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Announcements for Volume VIII June 2010-2011

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# SOUTHWEST TENNESSEE COMMUNITY COLLEGE ACADEMIC CATALOG



[www.southwest.tn.edu](http://www.southwest.tn.edu)  
(901) 333-5000 (local) • 1 (877) 717-7822 (out-of-state)  
Southwest Tennessee Community College • P.O. Box 780  
Memphis, Tennessee 38101-0780

Southwest Tennessee Community College (Southwest) is a member of the State University and Community College System of Tennessee and under the governance of the Tennessee Board of Regents.

The course offerings and requirements of Southwest are continually under examination and revision. This catalog presents the offerings and requirements in effect at the time of publication, but makes no guarantee that 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 Southwest.

Southwest 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 institution. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

**Current information can be obtained from the following sources:**

**Admissions Requirements: Admissions and Records Office**

**Course Offerings: Department offering the course**

**Degree Requirements: Division offering the degree**

**Fees and Tuition: Office of Financial and Administrative Services**

Southwest provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through faculty who, in the opinion of the College, 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 his or her application of appropriate study techniques to any course or program. Thus, Southwest must necessarily limit representation of student preparedness in any field of study so that competency demonstrated at that specific point in time at which appropriate academic measurements were taken to certify course or program completion.

**EEO/Title IX/Section 504/ADA**

Southwest does not discriminate on the basis of race, sex, color, religion, national origin, age or disability. This policy extends to employment by, admission to, or educational opportunities and benefits provided by the College.

Inquiries concerning EEO, Title IX, the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 should be directed to the EEO Officer. For specific information on services for students with disabilities, refer to that section. Southwest is an affirmative action/equal opportunity college. It is committed to the education of a non-racially identifiable student body.

Failure to read this publication does not excuse students from the requirements and regulations described herein.

This publication is produced by the Communications and Marketing Department.  
Southwest Tennessee Community College, a Tennessee Board of Regents institution, is an affirmative action/equal opportunity college. 0110306 REV 10092

# TABLE OF CONTENTS

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<b>Overview</b> .....	<b>5-7</b>
Mission; Implementation of Mission; Values; Vision; Advantages; Comprehensive Support Services	
<b>Admissions</b> .....	<b>8-11</b>
Requirements for Prospective Students; Readmitted Students; Programs for High School Students; Senior Citizens or Students with Disabilities; International Students; Residency	
<b>Registration</b> .....	<b>12-13</b>
Steps to Register; How to Access the College Portal “My.Southwest”; Auditing a Class; Class Cancellations; Payment; Class Attendance	
<b>Financial Aid and Scholarships</b> .....	<b>14-17</b>
Federal/State Grants; Federal Assistance Programs; State Assistance Programs; Financial Aid Refund and Repayment Policy; Return of Federal Funds; Satisfactory Academic Progress; Service Awards; Foundation Scholarships	
<b>Fees and Charges</b> .....	<b>18-20</b>
Cashier’s Office; Maintenance and Tuition Fees; Payment Methods; Deferred Payment Plan; Regents Online Degree Program Courses; Sponsored Payments; Audited Courses; Non-Credit Courses; Senior Citizen or Students with Disabilities Charges; Additional Fees and Charges; Library Fines; Refunds; Financial Obligations	
<b>Support Services</b> .....	<b>21-24</b>
Academic Support/Tutoring; Advising and Counseling; Career Services; Child Care; Evening/Weekend College Program; Library; Student Disability Services; Testing; Veteran Affairs	
<b>Student Life</b> .....	<b>25-26</b>
Student Centers; Student Newspaper; Student Clubs and Organizations; Student Government Association; Intercollegiate Athletics	
<b>Records</b> .....	<b>27-29</b>
Transcripts; Change of Major; Change of Name, Address or Telephone Number; Confidentiality of Student Records	
<b>Academic Policies and Procedures</b> .....	<b>30-33</b>
Academic Calendar; Academic Load; Transfer Credits; Alternative Credit; Servicemembers Opportunity College; Repeated Courses; Grade Changes; Grade of Incomplete; Grade Appeals; Academic Misconduct	
<b>Academic Honors</b> .....	<b>34</b>
The Honors Academy; Dean’s List; Graduation with Distinction; Honorary Societies	
<b>Academic Standards</b> .....	<b>35-36</b>
Grading System; Good Standing; Academic Probation; Academic Suspension; Academic Fresh Start; Academic Standards for Allied Health Sciences and Nursing Program	
<b>Graduation</b> .....	<b>37-38</b>
Applying for Graduation; Additional Degrees and Certificates; Graduation Catalog Limitations; Degree Requirements for Graduation; Degrees, Certificates and the Diploma; Withholding of Degree or Certificate; Graduation Ceremony; Alumni Association	
<b>Distance Education</b> .....	<b>39-40</b>
Online; Telecourses; Regents Online Degree Program; Interactive Classroom	
<b>Business and Community Services</b> .....	<b>41-43</b>
Services for Business; Supporting Business and Workforce Development; Services for Targeted Groups	
<b>General Education Requirements</b> .....	<b>44-131</b>
General Education (45); Career Studies (49); Arts and Sciences (111)	
<b>Course Descriptions</b> .....	<b>132-193</b>
<b>Accreditation</b> .....	<b>194-195</b>
<b>Employees - Faculty and Administrative Staff</b> .....	<b>196-215</b>
<b>Maps</b> .....	<b>216-222</b>
<b>Academic Calendar</b> .....	<b>223-226</b>
<b>Index</b> .....	<b>227-230</b>

# GENERAL INFORMATION



# OVERVIEW

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Since its establishment in July 2000, Southwest has melded the legacies of two institutions into a twenty-first century college that truly is “greater than the sum of its parts.” Southwest’s various locations make getting a degree more convenient. The College’s two main campuses serve a population of more than 650,000 residents in a five-mile radius of either location.

**Macon Cove Campus**  
**5983 Macon Cove**  
**Memphis, TN 38134**  
**(901) 333-4000**

Southwest’s intensive technology programs are based at the Macon Cove Campus, located off the I-40 and I-240 expressways in the eastern part of the city. The campus hosts multiple partnerships, alliances, licensing and certification programs, service grants, and extensive computer training facilities that serve both students and community. Macon Cove’s 100-acre campus offers a suburban ambiance, enhanced by a quiet lake that provides year-round habitat to flocks of ducks and other waterfowl.

**Union Avenue Campus**  
**737 Union Avenue**  
**Memphis, TN 38103**  
**(901) 333-5000**

Convenient to downtown and Midtown Memphis, the Union Avenue Campus hosts allied health sciences and nursing programs and a fine arts program complete with a well-equipped theater. The Union Avenue Campus is the original home of the Saluqi men’s and women’s basketball teams, which have brought national attention to the College over the years and much enjoyment to students and other local sports fans. The intercollegiate sports program includes men’s baseball and women’s softball teams, which also have fielded top teams.

With various locations throughout Shelby and Fayette Counties, higher education through Southwest is very accessible.

**Fayette Site**  
**121 West Court Square**  
**Somerville, TN 38068**  
**(901) 466-7656**

**Gill Center**  
**3833 Mountain Terrace**  
**Memphis, TN 38127**  
**(901) 333-5970**

**Maxine A. Smith Center**  
**8800 East Shelby Drive**  
**Memphis, TN 38125**  
**(901) 333-6005**

**Millington Center**  
**6500 Navy Road**  
**Millington, TN 38053**  
**(901) 333-4030**

**Whitehaven Center**  
**3035 Directors Row, Building 6**  
**Memphis, TN 38131**  
**(901) 333-6450**

Southwest offers more than 100 university transfer and career degree programs, and more than 20 technical certificate programs for fast career entry-level skills. Greatly expanded technological capability reaches into every corner of the College, including registration and classes via Internet, intra-college communications, and programs that give students skills for careers that are new today or coming tomorrow.

Directions to Southwest campuses, centers and sites can be found at [www.southwest.tn.edu](http://www.southwest.tn.edu) or by calling (901) 333-5000 or the toll free number 1 (877) 717-7822.

## **Mission**

Southwest is the comprehensive, multi-cultural, public, open access college whose mission is to anticipate and respond to the educational needs of students, employers, and communities in Shelby and Fayette counties and the surrounding Mid-South region. The College provides citizens with an effective teaching and learning environment designed to raise educational levels, enhance economic development, and enrich personal lives.

To fulfill its multipurpose mission, the College:

- Offers a broad range of learning opportunities in technical, career, general, transfer, developmental and continuing education
- Offers associate degrees, certificates, and courses to prepare students for employment, career advancement, personal enrichment and college and university transfer
- Increases educational access through technology-assisted instruction, distance learning opportunities and multiple locations
- Initiates partnerships and public service activities for workforce development and lifelong learning throughout the community

- Implements articulation agreements and collaborative activities with high schools, technology centers, colleges and universities
- Attracts and retains diverse faculty, staff and students
- Delivers effective academic programs, student support services, and administrative services through quality personnel, current technology, and continual planning, evaluation and improvement

### **Implementation of Mission**

Implementation of this mission requires specific activities carefully designed to ensure that the mission is accomplished. These activities are grounded in the College's basic values and are continually evaluated and improved. As a current implementation strategy, the College:

- Offers Associate of Applied Science, Associate of Arts, and Associate of Science degrees, academic and technical certificate programs, and courses that prepare students for transfer, employment, and career advancement in areas that include allied health sciences, nursing, business, computer technologies, criminal justice, education, and engineering and related technologies, while continually developing new programs in emerging fields
- Offers a general education program to improve student communication and mathematical skills, critical thinking, cultural awareness and personal and civic responsibility
- Provides customized training, specialized courses, continuing education and assessment services to meet personal, career, and workforce development needs
- Provides developmental education to strengthen basic academic skills
- Offers an Honors Program for creative and academically talented students
- Develops articulation agreements and collaborative activities with high schools, technology centers, colleges, and universities to ensure smooth educational transitions for students
- Develops and sustains effective partnerships with business, industry, and community agencies to foster economic development and workforce preparation
- Initiates public service activities and educational collaboratives dedicated to lifelong learning and the improvement of the community at large
- Creates opportunities for enrichment and personal growth through social, cultural/artistic, multi-cultural, and athletic activities
- Utilizes technology reflecting current business and industry standards
- Provides student support services to increase opportunities for success
- Promotes academic excellence by supporting effective learning with quality instruction, a free exchange of ideas, and enhanced educational experiences through honors programs

### **Values**

As a college community, the faculty and staff of Southwest commit to the following values as guides for their professional practice:

- Learning
- Student success
- Academic excellence
- The uniqueness and worth of each individual
- Dedicated faculty and staff
- Responsible learners
- Diversity
- Personalized instruction and hands-on learning
- Open communication, teamwork and participatory management
- Academic freedom
- Ethical and professional behavior
- Community involvement
- Continuous improvement

### **Vision**

Southwest will become the college of choice and a national model for technical, career, and transfer education by fostering student success, transforming lives and strengthening the diverse community.

### **Quality Enhancement Plan**

#### **“Sharing Responsibility: A Plan for Improving Student Learning at Southwest Tennessee Community College”**

Southwest's Quality Enhancement Program (QEP) supports and emphasizes student responsibility for learning and the attainment of critical learning outcomes. Student academic success is strongly dependent upon how well each student understands what is expected, what should be attained and how to participate responsibly in the learning endeavor.

As the QEP title indicates, the responsibility for improving student learning is shared jointly by three groups: faculty members, administrators, and students. Faculty must analyze their programs to provide students with appropriate goals, expectations and guidance. College administration and student support services must provide appropriate support for faculty and student efforts. Students must then understand course and program goals, participate actively in class, and demonstrate appropriate learning behaviors.

## **Advantages**

Southwest offers its diverse student population such advantages as:

- Fully accredited programs
- Small class sizes
- Quality faculty
- Nominal costs
- Open and early admissions
- Broad range of degree programs
- Broad range of certificate programs
- Accessibility through multiple campuses, centers and teaching locations
- Advanced studies through an Honors Program
- Strong program of academic developmental services

## **Comprehensive Support Services**

- Strong Distance Education programs with many online and telecourse offerings
- Special programs in fine arts, criminal justice, the allied health sciences, nursing, information technologies, engineering technologies, automotive technology and business studies
- A variety of non-credit continuing education courses offered throughout the year
- A variety of workshops and seminars on various topics
- The Corporate Training & Continuing Education Center provides business, industry and individuals with hands-on training and skills.



# ADMISSIONS

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*www.southwest.tn.edu/admissions*  
*(901) 333-5924*

Admission to Southwest is open to all people who can benefit from a post-secondary education. Southwest students represent a variety of ages and cultures, adding to the richness of a Southwest education. Southwest accepts applications throughout the year.

Students may attend day, evening, or weekend classes offered at any of Southwest's locations. Students may enroll full-time or part-time when admitted to one of the following categories:

- **Degree-seeking**  
This student is seeking an associate degree, which requires at least 60 credits.
- **Certificate-seeking**  
This student is seeking a certificate, which requires up to 30 credits.
- **Non-Degree**  
This is a student who does not wish to apply for a degree. A non-degree student is not eligible to receive federal financial aid. A non-degree student who wishes to change to degree-seeking status must meet all admission requirements.
- **Transfer**  
This student has attended another college or university and is seeking a degree at Southwest Tennessee Community College.
- **Transient**  
This student attends another institution and plans to enroll at Southwest for one or more semesters and then return to the home institution.

## Requirements for Prospective Students

1. Submit a completed admissions application with a \$10 one-time, non-refundable application fee (not required for readmitted students) via the Web at [www.southwest.tn.edu/ApplyOnline.htm](http://www.southwest.tn.edu/ApplyOnline.htm) or mail to:  
Southwest Tennessee Community College  
Admissions and Records Office  
P.O. Box 780  
Memphis, TN 38101-0780
2. Arrange for documents verifying your previous education to be sent directly to the Admissions and Records Office.
  - High school graduates who have never attended college – official high school transcripts verifying graduation and accredited by a recognized national accrediting agency (SACS, NCA, MSA, WASC)

Note: The transcript of Tennessee public high school graduates since 1983 must include a notation indicating that the student passed the required Proficiency Examination.

- Individuals who have passed the General Educational Development (GED) test – an official report of scores
  - Individuals who have attended a college or university elsewhere – an official high school transcript verifying graduation and an official transcript from each institution
  - Individuals who have earned a baccalaureate or post baccalaureate degree – an official transcript from the degree granting institution
3. Submit proof of immunization with two doses of Measles, Mumps, Rubella (MMR) vaccines (only needed if born after 1956 and a full-time student). Tennessee high school graduates 1999 to present need not submit MMR as it is on the official high school transcript. Acceptable documents are:
    - The Certificate of Immunization form completed and signed by your doctor
    - A copy of an official immunization card or documents from your local Public Health Department
    - A copy of the Military form DD214
    - Official documentation from a prior college or university
    - A Positive result from the MMR (Measles, Mumps, Rubella) Titer test
    - If you graduated from a Tennessee public or private high school between 1979 and 1998, you must provide one MMR immunization given after your graduation date

Effective July 1, 2011, students born after January 1, 1980 must provide proof of immunization against Varicella (chicken pox).

Effective July 1, 2011 (unless exempted by law) students admitted into any Allied Health or Nursing Program and expecting to have patient contact must present proof of protection against Hepatitis B before patient contact begins.

4. All applicants are required by Tennessee law to sign the Hepatitis B waiver.



## Test Score Requirements and Academic Placement

- Potential students under the age of 21 must submit official ACT-National test scores or pay to take the ACT-Residual Test before enrolling (cannot be used for Lottery Scholarship certification). Placement decisions will be based on valid test scores less than three years old and according to valid ACT sub-scores in English, Mathematics and Reading.
- Potential students 21 years or older and have no transfer credits in English, Reading and/or Mathematics are required to take the COMPASS/ASSET test which is administered at the Testing Center. If valid ACT sub-scores are available, they may be used for placement.

### Challenging Placement

If a student wants to challenge his or her initial placement in mathematics, reading, and writing a retest is available. The challenge of placement must be done before enrolling in the first developmental studies course in the subject area. Contact the Testing Center for an appointment for the appropriate challenge test. A \$20 fee is charged for challenging the test.

### Orientation

Southwest affords new students an opportunity to participate in an orientation which provides an introduction to the College experience including academic advising, college support services, transfer, job opportunities, and student life.

### Student Academic Success Seminar (ACAD 1100)

This course is designed to assist students in making the transition to college during the freshman year. Students are introduced to college functions and resources. Additionally, the student acquires survival skills for college. Topics include career preparation, academic expectations, time management, test anxiety, and life outside the classroom, as well as personal values and relationships. This course is required for all first-time, full-time, degree-seeking students.

### Readmitted Students

A student who has not been enrolled at Southwest for one year must submit an application for readmission. Degree-seeking students must have all credentials on file prior to being readmitted. Each readmitted degree-seeking applicant must submit official transcripts from all institutions attended during the period of non-enrollment at Southwest. Southwest maintains records (e.g. transcripts from other institutions, applications, immunization records, etc.) for five years after graduation or last date of attendance. Students applying for readmission after a five year separation from the College must submit all admissions documents required for their field of study.

## Programs for High School Students

[www.southwest.tn.edu/partnerships/dualenrol.htm](http://www.southwest.tn.edu/partnerships/dualenrol.htm)  
(901) 333-5272

High school students currently attending an accredited public or private high school or home school affiliate, may “jump start” their college education and even complete a college degree while simultaneously earning a high school diploma.

### Dual Enrollment

#### Benefits of the Dual Enrollment Program

- Enriches the course opportunities for outstanding high school students
- Shortens the time to attain a college degree
- Saves students and parents money
- Provides students with college credit
- Earns grades earned which become part of the student’s permanent college transcript

#### Eligibility

1. 9th or 10th graders must have a cumulative high school grade point average of 3.2 based on a 4.0 scale or the equivalent and a letter of recommendation from the applicant’s high school principal.
2. 9th, 10th, 11th, 12th graders must meet course requirements for courses for which they wish to enroll.

#### Procedures for Enrolling

To be enrolled in the Dual Enrollment Program, an applicant must

1. Submit the following documentation to the Dual Enrollment Office
  - Completed College Admission Application
  - Completed Dual Enrollment Student Data Form ([www.southwest.tn.edu/partnerships/dualenrol.htm](http://www.southwest.tn.edu/partnerships/dualenrol.htm))
  - Official high school transcript
  - Official ACT/PLAN, SAT, or PSAT scores
2. Be advised by the designated high school representative of course enrollment
3. Meet course requirements for courses for which they wish to enroll
4. List desired college courses on Dual Enrollment Student Data Form

Dual Enrollment Students will be classified as non-degree seeking. After receiving a high school diploma or General Education Development (GED) certificate and meeting the mandatory placement criteria for degree seeking students, a student may request a change from non-degree to degree-seeking status.

**The Tennessee Dual Enrollment Lottery Grant**  
[www.tn.gov/CollegePays/mon\\_college/dual\\_enroll\\_grant\\_rules.htm](http://www.tn.gov/CollegePays/mon_college/dual_enroll_grant_rules.htm)

11th and 12th graders who are dually enrolled may be eligible for the Tennessee Dual Enrollment Lottery Grant. The Dual Enrollment Grant program is a grant for study at an eligible postsecondary institution that is funded from net proceeds of the state lottery and awarded to students who are attending high school and who are also enrolled in college courses at eligible postsecondary institutions for which they will receive college credit.

For more information regarding eligibility and the application process for the Tennessee Dual Enrollment Lottery Grant, go to their Web site.

**STAY**

High school students who enrolled in the Dual Enrollment Program during their senior year and enroll at Southwest directly after high school may be eligible for the STAY PROGRAM (Southwest Tuition Assistance for a Year) if they attained a “C” or better for each course attempted at Southwest. To qualify, they must submit an Admission Application and complete a Federal Application for Federal Aid (FAFSA) by May 1st. STAY covers the cost of any remaining tuition and approved fees plus semester book allowance after all federal and state financial aid is awarded. For continued financial support, a student must maintain a 2.5 QPA.

**Senior Citizens or Students with Disabilities**

A Tennessee resident 60 years of age or older or a permanently disabled Tennessee resident may audit courses without paying any maintenance fees. However, the student will be assessed a \$10 application fee (if not previously paid), a \$15 international educational fee, and a \$10 campus access fee. Students meeting these criteria must register during late registration.

A Tennessee resident 65 years of age or older, or a permanently disabled resident may take classes for credit at a reduced charge of fifty percent (50%) per credit hour with a maximum of \$70, plus a \$10 application fee (if not previously paid), a \$15 international educational fee, and a \$10 campus access fee. Students meeting these criteria can register for classes no earlier than four (4) weeks prior to the first day of the term.

**International Students**

[www.southwest.tn.edu/international](http://www.southwest.tn.edu/international)  
(901) 333-4804

Southwest welcomes international students and values their contribution to enhancing the cultural diversity of the College. Southwest is authorized to issue the Form I-20

and students are admitted before the beginning of each semester, year-round. Most international students transfer to four-year colleges after completing their studies at Southwest. Potential students must:

1. Submit a completed admission application with a \$30 one-time, non-refundable application fee.
2. Submit required certified translations of foreign high school and college transcripts. Transcripts from USA high schools and colleges must also be submitted if applicable. Applicants under age 21 must submit ACT test scores (SAT also accepted).
3. Submit the results of the Test of English as a Foreign Language (TOEFL) if the applicant’s native language is not English. A TOEFL score of 500 pencil-based test or 173 computer-based test or an Internet-based score of 61 along with the current paper/pencil and computer-based scores is required. International student applicants must take an English placement examination prior to registration if there is no supporting academic credit from another USA institution. Test results may be used in place of TOEFL.
4. Provide a financial statement which is evidence of financial capability to pay registration fees, non-resident fees, living and other expenses.
5. Submit proof of immunization with two doses of Measles, Mumps, Rubella (MMR) vaccines and the Certification of Freedom from Tuberculosis. Effective July 1, 2011, students born after January 1, 1980, must provide proof of immunization against Varicella (chicken pox).
6. Submit proof of Accident and Sickness insurance with provisions for hospitalization, basic injury and sickness treatment, medically supervised repatriation, return of mortal remains and emergency evacuation.
7. Students who cannot provide proof of insurance must pay for insurance coverage when they register. Premiums cannot be refunded once they are paid.

**Residency**

Residency, for the purpose of fee payment, is considered to be the permanent domicile of an applicant. Information provided on the admissions application will be used to determine the initial residency classification of a student. Any student who is classified as a non-resident, but who claims to be a resident, must submit an “Application for Residency Classification” form which is available in the Admissions and Records Office along with documented evidence to prove the claim.

**Eligibility for In-state Fee Rate**

**Employed in Tennessee**

Non-residents who are employed full-time in Tennessee and enrolled part-time may pay the in-state rate. The non-resident must provide documentation from the employer on company letterhead that verifies full-time employment. This documentation must be submitted each term of

enrollment. Non-residents who wish to enroll full time must pay out-of-state tuition.

**Border States**

Residents of Crittenden or Mississippi counties in Arkansas or DeSoto or Marshall Counties in Mississippi may enroll full- or part-time and may be considered for a Non-Resident Tuition Waiver. A limited number of fee waiver slots are available each term. The form is available in the Admissions and Records office and must be completed after registering for courses each semester of enrollment.

**High School Core Requirements (A89)**

High school graduates from spring 1989 and thereafter must complete core requirements in high school as required by the Tennessee Board of Regents. Students seeking admission to an Associate of Arts Degree (A.A.) or an Associate of Science Degree (A.S.) may complete those high school core requirements while pursuing a degree at Southwest. College courses taken to complete the core requirements may be counted toward an A.A. or A.S. degree. Students may take the following elective courses to complete the core requirements.

**Required Subject Unit**

<b>Algebra I, II</b>	Requirements met by mandatory COMPASS/ASSET assessment and placement	<b>2</b>
<b>English</b>	Requirements met by mandatory COMPASS/ASSET assessment and placement	<b>4</b>
<b>Foreign Language</b>		
FREN 1010	Elementary French I (and)	<b>2</b>
FREN 1020	Elementary French II or	
SPAN 1010	Elementary Spanish I (and)	
SPAN 1020	Elementary Spanish II	
<b>Mathematics</b>		
MATH 0980	Geometry I Intro to Geometry	<b>1</b>
(MATH 0980 offered during fall semester only)		
<b>Natural/Physical Sciences I</b>		
Select one:		
CHEM 1010	Introduction to Chemistry I	
BIOL 1010	Introduction to Biology I	
PHYS 1010	Introduction to Physics	
PHYS 1030	Introduction to Astronomy	
GEOG 1010	Physical Geography I	
NSCI 1030	Natural Sciences	
PHYS 2010	General Physics I	
PSCI 1010	Physical Science I	

<b>Natural/Physical Sciences II</b>	<b>1</b>
Select one:	
BIOL 1020	Introduction to Biology II
CHEM 1020	Introduction to Chemistry II
GEOG 1020	Physical Geography II
PHYS 2020	General Physics II
PSCI 1020	Physical Science II

<b>Social Studies</b>	<b>1</b>
Select one:	
ECON 2010	Principles of Macroeconomics
HIST 1110	Survey of World Civilization I
POLI 2010	American National Government
PSYC 1010	General Psychology I
SOCI 1010	Introduction to Sociology

<b>U.S. History</b>	<b>1</b>
Select one:	
HIST 2010	Survey of United States History I
HIST 2020	Survey of United States History II

<b>Visual Arts</b>	<b>1</b>
Select one:	
ART 1550	Drawing I
ART 1910	Painting I
THEA 1510	Basic Acting
or Select two:	
MUS 1600	Class Piano
MUS 1700	Class Voice
MUS 1800	Class Guitar
PHED 1270	Modern Dance
PHED 1730	Modern Jazz Dance

**Criteria for Admission to Specialized or Limited-Enrollment Programs**

Being admitted to Southwest does not guarantee admission to specialized or limited-enrollment programs. The College has specific admission policies and procedures for admission of students to these programs: Dietetic Technician, Medical Laboratory Technician, Laboratory Phlebotomy Technician, Pharmacy Technician, Physical Therapist Assistant, Paramedic, Radiologic Technology, Biotechnology, and Nursing.

Limitations are based upon selective criteria appropriate to each program and apply equally to all prospective students. However, preference for admission, when all else is equal, is given to residents of the state of Tennessee (see the catalog section of each program for specific admission requirements).

# REGISTRATION

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*www.southwest.tn.edu/registration*  
*(901) 333-5924*

## Steps to Register

- Complete an admissions application with official high school and college transcripts, test scores and immunization records.
- Review program requirements in college catalog and read course descriptions.
- Determine if a prerequisite or co requisite is necessary. A prerequisite means that specific course(s) or other requirements must be completed prior to registering for the course which lists the prerequisite. A co requisite means that the student must register for the additional course(s) at the same time of the course which lists the co requisite. Requirements are to be completed simultaneously.
- Plan a tentative schedule that considers work and family obligations.
- Students who have not declared a major should visit the Advising Center to review program requirements, discuss academic plans, and select classes.
- Go online at [my.southwest.tn.edu](http://my.southwest.tn.edu) to create a schedule, choose class times and locations, then, register and pay for classes.
- Consider your payment options. Students are not officially registered until the financial aid award is confirmed, all tuition is paid or payment arrangements have been made in the cashier's office. Please see Fees and Charges, page 17, for payment options.

## How to Access the College Portal, "My.Southwest"

Southwest has a real-time Web-based portal. Our site is called "My.Southwest" and can be found at [my.southwest.tn.edu](http://my.southwest.tn.edu). Through this secure access information system, not only will you be able to access the current Student Self-Service system to register, pay fees, view grades, etc., but you will also have access to online learning, such as, PAWS (D2L) and other class information, calendar, chat, and much more – all with just one username and one password.

After you complete an admission process, you are ready to determine your username and password by following these steps:

- Go to [my.southwest.tn.edu](http://my.southwest.tn.edu) (My.Southwest portal)
- Find the "Self-Identify and Password Change Utility" link on the left side of the screen under the login box or go to this URL [www.apps.southwest.tn.edu/request/password.aspx](http://www.apps.southwest.tn.edu/request/password.aspx)

- Enter your SSN or Student ID and last name.
- Click 'Change Password Lookup'.
- The next page will display your username. Make note of this username as you will need it to log into the portal after you have set your password.
- Enter your new password, twice.
- Enter your birth date to validate this password change.
- Click 'Change Password'.
- Use your username and password to log in at [my.southwest.tn.edu](http://my.southwest.tn.edu)

### Note:

- Do not save your password when using a computer on campus or any other public place.
- When logging out of the portal, be sure to close the browser.
- Protect your records by memorizing your username and password. Never share them with anyone other than Help Desk personnel when resolving a problem with your account. The Help Desk number is 333-HELP (4357).
- Do not double-click within My.Southwest.

## Schedule Changes

A student may change his or her original class schedule by adding, dropping or withdrawing from classes (see the Academic Calendar for deadlines).

### Adding

A student may add classes prior to the first day of class. Additional tuition and fees may be required.

### Dropping

A student may officially drop a class within the prescribed time as noted in the Academic Calendar. The date on which the student drops from the class will affect the amount of refund to which the student may be entitled. Classes dropped during the prescribed time do not appear on the student's transcript.

### Withdrawing

A student who officially withdraws within the prescribed time will receive a "W" on the transcript. If a student stops attending classes or fails to officially withdraw, a grade of "F" will be assigned for each class. It is the student's responsibility to officially withdraw. Withdrawing from a class may have an effect on financial aid.

### **Auditing a Class**

Students who do not wish to receive credit or a grade for a course may audit. Registration for audit (no credit) is limited to the late registration period and is based on the availability of space in the individual class. Students who audit courses pay the same fees as those enrolling for credit. Registration for audit can be changed to credit no later than the last day of late registration. Registration for credit cannot be changed to audit.

### **Class Cancellations**

The College reserves the right to cancel courses due to insufficient class enrollment, lack of availability of qualified instructors, lack of appropriate facilities, or due to unforeseen circumstances.

A student who enrolls in a class that is later cancelled will have an opportunity to drop the cancelled class and add another open class in its place. This opportunity is available throughout the late registration period and the first week of school, as long as the class has not met.

Any fee amount due to the student resulting from the cancelled course will be mailed, and federal financial aid will be adjusted as required by regulations.

### **Payment**

Students should be prepared to pay when they register for or add classes. Southwest reserves the right to delete the enrollment of any student who has not paid the total

amount due for courses and outstanding debts to the College.

### **Class Attendance**

Students are expected to attend all classes as scheduled. Each instructor may determine how absences and tardiness will affect the student's overall grade. This information is included on the course syllabus. Students are responsible for reading the course syllabus. Regardless of the reason or nature of the absence, students are responsible for the work covered by the instructor and for timely submission of all assignments. The instructor may, at his or her sole discretion, allow the student to hand in assignments late or make up work, quizzes, examinations or presentations missed.

A student who enrolls in a course and stops attending without officially withdrawing will be assigned an "F" for that course at the end of the term. Attendance is monitored by each faculty member and is reported to both the Records and Financial Aid offices. Faculty must report "no-shows" (students who never attend class) and the last date of attendance for any student who has been determined to have stopped attending class. Students receiving federal financial aid and/or veterans' educational benefits may be required to repay such funds when classes are not properly attended (see Financial Aid Refund and Repayment section of this catalog).



# FINANCIAL AID AND SCHOLARSHIPS

[www.southwest.tn.edu/financial\\_aid/](http://www.southwest.tn.edu/financial_aid/)  
(901) 333-5960

## Federal/State Grants

### Southwest School Code 010439

The federal government, the state of Tennessee, and Southwest offer eligible degree/certificate-seeking students a range of financial aid opportunities. Most student financial aid is provided in the form of grants through federal and state-funded programs. This money is specifically awarded for education-related expenses including tuition, fees, and books. A student or applicant who needs financial aid should apply as early as possible, so that financial aid arrives before tuition and fees need to be paid.

### How to apply for both federal and state grants

To be considered for all federal, state and Southwest financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). No other application is required. The FAFSA form should be completed online at [www.fafsa.ed.gov/](http://www.fafsa.ed.gov/).

1. Apply for admission to the College. Financial aid will not be awarded until you have completed all requirements and are admitted into a degree/certificate program.
2. Gather the information needed to apply:
  - Your social security number (SSN) and your parent's social security number if you are providing parent information.
  - Your driver's license number, if you have one.
  - Your alien registration number, if you are not a U.S. citizen.
  - Your federal tax information or tax returns, using records for the year prior to the academic year for which you are applying.
  - Your records of untaxed income such as social security benefits or veteran's benefits.
3. If you do not have a PIN, you can apply for one at [www.pin.ed.gov](http://www.pin.ed.gov). Your PIN allows you to electronically sign when you submit your FAFSA. If you are providing parent information, one parent must also sign your FAFSA. To sign electronically, your parent should also apply for a PIN.
4. File your FAFSA as soon as possible, on or after January 1. After you submit your application, you will receive a confirmation number which indicates that your application has been successfully submitted. Keep the number for your records.
5. Your application will be processed and you will receive an e-mail with a link to your Student Aid Report (SAR/ISIR), or if you did not provide an e-mail, you will

receive it by mail. You must review your SAR/ISIR for accuracy, and correct inaccurate items online or contact the Financial Aid Office for assistance. If you do not hear from them within three weeks, go to: [www.fafsa.ed.gov/](http://www.fafsa.ed.gov/) and select: "Check the status of a submitted FAFSA."

6. Promptly respond to any College requests for additional information or documentation, such as copies of federal tax returns, verification worksheets, or other forms. Failure to respond within thirty (30) days of the request may cause you to forfeit your right to receive federal financial aid.
7. If you are eligible, the College will send out a financial aid award letter when all required documents have been received. The letter indicates the amount of your financial assistance and is based on enrolling full-time. Once enrolled, the award may be adjusted.
8. Keep copies of all documents.
9. Notify the Financial Aid Office in writing if you have applied for assistance, but no longer wish to attend school. It is the responsibility of all students to communicate with the College regarding financial aid, admission, and enrollment status.

## Federal Assistance Programs

[www.fafsa.ed.gov/](http://www.fafsa.ed.gov/)  
1 (800) 4FEDAID (433-3243)

### Federal Pell Grant Program

The Federal Pell Grant Program, a federal student aid program, provides money to help undergraduates pay for their education. Eligibility is determined by the federal government, using a standard formula to evaluate the information provided on the FAFSA. These grants provide the "foundation" of financial aid to which other aid may be added. All aid applicants must, therefore, apply for this grant.

### Federal Supplemental Educational Opportunity Grants

The Federal Supplemental Educational Opportunity Grant is an award to help students with exceptional financial need pay for their education. It is for undergraduates only.

### Federal College Work-Study Program

The Federal College Work-Study Program provides jobs on campus for students who need financial assistance. This program gives students an opportunity to work up to 20 hours per week and earn a part of their educational expenses. Students are paid for the hours they work each pay period. Students should complete their financial aid application and supporting documents by February 15.

## State Assistance Programs

[www.state.tn.us/tsac/](http://www.state.tn.us/tsac/)

1 (800) 342-1663

### Tennessee Student Assistance Award

This state grant award is available to undergraduate residents of Tennessee who are enrolled for at least 6 credits. All Tennessee residents who complete the FAFSA will automatically be applying for this grant. Funds are limited so students should apply early, at least by February 15, in order to be considered for this award.

### Tennessee Education Lottery Scholarship

[www.CollegePaysTN.com](http://www.CollegePaysTN.com)

1 (800) 342-1663

The Tennessee Education Lottery Scholarship Program is available to students who meet the criteria determined by the Tennessee General Assembly. Generally, a student graduating in May 2003 or after, and a student age 25 or older who is attending college for the first time, may be eligible for the scholarship.

All Tennessee students interested in this scholarship must complete the FAFSA each academic year by the deadline set by the Tennessee Student Assistance Corporation (TSAC). Certification by TSAC and Southwest's Records and Financial Aid Offices is also required.

### Financial Aid Refund and Repayment Policy

The United States Department of Education requires an institution to determine the last day of attendance for federal financial aid recipients who withdraw, stop attending, or never attend a class during a semester. A student who withdraws, stops attending, or never attends a class during a semester may owe a refund to the College or the federal financial aid program from which the student received the aid. Faculty members maintain attendance records and report the last day of attendance for students who withdraw or stop attending a class. A refund calculation will be performed to determine if a student will owe a refund of federal aid received.

### Return of Federal Funds

Refund calculations are performed to determine if financial aid funds will be returned to the Department of Education by Southwest or repaid by the student. If the student has received federal financial aid such as a Pell Grant (PELL), Supplemental Educational Opportunity Grant (SEOG), or Tennessee Student Assistance Grant (TSAA), the institution must calculate the amount of financial aid the student earned based on class attendance. Department of Education software is used to determine the amount of aid that a student was entitled to receive based on class attendance. The amount is then subtracted from the total financial aid

disbursed. The unearned amount will be returned to the Department of Education.

The portion of the unearned amount that paid institutional charges is repaid by the institution. A percentage of the unearned amount that was disbursed to the student must be repaid by the student. Any amount returned by the institution will be charged to the student's account as "unpaid tuition."

Federal regulations require that repayment of Title IV financial aid funds be disbursed in the following order:

1. Pell Grant
2. Supplemental Educational Opportunity Grant
3. Tennessee Student Assistance Corporation Grant
4. Other state, private, or institutional aid
5. The student

The College performs initial billing and collecting activities for 45 days as required by the Department of Education. A student who fails to repay the College the amount of Title IV financial aid owed will be referred to the Department of Education. A student who does not make repayment arrangements will not be eligible to receive financial aid at any college until the repayment has been made.

Examples of refund and repayment calculations are available upon request.

### Satisfactory Academic Progress

Students receiving federal and state financial assistance will be evaluated against the following standard(s) at the end of the spring semester.

Students must maintain the following GPA to maintain Satisfactory Academic Progress.

<b>Total Credits Attempted</b>	<b>Minimum Grade Point Average</b>
1 – 14	No minimum
14.1 – 26	1.0
26.1 – 40	1.4
40.1 – 48	1.7
48.1 – 56	1.9
56.1 and more	2.0

A student on unsatisfactory academic progress may file a written appeal to the Director of Financial Aid documenting any unusual or special circumstances leading to unsatisfactory academic progress.

Students receiving all "F" grades or all "W" grades in any semester will be requested to file a written appeal.

Students who are placed on academic suspension at the end of a semester are no longer eligible to receive federal financial aid. Suspended students who are readmitted

to Southwest will not be eligible for federal financial aid until satisfactory academic standing and progress has been reestablished.

### Grading

In addition to grade point average requirements, any student with the following grade and progress criteria will no longer be eligible for federal and state financial aid.

- I Incomplete grades are viewed as an “F” grade until a grade is posted for the class.
- F Failing. Students who receive a grade point average of 0.0 due to all “F” grades in one semester.
- W Withdrawn. Students who fail to complete any credit hours due to withdrawal from all classes in one semester.

Students receiving all “F” grades or all “W” grades in any semester may be required to repay federal financial aid funds based on the last date of documented attendance.

### Acceptable Progress toward a Degree

Students are required to complete two thirds of the hours or classes attempted during an award year (fall/spring). Incompletes “I” and withdrawals “W” count toward attempted credit hours.

A student must complete the program within a reasonable period of time; defined as, attempting a maximum of 150 percent of the total hours required for the program of study.

### Service Awards

Southwest provides two opportunities for students to receive financial assistance through service to the College. Students who are selected will receive a work award in return for service hours given to the College.

### Student Ambassadors

[www.southwest.tn.edu/ambassadors](http://www.southwest.tn.edu/ambassadors)  
(901) 333-4399

The Southwest Ambassadors are a group of students who serve as goodwill representatives of the College. They support college or community events scheduled by the Recruiting Office and help to promote Southwest.

Students must complete an application and interview process for selection. Those who are interested must be able to adhere to the following guidelines:

- Have a 2.8 grade point average
- Be available to work at least 75 service hours per semester
- Enroll full time – 12 or more credits

- Be available to work service hours on some evenings and weekends

### Academic Support Center (ASC) Scholarship

#### Tutors

[www.southwest.tn.edu/asc](http://www.southwest.tn.edu/asc)

*Macon Cove Campus (901) 333-4440*

*Union Avenue Campus (901) 333-5254*

ASC Scholarship Tutors are academically qualified and recommended students who receive tuition assistance to work as peer tutors in the Academic Support Center to enhance student success. They assist students in developing independent study skills as well as enhancing academic proficiency in developmental, general education, and career courses. Scholarship tutors work with students in both one-on-one and in group sessions.

Applicants must meet the following requirements:

- Have successfully completed 15 credit hours of college-level courses
- Have a 3.0 grade point average
- Receive a recommendation from a faculty member

If interested in this scholarship, please contact the ASC at the Union Avenue or Macon Cove campus.

### Foundation Scholarships

[www.southwest.tn.edu/scholarships](http://www.southwest.tn.edu/scholarships)

Through the generosity of individuals, corporations and organizations, the Southwest Foundation has been able to assist thousands of students attending the College. To learn more about scholarships for which you may qualify, visit the Web site. Applications must be completed online by March 15.

### List of Scholarships

Academic Departmental Scholarships

Allied Health Sciences Scholarship

Alumni Scholarship – Full-time Student

Alumni Scholarship – Part-time Student

Minnie Ash/IL Smart.com Endowed Scholarship

AutoZone Endowed Scholarship

BancorpSouth West Tennessee Educational Scholarship

Baptist Memorial Hospital Paralegal Scholars Scholarship

Bornblum Brothers Endowed Scholarship

Bornblum Nursing Endowed Scholarship

Darrell Kenneth Brown Memorial Book Scholarship

Business, Accounting and Paralegal; Engineering

Technologies; Hospitality; Environmental and Graphic

Arts; Office Administration and Information

Technologies Scholarship

CA 1 Hospitality Technical Scholars Scholarship

Fred L. Davis Scholarship



Department of Fine Arts Scholarship  
 Tommy Deutsch Endowed Memorial Scholarship  
 Dual Enrollment Fayette Scholarship  
 edScholar Scholarship  
 William (Bill) and Jimmie W. Farris Endowed Scholarship  
 First Tennessee Business and Commerce Endowed  
 Scholarship  
 Follett General Scholarship  
 Francis M. Fulton Memorial Scholarship  
 Frayser Exchange Club Book Scholarship  
 Sandra Thomas Halfacre Endowed Scholarship  
 Hazardous Materials Mgmt. Memorial Scholarship (EH&S)  
 Nolan Henrich Accounting Scholarship  
 Russell W. Hughes Endowed Memorial Scholarship  
 Mildred Hunt Scholarship  
 Industrial Engineering Scholarship  
 International Students Scholarship  
 Alvin O. Jackson Scholarship  
 Randall E. Knowles Endowed Memorial Scholarship  
 Dr. Martin Luther King Jr. Scholarship  
 Frances Cleo Long Scholarship  
 Earnestine Lowe Scholarship  
 Paul Mason Scholarship  
 The Med Foundation/Kirk Franklin Scholarship  
 Dempsie B. Morrison Memorial Scholarship  
 Music Excellence Scholarship  
 NAREB/Lewis Harris Memorial Scholarship  
 Naval Air Arm Memorial Scholarship  
 Nursing Alumni Scholarship  
 Nathaniel Parker Jr. Memorial Scholarship  
 Nathaniel Parker Jr. Memorial Endowed Scholarship  
 Jess H. and Norma Parrish Scholarship Endowment  
 Mandy C. Powell Endowed Memorial Scholarship  
 Presidential Scholarship  
 Luis C. Prieto Jr., M.D. Endowed Memorial Scholarship  
 Florence Randall Memorial Scholarship  
 David C. Scott Memorial Scholarship  
 Scott Paper Company Working Scholars Scholarship  
 Earl and Gwen Sears Nursing Endowed Scholarship  
 Smith & Nephew Orthopaedic Endowed Scholarship  
 Smith Radiology Technology Scholarship  
 Donna T. Springfield Nursing Scholarship  
 Southwest Foundation Board Scholarship  
 Saint Francis Hospital Auxiliary Endowment Scholarship  
 Carl E. Swoboda Sr. Acct Technical Certificate  
 Scholarship  
 Elsie Mae Swoboda AAS Acct Computer Concentration  
 Scholarship  
 Mr. & Mrs. Joe Tate Endowed Scholarship  
 Robert Earl Tate Endowed Memorial Scholarship  
 Technical Scholars Scholarship  
 Darrell & La Tina Thomas Endowed Scholarship  
 John L. Thornton Memorial Scholarship  
 Kelly Wilson Memorial Scholarship  
 Frank Wooten Scholarship  
 Wright Medical Technology, Inc. Scholarship



# FEES AND CHARGES

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## Cashier's Office

[www.southwest.tn.edu/cashier/tuition.htm](http://www.southwest.tn.edu/cashier/tuition.htm)

*Macon Cove Campus (901) 333-4210*

*Union Avenue Campus (901) 333-5292*

## Maintenance and Tuition Fees

Maintenance and other applicable fees are payable at the time of registration each semester and are to be paid using one of the payment methods listed below. Fees and tuition are subject to change by policy of the Tennessee Board of Regents. Any change to fees and tuition will be updated on the Web site at [www.southwest.tn.edu/cashier/tuition.htm](http://www.southwest.tn.edu/cashier/tuition.htm).

The definition of resident and non-resident established by the Tennessee Board of Regents will apply in determining fees and tuition. Check with the Admissions and Records Office for residency classification.

## Payment Methods

Payments may be made in person at the Cashier's Office on either the Macon Cove or Union Avenue campus or at center locations using cash, money order, cashier's check, personal check, debit or credit card (VISA, MasterCard, Discover, or American Express).

Online payments ([my.southwest.tn.edu](http://my.southwest.tn.edu)) may be paid by check, debit or credit card.

## Deferred Payment Plan

### (Available for fall and spring semesters only)

Southwest offers a deferred payment plan which allows students to make an initial payment of one-half of their tuition and fees and defer the remaining balance until later in the semester. To participate, a student must be enrolled in at least three (3) credits during a fall or spring semester.

## Participation

- A student must first enroll in credit classes or Regents Online Degree Program (RODP) classes.
- Then sign the deferred payment plan contract at the cashier's office on either the Macon Cove or Union Avenue campus or enroll in the plan online at [my.southwest.tn.edu](http://my.southwest.tn.edu).

## Requirements

- Pay a \$10 non-refundable service fee.
- Pay 50 percent of eligible charges except health insurance premiums.

- Remaining balance will be paid in two equal installments on established due dates within the term.
- A \$25 late charge will be assessed for each fee payment not posted by the due date under the Deferred Payment Plan. Postmark dates are not honored.
- Financial aid or scholarships cannot be substituted for the 50 percent deferred payment deposit.

## Regents Online Degree Program Courses (RODP)

Fees and tuition for RODP courses are in addition to charges assessed for regular credit courses. There is no per credit hour maximum limit for these courses. Students enrolling in RODP courses are eligible to participate in the Deferred Payment Plan.

## Sponsored Payments

Payment Authorizations from third party sponsors (Corporate and Non-Profit Employers, State and Local Government Agencies) must be submitted at the time of payment. Fee Waivers (State and Local Government Employees) must be submitted before the published payment date. For dates go to [www.southwest.tn.edu/cashier](http://www.southwest.tn.edu/cashier).

## Audited Courses

Students may audit credit courses. They may only register for these courses during late registration and are assessed the same fees as those enrolling for course credit. (See also, Senior Citizens or Students with Disabilities Charges.)

## Non-Credit Courses

Fees for non-credit courses which include seminars, workshops, and Continuing Education Unit (CEU) classes are established individually for each class, and are due at the time of registration. Registration for non-credit courses are managed through the Corporate Training and Continuing Education Department. For additional information go to [www.southwest.tn.edu/ce](http://www.southwest.tn.edu/ce).

## Senior Citizens or Students with Disabilities Charges

A Tennessee resident 60 years of age or older or a permanently disabled Tennessee resident may audit courses without paying any maintenance fees. However, the student will be assessed a \$10 application fee (if not previously paid), a \$15 international educational fee, and a \$10 campus access fee. Students meeting these criteria must register during late registration.

A Tennessee resident 65 years of age or older, or a permanently disabled resident may take classes for credit

at a reduced charge of fifty percent (50%) per credit hour with a maximum of \$70, plus a \$10 application fee (if not previously paid), a \$15 international educational fee, and a \$10 campus access fee. Students meeting these criteria can register for classes no earlier than four (4) weeks prior to the first day of the semester.

To receive this discount, senior citizens must verify their birth date either with their driver's license or birth certificate. Permanently disabled students must provide Student Disability Services Office written verification confirming their disability.

Enrollment without full payment of the registration fee will be subject to the availability of space in the class. Fees and tuition are subject to change by policy of the Tennessee Board of Regents.

### Additional Fees and Charges (2010-11)

Fees and tuition are subject to change by policy of the Tennessee Board of Regents.

\*Fees are non-refundable and non-transferable.

ACT Residual Fee\* \$35  
*Individuals under 21 years of age needing to take the ACT for admission to Southwest*

Allied Health Program Fees\*  
*Malpractice Insurance (EMT/Paramedic) \$49.70/year*  
*Malpractice Insurance (Allied Health Programs) \$11.90/year*  
*Health Occupation Aptitude Exam (HOAE) \$25*  
*Paramedic Pre-Exam \$25*  
*TABE Test \$10*

Admissions Application Fee\* (one-time fee) \$10

Campus Access Fee \$10  
*(per semester to help cover the maintenance of facilities)*

Child Care Center Fee (see center for fee information)

CLEP Test Fees\*  
*Registration Fee \$15*  
*CLEP Test Fee payable at time of test \$77*  
*COMPASS/ASSET\* (retesting fee) \$20*

Correspondence Exam\* (non-student) \$15/hour

Credit by Exam Fee\* \$15  
*A \$15 non-refundable fee is assessed in addition to regular per semester hour rate for each examination. However, the maintenance fee charges for any one term shall not exceed the full-time rate.*

Deferred Payment Plan Service Fee\* \$10

Deferred Payment Plan Late Charge\* \$25

GED Test Fees\*  
*Entire GED Battery \$55*  
*Per part \$11*  
*Duplicate copy of GED results \$5*

Graduation Fee\* \$25  
*(includes rental of caps and gowns for commencement)*

ID Replacement Card\* \$5  
*The initial student identification card is issued at no charge. However, there is a fee for a replacement card.*

International Education Fee \$15  
*(per semester supports international studies program)*

Laboratory Fees  
*Food Preparation \$35*  
*Foundations of Nursing \$15*  
*Adult Health Nursing I \$15*  
*Adult Health Nursing II \$15*  
*Quantity Cookery \$40*  
*Catering/Special Food Services \$40*

Late Registration Fee\* \$10

Music Fees for Individual 30-minute Lessons  
*One per week \$45*  
*Two per week \$55*  
*Two per week (different media) \$60*

Nursing Programs Fees\*  
*Criminal Background Checks \$56-\$80*  
*Nursing Student Government Association \$40/year*  
*NLN Pre-exam \$70*  
*Malpractice Insurance Charge \$11.90/year*  
*Proficiency and Exit Exam \$35/semester*  
*Random Drug Testing \$40 per test*

Processing Fee (International Students)

Returned Check Charge\* \$30  
*The student will be withdrawn from school if the check is not redeemed and the \$30 penalty fee paid (in cash) within 10 days.*

Student Activity Fee Funds \$5  
*(broad-based student activities per semester)*

Technology Access Fee \$18 per credit  
*(not to exceed \$112.50 per semester)*

## Library Fines

### Overdue Fines

\$1 per item (\$1 maximum)	books and periodicals
\$1 per day (\$10 maximum)	audio music and sound recordings
\$2 per day (\$12 maximum)	videocassettes, DVDs and telecourse tapes
\$1 per hour (\$40 maximum)	reserve materials
\$1 per day (\$12 maximum)	slides

### Lost or Damaged Items

All items 60 days overdue are considered lost.

- Lost or damaged books, periodicals, audio cassettes, compact discs, videocassettes, slides, and reserve materials will be assessed at the current cost to replace the item, plus a \$10 processing fee.
- Lost or damaged telecourse tapes will be assessed at \$25 plus a \$10 processing fee.
- Replacement cost for a missing bar code will be \$1.25.
- Replacement cost for a damaged cassette case will be \$3.
- Replacement cost for a missing CD case will be \$2.50.

A student who wishes to contest any library fine should complete the Student Appeal Refund form and submit it to the Director of Library Services.

### Refund Policy

Students may receive a 100 percent, 75 percent or 25 percent refund when officially withdrawing from classes depending upon the dates of withdrawal. For specific dates pertaining to each term, see the Academic Calendar.

- A student will receive 100 percent of all refundable registration fees up until the first day of the term.
- In addition, 100 percent refund will be provided to students for:
  - canceled classes
  - deceased during the term
  - receive administrative withdrawal from classes
  - documented active military duty in excess of 30 days
- Beginning the first day of the term through the 14th calendar day, only 75 percent of maintenance charges, out-of-state tuition and technology fees will be refunded.
- From the 15th day through the 25th calendar day, only 25 percent of maintenance charges, out-of-state tuition and technology access fees will be refunded.
- No refund will be provided to students who

withdraw after the 25 percent refund period.

- For terms which are less than 15 weeks, the 75/25 percent refund provision will be adjusted accordingly.

Refunds are calculated based on the actual per credit hour cost, not the assessed rate. For this reason some withdrawals and drops will not yield a refund credit.

Students enrolled in less than 12 credit hours and officially drop or withdraw during the refund period may receive a refund. Students enrolled in more than 12 credit hours have a different fee assessment; therefore, dropping or withdrawing from classes during either the 75 or 25 percent refund period may or may not result in a refund.

All refunds are processed in the form of a check after the 14th calendar day of each term. All tuition check payments are subject to a four-week waiting period.

### Refunds for Non-Credit Courses

Refunds for non-credit courses are managed through the Corporate Training & Continuing Education Department. For additional information go to [www.southwest.tn.edu/ce](http://www.southwest.tn.edu/ce).

### Appeal Procedures for Fees and Refunds

A student may appeal the assessment, application, calculation or interpretation of any College fee, charge, deposit, refund, or any action by the College connected with fees and charges. Questions should be directed to personnel in the Cashier's Office. If a student is not satisfied with the resolution made by the Cashier's Office, a written appeal must be submitted on a Student Appeal Refund form available in the Cashier's Office. Further appeals may be made to the executive director of fiscal operations, the vice president for financial and administrative services, and then to the president of the College.

### Financial Obligations

Students may not register, graduate, request transcripts or grade reports until all financial obligations (including returned check charges, library fines, and traffic fines) are paid to the College. (Tennessee Code Annotated 49-9-108)

# SUPPORT SERVICES

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## **Academic Support/Tutoring**

*[www.southwest.tn.edu/asc](http://www.southwest.tn.edu/asc)*

*Macon Cove Campus (901) 333-4107*

*Union Avenue Campus (901) 333-5054*

The Academic Support Center (ASC) provides services and resources for students to assist them to successfully reach their academic and career goals. These include tutoring, open computer labs, and auxiliary course materials (video tapes, textbooks, etc.). Computer labs in the ASC provide self-guided software for practice in a variety of academic disciplines, word processing and office management software, and access to the Internet. DVD/VHS monitors are available at each location for media viewing. Study areas with Wi-Fi networking are available in the ASC at each campus. Many students use the ASC as a place to study individually or in groups. Other services include telecourse tapes viewing and other instructional media.

Full services are provided at the Macon Cove and Union Avenue campuses where there are also some assistive aids and software for persons with disabilities. Tutoring services are offered at the Gill, Maxine A. Smith, and Whitehaven Centers, and at the Fayette Site through interactive TV by appointment.

Services and hours may vary by location and are posted at the ASC Web site.

## **Advising and Counseling**

*[www.southwest.tn.edu/counseling](http://www.southwest.tn.edu/counseling)*

*Macon Cove Campus (901) 333-4594*

*Union Avenue Campus (901) 333-5122*

The success of all students depends to a large extent upon their involvement in learning and academic processes. One vital process of the educational experience is academic advising. The Advising and Counseling Centers at Southwest assist with the full realization of the student's academic aspirations. To that end, professional advisors along with assigned faculty advisors provide students with a high caliber of advising essential for their academic success. During the first semester, students who have selected a specific academic program are assigned to a faculty advisor in that program. Students who are undecided are assigned to an advisor/counselor in the centers. When an undecided student selects an academic program, the student is reassigned to an advisor in that program. It is the responsibility of the student to meet with his/her assigned advisor regularly to select courses that fit career plans,

plan a course schedule for the next semester, and review academic progress.

## **Transfer Office**

*[www.southwest.tn.edu/counseling](http://www.southwest.tn.edu/counseling)*

*Macon Cove Campus (901) 333-4594*

Each year hundreds of students transfer from Southwest to four-year schools all over the country. Students who are thinking about transferring after graduation from Southwest should visit the Transfer Center to make sure classes will transfer and to learn about guaranteed admissions agreements with four-year colleges and universities.

The Transfer Office is designed to help you plan continued education after graduation from Southwest. The Office provides a variety of services designed to make transfer from the community college as easy and efficient as possible.

The Transfer Office assists you in determining:

- Transferability of courses
- College options in and out of Tennessee
- General education and lower division course preparation focused on your major and four-year school of choice.

The Transfer Office provides the following services:

- Academic advising to new students who plan to transfer to a college or university upon completion of a degree at Southwest
- Assistance with researching transfer options and articulation agreements
- Hosts the Annual College Transfer Days that bring representatives from regional Colleges and Universities to campus to visit with Southwest students who are interested in transfer
- Hosts monthly visits from representatives of local colleges and universities
- Initiates paperwork for Partnership Enrollment Agreements (PEP) for Southwest students wishing to participate in a special guaranteed transfer admission agreement with a participating college or university

## **Partnership Enrollment Agreements (PEP)**

PEP agreements provide Southwest students with the opportunity to guarantee admission to a four-year college or university. Participants in these co-admissions programs are guaranteed admission upon graduation from Southwest with an associate degree.

While each agreement may vary, students generally receive:

- Coordinated Academic Advising from the Southwest Transfer Office and the participating four-year college
- Waiver of college and university admission fees

Please contact the Transfer Office for a current list of participants and to begin the process.

### **Career Services**

[www.southwest.tn.edu/career-services](http://www.southwest.tn.edu/career-services)

*Macon Cove Campus (901) 333-4180*

*Union Avenue Campus (901) 333-5379*

The Career Services Department provides comprehensive career-related services to students, graduates, and alumni in addition to overseeing the college's Cooperative Education (Co-op) Program.

Career-related services include:

- **Job Postings**

Check out full- and part-time job listings from Mid-South employers interested in hiring Southwest students and alumni online. To apply for a position on the list, just follow the employer instructions at the end of each job posting.

- **Resume Assistance with OptimalResume™**

Students and alumni can create and customize a professional resume to fit their specific career interests with OptimalResume™ services, a free online resume builder which provides step-by-step instructions, examples, and a wide variety of formatting options.

- **Mock Interview, Job Search Strategies and Career Counseling**

Need help preparing for an interview, targeting your job search or just sorting things out? Contact Career Services at either of the numbers listed above to schedule an appointment to discuss your career plans.

Programs students can participate in:

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

The Co-op Program allows students to gain “real world” work experience with area employers, while earning academic credit at Southwest. In order to qualify, students must have a minimum overall GPA of 2.5, have completed 12 college-level credit hours and be employed in a position related to their major prior to enrolling in a Co-op course. (Students already working in a position related to their major should obtain a brief job description signed by their supervisor and bring it to Career Services, prior to enrollment. Students seeking employment related to their major should visit Career

Services for job search assistance at least one semester prior to enrolling in Co-op.) Once enrolled, students will complete a total of 225 work hours during the semester and earn a grade based 80 percent on their job performance and 20 percent on a student synthesis paper describing their experience. To learn more about the Co-op Program and gain approval for participation, students should contact Career Services.

- **Technical Scholar Intern Program**

The Technical Scholar Intern Program is open to students pursuing an A.A.S. or A.S. degree or Technical Certificate in one of Southwest's Business, Career Studies and Technologies programs. Similar to the Co-op program, participating students gain real-world paid work experience with area employers, while earning academic credit through Southwest. To apply, students must have a minimum overall GPA of 2.5, have completed 12 college-level credit hours, and complete a Technical Scholar application online. Applicants are asked to submit their resume and interview with Career Services as part of the application process. Those students hired by an area employer and selected to participate in the Technical Scholar Intern Program will be asked to commit to working for a minimum of one semester. Enrollment in Cooperative Education (Co-op) is required each semester of participation. (Note: This program is driven by the hiring needs of Memphis-area employers; therefore, students should check with Career Services for information on upcoming opportunities.)

### **Child Care**

[www.southwest.tn.edu/childcare](http://www.southwest.tn.edu/childcare)

*Macon Cove Campus (901) 333-4500*

*Union Avenue Campus (901) 333-5233*

The Centers provide a well-supervised program for six-weeks-old to five-year-old children. They provide a warm, secure environment that encourages parental involvement and meets the cognitive, physical, social and emotional needs of children from various socioeconomic backgrounds. Campus Child Care is a fun place where emphasis is placed on learning through play and developmentally appropriate practices are used.

### **Evening/Weekend College Program**

[www.southwest.tn.edu/evening](http://www.southwest.tn.edu/evening)

*Macon Cove Campus (901) 333-4243*

*Union Avenue Campus (901) 333-5528*

This office provides services to adjunct faculty and students of the college. Staff members will provide information and assistance as to where requested services may be obtained by the faculty member or the student.

These services are normally available after 4:30 p.m. and on weekends, but service hours may also be adjusted to meet the needs of the college.

### **Library**

*[www.southwest.tn.edu/library](http://www.southwest.tn.edu/library)*

*Macon Cove Campus (901) 333-4706*

*Union Avenue Campus (901) 333-5135*

*Gill Center (901) 333-5979*

*Maxine A. Smith Center (901) 333-6037*

*Whitehaven Center (901) 333-6442*

Five libraries are available for student, faculty and staff use:

- Bert Bornblum Library (Macon Cove)
- Parrish Library (Union Avenue)
- Gill Center Library
- Maxine A. Smith Center Library
- Whitehaven Center Library

The InfoNet Library provides the following services:

- Print collections in excess of 80,000 items based on curriculum needs
- Electronic resources, consisting of databases ([http://www.southwest.tn.edu/library/electronic\\_databases.htm](http://www.southwest.tn.edu/library/electronic_databases.htm)) and online books (<http://proquest.safaribooksonline.com/>) (<http://www.netlibrary.com/>) which are accessible remotely
- Subscriptions to 545 periodical and journal titles; online access is available for selected titles.
- Ask the Librarian ([http://www.southwest.tn.edu/library/ask\\_librarian.htm](http://www.southwest.tn.edu/library/ask_librarian.htm)) allows you to ask questions via e-mail.
- Media resources including videocassettes and DVDs (popular movies and instructional tapes), and sound recordings (music and books)
- Online catalog (CyberCAT) with capabilities of renewing and requesting materials 24 hours a day
- Computer access, copier and TV/VCR/DVD combos for viewing instructional materials
- Library instruction sessions are provided upon request to orient users on library services, and staff provides individualized and point-of-use instruction daily.
- Online Orientation (<http://www.southwest.tn.edu/library/orientation/>) is provided for distance learners.
- Interlibrary loan services are available to secure items not owned by the InfoNet Library.
- Borrowing agreements are maintained with Christian Brothers University, Crichton College, LeMoyne-Owen College, Memphis Theological Seminary, Mid-America Theological Seminary and the University of Memphis.
- Annual cultural activities are provided to enrich the college experience.

### **Student Disability Services (SDS)**

*[www.southwest.tn.edu/dss](http://www.southwest.tn.edu/dss)*

*Macon Cove Campus (901) 333-4223*

*Union Avenue Campus (901) 333-5116*

The Student Disability Services Office (SDS) serves as an advocate for students with documented disabilities to ensure equal access to the College. In order to benefit from the services, a student must provide written documentation of his or her disability. The documentation is evaluated and the needs of each student are assessed. Various support services have been established to assist students according to their documented needs. Every effort is made to help students make a smooth transition to college as well as to succeed throughout their college experience. Students are encouraged to contact the SDS Office prior to the beginning of each semester.

### **Testing**

*[www.southwest.tn.edu/testing](http://www.southwest.tn.edu/testing)*

*Macon Cove Campus (901) 333-4170*

*Union Avenue Campus (901) 333-5127*

The Testing Center provides equitable services that promote academic success, personal growth and career development. All tests are administered on predetermined test dates and are scheduled by appointment. Seating is limited at all sites. You must bring state issued identification to the test site. All test dates, times, and fees are subject to change without prior notice. Test fees are non-refundable and non-transferable to future test dates. Special accommodations are made for individuals with documented disabilities through the SDS Office at (901) 333-4594. Reference materials are available for some tests.

### **ACT - Residual**

The ACT Residual exam is required for applicants who are under age 21 for admission to Southwest. Students who were unable to take the ACT in high school or the National Test can register for this exam. Scores from this test cannot be transferred to other institutions. The ACT sub-scores will be used to determine college-level placement or appropriate developmental studies courses.

### **COMPASS**

The COMPASS/ASSET test is the computer based placement assessment to determine student placement for college-level courses. Students who are 21 years of age or older and/or have no transfer credits from another institution are required to take all or parts of the placement test.

### **General Education Development (GED)**

The GED test is designed for individuals who have no high school diploma or high school equivalency certificate, and are officially withdrawn from high school. Applicants

must be at least 17 years of age and must have completed the Official Practice Test (OPT) at Messick Adult Center. Students transferring from other states must submit an official GED transcript.

### **Graduate Exit Exam**

All candidates for graduation who are completing an associate degree must take a general education exam. Prospective graduates are required to take this exam as a requirement for degree conferment. In certain career programs, prospective graduates may also be required to take an additional departmental exam in their area of study.

### **Regents Online Degree Program (RODP)**

Students enrolled in RODP courses at TBR institutions may request proctors for midterm and final examinations. Students may also request assistance with online assignments.

### **Limited Enrollment Programs**

For those seeking admission to certain limited enrollment programs at Southwest, such as Allied Health Sciences, additional testing may be required. Non-refundable and non-transferable test fees are charged.

### **Emergency Medical Technology-Paramedic Program**

Pre-Paramedic/MMPI Examination

### **Nursing Program**

National League for Nursing Pre-Admissions Exam

### **Pharmacy Technician Program**

Test for Adult Basic Education (TABE)

### **Radiologic Technology Program**

Health Occupations Aptitude Examination (HOAE)

The following are national assessment and/or certification tests administered at Southwest.

- ACT – Residual and National
- Certified Professional Secretary Exam (CPS)
- College-Level Examination Program (CLEP)
- Distance Learning Exam
- LaserGrade Testing Site
- Microsoft Certified Application Specialist (MCAS)
- National Institute for Certification in Engineering Technologies (NICET)
- ParaPro Assessment

### **Veterans Affairs**

[www.southwest.tn.edu/veterans](http://www.southwest.tn.edu/veterans)

*Macon Cove Campus (901) 333-4185*

*Union Avenue Campus (901) 333-5115*

Veterans Affairs (VA) provides counseling and outreach services to assist veterans in becoming acclimated to college life while obtaining veterans education benefits and/or other available resources. This office, the link between the College and the Department of Veterans Affairs, assists eligible veterans, dependents, reservists/guardsmen and disabled veterans (military service-connected disabilities) with applying for educational funding and offers guidance on VA regulations.

Southwest Tennessee Community College is approved for the training of veterans and their eligible dependents. VA does not certify payment for non-degree seeking students unless in a transient status. Transient students must provide an authorization letter from the VA official at their primary institution. In addition, all previously earned credits, as appropriate, must be applied to the enrolled program. Only course(s) included in the requirements for the degree program being pursued will be certified for educational benefits. Developmental courses may be certified if indicated as necessary by the results of the COMPASS/ASSET. These courses may not be taken online or as a telecourse.

Service members, veterans and dependents of veterans who are eligible for VA benefits or other governmentally funded educational assistance may submit an application to defer payment of tuition and fees until the final day of the requested semester.





# STUDENT LIFE

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## **Student Activities and Multicultural Affairs**

*www.southwest.tn.edu/clubs*

*Macon Cove Campus (901) 333-4178*

*Union Avenue Campus (901) 333-5380*

Southwest offers students opportunities to grow socially, personally, and intellectually outside of the classroom. The activities of clubs, organizations and intercollegiate athletics heighten and enhance the educational experience of the student population through social, cultural, intellectual and recreational activities and programs. Participation in student activities helps students to develop leadership, communication, interpersonal relations and problem solving skills.

## **Student Centers**

Areas have been set aside for students to relax, study and visit with friends. The Student Centers are located in Room B-106 on the Union Avenue Campus, in Farris across from the cafeteria on the Macon Cove Campus, Room 101 at the Gill Center, Room 122 at the Maxine A. Smith Center, and the student lounge at the Whitehaven Center.

## **Student Newspaper**

*The Southwest Source*, the official College newspaper, is edited and published by the students during the fall and spring semesters. Involved students acquire experience in all aspects of journalism: writing, editing, layout and photography.

## **Student Clubs and Organizations**

A variety of clubs and organizations are available to all students. These include honors, professional, leadership organizations, academic-related organizations, and special interest groups (political, religious, etc.). All students are encouraged to participate in clubs and organizations.

- Addiction Professionals of Tomorrow
- Alpha Beta Gamma (ABG)
- Ambassadors
- American Criminal Justice Association (Xi Omicron Xi Chapter)
- American Institute of Architectural Students (AIAS)
- Baptist Student Union (BSU)
- Biotech Club
- Campus Activity Board (CAB)
- Cheerleaders
- Dietetic Association
- Diversity Club
- Gospel Choir
- Graphic Arts Technology (GART) Club

- Hispanic/Latino Society
- Honors Program
- Horticulture Club
- Hospitality Management
- Information Technology Club
- International Association of Administrative Professionals (IAAP)
- International Student Club (ISC)
- Lambda Epsilon Chi National Paralegal Honor Society (LEX)
- Medical Lab Technology (MLT)
- NAACP College Chapter
- Pep Club
- Phi Theta Kappa
- Pierian Society
- PREP Alumni Group
- Radiology Club
- Ragtime Players
- Science Club
- Sigma Theta Phi
- Society of Manufacturing Engineers (SME)
- Student Government Association (SGA)
- Student Newspaper-*The Southwest Source*
- Student Nursing Government Association
- Substance Abuse Professionals of Tomorrow
- United Christian Association (UCA)

## **Student Government Association (SGA)**

*www.southwest.tn.edu/clubs*

*Macon Cove Campus (901) 333-4196*

*Union Avenue Campus (901) 333-5546*

The SGA works with all student clubs and organizations to improve the quality of student life at the College. The responsibility of the SGA is to communicate the opinions and concerns 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 Leadership Institute**

*www.southwest.tn.edu/clubs*

*Macon Cove Campus (901) 333-4178*

*Union Avenue Campus (901) 333-5380*

The Leadership Institute Program is designed to build and improve leadership skills by exploring the challenges of committing to a leadership position in an ever changing college environment for emerging and existing leaders. A student must be in an approved Southwest organization to participate.

**Adult Student Services – CROSSROADS**

*The Adult Student Connection*

*www.southwest.tn.edu/crossroads*

*Union Avenue Campus (901) 333-5380*

CROSSROADS is a service for adult students. It provides social and family activities, workshops, speakers and resources to help adult students with the transition back to school. Since the needs and responsibilities of the adult students are different than those of the traditional age students, CROSSROADS is designed to make a connection with adult students and address their needs.

**Study Abroad**

*www.southwest.tn.edu/intstudies*

*Macon Cove Campus-333-4250*

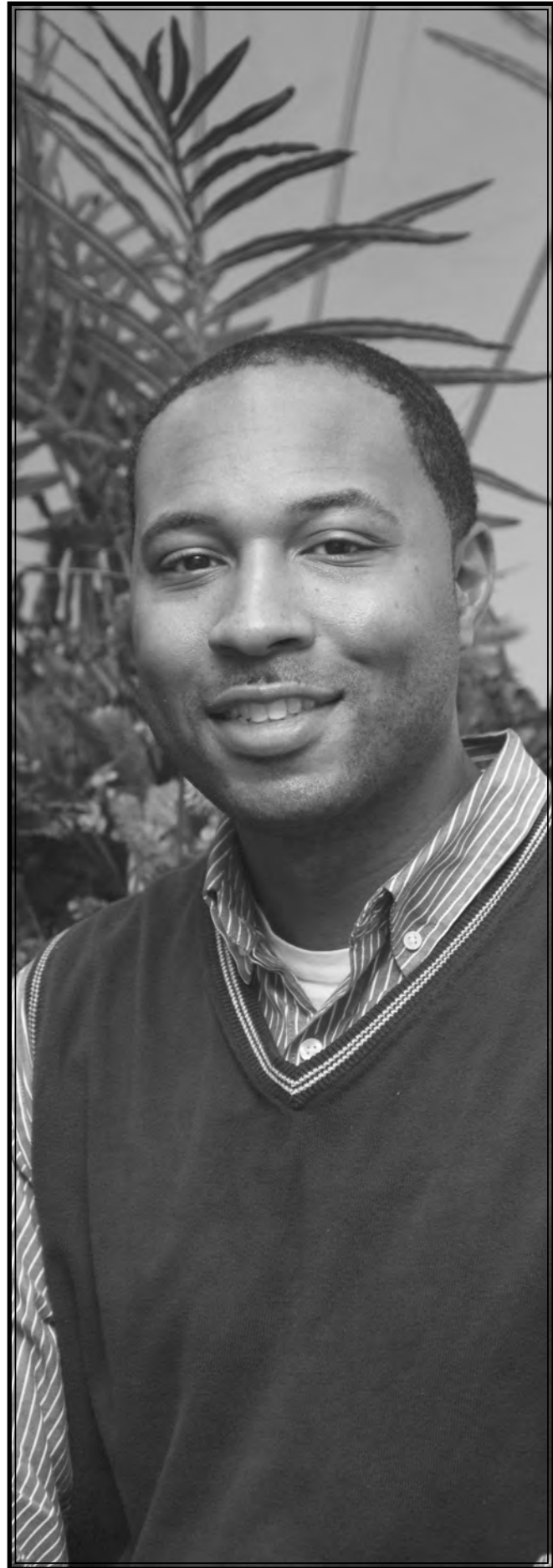
*Union Avenue Campus-333-5268*

The role of the international studies program is to serve as a catalyst for international education by promoting a campus environment which encourages the appreciation and understanding for all peoples and cultures of global communities. This mission is accomplished through many efforts including campus wide international activities, student exchange programs, and study abroad opportunities.

**Intercollegiate Athletics**

*chi.southwest.tn.edu*

Southwest competes in men's and women's basketball, baseball, and softball, and is a member of the Western Division of the Tennessee Community College Athletic Association (TCCAA) and the National Junior College Athletic Association (NJCAA). A cheerleading squad supports the athletic teams.



# RECORDS

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*www.southwest.tn.edu/admissions*  
*(901) 333-5924*

## **Transcripts**

The transcript is the permanent academic record of credit and will report student's name and identification number, courses enrolled each semester, cumulative grade point average, semester GPA, credit hours attempted, credit hours earned, grades, grade points earned, degrees and certificates earned, academic program(s), honors, academic status, and transfer credit.

The transcript for Continuing Education credits (CEU) shall be a permanent record of non-credit education and will report student's name and identification number; courses enrolled in each semester by course title; number and continuing education units and grades.

Southwest houses the transcripts of two former colleges: Shelby State Community College and State Technical Institute at Memphis.

## **Requesting a Transcript**

Students who have attended since the fall semester of 2007 may log-in to their student account at [my.southwest.tn.edu](http://my.southwest.tn.edu) to request mailing of an official transcript or to print an unofficial transcript. After log-in, students should access the Student Records section of Self-Service.

Students who attended Shelby State Community College, State Technical Institute, or Southwest Tennessee Community College prior to the fall 2007 semester should request a transcript by sending a written request to the Admissions and Records Office. The request must include the student's name, identification number, signature, and the name and address of the person or agency to which the record is to be sent.

Students should allow two to three business days for transcripts to be processed. However, at least one week should be allowed when requests are made at the end of the term or during periods of registration.

Transcripts are not released if the student has any outstanding financial obligations with the College.

## **Change of Major**

Each student should discuss academic goals and programs with his/her academic advisor. When it is necessary for a student to change his/her major, a Change of Major form should be completed and delivered to the Admissions and

Records Office for processing. The change will become effective the semester following the submission of the request.

## **Change of Name, Address or Telephone Number**

The Admissions and Records Office should be informed of all changes in the student's legal name, permanent address and/or telephone number. A copy of legal records should be submitted to document a name change. The College is not responsible for a student's failure to receive official information due to an incorrect name or address.

## **Confidentiality of Student Records**

It is College policy to comply with the Family Educational Rights and Privacy Act (FERPA), also known as the "Buckley Amendment," and all provisions and amendments thereto. In so doing, the College will protect the confidentiality of students' and former students' records.

Each faculty and staff member of the College is individually responsible for complying with FERPA. Violations of the act will subject the employee to disciplinary actions. Except for authorized administrative units that have responsibility for maintaining student records, no unit, component, staff or faculty member may disclose personal identifiable information.

FERPA covers all records that are directly related to a student and maintained by the College. "Student" includes current and former students but does not include applicants for admission who have never attended the College. FERPA does not cover:

- Personal records of College personnel which are in the sole possession of the maker thereof and which are not revealed to any other individual with the exception of a temporary substitute
- Records of Police Services, which are maintained apart from other student records, are used solely for the purpose of law enforcement and are not disclosed to anyone other than law enforcement officials of the same jurisdiction, and when other educational records are not disclosed to Police Services
- Employment records made and maintained in the normal course of business, related exclusively to an individual, in that individual's capacity as an employee which are not available for use for any other purpose
- Records related to medical or psychiatric treatment of a student age 18 or older if only used in connection with treatment and disclosed only to persons providing treatment
- Records that only contain information about an individual after he or she is no longer a student at the College

The College reserves the right to disclose directory information. Directory information may be released without the student's consent. Any student who does not want the following directory information disclosed must complete a Suppression of Directory Information Request form (forms are available in the Admissions and Records Office) and submit it to that office. The following information is considered directory information at Southwest:

- Name
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of athletic team members and sport statistics
- Dates of college attendance
- Degrees, certificates and/or awards received
- Other institutions previously attended
- College e-mail address

The College will also disclose information to the military as required by the Solomon Amendment unless the student has completed a Suppression of Directory Information Request form. The College may also provide a listing of graduates to other Tennessee Board of Regents colleges and universities.

Except as otherwise provided by this policy, all personally identifiable records directly related to a student or former student shall be kept confidential unless the student signs a consent form authorizing the release of such records, or as otherwise provided by law.

Student records may be disclosed in the following situations without the consent of the student:

- Emergency situations – Should a threat to the safety or health of a student or another exist and it becomes necessary to disclose information without the consent of the student, needed information will be disclosed to persons who can render assistance.
- Officials of the College and general counsel for the College – Student records will be made available to officials of the College and to general counsel for the College on a genuine need to know basis. Officials, in this instance, will include those persons officially authorized to operate on behalf of the institution (volunteer coaches, advisors to organizations/groups, academic advisory committee members, etc.), auditors, and persons on the College's payroll. The genuine need to know shall be based on a legitimate educational interest, which stems from the fulfillment of assigned responsibilities. Further, information will be limited to only that needed to fulfill those responsibilities.
- Pursuant to a subpoena – Upon receipt of a lawfully issued subpoena or judicial order, the College shall examine the subpoena or order to verify that it has

been executed by an officer of the court or other authorized official (the Office of General Counsel for TBR may be contacted for assistance and verification). Prior to releasing the student's records, the College will make a reasonable attempt to notify the student of its intent to comply. Oral notifications will be followed by written confirmations that shall be maintained along with a copy of the subpoena and record of the disclosure.

- Parents of Dependent Students – The institution reserves the right to disclose student records to parents of dependent students as defined in Section 152 of the Internal Revenue Code.
- Officials of other schools/school systems – The College reserves the right to disclose student records to officials of other schools or school systems in which the student is enrolled or seeks to be enrolled. Copies of the records transferred will be provided to the student upon request. Additionally, all rights of the student to have the record amended will be sustained.
- Parents or legal guardians of students under the age of 21 may be contacted regarding the student's violation of drug or alcohol laws and rules.
- Exceptions – Other disclosures made without the student's written consent are narrow in scope according to the Privacy Act and will be made, most often, with the advice of general counsel.

A record of requests for disclosures, and disclosures made, will be retained with the record and may be inspected by the student, officials responsible for the records and by auditors. The College will comply with student requests to inspect or review their educational records and will provide an explanation or interpretation of the records. The College will also comply with student requests for copies of the records. The requests will be honored in a timely manner, not to exceed 45 days from the request date. Exceptions to student access rights include:

- Records which contain information about more than one student
- Financial records or statements of his/her parents and any information contained therein
- Confidential statements of recommendation, solicited with written assurance of confidentiality, and used only for the purposes intended, which were placed in the file prior to January 1, 1975
- Confidential statements of recommendation placed in the file after January 1, 1975, when the student signed a written consent waiving his/her rights to review or inspect the statement; and the recommendation is concerning admission to an educational institution, an application for employment, or the receipt of an honor or honorary recognition; and the recommendations received under the waiver are used only for the purposes designated on the waiver

Each student has the right to request an amendment to his/her record if it is felt that the record is inaccurate, misleading, or in violation of his/her rights. The request is to be submitted on a Record Amendment Request Form (forms are available in the Admissions and Records Office), with any supporting documentation, to the individual responsible for the record. The form must be signed and dated by the student. The student will receive a signed copy of the form, indicating approval or denial of the request, within 45 days of the request date. In cases of denial, the student may follow hearing procedures printed on the Record Amendment Request Form. The Record Amendment Request Form is limited to the issues of whether the record is accurate or misleading in recording the underlying action taken by the College, or whether the placement of the information in the student's record is in violation of the student's rights. In cases of denial, which proceed through the appeals process, the student shall have the right to place a statement in the file commenting on the information in the file and setting forth any reasons for disagreeing with the decision. In these cases, the College will maintain the statement with the record and will send it out to everyone who receives a copy of the record. Any violations of FERPA shall be reported to the Vice President of Student Services and Enrollment Management of the College. Further, complaints of violations by the College may be filed with the Office of the Secretary, United States Department of Education.



# ACADEMIC POLICIES AND PROCEDURES

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## Academic Calendar

- Southwest operates on a semester calendar system.
- The fall semester begins late August and ends mid-December.
- The spring semester begins mid-January and ends mid-May.
- Each semester is approximately 15 weeks long. Within the summer semester, which is fast-tracked, are two summer sessions, each approximately five weeks in length; and an extended summer term of approximately 10 weeks.

## Academic Load

**Full-Time – 12 credits or more**

**Three Quarter Time – 9-11 credits**

**Half-Time – 6-8 credits**

**Less than Half-Time – 1-5 credits**

## Maximum Fall and Spring Load

The maximum number of credits in which a student may enroll for the fall or spring semester is 18. Exceptions to these limits must be approved by the appropriate department chair.

## Maximum Summer Load

The maximum number of credits in which a student may enroll for summer is a total of 15 credits with no more than 8 credits in any one of the five-week sessions. Exceptions to these limits must be approved by the appropriate department chair.

## Transfer Credits

The academic credits earned in a student's chosen academic program will be accepted from institutions of higher education when the course content and teaching faculty can reasonably be assumed or determined to be equal to that at Southwest.

Only the courses, credits and grades applicable to the student's academic program at Southwest and only courses for which the student has earned a grade of "C" or better will be accepted. If credit for a particular course is not accepted by Southwest, the student may appeal to the appropriate department chair for analysis and reconsideration of acceptance of the credits. Once the credit becomes a part of the student's official record at Southwest, it will not be removed. Transfer credit hours and grades will be used

when calculating the cumulative grade point average. The maximum number of credit hours acceptable in transfer towards a student's academic program is two-thirds of the required program credit hours. Southwest awards transfer credit from collegiate and non-collegiate institutions, examinations, military training and experiential learning.

## Alternative Credit

Many students have previous work or military experience which may be applicable to a degree program. Therefore, the College offers several programs designed to give adult students "advanced standing" in a specific associate degree program. The maximum number of transfer and/or alternative credits is equivalent to two-thirds of the program credit hour requirement. Credit is awarded only in areas offered within the Southwest curriculum and must be related to the educational program in which the student is enrolled.

Alternative credit programs include the following:

## Advanced Placement (AP) Examination

Advanced Placement (AP) Examination Students who successfully complete the Advanced Placement Examination with appropriate scores may receive credit for required or elective courses in their programs of study in the subject areas of biology, chemistry, English, history, mathematics, and physics.

## Armed Services

Credit may be granted for military service schools and USAFI/DANTES Subject Standardized Tests (eDSST and eCLEP) that have been satisfactorily completed with a test score equivalent of a "C" or better, been determined to have an equivalent at Southwest, and is appropriately related to the student's academic program of study. Test results may be submitted to the Admissions and Records Office for evaluation and possible application to the student's program of study. Students desiring to take the above mentioned tests should contact the Southwest Millington Center Office in Navy College, NAS Mid-South (901) 333-4851.

Veterans having 12 months continuous service are exempt from taking a physical education activity course and will receive two semester hours of credit in lieu of the physical education course. To receive the credit, veterans are to contact the Veterans Affairs counselors at (901) 333-4185 or (901) 333-5115.

## Challenge Examination

Any student who is enrolled in good standing at Southwest may, by passing a challenge examination, earn credit for some courses offered by the College. Some laboratory, clinical, and performance courses require long-term evaluation of competence and therefore cannot be challenged for credit by exam. Challenge examinations are developed and graded by faculty. Not all departments participate in this program.

A student will be allowed only one attempt per course to pass a challenge exam. Students who pass challenge examinations will receive a grade of "ES." A student who fails the examination will receive a grade of "EU."

## Procedures for Challenge Examinations

- A student may apply for a challenge examination at any time after registering but not later than the last official day to drop a course.
- A student wishing to attempt a challenge examination must have the endorsement of his/her academic advisor and submit to the department chair a completed Petition for Credit by Examination form, which can be acquired from the appropriate academic department, and pay a fee of \$15.
- Once approved, the department chair will schedule the challenge examination at a time mutually convenient to the student and the department faculty.
- Students may not accumulate through challenge examinations more than two-thirds of the total credits required for graduation nor more than two-thirds of the total hours required for a particular major or concentration.

## College-Level Examination Program (CLEP)

Equivalent college credit may be awarded to a student who has earned an acceptable score on the subject examination of the College-Level Examination Program (CLEP). The awarding of CLEP credit is subject to the following conditions and limitations:

- Credit awarded through CLEP by other institutions must meet the minimum standards set forth for Southwest students to be acceptable for transfer.
- The course equivalencies, number of semester credit hours awarded, and minimum scores required for each subject.

CLEP examinations are as follows:

Exam	Score	Course	Credits
American Government	50	POLI 2010	3
American Literature (essay required)	50	ENGL 2110 and ENGL 2120	6
Business Law	50	FINR 2300	3
Calculus	50	MATH 1830	3
College Mathematics	50	MATH 1410 and 1420	3

College French- Level 1	50	FREN 1010 and FREN 1020	6
College French- Level 2	62	FREN 1010, 1020, 2010, 2020	6
College Spanish- Level 1	50	SPAN 1010 and SPAN 1020	6
College Spanish- Level 2	66	SPAN 1010, 1020, 2010, 2020	6
English Literature (essay required)	50	ENGL 2210 and 2220	6
Freshman College Comp. (essay required)	50	ENGL 1010	3
Introduction to Chemistry	50	CHEM 1010 and CHEM 1020	8
General Biology	50	BIOL 1110	4
General Psychology I and II	50	PSYC 1010	3
History of US to 1877	50	HIST 2010	3
History of US Since 1877	50	HIST 2020	3
Human Growth and Dev.	50	PSYC 1040	3
Information Systems and Computer Applications	50	OFAD 1150	3
Introduction to Educational Psychology	50	EDUC 2130	3
Precalculus	50	MATH 1710 and 1720	3
Principles of Accounting	63	ACCT 1210 and ACCT 1220	6
Principles of Accounting I	63	ACCT 1210	3
Principles of Accounting II	63	ACCT 1220	3
Introduction to Management	50	MGMT 2010	3
Introduction to Sociology	50	SOCI 1010	3
Principles of Marketing	50	MRKT 2000	3
Principles of Macro Economics	50	ECON 2010	3
Principles of Micro Economics	50	ECON 2020	3
Survey of World Civilizations I	50	HIST 1110	3
Survey of World Western Civilizations II	50	HIST 1120	3
CLEP General Examination Freshman College Composition (essay required)	50	ENGL 1120	3
Natural Science	50	PSCI 1010 and 1020	8
Social Science/History	50	SOCI 1010 and HIST 1510	6

## Experiential Learning Credit

Students may receive credit for college-level learning that has taken place outside of college or university classrooms prior to enrolling in Southwest. The learning may have taken place on jobs or in other life situations. This credit is awarded

when students explain and document in a portfolio what they have already learned in life that a particular course at the College is designed to teach. Students should contact the chair of the department that houses the course(s) in which they wish to earn experiential credit for the applicable policies and procedures. Please note:

- Credit earned through the portfolio is not included in the calculation of the student's Grade Point Average (GPA). The student receives a grade of "E" (Experiential Credit) for the equivalent course when credit is awarded. No entry is made on the student's transcript for unsatisfactory portfolios when no credit is awarded.
- Request for credit by the portfolio method can come from almost any area of the curriculum (core, concentration or electives) unless a specific career-accrediting agency does not allow portfolio or alternative credit.
- Students wishing to apply for portfolio credit must be registered as students of the College during the semester in which they are applying for credit.
- Students must have taken necessary placement exams and must have completed any required developmental studies courses in reading and writing.
- Students must apply for portfolio credit at least two semesters prior to graduation and must submit portfolios at least one semester before graduation.
- Students must be able to demonstrate and document how all courses for which portfolio credit is requested relate to their educational goals and the learning outcomes for each course that the student desires to replace with portfolio credit.
- Students who have failed courses cannot challenge them by portfolios and no course already taken may be replaced with portfolio credit.

### **Independent Study**

A student who exhibits the capability of mastering the content of a given course by self-study and who meets the normal prerequisite requirements may request independent study. The student must obtain approval of both the advisor and the department chair. Independent study is also subject to the availability of faculty. Students may not pursue courses in which they have received a grade, or earned credit in an equivalent or more advanced standing course. Only grades of "A", "B", "C", "F" and "W" will be assigned to independent study.

### **Servicemembers Opportunity College (SOC)**

The U.S. Department of Defense (DOD) has designated Southwest as a Servicemembers Opportunity College (SOC). SOC, a consortium of National Higher Education Associations with more than 1,800 members, functions in cooperation with the DOD and the military services to help meet the voluntary higher education needs of service members. SOC institutional members subscribe to certain principles, criteria, and guidelines as outlined in the SOC

Guide to ensure that high quality academic programs are available to military students.

Southwest is committed to upholding these principles, criteria, and guidelines. Southwest grants academic credit for military training and experience, plus knowledge acquired through other nontraditional modes of training based on recommendations made by the American Council on Education. Such credit may be applied to meet degree requirements when applicable to a service member's program. For more information regarding this program or for a SMART Transcript evaluation, please call (901) 333-4030 or 333-4851.

### **Repeated Courses**

A student may automatically repeat any course for which an "A" or "B" grade was not earned. If the grade of "A" or "B" was earned in a course, permission from the chief academic officer is needed to repeat the course; or repeating the course must be required for entry into one of the College's academic programs. The GPA will be calculated using the last grade assigned to the repeated course (even if the last grade is lower than the previous grade) and the attempted credit hours will be counted only once for the course with one exception; if the course is attempted three times or more, the third grade and each subsequent grade and credit hours for the third and each subsequent attempt will be used in calculating the GPA.

### **Grade Changes**

At Southwest, the instructor of record, or the department chair when the faculty member is no longer available, may change an officially posted grade. The instructor of record begins the process by completing the Change of Grade form and submitting the form to the department chair and appropriate dean for endorsement. With all appropriate endorsements, the completed form should be submitted to the Admissions and Records Office for posting to the student's academic record.

### **Grade of Incomplete**

The grade of "I" (Incomplete) may be assigned when the student is passing a course but is prevented, by documented extraordinary circumstances, from completing a course on schedule. The instructor of record determines whether such circumstances pertain. A student who receives an "I" grade must complete all required work and remove the incomplete "I" grade by the deadline indicated on the academic calendar. Failure to complete work by the deadline results in automatic failure. A grade of "F" will be posted for the course on the student's permanent academic record. Upon the student's completion of the required work, the instructor of record will calculate and post the student's earned grade by filing a signed Change of Grade form with the Admissions and Records Office.



