

# Nashville State Community College • Catalog • 2009–2011



  
**Nashville State**  
Community College

Catalog 2009–2011

Volume 36

*[www.nsccl.edu](http://www.nsccl.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. Web site: [www.nsc.edu](http://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.

### State of Tennessee General Assembly Chapter No. 661, House Bill 3526

It is a Class A misdemeanor to misrepresent academic credentials. A person commits the offense of misrepresentation of academic credentials who, knowing that the statement is false and with the intent to secure employment at or admission to an institution of higher education in Tennessee, represents, orally or in writing that such person:

- (1) Has successfully completed the required course work for and has been awarded one (1) or more degrees or diplomas from an accredited institution of higher education;
- (2) Has successfully completed the required course work for and has been awarded one (1) or more degrees or diplomas from a particular institution of higher education; or
- (3) Has successfully completed the required course work for and has been awarded one (1) or more degrees or diplomas in a particular field or specialty from an accredited institution of higher education.

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### Accreditation and Memberships

Nashville State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. Contact the Commission on Colleges, 1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone 404-679-4501 for questions about the accreditation of Nashville State Technical Community College. The Commission should be contacted only if there is evidence supporting significant non-compliance by the college with the commission requirements and standards. Other questions such as inquiries about admissions or graduation requirements, or academic programs should be directed to the college.

The Business Management, Computer Accounting, and Office Administration Programs have been given full accreditation by the Association of Collegiate Business Schools and Programs (ACBSP). 7007 College Blvd., Suite 420, Overland Park, Kansas 66211; Telephone 913-339-9356.

The following Engineering Technology Programs have been accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET). 111 Market Place, Suite 1050, Baltimore, Maryland 21202-4012, Telephone 410-347-7700.

- Architectural, Civil and Construction Engineering Technology
- Electrical 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).

The Culinary Arts degree program is accredited by the Accrediting Commission of the American Culinary Federation Foundation.

The Early Childhood Education A.A.S. Degree Program is accredited by the National Association for the Education of Young Children (NAEYC)

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  
College & University Professional Association  
for Human Resources  
Cookeville Area-Putnam County Chamber of Commerce  
Council for Higher Education Accreditation  
Dickson County Chamber of Commerce  
Humphreys County Chamber of Commerce  
Middle Tennessee Society for Human Resource Management  
Nashville Area Chamber of Commerce  
Nashville Technology Council  
National Academic Advising Association  
National Association of College & University Business Officers  
National Association of Colleges and Employers  
National Association of Student Financial Aid Administrators  
National Coalition of Advanced Technology Centers  
Servicemembers Opportunities Colleges  
Tennessee Alliance for Continuing Higher Education  
Tennessee Association of Colleges and Employers

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

# Table of Contents

## General Information

Accreditation and Memberships	.b
The Mission of Nashville State	.2
Quality Enhancement Plan	.2
History of Nashville State	.2
NSCC Foundation	.3
Academic Calendar	.4
Technical/Career Programs	.7

## Admission to the College

Admission Requirements	.11
University Parallel Program	.11
Degree Programs	.12

## Business Procedures and Financial Aid Information

General Business Information	.21
Refund Information	.22
Financial Aid	.23
Bookstore	.31

## Student Records and Registration Procedures

Registration Information	.35
Final Exams	.36
Transcript of Academic Record	.36
Grading System	.40
Associate Degree & Certificate Requirements	.42
Graduation Requirements	.43

## Student Services

Student Services	.47
English as a Second Language (ESL)	.48
Student Disability Services	.48
Testing Center	.51
Career Employment Center	.51
Placement and Cooperative Education	.51
WorkForce & Community Development	.52

## Distance Learning and Satellite Campuses

Distance Learning	.55
Cookeville Campus	.55
Humphreys County Center for Higher Education	.56
Southeast Center	.56
Dickson County Higher Education Center	.56

## Associate of Applied Science Technical & Career Degree Programs

Architectural, Civil and Construction Engineering Technology	.59
Automotive Service Technology	.63
Business Management	.65
Computer Accounting	.69
Computer Information Systems	.71
Computer Networking Technology	.73
Computer Technology	.75
Culinary Arts	.77
Early Childhood Education	.79
Electrical Engineering Technology	.81
General Technology	.85
Healthcare Management	.86
Industrial Process Control Technology	.89
Occupational Therapy Assistant	.90
Office Administration	.91
Paralegal Studies	.94
Police Science	.96
Sign Language Interpreting	.99
Social Services	.100
Visual Communications	.102

## Technical Certificates

3-D Design and Graphics	.109
Accounting Technology	.110
Administrative Assistant	.111
Computer-Aided Drafting	.112
Culinary Arts	.113
Early Childhood Education	.114
Horticulture	.115
Industrial Electrical Maintenance	.116
Medical Coding	.117
Medical Transcription	.118
Music Technology	.119
Photography	.120
Surgical Technology	.121
Web Page Authoring	.122

## Associate of Arts & Associate of Science

General Education Course Requirements	.125
TBR Common Education Core Courses	.126
A.A. and A.S. Degrees	.128
A.A. and A.S. Areas of Emphasis	.129
A.S.T. Associate of Science in Teaching	.134

## Course Descriptions

Course Descriptions	.139
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## Administration, Faculty, & Staff

Staff Roster	.181
Index	.188
Campus Map	.199
Application & Instructions	.202



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120 White Bridge Road  
Nashville, TN 37209  
615-353-3333 • 800-272-7363  
[www.nsc.edu](http://www.nsc.edu)

### The Mission

The mission of Nashville State Technical Community College is to provide comprehensive educational programs and partnerships, exemplary services, an accessible, progressive learning environment, and responsible leadership to improve the quality of life for the community it serves. The college serves a broad geographic area comprised of Davidson, Cheatham, Dickson, Houston, Humphreys, Montgomery, and Stewart Counties, and the Upper Cumberland region.

Nashville State offers associate degrees and certificates that prepare students to think and perform well whether entering the workforce or transferring to a university upon graduation.

### Quality Enhancement Plan

#### **Building Critical Thinkers Responsible for Life-Long Learning**

As part of a five-year Quality Enhancement Plan, Nashville State seeks to develop and reinforce students' critical thinking skills throughout their college experience so that Nashville State students are better able to make confident, sound decisions in their courses, about their education, and throughout their lives.

## History of Nashville State

### **Our Past: Building a Solid Reputation**

Since it first opened in 1970, Nashville State Community College has been a vital part of Nashville. Initially named Nashville State Technical Institute, the college had 398 students, and offered only five Associate's degrees. Graduation was held in the parking lot. White Bridge Road, where the main campus is still located, had only two lanes and very few businesses.

As the White Bridge Road area grew over the years, so did the college. In 1984, Nashville State joined the Tennessee Board of Regents (TBR) system of state universities and community colleges. In 2002, the Tennessee General Assembly and the Governor expanded the mission to that of comprehensive community college.

As a community college, Nashville State offers the Associate of Applied Science technical and career degrees, and the Associate of Arts, the Associate of Science, and the Associate of Science in Teaching transfer degrees.

### **Our Present: Bringing Higher Education to Middle Tennessee**

In order to better serve middle Tennessee, additional sites have been established. In Waverly, the Humphreys County Center of Higher Education serves students in Humphreys and surrounding counties. In Putnam County, the Cookeville campus of Nashville State serves the upper Cumberland region. In Nashville, the Southeast Center provides learning opportunities for all of southeast Davidson county. Students can also take classes at the college's Dickson campus.

### **Our Progress: Growing with a New Student Services Building**

The new, two-story, 60,000 square foot Student Services Center houses Admissions, Financial Aid, Records, Student Life, Bursar, and Testing Center. Additionally, the new building includes classrooms, student lounge, food court, and bookstore that serves more than 7,800 enrolled students.

### **Our Future: Continuing to Serve Our Students**

In the future, Nashville State will continue to build on its solid reputation as a technical college. It will stay in step with the educational needs and work force demands of Nashville and the surrounding middle Tennessee area.



## About Nashville State Community College Foundation

The foundation is a non-profit, tax-exempt 501(c)(3) corporation that was established in 1994. It is designated to receive gifts for the college from individuals, corporations and foundations.

### **Mission**

The Nashville State Community College Foundation operates for the support and benefit of Nashville State Technical Community College. The Foundation, with utmost integrity and respect works to expand access to higher education and further regional workforce and economic development by:

- Raising funds to provide scholarships to students as well as to enhance programs at the college
- Advocating for the welfare of the college
- Engaging in other activities to benefit the college

### **Investing in Nashville's Future**

Nashville State Community College makes a difference for students and the communities it serves. Each semester, over 7,000 individuals learn new skills or find a new life direction through the college's broad range of learning opportunities. However, the increased cost of higher education makes it difficult for many individuals to afford college tuition and fees. Private support of this institution ensures that sufficient scholarship funds are available to help students fund their dream of a college education.

### **Making a Gift**

Every gift, regardless of size, makes a difference for the students at Nashville State. Opportunities to strengthen the college abound at all levels. For more information on how to make a gift to Nashville State Community College, please contact the Foundation and Development Office at 615-353-3222 or visit us online at [www.NashvilleStateFoundation.org](http://www.NashvilleStateFoundation.org).

## Foundation Board of Trustees 2009

Edward (Eddie) V. Andrews (Chair)  
*Nashville Electric Service*

Nancy Eisenbrandt (Past Chair)  
*Nashville Area Chamber of Commerce*

Steven André  
*Hutton Hotel*

Ken Bissell, Sr.  
*Dell Tennessee Operations*

Scott Byers  
*ProSys Information Systems*

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*American Paper and Twine*

Sydney Rogers  
*Alignment Nashville*

Staci Standifer  
*Nashville Lifestyles*

Shawn Thomas  
*Uniguest*

Ellen J. Weed  
*Nashville State Community College*

### **Ex-Oficio Members:**

George H. Van Allen, President  
*Nashville State Community College*

Debra Bauer, Vice President for Finance and  
Administrative Services  
*Nashville State Community College*

Brent Young, Executive Director  
*Nashville State Community College Foundation*

Jenny Newman, Director of Development  
*Nashville State Community College Foundation*



# Academic Calendar 2009–2011

## FALL 2009

Registration Period	Monday–Monday	April 6–August 24
Late Registration Period	Tuesday–Monday	August 25–31
Weekend Classes Begin	Saturday	August 29
Regular Classes Begin	Monday	August 31
Labor Day Holiday (No Classes)	Sunday–Monday	September 6–7
Fall Break (No Classes)	Sunday–Tuesday	October 18–20
Last Day to Withdraw and Receive “W”	Wednesday	November 4
Last Day to Remove “I” Grade From Summer Semester 2009	Wednesday	November 4
Deadline for Filing Spring 2010 Graduation Intent	Wednesday	November 4
Thanksgiving Holiday (No Classes)	Thursday–Sunday	November 26–29
Weekend Classes Final Examination Period	Saturday–Sunday	December 5–6
Regular Classes and Final Exams End	Wednesday	December 9

## First Term (Seven Weeks)

Registration Period	Monday–Monday	April 6–August 24
Late Registration Period	Tuesday–Monday	August 25–31
Classes Begin	Monday	August 31
Last Day to Withdraw and Receive “W”	Thursday	October 1
Classes and Final Examinations End	Friday	October 16

## Second Term (Seven Weeks)

Registration Period	Monday–Thursday	April 6–October 15
Late Registration Period	Friday–Tuesday	October 16–20
Classes Begin	Wednesday	October 21
Last Day to Withdraw and Receive “W”	Friday	November 23
Classes and Final Examinations End	Wednesday	December 9

## SPRING 2010

Registration Period Begins	Monday	November 9, 2009
Registration Period Ends	Thursday	January 7, 2010
Late Registration Period	Friday–Wednesday	January 8–13
Regular Classes Begin	Thursday	January 14
Weekend Classes Begin	Saturday	January 16
Martin Luther King, Jr. Day (No Classes)	Monday	January 18
Spring Break	Monday–Sunday	March 8–14
Last Day to Withdraw and Receive “W”	Thursday	March 25
Deadline for Filing Summer 2010 Graduation Intent	Thursday	March 25
Last Day to Remove “I” Grade from Fall Semester 2009	Thursday	March 25
Easter (No Classes)	Friday–Sunday	April 2–4
Last Day of Classes	Wednesday	April 28
Study Day	Thursday	April 29
Final Examination Period	Friday–Thursday	April 30–6
Weekend Classes Final Examination Period	Saturday–Sunday	May 1–2
Commencement	Tuesday	May 11

## First Term (Seven Weeks)

Registration Period	Monday–Thursday	November 9–January 7
Late Registration Period	Friday–Wednesday	January 8–13
Classes Begin	Thursday	January 14
Last Day to Withdraw and Receive “W”	Tuesday	February 16
Classes and Final Examinations End	Wednesday	March 3

## Second Term (Seven Weeks)

Registration Period	Monday–Thursday	November 9–March 11
Late Registration Period	Friday–Sunday	March 12–14
<i>Fee waivers must be turned in by Friday, March 12</i>		
Classes Begin	Monday	March 15
Last Day to Withdraw and Receive “W”	Thursday	April 15
Classes and Final Examinations End	Friday	April 30

## SUMMER 2010

### Full Term 10 Weeks

Registration Period	Monday–Thursday	April 5–May 27
Late Registration Period	Friday–Monday	May 28–31
<i>Fee waivers must be turned in by Friday, May 28</i>		
Regular Classes Begin	Tuesday	June 1
Weekend Classes Begin	Saturday	June 5
Independence Day (No Classes)	Monday	July 5
Last Day to Remove “I” Grade From Spring Semester 2010	Thursday	July 15
Last Day to Withdraw and Receive “W”	Thursday	July 15
Deadline for Filing Graduation Intent for Fall Semester 2010	Thursday	July 15
Regular Classes and Final Examinations End	Friday	August 6
Weekend Classes and Final Examinations End	Saturday–Sunday	August 7–8

### First Term (Five Weeks)

Registration Period	Monday–Thursday	April 5–May 27
Late Registration Period	Friday–Sunday	May 28–31
<i>Fee waivers must be turned in by Friday, May 28</i>		
Regular Classes Begin	Tuesday	June 1
Last Day to Withdraw and Receive “W”	Tuesday	June 22
Classes and Final Examinations End	Friday	July 2

### Second Term (Five Weeks)

Registration Period	Monday–Thursday	April 6–July 1
Late Registration Period	Friday–Sunday	July 2–5
<i>Fee waivers must be turned in by Friday, July 2</i>		
Regular Classes Begin	Tuesday	July 6
Last Day to Withdraw and Receive “W”	Tuesday	July 27
Regular Classes and Final Examinations End	Friday	August 6

## FALL 2010

Registration Period	Monday–Monday	April 5–August 23
Late Registration Period	Tuesday–Monday	August 24–30
Weekend Classes Begin	Saturday	August 28
Regular Classes Begin	Monday	August 30
Labor Day Holiday (No Classes)	Sunday–Monday	September 5–6
Fall Break (No Classes)	Saturday–Tuesday	October 16–19
Last Day to Remove “I” Grade From Summer Semester 2010	Wednesday	November 3
Last Day to Withdraw and Receive “W”	Wednesday	November 3
Deadline for Filing Spring 2011 Graduation Intent	Wednesday	November 3
Thanksgiving Holiday (No Classes)	Thursday–Sunday	November 25–28
Regular Classes End	Wednesday	December 8
Study Day	Thursday	December 9
Final Examination Period	Friday–Thursday	December 10–16
Weekend Classes Final Examination Period	Saturday–Sunday	December 11–12

### First Term (Seven Weeks)

Registration Period	Monday–Monday	April 5–August 23
Late Registration Period	Tuesday–Monday	August 24–30
Classes Begin	Monday	August 30
Last Day to Withdraw and Receive “W”	Thursday	September 30
Classes and Final Examinations End	Friday	October 15

### Second Term (Seven Weeks)

Registration Period	Monday–Thursday	April 5–October 14
Late Registration Period	Friday–Tuesday	October 15–19
Classes Begin	Wednesday	October 20
Last Day to Withdraw and Receive “W”	Friday	November 19
Classes and Final Examinations End	Wednesday	December 8

## SPRING 2011

Registration Period Begins	Monday	November 8, 2010
Registration Period Ends	Thursday	January 6, 2011
Late Registration Period	Friday–Wednesday	January 7–12
Regular Classes Begin	Thursday	January 13
Weekend Classes Begin	Saturday	January 15
Martin Luther King, Jr. Day (No Classes)	Monday	January 17
Spring Break	Monday–Sunday	March 7–13
Last Day to Remove “I” Grade from Fall Semester 2010	Thursday	March 24
Last Day to Withdraw and Receive “W”	Thursday	March 24
Deadline for Filing Summer 2011 Graduation Intent	Thursday	March 24
Easter (No Classes)	Friday–Sunday	April 22–24
Last Day of Classes	Wednesday	April 27
Study Day	Thursday	April 28
Final Examination Period	Friday–Thursday	April 29–May 5
Weekend Classes Final Examination Period	Saturday–Sunday	April 30–May 1
Commencement	Tuesday	May 10

### First Term (Seven Weeks)

Registration Period	Monday–Thursday	November 8–January 6
Late Registration Period	Friday–Wednesday	January 7–12
Classes Begin	Thursday	January 13
Last Day to Withdraw and Receive “W”	Tuesday	February 15
Classes and Final Examinations End	Friday	March 4

### Second Term (Seven Weeks)

Registration Period	Monday–Thursday	November 9–March 10
Late Registration Period	Friday–Sunday	March 11–13
<i>Fee waivers must be turned in by Friday, March 11</i>		
Classes Begin	Monday	March 14
Last Day to Withdraw and Receive “W”	Wednesday	April 13
Classes and Final Examinations End	Wednesday	April 27

## SUMMER 2011

### Full Term 10 Weeks

Registration Period	Monday–Thursday	April 4–June 2
Late Registration Period	Friday–Sunday	June 3–June 5
<i>Fee waivers must be turned in by Friday, June 3</i>		
Weekend Classes Begin	Saturday	June 4
Regular Classes Begin	Monday	June 6
Independence Day (No Classes)	Monday	July 4
Last Day to Remove “I” Grade From Spring Semester 2011	Wednesday	July 20
Last Day to Withdraw and Receive “W”	Wednesday	July 20
Deadline for Filing Graduation Intent for Fall Semester 2011	Wednesday	July 20
Weekend Classes and Final Examinations End	Saturday–Sunday	August 6–7
Regular Classes and Final Examinations End	Friday	August 12

### First Term (Five Weeks)

Registration Period	Monday–Thursday	April 4–June 2
Late Registration Period	Friday–Sunday	June 3–5
<i>Fee waivers must be turned in by Friday, July 3</i>		
Classes Begin	Monday	June 6
Last Day to Withdraw and Receive “W”	Monday	June 27
Classes and Final Examinations End	Friday	July 8

### Second Term (Five Weeks)

Registration Period	Monday–Thursday	April 4–July 7
Late Registration Period	Friday–Sunday	July 8–10
<i>Fee waivers must be turned in by Friday, July 8</i>		
Classes Begin	Monday	July 11
Last Day to Withdraw and Receive “W”	Monday	August 1
Regular Classes and Final Examinations End	Friday	August 12

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., A.A., or A.S.T.)

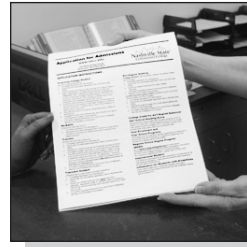
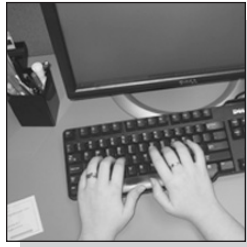
Associate of Science	40 Areas of Emphasis	A.S. Degree
Associate of Arts	41 Areas of Emphasis	A.A. Degree
Associate of Science in Teaching	Elementary	A.S.T. Degree

## Technical/Career Programs

Major	Concentrations within major	A.A.S Degree	Technical/Academic Certificate
3-D Design and Graphics			✓
Accounting Technology			✓
Administrative Assistant			✓
Architectural, Civil & Construction Engineering Technology	Architectural Engr. Technology Civil & Construction Engr. Tech.	✓ ✓	
Automotive Service Technology	ASEP ATEP	✓ ✓	
Business Management	Business Administration Entrepreneurship Financial Services Marketing	✓ ✓ ✓ ✓	
Computer Accounting		✓	
Computer Information Systems	Application Developer Systems Analyst	✓ ✓	
Computer-Aided Drafting			✓
Computer Networking Technology		✓	
Computer Technology		✓	
Culinary Arts		✓	✓
Early Childhood Education		✓	✓
Electrical Engineering Technology	Automated Control Systems Convergence Electrical Engineering Tech. Electronic Engineering Tech.	✓ ✓ ✓ ✓	
General Technology	Business Technical	✓ ✓	
Healthcare Management	Medical Coding Medical Management	✓ ✓	✓
Horticulture			✓
Industrial Process Control Technology	(Humphreys County Only)		✓
Industrial Electrical Maintenance			✓
Medical Transcription			✓
Music Technology			✓
Occupational Therapy Assistant		✓	
Office Administration	Business Office Professional Medical Office Professional	✓ ✓	
Paralegal Studies		✓	
Photography			✓
Police Science	Crime Scene Investigation Police Administration	✓ ✓	
Sign Language Interpreting		✓	
Social Services		✓	
Surgical Technology			✓
Visual Communications	Graphic Design Multimedia Design Photography Web Design	✓ ✓ ✓ ✓	
Web-Page Authoring			✓



# Nashville State Community College • Catalog • 2009–2011



## Admission to the College



Catalog 2009–2011

*[www.nsccl.edu](http://www.nsccl.edu)*



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@nscc.edu](mailto:Recruiting@nscc.edu)**  
**Web: [www.nscc.edu](http://www.nscc.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 or 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.

<b>Courses</b> .....	<b>Units</b>
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
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 high school transcript, the Office of Admissions 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 can be used to fulfill program requirements, and a grade of “C” or better must be earned in those courses.

<b>Requirement</b>	<b>Proposed Course</b>
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:

1. Submit a completed Application for Admission and a \$5 non-refundable application fee. A fee increase is anticipated beginning Fall 2009, pending TBR approval. All information must be completed on the application. Failure to submit a complete and accurate application delays processing your application.

2. 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 Office of Admissions 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 Office of Admissions 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-schooled 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-schooled 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 450 with no sub-score less than 350.
3. Show proof of Measles, Mumps, and Rubella (MMR) vaccination if they are full-time entering students born prior to January 1, 1957. By state law (Tenn. Code Annotated § 49-6-5001) immunization is not required if:
  - a. It conflicts with the parent’s or guardian’s or individual’s religious tenets and practices,
  - b. 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, or
  - c. Applicant is a Tennessee graduate from 1999 to present.

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.

4. Complete the Hepatitis B Immunization Health History Form.
5. Males applicants between the ages of 18 and 26 must show proof of Selective Service registration. Applicants must meet this

requirement prior to registration. Selective Service registration forms may be obtained from the Office of Admissions.

6. Applicants under the age of 21 should submit ACT or SAT scores. 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 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 be sent to NSCC.

- a. Applicants who have a valid ACT English sub-score of 27 or higher or a valid SAT critical writing score of 610 or higher may receive credit for English 1010.
  - b. Applicants whose ACT reading sub-test score is less than 19 on the Enhanced ACT or less than 460 critical reading score on the SAT will be required to take college prep course work.
  - c. Applicants whose English sub-test score is less than 19 on the Enhanced ACT or less than 460 critical reading score on the SAT will be required to take college prep course work.
  - d. 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. A fee increase is anticipated beginning Fall 2009, pending TBR approval. 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. Applicants under the age of 21 should submit ACT or SAT scores. 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 42). 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.
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 6 on the previous page.
  - b. 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 and English as a Second Language (ESL) classes. 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. A fee increase is anticipated beginning Fall 2009, pending TBR approval.
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) for international students who are seeking an Associate's degree. A minimum score of 500 on the paper-based version, a minimum score of 173 on the computer-based version, or a 61 on the Internet-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 such as the Michigan Plus Language Proficiency Test and/or the math portion of the compass 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. International students who are non-degree seeking ESL students are not required to submit TOEFL scores, unless, after completing ESL requirements, they decide to be degree-seeking and/or take college-level courses. Non-degree ESL students will take the Michigan Plus test for placement in ESL courses.
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-1 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. A fee increase is anticipated beginning Fall 2009, pending TBR approval.
2. Provide all documentation proving U.S. Immigration and Naturalization Service status.
3. Meet all regular admission 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 the 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, or a 61 on the Internet-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. A fee

increase is anticipated beginning Fall 2009, pending TBR approval.

2. Submit Permanent Resident or I-94 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 the ESL testing specialist for details at 615-353-3380.

#### **Technical Certificates**

Students enrolled in technical certificate programs are considered non-degree students. Placement assessment is not required for acceptance into these programs, with the exception of the Surgical Technology, Surgical Assisting, and Computer-Aided Drafting. Please contact the Office of Admissions for details.

For admissions into a technical certificate program, applicants must:

1. Submit an application for admission with a \$5.00 non-refundable application fee. A fee increase is anticipated beginning Fall 2009, pending TBR approval.
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 with a \$5.00 non-refundable application fee. A fee increase is anticipated beginning Fall 2009, pending TBR approval.
2. 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 admission with a \$5.00 non-refundable application fee. A fee increase is anticipated beginning Fall 2009, pending TBR approval.
2. Submit official college transcript(s) 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 admission with a non-refundable \$5.00 application fee. A fee increase is anticipated beginning Fall 2009, pending TBR approval.
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.

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, 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/SAT scores. For ACT/SAT requirements, refer to "Degree-Seeking, First-Time Student" above.

To enroll applicants must:

1. Submit an application for admissions with a non-refundable \$5.00 application fee. A fee increase is anticipated beginning Fall 2009, pending TBR approval.
2. 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 admission and a \$5.00 non-refundable application fee. A fee increase is anticipated beginning Fall 2009, pending TBR approval.
2. Submit official college transcript(s) or take the Placement assessment if the student wishes to enroll in college-level English or math.

#### **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 admission with a non-refundable \$5.00 application fee. A fee increase is anticipated beginning Fall 2009, pending TBR approval.
2. Submit official college transcript(s).

#### **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 enrollment 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, and
4. Have written permission from their high school principals and parents or guardians.

For more information on dual credit courses, contact the NSCC Director of High School 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 admission information may be obtained from the NSCC Director of High School Programs at 615-353-3269.

## **Residency Classification**

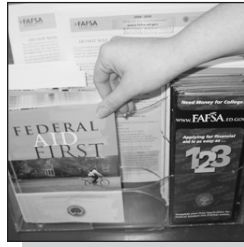
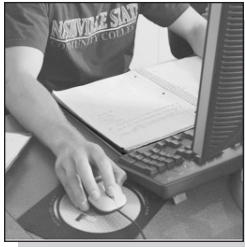
Upon admission to the college, the Office of Admissions classifies each student as a resident or non-resident. Ordinarily it is presumed that a person entering Tennessee from another state or country to attend college does so intending to remain only for the period of attaining his or her educational 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, go online to [www.nsc.edu](http://www.nsc.edu), stop by the Office of Admissions in Room S-215 in the Student Services building, or call 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 Office of Admissions or online at [www.sss.gov](http://www.sss.gov).





## Business Procedures and Financial Aid Information



Catalog 2009–2011

*[www.nsccl.edu](http://www.nsccl.edu)*



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 Bursar's Office. If the student's employer pays the fees, the employer must mail an authorization letter on company letterhead to the Bursar's Office at least two weeks prior to the beginning of **each semester** indicating which fees will be paid and dollar limit (if applicable). Any fee waiver or fee discount forms must be submitted to the Bursar's Office prior to or at the time of registration. Please refer to the NSCC Web site or schedule of classes for Bursar's 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 residency 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 \$70 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 twenty-dollar (\$20) non-refundable application fee.
3. Proof of age or Physician's Statement 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.** The course must be taken for college credit; the course cannot be audited.
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. Those who wish to participate must sign a deferred payment contract each semester. A deferral fee of \$10 is assessed to defer costs of the program. Deferred payments that become delinquent are assessed monthly a \$25 penalty for each late payment, up to \$100. If there is a change in the student's schedule that generates a credit due, it will be applied to the student's outstanding balance before a refund check is issued. Credits or refunds are based on total fees assessed, not on the amount paid. Payments are



due on the dates stated in the deferred payment contract. There is no grace period for late payments.

For more information, call 615-353-3310.

## Fee Assessments and Refunds

**Effective Fall 2009**, the maximum amount being charged for tuition and fees based on hours enrolled has been removed. We have not at this time received information from our governing board as to how this will affect our refund policy and how this change will be implemented. As soon as we receive more information regarding the new policies and procedures, we will post them on our Web site; you may also call 615-353-3312 or 615-353-3509 for updated information.

The current policy is as follows:

Two changes in a student's status which may require a fee adjustment 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 fee adjustment 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 the calculation 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 classes.....75%

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% period .....0%

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

\* A 100% fee adjustment and/or refund will be  
provided on behalf of a student whose death  
occurs during the semester.

\* A 100% fee adjustment and/or 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% fee adjustment and/or 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.

\*\* The Tennessee Board of Regents revised the  
refund policy effective Fall Semester 2007. These  
changes impact students who are enrolled in  
classes full-time and drop to less than 12 credit  
hours of classes.

Under the revised guidelines, undergraduate  
students who register for more than 12 hours  
and subsequently drop to less than 12 hours or  
withdraw from the college during a fee adjustment  
period will be assessed a prorated fee for the  
dropped hours. For example, consider a student  
who originally registered for 15 hours and then  
dropped to 9 hours during the 75% fee adjustment  
period. The adjusted student fee assessment  
before any refund will be 9 hours at the full rate  
per hour and 6 hours at 25% of the per hour rate.  
The difference in this calculated assessment and  
the original tuition and fee amounts capped at  
12 hours would be the refund to the student. It  
is possible that certain adjustments in hours will  
not result in a refund to the student after the fee  
adjustment calculation.

The following calculation shows the effect for an  
in-state student who is enrolled in 15 hours and  
drops to 9 hours during the 75% refund period:

- 1) Fee Assessment on 6 dropped hours ..\$175.50
- 2) Fee Assessment on 9 enrolled hours \$1053.00
- 3) Total New Fee Assessment (=1+2) ....\$1228.50
- 4) Amount Previously Paid by Student..\$1365.50
- 5) Refund Due Student (=4-3) .....\$137.00

The following calculation shows the effect for an  
in-state student who is enrolled in 15 hours and  
drops to 9 hours during the 25% refund period:

- 1) Fee Assessment on 6 dropped hours ..\$526.50
- 2) Fee Assessment on 9 enrolled hours \$1053.00
- 3) Total New Fee Assessment (=1+2) ....\$1579.50
- 4) Maximum Fee Cap Applied if > \$1365.50  
.....\$1365.50
- 5) Amount Previously Paid by Student..\$1365.50
- 6) Refund Due Student (=5-4) .....\$0.00

**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 credit card any refund  
will be processed to his/her credit card account. Fee

adjustments and/or 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. Fee adjustment and refund dates will be established for each semester. Summer term fee adjustments and/or refunds will be based on the above procedures with concentrated terms being prorated as a percentage of a regular term. No fee adjustments or refunds will be made for Continuing Education Units (CEUs) unless the class is cancelled.

## Returned Checks

There is a \$30 charge for any check or electronic transaction 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% deposit on deferred payment contracts will result in administrative dismissal if not redeemed within 10 days. A late fee of \$25 will also be assessed for any returned check for registration fees, unless the student registered late initially. This also applies to transactions processed electronically by the college. Students who have two or more returned checks or have stopped payment on checks and/or written checks on closed accounts will not be allowed to pay by check. In addition, if checks are not redeemed promptly, a registration hold will be placed on the account until the balance is paid. No grades or transcripts will be issued and the account is subject to being sent to a collection agency.

## 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 a copy of *Funding Education Beyond High School: The Guide to Federal Student Aid* 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](http://www.nsc.edu). Click on Students and then 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](mailto: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 Academic Competitiveness Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Direct Subsidized and Federal Direct Unsubsidized Stafford Loans, Federal Direct Parent Loan for Undergraduate Students, Tennessee Student Assistance Award (TSAA) and Tennessee Education Lottery Scholarship Program. Though eligibility requirements 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 Direct Unsubsidized Stafford Loan and Federal Direct PWS 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 and is also noted in the following pages of the NSCC catalog.

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 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](http://www.fafsa.ed.gov). Students should include Nashville State Community College as a recipient of their information when completing Step 5 of the FAFSA. **Our institutional code number is 007534.**

Students are encouraged to file their federal tax return prior to completing the FAFSA. Students are encouraged to complete the FAFSA prior to March 1 to increase the possibility of receiving multiple forms of financial aid assistance. Students will receive an Electronic Student Aid Report from the Federal Central Processing Servicer once the FAFSA has been processed. 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 to our Financial Aid Office. 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 (EFC)," "cost of attendance," "enrollment status," and whether or not the student attends a full academic year. The maximum annual award for the 2008-09 award year was \$4,731. The minimum annual award for the 2008-09 award year was \$523. Depending upon the EFC, eligible students may receive this grant if enrolled in one or more credit hours.

**FEDERAL ACADEMIC COMPETITIVENESS GRANT (ACG):** A need-based non-repayable grant awarded to Federal Pell Grant eligible undergraduate students who completed a rigorous high school program and graduated from high school on or after January 1, 2005. Students must be U.S. citizens or eligible non-citizens enrolled at least half-time in an eligible program of study and meet other general eligibility requirements. The maximum annual award to freshmen for the 2008-09 award year was \$750. The annual maximum award to sophomores for the 2008-09 award year was \$1,300.

**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 (EFC)." Priority is also given to students who complete the FAFSA prior to March 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 \$2,100 or less. Students must be enrolled in at least six credit hours. Priority is given to students whose FAFSA is processed by March 1 prior to the award year. The maximum annual award for the 2008-09 award year was \$1,458.

**FEDERAL WORK-STUDY:** This program provides jobs for students who have financial need. Priority is given to students who complete the FAFSA prior to March 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 \$7.50 per hour. The average annual award for the 2008-09 award year was \$3,600. 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 DIRECT 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 an “entrance-loan” workshop and sign a Promissory Note. Both processes can be completed via the Web. 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 *Funding Education Beyond High School: The Guide to Federal Student Aid* 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. Registration and transcript holds are placed on student accounts until this requirement has been satisfied.

**FEDERAL DIRECT 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 minimally 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 an entrance-loan workshop and sign a promissory note. Both processes can be completed via the Web. Eligibility for a Federal Pell Grant and Federal Direct 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 *Funding Education Beyond High School: The Guide to Federal Student Aid* 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. Registration and transcript holds are placed on student accounts until this requirement has been satisfied.

**FEDERAL DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS:** This loan is for parents of dependent students. Students must minimally complete the FAFSA and NSCC Financial Aid Application. Students must also provide any additional information as requested by the Financial Aid Office. Eligibility for the Federal Pell Grant and Federal Direct Subsidized and Federal Direct Unsubsidized Stafford Loan must first be established before we can determine the amount of PLUS eligibility. Maximum awards cannot exceed a student’s cost of attendance less other financial aid received. PLUS Applications may be obtained from the Financial Aid Office. 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 following example illustrates the process of “need analysis” for a dependent student living with parent(s) or relative(s) during the 2008-09 award year. It should be noted that the cost of registration fees during the 2008-09 award year (total for two semesters) for a full-time, in-state student was \$2,731 inclusive of the technology access fee. The average allowance for books and supplies for this period was \$1,000.

• Cost of Attendance*	\$8,249
(less) Expected Family Contribution	\$200
Need for Financial Aid	\$8,049
* 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	\$4,581
Federal Supplemental Education Grant	\$600
Tennessee Student Assistance Award	\$1,434
Total Award	\$6,615

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 \$1,434 (\$8,049 “need” less \$6,615 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

Students should submit all documents necessary to complete their financial aid file prior to a month before the semester they wish to attend. Otherwise, they should expect a delay in our ability to provide financial aid assistance. In such cases, it may be necessary for students to pay registration fees through their own resources. Once financial aid files are completed, we will provide financial aid assistance based on the student's eligibility for federal/state/institutional funds.

Students are not required to make payment for registration fees at the point of registration if their financial aid files are complete and if their Federal Pell Grant, Federal ACG, Federal SEOG, TSAA, scholarship and student loan awards are sufficient to cover these costs. "Special deferments" for registration fee payment are also available through the Financial Aid Office for students who meet specified requirements. Communicate with the Financial Aid Office for details. 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 in full or complete a Deferred Payment Plan with the Business Office by the point fees are due. **Students must be prepared to purchase books and supplies.**

## Disbursement of Federal/State Funds

If Federal Pell Grant, Federal ACG, Federal SEOG, TSAA, and scholarship awards exceed the amount owed for registration fees, students will receive a residual check approximately three weeks into the semester. Residual checks are mailed to the student's local address. 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 freshmen, 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. Student loan checks are disbursed at the Cashier's Office. 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 fails to make repayment by a specified date, 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: .....	\$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 with measurements made at the end of the Spring Semester of 2006 and forward. Students can communicate with the Financial Aid Office regarding prior "standards". The Financial Aid Office reviews measurements "A", "B", and "C" for Title IV recipients at the end of each Spring Semester. Measurement "C" is reviewed prior to the disbursement of financial aid 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.

### 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 90 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. Additional scholarship opportunities are posted at the Financial Aid Office. 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) based on twelve credit hours. 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.

**CATHY O'BRYANT MEMORIAL SCHOLARSHIP:** Applicants must be pursuing an Associate Degree in Visual Communication. To be considered for the scholarship, applicants must have completed at least one semester at NSCC with a minimum of twelve credit hours earned in college-level courses of which a minimum of six credit hours must have been completed within their concentration in Photography. A minimum cumulative grade point average of 3.25 in college-level coursework is required. Applicants must submit a 200 word essay and a portfolio including at least five images. Recipients will receive an award of \$800.00. (The award will be split \$400.00 for each semester.) The priority date to make application for this scholarship is March 1 preceding each award year. Final selection for the scholarship will be made by the members of the Cathy O'Bryant Scholarship Committee.

**EDDIE GENTRY MEMORIAL SCHOLARSHIP:** This scholarship is awarded to deserving students who are enrolled in an Associate Program in Computer Information Systems, Computer Technology or Computer Networking Technology. Applicants must have completed at least twelve credit hours at NSCC (inclusive of remedial/developmental courses) maintaining at least a 3.0 cumulative GPA. Applicants must complete the FAFSA and must provide all necessary information needed to complete their financial aid file as requested by the NSCC Financial Aid Office. Applicants wishing to be considered for the scholarship must plan to enroll in at least six credit hours (inclusive of remedial/developmental courses). The award amount for the scholarship is \$1,000 per award year (\$500 per semester).

**GREATER NASHVILLE BUSINESS AND PROFESSIONAL WOMEN OSTA UNDERWOOD SCHOLARSHIP:** Applicants must be female. At the point of application, applicants must be twenty-five years of age or older. Applicants must be a United States citizen or a green-card visa holder and must also have been a resident of the State of Tennessee for a minimum of five years. Applicants must be enrolled in an Associate or Technical Certificate program and must be enrolled in a minimum of six credit hours (inclusive of remedial/developmental courses) during the semester(s) the award is received. Applicants must have completed at least twelve credit hours (inclusive of remedial/developmental courses) at NSCC with a minimum 3.0 cumulative grade point average.

**INGRAM INDUSTRIES SCHOLARSHIP:** Applicants must be enrolled in an Associate program and must be enrolled in a minimum of twelve credit hours in remedial/developmental or college-level courses. First-year students must graduate with at least a 2.5 high school grade point average. Previously enrolled/currently enrolled NSCC students or transfer students must have earned a minimum of twelve credit hours (inclusive of remedial/developmental coursework) with a cumulative college grade point average of 2.5 or greater. Applicants must complete the Free Application for Federal Student Aid (FAFSA) and provide all necessary information needed to complete their financial aid file as requested by the NSCC Financial Aid Office. Students must have a defined need for financial aid assistance as determined by the Financial Aid Office to be considered for this scholarship. The amount of the scholarship will be equivalent to required full-time in-state registration fees based on twelve credit hours. The additional charge for Regents Online Degree Program classes is not included. Recipients of the Ingram Industries Scholarship must maintain a minimum cumulative grade point average inclusive of remedial/developmental coursework of 2.5 to remain eligible for the second disbursement of the scholarship.

**LISA SHEUCRAFT AND RICHARD WILLIAMS MEMORIAL SCHOLARSHIP:** Currently being revised.

**MAYFIELD SCHOLARSHIP:** Applicants must be residents of Cheatham County, Tennessee. Applicants must be enrolled in an Associate Degree program at NSCC and must be enrolled in a minimum of six credit hours in remedial/developmental or college-level courses. First-time freshman must have a minimum 2.5 high school grade point average. Previously enrolled/currently enrolled NSCC students or transfer students must have earned a minimum of twelve credit hours (inclusive of remedial/developmental coursework) with a cumulative grade point average of 2.5. Applicants must complete the Free Application for Federal Student Aid (FAFSA). Applicants must also provide all necessary information needed to

complete their financial aid file as requested by the NSCC Financial Aid Office. Awards will be contingent upon the determination of financial need. Each recipient will receive a maximum award equal to \$400 per semester or \$800 per academic year (contingent upon meeting/ maintaining the minimum grade point average).

**NASHVILLE STATE ARCHITECTURAL ENGINEERING TECHNOLOGY SCHOLARSHIP:** This scholarship is awarded to a student enrolled in the Architectural Engineering Technology Associate's degree program. Freshman, entering from high school, must have a minimum 2.75 high school grade point average. Previously enrolled/currently enrolled students must have completed at least one semester at NSCC with a minimum of six credit hours earned in college-level courses. These students must have a cumulative grade point average of 2.75 or better inclusive of remedial/developmental credits. Transfer hours are not included. The priority date to make application is March 1 preceding each award year. Recipients will receive an award of \$200 per semester.

**NASHVILLE STATE DIVERSITY SCHOLARSHIP:** The Diversity Scholarship is limited to first-time freshmen. Applicants must be U.S. citizens, enroll within twelve months of graduation from high school, and must be first-generation college students (neither parent attended college). Applicants must be enrolled in an associate's degree program or eligible technical certificate program (as determined for Title IV programs) at NSCC. Applicants must complete the Free Application for Federal Student Aid (FAFSA) and provide all necessary information needed to complete their financial aid file as requested by the NSCC Financial Aid Office. They must also have a defined need for financial assistance. The amount of the scholarship will be equivalent to registration fees based on the student's enrollment status (maximum of twelve credits) at the rate of in-state assessment. The additional charge for Regents Online Degree Program classes is not included.

**NASHVILLE STATE ENVIRONMENTAL SCHOLARSHIP:** The priority date for making application is 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 (maximum of twelve credit hours).

**NASHVILLE STATE COMMUNITY COLLEGE FOUNDATION SCHOLARSHIP:** Applicants must be enrolled at least halftime 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 \$1,000 (\$500 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 Web site at [www.nsc.edu/foundation](http://www.nsc.edu/foundation).

**NASHVILLE STATE COMMUNITY COLLEGE FOUNDATION CULINARY ARTS SCHOLARSHIP:** Applicants must be enrolled in the Culinary Arts Program at NSCC and attending a minimum of six credit hours during the semester the award is received. 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 Arts 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 amount is \$500 for a one semester award. The priority date to make application for the scholarship is March 1 preceding each award year.

**TENNESSEE EDUCATION LOTTERY SCHOLARSHIP PROGRAM (TELS):** For information regarding TELS, visit the Tennessee Student Assistance Corporation Web site at [www.state.tn.us/tsac](http://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 a charge of \$10. Decals are valid from each Fall semester through the end of the following Summer semester. The vehicle registration decal must 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. If you choose to tape your permit to the back window, it must be completely flush against the glass. 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. Please refer to the current Student Handbook for a listing of the applicable fines. 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 \$400-\$600 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 \$35 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 and a registration hold will be placed on the student's account 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: . . . 7:45 a.m.–6:00 p.m.

Friday: . . . . . 7:45 a.m.–1:00 p.m.

When students are not present, the hours are:

Monday–Thursday: . . . 8:00 a.m.–4:00 p.m.

Friday: . . . . . 8:00 a.m.–12:00 p.m.

Changes in Bookstore hours will be posted on its door and Web site.

## 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 academic year for 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 Book Bookstore will be purchased at the Nebraska Book Company's catalog price. During the summer term, because of the shortened term length, books can be returned during the first 5 days of classes upon the presentation of the Bookstore cash register receipt. 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 "Nebraska Book Company Wholesale Buying Guide" from NBC 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."

## Computer Help Desk

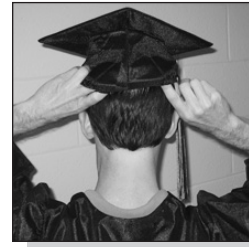
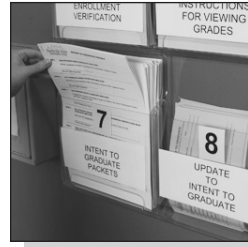
The Help Desk will answer questions with any NSCC computer and network account problems. The Help Desk can assist with information about basic trouble regarding a computer that is school related, and with Web-related issues. Visit [www.nsc.edu/help\\_desk/index.html](http://www.nsc.edu/help_desk/index.html) for more information such as hours of operation and specific instructions and troubleshooting help.

## Open Lab

The Clement Building Open Lab in Room C-308 was established as an independent study lab in 1984.

The Open Lab provides student access to PC and Mac computers, classroom software, Internet access, and academic course-related activities. Current equipment includes twenty-four stations connected to a laser printer. In addition there are two flatbed scanners one Mac and one PC.

Hours of operation vary and are posted online at [www.nsc.edu/help\\_desk/index.html](http://www.nsc.edu/help_desk/index.html) and on the C-308 Open Lab door. Students may call 615-353-3678, or email: [ComputerHelpDesk@nsc.edu](mailto:ComputerHelpDesk@nsc.edu). The Open Lab is part of the Computer Services Division Help Desk.



## Student Records and Registration Procedures



Catalog 2009–2011

*[www.nsccl.edu](http://www.nsccl.edu)*





## Student ID (“A” Number)

The Student Identification Number is a randomly selected 8-digit number beginning with the letter “A” that has been created for students, faculty, and staff to protect an individual’s social security number (SSN). The “A” number is used by students to log in to MyNSCC (Web for Students) to access grades, register, view holds, etc. Students are still required to disclose their SSN when they apply for admissions. This SSN is immediately converted to an “A” number for privacy. If a student wishes to not disclose his/her SSN, they should be aware that this could affect federal and/or state financial assistance.

## Personal Identification Number (PIN)

A student’s personal identification number is used for verification purposes. The most common use is for access to the MyNSCC registration system. For more information or assistance using, resetting, or obtaining a PIN, please contact the Records Office at 615-353-3218 or the Computer Services Help Desk at 615-353-3678.

## 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 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 of birth, major field of study, e-mail address, participation in recognized activities, dates of attendance, full-time/part-time status, degrees and awards received, and the most recent educational institution attended by the student.

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.

NSCC does not make a practice of supplying student lists to third parties. We reserve the right to limit distribution to on-campus departmental requests.

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. Change of names requires documentation, i.e. marriage license, divorce decree, passport, or social security card. Please note that a driver’s license is not sufficient documentation for a change of name.

## Registration Information

The schedule of courses (printed copy and Web copy via MyNSCC) contains the necessary information for registration. For complete registration information, go to the Records Web site at [www.nsc.edu/records](http://www.nsc.edu/records).

## Official Registration

When students register for a term, the courses are not official until payment of all fees have been received in the Business Office. If fees have not been paid by the designated dates, students are purged (dropped) from all registered classes for the applicable term. The minimum load for a full-time student is 12 credit hours.

## 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 from the first day of classes 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”.

## Official Enrollment

Students are officially enrolled when all assessed fees have been paid. Enrollment verification requests will not be processed until the first day of class for the term requested.

## Course Load

A part-time student carries an academic load of fewer than 12 credit hours. The maximum load for a student is 21 credit hours. A full-time student carries an academic load of 12 hours or more. When a student wishes to register for more than 21 credit hours, approval is required from either the Dean for Student Services, Division Dean, or Director of Records and Registration.

## Honors College

The Honors College is open to new and currently enrolled students. First-semester freshmen should have a 26 ACT composite score or an 1100 SAT score. Returning or continuing students must have completed 12 hours with a cumulative GPA of 3.5 or higher. All applicants must submit an application form, 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, Humanities, and Arts division at 615-353-3531.

## Course Cancellations

NSCC reserves the right to cancel classes that do not have sufficient enrollment. Refer to [www.nsc.edu/records](http://www.nsc.edu/records) for additional course cancellation information.

## Waiver of Prerequisites

Under special circumstances, prerequisites may be waived and taken out of sequence. Approval to waive a prerequisite shall be the responsibility of the faculty advisor, program coordinator, or the discipline dean. Students must still complete all courses required in the curriculum and meet minimum hours for graduation.

## Attendance Policy/ Administrative Withdrawal

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". [A "WF" counts as attempted semester hours and carries zero quality points per semester hour.]

## Withdrawing from the College

The "Drop/Add Form" is available through 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 may appeal the withdrawal policy if they feel 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; or
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 Dean of Students.

A student has not officially withdrawn until the student submits the required form to the Records Office or officially withdraws from the course via MyNSCC. Students utilizing educational benefits from the Department of Veterans' Affairs are responsible for any overpayment of benefits due to non-attendance of or withdrawal from any and all classes.

## 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 and/or the Records Web site each term. Absence from an examination, without permission from the instructor, may result in a failing grade for the course.

## Transcript of Academic Record

The Records Office maintains permanent academic records for each student. All transcript requests must be in writing; therefore, no telephone requests will be honored. Faxed requests require a student signature and copy of picture ID. Official transcripts will be sent directly to another educational institution or business. Unofficial (student) copies are issued to students and advisors. In all cases, financial obligations to the college must be fulfilled before a transcript will be issued.

Normally, transcripts will be sent within 48-72 hours after receiving the request from a student. During peak periods, please allow up to 5 business days for processing. Students may obtain up to five free printed copies of their transcripts from the Records Office. Additional printed transcripts will cost \$3 each. Unofficial student transcripts can be accessed via MyNSCC. Proper identification will be required for all transcript requests made in person.

Student records are maintained for academic purposes. These records 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.

Students will not be able to obtain any official documents 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 and the original document is destroyed.

## College Transfer Credit

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

1. Official college or university transcripts are on file in the student's NSCC academic record.
2. NSCC only transfers in equivalent courses in which a grade "C" or better was earned.
3. Elective credit may be awarded if the academic division determines there is no NSCC equivalent but they approve the transfer of the course to count toward graduation requirements.
4. NSCC does not use grades earned at another institution to compute in the students NSCC GPA. We only transfer in the course and the credit awarded.
5. The student must matriculate (enroll) at Nashville State Community College.

## U.S. Military Schools

Nashville State Community College recognizes and awards credit for military service schools in which the student has satisfactorily completed a course and for which NSCC has an equivalent course. 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 service schools. No more than 50% 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 Records 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 Coordinator of Veterans' Services at 615-353-3211 to complete the necessary forms.

### **Eligibility for Deferment of Payment of Tuition and Fees by Certain Eligible Students Receiving U.S. Department of Veterans Affairs or Other Governmentally Funded Educational Assistance Benefits**

Service Members, Veterans, and Dependents of Veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs educational benefits or other governmentally-funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term. The amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fee balance. Eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulations. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003. To apply for deferment, contact the Coordinator of Veterans' Services at 615-353-3211.

## 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 (CLEP); 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.

## Credit by Examination

Credit by Examination permits students to earn full credit for NSCC college-level courses through successful completion of comprehensive examinations. Program requirements differ. Students must consult the appropriate dean for requirements in their major.

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.

In many programs, students:

3. May not pursue Credit by Examination where credit in an equivalent or more advanced course has been earned, or a course successfully completed (including audited courses); and
4. Must apply for and complete the examination within seven calendar days from 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 then submits the form to the Dean responsible for the discipline of the exam requested. Permission to take the challenge examination may be denied if the advisor or Dean determines that the student does not have a valid basis for the request. The decision of the Dean is final.

Upon approval by the Dean, 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 a student pursuing a degree or certificate has work experience that has 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 performed 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 Dean will submit the necessary form to the Records Office for processing.

## 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 credit. 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 Dean responsible for the course or courses that relate to the previous educational experience. This educational experience will be evaluated by the Dean to determine if the experience provides mastery of 80 percent of the competencies contained in the course required in the student's major. The student must provide an articulation application, high school transcript, and/or documentation of the type of work performed in the course.

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



## Professional Certification Exams

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

### Equivalencies for the Certified Professional Secretary Exam

A currently enrolled student may receive advanced standing credit by successfully completing the Certified Professional Secretary Exam. The student may receive the following credits based on verification of successful completion of the exam:

AIS 1181	Business Software Applications	3
ACCT 1104	Principles of Accounting	3
BUS 2400	Principles of Management	3
OAD 1117	Business Communications	3

## 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 Dean will submit the necessary form to the Records Office for processing.

## College Board Advanced Placement Examinations

NSCC will award advanced standing credit to entering students based upon Advanced Placement Examination results. Scores ranging from 3 to 5 will be awarded appropriate credit. 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 to the Records Office for processing.

## Advance Standing Credit Awards For College Board Advance Placement Examinations

AP Exam	AP Score	NSCC Course	Semester Hours
Art-History of Art	3, 4, or 5	ART 1030 .....	3
Biology	3	BIOL 1110 .....	4
Biology	4 or 5	BIOL 1110 & BIOL 1120 .....	8
Chemistry	3	CHEM 1110 .....	4
Chemistry	4 or 5	CHEM 1110 & CHEM1120 .....	8
Economics	3	ECON 1111 .....	3
Economics	4 or 5	ECON 1111 & ECON 1121 .....	6
English-Literature & Composition	3	ENGL 1010 .....	3
English-Literature & Composition	4 or 5	ENGL 1010 & ENGL 1020 .....	6
French-Language	3	FREN 1010 .....	3
French-Language	4 or 5	FREN 1010 & FREN 1020 .....	6
Government & Politics	3, 4, or 5	POLI 1111 .....	3
History-United States	3	HIST 2010 .....	3
History-United States	4 or 5	HIST 2010 & HIST 2020 .....	6
Mathematics-Calculus AB	3, 4, or 5	MATH 1910 .....	4
Mathematics-Calculus BC	3, 4, or 5	MATH 1920 .....	4
Mathematics-Statistics	3, 4, or 5	MATH 1530 .....	3
Music Theory	3	MUS 1020 .....	3
Music Theory	4 or 5	MUS 1020 & MUS 1025 .....	1
Physics B	4	PHYS 2010 .....	4
Physics B	5	PHYS 2010 & PHYS 2020 .....	8
Physics C	4	PHYS 2110 .....	4
Physics C	5	PHYS 2110 & PHYS 2120 .....	8
Psychology	3, 4, or 5	PSYC 1111 .....	3
Spanish-Language	3	SPAN 1010 .....	3
Spanish-Language	4 or 5	SPAN 1010 & SPAN 1020 .....	6

## 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 Tuesday and Thursday morning (excluding holidays) at 9:00 a.m. in the NSCC Testing Center. Appointments should be made in advance.

