



Business, Career Studies and Technologies

Division Directory

Theodore J. Along, Dean Business, Career Studies and Technologies	333-4131	Macon, Trailer A-1
Niki Free Secretary	333-4637	Macon, Trailer A-Lobby
Jeremy C. Burnett Department Chair, Office Administration, Information Technology and Hospitality Management	333-4524	Macon, Trailer A-3
Anita LeFlore Secretary	333-5063	Union, M-305
Thurston Shrader Interim Department Chair, Business Administration, Accountancy and Paralegal Studies	333-4423	Macon, Trailer B-23
Phyllis Helton Secretary	333-4130	Macon, Trailer A-Lobby
Greg Maksi Department Chair, Engineering Technologies	333-4158	Macon, Fulton 331
Bernice Neal Secretary	333-4150	Macon, Fulton 310
G. Michael Stephens Department Chair, Industrial, Environmental and Graphic Arts Technologies	333-4151	Macon, Fulton 301
Lindy Parks Secretary	333-4140	Macon, Fulton 201

BUSINESS ADMINISTRATION, ACCOUNTANCY AND PARALEGAL STUDIES

The **Accountancy** curriculum prepares students to enter directly into the accounting profession. The technical certificate in accounting is designed to prepare students to quickly 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 the accounting field.

Business Administration programs offer instruction in state-of-the-art business education to prepare students for the workforce. Although there are several areas of concentration, all emphasize management and leadership skills. A University Parallel program is also available for those wishing to receive an Associate of Science Degree and transfer to a four-year baccalaureate business program.

The **Paralegal Studies** program provides students the opportunity to learn substantive aspects of the law and to gain the practical skills necessary to be a successful paralegal. Students have the option of choosing one of four concentrations.

Degree Programs

A.A.S. Degree in Accountancy

A.A.S. Degree in Accountancy with concentrations in:
Computer Accountancy

A.A.S. Degree in Business and Commerce with concentrations in:

- Banking and Finance
- Electronic Business Management
- Human Resource Management
- Logistics/Transportation Management
- Management
- Quality and Productivity

A.A.S. Degree in Mid-Management

A.S. Degree Business Administration – University Parallel

A.A.S. Degree in General Technology with emphasis in:
Business
Technology

A.A.S. Degree in Paralegal Studies with concentrations in:
Corporate and Banking
General Practice
Litigation
Real Estate

Technical Certificates:

- Accountancy
- Customs Brokerage
- Quality and Productivity (Basic)
- Quality and Productivity (Advanced)

ACCOUNTANCY

Associate of Applied Science Degree
Gloria Worthy ■ (901) 333-4409

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.

First Semester			Cr.
ACCT 1210	Principles of Accounting I		3
FINR 2300	Business Law		3
****	Mathematics (Gen. Ed.) ¹		3
ENGL 1010	English Composition I (Gen. Ed.)		3
ITEC 1001	Introduction to Microcomputers		4
Total			16
Second Semester			Cr.
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
Total			14
Third Semester			Cr.
****	Social/Behavioral Sciences (Gen. Ed.) ¹		3
****	Humanities/Fine Arts (Gen. Ed.) ¹		3
ACCT 2210	Intermediate Accounting I		4
ACCT 1320	Income Tax II		4
ACCT 2095	Advanced Accounting Applications for Micros		4
Total			18
Fourth Semester			Cr.
ACCT 2024	Cost Accounting		4
ACCT 2220	Intermediate Accounting II		4
ACCT 2064	Auditing		4
Total			12
Total Program Hours			60

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 about transferability of courses.

¹ 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.

First Semester			Cr.
ACCT 1210	Principles of Accounting I		3
FINR 2300	Business Law		3
OFAD 1510	Microcomputer Office Applications		3
ENGL 1010	English Composition I (Gen. Ed.)		3
****	Mathematics (Gen. Ed.) ¹		3
Total			15
Second Semester			Cr.
ACCT 1220	Principles of Accounting II		3
ACCT 1310	Income Tax I		4
SPCH 2010	Oral Communication (Gen. Ed.) ¹		3
ACCT 1290	Spreadsheets for Accountants		3
ACCT 2055	Accounting Applications for Microcomputers		4
Total			17
Third Semester			Cr.
ACCT 2210	Intermediate Accounting I		4
ACCT 2290	Advanced Spreadsheets for Accountants		3
ACCT 2095	Advanced Accounting Applications for Microcomputers		4
****	Social/Behavioral Sciences (Gen. Ed.) ¹		3
Total			15
Fourth Semester			Cr.
ACCT 1280	Database Management for Accountants		3
OFAD 1050	Business Communication		3
****	Humanities/Fine Arts (Gen. Ed.) ¹		3
ACCT 1320	Income Tax II		4
	or		
ACCT 2024	Cost Accounting		4
	or		
ACCT 2220	Intermediate Accounting II		4
Total			13
Total Program Hours			60

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 about transferability of courses.

¹ Review [General Education pages](#) and/or consult advisor for correct selection.

BUSINESS ADMINISTRATION AND PARALEGAL STUDIES

Associate of Science Degree University Parallel A Curriculum Plan With an Area of Emphasis in BUSINESS ADMINISTRATION

Business Administration programs offer instruction in state-of-the-art business education to prepare students for the workforce. Although there are several areas of concentration, all emphasize management and leadership skills. A University Parallel program is also available for those wishing to receive an Associate of Science Degree and transfer to a four-year baccalaureate business program.

The **Paralegal Studies** program provides students the opportunity to learn substantive aspects of the law and to gain the practical skills necessary to be a successful paralegal. Students have the option of choosing one of four concentrations.

Certificate and Degree Programs

A.A.S. Degree in Business and Commerce with concentrations in:

- Banking and Finance
- Electronic Business Management
- Human Resource Management
- Logistics/Transportation Management
- Management
- Quality and Productivity

A.A.S. Degree in Mid-Management

A.S. Degree Business Administration – University Parallel

A.A.S. Degree in General Technology with emphasis in:

- Business
- Technology

Technical Certificates:

- Customs Brokerage
- Quality and Productivity (Basic)
- Quality and Productivity (Advanced)

Paralegal Studies

A.A.S. Degree in Paralegal Studies with concentrations in:

- Corporate and Banking
- General Practice
- Litigation
- Real Estate

First Semester		Cr.
ENGL 1010	English Composition I (Gen. Ed.)	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.) ¹	3

Total **16**

Second Semester		Cr.
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.) ¹	3

Total **15**

Third Semester		Cr.
HIST 2010	Survey of the United States to 1877 (Gen. Ed.) ¹	3
ISDS 2749	Business Microcomputer Applications	3
ISDS 2000	Business Statistics I	3
ACCT 1220	Principles of Accounting II	3
****	Natural Sciences (Gen. Ed.) ¹	4

Total **16**

Fourth Semester		Cr.
HIST 2020	Survey of the United States Since 1877 (Gen. Ed.) ¹	3
ISDS 2755	Introduction to MIS	3
*****	Natural Science (Gen. Ed.) ¹	4
****	Literature (Gen. Ed.) ¹	3

Total **13**

Total Program Credits **60**

Contact **Thurston Shrader, (901) 333-4130**, 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.

¹ Review [General Education pages](#) and/or consult advisor for correct selection.

BUSINESS AND COMMERCE

**Associate of Applied Science Degree
Banking and Finance Concentration
Ashley Geisewite ■ (901) 333-4319**

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.

First Semester		Cr.
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
Total		15
Second Semester		Cr.
ECON 2010	Principles of Macroeconomics (Gen. Ed.)	3
MGMT 2010	Principles of Management I	3
MKTG 2000	Marketing	3
MGMT 2500	Human Resources Management	3
ECON 1000	Principles of Banking	3
Total		15
Third Semester		Cr.
ECON 2020	Principles of Microeconomics (Gen. Ed.)	3
FINR 2300	Business Law	3
MGMT 2020	Principles of Management II	3
ECON 1100	Money and Banking	3
MGMT 2100	Credit Management	3
Total		15
Fourth Semester		Cr.
FINR 2200	Financial Management	3
MGMT 2800	International Business	3
ECON 2500	Bank Management	3
FINR 2400	Investments	3
****	Humanities/Fine Arts (Gen. Ed.) ¹	3
Total		15
Total Program Credits		60

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 about transferability of courses.

¹ 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
Bettie Abernathy-Phillips ■ (901) 333-4691**

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.

First Semester		Cr.
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
Total		15
Second Semester		Cr.
ECON 2010	Principles of Macroeconomics (Gen. Ed.)	3
MGMT 2010	Principles of Management I	3
MKTG 2000	Marketing	3
MGMT 2500	Human Resources Management	3
ISDS 2605	Electronic Commerce	3
Total		15
Third Semester		Cr.
ECON 2020	Principles of Microeconomics (Gen. Ed.)	3
FINR 2300	Business Law	3
MGMT 2020	Principles of Management II	3
ITEC 2341	Introduction to Network Security	3
MKTG 2400	Global Internet Marketing and Advertising	3
Total		15
Fourth Semester		Cr.
FINR 2200	Financial Management	3
MGMT 2800	International Business	3
ECON 2900	Electronic Payment Systems	3
LEGL 2550	Internet Law (Offered Spring Only)	3
****	Humanities/Fine Arts (Gen. Ed.) ¹	3
Total		15
Total Program Credits		60

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¹ 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 Smith ■ (901) 333-6462**

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.