## Grade Appeal

Any student may initiate an appeal of any course grade within six (6) months after the conclusion of the semester in which the grade was earned. The procedure for appealing a course grade is as follows:

- The student must make an appointment and meet with the instructor to discuss the grade bringing any supportive documentation such as course outline, originals, or copies of papers, lab reports, themes, and examination grades.
- If the student still believes that further appeal is warranted, the student must submit a “Grade Appeal” form to the chair of the department involved.
- If the response from the above step is not satisfactory, the student may forward the record of written appeal to the division dean.
- Should further resolution be requested beyond the dean’s involvement and response, the student must notify the division dean who will forward the request to the Grade Appeals Committee of the Faculty Senate.
- After consideration of the student’s request, the faculty member’s response, the recommendations of the division dean and the Grade Appeals Committee, the Provost will make the final determination and notify the student.

## Academic Misconduct

Plagiarism, cheating and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly through participation or assistance, is immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions that may be imposed through regular College procedures as a result of academic misconduct, the instructor has the authority to assign an “F” grade or a zero for the exercise

or examination, or to assign an “F” grade for the course. College sanctions for academic misconduct may include suspension or dismissal from the College. If a grade of “F” is assigned to a course as a result of academic misconduct, a student may not withdraw from or drop that course.

When a student believes that he/she has been wrongfully accused of academic misconduct, he/she should:

- Seek resolution with the instructor
- If resolution is unacceptable, seek resolution from the instructor’s department chair
- If resolution is unacceptable, seek resolution from the academic dean of the department
- If resolution is unacceptable, file a grievance by presenting the facts of the case in writing, with any supporting documentation, to the Provost/Executive Vice President for Academic Affairs, who will schedule a hearing before the Academic Appeals Committee

The student is responsible for moving through the process as expeditiously as possible and the grievance must go to the Academic Appeals Committee within thirty (30) days of the incident. The instructor charging the student with academic misconduct must report the incident, including all pertinent facts, to the department chair within five (5) business days after the charge has been made. The incident report must include any action taken against the student by the instructor for the academic misconduct. Members of the Academic Appeals Committee will review the incident report upon the student filing a grievance.

## General Misconduct

Any student engaged in disruptive conduct violating the general rules or regulations of the College will be subjected to disciplinary action.



# ACADEMIC HONORS

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## **The Honors Academy**

*[www.southwest.tn.edu/honors](http://www.southwest.tn.edu/honors)*

*Macon Cove Campus (901) 333-4604*

*Union Avenue Campus (901) 333-5203*

The Honors Academy of Southwest is directed toward students who want more out of college than mere grades. Participation in the Honors Academy provides students with the opportunity for articulation and transfer scholarships, study/travel, professional conferences, library privileges at local colleges, unique curricula and a way to network with students across the country. Students are also afforded the opportunity to meet and work with community leaders on significant social issues. Honors Resource Centers are located on both main campuses. These Centers provide places for collaborative learning outside the classroom, lounge space for informal faculty-student interaction, learning resources and transfer information.

Selection to the Honors Academy is based upon the student's potential to enhance the academic or cultural climate of the College.

To participate in the program:

- New students entering from high school must have a 3.0 GPA and an ACT of 21 or better. All students must complete the admission application and be recommended for participation by a high school teacher or guidance counselor.
- Current students, either full- or part-time, must have fulfilled all developmental studies requirements, completed at least 12 college-level credits, possess a minimum 3.0 GPA, and be recommended by a faculty member.

In addition, a student who has completed at least 15 Honors credits including HONR 1110 may receive an Honors Degree at graduation.

To remain in the program, students must maintain a 3 GPA.

## **Dean's List**

To qualify for the Dean's List, a student must have completed at least 12 credits of college-level courses during the term and earned a GPA of 3.0 or higher with no grade of "F" or "I". A Dean's List is compiled at the end of each term and this accomplishment is noted on the student's permanent academic record.

## **Graduation with Distinction**

- A candidate for graduation who has completed requirements for an associate degree may earn the distinction of graduating with honors. To graduate cum laude, a student is required to have a GPA of 3.25 to 3.49 in all college-level courses. A GPA of 3.50 to 3.79 is required for the magna cum laude distinction; and 3.8 to 4.0 GPA for summa cum laude distinction. Only grades for college-level courses earned at Southwest will be used in calculating each student's GPA for graduation with distinction.
- A student who has completed a minimum of 15 Honors credits including HONR 1110 may receive an Honors Degree. Credits can be gained either through Honors courses or Honor contracts in regular courses.

## **Honorary Societies**

*[www.southwest.tn.edu/clubs/clubs.htm](http://www.southwest.tn.edu/clubs/clubs.htm)*

### **Phi Theta Kappa**

Phi Theta Kappa, a national honorary scholastic fraternity founded in 1918 for community and junior colleges, has established the Upsilon Delta Chapter at Southwest. Invitations to join are extended to all students at the College who have accumulated 12 or more credits toward a degree with a cumulative grade point average of 3.5 or higher. Students who are inducted into Phi Theta Kappa have opportunities for leadership, service and fellowship.

### **Alpha Beta Gamma**

Alpha Beta Gamma, an international business honor society established in 1970 to recognize and encourage scholarship among two-year college students in business curricula, has established the Chi Epsilon Chapter at Southwest.

# ACADEMIC STANDARDS

## Grading System

Southwest uses a point grading system ranging from 0.0 to 4.0. The academic performance level of each student is designated on the transcript by a letter grade which has an assigned point value. Grades earned are determined by instructors at the end of each semester and are recorded on the student's transcript which is maintained by the Admissions and Records Office.

## Grades used in calculating the Grade Point Average (GPA)

Grade Per Credit Hour	Quality Points Level	Designated Performance
A	4	Excellent
B	3	Good
C	2	Average
D	1	Poor
F	0	Failing

The following grades are not used in calculating the grade point average:

### P Passing

Used for special courses or to indicate completed courses by an alternative method

### S Satisfactory

Used for special courses or to indicate that the student meets sufficient standards for credit to be earned through an alternative method

### U Unsatisfactory

Used for special courses or to indicate that the student does not meet sufficient standards for credit to be earned through an alternative method

### ES Credit-By-Examination Satisfactory

### EU Credit-By-Examination Unsatisfactory

E Credit given for experiential learning, portfolio satisfactory

### W Withdrawal

Used to indicate that the student officially withdrew from the course

### I Incomplete

Used to indicate that the student has not completed the courses due to extenuating circumstances and he/she is being allowed an opportunity to complete the work because of previous satisfactory performance. The student must complete the work by the deadline published in the academic calendar, or the "I" grade will change to an "F" grade.

### AU Audit

X No grade submitted

## Good Standing

Students must meet the following standards for continued enrollment in good standing with the College.

Credit Hours	Minimum GPA
00.0 – 14	No Minimum
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

A student whose cumulative (combined) GPA falls below the minimum required standard for good standing will be placed on academic probation for the subsequent term of enrollment. Students on academic probation may enroll and continue to receive financial aid, and are encouraged to contact their advisor during the semester of probation to develop a plan for academic success. Students on academic probation must see an advisor prior to registration. Students on academic probation may not register for the subsequent semester prior to the end of their probationary term.

## Academic Suspension

A student who either fails at the end of the probationary term to meet minimum required standards for good standing or fails to earn at least a 2.0 GPA during the probationary term will be suspended for one regular semester. The summer term is not counted as a regular semester. Students suspended in spring may not enroll for summer or fall. Students may appeal the suspension status to the Academic Appeals Committee.

## Appeal of Academic Suspension

A student who has extenuating circumstances may appeal the academic suspension and be readmitted upon the recommendation of the Academic Appeals Committee. A student wishing to appeal must complete the Readmission Appeal Form and submit it to the Advising and Counseling Center no later than seven (7) business days prior to the first day of classes. The late registration fee will be waived for students approved to readmit.

## Transfer and Transient Students

Transfer and transient students who have been suspended from a previous institution may not enroll until the period of one regular semester has expired. The summer term is not counted as a regular semester. Students may request an exception to the policy and be admitted on probation

upon the recommendation of the Academic Appeals Committee.

### **Academic Fresh Start**

Students who have at one time attended a college or university but have not been enrolled for at least four years may be eligible for degree admission under the provisions of Southwest's Academic Fresh Start. As the name implies, Academic Fresh Start allows the individual to begin his or her college-level studies anew and without consideration of past academic performance. The following conditions pertain:

- Students may apply for a fresh start at the time of admissions or readmission as a degree seeking student, but before the completion of 15 degree hours.
- It is highly recommended that students see an advisor or counselor to discuss the Academic Fresh Start prior to enrollment. Veterans applying for benefits and financial aid applicants must notify the appropriate office before making application for Academic Fresh Start to determine how financial benefits may be affected.
- Once granted Academic Fresh Start is irrevocable and will be noted on the student's official transcript and permanent academic record. Academic Fresh Start can only be granted once.
- All college courses previously attempted or completed at Southwest or at any higher education institution accepted in transfer will continue to appear on the student's official transcript, but they will not be included in the calculation of the student's grade point average nor can they be used to satisfy any course requirement.
- In granting Academic Fresh Start, Southwest gives no assurance or warranty that transcripts will be accepted by any other higher education institution at which the student may later enroll.

### **Academic Standards for Allied Health Sciences and Nursing Programs**

The satisfactory progress and retention standards for students enrolled in Allied Health Sciences and Nursing programs are listed in the Allied Health Sciences and Nursing sections of this catalog.





appropriate number of credit hours, completing specific courses required for the degree/certificate and maintaining at least a 2.0 college level GPA. If for any justifiable reason, students who have filed Applications for Graduation are found to be missing any of these requirements, the diploma will not be issued nor will the degree be posted to the student's transcript.

### **Graduation Ceremony**

The College holds one commencement exercise each academic year after the spring semester.

### **Graduation with Academic Honors**

Graduation with academic honors is reserved for students who have completed associate degree requirements. Students who have attained a 3.25 GPA wear gold tassels during the graduation ceremony. Students who have been inducted into an honor society may choose to wear special stoles engraved with the society's Greek symbols.

### **Eligibility for Participation in the Graduation Ceremony**

To be eligible for participation in the graduation ceremony, each student must meet the following requirements:

- Have filed an Application for Graduation with the Admissions and Records Office.
- Have completed all courses needed for the academic program or be currently enrolled in the final courses needed to complete the academic program (exception: RADT candidates).
- Have a minimum 2.0 cumulative higher education GPA.
- Have completed the Graduate Exit Exam.
- Have completed the College's graduate survey.
- Have submitted written authorization from department chair permitting participation in the ceremony if a final Allied Health or Nursing course is failed.

Participation in the ceremony does not guarantee the awarding of the degree or diploma. If the student should fail one of the last courses needed to meet the requirements, the degree will not be posted nor will a diploma be issued.

### **Alumni Association**

[www.southwest.tn.edu/alumni](http://www.southwest.tn.edu/alumni)  
(901) 333-4344

The connection to the College does not end at graduation or when your classes end. By becoming a member of the Southwest Alumni Association, students can be a driving force in ensuring that their alma mater continues to help shape lives.

Southwest Alumni Association reaches, connects, and celebrates alumni of the College, builds lifelong relationships, and supports Southwest's mission. Composed

of fellow graduates and students, the Association provides its members with a valuable career network. It also offers fun social events where alumni can meet others who enjoy the same things they do. Finally, the Association provides a direct and positive way to give back to their alma mater through student recruitment and fund-raising for scholarships.

All graduates and former or current students are eligible for membership in the Southwest Alumni Association and will receive the Southwest Alumni News, a bi-annual print newsletter, and *The Cornerstone Online*, an electronic newsletter, that keeps them current on what is happening at the College and with fellow students, as well as invitations to Association-only events. Join today and continue to support Southwest.



# DISTANCE EDUCATION

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*distance.southwest.tn.edu/  
Macon Cove Campus (901) 333-4612  
Union Avenue Campus (901) 333-5080  
Toll-free number 866-275-7822*

Southwest provides increasingly greater access to higher education through its Distance Education program. The Distance Education program uses the Internet, cable and network television, interactive teleconferencing and videotapes/DVDs to provide alternative instructional modes to the traditional classroom setting and schedules. For students who are independent learners and who have access to the World Wide Web and/or cable television, Distance Education courses are ideal. Working adults, employees who travel, persons with disabilities, those with long commutes, schedule conflicts or other barriers to college attendance are a few of the many who can benefit from Distance Education.

Southwest offers three online degrees and more than 100 online courses and 28 telecourses:

- Associate of Applied Science in Office Administration
- Associate of Applied Science in Business Administration
- Associate of Applied Science Degree/Banking and Finance Concentration

## **Distance Education Courses**

Southwest offers a wide array of college credit courses through Distance Education that use the World Wide Web. Distance Education courses require that students have access to a personal computer equipped for the Web, the skills to use it, and a reliable Internet Server Provider (ISP). To review the courses offered each semester go to the Southwest homepage and select Distance Education. A sample course may be previewed at [elearn.southwest.tn.edu](http://elearn.southwest.tn.edu).

There are four types of Distance Education courses.

## **Online**

An online course is conducted via the Internet with no on-campus instruction and no on-campus classroom time, but may utilize proctored testing. Proctored tests require that students travel to campus. In an online course, students access course material online and follow instructions provided by an instructor. Courses are structured so that students work independently but have significant interaction among students and between the instructor and students. Most courses have set schedules and due dates.

Online courses are identified by a section beginning with 'L' (Example: ACAD1100L01).

## **Split/Hybrid**

A split course is a blend of face-to-face instruction with online learning. These courses are also known as hybrid or blended courses due to the nature of the learning environment. In a split course, a significant part of the course learning (50%) is online and as a result, the amount of classroom time is reduced (50%). This allows coursework to be scheduled flexibly, promotes independent learning and decreases time spent commuting. Split courses are identified by a section that includes 'H' (Example: DSPM08001H1).

## **Web-Assisted**

A Web-assisted course meets in a traditional classroom setting but course assignments outside of class may require use of the Internet. Class time is supplemented with online activities and information. Be sure to check the course syllabus for more information.

## **Telecourses**

Students view content broadcasts and complete textbook readings and assignments. Most telecourses are broadcast on Time Warner Cable (151 digital light). However, selected telecourses are broadcast on the Germantown High School station. In addition, students may view the telecourse series at all Southwest libraries and the Academic Support Centers (ASC) at the Macon Cove and Union Avenue Campuses. Checkout is available at all the Southwest libraries with a valid student ID card. The telecourse series is available in both VHS and DVD format at some locations. Also, some of the telecourses can be viewed on the Annenberg Web site ([www.learner.org/resources/browse.html](http://www.learner.org/resources/browse.html)). Telecourses are identified by a section that includes "T" (Example: ART1030T01)

## **Prior to registering for a Distance Education course**

- Complete the Orientation for Online Courses or the Orientation for Telecourses. The Orientation will provide important information to help you determine if you have the equipment and skills necessary to be successful in a Distance Education course. The Orientation is highly interactive with videos detailing essential information such as how to begin working in a Distance Education course after registration.

## **After registering for a Distance Education course**

- View the course description and syllabus located on the Distance Education Web site by selecting the course offerings. From the Course Offerings link, select the type of course (online, split, Web-assisted, or

telecourse) for the current semester. A list of courses will be displayed with links to the course syllabus, the instructor's contact information as well as access to the course management system log in.

- Contact each of your instructors for additional information using the Southwest student e-mail. A personal e-mail account is provided by the College and you are expected to use that account when corresponding with the College.

### **Regents Online Degree Program**

Southwest is a participant in the statewide Regents Online Degree Program (RODP) and offers degrees and courses totally online to any interested student with reliable access to the Internet. Southwest offers courses leading to the following degrees:

- Associate of Applied Science in Early Childhood Education
- Associate of Applied Science in Health Information Technology
- Associate of Applied Science in Professional Studies Concentration: Information Technology
- Associate of Applied Science in Web Technology
- Associate of Arts in General Studies (University Parallel)
- Associate of Science in General Studies (University Parallel)
- Associate of Science in General Studies: Elective Concentration for: Teacher Aides / Paraprofessionals Preparation (University Parallel) Designed for teacher aides interested in completing their A.S. online.
- Web Page Authoring Technical Certificate

These associate degrees are totally transferable into the RODP Bachelor's degrees offered by the six TBR universities. Additional information including a list of courses and corresponding syllabi, system requirements, fees, an online learning orientation, test proctoring, and other information may be found on the Web page for this online learning program: <http://rod.org>. Students interested in RODP courses at Southwest should go to the Distance Education Web site, and select "RODP" from the menu. There is an additional fee associated with RODP courses. The Southwest RODP Campus Contact can assist you with questions about RODP courses.

### **Interactive Classroom**

Interactive classroom technology can connect the campus ITV classrooms with similar facilities at other TBR schools, the UT system, community rooms in Tennessee, and business and industry sites. The rooms are available for credit courses, noncredit courses, seminars, workshops, and video conferences. In addition, the College provides greater access to students at centers and sites by partnering lower enrollment sections of a course with larger enrollment sections at a campus or other center. Students at both sites can see and hear each other as well as the instructor, submit assignments via fax, and see the whiteboard.





# BUSINESS AND COMMUNITY SERVICES

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Southwest provides the region with a large array of resources that support area businesses, extend professional and technical training, enrich lifelong educational experiences, and support services for targeted groups.

## **Services for Business**

Southwest has as one of its highest priorities to help local area businesses meet their commercial training needs. The College works closely with various Chambers of Commerce, the Local Workforce Investment Board, Tennessee Industrial Training Service, and the Memphis/Shelby and Fayette counties economic and development teams that recruit prospective companies to the region. Training is coordinated and closely aligned with these organizations and their strategic planning and recruitment efforts. Each training course or program is practical, up-to-date, customized to the specific customer training needs, and is offered at competitive prices, on site or a choice of locations, and delivered utilizing flexible schedules that are the customer's choice.

## **Starting and Sustaining A Small Business**

[www.tsbdc.org/memphis.htm](http://www.tsbdc.org/memphis.htm)  
(901) 333-5085

Southwest, in cooperation with the U.S. Small Business Administration, U.S. Department of Agriculture, State of Tennessee, and the City of Memphis, hosts and supports in Shelby and Fayette counties, the Tennessee Small Business Development Center (TSBDC). The TSBDC provides in-depth, high-quality assistance to promote growth, expansion, innovation, increase production and improved management for businesses with sales of five million (\$5,000,000) dollars or less and no more than 500 employees.

The TSBDC provides business counseling and advice by appointment for problem-solving in organizational marketing, finance, technical problems and other areas of business. The TSBDC helps business start-ups with assistance with business plans; accounting and records; personnel; inventory control; selling to government entities, marketing and marketing research. Specific assistance is available to assist businesses in locating financing, solving technical problems and technology transfer issues as well as to foster growth, innovation and increased productivity.

## **Supporting Business and Workforce Development**

### **Corporate Training and Continuing Education**

[www.southwest.tn.edu/ce](http://www.southwest.tn.edu/ce)  
(901) 333-4207

To improve profitability, productivity, and in order to adapt to the every changing market place, businesses need a way for their employees to enhance their knowledge and skills. The Corporate Training and Continuing Education Department at Southwest provides customized training and services in a wide variety of training areas and at times and locations to meet your company's needs. In addition to customized training, the Corporate Training and Continuing Education Department also offers a wide variety of regularly scheduled workforce and personal development classes.

Here are a few of the training categories available:

- ACT and GED Exam Preparation
- Building, Manufacturing, and Industrial
- Business and Commerce
- Computers
- Green/Renewable Energy
- Health and Medical
- Languages
- Leadership, Management and Supervision
- Occupational Safety and Environmental Health
- Quality, Process Improvement, and Productivity

### **Business Services**

[www.southwest.tn.edu/ce/training-assesmt.htm](http://www.southwest.tn.edu/ce/training-assesmt.htm)  
(901) 333-6456

Services include instructional support that allows employers to design customized training programs to address employee skill gaps; research and reporting that allows employers to review and analyze data to identify trends and make fact-based decisions. Also available is job profiling, certified assessments, research/reporting, and KeyTrain System.

## Mid-South Quality-Productivity Center (MSQPC)

[www.msqpc.com](http://www.msqpc.com)  
(901) 543-3530

The Mid-South Quality-Productivity Center (MSQPC) which is located at the Memphis Regional Chamber, 22 North Front Street in downtown Memphis, is a joint program of the College and the Memphis Regional Chamber. MSQPC is dedicated to providing Mid-South area businesses and organizations with the finest in quality and productivity education, training and materials. Additionally, the MSQPC provides a variety of services to businesses and organizations at the regional, national and international levels. MSQPC also serves as a clearinghouse for a vast array of individual quality productivity programs, and it frequently delivers custom tailored programs to businesses and organizations.

These programs include:

- Malcolm Baldrige National Quality Award assessments and assessment training
- Process Activated Training System® (PATS)
- Implementation of process documentation and cycle time reduction systems, which uses existing employees, known as Subject Matter Experts (SME's), to identify and teach "Best Practices" throughout the organization
- "Best Practice Tours" bench-marking trips to organizations such as Saturn Corporation and Federal Express Corporation
- ISO 9000, ISO 14000, 13485, T516949 workshops, in-house consultation, and training
- Professional consulting that includes, but is not limited to, quality awareness sessions, steering committee training and quality function deployment
- Quality award training and application writing for the Malcolm Baldrige National Quality Award and Tennessee Center for Performance Excellence Award
- Quality improvement project team training, a quick and easy way for organizations to get their employees involved in Performance Excellence
- On-site credit courses through Southwest that offer hands-on training on quality-productivity "tools" necessary to support Total Quality Management
- Lean Six Sigma Green Belt and Black Belt Certification
- Franklin Covey and Executive Education Training

### Services for Targeted Groups

Southwest is unique because it has a commitment to providing a comprehensive array of services and programs to all segments of the community.

### Certified Professional Secretary (CPS) Program

Upon successful completion of the CPS examination, the student will be eligible for 19 hours of college credit toward the Office Administration A.A.S. degree, if he/she

has completed at least nine credit hours at Southwest and is currently enrolled in a program of study leading to a degree. A record of the CPS examination scores, award of the CPS certificate, and a written request for award of credit must be provided to the Office of Admissions, Records and Recruitment. The courses for which credit will be awarded are:

Course		Cr.
ACCT 1210	Principles of Accounting I	3
OFAD 1110	Keyboarding I	3
OFAD 1120	Keyboarding II	3
OFAD 1210	Microsoft Word I	4
OFAD 1140	Records Management	3
OFAD 2610	Administrative Office Management	3
<b>Total</b>		<b>19</b>

### Educational Opportunity Center (EOC)

[www.southwesteoc.org](http://www.southwesteoc.org)  
(901) 333-6048

The EOC is located in southeast Memphis at 5959 Winchester Place on Western Road facing the west end of Hickory Ridge Mall. The program is designed to assist potential adult students who are interested in earning their General Equivalency Diplomas (GEDs) preparing for college placement exams or returning to school to further their education. EOC Adult Education Specialists (AES) work with aspiring adult students to help them set educational and career goals and select programs of study that best meet their needs. The program offers help with completing college admission and financial aid applications. The EOC partners with various community agencies across Memphis to support students in developing marketable skills and improving their lives.

### GEAR-UP – Middle and High School Students

(901) 333-5350

GEAR-UP (Gaining Early Awareness and Readiness for Undergraduate Programs) is a five-year federal grant program. The overall purpose of the GEAR-UP Program is twofold. First, GEAR-UP is fully committed to helping students in designated middle and high schools in the Memphis City Schools district enroll and successfully complete high-level rigorous courses, such as Algebra I, in preparation for post-secondary education. Secondly, Southwest also provides each GEAR-UP student with access to summer enrichment camps and a College Coach Mentor to support and guide them through their middle and high school years. GEAR-UP also provides a number of resources to parents of GEAR-UP students, such as admissions and financial aid informational workshops, to assist parents to better prepare their child for college.

## **Upward Bound – College Prep for Eligible High School Students**

*www.southwest.tn.edu/upward*  
*(901) 333-5117*

Upward Bound is a pre-college educational program funded by the U.S. Department of Education which assists eligible students in their efforts to successfully complete high school and obtain a college education. Upward Bound provides high school students with comprehensive educational services specifically designed to enhance learning and to heighten self-confidence.

Eligible participants must be enrolled in ninth or tenth grade and attend one of the following high schools:

- Carver
- Frayser
- Hamilton
- Manassas



# GENERAL EDUCATION REQUIREMENTS



**General Education:  
Philosophy of General Education**

The purpose of the general education core is to ensure that college students have the broad knowledge and skills to become lifelong learners in a global community that will continue to change.

General education provides critical thinking skills for people to continue to seek truths, to discover answers to questions, and to solve problems. Specifically, educated people are literate in and practice the various methods of communication. They recognize their place in the history, culture, and diverse heritages of Tennessee, the United States and the world. They appreciate the web of commonality of all humans in a multicultural world and are prepared for the responsibilities of an engaged citizenship. They recognize the ethical demands of our common lives. They demonstrate the skills and knowledge of the social and behavioral sciences to analyze their contemporary world. They are familiar with the history and aesthetics of the fine arts. They understand the scientific and mathematical views of the world, and they put those disciplines into practice.

Finally, the general education core provides for its citizens the means to make a better living. Above all, perhaps, it enables its citizens to make a better life.

**Common Catalog Statement Regarding General Education**

Effective fall semester 2004, each institution in the State University and Community College System of Tennessee (the Tennessee Board of Regents System) will share a common lower-division general education core curriculum of forty-one (41) semester hours for baccalaureate degrees and the Associate of Arts and the Associate of Science degrees. Lower-division means freshman and sophomore courses. The courses comprising the general education curriculum are contained within the following subject categories:

**Baccalaureate Degrees and Associate of Arts and Associate of Science Degrees\***

Communication	9 hours**
Humanities and/or Fine Arts	9 hours
(At least one course must be in literature)	
Social/Behavioral Sciences	6 hours
History	6 hours***
Natural Sciences	8 hours
Mathematics	3 hours
<b>Total</b>	<b>41 hours</b>

\*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. degree.

\*\*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 of the hours). Students who plan to transfer to University of Tennessee System universities, out-of-state, or private universities should check requirements and take the appropriate courses.

Although the courses designated by TBR institutions to fulfill the requirements of the general education subject categories vary, transfer of the courses is assured through the following means:

- Upon completion of an A.A or A.S. degree, the requirements of the lower-division general education core will be complete and accepted by a TBR university in the transfer process.
- If an A.A. or A.S. is not obtained, transfer of general education courses will be based upon fulfillment of complete subject categories. (Example: If all eight hours in the category of Natural Sciences are complete, then this “block” of the general education core is complete.) When a subject category is incomplete, course-by-course evaluation will be conducted. The provision of block fulfillment pertains also to students who transfer among TBR universities.
- Institutional/departmental requirements of the grade of “C” will be honored. Even if credit is granted for a course, any specific requirements for the grade of “C” by the receiving institution will be enforced.
- In certain majors, specific courses must be taken also in general education. It is important that students and advisors be aware of any major requirements that must be fulfilled under lower-division general education.

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

English Composition	3 hours
Humanities/Fine Arts	3 hours*
Social/Behavioral Sciences	3 hours*
Natural Science/Mathematics	3 to 4 hours*
One additional course from the categories of Communication, Humanities and/or Fine Arts, Social/Behavioral Sciences, or Natural Science/Mathematics	
<b>Total</b>	<b>15 to 17 hours</b>

\*Specific courses satisfying these requirements must be the same courses that satisfy the general education requirement for the Associate (A.A./A.S.) and Baccalaureate degrees.

Courses designated to fulfill general education by Southwest are published on “Courses That Fulfill Requirements In The Six Subject Categories” of the Web site. A complete listing of the courses fulfilling general education requirements for

all system institutions is available on the TBR Web site ([www.tbr.state.tn.us](http://www.tbr.state.tn.us)) under Transfer and Articulation Information.

### Subject Categories and Required Hours

The following description identifies the number of hours needed in each of the six general education subject categories for the A.A.S., A.A., and A.S. degrees. Before making any decisions about which general education courses to take, be sure to check your program requirements first. Courses satisfying general education requirements are listed on the pages that follow this description.

- For the A.A.S. Degree, students should see their program requirements before making decisions about general education courses. To satisfy the 15-hour minimum, all students take:
  - English Composition I, ENGL 1010, from the category of Communication (3 hours)
  - one course from the category of Humanities and/or Fine Arts (3 hours)
  - one course from the category of Social/Behavioral Sciences (3 hours)
  - one course from either Natural Sciences or Mathematics (3-4 hours)
  - one additional course from Communication, Humanities and/or Fine Arts, Social/Behavioral Sciences, Natural Sciences, or Mathematics (3-4 hours).
- For A.A.<sup>1</sup> and A.S. degrees, students should check their program requirements before making decisions about general education courses. To satisfy the 41-hour minimum, all students take:
  - three courses (9 hours) in Communication: English Composition I, English Composition II, and one SPCH course, either Public Speaking (SPCH 1110) or Oral Communication (SPCH 2010)
  - three courses (9 hours) in Humanities or Fine Arts, of which one course must be in literature, designated with an ENGL 2000 or higher course identification
  - two courses (6 hours) in Social/Behavioral Sciences
  - two courses (6 hours) in History <sup>2</sup>
  - two courses (8 hours) in Natural Sciences
  - one course (3 hours) in Mathematics

<sup>1</sup> Foreign Language courses are an additional 6-hour requirement for the A.A. Degree.

<sup>2</sup> Students who plan to transfer to TBR universities should take six hours of United States History (Tennessee History may substitute for three of the hours). Students who plan to transfer to University of Tennessee System universities or to out-of-state or private universities should check requirements and take the appropriate courses.

### The General Education Program Courses that fulfill requirements in the six subject categories

The following courses fulfill general education requirements in six subject categories at Southwest. They also transfer to fulfill system-wide requirements at other TBR colleges and universities.

#### Communication

ENGL	1010	English Composition I	3
ENGL	1020	English Composition II	3
SPCH	2010	Oral Communication	3

#### Humanities and/or Fine Arts\*

ENGL	2110	American Literature I	3
ENGL	2120	American Literature II	3
ENGL	2130	Contemporary American Literature	3
ENGL	2210	British Literature I	3
ENGL	2220	British Literature II	3
ENGL	2310	World Literature I	3
ENGL	2320	World Literature II	3
ENGL	2650	African American Literature	3
ENGL	2340	World Fiction	3
ART	1030	Art Appreciation	3
MUS	1030	Music Appreciation	3
THEA	1030	Theater Appreciation	3
ENGL	1065	Introduction to Film	3
PHIL	1030	Introduction to Philosophy	3
ETHC	2030	Ethics	3
PHIL	2030	Values in the Modern World	3

\*For the A.A. and A.S. Degrees, one course in Humanities and/or Fine Arts must be in literature, designated with an ENGL 2000 or higher course identification.

#### Social/Behavioral Sciences

HIST	2650	African-American History	3
ANTH	2010	Cultural Anthropology	3
ECON	2010	Principles of Macroeconomics	3
ECON	2020	Principles of Microeconomics	3
GEOW	1030	World Geographic Regions	3
HPER	1570	Wellness Perspectives	3
POLI	2010	American National Government	3
SOCI	1010	Introduction to Sociology	3
SOCI	1020	Social Problems	3
SOCI	2040	The Family in Global Perspective	3
PSYC	1010	General Psychology I	3
PSYC	1020	General Psychology II	3

#### History\*

HIST	1110	Survey of World Civilizations I	3
HIST	1120	Survey of World Civilizations II	3
HIST	2010	Survey of the United States to 1877	3
HIST	2020	Survey of the United States since 1877	3

\*Students who plan to transfer to Tennessee Board of Regents (TBR) universities, including the University of Memphis, should take six hours of United States History. Students who plan to transfer to University of Tennessee System universities or to out-of-state or private universities should check requirements and take the appropriate courses.

### Natural Sciences

BIOL	1010	Introduction to Biology I	4
BIOL	1020	Introduction to Biology II	4
BIOL	1110	General Biology I	4
BIOL	1120	General Biology II	4
BIOL	2010	Principles of Anatomy and Physiology I	4
BIOL	2020	Principles of Anatomy and Physiology II	4
CHEM	1010	Introduction to Chemistry I	4
CHEM	1020	Introduction to Chemistry II	4
CHEM	1110	General Chemistry I	4
CHEM	1120	General Chemistry II	4
GEOG	1010	Physical Geography I	4
GEOG	1020	Physical Geography II	4
PHYS	1010	Introduction to Physics	4
PHYS	1030	Introduction to Astronomy (Lecture)	3
PHYS	1031	Introduction to Astronomy (Laboratory)	1
PHYS	2010	General Physics I	4
PHYS	2020	General Physics II	4
PHYS	2110	Physics for Science and Engineering I	4
PHYS	2120	Physics for Science and Engineering II	4
PSCI	1010	Physical Science I	4
PSCI	1020	Physical Science II	4

### Mathematics

MATH	1410	Foundation of Mathematics I*	3
MATH	1530	Statistics	3
MATH	1630	Finite Mathematics	3
MATH	1830	Elementary Calculus	4
MATH	1910	Calculus and Analytic Geometry I	4

\*Foundations of Mathematics I fulfills the general education requirement only for students in programs that also require Foundations of Mathematics II.

## DIRECTORY OF PROGRAMS

### Associate of Applied Science Degrees

Accountancy  
 Computer Concentration  
 Architectural Engineering Technology  
 Architectural Design Concentration  
 Civil/Construction Concentration  
 Automotive Service Technology General Motors  
 ASEP\*ASE/NATEF Certified  
 Automotive Service Technology  
 Biotechnology Technician

### Business and Commerce

Banking and Finance Concentration  
 Electronic Business Management  
 Human Resource Management Concentration  
 Logistics/Transportation Management  
 Concentration  
 Management Concentration  
 Quality and Productivity Concentration  
 Computer Engineering Technology  
 Criminal Justices Studies  
 Corrections Concentration  
 Police Concentration  
 Dietetic Technician  
 Early Childhood Education  
 Electrical Engineering Technology  
 Electrical Design Concentration  
 Electronic Technology  
 Emergency Medical Science-Paramedic  
 General Technology  
 Emphasis in Business  
 Emphasis in Technology  
 Graphic Arts Technology  
 Graphic Arts Production Concentration  
 Interactive Multimedia Production Concentration  
 Hospitality Management  
 Culinary Arts Concentration  
 Food and Beverage Management Concentration  
 Hotel/Motel Management Concentration  
 Information Technology  
 Application Development Programming  
 Concentration  
 Computer Systems Support Concentration  
 Emerging Technologies Concentration  
 Internetworking Technologies (CISCO)  
 Concentration  
 UNIX/LINUX Concentration  
 Web Technology Concentration  
 Landscape and Turfgrass Management  
 Landscape Management Concentration  
 Turfgrass Management Concentration  
 Mechanical Engineering Technology  
 Mechanical Design Concentration  
 Manufacturing Concentration  
 Medical Laboratory Technician  
 Mid-Management  
 Nursing  
 Generic Track  
 LPN Mobility Track  
 Office Administration  
 Court Reporting/Closed Captioning  
 Concentration  
 Financial Administration Assistant Concentration  
 General Administrative Assistant Concentration  
 Legal Administrative Assistant Concentration  
 Medical Administration Assistant Concentration

Paralegal Studies

- Corporate Banking Concentration
- General Concentration
- Litigation Concentration
- Real Estate Concentration

Physical Therapist Assistant

Radiologic Technology

**Associate of Science Degree**

Teaching

**University Parallel Associate of Arts (A.A.) Degree**

**Areas of Emphasis**

- Art
- Education
- English and Literature
- French
- History
- Liberal or General Studies
- Philosophy
- Political Science
- Pre-Law
- Psychology
- Public Administration
- Social Work
- Sociology
- Spanish
- Speech and Theater

**University Parallel Associate of Science Degree**

**Areas of Emphasis**

- Allied Health Science
- Business Administration
- Criminal Justice
- Early Childhood Education
- Engineering
- Health and Physical Education
- History
- Human Services
- Liberal or General Studies
- Mathematics
- Music
- Natural Sciences
- Philosophy
- Political Science
- Pre-Law
- Psychology
- Public Administration
- Social Work
- Sociology

**Technical Certificates of Credit**

- Accountancy
- Architectural/Construction Fundamentals
- Basic Electronics Technician
- Computer Software Specialist

Customs Brokerage

Early Childhood Education

Electric Utility Construction

Electrical/Electronic Fundamentals

Emergency Medical Technician – Basic

Food Preparation, Safety and Service

Homeland Security Assessment

Home Manager

Industrial Computer Fundamentals

Laboratory Phlebotomy Technician

Landscape Management

Logistics/Transportation Management

Mechanical/Manufacturing CAD

Paramedic

Pharmacy Technician

Quality and Productivity Supervision

Quality Assurance Supervision

Substance Abuse Counseling

Turfgrass Management

Utility Technology – Electric

Utility Technology – Gas



# CAREER STUDIES



# CAREER STUDIES

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## Division Directory

<b>G. Michael Stephens, Interim Dean</b> Business, Career Studies and Technologies	333-4131	Academic Building B – Dean’s Suite
<b>Brenda A. B. Smith</b> Department Chair, Business Studies	333-4703	Academic Building B271D
<b>Karen Campbell</b> Secretary	333-4130	Academic Building B – Dean’s Suite
<b>Mary Vines</b> Department Chair, Nursing	333-5425	Union, N-123
<b>Monica Crawford</b> Secretary	333-5425	Union, N-123
<b>Deborah Whitelo</b> Secretary	333-5425	Union, N-123
<b>Darius Wilson</b> Department Chair, Allied Health Sciences	333-5407	Union, H-106
<b>Barbara Loft</b> Secretary	333-5400	Union, H-106
<b>Dr. Robert J. Walker</b> Department Chair, Education and Legal Studies	333-5658	Union, A-220C
<b>Linda McNally</b> Secretary	333-5345	Union, A-220
<b>Garry Spencer</b> Interim Department Chair, Technology Studies	333-4288	Macon, Fulton 331
<b>Bernice Neal</b> Secretary	333-4150	Macon, Fulton 310

# CAREER STUDIES

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The Career Studies Division is made up of five academic departments. The Division offers a wide range of AAS and AS degrees, and Technical Certificates for those students seeking requisite knowledge and skills to enter the today's highly competitive workforce. The programs offered in each department include:

- Allied Health Sciences
  - Associate of Applied Science
    - Dietetic Technician
    - Emergency Medical Science – Paramedic
    - Medical Laboratory Technician
    - Physical Therapist Assistant
    - Radiologic Technology
  - Technical Certificates
    - Emergency Medical Technician – Basic
    - Food Preparation, Safety and Service
    - Laboratory Phlebotomy Technician
    - Paramedic
    - Pharmacy Technician
    - Substance Abuse Counseling
- Business, Accountancy, and Hospitality Management
  - Associate of Applied Science
    - Accountancy
    - Business and Commerce
    - General Technology
    - Hospitality Management
    - Mid-Management
    - Paralegal Studies
  - Technical Certificates
    - Accountancy
    - Customs Brokerage
    - Homeland Security Assessment
    - Logistics/Transportation Management
    - Quality Assurance Supervision
- Education, Criminal Justice, and Paralegal Studies
  - Associate of Applied Science
    - Criminal Justice Studies
    - Early Childhood Education
  - Associate of Science
    - Teaching
  - Technical Certificates
    - Early Childhood Education
    - Home Manager
- Nursing
  - Associate of Applied Science
    - Nursing
- Technologies

Associate of Applied Science

- Architectural Engineering Technology
- Automotive Services Technology
- Computer Engineering Technology
- Electrical Engineering Technology
- Electronic Technology
- Information Technology
- Landscape and Turfgrass Management
- Mechanical Engineering Technology
- Office Administration

- Technical Certificates

- Architectural/Construction Fundamentals
- Basic Electronics Technician
- Computer Software Specialist
- Electric Utility Construction
- Electrical/Electronic Fundamentals
- Industrial Computer Technician
- Landscape Management
- Mechanical/Manufacturing CAD
- Quality Assurance Supervision
- Turfgrass Management
- Utility Technology – Electric
- Utility Technology - Gas

## DEVELOPMENTAL READING AND STUDY SKILLS (901) 333-5345

The Developmental Studies Department offers basic and developmental courses that prepare students for college-level courses. Based on ACT sub scores or COMPASS/ASSET test scores, some students may be required to enroll in these courses. Students may enroll in college-level courses while taking developmental studies courses but should select courses that do not require skills in which they are currently deficient.

The Developmental Studies Program at Southwest follows the A-100 Guidelines of the Tennessee Board of Regents (TBR).

### Placement

Placement into the Developmental Studies Program (DSPR and DSPS) is based on the same guidelines for all Tennessee Board of Regents institutions. Students under 21 years of age are placed according to valid ACT subscores in English and Reading. Students 21 years or older are most often placed according to their scores on an appropriate placement test. If valid ACT subscores are available, they can be used for placement.

If a student wants to challenge his or her initial placement, an alternative test is available. The challenge of placement in mathematics, reading or writing must be done before enrolling in the first DSP course in the subject area. Contact the Testing Center at either the Macon Cove Campus, (901) 333-4170, or the Union Avenue Campus, (901) 333-5127, to make an appointment for the appropriate challenge test. A fee is charged for the test.

For additional information regarding DSP placement, contact the Education and Legal Studies Department at (901) 333-5345.

### Class Attendance

Students in basic and developmental courses are expected to attend every scheduled class regularly and punctually. If an illness or emergency results in an absence, the responsibility for determining the extent of what has been missed and for making up all assigned work rests with the student. Absences may adversely affect the course grade or may result in a grade of "F" for the course.

### Grading

Minimum standards for successful completion of basic or developmental courses will be a grade of "C." All credit hours earned in courses designated as basic or developmental will be in addition to the hours required for degrees or certificates.

### Basic Courses

DSPR 0700 Basic Reading	<b>Cr.</b> 3
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### Developmental Courses

DSPR 0800 Developmental Reading	<b>Cr.</b> 3
DSPS 0800 Study Skills	<b>Cr.</b> 3



# ALLIED HEALTH PROGRAMS ADMISSION AND RETENTION PROCEDURES

## **Minimum Terms of Eligibility**

To be eligible for consideration for admission to an Allied Health program, the applicant must, except as may be provided for by a specific program, meet the following minimum requirements:

1. Be granted degree admission status at Southwest
2. Submit an application for admission and all required credentials by the published deadline
3. Complete all prerequisite courses specified for the program to which one is applying prior to the beginning of the term for which admission is being sought
4. Have a cumulative GPA of no less than 2.0 on any attempted college-level courses
5. Complete all prerequisite testing required for the program to which one is applying
6. Provide evidence of physical and/or emotional ability to carry out the essential requirements of the program and evidence of freedom from communicable diseases and from drug and alcohol addiction

## **Procedures and Criteria of Admission**

1. Admission to Allied Health and Nursing programs is granted based on criteria established by each specific program.
2. Students must complete and file an Application for Special Admission to each program for which they wish to be considered.
3. Application deadlines listed are enforced. Applications received after these dates will be considered only if space is available in the class.
4. A specific program may have established certain minimum prerequisite requirements that the student must meet in order to be considered for admission.
5. The Southwest Office of Admissions and Records receives and processes each Special Application for Admission.
6. The Southwest Office of Admissions and Records calculates the earned Admission Index of each eligible applicant and ranks all applicants accordingly.
7. The Admission Index is derived by multiplying the earned score on each of the applicable variables by the assigned weight, and then summing the results. The particular variables applicable to each program are listed under each program heading in the following section.
8. The Admissions Committee of each program reviews and certifies the eligibility of all applicants.
9. The Admissions Committee of each program shall consider the highest-ranking students up to the maximum number admissible as admitted to the next official class. All other students shall remain as alternates until the published last date to enroll for the term in which the class is scheduled to begin.
10. The Southwest Office of Admissions and Records shall notify in writing each applicant of his or her admission status.
11. Each admitted applicant must formally accept admission in writing by the specified date.

12. If an admitted applicant declines admission or fails to notify the program of acceptance by the designated date, the student's position in the class will become vacant and offered to the highest ranking alternate.

Eligible applicants who fail to gain admission to a given class may reapply for admission to the next official class. Those who do so will be evaluated and ranked in accordance with the above procedures and without consideration to previous evaluation and ranking. Rank in one admissions process does not establish the right to the same or similar rank in another admission process.

## **Appeal of Admission Index and Ranking**

If an applicant does not agree with the Admissions Committee's calculation of his/her Admission Index or assigned rank, the applicant may request a review by the department head and, subsequently, by the dean of the division. Such appeals must be made in writing within 15 working days of the date on which the notice of the appellant's admission status was mailed.

## **Dismissal Policy**

A student dismissed from an Allied Health program for academic reasons may be considered for readmission under the specific program's readmission policy on a space available basis. Any student receiving a second academic dismissal may not be considered for readmission into the program for two years. Violation of classroom procedures, clinical procedures or personal misconduct will result in disciplinary action and can result in immediate dismissal from the program and the College. Disciplinary actions can result from, but are not limited to, such examples as conduct dangerous to others, disorderly conduct, misuse of or damage to property, misuse of documents or identification cards, or violations of state or federal laws. Procedures for disciplinary action and/or dismissal from Allied Health Sciences programs, and related appeal procedures, are listed in the Student Handbook under the section entitled Student Conduct and Disciplinary Policies. Handbooks are available in the Counseling and Advising Center.

## **Readmission to Allied Health Program**

A student who has incurred academic dismissal from an Allied Health program may be eligible to be considered for readmission. Such students are evaluated and ranked in accordance with the procedure set forth by each specific program and readmission granted on a space available basis. To be eligible for consideration, the student must:

1. Have been separated from the program at least one (1) full academic year, exclusive of summer term
2. Comply with the procedures for regular admission described previously
3. Submit an essay demonstrating that the conditions that led to the academic dismissal no longer exist and that he/she is prepared to and capable of making satisfactory progress in the program

## **Malpractice Insurance Requirement**

All students admitted to an Allied Health program are required to purchase and maintain malpractice insurance while enrolled in the program.

**Associate of Applied Science Degree Curricula**

Students are required to complete both general education and career-specific courses to qualify for the Associate of Applied Science (A.A.S.) degree. Each A.A.S. degree program requires approximately 15 credit hours related to the arts and sciences. Additionally, each degree program requires the completion of designated courses and clinical or practical experiences. See General Education section of this catalog. Please refer to each program's listing for information related to general education and prerequisite course requirements. Some programs require specific courses from the general education groupings:

General Education Courses for A.A., A.S. Degrees

General Education Courses for A.A.S. Degrees

A.A./A.S. and A.A.S. Degree Requirements for Graduation

**Career-Related Course Requirements**

Specific career-related course requirements are described for each degree program under the department that sponsors the program. Please refer to those pages for more detailed information.

**Background Checks**

Affiliates that provide clinical rotation sites may require students to have a criminal background check. Students will be responsible for the costs of such checks and making any arrangements for the background check.



# APPLICATION DEADLINES AND ADMISSION DATES FOR ALLIED HEALTH AND NURSING

Name of Program	Max # of Students	*Application Deadline	Admissions Credentials Deadline	Notification	Term Newly Accepted Class Begins
Dietetic Technician (A.A.S.)	16	November 1	November 30	December	Spring
Laboratory Phlebotomy Technician (Technical Certificate)	15 15	July 1 November 1	July 15 December 1	August December	Fall Spring
Medical Laboratory Technician (A.A.S.)	20 20	July 1 November 1	July 15 December 1	August December	Fall Spring
Paramedic (Technical Certificate)	Space Avail.	July 1	July 1	August	Fall
Pharmacy Technician (Technical Certificate)	25	July 1	July 15	August	Fall
Physical Therapist Assistant (A.A.S.)	20	April 1	April 1	May	Summer II
Radiologic Technologist (A.A.S.)	30	April 15	May 15	June	Summer II
Nursing (A.A.S.)					
A-Fall Admission	60	February 1	February 1	March	Fall
B-Spring	60	October 15	October 15	November	Spring
C-LPN Mobility Track	30	February 1	February 1	April	Summer
E-Advanced Standing (Spring and Fall)	Space Avail. Space Avail.	February 1 October 15	February 1 October 15	April November	Fall Spring

\*Students applying before this deadline will be considered for the class. Specific admissions requirements for each Allied Health and Nursing program are listed on their corresponding pages.

# DIETETIC TECHNICIAN

## Associate of Applied Science Degree

Linda Pope • (901) 333-5056

This program prepares the student for a clinical or management position as a Dietetic Technician who works as a member of a food service team. The program is approved by the Commission on Accreditation/Dietetic Education (CADE). Program graduates are eligible to take the National Examination to become a Dietetic Technician Registered (DTR). Graduates are employed at mid-management levels in health care and educational facilities, industrial food services, day care centers, community agencies, nursing homes, hospitals, restaurants, school lunch programs, college food services, and other institutional settings.

### Admissions Requirements

The five courses listed below must be successfully completed before acceptance into the program. To be eligible for admission to the Dietetic Technician program, an applicant must meet the following minimum requirements:

- Be granted degree admission status
- Have a minimum 2.0 GPA on a 4.0 scale
- Complete each of the following required prerequisite courses with a minimum grade of "C":

DIET 1110	Techniques of Food Preparation and Service
DIET 1310	Principles of Nutrition (a nutrition course completed five or more years before admission into the program requires department review and approval for acceptance)
DIET 1210	Nutritional Care Laboratory I
DIET 1810	Sanitation Measures
DIET 1820	Equipment Care Safety/Layouts

- Submit the special Application for Admission to Allied Health Sciences to the Admissions Office by November 1.
- Submit the following information to the Admissions Office by November 30: official transcript(s) of all college work attempted and/or completed at college(s)/university(ies) other than Southwest. All transcripts must be mailed directly to the Admissions Office from the institution releasing the document.
- Submit the following information to the department prior to November 30: evidence of physical and/or emotional ability to carry out the essentials of the program and evidence of freedom from communicable diseases and drug and alcohol addiction (obtain medical record/physical examination form from the Admissions Office).
- A background check may be required.

### Selection Criteria

The following Admission Index variables are used by the Director of Admissions in ranking applicants so that each will be treated fairly and equally:

College-level QPA	x 2
Required prerequisite course QPA	x 2

### Dismissal Policy

Refer to the policy applicable to all Allied Health Sciences and Nursing programs.

### Malpractice Insurance Requirement

All Dietetic Technician students admitted to the program will be required to purchase and maintain malpractice insurance while enrolled in the program.

### Background Checks

Students completing clinical rotations in the Dietetic Technician program may be required to have a criminal background check. Students will be responsible for the costs of such checks and making any arrangements for the background check.

### Program Costs

In addition to tuition and lab fees, students may have additional costs ranging from \$400 to \$800 to include uniforms, duty shoes, physical examinations, laboratory tests, immunizations, graduation, certification and licensure fees.





**DIETETIC TECHNICIAN**  
Associate of Applied Science Degree  
CADE Accredited Curriculum  
**Linda Pope • (901) 333-5056**

<b>Fall Semester - First Year</b>		<b>Cr.</b>
DIET 1110	Techniques of Food Preparation	4
DIET 1210	Nutritional Care Lab I	2
DIET 1820	Equipment Layout/Safety	2
DIET 1810	Sanitation Measures	2
DIET 1310	Principles of Nutrition	3
<b>Total</b>		<b>13</b>

<b>Spring Semester - First Year</b>		<b>Cr.</b>
DIET 1130	Quantity Cookery	6
DIET 1330	Medical Nutrition Therapy	3
DIET 2010	Dietetic Field Experience I	3
ENGL 1010	English Composition I (Gen. Ed.)	3
DIET 1300	Introduction to Dietetics	1
<b>Total</b>		<b>16</b>

<b>Summer Semester - First Year</b>		<b>Cr.</b>
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Natural Sciences/Mathematics (Gen. Ed.) <sup>1</sup>	3-4
<b>Total</b>		<b>6-7</b>

<b>Fall Semester - Second Year</b>		<b>Cr.</b>
DIET 2510	Quantity Food Management I	3
DIET 1370	Advanced Nutritional Care	3
DIET 2910	Nutritional Clinical I	4
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>13</b>

<b>Spring Semester - Second Year</b>		<b>Cr.</b>
DIET 2990	Food Service Seminar	1
DIET 1360	Community Nutrition	3
DIET 2920	Nutritional Clinical II	4
DIET 2610	Health Care Delivery Systems	2
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>13</b>

**Total Program Credits** **61-62**

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

**EMERGENCY MEDICAL  
SCIENCE - PARAMEDIC**  
Associate of Applied Science Degree  
**Glenn Faught • (901) 333-5414/5400**

The Emergency Medical Science Paramedic Associate of Applied Science degree is an optional track for currently licensed (CoAEMSP) Tennessee Paramedics wanting an A.A.S. degree. The candidate must be attending or have graduated from a Paramedic school of a regionally accredited college recognized by the Council for Higher Education Accreditation (CHEA). The degree will enhance the practice of the Paramedic by improving the quality of patient care through increased written communication skills reflected in patient care report writing, improved psychological assessments, ethical conduct and knowledge of science. Paramedic graduates from outside the State of Tennessee must meet the same requirements as the Tennessee candidates (Tennessee Department of Health: Emergency Medical Services) and will be evaluated on a case by case basis to qualify for the degree. If the candidate does not meet the above requirements, he/she will not qualify for the degree.

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	Humanities (Gen. Ed.) <sup>1</sup>	3
****	Social Sciences (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>13</b>

<b>Second Semester</b>		<b>Cr.</b>
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
AHS 2990	Special Topics in Health Careers	3
<b>Total</b>		<b>7</b>

<b>Third Semester</b>		<b>Cr.</b>
EMT 2010	Paramedic I	17
<b>Total</b>		<b>17</b>

Note: Third semester students must be admitted into the paramedic certificate program.

<b>Fourth Semester</b>		<b>Cr.</b>
EMT 2020	Paramedic II	17
<b>Total</b>		<b>17</b>

<b>Summer Semester</b>		<b>Cr.</b>
EMT 2030	Paramedic III Clinical Experience	4
EMT 2040	Paramedic IV Ambulance Experience	2
<b>Total</b>		<b>6</b>
<b>Total Program Credits</b>		<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

## Associate of Applied Science Degree MEDICAL LABORATORY TECHNICIAN Darius Y. Wilson • (901) 333-5407

The Medical Laboratory Technician is an essential member of the health care team, providing laboratory tests used in the diagnosis, treatment and prognosis of disease, and the maintenance of health.

This program is designed to give students both theoretical knowledge and practical experience in a variety of laboratory procedures. Students in the program spend the final six months of the second year rotating through clinical laboratories of area hospitals. During this period, the program calendar will differ from the academic calendar. Students accepted into the program must remain in sequence and complete all courses on schedule.

This Medical Laboratory Technician program is licensed by the State of Tennessee Department of Health Medical Laboratory Board-Facilities Health Related Boards and is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Road, Suite 720, Rosemont, IL, 60018, (773) 714-8880. Program graduates are eligible to take national certification examinations and make application for Tennessee licensure as medical laboratory technicians.

The Medical Lab Technician clinical sites: Methodist University Hospital, Memphis Pathology Lab, LeBonheur Children's Hospital, Baptist Memorial Hospital, St. Jude Children's Research Hospital, Methodist Germantown, Regional Medical Center, and Lifeblood.

### Admission Requirements

To be eligible for consideration for admission, the applicant must have:

1. Degree admission status at Southwest
2. Completed the following prerequisite courses with a minimum grade of "C":
  - a. A college-level English course
  - b. BIOL 1010, BIOL 1110 or BIOL 2010
  - c. MLT 1110
3. Be eligible to enroll in a college-level mathematics course
4. Successfully completed any science course attempted and required for the degree
5. A cumulative GPA of 2.0 or higher
6. Submitted the following materials to the Admissions Office by the established deadline: July 1 (fall semester admission); or November 1 (spring semester admission):
  - a. Application for Special Admission Programs
  - b. Official transcript(s) of all college work attempted and/or completed at college(s) or university(ies) other than Southwest (mailed directly from releasing institution)

### Advanced Standing Admission

Students who have completed all of the prescribed first year courses except MLT 1110 and/or MLT 1500 may be considered for admission to the program, with advanced standing, depending upon availability of space. Advanced standing applicants must

fulfill the regular program admission requirements. Admission is competitive, with preference given to students who exceed the minimum requirements.

### Selection Criteria

The MLT Admissions Committee ranks applicants according to the following criteria:

- |                                     |     |
|-------------------------------------|-----|
| 1. College-level GPA                | X 2 |
| 2. Required prerequisite course GPA | X 2 |
| 3. Admission/Readmission essay      | X 1 |

### Retention Policy

In order to retain a position in the program, the student must:

1. Meet the Technical Standards for the Medical Laboratory Technician Program.
2. Maintain a cumulative GPA of 2.0.
3. Earn a minimum grade of C in all MLT courses required for the degree. Any student who fails to meet this requirement in any of the above courses will be dismissed from the program.
4. Complete the following courses prior to enrollment in the second year MLT courses:
  - a. College-level chemistry: 4 hours prior to enrollment in Medical Biochemistry
  - b. Microbiology: 4 hours prior to enrollment in Medical Microbiology
5. Remain in sequence and on schedule for enrollment in Clinical Assignments I and II and Clinical Seminar.
6. Submit a medical record/physical examination showing freedom from any communicable disease, drug or alcohol addiction, and evidence of emotional and physical fitness for performing professional duties prior to clinical assignment.
7. Criminal background checks may be a requirement at some affiliated clinical rotation sites at the student's expense. Based on the results of these checks, an affiliated clinical site may determine to not allow your presence at their facility. This could result in your inability to successfully complete the program requirements. A criminal background check may preclude licensure, certification, and/or employment. Other licensure and/or certification agencies may require that background checks be submitted using one of their designated vendors, which may differ from the vendor recommended by Southwest Tennessee Community College.

### Malpractice Insurance

Students are required to purchase malpractice insurance when registering for initial Clinical Assignment.

### Readmission Policy

Students withdrawing from the program or dismissed for academic reasons may be considered for readmission under current admission policy, based on space availability. The Admission Committee will review the student's transcript to identify courses to be retaken. Due to the rapid change of technology in the field of laboratory medicine, no more than two years may elapse between completion of any MLT second year didactic course and the beginning of the clinical assignment courses. Students desiring readmission must submit

a written request to the MLT Program director 30 days prior to the first day of registration for that term.

#### **Program Costs**

In addition to tuition and lab fees, students may have additional costs ranging from \$400 to \$800 to include uniforms, duty shoes, physical examinations, laboratory tests, immunizations, graduation, certification and licensure fees.

### Technical Standards for Medical Laboratory Technician and Laboratory Phlebotomy Technician Programs Darius Y. Wilson • (901) 333-5407

Technical standards are the essential nonacademic requirements of the program that a student must be able to master to participate successfully in the MLT or LPT programs and become employable. Applicants for these programs must possess the following list of technical abilities and skills. If you are not sure that you will be able to meet these technical standards, please consult with the Program Coordinator of Medical Laboratory Technology for further information and to discuss individual situations.

Any student with special needs who is requesting reasonable accommodations or assistive technology may do so through the Office of Student Disability Services.

1. **Speech:** Ability to verbally communicate understandably in English.
2. **Hearing:** Ability to understand English when spoken in person or via the telephone.
3. **Vision:** Natural or corrected to 20/20, ability to distinguish red, yellow, and blue colors, distinguish clear from cloudy, and distinguish objects in the range of 1 micron through the microscope.
4. **Mobility:** Ability to maneuver in the laboratory, around instruments, in confined spaces, and in patient rooms. Movement includes utilizing shoulders, arms, and neck; bending; twisting the body; standing; reaching and grasping overhead, in front of the body, and down.
5. **Fine Motor Control:** Ability to manipulate small objects with fingertips or control adaptive devices.
6. **Coordination:** Eye/hand and eye/hand/foot coordination.
7. **Reasoning:** Ability to deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret instructions furnished in oral, written, diagrammatic, or schedule form. Ability to deal with problems from standard situations. Ability to carry out detailed but uninvolved written or oral instructions. Ability to carry out one- or two-step instructions.
8. **Mathematics:** Ability to add, subtract, multiply and divide whole numbers and fractions, calculate time, use metric system for measurements, calculate percentages, solve for one variable, set-up and solve ratio and proportion problems, interpret simple statistical data.
9. **Reading:** Ability to comprehend simple instructions or notations from a log book, ability to comprehend newspapers, manuals, journals, instructions in use and maintenance of equipment, safety rules and procedures and drawings.
10. **Writing:** Ability to compose English sentences containing subject, verb, and object; complete notations in a log book, complete job applications, prepare business letters, write reports using prescribed format and conforming to rules of punctuation, spelling, grammar, diction and style.
11. **Perception:** Ability to perceive pertinent detail in objects or in pictorial or graphic material; to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures, and widths and lengths of line; to comprehend forms in space and understand relationships of plane and solid objects; the ability to visualize objects of two or three dimensions.
12. **Clerical:** Ability to perceive pertinent detail in verbal or tabular material; to observe differences in copy; to proof-read words and numbers; and to avoid perceptual errors in arithmetic computation.
13. **Data:** Ability to synthesize, coordinate, analyze, compile, compute, copy, and compare data standards for Medical Lab/Phlebotomy Technicians.
14. **Personal Traits:** Ability to comprehend and follow instruction; perform simple and repetitive tasks; maintain a work pace appropriate to a given work load; relate to other people beyond giving and receiving instructions; perform complex or varied tasks; make generalizations, evaluations or decisions without immediate supervision; accept and carry out responsibility for directions, control and planning.
15. **Environmental:** Ability to work indoors, be around moving machinery; factors: fumes, gases, odors, irritating particles, possible exposure to toxic or caustic chemicals, blood and body fluids, noise, radiation or electrical energy, vibration; work in confined spaces, use a computer monitor; work alone, with others, or around others.
16. **Safety Equipment Required to Wear:** Safety glasses, face mask/shield, protective clothing, protective gloves.

Associate of Applied Science Degree  
**MEDICAL LABORATORY TECHNICIAN**  
 Darius Y. Wilson • (901) 333-5407

<b>First Semester</b>		<b>Cr.</b>
BIOL 1110	General Biology I (Gen. Ed.)	4
ENGL 1010	English Composition I (Gen. Ed.)	3
MLT 1110	Orientation to Medical Lab	3
CHEM 1010	Introduction to Chemistry I	4
	or	
CHEM 1110	General Chemistry	4
<b>Total</b>		<b>14</b>
<b>Second Semester</b>		<b>Cr.</b>
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
BIOL 1230	Microbiology	4
MLT 1500	Phlebotomy	3
<b>Total</b>		<b>13</b>
<b>Third Semester</b>		<b>Cr.</b>
MLT 2320	Medical Microbiology	6
MLT 2120	Medical Hematology	6
<b>Total</b>		<b>12</b>
<b>Fourth Semester</b>		<b>Cr.</b>
MLT 1120	Laboratory Operations	3
MLT 2100	Medical Biochemistry	5
MLT 2510	Immunohematology	4
	or	
MLT 2810	Clinical Assignment I	10
MLT 2710	Clinical Seminar	2
<b>Total</b>		<b>12</b>
<b>Summer Semester</b>		<b>Cr.</b>
MLT 2820	Clinical Assignment II	4
<b>Total</b>		<b>4</b>
<b>Total Program Credits</b>		<b>67</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

**PHYSICAL THERAPIST ASSISTANT**  
 Associate of Applied Science Degree  
 Eddy Zeno • (901) 333-5394  
 Jennifer Ballard • (901) 333-5395

The Physical Therapist Assistant (PTA) is a health-care professional who works under the supervision of a physical therapist. The PTA works with a variety of patients who have been disabled by illness, accident, or congenital handicap. The duties of a PTA include assisting the physical therapist in implementing treatment programs that may involve exercise, manual therapy and hydrotherapy; the use of heat, cold, electricity, or sound; and reporting to the physical therapist on the patient's responses. As clinicians, PTAs work in hospitals, nursing homes, schools, rehabilitation centers, and for physical therapists in outpatient independent practice settings.

Following graduation, graduates are eligible to sit for the state licensing examination. A criminal background check is required. The program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE).

Recommendation: Schedule an advising session with a PTA faculty member to learn more about the program.

**Admission Requirements**

To be eligible for consideration for admission to the PTA program, an applicant must meet the minimum requirements listed below. (Note: Meeting requirements does not assure admission to the PTA program.)

1. Be granted degree admission status at Southwest.
2. Present an overall GPA of at least 2.0.
3. Complete each of the following prerequisite courses with a minimum grade of "C" prior to the summer term for which the student is seeking admission:

ENGL 1010	English Composition I
BIOL 2010	Principles of Anatomy and Physiology I*
BIOL 2020	Principles of Anatomy and Physiology II*
PHYS 1210	Physics for the Health Sciences
PSYC 1010	General Psychology I
AHS 1020	Medical Terminology

\*Applicants must have completed within the previous 3 years, both Anatomy and Physiology I and II.

4. Submit the following materials to the Admissions Office by April 1:
  - a. The Special Application for Admission to Allied Health Sciences.
  - b. Admission essay describing reasons for desiring admission to the PTA program and any related experience.
  - c. Official transcript(s) of all college work attempted and/or completed at college(s) and university(ies) other than Southwest (mailed from releasing institution). Final transcripts of courses in progress during spring semester must be submitted to the Southwest Admissions Office prior to the May meeting of the PTA Admissions Committee.

- d. Clinical Experience Verification forms documenting work or volunteer experience in two physical therapy clinics for at least eight hours at each clinic (16 hours total). Forms are available in the PTA faculty office.

#### **Selection Criteria**

The PTA Admissions Committee meets at the end of the spring semester and ranks each applicant according to his or her Admissions Index, which is derived from the variables listed below. Each variable is multiplied by the assigned weight, and an index obtained by summing the results:

1. College-level GPA x2
2. Required prerequisite course GPA x2
3. Experience in the field of Physical Therapy x1
4. Admission/readmission essay x1

The first 20 applicants with the highest Admission Indices are selected for admission to the program. Refer to the Admissions and Retention Procedures for Allied Health Sciences and Nursing Programs for more information related to the selection process and calculation of an Admissions Index.

#### **Retention Policy**

Students must maintain a minimum grade of C in all PTA courses. Failure to do so will result in dismissal from the program. Students dismissed for academic reasons may be considered for readmission the following year under current policy, based on space availability. The Admission Committee will review the student's transcript to identify substantially revised courses to be retaken. Students desiring readmission must submit a written application to the Admissions Committee 30 days prior to registration for that term.

#### **Criminal Background Checks**

Criminal background checks are required at the student's expense. Based on the results of these checks, an affiliated clinical site may determine to not allow your presence at their facility. This could result in your inability to successfully complete the program requirements. A criminal background check may preclude licensure, certification, and/or employment. A separate criminal background check is required, at the student's expense, to apply for initial licensure in Tennessee; applicants will have their fingerprints scanned.

#### **Technical Standards for Students in Physical Therapist Assistant Program**

Physical Therapist Assistant students are required to accumulate a variety of information. The students are expected to comprehend, apply, analyze, synthesize and evaluate the information given. The program must ensure that students are capable of practicing the new accumulation of information. The program must also ensure that patients are not placed in jeopardy by students with impaired intellectual, physical or emotional functions.

Students in the Physical Therapist Assistant Program at Southwest Tennessee Community College must meet the following technical standards. The students also understand that some courses will have additional lab requirements that will be outlined in course syllabi.

#### **Motor Skills**

PTA students will be able to demonstrate proficiency in palpation, auscultation, percussion, and other treatment specific procedures. Additionally, PTA students must be able to perform motor movements reasonably required to provide general physical therapy, including the physical strength to stand and ambulate with a walker, cane, or crutches and perform cardiopulmonary resuscitation. PTA students must also have the physical strength to lift and transfer an adult patient. In addition, in the course PTA 2620 Clinical Arts III, students must be able to: offer heavy manual resistance to classmates during an exercise session; bend, squat and kneel and include a variety of developmental sequence positions, including prone, prone on elbows, quadruped, etc.; engage in a variety of functional activities including rolling from supine to prone; creeping on hands and knees, lifting oneself into a wheelchair from the floor; rolling out of a wheelchair onto a therapy mat, etc.; lift completely dependent classmates from one place to another using an airlift, NDT, 3 man and 2 man technique; and perform various wheelchair maneuvers including lateral shifts, wheelies and falling backward while sitting in a wheelchair.

#### **Sensory/Observational Skills**

PTA students must be able to observe demonstrations and participate in laboratory experiments as required in the curriculum. Such observation necessitates the functional use of vision, hearing and other sensory modalities. Candidates must have visual perception which includes depth and acuity.

#### **Communication Skills**

PTA students must be able to communicate English effectively both orally and in written form with faculty, peers, patients, and other allied health personnel. Students must have the ability to complete reading assignments and search and evaluate the literature. Students must be able to complete written assignments and maintain written records. PTA students must also have the ability to use therapeutic communication, such as attending, clarifying, coaching, facilitating, and touching. These skills must be performed in clinical settings, as well as in the classroom and in laboratory environments.

#### **Behavioral/Social Skills and Professionalism**

PTA students must possess the emotional well-being required for use of intellectual abilities, exercise of sound judgment, prompt completion of all responsibilities attendant to the evaluation and care of patients, and the development of mature, sensitive, and effective relationships with patients. Students must be able to adapt to ever-changing environments, display flexibility, and learn to function in stressful situations in the classroom and clinical setting.

#### **Program Costs**

In addition to tuition fees and the purchase of books, students may have additional costs ranging from \$400 to \$800 to include uniforms, physical examinations, laboratory tests, immunizations, and graduation. After graduating, the cost to take the PTA licensure exam will range from \$600 to \$700.

## PHYSICAL THERAPIST ASSISTANT

Associate of Applied Science Degree

Eddy Zeno • (901) 333-5394

Jennifer Ballard • (901) 333-5395

<b>First Semester</b>		<b>Cr.</b>
*BIOL 2010	Principles of Anatomy & Physiology I	4
ENGL 1010	English Composition I (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
PSYC 1010	General Psychology I (Gen. Ed.)	3
<b>Total</b>		<b>13</b>
<b>Second Semester</b>		<b>Cr.</b>
*BIOL 2020	Principles of Anatomy & Physiology II	4
*PHYS 1210	Physics for Health Sciences	4
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
AHS 1020	Medical Terminology	3
<b>Total</b>		<b>14</b>
<b>Summer II Semester</b>		<b>Cr.</b>
PTA 2410	PTA Clinical Procedures I	3
PTA 2420	PTA Clinical Arts I	1
PTA 2450	Kinesiology for the PTA	3
<b>Total</b>		<b>7</b>
<b>Fall Semester</b>		<b>Cr.</b>
PTA 2510	PTA Clinical Procedures II	2
PTA 2520	PTA Clinical Arts II	4
PTA 2530	PTA Seminar I	2
PTA 2540	PTA Clinical Education I	1
PTA 2550	Pathophysiology for the PTA	2
PTA 2560	Assessment Techniques for the PTA	3
<b>Total</b>		<b>14</b>
<b>Spring Semester</b>		<b>Cr.</b>
PTA 2610	PTA Clinical Procedures III	3
PTA 2620	PTA Clinical Arts III	4
PTA 2630	PTA Seminar II	2
PTA 2640	PTA Clinical Education II	3
<b>Total</b>		<b>12</b>
<b>Summer I Semester</b>		<b>Cr.</b>
PTA 2640	PTA Clinical Education III	2
<b>Total</b>		<b>2</b>
<b>Total Program Credits</b>		<b>62</b>

\*The Physics and Anatomy and Physiology courses noted above satisfy the Natural Sciences requirement. It should also be noted that PHYS 2010 General Physics I may be taken instead of PHYS 1210 for Health Sciences if the student plans to eventually earn a four-year degree or higher.

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

## RADIOLOGIC TECHNOLOGY

Associate of Applied Science Degree

Thomas Wolfe • (901) 333-5417

The mission of the Radiologic Technology Program is to prepare competent, certified radiographers to help meet entry-level needs of employers of the health care community in Southeast's service area. This program offers an opportunity to develop skills necessary to assure comprehension, application, and evaluation of clinical information; competent clinical proficiency; and acceptable professional behavior in their roles as medical radiographers. Upon completing degree requirements, students may sit for the national certification examination administered by the American Registry of Radiologic Technologists. The program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Dr., Suite, 900, Chicago, IL 60606-2901, Phone (312) 704-5300.

In support of its mission statement, the program has established the following goals:

1. The program will graduate students with entry-level employment skills.
2. The program will meet needs and expectations of its graduates and of employers hiring its graduates.
3. The program will maintain appropriate state-of-the-art instructional facilities and equipment.

### Admission Requirements

To be eligible for admission into the Radiologic Technology Program, candidates must:

1. Be granted degree admission status at Southwest.
2. Have achieved an overall grade point average (GPA) of at least 2.0 on all college-level courses completed.
3. Be at least 18 years of age.
4. Have completed the following prerequisite courses with a minimum grade of "C":
  - a. English I - ENGL 1010
  - b. College-level math course to satisfy Career Core degree requirements (Finite Mathematics - MATH 1630 is preferred)
  - c. College-level natural science course to satisfy Career Core degree requirements (General Biology I is preferred)
  - d. Introduction to Radiologic Technology - RADT 1010
5. Submit a score on the Health Occupations Aptitude Test administered by the Southwest Testing Center.
6. Submit the Special Application for Admission to Allied Health Sciences programs by April 15.
7. Submit official transcript(s) of all college work attempted and/or completed at colleges other than Southwest prior to April 15 (mailed from releasing institution).
8. Applicants must complete all prerequisite requirements and testing by the end of the spring semester prior to the summer semester for which they are applying.

### Selection Criteria

The Radiologic Technology Admissions Committee ranks the applicants using the following criteria:

1. College-level GPA x 2
2. Prerequisite course GPA x 2
3. Score on the Health Occupations Aptitude Test divided by 100

### Criminal Background Checks

Criminal background checks, to be paid by the student, are required of all students participating in the Radiologic Technology Program. Estimated cost is \$50. Based on the results of these checks affiliated clinical sites may not allow a student's presence at their facility. The program does not guarantee placement in the clinical setting, therefore this could result in the student's inability to successfully complete the requirements of this program. Additionally, a criminal background may preclude licensure or employment.

### Retention Policy

Students must attain a minimum grade of "C" in all RADT courses. Failure to do so will result in dismissal from the program.

### Readmission Policy

Students withdrawing from the program or dismissed for any reason may be considered for readmission the following year by the program coordinator of Radiologic Technology 30 days prior to the first day of registration for that term.

### Transfer Policy

Transfer students from other accredited college-based Radiologic Technology programs will be considered for advanced standing only after evaluation of courses completed at that institution. Space must also be available in the clinical sites.

### Program Costs

In addition to tuition and lab fees, students may have additional costs ranging from \$400 to \$800 to include uniforms, duty shoes, physical examinations, laboratory tests, immunizations, graduation, certification and licensure fees.

## RADIOLOGIC TECHNOLOGY

### Associate of Applied Science Degree

Thomas Wolfe • (901) 333-5417

This program begins in the Summer II session, and all courses with the RADT identifier must be taken in sequence during successive semesters as indicated in the course sequence below. General Education requirements for English, Mathematics, and Natural Sciences are required prior to applying for admission to the program. Completion of RADT 1010 is also a prerequisite requirement.

<b>Summer Semester</b>		<b>Cr.</b>
RADT 1020	Fundamentals of Radiography	3
RADT 1710	Clinical Radiologic Lab	2
<b>Total</b>		<b>5</b>
<b>First Semester</b>		<b>Cr.</b>
RADT 1210	Radiologic Physic I	3
RADT 1310	Radiographic Anatomy and Physiology I	2
RADT 1510	Radiographic Procedures I	3
RADT 1910	Radiologic Clinic I	2
<b>Total</b>		<b>10</b>
<b>Second Semester</b>		<b>Cr.</b>
RADT 1030	Fundamentals of Radiologic Technology II	3
RADT 1220	Radiologic Physics II	3
RADT 1320	Radiographic Anatomy and Physiology II	2
RADT 1520	Radiographic Procedures II	3
RADT 1920	Radiologic Clinic II	2
<b>Total</b>		<b>13</b>
<b>First Summer Semester</b>		<b>Cr.</b>
RADT 1930	Radiologic Clinic III	4
<b>Total</b>		<b>4</b>
<b>Second Summer Semester</b>		<b>Cr.</b>
RADT 2910	Radiologic Clinic IV	4
<b>Total</b>		<b>4</b>
<b>Third Semester</b>		<b>Cr.</b>
RADT 1230	Essentials of Radiobiology	2
RADT 1530	Radiographic Procedures III	3
RADT 2020	Fundamentals of Radiologic Technology III	3
RADT 2920	Radiologic Clinic V	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>14</b>
<b>Fourth Semester</b>		<b>Cr.</b>
RADT 2110	Introduction to Pathology	2
RADT 2030	Fundamentals of Radiologic Technology IV	3
RADT 2930	Radiologic Clinic VI	3
RADT 2040	Fundamentals of Radiologic Technology V	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>14</b>
<b>Total Program Credits</b>		<b>64</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

**EMERGENCY MEDICAL  
 TECHNICIAN - BASIC**  
 Technical Certificate  
 Glenn Faught • (901) 333-5414  
 Accredited by the State of Tennessee  
 Emergency Medical Services  
 Regulatory Board

The following course of study is designed to provide the student with the foundation needed for competent entry-level Emergency Medical Technicians. (EMT). Persons interested in the field of Emergency Medical Services should begin and successfully complete a study of traumatic and medical emergencies in this program. The student will be educated toward the goal of becoming an integral part of the health care team in the overall health care system to reduce mortality and morbidity of the general population. Competency will be obtained by successfully passing in-class examinations, laboratory application, actual clinical experience as well as application and outcome assessment for the cognitive, psychomotor and affective domains. In order to become licensed in the State of Tennessee the student must successfully complete the Southwest Tennessee Community College Basic Emergency Medical Technology Program, pass an EMT program comprehensive exam, pass the National Registry Exam for EMT and apply for Tennessee Licensure as a Basic Emergency Medical Technician. Current Tennessee Emergency Medical Technician (EMT) licensure or eligibility for licensure is required before entry into the paramedic program. The program is approved by the Emergency Medical Services Board (EMS) Division, Tennessee Department of Health and Environment.

**Admissions Requirements**

The admission requirements for this course of study are the same as the school's requirement for entry into a technical certificate program. In addition the student must be 18 years of age, able to speak English and have no felony convictions. Students will enroll in the course on a space available basis. Students will be subject to criminal background checks, drug testing and testing for communicable diseases.

**Retention Policy**

Students must comply with the following retention policy established by the EMS Division, Tennessee Department of Health and Environment, Tennessee E.M.S. Board or Southwest Tennessee Community College Emergency Medical Technology Program.

1. Complete and return all required forms and documents.
2. Successfully complete all competencies as defined by the EMS program standards.
3. Demonstrate proficiency using skills acquired during training which verify capabilities in emergency care.
4. Attend all classes, on time, and in compliance with all program rules and regulations.
5. Meet all standards requested by the instructor and department head.
6. Maintain a QPA of 2 in all EMT courses.
7. A grade of D or lower is not acceptable for State Exam Requirements.

8. Have no felony convictions.
9. Must have medical clearance by an M.D. to perform as an Emergency Medical Technician.
10. Meet all standards as required by the Tennessee EMS Board.
11. Must pass a program comprehensive exam before taking national registry written exam. Students will have one semester beyond the last day of classes of the final semester of their Basic EMT program to pass the program comprehensive exam. If the student does not pass the program comprehensive exam within that time frame, the student will be required to repeat the entire program. The time frame will begin from the last day of the Southwest Tennessee Community College schedule for last day of classes. Comprehensive exam times and dates are given at the discretion of the program director.
12. Students will have ONE SEMESTER BEYOND THE SCHOOL SEMESTER SCHEDULED COMPLETION TIME to finish the program before repeating the entire sequence.
13. Due to the lack of clinical spaces, students may have to successfully perform procedures on each other including invasive techniques before being deemed competent in those skills.
14. Students will be required to pay licensure fees and testing fees for their licensure exam. Students will have two years beyond their date of completion to become licensed in the State of Tennessee. Date of completion will be successful completion of their Basic EMT Program.

<b>First Semester</b>		<b>Cr.</b>
EMT 1030	Introduction to Emergency Technology	3
EMT 1040	Emergency Medical Technology I	7

<b>Second Semester</b>		<b>Cr.</b>
EMT 1050	Emergency Medical Technology II	7
<b>Total Credit Hours</b>		<b>17</b>

Or

EMT 1060	Basic EMT – Fast Track	17
<b>Total Credit Hours</b>		<b>17</b>

Note: It is recommended that the student registering for EMT 1060 should have completed some college courses, have scored at least 20 on the ACT, and/or have experience in health care.

**Malpractice Insurance**

Students are required to obtain malpractice insurance for participation in the EMT program. Malpractice insurance should be good for one year and purchased at the beginning of EMT 1040.

**Program Costs**

In addition to tuition and lab fees, students may have additional costs ranging from \$400 to \$1000 to include uniforms, duty shoes, physical examinations, laboratory tests, immunizations, graduation, certification and licensure fees.



# FOOD PREPARATION, SAFETY and SERVICE

## Technical Certificate

Linda Pope • (901) 333-5056

Southwest Tennessee Community College offers the following curriculum plan to provide qualified persons with a good start toward food service careers. Students who desire may also pursue the Associate of Applied Science degree.

<b>Required Courses</b>		<b>Cr.</b>
DIET 1110	Techniques of Food Preparation	4
DIET 1820	Equipment Layout and Design	2
DIET 1810	Sanitation Measures	2
DIET 1310	Principles of Nutrition	3
DIET 1210	Nutrition Care Lab I	2
DIET 1130	Quantity Cookery	6
DIET 2985	Special Studies in Food Services 3 hours Practicum and 3 hours of one of the following: Special Studies in Baking or Waiter/Waitress	6
<b>Total Credit Hours</b>		<b>25</b>
<b>Suggested Additional Courses</b>		
HGMT 2910	Catering/Buffer	4
DIET 2995	Advanced Study in Baking	6



# LABORATORY PHLEBOTOMY TECHNICIAN

Technical Certificate of Credit  
Darius Y. Wilson • (901) 333-5407

The Laboratory Phlebotomy Technology program is designed to train individuals to properly collect and handle blood specimens for laboratory testing and to interact with health care personnel, patients, and the general public. Students must apply for admission to second semester courses. This program is approved by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Road, Suite 720, Rosemont, IL, (773) 714-8880.

Laboratory Phlebotomy clinical sites: Lifeblood East, LeBonheur Children's Hospital, St. Francis Hospital, Methodist North, Methodist Germantown, Methodist University Hospital, St. Jude Children's Research Hospital, Health Loop.

## Admission Requirements

To be eligible for consideration for admission, the applicant must:

1. Have been granted either degree or non-degree admission at the College.
2. Have completed MLT 1110 Orientation to Medical Laboratory and MLT 1500 Phlebotomy with a grade of "C" or higher.
3. Have a cumulative grade point average (GPA) of 2.0 or above.
4. Have submitted the following materials to the Admissions Office by the established deadline: July 1, (fall semester); or November 1, (spring semester):
  - a. Application for Special Admission Programs
  - b. Official transcript(s) of all college work attempted and/or completed at college(s) and university(ies) other than Southwest (mailed by the releasing institution)

## Selection Criteria

The Laboratory Phlebotomy Technician Admissions Committee ranks applicants according to the following criteria:

1. College-level GPA x 2
2. Required prerequisite course GPA. Prerequisite courses must be current (completed within a year of clinicals) x2
3. Any student failing MLT 1110 or MLT 1500 twice will not be considered for admission. Any student failing both MLT 1110 and MLT 1500 will not be considered for admission.

## Retention Policy

1. Students must maintain a 2.0 GPA to continue in the program.
2. Students must meet the technical standards for the Medical Laboratory and Laboratory Phlebotomy Technician Programs.
3. Students must submit a medical record/physical examination showing freedom from any communicable disease, drug or alcohol addiction, and evidence of emotional and physical fitness for performing professional duties prior to clinical assignment.

## Readmission

Students dismissed for academic failure may be considered for readmission the following year under the current policy, based on space availability.

## Recommended Course Sequence

<b>First Semester</b>		<b>Cr.</b>
MLT 1110	Orientation to Medical Laboratory Technology	3
MLT 1500	Phlebotomy	3
<b>Total</b>		<b>6</b>

Students must be admitted into the Phlebotomy Program before enrolling in the second semester courses. Applications must be submitted by the deadline date(s).

<b>Second Semester</b>		<b>Cr.</b>
MLT 1550	Phlebotomy Seminar	2
MLT 1570	Phlebotomy Clinical Assignment	12
<b>Total</b>		<b>14</b>

## Criminal Background Check

Criminal background checks at the student's expense may be a requirement at some affiliated clinical rotation sites. Based on the results of these checks, an affiliated clinical site may determine to not allow your presence at their facility. This could result in your inability to successfully complete the program requirements. A criminal background check may preclude licensure, certification, and/or employment. Other licensure and/or certification agencies may require that background checks be submitted using one of their designated vendors, which may differ from the vendor recommended by Southwest Tennessee Community College.

## Malpractice Insurance

Students are required to purchase malpractice insurance when registering for MLT 1570, Phlebotomy Clinical Assignment.

## Program Costs

In addition to tuition and lab fees, students may have additional costs ranging from \$400 to \$800 to include uniforms, duty shoes, physical examinations, laboratory tests, immunizations, graduation, certification and licensure fees.

**PARAMEDIC**  
Technical Certificate  
Glenn Faught • (901) 333-5414  
Accredited by the Commission of  
Accreditation of Allied Health  
Education Programs and the State of  
Tennessee Emergency Medical  
Services Regulatory Board

The following course of study is for Emergency Medical Services personnel who have current licensure as Tennessee Emergency Medical Technicians (EMT) and wish to obtain paramedic licensure as a competent entry-level Paramedic. The course of study is one year. Classes will meet two days per week. Students will schedule their clinical times however, ALL COMPETENCIES WILL BE MET. The student will be educated from the New U.S. D.O.T. National Standard 1999-2000 Paramedic Curriculum. After being accepted into the program, the student will achieve competencies in the cognitive, psychomotor and affective domains from didactic instruction, classroom lab skills, actual clinical application with patient contacts under the supervision of a trained pre-hospital and hospital preceptor. Affective or behavior evaluations will occur in the classroom as well as the clinical setting. The student will move from observer to participation in the clinical phase and completing as a team leader in the field internship phase. The student will be reviewed during the various phases of the program in order to be able to progress to the next level. After successfully passing a program competency exam, a summative review for terminal competency will be performed. The summative review will be performed by faculty, preceptors, program director or medical director for recommendation of the licensure exam. The program is approved by the Emergency Medical Services Division Board (EMS), Tennessee Department of Health and Environment and accredited by the Commission on Accreditation of Allied Health Educational Programs.

**Admissions Requirements**

The Admission Criteria for the Paramedic program are established by the Division of Emergency Medical Services (EMS), Tennessee Department of Health, Commission on Accreditation of Allied Health Education Programs and Southwest Tennessee Community College Emergency Medical Technology Communities of Interest Committee. These criteria are subject to change. In admitting students, the Admissions Committee will apply the latest admission criteria. To be eligible for consideration for admission, the applicant must:

1. Be currently licensed, certified or registered as a Tennessee Emergency Medical Technician-Basic or be eligible. Eligible means the applicant meets all requirements but needs to apply or have applied and awaiting approval for such licensure. Proof of licensure must be made by the official beginning of the first semester of enrollment or the student will not be eligible for the program.
2. Have a minimum 2.5 ranking on the EMS prescribed evaluations, which include a written examination, a psychological evaluation, and a personal interview. Class is chosen from applications with the highest ranking from the above tests.
3. Submit special admissions application by deadline date

The Admissions Office will collect and determine if the applicant has met the criteria for college admission into a technical certificate program. The department will collect and rank the following information for admission to the program:

- Test scores from the written examinations
- MMPI scores from the psychological profiles
- Oral interview scores from the oral interview
- Copy of the current EMT license or proof of eligibility
- Competency in math, writing, reading and Anatomy and Physiology

When all information has been compiled, an EMT program representative and an Admissions Office representative will meet and certify the paramedic applicant pool. Certification will be determined by clearance from the Admissions Office and the EMT program. Clearance will be defined as having met the criteria from both Admissions and EMT program.

**Retention Policy**

Students must comply with the following retention policies established by the Division of EMS, Tennessee Department of Health and Environment, Commission of Accreditation of Allied Health Programs, State of Tennessee Emergency Medical Services Regulatory Board and Southwest Tennessee Community College Emergency Medical Technology Communities of Interest Committee.

1. Complete and return all required forms and documents.
2. Successfully complete all competencies as defined by the EMS program standards.
3. Demonstrate proficiency using skills acquired during training which verify knowledge and technical capabilities in emergency care.
4. Attend all classes, on time, and in compliance with all clinical and departmental rules and regulations.
5. Meet all standards.
6. Maintain a QPA of 2 in all EMT courses.
7. Successfully pass the Paramedic Program competencies before taking the National Registry Exam.
8. Pass each section of the program comprehensive written and practical before taking the National Registry Exam.
9. Successfully move from observer to team leader.

Plan of completion:

1. Meet all pre-admission testing criteria
  - COMPASS/ASSET test
  - Anatomy and Physiology competency exam
  - EMT knowledge assessment exam
  - MMPI-psychological profile
  - Sit for oral interview
  - Final overall score from all tests must meet the minimum of 2.5
2. Must attend a two-day program orientation.
3. Must sign an acceptance form for the paramedic student position and agree to all rules and regulations.
4. Must register for each semester.
5. Must be able to meet any travel requirements.
6. Must have a medical clearance.
7. Must undergo a background check, drug screening or communicable disease testing at anytime before or during the program.
8. Must purchase all equipment and supplies as agreed upon in the orientation.

9. Must undergo education in HIPAA and blood-borne pathogens.
10. Must obtain malpractice insurance with a minimum of 1-3 million dollars coverage.
11. Must obtain a clinical uniform and class room uniforms.
12. Must successfully complete all cognitive competencies with a minimum grade of 80 percent from each instructor.
13. Must successfully pass all psychomotor and clinical competencies.
14. Must meet a minimum score of 2 on all affective competencies.
15. Must attend a human cadaver lab.
16. Must submit research and implement an injury prevention project.
17. Must keep and submit periodically a clinical and personal journal.
18. Must present actual patient case contacts at the end of each semester.
19. Must complete a ten-page paper.
20. Meet all requirements.
21. Must complete items 1-20 before being considered for team leader.
22. Must complete 50 patient contacts as team leader.
23. Must pass program comprehensive exam within one semester beyond the school scheduled semester completion date.
24. Must undergo a successful summative review.
25. Must be deemed as a competent entry level paramedic by the faculty, preceptors, program director or medical director.
26. Must attend a program sponsored graduation.
27. Must complete paperwork for licensure examination.

<b>Required Courses</b>	<b>Cr.</b>
EMT 2010 Paramedic I	17
EMT 2020 Paramedic II	17
EMT 2030 Paramedic III Hospital and Field Clinical Experience	4
EMT 2040 Paramedic IV Team Leader	2
<b>Total Credit Hours</b>	<b>40</b>

#### **Malpractice Insurance**

Students are required to obtain malpractice insurance for participation in the Paramedic program. Malpractice insurance should be good for one year from the beginning of the Paramedic or EMT program.

#### **Program Costs**

In addition to tuition and lab fees, students may have additional costs ranging from \$400 to \$1,000 to include uniforms, duty shoes, physical examinations, laboratory tests, immunizations, graduation, certification and licensure fees.

## PHARMACY TECHNICIAN Technical Certificate Dr. Osborne Burks • (901) 333-5769

A pharmacy technician works under the supervision of a pharmacist to assist in the performance of activities of the pharmacy department not requiring the professional judgment of the pharmacist. Such duties include but need not be limited to: maintaining patient records, setting up packaging, labeling medication dose, filling and dispensing routine orders for stock supplies of patients-care areas, and maintaining inventories of drug supplies and mixing drugs with parenteral fluids. This program is designed to give students both theoretical knowledge and practical experience in a pharmacy setting. Students in the program will rotate in assigned pharmacy settings. During this period, the program calendar will differ from the academic calendar.

#### **Admissions Requirements**

In addition to general College admissions requirements, admission to the Pharmacy Technician Program requires the following:

1. Submit a Special Admissions Application by July 1.
2. Student must be 18 years of age or older and must have high school diploma or GED equivalency. Student must submit a score on the Span III in reading and mathematics on the Test for Adult Basic Education. Students are ranked using a TABE score (high school equivalency). The TABE exam is provided by the Southwest Testing Center. Students must pay a fee.
3. Health: Proof of mumps, measles and rubella immunization or immunity; proof of negative TB skin test and negative drug screen; physical examination and physician's statement of suitability for matriculating in the program and job function. Documentation submitted prior to clinical rotations.
4. A background check may be required at the student's expense. Criminal convictions of a drug-related nature will disqualify an applicant for admission to the Pharmacy Technician Program. Criminal background checks may be a requirement at some affiliated clinical rotation sites. Based on the results of these checks, an affiliated clinical sites may determine to not allow your presence at their facility. This could result in your inability to successfully complete the program requirements. A criminal background check may preclude licensure certification, and/or employment. Other licensure and/or certification agencies may require that background checks be submitted using one of their designated vendors, which may differ from the vendor recommended by Southwest Tennessee Community College.