The total cost is \$85 per examination: CLEP charges \$70 per exam and prefers it be charged to American Express, MasterCard, or Visa. NSCC charges \$15 per exam for test administration and requires it be paid by check or money order.



For additional information about the NSCC CLEP test, contact the Testing Center at 615-353-3564. For information regarding obtaining CLEP Scores, please contact CLEP at 1-800-257-9558 or visit their Web site at [www.collegboard.com/clep](http://www.collegboard.com/clep).

## 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	MATH 1130
Natural Sciences .....	420	3 - 6	(PSCI 1010, 1020)
Social Sciences & History.....	420	3 - 6	SOC SCI elective

## SUBJECT EXAMINATIONS

### COMPOSITION AND LITERATURE

American Literature .....	50	3	ENGL 2110
Analyzing and Interpreting Literature .....	50	3 - 6	ENGL 2010 ENGL 2020 *Essay req'd
Composition, Freshman College ....	50	3 - 6	ENGL 1010; ENGL 1020 *Essay req'd
English Literature .....	50	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).....	50	3	FREN 1010
French-College Level 2 (two semesters).....	59	6	FREN 1010; FREN 1020
German-College Level 1 (two semesters).....	50	3	GERM 1010
German-College Level 2 (two semesters).....	63	6	GERM 1020
Spanish-College Level 1 (two semesters).....	50	3	SPAN 1010
Spanish-College Level 2 (two semesters).....	66	6	SPAN 1010; SPAN 1020

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

American Government .....	50	3	POLI 2010
Introduction to Educational Psychology .....	50	3	SOC SCI Elective/ EDUC Elective/ SOC SCI elective
History of the United States I: Early Colonization to 1877 .....	50	3	HIST 2010
History of the United States II: 1865 to the Present .....	50	3	HIST 2020

Human Growth and Development.....	50	3	EDUC elective/ SOC SCI elective
Principles of Macroeconomics .....	50	3	ECON 1111
Principles of Microeconomics.....	50	3	ECON 1121
Introductory Psychology .....	50	3	PSYC 1111
Introductory Sociology .....	50	3	SOCI 1111
Western Civilization I: Ancient Near East to 1648 .....	50	3	HIST 1110
Western Civilization II: Ancient Near East to 1648 .....	50	3	HIST 1120
<b>SCIENCE AND MATHEMATICS</b>			
College Mathematics .....	50	3	MATH 1010
College Algebra .....	50	3	MATH 1710
Precalculus .....	50	6	MATH 1710 MATH 1720
Biology .....	50	8	BIOL 1110 BIOL 1120
Calculus.....	50	4	MATH 1910
Chemistry .....	50	8	CHEM 1110/ CHEM 1120
Natural Science (Covers more than one discipline) .....	50	6	SCI elective/ BIOL/PHYS

## BUSINESS

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

## 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
<b>* This grade is not used for any remedial or developmental course.</b>	

WF Failure for non-attendance; Administratively withdrawn	0
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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:

- 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 once the student has violated a course enrollment policy and applies to both day and evening students.

2. Faculty must include a “last day of attendance” on the “WF” form before submitting it to the Records Office for processing.

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. If the “I” grade is not removed by the deadline, it will be automatically change to an “F”. 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 takes 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 elsewhere in this catalog).

Grades of “W”, “I”, “X”, and “AU” have no grade point value and are not used in computing grade point average.

## 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 are found on the Records Department Web page.

## 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.

## 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 repeated for the first time, the last grade earned is used in the calculation of the student’s quality/grade point average. 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.

## 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 with a minimum cumulative GPA of a 2.0 may petition for an Academic Fresh Start. All prior credit earned (institutional and/or transfer) will be negated once the Academic Fresh Start is applied. The Academic Fresh Start form should be submitted to the Director of Records and Registration for approval. The Academic Fresh Start form is located on the Records Web site at the following address: [www.nsc.edu/records](http://www.nsc.edu/records).

## Grade Appeals

A student who believes that an error has been made in the grade assigned for a given course has through the end of the following term 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 responsible for the class in which the grade is being appealed or the Dean for Student Services.

## Retention Standards

### Associate Degree Programs and Technical Certificate Programs

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

GPA Hours:	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 Probation and Suspension

Academic probation and suspension is based on the college's retention standards as described previously.

**PROBATION:** Once a student falls below the minimum cumulative GPA, they will be placed on a probationary status. While on probation, the student must attain a minimum term GPA of a 2.0. The student will remain on probation until the minimum required cumulative GPA is attained. However, if the student falls below a term GPA of 2.0 while on probation, the student will be placed on a one-term suspension. **Note:** If a student is placed on suspension during the spring term, the suspension is applied to both the summer and fall terms and thus the student would not be eligible for re-enrollment until the spring term of the following year under a post-suspension probationary status.

**SUSPENSION:** While on a probationary status, if a student fails to attain a 2.0 term GPA, they will be placed on a one-term suspension. When a student returns from a suspension, they will be placed on a post-suspension probationary status. The student will remain on a post-suspension probationary status as long as they attain a term GPA of 2.0 or get their cumulative GPA back up to the minimum standard. If the student fails to attain a term GPA of a 2.0 while on a post-suspension probationary status, they will be placed on suspension for two-terms. **Note:** Once placed on suspension, if the student has pre-registered for any courses in the next term(s) of enrollment, all courses will be dropped.

Students will be notified in writing at the end of the term if they have been placed on probation or suspension by the Records Office. However, academic standing is not contingent upon receipt of the letter. Students should check their academic standing via MyNSCC at the end of each term.

## 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 Director of Records and Registration 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 Appeals Committee will review and make a final determination regarding the action; notification will be sent to the student regarding the 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.

## 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 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 waivers or exceptions to any academic regulation or requirement must submit requests in writing to the Vice President of Academic Affairs.

## 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 substitution form through their academic advisors. The Dean in the academic area in which the course is offered must approve the waiver or substitution, and the Records Office will complete the substitution process.

## 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 of Applied Science 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 "Completion of a Second Major" form must be submitted for each

concentration. No additional fee is required, and no additional diploma will be awarded. "Completion of a Second Major" will be denoted on the student's academic transcript.

## Graduation Requirements

### Residency Requirements

1. Satisfactorily earn at least 25% of credit hours required for the degree through instruction delivered by NSCC. Any exception to this policy must be approved by the Vice President for Academic Affairs or designee.
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.
3. Students that have the residency requirement waived by the Vice President must take the waived course(s) within one year of the approved waived date.
4. Students must be enrolled at NSCC in order to receive Advanced Standing credit to be used towards graduation requirements.

### 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. Credit hours earned in remedial or developmental courses are not counted to satisfy the minimum hour requirement for graduation.
2. Earn a minimum GPA of 2.0 ("C" average in all collegiate-level courses that count toward the degree.)
3. It is required that the student file an "Intent to Graduate" and submit it to the Records Office at least one semester before they intend to graduate. The deadline is the last day to withdraw from a class the term prior to the intended graduation term. Students who file after the posted deadline may not receive an evaluation in time to register for any courses lacking towards completion of their program. Therefore, the student may not be able to graduate in the term intended.
4. 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. This fee is required regardless of the student's participation in the graduation ceremony.
5. Complete any required exit requirements or examinations in General Education, or in the major field of study.

For more information, go to [www.nsc.edu](http://www.nsc.edu)

## Graduation Honors

Candidates for the Associate's degree or technical certificate who attain a final 3.5–3.74 cumulative grade point average will be graduated **cum laude**; candidates who attain a final 3.75–3.89 cumulative grade point average will be graduated **magna cum laude**. Candidates who attain a 3.90–4.00 cumulative grade point average will be graduated **summa cum laude**.

Nashville State holds one commencement ceremony per year. This ceremony is held at the end of each spring term. Diplomas are mailed to students at the end of the semester they graduate once degree requirements have been confirmed.



## Student Services



Catalog 2009–2011

*[www.nsccl.edu](http://www.nsccl.edu)*





## 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 faculty advisors and should meet with faculty advisors each semester before registering for classes.

## Registration Procedures

Students may register for classes by registering online using myNSCC. To access myNSCC, go to NSCC's home page, [www.nsc.edu](http://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 should submit an application to attend the college, send required transcripts, complete inoculation requirements and complete any required testing in the Testing Center. Students whose applications are incomplete will not be able to register for classes at the orientation session. Students may register for New Student Orientation on the NSCC Web site. Students whose applications are not complete will not be able to register for classes at the orientation.

## 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 test 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 enroll in 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. 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 developmental studies courses.

## Developmental Studies Challenge Testing

### **DSP Reading and Writing Challenge Testing**

Students who have tested into a DSPW and/or DSPR course(s) may challenge initial test placement. Currently, the reading and writing tests are free of charge, and there are no formal preparation tools. Please check the English, Humanities, & Arts home-page or call 615-353-3531 for more information on reading and writing challenge testing.

### **DSP Math Challenge Testing**

There is no fee for the math challenge test, and free math preparation materials are available online at [www.act.org/compass](http://www.act.org/compass) and [www2.nsc.edu/dspm](http://www2.nsc.edu/dspm). For information about challenge testing in math, please call 615-353-3369.

Please check our Web site at [www.nsc.edu](http://www.nsc.edu) for any updates about testing, preparation, and procedures.

## 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 ESOL courses in conversation, grammar, literacy, and academic culture as well as ESL sections of DSP courses in reading and writing provide non-native speakers with the language skills they need to be successful in college and in the workplace. For further information, please contact the ESL Testing and Advising Coordinator at 615-353-3380 or visit the ESL home page at <http://www.nsc.edu/depart/esl/index.html>.

## Student Disability Services (SDS)

Student Disability Services provides assistance to students with documented physical, emotional, and/or learning disabilities. SDS personnel assist eligible students with academic planning and registration and serve as a liaison between students and faculty. SDS personnel also assist in testing and securing appropriate technology as needed for students. A minimum of two weeks is usually required to arrange classroom accommodations. For further information, contact the Disabilities Coordinator at 615-353-3721 in the Student Services Center.

## Housing

The college does not have residence halls. Therefore, students should begin efforts to obtain housing at an early date. Any student needing assistance in securing housing may contact the Student Life Representative at 615-353-3026.

## Student Activities

Nashville State has honor, social, and professional clubs. 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 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 Student Services Building, S-103.

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 Bridge*, NSCC's college newspaper, is edited and published periodically by students during the year. Students who are interested in contributing to the paper should contact Valerie Belew at [valerie.belew@nsc.edu](mailto:valerie.belew@nsc.edu) for more information. A faculty advisor works with the students.

*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, promoting the humanities at the college. Current students, alumni, staff, and faculty are encouraged to submit manuscripts/artwork for publication in this journal. For more information, please contact [phyllis.gobbell@nsc.edu](mailto:phyllis.gobbell@nsc.edu).

All student publications 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.

### **Student Organizations**

Black Student Organization  
Campus Crusade for Christ  
Debate Club  
Early Childhood Education Club  
Gay-Straight Alliance  
International Student Association  
Kappa Beta Delta  
Music Society  
NSCC Debate Club  
Occupational Therapy Club  
Philosophy Club  
Phi Theta Kappa  
Student Government Association  
Student Life Council  
Student Health Insurance Plan  
Students for the Environment  
Tau Alpha Pi  
Tennessee College Democrats  
Toastmasters

### **Study Abroad**

Nashville State is a member of the Tennessee Consortium for International Studies (TnCIS). Study Abroad takes students around the world for summer semester experiences. To participate in Study Abroad, students must be at least 18 years old and have completed 12 credits at Nashville State Community College. For details about the programs, visit [www.tncis.org](http://www.tncis.org). If you are interested in study abroad, visit the Dean for Student Services in the Student Services Building, Room S-202, or call 615-353-3261 for an appointment.

## **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.

## **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 or 3261.

## 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.

## Kisber Library

**(Phone: 615-353-3555)**

The Kisber Library facilitates learning and research for Nashville State students, staff, and faculty with an extensive collection of books, periodicals, and audio-visual materials. The Library also provides space for private and group study.

The Library features an online catalog, ebook collections, and periodical databases. By using their A# and pin number, students can gain access to electronic databases from off campus. The Library subscribes to databases that cover the social sciences and humanities, as well as in the following specific subject areas: business, literature, health sciences, music, art, technology, and Spanish. In addition to its on-campus collection, the Library has several e-book collections.

The Library also provides interlibrary loan services for student and faculty. Students from Nashville State also may check out a NALA card that will



allow them to enter Vanderbilt University and conduct research in any one of the University's main subject libraries. All Nashville State students may also visit any other TBR library to do research with limited check-out privileges.

There is an orientation at the Library Web site for students who can not come to campus or who need a refresher on library services. The "Ask the Librarian" link on the home page allows students to send research questions to the library staff.

The Library is open to the public, although children must be accompanied by an adult. All patrons must observe library guidelines available at the circulation desk.

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

Monday – Thursday	7:45 a.m. – 8 p.m.
Friday	7:45 a.m. – 4:30 p.m.
Saturday	9:00 a.m. – 2 p.m.

(During fall and spring break and between semesters, hours are Monday – Friday, 8:00 a.m. – 4:30 p.m.)

## The Testing Center

**(Phone: 615-353-3564)**

The Testing Center, located in the Student Services Center, Room S-217C, provides multiple testing services for students, faculty, and staff. The Testing Center supports the Tennessee Board of Regents' admission requirements by providing assessment testing, the ACT Compass, for students enrolling in college.

Additionally, the Testing Center administers a variety of exams for different departments on campus. The Testing Center proctors classroom make-up exams, Web exams, end-of-program assessments, independent study tests, the NET test, 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.

The Testing Center will be closed the first Monday of each month from 2:00–3:00 p.m.

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

***Children under 12 years of age are not allowed in the Testing Center.***

## The Learning Center

**(Phone: 615-353-3551)**

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.

## 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 e-mailing a job description to the address below:

Career Employment Center (Room S-206)  
120 White Bridge Road • Nashville, TN 37209  
615-353-3248 Phone • cec@nscc.edu (E-mail)  
[www.nscc.edu/cec](http://www.nscc.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. Résumés may be submitted electronically in Microsoft Word format to the Center at [Ejobs@nscc.edu](mailto:Ejobs@nscc.edu) or in person by appointment. Center personnel will review and approve all résumés submitted.

Job Placement Services are available to graduates within one year of graduation. Limited services may be available for alumni after that year.



**E-Recruiting**

This new on-line career placement system will allow graduates and alumni to complete their entire career search process on line including posting their resume, searching position listings and applying on-line for these positions. Contact the Career Employment Center for your login and password to this system.

**Cooperative Education (Co-op) Program**

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, earning academic credit as well as a paycheck. Students interested in the co-op program must meet all eligibility requirements.

Co-op requirements and applications are available on line at [www.nsc.edu/cec](http://www.nsc.edu/cec) or may be picked up in the Center.

The Career Employment Center will interview and screen co-op 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. All guidelines of the cooperative education program must be followed in order for students to be eligible to participate in the program.

## WorkForce and Community Development

**Business & Industry Training:**

Nashville State's Workforce and Community Development (WCD) program offers high quality and innovative employee training, professional development, continuing education, industrial, computer, technical and soft skills training. Through collaboration and expertise, WCD designs programs which meet company and employee specific needs.

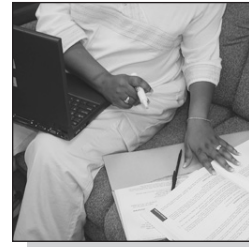
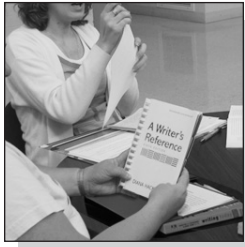
**Career Advancement:**

WCD has been a recognized leader in the community for offering adult students continuing education to re-skill or advance the current workforce. WCD offers certificate programs for supervisors, new managers, sales professionals, and the retail industry, and helps advance careers by offering the most up-to-date skills training available. Programs are offered online as well as in traditional instructor led training.

**Personal Enrichment:**

WCD offers a variety of classes for personal enrichment. Programs are open to anyone in the community and include captivating and educational classes such as Floral Design, MS Office 2007, Leadership, QuickBooks, GED Prep, Photography, Painting, Real Estate, and Retirement Planning.

For the full catalog of WorkForce and Community Development courses, see [www.workforce.nsc.edu](http://www.workforce.nsc.edu), call 615-353-3456 or 1-800-272-7363 ext. 3456.



## Distance Learning and Satellite Campuses



Catalog 2009–2011

*[www.nsccl.edu](http://www.nsccl.edu)*



## Distance Learning

Distance Learning is the acquisition of knowledge and skills through mediated information and instruction, encompassing all technologies and other forms of learning at a distance, according to the United States Distance Learning Association. The majority of the instruction occurs at a distance when instructor and student are not sharing the same space. While maintaining the quality of the on-campus offerings, distance learning courses provide convenience and flexibility to students as they pursue their educational goals.

The delivery modes for online courses are Web and Web hybrid. They are designed to appeal to individuals who are unable to travel back and forth to class on a regular basis or who have work schedules that vary and are unable to commit to a weekly schedule.

Both degree and certificate programs as well as general education courses are available online. Each semester courses are listed on the Web site, [www.nsc.edu/nsto](http://www.nsc.edu/nsto), and in the printed semester schedule. To assist students in being successful online, two types of orientation are available. Students may engage in an online Web orientation or attend an onground orientation. Orientations provide information on the course management system, course format, login procedures, syllabus, textbook requirements and other online concerns.

For more information, contact the Office of Distance Learning at 615-353-3401, or visit [www.nsc.edu/nsto](http://www.nsc.edu/nsto).

## TBR Campus Collaborative

Tennessee Board of Regents' (TBR) colleges and universities have joined together to offer the Regents Online Degree Program (RODP). Nashville State awards five RODP degrees: an Associate of Applied Science in Professional Studies with a concentration in Information Technology, an Associate of Arts and an Associate of Science in General Studies, an Associate of Applied Science in Early Childhood Education, an Associate of Science in General Studies for Teacher Aides and Paraprofessionals, an Associate of Applied Science in Web Technology, and a Web Page Authoring Technical Certificate. The Regents Online Continuing Education (ROCE) courses are geared toward workforce development and professional enrichment.

Visit [www.tn.regentsdegrees.org/campus/nsc](http://www.tn.regentsdegrees.org/campus/nsc) or contact the Office of Distance Education at 615-353-3461 for more information about the TBR Campus Collaborative.

## Satellite Campuses

Nashville State has educational sites located throughout Davidson County and the Middle Tennessee area. Each location offers courses and programs to help students meet their educational or professional development goals. In addition to offering classes at various education and business sites, the college has four permanent satellite campuses featured below.

### Cookeville Campus

In the late 1980's when key business and industry leaders called for true technical training in the Upper Cumberland region, the Cookeville Area-Putnam County Chamber of Commerce responded. It was the desire of local civic and industrial leaders to create a college that would supply graduates with the skills suited for this high tech region. A partnership was formed with Nashville State Community College, and a campus was established in Cookeville.

For the first four years that Nashville State served the region, classes were held in the conference room at a Chamber location. The first courses offered were in Electrical Maintenance. As enrollment increased and the demands of Cookeville's businesses and industries grew, courses and programs were added and locations changed to keep up with space requirements. Ground was broken in 1999 for a permanent location at 1000 Neal Street. The resulting Nashville State Cookeville campus, a full service higher education facility, opened for the Fall 2002 semester.

Today there are degree programs, certificate programs, and general education courses that easily transfer to four-year colleges/universities, and special courses. The degree programs include Business Management, Computer Technology, Electrical Engineering Technology, General Technology, Office Administration, Police Science, and Social Science, while the certificate programs include Computer-Aided Drafting (CAD), Medical Coding, and Web Page Authoring. Also, two newly added special courses are Cisco Networking and English as a Second Language. Unique to the Cookeville campus is the Automated Control Systems concentration of the Electrical Engineering Technology program. These programs meet the specific demands of the region's workforce needs. The number of courses and programs will continue to evolve as the economy changes, and the needs of the employers and employees are met.

For more information about the Cookeville campus of Nashville State Community College, please call 931-520-0551 or visit [www.nsc.edu/cookeville](http://www.nsc.edu/cookeville).

## Humphreys County Center for Higher Education

In 1999, the Humphreys County Center for Higher Education opened to provide the citizens of Humphreys County and surrounding counties with the opportunity to receive quality higher education close to home. This vibrant local-state-federal partnership has made the Humphreys County center a model for off-site campus expansion statewide. Nashville State Community College is the lead institution of higher learning for the 33,000 square foot facility located at 695 Holly Lane, in Waverly.

Both courses and student services at the Humphreys County Center for Higher Education match offerings at Nashville State's main and other campuses. Students earn degrees and certificates in over 15 areas. The newest addition to offerings has evolved from the response to the workforce demands of the area. Working with program partners — businesses such as DuPont, Matheson Gas Products, Erachem Comilog, Chemetall Foote Corporation, Tennessee Valley Authority, and Temple-Inland Container Corporation — a curriculum was developed to train students in the areas of Process Control, Instrumentation, and Quality.

For more information about the Humphreys County Center, please call 931-296-1739 or visit [www.nsc.edu/waverly](http://www.nsc.edu/waverly).

## Southeast Center

Since 2005 the Southeast Center has provided residents in southeast Davidson County with a variety of higher education opportunities at a convenient location. The Center is located on the campus of the former Tennessee Preparatory School at 1162 Foster Avenue, between Thompson Lane and Murfreesboro Pike, and is easily accessed from I-440, I-40, and I-24.

The Southeast Center opened for the Fall 2005 semester with an offering of thirty courses. The response to the new location that first semester exceeded all expectations. Since then, student enrollment has seen phenomenal growth. Fall 2007 inaugurated a cooperative program with Nashville School of the Arts to offer dual enrollment classes for local high school students. In addition to the regular day and evening class schedule, the Southeast Center began offering weekend classes in Fall 2008. Currently classes are offered for English as a Second Language, Technical Certificates, College Prep and General Education courses. Students also have the option of taking Community Education and online courses through

the Center. The Southeast Center is able to provide the same quality education and helpful student services as on the main campus. Courses and programs offered will expand each semester to fulfill the academic goals of a dynamic and diverse student population.

For more information about the Southeast Center, contact 615-780-2760 or visit [www.nsc.edu/sec](http://www.nsc.edu/sec).

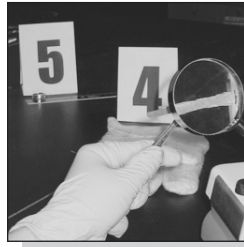
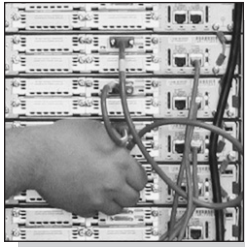
## Dickson County Higher Education Center

Nashville State has offered classes in Dickson for many years. Fall 2007 marked an expanded and more permanent presence when civic leaders asked the college to become the lead institution for higher education in Dickson County. Course offerings, enrollment and enthusiasm have risen each semester since that time.

Nashville State's Dickson site provides a full array of general education transfer courses that may be applied to associate or bachelor's degrees. Programs of study include Business and Applied Arts, English and Humanities, Social Sciences, and Math & Science, as well as developmental classes to prepare students for college-level work. Students also have the option of taking Community Education and online courses through the center.

Resources available to Dickson students include admissions counseling, registration assistance, testing center, and computer lab. For more information about the Dickson site of Nashville State Community College, please call 615-740-5998 or visit [www.nsc.edu/dickson](http://www.nsc.edu/dickson).





## Associate of Applied Science Technical and Career Degree Programs



Catalog 2009–2011

*[www.nsccl.edu](http://www.nsccl.edu)*



# Architectural, Civil and Construction Engineering Technology

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

Contact Information: Program Office 615-353-3475, E-mail: architecture.civil@nsc.edu

Accredited by the Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, Telephone 410-347-7700

Consistent with the mission of the College, the Architectural, Civil and Construction Engineering Technology Program publishes the following broad stated educational objectives or the expected accomplishments from graduates during their first few years after graduation.

The Program Educational Objectives for Architectural, Civil and Construction Engineering Technology, Associate of Applied Science Degree are:

- Using problem solving skills learned, graduates will be able to analyze various architectural and civil/construction problems or situations in an analytical manner applying both the knowledge gained in school and on the job.
- Demonstrating knowledge of the materials and methods along with proper detailing in commercial buildings and structures.
- Communicating verbally and in writing and demonstrate ability to prepare reports and presentations.
- Understanding and applying the fundamental techniques, skills, and computer usage necessary in the industry including word processing, spreadsheets, and CAD.
- Functioning on professional teams, demonstrating leadership and showing passion for their work.
- Possessing an appreciation for diversity, a commitment to the improvement of the quality of life, and the ability and desire to pursue continuing education.

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 a high school diploma.

Students may qualify for course credit in Engineering Technical Graphics and/or Architectural Engineering Technology Concentration

## Architectural Engineering Technology Concentration

The Architectural Engineering Technology 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 Engineering Technology Concentration should be able to:

- Produce a set of residential and commercial architectural construction drawings using the knowledge, techniques, skills, and modern tools of professional architects while employing team and independent work methods.
- Produce a set of schematic design and design development drawings.
- Produce study and presentation models.
- Design a light-frame construction project, using creative understanding, employing team and individual work methods, and presentation skills while meeting program requirements.
- Produce a materials take-off for a construction project through the understanding and application of current mathematics, science, engineering and technology.
- Demonstrate an ability to identify, analyze, interpret and communicate both in oral and written mediums in order to solve technical problems and creatively apply experimental results to improve processes, systems or components.
- Conduct themselves as members of the architectural/engineering/construction profession and as world citizens having a broad understanding of the diversity of human culture and behavior, while adhering to ethical standards and meeting contemporary professional and societal responsibilities.
- Conduct their employment in such manner as to demonstrate a commitment to quality, timeliness, and continuous improvement.

## Transfer/Advising

The A.A.S. degree is designed to prepare a student for employment upon graduation. Some universities, at their discretion, accept some technical courses for transfer. A student who plans to transfer to a university should consult his/her advisor and the receiving university about transfer and articulation policies. Failure to do so could result in loss of transfer credits.

## Career Opportunities

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

## COURSE REQUIREMENTS

General Education			Class	Lab	Credits
ENGL	1010	English Composition I	3	0	3
		Humanities Elective	3	0	3
		Social Sciences Elective	3	0	3
MATH	1730	Precalculus	5	0	5
MATH	1840	Calculus for Technology	3	0	3
PHYS	2010	Non-Calculus Physics I	3	3	4
<b>Engineering Technology</b>					
ENGT	1000	Intro to Engr Technology	2	2	3
ENGT	2800	Arch/Civil/Const Engr Tech Cap	0	3	1
<b>Computer-Aided Drafting</b>					
CAD	1200	Computer-Aided Drafting I	1	4	3
CAD	1301	Computer-Aided Drafting II	0	6	2
<b>Civil and Construction Engineering Technology</b>					
CIT	1220	Materials/Methods Construction	3	0	3
CIT	2110	Structural Mechanics	3	0	3
CIT	2400	Structural Design	3	0	3
<b>Architectural Engineering Technology</b>					
ACT	1391	History of Architecture	3	0	3
ACT	1161	Residential Design, Drafting and Const	1	6	4
ACT	1341	Commercial Design, Drafting and Codes	1	6	4
ACT	2160	Building Utilities	3	0	3
ACT	2242	Architectural Design Process	1	6	4
ACT	2440	Specifications & Estimating	2	2	3
<b>Technical Electives</b>					
Choose at least 4 credit hours from the list below:					
Co-operative Education (1.0 to 3.0 credit hours)					
ACT	2123	Architectural Graphics	1	3	2
ACT	2500	Interior Design & Architecture	1	2	2
CAD	2113	3D Auto CAD and Solid Modeling	2	2	3
CAD	1650	3D Design Graphics	2	2	3
CAD	1510	Final Project	2	0	2
CIT	2301	Hydrology and Site Design	1	4	3
CIT	2131	Surveying I	3	3	4
CIT	2114	Construction Management	3	0	3
<b>Total Required – Associate's Degree</b>					<b>64</b>

## RECOMMENDED FULL-TIME SCHEDULE

### FIRST YEAR

Fall Semester		Credits
ENGL	1010 English Composition I	3
MATH	1730 Precalculus	5
ENGT	1000 Intro to Engr Technology	3
CAD	1200 Computer-Aided Drafting I	3
ACT	1391 History of Architecture	3

### Spring Semester

MATH	1840 Calculus for Technology	3
ACT	1161 Residential Design, Drafting and Const	4
CAD	1301 Computer-Aided Drafting II	2
CIT	1220 Materials/Methods Construction	3
	Humanities Elective	3

### SECOND YEAR

Fall Semester		Credits
ACT	1341 Commercial Design, Drafting and Codes	4
ACT	2440 Specifications and Estimating	3
CIT	2110 Structural Mechanics	3
PHYS	2010 Non-Calculus Physics I	4
	Technical Elective	2

### Spring Semester

ACT	2242 Architectural Design Process	4
CIT	2400 Structural Design	3
ACT	2160 Building Utilities	3
	Social Sciences Elective	3
	Technical Elective	2
ENGT	2800 Arch/Civil/Const Engr Tech Cap	1

Cooperative work experience can be an important addition to a student's formal classroom work. Co-op courses may substitute for technical courses with the prior approval of the Program Coordinator. The Career Employment Center will provide the correct course numbers.

## Civil and Construction Engineering Technology Concentration

The Civil and Construction Engineering Technology Concentration prepares students for employment in the fields of structures, surveying, materials testing, water and wastewater systems, construction management and computer-aided-drafting.

The program prepares technicians with a broad background in many different areas of design and construction through coursework in CAD, construction materials, estimating, specifications and surveying. Graduates of the Civil and Construction Engineering Technology Concentration should be able to:

- Perform basic calculations and operations employing team and individual work methods in the fields of surveying, water, structures and construction. Have working knowledge of the modern tools of the profession including field and office procedures.
- Gain hands-on experience with the materials and equipment used in the construction industry including soils, water, concrete, wood, masonry and metals.
- Understand the building delivery process including planning, design, estimating, management and construction documents.
- Demonstrate an ability to communicate in both oral and written mediums through class papers, lab reports and presentations.
- Use modern computer software including word processing, spreadsheets, CAD and industry specific software used for estimating, project management, and surveying.
- Conduct themselves as members of the architectural/engineering/construction profession and as world citizens having a broad understanding of the diversity of human culture and behavior, while adhering to ethical standards and meeting contemporary professional and societal responsibilities.
- Demonstrate a commitment to quality, timeliness, and continuous improvement.

### Transfer/Advising

The A.A.S. degree is designed to prepare a student for employment upon graduation. Some universities, at their discretion, accept some technical courses for transfer. A student who plans to transfer to a university should consult his/her advisor and the receiving university about transfer and articulation policies. Failure to do so could result in loss of transfer credits.

## Career Opportunities

- Computer-aided drafter
- Surveyor
- Estimator
- Construction manager or superintendent
- Inspector
- Construction materials sales
- Water/wastewater systems operator or technician
- Contractor

### COURSE REQUIREMENTS

General Education			Class	Lab	Credits
ENGL	1010	English Composition I	3	0	3
		Humanities Elective	3	0	3
		Social Sciences Elective	3	0	3
MATH	1730	Precalculus	5	0	5
MATH	1840	Calculus for Technology	3	0	3
PHYS	2010	Non-Calculus Physics I	3	3	4
<b>Engineering Technology</b>					
ENGT	1000	Intro to Engr Technology	2	2	3
ENGT	2800	Arch/Civil/Const Engr Tech Cap	0	3	1
<b>Computer-Aided Drafting</b>					
CAD	1200	Computer-Aided Drafting I	1	4	3
CAD	1301	Computer-Aided Drafting II	0	6	2
<b>Civil and Construction Engineering Technology</b>					
CIT	1220	Materials/Methods Construction	3	0	3
CIT	1230	Testing of Materials	1	3	2
CIT	2110	Structural Mechanics	3	0	3
CIT	2114	Construction Management	3	0	3
CIT	2131	Surveying I	3	3	4
CIT	2200	Hydraulics and Water Systems	4	0	4
CIT	2301	Hydrology and Site Design	3	0	3
CIT	2311	Surveying II	3	3	4
CIT	2400	Structural Design	3	0	3
<b>Other Technologies</b>					
ACT	2440	Specifications & Estimating	2	2	3
<b>Technical Electives</b>					
Choose at least 2 credit hours from ACT, CIT or the list below.					
Co-operative Education (1.0 to 3.0 credit hours)					
CAD	2113	3D AutoCAD & Solid Modeling	2	2	3
ACT	2123	Architectural Presentations	1	6	3
CAD	1650	3D Graphics	2	2	3
<b>Total Required – Associate's Degree</b>					<b>64</b>



## RECOMMENDED FULL-TIME SCHEDULE

### FIRST YEAR

#### Fall Semester Credits

ENGL 1010	English Composition I .....	3
MATH 1730	Precalculus.....	5
ENGT 1000	Intro to Engr Technology .....	3
CIT 1230	Testing of Materials.....	2
CAD 1200	Computer-Aided Drafting I.....	3

#### Spring Semester

Humanities Elective .....	3
MATH 1840    Calculus for Technology.....	3
CAD 1301     Computer-Aided Drafting II .....	2
ACT 2440     Specifications and Estimating.....	3
CIT 1220      Materials/Methods Construction.....	3
Social Sciences Elective .....	3

### SECOND YEAR

#### Fall Semester Credits

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

#### Spring Semester

CIT	2114	Construction Management.....	3
CIT	2301	Hydrology and Site Design .....	3
CIT	2311	Surveying II .....	4
CIT	2400	Structural Design.....	3
		Technical Elective .....	2
ENGT	2800	Arch/Civil/Const Engr Tech Cap.....	1

# Automotive Technology

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

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

Contact Information: Program Office 615-353-3475,  
E-mail: auto.tech@nscc.edu

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:

- Automotive Service Educational Program (ASEP) in cooperation with General Motors;
- Automotive Training 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 dealer 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 lifelong 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's license, a good driving record, and 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

General Education				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	1730	Precalculus		5	0	5
PSCI	1030	Survey of Physical Science		3	3	4
SOCI	1112	Social Problems		3	0	3
Core Courses GM-ASEP						
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 Transmissions I		2	3	3
AMT	2140	GM Standard Tran/Drive/Diffs		2	2	3
AMT	2230	GM Automotive Engines		2	3	3
AMT	2240	GM Automatic Transmissions II		2	3	3
AMT	2290	GM Automotive Computer Sys.		2	3	3
AMT	29xx	Cooperative Education				5
<b>Total Required – Associate's Degree</b>						<b>60</b>

## RECOMMENDED SCHEDULE FOR GM ASEP

### FIRST YEAR

Fall Semester				Credits		
ENGL	1010	English Composition I	.....	3		
AMT	1100	GM Automotive Service	.....	2		
AMT	1190	GM Automotive Electricity	.....	4		
AMT	29xx	Cooperative Education	.....	1		
Spring Semester						
AMT	1120	GM Automotive Brakes	.....	3		
AMT	1130	GM Suspension and Steering	.....	3		
MATH	1730	Precalculus	.....	5		
AMT	29xx	Cooperative Education	.....	1		
Summer Semester						
AMT	1230	GM Climate Control	.....	4		
AMT	1290	GM Automotive Electronics	.....	3		
PHIL	1111	Introduction to Ethics	.....	3		
AMT	29xx	Cooperative Education	.....	1		

### SECOND YEAR

Fall Semester				Credits		
AMT	2130	GM Automatic Transmissions I	.....	3		
AMT	2140	GM Standard Trans/Drives/Diffs	.....	3		
SOCI	1112	Social Problems	.....	3		
AMT	29xx	Cooperative Education	.....	1		
Spring Semester						
AMT	2230	GM Automotive Engines	.....	3		
AMT	2240	GM Automatic Transmissions II	.....	3		
PSCI	1030	Survey of Physical Science	.....	4		
AMT	29xx	Cooperative Education	.....	1		
Summer Semester						
AMT	2290	GM Automotive Computer Sys.	.....	3		
SPCH	1010	Speech	.....	3		

### Automotive Training 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

General Education			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	1730	Precalculus	5	0	5
PSCI	1030	Survey of Physical Science	3	3	4
SOCI	1112	Social Problems	3	0	3

#### Core Courses ATEP

AMT	1105	Automotive Service	1	2	2
AMT	1125	Automotive Brakes	2	2	3
AMT	1135	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 Transmissions I	2	3	3
AMT	2145	Standard Trans/Drives/Diffs	2	2	3
AMT	2235	Automotive Engines	2	3	3
AMT	2245	Automatic Transmissions II	2	3	3
AMT	2295	Automotive Computer Systems	2	3	3
AMT	29xx	Cooperative Education			5
Total Required – Associate's Degree					60

#### RECOMMENDED SCHEDULE FOR ATEP

##### FIRST YEAR

Fall Semester			Credits
ENGL	1010	English Composition I	3
AMT	1105	Automotive Service	2
AMT	1195	Automotive Electricity	4
AMT	29xx	Cooperative Education	1

##### Spring Semester

AMT	1125	Automotive Brakes	3
AMT	1135	Suspension and Steering	3
MATH	1730	Precalculus	5
AMT	29xx	Cooperative Education	1

##### Summer Semester

AMT	1235	Climate Control	4
AMT	1295	Automotive Electronics	3
PHIL	1111	Introduction to Ethics	3
AMT	29xx	Cooperative Education	1

##### SECOND YEAR

Fall Semester			Credits
AMT	2135	Automatic Transmissions I	3
AMT	2145	Standard Trans/Drives/Diffs	3
SOCI	1112	Social Problems	3
AMT	29xx	Cooperative Education	1

##### Spring Semester

AMT	2235	Automotive Engines	3
AMT	2245	Automatic Transmissions II	3
PSCI	1030	Survey of Physical Science	4
AMT	29xx	Cooperative Education	1

##### Summer Semester

AMT	2295	Automotive Computer Systems	3
SPCH	1010	Speech	3

## **Business Management:** Business Administration, Entrepreneurship, Financial Services, and Marketing Associate of Applied Science (A.A.S.)

Contact Information: Program Office 615-353-3400, Email: [business@nscc.edu](mailto:business@nscc.edu)

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

7007 College Blvd., Suite 420, Overland Park, Kansas 66211.

The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State.

**Program Mission:** The mission of the Business Management program is to provide practical learning opportunities that prepare students to:

- Excel in the business community.
- Effectively adapt to and manage technological change.
- Develop ethical business practices and a sense of personal responsibility.
- Work independently and as part of a team.
- Communicate effectively with written and oral messages.
- Think critically.
- Be creative with business solutions.

The Business Management program 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 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.

The Entrepreneurship Concentration is designed to offer students the opportunity to focus on various entrepreneurial aspects of business. Instruction in the areas of planning, managing, marketing, accounting, and supervising are emphasized. This concentration provides students with a basis to enter the small business environment.

The Financial Services 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.

Graduates of the Business Management 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**

#### **Business Administration Concentration**

- product manager
- management trainee
- store/office manager
- director of sales and marketing
- customer service representative

#### **Entrepreneurship Concentration**

- Small business owner
- Small business manager

#### **Financial Services Concentration**

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

#### **Marketing Concentration**

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

### **Transfer/Advising**

The A.A.S. degree is designed to prepare a student for employment upon graduation. Some universities, at their discretion, accept some technical courses for transfer. A student who plans to transfer to a university should consult his/her advisor and the receiving university about transfer and articulation policies. Failure to do so could result in loss of transfer credits.

**BUSINESS MANAGEMENT:  
BUSINESS ADMINISTRATION  
COURSE REQUIREMENTS**

<b>English</b>			<b>Class</b>	<b>Lab</b>	<b>Credits</b>
ENGL 1010	English Composition I		3	0	3
SPCH 1010	Speech		3	0	3
<b>Humanities</b>					
	Humanities Elective		3	0	3
<b>Mathematics Elective</b> (choose one)					
MATH 1130	College Algebra		3	0	3
MATH 1530	Probability/Statistics				
MATH 1630	Finite Mathematics				
MATH 1710	Precalculus I				
<b>Social Sciences</b>					
	Social Sciences Elective		3	0	3
<b>Technical Core</b>					
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	Business Software Applications		3	0	3
MKT 1400	Customer Service & Sales		3	0	3
BUS 2111	Organizational Behavior		3	0	3
BUS 2650	Legal Environment of Business		3	0	3
MKT 2220	Marketing		3	0	3
BUS 2900	Management Applications		3	0	3
<b>Technical Specialty</b>					
BNK 2110	Money and Banking		3	0	3
BUS 1113	Intro 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
<b>Technical Elective</b>					
Any BNK, BUS, ECON, ENTR, MKT, course in addition to required courses or a related course approved by your advisor			3	0	3
<b>Total Required – Associate's Degree</b>					<b>60</b>

**RECOMMENDED FULL-TIME SCHEDULE**

**FIRST YEAR**

<b>Fall Semester</b>		<b>Credits</b>
ENGL 1010	English Composition I	3
<b>Mathematics Elective</b> (choose one)		3
MATH 1130	College Algebra	
MATH 1530	Probability/Statistics	
MATH 1630	Finite Mathematics	
MATH 1710	Precalculus I	
ACCT 1104	Principles of Accounting I	3
BUS 1113	Intro to Business	3
MKT 1400	Customer Service & Sales	3
<b>Spring Semester</b>		
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
	Technical Elective	3

**SECOND YEAR**

SECOND YEAR				Credits
<b>Fall Semester</b>				
BUS	2111	Organizational Behavior .....	3	
BNK	2110	Money and Banking .....	3	
BUS	2250	Human Resource Management .....	3	
BUS	2310	Business Ethics.....	3	
BUS	2650	Legal Environment of Business.....	3	
<b>Spring Semester</b>				
AIS	1181	Business Software Applications .....	3	
BUS	2400	Principles of Management .....	3	
MKT	2220	Marketing.....	3	
BUS	2900	Management Applications .....	3	
		Social Sciences Elective .....	3	
<b>BUSINESS MANAGEMENT: ENTREPRENEURSHIP COURSE REQUIREMENTS</b>				
<b>English</b>		<b>Class</b>	<b>Lab</b>	<b>Credits</b>
ENGL	1010	English Composition I	3	0 3
SPCH	1010	Speech	3	0 3
<b>Humanities</b>				
		Humanities Elective	3	0 3
<b>Mathematics Elective</b> (choose one)		3	0	3
MATH	1130	College Algebra		
MATH	1530	Probability-Statistics		
MATH	1630	Finite Mathematics		
MATH	1710	PreCalculus I		
<b>Social Sciences</b>				
		Social Sciences Elective	3	0 3
<b>Technical Core</b>				
ACCT	1010	Survey of Accounting	3	0 3
BUS	2111	Organizational Behavior	3	0 3
BUS	2650	Legal Environment of Business	3	0 3
BUS	2900	Management Applications	3	0 3
ECON	1111	Principles of Macroeconomics or		
ECON	1121	Principles of Microeconomics	3	0 3
ENTR	1600	Entrepreneurship	3	0 3
ENTR	1700	Business Financial Management	3	0 3
ENTR	1800	Entrepreneurship Marketing	3	0 3
ENTR	2200	Business Plan Fundamentals	3	0 3
MKT	1400	Customer Service & Sales	3	0 3
<b>Technical Electives</b>				
Choose any fifteen (15) hours from the following list or any course(s) related to the student's entrepreneurial interest which are approved by your advisor.				
ACCT	2380	Accounting Systems Applications	3	0 3
AIS	1181	Business Software Applications	3	0 3
BUS	1113	Intro to Business	3	0 3
BUS	2250	Human Resource Management	3	0 3
BUS	2400	Principles of Management	3	0 3
ENTR	1650	Franchising	3	0 3
ENTR	2000	Principles of Supervision	3	0 3
ENTR	2250	Co-op (Prog Coord Approval Required) Max: 6 semester hours		
MKT	2220	Marketing	3	0 3
MKT	2221	Consumer Behavior	3	0 3
OAD	1117	Business Communications	3	0 3
<b>Total Required – Associate's Degree</b>				<b>60</b>



# RECOMMENDED FULL-TIME SCHEDULE

## FIRST YEAR

### Fall Semester Credits

ENGL 1010	English Composition I .....	3
<b>Mathematics Elective</b>	(choose one) .....	3
MATH 1130	College Algebra .....	
MATH 1530	Probability/Statistics .....	
MATH 1630	Finite Mathematics .....	
MATH 1710	Precalculus I .....	
ENTR 1600	Entrepreneurship .....	3
ENTR 1700	Business Financial Management .....	3
	Technical Elective .....	3

### Spring Semester

ACCT 1010	Survey of Accounting .....	3
SPCH 1010	Speech .....	3
MKT 1400	Customer Service & Sales .....	3
ECON 1111	Principles of Macroeconomics .....	
	or .....	
ECON 1121	Principles of Microeconomics .....	3
	Humanities Elective .....	3

## SECOND YEAR

### Fall Semester Credits

BUS 2111	Organizational Behavior .....	3
ENTR 1800	Entrepreneurship Marketing .....	3
	Social Sciences Elective .....	3
	Technical Electives .....	6

### Spring Semester

BUS 2650	Legal Environment of Business .....	3
BUS 2900	Management Applications .....	3
ENTR 2200	Business Plan Fundamentals .....	3
	Technical Electives .....	6

### BUSINESS MANAGEMENT: FINANCIAL SERVICES 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
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#### Mathematics Elective (choose one)

MATH 1130	College Algebra	3	0	3
MATH 1530	Probability/Statistics	3	0	3
MATH 1630	Finite Mathematics	3	0	3
MATH 1710	Precalculus I	3	0	3

#### Social Sciences

	Social Sciences Elective	3	0	3
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#### Technical Core

ACCT 1104	Principles of Accounting I	3	0	3
ACCT 1105	Principles of Accounting II	3	0	3
AIS 1181	Business Software Applications	3	0	3
MKT 1400	Customer Service & Sales	3	0	3
BUS 2111	Organizational Behavior	3	0	3
BUS 2650	Legal Environment of Business	3	0	3
BUS 2900	Management Applications	3	0	3
ECON 1111	Principles of Macroeconomics	3	0	3
	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
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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 BNK, BUS, ECON, ENTR, MKT, course in addition to required courses or a related course approved by your advisor 3 0 3

**Total Required – Associate's Degree 60**

# RECOMMENDED FULL-TIME SCHEDULE

## FIRST YEAR

### Fall Semester Credits

ENGL 1010	English Composition I .....	3
<b>Mathematics Elective</b>	(choose one) .....	3
MATH 1130	College Algebra .....	
MATH 1530	Probability/Statistics .....	
MATH 1630	Finite Mathematics .....	
MATH 1710	Precalculus I .....	
ACCT 1104	Principles of Accounting I .....	3
BNK 1110	Principles of Banking .....	3
MKT 1400	Customer Service & Sales .....	3

### Spring Semester

ECON 1111	Principles of Macroeconomics .....	
	or .....	
ECON 1121	Principles of Microeconomics .....	3
ACCT 1105	Principles of Accounting II .....	3
AIS 1181	Business Software Applications .....	3
BNK 1210	Consumer Lending .....	3
BNK 1215	Commercial Bank Management .....	3

## SECOND YEAR

### Fall Semester Credits

BUS 2111	Organizational Behavior .....	3
BUS 2650	Legal Environment of Business .....	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	Management Applications .....	3
BNK 2230	Investment Basics .....	3
	Humanities Elective .....	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
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#### Mathematics Elective (choose one)

MATH 1130	College Algebra	3	0	3
MATH 1530	Probability/Statistics	3	0	3
MATH 1630	Finite Mathematics	3	0	3
MATH 1710	Precalculus I	3	0	3

#### Social Sciences

	Social Sciences Elective	3	0	3
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**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	Business Software Applications	3	0	3
BUS 2650	Legal Environment of Business	3	0	3
BUS 2900	Management Applications	3	0	3
MKT 1400	Customer Service & Sales	3	0	3
BUS 2111	Organizational Behavior	3	0	3
MKT 2220	Marketing	3	0	3

**Technical Specialty**

BUS 1113	Intro to Business	3	0	3
BUS 2310	Business Ethics	3	0	3
BUS 2400	Principles of Management	3	0	3
MKT 2221	Consumer Behavior	3	0	3

**Technical Elective**

Any BNK, BUS, ECON, ENTR, MKT, course in addition to required courses or a related course approved by your advisor

6 0 6

**Total Required – Associate's Degree 60**

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

ACCT 1104	Principles of Accounting I	3
BUS 1113	Intro to Business	3
ENGL 1010	English Composition I	3

**Mathematics Elective** (choose one) .....3

MATH 1130	College Algebra	
MATH 1530	Probability/Statistics	
MATH 1630	Finite Mathematics	
MATH 1710	Precalculus I	
MKT 1400	Customer Service & Sales	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
BUS 2400	Principles of Management	3
	Humanities Elective	3

**SECOND YEAR****Fall Semester Credits**

MKT 2220	Marketing	3
BUS 2310	Business Ethics	3
BUS 2650	Legal Environment of Business	3
MKT 2221	Consumer Behavior	3
	Technical Elective	3

**Spring Semester**

AIS 1181	Business Software Applications	3
BUS 2111	Organizational Behavior	3
BUS 2900	Management Applications	3
	Social Sciences Elective	3
	Technical Elective	3

Cooperative work experience can be an important addition to a student's formal classroom work. Co-op courses may substitute for technical courses with the prior approval of the Program Coordinator. The Career Employment Center will provide the correct course numbers.

# Computer Accounting

Associate of Applied Science (A.A.S)

Contact Information: Program Office 615-353-3400, Email: computer.accounting@nscc.edu

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

7007 College Blvd., Suite 420, Overland Park, Kansas 66211.

The mission of the Computer Accounting program is to provide quality education in computerized accounting that will enable students to succeed in a career now and in the future.

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 software.

Graduates of the program should possess a(n):

- Awareness of personal and social values.
- Capacity for inquiry, abstract logical thinking, inductive and deductive reasoning, and critical analysis.
- Ability to identify ethical issues and apply a value-based reasoning system to ethical questions.
- Ability to interact with culturally and intellectually diverse people, individually and in groups, and to withstand and resolve conflict.
- Ability to present, discuss, and defend views effectively through formal and informal, written and spoken language, and to listen effectively.
- Knowledge of accounting, auditing, and tax.
- Ability to prepare and know purpose and elements of financial statements.
- Ability to gather, summarize, report, and analyze financial data.
- Knowledge of concepts, methods, and processes of control that provide for the accuracy and integrity of financial data and safeguarding of assets.
- Knowledge of the role of accounting information systems.
- Knowledge of local, state, and federal tax laws and reporting.
- Ability to apply knowledge to solve real-world problems.
- Knowledge of business and accounting application software used to solve a wide range of business problems.

## Career Opportunities

- Staff Accountant, Assistant Accountant, or Full-Charge Bookkeeper
- Payroll Accountant
- Accounts Receivable Clerk or Accounts Payable Clerk
- Tax Preparer
- Financial Analyst

## Grading Policy

A grade of "C" or above must be earned in prerequisite courses to meet requirements for enrollment in subsequent courses. A grade of "C" or above in all Computer Accounting curriculum courses must be earned prior to graduation.

## Transfer/Advising

The A.A.S. degree is designed to prepare a student for employment upon graduation. Some universities, at their discretion, accept some technical courses for transfer. A student who plans to transfer to a university should consult his/her advisor and the receiving university about transfer and articulation policies. Failure to do so could result in loss of transfer credits.

## 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				
MATH 1130	College Algebra	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 2154	Intermediate Accounting I	4	0	4
ACCT 2164	Intermediate Accounting II	4	0	4
ACCT 2200	Payroll Accounting	4	0	4
ACCT 2350	Taxation	3	0	3
ACCT 2380	Accounting System Applications2	2	2	3
ACCT 2600	Spreadsheet Applications	2	2	3
ACCT 2740	Auditing	4	0	4
ACCT 2840	Database Applications	4	0	4
ACCT 2900	Accounting Capstone	4	0	4
AIS 1180	Intro to Microcomputing	2	2	3
AIS 1181	Business Software Applications	2	2	3
Total Required – Associate's Degree				60

## RECOMMENDED FULL-TIME SCHEDULE

### FIRST YEAR

#### Fall Semester Credits

ENGL 1010	English Composition I .....	3
MATH 1130	College Algebra .....	3
ACCT 1104	Principles of Accounting I .....	3
AIS 1180	Intro to Microcomputing .....	3
	Humanities Elective .....	3

#### Spring Semester

SPCH 1010	Speech .....	3
ACCT 1105	Principles of Accounting II .....	3
AIS 1181	Business Software Applications .....	3
ACCT 2380	Accounting System Applications .....	3
	Social Sciences Elective .....	3

### SECOND YEAR

#### Fall Semester Credits

ACCT 2154	Intermediate Accounting I .....	4
ACCT 2200	Payroll Accounting .....	4
ACCT 2740	Auditing .....	4
ACCT 2600	Spreadsheet Applications .....	3

#### Spring Semester

ACCT 2164	Intermediate Accounting II .....	4
ACCT 2350	Taxation .....	3
ACCT 2840	Database Applications .....	4
ACCT 2900	Accounting Capstone .....	4

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

Cooperative work experience can be an important addition to a student's formal classroom work. Co-op courses may substitute for technical courses with the prior approval of the Program Coordinator. The Career Employment Center will provide the correct course numbers.

# Computer Information Systems

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

Contact Information: Program Office 615-353-3771, E-mail: Information.Systems@nscc.edu

The Computer Information Systems program prepares students for employment in the Information Technology field. The two concentrations in the CIS program have been developed to map the curriculum to the skill standards that are being used in industry today. The skill standards that the two concentrations are using came from a nationally accredited study on the skill standards for Information Technology. Using these skill standards will ensure that graduates have the basic skills that employers need.

Within a framework that emphasizes the development of teamwork, communication, and critical thinking, graduates of the program will be able to:

- Identify and understand the supporting roles of Information Technology (IT) in organizations.
- Communicate effectively with stakeholders/management and end-users regarding problem requirements, resources, and solutions.
- Demonstrate the ability to analyze, develop and implement various IT processes and applications

## Grading Policy

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

The A.A.S. degree is designed to prepare a student for employment upon graduation. Some universities, at their discretion, accept some technical courses for transfer. A student who plans to transfer to a university should consult his/her advisor and the receiving university about transfer and articulation policies. Failure to do so could result in loss of transfer credits.

## Note

- “Technical Elective” means that the student may take any course with a CIS, CNT or CPT prefix except for CIS 1000.

## Application Developer Concentration

This concentration is designed to prepare entry-level application developers for employment in the area of business software application development and Web development in creating dynamic Web content and transaction-based Web systems. Graduates of the concentration will have designed, written, tested, and debugged programs in several major programming languages in both individual and team-oriented settings. Both theoretical and practical components are covered throughout the

concentration. The concentration will also provide a means for current programmers to upgrade their programming skills by learning new languages.

