

BUSINESS, CAREER STUDIES AND TECHNOLOGIES



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	333-4735	Macon, Trailer A Lobby
Ashley Geisewite Interim Department Chair, Business Administration, Accountancy and Paralegal Studies	333-4319	Macon, Trailer A-15
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	333-4176	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 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 in 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
- Homeland Security Assessment
- 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 or consult advisor for correct selection.

ACCOUNTANCY
Associate of Applied Science
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 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	4
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 or consult advisor for correct selection.

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

The Accounting Technical Certificate is designed to prepare students to become qualified for entry-level positions in the accounting job market. The program provides enhancement of accounting and computer skills for those already employed in accounting who are seeking 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	4
ACCT	2210	Intermediate Accounting I	4
ACCT	2055	Accounting Applications for Microcomputers	4
ACCT	1280	Database Management for Accountants	3
	or		
ACCT	1310	Income Tax I	4
Total Credit Hours			24

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

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 Tennessee Community College trains students to function in this changing environment.

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 Communication (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.)	3
MIS 2749	Business Microcomputer Applications	3
ISDS 2000	Business Statistics	3
ACCT 1220	Principles of Accounting II	3
****	Natural Sciences (Gen. Ed.) ¹	4
Total		16
Fourth Semester		Cr.
ISDS 2755	Introduction to MIS	3
HIST 2020	Survey of the United States since 1877 (Gen. Ed.)	3
*****	Natural Sciences (Gen. Ed.) ¹	4
****	Literature (Gen. Ed.) ¹	3
Total		13
Total Program Credits		60

Contact Thurston Shrader, (901) 333-4423, for college-parallel area of emphasis advising and transfer information. Students should check course recommendations with the college or university to which they intend to transfer for a baccalaureate degree. The receiving institution always makes the final decision about transferability of credits.

¹ Review General Education pages or consult advisor for correct selection.

First Semester		Cr.
MGMT 1000	Introduction to Business	3
ACCT 1210	Principles of Accounting I or Accounting for Managers	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
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 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
 Ashley Geisewite • (901) 333-4319

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		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 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		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
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 (offered in spring only)		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 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) 333-4423

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	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
****		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 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) 333-4479

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

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
MGMT	1200	Introduction to Quality	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	2300	Managing for Quality	3
ISDS	2807	Statistical Quality Improvement	3
Total			15

Fourth Semester			Cr.
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 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			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
MKTG	2100	Principles of Transportation	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
MKTG	2105	Physical Distribution and Logistics	3
ISDS	2806	Supply Chain Management	3
Total			15
Fourth Semester			Cr.
FINR	2200	Financial Management	3
MGMT	2800	International Business	3
MGMT	2400	Warehouse Management	3
MKTG	2500	Introduction to Importing and Custom	3
		House 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 or consult advisor for correct selection.

Note: Cooperative Education courses are available for this major.

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

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

Course Requirements (for Business Studies majors)

I. General Education (22 Semester Hours)			Cr.
ENGL	1010	English Composition I (Gen. Ed.)	3
ENGL	1020	English Composition II (Gen. Ed.)	3
SPCH	2010	Oral Communication (Gen. Ed.)	3
ECON	2010	Principles of Macroeconomics (Gen. Ed.)	3
ECON	2020	Principles of Microeconomics (Gen. Ed.)	3
MATH	1830	Elementary Calculus (Gen. Ed.)	4
****		Humanities/Fine Arts (Gen. Ed.) 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 Planning and Administration.

Total Hours Required: 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 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 Communication (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)
- 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 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 Planning and Administration.

Total Hours Required: 60

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

1. Successfully complete the TTC diploma programs
2. Demonstrate competency in Aviation Maintenance by obtaining Air Frame and Power Plant (A & P) license
3. Are admitted to Southwest
4. Meet COMPASS/ASSET test requirements
5. 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 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 the -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 & 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 position for no less than 5 years. The first 3 years of experience are considered to be an Apprenticeship. The final 2 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
	or
ENGL 2020 English Composition II	3
MGMT 2010 Principles of Management I	3
**** Business Administration Courses ²	18
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 six courses from ECON, FINR, ISDS, MGMT, MKTG, and ACCT.

