



Northeast State

Technical Community College

2002-2003

Catalog and Student Handbook

Volume XXV

Northeast State Technical Community College is one of 45 institutions in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system, which is comprised of six universities, 13 community colleges, and 26 area technology centers. The TBR system enrolls more than 80 percent of all Tennessee students attending public institutions of higher education.

Accreditation

Northeast State Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone number 404/ 679-4501) to award the associate of science, associate of arts, and associate of applied science degrees.

Specific programs are accredited by the following accrediting agencies:

- Technology Accreditation Commission of the Accreditation Board for Engineering and Technology
- Commission on Accreditation of Allied Health Education Programs and the Tennessee Department of Health, Division of Emergency Medical Services
- Commission on Accreditation of Allied Health Education Programs and the Liaison Council on Certification for the Surgical Technologists
- Commission on Accreditation of Allied Health Education Programs and the American Association of Medical Assistants
- Association of Collegiate Business Schools and Professions
- Commission of Dental Education of the American Dental Association
- National Accrediting Agency for Clinical Laboratory Sciences

Equal Employment and Nondiscrimination in Education and Employment

Northeast State Technical Community College is committed to equal employment and educational opportunities. The commitment to equal opportunity applies to all aspects of recruitment, employment, and education of individuals at all levels throughout the college. The college does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, or veteran status unrelated to job performance in the provision of educational opportunities or employment opportunities and benefits. Northeast State complies with Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Inquiries concerning institutional policies and guidelines on discrimination should be directed to the Director of Human Resources, Northeast State Technical Community College, P.O. Box 246, Blountville, TN 37617-0246, 423/323-3191. NSTCC-1 85-016 Rev 6/02; Printed by Von Hoffman Graphics; Owensville, MO; 10,000 copies.

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NOTICE TO STUDENTS

The course offerings and requirements of the institution are continually under examination and revision. This catalog presents the offerings and requirements in effect at the time of publication; it does not guarantee that such offerings and requirements will not be changed or revoked. Adequate and reasonable notice will be given to students affected by any changes. This catalog is not intended to state contractual terms and does not constitute a contract between the student and the institution.

The institution reserves the right to make changes as required in course offerings, curricula, academic policies, and other rules and regulations affecting students to be effective whenever determined by the institution. These changes apply to current and formerly enrolled students.

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

Northeast State Technical Community College
2425 Highway 75 / P.O. Box 246 • Blountville, Tennessee 37617-0246
Telephone: 423/ 323-3191, 282-0800 or 547-8450
Outside the local area call 1-800-836-7822
www.NortheastState.edu

COLLEGE CALENDAR

Fall 2002

Fee waivers accepted	August 12
Fees due for Fall Term 2002	August 15
Fees for students registering for Fall classes after August 15 will be due the same day as registration.	
Open Registration	August 22
NEXTSTEP first day of class	August 24
Last day for 100 percent refund	August 25
Classes begin	August 26
Late registration/late payment fee (\$10) charged beginning today	August 26
Last day to add a class	August 30
Holiday - Labor Day	September 2
Last day for 75 percent refund	September 8
Deadline for application for Fall 2002 degree completion	September 9
Preferred date to receive applications for graduation for Spring Semester 2003	September 9
Last day for 25 percent refund	September 20
Last day to drop EDUC 1010 and EDUC 2100	October 4
Fall Break (Weekend College will meet) (Evening classes will meet Oct. 28)	October 25 -28
Last day to drop a class	November 6
Last day to withdraw	November 6
Last day to change to audit	November 6
Advisement/course selection for Spring Semester 2003	November 4 -15
Academic Profile testing	November 12 and November 18
Academic area field tests	November 14
Registration for Spring Semester 2003 begins	November 11 - December 15
Holiday - Thanksgiving (Evening classes will not meet November 27)	November 28 - December 1
Last class session before finals	December 6
Final exams	December 7 - 12
Deadline for completing Spring Semester 2002 grade of "I"	December 13
Fall 2002 grades available through NORSTAR	December 16
Campus closed	December 21 - January 1
The Fall Semester 2002 calendar is subject to change at any time prior to or during the academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility service, or orders by federal or state agencies.	

Spring 2003

Fee waivers accepted	December 11
Fees due for Spring Term 2003	January 2
Fees for students registering for Spring classes after January 2 will be due the same day as registration.	
NEXTSTEP first day of class	January 4
Open Registration	January 6
Last day for 100 percent refund	January 7
Late registration/late payment fee (\$10) charged beginning today	January 8
Classes begin	January 8
Last day to add a class	January 13
Holiday - Martin Luther King Day	January 20
Last day for 75 percent refund	January 21
Deadline for submission of Application for Graduation for Spring Semester 2003	January 14
Preferred date to receive applications for Summer 2003 degree completion	January 14
Last day for 25 percent refund	February 3
Last day to drop EDUC 1010 and EDUC 2100	February 17
Last day to drop a class	March 17
Last day to withdraw	March 17
Last day to change to audit	March 17
Spring Break (Weekend College will meet March 22-23)	March 17-22
Academic area field tests	April 10
Advisement/course selection for Summer/Fall Semester 2003	April 7 - 18
Academic Profile testing	April 8 and April 16
Registration for Summer and Fall Semester 2003 begins	April 14
Holiday - Good Friday (Weekend College will not meet)	April 18 - 20
Last class session before finals	April 25

Deadline for completing Fall Semester 2002 grade of "I"	April 25
Study/make-up days (Evening classes will meet April 28)	April 28 - 30
Final exams	May 1 - 7
Fees due for Intersession	May 8
Fees for students registering for Intersession after May 8 will be due the same day as registration.	
Commencement	May 12

The Spring Semester 2003 calendar is subject to change at any time prior to or during the academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility service, or orders by federal or state agencies.

Summer 2003

Intersession

Fee waivers accepted	April 28
Fees due for Intersession	May 8
Fees for students registering for Intersession after May 8 will be due the same day as registration.	
NEXTSTEP first day of class	May 10
Open Registration	May 13
Last day for 100 percent refund	May 13
Late registration/late payment fee (\$10) charged beginning today	May 14
Classes begin	May 14
Last day to add a class	May 15
Last day for 75 percent refund	May 16
Last day for 25 percent refund	May 19
Last day to drop a class	May 23
Last day to change to audit	May 23
Last day to withdraw	May 23
Holiday - Memorial Day	May 26
Classes end/Final exams	June 4

Full Summer Session

Fee waivers accepted	May 12
Fees due for First Summer Session or Full Summer Session	May 28
Fees for students registering for First or Full Session after May 28 will be due the same day as registration.	
Open Registration	June 3
Last day for 100 percent refund	June 4
Late registration/late payment fee (\$10) charged beginning today	June 5
Classes begin	June 5
Last day to add a class	June 9
Deadline for submission of application for Summer 2003 degree completion	June 18
Last day for 75 percent refund	June 18
Last day for 25 percent refund	June 20
Last day to drop EDUC 1010 or EDUC 2100	June 21
Holiday - Independence Day	July 4
Academic Profile testing	July 8 and 16
Academic area field-tests	July 10
Preferred date to receive applications for Fall 2003 degree completion	July 17
Last day to drop a class	July 17
Last day to withdraw	July 17
Last day to change to audit	July 17
Classes end/Final exams	August 8

First Summer Session

Fee waivers accepted	May 12
Fees due for First Summer Session or Full Summer Session	May 28
Fees for students registering for First or Full Session after May 28 will be due the same day as registration.	
Open Registration	June 3
Last day for 100 percent refund	June 4
Late registration fee/late payment fee (\$10) charged beginning today	June 5
Classes begin	June 5
Last day to add a class	June 6
Last day for 75 percent refund	June 8

Last day for 25 percent refund	June 13
Last day to drop a class	June 26
Last day to withdraw	June 26
Last day to change to audit	June 26
Holiday - Independence Day	July 4
Classes end/Final exams	July 8

Second Summer Session

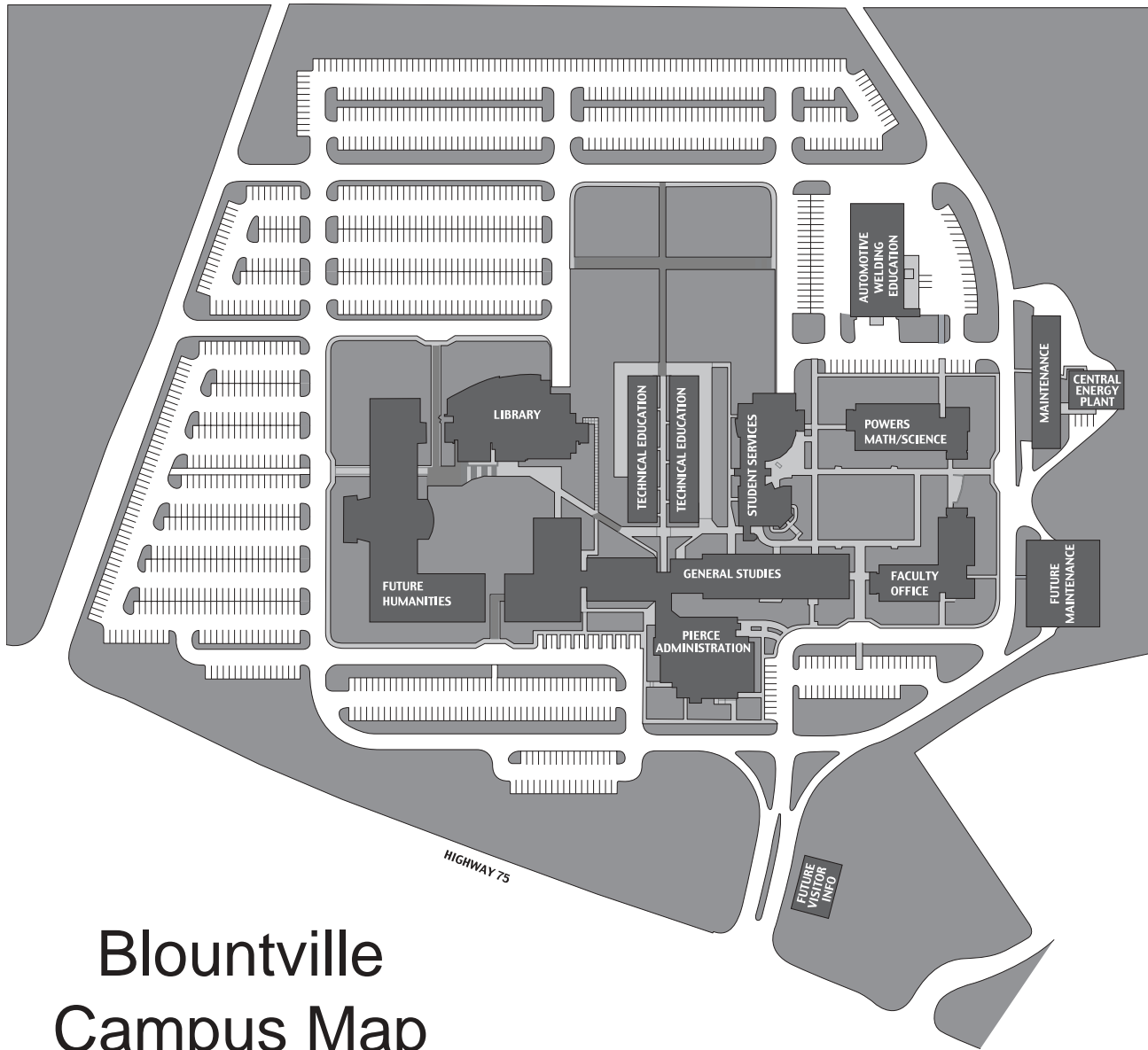
Fee waivers accepted	June 25
Fees due for Second Summer Session classes	July 2

Fees for students registering for Second Session **after** July 2 will be due the same day as registration.

Open Registration	July 7
Last day for 100 percent refund	July 8
Late registration/late payment fee (\$10) charged beginning today	July 9
Classes begin	July 9
Last day to add a class	July 11
Last day for 75 percent refund	July 12
Last day for 25 percent refund	July 16
Last day to drop a class	July 28
Last day to withdraw	July 28
Last day to change to audit	July 28
Classes end/Final exams	August 8

The Summer Semester 2003 calendar is subject to change at any time prior to or during the academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility service, or orders by federal or state agencies.





LEGEND

Student Services Building

- Bookstore - A218
- Courtyard/Cafeteria
- Advising Center - A208
- Auditorium - A202

Powers Math-Science Building

- Mathematics Division - B204
- Science Division - B104

General Studies Building

- Center for Students with Disabilities - C2418
- Counseling/Assessment - C2407
- Evening & Distance Education - C2404
- Security - C2401
- Student Support Services - C1108

Faculty Office Building

- Admissions - F102
- Behavioral/Social Science - F237
- Financial Aid - F103
- Humanities Division - F234
- Technical Education Division - F211
- Health-Related Professions- F100

Library

Pierce Administration Building

- Business Office - P105
- Computer Services - P217
- Student Information Center - Lobby

Welding/Auto Lab Building

Technical Education Building

Blountville
Campus Map





ABOUT NORTHEAST STATE

- LOCATION
 - HISTORY
 - VISION
 - MISSION
 - GUIDING BELIEFS
 - CAMPUS DIRECTORY
 - TELEPHONE DIRECTORY
-

ABOUT NORTHEAST STATE

Location

Northeast State Technical Community College is located adjacent to the Tri-Cities Regional Airport in Sullivan County, Tennessee. The main campus is centrally located to the cities of Bristol, Johnson City and Kingsport. The college also occupies educational facilities in Elizabethton, Gray, and Kingsport.

History

The history of Northeast State Technical Community College reflects the changing educational needs of the residents of the five Northeast Tennessee counties which it serves. The college began as Tri-Cities State Area Vocational-Technical School in 1966 under the governance of the State Board for Vocational Education. In 1970, the mission was expanded and the school became a regional center for vocational and technical training. The scope was again expanded in 1978 to include the awarding of both one-year certificates and associate degrees in technology and the name was changed to Tri-Cities State Technical Institute. Effective on July 1, 1983, Tri-Cities State Tech was placed under the governance of the Tennessee State Board of Regents and became part of the State University and Community College System of Tennessee. On July 1, 1990, a university parallel component was added, and the current name was made official.

As a comprehensive community college, Northeast State provides university parallel programs designed for students desiring to transfer to another college or university, career programs for students planning to enter the workforce immediately upon graduation and continuing education and community service programs for professional growth and personal enrichment to the citizens of Carter, Johnson, Sullivan, Unicoi and Washington counties. In partnership with the community, the college sustains the effort toward improving the quality of life for residents of the upper East Tennessee region.

Vision

Northeast State Technical Community College shall be recognized for excellence in learning and service.

Mission

Northeast State Technical Community College, affiliated with the State University and Community College System in Tennessee and governed by the Tennessee Board of Regents, is an open access, public two-year comprehensive community college. Northeast State's primary service area includes Carter, Johnson, Sullivan, Unicoi, and Washington counties and expands to include ten other counties for the delivery of Engineering Technologies. Because of the college's commitment to accessibility and diversity, educational opportunities are offered to all residents of its service area without regard to race, gender, religion, national origin, age, disability, or veteran status.

Northeast State provides programs of study leading to the associate of arts, associate of science, associate of applied science degrees, and academic and technical certificates for programs of less than two years. Within these academic areas, the college provides business, technical, and health-related professions programs which prepare students for immediate employment; university parallel programs designed for transfer to other institutions of higher education; honors courses for the academically talented; and a developmental education program to prepare students for college-level studies.

Northeast State is committed to providing a wide variety of high-quality services and programs at an affordable cost. To accommodate students, programming and comprehensive support services are offered at multiple sites through varied delivery systems and schedules.

Northeast State provides access to and the application of technology to enhance teaching, learning, and service to the community. Collaboration with the public and private K-12 schools in the service area, as well as other postsecondary institutions, is promoted to advance high academic standards, ensure educational mobility, and encourage lifelong learning.

Northeast State promotes economic and community development through progressive public service activities. Specialized training for business, industry, and government is provided through standard and customized delivery systems. Northeast State supports entrepreneurial activities and encourages business and industrial partnerships in support of workforce development. A program of continuing education and personal interest classes is offered for individuals desiring professional growth and personal enrichment. The college also sponsors a variety of public programs relating to cultural, artistic, and recreational interests.

Northeast State, in all instructional and administrative processes, incorporates rigorous planning and assessment procedures designed to improve institutional effectiveness. The college is committed to equity and success for a diverse student body, thus enhancing the quality of life in the Northeast Tennessee region.

Guiding Beliefs

Northeast State Technical Community College embraces these guiding beliefs:

1. **Accessibility** – All citizens should have the opportunity to reach their full potential through participation in higher education.
2. **Accountability** – Effectiveness and efficiency are achieved through the wise use of human and financial resources.
3. **Cooperation** – Forming partnerships and working with others facilitates the achievement of common goals.
4. **Diversity** – Creativity and achievement are fostered through respect for all individuals and their ideas.
5. **Excellence** – Quality is ensured by using information gathered through a continuous planning, assessment, and evaluation process.
6. **Integrity** – Success occurs in an environment of honesty, openness, fairness and trust where people are treated with dignity and respect.

REGISTRATION AND GRADE INFORMATION
 Phone: 1-800-326-4312 (NORSTAR Phone Registration)

APPLICATION, STUDENT SERVICES, FINANCIAL AID, REGISTRATION
 Web Address: <http://www.NortheastState.edu>

CAMPUS INFORMATION DIRECTORY

Subject

Office

Academic Standing, Probation, Dismissal and Reinstatement	Student Affairs
Academic Advising	Faculty Advisor or Student Information and Advising Center
Accelerated Studies Program	Evening and Distance Education
Adding/Dropping Classes	Admissions and Records
Admission to the College	Admissions and Records
Advanced Placement, Auditing Courses	Admissions and Records
Appeal of Parking and Traffic Tickets	Student Affairs
Assessment (ACT, COMPASS, Academic Profile)	Counseling and Assessment Center
Books and Supplies	Bookstore
Bulletin Board Information Approval	Student Development and Activities
Career Planning	Counseling and Assessment Center
Class Attendance	Faculty
College Publications	Community Relations
Continuing Education	Economic and Community Development
Cooperative Education	Student Services
Counseling (academic, career, personal)	Counseling and Assessment Center
Course Overload Approval	Academic and Student Affairs
Credit by Examination	Admissions and Records
Disabilities	Center for Students with Disabilities
Disciplinary Action	Student Affairs
Employment Assistance	Student Services
Evening Courses	Evening and Distance Education
Grades and Grade Appeals	Student Affairs
Graduation	Admissions and Records
Grants, Loans, Scholarships, Work Study	Financial Aid
Identification Cards	Admissions and Records
Insurance	Student Affairs
Internet Courses	Evening and Distance Education

Intramurals	Student Development and Activities
Library Services	Library
Lost and Found/Motor Vehicle Registration/Parking	Security
NextStep	Evening and Distance Education
Non-Credit Courses	Economic and Community Development
Off-Campus Credit Classes	Evening and Distance Education
Orientation	Advising Center
Payment of College Obligations	Business Office
Payment of Parking and Traffic Tickets	Business Office
Personal Injury	Security
Public Relations	Community Relations
Refunds	Business Office
Registration	Admissions and Records
Student Complaints	Student Affairs
Student Life	Student Development and Activities
Telecourses	Evening and Distance Education
Testing (GED)	GED Testing Center
Transfer Credit	Admissions and Records
Veterans Benefits	Veterans Affairs
Weekend College	Evening and Distance Education
Withdrawal from College	Admissions and Records

CAMPUS TELEPHONE DIRECTORY (423 AREA CODE)

General Inquiries/Campus Operator	323-3191 or 282-0800
Academic Affairs	279-7632
Academic Development	279-7630
Admissions and Records	323-0253 or 800-836-7822
Advanced and Developmental Education	323-0214
Advising Center	323-0229
Behavioral/Social Sciences Division	354-2457
Bookstore	279-3340
Business Affairs	323-0205
Business Office	323-0258
Financial Aid	323-0252
Security	323-0255
Career and Employment Services	323-0216
Center for Students with Disabilities	279-7640 (TDD and voice)
Counseling and Assessment Center	323-0214
Community Relations and Marketing	323-0259
Economic and Community Development	323-0222
Community Service Programs	323-0248
Institute for Business and Industry Services	323-0222
Evening and Distance Education	323-0221
Fax, Main Campus	279-7636
GED	323-0211
Health-Related Professions Division	323-0238
Human Resources	323-0204
Honors Program	323-0218
Humanities Division	323-0218
Institutional Advancement	279-7637
Institutional Effectiveness	354-2445
Internal Audit	279-7635
Library	279-7641
Mathematics Division	323-0219
NextStep	323-0221
NORSTAR	800-326-4312
Northeast State at Elizabethton	547-8450
Northeast State at Kingsport	392-8024
President's Office	323-0201
Purchasing	323-0207
Science Division	279-7659
Student Affairs	323-0210
Veterans Information	323-0210
Student Development and Activities	354-2474
Student Information and Advising Center	323-0243
Student Support Services	323-0249
Technical Education Division	279-7639



ADMISSIONS

- GENERAL ADMISSIONS
INFORMATION
 - RELATED ADMISSIONS
INFORMATION
 - REGISTRATION PROCEDURES
 - ADMISSION TO CONTINUING
EDUCATION PROGRAMS
-

GENERAL ADMISSIONS INFORMATION

The Admissions and Records Office oversees activities relative to student admittance, enrollment, grade reporting, academic standards, transcripts, and graduation.

Admission to a Degree/Certificate Program

Northeast State subscribes to an open door admissions policy. However, some academic programs have specific admission criteria, and admission to Northeast State does not guarantee admission to these programs.

Students seeking admission to Northeast State to enroll in regular credit courses for a degree or certificate should comply with the following procedures:

- Complete and submit an application for admission to include a non-refundable application fee.
- Provide official academic transcripts and test results as applicable. Prior to being permitted to register, all documents required for admission should be received by the Admissions and Records Office.
- Effective fall semester 1998, proof of immunization with two (2) doses of Measles, Mumps and Rubella vaccines, administered on, or after, the first birthday, will be required for attendance to all universities and colleges with an enrollment greater than 200 students. This rule applies to all new students born after Jan. 1, 1957. Immunizations are not required if it conflicts with the student's religious tenets and practices, affirmed under the penalties of perjury. The immunization is not required if a qualified physician certifies that administration of such immunization would be in any manner harmful to the person involved. Other conditions for exception include: 1) Those with written documentation of a physician-diagnosed case of the disease, and 2) Those with laboratory confirmed immunity to the disease.

Admission of a First-Time Freshman

Graduation from high school – An applicant for degree or certificate program admission must provide an official transcript of high school credits showing graduation from high school with a standard or honors high school diploma. The transcript of graduates of Tennessee public high schools must include a notation that the student passed the required proficiency examination. Applicants who have not graduated from high school may be admitted on the basis of satisfactory GED scores or the American Council on Education (ACE) External Diploma.

Standardized Examination Scores – Applicants for admission as a first-time freshman who are under 21 years of age must present enhanced American College Testing As-

essment Test (ACT) or Scholastic Aptitude Test (SAT) scores. Northeast State will not use the scores for admission purposes but shall use them for advisement and placement purposes. The scores must not be more than three years old from the date of the student's entry to the college. The following scores are required in order to avoid additional assessment:

ACT: Math, 19; English, 19; Composite, 19.

SAT: Math, 450; Verbal, 460; Composite, 910.

High School Course Requirements for Admission to a University Parallel Program – All applicants who graduated from high school in or subsequent to 1989 and plan to enter the university parallel program must have earned the following high school units. Applicants who have not earned the units in high school may remove any deficiencies by taking selected courses at Northeast State. Students are expected to complete those courses within the first 30 hours after initial enrollment. All deficiencies must be removed prior to the awarding of an associate of arts or an associate of science degree. Questions regarding this policy should be forwarded to the Dean of Admissions and Records.

<u>Subject Area</u>	<u>Units</u>
English	4
Mathematics	3
Algebra I (or Math for Technology II) and Algebra II (2)	
Other Math Course* (1)	
<u>or</u>	
Integrated Mathematics I, II, III (3)	
Natural/Physical Sciences**	2
Social Studies	1
United States History	1
Foreign Language (in same language)	2
Visual/Performing Arts	1

*Other Math Course must be Geometry, Advanced Algebra & Trigonometry, Statistics, Discrete Mathematics with Probability, Pre-Calculus, Calculus.

**At least one Natural/Physical Sciences unit must be Biology I or II; Biology for Technology; Chemistry I or II; Physics, Principles of Technology I or II.

Limitations of Applicability (University Parallel Program) – The minimum high school unit requirements listed above are required of all persons admitted to the university parallel program as a first-time freshman except as provided for below:

- Applicants who graduated from high school or who received a GED certificate prior to 1989 are admissible without regard to the high school unit requirement. However, GED recipients who have not taken United States history in high school must complete a semester of United States history before receiving a degree at any four-year public college or university in Tennessee.
- Applicants with an Honors Diploma in General Education from a Tennessee public high school are considered to have met all high school unit requirements.

- Applicants who graduated from high school and have an enhanced ACT composite score of 26 or higher are considered to have met all high school unit requirements except those in foreign language and visual/performing arts. Deficiencies in those units should be removed within the first 30 semester hours after initial enrollment.
- Applicants who received a GED certificate in 1989 and thereafter are considered to have met all high school unit requirements except those in foreign language and visual/performing arts. Deficiencies in those units should, however, be removed within the first 30 semester hours after initial enrollment.
- The qualifications and needs of applicants with disabilities will be assessed on an individual basis. Assessment includes an evaluation of the applicant's potential for success in college and of any exceptions that may be warranted.
- Applicants who are residents of states other than Tennessee are subject to the same admission requirements as in-state applicants.

Early Admission of a First-Time Freshman

(Joint Enrollment Program)

The following procedures apply to the admission of applicants who have completed their junior year in high school. The minimum requirements for admission of this category of applicants shall be the following:

1. Submission of all documents required for admission to the college.
2. An ACT composite score of at least 21 and subscores of at least 21 in math and English; or an SAT composite score of 990 with subscores of at least 490 in math and at least 500 in verbal.
3. Applicants must provide a written statement from their high school principal specifying the college courses that will be substituted for the remaining high school courses needed for high school graduation.
4. Applicants shall provide written endorsements from their high school counselor and from their parents and guardians.

Academically Talented/Gifted Program

Academically talented/gifted students enrolled in grades 9, 10, 11, or 12 in a high school may, with the recommendation and approval of the high school principal and/or counselor, and the Northeast State Admissions and Records Office, enroll in and receive regular college degree credit from Northeast State if the student has a grade point average equivalent to 3.0 on a 4.0 scale and if such placement is a part of the student's planned Individual Education Program (IEP) as established by the multi-disciplinary team process.

Interested individuals should satisfy the following applicable requirements at least three weeks prior to the start of the semester of enrollment:

1. Complete and submit a Northeast State Application for Admission and transcript.
2. File with the Office of Admissions and Records the multi-disciplinary team evaluation form.

Advanced Studies Program

(Dual Enrollment Program)

The advanced studies program is an enrichment program for juniors and seniors in high school. Students in this program will complete all Northeast State admission requirements (with the exception of the high school diploma) prior to enrolling in college classes. The details of this program are as follows:

1. Students must have junior or senior standing in high school.
2. Courses may meet specified high school graduation requirements.
3. Students must complete an application for admission, and provide a high school transcript, and ACT or SAT scores.
4. Students enrolling in general education courses (English Composition, history, psychology etc.) or in courses requiring English, math or reading as prerequisites must have an ACT composite score of 19 with a sub-score of 19 in English or math; or an SAT composite score of 910 with a 450 Math and 460 verbal score.
5. Students seeking to enroll in technical education courses must consult with their high school counselor or the Office of Evening and Distance Education prior to enrolling.
6. Courses taken must be selected by the student in consultation with the high school counselor or principal and the Dean of Evening and Distance Education.
7. Students may not enroll in more than 10 credit hours per semester.
8. Exceptions to the above criteria must be approved by the high school principal and the Vice President for Academic and Student Affairs.

Admission of Transfer Students

Any applicant who has attended another college or university shall be considered a transfer student. Admission of transfer students shall be consistent with the following criteria:

- Upon the receipt of all college transcripts, the Admissions and Records Office will evaluate the student's coursework. High school transcripts may be required for complete analysis of transcript credit. Transfer credit is

awarded for individual courses that are determined to be comparable to those offered at Northeast State provided a grade of "C" or better was earned in each course. Based on the evaluation of the transcript, additional assessment and placement may be required. Transferred credit will not be computed in a student's grade point average at Northeast State.

- If transfer credit for a particular course is not granted, the student may appeal this decision by filing a "Petition to Evaluate Transfer Work" in the Admissions and Records Office. The student should attach supporting documentation to the petition such as a course description, course syllabus, and faculty credentials. Course equivalency credit may be awarded only after review and approval by the appropriate academic department or division chair. A course competency examination or other evidence may be required as part of this process.
- The applicant's grade point average must be at least equal to that which Northeast State requires for the re-admission of its own students. Applicants who do not meet the college's standards may be admitted on academic probation.
- Applicants with college credit earned prior to fall 1989 are admitted without regard to the minimum high school unit requirements.
- Applicants with 60 or more transferable semester hours are eligible for degree admission without regard to the minimum high school unit requirements.
- Applicants with an associate degree (AA, AS) designed for transfer to baccalaureate institutions are eligible for degree admission without regard to the minimum high school unit requirements.
- Applicants who enrolled in college for the first time in fall 1989 or thereafter and who have 59 or fewer hours of transferable credit are eligible for degree admission provided that any deficient high school unit requirements be removed within the first 30 semester hours after initial enrollment.
- Applicants must submit an application with a non-refundable application fee and must submit official transcripts from all previously attended colleges/universities by midterm of their first semester at Northeast State. A student cannot register for a second semester without submitting all previous college transcripts.

Admission of Transient Students

A transient student is one who is enrolled at another postsecondary institution and is admitted to Northeast State for purposes of taking a limited number of courses. A transient student must submit an application, including the non-refundable \$10 application fee, and an official transcript from his/her resident institution. A transient student who wishes to take remedial/developmental courses must also submit appropriate test scores or make arrangements to be assessed.

Admission of Non-Degree (Special) Students

Applicants who do not wish to work toward a degree or certificate may be admitted as non-degree students. This includes:

- Students who meet the minimum requirements for admission (high school graduation or GED) but who do not wish to work toward an associate degree.
- Students who do not meet requirements for admission as a regular student and who wish to audit coursework at Northeast State.
- Students who have passed their 21st birthday and who do not have a regular high school diploma or GED.
- Students who have passed their 18th birthday and are not currently enrolled in high school.
- Students admitted under the advanced studies and/or academically gifted criteria.

Students may complete up to 30 credit hours with a special student classification. Students who wish to continue as a special student after earning 30 credit hours must apply to the Admissions and Records Office.

Special students may not enroll in college-level math or English courses until one of the following criteria has been met:

1. Appropriate ACT/SAT scores have been submitted;
2. The math or English requirements of the COMPASS assessment have been completed; or
3. Credit for a college-level math or English course with a grade of C or higher as determined by a transcript evaluation has been submitted.

A student who desires to become a degree seeking candidate must meet all regular admission requirements to include academic assessment. A student must be classified as regularly admitted for the final 24 semester hours required for an associate degree or the final nine (9) semester hours required for a certificate. Credit earned as a special student may be applied toward a degree/certificate program.

Foreign and International Student Admission

Northeast State does not participate with the U.S. Department of Immigration and Naturalization in the enrollment of foreign students (persons who are living in the United States and are not U.S. citizens). The college will consider the admission of individuals holding "green cards" (those on resident alien status), classified as refugees, or in the U.S. on a work permit. To be considered for admission, the work permit must extend beyond the end of the term for which the person is applying for enrollment.

Residency for in-state fee purposes for foreign students with "green cards" (those with resident alien status) and refugees will be determined by their domicile in the U.S. All other foreign students will be considered out-of-state for fee purposes.

Readmission to Northeast State

A returning student who has not attended Northeast State for two consecutive semesters should update his or her admissions file and submit an official transcript of any postsecondary credits earned while not enrolled at Northeast State.

RELATED ADMISSIONS INFORMATION

Academic Fresh Start

Any person who has not been enrolled in a college or university for a period of four years and who, upon re-enrolling at Northeast State, maintains a 2.00 grade point average (GPA) and completes 15 semester hours of college-level coursework at Northeast State may petition to have grades on all prior coursework disregarded in calculating his/her cumulative GPA. Removal of grades means removal of all credits; however, previously satisfied COMPASS requirements will not be forfeited. Upon the completion of 15 semester hours at Northeast State with a 2.00 cumulative GPA, the student should apply in writing for an Academic Fresh Start through the Office of Admissions and Records. When processed, the request will be submitted to the Assistant Vice President of Student Affairs for approval.

Tech Prep Program

The purpose of the Tech Prep program is to coordinate the articulation of high school/college preparatory and/or technical/vocational education programs with academic programs offered by postsecondary institutions.

A student who has been a part of the Tech Prep program in high school may be awarded credit for certain technical courses by taking a competency examination. The minimum score on an exam will be determined by the faculty member giving the exam. Course grades will be based on exam results and credit will be granted upon successful completion of 16 semester hours of non-articulated credit at Northeast State. The credit may count toward a degree or certificate but will carry no quality points and will not count in the calculation of the grade point average. Transfer of articulated credit to other institutions is at the discretion of the receiving institution.

Students wishing to participate in this program must:

1. Meet specific performance requirements as outlined in the articulation application for a given degree or certificate program.
2. Submit a completed articulation application to the Director of Tech Prep at Northeast State.
3. Schedule a competency examination with postsecondary faculty for each course for which credit is being requested.

4. Pass the competency examination for each course for which credit is requested.

5. Enroll at Northeast State within three (3) years of the date of graduation from high school and successfully complete 16 semester hours of non-articulated credit.

For more information about the Tech Prep program, consult a high school guidance counselor or the Tech Prep Director at Northeast State.

Residency Classification

All applicants are classified as in-state or out-of-state for fee purposes as part of the admission process. Any person who has established a permanent dwelling place (domicile) in Tennessee is generally classified as in-state. Ordinarily, a person entering Tennessee from another state or country to attend college is classified out-of-state. The Office of Admissions and Records will notify an applicant who is classified out-of-state. The applicant will have the opportunity to present evidence of in-state domicile.

If evidence presented prior to open registration of a term supports an in-state claim, the applicant may enroll at in-state rates. The final reclassification will be completed prior to the 14th day of the term. If the decision is to deny reclassification, the student must pay out-of-state fees or be administratively withdrawn for the term. Applicants who request reclassification after open registration must pay out-of-state fees for that term. If reclassification is then approved, future enrollments will be at the in-state rate.

The Admissions Sub-Committee may consider appeals of reclassification based on mitigating circumstances.

Proof of Language Proficiency

An applicant whose native language is not English must satisfy one of the following prerequisites:

1. Submit a minimum score of 500 on the Test of English as a Foreign Language (TOEFL) and take English placement tests.
2. Submit a transcript showing graduation from an American high school.
3. Submit a transcript showing satisfactory completion (a grade of C or higher) of college-level English Composition I from an accredited college or university located in the United States.
4. Take an English placement examination and/or writing test to be used in determining the courses the student may take.

CLEP General Test

	MINIMUM SCORE	NORTHEAST COURSE	SEMESTER HOURS
English Composition w/ Essay	50%	English 1010	3
Humanities	50%	English 2220, Art 2010	6
Natural Sciences	50%	Biology 1010, Physics 1030	8
Social Sciences & History	50%	History 1220, Sociology 1020	6

CLEP Subject Examinations

SUBJECT EXAMINATION	MINIMUM SCORE	NORTHEAST COURSE	SEMESTER HOURS
Accounting, Principles	50	Accounting 2010, 2020	6
American Government	50	Political Science 1120	3
History of United States	50	History 2010	3
American History II	50	History 2020	3
American Literature	50	English 2130, English Elective	6
Biology, General	50	Biology 1110/1120 w/ lab	8
Business Law, Introduction	50	Business Elective	3
College Algebra	50	Mathematics 1710	3
College Algebra - Trigonometry	50	Mathematics 1720	3
College French, Level I	50	French 1010, 1020	6
College French, Level II	52	French 1010, 1020, 2010, 2020	12
College Spanish, Level I	50	Spanish 1010, 1020	6
College Spanish, Level II	54	Spanish 1010, 1020, 2010, 2020	12
English Literature	50	English 2220, English Elective	6
Human Growth Development	50	Psychology 2310, 2320, or 2330	3
Macroeconomics, Principles	50	Economics 2210	3
Management, Principles	50	Business Management 2130	3
Marketing, Principles	50	Business Management 2220	3
Microeconomics, Principles	50	Economics 2220	3
Psychology, Introductory	50	Psychology 1310	3
Sociology, Introductory	50	Sociology 1020	3
Western Civilization I	50	History 1210	3
Western Civilization II	50	History 1220	3

Advanced Placement Program of the College Board (AP) - Northeast State recognizes and accepts credit derived from the Advanced Placement examinations.

AP EXAM	MINIMUM SCORE	NORTHEAST COURSE	SEMESTER HOURS
History of Art	3	Art 2010, 2020	6
Biology	3	Biology 1110, 1120	8
Chemistry	3	Chemistry 1110, 1120 w/ lab	8
Economics			
Micro	3	Economics 2220	3
Macro	3	Economics 2210	3
English			
Language & Composition	3	English 1010, 1020	6
Literature & Composition	3	English 1010, 1020	6
French			
Language	3	French 1010, 1020, 2010, 2020	12
Literature	3	French 1010, 1020, 2010, 2020	12
Government & Politics	3	Political Science 1120	3
History			
U. S.	3	History 2010, 2020	6
European	3	History 1210, 1220	6
Mathematics			
Calculus AB	3	Math 1910	5
Calculus BC	3	Math 1910, 1920	10
Physics			
Physics B	3	Physics 2010, 2020	8
Psychology	3	Psychology 1310	3
Spanish			
Language	3	Spanish 1010, 1020, 2010, 2020	12
Literature	3	Spanish 1010, 1020, 2010, 2020	12
Statistics	3	Math 1530	3

Advanced Standing

Students enrolled in degree or certificate programs at Northeast State may obtain advanced standing and course credit as listed on page 16.

College-Level Examination Program (CLEP) - Northeast State recognizes and accepts credit derived from general and subject area examinations of the College Entrance Examination Board. Interested persons may take the examination at East Tennessee State University Testing Center in Johnson City, Tennessee.

Credit for four general examinations is awarded if a student achieves a scaled score equal to or above the 50th percentile. No credit is awarded for the general examination in mathematics. Advanced standing is allowed for the following courses at the time of this publication:

- Nontraditional credit is available only to enrolled, degree/certificate seeking students.
- This policy is subject to change.

Credit for Evaluation of Professional Credentials - Students may be awarded credit for activity recognized by national accreditation groups. Typically, the American Council of Education has evaluated these programs and made recommendations for the award of credit. Students who are awarded such degree credit remain subject to the college residency requirement that 24 of the last 30 degree credit hours for a degree program or 30 percent of the total degree level credit hours of a certificate program must be completed at Northeast State.

Military Service Credit - Northeast State will grant credit for appropriate educational experiences in the armed services. The *American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services* will be used to determine credit awarded by Northeast State. Credit for military experience will be granted only if Northeast State offers comparable courses which relate to experience gained through the military education process. Students who are awarded such degree credit remain subject to the college residency requirement that 24 of the last 30 degree credit hours for a degree program or 30 percent of the total degree level credit hours of a certificate program must be completed at Northeast State.

Credit by Examination - Under certain conditions a student may be awarded credit by taking departmental proficiency examinations and/or standardized tests in a particular subject area. Applications for credit by examination should be completed at least two weeks prior to the test administration. All credit by examination requests must be approved by the dean/department head and the Vice President for Academic and Student Affairs. The test will be graded with an A, B or C grade. Grades less than C are not considered passing and no credit will be awarded. The non-refundable cost for the examination is \$15 per credit hour.

Academic Advisement

Advisement at Northeast State is a continuous interactive process between an advisor and a student which facilitates the development and achievement of the student's overall goals.

Advisement is a distinct part of a student's educational experience. Discussions between a student and advisor should assist in exploring and clarifying educational, career, and life goals. Students should consult with their advisor before making decisions that affect academic progress and success. Such areas of decision include dropping a class, withdrawing from college, selecting courses, and understanding degree/certificate requirements.

All students are assigned an advisor upon enrollment. This assignment is made depending on the student's declared major or concentration. The student may change his/her advisor by contacting the division chair of the student's major. When a student changes his/her major, a change of advisor routinely occurs.

All students with declared majors and/or concentrations are assigned an advisor within that major or concentration. Special students or students who have not declared a major are assigned an advisor within the university parallel division. Students required to complete Developmental Studies courses or courses to remove high school deficiencies should develop a plan, along with their advisor, to complete such requirements as soon as possible.

Students enrolled at off-campus teaching sites, in videotape classes, or Internet classes are assigned an advisor based on their declared major. They may contact their advisors in person, by phone, or by e-mail to arrange a meeting.

The Advising Center (A-208) serves as support in the college advising process. This office, in cooperation with the faculty, assists in the registration of new students during the open registration periods of each term. The center provides a location for student inquiries concerning course selection, academic major requirements, and early graduation review. Such inquiries typically result in referrals to the student's assigned faculty advisor or division chair.

REGISTRATION PROCEDURES

Fall, Spring, and Summer Terms - A student may register for both day and evening classes at the beginning of the term with the understanding that the state policy regarding refunds and registration fees will apply. A student will not be officially enrolled until all fees have been paid and a receipt has been issued by the Business Office. Students will not be permitted to register if any of the following apply:

- Fees or other financial obligations are owed to the college;
- The student is academically dismissed from previous attendance;
- High school deficiencies have not been removed within the first 30 hours after enrollment;

- Financial aid program repayment is due;
- The student has failed to submit all required admission documents;
- The student has failed to complete a loan exit interview;
- Library books or materials are overdue; or
- Previous disciplinary action by the college prohibits enrollment.

Early Registration – Early registration for returning students occurs each term. To register early, students should obtain the next semester's schedule of classes from the Admissions and Records Office or other designated areas and consult with their advisor to plan the following term's schedule.

Students should refer to the College Calendar for the last day to pay for early registration each semester. Students who register early and are then suspended after grades for the current semester are processed will be notified of a status change before the next term's official registration period and automatically withdrawn.

Open Registration – Open registration will be held at the beginning of each term (see **College Calendar**). Payment of fees is required of all students at the time of registration. Students who have not paid fees prior to the first day of classes will have their registration purged.

Cancellation of Scheduled Classes - Any scheduled class may be discontinued by the college. The right is reserved to cancel a class when the student enrollment is deemed insufficient or for other circumstances beyond the reasonable control of the institution.

Drop, Add and Withdrawal Standards - After the registration period is over, students may make adjustments in their schedules by adding and/or dropping courses. A student may drop or add courses for fall, spring, or summer semesters as published in the college calendar. Students wishing to drop/withdraw from remedial or developmental courses must receive approval from a college counselor. Courses dropped within the add period are not recorded on the student's transcript.

Following the last day to add, and not later than two-thirds of the term beginning with the first day of classes, a student may officially drop a course(s) or withdraw from Northeast State and receive a grade of W. After the drop/withdrawal deadline date, no student will be permitted to drop/withdraw from the college or classes and receive the designation of "W" without providing documented evidence of unusual and verifiable circumstances which compel the student to discontinue enrollment after the published last date to drop/withdraw. Examples of unusual circumstances that may warrant a late drop/withdrawal are:

1. serious personal illness of the student verified by the attending physician,

2. serious illness or death in the student's immediate family verified by physician's documentation or a copy of an obituary, or
3. a necessary change in work schedule or new employment verified in writing by the student's employer.

In all circumstances, the student must file a Petition for Late Drop/Withdrawal in the Counseling and Assessment Center on the main campus in Blountville no later than the last day of the subsequent semester; petitions received after that time will not be considered. Students must submit all of the following information in order for the Petition to be processed:

- 1 - Petition for Late Drop/Withdrawal form
- 2 - Drop/Withdrawal form
- 3 - official documentation of mitigating circumstances which proves that the circumstances occurred after the deadline to drop/withdraw
- 4 - letter from the student explaining the mitigating circumstances.

Dismissals - A student may be dismissed from Northeast State for adequate cause, including the following:

- Failing to meet minimum academic standards.
- Exhibiting conduct of an unacceptable nature, including the violation of local, state or national laws.
- Giving false or incomplete information on the Application for Admission form.
- Possessing, selling, furnishing or using illegal drugs or alcohol on a Northeast State campus or teaching site.
- Failing to meet financial obligations to Northeast State.
- Violating standards of conduct as set forth in the **Student Handbook**.

Admission to Continuing Education Programs

In addition to credit courses, special non-credit courses reflecting community interest may be organized at the request of a sufficient number of interested persons. Individuals may pursue these special offerings for personal enrichment or professional growth. Students taking non-credit courses are not required to follow the same admissions procedures as those students in credit courses. For more information, see the **Economic and Community Development** section of this catalog.



COSTS/FINANCIAL AID

- COSTS
 - REFUNDS
 - CONTINUING EDUCATION
PROGRAM COSTS
 - FINANCIAL AID
-

COSTS AND FINANCIAL AID INFORMATION

All fees are payable at the time of registration each semester. Registration dates and payment due dates are listed in a schedule of classes published prior to the beginning of each semester. Student schedules are deleted if fees are not paid by the applicable due date. Registration is incomplete until all fees are paid and no student may be admitted to classes without having met all financial obligations. Students whose fees are paid by an outside source must ensure that all appropriate paperwork from the paying agency is on file in the Office of Financial Aid prior to the last day to pay for early registration.

There is a \$20 charge for any check returned to Northeast State. A student who has not redeemed a returned check for fees within 10 days after being notified by the Business Office will be administratively withdrawn from school. No student may re-enroll, graduate or receive a transcript or grades until all financial obligations to Northeast State are met. All charges are subject to subsequent audit. Errors will be corrected by refund or additional charge. The Business Office is located on the first floor of the Pierce Administration Building at the Northeast State campus in Blountville. Regular office hours are Monday-Friday, 8 a.m. to 4:30 p.m., (423) 323-0258. Please refer to the fee section of the current semester *Schedule of Classes* for dates and times of extended Business Office hours during the registration period. Cash, checks, money orders, Mastercard, and Visa are accepted. Please call the Business Office at (423) 323-0258 with any questions concerning payment of fees.

Costs

Credit and Audit Course Costs – Each student registering for college courses on a credit or audit basis pays maintenance fees, a campus access fee, a student activity fee, and a technology fee each semester. In addition, if the student is not domiciled in Tennessee, out-of-state tuition is also charged. Contact the Business Office for current fee rates.

Fee Rates - Tennessee Residents

Part-time (fewer than 12 hours)

Maintenance Fee	\$64 per credit hour
Campus Access Fee	\$5 per semester
Student Activity Fee	\$13 per semester
Technology Access Fee	\$8 per credit hour, \$63 maximum

Full-time (12 or more credit hours)

Maintenance Fee	\$744 per semester*
Campus Access Fee	\$5 per semester
Student Activity Fee	\$13 per semester
Technology Access Fee	\$63 per semester
Total Full-time Fee	\$825

Fee Rates - Non-State Residents**

Part-time (fewer than 12 hours)

Maintenance Fee	\$64 per credit hour
Out-of-state Tuition	\$193 per credit hour
Campus Access Fee	\$5 per semester
Student Activity Fee	\$13 per semester
Technology Access Fee	\$8 per credit hour, \$63 maximum

Full-time (12 or more credit hours)

Maintenance Fee	\$744 per semester*
Out-of-state Tuition	\$2,229 per semester*
Campus Access Fee	\$5 per semester
Student Activity Fee	\$13 per semester
Technology Access Fee	\$63 per semester
Total Full-time Fee	\$3,054

*The fees are in effect fall semester 2001 and are subject to change by the Tennessee Board of Regents. Please refer to the semester *Schedule of Classes* or call (423) 323-0258 to verify current rates after the fall semester 2001. There is no maximum maintenance fee or out-of-state tuition fee charge for summer semester or intersession courses. All fees are calculated on the per hour charges per credit hours taken.