First Semester		Cr.
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
Total		15
Second Semester		Cr.
ECON 2010	Principles of Macroeconomics (Gen. Ed.)	3
MGMT 2010	Principles of Management I	3
MKTG 2000	Marketing	3
MGMT 2500	Human Resources Management	3
FINR 2007	Principles of Life and Health Insurance	3
Total		15
Third Semester		Cr.
ECON 2020	Principles of Microeconomics (Gen. Ed.)	3
FINR 2300	Business Law	3
MGMT 2020	Principles of Management II	3
MGMT 2506	Organizational Behavior	3
MGMT 2507	Labor Management Relations	3
Total		15
Fourth Semester		Cr.
FINR 2200	Financial Management	3
MGMT 2800	International Business	3
MGMT 2508	Compensation Management	3
LEGL 2010	Employment Law	3
****	Humanities/Fine Arts (Gen. Ed.) ¹	3
Total		15
Total Program Credits		60

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 about transferability of courses.

¹ 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
Thurston Shrader ■ (901) 333-4130**

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.

First Semester		Cr.
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
Total		15
Second Semester		Cr.
ECON 2010	Principles of Macroeconomics (Gen. Ed.)	3
MGMT 2010	Principles of Management I	3
MKTG 2000	Marketing	3
MGMT 2500	Human Resources Management	3
****	Business Elective ¹	3
Total		15
Third Semester		Cr.
ECON 2020	Principles of Microeconomics (Gen. Ed.)	3
FINR 2300	Business Law	3
MGMT 2020	Principles of Management II	3
****	Business Elective ¹	3
****	Business Elective ¹	3
Total		15
Fourth Semester		Cr.
FINR 2200	Financial Management	3
MGMT 2800	International Business	3
****	Business Elective ¹	3
****	Business Elective ¹	3
****	Humanities/Fine Arts (Gen. Ed.) ²	3
Total		15
Total Program Credits		60

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 about transferability of courses.

¹ 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.

² 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 Quality and Productivity 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.

First Semester

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
Total		15

Second Semester

ECON 2010	Principles of Macroeconomics (Gen. Ed.)	3
MGMT 2010	Principles of Management I	3
MKTG 2000	Marketing	3
MGMT 2500	Human Resources Management	3
MGMT 1200	Introduction to Quality	3
Total		15

Third Semester

ECON 2020	Principles of Microeconomics (Gen. Ed.)	3
FINR 2300	Business Law	3
MGMT 2020	Principles of Management II	3
MGMT 2300	Managing for Quality	3
ISDS 2807	Statistical Quality Improvement	3
Total		15

Fourth Semester

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.) ¹	3
Total		15
Total Program Credits		60

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 about transferability of courses.

¹ 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
Thurston Shrader ▪ (901) 333-4423

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.

First Semester

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
Total		15

Second Semester

ECON 2010	Principles of Macroeconomics (Gen. Ed.)	3
MGMT 2010	Principles of Management I	3
MKTG 2000	Marketing	3
MGMT 2500	Human Resources Management	3
MKTG 2100	Principles of Transportation	3
Total		15

Third Semester

ECON 2020	Principles of Microeconomics (Gen. Ed.)	3
FINR 2300	Business Law	3
MGMT 2020	Principles of Management II	3
MKTG 2105	Physical Distribution and Logistics	3
ISDS 2806	Supply Chain Management	3
Total		15

Fourth Semester

FINR 2200	Financial Management	3
MGMT 2800	International Business	3
MGMT 2400	Warehouse Management	3
MKTG 2500	Introduction to Importing and Customhouse Brokerage	3
****	Humanities/Fine Arts (Gen. Ed.) ¹	3
Total		15
Total Program Credits		60

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 about transferability of courses.

¹ 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
 Medical Administrative Assistant Concentration
 Vicki Robertson ▪ (901) 333-6467

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.

First Semester		Cr.
ENGL 1010	English Composition I (Gen. Ed.)	3
BIOL 1110	General Biology I and Lab (Gen. Ed.)	4
OFAD 1140	Records Management	3
OFAD 2640	Medical Terminology, Anatomy and Physiology I	3
Total		13
Second Semester		Cr.
OFAD 1120	Keyboarding II ¹	3
OFAD 1510	Microcomputer 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
Total		16
Third Semester		Cr.
OFAD 2210	Microsoft Word II	4
OFAD 2730	Medical Office Practice	3
OFAD 2740	CPT Coding I	3
OFAD 2710	Advanced Medical Office Transcription	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
Total		16
Fourth Semester		Cr.
****	Humanities/Fine Arts (Gen. Ed.) ²	3
****	Social/Behavioral Sciences (Gen. Ed.) ²	3
OFAD 1050	Business Communication	3
OFAD 2750	CPT Coding II	3
OFAD 2760	Ethics and Law for Healthcare	3
Total		15
Total Program Credits		60

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 about transferability of courses.

¹ Students must demonstrate the ability to key at least 35 wpm to enroll (contact the Program Coordinator)

² Review [General Education pages](#) and/or consult advisor for correct selection.

ACCOUNTANCY

Technical Certificate
 Gloria Worthy ▪ (901) 333-4409

The Accounting Technical Certificate is designed to prepare students to be 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 promotions.

Required Courses		Cr.
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	3
ACCT 2210	Intermediate Accounting I	4
ACCT 2055	Accounting Apps for Microcomputers	4
ACCT 1280	Database Management for Accountants	3
	or	
ACCT 1310	Income Tax I	4
Total Credit Hours		24

COMPUTER SOFTWARE SPECIALIST

Technical Certificate
 Vicki Robertson ▪ (901) 333-6467

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.

Required Courses		Cr.
OFAD 1110	Keyboarding I ¹	3
	or	
OFAD 1210	Microsoft Word I	4
OFAD 1140	Records Management	3
OFAD 1510	Microcomputer Office Applications	3
OFAD 1120	Keyboarding II	3
OFAD 1210	Microsoft Word I ¹	4
	or	
OFAD 2210	Microsoft Word II	4
OFAD 1410	Excel I	4
OFAD 1080	Computer Data Entry	3
Total Credit Hours:		24

¹ Students with no previous keyboarding skill must enroll in OFAD 1110. Students who can demonstrate minimum typing speed of 30 wpm with 5 errors or less on proficiency test may enroll in OFAD 1210.

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 Communications (Gen. Ed.)	3
ECON 2010	Principles of Macroeconomics (Gen. Ed.)	3
ECON 2010	Principles of Microeconomics (Gen. Ed.)	3
MATH 1830	Elementary Calculus (Gen. Ed.)	4
****	Humanities/Fine Arts (Gen. Ed.) ¹	3

II. Technology Preparation (30 Semester Hours)

Specialty Concentration (21 semester hours)
and
Supporting Technical Coursework (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.

III. 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 coursework must be completed at Southwest; however, exceptions may be granted by the Provost/Executive Vice President for Academic and Student Affairs.

Total Hours Required: 60 Semester Hours

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 about transferability of courses.

¹ Review [General Education pages](#) and/or consult advisor for correct selection.

Note: A General Technology program can be developed for Business transfer students.

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.

I. General Education (15 Semester Hours)

		Cr.
ENGL 1010	English Composition I (Gen. Ed.)	3
SPCH 2010	Oral Communications (Gen. Ed. Elective)	3
****	Social/Behavioral Sciences (Gen. Ed.) ¹	3
****	Humanities/Fine Arts (Gen. Ed.) ¹	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)
Supporting Technical Coursework (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 24 hours of coursework must be completed at Southwest; however, exceptions may be granted by the Provost/Executive Vice President for Academic and Student Affairs.

Total Minimum Hours Required: 60 Semester Hours

Note: Southwest 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 is met:

- Successfully complete the TTC diploma programs
- Demonstrate competency in Aviation Maintenance by obtaining Air Frame and Power Plant (A & P) license
- Are admitted to Southwest Tennessee Community College
- Meet COMPASS requirements, and
- 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. The courses offered by the department are not designed for transfer to four-year institutions. Please see the [course descriptions](#) section for details about transferability of courses.

¹ 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.

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)¹

The coursework 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 Continuing Education Department.

B. MGMT 2905 Work Experience (12 Hours)¹

To receive work experience credit a student must have served in a supervisory or managerial for no less than 5 years. The first 3 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.

II. Professional Management Courses (27 hours)			Cr.
ACCT 1210	Principles of Accounting I		3
OFAD 1050	Business Communications		3
	or		
ENGL 2065	Business Writing		3
MGMT 2010	Principles of Management I		3
****	Business Administration Courses ²		15
Total			27

III. General Education Requirements (15 Hours)			Cr.
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.) ³		3
Total			15
Total Program Credits			60

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 about transferability of courses.

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

² Select a combination of five courses from ECON, FINR, ISDS, MGMT, MKTG, and ACCT.

³ 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) 333-4130

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.

First Semester		Cr.
OFAD 1510	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 1410	Foundations of Mathematics I (Gen. Ed.)	3
Total		15
Second Semester		Cr.
LEGL 1045	Legal Research	3
LEGL 1050	Family Law	3
LEGL 1080	Law Office Management	3
****	Humanities/Fine Arts (Gen. Ed.) ¹	3
ENGL 1020	English Composition II (Gen. Ed.)	3
Total		15
Third Semester		Cr.
LEGL 2030	Courts and Procedures I	3
LEGL 2040	Legal Writing	3
LEGL	Concentration Course or Elective ¹	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Social/Behavioral Sciences (Gen. Ed.) ²	3
Total		15
Fourth Semester		Cr.
LEGL 2035	Courts and Procedures II	3
LEGL 2045	Legal Internship ³	3
LEGL	Concentration Course or elective ¹	3
LEGL	Concentration Course or elective ¹	3
LEGL 2100	Computer Research & Legal Software	3
Total		15
Total Program Credits		60

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

¹ Review [General Education pages](#) and/or consult advisor for correct selection.

² Review [concentration for choices](#).

³ An average of 3.0 in all LEGL-designated courses is required for 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 course work offered within the program. The Paralegal Studies program does not award legal specialty credit by examination.