³ Review General Education pages 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	1630	Finite Mathematics (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 ²	3
SPCH	2010	Oral Communication (Gen. Ed.)	3
****		Social/Behavioral Sciences (Gen. Ed.) ¹	3
Total			15

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

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

¹ Review General Education pages or consult advisor for correct selection.

² Review concentrations 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 coursework offered within the program. The Paralegal Studies program does not award legal specialty credit by examination.

Paralegal Studies - Concentrations

Real Estate Concentration

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

- LEGL 1060 Real Estate Law
- Either LEGL 2025 Contract Law or LEGL 2050 Probate Law
- One other LEGL elective

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 requirements:

- LEGL 2020 Corporate Law
- Either LEGL 2010 Employment Law or LEGL 2070 Bankruptcy and Creditor Rights
- One other LEGL elective

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 requirements:

- LEGL 1070 Torts
- Either LEGL 2060 Evidence or LEGL 2080 Criminal Law and Procedure
- One other LEGL elective

General Concentration

Students who choose the general practice concentration of the Paralegal Studies program will take three (3) of the following courses to complete their concentration requirements:

LEGL	1060	Real Estate Law
LEGL	1070	Torts
LEGL	1100	Constitutional Law
LEGL	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

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

CUSTOMS BROKERAGE

Technical Certificate

Thurston Shrader • (901) 333-4423

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

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 & Miscellaneous Issues in Importing	3
MKTG	2508	U.S. Customs Regulations	3
Total Credit Hours			15

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

HOMELAND SECURITY ASSESSMENT

Technical Certificate

Thurston Shrader • (901) 333-4423

PENDING GOVERNANCE BOARD APPROVAL

The certificate for Homeland Security Assessment is designed for training organizational personnel to perform top-to-bottom assessment against "all hazards" for the protection/recovery of all assets, information, and human resources. This program can also be beneficial for entry-level positions and those re-entering the workforce.

Required Courses			Cr.
MGMT	2050	Introduction to Homeland Security	3
LEGL	2600	Legal Aspects of Homeland Security	3
ITEC	1300	Survey of Information Security	3
MGMT	2506	Organizational Behavior	3
MGMT	2750	Homeland Security Assessment	3
Total Credit Hours			15

PENDING GOVERNANCE BOARD APPROVAL

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

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

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

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 Communication (Gen. Ed.)	3
Total			16
Third Semester		Cr.	
MGM	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 or consult advisor for correct selection.

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

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

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

First Semester		Cr.	
ACCT	1210	Principles of Accounting I	3
HMG	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.	
HMG	1170	Hospitality Sales and Marketing	3
HMG	1220	Purchasing and Control	3
HMG	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.	
MGM	2010	Principles of Management I	3
HMG	1931	Cooperative Education Work Experience I	3
HMG	1240	Food and Beverage Cost Control	3
HMG	2225	Food and Beverage Preparation II	4
****		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	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 or consult advisor for correct selection.

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

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

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

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

Second Semester			Cr.
HMG	1170	Hospitality Sales and Marketing	3
HMG	1220	Purchasing and Control	3
HMG	1200	Lodging Management	3
HMG	1205	Property Management Systems	2
OFAD	1510	Microsoft Office Applications	3
Total			14

Third Semester			Cr.
MG	2010	Principles of Management I	3
HMG	1931	Cooperative Education Work Experience I	3
HMG	2221	Layout, Operations and Maintenance of Hotel and Restaurants	3
HMG	1025	Food and Beverage Preparation I	4
****		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	2280	Convention and Meeting Planning	3
SPCH	2010	Oral Communication	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 or consult advisor for correct selection.

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

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 Department Chair BEFORE the student begins courses to be used in the concentration. Please contact the Concentration Advisor to initiate this process.