Enrollment will be limited to 25 students per 12-month-period. Admission is competitive and preference will be given to students who meet the minimum requirements listed above.

#### **Retention Policy**

Students in the Pharmacy Technician Program must pass all units of instruction with a minimum grade of "C." Failure to do so will result in the student being dropped from the program. Since these units of instruction are offered in a lock-step

sequence, the student will not have the opportunity to retake the course until the following year. If the student desires to be considered for readmission into the program, the student must make written application to the Admissions Committee 30 days prior to the beginning of the registration period of the semester in which the student wishes to be admitted.

### Graduation Requirements

Students must complete all units of instruction and maintain a cumulative average of “C” or above over the 12-month period. The clinical rotation must be completed with a “B” average or above in each clinical setting.

#### First Semester

PHRM 1010	Introduction to Pharmacy Operations	Cr.	3
PHRM 1030	Measurements and Calculations		3
PHRM 1050	Personal-Vocational Relationships		2
AHS 1020	Medical Terminology		3
PHRM 1040	Structure and Function of Body Systems		3
PHRM 1080	Computer Science		3
<b>Total</b>			<b>17</b>

#### Second Semester

PHRM 1060	Sterile Products	Cr.	3
PHRM 1070	Pharmacology		3
PHRM 1090	Pharmacy Practice		3
PHRM 1100	Third Party Reimbursement		3
PHRM 1110	Clinical Pharmacy Experience I		3
<b>Total</b>			<b>15</b>

#### Summer Semester

PHRM 1120	Clinical Pharmacy Experience II	Cr.	3
<b>Total</b>			<b>3</b>
<b>Total Credit Hours</b>			<b>35</b>

## SUBSTANCE ABUSE COUNSELING

### Technical Certificate

Dr. Vava Cook • (901) 333-5347

Students completing this program, including the recommended elective, will earn 100 percent of the education hours required by the State of Tennessee for state licensure as a substance abuse counselor. This training program does not include the state’s required work experience component for licensure. Becoming a state licensed substance abuse counselor greatly enhances career opportunities in this field. This training program has been approved for counselor licensure credit by the Tennessee Alcohol and Drug Credentialing Board. Completion of this program is not a guarantee of employment in this field.

#### Required Courses

		Cr.	
HSER 1450	Orientation to Primary Functions of Substance Abuse Counselor		3
HSER 1700	Adult Development		3
HSER 1500	Counseling Theories		3
HSER1 1820	The Skilled Helper		3
HSER 1510	Principles of Substance Abuse Education		3
HSER 1520	Methods of Substance Abuse Treatment		3
HSER 1850	Group Facilitation Skills		3
HSER 1550	Ethics for the Substance Abuse Counselor		2
<b>Total Credit Hours</b>			<b>23</b>

## ACCOUNTANCY

Associate of Applied Science Degree  
Carl Swoboda (901) 333-6055

The Accountancy curriculum is a two-year college-level program leading to an Associate of Applied Science Degree. It prepares students to enter directly into the accounting profession.

<b>First Semester</b>		<b>Cr.</b>
ACCT 1210	Principles of Accounting I	3
FINR 2300	Business Law	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
ENGL 1010	English Composition I (Gen. Ed.)	3
ITEC 1001	Introduction to Personal Computing	3
<b>Total</b>		<b>15</b>

<b>Second Semester</b>		<b>Cr.</b>
SPCH 2010	Oral Communication (Gen. Ed.)	3
ACCT 1220	Principles of Accounting II	3
ACCT 1310	Income Tax I	4
ACCT 2055	Accounting Applications for Microcomputers	4
<b>Total</b>		<b>14</b>

<b>Third Semester</b>		<b>Cr.</b>
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
ACCT 2210	Intermediate Accounting I	4
ACCT 1320	Income Tax II	3
ACCT 2095	Advanced Accounting Applications for Microcomputers	4
<b>Total</b>		<b>17</b>

<b>Fourth Semester</b>		<b>Cr.</b>
ACCT 1410	Payroll Accounting	3
ACCT 2024	Cost Accounting	4
ACCT 2220	Intermediate Accounting II	3
ACCT 2064	Auditing	4
<b>Total</b>		<b>14</b>
<b>Total Program Hours</b>		<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

## ACCOUNTANCY

Associate of Applied Science Degree  
**COMPUTER CONCENTRATION**  
Carl Swoboda • (901) 333-6055

The computer concentration in the Accountancy curriculum is a two-year career program leading to an Associate of Applied Science Degree. The program is designed to prepare students for employment in the accounting department of any computerized business and/or to have the accounting educational background to advance to the position of controller or assistant controller of a small to medium-size business.

<b>First Semester</b>		<b>Cr.</b>
ACCT 1210	Principles of Accounting I	3
FINR 2300	Business Law	3
OFAD 1150	Microcomputer Office Applications	3
ENGL 1010	English Composition I (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>15</b>

<b>Second Semester</b>		<b>Cr.</b>
ACCT 1220	Principles of Accounting II	3
ACCT 1310	Income Tax I	4
SPCH 2010	Oral Communication (Gen. Ed.) <sup>1</sup>	3
ACCT 1290	Spreadsheets for Accountants	3
ACCT 2055	Acct. Applications for Microcomputers	4
<b>Total</b>		<b>17</b>

<b>Third Semester</b>		<b>Cr.</b>
ACCT 2210	Intermediate Accounting I	4
ACCT 2290	Advanced Spreadsheets for Accountants	4
ACCT 2095	Advanced Accounting Applications for Microcomputers	4
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>15</b>

<b>Fourth Semester</b>		<b>Cr.</b>
ACCT 1280	Database Management for Accountants	3
ACCT 1410	Payroll Accounting	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
ACCT 2024	Cost Accounting	4
<b>Total</b>		<b>13</b>
<b>Total Program Hours</b>		<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

**BUSINESS AND COMMERCE**  
Associate of Applied Science Degree  
Banking and Finance Concentration  
Cynthia Abadie • (901) 333-6021

The financial services industry is a dynamic field in which dramatic economic and legal changes are challenging the traditions of all financial institutions. The Banking and Finance program at Southwest trains students to function in this changing environment.

<b>First Semester</b>	<b>Cr.</b>
MGMT 1000 Introduction to Business	3
ACCT 1210 Principles of Accounting I	3
or	
ACCT 1003 Accounting for Managers	3
ENGL 1010 English Composition I (Gen. Ed.)	3
MATH 1530 Statistics (Gen. Ed.)	3
ISDS 2600 Internet for Business	3
<b>Total</b>	<b>15</b>

<b>Second Semester</b>	<b>Cr.</b>
ECON 2010 Principles of Macroeconomics (Gen. Ed.)	3
MGMT 2030 Principles of Management	3
MKTG 2000 Marketing	3
MGMT 2500 Human Resources Management	3
ECON 1000 Principles of Banking	3
<b>Total</b>	<b>15</b>

<b>Third Semester</b>	<b>Cr.</b>
ECON 2020 Principles of Microeconomics (Gen. Ed.)	3
FINR 2300 Business Law	3
MGMT 2506 Organizational Behavior	3
ECON 1100 Money and Banking	3
MGMT 2100 Credit Management	3
<b>Total</b>	<b>15</b>

<b>Fourth Semester</b>	<b>Cr.</b>
FINR 2200 Financial Management	3
MGMT 2800 International Business	3
ECON 2500 Bank Management	3
FINR 2400 Investments	3
**** Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>	<b>15</b>
<b>Total Program Credits</b>	<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

Note: Cooperative Education courses are available for this major.

**BUSINESS AND COMMERCE**  
Associate of Applied Science Degree  
Electronic Business Management  
Concentration  
Nathan Washington • (901) 333-4998

The primary educational objective of the Electronic Business Management Concentration is to provide an understanding of how Internet-caused, marketplace changes unfold to provide the needed skills to make graduates valuable employees.

<b>First Semester</b>	<b>Cr.</b>
MGMT 1000 Introduction to Business	3
ACCT 1210 Principles of Accounting I	3
or	
ACCT 1003 Accounting for Managers	3
ENGL 1010 English Composition I (Gen. Ed.)	3
MATH 1530 Statistics (Gen. Ed.)	3
ISDS 2600 Internet for Business	3
<b>Total</b>	<b>15</b>

<b>Second Semester</b>	<b>Cr.</b>
ECON 2010 Principles of Macroeconomics (Gen. Ed.)	3
MGMT 2030 Principles of Management	3
MKTG 2000 Marketing	3
MGMT 2500 Human Resources Management	3
ISDS 2605 Electronic Commerce	3
<b>Total</b>	<b>15</b>

<b>Third Semester</b>	<b>Cr.</b>
ECON 2020 Principles of Microeconomics (Gen. Ed.)	3
FINR 2300 Business Law	3
MGMT 2506 Organizational Behavior	3
ITEC 2341 Introduction to Network Security	3
MKTG 2400 Global Internet Marketing and Advertising	3
<b>Total</b>	<b>15</b>

<b>Fourth Semester</b>	<b>Cr.</b>
FINR 2200 Financial Management	3
MGMT 2800 International Business	3
ECON 2900 Electronic Payment Systems	3
LEGL 2550 Internet Law	3
**** Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>	<b>15</b>
<b>Total Program Credits</b>	<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

Note: Cooperative Education courses are available for this major.

**BUSINESS AND COMMERCE**  
 Associate of Applied Science Degree  
 Human Resource Management  
 Concentration  
 Brenda A. B. Smith • (901) 333-4703

The Human Resource Management concentration prepares students for professional, entry-level positions in a personnel environment. The curriculum emphasizes recruitment, selection, placement, evaluation, training, and benefit analysis.

<b>First Semester</b>	<b>Cr.</b>
MGMT 1000 Introduction to Business	3
ACCT 1210 Principles of Accounting I or	3
ACCT 1003 Accounting for Managers	3
ENGL 1010 English Composition I (Gen. Ed.)	3
MATH 1530 Statistics (Gen. Ed.)	3
ISDS 2600 Internet for Business	3
<b>Total</b>	<b>15</b>
<b>Second Semester</b>	<b>Cr.</b>
ECON 2010 Principles of Macroeconomics (Gen. Ed.)	3
MGMT 2030 Principles of Management	3
MKTG 2000 Marketing	3
MGMT 2500 Human Resources Management	3
FINR 2007 Principles of Life and Health Insurance	3
<b>Total</b>	<b>15</b>
<b>Third Semester</b>	<b>Cr.</b>
ECON 2020 Principles of Microeconomics (Gen. Ed.)	3
FINR 2300 Business Law	3
MGMT 2240 Business Ethics	3
MGMT 2506 Organizational Behavior	3
MGMT 2507 Labor Management Relations	3
<b>Total</b>	<b>15</b>
<b>Fourth Semester</b>	<b>Cr.</b>
FINR 2200 Financial Management	3
MGMT 2800 International Business	3
MGMT 2508 Compensation Management	3
LEGL 2010 Employment Law (offered in spring only)	3
**** Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>	<b>15</b>
<b>Total Program Credits</b>	<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

Note: Cooperative Education courses are available for this major.

**BUSINESS AND COMMERCE**  
 Associate of Applied Science Degree  
 Management Concentration  
 Steve Hester • (901) 333- 4533

The primary objective of this program is to present managerial principles, practices, and concepts to prepare students for employment in a business or organizational environment. The program specifies core course requirements from business, general studies, and other disciplines that are considered essential for enhanced job performance.

<b>First Semester</b>	<b>Cr.</b>
MGMT 1000 Introduction to Business	3
ACCT 1210 Principles of Accounting I or	3
ACCT 1003 Accounting for Managers	3
ENGL 1010 English Composition I (Gen. Ed.)	3
MATH 1530 Statistics (Gen. Ed.)	3
ISDS 2600 Internet for Business	3
<b>Total</b>	<b>15</b>
<b>Second Semester</b>	<b>Cr.</b>
ECON 2010 Principles of Macroeconomics (Gen. Ed.)	3
MGMT 2030 Principles of Management	3
MKTG 2000 Marketing	3
MGMT 2500 Human Resources Management	3
**** Business Elective <sup>1</sup>	3
<b>Total</b>	<b>15</b>
<b>Third Semester</b>	<b>Cr.</b>
ECON 2020 Principles of Microeconomics (Gen. Ed.)	3
FINR 2300 Business Law	3
MGMT 2506 Organizational Behavior	3
**** Business Elective <sup>1</sup>	3
**** Business Elective <sup>1</sup>	3
<b>Total</b>	<b>15</b>
<b>Fourth Semester</b>	<b>Cr.</b>
FINR 2200 Financial Management	3
MGMT 2800 International Business	3
**** Business Elective <sup>1</sup>	3
**** Business Elective <sup>1</sup>	3
**** Humanities/Fine Arts (Gen. Ed.) <sup>2</sup>	3
<b>Total</b>	<b>15</b>
<b>Total Program Credits</b>	<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Students may select any five courses from ECON, ISDS, FINR, MGMT or MKTG areas to complete the degree program, with approval of their advisor. MGMT 2900 and 2905 may not be used to satisfy this requirement. POLI 2030 International Relations may be used as a Business Elective for international students wanting international exposure.

<sup>2</sup> Review General Education pages and/or consult advisor for correct selection.

Note: Cooperative Education courses are available for this major.



**BUSINESS AND COMMERCE**  
 Associate of Applied Science Degree  
 Quality and Productivity  
 Concentration  
 Larry Butts • (901) 333-4497

Developed in response to a growing emphasis on the need to learn and use quality management and leadership methods, the Q&P program provides students with the practical knowledge, skills, and abilities to be successful in the 21st century workplace. The six concentration courses are built around the ASQ Body of Knowledge for certification as a quality manager.

<b>First Semester</b>	<b>Cr.</b>
MGMT 1000 Introduction to Business	3
ACCT 1210 Principles of Accounting I	3
or	
ACCT 1003 Accounting for Managers	3
ENGL 1010 English Composition I (Gen. Ed.)	3
MATH 1530 Statistics (Gen. Ed.)	3
ISDS 2600 Internet for Business	3
<b>Total</b>	<b>15</b>

<b>Second Semester</b>	<b>Cr.</b>
ECON 2010 Principles of Macroeconomics (Gen. Ed.)	3
MGMT 2030 Principles of Management	3
MKTG 2000 Marketing	3
MGMT 2500 Human Resources Management	3
MGMT 1200 Introduction to Quality	3
<b>Total</b>	<b>15</b>

<b>Third Semester</b>	<b>Cr.</b>
ECON 2020 Principles of Microeconomics (Gen. Ed.)	3
FINR 2300 Business Law	3
MGMT 2506 Organizational Behavior	3
MGMT 2300 Managing for Quality	3
ISDS 2807 Statistical Quality Improvement	3
<b>Total</b>	<b>15</b>

<b>Fourth Semester</b>	<b>Cr.</b>
FINR 2200 Financial Management	3
MGMT 2800 International Business	3
MGMT 2040 Strategic Planning	3
ISDS 2840 Quality Information Systems	3
**** Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>	<b>15</b>
<b>Total Program Credits</b>	<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

Note: Cooperative Education courses are available for this major.

**BUSINESS AND COMMERCE**  
 Associate of Applied Science Degree  
 Logistics/Transportation Management  
 Concentration  
 John Brassel • (901) 333- 6462

The logistics/transportation management concentration is very popular with employees in the Memphis Area. This curriculum includes the total approach to logistics management including domestic and international transportation, warehousing, purchasing and materials control.

<b>First Semester</b>	<b>Cr.</b>
MGMT 1000 Introduction to Business	3
ACCT 1210 Principles of Accounting I	3
or	
ACCT 1003 Accounting for Managers	3
ENGL 1010 English Composition I (Gen. Ed.)	3
MATH 1530 Statistics (Gen. Ed.)	3
ISDS 2600 Internet for Business	3
<b>Total</b>	<b>15</b>

<b>Second Semester</b>	<b>Cr.</b>
ECON 2010 Principles of Macroeconomics (Gen. Ed.)	3
MGMT 2030 Principles of Management	3
MKTG 2000 Marketing	3
MGMT 2500 Human Resources Management	3
MKTG 2100 Principles of Transportation	3
<b>Total</b>	<b>15</b>

<b>Third Semester</b>	<b>Cr.</b>
ECON 2020 Principles of Microeconomics (Gen. Ed.)	3
FINR 2300 Business Law	3
MGMT 2506 Organizational Behavior	3
MKTG 2105 Physical Distribution and Logistics	3
ISDS 2806 Supply Chain Management	3
<b>Total</b>	<b>15</b>

<b>Fourth Semester</b>	<b>Cr.</b>
FINR 2200 Financial Management	3
MGMT 2800 International Business	3
MGMT 2400 Warehouse Management	3
MKTG 2500 Introduction to Importing and Custom House Brokerage	3
**** Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>	<b>15</b>
<b>Total Program Credits</b>	<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

Note: Cooperative Education courses are available for this major.

**GENERAL TECHNOLOGY**  
 Associate of Applied Science Degree  
 Emphasis in Technology  
 Thurston Shrader • (901) 333-4423

The General Technology program is designed to allow students the opportunity to create a course of study that meets individual needs and goals. Working with the program coordinator, the General Technology major drafts a degree contract listing all courses the student will complete to earn the degree. The program's flexibility is most advantageous to the individual whose employment or career goals are clearly defined. Contracts are initiated by the program coordinator and approved by the department chair.

<b>I. General Education (15 Semester Hours)</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed. Elective)	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
MATH 1530	Statistics (Gen. Ed.)	3

**II. Technology Preparation (30 Semester Hours)**  
 (Choose one of the options listed below.)

Specialty Concentration (21 Semester Hours) and  
 Supporting Technical courses (9 Semester hours)  
 or  
 Specialty Concentration (30 Semester Hours)

Students enrolling in the Associate of Applied Science degree program in General Technology at Southwest must take a minimum of 21 hours in one technology specialty area with an additional 9 hours in technical areas outside the major. In some cases, students may choose to take all their technology courses in one technology specialty area.

**III. Electives (15 Semester Hours)**

A minimum of 15 hours of electives must be selected from either general education technical courses. The final 21 hours of courses must be completed at Southwest; however, exceptions may be granted by the Provost/Executive Vice President for Academic Affairs.

**Total Hours Required: 60**

Note: Southwest Tennessee Community College and Tennessee Technology Centers (TTCs) have a formal articulation agreement with respect to the Aircraft Mechanic Program. Students in this program will be eligible to receive 28 hours of college credit once the following criteria are met:

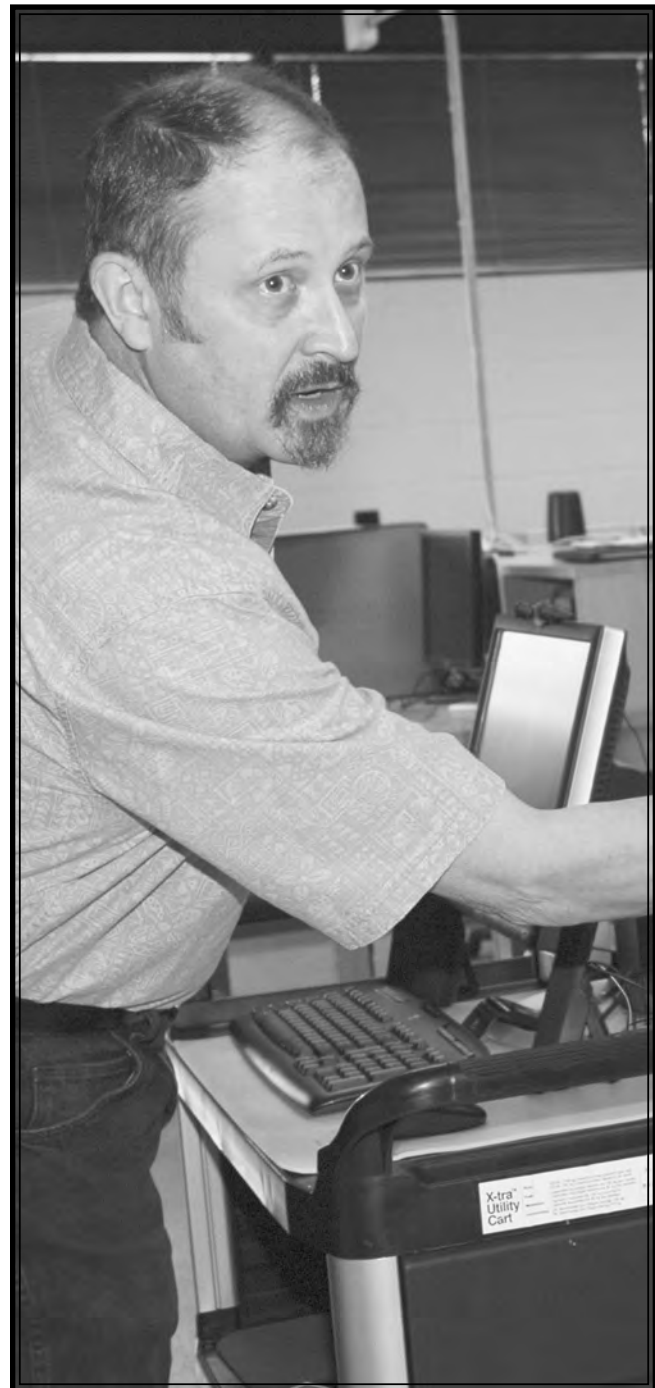
- A. Successfully complete the TTC diploma programs
- B. Demonstrate competency in Aviation Maintenance by obtaining Air Frame and Power Plant (A & P) license
- C. Admitted to Southwest Tennessee Community College
- D. Meet COMPASS requirements, and
- E. Successfully complete 15 semester hours of college-level credit (excluding remedial/developmental hours which are not college credit) in the Associate of Applied Science in General Technology program.

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

Note: All courses must comply with Southwest's requirements for credit or certificate programs. These courses must also be coordinated and approved by the department chair from technology specialty area.

Note: Cooperative Education courses are available for this major.



**GENERAL TECHNOLOGY**  
Associate of Applied Science Degree  
Emphasis in Business  
Thurston Shrader • (901) 333-4423

The General Technology program is designed to allow students the opportunity to create a course of study that meets individual needs and goals. Working with the program coordinator, the General Technology major drafts a degree contract listing all courses the student will complete to earn the degree. The program's flexibility is most advantageous to the individual whose employment or career goals are clearly defined. Contracts are initiated by the program coordinator and approved by the Department Chair.

Course Requirements (for Business Studies majors)

**I. General Education (22 Semester Hours) Cr.**

ENGL 1010	English Composition I (Gen. Ed.)	3
ENGL 1020	English Composition II (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
ECON 2010	Principles of Macroeconomics (Gen. Ed.)	3
ECON 2020	Principles of Microeconomics (Gen. Ed.)	3
MATH 1830	Elementary Calculus (Gen. Ed.)	4
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3

**II. Technology Preparation (30 Semester Hours)**

Specialty Concentration (21 semester hours)  
and  
Supporting Technical Courses (9 semester hours)  
or  
Specialty Concentration (30 semester hours)

Students enrolling in the Associate of Applied Science degree program in General Technology at Southwest must take a minimum of 21 hours in one technology specialty area with an additional 9 hours in technical areas outside the major. In some cases, students may choose to take all their courses in one technology specialty area.

**II. Electives (8 Semester Hours)**

A minimum of 8 hours of electives must be selected from either general education or technical courses. The final 24 hours of courses must be completed at Southwest; however, exceptions may be granted by the Chief Academic Officer.

**Total Hours Required: 60**

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

**HOSPITALITY MANAGEMENT**  
Associate of Applied Science Degree  
Culinary Arts Concentration  
Steven Leake • (901) 333-4096

The rapidly growing hospitality industry offers various management careers in food and beverage, hotel and culinary arts. A balance of classroom, laboratory, and work experience opportunities combine in this program to provide management preparation for this challenging industry. The culinary arts concentration is primarily designed to prepare students for entry-level positions as chefs.

<b>First Semester</b>		<b>Cr.</b>
ACCT 1210	Principles of Accounting I	3
DIET 1310	Principles of Nutrition	3
ENGL 1010	English Composition I (Gen. Ed.)	3
HMGT 1025	Food and Beverage Preparation I	4
DIET 1810	Sanitation Measures	2
<b>Total</b>		<b>15</b>

<b>Second Semester</b>		<b>Cr.</b>
HMGT 2225	Food and Beverage Preparation II	4
HMGT 1220	Purchasing and Control	3
****	Mathematics or Natural Sciences (Gen. Ed.) <sup>1</sup>	3
OFAD 1150	Microsoft Office Applications	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
<b>Total</b>		<b>16</b>

<b>Third Semester</b>		<b>Cr.</b>
MGMT 2030	Principles of Management	3
HMGT 1931	Cooperative Education Work Experience I	3
HMGT 2190	Catering and Buffet	4
HMGT 2510	Introduction to Ice Carving	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>16</b>

<b>Fourth Semester</b>		<b>Cr.</b>
HMGT 2230	Legal Aspects of Hospitality	3
HMGT 2240	Managerial Accounting for the Hospitality Industry	3
HMGT 2261	Advanced Food Preparation	4
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>13</b>
<b>Total Program Credits</b>		<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

This program participates in cooperative education which is available to eligible students as explained on the Cooperative Education pages. If a student is interested in completing a Hospitality Management internship along with the degree, co-op experience must be taken for four semesters. See Steven Leake for details. Optional for Internship: HMGT 1931, HMGT 1932, HMGT 1933 and HMGT 1934.

**HOSPITALITY MANAGEMENT**  
Associate of Applied Science Degree  
Hotel/Motel Management  
Concentration  
Steven Leake • (901) 333-4096

The rapidly growing hospitality industry offers various management careers in food and beverage, hotel and culinary arts. A balance of classroom, laboratory, and work experience opportunities combine in this program to provide management preparation for this challenging industry. The hotel/motel management concentration is primarily designed to prepare students for careers in hotel management.

<b>First Semester</b>		<b>Cr.</b>
ACCT 1210	Principles of Accounting I	3
HMGT 1030	Introduction to Hospitality	3
ENGL 1010	English Composition I (Gen. Ed.)	3
****	Mathematics or Natural Sciences (Gen. Ed.) <sup>1</sup>	3
HMGT 1140	Professional Housekeeping	3
<b>Total</b>		<b>15</b>

<b>Second Semester</b>		<b>Cr.</b>
HMGT 1170	Hospitality Sales and Marketing	3
HMGT 1220	Purchasing and Control	3
HMGT 1200	Lodging Management	3
HMGT 1205	Property Management Systems	2
OFAD 1150	Microsoft Office Applications	3
<b>Total</b>		<b>14</b>

<b>Third Semester</b>		<b>Cr.</b>
MGMT 2030	Principles of Management	3
HMGT 1931	Cooperative Education Work Experience I	3
HMGT 2221	Layout, Operations and Maintenance of Hotel and Restaurants	3
HMGT 1025	Food and Beverage Preparation I	4
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>16</b>

<b>Fourth Semester</b>		<b>Cr.</b>
HMGT 2230	Legal Aspects of Hospitality	3
HMGT 2240	Managerial Accounting for the Hospitality Industry	3
HMGT 2280	Convention and Meeting Planning	3
SPCH 2010	Oral Communication	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>15</b>
<b>Total Program Credits</b>		<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

This program participates in cooperative education which is available to eligible students as explained on the Cooperative Education pages. If a student is interested in completing a Hospitality Management internship along with the degree, co-op experience must be taken for four semesters. See Steven Leake for details. Optional for Internship: HMGT 1931, HMGT 1932, HMGT 1933 and HMGT 1934.

**HOSPITALITY MANAGEMENT**  
Associate of Applied Science Degree  
Food and Beverage Management  
Concentration  
Steven Leake • (901) 333-4096

The rapidly growing hospitality industry offers various management careers in food and beverage, hotel and culinary arts. A balance of classroom, laboratory, and work experience opportunities combine in this program to provide management preparation for this challenging industry. The food and beverage concentration is primarily designed to prepare students for careers as restaurant managers.

<b>First Semester</b>		<b>Cr.</b>
ACCT 1210	Principles of Accounting I	3
HMGT 1030	Introduction to Hospitality	3
ENGL 1010	English Composition I (Gen. Ed.)	3
****	Mathematics or Natural Sciences (Gen. Ed.) <sup>1</sup>	3
DIET 1810	Sanitation Measures	2
HMGT 1401	Dining Room Service and Procedures	2
<b>Total</b>		<b>16</b>

<b>Second Semester</b>		<b>Cr.</b>
HMGT 1170	Hospitality Sales and Marketing	3
HMGT 1220	Purchasing and Control	3
HMGT 1025	Food and Beverage Preparation I	4
ITEC 1001	Introduction to Microcomputers	4
SPCH 2010	Oral Communication (Gen. Ed.)	3
<b>Total</b>		<b>17</b>

<b>Third Semester</b>		<b>Cr.</b>
MGMT 2030	Principles of Management	3
HMGT 1931	Cooperative Education Work Experience I	3
HMGT 1240	Food and Beverage Cost Control	3
HMGT 2225	Food and Beverage Preparation II	4
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>16</b>

<b>Fourth Semester</b>		<b>Cr.</b>
HMGT 2230	Legal Aspects of Hospitality	3
HMGT 2240	Managerial Accounting for the Hospitality Industry	3
HMGT 2120	Beverage Management	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>12</b>
<b>Total Program Credits</b>		<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

This program participates in cooperative education which is available to eligible students as explained on the Cooperative Education pages. If a student is interested in completing a Hospitality Management internship along with the degree, co-op experience must be taken for four semesters. See Steven Leake for details. Optional for Internship: HMGT 1931, HMGT 1932, HMGT 1933 and HMGT 1934.

## MID-MANAGEMENT

### Associate of Applied Science Degree

Thurston Shrader • (901) 333-4423

The Mid-Management program is designed for students who have at least five years of supervisory work experience. The curriculum builds on this work experience by awarding academic credit for both this experience and nontraditional schooling. The remaining degree hours are drawn from general studies and business courses.

#### I. Management Evaluation (18 Hours)

Management Evaluation will be awarded via an appraisal of documented work experience and non-traditional school as described in sections A and B below.

##### A. MGMT 2900 Non-Traditional Schooling (6 Hours)<sup>1</sup>

The courses may be completed through any combination of the following means as long as a minimum of 6 hours is achieved: any CLEP examination, USAFI course or test, military service schools, cooperative education, industrial courses, college transfer credit related to management or supervision, additional MGMT, ECON, ISDS, MKTG, or FINR courses offered at Southwest, or some of the special courses offered by the Corporate Training & Continuing Education Department.

##### B. MGMT 2905 Work Experience (12 Hours)<sup>1</sup>

To receive work experience credit a student must have served in a supervisory or managerial position for no less than five years. The first three years of experience are considered to be an Apprenticeship. The final two years are considered for award of academic credit. Six credit hours may be awarded for each year (of the final two) of documented supervisory work experience. Students must satisfy the 12-hour requirement prior to graduation.

<b>II. Professional Management Courses (27 Hours)</b>		<b>Cr.</b>
ACCT 1210	Principles of Accounting I	3
MGMT 2030	Principles of Management	3
****	Business Administration Courses <sup>2</sup>	18
	or	
OFAD 1050	Business Communications	3
ENGL 1020	English Composition II	3
ENGL 2065	Business Writing	3
<b>Total</b>		<b>27</b>

<b>III. General Education Requirements (15 Hours)</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
MATH 1530	Statistics (Gen. Ed.)	3
ECON 2010	Principles of Macroeconomics (Gen. Ed.)	3
ECON 2020	Principles of Microeconomics (Gen. Ed.)	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>3</sup>	3
<b>Total</b>		<b>15</b>
<b>Total Program Credits</b>		<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Credit awarded for work experience and nontraditional education must be approved by the department chairperson, Business Administration Department, and the division Dean.

<sup>2</sup> Select a combination of six courses from ECON, FINR, ISDS, MGMT, MKTG, and ACCT.

<sup>3</sup> Review General Education pages and/or consult advisor for correct selection.

Note: Cooperative Education courses are available for this major.

## PARALEGAL STUDIES

### Associate of Applied Science Degree

Approved by the American Bar Association

Gwynne Hutton • (901) 333-4136

A paralegal, or legal assistant, is a professional who works under the supervision of an attorney and drafts legal documents, researches the law, organizes information, interviews clients and witnesses, and conducts factual investigations. The Paralegal Studies program is designed to provide the graduate with the necessary skills to pursue a challenging career as a paralegal. Students have the option of choosing one of four concentrations: real estate, corporate and banking, litigation, and general practice. Students must complete each paralegal (LEGL) course with a "C" or better. Note: Paralegals may not provide legal services directly to the public except as permitted by law.

<b>First Semester</b>		<b>Cr.</b>
OFAD 1150	Microcomputer Office Applications	3
ENGL 1010	English Composition I (Gen. Ed.)	3
LEGL 1040	Introduction to Law	3
LEGL 1055	Legal Ethics and Professionalism	3
MATH 1530	Statistics (Gen. Ed.)	3
<b>Total</b>		<b>15</b>

<b>Second Semester</b>		<b>Cr.</b>
LEGL 1045	Legal Research	3
LEGL 1050	Family Law	3
LEGL 1080	Law Office Management	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
ENGL 1020	English Composition II (Gen. Ed.)	3
<b>Total</b>		<b>15</b>

<b>Third Semester</b>		<b>Cr.</b>
LEGL 2030	Courts and Procedures I	3
LEGL 2040	Legal Writing	3
LEGL	Concentration Course or Elective <sup>2</sup>	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>15</b>

<b>Fourth Semester</b>		<b>Cr.</b>
LEGL 2035	Courts and Procedures II	3
LEGL 2045	Legal Internship <sup>3</sup>	3
LEGL	Concentration Course or Elective <sup>2</sup>	3
LEGL	Concentration Course or Elective <sup>2</sup>	3
LEGL 2100	Computer Research and Legal Software	3
<b>Total</b>		<b>15</b>
<b>Total Program Credits</b>		<b>60</b>

Note: This program articulates to the University College at the University of Memphis toward a Bachelor of Professional Studies degree in Paralegal Services.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Review concentrations for choices.

<sup>3</sup> An average GPA of 3.0 in all LEGL-designated courses is required for continued enrollment.

### **Limitation on Legal Specialty Courses Transferable to the Paralegal Studies Program**

The maximum number of credit hours of legal specialty courses a student may transfer to the Associate of Applied Science degree in Paralegal Studies is fifteen (15) credit hours. The legal specialty credit hours to be transferred must have been earned from a fully accredited institution of higher learning and must be approved by the program coordinator or a qualified full-time faculty member of the Paralegal Studies program to ensure that the credit can be classified as legal specialty and is comparable to courses offered within the program. The Paralegal Studies program does not award legal specialty credit by examination.

### **Paralegal Studies – Concentrations**

#### **Real Estate Concentration**

Students who choose the real estate concentration of the Paralegal Studies program will be required to take three (3) courses to complete their concentration requirements:

LEGL 1060 Real Estate Law  
LEGL \*\*\*\* One other LEGL elective  
Any one of the following:  
LEGL 2025 Contract Law  
LEGL 2050 Probate Law

#### **Corporate and Banking Concentration**

Students who choose the corporate and banking concentration of the Paralegal Studies program will be required to take three (3) courses to complete their concentration requirements:

LEGL 2020 Corporate Law  
LEGL \*\*\*\* One other LEGL elective  
Any one of the following:  
LEGL 2010 Employment Law  
LEGL 2070 Bankruptcy and Creditor Rights

#### **Litigation Concentration**

Students who choose the litigation concentration of the Paralegal Studies program will be required to take three (3) courses to complete their concentration requirements:

LEGL 1070 Torts  
LEGL \*\*\*\* One other LEGL elective  
Any one of the following:  
LEGL 2060 Evidence  
LEGL 2080 Criminal Law and Procedure

#### **General Practice Concentration**

Students who choose the general practice concentration

of the Paralegal Studies program will take three (3) of the following courses to complete their concentration requirements:

LEGL 1060 Real Estate Law  
LEGL 1070 Torts  
LEGL 1100 Constitutional Law  
LEGL 1200 Administrative Law  
LEGL 1400 Juvenile Law  
LEGL 1450 Alternative Dispute Resolution  
LEGL 2010 Employment Law  
LEGL 2020 Corporate Law  
LEGL 2025 Contract Law  
LEGL 2050 Probate Law  
LEGL 2055 Health Care Law  
LEGL 2060 Evidence  
LEGL 2065 Intellectual Property Law  
LEGL 2070 Bankruptcy and Creditor Rights  
LEGL 2075 Environmental Law  
LEGL 2080 Criminal Law and Procedure  
LEGL 2085 Immigration Law  
LEGL 2090 Interviewing and Investigation  
LEGL 2550 Internet Law

Note: Paralegals may not provide legal services directly to the public except as permitted by law.



**ACCOUNTANCY**  
 Technical Certificate  
 Carl Swoboda • (901) 333-6055

The Accounting Technical Certificate is designed to prepare students to become qualified for entry-level positions in the accounting job market. The program provides enhancement of accounting and computer skills for those already employed in accounting who are seeking promotion.

<b>Required Courses</b>	<b>Cr.</b>
ACCT 1210 Principles of Accounting I	3
ACCT 1290 Spreadsheets for Accountants	3
ACCT 1220 Principles of Accounting II	3
ACCT 2290 Advanced Spreadsheets for Accountants	4
ACCT 2210 Intermediate Accounting I	4
ACCT 2055 Accounting Applications for Microcomputers	4

One of the following

ACCT 1280 Database Management for Accountants	3
or	
ACCT 1410 Payroll Accounting	3
or	
ACCT 1310 Income Tax I	4
<b>Total Credit Hours</b>	<b>24-25</b>

**CUSTOMS BROKERAGE**  
 Technical Certificate  
 Thurston Shrader • (901) 333-4423

The tremendous growth and expansion of international trade has generated the need for a greater understanding of the import/export process. This is especially evident in Memphis, a major international distribution center. The primary educational objective of this program is to provide practical experience working with documents and processes used by customhouse brokers. Through a detailed understanding of the Harmonized Tariff Schedules of the United States and Customs Regulations, students will be able to apply knowledge to actual business applications. Also, upon the completion of this program the students will have gained practice to master the questions that appear on the United States Treasury Department's Customhouse Brokerage Examination.

<b>Required Courses</b>	<b>Cr.</b>
MKTG 2500 Introduction to Importing and Customhouse Brokerage	3
MKTG 2505 Customs Classifications	3
MKTG 2506 Customs Valuation	3
MKTG 2507 Customs Modernization Act & Miscellaneous Issues in Importing	3
MKTG 2508 U.S. Customs Regulations	3
<b>Total Credit Hours</b>	<b>15</b>

During the final courses it is expected that the student will also be preparing for the U.S. Department of Treasury Customhouse Brokerage License.

**HOMELAND SECURITY ASSESSMENT**  
 Technical Certificate  
 Thurston Shrader • (901) 333-4423

The Technical Certificate of Credit for Homeland Security Assessment is designed for training organizational personnel to perform a top-to-bottom assessment against "all hazards" for the protection/recovery of all assets, information, and human resources. This program can also be beneficial for entry-level positions and those re-entering the workforce.

<b>Required Courses</b>	<b>Cr.</b>
MGMT 2050 Introduction to Homeland Security	3
LEGL 2600 Legal Aspects of Homeland Security	3
ITEC 1300 Survey of Information Security	3
MGMT 2506 Organizational Behavior	3
MGMT 2750 Homeland Security Risk Assessment	3
<b>Total Credit Hours</b>	<b>15</b>

**LOGISTICS/TRANSPORTATION  
 MANAGEMENT**  
 Technical Certificate  
 John Brassel • (901) 333- 6462

The certificate for Logistics/Transportation Management is designed for students with varied backgrounds. The certificate provides education and training in the practical knowledge and skills needed in today's ever-changing workforce. This curriculum includes a total approach to logistics management, including domestic and international transportation, warehousing, purchasing, and materials.

<b>Required Courses</b>	<b>Cr.</b>
ISDS 2806 Supply Chain Management	3
MGMT 2410 Warehouse Management	3
MKTG 2100 Principles of Transportation	3
MKTG 2500 Introduction to Importing & Customs House Brokerage	3
MKTG 2105 Physical Distribution and Logistics	3
MKTG 2040 Purchasing and Materials Management	3
<b>Total Credit Hours</b>	<b>18</b>

QUALITY ASSURANCE SUPERVISION  
Technical Certificate  
Ashley Geisewite • (901) 333- 4319

The Quality Assurance-Supervision Technical Certificate Program is designed for students with varied backgrounds. The certificate provides education and training in the practical knowledge and skills needed in today's ever-changing workforce. The courses can be tailored to the needs of the student and local businesses.

<b>Required Courses</b>	<b>Cr.</b>
MGMT 1200 Introduction to Quality & Productivity	3
MGMT 2300 Management for Quality	3
MGMT 2000 Project Management	3
ISDS 2806 Supply Chain Management	3
INET 2043 Statistical Quality Control and Lab	3
MGMT 2040 Strategic Planning	3
<b>Total Credit Hours</b>	<b>18</b>





# CRIMINAL JUSTICE STUDIES

## Associate of Applied Science Degree Corrections Concentration

This program prepares students for career opportunities in criminal justice agencies. Sufficient theoretical preparation and practical experience enable graduates to function effectively in a variety of paraprofessional settings. This program is not designed for transfer. However, many institutions accept all or part of the courses toward the baccalaureate degree. Christian Brothers University and LeMoyne-Owen College accept the A.A.S. degree in Criminal Justice (Police Science and Corrections concentrations) toward requirements for the baccalaureate degree in Applied Psychology and Social Sciences, respectively. Students intending to transfer credits should contact both their advisor and the transfer institution to determine applicable policies or restrictions.

<b>First Semester</b>		<b>Cr.</b>
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
CJST 1010	Introduction to Criminal Justice	3
CJST 1300	American Legal System	3
ENGL 1010	English Composition I (Gen. Ed.)	3
<b>Total</b>		<b>12</b>
<b>Second Semester</b>		<b>Cr.</b>
CJSC 1040	Introduction to Corrections	3
CJST 2210	Criminal Law	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>12</b>
<b>Summer I</b>		<b>Cr.</b>
CJSC 1180	Constitutional Rights of Prisoners	3
CJST 1060	Psychological Aspects of Criminal Behavior <sup>2</sup>	3
<b>Total</b>		<b>6</b>
<b>Summer II</b>		<b>Cr.</b>
CJST 1910	Criminal Justice Field Experience I <sup>2</sup>	3
CJST 2990	Special Topics/CJST	3
<b>Total</b>		<b>6</b>
<b>Third Semester</b>		<b>Cr.</b>
CJST 1160	Juvenile Justice	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	Elective <sup>3</sup>	2
CJSC 1500	Correctional Counseling	3
<b>Total</b>		<b>12</b>
<b>Fourth Semester</b>		<b>Cr.</b>
CJST 2000	Criminology	3
CJST 2040	Investigative Report Writing	3
CJST 2080	Drug Abuse and Law	3
****	Mathematics <sup>3</sup>	3
<b>Total</b>		<b>12</b>
<b>Total Program Credits</b>		<b>60</b>

This program of study is designed as a terminal degree for a specific career field. The courses offered by the Department are not designed for transfer to four-year institutions. Please see the course descriptions section for details regarding course transferability.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Credit may be given to in-service students with 1 to 3 years corrections experience after completing 12 or more Southwest Criminal Justice hours.

<sup>3</sup> Suggested Electives: The following suggested courses are helpful in this area of emphasis; however, students may choose other courses in consultation with their advisors.

<b>Suggested Electives:</b>		
CJST 1050	Contemporary Issues	3
CJST 1920	Criminal Justice Field Experience II <sup>2</sup>	3
CJST 2540	Victimology	3
CJST 2550	Understanding Terrorism	2
MATH 1530	Statistics	4
	or	
MATH 1630	Finite Mathematics	4



# CRIMINAL JUSTICE STUDIES

## Associate of Applied Science Degree Law Enforcement Concentration

This program prepares students for career opportunities in criminal justice agencies. Sufficient theoretical preparation and practical experience enable graduates to function effectively in a variety of paraprofessional settings. This program is not designed for transfer. However, LeMoyné-Owen College accepts the A.A.S. degree in Criminal Justice Studies (Law Enforcement Concentration) toward requirements for the baccalaureate degree in Sociology. Students earn a BA degree in Sociology with a Criminal Justice emphasis. Christian Brothers University accepts the A.A.S. degree in Criminal Justice (Law Enforcement and Corrections concentrations) toward requirements for the baccalaureate degree in Behavioral Sciences.) Students intending to transfer credits to other institutions should contact both their advisor and the transfer institution to determine applicable policies or restrictions.

<b>First Semester</b>		<b>Cr.</b>
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
CJST 1010	Introduction to Criminal Justice	3
CJST 1300	American Legal System	3
ENGL 1010	English Composition I (Gen. Ed.)	3
<b>Total</b>		<b>12</b>

<b>Second Semester</b>		<b>Cr.</b>
CJSP 1300	Policing in America	3
CJST 1020	Criminal Investigation	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>2</sup>	3
<b>Total</b>		<b>12</b>

<b>Summer I</b>		<b>Cr.</b>
CJSC 1910	Criminal Justice Field Experience I	3
CJST 2990	Special Topics/CJST	3
<b>Total</b>		<b>6</b>

<b>Summer II</b>		<b>Cr.</b>
CJST 1060	Psychological Aspects of Criminal Behavior	3
****	Elective <sup>3</sup>	2
<b>Total</b>		<b>5</b>

<b>Third Semester</b>		<b>Cr.</b>
CJST 2080	Drug Abuse and the Law	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
CJST 1160	Juvenile Justice	3
CJSP 1500	Criminal Procedures	3
<b>Total</b>		<b>13</b>

<b>Fourth Semester</b>		<b>Cr.</b>
CJST 2000	Criminology	3
CJST 2040	Investigative Report Writing	3
CJST 2210	Criminal Law	3
****	Mathematics <sup>1</sup>	3
<b>Total</b>		<b>12</b>
<b>Total Program Credits</b>		<b>60</b>

This program of study is designed as a terminal degree for a specific career field. The courses offered by the Department are not designed for transfer to four-year institutions. Please

see the course descriptions section for details regarding course transferability.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Credit may be given to in-service students with 1 to 3 years corrections experience after completing 12 or more Southwest Criminal Justice hours.

<sup>3</sup> Suggested Electives: The following suggested courses are helpful in this area of emphasis; however, students may choose other courses in consultation with their advisors.

CJST 1050	Contemporary Issues	3
CJST 1920	Criminal Justice Field Experience II <sup>2</sup>	3
CJST 2540	Victimology	3
CJST 2550	Understanding Terrorism	2
MATH 1530	Statistics	4
	or	
MATH 1630	Finite Mathematics	4



**EARLY CHILDHOOD EDUCATION**  
 Associate of Applied Science Degree  
 Education Department • (901) 333-5345

This program provides a course of study that prepares students for career opportunities in early childhood education and specifically addresses the needs of teachers in Tennessee's Head Start programs by meeting the educational requirement stipulated in Federal Law. The program offers sufficient theoretical knowledge and practical experience that enable graduates to function in a variety of childcare settings.

<b>First Semester</b>		<b>Cr.</b>
ECE 1010	Introduction to Early Childhood Education	2
ENGL 1010	English Composition I (Gen. Ed.)	3
ECE 2010	Safe, Healthy, Learning Environment	3
ECE 2130	Clinical Practicum I	3
MATH 1630	Finite Mathematics	3
<b>Total</b>		<b>14</b>

<b>Second Semester</b>		<b>Cr.</b>
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
ECE 2015	Early Childhood Curriculum	3
ECE 2020	Infant, Toddler Child Development	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>16</b>

<b>Third Semester</b>		<b>Cr.</b>
ECE 2040	Family Dynamics and Community Involvement	3
ECE 2080	Language and Literacy in Early Childhood	3
ECE 2085	Math and Science in Early Education	3
ECE 2060	Development of Exceptional Children	3
<b>Total</b>		<b>12</b>

<b>Fourth Semester</b>		<b>Cr.</b>
ECE 2070	Developmental Assessment	3
ECE 2160	Final Practicum	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Elective <sup>2</sup>	3
****	Elective <sup>2</sup>	3
****	Elective <sup>2</sup>	3
<b>Total</b>		<b>18</b>
<b>Total Program Credits</b>		<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Electives		
ECE 2030	Infant/Toddler Care	3
ECE 2050	Psychomotor Development	3
ECE 2090	Creative Development	3
ECE 2100	The Mentoring Teacher	3
ECE 2120	Administration of Child Care Centers	3
ECE 2095	School Age Curriculum	3

Associate of Science  
**TEACHING**  
 Robert Walker • (901) 333-5658

This program is designed for students who intend to be elementary school teachers. The program provides a course of study that prepares students to transfer to a TBR college or university in a teacher education program.

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
GEOG 1030	World Geographic Regions	3
MATH 1410	Foundations of Math I	3
PSYC 1040	Human Growth and Development	3
	Choose one of the following:	
ART 1030	Art Appreciation	3
MUS 1030	Music Appreciation	3
<b>Total</b>		<b>15</b>

<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II	3
SPCH 2010	Oral Communication	3
MATH 1420	Foundations of Math II	3
POLI 2010	American National Government	3
	Choose one of the following:	
PHIL 1030	Introduction to Philosophy	3
ETHC 2030	Ethics	3
<b>Total</b>		<b>15</b>

<b>Third Semester</b>		<b>Cr.</b>
ENGL 2310	World Literature I	3
EDUC 1310	Intro to Exceptional Learning	3
HIST 2010	Survey of U.S. History to 1877	3
BIOL 1010	Intro to Biology I	4
MATH 1630	Finite Math	3
<b>Total</b>		<b>16</b>

<b>Fourth Semester</b>		<b>Cr.</b>
PSCI 1010	Physical Science I	4
HIST 2020	Survey of U.S. History Since 1877	3
EDUC 1010	Intro to Education	3
GEOG 1010	Physical Geography	4
<b>Total</b>		<b>14</b>
<b>Total Program Credits</b>		<b>60</b>

Contact the Education Department, (901) 333-5345, for advising and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

- Additional Degree Requirements**
- Attainment of 2.75 cumulative grade point average
  - Successful completion of Praxis I
  - Satisfactory rating on an index of suitability for the teaching profession.

**EARLY CHILDHOOD EDUCATION**  
 Technical Certificate  
 Education Department • (901) 333-5345

The Early Childhood Teaching Certificate program is designed to prepare early childhood professionals by developing competencies in developmentally appropriate practices. Completion of this program will provide the candidate with knowledge of theory and practice necessary to plan and implement a holistic program for individual children and groups. Courses taken in this program may be used toward the Associate of Applied Science degree with an emphasis in Early Childhood Education.

**Required Courses Cr.**

ECE 1010	Introduction to Early Childhood Education	2
ECE 2010	Safe, Healthy, Learning Environment	3
ECE 2015	Early Childhood Curriculum	3
ECE 2020	Infant/Toddler Child Development	3
ECE 2040	Family Dynamics and Community Relations	3
ECE 2130	Clinical Practicum I	2
ECE 2140	Clinical Practicum II	2
<b>Total Credit Hours</b>		<b>18</b>

**HOME MANAGER**  
 Technical Certificate  
 Dr. Vava Cook • (901) 333-5347

The Home Manager Technical Certificate program is designed to develop competencies in meeting state and federal requirements by providing appropriate services to adults with disabilities. It is primarily designed for increasing the skills of individuals employed as Home Managers and to provide upward mobility opportunities for direct care staff.

The major areas of study include: history of developmental disabilities, relevant laws, needed and required supports, abilities and characteristics associated with disabilities, tools and techniques for quality of life issues, supervision and motivation of staff, managing stress and solving problems.

**Required Courses**

	<b>Cr.</b>
SPED 1100 Support Plan Development	3
SPED 1200 Issues of Adult Diversity	3
SPED 1300 Quality of Life Issues	3
SPED 1400 Frontline Supervisor Management Strategies	3
SPED 1540 Frontline Supervisor Internship	3
<b>Total Credit Hours</b>	<b>15</b>



## NURSING

### Associate of Applied Science Degree Mary Vines • (901) 333-5425

Southwest Tennessee Community College offers courses leading to an Associate of Applied Science degree in Nursing. The Nursing Program is designed to prepare graduates for immediate licensure and employment. Graduates of this program are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Persons who have been convicted of a crime other than a minor traffic violation could be ineligible for Registered Nurse Licensure in the State of Tennessee, even though they successfully complete the program.

The Department of Nursing is accredited by the National League for Nursing Accrediting Commission.

**Web site:** [www.nlnac.org](http://www.nlnac.org)

**Address:**

National League for Nursing Accrediting Commission, Inc.  
3343 Peachtree Road NE, Suite 500  
Atlanta, Georgia 30326  
Telephone number (404) 975-5000  
Fax number (404) 975-5020

**The Southwest Nursing Program is approved by the Tennessee Board of Nursing:**

Tennessee Board of Nursing  
Department of Health  
227 French Landing, Suite 300  
Heritage Place, MetroCenter  
Nashville, Tennessee 37243  
Telephone number (615) 532-5166  
Fax number (615) 770-7441  
Web site: <http://health.state.tn.us/>

**Admission**

The number of students admitted to the Nursing Program at any one time is limited; therefore, admission is very competitive, and preference is given to those who exceed the minimum qualifications. These individuals must meet the following general criteria for consideration:

1. Be accepted to Southwest as a regular admission student.
2. Submit a special application for the Nursing Program with required credentials by the deadlines published in the College Catalog.
3. Applicants who have been enrolled in a nursing program at another NLNAC accredited institution, even if they are not requesting transfer credit, must provide a good standing letter as described in the section headed "Students transferring from another NLNAC accredited program." Applicants who have been academically dismissed from other nursing programs can apply to be admitted as a generic student in Southwest's nursing program if they have been separated from the previous program for over 5 years. Any applicant who has been dismissed from any nursing program for administrative or disciplinary reasons

is not eligible for admission to Southwest's nursing program.

4. Have a minimum high school grade point average (GPA) of 3 or a minimum 2.5 GPA on all college work completed.
5. Be eligible to enroll in English I and Statistics.
6. Have achieved the required minimal score on the Nursing Pre-admission Examination (the pre-admission test score is accepted for five (5) years\*). In the event an applicant takes the pre-admission examination more than one time, the most recent exam score will be evaluated for admission consideration. Applicants for the RODP AASN Nursing Program may substitute the required score on the entrance exam for that program.
7. A letter describing the candidate's desire to enter the Nursing program must accompany the application.
8. The Nursing Admissions Committee shall consider the highest ranking scores to the maximum number of qualified applicants as conditionally admitted to the next official class. Alternates are chosen by the Nursing Admissions Committee in rank order, based upon available space in the class.
9. Each applicant and each alternate shall be notified, in writing, of their admission status.
10. Each conditionally admitted applicant must formally accept admission, in writing, by the specified date. The applicant's medical record, along with documentation of measles and Hepatitis B vaccinations, negative drug screen and a negative TB skin test must be submitted to the Department of Nursing prior to nursing orientation. A criminal background check is required upon admission to the nursing program. Detailed instructions will be given in the acceptance letter.
11. All admissions to the nursing program are conditional pending receipt of the above documentation. Failure to provide documentation as requested will result in forfeiture of admission status.
12. All conditionally admitted applicants must attend a mandatory new nursing student orientation. Specific instructions will be given in the admission letter. Failure to attend the orientation will result in forfeiture of admission status.
13. If a conditionally admitted applicant declines admission or fails to notify the Nursing Admissions Committee of acceptance by the designated date, the applicant's position in the class will be offered to the next highest ranking alternate.
14. Eligible applicants who fail to gain admission to a given class may reapply for admission to the next official class. Those who do so will be evaluated and ranked in accordance with the above procedures and without consideration to previous evaluation and ranking. Rank in one admission process does not establish any right to the same rank or similar rank within another admission process.
15. It is the student's responsibility to see that all application materials for admission to the college and the nursing program are on file and that the qualifying pre-admission test scores are on file in the admissions office prior to the application deadline date.

### Selection Criteria

To be eligible for consideration for admission, the applicant must:

1. Have earned a minimum high school GPA of 3.0 or a minimum GPA of 2.5 on any college courses attempted. (High school GPA will be used for applicants without prior college courses.)
2. Have earned a grade of “C” or higher in any college-level nutrition and science courses required for the program that the student may have already completed. Science courses must have been taken within the past five (5) years.
3. Be eligible to enroll in English Composition I and Statistics.
4. Have taken the Pre-admission Examination and attained the required minimum score\*. (Applicants for the RODP AASN Nursing Program may substitute the required score on the entrance exam for that program. See # 6 above)
5. Students must have a negative drug screen.
6. Criminal background checks are required by the affiliated clinical sites for training. Based on the results of these checks, an affiliated clinical site may determine to not allow a student’s presence at their facility. This would result in the student’s inability to successfully complete the requirements of this program. Additionally, a criminal background may preclude licensure or employment.

Since applicants are ranked according to the Admission Index, it is recommended, but not required, that Anatomy & Physiology I, Anatomy and Physiology II, and Microbiology, be completed with a grade of “C” or better prior to entry into the Nursing Program.

**\*Applicants are currently required to attain a minimum score of 100 on the current admission exam.**

Nursing Index Component	Variable	Weight
College GPA <sup>1</sup>	x	1
A & P I QPA	x	4
A & P II QPA	x	4
Microbiology QPA	x	4
Pre-Admission Exam Score	x	10%

<sup>1</sup> High School GPA maybe substituted if no college courses have been taken.

Quality Point Average Equivalency:

Course Letter Grade	QPA Equivalency
A	4
B	3
C	2

NOTE: Science courses must have been completed within 5 years prior to the admission date and prior to the qualifying application deadline date to be included in the index score. In the event an applicant has taken these courses more than once, the most recent grade will be calculated into the index.

Applicants admitted into the LPN Mobility Track must:

1. Have satisfied all the requirements listed previously in Admissions requirements, items 1 through 15 and in Selection criteria, items 1-6.
2. Have completed within the previous 5 years, and prior to the qualifying application deadline date, Anatomy and Physiology I and II and Microbiology, with at least a C grade in each course.
3. Have a current, valid, unencumbered Tennessee or compact state LPN license.
4. Submit evidence of current CPR certification.
5. Applicants for the LPN Mobility Track do not need a pre-admission examination score.
6. Applicants can be admitted to the LPN mobility track only once.

Students transferring from another NLNAC accredited program must:

1. Satisfy all the requirements for admission and transfer to Southwest.
2. Be in good academic standing and eligible to continue in the program from which they wish to transfer.
3. Have earned a grade of “C” or higher in each previously completed nursing course. Nursing courses accepted for transfer must have been completed within the past year.
4. Satisfy all the requirements for continuance in good standing as required for Southwest Nursing students.
5. Submit a course syllabus for each completed nursing course to the Chair of the Nursing Department Admission/ Progression Committee.
6. Submit a letter from the director of the transferring program attesting to the fact that the transferring student is in good academic standing and eligible to remain in that program.
7. Advanced standing applicants do not need a Preadmission Examination, but may be required to take departmental placement exams.

Note: Advanced standing admissions are accepted on a space available basis.

### Acceptance Procedures for the Nursing Program

The applicant must accept or decline the admission, in writing, by the deadline specified. Applicants denied admission will be notified in writing and the reason for the denial will be stated in the letter.

### Progression Requirements

1. Students must receive a satisfactory performance rating in the clinical nursing courses and at least a “C” grade in each theory nursing course.
2. A 2.0 cumulative GPA is required in all nursing courses attempted.
3. Students must earn a grade of “C” or higher in Anatomy and Physiology I and II, Microbiology, and Principles of Nutrition.
4. Any student failing the same nursing course twice, or two separate nursing courses, will be academically dismissed from the Nursing Program.
5. Any student withdrawing from a nursing course in good standing must re-enter the nursing program within one year. Students absent from the program for longer than

one year will be required to reapply for admission to the program and may be required to repeat all previously taken nursing courses.

6. Students must maintain current certification in Adult and Infant and Child CPR, and be covered by malpractice insurance every semester while in the Nursing Program.
7. Any student withdrawing from a nursing course with an average of less than a "C" grade will be considered as having failed that course. If the student withdraws twice with an average of less than a "C", the student will be dismissed from the Nursing Program.
8. Requirements for completing the Nursing Comprehensive Exit exam: Students must pass a nursing comprehensive exit exam with a score of at least 950 prior to receiving a grade in the last nursing course. An incomplete "I" grade will be assigned to that course until the student achieves a score of at least 950. A student who is failing the course is not eligible to take the exit exam. A student who does not achieve a score of at least 950 on the exit exam must show evidence of completing a prescribed remediation plan before retaking the exam. Students achieving a 950 on the exit exam must file application for the NCLEX-RN within 30 days of the exit exam. Students not filing the application within 30 days will be required to repeat the exit exam and again attain the required score. The Department of Nursing reserves the right to change the percentage required based on recommendations or requirements from the national exam scoring center. It is the student's responsibility to pay all fees related to taking the examination(s). All fees are nonrefundable and nontransferable.
9. An approved NCLEX-RN review course is required of all graduating nursing students prior to filing the application for the NCLEX-RN.
10. Students unsuccessful in NURS 1914 Professional Nursing Transitions and/or NURS 1926 Professional Nursing Transitions Clinical cannot progress to the next nursing course and must apply for admission as a generic student meeting all criteria as listed for the generic track, including a qualifying score on the pre-admission Examination.

#### **Dismissal from the Nursing Program**

1. Violation of classroom procedures, clinical procedures or personal misconduct will result in disciplinary actions and can result in immediate dismissal from the program and the College. Disciplinary actions are warranted by behaviors that include, but are not limited to, conduct dangerous to others; falsification of, or discrepancies in, forms or records; disorderly conduct; threatening or verbally abusive behavior toward faculty, staff, or other students; misuse of or damage to property; misuse of documents or identification cards; violations of state or federal law; unsafe clinical conduct; or a positive drug screen or unacceptable criminal background check. Procedures for disciplinary action and/or dismissal from the nursing program and appeal procedures are listed in the Student Handbook.
2. Any student failing the same course twice or two separate nursing courses will be academically dismissed from the nursing program.
3. Students dismissed from the Nursing Program for disciplinary or academic reasons, as outlined above and

in the Southwest Nursing Student Handbook, will be ineligible for readmission into the Nursing Program.

#### **Readmission to the Nursing Program for Southwest Nursing Students**

Southwest Nursing students desiring readmission to the nursing program after an academic dismissal must, at the time of request for readmission:

1. Have been separated from the nursing program for 2 complete semesters from the date of dismissal (The complete summer semester is one semester).
2. Apply for admission to the nursing program, meeting all the current criteria for admission as a generic student, including a cumulative GPA of 2.5, and required science courses and Nursing pre-admission on examination scores within 5 years.
3. Applicants will be ranked within the current generic applicant pool.
4. During separation from the program, the students must complete prescribed learning enhancement activities in the nursing learning enhancement center.
5. Provide a letter stating the reasons for previous academic failure and what adjustments have been made to help assure success on this attempt.
6. After being ranked within the applicant pool, if selected for admission, the student will take a series of placement tests to determine placement within the nursing program. All students will start placement testing with the Foundations of Nursing theory and clinical courses. Students will progress in course sequence until the point of previous academic dismissal or until the student fails to attain the required score on a particular placement exam. To successfully complete a placement test for a particular nursing course the student must attain a score of at least 850 (or its equivalent) on each test attempted.
7. Students will be placed within the nursing program according to the last successful placement test score. All expenses incurred during the testing process are the responsibility of the students. All fees are nonrefundable and nontransferable.
8. Students not attaining a score of 850 (or its equivalent) on the Foundations of Nursing placement exam must apply for admission as a generic student and be ranked according to the current published admissions index.
9. Former Southwest Nursing Students who have been out of the nursing program for more than 2 complete semesters are not eligible for the placement test option and must apply for admission as a regularly admitted generic student according to the current published criteria.
10. Once readmitted to the nursing program, students must abide by the published progression and retention policies in effect at the time of the student's readmission. These policies govern all admitted nursing students.
11. A student who is again academically dismissed from the program is ineligible for further admissions to any track of the nursing program.
12. Any student who has been dismissed from any nursing program for administrative or disciplinary reasons is not eligible for admission to Southwest's nursing program.

**Students Academically Dismissed from Other Nursing Programs**

Students who have been academically dismissed from other nursing programs are not eligible to apply to Southwest's Nursing program until five (5) years from the date of dismissal from the previous nursing program and must meet the following criteria:

1. Have satisfied all the requirements listed previously in items 1-15 of Admissions Criteria, and in Selection Criteria, items 1-6.
2. Applicants dismissed from other nursing programs are not eligible for the placement test option.
3. Once admitted under this option, a student who is academically dismissed is ineligible for further admissions to any track at Southwest's Nursing Program.
4. Any student who has been dismissed from any nursing program for administrative or disciplinary reasons is not eligible for admission to Southwest's nursing program.

The Southwest Department of Nursing reserves the right to make changes as required in course offerings, curricula, academic policies, progression requirements and other rules and regulations affecting students. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.



**NURSING**  
Associate of Applied Science Degree  
Generic Track  
Mary Vines • (901) 333-5425

<b>First Semester</b>		<b>Cr.</b>
BIOL 2010	Principles of Anatomy and Physiology I (Gen. Ed.)	4
ENGL 1010	English Composition I (Gen. Ed.)	3
NURS 1114	Foundations of Nursing	4
NURS 1126	Foundations of Nursing Clinical	3
NURS 1141	Dosages and Solutions	2
DIET 1310	Principles of Nutrition	3
<b>Total</b>		<b>19</b>

<b>Second Semester</b>		<b>Cr.</b>
BIOL 2020	Principles of Anatomy and Physiology II (Gen. Ed.)	4
PSYC 1010	General Psychology I (Gen. Ed.)	3
NURS 1213	Adult Health Nursing I <sup>1</sup>	3
NURS 1226	Adult Health Nursing I Clinical <sup>1</sup>	2
NURS 1613	Nursing of the Childbearing Family <sup>1</sup>	3
NURS 1626	Nursing of the Childbearing Family Clinical <sup>1</sup>	2
<b>Total</b>		<b>17</b>

<b>Third Semester</b>		<b>Cr.</b>
BIOL 1230	Microbiology	4
NURS 2113	Nursing of Children <sup>1</sup>	3
NURS 2126	Nursing of Children Clinical <sup>1</sup>	2
NURS 2313	Mental Health Nursing <sup>1</sup>	3
NURS 2326	Mental Health Nursing Clinical <sup>1</sup>	2
<b>Total</b>		<b>14</b>

<b>Fourth Semester</b>		<b>Cr.</b>
****	Humanities/Fine Arts (Gen. Ed.) <sup>2</sup>	3
NURS 2414	Adult Health Nursing II	4
NURS 2426	Adult Health Nursing II Clinical	3
NURS 2412	Nursing Management	2
MATH 1530	Statistics	3
<b>Total</b>		<b>15</b>
<b>Total Program Credits</b>		<b>65</b>

This program of study is designed as a terminal degree for a specific career field.

A Nursing Comprehensive Exit exam is required prior to graduation. An approved NCLEX-RN review course is required prior to application for licensure.

<sup>1</sup> These courses are half-semester courses.

<sup>2</sup> Review General Education pages and/or consult advisor for correct selection.



## NURSING

Associate of Applied Science Degree  
LPN Mobility Track  
Mary Vines • (901) 333-5425

Pre-requisite courses (12 hours taken within 5 years prior to admission to the nursing program and prior to the qualifying application deadline).

<b>Prerequisite Courses</b>		<b>Cr.</b>
BIOL 2010	Principles of Anatomy and Physiology I (Gen. Ed)	4
BIOL 2020	Principles of Anatomy and Physiology II (Gen. Ed)	4
BIOL 1230	Microbiology	4
<b>Total</b>		<b>12</b>

<b>Summer Semester</b>		<b>Cr.</b>
NURS 1141	Dosages and Solutions	2
NURS 1914	Professional Nursing Transitions	4
NURS 1926	Professional Nursing Transitions Clinical	1
NURS 1613	Nursing of Childbearing Family	3
NURS 1626	Nursing of the Childbearing Family Clinical	2
<b>Total</b>		<b>12</b>

<b>Fall Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
PSYC 1010	General Psychology I (Gen. Ed.)	3
NURS 2113	Nursing of Children <sup>1</sup>	3
NURS 2126	Nursing of Children Clinical <sup>1</sup>	2
NURS 2313	Mental Health Nursing I <sup>1</sup>	3
NURS 2326	Mental Health Nursing Clinical <sup>1</sup>	2
DIET 1350	Principles of Nutrition	3
<b>Total</b>		<b>19</b>

<b>Spring Semester</b>		<b>Cr.</b>
****	Humanities/Fine Arts (Gen. Ed.) <sup>2</sup>	3
NURS 2414	Adult Health Nursing II	4
NURS 2426	Adult Health Nursing II Clinical	3
NURS 2412	Nursing Management	2
MATH 1530	Statistics	3
<b>Total</b>		<b>15</b>

Note: LPN Mobility Track students are given 7 hours credit for the Foundation of Nursing Theory and Clinical courses (NURS 1114 and NURS 1126) on the basis of their prior LPN educational program.

**Total Program Credits** **65**

This program of study is designed as a terminal degree for a specific career field.

A Nursing Comprehensive Exit exam is required prior to graduation. An approved NCLEX-RN review course is required prior to application for licensure.

<sup>1</sup> These courses are half-semester courses.

<sup>2</sup> Review General Education pages and/or consult advisor for correct selection.

## ARCHITECTURAL ENGINEERING TECHNOLOGY

Associate of Applied Science Degree  
Architectural Design Concentration  
A TAC/ABET Accredited Curriculum  
Robert Tom • (901) 333-4154

The Architectural Design concentration prepares its graduates for a broad range of entry-level positions in the architectural and construction industry. Graduates typically find positions with architects, engineers, contractors, building manufacturers, real estate developers, facility managers and various governmental agencies. The curriculum consists of architectural and other related engineering technology courses combined with general studies courses.

<b>First Semester</b>		<b>Cr.</b>
ARCH 1124	Architectural Drawing and Lab	3
CCET 1010	Surveying I	4
ENGL 1010	English Composition I (Gen. Ed.)	3
MATH 1740	Algebra and Trigonometry I	3
PHYS 1310	Technical Physics I	3
<b>Total</b>		<b>16</b>

<b>Second Semester</b>		<b>Cr.</b>
ARCH 1244	Materials and Methods	3
ARCH 2644	Computer Aided Drawing	3
MEET 1154	Statics and Dynamics	3
MATH 1750	Algebra and Trigonometry II	3
INET 1004	Technical Computer Applications <sup>1</sup>	3
<b>Total</b>		<b>15</b>

<b>Third Semester</b>		<b>Cr.</b>
ARCH 1224	Contract and Construction Documents	3
ARCH 2714	Mechanical Equipment and Lab	3
CCET 2203	Strength of Materials	3
MATH 1910	Calculus and Analytical Geometry I (Gen. Ed.)	4
SPCH 2010	Oral Communication (Gen. Ed.)	3
<b>Total</b>		<b>16</b>

<b>Fourth Semester</b>		<b>Cr.</b>
ARCH 2744	Architectural Design and Lab	3
ARCH 2824	Construction Estimates	4
ARCH 2844	Advance Auto CAD	3
PHYS 1320	Technical Physics II	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>2</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>2</sup>	3
<b>Total</b>		<b>19</b>

**Total Program Hours** **66**

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> CPET 1114, Computer Systems Installation and Maintenance with Applications, may be substituted.

<sup>2</sup> Review General Education pages and/or consult advisor for correct selection.

Note: Cooperative Education courses are available for this major.

## ARCHITECTURAL ENGINEERING TECHNOLOGY

Associate of Applied Science Degree  
Civil/Construction Concentration  
Robert Tom • (901) 333-4154

Civil/Construction is one of the broadest fields in engineering technology. The civil/construction concentration technician assists engineers in the planning for, and in the design, construction, and maintenance of residential subdivisions, industrial parks, airports, bridges, highways, dams, pipelines, railroads, and buildings. A civil/construction engineering technician may work as an engineer's aide, civil draftsman, estimator, inspector, or surveyor's assistant. With experience, the technician may become a design draftsman, computer-aided drafting technician, structural detailer or construction supervisor. With experience and meeting required criteria, one could become a licensed contractor or surveyor.

<b>First Semester</b>	<b>Cr.</b>
ARCH 2644 Computer Aided Drawing	3
CCET 1010 Surveying I	4
ENGL 1010 English Composition I (Gen. Ed.)	3
MATH 1740 Algebra and Trigonometry I	3
PHYS 1310 Technical Physics I	3
<b>Total</b>	<b>16</b>

<b>Second Semester</b>	<b>Cr.</b>
ARCH 1244 Materials and Methods	3
CCET 1134 Civil Drafting	4
MEET 1154 Statics and Dynamics	3
MATH 1750 Algebra and Trigonometry II	3
INET 1004 Technical Computer Applications <sup>1</sup>	3
<b>Total</b>	<b>16</b>

<b>Third Semester</b>	<b>Cr.</b>
CCET 2020 Surveying II	4
CCET 2203 Strength of Materials	3
MEET 1134 Engineering Materials	3
MATH 1910 Calculus and Analytical Geometry I (Gen. Ed.)	4
PHYS 1320 Technical Physics II	3
<b>Total</b>	<b>17</b>

<b>Fourth Semester</b>	<b>Cr.</b>
ARCH 2824 Construction Estimate	4
CCET 2614 Structural Design	4
SPCH 2010 Oral Communication (Gen. Ed.)	3
**** Humanities/Fine Arts (Gen. Ed.) <sup>2</sup>	3
**** Social/Behavioral Sciences (Gen. Ed.) <sup>2</sup>	3
<b>Total</b>	<b>17</b>
<b>Total Program Credits</b>	<b>66</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> CPET 1114, Computer Systems Installation and Maintenance with Applications, may be substituted.

<sup>2</sup> Review General Education pages and/or consult advisor for correct selection.

Note: Cooperative Education courses are available for this major.

## AUTOMOTIVE SERVICE TECHNOLOGY

Associate of Applied Science Degree  
Dale Railston • (901) 333-4152  
Josh Kuebler • (901) 333-4759

The Automotive Service Technology program is a two-year program leading to careers in the automotive service industry. The program is designed to provide the technical competency required of entry-level technicians employed by dealerships and other automotive service establishments. A background of, English, mathematics, and social science is combined with extensive classroom and laboratory work on automotive systems. The curriculum has been designed in conjunction with the automotive service industry and it is desired that the student co-op with a participating automotive service business in order to achieve practical application.

<b>First Semester</b>	<b>Cr.</b>
AUTO 1010 Automotive Engines I	4
AUTO 1110 Automotive Electrical and Electronics Systems I	4
AUTO 1144 Brake Systems	4
ENGL 1010 English Composition I (Gen. Ed.)	3
**** Mathematics or Natural Sciences (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>	<b>18</b>

<b>Second Semester</b>	<b>Cr.</b>
AUTO 1020 Automotive Engines II	4
AUTO 1120 Automotive Electrical and Electronics Systems II	4
AUTO 1244 Heating and Air Conditioning Systems	4
SPCH 2010 Oral Communications (Gen. Ed.)	3
<b>Total</b>	<b>15</b>

<b>Third Semester</b>	<b>Cr.</b>
AUTO 2010 Automotive Engines III	4
AUTO 2144 Manual Transmissions and Drive Trains	4
AUTO 2164 Suspension and Steering Systems	4
<b>Total</b>	<b>12</b>

<b>Fourth Semester</b>	<b>Cr.</b>
AUTO 2020 Automotive Engines IV	4
AUTO 2245 Automatic Transmissions	5
**** Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
**** Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>	<b>15</b>
<b>Total Program Credits</b>	<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

Note: Cooperative Education courses are available for this major.

## AUTOMOTIVE SERVICE TECHNOLOGY

Associate of Applied Science Degree  
General Motors ASEP • ASE/NATEF Certified  
Dale Railston • (901) 333-4152  
Josh Kuebler • (901) 333-4759

The GM Automotive Service Educational Program (ASEP) is a two-year program sponsored by General Motors Corporation. The curriculum has been designed in conjunction with General Motors and it is mandatory that the ASEP student be sponsored by a participating GM dealership. Students interested in GM ASEP, in addition to applying to the college, must also apply for this program at the GM ASEP office on the Macon Campus, Fulton Building Room 316. It is suggested that an appointment be made by calling 333-4152. In addition to normal tuition and textbook costs, the student will be required to provide his/her own basic hand tool set.

<b>First Semester</b>		<b>Cr.</b>
AUTO 1010	Automotive Engines I	4
AUTO 1110	Automotive Electrical and Electronics Systems I	4
AUTO 1144	Brake Systems	4
ENGL 1010	English Composition I (Gen. Ed.)	3
<b>Total</b>		<b>15</b>
<b>Second Semester</b>		<b>Cr.</b>
AUTO 1120	Automotive Electrical and Electronics Systems II	4
AUTO 1244	Heating and Air Conditioning Systems	4
****	Mathematics or Natural Sciences (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>11</b>
<b>Third Semester</b>		<b>Cr.</b>
AUTO 1020	Automotive Engines II	4
AUTO 2144	Manual Transmissions and Drive Trains	4
SPCH 2010	Oral Communication (Gen. Ed.)	3
<b>Total</b>		<b>11</b>
<b>Fourth Semester</b>		<b>Cr.</b>
AUTO 2010	Automotive Engines III	4
AUTO 2164	Suspension and Steering Systems	4
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>11</b>
<b>Fifth Semester</b>		<b>Cr.</b>
AUTO 2020	Automotive Engines IV	4
AUTO 2245	Automatic Transmissions	5
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>12</b>
<b>Total Program Credits</b>		<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

Students will be required to participate in Cooperative Education and work at a Chevrolet/Pontiac/Hummer/Buick/Cadillac/GMC/Saturn/SAAB dealership.

Students may be required by General Motors to take courses in addition to core curriculum.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

Note: Cooperative Education courses are available for this major.



## COMPUTER ENGINEERING TECHNOLOGY

Associate of Applied Science Degree  
A TAC/ABET Accredited Curriculum  
Janet Sykes • (901) 333-4138

The mission of the Computer Engineering Technology program is to prepare computer engineering technicians to pursue careers in the design, fabrication, and maintenance of digital systems. The program focuses on the theory and application of computer hardware and software. Students in this program study electric/electronic circuits analysis, digital circuits design and analysis, programming in multiple computer languages, microprocessor/ microcontroller interfacing, digital communication, and computer networks. Graduates are employed in areas such as computer hardware/software development and testing, digital systems design and testing, computer network installation and maintenance, and computer systems installation and maintenance.

<b>First Semester</b>		<b>Cr.</b>
CPET 1114	Computer Systems Installation and Maintenance with Applications	3
ELET 1110	Electric Circuits I	3
ENGL 1010	English Composition I (Gen. Ed.)	3
MATH 1740	Algebra and Trigonometry I	3
PHYS 1310	Technical Physics I	3
<b>Total</b>		<b>15</b>

<b>Second Semester</b>		<b>Cr.</b>
CPET 1124	Digital Circuits	3
CPET 1144	C++ for Technicians	3
ELET 1120	Electric Circuits II	3
TLET 1010	Electronic Circuits I	3
MATH 1750	Algebra and Trigonometry II	3
<b>Total</b>		<b>15</b>

<b>Third Semester</b>		<b>Cr.</b>
CPET 2114	Microprocessor Applications	4
CPET 2314	Digital Communication Systems	4
TLET 2233	Electrical/Electronic CAD Drawing	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
MATH 1910	Calculus and Analytic Geometry I (Gen. Ed.)	4
<b>Total</b>		<b>18</b>

<b>Fourth Semester</b>		<b>Cr.</b>
CPET 2214	Microcontroller Systems Design	4
CPET 2324	Computer Networks and Systems	4
PHYS 1320	Technical Physics II	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>17</b>
<b>Total Program Credits</b>		<b>65</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

Note: Cooperative Education courses are available for this major.

## ELECTRICAL ENGINEERING TECHNOLOGY

Associate of Applied Science Degree  
Electrical Design Concentration  
A TAC/ABET Accredited Curriculum  
Lisa G. Jones • (901) 333-4983

The Electrical Concentration of the Electrical Engineering Technology degree program places emphasis on commercial and industrial electromechanical devices, control systems, and the training of engineering technicians. The areas of study include high tech equipment and software such as electronic instrumentation, personal computer (PC) applications, programmable logic controllers (PLCs), industrial networks, Internet applications and research, electro-mechanical devices, digital circuit design, microcontrollers, and open/closed loop control systems. Graduates can find a variety of employment opportunities in the areas of electrical design, development, standards testing, manufacturing, maintenance, warehousing and distribution, and material handling, and technical sales.

<b>First Semester</b>		<b>Cr.</b>
CPET 1114	Computer Systems Installation and Maintenance with Applications	3
ELET 1110	Electric Circuits I	3
ENGL 1010	English Composition I (Gen. Ed.)	3
MATH 1740	Algebra and Trigonometry I	3
****	Technical Elective <sup>1</sup>	3
<b>Total</b>		<b>15</b>

<b>Second Semester</b>		<b>Cr.</b>
CPET 1124	Digital Circuits	3
ELET 1120	Electric Circuits II	3
TLET 1010	Electronic Circuits I	3
MATH 1750	Algebra and Trigonometry II	3
PHYS 1310	Technical Physics I	3
<b>Total</b>		<b>15</b>

<b>Third Semester</b>		<b>Cr.</b>
ELET 2111	Power Technology	3
ELET 2112	Digital Industrial Controls	3
TLET 2233	Electrical/Electronic CAD Drawing	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
MATH 1910	Calculus and Analytical Geometry I (Gen. Ed.)	4
PHYS 1320	Technical Physics II	3
<b>Total</b>		<b>19</b>

<b>Fourth Semester</b>		<b>Cr.</b>
ELET 2201	Programmable Controllers	4
ELET 2202	Microprocessor Based Instrumentation and Control	4
ELET 2203	Robotics and Industrial Control Systems	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>2</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>2</sup>	3
<b>Total</b>		<b>17</b>
<b>Total Program Credits</b>		<b>66</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Technical Elective to be selected by the student in consultation with advisor.

<sup>2</sup> Review General Education pages and/or consult advisor for correct selection.

Note: Cooperative Education courses are available for this major.

# ELECTRONIC TECHNOLOGY

## Associate of Applied Science Degree

Karen Webb • (901) 333-4164

The Electronic Technology program is largely laboratory oriented to provide the graduate with the skills needed to repair electronic equipment. Emphasis is placed on the use of test equipment and schematic diagrams to repair digital and microprocessor-based electronic equipment.

<b>First Semester</b>		<b>Cr.</b>
ETEC 1011	DC/AC Electronics	4
ETEC 1113	Electronic Test Equipment	3
ETEC 1031	Digital and Microprocessor Electronics	4
****	Natural Science/Mathematics (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>14</b>
<b>Second Semester</b>		<b>Cr.</b>
ETEC 1320	Digital Circuits II	4
ETEC 1021	Solid State Devices	4
ITEC 1325	IT Hardware Essentials	3
ENGL 1010	English Composition I (Gen. Ed.)	3
****	General Elective <sup>2</sup>	3
<b>Total</b>		<b>17</b>
<b>Third Semester</b>		<b>Cr.</b>
ETEC 2302	Miniature Component Repair Techniques	3
ETEC 2406	Microcomputer Applications for Industry	4
****	Technical Elective <sup>3</sup>	3
****	Communication, Humanities and/or Fine Arts, Social/Behavioral Sciences, Natural Sciences/Mathematics (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>13</b>
<b>Fourth Semester</b>		<b>Cr.</b>
****	Technical Elective <sup>3</sup>	3
ETEC 2402	Troubleshooting Microprocessor Based Systems	4
ETEC 2300	Electronic Communications	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>16</b>
<b>Total Program Credits</b>		<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> General Elective to be selected by the student in consultation with Electronic Technology advisor.

<sup>3</sup> Technical Elective to be selected by the student in consultation with Electronic Technology advisor.

Note: Cooperative Education courses are available for this major.

**Technical Electives:**

- CPET 2324 Computer Networks and Systems 4
- ELET 2201 Programmable Controllers 4
- INET 1004 Technical Computer Applications 3
- INET 2014 CNC and Robotics 3
- INET 2054 Computer-Integrated Manufacturing 4
- INMT 1110 Air Conditioning Principles I 4
- INMT 1120 Air Conditioning Principles II 4
- INMT 1114 Blue Print Reading and Drafting 4
- TLET 2233 Electrical/Electronic CAD Drawing 3

\*Other technical courses may be approved by the program coordinator.



**INFORMATION TECHNOLOGY**  
Associate of Applied Science Degree  
Application Development Programming  
Concentration  
Jane Santi • (901) 333-4411  
Michael Wright • (901) 333-6015

This program is designed to prepare graduates to work in today's Information Technology programming environment. The graduate is trained in developing computer solutions using both procedural and object oriented concepts.

<b>First Semester</b>		<b>Cr.</b>
****	Computer Literacy Elective <sup>1</sup>	3
ITEC 1002	Logic & Problem Solving	3
ITEC 1010	Web Page Development	3
ITEC 1330	CISCO Networking I	3
ENGL 1010	English Composition I (Gen. Ed.)	3
<b>Total</b>		<b>15</b>

<b>Second Semester</b>		<b>Cr.</b>
ITEC 2143	Systems Analysis & Design	3
ITEC ****	Operating Systems Electives <sup>2</sup>	3
ITEC 1101	C/C++Programming	3
ITEC 1105	Windows/Web VB.NET I	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
<b>Total</b>		<b>15</b>

<b>Third Semester</b>		<b>Cr.</b>
ITEC ****	Database Elective <sup>3</sup>	3
ITEC 2710	Java Application Programming	3
ITEC 2111	Object-Oriented C++Programming	3
****	Mathematics (Gen. Ed.) <sup>4</sup>	3
ACCT 1210	Principles of Accounting I	3
<b>Total</b>		<b>15</b>

<b>Fourth Semester</b>		<b>Cr.</b>
ITEC ****	ITEC Elective <sup>5</sup>	3
ITEC 2115	Windows/Web VB.NET II	3
ITEC 2720	Advanced Java Programming	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>4</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>4</sup>	3
<b>Total</b>		<b>15</b>
<b>Total Program Credits</b>		<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Select one of the following: ITEC 1001, MIS 2749 (When choosing a Computer Literacy Elective, make sure the proper prerequisites have been met.)

<sup>2</sup> Select one of the following: ITEC 2201, ITEC 2351

<sup>3</sup> Select one of the following: ITEC 2150, ITEC 2160, ITEC 2404

<sup>4</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>5</sup> ITEC Elective: any ITEC 2000 level course or MIS 2770

**INFORMATION TECHNOLOGY**  
Associate of Applied Science Degree  
Computer Systems Support Concentration  
Clemetee Whaley (901) 333-4516  
May Hsieh • (901) 333-4431  
J. Wayne Morris • (901) 333-4212

This program is designed to prepare graduates to provide technical assistance, support, and advice to customers and other users in today's IT computer environment. The graduates are trained in interpreting problems and providing technical support for hardware, software, and systems.

<b>First Semester</b>		<b>Cr.</b>
****	Computer Literacy Elective <sup>1</sup>	3
ITEC 1002	Logic & Problem Solving	3
ITEC 1010	Web Page Development	3
ITEC 1330	CISCO Networking I	3
ENGL 1010	English Composition I (Gen. Ed.)	3
<b>Total</b>		<b>15</b>

<b>Second Semester</b>		<b>Cr.</b>
ITEC 2143	Systems Analysis & Design	3
ITEC 2201	UNIX/Linux OS	3
ITEC 1325	IT Hardware Essentials	3
ITEC 2351	Windows for Professionals	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
<b>Total</b>		<b>15</b>

<b>Third Semester</b>		<b>Cr.</b>
ITEC ****	Database Elective <sup>2</sup>	3
ITEC 2330	CISCO Networking II	3
ITEC 2510	End-User Support and Troubleshooting/ Windows Environment	3
****	Mathematics (Gen. Ed.) <sup>3</sup>	3
ACCT 1210	Principles of Accounting I	3
<b>Total</b>		<b>15</b>

<b>Fourth Semester</b>		<b>Cr.</b>
ITEC ****	ITEC Elective <sup>4</sup>	3
ITEC 2341	Introduction to Network Security	3
ITEC 2520	End-User Support and Troubleshooting/ Applications	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>3</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>3</sup>	3
<b>Total</b>		<b>15</b>
<b>Total Program Credits</b>		<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Select one of the following: ITEC 1001, MIS 2749 (When choosing a Computer Literacy Elective, make sure the proper prerequisites have been met.)

<sup>2</sup> Select one of the following: ITEC 2150, ITEC 2160, ITEC 2404

<sup>3</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>4</sup> ITEC Elective: any ITEC 2000 level course or MIS 2700

**INFORMATION TECHNOLOGY**  
Associate of Applied Science Degree  
Emerging Technologies Concentration  
Clemetee Whaley • (901) 333-6066

The Emerging Technologies Concentration offers the student great flexibility in designing a 60 credit hour degree program that complements his/her prior experience in the Information Technology field. This concentration will be formalized through a signed contract between the student and the Concentration Advisor BEFORE the student begins courses to be used in the concentration.

After a specialty area is selected, 24 semester hours of second year technology classes will be selected to complete the degree requirements that will complement the student's prior experience in the Information Technology field. These courses will be selected by the Faculty Advisor with the student's input.

This program of study is designed as a terminal degree for a specific career field.

**INFORMATION TECHNOLOGY**  
Associate of Applied Science Degree  
Networking Technologies  
Concentration  
Dagny Wright (901) 333-6018

This program is designed to prepare graduates with the necessary skills to work in today's Business ITEC networking environments by stressing the process, analytic, design, planning, and engineering issues associated with Internetworking technology within modern organization. The courses examine the configuration and implementation of devices, protocols, and operating systems used in Local and Wide Area Networks. The communications theory and application taught in this program also help prepare students with the knowledge and background necessary to sit for the Comp TIA A+, Network+, Sever+, and Security+ exams as well as the CISCO Certified Network Associate (CCNA) and the CISCO Certified Design Associated (CCDA) exams.

<b>First Semester</b>		<b>Cr.</b>
****	Computer Literacy Elective <sup>1</sup>	3
ITEC 1002	Logic & Problem Solving	3
ITEC 1010	Web Page Development	3
ITEC 1330	CISCO Networking I	3
ENGL 1010	English Composition I (Gen. Ed.)	3
<b>Total</b>		<b>15</b>

<b>Second Semester</b>		<b>Cr.</b>
ITEC 2143	Systems Analysis & Design	3
ITEC 2201	UNIX/Linux OS	3
ITEC 1325	IT Hardware Essentials	3
ITEC 2330	CISCO Networking II	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
<b>Total</b>		<b>15</b>

<b>Third Semester</b>		<b>Cr.</b>
ITEC ****	Database Elective <sup>2</sup>	3
ITEC 2351	Windows for Professionals	3
ITEC 2333	CISCO Networking III	3
****	Mathematics (Gen. Ed.) <sup>3</sup>	3
ACCT 1210	Principles of Accounting I	3
<b>Total</b>		<b>15</b>

<b>Fourth Semester</b>		<b>Cr.</b>
ITEC 2205	UNIX/Linux System Administration or	3
ITEC 2510	End-User Support and Troubleshooting/ Windows Environment	3
ITEC 2335	CISCO Networking IV	3
ITEC 2341	Introduction to Network Security	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>3</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>3</sup>	3
<b>Total</b>		<b>15</b>
<b>Total Program Credits</b>		<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Select one of the following: ITEC 1001, MIS 2749 (When choosing a Computer Literacy Elective, make sure the proper prerequisites have been met.)

<sup>2</sup> Select one of the following: ITEC 2150, ITEC 2160, ITEC 2404

<sup>3</sup> Review General Education pages and/or consult advisor for correct selection.

**INFORMATION TECHNOLOGY**  
 Associate of Applied Science Degree  
 UNIX/LINUX Concentration  
 J. Wayne Morris • (901) 333-4212

This objective of this concentration is to prepare graduates in using the UNIX and Linux Operating Systems in today's Information Technology environment. The graduate learns both programming and administration of the operating system in respect to business applications and Internet presence. In addition, this concentration helps prepare graduates for the first level Linux industry certifications.