## Systems Analyst Concentration

The Systems Analyst concentration prepares the student to solve computer problems and apply computer technology to meet the needs of their organization. Today’s environment demands that our graduate be able to function with a variety of stakeholders and end-users. The concentration includes diverse disciplines to enhance the communication, research, business, and technology skills of the student.

### COURSE REQUIREMENTS (For All Computer Information Systems Concentrations)

General Education Classes			Class	Lab	Credits
ENGL	1010	English Composition I	3	0	3
PHIL	1111	Introduction to Ethics	3	0	3
MATH	1630	Finite Mathematics	3	0	3
MATH	1530	Probability/Statistics	3	0	3
		Social Sciences Elective	3	0	3
Core Classes					
CIS	1040	Business for Information Tech.	2	2	3
CIS	1030	Program Logic and Design	2	2	3
CIS	1170	Web Application Development	2	2	3
CIS	2270	Java Application Development	2	2	3
CIS	2230	Database Concepts	2	2	3
CIS	1060	Project Management	2	2	3
CIS	2400	Intro to .Net Programming	2	2	3
CIS	2330	Oracle Database 10g SQL	2	2	3
CIS	2180	Dynamic Web Programming	2	2	3
CIS		Technical Elective	2	2	3

### ADDITIONAL COURSE REQUIREMENTS (For Application Developer Concentration)

CIS	2410	.Net Framework Dev. Foundation	2	2	3
CIS	2420	.Net Windows-Based Client Dev.	2	2	3
CIS	2430	.Net Web-Based Client Dev.	2	2	3
CIS	2350	SQL Server	2	2	3
CIS	2240	Systems Analysis and Design	2	2	3
Total Required – Associate’s Degree					60

### ADDITIONAL COURSE REQUIREMENTS (For Systems Analyst Concentration)

CIS	2060	Advanced Project Management	2	2	3
CIS	1070	IT Support Skills	2	2	3
BUS	2111	Organizational Behavior	2	2	3
BUS	2311	Leadership	2	2	3
CIS	2240	Systems Analysis and Design	2	2	3
Total Required – Associate’s Degree					60



**RECOMMENDED FULL-TIME SCHEDULE  
COMPUTER INFORMATION SYSTEMS  
FIRST YEAR**

<b>Fall Semester</b>		<b>Credits</b>
CIS 1040	Business for Information Technology .....	3
CIS 1030	Program Logic and Design.....	3
CIS 1170	Web Application Development.....	3
ENGL 1010	English Composition I .....	3
MATH 1630	Finite Mathematics .....	3

<b>Spring Semester</b>		
CIS 2270	Java Application Development .....	3
CIS 2230	Database Concepts.....	3
CIS 1060	Project Management .....	3
MATH 1530	Probability/Statistics .....	3
	Social Science Elective.....	3

**SECOND YEAR**

<b>Fall Semester</b>		<b>Credits</b>
CIS 2400	Introduction to .Net Programming.....	3
CIS 2330	Oracle Database 10g SQL.....	3
PHIL 1111	Introduction to Ethics .....	3
CIS 2180	Dynamic Web Programming .....	3
	Technical Elective .....	3

<b>Spring Semester</b>		
<b>(For Application Developer Concentration)</b>		
CIS 2410	.Net Framework Dev. Foundation .....	3
CIS 2420	.Net Windows-Based Client Dev.....	3
CIS 2430	.Net Web-Based Client Dev.....	3
CIS 2350	SQL Server.....	3
CIS 2240	Systems Analysis and Design.....	3

<b>Spring Semester</b>		
<b>(For Systems Analyst Concentration)</b>		
CIS 2060	Advanced Project Management.....	3
CIS 1070	IT Support Skills.....	3
BUS 2111	Organizational Behavior .....	3
BUS 2311	Leadership .....	3
CIS 2240	Systems Analysis and Design.....	3

Cooperative work experience can be an important addition to a student's formal classroom work. Co-op courses may substitute for technical courses with the prior approval of the Program Coordinator. The Career Employment Center will provide the correct course numbers.

# Computer Networking Technology

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

Contact Information: Program Office 615-353-3771, E-mail [network.tech@nscc.edu](mailto: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 will be able to 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 experienced in working in teams and being self-motivated in problem solving scenarios.

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/Linux.
- Perform initial installation and setup of various network servers, such as, Novell, Linux, 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 students 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.

## **Career Opportunities**

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

## COURSE REQUIREMENTS

General Education			Class	Lab	Credits
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
MATH	1630	Finite Mathematics	3	0	3
		Humanities Elective	3	0	3
		Social Sciences Elective	3	0	3

### Computer Technology

CPT	1510	A+ Computer Hardware	4	0	4
CPT	2425	UNIX/Linux	4	0	4

### Computer Networking Technology

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	Microsoft Professional OS	4	0	4
CNT	2110	Applied Networking Fundamentals	4	0	4
CNT	2350	Windows Server Administration	4	0	4
CNT	2450	Network Security	4	0	4
CNT	2130	Advanced Applied Networking	5	0	5

### Technical Electives (4)

**Total Required – Associate's Degree      60**

### Approved Electives

CNT	1090	Wireless Networking	4	0	4
CNT	2280	Network Infrastructure Design	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	2550	Fund. of Network Security I	4	0	4
CNT	2560	Fund. of Network Security II	4	0	4
CPT	1010	User Support/Help Desk	3	0	3
CPT	2430	System Troubleshooting	4	0	4
CIS	1030	Program Logic and Design	2	2	3
CIS	1060	Project Management	2	2	3
EETH	2250	Fiber Optics and Cabling	3	0	3
EETH	2255	Fiber Optics and Cabling Lab	0	2	1
EETH	2222	Digital Communications	3	0	3
Other electives as approved by faculty					

## RECOMMENDED FULL-TIME DAY SCHEDULE

### FIRST YEAR

Fall Semester		Credits
MATH	1630 Finite Mathematics .....	3
CPT	1510 A+ Computer Hardware .....	4
CNT	1060 Cisco Routers I .....	4
CNT	1170 Microsoft Professional OS .....	4

### Spring Semester

CNT	1050	NetWare Administration .....	4
ENGL	1010	English Composition I .....	3
CNT	2350	Windows Server Administration .....	4
CNT	1160	Cisco Routers II .....	4

### SECOND YEAR

Fall Semester		Credits
CNT	2110 Applied Networking Fundamentals .....	4
CPT	2425 UNIX/Linux .....	4
SPCH	1010 Speech .....	3
	Technical Elective .....	4

### Spring Semester

	Humanities Elective .....	3
	Social Sciences Elective .....	3
CNT	2450 Network Security .....	4
CNT	2130 Advanced Applied Networking .....	5

Cooperative work experience can be an important addition to a student's formal classroom work. Co-op courses may substitute for technical courses with the prior approval of the Program Coordinator. The Career Employment Center will provide the correct course numbers.

# Computer Technology

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

Contact Information: Program Office 615-353-3771, Email: computer.tech@nscc.edu

The goal of the Computer Technology (CPT) program is to prepare individuals to function as entry-level computer technicians. Students become proficient in operating systems, installation and maintenance of a variety of computers, and various hardware and networking components.

The program emphasizes hardware, software, peripheral devices, telecommunications, operating systems, troubleshooting, PC architecture, and digital interfacing. Individual and team-based projects enhance the learning experience and give students vital hands-on job skills. Some of the courses in this program will help the students prepare for the A+ industry certification exam.

Computer Technology program graduates should be able to:

- Install and configure workstation systems and application software.
- Troubleshoot, analyze and repair hardware and software issues.
- Select & install appropriate hardware and software.
- Perform routine upgrade, repair and preventive maintenance on computer system hardware and software.
- Use various operating environments including Windows command line and GUI, and UNIX/Linux.
- Establish and maintain a user support/helpdesk environment.
- Communicate technical and non-technical information clearly in both written and oral format.
- Integrate concepts taught in general education courses and reinforced in the Computer Technology curriculum.
- Function competently in entry-level computer technician positions using critical thinking skills to solve systems challenges.

## Career Opportunities

- Service technician - configures hardware, software and installs, upgrades and maintains computers and related peripheral equipment
- User support/helpdesk - manages customer problems and requests and provides solutions-oriented support services by telephone, e-mail and/or in person
- Technical sales - analyzes client needs and provides support in choosing the correct information systems solutions for business or personal use
- Engineering aide - works with engineers in the design and development of computer controlled equipment and devices

Students are encouraged to apply for related work assignments through the Career Employment Center. Many co-op opportunities provide relevant work experience and are strongly recommended.

## Transfer/Advising

The A.A.S. degree is designed to prepare a student for employment upon graduation. Some universities, at their discretion, accept some technical courses for transfer. A student who plans to transfer to a university should consult his/her advisor and the receiving university about transfer and articulation policies. Failure to do so could result in loss of transfer credits.

## COURSE REQUIREMENTS

General Education			Class	Lab	Credits
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
PHIL	1000	Critical Thinking	3	0	3
		Humanities Elective	3	0	3
MATH	1630	Finite Mathematics	3	0	3
		Social Sciences Elective	3	0	3

### Core Classes

CPT	1010	User Support/Helpdesk	3	0	3
CPT	1400	Digital Systems Interfacing	3	2	4
CPT	1510	A+ Computer Hardware	4	0	4
CPT	2320	Telecommunications	4	0	4
CPT	2425	UNIX/Linux	4	0	4
CPT	2430	Systems Troubleshooting	4	0	4
CPT	2460	Advanced Topics	3	0	3
CPT	2500	Computer Technology Capstone	1	0	1
CNT	1170	Microsoft Professional OS	4	0	4
CNT	2350	Windows Server Administration	4	0	4
CIS	1060	Project Management	2	2	3

### Technical Elective

		Technical Elective	4	0	4
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**Total Required – Associate's Degree 60**

### Approved Technical Electives

COM	1010	Basic Web Design	3	0	3
CIS	1030	Program Logic and Design	3	0	3
CIS	1040	Business for Information Tech.	2	2	3
EETH	2250	Fiber Optics and Cabling	3	0	3
EETH	2255	Fiber Optics and Cabling Lab	0	2	1

## RECOMMENDED FULL-TIME DAY SCHEDULE

### FIRST YEAR

Fall Semester			Credits
MATH	1630	Finite Mathematics .....	3
CNT	1170	Microsoft Professional OS.....	4
CPT	1010	User Support/Helpdesk .....	3
CPT	1400	Digital Systems Interfacing.....	4

### Spring Semester

ENGL	1010	English Composition I .....	3
PHIL	1000	Critical Thinking.....	3
CNT	2350	Windows Server Administration.....	4
CPT	1510	A+ Computer Hardware .....	4

### SECOND YEAR

Fall Semester			Credits
CPT	2320	Telecommunications .....	4
CPT	2425	UNIX/Linux .....	4
CPT	2430	Systems Troubleshooting.....	4
		Social Sciences Elective .....	3

### Spring Semester

SPCH	1010	Speech .....	3
		Humanities Elective .....	3
CPT	2460	Advanced Topics.....	3
CPT	2500	Computer Technology Capstone .....	1
		Technical Elective .....	4
CIS	1060	Project Management .....	3

Cooperative work experience can be an important addition to a student's formal classroom work. Co-op courses may substitute for technical courses with the prior approval of the Program Coordinator. The Career Employment Center will provide the correct course numbers.

# Culinary Arts

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

Contact Information: Program Office: 615-353-3783 or 615-353-3419, Email: [culinary.arts@nscc.edu](mailto:culinary.arts@nscc.edu)

Accredited by the Accrediting Commission of the American Culinary Federation Foundation.

The mission of the Culinary Arts program at Nashville State Community College is to:

- Be Middle Tennessee's foremost provider of formally trained culinarians.
- Prepare individuals for an immediate positive contribution within the hospitality industry by providing a fundamentally sound, progressive, relevant, and enriched culinary education.

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 culinary professionals.

Graduates of the program will be able to demonstrate:

- The ability to think creatively and work effectively in team environments within a kitchen production facility.
- Competency in food production cooking methods including hot and cold foods, baking and pastry, international dishes and contemporary American cuisine.
- A working knowledge of culinary theory and terms, and the ability to operate within a kitchen production facility.
- 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

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

## Grading Policy

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

## Transfer/Advising

The A.A.S. degree is designed to prepare a student for employment upon graduation. Some universities, at their discretion, accept some technical courses for transfer. A student who plans to transfer to a university should consult his/her advisor and the receiving university about transfer and articulation policies. Failure to do so could result in loss of transfer credits.

## 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 A.A.S. degree in Culinary Arts.



## COURSE REQUIREMENTS

English			Class	Lab	Credits
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
<b>Humanities Elective</b>					
		Humanities Elective	3	0	3
Mathematics Elective (choose one)			3	0	3
MATH	1130	College Algebra			
MATH	1530	Probability/Statistics			
MATH	1630	Finite Mathematics			
<b>Social Sciences Elective</b>					
		Social Sciences Elective	3	0	3
<b>Accounting and Accounting Information Systems</b>					
ACCT	1104	Principles of Accounting I	3	0	3
AIS	1180	Intro to Microcomputing	2	2	3
AIS	1181	Business Software Applications	2	2	3
<b>Technical Specialty</b>					
CUL	1010	Hospitality Management	3	0	3
CUL	1015	Sanitation & 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 & Menu Planning	3	0	3
CUL	2010	Purchasing & Cost Control	3	0	3
CUL	2020	Advanced Baking & Pastry	1	4	3
CUL	2030	Garde Manger & Catering	1	4	3
CUL	2035	Table & Beverage Service	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
<b>Total Required – Associate's Degree</b>					<b>60</b>

## RECOMMENDED FULL-TIME SCHEDULE

### FIRST YEAR

Fall Semester			Credits
CUL	1010	Hospitality Management .....	3
CUL	1015	Sanitation & Safety .....	2
CUL	1040	Culinary I .....	3
ENGL	1010	English Composition I .....	3
Mathematics Elective (choose one) .....			3
MATH	1130	College Algebra	
MATH	1530	Probability/Statistics	
MATH	1630	Finite Mathematics	
AIS	1180	Intro to Microcomputing .....	3

### Spring Semester

CUL	1020	Baking Skills .....	3
CUL	1045	Culinary II .....	3
CUL	1050	Nutrition & Menu Planning .....	3
SPCH	1010	Speech .....	3
AIS	1181	Business Software Applications .....	3

### Summer Semester

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

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

### Spring Semester

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

# Early Childhood Education

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

Contact Information: Program Office 615-353-3020, E-mail: [early.childhood@nscc.edu](mailto:early.childhood@nscc.edu)

Accredited by the National Association for the Education of Young Children (NAEYC Early Childhood Associate Degree Accreditation).

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:

- Promote child development and learning of young children.
- Build family and community relationships.
- Observe, document, and assess to support young children and families.
- Design, implement, and evaluate experiences that promote positive development and learning for all children.
- 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.

## Practicum Courses

Students who wish to register for the practicum courses (ECED 2130 or 2160) should contact an advisor for information about clinical requirements prior to enrolling. Before registering for the practicum courses, a student must have:

- Attained a grade of “C” or higher in all ECED courses taken.
- Met all prerequisite requirements.

## Grading Policy

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.

## Background Check for Employment

Students who wish to become employed in child care programs licensed by Department of Human Services, State of Tennessee must undergo a criminal history and abuse registry background check. Tennessee law requires a satisfactory background check prior to employment. This is initiated by the employer.

## Transfer/Advising

The A.A.S. degree is designed to prepare a student for employment upon graduation. Some universities, at their discretion, accept some technical courses for transfer. A student who plans to transfer to a university should consult his/her advisor and the receiving university about transfer and articulation policies. Failure to do so could result in loss of transfer credits.

## COURSE REQUIREMENTS

English		Class	Lab	Credits
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
<b>Mathematics Elective</b>				
(MATH 1010 recommended)		3	0	3
<b>Natural Sciences Elective</b> (must include lab)				
(BIOL 1010, PSCI 1030, ASTR 1010, or GEOL 1110 recommended)		3	3	4
<b>Social Sciences Elective</b>				
(GEOG 1020, PSYC 1111, or SOCI 1111 recommended)		3	0	3
<b>Humanities Elective</b>				
(MUS 1030 or ART 1030 recommended)		3	0	3
<b>General Education Electives</b>				
(ENGL 1020 & HIST 2010 or 2020 recommended)		6	0	6
<b>ECED Required Courses</b>				
ECED 1010	Intro to Early Childhood Educ	2	0	2
ECED 2010	Safe, Healthy, Learning Env	3	0	3
ECED 2015	Early Childhood Curriculum	3	0	3
ECED 2020	Infant, Toddler, Child Dev	3	0	3
ECED 2040	Fam Dynamics & Comm Involve	3	0	3
ECED 2060	Dev of Exceptional Children	3	0	3
ECED 2070	Developmental Assessment	3	0	3
ECED 2080	Language & Literacy in ECE	3	0	3
ECED 2085	Math and Science in ECE	3	0	3
ECED 2130	Initial Practicum	2	1	3
ECED 2160	Final Practicum	1	2	3
<b>ECED Elective</b> (Choose one (1) elective from list below)				
ECED 2030	Infant and Toddler Care	3	0	3
ECED 2090	Creative Development	3	0	3
ECED 2120	Admin of Child Care Centers	3	0	3
<b>Total Required – Associate's Degree</b>				<b>60</b>

## RECOMMENDED FULL-TIME SCHEDULE

### FIRST YEAR

Fall Semester		Credits
ENGL 1010	English Composition I .....	3
	Mathematics Elective (MATH 1010 recommended).....	3
ECED 1010	Intro to Early Childhood Educ.....	2
ECED 2010	Safe, Healthy, Learning Env .....	3
ECED 2015	Early Childhood Curriculum.....	3
<b>Spring Semester</b>		
	Natural Sciences Elective with Lab (BIOL 1010, PSCI 1030, ASTR 1010 or GEOL 1110 recommended).....	4
	General Education Elective (ENGL 1020 recommended).....	3
SPCH 1010	Speech .....	3
ECED 2020	Infant, Toddler, Child Dev.....	3
ECED 2130	Initial Practicum .....	3

### SECOND YEAR

Fall Semester		Credits
ECED 2040	Family Dynamics & Com Involve.....	3
ECED 2085	Math and Science in ECE .....	3
ECED 2060	Dev of Exceptional Children.....	3
	General Education Elective (HIST 2010 or 2020 recommended) .....	3
	Social Sciences Elective (GEOG 1020, PSYC 1111, or SOCI 1111 recommended).....	3
<b>Spring Semester</b>		
ECED 2080	Language & Literacy in ECE.....	3
ECED 2070	Developmental Assessment.....	3
ECED 2160	Final Practicum.....	3
	ECED Elective.....	3
	Humanities Elective (ART 1030 or MUS 1030 recommended) .....	3

**Part-time Schedule:** Many students may wish to enroll in the ECED program on a part-time basis. Students are encouraged to enroll in at least two semester courses each semester (including summer) in order to complete the degree in approximately four years. Courses are offered days, evenings, Saturdays and on-line. 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.)

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

Accredited by the Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, Telephone 410-347-7700

The Electrical Engineering Technology program is a comprehensive program with various options.

This program offers four concentrations: Electrical Engineering Technology, Electronic Engineering Technology, Convergence Engineering Technology and Automated Control Systems (offered only at the Cookeville campus and not yet accredited by the Technology Accreditation Commission of ABET.)

See information below for specifics for each option.

## Transfer/Advising

The A.A.S. degree is designed to prepare a student for employment upon graduation. Some universities, at their discretion, accept some technical courses for transfer. A student who plans to transfer to a university should consult his/her advisor and the receiving university about transfer and articulation policies. Failure to do so could result in loss of transfer credits.

## Electrical Engineering Technology 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 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

General Education			Class	Lab	Credits
ECON	1111	Principles of Macroeconomics	3	0	3
ENGL	1010	English Composition I	3	0	3
MATH	1730	Precalculus	5	0	5
MATH	1840	Calculus for Technology	3	0	3
PHIL	1111	Introduction to Ethics	3	0	3
PHYS	2010	Non-Calculus Physics I	3	3	4
<b>Other Technologies</b>					
CIS	1030	Program Logic and Design or	2	2	3
CPT	2425	UNIX/Linux	4	0	4
ENGT	1000	Intro to Engr Technology	2	2	3
<b>Electrical Engineering Technology</b>					
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/Rotating Machines	2	0	2
EETH	1225	Transformer/Rotat. Mach. Lab	0	2	1
EETH	1400	Digital Electronics	2	0	2
EETH	1405	Digital Electronics Lab	0	2	1
EETH	2010	Industrial Elec. Controls	3	0	3
EETH	2015	Industrial Elec. Controls Lab	0	2	1
EETH	2400	Optical & EM Propagation	3	2	4
EETH	2600	Automatic Control Systems	3	2	4
EETH	2640	Power Distribution	3	2	4
EETH	2800	Electrical Capstone Course	1	0	1
<b>Technical Electives (4 credits required)</b>					
Co-operative Education			1-3 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	Fiber Optics & Cabling	3	0	3
EETH	2255	Fiber Optics & Cabling Lab	0	2	1
EETH	2700	Convergence Technology	1	0	1
ENGT	1150	Technical Graphics	0	4	2
IMC	2015	Hydraulics and Pneumatics	3	3	4
<b>Total Required – Associate's Degree</b>					<b>64</b>

## RECOMMENDED FULL-TIME SCHEDULE

### FIRST YEAR

Fall Semester	Credits
ENGL 1010 English Composition I .....	3
MATH 1730 Precalculus.....	5
ENGT 1000 Intro to Engr Technology .....	3
EETH 1110 Electric Circuits.....	4
EETH 1115 Electric Circuits Lab .....	1

### Spring Semester

MATH 1840 Calculus for Technology.....	3
CIS 1030 Program Logic and Design.....	3
CPT 2425 UNIX/Linux .....	4
EETH 1210 Electronic Circuits .....	4
EETH 1215 Electronic Circuits Lab .....	1
EETH 1220 Transformers/Rotating Machines.....	2
EETH 1225 Transformers/Rotat. Mach. Lab .....	1
EETH 1400 Digital Electronics .....	2
EETH 1405 Digital Electronics Lab .....	1

### SECOND YEAR

Fall Semester	Credits
PHYS 2010 Non-Calculus Physics I .....	4
EETH 2010 Industrial Elec. Controls .....	3
EETH 2015 Industrial Elec. Controls Lab .....	1
EETH 2640 Power Distribution.....	4
Technical Elective .....	3

### Spring Semester

EETH 2400 Optical & EM Propagation .....	4
EETH 2600 Automatic Control Systems.....	4
EETH 2800 Electrical Capstone Course.....	1
Technical Elective .....	1
ECON 1111 Principles of Macroeconomics .....	3
PHIL 1111 Introduction to Ethics .....	3

### Electronic Engineering Technology 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 telecommunications, broadcasting, cable television equipment, or other data transmission systems.

### COURSE REQUIREMENTS

General Education			Class	Lab	Credits
ECON	1111	Principles of Macroeconomics	3	0	3
ENGL	1010	English Composition I	3	0	3
MATH	1730	Precalculus	5	0	5
MATH	1840	Calculus for Technology	3	0	3
PHIL	1111	Introduction to Ethics	3	0	3
PHYS	2010	Non-Calculus Physics I	3	3	4
Other Technologies					
CIS	1030	Program Logic and Design or	2	2	3
CPT	2425	UNIX/Linux	4	0	4
ENGT	1000	Intro to Engr 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 Elect. Controls	3	0	3
EETH	2015	Industrial Elec. 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	Fiber Optics & Cabling	3	0	3
EETH	2255	Fiber Optics & Cabling Lab	0	2	1
EETH	2400	Optical & EM Propagation	3	2	4
EETH	2800	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
EETH	2700	Convergence Technology	1	0	1
CAD	1200	Computer-Aided Drafting I	1	4	3
CPT	1500	Microprocessor Sys. 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	
ENGT 1000	Intro to Engr Technology .....	3	
EETH 1110	Electric Circuits.....	4	
EETH 1115	Electric Circuits Lab .....	1	

### Spring Semester

MATH 1840	Calculus for Technology .....	3	
CIS 1030	Program Logic and Design.....	3	
CPT 2425	UNIX/Linux .....	4	
EETH 1210	Electronic Circuits .....	4	
EETH 1215	Electronic Circuits Lab .....	1	
EETH 1400	Digital Electronics .....	2	
EETH 1405	Digital Electronics Lab .....	1	
PHIL 1111	Introduction to Ethics .....	3	

### SECOND YEAR

Fall Semester			Credits
PHYS 2010	Non-Calculus Physics I .....	4	
EETH 2010	Industrial Elec. Controls .....	3	
EETH 2015	Industrial Elec. Controls Lab .....	1	
EETH 2220	Electronic Communications.....	2	
EETH 2225	Electronic Communications Lab.....	1	
ECON 1111	Principles of Macroeconomics .....	3	
	Technical Elective .....	3	

### Spring Semester

EETH 2230	Digital Communications .....	2	
EETH 2235	Digital Communications Lab .....	1	
EETH 2250	Fiber Optics & Cabling.....	3	
EETH 2255	Fiber Optics & Cabling Lab.....	1	
EETH 2400	Optical & EM Propagation .....	4	
EETH 2800	Electrical Capstone Course.....	1	
	Technical Elective .....	3	

### Convergence Engineering Technology Concentration Associate of Applied Science (A.A.S) (Not yet accredited by TAC/A.B.E.T)

The Convergence Technician handles support for voice, data, video in a wired or wireless information and telecommunications environment. The program is broad and comprehensive to provide the competencies in mathematics, science, communication skills, electronic and networking technologies. The student receives extensive hands on experience with equipment currently found on the job.

Typical jobs for graduates of this program are: Enterprise Convergence Technician, working for a large company providing support and maintaining Quality of Service; Home Convergence Technician working for a large or small company providing installation and support for wireless secure networks, cable or DSL broadband data and VoIP, home entertainment systems and Smart Home electronic equipment.

## COURSE REQUIREMENTS

General Education			Class	Lab	Credits
ENGL 1010	English Composition I .....	3	0	3	
PHIL 1111	Introduction to Ethics .....	3	0	3	
MATH 1730	Precalculus.....	5	0	5	
MATH 1840	Calculus for Technology .....	3	0	3	
ECON 1111	Macroeconomics .....	3	0	3	
PHYS 2010	Non-Calculus Based Physics 1 .....	3	0	4	

### Other Technologies

ENGT 1000	Intro to Engineering Technology .....	3	0	3	
CNT 1060	Cisco Routers I .....	4	0	4	
CNT 1160	Cisco Routers II .....	4	0	4	
CPT 2425	UNIX/Linux .....	4	0	4	
CNT 1090	Wireless Networking .....	4	0	4	
CNT 2460	VoIP .....	3	0	3	

### Electronic Engineering Technology

EETH 2400	Optics & EM Propagation .....	2	2	3	
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 2250	Fiber Optics and Cabling .....	3	0	3	
EETH 2255	Fiber Optics and Cabling Lab .....	0	2	1	
EETH 2700	Convergence Technology Capstone .....	1	0	1	

**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	
ENGT 1000	Intro to Engineering Technology .....	3	
EETH 1110	Electric Circuits.....	4	
EETH 1115	Electric Circuits Lab .....	1	

### Spring Semester

MATH 1840	Calculus for Technology .....	3	
CPT 2425	UNIX/Linux .....	4	
EETH 1210	Electronic Circuits .....	4	
EETH 1215	Electronic Circuits Lab .....	1	
EETH 1400	Digital Electronics .....	2	
EETH 1405	Digital Electronics Lab .....	1	
PHIL 1111	Introduction to Ethics .....	3	

### SECOND YEAR

Fall Semester			Credits
CNT 1060	Cisco Routers I .....	4	
CNT 1090	Wireless Networking.....	4	
PHYS 2010	Non-Calculus Based Physics I.....	4	
ECON 1111	Macroeconomics .....	3	

### Spring Semester

CNT 1160	Cisco Routers II.....	4	
CNT 2140	VoIP.....	3	
EETH 2250	Fiber Optics and Cabling .....	3	
EETH 2255	Fiber Optics and Cabling Lab .....	1	
EETH 2700	Convergence Technology Capstone .....	1	
EETH 2400	Optics & EM Propagation.....	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

*(Note: This concentration has not yet been  
accredited by TAC/ABET.)*

The Automated Control Systems concentration of the Electrical Engineering Technology degree prepares students 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:

- Create original and modify existing programs for PLCs and other programmable control devices.
- Create functional and usable HMIs on Panelview systems.
- Integrate various off-the-shelf automation products to produce a single complete automated manufacturing system.
- 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

General Education		Class	Lab	Credits
ENGL 1010	English Composition I	3	0	3
	Humanities Elective	3	0	3
	Social Sciences Elective	3	0	3
MATH 1730	Precalculus	5	0	5
MATH 1840	Calculus for Technology	3	0	3
PHYS 2010	Non-Calculus Physics I	3	3	4
Other Technologies				
ENGT 1000	Intro to Engr Technology	2	2	3
CIS 2215	Basic Programming for Eng Tech 2	2	2	3
Electrical Engineering Technology				
EETH 1110	Electric Circuits	4	0	4
EETH 1115	Electric Circuits Lab	0	2	1
EETH 1220	Transformers/Rotating Machines	2	0	2

EETH 1225	Transformers/Rotat. Mach. Lab	0	2	1
EETH 1400	Digital Electronics	2	0	2
EETH 1405	Digital Electronics Lab	0	2	1
EETH 2010	Industrial Elec. Controls	3	0	3
EETH 2015	Industrial Elec. Controls Lab	0	2	1
EETH 2350	Graphical Machine Interfaces	2	2	3
EETH 2360	Industrial Communications	2	2	3
EETH 2370	Programmable Process Contr.	2	2	3
EETH 2380	Computer Integrated Lab	2	3	3
EETH 2600	Automatic Control Systems	3	2	4
EETH 2800	Electrical Capstone Course	1	0	1

### Technical Electives (5 credit hours total)

		Co-operative Education			1-3 credit hours
ENGT 1150	Technical 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 Sys. Principles	3	0	3	
EETH 2330	Advanced PLC Programming	3	3	4	
EETH 2390	Robotics	3	3	4	
IMC 2015	Hydraulics and Pneumatics	3	3	4	
IMC 1210	CNC Machining I	3	3	4	
<b>Total Required – Associate's Degree</b>					<b>64</b>

### RECOMMENDED FULL-TIME SCHEDULE

#### FIRST YEAR

Fall Semester		Credits
ENGL 1010	English Composition I	3
MATH 1730	Precalculus	5
ENGT 1000	Intro to Engr 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 Eng Tech	3
EETH 1220	Transformers/Rotating Machines	2
EETH 1225	Transformers/Rotat. Mach. 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 Physics I	4
EETH 2010	Industrial Electronic Controls	3
EETH 2015	Industrial Electronic Controls Lab	1
EETH 2600	Automatic Control Systems	4
	Technical Elective	2
	Social Sciences Elective	3

#### Spring Semester

EETH 2350	Graphical Machine Interfaces	3
EETH 2360	Industrial Communications	3
EETH 2370	Programmable Process Contr.	3
EETH 2380	Computer Integrated Lab	3
EETH 2800	Electrical Capstone Course	1
	Technical Elective	3

Cooperative work experience can be an important addition to a student's formal classroom work. Co-op courses may substitute for technical courses with the prior approval of the Program Coordinator. The Career Employment Center will provide the correct course numbers.

# General Technology

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

Contact Information: Program Office 615-353-3412, E-mail: Gen.Tech@nscc.edu

The General Technology curriculum allows students flexibility to design a technical specialization of their choice in a broad range of technologies to enhance their employment potential. Through the General Technology curriculum, students may tailor their educational program to meet their own needs or the needs of present or potential employers. Immediately upon election of this degree, students develop an individualized Program of Study with the assistance of the General Technology coordinator.

Students who declare this major may prepare themselves for employment in many diverse occupations. The Business and Technology concentrations allow a focus adaptable to occupational areas related to business, health care, information technology, and engineering technologies.

All college-level courses required for technical certificates and career advancement certificates from NSCC are applicable to the degree in General Technology. Specific certificates that feed to this A.A.S. degree include **Computer-Aided Drafting, Horticulture, Industrial Electrical Maintenance, Music Technology, and Surgical Technology.**

Students with a diploma from the Tennessee Technology Center receive 30 hours credit toward the General Technology degree.

After careful evaluation, students may receive credit for approved training programs as well as for applicable work experience.

## Transfer/Advising

The A.A.S. degree is designed to prepare a student for employment upon graduation. Some universities, at their discretion, accept some technical courses for transfer. A student who plans to transfer to a university should consult his/her advisor and the receiving university about transfer and articulation policies. Failure to do so could result in loss of transfer credits.

### BUSINESS CONCENTRATION COURSE REQUIREMENTS

General Education Course Requirements				Class	Lab	Credits
ENGL	1010	English Composition I		3	0	3
SPCH	1010	Speech		3	0	3
MATH	1630	Finite Mathematics		3	0	3
		Humanities Elective		3	0	3
		Social Sciences Elective		3	0	3
						15

### Business Course Requirements

BUS	1113	Intro to Business	3	0	3
BUS	2310	Business Ethics	3	0	3
BUS	2400	Principles of Management	3	0	3
ECON	1111	Principles of Macroeconomics or			
ECON	1121	Principles of Microeconomics	3	0	3
ACCT	1104	Principles of Accounting I	3	0	3
					15

### Electives

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

or

GTP	1000	General Technology	up to 30 credits		
<b>Total Required – Associate's Degree</b>					<b>60</b>

### TECHNOLOGY CONCENTRATION COURSE REQUIREMENTS

General Education Course Requirements				Class	Lab	Credits
ENGL	1010	English Composition I		3	0	3
		Mathematics Elective		3	0	3
		Humanities Elective		3	0	3
		Social Sciences Elective		3	0	3
		Natural Sciences Elective		4	0	4
						16

### Technology Course Requirements

Students must complete a minimum of 14 credits including at least 3 courses listed below to meet the technical course requirements.

ACT	1391	History of Architecture	2	2	3
AIS	1180	Intro to Microcomputing	2	2	3
CAD	1200	Computer-Aided Drafting I	1	4	3
CIS	1030	Program Logic and Design	2	2	3
CNT	1005	Intro to Computer Networks	3	0	3
COM	1000	Beginning HTML	3	0	3
COM	1111	Graphic Processes	2	2	3
CPT	1010	User Support/Help Desk	3	0	3
EETH	1110	Electric Circuits	4	0	4
EETH	1115	Electric Circuits Lab	0	2	1
ENGT	1000	Intro to Engr Technology	2	2	3
HORT	1010	Intro to Horticulture	3	0	3
MST	1240	Digital Audio Production I	2	2	3
MST	1310	The Internet for Musicians	2	2	3
PHO	1110	Basic Photography	3	0	3
14-15					

### Electives

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

or

GTP	1000	General Technology	up to 30 credits		
<b>Total Required – Associate's Degree</b>					<b>60</b>

Cooperative work experience can be an important addition to a student's formal classroom work. Co-op courses may substitute for technical courses with the prior approval of the Program Coordinator. The Career Employment Center will provide the correct course numbers.

# Healthcare Management

Associate of Applied Science (A.A.S)

Contact Information: Program Office 615-353-3705, Email: eli.alvarado@nscc.edu

The mission of the Healthcare Management program is to provide a quality education in Healthcare Management, to prepare students for employment in a variety of healthcare settings, to communicate effectively in writing and orally, and to think critically.

The Healthcare Management program prepares students for various entry-level positions within the healthcare setting. The program includes courses that provide the student with business skills as well as ethical, theoretical, and practical issues related to healthcare settings.

Graduates of the program should be able to:

- Demonstrate an understanding of federal, state, and local laws and regulations affecting the medical office.
- Plan an annual budget for a group practice office.
- Identify safe risk management measures to reduce embezzlement, bioterrorism, and other disasters.
- Identify various types of healthcare delivery systems and items unique to each.
- Define the roles and responsibilities of each medical office position and their role in quality improvement.
- Demonstrate an understanding of medical reimbursement practices and how to conduct a chart audit for both quality review and billing practices.

## Medical Management Concentration

This concentration prepares students to manage the specialized business functions in a healthcare organization. The Medical Management Concentration focuses on healthcare organizations, the roles of healthcare workers, information technology, business office operations, financial management, personnel supervision, and regulatory and ethical issues of healthcare.

## Medical Coding Concentration

This concentration focuses on the fundamentals of healthcare organizations with specialized training in Current Procedural Terminology (CPT) and International Classification of Diseases (ICD). The Medical Coding Concentration focuses on medical terminology, basic anatomy and physiology, fundamentals of medical science and treatment procedures, data classification and coding, and regulations relating to Medicare and insurance documentation. Emphasis is placed to prepare students to obtain advanced credentials such as Certified Coding Specialist or Certified Professional Coder.

For students who have already obtained coding certification, certain credits are available based on verification of successful completion of the Certified Coding Specialist (CCS) or Certified Professional Coder (CPC) examination. Please contact your advisor for additional information.

## Career Opportunities

- Coding Specialist
- Reimbursement Specialist
- Office Manager

Students may be employed in physician offices, outpatient clinics, long-term care facilities, hospitals, insurance companies, and rehabilitation facilities.

## Grading Policy

A grade of "C" or above must be earned in prerequisite courses to meet requirements for enrollment in subsequent courses. A grade of "C" or above in all Healthcare Management curriculum courses must be earned prior to graduation.

## Transfer/Advising

The A.A.S. degree is designed to prepare a student for employment upon graduation. Some universities, at their discretion, accept some technical courses for transfer. A student who plans to transfer to a university should consult his/her advisor and the receiving university about transfer and articulation policies. Failure to do so could result in loss of transfer credits.

**HEALTHCARE MANAGEMENT  
MEDICAL MANAGEMENT CONCENTRATION  
COURSE REQUIREMENTS**

<b>English</b>		<b>Class</b>	<b>Lab</b>	<b>Credits</b>
ENGL 1010	English Composition I	3	0	3
ENGL 2112	Communication	3	0	3
SPCH 1010	Speech	3	0	3
SPCH 2111	Interpersonal Skills	3	0	3
<b>Humanities</b>				
PHIL 2300	Ethics in Medicine	3	0	3
<b>Humanities Elective</b>				
	Humanities Elective	3	0	3
<b>Mathematics Elective</b> (choose one)				
MATH 1130	College Algebra	3	0	3
MATH 1530	Probability/Statistics			
MATH 1630	Finite Mathematics			
<b>Social Sciences Elective</b> (choose one)				
ECON 1111	Principles of Macroeconomics	3	0	3
ECON 1121	Principles of Microeconomics			
<b>Accounting Elective</b> (choose one)				
ACCT 1010	Survey of Accounting	3	0	3
ACCT 1104	Principles of Accounting I			
<b>Accounting Information Systems</b>				
AIS 1181	Business Software Applications 2	2	2	3
<b>Biology</b>				
BIOL 1000	Medical Terminology	3	0	3
<b>Business Management</b>				
BUS 2111	Organizational Behavior	3	0	3
BUS 2250	Human Resource Management	3	0	0
BUS 2400	Principles of Management	3	0	3
<b>Computer Information Systems</b>				
CIS 1070	IT Support Skills	2	2	3
<b>Healthcare Management</b>				
HCM 2000	Healthcare Delivery Systems	3	0	3
HCM 2200	Medical Legal Issues	3	0	3
HCM 2600	Insurance & Reimbursement	3	0	3
HCM 2900	Healthcare Management Capstone	3	0	3
<b>Office Administration</b>				
OAD 1116	Business English	3	0	3
<b>Total Required – Associate's Degree</b>				<b>60</b>

**RECOMMENDED FULL-TIME SCHEDULE  
FIRST YEAR**

<b>Fall Semester</b>		<b>Credits</b>
ENGL 1010	English Composition I	3
AIS 1181	Business Software Applications	3
OAD 1116	Business English	3
BIOL 1000	Medical Terminology	3
HCM 2000	Healthcare Delivery Systems	3
<b>Spring Semester</b>		
SPCH 1010	Speech	3
<b>Mathematics Elective</b> (choose one)		
MATH 1130	College Algebra	3
MATH 1530	Probability/Statistics	
MATH 1630	Finite Mathematics	
BUS 2111	Organizational Behavior	3
CIS 1070	IT Support Skills	3
HCM 2200	Medical Legal Issues	3

**SECOND YEAR**

<b>Fall Semester</b>		<b>Credits</b>
<b>Accounting Elective</b> (choose one)		
ACCT 1010	Survey of Accounting	3
ACCT 1104	Principles of Accounting I	3
SPCH 2111	Interpersonal Skills	3
BUS 2400	Principles of Management	3
HCM 2600	Insurance & Reimbursement	3
<b>Social Sciences Elective</b> (choose one)		
ECON 1111	Principles of Macroeconomics	3
ECON 1121	Principles of Microeconomics	

**Spring Semester**

PHIL 2300	Ethics in Medicine	3
ENGL 2112	Communication	3
BUS 2250	Human Resource Management	3
HCM 2900	Healthcare Management Capstone	3
	Humanities Elective	3

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

**HEALTHCARE MANAGEMENT  
MEDICAL CODING CONCENTRATION  
COURSE REQUIREMENTS**

<b>English</b>		<b>Class</b>	<b>Lab</b>	<b>Credits</b>
ENGL 1010	English Composition I	3	0	3
ENGL 2112	Communication	3	0	3
SPCH 1010	Speech	3	0	3
<b>Humanities</b>				
PHIL 2300	Ethics in Medicine	3	0	3
<b>Humanities Elective</b>				
	Humanities Elective	3	0	3
<b>Mathematics Elective</b> (choose one)				
MATH 1130	College Algebra	3	0	3
MATH 1530	Probability/Statistics			
MATH 1630	Finite Mathematics			
<b>Social Sciences Elective</b> (choose one)				
ECON 1111	Principles of Macroeconomics	3	0	3
ECON 1121	Principles of Microeconomics			
<b>Accounting Elective</b> (choose one)				
ACCT 1010	Survey of Accounting	3	0	3
ACCT 1104	Principles of Accounting I			
<b>Accounting Information Systems</b>				
AIS 1181	Business Software Applications 2	2	2	3
<b>Biology</b>				
BIOL 1000	Medical Terminology	3	0	3
BIOL 1004	Basic Anatomy & Physiology	3	0	3
<b>Healthcare Management</b>				
HCM 2000	Healthcare Delivery Systems	3	0	3
HCM 2200	Medical Legal Issues	3	0	3
HCM 2300	Pharmacology	3	0	3
HCM 2400	ICD-CM Coding	3	0	3
HCM 2500	CPT Coding	3	0	3
HCM 2600	Insurance & Reimbursement	3	0	3
HCM 2700	Coding Capstone	3	0	3
HCM 2900	Healthcare Management Capstone	3	0	3
<b>Office Administration</b>				
OAD 1116	Business English	3	0	3
<b>Total Required – Associate's Degree</b>				<b>60</b>

## RECOMMENDED FULL-TIME SCHEDULE

### FIRST YEAR

#### Fall Semester Credits

ENGL 1010	English Composition I .....	3
AIS 1181	Business Software Applications .....	3
BIOL 1000	Medical Terminology .....	3
BIOL 1004	Basic Anatomy & Physiology .....	3
HCM 2000	Healthcare Delivery Systems .....	3

#### Spring Semester

SPCH 1010	Speech .....	3
<b>Mathematics Elective</b> (choose one) .....		3
MATH 1130	College Algebra .....	
MATH 1530	Probability/Statistics .....	
MATH 1630	Finite Mathematics .....	
OAD 1116	Business English .....	3
HCM 2200	Medical Legal Issues .....	3
HCM 2400	ICD-CM Coding .....	3

### SECOND YEAR

#### Fall Semester Credits

<b>Accounting Elective</b> (choose one) .....		
ACCT 1010	Survey of Accounting .....	3
ACCT 1104	Principles of Accounting I .....	3
HCM 2300	Pharmacology .....	3
HCM 2500	CPT Coding .....	3
HCM 2600	Insurance & Reimbursement .....	3
<b>Social Sciences Elective</b> (choose one) .....		3
ECON 1111	Principles of Macroeconomics .....	
ECON 1121	Principles of Microeconomics .....	

#### Spring Semester

PHIL 2300	Ethics in Medicine .....	3
ENGL 2112	Communication .....	3
HCM 2700	Coding Capstone .....	3
HCM 2900	Healthcare Management Capstone .....	3
Humanities Elective .....		3

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

Cooperative work experience can be an important addition to a student's formal classroom work. Co-op courses may substitute for technical courses with the prior approval of the Program Coordinator. The Career Employment Center will provide the correct course numbers.



# Industrial Process Control Technology

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

Contact Information: Program Office 931-296-1739, Waverly Campus, E-mail: joey.leonard@nscc.edu

The Industrial Process Control Technology program is designed to provide skills for those who are interested in a career as a process control technician. The program trains students to work as a key member of a team of people responsible for planning, analyzing and controlling the production of products – from acquisition of raw materials through the production and distribution of products to customers in a variety of industries. These industries include, but are not limited to, chemical, food and beverage, pharmaceutical, power generation, pulp and paper, refining, and waste water treatment.

Process Technician jobs for well-trained individuals in Tennessee include opportunities in the middle Tennessee area with some of our program partners — businesses such as DuPont, Matheson Tri-Gas, Erachem Comilog, Chemetall Foote Corporation, Tennessee Valley Authority, and Inland Container Corporation.

Industrial Process Control Technology graduates should be able to:

- Feed raw material and processing agents into plant machinery.
- Prepare and measure raw material.
- Set controls and operate machinery.
- Check instruments and equipment to make sure of correct operation, and be aware of any abnormal operating conditions.
- Take samples for testing, test products and record process data.
- Repair and Calibrate field instrumentation.
- Have an understanding of DCS systems.
- Possess the ability to program Primary Logic Controllers.
- Possess a knowledge of primary plant equipment from conceptual understanding to basic operations.
- Perform common lab functions as found in industry.
- Obtain valuable troubleshooting skills needed in the process control arena.

## COURSE REQUIREMENTS

English		Class	Lab	Credits
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
<b>Humanities</b>				
	Humanities Elective	3	0	3
<b>Mathematics</b>				
MATH 1130	College Algebra	3	0	3

## Social Sciences

	Social Sciences Elective	3	0	3
<b>Science</b>				
CHEM 1030	Fundamentals of Chemistry	3	3	4
<b>Electronic Engineering Technology</b>				
EETH 2600	Automated Control Systems	3	2	4
EETH 2370	Program Process Control	2	2	3
<b>Industrial Electrical Maintenance</b>				
IMC 1155	DC and AC Circuits	2	6	5
<b>Industrial Process Control Technology</b>				
PTEC 1010	Technical Chemistry	2	2	3
PTEC 1050	Intro To Process Control	2	2	3
PTEC 1020	Orientation: Industrial Safety	1	0	1
PTEC 1060	Process Control I	3	2	4
PTEC 2020	Quality	2	2	3
PTEC 1070	Process Control II	3	2	4
PTEC 2050	Instrumentation I	3	2	4
PTEC 1080	Process Control III	3	2	4
PTEC 2060	Instrumentation II	2	2	3
<b>Total Required – Associate's Degree</b>				<b>60</b>

## RECOMMENDED FULL-TIME DAY SCHEDULE

### FIRST YEAR

Fall Semester		Credits
ENGL 1010	English Comp I .....	3
	Social Sciences Elective .....	3
PTEC 1020	Orientation: Industrial Safety.....	1
MATH 1130	College Algebra .....	3
PTEC 1050	Intro to Process Control .....	3

### Spring Semester

PTEC 1060	Process Control I.....	4
IMC 1155	DC and AC Circuits.....	5
PTEC 2020	Quality .....	3
SPCH 1010	Speech .....	3

### SECOND YEAR

Fall Semester		Credits
PTEC 1070	Process Control II .....	4
PTEC 2050	Instrumentation I.....	4
CHEM 1030	Fundamentals of Chemistry.....	4
EETH 2600	Automated Controls .....	4

### Spring Semester

PTEC 1080	Process Control III .....	4
PTEC 2060	Instrumentation II .....	3
EETH 2370	Program Process Control.....	3
PTEC 1010	Technical Chemistry.....	3
	Humanities Elective .....	3

Cooperative work experience can be an important addition to a student's formal classroom work. Co-op courses may substitute for technical courses with the prior approval of the Program Coordinator. The Career Employment Center will provide the correct course numbers.



# Occupational Therapy Assistant

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

Contact Information: Donna Whitehouse, MHA, OTR/L 615-353-3708, Office: W-51,

E-mail: donna.whitehouse@nscc.edu Program Web site: [www.nscc.edu/depart/ot/index.html](http://www.nscc.edu/depart/ot/index.html)

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:

- 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.
- Interact with health care providers and OT clients in a professional and meaningful manner.
- Be eligible for certification through the National Board of Certification for Occupational Therapy.

Applications for the Occupational Therapy Assistant program are accepted in the spring semester for the program beginning the next fall.

Students are encouraged to complete all General Education courses prior to beginning the Occupational Therapy Assistant program.

## Admission Requirements:

Prospective students may contact the Occupational Therapy Assistant program at 615-353-3708 for an application packet and course information. Currently, students are accepted into the program Fall semester of each year.

Students accepted into the OTA Program must complete any/all Remedial and/or Developmental coursework before they begin the program. This includes any/all Remedial/Developmental math courses, even though a college level math course is not required for the program.

Students accepted into the OTA Program must complete BIOL 2010 Anatomy and Physiology I before the student expects to begin the program. BIOL 2010 Anatomy and Physiology I must have been completed within the five years before a student expects to begin the program (policy pending TBR approval)

Note: Prospective students will be required to provide a copy of a background check. NSCC does not use the background check as criteria for admission to the program. Background checks are required by some clinical sites as a condition of participation. Students are required to participate in a variety of clinical experiences to successfully complete the program. If a student has questions regarding the background check, please call 615-353-3708.

## COURSE REQUIREMENTS

English			Class	Lab	Credits
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
Natural Sciences					
BIOL	2010	Anatomy and Physiology I	3	3	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 Doc with FW A			2
OTA	1150	Med Term for OT			1
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	AT and Env Adaptation			3
OTA	1260	FW B			1
OTA	2110	OT Int and Tx: Peds			2
OTA	2120	OT Int and Tx: Mental Health			3
OTA	2130	OT Int and Tx: Adult			3
OTA	2140	OT Int and Tx: Geriatric			3
OTA	2150	Mngmt Skills for the OTA			2
OTA	2160	FW C			1
OTA	2210	Level II A			6
OTA	2220	Level II B			6
Total Required – Associate's Degree					70

Accredited by:

Accreditation Council for Occupational Therapy Education (ACOTE)  
4720 Montgomery Lane, Bethesda, MD 20814  
Phone: 301-652-2682, Fax: 301-652-7711, TDD: 800-377-8555  
[www.aota.org](http://www.aota.org), Email: [accred@aota.org](mailto:accred@aota.org)

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: Business Office Professional and Medical Office Professional

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

Contact Information: Program Office 615-353-3400, Email: office.admin@nscc.edu

Accredited by the Association of Collegiate Business Schools and Programs (ACBSP), 7007 College Blvd., Suite 420, Overland Park, Kansas 66211

The mission of the Office Administration program at Nashville State Community College is to contribute to the community by equipping students with the office and management skills necessary to become productive and responsible leaders in today's workplace.

The Office Administration program provides skills for students seeking a career as an administrative assistant in an office environment. Two distinct concentrations allow future professionals to focus career preparation toward the business office environment or the medical office environment.

Graduates of this program should be able to:

- Perform office tasks using the leading office application software.
- Apply time management skills effectively by managing multiple projects and priorities.
- Play a vital role in a successful management team as an administrative assistant in a business or medical office environment.
- Efficiently prepare business documents according to commonly accepted grammar and format standards.
- Effectively integrate information from multiple sources that allows for appropriate decision making.
- Demonstrate critical thinking and problem-solving skills.
- Exhibit responsible behavior and demonstrate an understanding of the principles of ethical behavior.

### Career Opportunities

#### Business Office Professional Concentration

- Receptionist
- Office Manager
- Administrative Assistant

#### Medical Office Professional Concentration

- Transcriptionist
- Administrative Assistant
- Receptionist
- Office Manager

### Business Office Professional Concentration

A currently enrolled student may receive advanced standing credit by successfully completing the Certified Professional Secretary Exam. The student may receive the following credits based on verification of successful completion of the exam:

AIS	1181	Business Software Applications .....	3
ACCT	1104	Principles of Accounting I .....	3
BUS	2400	Principles of Management .....	3
OAD	1117	Business Communications .....	3

For more information on this exam, please visit the International Association of Administrative Professionals (IAAP) Web site. Students should consult their assigned advisor for scheduling of courses prior to the exam to ensure maximum credit for the exam.

### Medical Office Professional Concentration

Students may pursue advanced credentials such as Certified Medical Transcriptionist. Certification exams are offered by the Association for Healthcare Documentation Integrity and the American Association for Medical Transcription. It is recommended that students have at least a 3.0 grade point average before attempting these specialized exams. Please see the association Web sites for more information.

Credit for OAD 1100 Keyboarding/Formatting can be earned through credit by exam. Students should consult their advisor for details.

### Transfer/Advising

The A.A.S. degree is designed to prepare a student for employment upon graduation. Some universities, at their discretion, accept some technical courses for transfer. A student who plans to transfer to a university should consult his/her advisor and the receiving university about transfer and articulation policies. Failure to do so could result in loss of transfer credits.