After a specialty area is selected, 24 semester hours of second year technology classes will be selected to complete the degree requirements that will complement the student's prior experience in the Information Technology field. These courses will be selected by the Concentration Advisor with the student's input.

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
 Internetworking Technologies (CISCO)
 Concentration
 Deborah Haseltine • (901) 333-4416

This program is designed to provide graduates the necessary skills to work in today's business IT networking environments by stressing the skills and knowledge expected in the global internetworking community. The communications theory and application taught in this program also help prepare students with the knowledge and background necessary to sit for the Comp TIA A+, Network+, Server+, and Security+ exams as well as the CISCO Certified Network Associate (CCNA) and the CISCO Certified Design Associate (CCDA) exams.

First Semester			Cr.
ITEC	1004	Microcomputer Operating System	3
ITEC	1325	IT Essentials I	3
ITEC	1330	CISCO Networking I	3
ENGL	1010	English Composition I (Gen. Ed.)	3
****		Natural Sciences/Mathematics (Gen. Ed.) ¹	3
Total			15
Second Semester			Cr.
ITEC	1340	Server and Network Concepts	3
ITEC	2201	UNIX/LINUX Operating System	3
ITEC	2330	CISCO Networking II	3
ITEC	2351	Windows Client	3
****	****	Accounting Elective ²	3
Total			15
Third Semester			Cr.
ITEC	2010	Web Page Development	3
ITEC	2301	Novell Operating System	3
ITEC	2333	CISCO Networking III	3
ITEC	2341	Introduction to Network Security	3
****		Communication, Humanities and/or Fine Arts, Social/Behavioral Sciences, Natural Sciences/Mathematics (Gen. Ed.) ¹	3
Total			15
Fourth Semester			Cr.
ITEC	2335	CISCO Networking IV	3
ITEC	2365	CISCO Network Design	3
ITEC	2369	Disaster Planning and Recovery	3
****		Social/Behavioral Sciences (Gen.Ed.) ¹	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 or consult advisor for correct selection.

² Choose between ACCT 1003 and ACCT 1210.

INFORMATION TECHNOLOGY
Associate of Applied Science Degree
Application Development Programming
Concentration
Clemetee Whaley • (901) 333-4516

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

First Semester			Cr.
ITEC	1001	ITEC Computer Literacy Elective ²	3
ITEC	1002	Logic and Problem Solving for Programmers	3
ITEC	2143	Systems Design	3
ENGL	1010	English Composition I (Gen. Ed.)	3
MATH	****	Mathematics (Gen. Ed.) ¹	3
Total			15

Second Semester			Cr.
ITEC	1101	C/C++ Programming	3
ITEC	1105	VB .NET I	3
ITEC	1340	Server and Network Concepts	3
	or		
ITEC	1330	Cisco Networking I	3
ITEC	****	Operating Systems Elective ³	3
SPCH	2010	Oral Communication (Gen. Ed.)	3
Total			15

Third Semester			Cr.
ITEC	2710	Java Application Programming	3
ITEC	****	Database Elective ⁴	3
ITEC	2115	VB.NET II	3
	or		
ITEC	2111	Object-Oriented C++ Programming	3
ITEC	****	ITEC Programming Elective ⁵	3
****		Guided Elective ⁶	3
Total			15

Fourth Semester			Cr.
ITEC	2125	VB.NET II	3
	or		
ITEC	2101	Advanced C/C++ Programming ⁴	3
ITEC	****	ITEC Programming Elective ⁵	3
ITEC	****	ITEC Programming Elective ⁵	3
****		Humanities/Fine Arts (Gen. Ed.) ¹	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 or consult advisor for correct selection.

² Select one of the following: ITEC 1001, ITEC 2010, ITEC 2408. (When choosing an ITEC computer Literacy Elective, make sure the proper electives have been met.)

³ Select one of the following: ITEC 2401, ITEC 2201 or ITEC 2351.

⁴ Select one of the following: ITEC 2404, ITEC 2150 or ITEC 2160.