<b>First Semester</b>		<b>Cr.</b>
****	Computer Literacy Elective <sup>1</sup>	3
ITEC 1002	Logic & Problem Solving	3
ITEC 1010	Web Page Development	3
ITEC 1330	CISCO Networking I	3
ENGL 1010	English Composition I (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>15</b>

<b>Second Semester</b>		<b>Cr.</b>
ITEC 2143	Systems Analysis & Design	3
ITEC 2201	UNIX/Linux OS	3
ITEC 1325	IT Hardware Essentials	3
ITEC 2351	Windows for Professionals	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
<b>Total</b>		<b>15</b>

<b>Third Semester</b>		<b>Cr.</b>
ITEC ****	Database Elective <sup>2</sup>	3
ITEC 2330	CISCO Networking II	3
ITEC 1101	C/C++ Programming	3
****	Mathematics (Gen. Ed.) <sup>3</sup>	3
ACCT 1210	Principles of Accounting I	3
<b>Total</b>		<b>15</b>

<b>Fourth Semester</b>		<b>Cr.</b>
ITEC ****	ITEC Elective <sup>4</sup>	3
ITEC 2205	UNIX/Linux System Administration	3
ITEC 2341	Introduction to Network Security	3
***	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>15</b>
<b>Total Program Credits</b>		<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Select one of the following: ITEC 1001, MIS 2749 (When choosing a Computer Literacy Elective, make sure the proper prerequisites have been met.)

<sup>2</sup> Select one of the following: ITEC 2150, ITEC 2160, ITEC 2404

<sup>3</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>4</sup> ITEC Elective: any ITEC 2000 level course or MIS 2770





**INFORMATION TECHNOLOGY**  
 Associate of Applied Science Degree  
 Web Technology Concentration  
 Todd Blankenbeckler • (901) 333-4305

This program is designed to prepare graduates with the necessary skills to work in today's business Internet/Intranet environment where Web programming, development and design skills are used. The graduate is trained in developing computer solutions to business problems using programming and scripting languages, as well as Web development tools. Students will gain experience in the use of current markup language. Areas of study also include Web services and Web application of database technology.

<b>First Semester</b>		<b>Cr.</b>
****	Computer Literacy Elective <sup>1</sup>	3
ITEC 1002	Logic and Problem Solving	3
ITEC 1010	Web Page Development	3
ITEC 1330	CISCO Networking I	3
ENGL 1010	English Composition I (Gen. Ed.)	3
<b>Total</b>		<b>15</b>

<b>Second Semester</b>		<b>Cr.</b>
ITEC 2143	Systems Analysis & Design	3
ITEC 2201	UNIX/Linux OS	3
ITEC 2020	Client-Side Web Programming: JavaScript	3
ITEC 2170	Web Site Design	3
SPCH 2010	Oral Communication (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>15</b>

<b>Third Semester</b>		<b>Cr.</b>
ITEC ****	Database Elective <sup>2</sup>	3
ITEC 2171	Server-Side Web Programming	3
ITEC ****	ITEC Elective <sup>4</sup>	3
****	Mathematics (Gen. Ed.) <sup>3</sup>	3
ACCT 1210	Principles of Accounting I	3
<b>Total</b>		<b>15</b>

<b>Fourth Semester</b>		<b>Cr.</b>
ITEC 2175	XML Applications & Web Services	3
ITEC 2207	Web Server Administration	3
ITEC Web	Elective <sup>5</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>3</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>3</sup>	3
<b>Total</b>		<b>15</b>
<b>Total Program Credits</b>		<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Select one of the following: ITEC 1001, MIS 2749 (When choosing a Computer Literacy Elective, make sure the proper prerequisites have been met.)

<sup>2</sup> Select one of the following: ITEC 2150, ITEC 2160, ITEC 2404

<sup>3</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>4</sup> ITEC Electives: any ITEC 2000 level or MIS 2770

<sup>5</sup> Web Electives Include:

ITEC 1101	C/C++ Programming
ITEC 1105	Win/Web VS. NET I
ITEC 2111	Object-oriented C++Programming
ITEC 2115	Win/Web VB.Net II
ITEC 2125	Win/Web VB.Net III
ITEC 2173	Trends in Web Technology
ITEC 2341	Introduction To Network Security
ITEC 2710	Java Application Programming
ITEC 2720	Advanced Java Programming
GART 1040	Pixel Imaging I
GART 2040	Pixel Imaging II
GART 2522	Animated Web Graphics



**LANDSCAPE AND TURFGRASS  
MANAGEMENT**  
Associate of Applied Science Degree  
Program  
Landscape Management  
Concentration  
Vicki Armstrong • (901) 333-4293

The Landscape Management degree program is designed to provide the knowledge and technical skills needed for those interested in careers in the Landscape industry. Students graduating from the Landscape Management concentration may be eligible for management level positions with landscape maintenance and installation companies and horticulture supervisory positions in public and private institutions.

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition (Gen. Ed.)	3
HORT 1000	Horticulture Plant Science	3
HORT 1200	Horticulture Pest Management	3
HORT 1310	Plant Identification I	3
HORT 1400	Landscape Maintenance	3
HORT 1510	Turfgrass Management I	3
<b>Total</b>		<b>18</b>

<b>Second Semester</b>		<b>Cr.</b>
MATH 1630	Finite Math (Gen. Ed.)	3
HORT 2100	Small Engines	3
HORT 2300	Landscape Techniques	3
HORT 1100	Soil and Water	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
<b>Total</b>		<b>15</b>

<b>Third Semester</b>		<b>Cr.</b>
HORT 2210	Irrigation Techniques I	3
HORT 2410	Landscape Design I	3
HORT 2600	Landscape Business Management	3
HORT 2950	Landscape and Turfgrass Management Internship I	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>15</b>

<b>Fourth Semester</b>		<b>Cr.</b>
HORT 2320	Plant Identification II	3
HORT 2850	Landscape Construction	3
HORT 2955	Landscape and Turfgrass Management Internship II	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>12</b>
<b>Total Program Credits</b>		<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

A minimum computer competency is required for graduation. Please see the computer competency section for details.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

**LANDSCAPE AND TURFGRASS  
MANAGEMENT**  
Associate of Applied Science Degree  
Program  
Turfgrass Management Concentration  
Vicki Armstrong • (901) 333-4293

The Turfgrass Management degree program is designed to provide the knowledge and technical skills needed for those interested in careers within the turfgrass industry. The Turfgrass Management concentration is designed to provide individuals with the skills needed to occupy a management position in the lawn care industry, golf courses, or parks and recreation complexes.

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
HORT 1000	Horticulture Plant Science	3
HORT 1200	Horticulture Pest Management	3
HORT 1310	Plant Identification I	3
HORT 1400	Landscape Maintenance	3
HORT 1510	Turfgrass Management I	3
<b>Total</b>		<b>18</b>

<b>Second Semester</b>		<b>Cr.</b>
MATH 1630	Finite Math (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
HORT 2100	Small Engines	3
HORT 2300	Landscape Techniques	3
HORT 1100	Soil and Water	3
<b>Total</b>		<b>15</b>

<b>Third Semester</b>		<b>Cr.</b>
HORT 2210	Irrigation Techniques I	3
HORT 2520	Turfgrass Management II	3
HORT 2700	Chemical Applications	3
HORT 2950	Landscape and Turfgrass Management Internship I	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>15</b>

<b>Fourth Semester</b>		<b>Cr.</b>
HORT 2800	Golf Course Operations and Maintenance	3
MGMT 2030	Principles of Management or approved elective	3
HORT 2955	Landscape and Turfgrass Management Internship II	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>12</b>
<b>Total Program Credits</b>		<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

# MECHANICAL ENGINEERING TECHNOLOGY

Associate of Applied Science Degree  
Program

Mechanical Design Concentration  
A TAC/ABET Accredited Curriculum  
Cindy Fowinkle • (901) 333-4665

The Mechanical Design Concentration of the Mechanical Engineering Technology degree program places emphasis on the design of commercial products, tooling, machinery, and production process systems. This field also involves the application of high-tech production equipment, software, and techniques to achieve cost savings, and quality in the manufacturing, service, and distribution industries. The major areas of study include computer-aided design (CAD), engineering materials, electro-mechanical devices, air conditioning, machine design, and fluid systems. Furthermore, the Design Concentration emphasizes the generation, transmission, and utilization of mechanical energy for commercial application in high-tech industry. Graduates may work in a variety of industrial and professional settings, typically in areas that utilize CAD systems for design work. Career paths include environmental control, machine and process design, product and systems development, quality assurance, plant maintenance engineering, and technical sales. Salary and job placement rank among the highest.

<b>First Semester</b>		<b>Cr.</b>
MEET 1144	Machines Technology	3
MEET 1210	CAD Design I	3
ENGL 1010	English Composition I (Gen. Ed.)	3
MATH 1740	Algebra and Trigonometry I	3
PHYS 1310	Technical Physics I	3
<b>Total</b>		<b>15</b>

<b>Second Semester</b>		<b>Cr.</b>
INET 1004	Technical Computer Applications <sup>1</sup>	3
MEET 1134	Engineering Materials	3
MEET 1154	Statics and Dynamics	3
MEET 1220	CAD Design II	4
MATH 1750	Algebra and Trigonometry II	3
<b>Total</b>		<b>16</b>

<b>Third Semester</b>		<b>Cr.</b>
CCET 2203	Strength of Materials	3
MEET 2154	Fluid Systems	3
MEET 2173	Air Conditioning	3
MATH 1910	Calculus and Analytic Geometry I (Gen. Ed.)	4
PHYS 1320	Technical Physics II	3
<b>Total</b>		<b>16</b>

<b>Fourth Semester</b>		<b>Cr.</b>
MEET 2144	Machine Design and Special Problems	4
MEET 2163	Electro-Mechanical Devices	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>2</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>2</sup>	3
****	General Elective <sup>3</sup>	3
<b>Totals</b>		<b>19</b>
<b>Total Program Credits</b>		<b>66</b>

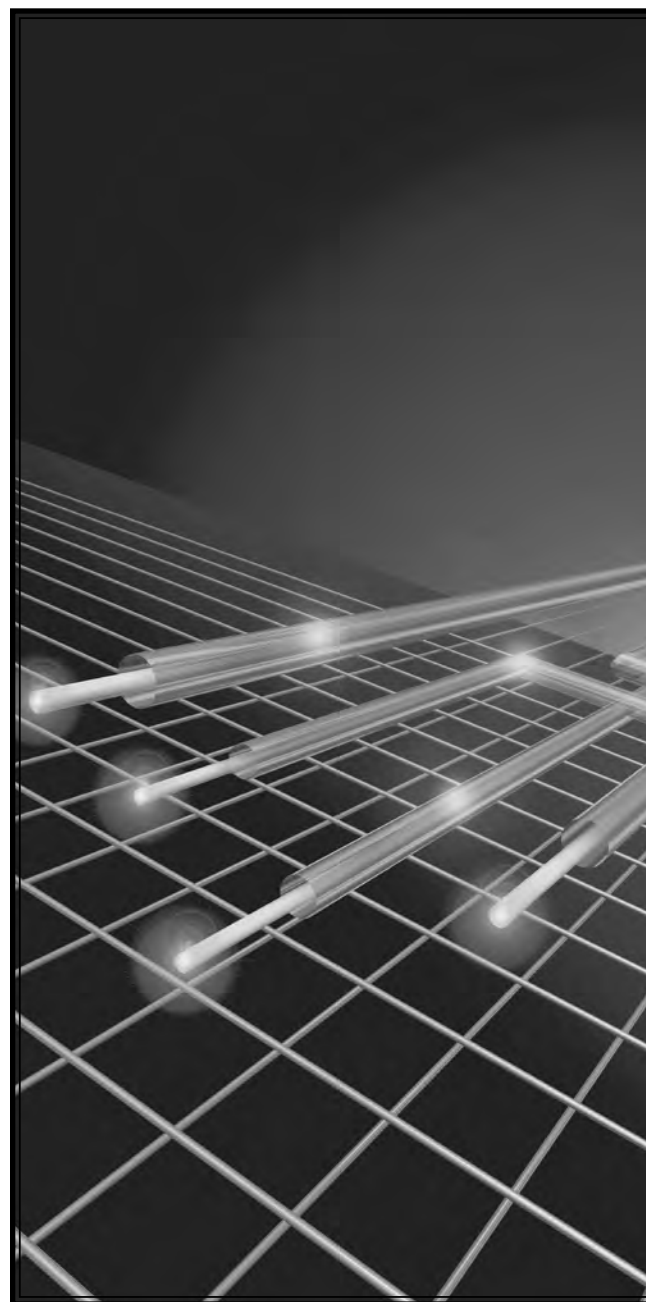
This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> CPET 1114, Computer Systems Installation and Maintenance with Applications, may be substituted.

<sup>2</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>3</sup> General Elective to be selected by the student in consultation with an advisor.

Note: Cooperative Education courses are available for this major.



## MECHANICAL ENGINEERING TECHNOLOGY

Associate of Applied Science Degree  
Manufacturing Concentration  
Cindy Fowinkle • (901) 333-4665

The Manufacturing Concentration of the Mechanical Engineering Technology degree program concentrates on gaining productivity, cost savings, and quality in the manufacturing and service industries. The Manufacturing Concentration emphasizes the application of high-tech production equipment, software, and techniques to achieve cost savings and quality in the manufacturing, service, and distribution industries. Hands-on, high-tech laboratories featuring computer-integrated manufacturing (CIM), automated storage and retrieval systems (ASRS), bar-coding, computer-aided design (CAD), computer facilities layout, computer-numerical controlled (CNC) machining centers, and programmable logic controlled (PLC) robots, are combined with instruction on modern production techniques. Graduates can find a variety of employment opportunities in the areas of facilities layout, process development, product development, quality control, technical sales, and warehousing.

<b>First Semester</b>	<b>Cr.</b>
MEET 1144 Machines Technology	3
MEET 1210 CAD Design I	3
ENGL 1010 English Composition I (Gen. Ed.)	3
MATH 1740 Algebra and Trigonometry I	3
PHYS 1310 Technical Physics I	3
<b>Total</b>	<b>15</b>

<b>Second Semester</b>	<b>Cr.</b>
INET 1004 Technical Computer Applications <sup>1</sup>	3
MEET 1134 Engineering Materials	3
MEET 1154 Statics and Dynamics	3
MEET 1220 CAD Design II	4
MATH 1750 Algebra and Trigonometry II	3
<b>Total</b>	<b>16</b>

<b>Third Semester</b>	<b>Cr.</b>
INET 2014 CNC and Robotics	3
MEET 2154 Fluid Systems	3
INET 2043 Statistical Quality Control	3
MATH 1910 Calculus and Analytic Geometry I (Gen. Ed.)	4
PHYS 1320 Technical Physics II	3
<b>Total</b>	<b>16</b>

<b>Fourth Semester</b>	<b>Cr.</b>
MEET 2163 Electro-Mechanical Devices	3
INET 2034 Plant Layout and Materials Handling	3
INET 2054 Computer-Integrated Manufacturing	4
SPCH 2010 Oral Communication (Gen. Ed.)	3
**** Social/Behavioral Sciences (Gen. Ed.) <sup>2</sup>	3
**** Humanities/Fine Arts (Gen. Ed.) <sup>2</sup>	3
<b>Total</b>	<b>19</b>
<b>Total Program Credits</b>	<b>66</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> CPET 1114, Computer Systems Installation and Maintenance with Applications, may be substituted.

<sup>2</sup> Review General Education pages and/or consult advisor for correct selection.

Note: Cooperative Education courses are available for this major.

## OFFICE ADMINISTRATION

Associate of Applied Science Degree  
Court Reporting/Closed Captioning  
Leslie Peebles • (901) 333-4006

The Court Reporting/Closed-Captioning curriculum prepares students for a variety of careers that utilize computer-aided real-time translation. These include judicial reporting (city, state and federal court systems, as well as legal depositions and arbitrations), the closed-captioning industry and other venues requiring real-time translation for the hearing-impaired, such as educational environments, conferences and conventions. Students are prepared in computer-compatible machine shorthand at 225 words per minute and transcribe regularly on professional computer-aided transcription systems. Upon graduation, they are expected to be computer proficient. This program includes an internship, which is served in both judicial and non-judicial settings.

<b>First Semester</b>	<b>Cr.</b>
CORT 1001 Legal Terminology	3
CORT 1010 Machine Shorthand Theory I	3
ENGL 1010 English Composition I (Gen. Ed.)	3
CORT 1110 Court Reporting Applications	3
<b>Total</b>	<b>12</b>

<b>Second Semester</b>	<b>Cr.</b>
CORT 1020 Machine Shorthand Theory II	3
CORT 1210 Court Reporting Grammar and Punctuation	3
CORT 1025 Introduction to Speedbuilding	3
**** Mathematics/Natural Science (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>	<b>12</b>

<b>Third Semester</b>	<b>Cr.</b>
CORT 2010 Speedbuilding I	4
**** Social/Behavioral Science (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>	<b>7</b>

<b>Fourth Semester</b>	<b>Cr.</b>
CORT 2022 Speedbuilding II	4
CORT 2015 Computer-Aided Transcription	3
**** Elective (Gen. Ed.) <sup>1</sup>	3
**** Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>	<b>13</b>

<b>Fifth Semester</b>	<b>Cr.</b>
CORT 2032 Speedbuilding III	4
OFAD 2640 Medical Terminology, Anatomy and Physiology I	3
CORT 2080 Special Topics in Realtime Reporting	3
CORT 2070 Court Reporting Internship	3
<b>Total</b>	<b>13</b>

<b>Sixth Semester</b>	<b>Cr.</b>
CORT 2040 Speedbuilding IV	3
<b>Total</b>	<b>3</b>
<b>Total Program Credits</b>	<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

**OFFICE ADMINISTRATION**  
Associate of Applied Science Degree  
Financial Administrative Assistant  
Concentration  
Vicki Robertson • (901) 333-4681

The Financial Administrative Assistant concentration covers the complete accounting cycle with practical applications, including comprehensive computer operations, business taxes, and database management.

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
ACCT 1210	Principles of Accounting I	3
OFAD 1140	Records Management	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>12</b>

<b>Second Semester</b>		<b>Cr.</b>
OFAD 1120	Keyboarding II <sup>2</sup>	3
OFAD 1150	Microsoft Office Applications	3
OFAD 1210	Microsoft Word I	4
OFAD 1080	Computer Data Entry	3
ACCT 1220	Principles of Accounting II	3
<b>Total</b>		<b>16</b>

<b>Third Semester</b>		<b>Cr.</b>
FINR 2300	Business Law	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
OFAD 2050	Business Communication	3
OFAD 1410	Excel I	4
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>16</b>

<b>Fourth Semester</b>		<b>Cr.</b>
SPCH 2010	Oral Communication (Gen. Ed.)	3
OFAD 2310	PowerPoint/Outlook	3
ACCT 2210	Intermediate Accounting I	4
OFAD 2610	Administrative Office Management	3
****	OFAD Elective <sup>3</sup>	3
<b>Total</b>		<b>16</b>
<b>Total Program Credits</b>		<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Students must demonstrate the ability to key at least 35 wpm to enroll (contact the Program Coordinator).

<sup>3</sup> OFAD Electives:

- OFAD 1710 English for Careers
- OFAD 1931-32 Co-Op Education I and II
- OFAD 2110 Advanced Keyboarding and Office Integration
- OFAD 2040 Word Processing Transcription
- OFAD 2210 Microsoft Word II
- OFAD 2410 Excel II (highly recommended for this major)
- OFAD 2450 Desktop Publishing Using Word
- OFAD 2990 Special Topics in Office Administration
- ACCT 2055 Accounting Applications for Microcomputers (highly recommended for this major)

**OFFICE ADMINISTRATION**  
Associate of Applied Science Degree  
General Administrative Assistant  
Concentration  
Vicki Robertson • (901) 333-4681

The Administrative Assistant concentration is designed to equip students with skills and competencies needed to be an efficient, productive member of an office support team.

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed)	3
ACCT 1210	Principles of Accounting I	3
OFAD 1140	Records Management	3
****	Mathematics (Gen. Ed) <sup>1</sup>	3
****	Social/Behavioral Sciences (Gen. Ed) <sup>1</sup>	3
<b>Total</b>		<b>15</b>

<b>Second Semester</b>		<b>Cr.</b>
OFAD 1120	Keyboarding II <sup>2</sup>	3
OFAD 1150	Microsoft Office Applications	3
OFAD 1210	Microsoft Word I	4
SPCH 2010	Oral Communication (Gen. Ed.)	3
OFAD 1080	Computer Data Entry	3
	or	
ACCT 1220	Principles of Accounting II	3
<b>Total</b>		<b>16</b>

<b>Third Semester</b>		<b>Cr.</b>
OFAD 2110	Advanced Keyboarding and Integrated Office	3
OFAD 2210	Microsoft Word II	4
OFAD 2050	Business Communication	3
OFAD 1410	Excel I	4
<b>Total</b>		<b>14</b>

<b>Fourth Semester</b>		<b>Cr.</b>
****	Humanities/Fine Arts (Gen. Ed) <sup>1</sup>	3
OFAD 2040	Word Processing Transcription	3
OFAD 2610	Administrative Office Management	3
****	OFAD Elective <sup>3</sup>	3
****	OFAD Elective <sup>3</sup>	3
<b>Total</b>		<b>15</b>
<b>Total Program Credits</b>		<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Students must demonstrate the ability to key at least 35 wpm to enroll (contact the Program Coordinator)

<sup>3</sup> OFAD Electives:

- OFAD 1170 English for Careers
- OFAD 1931-32 Co-op Education I and II
- OFAD 2410 Excel II
- OFAD 2310 PowerPoint/Outlook
- OFAD 2450 Desktop Publishing Using Word
- OFAD 2990 Special Topics in Office Administration

**OFFICE ADMINISTRATION**  
Associate of Applied Science Degree  
Legal Administrative Assistant  
Concentration  
Vicki Robertson • (901) 333-4681

The Legal Administrative Assistant concentration is designed to develop organization, communication, legal transcription and computer skills. This program prepares students to work as legal transcriptionists, legal secretaries, or legal stenographers.

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
ACCT 1210	Principles of Accounting I	3
LEGL 1040	Introduction to Law	3
CORT 1001	Legal Terminology	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>15</b>

<b>Second Semester</b>		<b>Cr.</b>
OFAD 1120	Keyboarding II <sup>2</sup>	3
OFAD 1150	Microsoft Office Applications	3
OFAD 1210	Microsoft Word I	4
OFAD 1410	Excel I	4
<b>Total</b>		<b>14</b>

<b>Third Semester</b>		<b>Cr.</b>
OFAD 1140	Records Management	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
OFAD 2050	Business Communication	3
LEGL 1055	Legal Ethics and Professionalism	3
OFAD 2210	Microsoft Word II	4
<b>Total</b>		<b>16</b>

<b>Fourth Semester</b>		<b>Cr.</b>
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	OFAD Elective <sup>3</sup>	3
LEGL 1080	Law Office Management	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
****	OFAD Elective <sup>3</sup>	3
<b>Total</b>		<b>15</b>
<b>Total</b>		<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Students must demonstrate the ability to key at least 35 wpm to enroll (contact the Program Coordinator).

<sup>3</sup> OFAD Electives:

- OFAD 1080 Computer Data Entry
- OFAD 2410 Excel II
- OFAD 2450 Desktop Publishing Using Word
- OFAD 2110 Advanced Keyboarding and Office Integration
- OFAD 2040 Word Processing Transcription
- ACCT 1220 Principles of Accounting II
- OFAD 1170 English for Careers
- OFAD 1931-32 Co-op Education I and II
- OFAD 2990 Special Topics in Office Administration

**OFFICE ADMINISTRATION**  
Associate of Applied Science Degree  
Medical Administrative Assistant  
Concentration  
Cecelia Jacob (901) 333-4677

The Medical Administrative Assistant concentration is designed to develop organization, communication, medical transcription and computer skills. This program prepares students to work as medical transcriptionists, medical secretaries or medical clerks.

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
BIOL 1010	Introduction to Biology I (Gen. Ed.)	4
OFAD 1160	Health Records Management	3
OFAD 2640	Medical Terminology, Anatomy and Physiology I	3
<b>Total</b>		<b>13</b>

<b>Second Semester</b>		<b>Cr.</b>
OFAD 1120	Keyboarding II <sup>1</sup>	3
OFAD 1150	Microsoft Office Applications	3
OFAD 2650	Medical Terminology, Anatomy and Physiology II	3
OFAD 1210	Microsoft Word I	4
OFAD 2700	Beginning Medical Office Transcription	3
<b>Total</b>		<b>16</b>

<b>Third Semester</b>		<b>Cr.</b>
OFAD 2210	Microsoft Word II	4
OFAD 2730	Medical Office Practice	3
OFAD 2740	Coding I	3
OFAD 2710	Advanced Medical Office Transcription	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
<b>Total</b>		<b>16</b>

<b>Fourth Semester</b>		<b>Cr.</b>
****	Humanities/Fine Arts (Gen. Ed.) <sup>2</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>2</sup>	3
OFAD 2050	Business Communication	3
OFAD 2750	Coding II	3
OFAD 2760	Ethics and Law for Healthcare	3
<b>Total</b>		<b>15</b>
<b>Total Program Credits</b>		<b>60</b>

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Students must demonstrate the ability to key at least 35 wpm to enroll (contact the Program Coordinator).

<sup>2</sup> Review General Education pages and/or consult advisor for correct selection.

**ARCHITECTURAL/  
CONSTRUCTION  
FUNDAMENTALS**  
Technical Certificate  
Robert Tom • (901) 333-4154

The Architectural/Construction Fundamentals Certificate Program emphasizes the basic skills needed to begin a career in architecture and building construction. Designed for high school graduates or those entering the design and construction field for the first time, the program covers six important areas. These areas include engineering technology techniques, architectural drawings, surveying, computer aided drawing, the materials and methods of building construction, and the use of modern computer software including word processing, spreadsheets, and databases.

Candidates cannot already hold a degree in the Architectural Design and Civil/Construction concentrations of Architectural Engineering Technology. Candidates must also meet the requirements of a first-time college student or transfer student (see Admission section of the Southwest catalog). Candidates must take at least 16 of the 19 hours at Southwest. Each student should assure that he or she has met the prerequisites before attempting to register for a course.

Students who complete this certificate program will be qualified to enter the Cooperative Education (Co-op) Program and/or entry-level positions in the design and civil/construction fields. The purpose of the Co-op Program is to train students in these fields, combining classroom with actual work experience. Many employers participating in Co-op provide tuition for those who wish to continue their education. Certificate holders can work as technicians with architects, engineers, building component manufacturers, real estate developers, facility managers, commercial and service industries, residential and commercial contractors, and government agencies. All courses except ENTC 1124 will transfer to the Architectural Engineering Technology program in the Design or Civil/Construction concentrations.

<b>Required Courses</b>		<b>Cr.</b>
ENTC 1124	Engineering Technology Techniques	3
INET 1004	Technical Computer Applications for Technicians <sup>1</sup>	3
ARCH 1124	Architectural Drawing	3
ARCH 1244	Materials and Methods	3
ARCH 2644	Computer Aided Drawing	3
CCET 1010	Surveying	4
<b>Total Credit Hours</b>		<b>19</b>

<sup>1</sup> CPET 1114, Computer Systems Installation and Maintenance with Applications, may be substituted.

**BASIC ELECTRONICS  
TECHNICIAN**  
Technical Certificate  
Karen Webb • (901) 333-4164

The Basic Electronic Technician Certificate program is designed to provide basic electronic skills for entry-level electronic technicians. These skills include using a variety of test equipment to analyze, troubleshoot, repair and maintain electronic and computer equipment containing AC/DC circuits, and circuits containing digital and solid state devices. Certificate candidates cannot already hold a degree in Electronic Technology. Candidates must take at least 18 of the minimum 21 hours at Southwest. Each student should assure that he or she has met the prerequisites before attempting to register for a course. The program is designed as a two-semester sequence.

Certificate candidates will be eligible to enter the Cooperation Education (Co-op) program. The purpose of the Co-op program is to train students in the industrial world, combining classroom experience with work experience. The Co-op courses provide documented job experience on the student's transcript. Students interested in a Co-op position should contact an Electronic Technology advisor.

Certificate holders may find employment as entry-level technicians with companies that manufacture, test, repair, and maintain all types of electronic equipment, including but not limited to, computer equipment, biomedical equipment, industrial equipment, microprocessor-based equipment, and office equipment.

Five of the required courses will transfer to the Electronic Technology associate degree program.

<b>First Semester</b>		<b>Cr.</b>
ETEC 1011	DC/AC Electronic & Lab	4
ETEC 1031	Digital and Microprocessor Electronics & Lab	4
ETEC 1113	Electronic Test Equipment & Lab	3
<b>Total</b>		<b>11</b>

<b>Second Semester</b>		<b>Cr.</b>
ETEC 2302	Miniature Component Repair Techniques & Lab	3
ETEC 1021	Solid State Device & Lab	4
	* Technical Elective	3
<b>Total</b>		<b>10</b>
<b>Total Credit Hours</b>		<b>21</b>

\*Technical Elective – Student will choose one of the following with the help of an Electronic Technology advisor:

ETEC 2402	Troubleshooting Microprocessor Based Systems & Lab	4
ETEC 2403	Video Terminal Maintenance & Lab	4
ETEC 2814	Servicing and Maint of Microcomputer Systems & Lab	4
INET 2054	Computer-Integrated Manufacturing & Lab	4
INET 2014	CNC and Robotics & Lab	3
ELET 1050	Programmable Logic Controllers & Lab	4
ITEC 1330	Networking I	3

**COMPUTER SOFTWARE  
SPECIALIST**  
Technical Certificate  
Vicki Robertson (901) 333-4681

This program is designed to develop skills in keyboarding and introduce word processing, spreadsheet, and database concepts. Individuals should possess basic keyboarding skills to pursue employment. Specifically, students will develop word processing, spreadsheet and database skills necessary for office support personnel. Students must complete each Computer Software Specialist course with a minimum grade of C.

<b>Required Courses</b>	<b>Cr.</b>
OFAD 1120 Keyboarding II <sup>1</sup>	3
OFAD 1210 Microsoft Word I	4
OFAD 1150 Microsoft Office Applications	3
OFAD 1080 Computer Data Entry	3
OFAD 1140 Records Management	3
OFAD 2210 Microsoft Word II	4
OFAD 1410 Excel I	4
<b>Total Credit Hours</b>	<b>24</b>

<sup>1</sup> Students with no previous keyboarding skills must enroll in OFAD 1110.

Students who can demonstrate a minimum typing speed of 30 wpm with five errors or less on a proficiency test may enroll in OFAD 1120.

**ELECTRIC UTILITY  
CONSTRUCTION**  
Technical Certificate  
G. Michael Stephens • (901) 333-4151

The certificate in Electric Utility Construction is a training program developed in partnership with Memphis Light, Gas and Water (MLG&W) to prepare students for a career in public utilities, specializing in electrical construction, maintenance and distribution as an Apprentice Electrician (Lineman). Students who complete the program and are hired by MLG&W enter into the Electrician Apprenticeship (Lineman) program. Because of the complexity of the job and related safety concerns, individuals must be knowledgeable of safety procedures, safe operation concerns, individuals must be knowledgeable of safety procedures, safe operation of electric components and systems, and power equipment. Hands-on pole work, including safety, climbing and rescue, is a substantial part of this program. Students who enroll in this program are either MLG&W employees (other than lineman) or students seeking employment with MLG&W as Apprentice Electricians (Linemen). Employment is not guaranteed, however, this program is MLG&W's primary source of Electric Utility Construction Workers.

<b>Required Courses</b>	<b>Cr.</b>
ETEC 1614 Problem Solving for Linemen	4
ETEC 1615 Electric Circuits for Line Personnel and Lab	4
ETEC 1616 Applied Fundamentals of Elect. Distribution I	4
ETEC 1617 Applied Fundamentals of Elect. Distribution II	4
ETEC 1618 Theory of Electrical Distribution	3
AUTO 1621 Commercial Drivers License Basics <sup>1</sup>	2
<b>Total Credit Hours</b>	<b>19-21</b>

<sup>1</sup> AUTO 1621 is not required if the applicant has a valid Commercial Drivers License (CDL), Class A, at the time of spring registration. Students are required to enter in the fall and complete the following spring.





## ELECTRICAL/ELECTRONIC FUNDAMENTALS

### Technical Certificate

Lisa G. Jones • (901) 333-4983

The Electrical/Electronic Fundamentals Certificate Program emphasizes the basic skills needed to begin careers in either the electrical or electronics engineering technology fields. Designed for high school graduates or those entering industry for the first time, the program covers six important areas. These areas include an introduction to electrical/electronic technology; engineering technology techniques; electric circuits; electronic circuits; CAD drawing; and computer systems installation, maintenance, and applications such as word processing and spreadsheets.

Candidates cannot already hold a degree in either the Electrical Design or Telecommunications concentration of the Electrical Engineering Technology program. Candidates must also meet the requirements of a first-time college student or transfer student (see the Admissions section of the current Southwest Catalog). Candidates must take at least 15 of the 18 hours at Southwest. Each student should assure that he or she has met the prerequisites before attempting to register for a course.

Students who complete this certificate program will be qualified to enter the Cooperative Education (Co-op) program and/or entry-level positions in industry. The purpose of the Co-op program is to train students in the industrial world, combining classroom with industrial experience. Many employers participating in Co-op provide tuition for students who wish to continue their education.

Certificate holders can work as technicians in any area involving electricity and electronics, for example: warehousing and distribution, automation control systems, medical electronics, networks and telephones, power generation and distribution, safety and security, design, production, and maintenance. Four of the six courses (CPET 1114, ELET 1110, TLET 1010, TLET 2233) in the certificate program will transfer to the Electrical Engineering Technology A.A.S. degree (Electrical Design Concentration).

<b>Required Courses</b>		<b>Cr.</b>
ENTC 1114	Introduction to Electrical/Electronic Technology	3
ENTC 1124	Engineering Technology Techniques	3
CPET 1114	Computer Systems Installation and Maintenance with Applications	3
ELET 1110	Electric Circuits I	3
TLET 1010	Electronic Circuits I	3
TLET 2233	Electrical/Electronic CAD Drawing	3
<b>Total Credit Hours</b>		<b>18</b>

## INDUSTRIAL COMPUTER FUNDAMENTALS

### Technical Certificate

Janet Sykes • (901) 333-4138

The Industrial Computer Fundamentals Certificate Program emphasizes the basic skills needed to begin a career in the computer engineering technology field. Designed for high school graduates or those entering industry for the first time, the program covers several essential areas. These areas include: introduction to engineering technology; computer systems installation, maintenance, and applications such as word processing and spreadsheets; introduction to electric circuits; digital circuits; introduction to C++ programming.

Certificate candidates cannot already hold a degree in Computer Engineering Technology. Candidates must also meet the requirements of a first-time college student or transfer student (see the Admissions section of the current Southwest Catalog). Candidates must take at least 16 of the 19 hours at Southwest. Each student should assure that he or she has met the prerequisites before attempting to register for a course. The program is designed as a two-semester sequence.

Students who complete this certificate program will be qualified to enter the Cooperative Education (Co-op) program and/or entry-level positions in industry. The purpose of the Co-op program is to train students in the industrial world, combining classroom with industrial experience. Many employers participating in Co-op provide tuition for students who wish to continue their education.

Certificate holders may find employment as entry-level technicians with companies that design, manufacture, test, utilize, or maintain computer systems or computer peripherals. Graduates may work in areas such as software trouble-shooting, computer network equipment testing and maintenance, and computer hardware installation and maintenance. Four of the courses in the certificate program (CPET 1114, ELET 1110, CPET 1124, and CPET 1144) transfer to the Computer Engineering Technology associate degree program.

<b>Required Courses</b>		<b>Cr.</b>
ENTC 1114	Introduction to Electrical/Electronic Technology	3
ENTC 1124	Engineering Technology Techniques	3
CPET 1114	Computer Systems Installation and Maintenance with Applications	3
ELET 1110	Electric Circuits I	3
CPET 1124	Digital Circuits	3
CPET 1144	C++ for Technicians	3
<b>Total Credit Hours</b>		<b>18</b>

## LANDSCAPE MANAGEMENT

### Technical Certificate

Vicki Armstrong • (901) 333-4293

The certificate in Landscape Management is designed to prepare individuals who wish to strengthen their knowledge of professional landscape techniques. Students will be gaining the skills needed by the landscape industry. Individuals who complete this certificate will be eligible for employment in landscape management, landscape and irrigation installation, lawn maintenance, chemical application, and horticulture plant maintenance. This certificate will also include preparation for EPA restricted use pesticide certification.

If you already have a degree, you will qualify for the technical certificate of credit. Candidates must also meet the requirements of a first-time college student or transfer student.

The program requires 24 semester hours for completion; it is not a major or a substitute for the A.A.S. degree. Candidates must take at least 19 of the 24 credit hours at Southwest. Each student should assure that he or she has met the prerequisites before attempting to register for a course.

#### Required Courses

	<b>Cr.</b>
HORT 1000 Horticulture Plant Science	3
HORT 1200 Horticulture Pest Management	3
HORT 1310 Plant Identification I	3
HORT 1400 Landscape Maintenance	3
HORT 2100 Small Engines	3
HORT 2300 Landscaping Techniques	3
HORT 2210 Irrigation Techniques I	3
HORT 1510 Turfgrass Management I	3
<b>Total Credit Hours</b>	<b>24</b>



## MECHANICAL/MANUFACTURING

### CAD

Technical Certificate  
Cindy Fowinkle • (901) 333-4665

The Mechanical/Manufacturing CAD Certificate Program emphasizes the basic skills needed to begin a career in industry. Designed for high school graduates or those entering industry for the first time, the program covers four important areas. These areas include the study of materials and how they behave; basic manufacturing processes and quality used to create everyday products; computer-aided design concepts; and the use of modern computer software including word processing, spreadsheets, and databases.

Candidates cannot already hold a degree in Industrial Engineering Technology or Mechanical Engineering Technology. Candidates must also meet the requirements of a first-time college student or transfer student (see Admissions section). Candidates must take at least 16 of the 19 hours at Southwest. Each student should assure that he or she has met the prerequisites before attempting to register for a course.

Students who complete this certificate program will be qualified to enter the Cooperative Education (Co-op) Program and entry level positions in industry. The purpose of the Co-op Program is to train students in the industrial world combining classroom with industrial experience. Many of these programs provide tuition for those who wish to continue their education. Certificate holders can work as technicians in the quality assurance, engineering graphics, design, production, maintenance, warehousing, and distribution areas. These courses will transfer to other programs such as the Mechanical Engineering Technology Associate Degree Program in either the Mechanical Design or Manufacturing Concentration.

#### Required Courses

	<b>Cr.</b>
ENTC 1124 Engineering Technology Techniques	3
MEET 1134 Engineering Materials and Lab	3
MEET 1144 Machines Technology and Lab	3
MEET 1210 CAD Design I	3
MEET 1220 CAD Design II	4
INET 1004 Technical Computer Applications <sup>1</sup>	3
<b>Total Credit Hours</b>	<b>19</b>

<sup>1</sup> CPET 1114, Computer Systems Installation and Maintenance with Applications, may be substituted.

**QUALITY ASSURANCE**  
 Technical Certificate  
 Cindy Fowinkle • (901) 333-4665

The Quality Assurance Certificate Program provides the student with intensive measuring and testing skills. Major areas of study include common measuring instruments and techniques using micrometers, gage blocks, and calipers; special measuring equipment and techniques using coordinate measuring machines, computer vision machines, and digital measuring devices; non-destructive testing covering magnaflux, ultrasonic, dye penetrant, radiographic, and eddy current equipment and techniques; materials testing covering stress and strain analysis, tension and compression tests; metallograph inspection and analysis; and hardness and strength studies involving heat treating.

Candidates can already hold a degree in Industrial Engineering Technology, Mechanical Engineering Technology or Industrial Maintenance Technology. Candidates must also meet the requirements of a first-time college student or transfer student (see Admissions section). Candidates must take at least 16 of the 19 hours at Southwest. Each student should assure that he or she has met the prerequisites before attempting to register for a course.

Graduates of this certificate program can find employment opportunities in virtually every manufacturing, industrial, and service organization. These certificate holders can also continue their education in the Mechanical Engineering Technology Associate Degree Program in either the Mechanical Design or Manufacturing Concentration. It is recommended that the Mechanical/Manufacturing CAD Certificate be completed first for those who do not have the proper industrial experience or necessary technical skills. See program advisor for proper placement in program. Cooperative education with industry is also available to qualified students.

<b>Required Courses</b>		<b>Cr.</b>
ENTC 1124	Engineering Technology Techniques	3
MEET 1134	Engineering Materials	3
MEET 1144	Machines Technology	3
INET 1004	Technical Computer Applications	3
INET 1220	Precision Measuring Techniques	3
INET 2043	Statistical Quality Control	3
<b>Total Credit Hours</b>		<b>18</b>

**TURFGRASS MANAGEMENT**  
 Technical Certificate  
 Vicki Armstrong • (901) 333-4293

The certificate in Turfgrass Management is an entry-level training program for students entering the turfgrass profession. Students who complete this certificate will be eligible for employment within a lawn care management company, golf course, parks department, or sports facility. This certificate will provide the professional knowledge for the management, installation and renovation of turfgrass areas. Students will cover turfgrass management, soils, irrigation, ornamental plant materials and EPA core certification preparation.

If you already have a degree, you still qualify for the technical certificate of credit. Candidates must also meet the requirements of a first-time college student or transfer student.

The program requires 24 semester hours for completion; it is not a major or a substitute for the A.A.S. degree. Candidates must take at least 19 of the 24 credit hours at Southwest. Each student should assure that he or she has met the prerequisites before attempting to register for a course.

<b>Required Courses</b>		<b>Cr.</b>
HORT 1000	Horticulture Plant Science	3
HORT 2100	Small Engines	3
HORT 1200	Horticulture Pest Management	3
HORT 1310	Plant Identification I	3
HORT 1100	Soil and Water	3
HORT 2210	Irrigation Techniques I	3
HORT 1510	Turfgrass Management I	3
HORT 2520	Turfgrass Management II	3
<b>Total Credit Hours</b>		<b>24</b>



## UTILITY TECHNOLOGY - ELECTRIC

### Technical Certificate

G. Michael Stephens • (901) 333-4151

The certificate in Utility Technology - Electric is a training program developed in partnership with Memphis Light, Gas and Water (MLG&W) to prepare students for a career in public utilities, specializing in electrical distribution. Because of the complexity of the job and related safety concerns, individuals must be knowledgeable of safety procedures, safe operation of electric components and systems, and power equipment. Students are normally employed by MLG&W after the first class in the certificate program, Introduction to Utility Technology. In a typical professional development track, students will complete the remaining classes within three years of employment. Employment is not guaranteed, however, students who successfully complete the first course in the series and meet MLG&W employment standards are given the highest hiring priority.

<b>Required Courses</b>		<b>Cr.</b>
IENT 1612	Introduction to Utility Technology	4
ETEC 1619	Basic Electricity for Utility Workers	4
ETEC 1620	Advanced Electricity for Utility Workers	4
<b>Total Credit Hours</b>		<b>12</b>

## UTILITY TECHNOLOGY - GAS

### Technical Certificate

G. Michael Stephens • (901) 333-4151

The certificate in Utility Construction-Gas is a training program developed in partnership with Memphis Light, Gas and Water (MLG&W) to prepare students for a career in public utilities, specializing in natural gas. Because of the complexity of the job and related safety concerns, individuals must be knowledgeable of safety procedures, safe operation of gas components and systems, and power equipment. Students are normally employed by MLG&W after the first class in the certificate program, Introduction to Utility Technology. In a typical professional development track, students will complete the remaining classes within three years of employment. Once hired by MLG&W, students take advantage of MLG&W's tuition reimbursement plan to continue their training and education. Employment is not guaranteed, however, students who successfully complete the first course in the series and meet MLG&W employment standards are given the highest hiring priority.

<b>Required Courses</b>		<b>Cr.</b>
IENT 1612	Introduction to Utility Technology	4
ETEC 1619	Basic Electricity for Utility Workers	4
INMT 1655	Fundamentals of Gas for Utility Workers	4
<b>Total Credit Hours</b>		<b>12</b>



# ARTS AND SCIENCES



# ARTS AND SCIENCES

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## Division Directory

<b>John Kendall, Interim Dean</b> Arts and Sciences	333-4122 333-5662	Macon, Whitehead 43 Union, Parrish 241
<b>Carolyn Qualls</b> Secretary	333-5240	Union, F-216
<b>Pasty Fancher</b> Interim Department Chair, Communications, Graphics and Fine Arts	333-4151	Academic Building B271D
<b>Lindy Parks</b> Secretary	333-4176	Macon, Fulton 201
<b>Shannon Little</b> Department Chair, Social and Behavioral Sciences	333-4265 333-5196	Macon, Whitehead 42 Union, A-216B
<b>Jacqueline Hale</b> Secretary	333-5195	Union, A-216
<b>Loretta McBride</b> Interim Department Chair, Languages and Literature	333-4650 333-5210	Macon, Whitehead 26 Union, E-223
<b>Lubecca Douglas</b> Secretary	333-5208	Union, E-223
<b>Betty Rosenblatt</b> Department Chair, Natural/Physical Sciences	333-5229	Union, M-235
<b>Ora Harris</b> Secretary	333-5220	Union, M-238
<b>Pam Trim</b> Department Chair, Mathematics	333-5246 333-4263	Union, F-216 Macon, Whitehead 1A
<b>Alicia Toliver</b> Secretary	333-4474	Macon, Whitehead 39

# ARTS AND SCIENCES

The Division of Arts and Sciences consists of the following Departments: Communications, Fine Arts, and Graphic Arts; Languages and Literature; Mathematics; Natural Sciences; and Social and Behavioral Sciences. The division offers both the Associate of Science and Associate of Arts Degrees with the University Parallel major. These degrees are available with emphasis in many areas. Some departments offer the Associate of Applied Science. The division is responsible for the majority of the General Education Course offerings of the college. The division also houses the Developmental Mathematics and Writing Programs. The programs offered in each department include:

- Associate of Applied Science Degree
  - Biotechnology
  - Graphic Arts Technology
- University Parallel Associate of Arts Degree
  - Areas of Emphasis
    - Art
    - Education
    - English and Literature
    - French or Spanish
    - General Studies
    - History
    - Philosophy
    - Political Science
    - Pre-Law
    - Psychology
    - Public Administration
    - Social Work
    - Sociology
    - Speech and Theater
- University Parallel Associate of Science Degree
  - Areas of Emphasis
    - Allied Health Sciences
    - Business Administration
    - Criminal Justice
    - Early Childhood Education
    - Engineering
    - General Studies
    - Health and Physical Education
    - History
    - Human Services
    - Mathematics
    - Music
    - Natural Sciences
    - Philosophy
    - Political Science
    - Pre-Law
    - Psychology
    - Public Administration
    - Social Work
    - Sociology

## DEVELOPMENTAL MATHEMATICS DEVELOPMENTAL WRITING

(901) 333-4151 • Fax (901) 333-4537

The Developmental Math Department and the Developmental Writing Department offer basic and developmental courses that prepare students for college-level courses. Based on ACT sub scores or COMPASS/ASSET test scores, some students may be required to enroll in these courses. Students may enroll in college-level courses while taking developmental studies courses but should select courses that do not require skills in which they are currently deficient.

The Developmental Math and Writing Program at Southwest follows the A-100 Guidelines of the Tennessee Board of Regents (TBR).

### Placement

Placement into the Developmental Math Program (DSPM) and Developmental Writing (DSPW) is based on the same guidelines for all Tennessee Board of Regents institutions. Students under 21 years of age are placed according to valid ACT subscore in mathematics and English. Students 21 years or older are most often placed according to their scores on an appropriate placement test. If valid ACT subscores are available, they can be used for placement.

If a student wants to challenge his or her initial placement, an alternative test is available. The challenge of placement in mathematics must be done before enrolling in the first DSP course in the subject area. Contact the Testing Center at either the Macon Cove Campus, (901) 333-4170, or the Union Avenue Campus, (901) 333-5127, to make an appointment for the appropriate challenge test. A fee is charged for the test.

For additional information regarding DSPM placement, contact the Mathematics Department, (901) 333-5240. For additional information regarding DSPW placement, contact the Languages and Literature Department, (901) 333-5208.

### Class Attendance

Students in basic and developmental courses are expected to attend every scheduled class regularly and punctually. If an illness or emergency results in an absence, the responsibility for determining the extent of what has been missed and for making up all assigned work rests with the student. Absences may adversely affect the course grade or may result in a grade of "F" for the course.

### Grading

Minimum standards for successful completion of basic or developmental courses will be a grade of "C." All credit hours earned in courses designated as basic or developmental will be in addition to the hours required for degrees or certificates.

### Basic Courses

	Cr.
DSPM 0700 Basic Math	3
DSPW 0700 Basic Writing	3

### Developmental Courses

	Cr.
DSPM 0800 Elementary Algebra	3
DSPM 0850 Intermediate Algebra	3
DSPM 0870 Elementary/Intermediate Algebra	6
DSPW 0800 Developmental Writing	3

## Associate of Applied Science Degree BIOTECHNOLOGY TECHNICIAN Amy Beth Waddell • (901) 333-5224

The Biotechnology Technician is an important part of the team involved in basic and clinical research. Students completing the program will be employed in medical, research, and industrial laboratories. This program is designed to give practical hands on as well as theoretical knowledge in a variety of laboratory procedures. Students must be accepted into the program prior to enrolling in second semester BIOT courses. The final semester of the second year will be spent working in a laboratory at a local institution, hospital, or business, in addition to other courses. During this period, the students' schedule may differ from the academic calendar. Students accepted into the program must remain in sequence and complete all courses on schedule.

### Admissions Requirements (Effective Fall 2008)

To be eligible for consideration for admission, the applicant must:

1. Be granted degree admission at Southwest Tennessee Community College.
2. Have completed the following prerequisite courses \* with a minimum grade of "C":
  - a. General Biology I – BIOL 1110
  - b. Introduction to Biotechnology – BIOT 1010
  - c. Statistics – MATH 1530\*Courses must have been completed within the past five (5) years.
3. Have achieved an overall grade point average (GPA) of at least 2.0 on all college-level courses completed.
4. Have successfully completed any science courses within the past five years required for the degree with a minimum grade of "C".
5. Submit the following materials to the Admissions Office by the established deadline: April 15 (Summer II admission) or November 1 (spring semester admission):
  - a. Application for Special Admission Programs
  - b. Official transcripts of all college work attempted and/or completed at colleges and or universities other than Southwest (mailed directly from releasing institution)

### Selection Criteria

The Biotechnology Technician Admissions Committee ranks each applicant according to his or her Admissions index, which is derived from the variables listed below.

1. College-level GPA
2. Prerequisite course GPA

Criteria will be weighted equally.

A maximum of 24 students will be admitted in the Summer II and the Spring semester. Requirements must fulfilled no later than semester immediately prior to desired admission.

### Retention Policy

In order to retain a position in the program, the student must:

1. Maintain a GPA of 2.0 or higher
2. Earn a minimum grade of "C" in all BIOT courses required for the degree. Students failing to attain this requirement will be dismissed from the program
3. Complete the following courses prior to enrollment in the second year of the Biotechnology program:  
General Chemistry I – CHEM 1110  
General Chemistry II - CHEM 1120  
Microbiology – BIOL 1230
4. Remain in sequence and on schedule for all BIOT courses.
5. Students must be computer literate, including the use of EXCEL.

### Readmission Policy

Students withdrawing from the program or dismissed for any reason may be considered for readmission the following year by the program coordinator 30 days prior to the first day of registration for that term. Students must submit a letter of intent to be readmitted to the program coordinator.



# BIOTECHNOLOGY TECHNICIAN

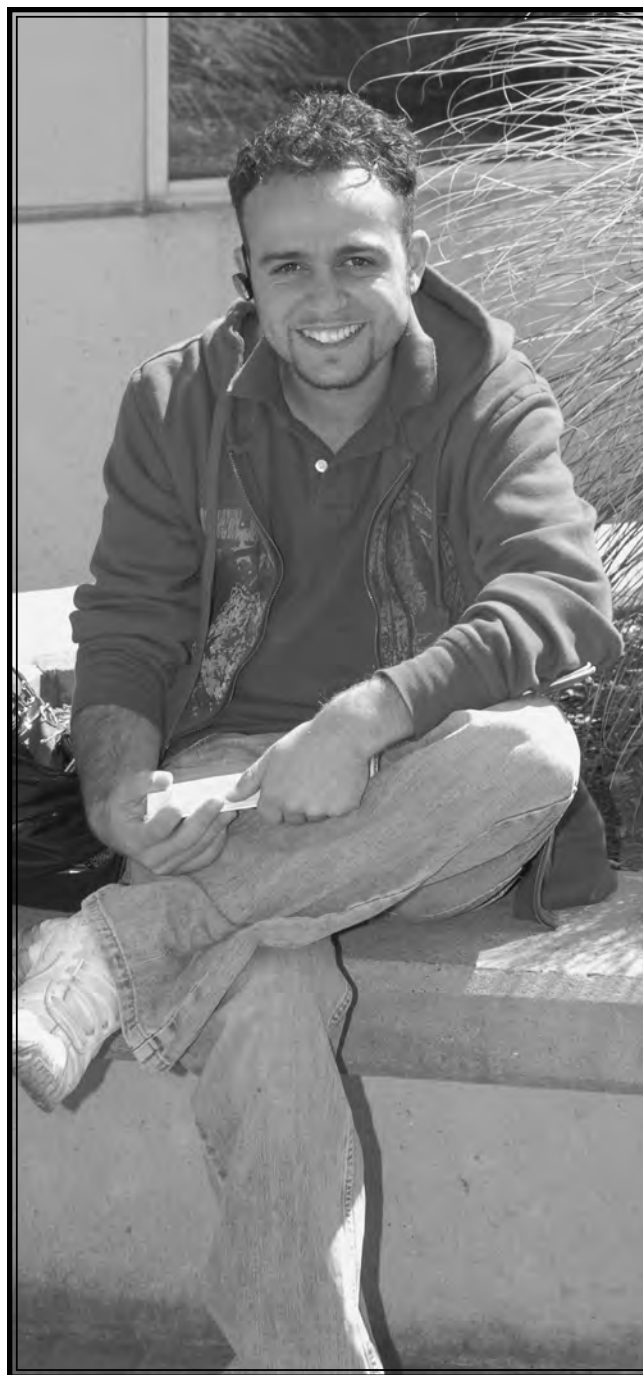
## Associate of Applied Science Degree

Amy Beth Waddell • (901) 333-5224

<b>First Semester</b>		<b>Cr.</b>
BIOT 1010	Introduction to Biotechnology	4
BIOL 1110	General Biology I (Gen. Ed.)	4
CHEM 1110	General Chemistry I	4
MATH 1530	Statistics (Gen. Ed.)	3
<b>Total</b>		<b>15</b>
<b>Second Semester</b>		<b>Cr.</b>
BIOT 2410	Biotechnology Techniques I	4
BIOL 1230	Microbiology	4
CHEM 1120	General Chemistry II	4
ENGL 1010	English Composition I (Gen. Ed.)	3
<b>Total</b>		<b>15</b>
<b>Third Semester</b>		<b>Cr.</b>
BIOT 2420	Biotechnology Techniques II	4
CHEM 2010	Organic Chemistry I	3
CHEM 2011	Organic Chemistry Lab I	1
ETHC 2030	Ethics (Gen. Ed.)	3
PSYC 1010	General Psychology I (Gen. Ed.)	3
<b>Total</b>		<b>14</b>
<b>Fourth Semester</b>		<b>Cr.</b>
BIOT 2430	Biotechnology Techniques III	4
BIOT 2450	Biotechnology Internship	5
****	Electives <sup>1</sup>	7
<b>Total</b>		<b>16</b>
<b>Total Program Credits</b>		<b>60</b>

<sup>1</sup> Electives should be chosen in consultation with the Biotechnology advisor. Those for university transfer should be selected from the General Education page. Course requirements for some advanced Biotechnology and Medical Technology degrees are listed below. Examine current catalogs of other schools and programs, including Bioinformatics, for elective options.

BIOL 1120	General Biology II
BIOL 2010	Anatomy & Physiology I
CHEM 2020/2021	Organic Chemistry II and Lab
MATH 1710	Precalculus



**GRAPHIC ARTS TECHNOLOGY**  
Associate of Applied Science Degree  
Graphic Arts Production  
Patsy Fancher • (901) 333-4151

This program is designed to prepare graduates for the electronic graphic arts industry. Emphasis will be placed on page layout, typography, color process, scanning, quality control, illustration, and prepress production. All courses are taught using the Macintosh computer.

<b>First Semester</b>	<b>Cr.</b>
GART 1000 Introduction to Graphic Arts	3
GART 1002 Typography	3
GART 1004 Two Dimensional Layout and Design	3
GART 1005 Creativity & Idea Development	3
ENGL 1010 English Composition I (Gen. Ed.)	3
<b>Total</b>	<b>15</b>

<b>Second Semester</b>	<b>Cr.</b>
GART 1040 Pixel Imaging I	4
GART 1060 Graphic Arts Terminology	3
GART 1070 Vector Illustration I	4
GART 1080 Print Production I	4
<b>Total</b>	<b>15</b>

<b>Third Semester</b>	<b>Cr.</b>
GART 2040 Pixel Imaging II	4
GART 2070 Vector Illustration II	4
SPCH 2010 Oral Communication (Gen. Ed.)	3
**** Natural Sciences/Mathematics (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>	<b>14</b>

<b>Fourth Semester</b>	<b>Cr.</b>
GART 2080 Print Production II	4
GART 2099 Portfolio Practicum	3
GART Elective <sup>2</sup>	3
**** Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
**** Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>	<b>16</b>

**Total Program Credits** **60**

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Graphic Arts (GART) electives can be selected from any Graphic Arts course that is not listed above as part of the required concentration, or may include any visual art courses with the approval of the Department Chair. Electives can be taken in any semester as long as course prerequisites have been satisfied.

All courses used for Cooperative Education, internships, and/or special problems must be approved by the Department Chair.

**GRAPHIC ARTS TECHNOLOGY**  
Associate of Applied Science Degree  
Interactive Multimedia Production  
Concentration  
Patsy Fancher • (901) 333-4151

This program is designed to prepare graduates for careers in the Graphic Arts and Communications industries as interactive multimedia graphics production specialists. Emphasis will be placed on skills which will enable students to produce interactive multimedia products such as training and educational software products, digital interactive catalogs, sales presentation tools, interactive information kiosks, entertainment software (interactive movies, special interest titles and novels/stories) and Internet Web sites. All computer courses are taught using the Macintosh computer.

<b>First Semester</b>	<b>Cr.</b>
GART 1000 Introduction to Graphic Arts	3
GART 1002 Typography	3
ENGL 1010 English Composition I (Gen. Ed.)	3
**** Natural Sciences/Mathematics (Gen. Ed.) <sup>1</sup>	3
**** Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>	<b>15</b>

<b>Second Semester</b>	<b>Cr.</b>
GART 1040 Pixel Imaging I	4
GART 1070 Vector Illustration I	4
GART 2512 Publishing on the Internet	3
SPCH 2010 Oral Communication (Gen. Ed.)	3
<b>Total</b>	<b>14</b>

<b>Third Semester</b>	<b>Cr.</b>
GART 2040 Pixel Imaging II	4
GART 2500 Introduction to Interactive Multimedia	4
GART 2516 Video Editing I	4
GART 2520 3D Modeling	3
<b>Total</b>	<b>15</b>

<b>Fourth Semester</b>	<b>Cr.</b>
GART 2522 Animated Graphics	4
GART 2526 Video Editing II	3
GART 2599 Interactive Multimedia Portfolio Practicum	3
GART Elective <sup>2</sup>	3
**** Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>	<b>16</b>

**Total Program Credits** **60**

This program of study is designed as a terminal degree for a specific career field.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Graphic Arts (GART) electives can be selected from any Graphic Arts course that is not listed above as part of the required concentration, or may include any visual art courses with the approval of the Department Chair. Electives can be taken in any semester as long as course prerequisites have been satisfied.

University Parallel  
Associate of Arts Degree  
with an Emphasis in  
ART

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
ART 1030	Art Appreciation (Gen. Ed.)	3
****	Elective <sup>2</sup>	3
<b>Total</b>		<b>15</b>
<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Elective <sup>2</sup>	3
<b>Total</b>		<b>12</b>
<b>Third Semester</b>		<b>Cr.</b>
****	Literature (Gen. Ed.) <sup>3</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	History (Gen. Ed.) <sup>1</sup>	3
****	Foreign Language (Gen. Ed.)	3
****	Elective <sup>2</sup>	3
<b>Total</b>		<b>16</b>
<b>Fourth Semester</b>		<b>Cr.</b>
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	History (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	Foreign Language (Gen. Ed.)	3
****	Elective <sup>2</sup>	3
	Elective <sup>2</sup>	1
<b>Total</b>		<b>17</b>
<b>Total Program Credits</b>		<b>60</b>

Contact Patsy Fancher, Interim Department Chair, (901) 333-4151, for college-parallel area of emphasis advising and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Suggested Electives: The following suggested courses are helpful in this area of emphasis, but students may choose other college-level courses as well.

ART 1010	Design I	3
ART 1020	Design II	3
ART 1150	Basic Photography	3
ART 1170	Creative Photography	3
ART 1550	Drawing I	3
ART 1560	Drawing II	3
ART 1910	Painting I	3
ART 1920	Painting II	3

<sup>3</sup> Review General Education pages and select a 2000 level literature course (ENGL).

University Parallel  
Associate of Arts Degree  
With an Emphasis in  
EDUCATION

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
MATH 1410	Foundations of Mathematics I (Gen. Ed.)	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
LIBR 1010	Library Research Skills <sup>1</sup>	
<b>Total</b>		<b>13</b>
<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
MATH 1420	Foundations of Mathematics II (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
POLI 2010	American National Government	3
PSYC 1040	Human Growth and Development (Gen. Ed.)	3
<b>Total</b>		<b>15</b>
<b>Third Semester</b>		<b>Cr.</b>
****	Literature Elective (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
HIST 1110	Survey of World Civilization	3
EDUC 1310	Introduction to Exceptional Learners	3
SPAN 1010	Elementary Spanish I (Gen. Ed.)	3
<b>Total</b>		<b>16</b>
<b>Fourth Semester</b>		<b>Cr.</b>
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	History (Gen. Ed.) <sup>1</sup>	3
EDUC 2050	Schooling in a Multicultural Setting	3
SPAN 1020	Elementary Spanish II (Gen. Ed.)	3
EDU 1010	Introduction to Education	3
<b>Total</b>		<b>16</b>
<b>Total Program Credits</b>		<b>60</b>

Contact the Education Department, (901) 333-5345, for college-parallel area of emphasis advising and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

University Parallel  
Associate of Arts Degree  
with an Area of Emphasis in  
**ENGLISH AND LITERATURE**

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Foreign Language (Gen. Ed.)	3
<b>Total</b>		<b>15</b>

<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Foreign Language (Gen. Ed.)	3
<b>Total</b>		<b>12</b>

<b>Third Semester</b>		<b>Cr.</b>
****	Literature (Gen. Ed.) <sup>2</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	History (Gen. Ed.) <sup>1</sup>	3
****	Elective <sup>3</sup>	3
****	Elective <sup>3</sup>	3
<b>Total</b>		<b>16</b>

<b>Fourth Semester</b>		<b>Cr.</b>
****	Literature (Gen. Ed.) <sup>2</sup>	3
****	History (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	Elective <sup>3</sup>	3
****	Elective <sup>3</sup>	3
****	Elective <sup>3</sup>	1
<b>Total</b>		<b>17</b>
<b>Total Program Credits</b>		<b>60</b>

Contact Loretta McBride, Interim Department Chair, (901) 333-5208 or (901) 333-4605, for college-parallel area of emphasis, advising, and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Review General Education pages and select a 2000 level literature course (ENGL).

<sup>3</sup> Suggested Electives: The following suggested courses are helpful in this area of emphasis, but students may choose other college-level courses as well.

ENGL 2310	World Literature I	3
ENGL 2320	World Literature II	3
ENGL 2110	American Literature I	3
ENGL 2120	American Literature II	3
ENGL 2130	Contemporary American Literature	3
ENGL 2210	British Literature I	3
ENGL 2220	British Literature II	3
ENGL 2340	World Fiction	3
ENGL 2650	African-American Literature	3

University Parallel  
Associate of Arts Degree  
with an Emphasis in  
**FRENCH or SPANISH**

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Foreign Language (Gen. Ed.)	3
<b>Total</b>		<b>15</b>

<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Foreign Language (Gen. Ed.)	3
<b>Total</b>		<b>12</b>

<b>Third Semester</b>		<b>Cr.</b>
****	Literature (Gen. Ed.) <sup>2</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	History (Gen. Ed.) <sup>1</sup>	3
****	Foreign Language <sup>3</sup>	3
****	Elective	3
<b>Total</b>		<b>16</b>

<b>Fourth Semester</b>		<b>Cr.</b>
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	History (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	Foreign Language <sup>3</sup>	3
****	Elective	3
****	Elective	1
<b>Total</b>		<b>17</b>
<b>Total Program Credits</b>		<b>60</b>

Contact Loretta McBride, Interim Department Chair, (901) 333-5208 or (901) 333-4605, for college-parallel area of emphasis, advising, and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Review General Education pages and select a 2000 level literature course (ENGL).

<sup>3</sup> A student must have six semester hours of the same language at the intermediate level (SPAN 2010 and SPAN 2020 or FREN 2010 and FREN2020). A student who has taken at least two years of the same foreign language in high school (not counting conversational courses) and who can demonstrate an acceptable mastery of elementary level skills in that language (equal to SPAN or FREN 1010 and 1020 courses) can begin at the intermediate level and satisfy the other six hours of credit with electives.

University Parallel  
Associate of Arts Degree  
with an Emphasis in  
GENERAL STUDIES

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Elective	3
****	Elective	3
<b>Total</b>		<b>15</b>
<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Elective	3
<b>Total</b>		<b>15</b>
<b>Third Semester</b>		<b>Cr.</b>
****	Literature (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	History (Gen. Ed.) <sup>1</sup>	3
****	Foreign Language (Gen. Ed.) <sup>1</sup>	3
****	Elective	3
<b>Total</b>		<b>16</b>
<b>Fourth Semester</b>		<b>Cr.</b>
****	History (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Foreign Language (Gen. Ed.) <sup>1</sup>	3
****	Elective	1
<b>Total</b>		<b>14</b>
<b>Total Program Credits</b>		<b>60</b>

Contact John Kendall, (901) 333-4122, for college-parallel area of emphasis advising and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

University Parallel  
Associate of Arts Degree  
with an Emphasis in  
HISTORY

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Elective <sup>2</sup>	3
HIST 1110	Survey of World Civilizations I (Gen. Ed.)	3
<b>Total</b>		<b>15</b>
<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
****	Electives	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Elective <sup>2</sup>	1
HIST 1120	Survey of World Civilizations II (Gen. Ed.)	3
<b>Total</b>		<b>13</b>
<b>Third Semester</b>		<b>Cr.</b>
HIST 2010	Survey of United States History to 1877 (Gen. Ed.)	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	Foreign Language (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>16</b>
<b>Fourth Semester</b>		<b>Cr.</b>
HIST 2020	Survey of United States History Since 1877 (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	Foreign Language (Gen. Ed.) <sup>1</sup>	3
****	Literature (Gen. Ed.)	3
<b>Total</b>		<b>16</b>
<b>Total Program Credits</b>		<b>60</b>

Contact Shannon Little, (901) 333-5195, for college-parallel area of emphasis advising and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Suggested Electives: The following suggested courses are helpful in this area of emphasis; however, students may choose other courses in consultation with their advisors.

HIST 2650	African American History	3
POLI 2010	American National Government	3

University Parallel  
Associate of Arts Degree  
with an Emphasis in  
PHILOSOPHY

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Elective	2
ETHC 2030	Ethics (Gen. Ed.)	3
<b>Total</b>		<b>17</b>
<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
PHIL 1030	Introduction to Philosophy (Gen. Ed.)	3
****	Elective	2
<b>Total</b>		<b>14</b>
<b>Third Semester</b>		<b>Cr.</b>
****	Literature (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	History (Gen. Ed.) <sup>1</sup>	3
****	Foreign Language (Gen. Ed.) <sup>1</sup>	3
PHIL 2030	Values in the Modern World	3
<b>Total</b>		<b>13</b>
<b>Fourth Semester</b>		<b>Cr.</b>
****	History (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	Foreign Language (Gen. Ed.) <sup>1</sup>	3
****	Elective <sup>2</sup>	3
<b>Total</b>		<b>13</b>
<b>Total Program Credits</b>		<b>60</b>

Contact John Kendall, (901) 333-4122, for college-parallel area of emphasis advising and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Suggested Electives: The following suggested courses are helpful in this area of emphasis; however, students may choose other courses in consultation with their advisors.

ANTH 2010	Cultural Anthropology	3
PHIL 2020	Introduction to World Religions	3

University Parallel  
Associate of Arts Degree  
with an Emphasis in  
POLITICAL SCIENCE

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Elective <sup>2</sup>	3
<b>Total</b>		<b>15</b>
<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
POLI 2010	American National Government (Gen. Ed.)	3
<b>Total</b>		<b>15</b>
<b>Third Semester</b>		<b>Cr.</b>
****	Literature (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	History (Gen. Ed.) <sup>1</sup>	3
****	Foreign Language (Gen. Ed.) <sup>1</sup>	3
****	Elective <sup>2</sup>	3
<b>Total</b>		<b>16</b>
<b>Fourth Semester</b>		<b>Cr.</b>
POLI 2040	The Diversity of Sociopolitics	3
****	History (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	Foreign Language (Gen. Ed.) <sup>1</sup>	3
****	Elective <sup>2</sup>	1
<b>Total</b>		<b>14</b>
<b>Total Program Credits</b>		<b>60</b>

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<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Suggested Electives: The following suggested courses are helpful in this area of emphasis; however, students may choose other courses in consultation with their advisors.

POLI 1040	Internship	3-6
POLI 2060	Black Politics	3
POLI 2030	International Relations	3

University Parallel  
Associate of Arts Degree  
with an Emphasis in  
PRE-LAW

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Humanities/ Fine Arts (Gen. Ed.)	3
<b>Total</b>		<b>15</b>

<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
ANTH 2010	Cultural Anthropology	3
POLI 2010	American National Government	3
****	Elective <sup>2</sup>	2
<b>Total</b>		<b>13</b>

<b>Third Semester</b>		<b>Cr.</b>
****	Literature (Gen. Ed.)	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	History (Gen. Ed.) <sup>1</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Foreign Language (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>16</b>

<b>Fourth Semester</b>		<b>Cr.</b>
POLI 2040	The Diversity of Sociopolitics	3
****	History (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
POLI 1040	Internship	3
****	Foreign Language (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>16</b>
<b>Total Program Credits</b>		<b>60</b>

Contact John Kendall, (901) 333-4122, for college-parallel area of emphasis advising and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Suggested Electives: The following suggested courses are helpful in this area of emphasis; however, students may choose other courses in consultation with their advisors.

CJST 2000	Criminology	3
SOCI 1010	Introduction to Sociology	3
SOCI 2010	The Family in Global Perspective	3
LEGL 1040	Introduction to Law	3

University Parallel  
Associate of Arts Degree  
with an Emphasis in  
PSYCHOLOGY

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
PSYC 1010	General Psychology I (Gen. Ed.)	3
****	Elective <sup>2</sup>	3
****	Elective <sup>2</sup>	3
<b>Total</b>		<b>15</b>

<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
PSYC 1020	General Psychology II (Gen. Ed.)	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Elective <sup>2</sup>	3
<b>Total</b>		<b>15</b>

<b>Third Semester</b>		<b>Cr.</b>
****	Literature (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	History (Gen. Ed.) <sup>1</sup>	3
****	Foreign Language (Gen. Ed.) <sup>1</sup>	3
****	Elective <sup>2</sup>	3
<b>Total</b>		<b>16</b>

<b>Fourth Semester</b>		<b>Cr.</b>
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	History (Gen. Ed.) <sup>1</sup>	3
****	Foreign Language (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Elective <sup>2</sup>	1
<b>Total</b>		<b>14</b>
<b>Total Program Credits</b>		<b>60</b>

Contact Shannon Little, (901) 333-5195, for college-parallel area of emphasis advising and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Suggested Electives: The following suggested courses are helpful in this area of emphasis; however, students may choose other courses in consultation with their advisors.

PSYC 1040	Human Growth and Development	3
SOCI 1010	Introduction to Sociology	3
SOCI 2020	Marriage and the Family	3
SOCI 1020	Social Problems	3
POLI 1040	Internship	3
ANTH 2010	Cultural Anthropology	3
PSYC 2030	Human Relations at Work	3
PSYC 2020	Abnormal Psychology	3
PSYC 2010	Child Development Services	3
GEOG 1030	World Geographic Regions	3
HIST 2650	African American History	3
POLI 2010	American National Government	3

University Parallel  
Associate of Arts Degree  
with an Emphasis in  
**PUBLIC ADMINISTRATION**

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
PSYC 1010	General Psychology I (Gen. Ed.)	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts ( Gen. Ed.)	3
<b>Total</b>		<b>15</b>
<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
PSYC 1020	General Psychology II (Gen. Ed.)	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
POLI 2010	American National Government	3
<b>Total</b>		<b>15</b>
<b>Third Semester</b>		<b>Cr.</b>
****	Literature (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	History (Gen. Ed.) <sup>1</sup>	3
SOCI 1020	Social Problems (Gen. Ed.)	3
****	Foreign Language (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>16</b>
<b>Fourth Semester</b>		<b>Cr.</b>
POLI 2040	The Diversity of Sociopolitics	3
****	History (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
POLI 1040	Internship	3
****	Foreign Language (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>16</b>
<b>Total Program Credits</b>		<b>62</b>

Contact John Kendall, (901) 333-4122, for college-parallel area of emphasis advising and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

University Parallel  
Associate of Arts Degree  
with an Emphasis in  
**SOCIAL WORK**

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
PSYC 1010	General Psychology I (Gen. Ed.)	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
SOCI 1020	Social Problems (Gen. Ed.)	3
<b>Total</b>		<b>15</b>
<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
PSYC 1020	General Psychology II (Gen. Ed.)	3
SOCI 1010	Introduction to Sociology (Gen. Ed.)	3
POLI 2010	American National Government (Gen. Ed.)	3
<b>Total</b>		<b>15</b>
<b>Third Semester</b>		<b>Cr.</b>
****	Literature (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
HIST 2010	Survey of the United States to 1877 (Gen. Ed.)	3
****	Foreign Language	3
SWRK 1010	Introduction to Social Work	3
<b>Total</b>		<b>16</b>
<b>Fourth Semester</b>		<b>Cr.</b>
HIST 2020	Survey of the United States Since 1877 (Gen. Ed.)	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	Foreign Language	3
****	Philosophy Elective (Gen. Ed.) <sup>1</sup>	3
****	Elective <sup>2</sup>	1
<b>Total</b>		<b>14</b>
<b>Total Program Credits</b>		<b>60</b>

Contact John Kendall, (901) 333-4122, for college-parallel area of emphasis advising and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Suggested Electives: The following suggested courses are helpful in this area of emphasis; however, students may choose other courses in consultation with their advisors.

SOCI 2030 Race, Class, and Gender 3



University Parallel  
Associate of Arts Degree  
with an Emphasis in  
**SOCIOLOGY**

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
SOCI 1010	Introduction to Sociology (Gen. Ed.)	3
PSYC 1010	General Psychology I (Gen. Ed.)	3
<b>Total</b>		<b>15</b>

<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
SOCI 1020	Social Problems (Gen. Ed.)	3
****	Elective <sup>2</sup>	3
****	Elective <sup>2</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>15</b>

<b>Third Semester</b>		<b>Cr.</b>
****	History (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	Foreign Language (Gen. Ed.) <sup>1</sup>	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
SOCI 2020	Marriage and the Family	3
<b>Total</b>		<b>16</b>

<b>Fourth Semester</b>		<b>Cr.</b>
****	Literature (Gen. Ed.) <sup>1</sup>	3
****	History (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	Foreign Language	3
****	Elective <sup>2</sup>	1
<b>Total</b>		<b>14</b>
<b>Total Program Credits</b>		<b>60</b>

Contact Shannon Little, (901) 333-5195, for college-parallel area of emphasis advising and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Suggested Electives: The following suggested courses are helpful in this area of emphasis; however, students may choose other courses in consultation with their advisors.

SOCI 2010	The Family in Global Perspective	3
SOCI 2030	Race, Class and Gender	3
SOCI 2040	Sociology of the Black Family	3
ANTH 2010	Cultural Anthropology	3
GEOG 1030	World Geographic Regions	3

University Parallel  
Associate of Arts Degree  
with an Emphasis in  
**SPEECH AND THEATER**

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
THEA 1030	Theater Appreciation (Gen. Ed.)	3
****	Elective <sup>2</sup>	3
<b>Total</b>		<b>15</b>

<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Elective <sup>2</sup>	3
<b>Total</b>		<b>12</b>

<b>Third Semester</b>		<b>Cr.</b>
****	Literature (Gen. Ed.) <sup>3</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	History (Gen. Ed.) <sup>1</sup>	3
****	Foreign Language (Gen. Ed.) <sup>1</sup>	3
****	Elective <sup>3</sup>	3
<b>Total</b>		<b>16</b>

<b>Fourth Semester</b>		<b>Cr.</b>
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	History (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	Foreign Language (Gen. Ed.)	3
****	Elective <sup>2</sup>	3
****	Elective <sup>2</sup>	1
<b>Total</b>		<b>17</b>
<b>Total Program Credits</b>		<b>60</b>

Contact Patsy Fancher, Interim Department Chair, (901) 333-4151, for college-parallel area of emphasis, advising, and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Suggested Electives: The following suggested courses are helpful in the area of emphasis, but students may choose other college-level courses as well.

<b>Suggested Electives:</b>		
SPCH 1310	Black Communication	3
SPCH 1620	Voice and Articulation	3
SPCH 2610	Basic Oral Interpretation	3
SPCH 2620	Intermediate Oral Interpretation	3
THEA 1030	Theater Appreciation	3
THEA 1310	Theater Craft I	3
THEA 1320	Theater Craft II	3
THEA 1510	Basic Acting	3
THEA 1520	Intermediate Acting	3

<sup>3</sup> Review General Education pages and select a 2000 level literature course (ENGL).

University Parallel  
Associate of Science Degree  
with an Emphasis in  
**ALLIED HEALTH SCIENCE**

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	History (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
<b>Total</b>		<b>16</b>
<b>Third Semester</b>		<b>Cr.</b>
****	Literature (Gen. Ed.) <sup>1</sup>	3
****	History (Gen. Ed.) <sup>1</sup>	3
****	Natural Science Elective <sup>2</sup>	4
****	Natural Science Elective <sup>2</sup>	4
****	Physical Education	2
<b>Total</b>		<b>16</b>
<b>Fourth Semester</b>		<b>Cr.</b>
****	Literature (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>2</sup>	3
****	Natural Science Elective <sup>2</sup>	4
****	Natural Science Elective <sup>2</sup>	4
<b>Total</b>		<b>14</b>
<b>Total Program Credits</b>		<b>62</b>

Contact John Kendall, (901) 333-4122, for college-parallel area of emphasis advising and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Recommended Electives: 16 credit hours course selection based on requirements of baccalaureate degree granting college/university. In the Memphis area, the following degree programs are available:

- Cytotechnology
- Dental Hygiene
- Health Information Management
- Medical Technology
- Occupational Therapy
- Physical Therapy

University Parallel  
Associate of Science Degree  
with an Emphasis in  
**BUSINESS ADMINISTRATION**  
Thurston Shrader • (901) 333-4423

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I	3
MATH 1830	Elementary Calculus (Gen. Ed.)	4
ECON 2010	Principles of Macroeconomics (Gen. Ed.)	3
MGMT 1000	Introduction to Business	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
ACCT 1210	Principles of Accounting I	3
ECON 2020	Principles of Microeconomics (Gen. Ed.)	3
SPCH 2010	Oral Communications (Gen. Ed.)	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>15</b>
<b>Third Semester</b>		<b>Cr.</b>
HIST 2010	Survey of the United States of 1877 (Gen. Ed.)	3
MIS 2749	Business Microcomputer Applications	3
ISDS 2000	Business Statistics	3
ACCT 1220	Principles of Accounting II	3
****	Natural Sciences (Gen. Ed.)	4
<b>Total</b>		<b>16</b>
<b>Fourth Semester</b>		<b>Cr.</b>
ISDS 2755	Introduction to MIS	3
HIST 2020	Survey of the United States Since 1877 (Gen. Ed.)	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	Literature (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>13</b>
<b>Total Program Credits</b>		<b>60</b>

Contact Thurston Shrader, (901) 333-4423, for college-parallel area of emphasis advising and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

University Parallel  
Associate of Science Degree  
with an Emphasis in  
**CRIMINAL JUSTICE**

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
CJST 1010	Introduction to Criminal Justice	3
<b>Total</b>		<b>15</b>
<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
CJST 2000	Criminology	3
<b>Total</b>		<b>15</b>
<b>Third Semester</b>		<b>Cr.</b>
****	Literature (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	History (Gen. Ed.) <sup>1</sup>	3
CJST 1050	Contemporary Issues	3
****	Elective <sup>2</sup>	3
<b>Total</b>		<b>16</b>
<b>Fourth Semester</b>		<b>Cr.</b>
****	Elective	3
****	History (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
CJST 2210	Criminal Law	3
****	Elective	1
<b>Total</b>		<b>14</b>
<b>Total Program Credits</b>		<b>60</b>

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<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Suggested Electives: The following suggested courses are helpful in this area of emphasis; however, students may choose other courses in consultation with their advisors.

CJST 1300	American Legal System	3
CJST 2040	Investigative Report Writing	3
CJST 2540	Victimology	3
CJST 2550	Understanding Terrorism	3
PHED	Electives	
POLI 2010	American National Government	3
SOCI 1020	Social Problems	3
SWRK 1010	Introduction to Social Work	3

University Parallel  
Associate of Science Degree  
With an Emphasis in  
**EARLY CHILDHOOD EDUCATION**

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
MATH 1410	Foundations of Mathematics I (Gen. Ed.)	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
ECE 2010	Safe, Healthy, Learning Environment	3
LIBR 1010	Library Research Skills	1
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
MATH 1420	Foundations of Mathematics II (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
POLI 2010	American National Government	3
EDUC 2010	Child Psychology	3
<b>Total</b>		<b>15</b>
<b>Third Semester</b>		<b>Cr.</b>
****	Literature Elective	3
****	Natural Sciences	4
HIST 1110	Survey of World Civilization	3
ECE 2060	Development of Exceptional Children	3
HIST 2010	Survey of the United States to 1877	3
<b>Total</b>		<b>16</b>
<b>Fourth Semester</b>		<b>Cr.</b>
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
HIST 2020	Survey of the United States Since 1877 (Gen. Ed.)	3
ECE 2040	Family Dynamics and Community Involvement	3
<b>Total</b>		<b>13</b>
<b>Total Program Credits</b>		<b>60</b>

Contact the Education Department, (901) 333-5345, for college-parallel area of emphasis advising and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

University Parallel  
Associate of Science Degree  
with an Area of Emphasis in  
**ENGINEERING**

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
MATH 1910	Calculus and Analytic Geometry I (Gen. Ed.)	4
CHEM 1110	General Chemistry I (Gen. Ed.)	4
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>17</b>
<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
MATH 1920	Calculus and Analytic Geometry II	4
CHEM 1120	General Chemistry II (Gen. Ed.)	4
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>17</b>
<b>Third Semester</b>		<b>Cr.</b>
****	Literature (Gen. Ed.) <sup>1</sup>	3
MATH 2110	Calculus and Analytic Geometry III	4
PHYS 2110	Physics for Science and Engineering I	4
****	History (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>14</b>
<b>Fourth Semester</b>		<b>Cr.</b>
****	History (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
MATH 2120	Differential Equations	3
PHYS 2120	Physics for Science and Engineering II	4
<b>Total</b>		<b>13</b>
<b>Total Program Credits</b>		<b>61</b>

Contact John Kendall, (901) 333-4122 for college-parallel area of emphasis advising and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

University Parallel  
Associate of Science Degree  
with an Emphasis in  
**GENERAL STUDIES**

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Elective	3
****	Elective	3
<b>Total</b>		<b>15</b>
<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Elective	3
<b>Total</b>		<b>15</b>
<b>Third Semester</b>		<b>Cr.</b>
****	Literature (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	History (Gen. Ed.) <sup>1</sup>	3
****	Elective	3
****	Elective	3
<b>Total</b>		<b>16</b>
<b>Fourth Semester</b>		<b>Cr.</b>
****	History (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Elective	3
****	Elective	1
<b>Total</b>		<b>14</b>
<b>Total Program Credits</b>		<b>60</b>

Contact John Kendall, (901) 333-4122, for college-parallel area of emphasis advising and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

University Parallel  
Associate of Science Degree  
with an Emphasis in  
**HEALTH AND PHYSICAL  
EDUCATION**

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
HPER 1570	Wellness Perspectives: Concepts and Applications (Gen. Ed.)	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Physical Education Elective <sup>2</sup>	2
<b>Total</b>		<b>14</b>
<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
BIOL 1010	Introduction to Biology I (Gen. Ed.)	4
****	Physical Education Elective <sup>2</sup>	2
<b>Total</b>		<b>15</b>
<b>Third Semester</b>		<b>Cr.</b>
****	Humanities/Fine Arts – Literature Course (Gen. Ed.) <sup>1</sup>	3
BIOL 1020	Introduction to Biology II (Gen. Ed.)	4
****	History (Gen. Ed.) <sup>1</sup>	3
HLTH 2210	First Aid and Safety	3
****	Physical Education Elective <sup>2</sup>	2
****	Physical Education Elective <sup>2</sup>	2
<b>Total</b>		<b>17</b>
<b>Fourth Semester</b>		<b>Cr.</b>
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
PSYC 1040	Human Growth and Development	3
****	History (Gen. Ed.) <sup>1</sup>	3
EDUC 2050	Schooling in Multicultural Settings	3
****	Physical Education Elective <sup>2</sup>	2
<b>Total</b>		<b>14</b>
<b>Total Program Credits</b>		<b>60</b>

Contact the Education Department, (901) 333-5345, for college-parallel area of emphasis advising and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Students may choose any course from PHED.

University Parallel  
Associate of Science Degree  
with an Emphasis in  
**HISTORY**

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Elective <sup>2</sup>	3
HIST 1110	Survey of World Civilizations I (Gen. Ed.)	3
<b>Total</b>		<b>15</b>
<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
****	Elective <sup>2</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Elective <sup>2</sup>	3
HIST 1120	Survey of World Civilizations II (Gen. Ed.)	3
<b>Total</b>		<b>15</b>
<b>Third Semester</b>		<b>Cr.</b>
HIST 2010	Survey of United States History to 1877 (Gen. Ed.)	3
****	Literature (Gen. Ed.)	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	Elective <sup>2</sup>	3
<b>Total</b>		<b>16</b>
<b>Fourth Semester</b>		<b>Cr.</b>
HIST 2020	Survey of United States History Since 1877 (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	Elective	1
<b>Total</b>		<b>14</b>
<b>Total Program Credits</b>		<b>60</b>

Contact Shannon Little, (901) 333-5195, for college-parallel area of emphasis advising and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Suggested Electives: The following suggested courses are helpful in this area of emphasis; however, students may choose other courses in consultation with their advisors.

HIST 2650	African American History	3
POLI 2010	American National Government	3

University Parallel  
Associate of Science Degree  
with an Emphasis in  
**HUMAN SERVICES**

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
HSER 1810	Orientation to Human Services	3
HSER 1700	Adult Development	3
PSYC 1010	General Psychology I (Gen. Ed.)	3
EDUC 2010	Child Psychology	3
<b>Total</b>		<b>15</b>

<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
SWRK 1010	Introduction to Social Work	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
SOCI 1010	Introduction to Sociology (Gen. Ed.)	3
EDUC 1310	Introduction to Exceptional Learners	3
<b>Total</b>		<b>15</b>

<b>Summer Semester</b>		<b>Cr.</b>
HSER 2930	Human Services Field Experience I	4
<b>Total</b>		<b>4</b>

<b>Third Semester</b>		<b>Cr.</b>
ENGL 2310	Survey of World Literature I (Gen. Ed.)	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
HIST 1110	Survey of World Civilizations I	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>13</b>

<b>Fourth Semester</b>		<b>Cr.</b>
ENGL 2320	Survey of World Literature II (Gen. Ed.)	3
****	Natural Sciences (Gen. Ed.)	4
HIST 1120	Survey of World Civilizations II (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
<b>Total</b>		<b>13</b>
<b>Total Program Credits</b>		<b>60</b>

Contact the Education Department, (901) 333-5345, for college-parallel area of emphasis advising and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

University Parallel  
Associate of Science Degree  
with an Emphasis in  
**MATHEMATICS**

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
MATH 1910	Calculus and Analytic Geometry I (Gen. Ed.)	4
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>16</b>

<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
MATH 1920	Calculus and Analytic Geometry II	4
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
<b>Total</b>		<b>14</b>

<b>Third Semester</b>		<b>Cr.</b>
****	Literature (Gen. Ed.) <sup>1</sup>	3
MATH 2110	Calculus and Analytic Geometry III	4
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	History (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>14</b>

<b>Fourth Semester</b>		<b>Cr.</b>
****	History (Gen. Ed.) <sup>1</sup>	3
MATH 1530	Statistics (Gen. Ed.)	3
MATH 2120	Differential Equations	3
PHYS 2110	Physics for Science and Engineering I	4
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>16</b>
<b>Total Program Credits</b>		<b>60</b>

Contact Pam Trim, (901) 333-5240, for college-parallel area of emphasis advising and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

University Parallel  
Associate of Science Degree  
with an Emphasis in  
MUSIC

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
MUS 1030	Music Appreciation (Gen. Ed.)	3
MUS 1150	Basic Theory I	3
<b>Total</b>		<b>15</b>

<b>Second Semester Cr.</b>		
ENGL 1020	English Composition II (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
MUS 1160	Basic Theory II <sup>3</sup>	
	Electives <sup>2</sup>	2
	Electives <sup>2</sup>	2
<b>Total</b>		<b>16</b>

<b>Third Semester</b>		<b>Cr.</b>
****	Literature (Gen. Ed.) <sup>3</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	History (Gen. Ed.) <sup>1</sup>	3
****	Elective <sup>2</sup>	2
MUS 2120	Intermediate Theory I	3
<b>Total</b>		<b>15</b>

<b>Fourth Semester</b>		<b>Cr.</b>
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	History (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	Elective <sup>2</sup>	2
****	Elective <sup>4</sup>	2
<b>Total</b>		<b>14</b>
<b>Total Program Credits</b>		<b>60</b>

Contact Patsy Fancher, Interim Department Chair, (901) 333-4151, for college-parallel area of emphasis, advising, and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Music Electives:  
Students must have at least 8 hours, including at least one semester of private instruction in voice or an instrument and at least one semester of an ensemble. Additional hours in both areas are recommended. Intermediate Music Theory II and Class Piano I and II are also recommended. Students intending to pursue a Bachelor's degree in vocal performance are also encouraged to take FREN 1010 and FREN 1020.

<sup>3</sup> Review General Education pages and select a 2000 level literature course (ENGL).

<sup>4</sup> Students may choose any college-level course as an elective.

University Parallel  
Associate of Science Degree  
with an Emphasis in  
NATURAL SCIENCES

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
MATH 1830	Elementary Calculus (Gen. Ed.)	4
	or	
MATH 1910	Calculus and Analytic Geometry I (Gen. Ed.)	
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences Elective <sup>2</sup>	4
<b>Total</b>		<b>17</b>

<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences Elective <sup>2</sup>	4
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>16</b>

<b>Third Semester</b>		<b>Cr.</b>
****	Literature (Gen. Ed.) <sup>1</sup>	3
****	History (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences Elective <sup>2</sup>	4
****	Natural Sciences Elective <sup>2</sup>	4
<b>Total</b>		<b>14</b>

<b>Fourth Semester</b>		<b>Cr.</b>
****	History (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences Elective <sup>2</sup>	4
****	Natural Sciences Elective <sup>2</sup>	4
****	General Elective <sup>3</sup>	3
<b>Total</b>		<b>14</b>
<b>Total Program Credits</b>		<b>61</b>

Contact Betty Rosenblatt, (901) 333-5220, for college-parallel area of emphasis advising and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Natural Sciences Electives:  
BIOL 1110 General Biology I  
BIOL 1120 General Biology II  
BIOL 2230 General Microbiology  
PHYS 2010 General Physics I  
PHYS 2020 General Physics II  
PHYS 2110 Physics for Science and Engineering I  
PHYS 2120 Physics for Science and Engineering II  
CHEM 1110 General Chemistry I  
CHEM 1120 General Chemistry II  
CHEM 2010 Organic Chemistry I  
CHEM 2011 Laboratory  
CHEM 2020 Organic Chemistry II  
CHEM 2021 Laboratory

<sup>3</sup> General Elective should be chosen in consultation with an advisor.