**Students are classified as resident or non-resident by the Office of Admissions and Records for the purpose of assessing tuition charges. The definition of residency as determined by the Tennessee Board of Regents will apply. A student once classified as an out-of-state student will continue to be thus classified unless a change of legal residence is established by evidence other than presence as a student. The burden of proof of all conditions pertaining to residence is placed upon the student, including the responsibility for submission of documentation required by Northeast State. If there is any question as to in-state residency at the time of registration, the student will be classified as out-of-state and will be charged out-of-state tuition. Information about residency classification may be obtained from the Office of Admissions and Records. Students have the right to appeal the assignment of residency status to the Assistant Vice President of Student Affairs.

Additional Special Fees

Application Fee	\$10
Late Registration/Late Payment Fee	\$10
Returned Check Fee	\$20
Graduation Fee	\$25
Diploma Replacement Fee	\$15
Identification Card Replacement	\$5
Traffic Fines	
Parking (Fire lane)	\$50
Parking (Restricted)	\$5/1st, \$10/ 2nd, \$25/3rd, \$50/4th and each subsequent ticket
Moving Violations	\$15
Disabled Parking Violation	\$100
Failure to Display Hang Tag	\$10
Library Fines	
Replacement Fines	Replacement Cost +\$10 for books, \$10 for periodicals
Repair Fines	Repair Cost + \$10

Telecourse Fines

- Audiovisual Equipment Replacement Cost + \$10
- Telecourse Materials Replacement and Dubbing Cost + \$10

Test Fees

- ACT Test Fee \$20.50
- COMPASS Retest \$20
- Credit by Exam Test Fee \$15 per credit hour
- GED Test Fee \$65
- GED Retest Fee \$7 per section

Note: Fees are subject to change by the governing board without notice. Contact the Business Office for current fee rates.

FEE WAIVERS/ FEE DISCOUNTS

1. Tennessee Board of Regents fee waiver allows a regular full-time employee of the TBR system or the UT system to take one (1) course per term free of charges including tuition, maintenance fees, student activity fees, or registration fees provided space is available. This waiver applies for undergraduate or graduate courses offered through any TBR institution or a University of Tennessee institution. For purposes of this waiver, one course means one course regardless of the credit hours associated with the course. TBR employees registered for more than one course in the same term are financially responsible for the additional course(s). The TBR/UT employee is considered in-state for fee purposes.
2. Children, 26 years of age or under, or spouses of regular full-time TBR employees may enroll and receive a 50 percent discount on applicable maintenance fees. The student must be a recognized dependent and the TBR employee must be a regular employee defined as receiving full benefits. For purposes of this waiver, children and spouses are considered in-state for fee purposes.
3. Employees of the State of Tennessee may take one course per term, regardless of the credit hours, free of charge provided space is available. These employees should be full-time employees of the executive, judicial, or legislative branch of Tennessee state government scheduled to work 1,950 hours per year (full-time for 12 months) and have been employed for at least six months.
4. Children of full-time state employees may receive a 25 percent reduction of maintenance fees provided such children are less than 24 years of age.
5. Children, under 24 years of age, whose parent was killed on the job or in the line of duty while a full-time state employee of Tennessee, are eligible for a 25 percent discount on maintenance fees.
6. Children, under 24 years of age, whose parent is a retired employee of Tennessee is eligible for 25 percent reduction on maintenance fees.
7. Children, under 24 years of age, of full-time certified public teachers will receive a 25 percent discount on applicable maintenance fees for each term enrolled. Cer-

tified refers to teachers, supervisors, principals, superintendents, and other certified personnel who are licensed by the Tennessee Department of Education and employed by any local board of education, for service in public, elementary and secondary schools in Tennessee supported in whole or in part by state funds.

8. Part-time students who are not domiciled in Tennessee, but who are employed full-time in the state, are to be classified in-state for fee purposes. Students may be employed by more than one in-state employer resulting in the equivalent of full-time employment.
9. An unemancipated (dependent) currently enrolled student shall not be reclassified out-of-state should his/her parent, having been domiciled in the state, move from the state. The student will not be required to pay out-of-state tuition as long as his/her enrollment is continuous.
10. Military personnel and their spouses stationed in the state of Tennessee who would be classified out-of-state in accordance with other provisions will remain classified out-of-state but will not be required to pay out-of-state tuition. This provision will not apply to military personnel and spouses who are stationed in Tennessee for educational purposes.
11. An unemancipated (dependent) person whose parent is not domiciled in Tennessee but is a member of the armed forces and is stationed in the state pursuant to military orders shall be classified out-of-state but shall not be required to pay out-of-state tuition. The student shall not be required to pay out-of-state tuition if the parent(s) are transferred on military orders as long as his/her enrollment is continuous.
12. Persons who live in Scott or Washington County, Virginia, or Mitchell or Watauga County, North Carolina, may attend Northeast State without paying out-of-state tuition. The program has limited openings.
13. Students domiciled out-of-state and who are selected to participate in the Northeast State Honors Program are not required to pay out-of-state tuition. Formal selection and satisfactory continuance is required in order to waive the out-of-state tuition.
14. Disabled persons and persons 60 years of age and older who are domiciled in Tennessee may enroll in classes for audit without payment of maintenance fees. Enrollment as an audit student is subject to availability of space in the class(es).
15. Disabled persons and persons 65 years of age and older who are domiciled in Tennessee may enroll in courses for credit without payment of maintenance fees, but are subject to a service fee not to exceed \$45.00 per semester.
16. Certain statutory fee exceptions exist for dependents of military personnel killed in World War II or the Korean Conflict, who died while serving in Vietnam or

from injuries sustained in Vietnam, or were declared missing in action or declared a prisoner of war in Vietnam.

REFUNDS

General Refund Policy – Northeast State will refund a portion of the maintenance and out-of-state tuition to any student who officially drops, withdraws, or is dismissed from a course(s) within the drop/withdrawal deadline. Official withdrawal date for calculating refunds will be based on the date the withdrawal form is received in the Office of Admissions and Records. Refunds are disbursed at the end of the refund period and will be mailed. Refer to the *Schedule of Classes* published each semester for specific refund periods.

Refund amounts will be calculated per the following provisions:

1. One hundred percent (100 percent) of maintenance fees, tuition, and other registration fees will be refunded for classes canceled by the institution.
2. One hundred percent (100 percent) of maintenance fees, tuition, and other registration fees will be refunded for withdrawals processed through the last working day prior to the first day of classes.
3. One hundred percent (100 percent) of maintenance fees, tuition, and other registration fees will be refunded in case of death of a student.
4. The basic refund for withdrawals or drops during regular terms (fall and spring) is 75 percent of maintenance fees and tuition only from the start of classes through the fourteenth calendar day. From the 14th day up to 25 percent of the length of the term, the refund will be 25 percent of maintenance fees and tuition only. There is no refund after the 25 percent period ends.
5. For summer sessions and other short terms, the 75 percent refund period and the 25 percent refund period will extend a length of time proportionate to the 75 percent and 25 percent periods of the regular terms. Exact dates are published in the *Schedule of Classes*.
6. A full refund (100 percent) is provided to students who are compelled by Northeast State to withdraw when it is determined that through Northeast State error they were academically ineligible for enrollment or were not properly admitted to enroll for the course(s) being dropped. In each case, an appropriate official must certify in writing that the provision is applicable.
7. When a course is included in a regular term's registration process for administrative convenience but the course does not begin until later in the term, the 75 percent/25 percent refunds will be based on the particular course's beginning and ending dates. This provision does not apply to classes during the fall or spring terms which may meet only once per week. Those courses will follow the same refund dates as other regular courses for the term.

Refund Appeals Process - Students may appeal a refund by submitting a written request outlining the basis of the appeal to the Business Office. Refund appeal requests will be decided by the Business Manager. The student will be notified in writing of the decision within 10 working days of receipt of the written appeal request. Students may appeal the decision of the Business Manager to the Vice President for Business Affairs by submitting a written request for a refund appeal review to the Vice President for Business Affairs. The student will be notified in writing of the Vice President's decision within 10 working days of receipt of the request for refund appeal review.

Return of Title IV Funds – Refunds of fees for students who receive assistance from Title IV financial aid programs are returned to each grant and/or loan account in accordance with applicable federal regulations when students totally withdraw or stop attending all classes at Northeast State. Return of Title IV Funds policies that apply to students who receive assistance under Title IV financial aid programs can be obtained from the Office of Financial Aid.

CONTINUING EDUCATION PROGRAM COSTS

The cost of continuing education and other specialized courses varies. Refer to the current semester *Schedule of Classes* for individual class cost. Students taking continuing education courses are charged for the cost of the course plus any required book or supply costs. The application fee, maintenance fee, campus access fee, student activity fee, technology fee, and late fee are not applicable to continuing education courses.

Refunds

Continuing Education/Economic and Community Development Program – Refunds are given **ONLY** if the class is canceled by Northeast State or if notification of desire to withdraw is received five days before the starting date of the class. **NO REFUNDS** can be made after the class starting date.

FINANCIAL AID

The student financial aid programs at Northeast State are designed to assist students who find it difficult to attend college without financial assistance.

Northeast State offers a comprehensive program of financial aid in the form of scholarships, grants, part-time employment, and loans. Major emphasis is placed on financial need and academic achievement. Students may apply for one or more types of financial aid. A student must have applied for admission to Northeast State and the admissions file must be complete before any funds will be disbursed.

March 31 is the priority deadline for applying for financial aid for the fall semester. Applications received by that date will be given first consideration in the allocation of financial aid funds. Applications received after March 31 will be

accepted and awards made to eligible students on a first-come, first-serve basis as long as funds are available.

Program descriptions and application procedures are listed on the following pages. Information concerning methods by which aid is distributed to qualifying students, satisfactory academic progress standards for financial aid recipients, Return of Title IV Funds policies for grant and loan recipients, and costs of attending Northeast State (other than tuition and fees which are listed on the class schedules) is available to anyone upon request from the Office of Financial Aid. Application forms may be obtained by writing or visiting the Office of Financial Aid, Faculty Office Building, Rooms F103 and F104, or by calling 323-0252 or 1-800-836-7822.

Satisfactory Academic Progress Policy for Financial Aid Recipients - Northeast State, as required by the U.S. Department of Education, has established a Satisfactory Academic Progress Standard for all recipients of financial assistance through any Title IV program (Federal Pell, Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work Study Program (FWSP), Tennessee Student Assistance Award (TSAA), Federal Stafford Loan, and Federal Parent Loan for Undergraduate Students (PLUS). Progress is measured by the student's cumulative grade point average (GPA) and credits earned in relation to those attempted and the length of the academic program. The policy is published and available upon request from the Office of Financial Aid.

Federal Programs

All federal financial aid programs require the assessment of financial need based on the ability of the parents and/or the student/spouse to contribute toward educational expenses. Students must complete the Free Application for Federal Student Aid (FAFSA), which is available at the Office of Financial Aid at the college and at guidance offices at area high schools. Renewal of aid is not automatic; students must reapply each year. The application is also available on www.fafsa.ed.gov.

Federal Work Study Program (FWSP) - This program provides funds for the employment of needy students. Students who qualify for this program may work during the academic year and under special conditions during periods of non-enrollment. The number of hours a student may work is determined by the Office of Financial Aid based on the student's need. Pay rates under this program are compatible with Federal Minimum Wage Standards. Terms and conditions of employment will be furnished to students at the time their work assignment is made. In addition to working on-campus, students may work off-campus in community service jobs and as America Reads tutors in area elementary schools.

Federal Stafford Loan Program (Subsidized and Unsubsidized) - The Federal Stafford Loan Program enables lending institutions to make long-term loans to students to help pay educational expenses. Students must have a determination of eligibility for Federal Pell Grant to receive a loan. A Loan Information Worksheet must be completed and returned to the Office of Financial Aid before the loan

is certified. Worksheets are available in the Office of Financial Aid.

Federal Parent Loans for Undergraduate Students (Federal PLUS) - This program makes loan funds available to parents of dependent students to assist with educational expenses. Parents may borrow up to the cost of education less any financial assistance. Promissory notes can be obtained from the Office of Financial Aid.

Federal Pell Grants - This program is designed to provide financial assistance to undergraduate students who need it to attend postsecondary educational institutions. The amount of the student's grant is based on the family's contribution, the amount of funds actually available for the program, the number of hours for which the student is enrolled, and educational expenses.

Federal Supplemental Educational Opportunity Grants (FSEOG) This program provides grants to students with exceptional financial need and is based on eligibility for Pell. The amount of assistance a student may receive depends upon need with the minimum grant award of \$100 per year.

State Programs

Tennessee Student Assistance Award - The Tennessee Student Assistance Award is a grant made available to Tennessee residents enrolled as undergraduate students at eligible Tennessee colleges and universities. The grant is based on financial need and is administered by the Tennessee Student Assistance Corporation. Those who wish to be considered for this grant must complete the Free Application for Federal Student Aid in time for the application to be processed before the May 1 priority deadline. To meet this deadline, applications should be filed by March 31.

Minority Teaching Fellows Program - This program is designed for entering freshmen with a 2.75 high school GPA, at least 18 on ACT or 850 on SAT, or in the top 25 percent of their high school graduating class or for continuing college students with a minimum college GPA of 2.5. Students must be Tennessee residents and must agree to teach at a K-12 level in a Tennessee public school. Applications may be obtained from Tennessee Student Assistance Corporation (TSAC), Office of Financial Aid or high school guidance office. The application deadline is April 15.

Ned McWherter Scholars Program - This program is for entering freshmen with a 3.5 high school GPA and an ACT or SAT in the top 5 percent nationally (29 ACT; 1280 SAT). Students must be Tennessee residents and U.S. citizens. Applications may be obtained from TSAC and high school guidance offices. The application deadline is February 15.

Robert C. Byrd Honors Scholarship Program - This scholarship is awarded based on federal funding and is renewable for a total of four undergraduate years. Students must be Tennessee residents to qualify. The program is open to high school seniors with a 3.5 GPA or GED students with an average score of 57 and must be utilized in the same year of graduation or receipt of the GED. Students with at

least a 3.0 high school GPA and an ACT or SAT in the top quartile nationally (24 ACT; 1090 SAT) may also apply. Applications for this scholarship may be obtained from TSAC or a high school guidance counselor. The application deadline is March 1.

Tennessee Teaching Scholars Program - This program offers a forgivable loan of up to \$4,200 for college juniors, seniors, and post baccalaureate students admitted to a state-approved teacher education program at an eligible Tennessee postsecondary institution. Students must pledge to teach at the public preschool, elementary or secondary level in Tennessee one year for each year the award is received. Sophomores at Northeast State who are Tennessee residents and have at least a 2.75 cumulative GPA may apply. Applications may be obtained from the Office of Financial Aid or TSAC. The application deadline is April 15.

Dependent Children's Scholarship Program - This program is for dependent children of law enforcement officers, firemen, or emergency medical technicians who were killed in the line of duty while employed in Tennessee. The award amount is based on state funding and coordinated with other aid. It is renewable for four undergraduate years at an eligible Tennessee postsecondary institution. Students must be Tennessee residents and must complete a Dependent Children's Scholarship Program Application and a Free Application for Federal Student Aid to qualify. Applications can be obtained from Tennessee Student Assistance Corporation. The application deadline is July 15.

Scholarships

Several scholarships are available to qualified students attending or planning to attend Northeast State. Each scholarship has its own eligibility requirements, but awards are usually based on academic achievement with consideration given to leadership qualities and personal financial need. Applications can be obtained in the Office of Financial Aid.

Academic Work Scholarship - Recipients of the Academic Work Scholarship are required to work approximately 75 hours per semester in return for the payment of their maintenance fees and an allowance for books of \$150. Residents of the State of Tennessee must submit a Northeast State Scholarship application by March 31 to be considered. Applicants must be:

1. High school seniors with a minimum grade point average of 2.9 and an ACT composite score of 19 or above, SAT Equivalent, or Computer Adaptive Placement Assessment and Support System (COMPASS) scores which allow them to enroll in freshman level courses, and planning to attend Northeast State full-time, or
2. Current Northeast State students who have completed at least one semester as full-time students while maintaining a 2.5 GPA

Student Government Association (SGA) Scholarship - This award is a full maintenance fee scholarship awarded to the SGA President annually.

Private Scholarships - These scholarship recipients are selected by the organization providing the scholarship funds. The Northeast State Foundation administers the scholarship funds. In selecting recipients for these scholarships, emphasis is placed upon scholastic achievement, character, future promise, and in some cases financial need. Additional scholarships will be established as interested groups and individuals desire. Those wishing to establish a scholarship fund are urged to contact the Office of Institutional Advancement.

Northeast State Foundation Scholarships - Foundation Scholarships are made possible by gifts to the Northeast State Foundation from various businesses, industries, and individuals. Scholarship recipients are selected by the Northeast State Scholarship Committee. Students interested in receiving assistance from these scholarship funds should apply by submitting a scholarship application to the Office of Institutional Advancement or the Office of Financial Aid by March 31 of each year.

NORTHEAST STATE FOUNDATION SCHOLARSHIPS

Academic Excellence Scholarship - This scholarship was designed by Foundation directors to reward academic achievement in high school. Recipients must achieve a high school GPA of 3.0 or higher and an ACT score of 22 or higher, enroll full-time, live in the Northeast State service area or Hawkins County, and demonstrate leadership qualities, involvement in their community, and commitment to academic achievement in their chosen field of study.

Allen and Ruth Harris Memorial Scholarship in Business - This award is given to a recent high school graduate with a high school GPA of 3.0 or higher, who demonstrates a commitment to achieve an associate degree from Northeast State, and plans to transfer to ETSU for a bachelor degree in business.

Altrusa International Club of Kingsport Scholarship - This scholarship assists adult female students with financial need. Recipients must be females 21 years or older, have a minimum college GPA of 2.8, maintain full-time enrollment, and demonstrate financial need. Preference will go to a single parent.

Aerojet Endowed Scholarship - This scholarship is designed for a present Aerojet employee or the child of a present Aerojet employee. If no one with the above qualifications applies, the scholarship is open to students with an ACT score of 18 or higher, or a high school or college cumulative GPA of 2.5 or higher. The recipient must maintain full-time enrollment in one of the following majors: Computer and Information Sciences, Drafting Design Technology, Machine Tool Technology, or Manufacturing Technology. The recipient must reside in one of the following Tennessee counties: Carter, Johnson, Sullivan, Unicoi, or Washington; demonstrate ambition to excel in an applied technology career field; and demonstrate commitment to achieving an associate degree at Northeast State.

AmSouth Bank Endowed Scholarship – This scholarship supports highly motivated and academically prepared students in achieving an associate degree that will enhance their career opportunities within the Tri-Cities region. Priority will be given to first-time freshman students who are dependent children of present AmSouth Bank employees. Recipients must be a first-time freshman student with an ACT score of 19 or higher; enroll full-time (12 or more credit hours); and demonstrate ambition to excel in a selected career field and a commitment to achieving an associate degree.

Basler Incentive Scholarship - This scholarship is designed for new students who have demonstrated high performance, not necessarily in the academic world, but in other areas. Recipients may include youths who have excelled in the arts, sports, or other extracurricular activities; an employee who has gone above and beyond the call of duty for an organization; a high school senior who has volunteered hours of service to the community; or other individuals who have made specific projects successful.

Bonnie Brooks Scholarship - This scholarship is designed for an Office Systems Technology major with a high school or college GPA of 3.2 or higher, enrolled in 12 or more credit hours, has evidence of financial need, but is not receiving the Pell Grant, and demonstrates motivation to excel in the career field, with past performance a good indication of capability to achieve success.

Bosch Braking Systems Scholarship - This scholarship is designed for dependents of Bosch Braking Systems employees who have one or more years of plant service and who are actively employed at time of award, and not on an indefinite layoff, as determined by company records. Priority is given to students previously enrolled and who have maintained a GPA of 2.5 or higher.

Charles K. & Lily D. Marsh Endowed Scholarship – This scholarship supports a recent high school graduate majoring in a technical/technology based associate degree program. Recipient must be an employee of, or a dependent of an active full-time employee of the City of Kingsport, attain an ACT score of 19 or higher and a high school grade point average of 2.5 or higher, demonstrate need for financial assistance (qualify for federal Pell grant), and enroll as a full-time student (12 or more credit hours).

Citizens Bank Tri-Cities Endowed Scholarship – This scholarship supports a recent high school graduate who has achieved an ACT score of 18 or higher and a high school grade point average of 2.5 or higher. Recipient must enroll full-time in a business major and reside in one of the following Tennessee counties: Carter, Johnson, Sullivan, Unicoi, or Washington. Recipient must demonstrate leadership skills, goal setting abilities, and a commitment to completing an associate degree at Northeast State. Preference will go to a student residing in Carter County who meets all the criteria.

Debbie Bingham Kinkead Memorial Scholarship – This scholarship supports returning re-entry women age 21 and older. Recipients must have completed 12 credit hours with

a minimum grade point average of 2.5, be enrolled full-time, demonstrate financial need, and demonstrate a commitment to achieving an associate degree at Northeast State.

Dennis and Mary Powell Endowed Scholarship - This scholarship is designed to support a student in Automotive Service Technology program. The student must have an ACT score of 18 or higher, or a high school or college cumulative GPA of 2.5 or higher. The recipient must maintain full-time enrollment; reside in one of the following Tennessee counties: Carter, Johnson, Sullivan, Unicoi, or Washington; demonstrate ambition to excel in an automotive service career; and demonstrate commitment to achieving an associate degree at Northeast State.

Dr. R. Wade Powers Merit Scholarship - This award is designed for a first generation college student (those whose parents are not college graduates) with a high school grade point average of 3.0 or higher and an ACT score of 24 or higher. Recipient must reside within the Northeast State service area and have a demonstrated commitment to community service.

Dustin J. Gardner Memorial Scholarship - This scholarship is for university parallel majors with demonstrated plans to transfer to a baccalaureate-level institution. Recipients must have a minimum ACT score of 20 or higher, or a college GPA of 3.0 or higher, full-time enrollment, reside in Northeast State's service area, and have evidence of financial need, but not qualify for the Federal Pell Grant.

Eddie E. Williams, Jr. Memorial Scholarship - This scholarship is given to recent high school graduates who are first generation college students from the Southern Appalachian Highlands region, high school GPA of 3.2 or higher, full-time enrollment (12 or more hours), new or returning students with demonstrated commitment to completing an associate degree at Northeast State.

Edwin O. Norris Memorial Endowed Scholarship – This scholarship supports students majoring in a technology. Recent high school graduates must have achieved an ACT score of 19 or higher. Returning college students must have a college grade point average of 2.5 or higher. The recipient must enroll full-time in a technology major and demonstrate ambition to excel and commitment to achieving an associate degree at Northeast State.

First Tennessee Bank Endowed Scholarship – This scholarship supports students majoring in business and business-related programs. A recent high school graduate must have an ACT score of 19 or higher, or a returning Northeast State student must have a cumulative grade point average of 2.5 or higher. The recipient must enroll full-time, demonstrate a passion for excellence and a commitment to achieving an associate degree at Northeast State and reside in one of the following Tennessee counties: Carter, Johnson, Sullivan, Unicoi, or Washington.

Fred L. Jones Memorial Scholarship - This award is designed for returning students enrolled in Machine Tool Technology who have successfully completed 27 semester hours of college credit and who attend the college on a full-time basis (12 or more credit hours). Students must be in good

academic standing (a minimum 2.8 GPA) and show an interest in becoming skilled in their trade.

G. Bruce Kidd Endowed Scholarship - This award is available to a first generation, recent high school graduate with an ACT score of 21 or higher or a high school cumulative GPA of 3.0 or higher. The recipient must maintain full-time enrollment, demonstrate financial need, and demonstrate commitment to completing an associate degree at Northeast State.

Gump Family Scholarship - This scholarship sponsors technical education majors with the intent to encourage highly motivated and academically prepared students in achieving an associate degree. The recipient must have a minimum ACT of 20 or a minimum college GPA of 3.0, reside in Northeast State's service area, maintain full-time enrollment, and have evidence of financial need, but not qualify for the Federal Pell Grant.

Honors Program Scholarship - This is a scholarship stipend awarded to Honors Program students enrolled in two honors courses per semester. Awards are determined by the Honors Program coordinator.

Industrial Electronics Services Scholarship - This scholarship is an annual award given to a second semester (or higher) Electronics Engineering Technology major demonstrating financial need, a GPA of 3.0 or higher, evidence of good citizenship, and commitment to a career in electronics.

International Association of Administrative Professionals (Tri-Cities Chapter) Scholarship - This award is designed to assist Office Systems Technology students. One scholarship is awarded to allow a graduating student to take the Certified Professional Secretary examination. Two additional scholarships are awarded to assist students financially. Criteria for the scholarships include grade point average, membership in Collegiate Secretaries International, participation in extracurricular activities, and the student's financial need.

IWK Scholarship - This scholarship supports a returning female student who is returning to education after a two-year or more absence. The recipient must be a business major, non-need based (not eligible for federal Pell grant), and must be enrolled for a minimum of six (6) credit hours.

J. Donald Cunningham Memorial Scholarship - This scholarship assists an individual majoring in Business Management Technology with a Management or Small Business Management concentration. Eligible candidates may be a new or currently enrolled Northeast State student. The recipient must have a high school or a college GPA of 2.5 or higher. The student's financial need will also be a consideration.

John H. Thomason Memorial Endowed Scholarship - This scholarship supports returning Computer and Information Sciences majors with 12 completed Computer and Information Sciences credit hours. The recipient must have a cumulative college grade point average of 3.2 or higher,

enroll a minimum of six (6) credit hours, and demonstrate a passion for computer sciences and a commitment to completing an associate degree at Northeast State. Demonstrated community involvement will be taken into consideration.

John M. Honeycutt Memorial Book Scholarship - This \$125 textbook scholarship is awarded for the spring semester each year to an Office Systems Technology major. The recipient must have been enrolled at Northeast State for a minimum of one semester, have completed a minimum of 12 credit hours of college-level courses, have an ACT score of 19 or higher, and enroll for a minimum of nine credit hours during the semester of the award.

Johnson City Rotary Club Scholarship - This scholarship requires that the recipient be a resident of Washington County, Tennessee, a first-time freshman student, maintain full-time enrollment, have a minimum ACT score of 19, a high school grade point average of 2.5 or higher, and demonstrated commitment to achieving an associate degree from Northeast State.

Jonathan Wayne Taylor Memorial Scholarship - This scholarship is designed for a new student who is a recent high school graduate with a high school grade point average of 3.0 or higher and who plans to major in a technical program and enroll full-time. Preference will be given to Drafting Design Technology majors.

Junior Godsey Memorial Scholarship - This scholarship is for EMT-Paramedic students with full-time enrollment for fall and spring semesters and six or more credit hours during the summer semester. Recipients must have evidence of financial need, but not qualify for the Federal Pell Grant, and demonstrate commitment to completing the technical certificate in the EMT-Paramedic program.

Manufacturing & Service Division Endowed Scholarship - This scholarship supports technology students in the following majors: Automotive Service Technology, Drafting Design Technology, Electrical Technology, Electronic Technology, Machine Tool Technology, Manufacturing Technology, Mechanical Technology, and Welding/Metal Fabrication. Recipient must have an ACT score of 18 or higher and reside in Northeast State's service area: Washington, Carter, Unicoi, Johnson, or Sullivan Counties.

Mary Beth Powers Endowed Scholarship - This scholarship is for a first generation female student with preference going to a single parent who does not qualify for Federal Pell Grant but has evidence of financial need. Full- or part-time enrollment as a new or returning student demonstrating commitment to completing an associate degree at Northeast State is also required.

North American Corporation Endowed Scholarship - This scholarship is for immediate descendants of full-time employees of North American Rayon Corp., North American Fibers Corp., NARCOTE, or North American Corp. who were employees on Jan. 1, 1986, or later. Recipients must maintain full-time enrollment, have a minimum high school GPA of 2.8 or a minimum college cumulative GPA of 2.8, and have documented financial need. Also, recipients must agree

to a limited research project related to the history of the North American Corp.

Phi Theta Kappa Scholastic Achievement Book Award - This award is for a non-member of Phi Theta Kappa having completed 12 credit hours of college level courses with a minimum GPA of 3.25, enrolled at Northeast State for one semester, and is enrolled for nine hours during semester of award. The award is for \$100 credit in the bookstore.

Primo Pavoni Scholarship - This scholarship is for a dependent of a Columbus Electric plant employee who is actively at work. Applicants must be a regular high school graduate or a postsecondary student with a minimum 2.5 average or better.

R. Wade Powers Academic Book Scholarship - This scholarship benefits students who have completed 12 credit hours of college-level courses while maintaining a 3.0 GPA. Recipients are chosen each semester based on academic and social contributions to the college and are awarded the cost of their required texts, up to \$150.

Robert C. Hart Endowed Scholarship - This scholarship is designed for a student with an ACT score of 23 or higher or a college cumulative GPA of 3.0 or higher. Recipient must maintain full-time enrollment; reside in one of the following Tennessee counties: Carter, Johnson, Sullivan, Unicoi, or Washington; and demonstrate a commitment to completing an associate degree at Northeast State.

Shannon P. Carter Memorial Book Scholarship - This scholarship is awarded during the spring semester of each academic year to a student who has completed 12 credit hours of college-level courses (not to include developmental studies courses) and has maintained a minimum 3.0 GPA. The student must be a declared Business Management Technology major with a concentration in management and been enrolled for one semester. Student must enroll in at least six credit hours during semester of award.

Sprint/United Scholarship - This scholarship is for a full-time student with priority going to minority students (protected classes: African-Americans, women, Native Americans, Hispanics). Students must be State of Tennessee residents, have a GPA of 3.0 or higher, and demonstrate a commitment to completing an associate degree at Northeast State.

Steven A. Compton Memorial Book Scholarship for Chemistry Students - This scholarship supports a returning student who has completed 12 hours of college-level courses (not to include remedial/developmental courses) and who is enrolled in a minimum of eight (8) credit hours in chemistry at Northeast State with a cumulative grade point average of 3.0 or higher. The recipient must be enrolled in a minimum of six (6) credit hours during the semester of the award.

Times-News Endowed Scholarship - This scholarship is designed for deserving children of Times-News employees. If no one with the above qualifications applies, the award is open to any student with an ACT score of 18 or higher or

a high school or college cumulative GPA of 2.5 or higher. Recipients must maintain full-time enrollment; reside in one of the following Tennessee counties: Carter, Greene, Hawkins, Johnson, Sullivan, Unicoi, or Washington; demonstrate ambition to excel in a chosen career; and demonstrate commitment to achieving an associate degree at Northeast State.

Tri-City Airport Area Rotary Club Endowed Scholarship This award is given annually to a University Parallel major with a high school GPA of 2.5 or higher or a Northeast State GPA of 3.0 or higher, enrolling in at least six hours, and demonstrating a commitment to complete an associate degree at Northeast State and enrolling at ETSU or UT-Knoxville to complete a bachelor degree with a clear career goal.

Wade H. Patrick III Memorial Scholarship - This award is to assist an individual majoring in the Manufacturing and Services Technologies. Eligible candidates must have a minimum 2.5 high school or college GPA, full-time enrollment, demonstrated aptitude to succeed in a selected trade.

William W. Locke Endowed Scholarship - This scholarship supports highly motivated and academically prepared students who are recent high school graduates and are enrolling in college for the first time. Recipient must enroll full-time, have an ACT score of 22 or higher and a high school grade point average of 2.5 or higher, and demonstrate financial need.

Woman's Civic Club of Elizabethton Scholarship - This scholarship is for a recent Elizabethton High School female graduate who demonstrates financial need, high school GPA of 2.6 or higher, or ACT score of 19 or higher, and evidence of good citizenship and leadership at Elizabethton High School.

OTHER SOURCES

Minority Grants Program- Northeast State has authorized the awarding of a limited number of grants to eligible African-American students who express a desire to continue their education and who show potential for graduation. The grants are limited to in-state residents. Applications are available in the Office of Financial Aid and provide for maintenance fees, tuition, and an allowable book expense of not more than \$300 per semester.

Veterans Benefits - Veterans desiring to attend Northeast State under any of the educational assistance laws administered by the Department of Veterans Affairs should contact:

Coordinator of Veterans Affairs
Northeast State Technical Community College
P.O. Box 246
Blountville, TN 37617-0246
423/ 323-0210
pachandler@NortheastState.edu

Department of Veterans Affairs
Atlanta Regional Processing Office
P.O. Box 100022
Decatur, GA 30031-7022
1-888-442-4551
www.atlrpo@uba.va.gov

Veterans and other eligible persons may receive educational benefits under Title 38, U.S.C. (the G.I. Bill) only when classified as a regular degree-seeking student. Other classifications, i.e., special student-credit and student non-credit do not qualify.

Additional Grant Sources - Many students receive assistance through Vocational Rehabilitation and the Department of Human Services Programs. Contact the appropriate agencies for information.





ECONOMIC AND COMMUNITY DEVELOPMENT

- BUSINESS/INDUSTRY SERVICES
 - COMMUNITY SERVICE PROGRAMS
 - CONTINUING EDUCATION UNITS
-

ECONOMIC AND COMMUNITY DEVELOPMENT

Institute for Business and Industry Services

The purpose of the Institute for Business and Industry Services is to coordinate the delivery of educational programs and services designed to meet the needs of business, industry, and governmental organizations.

The institute develops partnerships with regional organizations to offer credit and non-credit courses, seminars, workshops, and other customized training. These programs and services may be delivered on-site or at a Northeast State facility at a time convenient to the employer.

Program offerings include:

- speciality courses for workforce preparedness and advancement
- courses in management and leadership with an emphasis on current best practices
- computer training courses from introductory levels to advanced
- apprenticeship programs
- custom designed credit courses in technical/industrial technology

Call 423/323-0248 or email cmtauscher@northeaststate.edu for additional information or for current course offerings.

Community Service Programs

The office of Economic and Community Development supports economic and community development by providing a variety of continuing education courses, workshops, training programs and special events to meet the personal, professional, and economic development, and lifelong learning needs of business, industry, and the local community.

A broad range of programs and services including cultural enrichment, personal and professional development, business support, services for special community groups, and industrial and economic development are available through a variety of delivery modes. Programs are held at various times and locations to accommodate all types of work and leisure schedules.

Programs and Services

Personal Enrichment Programs. Courses and programs designed to promote cultural and personal enrichment are organized at the request of a sufficient number of inter-

ested persons.

Business and Professional Development Programs. Numerous non-credit courses, seminars, and workshops that focus on business/management and professional continuing education needs are available in an online format. Program areas include basic supervision, customer service, logistics, project management, business applications, and manufacturing.

Computer Training. Courses include introductory-level courses for the new user to advanced courses for the more experienced user. Offered in an online format, these courses provide instruction in the most current software packages.

Quality. This program provides certification review courses in conjunction with the American Society for Quality.

Community Service and Outreach/Special Events. The office of Economic and Community Development provides a variety of programs and services to special community groups and in support of regional efforts.

Contract Industrial Training. Provided as requested.

Non-credit Information and Policies

Continuing Education Units (CEUs)

Northeast State uses Continuing Education Units (CEUs) as a means of recognizing and recording the efforts of individuals who enroll in and satisfactorily complete the college's non-degree activities. CEU programs are not considered college-level credit and are a separate and distinct operation from the college's credit program which leads to the academic degree. However, the recording of the CEU on the college transcript will provide a permanent record of an individual's participation in non-degree activities.

The Continuing Education Unit is defined as 10 contact hours of participation in an organized continuing education activity under the sponsorship and capable direction of a qualified instructor. Continuing Education Units (CEUs) will be computed on the basis of one CEU for each 10 hours of contact. Units will be recorded to one decimal point. Thus, a student enrolled in a non-degree activity which meets for a total of 12 hours would earn 1.2 CEUs.

On request, the Admissions and Records Office will mail students an official transcript. Programs and Services

Registration - A student may register for any non-credit course or activity by phone, office visit, mail, or fax.

Admission Requirements - To be admitted to non-credit courses for continuing education units, an applicant must submit a completed Registration for Non-Credit Classes, Seminars, and Workshops form to the Northeast State Admissions and Records Office. Students who register for non-credit classes are not subject to the regu-

lar admissions requirements.

Fees - Enrollment fees must be paid before the beginning of each class. The fee amount for each class is published in the official college schedule each semester. Unlike credit courses, income from non-credit courses must be high enough to cover all costs incurred in delivering the course. These will include administrative costs as well as instructor salary, materials, and/or facilities costs. Therefore, minimum enrollment levels are established for each course. When the minimum is not met, the course must be canceled. State employee, senior citizen and disabled fee waiver policies do not apply to non-credit courses and programs.

The application fee, maintenance fee, campus access fee, student activity fee, technology fee and late fee are not applicable to continuing education courses.

Refunds - Fees will be refunded **ONLY** if the class is canceled or if the student notifies the Office of Community Services in writing at least 5 working days before the starting date of the selected class. If the student cancels less than five working days before a class begins, he or she will forfeit the registration fee. There are no exceptions to this policy.

Books and Supplies - Most courses require materials and supplies. If materials are included in the cost of the course, the instructor will provide these during the first class meeting. In some instances, a list of required materials has been prepared by the instructor. Students are responsible for securing these materials before the first class session.

Class Cancellation/Postponement - The Economic and Community Development Division Office reserves the right to cancel, postpone, or combine classes or to substitute qualified instructors when it is necessary.

Cancellation/Postponement of Individual Class Sessions - If an instructor must cancel a class session, he or she must notify the Division of Economic and Community Development and all students enrolled in the class. The instructor is responsible for arranging a makeup session that will accommodate the schedules of all students enrolled in the class.

Holidays - Unless otherwise noted, non-credit courses, workshops, and seminars will follow the published campus holiday schedule.

Closing Dates - The closing date for registration is five working days before the start of the class unless otherwise noted. Early registration with payment is required to ensure enrollment.

Parking - Non-credit students who park on campus must obtain parking permits.

Notification - Students will be notified only if a class is canceled or postponed.







GENERAL

INFORMATION

- DEVELOPMENTAL EDUCATION
 - EVENING/DISTANCE EDUCATION
 - OTHER ACADEMIC SERVICES
-

GENERAL INFORMATION

Planning the Educational Program

It is the student's responsibility to select an educational program of study, plan the academic sequencing of courses, register, and successfully complete program requirements which lead to graduation or transfer to other colleges or universities. The faculty and counselors at Northeast State take pride in assisting students in program planning and course selection. Students are encouraged to seek advice from faculty teaching in the student's major. Students who are planning to transfer from Northeast State to a senior institution should secure a copy of that institution's catalog in planning their educational program/courses to be taken at Northeast State Technical Community College.

Graduation and Degree Requirements

Northeast State awards the associate of arts (AA), associate of science (AS), and associate of applied science (AAS) degrees. An academic or technical certificate may be awarded to a student who completes an approved program of study which is less than that required for an associate degree.

To obtain a degree or certificate, students must satisfactorily complete the general requirements established by the college and specific requirements of each applicable program of study.

Applications for graduation are processed through the Admissions and Records Office. To be eligible for graduation and receive a degree or certificate from Northeast State Technical Community College, the student must:

1. Complete a minimum of 60 college-level semester hours required for the associate degree and/or the appropriate number of hours required for a certificate.
2. Earn at least a GPA of 2.0 (C average in all collegiate level courses.)
3. Fulfill all courses required for the program as outlined in the college *Catalog*, with 24 hours of the last 30 hours towards the degree being completed at Northeast State. A minimum of 30 percent of the total credit hours required for a certificate must be completed at Northeast State.
4. Complete and file an "Application for Graduation" packet which is located in the Admissions and Records Office. The application packet should be completed on, or before, the deadline found in the College Calendar. The College Calendar is found in the college catalog and the term schedules. The college requests the graduation packet be filed by the 14th day of the term prior to the student's graduating term. Students who meet this deadline will be notified of their graduation status before the beginning of their graduating term.

5. Pay the \$25 graduation fee in the Business Office. It must be paid when an "Application for Graduation" is filed with the college. The fee is nonrefundable, and is valid for three consecutive semesters including the semester the student plans to graduate. (Summer semester is included in the three consecutive semesters. The fee includes the cost of the diploma, cover, cap and gown, and other graduation expenses.)

6. Resolve all obligations, financial or otherwise, to the college and return all library and college materials.

Other guidelines pertaining to graduation are:

7. Students are allowed to graduate by meeting the requirements of the *Catalog* under which they entered providing graduation is within six years of initial enrollment. Degree requirements set forth in a catalog shall remain in effect for the duration of the period identified on the cover of this catalog. No guarantee is implied that these requirements will be contained in total or in part in future requirements for the degree.

8. Transfer credits used to satisfy Northeast State's degree requirements will not be averaged with the student's grade point average at Northeast State for the purpose of calculating the graduation average.

9. Students may complete requirements for more than one concentration of study within the degree program by successfully completing all course requirements in both concentrations. A separate application for graduation must be submitted for each concentration. No additional fee is required and no additional diploma will be awarded.

10. Students may also complete requirements for more than one degree. A minimum of 16 credit hours beyond the requirements for the first degree must be completed. A \$25 graduation fee must be paid for each separate degree, and a diploma will be awarded for the additional degree.

11. Students must complete required competency examinations in specified academic majors. Students may be required to take one or more tests designed to measure general education achievements and achievement in major areas as a prerequisite to graduation for the purpose of evaluation of academic programs. Unless otherwise provided for in an individual program, no minimum score or level of achievement is required for graduation.

12. As part of the graduation requirements, prospective graduates are encouraged to visit the Career and Employment Services Office during the last semester to discuss their present and future plans with a professional staff member.

13. Students graduating in the Fall, Spring, and Summer semesters will attend the commencement exercises in May unless special permission is granted by the Ad-

missions and Records office. Students completing degree/certificate requirements at the end of the fall semester will not receive their diplomas until the commencement exercise in May, but their permanent record will be posted as of the semester they graduate. Students completing graduation requirements at the end of the summer semester will receive their diplomas in August. Students who plan to complete requirements for graduation by the end of the summer term may participate in the spring graduation ceremonies. These students must (1) complete the Application for Graduation by the Spring deadline as published in the Schedule of Classes and; (2) complete the Academic Profile and/or major field test, if applicable; and (3) be within nine hours of degree completion.

14. Northeast State has one commencement ceremony per year which is at the end of the spring semester. Therefore, graduation honors are calculated at the end of the fall semester. This average will be included in the graduation program, the graduation ceremony, and all news releases concerning graduation. Developmental studies course work completed does not count toward the calculation of graduation honors.

15. Students who do not graduate during the semester that is indicated on the Application for Graduation will have their application voided and must reapply for graduation during the semester in which they intend to graduate.

Graduation Honors

Students receiving associate degrees with final cumulative grade point averages of 3.9 to 4.0 will be awarded Summa Cum Laude while those with final cumulative grade point averages of 3.75 to 3.89 will be awarded Magna Cum Laude. Graduates with final cumulative grade point averages of 3.5 to 3.74 will be awarded Cum Laude. Students completing 18 hours of Honors Program courses will have their diplomas notated to reflect completion of the Honors Program. Developmental Studies grade point averages will not count toward calculation of either semester or graduation honors.

Classification of Students

A student enrolled for 12 or more semester hours credit is classified as full-time. A student enrolled for 11 or fewer semester hours is classified as part-time. A student will be classified as a freshman until 30 hours of credit are earned. When 30 or more hours are earned, a student is classified as a sophomore.

Student Load

The recommended semester-hour load for the average student is 15 to 16 hours of credit. Any student desiring to take more than 19 semester hours of credit must receive approval prior to registration from the Vice President of Academic and Student Affairs or appropriate designee.

Academic and Classroom Misconduct

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violative of the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, **either directly or indirectly through participation or assistance**, is subject to disciplinary action. In addition to possible disciplinary sanctions that may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or a zero for an exercise or examination or to assign an "F" in the course.

If the student believes that he/she has been erroneously accused of academic misconduct and if the final grade has been lowered as a result, an appeal may be made by following institutional procedures as described in the Student Handbook section of the catalog.

Registration for Courses

The printed *Schedule of Classes* also contains registration information. Currently enrolled and readmitted students have the opportunity to register first. Procedures specified at the time must be followed during all registrations. No student is officially enrolled until he/she has completed all requirements of enrollment including the payment of fees.

Registration after the published date may be permitted for five days in the fall and spring terms. Late registration requires payment of the late fee. No student shall receive credit for a course for which he/she is not properly registered.

A student may not be allowed to register until all admissions requirements have been met.

Change of Registration

Withdrawing from the College - Withdrawal is defined as a complete separation from Northeast State for a particular semester. Students withdrawing must complete a form and submit it to the Admissions and Records Office. Failure to follow this procedure may result in a grade of "F" being assigned for each course for which the student is registered. **Failure to attend class does not constitute a withdrawal.** No fee is charged for withdrawals.

Dropping a Class or Classes - A drop is defined as withdrawal from one or more classes for a term but not complete withdrawal from the college. **Failure to completely process a drop form may result in the student being assigned a grade of "F." Failure to attend class does not constitute a drop and will result in a grade of "F."**

Adding Classes - Classes may be added to a student's schedule on or before the "last day to add" as noted in the **College Calendar**. Additions after registration through the "last day to add" must have the signature of the appropriate division chair/department head on a drop/add form.

Waiver of a Prerequisite - Under special circumstances a prerequisite to a course may be waived by the dean/division chair. The waiver is granted only when the student demonstrates a fundamental knowledge of the prerequisite course and his/her progress in the course requiring the prerequisite would not be impeded. The waiver of prerequisite is not to be confused with a course waiver. If the prerequisite waived is a course required in the student's program, another course must be successfully completed before the associate degree is awarded. No fee is required for a waiver of a prerequisite.

Course Waiver and Substitution - Under special circumstances a course may be waived by the department head or division chair (except remedial/developmental courses). The waiver is granted when a course deletion or curriculum change necessitates it. A course of equal or greater credit must be taken in lieu of any course waived. Primary consideration must be given to courses from the same discipline as the course waived. No fee is required for a course waiver and substitution.

Attendance Regulations

Students must attend the first day of class or contact the instructor prior to the first class if they intend to remain in the class. If this procedure is not followed, students may be administratively dropped from the class, and other students will be allowed to enter the course. Students who are withdrawn from classes under this policy will receive a drop form marked "attendance withdrawal".

Attendance at classes and other official appointments is required. A student's schedule is considered a contract and constitutes a series of obligated appointments. Absences are counted from the student's first scheduled meeting of the class. An explanation for the cause of all absences should be given to each instructor. If possible, students should inform their instructors in advance of planned absences.

Note: Non-attendance does not constitute a withdrawal from classes or from the college. Procedures to formally drop a course or to withdraw from the college must be followed. Following these procedures may prevent the student from receiving an undesired "F" on his/her transcript.