**OFFICE ADMINISTRATION  
BUSINESS OFFICE PROFESSIONAL CONCENTRATION  
COURSE REQUIREMENTS**

<b>English</b>		<b>Class</b>	<b>Lab</b>	<b>Credits</b>
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
<b>Humanities Elective</b>				
	Humanities Elective	3	0	3
<b>Mathematics Elective</b> (choose one)				
MATH 1130	College Algebra			
MATH 1530	Probability/Statistics			
MATH 1630	Finite Mathematics			
<b>Social Sciences Elective</b> (choose one)				
ECON 1111	Principles of Macroeconomics	3	0	3
ECON 1121	Principles of Microeconomics			
<b>Accounting</b>				
ACCT 1104	Principles of Accounting I	3	0	3
<b>Accounting Information Systems</b>				
AIS 1181	Business Software Applications 2	2	2	3
<b>Business Management</b>				
BUS 1113	Intro to Business	3	0	3
BUS 2111	Organizational Behavior	3	0	3
BUS 2400	Principles of Management	3	0	3
<b>Business Elective</b> (choose one)				
BUS 2310	Business Ethics			
BUS 2650	Legal Environment of Business			
<b>Technical Elective</b> (choose one)				
CIS 1070	IT Support Skills	2	2	3
MKT 1400	Customer Service & Sales	3	0	3
<b>Office Administration</b>				
OAD 1100	Keyboarding/Formatting	3	0	3
OAD 1116	Business English	3	0	3
OAD 1117	Business Communications	3	0	3
OAD 1225	Word	3	0	3
OAD 1235	Excel®	3	0	3
OAD 1215	Access®	3	0	3
OAD 2840	Office Procedures	3	0	3
OAD 2950	Office Professional Capstone	3	0	3
<b>Total Required – Associate's Degree</b>				<b>60</b>

**RECOMMENDED FULL-TIME SCHEDULE**

**FIRST YEAR**

<b>Fall Semester</b>	<b>Credits</b>
ENGL 1010 English Composition I .....	3
OAD 1100 Keyboarding/Formatting.....	3
OAD 1116 Business English.....	3
BUS 1113 Intro to Business .....	3
AIS 1181 Business Software Applications .....	3

**Spring Semester**

OAD 1117	Business Communications .....	3
OAD 1225	Word .....	3
OAD 1235	Excel® .....	3
SPCH 1010	Speech .....	3
<b>Mathematics Elective</b>	(choose one) .....	3
MATH 1130	College Algebra	
MATH 1530	Probability/Statistics	
MATH 1630	Finite Mathematics	

**SECOND YEAR**

SECOND YEAR			Credits
Fall Semester			
OAD 2125	Access®	.....	3
BUS 2111	Organizational Behavior	.....	3
ACCT 1104	Principles of Accounting I	.....	3
<b>Business Elective</b> (choose one).....			3
BUS 2310	Business Ethics		
BUS 2650	Legal Environment of Business		
<b>Social Sciences Elective</b> (choose one) .....			3
ECON 1111	Principles of Macroeconomics		
ECON 1121	Principles of Microeconomics		
Spring Semester			
BUS 2400	Principles of Management	.....	3
OAD 2840	Office Procedures	.....	3
OAD 2950	Office Professional Capstone	.....	3
<b>Technical Elective</b> (choose one).....			3
CIS 1070	IT Support Skills		
MKT 1400	Customer Service & Sales		
	Humanities Elective	.....	3

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

**OFFICE ADMINISTRATION  
MEDICAL OFFICE PROFESSIONAL CONCENTRATION:**

**COURSE REQUIREMENTS**

<b>Biology</b>			<b>Class</b>	<b>Lab</b>	<b>Credits</b>
BIOL	1000	Medical Terminology	3	0	3
BIOL	1004	Basic Anatomy/Physiology	3	0	3
HCM	2300	Pharmacology	3	0	3
<b>English</b>					
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
<b>Humanities Elective</b>					
		Humanities Elective	3	0	3
<b>Mathematics Elective</b> (choose one)					
MATH	1130	College Algebra			
MATH	1530	Probability/Statistics			
MATH	1630	Finite Mathematics			
<b>Social Sciences Elective</b> (choose one)					
ECON	1111	Principles of Macroeconomics	3	0	3
ECON	1121	Principles of Microeconomics			
<b>Accounting Information Systems</b>					
AIS	1181	Business Software Applications 2	2	2	3
<b>Business Management</b>					
BUS	2400	Principles of Management	3	0	3
<b>Technical Elective</b> (choose two)					
BUS	1113	Intro to Business	3	0	3
		or			
OAD	2600	Medical Transcription I*	3	0	3
ACCT	1104	Principles of Accounting I			
		or			
OAD	2610	Medical Transcription II*	3	0	3
<b>Office Administration</b>					
OAD	1100	Keyboarding/Formatting	3	0	3
OAD	1116	Business English	3	0	3
OAD	1117	Business Communications	3	0	3
OAD	1225	Word	3	0	3
OAD	1235	Excel®	3	0	3
OAD	2125	Access®	3	0	3
OAD	2840	Office Procedures	3	0	3
OAD	2950	Office Professional Capstone	3	0	3
<b>Total Required – Associate's Degree</b>					<b>60</b>

**RECOMMENDED FULL-TIME SCHEDULE**

**FIRST YEAR**

<b>Fall Semester</b>		<b>Credits</b>
ENGL	1010 English Composition I .....	3
OAD	1100 Keyboarding/Formatting.....	3
OAD	1116 Business English.....	3
BIOL	1000 Medical Terminology .....	3
AIS	1181 Business Software Applications .....	3

**Spring Semester**

OAD	1117 Business Communications .....	3
OAD	1225 Word .....	3
OAD	1235 Excel® .....	3
HCM	2300 Pharmacology.....	3
BIOL	1004 Basic Anatomy/Physiology.....	3

**SECOND YEAR**

<b>Fall Semester</b>		<b>Credits</b>
<b>Mathematics Elective</b> (choose one) .....		3
MATH	1130 College Algebra	
MATH	1530 Probability/Statistics	
MATH	1630 Finite Mathematics	
<b>Technical Elective</b> (choose one).....		3
BUS	1113 Intro to Business	
	or	
OAD	2600 Medical Transcription I*	
	Humanities Elective .....	3
OAD	2125 Access®.....	3
<b>Social Sciences Elective</b> (choose one) .....		3
ECON	1111 Principles of Macroeconomics	
ECON	1121 Principles of Microeconomics	

**Spring Semester**

SPCH	1010 Speech .....	3
BUS	2400 Principles of Management.....	3
OAD	2840 Office Procedures .....	3
OAD	2950 Office Professional Capstone .....	3
<b>Technical Elective</b> (choose one).....		3
ACCT	1104 Principles of Accounting I	
	or	
OAD	2610 Medical Transcription II*	

\* If Medical Transcription I is chosen as a Technical Elective, students MUST take Medical Transcription II.

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

Cooperative work experience can be an important addition to a student's formal classroom work. Co-op courses may substitute for technical courses with the prior approval of the Program Coordinator. The Career Employment Center will provide the correct course numbers.

# Paralegal Studies

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

Contact Information: Program Office 615-353-3400, Email: [paralegal.studies@nscc.edu](mailto:paralegal.studies@nscc.edu)

The primary purpose of this degree is to prepare students for employment immediately following graduation from Nashville State.

**Program Mission:** The mission of the Paralegal Studies program is to provide practical learning opportunities that prepare students to:

- Excel in the legal environment.
- Effectively adapt to and manage technological change.
- Develop ethical business practices and a sense of personal responsibility.
- Work independently and as part of a team.
- Communicate effectively with written and oral messages.
- Think critically.
- Be creative with the provision of legal services.

The program of study prepares students for a career as a paralegal or legal assistant. The ABA defines a legal assistant or a paralegal as “a person qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency, or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.”

Paralegal skills emphasized during the program are: law office procedures, paralegal responsibilities, legal research, legal document preparation, effective communications, and an understanding of basic substantive and procedural law. Paralegals may not provide legal services directly to the public, except as permitted by law.

Graduates of the Paralegal Studies program should be able to:

- Demonstrate a basic understanding of legal ethics and professional responsibility.
- Explain the organization of the court system.
- Draft legal documents under the direction of an attorney.
- Conduct legal research and do legal writing.
- Interview clients and witnesses to gather investigative information.
- Use word processing and law-related computer software.
- Demonstrate a basic knowledge of procedural and substantive law.
- Use verbal and written communication skills effectively.

## **Career Opportunities**

- Law firms
- Corporate legal departments
- Law Schools
- Federal Government
- State Governments
- Local Government
- Public and Private Agencies

## **Transfer/Advising**

The A.A.S. degree is designed to prepare a student for employment upon graduation. Some universities, at their discretion, accept some technical courses for transfer. A student who plans to transfer to a university should consult his/her advisor and the receiving university about transfer and articulation policies. Failure to do so could result in loss of transfer credits.

# COURSE REQUIREMENTS

			Class	Lab	Credits
<b>English</b>					
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
<b>Humanities</b>					
		Humanities Elective	3	0	3
<b>Natural Science or Mathematics Elective</b>					
			3	0	3
<b>Social Sciences</b>					
		Social Sciences Elective	3	0	3
<b>Technical Core</b>					
ACCT	1010	Survey of Accounting			
		or			
ACCT	1104	Principles of Accounting I	3	0	3
AIS	1181	Business Software Applications	3	0	3
OAD	1100	Keyboarding/Formatting	3	0	3
OAD	1116	Business English	3	0	3
OAD	1117	Business Communications	3	0	3
BUS	2310	Business Ethics	3	0	3
BUS	2650	Legal Environment of Business	3	0	3
PLAW	1000	Intro to Paralegal Studies	3	0	3
PLAW	1100	Legal Writing	3	0	3
PLAW	1200	Legal Research	3	0	3
PLAW	2000	Civil Litigation and Procedure	3	0	3
PLAW	2300	Bankruptcy and Secured Transactions	3	0	3
<b>Technical Electives (Choose any 9 hours)</b>					
HCM	2200	Medical Legal Issues	3	0	3
OAD	1235	Word	3	0	3
PLAW	2100	Torts	3	0	3
PLAW	2200	Family Law	3	0	3
PLAW	2400	Real Property Law	3	0	3
PLAW	2915	Co-op Elective	3	0	3
PST	1010	Criminal Law and Procedure	3	0	3
PST	1030	Criminal Evidence	3	0	3
<b>Total Required – Associate's Degree</b>					<b>60</b>

# RECOMMENDED FULL-TIME SCHEDULE

## FIRST YEAR

<b>Fall Semester</b>		<b>Credits</b>
ENGL	1010 English Composition I .....	3
AIS	1181 Business Software Applications .....	3
OAD	1100 Keyboarding/Formatting.....	3
OAD	1116 Business English.....	3
PLAW	1000 Intro to Paralegal Studies .....	3

## Spring Semester

ACCT	1010 Survey of Accounting or Principles of Accounting I.....	3
OAD	1117 Business Communications .....	3
PLAW	1100 Legal Writing .....	3
SPCH	1010 Speech .....	3
	Science or Mathematics Elective .....	3

## SECOND YEAR

<b>Fall Semester</b>		<b>Credits</b>
BUS	2310 Business Ethics.....	3
BUS	2650 Legal Environment of Business.....	3
PLAW	1200 Legal Research.....	3
PLAW	2000 Civil Litigation and Procedure.....	3
	Technical Elective .....	3

## Spring Semester

	Humanities Elective .....	3
PLAW	2300 Bankruptcy and Secured Transactions .....	3
	Social Sciences Elective .....	3
	Technical Electives.....	6

Cooperative work experience can be an important addition to a student's formal classroom work. Co-op courses may substitute for technical courses with the prior approval of the Program Coordinator. The Career Employment Center will provide the correct course numbers.



# Police Science

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

Contact Information: Michael Wright 615-353-3717, Office: M-2B, E-mail: michael.wright@nsc.edu

The Police Science program prepares individuals for careers in police administration. Graduates of the degree program will have the skills and knowledge to seek employment in the criminal justice field, including law enforcement, private security, and crime scene investigation. The program provides the education and training needed for entry-level personnel and advancement opportunities for those presently employed in the criminal justice field. The Police Science program offers concentrations in Police Administration and Crime Scene Investigation.

Graduates of the program should be able to:

- Function completely as entry-level law enforcement personnel.
- Apply critical thinking skills in solving community problems, generating community-oriented solutions.
- Conduct criminal investigations and apply criminal law and procedures.
- Demonstrate a knowledge of officer survival, defensive tactics and proper use of firearms.

## Career Opportunities

- Police Officer
- Sheriff's Deputy
- Highway Patrolman
- Private Investigator
- Crime Scene Technician
- Private Security Officer

## Transfer/Advising

The A.A.S. degree is designed to prepare a student for employment upon graduation. Some universities, at their discretion, accept some technical courses for transfer. A student who plans to transfer to a university should consult his/her advisor and the receiving university about transfer and articulation policies. Failure to do so could result in loss of transfer credits.

## POLICE ADMINISTRATION CONCENTRATION COURSE REQUIREMENTS

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	1630	Finite Mathematics	3	0	3
or					
MATH	1130	College Algebra	3	0	3
		Social Sciences Elective	3	0	3
<b>Police Administration Core Course Requirements:</b>					
PST	1000	Intro to Criminal Justice	3	0	3
PST	1010	Criminal Law & Procedure	3	0	3
PST	1035	Report Writ for Law Enforce	3	0	3
PST	1040	Defensive Tactics	3	0	3
PST	1080	Interv/Interrog Techniques	3	0	3
PST	1090	Traffic Accident Investigation	3	0	3
PST	2000	Drug Identification & Effects	3	0	3
PST	2020	Police Firearms	3	0	3
PST	2030	Seminar in Police Science	3	0	3
<b>Technical Electives (select 5 courses)</b>					
AIS	1180	Intro to Microcomputers	3	0	3
PST	1005	Intro 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 Fingerprint/Pattern ID	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	Intro to Criminalistics	3	0	3
PST	2050	Police Tact Training (SWAT)	3	0	3
PST	2055	Gangs Cults & Deviant Movement	3	0	3
PST	2060	Evidence Photography	3	0	3
PST	2065	Prevention & Control of Crime	3	0	3
PST	2070	Business & Industry Security	3	0	3
<b>General Education Elective (1)</b>					
		General Elective	3	0	3
<b>Total Required – Associate's Degree</b>					<b>60</b>

### RECOMMENDED FULL-TIME SCHEDULE

#### FIRST YEAR (Example Only)

Fall Semester			Credits
ENGL 1010	English Composition I .....	3	
MATH 1630	Finite Mathematics .....	3	
	or		
MATH 1130	College Algebra .....	3	
PST 1000	Intro to Criminal Justice .....	3	
PST 1010	Criminal Law & Procedure .....	3	
	Technical Elective .....	3	

#### Spring Semester

PHIL 1111	Introduction to Ethics .....	3	
PST 1035	Report Writ for Law Enforce .....	3	
PST 1080	Interv/Interrog Techniques.....	3	
	Technical Elective .....	3	
	Social Sciences Elective .....	3	

#### SECOND YEAR (Example Only)

Fall Semester			Credits
SPCH 1010	Speech .....	3	
PST 2000	Drug Identification & 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	

### CRIME SCENE INVESTIGATION CONCENTRATION COURSE REQUIREMENTS

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 1130	College Algebra	3	0	3
	or			
MATH 1630	Finite Mathematics	3	0	3
	Social Sciences Elective	3	0	3
<b>Major Field Core Course Requirements:</b>				
PST 1000	Intro to Criminal Justice	3	0	3
PST 1010	Criminal Law & Procedure	3	0	3
PST 1080	Interv/Interrog Techniques	3	0	3
PST 1090	Traffic Accident Investigation	3	0	3
<b>Concentration</b>				
PST 1043	Investigative Photography	3	0	3
PST 1085	Basic Fingerprint/Pattern ID	3	0	3
PST 1086	Latent Fingerprint Development	3	0	3
PST 1087	Basic Crime Scene Invest	3	0	3
PST 1097	Surface Skel & Buried Bodies	3	0	3
PST 2010	Criminal Investigations	3	0	3
PST 2014	Advanced Crime Scene Tech	3	0	3
PST 2023	Advanced Fingerprint Tech	3	0	3
PST 2060	Evidence Photography	3	0	3
PST 2064	Bloodstain Evidence	3	0	3

### Technical Electives (select 1 course)

PST 2055	Gangs Cults & Deviant Movement	3	0	3
PST 1030	Criminal Evidence	3	0	3
PST 1091	Advanced Traffic Investigation	5	0	5
PST 2031	Seminar in CSI	4	0	4
PST 2045	Intro to Criminalistics	3	0	3
PST 2000	Drug Identification & Effects	3	0	3
PST 1055	Intro to Computer Crime	3	0	3

### General Education Elective (1)

General Elective	3	0	3
<b>Total Required – Associate's Degree</b>			<b>60</b>

### RECOMMENDED FULL-TIME SCHEDULE

#### FIRST YEAR (Example Only)

Fall Semester			Credits
ENGL 1010	English Composition I .....	3	
PHIL 1111	Introduction to Ethics .....	3	
PST 1000	Intro to Criminal Justice .....	3	
PST 1010	Criminal Law & Procedure.....	3	
PST 1086	Latent Fingerprinting.....	3	

#### Spring Semester

MATH 1130	College Algebra .....	3	
	or		
MATH 1630	Finite Mathematics .....	3	
PST 1090	Traffic Accident Investigation.....	3	
PST 1085	Basic Fingerprint/Pattern ID.....	3	
PST 1087	Basic Crime Scene Invest .....	3	
	Social Sciences Elective .....	3	

#### SECOND YEAR (Example Only)

Fall Semester			Credits
SPCH 1010	Speech .....	3	
PST 2023	Advanced Fingerprinting Tech.....	3	
PST 2064	Bloodstain Evidence .....	3	
PST 1043	Investigative Photography .....	3	
PST 2014	Advanced Crime Scene Tech .....	3	

#### Spring Semester

PST 1080	Interview and Interrogation Techniques .....	3	
PST 1097	Surface Skel & Buried Bodies .....	3	
PST 2010	Criminal Investigation .....	3	
PST 2060	Evidence Photography.....	3	
	Police Science Technical Elective .....	3	

# Police Science Academy

Provided by the Law Enforcement Department

This 10-week certificate program fulfills 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 corequisite. 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. Expenses will include tuition, a mandated uniform, a firearm plus ammunition, and physical training attire.

Contact Information: Mike Wright 615-353-3717, Office: M-2B, E-mail: michael.wright@nscc.edu

Academy Course		Transcript		PST Course		Degree
		Hours	Transfers			Hours
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	Const/Criminal Law Proced	3	to	PST 1010	Criminal Law & Procedure	3
LEN 2015	Defensive Tactics	3	to	PST 1040	Defensive Tactics	3
LEN 2020	Emergency Defensive Driving	3	to		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 Comm for Police	3	to	PST 1095	Tactical Talk	3
<b>Total</b>		<b>23</b>				<b>21</b>

# Sign Language Interpreting

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

Contact Information: Forest Sponseller 615-353-3033, Office: W-50D, E-mail: forest.sponseller@nsc.edu

Program Web site: [www.nsc.edu/depart/asl/index.html](http://www.nsc.edu/depart/asl/index.html)

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. Sign language interpreters must 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.

Graduates of the program should be able to:

- Demonstrate competencies in American Sign Language and English interpretations and transliterations.
- Understand the Registry of Interpreter for the Deaf Code of Ethics, theories, principles and business practices related to the field of interpreting.
- Display proficiency in the written and practical testing process for certification.
- Seek employment in entry-level positions within the field.

## Career Opportunities

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, performing arts, and video relay interpreting.

## Transfer/Advising

The A.A.S. degree is designed to prepare a student for employment upon graduation. Some universities, at their discretion, accept some technical courses for transfer. A student who plans to transfer to a university should consult his/her advisor and the receiving university about transfer and articulation policies. Failure to do so could result in loss of transfer credits.

### SIGN LANGUAGE INTERPRETING 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

## Social Sciences Elective

PSYC	1111	Intro. to Psychology	3	0	3
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## Mathematics or Natural Sciences Elective

Mathematics Elective

or

Natural Sciences Elective

3	0	3
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## 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	Intro. 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.....	3		
		Mathematics Elective .....			
		or .....			
		Natural Sciences Elective.....	3		
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		

# Social Services

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

Contact Information: Sheri Lozier-Bentley 615-353-3350, Office: K-129, E-mail: sheri.lozier-bentley@nscc.edu

Social Services prepares students to work with human service agencies that serve children and youth, the elderly and disabled, the homeless, families in need, and individuals in crisis situations. The program includes theoretical and practical components that will enable graduates to work in many areas of public and private social welfare agencies.

Graduates of the program should be able to:

- Understand the values of perspectives of Social Work as outlined in the NASW Code of Ethics.
- Recognize and understand the importance of community resources and be able to make appropriate referrals, including follow-up procedures.
- Identify the knowledge, values and skills of a generalist social work practice that are useful in a broad range of social work interventions.
- Demonstrate the problem-solving process with diverse populations and populations at risk.

## Admission Requirements

Prospective students must meet regular degree-seeking admission requirements for the A.A.S. degree.

Field Practicum: Students who wish to register for the SOCS Field Practicum must contact their advisor for permission to enroll in the course. Before registering in the Field Practicum, students must have completed 30 hours of Major Core Courses.

## Grading Policy

A grade of "C" or above must be earned in all Social Services courses prior to graduation.

## Transfer/Advising

The A.A.S. degree is designed to prepare a student for employment upon graduation. Some universities, at their discretion, accept some technical courses for transfer. A student who plans to transfer to a university should consult his/her advisor and the receiving university about transfer and articulation policies. Failure to do so could result in loss of transfer credits.

## COURSE REQUIREMENTS

			Class	Lab	Credits
<b>English</b>					
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
<b>Humanities Elective</b>			3	0	3
<b>Mathematics Elective</b>			3	0	3
<b>Natural Sciences Elective</b>					
		Natural Sciences Elective (must include lab)	3	3	4
<b>Social Sciences Elective</b>					
		Social Sciences Elective	3	0	3
<b>General Education Courses Electives</b>					6
<b>Major Core Courses</b>					
SOCS	1010	Intro to Social Work	3	0	3
SOCS	1020	Human Behavior Social Environ	3	0	3
SOCS	2020	Theories/Methods Soc Svc Prac	3	0	3
SOCS	2035	Alcohol & Drug Abuse	3	0	3
SOCS	2045	Family Systems or			
ECED	2040	Fam Dynamics & Comm Involve	3	0	3
SOCS	2060	Field Practicum	5	0	5
<b>Guided Electives</b>					
<b>(Choose Any Five of the Following Courses):</b>					
SOCS	2010	Soc Svcs for Children & Youth	3	0	3
SOCS	2025	Survey of Counseling Theories	3	0	3
SOCS	2055	Soc Work Interviewing Skills	3	0	3
ECED	2040	Fam Dynamics & Comm Involve	3	0	3
SOCS	2045	Family Systems	3	0	3
ECED	2010	Safe, Healthy Learning Environ	3	0	3
ECED	2020	Infant, Toddler, Child Dev	3	0	3
<b>Total Required – Associate's Degree</b>					<b>60</b>

## RECOMMENDED FULL-TIME SCHEDULE

### FIRST YEAR

Fall Semester		Credits
ENGL 1010	English Composition I .....	3
	Mathematics Elective.....	3
SOCS 1010	Intro to Social Services .....	3
SOCS 1020	Human Behavior Social Environ.....	3
	General Education Elective .....	3

### Spring Semester

	Natural Sciences Elective with Lab .....	4
	General Education Elective .....	3
SPCH 1010	Speech .....	3
SOCS 2020	Theories/Methods Soc Svc Prac. ....	3
SOCS 2035	Alcohol & Drug Abuse .....	3

### SECOND YEAR

Fall Semester		Credits
	Social Sciences Elective .....	3
	Humanities Elective .....	3
ECED 2040	Fam Dynamics & Comm Involve.....	3
	or	
SOCS 2045	Family Systems.....	3
SOCS	Guided Elective .....	3
SOCS	Guided Elective .....	3

### Spring Semester

SOCS	Guided Elective .....	3
SOCS	Guided Elective .....	3
SOCS	Guided Elective .....	3
SOCS 2060	Field Practicum.....	5

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 two semester courses each semester (including summer) in order to complete the degree in approximately four years.

Cooperative work experience can be an important addition to a student's formal classroom work. Co-op courses may substitute for technical courses with the prior approval of the Program Coordinator. The Career Employment Center will provide the correct course numbers.



## Visual Communications: Graphic Design, Multimedia Design, Photography, Web Design

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

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

### **Mission Statement**

The Visual Communications program provides a strong technical foundation to prepare students for visual media careers.

The Visual Communications program fosters a creative learning environment where students have access to state of the art equipment, current software, instruction, and strong technical foundations in a variety of visual media fields. They are challenged to expand and refine problem-solving skills while experiencing realistic class projects and job situations in preparation for success in the workforce.

Students learn design principles, current imaging technology, business practices, and portfolio development. The specific concentrations prepare students for careers in photography, print, web, or multimedia industries.

Graduates of the program should be able to:

- Demonstrate academic knowledge required of all Nashville State Community College students including competency in writing, information literacy, verbal and visual communications, and quantitative and critical thinking.
- Identify career options and assume a professional role in the workplace.
- Exercise professional and ethical standards in the workplace and community.
- Communicate effectively with clients, vendors, management, and team members.
- Demonstrate technical proficiency of hardware and software applications related to discipline.
- Exhibit creative and conceptual visual skills and craft through creative problem solving.
- Demonstrate time management skills by meeting deadlines.
- Identify current issues and trends and emerging technologies.
- Assess and develop one's own strengths, abilities and potential.
- Compile a portfolio of finished work that is displayed in a professional manner.

### **Notice of Right to Retain Student Work**

The Visual Communications program reserves the right to retain copies of selected examples of student work for teaching purposes, promotional purposes, and as a part of its permanent collection.

### **Special Requirements**

Our courses are designed with the expectation that entering students possess fundamental computer skills, including the ability to:

- Save files to specific destinations.
- Navigate drive directories.
- Write to a hard drive, CD, or flash drive.
- Type effectively.
- Edit text in a word processing program.
- Send email with attachments.

Students without typing skills are encouraged to complete OAD 1100 Keyboarding/Formatting and those lacking the computer skills listed above should enroll in COM 1210 Electronic Media I prior to taking other computer courses.

### **Grading Policy**

A grade of "C" or above must be earned in all courses to meet prerequisite and graduation requirements.

### **Transfer/Advising**

The A.A.S. degree is designed to prepare a student for employment upon graduation. Some universities, at their discretion, accept some technical courses for transfer. A student who plans to transfer to a university should consult his/her advisor and the receiving university about transfer and articulation policies. Failure to do so could result in loss of transfer credits.

## 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:

- Demonstrate knowledge of typography and design.
- Apply principles of color and value relationships.
- Convey an intended message through visual means.
- Demonstrate working knowledge of industry standard software.

## Career Opportunities

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

### VISUAL COMMUNICATIONS GRAPHIC DESIGN CONCENTRATION COURSE REQUIREMENTS

English		Class	Lab	Credits
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
<b>Humanities</b>				
	Humanities Elective	3	0	3
<b>Natural Sciences/Mathematics Elective</b>				
	Natural Sciences			
	or			
	Mathematics Elective	3	0	3
<b>Social Sciences Elective</b>				
	Social Sciences Elective	3	0	3
<b>Visual Communication</b>				
COM 1190	Basic Digital Photography	3	0	3
COM 1120	Visual Communications Business	3	0	3
COM 1111	Graphic Processes	2	2	3
COM 1140	Design Fundamentals	3	0	3
COM 1150	Type Concepts	3	0	3
COM 1170	Imaging Technologies	3	0	3
COM 1220	Graphic Design II	2	2	3
COM 1230	Digital Imaging I	2	2	3
COM 2120	Electronic Publishing I	3	0	3
COM 2130	Electronic Publishing II	3	0	3
COM 2170	Portfolio	2	2	3
COM 2210	Electronic Illustration I	3	0	3
COM 2220	Practicum	2	2	3
<b>Technical Elective (6 credits required)</b>				
COM 1000	Beginning HTML	3	0	3
COM 1010	Basic Web Design	3	0	3
COM 1020	Basic Web Graphics	3	0	3
COM 2240	Digital Imaging II–Photography	3	0	3
COM 2250	Digital Imaging II–Design	3	0	3
COM 2270	Electronic Illustration II	3	0	3
COM 2280	Illustration with Painter® I	3	0	3
COM 2480	Illustration with Painter® II	3	0	3
<b>Total Required – Associate's Degree</b>				<b>60</b>

## RECOMMENDED FULL-TIME SCHEDULE

### FIRST YEAR

Fall Semester		Credits
ENGL 1010	English Composition I	3
COM 1111	Graphic Processes	3
COM 1150	Type Concepts	3
COM 2120	Electronic Publishing I	3
	Humanities Elective	3

### Spring Semester

SPCH 1010	Speech	3
COM 1140	Design Fundamentals	3
COM 1170	Imaging Technologies	3
COM 1230	Digital Imaging I	3
COM 2210	Electronic Illustration I	3

### SECOND YEAR

Fall Semester		Credits
COM 1220	Graphic Design II	3
COM 2130	Electronic Publishing II	3
COM 1120	Visual Communications Business	3
COM 1190	Basic Digital Photography	3
	Natural Sciences	
	or	
	Mathematics Elective	3

### Spring Semester

COM 2170	Portfolio	3
COM 2220	Practicum	3
	Technical Elective	6
	Social Sciences Elective	3

Note: Part-time students are encouraged to consult with their advisor for a suggested schedule of classes.

Cooperative work experience can be an important addition to a student's formal classroom work. Co-op courses may substitute for technical courses with the prior approval of the Program Coordinator. The Career Employment Center will provide the correct course numbers.

## Multimedia Design Concentration

The Multimedia concentration in the Visual Communications degree program prepares students for employment in the field of multimedia development. The program includes fundamental principles of design, desktop audio and video editing, pre- and post-production, and Web authoring.

Graduates of the program should be able to:

- Effectively communicate design requirements.
- Use critical thinking to develop a coherent design approach.
- Integrate audio, visual, and programmatic components into a finished presentation.
- Output the finished presentations to a variety of file formats.

## Career Opportunities

- Multimedia Designer/Developer
- Interactive Content Specialist
- Media Specialist

**VISUAL COMMUNICATIONS  
MULTIMEDIA DESIGN CONCENTRATION  
COURSE REQUIREMENTS**

Course		Class	Lab	Credits
<b>Computer Information Systems</b>				
CIS 1030	Program Logic and Design	3	0	3
<b>English</b>				
ENGL 1010	English Composition I	3	0	3
SPCH 1010	Speech	3	0	3
<b>Humanities</b>				
ENGL 2140	Introduction to Cinema	3	0	3
<b>Natural Sciences/Mathematics Elective</b>				
	Natural Sciences or Mathematics Elective	3	0	3
<b>Music Technology</b>				
MST 1240	Digital Audio Production I	3	0	3
<b>Social Sciences Elective</b>				
	Social Sciences Elective	3	0	3
<b>Visual Communication</b>				
COM 1000	Beginning HTML	3	0	3
COM 1040	Presentation Media	3	0	3
COM 1120	Visual Communications Business	3	0	3
COM 1140	Design Fundamentals	3	0	3
COM 1170	Imaging Technologies	3	0	3
COM 1190	Basic Digital Photography	3	0	3
COM 1230	Digital Imaging I	2	2	3
COM 1305	Multimedia I-Flash	3	0	3
COM 2010	Digital Video Editing I	3	0	3
COM 2020	Storyboarding/Script Writing	3	0	3
COM 2700	Capstone - Multimedia	3	0	3
<b>Technical Elective (6 credits required)</b>				
ART 1121	Drawing I	3	0	3
COM 1010	Basic Web Design	3	0	3
COM 1020	Basic Web Graphics	3	0	3
COM 2210	Electronic Illustration I	3	0	3
COM 2240	Digital Imaging II- Photography	3	0	3
	or			
COM 2250	Digital Imaging II-Design	3	0	3
COM 2270	Electronic Illustration II	3	0	3
COM 2280	Illustration with Painter® I	3	0	3
COM 2305	Multimedia II-Flash	3	0	3
MST 1360	Digital Audio Production II	3	0	3
<b>Total Required – Associate's Degree</b>				<b>60</b>

**RECOMMENDED FULL-TIME SCHEDULE**

**FIRST YEAR**

<b>Fall Semester</b>		<b>Credits</b>
ENGL 1010	English Composition I .....	3
COM 1000	Beginning HTML.....	3
COM 1190	Basic Digital Photography .....	3
COM 1230	Digital Imaging.....	3
COM 1140	Design Fundamentals .....	3

**Spring Semester**

CIS 1030	Program Logic and Design.....	3
COM 1040	Presentation Media.....	3
COM 1170	Imaging Technologies.....	3
COM 2020	Storyboarding & Script Writing .....	3
	Multimedia Technical Elective.....	3

**SECOND YEAR**

<b>Fall Semester</b>		<b>Credits</b>
COM 1120	Visual Communications Business.....	3
COM 1305	Multimedia I-Flash .....	3
MST 1240	Digital Audio Production I.....	3
COM 2010	Digital Video Editing I .....	3
ENGL 2140	Introduction to Cinema .....	3

**Spring Semester**

SPCH 1010	Speech .....	3
	Natural Sciences or Mathematics Elective.....	3
	Multimedia Technical Elective.....	3
COM 2700	Capstone Course for Multimedia .....	3
	Social Sciences Elective .....	3

## Photography Concentration

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:

- Convey an intended message photographically.
- Efficiently operate a 35mm SLR, digital SLR, and large format camera.
- Work comfortably with digital imaging computer programs.
- Function competently in a photography lab.
- Efficiently operate professional studio lighting equipment.
- Approach photographic problem-solving in a creative manner.
- Produce and present a professional quality portfolio.

## Career Opportunities

- Photographer
- Photographer's Assistant
- Lab Technician

## VISUAL COMMUNICATIONS PHOTOGRAPHY CONCENTRATION COURSE REQUIREMENTS

English			Class	Lab	Credits
ENGL	1010	English Composition I	3	0	3
SPCH	1010	Speech	3	0	3
Humanities					
ART	1030	Art Appreciation	3	0	3
Natural Science/ Mathematics Elective					
		Natural Sciences or Mathematics Elective	3	0	3
Social Sciences Elective					
		Social Sciences Elective	3	0	3
Photography					
PHO	1110	Basic Photography	3	0	3
PHO	1115	History of Photography	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	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	2	2	3
Visual Communications					
COM	1170	Imaging Technologies	3	0	3
COM	1230	Digital Imaging I	2	2	3
COM	2240	Digital Imaging II–Photography	3	0	3
Technical Elective					
Technical Elective to be chosen from any degree course with a COM or PHO prefix.			3	0	3
<b>Total Required – Associate's Degree</b>					<b>60</b>

## RECOMMENDED FULL-TIME SCHEDULE

### FIRST YEAR

Fall Semester		Credits
ENGL	1010 English Composition I	3
ART	1030 Art Appreciation	3
COM	1230 Digital Imaging I	3
PHO	1110 Basic Photography	3
COM	1170 Imaging Technologies	3

### Spring Semester

PHO	1210 Black & White Photography I	3
PHO	1240 Lighting I	3
PHO	1490 Digital Photography	3
SPCH	1010 Speech	3
	Social Sciences Elective	3

### SECOND YEAR

Fall Semester		Credits
PHO	1115 History of Photography	3
PHO	1230 Color Lab Techniques I	3
PHO	1350 Lighting II	3
COM	2240 Digital Imaging II–Photography	3
	Natural Sciences or Mathematics Elective	3

### Spring Semester

PHO	1170 Business of Photography	3
PHO	1270 Portfolio Practicum	3
PHO	1320 Color Lab Techniques II	3
PHO	1430 Portrait Techniques	3
	PHO or COM Elective	3

## Web Design Concentration

The Web Design Concentration prepares students for employment in the field of Web design.

The program includes fundamental principles of design, production techniques for Web graphics and Web page content, and strategies for effective site development using W3C standards. Elective courses allow students to specialize in advanced Web design topics.

Graduates of the program should be able to:

- Think critically to plan the structure, usability, accessibility, and navigation of a Web site.
- Create and employ Web graphics.
- Create Web pages using HTML, CSS, and industry-standard Web authoring software.
- Determine the usability of Web site prototypes through hands-on testing.

## Career Opportunities

- Web Designer
- Web Developer
- Web Graphics Artist
- Web Production Specialist

**VISUAL COMMUNICATIONS  
WEB DESIGN CONCENTRATION  
COURSE REQUIREMENTS**

Course		Class	Lab	Credits
<b>Business Management</b>				
BUS 1050	Legal Issues for the Web	3	0	3
<b>Computer Information Systems</b>				
CIS 1030	Program Logic and Design	3	0	3
<b>English</b>				
ENGL 1010	English Composition I	3	0	3
ENGL 2116	Writing for the Web	3	0	3
SPCH 1010	Speech	3	0	3
<b>Humanities Elective</b>				
	Humanities Elective	3	0	3
<b>Natural Science/ Mathematics Elective</b>				
	Natural Sciences or Mathematics Elective	3	0	3
<b>Social Science Elective</b>				
	Social Sciences Elective	3	0	3
<b>Visual Communications</b>				
COM 1000	Beginning HTML	3	0	3
COM 1010	Basic Web Design	3	0	3
COM 1020	Basic Web Graphics	3	0	3
COM 1120	Visual Communications Business	3	0	3
COM 1170	Imaging Technologies	3	0	3
COM 1190	Basic Digital Photography	3	0	3
COM 1230	Digital Imaging I	2	2	3
COM 1300	Site Building I–Dreamweaver	3	0	3
COM 1305	Multimedia I–Flash	3	0	3
COM 2800	Capstone–Web Design	3	0	3
<b>Web Technical Electives (6 credits required)</b>				
COM 2210	Electronic Illustration I	3	0	3
COM 2240	Digital Imaging II–Photography or			
COM 2250	Digital Imaging II–Design	3	0	3
COM 2280	Illustration with Painter® I	3	0	3
COM 2300	Site Building II–Dreamweaver	3	0	3
COM 2305	Multimedia II–Flash	3	0	3
<b>Total Required – Associate's Degree</b>				<b>60</b>

**RECOMMENDED FULL-TIME SCHEDULE**

**FIRST YEAR**

<b>Fall Semester</b>		<b>Credits</b>
COM 1000	Beginning HTML.....	3
CIS 1030	Program Logic and Design.....	3
ENGL 1010	English Composition I.....	3
COM 1230	Digital Imaging I.....	3
COM 1170	Imaging Technologies.....	3

**Spring Semester**

COM 1300	Site Building I–Dreamweaver.....	3
COM 1120	Visual Communications Business.....	3
COM 1190	Basic Digital Photography.....	3
COM 1020	Basic Web Graphics.....	3
	Humanities Elective .....	3

**SECOND YEAR**

<b>Fall Semester</b>		<b>Credits</b>
COM 1010	Basic Web Design .....	3
COM 1305	Multimedia I–Flash.....	3
BUS 1050	Legal Issues for the Web .....	3
ENGL 2116	Writing for the Web .....	3
	Social Sciences Elective .....	3

**Spring Semester**

SPCH 1010	Speech .....	3
	Natural Sciences or Mathematics Elective.....	3
	Web Technical Elective.....	3
	Web Technical Elective.....	3
COM 2800	Capstone–Web Design.....	3



## Technical Certificates



Catalog 2009–2011

*[www.nsccl.edu](http://www.nsccl.edu)*





## 3-D Design and Graphics

Technical Certificate

Contact Information: Program Office 615-353-3475, E-mail: CAD@nscc.edu

The 3-D Design and Graphics technical certificate program prepares students for employment in a variety of careers using 3-D design and graphics software including architectural design, manufacturing and product design, video games, and television and multimedia productions. Not only will students learn the concepts and processes of 3-D Design, they will also be trained in several of the most current and marketable software applications and their use in various industries. An integral part of this program is the ability to create and present ideas. Most students can finish this program in one year.

Graduates of the program should be able to:

- Use 3-D design techniques and create presentations using 3-D design graphics.
- Show proficiency in 3-D visualization and concepts.
- Create 3-D designs using multiple software applications and in multiple formats.
- Present designs using multiple mediums including multimedia, print, Web, and video.

The program will culminate in students creating a portfolio for presentation at job interviews.

### Career Opportunities

- Architectural, Manufacturing and Industrial 3-D Designer/Drafter
- 3-D Graphics Artist/Illustrator Creating 3-D Presentations
- Video Game Level & Computer Simulations Designer

### Transfer/Advising

This certificate is designed so that a student can apply all of the required courses toward a Nashville State A.A.S. degree in General Technology. A student who plans to apply the certificate toward an A.A.S. degree should consult his/her advisor about articulation options.

### COURSE REQUIREMENTS

Technical Specialty		Class	Lab	Credits
*ENGT 1150	Technical Graphics	0	4	2
*CAD 1200	Computer-Aided Drafting I	1	4	3
CAD 1700	Intro to Digital Animation	2	4	4
CAD 1600	3-D Design/Modeling SolidWorks	4	0	3
CAD 2113	3-D AutoCAD & Solid Modeling	2	2	3
ACT 2123	Architectural Graphics	1	3	2
CAD 1650	3-D Design Graphics	2	2	3
CAD 1610	3-D Design Final Project	1	2	2
* If a student enters the program with little or no previous drafting background, then that student must take ENGT 1150, Technical Graphics, prior to or along with CAD 1200, CAD I.				
<b>Electives:</b>				
CAD 1301	Computer-Aided Drafting II	0	6	2
CAD 2700	Advanced Digital Animations	4	0	4
<b>Total Certificate Requirements</b>				<b>26</b>

# Accounting Technology

Technical Certificate

Contact Information: Program Office 615-353-3400, E-mail: computer.accounting@nscc.edu

The Accounting Technology Technical Certificate prepares students for various entry-level positions within the accounting system of a company. The program includes courses that provide the student with basic accounting skills as well as a significant working knowledge of business application software.

The Accounting Technology Technical Certificate provides an alternative to students who choose not to pursue the Associate of Applied Science degree in Computer Accounting.

Graduates of the program should possess a(n):

- Knowledge of basic accounting principles.
- Ability to prepare and know purpose and elements of financial statements.
- Ability to gather, summarize, report, and analyze financial data.
- Knowledge of the role of accounting information systems.
- Knowledge of local, state, and federal payroll tax laws and reporting; and federal income tax laws and reporting for individuals.
- Ability to apply knowledge to solve real-world problems.
- Knowledge of business and accounting application software used to solve a wide range of business problems.

## Career Opportunities

- Staff Accountant, Assistant Accountant, or Full-Charge Bookkeeper
- Payroll Accountant
- Accounts Receivable Clerk or Accounts Payable Clerk
- Tax Preparer

## Grading Policy

A grade of “C” or above must be earned in prerequisite courses to meet requirements for enrollment in subsequent courses. A grade of “C” or above in all Computer Accounting curriculum courses must be earned prior to graduation.

## Transfer/Advising

The certificate is designed so that a student can apply all of the required courses toward the Nashville State A.A.S. degree in Computer Accounting. A student who plans to apply the certificate toward an A.A.S. degree should consult his/her advisor about articulation options.

## COURSE REQUIREMENTS

Course			Class	Lab	Credits
<b>Computer Accounting and Accounting Information Systems</b>					
AIS	1180	Intro to Microcomputing	2	2	3
AIS	1181	Business Software Applications	2	2	3
ACCT	1104	Principles of Accounting I	3	0	3
ACCT	1105	Principles of Accounting II	3	0	3
ACCT	2154	Intermediate Accounting I	4	0	4
ACCT	2200	Payroll Accounting	4	0	4
ACCT	2350	Taxation	3	0	3
ACCT	2380	Accounting System Applications	2	2	3
ACCT	2600	Spreadsheet Applications	2	2	3
<b>Total Certificate Requirements</b>					<b>29</b>

Cooperative work experience can be an important addition to a student's formal classroom work. Co-op courses may substitute for technical courses with the prior approval of the Program Coordinator. The Career Employment Center will provide the correct course numbers.

# Administrative Assistant

Technical Certificate

Contact Information: Program Office 615-353-3400, E-mail: office.admin@nscc.edu

The Administrative Assistant Technical Certificate is intended to provide entry-level skills for a person wishing to begin a career in office administration.

The Technical Certificate provides an alternative to students who choose not to pursue the Associate of Applied Science degree in Office Administration.

Graduates of this program should be able to:

- Perform office tasks using the leading office application software.
- Apply time management skills effectively by managing multiple projects and priorities.
- Play a vital role in a successful management team as an administrative assistant in a business environment.
- Efficiently prepare business documents according to commonly accepted grammar and format standards.
- Effectively integrate information from multiple sources that allows for appropriate decision making.
- Demonstrate critical thinking and problem-solving skills.
- Exhibit responsible behavior and demonstrate an understanding of the principles of ethical behavior.

## Career Opportunities

- Receptionist
- Office Manager
- Administrative Assistant

## Transfer/Advising

The certificate is designed so that a student can apply all of required courses toward the Nashville State A.A.S. degree in Office Administration-Business Office Professional Concentration.

A student who plans to apply the certificate toward an A.A.S. degree should consult his/her advisor about articulation options.

## COURSE REQUIREMENTS

Course			Class	Lab	Credits
<b>Accounting Information Systems</b>					
AIS	1181	Business Software Applications	2	2	3
<b>Business Management</b>					
BUS	1113	Intro to Business	3	0	3
BUS	2111	Organizational Behavior	3	0	3
<b>Office Administration</b>					
OAD	1100	Keyboarding/Formatting	3	0	3
OAD	1116	Business English	3	0	3
OAD	1117	Business Communications	3	0	3
OAD	1225	Word	3	0	3
OAD	1235	Excel®	3	0	3
OAD	2125	Access®	3	0	3
OAD	2840	Office Procedures	3	0	3
<b>Total Certificate Requirements</b>					<b>30</b>

## RECOMMENDED SCHEDULE

Fall Semester			Credits
AIS	1181	Business Software Applications .....	3
BUS	1113	Intro to Business .....	3
OAD	1100	Keyboarding/Formatting.....	3
OAD	1116	Business English.....	3
<b>Second Semester</b>			
OAD	1117	Business Communications .....	3
OAD	1225	Word .....	3
OAD	1235	Excel® .....	3
<b>Third Semester</b>			
OAD	2125	Access®.....	3
OAD	2840	Office Procedures .....	3
BUS	2111	Organizational Behavior .....	3

Cooperative work experience can be an important addition to a student's formal classroom work. Co-op courses may substitute for technical courses with the prior approval of the Program Coordinator. The Career Employment Center will provide the correct course numbers.

# Computer-Aided Drafting

Technical Certificate

Contact Information: Program Office 615-353-3475, E-mail: CAD@nscc.edu

Computer-Aided Drafting is used in all technical fields with good pay and a high demand for those individuals with this skill. Nashville State offers a one-year Technical Certificate program in Computer-Aided Drafting, using AutoCAD and other 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. Students will choose the field in which they want to work — Architectural, Civil & Construction Engineering Technology, Electrical & Electronic Engineering Technology, or Horticulture/Landscaping. Then students take the courses listed below, including applied courses related to their chosen field. Very quickly students will be ready for Nashville State's Career Employment Center to help them find jobs in their chosen field. There may even be part-time jobs available after students' first semester, allowing them to enter the workforce even faster.

Most classes are available either day or evening, and students can choose to attend school, either full or part time.

Graduates of this program should be able to:

- Create new or edit existing drawings and print large multiple sheet projects as needed.
- Work with 2D and 3D projects using learned skills to produce accurate drawings quickly and efficiently.
- Work with multiple drafting disciplines if needed.
- Apply Critical thinking skills to resolve challenges in the workplace.
- Create a full set of drawings as a portfolio to be presented at job interviews.

## Career Opportunities

- Drafters work in many fields including but not limited to Architecture, Civil, Electrical, Industrial and Mechanical Engineering.
- Drafters will assist Engineers in the field and in the office to create and revise drawings.
- Technical Illustrator.

## Transfer/Advising

This certificate is designed so that a student can apply all of the required courses toward a Nashville State A.A.S. degree in General Technology. A student who plans to apply the certificate toward an A.A.S. degree should consult his/her advisor about articulation options.

## COURSE REQUIREMENTS

Course		Class	Lab	Credits
*ENGT 1150	Technical Graphics	0	4	2
*CAD 1200	Computer-Aided Drafting I	1	4	3
CAD 1301	Computer-Aided Drafting II	0	6	2
<b>Choose one of the following four courses:</b>				
CAD 1600	3-D Design/Modeling SolidWorks	4	0	3
CAD 2113	3-D AutoCAD & Solid Modeling	2	2	3
CAD 1650	3-D Design Graphics	2	2	3
CAD 1700	Intro to Digital Animation	4	0	4
CAD 1510	CAD Final Project	2	0	2
* If a student enters the program with little or no previous drafting background, then that student must take ENGT 1150, Technical Graphics, prior to or along with CAD 1200, CAD I.				
<b>Other Required Classes</b>				
ENGT 1000	Introduction to Eng Tech	2	2	3
MATH 1730	Precalculus	5	0	5
8 to 10 credit hours of electives from the same discipline				8-10
<b>Total Certificate Requirements</b>				<b>28-30</b>

## Technical Electives:

(All electives must be in the same discipline)

### Architectural Engineering Technology

ACT 1161	Residential Design, Drafting & Const	2	6	4
ACT 1341	Commercial Design, Drafting & Codes	1	6	3
ACT 2123	Architectural Presentations	0	6	2

### Civil and Construction Engineering Technology

CIT 1220	Materials/Methods Construction	3	0	3
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 Horticulture	2	2	3
HORT 1110	Landscape Plant Materials I	2	2	3
HORT 1120	Landscape Design	2	2	3

# Culinary Arts

## Technical Certificate

Contact Information: Program Office 615-353-3783 or 615-353-3419, E-mail: [culinary.arts@nscc.edu](mailto: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:

- The ability to think creatively and work effectively in team environments within a kitchen production facility.
- Competency in food production cooking methods including hot and cold foods, and basic baking.
- A working knowledge of culinary theory and terms, and the ability to operate within a kitchen production facility.
- Knowledge of nutrition principles, menu writing, cost and inventory control, and safety and sanitation principles.

### Career Opportunities

- Line cook
- Pastry cook
- Prep cook
- Catering cook

### Related Information

NSCC Culinary Arts program 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

This certificate is designed so that a student can apply all of the required courses toward a Nashville State A.A.S. degree. A student who plans to apply the certificate toward an A.A.S. degree should consult his/her advisor about articulation options.

### Internship Requirements

Students must complete one 300-hour paid work internship in an approved culinary arts production kitchen prior to completing the requirements for an A.A.S. degree in Culinary Arts.

#### COURSE REQUIREMENTS

Course		Class	Lab	Credits
CUL 1010	Hospitality Management	3	0	3
CUL 1015	Sanitation & 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 & Menu Planning	3	0	3
CUL 2010	Purchasing & Cost Control	3	0	3
CUL 2210	Internship I	0	0	1
<b>Total Certificate Requirements</b>				<b>21</b>

#### RECOMMENDED FULL-TIME SCHEDULE FIRST YEAR

Fall Semester			Credits
CUL 1010	Hospitality Management	.....	3
CUL 1015	Sanitation & Safety	.....	2
CUL 1040	Culinary I	.....	3
CUL 1050	Nutrition & Menu Planning	.....	3
Spring Semester			
CUL 1020	Baking Skills	.....	3
CUL 1045	Culinary II	.....	3
CUL 2010	Purchasing & Cost Control	.....	3
CUL 2210	Internship I	.....	1



# Early Childhood Education

Technical Certificate

Contact Information: Program Office 615-353-3020, E-mail: early.childhood@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:

- Promote child development and learning of young children.
- Build family and community relationships.
- Identify and conduct themselves as members of the early childhood profession.

## Admission Requirements

Students must meet regular technical certificate admission requirements.

## Career Opportunities

- Teacher or Assistant Teacher
- Caregiver

## Practicum Courses

Students who wish to register for practicum courses should contact their advisor for information about clinical requirements prior to enrolling.

## Grading Policy

A grade of "C" or above must be earned in all Early Childhood courses prior to graduation. The student majoring in Early Childhood Education must receive a "C" or above in each course in order to meet prerequisite requirements for subsequent courses.

## Background Check for Employment

Students who wish to become employed in child care programs licensed by the Department of Human Services, State of Tennessee must undergo a criminal history and abuse registry background check. Tennessee law requires a satisfactory background check prior to employment. This is initiated by the employer.

## Transfer/Advising

Most students who have already completed coursework through TECTA support for their CDA have only (10-12) additional credits 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 REQUIREMENTS

Technical Specialty	Class	Lab	Credits
ECED 1010 Intro to Early Childhood Educ	2	0	2
ECED 2010 Safe, Healthy, Learning Env	3	0	3
ECED 2015 Early Childhood Curriculum	3	0	3
ECED 2040 Fam Dynamics & Comm Involve	3	0	3
ECED 2080 Language & Literacy in ECE	3	0	3
ECED 2085 Math and Science in ECE	3	0	3
ECED 2130 Initial Practicum	2	1	3
<b>ECED Elective</b> (choose one course below)	3	0	3
ECED 2030 Infant and Toddler Care			
ECED 2090 Creative Development			
ECED 2120 Admin of Child Care Centers			
<b>Total Certificate Requirements</b>			<b>23</b>

NOTE: The Technical Certificate can be completed online or on-ground.

# Horticulture

Technical Certificate

Contact Information: Jim Janosky 615-353-3348, Office: W-80, E-mail: jim.janosky@nscc.edu

The Horticulture curriculum prepares students for a variety of employment opportunities in the Green Industry. The program includes technical knowledge and hands-on skills, learning to implement a variety of horticultural tasks, and instruction in high quality service that meets the standard of the industry.

Graduates of the program should be able to:

- Identify and appropriately use landscape materials.
- Design and construct residential, and recreational landscapes.
- Maintain residential, commercial and recreational landscapes.
- Identify and control plant pests and diseases, including the proper use of pesticides.
- Learn management techniques to operate a horticultural business.

## Career Opportunities

- Landscape Designer
- Landscaper (installation, maintenance)
- Arborist
- Turfgrass Manager
- Nurseryman
- Retail Sales
- Horticultural Consultant
- Pest Control

## Transfer/Advising

This certificate is designed so that a student can apply all of the required courses towards a Nashville State A.A.S. degree in General Technology with a focus in Horticulture. For a student who plans to apply the certificate towards an A.S. university parallel degree, the student should consult his/her advisor about transferability of courses.

## COURSE REQUIREMENTS

Technical Specialty		Class	Lab	Credits
HORT 1010	Intro to Horticulture	3	0	3
HORT 1110	Landscape Plant Materials I	3	0	3
HORT 1120	Landscape Design	3	0	3
HORT 1140	Landscape Construction	3	0	3
HORT 1150	Soils and Fertilizers	3	0	3
HORT 1210	Turfgrass Management	3	0	3
HORT 1310	Horticultural Pesticides	3	0	3
HORT 1410	Arboriculture	3	0	3
HORT 1510	Principles of Mgmt/Horticulture	3	0	3
HORT 2010	Internship I	1	0	1
HORT 2020	Internship II	1	0	1
HORT 2110	Landscape Plant Materials II	3	0	3
<b>Total Certificate Requirements</b>				<b>32</b>

Two internships are required for graduation. Internships may 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, with a focus in Horticulture.

## RECOMMENDED FULL-TIME SCHEDULE

Fall Semester		Credits
HORT 1010	Intro to Horticulture.....	3
HORT 1110	Landscape Plant Materials I.....	3
HORT 1140	Landscape Construction.....	3
HORT 1150	Soils and Fertilizers.....	3
HORT 1120	Landscape Design.....	3
HORT 2010	Internship I.....	1
<b>Spring Semester</b>		
HORT 1210	Turfgrass Management.....	3
HORT 1310	Horticultural Pesticides.....	3
HORT 1410	Arboriculture.....	3
HORT 1510	Principles of Mgmt/Horticulture.....	3
HORT 2020	Internship II.....	1
HORT 2120	Landscape Plant Materials II.....	3

# Industrial Electrical Maintenance

Technical Certificate

Contact Information: Program Office 615-353-3475, E-mail: industrial.maintenance@nscc.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:

- Operate and maintain equipment and systems supporting modern manufacturing.
- Effectively troubleshoot and repair industrial electrical equipment and facility systems.
- Effectively work in teams to solve complex electrical system problems.
- Operate programmable logic controller (PLC) systems.