University Parallel  
Associate of Science Degree  
with an Emphasis in  
PHILOSOPHY

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Elective <sup>2</sup>	1
ETHC 2030	Ethics (Gen. Ed.)	3
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
PHIL 1030	Introduction to Philosophy (Gen. Ed.)	3
****	Elective <sup>2</sup>	3
<b>Total</b>		<b>15</b>
<b>Third Semester</b>		<b>Cr.</b>
****	Literature (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	History (Gen. Ed.) <sup>1</sup>	3
PHIL 2030	Values in the Modern World	3
<b>Total</b>		<b>13</b>
<b>Fourth Semester</b>		<b>Cr.</b>
****	History (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	Elective <sup>2</sup>	3
****	Elective <sup>2</sup>	3
****	Elective <sup>2</sup>	3
<b>Total</b>		<b>16</b>
<b>Total Program Credits</b>		<b>60</b>

Contact Shannon Little, (901) 333-5195, for college-parallel area of emphasis advising and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Suggested Electives: The following suggested courses are helpful in this area of emphasis; however, students may choose other courses in consultation with their advisors.

ANTH 2010	Cultural Anthropology	3
PHIL 2020	Introduction to World Religions	3

University Parallel  
Associate of Science Degree  
with an Emphasis in  
POLITICAL SCIENCE

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Elective <sup>2</sup>	3
<b>Total</b>		<b>15</b>
<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
POLI 2010	American National Government (Gen. Ed.)	3
<b>Total</b>		<b>15</b>
<b>Third Semester</b>		<b>Cr.</b>
****	Literature (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	History (Gen. Ed.) <sup>1</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Elective <sup>2</sup>	3
<b>Total</b>		<b>16</b>
<b>Fourth Semester</b>		<b>Cr.</b>
POLI 2040	The Diversity of Sociopolitics	3
****	History (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Elective <sup>2</sup>	1
<b>Total</b>		<b>14</b>
<b>Total Program Credits</b>		<b>60</b>

Contact Shannon Little, (901) 333-5195, for college-parallel area of emphasis advising and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Suggested Electives: The following suggested courses are helpful in this area of emphasis; however, students may choose other courses in consultation with their advisors.

POLI 1040	Internship	3-6
POLI 2060	Black Politics	3
POLI 2030	International Relations	3



University Parallel  
Associate of Science Degree  
with an Area of Emphasis in  
PRE-LAW

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Humanities/ Fine Arts (Gen Ed.)	3
<b>Total</b>		<b>15</b>
<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
ANTH 2010	Cultural Anthropology (Gen. Ed.)	3
POLI 2010	American National Government	3
Phil 1030	Introduction to Philosophy (Gen. Ed.)	3
<b>Total</b>		<b>15</b>
<b>Third Semester</b>		<b>Cr.</b>
****	Literature (Gen. Ed.)	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	History (Gen. Ed.) <sup>1</sup>	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
****	Elective <sup>2</sup>	3
<b>Total</b>		<b>16</b>
<b>Fourth Semester</b>		<b>Cr.</b>
POLI 2040	The Diversity of Sociopolitics	3
****	History (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
POLI 1040	Internship	3
****	Elective <sup>2</sup>	2
<b>Total</b>		<b>15</b>
<b>Total Program Credits</b>		<b>61</b>

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<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Suggested Electives: The following suggested courses are helpful in this area of emphasis; however, students may choose other courses in consultation with their advisors.

CJST 2000	Criminology	3
SOCI 1010	Introduction to Sociology	3
SOCI 2010	The Family in Global Perspective	3
LEGL 1040	Introduction to Law	3

University Parallel  
Associate of Science Degree  
with an Emphasis in  
PSYCHOLOGY

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
PSYC 1010	General Psychology I (Gen. Ed.)	3
****	Elective <sup>2</sup>	3
****	Elective <sup>2</sup>	3
<b>Total</b>		<b>15</b>
<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
PSYC 1020	General Psychology II (Gen. Ed.)	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Elective <sup>2</sup>	3
<b>Total</b>		<b>15</b>
<b>Third Semester</b>		<b>Cr.</b>
****	Literature (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	History (Gen. Ed.) <sup>1</sup>	3
****	Elective <sup>2</sup>	3
****	Elective <sup>2</sup>	3
<b>Total</b>		<b>16</b>
<b>Fourth Semester</b>		<b>Cr.</b>
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	History (Gen. Ed.) <sup>1</sup>	3
****	Elective <sup>2</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Elective <sup>2</sup>	1
<b>Total</b>		<b>14</b>
<b>Total Program Credits</b>		<b>60</b>

Contact Shannon Little, (901) 333-5195, for college-parallel area of emphasis advising and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Suggested Electives: The following suggested courses are helpful in this area of emphasis; however, students may choose other courses in consultation with their advisors.

PSYC 1040	Human Growth and Development	3
SOCI 1010	Introduction to Sociology	3
SOCI 2020	Marriage and the Family	3
SOCI 1020	Social Problems	3
POLI 1040	Internship	3
ANTH 2010	Cultural Anthropology	3
PSYC 2030	Human Relations at Work	3
PSYC 2020	Abnormal Psychology	3
PSYC 2010	Child Development Services	3
GEOG 1030	World Geographic Regions	3
HIST 2650	African American History	3
POLI 2010	American National Government	3

University Parallel  
Associate of Science Degree  
with an Emphasis in  
**PUBLIC ADMINISTRATION**

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
PSYC 1010	General Psychology I (Gen. Ed.)	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
****	Humanities /Fine Arts (Gen. Ed.)	3
<b>Total</b>		<b>15</b>

<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
PSYC 1020	General Psychology II (Gen. Ed.)	3
****	Social/Behavioral Sciences (Gen. Ed.) <sup>1</sup>	3
POLI 2010	American National Government	3
<b>Total</b>		<b>15</b>

<b>Third Semester</b>		<b>Cr.</b>
****	Literature (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	History (Gen. Ed.) <sup>1</sup>	3
SOCI 1020	Social Problems (Gen. Ed.)	3
****	Elective <sup>2</sup>	3
<b>Total</b>		<b>16</b>

<b>Fourth Semester</b>		<b>Cr.</b>
POLI 2040	The Diversity of Sociopolitics	3
****	History (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
POLI 1040	Internship	3
****	Elective <sup>2</sup>	3
<b>Total</b>		<b>16</b>
<b>Total Program Credits</b>		<b>61</b>

Contact John Kendall, (901) 333-4122, for college-parallel area of emphasis advising and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Suggested Electives: The following suggested courses are helpful in this area of emphasis; however, students may choose other courses in consultation with their advisors.

ECON 2010	Principles of Macroeconomics	3
ECON 2020	Principles of Microeconomics	3

University Parallel  
Associate of Science Degree  
with an Emphasis in  
**SOCIAL WORK**

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
PSYC 1010	General Psychology I (Gen. Ed.)	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
SOCI 1020	Social Problems (Gen. Ed.)	3
<b>Total</b>		<b>15</b>

<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
PSYC 1020	General Psychology II (Gen. Ed.)	3
SOCI 1010	Introduction to Sociology (Gen. Ed.)	3
POLI 2010	American National Government (Gen. Ed.)	3
<b>Total</b>		<b>15</b>

<b>Third Semester</b>		<b>Cr.</b>
****	Literature (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
HIST 2010	Survey of the United States to 1877 (Gen. Ed.)	3
SWRK 1010	Introduction to Social Work	3
****	Elective <sup>2</sup>	3
<b>Total</b>		<b>16</b>

<b>Fourth Semester</b>		<b>Cr.</b>
HIST 2020	Survey of the United States Since 1877 (Gen. Ed.)	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	Literature (Gen. Ed.) <sup>1</sup>	3
****	Philosophy Elective (Gen. Ed.)	3
****	Elective <sup>2</sup>	1
<b>Total</b>		<b>14</b>
<b>Total Program Credits</b>		<b>60</b>

Contact John Kendall, (901) 333-4122, for college-parallel area of emphasis advising and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Suggested Electives: The following suggested courses are helpful in this area of emphasis; however, students may choose other courses in consultation with their advisors.

SOCI 2030	Race, Class, and Gender	3
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University Parallel  
Associate of Science Degree  
with an Emphasis in  
**SOCIOLOGY**

<b>First Semester</b>		<b>Cr.</b>
ENGL 1010	English Composition I (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) <sup>1</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
SOCI 1010	Introduction to Sociology (Gen. Ed.)	3
PSYC 1010	General Psychology I (Gen. Ed.)	3
<b>Total</b>		<b>15</b>
<b>Second Semester</b>		<b>Cr.</b>
ENGL 1020	English Composition II (Gen. Ed.)	3
SOCI 1020	Social Problems (Gen. Ed.)	3
****	Elective <sup>2</sup>	3
****	Elective <sup>2</sup>	3
****	Humanities/Fine Arts (Gen. Ed.) <sup>1</sup>	3
<b>Total</b>		<b>15</b>
<b>Third Semester</b>		<b>Cr.</b>
****	History (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
SPCH 2010	Oral Communication (Gen. Ed.)	3
SOCI 2020	Marriage and the Family	3
****	Elective <sup>2</sup>	3
<b>Total</b>		<b>16</b>
<b>Fourth Semester</b>		<b>Cr.</b>
****	Literature (Gen. Ed.) <sup>1</sup>	3
****	History (Gen. Ed.) <sup>1</sup>	3
****	Natural Sciences (Gen. Ed.) <sup>1</sup>	4
****	Foreign Language (Gen. Ed.) <sup>1</sup>	3
****	Elective <sup>2</sup>	1
<b>Total</b>		<b>14</b>
<b>Total Program Credits</b>		<b>60</b>

Contact Shannon Little, (901) 333-5195, for college-parallel area of emphasis advising and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

<sup>1</sup> Review General Education pages and/or consult advisor for correct selection.

<sup>2</sup> Suggested Electives: The following suggested courses are helpful in this area of emphasis; however, students may choose other courses in consultation with their advisors.

SOCI 2010	The Family in Global Perspective	3
SOCI 2030	Race, Class and Gender	3
SOCI 2040	Sociology of the Black Family	3
ANTH 2010	Cultural Anthropology	3
GEOG 1030	World Geographic Regions	3



# COURSE DESCRIPTIONS

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## ACADEMIC SUCCESS

### ACAD 1100 Academic Success Seminar

#### 1 Credit Hour

This course provides an orientation to the college environment with emphasis on academic skills necessary for college success. This is a one credit-hour course limited to degree-seeking students who have accumulated fewer than 25 semester hours.

### ACAD 1100 Academic Success Seminar

#### 3 Credit Hours (Effective Fall 2011)

This course provides an orientation to the college environment, acquaints students with study skills, prepares them to integrate traditional study skills with college content areas and emphasizes the academic skills necessary for success in a college setting. This is a three credit course limited to degree-seeking students who have accumulated fewer than 25 semester hours.

## ACCOUNTANCY

### ACCT 1210 Principles of Accounting I

#### 3 Credit Hours

This course is the first of a two-semester course designed to introduce the student to accounting principles, practices and techniques. Emphasis is placed on accounting for a proprietorship. The accounting cycle, financial statements, control of cash, inventories, plant assets, current liabilities, and payroll accounting are covered.

### ACCT 1220 Principles of Accounting II

#### 3 Credit Hours

This course is a continuation of Principles of Accounting I with an emphasis on corporations, financial analysis and managerial accounting. Content includes corporate organization, operations, earnings per share and dividends; long-term obligations and investments; statement of cash flow; analysis of financial statements; departments and branches; cost accounting systems; cost volume-profit analysis; budgeting and standard cost, and decision making. Prerequisite: ACCT 1210

### ACCT 1280 Database Management for Accountants

#### 3 Credit Hours

This course teaches Microsoft Access's unique application to the Accounting field for managing inventories, accounts receivable and payable, equipment, and other business oriented databases such as customer lists. The goal is to master the tools provided by Microsoft Access, to manage complex accounts, and to be able to prepare professional reports for management.

### ACCT 1290 Spreadsheets for Accountants

#### 3 Credit Hours

This course teaches Microsoft Excel's unique application to the Accounting field for the preparation of such spreadsheets as journals, check registers, budgets, payroll, depreciation schedules, sales tax summaries, stock portfolios, graphs, and simple databases. The goal is to prepare spreadsheets that are not only accurate but professional-looking with the tools that Microsoft Excel provides.

### ACCT 1310 Income Tax I

#### 4 Credit Hours

This course is designed to provide a comprehensive understanding of the federal income tax structure as it relates to individuals. Further, it provides a well-rounded tax education, not mere tax training, in the application of tax principles to specific problems. Tax forms currently in use are highlighted. Prerequisite: ACCT 1210

### ACCT 1320 Income Tax II

#### 3 Credit Hours

This course is a continuation of Income Tax I emphasizing the Internal Revenue Code and Regulations as they pertain to corporations, partnerships, decedents, estates, and trusts. Prerequisite: ACCT 1310

### ACCT 1410 Payroll Accounting

#### 3 Credit Hours

This is a general survey of payroll accounting and related topics with an emphasis on practical application. Payroll tax laws and computerized preparation of forms and records are primary topics. Successful completion of this course prepares the student for the Certified Payroll Professional Examination.

### ACCT 1931-1933 Co-Op Education I

#### 3 Credit Hours

From this experience the student participates in the employer/employee relationship. By being an integral part of the work atmosphere, the student encounters the true meaning of work, the physical and security needs that it provides, plus the impact it has on today's society. Prerequisite: Co-op advisor's approval

### ACCT 1941- 1943 Co-Op Education I-A

#### 4 Credit Hours

From this experience the student participates in the employer/employee relationship. By being an integral part of the work atmosphere, the student encounters the true meaning of work, the physical and security needs that it provides, plus the impact it has on today's society. Prerequisite: Co-op advisor's approval.

### ACCT 2024 Cost Accounting

#### 4 Credit Hours

This course is a study of the fundamentals of cost accounting within an industrial organization. The accounting functions relative to materials, labor, and factory overhead are treated in detail. Job order and process cost systems are fully explored. Standard cost systems, budgeting, and managerial control functions are also discussed. Prerequisite: ACCT 1220

### ACCT 2044 Governmental Accounting

#### 4 Credit Hours

The accounting theory of analyzing, recording, summarizing, reporting, and interpreting the financial transactions of governmental units and agencies is studied in this course. Emphasis is on state and local governments. Prerequisite: ACCT 1220

### ACCT 2055 Accounting Applications for Microcomputers

#### 4 Credit Hours

The solution of accounting problems by using the microcomputer is emphasized in this course. Hands-on experience with state-of-the-art hardware and software and current general ledger programs.

**ACCT 2064 Auditing****4 Credit Hours**

The special place of the auditor in accounting is examined on an organization level, an ethical level, and a legal liability level. Emphasis is placed on the tools of the auditor, including statistical sampling techniques and the use of computerized audit programs. Laboratory periods permit actual preparation of audit work papers in a realistic environment. Prerequisite: ACCT 2210

**ACCT 2095 Advanced Accounting Applications for Microcomputers****4 Credit Hours**

The advanced student is given the opportunity in a hands-on environment to develop and use computer skills to solve more difficult accounting problems. Basic computer skills are enhanced as a secondary objective. Prerequisite: ACCT 1220

**ACCT 2210 Intermediate Accounting I****4 Credit Hours**

This course provides an in-depth study of accounting records and reports, end-of-period procedures, and net income concepts. Content includes financial statement interpretation and preparation, receivables, systems, and controls, inventories, plant and intangible assets, and investments. Prerequisite: ACCT 1220

**ACCT 2220 Intermediate Accounting II****3 Credit Hours**

This course is a continuation of Intermediate Accounting I with emphasis placed on the formation and operation of the corporate form of business organization. Content includes liabilities and reserves, analysis of financial statements and working capital, dividends, earnings per share, income tax allocation, and revenue recognition. Prerequisite: ACCT 2210

**ACCT 2290 Advance Spreadsheets for Accountants****4 Credit Hours**

This course continues the study of Microsoft Excel with an emphasis on projects especially important to accountants. This course emphasizes more advanced accounting situations that Excel makes easier. Prerequisite: ACCT 1290

**AERONAUTICAL STUDIES****AERO 1100, 2200 U.S. Air Force Today I Lab****0 Credit Hour**

Leadership Laboratory is taken throughout the student's period of enrollment in AFROTC. The first two years of the leadership laboratory include a study of Air Force customs and courtesies, drills, and ceremonies, issuing military commands, instructing, directing and evaluating the preceding skills, studying the environment of an Air Force officer and learning about areas of opportunity available to commissioned officers. The last two years of leadership lab consist of activities classified as advanced leadership experiences. They involve the planning and controlling of military activities classified as advanced leadership.

**AERO 1101, 1111, 1121 U.S. Air Force Today****1 Credit Hour**

This survey course is designed to introduce students to the United States Air Force and Air Force ROTC. Topics include Air Force mission and organization, customs and courtesies, officer opportunities, problem solving, and communication skills. Co requisite: AERO 1100

**AERO 2201, 2211 The Air Force Way I****1 Credit Hour**

This survey course is designed to facilitate the transition from AFROTC cadet to officer candidate. Topics include Air Force Heritage and leaders, Quality Air Force, ethics and values, leadership, group problem solving, and communication skills. Co requisite: AERO 2200

**AERO 2221 Devel Air Power III****1 Credit Hour****ALLIED HEALTH STUDIES****AHS 1020 Medical Terminology****3 Credit Hours**

Medical terminology is the study of words that relate to body systems, anatomical structures, medical processes and procedures, drugs and a variety of diseases that afflict humans. Prefixes, suffixes, abbreviations, plural endings, word roots, and combined forms are covered. Terms are presented that relate to all areas of medical science, hospital service and paramedical facilities.

**AHS 2990 Special Topics in Health Careers****3 Credit Hours**

This course provides an in-depth study of selected topic(s) related to aspects of health occupations to further develop job-seeking skills. Field trips, guest speakers, and individual projects are included. Emphasis is on personal health/development. The on-line version of this course is offered for Honors credit. Permission of instructor required.

**ANTHROPOLOGY****ANTH 2010 Cultural Anthropology****3 Credit Hours**

This course is the study of the origin and development of human culture including social relations, language, government, religion, and rituals, and the problems of developing nations and minority groups in the modern world. Prerequisite: DSPW0800, DSPR0800 or equivalent

**ARCHITECTURAL ENGINEERING TECHNOLOGY****ARCH 1124 Architectural Drawing****3 Credit Hours**

This course is an introduction to the fundamentals of graphic representation of subjects that are architectural in nature. Drafting expressions and light construction principles are stressed to increase the student's knowledge and proficiency in drawing architectural plans and details. Co requisite: ENTC 1124 or permission of program coordinator.

**ARCH 1224 Contract and Construction Documents****3 Credit Hours**

This course is a continuation of Architectural Drawing with emphasis on the production of architectural working drawings. Drawings are made of typical floor plans, building elevations and sections following a study of structural relationships, utility needs, and aesthetic aspects. Students will use the computer to produce drawings. Prerequisite: ARCH 1124, ARCH 2644, or permission of the program coordinator.

**ARCH 1244 Materials and Methods****3 Credit Hours**

This course familiarizes the student with physical properties, grades, and uses of materials generally employed in residential and commercial construction. Prerequisites: ARCH 1124 or ARCH 2644 or permission of program coordinator.

**ARCH 1901-1908 Technical Scholarship Program I****4 Credit Hours**

Students work part time at their sponsoring companies training in areas related to their majors. Supervisors at the companies plan the work schedules to coincide with class schedules when possible. Prerequisite: Permission of the Dean and Department Chair. May take as many as eight courses.

**ARCH 1941-1943 Co-Op Education I-A****4 Credit Hours**

From this experience the student participates in the employer/employee relationship. By being an integral part of the work atmosphere, the student encounters the true meaning of work, the physical and security needs it provides, plus the impact it has on today's society.

**ARCH 2644 Computer Aided Drawing****3 Credit Hours**

This is an introduction to basic computer concepts and software applications for creating computer-aided drawings for architectural activities. The emphasis will be in AutoCAD software. Co requisite: ENTC 1124 or permission of program coordinator.

**ARCH 2714 Mechanical Equipment****3 Credit Hours**

This course presents the basic theories of design, installation, and operation principles of water supply, plumbing, sewage disposal, fire protection, ventilation, heating and cooling, and electrical requirements for buildings. Students will use computer spreadsheet software in the course. Prerequisites: ARCH 1244 or permission of program coordinator.

**ARCH 2735 Building Codes in Design Process****2 Credit Hours**

This course involves the study of building codes and zoning ordinances from the perspective of one designing a building or other structure. Building codes and zoning ordinances protect the lives and health of the public and positively impact the aesthetic aspects of the community.

**ARCH 2736 Principles Construction Specs****2 Credit Hours**

A fundamental understanding of written construction documents is essential for organizing, preparing, using, and interpreting written construction documents, including specifications used in the design and construction industry. This course includes a study of bidding requirements, contract requirements, and specifications. Also included are content, language, and format, used in specification writing and the role of material selection and evaluation in the specification writing process. Prerequisite: ARCH 1124

**ARCH 2744 Architectural Design****3 Credit Hours**

The study of architectural design is recommended to the technicians to encourage the understanding of the art of architecture, the elements of form and space, and the ordering of our built environment. The architectural engineering technician needs the vocabulary of design in order to understand and transmit graphical information and instruction from the architect or engineer to the drawings. Prerequisite: ARCH 1124 or permission of program coordinator.

**ARCH 2824 Construction Estimates****4 Credit Hours**

This course acquaints the student with the basic principles and current practices employed in estimating construction costs. The student prepares material and labor quantity surveys from working drawings and specifications for residential and commercial buildings. The principles of bid procedures and requirements of construction projects are introduced. Students will use computer-estimating software in the course. Prerequisites: ARCH 1244

**ARCH 2844 Advanced AutoCAD and Lab****3 Credit Hours**

This course focuses on the continued development of AutoCAD skills, both basic as well as advanced. Some of the areas covered will include general computer system management, typical office standards for CAD production consistency, customization techniques for optimizing efficiency, and overview of 3D modeling processes. Prerequisites: ARCH 2644 or permission of program coordinator.

**ARCH 2845 AutoCAD and GIS****3 Credit Hours**

This will be a continuation course for AutoCAD users and Geographic Information Systems (GIS) users utilizing AutoCAD Map. The course will give students automated mapping and GIS skills to create and maintain maps for GIS purposes within AutoCAD software. Students will develop skills for presentation, query and analysis of GIS. Prerequisite: ARCH 2644

**ART****ART 1010 Design I****3 Credit Hours**

Exploration of design elements and principles as applied to two dimensional problems (line, shape color and texture) using a variety of materials and methods

**ART 1020 Design II****3 Credit Hours**

Exploration of design elements and principles as applied to development of three dimensional objects, focusing on creative use of materials and methods in constructing free standing forms.

**ART 1030 Art Appreciation****3 Credit Hours**

Art Appreciation is a study of the visual arts designed to teach visual awareness by examining a variety of styles from various periods and cultures. Emphasis is placed on the development of a common visual language in order to assess, discuss, and enjoy works of visual arts from diverse media, cultures, and periods. This course fulfills the Fine Arts/Humanities requirement for the General Education core. Prerequisite: DSPW 0800 and DSPR 0800 or equivalent.

**ART 1150 Basic Photography****3 Credit Hours**

This course is an introduction to the optics, physics, and chemistry of photography. Basic lessons in the theory and practice of photographing, developing, copying, and enlarging are presented.

**ART 1170 Creative Photography****3 Credit Hours**

This course is a continuation of Basic Photography with further exploration of black and white photography as vehicle for personal expressive statement. Students should have their own 35mm camera. Prerequisite: ART 1150 Basic Photography or permission of instructor

**ART 1550 Drawing I****3 Credit Hours**

This is a studio course for beginners with emphasis on developing the student's confidence in representing and expressing physical as well as mental images. Experience in line, shape, gesture, contour, proportion, perspective, and design will be offered. The instructors will give demonstrations of the various methods of drawing.

**ART 1560 Drawing II****3 Credit Hours**

This is a studio course for beginners with emphasis on developing the student's confidence in representing and expressing physical as well as mental images. Experience in line, shape, gesture, contour, proportion, perspective, and design will be offered. The instructors will give demonstrations of the various methods of drawing.

**ART 1910 Painting I****3 Credit Hours**

This is a studio course for beginners with emphasis on using materials, learning painting techniques and color mixing fundamentals, and preparing painting surface.

**ART 1920 Painting II****3 Credit Hours**

This is a continuation of Painting I. It involves more extensive exploration of form, color and subject relationships. Personal creativity stressed. Prerequisite: ART 1910 Painting I or permission of instructor.

**ART 2830 Individual Problems in Art****1 Credit Hour**

This course is for art majors with advanced standing high competence. It is designed to offer investigation in areas of a specialized nature, which are not offered in the curriculum. Course content will be decided between instructor and student. Prerequisite: Permission of the instructor.

**AUTOMOTIVE SERVICE TECHNOLOGY****AUTO 1010 Automotive Engines I and Lab****4 Credit Hours**

The operational theory and servicing of an internal combustion engine are explored. Emphasis is placed upon the proper use of hand tools, specialized tools, measuring instruments and test equipment. It is required that AUTO 1110 Electrical I be taken at the same time or prior to registering for Engines I. Co-requisite: AUTO 1110.

**AUTO 1020 Automotive Engines II and Lab****4 Credit Hours**

This course covers the cooling and lubrication systems of the automotive engine. Included are water pumps, hoses, thermostats, radiators, friction oils, filters, and types of lubricating systems. Electronic and conventional ignition systems are covered. Utilization of standard test equipment is covered. Co-requisite: AUTO 1110

**AUTO 1103 Organization Auto Service Dept and Lab****3 Credit Hours**

This course introduces shop operations, customer relations, service manuals, general servicing, flat rate manuals and safety and fire prevention. Automotive fasteners, measuring instruments and general shop tools are covered. Light duty service, minor repairs, tire and battery and wheel service are covered.

**AUTO 1110 Electrical & Electronic Systems I****4 Credit Hours**

This course explores basic electrical theory, Ohms Law, and the function and utilization of electrical and electronic devices in automotive systems. Included are batteries, charging, cranking systems, wiring, schematic reading and basic test equipment.

**AUTO 1120 Electrical II/Lab****4 Credit Hours**

This course covers the automotive electrical and computer systems including on board processors, PCM, BCM, communication systems, solid state devices, advanced diagnostics, and scan tools. Prerequisite: AUTO 1110.

**AUTO 1144 Brake Systems****4 Credit Hours**

This course covers the various types of automotive hydraulic brake systems and the recommended service and repair procedures, including bleeding, flushing, and leak testing. Anti-lock brake systems (ABS) diagnosis and repair and general tire and wheel servicing are covered.

**AUTO 1244 Heat and Air Conditioning System****4 Credit Hours**

This course covers the fundamental operations of air conditioning and heating systems. Troubleshooting, servicing, evacuation and charging are covered. Emphasis is given to the troubleshooting and repair of electronic climate control systems. Refrigerant recovery, recycling, and handling are covered. Prerequisite: AUTO 1110.

**AUTO 1621 Commercial Driver's License Basics****2 Credit Hours**

This course focuses on the general knowledge topics pertinent to the safe operation of a commercial vehicle based on the requirements set forth by the state of Tennessee. These topics include Commercial Driver's License laws, qualifications, driving and cargo safety, air brake operations and components, vehicle operation and inspection, tests and hazardous materials. Students develop an understanding of the items covered in the CDL General Knowledge Test, the Air Brakes Test, the Combinations Vehicle Test and the Hazardous Materials Test.

**AUTO 1901-1908 Technical Co-Op****4 Credit Hours**

Students work part time at their sponsoring companies training in areas related to their majors. Supervisors at the companies plan the work schedules to coincide with class schedules when possible. Prerequisite: Permission of the Dean and Department Chair. May take as many as eight courses. These credits are normally added to the student's cumulative record and included in his/her QPA calculation.

**AUTO 1941-1945 Co-Op Education****4 Credit Hours**

The student participates in a directed work experience that supplements and reinforces the subjects covered in the semester. The specific competencies to be gained during the work experience are identified through coordination of the student's college program chairperson and the employing company. These competencies are related to the student's most recent instruction.

**AUTO 2010 Automotive Engines III and Lab****4 Credit Hours**

This course covers the purpose and function of the various fuel systems, the exhaust system, and the diverse emission control systems used on the automobile. Carburetors and fuel injection systems are discussed; emission control systems are studied in depth. The use of tools and equipment for proper diagnosis and repair is stressed. Prerequisite: AUTO 1020

**AUTO 2020 Automotive Engines IV and Lab****4 Credit Hours**

This course covers the engine, sensors, and computer as an integrated machine. Troubleshooting utilizing state-of-the-art test equipment is stressed. Prerequisites: AUTO 1110, AUTO 2010

**AUTO 2144 Manual Transmissions and Drive Trains****4 Credit Hours**

This course is a study of torque and gearing as applied to manual transmissions, manual transaxles, differentials, drive axles, clutches, and four-wheel drive components. Also covered are the diagnosis and repair of these units.

**AUTO 2164 Suspension and Steering Systems****4 Credit Hours**

This course covers the various types of suspension and steering systems, both manual and power-assist units. The recommended diagnosis and repair procedures for each system are covered. The principles and procedures of four-wheel alignment are also covered, along with advanced wheel and tire service and repair.

**AUTO 2203 Auxiliary Electronic Systems and Lab****3 Credit Hours**

This course covers the myriad specialized electronics utilized for comfort heating and cooling, suspension leveling, light dimming and control, fiber optics, trip computer, and other auxiliary systems. Prerequisite: AUTO 1110

**AUTO 2214 Automotive Microcomputers and Lab****4 Credit Hours**

This course covers the operation of a typical automotive computer system and the techniques used to isolate and repair circuit malfunctions. Measurement principles applicable to sensor inputs are covered. Troubleshooting of input levels and schematic tracing is also covered. Prerequisite: AUTO 1110

**AUTO 2243 Automobile Technician Training****3 Credit Hours**

This course is an extensive review designed to prepare the graduate to take the National Institute for Automotive Service Excellence Certification Tests. Prerequisites: Advanced standing.

**AUTO 2245 Automatic Transmissions and Lab****5 Credit Hours**

The theory, operation, and diagnosis of automatic transmissions and transaxles are covered. Diagnosis, maintenance, adjustment, and repair of automatics are studied. Prerequisite: AUTO 1110

**BIOLOGY****BIOL 1000 Special Topics in Biology****1 Credit Hour**

A series of topics designed to attract students from all academic areas. Special topics titles are published in the class schedules as the topics are offered. Emphasis on appreciation of the biological sciences and their application to humanity. Prerequisite: DSPW 0800, DSPR 800

**BIOL 1010 Introduction to Biology I****4 Credit Hours**

This is the first of a two-semester science course sequence for non-science majors. An overview of the following is covered: chemistry of life, cell structure and function, cell division, protein synthesis, metabolism, photosynthesis, and tissues. In addition, several human organ systems are examined. Pre-requisite: DSPW 0800, DSPR 0800

**BIOL 1020 Introduction to Biology II****4 Credit Hours**

This is the second of a two-semester science course sequence for non-science majors. Students will study human organ systems, structure and function of organisms, diversity of life, ecology, and evolution. Prerequisite: BIOL 1010.

**BIOL 1110 General Biology I****4 Credit Hours**

This is the first of a two-semester course sequence for science majors. The following concepts are included: chemistry of life, cell structure and function, metabolism, cell reproduction, genetics, evolution, the chemical basis of heredity and protein synthesis. Through lecture, demonstration, and laboratory activities, the course will foster an understanding and appreciation of the fundamentals of biology and the scientific process. Pre-requisite: DSPW 0800; DSPR 0800.

**BIOL 1120 General Biology II****4 Credit Hours**

This course is a continuation of General Biology I and provides information and laboratory techniques to help students understand the origin and diversity of life, and the structure, function, and ecology of organisms. Prerequisite: BIOL 1110

**BIOL 1230 Microbiology****4 Credit Hours**

This course provides a study of microorganisms with emphasis on their relationship to pathogenesis, disease prevention and principles of immunology. Included are basic laboratory techniques and procedures. Prerequisite: BIOL 1010 or BIOL 1110 or BIOL 2010

**BIOL 1300 Introduction to Anatomy and Physiology I****4 Credit Hours**

This introductory course is designed to provide the basic foundation for successful comprehension of the human anatomy and physiology sequence of courses required for Health Sciences majors. Emphasis is placed upon the vocabulary, morphology, and functions of the systems of the human body. This course is recommended for all students lacking high school biology. This course is not credited toward majors in sciences or Allied Health.

**BIOL 1301 Introduction to Anatomy and Physiology II****4 Credit Hours**

This course is a continuation of BIOL 1300. Emphasis is placed upon the vocabulary, anatomy and physiology of the following human body systems: endocrine, reproductive, respiratory, cardiovascular, lymphatic, digestive, and urinary systems. Concepts also included are fluid electrolyte balance and acid-base homeostasis. This course is recommended for all students lacking high school biology. This course is not credited toward majors in the sciences of Allied Health. Prerequisites: BIOL 1330 or BIOL 2010 or permission of the instructor.

**BIOL 2010 Principles of Anatomy and Physiology I****4 Credit Hours**

This is the first of a two-semester course sequence for students meeting Nursing and Allied Health curriculum requirements. Students will receive an overview of cell biology. Organization of the human body, tissues, the structure and function of the integumentary, skeletal, muscular, nervous systems and special senses will be covered. Students with a weak biological sciences background are encouraged to take BIOL 1300, or BIOL 1010. Pre-requisite: DSPW 0800, DSPR 0800



**BIOL 2020 Principles of Anatomy and Physiology II****4 Credit Hours**

This is a continuation of Principles of Anatomy and Physiology I. Students will study the structure and function of the endocrine, reproductive, respiratory, cardiovascular, lymphatic, digestive, and urinary systems. Fluid, electrolyte and acid-base homeostasis are also included. Prerequisite: BIOL 2010

**BIOL 2230 General Microbiology****4 Credit Hours**

This course is a study of the origins, growth, physiology and anatomy of microorganisms with emphasis on microbial genetics, metabolism and gene manipulation of bacteria, viruses and fungi. Included are basic laboratory techniques and procedures. Prerequisites: BIOL 1110 and CHEM 1110

**BIOTECHNOLOGY****BIOT 1010 Introduction to Biotechnology****4 Credit Hours**

Includes career exploration, history, and applications of DNA/RNA technology, molecular biology, bioethics, radiation safety, and laboratory practices. Laboratory exercises, field trips, and demonstrations illustrate the basic techniques of biotechnology, including fundamental concepts like the metric system, equipment safety, chemical nomenclature, states of matter, and solution concentrations. Prerequisite: BIOL 1110 or permission of instructor.

**BIOT 1610 Introduction to Forensic Science Technology****4 Credit Hours**

This course examines the basic principles and techniques of forensic sciences. Topics include the roles and responsibility of collection and preservation of evidence at crime scenes. The steps involved in the legal and laboratory investigation of injury and death, beginning at the crime scene and extending through judicial proceedings. This course is designed for biotechnology technicians, forensic science technicians, law enforcement and others with interests in forensic sciences. Prerequisites: BIOT 1010, BIOL 1110, MATH 1530 and admission to the Biotechnology Program, or permission of instructor.

**BIOT 2410 Biotechnology Techniques I****4 Credit Hours**

An introduction to the theory and practice of basic laboratory techniques in molecular biology with an emphasis on basic laboratory functions and techniques. Proteins, gene expression, and regulation, immunochemistry, and cell culture will also be covered. This is a two semester project-oriented course applying the fundamental DNA and protein manipulation techniques used in biotechnology/molecular biology research oriented laboratories in academia and industry. Prerequisites: BIOT 1010, BIOL 1230 (prerequisite or co requisite), admission to Biotechnology Technician Program, or permission of instructor.

**BIOT 2420 Biotechnology Techniques II****4 Credit Hours**

The second semester of a two-semester project-oriented course applying the fundamental DNA and protein manipulation techniques used in biotechnology/molecular biology research oriented laboratories in academia and industry. This course concentrates on DNA structure and function and the techniques of DNA analysis, including cloning, restriction digests, and polymerase chain reactions. Prerequisites: BIOT 2410 or permission of instructor.

**BIOT 2430 Biotechnology Techniques III****4 Credit Hours**

The third semester of techniques classes focuses on the fundamentals of the biochemistry laboratory. This course concentrates on the use of biochemical methods for analyzing solutions with spectrophotometry, centrifugation, chromatography, and electrophoresis. Prerequisite: BIOT 2420 or permission of instructor.

**BIOT 2450 Biotechnology Internship****5 Credit Hours**

An experience external to the college for a student in a specialized field, involving a written agreement between the educational institution and a business, industry or research facility. Mentored by a workplace employee, the student achieves objectives that are developed and documented by the college that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. Prerequisites: BIOT 2410 and BIOT 2420, or permission of the instructor.

**BIOT 2610 Forensic Science Techniques I****4 Credit Hours**

This course examines the complex principles and techniques of forensic sciences. Topics include the roles and responsibility of collection and preservation of evidence at crime scenes, calculating bullet trajectories, and computerized fingerprint and DNA analyses. The course includes evaluation of toxins, residues, organic and inorganic crime scene samples with advanced laboratory instrumentation (HPLC, GC, and Mass Spectrometry). This course is designed for biotechnology technicians, forensic science technicians, law enforcement and others with interests in forensic sciences. Prerequisites: BIOT 1610 or the permission of instructor.

**BIOT 2620 Forensic Science Techniques II****4 Credit Hours**

This course examines the complex principles and techniques of forensic sciences. Topics include the roles and responsibility of collection and preservation of evidence at crime scenes. The course specifically deals with evidence collection from the crime scene victim and introduces the criminal investigative methods required for Taphonomy. The course will review the basic applications of the biological, physical, chemical, medical and behavioral sciences to questions of evidence and law. In doing so, students should gain a basic understanding of the capabilities and limitations of the forensic sciences as they are presently practiced. This course is designed for biotechnology technicians, forensic science technicians, law enforcement and others with interests in forensic sciences. Prerequisites: BIOT 2610 or permission of instructor.

**BIOT 2650 Forensic Science Internship****4 Credit Hours**

An experience external to the college, for a student in a specialized field, involving a written agreement between the educational institution and a business, industry or research facility. Mentored by a workplace employee, the student achieves objectives that are developed and documented by the college that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. Prerequisites: BIOT 1610 and BIOT 2610, or permission of instructor.

## **CIVIL/CONSTRUCTION ENGINEERING TECHNOLOGY**

### **CCET 1010 Surveying I & Lab 4 Credit Hours**

This course covers the fundamentals of plane surveying, with practice in the use of the tape, level, and theodolite in making horizontal and vertical measurements. Fieldwork includes boundary surveying, topographic, profile and benchmark leveling, with procedures of keeping field notes and note reduction. Construction layout is covered. Instructions are given in survey calculations including traverse closure calculating by the Coordinate method. This course also introduces the student to Wild TC 1000 Electronic Total Station surveying equipment. Co requisite: ENTC 1124 or permission of program coordinator

### **CCET 1134 Civil Drafting and Lab 4 Credit Hours**

This course introduces the student to drafting practices pertinent to the field of civil engineering technology. Work is done on topographic drawings, land layout, utilities, plan and profile, and earthwork cross-sections, including calculations. Construction and fabrication drawings are covered. Drawings are done using computer software. Prerequisites: ARCH 2644, CCET 1010

### **CCET 1901-1908 Technical Co-Op I-VII 4 Credit Hours**

Students work part time at their sponsoring companies training in areas related to their majors. Supervisors at the companies plan the work schedules to coincide with class schedules when possible. Prerequisite: Permission of the dean and department chair. May take as many as eight courses.

### **CCET 1931-33 Co-Op Education I-III 3 Credit Hours**

From this experience the student participates in the employer/employee relationship. By being an integral part of the work atmosphere, the student encounters the true meaning of work, the physical and security needs it provides, plus the impact it has on today's society.

### **CCET 1941-43 Co-Op Education IA-III A 4 Credit Hours**

From this experience the student participates in the employer/employee relationship. By being an integral part of the work atmosphere, the student encounters the true meaning of work, the physical and security needs it provides, plus the impact it has on today's society.

### **CCET 2020 Surveying II and Lab 4 Credit Hours**

The student studies various types of route locations and surveys. Both classroom and fieldwork in horizontal and vertical curves, and slope-staking are covered. The student has hands-on use of theodolites, electronic distance-measuring equipment, global positioning systems, and robotic total station. Computer computations traverse closure by the DMD method. The student is also introduced to the student including traverse closure by the coordinate method. Prerequisite: CCET 1010

### **CCET 2123 Construction Planning, Equipment and Methods and Lab 3 Credit Hours**

This course introduces the student to fundamentals in the planning and selection of equipment and methods for various construction operations. Prerequisite: ARCH 1244

### **CCET 2203 Strength of Materials and Lab 3 Credit Hours**

In this course, the student studies the following topics: stress and strain, direct and shearing stresses, torsion, bending, bolted and riveted connections, basic design of timber and steel beams and timber and steel columns, beam deflections, and statically indeterminate beams. Prerequisite: MEET 1154

### **CCET 2614 Structural Design and Lab 4 Credit Hours**

This course introduces the student to design practices applicable to simple steel and timber members, including connections and reinforced concrete beams, slabs, and columns. Prerequisite: CCET 2203

### **CCET 2623 Concrete Technology and Lab 3 Credit Hours**

This course introduces the student to fundamentals of mix design and the inspection concerned with the manufacture and testing of concrete as a construction material. The following topics are covered: basic properties of cement and the relationships between cement, water and aggregates; properties desired in plastic and hardened concrete; proportioning mixes; sampling, and field and lab testing. Prerequisite: MATH 1740

### **CCET 2633 Soils and Foundations and Lab 3 Credit Hours**

This course acquaints the student with the importance of soils as a construction material. The student performs basic laboratory tests. The design of footings is covered.

## **CHEMISTRY**

### **CHEM 1000 Chemistry for Health Sciences 4 Credit Hours**

This is a one semester course designed to study the elementary concepts of inorganic, organic, and biochemistry. The course is not intended for science, engineering, or engineering technology majors. The course studies classification of matter, measurements, atomic theory, periodic table, nuclear processes, physical states of matter, solution chemistry, hydrocarbons, organic functional groups, carbohydrates, lipids, proteins, nucleic acids, enzymes, and body fluids. Prerequisite: DSPW 0800; DSPR 0800

### **CHEM 1010 Introduction to Chemistry I 4 Credit Hours**

The first of a two-semester course sequence designed for nursing majors, allied health, and other paramedical students. This course may be used as a preparatory course for CHEM 1110. This course is NOT intended for science, engineering, or engineering technology majors. The course covers basic concepts of inorganic chemistry with focus on health sciences. The impact of chemistry on society is emphasized along with writing skills. Prerequisite: Demonstrated proficiency in elementary algebra confirmed by placement test scores or completion of appropriate college math scores. Prerequisites: DSPW 0800, DSPR 0800, DSPM 800

### **CHEM 1020 Introduction to Chemistry II 4 Credit Hours**

This is a continuation of CHEM 1010, Introduction to Chemistry I. The course is designed primarily for nursing majors, allied health, and other paramedical students. This course is NOT intended for science, engineering, or engineering technology majors. The course emphasizes elementary organic chemistry and biochemistry. Prerequisite: CHEM 1010 or equivalent

**CHEM 1050 Allied Health Instrumentation****4 Credit Hours**

This is a one-semester laboratory course designed to give allied health and science-oriented students experience in the principles of electronic instrumentation and analytical techniques used in clinical and industrial laboratories. The course is not intended for science, engineering, or engineering technology majors. Prerequisite: CHEM 1010-Introduction to Chemistry I or CHEM 1110 General Chemistry

**CHEM 1110 General Chemistry I****4 Credit Hours**

This is the first course in a two-semester sequence for science majors, pre-professional students, and pre-engineering students. The course covers fundamental concepts including measurements, language and stoichiometry, atomic and molecular structure, ionic and covalent bonding, states of matter, the gas laws, solutions, and thermochemistry. This course meets prerequisites for further study in chemistry in baccalaureate programs. Prerequisite: Demonstrated mastery of high school chemistry. Pre-requisite: DSPW 0800, DSPR 0800, DSPM 0850

**CHEM 1120 General Chemistry II****4 Credit Hours**

This is a continuation of CHEM 1110, General Chemistry I. This course covers physical properties of solutions, thermodynamics, chemical kinetics, ionic and molecular equilibrium, acids and bases, electrochemistry, including oxidation-reduction principles, nuclear chemistry, and environmental chemistry. The course meets prerequisites for further study in chemistry in baccalaureate programs. Prerequisite: CHEM 1110 with a grade of at least a "C"

**CHEM 2010 Organic Chemistry I Lecture****3 Credit Hours**

This is the first of a two-semester science course for science majors and pre-professional students. The course is a systematic study of the fundamental principles of organic chemistry with interpretation of structure and properties based upon modern atomic and molecular theory. Topics include aliphatic hydrocarbons, stereochemistry, nucleophilic substitutions and eliminations, spectroscopy, and aromatic hydrocarbons. Prerequisite: CHEM 1120

**CHEM 2011 Organic Chemistry I Lab****1 Credit Hour**

Application of laboratory techniques to the synthesis, separation, and identification of organic compounds. Prerequisite: CHEM 1120 General Chemistry II. Prerequisite or Co requisite: CHEM 2010

**CHEM 2020 Organic Chemistry II Lecture****3 Credit Hours**

This is a continuation of Organic Chemistry I. Emphasis is placed on functional derivatives of aliphatic and aromatic hydrocarbons. Prerequisite: CHEM 2010 CHEM 2011

**CHEM 2021 Organic Chemistry II Lab****1 Credit Hour**

Continuation of Organic Chemistry laboratory I. Emphasis is placed on synthesis and class reactions of organic compounds. Prerequisite: CHEM 2010, CHEM 2011. Prerequisite or Co requisite: CHEM 2020

**CRIMINAL JUSTICE – CORRECTIONS****CJSC 1040 Introduction to Corrections****3 Credit Hours**

This course explores the purpose of corrections and how correctional operations relate to our system of governing and sentencing. Descriptions and analysis of the philosophy, basic techniques, and current trends in local and national correctional programs are studied.

**CJSC 1180 Constitutional Rights of Prisoners****3 Credit Hours**

This course is an analysis of prisoners' rights in light of new Supreme Court decisions. An explanation of proper procedures recently developed to comply with these decisions for the protection of the agency and the individual correctional officers is discussed.

**CJSC 1500 Correctional Counseling****3 Credit Hours**

This course will define the goals of counseling and review the current theories recognized by behavioral scientists. Many jails and prisons have organized counseling services for their jail/prison population. A counseling program benefits inmates and institutional employees. This course is an effort to define the role and scope of institutional counselors as well as highlight their correctional duties.

**CJSC 1600 Correctional Supervision and Management****3 Credit Hours**

Emphasis is on classic supervision and management theories. Students become familiar with recognized methods of dealing with others in accountability situations. Issues such as policymaking, correctional law, employee rights, professionalism, ethics, grievance mechanisms and routine custody procedures are studied.

**CRIMINAL JUSTICE – POLICE SCIENCE****CJSP 1100 Criminal Procedures****3 Credit Hours**

The course explores guidelines for the legal aspects of the law enforcement officer's duties and focuses on an understanding of the Constitution and the reasons behind the guidelines. The student will be provided with a broader and more sophisticated understanding of criminal procedure.

**CJSP 1200 Judicial Process and Administration****3 Credit Hours**

The course acquaints the student with the judicial system's processes. The student will acquire knowledge of preliminary courtroom procedures, motions, administrative procedures, courtroom testimony and local judicial systems procedures.

**CJSP 1300 Introduction to Law Enforcement****3 Credit Hours**

A comprehensive introduction to the basic features of law enforcement in the United States is studied. Descriptive in nature, it acquaints students with the current state of knowledge about law enforcement agencies, their roles and the challenges they face.

**CJSP 2100 Police and Community Relations****3 Credit Hours**

This course is the study of relationship analyses between various community segments and law enforcement. The course stimulates individual expression through discussion, reading, films, simulations, and encounter dramatizations.

## **CRIMINAL JUSTICE STUDIES**

### **CJST 1010 Introduction to Criminal Justice**

#### **3 Credit Hours**

This course presents an overview of the American criminal justice system and traces its historical and legal development, including the role of law enforcement, courts, and corrections in national, state, and local applications.

### **CJST 1020 Criminal Investigation**

#### **3 Credit Hours**

This course continues the basic fundamentals of criminal investigation. It includes the practical aspect of exploring preliminary investigative techniques; identifying, collecting, and processing physical evidence, and studying the elements of specific offenses.

### **CJST 1050 Contemporary Issues**

#### **3 Credit Hours**

This course is a review and in-depth examination of current issues and trends concerning the criminal justice process with emphasis on problems impacting local criminal justice agencies and personnel.

### **CJST 1060 Psychological Aspects of Criminal Behavior**

#### **3 Credit Hours**

This course is a study of deviant behavior with emphasis on dealing with the mentally disturbed, sexual deviates, and drug addicts. It examines the role of the psychologist in criminal justice cases.

### **CJST 1160 Juvenile Justice**

#### **3 Credit Hours**

This course will cover juvenile problems and causes, court functions, corrective measures, and preventive techniques. The responsibilities, capabilities, programs, and techniques of court personnel in delinquency prevention and local, state, and federal juvenile statute laws will also be discussed.

### **CJST 1300 American Legal System**

#### **3 Credit Hours**

This course reviews basic laws governing the maintenance of a democratic society and how criminal, constitutional, consumer, environmental, housing and family laws meet the challenge of American society.

### **CJST 1910 Criminal Justice Field Experience I**

#### **3 Credit Hours**

Students are assigned to a criminal justice agency to participate in the daily experiences associated with the criminal justice environment. The course requires 80 hours within the agency and 10 hours classroom and/or individual instruction. Reports and evaluations are required. This course is open to pre-service students with the completion of 12 credit hours at Southwest and a minimum of 6 credit hours in Criminal Justice Studies. In-service students may apply for credit after completing 12 credit hours at Southwest and employer certification showing a minimum of three years of continuous criminal justice employment. Students must obtain permission of the instructor to enroll. Pre-requisite: CJST 1010 and CJST 1300.

### **CJST 1920 Criminal Justice Field Experience II**

#### **3 Credit Hours**

Students are assigned to a criminal justice agency to participate in the daily experiences associated with the criminal justice environment. The course requires 80 hours within the agency and 10 hours classroom and/or individual instruction. Reports and evaluations are required. This course is open to pre-service students with the completion of 21 credit hours at Southwest and a minimum of 9 credit hours in Criminal Justice Studies. In-service students may apply for credit after completing 21 credit hours at Southwest and employer certification showing a minimum of three years of continuous criminal justice employment. Students must obtain permission of the instructor to enroll. Pre-requisite: CJST 1910

### **CJST 2000 Criminology**

#### **3 Credit Hours**

This course is a systematic study of crime, criminals and the criminal justice system. It explores the fundamental elements of criminology through a study of the causation and criminal behavior theories and examines the relevant activities of the criminal justice system. Prerequisite: CJST 1010

### **CJST 2040 Investigative Report Writing**

#### **3 Credit Hours**

This course focuses on preparing analytical investigative reports and explores techniques of organizing, structuring, and investigating the report to comply with proper guidelines. Prerequisite: ENGL 1010 English

### **CJST 2080 Drug Abuse and Law**

#### **3 Credit Hours**

This course is a socio-legal guide to the drug abuse phenomenon and examines the psycho-social dynamics and pharmacological risks leading to psychoactive drug misuse as well as law enforcement and alternative intervention techniques in sentencing the drug offender.

### **CJST 2210 Criminal Law**

#### **3 Credit Hours**

This is a study of criminal law legal principles, purposes and rules, and includes specific offenses, incomplete crimes, accomplices, accessories and criminal liability defenses. The course also covers classifications of crimes, criminal intent, and corpus delicti.

### **CJST 2540 Victimology**

#### **3 Credit Hours**

This course provides a combination of victimization theories with applied responses to victimization. It explores victim-offender relationships, provides data, and investigates situational factors and responses to victims. The student learns to identify some precursors of violence such as stalking and harassment. The effects of violence are studied.

### **CJST 2550 Understanding Terrorism**

#### **3 Credit Hours**

This course examines a variety of analytical approaches to the study of terrorism and describes a variety of terrorist groups.

### **CJST 2990 Special Topics - Criminal Justice**

#### **1 Credit Hour**

This course addresses specific topics to meet the needs of criminal justice personnel.

## COMPUTER LITERACY

### COMP 1010 Computer Literacy

#### 3 Credit Hours

This is a first course in computer science. Introduction to uses, history, ethics, hardware, software, languages, networks and the Internet. Also, applications in word processing, spreadsheet and database are developed through laboratory work. Prerequisite: DSPM 0700 or proficiency on the placement examination

## COURT REPORTING

### CORT 1001 Legal Terminology

#### 3 Credit Hours

This course is designed to familiarize the student with the meaning and spelling of Latin and English legal terms that legal professionals encounter.

### CORT 1010 Machine Shorthand Theory I and Lab

#### 3 Credit Hours

This course covers the introduction and mastery of basic stenotype concepts for all one-syllable words and simple two-syllable words written by sound, beginning number writing, all marks of punctuation, one- and two-letter brief forms, two- and three-letter phrases, reading from stenotype notes, and dictation at 40 words per minute. Students begin the development of recording and transcribing live dictation with the use of computer-aided transcription (real-time translation). Mastery of the beginning principles of the touch method are emphasized as well as an understanding of the court reporting profession. Prerequisite: Student must obtain machine and other equipment (paper, cassette recorder and cassette tapes) to be prepared to work on first night of class

### CORT 1020 Machine Shorthand Theory II and Lab

#### 3 Credit Hours

This course covers the introduction and mastery of advanced stenotype concepts for word beginnings and word endings (words of two or more syllables), advanced number concepts, homonyms, reading from stenotype notes, dictation at 40/60 words per minute, and introduction to beginning speed building principles. Prerequisites: CORT 1001, CORT 1010

### CORT 1025 Introduction to Speedbuilding

#### 3 Credit Hours

This course is an initial course for machine shorthand students in building speed in the taking of dictation at speeds of 40-60 wpm through live, online or electronic media. Dictation will consist of two-voice testimony, literary and current events. This course will focus on vocabulary usage and development, theory reinforcement and an introduction to briefs and phrases found in legal and literary dictation. The student will also receive instruction on using a computer-aided (real-time) translation system for transcription. Students will be able to take dictation at 60 wpm, transcribe with 95% accuracy, by the end of term Prerequisite: CORT 1010 Co requisite: CORT 1020

### CORT 1110 Court Reporting Applications

#### 3 Credit Hours

This course encompasses forms and formats for different reporting situations; reporting interrogatories, statements, depositions, court proceedings; set up of court reporter's office and records kept for both official and freelance reporting; developing a reference library; writing legal cites, forms of address, handling read backs; handling exhibits; testifying from past proceedings; finding employment; certification requirements, ethical considerations; transcribing notary depositions, hearings, motions, pretrial hearing, coroner inquests, trials, petitions, conventions, and meetings.

### CORT 1210 CR Grammar and Punctuation

#### 3 Credit Hours

This course contains specialized English topics as they apply to the reporting profession. Grammar for court reporters emphasizes parts of speech and parts of structure of sentences. This course lays an essential foundation for study of the sophisticated punctuation rules that follow, which enable the reporter to produce verbatim transcripts with emphasis on proofreading techniques. Co requisites: CORT 1020, ENGL 1010

### CORT 2010 Speedbuilding I

#### 4 Credit Hours

This course teaches speed and accuracy in the transcription of machine shorthand for speeds ranging from 60-180 wpm in the areas of Two-Voice Testimony (Q&A), Jury Charge (Legal Opinion) and Literacy. Computer-aided transcription systems, word processing and video applications for the court reporter are also covered in this course. Graduation from this concentration requires a "B" or better in this course. Prerequisite: CORT 1025

### CORT 2015 Computer Aided Transcription

#### 3 Credit Hours

Computer-aided transcription systems, word processing systems, and video application for the court reporter are covered in this course. Co requisite: CORT 2010

### CORT 2022 Speedbuilding II

#### 4 Credit Hours

Dictation practice and testing for speeds 140-180 words per minute are included in this course. The student must pass progressive tests of Q & A, Jury Charge (Legal Opinion) and Literary up to 180 words per minute with 95 percent accuracy (five-minute tests). Computer-aided transcription systems, multi-voice dictation and transcript productions are also covered in this course. Graduation from this concentration requires a "B" or better in this course Prerequisite: CORT 1025 Co requisite: CORT 2015

### CORT 2032 Speedbuilding III

#### 4 Credit Hours

This course includes dictation practice and testing for speeds 100 to 180 words per minute. The student must pass progressive tests of Q & A, Jury Charge (Legal Opinion) and Literary up to 180 words per minute with 95% accuracy (all five-minute tests). Computer-aided transcription systems, real-time applications, dictionary building and transcript production are also covered in this course. Graduation from this concentration requires a "B" or better in this course. Prerequisites: CORT 1025, CORT 2015

### CORT 2040 Speedbuilding IV

#### 3 Credit Hours

This is the final speedbuilding course in this series and consists of dictation practice and testing for speeds 200 to 225 words per minute. The student must pass three tests of Q&A at 225 words per minute and Jury Charge (Legal Opinion) at 200 words per minute with 95% accuracy (five-minute tests). Added emphasis will be placed on formatting and style, as well as transcript production. The course will also include a mock RPR (Registered Professional Reporter) exam. Prerequisites: CORT 2032, CORT 2015. Graduation from this concentration requires a "B" or better in this course.

### CORT 2050 Professional Certificate Preparation

#### 3 Credit Hours

Students receive intensive review in preparation for the court reporting exam given in May and November. Prerequisite: CORT 2010.

**CORT 2070 Court Report Internship****3 Credit Hours**

The student practices the skills needed to be a court reporter (freelance official, closed-captioned, conference). More than 60 clock hours of practical experience, on an individual basis, in the courtroom or in a deposition situation under the supervision of a working court reporter are required. From this actual experience, the student submits an acceptable 50-page transcript. This internship commences after the student is writing 200 words per minute. Prerequisites: CORT 2022, CORT 2025, LEGL 2030

**CORT 2080 Special Topics in Real-time Reporting****3 Credit Hours**

This course is an in-depth study of selected topics in the fields of court reporting, closed captioning and CART reporting designed to reinforce basic knowledge and to further professional competencies.

**CORT 2120 Court Reporting Applications II****3 Credit Hours**

This course builds on the rules and concepts learned in CORT 2110. Applying the information contained in CORT 2110, students will engage in simulated and mock depositions, trials and conference reporting. Students will learn to utilize real-time writing techniques used in educational reporting and be exposed to the skills necessary for the closed-captioning market. Prerequisite: CORT 2010, CORT 2110, Co requisite: CORT 2022

**COMPUTER ENGINEERING TECHNOLOGY****CPET 1114 Computer Systems Installation and Maintenance****3 Credit Hours**

This course provides hands-on experience in the building, installation, testing, and maintenance of microcomputer systems. Emphasis is given to developing the student's ability to install new systems and maintain existing systems. This course also provides an introduction to various microcomputer application programs. Emphasis is given to developing the student's ability to use Microsoft Windows-based applications software including word processing, spreadsheet processing. This course also includes an introduction to the C++ programming language.

**CPET 1124 Digital Circuits and Lab****3 Credit Hours**

This course presents procedures for analyzing and designing digital circuits. Topics included are number systems, Boolean algebra, Karnaugh mapping, combinational logic, arithmetic circuits, flip-flops, counters, and sequential circuits. In the laboratory, students verify digital principles by constructing and testing various digital circuits. Prerequisite: ELET 1110 or approval of program coordinator

**CPET 1144 C++ for Technicians & Lab****3 Credit Hours**

This introductory course in the C++ programming language begins with an explanation of a general program development procedure using an Integrated Development Environment (IDE). Some specific C++ language elements covered include looping statements, functions, arrays, input/output operations, and classes. Emphasis is placed on effective program development practices, including flowcharting and debugging techniques. Prerequisite: CPET 1104 Co requisite: MATH 1740 or approval of program coordinator

**CPET 1901-1908 Technical Co-Op I-VIII****4 Credit Hours**

Students work part time at their sponsoring companies training in areas related to their majors. Supervisors at the companies plan the work schedules to coincide with class schedules when possible. Prerequisite: Permission of the dean and department chair; may take as many as eight courses.

**CPET 1931-1933 Co-Op Education I-III****3 Credit Hours**

From this experience the student participates in the employer/employee relationship. By being an integral part of the work atmosphere, the student encounters the true meaning of work, the physical and security needs it provides, plus the impact it has on today's society.

**CPET 1941-1943 Co-Op Education IA-III A****4 Credit Hours**

From this experience the student participates in the employer/employee relationship. By being an integral part of the work atmosphere, the student encounters the true meaning of work, the physical and security needs it provides, plus the impact it has on today's society.

**CPET 2114 Microprocessor Applications and Lab****4 Credit Hours**

Students use a single-board microcomputer and a PC to investigate the organization and operation of a microprocessor and various microcomputer system components. Students interface application hardware to the computer and write their own driver software. Programs are written in assembly language. Prerequisites: CPET 1124 and CPET 1144 or permission of program coordinator

**CPET 2214 Microcontroller System Design and Lab****4 Credit Hours**

This course presents the essential elements required to design and analyze microcontroller-based systems (embedded systems). Motorola and Intel microcontroller chips are covered. Students use a personal computer as a single-user microcontroller development station when designing their hardware/software projects. All students are required to construct a working microcontroller-based system and develop software to control the system. Student software is written in assembly language and C. Prerequisite: CPET 2114 or approval of program coordinator

**CPET 2314 Digital Communication System and Lab****4 Credit Hours**

Data communications involving the transmission and reception of digital information is covered in this course. Topics included are the telephone system, digital codes, transmission protocols, error detection and correction schemes, RS232 and other data transmission interfaces, modems, and network communications. Laboratory assignments provide experience with circuits used in data and network communications. Technical writing is stressed in this course with the requirement of written reports. Prerequisite: CPET 1124 or permission of program coordinator of program coordinator

**CPET 2324 Computer Networks and Systems and Lab****4 Credit Hours**

This course covers the technical aspects of computer networks. Course topics include the OSI Reference Model, the hardware and software components required to implement some of the IEEE 802 local area network (LAN) protocols, and TCP/IP. Laboratory assignments make use of network test equipment and give the student experience with Windows peer-to-peer and client/server networking. Prerequisites: CPET 1124 or permission of program coordinator

## **DIETETICS/NUTRITION**

### **DIET 1110 Techniques of Food Preparation**

#### **4 Credit Hours**

This course introduces students to the basic fundamental principles of food preparation and exposes them to emerging trends in food choices and technology. Students develop skills in planning and participating in group activities related to food preparation; including calculating cost of food ingredients, basic tenets of cooking, meal planning and budgeting.

### **DIET 1130 Quantity Cookery**

#### **6 Credit Hours**

This course exposes the student to the food service operation and how it functions as a part of a health care system. The student is exposed to management principles, sanitation standards and how they impact a food service, as well as the procurement, production, distribution and service of food service. The student also learns fiscal responsibility and supervisory functions needed to effectively manage a food service. Lab hours emphasize all areas of food management. Prerequisite: DIET 1110 and DIET 1820. Co-requisite: DIET 2010 or permission of instructor

### **DIET 1210 Nutritional Care Lab I**

#### **2 Credit Hours**

This course is designed for Dietetic Technician students. This course presents techniques of effective interviewing for diverse individuals and lesson planning and material development for appropriate populations. The student is introduced to the nutrition care process, and a general introduction to nutritional assessment. This course is taken concurrently with DIET 1310 Principles of Nutrition

### **DIET 1300 Introduction to Dietetics**

#### **1 Credit Hour**

This course is an introduction to the field of dietetics. Students will explore careers in dietetics and their educational requirements. The course will also include requirements for credentialing and continuing education for practice. Prerequisites: DIET 1210, DIET 1110, DIET 1810, DIET 1820

### **DIET 1310 Principles of Nutrition**

#### **3 Credit Hours**

This course is an introduction to nutrition, including nutritive value of foods, factors influencing body food requirements, their importance in promoting health and preventing disease and the body processes, and their relation to total nutrition. Nutritional requirements throughout the human life cycle, with attention to various food cultures and application of nutrition requirements to the basic food groups, are discussed.

### **DIET 1330 Medical Nutrition Therapy**

#### **3 Credit Hours**

This course is a study of nutrition related diseases that affect the human body. The student learns medical nutrition therapies that manage the following conditions: diabetes, gastrointestinal disorders, cardiovascular disease, renal disease and disorders that call for enteral/parenteral nutrition. The student learns about the nutrition care process, including assessment, intervention and monitoring strategies appropriate for the dietetic technician level of practice. Prerequisite: DIET 1310

### **DIET 1360 Community Nutrition**

#### **3 Credit Hours**

This course examines the status, psychological influences and the nutritional practices of diverse population groups, including various ages, socio-economic levels and ethnicities. Students study national, state and community agencies' health objectives concerned with meeting the needs of these diverse groups. Students use basic teaching/counseling methods for the nutrition education of small groups and individual clients. Prerequisite: DIET 1370. Co-requisite 2920

### **DIET 1370 Advanced Nutritional Care**

#### **3 Credit Hours**

This course presents a study of the nutrients and their utilization in the body. The student is exposed to the nutrition care process for diseases and health conditions including stress, genetic metabolic disorders, cancer, diabetes, cardiovascular disease, hypertension, HIV, liver and kidney disease. Prerequisite: DIET 1330 and concurrent enrollment in DIET 2910

### **DIET 1810 Sanitation Measures**

#### **2 Credit Hours**

This course is a study of the practical problems in protecting health, preventing food spoilage, and covering sanitation laws and regulations. This course includes the control of bacteria in the food service industry through good housekeeping practices, sanitary food handling, and personal hygiene using the HACCP approach to food safety. A Food Service Sanitation Certificate will be awarded to successful completers of the national exam.

### **DIET 1820 Equipment Layout and Safety**

#### **2 Credit Hours**

This course is designed to develop skills in planning a food service facility. Students plan a food service facility, write specifications for equipment and develop a floor plan. Techniques of planning and concepts of flow to ensure an efficient food service operation are emphasized. Students also develop skills in use, operation, care, and safety of foodservice equipment.

### **DIET 2010 Dietetic Field Experience I**

#### **3 Credit Hours**

This course provides 135 hours of supervised practice in selected health care settings. The student will be exposed to all areas of the food service operation and the role dietetics plays in its management. Co-requisite: DIET 1130 Quantity Cookery and acceptance into the Dietetic Technician program

### **DIET 2510 Quantity Food Management I**

#### **3 Credit Hours**

This course is an introduction to food service management to include qualities and responsibilities of an effective food service manager; the study of various types of food service systems, organization of a food service operation; techniques and theories of management; selection and training of personnel; quality, production and cost control; purchasing methods and procedures, ethics of buying practices and marketing of food service products. Prerequisite: DIET 1130

### **DIET 2610 Health Care Delivery Systems**

#### **2 Credit Hours**

As an introduction to health care fields this course includes federal, state, and local organizations and finance and delivery of health care services. Emphasis is on the professional disciplines in health care.

**DIET 2910 Nutrition Clinical I****4 Credit Hours**

This course includes supervised practice in the clinical setting at hospitals and extended care facilities. Experiences are designed to enhance knowledge gained in Medical Nutrition Therapy and Advanced Nutritional Care. Prerequisite: DIET 1330, Co requisite: DIET 1370

**DIET 2920 Nutrition Clinical II****4 Credit Hours**

Continuation of Nutrition Clinical I: supervised practice with emphasis on patient care and management in public health and community settings. Assigned experiences are designed to complement and reinforce the knowledge gained in Community Nutrition Prerequisite: DIET 2910, DIET 2510 Co requisite: DIET 1360

**DIET 2985 Special Studies Baking****6 Credit Hours**

A study of what baking is all about, the ingredients used and how they are used to produce attractive, flavorful and nutritious baked goods. Rotations in area bakeries will reinforce student learning. Co requisite: DIET 1130

**DIET 2990 Food Service Seminar****1 Credit Hour**

This course is designed for students completing the Dietetic Technician Program. Students develop skills necessary for preparing to enter the profession of Dietetics. An overview of the Dietetic Technician Registration exam and successful techniques for exam preparation are included. Prerequisites: DIET 2910

**DIET 2995 Advanced Studies Baking****6 Credit Hours****DEVELOPMENTAL MATHEMATICS****DSPM 0700 Basic Math****3 Credit Hours**

This course covers basic mathematical topics of whole numbers, fractions, decimals, signed numbers, powers and roots, percents, proportions, systems of measurement, elementary geometry, graphical interpretation, elementary statistical concepts, estimation and problem solving. Prerequisite: Appropriate placement.

**DSPM 0800 Elementary Algebra****3 Credit Hours**

This course covers elementary algebraic topics such as solving linear equations, using proportions to solve problems, laws of exponents, basic operations with polynomials, formulas and applications, graphing linear equations and inequalities, equations of lines, and solving systems of equations. Prerequisite: DSPM 0700 or appropriate placement

**DSPM 0850 Intermediate Algebra****3 Credit Hours**

This course covers intermediate algebraic topics such as roots and radicals, factoring polynomials, simplifying and solving equations with rational expressions, solving and graphing equations with rational expressions, solving and graphing quadratic equations, exponential expressions, basic geometry and the Pythagorean Theorem. Prerequisite: DSPM 0800 or appropriate placement score

**DSPM 0870 Elementary/Intermediate Algebra****6 Credit Hours**

This course covers elementary and intermediate algebra topics such as solving linear equations, using proportions to solve problems, laws of exponents, basic operations with polynomials, formulas and applications, graphing linear equations and inequalities, equations of lines and solving systems of equations, roots and radicals, factoring polynomials, simplifying and solving equations with rational expressions, solving and graphing quadratic equations, exponential expressions, basic geometry and the Pythagorean Theorem. Prerequisite: DSPM 0700 or appropriate placement into DSPM 0800. Satisfactory completion of high school Algebra II is recommended. To enroll, contact the Developmental Studies department.

**DEVELOPMENTAL READING****DSPR 0700 Basic Reading****3 Credit Hours**

This course provides a review of phonetic and vocabulary skills with an emphasis on reading for comprehension. Attention is given to pronunciation, spelling and use of the dictionary. Prerequisite: appropriate placement

**DSPR 0800 Developmental Reading****3 Credit Hours**

This course provides diverse opportunities for increasing reading efficiency. Emphasis is given to vocabulary, comprehension, critical reading, flexibility of reading rates and bibliographic skills. Prerequisite: DSPR 0700 or appropriate placement

**DEVELOPMENTAL STUDY SKILLS****DSPS 0800 Developmental Study Skills****3 Credit Hours**

This course acquaints students with study skills and prepares them to integrate traditional study skills with college content areas. Topics include time management, textbook studying, preparing for and taking exams, research paper/report writing, note-taking, using the library, career exploration, and learning about college resources. Appropriate placement or permission of Developmental Studies Department chair

**DEVELOPMENTAL WRITING****DSPW 0700 Basic Writing****3 Credit Hours**

This course offers a review of basic grammar, usage, spelling, punctuation, and other mechanics of English with an emphasis on paragraph writing. Prerequisite: appropriate placement

**DSPW 0800 Developmental Writing****3 Credit Hours**

This is a course in basic essay writing. Topics include unity, organization, and development of essay, rhetorical modes, grammar and mechanics. Prerequisite: DSPW 0700 or appropriate placement



## **EARLY CHILDHOOD EDUCATION**

### **ECE 1010 Introduction to Early Childhood Education**

#### **2 Credit Hours**

An introduction to the early childhood profession including an emphasis on professionalism and developmentally appropriate practice. Includes an overview of the history of early education, theoretical program models, different types of early childhood programs, community resources, professional organizations, and contemporary trends and issues in programs for children ages birth to nine. Field experience required.

### **ECE 2010 Safe, Healthy Learning Environment**

#### **3 Credit Hours**

A study of the basic principles and practices of safety, health and nutrition as they relate to the early childhood setting, home, and community for children ages birth to nine. Also included is a study of principles of creating appropriate learning environments for young children. Field experience required.

### **ECE 2015 Early Childhood Curriculum**

#### **3 Credit Hours**

A study of developmentally appropriate practices and teacher's role in supporting development of young children ages birth to nine. An emphasis on curriculum planning, including goals, environment, roles of teachers and parents, materials and settings. Field experiences required. Prerequisite: ECE 1010, ECE 2010 or department approval

### **ECE 2020 Infant, Toddler, Child Development**

#### **3 Credit Hours**

The study of the physical, cognitive, social, and emotional aspects of young children and their application to the care, guidance, and development of the child, birth to nine. Laboratory observation and interaction. Prerequisite: ECE 1010, ECE 2010 and completion of all developmental requirements for reading, writing, and learning strategies or departmental approval

### **ECE 2030 Infant and Toddler Care**

#### **3 Credit Hours**

A course on the care and education of infants and toddlers, birth to age three in group settings (i.e. child care centers, family child care homes, Early Head Start). Includes rationales and strategies for supporting the whole child including cognitive, language, social-emotional, and physical development in a safe, responsive environment. Emphasis is on relationship-based care and education, with special attention to the unique environmental aspects of programs for the child under three.

### **ECE 2040 Family Dynamics and Community Involvement**

#### **3 Credit Hours**

The role of the family and community in the physical, cognitive, social and emotional growth of the child in a diverse society is explored. This course includes benefits of and strategies for developing positive, reciprocal relationships with families in an early childhood setting from birth to age nine.

### **ECE 2050 Psychomotor Development**

#### **3 Credit Hours**

This course discusses the major theories of psychomotor development and the application to the development of the young child ages birth to nine. Particular emphasis is placed on the positive development of motor skills. Field experience required. Prerequisite: ECE 2020 or department approval

### **ECE 2060 Development of Exceptional Children**

#### **3 Credit Hours**

Explores practices that early childhood professionals can apply to develop a more inclusive and accessible environment for all children ages birth to nine. Provides students with skills to include children of all abilities through appropriate arrangement of the environment. Includes strategies for developing strong relationships with families and other community agencies. Field experience is required. Prerequisites: ECE 2020 and ECE 2040 or departmental approval

### **ECE 2070 Developmental Assessment**

#### **3 Credit Hours**

This course will cover assessment for children from birth to nine years of age. Both formal and informal instruments will be discussed with the emphasis on tools that can be used by teachers of young children. Considerations in choosing, administering, and reporting results of assessments will also be addressed. Field experiences required. Prerequisite: ECE 2020 or department approval.

### **ECE 2080 Language and Literacy in Early Childhood Education**

#### **3 Credit Hours**

This course focuses on research based principles and practices providing young children ages birth to nine a strong foundation in language and literacy with a developmentally appropriate approach and a focus on emerging literacy in young children. Prerequisite: DSPR 0800, DSPW 0800, ECE 2020 or departmental approval

### **ECE 2085 Math & Science for Early Childhood Education**

#### **3 Credit Hours**

A course on standards, principles, and practices in teaching mathematics and science to young children ages birth to nine. An emphasis will be placed on developing an integrated math and science curriculum that includes appropriate content, processes, environment and materials, and child-centered choices. Field experiences required. Prerequisite: ECE 1010 and ECE 2020 or departmental approval

### **ECE 2090 Creative Development**

#### **3 Credit Hours**

This course provides strategies for promoting creative development of the child ages birth to nine. Students will gain an understanding of the concept of creativity; what it is, why it is important and how the development of creativity in relation to art, music, language, movement, and dramatic arts. Field experience is required.

### **ECE 2095 School-Age Curriculum**

#### **3 Credit Hours**

A study of developmentally appropriate practices and the teacher's role in supporting development of children, ages five-14. An emphasis on planning curriculum that is based on the needs of school-age children, setting goals, planning the environment, selecting materials and roles of staff and parents. Field experience required.

### **ECE 2100 The Mentoring Teacher**

#### **3 Credit Hours**

A study of the philosophy, principles and methods of mentoring adults who have varying levels of training. Emphasis will be on the role of mentors as facilitators of adult learning while simultaneously addressing the needs of children, parents, and other staff. Prerequisite: department approval

### **ECE 2120 Administration of Child Care Centers**

#### **3 Credit Hours**

A study of organization and administration practices applicable to the child care center. Topics of special consideration will include leadership, enrollment and public relations, staff management, financial management, facilities, regulations, parent relations, and program development. Field experience is required.

**ECE 2130 Clinical Practicum I****3 Credit Hours**

This course consists of a supervised practicum with a minimum of 30 clock hours in seminar and 45 clock hours in early childhood practical experiences. The 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. Co-requisite: ECE 2010

**ECE 2140 Clinical Practicum II****2 Credit Hours**

This course consists of a supervised clinical experience with a minimum of 15 clock hours in seminar and 45 clock hours in a clinical site approved by the department. The focus of the course is on the student's demonstration of competencies that produce positive developmental outcomes for young children ages birth through eight. This should be one of the last courses taken in the ECE program. Pre-requisite: ECE 2130

**ECE 2150 ECE Clinical Practicum III****3 Credit Hours**

This course consists of 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 Department approved site). Up to 45 hours may be completed in the student's employment site with departmental approval. The focus of the course is on the student's demonstration of competencies that produce positive developmental outcomes for young children ages birth through eight. Pre-requisite: ECE 2130. This should be one of the last courses taken in the program.

**ECE 2160 Final Practicum****3 Credit Hours**

This course is a 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 department-approved site). Up to 45 hours may be completed in the student's employment site with departmental approval. This course focuses on the student's demonstration of competencies that produce positive developmental outcomes for young children ages birth through eight. This should be one of the last courses taken in the ECE program. Pre-requisite: ECE 2130

**ECE 2800 Infant/Toddler Care Practicum****3 Credit Hours**

Approximately 100 hours of supervised experience in a child care setting with infants and toddlers and in seminar are required. Co-requisite: ECE 1650 Infant Toddler Care and departmental approval

**ECE 2810 Early Childhood Education Practicum****3 Credit Hours**

This course offers 60 hours of practical experiences relating to content in other required early childhood courses. Prerequisites: ECE 1010, and ECE 1240 or ECE 1370, Co-requisite: ECE 2900

**ECE 2900 Early Childhood Education Seminar****3 Credit Hours**

Current theories, methodologies or other special topics in early childhood education are covered personally.

**ECE 2990 Early Childhood Education Workshop****3 Credit Hours**

This course is designed to address specific topics of interest to early childhood education.

**ECONOMICS****ECON 1000 Principles of Banking****3 Credit Hours**

This introductory course presents commercial banking as an industry and an occupation. Bank functions, services, and job opportunities are presented in a broad and descriptive perspective. Prerequisites: DSPM 0700, DSPW 0700, DSPR 0700

**ECON 1100 Money and Banking****3 Credit Hours**

What is money? From where does money come? How and why do we use money? These questions and the role of commercial banks, other financial intermediaries, and the Federal Reserve System are all addressed. Prerequisites: DSPM 0700, DSPW 0700, DSPR 0700

**ECON 1931- 1933 Co-Op Education I****3 Credit Hours**

Work Experience that introduces the student to the employer/employee relationship in a financial institution environment. Under close supervision, the student engages in industry-related work and activities, and gains an awareness of the importance of work in our society. Prerequisite: Completion of one semester of coursework

**ECON 2010 Principles of Macroeconomics****3 Credit Hours**

The study of economics necessitates an understanding of the principles, which govern the operation of the economic system. This course focuses attention on the aggregate (macro) relationships and gives attention to the central problems of economic organization, the functioning of the price system, the economic role of government, the determination of national income and a brief glance at economic policy.

**ECON 2020 Principles of Microeconomics****3 Credit Hours**

Attention is focused on the micro concept of economic analysis and primary attention is given to the theory of the firm and partial equilibrium problems arising within any enterprise economy. Attention is also given to government regulation of business, the theory of income distribution as it pertains to the determination of wages, rent and profits, and international trade.

**ECON 2030 Survey of Economics****3 Credit Hours**

This course is a survey of economics. It has been designed as a beginning economics class. It covers how modern economics evolved, supply and demand, national income accounting, money and banking, market structures and contemporary economic issues. It presents both a macro and micro approach to economic issues. This course may not be used as a substitute for ECON 2010 or ECON 2020.

**ECON 2500 Bank Management****3 Credit Hours**

New trends that have emerged in the philosophy and practice of bank management are presented. Additionally, the study and application of banking principles provide new and experienced bankers with a working knowledge of contemporary bank management. Case studies are used to supplement the textbook.

**ECON 2505 Commercial Lending****3 Credit Hours**

An introduction to the commercial banking industry leads students to the examination of an element of the important credit function of banking and commercial lending. To whom, for what amount and purpose, and on what basis and terms are concerns demanding considerable attention. Types of loans, customers, collateral, policies, procedures, and legal parameters are emphasized.

**ECON 2900 Electronic Payment Systems****3 Credit Hours**

This course is a comprehensive survey of the major electronic payments systems currently available for the electronic business. Students will learn the characteristics of Secure Electronic Transactions (SET), Digital Cash Systems, and the role of Digital Certificates. This course provides the background needed to understand how different types of payment systems work, as well as how to select an appropriate payment system and financial software to best suit a specific company's needs. Prerequisites: ENGL 1010, ISDS 2605, ITEC 1001, or permission of an advisor

**EDUCATION****EDUC 1010 Introduction to Education****3 Credit Hours**

This course offers a survey of the profession of education, its history in the United States and influence as a social institution, philosophical schools of thought, and an examination of current issues, including educational reform. Students apply computer and other technological resources to enhance learning and professional growth. A five-hour supervised field experience is required.

**EDUC 1310 Introduction to Exceptional Learning****3 Credit Hours**

This survey course emphasizes the identification, classification, and educational implications of exceptional learners. Students are exposed to the development of IEPs in the required supervised field experience. Participation in a five-hour supervised field experience is required.

**EDUC 1700 Parenting Skills****1 Credit Hour**

Application of state-of-the-art educational technology to the field of parenting education is presented. Emphasis is on family likenesses, common parenting skills and concepts in a democratic society, and modification for particular populations of parents to improve communication at home and in a network for prevention through a synergistic learning experience.

**EDUC 1990 Education Seminar****1 Credit Hour**

This course is a study of current theories, methodologies, or other topics in education.

**EDUC 2010 Child Psychology****3 Credit Hours**

This course is an exploration of child development from conception through puberty. Emphasis is on theories, concepts, practices and research applications integrating psychological, sociological, and medical areas as related to cognitive, physical, moral, social, and emotional growth. Insights into behaviors, self-awareness, and education of the developing child are presented. This course includes observation and practicum.

**EDUC 2050 Schooling in Multi-Cultural Setting****3 Credit Hours**

This course introduces the student to roles and responsibilities of teachers in multicultural settings, the class evolution of educational policies and practices with attention to the organization and structure of schools and multicultural issues, and the study of schools as cultural systems.

**ELECTRICAL ENGINEERING TECHNOLOGY****ELET 1110 Electric Circuits I & Lab****3 Credit Hours**

Electric Circuits I introduces the student to the fundamental principles of DC circuits. Emphasis is placed on the solution of circuit problems using series and parallel circuit definitions, Ohm's law, Kirchhoff's laws, and equivalent circuits. Inductance and capacitance are introduced as time constants in transient circuits. The course concludes with network analysis techniques including loop equations, Thevenin's theorem, and superposition. Prerequisite: ENTC 1114 and ENTC 1124, or permission of program coordinator

**ELET 1120 Electric Circuits II and Lab****3 Credit Hours**

Electric Circuits II introduces the student to the fundamental principles of AC circuits and polyphase circuits. Students study sinewave voltages, phase shifts, and phasors. Students analyze steady state AC circuits and apply circuit analysis techniques to impedance networks. Students then study the frequency dependence of impedance and the design of resonant circuits. The course covers the basics of three-phase circuits. Prerequisites: ELET 1110 and MATH 1740 or permission of program coordinator

**ELET 1901-1908 Technical Co-Op I-VIII****4 Credit Hours**

Students work part time at their sponsoring companies training in areas related to their majors. Supervisors at the companies plan the work schedules to coincide with class schedules when possible. Prerequisite: Permission of the dean and department chair; may take as many as eight courses.

**ELET 1931- 1933 Co-Op Education I-III****3 Credit Hours**

From this experience the student participates in the employer/employee relationship. By being an integral part of the work atmosphere, the student encounters the true meaning of work, the physical and security needs it provides, plus the impact it has on today's society.

**ELET 1941- 1943 Co-Op Education I-A-III-A****4 Credit Hours**

From this experience the student participates in the employer/employee relationship. By being an integral part of the work atmosphere, the student encounters the true meaning of work, the physical and security needs it provides, plus the impact it has on today's society.

**ELET 2111 Power Technology and Lab****3 Credit Hours**

In Power Technology, students study the theory of operation of electromechanical devices. The course includes DC shunt, series, and compound generators and motors, the basics of three-phase circuits, three-phase rectification, SCR and TRIAC motor controls, transformers, AC alternators, the theory of rotating magnetic fields, induction motors, synchronous motors, and various small AC motors. Students conduct laboratory exercises on the major types of motors, generators, and transformer connections. Prerequisite: ELET 1120 or PHYS 1320 or permission of program coordinator

**ELET 2112 Digital Industrial Controls/Lab****3 Credit Hours**

Digital Industrial Controls applies the fundamental principles of digital logic circuits to instrumentation and control in industrial environments. Digital logic families are discussed with emphasis on CMOS. Basic logic gates, timers, counters, multiplexers, demultiplexers, and magnitude comparators are some of the CMOS integrated circuits covered. Applications include signal conditioning, digital interfacing, voltage translation, and conversion of ladder logic to solid-state logic. Motor speed controllers and switching power supplies are discussed using 555 timers. Prerequisites: CPET 1124 or permission of program coordinator

**ELET 2201 Programmable Controllers and Lab****4 Credit Hours**

In Programmable Controllers, students study the hardware configuration, I/O modules, memory organization, and instruction set of an industry standard programmable controller. Students study ladder logic and apply it to several industrial control applications such as motor controls, storage tanks, conveyors, and industrial panels and displays. The course includes an introduction to communications and industrial networks. Laboratory exercises include programming the programmable controllers with Windows-based industry standard programming software. Prerequisite: CPET 1124 or departmental approval

**ELET 2202 Microprocessor Based Instrumentation and Lab****4 Credit Hours**

Microprocessor Based Instrumentation and Control includes the principles of interfacing a microcontroller to industrial sensors and electromechanical devices. Emphasis is placed on applications in automation and robotics. Students study the instruction set of a microcontroller, programming peripherals, and communication protocols. Applications discussed include stepper motor and servo motor speed, direction, and position control. Laboratory exercises include assembly language programming on microcontrollers. Prerequisites: CPET 1124 or permission of program coordinator

**ELET 2203 Robotics and Industrial Control Systems****3 Credit Hours**

Robotics and Industrial Control Systems covers the essential topics of open and closed loop control systems. Emphasis is placed on automation and robotics. Signal conversion techniques are covered: A/D, D/A, frequency-to-voltage, voltage-to-frequency, V/I, and I/V. Position and velocity sensors such as optical shaft encoders and synchros are covered. Stepper motors are covered in detail. Closed loop control system topics include proportional, integral, and derivative control modes. Laboratory exercises include servo robot programming, combination analog and digital speed and position controllers, and process simulation and tuning using a programmable controller. Prerequisites: CPET 1124 and TLET 1010 or permission of program coordinator

**EMERGENCY MEDICAL SERVICES****EMT 1030 Introduction to EMT****3 Credit Hours**

This course covers fundamentals of Basic Life Support as used by the Emergency Medical Technician (EMT). Instruction in Cardiopulmonary resuscitation (CPR) interfacing basic CPR with advanced life support methods such as automatic defibrillation, mechanical airway adjuncts, etc. is included. An overview of the Tennessee EMS regulatory structure, including Tennessee Department of Emergency Medical Services rules and regulations is provided. Also instruction on the Memphis-Shelby County EMS system, personal safety and EMS equipment are covered. Co requisite: EMT 1040. All skills will be carried over and completed by the conclusion of EMT 1050.

**EMT 1040 Basic EMT I****7 Credit Hours**

Fundamentals of pre-hospital emergency care used by the Emergency Medical Technician (EMT) are covered in this course. This course includes recognition and treatment of medical emergencies. This course includes recognition and treatment of medical emergencies. Basic anatomy and physiology and patient assessment are covered as well as ambulance operation. Co requisite: EMT 1030 or EMT 1090.

**EMT 1050 Basic EMT II****7 Credit Hours**

This course is a continuation of Basic Emergency Medical Technology and further develops the student's knowledge of pre-hospital care used by the Emergency Medical Technician (EMT). Recognition and treatment of traumatic emergencies are covered. Also, instruction in EMS operation is included. All skills will be carried over and completed by the conclusion of EMT 1050. Prerequisites: EMT 1040; EMT 1090

**EMT 1060 Basic EMT - Fast Track****7 Credit Hours**

This course is a compilation of EMT 1030, 1040, and 1050. It is a one-semester class covering all material and requirements for Basic EMT. The course is fast-paced, requiring comprehension of large amounts of material. It is recommended for individuals with previous college hours, medical background, or a minimum ACT score of 20.

**EMT 2010 Paramedic I****7 Credit Hours**

This course of study follows the fundamentals of the Paramedic Curriculum with emphasis on preparatory aspects of out-of hospital emergency medical care, advanced airway care, advanced techniques of patient assessment and ambulance operations. The student will begin clinical situation competencies limited to the observation aspects of emergency medical care. The student will undergo an evaluation at the end of the semester for cognitive, psychomotor and affective competencies. Prerequisite: Acceptance into the program

**EMT 2020 Paramedic II****7 Credit Hours**

This is a continuation of the study of pre-hospital emergency care used by the paramedic. Emphasis is on trauma management, burn management, understanding and treating endocrine emergencies, abdominal emergencies, anaphylaxis, toxicology, infectious diseases, geriatric emergencies, pediatric emergencies, OB/GYN emergencies, behavioral emergencies, abuse, neglect, and special needs of patients. Hospital and Field clinical experience will begin in this semester and continue until all minimum competencies are successfully achieved. Prerequisite: EMT 2010 Paramedic

**EMT 2030 Paramedic III Clinical Experience****4 Credit Hours**

Practical clinical experience in the participation of treatment techniques learned in Paramedic II is presented. Prerequisite: EMT 2020 Paramedic II

**EMT 2040 Paramedic IV Ambulance Experience****2 Credit Hours**

Practical ambulance field experience in the team leadership of treatment techniques taught in Paramedic I, II, and III continues. Prerequisite: EMT 2020 and EMT 2030

## ENGLISH

### **ENGL 1001 English as a Second Language I**

#### **3 Credit Hours**

This course is designed for the non-native speaker of English who has little or no competency in spoken and written English. The course includes practice in listening, reading, and writing.

### **ENGL 1002 English as a Second Language II**

#### **3 Credit Hours**

This course is designed for the non-native speaker of English who possesses a novice high-to-intermediate level of competency in spoken and written English. The course includes practice in speaking, listening, reading, and writing. Prerequisite: ENGL 1001

### **ENGL 1003 English as a Second Language III**

#### **3 Credit Hours**

This course is designed for the non-native speaker of English who possesses a mid-intermediate to advanced level of competency in spoken and written English. This course includes practice in speaking, listening, reading, and writing. Prerequisite ENGL 1002 or equivalent

### **ENGL 1010 English Composition I**

#### **3 Credit Hours**

Through writing compositions and reading critically, students are taught to organize and develop ideas using various rhetorical modes and editing techniques. The course focuses chiefly on improving the clarity and effectiveness of writing and includes an introduction to the research process. Prerequisite: DSPR 0800 and DSPW 0800 or satisfactory performance on the Compass or ACT test

### **ENGL 1020 English Composition II**

#### **3 Credit Hours**

A continuation of English Composition I, this course emphasizes synthesis and analysis and includes the reading of non-fiction essays, poetry, and drama. The course provides instruction in research and documentation skills. Prerequisite: ENGL 1010

### **ENGL 1065 Introduction to Film and Lab**

#### **3 Credit Hours**

This course helps students develop a better understanding and appreciation of movies. Lab hours are used for viewing of films. Students observe films more closely and become active participants in the art of the film experience. This course may be used as a Fine Arts and Humanities elective. Prerequisite: ENGL 1010

### **ENGL 2110 American Literature I**

#### **3 Credit Hours**

This course is an interpretative study of major American authors and literary achievements from the colonial period through the mid-19th century. Prerequisite: ENGL 1020

### **ENGL 2118 Creative Writing**

#### **3 Credit Hours**

Students learn to develop and revise creative writing for publication or for personal fulfillment. Students produce works in several genres, including fiction, poetry, drama, and creative non-fiction.