⁵ Select one of the following: ITEC 2720, ITEC 2730, ITEC 2202, ITEC 2205, ITEC 2020, ITEC 2171, ITEC 2174, ITEC 2175, ITEC 2121. (When choosing an ITEC Programming Elective, make sure the proper requirements have been met.)

⁶ Choose between MATH 1830 and ACCT 1210.

INFORMATION TECHNOLOGY
Associate of Applied Science Degree
Computer Systems Support Concentration
Deborah Haseltine • (901) 333-4140

This program is designed to prepare graduates to provide technical assistance, support, and advice to customers and other users in today's IT computer environment. The graduates are trained in interpreting problems and providing technical support for hardware, software, and systems.

First Semester			Cr.
ITEC	1000	Introduction to Careers in IT	2
ITEC	1001	Introduction To Micros	3
ITEC	1004	Micro Operating Systems	3
ETEC	2814	Service and Maintenance of Microcomputing Systems	4
ENGL	1010	English Composition I (Gen. Ed.)	3
Total			15

Second Semester			Cr.
ITEC	1006	Utilities/Hard Disk Management	3
ITEC	1330	Networking I	3
SPCH	2010	Oral Communication (Gen. Ed.)	3
****		Mathematics (Gen. Ed.) ¹	3
****		Business Elective ²	3
Total			15

Third Semester			Cr.
ITEC	2401	Windows OS	3
ITEC	2404	Windows DB APPS-Access	3
ITEC	2271	End-User Support and Troubleshooting/ Windows Environment	3
****		ITEC Design Elective ³	3
****		Social/Behavioral Sciences (Gen. Ed.) ¹	3
Total			15

Fourth Semester			Cr.
ITEC	2201	UNIX/LINUX Operating Systems	3
ITEC	2351	Windows Client	3
ITEC	2408	Windows Applications	3
ITEC	2272	End-User Support and Troubleshooting/Applications	3
****		Humanities/Fine Arts (Gen. Ed.) ¹	3
Total			15
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. Courses may be transferred to receiving institutions when evaluated on a one-to-one basis. Please see the course descriptions section for details about transferability of courses.

¹ Review General Education pages or consult advisor for correct selection.

² Choose between MATH 1830, ISDS 2000 or ACCT 1210.

³ Choose one of the following classes: ITEC 2010, ITEC 2045, ITEC 2410, ITEC 2060 or ITEC 2143.

Important Notice: Students must complete all prerequisites for any elective class.

INFORMATION TECHNOLOGY
 Associate of Applied Science Degree
 UNIX/LINUX Concentration
 Clemetee Whaley • (901) 333-4140

The objective of this concentration is to prepare graduates to use the UNIX and Linux Operating Systems in today's IT environment. The graduate learns both programming and administration of the operating system in respect to business applications and internet presence. In addition, this concentration helps prepare graduates for the first level Linux industry certifications.

First Semester			Cr.
ITEC	1001	Introduction To Micros	3
	or		
ITEC	2408	Windows Applications	3
ITEC	1002	Logic and Problem Solving for Programmers	3
ITEC	1004	Microcomputer Operating System	3
ENGL	1010	English Composition I (Gen. Ed.) ¹	3
****		Mathematics (Gen. Ed.) ¹	3
Total			15
Second Semester			Cr.
ITEC	1101	C/C++ Programming	3
ITEC	1330	Cisco Networking I	3
ITEC	2143	System Design	3
ITEC	2201	UNIX/LINUX Operating System	3
****		Guided Technical Elective ²	3
Total			15
Third Semester			Cr.
ITEC	2010	Web Page Development	3
ITEC	2201	UNIX/LINUX Operating System	3
ITEC	2710	Java Applications Programming	3
SPCH	2010	Oral Communication (Gen. Ed.) ¹	3
****		Humanities/Fine Arts (Gen. Ed.) ¹	3
Total			15
Fourth Semester			Cr.
ITEC	2160	Database Processing	3
ITEC	2202	UNIX/LINUX Software Tools	3
ITEC	****	ITEC Programming Elective ³	3
ITEC	****	ITEC Elective ⁴	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 or consult advisor for correct selection.

