GM ASEP
Coordinator/Instructor, 1998, Master ASE
Certified, 1998, LI Advanced Engine
Specialist, 2001, NATEF Evaluation Team
Leader, 2001

**Donna G. Whitehouse, Assistant
Professor, Health and Life Sciences**

MHA, OTRL B.S., University of Tennessee
at Memphis, 1990
M.H.A., University of Missouri-Columbia, 1996

**Jack L. Williams, Associate Professor,
Math and Natural Sciences**

B.S., University of Tennessee, 1971
M.S., University of Tennessee, 1988
Registered Professional Engineer, 1979
Certified Quality Engineer, 2002

**Richard A. Williams, Associate Professor/
Coordinator, Business Management**

B.B.A., Southern Methodist University, 1953

**Michael A. Wright, Instructor/Program
Coordinator, Law Enforcement**

A.A.S., Austin Peay State University, 1991
B.S., Columbia Southern University, 2002
POST Certified Police Officer, State of
Tennessee Police Instructor Certification,
States of Tennessee and Florida, Advanced
Tactical Certificate, Austin Peay
State University

Louis J. Blecha, Professor Emeritus

B.A., Bethany College, 1958
M.A., University of Kansas, 1967

Samuel C. Gant, Professor Emeritus

B.A., David Lipscomb University, 1961
M.A., Peabody College of Vanderbilt
University, 1963
Ph.D., Peabody College of Vanderbilt
University, 1977

Robert McDow, Professor Emeritus

B.S., Memphis State University, 1965
M.A., Vanderbilt University, 1970
Ph.D., Vanderbilt University, 1971

Charles E. McSurdy, Professor Emeritus

B.S., Virginia Polytechnic Institute & State
University, 1964
M.S., Radford University, 1967
Ed.D., University of Virginia, 1975

Ursula Roden, Professor Emeritus

M.A., University of Texas

Gwyn Tilley, Professor Emeritus

B.S., David Lipscomb University, 1964
M.A., Peabody College of Vanderbilt
University, 1968

Wallace Wilson, Professor Emeritus

B.E., Vanderbilt University, 1957
M.S., Lehigh University, 1958
Ph.D., Georgia Institute of Technology, 1967
Registered Professional Engineer, 1967

Trial Schedule

NAME	SSN#:
------	-------

TIME		MON.	TUES.	WED.	THURS.	FRI.	SAT.	SUN.	CLASS CALL #'S (6 DIGITS)
7:00 – 8:00	AM								
8:00 – 9:00	AM								
9:00 – 10:00	AM								
10:00 – 11:00	AM								
11:00 – 12:00	AM								
12:00 – 1:00	PM								
1:00 – 2:00	PM								
2:00 – 3:00	PM								
3:00 – 4:00	PM								
4:00 – 5:00	PM								
5:00 – 6:00	PM								
6:00 – 7:00	PM								
7:00 – 8:00	PM								
8:00 – 9:00	PM								
9:00 – 10:00	PM								

Trial Schedule

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1:00 – 2:00	PM								
2:00 – 3:00	PM								
3:00 – 4:00	PM								
4:00 – 5:00	PM								
5:00 – 6:00	PM								
6:00 – 7:00	PM								
7:00 – 8:00	PM								
8:00 – 9:00	PM								
9:00 – 10:00	PM								

Preferred On-Line **WEB** Registration

REGISTER FOR CLASSES
ON THE INTERNET

Register for your classes with **POWER**.

Quick, convenient, and easy-to-use. Just follow the step-by-step instructions below.

Access

1. Pick up your Student PIN number from the Student Services Information Desk, the Records Office, or your faculty advisor.
2. Access the NSCC home page at *www.nsc.edu*
3. Click on “**POWER apply on-line,**” then click on “**LOG IN TO STUDENT SERVICES**”
4. Enter your Social Security Number and PIN Number and click “**log in**”
5. Log in verification: re-enter PIN number for verification and click “**log in**”
6. **STUDENT SERVICES MENU PAGE** will come up—click on **AVAILABLE COURSE SECTIONS** then click on **REGISTRATION & SCHEDULE**
7. **Select Term:** Fall, Spring, or Summer, and click on “**Select**” then
8. The **registration screen** comes up and looks like this:
 - Drop/Add Classes
 - Course Sections
 - Change Class Options
 - Conditional Drop/Add
 - Student Schedule
 - Detailed Schedule
 - Fee Assessment/Account Summary/Credit Card Payment
 - Registration Status
 - Select Term

Registration

1. Select “**Drop/Add Classes**”
2. Enter **CALL NO.** of desired course(s) in **Add** class section
3. Press **Submit** button after all entries are completed

Course Add/Drop

1. To **ADD** a course: follow the same steps as for Drop/Add option
2. To **DROP** a course: follow the same steps as for Drop/Add option