Degree conferred: Associate of Applied Science in Paralegal Studies.

PARALEGAL STUDIES CONCENTRATIONS

Associate of Applied Science Degree
Approved by the American Bar Association
Gwynne Hutton ■ (901) 333-4130

Required Paralegal Studies courses for all degree-seeking students:

LEGL 1040	Introduction to Law
LEGL 1045	Legal Research
LEGL 1050	Family Law
LEGL 1055	Legal Ethics and Professionalism
LEGL 1080	Law Office Management
LEGL 2030	Courts and Procedures I
LEGL 2035	Courts and Procedures II
LEGL 2040	Legal Writing
LEGL 2045	Legal Internship
LEGL 2100	Computer Research and Legal Software

Each student will select one of four concentrations to follow to complete the remaining nine hours of the major.

CONCENTRATIONS

Real Estate Concentration

Students who choose the Real Estate concentration of the Paralegal Studies program will be required to take the following courses to complete their concentration course requirements:

LEGL 1060	Real Estate Law
Either	
LEGL 2025	Contract Law
Or	
LEGL 2050	Probate Law
One other LEGL elective course	

Corporate and Banking Concentration

Students who choose the Corporate and Banking concentration of the Paralegal Studies program will be required to take the following courses to complete their concentration course requirements:

LEGL 2020	Corporate Law
Either	
LEGL 2010	Employment Law
Or	
LEGL 2070	Bankruptcy and Creditor Rights
One other LEGL elective course	

Litigation Concentration

Students who choose the Litigation concentration of the Paralegal Studies program will be required to take the following courses to complete their concentration course requirements:

LEGL 1070	Torts
Either	
LEGL 2060	Evidence
Or	
LEGL 2080	Criminal Law and Procedure
One other LEGL elective course	

General Practice Concentration

Students who choose the General Practice concentration of the Paralegal Studies program will take three of the following courses to complete their concentration course requirements:

LEGL 1060	Real Estate Law
LEGL 1070	Torts
LEGL 1100	Constitutional Law
LEGL 1150	Legislative Analysis and Drafting
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 2500	Advanced Computer Research
LEGL 2550	Internet Law

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

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 being 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.

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

During the final course work it is expected that the student will also be preparing for the U.S. Department of Treasury Customhouse Brokerage License.

QUALITY AND PRODUCTIVITY BASIC

Technical Certificate

Thurston Shrader ■ (901) 333-4423

The Quality and Productivity Certificate program is designed for students with varied backgrounds. The Quality and Productivity Certificate (Basic) is for students who are entering the business profession or are new to the quality field and must be completed prior to entering the advanced program. 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. Each student should assure that he or she has met prerequisites before attempting to register for a course. Candidates must meet the requirements of a first-time college student or transfer student.

Required Courses		Cr.
MGMT 1200	Introduction to Quality and Productivity	3
MGMT 2010	Principles of Management I	3
ISDS 2807	Statistical Quality Improvement	3
MGMT 2040	Strategic Planning	3
Total Credit Hours		12

QUALITY AND PRODUCTIVITY ADVANCED

Technical Certificate

Thurston Shrader ■ (901) 333-4423

The advanced program is intended to prepare individuals for the Certified Quality Manager certification test administered by the American Society for Quality. The courses can be tailored to the needs of the student and local businesses. Each student should assure that he or she has met prerequisites before attempting to register for a course. Candidates must meet the requirements of a first-time college student or transfer student.

Required Courses		Cr.
ISDS 2840	Quality Information Systems	3
MGMT 2300	Management for Quality	3
MGMT 2000	Project Management	3
ISDS 2806	Supply Chain Management	3
Total Credit Hours		12

OFFICE ADMINISTRATION, INFORMATION TECHNOLOGY AND HOSPITALITY MANAGEMENT

The mission of the Office Administration, Information Technology And Hospitality Management department is to offer a high quality learning environment conducive to providing students with skills and competencies for employment and career advancement, as well as some university transfer opportunities.

The Fire Science curriculum prepares students for employment with a fire-fighting agency and is designed to enhance firefighters' personal and management skills to better serve their communities.

The Hospitality Management curriculum includes a balance of classroom, laboratory, and work experience opportunities to provide management preparation for this challenging industry. Hospitality Management offers concentrations in Culinary Arts, Food and Beverage Management and Hotel/Motel Management.

The Information Technology program encompasses a wide range of topics, including communications, administration, and object-oriented systems development. The program is designed to prepare graduates with the necessary knowledge and skills to work in today's business IT environment. Students have the option of choosing one of eight areas of concentration: five programming concentrations, two non-programming concentrations, and the emerging technologies concentration that can be either programming or non-programming. The curriculum for each of the programming concentrations provides training to become a computer programmer for business applications. Because the programming concentrations prepare students for jobs that require above-average performance, it is recommended that students selecting these concentrations maintain above-average grades in order to be successful in the academic program and in the job market. The non-programming concentrations prepare the student to enter the diverse IT environment in areas of support and/or administration.

The Office Administration curriculum prepares students for employment. The Court Reporting/Closed Captioning concentration curriculum prepares students for a variety of positions in the field of court reporting. These include judicial (city, state, and federal court systems), as well as non-judicial settings, such as freelance reporting for legal depositions, meetings, and conventions. This program includes an internship, which is served in both the judicial system and freelance agencies. The curriculum of the Financial Administrative Assistant concentration covers the complete accounting cycle with practical applications, including comprehensive computer operations, business taxes, and database management. The General Administrative Assistant is designed to equip students with the skills and competencies needed to be an efficient, productive member of an office support team. The Legal Administrative Assistant concentration prepares students to work as legal secretaries or legal stenographers. The Medical Administrative Assistant concentration is designed to prepare students with transcription, computer, and organizational skills to work as medical secretaries or medical clerks. The computer Software Specialist technical certificate is designed to develop skills in keyboarding and to introduce word processing, spreadsheet, and database concepts used by office support personnel.

Degree Programs

A.A.S. Degree in Fire Science

A.A.S. Degree in Hospitality Management with concentrations in:

Culinary Arts

Food and Beverage Management

Hotel/Motel Management

A.A.S. Degree in Information Technology with concentrations in:

Business Applications Programming

Communications

Component Programming

Emerging Technologies

Generalist

UNIX/LINUX

Visual Desktop Application Development

Web Applications Development

A.A.S. Degree in Office Administration with concentrations in:

Financial Administrative Assistant

General Administrative Assistant

Legal Administrative Assistant

Medical Administrative Assistant

Court Reporting/Closed Captioning

Technical Certificates:

Computer Software Specialist

FIRE SCIENCE

Associate of Applied Science Degree
Robert Prytula ■ (901) 333-4134

The Fire Science program at Southwest is designed to enhance firefighters' personal and management skills to better serve their communities. It is designed for individuals who are employed or are seeking employment in fields related to fire prevention or for protection. This unique program allows the student to pursue professional development and education on a full or part-time basis. The Fire Science program integrated general education and strong career preparation to develop well-rounded fire-service professionals.

First Semester			Cr.
FIRE	1100	Fire Fighting Strategies and Tactics I	3
FIRE	1101	Fire Service Instructional Methodology	3
ENGL	1010	English Composition I (Gen. Ed.)	3
****		Mathematics (Gen. Ed.) ¹	3
OFAD	1510	Microsoft Office Applications	3
Total			15
Second Semester			Cr.
FIRE	1200	Fire Officer I	3
FIRE	1201	Fire Officer Leadership	3
FIRE	2500	Fire Fighting Strategies and Tactics II	3
SPCH	2010	Oral Communication (Gen. Ed.)	3
****		Humanities/Fine Arts (Gen. Ed.) ¹	3
Total			15
Third Semester			Cr.
FIRE	2300	Hazardous Material Team Operations I	3
FIRE	2301	Fire Inspector I	3
FIRE	2302	Developing Fire and Life Safety Strategies	3
MGMT	2506	Organizational Behavior	3
FIRE	2502	Mid-Level Management	3
Total			15
Fourth Semester			Cr.
FIRE	2400	Hazardous Material Team Operations II	3
FIRE	2401	Fire Service Budgeting and Financial Management	3
****		Social/Behavioral Sciences (Gen. Ed.) ¹	3
FIRE	2501	Fire Protection Systems	3
FIRE	2601	Arson Investigation	3
Total			15
Total Program Credits			60

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 about transferability of courses.

This program is recognized by the State of Tennessee Fire Marshall's Office for meeting required hours of training for State Fire Inspectors through the FIRE 2301 and FIRE 2501 courses.

¹ Review [General Education pages](#) and/or consult advisor for correct selection.

HOSPITALITY MANAGEMENT

Associate of Applied Science Degree
Culinary Arts Concentration
Stephen Leake ■ (901) 333-4096

The rapidly growing hospitality industry offers various management careers in food and beverage, hotel, culinary arts, tourism, and travel. 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.

First Semester			Cr.
ACCT	1210	Principles of Accounting I	3
DIET	1310	Principles of Nutrition	3
ENGL	1010	English Composition I (Gen. Ed.)	3
HMG	1025	Food and Beverage Preparation I	4
DIET	1810	Sanitation Measures	2
Total			15
Second Semester			Cr.
HMG	2225	Food and Beverage Preparation II	4
HMG	1220	Purchasing and Control	3
****		Mathematics or Natural Sciences (Gen. Ed.) ¹	3
OFAD	1510	Microsoft Office Applications	3
SPCH	2010	Oral Communications (Gen. Ed.)	3
Total			16
Third Semester			Cr.
MGMT	2010	Principles of Management I	3
HMG	1931	Cooperative Education Work Experience I	3
HMG	2190	Catering and Buffet	4
HMG	2510	Introduction to Ice Carving	3
****		Humanities/Fine Arts (Gen. Ed.) ¹	3
Total			16
Fourth Semester			Cr.
HMG	2230	Legal Aspects of Hospitality	3
HMG	2240	Managerial Accounting for the Hospitality Industry	3
HMG	2261	Advanced Food Preparation	4
****		Social/Behavioral Sciences (Gen. Ed.) ¹	3
Total			13
Total Program Credits			60

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 about transferability of courses.