### **ENGL 2120 American Literature II**

#### **3 Credit Hours**

This course is an interpretative study of major American authors and literary achievements from the mid-19th century to the present. Prerequisite: ENGL 1020

### **ENGL 2130 Contemporary American Literature**

#### **3 Credit Hours**

This course is an interpretive study of current and recent American authors, emphasizing fiction, drama, and film. Prerequisite: ENGL 1020

### **ENGL 2210 British Literature I**

#### **3 Credit Hours**

This course surveys major British authors and their works from medieval beginnings to the time of Samuel Johnson. It examines the development of English verse and prose fiction as art forms. Prerequisite: ENGL 1020

### **ENGL 2220 British Literature II**

#### **3 Credit Hours**

This course surveys English authors and literature from Romanticism to the present day. It examines 19th century British poetic movements, Victorian Literary refinements, and modern variations. Prerequisite: ENGL 1020

### **ENGL 2310 World Literature I**

#### **3 Credit Hours**

This course surveys world literature from antiquity through the Renaissance. It acquaints students with prose, poetry, and drama, while illustrating different forms, cultural ideals and enduring themes. Prerequisite: ENGL 1020

### **ENGL 2320 World Literature II**

#### **3 Credit Hours**

This course surveys eastern and western world literature since the Renaissance. It focuses on works that reflect the great ideas, literary movements, and societal changes of modern times. Prerequisite: ENGL 1020

### **ENGL 2340 World Fiction**

#### **3 Credit Hours**

Students read fiction of the 19th and 20th centuries, chiefly by British and European authors (in translation). The purpose of the course is to encourage enjoyment and appreciation of literature and to strengthen skills analytical thinking, group discussion, and effective writing. Prerequisite: ENGL 1020

### **ENGL 2650 African American Literature**

#### **3 Credit Hours**

Students study African American literature. Dramatic, lyrical, and narrative works are examined for their enlightenment of African American life and thought and for their historical significance. Prerequisite: ENGL 1020

## ENGINEERING TECHNOLOGY

### **ENTC 1114 Introduction to Electric/Electronic Technology**

#### **3 Credit Hours**

This course introduces the student to the electrical and computer engineering technology fields. Emphasis is on electrical and electronic terminology, measurements, safety, and test equipment usage. Electronic unit analysis, conversion, and functions using the calculator are discussed along with use of the volt-ohm meter and oscilloscope. This course covers career opportunities, industrial safety, review of technical math, problem solving, and is suitable for fundamental applications of electricity and electronics in all disciplines. Prerequisite: ENTC 1124 or permission of program coordinator

**ENTC 1124 Engineering Technology Techniques****3 Credit Hours**

This course introduces the student to engineering technology and the techniques and methods of technical problem solving. It covers such topics as the field of engineering technology, career orientation, technical math, hand-held calculator usage, applied algebra, trigonometry applications, measurement systems, unit conversions, reading scales, measuring devices, geometry applications, constructing graphs, systematic problem solving and library usage. Prerequisite: permission of program coordinator

**OCCUPATIONAL SAFETY/ENVIRONMENT****ENVI 1023 Hazard Communications and Multimedia Reporting****3 Credit Hours**

This course will cover what the Hazard Communications Standard is and how to implement it within the work place. Other forms of required industrial and commercial environmental reporting will be addressed; storm water permits, wastewater discharge permits, hazardous waste permits, air permitting and community toxic chemical release reporting will be covered.

**ENVI 2003 OSHA Hazardous Waste and Lab****3 Credit Hours**

This course is designed to provide the training required under 29 CFR 1910.120 for hazardous waste site personnel. Topics include hazard recognition, hazard control, monitoring, work practices, emergency response, and rights and responsibilities.

**ENVI 2013 Hazardous Waste Management****3 Credit Hours**

This is a course covering the generation, storage, transportation and disposal of solid and hazardous waste. Emphasis is placed on waste minimization and treatment, handling procedures, manifestation and contingency planning to ensure compliance with regulatory requirements.

**ENVI 2023 Ergonomics****3 Credit Hours**

This course is the study of harmonizing the work environment to the physical and mental capabilities and limitations of people. The entire work system is examined through the application of industrial engineering, psychological and physiological principles to design jobs and maximize productivity.

**ENVI 2033 Fire Protection and Accident Prevention****3 Credit Hours**

This course is a study of the principles and techniques used in industrial or business related fire, accident and disaster preparedness. It also includes prevention, response and recovery planning, as well as management of the safety program.

**ENVI 2044 Industrial Hygiene****4 Credit Hours**

This course prepares the student to recognize and evaluate occupational hazards: noise, heat, dust, solvents, ionizing, and non-ionizing radiation. Control measures such as ventilation, personal protection equipment and respiratory protection are covered. Government regulations and their impact upon the industry are addressed. Technical report writing is emphasized and the student is required to write formal reports on projects. Prerequisite: CHEM 1121

**ELECTRONIC TECHNOLOGY****EETC 1011DC/AC Electronics and Lab****4 Credit Hours**

This course covers the theory of electricity, current voltage and power in series, parallel and complex DC and AC circuits. Electronic component identification, schematic diagrams and the proper use of test equipment are part of the course. Laboratory experiments reinforce the classroom lectures. A working knowledge of high school mathematics is required for this course.

**EETC 1021 Solid State Device and Lab****4 Credit Hours**

The theory and principles of operation of solid state devices such as diodes, transistors, FETs, power amplifiers, operational amplifiers, SCRs, power supplies and regulators are examined in detail in the classroom and laboratory.

**EETC 1031 Digital and Microprocessor Electronics and Lab****4 Credit Hours**

Binary, hexadecimal and base ten numbering systems, basic logic gates such as inverters, latches, flip-flops, counters, adders, decoders and encoders are covered in this course. In addition, microprocessors, software and hardware are studied. Laboratory experiments reinforce class discussions.

**EETC 1041 Electronic Communications and Lab****4 Credit Hours**

This course introduces the student to AM and FM transmitter and receiver theory. Circuits such as oscillators, RF amplifiers, audio modulators, converters, IF amplifiers, antenna and transmission line theory are examined in the classroom and laboratory.

**EETC 1113 Electronic Test Equipment****3 Credit Hours**

This course will provide the student with the knowledge and skills required to effectively use a variety of electronic test equipment that is used in the testing and repairing of electronic equipment. The types of equipment the student will be exposed to are: Analog and Digital Multi-meters, Oscilloscopes, Function Generators, Impedance Meters, Semi-conductor component testers, and digital logic testers.

**EETC 1320 Digital Circuit II and Lab****4 Credit Hours**

This course continues with the basic logic gates used in microcomputers, such as counters, shift registers, encoders, decoders, and analog to digital converters. In addition, it introduces the student to the complete microcomputer. The assembly language instructions are examined as well as memory expansion and peripheral devices. This course familiarizes the student with the essentials of programming and interfacing the microcomputer. Prerequisite: EETC 1031

**EETC 1614 Problem Solving for Lineworker****4 Credit Hours**

This course focuses on math concepts related to electrical distribution. The course encompasses the fundamentals of applied algebra, applied geometry, applied trigonometry and use of the electronic calculator.

**ETEC 1615 Electrical Circuits for Lineworkers****4 Credit Hours**

This course provides the student with an introduction to simple direct current (DC) and alternating current (AC) series and parallel circuits necessary for utility line workers. Ohm's Law, voltage, current, resistance, electrical power, capacitance, inductance, reactance, impedance, transformers, single-phase circuits and three-phase circuits are also covered in this course. Laboratory experiments using appropriate measuring devices and performing appropriate calculations to determine various circuit values are designed to reinforce the basic theory covered in the lectures.

**ETEC 1616 Applied Fundamentals of Electrical Distribution I****4 Credit Hours**

This course introduces students to electrical distribution concepts and methods. This course is part of a series of courses designed to qualify individuals to enter a utility line worker apprenticeship program which culminates in qualification as a journeyman line worker. This course provides successful completers with fundamental knowledge and skills related directly to working on utility poles. Students achieve this by developing the knowledge and hands-on skills in climbing techniques, climbing safety and the proper use of tools of the trade.

**ETEC 1617 Applied Fundamentals of Electrical Distribution II****4 Credit Hours**

This course is a continuation of Applied Fundamentals of Electrical Distribution I. It provides students information to continue to develop knowledge and skills directly related to working on utility poles. Students achieve this by continuing to develop knowledge and hands-on skills in climbing techniques, climbing safety and the proper use of tools of the trade. Additionally, students will be instructed in setting and guying poles, hanging single and double cross arms, the use of hand lines, stringing and sagging conductors and the installation and use of pole hardware. Prerequisite: ETEC 1616

**ETEC 1618 Theory of Electrical Distribution****3 Credit Hours**

This course focuses on the theory of electrical transmission and distribution from the generation of electrical power to the consumer. Topics include generation plants, transmission lines, substations, transformers, electrical services, protective devices and related equipment.

**ETEC 1619 Basic Electricity for Electrical Workers****4 Credit Hours**

This course is a review of electric circuits with an emphasis on conductors, resistors and power sources. An examination of the relationships among voltage, current, resistance and power will be conducted. Power in transformers and the Edison secondary system are covered. Students will perform laboratory exercises designed to reinforce classroom instruction. These laboratory assignments will include calculating current, resistance and voltage in series and parallel circuits. Students will also construct series and parallel circuits. Prerequisite: ETEC 1615

**ETEC 1620 Advanced Electricity for Electrical Workers****4 Credit Hours**

This course begins with a review of DC electric circuits, Ohm's law, Kirchhoff's law, and terminology used. An introduction to the concept of alternating current (AC) with emphasis on sinusoidal waveform and its properties is presented. AC electric circuits containing resistor A?, inductor (L), and capacitor A is covered in detail. Voltage and current relationship of a RL, RC, and RLC circuit is covered. Single phase versus three phase calculations such as the relationship between apparent power (VA), real power (N), and reactive power (VAR) are studied. The concepts of power triangle and power factor are covered in detail. An introduction to single phase and three phase transformers used in power distribution is covered. Different types of transformer connections are examined. A basic introduction to single phase and three phase induction motors with emphasis on applications will be covered. Prerequisite: ETEC 1619

**ETEC 1901 1908 Technical Co-Op I-VIII****4 Credit Hours**

Students work part time at their sponsoring companies training in areas related to their majors. Supervisors at the companies plan the work schedules to coincide with class schedules when possible. Prerequisite: Permission of the dean and department chair; may take as many as eight courses.

**ETEC 1931-1933 Co-Op Education I-III****3 Credit Hours**

From this experience the student participates in the employer/employee relationship. By being an integral part of the work atmosphere, the student encounters the true meaning of work, the physical and security needs it provides, plus the impact it has on today's society.

**ETEC 1941-1943 Co-Op Education IA-III A****4 Credit Hours**

From this experience the student participates in the employer/employee relationship. By being an integral part of the work atmosphere, the student encounters the true meaning of work, the physical and security needs it provides, plus the impact it has on today's society.

**ETEC 2300 Electronic Communications I****3 Credit Hours**

The student gains skills in circuit recognition, schematic reading, troubleshooting of solid-state and vacuum tube transmitter circuits, R.F. oscillators, harmonic generators, R.F. power amplifiers and audio modulator circuits. The student interprets voltage and resistance measurements to effect repairs. Usage of signal generators, oscilloscopes and frequency counters to analyze circuit failures is emphasized. The student gains the awareness of the usage of transmission lines and their application in communications. Emphasis is placed on the parameters associated with standing waves and the characteristic impedance of a transmission line. Prerequisites: ETEC 1120, ETEC 1220

**ETEC 2302 Miniature Component Repair Techniques and Lab****3 Credit Hours**

The student will learn proper soldering techniques, use of hand tools, and rules for laboratory safety. Emphasis is on soldering/desoldering electronic components on different types of connections, the installation/removal of electronic components from printed circuits board, and minor circuit board repair techniques. Using PACE Soldering stations and MANTIS Viewing Systems, the student will learn thru-hole and surface mount soldering.

**ETEC 2402 Troubleshooting Microprocessors-Based Systems and Lab**  
**4 Credit Hours**

With the ever-increasing use of microprocessor base electronic systems, the study of troubleshooting this multibus system in a logical method is becoming a must for modern electronic service personnel. This course examines various tools available for troubleshooting from the oscilloscope and logic analyzers to newer dynamic in-circuit testers. The student troubleshoots a variety of microprocessor based systems. Prerequisites: ETEC 2302

**ETEC 2406 Microcontroller Applications for Industry and Lab**  
**4 Credit Hours**

This course provides hands-on experience with programming a microcontroller and interfacing it to electronic devices. Laboratory experiences include servo and stepper motor control, RF digital communications, infrared communications and detection, ultrasonic range finding and detection, radio frequency identification (RFID) and data logging. Prerequisite: ETEC 1320

**ETEC 2625 FCC License Review**  
**4 Credit Hours**

Electronic theory needed for successful completion of the FCC license through element three is covered. The student is given a thorough review of electronic theory and a battery of tests similar to those used by the FCC as a preparation for the FCC examination. Prerequisite: advanced standing

**ETEC 2814 Service and Maintenance of Microcomputer Systems and Lab**  
**4 Credit Hours**

This course introduces the student to the functional hardware of a complete microcomputer system. Hand tools, test equipment, diagnostic methods, and technical manuals are used in the classroom and laboratory to provide the student with a hands-on approach to the servicing and maintenance of microcomputer systems. Co requisite: ITEC 1004

## **ETHICS**

**ETHC 2030 Ethics**  
**3 Credit Hours**

This course examines opinions about right and wrong conduct in relation to self, other people, animals, and the environment. Reflections on human values and the basic ethical positions that guide or inform peoples' lives are emphasized. Selected readings from contemporary sources and great moral philosophers are studied. Prerequisite: DSPW 0800, DSPR 0800 or equivalent

## **FINANCE AND INSURANCE**

**FINR 2007 Principles of Risk and Insurance**  
**3 Credit Hours**

Nature and handling of risk in personal and business situations are covered in this course. Emphasis is placed on life and health exposures to loss.

**FINR 2200 Financial Management**  
**3 Credit Hours**

A study of the commercial banking system's role in meeting short and long-term business demands for funds. Includes a practices and procedures investigation used by other financial institutions in providing credit. The student practices various financial techniques for decision-making including present value calculations and analysis of financial statements. Prerequisites: ACCT 1210, or approval of advisor

**FINR 2205 Personal Financial Management**  
**3 Credit Hours**

An analysis of the economic problems that typically affect consumers. Emphasis on individual decision making processes in evaluating needs, wants, and resources and in utilizing resources including time, money, and energy.

**FINR 2300 Business Law**  
**3 Credit Hours**

A study of business law in relationship to commercial transactions, contracts, agency and employer-employee relationships, negotiable instruments and legal procedures. Includes breaches and remedies, product liability, real property, consumer/debtor protection, bankruptcy, personal property, and agency contracts/ torts.

**FINR 2400 Investments**  
**3 Credit Hours**

An introduction the various investment instruments available: equities (stock), debt (bonds, mortgage-backed), investment companies (mutual funds), and derivatives (futures, options, indexes). Includes an examination of the mechanics of the marketplace and the various sources and types of financial information. There will be a discussion of fundamental and technical analysis. Also, the student will be introduced to the basics of international investing and portfolio management theory. Prerequisites: DSPW 0800, DSPM 0800, DSPR 0800

## **FRENCH**

**FREN 1010 Elementary French I**  
**3 Credit Hours**

Elementary French I introduces students to the basic elements of the French language, including practice in speaking, listening, reading, and writing. Students learn to carry on simple conversations in the present, past, and simple future tenses. Prerequisite DSPW 0800 and DSPR 0800 or equivalent

**FREN 1020 Elementary French II**  
**3 Credit Hours**

This course continues the basic study of French, including practice in speaking, listening, reading, and writing. Students read and write basic everyday French and carry on conversations on everyday subjects. Prerequisites: FREN 1010

**FREN 2010 Intermediate French I**  
**3 Credit Hours**

This sophomore-level language course includes practicing oral skills, building vocabulary, and reading French literature with relative ease. Prerequisite: FREN 1020

**FREN 2020 Intermediate French II**  
**3 Credit Hours**

This course is a continuation of Intermediate French I. It focuses on developing more in-depth language use. Prerequisite: FREN 2010



## GRAPHIC ARTS TECHNOLOGY

### **GART 1000 Introduction to Graphic Arts**

#### **3 Credit Hours**

This class will focus on basic navigation in the Macintosh: the desktop, mouse, keyboard, windows, menus, a detailed examination of memory, storage, networking, aliases and file operations. The Macintosh OS, file management and formats will also be covered, as well as techniques for solving common software and hardware problems. The class will also include business issues relevant to the graphic arts industry, including copyright law and other legal issues, ethics, pricing and marketing artwork, trade customs and professional business practices. One Macintosh computer per student is assigned for the course.

### **GART 1002 Typography**

#### **3 Credit Hours**

This class will focus on the fundamentals of visual design, layout and mechanical reproduction of printed communications. Topics will include a historical overview of typography and printing, basic principles of composition, a study of type and its architecture, non-digital mechanical preparation, mounting and presentation techniques, and graphic arts terminology, as well as a brief introduction to electronic prepress production. Emphasis will be placed on using graphics and typography to effectively communicate a clear message through class projects, discussion and critique.

### **GART 1004 Two-Dimensional Layout and Design**

#### **3 Credit Hours**

This course is an introduction to visual design principles using line, value, texture, form, space, and composition. Students will develop basic hand skills, visual perception, and visual problem solving skills using a variety of tools, materials and techniques, and through class discussion and critique.

### **GART 1005 Creativity and Idea Development**

#### **3 Credit Hours**

This class will focus on the fundamentals of creative brainstorming and application of creativity in the graphic design process. Topics will include brainstorming techniques along with a variety of assignments to form a truly inspired design. Emphasis will be placed on using graphics and typography to effectively communicate a clear message through class projects, discussion and critique.

### **GART 1040 Pixel Imaging I**

#### **4 Credit Hours**

Introduction to photographic image editing and manipulation using Adobe Photoshop. Emphasis is placed on desktop scanning basics, color correction and electronic photo retouching, image manipulation, painting using channels and layers. Topics include image and output resolution, working with clipping paths and using channels and layers. Mastering selection, painting, and editing tools is a basic for this course. One Macintosh computer per student is assigned for the course.

### **GART 1060 Graphic Arts Terminology**

#### **3 Credit Hours**

This course covers terminology and production methodology used in the Graphic Arts. Students will be exposed to various topics including history, printing, type, paper, ink, resolutions, halftone screening, and preparing files for production output. This course will focus on Prepress, but will also include multimedia terminology.

### **GART 1070 Vector Illustration I**

#### **4 Credit Hours**

This course introduces computer illustration using vector based editing software. Emphasis will be placed on the creation of object-oriented graphics, line art, and technical illustration by mastering the pen tool, using tracing templates, creating and editing display type and type outlines, working with 4-color process and custom spot color, and working with layers and masks. One Macintosh computer per student is assigned for the course. Prerequisite: GART 1000

### **GART 1080 Print Production I**

#### **4 Credit Hours**

This course will cover electronic prepress production of page layouts and documents. Emphasis is placed on mastering the basics of page layout including setting up master pages, importing and formatting text, using tabs and paragraph formats, and working with imported photos and art while learning to create forms, tables and multi-column, multi-page documents. Professional typography and typesetting techniques, file management and publishing excellence will be stressed. One Macintosh computer per student is assigned for the course. Prerequisite: GART 1000

### **GART 1200 Digital Photography**

#### **3 Credit Hours**

This course is photography for graphic artists and others who wish to produce digital photographs suitable for publishing or photo illustration work. This course will instruct students in the use of basic digital photographic equipment, including camera, lenses, lighting, meters, filters, and flashes. Instruction will include choosing a subject, composition, and lighting.

### **GART 1901-1908 Technical Scholarship I-VIII**

#### **4 Credit Hours**

The printing process traditional and electronic will be covered in this class. Students will be exposed to various types of printing and printing prepress production techniques including trapping, stripping, halftones and 4-color process, line screens and resolution.

### **GART 1931-1933 Co-Op Education I-III**

#### **3 Credit Hours**

In this experience the student participates in the employer/employee relationship. By being an integral part of the work atmosphere, the student encounters the true meaning of work, the physical and security needs it provides, plus the impact it has on today's society. Prerequisite: Co-op advisor's approval

### **GART 1941-1943 Co-Op Education I-A - IIIA**

#### **4 Credit Hours**

In this experience the student participates in the employer/employee relationship. By being an integral part of the work atmosphere, the student encounters the true meaning of work, the physical and security needs it provides, plus the impact it has on today's society. Prerequisite: Co-op advisor's approval

### **GART 2040 Pixel Imaging II**

#### **4 Credit Hours**

This course provides an introduction to color theory and perception and the use of color in producing electronic images. Students compose original images as they learn advanced features of Adobe Photoshop. Emphasis is placed on using Photoshop techniques, creating corrected images, and mastering color control. Color theory and how we perceive color is explored in order to develop control over color correction. One Macintosh computer per student is assigned for the course. Pre-requisite: GART 1040

**GART 2070 Vector Illustration II****4 Credit Hours**

This course builds on skills learned in GART 1070. Students will learn advanced features of vector imaging software and will also learn to create illustrations using a variety of programs. One Macintosh computer per student is assigned for the course. Prerequisites: GART 1040, GART 1070

**GART 2080 Print Production II****4 Credit Hours**

Advanced methods in electronic prepress production of page layouts and documents are covered in this course. This is a project-based course that utilizes skills acquired in GART 1080 to create complex multi-page documents. Students will work with style sheets and master pages, learn to monitor font and picture usage, work with custom color specifications, and prepare documents for output to film. Emphasis will be placed on proofing, file troubleshooting, file management and production quality. Topics will include trapping, calibration, quality control, troubleshooting complex files and checking a customer's file. Students will prepare files to go to film and color separations. One Macintosh computer per student is assigned for the course. Pre-requisites: GART 1040, GART 1070, GART 1080

**GART 2099 Portfolio Practicum****3 Credit Hours**

In this class students develop, create and produce extended, comprehensive projects which apply skills acquired in previous classes. The course will include instruction on portfolio development and presentation, visual problem solving and concept development. Emphasis will be placed on proofing, speed and adherence to deadlines, project management and project consistency. Students participate in project critiques. One Macintosh computer per student is assigned for the course. Pre-requisites: GART 1060, GART 1070, GART 1080, GART 2040; Co-requisite: GART 2080

**GART 2500 Introduction to Interactive Multimedia****4 Credit Hours**

Introduction to interactive multimedia, theory and practice. Emphasis will be placed on conceptualizing and planning interactive multimedia projects, navigation, storyboard preparation and user interface design. Students will learn to produce and prepare graphics and animation, edit sound and script in an interactive program using Macromedia Director in combination with other programs. One Macintosh computer per student is assigned for the course. Prerequisites: GART 1070 and GART 1040

**GART 2512 Publishing on the Internet****3 Credit Hours**

This class will cover production and placement of graphic images into electronic documents for display over the Internet. Students will be introduced to the World Wide Web (WWW) and basics of human interface design including creation and placement of icons, preparation of graphic files for use on the WWW including GIF, animated GIF, JPEG, and animated web graphic formats, Hypertext Markup Language (HTML) tags for establishing links, and creating CLIENT side image maps, tables and frames. Students will create and load a personal web site for display over the Internet. One Macintosh computer per student is assigned for the course. Prerequisite: GART 1000

**GART 2516 Video Editing I****4 Credit Hours**

This is an introduction to desktop post production for small and full screen viewing. Topics include storyboarding, preparation of video and graphic images for transfer to videotape and for use in multimedia presentations. Other topics are video editing, transitions, special effects, animation, and moving typography. Student will use video and still images to create QuickTime movies suitable for use in interactive multimedia production. One Macintosh computer per student is assigned for the course. Pre-requisites: GART 1040, GART 1070

**GART 2520 3D Modeling****3 Credit Hours**

This is a course in the creation and manipulation of 3D graphics. Topics covered include the accurate visualization and representation of 3D models, positioning objects in 3-space, light & shadow, positioning of lights and cameras, rendering, creation and application of textures, designing environments, planning and executing in 3D. Pre-requisites: GART 1040, GART 1070

**GART 2522 Animated Web Graphics****4 Credit Hours**

This is a course in the production of animated graphics for display over the web. Topics covered include working with vector-based drawing tools, symbols, libraries, shape and motion tweening, frame-by-frame animation, buttons, movie clips, masks, working with multiple scenes, adding sound, adding actions to buttons and frames, links and embedding movies into a web page. Pre-requisites: GART 1070, GART 2512

**GART 2526 Video Editing II****3 Credit Hours**

This course will address planning projects and using tools to create storyboards. Students learn to choose a proper workstation, camera, videotape, and light source that will produce the best video production. This course prepares students to do non-linear video editing and make audio adjustments in sound editing. Also, it will address different types of microphones. Students will learn how to create titles and use chroma and luminance keying to create a more professional product. Pre-requisite: GART 1040 and GART 1070

**GART 2599 Interactive Multimedia Portfolio Practicum****3 Credit Hours**

In this course students develop and produce interactive multimedia projects using skills acquired in previous classes. Topics covered include advanced animation techniques, 3-dimensional graphics, and project management for multimedia. Emphasis will be placed on efficient navigation, interactivity, precise movement and timing. This course is taken in the student's final semester. One Macintosh computer per student is assigned for this course.

**GART 2950 Graphic Arts Internship****3 Credit Hours**

This course is designed to give the student supervised work experience in a graphic arts production environment. There will be no fewer than 225 contact hours for the semester. Prerequisites: 12 credit hours in GART, 2.5 GPA, and department chair approval

## PHYSICAL GEOGRAPHY

### **GEOG 1010 Physical Geography I**

#### **4 Credit Hours**

This course is the first of a two-semester laboratory science course for non-science majors, but is not a prerequisite for Physical Geography II. It introduces basic concepts of earth-sun relationships, atmospheric and oceanic movements, and the fundamental principles of weather and climate. Prerequisites: DSPW 0800, DSPR 0800

### **GEOG 1020 Physical Geography II**

#### **4 Credit Hours**

This course is a continuation of Physical Geography I, but it may be taken out of sequence. This course explores basic concepts of the earth's physical structure, tectonic activity, local physical geography, and map interpretation. Prerequisite: DSPW 0800, DSPR 0800

### **GEOG 1030 World Geographic Regions**

#### **3 Credit Hours**

This course surveys the interrelationships of spatial location and the major cultures of both developing and industrialized nations of the world. The course examines the geographical characteristics, economics, religions, and philosophies of diverse populations unique to the major geographic regions of the world. Prerequisite: DSPR 0800, DSPW 0800 or equivalent

## HISTORY

### **HIST 1110 Survey of World Civilization I**

#### **3 Credit Hours**

The course traces forms of civilizations from beginnings to 1500. Prerequisite: DSPW 0800, DSPR 0800 or equivalent

### **HIST 1120 Survey of World Civilization II**

#### **3 Credit Hours**

The course traces forms of civilizations from 1500 to the present. Prerequisite: DSPW 0800, DSPR 0800 or equivalent

### **HIST 2010 The United States To 1877**

#### **3 Credit Hours**

Students study the history of the United States from discovery to the end of political reconstruction. Prerequisite: DSPW 0800, DSPR 0800 or equivalent

### **HIST 2020 The United States Since 1877**

#### **3 Credit Hours**

Students study the history of the United States from 1877 to the present. Prerequisite: DSPW 0800, DSPR 0800 or equivalent

### **HIST 2650 African-American History**

#### **3 Credit Hours**

This course surveys the African-American experience from the African background to the present. Prerequisites: DSPW 0800, DSPR 0800, or equivalent

## HEALTH

### **HLTH 1050 Personal Health**

#### **3 Credit Hours**

This course is a study of personal health including mental health, hygiene, communicable disease, degenerative disease, nutrition, drug use/abuse, and other health related problems. It explores the principles and habits of wholesome living.

### **HLTH 1100 Children's Health**

#### **2 Credit Hours**

This course is a study of children's health as it relates to optimum growth and development individually and in group settings. Emphasis is on safe environments in the home, family, day care centers, and schools. It includes survey of prevention and control of childhood diseases, nutrition, parent and community education, state health regulations, and available health social services.

### **HLTH 2210 Health, First Aid and Safety**

#### **3 Credit Hours**

This course explores basic first aid and safety principles and focuses on providing emergency care and accident prevention training in personal, school, home, and family environments. CPR included.

## HOSPITALITY MANAGEMENT

### **HMGT 1025 Food and Beverage Preparation I**

#### **4 Credit Hours**

Students experience a wide range of food service function types with vegetable, bakery, meat, poultry, fish and shellfish preparation being studied in both lecture and laboratory situations in this course. Students plan and execute a function, with responsibility for all phases of the operation, including preparation, safety, sanitation, recipe determination, staffing, service, cost control, and dining room decor and atmosphere. Each student prepares a comprehensive report of the function.

### **HMGT 1030 Introduction to Hospitality Management**

#### **3 Credit Hours**

This course provides an orientation to the hospitality industry. This includes an introduction to the structure of lodging food service, and tourism organizations, the role of lodging departments, the future of the industry and career opportunities. Course structure includes lecture, projects, discussion, and guest speakers to learn about opportunities, trends and organizations in the hospitality field. This course has a writing emphasis and will require numerous small written assignments and a minimum of one project or a term paper for understanding and further study of the industry.

### **HMGT 1140 Professional Housekeeping**

#### **3 Credit Hours**

The student receives instruction in both the housekeeping and managerial functions of the professional housekeeper. Additionally, duties and responsibilities, methodology, selection of supplies, care and treatment of the various parts of the facility, equipment care, safety, fire prevention, and health of the housekeeping department are addressed.

### **HMGT 1170 Hospitality Sales and Marketing**

#### **3 Credit Hours**

This course is an introduction to the broad scope of hospitality marketing with emphasis on the analysis, structure, and strategy of the travel industry. Budgeting, allocation of resources, market research, media selection and effectiveness of marketing plans are also stressed.

### **HMGT 1200 Lodging Management**

#### **3 Credit Hours**

This course is an introduction to the broad scope of hospitality marketing with emphasis on the analysis, structure, and strategy of the travel industry. Budgeting, allocation of resources, market research, media selection and effectiveness of marketing plans are also stressed. Co requisite: HMGT 1200

**HMGT 1205 Property Management Systems****2 Credit Hours**

In this laboratory course, students will work with property management system (PMS) software to develop a working knowledge of the proper usage, techniques, capabilities and limitations of these software systems. Time is spent both on campus and at various local hotels learning and using various PMS software packages. Co requisite: HMGT 1200

**HMGT 1220 Purchasing and Control****3 Credit Hours**

The student is introduced to control systems and principles of purchasing for food, beverage, and lodging operations. Food specification and grading are emphasized. Inventory levels, receiving, and issues are covered. Determination of cost of sales, sales percentages and effectiveness of control systems are studied.

**HMGT 1240 Food and Beverage Cost Control****3 Credit Hours**

Students utilize math applications as they develop a thorough background for the hospitality industry's cost control system. The emphasis is on problem-solving as students study the mechanics of determining food costs, sales percentages, mark-ups, cost of goods sold, etc. Emphasis is placed upon the short and long-term effectiveness of diverse cost control systems as they impinge on the human, material and mechanical structure of an enterprise.

**HMGT 1401 Dining Room Service and Procedures****2 Credit Hours**

This course is an orientation to front of the house and back of the house of food service establishments. It is designed to introduce students to knowledge, terminology and skills needed in advanced HMGT courses.

**HMGT 1931-1934 Co-Op Education I-IV****3 Credit Hours**

In this course students receive supervised part-time employment in lodging, travel planning, and/or food service while enrolled at the college. The office of Cooperative Education makes placement after all requirements for employment are met. Students are required to perform skills needed in the industry and to keep records of their experiences. Prerequisite: Twelve (12) semester credit hours with a GPA of 2.5 or higher.

**HMGT 2120 Beverage Management****3 Credit Hours**

The history, identity, and service of wines, beers, and spirits are covered extensively. Basic mixology as well as bar layout, purchasing and specifications, legal restrictions, glassware and supplies, service and control systems unique to beverage operations are studied. The course includes emphasis on the problems of alcohol abuse and the effect of alcoholic consumption on highway safety. A minimum of three written reports is required.

**HMGT 2190 Catering and Buffet and Lab****4 Credit Hours**

This course emphasizes the preparation of cold and hot entrees, sales, garnishments and ice carvings for catering events with substantial attention to practical techniques for the preparation of show pieces. The buffet segment enables the student to plan, organize, and set up a complete buffet. Prerequisite: HMGT 2225

**HMGT 2221 Layout, Operations and Maintenance of Hotels and Restaurants****3 Credit Hours**

Problems and considerations of facilities management are introduced to the student in this course. Factors governing the selection, placement, and maintenance of equipment for effective and efficient use in food service and lodging operations are discussed. Students prepare a project of the appropriate equipment, layout, and design of a hospitality facility.

**HMGT 2225 Food and Beverage Preparation II****4 Credit Hours**

Students experience an in-depth study of all major types of meat cuts, including primal and sub-primal butchery. Students are exposed to how different types of marinades, rubs and cooking techniques affect the texture and flavor of the end food product. Students will also gain a basic knowledge about and application of vegetarian cuisines. Prerequisite: HMGT 1025

**HMGT 2230 Legal Aspects of Hospitality Administration****3 Credit Hours**

Students are introduced to the American legal system and basic business law concepts as well as laws unique to the hospitality industry. Selected topics in contracts, torts, and hospitality law are discussed with emphasis on lodging and beverage laws. The case study approach is utilized to afford the student an appreciation of the legal duties of hospitality owners and operators in order to avoid or minimize legal liabilities and exposure.

**HMGT 2240 Managerial Accounting for the Hospitality Industry****3 Credit Hours**

Elements of cost and financial statement analysis are studied in this problem-solving-oriented course. Students are acquainted with financial and operating ratios, budgeting, pricing, cost-volume-profit relationship, cost analysis and potentials, cash management, and investment considerations. Prerequisite: ACCT 1210

**HMGT 2261 Advanced Food Preparation and Lab****4 Credit Hours**

Students study and prepare regional, national, or specialty foods to enhance their food preparation skills and knowledge. Particular attention is given to current food trends. Students will plan, cost and design menus. Prerequisite: HMGT 2225

**HMGT 2280 Convention and Meeting Planning****3 Credit Hours**

This course instructs students in the skills necessary to plan for a one-hour to a one-week or more deluxe conference and/or convention. Course content includes resources, marketing techniques, sales leads, logistics, and follow-up.

**HMGT 2510 Introduction to Ice Carving****3 Credit Hours**

In this laboratory course, students will learn the basic ice carving skills necessary to work toward becoming a professional ice carver. Prerequisite: HMGT 1025

**HMGT 2900 Special Topics in Hospitality Management****1 Credit Hour**

This course is an in-depth study of selected topic(s) in the hotel, restaurant, culinary, and tourism industries. It is designed to reinforce and further develop basic knowledge and skills gained in earlier courses. Departmental approval required. Prerequisite: departmental approval for registration

## HONORS

### HONR 1110 Honors Inquiry

#### 3 Credit Hours

This is a seminar course for honors and specially admitted students and uses modes of inquiry from the various disciplines. Students will explore with a professor, the community, and visiting guest lecturers a selected theme. The process of reflecting, researching, analyzing, evaluating, and presenting is as important as the content. Each student will complete a thematic inquiry project and publicly present it to the college community during Honors Week.

## LANDSCAPE AND TURFGRASS MANAGEMENT

### HORT 1000 Horticulture Plant Science

#### 3 Credit Hours

This course offers the basic plant information needed for those persons working in the landscape industry. Topics covered are elementary plant physiology, plant soils and nutrition, and propagation techniques.

### HORT 1100 Soil and Water and Lab

#### 3 Credit Hours

This course covers the physical and chemical properties of soils, including soil texture, structure, density, soil water, and drainage, cation exchange capacity, pH, and soil surveys.

### HORT 1200 Horticultural Pest Management

#### 3 Credit Hours

Through physical example and lecture, the student is familiarized with the most common insects, diseases, and weeds. An overview of their management by the use of application and integrated biological techniques is presented. The student becomes familiar with the laws, calibration, application equipment, soil science, pH, and fertilization. In addition, this course helps prepare the student for the EPA Restricted Use Pesticide Certification Examination under the categories of Ornamentals and Turf, Aquatics, Right of Way and Interiors. It is also good preparation for state licensing. Prerequisite: HORT 1000 or advisor approval

### HORT 1250 Herbaceous Plants

#### 3 Credit Hours

This course is a continuation of Plant Identification II. The course covers the identification, botanical names, cultural requirements and landscape/garden site uses of approximately 120 herbaceous plants. Plants are taught from slides, textbooks, line drawings, and fresh cut specimens when available. Some local field trips may be required. Prerequisite: HORT 2320 or advisor approval

### HORT 1275 Woody Ornamentals

#### 3 Credit Hours

This course is a continuation of Plant Identification I. This course covers the identification, botanical names, cultural requirements and landscape/garden site uses of approximately 120 woody ornamentals. Plants are taught from slides, textbooks, line drawings, and fresh cut specimens when available. Some local field trips may be required. Prerequisite: HORT 1310 or advisor approval

### HORT 1310 Plant Identity I and Lab

#### 3 Credit Hours

This course covers the identification, botanical names, cultural requirements and landscape/garden site uses of approximately 80 woody ornamental plants. The course covers basic plant morphology as it relates to woody ornamentals. Plants are taught from slides, textbook, line drawings, and fresh cut specimens when available. Some local field trips may be required.

### HORT 1400 Landscape Maintenance

#### 3 Credit Hours

This course covers the information necessary for the person involved with landscape maintenance. The course includes landscape maintenance techniques, seasonal scheduling, materials, equipment and labor estimation and budgeting. The course will review some basic plant nutrition and soil science (i.e., pH, soil types, water, soil tests). Students will learn how to calculate landscape square footages, and hard-good coverage requirements such as mulch, lime, weeding, mowing, edging, pruning, line trim, leaf removal, spade edging, seasonal color change, chemical applications, fertilization, irrigation, aeration, ice and snow removal, interiors, and scheduling and estimating these services. This course will also cover small engine and equipment maintenance and proper equipment selection.

### HORT 1450 Arboriculture

#### 3 Credit Hours

This course is for students who wish to enhance their knowledge of tree identification, function, evaluation and maintenance. The course also provides preparatory information and/or review for students interested in gaining the Certified Arborist designation through the International Society of Arboriculture. Some topics to be covered are tree biology, soil properties, water management, nutrition and fertilization, tree selection, pruning, disease and problem diagnosis.

### HORT 1510 Turfgrass Management

#### 3 Credit Hours

This course covers turfgrass selection, identification, and establishment procedures. The course is designed for persons working in the golf course or lawn care industry as well as the do-it-yourself homeowner. Cultural practices to be discussed include basic fertilization programs, irrigation practices, mowing, thatch control, identification and control of pests (weeds, insects, and diseases), and the calibration of equipment used for seeding, fertilization and weed control.

### HORT 1911 Co-Op Work Experience I

#### 3 Credit Hours

This course is designed to prepare the student to work in the green industry by gaining experience in a supervised environment. Students will be evaluated on pre-selected criteria during consultation with advisor. Prerequisite: Completion of 75 percent of the courses in the program

### HORT 1921 Co-Op Work Experience II

#### 1 Credit Hour

This course is designed to prepare the student to work in the green industry by gaining experience in a supervised environment. Students will be evaluated on pre-selected criteria during consultation with advisor. Prerequisite: Completion of 75 percent of the courses in the program

### HORT 2100 Small Engines and Lab

#### 3 Credit Hours

This course is designed to familiarize the student with the internal combustion engine and the proper operation and maintenance as it relates to landscaping equipment. Student will purchase own tools.

### HORT 2210 Irrigation Techniques I

#### 3 Credit Hours

This course introduces the basic elements, principles, and techniques currently used in landscape irrigation installation and service. Students will study basic hydraulics and its practical application to all types of underground sprinklers, pipes, and valves. Automatic controls, backflow protection, and system troubleshooting are also covered during lectures and field trips. The material covered in this class addresses broad technical aspects of automatic irrigation and its use in commercial and residential landscapes.

**HORT 2220 Irrigation Techniques II****3 Credit Hours**

This course is designed for students who have experience in irrigation and want to further their knowledge of the industry. Students will learn to design, build, install, maintain, trouble-shoot, and correct problems in existing irrigation systems. In addition, students will expand their knowledge of irrigation principals, design, and hydraulics of irrigation systems. Prerequisite: HORT 2210 or advisor approval

**HORT 2300 Landscape Techniques and Lab****3 Credit Hours**

This course offers the student hands on experience and lecture on the proper landscaping techniques for the Mid-South. Topics covered in this course will be: bed preparation, planting, pruning, mowing, edging, leaf removal, mulching, hand watering, fertilizing and composting.

**HORT 2320 Plant Identification II and Lab****3 Credit Hours**

This course covers the identification, botanical names, cultural requirements and landscape/garden site uses of approximately 80 herbaceous ornamental plants. The course covers basic plant morphology as it relates to herbaceous plants. Plants are taught from slides, textbook, line drawings, and fresh cut specimens when available. Some local field trips may be required.

**HORT 2410 Landscape Design I****3 Credit Hours**

This course covers landscape design principles, steps involved in the landscape design process, the use of drafting and drawing tools to design a landscape design and a brief historical review of landscape design from different geographic regions and periods. Students will need to purchase their own portable drawing boards, drawing supplies, and any required textbook.

**HORT 2420 Landscape Design II****3 Credit Hours**

This course is a continuation of Landscape Design I. Emphasis is placed on the design process and multiple design problems. An introduction to grading/drainage and further work on the more technical aspects of site scale design and drawing production is included. In addition to the supplies used in Landscape Design I, students will need to purchase a few additional supplies. Prerequisite: HORT 2410 or advisor approval

**HORT 2520 Turfgrass Management II and Lab****3 Credit Hours**

This course is designed for the person interested in specialized turfgrass management in the south. Detailed information on physiology, growth and development and different species and varieties of turfgrass will be presented. Students will develop complete programs for fertilization, weed and disease control, cultural practices, and establishment and renovation of all types of turfgrass areas including golf courses, athletic fields, lawns, and other recreational turfgrass areas. Prerequisite: HORT 1510 or advisor approval

**HORT 2600 Landscape Business Management****3 Credit Hours**

This course deals with the specific management concerns for the landscape business. Areas include accounting, records management, budgeting, estimating, job tracking, marketing, employment practices, business practices and applicable regulations.

**HORT 2700 Chemical Applications and Lab****3 Credit Hours**

This course is designed to prepare the student for selecting the proper pesticide and using it correctly in turf and various horticultural settings. Proper calibration and operation of equipment and safety procedures for handling, storing, using, and disposing of hazardous chemicals will be covered. Prerequisite: HORT 1200 or advisor approval

**HORT 2800 Golf Course Operations and Maintenance****3 Credit Hours**

This course is designed to present the management of golf and sports turf maintenance operations as it relates to the superintendent's duties. Students will learn to groom turf, schedule work, manage equipment, keep records and budgets, manage irrigation systems, and practice proper cultural practices. Prerequisite: HORT 1510 or advisor approval

**HORT 2850 Landscape Construction and Building Design****3 Credit Hours**

This course will cover landscape construction and installation, grading, bed preparation, tie walls, planting around decks, fences and stone work for residential and commercial projects. In addition, site problems caused by construction debris will be addressed.

**HORT 2950 Landscape and Turfgrass Management Internship****3 Credit Hours**

This course must be taken during the student's last year. The student will work for 225 hours in a supervised horticulture industry environment such as a park, landscape firm, golf course, or garden. The student will be evaluated on pre-selected criteria during consultation with advisor. Internship cannot be taken concurrently.

**HORT 2955 Landscape and Turfgrass Management Internship II****3 Credit Hours**

This course must be taken during the student's last year. The student will work for 225 hours in a supervised horticulture industry environment such as a park, landscape firm, golf course, or garden. The student will be evaluated on pre-selected criteria during consultation with advisor. Interns cannot be taken concurrently.

**HEALTH AND FITNESS****HPER 1570 Wellness Perspectives****3 Credit Hours**

This course promotes individual responsibility for optimal well being, encompassing local and national health concerns, personal health risk factors, life-style behaviors and preventive health measures.

**HPER 2480 Fundamentals of Baseball****2 Credit Hours**

This course explores the complexities of baseball. Emphasis is on discussions of fundamentals, teaching situations, history, and styles of plays.

**HUMAN SERVICES****HSER 1300 Life-style Management****3 Credit Hours**

This course is a study of factors affecting individual lifestyles. Students will examine proven management techniques designed to help them improve their lifestyles.

**HSER 1450 Orientation to Function of Substance Abuse Counselor  
3 Credit Hours**

This course is an introduction to the twelve core competencies required for effective practice as a substance abuse counselor. Opportunities for practical skill development in each primary function will be emphasized.

**HSER 1500 Counseling Theories  
3 Credit Hours**

This course presents a comparative approach to counseling and psychotherapy practice orientations. Exposure to the most commonly utilized theoretical orientations will include psychodynamic, behavioral, cognitive behavioral, social learning, client centered, gestalt, transactional analysis and systems theories.

**HSER 1510 Principles of Substance Abuse Education  
3 Credit Hours**

This course addresses the social, political, physiological, and behavioral aspects of alcohol and drug abuse. Exploration of the nature of psychoactive substances and the various theories explaining abuse by different populations will be emphasized. Theories and methods of prevention techniques for substance abuse will be presented.

**HSER 1520 Methods of Substance Abuse Treatment  
3 Credit Hours**

This course emphasizes real-world applications in approaches to therapy as described in the counseling theories course. Routine activities that take place in typical substance treatment settings are presented. Primary settings covered are inpatient, outpatient, and the modality of day treatment. Family dynamics models, including codependency and adult children of alcoholics will be covered. Prerequisite: HSER 1500 Counseling Theories

**HSER 1550 Ethics for Substance Abuse Counselor  
2 Credit Hours**

This course is an introduction of ethical issues in the helping professions. Each principle will be viewed from a real-world perspective to prepare students to deal knowledgeably with ethical issues in the helping professions. Students will be presented with potential ethical dilemmas and develop skills to resolve these issues following professional and ethical principles and personal ethical values.

**HSER 1600 Special Problems in Human Services  
2 Credit Hours**

This course is an in-depth study of a particular area of interest in human services.

**HSER 1700 Adult Development  
3 Credit Hours**

This course of study is a study of the biological, cognitive, emotional, social, and personality development in adult life (late teens to death). Major theorists such as Erickson, Neugarten, Gould, Levinson, and Lowenthal will be examined. Opportunities to apply these theories to personal life structure are included.

**HSER 1810 Orientation to Human Services  
3 Credit Hours**

This course of study is an introduction to human services in our society with emphasis on current needs, practices, and projected changes.

**HSER 1820 The Skilled Helper: Techniques and Strategies  
3 Credit Hours**

This course of study is an introduction to the various therapeutic intervention techniques, principles and procedures. Practical skill development in selected counseling and interviewing techniques is the focus of this course.

**HSER 1850 Group Facilitation Skills  
3 Credit Hours**

This course is an introduction to interpersonal concepts and communication problems. Attitudes, feelings and past experiences as related to student's interactions in group work are explored. Analysis of group types and development of specific group process competencies are emphasized. Prerequisite: HSER 1820

**HSER 2930 Human Services Field Experience I  
4 Credit Hours**

This course is 160 hours of supervised experience in human-services agencies that serve clients directly. Students will choose an agency from diverse human services areas such as geriatrics, substance abuse counseling, mental health, mental retardation and other prevention services. In-class activities on campus include 1.5 hrs in a weekly seminar.

**HSER 2940 Human Services Field Experience II  
4 Credit Hours**

This course is a continuation of Human Services Field Experience I. Prerequisite: HSER 2930 Human Services Field Experience I

## UTILITY TECHNOLOGY

**IENT 1612 Introduction Utility Technology  
4 Credit Hours**

Course focuses on development of a wide variety of skills related to work in the field of utility construction. Students will receive classroom instruction on job related skills, tools and equipment of the trade, safety and commercial drivers license (CDL) laws. Hands-on training will be provided to develop students proficiency in areas including driving, shovel work, use of tools, equipment loading and unloading; use of air hammer's and tampers, job-site protection, knot tying and pvc pipe installation. Prerequisite: Must be 19 years of age; have a high school diploma or G.E.D.; have no relatives actively employed at MLGW and must have a valid driver's license from the state of residence. This course may be used as an INMT technical elective.

## INDUSTRY ENGINEERING TECHNOLOGY

**INET 1004 Technical Computer Applications  
3 Credit Hours**

This course is a practical experience in using Windows-based personal computers for special business and industrial applications. An integrated software system (Microsoft Office) applying a word processor, a spreadsheet, and a database used separately and integrated is used. BASIC programming and Windows are also covered. Prerequisite: ENTC 1124 or permission of program coordinator

**INET 1220 Precision Measuring Techniques  
3 Credit Hours**

This course builds upon basic metrology skills covered in MEET 1144 to present more advanced methods of measurement and data collection for industry. These methods include computer-based laser, optical, digital and automation. Equipment covered includes Coordinate Measuring Machines (CMM), Configurable Vision Inspection Modules (CVIM), optical comparators, robots and sensors. The hands-on use of high-tech equipment and Geometric Dimensioning and Tolerancing (GDT) is emphasized as well as the statistical use of data. The student is introduced to quality assurance and inspection documentation. Prerequisites: MEET 1144, ENTC 1124 or approval of program coordinator

**INET 1901-1908 Technical Co-Op I-VIII****4 Credit Hours**

Students work part time at their sponsoring companies training in areas related to their majors. Supervisors at the companies plan the work schedules to coincide with class schedules when possible. Prerequisite: Permission of the dean and department chair; may take as many as eight courses.

**INET 1931-1933 Co-Op Education I-III****3 Credit Hours**

From this experience the student participates in the employer/employee relationship. By being an integral part of the work atmosphere, the student encounters the true meaning of work, the physical and security needs it provides, and the impact it has on today's society.

**INET 1941-1943 Co-Op Education I-A - IIIA****4 Credit Hours**

From this experience the student participates in the employer/employee relationship. By being an integral part of the work atmosphere, the student encounters the true meaning of work, the physical and security needs it provides, plus the impact it has on today's society.

**INET 2003 Production and Operations Management****3 Credit Hours**

This course covers the following areas: forecasting, production planning, financial analysis, inventory control, resource management, CPM and PERT scheduling, Materials Resource Planning (MRP), and Just-In-Time (JIT) manufacturing. Computer programs are demonstrated. Prerequisite: MATH 1740 or approval of program coordinator

**INET 2014 CNC and Robotics****3 Credit Hours**

This course addresses the requirement that the mechanical and industrial engineering technology technicians be skilled in the principles of computer-integrated manufacturing. Emphasis is placed on Computer Numerical Control (CNC) machines and their programming. Industrial robots and computer-controlled systems are discussed highlighting their applications. Prerequisites: INET 1004, MEET 1144, or approval of program coordinator

**INET 2023 Motion and Time Analysis****3 Credit Hours**

This course presents the principles and techniques used in work measurement and operation analysis. Topics involved are operator and machine process charts, product flow charts, operation routing charts, motion economy laws, standard time study methods, and synthetic time study methods. Videotape analysis and applicable computer programs are demonstrated. Technical report writing is emphasized and the student is required to write formal reports on laboratory projects. Prerequisites: ENGL 1010, INET 1004, INET 2003 or approval of program coordinator

**INET 2034 Plant Layout and Materials Handling****3 Credit Hours**

This course is a practical study of facilities planning with emphasis on the most efficient arrangement of work areas to achieve the lowest production costs. Topics covered are equipment location, material handling, automatic storage and retrieval, bar coding, capital requirements, personnel organization, and safety. Computer-aided design problems are performed and utilization of advanced CAD techniques is emphasized. Prerequisite: MEET 1220, INET 1004 or approval of program coordinator

**INET 2043 Statistical Quality Control****3 Credit Hours**

This course covers the statistical concepts of frequency distributions, Xbar-R charts, attribute charts, lot-by-lot acceptance sampling plans, and the normal curve. Other topics include product reliability, process capability, preventive maintenance, and quality assurance. Computer applications and spreadsheets are used. Prerequisites: INET 1004 or approval of program coordinator

**INET 2054 Computer Integrated Manufacturing and Lab****4 Credit Hours**

This course is designed to provide an overview of automation and computer-integrated manufacturing methods in modern production plants. Emphasis is placed on economics as well as technical issues related to automation. The course topics include flow-line production, numerical control, industrial robots, machine communications, computer-integrated manufacturing, process monitoring and control, and group technology. Prerequisite: INET 1004 or approval of program coordinator

**INDUSTRIAL MAINTENANCE TECHNOLOGY****INMT 1110 Air Conditioning Principles I****4 Credit Hours**

Through lecture and hands-on lab activities the student will be introduced to the physics and principles of sealed refrigeration and air conditioning systems. Emphasis will be placed on cooling systems. Some basic electricity as it relates to HVAC will be introduced.

**INMT 1114 Blueprint Reading and Drafting****4 Credit Hours**

This course covers terminology and the basic techniques and fundamentals of drafting to prepare the student to read blueprints and for more advanced classes in engineering drawing. Lettering techniques, use of drawing instruments and scales, applied geometric construction, orthographic projection, isometric drawing, and drawing layout procedures are covered. Also included is an introduction to computer-aided drafting.

**INMT 1120 Air Conditioning Principles II****4 Credit Hours**

This course is a continuation of Air Conditioning Principles I. It will cover a brief review of the physics of heat, pressure, and the refrigeration cycle. Through lecture and hands-on lab activities the course will concentrate on commercial refrigeration and basic principles of heating. The course will include psychrometric charts and heat load calculations. Prerequisites: INMT 1110, or advisor approval

**INMT 1124 Welding Processes and Lab****4 Credit Hours**

This course is designed to enhance one's interest and knowledge in the art and science of welding. Emphasis is placed on shielded metallic arc welding (S.M.A.W.), oxygen-acetylene welding (O.A.W.), plasma arc cutting, gas tungsten arc welding (G.T.A.W.), gas metal arc welding (G.M.A.W.), and other industrially important welding processes. The topics of destructive testing, nondestructive testing, properties, identification, and heat treatment of metals are presented.



**INMT 1214 Pipefitting/Plumbing Practices****4 Credit Hours**

This course covers the various plumbing and pipefitting connections and types of pipe normally used in industry. The practical applications of materials, tools, and calculations necessary for the layout of plumbing, pipefitting, and gas systems are emphasized. Laboratory work includes layout, cutting, bending, fabrication, installation, and maintenance of a typical process, utility and waste piping system. Labs also include the valves and fittings peculiar to each system. Safety instructions are stressed continually throughout the course.

**INMT 1611 Control Systems Technician Fundamentals****4 Credit Hours**

This course combines basic industrial instrumentation and controls theory with hands-on training in the laboratory. Course topics include level, pressure, temperature, and flow measurement and basic control strategies. Laboratory exercises will cover measurement exercises, instrument calibration, thermocouples, resistance thermo detectors (RTD's), wiring, tube bending, and troubleshooting. Safety will be emphasized throughout the course. This course is designed to provide experienced electricians with a basic knowledge of industrial instrumentation and controls. A sound working knowledge of DC and AC electricity is needed to be successful in this course. This course may be used as an INMT technical elective.

**INMT 1612 Control Systems Technician Certification Preparation and Lab****4 Credit Hours**

This course is a continuation of the Control Systems Technician Fundamentals course, INMT 1611. The course will cover the basics of control loop tuning, the calibration of 'smart' instruments, the evaluation of process signals and the integration of a process control system. Advanced level, pressure, temperature and flow measurement exercises will be conducted using a live process trainer. This course is designed for journeyman electricians with previous industrial instrumentation experience and/or training. The course prepares students for the International Society for Measurement and Controls 'Certified Control Systems Technician Level I' examination. Prerequisite: INMT 1611 or departmental approval. This course may be used as an INMT technical elective.

**INMT 1613 HVAC Controls****3 Credit Hours**

This course familiarizes students with electrical, pneumatic and electronic controls utilized in heating, cooling and ventilating systems. It covers terminology, functions, application and servicing of the control system therewith. This course also prepares the student for more advanced training in the HVAC field. Prerequisite: INMT 2124 or equivalent experience. This course may be used as an INMT technical elective.

**INMT 1618 Troubleshooting Electrical and Electronic Systems****4 Credit Hours**

This course introduces the student to a wide range of techniques and procedures for troubleshooting modern day electrical and electronic equipment. Topics covered include basic electrical theory, symbols and circuits, meters/special meters, symbols and terminology, basic circuit measurements and troubleshooting relays and motor starters, motor electrical/mechanical problems, DC/AC motors, motor control circuits, lighting circuits, mechanical and solid state switches. The testing of diodes/transistors/thyristors and programmable controllers is also covered. Topics will be supported with practical lab experiments and demonstrations to ensure proper understanding of the material. Although theory will be discussed; understanding circuits and their applications will be stressed. Emphasis is placed upon the use of test equipment and technical manuals. This course may be used as an INMT technical elective.

**INMT 1622 Advanced Fundamentals of Air Conditioning and Refrigeration****3 Credit Hours**

This course is designed to teach students with some HVAC experience the principals and techniques of troubleshooting central heating and air conditioning systems. Strong emphasis is placed on repairing electrical problems. The course covers the theory, function and application of this course is designed to teach students with some HVAC experience the principals and techniques of troubleshooting central heating and air conditioning systems. Strong emphasis is placed on repairing electrical problems. The course covers the theory, function and application of this course is designed to teach students with some HVAC experience the principals and techniques of troubleshooting central heating and air conditioning systems. Strong emphasis is placed on repairing electrical problems. The course covers the theory, function and application of electrical and electronic controllers and control devices used in HVAC systems. The components of central heating and cooling systems, water coolers, ice machines, air handlers, walk-in and reach-in coolers and freezers, and domestic refrigeration units are taught in detail using diagrams and schematics. The course is taught in accordance with Shelby County code requirements. Prerequisite: INMT 2124 or equivalent experience. This course may be used as an INMT technical elective.

**INMT 1625 Centrifugal Chillers and Industrial Refrigeration****4 Credit Hours**

This course is designed to provide an introduction to industrial refrigeration and the major types of centrifugal chillers used in cooling large buildings and other industrial applications. Topics include a discussion of the various types of plants and their underlying theory of operation, components, systems operation, and maintenance methods. This course may be used as an INMT technical elective.

**INMT 1641 Blueprint Reading****3 Credit Hours**

In this course the student will be introduced to the basic techniques and fundamentals of drafting and blueprint reading of the machine trades. Alphabet of lines, auxiliary views, details and assembly drawings, engineering's scales, applied geometric constructions, orthographic projection, drawing layout procedures, freehand technical sketching, thread representation and specification, specifications and callouts for machine processes, sheet metal drawings, and welding drawings will be covered. This course may be used as an INMT technical elective.

**INMT 1655 Fundamentals of Gas for Utility Workers and Lab****4 Credit Hours**

This course provides an introduction to the natural gas industry from production to transmission to distribution. The course gives the student an opportunity to examine the properties and physical laws of natural gas including basic gas measurements and pressure regulation. Department of Transportation (D.O.T.) regulations, leak maintenance, gas regulators and meters are covered. Students will perform skill-based performance activities that cover the inspection, operation and maintenance of gas-fired appliances. The process of gas combustion is also covered in-depth. This course may be used as an INMT technical elective.

**INMT 1662 ASME Welding Certification****3 Credit Hours**

This course is designed to further the knowledge and understanding of the student in the increasingly technical field of welding. The student will be instructed through text material and handouts from Section IX, Qualification Standard for Welding, American Society of Mechanical Engineers, ANSI, AMSE, BPV-IX. The students will be acquainted with the following: Oxyacetylene Welding, SMAW, GTAW, GMAW and other types of special welding processes in relationship to welding certification, ASME Section IX, API 1104 Standard for Welding Pipelines and Related Facilities and DOT Code of Federal Regulations Part 192 and 195. Student will also be acquainted with applications of testing Non-Destructive and Destructive. Prerequisite: Minimum of 3 years welding experience and minimum of one semester of vocational training in the welding field. This course may be used as an INMT technical elective.

**INMT 1901-1908 Technical Co-Op I-VIII****4 Credit Hours**

Students work pART time at their sponsoring companies training in areas related to their majors. Supervisors at the companies plan the work schedules to coincide with class schedules when possible. Prerequisite: Permission of the dean and department chair; may take as many as eight courses.

**INMT 1931-1933 Co-Op Education I-III****3 Credit Hours**

From this experience the student participates in the employer/employee relationship. By being an integral part of the work atmosphere, the student encounters the true meaning of work, the physical and security needs it provides, plus the impact it has on today's society.

**INMT 1941-1943 Co-Op Education I-A - IIIA****4 Credit Hours**

From this experience the student participates in the employer/employee relationship. By being an integral part of the work atmosphere, the student encounters the true meaning of work, the physical and security needs it provides, plus the impact it has on today's society.

**INMT 2104 Electric Circuit Fundamentals****4 Credit Hours**

This course is designed to acquaint the student with the fundamental concepts of DC and AC electrical circuits. The theory of electron flow, magnetism, production of electricity, series circuits, circuits containing resistance, inductive reactance, and capacitive reactance are discussed. The proper use of measuring equipment and personal safety is stressed throughout the course. Prerequisite: MATH 1740 or approval of program coordinator

**INMT 2110 Fluid Power I and Lab****4 Credit Hours**

This course presents the basic principles of hydraulics and pneumatics and its practical applications. Emphasis is placed on a fundamental understanding of the physical principles of fluid power and the principles of applications of different types of pumps and compressors and the role each plays in a total fluid power system. The design, application, and maintenance of system components are reinforced in the laboratory where work is accomplished on actual equipment and systems. Prerequisite: MATH 1740 or approval of program coordinator

**INMT 2120 Fluid Power II and Lab****4 Credit Hours**

This course is a continuation of Fluid Power I and covers design of basic hydraulic and pneumatic circuits and safety circuits. Emphasis is placed on operation, application and installation of pressure intensifiers, torque devices, pumps, motors, fundamentals of reservoirs and plumbing, as well as accumulators, packings, and seals. Proper maintenance and troubleshooting are stressed in this course. Prerequisite: INMT 2110

**INMT 2124 Air Condition Principles and Lab****4 Credit Hours**

This course covers the basic principles of air conditioning and refrigeration, including, but not limited to, theory, refrigerants, systems evacuation, system charging, controls, metering devices, evaporators, condensers, compressors, heat pumps, and troubleshooting. The proper use of tools and equipment as well as personal safety is stressed throughout. This course requires the preparation of formal reports.

**INMT 2133 Motion and Power and Lab****3 Credit Hours**

This course examines the use of basic machines in industrial settings. Power transmission methods are stressed. Laboratory exercises cover the mechanical drive devices, gears, pulleys and belts, roller chain assemblies, timing belts, clutches, conveyor belts and shaft connections and alignment. Safety practices are emphasized along with the industrial applications. Prerequisite: MATH 1740 or approval of program coordinator

**INMT 2204 Motors and Controls and Lab****4 Credit Hours**

This course covers the physical and electrical characteristics of alternators, generating sets, squirrel cage motors, wound-rotor motors, synchronous motors, AC series motors, control devices and applications, including the expanding use of solid-state control devices and applications. At the same time, this course covers the basic concepts of motor controls to enable the student to build technical competence upon a firm understanding of principles. It is assumed that the student has a basic understanding of electrical theory. The proper use of tools and equipment as well as personal safety is stressed throughout. Prerequisite: INMT 2104.

**INMT 2213 Occupational Safety/Health****3 Credit Hours**

In this course, the students receive instruction in environmental and industrial safety practices. Also covered are the essential procedures used to assure an effective safety program in the workplace. Particular emphasis is placed on fire prevention and protection, material data sheets, governmental and safety standards, and accident prevention.

**INMT 2224 Boiler and Heat Operations****4 Credit Hours**

This is an introductory course covering the principles of operation, maintenance, construction, and regulation of steam boilers and gas heating systems. The basic principles of metallurgy, materials selection and utilization combined with the operational concepts of fire tube, water tube, and hot water heating boilers are discussed. Emphasis is placed on details of construction, a knowledge of fuels, AGA specifications, firing controls and programmers, operational problems, and repair and maintenance of steam boilers and heating systems. Safety is an integral part of the course.

**INMT 2254 Advanced CNC and Robotics****4 Credit Hours**

This course is designed to be a continuation of IE 2014, CNC and Robotics. Primary emphasis is placed on the logical analysis and problem-solving techniques associated with the operation and maintenance of CNC machining centers and industrial robots. Advanced programming features such as mirror imaging, polar rotation, datum shifts, turning, and threading are presented. Off-line computers used in CAD/CAM/CIM systems are covered along with robotic applications. Hands-on labs are featured. Prerequisite: INET 2014

**INMT 2264 Automated Industrial Systems****4 Credit Hours**

This course is designed as a hands-on approach to the automated industrial systems in a modern manufacturing or service organization. CNC machining centers, robotics, automated conveyors, automatic storage and retrieval systems, vision inspection and identification systems are examined. A systematic approach to troubleshooting coupled with logical preventive maintenance program is an integral part of the course. Prerequisite: INET 2014

**INFORMATION SYSTEMS AND DECISION SCIENCES****ISDS 2000 Business Statistics I****3 Credit Hours**

Introduction to basic statistical procedures for analysis and interpretation of business data; collection and presentation of data, probability theory, measures of central tendency and variability, sampling distributions, estimation of parameters, and principles of hypothesis testing. Co requisite: MATH 1710, College Algebra

**ISDS 2600 Using Internet for Business****3 Credit Hours**

This course explores how the Internet is being utilized by today's organizations, both private and public, in the performance of business activities. Students cover basic Internet terminology and concepts, and then, through directed activities and independent projects, learn valuable skills to make business decisions. Topics covered include Intranets, 'Net and E-Commerce. Prerequisites: DSPM 0850 or equivalent, DSPW 0800 or equivalent, MGMT 1000

**ISDS 2605 E-Commerce****3 Credit Hours**

The objective of this course is to provide students with an understanding of the growing use of electronic methods for conducting business. Topics covered include both technical and business issues for implementation and strategies of electronic marketing, sales, promotion, purchasing, logistics, and support activities. Legal and ethical issues are also discussed. Case studies and individual projects will be used to provide business examples from conceptual models and real-world events. Prerequisites: DSPR 0800 or equivalent, DSPW 0800 or equivalent, MGMT 1000, and ISDS 2600 Internet for Business, or permission of an advisor. Co requisite: ENGL 1010 English Composition

**ISDS 2606 E-Business Security, Risk Management and Control****3 Credit Hours**

This course provides a comprehensive survey of strategies for the management of network and Internet applications and standards. The course provides information on various threats to security, guidelines for developing a security policy, planning security strategies, and the methods of securing E-mail and network resources. This course also teaches students how to perform different phases of a security audit, including discovery and penetration, as well as plans for deterring hackers from bypassing security measures on company networks. Students will also learn how to generate effective audit reports that can help organizations improve their security and become current with industry standards. Prerequisites: ENGL 1010, ISDS 2605, ITEC 1001, or permission of an advisor

**ISDS 2755 Introduction to Management Information Systems****3 Credit Hours**

This course is designed to teach students how MIS concepts are applied in a business environment. An introductory framework that stresses the most current and common business applications of technology is developed through case studies and projects. Topics covered include: hardware and software, business data communications, strategic uses of information systems, and how information systems can solve day-to-day business problems. Prerequisite: ISDS 2749

**ISDS 2800 Production and Operations Management****3 Credit Hours**

Interdependence and the importance of operations in strategy decisions, in both manufacturing and service industries, are considered. Also addressed is the integration of various techniques of problem solving for operations planning and control. Discussion questions, cases, and problems are used. Prerequisite: ISDS 2000 or approval of advisor

**ISDS 2806 Supply Chain Management****3 Credit Hours**

The objective for this course is for each student to know the elements of Supply Chain Management, including, but not limited to the following areas: supply chain management and logistics strategy, supply chain management and logistics in a competitive context, customer service, functional excellence, supply chain techniques to achieve excellence, and future supply chain trends and issues.

**INFORMATION TECHNOLOGY****ITEC 1000 Introduction to Careers in IT****2 Credit Hours**

This course introduces students to aspects of the different career opportunities in the Information Technology field. Career preparations, and traditional and Internet research skills are included in this course. Prerequisite: none

**ITEC 1001 Introduction to Personal Computers****3 Credit Hours**

Students will learn essential computer concepts, terminology and software skills needed to succeed in today's information society along with legal and ethical issues concerning the use of computers and the Internet. An integral part of the course provides hands-on experience with the operating system, file management, and current application software including word processing, spreadsheets, presentation software, and e-mail. Keyboarding skills recommended.

**ITEC 1002 Logic and Problem Solving for Programmers****3 Credit Hours**

This course covers computer concepts and problem-solving techniques as they are applied to programming. Topics include structured programming techniques, design of printer spacing charts, and programming subject matter such as control and iteration. Students write and run programs in order to apply these concepts. One computer per student is assigned for the course. Prerequisite: DSPR 0800 and DSPM 0800 or permission of the instructor

**ITEC 1004 Microcomputer Operating Systems****3 Credit Hours**

The student receives a thorough introduction to the microcomputer operating system and how it provides an environment for information decision making. General concepts, commands, terminologies, and techniques of the microcomputer operating system are also introduced to the student. Skills are developed by using a microcomputer operating system. One computer per student is assigned for the course. Prerequisite: Completed all developmental courses

**ITEC 1006 Utilities and Hard Disk Management****3 Credit Hours**

This course includes utility programs that aid in the operation of microcomputer software and hardware. Advanced operating systems procedures and techniques are covered. Procedures and techniques for using a hard disk are presented. Writing across the curricula is stressed in this course, with technical writing skills and documentation techniques emphasized. One computer per student is assigned for the course. Prerequisites: ITEC1004 Microprocessor Operating System, ETEC 2814

**ITEC 1010 Web Page Development****3 Credit Hours**

The focus of this course is on the design and creation of a Web site with the pages written in Hypertext Markup Language (HTML)/Extensible Hypertext Markup Language (XHTML) using a text-only editor. Topics include HTML/XHTML structural tags, tables, forms, image mapping, formatting with Cascading Style Sheets (CSS) for presentation. All Web pages will validate to current HTML/XHTML and CSS standards. Each student will publish and maintain a Web site on a college-managed Web server. One computer per student is assigned for the course. Prerequisite: DSPM 0800 and DSPR 0800 or permission of instructor

**ITEC 1101 C/C++ Programming****3 Credit Hours**

This course introduces the student to the C/C++ programming language. In this course, students write programs which emphasize the concepts of structured programming, top-down design, and user interaction utilizing C and C++. Topics include functions, control statements such as loops and decisions input/output, pointers, arrays, and strings. One computer per student is assigned for the course. Prerequisite: ITEC 1002

**ITEC 1105 Windows/Web VB.Net I****3 Credit Hours**

In this introduction to Windows/Web programming, emphasis is placed on Windows/Web user interface and programming conventions using Microsoft Visual Basic .NET. Topics include Overview of .NET Framework, Visual Studio .NET/Visual Basic .NET IDE (Integrated Development Environment), Constant/Variable Declaration, Logical Structures, Procedures/Functions, Event-Driven Programming, File Access, and Output using Print Document Control/Print Method. One computer per student is assigned for the course. Prerequisite: ITEC 1002

**ITEC 1300 Survey of Information Security****3 Credit Hours**

This course is an introduction to network security. It tackles the different terminology, products, services, and elements of networking security. The course begins with how hackers operate, providing an introduction to the threat and then provides an overview of security policies and protocols, providing an introduction to prevention and response. It provides an in depth introduction to security but does not cover the specific technical skills to perform as a network security professional.

**ITEC 1325 IT Hardware Essentials****3 Credit Hours**

Students learn the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. The students, through hands-on activities and labs, learn to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. In addition, this course includes an introduction to networking. This course helps students prepare for the CompTIA A+ certification. One computer per student is assigned for the course.

**ITEC 1330 CISCO Networking I****3 Credit Hours**

CISCO Networking I is the first of four courses leading to the CISCO Certified Network Associate (CCNA) designation. The course introduces students to networking, devices, IP addressing, media and design, topology and cabling. Instruction is based on the CISCO curriculum. One computer per student is assigned for the course.

**ITEC 1340 Server and Network Concepts****3 Credit Hours**

This course provides students with a hands-on introduction to many of the important technologies involved in web programming, web site design, and web server maintenance. Topics covered include best practices administration of a web server, and network considerations specific to the World Wide Web. Gives an introduction to the basics of the job role, covers server installation and moves on to configuration and administration of Web servers. Prerequisite: ITEC 1002

**ITEC 1500 CIW Foundations****3 Credit Hours**

CIW Foundations teaches basic hands-on skills and knowledge which Internet professionals are expected to understand. The course is divided into three parts: Internet Fundamentals, Web Page Authoring Fundamentals, and Networking Fundamentals. This course is designed to help the student prepare for the CIW Foundations Certification Exam.

**ITEC 1901-1908 Technical Co-Op I-VIII****4 Credit Hours**

Students work part time at their sponsoring companies training in areas related to their majors. Supervisors at the companies plan the work schedules to coincide with class schedules when possible.

**ITEC 1931-1933 Co-Op Education I-I****3 Credit Hours**

The student spends one semester in employment in the IT industry. Work duties are in the area of the student's declared concentration within the IT program. This course may not be substituted for a required concentration course (including IT electives) without approval (in writing) of the department chair prior to beginning the co-op experience.

**ITEC 1941-1943 Co-Op Education I-A-III-A****4 Credit Hours**

The student spends one semester in employment in the IT industry. Work duties are in the area of the student's declared concentration within the IT program. This course may not be substituted for a required concentration course (including IT electives) without approval (in writing) of the department chair prior to beginning the co-op experience.

**ITEC 2020 Client Side Web Programming: JavaScript****3 Credit Hours**

This course is a continuation of the study of Web page development using Hypertext Markup Language (HTML) and Dynamic XHTML. Topics include Cascading Style Sheets, CLIENT Side JavaScript, form validation, and Dynamic XHTML. The coding and scripting for this course is done using a text-only editor. Students will manage their individual Web sites on a remote server illustrating advanced mastery of the topics presented. One computer per student is assigned for the course. Prerequisite: ITEC 1002 and ITEC 1010

**ITEC 2060 Dreamweaver****3 Credit Hours**

This is a hands-on course designed to assist students in learning Dreamweaver for developing Web pages. The course uses the latest version of Dreamweaver software and a case-based, problem-solving approach. Students will be exposed to everything they need to design, develop and maintain Web sites: topics include basic web page terminology, links and tables, CSS, layers, and basic HTML. One computer per student. Prerequisite: ITEC 1001

**ITEC 2101 Advanced C/C++ Programming****3 Credit Hours**

This course continues the study of the C/C++ programming language. Topics introduced in C/C++ Programming such as pointers, arrays and strings are studied in greater detail. Topics such as data structures, file input/output, libraries, and programming techniques and algorithms are included. One computer per student is assigned for the course. Prerequisite: ITEC 1101

**ITEC 2111 Object-Oriented C++ Programming****3 Credit Hours**

This course covers the syntax and features of the C++ programming language that deal with object-oriented programming. Emphasis is placed on proper design and techniques using object-oriented concepts. Topics include classes, objects, overloading, encapsulation, polymorphism, inheritance, input/output and exception handling. One computer per student is assigned for the course. Prerequisite: ITEC 1101

**ITEC 2115 Windows/Web VB.Net II****3 Credit Hours**

This course is intended for students with a basic working knowledge of programming with Microsoft Visual Basic .NET and experience developing Windows/Web-based applications. Topics include Overview of Database Management including Database Design and SQL, Overview of ADO.NET, Error Handling, MDI, Reusable Components with Classes, Brief Overview of ASP.NET, Crystal Reports, and Deployment of a VB .NET Application. One computer per student is assigned for the course. Prerequisite: ITEC 1105

**ITEC 2121 Advanced C++ for Windows****4 Credit Hours**

This class is a continuation of the study of object-oriented programming using C++. This includes using object oriented analysis and design to develop Windows applications using Microsoft's Visual C++. Students will further explore complex OOP topics such as inheritance, composition, and exception handling. One computer per student is assigned for the course. Prerequisites: ITEC 2111

**ITEC 2125 Windows/Web VB.Net III****3 Credit Hours**

This course presents the development and integration of Window/Web-based database applications and reusable components with Classes and Web services using Microsoft Visual Basic .NET. In addition, the .NET Framework that provides a platform for developing and running applications and XML Web services in multiple languages on multiple platforms is explored. Crystal Reports for writing database reports is also addressed. Topics include the .NET Framework, Reusable Components with Classes, ADO.NET, SQL, ASP.NET, web Services, and Crystal Reports. One computer per student is assigned for the course. Prerequisite: ITEC 2115

**ITEC 2143 System Design****3 Credit Hours**

This course is intended to give students a solid foundation in systems analysis and design using an object-oriented approach. Students will learn 'Best Practices', which are highlighted throughout the course, to give them concrete examples of what concepts to apply in a business environment. This course is about systems analysis and design techniques used by a systems analyst or a business professional who develops information systems. Topics in this course will be specifically on what is often called object-oriented analysis and object-oriented design, the Unified Process. Prerequisites: DSPR 0800 and DSMP 0800 or permission of the instructor

**ITEC 2150 Database Concepts/SQL****3 Credit Hours**

This course is an introduction to database design and processing. Emphasis is on relational databases with laboratory problems using SQL. One workstation per student is assigned for the course. Prerequisite: ITEC 1001 and either ITEC 1101, ITEC 1141, ITEC 1151 OR ITEC 1104

**ITEC 2160 Database Processing****3 Credit Hours**

This course is a study of the components of databases and their applications. During this course two different data modeling tools (ER & SOM) will be covered. Database design with data normalization through logical (DBMS independent) modeling techniques will be explored. Structured Query Language will be used to explore the database development of applications, stored procedures and event triggering. Multi-user databases will be explored with (Oracle or MS SQL or MySQL). Network-based, Multi-tier architectures will be examined as they apply to share enterprise wise data over the Internet. This course will conclude with an examination of object oriented-relationship database processing. One computer per student is assigned for the course. Prerequisites: ITEC 1001 and ITEC 1002

**ITEC 2170 Web Site Design****3 Credit Hours**

The emphasis of this course is on user-centered Web design practices including methodologies for usable content and site navigation; identification of target audiences and their needs; and maintenance and ongoing evaluation of Web sites. Topics include target audience analysis, physical and visual design issues, universal design including usability and accessibility, design and development tools. Students will work on team design projects. One computer per student is assigned for the course. Prerequisite: ITEC 1010 or approval of ITEC advisor

**ITEC 2171 Server Side Web Programming****3 Credit Hours**

This course presents an introduction to Internet-related server-side programming/scripting languages covering basic programming techniques including: simple data types, program control statements (sequence, conditional statements, and iteration), functions, expressions and debugging. Students will also learn how to maintain state through the use of cookies, query string variables, sessions and files. Principle topics include web-based data collection, form verification, and database connectivity. The web programming environment used is PHP accessing a MySQL database. Prerequisite: ITEC 1002 and ITEC 1010

**ITEC 2172 Data-Driven Web Sites****3 Credit Hours**

Use server-side web programming to develop dynamic Web sites for use on the Internet or Intranet. Develop Web sites from simple online order forms to e-commerce storefront web sites. Main topics include maintaining state, web database building, connectivity, maintenance, with an introduction to administering and security. The web programming environment used is PHP accessing a MySQL database. Prerequisite: ITEC 2171

**ITEC 2173 Trends in Web Technology****3 Credit Hours**

The course is an in-depth study of leading-edge topics in web technology not explicitly included within established courses. Candidate topics may include programming and scripting languages used in server side and client side applications development. Prerequisite: ITEC 2171

**ITEC 2174 Wireless Web Programming****3 Credit Hours**

This course is for the student familiar with the aspects of programming and Web development who wishes to learn how to program for Web-enabled cell phones and other wireless devices. With the advent of such technology into the marketplace, students can expand their ability to reach people via these wireless devices. WML and WAP are the current ways to accomplish this. Students will learn how to program for wireless devices using cell phone simulators, creating decks and cards, using graphics to enhance a user's wireless Web experience, and learning the correct syntax of WML. Students will also be exposed to WML's functions, compatibilities, and similarities/differences to other Web technologies and languages. Prerequisite: ITEC 2171

**ITEC 2175 XML****3 Credit Hours**

This course introduces XML syntax, styles and transformations, and schema languages. It balances conceptual topics with practical skills for designing and implementing conceptual models as DTDs and XML schemas. XML topics include: DTDs, schemas, XSLT, XPATH, databinding and DOM. Prerequisite: ITEC 1010

**ITEC 2179 Web Capstone Project****3 Credit Hours**

This capstone course is a web programming, development and design project involving systems design and analysis, scheduling, and documentation of a solution to a problem encountered in the business world. CLIENT side and server-side programming skills are utilized to address issues such as security, maintenance, administration, teamwork, usability and accessibility.

**ITEC 2201 UNIX/LINUX Operating System****3 Credit Hours**

This course provides a thorough overview of the UNIX and Linux operating systems. Emphasis is placed on the user interface, terminology and command structure within the multi-task/multi-user environment. Electronic mail and communications standards are covered along with standard UNIX/LINUX utilities needed to support the automated office. One workstation per student is assigned for the course. Prerequisites: ITEC 1002 and ITEC 1330

**ITEC 2202 UNIX/LINUX Software Tools****3 Credit Hours**

This course provides a thorough overview of UNIX and Linux software tools provided in the operating systems. Emphasis is placed on shell script programming and tools utilizing the Korn and Bash shell. Topics include Awk and Perl Languages, regular expressions, examining text files, formatting and working with fields, file archiving, and compression. One workstation per student is assigned for the course. Prerequisite: ITEC 2201

**ITEC 2205 UNIX/LINUX System Administration****3 Credit Hours**

This course provides the foundation skills necessary to a system administrator. Topics include managing processes and network clients, planning file systems, managing users, managing network configurations, printing, backing up files and systems, troubleshooting, performance tuning, security and installation procedures. One server per student is assigned for the course. Prerequisite: ITEC 2201

**ITEC 2207 Web Server Administration****3 Credit Hours**

This course will introduce the student to the basics of web server administration. Emphasis is placed on installation, configuration, and utilization of basic management skills for a web server. This course will assist students in preparing for Linux and Web certifications. One computer per student is assigned for the course. Prerequisites: ITEC 1010 and ITEC 2201

**ITEC 2301 Novell Operating System****3 Credit Hours**

In this advanced course, students receive a thorough overview of the installation, management, maintenance and utilities of local area networks (LAN). The primary topics cover Novell's NetWare LAN hardware and software selection, implementation and administration. Additional topics include Inter- and Intra-LAN communications and the technical issues of NetWare implementations. One computer per student is assigned for the course. Prerequisite: ITEC 1330

**ITEC 2303 Internetworking****4 Credit Hours**

This course is a continuation of ITEC 2301, Local Area Networking Administration. Students explore the tasks and issues that anyone responsible for Local Area Network administration routinely faces. Topics include configuration management, tools and techniques in monitoring LAN performance, troubleshooting methods and tools as well as theory and troubleshooting concepts Configuration, maintenance and problem resolution of multiple protocol LANS are covered including TCP/IP, IPX, AFP, X.25 and other services. These topics are detailed in both stand-alone and simultaneous access implementations of hardware devices, management of system security, and overall tuning of systems communications. One computer per student is assigned for this course. Prerequisite: ITEC 2301

**ITEC 2305 LAN Engineering****4 Credit Hours**

This course presents a thorough overview, from client basics to advanced troubleshooting and optimization strategies of LAN engineering. Specific topics include design, installation, management and troubleshooting of LANs and WANs. Emphasis will be placed on either on an independent study basis or in a classroom situation. Prerequisite: ITEC 2303

**ITEC 2330 CISCO Networking II****3 Credit Hours**

CISCO Networking II is the second of four courses designed in accordance with the requirements for the CISCO Certified Network Associate (CCNA) exam. The course introduces the basics of switching and routing. One computer per student is assigned for the course.

**ITEC 2333 CISCO Networking III****3 Credit Hours**

CISCO Networking III is the third of four courses designed in accordance with the requirements for the CISCO Certified Network Associate (CCNA) exam. The course introduces advanced switching and routing. One computer per student is assigned for the course.

**ITEC 2335 CISCO Networking IV****3 Credit Hours**

CISCO Networking IV is the fourth of four courses designed in accordance with the requirements for the CISCO Certified Network Associate (CCNA) exam. The course covers the principles of wide area networking. One computer per student is assigned for the course. Protocol (PPP), Integrated Services Digital Network (ISDN), Dial-on-demand routing (DDR), Frame Relay, and network management. Instruction is based on Cisco curriculum. One computer per student is assigned for the course. Prerequisites: ITEC2333

**ITEC 2341 Introduction to Network Security****3 Credit Hours**

This course provides the student with comprehensive overview of network security and covers communication security, infrastructure security, cryptography, operational/organizational security, disaster recovery, business continuity, as well as computer forensics. Maps fully to COMPTIA's Security+ Exam objectives. Extensive hands-on and research projects actively place the student in the role of the security professional. Gives a comprehensive overview of network security from basic concepts to advanced topics such as cryptography and computer forensics. Prerequisite: ITEC 1330

**ITEC 2351 Windows for Professionals****3 Credit Hours**

This course will introduce the student to the Windows for Professionals operating system in a workgroup and domain connection environment. Emphasis is place on the terminology, graphical user interface, management of resources and how to network computers. This course will assist student in preparing for Microsoft certification. One computer per student is assigned for the course. Prerequisite: ITEC 1330

**ITEC 2365 CISCO Network Design****3 Credit Hours**

This course introduces the methods of designing small-to small- to medium-sized networks which meet performance, medium-sized networks which meet performance, security, capacity, and scalability requirements. It includes the development of a complete structure and the design of a network prototype. Prerequisites: ITEC 2330

**ITEC 2401 Windows Operating System****3 Credit Hours**

This course provides a thorough overview of the Windows operating system environment. Emphasis is placed on the graphical user interface and the terminology within the Windows multi-tasking environment. Topics include usage of the Desktop, file management, settings, printing and managing hardware. The course also includes the use of DOS through the Windows environment, memory management, Network Neighborhood, troubleshooting and other tools to customize Windows. One computer per student is assigned for the course. Prerequisites: Basic Keyboarding Skills and ITEC 1001

**ITEC 2404 Windows Database Applications - Access****3 Credit Hours**

This course explores how the key concepts, features and commands of the leading Windows-based relational database program Access, are utilized to solve almost any business problem. The goal is to become familiar with database design and implementation in a Windows environment with emphasis on data maintenance, queries, form design, reporting and macro writing. The goal is accomplished by using practical examples that are typical of those that everyday users of Access will encounter. One computer per student is assigned for the course. Prerequisite: ITEC1001, Co requisite: ITEC 2401

**ITEC 2408 Windows Applications****3 Credit Hours**

This advanced course is a continuation of the concepts learned in Introduction to Microcomputers. Advanced topics will be presented in Word Processing, Spreadsheet, and Presentation applications. Additionally, an E-Mail application will be introduced. Emphasis is placed on advanced mastery of skills, including integration of applications using object embedding/linking. Students will demonstrate a thorough knowledge of file management skills. This course is designed to prepare the student for Core-Level Microsoft Office Specialist (MOS) Certification in Word, Excel, PowerPoint, and Outlook. One computer per student is assigned for the course. Prerequisites: ITEC 1001, Co requisite: ITEC 2401

**ITEC 2410 Desktop Publishing****3 Credit Hours**

A thorough overview of the state-of-the-art usage of computers in the graphic publishing environment is included in this course. An integrated approach covers topics including publishing, graphic painting and basic publishing design software. The student combines text from word processors with graphics for an integrated publication. One computer per student is assigned for the course. Prerequisite: ITEC 2401

**ITEC 2420 Advanced Desktop Publishing****4 Credit Hours**

This is an advanced course in Desktop Publishing designed to enhance the DTP skills acquired in IT 2410, Desktop Publishing, fundamentals course. This course covers the concepts and practices applicable to the publishing and computer graphics marketplace. The student receives hands-on experience with Adobe PageMaker, Corel Draw, a slide presentation program, and graphics scanners. Topics include color separation, typography techniques, and the principles of document design. One computer per student is assigned for the course. Prerequisites: ITEC 2410

**ITEC 2500 CIW Site Designer****3 Credit Hours**

This course covers the design and publishing of Web sites through the use of GUI site development applications. Topics may include: the site development process, customer expectations, ethical and legal issues, usability, accessibility, and an overview of multimedia and plug-in technologies, client side and server-side technologies, and Web databases. This is a preparation course for the CIW Site Designer Certification Exam.

**ITEC 2510 End User Support and Troubleshooting for Windows Environment****3 Credit Hours**

The course teaches students skills and knowledge necessary to support computers and end users who run the most recent Microsoft operating system. This course was developed for students who want to learn to provide system support for direct, frontline, corporate and home users. This course is for those individuals preparing to take the first level of Supporting Users and Troubleshooting Desktop Applications on the current Microsoft Windows operating system exam. Prerequisites: ITEC 1325 and ITEC 2351

**ITEC 2520 End User Support and Troubleshooting/Applications****3 Credit Hours**

This course teaches students skills and knowledge necessary to support computers and end users who run the most recent Microsoft suite of productivity applications. This course presents skills needed in application suite support for end users in direct, frontline, corporate, or home environments. The course materials are excellent for those individuals preparing to take the first level of Supporting Users and Troubleshooting Desktop Applications on the current Microsoft Windows application suite exam. Prerequisite: ITEC 2510

**ITEC 2710 JAVA Application Programming****3 Credit Hours**

This course is a study of object-oriented programming covering the syntax and features of JAVA Programming. Topics include comparing JAVA to other programming languages, JAVA API's Web applets, stand-alone applications, input/output, multi-threading, exception handling, and network client/server applications. One computer per student is assigned for the course. Prerequisites: ITEC 1101 or department chairperson approval

**ITEC 2720 Advanced JAVA Programming****3 Credit Hours**

This course continues the principles and concepts of the first Java course (ITEC 2710) and adds the subjects of Advanced GUI, Java Media Framework, Custom Layouts, Servlets, Java Server Pages, Java Beans, Bean Development Kit, Wireless Programming with Java and Java Data Base Connection with Three-tier Architecture. One computer per student is assigned for this course. Prerequisite: ITEC 2710

**ITEC 2801 Special Problems I****4 Credit Hours**

This course allows coverage of material not contained in other courses, either on an independent study basis or in a classroom situation. Prerequisite: department chairperson approval

**ITEC 2802 Special Problems II****4 Credit Hours**

This course allows coverage of material not contained in other courses, either on an independent study basis or in a classroom situation. Prerequisite: department chairperson approval

**ITEC 2803 Special Problems III****4 Credit Hours**

This course allows coverage of material not contained in other courses, either on an independent study basis or in a classroom situation. Prerequisite: department chairperson approval

**ITEC 2804 Special Problems IV****4 Credit Hours**

This course allows coverage of material not contained in other courses, procedures and techniques are covered. Procedures and techniques for using a hard disk are presented. Writing across the curricula is stressed in this course, with technical writing skills and documentation techniques emphasized. One computer per student is assigned for the course. Prerequisites: ITEC 1004, ETEC 2814

**PARALEGAL STUDIES****LEGL 1010 Introduction to Legal Nurse Consulting I****3 Credit Hours**

This introductory course is designed to acquaint the registered nursing professional with the history and development of the field of legal nurse consulting as well as the role of a legal nurse consultant (LNC) in the legal system. Students are introduced to the American system of law, the working structure of the government, the structure and functions of the American civil court system, procedural issues in the courts, the components of a civil trial, sources of primary law and secondary authority, basic principles of legal analysis, and the impact of legal and medical ethics on the legal nurse consultant. Prerequisites: DSPR 0800, DSPW 0800 or equivalent, current license as a Registered Nurse

**LEGL 1020 Introduction to Legal Nursing Consulting II****3 Credit Hours**

This course is the second of two courses designed to introduce the registered nursing professional to the field of legal nurse consulting. The course covers specific concepts of tort law with particular emphasis on the law of medical negligence. Students prepare various documents associated with medical negligence litigation. Prerequisites: LEGL 1010, current license as a Registered Nurse

**LEGL 1040 Introduction to Law****3 Credit Hours**

This introductory course is required for all students in the Paralegal Studies program and is designed to provide a general overview of the legal system and various substantive areas of the law, such as contracts, criminal law, torts, and real estate. Students are introduced to the structure and functions of the court systems, the steps in legal proceedings, the various kinds of law books and the law library, and the American system of law. Special attention is given to learning legal terminology. Prerequisites: DSPR 0800, DSPW 0800 or equivalent

**LEGL 1045 Legal Research****3 Credit Hours**

This course is required for all students in the Paralegal Studies program. Students learn to perform legal research using federal and state statutes, legal encyclopedias, treatises, form books, government publications, and state and national reporters. Students also learn the proper method of citation and how to brief and analyze court cases. Prerequisite: LEGL 1040 with a 'C' or better



**LEGL 1050 Family Law****3 Credit Hours**

This course is required for all students in the Paralegal Studies program. Laws, procedures, and documents involved in marriage, annulment, divorce, paternity proceedings, adoption, and child custody/child support are included. Students learn how to interview clients with family law problems and to prepare family law documents. Prerequisite: LEGL 1040 with a 'C' or better.

**LEGL 1055 Legal Ethics and Professionalism****3 Credit Hours**

This course is required for all students in the Paralegal Studies program. Students study the Tennessee Rules of Professional Conduct, the unauthorized practice of law, confidentiality, conflicts of interest, attorney advertising, and the various roles a paralegal plays in a law office. Students are also required to participate in at least ten hours of pro bono public services. Prerequisites: DSPR 0800, DSPW 0800 or equivalent.