Grading System

A grade is awarded in each credit course. The grade is based on the student's demonstrated proficiency as determined by the faculty member teaching the course. The following grading system is used at Northeast State Technical Community College:

<u>Grade</u>	<u>Description</u>	<u>Quality Points</u>
A	Work of highest quality	4
B	Work of above average quality	3

C	Work of satisfactory quality	2
D	Work of minimum acceptable quality	1
F	Work below minimum acceptable quality	0

Other markings which may appear on the grade report or transcript:

I - A mark used only for students who cannot complete coursework because of extreme hardship.

IP - A mark meaning **In Progress** which may be assigned in developmental courses. This is not computed in overall GPA.

S - A mark assigned which indicates work of acceptable quality. This is not computed in overall GPA.

N - A mark assigned which indicates work of unacceptable quality. This is not computed in overall GPA.

W - A mark assigned to indicate withdrawal from a course. This is not computed in overall GPA.

WD - A B/D mark assigned for withdrawal with permission - non-punitive. This is not computed in overall GPA.

AU - A mark assigned to indicate an audit in a course. This is not computed in overall GPA.

Courses graded with "S" or "N" are not computed in the overall grade point average (GPA). Students may take no more than eight (8) hours of coursework where the S or N grading system is used. The scholastic standing of a student is expressed in terms of quality point ratio. A quality point ratio is the total number of quality points divided by the total number of semester hours attempted less the number of hours repeated. To meet degree requirements, a student must maintain an overall 2.0 grade point average.

The incomplete grade indicates a student was passing the course at the end of the term. Due to extenuating circumstances, the student was unable to complete the course requirements such as a term paper, outside reading assignments, a project or an examination. The assignment of the "I" grade may be awarded after consultation between the student and the instructor. If it is determined that the grade of "I" is appropriate, the instructor will complete the "I" Grade Assignment Form and both the instructor and the student will sign the form. The form then will be forwarded to the appropriate dean/division chair for approval. Information on the form will include the nature of the work to be completed, the date for the completion, and any special instructions as appropriate. A copy of the completed form will be forwarded to the Office of Admissions and Records for the student's file. In every case, the "I" grade must be completed by the end of the next semester not including the summer term. Failure to complete the "I" grade agreement within the agreed time will result in a grade of "F" for the course(s). The "I" grade will not replace a previous grade in the same course. A course with an "I" grade will not count as enrolled hours in a subsequent term. Students who encounter severe difficulties in attending

classes or completion of assignments prior to the Last Day to Withdraw should consider a withdrawal from the class and/or term.

Grade Appeal Procedure

When a student believes there are circumstances that warrant the appeal of a grade received for other than academic misconduct, the student may appeal the grade. Grades may not be appealed challenging the subjectivity or discretion of the instructor. The appeal process must begin within 45 days following the last day of the term in which the grade was assigned.

Grounds for Appeal

- * *Errors of omission.* The student contends that a certain test, homework, or class project was submitted but not graded.
- * *Errors in averaging.* The student contends that an error in the mathematical calculations of graded material occurred.
- * *Errors in course practices.* The student contends that there was gross disparity between the course syllabus and the manner in which the course was conducted; in particular, the manner in which the **individual student** was treated.

Procedures for Appeal

1. The student must consult with the instructor of the class to ensure that no calculation or administrative error has occurred.
2. If no satisfactory agreement is reached with the instructor, the student may submit a written appeal to the appropriate division chair or dean. The division chair/dean will investigate the appeal, render a decision and submit a written report of the findings to the student, instructor and the Assistant Vice President of Academic Affairs.
3. If the appeal is denied by the division chair/dean, the student may forward the appeal to the Assistant Vice President of Academic Affairs. The Assistant Vice President of Academic Affairs will review the appeal, render a decision and submit a written report of the findings to the student and to the Vice President of Academic and Student Affairs.
4. If the appeal is denied by the Assistant Vice President of Academic Affairs, the student may submit the appeal to the Assistant Vice President of Student Affairs, chair of the Grade Appeals Subcommittee. This subcommittee shall review the appeal to insure that it explains in detail how it is based on one or more of the three allowable grounds. If the subcommittee determines that the appeal has merit for further investigation, a hearing will be scheduled. The subcommittee retains the right to ask questions of each party and to call on such expertise as it deems appropriate to arrive at a decision.
5. The Grade Appeals Subcommittee will forward a rec-

ommendation to the Vice President of Academic and Student Affairs.

6. The Vice President of Academic and Student Affairs will review the subcommittee's recommendation, render and issue a written decision to the student, with copies to appropriate parties, and forward the recommendation to the President.

7. The President's decision will be final.

Repeating a Course

For the purpose of increasing mastery in a course when such is necessary for successful performance in a subsequent course or for the purpose of increasing the grade point average, a student may repeat a course provided the grade of C or lower was earned in the course to be repeated. The grade received in the repeated course supersedes all previous grades and will be used to determine the student's grade point average, academic standing, and requirements toward graduation. The hours attempted for repeating a course are counted only once and credited in the semester in which the course was repeated. Students are permitted to repeat a course twice (three attempts). After three attempts, the grades in the third attempt are used to calculate the grade point average. Students may be permitted to repeat a course in which a grade of B or higher was earned only with the approval of the Vice President for Academic and Student Affairs. (Financial Aid Note: Students who choose to repeat any courses with a passing grade will not receive financial aid for those hours.)

Auditing a Course

Any college-level credit course may be audited. In cases where a student has previously received credit in a course, approval to repeat the course on an audit basis must be approved by the division chair/department head and the Vice President for Academic and Student Affairs.

Academic Dismissal and Retention Standards

A student who fails during any term to attain a cumulative quality-point average (GPA) at or above the level indicated below for the hours attempted (inclusive of any remedial or developmental courses) will be placed on academic probation for the following term:

Associate Degree Programs

Hours	Minimum GPA
0-14	No minimum
15-26	1.0
27-40	1.4
41-48	1.7
49-56	1.9
57 and above	2.0

Academic/Technical Certificate Programs

Hours	Minimum GPA
1-6	No minimum
7 - 50 percent of program	1.4
More than 50 percent of program	2.0

Academic Dismissal - Students placed on academic probation must meet the following criteria at the end of their next term of enrollment.

1. Attain a cumulative grade point average meeting the minimum retention standards.
2. Attain a 2.0 grade point average for that term.

For students on academic probation, failure to meet one of the above criteria will result in academic dismissal of the student for one term. The Summer term does not count as a semester of dismissal.

Students whose cumulative grade point average remains below the minimum retention standard but whose term grade point average continues to be 2.0 or better will be permitted to re-enroll under probation.

Students who have been academically dismissed may re-enroll following the one term of dismissal. These students are urged to consult with an academic advisor prior to re-enrollment.

Appeals - A student who has been academically dismissed from the college may request an appeal through the Admissions Subcommittee of the Academic Affairs Committee. If the student contends there were extenuating circumstances (e.g. errors in his or her transcript, documented medical or psychological problems, court or military duty, etc.) that contributed to the academic dismissal, an appeal for reinstatement may be considered by the committee.

The appeal must be filed with the office of the Assistant Vice President of Student Affairs. If the Admissions Subcommittee grants the reinstatement, the conditions imposed by the committee will be clearly stated. These conditions may include a reduced course load and regular meetings with an advisor or counselor.

Students who are placed on academic dismissal receive a letter from the Assistant Vice President of Student Affairs notifying them of their status and of the appeals process.

Transfer Students - Students on academic suspension from another college or university must clearly designate this information on their application to the college. Falsifying this information may lead to dismissal. Students who wish to transfer to Northeast State may request an appeal through the Office of Admissions and Records. If the appeal is granted, the student will be admitted on probation and must have a GPA of 2.0 during the initial semester or meet the cumulative GPA requirement. While individual courses may transfer to the college and can count towards fulfilling degree requirements, the number of credit hours and quality points do not count towards calculating the GPA for academic probation and dismissal.

Honors Program

The purpose of the Honors Program is to provide a greater challenge and a richer experience for able and highly motivated students at Northeast State.

The Honors Program is open to first-time, transfer, and returning students. Admittance to the Honors Program as a first-semester freshmen requires an ACT composite score of 25 or an SAT combined score of 1140. Students who have completed 12 hours of college-level coursework with a GPA of 3.25 or higher may apply regardless of ACT or SAT scores. Applicants must also submit a writing sample.

To continue in the Honors Program, the student must maintain a GPA of 3.25 or higher. Attendance at Honors Lyceum events is also expected. Honors classes are marked as such on the student's transcript. Students who complete 12 hours in the Honors Program will be recognized during the college's Honors Convocation; graduating students who complete 18 hours of Honors coursework at Northeast State will receive a diploma that records completion of the Honors Program.

Full-time students taking Honors classes may apply for an Honors Program Scholarship, several of which are awarded each semester. To apply or get more information, see the Honors Program coordinator.

Honors List

Students passing a minimum of 12 semester hours of college-level course work during the fall or spring semester at Northeast State with a grade point average of 4.0 will be named to the President's Academic Honors List. Students earning a 3.5 -3.99 grade point average will be named to the Vice President's Academic Honors List.

BASIC/DEVELOPMENTAL STUDIES PROGRAM (DSP)

Accurate academic placement is essential to a student's success in college and an appropriate placement procedure is a required component of the admissions process. The high school transcript, ACT score, and the COMPASS or ASSET test are the primary sources used to determine placement; however, other assessment may be required or considered before final placement in developmental or college-level courses.

In addition to the college-level curriculum, Northeast State provides a program in Developmental Studies to assist students in developing those academic and social skills necessary for success in college.

Three mathematics courses, two English courses, two reading courses, and one study skills course comprise the Developmental education curriculum. These courses are not intended for transfer, nor do they satisfy degree-credit requirements for any associate degree or academic/technical certificate program. Course descriptions and credit hours

are included in the course description section of this catalog under Developmental Studies Program.

In addition to assessment and placement services, the Developmental Studies program provides personal, academic, and career counseling and computer labs for English and mathematics classes. For information on any aspect of Developmental Studies, please contact the director in F116 of the Faculty Office Building.

Developmental Studies Assessment and Placement Program: COMPASS and ASSET

The Computer Adaptive Placement Assessment and Support System (COMPASS) test battery is designed for two purposes: (1) to assess student readiness for college-level courses and (2) to indicate initial placement in appropriate college-level or college-preparatory courses. **The COMPASS is a computerized battery of standardized tests used by all TBR institutions as the primary measure of proficiency in the Basic Academic Competencies. The ASSET test is a pen and paper version of the COMPASS.** The test measures the knowledge and skills needed by an entering college student established by The College Board in *Academic Preparation for College*. ACT composite and math and English sub-scores are used to identify students requiring Academic Assessment and Placement Program assessment for purposes of placement in reading, math and English, respectively.

Assessment Requirements

Before students take the COMPASS/ASSET placement tests, a complete application, all official transcripts, and all official test scores (ACT/SAT or EDP/GED) must be on file in the Admissions and Records Office.

- ACT/SAT test scores **must be less than three years old** on the first day of the first term of enrollment for all students regardless of age. Only one valid set of ACT/SAT test scores will be used for admission of a student to the institution, and that same set for COMPASS assessment decisions. This is usually the one with the highest composite or, when the composites are equal, the latest one.
- If a student has a disability that requires special COMPASS test accommodations, he/she needs to give as much advance notice as possible (at least a month). Some accommodation requests may require additional documentation.
- All students who are required to take the test must register in advance by calling the Admissions and Records Office or the Counseling and Assessment Office.

The following categories of students are required to undergo COMPASS assessment to ensure placement in courses appropriate for levels of preparation.

COMPASS Assessment: Students Under 21 Years of Age – Students in this age category screened for COMPASS assessment on the basis of ACT composite and sub-scores must undergo COMPASS subject area testing.

1. If the ACT composite score is 18 or lower, the COMPASS Reading Placement Test must be completed.
2. If the ACT Mathematics sub-score is 18 or lower, the **appropriate COMPASS Mathematics tests** as determined by level of high school preparation in mathematics must be completed.
3. If the ACT English sub-score is 18 or lower, the COMPASS Writing Skills Placement Test must be completed.

COMPASS Assessment: Students 21 Years of Age or Older – Students in this age category will be required to complete the entire COMPASS battery. **Students 21 years of age or older are not required to present ACT scores, but those who elect to do so may provided the ACT scores are taken within three years prior to the first day of the first term of enrollment.** Students with valid ACT scores will then be screened for COMPASS assessment according to the regulations applied to students under 21.

COMPASS Assessment: Transfer Students – Transfer students who have not been previously assessed, who have fewer than 60 semester hours of college-level credit, and **who have not earned college-level algebra-based math or English credits** must undergo COMPASS assessment in the appropriate area(s). Transfer students are not required to submit ACT/SAT scores although they are encouraged to do so if they have valid scores.

Program Assessment: Non-degree Student Admission Category – Students admitted in this category who have not completed the first college-level courses in English composition or mathematics must undergo COMPASS assessment in the appropriate subject area and must complete courses indicated by program placement prior to enrolling in the respective college-level English or mathematics course. **Non-degree seeking students who change to degree-seeking status shall be assessed with the COMPASS, according to the above guidelines.**

Program Assessment: Referred or Identified Students – Students who, on the basis of the ACT/SAT score(s), are not required by the institution to undergo program assessment but who later show deficiency in English, mathematics or reading must undergo COMPASS assessment and placement. Such students shall not be permitted to continue enrolling in a college-level course requiring subject area competencies as prerequisites and must instead enroll in the appropriate Developmental Studies course. All Developmental Studies Program (DSP) operational guidelines apply to students entering into the program.

Program Assessment: Students Electing DSP Courses – Students who consider themselves inadequately prepared to pursue a college-level course may request assessment to determine whether they need DSP English, mathematics,

or reading courses. They must complete the appropriate COMPASS subject area test and **must be determined to need remediation before placement**. The decision to permit the student to enroll in any DSP course is an institutional prerogative with placement decisions made by program director. All DSP guidelines apply.

COMPASS Assessment: Students with the GED credential - Students entering with the GED credential must complete the entire COMPASS battery.

COMPASS Assessment: International students without valid ACT/SAT scores - International students without valid ACT/SAT scores must complete the entire COMPASS battery. International students with a valid ACT/SAT score must follow the appropriate guidelines listed above.

COMPASS Assessment: Students with a Tennessee Honors General Education Diploma - Students with a Tennessee Honors General Education Diploma are not required to complete the COMPASS battery.

COMPASS Assessment: Students with high school deficiencies in English and mathematics - Students needing English or mathematics units may meet these requirements by (1) scoring at COMPASS college course placement levels and thereby demonstrating competency, (2) completing R/D courses indicated by COMPASS placement, or (3) scoring 26 or above on the ACT composite.

TBR admission standards implemented Fall, 1989 apply to all students graduating from any in-state or out-of-state high school or those receiving the GED certificate Spring, 1989 and thereafter. The COMPASS tests in English and reading are used to determine the placement of students requiring removal of unit deficiencies in English. The COMPASS mathematics tests are used to determine the placement of students requiring removal of unit deficiencies in Algebra I or II.

A student must not be enrolled in an DSP English, mathematics, or reading course without a COMPASS test score in that area. The student must meet the exit criteria of the final DSP course in the subject area.

Entrance Placement Appeal Procedure

Any student who feels that results of the assessment procedures do not accurately reflect academic ability may appeal the placement decision(s) to the Assistant Vice President of Student Affairs. Students are encouraged to submit documentation of extenuating circumstances to the Assistant Vice President at the time the appeal is initiated. Students must appear personally to appeal placement decisions. The decision of the Assistant Vice President may be subsequently appealed through regular institutional procedures.

Student Challenge of COMPASS Placement

A student may be allowed to challenge COMPASS placement by subject area if, according to the director's judgment, placement indications are inconsistent with

diagnostic test results. The student will not retake the COMPASS but may be placed differently according to the director's determination. This exception to placement must be supported by documentation, and the director must permanently waive the student's original placement.

DSP Support Services

Support Services - adequate and appropriate assistance in the areas of academic and career counseling, learning labs, and tutorial services. The DSP Director in conjunction with the Counseling and Assessment Office is responsible for assuring that the following support services are available to students in the DSP program.

A. Counseling Services. Through individual and group sessions conducted by a trained counselor, students review their goals, commitments, attitudes, and academic progress.

B. Advisement. Advisement of DSP students will be under the supervision and direction of the DSP Director in accordance with the academic divisions. Students are closely monitored by trained faculty advisors as they complete DSP courses and as they make the transition into college-level courses.

C. Tutorial Instruction and Learning Labs. Tutorial help is made available for students in the DSP program. Learning labs in mathematics and classrooms supporting writing have equipment, including computers and software, that is maintained and updated. Additional instructional support for DSP students may be accomplished through peer tutoring.

Withdrawal from DSP Courses

Persistence in the program is essential. Students placed and enrolled in an DSP class are not permitted to withdraw except for serious circumstances and with the permission of the DSP director. Students denied permission to withdraw from a DSP course may appeal to the Vice President for Academic and Student Affairs. With the consent of the director, a grade of **WD** may be assigned for circumstances such as death in the family, long-term illness, or similar circumstances. It is the student's responsibility to request a WD grade from the Director of Developmental Studies.

Grades to be Assigned

Grades to be assigned in DSP courses are A, B, C, F, in progress (IP), incomplete (I), and withdrawal (W). Students will not be allowed to audit DSP courses. Grades of incomplete may be assigned by the instructor in extenuating circumstances with the concurrence of the director.

DSP Transfer Credit from Non-TBR Institutions

DSP credit from non-TBR institutions does not automatically transfer. Acceptance of non-TBR DSP credit must have the approval (after COMPASS testing) of the DSP program director on a case-by-case basis. The institution has the prerogative to waive the COMPASS requirement for students with no deficiencies.

EVENING AND DISTANCE EDUCATION

The purpose of the Division of Evening and Distance Education is to provide through traditional and alternative delivery systems academic credit classes on the main campus and at selected off-campus sites in support of the college's mission to increase access to higher education for the citizens of the region. Classes provide lifelong learning opportunities to individuals seeking to attain career and personal development goals. Satellite campuses, local community facilities, public school sites, and various industrial locations are utilized to deliver these classes in under-served communities. Admission requirements for evening and distance education students are identical with requirements for students in the regular daytime program. The quality of instruction governing credit courses offered during the evening on campus, at satellite locations, and through non-traditional program formats is maintained at the same level as those courses offered on campus during the day and is equivalent in all academic considerations.

Services to students enrolled in the evening, distance education, and nontraditional programs coordinated by the Division of Evening and Distance Education are afforded the same educational and support services as students enrolled in traditional programs. The Student Information Center, Office of Admissions and Records, Office of Counseling and Assessment, the Office of Business Affairs, the Library, the Bookstore, and other services are provided during select hours. The Evening and Distance Education office is open each evening until 9:30 p.m. Monday through Thursday when classes are in session, from 8 a.m. to 4:30 p.m. on Fridays, and from 8 a.m. to 2 p.m. on Saturday when classes are in session.

Weekend College

The Weekend College provides a variety of credit courses and professional development programs on Friday evenings, Saturdays, and Sunday afternoons. Students are encouraged to refer to the semester schedule for specific course offerings. Weekend classes are offered on the main campus in Blountville and at the Northeast State at Elizabethton and Northeast State at Kingsport sites.

NextStep Program

The NextStep program provides a fast-track alternative delivery program that is designed for working adult students. Through this program, adult students may complete an associate of science degree in General Studies (University Parallel or an associate of applied science in Business Management) in 22 months. After completion of the A.S./A.A.S. degree, students may transfer to a number of four-year institutions for completion of a bachelor's degree. NextStep is organized around a cohort concept. Students generally attend classes one night each week, on weekends, and have weekly learning team meetings. Classes are held in 5-7 week blocks, allowing students to continually progress through the program. For more information concerning the NextStep program, contact the Office of Evening and Distance Education at 423/323-0221 or tbstreet@NortheastState.edu.

Accelerated Studies Program (ASP)

The accelerated studies program is designed to provide students an opportunity to "accelerate" course work in specified course(s) or program areas. ASP courses are organized utilizing a seven-week, block schedule. Students wishing to enroll in this program must register for accelerated classes during the scheduled registration periods. Admission to ASP courses may be denied for students failing to register during the official registration periods.

Jump Start Advanced Studies Program (Dual/Joint Enrollment)

The Jump Start Program is a cooperative effort between local high schools and Northeast State Technical Community college and provides qualified high school students an opportunity to get a "Jump Start" on college. Qualified students may earn 12 or more semester hours of transferable college credit and satisfy specific courses required for high school graduation. The curriculum for each Jump Start Program is specifically designed to fulfill the requirements of high schools participating in the program. As a result, individual course offerings may vary from school to school or system to system. Home school students meeting Northeast State admission requirements may also be eligible for enrollment under this program. For more information regarding the Jump Start Program, contact 423/323-0221 or jcleflier@NortheastState.edu.

Distance Learning Programs

Telecourses

Telecourses provide students with an opportunity to complete a significant portion of required course work outside of the classroom setting. Most of these courses normally meet four to five times per semester; however, some lab experience courses may require additional class meetings. The basic components of a telecourse include a series of television/video programs, a textbook, and a student study guide. During class meetings, telelearning is reinforced by the use of lecture, discussion, laboratory experiences, and course examinations. Videotapes covering some course material are available in the Library for viewing and/or check out by students enrolled in the telecourses.

Internet Courses

Internet courses offer students the opportunity to complete all or part of the work for a particular course via the Internet. These courses may follow a modified traditional class schedule or may meet only at selected times throughout the semester. To complete all requirements for these courses, students must be able to access the Internet. Students may access the Internet through computer facilities at the college's library on the main campus in Blountville, at the satellite campuses or secure access on their own.

Regents on Line Degree Program (RODP)

Northeast State and the Tennessee Board of Regents colleges, universities and technical centers have joined to offer the **Regents on Line Degree Program (RODP)**. The

Regents Online Courses are designed around a 12-week semester – in interactive asynchronous (anytime, anywhere) format. These courses contain the same content and rigor as standard on-campus courses. The RODP program also offers online student services such as advising, library services, and student support services. Technical support for accessing course lessons and assignments are available 24 hours a day, 7 days per week. Regents courses are entirely online and transferable among all the participating institutions. For more information concerning Northeast State's RODP programs call the Office of Evening and Distance Education at 423/323-0221 or contact Jennifer Starling at 423/323-0229 or jgstarling@NortheastState.edu. Students may view the Regent's Online homepage at www.tn.regentsdegrees.org.

Off-Campus Sites

Northeast State subscribes to the concept of accessibility by extending credit classes through off-campus centers and satellite facilities as part of the delivery system. As a convenience to students, off-campus classes are organized and scheduled in locations conducive to enrollment. As a normal procedure, academic courses at satellite locations are listed by location in the **Schedule of Classes** and are offered primarily during the evening hours. However, because of community response and local needs, off-campus courses are also available during the day at certain off-campus locations. To determine the availability of classes at off-campus locations, students are advised to examine closely the listings of classes published in the **Schedule of Classes** by location.

Courses requiring laboratories, library materials, computers and other special resources are offered off-campus if the necessary resources are provided. To facilitate this scheduling, special arrangements are made for selected courses as needed. In addition, off-campus students have access to the Library on the main campus and may utilize these services during the regular hours that the Library is open. Students may also use other libraries with which the college has cooperative agreements.

Northeast State at Elizabethton

Northeast State at Elizabethton provides comprehensive educational programming at a location more convenient to the citizens of Carter, Johnson, and Unicoi counties. Day, evening, and Weekend College classes and a broad range of educational and support services are offered on the Elizabethton campus. The site offers a variety of courses in liberal arts, technical and continuing education programs. However, the Elizabethton site does not offer complete programs of study. The Student Resource Center is linked to the automated system at the main library and offers access to the online catalog, the Internet, and a variety of full-text databases. For more information concerning Northeast State at Elizabethton, call the director at 423/ 547-8450 or the Office of Evening and Distance Education on the Blountville campus at 423/ 323-0221.

Northeast State at Kingsport

Northeast State and East Tennessee State University have joined together to provide expanded course offerings at the ETSU/UT Center in Kingsport. This arrangement provides enhanced educational opportunities for students at both institutions. Sharing faculty, personnel, and resources, this agreement allows both institutions to act cooperatively in long-term curriculum and academic planning. Northeast State offers a wide variety of day, evening, and weekend classes at the Center. In addition to expanding course offerings, this initiative supports Northeast State's commitment to providing convenient, accessible, and affordable educational opportunities to the citizens of the Kingsport area. For more information concerning Northeast State at Kingsport, call the director at 423/392-8024 or the Office of Evening and Distance Education at 423/323-0221.

Regional Center for Applied Technology (RCAT)

Through a partnership with the City of Kingsport and Northeast State, the Regional Center for Applied Technology provides technology, training, and transportation to foster workforce and economic development. Located in downtown Kingsport, RCAT strives to:

- Provide tailor-made training programs for the region's businesses and industries. These instructional programs range from basic workforce capabilities to highly specialized skills training.
- Create a skilled workforce that is the choice resource for existing businesses and potential employers that may consider locating in the region.
- Afford the region's citizens the abilities and skills, which enable them to add value to the companies for which they work.
- Provide the community an educational facility that is centrally located and easy to access with the Kingsport transit system.

The RCAT offers state-of-the-art training programs in a number of areas. Training programs include the following:

- College credit courses in computer science, business management, and office administration technology.
- Customized company-specific training programs.
- Continuing education credit courses.

To respond to community needs, the Division of Evening and Distance Education welcomes suggestions and requests for arranging credit courses on campus during the evening or at off-campus locations. The office is located in Room C2402, General Studies Building, telephone 423/323-0221.

OTHER ACADEMIC SERVICES

Computer Services

The purpose of Computer Services at Northeast State is to establish organization, procedures, and processes linking computing services to the overall goals and purposes of the institution. The department provides services and assistance to students, faculty, and staff for the purpose of improving efficiency and effectiveness of job performance and student achievement. Computer Services also provides assistance and information for academic areas relating to innovations in computing as well as a research source for students and faculty in the discovery, utilization, and assessment of new technologies.

Employment Services

The Office of Career and Employment serves as a liaison between the college and employers by maintaining information about the availability of employment opportunities, operating an on-going program to acquaint employers with Northeast State and its academic programs, and arranging interviews for current or former students, and posting temporary part-time/full-time job opportunities in the Career and Employment Services Office. Additionally, assistance is offered in developing job search skills such as letter writing, resume preparation, interviewing, employment search methods, and using the Internet in employment searches. For more information, contact the Office of Career and Employment Services at (423) 323-3191, Ext. 3291.

Cooperative Education Opportunities

Cooperative education is designed to enable students to gain actual work experience in a chosen field and to receive academic credit and monetary compensation for the experience. Educational theories and concepts are exemplified through specific work-related skills, job functions, and on-the-job responsibilities. The work assignment must be closely related to the student's major field of study as determined by the student's faculty advisor and the Director of Student Services. Limited and specific co-op opportunities are available to University Parallel majors; the Assistant Vice President of Academic Affairs establishes these conditions. Eligibility requirements for participation in the co-op program include: a 2.80 minimum cumulative GPA, the completion of 12 credit hours of core courses in major field of study, and a 3.00 minimum GPA in major field of study courses.

Credit received for cooperative education per semester is: 1 credit for 10 hours work per week; 2 credits for 20 hours work per week; 3 credits for 30 hours work per week; and 4 credits for 40 hours work per week.

Library Services

The Library provides the learning resources and ancillary services in support of the college's academic programs at all sites. Secondary emphasis is placed on providing materials and services to citizens in the college's service area.

Now operating from its new state-of-the-art facility with 55,000 square feet covering three floors, the Library and its Media Center make available to students, faculty, staff, and community members a wide variety of multimedia materials and services for educational purposes, research and reference interests, career studies, personal enrichment, and recreational reading. In addition to vastly increased material holdings and seating there are conference rooms, computer labs, faculty reading rooms, group study rooms, a distance education/bibliographic instruction lab, and a multi-media development area.

The Library and Media Center have a fully automated public access catalog and numerous databases for information retrieval. All electronic databases are accessed through the Internet and are available to registered students, staff, and community users off campus as well as on-campus.

Materials are available in a variety of formats: books, periodicals, videotapes, audiotapes, microfiche, CD-ROMs, electronic books (eBooks), and the Internet. In addition to traditional reference and reader's advisory services, the Library also offers bibliographic instruction, interlibrary loan, in-house use of audio and video equipment, word-processing capabilities, and equipment for the visually impaired. Reciprocal borrowing agreements with other area libraries - both academic and public - allow for enhanced access to other resources. For more information, call 423/323-3191, Ext. 3429.

Office of Minority Retention

The Office of Minority Retention is responsible for recruiting and improving the retention, progression and graduation of minority students. Northeast State continues to create an environment that allows for the full development and potential of every student who comes to the institution. The office gives particular attention to the minority student at the college, attempting to provide a bridge that increases the likelihood of student success. Services of the office include academic advising, counseling, career planning, financial aid information and mentoring for minority students. For more information, call 323-3191.





ACADEMIC PROGRAMS

- PROGRAMS OF STUDY
 - ACADEMIC DIVISIONS WITH DISCIPLINES AND PROGRAMS
-

ACADEMIC PROGRAMS

Programs of Study

Northeast State Technical Community College offers university parallel or transfer degree programs designed to meet the needs of students who plan to transfer to four-year institutions to pursue a baccalaureate degree. The college also offers technical degree and academic/technical certificate programs designed to prepare the student for entry into the job market upon completion of the program. The degree and certificate programs at Northeast State Technical Community College are listed below:

University Parallel Programs	55
<u>Associate of Arts</u>	
General	55
General Studies - RODP	55
General - UT Transfer	56
Advertising/Public Relations	56
English	56
History	56
Philosophy/Religious Studies	57
Psychology	57
Sociology	57
Speech Communication	57
Teacher Education	68
Secondary Education	68
Theatre	58
<u>Associate of Science</u>	
General - TBR Transfer	59
General Studies - RODP	59
General Studies - UT Transfer	59
Advertising/Public Relations	60
Aerospace	60
Biology	60
Broadcasting	60
Business	61
Cardiopulmonary Science	61
Chemistry	61
Computer Science	61
Criminal Justice	62
Electronic Technology	62
English	62
Environmental Health	62
History	63
Information Technology	63
Manufacturing Technology	63
Mass Communications/Speech	64
Mathematics	64
Occupational Health	64
Philosophy/Religious Studies	64
Pre-Professional Programs	66
Engineering	66
Industrial Technology	66

Pre-Health Professions	67
General	67
Nursing	67
Radiography	67

Pre-Teacher Education	68
Interdisciplinary Studies K-8	68
Physical Education	69
Early Childhood Pre-K-4	69
Secondary Education	70
Special Education	70
Psychology	65
Sociology	65
Theatre	65

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Technical Education Programs 73 |

Associate of Applied Science

Business Management Technology	74
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Management	74
Small Business Management	75
Computer and Information Sciences	76
Computer Systems	76
Computer Programming	76
Personal Computer Specialist	77
Networking Systems	77
Drafting Design Technology	78
Early Childhood Education	78
Electrical Technology	79
Electronic Technology	79
General Technology	80
Industrial Technology	
Automotive Service	73
Machine Tool	81
Manufacturing	82
Mechanical	82
Welding/Metal Fabrication	84
Information Technology - RODP	80
Office Administration Technology	83
General Office	83
Legal Office	83
Medical Office	84

Certificate Programs

Accounting	99
Automotive Service Technician	99
Computer and Information Sciences	100
Applications Programming	100
Cisco Networking Technology	100
Personal Computer Networking Technology ..	100
Local/Wide Area Networking Technology	101
Telecommunications Technology	101
Early Childhood Development	94
Mechanical Draftsman	101
Construction Electricity	101
Industrial Maintenance	102

Production Machinist	102
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Combination Welder	103
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<u>Associate of Applied Science</u>	
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Medical Laboratory Technology	90
<u>Certificate Programs</u>	
Dental Assistant	94
EMT-Paramedic	96
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ACADEMIC DIVISIONS WITH DISCIPLINES AND PROGRAMS

Behavioral and Social Science

Aerospace
 Advertising/Public Relations
 Broadcasting
 Criminal Justice and Criminology
 Early Childhood Development
 Economics
 Education
 Geography
 Physical Education
 Political Science
 Psychology
 Sociology
 Speech Communication
 Women's Studies

Health-Related Professions

Cardiovascular Technology
 Dental Assistant
 Dental Laboratory Technology
 Emergency Medical Technician-Paramedic
 Medical Assistant
 Medical Laboratory Technology
 Surgical Technology

Humanities

Art
 English
 History
 Honors Program
 Humanities
 Language
 Music
 Philosophy
 Theatre

Mathematics

Mathematics
 Pre-Engineering

Sciences

Astronomy
 Biology
 Chemistry
 Health Professions
 Physical Science
 Physics
 Pre-Nursing

Technical Education

Business Management Technology
 Computer and Information Sciences
 Industrial Technology
 Automotive Service
 Drafting Design
 Electrical
 Electronics
 General Technology
 Machine Tool
 Manufacturing
 Mechanical
 Welding/Metal Fabrication
 Office Administration Technology





ASSOCIATE OF ARTS
ASSOCIATE OF SCIENCE

- UNIVERSITY PARALLEL
PROGRAMS
 - DEGREE REQUIREMENTS
 - CURRICULUM GUIDES
-

ASSOCIATE OF ARTS/ ASSOCIATE OF SCIENCE DEGREES UNIVERSITY PARALLEL PROGRAMS

Students who intend to earn a bachelor of arts or bachelor of science degree at a four-year college or university may complete the first two years at Northeast State by enrolling in the associate of arts or associate of science degree programs. The administration, faculty, and staff at Northeast State work closely with the students and neighboring colleges and universities to facilitate transfer. Course-by-course equivalency tables and articulation agreements with some four-year colleges and universities have been developed to ease transfer and assist the student and his/her advisor with academic program development.

Tennessee Board of Regents' Minimum Degree Requirements and Transferability of Courses That Fulfill Minimum Degree Requirements

All universities and community colleges in the Tennessee Board of Regents System (TBR) share a common set of Minimum Requirements for baccalaureate degrees or associate degrees designed for transfer. The Minimum Degree Requirements specify thirty-two semester credit hours in the following subject areas:

- English Composition - 6 semester credit hours
- Humanities - 9 semester credit hours including at least 3 semester credit hours in literature
- History - 6 semester credit hours. TBR Universities require American History, except in a limited number of majors exempted from the requirement. (See specific university catalogs concerning majors that are exempt.)

Community colleges may specify American History, Western Civilization, World Civilization, or World History in accordance with the requirements of institutions to which students plan to transfer.

At either universities or community colleges, students may substitute 3 semester credit hours of Tennessee History for the American History required.

- Natural/Physical Sciences and Mathematics - 9 semester credit hours to include one year of science and at least one course in mathematics
- Physical Education Activities - 2 semester credit hours to be taken as two one-semester credit hour courses

Institutions may substitute satisfactory participation in ROTC, marching band, or armed forces experiences for physical education activity courses.

Every TBR institution incorporates the thirty-two semester hours listed above into its degree program requirements and accepts all courses designated as meeting these requirements at other TBR institutions. By ensuring the transferability of courses fulfilling the Minimum Degree Requirements, the TBR has eliminated unnecessary repetition of these courses by students transferring to institutions within the TBR System. Because each TBR institution has a unique mission and its own distinctive curriculum, an institution may require students to complete additional courses in the Minimum Degree subject areas and in other areas that may comprise an institutional General Education Program. Students planning to receive a bachelor of arts or associate of arts degree must demonstrate proficiency in a foreign language as prescribed in the institutional degree requirements.

Identifying Courses Satisfying the Minimum Degree Requirements

Although the courses fulfilling the minimum degree requirements may vary in actual design among institutions, many contain similar content. These courses are identified by common course rubrics (prefixes) and numbers in all TBR institutions to facilitate transferability. The actual courses designated by each institution to fulfill the Minimum Degree Requirements, including courses that may not be a part of the common course prefix and numbering pattern, are denoted in catalogs by the ♦ symbol. A complete matrix of courses that satisfy the Minimum Degree Requirements at all TBR institutions and an explanation of the common course rubric and numbering system are available on the TBR web page (www.tbr.state.tn.us).

Articulation and Transfer

Students following an articulation agreement for a particular school or major must notify the Northeast State Technical Community College Office of Admissions and Records and must graduate from Northeast State Technical Community College in order to have the agreement honored. A list of colleges and universities for which articulation agreements have been approved is listed below and is available in the Office of the Assistant Vice President of Academic Affairs. Students should consult with their advisors or with the transfer institution for more information.

If no program articulation agreement is available for a particular school or major, students may choose to follow one of the University Parallel curriculum guides (associate of arts or associate of science degree programs). These "guides" are suggested courses of study designed to include general education and foundation courses needed for a major in a particular field at the baccalaureate level. Because each school has different requirements, the curriculum guides are not intended to represent requirements for any particular institution.

Students should consult the catalog of the senior institution to which they plan to transfer and use it during advisement and registration to make sure that the courses selected meet the first two years' requirements at the institution. Substitutions to meet requirements at a specific in-

stitution may be requested provided the requirements for the associate of arts or the associate of science degrees are met.

All Northeast State students are advised and encouraged to complete the associate degree prior to continuing their education elsewhere.

Northeast State has articulation and/or transfer agreements with the following senior institutions:

- Austin Peay University
- Carson-Newman College
- East Tennessee State University
- Emory & Henry College
- King College
- Milligan College
- Sherman College of Straight Chiropractic
- Tennessee Technological University
- Tusculum College
- University of Tennessee at Chattanooga
- University of Tennessee at Knoxville
- Virginia Intermont College

Tennessee Board of Regents/ University of Tennessee University Transfer Track Module

Students who wish to fulfill core curriculum requirements for institutions in both the Tennessee Board of Regents (TBR) System and the University of Tennessee (UT) System may do so by completing the TBR-UT University Track Module. The Module consists of a sixty (60) semester hour block of courses in eight categories of subjects. The University Track Module incorporates the minimum degree requirements of all TBR and UT institutions and requires the completion of courses within the following subject categories:

- Category 1: Two English Composition Courses (normally 6 credit hours)
- Category 2: Two Mathematics Courses (normally 6 credit hours)
- Category 3: Two Science Courses (normally 6-8 credit hours)
- Category 4: Five History and Humanities Courses (normally 15 credit hours)*
*Six credit hours of history are required. The type of history required varies among public universities in Tennessee. Check university catalogs to determine the proper history course to take.
- Category 5: Two Social/Behavioral Science Course (normally 6 credit hours)
- Category 6: Two Multicultural or Interdisciplinary Courses or Two Foreign Language Courses (normally 6 credit hours)
- Category 7: Two Physical Education Courses (normally 2 credit hours)
- Category 8: Pre-major/Major Elective Courses (normally 12-15 credit hours)

The choice of courses depends upon the intended major at the university to which transfer is planned. Students planning to transfer to a Tennessee public university are expected to work with their academic advisors to ensure that all courses taken within the categories are appropriate to their intended majors. Courses to be transferred under the stipulations of the University Track Module must have been completed with the grade of "C" or better.

High School Course Requirements for the University Parallel Program

All students must have completed designated high school course requirements which are listed on page 12 prior to being awarded the associate of arts or associate of science degree and transferring to a state university. These requirements may be met by completing specifically designated courses at Northeast State with a grade of "C" or better. Courses at Northeast State which can be taken to meet these requirements are as follows.

A student admitted to a career program is not required to have completed the following units of study during high school. If a career degree program student later decides to attend a state university, he or she must make up the high school requirements prior to being admitted to the university.

Subject Area Requirement	Course to Remove Requirement
English, Algebra I and II	Developmental Studies Courses*
Geometry	MATH 0990 - Geometry
Natural/Physical Science	BIOL 1010 - Biology for Non-Majors I PSCI 1030 - Fundamentals of Physical Science I or ASTR 1010 - Astronomy
Natural/Physical Science II	BIOL 1020 - Biology for Non-Majors II
Social Studies	GEOG 1030 - World Geography HIST 1210 - World History I PSYC 1310 - General Psychology or SOCI 1020- General Sociology
United States History**	HIST 2010- U. S. History I or HIST 2020- U. S. History II
Foreign Language I	CHIN 1010 - Chinese I FREN 1010- French I SPAN 1020 - Spanish I or GREK 1010 - Greek I
Foreign Language II	CHIN 1020 - Chinese II FREN 1020 - French II SPAN 1020 - Spanish II or GREK 1020 - Greek II
Visual/Performing Arts	ARTS 1030 - Introduction to Art

*Students having subject area deficiencies in English, Algebra I, and Algebra II must undergo assessment regardless of the ACT or SAT scores or high school GPA. All developmental education courses and program requirements must be completed.

**Students who remove the requirement in U.S. History by taking one of these courses must complete HIST 2030 - Tennessee History to satisfy the general education core requirements.

Note: College courses taken to remove high school **requirements** may not be used to meet Northeast State's general education core requirements. Approved general education core courses are listed on pages 52-54.

GENERAL EDUCATION CORE

Northeast State requires a core of general education courses as part of each degree program. The purpose of general education is to provide students with a common set of learning experiences as a foundation for:

- solving problems of everyday life
- participating intelligently in civic affairs
- preparing for jobs, vocations, or professions
- recognizing major elements of human culture and one's own cultural heritage
- understanding the natures and functions of social organizations
- preparing for lifelong learning

What students need to know to function in an increasingly technological workplace and in everyday life has its basis in both competencies and areas of understanding as a preparation for lifelong learning.

Competencies - Students completing the general education core will minimally demonstrate competencies in each of the following areas:

- **Read** effectively, differentiate one's personal opinions from a writer's, and develop a functional vocabulary.
- **Write** clearly, coherently, and grammatically correct expository prose and record, analyze, interpret and transmit information.
- **Communicate orally** and articulate effectively in a clear, persuasive, and grammatically correct manner.
- **Analyze, discuss, and use** quantitative information, demonstrate a reasonable level of facility in mathematical problem-solving, and recognize connections between mathematics and other disciplines.
- **Apply information technologies** including word processing, graphical presentation, electronic communication and information gathering.
 - Develop effective decision-making skills based upon careful analysis and evaluation of known facts and opinions.
 - Use the methods and symbols of mathematics and the sciences to solve real-life problems
 - Respond to changes in science and technology.

Areas of Understanding - Northeast State Technical Community College graduates will demonstrate a general understanding of the relationships between the various areas of academic study. In addition to the competencies referenced earlier, Northeast State graduates will have:

- Acquired scientific and mathematical ways of thinking necessary for informed decision-making.
- Developed through the multiple perspectives of different academic disciplines a perception of self in a social, historical, and multi-cultural context.
- Developed an appreciation for beauty in nature, in literature, in music, and in other art forms.
- Recognized the value and dignity of human life, of making ethical decisions, and of responsible citizenship in a democratic society.
- Improved abilities in critical thinking, problem-solving, higher order thinking, and reasoning.

General Education Core Requirements

The faculty at Northeast State Technical Community College has designed a minimum general education core curriculum that exceeds the requirements established by the Southern Association of Colleges and Schools and the Tennessee Board of Regents. Changes in the core curriculum can be made where modifications are necessary to facilitate transfer to a baccalaureate degree granting institution. Unless an exception is recommended by a division chair and approved by the Vice President for Academic and Student Affairs, students must complete the required number of credits in general education courses.

<u>Subject Area</u>	<u>Credit Hours</u>
I. Computer Literacy	3
II. English Composition	6
III. History	6
IV. Humanities	6
V. Laboratory Science	8
VI. Literature	3
VII. Mathematics	3
VIII. Physical Education	2
IX. Social/Behavioral Science	3
X. Speech	3
Total Core Credit Hours	43

Approved General Education Courses

I. Computer Literacy (3 credit hours)

CSCI 1100 Concepts of Computers and Applications

II. English Composition (6 credit hours)

ENGL 1010 Composition I
ENGL 1020 Composition II

III. History (6 credit hours)

- HIST 2010 U.S. History I
- HIST 2020 U.S. History II
- or
- HIST 1210 World History I
- HIST 1220 World History II

Note: The student should select a history sequence that satisfies the requirements of the school to which he/she plans to transfer. For example, East Tennessee State University requires six hours of American History which can be satisfied by completing HIST 2010 and HIST 2020. In certain circumstances, HIST 2050 - Tennessee History may be substituted for either course.

IV. Humanities (6 credit hours) Choose two of the following:

- ART 1030 Introduction to Art
- ART 2010 Art History Survey I
- ART 2020 Art History Survey II
- CHIN 1010 Chinese I*
- CHIN 1020 Chinese II*
- ENGL 2030 Literary Heritage
- ENGL 2130 American Masterpieces
- ENGL 2150 Appalachian Literature
- ENGL 2170 Children's Literature
- ENGL 2180 Myth and Tradition
- ENGL 2210 British Masterpieces I
- ENGL 2220 British Masterpieces II
- ENGL 2330 World Literature
- ENGL 2410 Western World Literature I
- ENGL 2420 Western World Literature II
- FREN 1010 French I
- FREN 1020 French II
- FREN 2010 French III
- FREN 2020 French IV
- GREK 1010 Greek I
- GREK 1020 Greek II
- HIST 2600 Germany and the Holocaust
- HUM 2010 Introduction to Humanities I
- HUM 2020 Introduction to Humanities II
- HUM 2340 Black Studies
- HUM 2350 Discoveries/Inventions
- MUS 1030 Music Appreciation
- PHIL 1030 Self and World
- PHIL 2020 Values and Society
- PHIL 2210 Introduction to Religion
- PHIL 2640 Science and the Modern World
- SPAN 1010 Spanish I
- SPAN 1020 Spanish II
- SPAN 2010 Spanish III
- SPAN 2020 Spanish IV
- THEA 1030 Introduction to Theatre
- THEA 2520 Theatre History I
- THEA 2525 Theatre History II
- WMST 2010 Introduction to Women's Studies

***Note:** Students should check with the four-year college or university to verify acceptance of this course.

V. Science (8 credit hours) Choose two of the following:

- ASTR 1010 Astronomy I
- ASTR 1020 Astronomy II
- BIOL 1010 Introduction to Biology I
- BIOL 1020 Introduction to Biology II
- BIOL 1110 General Biology I
- BIOL 1120 General Biology II
- BIOL 1230 Introduction to Microbiology
- BIOL 2010 Human Anatomy & Physiology I
- BIOL 2020 Human Anatomy & Physiology II
- CHEM 1030 Introduction to Chemistry
- CHEM 1110 General Chemistry I
- CHEM 1120 General Chemistry II
- PSCI 1030 Survey of Physical Science
- PHYS 1030 Physic with Applications
- PHYS 2010 Non-Calculus Based Physics I
- PHYS 2020 Non-Calculus Based Physics II
- PHYS 2110 Calculus Based Physics I
- PHYS 2120 Calculus Based Physics II

Note: A sequence is recommended; however, students may select courses

from more than one sequence. Check four-year college or university requirements.

VI. Literature (3 credit hours) Choose one of the following:

- ENGL 2030 Literary Heritage
- ENGL 2130 American Masterpieces
- ENGL 2210 British Masterpieces I
- ENGL 2220 British Masterpieces II
- ENGL 2410 Western World Literature I
- ENGL 2330 World Literature
- ENGL 2420 Western World Literature II

VII. Mathematics (3 credit hours)

See Program Curriculum Guide for course(s) required for specific program. If no specific course is listed, the mathematics requirement may be met by any of the following courses. Students intending to transfer to ETSU should be aware that ETSU graduation requirements include completion of either MATH 1530, MATH 1840, or MATH 1910.