¹ 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 Stephen Leake for details. Optional for Internship: HMG 1931, HMG 1932, HMG 1933 and HMG 1934.

HOSPITALITY MANAGEMENT

Associate of Applied Science Degree
Food and Beverage Management Concentration
Stephen Leake ■ (901) 333-4096

The rapidly growing hospitality industry offers various management careers in food and beverage, hotel, culinary arts, tourism, and travel. 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.

First Semester		Cr.
ACCT 1210	Principles of Accounting I	3
HMGT 1030	Introduction to Hospitality	3
ENGL 1010	English Composition I (Gen. Ed.)	3
****	Natural Sciences (Gen. Ed.) ¹	4
DIET 1810	Sanitation Measures	2
Total		15
Second Semester		Cr.
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
Total		17
Third Semester		Cr.
MGMT 2010	Principles of Management I	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.) ¹	3
Total		16
Fourth Semester		Cr.
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.) ¹	3
Total		12
Total Program Credits		60

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 about transferability of courses.

¹ 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 Stephen 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
Stephen Leake ■ (901) 333-4096

The rapidly growing hospitality industry offers various management careers in food and beverage, hotel, culinary arts, tourism, and travel. 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.

First Semester		Cr.
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.) ¹	3
HMGT 1140	Professional Housekeeping	3
Total		15
Second Semester		Cr.
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 1510	Microsoft Office Applications	3
Total		14
Third Semester		Cr.
MGMT 2010	Principles of Management I	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.) ¹	3
Total		16
Fourth Semester		Cr.
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 Communications	3
****	Social/Behavioral Sciences (Gen. Ed.) ¹	3
Total		15
Total Program Credits		60

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 about transferability of courses.

¹ 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 Stephen Leake for details. Optional for Internship: HMGT 1931, HMGT 1932, HMGT 1933 and HMGT 1934.

INFORMATION TECHNOLOGY

Associate of Applied Science Degree Business Applications Programming Concentration Clemetee Whaley ▪ (901) 333-4140

This program is designed to prepare graduates with the necessary skills to work in today's business IT environment where COBOL (Common Business Oriented Language) is used. The graduate is trained in developing computer solutions to business problems in common business applications, such as Payroll and Accounting, and strategic business systems, such as Customer Information Systems.

First Semester		Cr.
ITEC 1001	Introduction to Micros	4
ITEC 1002	Logic and Problem Solving for Programmers	4
ENGL 1010	English Composition I (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) ¹	3
****	Guided Technical Elective ²	3
Total		17
Second Semester		Cr.
ITEC 1141	COBOL	4
ITEC 1151	RPG/400 ³	4
	or	
ITEC 1101	C/C++ Programming ³	4
	or	
ITEC 1105	Win/Web VB .Net I ³	4
ITEC 1340	Server and Network Concepts	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
Total		14
Third Semester		Cr.
ITEC 2150	Database Concepts	4
ITEC 2141	COBOL Advanced	4
****	ITEC Elective ⁴	3
****	Social/Behavioral Sciences (Gen. Ed.) ¹	3
Total		14
Fourth Semester		Cr.
ITEC 2142	CICS ⁵	4
	or	
ITEC 2710	Java ⁵	4
ITEC 2143	Systems Design ⁶	4
	or	
ITEC 2144	Case Study ⁶	4
	or	
ITEC 2160	Database Processing ⁶	4
ITEC	ITEC Elective ⁴	4
****	Humanities/Fine Arts (Gen. Ed.) ¹	3
Total		15
Total Program Credits		60

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 about transferability of courses.

¹ Review [General Education pages](#) and/or consult advisor for correct selection.

² Choose between MATH 1830 and ACCT 1210. (ACCT 1210 is preferred in this curriculum.)

³ Select one of the three languages in consultation with Concentration Advisor.

⁴ Choose any ITEC 2000-2999 course in the catalog. Student may use ITEC Internship or ITEC CO-OP in an IT field in place of an ITEC course to fulfill their ITEC Elective requirements, only with advanced written permission of the department chair.

⁵ Select one of the two courses in consultation with Concentration Advisor. Note that ITEC 1101 is a prerequisite for ITEC 2710 Java.

⁶ Select one of the three courses in consultation with Concentration Advisor.

Important Notice: Information Technology courses taken in the TBR Regents Online Degree Program WILL NOT be accepted into this Information Technology degree program without the advance written approval the department chair.

INFORMATION TECHNOLOGY

**Associate of Applied Science Degree
Communications Concentration
Deborah Haseltine ■ (901) 333-4140**

This program is designed to prepare graduates with the necessary skills to work in today's business IT networking environments. Students will learn hands-on administration and technical skills needed to provide communications and connectivity to a variety of operating systems and network operating systems. Areas of study include topologies, cabling, devices, LAN/WAN and other protocols, standards, server and client system installations, network management, monitoring, troubleshooting TCP/IP networks.

First Semester		Cr.
ITEC 1001	Introduction to Micros	4
ITEC 1004	Micro Operating Systems	4
ETEC 2814	Service and Maintenance of Micro-computing Systems	4
ENGL 1010	English Composition I (Gen. Ed.)	3
Total		15
Second Semester		Cr.
ITEC 1006	Utilities/Hard Disk Mgmt	4
ITEC 1330	Networking I	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) ¹	3
****	Guided Technical Elective ²	3
Total		16
Third Semester		Cr.
ITEC 2201	UNIX/LINUX Operating System	4
ITEC 2301	LAN Administration	4
****	ITEC LAN Elective ³	4
****	Social/Behavioral Sciences (Gen. Ed.) ¹	3
Total		15
Fourth Semester		Cr.
ITEC 2303	Networking II	4
ITEC 2351	Windows 2000 Professional	4
****	ITEC Elective ⁴	4
****	Humanities/Fine Arts (Gen. Ed.) ¹	3
Total		14
Total Program Credits		60

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 about transferability of courses.

¹ Review [General Education pages](#) and/or consult advisor for correct selection.

² Choose between MATH 1830 and ACCT 1210.

³ Select from ITEC 2205, ITEC 2305, ITEC 2341, ITEC 2365, or ITEC 2333 and ITEC 2335.

⁴ Choose any ITEC 2000-2999 course in the catalog. Student may use ITEC Internship or ITEC CO-OP in an IT field in place of an ITEC course to fulfill their ITEC Elective requirements, only with advanced written permission of the department chair.

Important Notice: Information Technology courses taken in the TBR Regents Online Degree Program WILL NOT be accepted into this Information Technology degree program without the advance written approval of the department chair.

INFORMATION TECHNOLOGY

**Associate of Applied Science Degree
Component Programming Concentration
Clemetee Whaley ■ (901) 333-4140**

This program is designed to prepare graduates to work in today's IT programming environment where C, C++, and Java are used. The graduate is trained in developing computer solutions using both procedural and object oriented concepts.

First Semester		Cr.
ITEC 1001	Introduction to Micros	4
ITEC 1002	Logic and Problem Solving for Programmers	4
ENGL 1010	English Composition 1 (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) ¹	3
****	Social/Behavioral Sciences (Gen. Ed.) ¹	3
Total		17
Second Semester		Cr.
ITEC 1101	C/C++ Programming	4
ITEC 1105	Win/Web VB .NET I	4
ITEC 1340	Server and Network Concepts	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
Total		14
Third Semester		Cr.
ITEC 2710	Java Application Programming	4
ITEC 2111	Object-oriented C++ Programming	4
****	ITEC Elective ²	3
****	Guided Technical Elective ³	3
Total		14
Fourth Semester		Cr.
ITEC 2101	Advanced C/C++ Programming ⁴	4
ITEC 2121	Advanced C++ for Windows ⁴	4
ITEC 2720	Advanced Java ⁴	4
ITEC 2201	UNIX/LINUX Operating System ⁴	4
****	Humanities/Fine Arts (Gen. Ed.) ¹	3
Total		15
Total Program Credits		60

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 about transferability of courses.

¹ Review [General Education pages](#) and/or consult advisor for correct selection.

² Choose any ITEC 2000-2999 course in the catalog. Student may use ITEC Internship or ITEC CO-OP in an IT field in place of an ITEC course to fulfill their ITEC Elective requirements, only with advanced written permission of the Department Chair.

³ Choose between MATH 1830 and ACCT 1210.

⁴ Choose three of these four programming electives.

Note: ITEC 2101 and ITEC 2210 may not both be used to fulfill the requirements in this concentration.

Important Notice: Information Technology courses taken in the TBR Regents Online Degree program WILL NOT be accepted into this Information Technology degree program without the advance written approval of the department chair.

INFORMATION TECHNOLOGY

**Associate of Applied Science Degree
Emerging Technologies Concentration
Lisa Rudolph ■ (901) 333-4140**

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, six second-year ITEC 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 Concentration Advisor with the student's input.

Important Notice: Information Technology courses taken in the TBR Regents Online Degree Program WILL NOT be accepted into this Information Technology degree program without the advance written approval of the and department chair.

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 about transferability of courses.

INFORMATION TECHNOLOGY

**Associate of Applied Science Degree
Generalist Concentration
Deborah Haseltine ■ (901) 333-4140**

This program is designed to prepare graduates with the necessary skills to work in today's business IT environment. A successful graduate of the IT Generalist program will be able to communicate with office personnel in areas including all Windows-based applications (word processing, spreadsheet applications, database management), web design, and networking, as well as assisting in the maintaining and service of the office systems.