² Choose between MATH 1830 and ACCT 1210.

³ Select one of the following courses: ITEC 2101, ITEC 2720

⁴ Choose one of the following courses: ITEC 2020, ITEC 2101, ITEC 2171, ITEC 2301, ITEC 2330, ITEC 2351, ITEC 2365, ITEC 2510 and ITEC 2720. Note: ITEC 2101 cannot meet both ITEC Programming Elective and ITEC Elective requirements. ITEC 2720 follows these same requirements.

INFORMATION TECHNOLOGY
 Associate of Applied Science Degree
 Web Technology 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, as well as Web development tools. Students will gain experience in the use of current markup languages and XML technologies. Areas of study also include Web services, wireless technologies and web application of database technology.

First Semester			Cr.
ITEC	1002	Logic and Problem Solving for Programmers	3
ITEC	1500	CIW Foundations (offered fall only)	3
ITEC	2143	Systems Analysis & Design	3
ENGL	1010	English Composition I (Gen. Ed.)	3
****		Social/Behavioral Sciences (Gen. Ed.) ²	3
Total			15

Second Semester			Cr.
ITEC	2020	Client-Side Web Programming: JavaScript (offered spring only)	3
ITEC	2171	Server-Side Web Programming (offered spring only)	3
ITEC	1340	Server and Network Concepts	3
ITEC		Web Elective ³	3
****		Mathematics (Gen. Ed.) ²	3
Total			15

Third Semester			Cr.
ITEC	2500	CIW Site Designer (offered Fall only)	3
ITEC	2172	Data-Driven Web Sites (offered Fall only)	3
ITEC	2150	Database Concepts/SQL ¹	
		or	
ITEC	2160	Database Processing ¹	3
ITEC	2175	XML Applications and Web Services (offered Fall only)	3
ITEC		Web Elective ³	3
Total			15

Fourth Semester			Cr.
ITEC	2174	Wireless Web Programming	
		or	
ITEC	2173	Special Topics in Web Programming ¹	3
ITEC	2179	Web Capstone Project (offered Spring only)	3
ITEC		Web Elective ³	3
SPCH	2010	Oral Communication (Gen. Ed.) ²	3
****		Humanities/Fine Arts (Gen. Ed.) ²	
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 or consult advisor for correct selection.

³ Web Electives Include:

ITEC	1101	C/C++ Programming
ITEC	2341	Introduction To Network Security
ITEC	1105	Win/Web VS. NET I
ITEC	2710	Java Application Programming
ITEC	2060	Dreamweaver
ITEC	2720	Advanced Java
ITEC	2111	Object-oriented C++ Programming
ISDS	2605	E-Commerce
ITEC	2115	Win/Web VB.Net I
ITEC	2125	Win/Web VB.Net II
GART	1040	Pixel Imaging I
GART	2040	Pixel Imaging II
ITEC	2173	Special Topics in Web Programming
GART	2522	Animated Web Graphics
ITEC	2201	UNIX/LINUX Operating System
LEGL	2550	Internet Law
CIW		E-Commerce Designer Certification (3 hr)

OFFICE ADMINISTRATION
Associate of Applied Science Degree
Court Reporting/Closed Captioning
Leslie Peeples • (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 & 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
SPCH	2010	Oral Communication (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 & 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

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 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	2050	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 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 2110 Advanced Keyboarding and Office Integration
OFAD 2040 Word Processing Transcription
OFAD 2210 Microsoft Word II
OFAD 2410 Excel II (highly recommended for this major)
OFAD 2450 Desktop Publishing Using Word
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	3
	or		
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	2050	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

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 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 I (Gen. Ed.)	3
ACCT	1210	Principles of Accounting I	3
LEGL	1040	Introduction to Law	3
CORT	1001	Legal Terminology	3
****		Social/Behavioral Sciences (Gen. Ed.) 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	2050	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

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 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	2110	Advanced Keyboarding and Office Integration
OFAD	2040	Word Processing Transcription
ACCT	1220	Principles of Accounting II

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 & Physiology I	3
Total			13
Second Semester			Cr.
OFAD	1120	Keyboarding II ¹	3
OFAD	1510	Microcomputer Office Applications	3
OFAD	2630	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	2050	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 or consult advisor for correct selection.