- MATH 1010 Mathematical Applications
- MATH 1050 Trigonometric Applications
- MATH 1530 Probability/Statistics (Non-Calculus Based)
- MATH 1710 Pre-Calculus I (Algebra)
- MATH 1720 Pre-Calculus II
- MATH 1730 Technical Pre-Calculus
- MATH 1830 Calculus for Business
- MATH 1840 Calculus I for Technology
- MATH 1850 Calculus II for Technology
- MATH 1910 Calculus I
- MATH 1920 Calculus II
- MATH 2010 Linear Algebra
- MATH 2110 Calculus III
- MATH 2120 Differential Equations

VIII. Physical Education (2 credit hours)

Select one course from the Fitness Activities category and one course from the Lifetime Activities category to satisfy the two-course graduation requirement:

Lifetime Activities

- PHED 2205 Archery
- PHED 2210 Badminton
- PHED 2515 Marksmanship
- PHED 2225 Beginning Bowling
- PHED 2280 Volleyball
- PHED 2545 Snow Skiing

Fitness Activities

- PHED 1115 Exercise to Music
- PHED 1130 Fitness for Life
- PHED 1135 Conditioning
- PHED 1150 Weight Training
- PHED 1160 Weight Management

Students with documented physical disabilities may be eligible to enroll in PHED 2600 - Adapted Physical Education. Contact the division of Behavioral/Social Science for more information.

IX. Social/Behavioral Science (3 credit hours) Choose one of the following:

- ECON 1050 Economics and Society
- ECON 2210 Principles of Economics I
- ECON 2220 Principles of Economics II
- GEOG 1030 World Geography
- GEOG 2030 Introduction to Cultural Geography
- HIST 1210 World History I
- HIST 1220 World History II
- HIST 2010 U.S. History I
- HIST 2020 U.S. History II
- HIST 2030 Tennessee History
- POLI 1120 Introduction to American Government
- PSYC 1310 General Psychology
- PSYC 2310 Developmental Psychology
- PSYC 2320 Child Psychology
- PSYC 2330 Adolescent Psychology
- SOCI 1020 General Sociology
- SOCI 1030 Introduction to Anthropology

SOCI 2000	Marriage and Family
SOCI 2020	Social Problems

X. Speech (3 credit hours)

SPCH 2300	Public Speaking
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Electives

Most associate of science and associate of arts programs include elective courses. These elective courses may be selected from the approved general education courses listed on pages 52 and 54, or any courses in the subject areas (listed below) for University Parallel programs. Of these electives, a minimum of 6 hours must be at the 2000 level. Courses used to fulfill the general education core requirements **cannot also count as electives**. Specific University Parallel concentrations list prescribed courses in addition to the general education core requirements. See the Program Curriculum Guides for specific course listings.

Subject areas for University Parallel electives

Behavioral/Social Science

Aerospace
 Advertising/Public Relations
 Criminal Justice and Criminology
 Early Childhood Development
 Economics
 Pre-teacher Education (except EDUC 1015)
 Geography
 Mass Communications
 Physical Education
 Political Science
 Psychology
 Sociology
 Speech
 Women's Studies

Humanities

Art
 English
 History
 Honors
 Humanities
 Language
 Music
 Philosophy
 Theatre

Mathematics

Mathematics
 Pre-Engineering

Science

Astronomy
 Biology
 Chemistry
 Health
 Physical Science
 Physics

Any exception to this requirement must be approved by appropriate dean/division chair.

UNIVERSITY PARALLEL PROGRAM CURRICULUM GUIDES Associate of Arts and Associate of Science

The divisions of Humanities, Behavioral/Social Sciences, Mathematics, and Science provide university parallel programs designed to transfer to senior institutions and general education courses required in selected technical education academic programs. The divisions of Mathematics and Science provide instruction in mathematics, biology, chemistry, physics, pre-engineering, and health. The divisions of Humanities and Behavioral/Social Science provide instruction in education, English, foreign languages, geography, humanities, physical education, history, social sciences, speech, and theatre. Courses in these academic disciplines are designed to offer students a common set of learning experiences which enhance their ability to function effectively in an increasingly complex society.

The Associate of Arts - General curriculum is designed for students who plan to transfer to a senior institution but have not decided on an academic major at the baccalaureate level.

Degree: Associate of Arts
Emphasis: General - TBR Transfer

General Education Requirements

Course No.	Course Title	Credit Hours
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
Or		
HIST 1210	World History I	
HIST 1220	World History II	
SPCH 2300	Public Speaking	3
Foreign Language	Select two courses at the 2000 level (same language)	6
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Math	Select one college-level math course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Science	Select two natural science courses	8
Social Science	Select one social science course	3
Electives	11-12
Total Credit Hours	60-61

Regents Online Degree Program (RODP)

Tennessee Board of Regents' (TBR) colleges and universities have joined to offer the Regents Online Degree Program (RODP). All TBR institutions are fully accredited and the thirteen TBR two-year colleges deliver and award the noted associate degrees, while all six TBR universities deliver and award the RODP bachelor degrees. Courses completed in the Regents Online Degree Program are entirely online and transferable among all the participating institutions. Individuals should have basic skills such as keyboarding and the ability to access the World Wide Web. Individual counseling and assessment may result in the scheduling of additional courses to overcome all deficiencies in English, mathematics, and reading. To learn more about RODP programs, please consult the website at www.tn.regentsdegrees.org.

Degree: Associate of Arts
Emphasis: General Studies - RODP

General Education Requirements

Course No.	Course Title	Credit Hours
COL 101	Orientation to Online Learning	2
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
HIST 2010	American History I	3
HIST 2020	American History II	3
Humanities	Including 3 hours Literature	9
MUS 1030	Music Appreciation	3
ENGL 2110	Survey of American Literature I	3
ENGL 2410	World Literature I	3
ART 1030	Art Appreciation	3
BIOL 1010	Biology I	4
BIOL 1020	Biology II	4
MATH 1110	College Algebra	3
HMSE 1110	Fitness and Wellness	2
BIT 1150	Introduction to Micro Computers	3
Total Credit Hours in General Education Core		39
Language	6
SPAN 1010	Spanish I	3
SPAN 1020	Spanish II	3
SP 110	Oral Communications	3
Social Science	(Choose from)	6
	PSY 101 - Introduction to Psychology	
	SOC 1010 - Introduction to Sociology	
	ECON 2030 - Survey of Economics	
Electives/Major	6
Total Hours in Regent's A.S. Degree	60

Degree: Associate of Arts**Emphasis: General - UT Transfer**General Education Requirements

<u>Course No.</u>	<u>Course Title</u>	<u>Credit Hours</u>
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 1210	World History I	3
HIST 1220	World History II	3
SPCH 2300	Public Speaking	3
Foreign Language	Select two courses at the 2000 level (same language)	6
Humanities	Select three humanities courses	9
	(Must include one literature course)	
Math	Select two courses from the following	6
	MATH 1010, 1530, 1710, 1720, 1830 1910, 1920	
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Science	Select two natural science courses	8
Social Science	Select two social science course	6
Electives	5
Total Credit Hours	60

Degree: Associate of Arts**Emphasis: Advertising/Public Relations**General Education Requirements

<u>Course No.</u>	<u>Course Title</u>	<u>Credit Hours</u>
CSCI 1100	Concepts of Computers	3
	and Applications	
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
Or		
HIST 1210	World History I	
HIST 1220	World History II	
SPCH 2300	Public Speaking	3
Foreign Language	Select two courses at the 2000 level	6
	(same language)	
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Mathematics	Select one college-level math course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Science	Select two natural science courses	8
Social Science	Select one social science course	3
Other Courses		
MCOM 1030	Introduction to Mass Communication	3
MCOM 2630	Writing for Mass Media	3
MCOM 2700	Introduction to Public Relations	3
MCOM 2800	Advertising Principles	3
Total Credit Hours	61

Degree: Associate of Arts**Emphasis: English**General Education Requirements

<u>Course No.</u>	<u>Course Title</u>	<u>Credit Hours</u>
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
Or		
HIST 1210	World History I	
HIST 1220	World History II	
SPCH 2300	Public Speaking	3
Foreign Language	Select two courses at the 2000 level (same language)	6
Humanities	Select two humanities courses	6
Literature	ENGL 2130	3
Math	Select one college-level math course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Science	Select two natural science courses	8
Social Science	Select one social science course	3
Electives	Select one course	2-3
Other Courses		
ENGL Electives	Select three courses: ENGL 2210,	9
	2220, 2410, 2330	
Total Credit Hours	60-61

Degree: Associate of Arts**Emphasis: History**General Education Requirements

<u>Course No.</u>	<u>Course Title</u>	<u>Credit Hours</u>
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
SPCH 2300	Public Speaking	3
Foreign Language	Select two courses at the 2000 level (same language)	6
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Math	Select one college-level math course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Science	Select two natural science courses	8
Social Science	Select one social science course	3
Electives	Select one course	2-3
Other Courses		
HIST 1210	World History I	3
HIST 1220	World History II	3
HIST 2030	Tennessee History	3
Total Credit Hours	60-61

Degree: Associate of Arts
Emphasis: Philosophy
Religious Studies

General Education Requirements

Course No.	Course Title	Credit Hours
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
Or		
HIST 1210	World History I	
HIST 1220	World History II	
SPCH 2300	Public Speaking	3
Foreign Language	Select two courses at the 2000 level (same language)	6
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Math	Select one college-level math course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Science	Select two natural science courses	8
Social Science	Select one social science course	3
Electives	Select one course	2-3
Other Courses		
PHIL 1030	Self and World	3
PHIL 2020	Values and Society	3
PHIL 2210	Intro to Study of Religion	3
Total Credit Hours		60-61

Degree: Associate of Arts
Emphasis: Psychology

General Education Requirements

Course No.	Course Title	Credit Hours
BIOL 1110	General Biology I	4
BIOL 1120	General Biology II	4
CSCI 1100	Concepts of Computers	3
	and Applications	
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
Or		
HIST 1210	World History I	
HIST 1220	World History II	
MATH 1530	Probability and Statistics	3
SPCH 2300	Public Speaking	3
Foreign Language	Select two courses at the 2000 level	6
	(same language)	
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Social Science	Select one social science course	3
Other Courses		
PSYC 1310	General Psychology	3
PSYC Electives	Select three courses:	9-10
	PSYC 2310, 2311, 2320, 2330, 2990	
Total Credit Hours		61-62

Degree: Associate of Arts
Emphasis: Sociology

General Education Requirements

Course No.	Course Title	Credit Hours
CSCI 1100	Concepts of Computers	3
	and Applications	
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
Or		
HIST 1210	World History I	
HIST 1220	World History II	
PSYC 1310	General Psychology	3
SPCH 2300	Public Speaking	3
Foreign Language	Select two courses at the 2000 level	6
	(same language)	
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Mathematics	Select one college-level math course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Science	Select two natural science courses	8
Other Courses		
SOCI 1020	General Sociology	3
SOCI 1030	Introduction to Anthropology	3
SOCI 2000	Marriage and Family	3
SOCI 2020	Social Problems	3
Total Credit Hours		61

Degree: Associate of Arts
Emphasis: Speech Communications

General Education Requirements

Course No.	Course Title	Credit Hours
CSCI 1100	Concepts of Computers	3
	and Applications	
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
Or		
HIST 1210	World History I	
HIST 1220	World History II	
SPCH 2300	Public Speaking	3
Foreign Language	Select two courses at the 2000 level	6
	(same language)	
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Mathematics	Select one college-level math course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Science	Select two natural science courses	8
Social Science	Select one social science course	3
Other Courses		
MCOM 1030	Introduction to Mass Communication	3
Speech Electives	Select three speech courses	9
Total Credit Hours		61

Degree: Associate of Arts**Emphasis: Theatre**General Education Requirements

Course No.	Course Title	Credit Hours
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
Or		
HIST 1210	World History I	
HIST 1220	World History II	
SPCH 2300	Public Speaking	3
THEA 1030	Introduction to Theatre	3
Foreign Language	Select two courses at the 2000 level	6
	(same language)	
Humanities	Select one humanities course	3
Literature	Select one literature course	3
Math	Select one college-level math course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Science	Select two natural science courses	8
Social Science	Select one social science course	3
Electives	Select one course	2-3
Other Courses		
THEA 2010	Theatre History I	3
THEA 2510	Acting I	3
THEA 2520	Stagecraft	3
Total Credit Hours	60-61

Degree: Associate of Science
Emphasis: General - TBR Transfer

General Education Requirements

Course No.	Course Title	Credit Hours
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
Or		
HIST 1210	World History I	
HIST 1220	World History II	
SPCH 2300	Public Speaking	3
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Math	Select one college-level math course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Science	Select two natural science courses	8
Social Science	Select one social science course	3
Electives	17-18
Total Credit Hours	60-61

Degree: Associate of Science
Emphasis: General - UT Transfer

General Education Requirements

Course No.	Course Title	Credit Hours
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 1210	World History I	3
HIST 1220	World History II	3
SPCH 2300	Public Speaking	3
Humanities	Select three humanities courses	9
	(Must include one literature course)	
Math	Select two courses from the following	6
	MATH 1010, 1530, 1710, 1720, 1830	
	1910, 1920	
Multi/ Interdisciplinary	Select two courses (below)	6
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Science	Select two natural science courses	8
Social Science	Select two social science course	6
Electives	5
Total Credit Hours	60

Multidisciplinary/Interdisciplinary Courses

PHIL 2640	Science and the Modern World
HUM 2340	Black Studies
HUM 2350	Discoveries and Inventions
WMST 2010	Introduction to Women's Studies
HIST 2600	Germany and the Holocaust

Regents Online Degree Programs (RODP)

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Degree: Associate of Science
Emphasis: General - University Parallel Program

General Education Requirements

Course No.	Course Title	Credit Hours
COL 101	Orientation to Online Learning	2
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
HIST 2010	American History I	3
HIST 2020	American History II	3
Humanities	Including 3 hours Literature	9
MUS 1030	Music Appreciation	3
ENGL 2110	Survey of American Literature I	3
ENGL 2410	World Literature I	3
ART 1030	Art Appreciation	3
BIOL 1010	Biology I	4
BIOL 1020	Biology II	4
MATH 1110	College Algebra	3
HMSE 1110	Fitness and Wellness	2
BIT 1150	Introduction to Micro Computers	3
Total Credit Hours in General Education Core	39
SP 110	Oral Communications	3
Social Science	Choose two from	6
	PSY 101 - Introduction to Psychology	
	SOC 1010 - Introduction to Sociology	
	ECON 2030 - Survey of Economics	
Electives/Major	12
Total Hours in Regent's A.S. Degree	60

Degree: Associate of Science**Emphasis: Advertising/Public Relations**General Education Requirements

Course No.	Course Title	Credit Hours
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
Or		
HIST 1210	World History I	
HIST 1220	World History II	
SPCH 2300	Public Speaking	3
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Mathematics	Select one college-level math course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Science	Select two natural science courses	8
Social Science	Select one social science course	3
Other Courses		
MCOM 1030	Introduction to Mass Communication	3
MCOM 2630	Writing for Mass Media	3
MCOM 2700	Introduction to Public Relations	3
MCOM 2800	Advertising Principles	3
Guided Electives		6

Total Credit Hours 61

Degree: Associate of Science**Emphasis: Aerospace**General Education Requirements

Course No.	Course Title	Credit Hours
BIOL 1010	Introduction to Biology I	4
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
ENGL 1410	Technical Writing	3
HIST 2010	U. S. History I	3
HIST 2020	U.S. History II	3
MATH 1710	Pre-Calculus I	3
PHYS 2010	Non-Calculus Physics I	4
SPCH 2300	Public Speaking	3
Humanities	Select one humanities course	3
Literature	Select two literature courses	6
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Social Science	Select one course: ECON 2210,	3
	GEOG 1030, PSYC 1301, SOCI 1020, SOCI 1030	
Other Courses		
AERO 1010	Introduction to Aerospace	3
AERO 1020	Theory of Flight	3
AERO 2010	Aviation Weather	3
Electives	Select two courses:	6-7
	AERO 1230, AERO 2140, AERO 2230+2201, TRNS 1610	

Total Credit Hours 61-62

Degree: Associate of Science**Emphasis: Biology**General Education Requirements

Course No.	Course Title	Credit Hours
BIOL 1110	General Biology I	4
BIOL 1120	General Biology II	4
CSCI 1100	Concepts of Computers Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
Or		
HIST 1210	World History I	
HIST 1220	World History II	
MATH 1530	Probability and Statistics	3
SPCH 2300	Public Speaking	3
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Social Science	Select one social science course	3
Elective	Select one course	1-3
Other Courses		
CHEM 1110	General Chemistry I	4
CHEM 1120	General Chemistry II	4
PHYS 2010	Concepts of Physics I	4
PHYS 2020	Concepts of Physics II	4

Total Credit Hours 60-62

Degree: Associate of Science**Emphasis: Broadcasting**General Education Requirements

Course No.	Course Title	Credit Hours
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
Or		
HIST 1210	World History I	
HIST 1220	World History II	
SPCH 2300	Public Speaking	3
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Mathematics	Select one college-level math course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Science	Select two natural science courses	8
Social Science	Select one social science course	3
Other Courses		
MCOM 1030	Introduction to Mass Communication	3
MCOM 2600	Survey of Broadcasting	3
MCOM 2604	Broadcast Practicum	3
MCOM 2630	Writing for Mass Media	3
MCOM 2640	Broadcast News	3
Guided Electives		6

Total Credit Hours 61

Degree: Associate of Science

Emphasis: Business

The transfer program is designed for direct transfer to ETSU. For consideration of transfer to other four-year colleges, please see a Business Management advisor.

Course No.	Course Title	Credit Hours
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 1210	World History I	3
HIST 1220	World History II	3
Or		
HIST 2010	U.S. History I	
HIST 2020	U.S. History II	
MATH 1530	Probability and Statistics	3
SPCH 2300	Public Speaking	3
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Science	Select two natural science courses	8
Social Science	Select one course from SOCI 1020,	3
	PSYC 1310	
Other Courses		
ACCT 2010	Accounting I	3
ACCT 2020	Accounting II	3
ECON 2210	Principles of Economics I	3
ECON 2220	Principles of Economics II	3
MATH 1830	Calculus for Business	3
MATH 2080	Statistical Methods for Business	3

Total Credit Hours 61

Degree: Associate of Science

Emphasis: Cardiopulmonary Science

General Education Requirements

Course No.	Course Title	Credit Hours
BIOL 2010	Anatomy/Physiology I	4
BIOL 2020	Anatomy/Physiology II	4
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
MATH 1530	Probability and Statistics	3
PSYC 1310	General Psychology	3
SPCH 2300	Public Speaking	3
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Elective	Select one course: ECON 1050, 2210,	3
	PSCI 1120, SOCI 1020, 1030	
Elective	Select one course: PHIL 1030, 2020,	3
	2210, SOCI 2020, WMST 2010	
Other Courses		
BIOL 1230	Introduction to Microbiology	4
CHEM 1030	Introduction to Chemistry	4
HLTH 2030	First Aid and Emergency Care	3
PHYS 1030	Physics with Applications	4

Total Credit Hours 64

Degree: Associate of Science

Emphasis: Chemistry

General Education Requirements

Course No.	Course Title	Credit Hours
CHEM 1110	General Chemistry I	4
CHEM 1120	General Chemistry II	4
CSCI 1100	Concepts of Computers Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
Or		
HIST 1210	World History I	
HIST 1220	World History II	
MATH 1910	Calculus I	5
SPCH 2300	Public Speaking	3
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Social Science	Select one social science course	3
Other Courses		
CHEM 2010	Organic Chemistry I	4
CHEM 2020	Organic Chemistry II	4
CHEM 2220	Quantitative Analysis	4
PHYS 2010	Concepts of Physics I	4

Total Credit Hours 61

Degree: Associate of Science

Emphasis: Computer Science

General Education Requirements

Course No.	Course Title	Credit Hours
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
MATH 1730	Technical PreCalculus	5
SPCH 2300	Public Speaking	3
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Science	Select two natural science courses	8
Social Science	Select one social science course	3
Other Courses		
CSCI 1250	C and C++ I	4
CSCI 1260	C and C++ II	4
CSCI 2150	Computer Organization	4
CSCI 2160	Assembly Language	4

Total Credit Hours 61

Degree: Associate of Science
Emphasis: Criminal Justice

General Education Requirements

Course No.	Course Title	Credit Hours
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
Or		
HIST 1210	World History I	
HIST 1220	World History II	
MATH 1530	Probability and Statistics	3
SOCI 1020	General Sociology	3
SPCH 2300	Public Speaking	3
Humanities	Select one course: PHIL 2020, 1030,	3
	2210, 2040, WMST 2010	
	Select one course: ART 2010,	3
	HUM 2010, MUS 1030, THEA 1030	
Literature	Select one literature course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Science	Select two natural science courses	8
Other Courses		
CJCR 1100	Introduction to Criminal Justice	3
CJCR 1200	Human Relationships in Criminology	3
CJCR 1500	Criminal Investigation	3
CJCR Electives	Select two courses	6

Total Credit Hours 61

Degree: Associate of Science
Emphasis: Electronic Technology

General Education Requirements

Course No.	Course Title	Credit Hours
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U. S. History I	3
HIST 2020	U. S. History II	3
MATH 1730	Technical Pre-Calculus	5
PHYS 2010	Non-Calculus Based Physics I	4
PHYS 2020	Non-Calculus Based Physics II	4
SPCH 2300	Public Speaking	3
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Social Science	Select one social science course	3
Other Courses		
ELET 1010	D.C. Fundamentals for Engineering Tech	4
ELET 1020	D. C. Fundamentals for Electronics Tech	4
ELET 1310	Digital Circuits	4
ELET 2110	Circuits and Systems I	4

Total Credit Hours 61

Degree: Associate of Science
Emphasis: English

General Education Requirements

Course No.	Course Title	Credit Hours
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
Or		
HIST 1210	World History I	
HIST 1220	World History II	
SPCH 2300	Public Speaking	3
Humanities	Select two humanities courses	6
Literature	ENGL 2130	3
Math	Select one college-level math course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Science	Select two natural science courses	8
Social Science	Select one social science course	3
Electives	8-9
Other Courses		
ENGL Electives	Select three courses: ENGL 2210,	9
	2220, 2410, 2330	

Total Credit Hours 60-61

Degree: Associate of Science
Emphasis: Environmental Health

Course No.	Course Title	Credit Hours
BIOL 1110	General Biology I	4
BIOL 1120	General Biology II	4
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
Or		
HIST 1210	World History I	
HIST 1220	World History II	
MATH 1710	Pre-Calculus I	3
SPCH 2300	Public Speaking	3
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Social Science	Select one social science course	3
Other Courses		
CHEM 1110	General Chemistry I	4
CHEM 1120	General Chemistry II	4
MATH 1720	Pre-Calculus II	3
MATH 1840	Calculus I for Technology	3
PHYS 2010	Concepts of Physics I	4

Total Credit Hours 61

Degree: Associate of Science
Emphasis: History

General Education Requirements

Course No.	Course Title	Credit Hours
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
SPCH 2300	Public Speaking	3
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Math	Select one college-level math course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Science	Select two natural science courses	8
Social Science	Select one social science course	3
Electives	8-9
Other Courses		
HIST 1210	World History I	3
HIST 1220	World History II	3
HIST 2030	Tennessee History	3
Total Credit Hours		60-61

Degree: Associate of Science
Emphasis: Information Technology

General Education Requirements

Course No.	Course Title	Credit Hours
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
MATH 1530	Probability and Statistics	3
SPCH 2300	Public Speaking	3
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Science	Select two natural science courses	8
Social Science	Select one social science course	3
Other Courses		
CSCI 1150	Web Page Design	4
CSCI 1610	Visual Basic I	4
CSCI 1620	Visual Basic II	4
CSCI 2150	Computer Organization	4
CSCI 2800	Advanced Visual Basic	4
Total Credit Hours		63

Degree: Associate of Science
Emphasis: Manufacturing Technology

General Education Requirements

Course No.	Course Title	Credit Hours
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U. S. History I	3
HIST 2020	U. S. History II	3
MATH 1730	Technical Pre-Calculus	5
PHYS 2010	Non-Calculus Based Physics I	4
PHYS 2020	Non-Calculus Based Physics II	4
SPCH 2300	Public Speaking	3
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Social Science	Select one social science course	3
*Other Courses		
DRAF 1210	CAD: AutoCAD I	4
MATT 1110	Machine Tool Operations I	5
MATT 2210	Materials and Manufacturing Processes	3
MFGT 1120	Computer Numerically Controlled Machines	4
Total Credit Hours		61

*(Approved for this program only)

Degree: Associate of Science**Emphasis: Mass Communications
Speech Communications**General Education Requirements

Course No.	Course Title	Credit Hours
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
Or		
HIST 1210	World History I	
HIST 1220	World History II	
SPCH 2300	Public Speaking	3
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Mathematics	Select one college-level math course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Science	Select two natural science courses	8
Social Science	Select one social science course	3
Other Courses		
MCOM 1030	Introduction to Mass Communication	3
Speech Electives	Select three speech courses	9
Guided Electives		6
Total Credit Hours		61

Degree: Associate of Science**Emphasis: Mathematics**

Course No.	Course Title	Credit Hours
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
Or		
HIST 1210	World History I	
HIST 1220	World History II	
MATH 1910*	Calculus I	5
SPCH 2300	Public Speaking	3
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Science	Select two natural science courses	8
Social Science	Select one social science course	3
Elective	Select one course	1-3
Other Courses		
MATH 1920	Calculus II	5
MATH 2010	Linear Algebra	3
MATH 2110	Calculus III	3
MATH 2120	Differential Equations	3
Total Credit Hours		60-62

This program meets minimum requirements. Students may take additional courses at Northeast State, which may transfer to senior institutions. Students should see an advisor and check the catalog of the institution to which they plan to transfer to make specific course selections.

* Students who are not prepared for calculus will also need MATH 1710 and/or MATH 1720.

Degree: Associate of Science**Emphasis: Occupational Health**

Course No.	Course Title	Credit Hours
BIOL 1110	General Biology I	4
BIOL 1120	General Biology II	4
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
Or		
HIST 1210	World History I	
HIST 1220	World History II	
MATH 1910	Calculus I	5
SPCH 2300	Public Speaking	3
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Social Science	Select one social science course	3
Other Courses		
CHEM 1110	General Chemistry I	4
CHEM 1120	General Chemistry II	4
PHYS 2010	Concepts of Physics I	4
PHYS 2020	Concepts of Physics II	4
Total Credit Hours		61

Degree: Associate of Science**Emphasis: Philosophy
Religious Studies**General Education Requirements

Course No.	Course Title	Credit Hours
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
Or		
HIST 1210	World History I	
HIST 1220	World History II	
SPCH 2300	Public Speaking	3
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Math	Select one college-level math course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Science	Select two natural science courses	8
Social Science	Select one social science course	3
Electives	8-9
Other Courses		
PHIL 1030	Self and World	3
PHIL 2020	Values and Society	3
PHIL 2210	Intro to Study of Religion	3
Total Credit Hours		60-61

Degree: Associate of Science
Emphasis: Psychology

General Education Requirements

Course No.	Course Title	Credit Hours
BIOL 1110	General Biology I	4
BIOL 1120	General Biology II	4
CSCI 1100	Concepts of Computers	3
	and Applications	
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
Or		
HIST 1210	World History I	
HIST 1220	World History II	
MATH 1530	Probability and Statistics	3
POLI 1120	Intro to American Government	3
SPCH 2300	Public Speaking	3
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Social Science	Select one social science course	3
Other Courses		
PSYC 1310	General Psychology	3
PSYC Electives	Select three courses:	9-10
	PSYC 2310, 2311, 2320, 2330, 2990	
Guided Electives		3
Total Credit Hours		61-62

Degree: Associate of Science
Emphasis: Sociology

General Education Requirements

Course No.	Course Title	Credit Hours
CSCI 1100	Concepts of Computers	3
	and Applications	
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
Or		
HIST 1210	World History I	
HIST 1220	World History II	
POLI 1220	Intro. to American Government	3
PSYC 1310	General Psychology	3
SPCH 2300	Public Speaking	3
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Mathematics	Select one college-level math course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Science	Select two natural science courses	8
Other Courses		
SOCI 1020	General Sociology	3
SOCI 1030	Introduction to Anthropology	3
SOCI 2000	Marriage and Family	3
SOCI 2020	Social Problems	3
Guided Electives		3
Total Credit Hours		61

Degree: Associate of Science
Emphasis: Theatre

General Education Requirements

Course No.	Course Title	Credit Hours
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
Or		
HIST 1210	World History I	
HIST 1220	World History II	
SPCH 2300	Public Speaking	3
THEA 1030	Introduction to Theatre	3
THEA 2010	Theatre History I	3
Humanities	Select two humanities course	6
Literature	Select one literature course	3
Math	Select one college-level math course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Science	Select two natural science courses	8
Social Science	Select one social science course	3
Electives	Select one course	2-3
Other Courses		
THEA 2510	Acting I	3
THEA 2520	Stagecraft	3
THEA 2020	Theatre History II	3
Total Credit Hours		60-61

PRE-PROFESSIONAL PROGRAMS

Pre-Professional Programs curricula are designed to satisfy minimum requirements for admissions to senior institutions offering health professions, engineering, and teacher education programs. Northeast State prepares students to enter professional programs in cardiopulmonary, chiropractic, dental hygiene, health information management, medical technology, medicine, nursing, occupational therapy, optometry, pharmacy, physical therapy, radiography, engineering, and various teacher education concentrations. *Because admissions standards vary from institution to institution, students should see an advisor and contact the school to which they intend to transfer for additional information. Completing an associate of science degree in a pre-professional program does not guarantee admission into a professional degree program at a senior institution.*

ENGINEERING

Academic programs in engineering are designed to transfer to **Tennessee Technological University**, which offers programs in chemical engineering, civil engineering, electrical engineering, industrial and manufacturing engineering, mechanical engineering, computer engineering, and industrial technology. Students planning to transfer to other universities should see an advisor and contact the school to which they intend to transfer. Engineering programs assume students have adequate preparation in mathematics to begin calculus. Students who have not completed pre-calculus courses including trigonometry and advanced algebra will need course(s) in addition to those listed below.

Degree: Associate of Science

Emphasis: Engineering

General Education Requirements

Course No.	Course Title	Credit Hours
CHEM 1110	General Chemistry I	4
CHEM 1120	General Chemistry II	4
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
ENGR 1120	Engineering Programming	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
Or		
HIST 1210	World History I	
HIST 1220	World History II	
MATH 1910	Calculus I	5
MATH 1920	Calculus II	5
MATH 2110	Calculus III	3
PHYS 2110	Calculus Based Physics I	4
SPCH 2300	Public Speaking	3
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Social Science	Select one social science course	3
Other Courses		
ENGR 1110	Engineering Graphics	3
ENGR 1210	Introduction to Engineering	1
ENGR 2110	Engineering Statics	3

Total Credit Hours 64

Additional Recommended Courses

The program outlined above meets minimum graduation requirements for Northeast State. However, some or all of the following courses are also required by most engineering programs at the four-year level and in some articulation agreements. The student should consult the catalog of his/her intended transfer institution and see an advisor to formulate an optimal program of study.

Course No.	Course Title	Credit Hours
PHYS 2120	Calculus Based Physics II	4
ENGR 2330	Engineering Dynamics	3
MATH 2010	Linear Algebra	3
MATH 2120	Differential Equations	3

Degree: Associate of Science

Emphasis: Industrial Technology

General Education Requirements

Course No.	Course Title	Credit Hours
CHEM 1110	General Chemistry I	4
CHEM 1120	General Chemistry II	4
ECON 2210	Principles of Economics I	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
ENGR 1120	Engineering Programming	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
MATH 1910	Calculus I	5
SPCH 2300	Public Speaking	3
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Other Courses		
ENGR 1110	Engineering Graphics	3
ENGR 1210	Introduction to Engineering	1
PHYS 2010	Non-calculus Based Physics I	4
PHYS 2020	Non-calculus Based Physics II	4
Elective	Select one course from ECON 2220,	3-5
	MATT 1110, MATT 1120, ELEC 1110	

Total Credit Hours 60-62

Additional Recommended Courses

The program outlined above meets minimum graduation requirements for Northeast State. However, some or all of the following courses are also required by most engineering programs at the four-year level and in some articulation agreements. The student should consult the catalog of his/her intended transfer institution and see an advisor to formulate an optimal program of study.

Course No.	Course Title	Credit Hours
ECON 2220	Principles of Economics II	3
MATT 1110	Machine Tool Operation I	5
MATT 1120	Machine Tool Operation II	4
ELEC 1110	DC Fundamentals	4

PRE-HEALTH PROFESSIONS

Academic programs in pre-health professions are designed for transfer to institutions offering professional programs in chiropractic, dental hygiene, health information management, medical technology, medicine, nursing, occupational therapy, optometry, pharmacy, and physical therapy. *Students planning to transfer to a college or university to continue their education in one of these programs should consult an advisor and contact the school to which they intend to transfer.*

Degree: Associate of Science
Emphasis: Pre-Health Professions - General

General Education Requirements

Course No.	Course Title	Credit Hours
BIOL 1110	General Biology I	4
BIOL 1120	General Biology II	4
Or		
BIOL 2010	Anatomy/Physiology I	
BIOL 2020	Anatomy/Physiology II	
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
Or		
HIST 1210	World History I	
HIST 1220	World History II	
MATH 1530	Probability and Statistics	3-5
Or		
MATH 1910	Calculus I	
SPCH 2300	Public Speaking	3
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Social Science	Select one social science course	3
Elective	Select one course	1-3
Other Courses		
CHEM 1110	General Chemistry I	4
CHEM 1120	General Chemistry II	4
PHYS 2010	Concepts of Physics I	4
PHYS 2020	Concepts of Physics II	4
Total Credit Hours		60-64

Degree: Associate of Science
Emphasis: Pre-Nursing - Transfer to ETSU

General Education Requirements

Course No.	Course Title	Credit Hours
BIOL 2010	Anatomy/Physiology I	4
BIOL 2020	Anatomy/Physiology II	4
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
Or		
HIST 1210	World History I	
HIST 1220	World History II	
HUM 2010	Introduction to Humanities I	3
MATH 1530	Probability and Statistics	3
PHIL 2020	Values and Society	3
SOCI 1020	General Sociology	3
SPCH 2300	Public Speaking	3
Literature	Select one literature course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Other Courses		
ART 2010	Art History Survey I	3
BIOL 1110	Principles of Biology I	4
BIOL 1230	Introduction to Microbiology	4
HLTH 2420	Principles of Nutrition	3
PSYC 1310	General Psychology	3
Total Credit Hours		60

Degree: Associate of Science
Emphasis: Radiography

General Education Requirements

Course No.	Course Title	Credit Hours
BIOL 2010	Anatomy/Physiology I	4
BIOL 2020	Anatomy/Physiology II	4
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
MATH 1530	Probability and Statistics	3
PSYC 1310	General Psychology	3
SPCH 2300	Public Speaking	3
Humanities	Select two humanities courses	6
Literature	Select one literature course	3
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Elective	Select one course: ECON 1050, 2210, POLI 1120, SOCI 1020, 1030	3
Elective	Select one course: PHIL 1030, 2020, 2210, SOCI 2020, WMST 2010	3
Other Courses		
BIOL 1230	Introduction to Microbiology	4
CHEM 1030	Introduction to Chemistry	4
HLTH 2030	First Aid and Emergency Care	3
Total Credit Hours		60

PRE-TEACHER EDUCATION

Academic programs in teacher education are designed to transfer to East Tennessee State University, which offers programs in Special Education K-12, Interdisciplinary Studies K-8, Early Childhood Pre-K-4, Physical Education K-12, and Secondary Education. **Students planning to transfer to other colleges and universities should consult an advisor and contact the school to which they intend to transfer for specific requirements.**

Degree: Associate of Arts
Teacher Education
Emphasis: Secondary Education

General Education Core Courses

Course No.	Course Title	Credit Hours
CSCI 1100	Concepts of Computers 3 and Applications	3
ENGL 1010	Composition I 3	3
ENGL 1020	Composition II 3	3
ENGL 2330	World Literature 3	3
HIST 2010	U.S. History I 3	3
HIST 2020	U.S. History II 3	3
PSYC 2310	Developmental Psychology 3	3
Or		
PSYC 2330	Adolescent Psychology	
SPCH 2300	Public Speaking 3	3
Foreign Language	Select two courses at the 2000 level (same language) 6	6
Humanities	Select one humanities course: 3 PHIL 2020, PHIL 1030, PHIL 2210	3
	Select one humanities course: 3 HUM 2010, 2020, MUS 1030, THEA 1030	3
Mathematics*	Select one college-level math course 3-5	3-5
Physical Ed	Select one course (lifetime) 1 Select one course (fitness) 1	1
Science*	Select two natural science courses 8	8
Social Science	Select one social science course: 3 ECON 2210, POLI 1120, PSYC 1310, SOCI 1020	3
Other Courses		
EDUC 2010	Psychology of Human Development 3 for Teachers	3
EDUC 2100	Orientation to the Prof. of Teaching 1	1
EDUC 2300	Foundations for Teaching 3	3
EDUC 2910	Field Study in Education 3	3
Total Credit Hours		62-64

*Consult your advisor for specific selection for different majors.

Degree: Associate of Science
Teacher Education
Emphasis: Interdisciplinary Studies K-8

General Education Core Courses

Course No.	Course Title	Credit Hours
BIOL 1020	Introduction to Biology II 4	4
CSCI 1100	Concepts of Computers 3 and Applications	3
ENGL 1010	Composition I 3	3
ENGL 1020	Composition II 3	3
ENGL 2330	World Literature 3	3
HIST 2010	U. S. History I 3	3
HIST 2020	U.S. History II 3	3
MATH 1530	Probability and Statistics 3	3
MUS 1030	Music Appreciation 3	3
PHED 1130	Fitness for Life 2	2
PHIL 2020	Values and Society 3	3
PSYC 2325	Child & Adolescent Dev. for Teachers	3
SPCH 2300	Public Speaking 3	3
Physical Ed.	Select one course (lifetime) 1	1
Science	Select one science course: 4 ASTR 1010, 1020, CHEM 1030	4
Social Science	Select one social science course: 3 GEOG 2030, POLI 1120, SOCI 1030	3
Other Courses		
EDUC 2010	Psychology of Human Development 3 for Teachers	3
EDUC 2100	Orientation to the Prof. of Teaching 1	1
EDUC 2300	Foundations for Teaching 3	3
EDUC 2440	Computer Applications in Education	3
EDUC 2910	Field Study in Education 3	3
Total Credit Hours		60

Degree: Associate of Science
Pre-Teacher Education
Emphasis: Physical Education

General Education Core Courses

Course No.	Course Title	Credit Hours
BIOL 2010	Human Anatomy & Physiology I	4
BIOL 2020	Human Anatomy & Physiology II	4
CSCI 1100	Concepts of Computers	3
	and Applications	
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
ENGL 2330	World Literature	3
HIST 2010	U. S. History I	3
HIST 2020	U.S. History II	3
MATH 1530	Probability and Statistics	3
PHED 1130	Fitness for Life	2
SOCI 1030	Introduction to Anthropology	3
Or		
GEOG 2030	Introduction to Cultural Geography	
SPCH 2300	Public Speaking	3
WMST 2010	Introduction to Women's Studies	3
Or		
PSYC 2310	Developmental Psychology	
Humanities	Select one humanities course:	3
	PHIL 1030, 2020, 2210	
	Select one humanities course:	3
	ART 2010, HUM 2010, HUM 2020, MUS 1030, THEA 1030	
Physical Ed.	Select one course (lifetime)	1
Social Science	Select one social science course:	3
	ECON 2210, POLI 1120, PSYC 1310, SOCI 1020	
Other Courses		
EDUC 2010	Psychology of Human Development	3
	for Teachers	
EDUC 2100	Orientation to the Prof. of Teaching	1
EDUC 2300	Foundations for Teaching	3
EDUC 2910	Field Study in Education	3
Total Credit Hours		60

Degree: Associate of Science
Teacher Education
Emphasis: Early Childhood Pre K-4

General Education Core Courses

Course No.	Course Title	Credit Hours
BIOL 1020	Introduction to Biology II	4
CSCI 1100	Concepts of Computers	3
	& Applications	
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
ENGL 2330	World Literature	3
GEOG 2030	Introduction to Cultural Geography	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
MATH 1530	Probability and Statistics	3
PSYC 2310	Developmental Psychology	3
SOCI 1030	Introduction to Anthropology	3
SPCH 2300	Public Speaking	3
WMST 2010	Introduction to Women's Studies	3
Humanities	Select one humanities course:	3
	PHIL 1030, 2020, 2210	
	Select one humanities course:	3
	HUM 2020, MUS 1030, THEA 1030	
Physical Ed	Select one course (lifetime)	1
	Select one course (fitness)	1
Science	Select one natural science course:	4
	ASTR 1010, 1020, CHEM 1030	
Other Courses		
AHSC 2120	Foundations of Early Childhood Dev.	3
EDUC 2100	Orientation to the Prof. of Teaching	1
EDUC 2910	Field Study in Education	3
SPED 2300	Exceptional Learners	3
Total Credit Hours		62

Degree: Associate of Science**Pre-Teacher Education****Emphasis: Secondary Education**General Education Core Courses

<u>Course No.</u>	<u>Course Title</u>	<u>Credit Hours</u>
CSCI 1100	Concepts of Computers 3 and Applications	3
ENGL 1010	Composition I 3	3
ENGL 1020	Composition II 3	3
ENGL 2330	World Literature 3	3
GEOG 2030	Intro to Cultural Geography 3	3
Or		
SOCI 1030	Intro to Anthropology	
HIST 2010	U.S. History I 3	3
HIST 2020	U.S. History II 3	3
PSYC 2310	Developmental Psychology 3	3
Or		
PSYC 2330	Adolescent Psychology	
SPCH 2300	Public Speaking 3	3
WMST 2010	Women Studies 3	3
Humanities	Select one humanities course: 3	3
	PHIL 2020, PHIL 1030, PHIL 2210	
	Select one humanities course: 3	3
	HUM 2010, 2020, MUS 1030, THEA 1030	
Mathematics*	Select one college-level math course 3-5	3-5
Physical Ed	Select one course (lifetime) 1	1
	Select one course (fitness) 1	1
Science*	Select two natural science courses 8	8
Social Science	Select one social science course: 3	3
	ECON 2210, POLI 1120, PSYC 1310, SOCI 1020	
Other Courses		
EDUC 2010	Psychology of Human Development 3 for Teachers	3
EDUC 2100	Orientation to the Prof. of Teaching 1	1
EDUC 2300	Foundations for Teaching 3	3
EDUC 2910	Field Study in Education 3	3
Total Credit Hours		62-64

*Consult your advisor for specific selections for different majors.

Degree: Associate of Science**Pre-Teacher Education****Emphasis: Special Education**General Education Core Courses

<u>Course No.</u>	<u>Course Title</u>	<u>Credit Hours</u>
CSCI 1100	Concepts of Computers 3 and Applications	3
ENGL 1010	Composition I 3	3
ENGL 1020	Composition II 3	3
ENGL 2330	World Literature 3	3
HIST 2010	U. S. History I 3	3
HIST 2020	U.S. History II 3	3
MATH 1530	Probability and Statistics 3	3
PSYC 2310	Developmental Psychology 3	3
SOCI 1030	Introduction to Anthropology 3	3
Or		
GEOG 2030	Introduction to Cultural Geography	
SPCH 2300	Public Speaking 3	3
WMST 2010	Introduction to Women's Studies 3	3
Humanities	Select one humanities course: 3	3
	PHIL 1030, 2020, 2210	
	Select one humanities course: 3	3
	ART 2010, HUM 2010, HUM 2020, MUS 1030, THEA 1030	
Physical Ed	Select one course (lifetime) 1	1
	Select one course (fitness) 1	1
Science	Select two natural science courses 8	8
Social Science	Select one social science course: 3	3
	ECON 1050, 2210, PSCI 1120, PSYC 1310	
Other Courses		
EDUC 2010	Psychology of Human Development 3 for Teachers	3
EDUC 2100	Orientation to the Prof of Teaching 1	1
EDUC 2300	Foundations for Teaching 3	3
EDUC 2910	Field Study in Education 3	3
Total Credit Hours		62



**ASSOCIATE
OF APPLIED SCIENCE**

- DEGREE REQUIREMENTS
 - CURRICULUM GUIDES
-

ASSOCIATE OF APPLIED SCIENCE

The associate of applied science programs are for individuals who desire to enter a specialized occupational career immediately after graduation. These programs are not designed for transfer to a baccalaureate degree program. However, selected Northeast State Technical Community College associate of applied science degree programs are accepted by some senior colleges and universities.

Associate of Applied Science Degree Requirements

According to Tennessee Board of Regents policy, associate of applied science degree programs require a minimum of 60 semester college-level credit hours. Credit hours earned in remedial or developmental courses are institutional credit and are not applicable to credit hours required for a certificate, associate, or baccalaureate degree. Each student studying for an associate of applied science degree must complete a minimum of 18 semester credit hours of general education and a minimum of 36 semester credit hours in the technical specialty. Components of the basic core of general education in associate of applied science degree programs consist of a minimum of one course in each of the following areas*:

<u>Subject Area</u>	<u>Credit Hours</u>
Oral Communications	3
Written Communications	3
Mathematics	3
Humanities or Fine Arts	3
Behavioral or Social Sciences	3
Natural Sciences or an additional Mathematics course	3

*Students should consult **Approved General Education Core Courses** for a list of approved courses.

Transferability of the Associate of Applied Science Degree

The associate of applied science degree is intended to prepare a person for employment in a specific field rather than for transfer to a four-year college or university. However, many institutions do accept all or part of the course work taken at Northeast State and apply those courses toward the baccalaureate degree. *Students interested in such a transfer should contact their Northeast State advisor and the appropriate department at the transfer institution.*



TECHNICAL EDUCATION PROGRAM CURRICULUM GUIDES Associate of Applied Science

Purpose

The division of Technical Education provides academic programs designed for students who desire to enter a specialized occupational career field in business, industry, or government immediately after graduation. The division provides instruction in Automotive Services, Business Management Technology, Computer and Information Sciences, Drafting Design, Early Childhood Education, Electrical, Electronic, General Technology, Machine Tool, Manufacturing, Mechanical, Office Administration Technology, and Welding/Metal Fabrication.

AUTOMOTIVE SERVICE TECHNOLOGY

Degree: Associate of Applied Science
Emphasis: Industrial Technology
Concentration: Automotive Service

Program Description

The Automotive Service program prepares individuals as automotive technicians and as automotive service center managers. Topics studied include automotive troubleshooting/maintenance and the repair of engines, drive trains, suspension systems, electrical/electronic systems, emission control systems, and heating/air conditioning systems.

After completing program requirements, students should be academically prepared to take the following:

- * Automotive Service Excellence Certification Exams

The Industrial Technology – Automotive program articulates with the Bachelor of Applied Science degree program at East Tennessee State University and other selected colleges and universities.

Typical Program of Study

Course No.	Course Title	Credit Hours
FALL		
AUTO 1120	Automotive Electrical	4
AUTO 2140	Engine Analysis	4
ENGL 1010	Composition I	3
INTC 1030	Industrial Concepts	3
SPCH 2300	Public Speaking	3
SPRING		
AUTO 1130	Advanced Engine Analysis	4
AUTO 2150	Computer Engine Controls	4
MATH 1050	Trigonometric Applications	4
INTC 1020	Safety in the Workplace	3
FALL		
AUTO 2210	Alignment and Brakes	4
AUTO 2310	Power Trains	4
INTC 1010	Quality and Inspection	3
Elective	Humanities Elective	3

SPRING

AUTO 2350	Body and Chassis Electronics	4
AUTO 2410	Management and Maintenance	3
AUTO 2900	ASE Certification and Preparation	2
PHYS 1030	Physics with Applications	4
Elective	Social/Behavioral Science Elective	3
Total Credit Hours		62

BUSINESS MANAGEMENT TECHNOLOGY

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

Degree: Associate of Applied Science
Emphasis: Business Management Technology
Concentration: Accounting

Program Description

The Accounting program prepares individuals for employment in firms which provide accounting services. Students study introductory and advanced accounting practice and theory in courses such as intermediate accounting, cost accounting, income tax accounting, payroll accounting, and computerized accounting. Computer skills are developed utilizing electronic spreadsheets and computerized general ledger programs.