First Semester		Cr.
ITEC 1001	Introduction to Micros	4
ITEC 1004	Micro Operating Systems	4
ETEC 2814	Service and Maintenance of Microcomputing Systems	4
ENGL 1010	English Composition 1 (Gen. Ed.)	3
Total		15
Second Semester		Cr.
ITEC 1006	Utilities/Hard Disk Mgmt	4
ITEC 1330	Networking I	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Mathematics (Gen. Ed.) ¹	3
****	Guided Technical Elective ²	3
Total		16
Third Semester		Cr.
ITEC 2401	Windows OS	4
ITEC 2408	Windows Applications	4
ITEC 2404	Windows DB APPS-Access	4
****	Social/Behavioral Sciences (Gen. Ed.) ¹	3
Total		15
Fourth Semester		Cr.
****	ITEC Design Elective ³	4
****	ITEC Generalist Elective ⁴	4
ITEC 2444	End User Support Skills	4
****	Humanities/Fine Arts (Gen. Ed.) ¹	3
Total		14
Total		60

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 about transferability of courses.

¹ Review [General Education pages](#) and/or consult advisor for correct selection.

² Choose between MATH 1830 and ACCT 1210.

³Choose one of the following classes: ITEC 2010, ITEC 2045 or ITEC 2410

⁴ Choose one of the following classes: ITEC 2301, ITEC 2341, ITEC 2351, or ITEC 2201

Important Notice: Information Technology courses taken in the TBR Regents Online Degree Program WILL NOT be accepted into this Information Technology degree program without the advance written approval of the department chair.

INFORMATION TECHNOLOGY

Associate of Applied Science Degree

UNIX/LINUX Concentration

Clemetee Whaley ■ (901) 333-4140

This program is designed to prepare graduates with the necessary skills to work in today's business IT environment where the UNIX and Linux Operating Systems are used to run vertical business applications and obtain Internet presence. The graduate is trained in developing computer solutions to business problems, designing/developing applications for specialized industries and administration and configuration of network resources.

First Semester			Cr.
ITEC 1001	Introduction to Micros		4
ITEC 1002	Logic and Problem Solving for Programmers		4
ENGL 1010	English Composition I (Gen. Ed.)		3
****	Mathematics (Gen. Ed.) ¹		3
Total			14
Second Semester			Cr.
ITEC 1101	C/C++ Programming		4
ITEC 1340	Server and Network Concepts		3
SPCH 2010	Oral Communication (Gen. Ed.)		3
****	Social/Behavioral Sciences (Gen. Ed.) ¹		3
****	Guided Technical Elective ²		3
Total			16
Third Semester			Cr.
ITEC 2201	UNIX/LINUX Operating System		4
ITEC 2210	Advanced C with UNIX/LINUX		4
ITEC 2710	Java Programming Applications		4
****	ITEC Elective ³		3
Total			15
Fourth Semester			Cr.
ITEC 2205	UNIX/LINUX System Administration		4
ITEC 2202	UNIX/LINUX Software Tools		4
ITEC 2160	Database Processing		4
****	Humanities/Fine Arts (Gen. Ed.) ¹		3
Total			15
Total Program Credits			60

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 about transferability of courses.

¹ Review [General Education pages](#) and/or consult advisor for correct selection.

² Choose between MATH 1830 and ACCT 1210.

³ Choose any ITEC 2000-2999 course in the catalog. Student may use ITEC Internship or ITEC CO-OP in an IT field in place of an ITEC course to fulfill their ITEC Elective requirements, only with advanced written permission the Department Chair. ITEC 2101 and ITEC 2210 may not both be used to fulfill the requirements in this concentration.

Important Notice: Information Technology courses taken in the TBR Regents Online Degree Program WILL NOT be accepted into this Information Technology degree program without the advance written approval of the department chair.

INFORMATION TECHNOLOGY

Associate of Applied Science Degree

Visual Desktop Application Development Concentration

Clemetee Whaley ■ (901) 333-4140

This course presents the development and integration of Windows/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.

First Semester			Cr.
ITEC 1001	Introduction to Micros		4
ITEC 1002	Logic and Problem Solving for Programmers		4
ENGL 1010	English Composition I (Gen. Ed.)		3
****	Mathematics (Gen. Ed.) ¹		3
****	Guided Technical Elective ²		3
Total			17
Second Semester			Cr.
ITEC 1105	Win/Web VB .Net I		4
ITEC 1101	C/C++ Programming		4
ITEC 1340	Server and Network Concepts		3
SPCH 2010	Oral Communication (Gen. Ed.)		3
Total			14
Third Semester			Cr.
ITEC 2115	Win/Web VB .Net II		4
****	Database-Related ³		4
****	Operating System-Related ⁴		4
****	Social/Behavioral Sciences (Gen. Ed.) ¹		3
Total			15
Fourth Semester			Cr.
****	ITEC Programming Elective ⁵		4
ITEC 2125	Win/Web VB .Net III		4
ITEC	ITEC Elective ⁶		4
****	Humanities/Fine Arts (Gen. Ed.) ¹		3
Total			14
Total Program Credits			60

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 about transferability of courses.

¹ Review [General Education pages](#) and/or consult advisor for correct selection.

² Choose between MATH 1830 and ACCT 1210.

³ Select one of the following: ITEC 2150, ITEC 2160, and ITEC 2404.

⁴ Select one of the following: ITEC 2201, ITEC 2351, and ITEC 2401.

⁵ Choose between ITEC 2111 C++ and ITEC 2710 Java.

⁶ Choose any ITEC 2000-2999 course in the catalog. Student may use ITEC Internship or ITEC CO-OP in an IT field in place of an ITEC course to fulfill their ITEC Elective requirements, only with advanced written permission of the department chair.

Note: ITEC 2101 and ITEC 2210 may not both be used to fulfill the requirements in this concentration.

Important Notice: Information Technology courses taken in the TBR Regents Online Degree Program WILL NOT be accepted into this Information Technology degree program without the advance written approval the department chair.

INFORMATION TECHNOLOGY

Associate of Applied Science Degree Web Applications Development Concentration Lisa Rudolph ■ (901) 333-4140

This program is designed to prepare graduates with the necessary skills to work in today's business Internet/Intranet environment where web programming skills are used. The graduate is trained in developing computer solutions to business problems using programming and scripting languages such as C, JavaScript, PHP and JSP. The graduate is also trained in the use of XHTML, DHTML, WML, XML, XSLT, XPATH and XLINK. Areas of study also include Web Services, WSDL, UDDI, WAP, SOAP, XMLDOM, ODBC, SQL and database connectivity. Elective areas of study include: ASPNet, VB.NET, C++, Perl/CGI, Java and Cold Fusion.

First Semester			Cr.
ITEC 1002	Logic and Problem Solving for Programmers		4
ITEC 1500	CIW Foundations ¹		3
	or		
ITEC 2010	Web Page Development ¹		3
ENGL 1010	English Composition I (Gen. Ed.)		3
****	Mathematics (Gen. Ed.) ²		3
****	Social/Behavioral Sciences (Gen. Ed.) ²		3
Total			16
Second Semester			Cr.
ITEC 2020	Client-Side Web Programming: JavaScript		4
ITEC 2171	Server-Side Web Programming		4
ITEC 1101	C/C++ Programming		4
ITEC 1340	Server and Network Concepts		3
Total			15
Third Semester			Cr.
ITEC 2172	Data-Driven Web Sites		4
ITEC 2150	Database Concepts/SQL ¹		4
	or		
ITEC 2160	Database Processing ¹		4
****	Humanities/Fine Arts (Gen. Ed.) ²		3
SPCH 2010	Oral Communications (Gen. Ed.)		3
Total			14
Fourth Semester			Cr.
ITEC 2174	Wireless Web Programming		4
ITEC 2175	XML Applications and Web Services		4
ITEC	Web Elective ³		3
ITEC	Web Elective ³		4
Total			15
Total Program Credits			60

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 about transferability of courses.

¹ Select one of the two courses, [in consultation with Concentration Advisor](#).

² Review [General Education pages](#) and/or consult advisor for correct selection.

³ Web Electives Include: ITEC2201, ITEC2710, ITEC2720, ITEC1105, ITEC2111, ITEC2115, ITEC2125, ITEC2173, GART2522, LEGL2550, ISDS2605, ITEC2341, CIW Site Designer and CIW E-Commerce.

Important Notice: Information Technology courses taken in the TBR Regents Online Degree program WILL NOT be accepted into this Information Technology degree Program without the advance written approval of the department chair.

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.

First Semester		Cr.
CORT 1001	Legal Terminology	3
CORT 1010	Machine Shorthand Theory I	3
ENGL 1010	English Composition I (Gen. Ed.)	3
CORT 2025	Court Reporting Grammar and Punctuation	3
Total		12
Second Semester		Cr.
CORT 1020	Machine Shorthand Theory II	3
BIOL 1010	Introduction to Biology I (Gen. Ed.)	4
CORT 2110	Court Reporting Applications I	2
****	Mathematics (Gen. Ed.) ¹	3
Total		12
Third Semester		Cr.
CORT 1025	Machine Shorthand Theory III	3
****	Oral Communications (Gen. Ed.)	3
Total		6
Fourth Semester		Cr.
CORT 2010	Elementary Speed Building	3
CORT 2015	Computer-Aided Transcription	3
OFAD 2640	Medical Terminology/Anatomy and Physiology I	3
****	Humanities/Fine Arts (Gen. Ed.) ¹	3
Total		12
Fifth Semester		Cr.
CORT 2022	Intermediate Speed Building	4
CORT 2120	Court Reporting Applications II	2
CORT 2050	Professional Certification Review	2
****	Social/Behavioral Sciences (Gen. Ed.) ¹	3
CORT 2070	Court Reporting Internship	3
Total		14
Sixth Semester		Cr.
CORT 2032	Advanced Speed Building	4
Total		4
Total Program Credits		60

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¹ 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) 333-6467

The Financial Administrative Assistant concentration covers the complete accounting cycle with practical applications, including comprehensive computer operations, business taxes, and database management.