**LEGL 1060 Real Estate Law****3 Credit Hours**

This course includes the study of zoning, easements, leases, real estate contracts, real estate transfers and deeds. Special attention is given to the preparation of real estate contracts, closing statements, and other documents used in basic real estate transactions. Students also study title insurance and financing sources. This course is required for students in the real estate concentration. Prerequisites: LEGL 1040 and LEGL 1045 with a 'C' or better.

**LEGL 1070 Torts****3 Credit Hours**

This course involves the study of traditional tort law and covers private or civil wrongs or injuries. Areas of study include intentional torts, negligence, appropriate standards of conduct and strict liability. Particular attention is given to the nature of personal injury litigation and its documentation and practices. This course is required for students in the litigation concentration. Prerequisites: LEGL 1040 and LEGL 1045 with a 'C' or better.

**LEGL 1080 Law Office Management****3 Credit Hours**

This course is required for all students in the Paralegal Studies program. It is designed to help the student develop skills for successful law office management. Course material includes human resource management, law office structure, basic financial management, and office communications. Prerequisite: LEGL 1040 with a 'C' or better.

**LEGL 1100 Constitutional Law****3 Credit Hours**

This course covers the development of fundamental principles in constitutional law and integrates the study of United States Supreme Court decisions. Course material includes judicial review, the concepts of federalism and non-federalism, the Bill of Rights and other amendments, and the powers of the Supreme Court, Congress, and the President. Prerequisites: LEGL 1040 with a 'C' or better.

**LEGL 1200 Administrative Law****3 Credit Hours**

This course introduces the student to the theory and practice of administrative law through a study of the sources of administrative law, the study of administrative procedures, and the study of the relationship between judicial review and the administrative process. Course material also includes Tennessee Workers' Compensation law. Prerequisites: LEGL 1040 with a 'C' or better

**LEGL 1400 Juvenile Law****3 Credit Hours**

This course focuses on the history and development of juvenile law, the impact of the law on minors as victims as well as law-breakers, and the contemporary juvenile justice system and its three major components of law enforcement, the juvenile court system, and corrections. Prerequisite: LEGL 1040 with a 'C' or better

**LEGL 1450 Alternative Dispute Resolution****3 Credit Hours**

This course provides an overview of dispute resolution mechanisms used in the American legal system such as negotiation, mediation and arbitration. Students explore the various statutes, regulations and ethical standards applicable to alternative dispute resolution and learn the basic skills needed to work with parties in conflict. Prerequisite: LEGL 1040 with a 'C' or better

**LEGL 1931-1933 Co-Op Education I-III****3 Credit Hours**

This course provides the student with supervised work experience in a legal environment. Placement is made by the Office of Cooperative Education after all requirements for employment are met. The Paralegal Studies cooperative education coordinator acts as supervisor. The student utilizes knowledge gained in any or all of the concentrations to accomplish assigned tasks in a legal office setting. Prerequisite: Completion of two semesters of technical course work or permission of the chairperson

**LEGL 2010 Employment Law****3 Credit Hours**

This course covers the history of labor and employer/employee relationships, unemployment compensation, employment discrimination, sexual harassment, the Americans with Disability Act, the Family Medical Leave Act, and privacy issues in the work place. This course is an option for students in the corporate and banking concentration. Prerequisites: LEGL 1040 with a 'C' or better

**LEGL 2020 Corporate Law****3 Credit Hours**

This course includes the study of corporations, limited liability companies, and other forms of businesses. Students prepare documents such as a partnership agreement, corporate charter, bylaws, dissolutions and operating agreements for limited liability companies. This course is required for students in the corporate and banking concentration. Prerequisites: LEGL 1040 and LEGL 1045 with a 'C' or better

**LEGL 2025 Contract Law****3 Credit Hours**

This course provides an overview of the substantive area of contract law and includes the study of the elements of a contract; the legal effect of offer, acceptance, and consideration, the enforcement and regulation of contracts, and the remedies for breach of contract. Students are introduced to the Uniform Commercial Code, and draft and analyze different types of documents related to contracts. This course is an option for students in the real estate concentration. Prerequisites: LEGL 1040 and LEGL 1045 with a 'C' or better

**LEGL 2030 Courts and Procedures I****3 Credit Hours**

This course is required for all students in the Paralegal Studies program. The jurisdiction and structure of the courts in the federal, state and local systems are explored. Students also study federal, state and local rules of civil procedure. Prerequisites: LEGL 1040 and LEGL 1045 with a 'C' or better

**LEGL 2035 Courts and Procedures II****3 Credit Hours**

This course is required for all students in the Paralegal Studies program and builds on the rules and procedures learned in LEGL 2030. Students draft a variety of pleadings, motions and discovery documents, including interrogatories, requests for production of documents, and requests for admissions. Prerequisites: LEGL 1040, LEGL 1045, and LEGL 2030 with a 'C' or better, and OFAD 1510

**LEGL 2040 Legal Writing****3 Credit Hours**

This course is required for all students in the Paralegal Studies program. The legal writing skills emphasized include precision, clarity and accuracy, as well as proper legal citation and format. Students draft a variety of documents including office and trial memoranda, letters, contracts and other operative documents. Prerequisites: LEGL 1040 and LEGL 1045 with a 'C' or better, OFAD 1510 and ENGL 1010

**LEGL 2045 Legal Internship****3 Credit Hours**

This course is required for all students in the Paralegal Studies program and should be taken during the student's last semester. The student works in a supervised legal environment in a law firm, agency or corporate legal department as a paralegal intern for a total of 60 hours during the semester. Prerequisites: LEGL 1040 and LEGL 1045 with a 'C' or better, LEGL 1055, LEGL 2030 and LEGL 2040; an average of 3.0 or better in all LEGL designated courses

**LEGL 2050 Probate Law****3 Credit Hours**

This course covers the effect of various types of ownership upon passage of property at owner's death, with or without a will; basic requirements for trusts and wills; administration of a decedent's estate; and local Probate Court rules. Students prepare a variety of documents including a last will and testament, and petitions to open and close an estate. This course is an option for students in the real estate concentration. Prerequisites: LEGL 1040 and LEGL 1045 with a 'C' or better

**LEGL 2055 Health Care Law****3 Credit Hours**

This course addresses the topic of health care law with an emphasis on the corporate, regulatory, and financial structure of health care delivery as well as the emerging law of bioethics and other legal aspects of the changing medical/technological field. Prerequisites: LEGL 1040 and LEGL 1045 with a 'C' or better

**LEGL 2060 Evidence****3 Credit Hours**

This course provides an overview of the rules of evidence. Course material includes the general rules governing admissibility of evidence, the use of documentary and opinion evidence, evidentiary privileges, direct and circumstantial evidence, admissions, witnesses, and the 'hearsay rule' and its exceptions. This course is an option for students in the litigation concentration. Prerequisites: LEGL 1040 and LEGL 1045 with a 'C' or better

**LEGL 2065 Intellectual Property****3 Credit Hours**

This course is designed to acquaint the student with various aspects of intellectual property law. Students explore various laws and principles related to traditional aspects of trademark, trade secrets, copyright, and patent law. Students also review and prepare various documents and forms commonly used in these areas. Prerequisites: LEGL 1040 and LEGL 1045 with a 'C' or better

**LEGL 2070 Bankruptcy and Creditor Rights****3 Credit Hours**

This course covers the study of bankruptcy procedures and includes the initial filing, meetings of creditors, adversarial proceedings and final discharge hearings, automatic stay, adequate protection, and proceedings under Chapters 7, 11 and 13. Students also study the debtor's obligations and rights, secured and unsecured creditors' priorities, preferences and fraudulent transfers, and the bankruptcy court rules. Students identify assets and liabilities and prepare various bankruptcy forms. This course is an option for students in the corporate and banking concentration. Prerequisites: LEGL 1040 and LEGL 1045 with a 'C' or better

**LEGL 2080 Criminal Law and Procedure****3 Credit Hours**

This course covers the substantive aspects of criminal law and includes the general principles of criminal liability, specific analysis of particular crimes, and the substantive defenses to crimes. Constitutional safeguards and procedures from arrest through trial, sentencing, punishments, and appeals are also studied. This course is an option for students in the litigation concentration. Prerequisites: LEGL 1040 and LEGL 1045 with a 'C' or better

**LEGL 2085 Immigration Law****3 Credit Hours**

This course addresses the area of immigration law and procedure in the United States. Materials focus on statutory and regulatory aspects of the immigration process and assess the impact criminal statutes have on this process. In addition, students examine court opinions applicable to immigration law. Prerequisites: LEGL 1040 and LEGL 1045 with a 'C' or better

**LEGL 2090 Interview/Investigation****3 Credit Hours**

This course provides practical exposure to the skills needed to gather information through interviews with clients, witnesses, and other persons. Students study how to take statements, search records and documents, and preserve facts and evidence gathered for trial. Prerequisites: LEGL 1040 and LEGL 1045 with a 'C' or better, and LEGL 1055

**LEGL 2100 Research and Legal Software****3 Credit Hours**

This course is required for all students in the Paralegal Studies program. Students are exposed to computer-assisted legal research and to various types of computer software commonly used in law offices through lecture, instructional software or hands-on exercises. Prerequisites: LEGL 1040 and LEGL 1045 with a 'C' or better, and OFAD 1510

**LEGL 2550 Internet Law****3 Credit Hours**

This course is designed to acquaint the student with various legal aspects of Internet commerce, also called electronic commerce. Students explore the various statutes, regulations, constitutional and common law affecting Internet commerce, with emphasis on contractual obligations, intellectual property, privacy, and liability. Prerequisites: DSPR 0800, DSPW 0800 or equivalent, LEGL 1040 or FINR 2300 Business Law

**LEGL 2600 Legal Aspects of Homeland Security****3 Credit Hours**

This course is designed to acquaint the student with various legal aspects associated with Homeland Security Assessment. Students will explore various statutes, regulations, constitutional law, and common law associated with Homeland Security Assessment. This course may not be used to satisfy any course requirements for the Paralegal Studies Program.

## LIBRARY USE/INFORMATION

### LIBR 1010 Library Research Skills

#### 1 Credit Hour

This course is a computer-based research course designed to introduce the student to the most current Internet technology and terminology, newsgroups and e-mail. Students will utilize various search engines to navigate the World Wide Web and produce research materials for use in college courses and in life. Resources explored on the Web will include many databases, libraries, career exploration pages, other educational sites and various commercial sites. Class format includes lecture/demonstration and individualized hands-on computer lab activities. The course may be taken on-line.

## MATHEMATICS

### MATH 0990 Foundations of Geometry

#### 3 Credit Hours

This course introduces basic Euclidean geometry principles including line segments, circles, angles, plane regions, and 3-dimensional figures. Exposure to geometric proofs, logical reasoning and integration of algebra skills with geometric concepts will also be covered. Prerequisite: Math 0850 or demonstrated proficiency on the placement examination

### MATH 1410 Foundations of Math I

#### 3 Credit Hours

Introduction to set theory, logic, numeration systems, algorithms, the real number system, and consumer math. Prerequisite: DSPM 0850 or demonstrated proficiency on the placement examination or the mathematics component of the ACT

### MATH 1420 Foundations of Math II

#### 3 Credit Hours

This course is a study of equations, relations and functions, matrices, coordinate geometry, probability, and statistics. Prerequisite: MATH1410

### MATH 1530 Statistics

#### 3 Credit Hours

Study of basic statistical concepts including data organization and analysis including frequency distributions, measures of central tendency and dispersion; probability theory and distributions; sampling methods; estimation; hypothesis testing; regression and correlation analysis. Prerequisite: DSPM 0850 or demonstrated proficiency on the placement examination or the mathematics component of the ACT

### MATH 1630 Finite Mathematics

#### 3 Credit Hours

This course is a study of linear functions, linear systems, matrices, probability, mathematics of finance, and linear programming. Prerequisite: DSPM 0850 (Intermediate Algebra) or demonstrated proficiency on the placement examination or the mathematics component of the ACT

### MATH 1710 Pre-Calculus I

#### 3 Credit Hours

Exploration of the real number system: relations and functions, graphing techniques, linear and quadratic systems of equations and inequalities, matrices and determinants, conic sections, polynomial functions and theory of equations, exponential and logarithmic functions, natural number functions. Prerequisite: DSPM 0850 Intermediate Algebra or demonstrated proficiency on the placement examination or the mathematics component of the ACT

### MATH 1720 Pre-Calculus II

#### 3 Credit Hours

The study of functions and graphing technique theories; circular functions and their graphs; trigonometric functions with applications to right and general triangles; complex numbers; logarithms; inverse trig functions; identities; trigonometric equations. Prerequisite: MATH 1710 Pre-Calculus I

### MATH 1740 Algebra and Trigonometry I

#### 3 Credit Hours

Study of algebra encompassing linear equations, quadratic equations, functions, graphs of functions, and systems of equations; study of the trigonometry of the right triangle, radian measure, trigonometric functions of any angle, vectors, trigonometry of oblique triangles, the Law of Sines, the Law of Cosines, and graphs of trigonometric functions. Prerequisite: DSPM 0850 Intermediate Algebra or demonstrated proficiency on the placement examination or the mathematics component of the ACT

### MATH 1750 Algebra and Trigonometry II

#### 3 Credit Hours

Continuation of Algebra and Trigonometry I encompassing the trigonometric form of complex numbers, powers and roots of complex numbers, trig identities, trig equations, inverse trig functions, polar coordinates; also, conic sections, exponential and logarithmic functions, inequalities, variations, sequences and series. Prerequisite: MATH 1740 with a grade of at least C

### MATH 1830 Elementary Calculus

#### 4 Credit Hours

Introduction to concepts and methods of elementary calculus of one real variable as related to rational, exponential and logarithmic functions; nature of derivatives; differentiation; applications of derivatives; nature of integration; definite integral; applications of the definite integral. Prerequisite: MATH 1710 with a grade of at least C or permission of department chair. NOTE: Only one of MATH 1830 Elementary Calculus or MATH 1910 Calculus and Analytic Geometry I may be used to satisfy degree requirements.

### MATH 1910 Calculus and Analytic Geometry I

#### 4 Credit Hours

The study of tangents, limits and continuity, differentiation and its applications, anti-differentiation and the definite integral. Prerequisite: MATH 1720 or MATH 1750 with a grade of at least C. NOTE: Only one of MATH 1830 Elementary Calculus or MATH 1910 Calculus and Analytic Geometry I may be used to satisfy degree requirements.

### MATH 1920 Calculus and Analytic Geometry II

#### 4 Credit Hours

The study of the definite integral and its applications, exponential and logarithmic functions, transcendental functions, techniques of integration, and infinite series. Prerequisite: MATH 1910 with a grade of at least C

### MATH 211 Calculus and Analytic Geometry III

#### 4 Credit Hours

The study of Taylor and MacLaurin series, conic sections, vectors in two and three dimensions, partial differentiations, multiple integration, and selected topic in vector calculus. Prerequisite: MATH 1920 with a grade of at least C

### MATH 2120 Differential Equations

#### 3 Credit Hours

Study of ordinary differential equations, including first order equations, second order linear equations, higher order linear equations, models and applications, series solutions, Laplace transforms. Prerequisite: MATH 2110 with a grade of at least C

## **MECHANICAL ENGINEERING TECHNOLOGY**

### **MEET 1134 Engineering Materials and Lab**

#### **3 Credit Hours**

This course includes the study of the characteristics of ferrous and nonferrous engineering materials, plastics, wood, and concrete along with their production, fabrication, and heat treating processes. The student will gain hands-on experience dealing with hardness testing, impact testing, tensile testing, fatigue testing, shear and flexure testing, heat treatment, and metallurgical equipment, methods, and analysis. Prerequisite: ENTC 1124 or permission of program coordinator

### **MEET 1144 Machines Technology and Lab**

#### **3 Credit Hours**

In this course, the student is introduced to modern production machines, tooling, methods and practices. The introduction phase emphasizes unit systems, conversions, measuring instruments and scales, quality assurance, safety, library/Internet usage, problem solving, and laboratory exercises/reports. Additional topics include an introduction to Geometric Dimensioning and Tolerancing (GDT) concepts and implementation. Prerequisite: DSPM 0850 or approval of program coordinator

### **MEET 1154 Statics and Dynamics and Lab**

#### **3 Credit Hours**

This course covers the two areas of engineering mechanics: statics and dynamics. The statics section covers problems solving techniques dealing with resultants, free-bodies, trusses, center of gravity, equilibrium, moment of inertia, and friction. The dynamics section covers problems solving techniques dealing with dynamic force systems, kinematics, kinetics, work and energy, impulse, momentum, power, and friction. Prerequisites: MATH 1740, PHYS 1310 or approval of program coordinator

### **MEET 1210 CAD Design I and Lab**

#### **3 Credit Hours**

This course is the first mechanical engineering course in Computer-Aided Design (CAD). It consists of a series of educational experiences relating to the field of engineering graphics that includes fundamental drafting principles, geometric constructions, orthographic projection, isometric projection, sectional views, and dimensioning techniques. The course presents logical and well-tested, step-by-step instruction about the AutoCAD commands, mode setting, drawing aids, shortcuts, and other valuable characteristics of AutoCAD. Co requisite: ENTC 1124 or permission of program coordinator

### **MEET 1220 CAD Design II and Lab**

#### **4 Credit Hours**

CAD Design II is a continuation of MEET 1210. Its drafting topics consist of Geometric Dimensioning and Tolerancing, (GDT), threads and fasteners, welding notation, assembly drawings, working drawings, and auxiliary views. AutoCAD topics covered include effective use of layers, colors, and line types as well as symbol libraries, blocks, and system variables. Lecture and laboratory go hand-in-hand as the student develops intricate technical drawings. Prerequisite: MEET 1210 or approval of program coordinator

### **MEET 1314 Non-Destructive Inspection and Testing Lab**

#### **3 Credit Hours**

This course examines the industry standard methods used to test material without causing damage. The student will study Non-Destructive Testing (NDT) methods including ultrasonic, magnetic particle, radiographic, eddy current and liquid penetrant. Additionally, the student will gain hands-on experience with ultrasonic, liquid penetrant, and magnetic particle equipment. Prerequisite: MEET 1134, INET 1004 or approval of program coordinator

### **MEET 1324 Destructive Testing and Lab**

#### **4 Credit Hours**

This course studies the major methods employed by industry to test materials for specified properties. The student will gain hands-on experience with tensile testing, hardness testing, impact testing, chemical analysis, test standards, specimen preparation, metallography and weld testing. Prerequisite: MEET 1134, INET 1004 or program coordinator approval

### **MEET 1901-1908 Technical Co-Op I-VIII**

#### **4 Credit Hours**

Students work part time at their sponsoring companies training in areas related to their majors. Supervisors at the companies plan the work schedules to coincide with class schedules when possible. Prerequisite: Permission of the dean and department chair; may take as many as eight courses.

### **MEET 1931-1933 Co-Op Education I-III**

#### **3 Credit Hours**

From this experience the student participates in the employer/employee relationship. By being an integral part of the work atmosphere, the student encounters the true meaning of work, the physical and security needs it provides, plus the impact it has on today's society.

### **MEET 1941-1943 Co-Op Education I-A-III A**

#### **4 Credit Hours**

From this experience the student participates in the employer/employee relationship. By being an integral part of the work atmosphere, the student encounters the true meaning of work, the physical and security needs it provides, plus the impact it has on today's society.

### **MEET 2144 Machine Design and Special Problems and Lab**

#### **4 Credit Hours**

Machine Design and Special Problems is a course in which the principles of engineering technology are applied to the design of machines and mechanical systems. Calculations determining the size and shape of machine elements and the selection of materials are emphasized. In the laboratory portion of this course, the student utilizes the knowledge gained in this and previous courses to design, fabricate, analyze and report formally on a project selected by the student and approved by the instructor. Prerequisite: CCET 2203, MEET 1220, INET 1004 or approval of program coordinator

### **MEET 2154 Fluid Systems**

#### **3 Credit Hours**

The major divisions of this course include characteristics of non-compressible fluids; pressure, head and force; buoyancy and displacement; flow rate, velocity, and power; Bernoulli's equation and energy relationships; orifices, nozzles, and other flow devices; series and parallel pipe systems; flow in non-circular cross sections; open channel flow; flow measurement; pump selection; and forces created by fluids. Prerequisites: MATH 1750, PHYS 1310 or approval of program coordinator

### **MEET 2163 Electro-Mechanical Device and Lab**

#### **3 Credit Hours**

This course includes electrical and electronic nomenclature and symbols; the use of the VOM, VTVM, and oscilloscope; direct and alternating current; transformers and regulators; motors and generators; electrical circuits; and techniques of electrical component selection. Prerequisites: MATH 1750, PHYS 1320 or approval of program coordinator

**MEET 2173 Air Conditioning and Lab****3 Credit Hours**

This is a course wherein air conditioning is used to introduce the student to the principles of thermodynamics and heat transfer. Topics covered include basic thermodynamic principles, heat and the change of state, heat transfer, psychometric chart techniques, human comfort factors, load and load calculations, equipment selection, mechanical refrigeration, fluid flow, evaporative systems, air distribution, and control systems. Prerequisites: MATH 1740, PHYS 1310 or approval of program coordinator

**MEET 2210 3D Modeling I and Lab****3 Credit Hours**

The purpose of this course is to provide students with an understanding of the features, limitations, and considerations associated with the operation of a parametric Computer-Aided Design (CAD) 3D system. Emphasis is placed on the operation of Mechanical Desktop and Inventor 3D software. A variety of industrial-type problems are included as an integral part of the laboratory activities. Prerequisite: MEET 1220 or approval of program coordinator

**MEET 2220 3D Modeling II and Lab****3 Credit Hours**

This course is a continuation of MEET 2210 in which students continue to build their 3D skills. Students will develop 3D assemblies and mechanical systems for analysis. The models will be given surface textures and rendered to produce photo-realistic images. Students will also cover the basics of 3D model animation. Prerequisite: MEET 2210 or approval of program coordinator

**MANAGEMENT****MGMT 1000 Introduction to Business****3 Credit Hours**

This course is a survey of business principles, problems, and procedures. It examines the nature of business organizations, production, office procedures, management and distribution of goods. It also analyzes personnel problems, budgets, financing, and technological forecasting. Included topics are pricing and promotion, motivation, leadership, labor unions, human resources, risk management, and international business.

**MGMT 1200 Introduction to Quality****3 Credit Hours**

This course covers major approaches to quality assurance and productivity management including the Deming, the Juran, the Ishikawa, and the Crosby approaches. Readings and discussions on these philosophies are an integral part of the course. Introduction to the tools and methods of quality improvement is provided.

**MGMT 1931 1933 Business Cooperative Internship I-III****3 Credit Hours**

This work experience affords the student participation in the employer/employee relationship and on-the-job experience with public and private businesses or governmental agencies. Being an integral part of the work environment, the student encounters the true meaning of work, experiences the physical and psychological security work provides, and should gain an appreciation of the impact work has on today's society.

**MGMT 2000 Project Management****3 Credit Hours**

This course is designed to increase project success for both new and experienced Project Managers. It presents a proven, customizable, best practices approach and provides a practical set of management tools, templates and techniques for planning, scheduling and controlling project activities to meet project performance, cost, and time activities.

**MGMT 2010 Principles of Management I****3 Credit Hours**

This course is a study of the human elements in management. Focusing on understanding self, examining factors of need-recognition, decision-making, leadership attitudes, group dynamics, effective communications, promoting supervisory development, and organizational development skills required to make modern organizations effective.

**MGMT 2020 Principles of Management II****3 Credit Hours**

A short history of various management styles with emphasis on the systems approach and the role leadership plays in business success is included. Regardless of managerial level, students experience the dynamics of being a change agent interacting with all levels of the organization.

**MGMT 2030 Principles of Management****3 Credit Hours**

This course provides an overview of management history and theory, schools of management thought, the functions and processes of management, and the environment within which the modern manager operates. This course will include need-recognition, decision-making, leadership attitudes, group dynamics, and effective communications.

**MGMT 2040 Strategic Planning****3 Credit Hours**

This course provides an introduction to strategic planning with an emphasis on the integration of quality as an integral part of that plan. Included is a study of how Cost of Quality systems can point the way to problem areas. Emphasis is placed on the link between strategic planning and leadership and customer and market focus. Prerequisites: MGMT 2030, MGMT 1850, ISDS 2830

**MGMT 2050 Introduction to Homeland Security****3 Credit Hours**

Students will be introduced to basic policies and procedures for Homeland Security, in order to achieve higher domestic security and protection of economic assets against all hazards within the public and private sector.

**MGMT 2060 Small Business Management****3 Credit Hours**

This course includes preparation for the selection and logical operation of a small business. A balanced program of all major aspects includes finance, personnel, sales, and physical and human factors. Case studies and projects are used to supplement the text. Prerequisites: ACCT 1210 or approval of advisor

**MGMT 2100 Credit Management****3 Credit Hours**

This course is an introduction to the credit function of a bank and its role in our economy. The basic tasks of evaluating risk, extending credit, and collecting payments will be examined. Changes in technology, marketing, and economic influences will also be evaluated. This class will merge theory and practice through the use of case studies and role-playing. Prerequisites: DSPW 0800, DSPR 0800; Co-requisite: ACCT 1210

**MGMT 2240 Business Ethics****3 Credit Hours**

This course is an analysis of business ethics and the responsibilities of business firms to employees, owners, consumers, and society. Prerequisites: DSPR 0800 or equivalent, DSPW 0800 or equivalent Co requisite: ENGL 1010

**MGMT 2300 Managing for Quality****3 Credit Hours**

This course covers process analysis and control systems, problem solving techniques, and the body of knowledge for the Certification for Quality Manager Exam (CQM). A methodology for implementing Total Quality is also discussed. Prerequisites: MGMT 2010, MGMT 1200, ISDS 2830, MGMT 2040.

**MGMT 2410 Warehouse Management****3 Credit Hours**

This course offers theories of warehousing systems, documentation, layout, inventory management, materials handling, hazardous materials storage and shipping, and receiving fundamentals.

**MGMT 2500 Human Resources Management****3 Credit Hours**

In this course, the principles of organization and management of personnel are covered. In the discussion of human resources management, emphasis is placed upon recruitment, selection, placement, and evaluation. Also addressed are grievances, merit rating, discipline, compensation and benefits, along with principles and practices of instructing and training employees.

**MGMT 2505 Managing Diversity in the Workforce****3 Credit Hours**

Today's workforce consists of employees of diverse gender, race, nationality, and cultural backgrounds. Whether a company is successful and competitive in corporate America today depends upon the ability of its managers to get their employees with diverse backgrounds to work together effectively and harmoniously. This special course discusses problems created by this diversity in the workforce and explores solutions to these problems.

**MGMT 2506 Organizational Behavior****3 Credit Hours**

This course investigates personal and group behavior at work while pursuing the nature of group dynamics and corporate culture. Positive and negative behavioral motivation is investigated. Principles of effective psychological work attitudes are developed using contemporary concepts of organizational behavior authorities. Prerequisites: DSPR 0800 or equivalent, DSPW 0800 or equivalent, MGMT 1000

**MGMT 2507 Labor Management Relations****3 Credit Hours**

The history of the American labor movement, wage policy, productivity, collective bargaining, labor mobility, and government regulations of management and unions are explored.

**MGMT 2508 Compensation Management****3 Credit Hours**

This course covers the four basic policies that every employer must consider in managing compensation: 1) internal consistency; 2) external competitiveness; 3) employee contributions; and 4) administration of the pay system. The integrating of these four factors plus compliance, the Government's role in compensation, pay discrimination, managing the system, and the role unions play in salary administration are discussed.

**MGMT 2750 Homeland Security Risk Assessment****3 Credit Hours**

This capstone course covers the assessment of an organization's exposure to all hazards using the Baldrige criteria. Students will use risk management tools to develop an organizational security assessment from top-to-bottom for protection/recovery planning.

**MGMT 2800 International Business****3 Credit Hours**

The objective of this course is to provide students with an understanding of the growing global market place. Emphasis is placed on international cultural differences, global trade, monetary systems, marketing strategies, operations management, foreign direct investment, regional economic integration and the political economy of various countries. Prerequisites: DSPR 0800 or equivalent, DSPW 0800 or equivalent, MGMT 1000

**MGMT 2806 Freight Claims****3 Credit Hours**

This course is designed for transportation and distribution professionals and covers freight loss and damage claims in a practical manner. Documentation principles and practices are also explained.

**MGMT 2807 International Traffic Management****3 Credit Hours**

This course is designed for transportation and distribution professionals and covers freight loss and damage claims in a practical manner. Documentation principles and practices are also explained.

**MGMT 2808 International Documentation****3 Credit Hours**

This course focuses on export documentation, letters of credit, and international business procedures. Also, the role of the traffic administrator in the world market is emphasized.

**MGMT 2809 ISO 9000****3 Credit Hours**

The International Organization for Standardization is a consortium of virtually all industrialized trade. This course teaches these standards to meet customer expectations and requirements. It also teaches how to develop a Quality Manual.

**MGMT 2900 Non-Traditional Schooling****6 Credit Hours**

This course number reflects credit awarded for CLEP examination, USAFI courses or tests, military service school, industrial training, cooperative education or college credit related to a Mid-Management technical specialty.

**MGMT 2905 Mid-Management Specialty Work Experience****6 Credit Hours**

This course number reflects credit awarded for documented work experience of a managerial or supervisory nature. A maximum of 16 hours (8 hours credit for each year in excess of a three-year apprenticeship) can be credited to this course.

**MGMT 2906 Special Topics in Business****1 Credit Hour**

In-depth study of selected business administration topic(s) designed to reinforce basic business knowledge and to further develop problem solving and research skills. Explores specific business issues in which to apply basic problem-solving techniques and skills. Prerequisites: permission of an advisor

## MILITARY SCIENCE

### **MILT 1100 Leadership Lab**

#### **1 Credit Hour**

Two laboratory hours per week.

### **MILT 1101 Introduction to Military Science**

#### **1 Credit Hour**

Introduction to Army ROTC with hands-on approach through several basic military skills. Lectures and practical exercises in military rappelling and mountaineering, fundamentals in weapons training and an overview of the role of the United States Army. There is no military obligation. Co requisite: MILT 1100

### **MILT 1111 Principles of Leadership and Confidence Building**

#### **2 Credit Hours**

This course begins the leader development process by providing the skills, knowledge and attitudes necessary for the student to exhibit the leadership characteristics and traits. Students study orienteering and the fundamentals of survival training. There is no military obligation. Co requisite: MILT 1115

### **MILT 2201 American Military History**

#### **3 Credit Hours**

Developments since colonial period; emphasis on background and growth of national military and naval establishments, military and naval thought, difficulties accompanying modernization and assumption of global responsibilities and problem of relationship between civilian and military-naval sectors in democracy. There is no military obligation. Co requisite: MILT 2200

### **MILT 2211 Fundamental Survival Skills**

#### **1 Credit Hour**

A continuation of the leader development process with an emphasis on military first aid and survival planning. There is no military obligation. Co requisite: MILT 2215

### **MILT 2215 Leadership Lab**

#### **1 Credit Hour**

Two laboratory hours per week.

### **MILT 2221 Small Unit Tactics I**

#### **2 Credit Hours**

This course emphasizes preparation of the individual for combat. It includes preparation of potential leaders in combat through study of the knowledge and skills needed by an individual soldier. Skills are developed in planning and organizing by combat patrols. The course includes a series of field practicum. There is no military obligation.

### **MILT 2231 Small Unit Tactics II**

#### **2 Credit Hours**

Advanced concepts in reconnaissance, raid and ambush patrolling techniques, extended patrolling operations and application techniques for specialized equipment. Students will learn leadership skills through student-led patrols and a series of field practicum. Expands material taught in MILT 2221 but may be taken independently of MILT 2221. There is no military obligation.

## MANAGEMENT INFORMATION SYSTEMS

### **MIS 2749 Business Microcomputer Applications**

#### **3 Credit Hours**

This course is designed to give students experience with Microsoft Office applications for the purpose of performing business tasks and for providing training for upper-division coursework. Topics covered include the use of: current software, Internet applications, and electronic communication. It is assumed that students have a working knowledge of Word and PowerPoint or those students who do not possess this knowledge will use an online tutorial to become proficient in the use of these software programs outside of class. This course prepares students for the Microsoft Office Specialist (MOS) certification examination in both Excel and Access. Students are also required to sit for the most current version of the MOS Excel certification examination. Prerequisites: Completion of all developmental courses

### **MIS 2770 Computer Hardware and Software**

#### **3 Credit Hours**

This course will introduce students to common operating systems including UNIX, DOS/Windows, and Mainframe; file manipulation, editing functions, communication, and shell programming. One computer per student is assigned for the course. Prerequisites: MIS 2749 and MIS 2755

## MARKETING

### **MKTG 2000 Principles of Marketing**

#### **3 Credit Hours**

This course covers aspects of marketing history and the current marketing environment. Detailed analysis of product strategy including information for decision-making and selection of target markets is included. Basic practices and principles in retailing, wholesaling, and industrial areas of marketing are also covered. Case problems are utilized to integrate course materials. Co requisite: MGMT 1000

### **MKTG 2005 Professional Selling**

#### **3 Credit Hours**

A study of the salesman's role in the business firm, planning and preparation of the sales presentation, and importance of product knowledge and understanding are covered in this class. Basic principles for successful selling are covered. Organizing the selling strategy and prospecting, presenting, closing and building future sales are stressed. Case studies and oral sales presentations are included.

### **MKTG 2007 Principles of Advertising**

#### **3 Credit Hours**

Introduces origins and development of advertising. Discusses trade marking, packaging, legal structuring, ethics, and targeting. Emphasis is placed on the media including advantages, disadvantages, selection, and evaluation.

### **MKTG 2040 Purchasing and Materials Management**

#### **3 Credit Hours**

This introductory course addresses modern practices and techniques of the purchasing function. Included in the coverage of purchasing are organization, quality, supplier selection, price determination, inventory and disposal, foreign purchasing, acquisition of capital assets and strategy. Prerequisites: DSPM 0850 or equivalent and MGMT 1000

**MKTG 2100 Principles of Transportation****3 Credit Hours**

This is an introductory course providing an overview of the transportation and distribution industry. Historical development, legislation, and significant trends are discussed.

**MKTG 2105 Physical Distribution and Logistics****3 Credit Hours**

This course offers an overview of the structure and management of physical distribution system. Course content includes warehousing, order processing, packaging, inventory control, physical location analysis, classifications and material handling. Prerequisite: MKTG 2100 or approval of advisor

**MKTG 2400 Global Internet Marketing and Advertising****3 Credit Hours**

This course investigates the strategic implications of using the Internet for marketing and advertising. It develops the concepts and techniques of planning, implementing, and controlling the marketing function. Monitoring environmental conditions, assessing opportunities, delineating target markets, conducting consumer/buyer research, planning and strategy procedures in a global network environment are also stressed. These topics are followed by a detailed study of the marketing mix and its management, with product, promotions, and pricing components being emphasized. Prerequisites: ENGL 1010, ISDS 2605, or permission of an advisor

**MKTG 2500 Introduction to Importing and Customhouse Brokerage****3 Credit Hours**

This course introduces and examines the concepts and mechanics involved in importing merchandise into the United States. This course focus will be on the preparation of the necessary documentation in Customs Brokerage process. Course content will also address aspects relating to the legal and commercial entities involved in the process. Topics include U.S. Customs, importers, brokers, modes of transportation, automation, documents, cargo release, and entry issues.

**MKTG 2505 Principles of Classification****3 Credit Hours**

Principles of Classification provides a detailed study of each chapter of the Harmonized Tariff Schedules used to enter imported merchandise into the U.S. and determine duty rates. Students will learn about the laws and regulations concerning the use of the HTSUS as well as receive practical exercises on each of the 99 Chapters, General, Chapter, Section and Explanatory Notes. There are no prerequisites to this course.

**MKTG 2506 Introduction to Customs Valuation****3 Credit Hours**

This course is designed for the accurate appraisal of merchandise for Customs purposes. The emphasis is on a detailed study of 19 CFR 152, which contains the rules for imported goods for U.S. Customs under the Department of the Treasury.

**MKTG 2507 Customs Modernization Act****3 Credit Hours**

This course is designed to use the Modernization Act by the U.S. Customs Service in a comprehensive effort to streamline and automate commercial operations. It presents the methods for importers and brokerage management to improve compliance with Customs laws and regulations.

**MKTG 2508 U.S. Customs Regulations****3 Credit Hours**

This course provides a detailed review of the key regulations provided in Title 19 of the Code of Federal Regulations (19 CFR). Title 19 of the CFR contains the rules that are enforced by Customs and by which importers and customhouse brokers must operate their business.

**MEDICAL LABORATORY TECHNICIAN****MLT 1110 Orientation to Medical Laboratory****3 Credit Hours**

This course explores clinical laboratory sciences with an analysis of routine tests performed in the medical laboratory, including terminology, basic laboratory skills, and an introduction to the health care team.

**MLT 1120 Laboratory Operations****3 Credit Hours**

This course involves instruction in basic medical laboratory operations, including quality assessment, selection and use of laboratory equipment, lab procedures and calculations, problem solving, and regulatory compliance. Prerequisite: MLT 1110 and admission to the MLT program

**MLT 1500 Phlebotomy****3 Credit Hours**

This course covers the study of skin puncture and venipuncture in collecting blood for laboratory testing, including principles of proper phlebotomy techniques, specimen distribution, patient care, preparation and maintenance of equipment, record keeping and basic principles of anatomy and physiology.

**MLT 1550 Phlebotomy Seminar****2 Credit Hours**

Interpersonal skills for phlebotomists are discussed, including basic concepts of communication, stress management, professional behavior, legal implications, current issues and a review of laboratory phlebotomy principles and procedures and a comprehensive examination. Emphasis is placed on specimen processing and computer entry data. Prerequisites: MLT 1110 and 1500 and admission to PLT program; Co-requisite: MLT 1570

**MLT 1570 Phlebotomy Clinical Assignment****12 Credit Hours**

This course involves a supervised training at various clinical facilities to provide experience in skin puncture, venipuncture, patient care, and specimen handling/distribution. Includes computer skills development. Prerequisites: MLT 1110, MLT 1500, permission of instructor, and admission to the PLT program; Co-requisite: 1550

**MLT 2100 Medical Biochemistry****5 Credit Hours**

This course involves instruction in basic anatomy and pathophysiology of the urinary, digestive, circulatory, respiratory, endocrine and reproductive systems, including structure and metabolism of carbohydrates, lipids, NPN compounds, hormones, minerals, enzymes, electrolytes, fluids and drugs and their variation in disease. Principles of quality control and instrumentation are also covered. Prerequisite: CHEM 1010 or CHEM 1110, MLT 1120, admission to the MLT program or permission of instructor



**MLT 2120 Medical Hematology****6 Credit Hours**

This course is a study of clinical hematology with emphasis on the complete blood count and peripheral blood differential and the basic anatomy and physiology of the kidney, including principles of homeostasis, cell maturation, anemia, leukemia and other blood dyscrasias, making and staining blood smears, various routine test procedures, quality control, anatomy and physiology relative to hematopoiesis and cellular metabolism, and a study of the physiochemical and chemical properties of urine and the microscopic examination of urinary sediment. Prerequisite: admission to MLT or permission of instructor.

**MLT 2320 Medical Microbiology****6 Credit Hours**

The student studies microorganisms of medical importance to man and the body's immunological response to infectious agents, including anatomy and physiology relative to cellular and humoral immunity, principles of the immune response, structure and function of antigens and antibodies, antigen/antibody reactions, serological methods, proper collection, handling and examination of specimens, culture techniques, identification methods, drug sensitivity testing, and quality control procedures. Prerequisite: BIOL 1230, MLT 1110, and admission to MLT program or permission of instructor

**MLT 2510 Immunohematology****4 Credit Hours**

The student studies blood banking with emphasis on human blood, group antigens and antibodies, including principles of donor requirements and phlebotomy, blood component preparation and use, blood storage, blood compatibility, genetics, problem solving techniques, quality control, and anatomy and physiology relative to transfusion therapy. Prerequisite: Admission to MLT program or permission of instructor

**MLT 2710 Clinical Seminar****2 Credit Hours**

This course is an analysis of organizational management, structure and current issues in the clinical laboratory, a review of medical laboratory principles and procedures and a comprehensive examination and presentation of topics by students and healthcare practitioners. Prerequisites: MLT 1110, MLT 1500, MLT 2100, MLT 2120, MLT 2320, MLT 2510, or permission of the instructor

**MLT 2810 Clinical Assignment I****10 Credit Hours**

Selected clinical experiences at the extended medical campuses, which provide students with an opportunity to develop competencies in hematology, immunology, microbiology, immunohematology, urinalysis, and medical biochemistry under the supervision of medical technologists. Prerequisites: MLT 1110, MLT 1500, MLT 2100, MLT 2120, MLT 2320, MLT 2510, or permission of the instructor

**MLT 2820 Clinical Assignment II****4 Credit Hours**

Continuation of Clinical Assignment I. Prerequisite: MLT 2810 or permission of instructor

**MUSIC****MUS 0510 Private Brass Instruction****1-2 Credit Hours**

This course presents individualized brass instruction at the student's level of development on the trumpet, horn, trombone, euphonium or tuba.

**MUS 0560 Private Percussion Instruction****1-2 Credit Hours**

This course presents individualized percussion instruction at the student's level and rate of development.

**MUS 0660 Private Bass Guitar Instruction****1-2 Credit Hours**

This course presents bass guitar instruction at the student's level and rate of development.

**MUS 0760 Private Woodwind Instruction****1-2 Credit Hours**

This course presents individualized woodwind instruction at the student's level and rate of development.

**MUS 0910 Private Piano Instruction****1-2 Credit Hours**

This course presents individualized piano instruction at the student's level and rate of development.

**MUS 0920 Private Organ Instruction****1-2 Credit Hours**

This course provides individualized organ instruction at the student's level rate of development. Audition required or permission through conference with instructors.

**MUS 0950 Private Voice Instruction****1-2 Credit Hours**

This course provides individualized voice instruction at student's level and rate of development.

**MUS 1000 Introduction to Music Media****3 Credit Hours**

This course is designed to provide the student with a fundamental background in Desktop Music Production. The course will provide the student with the basics of recording, editing, and mixing digital audio.

**MUS 1001 Recording Studio Techniques I****3 Credit Hours**

This course is an introduction to the recording studio. Students will gain a basic understanding of audio equipment used in the recording process.

**MUS 1030 Music Appreciation****3 Credit Hours**

Music Appreciation is designed to increase the student's enjoyment and understanding of music. This course assists the student in listening to, recognizing and synthesizing elements that can apply to any musical work. The student discovers contemporary music of America as well as music of other periods and cultures. Prerequisite: DSPW 0800 and DSPR 0800

**MUS 1050 Fundamentals of Music****3 Credit Hours**

This course is an introduction to basic music structural elements including notation, rhythm, scales, intervals, and triads. Music writing, sight singing, ear training, and keyboarding skills are developed. Co requisite: Private or class music lessons, or one performing ensemble

**MUS 1150 Basic Music Theory I****3 Credit Hours**

This course is a continuation of written and aural skills acquired in Fundamentals of Music. Emphasis is on utilizing these skills in writing music with a focus on developing working knowledge of musical notation, grammar, and vocabulary.

**MUS 1160 Basic Music Theory II****3 Credit Hours**

This course is a continuation of Basic Music Theory I, with an emphasis on the harmonic aspects of music. An introduction to harmonic analysis and part writing along with continued work on more complex aspects of melody and rhythm is included. Prerequisite: MUS 1150 Basic Music Theory I

**MUS 1200 Music and Worship****2 Credit Hours**

This course provides an understanding of the use of music in all phases of church life.

**MUS 1220 Basic Choral Conducting****2 Credit Hours**

This course is an introduction to choral techniques including basic musicianship, reading a score, gesture, voice training, and style.

**MUS 1230 Hymnology****2 Credit Hours**

This course is a study of the origin, development, and perpetuation of hymns and tunes.

**MUS 1250 Concert Choir****2 Credit Hours**

This course contains instruction in singing difficult music from all musical periods and styles. Audition required. Required course for all vocal music majors.

**MUS 1350 Jazz Ensemble****2 Credit Hours**

This course involves the performance of jazz, rock, and contemporary idioms. Enrollment by audition.

**MUS 1380 Class Percussion****2 Credit Hours**

This course involves instruction and daily practice in the percussion fundamentals. This class is open to all students.

**MUS 1450 Southwest Singers****2 Credit Hours**

This course requires performance of gospel, spirituals and pop-jazz vocal music by a select choral ensemble of 15-25 singers. The group performs with rhythm section from the jazz ensemble.

**MUS 1510 Private Brass Instruction****1-2 Credit Hours**

This course presents individualized brass instruction at student's level and rate of development on the trumpet, horn, trombone, euphonium, or tuba.

**MUS 1550 Contemporary Music Ensemble****2 Credit Hours**

This course involves the rehearsal and performance of contemporary pop and commercial styles, including rock, jazz, and blues, soul, folk, urban styles, country, and world beat. Members perform works as small as solos and as large as a full ensemble. This class is open to all instrumentalists and singers. Prerequisite: Instructor's permission or by audition.

**MUS 1560 Private Percussion Instruction****1-2 Credit Hours**

This course presents individualized percussion instruction at student's level and rate of developments.

**MUS 1600 Class Piano****2 Credit Hours**

This course contains instruction and daily practice on the piano. No previous training required.

**MUS 1660 Private Guitar Instruction****2 Credit Hours**

This course presents individualized guitar instruction at student's level and rate of developments.

**MUS 1700 Class Voice****2 Credit Hours**

This course presents instruction in basic vocal technique involving development of breath technique, production of a good vocal sound, vowel formation and pronunciation in song and vocal literature.

**MUS 1760 Private Woodwind Instruction****1-2 Credit Hours**

This course presents individualized woodwind instruction at student's level and rate of development.

**MUS 1800 Class Guitar****2 Credit Hours**

Instruction in fundamentals, principles and daily practice of guitar emphasizing positions, note reading, tone production and the mastery of simple songs is presented.

**MUS 1910 Private Piano Instruction****1-2 Credit Hours**

This course presents individualized piano instruction at student's level and rate of development.

**MUS 1950 Private Voice Instruction****1-2 Credit Hours**

This course provides individualized voice instruction at student's level and rate of development.

**MUS 1994 MIDI Arranging and Sequencing I****3 Credit Hours**

This course is designed to provide the student with an essential understanding of MIDI technology. Students will record musical performances using an audio mixer, computer software, and virtual musical instruments.

**MUS 1996 MIDI Arrange and Sequence II****3 Credit Hours**

This course is a continuation of MUS 1994 MIDI Arranging and Sequencing I. Students will gain an essential understanding of advanced MIDI concepts including computer based sequencing, editing and music production techniques.

**MUS 1997 Digital Audio Production****3 Credit Hours**

This course is a continuation of MUS 1000 Introduction to Music Media. This course is designed to provide students with a background in advanced recording, editing, and mixing techniques.

**MUS 1999 Internet for Musicians****3 Credit Hours**

This course is an introduction to the Internet as a music promotion and resource tool for musicians.

**MUS 2001 Recording Studio Techniques II****3 Credit Hours**

This course is a continuation of MUS 1001, Recording Studio Techniques I. In this course students will gain an essential understanding of advanced recording concepts and techniques.

**MUS 2110 Arranging and Writing Music****2 Credit Hours**

This course is a study of music rhythm, melody, harmony, texture, timbre and form. Emphasis is on analysis, composition, music reading, ear training and arranging.

**MUS 2120 Intermediate Music Theory I****3 Credit Hours**

This course is a continuation of written and aural skills acquired in Basic Music Theory II with emphasis on analysis of musical examples. It includes musical elements and how they affect the sound and performance of music from different style periods. Prerequisite: MUS 1160 Basic Music Theory II

**MUS 2130 Intermediate Music Theory II****3 Credit Hours**

This is a continuation of written and aural skills acquired in Intermediate Music Theory I. This course emphasizes analysis and writing, and addresses modulation and chromaticism of pART writing and analysis. Prerequisite: MUSC 2120 Intermediate Music Theory

**MUS 2510 Private Brass Instruction****1-2 Credit Hours**

This course presents individualized brass instruction at student's level and rate of development on the trumpet, horn, trombone, euphonic, or tuba.

**MUS 2560 Private Percussion Instruction****1-2 Credit Hours**

This course presents individualized percussion instruction at student's level and rate of developments.

**MUS 2660 Private Guitar Instruction****1-2 Credit Hours**

This course presents individualized guitar instruction at student's level and rate of developments.

**MUS 2760 Private Woodwind Instruction****1-2 Credit Hours**

This course presents individualized woodwind instruction at student's level and rate of development.

**MUS 2910 Private Piano Instruction****1-2 Credit Hours**

This course presents individualized piano instruction at student's level and rate of development.

**MUS 2950 Private Voice Instruction****1-2 Credit Hours**

This course provides individualized voice instruction at student's level and rate of development.

**MUS 2990 Music Seminar****3 Credit Hours**

This course is an in-depth study in the music field. Topics vary according to student needs.

**NATURAL SCIENCES****NSCI 1010 Critical Thinking****2 Credit Hours**

This course examines strategies to develop critical thinking skills. Topics covered include recognizing and analyzing arguments, claims and conclusions, assumptions, looking at evidence, and problem solving. All of these areas will be applied to scientific scenarios. This class is required for the Forensic Science Technician concentration of the Biotechnology Technician Program, and recommended for all students in science or health science fields.

**NSCI 1030 Natural Sciences****3 Credit Hours**

This course does not meet General Education Requirements. The course includes an application of biological and physical concepts. It also includes an appreciation of man's relationship with his living and non-living environments. Pre-requisites: DSPW 0800, DSPR 0800

**NSCI 1031 Natural Sciences Lab****1 Credit Hour**

This course consists of laboratory experiments and exercises to accompany NSCI 1030, as well as application of biological and physical science concepts. It includes an appreciation of man's relationship with his living and non-living environments. Pre-requisite or co-requisite: NSCI 1030

**NSCI 2990 Special Topics in Natural Science****1-6 Credit Hours**

A series of topics designed to attract students from all academic areas. Special topics titles are published in the class schedule as the topics are offered. Emphasis on appreciation of the natural sciences and their application to humanity. Pre-requisites: DSPW 0800, DSPR 0800

**NURSING****NURS 1030 Fundamentals of Nursing I****3 Credit Hours**

This course introduces the philosophy and central competencies of the Associate of Applied Science in Nursing. The central competencies flow from the philosophy and organizational framework and are the basis for theory skills, and clinical experiences. The focus is on nursing as a discipline; the nursing process; the person as a psychosocial, spiritual, cultural being; health promotion; environmental safety; and communication. Prerequisites: Admission to Nursing Program. Concurrent or prerequisites: MATH (Gen Ed Core); PSYC 1010, PSYC 1020

**NURS 1040 Fundamentals of Nursing II****3 Credit Hours**

This course is a continuation of Fundamentals I, which builds on the central competencies of the nursing program. The student is introduced to essential life functions including: protective, comfort/rest, activity/mobility; nutrition, elimination, fluid/gas transport. The focus is on the nursing process with emphasis on assessment, the client with normal or variations of normal functions, health promotion, environment, and communication. Basic management principles are introduced to assist the student to organize client care. Prerequisites: Admission to Nursing Program Co requisites: NURS 1030; NURS 1041 Concurrent or Prerequisite: MATH (Gen Ed Core); PSYC 1010 or PSYC 1020

**NURS 1041 Fundamentals of Nursing II Clinic****2 Credit Hours**

This clinical course is an extension of Fundamental I & Fundamentals II, which continues to build on the central competencies of the nursing program. The focus remains on nursing, the nursing process with emphasis on assessment, the client with normal or variations of normal life functions, health promotion, environment, and communication in a variety of clinical settings. Basic management principles are applied to client care. Prerequisites: Admission to Nursing Program Co requisites: NURS 1040

**NURS 1060 Mental Health Nursing****2 Credit Hours**

This course applies the nursing process to promote, maintain and restore optimum health for diverse clients experiencing alterations and variations in psychosocial-cultural life functions. The course is structured around eight core competencies applied to clients with mental health. Emphasis is on health promotion, therapeutic communication and legal-ethical aspects of mental health nursing. Prerequisites: NURS 1050; NURS 1051 Co requisites: NURS 1061

**NURS 1114 Foundations of Nursing****4 Credit Hours**

This course introduces the student to the basic concepts of man as a unique individual having basic needs and the capability for adaptive responses to maintain health. With emphasis on the assessment component of the nursing process, the student focuses on the adult client's adaptation to internal or external stressors in the environment. Pre-requisites: Admission to the nursing program; eligibility for college-level courses. Co requisites: BIOL 2010, NURS 1126, and NURS 1141

**NURS 1126 Foundations Clinical****3 Credit Hours**

This course introduces the student to the components of the nursing process in identifying the basic needs of the adult client. Assessment skills are emphasized in identifying internal and external stressors and adaptive responses that adult clients experience in the maintenance or promotion of health. Health care environments include community senior citizen centers, skilled nursing facilities, and hospital settings. Prerequisites: Admission to the nursing program; eligibility for college-level courses. Co requisites: BIOL 2010, NURS 1114, and NURS 1141

**NURS 1141 Dosages and Solutions****2 Credit Hours**

This course provides information essential for calculating dosages and understanding drug orders and labels. The student learns and practices the skills of dosages and calculations. Students learn to recognize common abbreviations and select correct dosages for medication administration. Critical thinking skills are applied to medication situations to emphasize the importance of accuracy and the avoidance of medication errors. Prerequisites: Admission to the Nursing program, eligibility to enroll in college-level courses. Co requisites: NURS 1114, NURS 1126, BIOL 2010

**NURS 1146 Paramedic to RN Clinic****3 Credit Hours**

This course builds on the paramedic's previous clinical experiences of skills utilized during the pre-hospitalization encounter with clients with stronger emphasis on the application of the nursing process in promoting the adult client's adaptation towards the promotion and maintenance of health in response to internal and external stressors. In addition to existing acute care skills, the student will expand and acquire new knowledge and skills to meet the adult client's basic needs in varied health care environments (such as community senior citizen centers, skilled nursing facilities, and hospital settings. Prerequisites: BIOL 2010, BIOL 2010, BIOL 1230

**NURS 1213 Adult Health Nursing I****3 Credit Hours**

This course utilizes the nursing process in promoting the adult client's adaptation to internal and external stressors as it relates to the promotion and maintenance of health. Emphasis is placed upon meeting the adult client's basic needs. Physiological, psychosocial, pathophysiological, and health teaching aspects of client care in acute health care environments are explored. Problem-solving and critical thinking skills are used to promote the client's adaptive responses to the interruption of health. This is a half semester course. Prerequisites: NURS 1114, NURS 1126, NURS 1141, BIOL 2010. Co requisites: NURS 1226, NURS 1613, NURS 1626, BIOL 2020 and PSYC 1010

**NURS 1226 Adult Health Nursing I Clinic****2 Credit Hours**

This course uses the nursing process to plan and provide interventions to assist an adult client in meeting basic needs in the hospital environment. The student has opportunities to assist the client in the adaptation to stressors, and in the maintenance and promotion of health. Emphasis is placed on the development of skills in assessment, clinical decision making, communication, and teaching/learning. This is a half semester course. Prerequisites: NURS 1114, NURS 1126, NURS 1141, BIOL 2010. Co requisites: NURS 1213, NURS 1613, NURS 1626, BIOL 2020 and PSYC 1010

**NURS 1613 Nursing of the Childbearing Family****3 Credit Hours**

This course focuses on the adaptation of the pregnant client and her family to internal and external stressors needed to meet basic needs. The nursing process is used to assist the pregnant client to maintain and promote health in varied clinical environments. This is a half semester course. Prerequisites: NURS 1114, NURS 1126, NURS 1141, BIOL 2010. Co requisites: NURS 1213, NURS 1226, NURS 1626, BIOL 2020, PSYC 1010

**NURS 1626 Nursing of the Childbearing Clinic****2 Credit Hours**

This course focuses on the implementation of nursing care for the pregnant client and her family during the ante-partum, intra-partum, postpartum, and the newborn periods. The nursing process is used to assist the client and her family in meeting basic needs while adapting to internal and external stressors to maintain and promote health. Clinical experiences are available in antepartal, labor and delivery, and postpartal areas as well as in the newborn nursery. This is a half-semester course. Prerequisites: NURS 1114, NURS 1126, NURS 1141, BIOL 2010. Co requisites: NURS 1213, NURS 1226, NURS 1613, BIOL 2020, PSYC 1010

**NURS 1914 Professional Nursing Transition****4 Credit Hours**

This course is designed for the role transition of the Licensed Practical Nurse and builds upon the student's present knowledge of the adult client's adaptation to internal and external stressors in meeting basic needs. The student learns to use the nursing process to promote and maintain health in a variety of client care hospital settings. Prerequisites: Admission to the LPN Mobility Track of the Nursing Program, eligibility for college level courses, current LPN licensure, BIOL 2010, BIOL 2020, BIOL 1230. Co requisites: NURS 1926, NURS 1141

**NURS 1926 Professional Nursing Transition Clinic****1 Credit Hour**

This course builds on the Licensed Practical Nurse previous clinical experiences and uses the nursing process to plan and implement nursing care to assist the adult client in meeting basic needs in a hospital environment. The student is provided opportunities to assist the adult client with adaptation to internal and external stressors while maintaining and promoting health. Prerequisites: Admission to the Nursing program LPN Mobility Track, Current LPN licensure, eligibility for college level courses, BIOL 2010, BIOL 2020, and BIOL 1230. Co requisites: NURS 1914, NURS 1141

**NURS 2050 Medical-Surgical Nursing II****3 Credit Hours**

This course continues the emphasis on assessment, planning, implementing, and evaluating strategies to promote, maintain and restore optimum health for diverse clients experiencing alterations in life functions. The alterations in life functions include fluid/gas transport, activity/mobility, nutrition/metabolism, and elimination. Students apply a clinical decision making process in caring for the client in a variety of acute care, ambulatory, and community based setting. Prerequisites: NURS 1050; NURS 1051 Co requisites: NURS 2051

**NURS 2051 Medical-Surgical Nursing II Clinic****2 Credit Hours**

This course provides the clinical emphasis of the theory course on assessment, planning, implementing, and evaluating strategies to promote, maintain and restore optimum health for diverse clients and experiencing alterations in life functions. The alterations in life functions include fluid/gas transport, activity/mobility, nutrition/metabolism, and elimination. Students apply a clinical decision making process in caring for the client in a variety of acute care, ambulatory, and community based settings. Management principles and therapeutic communication are incorporated into the plan of care for clients experiencing alterations in life functions. Prerequisites: NURS 1050; NURS 1051 Co requisites: NURS 2050

**NURS 2060 Care of the Childbearing Family****2 Credit Hours**

This course focuses on the care of the childbearing family. The student's use of core concepts and competencies is expanded to include nursing care of obstetrical and newborn clients from diverse cultural backgrounds and experiences. The course evolves around nursing, nursing process, and obstetrical and newborn clients experiencing variations and alterations in life functions: fluid/gas transport, elimination, nutritional/metabolism, sensory, activity, and safety. Health promotion, communication, and legal-ethical aspects of obstetrical nursing care are also explored. Prerequisites: NURS 1050; NURS 1051 Co requisites: NURS 2061

**NURS 2061 Care of Childbearing Family Clinic****1 Credit Hour**

This clinical course is an extension of the Care of the Childbearing Family, which continues to build on central competencies of the nursing program. The focus remains on nursing, nursing process with emphasis on providing nursing care for obstetrical and newborn clients from diverse cultural backgrounds and prior obstetrical experiences. The student will implement plans of care for obstetrical and newborn clients experiencing variations and alterations in life functions in a variety of clinical settings. Health promotion, communication, and legal-ethical aspects of obstetrical nursing care are emphasized. Prerequisites: NURS 1050; NURS 1051. Co requisites: NURS 2060

**NURS 2070 Nursing Care of Children****2 Credit Hours**

With continued emphasis on assessment, the focus of this course is on planning, implementing, and evaluating strategies to promote, maintain, and restore optimum health for pediatric clients from diverse socio-cultural backgrounds experiencing variations and alterations in life functions. The course evolves around nursing, nursing process, and pediatric clients experiencing variations and alterations in specified life functions: fluid/gas transport elimination, nutritional/metabolism, sensory, activity, and protective. Health promotion, growth and development, legal-ethical issues, therapeutic communication techniques, and management strategies specific to the care of the pediatric client are incorporated into the plan of care for pediatric clients. Prerequisites: NURS 1050; NURS 1051. Co requisites: NURS 2071

**NURS 2071 Nursing Care Children Clinical****1 Credit Hour**

This clinical course operationalizes the development and implementation of plans of care to promote, maintain, and restore optimum health of pediatric clients from diverse backgrounds experiencing variations or alterations in life function(s): protective, fluid/gas transport, elimination, activity, sensory, and nutrition/metabolism. With continued emphasis on assessment, the student will apply management principles and use therapeutic communication while providing care to pediatric client(s) in a variety of clinical settings: acute care, ambulatory, and community based settings. Prerequisites: NURS 1050, NURS 1051 Co requisites: NURS 2070

**NURS 2080 Medical-Surgical Nursing III****3 Credit Hours**

The focus of this course is on assessing, planning, implementing and evaluating strategies to promote, maintain and restore optimum health for diverse clients across the lifespan experiencing alterations in life function(s). The course evolves around nursing, nursing process, and clients experiencing alterations in specified life functions; protective, fluid/gas transport, sensory/perceptual, system failure and emergent care. Management principles legal-ethical issues and therapeutic communication are incorporated into the plan of care for these clients. Prerequisites: NURS 1060, 1061, 2050, 2051, 2060, 2061, 2070 2071 Co requisites: NURS 2081

**NURS 2081 Medical-Surgical Nursing III Clinic****2 Credit Hours**

The clinical course operationalizes the development and implementation of plan(s) of care to promote, maintain and restore optimum health for diverse clients experiencing alterations in specified life function(s). The course evolves around nursing, nursing process, and clients experiencing alterations in specified life functions: protective-integumentary and immune, fluid/gas transport-renal, sensory/perceptual- neurological; system failure and nursing in emergency situations. The student will apply management principles and use therapeutic communication while providing care for client(s) or groups of clients in a variety of clinical settings; ICU, acute care, ambulatory and community based settings. Prerequisites: NURS 1060, 1061, 2051, 2060, 2070, 2071 Co requisites: NURS 2080

**NURS 2090 Management in Nursing****2 Credit Hours**

This course focuses on the application of nursing process principles to meet roles and responsibilities of the Associate Degree Registered Nurse in the management of client care. The student's use of core concepts and competencies is expanded to include planning, directing, and evaluating client care in various clinical settings. The course is structured around nursing, the nursing process, and decision making as it relates to the management of groups of clients, direction of health team members, and financial and economic factors that influence today's complex health care environment. Health promotion, interdisciplinary communication and collaboration, and legal-ethical aspects of managing client care are emphasized. Prerequisites: NURS 1060, 1061, 2050, 2051, 2060, 2061, 2070, 2071. Co requisites: NURS 2091, Co requisite or Prerequisite: NURS 2080

**NURS 2091 Nursing Management Clinical****2 Credit Hours**

This course focuses on utilization of the principles and skills necessary to meet responsibilities of the roles of the Associate Degree Registered Nurse in managing client care. The student's use of core concepts and competencies is the basis for planning, directing, and evaluating client care in various clinical settings. The nursing process and management principles will be used to organize and supervise the care of groups of clients and health team members. Financial and economic factors that influence today's complex health care environment, health promotion, interdisciplinary communication and collaboration, and legal-ethical aspects of management of client care are emphasized. Prerequisites: NURS 1060, 1061, 2050, 2060, 2061, 2070, 2071. Co requisites: NURS 2090

**NURS 2113 Nursing Of Children****3 Credit Hours**

This course focuses on the adaptation of the child to physical and developmental changes from infancy to adolescence. The nursing process is utilized in determining care needs for the ill child and family with stressors associated with common health problems in a health care environment. A comparative study of the healthy child puts emphasis on principles of health promotion and physical and psychological adaptive mechanisms necessary to meet basic needs and maintain health. This is a half-semester course. Prerequisites: BIOL 2020, PSYC 1010, NURS 1213, NURS 1226, NURS 1613, NURS 1626. Co requisites: NURS 2313, NURS 2326, NURS 2126, BIOL 1230

**NURS 2126 Nursing of Children Clinic****2 Credit Hours**

This is a half semester course that emphasizes the use of the nursing process to assist the child and family to meet basic needs in various health care environments. Students learn adaptive behaviors used by the family and the child in reaction to the internal and external stressors of hospitalization. Principles of teaching/learning are used to aid in promoting health for the infant, child and adolescent. A comparative study of the healthy child is provided through observational experiences in community agencies. Prerequisites: BIOL 2020, PSYC 1010, NURS 1213, NURS 1226, NURS 1613, NURS 1626. Co requisites: NURS 2313, NURS 2326, NURS 2113, BIOL 1230

**NURS 2313 Mental Health Nursing****3 Credit Hours**

This course focuses on the clients' adaptive responses to stressors in the internal and external environment along the mental health continuum. The concepts of holistic man, therapeutic use of self, self and cultural awareness and the nursing process are emphasized. Theory focuses on the clients' behavior, growth and development as they strive to meet their basic needs in varied health care environments. This is a half-semester course. Prerequisites: BIOL 2020; NURS 1213; NURS1226; NURS 1613; NURS 1626; PSYC 1010. Co requisites: NURS 2326; NURS 2113; NURS 2126; BIOL 1230

**NURS 2326 Mental Health Nursing Clinic****2 Credit Hours**

This course focuses on nursing interventions for mental health-psychiatric care in a variety of clinical practice environments. Critical thinking skills are utilized through the application of the nursing process and therapeutic communication skills to support clients' adaptive responses to internal and external stressors along the mental health continuum. The concepts of holistic man, therapeutic use of self, and self and cultural awareness are emphasized. Students focus on clients' behavior, growth and development in meeting their basic needs. This is a half-semester course. Prerequisites: BIOL 2020; PSYC 1010, NURS 1213, NURS 1226, NURS 1613, NURS 1626. Co requisites: NURS 2313, NURS 2126, NURS 2113, BIOL 1230

**NURS 2412 Nursing Management****2 Credit Hours**

This course is an introduction to management principles and involves discussion of problems, issues, and stressors inherent in adaptation from student to practitioner. It explores the nurse's role in managing client care, delegating tasks, prioritizing care, and in supervising other health care workers in the health care environment. The effective use of the nursing process and communication skills in management is stressed. Emphasis is placed on rights, responsibilities, and legal/ethical implications of nursing management. Prerequisites: NURS 2313, NURS 2326, NURS 2113, NURS 2126, BIOL 1230. Co requisites: NURS 2426, NURS 2414

**NURS 2414 Adult Health Nursing II****4 Credit Hours**

This course further develops the student's knowledge of health, adaptation, and the utilization of the nursing process in meeting basic needs of adult clients. Emphasis is placed on the utilization of critical thinking skills in determining clients' adaptive responses to internal and external stressors and the appropriate nursing actions to be performed. The nursing process is used to plan and implement comprehensive care to adult clients with complex health problems. Prerequisites: NURS 2313, NURS 2326, NURS 2113, NURS 2126, BIOL 1230. Co requisites: NURS 2426, NURS 2412

**NURS 2426 Adult Health Nursing II Clinic****3 Credit Hours**

This course further develops the student's knowledge of health, adaptation, and the utilization of the nursing process in meeting basic needs for adult clients in varied health care environments. Emphasis is placed on the utilization of critical thinking skills in determining clients' adaptive responses to stressors created by a complexity of health problems and the nursing actions to be implemented. The student collaborates with other health team members and practices leadership skills. Students are expected to perform activities within the scope of accepted legal/ethical standards. Pre-requisites: BIOL 1230, NURS 2113, NURS 2126, NURS 2313, NURS 2326 Co requisites: NURS 2414, NURS 2412

**NURS 2990 Special Topics in Nursing****1 Credit Hour**

In-depth study of concepts related to selected aspects of nursing. Permission of the Department Chair required.

**OFFICE ADMINISTRATION****OFAD 1080 Computer Data Entry****3 Credit Hours**

Development of ten-key data entry skills and introduction to data management systems will be covered. Use of data management software to create and modify file structure, update database files, retrieve, search for and print information, and generate reports and mailing labels. Students must demonstrate ability to type 25 wpm at the first class meeting.

**OFAD 1110 Keyboarding I****3 Credit Hours**

This is an introductory course to develop basic keyboarding skills that are needed to input alphabetic and numeric information accurately and quickly by touch on microcomputers. Emphasis on learning the touch operation of the computer keyboard is stressed, as well as building speed and accuracy. Basic document formatting is taught.

**OFAD 1120 Keyboarding II****3 Credit Hours**

This course provides practice on the alphabetic keyboard to develop competencies for employment testing. Development of speed and accuracy is emphasized. This course includes detailed and precise information for preparing and formatting business documents using word processing. Emphasis is placed on using proper formatting in the preparation of business letters, memoranda, reports, and tables. Keyboarding proficiency required. Students must demonstrate ability to type 30 wpm with five errors or fewer at the first class meeting.

**OFAD 1140 Records Management****3 Credit Hours**

This course explores methods for temporary and permanent record storage including alphabetic, geographic, numeric, and subject filing systems. It covers mechanical, computerized and manual filing and retrieval methods, control of filed information, micro records, and the organization and operation of records management programs.

**OFAD 1150 Microsoft Office Applications****3 Credit Hours**

This course is designed to provide the student with computer skills in the Windows environment. Hands-on instruction covers Windows, word processing, spreadsheets, database management, presentations, and desktop information management. Students must demonstrate ability to type 25 wpm at the first class meeting.

**OFAD 1160 Health Records Management****3 Credit Hours**

The student will be introduced to filing systems as well as the electronic health record. The student will study policies and procedures required to collect, analyze, interpret, report, and maintain health care data. The student will perform clinical relevant health record reviews and also be introduced to the internal and external requirements for establishing, operating, and maintaining various health record registers and registries.

**OFAD 1170 English for Careers – Business, Professional and Technical****3 Credit Hours**

This course reviews and strengthens the basics in punctuation and English grammar usage, both oral and written, using business-related topics as its content base. Special emphasis is given to the acquisition and use of business related vocabulary and proofreading techniques.

**OFAD 1210 Microsoft Word I****4 Credit Hours**

The application of word processing concepts and skills in entering editing, formatting, and executing commands using the various functions available in Microsoft Word for Windows are emphasized in this course. Some of the features taught include: copying and moving text, character and paragraph formatting, wizards and templates, merging, working with tabs, working with multiple documents, document references (headers, footers, footnotes and endnotes). This course meets MOS certification requirements. Students must demonstrate ability to type 25 wpm at the first class meeting.

**OFAD 1410 Excel I****4 Credit Hours**

This course is a hands-on course in which the student uses an electronic spreadsheet to plan, create, manipulate, and print worksheets. Topics include entering and editing data, formatting a worksheet, use of formulas and common functions, charts, advanced printing, and linking worksheets. This course meets Core MOS certification requirements. Students must demonstrate ability to type 25 wpm at the first class meeting.

**OFAD 1931-1932 Co-Op Education I-II****3 Credit Hours**

In this course the student receives supervised work experience in the office of an established business. Placement is made by the Office of Cooperative Education upon completion of one semester of technical coursework, or after all requirements for employment are met. The student utilizes knowledge gained in any or all the Office System courses to accomplish tasks as assigned within the modern office setting. Prerequisite or Co requisite: Financial Administrative Assistant Concentration: completion of one semester or technical coursework; Administrative Assistant Concentration: OFAD 2210, OFAD 2610; Legal Assistant Concentration; LEGL 1080; Medical Administrative Assistant concentration: LEGL 1080, OFAD 2730, Insurance Administrative Assistant concentration: FINR 2000, FINR 2010

**OFAD 2040 Word Processing Transcription****3 Credit Hours**

This is a course designed to develop skill in the use of transcription equipment including transcribing recorded communication quickly and accurately on the microcomputer. Emphasis is placed on vocabulary building, proper punctuation, spelling, letter styles and placement, proofreading, and grammar. Prerequisites: OFAD 1210

**OFAD 2050 Business Communications****3 Credit Hours**

The course is a study of logic, effective and creative methods of business communication. The course covers business writing styles, proper physical presentation of written communication, selected business letter types, memoranda, reports, and resume and application letters. Prerequisite: ENGL 1010

**OFAD 2110 Advanced Keyboarding****3 Credit Hours**

This course is designed to further build speed and accuracy on the keyboard. The course includes a business simulation designed to reinforce software and Internet skills and to build critical-thinking skills. Prerequisite: OFAD 1120 and OFAD 1510

**OFAD 2210 Microsoft Word II****4 Credit Hours**

This course teaches the advanced Microsoft Word features needed for the expert user. Students will create personalized form letters with envelopes and mailing labels; formal and technical reports; proposals and studies; newsletters, brochures, and manuals; and forms. Integrating Word with other programs and the World Wide Web will also be taught. This course meets MOUS certification requirements. Prerequisite: OFAD 1210

**OFAD 2310 PowerPoint and Outlook****3 Credit Hours**

This course develops skills in using PowerPoint and Outlook needed for the expert user. In creating presentations using PowerPoint, students will learn to add visual elements, bring data in from other sources, modify and customize a presentation, and prepare presentations for distribution. Students will learn to use Outlook to organize their work and to communicate with others by using all the components of Outlook such as the journal, notes manager, mail client, contact and task managers, and calendar. Integrating PowerPoint and Outlook with other programs and the World Wide Web will also be taught. This course meets MOS certification requirements. Prerequisites: OFAD 1110 or advisor approval

**OFAD 2410 Excel II****4 Credit Hours**

This course teaches the advanced Microsoft Excel features needed for the expert user. Topics include custom and conditional formatting, importing and exporting data, using range names, use of templates, managing multiple workbooks, consolidating worksheets, workgroup functions and security, auditing features, and macros. Also included are use of Excel databases, PivotTables, and data analysis tools such as Goal Seek, Solver, and Scenarios. This course meets Expert MOS certification requirements. Prerequisite: OFAD 1410

**OFAD 2450 Desktop Publishing Using Word****3 Credit Hours**

This course is a study of publishing techniques used with microcomputers. Design techniques and desktop functions will be discussed and used. Types of desktop documents will be discussed and created. Prerequisite: OFAD 1120 or minimum keyboarding speed of 40 words per minute and OFAD 2210

**OFAD 2610 Administrative Office Management****3 Credit Hours**

This course is a study of practices and procedures of current office concepts including travel arrangements, itinerary planning, conference arrangements, etc. Also included are supervision of office personnel and labor-management relations. Prerequisites: OFAD 1120, ACCT 1210, OFAD 1140, and OFAD 1510 or CMPT 1010

**OFAD 2640 Medical Terminology Anatomy and Physiology I****3 Credit Hours**

This course will combine the relationship of anatomy, physiology and medical terminology as they relate to the body systems, anatomical structures and variety of diseases that afflict humans. Prefixes, suffixes, abbreviations, plural endings, word roots, and combined forms are covered. Terms and structures are presented that relate to all areas of medical science, hospital service, and paramedical facilities. Emphasis will be on the planes of the body as well as the digestive, urinary, reproductive, nervous, and respiratory systems.

**OFAD 2650 Medical Terminology and Physiology II****3 Credit Hours**

Second of two semester courses for the Medical Administrative Assistant curriculum requirements. Students will study terminology associated with the structure and function of the circulatory, lymphatic, muscular, skeletal, integumentary, endocrine systems, and the sense organs. Additional emphasis will be placed on oncology, nuclear medicine, pharmacology and psychiatry. Prerequisite: OFAD2640

**OFAD 2700 Beginning Medical Office Transcription****3 Credit Hours**

Beginning Medical Office Transcription is designed to introduce the student to the use of dictation and transcription equipment used in medical office reports and correspondence. Reports include memos, letters, history and physicals, consultations, office notes, SOAP notes, operative reports, discharge summaries and simple radiological reports. Skill in the following areas will also be stressed: medical terminology grammar, keyboarding and the introduction of reference materials. Prerequisites: OFAD2640, OFAD 1210 or OFAD 1220

**OFAD 2710 Advanced Medical Office Transcription****3 Credit Hours**

Advanced Medical Office Transcription is designed to enhance the student's skill in the transcription of dictation used in medical office and hospital reports. Reports include MRI brain scans, letters, discharge summaries, neuropsychological reports, history and physicals, chart notes, pathology reports, consultations and autopsy reports. Skill in the following areas will also be stressed: medical terminology from a variety of medical specialties, grammar skills, keyboarding skills, and the use of reference materials. Prerequisite: OFAD 2700

**OFAD 2730 Medical Office Practice****3 Credit Hours**

Technical, practical information is presented through realistic medical office simulations. Role playing situations, project assignments, and medical vocabulary review for the office assistant are included. Prerequisites: OFAD2640, OFAD 1110.

**OFAD 2740 Coding I****3 Credit Hours**

In this course the student explores the major changes that have been implemented in processing insurance and patient information in the medical office environment. CPT Coding and ICD-9 classification standards are emphasized using various systems for processing insurance claims and payment reimbursements.

**OFAD 2750 Coding II****3 Credit Hours**

This course focuses on the current advanced level descriptive terms and five-digit identifying codes and modifiers for reporting medical services performed by physicians. CPT and ICD-9 descriptive terms, numeric identifying codes and modifiers for reporting medical services, and procedures recommended by the American Health Information Management Association are covered extensively. Prerequisite: OFAD 2740



**OFAD 2760 Ethics and Law for Healthcare****3 Credit Hours**

This course will emphasize the analysis of human values and basic ethical positions which guide people's lives as they relate to the healthcare profession. Laws that guide contemporary medical practice, biological innovations, and the impact of scientific and technological advancements will be reviewed.

**OFAD 2990 Special Topics in Office Administration****3 Credit Hours**

This course is an in-depth study of selected office technology topic(s) or Internship in an office environment designed to reinforce basic knowledge and to further develop problem solving skills. Departmental approval required.

**PHYSICAL EDUCATION****PHED 1110 Basketball****2 Credit Hours**

Instruction in basic basketball fundamentals is presented.

**PHED 1130 Bowling****2 Credit Hours**

This course provides instruction in the basics of bowling, including equipment rules, scoring, stance, delivery and release.

**PHED 1300 Golf****2 Credit Hours**

This course provides introduction to the game of golf, including the basics of the grip, stance and swing, equipment, history, rules, etiquette, scoring, and playing on the course.

**PHED 1380 Racquetball****2 Credit Hours**

The fundamentals of racquetball, including equipment, skills, strategy, competition, and techniques are taught.

**PHED 1510 Physical Conditioning****2 Credit Hours**

This course is designed to improve individual's flexibility, strength, and cardiovascular endurance.

**PHED 1550 Aerobics****2 Credit Hours**

A workout class focused on a variety of cardio-respiratory endurance exercise, walking, aerobic dance, kickboxing, and bench aerobics-with resistance and flexibility exercises. It includes concepts of exercise, health and fitness as they relate to cardiovascular health.

**PHED 1560 Bench Step Aerobics****2 Credit Hours**

This course provides instruction in bench-step activity to enhance cardiovascular fitness and develop muscle strength, endurance, and flexibility. Other topics include fitness concepts, exercise facts, diet, weight control, and consumer education.

**PHED 1570 Body Sculpting: Shape, Tone and Tighten****2 Credit Hours**

This course contains instruction in body sculpting through callisthenic exercises and includes health related fitness concepts, exercise principles, diet, nutrition, weight control, contra-indicated exercises, and consumer education.

**PHED 1580 Introduction to Tai Chi****2 Credit Hours**

This course provides an introduction to an overview of Tai Chi Chuan. The course orients the student to the concepts and ideas inherent to the art of 'moving meditation.' The major topic covered in the course is the movements in the Yang style short form as taught by Grandmaster William C.C. Chen.

**PHED 1585 Introduction to Yoga****2 Credit Hours**

This course provides an introduction to the study and experience of yoga through readings, videos, audios, discussion, practice, and meditation. Class consists of discussion, warm-up and assanas (postures), pranayama (breath), relaxation techniques and listening skills (meditation).

**PHED 1590 Pilates Matwork****2 Credit Hours**

This course provides an introduction to the principles of Joseph Pilates based on alignment, breath, core and stabilization. It includes the history and application of the Pilates method, anatomy and physiology, kinesiology and daily workouts using the precise series of Pilates exercises.

**PHED 1680 Self-Defense/Karate****2 Credit Hours**

The student develops skills through practice of the basic kicks, blocks, and punches in Karate. Various strategies for individual self-defense are introduced.

**PHED 1880 Tennis****2 Credit Hours**

This is a lifetime recreational course to enable students to acquire a reasonable level of proficiency in the fundamental skills of Tennis and develop an understanding of the game.

**PHED 1940 Volleyball****2 Credit Hours**

Instruction in basic skills, history, rules, strategy, and team play of volleyball are presented in this course.

**PHED 1960 Weightlifting****2 Credit Hours**

The student receives introduction to the various lifting methods involved in the development of muscular tone and conditioning. In all lifting methods, safety is stressed.

**PHED 1980 Exercise Machines: Weights and Aerobics****2 Credit Hours**

This is an exercise class designed to enhance the health related aspects of fitness through the utilization of machine/free weight resistance equipment and cardiovascular endurance machines including a treadmill, stepper and exercise bikes.

**PHED 2990 Special Topics in Health and Physical Education****3 Credit Hours**

This course is a study of special topics and development of specific skills as related to each topic.

**PHILOSOPHY****PHIL 1030 Introduction to Philosophy****3 Credit Hours**

This course is an introduction to basic philosophical problems in exploring the meaning of human life and reflecting our position in the world. Prerequisites: DSPW 0800, DSPR 0800 or equivalent

**PHIL 2020 Introduction to World Religions****3 Credit Hours**

Students study the basic tenets, ideologies, and concepts of the major religions of the world and survey the development of religions from ancient tribal cultures to present day societies. World religious traditions explored are: Judaism, Christianity, Islam, Hinduism, Buddhism, Chinese Traditions (Confucianism and Daoism), and Japanese Tradition (Shinto).

**PHIL 2030 Values in the Modern World****3 Credit Hours**

The course examines the different ways religion, political theory, science, and ethics define values and their relevance to responsible moral choices in today's society. Prerequisites: DSPW 0800, DSPR 0800 or equivalent

**PHARMACY TECHNICIAN****PHRM 1010 Introduction to Pharmacy Operations****3 Credit Hours**

This course includes a definition of the pharmacy technician role and responsibilities; opportunities available to graduates of the Pharmacy Technician Program; and a generalized overview of the practice of pharmacy. The student is oriented to the institutional setting, including equipment and laws pertaining to the practice of pharmacy. Prerequisite: Admission to program. Permission from instructor. Co requisite: PHRM, 1030, 1040, 1050, AHS 1020

**PHRM 1030 Measurements and Calculations****3 Credit Hours**

This course reviews basic math computation including Roman Numerals, addition, subtraction, multiplication, division of whole numbers, and fractions. This course covers all health, measurements in the area of avoirdupois, apothecary, and metric systems as related to pharmaceutical calculations. Prerequisite: Admission to program. Permission from instructor. Co requisites: PHRM 1010, 1040, 1050, AHS 1020

**PHRM 1040 Structure and Function of Body Systems****3 Credit Hours**

This course focuses on the structure and function of the nine body systems. Each system is discussed in detail with a focus on medications applicable to that system. Emphasis is placed throughout the course on presenting the human body as a living, functioning, hemostatic organism. Prerequisite: Admission to program. Permission from instructor. Co requisites: PHRM 1010, 1030, 1050, AHS 1020

**PHRM 1050 Personal-Vocation Relationships****2 Credit Hours**

This course is a study of human relations, including oral and written communication. Prerequisite: Admission to program. Permission from instructor. Co requisites: PHRM 1010, 1030, 1040, AHS 1020

**PHRM 1060 Sterile Products****3 Credit Hours**

This course introduces the operation of an intravenous admixture program. Specific study topics include medications and parenteral administration; facilities; equipment; supplies utilized in admixture preparation, techniques utilized in parental product compounding; terminology and calculations used in preparation of parenteral products; parenteral medication incompatibilities; and quality assurance in the preparation of parenteral products. Prerequisite: PHARM 1010, 1030, 1040, 1050 with a 'C' or better. Co requisites: PHARM 1070, 1080, 1090, 1100

**PHRM 1070 Pharmacology****3 Credit Hours**

This course is a practical study of the various aspects of drug activity. Emphasis is placed on drug classification, dosages, routes of administration, generic and trade names of drugs, and appropriate use of references. Prerequisite: PHARM 1010, 1030, 1040, 1050 with a 'C' or better. Co requisites: PHRM 1060, 1080, 1090, 1100

**PHRM 1080 Computer Sciences****3 Credit Hours**

This course is an introduction to fundamental computer operations, which includes general computer terminology and the alphabetic and numeric keyboard using the touch method of operation. Prerequisite: PHARM 1010, 1030, 1040, 1050 with a 'C' or better. Co requisites: PHRM 1060, 1070, 1090, 1100

**PHRM 1090 Pharmacy Practices****3 Credit Hours**

This course acquaints the student with prescription and medication order policies and procedures in all pharmacy settings. Students interpret, label, compound and dispense prescriptions. Students will utilize profile systems and describe inventory control procedures. Students will utilize profile systems and describe inventory control procedures. Students will become familiar with unit dose drug distribution, floor stock distribution, narcotic control, and inventory control. Drug information references and compounding, with an emphasis on the prescription balance and weight are also reviewed. Prerequisite: PHARM 1010, 1030, 1040, 1050 with a 'C' or better

**PHRM 1100 Third Party Reimbursements****3 Credit Hours**

This course introduces the use of insurance, TennCare, Medicare and other third party providers. The student will be able to identify and complete common insurance forms. In addition, the student will be able to explain the use of insurance codes in processing insurance forms. Prerequisite: PHRM 1010, 1030, 1040, 1050 with a 'C' or better. Co requisites: PHRM 1060, 1070, 1080, 1090

**PHRM 1110 Clinical Pharmacy Experience I****3 Credit Hours**

This course is a clinical practicum in a hospital pharmacy setting. Prerequisites: Completion of PHRM 1010, 1030, 1040, 1050, 1060, 1070, 1080, 1090, 1110 with a grade of 'C' or better

**PHRM 1120 Clinical Pharmacy Experience II****3 Credit Hours**

This course is a clinical practicum in retail pharmacy setting. Prerequisites: Completion of PHRM 1010-1100 with a 'C' or better

**PHYSICS****PHYS 1010 Introduction to Physics****4 Credit Hours**

An introductory study of physics involving a minimum of mathematics for non-science majors. Topics include motion, properties of matter, heat, sound, electromagnetism, light and modern physics. Prerequisites: DSPW 0800, DSPR 0800, DSPM 0850

**PHYS 1030 Introduction to Astronomy****3 Credit Hours**

A survey course for non-science majors and/or for personal enrichment that provides a systematic understanding of the universe. Topics include basic principles and methods of astronomy, formation and features of the solar system, properties and evolution of stars, galaxies, cosmology and life in the universe. Pre-requisites: DSPW 0800, DSPR 0800, DSPM 0850

**PHYS 1031 Introduction to Astronomy Lab****1 Credit Hour**

Laboratory experiments and exercises to accompany PHYS 1030--Introduction to Astronomy. Topics are designed to enhance the understanding of the lectures and the textbook. Prerequisite or Co requisite: ASTR 1030

**PHYS 1210 Physics for Health Sciences****4 Credit Hours**

This course introduces physics applications in allied health technology. Topics include measurement techniques, force and motion, energy, heat, fluids, sound, electricity and magnetism, optics, atomic physics, and radioactivity. Prerequisites: DSPW 0800, DSPR 0800, and DSPM 0850 or permission of instructor

**PHYS 1310 Technical Physics I****3 Credit Hours**

This course is designed for students pursuing an AAS degree in an engineering technology program requiring physics. The course includes a study of measurement, forces, motion, energy and power, heat, gas laws, hydraulics, and simple D.C. Circuits. Lab experiences are included. Prerequisite: DSPM 0850, DSPW 0800, DSPR 0800

**PHYS 1320 Technical Physics II****3 Credit Hours**

This course is designed for students pursuing an AAS degree in an engineering technology program requiring physics. This course is a continuation of PHYS 1310 Technical Physics I and includes a study of the physics of electricity, magnetism, light, and modern physics. Laboratory experiments are included as an integral part of the course. Prerequisite: PHYS 1310

**PHYS 2010 General Physics I****4 Credit Hours**

This is the first of a two-semester lab course for science majors, pre-professional students and pre-engineering students. Topics include vectors with application to statics, kinematics and dynamics, Newton's laws and their applications to motion and equilibrium, concepts and applications of energy and momentum conservation principles, harmonic motion, and thermodynamics. Prerequisite: MATH 1710 or MATH 1720 or MATH 1740, or MATH 1830 or permission of instructor

**PHYS 2020 General Physics II****4 Credit Hours**

This course is a continuation of General Physics I. Topics include principles/applications of electricity and magnetism, geometrical and physical optics, radioactivity and modern physics. Prerequisite: PHYS 2010 General Physics I or permission of instructor

**PHYS 2110 Physics for Science and Engineering I****4 Credit Hours**

First of a two-semester lab course for science majors and pre-engineering students. Topics include vectors, kinematics, dynamics of motion, work and energy, collision, oscillations, gravitation, and the kinetic theory of gases. Prerequisite: MATH 2110 Analytic Geometry and Calculus or permission of instructor

**PHYS 2120 Physics for Science and Engineering II****4 Credit Hours**

Continuation of Physics for Science and Engineering I. Topics include thermodynamics, electrostatics, simple circuits, electromagnetic waves, Maxwell equations, geometrical and physical optics, and light and quantum physics. Prerequisite: PHYS 2110 Physics for Science and Engineering I or permission of instructor

**PHYS 2250 Atomic and Nuclear Physics****4 Credit Hours**

This course is a study of the major topics of modern physics, with lab experiments. Prerequisites: PHYS 2020 and MATH 1910

**POLITICAL SCIENCE****POLI 1040 Internship****3 Credit Hours**

This internship offers the opportunity to gain hands-on experience or to upgrade skills for students either aspiring to careers or seeking professional advancement in public administration, public affairs, law or other interdisciplinary fields. Approximately 45 work experience hours per semester equals 1 hour of credit. Students may enroll for a second time. Prerequisites: DSPW 0800, DSPR 0800 or equivalent

**POLI 2010 American National Government****3 Credit Hours**

The course presents the development, structure and process of the American system of government. Prerequisites: DSPW 0800, DSPR 0800 or equivalent

**POLI 2030 International Relations****3 Credit Hours**

Students survey the concepts, processes, and relationships involved in the interactions of nations. Prerequisites: DSPW 0800, DSPR 0800, or equivalent

**POLI 2040 Diversity of Socio-Politics****3 Credit Hours**

This course is designed to identify and investigate contemporary social, legal, economic and political elements that are relevant to quality of life and are considered to be educationally controversial in nature. This course will serve as an introduction and orientation to policy study, critical thinking, and problem solving techniques for students. Prerequisites: DSPW 0800, DSPR 0800 or equivalent

**POLI 2060 Black Politics****3 Credit Hours**

This course examines the past, present and future roles of African Americans in the American political system. The key focus will encompass the economic, social and political position of blacks as related to the larger population, which includes the study of hyperpluralism. Prerequisites: DSPW 0800, DSPR 0800, or equivalent

**PHYSICAL SCIENCE****PSCI 1010 Physical Science I****4 Credit Hours**

This course is the first of a two-semester lab course for non-science majors. Topics include measurement, motion, force, energy, heat, sound, optics, electricity and magnetism, atomic physics and nuclear physics. Prerequisite: DSPW 0800, DSPR 0800

**PSCI 1020 Physical Science II****4 Credit Hours**

This course is a continuation of Physical Science I. Topics include chemical bonding, chemical reactions, astronomy, environmental science, geology and meteorology. PSCI 1010 is not a prerequisite for PSCI 1020. Prerequisites: DSPW 0800, DSPM 0850

## PSYCHOLOGY

### PSYC 1010 General Psychology I

#### 3 Credit Hours

The course introduces students to social aspects of psychology as a behavioral science. Studies include personality, abnormal behavior, psychotherapy, intelligence, social, developmental, psychology, and applied psychology. Prerequisites: DSPW 0800, DSPR 0800 or equivalent

### PSYC 1020 General Psychology II

#### 3 Credit Hours

This course introduces students to the biological aspects of psychology as a behavioral science. Studies include learning, sensation and perception, physiological and comparative psychology, and psychopharmacology. Prerequisites: DSPW 0800, DSPR 0800 or equivalent

### PSYC 1040 Human Growth and Development

#### 3 Credit Hours

Principles and processes of human growth and development from conception to death are explored. Students examine physical, mental, and social development from a life-span perspective. Prerequisite: DSPW 0800, DSPR 0800 or equivalent

### PSYC 2010 Child Development and Services

#### 3 Credit Hours

Students study the psychological and physiological growth and development of children beginning with conception and continuing to adolescence. Special attention is given to social and health services that enhance this developmental process. Prerequisites: DSPW 0800, DSPR 0800 or equivalent

### PSYC 2020 Abnormal Psychology

#### 3 Credit Hours

Basic concepts of psychopathology with emphasis on the development of behavior deviations, descriptions of various neurotic and psychotic reactions, and an introduction to methods of psychotherapy will be studied. Prerequisite: DSPW 0800, DSPR 0800 or equivalent

### PSYC 2030 Human Relations at Work

#### 3 Credit Hours

Development of principles and techniques affecting human behavior and motives in situations where people work together is the primary focus in this course. Emphasis is placed on business, industrial, hospital and other institutional settings. The course includes leadership development, organizational hierarchy, communication, group processes, team spirit, and mutual helpfulness. Prerequisites: DSPW 0800, DSPR 0800 or equivalent

## PHYSICAL THERAPIST ASSISTANT

### PTA 2410 PTA Clinical Procedures I

#### 3 Credit Hours

This course explores the basic theory and application of clinical procedures and physical agents used in the practice of physical therapy. Thermal agents are the primary topic, but the course also includes instruction in positioning and draping, massage, cold LASER, intermittent pneumatic compression, and elastic (ACE) wraps. Prerequisite: Acceptance into the PTA program

### PTA 2420 PTA Clinical Arts I

#### 1 Credit Hour

This course includes patient care skills fundamental to the practice of physical therapy including patient positioning and turning, transfer training, wheelchair management, gait training, aseptic techniques, assessment of vital signs, and introduction to special equipment. Prerequisite: Acceptance into the PTA program

### PTA 2430 PTA Seminar I

#### 2 Credit Hours

This course explores the profession of physical therapy, including its history, the responsibilities of the physical therapist assistant in the healthcare system, documentation and charting, medical records review, assuming responsibility for learning, evaluating learning experiences, appropriate clinical behaviors, improving interpersonal communication skills in clinical practice, and applying behavior management principles to clinical situations. Prerequisites: PTA 2410, PTA 2420, and PTA 2450

### PTA 2440 PTA Clinical Education I

#### 1 Credit Hour

This course is supervised clinical experience in area physical therapy clinics. Students practice skills and apply knowledge learned in the classroom to patient care activities. Prerequisite: PTA 2410, PTA 2420, PTA 2450

### PTA 2450 Kinesiology for the PTA

#### 3 Credit Hours

This course reviews kinematics, kinetics, muscle and nerve physiology, and surface anatomy. An emphasis is placed on actions, origins, insertions, and innervations of skeletal muscle. Prerequisite: Acceptance into the PTA program

### PTA 2510 PTA Clinical Procedures II

#### 2 Credit Hours

This course includes basic theory and application of clinical electrotherapy used in the practice of physical therapy. Prerequisite: Successful completion of Summer Term PTA courses

### PTA 2520 PTA Clinical Arts II

#### 4 Credit Hours

This course presents an overview of basic orthopedic and medical conditions that may require therapeutic exercise. Prerequisite: Successful completion of Summer Term PTA courses

### PTA 2530 PTA Seminar II

#### 2 Credit Hours

Basic teaching/learning principles are applied to patient education activities and include discussion of student's role in clinical education, e.g., assuming responsibility for learning, evaluating learning experiences, and appropriate clinical behavior. Prerequisite: Successful completion of Summer Term PTA course

### PTA 2540 PTA Clinical Education II

#### 3 Credit Hours

This course is a continuation of PTA Clinical Education I. Prerequisites: PTA 2510, PTA 2520, PTA 2430, PTA 2440, PTA 2550, PTA 2560

### PTA 2550 Pathophysiology for the PTA

#### 2 Credit Hours

Introduces diseases and disorders commonly encountered in patients referred to physical therapy. Etiology, signs and symptoms, general treatment considerations, and prognosis of each disease/disorder are discussed. Prerequisite: successful completion of Summer Term PTA courses

**PTA 2560 Assessment Techniques for PTA****3 Credit Hours**

This course includes common assessment techniques used by the PTA in clinical practice and includes assessment of patient orientation, sensation, edema, joint motion (goniometry), muscle strength (manual muscle testing), posture and gait. Prerequisite: Successful completion of Summer term courses

**PTA 2610 PTA Clinical Procedures III****3 Credit Hours**

This course includes physical therapy management of patients with cardiac, pulmonary, vascular and lymphatic disorders and instruction in wound management, prosthetics and orthotics. Clinical problem solving skills are assessed via a pre-test, discussion and a post test. Prerequisite: Successful completion of Fall Semester PTA courses (2 Lab Hours/week for first 5 weeks of semester)

**PTA 2620 PTA Clinical Arts III****4 Credit Hours**

This course covers normal development from conception to birth, normal reflex development and developmental milestones after birth. General concepts of aging included as basis for understanding problems encountered by patients with neuromotor and neuromuscular disorders. Physical therapy management of patients with cerebrovascular accidents, head trauma, cerebral palsy, and spinal cord injuries included. Primary neurophysiological approaches (NDT, PNF, Brunnstrom, and Rood) are covered, as well as a variety of other treatment techniques and NDT therapeutic exercises. Prerequisite: Successful completion of Fall Semester PTA courses (5 Lab Hours/week for first 5 weeks of semester)

**PTA 2640 PTA Clinical Education III****2 Credit Hours**

This course is a continuation of PTA Clinical Education II Prerequisites: PTA 2610, PTA 2620, PTA 2530, PTA 2540

**RADIOLOGIC TECHNOLOGY****RADT 1010 Introduction to Radiologic Technology****3 Credit Hours**

This course is an introduction to the basic aspects and principles of radiologic technology and the health care system including radiation protection, patient care and safety, agency structure and function, and radiology ethics. Open to all students.