The Business Management – Accounting program articulates with the Bachelor of Applied Science degree program at East Tennessee State University and other selected colleges and universities.

Typical Program of Study

Course No.	Course Title	Credit Hours
FALL		
ACCT 2010	Accounting I	3
BMSG 1110	Principles of Business	3
CSCI 1100	Concepts of Computers and Applications	3
ECON 2210	Principles of Economics I	3
ENGL 1010	Composition I	3
SPRING		
ACCT 1210	Payroll Accounting	3
ACCT 2020	Accounting II	3
CSCI 1130	Computer Spreadsheets	3
ENGL 1310	Business Communications	3
MATH 1010	Mathematical Applications	3
FALL		
ACCT 2120	Accounting Practice	3
ACCT 2130	Intermediate Accounting I	4
ACCT 2210	Tax Accounting	3
BMSG 1210	Business Law	3
SPCH 2300	Public Speaking	3
SPRING		
ACCT 2140	Intermediate Accounting II	4
ACCT 2310	Cost Accounting	3
ACCT 2710	Computerized Accounting Systems	3
Elective	Technical Elective	3
Elective	Humanities Elective	3
Elective	Math or Natural Science Elective	3
Total Credit Hours		64

Technical Electives

ACCT 2410	Basic Accounting	3
ACCT 2990	Special Topics	1-4
BMSG 1120	Personal Finance	3
BMSG 2120	Supervision & Personnel Administration	3
BMSG 2410	Small Business Management	3
BMSG 2460	Human Relations in Business	3
BMSG 2990	Special Topics	3
COOP 1110	Cooperative Education	1-4
CSCI 1140	Advanced Computer Spreadsheets	3
OFMG 2430	Career Planning and Development	3

Technical electives are intended to strengthen student preparation for a career in the chosen area of concentration. Any selection other than those listed must be approved in advance by the appropriate faculty advisor and Dean of Technical Education.

Degree: Associate of Applied Science
Emphasis: Business Management Technology
Concentration: Management

Program Description

The Management program prepares individuals for positions in large-scale business, industrial, and governmental organizations and enhances the skills of individuals currently employed in these organizations. Students study basic business principles and management theories.

The Business Management – Management program articulates with the Bachelor of Applied Science degree program at East Tennessee State University and other selected colleges and universities.

Typical Program of Study

Course No.	Course Title	Credit Hours
FALL		
ACCT 2010	Accounting I	3
BMSG 1110	Principles of Business	3
CSCI 1100	Concepts of Computers and Applications	3
ECON 2210	Principles of Economics I	3
ENGL 1010	Composition I	3
SPRING		
ACCT 2020	Accounting II	3
ACCT 1210	Payroll Accounting	3
BMSG 2460	Human Relations in Business	3
CSCI 1130	Computer Spreadsheets	3
MATH 1010	Mathematical Applications	3
FALL		
BMSG 1210	Business Law	3
BMSG 2120	Supervision and Personnel Administration	3
BMSG 1120	Personal Finance	3
BMSG 2220	Marketing	3
SPCH 2300	Public Speaking	3

SPRING

BSMG 2130	Practices and Philosophies of Management	3
BSMG 2470	Service/Production Operations Management	3
ENGL 1310	Business Communications	3
Elective	Technical	2
Elective	Humanities	3
Elective	Math or Natural Science Elective	3

Total Credit Hours 62

Technical Electives

Technical electives may be chosen from any BSMG course or from:

ACCT 2120	Accounting Practice	3
ACCT 2210	Tax Accounting	3
BSMG 2990	Special Topics	3
COOP 1110	Cooperative Education	1-4
CSCI 1110	Advanced Computer Concepts/Applications	3
CSCI 1140	Advance Computer Spreadsheets	3
OFMG 2430	Career Planning & Development	3

Technical electives are intended to strengthen student preparation for a career in the chosen area of concentration. Any selection other than those listed must be approved in advance by the appropriate faculty advisor and Dean of Technical Education.

Degree: Associate of Applied Science
Emphasis: Business Management Technology
Concentration: Small Business Management

Program Description

The Small Business Management program prepares individuals for small business management positions and enhances the practical skills and abilities of small business owners and managers. Specific skills required to be successful small business managers are studied in the academic subject areas of accounting, finance, marketing, and personnel.

The Business Management – Small Business Management program articulates with the Bachelor of Applied Science degree program at East Tennessee State University and other selected colleges and universities.

Typical Program of Study

Course No.	Course Title	Credit Hours
FALL		
ACCT 1010	Accounting Concepts	3
BSMG 2410	Small Business Management	3
CSCI 1100	Concepts of Computers and Applications	3
ECON 2210	Principles of Economics I	3
ENGL1010	Composition I	3
SPRING		
ACCT 1210	Payroll Accounting	3
BSMG 2460	Human Relations in Business	3
CSCI 1130	Computer Spreadsheets	3
MATH 1010	Mathematical Applications	3
Elective	Humanities Elective	3

FALL

BSMG 1120	Personal Finance	3
BSMG 1210	Business Law	3
BSMG 2220	Marketing	3
BSMG 2420	Taxes/Licensing for Small Business	3
PSYC 1310	General Psychology	3

SPRING

BSMG 2430	Financing Issues in Small Business	3
BSMG 2470	Service/Production Operations Mgmt.	3
ENGL 1310	Business Communications	3
SPCH 2300	Public Speaking	3
Elective	Math or Natural Science Elective	3
Elective	Technical Elective	2

Total Credit Hours 62

Technical Electives

Technical Electives may be chosen from any BSMG course or from:

CSCI 1140	Advanced Computer Spreadsheets	3
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Technical electives are intended to strengthen student preparation for a career in the chosen area of concentration. Any selection other than those listed must be approved in advance by the appropriate faculty advisor and Dean of Technical Education.

COMPUTER AND INFORMATION SCIENCES

Degree: Associate of Applied Science

Emphasis: Computer and Information Sciences

Concentration: Computer Systems

Program Description

The Computer Systems program is designed to prepare individuals as computer technicians specializing in computer repair and software systems. The program emphasizes solving hardware and software problems in computer-controlled systems and understanding the balance and interaction between various components. Classwork is performed on both Intel- and Motorola-based systems using 16- and 32-bit architectures. Various peripherals to include hardware I/O devices, video adapters, and disk drives are discussed.

After completing program requirements, students should be academically prepared to take the following:

- * CompTIA Net+ Certification Exam
- * CompTIA A+ Hardware and Operating Systems Certification Exams

Typical Program of Study

Course No.	Course Title	Credit Hours
FALL		
CSCI 1100	Concepts of Computers and Applications	3
ELET 1010	DC Fundamentals	4
ELET 1310	Digital Circuits	4
MATH 1730	Technical Pre-calculus	5
SPRING		
CSCI 1290	Microcomputer Operating Systems	4
ELET 1020	AC Fundamentals	4
ENGL 1010	Composition I	3
Elective	Humanities	3
FALL		
CPET 1500	Introduction to Computer Networking	4
CPET 2210	Microprocessors	4
CSCI 1250	C and C++ I	4
or		
CSCI 1610	Visual Basic I	
CSCI 2400	Microcomputer Hardware Control	4
SPRING		
CPET 2100	Network Administration	4
CPET 2220	Microcomputer Systems	4
SPCH 2300	Public Speaking	3
Elective	Social/Behavioral Science	3
Elective	Physical Science	4
Total Credit Hours		64

Degree: Associate of Applied Science

Emphasis: Computer and Information Sciences

Concentration: Computer Programming

Program Description

The Computer Programming degree program is designed to prepare individuals for employment as computer programmers, programming assistants, maintenance programmers, and related positions in the information technology career field.

Typical Program of Study

Course No.	Course Title	Credit Hours
FALL		
CSCI 1100	Concepts of Computers and Applications	3
CSCI 1610	Visual Basic I	4
ENGL 1010	Composition I	3
SPCH 2300	Public Speaking	3
MATH 1730	Technical Pre-calculus	5
SPRING		
CSCI 1290	Microcomputer Operating Systems	4
CSCI 1620	Visual Basic II	4
CSCI 1630	Program Design	3
CSCI 2770	Database Management Systems	3
Elective	Physical Science	4
FALL		
CPET 1500	Introduction to Computer Networking	4
CSCI 1250	Programming with C and C++ I	4
CSCI 2360	Systems Analysis	3
CSCI 2800	Advanced Visual Basic	4
SPRING		
CSCI 1260	C and C++ II	4
CSCI 2370	Systems Design and Implementation	4
Elective	Humanities	3
Elective	Social/Behavioral Science	3
Total Credit Hours		65

Degree: Associate of Applied Science
Emphasis: Computer and Information Sciences
Concentration: Personal Computer Specialist

Program Description

The PC Specialist program is designed to prepare individuals to set up and network personal computer equipment, install software and hardware, and analyze/correct problems encountered by computer users.

Typical Program of Study

Course No.	Course Title	Credit Hours
FALL		
CSCI 1100	Concepts of Computers and Applications	3
CSCI 1610	Visual Basic I	4
ENGL 1010	Composition I	3
SPCH 2300	Public Speaking	3
MATH 1730	Technical Pre-calculus	5
SPRING		
CSCI 1110	Advanced Concepts of Computers	3
	and Applications	
CSCI 1130	Computer Spreadsheets	3
CSCI 1150	Web Page Design	3
CSCI 1290	Microcomputer Operating Systems	4
CSCI 2770	Database Management Systems	3
FALL		
CPET 1500	Introduction to Computer Networking	4
CSCI 1800	Visual Basic Applications	3
CSCI 2400	Microcomputer Hardware Control	4
Elective	Physical Science	4
SPRING		
CSCI 1120	Multimedia Production	3
CSCI 2500	Personal Computer Support	3
SPCH 2340	Advanced Public Speaking	3
Elective	Humanities	3
Elective	Social/Behavioral Science	3
Total Credit Hours		64

Degree: Associate of Applied Science
Emphasis: Computer and Information Sciences
Concentration: Networking Systems

Program Description

The Networking Systems program is designed to prepare individuals for employment as computer network technicians, network and cable installers, and network administrators in a Microsoft networking environment.

After completing program requirements, students should be academically prepared to take the following:

- * CompTIA Net+ Certification Exam
- * CompTIA A+ Hardware and Operating Systems Certification Exams
- * Microsoft Certified Systems Engineer (MCSE) Windows 2000 Certification Exams
- * Microsoft Certified Systems Administrator (MCSA) Certification Exams

Typical Program of Study

Course No.	Course Title	Credit Hours
FALL		
CPET 1500	Introduction to Computer Networking	4
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
MATH 1730	Technical Pre-calculus	5
SPRING		
CPET 2100	Network Administration	4
CPET 2510	Installing/Configuring Windows 2000 Professional	4
CSCI 1290	Microcomputer Operating Systems	4
Elective	Humanities	3
FALL		
CPET 2520	Installing/Configuring Windows 2000 Server	4
CPET 2530	Windows 2000 Network Infrastructure	4
CSCI 2400	Microcomputer Hardware Control	4
SPCH 2300	Public Speaking	3
SPRING		
CPET 2540	Windows 2000 Directory Service	4
CPET 2550	Design Security for Windows 2000 Networks	4
Elective	Social/Behavioral Science	3
Elective	Physical Science	4
Total Credit Hours		60

DRAFTING DESIGN TECHNOLOGY

Degree: Associate of Applied Science

Emphasis: Drafting Design

Program Description

The Drafting Design program prepares individuals for employment as design drafters. The curriculum incorporates guidelines developed by the American National Standards Institute, American Institute of Steel Construction, and American Society of Mechanical Engineers. Students may specialize in architectural, piping, structural, and/or machine tool design. The curriculum is certified by the American Design Drafting Association (ADDA).

The Drafting Design program articulates with the Bachelor of Applied Science degree program at East Tennessee State University and other selected colleges and universities.

Typical Program of Study

Course No.	Course Title	Credit Hours
FALL		
DRAF 1120	Technical Drawing	4
DRAF 1210	CAD: AutoCad I	4
ENGL 1010	Composition I	3
MATH 1050	Trigonometric Applications	4
SPRING		
DRAF 1010	Descriptive Drafting Applications	3
or		
DRAF 1020	Architectural Estimation	3
DRAF 1220	CAD: AutoCad II	3
Elective	Humanities Elective	3
Elective	Social/Behavioral Science Elective	3
SPCH 2300	Public Speaking	3
FALL		
DRAF 1230	CAD: AutoCad III	3
DRAF 2510	Geometrical Dimensioning and Tolerancing	4
Elective	Drafting Electives	8
SPRING		
PHYS 1030	Physics with Applications	4
Elective	General Elective	3
Elective	Drafting Electives	8
Total Credit Hours		60

*Drafting Electives

The Drafting Design Technology major must choose a minimum of two (2) of the following five (5) sequences to complete the program:

DRAF 2110	Architectural/Construction Drafting I	4
DRAF 2120	Architectural/Construction Drafting II	4
or		
DRAF 2210	Pipe Drafting I	4
DRAF 2220	Pipe Drafting II	4
or		
DRAF 2310	Structural Detailing	4
DRAF 2320	Structural Design	4
or		
DRAF 2410	Jigs and Fixtures	4
DRAF 2420	Tool and Die Design	4
or		
DRAF 2520	Product Design	4
DRAF 2710	Machine Design	4

EARLY CHILDHOOD EDUCATION

Degree: Associate of Applied Science

Emphasis: Early Childhood Education

Program Description

The program prepares individuals for professional careers in early childhood education, child care, and child development. The program is also designed to articulate with baccalaureate programs in early childhood education offered at four-year institutions.

Early Childhood Education

General Education Courses

Course No.	Course Title	Credit Hours
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
MATH 1530	Probability and Statistics	3
SPCH 2300	Public Speaking	3
Humanities	Select one humanities course:	3
	ART 2010, ENGL 2180, HUM 2010, 2020, MUS 1030, THEA 1030	
Science	Select one natural science course	4
Social Science	Select one social science course	3
Other Courses		
ECED 1010	Introduction to Early Childhood Ed	2
ECED 1020	Foundations of Early Childhood Dev.	3
ECED 2010	Safe, Healthy Learning Environments	3
ECED 2020	Infant, Toddler, and Child Dev.	3
ECED 2040	Family Dynamics and	3
	Community Involvement	
ECED 2050	Psychomotor Development	3
ECED 2060	Dev of Exceptional Children	3
ECED 2070	Developmental Assessment	3
ECED 2130	Clinical Practicum I	3
ECED 2140	Clinical Practicum II	3
Electives	Select two courses:	6
	ECED 2030, ECED 2090, ECED 2100, ECED 2110, ECED 2120, ENGL 2170	
Total Credit Hours		60

ELECTRICAL TECHNOLOGY

Degree: Associate of Applied Science
Emphasis: Electrical Technology

Program Description

The Electrical Technology program prepares individuals for employment as electricians in residential, commercial, and industrial settings. The program stresses wiring procedures and requirements set forth by the National Electrical Code. Emphasis is placed on the installation of service equipment, electrical circuits, conduit bending and installation, electrical power distribution, and operation/control of motors.

After completing program requirements, students should be academically prepared to take the following:

- * Journeyman Wireman Examination

The Electrical Technology program articulates with the Bachelor of Applied Science degree program at East Tennessee State University and other selected colleges and universities.

Typical Program of Study

Course No.	Course Title	Credit Hours
FALL		
ELEC 1110	D.C. Fundamentals	4
ELEC 1210	National Electrical Code Interpretations	3
ENGL 1010	Composition I	3
Elective	Social/Behavioral Science Elective	3
SPRING		
ELEC 1120	A.C. Fundamentals	4
ELEC 1310	Motors, Alternators, and Generators	4
MATH 1050	Trigonometric Applications	4
SPCH 2300	Public Speaking	3
FALL		
ELEC 2110	Transformers and Power Factor Apps.	4
ELEC 2210	Magnetic Motor Controls	4
ELEC 2350	Industrial Electronics	4
Elective	Physical Science Elective	4
SPRING		
ELEC 2310	Residential and Commercial Wiring	4
ELEC 2410	Industrial Programmable Controllers	4
MECH 2410	Refrigeration and Air Conditioning I	4
Elective	Humanities Elective	3
Elective	Technical Elective	3
Total Credit Hours		62

Technical Electives

COOP 1110	Cooperative Education	1-4
INTC 1020	Safety in the Workplace	3
MECH 2420	Refrigeration and Air Conditioning II	4
MFGT 2870	Programming and Robotics	4
WELD 1050	Basic Welding: Concepts and Practices	3

Technical electives are intended to strengthen student preparation for a career in the chosen area of concentration. Any selection other than those listed must be approved in advance by the appropriate faculty advisor and Dean of Technical Education.

ELECTRONIC TECHNOLOGY

Degree: Associate of Applied Science
Emphasis: Electronic Technology

Program Description

The Electronic Technology program prepares individuals for employment as electronic technicians, engineering aides, customer services technicians, and medical electronics technicians. The program offers instruction in circuits and systems, semi-conductor devices, computer programming/networking, and microcomputer operating systems.

The Electronic Technology program articulates with the Bachelor of Applied Science degree program at East Tennessee State University and other selected colleges and universities.

Typical Program of Study

Course No.	Course Title	Credit Hours
FALL		
CPET 1500	Intro to Computer Networking	4
ELET 1010	DC Fundamentals	4
ELET 1310	Digital Circuits	4
MATH 1730	Technical Pre-Calculus	5
SPRING		
CSCI 1290	Microcomputer Operating Systems	4
ELET 1020	AC Fundamentals	4
ELET 2320	Semiconductor Devices	4
ENGL 1010	Composition I	3
FALL		
CPET 2210	Microprocessors	4
CSCI 1250	Programming with C and C++ I	
or		
CSCI 1610	Visual Basic I	4
ELET 2110	Circuits & Systems I	4
Elective	Physical Science Elective	4
SPRING		
ELET 2120	Circuits & Systems II	4
ELET 2130	Circuits & Systems III	4
SPCH 2300	Public Speaking	3
Elective	Social/Behavioral Science	3
Elective	Humanities	3
Total Credit Hours		65

GENERAL TECHNOLOGY

Degree: Associate of Applied Science

Emphasis: General Technology

Program Description

The General Technology program is designed for students who wish to complete a two-year technical degree applicable to immediate employment. The program offers two options to allow students flexibility in selecting courses that can meet specific educational and employment goals. Option 1 is a customized program that allows students up to 36 semester credit hours of electives, and Option 2 is a defined program that has been designed to meet workforce development needs as identified by regional employers. All of Northeast State certificate programs may be applied to the General Technology degree. Students interested in the General Technology degree program should confer with the Dean of Technical Education for individual assessment and advisement.

General Technology

Option 1 - Customized

Course No.	Course Title	Credit Hours
CSCI 1100	Concepts of Computers/Applications	3
ENGL 1010	Composition I	3
ENGL 1020	Composition II or	
ENGL 1410	Technical Writing	3
MATH	MATH 1010 or higher	3
PSYC 1310	General Psychology	3
SPCH 2300	Public Speaking	3
ELECTIVES	Humanities	3
	Math or Natural Science	3-4
	Articulated or Guided Electives	36
Total Credit Hours		60-61

General Technology

Option 2 - Workforce Preparation

General Education Courses

Course No.	Course Title	Credit Hours
ENGL 1010	Composition I	3
ENGL 1020	Composition II	3
HUM 2350	Discoveries, Inventions, & Explorations	3
MATH 1010	Mathematical Applications	3
MATH 1530	Probability and Statistics	3
PSCI 1030	Survey of Physical Science	4
PSCY 1310	General Psychology	3
SPCH	SPCH 2310 or 2300	3

Technical Education Courses

BSMG 1110	Principles of Business	3
BSMG 2470	Operations Management	3
CSCI 1100	Concepts of Computers/Applications	3
CSCI 1110	Advanced Concepts of Computers and Applications	3
ENGR 1110	Engineering Graphics	3
INTC 1020	Safety in the Workplace	3

OFMG 2430	Career Planning and Development	3
or		
INTC 1030	Industrial Concepts	
QUAL 2220	Quality Management Theory and Practices	3
Technical Electives		8

Total Credit Hours 60

Regents Online Degree Programs (RODP)

Tennessee Board of Regents' (TBR) colleges and universities have joined to offer the Regents Online Degree Program (RODP). All TBR institutions are fully accredited and the thirteen TBR two-year colleges deliver and award the noted associate degrees, while all six TBR universities deliver and award the RODP bachelor degrees. Courses completed in the Regents Online Degree Program are entirely online and transferable among all the participating institutions. Individuals should have basic skills such as keyboarding and the ability to access the World Wide Web. Individual counseling and assessment may result in the scheduling of additional courses to overcome all deficiencies in English, mathematics, and reading. To learn more about RODP programs, please consult the website at www.tn.regentsdegrees.org.

Degree: Associate of Applied Science

Emphasis: Information Technology

Course Requirements

Course No.	Course Title	Credit Hours
COL 101	Orientation to Online Learning	2
ENGL1010	English Composition I	3
Humanities	Choose One	3
MUS 1030	Music Appreciation	3
ENGL2110	Survey of American Literature I	3
SPAN1010	Beginning Spanish I	3
SPAN1020	Spanish II	3
ENGL2410	World Literature I	3
Math	Choose One	3
	MATH1110 - College Algebra	
	MATH1530 - College Statistics	
Science or Math	Choose One	3-4
	BIOL 1010 - Biology I	
	BIOL1020 - Biology II (Prerequisite Biology I)	
	MATH1110 - College Algebra	
Social Sciences	Choose One	3
	PSY 101 - Introduction to Psychology	
	SOC 1010 - Introduction to Sociology	
	PHIL201 - Introduction to World Religions	
	ECON2030 - Survey of Economics	
SP 110 R50	Oral Communications	3
Total Credit Hours in General Education Core		20-21

Technical Concentration (27 hours – All Required)

BIT 1150	Introduction to Microcomputers	3
CIS 1610	Programming in C++	3
CIS 113	Programming in Visual BASIC	3
CIS 186	Database Programming	3
CMT 1010	Networking & PC Communications	3
CIS 263	Web Page Design and Development	3
INTC1050	Computer Graphics	3
CST 209	Java Programming I	3
CST 203	Data Structure	3

Technical Electives (9 Hours – Choose 3)

CST 218 R50	Java Programming II	3
CIS 264 R50	Web Page Applications	3
WEB 2811 R50	Advanced Computer Graphics	3
ACC 1105 R50	Principles of Accounting	3
	E-Commerce	3

General Electives 3-4 hours

Total Credit Hours in Technical Concentration 36

Total Hours in Regent’s A.A.S. Degree 60

MACHINE TOOL

Degree: Associate of Applied Science

Emphasis: Machine Tool

Program Description

The Machine Tool program prepares individuals for employment in an industrial setting as machinists and computer numerical control (CNC) programmer/operators. Students gain experience operating different pieces of manufacturing equipment to include machine lathes, mills, grinders, and CAD/CAM software.

The Industrial Technology – Machine Tool program articulates with the Bachelor of Applied Science degree program at East Tennessee State University and other selected colleges and universities.

Typical Program of Study

Course No.	Course Title	Credit Hours
FALL		
INTC 1010	Quality and Inspection	3
MATH 1050	Trigonometric Applications	4
MATT 1110	Machine Tool Operations I	5
MATT 1510	Blueprint Reading for the Machine Trades	4
SPRING		
ENGL 1010	Composition I	3
INTC 1020	Safety in the Workplace	3
MATT 1120	Machine Tool Operations II	4
MATT 2210	Materials and Manufacturing Processes	3
SPCH 2300	Public Speaking	3
FALL		
INTC 1030	Industrial Concepts	3
MATT 2130	Machine Tool Operations III	4
MFGT 1120	Computer Numerically Controlled Machines	4
PHYS 1030	Physics with Applications	4
SPRING		
MATT 2510	Tool and Die Making	4
MFGT 2410	Computer Aided Manufacturing	4
Elective	Humanities Elective	3
Elective	Social/Behavioral Science Elective	3
Total Credit Hours		61

MANUFACTURING TECHNOLOGY

Degree: Associate of Applied Science

Emphasis: Manufacturing

Program Description

The Manufacturing program prepares individuals to function effectively in technical/management positions in an industrial environment. Areas of study include drafting and design, CNC machining, CAD/CAM, PLC, fluid power, CIM, and robotics.

The Industrial Technology – Manufacturing program articulates with the Bachelor of Applied Science degree program at East Tennessee State University and other selected colleges and universities.

Typical Program of Study

Course No.	Course Title	Credit Hours
FALL		
INTC 1010	Quality and Inspection	3
INTC 1030	Industrial Concepts	3
MATH 1050	Trigonometric Applications	4
MATT 1110	Machine Tool Operations I	5
SPRING		
DRAF 1210	CAD: AutoCad I	4
ENGL 1010	Composition I	3
INTC 1020	Safety in the Workplace	3
MATT 2210	Materials and Manufacturing Processes	3
QUAL 2220	Quality Management Theory and Practices	3
FALL		
MECH 2310	Hydraulics and Pneumatics I	4
MFGT 1120	Computer Numerically Controlled Machines	4
PHYS 1030	Physics with Applications	4
SPCH 2300	Public Speaking	3
SPRING		
MFGT 2410	Computer Aided Manufacturing	4
MFGT 2870	Programming and Robotics	4
MFGT 2900	Automation and Quality	3
Elective	Humanities Elective	3
Elective	Social/Behavioral Science Elective	3
Total Credit Hours		63

MECHANICAL TECHNOLOGY

Degree: Associate of Applied Science

Emphasis: Mechanical

Program Description

The Mechanical program prepares individuals for positions in heating, ventilation, air conditioning (HVAC), and industrial maintenance career fields. Students receive classroom and laboratory instruction in areas of air conditioning and heating, mechanical transmissions, hydraulics and pneumatics, and industrial safety with particular emphasis focused in electricity.

After completing program requirements, students should be academically prepared to take the following certification exams:

- * EPA 608 Universal Certification Exam
- * EPA 609 Mobile Air Conditioning Exam

The Industrial Technology – Mechanical program articulates with the Bachelor of Applied Science degree program at East Tennessee State University and other selected colleges and universities.

Typical Program of Study

Course No.	Course Title	Credit Hours
FALL		
ELEC 1010	Introduction to Electricity	4
MECH 1210	Mechanical Transmission	4
MECH 2310	Hydraulics and Pneumatics I	4
MECH 2410	Refrigeration and Air Conditioning I	4
SPRING		
ELEC 2410	Industrial Programmable Controllers	4
INTC 1020	Safety in the Workplace	3
MECH 2320	Hydraulics and Pneumatics II	4
MECH 2420	Refrigeration and Air Conditioning II	4
FALL		
ENGL 1010	Composition I	3
INTC 1010	Quality and Inspection	3
INTC 1030	Industrial Concepts	3
MATH 1050	Trigonometric Applications	4
SPCH 2300	Public Speaking	3
SPRING		
MECH 2430	Refrigeration and Air Conditioning III	3
MECH 2610	Millwright Principles	3
Elective	Humanities Elective	3
Elective	Social/Behavioral Science Elective	3
PHYS 1030	Physics with Applications	4
Total Credit Hours		63

OFFICE ADMINISTRATION TECHNOLOGY

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

Degree: Associate of Applied Science
Emphasis: Office Administration Technology
Concentration: General Office

Program Description

The General Office program prepares individuals for employment as secretaries, office managers, or administrative assistants in a general office setting. The program provides the opportunity for skill development in the areas of software applications, electronic and routine office procedures, records management, and communications.

After completing program requirements, students should be academically prepared to take the following:

- * Microsoft Office User Specialist (MOUS) core and expert level Word Certification Exams

The Office Administration – General Office program articulates with the Bachelor of Applied Science degree program at East Tennessee State University and other selected colleges and universities.

Typical Program of Study

Course No.	Course Title	Credit Hours
FALL		
ENGL 1010	Composition I	3
MATH 1010	Mathematical Applications	3
OFMG 1030	Document Processing I	4
OFMG 2020	Proofreading and Editing for Business	4
OFMG 2040	Records Management	3
SPRING		
OFMG 1040	Document Processing II	4
OFMG 2400	Office Management and Procedures	4
OFMG 2440	Modern Office Communications	3
SPCH 2300	Public Speaking	3
Elective	Math or Science Elective	3-4
FALL		
CSCI 1130	Computer Spreadsheets	3
OFMG 1050	Document Processing III	4
OFMG 2410	Administrative Support Systems and Procedures	4
Elective	Humanities Elective	3
SPRING		
OFMG 1250	Introduction to Desktop Publishing	3
OFMG 2420	Integrated Applications	4
OFMG 2430	Career Planning and Development	3
Elective	Social/Behavioral Science Elective	3
Total Credit Hours		61-62

Degree: Associate of Applied Science
Emphasis: Office Administration Technology
Concentration: Legal Office

Program Description

The Legal Office program prepares individuals for employment as secretaries, office managers, or administrative assistants in law enforcement offices, courts, or legal offices. The program provides the opportunity for skill development in the areas of software applications, electronic and routine office procedures, records management, law office management, legal document processing, communications, and legal terminology and transcription.

After completing program requirements, students should be academically prepared to take the following:

- * Microsoft Office User Specialist (MOUS) core and expert level Word Certification Exams

The Office Administration – Legal Office program articulates with the Bachelor of Applied Science degree program at East Tennessee State University and other selected colleges and universities.

Typical Program of Study

Course No.	Course Title	Credit Hours
FALL		
ENGL 1010	Composition I	3
MATH 1010	Mathematical Applications	3
OFMG 1030	Document Processing I	4
OFMG 2020	Proofreading and Editing for Business	4
OFMG 2040	Records Management	3
SPRING		
OFMG 1040	Document Processing II	4
OFMG 2400	Office Management and Procedures	4
SPCH 2300	Public Speaking	3
Elective	Math or Science Elective	3-4
FALL		
OFMG 1050	Document Processing III	4
OFMG 2000	Legal Document Production/Control	3
OFMG 2410	Administrative Support Systems and Procedures	4
Elective	Humanities Elective	3
SPRING		
OFMG 2010	Legal Terminology and Transcription	4
OFMG 2050	Legal Assistance/Office Management	3
OFMG 2420	Integrated Applications	4
OFMG 2430	Career Planning and Development	3
Elective	Social/Behavioral Science Elective	3
Total Credit Hours		62-63

Degree: Associate of Applied Science
Emphasis: Office Administration Technology
Concentration: Medical Office

Program Description

The Medical Office program prepares individuals for employment as insurance clerks, patient account representatives, medical transcriptionists, medical secretaries, or medical office assistants. The program provides the opportunity for skill development in the areas of software applications, office procedures, insurance and patient billing, records management, communications, and transcription.

After completing program requirements, students should be academically prepared to take the following:

- * Microsoft Office User Specialist (MOUS) core and expert level Word Certification Exams

The Office Administration – Medical Office program articulates with the Bachelor of Applied Science degree program at East Tennessee State University and other selected colleges and universities.

Typical Program of Study

Course No.	Course Title	Credit Hours
FALL		
ENGL 1010	Composition I	3
MATH 1010	Mathematical Applications	3
OFMG 1030	Document Processing I	4
OFMG 2020	Proofreading and Editing for Business	4
OFMG 2040	Records Management	3
SPRING		
BIOL 1205	Human Anatomy/Physiology Survey	4
OFMG 1100	Medical Terminology	3
OFMG 1040	Document Processing II	4
OFMG 2400	Office Management and Procedures	4
SPCH 2300	Public Speaking	3
FALL		
OFMG 1050	Document Processing III	4
OFMG 2100	Fundamentals of Insurance and Billing	3
OFMG 2130	Medical Transcription	4
Elective	Humanities Elective	3
SPRING		
OFMG 2140	Advanced Medical Transcription	4
OFMG 2420	Integrated Applications	4
OFMG 2430	Career Planning and Development	3
Elective	Social/Behavioral Science Elective	3
Total Credit Hours		63

WELDING/METAL FABRICATION

Degree: Associate of Applied Science
Emphasis: Welding/Metal Fabrication

Program Description

The Welding/Metal Fabrication program prepares individuals as welders or metal fabricators. The curriculum focuses on the development of knowledge and skills in Oxyfuel welding and brazing, Flux-Core Arc Welding (FCAW), Gas Metal Arc Welding (GMAW) (MIG), Gas Tungsten Arc Welding (GTAW) (TIG), and Shielded Metal Arc Welding (SMAW).

Students enrolled in the program may attain selected certifications from the following organizations:

- * American Petroleum Institute (API)
- * American Society of Mechanical Engineers (ASME)
- * American Welding Society (AWS)
- * Tennessee Regulatory Authority (TRA)

The Industrial Technology – Welding/Metal Fabrication program articulates with the Bachelor of Applied Science degree program at East Tennessee State University and other selected colleges and universities.

Welding/Metal Fabrication Technology

Course No.	Course Title	Credit Hours
FALL		
INTC 1030	Industrial Concepts	3
MATH 1050	Trigonometric Applications	4
WELD 1060	General Welding	4
WELD 1070	Applied Welding	4
WELD 1210	Welding Blueprints	3
SPRING		
INTC 1020	Safety in the Workplace	3
WELD 1010	Pattern Development I	3
WELD 1130	Fabrication Tools and Processes	3
WELD 2110	Inert Gas Arc Welding	4
WELD 2120	Pipe Welding	4
FALL		
ENGL 1010	Composition I	3
INTC 1010	Quality and Inspection	3
WELD 2010	Pattern Development II	2
PHYS 1030	Physics with Applications	4
Elective	Social/Behavioral Science Elective	3
SPRING		
SPCH 2300	Public Speaking	3
WELD 1410	Metallurgy and Materials Testing	4
WELD 2150	Properties of Special Materials	2
Elective	Humanities Elective	3
Total Credit Hours		62

HEALTH-RELATED PROFESSIONS PROGRAM CURRICULUM GUIDES Associate of Applied Science

Degree: Associate of Applied Science

Emphasis: Cardiovascular Technology

Program Description

The Cardiovascular Technology program prepares students for a career in the health-care field with special emphasis for work in catheterization labs and cardiovascular diagnostic labs. Cardiovascular Technology is a health-related profession specifically concerned with the diagnosis and treatment of patients with cardiac and peripheral vascular disease. The technologist assists and performs examinations at the request or direction of a physician. The technologist is proficient in the use of analytical equipment and sundry apparatus to create an easily definable foundation of data from which a correct anatomic and physiologic diagnosis may be established.

Admission, Retention, and Graduation Requirements

Admission Requirements (General)

A student desiring to pursue an associate of applied science degree in Cardiovascular Technology must:

1. Apply, meet the general admission requirements, and be accepted by Northeast State Technical Community College.
2. Indicate Cardiovascular Technology as the desired major on the Northeast State application form.
3. See a faculty advisor from the Health-Related Professions area prior to registering for classes and obtain faculty approval to register.
4. Complete all required remedial and developmental courses prior to making application for the Cardiovascular Technology program.
5. Complete BIOL 2010, BIOL 2020, CHEM 1030, CSCI 1100, ENGL 1010, MATH 1530, PSYC 1310, SPCH 2300, and a humanities/fine arts elective prior to making application for the Cardiovascular Technology program. A grade of "C" or better must be achieved in all courses prior to admission. Biological science courses previously taken must have been completed within the last 10 years.

Cardiovascular Technology Program Application Requirements

A student who has completed the above referenced requirements and has maintained an overall 2.0 GPA, excluding remedial and developmental courses, must complete and return to the Division Chair of Health-Related Professions a "Request

for Admission into the Cardiovascular Technology program" form. The student should attach to the form a current transcript of all the college courses taken.

Admission to the Cardiovascular Technology Program

1. Selection of each class will be made by the Cardiovascular Technology Admission and Progression Committee whose membership consists of:

- a. Division Chair of Health-Related Professions.
- b. Program Director/Instructor in the Cardiovascular Technology program.
- c. Representatives from each of the major health-care systems within the college's service area and others who may be appointed as appropriate.
- d. Vice President for Academic and Student Affairs (ex officio).

2. Students will be evaluated on overall GPA, grades earned in required sciences, prior education, and be interviewed by the Admissions and Progressions Committee. (Evaluation criteria will be made available to each student during the application and orientation process).

3. Individuals selected for the class will be notified in writing of acceptance into the program. Students notified of admission into the program must return by the date specified on the form an acceptance form indicating intent to be included in the class. Students who do not respond will have their positions filled by other applicants selected by the Division Chair of Health-Related Professions from the list recommended by the Admissions and Progression Committee.

4. Students not selected for admission may reapply for a subsequent class.

5. Transfer Students - Individuals who have attended other colleges and desire to transfer into the Northeast State Cardiovascular Technology program will be considered on an individual basis. Transfer requests should be directed to the Division Chair of Health-Related Professions. Transfer students must meet the same standards and criteria as others desiring to pursue an associate degree in Cardiovascular Technology at Northeast State.

Readmission Policies

A student who has been dismissed or has withdrawn from the Cardiovascular Technology program may be readmitted. The following apply:

1. Only one readmission to the Cardiovascular Technology program is permitted. This readmission must occur within a one year time frame.
2. A student must apply to the Division Chair of Health-Related Professions for readmission at least one semester before the desired date of return.
3. A student must request readmission in writing and appear before the Admission and Progression Committee.
4. A student who fails to maintain a cumulative 2.0 GPA may be considered for readmission only after removing all grades of less than a "C" in all required general education courses.
5. A student repeating a Cardiovascular Technology course must repeat both the theory and clinical components of the course.
6. A student may be readmitted only if space is available.

Retention

To remain in good standing once admitted to the Cardiovascular Technology program, the student must:

1. Adhere to all Northeast State, cardiovascular department, and clinical agencies policies.
2. Maintain a 2.0 GPA or better in each Cardiovascular Technology course.
3. Satisfactorily complete the theory, clinical, and/or skills requirements of each Cardiovascular Technology course. Failure in either segment will result in a grade of "F" for the entire course.
4. Submit to the Division Chair of Health-Related Professions written evidence, on the appropriate form, of a physical examination within the past six months showing the applicant is in good physical health and that the applicant possesses no physical disabilities which would impede the applicant's ability to fulfill the functions and responsibilities of the cardiovascular technologist. Any limitations in the individual's ability to perform adequately will require additional documentation.
5. Exhibit safe clinical behavior.
6. Demonstrate professional, ethical, and legal conduct.
7. Purchase professional liability insurance (\$1,000,000/\$3,000,000).
8. Maintain CPR certification.
9. Sign a statement prior to admission indicating he/she is drug free and submit to a drug test if requested by the Division Chair at any time during the program. A positive drug test is grounds for immediate dismissal.

Clinical Internships

Clinical affiliations shall be established and confirmed in written agreements with institutions and agencies to provide clinical experiences under appropriate medical direction and supervision. Students shall be assigned in clinical settings where experiences are educationally efficient and effective in achieving the program's objectives. Clinical supervision shall be provided by program instructors and hospital personnel who are approved to function in such roles. The ratio of students to instructors in clinical facilities shall be adequate to ensure effective learning.

Students may appeal grievances by following the program's appropriate chain of command. If, at any level, the student feels that a satisfactory resolution has not been reached, he/she may immediately submit the grievance to the official at the next level. If necessary, the decision of the President shall be final. Specific procedures are outlined in the Cardiovascular Technology Program Handbook.

Graduation

Program graduation requirements include the successful completion of the courses listed below with a minimum grade of "C" in each course.

Degree: Associate of Applied Science **Cardiovascular Technology**

Course No.	Course Title	Credit Hours
BIOL 2010	Anatomy and Physiology I	4
BIOL 2020	Anatomy and Physiology II	4
CHEM 1030	Introductory Chemistry	4
CSCI 1100	Concepts of Computers /Applications	3
CVTE 1000	Physical Principles of Medicine	2
CVTE 1002	Hospital Policies, Safety, Procedures	1
CVTE 1010	Cardiovascular Physiology I	3
CVTE 1020	Medical Instrumentation I	3
CVTE 1040	Cardiovascular Physiology II	3
CVTE 1060	CATH/Lab Technologies I	2
CVTE 1070	CATH/Lab Technologies II	2
CVTE 1110	Cardiovascular Physiology III	3
CVTE 1260	Clinical Practicum I	2
CVTE 2020	Medical Instrumentation II	3
CVTE 2030	Cardiovascular Diagnostic Principles	3
CVTE 2040	Cardiac Diagnostic Procedures	3
CVTE 2050	Vascular Diagnostic Procedures	3
CVTE 2060	Clinical Practicum II	2
CVTE 2160	Clinical Practicum III	2
ENGL 1010	Composition I	3
MATH 1530	Probability and Statistics	3
PSYC 1310	General Psychology	3
SPCH 2300	Public Speaking	3
Elective	Humanities/Fine Arts	3
Total Credit Hours	67

Degree: Associate of Applied Science
Emphasis: Dental Laboratory Technician

(Transfer Program from ETSU - Transition Phase)

Accredited by the Commission on Dental Education of the American Dental Association.

Program Description

The Dental Laboratory Technician is a significant member of the dental health team. Technicians create prostheses, which replace damaged or missing teeth/tissue structures. A career as a dental laboratory technician offers a wide range of challenges and opportunities. Responsibility of a dental laboratory technician is comprehensive and varied since each dental patient's need is different. The dental laboratory technician follows a detailed prescription ordered by the dentist. This prescription is filled with prosthetic appliances to include: complete dentures, partial dentures, crowns and bridges, or orthodontic restorations. The dental laboratory technology program provides individuals with artistic manual dexterity an opportunity in a health-related profession.

Admission, Retention, and Graduation Requirements

Admission Requirements (General)

A student desiring to pursue an associate of applied science degree in Dental Laboratory Technology must:

1. Apply, meet the general admission requirements and be accepted by Northeast State Technical Community College.
2. Indicate Dental Laboratory Technology as the desired major on the Northeast State application form.
3. See a faculty advisor from the Health-Related Professions area prior to registering for classes and obtain faculty approval to register.
4. Complete all required remedial and developmental courses prior to making application for the program.
5. Complete CSCI 1100, ENGL 1010, HLTH 2030, MATH 1530, PSCI 1030, PSYC 1310, SPCH 2300, and a humanities/fine arts elective prior to making application for the Dental Laboratory Technology program. A grade of "C" or better must be achieved in all courses prior to admission.

Dental Laboratory Technology Program Application Requirements

A student who has completed the above referenced requirements and has maintained an overall 2.0 GPA, excluding remedial and developmental courses, is eligible to apply for admissions to the Dental Laboratory Technology program. To apply for admission into the Dental Laboratory Technology program, the student must complete and return to the Division Chair of Health-

Related Professions a "Request for Admission into the Dental Laboratory Technology program" form. The student should attach to the form a current transcript of all college courses taken.

Admission to the Dental Laboratory Technology Program

1. Selection of each class will be made by the Dental Laboratory Technology Admission and Progression Committee whose membership consists of:
 - a. Division Chair of Health-Related Professions
 - b. Program Director/Instructor in the Dental Laboratory Technology program.
 - c. Representatives from the local communities of interest.
 - d. Vice President for Academic and Student Affairs (ex officio).
2. Students will be evaluated on overall GPA, grades earned in required sciences, prior education, and be interviewed by the Admission and Progression Committee. (Evaluation criteria will be made available to each student during the application and orientation process).
3. Individuals selected for the class will be notified in writing of acceptance into the program. Students notified of admission into the program must return the acceptance form, by the date specified, indicating intent to be included in the class. Students who do not respond will have their positions filled by other applicants selected by the Division Chair of Health-Related Professions from the list recommended by the Admission and Progression Committee.
4. Students not selected for admission may reapply for a subsequent class.
5. Transfer Students – Individuals who have attended other colleges and desire to transfer into the Northeast State Dental Laboratory Technology program will be considered on an individual basis. Transfer requests should be directed to the Division Chair of Health-Related Professions. Transfer students must meet the same standards and criteria as others desiring to pursue an associate degree in the Dental Laboratory Technology program at Northeast State.

Readmission Policies

A student who has been dismissed or has withdrawn from the Dental Laboratory Technology program may be readmitted. The following apply:

1. Only one readmission to the Dental Laboratory Technology program is permitted. This readmission must occur within a one year time frame.

2. A student must apply to the Division Chair of Health-Related Professions for admission at least one semester before the desired date of return.

3. A student must request readmission in writing and appear before the Admission and Progression Committee.

4. A student who fails to maintain a cumulative 2.0 GPA may be considered for readmission only after removing all grades of less than a "C" in all required general education courses.

5. A student repeating a Dental Laboratory Technology course must repeat both the theory and clinical components of the course.

6. A student may be readmitted only if space is available.

Retention

To remain in good standing once admitted to the Dental Laboratory Technology program, the student must:

1. Adhere to all Northeast State, Dental Laboratory Technology program department, and clinical agencies policies.
2. Maintain a 2.0 GPA or better in each Dental Laboratory Technology course.
3. Satisfactorily complete the theory, clinical, and/or skills requirements of each Dental Laboratory Technology course. Failure in either segment will result in a grade of "F" for the entire course.
4. Submit to the Division Chair of Health-Related Professions written evidence, on the appropriate form, of a physical examination within the past six months showing the applicant is in good physical health and that the applicant possesses no physical disabilities which would impede the applicant's ability to fulfill the functions and responsibilities of the Dental Laboratory Technician. Any limitations in the individual's ability to perform adequately will require additional documentation.
5. Exhibit safe clinical behavior.
6. Demonstrate professional, ethical, and legal conduct.
7. Purchase professional liability insurance (\$1,000,000/\$3,000,000).
8. Maintain CPR certification.
9. Sign a statement prior to admission indicating he/she is drug free and submit to a drug test if requested by the Division Chair of Health-Related Professions at any time during the program. A positive drug test is grounds for immediate dismissal.

Graduation

Program graduation requirements include the successful completion of the courses listed below with a minimum grade of "C" in each course.

Degree: Associate of Applied Science Dental Laboratory Technician

Course No.	Course Title	Credits
CSCI 1100	Concepts of Computer Applications	3
ENGL 1010	Composition I	3
HLTH 2030	First Aid and Emergency Care	3
MATH 1530	Probability and Statistics	3
PSCI 1030	Survey of Physical Science	4
PSYC 1310	General Psychology	3
SPCH 2300	Public Speaking	3
DLAB 1020	Dental Laboratory Anatomy & Physiology	2
DLAB 1110	Tooth Morphology	4
DLAB 1130	Dental Materials I	2
DLAB 1140	Dental Materials II	2
DLAB 1230	Removable Prosthetics I	4
DLAB 1240	Removable Prosthetics II	4
DLAB 1310	Occlusion	2
DLAB 2110	Orthodontic – Pedodontic	3
DLAB 2130	Practicum	1
DLAB 2210	Fixed Prosthetics I	7
DLAB 2220	Fixed Prosthetics II	4
DLAB 2310	Removable Prosthetics III	3
DLAB 2410	Prosthetic Specialties	3
DLAB 2990	Special Topics in Dental Laboratory Technology	2
Elective	Humanities/Fine Arts	3
Total Credit Hours		68

Degree: Associate of Applied Science

Emphasis: Medical Assistant

Accredited by the Commission of Accreditation of Allied Health Education Programs and the American Association of Medical Assistants.