## Career Opportunities

- Plant maintenance technician
- Power plant operator/maintenance technician
- Plant electrician
- On-call service technician

## Transfer/Advising

This certificate is designed so that a student can apply all of the required courses toward a Nashville State A.A.S. degree in General Technology. A student who plans to apply the certificate toward an A.A.S. degree should consult his/her advisor about articulation options.

## COURSE REQUIREMENTS

Course		Class	Lab	Credits
IMC 1100	Electrical Maintenance Orient.	3	3	4
IMC 1155	DC and AC Circuits	4	3	5
IMC 1200	Digital Principles	3	3	4
IMC 2015	Hydraulics and Pneumatics	3	3	4
IMC 2105	Electrical Machines/Controls	2	3	3
IMC 2150	Control Applications	3	3	4
IMC 2205	Programmable Logic Controllers	3	3	4
IMC 2255	Interpreting Tech Information	3	3	4
<b>Total Certificate Requirements</b>				<b>32</b>

## RECOMMENDED PART-TIME EVENING SEQUENCE

**NOTE: NO DAY SEQUENCE IS CURRENTLY OFFERED**

### FIRST YEAR

Fall Semester		Credits
IMC 1100	Electrical Maintenance Orient. ....	4
IMC 1155	DC and AC Circuits.....	5

### Spring Semester

IMC 1200	Digital Principles .....	4
IMC 2015	Hydraulics and Pneumatics .....	4

### SECOND YEAR

Fall Semester		Credits
IMC 2105	Electrical Machines/Controls .....	3
IMC 2150	Control Applications .....	4

### Spring Semester

IMC 2205	Programmable Logic Controllers.....	4
IMC 2255	Interpreting Tech Information.....	4

# Medical Coding

Technical Certificate

Contact Information: Program Office 615-353-3705, E-mail: eli.alvarado@nscc.edu

The Medical Coding certificate is intended to provide entry level skills for students wanting to begin a career in coding medical records. Coding positions are available in various medical environments.

Graduates of the program should be able to:

- Assign CPT code(s) for procedures and/or services rendered
- Assign ICD-9-CM codes for reasons for the health encounter
- Interpret health record documentation using knowledge of anatomy, physiology, clinical disease processes, pharmacology, and medical terminology to identify diagnoses and/or procedures for code assignment.

## Career Opportunities Available in:

- Hospitals
- Physician Offices
- Insurance Companies
- Extended Care Facilities

## Related Information

A Coding certification examination provided by AAPC (American Academy of Professional Coders) or AHIMA (American Health Information Management Association) is required to become a certified coder.

## Grading Policy

A grade of C or above must be earned in all courses to meet prerequisite and graduation requirements.

## Transfer/Advising

This certificate is designed so that a student can apply all of the required courses toward a Nashville State A.A.S. degree in Healthcare Management, Coding Concentration. A student who plans to apply the certificate toward an A.A.S. degree should consult his/her advisor about articulation options.

COURSE REQUIREMENTS					
Course			Class	Lab	Credits
AIS	1181	Business Software Applications	3	0	3
BIOL	1000	Medical Terminology	3	0	3
BIOL	1004	Basic Anatomy and Physiology	3	0	3
HCM	2200	Medical Legal Issues	3	0	3
HCM	2300	Pharmacology	3	3	3
HCM	2400	ICD-CM Coding	3	0	3
HCM	2500	CPT Coding	3	0	3
HCM	2600	Insurance & Reimbursement	3	0	3
Total Certificate Requirements					24

# Medical Transcription

Technical Certificate

Contact Information: Program Office 615-353-3400, E-mail: office.admin@nscc.edu

The Medical Transcription Technical Certificate is intended to provide entry-level skills for a person wishing to begin a career in medical transcription.

The Technical Certificate provides an alternative to students who choose not to pursue the Associate of Applied Science degree in Office Administration-Medical Office Professional Concentration.

Graduates of this program should be able to:

- Perform office tasks using the leading office application software.
- Apply time management skills effectively by managing multiple projects and priorities.
- Play a vital role in a successful management team as an administrative assistant in a medical environment.
- Efficiently prepare business documents according to commonly accepted grammar and format standards.
- Effectively integrate information from multiple sources that allows for appropriate decision making.
- Demonstrate critical thinking and problem-solving skills.
- Exhibit responsible behavior and demonstrate an understanding of the principles of ethical behavior.

## Career Opportunities

- Transcriptionist
- Administrative Assistant
- Receptionist
- Office Manager

## Transfer/Advising

The certificate is designed so that a student can apply all of the required courses toward the Nashville State A.A.S. degree in Office Administration-Medical Office Professional Concentration. A student who plans to apply the certificate toward an A.A.S. degree should consult his/her advisor about articulation options.

### COURSE REQUIREMENTS

Course			Class	Lab	Credits
<b>Accounting Information Systems</b>					
AIS	1181	Business Software Applications	2	2	3
<b>Biology</b>					
BIOL	1000	Medical Terminology	3	0	3
BIOL	1004	Basic Anatomy and Physiology	3	0	3
<b>Office Administration</b>					
OAD	1100	Keyboarding/Formatting	3	0	3
OAD	1116	Business English	3	0	3
OAD	2600	Medical Transcription I	3	0	3
OAD	2610	Medical Transcription II	3	0	3
HCM	2300	Pharmacology	3	0	3
<b>Total Certificate Requirements</b>					<b>24</b>

### RECOMMENDED SCHEDULE FIRST YEAR

First Semester			Credits
BIOL	1000	Medical Terminology .....	3
OAD	1100	Keyboarding/Formatting.....	3
AIS	1181	Business Software Applications .....	3
<b>Second Semester</b>			
OAD	1116	Business English.....	3
OAD	2600	Medical Transcription I.....	3
BIOL	1004	Basic Anatomy and Physiology.....	3
<b>Third Semester</b>			
OAD	2610	Medical Transcription II.....	3
HCM	2300	Pharmacology.....	3

Cooperative work experience can be an important addition to a student's formal classroom work. Co-op courses may substitute for technical courses with the prior approval of the Program Coordinator. The Career Employment Center will provide the correct course numbers.

# Music Technology

## Technical Certificate

Contact Information: Wayne Neuendorf, 615-353-3653, Office: C-106, E-mail: wayne.neuendorf@nscc.edu  
Eric Richardson, 615-353-3467, Office: C-156B, E-mail: eric.richardson@nscc.edu

The mission of the Music Technology program is to provide a well-rounded curriculum of music-related technical, creative, and business courses designed to prepare students for a variety of employment opportunities within the music industry.

The Music Technology Technical Certificate is designed to prepare students for entry-level opportunities in the recording and music industries. The requirements for earning the technical certificate may be fulfilled in one year.

Graduates of the program should possess the ability to:

- Demonstrate proficiency with typical professional recording equipment and computer systems.
- Demonstrate an understanding of the terminology and operations of the music and recording industries.
- Apply critical thinking skills to resolve challenges in the workplace.
- Function competently in entry-level music business and recording/audio positions.
- Work effectively with others in a creative team environment.

### Career Opportunities

- Recording Engineer/Studio Operator
- Music Publisher
- Songwriter
- Independent Record Label Operator
- Producer
- Mastering Engineer

### Transfer/Advising

This certificate is designed so that a student can apply all of the required courses toward a Nashville State A.A.S. degree in General Technology. A student who plans to apply the certificate toward an A.A.S. degree should consult his/her advisor about articulation options.

### COURSE REQUIREMENTS

**Note:** Any 10 Music Technology courses fulfill the required 30 credit hours to earn the Technical Certificate.

Course			Class	Lab	Credits
MST	1110	Fundamentals of Music	3	0	3
MST	1130	Studio Recording I	2	2	3
MST	1140	MIDI I	2	2	3
MST	1210	The Business of Music	3	0	3
MST	1220	Songwriting I	3	0	3
MST	1230	Studio Recording II	2	2	3
MST	1240	Digital Audio Production I	2	2	3
MST	1260	MIDI II	2	2	3
MST	1310	The Internet for Musicians	2	2	3
MST	1320	Songwriting II	3	0	3
MST	1330	Studio Maintenance	2	2	3
MST	1340	Music Publishing I	3	0	3
MST	1360	Digital Audio Production II	2	2	3
MST	1410	Music Publishing II	3	0	3
MST	1420	Mastering	2	2	3
<b>Total Certificate Requirements</b>					<b>30</b>

Cooperative work experience can be an important addition to a student's formal classroom work. Co-op courses may substitute for technical courses with the prior approval of the Program Coordinator. The Career Employment Center will provide the correct course numbers.



# Photography

Technical Certificate

Contact Information: Program Office 615-353-3390, E-mail: photo.tech@nscc.edu

This technical certificate prepares students for employment in the field of Photography. The program provides students 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:

- Efficiently operate 35mm film and digital SLR cameras.
- Function competently in an entry level lab and/or studio position.
- Demonstrate working knowledge of digital imaging computer programs.
- 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

This certificate is designed so that a student can apply all of the required courses toward a Nashville State A.A.S. degree in Visual Communications, Photography Concentration. A student who plans to apply the certificate toward an A.A.S. degree should consult his/her advisor about articulation options.

## Notice of Right to Retain Student Work

The Visual Communications program reserves the right to retain certain selected examples of student work for teaching purposes, promotional purposes, and as a part of its permanent collection.

## COURSE REQUIREMENTS

Course		Class	Lab	Credits
PHO 1110	Basic Photography	3	0	3
PHO 1170	Business of Photography	3	0	3
PHO 1210	Black & White Photography I	2	2	3
COM 1170	Imaging Technologies	3	0	3
COM 1230	Digital Imaging I	2	2	3
PHO 1230	Color Lab Techniques I	2	2	3
PHO 1240	Lighting I	2	2	3
PHO 1490	Digital Photography	2	2	3
COM 2240	Digital Imaging II - Photography	3	0	3
PHO or COM	Elective			3
<b>Total Certificate Requirements</b>				<b>30</b>

Technical Electives		Class	Lab	Credits
PHO 1310	Black & White Photography II	2	2	3
PHO 1320	Color Lab Techniques II	2	2	3
PHO 1330	Alternative Photo Processes	2	2	3
PHO 1350	Lighting II	2	2	3
PHO 1410	Nature Photography	2	2	3
PHO 1430	Portrait Techniques	3	0	3
PHO 1470	Photojournalism	2	2	3
PHO 2000	Sports Photography	3	0	3
PHO 2190	Advanced Digital Printmaking	3	0	3
PHO 2200	Digital Color Management	3	0	3
COM 2280	Illustration with Painter®	3	0	3
PHO 2850	Special Topics	2	2	3

## RECOMMENDED FULL-TIME SCHEDULE PHOTOGRAPHY TECHNICAL CERTIFICATE FIRST YEAR

Fall Semester		Credits
PHO 1110	Basic Photography .....	3
PHO 1170	Business of Photography.....	3
PHO 1210	Black & White Photography I*.....	3
COM 1170	Imaging Technologies.....	3
COM 1230	Digital Imaging I .....	3
<b>Spring Semester</b>		
PHO 1230	Color Lab Techniques I .....	3
PHO 1240	Lighting I .....	3
PHO 1490	Digital Photography .....	3
COM 2240	Digital Imaging II - Photography.....	3
PHO or COM	Elective .....	3

\*Registering for PHO 1110 & PHO 1210 in the same semester requires permission of the department.

**Note:** Part-time students are encouraged to consult with their advisor for a suggested schedule of classes. Cooperative work experience can be an important addition to a student's formal classroom work. Co-op courses may substitute for technical courses with the prior approval of the Program Coordinator. The Career Employment Center will provide the correct course numbers.

# Surgical Technology

## Technical Certificate

Accredited by Accreditation Review Committee on Education in Surgical Technology (ARCST, [www.arcst.org](http://www.arcst.org), 303-694-9262) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP, [www.caahep.org](http://www.caahep.org), 727-210-2350)

Contact Information: Van Bates 615-353-3708, E-mail [van.bates@nscs.edu](mailto:van.bates@nscs.edu)

Surgical Technology education prepares students for employment in 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.

### NSCC Surgical Technology Program Goal Statement:

The Surgical Technology Program is an educational experience that produces competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains and prepares them to successfully complete the National Certification Exam. The program provides the qualified and motivated applicant with experiences in a learner-centered environment that is supportive and responsive to their individual needs. Learning experiences are facilitated by qualified faculty and/or preceptors and designed to help the student learn to independently apply sound theory to practice.

Graduates of the program should be able to:

- Recognize elements of good patient care and prioritize them before less important elements in the operating room.
- Behave professionally in a stressful environment with demanding personalities while remaining calm and focused.
- Accurately plan for and perform duties of a Surgical Technologist in the scrub role in common surgical specialties.

### Admission Requirements

- Must submit a Program Application as well as an Admissions application.
- Must have High School Diploma or GED.
- Must submit official transcripts to Admissions department.
- Must establish placement by transfer credit, college entrance exam scores, or campus placement testing.
- Must complete a panel interview.
- Selection will be based on a composite admission score consisting of points from, Panel Interview, GPA, related work experience, courses taken toward program, and Tennessee residency.

All of the courses in this certificate apply toward Nashville State's A.A.S. degree in General Technology.

### Transfer/Advising

This certificate is designed so that a student can apply all of the required courses toward a Nashville State A.A.S. degree. A student who plans to apply the certificate toward an A.A.S. degree should consult his/her advisor about articulation options.

**NOTE:** Prospective students will be required to provide a copy of a background check. NSCC does not use the background check as criteria for admission to the program. Background checks are required by some clinical sites as a condition of participation. Students are required to participate in a variety of clinical experiences to successfully complete the program. For questions regarding the background check, please call 615-353-3708.

### COURSE REQUIREMENTS

Course		Class	Lab	Credits
BIOL 1000	Medical Terminology	3		3
BIOL 1004	Basic Anatomy/Physiology	3		3
SURG 1001	Intro to Surgical Technology	3	3	3
SURG 1002	Basic Skills		3	1
SURG 1003	Intro to Clinical Experience	1	3	2
SURG 1004	Advanced Skills Lab		3	1
SURG 1005	Microbiology for Surgical Tech	2		2
SURG 1006	Basic Chemistry/Pharmacology	2		2
SURG 1010	Surgical Procedures	6		6
SURG 1011	Clinical Practicum I (Practical: 33.5 hours per week)			4
SURG 1012	Clinical Practicum II (Practical: 33.5 hours per week)			5
<b>Total Certificate Requirements</b>				<b>32</b>

# Web Page Authoring

Technical Certificate

Contact Information: David Weilmuenster 615-353-3415, E-mail: david.weilmuenster@nscc.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 available via the Web, requiring students to attend campus only occasionally to take proctored exams. If it is not possible for you to travel, you must contact your instructor to make arrangements for proctored exams. Some courses are also available on-site in a traditional classroom.

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.

Graduates of the program should be able to:

- Write HTML code to create a Web page with graphics and styled text.
- Create and incorporate graphics which have been optimized for speedy transmission.
- Design Web pages for ease of use and navigation.
- Upload Web site pages to a server.
- Understand legal issues as they apply to the Web.

## 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 <http://www.nsc.edu/orient/web.html> for additional information about hardware and software standards and to determine whether online learning is right for you.

## 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.

## Transfer/Continuation

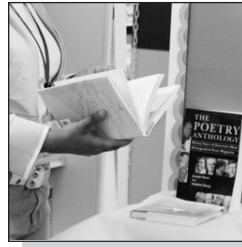
Students who are interested in this field may wish to consider a Visual Communications Associate's degree from NSCC with a concentration in Web Design. Students may also apply all of the courses in this certificate toward NSCC's A.A.S. degree in General Technology.

## COURSE REQUIREMENTS\*

### FIRST YEAR

Fall Semester			Credits
AIS	1181	Business Software Applications .....	3
COM	1000	Beginning HTML .....	3
COM	1010	Basic Web Design .....	3
ENGL	2116	Writing for the Web .....	3
Spring Semester			
BUS	1050	Legal Issues for the Web .....	3
COM	1020	Basic Web Graphics .....	3
COM	1300	Site Building I-Dreamweaver® .....	3
COM	1305	Multimedia I-Flash® .....	3
Total Certificate Requirements			24

\* Students desiring to continue their education are encouraged to take ENGL 1010 English Composition I, MATH 1530 Probability/Statistics, and a Humanities Elective in addition to the required courses listed above.



Associate of Arts, Associate of Science,  
and Associate of Science in Teaching



Catalog 2009–2011

*[www.nsccl.edu](http://www.nsccl.edu)*



## General Education

All institutions in the State University and Community College System of Tennessee (The Tennessee Board of Regents System) 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\***

Communication . . . . .	9 hours**
Humanities and/or Fine Arts (At least one course must be in literature.)	9 hours
Social/Behavioral Sciences . . . . .	6 hours
History . . . . .	6 hours***
Natural Sciences . . . . .	8 hours
Mathematics . . . . .	3 hours
Total . . . . .	41 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 (Tennessee History may substitute for three hours). Students who plan to transfer to University of Tennessee System universities or to out-of-state or private universities should check requirements of those institutions 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 within 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 pages 120–121 of this catalog. A complete listing of the courses fulfilling general education requirements for all system institutions is available on the TBR Web site ([www.tbr.edu](http://www.tbr.edu)) under Transfer and Articulation Information.

## General Education Competencies

These competencies prepare students for success in employment and in pursuit of additional education. The curriculum of all majors will integrate and reinforce the competencies, although specific applications will vary among majors.

Graduates of Nashville State degree programs will be able to:

1. Write clear, well-organized documents;
2. Locate, evaluate, and use multiple sources of information;
3. Prepare and deliver well-organized oral presentations;
4. Participate as team members and team leaders;
5. Apply mathematical concepts to problems and situations;
6. Use critical thinking skills;
7. Use and adapt current technologies;
8. Appreciate cultural diversity and the influence of history and culture; and
9. Apply scientific thought processes to a range of situations.



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.

<b>Communication Requirements:</b>	<b>A.A./A.S. = 9 hours</b> ENGL 1010 English Composition I ENGL 1020 English Composition II SPCH 1010 Speech	<b>A.A.S. = ENGL 1010</b>
<b>History Requirements:</b>	<b>A.A./A.S. = 6 hours</b> HIST 1110 World Civilization I HIST 1120 World Civilization II HIST 2010 American People To 1877* HIST 2020 American People Since 1877* HIST 2030 Tennessee History	<b>A.A.S. = none</b>
<b>Science Requirements:</b>	<b>A.A./A.S. = 8 hours</b> BIOL 1010 Intro to Biology I BIOL 1020 Intro 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 2115 Environmental Science BIOL 2211 General Botany CHEM 1110 General Chemistry I CHEM 1120 General Chemistry II CHEM 1030 Fundamentals of Chemistry ASTR 1010 Solar System Astronomy ASTR 1020 Stellar & Galactic Astronomy GEOL 1040 Physical Geology GEOL 1110 Earth Science PSCI 1030 Survey of Physical Science PHYS 2010 Non-Calculus Physics I PHYS 2020 Non-Calculus Physics II PHYS 2110 Calculus Physics I PHYS 2120 Calculus Physics II	<b>A.A.S. = 3-4 hours</b> Science or Math
<b>Math Requirements:</b>	<b>A.A./A.S. = 3 hours</b> MATH 1010 Math for Liberal Arts MATH 1130 College Algebra MATH 1130 Expanded College Algebra MATH 1530 Probability/Statistics MATH 1630 Finite Mathematics MATH 1710 Precalculus I MATH 1720 Precalculus II MATH 1730 Precalculus MATH 1830 Concepts of Calculus MATH 1910 Calculus & Analytic Geom I	<b>A.A.S. = 3 hours</b> Science or Math

\* Students who plan to transfer to Tennessee Board of Regents (TBR) universities should take six hours of United States History (Tennessee History may substitute for three hours).

**Humanities/Fine Arts Requirements: A.A./A.S. = 9 hours (3 hours must be in literature) A.A.S. = 3 hours**

ART 1030	Art Appreciation
ART 2131	Art History Survey I
ART 2132	Art History Survey II
ENGL 2010	Literature: Fiction
ENGL 2020	Literature: Poetry and Drama
ENGL 2030	Themes in Literature & Culture
ENGL 2110	Survey of American Lit I
ENGL 2120	Survey of American Lit II
ENGL 2133	Multicultural Literature
ENGL 2140	Introduction to Cinema
ENGL 2210	Survey of British Lit I
ENGL 2220	Survey of British Lit II
ENGL 2310	Survey of World Lit I
ENGL 2320	Survey of World Lit II
MUS 1030	Music Appreciation
PHIL 1030	Introduction to Philosophy
PHIL 1111	Introduction to Ethics
PHIL 2200	World Religions
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
POLI 2010	American National Government
PSYC 1111	Intro. to Psychology
PSYC 2111	Psy of Human Growth & Dev
SOCI 1111	Introduction to Sociology
SOCI 1112	Social Problems
SOCI 1120	Intro to Cultural Anthropology
SOCI 2112	Marriage and Family
GEOG 1010	World Regional Geography I
GEOG 1020	World Regional Geography II
ECON 1111	Principles of Macroeconomics
ECON 1121	Principles of Microeconomics

**A.A. Additional Requirement =  
Two semesters of same  
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, and copies of these agreements are available on the Records Office Web site. Tennessee State University has a full-time advisor available in Student Services to help transfer students.

Nashville State and Tennessee State University have a Dual Admissions program to help students transfer and graduate from selected baccalaureate programs smoothly. Eligible participants receive many advantages of University students from the time they first enroll at Nashville State. For more information, contact either Stephen Hooks (615-353-3265), Jennifer Irwin (615-353-3042), or Adrian Miller (615-353-3577) on the Nashville State campus, or Lynette Perry (615-963-7376) at Tennessee State University.

## **Associate of Science Degree ..... Associate of Arts Degree .....Required 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 are 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 listed on the following pages.

American Sign Language  
Art (Studio)  
Biology  
Business and Information Systems  
Chemistry  
Child Development and Family Relations  
Communication Studies  
Computer Science  
Criminal Justice  
Early Childhood Education  
Elementary Education  
English  
French (A.A. Only)  
Geography  
Healthcare Management  
Health Information Management  
History  
Horticulture  
Mathematics  
Music  
Philosophy  
Physical Education  
Physics  
Political Science  
Pre-Dentistry  
Pre-Engineering  
Pre-Exercise Physiology  
Pre-Industrial Technology (A.S. Only)  
Pre-Law  
Pre-Medical Technology  
Pre-Medicine  
Pre-Nursing  
Pre-Occupational Therapy  
Pre-Pharmacy  
Pre-Physical Therapy  
Pre-Respiratory Therapy  
Psychology  
Secondary Education  
Social Work  
Sociology  
Spanish (A.A. Only)  
Special Education

## Areas of Emphasis

The A.A. and A.S. degrees are designed for students who plan to transfer into baccalaureate degrees after graduation from Nashville State. If the transfer institution is known, the student should contact that institution and follow its requirements. If the transfer institution is not known, the Nashville State courses listed below are recommended as part of the 60 credit hours required for graduation.

Students should select an area of emphasis in the intended university major. The courses below are suggested and do not represent requirements for any specific university.

### American Sign Language

In addition to the General Education Core, these courses are recommended:

ASL	1002	Fingerspelling	.2 hours
ASL	1010	Foundations of Deafness	.3 hours
ASL	1110	American Sign Language I	.3 hours
ASL	1120	American Sign Language II	.3 hours
ASL	1130	American Sign Language III	.3 hours
ASL	2300	American Sign Language IV	.3 hours

### Art (Studio)

In addition to the General Education Core, these courses are recommended:

ART	1121	Drawing I	.3 hours
ART	1122	Drawing II	.3 hours
ART	1132	Two-Dimensional Design	.3 hours
ART	1133	Three-Dimensional Design	.3 hours
ART	2131	Art History Survey I	.3 hours
ART	2132	Art History Survey II	.3 hours
ART	2221	Painting I	.3 hours
ART	2222	Painting II	.3 hours

### Biology

In addition to the General Education Core, these courses are recommended:

BIOL	2230	Microbiology	.4 hours
CHEM	1110	General Chemistry I	.4 hours
CHEM	1120	General Chemistry II	.4 hours
Extra hour from General Education Math			.0-1 hour*
<b>Science Electives</b> (choose from below)			.6-7 hours
CHEM	2010	Organic Chemistry I	.4 hours
CHEM	2020	Organic Chemistry II	.4 hours
BIOL	2230	Microbiology	.4 hours

\* If the mathematics course for general education is four hours, the extra hour is included in the Area of Emphasis.

## Business and Information Systems

In addition to the General Education Core, these courses are recommended:

ACCT	1104	Principles of Accounting I	.3 hours
ACCT	1105	Principles of Accounting II	.3 hours
AIS	1181	Business Software Applications	.3 hours
BUS	2315	Business Statistics	.3 hours
ECON	1111	Principles of Macroeconomics	.3 hours
ECON	1121	Principles of Microeconomics	.3 hours
MATH	1830	Concepts of Calculus	.3 hours

### Chemistry

In addition to the General Education Core, these courses are recommended:

PHYS	2110	Calculus Based Physics I	.4 hours
PHYS	2120	Calculus Based Physics II	.4 hours
CHEM	2010	Organic Chemistry I	.4 hours
CHEM	2020	Organic Chemistry II	.4 hours
Extra hour from General Education Math			.1 hour

### Child Development & Family Relations

In addition to the General Education Core, choose from these courses:

ECED	1010	Intro to Early Childhood Educ	.2 hours
ECED	2010	Safe, Healthy, Learning Env	.3 hours
ECED	2015	Early Childhood Curriculum	.3 hours
ECED	2020	Infant, Toddler, Child Dev	.3 hours
ECED	2030	Infant and Toddler Care	.3 hours
ECED	2040	Fam Dynamics & Comm Involve	.3 hours
ECED	2060	Dev of Exceptional Children	.3 hours
ECED	2070	Development Assessment	.3 hours
ECED	2090	Creative Development	.3 hours
ECED	2120	Admin of Child Care Centers	.3 hours

Consult the catalog of the transfer college.

### Communication Studies

In addition to the General Education Core, these courses are recommended:

SPCH	1112	Fundamentals of Speech Comm	.3 hours
SPCH	2111	Interpersonal Skills	.3 hours
SPCH	2222	Business and Professional Comm	.3 hours
THEA	1030	Introduction to Theater	.3 hours
THEA	1035	Acting I	.3 hours

## Computer Science

In addition to the General Education Core, these courses are recommended:

CS	1170	Computer Science I	.4 hours
CS	2170	Computer Science II	.4 hours
MATH	1910	Calculus & Analytical Geom I	.4 hours
CIS	2270	Java Application Development	.3 hours
		or	
CIS	2320	Intro to C#	.3 hours

## Criminal Justice

In addition to the General Education Core, these courses are recommended:

PST	1000	Intro to Criminal Justice	.3 hours
PST	1005	Intro to Criminology	.3 hours
PST	1010	Criminal Law & Procedure	.3 hours
PST	2010	Criminal Investigation	.3 hours
PSCI	1030	Survey of Physical Science	.3 hours
PSYC	1111	Intro to Psychology	.3 hours

## Early Childhood Education

In addition to the General Education Core, choose from these courses:

ECED	1010	Intro to Early Childhood Educ	.2 hours
ECED	2015	Early Childhood Curriculum	.3 hours
ECED	2020	Infant, Toddler, Child Dev	.3 hours
ECED	2030	Infant and Toddler Care	.3 hours
ECED	2040	Fam Dynamics & Comm Involve	.3 hours
ECED	2060	Dev of Exceptional Children	.3 hours
ECED	2070	Development Assessment	.3 hours
ECED	2090	Creative Development	.3 hours
EDUC	2010	Foundations of Education	.3 hours
MATH	1410	Math for Elementary Educ. I	.3 hours

Consult the catalog of the transfer college.

## Elementary Education

In addition to the General Education Core, these courses are recommended:

EDUC	2010	Foundations of Education	.3 hours
EDUC	2110	Educational Psychology	.3 hours
EDUC	2120	Intro to Special Education	.3 hours
MATH	1410	Math for Elem Education I	.3 hours
MATH	1420	Math for Elem Education II	.3 hours
GEOL	1110	Earth Science	.4 hours
		or	
ASTR	1010	Solar System Astronomy	.4 hours

Consult the catalog of the transfer college.

## English

In addition to the General Education Core, these courses are recommended:

ENGL	2030	Themes in Literature & Culture	.3 hours
ENGL	2110	Survey of American Lit I	.3 hours
ENGL	2120	Survey of American Lit II	.3 hours
ENGL	2210	Survey of British Lit I	.3 hours
ENGL	2220	Survey of British Lit II	.3 hours
ENGL	2310	Survey of World Lit I	.3 hours
ENGL	2320	Survey of World Lit II	.3 hours
ENGL	2133	Multicultural Literature	.3 hours
ENGL	2140	Introduction to Cinema	.3 hours

## French (A.A. Only)

In addition to the General Education Core, these courses are recommended:

FREN	1010	Beginning French I	.3 hours
FREN	1020	Beginning French II	.3 hours
FREN	2010	Intermediate French I	.3 hours
FREN	2020	Intermediate French II	.3 hours

Consult the catalog of the transfer college.

## Geography

In addition to the General Education Core, these courses are recommended:

GEOG	1010	World Regional Geography I	.3 hours
GEOG	1020	World Regional Geography II	.3 hours
HIST	1110	World Civilization I	.3 hours
HIST	1120	World Civilization II	.3 hours
POLI	1111	Intro to Political Science	.3 hours
SOCI	1111	Intro to Sociology	.3 hours

Consult the catalog of the transfer college.

## Healthcare Management

In addition to the General Education Core, these courses are recommended:

ACCT	1104	Principles of Accounting I	.3 hours
ECON	1121	Principles of Microeconomics	.3 hours

## Health Information Management

In addition to the General Education Core, these courses are recommended:

ACCT	1104	Principles of Accounting I	.3 hours
ECON	1121	Principles of Microeconomics	.3 hours

## History

In addition to the General Education Core, these courses are recommended:

HIST	1110	World Civilization I	.3 hours
HIST	1120	World Civilization II	.3 hours
HIST	2030	Tennessee History	.3 hours
POLI	1111	Intro to Political Science	.3 hours
GEOG	1010	World Regional Geography I	.3 hours
GEOG	1020	World Regional Geography II	.3 hours

Consult the catalog of the transfer college.

## Horticulture

In addition to the General Education Core, these courses are recommended:

HORT	1010	Intro to Horticulture	.3 hours
HORT	1110	Landscape Plant Materials I	.3 hours
HORT	1150	Soils and Fertilizers	.3 hours
HORT	1120	Landscape Design	.3 hours
HORT	1310	Horticultural Pesticides	.3 hours
BIOL	2211	General Botany	.4 hours

Consult the catalog of the transfer college.

## Mathematics

In addition to the General Education Core, these courses are recommended:

MATH	1920	Calculus & Analytic Geom II	.4 hours
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The following courses definitely transfer to some universities and may transfer to some other universities. It is strongly recommended that students verify transferability with the receiving university.

MATH	2110	Calculus & Analytic Geom III	.4 hours
MATH	2120	Differential Equations	.3 hours

## Music

In addition to the General Education Core, these courses are recommended:

MUS	1010	Materials of Music	.3 hours
MUS	1014	Class Voice	.1 hour
MUS	1020	Music Theory I	.3 hours
MUS	1025	Aural Skills I	.1 hour
MUS	1021	Music Theory II	.3 hours
MUS	1026	Aural Skills II	.1 hour
MUS	1040	Class Guitar	.1 hour
MUS	1307	Campus Choir	.1 hour
MUS	2020	Music Theory III	.3 hours
MUS	2025	Aural Skills III	.1 hour
MUS	2021	Music Theory IV	.3 hours
MUS	2026	Aural Skills IV	.1 hour
MUS	2111	History of Popular Music	.3 hours

## Philosophy

In addition to the General Education Core, these courses are recommended:

PHIL	1000	Critical Thinking	.3 hours
PHIL	1030	Introduction to Philosophy	.3 hours
PHIL	1111	Introduction to Ethics	.3 hours
PHIL	2021	Philosophy in Movies	.3 hours
PHIL	2022	Philosophy of Religion	.3 hours
PHIL	2023	Continental Philosophy	.3 hours
PHIL	2024	Environmental/Animal Ethics	.3 hours
PHIL	2200	World Religions	.3 hours
PHIL	2300	Ethics in Medicine	.3 hours

## Physical Education

In addition to the General Education Core, these courses are recommended:

PHED	1010	Intro to Health & Wellness	.3 hours
PHED	2130	Intro to Physical Education	.3 hours
PHED	2310	Community Health	.3 hours
BIOL	1215	Principles of Nutrition	.3 hours

See PHED course descriptions for additional Physical Education activity courses.

## Physics

In addition to the General Education Core, these courses are recommended:

MATH	1920	Calculus & Analytic Geom II	.4 hours
MATH	2110	Calculus & Analytic Geom III	.4 hours
MATH	2120	Differential Equations	.3 hours
CHEM	1110	General Chemistry I	.4 hours

\* It is recommended that students take MATH 1910, Calculus & Analytic Geom I as their math requirement.

## Political Science

In addition to the General Education Core, these courses are recommended:

POLI	1111	Intro to Political Science	.3 hours
POLI	2010	American National Government	.3 hours
HIST	1110	World Civilization I	.3 hours
HIST	1120	World Civilization II	.3 hours
HIST	2030	Tennessee History	.3 hours
GEOG	1010	World Regional Geography I	.3 hours
GEOG	1020	World Regional Geography II	.3 hours

Consult the catalog of the transfer college.



## Pre-Dentistry

In addition to the General Education Core, these courses are recommended:

BIOL	2010	Human Anatomy & Physiology I	4 hours
BIOL	2020	Human Anatomy & Physiology II	4 hours
CHEM	2010	Organic Chemistry I	4 hours
CHEM	2020	Organic Chemistry II	4 hours

## Pre-Engineering

In addition to the General Education Core, these courses are recommended:

MATH	1920	Calculus & Analytical Geom II	4 hours
MATH	2110	Calculus & Analytical Geom III	4 hours
CHEM	1110	General Chemistry I	4 hours
CHEM	1120	General Chemistry II	4 hours

Courses should be selected by the student in consultation with advisors at the college or university that they wish to transfer to.

## Pre-Exercise Physiology

In addition to the General Education Core, these courses are recommended:

BIOL	1215	Principles of Nutrition	3 hours
BIOL	2010	Human Anatomy & Physiology I	4 hours
BIOL	2020	Human Anatomy & Physiology II	4 hours
BIOL	2230	Microbiology	4 hours
PSYC	1111	Introduction to Psychology	3 hours
PSYC	2111	Psychology of Human Growth & Dev.	3 hours

## Pre-Industrial Technology (A.S. Only)

In addition to the General Education Core, these courses are recommended:

CHEM	1110	General Chemistry I	4 hours
PHYS	2010	Non-Calculus Physics I	4 hours
PHYS	2020	Non-Calculus Physics II	4 hours
ENGT	1000	Intro to Engr Technology	3 hours
EETH	1110	Electric Circuits	4 hours
EETH	1115	Electric Circuits Lab	1 hour

## Pre-Law

Association of American Law Schools does not recommend a specific pre-law curriculum.

## Pre-Medical Technology

In addition to the General Education Core, these courses are recommended:

CHEM	1110	General Chemistry I	4 hours
CHEM	1120	General Chemistry II	4 hours
CHEM	2010	Organic Chemistry I	4 hours
CHEM	2020	Organic Chemistry II	4 hours
BIOL	2230	Microbiology	4 hours

## Pre-Medicine

In addition to the General Education Core, these courses are recommended:

BIOL	2010	Human Anatomy & Physiology I	4 hours
BIOL	2020	Human Anatomy & Physiology II	4 hours
CHEM	2010	Organic Chemistry I	4 hours
CHEM	2020	Organic Chemistry II	4 hours
PHYS	2010	Non-Calculus Physics I	4 hours

## Pre-Nursing

(If you are transferring to TSU or Belmont, separate advising guidelines are available.)

In addition to the General Education Core, these courses are recommended:

PSYC	1111	Intro to Psychology	3 hours
PSCY	2111	Psy of Human Growth & Dev	3 hours
BIOL	2010	Anatomy and Physiology I	4 hours
BIOL	2020	Anatomy and Physiology II	4 hours
BIOL	2230	Microbiology	4 hours
SOCI	1111	Introduction to Sociology	3 hours
CHEM	1110	General Chemistry I	4 hours

## Pre-Occupational Therapy

In addition to the General Education Core, these courses are recommended:

PSYC	1111	Introduction to Psychology	3 hours
PSYC	2111	Psychology of Human Growth & Dev.	3 hours
PSYC	2120	Child and Adolescent Development	3 hours
PSYC	2125	Abnormal Psychology	3 hours
BIOL	1000	Medical Terminology	3 hours
BIOL	2010	Human Anatomy & Physiology I	4 hours
BIOL	2020	Human Anatomy & Physiology II	4 hours
SOCI	1111	Introduction to Sociology	3 hours
MATH	1530	Probability/Statistics	3 hours

## Pre-Pharmacy

In addition to the General Education Core, these courses are recommended:

BIOL	1215	Principles of Nutrition	3 hours
BIOL	1010	Intro Biology I	4 hours
BIOL	1020	Intro Biology II	4 hours
BIOL	1110	General Biology I	4 hours
BIOL	1120	General Biology II	4 hours
BIOL	2211	General Botany	4 hours
BIOL	2010	Human Anatomy & Physiology I	4 hours
BIOL	2020	Human Anatomy & Physiology II	4 hours
BIOL	2230	Microbiology	4 hours
CHEM	1110	General Chemistry I	4 hours
CHEM	1120	General Chemistry II	4 hours
CHEM	2010	Organic Chemistry I	4 hours
CHEM	2020	Organic Chemistry II	4 hours

MATH 1530	Probability/Statistics	.3 hours
MATH 1830	Concepts of Calculus	.3 hours
PHIL 2300	Ethics in Medicine	.3 hours
ECON 1111	Principles of Macroeconomics	.3 hours
ECON 1121	Principles of Microeconomics	.3 hours
PHYS 2010	Non-Calculus Physics I	.4 hours

## Pre-Physical Therapy

In addition to the General Education Core, these courses are recommended:

BIOL 2010	Human Anatomy & Physiology I	.4 hours
BIOL 2020	Human Anatomy & Physiology II	.4 hours
CHEM 1110	General Chemistry I	.4 hours
CHEM 1120	General Chemistry II	.4 hours
PHYS 2010	Non-Calculus Physics I	.4 hours
PHYS 2020	Non-Calculus Physics II	.4 hours
MATH 1530	Probability/Statistics	.3 hours
PSYC 1111	Introduction to Psychology	.3 hours
PSYC 2111	Psychology of Human Growth & Dev	.3 hours

## Pre-Respiratory Therapy

In addition to the General Education Core, these courses are recommended:

BIOL 2010	Human Anatomy & Physiology I	.4 hours
BIOL 2020	Human Anatomy & Physiology II	.4 hours
BIOL 2230	Microbiology	.4 hours
CHEM 1110	General Chemistry I	.4 hours
MATH 1530	Probability/Statistics	.3 hours

## Psychology

In addition to the General Education Core, these courses are recommended:

PSYC 1111	Intro to Psychology	.3 hours
PSYC 1115	Psychology of Adjustment	.3 hours
PSYC 2111	Psy of Human Growth & Dev	.3 hours
PSYC 2112	Social Psychology	.3 hours
PSYC 2120	Child & Adolescent Development	.3 hours
PSYC 2125	Abnormal Psychology	.3 hours

Consult the catalog of the transfer college.

## Secondary Education

In addition to the General Education Core, these courses are recommended:

EDUC 2010	Foundations of Education	.3 hours
EDUC 2110	Educational Psychology	.3 hours
EDUC 2120	Intro to Special Education	.3 hours

Additional hours to total 19 credits. Choose specific courses in major teaching area. Consult the catalog of the transfer college.

## Social Work

In addition to the General Education Core, these courses are recommended:

SOCS 1010	Intro to Social Work	.3 hours
SOCS 1020	Human Behavior Social Environ	.3 hours
SOCS 2055	Soc Work Interviewing Skills	.3 hours
SOCI 1112	Social Problems	.3 hours
SOCI 2112	Marriage and Family	.3 hours
ECON 1111	Principles of Macroeconomics	.3 hours

## Sociology

In addition to the General Education Core, these courses are recommended:

SOCI 1111	Intro to Sociology	.3 hours
SOCI 1112	Social Problems	.3 hours
SOCI 1120	Intro to Cultural Anthropology	.3 hours
SOCI 2112	Marriage and Family	.3 hours
SOCI 2113	Social Psychology	.3 hours

Consult the catalog of the transfer college.

## Spanish (A.A. Only)

In addition to the General Education Core, these courses are recommended:

SPAN 1010	Beginning Spanish I	.3 hours
SPAN 1020	Beginning Spanish II	.3 hours
SPAN 2010	Intermediate Spanish I	.3 hours
SPAN 2020	Intermediate Spanish II	.3 hours
SPAN 2025	Conversational Spanish	.3 hours

Consult the catalog of the transfer college.

## Special Education

In addition to the General Education Core, these courses are recommended:

EDUC 2010	Foundations of Education	.3 hours
EDUC 2110	Educational Psychology	.3 hours
EDUC 2120	Intro to Special Education	.3 hours
MATH 1410	Math for Elem Education I	.3 hours
MATH 1420	Math for Elem Education II	.3 hours

Choose electives to total 19 credits. Consult the catalog of the transfer college.

# Elementary Education

Associate of Science in Teaching (A.S.T.) K-6 Curriculum

Contact Information: Program Office 615-353-3020, E-mail: elementary.education@nscc.edu

The Associate of Science in Teaching (A.S.T.) Degree is designed as a transfer degree for students who wish to pursue a career in elementary education, teaching children in kindergarten through sixth grade in public and private schools. The graduate with an A.S.T. degree will have completed the first two years of a four-year degree required for teacher certification in elementary education in Tennessee. Students who earn the A.S.T. can transfer to any of the six Tennessee Board of Regents universities for their junior and senior years and are prepared to apply for acceptance into the university's teacher education program.

Graduates of the program should be able to:

- Transfer to a four-year university to earn a degree in elementary education.
- Meet requirements for admission into teacher education programs for K-6 licensure.

## Admission Requirements

Students must meet regular degree-seeking admission requirements for the Associate of Science degree.

## Graduation Requirements

To earn the AST degree, the student must:

- Successfully complete the required course of study as outlined in the catalog.
- Attain a 2.75 cumulative grade point average.
- Successfully complete the Praxis I Exam or have a 22 on the ACT.
- Receive a satisfactory rating on an index of suitability for the teaching profession.

## Transfer/Advising

Students should consult frequently with their advisors to insure completion of all requirements for this degree. Failure to do so could result in a loss of credits in the transfer process.

## COURSE REQUIREMENTS

Communication			Class	Lab	Credits
ENGL	1010	English Composition I	3	0	3
ENGL	1020	English Composition II	3	0	3
SPCH	1010	Speech	3	0	3
Humanities					
ENGL	2010	Literature: Fiction or	3	0	3
ENGL	2020	Literature: Poetry and Drama	3	0	3
ART	1030	Art Appreciation or	3	0	3
MUS	1030	Music Appreciation	3	0	3
		Humanities Elective	3	0	3
Mathematics					
MATH	1010	Math for Liberal Arts	3	0	3
Natural Sciences (must include lab)					
BIOL	1010	Intro to Biology I	3	3	4
PSCI	1030	Survey of Physical Science	3	3	4
Social Sciences					
GEOG	1020	World Regional Geography II	3	0	3
POLI	2010	American National Government or	3	0	3
SOCI	1111	Intro to Sociology	3	0	3
History (Choose 2 from HIST 2010, 2020, or 2030)					
HIST	2010	American People To 1877	3	0	3
HIST	2020	American People Since 1877	3	0	3
HIST	2030	Tennessee History	3	0	3
Area of Emphasis Courses					
EDUC	2010	Foundations of Education	3	0	3
EDUC	2110	Educational Psychology	3	0	3
EDUC	2120	Intro to Special Education	3	0	3
MATH	1410	Math for Elem Education I	3	0	3
MATH	1420	Math for Elem Education II	3	0	3
GEOL	1110	Earth Science or	3	3	4
ASTR	1010	Solar System Astronomy	3	3	4
<b>Total Required – Associate's Degree</b>					<b>60</b>

## RECOMMENDED FULL-TIME SCHEDULE

### FIRST YEAR

Fall Semester			Credits
ENGL	1010	English Composition I .....	3
MATH	1010	Math for Liberal Arts .....	3
HIST	2010	American People To 1877 .....	3
		or	
HIST	2020	American People Since 1877.....	3
		or	
HIST	2030	Tennessee History .....	3
BIOL	1010	Intro to Biology I (must include lab) .....	4
ART	1030	Art Appreciation.....	3
		or	
MUS	1030	Music Appreciation .....	3

**Spring Semester**

ENGL 1020	English Composition II .....	3
PSCI 1030	Survey of Physical Science (must include lab).....	4
HIST 2010	American People To 1877 .....	3
	or	
HIST 2020	American People Since 1877.....	3
	or	
HIST 2030	Tennessee History .....	3
SPCH 1010	Speech .....	3
EDUC 2110	Educational Psychology.....	3

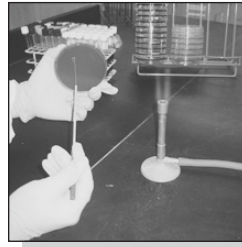
**SECOND YEAR****Fall Semester****Credits**

ENGL 2010	Literature: Fiction .....	3
	or	
ENGL 2020	Literature: Poetry and Drama .....	3
MATH 1410	Math for Elem Education I .....	3
GEOG 1020	World Regional Geography II .....	3
GEOL 1110	Earth Science .....	4
EDUC 2010	Foundations of Education .....	3

**Spring Semester**

MATH 1420	Math for Elem Education II.....	3
POLI 2010	American National Government .....	3
EDUC 2120	Intro to Special Education.....	3
	Humanities Elective .....	3





## Course Descriptions



Catalog 2009–2011

*[www.nsccl.edu](http://www.nsccl.edu)*





# Accounting

## ACCT 1010

### Survey of Accounting

3 Credits

3 Class Hours

A study of accounting meant for persons who intend to own and/or operate their own business. The emphasis is on how to interpret accounting information and how to use it to make smart business decisions. Some general accounting procedures such as recording debits and credits and preparing financial statements will be covered, but the majority of the course will focus on understanding accounting information and how it is useful to both internal and external users. Some curriculums allow students to choose between ACCT 1010 and ACCT 1104, others require ACCT 1104. Please verify curriculum requirements before enrolling. *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, internal controls, accounting for cash, receivables, payroll, inventories, fixed assets, and current liabilities. *Prerequisite: DSPM 0850*

## ACCT 1105

### Principles of Accounting II

3 Credits

3 Class Hours

A continuation of ACCT 1104. Topics include accounting for corporate entities, long-term investments and liabilities, statement of cash flows, financial statement analysis, job order and process cost systems, cost-volume-profit analysis, and performance analysis. *Prerequisite: ACCT 1104 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 and financial disclosures. Topics include income measurement and profitability analysis, time value of money, cash and receivables, measurement and valuation of inventory and cost of goods sold. *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, acquisition, utilization and retirement of non-current assets, investments in debt and equity securities, lease accounting, earnings per share, financial reporting and analysis, and accounting changes and error corrections. *Prerequisite: ACCT 2154 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 2350

### Taxation

3 Credits

3 Class Hours

An introduction to Federal Income Taxation. Topics include individual 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

### Accounting System Applications

3 Credits

2 Class Hours, 2 Lab Hours

A course designed to familiarize students with creation and maintenance of 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 design and use of a chart of accounts, sales and purchases transactions, inventory transactions, bank reconciliations, and payroll transactions. *Prerequisite: ACCT 1010 or ACCT 1104 with a grade of "C" or higher and knowledge of basic computer fundamentals*

## 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 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 (GAAS), the auditors report (opinion), professional ethics, audit evidence, planning the audit, use of ratios in detecting fraud or material misstatement, internal control, and audit procedures by specific account. *Prerequisite: ACCT 1105 with a grade of "C" or higher*

## ACCT 2840

### Database Applications

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 courses included in the accounting curriculum. This course should be taken during the last semester before graduation. *Prerequisites: ACCT 2154, ACCT 2200, ACCT 2380, ACCT 2740, and ACCT 2600 with a grade of "C" or higher*  
*Corequisites: ACCT 2164, ACCT 2350, and ACCT 2840*

# Architectural, Civil and Construction Engineering Technology

## ACT 1161

### Residential Design, Drafting and Const

4 Credits 1 Class Hours, 6 Lab Hours

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. *Prerequisites:* CAD 1200

## ACT 1341

### Commercial Design, Drafting and Codes

4 Credits 1 Class Hour, 6 Lab Hours

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. *Prerequisites:* ACT 1161 and CAD 1301

## ACT 1391

### History of Architecture

3 Credits 3 Class Hours

An introductory course in the history of 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 2123

### Architectural Graphics

2 Credits 1 Class Hour, 3 Lab Hours

An advanced architectural graphics course focusing on current industry practices, skills, software and techniques in the Architectural, Civil and Construction fields. Applications computer application may include: REVIT, AutoCAD®, Adobe Illustrator®, Adobe Photoshop®, Adobe InDesign® and SketchUp®. *Prerequisites:* CAD 1200 and ACT 1161

## 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

4 Credits 1 Class Hour, 6 Lab Hours

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

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

## ACT 2500

### Interior Design and Architecture

2 Credits 1 Class Hour, 2 Lab Hours

An introductory to the process, principles and theories related to the interior environment. Students learn vocabulary, terminology and drawing skills related to the profession of interior design and architecture. *Prerequisites:* ACT 1161 and CAD 1200 or permission of the instructor

# Accounting Information Systems

## AIS 1180

### Intro to Microcomputing

3 Credits 2 Class Hours, 2 Lab Hours

An introduction to microcomputing tasks and terminology. Topics include input and output, storage, memory, the CPU, and the Windows operating system. Hands-on experience is gained in working with Windows, managing files, managing disks, and exploring the Internet.

## AIS 1181

### Business Software Applications

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, database, and presentation software. It is recommended that Computer Accounting majors complete AIS 1180 before taking AIS 1181. *Prerequisites:* DSPR 0800, DSPM 0800

# 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, 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. 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**

A 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**

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 and Steering****3 Credit Hours    2 Lecture Hours, 2 Lab Hours**

A comprehensive study of General Motors suspension systems with emphasis on wheel alignment and suspension rebuilding. *Prerequisite: AMT 1190*

**AMT 1135****Suspension and Steering****3 Credit Hours    2 Lecture Hours, 2 Lab Hours**

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**

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**

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: AMT 1190*

**AMT 1295****Automotive Electronics****3 Credits            2 Class Hours, 3 Lab Hours**

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 Transmissions I****3 Credit Hours    2 Lecture Hours, 3 Lab Hours**

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 Transmissions I****3 Credit Hours    2 Lecture Hours, 3 Lab Hours**

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 Trans/Drives/Diffs****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 Trans/Drives/Diffs****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**

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 Transmissions II****3 Credit Hours 2 Lecture Hours, 3 Lab Hours**

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 Transmissions II****3 Credit Hours 2 Lecture Hours, 3 Lab Hours**

A continuation of AMT 2135. Topics include transmission rebuilding with emphasis on in-service automobile repair. *Prerequisite: AMT 2135*

**AMT 2290****GM Automotive Computer Sys****3 Credits 2 Class Hours, 3 Lab Hours**

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 Sys****3 Credits 2 Class Hours, 3 Lab Hours**

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*

## Art (Studio)

**ART 1030****Art Appreciation\*****(Honors Option Offered)****3 Credits 3 Class Hours**

An introduction to cultural movements and ideas. Topics include architecture, crafts, and 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 a disciplined approach to landscape and figure drawing while exploring realistic and abstract styles, model drawings, landscape drawings, and still life drawings. *Note: Students must purchase art supplies.*

**ART 1122****Drawing II****3 Credits 3 Class Hours**

A continuation of Drawing I. Topics include concepts of the drawing media that involve color: soft or oil pastel, colored inks, and colored pencil. Emphasis is placed on the concepts involved in experimental drawing. *Note: Students must purchase art supplies. Prerequisite: ART 1121*

**ART 1132****Two-Dimensional 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). *Note: Students must purchase art supplies.*

**ART 1133****Three-Dimensional Design****3 Credits 3 Class Hours**

Introduces students to the basic principles of three-dimensional design. Students will use material and medium, relating them to form, to create original compositions that utilize space. *Note: Students must purchase art supplies.*

**ART 2131****Art History Survey I\*****(Honors Option Offered)****3 Credits 3 Class Hours**

A survey of art history that provides students with the opportunity to see how history and art are interwoven 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\*****(Honors Option Offered)****3 Credits 3 Class Hours**

A continuation of Art History Survey I that provides the opportunity to see how history and art are interwoven from the Renaissance to Modern times. *Prerequisites: DSPR 0800 and DSPW 0800 or equivalent skills. 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. *Note: Students must purchase art supplies.*

*Prerequisites: ART 1121 and ART 1132*

**ART 2222****Painting II****3 Credits 3 Class Hours**

A continuation of Art 2221 in which a variety of media is explored: watercolor, gouache, acrylic, oil paint, and mixed media. Fundamental skills are emphasized and used as the foundation for more advanced techniques. *Note: Students must purchase art supplies. Prerequisites: ART 1121, ART 1132, ART 2121*

## Sign Language Interpreting

**ASL 1002****Fingerspelling****2 Credits 2 Class Hours**

A study of manual dexterity, techniques in expressive lexical output, receptive continuity, the use of ASL number systems, foreign phrases, and topical terminology. Improves both receptive and expressive fingerspelling.

**ASL 1003****Introduction to Interpreting****3 Credits 3 Class Hours**

An introduction to basic theories, principles and practices of interpreting. Topics include the responsibilities and role of the interpreter, environments in which interpreters will be involved, and assessments within the profession. Emphasizes professionalism in interpreting through the observance of ethical standards.

**ASL 1010****Foundations of Deafness****3 Credits 3 Class Hours**

An overview of deafness, relevant definitions, etiology, history of deafness and deaf education, and the Deaf community and 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). Topics include 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**

A continuation of ASL 1120 with emphasis on increasing vocabulary and the ability to communicate conversationally. Includes exposure to over 650 additional ASL vocabulary words, formal ASL structure, and conversational interactions.