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 skills must enroll in OFAD 1110. Students who can demonstrate a minimum typing speed of 30 wpm with five errors or less on a proficiency test may enroll in OFAD 1210.

FIRE SCIENCE
 Associate of Applied Science Degree
 Donald Kincaid • (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 integrates 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 or consult advisor for correct selection.

**THIS PROGRAM IS BEING
 PHASED OUT
 NO NEW STUDENTS
 ACCEPTED**

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
William C. Simon • (901) 333-4163

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

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 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
William Simon • (901) 333-4163

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.

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

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

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

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

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 or consult advisor for correct selection.

Note: Cooperative Education courses are available for this major.

COMPUTER ENGINEERING TECHNOLOGY

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

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

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

¹ Review General Education pages or consult advisor for correct selection.

Note: Cooperative Education courses are available for this major.

ELECTRICAL ENGINEERING TECHNOLOGY

Associate of Applied Science Degree
Electrical Design Concentration
A TAC/ABET Accredited Curriculum
Lisa Jones • (901) 333-4983

The Electrical Concentration of the Electrical Engineering Technology degree program places emphasis on commercial and industrial electromechanical devices, control systems, and the training of engineering technicians. The areas of study include high tech equipment and software such as electronic instrumentation, personal computer (PC) applications, programmable logic controllers (PLCs), industrial networks, Internet applications and research, electro-mechanical devices, digital circuit design, microcontrollers, and open/closed loop control systems. Graduates can find a variety of employment opportunities in the areas of electrical design, development, standards testing, manufacturing, maintenance, warehousing and distribution, 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 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 - installs, 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	3
****		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 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
Greg Maksi • (901) 333-4158

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 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.

MECHANICAL ENGINEERING TECHNOLOGY

Associate of Applied Science Degree
Manufacturing Concentration
Greg Maksi • (901) 333-4158

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 Analytic 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 Communication (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 or consult advisor for correct selection.

Note: Cooperative Education courses are available for this major.

ARCHITECTURAL/CONSTRUCTION FUNDAMENTALS

Technical Certificate

William C. Simon • (901) 333-4163

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 Admissions section). Candidates must take at least 16 of the 19 hours at Southwest. Each student should assure that he or she has met the prerequisites before attempting to register for a course.

Students who complete this certificate program will be qualified to enter the Cooperative Education (Co-op) Program and/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

Lisa Jones • (901) 333-4983

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 A.A.S. degree.

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
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: introduction to engineering technology, microcomputer applications such as word processing and spreadsheets, introduction to electric circuits, digital circuits, and introduction to C++ programming.

Certificate candidates cannot already hold a degree in Computer Engineering Technology. Candidates must also meet the requirements of a First-Time College Student or Transfer Student (see the Admissions section). 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

MECHANICAL/MANUFACTURING CAD

Technical Certificate

Geoffrey A. Wood • (901) 333-4376

The Manufacturing Fundamentals Certificate Program emphasizes the basic skills needed to begin a career in industry. Designed for high school graduates or those entering industry for the first time, the program covers four important areas. These areas include the study of materials and how they behave; basic manufacturing processes and quality used to create everyday products; computer-aided design concepts; and the use of modern computer software including word processing, spreadsheets, and databases.

Candidates cannot already hold a degree in Industrial Engineering Technology or Mechanical Engineering Technology. Candidates must also meet the requirements of a First-time College Student or Transfer Student (see Admissions section). Candidates must take at least 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
MEET	1220	CAD Design II	4
INET	1004	Technical Computer Applications	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, gauge 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 and Inspection	3
INET	1220	Precision 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
- 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 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 Communication (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 or consult Advisor for correct selection.