First Semester		Cr.
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.) ¹	3
Total		12
Second Semester		Cr.
OFAD 1120	Keyboarding II	3
OFAD 1510	Microcomputer Office Applications	3
OFAD 1210	Microsoft Word I	4
OFAD 1080	Computer Data Entry	3
ACCT 1220	Principles of Accounting II	3
Total		16
Third Semester		Cr.
FINR 2300	Business Law	3
****	Humanities/Fine Arts (Gen. Ed.) ¹	3
OFAD 1050	Business Communication	3
OFAD 1410	Excel I	4
****	Mathematics (Gen. Ed.) ¹	3
Total		16
Fourth Semester		Cr.
****	Mathematics (Gen. Ed.) ¹	3
OFAD 2310	PowerPoint/Outlook	3
ACCT 2210	Intermediate Accounting I	4
OFAD 2610	Administrative Office Management	3
****	OFAD Elective ³	3
Total		16
Total Program Credits		60

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 about transferability of courses.

¹ Review [General Education pages](#) and/or consult advisor for correct selection.

² Students must demonstrate the ability to key at least 35 wpm to enroll (contact the Program Coordinator)

³ OFAD Electives:

OFAD 1130	Keyboarding III
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
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) 333-6467**

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.

First Semester		Cr.
ENGL 1010	English Composition I (Gen. Ed)	3
ACCT 1210	Principles of Accounting I	3
OFAD 1140	Records Management	3
****	Mathematics (Gen. Ed) ¹	3
****	Social/Behavioral Sciences (Gen. Ed) ¹	3
Total		15
Second Semester		Cr.
OFAD 1120	Keyboarding II ²	3
OFAD 1510	Microcomputer Office Applications	3
OFAD 1210	Microsoft Word I	4
SPCH 2010	Oral Communication (Gen. Ed.)	3
OFAD 1080	Computer Data Entry or	3
ACCT 1220	Principles of Accounting II	3
Total		16
Third Semester		Cr.
OFAD 2110	Advanced Keyboarding and Integrated Office	3
OFAD 2210	Microsoft Word II	4
OFAD 1050	Business Communication	3
OFAD 1410	Excel I	4
Total		14
Fourth Semester		Cr.
****	Humanities/Fine Arts (Gen. Ed) ¹	3
OFAD 2040	Word Processing Transcription	3
OFAD 2610	Administrative Office Management	3
****	OFAD Elective ³	3
****	OFAD Elective ³	3
Total		15
Total Program Credits		60

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¹ Review [General Education pages](#) and/or consult advisor for correct selection.

² Students must demonstrate the ability to key at least 35 wpm to enroll (contact the Program Coordinator).

³ OFAD Electives:

OFAD 2410	Excel II
OFAD 2310	PowerPoint/Outlook
OFAD 2450	Desktop Publishing Using Word

OFFICE ADMINISTRATION

**Associate of Applied Science Degree
Legal Administrative Assistant Concentration
Vicki Robertson ■ (901) 333-6467**

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.

First Semester		Cr.
ENGL 1010	English Composition II(Gen. Ed.)	3
ACCT 1210	Principles of Accounting I	3
LEGL 1040	Intro to Law	3
CORT 1001	Legal Terminology	3
****	Social/Behavioral Sciences (Gen. Ed.) ¹	3
Total		15
Second Semester		Cr.
OFAD 1120	Keyboarding II ²	3
OFAD 1510	Microcomputer Office Applications	3
OFAD 1210	Microsoft Word I	4
OFAD 1410	Excel I	4
Total		14
Third Semester		Cr.
OFAD 1140	Records Management	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
OFAD 1050	Business Communication	3
LEGL 1055	Legal Ethics and Professionalism	3
OFAD 2210	Microsoft Word II	4
Total		16
Fourth Semester		Cr.
****	Humanities/Fine Arts (Gen. Ed.) ¹	3
LEGL 1045	Legal Research	3
LEGL 1080	Law Office Management	3
****	Mathematics (Gen. Ed.) ¹	3
****	OFAD Elective ³	3
Total		15
Total		60

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¹ Review [General Education pages](#) and/or consult advisor for correct selection.

² Students must demonstrate the ability to key at least 35 wpm to enroll (contact the Program Coordinator)

³ OFAD Electives:

OFAD 1080	Computer Data Entry
OFAD 2410	Excel II
OFAD 2450	Desktop Publishing Using Word
OFAD 1130	Keyboarding III
OFAD 2040	Word Processing Transcription
ACCT 1220	Principles of Accounting II

ENGINEERING TECHNOLOGIES

Engineering Technologies offers seven Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET) accredited engineering technology programs, and six technical certificates of credit.

Certificate and Degree Programs

A.A.S. Degree in Architectural Engineering Technology with concentrations in:

- Architectural Design
- Civil/Construction Engineering

A.A.S. Degree in Computer Engineering Technology

A.A.S. Degree in Electrical Engineering Technology with concentrations in:

- Electrical Design
- Telecommunications

A.A.S. Degree in Mechanical Engineering Technology with concentrations in:

- Mechanical Design
- Manufacturing

Technical Certificates:

- Architectural/Construction Fundamentals
- Electrical/Electronic Fundamentals
- Industrial Computer Fundamentals
- Manufacturing Fundamentals
- Manufacturing Graphics
- Quality Assurance

ARCHITECTURAL ENGINEERING TECHNOLOGY

**Associate of Applied Science Degree
Architectural Design Concentration
A TAC/ABET Accredited Curriculum
Carl G. Heinrich ■ (901) 333-4152**

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.

First Semester		Cr.
ARCH 1124	Architectural 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
Total		16
Second Semester		Cr.
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 ¹	3
Total		15
Third Semester		Cr.
ARCH 1224	Contract and Construction Documents	3
ARCH 2714	Mechanical Equipment	3
CCET 2203	Strength of Materials	3
MATH 1910	Calculus and Analytical Geometry I (Gen. Ed.)	4
SPCH 2010	Oral Communication (Gen. Ed.)	3
Total		16
Fourth Semester		Cr.
ARCH 2744	Architectural Design	3
ARCH 2824	Construction Estimates	4
ARCH 2844	Advance Auto CAD	3
PHYS 1320	Technical Physics II	3
****	Humanities/Fine Arts (Gen. Ed.) ²	3
****	Social/Behavioral Sciences (Gen. Ed.) ²	3
Total		19
Total Program Hours		66

ENGINEERING TECHNOLOGIES

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 about transferability of courses.

¹ CPET 1104, Microcomputer Applications for Technicians, may be substituted.

² 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
Carl G. Heinrich ■ (901) 333-4152**

COMPUTER ENGINEERING TECHNOLOGY

**Associate of Applied Science Degree
A TAC/ABET Accredited Curriculum
John W. Wortham ■ (901) 333-4159**

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.

The Computer Engineering Technology program focuses on the theory and application of computer hardware and software. Students in the program study electric circuits analysis, digital circuits design and analysis, electronic devices, C++ programming, microprocessor/microcontroller programming and interfacing, digital communication, and computer networks. The objective of this program is to prepare engineering technicians to function in support of computer engineers in the design, fabrication, and maintenance of digital electronic systems. Graduates may pursue careers in areas such as hardware/software testing, digital systems design, computer networking, and computer systems installation and maintenance.

First Semester		Cr.
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
Total		16

First Semester		Cr.
CPET 1104	Microcomputer Applications for Technicians	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
Total		15

Second Semester		Cr.
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 ¹	3
Total		16

Second Semester		Cr.
CPET 1124	Digital Circuits	3
CPET 1144	C++ for Technicians	4
ELET 1120	Electric Circuits II	3
TLET 1010	Electronic Circuits I	3
MATH 1750	Algebra and Trigonometry II	3
Total		16

Third Semester		Cr.
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
Total		17

Third Semester		Cr.
CPET 2114	Microprocessor Applications	4
CPET 2314	Digital Communication Systems	4
TLET 2233	Electrical/Electronic CAD Drawing	3
SPCH 2010	Oral Communications (Gen. Ed.)	3
MATH 1910	Calculus and Analytic Geometry I (Gen. Ed.)	4
Total		18

Fourth Semester		Cr.
ARCH 2824	Construction Estimate	4
CCET 2614	Structural Design	4
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Humanities/Fine Arts (Gen. Ed.) ²	3
****	Social/Behavioral Sciences (Gen. Ed.) ²	3
Total		17
Total Program Credits		66

Fourth Semester		Cr.
CPET 2214	Microcontroller Systems Design	4
CPET 2324	Computer Networks and Systems	4
PHYS 1320	Technical Physics II	3
****	Social/Behavioral Sciences (Gen. Ed.) ¹	3
****	Humanities/Fine Arts (Gen. Ed.) ¹	3
Total		17
Total Program Credits		66

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 about transferability of courses.

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 about transferability of courses.

¹ CPET 1104, Microcomputer Applications for Technicians, may be substituted.

¹ Review [General Education pages](#) and/or consult advisor for correct selection.

² Review [General Education pages](#) and/or consult advisor for correct selection.

Note: Cooperative Education courses are available for this major.

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
J. Michael Northern ▪ (901) 333-4286**

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.