*Prerequisites: ASL 1110 and ASL 1120*

**ASL 2110****Interactive Interpreting I****3 Credits****1 Class Hour, 2 Lab Hours**

An introduction to the development of ASL interpreting. Topics include 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, with emphasis on advanced techniques and principles for specific interpreting environments. 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 and 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. Emphasis on transliterating skills in preparation for the Registry of Interpreters for the Deaf: Certificate of Transliteration exam. *Prerequisite: ASL 2210*

**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 2310****Sign-to-Voice I****3 Credits****3 Class Hours**

An introduction to consecutive sign language interpreting (sign-to-voice, voice-to-sign). Topics include 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 with emphasis on advanced skill development and knowledge of simultaneous interpreting and transliteration skills. *Prerequisite: ASL 1003, ASL 1010, ASL 1110, ASL 1120, and ASL 1130*

**ASL 2400****Working with the Deaf-Blind****3 Credits****3 Class Hours**

Introduces students to the various aspects of the Deaf-Blind community. Students will develop an understanding of cultural norms and various communication modes exhibited within the community. The role of the Service Support Provider (SSP) and techniques of Deaf-Blind interpreting will be studied and practiced via community involvement with instructor guidance.

**ASL 2500****Interpreting Practicum****4 Credits****4 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 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 and addresses specific vocabulary and ethical factors in a variety of interpreting settings. *Prerequisite: ASL 2500*

**Astronomy****ASTR 1010****Solar System Astronomy\*****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****Stellar and Galactic Astronomy\*****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/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****First Aid and CPR****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****Intro to Biology I\*****(Non-Science Majors Only)****4 Credits** **3 Class Hours, 3 Lab Hours**

An introduction to biology course. Topics include cell structure and function, organic molecules and energy pathways, genetics, evolution, and the principles of ecology. This course does not fulfill the science requirement for biology majors. *Prerequisite: DSPR 0800*

*\* This course is part of the general education core.*

**BIOL 1020****Intro to Biology II\*****(Non-Science Majors Only)****4 Credits** **3 Class Hours, 3 Lab Hours**

A continuation of Intro 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 Intro to Biology I (BIOL 1010) before taking this course. This course 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. 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*

*\* 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. 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**

A 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 2000****Independent Research****1-4 Credits**

This is a general elective science course intended for students majoring in the sciences. This course is designed to introduce students to the basic principles of conducting scientific research. Students will be taught experimental design and allowed to conduct independent research in conjunction with a class project. Students will be responsible for collecting, analyzing and interpreting their own data; and incorporating their results into the larger framework of the class project. In addition, students will be required to write a scientific paper following appropriate format and present their findings to an open forum. Research projects will be under the supervision of faculty. *Prerequisite: Instructor permission*

**BIOL 2010****Anatomy and Physiology I\*****4 Credits****3 Class Hours, 3 Lab Hours**

An intensive course for students interested in health-related fields that 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, DSPW 0800, DSPM 0700, and BIOL 2010 or equivalent skills*

*\* This course is part of the general education core.*

**BIOL 2020****Anatomy and Physiology II\*****4 Credits****3 Class Hours, 3 Lab Hours**

A continuation of BIOL 2010 designed primarily for students interested in health-related fields that will count as a biology elective. Topics include the cardiac, vascular, hematologic, respiratory, immune, urinary, digestive, reproductive, and endocrine systems. *Prerequisite: DSPM 0700, DSPR 0800, DSPW 0800 and BIOL 2010*

*\* This course is part of the general education core.*

**BIOL 2115****Environmental Science\*****4 Credits****3 Class Hours, 3 Lab Hours**

A survey course designed to examine natural systems and the impact of human society on those systems. Topics covered will include principles of ecology, biodiversity, and population dynamics; additionally, the course will address the socioeconomic and environmental costs associated with natural resource consumption, energy production, pollution, and waste generation. Laboratory work and off-site activities will provide additional opportunities for students to develop critical thinking and environmental problem solving skills, as they address local environmental issues. *Prerequisite: DSPR 0800 and DSPW 0800 or equivalent skills*

*\* This course is part of the general education core.*

**BIOL 2211****General Botany\*****4 Credits****3 Class Hours, 3 Lab Hours**

A course in the anatomy, physiology, reproduction and taxonomy of lower to higher plants. Topics include organization of plant cells and tissue systems, morphology, respiration and photosynthesis, genetics, growth and development, environmental factors, nutrition, ecology, and mechanisms of evolution. *Prerequisite: DSPR 0800.*

*\* This course is part of the general education core.*

**BIOL 2230****Microbiology****4 Credits****3 Class Hours, 3 Lab Hours**

This is a comprehensive course that stresses applied microbiology and the roles of microbes in health and disease. Topics include microbial structure, growth, metabolism, genetics, ecology, and systematics with emphasis on the pathology of bacteria, viruses, fungi, and protozoa. *Prerequisite: DSPR 0800, DSPW 0800 and DSPM 0700, or equivalent skills*

# 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 stressing 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 application of the economics of money and banking in the individual bank and in the banking system; the nature and functions of money and the money supply; financial intermediation and the various financial markets; the Federal Reserve System, its policies and operation. *Prerequisites: DSPR 0800 and DSPM 0700*

## **BNK 2230**

### **Investment Basics**

**3 Credits**

**3 Class Hours**

Studies 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**

Studies 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**

### **Intro 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, entrepreneurship, business ethics, marketing, and the changing business environment. *Prerequisites: DSPR 0800 and DSPW 0700 or equivalent skills*

## **BUS 1262**

### **Business Insurance**

**3 Credits**

**3 Class Hours**

Studies the fundamental principles of risk and risk management as they apply to small business. Topics include the nature of risk and risk bearing, how insurance handles risk, and risk management. Course content includes liability, transportation, workman's compensation, life and health, bonds, fire and marine, and employee benefit plans.

## **BUS 2111**

### **Organizational Behavior**

**3 Credits**

**3 Class Hours**

Studies 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**

Studies basic principles of managing human resources. Topics include laws that relate to all aspects of HR function, 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**

Studies 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**

Studies statistical methodology and techniques used to describe, interpret and evaluate 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**

Studies 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, responsibility, authority, 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**

**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 2650**

### **Legal Environment of Business**

**3 Credits**

**3 Class Hours**

An introduction to the legal rights and liabilities of businesses. Topics include the legal environment of business; development and nature of the legal system; ownership, torts and contracts; crimes, torts and product liability, agency and labor laws, consumer protection statutes, regulatory powers, and legislative, judicial, and administrative controls. *Prerequisites: DSPR 0800 and DSPW 0700*

## **BUS 2900**

### **Management Applications**

**3 Credits**

**3 Class Hours**

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. Program Coordinator approval required.*

## **Computer-Aided Drafting**

### **CAD 1200**

#### **Computer-Aided Drafting I**

**3 Credits**

**1 Class Hour, 4 Lab Hours**

An introductory course in computer-aided drafting using AutoCAD software. Topics include familiarization with computers and the basic elements of computer-aided drafting as it is used in professional practice. Drafting exercises in various disciplines provide the student hands-on computer experience. Students will complete this class with entry-level computer-aided drafting skills.

### **CAD 1301**

#### **Computer-Aided Drafting II**

**2 Credits**

**6 Lab Hours**

A continuation of CAD 1200 providing more in-depth knowledge of CAD software used to enhance speed and accuracy, as well as a better understanding of various drafting disciplines. Topics include advanced features and productivity-enhancing techniques. Students will also be introduced to three-dimensional drawing. *Prerequisite: CAD 1200*

### **CAD 1510**

#### **CAD Final Project**

**2 Credits**

**2 Class Hours**

The final class for students obtaining a Computer-Aided Drafting technical certificate. Students will utilize information obtained from previous classes to present a project of their choice. This project will culminate with a set of commercial-grade drawings for use in a portfolio. *Prerequisite: Must be scheduled in final semester*

### **CAD 1600**

#### **3-D Design/Modeling SolidWorks**

**3 Credits**

**3 Class Hours, 1 Lab Hour**

A "hands-on" learning experience in the methods and use of 3-D design using SolidWorks. The students will learn the methods and practices of designing individual components as well as entire assemblies. Topics include modeling, editing, presentation practices, using real world lessons. *Prerequisite: CAD 1200 or instructor approval*

## **CAD 1610**

### **3-D Design Final Project**

**2 Credits**

**1 Class Hour, 2 Lab Hours**

This class is the final course in the 3-D Design technical certificate. Students will be required to utilize the skills and techniques derived from the culmination of studies in this program. Students will create and present a 3-D design of their own choice for portfolio use during job interviews. *Prerequisite: Must be scheduled in final semester of the technical certificate.*

## **CAD 1650**

### **3-D Design Graphics**

**3 Credits**

**2 Class Hours, 2 Lab Hours**

A "hands-on" class that explores the fields of designing and presenting ideas with Revit software, a Building Information Management (BIM) system. Topics include the concepts and principles of 3-D parametric software in designing architectural projects. Use of the 3-D design process in creating and revising architectural designs is emphasized. The class teaches functionality and creativity starting with simple parametric skills and expanding to complicated designs, using key features of the software. *Prerequisite: CAD 1200 or instructor approval*

## **CAD 1700**

### **Intro to Digital Animation**

**4 Credits**

**2 Class Hours, 4 Lab Hours**

An introductory course in Digital Animation. Topics include the concepts, theory and aesthetics of digital design and animation; creating 2D elements and 3-D models; applying surface materials, lighting, animating and rendering scenes. Additional topics include techniques used in product design and marketing, video games, and graphics for Web, film and broadcast video. Two lab hours may be taken as independent study

## **CAD 2113**

### **3-D AutoCAD & Solid Modeling**

**3 Credits**

**2 Class Hours, 2 Lab Hours**

An advanced course using AutoCAD software. This course provides the student with 3-D drafting techniques used in all fields of design. Topics include learning to think in three dimensions, the creation of 3-D objects, and standard drafting versus 3-D techniques. Students will complete this course with the ability to design and create 3-D objects, and present them as picture images and design prints. *Prerequisite: CAD 1200*



## **CAD 2700**

### **Advanced Digital Animation**

4 Credits

4 Class Hours

A continuation of the CAD 1700 for learning advanced techniques. Topics include advanced lighting, surface materials, rendering techniques, character modeling techniques, character animation, animation controllers and special effects. Also covers integrating existing video and still images with animated elements, and digital animation production for various disciplines.

*Prerequisite: CAD 1700*

## Chemistry

### **CHEM 1010**

#### **Intro 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 1030**

#### **Fundamentals of Chemistry\***

4 Credits

3 Class Hours, 3 Lab Hours

An introduction to the fundamental concepts of General, Organic and Biological Chemistry. Topics include measurements, energy and matter, atoms and elements, compounds and their bonds, chemical reactions and quantities, gases, solutions, acids and bases, saturated and unsaturated hydrocarbons, organic compounds, carbohydrates, lipids, amino acids, proteins and enzymes, and metabolic and energy pathways. *Prerequisite: DSPM 0800*

*\* This course is part of the general education core.*

### **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, gases, thermochemistry, periodic trends, molecular geometry, and chemical bonding. *Prerequisite: DSPM 0850 (MATH 1130 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 solutions, acids and bases, chemical equilibrium, thermodynamics, kinetics, electrochemistry, oxidation and reduction reactions, nuclear chemistry and an introduction to organic 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. *Prerequisite: 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 1000**

#### **Computer Literacy**

1 Credit

1 Class Hour

An introduction to microcomputers and application software used in today's society. Students will gain familiarity with basic file management, word processing, spreadsheets, course management, presentation software and the Internet. The course provides hands-on experience. *Note: For majors that require a specific course to fulfill the computer competency requirement, CIS 1000 may not be used in place of the designated course.*

### **CIS 1010**

#### **Intro Information Technology**

3 Credits

3 Class Hours

This course is designed to provide the student with an useful and updated introduction to information technology. Topics will include computer hardware, the internet, application software, system

software, networking and security, and, mobile computing. In addition, students will work together in teams and also learn how to create PowerPoint presentations. *Prerequisite: DSPR 0700*

### **CIS 1030**

#### **Program Logic and Design**

3 Credits

2 Class Hours, 2 Lab 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: DSPR 0800, DSPM 0800*

### **CIS 1040**

#### **Business for Information Tech.**

3 Credits

2 Class Hours, 2 Lab Hours

Fundamental principles and issues of information technology as an organizational resource. The primary purpose is to provide an awareness of the role of information technology in providing computer-based solutions to business problems. Business process as well as evaluation, selection and acquisition of information technologies will be explored through case studies. *Prerequisites: DSPW 0800, DSPR 0800*

### **CIS 1055**

#### **Introduction to Computer Crime**

3 Credits

2 Class Hours, 2 Lab Hours

Provides an overview of criminal acts that can be committed with the use of a computer and the Internet, how computer related crimes are committed and how computer related crimes are investigated. The legal issues involved in the prosecution of computer related crimes will also be explored. *Prerequisites: DSPW 0800, DSPM 0850, AIS 1180 (with min. grade of C) or instructor permission*

### **CIS 1060**

#### **Project Management**

3 Credits

2 Class Hours, 2 Lab Hours

An introduction to traditional, adaptive, and extreme project management. Topics include: developing project overview statements, work breakdown structures, Gantt charts and project network diagrams. Microsoft Project will be used in applying project management techniques. Case study will reinforce theory and application. *Prerequisites: DSPW 0800, DSPR 0800, DSPM 0800*

**CIS 1070****IT Support Skills****3 Credits      2 Class Hours, 2 Lab Hours**

Introduces the students to the basics of delivering support within an organization. The student will learn how to efficiently prepare, accomplish, document, evaluate, and present the research to the customer. Special emphasis is given to customer service soft skills. *Prerequisites: DSPW 0800, DSPR 0800, DSPM 0800*

**CIS 1170****Web Application Development****3 Credits      2 Class Hours, 2 Lab Hours**

Introduces student to basic programming concepts of developing Web-based applications. Students will create Web pages using HTML and JavaScript as they relate to developing interactive applications. *Prerequisites: DSPR 0700, DSPW 0700*

**CIS 2060****Advanced Project Management****3 Credits      2 Class Hours, 2 Lab Hours**

Overview of the theoretical and practical aspects of managing information system projects. Topics include project integration, scope, time, cost, quality, human resource, communication, risk and procurement. Microsoft Project will be used in applying project management techniques. Case study will reinforce theory and application. *Prerequisites: CIS 1060 (with a minimum grade of C)*

**CIS 2180****Dynamic Web Programming****3 Credits      2 Class Hours, 2 Lab Hours**

An introduction in creating dynamic, database-driven Web applications using DreamWeaver. Topics include querying databases and updating databases, site management, libraries, snippets, extensions, CSS, behaviors, CFML, scope, and charting. *Prerequisite: CIS 1170 and CIS 2230 (with a minimum grade of C)*

**CIS 2230****Database Concepts****3 Credits      2 Class Hours, 2 Lab Hours**

An introduction to the concepts and syntax of relational database management systems for microcomputers. Topics include data modeling, database design concepts including normalization, and their application through the creation of tables, queries using both QBE and SQL, forms and reports using the tools provided in a relational DBMS. *Prerequisite: CIS 1030 (with a minimum grade of C)*

**CIS 2240****Systems Analysis and Design****3 Credits      2 Class Hours, 2 Lab Hours**

An introduction to the concepts of 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. Time outside of class for team projects will be required. *Prerequisites: CIS 2270 (with a minimum grade of C)*

**CIS 2270****Java Application Development****3 Credits      2 Class Hours, 2 Lab Hours**

Introduces the programming concepts of the Java application development language. Topics include Java compilers and interpreters, application development concepts, class methods, inheritance, objects, events, error handling, applets, database manipulation, and other concepts related to developing Java applications. *Prerequisite: CIS 1030 (with a minimum grade of C)*

**CIS 2330****Oracle Database 10g SQL****3 Credits      2 Class Hours, 2 Lab Hours**

An introduction to the Oracle Database 10g relational database concepts and the powerful SQL programming language. Topics include essential SQL skills of querying the database, the meta data and creating database objects. In addition, the course also delves into the advanced querying and reporting techniques, data warehousing concepts and manipulating large data sets in different time zones. *Prerequisite: CIS 2230 (with a minimum grade of C)*

**CIS 2350****SQL Server****3 Credits      2 Class Hours, 2 Lab Hours**

An introduction to the Microsoft SQL Server relational database concepts plus the powerful SQL and Transact-SQL programming language. Topics include relational database architecture, database design techniques, and simple and complex query skills. Structured Query Language (Transact-SQL) in the Microsoft SQL Server environment, DTS packages and transformations; transact SQL queries; creating views; creating and tuning indexes; building transactions & triggers and creating stored procedures. *Prerequisites: CIS 2330 or CIS 2235 (with a minimum grade of C)*

**CIS 2400****Introduction to .Net****3 Credits      2 Class Hours, 2 Lab Hours**

An introduction to the Visual Basic and C# .Net programming languages. Topics include basic concepts of programming, problem solving, and programming logic, and design techniques of an object-oriented language. Also includes types, classes, inheritance, Arrays, collections, delegates, events and debugging. *Prerequisite: CIS 2270 (with a minimum grade of C)*

**CIS 2410****.Net Framework Dev. Foundation****3 Credits      2 Class Hours, 2 Lab Hours**

An introduction on how to develop applications using the Microsoft .Net Framework. Students must have a working knowledge of C# before taking this course. Topics include developing applications that use system types and collections, threading, classes, service applications, email, deploying applications, and code access security. *Prerequisite: CIS 2400 (with a minimum grade of C)*

**CIS 2420****.Net Windows-Based Client Dev.****3 Credits      2 Class Hours, 2 Lab Hours**

An introduction on how to develop Windows-Based applications using the Microsoft .Net Framework. Students must have a working knowledge of C# before taking this course. Topics include creating the user interface, integrate data, reports, implement asynchronous programming techniques and Windows Forms controls. *Prerequisite: CIS 2400 (with a minimum grade of C)*

**CIS 2430****.Net Web-Based Client Dev.****3 Credits      2 Class Hours, 2 Lab Hours**

An introduction on how to develop Web-Based applications using the Microsoft .Net Framework. Students must have a working knowledge of C# before taking this course. Topics include creating Web applications using Web server controls, event handlers, application state, creating custom Web server controls and integrating Web applications with back-end databases. *Prerequisite: CIS 2400 (with a minimum grade of C)*

# Civil and Construction Engineering Technology

## **CIT 1220**

### **Materials/Methods Construction**

**3 Credits**

**3 Class Hours**

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, 2 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**

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**

**2 Class Hours, 4 Lab Hours**

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 and Water Systems**

**4 Credits**

**4 Class Hours**

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**

**3 Class Hours**

An advanced 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 AutoCAD. *Prerequisites: CAD 1200 and MATH 1730*

## **CIT 2311**

### **Surveying II**

**4 Credits**

**2 Class Hours, 4 Lab Hours**

A continuation of CIT 2131. 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**

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 Technology

## **CNT 1005**

### **Intro. to Computer Networks**

**3 Credits**

**3 Class Hours**

A broad-based course that providing an overview of computer networking. Topics include services, networks, voice and data communications, and equipment. *Prerequisites: DSPR 0800, DSPW 0800*

## **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 1170*

## **CNT 1060**

### **Cisco Routers I**

**4 Credits**

**4 Class Hours**

CCNA 1: Networking Basics is the first of four courses leading to the Cisco Certified Network Associate (CCNA) designation. Introduces Cisco Networking Academy Program students to the networking field. Topics include: Network terminology, Network protocols, Local-area networks (LANs), Wide-area networks (WANs), Open System Interconnection (OSI) model, Cabling, Routers, Router programming, Ethernet Internet Protocol (IP) addressing, Network standards. *Prerequisites: DSPR 0700*

## **CNT 1090**

### **Wireless Networking**

**4 Credits**

**4 Class Hours**

This course focuses on the design, installation, configuration, operation, and troubleshooting of 802.11a, 802.11b, and 802.11g wireless LANs. A comprehensive overview of wireless technologies, devices, security, design, and best practices with a particular emphasis on real world applications and skills is covered. *Prerequisites: CNT 1160*



**CNT 1160****Cisco Routers II****4 Credits****4 Class Hours**

CCNA 2: Routers and Routing Basics is the second of four CCNA courses leading to the Cisco Certified Network Associate (CCNA) designation. Focuses on initial router configuration, Cisco IOS Software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Students will develop skills on how to configure a router, manage Cisco IOS Software, configure routing protocol on routers, and set the access lists to control the access to routers. *Prerequisite: CNT 1060*

**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: DSPR 0800, DSPM 0700*

**CNT 2110****Applied Networking Fundamentals****4 Credits****4 Class Hours**

First of two courses developed to prepare students to solve real world networking problems. Students will work individually and in teams to solve problems presented by the case studies. Topics include the review of DOS concepts and commands as well as work with a variety of other operating systems, installing, configuring, maintaining, and troubleshooting Ethernet networks using Virtualization, and also build servers and workstations using various operating systems. Major emphasis will be placed on teamwork and leadership. This course is based on the re-design and implementation of a real world company network. *Prerequisite CNT 1160 and CNT 2350*

**CNT 2130****Advanced Applied Networking****5 Credits****5 Class Hours**

A continuation of CNT 2110. Emphasis will be placed on Network Management and Analysis topics as they relate to the network and devices implemented in the lab environment. Teamwork and leadership will be expected of the students. Topics covered will include Virtualization, Network Security, Cisco routing, Wireless networking, Network Monitoring tools, Computer Forensics and any other topics that would relate to the "real world" setups and management of a LAN, MAN, or WAN. *Prerequisite CNT 2110*

**CNT 2280****Network Infrastructure Design****4 Credits****4 Class Hours**

An introduction to Windows 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 Server. Topics include operating system installation and configuration, network configuration, shared resources, network security, and network domains. *Prerequisite: CNT 1170*

**CNT 2360****Windows Active Directory****4 Credits****4 Class Hours**

A study of Microsoft Windows Active Directory. 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**

CCNA 3: Switching Basics and Intermediate Routing is the third of four courses leading to the Cisco Certified Network Associate (CCNA) designation. Focuses on advanced IP addressing techniques: Variable Length Subnet Masking (VLSM); Intermediate routing protocols such as RIP v2, single-area OSPF, and EIGRP; Command-line interface configuration of switches, Ethernet switching, Virtual LANs (VLANs), Spanning Tree Protocol (STP), VLAN Trunking Protocol (VTP). Students will be required to apply lessons from CCNA 1 and 2 to a network and should be able to explain how and why a particular strategy is used. *Prerequisite: CNT 1160*

**CNT 2420****Cisco Routers IV****4 Credits****4 Class Hours**

CCNA 4: WAN Technologies is the last of four courses leading to the Cisco Certified Network Associate (CCNA) designation. The course focuses on the following topics: Advanced IP addressing techniques, Network Address Translation (NAT), Port Address Translation (PAT), Dynamic Host Configuration Protocol (DHCP), WAN technology and terminology,

PPP, ISDN, DDR, Frame Relay, and Network management. Students will be required to apply information from CCNA 1, CCNA 2, and CCNA 3 to a network and should be able to explain how and why a particular strategy is used. This course will also help students prepare for the CCNA exam. *Prerequisite: CNT 2410*

**CNT 2430****Cisco Routers V****4 Credits****4 Class Hours**

CCNP 1: Advanced Routing is the first of four courses leading to the Cisco Certified Network Professional (CCNP) designation. Introduces Cisco Networking Academy Program students to scaling IP networks. Students learn to use VLSM, private addressing, and NAT optimize IP address utilization. The majority of the course content related to learning how to implement the RIPv2, EIGRP, OSPF, IS-IS, and BGP routing protocols. Details the important techniques used for route filtering and route redistribution.

**CNT 2440****Cisco Routers VI****4 Credits****4 Class Hours**

CCNP 2: Remote Access is the second of four courses leading to the Cisco Certified Network Professional (CCNP) designation. Introduces student to the implementation of Cisco routers in WAN applications. The course focuses on the selection and implementation of the appropriate Cisco IOS services required to build intranet remote access links. Students will develop skills with the specific WAN technologies of analog dialup, ISDN BRI and PRI, Frame Relay, broadband, and VPN. Stresses the design, implementation, operation, and level 1 troubleshooting of common WAN connectivity options.

**CNT 2450****Network Security****4 Credits****4 Class Hours**

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*

**CNT 2460****VoIP****3 Credits****3 Class Hours**

An analysis of voice communication with the internet protocol. A complete IP telephony systems for a small organization is analyzed, including a IP PBX with full PBX capability using soft phones and wired and wireless IP handsets.

**CNT 2530****Cisco Routers VII****4 Credits****4 Class Hours**

CCNP 3: Multilayer Switching is the third of four courses leading to the Cisco Certified Network Professional (CCNP) designation. Introduces students about the deployment of the state-of-the-art campus LANs. The course focuses on the selection and implementation of the appropriate Cisco IOS services to build reliable scalable multi-layer switched LANs. Develops skills with VLANs, VTP, STP, inter-VLAN routing, multi-layer switching, redundancy, Cisco AVVID solutions, QoS issues, campus LAN security, and emerging transparent LAN services. This hands-on, lab-oriented course stresses the design, implementation, operation, and troubleshooting of switched and routed environments.

**CNT 2540****Cisco Routers VIII****4 Credits****4 Class Hours**

CCNP 4: Network Troubleshooting is the last of four courses leading to the Cisco Certified Network Professional (CCNP) certification. CCNP 4 Includes troubleshooting network problems and focuses on documenting and baselining a network, troubleshooting methodologies and tools, and Layers 1 to 7 troubleshooting.

**CNT 2550****Fund. of Network Security I****4 Credits****4 Class Hours**

Focuses on security policy design and management; security technologies, products and solutions, installation, configuration and maintenance of a secured Cisco router environment. Security features such as AAA, IDS, NAT, and VPN will be implemented on a router. *Prerequisite: CNT 2420 or CCNA certification*

**CNT 2560****Fund. of Network Security II****4 Credits****4 Class Hours**

Focuses on security policy design and management; security technologies, products and solutions, installation, configuration and maintenance of a secured Cisco PIX firewall environment. Other features such as AAA, IDS, NAT, and VPN will be implemented within the firewall arena. *Prerequisite: CNT 2420 or CCNA certification*

## Visual Communications

**COM 1000****Beginning HTML****3 Credits****3 Class Hours**

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: DSPR 0700, DSPW 0700, and basic computer and Web navigation skills*

**COM 1010****Basic Web Design****3 Credits****3 Class Hours**

Presents the principles for planning and designing attractive and informative Web pages and Web sites. Explores the factors that affect Web layout and design, such as browser choice, screen resolution, navigation, connection speed, typography, graphics, and color. *Prerequisites: DSPW 0700, DSPR 0700, basic computer and Web navigation skills*

**COM 1020****Basic Web Graphics****3 Credits****3 Class Hours**

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 1000*

**COM 1040****Presentation Media****3 Credits****3 Class Hours**

An introduction to the development of effective visual presentations and slide shows in the digital environment using Keynote® and other applications. *Prerequisites: DSPW 0700 and DSPR 0700, basic computer skills (see special requirements in program description)*

**COM 1111****Graphic Processes****3 Credits****2 Class Hours, 2 Lab Hours**

Acquaints the beginning student with graphic art processes, techniques, and terminology. Topics in color, paper stock, production workflows, printing operations, safety, and bindery systems are presented. Projects acquaint students with the use of design tools and techniques. *Prerequisites: DSPW 0700 and DSPR 0700*

**COM 1120****Visual Communications Business****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, time sheets, estimates, usage agreements, and copyright. *Prerequisites: DSPW 0700, DSPR 0700*

**COM 1140****Design Fundamentals****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: DSPW 0700 and DSPR 0700*

**COM 1150****Type Concepts****3 Credits****3 Class Hours**

Topics include typestyles, terminology, type specifications, measurement, and type as a design element for visual communications. *Prerequisites: DSPW 0700 and DSPR 0700*

**COM 1170****Imaging Technologies****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: DSPW 0700 and DSPR 0700, Basic computer skills (see special requirements in program description)*

**COM 1190****Basic Digital Photography****3 Credits****3 Class Hours**

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. *An advanced digital point and shoot or digital SLR camera is required.*

**COM 1210****Electronic Media I****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 (see special requirements in program description)*

**COM 1220****Graphic Design II****3 Credits**      **2 Class Hours, 2 Lab Hours**

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 1140, COM 1230, COM 2120 and COM 2210*

**COM 1230****Digital Imaging I****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 (see special requirements in program description)*

**COM 1300****Site Building I–Dreamweaver®****3 Credits**      **3 Class Hours**

An introduction to Adobe Dreamweaver® software as a tool for the construction and maintenance of Web sites. *Prerequisite: COM 1000*

**COM 1305****Multimedia I–Flash®****3 Credits**      **3 Class Hours**

An introduction to Adobe Flash® software. Topics include the integration of graphics, text, audio and video into animated and interactive Web presentations. *Prerequisites: COM 1000, COM 1170*

**COM 2010****Digital Video Editing I****3 Credits**      **3 Class Hours**

An introduction to Apple Final Cut Pro® software. Teaches digital video techniques for post-production. Emphasis on editing and integrating special effects for video, CD-ROM and the Web. *Prerequisites: Basic computer skills (see special requirements in program description)*

**COM 2020****Storyboarding/Script Writing****3 Credits**      **3 Class Hours**

Introduction to basic terminology, tools and media. Teaches the development of thumbnails, storyboards, scripts, and other conceptual presentation processes used in pre-production. *Prerequisite: ENGL 1010*

**COM 2030****Digital Video Editing II****3 Credits**      **3 Class Hours**

Continuation of digital video techniques for post-production using Apple Final Cut Pro® software. Emphasis on integration of special effects for video, CD-ROM and the Web. *Prerequisite: COM 2010*

**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 skills (See special requirements in program description.)*

**COM 2130****Electronic Publishing II****3 Credits**      **3 Class Hours**

A continuation of COM 2120. Topics include: use of style sheets and master pages, manipulation of text and images, and production of various print materials including a newsletter. *Prerequisite: COM 2120*

**COM 2170****Portfolio****3 Credits**      **2 Class Hours, 2 Lab Hours**

Topics include portfolio preparation, résumé 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 Illustration I****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 (See special requirements in program description.)*

**COM 2220****Practicum****3 Credits**      **2 Class Hours, 2 Lab Hours**

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*

**COM 2240****Digital Imaging II–Photography****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 program permission*

**COM 2250****Digital Imaging II–Design****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 program permission*

**COM 2270****Electronic Illustration II****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 program permission*

**COM 2280****Illustration with Painter® I****3 Credits**      **3 Class Hours**

An introduction to digital illustration and painting techniques using Corel Painter®. Topics include navigation of the interface, the tools, using brushes, and layers. Different styles of illustration and turning photographs into art are covered. *Prerequisite: COM 1230*

**COM 2300****Site Building II–Dreamweaver®****3 Credits**      **3 Class Hours**

Advanced topics in using Adobe Dreamweaver® software as a tool for the construction and maintenance of Web sites. *Prerequisite: COM 1300*



## **COM 2305**

### **Multimedia II–Flash®**

**3 Credits**

**3 Class Hours**

Advanced topics in creating interactive Web presentations. Topics include the creation of user interfaces, using external data sources, and advanced ActionScript® using Adobe Flash® software. *Prerequisite: COM 1305*

## **COM 2480**

### **Illustration with Painter® II**

**3 Credits**

**3 Class Hours**

A continuation of COM 2280, Illustration with Painter®. Students will continue developing their expertise and mastery of techniques using Corel Painter. Emphasis will be placed on developing an artistic style. *Prerequisite: COM 2280*

## **COM 2700**

### **Capstone–Multimedia**

**3 Credits**

**3 Class Hours**

Provides opportunities to apply and incorporate skills learned from preceding courses in a final project. Emphasis is on problem solving and professional standards. *Prerequisite: Instructor permission*

## **COM 2800**

### **Capstone–Web Design**

**3 Credits**

**3 Class Hours**

Provides opportunities to apply and incorporate skills learned from preceding courses in a final project. Emphasis is on problem solving and professional standards. *Prerequisite: Instructor permission*

## Computer Technology

### **CPT 1010**

#### **User Support/Help Desk**

**3 Credits**

**3 Class Hours**

An introduction to the role of computer technology in support of business processes and procedures. Concepts include computer user support, customer service skills, troubleshooting skills, common support problems, help desk operation and management, common helpdesk tools and procedures, and basic hardware and software installation and maintenance. *Prerequisites: DSPR 0800 & DSPW 0800 or equivalent skills*

### **CPT 1400**

#### **Digital Systems Interfacing**

**4 Credits**

**3 Class Hours, 2 Lab Hours**

An introduction of concepts for digital technology leading to microprocessor interfacing. Incorporated topics consist of AC/DC electronic concepts, digital number systems, Boolean expressions, and integrated circuits. Technicians discover algorithm/flowcharting,

Assembly language concepts, debugging, creating .com files, output port decoding of PCs, and basic parallel interfacing. *Prerequisites: DSPR 0800, DSPW 0800 & DSPM 0800 or equivalent skills*

### **CPT 1510**

#### **A+ Computer Hardware**

**4 Credits**

**4 Class Hours**

An introduction to basics of computer hardware in today's technical society. Exercises highlight identification and installation of internal components, disk configuration, ports, cables, peripherals and networking concepts and connections. Hands-on and demonstrations allow technicians to delve into building, repairing and preventive maintenance.

*Prerequisites: DSPR 0700*

### **CPT 2320**

#### **Telecommunications**

**4 Credits**

**4 Class Hours**

An introduction to communications techniques and systems used for analog signals and digital data transfer. Topics include knowledge of digital transmission, various modulation techniques, error detection, data compression, encryption, protocols, ISDN and ISO standards. Presents telephone networks and characteristics, satellite communications, transmission media including copper, fiber, microwave, lightwave and the full range of electromagnetic spectrum of wireless technologies. *Prerequisites: CPT 1010*

### **CPT 2425**

#### **UNIX/Linux**

**4 Credits**

**4 Class Hours**

Integrates practical skills within the Linux environment. Analysis of open source software creates proficiency with utilities, applications and file system manipulation in both command line and graphical X Window environments. Technicians will utilize varied shells, design, compose and edit script files relating to startup configuration and perform administrative tasks such as process management, partition monitoring, command scheduling, permission assignment and user/group modification. *Prerequisites: CNT 1170*

### **CPT 2430**

#### **Systems Troubleshooting**

**4 Credits**

**4 Class Hours**

Elevates computer system skills in areas of error detection, issue identification, technical research, solution development, and problem resolution. Develop an authentic perspective as an industry professional, interviews, simulations, checklists, community contacts, on-site visits and other

interactions often occur to supplement class labs and group discussions.

*Prerequisites: CPT 1510*

### **CPT 2460**

#### **Advanced Topics**

**3 Credits**

**3 Class Hours**

Investigates computer concepts and addresses emerging trends in computer technology. Stresses the latest computer security methods and procedures for maintaining a secure personal or business computing environment for both wireless and wired networks. Team-based projects research and design networks that meet government standards, including servers, firewalls and protecting connected communications nodes from intrusion. (Experienced industry professionals may be enrolled without prerequisites pending permission by CPT faculty.) *Prerequisite: CPT 2430, CPT 1510*

### **CPT 2500**

#### **Computer Technology Capstone**

**1 Credit**

**1 Class Hour**

Course is taken during the final semester. A case study-based project will investigate and define the problematic situation in detail and evaluate and present possible solutions. *Prerequisite: CPT 1010, CPT 1400 and CPT 1510*

## Computer Science

### **CS 1170**

#### **Computer Science I**

**4 Credits**

**4 Class Hours**

This is the first of a two-semester sequence using the high-level language C. The emphasis is on problem solving using the language and principles of structured software development. The topics covered (including the language syntax) are, simple data structures such as arrays and strings, pointers, pointer arithmetic, arrays and pointers, functions, function overloading, function parameters, return types, structures and unions, and C based I/O.

### **CS 2170**

#### **Computer Science II**

**4 Credits**

**4 Class Hours**

This course is a continuation of CS 1170. The topics include introductory object-oriented programming techniques using the C++ language, operator and function overloading, software engineering principles, records, pointers, inheritance, other data structures such as stacks, queues, and linked lists, and the C++ I/O system. *Prerequisites: CS 1170 Computer Science I*

## Culinary Arts

### CUL 1010

#### Hospitality Management

3 Credits

3 Class Hours

An introduction to the hospitality industry and the chef as supervisor and manager. Topics include the organization of industry segments, services provided by the lodging, food and beverage industry, career opportunities, principles of supervision, communication, motivation, total quality, leadership, training, and team performance.

### CUL 1015

#### Sanitation & Safety

2 Credits

2 Class Hours

An introduction to the 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. This course presents a manager's perspective on food safety, cleanliness standards, and work safety. This course is a pre/corequisite for the culinary food production classes.

### CUL 1020

#### Baking Skills

3 Credits

1 Class Hour, 4 Lab Hours

An introductory course in the principles of baking, with emphasis on bakeshop ingredients, their function, measurement, and scaling. Scratch baked items to include quick breads and muffins, yeast breads, cookies, Danish pastries, and assorted pies. *Prerequisite: CUL 1040*

### CUL 1040

#### Culinary I

3 Credits

2 Class Hours, 2 Lab Hours

The introductory food production class for culinary students. Topics include the theories and methods of cooking, vocabulary, and the development of safe and sanitary kitchen practices. Production items will include vegetable and starch preparation, stocks and soups, and egg cookery. *Corequisite: CUL 1015*

### CUL 1045

#### Culinary II

3 Credits

1 Class Hour, 4 Lab Hours

A continuation of CUL 1040 Culinary I. Topics include stocks, soups, sauces, beef, pork and poultry items, vegetables and starches. Utilizing recipes and techniques as presented in class, students will prepare a number of buffets. *Prerequisite: CUL 1040*

### CUL 1050

#### Nutrition & Menu Planning

3 Credits

3 Class Hours

An introduction to the basic nutritional principles and guidelines. Topics include nutrients, carbohydrates, lipids, proteins, minerals and vitamins. Students plan meals and menus based on the above principles using nutritional guidelines as the primary basis.

### CUL 2010

#### Purchasing & Cost Control

3 Credits

3 Class Hours

An introduction to the food distribution system and purchasing procedures. Topics include, the function of the purchasing agent, product selection, purchasing procedures, inventory control, menu pricing, food cost, sales, inventory levels, spoilage, waste inventory values and menu analysis.

### CUL 2020

#### Advanced Baking & Pastry

3 Credits

1 Class Hour, 4 Lab Hours

A continuation of CUL 1020. Topics include, tarts, cakes, and restaurant-style desserts, production and use of sauces and plate presentations. 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

This course focuses on cold food preparation and presentation in buffet and catering applications, including appetizers, hors d'oeuvres, canapés, pates, sausages, terrines, and buffet salads, buffet design, layout and execution, and menu planning. *Prerequisite: CUL 2050*

### CUL 2035

#### Table & Beverage Service

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 & purchasing, proper use of glassware, types of wine and wine regions, and the pairing of wine with food.

### CUL 2050

#### Culinary III

3 Credits

1 Class Hour, 4 Lab Hours

An advanced food production class. Production topics will include principles of plate presentation, entree, starch, vegetables, seafood, veal and

lamb cookery. Additional topics will include menu construction, pricing and production. *Prerequisite: CUL 1045*

### CUL 2055

#### International Cuisine

3 Credits

1 Class Hour, 4 Lab Hours

A continuation of CUL 2050. Production will include French, Italian, Asian and other ethnic and regional cuisines. Discussion topics will include indigenous ingredients, flavors, cooking methods and techniques. *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. Students are 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. Students are required to have the internship approved by the program coordinator. *Prerequisite: CUL 2210*

## Developmental Mathematics

### DSPM 0700

#### Basic Mathematics

3 Credits

3 Class Hours

An introduction to basic mathematics principles. Topics include 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

An introduction to algebra course. Topics include 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**

A continuation course in algebra.

Topics include fundamental operations of algebraic factoring, solving quadratic equations, writing equations of lines, stated problems, rational expressions and equations, exponents and radicals, linear inequalities, linear systems, and graphing linear and quadratic equations. *Prerequisite: DSPM 0800 or equivalent skills*

## Developmental Reading

**DSPR 0700****Basic Reading****3 Credits****3 Class Hours**

A course in the fundamentals of 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). *(ESL Sections Offered)*

**DSPR 0800****Developmental Reading****3 Credits****3 Class Hours**

A course designed to develop necessary literal and critical comprehension skills for reading textbook passages ranging from paragraphs to chapters and to enhance vocabulary skills. *(ESL Sections Offered) Prerequisite: DSPR 0700 or demonstrated equivalent skills*

## Learning Strategies

**DSPS 0800****Learning Strategies****3 Credits****3 Class Hours**

A course on how to succeed in college. Topics include managing time and environment, analyzing and mastering the content of lectures and textbook chapters, preparing for tests, taking tests, setting goals, making career and academic decisions, utilizing resources, and coping with anxiety. *(ESL Sections Offered)*

## Developmental Writing

**DSPW 0700****Basic Writing****3 Credits****3 Class Hours**

A study of grammar and sentence skills, effective paragraphs, and essay organization. Computer-assisted laboratory may be used. *(ESL Sections Offered)*

**DSPW 0800****Developmental Writing****3 Credits****3 Class Hours**

A course in writing, research, and

reasoning skills using narration, description, comparison and contrast, cause and effect, and persuasion. Topics include research methodology, paragraphing, and writing short essays based on observation, interviews, and written materials. Computer-assisted laboratory may be used. *(ESL Sections Offered) Prerequisite: DSPW 0700 or demonstrated equivalent skills*

## Early Childhood Education

**ECED 1010****Intro to Early Childhood Educ****2 Credits**

An introduction to the early childhood profession with an emphasis on professionalism and developmentally appropriate practice. Topics include 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 through eight. *Field experiences required.*

**ECED 2001, 2002, or 2003****Spec Topics in Early Childhood (1, 2, or 3 credits)**

A study of programs, trends, and issues in the field of early childhood education.

**ECED 2010****Safe, Healthy, Learning Env****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 through eight. Includes a study of the 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 through eight. Emphasizes curriculum planning including goals, environment, roles of teachers and parents, materials, and settings. *Field experiences required.*

**ECED 2020****Infant, Toddler, Child Dev****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 through eight. Laboratory observation and interaction.

*Prerequisite: DSPW 0800 and DSPR 0800 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). Topics include rationales and strategies for supporting the whole child including cognitive, language, social-emotional, and physical development in a safe, responsive environment. Emphasizes relationship-based care and education with special attention to the unique environmental aspects of programs for the child under three. *Prerequisite: None*

**ECED 2040****Fam Dynamics & Comm Involve****3 Credits**

An overview of the role of the family, community and 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 through eight. *Field experiences required.*

**ECED 2060****Dev 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 through eight. 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 experiences required. Prerequisite: ECED 2020 or department approval.*



**ECED 2070****Developmental Assessment****3 Credits**

A study of assessment for children from birth through eight years of age. Both formal and informal instruments will be discussed with an 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 & Literacy in ECE****3 Credits**

A study of the research-based principles and practices for providing young children, birth through eight, with a strong foundation in language and literacy within a developmentally appropriate approach. *Field experiences required. Prerequisite: ECED 2015 or department approval*

**ECED 2085****Math and Science in ECE****3 Credits**

A study of the standards, principles, and practices in teaching mathematics and science to young children, birth through eight. Emphasis on development of an integrated math and science curriculum that includes appropriate content, processes, environment and materials, and child-centered choices. *Field experiences required. Prerequisite: ECED 2015 or department approval*

**ECED 2090****Creative Development****3 Credits**

A study of the strategies for promoting creative development of the child ages birth through eight. Topics include the concept of creativity: what it is, why it is important, and how the development of creativity in young children can be encouraged. Emphasizes the development of creativity in relation to art, music, language, movement, and dramatic arts. *Field experiences required. Prerequisite: ECED 2015 or department approval*

**ECED 2120****Admin of Child Care Centers****3 Credits**

A study of organization and administration practices applicable to the child care center. Topics include leadership, enrollment and public relations, staff-management, financial management, facilities, regulations, parent relations, and program development. *Field experiences required.*

**ECED 2130****Initial Practicum****3 Credits****2 Class Hour, 1 Lab Hour**

A supervised practicum with a minimum of 30 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 through eight. *Prerequisite or Co-requisite: ECED 2010 or Department Approval.*

**ECED 2160****Final Practicum****3 credits****1 Class Hour, 2 Lab Hours**

Supervised clinical experience with a minimum of 15 clock hours in seminar and 90 clock hours in a Clinical Site approved by the Department (accredited agency, 3-star or Dept. approved site). Up to 45 hours may be completed in the student's employment site with department approval. Focuses on the student's demonstration of competencies that produce positive developmental outcomes for young children ages birth through eight. *Pre-requisite: ECED 2130. This should be one of the last courses taken in the ECED program.*

**Economics****ECON 1111****Principles of Macroeconomics\*****3 Credits****3 Class Hours**

This course introduces and explores a variety of macroeconomic topics, including: aggregate supply and demand, market equilibrium, Gross Domestic Product, employment, income, prices, major schools of economic thought, fluctuations, growth, monetary policy, fiscal policy, the national debt, international trade, and international finance. *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**

This course introduces and explores a variety of microeconomic topics, including: supply and demand, market equilibrium, elasticity, decision making by producers and consumers, production cost, market structures, public policy, the labor market, distribution of income, environmental policy, market efficiency

and government intervention. *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.

**Education****EDUC 2010****Foundations of Education****3 Credits****3 Class Hours**

A study of the historical, philosophical, and sociological foundations underlying the development of American educational institutions. The role of the schools, the aims of education, and the role of state, local, and federal agencies will be included in addition to a required field experience. *Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills*

**EDUC 2110****Educational Psychology****3 Credits****3 Class Hours**

A study and application of the principles of growth and development, learning theory, and assessment techniques in the classroom setting. Motivating and facilitating learning processes in school settings will be emphasized. Field experiences in an approved classroom are required. (This course is the same as PSYC 2110.) *Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills*

**EDUC 2120****Intro to Special Education****3 Credits****3 Class Hours**

A study of the characteristics and needs of children with special needs and/or disabilities with an emphasis on legislation, programs, services, and best practices in the educational setting. *Field experiences are required. Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills*

**Electrical-Electronic Engineering Technology****EETH 1110****Electric Circuits****4 Credits****4 Class Hours**

An introductory course for all Electrical Engineering Technology concentrations. Topics include voltage, current, resistance, and power in DC and AC circuits, series, parallel, and more complex circuits using Kirchhoff'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**

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 1210****Electronic Circuits****4 Credits****4 Class Hours**

A continuation of EETH 1110. 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**

Parallels EETH 1210 lecture course. Includes constructing and analyzing discrete and integrated analog transistor circuits. *Corequisite: EETH 1210*

**EETH 1220****Transformers/Rotating Machines****2 Credits****2 Class Hours**

A continuation of EETH 1110 and 1115. 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*

**EETH 1225****Transformers/Rotat. Mach. Lab****1 Credit****2 Lab Hours**

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**

An introduction course to the basics of electrical power for non-electrical students. Topics include DC and AC 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**

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****2 Credits****2 Class Hours**

Advanced study concepts of Boolean Algebra and their applications to 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.

**EETH 1405****Digital Electronics Lab****1 Credit****2 Lab Hours**

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.

**EETH 2010****Industrial Elec. Controls****3 Credits****3 Class Hours**

Advanced study of control circuits and electronic devices used in operating machines and processes. Topics include design of control circuits using relay logic and solid-state logic, solid-state control of DC motors, AC 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.

**EETH 2015****Industrial Elec. Controls Lab****1 Credit****2 Lab Hours**

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**

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**

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**

Parallels the EETH 2220 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**

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**

Parallels the EETH 2230 lecture course. Lab exercises include construction, analysis and troubleshooting digital communications systems. *Corequisite: EETH 2230*

**EETH 2240****Instrumentation****2 Credits****2 Class Hours**

Advanced 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**

Parallels the EETH 2240 lecture course. Lab exercises include building bridges, and work with transducers and computer interfaces. *Corequisite: EETH 2240*

**EETH 2250****Fiber Optics and Cabling****3 Credits****3 Class Hours**

An introduction to optical fiber as another medium in which information can be transmitted, received, multiplexed, demultiplexed, and distributed. Topics include light sources, detectors, splices and connectors, coupler, fiber-optic systems, and installation and types of fiber-optic equipment. Horizontal and vertical cabling techniques (facilities, cable ways) are taught to BICSI and EIA/TIA standards. *Prerequisite: EETH 1210*

**EETH 2255****Fiber Optics & Cabling Lab****1 Credit****2 Lab Hours**

Parallels the EETH 2250 lecture course. Lab exercises include construction, installation, analysis and trouble-shooting of fiber optic systems and cabling. *Corequisite: EETH 2250*

**EETH 2330****Advanced PLC Programming****4 Credits****3 Class Hours, 3 Lab Hours**

Advanced PLC instruction. Topics include 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 Contr****4 Credits****3 Class Hours, 3 Lab Hours**

Advanced course in solid-state controls for rotating machinery. Topics include 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 programming of CNC equipment, encoders, resolvers, tachometers, synchros, accelerometers and motion transducers. *Prerequisite: EETH 1110*

**EETH 2350****Graphical Machine Interfaces****3 Credits****2 Class Hours, 2 Lab Hours**

Advanced course in 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**

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 Contr.****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**

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**

An introductory 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 2400****Optical & EM Propagation****4 Credits****3 Class Hours, 2 Lab Hours**

A study of optical, radio frequency and microwave transmission, propagation and reception. Topics will include causes of distortion, interference and attenuation and optimizing levels of emission and reception.

**EETH 2600****Automatic Control Systems****4 Credits****3 Class Hours, 2 Lab Hours**

An introduction 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.

**EETH 2640****Power Distribution****4 Credits****3 Class Hours, 2 Lab Hours**

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 2700****Convergence Technology****1 Credit****1 Class Hour**

A study of all communication technologies in the SOHO environment. Topics include HD television services (cable, DSL and satellite), HD Radio™ (IBOC), satellite digital radio, passive optical networking to the home, DSL and cable internet, and personal area networks (Bluetooth and RFID).

**EETH 2800****Electrical Capstone Course****1 Credit****1 Class Hour**

An advanced course common to the Electrical Engineering Technology degree program and all of its concentrations. Includes an exit exam that all program graduates must take. *Prerequisites: EETH 1110, EETH 1400, and EETH 2010*

**English****ENGL 1010****English Composition I\*****3 Credits****(Honors Option Offered)****3 Class Hours**

A study of style, syntax, and basic organizational patterns. Topics include various rhetorical patterns, audience, purpose, diverse perspectives, writing, revising, and editing. Research paper required. *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 Option Offered)  
3 Class Hours

A study of argumentative and analytical writing. Topics include advanced methods of composition, analysis and explication of literature/essays, elements of persuasion, use of evidence, and advanced methods of research. *Prerequisite: ENGL 1010*

\* This course is part of the general education core.

**ENGL 2010****Literature: Fiction\***

3 Credits (Honors Option Offered)  
3 Class Hours

An introduction to stories and novels. Topics include major literary themes, historical/social events that influenced the writers, literary terminology, characteristics of literature, interpretation of literature, and analysis of composition and style. *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****Literature: Poetry and Drama\***

3 Credits (Honors Option Offered)  
3 Class Hours

An introduction to the works of major poets and dramatists. Topics include major literary themes, historical/social events that influenced the writers, literary terminology, characteristics of literature, interpretation of literature, and analysis of composition and major literary themes. *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 2030****Themes in Literature & Culture\***

3 Credits (Honors Option Offered)  
3 Class Hours

An analysis of significant primary texts as forms of cultural and creative expression. Specific topics are determined by the instructor and may include Gender, the Supernatural, Film, Comedy, Greek and Roman literature, mythology, Native American literature, and Southern literature. Students may register for this course multiple times as topics vary each semester. *Prerequisites: ENGL 1010 and ENGL 1020. Note: ENGL 2030 meets the requirement for a Humanities elective.*

\* This course is part of the general education core.

**ENGL 2110****Survey of American Lit I\***

3 Credits (Honors Option Offered)  
3 Class Hours

A survey of American literature from the time of Colonial expansion through the Civil War period. Topics include works of significant writers of fiction, poetry, prose, and/or drama, and the relevant historical context.

*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****Communication**

3 Credits (Honors Option Offered)  
3 Class Hours

An introduction to the basic principles of effective report writing. Topics include organization, the gathering and synthesis of information, and oral presentations. *Prerequisite: ENGL 1010. Note: ENGL 2112 does not meet the requirement for a general education core course.*

**ENGL 2115****Introduction to Journalism**

3 Credits 3 Class Hours

An introduction to writing for print media. Topics include basic news-gathering techniques; interviewing; writing feature articles, press releases, and news stories for newspapers and other publications; and journalistic format according to Associated Press Stylebook & Libel Manual. *Prerequisite: ENGL 1010. Note: ENGL 2115 does not meet the requirement for a general education core course.*

**ENGL 2116****Writing for the Web**

3 Credits 3 Class Hours

The development of comprehensible and useful content for the Web. Topics include critiques of the writing style of current Web pages, the design of online documentation, and the development of appropriate online copy. *Prerequisite: ENGL 1010. Note: ENGL 2116 does not meet the requirement for a general education core course.*

**ENGL 2118****Creative Writing**

3 Credits 3 Class Hours

An introduction to the process of imaginative writing. Topics include evaluation of model stories, poems, and personal essays; genres of fiction, poetry, and creative non-fiction; and critical analysis of writing process and final work. *Prerequisite: ENGL 1010. Note: ENGL 2118 does not meet the requirement for a general education core course.*

**ENGL 2120****Survey of American Lit II\***

3 Credits (Honors Option Offered)  
3 Class Hours

A survey of American literature from the period of post Civil War regionalism through the present. Topics include the works of significant writers of fiction, poetry, prose, and/or drama, taking into account events in history which influenced them. *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****Multicultural Literature\***

3 Credits 3 Class Hours

A survey of American authors and poets of various ethnic backgrounds. Topics include biography, essays, poetry, and short fiction by African Americans, Asian Americans, Hispanic Americans, and Native Americans. *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

An introduction to the basic elements of cinema. Topics include elements of classic films, techniques of analysis, and 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****Survey of British Lit I\***

3 Credits 3 Class Hours

A survey of British literature from Beowulf through Restoration and the Eighteenth Century. Topics include the works of significant writers of fiction, poetry, prose, and/or drama, taking into account events in history that influenced them. *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****Survey of British Lit II\*****3 Credits****3 Class Hours**

A survey of British literature from the period of Romanticism to the present. Topics include the works of significant writers of fiction, poetry, prose, and/or drama, taking into account events in history that influenced them.

*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 2310****Survey of World Lit I\*****3 Credits****3 Class Hours**

A survey of world literature from the ancient world through the Renaissance. Topics include the works of significant writers of fiction, poetry, prose, and/or drama, taking into account events in history that influenced them.

*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****Survey of World Lit II\*****3 Credits****3 Class Hours**

A survey of world literature from the Age of Enlightenment to the present. Topics include the works of significant writers of fiction, poetry, prose, and/or drama, taking into account events in history that influenced them.