Note: Cooperative Education courses are available for this major.

ELECTRONIC TECHNOLOGY
Associate of Applied Science Degree
Karen Webb • (901) 333-4164

The Electronic Technology Program is largely laboratory oriented to provide the graduate with the skills needed to repair electronic equipment. Emphasis is placed on the use of test equipment and schematic diagrams to repair digital and microprocessor-based electronic equipment.

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	2406	Microcomputer Applications for Industry	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 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
Patsy R. Fancher • (901) 333-4141

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 & 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 Sciences/Mathematics (Gen. Ed.) ¹	3
Total			14
Fourth Semester			Cr.
GART	2080	Print Production II	4
GART	2099	Portfolio Practicum	3
GART		Elective ²	3
****		Social/Behavioral Sciences (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 or consult Advisor for correct selection.

² Graphic Arts (GART) electives can be selected from any Graphic Arts course that is not listed above as part of the required concentration, or may include any visual art courses with the approval of the Department Chair. Electives can be taken in any semester as long as course prerequisites have been satisfied.

All courses used for Cooperative Education, internships, and/or special problems must be approved by the Department Chair.

GRAPHIC ARTS TECHNOLOGY

Associate of Applied Science Degree

Interactive Multimedia Production Concentration

Patsy R. Fancher • (901) 333-4141

This program is designed to prepare graduates for careers in the Graphic Arts and Communications industries as interactive multimedia graphics production specialists. Emphasis will be placed on skills which will enable students to produce interactive multimedia products such as training and educational software products, digital interactive catalogs, sales presentation tools, interactive information kiosks, entertainment software (interactive movies, special interest titles and novels/stories) and internet Web sites. All computer courses are taught using the Macintosh computer.

First Semester			Cr.
GART	1000	Introduction to Graphic Arts	3
GART	1002	Typography	3
ENGL	1010	English Composition I (Gen. Ed.)	3
****		Natural Sciences/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	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			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 or consult Advisor for correct selection.

² Graphic Arts (GART) electives can be selected from any Graphic Arts course that is not listed above as part of the required concentration, or may include any visual art courses with the approval of the Department Chair. Electives can be taken in any semester as long as course prerequisites have been satisfied.

LANDSCAPE AND TURFGRASS MANAGEMENT

Associate of Applied Science Degree Program
Landscape Management Concentration
Vicki Armstrong • (901) 333-4293

The Landscape Management Degree Program is designed to provide the knowledge and technical skills needed for those interested in careers in the Landscape industry. Students graduating from the Landscape Management Concentration may be eligible for management level positions with landscape maintenance and installation companies and horticulture supervisory positions in public and private institutions.

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 Communication (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	2850	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 or consult Advisor for correct selection.

LANDSCAPE AND TURFGRASS MANAGEMENT

Associate of Applied Science Degree
Program
Turfgrass Management Concentration
Vicki Armstrong • (901) 333-4293

The Turfgrass Management 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 I (Gen. Ed.)	3
HORT	1000	Horticulture Plant Science	3
HORT	1200	Horticulture Pest Management	3
HORT	1310	Plant Identification I	3
HORT	1400	Landscape Maintenance	3
HORT	1510	Turfgrass Management I	3
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
MGMT	2610	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 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 (MLGW) 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 MLGW 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 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 MLGW employees (other than lineman) or students seeking employment with MLGW as Apprentice Electricians (Linemen). Employment is not guaranteed; however, this program is MLGW'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 AUTO 1621 is not required if the applicant has a valid Commercial Drivers License (CDL), Class A, at the time of spring registration. Students are required to enter in the fall and complete the following spring.

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 program 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 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	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

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 program 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 & Water MLGW 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 MLGW 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 MLGW 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 (MLGW) 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 MLGW 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 MLGW, students take advantage of MLGW'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 MLGW 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