First Semester		Cr.
CPET 1104	Microcomputer Applications for Technicians	3
ELET 1110	Electric Circuits I	3
ENGL 1010	English Composition I (Gen. Ed.)	3
MATH 1740	Algebra and Trigonometry I	3
****	Technical Elective ¹	3
Total		15
Second Semester		Cr.
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
Total		15
Third Semester		Cr.
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
Total		19
Fourth Semester		Cr.
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.) ²	3
****	Social/Behavioral Sciences (Gen. Ed.) ²	3
Total		17
Total Program Credits		66

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 about transferability of courses.

¹ Technical Elective to be selected by the student in consultation with advisor.

² 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
Telecommunications Concentration
Lisa G. Jones ▪ (901) 333-4983**

The Telecommunications Concentration of the Electrical Engineering Technology degree program places emphasis on commercial, industrial, and military applications of electronics and the training of engineering technicians. The areas of study include high tech equipment and software such as electronic instrumentation and circuit simulation software, maintenance of networks and fiber optic cable, and radio transmitters and receivers. Various careers and opportunities are available to those who choose to become telecommunication engineering technicians. They include: technician - install, maintains, and operates communications and networking equipment; engineering aide-assists engineers in the design, development, and testing of electronic equipment; and technical writer - compiles reports, bulletins, specifications, and manuals.

First Semester		Cr.
CPET 1104	Microcomputer Applications for Technicians	3
ELET 1110	Electric Circuits I	3
ENGL 1010	English Composition I (Gen. Ed.)	3
MATH 1740	Algebra and Trigonometry I	3
****	Technical Elective ¹	3
Total		15
Second Semester		Cr.
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
Total		15
Third Semester		Cr.
TLET 2020	Electronic Circuits II	4
TLET 2214	Electromagnetic Radiation & Reception	4
TLET 2233	Electrical/Electronic CAD Drawing	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
MATH 1910	Calculus and Analytical Geometry I (Gen. Ed.)	4
Total		18
Fourth Semester		Cr.
TLET 2144	Telecommunication and UHF	4
TLET 2244	Telecommunication Design	4
PHYS 1320	Technical Physics II	4
****	Humanities/Fine Arts (Gen. Ed.) ²	3
****	Social/Behavioral Sciences (Gen. Ed.) ²	3
Total		17
Total Program Credits		65

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 about transferability of courses.

¹ Technical Elective to be selected by the student in consultation with advisor.

² Review [General Education pages](#) and/or consult advisor for correct selection.

Note: Cooperative Education courses are available for this major.

MECHANICAL ENGINEERING TECHNOLOGY**Associate of Applied Science Degree****Manufacturing Concentration****Jeff Stewart ■ (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. NOTE: *Southwest also offers a Manufacturing Fundamentals Certificate Program.*

First Semester			Cr.
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
Total			15
Second Semester			Cr.
INET 1004	Technical Computer Applications		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
Total			16
Third Semester			Cr.
INET 2014	CNC and Robotics		3
MEET 2154	Fluid Systems		3
INET 2043	Statistical Quality Control		3
MATH 1910	Calculus and Analytical Geometry I (Gen. Ed.)		4
PHYS 1320	Technical Physics II		3
Total			16
Fourth Semester			Cr.
MEET 2163	Electro Mechanical Devices		3
INET 2034	Plant Layout and Materials Handling		3
INET 2054	Computer-Integrated Manufacturing		4
SPCH 2010	Oral Communications (Gen. Ed.)		3
****	Social/Behavioral Sciences (Gen. Ed.) ¹		3
****	Humanities/Fine Arts (Gen. Ed.) ¹		3
Total			19
Total Program Credits			66

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 about transferability of courses.

¹ Review [General Education pages](#) and/or consult advisor for correct selection.

Note: [Cooperative Education courses](#) are available for this major.

MECHANICAL ENGINEERING TECHNOLOGY**Associate of Applied Science Degree Program****Mechanical Design Concentration****A TAC/ABET Accredited Curriculum****Jeff Stewart ■ (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. NOTE: *Southwest also offers a Manufacturing Fundamentals Certificate Program.*

First Semester			Cr.
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
Total			15
Second Semester			Cr.
INET 1004	Technical Computer Applications		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
Total			16
Third Semester			Cr.
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
Total			16
Fourth Semester			Cr.
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.) ¹		3
****	Social/Behavioral Sciences (Gen. Ed.) ¹		3
****	General Elective ²		3
Totals			19
Total Program Credits			66

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 about transferability of courses.

¹ Review [General Education pages](#) and/or consult advisor for correct selection.

² General Elective to be selected by the student in consultation with an advisor.

Note: [Cooperative Education courses](#) are available for this major.

ARCHITECTURAL/CONSTRUCTION FUNDAMENTALS

Technical Certificate
Carl G. Heinrich ■ (901) 333-4152

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.

Required Courses			Cr.
ENTC 1124	Engineering Technology Techniques		3
INET 1004	Technical Computer Applications for Technicians		3
ARCH 1124	Architectural Drawing		3
ARCH 1244	Materials and Methods		3
ARCH 2644	Computer Aided Drawing		3
CCET 1010	Surveying I		4
Total Credit Hours			19

ELECTRICAL/ELECTRONIC FUNDAMENTALS

Technical Certificate
J. Michael Northern ■ (901) 333-4286

The Electrical/Electronic Fundamentals program emphasizes the basic skills needed to begin careers in either the electrical or telecommunications 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 microcomputer processing and programming applications.

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). 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 1104, ELET 1110, TLET 1010, TLET 2233) in the certificate program will transfer to the Design or Telecommunications concentration of the Electrical Engineering Technology AAS degree.

Required Courses			Cr.
ENTC 1114	Introduction to Electrical/Electronics Technology		3
ENTC 1124	Engineering Technology Techniques		3
CPET 1104	Microcomputer Applications for Technicians		3
ELET 1110	Electric Circuits I		3
TLET 1010	Electronic Circuits I		3
TLET 2233	Electrical/Electronic CAD Drawing		3
Total Credit Hours			18

INDUSTRIAL COMPUTER FUNDAMENTALS

Technical Certificate
John W. Wortham ■ (901) 333-4159

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: (a) introduction to engineering technology; (b) microcomputer applications such as word processing and spreadsheets; (c) introduction to electric circuits; (d) digital circuits; (e) 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, Records and Recruitment section of this 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 1104, ELET 1110, CPET 1124, and CPET 1144) transfer to the Computer Engineering Technology associate degree program.

Required Courses		Cr.
ENTC 1114	Introduction to Electrical/Electronic technology	3
ENTC 1124	Engineering Technology Techniques	3
CPET 1104	Microcomputer Applications for Technicians	3
ELET 1110	Electric Circuits I	3
CPET 1124	Digital Circuits	3
CPET 1144	C++ for Technicians	4
Total Credit Hours		19

MANUFACTURING FUNDAMENTALS

Technical Certificate
Geoffrey A. Wood ■ (901) 333-4376

The Manufacturing Fundamentals Certificate Program emphasizes the basic skills needed to begin 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 the Admissions, Records and Recruitment section of this catalog). Candidates must take at least 12 of the 15 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		Cr.
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
INET 1004	Technical Computer Applications	3
Total Credit Hours		15

MANUFACTURING GRAPHICS

Technical Certificate

Geoffrey A. Wood ▪ (901) 333-4376

The Manufacturing Graphics certificate program emphasizes Computer-Aided Design (CAD) and graphics. Major areas of study include basic CAD with two-dimensional working and assembly drawings; advanced CAD with an emphasis on productivity and customization; three-dimensional modeling with parametrics, assemblies, rendering and animation; and facility layout with pipe schematics and simulation.

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. 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 Design or Manufacturing Concentration. It is recommended that the Manufacturing Fundamentals 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.

Required Courses			Cr.
ENTC 1124	Engineering Technology Techniques		3
MEET 1210	CAD Design I		3
MEET 1220	CAD Design II		4
MEET 2210	3D Modeling I		3
MEET 2220	3D Modeling II		3
INET 2034	Plant Layout and Materials Handling		3
Total Credit Hours			19

QUALITY ASSURANCE

Technical Certificate

Geoffrey A. Wood ▪ (901) 333-4376

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 Manufacturing Fundamentals 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.

Required Courses			Cr.
ENTC 1124	Engineering Technology Techniques		3
MEET 1134	Engineering Materials		3
MEET 1144	Machines Technology		3
MEET 1220	CAD Design II		4
MEET 1314	Non-Destructive Testing		3
INET 1220	Measuring Techniques		3
Total Credit Hours			19

INDUSTRIAL, ENVIRONMENTAL AND GRAPHIC ARTS TECHNOLOGIES

This department includes programs in industrial, environmental and graphic arts technologies, offering six degrees and six technical certificates of credit.

Degree Programs

A.A.S. Degree in Automotive Service Technology
 A.A.S. Degree in Automotive Service Technology – General Motors
 A.A.S. Degree in Electronic Technology
 A.A.S. Degree in Graphic Arts Technology with concentrations in:

Graphic Arts Production
 Interactive Multimedia Production

A.A.S. Degree in Landscape and Turfgrass Management with concentrations in:

Landscape Management
 Turfgrass Management

Technical Certificates:

Electric Utility Construction
 Landscape Management
 Occupational Safety and Environmental Health
 Turfgrass Management
 Utility Technology - Electric
 Utility Technology - Gas

AUTOMOTIVE SERVICE TECHNOLOGY

Associate of Applied Science Degree
 George Brown ■ (901) 333-4291

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.