*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.*

## Pre-Engineering

**ENGR 2100****Statics****3 Credits****3 Class Hours**

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**

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**

An introduction to 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*

## Engineering Technology

**ENGT 1000****Intro to Engr Technology****3 Credits****2 Class Hours, 2 Lab Hours**

An introduction to any engineering technology discipline. Emphasizes the type of work done in the various engineering technology disciplines and how the disciplines relate to each other. Topics include basic computer usage, internet use, word processing, and spreadsheets, and presentation of findings and teamwork.

**ENGT 1150****Technical Graphics****2 Credits****4 Lab Hours**

An introductory graphics course to Computer-Aided Drafting (CAD). 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*

**ENGT 2800****Arch/Civil/Const Engr Tech Cap****1 Credit****3 Lab hours**

An advanced course that reviews course material common to the Architectural, Civil and Construction Engineering Technology programs. Includes a required exit exam.

*Prerequisites: CIT 1220, CIT 1230, CIT 2110, CAD 1200, CAD 1301*

*Corequisites: CIT 2400, ACT 2440*

## Entrepreneurship

**ENTR 1600****Entrepreneurship****3 Credits****3 Class Hours**

An introduction to entrepreneurship. Topics include economic, social and political climate; demographic, technological and social changes; skills, challenges, and rewards of entrepreneurship.

**ENTR 1650****Franchising****3 Credits****3 Class Hours**

A study of the franchising method of doing business from both the perspective of the franchisor and the franchisee. Students will analyze franchise business ventures to understand the advantages and disadvantages of the franchising opportunity, the components and efforts required for success, the interdependent legal and contractual obligations, franchisee qualifications, and the global reach of franchising.

**ENTR 1700****Business Financial Management****3 Credits****3 Class Hours**

An introduction to the sources for funding a small business. Topics include terminology, financial statements, loan proposals, working capital, cash management, financing needs, credit policies, and sales forecasts. *Prerequisite or corequisite: ENTR 1600*

**ENTR 1800****Entrepreneurship Marketing****3 Credits****3 Class Hours**

A study of the unique challenges and opportunities of marketing an entrepreneurial venture. Students will analyze the marketing philosophies and strategies of successful entrepreneurs. Topics include the importance of marketing an entrepreneurial venture, analyzing the target audience, conducting market research, development of entrepreneurial marketing objectives, planning and creation of marketing messages, the use of various marketing media, and the steps involved in creating a marketing plan. Students will prepare a marketing plan for an entrepreneurial venture.

**ENTR 2000****Principles of Supervision****3 Credits****3 Class Hours**

A study the challenges, opportunities, responsibilities, and concerns of being a supervisor in an entrepreneurial start-up, franchise, or existing small business venture. This course addresses the daily operation of a business including: the recruitment, selection, and retention of qualified employees; addressing employee problems and growth through coaching, counseling, training, and development; disciplinary action procedures, practices, and methods; internal and external communications; planning, scheduling, and controlling work activities; performance evaluation; and safety and health requirements in the work environment.

**ENTR 2200****Business Plan Fundamentals****3 Credits****3 Class Hours**

An introduction to business planning. Students will assess business strengths and weaknesses; collect and organize market data; develop a business plan, marketing plan, and the financial plan. *Prerequisites: ENTR 1600 and ENTR 1700*

## English as a Second Language

**ESOL 0121****Conversation I****3 Credits****3 Class Hours**

This course is for high beginning students. Students will learn to talk about common topics, make simple conversation and engage in basic discussions.

**ESOL 0122****Conversation II****3 Credits****3 Class Hours**

This course is for low intermediate students. Students will discuss and react to listenings on American culture topics. *Prerequisite: ESOL 0121 or equivalent skills*

**ESOL 0123****Conversation III****3 Credits****3 Class Hours**

This course is for high intermediate students. Students will converse in more depth on social and academic topics and participate in academic discussions. *Prerequisite: ESOL 0122 or equivalent skills*

**ESOL 0124****Communication Skills****3 Credits****3 Class Hours**

This course is at the advanced level. Students will listen to and take notes on academic lectures as well as learn basic public speaking skills. *Prerequisite: ESOL 0123 or equivalent skills*

**ESOL 0131****Literacy I****3 Credits****3 Class Hours**

This course is for high beginners. Students will learn to write basic sentences and read paragraphs and short stories.

**ESOL 0132****Literacy II****3 Credits****3 Class Hours**

This course is for low intermediate students. Students will learn to write grammatically correct sentences and basic paragraphs, 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 for high intermediate students. Students will learn basic paragraph form, basic summarizing skills, and increase vocabulary and reading abilities. Students will read abridged novels and academic texts. *Prerequisite: ESOL 0132 or equivalent skills. Corequisites: ESOL 0123 and ESOL 0153 or equivalent skills.*

**ESOL 0141****Spelling and Vocabulary****3 Credits****3 Class Hours**

A study of English spelling rules and the Latin and Greek roots, prefixes, and suffixes which make up professional English lexicons. *Corequisite: ESOL 0133 or equivalent skills*

**ESOL 0151****Grammar I****3 Credits****3 Class Hours**

This course is for high beginners. Students will learn to form simple statements and questions.

**ESOL 0152****Grammar II****3 Credits****3 Class Hours**

This course is for low intermediate students. Students will focus on more complex grammar topics and apply them to speaking and writing. *Prerequisite: ESOL 0151 or equivalent skills*

**ESOL 0153****Grammar III****3 Credits****3 Class Hours**

This course is for high intermediate students. Students will study grammar topics that will provide a foundation for advanced grammar study. *Prerequisite: ESOL 0152 or equivalent skills*

**ESOL 0154****Grammar IV****3 Credits****3 Class Hours**

This course is an advanced grammar course that will complement higher level reading and writing courses such as DSPR and DSPW. *Prerequisite: ESOL 0153 or equivalent skills*

**ESOL 0163****Intro to Amer Academic Culture****3 Credits****3 Class Hours**

A beginning study of American culture and its effects on education.

## French

**FREN 1010****Beginning French I****3 Credits****3 Class Hours**

An introduction to the French language. Provides a foundation in reading, writing, speaking, and aural comprehension. *Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills*

**FREN 1020****Beginning French II****3 Credits****3 Class Hours**

A continuation of the reading, writing, speaking, and aural skills mastered in FREN 1010. *Prerequisite: FREN 1010 or instructor permission*

**FREN 2010****Intermediate French I****3 Credits****3 Class Hours**

A continuation of the development of the student's knowledge of French. Builds aural comprehension, speaking, and composition skills. Includes study of French literature and culture. *Prerequisite: FREN 1020 or instructor permission*

**FREN 2020****Intermediate French II****3 Credits****3 Class Hours**

A continuation of the development of the student's knowledge of French. Students build aural comprehension, speaking ability, and composition skills. Broadens study of French literature. *Prerequisite: FREN 2010 or instructor permission*

## 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. *Prerequisites: 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 times are covered. The course includes identification and description of minerals and rock samples, and use of topographic and geological maps.

*Prerequisite: DSPM 0800 and DSPR 0800 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.*

## Healthcare Management

### HCM 2000

#### Healthcare Delivery Systems

3 Credits 3 Class Hours

This course focuses on the United States healthcare institutions and the legal regulations for each of these institutions. It examines historical backgrounds, future perspectives, and trends. It reviews the way in which each delivery system is organized and the impact it has on various demographics. *Prerequisites: DSPR 0800 and DSPW 0700. Student must maintain a grade of "C" or higher in order to progress in program.*

### HCM 2200

#### Medical Legal Issues

3 Credits 3 Class Hours

An overview of the legal issues arising in the healthcare workplace. Included is a brief history of the legal system, torts, contracts, confidentiality, laws relating to drug administration, medical records as a legal document, patients' authorization,

informed consent, medical practice acts and areas of potential liability for the healthcare professional. *Prerequisites: DSPR 0800 and DSPW 0700. Student must maintain a grade of "C" or higher in order to progress in program.*

### HCM 2300

#### Pharmacology

3 Credits 3 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 with a grade of "C" or higher. Student must maintain a grade of "C" or higher in order to progress in program.*

### HCM 2400

#### ICD-CM Coding

3 Credits 3 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.

*Prerequisites: BIOL 1000 and BIOL 1004 with a grade of "C" or higher. HCM 2400 and HCM 2500 cannot be taken at the same time. Student must maintain a grade of "C" or higher in order to progress in program.*

### HCM 2500

#### 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. *Prerequisites: BIOL 1000 and BIOL 1004 with a grade of "C" or higher. HCM 2400 and HCM 2500 cannot be taken at the same time. Student must maintain a grade of "C" or higher in order to progress in program.*

### HCM 2600

#### Insurance & Reimbursement

3 Credits 3 Class Hours

A study of insurance billing procedures. Topics include instruction for completing pertinent forms for third-party payers. Reimbursement methods for billing and reporting are discussed. *Prerequisites: HCM 2000 and HCM 2200 with a*

*grade "C" or higher. Student must maintain a grade of "C" or higher in order to progress in program.*

### HCM 2700

#### Coding Capstone

3 Credits 3 Class Hours

A second year advanced course that applies coding knowledge learned from preceding courses. Required for all coding students. Topics include ICD and CPT code assignments, application of coding guidelines to ensure accurate code assignment and correct code sequencing. Preparation for coding certification will be emphasized.

*Prerequisites: HCM 2400 and HCM 2500 with a grade of "C" or higher. Student must maintain a grade of "C" or higher in order to progress in program.*

### HCM 2900

#### Healthcare Management Capstone

3 Credits 3 Class Hours

This course is a comprehensive review of Healthcare Management. Topics include risk management measures, chart auditing, improved billing practices, medical legal issues, human resource management, and healthcare delivery systems. An exit exam will be administered as a means of assessing program outcomes and will include topics from courses included in the Healthcare Management curriculum. This course should be taken during the last semester of studies at Nashville State. *Prerequisites: HCM 2000, HCM 2200, and HCM 2600. Permission of instructor required.*

## History

### HIST 1110

#### World Civilization I

3 Credits 3 Class Hours

A study of 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.*

*\* This course is part of the general education core.*

### HIST 1120

#### World Civilization II

3 Credits 3 Class Hours

A study of the social, cultural, economic, and political aspects of significant civilizations from the 17th century to the present. *Prerequisites: DSPR 0800 and DSPW 0800 or equivalent skills.*

*\* This course is part of the general education core.*

## **HIST 2010**

### **American People To 1877**

**3 Credits**

**3 Class Hours**

A survey of the social, cultural, economic, and political aspects of American life from the pre-Columbian period through the Civil War and Reconstruction.

*Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills*

*\* This course is part of the general education core.*

## **HIST 2020**

### **American People Since 1877**

**3 Credits**

**3 Class Hours**

A study of the social, cultural, economic, and political aspects of American life from the Reconstruction period to the present. *Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills.*

*\* This course is part of the general education core.*

## **HIST 2030**

### **Tennessee History**

**3 Credits**

**3 Class Hours**

A study of 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.*

*\* This course is part of the general education core.*

# Horticulture

## **HORT 1010**

### **Intro to Horticulture**

**3 Credits**

**3 Class Hours**

A study of the principles of plant science and practices underlying occupations in horticulture. Emphasizes cultural methods affecting plant growth and provides a broad perspective of the horticultural industry.

## **HORT 1110**

### **Landscape Plant Materials I**

**3 Credits**

**3 Class Hours**

A study of identification, culture, characteristics and use of landscape plants. Topics include nomenclature, identification, growth and cultural requirements, and soil preferences. Landscape applications are emphasized. Students acquire knowledge in proper selection and utilization of plant materials into landscapes.

## **HORT 1120**

### **Landscape Design**

**3 Credits**

**3 Class Hours**

An introduction to landscape design principles and practices for residential sites. Topics include drafting, site analysis and common elements of good design, plant material selection,

proper plant utilization, and design implementation. Students learn to read, plan, draft, and implement a landscape design. *Prerequisite: HORT 1110 or HORT 2110*

## **HORT 1140**

### **Landscape Construction**

**3 Credits**

**3 Class Hours**

An introduction to hardscape structures in the landscape. Topics include material selection, construction techniques, and fabrication. Students learn to design and construct common hardscape features such as walkways, walls, and decks.

## **HORT 1150**

### **Soils and Fertilizers**

**3 Credits**

**3 Class Hours**

A study of the physical and chemical properties of soils, soil fertility, and management. Topics include soil formation, classification, testing, fertilizer application, and other amendments. Students learn to analyze, evaluate, and properly amend soils and media for horticultural use.

## **HORT 1210**

### **Turfgrass Management**

**3 Credits**

**3 Class Hours**

A detailed study of turf grass. Topics include seeding, reproduction, growth and development, species characteristics, fertilization irrigation practices, pest and disease control, maintenance of golf courses, and athletic and recreational lawns. Students learn how to establish and maintain a high quality turf-grass area.

## **HORT 1310**

### **Horticultural Pesticides**

**3 Credits**

**3 Class Hours**

A study of the identification and control of plant pests including insects, diseases, and weeds. Topics include pest identification and chemical regulation, pesticide application, and safety. Course work will satisfy re-certification point requirements and prepare students to take the Tennessee Commercial Pesticide Applicators License test and the test for certification in Ornamental and Turf (C-3).

## **HORT 1410**

### **Arboriculture**

**3 Credits**

**3 Class Hours**

A study of the identification, culture, and maintenance of landscape trees and shrubs. Topics include installation, fertilization, pruning, disease and insect control, and physiological problems. Students acquire knowledge in proper arboriculture practices.

## **HORT 1510**

### **Principles of Mgmt/Horticulture**

**3 Credits**

**3 Class Hours**

An introduction to 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**

An internship that provides on-the-job experience and demonstrates mastery of horticulture skills through placement with an established business in middle Tennessee. Students will work with the program coordinator to spend time with a business best suited to their interests and career goals. Internships include the areas of landscape contracting and maintenance, plant retail/wholesale, garden center/nursery, turf management, irrigation, pest control and others.

## **HORT 2020**

### **Internship II**

**1 Credit**

An internship that provides on-the-job experience and demonstrates mastery of horticulture skills through placement with an established business in middle Tennessee. Students will work with the program coordinator to spend time with a business best suited to their interests and career goals. Internships include the areas of landscape contracting and maintenance, plant retail/wholesale, garden center/nursery, turf management, irrigation, pest control, and others.

## **HORT 2110**

### **Landscape Plant Materials II**

**3 Credits**

**3 Class Hours**

A continuation of HORT 1110 and study of additional plants. Students acquire knowledge in the proper selection and utilization of landscape plant materials.

## **HORT 2120**

### **Advanced Landscape Design**

**3 Credits**

**3 Class Hours**

A study of residential and commercial landscape design, cost analysis, and installation. Topics include blueprint analysis, pricing, design implementation, and special projects.

# Industrial Electrical Maintenance

## IMC 1100

### Electrical Maintenance Orient.

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 following 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 1155

### DC and AC Circuits

5 Credits 4 Class Hours, 3 Lab Hours

A course in 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

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.

## IMC 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.

## IMC 2105

### Electrical Machine/Controls

3 Credits 2 Class Hours, 3 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 1155*

## 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 interfacing programmable controllers with relay logic.

## IMC 2205

### Programmable Logic Controllers

4 Credits 3 Class Hours, 3 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.

## IMC 2255

### Interpreting Tech Information

4 Credits 3 Class Hours, 3 Lab Hours

A comprehensive course in solving calculations as specified by the National Electrical Code (N.E.C.). 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 1155 or consent of instructor*

## Mathematics

### 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. *Prerequisite: DSPM 0850*  
*\* This course is part of the general education core.*

### MATH 1130

#### College Algebra\*

3 Credits 3 Class Hours

A traditional college algebra course for non-science majors. Topics include rational and exponential expressions, the concept of functions and their inverses, linear functions and equations including equations with radicals and absolute values, quadratic functions and equations, exponential and logarithmic functions and equations, graphs of basic functions, systems of equations, and inequalities. *Prerequisite: DSPM 0850*  
*\* This course is part of the general education core.*

## MATH 1130

### Expanded College Algebra\*

3 Credits 3 Lecture Hours

An enhanced college algebra course for non-science majors. Topics include rational and exponential expressions, the concept of functions and their inverses, linear functions and equations including radical and absolute value equations, quadratic functions and equations, exponential and logarithmic functions and equations, graphs of basic functions, systems of equations and inequalities. This course is available only to those students who are required to take DSPM 0850.

*Corequisite: MATH 0850 Math DSP Lab. Prerequisites: DSPM 0800 with a grade of "C" or equivalent skills and by instructor permission.*

*\* This course is part of the general education core*

## MATH 1410

### Math for Elem Education I

3 Credits 3 Class Hours

An introductory first course in math for elementary education which is restricted to students majoring in Elementary or Early Childhood Education. Topics include tools for problem solving, sets and operations on sets, functions, logic, numeration system, algebra-based study of properties of and operations with whole numbers, integers, rational numbers, and real numbers. *Prerequisite: DSPM 0850*

## MATH 1420

### Math for Elem Education II

3 Credits 3 Class Hours

A continuation of MATH 1410 and the second course in math for elementary education, which is restricted to students majoring in Elementary or Early Childhood Education. Topics include introductory elements of probability and statistics and the basic concepts of Euclidean geometry and coordinate geometry including congruence, similarity, measurements, areas, and volumes. *Prerequisite: MATH 1410*

## MATH 1530

### Probability/Statistics\* (Non-Calculus)

(Formerly MATH 1510)  
3 Credits 3 Class Hours

An introduction to basic concepts and formulas for both descriptive and inferential statistics. Topics 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. *Prerequisite: DSPM 0850*

*\* This course is part of the general education core.*

### **MATH 1630 Finite Mathematics\***

(Formerly MATH 1610)

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. *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, linear equations and functions, quadratic equations and functions, radical expressions and equations, polynomial functions, rational expressions and functions including complex and partial fractions, exponential and logarithmic functions, complex numbers, matrices, determinants, systems of equations, sequences and series, and applications. *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, and applications. *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 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. *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. *Prerequisite: MATH 1710 or MATH 1130*

*\* 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 & Analytic Geom 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. *Prerequisites: MATH 1720 or MATH 1730*

*\* This course is part of the general education core.*

### **MATH 1920 Calculus & Analytic Geom 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 2110 Calculus & Analytic Geom 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*

### **MATH 0850 Math DSP Lab**

1 Credit Hour

2 Lab Hours

A computer lab class to be taken in conjunction with MATH 1130 Expanded College Algebra. Two hours of computer labs will cover required DSPM 0850 supplemental material in algebra topics, such as fundamental operations of factoring, solving linear and quadratic equations, rational expressions and equations, exponents and radicals, linear inequalities, linear systems, and graphing linear and quadratic equations. *Corequisite: MATH 1130 Expanded College Algebra. Prerequisite: DSPM 0800 with a grade of "C" or equivalent skills and by instructor permission*

## **Marketing**

### **MKT 1400 Customer Service & Sales**

3 Credits

3 Class Hours

An introduction to the fundamentals of customer service and selling. Topics include developing and conveying a positive attitude, identifying buying motives and customer needs, developing and delivering a sales presentation, customer approaches, sales strategies, and cultivating repeat business through service. *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 social, physiological, psychological, 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*

## 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****Studio Recording I****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****MIDI I****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. Career opportunities are discussed.

**MST 1220****Songwriting I****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****Studio Recording II****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****Digital Audio Production I****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****MIDI II****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 discussed include music marketing, Web design, and independent label and artist promotion.

**MST 1320****Songwriting II****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 I****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****Digital Audio Production II****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*

**MST 1410****Music Publishing II****3 Credits****3 Class Hours**

A continuation of MST 1340. Topics include getting songs to the right people, indie markets and foreign markets. Students write and issue licenses and agreements, and acquire new copyrights. *Prerequisite: MST 1340*

**MST 1420****Mastering****3 Credits****2 Class Hours, 2 Lab Hours**

Mastering is the final creative step in music production, before the manufacturing process. Topics include how mastering has evolved, the relationship of mixing and mastering, business responsibilities, and modern techniques and equipment. *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****1 Credit****2 Class Hours**

An introduction to basic vocal skills, such as breath control and tone production.

**MUS 1020****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 or instructor permission. Co-requisite: MUS 1025*

**MUS 1021**  
**Music Theory II**  
 3 Credits 3 Class Hours  
 A continuation of MUS 1020.  
*Prerequisite: MUS 1020. Co-requisite: 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 instructor permission. Co-requisite: 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. Co-requisite: 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. Topics include folk music, popular music, world music, music theory, and cultural and historical influences. *Prerequisites: DSPW 0800 and DSPR 0800 or demonstrated equivalent skills. MUS 1030 meets the general education requirement for Humanities.*  
*\* This course is part of the general education core.*

**MUS 1040**  
**Class Guitar**  
 1 Credit 3 Class Hours  
 Basic instruction in guitar with emphasis on classical and popular guitar techniques and reading standard music notation and chord charts. Ownership or rental of a guitar is required.

**MUS 1307**  
**College Choir**  
 1 Credit 3 Class Hours  
 The college choir is a mixed ensemble performing in a variety of musical genres.

**MUS 2020**  
**Music Theory III**  
 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. Co-requisite: MUS 2025*

**MUS 2021**  
**Music Theory IV**  
 3 Credits 3 Class Hours  
 A continuation of Music Theory III. *Prerequisite: MUS 2020. Co-requisite: MUS 2026*

**MUS 2025**  
**Aural Skills III**  
 1 Credit 1 Class Hour  
 A continuation of the ear-training skills acquired in Aural Skills II. *Prerequisite: MUS 1026. Co-requisite: MUS 2020*

**MUS 2026**  
**Aural Skills IV**  
 1 Credit 1 Class Hour  
 A continuation of the ear-training skills acquired in Aural Skills III. *Prerequisite: MUS 2025. Co-requisite: MUS 2021*

**MUS 2111**  
**History of Popular Music**  
 3 Credits 3 Class Hours  
 A survey of American popular styles and their origins. Topics include jazz, country, ragtime, blues, rock, and soul. *Prerequisites: DSPW 0800 and DSPR 0800 or demonstrated equivalent skills.*

**MUS 2131**  
**Class Piano I**  
 1 Credit 3 Class Hours  
 This course is an introduction to the piano for music majors and non-music majors. This class is the first course in the four-semester class piano sequence to prepare students to pass their piano proficiency requirements.

**MUS 2132**  
**Class Piano II**  
 1 Credit 3 Class Hours  
 This course is a continuation of Class Piano I and the second course in the four-course piano sequence. *Prerequisite: MUS 2131*

**MUS 2133**  
**Class Piano III**  
 1 Credit 3 Class Hours  
 This is a continuation of Class Piano II and the third course in the four-course piano sequence. *Prerequisite: MUS 2132*

**MUS 2134**  
**Class Piano IV**  
 1 Credit 3 Class Hours  
 This course is a continuation of Class Piano III and the fourth in the four-course piano sequence. *Prerequisite: MUS 2133*

## Office Administration

**OAD 1100**  
**Keyboarding/Formatting**  
 3 Credits 3 Class Hours  
 An introductory keyboarding course using computers with emphasis on technique, mastery of the keyboard, and speed building. Students are guided through touch-typing and speed building exercises with software that immediately calculates speed and accuracy. Also includes formatting of basic business documents.

**OAD 1116**  
**Business English**  
 3 Credits 3 Class Hours  
 A course emphasizing the rules and accepted practices of English grammar in the contemporary business office. An emphasis will be placed on grammar, proofreading, and editing documents. *Prerequisites: DSPR 0700 and DSPW 0700*

**OAD 1117**  
**Business Communications**  
 3 Credits 3 Class Hours  
 A course focusing on the importance of developing good oral and written communication skills. Topics include verbal vs. nonverbal communication, cultural impact on communication, the writing process and techniques, communicating in the professional environment, writing effective correspondence, and formal reports with assignments to help improve writing, listening, nonverbal, and speaking skills. *Prerequisites: OAD 1100, OAD 1116, and AIS 1181 with a grade of "C" or higher*

**OAD 1225**  
**Word®**  
 3 Credits 3 Class Hours  
 A course designed to expand the student's skill with Microsoft® Word. Topics include tabs, manipulating text, formatting, sections, headers and footers, tables, columns, forms, mail merge, table of contents and indexes, styles, and basic graphics. *Prerequisite: AIS 1181 with a grade of "C" or higher*

**OAD 1235**  
**Excel®**  
 3 Credits 3 Class Hours  
 A course designed to expand the student's skill with Microsoft® Excel®. Topics include formatting and customizing worksheets, building formulas and functions, creating and editing charts and tables, and exchanging data with other programs. *Prerequisite: AIS 1181 with a grade of "C" or higher*



**OAD 2125****Access®****3 Credits****3 Class Hours**

A course designed to expand the student's skill with Microsoft® Access®. Topics include creating and modifying tables, queries, forms, reports, and macros, as well as organizing and managing databases. Students will design and create an original database for the office. *Prerequisite: AIS 1181 with a grade of "C" or higher*

**OAD 2600****Medical Transcription I****3 Credits****3 Class Hours**

An introductory medical transcription course utilizing the body system approach to transcribe dictated medical records. Topics include a reinforcement of medical terminology and English language skills; appropriate formatting and production of medical documents and reports, including history and physical, radiology, operative, consultant, autopsy, and other medical reports. An emphasis is placed on accuracy.

*Prerequisites: BIOL 1000 and AIS 1181 with a grade of "C" or higher*

**OAD 2610****Medical Transcription II****3 Credits****3 Class Hours**

A continuation of OAD 2600 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, dictation recorded in a variety of accents, and newly-developed procedures. Topics include 15 medical specialties in a hospital or clinical setting. *Prerequisite: OAD 2600 with a grade of "C" or higher*

**OAD 2840****Office Procedures****3 Credits****3 Class Hours**

A course designed to prepare students to meet the challenges and opportunities presented by today's evolving offices. Students complete projects that require critical thinking, teamwork, interpersonal and leadership skills while applying appropriate procedures to manage the administrative functions of an office. *Corequisite: OAD 1117*

**OAD 2950****Office Professional Capstone****3 Credits****3 Class Hours**

A second-year capstone course that emphasizes the integration of the student's knowledge and application of office skills. Topics include office-related assignments using word processing, database, spreadsheet, and presentation software, as well

as appropriate office procedures.

An exit exam will be administered at the end of the semester as a means of assessing program outcomes. This course should be taken during the last semester before graduation.

*Prerequisites: OAD 1116, OAD 1117, OAD 1225, OAD 1235, and OAD 2125*  
*Corequisite: OAD 2840*

## 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 (social participation, ADL, education, work, play and leisure) in normal development from conception to death. Topics include developmental milestones in performance skills through the life span.

**OTA 1120****Exploring Occupations****3 Credits****2 Lecture Hours, 3 Lab Hours**

A study of the concept of occupation across cultures and life span. Topics include occupational analysis and selection, adaptation and sequencing of purposeful/meaningful activities.

**OTA 1130****Foundations of OT****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 Doc with FW A****2 Credits****1 Lecture Hour, 3 Lab Hours**

A study of the documentation of the OT treatment process and a Level I Fieldwork. *Prerequisite or Corequisite: ENGL 1010 Composition I*

**OTA 1150****Med Term for OT****1 Credit****1 Web-Based Lecture Hour**

Web-based course introducing the OTA student to the terminology used in the medical profession.

**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: PSYC 1111 Intro to Psychology*

**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.

**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****AT and Env Adaptation****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.

**OTA 1260****FW B****1 Credit**

Opportunity for the OTA student to apply academic knowledge of occupational therapy to practice through a Level I Fieldwork experience. *Prerequisites: Fieldwork A*

**OTA 2110****OT Int and Tx: Peds****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, BIOL 2010

**OTA 2120****OT Int and Tx: Mental Health****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, PSYC 1111 *Corequisite:* OTA 1210

**OTA 2130****OT Int and Tx: 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, BIOL 2010

**OTA 2140****OT Int and Tx: 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, BIOL 2010

**OTA 2150****Mngmt Skills for the OTA****2 Credits****2 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****FW C****1 Credit**

Opportunity for the OTA student to apply academic knowledge of occupational therapy to practice through a Level I Fieldwork experience. *Prerequisites:* Fieldwork A & B

**OTA 2210****Level II A****6 Credits**

First eight-week fieldwork experience designed to provide the OTA student the opportunity to work in an OT setting, under the supervision of an OTR or COTA. Students must meet objectives designed by academic and clinical educators. *Prerequisites:* All academic coursework and program director approval are required. *Students must earn a grade of "C" or better in all coursework and a satisfactory rating on the Professional Behavioral Competence document before approval for Level II placement.*

**OTA 2220****Level II B****6 Credits**

Second eight-week fieldwork experience designed to provide the OTA student the opportunity to work in an OT setting, under the supervision of an OTR or COTA. Students must

meet objectives designed by academic and clinical educators. *Prerequisites:* All academic coursework and program director approval are required. *Students must earn a grade of "C" or better in all coursework and a satisfactory rating on the Professional Behavioral Competence document before approval for Level II placement.*

**Health & Wellness****PHED 1010****Intro to Health and Wellness****3 Credits****3 Class Hours**

An introduction 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**

A study of and practice in maintaining physical fitness through walking. Studies the effects of walking on the body.

**PHED 1060****Weight Training****1 Credit****2 Class Hours**

An introduction to 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 1100****Karate****1 Credit****2 Class Hours**

A study in the fundamental techniques of Isshinryu Karate as well as beginning katas, sparring, and self-defense.

**PHED 1210****Physical Conditioning****1 Credit****2 Class Hours**

A study and practice in maintaining personal physical fitness through strenuous exercise and aerobic activities. Studies effects of exercise on the body.

**PHED 1340****Beginning Yoga****1 Credit****2 Class Hours**

Teaches students the basics of hatha yoga. Instruction emphasizes the basic knowledge and skills related to yoga postures.

**PHED 1350****Bicycling****1 Credit****2 Class Hours**

An introduction to the skills of bicycling, including practical experiences. Provides knowledge about fitness as it is related to bicycling activities.

**PHED 1420****Karate II****1 Credit****2 Class Hours**

A study in the intermediate techniques of karate as well as intermediate katas, weapons, sparring, and self-defense.

*Prerequisite: PHED 1100 or instructor permission*

**PHED 1430****Karate III****1 Credit****2 Class Hours**

A study in the advanced techniques of karate. *Prerequisite: PHED 1420*

**PHED 1640****Tennis****1 Credit****2 Class Hours**

A study 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**

A study in the intermediate techniques of tennis: topspin and slice fore-hands and backhands, and the different kinds of serves. Focuses on singles and doubles strategies as well as the mental aspects of the game. *Prerequisite: PHED 1640 or instructor permission*

**PHED 2130****Intro To Physical Education****3 Credits****3 Class Hours**

A study of the history and principles of physical education as they relate to selected physical activities.

**PHED 2310****Community Health****3 Credits****3 Class Hours**

A study of community health issues.

**PHED 2340****Continuing Yoga****1 Credit****2 Class Hours**

Teaches students more advanced postures of hatha yoga. In addition, other yoga philosophy and breathing practices will be introduced.

## Philosophy

**PHIL 1000****Critical Thinking****3 Credits****3 Class Hours**

An introduction to the elements of critical thinking as a cognitive process. Topics cover thinking abilities and problem-solving related to issues and concepts drawn from academics, current events, and life experiences.

*Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills*

**PHIL 1030****Introduction to Philosophy\*****3 Credits****(Honors Option Offered)****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 equivalent 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****(Honors Option Offered)****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) as they apply 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 in movies. Topics include philosophical issues underlying the dramatic action in films and a deeper philosophical understanding and intellectual appreciation for philosophy and film. *Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills*

**PHIL 2022****Philosophy of Religion****3 Credits****3 Class Hours**

A survey of major theoretical issues in philosophy of religion. Topics include the existence of God, the relationship between religion and ethics, the

problem of evil, the role of faith, the status of religious language, and the meaning of human life and death.

*Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills*

**PHIL 2023****Continental Philosophy****3 Credits****3 Class Hours**

A survey of recent Continental philosophy beginning with late 19th century European thinkers such as Kierkegaard and Nietzsche and developing through philosophical subfields such as existentialism, phenomenology, cultural theory, hermeneutics, feminism, and deconstruction. Topics include the meaning of human existence, subjectivity, embodiment, free will, ethics, religion, and language.

*Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills*

**PHIL 2024****Environmental/Animal Ethics****3 Credits****3 Class Hours**

A survey of conceptual and ethical questions in contemporary environmental philosophy. Topics include factory farming, animal testing, global warming, natural resource management, pollution, and philosophical debate over the significance of key concepts such as person, value, right. *Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills*

**PHIL 2200****World Religions\*****3 Credits****(Honors Option Offered)****3 Class Hours**

An introduction to the academic study of comparative religion. Topics include basic elements of religion and strategies for recognizing patterns of similarity and divergence among different religions, and the origins, development, and fundamental beliefs and practices of Hinduism, Taoism, Buddhism, Confucianism, Jainism, Sikhism, Shinto, Judaism, Christianity, and Islam, among others. *Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills*

*\* This course is part of the general education core.*

**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. Topics include representative instances of actual clinical situations that generate moral concerns and ways to address these dilemmas with the assistance of philosophical reflection. *Prerequisites: DSPW 0800 and DSPR 0800 or equivalent 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. A film or digital SLR camera is required.

## PHO 1115

### History of Photography

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. *Prerequisites: DSPR 0800, DSPW 0800*

## 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 Lab Techniques I

3 Credits

2 Class Hours, 2 Lab Hours

An introduction to the color darkroom. Students learn to color correct and print using both traditional and digital darkrooms. *Prerequisites: PHO 1210, COM 1230, and COM 1170*

## 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 providing 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, PHO 1240, PHO 1350, and PHO 1490; COM 2240*

## 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 Lab Techniques II

3 Credits

2 Class Hours, 2 Lab Hours

Students use both traditional and digital labs to further explore the creative processes involved in color photography. *Prerequisites: PHO 1230, COM 2240*

## PHO 1330

### Alternative Photo Processes

3 Credits

2 Class Hours, 2 Lab Hours

Students study and work with methods that pre-date silver-gelatin photography. The course is an intensive introduction to hand-applied emulsions onto various types of art papers. *Prerequisite: PHO 1210*

## 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

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 1240*

## 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, PHO 1490, and COM 1230*

## 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, COM 1230, and COM 1170*

## PHO 2000

### Sports Photography

3 Credits

3 Class Hours

An introduction to sports photography in the digital age. Topics include: equipment, shooting techniques, editing and critiquing photographs for submission, and obtaining press credentials. *Prerequisites: PHO 1110, PHO 1490, COM 1230*

## PHO 2190

### Advanced Digital Printmaking

3 Credits

3 Class 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. *Prerequisites: PHO 1490, COM 1230, COM 2240, and approval of instructor.*

## PHO 2200

### Digital Color Management

3 Credits

3 Class Hours

Principles of digital image color management. Emphasis on creating a color management (CMS) for use in commercial and fine art applications. This includes intermediate to advanced techniques in color management applications as well as Adobe Photoshop®. *Prerequisites: PHO 1230, PHO 1490*

## PHO 2850

### Special Topics

3 Credits

2 Class Hours, 2 Lab Hours

An independent and in-depth exploration of advanced photography techniques. Students will develop a cohesive body of work while refining their technical skills. *Prerequisites: Students must have completed a minimum of 30 credit hours in PHO courses. Instructor approval required.*

## Physics

### 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 Physics I\*

4 Credits

3 Class Hours, 3 Lab Hours

An algebra/trigonometry-based course in the concepts and principles of mechanics, fluids, heat, and thermodynamics. *Prerequisite: MATH 1730 or MATH 1710-1720*

*\* This course is part of the general education core.*

### PHYS 2020

#### Non-Calculus 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.*

## Paralegal Studies

### PLAW 1000

#### Introduction to Paralegal Studies

3 Credits

3 Class Hours

This course is an introduction to the Paralegal profession. The course addresses knowledge of the legal system and analysis of laws and judicial opinions. Topics examined include paralegal responsibilities, ethics, law office dynamics, effective interview techniques, investigations, and trial preparation.

### PLAW 1100

#### Legal Writing

3 Credits

3 Class Hours

The use of the English language in the production of legal instruments. It includes using clarity and precision in the drafting and formatting of legal office documents, legal citations, trial court instruments and pleadings, appellate briefs, depositions, probate instruments and wills, bankruptcy schedules, incorporation documents, and many other such legal documents.

### PLAW 1200

#### Legal Research

3 Credits

3 Class Hours

Introduces students to the law library and methods of researching primary and secondary legal authority. They learn where and how to find answers to legal questions, how to read and analyze court opinions, and how to write and research through legal citations. Research will be conducted through computerized methods and will also include the use of codes, administrative regulations, reporters series, legal digests, encyclopedia, treatises and law reviews. *Prerequisites: PLAW 1000, PLAW 1100*

### PLAW 2000 Civil Litigation and Procedure

3 Credits

3 Class Hours

Students learn the role of legal assistants and paralegals in civil litigation. Emphasis is placed on the study of rules of civil litigation in Federal, State, and local courtrooms. It includes civil rules from the beginning with the complaint through the conclusion of a case. Students are required to prepare documents used in the civil litigation process. *Prerequisites: PLAW 1000, PLAW 1100*

### PLAW 2100

#### Torts

3 Credits

3 Class Hours

A study of the law relating to personal injury and damages to persons and property. Topics covered include intentional torts, negligence, strict liability, product liability, and worker's compensation. Particular attention will be given to the legal assistant's role in tort litigation. *Prerequisites: PLAW 1000, PLAW 1100*

### PLAW 2200

#### Family Law

3 Credits

3 Class Hours

Familiarizes the student with both substantive and procedural law relating to marriage, annulment, divorce, child custody/support, adoption, and related topics. Emphasis will be placed on the legal assistant's role interviewing and in drafting documents. *Prerequisites: PLAW 1000, PLAW 1100*

### PLAW 2300

#### Bankruptcy and Secured Transactions

3 Credits

3 Class Hours

Covers the bankruptcy code and rules of procedure. Emphasis will be placed on the legal assistant's role in Bankruptcy practice including interviewing, preparing documents including Schedules for Chapter 7, 11, and 13, legal proceedings including filing, meeting of creditors, adversarial proceedings, and the final discharge. Also included are secured and unsecured creditor priorities, preferences, and fraudulent transfers. *Prerequisites: PLAW 1000, PLAW 1100*

### PLAW 2400

#### Real Property Law

3 Credits

3 Class Hours

Includes a study of real estate law including ownership of property, surveys and land descriptions, deeds, title examinations, title insurance, and real estate closing. Drafting and recording real estate documents and search of public documents will also be covered. *Prerequisites: PLAW 1000, PLAW 1100*

### PLAW 2915 and PLAW 2925

#### Cooperative Education

3 Credits 20+ Contact Hours Per Week

Cooperative education provides an opportunity for students to earn credit while gaining valuable on-the-job work experience (6 hours of co-op credit can be used as electives). *Prerequisite: Permission from Instructor*



## Political Science

### **POLI 1111**

#### **Intro to Political Science\***

**3 Credits** **3 Class Hours**

An introduction to classic thinkers in political science, as well as essential concepts in Western political thought; topics include democracy, rights, sovereignty, republicanism, majorities and minorities. *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.*

### **POLI 2010**

#### **American National Government\***

**3 Credits** **3 Class Hours**

An introduction to foundations and principles of American national government; Constitutional principles, functions, and administration of American national government, Congress, the Presidency, the Supreme Court, and the U.S. political system. *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 Science

### **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 modern physics. *Prerequisites: DSPR 0800 and DSPM 0800*

*\* This course is part of the general education core.*

## Police Science/ Law Enforcement

### **PST 1000**

#### **Intro To Criminal Justice**

**3 Credits** **3 Class Hours**

A study of the administration of criminal justice and its purposes, goals, and functions. Topics include evaluation of law enforcement responsibilities, techniques, and methods of how police patrol is conducted. Provides 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**

#### **Intro To Criminology**

**3 Credits** **3 Class Hours**

A study of societal problems including deviant behavior, its causes, patterns, treatment, and prevention.

### **PST 1010**

#### **Criminal Law & Procedure**

**3 Credits** **3 Class Hours**

A study of trial procedures, history of constitutional rights, rules of evidence admissibility, types of evidence, and laws of arrest, search, and seizure.

### **PST 1020**

#### **Police Administration**

**3 Credits** **3 Class Hours**

A study of the principles of personnel management functions and organization of the police agency. Topics include policy procedures, evaluation of the research, planning, and development processes, and operational duties and commands.

### **PST 1030**

#### **Criminal Evidence**

**3 Credits** **3 Class Hours**

A study of the types, proper treatment, and disposition of criminal evidence. Examines the problems of admissibility in court proceedings. Other topics include types of evidence, rules for obtaining the evidence, principles of exclusion, evaluation and examination of the evidence, proof, competence of witnesses, hearsay rule, opinion, pre-trial discovery, and testimony in court.

### **PST 1035**

#### **Report Writ for Law Enforce**

**3 Credits** **3 Class Hours**

A study of the objectives of effective police report preparation as it specifically pertains to law enforcement. Emphasizes how to present information in an organized, clear and chronological manner. Topics include the three categories of law enforcement documents, incident, administrative, and affidavit.

### **PST 1040**

#### **Defensive Tactics**

**3 Credits** **3 Class Hours**

An introduction to 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. Studies mental conditioning for survival and use-of-force continuum.

### **PST 1043**

#### **Investigative Photography**

**3 Credits** **3 Class Hours**

A study of the basic concepts of photography through an understanding of aperture, shutter speed, and film speed. Emphasizes principles of the 35 mm camera and digital cameras and their application of recording and reconstructing crime scenes. Also prepares the student for the Evidence Photography that takes photography into the laboratory. *Prerequisites: DSPR 0700, DSPW 0700 or equivalent skills*

### **PST 1050**

#### **Tactical Shotgun**

**3 Credits** **3 Class Hours**

A study of operating skills for "tactical response shotgun." Special emphasis 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 1055**

#### **Intro to Computer Crime**

**3 Credits** **3 Class Hours**

Provides an overview of criminal acts that can be committed with the use of a computer and the Internet, how computer related crimes are committed and how computer related crimes are investigated. The legal issues involved in the prosecution of computer related crimes will also be explored.

### **PST 1060**

#### **Basic Surveillance Techniques**

**3 Credits** **3 Class Hours**

An examination of 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 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**

A study of the basics of police work needed to survive both mentally and physically. Topics include basic officer survival tactics and techniques, proper survival techniques used during field interviews, unknown risk calls, and traffic stops. Provides a working knowledge of survival skills used during domestic calls, crimes in progress, and high risk traffic stops.

**PST 1080****Interv/Interrog Techniques****3 Credits****3 Class Hours**

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 Fingerprint/Pattern ID****3 Credits****3 Class Hours**

A study of ridge pattern identification and the physical aspects of fingerprints. Provides the basis for developing techniques for the taking of presentable and classifiable inked impressions. Emphasizes hands-on application of these techniques.

**PST 1086****Latent Fingerprint Development****3 Credits****3 Class Hours**

A study of the fundamentals of fingerprint development from the history of fingerprints to the most advanced techniques of modern day technology. Other topics include the use of Automated Fingerprint Identification System (AFIS). *Prerequisites: DSPR 0700, DSPW 0700 or equivalent skills*

**PST 1087****Basic Crime Scene Invest****3 Credits****3 Class Hours**

A study of the principles of crime scene investigation. Topics include scene assessment, photography, diagramming, evidence collection, processing of evidence, crime scene preservation, and the presentation of the evidence into a court of law. *Prerequisites: DSPR 0700, DSPW 0700 or equivalent skills*

**PST 1090****Traffic Accident Investigation****3 Credits****3 Class Hours**

A study of 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****3 Credits****3 Class Hours**

An interpersonal communications course for police officers. Provides officers the necessary tools to diffuse verbal confrontations as well as persuade contacts to obey legal and lawful orders. Topics include the goals, objectives, and visions of law enforcement and field interviewing techniques and neurolinguistics.

**PST 1097****Surface Skel & Buried Bodies****3 Credits****3 Class Hours**

A study of techniques in locating clandestine bodies and graves. Topics include visual search indicators of burials, disturbances in nature, soil compaction, soil gas detection, cadaver dogs, and scavenging patterns. Also includes many hands-on exercises. *Prerequisites: DSPR 0700, DSPW 0700 or equivalent skills, PST 1087*

**PST 2000****Drug Identification & Effects****3 Credits****3 Class Hours**

A study of the fundamentals needed for identifying both the appearance and effects of controlled substances. Students receive guides to controlled substances: their color, trade names, and drug codes. Topics include a 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 society.

**PST 2010****Criminal Investigation****3 Credits****3 Class Hours**

A study of 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. Emphasizes the techniques of case preparation and presenting the case to court.

**PST 2014****Advanced Crime Scene Techn****3 Credits****3 Class Hours**

A study of crime scene techniques that takes the student beyond the classroom and into the field. Students will work mock crime scenes and apply all the skills acquired from previous studies. Simulates reality for the students and requires the student to photograph, diagram, and preserve crime scene evidence. Other topics include casting techniques and blood presumptive applications. *Prerequisites: DSPR 0700, DSPW 0700 or equivalent skills, PST 1086 and PST 1087*

**PST 2020****Police Firearms****3 Credits****3 Class Hours**

An introduction to police combat firearms training, firearms tactics, deadly force policies and shoot/don't shoot decisions. Emphasizes 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 2023****Advanced Fingerprint Techn****3 Credits****3 Class Hours**

A study of the comprehensive application of development of enhancement techniques for physical evidence using forensic chemicals to develop latent fingerprints from crime scene evidence. Utilizes a forensic laboratory using ninhydrin, cyanoacrylate, chemical powders, and many other forensic chemicals. *Prerequisites: DSPR 0700, DSPW 0700 or equivalent skills, PST 1086*

**PST 2030****Seminar In Police Science****3 Credits****3 Class Hours**

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 2031****Seminar in CSI****4 Credits****4 Class Hours**

An opportunity for the CSI student to study the role of the crime scene technician in the crime lab work setting. Includes off campus experiences involving supervised activities within local police departments, field site visits, and extensive research activities. *Prerequisites: DSPR 0700, DSPW 0700 or equivalent skills, PST 1086, 1087, 2014, 2023*

**PST 2035****Juvenile Procedures****3 Credits****3 Class Hours**

An introduction to the concepts of youth crimes and techniques practiced by police and courts in prevention and control. Topics include the development and trends in juvenile court procedures.

**PST 2045****Intro To Criminalistics****3 Credits****3 Class Hours**

A study of 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 Tact Training (SWAT)****3 Credits****3 Class Hours**

An overview of the historical development of special weapons and tactical teams. Studies the techniques of urban and rural movements, breaching techniques and forced entry methods. Methods of surreptitious and dynamic entry and clearing and hostage rescue are practiced with tactical diagramming and aid planning.

**PST 2055****Gangs Cults & Deviant Movement****3 Credits****3 Class Hours**

An examination of gang problems in the United States. Topics include 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**

A study of the photographic aspects used in criminal investigation with emphasis on types of cameras and lighting for purpose of recording evidence.

**PST 2064****Bloodstain Evidence****3 Credits****3 Class Hours**

A study of bloodstains, bloodspatter, and bloodstain pattern. Focuses on surface texture, direction of travel of blood striking an object, determining the impact angle of blood, the origin of bloodspatter and an examination of a blood drop in a two-dimensional configuration. Other topics include the collection and preservation of bloodstain evidence. *Prerequisites: DSPR 0700, DSPW 0700 or equivalent skills*

**PST 2065****Prevention & Control Of Crime****3 Credits****3 Class Hours**

A study of the police function as it pertains to the analysis of crime prevention and control. Addresses 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**

A study of the functions and concepts of security personnel forces of industrial plants, airports, hospitals, and commercial stores.

## Psychology

**PSYC 1111****Intro to Psychology\*****3 Credits****(Honors Option Offered)****3 Class Hours**

An introduction to 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 Option Offered)****3 Class Hours**

A study of 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*

**PSYC 2111****Psy of Human Growth & Dev\*****3 Credits****(Honors Option Offered)****3 Class Hours**

A 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**

A study of the individual in society. Topics include social behavior, socialization, perception, interaction, ethnicity and prejudice, effects of media and mass communication, attitude formation, altruism, and aggression. The methodologies of social psychology are also studied. (This course is the same as SOCI 2113.) *Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills.*

**PSYC 2120****Child & Adolescent Development****3 Credits****3 Class Hours**

An examination of children from a developmental perspective. Focuses on how children change as a result of age and experience. The underlying themes 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.*

**PSYC 2110****Educational Psychology****3 Credits****3 Class Hours**

A study and application of the principles of growth and development, learning theory, and assessment techniques in the classroom setting. Motivating and facilitating learning processes in school settings will be emphasized. Field experiences in an approved classroom are required. (This course is the same as EDUC 2110.) *Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills*

**PSYC 2125****Abnormal Psychology****3 Credits****3 Class Hours**

A study of major patterns of abnormal behavior and their description and diagnosis, interpretation, treatment and prevention. *Prerequisites: PSYC 1111, DSPW 0800 and DSPR 0800 or equivalent skills.*

## Industrial Process Control Technology

**PTEC 1010****Technical Chemistry****3 Credits****2 Class Hours, 2 Lab Hours**

Technical Chemistry utilizes basic chemistry concepts and equipment to instruct prospective process control technicians and chemical operators in proper sampling methods, laboratory techniques, and process monitoring. This is an applications based course that emphasizes hands-on, practical exercises and experiences both in the laboratory and in an industrial environment. *Prerequisites: DSPM 0850, CHEM 1030 and instructor permission*



## **PTEC 1020**

### **Orientation to Industrial Safety**

**1 Credit**

**1 Class Hour**

An introduction to the field of Safety, Health and Environment within the PTEC industry. Topics include the roles and responsibilities of Process Technicians, the environment in which they work, and the equipment an systems in which they operate.

## **PTEC 1050**

### **Intro to Process Technology**

**3 Credits**

**2 Class Hours, 2 Lab Hours**

An introductory course for students entering the Industrial Process Control program. Students will be introduced to physical science topics including solids, liquids, heat transfer, thermodynamics, electronics, and electricity and their significance in Process Control. This class is intended to provide a scientific background in the physics of plant operations, while preparing the students for PTEC 1060.

## **PTEC 1060**

### **Process Technology I: Equipment**

**4 Credits**

**3 Class Hours, 2 Lab Hours**

An introduction to PT I: Equipment within the PTEC industry. Topics include PTEC industry-related equipment concepts including purpose, components, operation, and the Process Technician's role for operating and troubleshooting the equipment. *Prerequisite: PTEC 1020, PTEC 1050*

## **PTEC 1070**

### **Process Technology II: Systems**

**4 Credits**

**3 Class Hours, 2 Lab Hours**

Study of the interrelation of PTEC equipment and PTEC systems. Students will arrange PTEC equipment into basic systems; describe the purpose and the function of specific PTEC systems; explain how factors affecting PTEC systems are controlled under normal conditions; and recognize abnormal PTEC conditions. Introduces the concept of system and plant economics. *Prerequisite: PTEC 1060*

## **PTEC 1080**

### **Process Technology III: Operations**

**4 Credits**

**3 Class Hours, 2 Lab Hours**

An introduction to operations within the PTEC industry. Students use existing knowledge of equipment, systems, and instrumentation to understand the operation of an entire unit. Study of concepts related to commissioning, normal startup, normal operations, normal shutdown, turnarounds, and abnormal situations, as well as the Process Technician's role in performing the tasks associated with these concepts. *Prerequisite: PTEC 1070*

## **PTEC 2020**

### **Quality**

**3 Credits**

**2 Class Hours, 2 Lab Hours**

Helps students understand customer expectations in a manufacturing system and continuous improvement methodology. Demonstrates procedures and policies to ensure operating consistency, reduce variability in the process, reduce waste, and prevent safety incidents. Students use Quality Tools and team problem solving techniques.

## **PTEC 2050**

### **Instrumentation I**

**4 Credits**

**3 Class Hours, 2 Lab Hours**

Topics include PTEC variables and the various instruments used to sense, measure, transmit and control these variables. Introduces the student to control loops and the elements that are found in different types of loops, such as controllers, regulators and final control elements. Concludes with a study of instrumentation drawings and diagrams and a unit on troubleshooting instrumentation. *Prerequisite: PTEC 1060*

## **PTEC 2060**

### **Instrumentation II**

**3 Credits**

**2 Class Hours, 2 Lab Hours**

An introduction to switches, relays and annunciators systems and moves on to discuss signal conversion and transmission. Controllers, control schemes and advanced control schemes. Covers digital control, programmable logic control and distributed control systems, instrumentation power supplies, emergency shutdown systems, and instrumentation malfunctions. *Prerequisite: PTEC 2050*

## **Sociology**

## **SOCI 1111**

### **Introduction To Sociology\***

**3 Credits**

**(Honors Option Offered)**

**3 Class Hours**

An introduction to 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 Sciences elective.*

*\* This course is part of the general education core.*

## **SOCI 1112**

### **Social Problems\***

**3 Credits**

**3 Class Hours**

A study of 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. SOCI 1111 is suggested as a prerequisite. Note: SOCI 1112 meets the requirement for a Social Sciences elective.*

*\* This course is part of the general education core.*

## **SOCI 1120**

### **Intro To Cultural Anthropology\***

**3 Credits**

**3 Class Hours**

An introduction to 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. SOCI 1111 is recommended as a prerequisite. Note: SOCI 1120 meets the requirement for a Social Sciences elective.*

*\* This course is part of the general education core.*

## **SOCI 2112**

### **Marriage And Family\***

**3 Credits**

**3 Class Hours**

A study of 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 Sciences elective.*

*\* This course is part of the general education core.*

## **SOCI 2113**

### **Social Psychology**

**3 Credits**

**3 Class Hours**

A study of the individual in society. Topics include social behavior, socialization, perception, interaction, ethnicity and prejudice, attitude formation, altruism, aggression, effects of media and mass communication. The methodologies of social psychology are also studied. (This course is the same as PSYC 2113.) *Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills.*

## Social Services/ Social Work

### **SOCS 1010**

#### **Intro to Social Work**

3 Credits

3 Class Hours

An introduction and orientation to the field of social work. Topics include professional values and ethics, diverse population groups served, and the historical development and present structure of social services.

### **SOCS 1020**

#### **Human Behavior Social Environ**

3 Credits

3 Class Hours

A study of human motivation and the impact of the social environment on human behavior. Topics include development of socialization skills and coping mechanisms necessary for effectively functioning in social contexts.

### **SOCS 2010**

#### **Soc Svcs for Children & Youth**

3 Credits

3 Class Hours

A study of the special needs of children and youth. Topics include the social services that are available to meet those needs.

### **SOCS 2020**

#### **Theories/Methods Soc Svc Prac**

3 Credits

3 Class Hours

A study of the theories, methods, and skills of professional practice, including adversarial, conciliatory, developmental, and restorative processes. Emphasis on the team approach and techniques of casework with individuals and groups.  
*Prerequisite: SOCS 1010*

### **SOCS 2025**

#### **Survey of Counseling Theories**

3 Credits

3 Class Hours

A comparative analysis of the major theoretical approaches to the practice of counseling and psychotherapy. Topics include psychodynamic, behavioral, cognitive behavioral, gestalt, transactional analysis, and rational emotive and family systems therapy.