**RADT 1020 Fundamentals of Radiologic Technology I****3 Credit Hours**

This course provides basic material necessary to an understanding of the necessity of radiation protection, of the basic photographic supplies, equipment and principles of radiographic production, of the prime factors used in radiographic production, and of the various types of equipment used in the field of radiography. Prerequisite: RADT 1010. Co requisite: RADT 1710

**RADT 1030 Fundamentals of Radiologic Technology II****3 Credit Hours**

This course provides instruction in accessory equipment used to obtain the optimum image. Emphasis is on practical aspects of equipment capabilities, film/screen combinations, grids, beam restricting devices, and patient condition. Prerequisite: RADT 1020. Co requisite: RADT 1320, RADT 1520, RADT 1220, RADT 1920

**RADT 1210 Radiologic Physics I****3 Credit Hours**

This course presents a study of radiation physics and radioisotopes including the theoretical basis for understanding the nature, production and interaction of radiation with matter, atomic and electrical physics as it pertains to radiation production and control. Prerequisites: RADT 1020 and RADT 1710. Co requisites: RADT 1510, RADT 1310, and RADT 1910

**RADT 1220 Radiologic Physics II****3 Credit Hours**

This course presents a study of the physics of radiation production control and characteristics of basic imaging modalities including computer imaging and computer assisted image resolution and provides background for the understanding of radioactivity and its application in nuclear medicine and radiation therapy. Prerequisite: RADT 1210. Co requisites: RADT 1320, RADT 1520, and RADT 1920, RADT 1030

**RADT 1230 Essentials of Radiobiology****2 Credit Hours**

This course is a survey of natural and artificial radiation sources and their effects on cell tissue and organisms including basic criteria and methods of survey, patient and occupational dose analysis and control effects on environmental quality. It covers familiarity with control agencies and appropriate regulations, legal aspects of control, accidents and radiation incidents, and facility/area design. Prerequisite: RADT 1220. Co requisites: RADT 1530, RADT 2020, and RADT 2920

**RADT 1310 Radiographic Anatomy and Physiology I****2 Credit Hours**

This course presents a study of gross structure of the human body with radiographic anatomy including radiographs and demonstrations. Prerequisites: RADT 1710, RADT 1020. Co requisites: RADT 1510, RADT 1210, and RADT 1910

**RADT 1320 Radiographic Anatomy and Physiology, II****2 Credit Hours**

This course is a continuation of RADT 1310 covering the cardiovascular system, the gastrointestinal system, nervous system, and genitourinary system. Prerequisite: RADT 1310. Co requisites: RADT 1520, RADT 1220, RADT 1920

**RADT 1510 Radiographic Procedures I****3 Credit Hours**

This course provides an investigation of the procedures used in patient positioning and radiation safety instruction for radiographic demonstration of anatomical parts of the chest, abdominal upper extremity, pelvic girdle, lower extremity, and shoulder girdle; and includes topographical anatomy, patient and part positioning, equipment selection and use, and patient film orientation of radiographic anatomy. Prerequisites: RADT 1710 and RADT 1020. Co requisites: RADT 1310, RADT 1210, RADT 1910

**RADT 1520 Radiographic Procedures II****3 Credit Hours**

This course presents an investigation of procedures used in patient positioning and radiation safety instruction for radiographic demonstration of anatomic parts of the axial skeleton, bony thorax, gastrointestinal system and urinary system. Prerequisite: RADT 1510

**RADT 1530 Radiographic Procedures III****3 Credit Hours**

This course presents an investigation of procedures used in patient positioning and radiation safety for imaging procedures including skull radiography, special imaging, CT, MRI, and mammography. Also included is topographic anatomy, patient and part positioning with related structure systems, as well as equipment selection and use. Prerequisite: RADT 1520. Co requisites: RADT 1230, RADT 2020 RADT 2920

**RADT 1710 Clinical Radiologic Lab****2 Credit Hours**

This course gives an overview of radiography and its role in health care delivery. Student responsibilities will be outlined as a part of orientation to the academic and clinical structure of the program. The student will also be introduced to ethics, legal responsibilities, and to the process of patient care. Prerequisite: RADT 1010. Co requisite: RADT 1020

**RADT 1910 Radiologic Clinic I****2 Credit Hours**

This course is a practicum in routine diagnostic radiography in the art of radiographic positioning technique and development of professional responsibility and ethical practice and moral patient care. Prerequisites: RADT 1710 and RADT 1020. Co requisites: RADT 1310, RADT 1510, and RADT 1210

**RADT 1920 Radiologic Clinic II****2 Credit Hours**

This course provides a continuation of practicum in routine diagnostic radiography. Prerequisite: RADT 1910. Co requisites: RADT 1220, RADT 1320, and RADT 1520

**RADT 1930 Radiologic Clinic III****4 Credit Hours**

Concentrated clinical practice in routine diagnostic radiography involving 35 hrs of clinic work per week (Summer I session). Prerequisite: RADT 1920

**RADT 2020 Fundamentals of Radiologic Technology III****3 Credit Hours**

This course introduces computer science as used in radiologic science and presents special radiologic imaging methods including tomography, mammography, fluoroscopy, and interventional radiography using principles of radiologic exposure. Prerequisite: RADT 1030. Co requisites: RADT 1230, RADT 1530, RADT 2920

**RADT 2030 Fundamentals of Radiologic Technology IV****3 Credit Hours**

This course presents a study of digital imaging in radiologic science. Characteristics of digital images, image acquisition, viewing and storage in diagnostic radiology, digital fluoroscopy, computed tomography and quality assurance are covered. Prerequisite: RADT 2020. Co requisites: RADT 2110 and RADT 2930

**RADT 2040 Fundamentals of Radiologic Technology V****3 Credit Hours**

This course is a continuation of RADT 2030 with an emphasis on application of theory and practice correlation in patient care and imaging. Prerequisite: RADT 2030

**RADT 2110 Introduction to Pathology****2 Credit Hours**

This course provides a study of inflammatory disorders, disorders of vascular origin, degenerative changes, and pathology of infectious diseases. Attention is given to organic systematic disease, pathologic anatomy, disturbed physiology, correlated with clinical signs and symptoms and radiographic exposure techniques in pathologic conditions. Emphasis is on the principles of radiographic management for diagnosis, with an introduction to the several systems. Prerequisite: RADT 1530. Co requisites: RADT 2030, RADT 2930

**RADT 2910 Radiologic Clinic IV****4 Credit Hours**

This course is a continuation of RADT 1930. As the first course or the second year of study, the student assumes a more responsible role of the radiologic technologist. 35 hours of clinic work per week (Summer II session). Prerequisite: RADT 1930

**RADT 2920 Radiologic Clinic V****3 Credit Hours**

This course is a continuation of RADT 2910, including increased proficiency in routine diagnostic radiologic procedures. New competencies required include the cranium, and new specialized diagnostic procedures. Additional work under indirect supervision in general radiography is required. Prerequisite: RADT 2910, Co requisites: RADT 1530, RADT 1230, and RADT 2020

**RADT 2930 Radiologic Clinic VI****3 Credit Hours**

This course requires an observation of and participation in all aspects of diagnostic radiology, including advanced imaging modalities of MRI, CT, sonography, radiation oncology, nuclear medicine, and angiography. Final competencies in general radiography are required. Prerequisite: RADT 2920, Co requisites: RADT 2110 and RADT 2030

**SOCIOLOGY****SOCI 1010 Introductory to Sociology****3 Credit Hours**

This course introduces students to the field of sociology, its concepts, methods, theories and theorists. The sociological perspective is used in examining social interaction, social structures and social change. Prerequisites: DSPW 0800, DSPR 0800 or equivalent

**SOCI 1020 Social Problems****3 Credit Hours**

A critical reasoning approach is used in examining social problems and issues from the micro-social and global perspectives. Primary emphasis is placed on understanding the 'social construction' of social problems, their magnitude, severity, causes, consequences and possible solutions. Prerequisites: DSPW 0800, DSPR 0800 or equivalent

**SOCI 2010 Family in Global Perspective****3 Credit Hours**

This course focuses on the family as a global social institution and its responses to modernization, industrialization, and urbanization. Perspectives are presented from a sociological, anthropological and ecological frame of reference. Prerequisites: DSPW 0800, DSPR 0800 or equivalent

**SOCI 2020 Marriage and the Family****3 Credit Hours**

The study of the family as a social institution primarily emphasizes relationships among the family, society and individual members, and cultural variations based on class differences, ethnicity, and religion. The course also explores the family's adaptation to changing societal forces and problems confronting contemporary family life. Prerequisites: DSPW 0800, DSPR 0800 or equivalent

**SOCI 2030 Race, Class and Gender****3 Credit Hours**

Using a socio-historical perspective and a critical reasoning approach, the consequences associated with race, class and gender inequalities in American social institutions are examined. Attention will be given to the impact of more recent demographic shifts in the cultural characteristics of society and to the global nature, of race, class and gender issues. Prerequisites: DSPW 0800, DSPR 0800 or equivalent

**SOCI 2040 Sociology of the Black Family****3 Credit Hours**

This course is an analysis of the sociological complexities of education, religion, government, law enforcement, housing, and industry in the black family. Prerequisites: DSPW 0800, DSPR 0800 or equivalent

**SPANISH****SPAN 1000 Spanish Special Purpose****3 Credit Hours**

This course is an elementary conversational Spanish course designed for people who need to communicate with Spanish speakers. Each individual section of the course is customized to meet the needs of a particular audience (health-care workers, criminal justice personnel, landscapers, bankers). This course does not transfer.

**SPAN 1010 Elementary Spanish I****3 Credit Hours**

This course introduces the student to basic Spanish-language skills in reading, writing, listening, and speaking. Parts of speech and conjugation of present and past tenses are included. Students also study the culture of both Spain and Hispanic American countries. Prerequisite: DSPW 0800 and DSPR 0800 or equivalent

**SPAN 1020 Elementary Spanish II****3 Credit Hours**

Reading, writing, listening, and speaking skills in Spanish are further developed in this course. The cultures of Spain and Hispanic American countries are strongly stressed. Prerequisite: SPAN 1010 or equivalent

**SPAN 2010 Intermediate Spanish I****3 Credit Hours**

This course continues to develop Spanish-language competency levels in reading, writing, listening, and speaking. Through reading and lectures students develop a greater knowledge of the history and cultures of Spain and Hispanic American countries. Prerequisites: SPAN 1020 or equivalent

**SPAN 2020 Intermediate Spanish II****3 Credit Hours**

This course continues to develop Spanish-language competency. It engages students in using languages as a whole, regardless of the particular skill involved, so that students read, write, speak, and hear Spanish more often than they work on specific vocabulary or grammatical items. Emphasis is also given to cultural studies of Spain and Hispanic American countries. Prerequisite: SPAN 2010 or equivalent

**SPEECH****SPCH 1110 Public Speaking****3 Credit Hours**

This course is the study of ethical and effective public speaking with practice on constructing and delivering various types of speeches. Major focus will be placed on informative and persuasive speaking. This course fulfills the oral communication requirements for the General Education Core. Prerequisites: DSPW 0800 and DSPR 0800

**SPCH 1620 Voice and Articulation****3 Credit Hours**

Voice and Articulation is a 3-hr course designed to assist students in the development of effective speaking skills. The focus of the course will be on the improvement of pronunciation, voice, and articulation. Emphasis will be placed on the study of the International Phonetic Alphabet and oral presentations. Prerequisites: DSPW 0800 and DSPR 0800

**SPCH 2010 Oral Communication****3 Credit Hours**

This course provides an introduction to the principles of oral communication with units on public speaking, group communication, and mass media. Particular emphasis will be placed on the development of effective public speaking skills. Prerequisites: DSPW 0800 and DSPR 0800

**SPCH 2610 Basic Oral Interpretation****3 Credit Hours**

This course is an introduction to the oral performance of literature. The focus of the course is on the development of oral communication skills through the dramatic performance of prose and poetry. Prerequisites: DSPW 0800 and DSPR 0800

**SPCH 2620 Intermediate Oral Interpretation****3 Credit Hours**

Continuation of Basic Oral Interpretation with emphasis on the sense of rhythm, style and technique necessary for speaking poetry, prose, and dramatic literature. Prerequisite: SPCH 2610

**SPECIAL EDUCATION****SPED 1100 Support Plan Development****3 Credit Hours**

Students will learn how to develop and implement the Individual Support Plan (ISP) using transdisciplinary teaming techniques. Emphasis will also be placed on developing plans that have measurable outcomes and best meet the work, recreation and leisure, and functional life skills needs of individuals with disabilities.

**SPED 1200 Issues Of Adult Diversity****3 Credit Hours**

This is an introduction to the history of treatment and services offered to persons with disabilities. Also included is an overview of current and best practices involved in providing medical, physical, behavioral, communication and social-emotional supports to this population.

**SPED 1300 Quality of Life Issues****3 Credit Hours**

In this course, students will learn the knowledge and skills necessary to facilitate quality of life improvements through meaningful community participation and supported employment for adults with developmental disabilities.

**SPED 1400 Frontline Supervision Management Strategy**  
**3 Credit Hours**

In this course, students will learn the philosophy and practical applications of client centered, community-based services associated with supported living arrangements for persons with disabilities. Interpersonal and home management skills will be stressed.

**SPED 1540 Frontline Supervision Internship**  
**4 Credit Hours**

This course is designed to be the direct professional experience in the Technical Certificate, Home Manager Program. Students will complete 135 actual hours under the supervision of a mentor already working as a Home Manager. The intern will participate in the daily routine of a supported living arrangement and will identify, investigate, propose and implement a remedy for a real management problem in a community living home. The internship will include outside observations and ten hours of classroom instruction.

## **SOCIAL SCIENCES**

**SSCI 2990 Special Topics in Social Sciences**  
**3 Credit Hours**

This course takes an interdisciplinary approach to the study of particular problems and issues within the social and behavioral sciences area.

## **SOCIAL WORK**

**SWRK 1010 Introduction to Social Work**  
**3 Credit Hours**

This course provides students with an overview of the social work profession, including its historical and philosophical developments; ethical and theoretical bases; fields of practice; settings and methods; its relationship to the social welfare system(s); and as a foundation for generalist practice. Students will volunteer 30 hours in a social agency setting.

**SWRK 1020 Overview Psychological and Social Conditions**  
**3 Credit Hours**

This course provides an overview of conditions that may confront persons who supervise services to individuals with special psychological and social needs. Various methods for providing services to the identified clientele are discussed. Emphasis will be placed on issues that impede optimal development during the life span. Prerequisites: DSPW 0800, DSPR 0800 or equivalent

## **THEATER**

**THEA 1030 Theater Appreciation**  
**3 Credit Hours**

This course is designed to develop an understanding and critical appreciation of live theater. Through reading and analyzing important plays, viewing filmed dramas, and attending and evaluating theatrical productions, students will be introduced to performance and technical components of theater and develop an understanding of theater's designation as a 'collaborative art.' Prerequisites: DSPW 0800 and DSPR 0800

**THEA 1510 Basic Acting**  
**3 Credit Hours**

This course contains instruction in basic body and voice control techniques and exploration of actor's resources and class exercises to develop relaxation, concentration, imagination, and improvisation skills. Prerequisites: DSPW 0800 and DSPR 0800

**THEA 1520 Intermediate Acting**  
**3 Credit Hours**

This course is a continuation of basic body and voice control techniques with introduction to role analysis, characterization development and scene interpretation. Prerequisite: THEA 1510 or permission of instructor

**THEA 1910 Production Laboratory**  
**1 Credit Hour**

This course is an introduction to the technical demands of the theater through day-to-day operations. Student may select work hours to fit their schedule and may select an area of particular interest if possible.

## **TELECOMMUNICATION ENGINEERING TECHNOLOGY**

**TLET 1010 Electronic Circuits I**  
**3 Credit Hours**

This course explores the function and utilization of today's electronic circuits. These are designed and tested using diodes, transistors, and integrated circuits for applications in op-amps, photosensitive devices, integrators, differentiators, etc. Both digital and analog situations are examined along with applications for all electronic areas. Devices selected for investigation are used in later courses where they are presented in greater depth. Prerequisite: ENTC 1114 and ENTC 1124, or permission of program coordinator

**TLET 1901-1908 Technical Co-Op I-VIII**  
**4 Credit Hours**

Students work part time at their sponsoring companies training in areas related to their majors. Supervisors at the companies plan the work schedules to coincide with class schedules when possible. Prerequisite: Permission of the dean and department chair; may take as many as eight courses.

**TLET 1931-1933 Co-Op Education I-III**  
**3 Credit Hours**

From this experience the student participates in the employer/employee relationship. By being an integral part of the work atmosphere, the student encounters the true meaning of work, the physical and security needs it provides, plus the impact it has on today's society.

**TLET 1941-1943 Co-Op Education I-A - IIIA**  
**4 Credit Hours**

From this experience the student participates in the employer/employee relationship. By being an integral part of the work atmosphere, the student encounters the true meaning of work, the physical and security needs it provides, plus the impact it has on today's society.

**TLET 2020 Electronic Circuits II and Lab**  
**4 Credit Hours**

This course involves the theory and mathematics of the circuits presented in Electronic Circuits I. The realities of using 20 percent components and even wider variations in discrete active elements are presented as problems to be solved by the student, using the proper combination of mathematics, test equipment, and cut and try. Solutions of assigned problems by the use of the computer are required. Prerequisite: TLET 1010



**TLET 2144 Telecommunications and UHF and Lab****4 Credit Hours**

This course is a continuation in electronic communications but emphasizes data communications, telephony, and microwave transmission. Current techniques used for high efficiency transmission of analog and digital signals are studied. Also covered are digital data techniques, transmission paths, radio link systems, earth station criteria, facsimile communications, and fiber optic transmission links. A field trip to a local communications facility is made. A fiber optics transmitter/receiver is constructed and tested by the student in the laboratory. Problems requiring a computer solution are assigned as part of laboratory projects. Prerequisite: TLET 2214

**TLET 2214 Electromagnetic Radiation and Reception and Lab****4 Credit Hours**

This course covers communication systems using electromagnetic radiation in broadcast and point-to-point terminals. The ability of the system to transfer information from one point to another is studied in the presence of noise, which adversely affects the transmission and reception of radio frequency signals. Amplitude modulation (AM), single sideband (SSB), and frequency modulation (FM) are studied and comparisons are made as to the advantages and disadvantages of each system. The student writes computer programs that relate to topics covered in both the classroom and in the laboratory. The student also constructs and tests a complete AM transmitter and receiver system, using integrated circuits. Television systems are discussed and analyzed. Prerequisites: ELET 1120, TLET 1010

**TLET 2233 Electrical/Electronic CAD Drawing and Lab****3 Credit Hours**

This course introduces the student to the use of the computer for making electronic drawings. The primary goal of this course is to familiarize the student with the menus and commands of a computer-aided-drafting system. Skills will be developed to enable the student to manipulate lines, symbols, and text on the computer screen to produce an acceptable drawing before it is plotted. Block, logic, schematic, and printed circuit drawings will be covered in this course. Prerequisite: ENTC 1114 or permission of program coordinator

**TLET 2244 Telecommunication Design and Lab****4 Credit Hours**

This course provides for the application of theory covered in previous courses. The student is assigned projects having certain prescribed standards of operation. His or her responsibility is to use all knowledge gained to design, build, and test the circuitry to verify that it has met the prescribed standards. Topics typically covered in the course include active filters and frequency shaping networks, time domain multiplexing and frequency division multiplexing, D-A/A-D conversion, Norton amplifiers and transconductance amplifiers. This course also includes a minimum of three written reports with one formal engineering report. Prerequisites: CPET 1124, TLET 2020

**TLET 2344 Telecommunications and Lab****4 Credit Hours**

This course is an overview of the telecommunication area and emphasizes data communications, telephony, and microwave transmission. Current techniques used for high efficiency transmission of analog and transmission paths, radio link systems, earth station criteria, and facsimile communications facility are studied. A fiber optics transmitter/receiver is constructed and tested by the student in the laboratory. Prerequisites: TLET 1010

**TLET 2444 Special Topics****4 Credit Hours**

This course permits coverage of material not contained in other courses. Primary emphasis is placed on the application of current devices and trends in the electronic communication field. Prerequisite: TLET 1010

**TELEVISION PRODUCTION****TVPR-1710 TV Production I****3 Credit Hours**

This course provides hands-on instruction in basic television production. Exposure to color and black/white television production equipment with emphasis on production principles, terminology, and vocations are included.

**TVPR-1720 TV Production II****3 Credit Hours**

This is a study of 'on-the-air' production theory and practice with additional voice training and control. Emphasis is placed on production differences among mass media, film, and live theater. Prerequisite: TVPR 1710

# ACCREDITATION

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Southwest is accredited to award associate degrees by the:

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  - The American Dietetic Association
  - 1200 S. Riverside Plaza, Suite 2000
  - Chicago, IL 60606-6999
  - (800) 877-1600, ext. 5400
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  - Commission on Accreditation of Allied Health Education Programs
  - 1248 Harwood Rd.
  - Bedford, TX 76021
- **Emergency Medical Technology**
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  - Cordell Hull Building
  - 426 5th Avenue, N.
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  - The National Accrediting Agency for Clinical Laboratory Sciences
  - 5600 N. River Road, Suite 720
  - Rosemont, IL 60018
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- **Medical Laboratory Technician**
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  - 5600 N. River Road, Suite 720
  - Rosemont, IL 60018
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- **Nursing**

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Commission, Inc.  
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Atlanta, GA 30326  
Telephone number (404) 975-5000  
Fax number (404) 975-5020  
Web site: [www.nlnac.org](http://www.nlnac.org)

Tennessee Board of Nursing  
Department of Health  
227 French Landing, Suite 300  
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Nashville, TN 37243  
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Fax number (615) 770-7441  
Web site: <http://health.state.tn.us/>

- **Paralegal Studies**

American Bar Association  
Standing Committee on Paralegals  
321 North Clark Street  
Chicago, IL 60610  
(312) 988-5000

- **Physical Therapy Assistant Program**

The Commission on Accreditation in  
Physical Therapy Education  
1111 North Fairfax Street  
Alexandria, VA 22314  
(703) 706-3245

- **Radiologic Technology**

The Joint Review Committee on Education  
in Radiologic Technology  
20 N. Wacker Drive, Suite 900  
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- **Tutoring Programs**

Certification by College Reading and  
Learning Association

# EMPLOYEES

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7th Congressional District**

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6th Congressional District**

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**The Honorable Fran Marcum,  
Vice-Chair, 4th Congressional District**

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1st Congressional District**

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**The Honorable Richard Rhoda,  
Executive Director, Tennessee Higher Education  
Commission**

**The Honorable J. Stanley Rogers,  
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**The Honorable Gregory Duckett,  
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**The Honorable Tim Webb,  
Acting Commissioner of Education**

**The Honorable Robert P. Thomas,  
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**The Honorable John Farris,  
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**The Honorable Sean Orchenbein,  
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## **Administration**

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B.S., Alabama A&M University, 1964  
M.S., Jacksonville State University, 1972  
Ph.D., University of Alabama, 1975

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Academic Affairs and Information Services**  
B.A., University of Memphis, 1971  
M.A., University of Memphis, 1973  
Ed.D., University of Memphis, 1985

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B.S., University of Tennessee - Martin, 1970

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### A

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Distance Education**  
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M.Ed., Christian Brothers University, 2003

**Shawna Petty-Jones, Assistant Director,  
Financial Aid**  
B.S., LeMoyne Owen College, 1988

**Bryan K. Porter, Coordinator, Veterans Affairs,  
Advising Center**  
B.S., University of Memphis, 2002

## Q

**Toni Quick, Systems Analyst I,  
Enterprise Application Services**  
B.S., Memphis State University

## R

**Mark F. Randall, Manager  
Information Systems**  
A.A.S., Tompkins-Cortland Community College, 1977

**Hattie Ray, Human Resources Advisor,  
Human Resources and Affirmative Action**  
B.B.S., Bethel Bible College and Seminary, 2003

**Brenda J. Rayner, Associate Director,  
Advertising and Media Relations**  
B.S., Jackson State University, 1981

**Vickie S. Reyes, Director,  
Educational Opportunity Center**  
B.S., University of Montevallo, 1982  
M.S., University of Memphis, 2000

**Anthony A. Reynolds, Advisor,  
Baseball Coach**  
B.S., University of Memphis, 1996

**Benjamin Rhodes, Advisor, Assistant Coach,  
Men's Basketball**  
B.S., Athens State College, 1987

**D. Diane Richardson, Counselor,  
Financial Aid**  
B.S., Union University, 1988  
M.A., Webster University, 2004

**William Richardson, Counselor,  
Tennessee Small Business Development Center**  
B.A., LeMoyne Owen College, 1967  
M.B.A., Atlanta University, 1969

**J. Nevin Robbins, Executive Director,  
Planning and Analysis**  
B.S., University of Arkansas, 1968  
M.S., University of Tennessee, 1974  
Ph.D., Florida State University, 1977

**Anthony Roberts, Advisor,  
Advising Center**  
B.S., LeMoyne-Owen College, 1999

**Erin Roberts, Graphic Designer,  
Creative and Printing Services**  
B.F.A., Arkansas State University, 1999

**Jacqueline Robinson, Assistant Purchasing Agent,  
Purchasing and Auxiliary Services**  
A.A.S., State Technical Institute at Memphis, 1999  
B.P.S., University of Memphis, 2009

**Stanley Robinson, Executive Director,  
Fiscal Operations**  
B.S., Rust College, 1976  
M.B.A., Webster University, 2005

**Dorothy Rodgers, Counselor,  
Financial Aid**  
B.A., University of Memphis, 2001  
M.S., University of Arkansas, 2003

**William T. Ross, Director,  
Restricted Funds Accounting**  
B.S., Memphis State University, 1971  
M.Ed., University of Memphis, 1973

## S

**Verties Sails Jr., Athletic Director,  
Head Coach, Men's Basketball**  
B.S., LeMoyné College, 1964  
M.Ed., University of Memphis, 1968

**Verties Sails, III, Coordinator,  
Student Disability Services**  
B.A., Tennessee State University, 2002

**Barbara Sandlin, Coordinator,  
TECTA Grants**  
B.S., Christian Brothers University, 1999  
M.A., University of Memphis, 2006

**Amy D. Shead, Coordinator,  
Continuing Education**  
B.A., University of Memphis, 1994

**Russell Shelton, Executive Director,  
Community and Corporate Relations**  
M.S., Middle Tennessee State University, 1988

**Gary Shockley, Specialist,  
Center of Emphasis**  
A.A.S., Southwest Tennessee Community College, 2003

**Krubah S. Sisuse, Analyst 3,  
Human Resources and Affirmative Action**  
B.A., University of Memphis, 2007

**Yolanda Smith, Director,  
Payroll**  
A.A.S., State Technical Institute at Memphis, 1984

**Derrice M. Snipes, Director,  
Grants**  
B.S., Tuskegee University, 1989

**Linda Stanback, Assistant Director,  
Police Services**

**Stephanie R. Stephens, Director,  
Physical Plant**  
B.S., Christian Brothers University, 1985

**Tolise Stein, Computer Lab Technician,  
TAF**  
A.A.S., State Technical Institute at Memphis, 1996

**Vivian W. Stewart, Associate Director,  
Library Services**  
B.S., Fort Valley State College, 1983  
M.L.S., Atlanta University, 1984

**Joy E. Strong, Advisor,  
Advising Counseling Articulation**  
B.A., University of Memphis, 2006

**Brian Stuckey, Interim Director  
Client Service and Support**  
B.S., Middle Tennessee State University, 2001

**Tina Studaway, Director,  
Financial Aid - Union Avenue Campus**  
B.B.A., University of Memphis, 1996

## T

**Harry Taylor, Executive Director,  
Evening, Weekend, and Off-Campus Programs**  
B.A., LeMoyné-Owen College, 1974

**Robert Taylor, Counselor,  
Tennessee Small Business Development Center**  
B.A., Rhodes College, 1979  
M.B.A., Boston University, 1981

**Melissa Terry, Systems Analyst I,  
Enterprise Application Services**  
B.S., Middle Tennessee State University, 1994

**Timothy F. Tyler, Specialist,  
Environmental Safety**  
B.S., University of Memphis, 1986

## V

**Beverly S. Vance, Director,  
AMATYC**  
B.S., Jacksonville State University, 1979

## W

**Kathy C. Walker, Advisor,  
Advising Counseling Articulation**  
B.A., University of Memphis, 2000  
M.S., University of Memphis, 2007

**C. Woody Wall, Network Manager,  
Technology Operations**  
A.A.S., State Technical Institute at Memphis, 1992

**Mona C. Washington, Director,  
Enrollment Operations**  
B.A., LeMoyné-Owen College, 2001

**Terrice Watson, Director,  
Fiscal Operations**  
B.S., Christian Brothers University, 1995  
M.S., University of Arkansas, 1999

**Barbara Wells, Registrar,  
Admissions and Records**  
B.S., Embry-Riddle University, 1998

**Ron Wells, Director,  
Millington Center**  
B.S., Southern Illinois University, 1997

**Ruby Wilburn, Media Specialist,  
Media Services**  
B.F.A., University of Memphis, 1974

**Brenda Williams, Director,  
Career Services**  
B.S., East Texas State University, 1991  
M.S., University of Memphis, 2000

**Rosezella Wills, Coordinator,  
TECTA - Grants**  
B.A., Union Institute, 1980

**Blanche G. Wilson, Coordinator,  
TECTA - Grants**  
B.A., Memphis State University, 1973  
M.Ed., Austin Peay State University, 1994

**Elizabeth Owens Wilson, Director,  
TECTA - Grants**  
B.A., Mississippi State University, 1994  
M.S., Georgia State University, 1995

**Roberta S. Wilson, Specialist,  
Nursing**  
B.A., Southern Nazarene University, 1989  
B.S., Oklahoma Baptist University, 1992  
M.S., Southern Nazarene University, 1995

**Thalia Wilson, Executive Director,  
Enrollment Operations**  
B.S., Tennessee State University, 1992

**Beverly Winfield-Sakyi, Counselor,  
Advising Center**  
B.A., Memphis State University, 1973  
M.A., University of Memphis, 1978

**Angela K. Ventura-Wooten, Executive Director,  
Special Academic Programs**  
B.S., South Carolina State College, 1988  
M.S., University of Memphis, 1993

**Phoenix P. Worthy, Coordinator,  
Student Activities/Multicultural Affairs**  
B.A., University of Memphis, 1993

## **Administrators Emeriti**

**M. Douglas Call, President Emeritus**  
Ed.D., West Virginia University, 1973

**Thurman H. Jackson, Dean Emeritus**  
M.S., University of Memphis, 1966

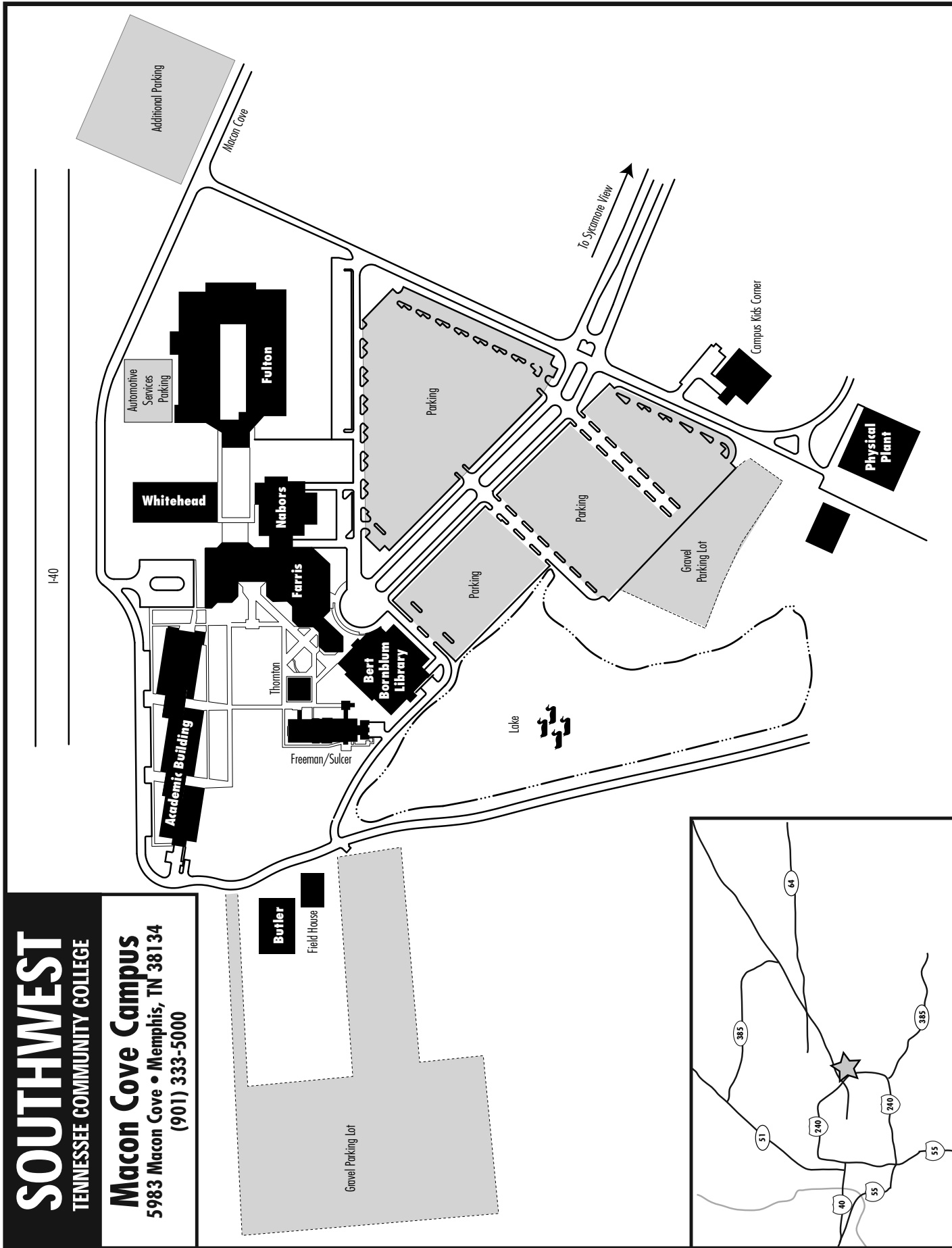
**Charles M. Temple, President Emeritus**  
Ed.D., University of Tennessee, 1970

# SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

## Macon Cove Campus

5983 Macon Cove • Memphis, TN 38134  
(901) 333-5000

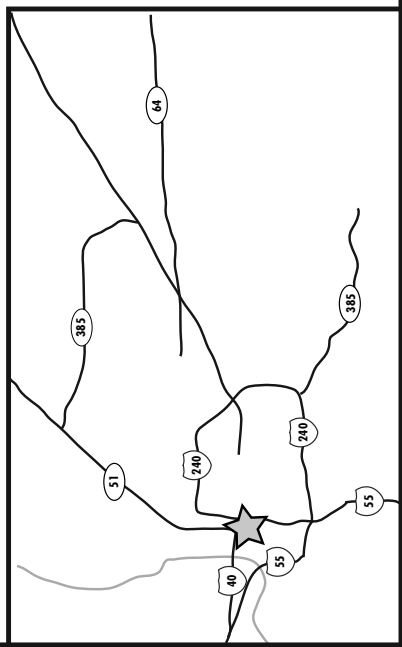
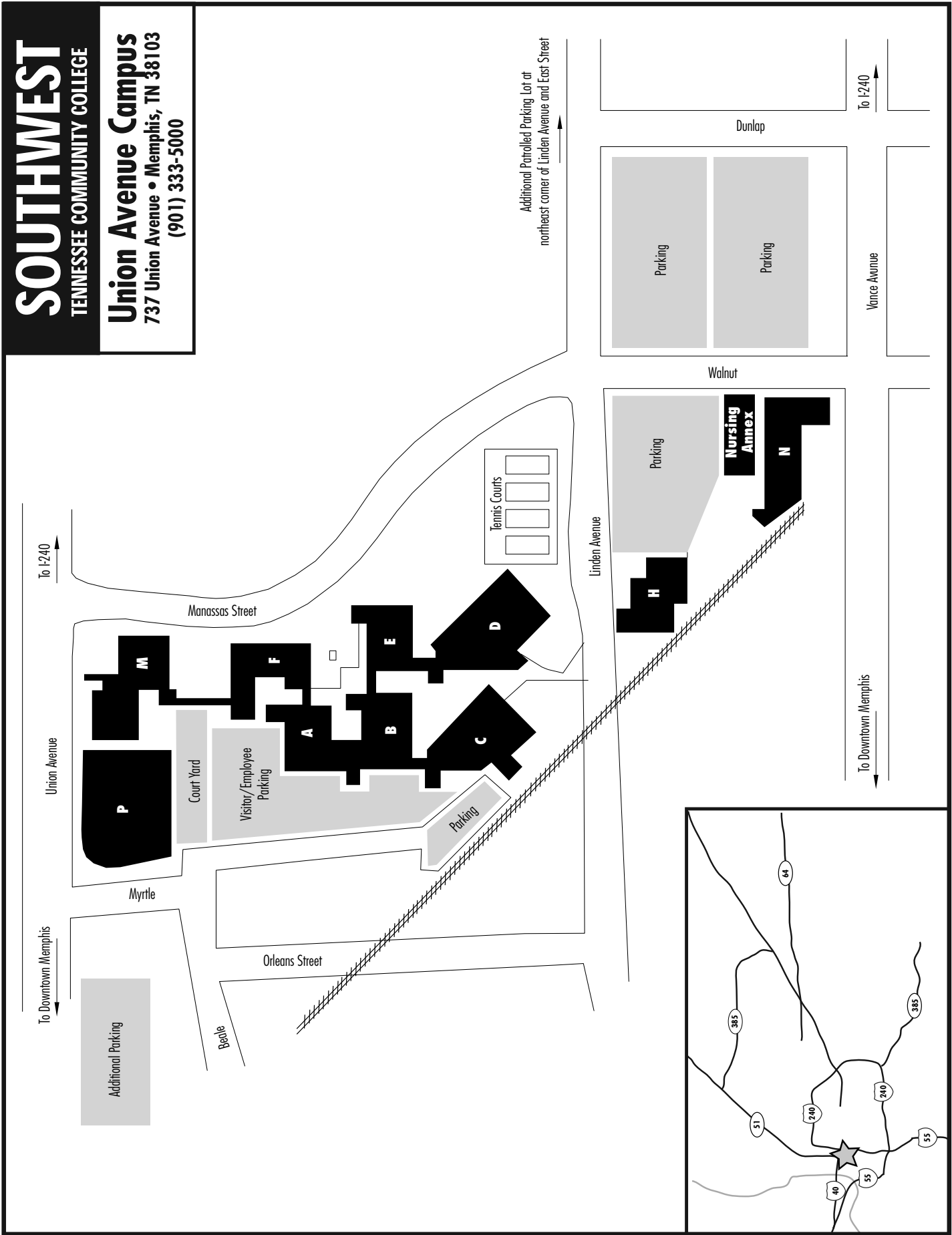




# SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

**Union Avenue Campus**  
 737 Union Avenue • Memphis, TN 38103  
 (901) 333-5000

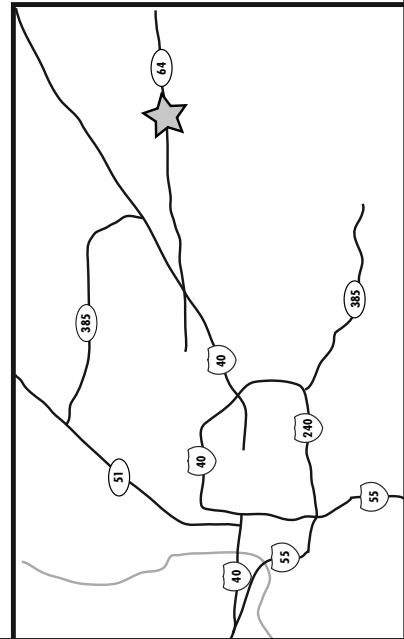
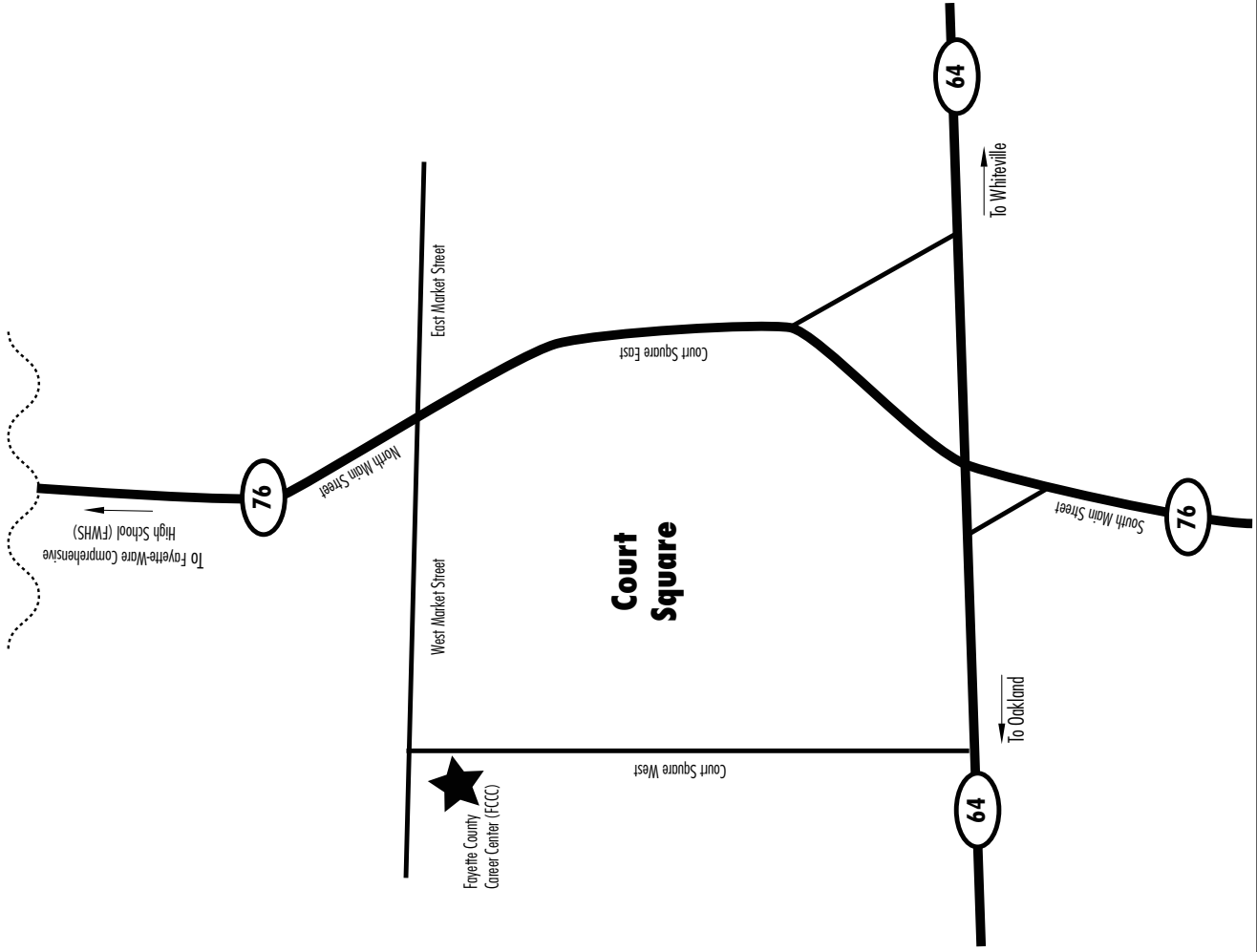
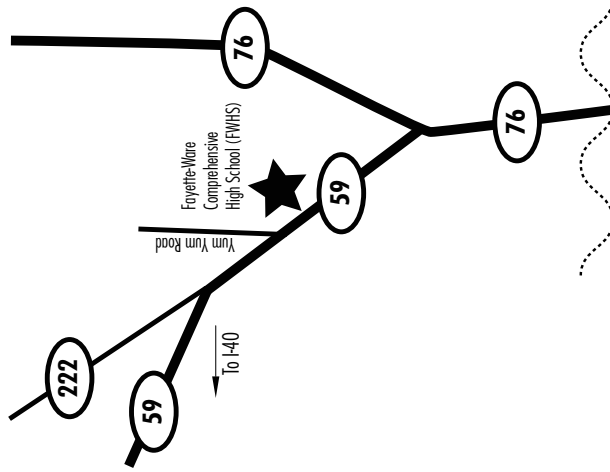


# SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

## Fayette County Site

121 West Court Square • Somerville, TN 38068  
(901) 333-5000

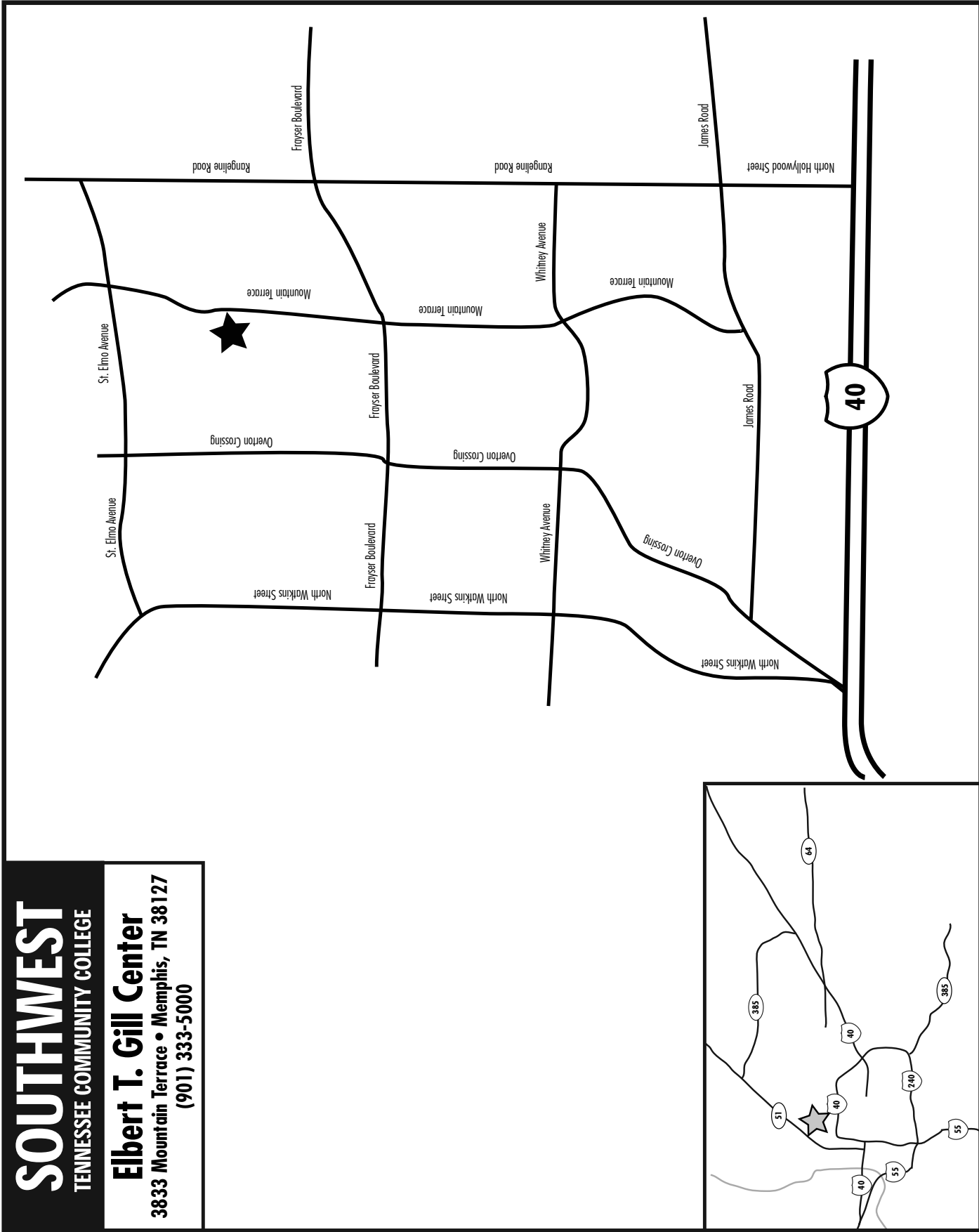


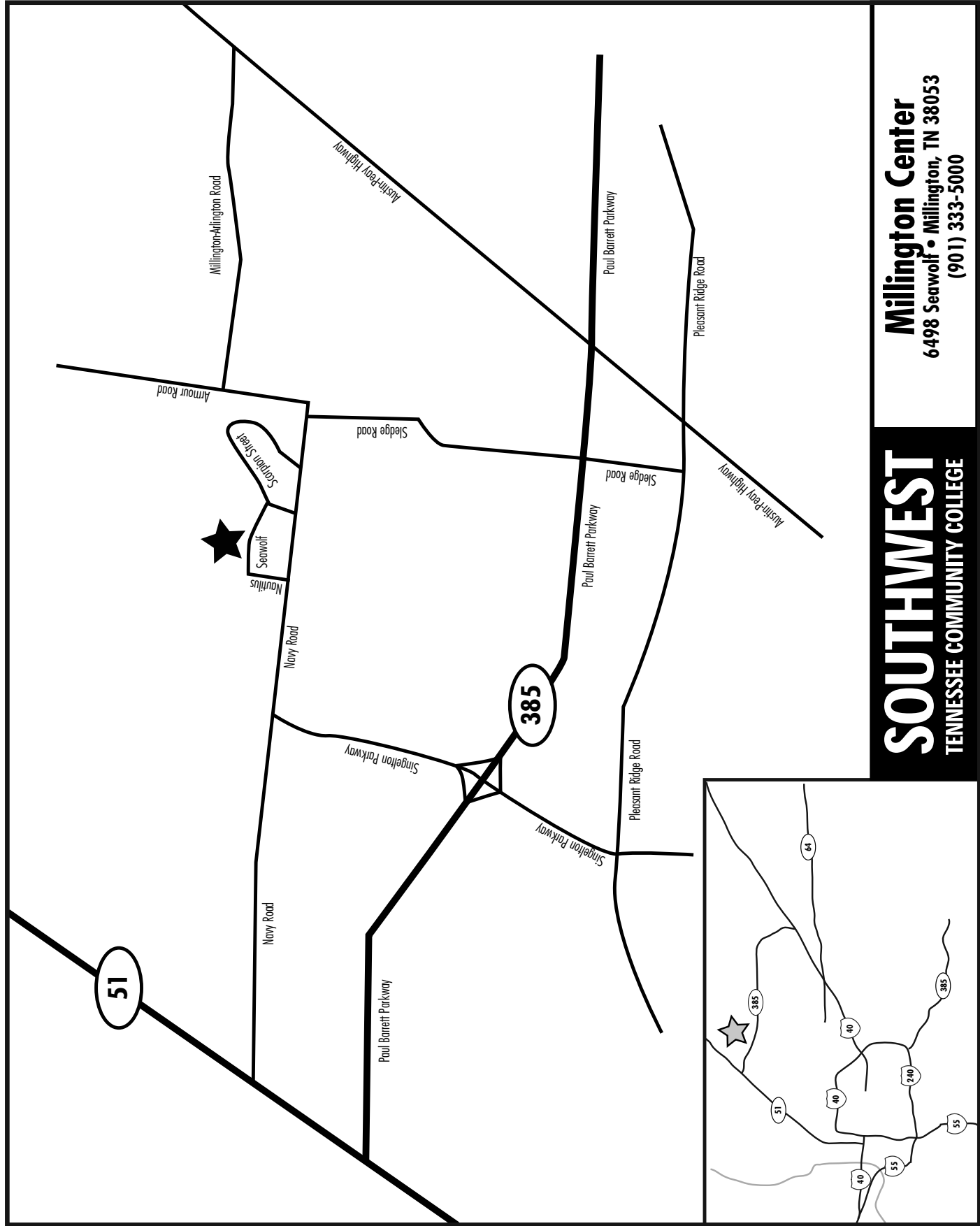
# SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

## Elbert T. Gill Center

3833 Mountain Terrace • Memphis, TN 38127  
(901) 333-5000





**Millington Center**  
 6498 Seawolf • Millington, TN 38053  
 (901) 333-5000

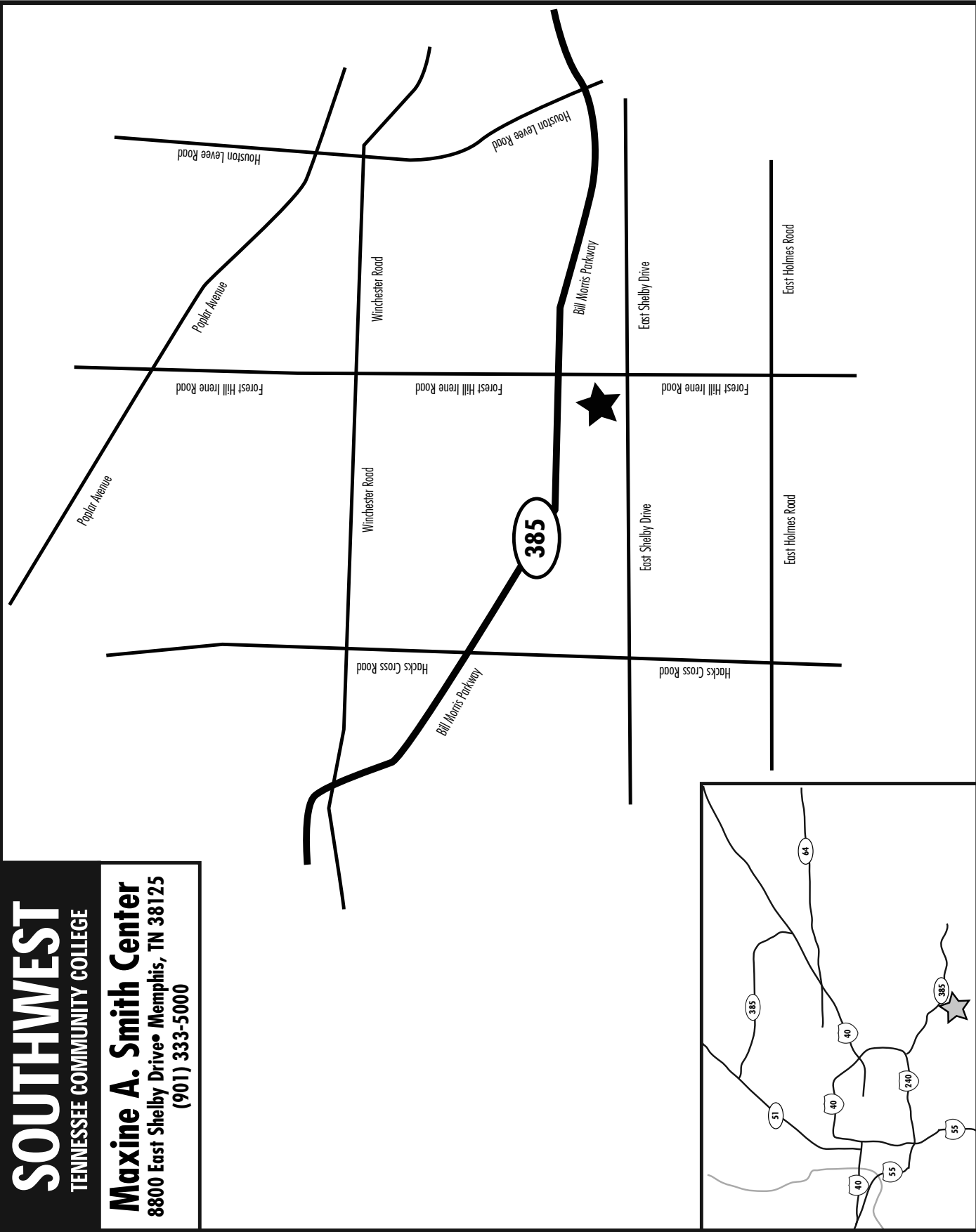
**SOUTHWEST**  
 TENNESSEE COMMUNITY COLLEGE

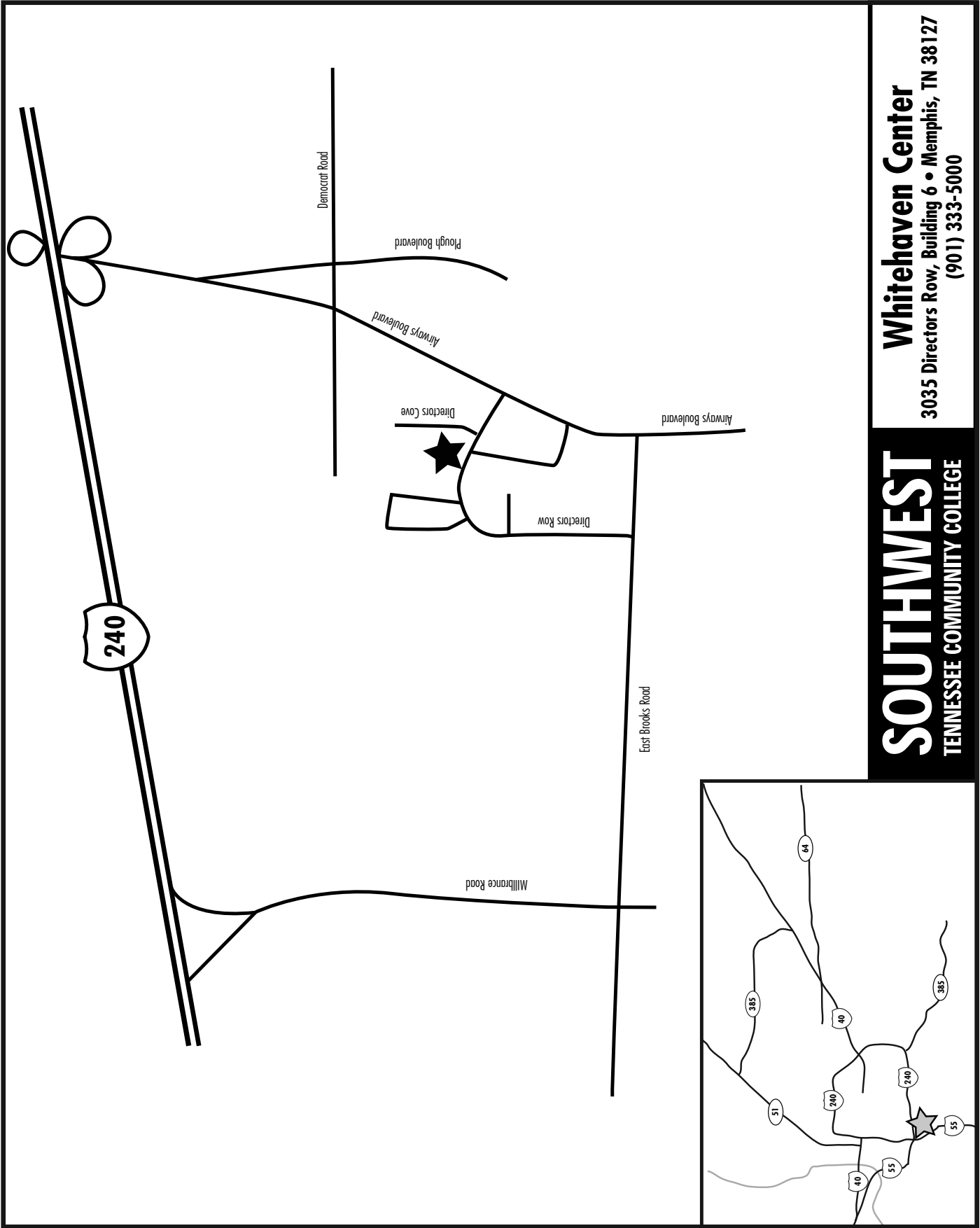
# SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

## Maxine A. Smith Center

8800 East Shelby Drive Memphis, TN 38125  
(901) 333-5000





**Whitehaven Center**  
 3035 Directors Row, Building 6 • Memphis, TN 38127  
 (901) 333-5000

**SOUTHWEST**  
 TENNESSEE COMMUNITY COLLEGE

# ACADEMIC CALENDAR

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## Fall 2010

Priority Advising/Registration for Fall continuing students  
Faculty Available for Advising  
Early Registration for Fall Begins  
Last Day to Pay Fall Early Registration Fees (Students who have not paid will be dropped from their classes.)  
Registration with payment due  
Late Registration with payment due  
Classes Begin (Saturday)  
Last Day to Drop Fall Courses or Withdraw with 100 percent Refund  
Classes Dismissed (includes Saturday and Sunday Classes)  
Holiday – Labor Day – Offices Closed  
Last Day to Drop Fall Courses or Withdraw with 75 percent Refund  
Last Day to Drop Fall Courses or Withdraw with 25 percent Refund  
Fall Break 2010 (Classes Dismissed/Offices Open 8 a.m. - 4:30 p.m.)  
Last Day to Withdraw from Fall Courses with a Grade of “W”  
Holiday – Thanksgiving (Offices Closed)  
Classes Dismissed  
Last Day of Classes (Wednesday)  
Final Exams (Faculty are not available for advising during Final Exams.)  
Previous Spring and Summer “I” Grades Change to “F”  
Grades due in Records Office by 9 a.m.  
Grades available to students

## August 28-December 8, 2010

April 5 – 11, 2010  
Feb. 15 - April 28, 2010  
April 12, 2010  
July 30, 2010  
July 31-August 24, 2010  
August 25, 26, 27 2010  
August 28, 2010  
August 27, 2010  
September 4-6, 2010  
September 6, 2010  
September 10, 2010  
September 21, 2010  
October 18-19, 2010  
November 5, 2010  
November 25-28, 2010  
November 24-28, 2010  
December 8, 2010  
December 9-15, 2010  
December 20, 2010  
December 20, 2010  
December 21, 2010

## Spring 2011

Priority Advising/Registration for Spring for continuing students  
Faculty Available for Advising  
Early Registration for Spring Begins  
Last Day to Pay Spring Early Registration Fees (Students who have not paid will be dropped from their classes.)  
Registration with payment due  
Late Registration with payment due  
Last Day to Drop Spring Courses or Withdraw with 100% Refund  
Classes Begin THURSDAY  
Holiday-Dr. Martin Luther King Jr. (Offices Closed)  
Last Day to Drop Spring Courses or Withdraw with 75% Refund  
Last Day to Drop Spring Courses or Withdraw with 25%Refund  
Offices Opened (8:00 am – 4:30 pm)  
Spring 2011 Break (Classes Dismissed)  
Last Day to Withdraw from Spring Courses with Grade of “W”  
Last Day of Classes WEDNESDAY  
Final Exams (Faculty are not available for advising during Final Exams.)  
Graduation  
Previous Fall “I” Grades Change to “F”  
Grades due in Records Office by 9 a.m.  
Grades available to students

## January 13 – April 27, 2011

November 8 – 14, 2010  
Oct. 1 - Dec. 8, 2010  
November 15, 2010  
January 3, 2011  
January 3-9, 2011  
January 10, 11, 12, 2011  
January 12, 2011  
January 13, 2011  
January 17, 2011  
January 26, 2011  
February 6, 2011  
March 7 -10, 2011  
March 7-13, 2011  
March 28, 2011  
April 27, 2011  
April 28-May 4, 2011  
May 7, 2011  
May 9, 2011  
May 9, 2011  
May 11, 2011

*Note: Students should use <http://my.southwest.tn.edu> for after hours and weekend advising/registration/admissions activity.*

**Summer I - 2011****May 31 – July 1, 2011**

Priority Advising/Registration for Summer continuing students	April 4-10, 2011
Faculty Available for Advising	Feb. 15 – April 27, 2011
Early Registration for Summer (Students anticipating receiving financial aid should register for all summer classes during the first summer registration)	April 11, 2011
Last Day to Pay Summer I Early Registration Fees (Students who have not paid will be dropped from their classes).	May 18, 2011
Registration with payment due	May 19-26, 2011
Late Registration with payment due	May 27, 2011
Last Day to Drop Summer I Courses or Withdraw with 100 percent Refund	May 30, 2011
Holiday – Memorial Day (Offices closed)	May 30, 2011
Classes Begin (Tuesday)	May 31, 2011
Last Day to Drop Summer I or Withdraw with 75 percent Refund	June 6, 2011
Last Day to Drop Summer I Courses or Withdraw with 25 percent Refund	June 7, 2011
Last Day to Withdraw from Summer I Courses with a Grade of “W”	June 20, 2011
Last Day of Classes and Final Exams (Friday)	July 1, 2011
Grades due in Records Office by 9 a.m.	July 5, 2011
Grades available to students	July 7, 2011

**Summer II - 2011****July 6 – August 5, 2011**

Priority Advising/Registration for Summer II continuing students	April 4-10, 2011
Faculty Available for Advising	Feb. 15 – April 27, 2011
Early Registration for Summer II Begins	April 11, 2011
Last Day to Pay Summer II Early Registration Fees (Students who have not paid will be dropped from their classes.)	May 18, 2011
Registration with payment due	May 19-July 4, 2011
Holiday – Independence Day (Offices Closed/Classes Dismissed)	July 4, 2011
Last Day to Drop Summer II Courses or Withdraw with 100 percent Refund	July 5, 2009
Late Registration with payment due	July 5, 2011
Classes Begin (Wednesday)	July 6, 2011
Last Day to Drop Summer II Courses or Withdraw with 75 percent Refund	July 12, 2011
Last Day to Drop Summer II Courses or Withdraw with 25 percent Refund	July 13, 2011
Last Day to Withdraw from Summer II Courses with a Grade of “W”	July 20, 2011
Last Day of Classes and Final Exams (Friday)	August 5, 2011
Grades due in Records Office by 9 a.m.	August 8, 2011
Grades available to Students	August 10, 2011

**Extended Summer 2011****May 31 – August 5, 2011**

Priority Advising/Registration for Extended Summer continuing students	April 4-10, 2011
Faculty Available for Advising	Feb. 15-April 27, 2011
Early Registration for Extended Summer Begins	April 11, 2011
Last Day to Pay Extended Summer Early Registration Fees (Students who have not paid will be dropped from their classes.)	May 18, 2011
Registration with payment due	May 19-26, 2011
Late Registration with payment due	May 27, 2011
Last Day to Drop Extended Summer Courses or Withdraw with 100 percent Refund	May 30, 2011
Holiday – Memorial Day (Offices Closed)	May 30, 2011
Classes Begin (Tuesday)	May 31, 2011
Holiday – Independence Day (Offices Closed/Classes Dismissed)	July 4, 2011
Last Day to Drop Extended Summer Courses or Withdraw with 75 percent Refund	June 13, 2011
Last Day to Drop Extended Summer Courses or Withdraw with 25 percent Refund	June 16, 2011
Last Day to Withdraw from Extended Summer Courses with a Grade of “W”	July 13, 2011
Last Day of Classes and Final Exams (Friday)	August 5, 2011
Grades due in Records Office by 9 a.m.	August 8, 2011
Grades available to students	August 10, 2011

*Note: Students should use <http://my.southwest.tn.edu> for after hours and weekend registration/admissions activity.*



**Fall 2011****August 27 – December 7, 2011**

Priority Advising/Registration for Fall continuing students	April 4 – 10, 2011
Faculty Available for Advising	Feb. 15 – April 27, 2011
Early Registration for Fall Begins	April 11, 2011
Last Day to Pay Fall Early Registration Fees (Students who have not paid will be dropped from their classes.)	August 1, 2011
Registration with payment due	August 2-23, 2011
Late Registration with payment due	August 24, 25, 26, 2011
Last Day to Drop Fall Courses or Withdraw with 100 percent Refund	August 26, 2011
Classes Begin (Saturday)	August 27, 2011
Classes Dismissed (includes Saturday and Sunday classes)	September 3-5, 2011
Holiday – Labor Day – Offices Closed	September 5, 2011
Last Day to Drop Fall Courses or Withdraw with 75 percent Refund	September 9, 2011
Last Day to Drop Fall Courses or Withdraw with 25 percent Refund	September 20, 2011
Fall Break 2011 (Classes Dismissed/Offices Open 8 a.m. - 4:30 p.m.)	October 17-18, 2011
Last Day to Withdraw from Fall Courses with a Grade of “W”	November 9, 2011
Classes Dismissed	November 23-27, 2011
Holiday – Thanksgiving (Offices Closed)	November 24-27, 2011
Last Day of Classes (Wednesday)	December 7, 2011
Final Exams (Faculty are not available for advising during Final Exams.)	December 8-14, 2011
Previous Spring and Summer “I” Grades Change to “F”	December 19, 2011
Grades due in Records Office by 9 a.m.	December 19, 2011
Grades available to students	December 21, 2011

**Spring 2012****January 12 – April 25, 2012**

Priority Advising/Registration for Spring for continuing students	Nov. 7 – 13, 2011
Faculty Available for Advising	Oct. 1 – Dec. 7, 2011
Early Registration for Spring Begins	November 14, 2011
Last Day to Pay Spring Early Registration Fees (Students who have not paid will be dropped from their classes.)	January 3, 2012
Registration with payment due	January 4-8, 2012
Late Registration with payment due	January 9, 10, 11, 2012
Last Day to Drop Spring Courses or Withdraw with 100 percent Refund	January 11, 2012
Classes Begin (Thursday)	January 12, 2012
Holiday-Dr. Martin Luther King Jr. (Offices Closed)	January 16, 2012
Last Day to Drop Spring Courses or Withdraw with 75 percent Refund	January 25, 2012
Last Day to Drop Spring Courses or Withdraw with 25 percent Refund	February 5, 2012
Offices Opened (8 a.m. – 4:30 p.m.)	March 5-8, 2012
Spring 2012 Break (Classes Dismissed)	March 5-11, 2012
Last Day to Withdraw from Spring Courses with Grade of “W”	April 2, 2012
Last Day of Classes (Wednesday)	April 25, 2012
Final Exams (Faculty are not available for advising during Final Exams.)	April 26-May 2, 2012
Graduation	May 5, 2012
Previous Fall “I” Grades Change to “F”	May 7, 2012
Grades due in Records Office by 9 a.m.	May 7, 2012
Grades available to students	May 8, 2012

*Note: Students should use <http://my.southwest.tn.edu> for after hours and weekend registration/admissions activity.*

**Summer I – 2012****May 29 – June 29, 2012**

Priority Advising/Registration for Summer continuing students	April 2-8, 2012
Faculty Available for Advising	Feb. 15-April 25, 2012
Early Registration for Summer Begins (Students anticipating receiving financial aid should register for all summer classes during the first summer registration period)	April 9, 2012
Last Day to Pay Summer I Early Registration Fees (Students who have not paid will be dropped from their classes).	May 17, 2012
Registration with payment due	May 18-24, 2012
Late Registration with payment due	May 25-28 2012
Last Day to Drop Summer I Courses or Withdraw with 100 percent Refund	May 28, 2012
Holiday – Memorial Day (Offices Closed)	May 28, 2012
Classes Begin (Tuesday)	May 29, 2012
Last Day to Drop Summer I or Withdraw with 75 percent Refund	June 4, 2012
Last Day to Drop Summer I Courses or Withdraw with 25 percent Refund	June 5, 2012
Last Day to Withdraw from Summer I Courses with a Grade of “W”	June 18, 2012
Last Day of Classes and Final Exams (Friday)	June 29, 2012
Grades due in Records Office by 9 a.m.	July 3, 2012
Grades available to students	July 5, 2012

**Summer II – 2012****July 5 – August 7, 2012**

Priority Advising/Registration for Summer II continuing students	April 2-8, 2012
Faculty Available for Advising	Feb. 15-April 25, 2012
Early Registration for Summer II Begins	April 9, 2012
Last Day to Pay Summer II Early Registration Fees (Students who have not paid will be dropped from their classes.)	May 17, 2012
Registration with payment due	May 18-July 2, 2012
Late Registration with payment due	July 3, 2012
Holiday – Independence Day (Classes Dismissed/Offices Closed)	July 4, 2012
Last Day to Drop Summer II Courses or Withdraw with 100 percent Refund	July 4, 2012
Classes Begin (Thursday)	July 5, 2012
Last Day to Drop Summer II Courses or Withdraw with 75 percent Refund	July 11, 2012
Last Day to Drop Summer II Courses or Withdraw with 25 percent Refund	July 13, 2012
Last Day to Withdraw from Summer II Courses with a Grade of “W”	July 23, 2012
Last Day of Classes and Final Exams (Tuesday)	August 7, 2012
Grades due in Records Office by 9 a.m.	August 10, 2012
Grades available to students	August 12, 2012

**Extended Summer 2012****May 29 - August 7, 2012**

Priority Advising/Registration for Extended Summer continuing students	April 2-8, 2012
Faculty Available for Advising	Feb. 15-April 25, 2012
Early Registration for Extended Summer Begins	April 9, 2012
Last Day to Pay Extended Summer Early Registration Fees (Students who have not paid will be dropped from their classes.)	May 17, 2012
Registration with payment due	May 18-24, 2012
Late Registration with payment due	May 25-28, 2012
Last Day to Drop Extended Summer Courses or Withdraw with 100 percent Refund	May 28, 2012
Holiday – Memorial Day (Offices closed)	May 28, 2012
Classes Begin (Tuesday)	May 29, 2012
Holiday – Independence Day (Classes Dismissed/Offices Closed)	July 4, 2012
Last Day to Drop Extended Summer Courses or Withdraw with 75 percent Refund	June 11, 2012
Last Day to Drop Extended Summer Courses or Withdraw with 25 percent Refund	June 15, 2012
Last Day to Withdraw from Extended Summer Courses with a Grade of “W”	July 11, 2012
Last Day of Classes and Final Exams (Tuesday)	August 7, 2012
Grades Due in Records Office by 9 a.m.	August 10, 2012
Grades available to students	August 12, 2012

*Note: Students should use <http://my.southwest.tn.edu> for after hours and weekend registration/admissions activity.*

# ALPHABETICAL CATALOG INDEX

Includes separate Course Description Directory, Degree Listings by Associate of Applied Science, University Parallel Associate of Arts, University Parallel Associate of Science, and Certificate Listings

Academic Calendar – Extended Summer 2011.....	224	Challenge Examination.....	31
Academic Calendar – Extended Summer 2012.....	226	Challenging Placement.....	9
Academic Calendar – Fall 2010.....	223	Change of Major.....	27
Academic Calendar – Fall 2011.....	225	Change of name/address/telephone number.....	27
Academic Calendar – Spring 2011.....	223	Child Care.....	22
Academic Calendar – Spring 2012.....	225	Class Attendance.....	13
Academic Calendar – Summer I and Summer II 2011.....	224	Class Cancellations.....	13
Academic Calendar – Summer I and Summer II 2012.....	226	College-Level Examination Program (CLEP) Credit.....	31
Academic Calendar.....	30	COMPASS/ASSET Test.....	23
Academic Fresh Start.....	36	Comprehensive Support Services.....	7
Academic Honors.....	34	Confidentiality of Student Records.....	27-29
Academic Load.....	30	Cooperative Education Program (Co-op).....	22
Academic Misconduct.....	33	Corporate Training and Continuing Education.....	41
Academic Placement.....	9	COURSE DESCRIPTIONS (see alpha listing in this index).....	132-193
Academic Policies and Procedures.....	30-33	Criteria, Admission to Specialized/Limited Enrollment Programs ..	11
Academic Probation.....	35	Deans.....	197
Academic Standards.....	35-36	Dean's List.....	34
Academic Standards for Allied Health Sciences/ Nursing Programs.....	36	Deferred Payment Plan.....	18
Academic Support Centers (ASC) – Scholarship Tutors.....	16	Degree Requirements for Graduation.....	37
Academic Support/Tutoring.....	21	Degrees, Certificates and the Diploma.....	37
Academic Suspension, Appeal.....	35	Degree-seeking.....	8
Acceptable Progress toward a Degree.....	16	Developmental Mathematics and Writing.....	111
Accreditation.....	194-195	Development Reading and Study Skills.....	52
ACT-Residual.....	23	Directions for my.southwest.....	12
Additional Degrees and Certificates.....	37	Directory of Programs.....	47
Additional Fees and Charges (2010-11).....	19	Distance Education.....	39-40
Administration.....	196	Dual Enrollment.....	9
Administrative Staff.....	209-215	Educational Opportunity Center (EOC).....	42
Administrators Emeriti.....	215	Eligibility for In-State Fee Rate.....	10
Admission and Retention Procedures, Allied Health Programs.....	53	Evening/Weekend College Program.....	22
Admissions.....	8-11	Experiential Learning Credit.....	31-32
Adult Student Services – CROSSROADS.....	26	Faculty.....	197-208
Advance Placement Examination.....	30	Federal Assistance Programs.....	14
Advising and Counseling.....	21	Federal College Work-Study Program.....	14-15
Allied Health Admissions Retention Procedures.....	53-54	Federal/State Grants.....	14
Alternative Credit.....	30	Fees and Charges.....	18-20
Alumni Association.....	38	Financial Aid and Scholarships.....	14-17
Appeal Procedures – Fees, refunds.....	20	Financial Aid Refund and Repayment Policy.....	15
Application Deadlines and Admission Dates for Allied Health and Nursing.....	55	Financial Obligations.....	20
Applying for Graduation.....	37	Foundation Scholarships.....	16
Armed Services Credit.....	30	GEAR-UP.....	42
ARTS AND SCIENCES Division Directory.....	110	General Education Course Information.....	45
Audited Courses – Payment.....	18	General Education Development (GED).....	23
Auditing a Class.....	13	General Education Program Courses.....	46-47
Business and Community Services.....	41-43	GENERAL EDUCATION REQUIREMENTS.....	44-48
Business Services.....	41	GENERAL INFORMATION.....	4-43
Career Services.....	22	General Misconduct.....	33
CAREER STUDIES Division Directory.....	50	Good Standing.....	35
Certified Professional Secretary (CPS) Program.....	42	Grade Appeal.....	33
		Grade Changes.....	32
		Grade of Incomplete.....	32
		Grading System.....	35
		Grading.....	16
		Graduate Exit Exam.....	24
		Graduate Catalog Limitations.....	37
		Graduation Ceremony.....	38

Graduation with Distinction . . . . .	34
Graduation . . . . .	37-38
High School Core Requirements (A89) . . . . .	11
Honorary Societies . . . . .	34
Honors Academy . . . . .	34
Implementation of Mission . . . . .	6
Independent Study . . . . .	32
Interactive Classroom . . . . .	40
Intercollegiate Athletics . . . . .	26
International Students . . . . .	10
Leadership Institute . . . . .	25
Library – Locations and Services . . . . .	23
Library Fines . . . . .	20
Limited Enrollment Programs . . . . .	24
List of Scholarships . . . . .	16
Maintenance and Tuition Fees . . . . .	18
Mid-South Quality-Productivity Center (MSQPC) . . . . .	42
Mission Statement . . . . .	5-6
Non-Credit Courses – Payment . . . . .	18
Online Courses . . . . .	39
Orientation . . . . .	9
Overview of College . . . . .	5-7
Partnership Enrollment Agreements . . . . .	21
Payment . . . . .	13
Payment Methods . . . . .	18
Philosophy of General Education . . . . .	45
Programs for High School Students . . . . .	9
Readmitted Students . . . . .	9
Records . . . . .	27-29
Refunds/Repayment Policy, Financial Aid . . . . .	20
Regents Online Degree Program . . . . .	40
Regents Online Degree Program (RODP) . . . . .	24
Regents Online Degree Program Courses Payment (RODP) . . . . .	18
Registration . . . . .	12-13
Repeated Courses . . . . .	32
Requesting a Transcript . . . . .	27
Requirements for Prospective Students . . . . .	8
Residency . . . . .	10
Return of Federal Funds . . . . .	15
Satisfactory Academic Progress . . . . .	15
Schedule Changes – Add/Drop/Withdraw . . . . .	12
Senior Citizens/Disabled Students – Charges . . . . .	18
Senior Citizens/Students with Disabilities . . . . .	10
Servicemembers Opportunity College (SOC) . . . . .	32
Service Awards . . . . .	16
Services for Business . . . . .	41
Services for Targeted Groups . . . . .	42
Southwest Maps . . . . .	216-222
Split/Hybrid . . . . .	39
Sponsored Payments . . . . .	18
Starting and Sustaining a Small Business . . . . .	41
State Assistance Programs . . . . .	15
Steps to Register . . . . .	12
Student Academic Success Seminar (ACAD 1100) . . . . .	9
Student Ambassadors . . . . .	16
Student Centers . . . . .	25
Student Clubs and Organizations . . . . .	25
Student Disability Services . . . . .	23
Student Government Association (SGA) . . . . .	25
Student Life . . . . .	25-26
Student Newspaper . . . . .	25
Study Abroad . . . . .	26
Support Services . . . . .	21-24
Supporting Business . . . . .	41
Table of Contents . . . . .	3

Technical Standards for Medical Laboratory Technician and Laboratory Phlebotomy Technician Programs . . . . .	59
Telecourses . . . . .	39
Tennessee Board of Regents . . . . .	196
Testing Center . . . . .	23
Transcripts . . . . .	27
Transfer and Transient Students . . . . .	35-36
Transfer Credits . . . . .	30
Transfer Office . . . . .	21
Upward Bound . . . . .	43
Values/Vision/Advantages . . . . .	6-7
Veterans Affairs . . . . .	24
Withholding Degree or Certificate . . . . .	37-38

## DIRECTORY OF PROGRAMS

Associate of Applied Science Degrees . . . . .	47-48
Associate of Science Degrees . . . . .	48
University Parallel Associate of Arts (A.A.) Degrees . . . . .	48
University Parallel Associate of Science (A.S.) Degrees . . . . .	48
Technical Certificates of Credit . . . . .	48

## Associate of Applied Science Degree

Accountancy . . . . .	70
Architectural Engineering Technology . . . . .	89-90
Automotive Service Technology . . . . .	90-91
Biotechnology Technician . . . . .	112-113
Business and Commerce . . . . .	71-73
Computer Engineering Technology . . . . .	92
Court Reporting/Closed Captioning . . . . .	100
Criminal Justice Studies . . . . .	81-82
Dietetic Technician . . . . .	56-57
Early Childhood Education . . . . .	83
Electrical Engineering Technology . . . . .	92
Electronic Technology . . . . .	93
Emergency Medical Science - Paramedic . . . . .	57
General Technology . . . . .	74-75
Graphic Arts Technology . . . . .	114
Hospitality Management . . . . .	75-76
Information Technology . . . . .	94-97
Landscape and Turfgrass Management . . . . .	98
Mechanical Engineering Technology . . . . .	99-100
Medical Laboratory Technician . . . . .	58-60
Mid-Management . . . . .	77
Nursing . . . . .	85-89
Office Administration . . . . .	100-102
Paralegal Studies . . . . .	77-78
Physical Therapist Assistant . . . . .	60-62
Radiologic Technology . . . . .	62-63

## Associate of Science Degree

Teaching . . . . .	83
--------------------	----

## University Parallel Associate of Arts Degree

### Area of Emphasis

Art	115
Education	115
English and Literature	116
French	116
History	117
Liberal or General Studies	117
Philosophy	118
Political Science	118
Pre-Law	119
Psychology	119
Public Administration	120
Social Work	120
Sociology	121
Spanish	116
Speech and Theater	121

## University Parallel Associate of Science Degree

### Area of Emphasis

Allied Health Science	122
Business Administration	122
Criminal Justice	123
Early Childhood Education	123
Engineering	124
Health and Physical Education	125
History	125
Human Services	126
Liberal or General Studies	124
Mathematics	126
Music	127
Natural Sciences	127
Philosophy	128
Political Science	128
Pre-Law	129
Psychology	129
Public Administration	130
Social Work	130
Sociology	131

### Technical Certificates of Credit

Accountancy	79
Architectural/Construction Fundamentals	103
Basic Electronics Technician	103
Computer Software Specialist	104
Customs Brokerage	79
Early Childhood Education	84
Electric Utility Construction	104
Electrical/Electronic Fundamentals	105
Emergency Medical Technician – Basic	64
Food Preparation, Safety and Service	65
Homeland Security Assessment	79
Home Manager	84
Industrial Computer Fundamentals	105
Laboratory Phlebotomy Technician	66
Landscape Management	106
Logistics/Transportation Management	79
Mechanical/Manufacturing CAD	106
Paramedic	67-68
Pharmacy Technician	68-69
Quality Assurance Supervision	80
Quality Assurance	107
Substance Abuse Counseling	69

Turfgrass Management	107
Utility Technology – Electric	108
Utility Technology – Gas	108

### COURSE DESCRIPTIONS

ACAD	Academic Success	132
ACCT	Accountancy	132-133
AERO	Aeronautical Studies	133
AHS	Allied Health Studies	133
ANTH	Anthropology	133
ARCH	Architectural Engineering Technology	133-134
ART	Art	134-135
AUTO	Automotive Service Technology	135-136
BIOL	Biology	136-137
BIOT	Biotechnology	137
CCET	Civil/Construction Engineering Technology	138
CHEM	Chemistry	138-139
CJSC	Criminal Justice – Corrections	139
CJSP	Criminal Justice – Police Science	139
CJST	Criminal Justice Studies	140
COMP	Computer Literacy	141
CORT	Court Reporting	141-142
CPET	Computer Engineering Technology	142
DIET	Dietetics/Nutrition	143-144
DSPM	Developmental Mathematics	144
DSPR	Developmental Reading	144
DSPS	Developmental Study Skills	144
DSPW	Developmental Writing	144
ECE	Early Childhood Education	145-146
ECON	Economics	146-147
EDU	Education	147
ELET	Electrical Engineering Technology	147-148
EMT	Emergency Medical Services	148
ENGL	English	149
ENTC	Engineering Technology	149-150
ENVI	Occupational Safety/Environment	150
ETEC	Electronic Technology	150-152
ETHC	Ethics	152
FINR	Finance and Insurance	152
FREN	French	152
GART	Graphic Arts Technology	153-154
GEOG	Physical Geography	155
HIST	History	155
HLTH	Health	155
HMGD	Hospitality Management	155-156
HONR	Honors	157
HORT	Landscape and Turfgrass Management	157-158
HPER	Health and Fitness	158
HSER	Human Services	158-159
IENT	Utility Technology	159
INET	Industrial Engineering Technology	159-160
INMT	Industrial Maintenance Technology	160-163
ISDS	Information Systems and Decision Sciences	163
ITEC	Information Technology	163-168
LEGL	Paralegal Studies	168-171
LIBR	Library Use/Information	171
MATH	Mathematics	171
MEET	Mechanical Engineering Technology	172-173
MGMT	Management	173-174
MILT	Military Science	175
MIS	Management Information Systems	175
MKTG	Marketing	175-176
MLT	Medical Laboratory Technology	176-177
MUS	Music	177-179
NSCI	Natural Sciences	179

NURS	Nursing	179-183
OFAD	Office Administration	183-185
PHED	Physical Education	185
PHIL	Philosophy	185-186
PHRM	Pharmacy Technician	186
PHYS	Physics	186-187
POLI	Political Science	187
PSCI	Physical Science	187
PSYC	Psychology	188
PTA	Physical Therapist Assistant	188-189
RADT	Radiologic Technology	189-190
SOCI	Sociology	190-191
SPAN	Spanish	191
SPCH	Speech	191
SPED	Special Education	191-192
SSCI	Social Sciences	192
SWRK	Social Work	192
THEA	Theater	192
TLET	Telecommunication Engineering Technology	192-193
TVPR	Television Production	193

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