Student Schedule

Select “**Student Schedule**” or “**Detailed Schedule**” from registration screen menu

For any other student service follow the Registration Menu and/or the Student Services Menu Page

STUDENT SERVICES MENU PAGE

Student Records

Grades
Institutional Transcript
Transfer Transcript
Degree Audit
Account Summary/Credit Card Payment
Holds

Personal Information

Change PIN
View Addresses
Update Addresses
View Next-of-Kin
Change Name
Change Social Security Number

Registration & Schedule

Course Catalog

Available Course Sections

Financial Aid

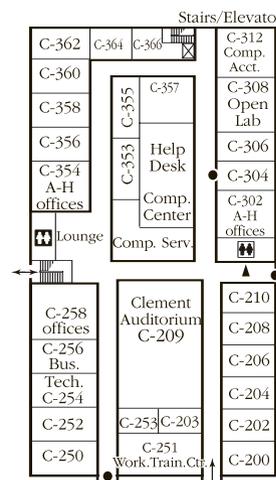
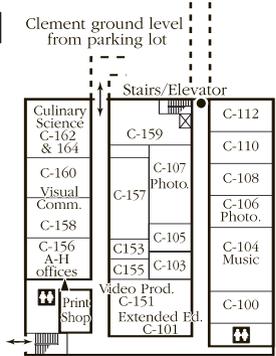
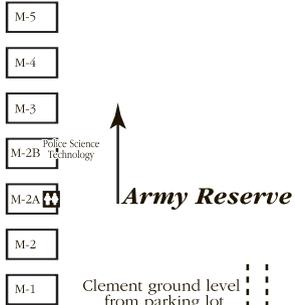
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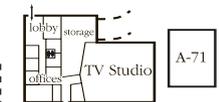
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Nashville State Community College