### **SOCS 2035**

#### **Alcohol & Drug Abuse**

3 Credits

3 Class Hours

A study of the social issues involved in alcohol and drug abuse and the assessment of sociological theories of alcohol and drug abuse, its prevention, and remediation.

### **SOCS 2045**

#### **Family Systems**

3 Credits

3 Class Hours

An examination of the interpersonal interaction patterns existing in families and of the problems experienced by families in contemporary American society. Topics include the examination of emotional and physical abuse, drug and alcohol addiction, alternative life styles, and changing gender roles.

### **SOCS 2055**

#### **Soc Work Interviewing Skills**

3 Credits

3 Class Hours

An introduction to interviewing skills and techniques in Social Work. Course content focuses on accommodating the cultural and psychological needs of a diverse client population.  
*Prerequisites: SOCS 1010*

### **SOCS 2060**

#### **Field Practicum**

5 Credits

5 Class Hours

An opportunity for the student to have direct professional experience in the field of social services. Students complete a minimum of 150 clock hours of field work in a social service agency approved by the Department and will be supervised by both an on-site mentor and a college practicum supervisor. Students are also required to attend all scheduled seminar meetings.  
*Prerequisites: Completion of 30 hours of major core courses or instructor permission*

## Spanish

### **SPAN 1010**

#### **Beginning Spanish I**

3 Credits

3 Class Hours

An introduction to the learning and usage of Spanish. Students acquire proficiency in hearing, speaking, reading, and writing elementary Spanish.  
*Prerequisites: DSPW 0800 and DSPR 0800 or equivalent skills*

### **SPAN 1020**

#### **Beginning Spanish II**

3 Credits

3 Class Hours

A continuation of learning and using Spanish. Students improve proficiency in hearing, speaking, reading, and writing elementary Spanish.  
*Prerequisite: SPAN 1010 or instructor permission*

### **SPAN 2010**

#### **Intermediate Spanish I**

3 Credits

3 Class Hours

A continuation of the development of 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 instructor permission*

### **SPAN 2020**

#### **Intermediate Spanish II**

3 Credits

3 Class Hours

A continuation of the development of the student's knowledge of Spanish. Students increase aural comprehension skills and speaking ability, expand their compositions, and broaden their study of Hispanic literature.  
*Prerequisite: SPAN 2010 or instructor permission*

### **SPAN 2025**

#### **Conversational Spanish**

3 Credits

3 Class Hours

A study of grammar and vocabulary acquired in previous Spanish courses by focusing on listening and speaking skills. Students will be able to discuss a variety of cultural, social and academic subjects. Incorporates a range of practical activities to help students gain proficiency in expressing and defending their opinions/positions.  
*Prerequisites: SPAN 2020 or instructor permission*

## Communication Studies

### **SPCH 1010**

#### **Speech\***

3 Credits

(Honors Option Offered)

3 Class Hours

An introduction to the fundamentals of public speaking. Emphasis is on preparing and delivering informative and persuasive speeches.  
*Prerequisite: ENGL 1010*

*\* This course is part of the general education core.*

### **SPCH 1112**

#### **Fundamentals of Speech Comm**

3 Credits

(Honors Option Offered)

3 Class Hours

An exploration and practical application of communication theory in various contexts: interpersonal, small group, and public speaking.  
*Prerequisite: ENGL 1010*

### **SPCH 2111**

#### **Interpersonal Skills**

3 Credits

(Honors Option Offered)

3 Class Hours

A study of interpersonal communication behaviors. Topics include interpersonal communication principles and theories, self in interpersonal communication, culture, and conflict resolution.  
*Prerequisite: ENGL 1010*



## SPCH 2222

### Business and Professional Comm

3 Credits

3 Class Hours

A study of the principles and skills necessary for appropriate and effective communication within contemporary organizations. Topics include an introduction to communication processes in organizations including communication flow, culture, verbal, and nonverbal messages. Practical/applied orientation areas of emphasis include interviews, problem-solving, individual and group oral presentations, multimedia presentations, and effective listening. *Prerequisite: ENGL 1010*

## Surgical Technology

### SURG 1001

#### Intro to Surgical Technology

3 Credits

3 Class Hours, 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, completed health and program documentation including background check*

### SURG 1002 Basic Skills

1 Credit

3 Lab Hours

A study of 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, completed health program documentation including background check*  
*Corequisites: SURG 1003, SURG 1004*

### SURG 1003

#### Intro to Clinical Experience

2 Credits

1 Class Hour, 3 Lab Hours

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, completed health and program documentation including background check. Corequisites: SURG 1002, SURG 1004*

## SURG 1004

### Advanced Skills Lab

1 Credit

3 Lab Hours

A study of advanced 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, completed health and program documentation including background check. Corequisites: SURG 1002, SURG 1003*

### SURG 1005

#### Microbiology for Surgical Tech

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

#### Basic 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*

### SURG 1010

#### Surgical Procedures

6 Credits

6 Class Hours

An overview of the relevant anatomy, pathophysiology, preparations, instrumentation, purpose, and expected outcome for surgical procedures covered in the course. Topics include procedures in General, Gynecologic, ENT, Orthopaedic, Urologic surgery, as well as procedures in other common specialties. *Prerequisites: Program application, interview and instructor permission, completed health and program documentation including background check. Also BIOL 1000, BIOL 1004, SURG 1001, SURG 1002, SURG 1003, SURG 1004, SURG 1005, and SURG 1006. Corequisites: SURG 1011, SURG 1012*

### SURG 1011

#### Clinical Practicum I

5 Credits

5 Lab Hours

Course consists of one eight-week supervised clinical rotation (33.5 hr/week) during which students will complete comprehensive orientation to clinical practica, practice the skills necessary

to perform the duties of a surgical technologist in the scrub role, develop professional behaviors while in the operating room environment, and learn to adequately document their experiences in their Practica.

*Prerequisites: Program application, interview and instructor permission, completed health and program documentation including background check. Also BIOL 1000, BIOL 1004, SURG 1001, SURG 1002, SURG 1003, SURG 1004, SURG 1005, and SURG 1006. Corequisites: SURG 1010, SURG 1012*

### SURG 1012

#### Clinical Practicum II

4 Credits

4 Lab Hours

Course consists of one eight-week supervised clinical rotation (33.5 hr/week) during which students will practice the skills necessary to perform the duties of a surgical technologist in the scrub role, develop professional behaviors while in the operating room environment, and learn to adequately document their experiences in their Practica.

*Prerequisites: Program application, interview and instructor permission, completed health and program documentation including background check. Also BIOL 1000, BIOL 1004, SURG 1001, SURG 1002, SURG 1003, SURG 1004, SURG 1005, and SURG 1006. Corequisites: SURG 1010, SURG 1011*

## Theater

### THEA 1030

#### Introduction to Theater\*

3 Credits

3 Class Hours

An introduction to the basic artistic, social, and technical elements of theater. Topics include contemporary and classical styles of presentation and dramatic structure, and contributions of the playwrights, designers, directors, actors, and audience to the theatrical process. (*THEA 1030 is a humanities elective.*) *Prerequisites: DSPR 0800 and DSPW 0800 or equivalent skills*

\* This course is part of the general education core.

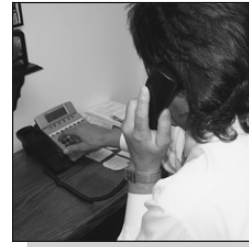
### THEA 1035

#### Acting I (Acting Fundamentals)

3 Credits

3 Class Hours

Introduces the basics of acting using body, voice, and mind. Play reading and text analysis skills will be developed. Through reading, discussion, and scene study students will use the basic acting tools in the process of characterization and will strive to create performances that are believable, truthful, and entertaining. *Prerequisites: DSPW 0800 and DSPR 0800*



## Administration, Faculty, and Staff



Catalog 2009–2011

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Certificate, Universal HVAC, Ferris State  
University, 2000  
Certificate, Auto Service Engineer, Ferris State  
University, 2000  
Certificate, Service Repair Installation, Ferris  
State University, 2000  
Certificate, HVAC Heat Pump, Tennessee  
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A.S., Biology, Nashville State Community  
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Microsoft® MVP, 2005  
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Computer Electronics Diploma, Nashville State  
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TEFL Certification, Winfield College, 2001

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Educational Specialist, Instructional Leadership, 2004

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A.A.S., Nashville State Community College, 2003  
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3-D Design and Graphics Technical Certificate .....	109
"A" Number.....	35
A.A./A.S. Areas of Emphasis Course Recommendations .....	129
A.A./A.S. Degree Areas of Emphasis.....	128
Academic Action Appeals .....	42
Academic Advising Policy .....	47
Academic Calendar 2009–2011 .....	4–6
Academic Fresh Start .....	41
Academic Probation and Suspension .....	42
Academic Service Scholarship .....	28
Academically Talented Program .....	17
Accounting Courses .....	139
Accounting Information Courses .....	140
Accounting Technology Technical Certificate.....	110
Accreditation and Memberships .....	b
Adding a Course.....	35
Administration, Faculty, & Staff.....	181
Administrative Assistant Technical Certificate.....	111
Administrative Withdrawal.....	36
Admission to the College.....	11
Admissions Requirements .....	11
Advanced Placement Exams .....	39
Advanced Standing.....	37
Advising.....	47
American Sign Language A.A./A.S. Degree .....	129
Appeal Process (Traffic Fines).....	30
Application Instructions .....	203
Application Process for Federal/State Programs.....	24
Sources of Federal/State Assistance.....	24
Areas of Emphasis .....	129
Architectural, Civil, and Construction Engineering Technology A.A.S. Degree .....	59
Architectural, Civil, and Construction Engineering Technology Courses .....	140
Art (Studio) A.A./A.S. Degree .....	129
Art (Studio) Courses .....	142
Associate Degree Programs and Technical Certificate Program Retention Standards.....	42
Associate of Arts (A.A.) Degrees .....	128
Associate of Science (A.S.) Degrees .....	128
Associate of Science in Teaching (A.S.T.) Degree .....	134
Astronomy Courses.....	143
Attendance Policy.....	36
Audit Student Admission Procedure .....	16
Automotive Technology A.A.S. Degree.....	63
Automotive Technology Courses.....	140
Banking Courses.....	145
Bennie R. Jones Memorial Scholarship.....	28
Biology A.A./A.S. Degree.....	129
Biology Courses .....	143
Bookstore .....	31

Bookstore Return Policy .....	31
Building Critical Thinkers Responsible for Life-Long Learning....	2
Business & Industry Training.....	52
Business and Information Systems A.A./A.S Degree .....	129
Business Courses .....	145
Business Management A.A.S. Degree .....	65
Business Procedures and Financial Aid Information .....	21
Business Services .....	30
Calendar .....	4–6
Campus Maps .....	200–202
Campus Visitation.....	11
Career Advancement .....	52
Career Employment Center .....	51
Catalog Option (Graduation Requirements).....	42
Catalog Scope and Limits.....	b
Cathy O'Bryant Memorial Scholarship .....	28
Certified Professional Secretary Exam.....	39, 91
Change of Name or Address .....	35
Change of Registration Drop/Add.....	35
Chemistry A.A./A.S. Degree .....	129
Chemistry Courses .....	147
Child Development & Family Relations A.A./A.S. Degree.....	129
Civil and Construction Engineering Technology Courses .....	149
Classification of Students .....	43
College Board Advanced Placement Examinations .....	39
College-Level Examination Program (CLEP).....	39
College Liability .....	49
College Graduate Admission Procedure .....	16
College Transfer Credit.....	37
Communication Studies A.A./A.S. Degree .....	129
Communication Studies Courses .....	177
Computer Accounting A.A.S. Degree .....	69
Computer-Aided Drafting Courses.....	146
Computer-Aided Drafting Technical Certificate .....	112
Computer Help Desk .....	31
Computer Information Systems A.A.S. Degree.....	71
Computer Information Systems .....	147
Computer Networking Technology A.A.S. Degree.....	73
Computer Networking Technology Courses.....	149
Computer Science A.A./A.S. Degree .....	130
Computer Science Courses .....	153
Computer Technology A.A.S. Degree .....	75
Computer Technology Courses .....	153
Confidentiality of Student Records .....	35
Cookeville Campus.....	55
Cooperative Education (Co-op) Program .....	52
Course Cancellations .....	36
Course Descriptions .....	139
Course Load .....	36
Course Substitutions .....	43

Course Waivers .....	36, 43
Credit by Examination .....	38
Credit for Prior Work Experience (Portfolio Assessment) .....	38
Credit Hours (Graduation Requirements) .....	42
Criminal Justice A.A./A.S. Degree .....	130
Critical Thinking .....	2, 170
Culinary Arts A.A.S. Degree .....	77
Culinary Arts Courses .....	154
Culinary Arts Technical Certificate .....	113
Dean's List .....	41
Deferred Payment Program .....	21
Degree Seeking Students .....	12
Degree-Seeking Non-Immigrant Status other than F-1 .....	15
Degrees and Concentrations .....	43
Development Office .....	3
Developmental Courses .....	154
Developmental Studies Challenge Testing .....	48
Developmental Studies Placement .....	47
Dickson County Higher Education Center .....	56
Disbursement of Federal/State Funds .....	26
Distance Learning .....	55
Distance Learning and Satellite Campuses .....	55
Dropping a Course .....	35
DSP Math Challenge Testing .....	48
DSP Reading and Writing Challenge Testing .....	48
Dual Enrollment Program .....	16
E-Recruiting .....	52
Early Childhood Education A.A./A.S. Degree .....	130
Early Childhood Education A.A.S. Degree .....	79
Early Childhood Education Technical Certificate .....	114
Early Childhood Education Courses .....	155
Economics Courses .....	156
Eddie Gentry Memorial Scholarship .....	28
Education Courses .....	156
Electrical Engineering Technology A.A.S. Degree .....	81
Electrical-Electronic Engineering Technology Courses .....	156
Elementary Education A.S.T. Degree Program .....	134
Engineering Technology Courses .....	160
English Courses .....	158
English as a Second Language (ESL) .....	48
English as a Second Language Courses .....	161
Entrepreneurship Courses .....	160
Equivalencies — Certified Professional Secretary Exam .....	39, 91
Ex-Oficio Members of the NSCC Foundation .....	3
F-1 Student Status .....	14
Faculty and Administration .....	181
Fall 2009 Semester Dates .....	4
Fall 2010 Semester Dates .....	5
Federal/State Assistance .....	23
Federal Academic Competitiveness Grant (ACG) .....	24

Federal Direct Parent Loan for Undergraduate Students .....	25
Federal Direct Subsidized Stafford Loan .....	25
Federal Direct Unsubsidized Stafford Loan .....	25
Federal Pell Grant .....	24
Federal Supplemental Educational Opportunity Grant (FSEOG) .....	24
Federal Work-Study .....	24
Fee Assessments and Refunds .....	22
Final Exams .....	36
Financial Aid .....	23
Financial Aid Notification .....	25
Financial Aid Standards for Satisfactory Academic Progress .....	27
First Term (Five Weeks Summer) .....	5-6
First Term (Seven Weeks) .....	4-6
First-Time Student Admission Procedure .....	12
Foundation Board of Trustees 2009 .....	3
French A.A. Degree .....	130
French Courses .....	161
Full Term (10 Weeks Summer) .....	5-6
General Education .....	125
General Education Courses .....	126
General Information .....	1
General Technology .....	85
Geography Courses .....	161
Geology Courses .....	162
Grade Appeals .....	41
Grade Point Average .....	41
Grade Appeals .....	41
Grading System .....	40
Graduation Honors .....	44
Graduation Requirements .....	43
Greater Nashville Business and Professional Women Osta Underwood Scholarship .....	29
Healthcare Management A.A./A.S. Degree .....	130
Healthcare Management A.A.S. Degree .....	86
Healthcare Management Courses .....	162
Health Information Management A.A./A.S. Degree .....	130
High School Education Experience .....	38
High School Graduate Admission Procedure .....	16
History A.A./A.S. Degree .....	131
History Courses .....	162
Honors College .....	36
Honors Program .....	38
Horticulture Courses .....	163
Horticulture Technical Certificate .....	115
Housing .....	48
Humphreys County Center for Higher Education .....	56
Hybrid Courses .....	55
Important Information for International Students .....	14
Industrial Electrical Maintenance Courses .....	164
Industrial Electrical Maintenance Technical Certificate .....	116

Industrial Process Control Technology A.A.S Degree .....	89
Industrial Process Control Technology Courses .....	175
Industry Training .....	52
Ingram Industries Scholarship .....	29
International Student Admission Procedure .....	14
Investing in Nashville's Future.....	3
Job Placement Services for A.A.S. and Technical Degree Seeking Students.....	51
Joint Enrollment Program.....	17
Kisber Library .....	50
Law Enforcement Courses .....	173
Learning Center .....	51
Learning Strategies Course .....	155
Lisa Sheucraft and Richard Williams Memorial Scholarship .....	29
Littering Policy .....	30
Making a Gift to the College .....	3
Marketing Courses .....	165
Mathematics A.A./A.S. Degree .....	131
Mathematics Courses .....	164
Maximum Time Frame for Financial Aid Academic Progress ....	28
Mayfield Scholarship .....	29
Medical Coding Technical Certificate .....	117
Medical Transcription Technical Certificate .....	118
Memberships.....	b
Misrepresentation of Academic Credentials .....	b
Mission of the College .....	2
Music A.A./A.S. Degree .....	131
Music Courses .....	166
Music Technology Courses .....	166
Music Technology Technical Certificate .....	119
Nashville State Architectural Engineering Technology Scholarship .....	29
Nashville State Community College Foundation .....	3
Nashville State Community College Foundation Culinary Arts Scholarship.....	30
Nashville State Community College Foundation Scholarship ....	29
Nashville State Diversity Scholarship .....	29
Nashville State Environmental Scholarship.....	29
Nashville State, History of .....	2
National Program on Noncollegiate Sponsored Instruction .....	39
New Student Orientation .....	47
Non-Immigrant Status for Admission Procedure .....	15
NSCC Bookstore .....	31
Occupational Therapy Assistant A.A.S. Degree .....	90
Occupational Therapy Assistant Courses .....	168
Office Administration A.A.S. Degree .....	91
Office Administration Courses .....	167
Official Enrollment .....	35
Official Registration .....	35
Open Computer Lab.....	32
Orientation .....	47

Our Past: Building a Solid Reputation .....	2
Our Present: Bringing Higher Education to Middle Tennessee ..	2
Our Progress: Growing with a New Student Services Building ..	2
Our Future: Continuing to Serve Our Students .....	2
Overpayments .....	26
Paralegal Studies A.A.S. Degree.....	94
Paralegal Studies Courses.....	172
Payment of Registration Fees and Books/Supplies .....	26
Pell Grant .....	24
Permanent Residents and Refugees Admission Procedure .....	15
Personal Enrichment.....	52
Personal Identification Number (PIN).....	35
Philosophy A.A./A.S. Degree .....	131
Philosophy Courses .....	170
Photography Courses .....	171
Photography Technical Certificate.....	120
Physical Education A.A./A.S. Degree .....	131
Physical Education Courses .....	169
Physical Science Courses .....	173
Physics Courses.....	172
Police Science A.A.S Degree .....	96
Police Science Academy.....	98
Police Science — Law Enforcement .....	98
Police Science/Law Enforcement Courses .....	173
Policy on Sexual Orientation.....	50
Policy Statement of Nondiscrimination.....	b
Political Science Courses .....	173
Portfolio Assessment.....	38
Pre-Dentistry A.A./A.S. Degree .....	132
Pre-Engineering A.A./A.S. Degree .....	132
Pre-Engineering Courses .....	160
Pre-Exercise Physiology A.A./A.S. Degree .....	132
Pre-Industrial Technology A.S. Degree .....	132
Pre-Law A.A./A.S. Degree .....	132
Pre-Medical Technology A.A./A.S. Degree .....	132
Pre-Medicine A.A./A.S. Degree .....	132
Pre-Nursing A.A./A.S. Degree .....	132
Pre-Occupational Therapy A.A./A.S. Degree .....	132
Pre-Pharmacy A.A./A.S. Degree.....	132
Pre-Physical Therapy A.A./A.S. Degree.....	133
Pre-Respiratory Therapy A.A./A.S. Degree .....	133
Previous College Credit Admission Procedure .....	16
Probation.....	42
Professional Certification Exams .....	39
Psychology A.A./A.S. Degree.....	133
Psychology Courses .....	175
Qualitative Measurement for Financial Aid Academic Progress .....	27
Quality Enhancement Plan .....	2
Quantitative Measurement for Financial Aid Academic Progress .....	27

Re-Establishing Eligibility for Financial Aid .....	28
Reading Courses .....	155
Readmission .....	14
Readmitted Student Admission Procedure .....	14
Refugees Admission Procedure .....	15
Refunds .....	22
Regents Online Degree Program.....	55
Registration Information.....	35
Registration Procedures .....	47
Removal of High School Unit Deficiencies.....	12
Repeating Courses .....	41
Requests for Academic Waiver .....	43
Residency Classification .....	17
Residency Requirements for Graduation .....	43
Retention Standards .....	42
Return of Title IV Funds .....	26
Returned Checks.....	23
Richard Williams Memorial Scholarship .....	29
Right to Appeal (Academic Progress for Financial Aid) .....	28
Rights and Responsibilities of NSCC .....	49
S.A.C.S. Accreditation .....	b
Satellite Campuses .....	55
Scholarships .....	28
Second Term (Five Weeks Summer) .....	5-6
Second Term (Seven Weeks) .....	4-6
Secondary Education A.A./A.S. Degree.....	133
Security Procedures .....	50
Selective Service Requirements .....	17
Senior Citizens and Fees .....	21
Sign Language Interpreting A.A.S. Degree .....	99
Sign Language Interpreting Courses .....	142
Social Services A.A.S Degree .....	100
Social Work A.A./A.S. Degree .....	133
Social Services/Social Work Courses .....	177
Sociology A.A./A.S. Degree .....	133
Sociology Courses.....	176
Sources of Federal/State Assistance.....	24
Southeast Center.....	56
Spanish A.A. Degree Only .....	133
Spanish Courses .....	177
Special Education A.A./A.S. Degree .....	133
Special Student Admission Procedure.....	15
Spring 2010 Semester Dates.....	4
Spring 2011 Semester Dates.....	6
Stafford Loan.....	25
State Employee Fee Waivers .....	21
Statement of Values .....	50
Student Activities .....	48
Student Appeals or Grievances .....	50
Student Code of Conduct.....	50

Student Disability Services (SDS).....	48
Student Government Association .....	48
Student ID ("A" Number).....	35
Student Life Council .....	48
Student Organizations .....	49
Student Publications .....	48
Student Records and Registration Procedures .....	35
Student Requirements for Financial Aid Academic Progress .....	27
Student Right to Know Policy .....	49
Student Services .....	47
Student with Previous College Credit Admission Procedure.....	16
Students With Disabilities Fees .....	21
Study Abroad .....	49
Summer 2010 Semester Dates .....	5
Summer 2011 Semester Dates .....	6
Surgical Technology Courses.....	178
Surgical Technology Technical Certificate.....	121
Suspension .....	42
TBR Campus Collaborative .....	55
Technical & Career Degree Programs.....	7
Technical Certificate Requirements .....	42
Technical Certificate Student Admission Procedure.....	15
Tennessee Education Lottery Scholarship Program (TELS) .....	30
Tennessee Student Assistance Award (TSAA).....	24
Testing Center.....	51
Textbook Buy-Back Policy.....	31
Theater Courses .....	178
Transcript of Academic Record .....	36
Transfer Credit .....	37
Transfer Programs.....	7
Transfer Student Admission Procedure.....	13
Transient Student Admission Procedure .....	16
Tuition and Maintenance Fees.....	21
Understanding Financial Aid Notification .....	25
Unit Deficiencies.....	12
University Parallel Program .....	11
U.S. Military Schools.....	37
Vehicle Registration and Parking.....	30
Veterans' Benefits .....	37
Veterans' Deferment of Payment Statement .....	37
Visual Communications A.A.S. Degree .....	102
Visual Communications Courses .....	151
Vocational Education Experience .....	38
Waiver of Prerequisites.....	36
Waverly, Tennessee Satellite Location.....	56
Web Page Authoring Technical Certificate .....	122
Web-Based & Web Hybrid Courses.....	55
Withdrawing from the College .....	36
WorkForce and Community Development .....	52
Writing Courses.....	15



**COOKEVILLE CAMPUS**  
**Nashville State**  
**Community College**

**Cookeville Campus**

1000 Neal Street • Cookeville, TN 38501  
931-520-0551 • [www.nsc.edu/cookeville](http://www.nsc.edu/cookeville)



**Nashville State**  
**Community College**  
**HUMPHREYS COUNTY**  
**CENTER FOR HIGHER EDUCATION**

**The Humphreys County Center  
for Higher Education**

695 Holly Lane • Waverly, TN 37185  
931-296-1739 • [www.nsc.edu/waverly](http://www.nsc.edu/waverly)



**Nashville State**  
**Community College**  
**SOUTHEAST CENTER**

**Southeast Center**

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615-353-3030 • [www.nsc.edu/sec](http://www.nsc.edu/sec)



**Nashville State**  
**Community College**  
**DICKSON COUNTY**  
**HIGHER EDUCATION CENTER**

**Dickson County Center  
for Higher Education**

Dickson, TN 37055  
931-296-1739 • [www.nsc.edu/dickson](http://www.nsc.edu/dickson)





## Trial Schedule

Please fill out this trial schedule before registering.  
Record class CRN numbers for each course you wish to take.  
Block in time periods of courses to ensure that they do not overlap.

<b>NAME:</b>	<b>A#:</b>
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Time	Monday	Tuesday	Wednesday	Thursday	Friday	CLASS CRN #'S (5 DIGITS)
7:00 AM–7:30 AM						
7:30 AM– 8:00 AM						
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Record class CRN numbers for each course you wish to take.  
Block in time periods of courses to ensure that they do not overlap.

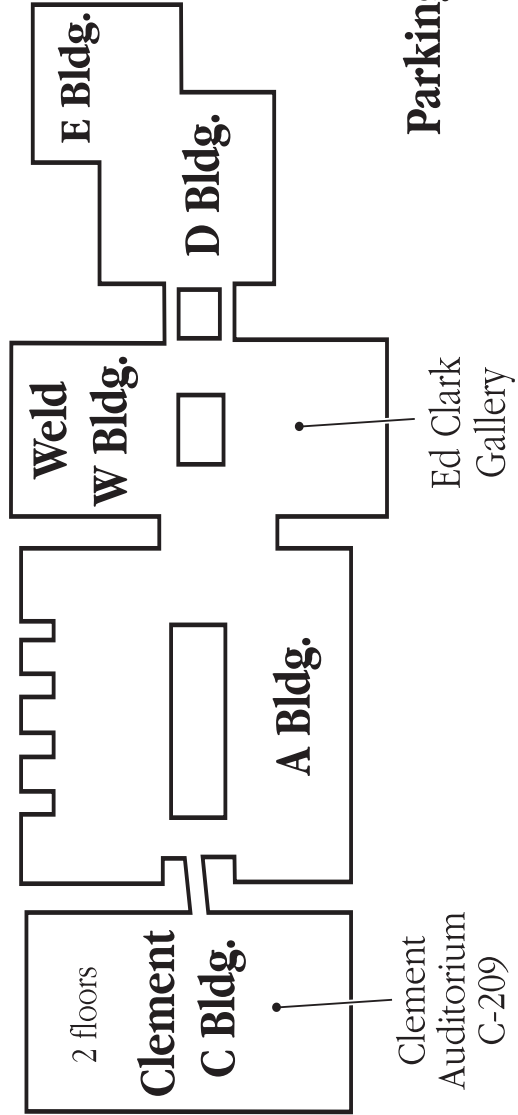
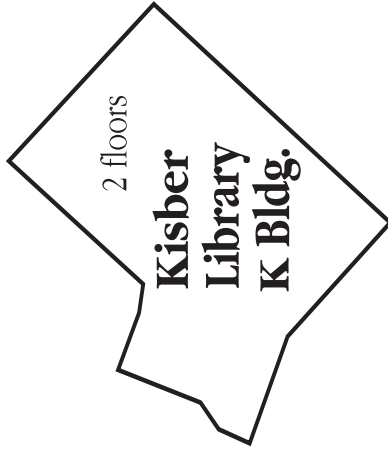
<b>NAME:</b>	<b>A#:</b>
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Time	Monday	Tuesday	Wednesday	Thursday	Friday	CLASS CRN #'S (5 DIGITS)
7:00 AM–7:30 AM						
7:30 AM– 8:00 AM						
8:00 AM–8:30 AM						
8:30 AM–9:00 AM						
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**Parking**



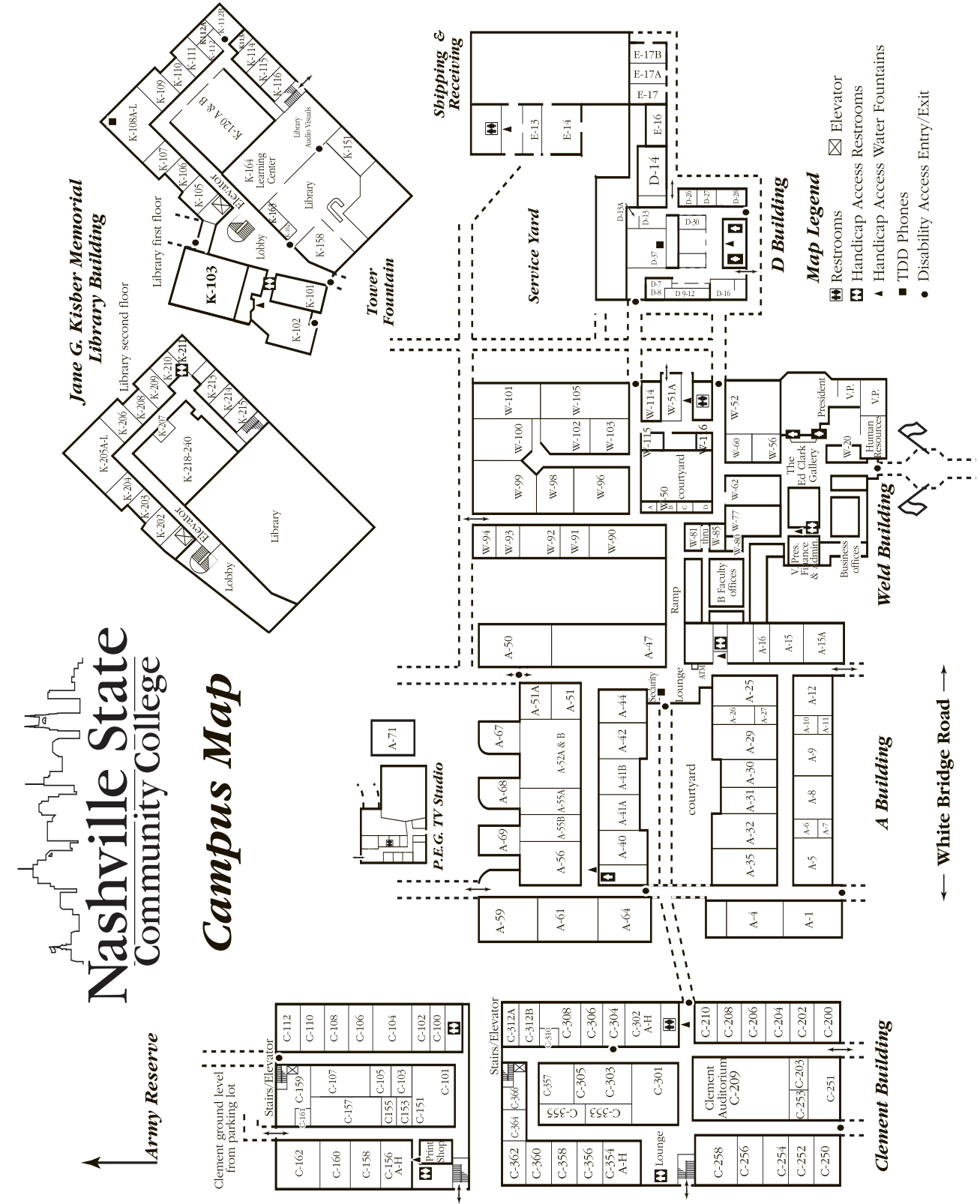
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- M-4
- M-3
- M-2B
- M-2A
- M-2
- M-1



- M-5
- M-4
- M-3
- M-2B
- M-2A
- M-2
- M-1

# Nashville State Community College

## Campus Map

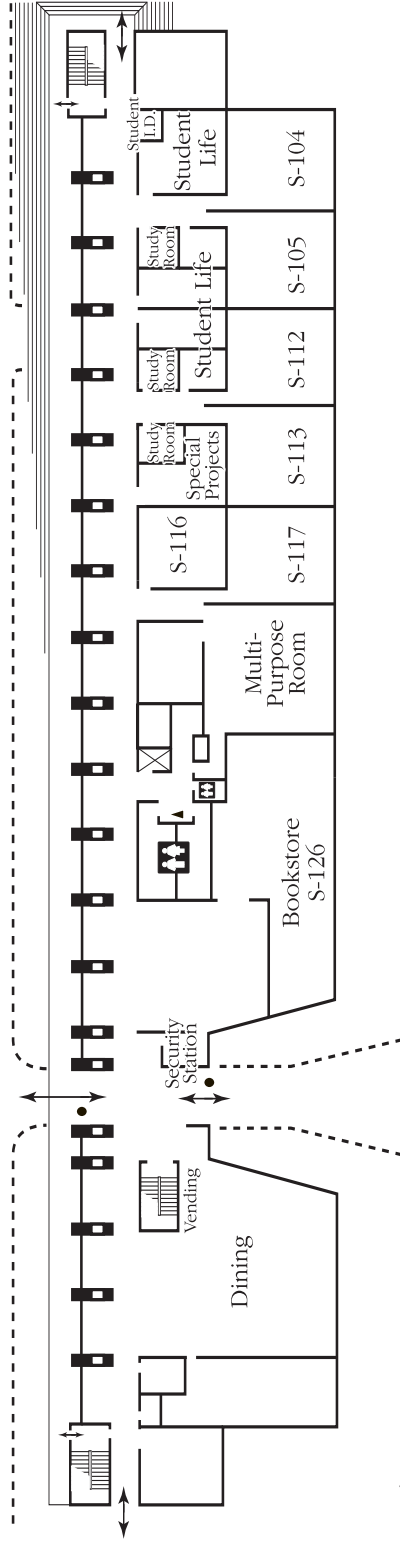


- Map Legend**
- Restrooms
  - Handicap Access Restrooms
  - Handicap Access Water Fountains
  - TDD Phones
  - Disability Access Entry/Exit
  - Elevator

# Student Services Building

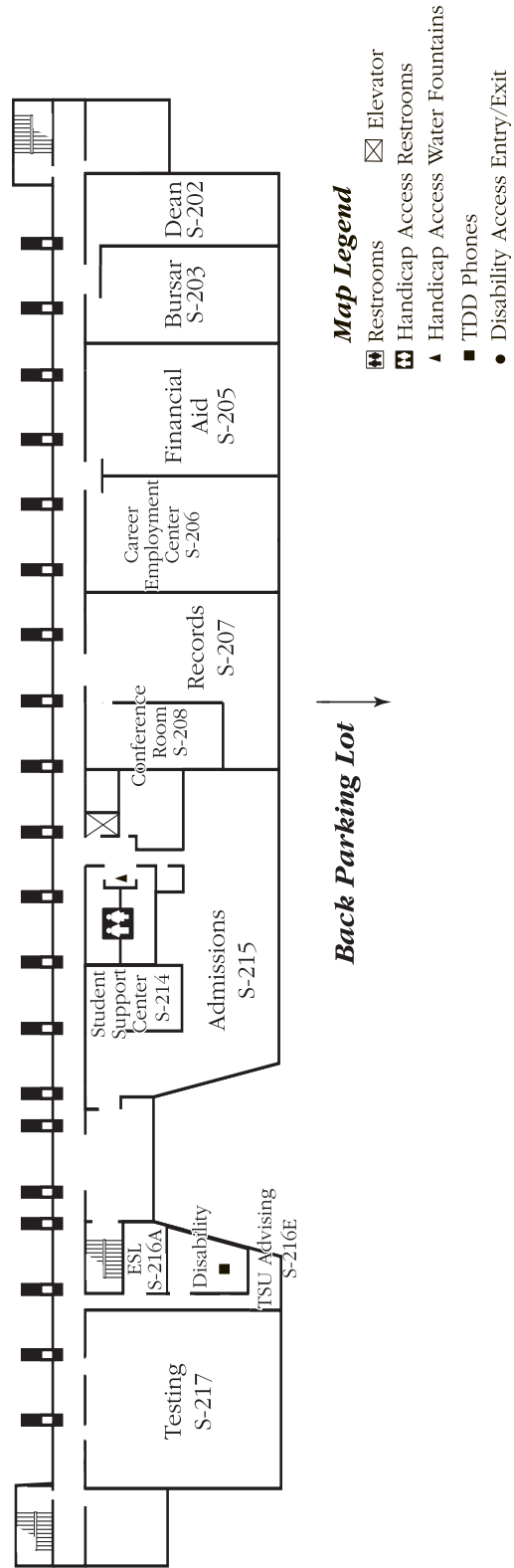
White Bridge Road

## Student Services: First Floor



Kisber Library Building

## Student Services: Second Floor



### Map Legend

- Restrooms
- Handicap Access Restrooms
- Handicap Access Water Fountains
- TDD Phones
- Disability Access Entry/Exit
- Elevator

Back Parking Lot

---

# Application for Admissions

www.nsccl.edu

120 White Bridge Road  
Nashville, TN 37209-4515

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## APPLICATION INSTRUCTIONS:

### First-time College Student

*(No prior college attendance)*

1. Complete Application for Admissions.
2. Submit \$5 non-refundable application fee to the Business Office, unless you have previously paid. For Fall 2009, the application fee is subject to increase, pending TBR approval.
3. Submit Official ACT Report (Not required if 21 years of age or older. Applicants 21 or older will be required to take the COMPASS Test). Official ACT report can be requested by writing to American College Testing Program, PO BOX 414, Iowa City, Iowa 52240. ACT scores on official high school transcripts are acceptable, as are SAT scores.
4. Students will be placed in Developmental Courses based on sub-scores of 18 or below on the Math, English, or Reading section of the ACT, or 460 or below on the Critical Reading and Writing or below 470 on the Math portion of the SAT.
5. Request high school to forward official transcript to Office of Admissions.
6. If eligible by GED, have official copy sent directly from reporting institution to Office of Admissions.
7. Complete Hepatitis B Waiver Form and Proof of Measles, Mumps, and Rubella Immunization.

### Re-Admit

*(Previously attended NSCC)*

1. Complete Application for Admissions.
2. Applicants who have attended other institutions since attending NSCC must have an official transcript forwarded from each institution.

### Transfer

*(Previously attended college(s))*

1. Complete Application for Admissions.
2. Submit \$5 non-refundable application fee to the Business Office, unless you have previously paid. For Fall 2009, the application fee is subject to increase, pending TBR approval.
3. Request an official transcript be forwarded directly to NSCC from each college, business, or technical school attended.
4. Transfer students without previous English or Math course work will be required to take the appropriate portion of the COMPASS placement test prior to registration. Students who took the placement test at another Tennessee Board of Regents institution should have COMPASS scores sent to the Office of Admissions.
5. Complete Hepatitis B Waiver Form and Proof of Measles, Mumps, and Rubella Immunization.

### Transient Student

*(Transferring courses back to another institution)*

1. Complete Application for Admissions.
2. Submit \$5 non-refundable application fee to the Business Office, unless you have previously paid. For Fall 2009, the application fee is subject to increase, pending TBR approval.
3. Submit an official transcript from each institution attended. Applicants under 21 will also need to submit an official high school transcript and may also submit ACT/SAT test scores.
4. Complete Hepatitis B Waiver Form and Proof of Measles, Mumps, and Rubella Immunization.

### Non-Degree Seeking

**College Student** *(Not pursuing a degree, but taking college level courses)*

1. Complete Application for Admissions.
2. Submit \$5 non-refundable application fee to the Business Office, unless you have previously paid. For Fall 2009, the application fee is subject to increase, pending TBR approval.
3. Submit an official transcript from each college attended.
4. Complete Hepatitis B Waiver Form and Proof of Measles, Mumps, and Rubella Immunization.

**Continuing Education (CED)** *(Workforce and Community Development and ESL Courses)*

1. Complete Application for Admissions.
2. Submit \$5 non-refundable application fee to the Business Office, unless you have previously paid. For Fall 2009, the Application fee is subject to increase, pending TBR approval.
3. Applicants under the age of 21 must submit official high school or GED transcript.
4. Complete Hepatitis B Waiver Form and Proof of Measles, Mumps, and Rubella Immunization.

### College Credit for ACT English Subscore/ SAT Critical Reading Score

Applicants who have a valid ACT English subscore of 27 or higher or a valid SAT Critical Reading score of 610 or higher may receive credit for English 1010. ACT/SAT scores must be less than three years old to be considered valid.

### Dual Enrollment and High School Programs

The office of K-12 programs handles application procedures for all Dual-Enrollment students. For questions regarding Dual Enrollment, please call 615-353-3269.

### Regents Online Degree Program (RODP)

Go to [www.tn.regentsdegrees.org](http://www.tn.regentsdegrees.org) for instructions. Complete the student profile and follow application instructions for First Time College Student or Transfer Student. For questions regarding RODP, please call 615-353-3461.

### International Student

The Office of Admissions handles application procedures for all International Students. International students with questions should call 615-353-3219.

### Information for Students with Disabilities

If you have a learning or physical disability and want information on the types of services that are available, please call 615-353-3721.



# Application for Admissions

Please send application and official transcript(s) to: Office of Admissions  
120 White Bridge Road  
Nashville, TN 37209-4515



Applicants must complete every item on this form, sign and date, and return it with a \$5 non-refundable fee to the Business Office, unless you have previously paid. For Fall 2009, the application fee is subject to increase, pending TBR approval. 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 admissions decision will be made. **Application must be submitted in blue or black ink.**

## Student Social Security Number:

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

If U.S. social security number is unavailable, a student identification number will be assigned. The applicant must retain this number for access to his/her file.

## Full Legal Name:

\_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

## Permanent Home Address:

Length of residence at permanent address: \_\_\_\_\_ yrs.

Number \_\_\_\_\_ Street/Apt. # \_\_\_\_\_ P.O. Box \_\_\_\_\_  
\_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_ Country (if not U.S. Citizen) \_\_\_\_\_ City \_\_\_\_\_

Email address \_\_\_\_\_ Telephone number (please include area code) \_\_\_\_\_

## Local Home Address (If different from Permanent Address) :

Number \_\_\_\_\_ Street/Apt. # \_\_\_\_\_ P.O. Box \_\_\_\_\_ Telephone Number \_\_\_\_\_  
\_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_ Country (if not U.S. Citizen) \_\_\_\_\_ City \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Place of Birth: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

## Emergency Contact Information:

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

We request your completion of the following **for reporting purposes only**. This information will not be used to discriminate against any applicant in the admissions decision: **Gender:** ☐ Male ☐ Female

**Do you consider yourself to be Hispanic/Latino/Spanish origin?** ☐ Yes ☐ No

**Select one or more of the following racial categories to describe yourself:** ☐ White ☐ Black or African American

☐ Asian ☐ American Indian ☐ Alaskan Native ☐ Native Hawaiian or Other Pacific Islander

All male U.S. citizens and non-citizens who take up residency in the United States of America before their 26th birthday must register with Selective Service prior to registering for classes at NSCC. This requirement does not apply to veterans and others exempt by federal law. **Indicate whether or not you have registered for the United States Selective Service:**

☐ Yes ☐ No ☐ Exempt **Military Veteran:** ☐ Yes ☐ No

**Check One:** ☐ U.S. Citizen ☐ Foreign Citizen, non-immigrant ☐ Foreign Citizen, permanent U.S. resident

If non-U.S. resident, in what country do you hold citizenship? \_\_\_\_\_ Visa Number \_\_\_\_\_

What type of visa do you hold? \_\_\_\_\_ What is your native language? \_\_\_\_\_

**No student will be classified as an in-state resident at NSCC by his/her mere presence as a student in the state of Tennessee.**

Have you lived in Tennessee continuously since birth? ☐ Yes ☐ No

If no, when and why did you move to Tennessee? \_\_\_\_\_

**Employment (for resident classification purposes only):**

Are you currently employed? ☐ Yes (\_\_\_\_ Full-time, \_\_\_\_ Part-time) ☐ Currently not employed

**Please indicate the semester and year you plan to attend NSCC:**

Fall/Year \_\_\_\_\_ Spring/Year \_\_\_\_\_ Summer/Year \_\_\_\_\_

Have you previously applied for admission? ☐ Yes \_\_\_\_\_ ☐ No

**Please indicate your primary campus:**

☐ Main Campus/Nashville ☐ Humphreys Co./Waverly

☐ Southeast/Nashville ☐ Cookeville

☐ Dickson

**Under which classification do you wish to enroll? Check one:**

**Degree/Certificate Student:**

☐ First Time College Student

(no prior college attendance)

☐ Re-Admit

(previously attended NSCC)

☐ Transfer

[previously attended college(s)]

☐ Certificate Program

**Non-Degree Student:**

☐ Transient

(transferring courses back to another institution)

☐ Seeking College Level Courses

\_\_\_\_ Math \_\_\_\_ English \_\_\_\_ Other

☐ Continuing Education (CED)

(Workforce and Community Development Courses Only)

☐ ESL Courses Only

**Present High School Students Only:**

Applications should be submitted to the office of Extended Programs located in W 62.

☐ Dual Enrollment

☐ Joint Enrollment

**\*Dual and Joint Enrollment refer to present high schools students who are taking college level courses. Prior approval by the Office of Extended Programs is required.**

**Intended Major:** Please check degree or certificate you plan to receive from NSCC. Omit this section if you checked any box under the Non-Degree Student column. Refer to Degree insert for a list of possible degree programs and concentrations.

**Degree Student:** ☐ Associate of Arts (AA) ☐ Associate of Science (AS) ☐ Associate of Science in Teaching (AST)

☐ Associate of Applied Science (AAS)

\_\_\_\_\_ Degree Program \_\_\_\_\_ Concentration (Only for AAS Degrees)

**Certificate Student:** ☐ Technical Certificate \_\_\_\_\_

**High School Attended:** \_\_\_\_\_

High School Address: \_\_\_\_\_  
City State Zip Code County Country

Print your name as it appears on your high school transcript: \_\_\_\_\_

**High School Graduation Date:** \_\_\_\_\_

If you are not a high school graduate, have you earned the GED equivalency diploma? ☐ Yes ☐ No

Indicate date GED received: \_\_\_\_\_ Official scores must be sent to the Office of Admissions.

List all colleges/universities attended (including NSCC if you are re-enrolling). Official transcripts from ALL previous institutions must be sent directly to the Office of Admissions. It is the student's responsibility to obtain official transcripts.

Name and Location (Do not abbreviate college name)	Dates Attended (month/year)	Degree(s) Received	Name under which transcript issued

\*\*\*Please see Hepatitis B Waiver Form on Back.

**Hepatitis B Immunization Health History Form**  
**All Students Must Complete Top Portion**

Name: \_\_\_\_\_  
Last First MI

Date of Birth: \_\_\_\_\_ Social Security Number\*: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Month/Day/Year

**(TO BE COMPLETED BY NEW APPLICANTS ONLY)**

The General Assembly of the State of Tennessee mandates that each public or private postsecondary institution in the state provide information concerning hepatitis B infection to all students matriculating for the first time. Tennessee law requires that such students complete and sign a waiver form provided by the institution that includes detailed information about the disease. The required information below includes the risk factors and dangers of the disease as well as information on the availability and effectiveness of the vaccine for persons who are at-risk for the disease. The information concerning this disease is from the Centers for Disease Control and the American College Health Association.

**The law does not require that students receive vaccination for enrollment. Furthermore, the institution is not required by law to provide vaccination and/or reimbursement for the vaccine.**

**Hepatitis B (HBV) Immunization**

Hepatitis B (HBV) is a serious viral infection of the liver that can lead to chronic liver disease, cirrhosis, liver cancer, liver failure, and even death. The disease is transmitted by blood and or body fluids and many people will have no symptoms when they develop the disease. The primary risk factors for Hepatitis B are sexual activity and injecting drug use. This disease is completely preventable. Hepatitis B vaccine is available to all age groups to prevent Hepatitis B viral infection. A series of three (3) doses of vaccine are required for optimal protection. Missed doses may still be sought to complete the series if only one or two have been acquired. The HBV vaccine has a record of safety and is believed to confer lifelong immunity in most cases.

\_\_\_\_ I hereby certify that I have read this information and **I have had the entire series of the Hepatitis B vaccine.**

\_\_\_\_ I hereby certify that I have read this information and **I have elected not to receive the Hepatitis B vaccine.**

\_\_\_\_ I hereby certify that I have read this information and **I have elected to receive the Hepatitis B vaccine and/or I am in the process of receiving the complete three dose series of the Hepatitis B vaccine.**

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/Guardian must sign if student is under 18)

**For more information about the Hepatitis B disease and its vaccine, please contact your local health care provider or consult the Center for Disease Control and Prevention Web site at [www.cdc.gov/health/default.htm].**

\*In accordance with the Privacy Act of 1974, please be advised that the requested disclosure of your Social Security Number is voluntary and optional. Your Social Security Number will not be disclosed to individuals or agencies outside of the institution except in accordance with the institutional policy on student records.

120 White Bridge Road \* Nashville, TN 37209 \* 615-353-3333 \* 1-800-272-7363 \* www.nssc.edu \* A Tennessee Board of Regents College

**(ALL STUDENTS MUST COMPLETE)**

**Application Agreement, Signature and Disclaimer (Please sign in blue or black ink).**

If you are accepted as a student at this institution, there are certain performance tests you will be required to take during your academic career. It is a requirement of admission that you agree to take any tests deemed necessary by this institution. In those instances where tests are administered by an external entity, you hereby agree for the result of such tests to be released to that institution. The purpose of this agreement and requirement is to comply with the legislature's expressed intent that institutions regularly evaluate and improve instruction at all levels. Any test scores obtained under this agreement by Nashville State Community College will be treated with the strictest confidentiality as required by law.

The federal campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes employed, enrolls as a student or volunteers at an institution of higher education in the state of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form and deliver it to TBI headquarters in Nashville. Students may obtain Tennessee Bureau of Investigation (TBI) Sexual Offender of Safety Offender Registration/Monitoring forms in the Office of Safety and Security, Office A-70A.

I understand that withholding information on this application or giving false information may make me ineligible for admission to, or continuation in, Nashville State Community College. Accordingly, I certify that all of the information and statements provided by me on this application are correct and complete. Further, if I am admitted to Nashville State Community College, I agree to abide by the rules and regulations of the institution.

Signature \_\_\_\_\_ Date \_\_\_\_\_

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, applicants for admission and enrolled students are advised that the requested disclosure of their Social Security number to the Admissions Office is voluntary. Students who do not provide a Social Security number will be assigned a special nine-digit number. This special number or the Social Security number are used: (a) to identify such student records as applications for admission, registration and course enrollment documents, grade reports, transcript requests, certification requests, and permanent academic records and (b) to determine eligibility, certify school attendance, and report student status. Students are notified, however, that only the Social Security number may be used as an identifier for grants, loans, and other financial aid programs according to federal regulations. The student's Social Security number will not be disclosed to individuals or agencies outside Nashville State Community College except in accordance with the institutional policy on student records.

Nashville State Community College is a Tennessee Board of Regents institution and complies with nondiscrimination laws Title VI, IX, Section 504 and the ADA. NSCC 12-06 Revised 3-5--09 cbd



### Degree and Certificate Programs

Please refer to this page when filling out the Intended Major portion of the Application.

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#### Associate of Science (AS), Associate of Arts (AA) Degrees, Associate of Science in Teaching (AST) University Parallel Degrees

Students planning to earn a baccalaureate degree at a four-year college of university can complete their first two years at Nashville State Community College and receive an Associate of Science (AS), Associate of Arts (AA) or AST degree. The primary goal of these degrees is to prepare students to successfully pursue the baccalaureate degree.

American Sign Language	Geography	Pre-Law
Art (Studio)	Health Information Management	Pre-Medical Technology
Biology	History	Pre-Medicine
Business Information Systems (AS Only)	Horticulture	Pre-Nursing
Chemistry	Mathematics	Pre-Occupational Therapy
Child Development and Family Relations	Music	Pre-Pharmacy
Communication Studies	Philosophy	Pre-Physical Therapy
Computer Science	Physical Education	Pre-Respiratory Therapy
Construction Management	Physics	Psychology
Criminal Justice	Political Science	Secondary Education
Early Childhood Education	Pre-Dentistry	Social Work
Elementary Education	Pre-Engineering (AS Only)	Sociology
English	Pre-Exercise Physiology	Spanish (AA Only)
French (AA Only)	Pre-Industrial Technology (AS Only)	Special Education
General Studies (RODP Only)	Pre K-3, Early Childhood Education (AST)	Undecided

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#### Associate of Applied Science (AAS)

Students graduating from NSCC with an Associate of Applied Science (AAS) degree are qualified to enter the workforce. If the Associate of Applied Science degree has a concentration, it will be listed below the degree. Please note the Concentration when filing out the Intended Major portion of the Application.

##### Architectural, Civil, and Construction Engineering Technology

Architectural  
Civil and Construction

##### Automotive Service Technology

General Motors (ASEP)  
Other Automotive (ATEP)

##### Business Management

Business Administration  
Entrepreneurship  
Financial Services  
Marketing

##### Computer Accounting

##### Computer Information Systems

Application Developer  
Systems Analyst

##### Computer Networking Technology

##### Computer Technology

##### Culinary Arts

##### Early Childhood Education

##### Electrical Engineering Technology

Automated Control Systems (Technical Courses are offered only on the Cookeville Campus)  
Convergence  
Electrical  
Electronic

##### General Technology

Business  
Technical

##### Healthcare Management

Medical Coding  
Medical Management

##### Industrial Process Control Tech (Waverly Campus)

##### Occupational Therapy Assistant

##### Office Administration

Business Office Professional  
Medical Office Professional

##### Paralegal Studies

##### Police Science

Crime Scene Investigation  
Police Administration

##### Sign Language Interpreting

##### Social Services

##### Undecided

##### Visual Communications

Graphic Design  
Multimedia Design  
Photography  
Web Design

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#### Technical Certificate Programs

Accounting Technology	Medical Coding
Administrative Assistant	Medical Transcription
Computer Aided Drafting	Music Technology
Culinary Arts	Photography
Early Childhood Education	Surgical Technology
Horticulture	Web Page Authoring
Industrial Electrical Maintenance	3D Design and Graphics