Program Description

The Medical Assistant program prepares students for a career in the health-care field with special emphasis for work in administrative settings and minor clinical procedures.

Admission, Retention, and Graduation Requirements

Admission Requirements (General)

A student desiring to pursue an associate of applied science degree in the Medical Assistant program must:

1. Apply, meet the general admission requirements, and be accepted by Northeast State Technical Community College.
2. Indicate the Medical Assistant program as the desired major on the Northeast State application form.
3. See a faculty advisor from the Health-Related Professions area prior to registering for classes and obtain faculty approval to register.
4. Complete all required remedial and developmental courses prior to making application for the Medical Assistant program.

5. Complete ACCT 1010, BIOL 1205, CSCI 1100, ENGL 1010, HLTH 2030, MATH 1530, OFMG 1100, PSYC 1310, SPCH 2300, and a humanities/fine arts elective prior to making application for the Medical Assistant program. A grade of "C" or better must be achieved in all courses prior to admission. Biological science courses previously taken must have been completed within the last 10 years.

Medical Assistant Program Application Requirements

A student who has completed the above referenced requirements and has maintained an overall 2.0 GPA, excluding remedial and developmental courses, is eligible to apply for admission to the Medical Assistant program. To apply for admission into the Medical Assistant program, the student must complete and return to the Division Chair of Health-Related Professions a "Request for Admission into the Medical Assistant program" form. The student should attach to the form a current transcript of all the college courses taken.

Admission to the Medical Assistant Program

1. Selection of each class will be made by the Medical Assistant Admission and Progression Committee whose membership consists of:

- a. Division Chair of Health-Related Professions.
- b. Program Director/Instructor in the Medical Assistant program.
- c. Representatives from the local communities of interest.
- d. Vice President for Academic and Student Affairs (ex officio).

2. Students will be evaluated on overall GPA, grades earned in required sciences, prior education, and be interviewed by the Admission and Progression Committee. (Evaluation criteria will be made available to each student during the application and orientation process).

3. Individuals selected for the class will be notified in writing of acceptance into the program. Students notified of admission into the program must return by the date specified on the form an acceptance form indicating intent to be included in the class. Students who do not respond will have their positions filled by other applicants selected by the Division Chair of Health-Related Professions from the list recommended by the Admission and Progression Committee.

4. Students not selected for admission may reapply for a subsequent class.

5. Transfer Students - Individuals who have attended other colleges and desire to transfer into the Northeast State Medical Assistant program will be considered on an individual basis. Transfer requests should be directed to the Division Chair of Health-Related Professions. Transfer students must meet the same standards and criteria as others desiring to pursue an associate of applied science degree in the Medical Assistant program at Northeast State.

Readmission Policies

A student who has been dismissed or has withdrawn from the Medical Assistant program may be readmitted. The following apply:

1. Only one readmission to the Medical Assistant program is permitted. This readmission must occur within a one year time frame.
2. A student must apply to the Division Chair of Health-Related Professions for readmission at least one semester before the desired date of return.
3. A student must request readmission in writing and appear before the Admission and Progression Committee.
4. A student who fails to maintain a cumulative 2.0 GPA may be considered for readmission only after removing all grades of less than a "C" in all required general education courses.
5. A student repeating a Medical Assistant course must repeat both the theory and clinical components of the course.
6. A student may be readmitted only if space is available.

Retention

To remain in good standing once admitted to the Medical Assistant program, the student must:

1. Adhere to all Northeast State, Medical Assistant program department, and clinical agencies policies.
2. Maintain a 2.0 GPA or better in each Medical Assistant course.
3. Satisfactorily complete the theory, clinical, and/or skills requirements of each Medical Assistant course. Failure in either segment will result in a grade of "F" for the entire course.
4. Submit to the Division Chair of Health-Related Professions written evidence, on the appropriate form, of a physical examination within the past six months showing the applicant is in good physical health and that the applicant possesses no physical disabilities which would impede the applicant's ability to fulfill the functions and responsibilities of the medical assistant. Any limitations in the individual's ability to perform adequately will require additional documentation.
5. Exhibit safe clinical behavior.
6. Demonstrate professional, ethical, and legal conduct.
7. Purchase professional liability insurance (\$1,000,000/\$3,000,000).
8. Maintain CPR certification.
9. Sign a statement prior to admission indicating he/she is drug free and submit to a drug test if requested by the Division Chair of Health-Related Professions at any time during the program. A positive drug test is grounds for immediate dismissal.

Graduation

Program graduation requirements include the successful completion of the courses listed below with a minimum grade of "C" in each course.

Degree: Associate of Applied Science**Medical Assistant**

Course No.	Course Title	Credit Hours
ACCT 1010	Accounting Concepts	3
BIOL 1205	Anatomy and Physiology Survey	4
CSCI 1100	Concepts of Computers /Applications	3
ENGL 1010	Composition I	3
HLTH 2030	First Aid and Emergency Care	3
MAST 1030	Orientation to Medical Assisting	3
MAST 2010	Medical Office Assisting	3
MAST 2100	Medical Office Clinical Procedures	3
MAST 2110	Medical Laboratory Orientation	3
MAST 2200	Practicum I	6
MAST 2300	Practicum II	6
MAST 2990	Special Topics	1
MATH 1530	Probability and Statistics	3
OFMG 1030	Document Processing I	4
OFMG 1100	Medical Terminology	3
OFMG 2130	Medical Transcription	4
OFMG 2400	Electronic Office Procedures	4
PSYC 1310	General Psychology	3
SPCH 2300	Public Speaking	3
Elective	Humanities/Fine Arts	3
Total Credit Hours		68

**Degree: Associate of Applied Science
Emphasis: Medical Laboratory Technology**

(Transfer program from ETSU - Transition Phase)

Accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

Program Description

The Medical Laboratory Technology Program provides the general education core, sciences, and clinical laboratory education courses necessary for career-entry preparation. The program is comprised of an academic phase, which is three semesters on campus and a clinical practicum, which is six months training in one of the accredited clinical affiliates.

**Admissions, Retention, and
Graduation Requirements****Admission Requirements (General)**

A student desiring to pursue an associate of applied science degree in Medical Laboratory Technology must:

1. Apply, meet the general admission requirements and be accepted by Northeast State Technical Community College.
2. Indicate Medical Laboratory Technology as the desired major on the Northeast State application form.
3. See a faculty advisor from the Health-Related Professions area prior to registering for classes and obtain faculty

approval to register.

4. Complete all required remedial and developmental courses prior to making application for the program.

5. Complete BIOL 2010, BIOL 2020, CSCI 1100, ENGL 1010, MATH 1530, PSYC 1310, and SPCH 2300 prior to making application for the Medical Laboratory Technology program. A grade of "C" or better must be achieved in all courses prior to admission. Biological science courses previously taken must have been completed within the last ten (10) years.

**Medical Laboratory Technology Program
Application Requirements**

A student who has completed the above referenced requirements and has maintained an overall 2.0 GPA, excluding remedial and developmental courses, is eligible to apply for admissions to the Medical Laboratory Technology program. To apply for admission into the Medical Laboratory Technology program, the student must complete and return to the Division Chair of Health-Related Professions a "Request for Admission in the Medical Laboratory Technology program" form. The student should attach to the form a current transcript of all college courses taken.

Admission to the Medical Laboratory Technology Program

1. Selection of each class will be made by the Medical Laboratory Technology Admission and Progression Committee whose membership consists of:

- a. Division Chair of Health-Related Professions
- b. Program Director in the Medical Laboratory Technology program.
- c. Representatives from the local communities of interest.
- d. Vice President for Academic and Student Affairs (ex-officio).

2. Students will be evaluated on overall GPA, grades earned in required sciences, prior education, and be interviewed by the Admission and Progression Committee. (Evaluation criteria will be made available to each student during the application and orientation process).

3. Individuals selected for the class will be notified in writing of acceptance into the program. Students notified of admission into the program must return the acceptance form, by the date specified, indicating intent to be included in the class. Students who do not respond will have their positions filled by other applicants selected by the Division Chair of Health-Related Professions from the list recommended by the Admission and Progression Committee.

4. Students not selected for admission may reapply for a subsequent class.

5. Transfer Students – Individuals who have attended other colleges and desire to transfer into the Northeast State Medical Laboratory Technology program will be considered on an individual basis. Transfer requests should be directed to the Division Chair of Health-Related Professions. Transfer students must meet the same standards and criteria as others desiring to pursue an associate degree in the Medical Laboratory Technology program at Northeast State.

Readmission Policies

A student who has been dismissed or has withdrawn from the Medical Laboratory Technology program may be readmitted. The following apply:

1. Only one readmission to the Medical Laboratory Technology program is permitted. This readmission must occur within a one year time frame.
2. A student must apply to the Division Chair of Health-Related Professions for admission at least one semester before the desired date of return.
3. A student must request readmission in writing and appear before the Admission and Progression Committee.
4. A student who fails to maintain a cumulative 2.0 GPA may be considered for readmission only after removing all grades of less than a "C" in all required general education courses.
5. A student repeating a Medical Laboratory Technology course must repeat both the theory and clinical components of the course.
6. A student may be readmitted only if space is available.

Retention

To remain in good standing once admitted to the Medical Laboratory Technology program, the student must:

1. Adhere to all Northeast State, Medical Laboratory Technology program department, and clinical agencies policies.
2. Maintain a 2.0 GPA or better in each Medical Laboratory Technology course.
3. Satisfactorily complete the theory, clinical, and/or skills requirements of each Medical Laboratory Technology course. Failure in either segment will result in a grade of "F" for the entire course.
4. Submit to the Division Chair of Health-Related Professions written evidence, on the appropriate form, of a physical examination within the past six months showing the applicant is in good physical health and that the applicant possesses no physical disabilities which would impede the applicant's ability to fulfill the functions and

responsibilities of the Medical Laboratory Technician. Any limitations in the individual's ability to perform adequately will require additional documentation.

5. Exhibit safe clinical behavior.
6. Demonstrate professional, ethical, and legal conduct.
7. Purchase professional liability insurance (\$1,000,000/\$3,000,000).
8. Maintain CPR certification.
9. Sign a statement prior to admission indicating he/she is drug free and submit to a drug test if requested by the Division Chair of Health-Related Professions at any time during the program. A positive drug test is grounds for immediate dismissal.

Graduation

Program graduation requirements include the successful completion of the courses listed below with a minimum grade of "C" in each course.

Degree: Associate of Applied Science Medical Laboratory Technology

Course No.	Course Title	Credit Hours
BIOL 1230	Introduction to Microbiology	4
BIOL 2010	Anatomy and Physiology I	4
BIOL 2020	Anatomy and Physiology II	4
CSCI 1100	Concepts of Computers/Applications	3
ENGL 1010	Composition I	3
HLTH 2030	First Aid & Emergency Care	3
MATH 1530	Probability and Statistics	3
MLAB 1000	Orientation to Medical Laboratory	3
MLAB 1050	Hematology/Coagulation	4
MLAB 2010	Clinical Chemistry	3
MLAB 2020	Urinalysis	2
MLAB 2040	Blood Bank/Serology	3
MLAB 2050	Clinical Microbiology	3
MLAB 2100	Clinical Practicum	4
MLAB 2110	Clinical Practicum II	4
MLAB 2990	Special Topics in Medical Laboratory Technology	3
PSYC 1310	General Psychology	3
SPCH 2300	Public Speaking	3
Elective	Humanities/Fine Arts	3
Total Credit Hours	62





ACADEMIC/TECHNICAL CERTIFICATE PROGRAMS

ACADEMIC/TECHNICAL CERTIFICATE PROGRAMS

Academic/Technical certificate programs are designed to prepare individuals to enter a specialized occupational career area immediately after graduation. Each program contains courses specific and relevant to the career area. Credit for successful completion of courses in a certificate program may be applied towards an associate of applied science degree program.

Academic/Technical Certificate Program Requirements

Academic/technical certificate programs require the successful completion of courses in each curriculum. Individual assessment may result in the scheduling of additional courses to overcome deficiencies in English, mathematics, and reading. Credit hours earned in remedial or developmental courses are not applicable to credit hours required in an academic/technical certificate program. Certificate programs at Northeast State include the following:

Behavioral and Social Science

- Early Childhood Development

Health-Related Professions

- Dental Assistant
- EMT - Paramedic
- Surgical Technology

Technical Education

- Accounting Technology
- Automotive Service Technician
- Computer and Information Science
 - Applications Programming
 - CISCO Networking Technology
 - Personal Computer Network Technology
 - Local/Wide Area Networking Technology
 - Telecommunications
- Drafting - Mechanical Draftsman
- Electrical - Construction Electricity
- Industrial Maintenance
- Production Machinist
- Secretary/Receptionist
- Welding - Combination Welder

Early Childhood Development

Program Description

The Early Childhood Development technical certificate program is designed to prepare individuals to work with preschool aged children and their parents in a variety of child care provider settings/agencies. The program is based upon the criteria developed by the National Association for the Education of Young Children, and program graduates should be able to demonstrate competency levels required to successfully complete the National Child Development Associate (CDA) credentialing process.

Course No.	Course Title	Credit Hours
ECED 1020	Foundations of Early Childhood Development ..	3
ECED 2010	Safe, Healthy Learning Environments	3
ECED 2040	Family Dynamics and Community Involvement ..	3
ECED 2130	Clinical Practicum I.	3
ECED 2140	Clinical Practicum II	3
Total Credit Hours		15

Health-Related Professions Dental Assistant

(Transfer program from ETSU - Transition Phase)

Accredited by the Commission on Dental Education of the American Dental Association.

Program Description

The Dental Assistant certificate program provides the general education core, science, and clinical education courses necessary for career-entry preparation. The program is comprised of an academic phase and a clinical practicum in participating dental offices. Following the successful completion of the program, students are eligible to sit for the national certification and the state registry examination.

Admission, Retention, and Graduation Requirements

Admission Requirements (General)

A student desiring to pursue the technical certificate in Dental Assistant must:

1. Apply, meet the general admission requirements and be accepted by Northeast State Technical Community College.
2. Indicate Dental Assistant as the desired major on the Northeast State application form.
3. See a faculty advisor from the Health-Related Professions area prior to registering for classes and obtain faculty approval to register.
4. Complete all required remedial and developmental courses prior to making application for the program.

5. Complete CSCI 1100, ENGL 1010, HLTH 2030, PSYC 1310, and SPCH 2300 prior to making application for the Dental Assistant program. A grade of "C" or better must be achieved in all courses prior to admission.

Dental Assistant Program Application Requirements

A student who has completed the above referenced requirements and has maintained an overall 2.0 GPA, excluding remedial and developmental courses, is eligible to apply for admissions to the Dental Assistant program. To apply for admission into the Dental Assistant program, the student must complete and return to the Division Chair of Health-Related Professions a "Request for Admission in the Dental Assistant program" form. The student should attach to the form a current transcript of all college courses taken.

Admission to the Dental Assistant Program

1. Selection of each class will be made by the Dental Assistant Admission and Progression Committee whose membership consists of:
 - a. Division Chair of Health-Related Professions
 - b. Program Director of the Dental Assistant program.
 - c. Representatives from the local communities of interest.
 - d. Vice President for Academic and Student Affairs (ex-officio).
2. Students will be evaluated on overall GPA, prior education, and be interviewed by the Admission and Progression Committee. (Evaluation criteria will be made available to each student during the application and orientation process).
3. Individuals selected for the class will be notified in writing of acceptance into the program. Students notified of admission into the program must return the acceptance form, by the date specified, indicating intent to be included in the class. Students who do not respond will have their positions filled by other applicants selected by the Division Chair of Health-Related Professions from the list recommended by the Admission and Progression Committee.
4. Students not selected for admission may reapply for a subsequent class.
5. Transfer Students – Individuals who have attended other colleges and desire to transfer into the Northeast State Dental Assistant program will be considered on an individual basis. Transfer requests should be directed to the Division Chair of Health-Related Professions. Transfer students must meet the same standards and criteria as others desiring to pursue a technical certificate in Dental Assistant at Northeast State.

Readmission Policies

A student who has been dismissed or has withdrawn from the Dental Assistant program may be readmitted. The following apply:

1. Only one readmission to the Dental Assistant program is permitted. This readmission must occur within a one year time frame.
2. A student must apply to the Division Chair of Health-Related Profession for admission at least one semester before the desired date of return.
3. A student must request readmission in writing and appear before the Admission and Progression Committee.
4. A student who fails to maintain a cumulative 2.0 GPA may be considered for readmission only after removing all grades of less than a "C" in all required general education courses.
5. A student repeating a Dental Assistant course must repeat both the theory and clinical components of the course.
6. A student may be readmitted only if space is available.

Retention

To remain in good standing once admitted to the Dental Assistant program, the student must:

1. Adhere to all Northeast State, Dental Assistant program, and clinical agencies policies.
2. Maintain a 2.0 GPA or better in each Dental Assistant course.
3. Satisfactorily complete the theory, clinical, and/or skills requirements of each Dental Assistant course. Failure in either segment will result in a grade of "F" for the entire course.
4. Submit to the Division Chair of Health-Related Professions written evidence, on the appropriate form, of a physical examination within the past six months showing the applicant is in good physical health and that the applicant possesses no physical disabilities which would impede the applicant's ability to fulfill the functions and responsibilities of the Dental Assistant. Any limitations in the individual's ability to perform adequately will require additional documentation.
5. Exhibit safe clinical behavior.
6. Demonstrate professional, ethical, and legal conduct.
7. Purchase professional liability insurance (\$1,000,000/\$3,000,000).
8. Maintain CPR certification.
9. Sign a statement prior to admission indicating he/she is drug free and submit to a drug test if requested by the Division Chair of Health-Related Professions at any time during the program. A positive drug test is grounds for immediate dismissal.

Graduation

Program graduation requirements include the successful completion of the courses listed below with a minimum grade of "C" in each course.

Course No.	Course Title	Credit Hours
CSCI 1100	Concepts of Computers/Applications	3
DAST 1010	Orientation to Dental Assistant.....	1
DAST 1020	Dental Office Management	3
DAST 1030	Dental Materials	4
DAST 1110	Chairside Assisting I	4
DAST 1120	Chairside Assisting II	4
DAST 1210	Preventive Dentistry	3
DAST 1220	Dental Radiology I	4
DAST 1230	Dental Radiology II	2
DAST 1310	Dental Science I	3
DAST 1320	Dental Science II	3
DAST 1410	Clinical Practicum I	1
DAST 1420	Clinical Practicum II	2
ENGL 1010	Composition I	3
HLTH 2030	First Aid and Emergency Care	3
PSYC 1310	General Psychology	3
SPCH 2300	Public Speaking	3
Total Credit Hours		49

**Health-Related Professions
EMT-Paramedic**

Accredited by the Commission on Accreditation of Allied Health Education Programs and the Tennessee Department of Health, Division of Emergency Medical Services.

Program Description

The EMT-Paramedic certificate program is designed to prepare individuals to serve as paramedics in the pre-hospital and hospital environments. The paramedic's duties include the recognition, assessment and management of medical and traumatic emergencies under the direction of a physician. Graduates of the program are eligible to sit for the State of Tennessee EMT-Paramedic licensure examination.

Individual counseling and assessment may result in the scheduling of additional courses to overcome all remedial deficiencies in English and mathematics. Upon completion of the EMT-Paramedic certificate program and attainment of licensure, students may apply for admission to the Associate of Applied Science in General Technology degree program.

Course No.	Course Title	Credit Hours
EMTP 2210	Advanced Patient Care for the Paramedic - I ...	16
EMTP 2215	Advanced Patient Care for the Paramedic - Clinical I	2
EMTP 2220	Advanced Patient Care for the Paramedic - II	15
EMTP 2225	Advanced Patient Care for the Paramedic - Clinical II	2
EMTP 2230	Advanced Patient Care for the Paramedic - Clinical III	3
Total Credit Hours		38

**Admissions, Retention, and
Graduation Requirements**

Admission Requirements (General)

A student desiring to pursue the technical certificate in EMT-Paramedic must:

1. Apply, meet the general admission requirements, and be accepted by Northeast State Technical Community College.
2. Indicate EMT-Paramedic as the desired major on the Northeast State application form.
3. See a faculty advisor from the Health-Related Professions area prior to registering for classes and obtain faculty approval to register.
4. Complete all required remedial and developmental courses prior to making application for the EMT-Paramedic program.

EMT-Paramedic Program Application Requirements

A student who has completed the above referenced requirements is eligible to apply for admission to the EMT-Paramedic program. The student must be currently licensed as an Emergency Medical Technician-Basic or higher by the State of Tennessee. To apply for admission into the EMT-Paramedic program, the student must complete and return to the Division Chair of Health-Related Profession a "Request for Admission into the EMT-Paramedic Program" form. The student should attach to the form a current transcript of all the college courses taken.

Admission to the EMT-Paramedic Program

1. Appear for a personal interview with the Emergency Medical Technology Program Advisory Board whose membership consists of:
 - a. Division Chair of Health-Related Professions.
 - b. Program Director of the EMT-Paramedic Program.
 - c. Representatives from each of the major clinical affiliates within the college's service area and others who may be appointed as appropriate.
 - d. EMT-Paramedic Medical Director.
 - e. Vice President for Academic and Student Affairs (ex-officio).
2. Demonstrate to the program director the ability to lift a stretcher into an ambulance and to take vital signs on a simulated patient.
3. Submit to the EMT-Paramedic program director evidence of a psychological examination conducted by a licensed psychological examiner. The evaluation must state emotional stability and show fitness to perform duties of an EMT-Paramedic.
4. Successfully complete the EMT-Basic assessment examination.
5. Complete EMTP 2200 with a grade of "C" or better.

6. Transfer students - Individuals who have attended other colleges and desire to transfer into the Northeast State EMT-Paramedic program will be considered on an individual basis. Transfer requests should be directed to the Division Chair of Health-Related Professions. Transfer students must meet the same standards and criteria as others desiring to pursue a technical certificate in EMT-Paramedic at Northeast State.

Readmission Policies

A student who has been dismissed or has withdrawn from the EMT-Paramedic program may be readmitted. The following apply:

1. Only one readmission to the EMT-Paramedic program is permitted. This readmission must occur within a one year time frame.
2. A student must apply to the Division Chair of Health-Related Professions for readmission at least one semester before the desired date of return.
3. A student must request readmission in writing and appear before the EMT-Paramedic Advisory Board.
4. A student repeating an EMT-Paramedic course must repeat both the theory and clinical components of the course.
5. A student may be readmitted only if space is available.
6. If additional readmissions are sought, the entire admission requirements must be completed.

Retention

To remain in good standing once admitted to the EMT-Paramedic program, the student must:

1. Adhere to Northeast State, EMT-Paramedic program, and clinical agencies policies.
2. Maintain a "C" or better in each EMT-Paramedic course.
3. Satisfactorily complete the theory, clinical, and/or skills requirements of each EMT-Paramedic course. Failure in either segment will result in a grade of "F" for the entire course.
4. Submit to the Division Chair of Health-Related Professions written evidence, on the appropriate form, of a physical examination taken within the past six months showing the applicant is in good physical health and possesses no physical disabilities that would impede the applicant's ability to fulfill the functions and responsibilities of the EMT-Paramedic. Any limitations in the individual's ability to perform adequately will require additional documentation.
5. Exhibit safe clinical behavior.
6. Demonstrate professional, ethical, and legal conduct.
7. Purchase professional liability insurance (\$1,000,000/\$3,000,000).
8. Maintain CPR certification.

9. Sign a statement prior to admission indicating he/she is drug free and submit to a drug test if requested by the Division Chair of Health-Related Professions at any time during the program. A positive drug test is grounds for immediate dismissal.

Graduation

Program graduation requirements include the successful completion of all courses with a minimum grade of "C" in each course.

Health-Related Professions
Surgical Technology

Accredited by the Commission on Accreditation of Allied Health Education Programs and the Liaison Council on Certification for the Surgical Technologist.

Program Description

The Surgical Technology academic certificate program is designed to prepare students for careers as members of a surgical team in the operating room under the direct supervision of professional nurses and surgeons. Instruction includes a combination of classroom work and clinical experience in the operating room/delivery room which enables the technologist to assist surgeons, anesthesiologists and nurses with client care and related services. Special emphasis is placed upon the skills involved in scrubbing and circulating duties during surgical procedures, and in the preparation and maintenance of sterilized and unsterilized supplies. This program is comprised of theory and clinical experience. The theory includes courses in the basic sciences and related subjects. The correlated clinical instruction stresses manual dexterity in using surgical instruments, the application of aseptic technique, and safe patient care. Emphasis is also placed on medical ethics and legal considerations. Upon successful completion of the program, students are qualified to take a National Certifying Examination to become a Certified Surgical Technologist (CST).

Course No.	Course Title	Credit Hours
BIOL 2010	Anatomy & Physiology I.....	4
BIOL 2020	Anatomy & Physiology II.....	4
ENGL 1010	Composition I.....	3
MATH 1710	Pre-Calculus (Algebra).....	3
PSYC 1310	General Psychology.....	3
SURG 1002	Orientation to Surgical Technology.....	1
SURG 1005	Surgical Terminology & Pharmacology.....	3
SURG 1010	Surgical Technology & Patient Care I.....	3
SURG 1011	Surgical Technology & Patient Care Lab I.....	1
SURG 1020	Surgical Technology & Patient Care II.....	3
SURG 1021	Surgical Technology & Patient Care Lab II.....	1
SURG 2010	Surgical Microbiology & Asepsis.....	3
SURG 2020	Surgical Procedures I.....	3
SURG 2030	Surgical Procedures II.....	3
SURG 2900	Clinical Internship I.....	1
SURG 2901	Clinical Internship II.....	2
SURG 2902	Clinical Internship III.....	3
Total Credit Hours		44

Admission, Retention, and Graduation Requirements

Admission Requirements (General)

A student desiring to pursue an academic certificate in Surgical Technology must:

1. Apply, meet the general admission requirements and be accepted by Northeast State Technical Community College.
2. Indicate Surgical Technology as the desired major on the Northeast State application form.
3. See a faculty advisor from the Health-Related Professions program area prior to registering for classes and obtain faculty approval to register.
4. Complete all required remedial and developmental courses prior to making application for the Surgical Technology program.
5. Complete BIOL 2010, BIOL 2020, ENGL 1010, MATH 1710, and PSYC 1310 prior to making application for the Surgical Technology program. A grade of "C" or better must be achieved in all courses prior to admission. Biological science courses previously taken must have been completed within the last ten (10) years.

Surgical Technology Program Application Requirements

A student who has completed the above referenced requirements and has maintained an overall 2.0 GPA, excluding remedial and developmental courses, is eligible to apply for admission to the Surgical Technology program. To apply for admission into the Surgical Technology program, the student must complete and return to the Division Chair of Health-Related Professions a "Request for Admission into the Surgical Technology Program" form. The student should attach to the form a current transcript of all the college courses taken.

Admission to the Surgical Technology Program

1. Selection of each class will be made by the Surgical Technology Admission and Progression Committee whose membership consist of:

- a. Division Chair of Health-Related Professions.
- b. Program Director/Instructor of the Surgical Technology program.
- c. Representatives from each of the major hospitals within the college's service area and others who may be appointed as appropriate.
- d. Vice President for Academic and Student Affairs (ex-officio).

2. Students will be evaluated on overall GPA, grades earned in required sciences, prior education, and be interviewed by the Admission and Progression Committee. (Evaluation criteria will be made available to each student during the application and orientation process).

3. Individuals selected will be notified in writing of acceptance into the program. Students notified of admission into the program must return an acceptance form indicating intent to be included in the fall class by the date specified on the form. Students who do not respond will have their positions filled by other applicants selected by the Division Chair of Health-Related Professions from the list recommended by the Admission and Progression Committee.

4. Students not selected for admission may reapply for a subsequent class.

5. Transfer Students - Individuals who have attended other colleges and desire to transfer into the Northeast State Surgical Technology program will be considered on an individual basis. Transfer requests should be directed to the Division Chair of Health-Related Professions. Transfer students must meet the same standards and criteria as others desiring to pursue an academic certificate in Surgical Technology at Northeast State.

Readmission Policies

A student who has been dismissed or has withdrawn from the Surgical Technology program may be readmitted. The following apply:

1. Only one readmission to the Surgical Technology program is permitted. This readmission must occur within a one year time frame.
2. A student must apply to the Division Chair of Health-Related Professions for readmission at least one semester before the desired date of return.
3. A student must request readmission in writing and appear before the Admission and Progression Committee.
4. A student who fails to maintain a cumulative 2.0 GPA may be considered for readmission only after removing all grades of less than a "C" in all required general education courses.
5. A student repeating a Surgical Technology course must repeat both the theory and clinical components of the course.
6. A student may be readmitted only if space is available.

Retention

To remain in good standing once admitted to the Surgical Technology program, the student must:

1. Adhere to all Northeast State, Surgical Technology program department, and clinical agencies policies.
2. Maintain a grade of "C" or better in each Surgical Technology course.
3. Satisfactorily complete the theory, clinical, and/or skills requirements of each Surgical Technology course. Failure in either segment will result in a grade of "F" for the entire course.

4. Submit to the Division Chair of Health-Related Professions written evidence, on the appropriate form, of a physical examination within the past six months showing the applicant is in good physical health and that the applicant possesses no physical disabilities that would impede the applicant's ability to fulfill the functions and responsibilities of the surgical technologist. Any limitations in the individual's ability to perform adequately will require additional documentation.
5. Exhibit safe clinical behavior.
6. Demonstrate professional, ethical, and legal conduct.
7. Purchase professional liability insurance (\$1,000,000/\$3,000,000).
8. Maintain CPR certification.
9. Sign a statement prior to admission indicating he/she is drug free and submit to a drug test if requested by the Division Chair of Health-Related Professions at any time during the program. A positive drug test is grounds for immediate dismissal.

Graduation

Program graduation requirements include the successful completion of all courses with a minimum grade of "C" in each course.

Technical Education Accounting Technology

Program Description

The Accounting certificate program prepares individuals for employment in firms which provide accounting services and enhances the skills and abilities of persons currently employed in this career field. Accounting skills are developed in introductory courses that stress accounting fundamentals. Computer skills are developed with courses using electronic spreadsheets and computerized general ledger programs.

All courses in the Accounting certificate program will articulate into the Associate of Applied Science – Accounting degree program.

Course No.	Course Title	Credit Hours
FALL		
ACCT 2010	Accounting I	3
BSMG 1110	Principles of Business	3
CSCI 1100	Concepts of Computers and Applications	3
ENGL 1010	Composition I	3
SPRING		
ACCT 1210	Payroll Accounting	3
ACCT 2020	Accounting II	3
CSCI 1130	Computer Spreadsheets	3
MATH 1010	Mathematical Applications	3
Elective	Technical Elective	3
Total Credit Hours		27

Technical Electives

ACCT 2710	Computerized Accounting Systems	3
ACCT 2990	Special Topics	1-4
BSMG 1120	Personal Finance	3
BSMG 1210	Business Law	3
BSMG 2120	Supervision and Personnel Administration	3
BSMG 2410	Small Business Management	3
BSMG 2460	Human Relations in Business	3
BSMG 2990	Special Topics	1-4
CSCI 1110	Advanced Concepts of Computers	3
CSCI 1290	Microcomputer Operating System	4
OFMG 2430	Career Planning and Development	3

Technical electives are intended to strengthen student preparation for a career in the chosen area of concentration. Any selection other than those listed must be approved in advanced by the appropriate faculty advisor and Dean of Technical Education.

Automotive Service Technician

Program Description

The Automotive Service Technician certificate program prepares individuals as automotive technicians. Topics studied include automotive troubleshooting/maintenance and the repair of engines, drive trains, suspension systems, electrical/electronic systems, emission control systems, and heating/air conditioning systems.

After completing program requirements, students should be academically prepared to take the following:

- * Automotive Service Excellence (ASE)
Certification Exams

All courses in the Automotive Service Technician certificate program will articulate into the Associate of Applied Science degree program in Industrial Technology – Automotive Service.

Course No.	Course Title	Credit Hours
FALL		
AUTO 1120	Automotive Electrical	4
AUTO 2140	Engine Analysis	4
AUTO 2210	Alignment and Brakes	4
AUTO 2310	Power Trains	4
SPRING		
AUTO 1130	Advanced Engine Analysis	4
AUTO 2150	Computer Engine Controls	4
AUTO 2350	Body and Chassis Electronics	4
AUTO 2410	Management and Maintenance	3
Total Credit Hours		31

Computer and Information Science Applications Programming

Program Description

The Applications Programming certificate program prepares individuals for employment as computer application programmers.

After completing program requirements, students should be academically prepared to take the following:

- * Microsoft Office User Specialist (MOUS) core-level Access Database Certification Exams
- * Microsoft Certification Exam in Designing and Implementing Desktop Applications with Visual Basic

Some courses in the Computer and Information Sciences – Application Programming certificate program will articulate into the Associate of Applied Science degree programs in Computer and Information Sciences.

Course No.	Course Title	Credit Hours
FALL		
CSCI 1100	Concepts of Computers and Applications	3
CPET 1500	Introduction to Computer Networking	4
CSCI 1610	Visual Basic I	4
SPRING		
CSCI 1150	Web Page Design	3
CSCI 1620	Visual Basic II	4
CSCI 2770	Database Management Systems	3
FALL		
CSCI 1720	Web Programming	4
CSCI 2030	SQL Programming	3
CSCI 2800	Advanced Visual Basic	4
Total Credit Hours		32

Computer and Information Science Cisco Networking Technology

Program Description

The Cisco Networking certificate program prepares individuals for employment in the computer networking industry specializing in local and wide area networks using Cisco networking equipment.

The Cisco Networking Technology certificate program is usually offered in an accelerated format. This allows students to complete the program in two semesters. Students should have a basic knowledge of computers and Microsoft Windows prior to enrolling in the program. It is strongly recommended that students enrolling in the program have Internet access off-campus.

After completing program requirements, students should be academically prepared to take the following:

- * Cisco Certified Network Associate (CCNA) Certification Exam
- * Comp TIA Net+ Certification Exam

Course No.	Course Title	Credit Hours
FALL		
CPET 1540	Cisco Networking Fundamentals	3
CPET 1550	Cisco Router Fundamentals	3
SPRING		
CPET 2400	Cisco Switching and Routing	3
CPET 2410	Cisco WAN Routing	3
Total Credit Hours		12

The Cisco Networking Technology certificate is offered as an accelerated program. This allows students to complete the program in one year. It is strongly recommended that students enrolling in the program have access to the Internet from home in order to access the online portion of the curriculum. Students should have a basic knowledge of computers and Microsoft Windows®.

Computer and Information Science Personal Computer Networking Technology

Program Description

The Personal Computer Networking certificate program prepares individuals for employment as computer repair and networking technicians.

After completing program requirements, students should be academically prepared to take the following:

- * CompTIA Net+ Certification Exam
- * CompTIA A+ Hardware and Operating Systems Certification Exams

All courses in the Personal Computer Networking certificate program will articulate into the Associate of Applied Science-Computer Systems degree program.

Course No.	Course Title	Credit Hours
FALL		
CPET 1500	Introduction to Computer Networking	4
CSCI 1100	Concepts of Computers and Applications	3
CSCI 1290	Microcomputer Operating Systems	4
SPRING		
CPET 2100	Network Administration	4
CSCI 2400	Microcomputer Hardware Control	4
Total Credit Hours		19

Computer and Information Science Local/Wide Area Networking Technology

Program Description

The Local/Wide Area Networking certificate program prepares individuals for employment as computer networking technicians specializing in Microsoft Windows 2000 networks.

After completing program requirements, students should be academically prepared to take the following:

- * CompTIA Net+ Certificate Exam
- * Microsoft Certified Systems Engineer (MCSE Windows 2000 Certification Exams)
- * Microsoft Certified Systems Administrator (MCSA) Certification

All courses in the Local/Wide Area Networking certificate program will articulate into the Associate of Applied Science – Networking Systems degree program.

Course No.	Course Title	Credit Hours
FALL		
CSCI 1100	Concepts of Computers and Applications	3
CPET 1500	Introduction to Computer Networking	4
CPET 2510	Installing and Configuring Windows 2000 Professional	4
CPET 2520	Installing and Configuring Windows 2000 Server	4
SPRING		
CPET 2100	Network Administration	4
CPET 2530	Windows 2000 Network Infrastructure	4
CPET 2540	Windows 2000 Directory Services	4
CPET 2550	Designing Security for Microsoft Windows 2000 Network	4
Total Credit Hours		31

Computer and Information Science Telecommunications Technology

Program Description

The Telecommunications certificate program prepares individuals for employment as technicians who have the knowledge and skills to install and support telecommunication systems.

Some courses in the Computer and Information Sciences – Telecommunications certificate program will articulate into the Associate of Applied Science degree programs in Computer and Information Sciences.

Course No.	Course Title	Credit Hours
FALL		
CPET 1500	Introduction to Computer Networking	4
CSCI 1100	Concepts of Computers and Applications	3
ELEC 1010	Introduction to Electricity	4
TCOM 1010	Telecommunications Fundamentals I	4
SPRING		
ELET 1310	Digital Circuits	4
TCOM 1020	Telecommunications Fundamentals II	4
Elective	COOP or Technical Elective	3
Total Credit Hours		26

Technical electives include but are not limited to all Computer Science courses above CSCI 1100, all Electronics Engineering Technology, or Computer Engineering Technology courses.

Drafting - Mechanical Draftsman

Program Description

The Mechanical Draftsman academic certificate prepares individuals to work in a computer-aided industrial environment as a detail drafter, clerk, or drafter apprentice. Emphasis is placed on basic drafting, machining processes, and use of technical manuals.

All courses taken in the Mechanical Draftsman certificate program will articulate into the Associate of Applied Science-Drafting Design Technology degree program.

Course No.	Course Title	Credit Hours
FALL		
DRAF 1120	Technical Drawing	4
DRAF 1210	CAD: AutoCad I	4
MATH 1050	Trigonometric Applications	4
SPCH 2300	Public Speaking	3
SPRING		
DRAF 1010	Descriptive Drafting Applications	3
DRAF 1220	CAD: AutoCad II	4
Elective	Technical Elective-Drafting Design	4
Total Credit Hours		26

Electrical - Construction Electricity

Program Description

The Construction Electricity certificate program prepares individuals for employment in areas of residential, industrial, and commercial wiring. The program emphasizes wiring procedures and requirements set forth by the National Electrical Code. Emphasis is placed on the installation of service equipment, electrical circuits, conduit bending and installation, and operation of motors.

All courses taken in the Construction Electricity certificate program will articulate into the Associate of Applied Science-Electrical Technology degree program.

Course No.	Course Title	Credit Hours
FALL		
ELEC 1110	D.C. Fundamentals	4
ELEC 1210	National Electrical Code Interpretations	3
Elective	Technical Elective	3
SPRING		
ELEC 1120	A.C. Fundamentals	4
ELEC 1310	Motors/Alternators/Generators	4
ELEC 2310	Residential/Commercial Wiring	4
Total Credit Hours		22

Technical Electives for Construction Electricity Certificate

Course No.	Course Title	Credit Hours
COOP 1110	Cooperative Education	1-4
MECH 2410	Refrigeration and Air Conditioning I	4
ELEC 2210	Magnetic Motor Controls	4
ELEC 2110	Transformers and Power Factor Applications	4
WELD 1050	Basic Welding: Concepts and Practices	3

Technical electives are intended to strengthen student preparation for a career in the chosen area of concentration. Any selection other than those listed must be approved in advance by the appropriate faculty advisor and Dean of Technical Education.

Industrial Maintenance

Program Description

The Industrial Maintenance certificate program prepares individuals for positions in HVAC environments and industrial maintenance. Instruction is provided in electrical applications, heating/ventilation/air conditioning (HVAC), mechanical transmissions, hydraulics/pneumatics, and industrial safety.

All courses in the Industrial Maintenance certificate program will articulate into the Associate of Applied Science degree program in Industrial Technology – Mechanical.

Course No.	Course Title	Credit Hours
FALL		
ELEC 1010	Introduction to Electricity	4
MECH 1210	Mechanical Transmissions	4
MECH 2310	Hydraulics and Pneumatics I	4
MECH 2410	Refrigeration/Air Conditioning I	4
SPRING		
INTC 1020	Industrial Safety	3
MECH 2320	Hydraulics/Pneumatics II	4
MECH 2420	Refrigeration/Air Conditioning II	
or		
ELEC 2410	Industrial Programmable Controller	4
MECH 2610	Millwright Principles	3
Total Credit Hours		30

Production Machinist

Program Description

The Production Machinist program prepares individuals as machinists capable of reading blueprints and operating precision measuring instruments, metal turning lathes, milling machines, and computer numerical control (CNC) equipment.

All courses in the Production Machinist certificate program will articulate into the Associate of Applied Science degree program in Industrial Technology – Machine Tool.

Course No.	Course Title	Credit Hours
FALL		
INTC 1010	Quality and Inspection	3
MATH 1050	Trigonometric Applications	4
MATT 1110	Machine Tool Operations I	5
MATT 1510	Blueprint Reading for the Machine Trades	4
SPRING		
INTC 1020	Safety in the Workplace	3
MATT 1120	Machine Tool Operations II	4
MATT 2510	Tool and Die Making	4
FALL		
MATT 2130	Machine Tool Operations III	4
MFGT 1120	Computer Numerically Controlled Machines	4
Total Credit Hours		35

Secretary/Receptionist

Program Description

The Secretary/Receptionist technical certificate program prepares individuals for entry-level duties in technology-intensive office environments. Emphasis is placed on developing skills such as receiving visitors, filing, telephoning, scheduling appointments, maintaining records, and working with others as a team member in the office.

After completing program requirements, students should be academically prepared to take the following:

- * Microsoft Office User Specialist (MOUS) core level Word Certification Exam

All courses in the Secretary/Receptionist certificate program will articulate into the Associate of Applied Science degree programs in Office Administration – General Office and/or Legal Office. Some courses will articulate into Office Administration – Medical Office degree program.

Course No.	Course Title	Credit Hours
FALL		
OFMG 1030	Document Processing I	4
OFMG 2020	Proofreading and Editing for Business	4
OFMG 2040	Records Management	3

SPRING

CSCI 1130	Spreadsheet Applications	3
OFMG 1040	Document Processing II	4
OFMG 2400	Electronic Office Procedures	4
OFMG 2430	Career Planning and Development	3
OFMG 2440	Modern Office Communications	3

Total Credit Hours 28

Welding - Combination Welder

Program Description

The Combination Welder technical certificate program is designed to prepare individuals for employment as welders in an industrial setting. Instruction is provided in blueprint reading, oxy-fuel, stick-arc, Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (MIG), and Gas Tungsten Arc Welding (TIG). Appropriate credit for successful completion of courses in this certificate program may be applied to the associate of applied science degree program, Welding/Metal Fabrication Technology. COMPASS assessment is not required for this program.

Course No.	Course Title	Credit Hours
FALL		
WELD 1060	General Welding	4
WELD 1070	Applied Welding	4
WELD 1100	Basic Electrical Welding Systems	1
WELD 1210	Welding Blueprints	3
SPRING		
WELD 1130	Fabrication Tools and Processes	3
WELD 1410	Metallurgy and Materials Testing	4
WELD 2110	Inert Gas Arc Welding	4
WELD 2120	Pipe Welding	4
Total Credit Hours	27





COURSE DESCRIPTIONS

Accounting (ACCT)

ACCT 1010 - Accounting Concepts (F)

3 Credits - 3 Lecture Hours

A presentation of principles and procedures fundamental to the understanding of financial records and accounting terminology used in business. Topics include the basic accounting cycle, banking procedures, payroll taxes, and accounting systems.

ACCT 1210 - Payroll Accounting (S)

3 Credits - 3 Lecture Hours

Presents the legal requirements of keeping records of each employee's work experience and earnings. Students utilize course content to prepare simulated payrolls and payroll related reports. Prerequisite: ACCT 1010 or ACCT 2010.

ACCT 2010 - Accounting I (F)

3 Credits - 2 Lecture Hours, 2 Lab Hours

The initial course in the theory and practice of financial accounting for sole proprietorships and partnerships. Topics emphasized include notes, uncollectible accounts, inventories, plant assets, cash funds, bank reconciliations, and payroll tax liabilities. Prerequisite: DSPM 0850 or appropriate entrance scores.

ACCT 2020 - Accounting II (S)

3 Credits - 2 Lecture Hours, 2 Lab Hours

A continuation of ACCT 2010 that emphasizes the concepts and development of accounting data for decision-making. Topics include corporate accounting, statement of cash flows, manufacturing cost systems, cost-volume-profit analysis, and budgeting concepts. Prerequisite: ACCT 2010.

ACCT 2120 - Accounting Practice

3 Credit Hours - 3 Lecture Hours

Practical applications of basic accounting principles, procedures, budgeting concepts, and ethical issues for sole proprietorships, partnerships, and corporations. Emphasis will be placed on analyzing documents, interim and year-end adjusting processes, error identification and correction, preparation of financial statements, and financial statement analysis. Students will utilize electronic devices and prepare various budgets and reports. Prerequisite: ACCT 2020

ACCT 2130 - Intermediate Accounting I (F)

4 Credits - 4 Lecture Hours

An overview of accounting that covers theoretical foundations; the recognition, measurement, and reporting of income; the preparation of balance sheets and multiple-step income statements; and the determination of the time value of money. Students study the proper classification, valuation, and presentation of cash; temporary investments; receivables; inventories; plant and equipment; intangible assets; and long-term investments. Prerequisite: A grade of C or better in ACCT 2020. Corequisites: CSCI 1130 and MATH 1022.

ACCT 2140 - Intermediate Accounting II (S)

4 Credits - 4 Lecture Hours

A continuation of the study of financial statement preparation and analysis. Students study current liabilities, long-term debt, and components of owner's equity. Special problems associated with income determination and reporting, including earnings per share; pensions; leases; income taxes; and reporting of error corrections and accounting principles changes are covered. Students prepare statements of cash flows and perform financial statement analysis. Prerequisite: ACCT 2130.

ACCT 2210 - Tax Accounting (F)

3 Credits - 3 Lecture Hours

A study of the laws and regulations used in the preparation of federal income tax returns for individuals, small businesses, and partnerships. Tax estimations and amended returns are covered. The student is required to demonstrate understanding of course content through application of relevant laws to simulated tax returns. Prerequisite: ACCT 2020.

ACCT 2310 - Cost Accounting (S)

3 Credits - 3 Lecture Hours

A presentation of job order, process, and standard cost systems, including variance analysis. Activities include classifying manufacturing costs, maintaining inventory accounts, preparing cost accounting reports, and implementing a standard cost system of accounts. Prerequisite: ACCT 2020.

ACCT 2410 - Basic Auditing (Variable)

3 Credits - 3 Lecture Hours

A study of current theory and applications of certified public audits. The student is required to apply Generally Accepted Auditing Standards (GAAS) in the conduct of an audit and the preparation of the audit report, and to discuss the auditor's professional ethics and legal responsibilities. Prerequisite: ACCT 2020.

ACCT 2710 - Computerized Accounting Systems (F)

3 Credits - 3 Lecture Hours

Utilization of the microcomputer to record, process, and analyze accounting data for a business enterprise. Emphasis is placed on maintaining a general ledger for a business on the computer along with related accounting subsystems. Prerequisite: ACCT 2020.

ACCT 2990 - Special Topics in Accounting (Variable)

1-4 Credits

This course is designed for students with special needs and/or individuals who can benefit from course content. A special topic in advanced theory or application is covered. Prerequisite: Departmental approval.