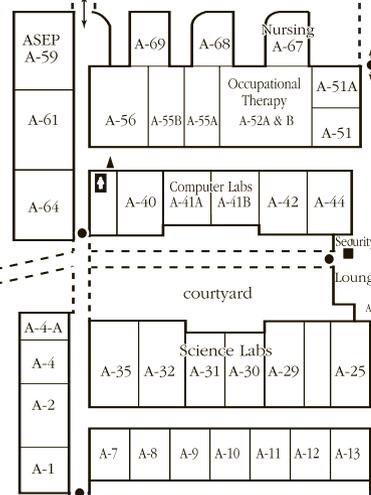
Campus Map



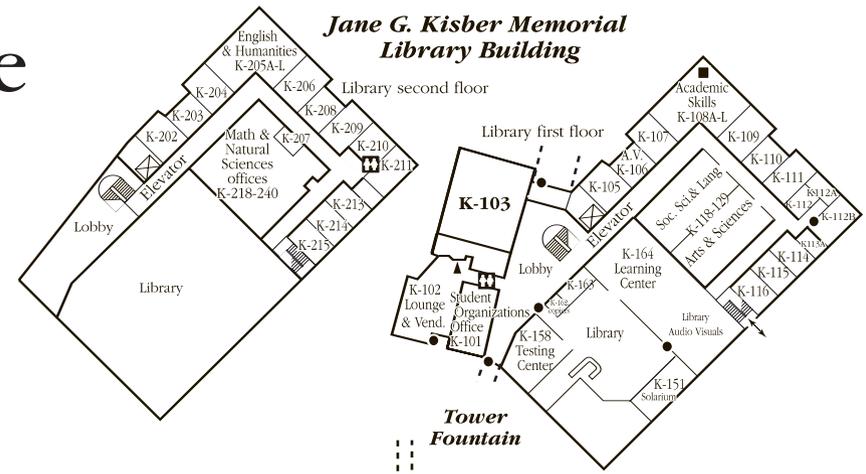
Clement Building



P.E.G. TV Studio

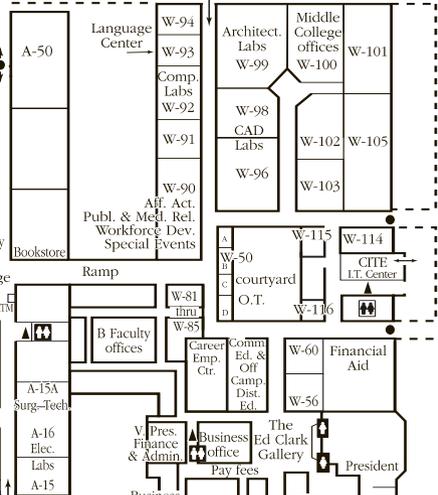


A Building

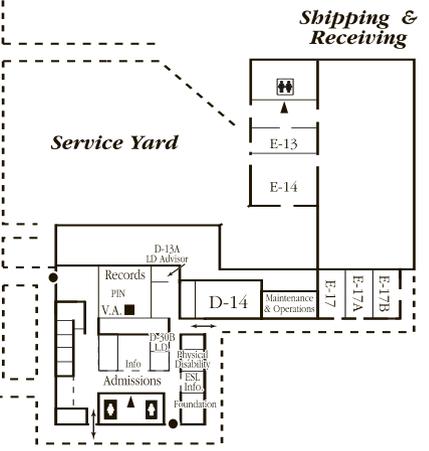


Jane G. Kisber Memorial Library Building

Tower Fountain



Weld Building



Student Services Center

- Map Legend**
- Restrooms
 - Handicap Access Restrooms
 - Handicap Access Water Fountains
 - TDD Phones
 - Disability Access Entry/Exit
 - Elevator

White Bridge Road ↓

Application Instructions

All credentials provided to the college become the property of the college and cannot be forwarded or returned. All credentials will be maintained in an active status for a period of 12 months. After this period, if you do not register for classes, all credentials will be relocated to an inactive status and must be submitted again before an admission decision will be made.

Degree/Academic Certificate-Seeking Students

First-time College Student Definition: A student who has never attended college.

- Submit this completed application form to the Admissions Office with the \$5.00 application fee.
- Have an **official high school transcript** with graduation date and verification that a regular diploma was earned, or an **official GED transcript** of your scores forwarded from the school or testing center to the Admissions Office. The transcript of a Tennessee home school student must be an official copy from an affiliated organization as defined by State law or be accompanied by a Certificate of Registration with the superintendent of the local education agency where the student would otherwise have attended.
- If you are under the age of 21**, take the American College Test (ACT) and have the scores forwarded to the Admissions Office. These scores must be less than three years old. (ACT and /or SAT scores often accompany a High School Transcript. When ordering your transcript, request that they be included.)
- Take the Compass Placement test if:**
 - You have earned the GED, regardless of your age.
 - You are 21 years of age or older. If you have taken the ACT within the past three years, you may submit those scores.

NOTE: The Compass Placement test is given by the Nashville State Community College Testing Center. Please call the Testing Center at (615) 353-3564 if you have questions about the test.
- Full-time students born after 1956 (enrolling in 12 or more hours per semester) must submit proof of having 2 doses of MMR vaccine.**

College Transfer Student Definition: A student who is transferring from another college to NSCC.

- Submit this completed application form to the Admissions Office with the \$5.00 application fee.
- Have an **official transcript of each college** previously attended showing all credits earned forwarded to the Admissions Office.
- (AA) and (AS) degrees: if less than 60 college semester hours have been completed, a high school transcript or GED scores are required.**
- You are **required** to have **official college transcripts** forwarded to Nashville State Community College verifying that you have satisfied prerequisites for the courses you plan to attend. (Check the NSCC catalog for prerequisites). If applicable, submit ACT test scores or placement test scores as required.
- Full-time students born after 1956 (enrolling in 12 or more hours per semester) must submit proof of having 2 doses of MMR vaccine.**

“Technical” Certificate-Seeking Students (Non-Academic Certificate)

- Submit this completed application form to the Admissions Office with the \$5.00 application fee.
- Have an **official high school transcript** verifying graduation from high school, or have an **official GED transcript** of your scores forwarded to the Admissions Office.
- Full-time students born after 1956 (enrolling in 12 or more hours per semester) must submit proof of having 2 doses of MMR vaccine.**

Non-degree-Seeking Students - (Transient, Certificate of Career Advancement)

Transient Student Definition: An applicant enrolling in NSCC from another college – normally in the summer term – for the purpose of transferring courses back to that college.

- Submit this completed application form to the Admissions Office. A \$5.00 application fee will be assessed at first registration.
- Generally, Transient students are requesting admission for classes that have prerequisites, Math, English etc.... (Check the NSCC Catalog). Therefore, **official college transcripts are required.**
- Full-time students born after 1956 (enrolling in 12 or more hours per semester) must submit proof of having 2 doses of MMR vaccine.**

Non-degree Seeking Student Definition: An applicant who is not planning to earn a degree at Nashville State Community College, but who wishes to take courses for personal, professional growth or to earn college credits that may fulfill initial college requirements.

- Submit this completed application form to the Admissions Office with the \$5.00 application fee.
- If enrolling in English, math, or classes that have English or math prerequisites**, submit ACT test scores or placement test scores as required. If applicable, have **official college transcripts** forwarded to Nashville State Community College verifying that you have satisfied prerequisites for the courses you plan to attend. (Check the NSCC catalog for prerequisites)
- Full-time students born after 1956 (enrolling in 12 or more hours per semester) must submit proof of having 2 doses of MMR vaccine.**

Special Programs

- Students applying for **Automotive Service Technology, Occupational Therapy, and Surgical Technology** have specific additional program admission requirements. Please contact that particular department or the Admissions Office for information.