First Semester		Cr.
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.) ¹	3
Total		18
Second Semester		Cr.
AUTO 1020	Automotive Engines II	4
AUTO 1120	Automotive Electrical and Electronics System II	4
AUTO 1244	Heating and Air Conditioning Systems	4
SPCH 2010	Oral Communication (Gen. Ed.)	3
Total		15
Third Semester		Cr.
AUTO 2010	Automotive Engines III	4
AUTO 2144	Manual Transmissions and Drive Trains	4
AUTO 2164	Suspension and Steering Systems	4
Total		12
Fourth Semester		Cr.
AUTO 2020	Automotive Engines IV	4
AUTO 2245	Automatic Transmissions	5
****	Social/Behavioral Sciences (Gen. Ed.) ¹	3
****	Humanities/Fine Arts (Gen. Ed.) ¹	3
Total		15
Total Program Hours		60

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 about transferability of courses.

¹ 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

The GM Automotive Service Educational Program (ASEP) is a two-year program sponsored by General Motors. 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. In addition to normal tuition and textbook costs, the student will be required to provide his/her own basic hand tool set.

First Semester		Cr.
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
Total		15
Second Semester		Cr.
AUTO 1120	Automotive Electrical and Electronics Systems II	4
AUTO 1244	Heating and Air Conditioning Systems	4
****	Mathematics or Natural Sciences (Gen. Ed.) ¹	3
Total		11
Third Semester		Cr.
AUTO 1020	Automotive Engines II	4
AUTO 2144	Manual Transmissions and Drive Trains	4
SPCH 2010	Oral Communications (Gen. Ed.)	3
Total		11
Fourth Semester		Cr.
AUTO 2010	Automotive Engines III	4
AUTO 2164	Suspension and Steering Systems	4
****	Humanities/Fine Arts (Gen. Ed.) ¹	3
Total		11
Fifth Semester		Cr.
AUTO 2020	Automotive Engines IV	4
AUTO 2245	Automatic Transmissions	5
****	Social/Behavioral Sciences (Gen. Ed.) ¹	3
Total		12
Total Program Credits		60

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 about transferability of courses.

Student will be required to participate in Cooperative Education and work at a Chevrolet/Pontiac/Hummer/Buick/Cadillac/GMC/Saturn /SAAB dealership.

Student may be required by General Motors to take courses in addition to core curriculum.

¹ 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) 333-4291

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.

First Semester		Cr.
ETEC 1110	Electronic Circuits I	4
ETEC 1113	Electronic Test Equipment	3
ETEC 2814	Servicing and Maintenance of Microcomputer Systems	4
MATH 1630	Finite Math (Gen. Ed.)	3
Total		14
Second Semester		Cr.
ETEC 1310	Digital Circuits I	4
ETEC 1210	Electronic Devices I	4
ETEC 1120	Electronic Circuits II	4
ENGL 1010	English Composition I (Gen. Ed.)	3
Total		15
Third Semester		Cr.
ETEC 1220	Electronic Devices II	4
ETEC 1320	Digital Circuits II	4
ETEC 2300	Electronic Communications	3
SPCH 2010	Oral Communication (Gen. Ed.)	3
Total		14
Fourth Semester		Cr.
ETEC 2302	Miniature Component Repair Techniques	3
ETEC 2402	Troubleshooting Microprocessor Based Systems	4
ETEC 2403	Video Terminal Maintenance	4
****	Humanities/Fine Arts (Gen. Ed.) ¹	3
****	Social/Behavioral Sciences (Gen. Ed.) ¹	3
Total		17
Total Program Credits		60

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 about transferability of courses.

¹ Review [General Education pages](#) and/or consult advisor for correct selection.

Note: [Cooperative Education courses](#) are available for this major.

GRAPHIC ARTS TECHNOLOGY

Associate of Applied Science Degree

Graphic Arts Production

Jerry Redmond ■ (901) 333-4140

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.

First Semester		Cr.
GART 1000	Introduction to Graphic Arts	3
GART 1002	Typography	3
GART 1004	Two Dimensional Layout and Design	3
GART 1005	Creativity and Idea Development	3
ENGL 1010	English Composition I (Gen. Ed.)	3
Total		15

Second Semester		Cr.
GART 1040	Pixel Imaging I	4
GART 1060	Graphic Arts Terminology	3
GART 1070	Vector Illustration I	4
GART 1080	Print Production I	4
Total		15

Third Semester		Cr.
GART 2040	Pixel Imaging II	4
GART 2070	Vector Illustration II	4
SPCH 2010	Oral Communication (Gen. Ed.)	3
****	Natural Science/Mathematics (Gen. Ed.) ¹	3
Total		14

Fourth Semester		Cr.
GART 2080	Print Production I	4
GART 2099	Portfolio Practicum	3
GART	Elective ²	3
****	Social/Behavioral Science (Gen. Ed.) ¹	3
****	Humanities/Fine Arts (Gen. Ed.) ¹	3
Total		16
Total Program Credits		60

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 about transferability of courses.

¹ Review [General Education pages](#) and/or consult advisor for correct selection.

² Graphic Arts (GART) electives can be selected from any Graphic Arts courses that are 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

Jerry Redmond ■ (901) 333-4140

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. Instruction will include electronic graphic functions including layout, typography, scanning, photo manipulation and digital imaging, illustration, video editing, special effects, sound editing, internet publishing, and project management. All computer courses are taught using the Macintosh computer.

First Semester		Cr.
GART 1000	Introduction to Graphic Arts	3
GART 1002	Typography	3
ENGL 1010	English Composition I (Gen. Ed.)	3
****	Natural Science/Mathematics (Gen. Ed.) ¹	3
****	Humanities/Fine Arts (Gen. Ed.) ¹	3
Total		15

Second Semester		Cr.
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
Total		14

Third Semester		Cr.
GART 2040	Pixel Imaging II	4
GART 2500	Introduction to Interactive Multimedia	4
GART 2516	Video Editing I	4
GART 2516	Video Editing I	4
GART 2520	3D Modeling	3
Total		15

Fourth Semester		Cr.
GART 2522	Animated Graphics	4
GART 2526	Video Editing II	3
GART 2599	Interactive Multimedia Portfolio Practicum	3
GART	Elective ²	3
****	Social/Behavioral Sciences (Gen. Ed.) ¹	3
Total		15
Total Program Credits		60

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 about transferability of courses.

¹ Review [General Education pages](#) and/or consult advisor for correct selection.

² Graphic Arts (GART) electives can be selected from any Graphic Arts courses that are 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.

LANDSCAPE AND TURFGRASS MANAGEMENT

Associate of Applied Science Degree
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.

First Semester		Cr.
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
Total		18
Second Semester		Cr.
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 Communications (Gen. Ed.)	3
Total		15
Third Semester		Cr.
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.) ¹	3
Total		15
Fourth Semester		Cr.
HORT 2320	Plant Identification II	3
HORT 2900	Landscape Construction	3
HORT 2955	Landscape and Turfgrass Management Internship II	3
****	Humanities/Fine Arts (Gen. Ed.) ¹	3
Total		12
Total Program Credits		60

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 about transferability of courses.

A minimum computer competency is required for graduation. Please see the [computer competency](#) section for details.

¹ Review [General Education pages](#) and/or consult advisor for correct selection.

LANDSCAPE AND TURFGRASS MANAGEMENT

Associate of Applied Science Degree
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.

First Semester		Cr.
ENGL 1010	English Composition 1 (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
Total		18
Second Semester		Cr.
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
Total		15
Third Semester		Cr.
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.) ¹	3
Total		15
Fourth Semester		Cr.
HORT 2800	Golf Course Operations and Maintenance	3
MGMT2610	Principles of Management I or approved elective	3
HORT 2955	Landscape and Turfgrass Management Internship II	3
****	Humanities/Fine Arts (Gen. Ed.) ¹	3
Total		12
Total Program Credits		60

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 about transferability of courses.

¹ Review [General Education pages](#) and/or consult advisor for correct selection.

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 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, 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 Memphis Light, Gas and Water Division (MLG&W) employees (other than lineman) and 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.

Required Courses	Cr.
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 ¹	2
Total Credit Hours	19-21

¹ AUTO1621 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.

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	Cr.
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
Total Credit Hours	24

OCCUPATIONAL SAFETY AND ENVIRONMENTAL HEALTH**Technical Certificate****G. Michael Stephens ■ (901) 333-4151**

The Certificate in Occupational Safety and Environmental Health is a training program for students entering the safety and environmental professions, as well as technicians who want to improve their knowledge and skill in the profession. Students with little or no prior experience will be eligible for entry-level employment within the industry. Students who complete this certificate and have prior experience or a related degree will be eligible for advanced-level positions.

Required Courses	Cr.
ENVI 1023 Hazard Communication and Multimedia Reporting	3
ENVI 2003 OSHA Hazardous Operations	3
ENVI 2013 Solid and Hazardous Waste Management	3
ENVI 2023 Ergonomics	3
ENVI 2033 Fire Protection and Accident Prevention	3
ENVI 2044 Industrial Hygiene	4
INMT 2213 Occupational Safety	3
Total Credit Hours	22

Completers must maintain an overall GPA of 2.0 or better and complete at least 15 credit hours at Southwest Tennessee Community College.

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.

Required Courses	Cr.
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
Total Credit Hours	24

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 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 Memphis Light, Gas and Water Division (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.

Required Courses		Cr.
IENT 1612	Introduction to Utility Technology	4
ETEC 1619	Basic Electricity for Utility Workers	4
ETEC 1620	Advanced Electricity for Utility Workers	4
Total Credit Hours		12

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 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 Memphis Light, Gas and Water Division (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.

Required Courses		Cr.
IENT 1612	Introduction to Utility Technology	4
ETEC 1619	Basic Electricity for Utility Workers	4
INMT 1655	Fundamentals of Gas for Utility Workers	4
Total Credit Hours		12