Aerospace (AERO)

AERO 1010 - Introduction to Aerospace

3 credit hours - 3 lecture hours

This course provides an introduction to aerospace and career opportunities in the field. It covers the history of aerospace and focuses on topics such as fundamentals of flight, navigation, meteorology, and Federal Aviation Regulations. Prerequisites: DSPR 0800, DSPW 0800, or appropriate entrance scores.

AERO 1020 - Theory of Flight
3 credit hours - 3 lecture hours

The course focuses on basic aerodynamics. It covers topics such as lift, weight, thrust, and drag forces acting upon an airplane in flight. It also provides an introduction to the aviation vocabulary and the environment in which airplanes operate. Five-hour flight demonstration is required at student expense. Fee is required. Prerequisites: DSPR 0800, DSPW 0800, or appropriate entrance scores.

AERO 1230 - Aviation Laws and Regulation
3 credit hours - 3 lecture hours

The course covers laws and regulations regarding aviation. It particularly concentrates on those portions of Title 14 and 49 of the United States Code of Federal Regulations concerning airman certification and aircraft operation. Prerequisites: DSPR 0800, DSPW 0800, or appropriate entrance scores.

AERO 2010 - Aviation Weather
3 credit hours - 3 lecture hours

The course provides an opportunity for students to study atmosphere, measurement of meteorological elements, and effects of these on air operations. Prerequisites: DSPR 0800, DSPW 0800, or appropriate entrance scores.

AERO 2140 - Civil Aviation
3 credit hours - 3 lecture hours

The course is a survey of the historical development and present status of air transportation. It covers air transportation facilities, state and regulations, legal characteristics of aerospace industry, and problems and services of commercial air transportation. Prerequisites: DSPR 0800, DSPW 0800, or appropriate entrance scores.

AERO 2201 - Private Pilot Flight Laboratory
1 credit hour - 1 lab hour

The course provides flight instruction and hands-on experience to students who seek to obtain the FAA Private Pilot Certificate. The certificate must be completed during the course. A fee is required for this class. Students enrolled in this class must be simultaneously enrolled in Flight Instruction. Prerequisites: DSPM 0700, DSPR 0800, DSPW 0800, or appropriate entrance scores. Corequisite: AERO 2230.

AERO 2230 - Flight Instruction
3 credit hours - 3 lecture hours

The course provides instruction and education on aeronautic subject matter that pertains to the Private Pilot Certificate. Students enrolled in this class must be simultaneously enrolled in the Private Pilot Laboratory. Prerequisites: DSPM 0700, DSPR 0800, DSPW 0800, or appropriate entrance scores. Corequisite: AERO 2201.

TRAN 1610 - Introduction to Transportation
3 credit hours - 3 lecture hours

This is an introductory course providing an overview of the transportation and distribution industry. It enables the student to identify and evaluate the elements of a transportation system, historical development, legislation, and significant trends. The course will provide a look at acquiring an overall, integrated picture of the area of activity known as transportation. Prerequisites: DSPR 0800, DSPW 0800, or appropriate entrance scores.

Applied Human Sciences (AHSC)**AHSC 2000 - Preparation for Marriage (Variable)**
3 Credits - 3 Lecture Hours

A study in human relations in dating, courtship, early marriage, alternatives, and variations. Special attention will be given to personal self-development, mate selection, role expectations, contraception and conception, child rearing, and personal, social, and sexual adjustment in premarital, marital, and extramarital experiences. Prerequisites: DSPS 0800, DSPR 0800, DSPW 0800.

AHSC 2420 - Principles of Nutrition (Variable)
3 Credits - 3 Lecture Hours

Introduction of scientific nutrition principles with emphasis on nutritional requirements; dietary sources of nutrients; nutrient utilization; and the impact of nutrition on energy intake and weight control, fitness, disease prevention, the life cycle, food technology, food safety, and the environment. Same as HLTH 2420. Prerequisite: DSPS 0800 or appropriate entrance scores.

AHSC 2120 - Foundations of Early Childhood
3 Credits - 3 Lecture Hours

This course provides the student with an overview of early childhood development and services for young children and their families. Some of the topics covered in this class include historical roots, societal changes, needs of young children, program differentiation, and future trends. Prerequisite: EDUC 2100.

Art (ART) (Formerly ARTS)**◆ART 1030 - Introduction to Art (F, S)**
3 Credits - 3 Lecture Hours

A survey of art and artists in western culture from antiquity to the present. Students study how major artists use line, space, mass, and volume; perspective; proportion; color; and a variety of media in their disciplines. (Removes the visual performing arts deficiency). (Formerly ARTS 1040)

◆ART 1110 - Basic Design (F)
3 Credit Hours - 6 Lab Hours

Basic Design explores the relationship of the visual elements to the principles of design, and incorporates a fundamental exploration of the elements of two dimensional art. This course presents a new design vocabulary to students using a formal element analysis approach. The emphasis is placed on visual thinking through the use of hands-on problems solving structures. Prerequisites: Appropriate entrance scores.

◆ART 1201 - Drawing (F, S)
3 Credits - 6 Lab Hours

An introductory drawing course that provides supervised experience in the drawing media. Designed to foster self-confidence and to promote understanding of art elements.

◆ART 1204 - Color Theory (Variable)**3 credits - 6 lab hours [Interdisciplinary]**

An introduction to the basic principles of color theory as related to the visual arts to include both additive and subtractive color systems. An exploration of a variety of media and processes which stress the use of a problem-solving structure. Prerequisites: ART 1110, ART 1201 or permission of the instructor.

◆ART 2010 - Art History Survey I (F, S)**3 Credits - 3 Lecture Hours**

A survey of architecture, painting, sculpture, and the minor arts in the western world from prehistoric times to the end of the Middle Ages. Prerequisite: DSPW 0800, DSPR 0800 or appropriate entrance scores. (Formerly ARTS 2040)

◆ART 2020 Art History Survey II (Variable)**3 Credits - 3 Lecture Hours**

A survey of architecture, painting, sculpture, and the minor arts in the Western World from the Early Renaissance to the rise of Modernism in Europe and North America. Prerequisites: DSPW 0800, DSPR 0800, or appropriate scores.

◆ART 2401/CSCI 2401- Computer Art and Design (Variable)**3 Credit Hours - 6 Lab Hours**

A fundamental exploration of the visual elements of art (line, shape, spatial organization, light, value, color and texture) and their relationship to the principles of design (unity and variety, balance, emphasis and focal point, proportion and scale, and rhythm) using the computer to manipulate the formal elements of art. Stress is placed on visual thinking through the use of two-dimensional problem solving structures within a computer created environment. Prerequisites: CSCI 1100; ART 1110, or permission of instructor.

◆ART 2990 - Special Topics in the Arts (Variable)**1-3 Credits**

Special topics in drawing/painting, ceramics, sculpture, printmaking, art history, school art, etc. Prerequisite: Instructor approval.

Astronomy (ASTR)**◆ASTR 1010 - Astronomy I****4 Credits - 3 Lecture Hours, 2 Lab Hours**

Introduces the history and concepts of modern astronomy. Covers historical background, celestial motions, properties and observations of light, and physical characteristics of the solar system. Prerequisite: DSPM 0850 or appropriate entrance scores. (Formerly PHYS 1015)

◆ASTR 1020 - Astronomy II**4 Credits - 3 Lecture Hours, 2 Lab Hours**

Introduces the study of stars, galaxies, and the universe as a whole. Covers the Sun, life cycles of stars, the Milky Way Galaxy and other galaxies, and modern concepts of the origin and structure of the universe. Prerequisite: DSPM 0850 or appropriate entrance scores.

Automotive Service Technology (AUTO)**AUTO 1120 - Automotive Electrical (F)****4 Credits - 3 Lecture Hours, 3 Lab Hours**

Provides instruction and practicum in the service and repair of all components which comprise an automotive electrical system. Coverage includes 1) drawing circuits; 2) identifying correct formulas for making proper substitutions; 3) using Ohm's law to compute resistance, voltage, or amperage; 4) finding the total voltage, current, and resistance in a series, parallel, or combined circuit; 5) computing voltage drop and electrical power; and 6) identifying resistors by use of color codes.

AUTO 1130 - Advanced Engine Analysis (S)**4 Credits - 3 Lecture Hours, 3 Lab Hours**

Demonstrate reading analyzing ignition scope patterns and system data using an oscilloscope as well as advanced diagnostic test equipment, emphasis is placed on attaining peak performance and economy on automobile engines while complying with the emission standards mandated by the federal government. Prerequisite: AUTO 1120 or instructor approval.

AUTO 2140 - Engine Analysis (F)**4 Credits - 3 Lecture Hours, 3 Lab Hours**

The student is required to competently complete the following tasks: Explain operation of all engine support systems; disassemble a conventional automotive engine; inspect and measure engine parts; determine the most economical way to correct wear and damage; reassemble the engine and adjust to manufacturer's specifications.

AUTO 2150 - Computer Engine Controls (S)**4 Credits - 3 Lecture Hours, 3 Lab Hours**

The identification, troubleshooting, and repair of contemporary ignition and fuel systems. Corequisite: AUTO 1130 or instructor approval

AUTO 2210 - Alignment and Brakes (F)**4 Credits - 3 Lecture Hours, 3 Lab Hours**

The student is required to demonstrate competence in the service and repair of suspension and steering systems as well as in making adjustments for proper wheel alignment. Coverage includes the principles of hydraulics as applied to the automotive brake system.

AUTO 2310 - Power Trains (F)**4 Credits - 3 Lecture Hours, 3 Lab Hours**

Emphasizes diagnosing and servicing problems in clutches, manual and automatic transmissions, differential assemblies, and other drive train components.

AUTO 2350 - Body and Chassis Electronics (S)**4 Credits - 3 Lecture Hours, 3 Lab Hours**

Prepares the student to diagnose problems, initiate repair procedures, and perform maintenance on sophisticated electronic systems prevalent in the automotive industry. Coverage includes: anti-lock braking, climate control, supplemental restraint, electronic traction control, steering, suspension, and power train control systems. Prerequisites: AUTO 1120 and AUTO 2210.

AUTO 2410 - Management and Maintenance (S)**3 Credits - 3 Lecture Hours**

An introduction to shop organization. Theory and practice in record keeping, machine maintenance, inventory, and personnel management are emphasized.

AUTO 2900 – ASE Certification and Preparation**2 Credit Hours – 1 Lecture, 2 Lab**

A capstone course which measures competencies, written and performance appropriate, for successful entry into the workplace. Required for A.A.S. completion. Must be taken in the semester of graduation.

AUTO 2990 - Special Topics in Automotive Service Technology (Variable)**3 Credits - 1 Lecture Hour, 6 Lab Hours**

Individual or group projects stress the importance of theory and the ability to diagnose and resolve problems. In some cases, special training may be received from an auto dealership, an independent auto repair shop, an auto parts supply store, or other relevant concern. Prerequisite: 12 credit hours of Automotive Service Technology courses.

Biology (BIOL)**◆BIOL 1010 - Introduction to Biology I (F, S, U)****4 Credits - 3 Lecture Hours, 2 Lab Hours**

A biology course with laboratory experience for general education. The course is a survey of living organisms and their relationship to each other and to their environment. Emphasis on ecology, evolution, and behavior. Prerequisite: DSPR 0800 or appropriate entrance scores. (Formerly BIOL 1040)

◆BIOL 1020 - Introduction to Biology II (F, S, U)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

A biology course with laboratory experience for general education. Topics include anatomy and physiology of plants and animals, reproduction and development in plants and animals, principles of genetics and biotechnology. Prerequisite: DSPR 0800 or appropriate entrance scores. (Formerly BIOL 1050)

◆BIOL 1110 - General Biology I (Majors) (F, S, U)**4 Credits - 3 Lecture Hours, 2 Lab Hour**

Principles of biology with emphasis on molecular and cellular biology; chemistry; cell structure and function; cell metabolism; Mendelian genetics; cell division; DNA structure and function. Designed for biology majors, minors, and others who plan to take upper-level courses for which this is a prerequisite. Prerequisite: DSPR 0800 or appropriate entrance scores. (Formerly BIOL 2100)

◆BIOL 1120 - General Biology II (Majors) (F, S, U)**4 Credits- 3 Lecture Hours, 2 Lab Hours**

Principles of organismal biology with emphasis on understanding and appreciation for the diverse forms of plant and animal life, and their relationships to each other and to their environment. Structure and function relationships will be explored at many levels of organization. Designed for majors, minors, and others who plan to take upper-level courses for which this is a prerequisite. Prerequisite: BIOL 1110 (also DSPR 0800 or appropriate entrance scores). (Formerly BIOL 2200)

◆BIOL 1205 - Human Anatomy and Physiology Survey (S)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

A general survey of the structures and function of the human body. The topics of study include body organization, cell biology, tissues, skin, skeletal, muscular, nervous, endocrine, circulatory, lymphatic and immune, respiratory, digestive, urinary, and reproductive systems. The course is intended for non-science majors who wish to gain a basic understanding of anatomy and physiology and of terminology. It will not meet any requirement for sequential lab science courses, nor will it replace BIOL 2010 or BIOL 2020. Prerequisite: DSPR 0800 or appropriate entrance scores.

◆BIOL 1230 - Introduction to Microbiology (F, S, U)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

An introductory course in microbiology dealing with bacteria, fungi, yeast, and viri to include discussion of cell structure, identification, taxonomy, metabolism, genetics, resistance, infection, disease, and immunity. Prerequisites: DSPW 0800, DSPR 0800, or appropriate entrance scores.

BIOL 2000 - General Ecology I (Odd Fall Semesters)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

This course introduces the student to the basic concepts of ecology. Topics covered include biomes, ecosystems, soils, population dynamics, competition, and predation. Field trips are required. Prerequisites: BIOL 1010 or BIOL 1110, or instructor approval.

◆BIOL 2010 - Human Anatomy and Physiology I (F, S, U)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

An introduction to the structures and functions of the human body which includes basic anatomical organization and directional terminology, fundamental concepts and principles of cell biology, histology, the integumentary system, skeletal system, muscular system, nervous system. The course is the first of a two-semester sequence. Prerequisites: DSPW 0800, DSPR 0800, or appropriate entrance scores. (Formerly BIOL 1210)

◆BIOL 2020 - Human Anatomy and Physiology II (F, S, U)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

A continuation of BIOL 1210 which includes the study of the special senses, endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems along with fluid/electrolyte and acid/base balance. DSPW 0800, DSPR 0800 (Formerly BIOL 1220)

BIOL 2990 - Special Topics in Biology (Variable)**1-4 Credits**

An in-depth examination of selected topics in biology. May be repeated for credit when content varies. Prerequisites: Instructor approval.

Business Management and Marketing (BSMG)

BSMG 1110 - Principles of Business (F, S) **3 Credits - 3 Lecture Hours**

An introduction to basic business concepts and management fundamentals. Topics studied include problems faced by business; the different forms of business; the functions of managers; the relationship of organization, marketing, finance, accounting, production, and economics in an organization; and how technology and quality management concepts can be applied to these functional areas.

BSMG 1120 - Personal Finance (F, S) **3 Credits - 3 Lecture Hours**

Presents financial management from the individual's point of view. Strategies and decision-making tools for financial planning are presented. Life-cycle approach to taxes, liquidity credit, and insurance is stressed.

BSMG 1210 - Business Law (F) **3 Credits - 3 Lecture Hours**

Presents the field of law in business and its operation as a method of control. Coverage includes the identification of potential problems, seeking proper advice, the difficulties businesses face with regard to contracts, checks, negotiable instruments, liability, and the basic rights of consumers.

BSMG 2120 - Supervision and Personnel Administration (F) **3 Credits - 3 Lecture Hours**

A study of the basic elements of supervision as they relate to first-line supervision. The student is required to apply management principles and quality management concepts to human resources, describe systems used for employee performance evaluations, identify the channel of management communications, and relate the functions of supervision (job management, work improvement, training, evaluation, communicating) in a variety of business situations.

BSMG 2130 - Practices and Philosophies of Management (S) **3 Credits - 3 Lecture Hours**

Principles and techniques of management are applied to practical situations through lecture, case studies, and critical incident analysis in a quality management framework. Current practices and philosophies of management and leadership are explored and analyzed. Prerequisite: BSMG 1110 or BSMG 2410 or instructor approval.

BSMG 2220 - Marketing (F, S) **3 Credits - 3 Lecture Hours**

An approach to marketing ideas and concepts from the viewpoint of marketing executives in individual firms. Coverage includes case studies and computer simulations when possible. The student is required to demonstrate understanding of 1) relating the total product to the overall marketing plan; 2) price determination and strategies; 3) setting up a distribution plan for various markets, 4) the role and methods of promotion; and 5) an evaluation of the marketing effort.

BSMG 2410 - Small Business Management (F) **3 Credits - 3 Lecture Hours**

An introduction to basic concepts and management fundamentals for entrepreneurs and small business managers. Coverage includes 1) emphasis on the development of the business plan; 2) preparation and filing of legal forms; 3) customer service and relations; 4) marketing concepts unique to small businesses; 5) managing for quality; 6) microcomputer applications; 7) record keeping and taxes; and 8) capital management.

BSMG 2420 - Taxes and Licensing for Small Business (F) **3 Credits - 3 Lecture Hours**

Using IRS forms and guidelines, the student gains a working knowledge of tax regulations and responsibilities related to the reporting and filing of employment taxes, self-employment taxes, personal income taxes and social security taxes. The basic types of business organizations are introduced: sole proprietorship, partnerships, S corporations, and corporations. Basic record keeping, preparation of financial statements, self-employed retirement plans, and business use of the home are also covered.

BSMG 2430 - Financing Issues in Small Business (S) **3 Credits - 3 Lecture Hours**

A study of consumer credit. Coverage includes types of credit plans, retail charge accounts and credit cards, regulations and management of consumer credit, and collection policies and problems. The business use of commercial credit (including federal and state regulations); establishing credit terms; types of bank loans, terms and conditions; and credit information services are examined. Students are required to review, interpret, and analyze financial statements.

BSMG 2460 - Human Relations in Business (S) **3 Credits - 3 Lecture Hours**

Presents time-tested management principles as well as newer theories and viewpoints of human relations drawn from management theory, group theory, personality theory, and relationship theory. Students develop human relations skills that will transfer from the classroom to the work world.

BSMG 2470 - Operations Management (S) **3 Credit Hours - 3 Lecture Hours**

An introduction to basic business management fundamentals. Topics studied include operation strategy, demand analysis, capacity planning, material management strategies, service scheduling, production scheduling, quality assurance, facility layout and location, and productivity measurements.

BSMG 2990 - Special Topics in Business Management and Marketing (Variable)

1-4 Credits

An in-depth examination of selected topics in business management and marketing.

Cardiovascular Technology (CVTE)

CVTE 1000 - Physical Principles of Medicine

2 Credit Hours - 2 Lecture Hours

Provides a review of fundamental mathematical operations, scientific notation, hemodynamic function indices, and ultrasound physics. Prerequisite: Acceptance into the Cardiovascular Technology program.

CVTE 1002 - Hospital Policies, Safety, and Procedures

1 Credit Hour - 1 Lecture Hour

Presents in-depth study of hospital departmental policies and procedures, protocols and work activities with emphasis placed on purchasing, time and attendance, dress codes/grooming standards, and confidentiality. Prerequisite: Acceptance into the Cardiovascular Technology program.

CVTE 1010 - Cardiovascular Physiology I

3 Credit Hours - 3 Lecture Hours

Introduces cardiovascular terminologies and symbols, cardiac anatomy, intracardiac pressure waves/gradients, vascular anatomy, heart sounds/murmurs, cardiovascular pharmacology, electrocardiograph of specialized conduction systems, electrophysiology and normal electrocardiograms. Medical terminology including symptomatology diagnostic terms, operative procedures, special procedures, medical therapies and legal-related terminology is emphasized. Prerequisite: Acceptance into the Cardiovascular Technology program.

CVTE 1020 - Medical Instrumentation I

3 Credit Hours - 2 Lecture Hours, 10 Lab Hours

Combines medical instrumentation with laboratory exercises. Lecture topics include: introduction to medical instrumentation, energy and the electromagnetic spectrum, electricity and magnetism, electrical safety, electrical components and simple circuits, the instrumentation chain characterization of biological signals, measurement theory and error and signal detectors. Laboratory exercises consist of instrumentation methods and procedures, review of the instrumentation chain and signal detectors, display and recording devices, transistor and integrated circuits. Also covers computers, computer components, computers as clinical tools, analog to digital systems and cardiovascular and clinical laboratory testing. Prerequisite: Acceptance into the Cardiovascular Technology program.

CVTE 1040 - Cardiovascular Physiology II

3 Credit Hours - 3 Lecture Hours

A clinical practicum providing the student an opportunity to gain clinical experience with general surgical problems encountered in the primary care setting. The student will participate in the management of hospitalized patients, including assisting in surgery, and will attend scheduled teaching conferences. Provides practical experience in laboratory technologies relating to the measurement of systemic blood pressure, carotid imaging, m-mode and 2-D echocardiography, Doppler segmental blood pressure and performance testing. Lecture presentations include hospital procedures, patient communication and infectious diseases. Prerequisites: Acceptance into the Cardiovascular Technology program and CVTE 1010.

CVTE 1060 - CATH/Lab Technologies I

2 Credit Hours - 1 Lecture Hours, 10 Lab Hours

Provides knowledge and skills necessary to function as circulator for patients age 0 to 100 plus years. The student will be prepared to assist with CATH/LAB procedures such as diagnostic cardiac catheterization, angioplasty, atherectomy, stents and electrophysiology. A review of equipment used in the lab such as pacemakers, intra aortic balloon pumps (IABP), Medrad injection system, Life Pak 9P, the Pulse Oximeter, the Hemoximeter, and the Hemochron is provided. Includes instruction in documentation, operation and monitoring of the various equipment utilized. Prerequisites: Acceptance into the Cardiovascular Technology program and CVTE1010/1020.

CVTE 1070 - CATH/LAB Technologies II

2 Credit Hours - 1 Lecture Hours, 10 Lab Hours

Provides the knowledge and skills necessary to perform as a computer monitoring technologist. The student will be prepared to perform tasks such as diagnostic cardiac catheterization, angioplasty, atherectomy, pacemaker insertion, myocardial biopsy, IABP insertion and calculation of ejection fractions. Knowledge and skills necessary to perform as a dark-room technician to include film loading, processing, splicing, maintenance, quality control and operation of processor equipment and principles of radiation safety are discussed. Aspects of hemodynamics are addressed such as physiological monitoring and data gathering, management of patient data, operation of video recording and enhancement (DCI, INTEGRIS), zeroing and calibrating equipment, recognition of wave forms and independent operation of the hemodynamic computer to rewind data. Prerequisite: Acceptance into the Cardiovascular Technology program.

CVTE 1110 - Cardiovascular Physiology Lab III

3 Credit Hours - 3 Lecture Hours

An extension of CVTE 1040. Principles of electrocardiography relating to arrhythmia, embryologic development of the heart, congenital heart disease, vascular pathophysiology, cardiovascular dynamics and pharmacology are emphasized. Prerequisites: Acceptance into the Cardiovascular Technology program and CVTE 1010/1040.

CVTE 1260 - Clinical Practicum I

2 Credit Hours - 1 Lecture Hour, 10 Lab Hours

A clinical orientation course demarcating the professional role of the cardiovascular technologist, the patient/technologist relationship, and the interaction between the physical and allied health services. Prerequisite: Acceptance into the Cardiovascular Technology program.

CVTE 2020 - Medical Instrumentation II

3 Credit Hours - 4 Lecture Hours, 10 Lab Hours

Examines medical library orientation and application, technical writing and application, medical research methods and medical ethics. Laboratory methods focus on invasive/non-invasive and vascular procedures. Other topics include biostatistics and cardiovascular disease. Laboratory exercises are specific to subspecialty area and include methodology and data collection and testing. Prerequisites: Acceptance into the Cardiovascular Technology program and CVTE 1020.

CVTE 2030 - Cardiovascular Diagnostic Principles**3 Credit Hours - 4 Lecture Hours, 10 Lab Hours**

Provides theoretical and practical skills in basic imaging techniques. Principles and physics of ultrasound for patient diagnosis and treatment. Prerequisite: Acceptance into the Cardiovascular Technology program.

CVTE 2040 - Cardiac Diagnostic Procedures**3 Credit Hours - 4 Lecture Hours, 10 Lab Hours**

Reviews principles of echocardiography and evaluation of the cardiac valves and ventricular functions. Focus is placed on cardiac stress testing, transesophageal echocardiography, pericardial effusion, pleural effusion, cardiomyopathies, prosthetic valves, disease of the right heart and congenital heart disease. Laboratory exercises include instrumentation, application, assessment and review. Sixteen lab sessions provide for extended practice. Prerequisite: Acceptance into the Cardiovascular Technology program.

CVTE 2050 - Vascular Diagnostic Procedures**3 Credit Hours - 6 Lecture Hours**

Principles of vascular anatomy and physiology, hemodynamics, atherogenesis, cardiovascular disease, duplex scanning of carotid arteries, venous disease and testing are featured. Laboratory emphasis is placed on carotid artery, venous and arterial imaging and Doppler technology usage. Emphasis is placed on peripheral arterial disease, arterial testing, other heart/blood disorders and tests, abdominal Doppler, instrumentation review, quality assurance calculations, angiography and diagnostic modalities, history/physical/and patient interaction. Laboratory exercises include duplex and color flow, lower extremity arterial color duplex, abdominal duplex, upper extremity imaging and exercise testing. The student will also be trained in ACLS (Advanced Cardiac Life Support) under the American Heart Association Standards. Prerequisites: Acceptance into the Cardiovascular Technology program.

CVTE 2060 - Clinical Practicum II**2 Credit Hours - 20 Lab Hours**

Students are assigned 20 hours/week of supervised clinical experience in local hospitals and medical centers by subspecialty area with emphasis on set-up, calibration and operation of medical instrumentation. Patient history and physical exam techniques, performance of cardiovascular diagnostic testing and analysis/interpretation of cardiovascular diagnostic tests and data are reviewed. Prerequisite: Acceptance into the Cardiovascular Technology program.

CVTE 2160 - Clinical Practicum III**2 Credit Hours - 20 Lab Hours**

Students are assigned to 20 hours/week of supervised clinical experience in local hospital and medical centers by subspecialty area with emphasis on set-up, calibration and operation of medical instrumentation in clinical practice. Patient history, physical exam techniques, performance of cardiovascular diagnostic testing and analysis/interpretation of cardiovascular diagnostic tests and data are included. Prerequisite: Acceptance into the Cardiovascular Technology program.

CVTE 2990 - Special Topics in Cardiovascular Technology**2 Credits - 4 Lecture Hours**

A course featuring an in-depth examination of selected topics in cardiovascular technology. This course may be repeated for credit when content varies.

Chemistry (CHEM)**◆CHEM 1030 - Introduction to Chemistry (Variable)****4 Credits - 3 Lecture Hours, 3 Lab Hours**

Designed for non-technical and allied health majors. This course includes a survey of general chemistry principles, introduces the nomenclature and reactions of selected organic functional groups, and concludes with topics directly related to biochemistry and the chemistry of life. The laboratory component introduces the student to scientific measurements and allows experimental investigations into topics of relevance to their daily lives. Prerequisite: DSPR 0800, DSPW 0800, and DSPM 0800. (Formerly CHEM 1310)

◆CHEM 1110 - General Chemistry I (F)**4 Credits - 3 Lecture Hours, 3 Lab Hours**

An introduction to the study of chemistry. Course topics include: chemical measurements and SI units; introduction to elements; mixtures and compounds; stoichiometric calculations; atomic theory and the periodic table; valence bonds and molecular orbital theory; and the properties of liquids, solids, and gases. Prerequisite: DSPM 0850 or appropriate entrance scores.

◆CHEM 1120 - General Chemistry II (S)**4 Credits - 3 Lecture Hours, 3 Lab Hours**

A continuation of CHEM 1110. Course topics include: fundamentals of chemical kinetics and equilibrium; equilibrium calculations involving acids and bases and solubility; electrochemistry; descriptive chemistry of metals and nonmetals; coordination chemistry and nuclear chemistry. Prerequisite: CHEM 1110.

CHEM 2220 - Quantitative Analysis (S)**4 Credits - 3 Lecture Hours, 3 Lab Hours**

An introduction to classical methods of chemical analysis. Course topics include: types of errors and statistical analysis of analytical data; gravimetric methods of analysis, and volumetric methods of analysis including acid and base titrations; precipitation and complexometric titrations; and oxidation-reduction titrations. Prerequisite: CHEM 1110.

CHEM 2010 - Organic Chemistry I (F)**4 Credits - 3 Lecture Hours, 3 Lab Hours**

Examines the compounds of carbon, including the uniqueness of carbon bonding and molecular arrangement. Coverage includes the structures, nomenclature, preparations, reactions and industrial applications of alkanes, alkenes, acetylenes, arenes, alkyl halides, alcohols, phenols, and ethers. Prerequisite: CHEM 1120. (Formerly CHEM 2510)

CHEM 2020 - Organic Chemistry II (S)
4 Credits - 3 Lecture Hours, 3 Lab Hours

Continues with the study of structures, nomenclature, preparations, and reactions of aldehydes, ketones, carboxylic acids and their derivatives, amines, and complex molecules such as lipids, carbohydrates, amino acids, and proteins. Prerequisite: CHEM 2010. (Formerly CHEM 2520)

CHEM 2990 - Special Topics in Chemistry (Variable)
1-4 Credits

Emphasis is placed on independent study designed to enhance the student's problem-solving skills in the analysis of chemical and chemically related systems. Prerequisite: 12 hours of Chemistry courses.

Chinese (CHIN)

◆ **CHIN 1010 - Chinese I (Variable)**
3 Credits - 3 Lecture Hours

An introduction to Chinese that emphasizes the fundamental language skills of listening, speaking, reading, and writing. Emphasis is placed on the ability to communicate in Chinese for practical purposes in everyday life and foundation skills for further study. Prerequisite: ENGL 0700 or appropriate entrance scores.

◆ **CHIN 1020 - Chinese II (Variable)**
3 Credits - 3 Lecture Hours

A continuation of CHIN 1010. Prerequisite: CHIN 1010.

◆ **CHIN 2010 - Chinese III (Variable)**
3 Credits - 3 Lecture Hours

A collegiate-level study of Chinese that focuses on grammar, reading, conversation, and Chinese culture. Must be taken in sequence. Prerequisite: CHIN 1020 or equivalent.

◆ **CHIN 2020 - Chinese IV (Variable)**
3 Credits - 3 Lecture Hours

A continuation of CHIN 2010 with special emphasis on conversation, reading, and Chinese culture. Prerequisite: CHIN 2010 or equivalent.

Computer and Information Sciences (CSCI)

CPET 1500 - Introduction to Computer Networking (F)
4 Credits - 3 Lecture Hours, 2 Lab Hours

This course introduces the student to the major concepts of modern computer networks. Course studies include the Seven Layer OSI Model, cabling systems, topologies, components, and Network Operating Systems (NOSs). Laboratory exercises emphasize practical applications of the Local Area Networks (LANs), their installation, set-up, and maintenance. After successfully completing this course and CPET 2100, the student will be academically prepared to take the Net+ examination.

CPET 1540 – CISCO Networking Fundamentals
3 Credits – 3 Lecture Hours

This is the first of four semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. A task analysis of current industry standards and occupational analysis was used to develop the content. Instruction includes, but is not limited to safety, networking, network terminology and protocols, network standards, local-area networks (LANs), wide-area networks (WANs), Open Systems Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social-studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and all local, state, and federal safety, building, and environmental codes and regulations. Students who successfully complete this series of courses will be academically prepared to take the CCNA exam.

CPET 1550 – CISCO Routing Fundamentals
3 credits – 3 Lecture Hours

This is the second of four semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. A task analysis of current industry standards and occupational analysis was used to develop the content standards. Instruction includes, but is not limited to, safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, Ethernet, Token Ring, Fiber Distributed Data Interface, TCP/IP Addressing Protocol, dynamic routing, routing, and the network administrator's role and function. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and all local, state, and federal safety, building, and environmental codes and regulations. Students who successfully complete this series of courses will be academically prepared to take the CCNA exam. Prerequisite: CPET 1540

CPET 1600 - Fundamentals of Voice and Data Cabling

4 Credits - 3 Lecture Hours, 2 Lab Hours

The Fundamentals of Voice and Data Cabling Course is designed for students interested in the physical aspects of voice and data network cabling and installation. The course focuses on cabling issues related to data and voice connections and provides an understanding of the industry and its worldwide standards, types of media and cabling, physical and logical networks, as well as signal transmission. Students will develop skills in reading network design documentation, part list set up and purchase, pulling and mounting cable, cable management, choosing wiring closets and patch panel installation and termination as well as installing jacks and cable testing. This hands-on, lab-oriented course stresses documentation, design, and installation issues, as well as laboratory safety, on-the-job safety, and working effectively in group environments. This course will help prepare students for the BICSI Registered Certified Installer, Level 1. Prerequisite: DSPM 0800

CPET 2100 - Network Administration (S)

4 Credits - 3 Lecture Hours, 2 Lab Hours

This course is a continuation of CPET 1500. The administration and maintenance of Local Area Networks (LANs) is discussed. Topics include management software, maintenance techniques, system tracking, virus protection, and a discussion of various types of servers. Emphasis is placed on Novell NetWare and Microsoft Windows 2000 Server. After successfully completing this course, the student will be academically prepared to take the Net+ examination. Prerequisite: CPET 1500.

CPET 2210 - Microprocessors (F)

4 Credits - 3 Lecture Hours, 2 Lab Hours

Emphasis is placed on both the hardware and software aspects of microcomputer systems with strong applications emphasis. Topics include microprocessor architecture, assembly language programming, interfacing, and I/O peripherals. Formal reports are required. (Same as CSCI 2160) Prerequisites: ELET 1310, CSCI 1250 or CSCI 1610.

CPET 2220 - Microcomputer Systems (S)

4 Credits - 3 Lecture Hours, 2 Lab Hours

Continues CPET 2210 emphasizing the use of various peripheral IC devices and interfacing techniques in conjunction with the Motorola and/or Intel microprocessors. Formal reports and presentations are required. Prerequisite: CPET 2210.

CPET 2400 – CISCO Switching and Routing

3 credits – 3 Lecture Hours

This is the third of four semester courses designed to introduce new content and extend previously learned networking skills which will empower the student to enter employment and/or further education and training in the computer networking field. A task analysis of current industry standards and occupational analysis was used to develop the content standards. Instruction introduces and extends the student's knowledge and practical experience with switches, Local Area Networks (LANs) and Virtual Local Area Networks (VLANs) design, configuration and maintenance. Students develop practical experience in skills related to configuring LAN's, WANs, Novell networks, Internetwork Packet Exchange (IPX) routing and Interior Gateway Routing Protocol (IGRP) protocols and network troubleshooting. Students who successfully complete this series of courses will be academically prepared to take the CCNA exam. Prerequisite: CPET 1550

CPET 2410 – CISCO WAN Routing

3 Credits – 3 Lecture Hours

This is the fourth of four semester courses designed to introduce new content and extend previously learned networking skills which will empower the student to enter employment and/or further education and training in the computer networking field. A task analysis of current industry standards and occupational analysis was used to develop the content standards. Instruction introduces and extends the student's knowledge and practical experience with Wide Area Networks (WANs), Integrated Services Data Networks (ISDN) and Point-to-Point Protocols (PPP) and Frame Relay design, configuration and maintenance. Students develop practical experience in skills related to configuring WAN's, ISDN, PPP and Frame Relay protocols and network troubleshooting. Students who successfully complete this series of courses will be academically prepared to take the CCNA exam. Prerequisite: CPET 2400

CPET 2420 - Personal Computer Architecture (F)

3 Credits - 2 Lecture Hours - 2 Lab Hours

Upon successful completion of this accelerated course, students will have a good understanding of the operating principles of Intel 80x86 microcomputers. Topics covered will include system architecture, BIOS, DOS, video controllers, disk drives, data ports, memory, device drivers, and operating modes. The course is structured to provide the student with an understanding of the interaction of these components and how various software and hardware packages can impact each other. Practical troubleshooting of conflicting applications will be discussed and examined in a laboratory environment. After successfully completing this course, the student will be academically prepared to take the Hardware part of the A+ examination. Corequisite: CPET 2210 or instructor approval.

CPET 2510 – Installing and Configuring Windows 2000 Professional**4 Credits – 3 Lecture Hours, 2 Lab Hours**

This course is designed to provide students with the knowledge and skills necessary to install, manage and troubleshoot computers running the Windows 2000 Professional operating system. Students will learn to install, troubleshoot, monitor and optimize performance of Windows 2000 Professional. Upon successful completion of this course, the student will be academically prepared for the Installing, Configuring, and Administering Microsoft Windows 2000 Professional certification exam. Prerequisites: (DSPW 0800 and DSPR 0800) or appropriate entrance scores

CPET 2520 – Installing and Configuring Windows 2000 Server**4 Credit Hours – 3 Lecture Hours, 2 Lab Hours**

This course is designed to provide students with the knowledge and skills necessary to install, manage and troubleshoot computers running the Windows 2000 Server operating system. Students will learn to install, troubleshoot, monitor and optimize performance of Windows 2000 Server. Upon successful completion of this course, the student will be academically prepared for the Installing, Configuring, and Administering Microsoft Windows 2000 Server certification exam. Corequisite: CPET 1500 Prerequisite: (DSPW 0800 and DSPR 0800) or appropriate entrance scores.

CPET 2530 – Windows 2000 Network Infrastructure**4 Credits – 3 Lecture Hours, 2 Lab Hours**

This course is designed to provide students with the knowledge and skills necessary to implement and administer a Microsoft network infrastructure. Students will learn to install and configure DNS services, DHCP services, remote access services, and network protocols. The student will also learn design strategies for building a network infrastructure. Upon successful completion of this course, the student will be academically prepared for the Implementing and Administering a Microsoft Windows 2000 Network Infrastructure and Designing a Microsoft Windows 2000 Network Infrastructure certification exams. Corequisite: CPET 2520

CPET 2540 – Windows 2000 Directory Services**4 Credits – 3 Lecture Hours, 2 Lab Hours**

This course is designed to provide students with the knowledge and skills necessary to install and configure Active Directory, manage, monitor and troubleshoot DNS for Active Directory, manage change and configuration management, and analyze a company's business and technical requirements to design and implement Active Directory services. Upon successful completion of this course, the student will be academically prepared for the Implementing and Administering a Microsoft Windows 2000 Directory Services Infrastructure and Designing a Microsoft Windows 2000 Directory Services Infrastructure certification exams. Corequisite: CPET 2530

CPET 2550 – Designing Security for Microsoft Windows 2000 Networks**4 Credit Hours – 3 Lecture Hours, 2 Lab Hours**

This course is designed to provide students with the knowledge and skills necessary to implement security to control access to resources, audit access to resources, authentication of users, and insure encryption of data transfer on LAN's and WAN's. Upon successful completion of this course, the student will be academically prepared for the Designing Security for a Microsoft Windows 2000 Network certification exam. Corequisite: CPET 2540

CPET 2990 - Special Topics in Computer Technology (Variable) 1-4 Credits

Individual projects of significance in Computer Technology are developed with advisor consent and under a faculty member's direction. Independent study is stressed; the project must include a proposal, analysis, construction, testing, and a final report. Prerequisite: Instructor approval.

CSCI 1100 - Concepts of Computers and Applications (F, S, U)**3 Credits - 3 Lecture Hours**

An examination of the development of computing technology and terminology. Coverage includes identification of the functional components of a computer system; powering up a microcomputer; utilizing word processing, spreadsheet, the proper handling of computer media, and an exploration of the uses of electronic mail and graphical Internet. This course is eligible for credit by examination.

CSCI 1110 - Advanced Concepts of Computers and Applications (S)**3 Credits - 3 Lecture Hours**

A continuation of CSCI 1100. Coverage includes the following application packages: desktop publishing, multimedia tools, and databases. The student is required to analyze a problem and to select packages appropriate to the solution of the problem. After successfully completing this course, the student will be academically prepared to take the core level MOUS examination in Word and PowerPoint. Prerequisite: CSCI 1100 or equivalent, or departmental approval. This course is eligible for credit by examination.

CSCI 1120 - Multimedia Production (S)**3 Credits - 3 Lecture Hours**

Production techniques for video, audio, 3D animation, still photographs, storyboards, and rich text are used by students to produce multimedia exhibits, displays, and computer-based training exercises. Internet/Intranet submission of real audio and video are explored. Prerequisites: CSCI 1110 and SPCH 2300, or departmental approval.

CSCI 1130 - Computer Spreadsheets (F, S, U)**3 Credits - 3 Lecture Hours**

A study of the basic functions and options of computerized spreadsheets. Coverage includes basic spreadsheet concepts, printing, and graphics. Personal as well as business and engineering examples are presented. Spreadsheet automation and database concepts are introduced. After successfully completing this course, the student will be academically prepared to take the core level MOUS examination in Excel. This course is eligible for credit by examination. Prerequisites: (CSCI 1100 or OFMG 1030) and DSPM 0700, or departmental approval.

CSCI 1140 - Advanced Computer Spreadsheets (Variable)**3 Credits - 3 Lecture Hours**

A study of the advanced options and functions of computerized spreadsheets. Coverage includes a brief review of introductory concepts covered in CSCI 1130 and continues with database usage and macro programming. After successfully completing this course, the student will be academically prepared to take the expert level MOUS examination in Excel. Prerequisite: CSCI 1130 or departmental approval.

CSCI 1150 - Web Page Design (F, S)**3 Credits - 3 Lecture Hours (Variable)**

The fundamentals of Web page programming and design will be taught. Topics include basic HTML, tables, lists, links, graphics, principles of design, page-layout, color selection, and font selection. After completion of the course the student will be able to create a functional and effective Web site. After successfully completing this course, the student will be academically prepared to take the core level MOUS examination in Front Page. Prerequisite: CSCI 1100.

CSCI 1250 - C and C++ I (F)**4 Credits - 4 Lecture Hours**

Introduces the student to the concepts of computer program design and development using the "C/C++" programming language. Oriented towards syntax, usage, modular program design, and program libraries with a software engineering focus. Object concepts are discussed. Prerequisite: CSCI 1620, MATH 1730, or departmental approval.

CSCI 1260 - C and C++ II (S)**4 Credits - 4 Lecture Hours**

A continuation of CSCI 1250. Advanced topics of structured programming methodology and object-orientation will be explored using the "C++" programming language. Discussion of visual/windows programming techniques is included. The development of good programming practices is stressed. Prerequisite: CSCI 1250.

CSCI 1290 - Microcomputer Operating Systems (S)**4 Credits - 4 Lecture Hours**

Covers the current major operating systems and environments. These include, but are not limited to MS-DOS, OS/2, UNIX, and Windows environments. Topics include installation and updating of modern operating systems, preparation of control files, and the proper use of add-on tools including file handlers and virus scanners. After successfully completing this course, the student will be academically prepared to take the Operating Systems part of the A+ examination. Prerequisite: CSCI 1100 or departmental approval.

CSCI 1310 - Programming with FORTRAN (Variable)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

The student is required to define terms pertaining to the FORTRAN language, write programs in FORTRAN that read and write numeric/alphanumeric and perform arithmetic calculations, use control logic, generate reports with headings and totals, and perform operations with one-dimensional arrays. Prerequisite: CSCI 1620 or departmental approval.

CSCI 1610 - Visual BASIC I (F)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

Covers the preparation of input and output, the design and writing of programs in visual basic for selected applications, and the coding and explanation of techniques used in computing the following applications: data editing and screen I/O. This course is eligible for credit by examination. Prerequisite: DSPM 0850 or appropriate entrance scores. Corequisite: CSCI 1100.

CSCI 1620 - Visual BASIC II (S)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

A continuation of CSCI 1610. Advanced topics in file manipulation, array and matrix handling, graphics, User Defined Procedures, and ADO Database Management. The development of good programming practices is stressed. Prerequisites: CSCI 1610 and DSPM 0850 or appropriate entrance scores and CSCI 1100. This course is eligible for credit by examination.

CSCI 1630 - Program Design (S)**3 Credits - 3 Lecture Hours**

Provides students with skills for problem analysis and proper algorithm development using pseudo-code and/or automated tools. Algorithms will be programmed and tested by the student. Prerequisite: A grade of C or better in CSCI 1610. Corequisite: CSCI 1620.

CSCI 1720 - Web Programming**4 Credit Hours - 4 Lecture Hours**

Programming techniques with three popular scripting languages (Perl, VB Script, and JavaScript) will be taught. Topics presented in each language will include basic data structures, basic flow control structure, and string manipulation. After completion of the course the student will be able to create programs in each of the three languages. This is a programming intensive course; knowledge of fundamental data and control structures is assumed. Prerequisite: CSCI 1150 or departmental approval and CSCI 1610 or CSCI 1250.

CSCI 1800 - Visual Basic Applications**3 Credit Hours - 3 Lecture**

An introduction to Visual Basic for Applications (VBA). The course is designed to show how to analyze problems, design solutions, and implement applications using VBA and the Microsoft Office suite. Problems studied will include Word, Excel, PowerPoint, Access and the integrating of applications. Prerequisite: CSCI 1610.

CSCI 2030 - SQL Programming**3 Credit Hours – 3 Lecture Hours**

This course is designed to provide students with the knowledge and skills necessary to create and maintain relational databases using SQL. Students will learn to design, create, and modify relational database using Microsoft SQL Server and Oracle Database Server. Students will also learn to write SQL programs for database updates and queries. Upon successful completion, students will be prepared write SQL programs to access and update databases in a LAN/WAN environment.

Prerequisite: CSCI 1610 or a high level programming language.

CSCI 2150 - Introduction to Computer Organization (F)**4 Credits - 3 lecture hours, 2 lab hours**

An introduction to Boolean algebra, combinational, and sequential circuits along with gate and flip-flop characteristics. An introduction to machine architecture and system components to include memory subsystems and I/O subsystems. An introduction to operating systems including I/O handling, memory management, interrupt handlers, and other system programs. Also included will be concepts and techniques such as multiprogramming, virtual storage, virtual machines, and data and instruction representation. Design, implementation, and demonstration of combinational and sequential logical functions will be an integral part of the course. (Same as ELET 1310) Prerequisite: CSCI 1610 or CSCI 1250.

CSCI 2160 - Assembler Language (F)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

Presents the fundamental concepts of a modern computer Assembler Language. Coverage includes review of basic computer architecture, the representation of data in a computer, the functions of an assembler, the instruction set of the assembler language, and coding and implementation of programming examples. (same as CPET 2210) Prerequisite: CSCI 2150.

CSCI 2240 - Fundamentals of UNIX**4 Credits - 3 Lecture Hours, 2 Lab Hours**

This course will introduce the student to the fundamentals of the UNIX operating system. Command-line features of the UNIX environment including file system navigation, file permissions, the vi text editor, command shells, and basic network use will be covered. Students completing the course will have a basic knowledge of the UNIX operating systems.

Prerequisite: DSPM 0800

CSCI 2360 - Systems Analysis (F)**3 Credits - 3 Lecture Hours**

A complete study in problem definition. The student is required to estimate hardware, software, and personnel needs for a specific application; demonstrate a capability to use various tools, techniques, and concepts needed by analysts for problem solving; and work as a member of an analysis team to complete an assigned project. Prerequisite: CSCI 1620.

CSCI 2370 - Systems Design and Implementation (S)**4 Credits - 4 Lecture Hours**

A continuation of CSCI 2360. The student is required to use analysis skills for project development; take the resulting information from the analysis and use this information for system design; and demonstrate the capability to take a completed design and implement this design on either a mainframe or a microcomputer environment. Prerequisite: CSCI 2360 and CSCI 2770

CSCI 2400 - Microcomputer Hardware Control (F)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

A study of the fundamentals of Microcomputer Operations, including, but not limited to: exploring hardware components, performing preventative maintenance, troubleshooting, diagnosing problems. After successfully completing this course, the student will be academically prepared to take the Hardware part of the A+ examination.