Re-Admissions Definition: A former NSCC student who has not attended in the past 12 months.

- Submit this completed application form to the Admissions Office. (If it has been more than one year since you last attended Nashville State Community College.)
- Have an **official transcript** of credits earned from each college that you attended since your last term at Nashville State Community College.

NOTE: After review of your records, you will be notified if additional requirements must be met.

ALL APPLICANTS MUST SELECT ONE OF THE MAJOR CODES ON THE BACK PAGE.

**MAJOR CODE LISTINGS FOR SECTION - A
DEGREE, TECHNICAL CERTIFICATE & NON-DEGREE/CAREER ADVANCEMENT CERTIFICATE**

ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREES

Major	Code & Concentration	Major	Code & Concentration
Sign Language Interpreting	ASL N/A	General Technology	
Automotive Service Technology		Business	GLT BUS
General Motors (ASEP)	AT ASP	Technical	GLT TEC
Other (ATEP)	AT ATP	Occupational Therapy Assistant	OTA N/A
Biotechnology	BIOT N/A	Office Administration	
Business Management Technology		Administrative	OAD ADM
Financial Services (Banking)	BMT BNK	Medical	OAD MED
Marketing	BMT MKT	Police Science	
Small Business Administration	BMT SBA	Corrections Management	PST COR
Computer Networking Technology	CNT N/A	Police Administration	PST POA
Computer Accounting	CACC N/A	Regents Online Degree Program (RODP)	
Computer Information Systems (Software)	CIS N/A	Information Technology	RODP PSIT
Computer Technology (Hardware)	CPT N/A	Social Work	SOCS N/A
Culinary Arts	CUL N/A	Undecided	
Early Childhood Education	ECED N/A	Business Technology	UNB N/A
Electrical Engineering Technology	ETT N/A	Engineering Technology	UNE N/A
Electronic Engineering Technology	EET N/A	Visual Communications	
Engineering Technology		Graphic Design	COM GDS
Architectural Engineering Tech.	ENGT ARCH	Photography	COM PHT
Automated Control Systems	ENGT ACS		
Civil & Construction Eng. Tech.	ENGT CIVC		

ASSOCIATE OF SCIENCE (AS) — OR — ASSOCIATE OF ARTS (AA)

UNIVERSITY PARALLEL DEGREE CODES

Select AA or AS — Concentration codes are not required on the application.

Area of Emphasis	Code	Area of Emphasis	Code	Area of Emphasis	Code
American Sign Language	ASLS	Family & Consumer Science	FCSD	Physics	PHYS
Art (Studio)	ARST	General Studies (RODP Only!)	GEN	Pre-Law	PLAW
Biology	BIOL	History	HIST	Occupational Therapy	POCC
Chemistry	CHEM	Horticulture	HORT	Psychology	PSYC
Child Dev. & Family Rel.	CDFR	Math	MATH	Secondary Education	SEED
Criminal Justice	CRJU	Medical Terminology	MEDT	Sociology	SOCI
Early Childhood Education	ECED	Music	MUS	Spanish (AA ONLY)	SPAN
Education	EDUC	Philosophy	PHIL	Speech & Communications	SPCM
Elementary Education	ELED	Pre-Law	PLAW	Special Education	SPED
English	ENGL	Physical Education	PHED		

The following are offered only as Associates of Science (AS) programs.

Business & Info Systems	BIS	Environmental Science	ENVS	Pre-Engineering	ENGR
Computer Science	CS	Industrial Management	IMGT		
Construction Management	CME	Nursing	NURS		

NON-DEGREE PROGRAMS

Major	Code & Concentration	Major	Code & Concentration
Technical Certificate Program Codes		Surgical Technology	STC N/A
Computer Aided Drafting	CAD N/A	Technical Communications	TCOM N/A
Culinary	CULC N/A	Web Page Authoring	WPAC N/A
Early Childhood Education	ECEC N/A	Career Advancement Certificate	
Horticulture	HOR N/A	Accounting Clerk	Payroll Clerk
Industrial Automation	IA N/A	Basics of Supervision	Customer Service
Industrial Electrical Maintenance	IEM N/A	Electronic Office Technology	Entrepreneurship
Industrial Machine Tool	IMT N/A	Legal Issues in the Workplace	Management Basics
Music Technology	MST N/A	Medical Coding	Medical Transcription
NEJATC Elect. Maint. Program	IBEW N/A	Medical Receptionist	Office Applications
Photography	PHO N/A		
Surgical Assisting	SATC N/A		

(Write in name of Career Advancement Certificate on Application in Section A)