CSCI 2401/ART 2401- Computer Art and Design**3 Credit Hours - 6 Lab Hours**

Computer Art and Design. A fundamental exploration of the visual elements of art (line, shape, spatial organization, light, value, color and texture) and their relationship to the principles of design (unity and variety, balance, emphasis and focal point, proportion and scale, and rhythm) using the computer to manipulate the formal elements of art. Stress is placed on visual thinking through the use of two-dimensional problem solving structures within a computer created environment. Prerequisites: CSCI 1100 and ARTS 1110, or permission of instructor.

CSCI 2500 - Personal Computer Support (S)**3 Credits - 2 Lecture Hours, 2 Lab Hours**

A hands-on course in hardware and software troubleshooting, installation, and techniques and procedures used in computer help desks. Each student is required to spend one hour per week in a help desk environment. Prerequisites: CSCI 1110, CSCI 1130, CSCI 1290, CSCI 2400, or departmental approval.

CSCI 2770 - Database Management Systems (F)**3 Credits - 3 Lecture Hours**

Discussion of database models. A presentation of relational database concepts and features. Relational database design and structure is stressed. Topics include query techniques, input forms, report structures for simple and complex database tables. Updating and maintenance of databases is studied. After successfully completing this course, the student will be academically prepared to take the core level MOUS examination in Access. Prerequisites: CSCI 1100 and CSCI 1610, or departmental approval.

CSCI 2790 - SQL Server Management**3 Credits – 3 Lecture Hours**

This course is designed to provide students with the knowledge and skills necessary to install, manage and troubleshoot computers running the Microsoft SQL Server and Oracle Database Server software. Students will learn to install, troubleshoot, monitor and optimize performance of Microsoft SQL Servers and Oracle Database Servers. Upon successful completion, students will be prepared to install and manage database servers in a LAN/WAN environment.

**CSCI 2800 - Visual Basic Programming – Advanced Concepts
4 Credit Hours – 4 Lecture Hours**

This course is designed to provide students with the knowledge and skills necessary to create and maintain ActiveX controls and Active Server Pages (ASP). Students will learn to design, create and modify ActiveX controls and Active Server Pages using Microsoft Visual Basic. Upon successful completion, students will be prepared to write ActiveX and ASP programs for use in programs and web pages.

Prerequisites: CSCI 1620

CSCI 2990 - Special Topics in Computer Information Sciences (Variable)**1-4 Credits**

This offering is designed for students with special needs and/or individuals who can benefit from course content. A special topic in advanced theory or application is covered. Prerequisite: Departmental approval.

Cooperative Education (COOP)**COOP 1110 - Cooperative Education (Variable)****1-4 Credits**

A course of study designed to enable students to gain actual work experience in a chosen field and to receive academic credit and monetary compensation for the experience. The objective of technical education is to prepare the student for immediate employment and potential advancement as a technician. Through the co-op program, the understanding and application of theory is increased. Prior to registering for the course, students must contact the Director of Student Services and their co-op advisor in order to receive an identified work assignment with an appropriate employer. A maximum of eight (8) credit hours can be earned toward degree requirements (individual majors vary). This course may be taken more than once. Credit received for cooperative education is as follows: 1 credit for 10 hours work per week, per semester; 2 credits for 20 hours work per week, per semester; 3 credits for 30 hours work per week, per semester; and 4 credits for 40 hours work per week, per semester. Prerequisites: A scheduled meeting with the Director of Student Services and Co-op Advisor, completion of 12 credit hours in major field, and a 2.80 overall GPA with a 3.00 GPA in major. Limited, specific co-op opportunities are available to University Parallel majors; conditions are established by the Assistant Vice President of Academic Affairs.

Criminal Justice and Criminology (CJCR)**CJCR 1100 – Introduction to Criminal Justice (Variable)****3 Credits - 3 Lecture Hours**

This course provides an introduction to the field of criminal justice and focuses on concepts of law and crime. It explores the nature and extent of crime and offers an overview of the criminal justice systems and the interrelated agencies.

Prerequisites: DSPR 0800, DSPW 0800, or appropriate entrance scores.

CJCR 1200 – Human Relations in Criminal Justice (Variable)**3 Credits - 3 Lecture Hours**

This course is a study of models of human behavior, with a particular emphasis on antecedents and conditions that affect personnel performance in criminal justice. Prerequisites: DSPR 0800, DSPW 0800, or appropriate entrance scores.

CJCR 1500 – Criminal Investigation (Variable)**3 Credits - 3 Lecture Hours**

This course is designed to study the fundamentals of criminal investigation procedures. It covers topics such as crime scene search; recording, collecting, and preserving evidence; scientific and technical aids; and case preparation. Prerequisites: DSPR 0800, DSPW 0800, or appropriate entrance scores.

CJCR 2300 – Criminal Justice Ethics**3 Credits – 3 Lecture Hours**

This course examines ethical issues related to the criminal justice field. Such issues include police deviance, judicial misconduct, control of inmates in correctional settings, and field research dilemmas. Prerequisites: DSPW 0800, DSPS 0800, or appropriate entrance scores.

CJCR 2310 – Criminology (Variable)**3 Credits - 3 Lecture Hours**

The course is designed to study major sociological theories in relation to crime causation. It analyzes the sociological aspects of different types of offenders and explores the techniques of measuring crime. Same as SOCI 2310. Prerequisites: DSPR 0800, DSPW 0800, or appropriate entrance scores.

CJCR 2540 – Criminal Law (Variable)**3 Credits - 3 Lecture Hours**

The course is designed to explore the realm of criminal law. It provides a historical overview of the philosophy and foundations of criminal law and examines elements of crime, purposes and functions of law, and the limits of law. It also covers topics such as defenses to prosecution. Prerequisites: DSPR 0800, DSPW 0800, or appropriate entrance scores.

Basic/Developmental Studies Program (DPS)

DSPM 0700 – Foundations of Mathematics I (F, S, U) **3 Credits - 3 Lecture Hours**

A review of general mathematics including whole numbers, fractions, decimals, percents, descriptive statistics, basic geometry, and basic algebra concepts. Placement by testing. (Formerly MATH 0700)

DSPM 0800 – Foundations of Mathematics II (F, S, U) **4 Credits – 4 Lecture Hours, 1 Lab Hour**

An introductory course in algebra. Topics include operations with real numbers, solving and graphing linear equations and inequalities, an introduction to functions, and solving systems of equations and inequalities. Applications of all concepts will be stressed. Placement by testing or successful completion of DSPM 0700. (Formerly MATH 0800)

DSPM 0850 - Foundations of Mathematics III (F, S, U) **4 Credits - 4 Lecture Hours, 1 Lab Hour**

A continuation of algebra topics for students who have completed DSPM 0800 or who have at least one year of high school algebra. Topics include exponents, operations with polynomials (including factoring), rational expressions and equations, radical expressions and equations, and solving and graphing quadratic equations. Placement by testing or successful completion of DSPM 0800. (Formerly MATH 0810)

DSPR 0700 - Basic Reading (F, S, U) **3 Credits - 3 Lecture Hours**

Improvement of overall comprehension is emphasized through developing vocabulary, increasing concentration, identifying main ideas and support, and making accurate inferences. These skills are strengthened through practical applications in study reading. Placement by testing. (Formerly READ 0700)

DSPR 0800 - Developmental Reading (F, S, U) **3 Credits - 3 Lecture Hours**

Through discussions, active reading and critical thinking exercises, students engage in reading activities that promote the development of comprehension, vocabulary, and reading speed. Emphasis is placed on improving overall reading ability through applying basic skills to college-level materials (textbooks, articles, etc.). Placement by testing or by successful completion of DSPR 0700. (Formerly READ 0800)

DSPS 0800 - Learning Strategies (F, S, U) **3 Credits - 3 Lecture Hours**

Designed as an aid to the development of a positive approach toward studying, this course builds students' personal and academic management skills intrinsic to college success by exploring the following topics: college resources and services for students, time management, textbook reading, notetaking, test-taking, library use, values clarification, culture diversity, social management, decision making, career planning, study strategies, memory improvement, and management of academic anxiety.

DSPW 0700 - Basic Writing (F, S, U) **3 Credits - 3 Lecture Hours**

A review of grammar and mechanics which concentrates on sentence patterns and diction, paragraph organization and development, and development of the short essay. Emphasis is placed on the writing/editing process, development of topics and ideas, and the use of the computer in the writing process. Placement by testing. (Formerly ENGL 0700)

DSPW 0800 - Developmental Writing (F, S, U) **3 Credits - 3 Lecture Hours**

Emphasizes the writing process from grammar and diction, sentence control, the paragraph, the essay, the process of researched essays, topic choice and idea development, to the modes of written discourse. Coverage includes instruction in the fundamental principles of writing the essay, researching a topic, editing and revision of the essay, and the use of computers as a tool in writing. Placement by testing or successful completion of DSPW 0700 Basic Writing. (Formerly ENGL 0800)

Dental Assistant (DAST)

DAST 1010 - Orientation to Dental Assistant **1 Credit - 1 Lecture Hour**

Orients the student to the profession of dentistry with reference to the dental team, professional organization, dental specialties, employment opportunities, dental history, dental terminology, and patient management.

DAST 1020 - Dental Office Management **3 Credits - 3 Lecture Hours**

Principles and procedures related to the management of the dental office including telephone techniques, appointment control, inventory and supplies, clinical records, insurance forms, financial records, and office equipment.

DAST 1030 - Dental Materials **4 Credits - 3 Lecture Hours, 3 Lab Hours**

The course provides a firm basis of understanding upon which proficiency in the office and lab can be developed. The student will study the physical and chemical properties of various dental materials and recognize the effects of proper and improper techniques in the lab sessions.

DAST 1110 - Chairside Assisting I **4 Credits - 3 Lecture Hours, 3 Lab Hours**

A study of basic dental equipment, dental instruments and supplies, sterilization techniques and clinical procedures associated with general dentistry. This course is designed to emphasize the basic dental assisting procedures required for competent chairside assisting.

DAST 1120 - Chairside Assisting II **4 Credits - 3 Lecture Hours, 3 Lab Hours**

A continuation of Chairside Assisting I procedures and techniques with emphasis placed on the dental assistant in the specialty areas of dentistry. This course will provide information to familiarize the student with instruments and procedures utilized in each specialty.

DAST 1210 - Preventive Dentistry**3 Credits - 3 Lecture Hours**

Provides the fundamental knowledge of the philosophy of preventive dentistry and basic principles to clinical dentistry. Special emphasis will be placed upon providing dental health education to the community or school groups.

DAST 1220 - Dental Radiology I**4 Credits - 3 Lecture Hours, 3 Lab Hours**

A study of radiographic techniques involving exposing, processing, and mounting oral radiographs. The course also includes radiation dosage, hazards as well as protection services for both patient and operator. The student will also receive instruction in identification of anatomical landmarks and interpretation of pathological conditions.

DAST 1230 - Dental Radiology II**2 Credits - 1 Lecture Hour, 3 Lab Hours**

Continuation of Dental Radiology I, this course will provide actual laboratory experience in exposing, processing, mounting, and interpreting intra-oral and extra-oral techniques.

DAST 1310 - Dental Science I**3 Credits - 3 Lecture Hours**

Provides instruction in general anatomy and physiology of the human body as a precursor to orofacial anatomy. Special emphasis on the study of the structure and development of the dentition and associated oral tissue and their function.

DAST 1320 - Dental Science II**3 Credits - 3 Lecture Hours**

Develops a fundamental knowledge of the most common oral pathological conditions encountered in dental practice etiology on the conditions and treatment. The student will be familiarized with the classification methods of administration, use and danger of drugs commonly prescribed.

DAST 1410 - Clinical Practicum I**1 Credit - 10 Clinical Hours**

An introduction to practice in the dental office. The student is assigned to two (2) extramural clinical experiences with participating dentists on a rotational basis. Emphasis is on the role of the dental assistant in both operative dentistry and patient care.

DAST 1420 - Clinical Practicum II**2 Credits - 20 Clinical Hours**

Continuation of Clinical Practicum I. The student is assigned to two (2) extramural clinical experiences with participating dentists. Emphasis on chairside assisting in a variety of dental procedures.

Dental Laboratory Technician (DLAB)**DLAB 1020 - Dental Laboratory Anatomy and Physiology****2 Credits - 2 Lecture Hours**

This course will provide the student with instruction in general anatomy and physiology of the human body as a precursor to instruction in oral facial anatomy. Special emphasis will be placed on the study of the structure and development of the dentition and associated oral tissues and their function.

DLAB 1110 - Tooth Morphology**4 Credits - 2 Lecture Hours, 6 Lab Hours**

Study of dental nomenclature, contour, and function of the human dentition. Special emphasis will be placed on the shaping and carving of teeth using both the positive and negative methods of tooth fabrication.

DLAB 1130 - Dental Materials I**2 Credits - 2 Lecture Hours**

The student will be introduced to the study of dental materials and their manipulation. This will include composition, properties, and uses of non-metallic materials such as gypsum products, impression materials, resins, waxes, and abrasives.

DLAB 1140 - Dental Materials II**2 Credits - 2 Lecture Hours**

A study of the physical, chemical, and mechanical properties of metals, alloys, porcelain, and ceramics utilized in the fabrication of dental prosthesis.

DLAB 1230 - Removable Prosthetics I**4 Credits - 2 Lecture Hours, 6 Lab Hours**

Study of the supportive prosthetics procedures used in the fabrication of full and partial dentures. Study of artificial tooth forms and their relation of the construction of the full and partial denture.

DLAB 1240 - Removable Prosthetics II**4 Credits - 2 Lecture Hours, 6 Lab Hours**

This course is a continuation of Removable Prosthetics I with emphasis on the design and fabrication of the complete and removable partial denture.

DLAB 1310 - Occlusion**2 Credits - 1 Lecture Hour, 3 Lab Hours**

A study of the proper anatomical positioning of the human dentition, proper function, and relation to other oral structures. Functional occlusal concepts are developed by the student in the laboratory.

DLAB 2110 - Orthodontic – Pedodontic**3 Credits - 2 Lecture Hours, 3 Lab Hours**

A study of the design and fabrication of appliances commonly used in orthodontics and pedodontics.

DLAB 2130 - Practicum**1 Credit - 10 Clinical Hours**

Placement of a student in a dental laboratory to participate in laboratory procedures and become accustomed to laboratory work load and environment.

DLAB 2210 - Fixed Prosthetics I**7 Credits - 4 Lecture Hours, 15 Lab Hours**

The comprehensive study of principles and procedures in the fabrication of various types of fixed partial denture restorations introduced in this course.

DLAB 2220 - Fixed Prosthetics II**4 Credits - 2 Lecture Hours, 9 Lab Hours**

The course will include cast preparatory, waxing for porcelain bonded to metal, casting, finishing and porcelain firing techniques. Alternative metal-ceramic crowns will be discussed along with PJC and castable ceramics. The course will introduce pre soldering and post soldering techniques. Proper color and staining will be incorporated. The correct use and function of finishing and casting equipment and porcelain furnaces will be included. Related theoretical concepts will be presented.

DLAB 2310 - Removable Prosthetics III**3 Credits - 2 Lecture Hours, 6 Lab Hours**

This course is a continuation of Removable Prosthetics I and Removable Prosthetics II with emphasis on the more complex design and fabrication of the complete and removable partial denture.

DLAB 2410 - Prosthetic Specialties**3 Credits - 9 Lab Hours**

This course is designed to allow the student to select two of five specialty areas in order to achieve proficiency in his or her occupational area of interest. The student will be encouraged to complete a case in each of the specialty areas.

DLAB 2990 - Special Topics in Dental Laboratory Technology**2 Credits - 4 Lecture Hours**

The course provides the student with opportunities to research new techniques and procedures, update equipment and materials, dental laboratory marketing and business strategies. Also the student will attain knowledge in ethics and jurisprudence and the history of dentistry.

Drafting Design Technology (DRAF)**DRAF 1010 - Descriptive Drafting Applications (S)****3 Credits - 3 Lecture Hours**

Measurements in slope, level, grade, pitch, etc. are studied. Students explore graphic and mathematic development of geometric shapes and research these developments. Sketching of geometric shapes is included. Prerequisites: DRAF 1110 or equivalent and MATH 1050.

DRAF 1020 - Architectural Estimation**3 Credit Hours - 3 Lecture Hours**

Estimation of architectural construction to include slope, level, grade, pitch, material, and calculation of area, volume, strength, and loads. Students will explore new and existing material. Sketching of plans and construction techniques will be discussed. Prerequisite: DRAF 1110 or equivalent and MATH 1050.

DRAF 1110 - Fundamentals of Drawing (F)**4 Credits - 2 Lecture Hours, 4 Lab Hours**

A thorough introduction to instruments and equipment commonly used in today's drafting occupations. Laboratory work is emphasized. The student is required to 1) use all reproduction and blueprint equipment; 2) become familiar with and be able to explain drafting room procedures; 3) sketch and dimension a series of drawings dealing with orthographic, pictorial, and auxiliary views; 4) use intersection and developments by modeling; and 5) letter, using gothic single-stroke lettering to beginning-drafter standard.

DRAF 1120 - Technical Drawing (S)**4 Credits - 2 Lecture Hours, 4 Lab Hours**

A continuation of DRAF 1110. Emphasis is placed on manual skill in the manipulation of all drafting tools when drawing or tracing with ink. The student is required to make clear, complete, and accurate working plans and detail drawings from rough or detailed sketches for use in engineering or manufacturing whole structures. Tasks include the final sketch or proposed drawings, checking dimensions of parts, citing materials to be used, and identifying the relation of one part to another in the whole structure. Prerequisite: DRAF 1110 or proficiency in basic drafting skills. Students will be tested during second class period.

DRAF 1210 - CAD: AutoCAD I (F, S, U)**4 Credits - 2 Lecture Hours, 4 Lab Hours**

A study of computers and their application to drafting in which the student must 1) start up and stop the CAD system properly; 2) use the drawing commands in drawing orthographic and sectional views; 3) plot drawings; 4) use the file handling commands such as archive, backup, copy, directory, save, and delete; 5) demonstrate block assignment; 6) rotate and scale assigned blocks; 7) create and assign blocks; 8) use automatic dimensioning in drawings; and 9) create a properly documented drawing in compliance with accepted drafting standards. Software: AutoCAD. Prerequisite: DRAF 1110 or instructor approval.

DRAF 1220 - CAD: AutoCAD II (F, S)**3 Credits - 1 Lecture Hours, 4 Lab Hours**

A continuation of DRAF 1210 that emphasizes three dimensional aspects and basic CAD programming. The student is required to modify drawings with the use of commands designed to rotate, scale, and transform; to edit drawings; and to use different pens and layers in drawings. Software: AutoCAD. Prerequisite: DRAF 1210.

DRAF 1230 - CAD: AutoCAD III (Variable)**3 Credits - 1 Lecture Hours, 4 Lab Hours**

This course allows students to expand their CAD ability by using application software in the architectural, heating, ventilation and air conditioning, electrical, instrumentation machine design, piping, structural, and mapping areas. Software: As appropriate. Prerequisite/corequisite DRAF 1220 or equivalent.

DRAF 1240 - MicroStation I (F, S, U)**4 Credits - 3 Lecture Hours, 3 Lab Hours**

A study of computers and their application to drafting in which the student must 1) start up and stop CAD system properly; 2) use the drawing commands in drawing orthographic and sectional views; 3) plot drawings; 4) use the file handling commands such as archive, backup, copy, directory, save, and delete; 5) demonstrate cell assignment; 6) rotate and scale assigned cells; 7) create and assign cells; 8) use automatic dimensioning in drawings; and 9) create a properly documented drawing in compliance with accepted drafting standards. Software: INTERGRAPH MicroStation PC. Prerequisite: DRAF 1110 or instructor approval .

DRAF 1250 - MicroStation II (F, S)**4 Credits - 3 Lecture Hours, 3 Lab Hours**

A continuation of DRAF 1240 that emphasizes three dimensional aspects and basic CAD programming. The student is required to modify drawings with the use of commands designed to rotate, scale, and transform; to edit drawings; and to use different pens and layers in drawings. Software: INTERGRAPH MicroStation PC. Prerequisite: DRAF 1240.

DRAF 1610 – Electrical/Electronics Drafting (F)**4 Credits – 3 Lecture Hours, 3 Lab Hours**

Studies symbols and terminology used on electrical and electronic drawings. Students are required to draw schematic diagrams, wiring diagrams, logic diagrams, and pictorial of components in electrical circuits. Corequisite: ELEC 1110.

DRAF 2110 - Architectural/Construction Drafting I (F)**4 Credits - 2 Lecture Hours, 4 Lab Hours**

Presents the principles and practices of architectural/ construction technology drawing. Coverage includes plot plans, elevation specifications, concrete foundations, floor plans, framing, wall sections, structural and electrical building materials, roof designs, building codes, and building materials. Prerequisites: DRAF 1010 or DRAF 1020, DRAF 1120, and CAD elective I .

DRAF 2120 - Architectural/Construction Drafting II (S)**4 Credits - 2 Lecture Hours, 4 Lab Hours**

A continuation of DRAF 2110. This course places emphasis on service requirements, window and door schedules, drainage requirements, heat loss, and restoration. Students work together in a team to build a model architectural/construction project. Prerequisite: DRAF 2110.

DRAF 2210 - Pipe Drafting I (F)**4 Credits - 2 Lecture Hours, 4 Lab Hours**

Requires the student to show knowledge of fittings, valves, supports, and fabrication of pipe by lab work. Students must also draw spool sheets, isometrics, and P & Is from plan views. Prerequisites: DRAF 1010 or DRAF 1020, DRAF 1120, and CAD elective I.

DRAF 2220 - Pipe Drafting II (S)**4 Credits - 2 Lecture Hours, 4 Lab Hours**

A continuation of DRAF 2210 in which the student is required to show the ability to draw spool sheets from Plan Elevation Piping Drawing, to design a piping system with safety of the operators in mind, to draw and design both single and double line piping with proper symbols in place, to determine flow rate and pump size for a system, and to determine vessel size and nozzle size for storage and rate of flow. Students work together in a team to build a model piping system. Prerequisite: DRAF 2210.

DRAF 2310 - Structural Detailing (F)**4 Credits - 2 Lecture Hours, 4 Lab Hours**

Emphasis is on AISC and ASTM standards for detailing simple beam connections; calculating loads, reactions, and stresses necessary to detail steel; and making a material, Take Off, and a Field Bolt List. Prerequisites: DRAF 1010, DRAF 1120, and CAD elective I.

DRAF 2320 - Structural Design (S)**4 Credits - 2 Lecture Hours, 4 Lab Hours**

Upon successful completion of this course, the student will be able to design structural steel connections, design simple beams and columns as used in structural steel members, work with and design concrete footings and foundations, write specifications, and determine the cost of a structural project. Students work together in a team to build a model structural project. Prerequisite: DRAF 2310.

DRAF 2410 - Jigs and Fixtures (F)**4 Credits - 2 Lecture Hours, 4 Lab Hours**

Requires the student to use gauge makers tolerance, place fits on parts, use a reference library to solve problems with materials by having knowledge of the different types, have an understanding of jigs and fixtures and how they are used in manufacturing, and be familiar with components and standard items used to build jigs and fixtures. Prerequisites: DRAF 1010 or DRAF 1020, DRAF 1120, and CAD elective I.

DRAF 2420 - Tool and Die Design (S)**4 Credits - 2 Lecture Hours, 4 Lab Hours**

Emphasis is placed on 1) designing and drawing single point cutting tools; 2) designing and drawing multipoint cutting tools, functional gauges, milling machine vise jaws, and milling machine fixtures for CNC machines; 3) designing and drawing a progressive die; and 4) designing and drawing a form die. Prerequisite: DRAF 2410.

DRAF 2510 - Geometrical Dimensioning and Tolerancing (F, S)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

Coverage includes the use of geometric dimensioning and tolerancing of parts, how symbols are used, and how functional gauging techniques work. Prerequisites: DRAF 1010 or DRAF 1020, DRAF 1120, and CAD elective I.

DRAF 2520 - Product Design (F)**4 Credits - 2 Lecture Hours, 4 Lab Hours**

The student is required to 1) determine a variety of materials to use for a part, 2) plan an approach to manufacture a product, 3) draw and dimension a part by using geometric dimensioning and tolerances, 4) research and develop a product, 5) give oral and written presentations of a product, and 6) redesign a product. Prerequisites: DRAF 1010 or DRAF 1020, and CAD elective I. Prerequisite or Corequisite: DRAF 2510.

DRAF 2710 - Machine Design (S)**4 Credits - 2 Lecture Hours, 4 Lab Hours**

Presents the opportunity to compute cost of manufacturing, operation, and maintenance; design and draw parts that are not standard; identify features of safety; determine factors in packaging and transportation; work machine design problems using elementary mechanics; and determine strength of materials. Prerequisites: DRAF 2520.

DRAF 2990 - Special Topics in Drafting Design Technology 1 - 4 Credits

Emphasis is placed on independent study designed to enhance the student's ability to analyze a problem and select a workable alternative. The student will design a unit that can be manufactured; a complete set of working drawings is required. A daily record book will be kept. Prerequisite: 12 credit hours of Drafting Design Technology courses.

Early Childhood Education (ECED)

ECED 1010 - Introduction to Early Childhood Education (F, S) 2 Credits - 2 Lecture Hours

An introduction to the early childhood profession and basic skills needed for a successful academic career. Topics include professionalism, family relationships, individual and cultural diversity, child observation and assessment, learning development, developmentally appropriate practice, observation and assessment, learning environment, health and safety, and guidance. It also includes an introduction to the different types of early childhood programs, community resources, and professional organizations. This course is required of all A.A.S. Early Childhood Education students.

ECED 1020 - Foundation of Early Childhood Development (Variable)**3 Credits - 3 Lecture Hours**

Provides a survey of the theoretical models and services available to parents and children. Includes a study of developmentally appropriate practices and the teacher's role in supporting development in the early childhood setting. (Required for Early Childhood Development Certificate and CDA Assessment).

ECED 2010 - Safe, Healthy Learning Environments (F, S) 3 Credits - 3 Lecture Hours

A study of the basic principles of good health as they relate to the child in the family, care center, and community. Topics covered in the course include child nutrition, growth, disease and accident prevention, and safety. (Required for Early Childhood Development Certificate and CDA Assessment). Prerequisite: ECED 1010 or departmental approval.

ECED 2020 - Infant, Toddler, and Child Development (F, S) 3 Credits - 3 Lecture Hours

A study of the physical, cognitive, social, and emotional aspects of the young child birth to age five, and their application to the care, guidance, and development of the child. Laboratory observation and interaction. Prerequisite: ECED 1010 and ECED 1020 or departmental approval.

ECED 2030 - Infant and Toddler Care (Variable)**3 Credits - 3 Lecture Hours**

A course on methods of providing safe, competent individual and group care, as well as a warm and secure emotional atmosphere for infants and toddlers. Course topics include procedures for stimulating the intellectual and physical development of infants and toddlers in addition to basic care-giving skills.

ECED 2040 - Family Dynamics and Community Involvement (Variable)**3 Credits - 3 Lecture Hours**

A study of the role of the family and community in the physical, cognitive, social, and emotional growth of the child in a diverse society. Main topics include professionalism, program management, advocacy, family development, and structure of the family. The course requires laboratory observation and interaction. (Required for Early Childhood Development Certificate and CDA Assessment). Prerequisite: ECED 1020 or departmental approval.

ECED 2050 - Psychomotor Development (Variable)**3 Credits - 3 Lecture Hours**

A study of major theories of psychomotor development and the application to the development of the young child. Particular emphasis is placed on the positive development of motor skills. The course requires laboratory observation and interaction. Prerequisites: DSPR 0800 and DSPW 0800, or appropriate entrance scores; and ECED 2020 or departmental approval.

ECED 2060 - Development of Exceptional Children (Variable) 3 Credits - 3 Lecture Hours

A study of physical disabilities, mental retardation, sensory impairment, the gifted child, and the accessing and coordination of community resources to ensure accurate diagnosis and appropriate treatment and services. Students will learn to interpret diagnostic instruments and to write programs to meet the special needs of exceptional children. The course requires laboratory observation and interaction. Prerequisites: DSPR 0800 and DSPW 0800, or appropriate entrance scores, and ECED 2040 or departmental approval.

ECED 2070 - Developmental Assessment (Variable)**3 Credits - 3 Lecture Hours**

A study of the basic instruments and checklists leading to competency in screening children for developmental problems. The course will also consider appropriate community support programs and referral procedures. Laboratory observation and interaction are required for the course. Prerequisites: DSPR 0800 and DSPW 0800, or appropriate entrance scores, and ECED 2040 or departmental approval.

ECED 2090 - Creative Development (Variable)**3 Credits - 3 Lecture Hours**

A study of theories, teaching techniques, and basic program components of early childhood art instruction. The course emphasizes value of art in physical-mental and social-emotional growth of young children. It also explores use of art media, creative play activities, and methods of incorporating creativity into other curricular areas. Prerequisites: DSPR 0800 and DSPW 0800, or appropriate entrance scores.

ECED 2100 - The Mentoring Teacher (Variable)**3 Credits - 3 Lecture Hours**

A study of the philosophy, principles, and methods of mentoring adults who have varying levels of training. The course emphasizes the role of mentors as facilitators of adult learning while simultaneously addressing the needs of children, parents, and other staff. Prerequisites: DSPR 0800 and DSPW 0800, or appropriate entrance scores.

ECED 2110 - Advanced Learning Environments (Variable)**3 Credits - 3 Lecture Hours**

A study of the skill, knowledge, and materials development which are necessary in the provision of a developmentally appropriate environment for young children. The course requires laboratory observation and interaction. Prerequisites: DSPR 0800, and DSPW 0800, or appropriate entrance scores, and ECED 2020 or departmental approval.

ECED 2120 - Administration of Child Care Centers (Variable)**3 Credits - 3 Lecture Hours**

A study of organization and administration practices applicable to the child care center. Topics of special consideration are staff management relations, state and local licensing standards, national accreditation, CDA standards, tax laws, legal liabilities, and the effect these topics have on the care of the child. Prerequisites: DSPR 0800 and DSPW 0800, or appropriate entrance scores.

ECED 2130 - Clinical Practicum I (Variable)**3 Credits - 3 Lecture Hours, 3 Lab Hours**

Pre- or in-service supervised practicum in early childhood education. (Required for Early Childhood Development Certificate and CDA Assessment). Prerequisite: ECED 2020 or departmental approval.

ECED 2140 - Clinical Practicum II (Variable)**3 Credits - 3 Lecture Hours, 3 Lab Hours**

Pre- or in-service supervised practicum in early childhood education. Minimum of 45 hours must be completed in a NAEYC, NAFDC, or NSACA accredited agency, or TECTA approved site. (Required for Early Childhood Development Certificate and CDA Assessment). Prerequisite: ECED 2040 or departmental approval.

ECED 2990 - Special Topics**in Early Childhood Education (Variable)****1-3 Credits - 1-3 Lecture Hours, 1-3 Lab Hours**

A course featuring an in-depth examination/practicum experience in selected childhood topics. Such topics may include early childhood curriculum, planning, intellectual development, environmental design, special children's needs, emotional development, and the like. The course is offered upon sufficient interest in a specific topic and may be repeated for credit when the course content varies. Prerequisite: Department/instructor approval.

Economics (ECON)**◆ECON 1050 - Economics and Society (F, S)****3 Credits - 3 Lecture Hours**

A study of economics and its relationship with other social sciences and current issues. Emphasis will be on the major components of a nation's economy as it relates to political and other institutions in a society. Prerequisite: DSPM 0700, DSPW 0700, DSPR 0800, or instructor approval.

◆ECON 2210 - Principles of Economics I (F, S)**3 Credits - 3 Lecture Hours**

An examination of macroeconomics focusing on economic behavior of entire economies and governments with concentrations in fiscal policy, monetary policy, unemployment, recession, and inflation. Prerequisite: Completion of Developmental Studies or appropriate entrance scores.

◆ECON 2220 - Principles of Economics II (F, S)**3 Credits - 3 Lecture Hours**

An examination of microeconomics focusing on economic behavior of individuals, consumers, and business. The course concentrates on price theory, consumer choice, business productivity, and profit decisions. Prerequisite: Completion of Developmental Studies or appropriate entrance score.

Education (EDUC)**EDUC 1000 - Introduction to Media Resources (F,S)****1 Credit - 1 Lecture Hour**

An introduction to the organization and use of printed materials, audiovisual materials, and technologies of the Library/Learning Resources Center, as well as to the general education goals of the college. Recommended for any student prior to registration for any college-level course requiring use of library resources. Suggested for all education majors.

EDUC 1010 - College Success (F, S, U)**1 Credit - 1 Lecture Hour**

This course is designed to assist students to develop skills, attitude, and habits to foster success in their college learning and career. Topics include campus environment, college policies and procedures, career options, learning styles, healthy lifestyles, library resources and research skills, time management, and academic learning skills. Students who are required to enroll in or have completed DSPS 0800-Learning Strategies may not enroll in this course.

EDUC 1015 - Applications of Student Advancement and Leadership (F, S)**1 Credit - 1 Lecture Hour**

An introduction to the theories of student advancement and student leadership with an emphasis on applications relevant to Northeast State Technical Community College. Students develop an understanding of the importance of student involvement and alumni participation in the mission of the college. Topics include the formation of student advancement organizations, programming, alumni roles, institutional advancement, team development, leadership styles, communication skills, and career opportunities in advancement. Students work in small groups to develop a proposal for a project that will benefit the Northeast State community. Open to all students. Note: This course is recommended for those students serving in leadership roles at Northeast State, such as Student Ambassadors, Student Government Association participants, and members of student organizations.

EDUC 2010 - Psychology of Human Development for Teachers (F, S)**3 Credits - 3 Lecture Hours**

This course provides an understanding and application of the psychology of human development to the teaching and learning process in educational settings. Prerequisite: EDUC 2100, DSPR 0800, and DSPW 0800, or appropriate scores

EDUC 2100 - Orientation to the Profession of Teaching (F, S, U)**1 Credit - 1 Lecture Hour**

Provides the student interested in the teaching profession with a survey of the opportunities, problems, and realities of teaching. Students will learn about the obligations and responsibilities inherent in teaching. Current topics will be analyzed and discussed. Note: This course is designed for and required of all pre-teaching majors.

EDUC 2300 - Foundations for Teaching (F, S, U)**3 Credits - 3 Lecture Hour**

An introduction to the roles of the professional teacher, teaching as a career, and the teaching/learning process. The course also provides a survey of the sociological, historical, legal, and philosophical foundations of American education. Particular attention will be given to educating teachers as leaders for the 21st century. Prerequisite: EDUC 2100, DSPR 0800, and DSPW 0800, or appropriate entrance scores.

EDUC 2440 Computer Applications in Education (F, S)**3 Credits - 3 Lecture Hours**

This course is an examination of the specific ways computer technology contributes to the quality of the educational environment. Note: This course is designed for and required of all K-8 pre-teaching majors planning to transfer to East Tennessee State University. Prerequisite: CSCI 1100.

EDUC 2910 - Field Study in Education (F, S)**3 Credits - 3 Lab Hours**

This course utilizes observation techniques and is designed to expose students to the field of teaching. This is a pre-practicum experience including classroom observation, attendance of school board meetings, development of lesson plans, etc. Note: This course is required of all pre-teaching majors planning to transfer to East Tennessee State University. Prerequisite: EDUC 2300 or AHSC 2120.

EDUC 2940 - Media Information Resources in Education (Variable)**2 Credits - 2 Lecture Hours**

This course is designed to direct students into general and multimedia sources of information in individual subject areas. Recommended for all education majors. Prerequisites: EDUC 1000.

EDUC 2990 - Special Topics in Education (Variable)**1-3 Credits - 1-3 Lecture Hours**

Explores selected topics or issues in education.

Electrical Technology (ELEC)**ELEC 1010 - Introduction to Electricity (F, S)****4 Credits - 3 Lecture Hours, 2 Lab Hours**

A study of DC/AC theory, motors, motor controllers, three-phase electrical system, and polyphase transformers. The student is required to design controlling circuits, wire the circuits, and check the proper operation of the circuits. For non-majors.

ELEC 1110 - DC Fundamentals (F)**4 Credits - 3 Lecture Hours, 3 Lab Hours**

Requires the student to calculate voltage; current; resistance; and power and energy of series, parallel, and combinational series-parallel resistive circuits with DC power supplies. The student is also asked to: calculate equivalent resistance, measure these circuit parameters, and verify the results of calculations; properly use laboratory test equipment; and calculate resistance to extend the range of meter movements.

ELEC 1120 - AC Fundamentals (S)**4 Credits - 3 Lecture Hours, 3 Lab Hours**

Stresses skill in selecting values of R, C, and L required to produce any desired voltage, current, and impedance in AC circuits. Students must also analyze R-L-C series, parallel, and combination circuits. Prerequisite: ELEC 1110.

ELEC 1210 - National Electrical Code Interpretations (F)**3 Credits - 3 Lecture Hours**

A study that promotes interpretation and understanding of the National Electrical Code pertaining to the wiring of residential occupancies and low voltage cabling systems. The student must calculate wire sizes, designate service entrances, and perform other calculations and designs as required.

ELEC 1310 - Motors, Alternators, and Generators (F, S)**4 Credits - 3 Lecture Hours, 3 Lab Hours**

Emphasizes theory and application. The student is required to make all connections on DC motors, AC motors (single phase and three phase), and DC generators and alternators. An introduction to AC drives is included. The student measures current, voltage, power, and efficiency of each of the above variable drives. Corequisite: ELEC 1120.

ELEC 2110 - Transformers and Power Factor Applications (F)**4 Credits - 3 Lecture Hours, 3 Lab Hours**

Emphasizes theory and application. This course promotes the development of skills in making connections on single-phase and three-phase transformers. Students also calculate power factors of AC circuits and calculate the needed KVAR for power factor correction. Prerequisite: ELEC 1120.

ELEC 2210 - Magnetic Motor Controls (F)**4 Credits - 3 Lecture Hours, 3 Lab Hours**

A study of magnetic control devices such as relays, contactors, solenoids, drum switches, and motor starters. The ability to read and draw straight line drawings for automated and complex control circuits is stressed. Prerequisite: ELEC 1010 or ELEC 1310.

ELEC 2310 - Residential and Commercial Wiring (S)**4 Credits - 3 Lecture Hours, 3 Lab Hours**

Using the National Electrical Code as a reference, the student is required to 1) interpret floor plans to lay out electrical circuits; 2) determine circuit sizing, wire sizes, and overcurrent protection sizing; 3) install switching circuits, small appliance circuits, receptacle outlets, and special purpose circuits using type NM cable; 4) install feeders using metallic and non-metallic conduits in hazardous and non-hazardous locations in industrial and commercial applications; and 5) install low voltage cabling systems. Prerequisite: ELEC 1010 or ELEC 1120, or instructor approval.

ELEC 2350 - Industrial Electronics (F)**4 Credits - 3 Lecture Hours, 3 Lab Hours**

Covers the basic principles of switching transistors, silicon controlled rectifier circuits, relay and timing circuits, photoelectric devices, unijunction transistors, DIACs, TRIACs, NORPAK logic, proximity devices, and rectification of single and polyphase. The student will develop a working knowledge of industrial controls. Introduction to Programmable Logic Controllers (PLC) and fiber optics is also provided. Corequisite: ELEC 2210.

ELEC 2410 - Industrial Programmable Controllers (S)**4 Credits - 3 Lecture Hours, 3 Lab Hours**

Covers design logic and ladder diagrams for programmable controllers and AC drives, the theory of operation and application of Programmable Logic Controllers (PLC) and AC drives in the process industry, and the preparation of PLC specifications and the loading of ladder programs. Prerequisite: ELEC 2210 or instructor approval.

ELEC 2990 - Special Topics in Electrical Technology**1 - 5 Credits**

An in-depth examination of selected topics in electricity.

Electronic Technology (ELET)**ELET 1010 - D. C. Fundamentals for Electronics Technology (F)****4 Credits - 3 Lecture Hours, 2 Lab Hours**

A fundamentals course which examines DC current, voltage, resistance, power, and energy. Series, parallel, and combinations of series and parallel circuits are studied. Various circuit theorems including Thevenin, Norton, and others are explored. Mesh analysis and simultaneous equations are used in the solution of circuit problems. Corequisite: MATH 1730 or MATH 1710.

ELET 1020 - A. C. Fundamentals for Electronics Technology (S)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

A fundamentals course which expands upon the coverage of DC circuits to sinusoidal and other time varying sources. Capacitor/inductor charge and discharge equations and AC properties of circuits are studied. Additional topics include, but are not limited to: resonance, filters, Bode Plots, theorems, and AC mesh analysis. Prerequisite: ELET 1010. Corequisite: MATH 1730.

ELET 1050 - Programming and Simulation (S)**3 Credits - 3 Lecture Hours**

A fundamental treatment of DOS, BASIC programming, and SPICE simulation for students enrolled in technology courses. Corequisite: ELET 2320 and ELET 1020.

ELET 1110 - A Survey of Electronics for Chemical Technology (F)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

A survey electronics course for chemistry majors covering DC and AC circuits, semiconductor devices, integrated circuits, digital circuits, and certain DC and AC machinery as they apply to chemical technology. Corequisite: MATH 1730.

ELET 1310 - Digital Circuits (F)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

A fundamental course covering number systems, basic logic gates, Boolean algebra, Karnaugh mapping, combinational and sequential logic, flip-flops, counters and shift registers, and basic memory concepts. The student is given the opportunity to add, subtract, and convert decimal, octal, binary, and hexadecimal numbers; to analyze and define the logical operation of AND, OR, NOR, and NAND gates; to design, evaluate, and reduce logic circuits using Boolean algebra and Karnaugh maps; to design and evaluate combinational and sequential logic circuits including adders, encoders, flip-flops, counters, and shift registers. (Same as CSCI 2150) Corequisite: DSPM 0800 or appropriate entrance scores.

ELET 2110 - Circuits and Systems I (F)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

Operational amplifier basic computational circuits both with ideal and practical chips are studied. Frequency response of passive and active circuits and graphing of these responses on semi-log scales precedes the study of discrete circuit and integrated circuit frequency dependency. Some non-linear applications of integrated circuits are explored. PSpice modeling is utilized. Prerequisite: ELET 1020, ELET 2320, MATH 1730.

ELET 2120 - Circuits and Systems II (S)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

A continuation of ELET 2110. Negative feedback and system stability are covered and leads to a study of positive feedback and oscillating systems. Both sinusoidal and relaxation oscillators are covered. Digital-analog interfacing and converter applications are explored. Comparators, clippers, and clamping circuits complete the topics for this course. PSPICE continues to be used. Prerequisite: ELET 2110.

ELET 2130 - Circuits and Systems III (S)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

A continuation of ELET 2110. Frequency content of periodic waveforms is covered with computer assistance. The topic of signal conditioning is explored. General concepts of AM, FM, and PM modulation are covered. The phase locked loop completes the topics for this course. PSPICE continues to be used. Prerequisite: ELET 2110.

ELET 2140 - Wireless Communications Elements**4 Credits - 3 Lecture, 2 Lab**

The fundamentals of digital wireless systems are explored; including digital modulation, detection, amplification, transmission lines, filters, matching techniques, and antennae systems. Digital/Analog interfacing circuits are examined and techniques of digitizing voice. Basic telephony is covered since many wireless systems are connected to the wireline telephone system.

ELET 2150 - Wireless Communications Systems**4 Credits - 3 Lecture, 2 Lab**

A study of filters, digital modulation methods, modems, phase locked loops, signal multiplexing, transmission lines, matching, antennas, radio-wave propagation, and selected topics from satellite, cellular, and paging and wireless systems.

ELET 2310 - Measurements and Control (F)**3 Credits - 3 Lecture Hours**

A presentation of electronic equipment and circuits used in typical measurements. Emphasis is on the ability to know what equipment and circuits are available for measurement of a given parameter; to evaluate and use accurately the proper measurement tool for the situation; and to use electronic circuits to control motors, generators, and alternators. Prerequisite: ELET 1020.

ELET 2320 - Semiconductor Devices (S)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

A basic course in solid state including a light coverage of PN junctions and rectifier circuits. The student must establish the proper operating point, design bias circuits, connect these circuits, and make measurements to confirm the design criteria. The student also designs and analyzes single- and multiple-stage amplifiers containing bipolar junction and field effect transistors and calculates and evaluates device equivalent circuits and multiple-stage amplifiers. Corequisite: ELET 1020. Prerequisite: MATH 1730.

ELET 2410 - Electronic Communications (S)**3 Credits - 3 Lecture Hours**

A study of analog and digital communications. The student must choose equipment and analyze and design in the following areas: transmission lines; AM, FM, and SSB communication; frequency spectrum; radio frequency amplifiers; power amplifiers; pulse and data communications including PM, PCM, and PPM; and information theory. Prerequisites: ELET 2110 and MATH 1730.

ELET 2990 - Special Topics in Electronic Technology Technology (Variable)**1-5 Credits**

Features in-depth treatment of advanced topics in electronics and/or instrumentation. May be repeated for credit when course content varies. Prerequisite: Instructor approval.

Emergency Medical Technology (EMTP)**EMTP 1000 - First Responder: Basic (F, S)****3 Credits - 2 Lecture Hours, 2 Lab Hours**

This is the initial training course in the art of pre-hospital care. The course will serve as preparatory for the Emergency Medical Technician Basic course.

EMTP 1005 - First Responder: Basic Refresher (F,S)**2 Credits - 1 Lecture Hour, 2 Lab Hours**

Review of common medical, traumatic, and obstetric emergencies as well as legal and ethical issues as set forth by the State of Tennessee, Division of EMS First Responder Refresher Curriculum. Special emphasis on the differences of pediatric patients will be discussed. The skills of airway management, patient assessment, splinting, bandaging, spinal immobilization, and cardiac arrest management with an automated external defibrillator will be reviewed and verified. Prerequisite: EMTP 1000 or State Certification as a First Responder.

EMTP 1015 - Cardiopulmonary Resuscitation (F, S, U)**1 Credit - 2 Lab Hours**

Allows the student the opportunity to acquire and utilize knowledge and skills of basic life support. Upon successful completion of this course the student will be CPR trained by the American Heart Association guidelines.

EMTP 1030 - Emergency Medical Technician - Basic I (F)**7 Credits - 6 Lecture Hours, 2 Lab Hours**

Topics include: overview of roles and responsibilities, medical, legal, and ethical issues, the anatomy and physiology of the human body systems with emphasis on the cardiovascular and respiratory systems, fluids, electrolytes and acid-base balance. Topics also will include airway management and medical and trauma patient assessment. Successful completion of this course qualifies the student to take EMTP 1050.

**EMTP 1050 - Emergency Medical Technician - Basic II (S)
7 Credits - 6 Lecture Hours, 2 Lab Hours**

A continuation of EMTP 1030. Topics include: medical, environmental, and childbirth emergencies. Special emphasis will be placed on pharmacology, pediatric emergencies, along with splinting and bandaging techniques. Clinical rotations are completed in local emergency departments and area ambulance services where the student will perform intravenous access techniques, patient assessments, and treatment. The successful completion of this course satisfies one of the eligibility criteria for taking the Emergency Medical Technician Basic licensure examination given by the Tennessee Department of Health, Division of Emergency Medical Services. Students will be required to obtain liability insurance coverage (\$1,000,000/3,000,000). Prerequisite: EMTP 1030.

**EMTP 1070 - EMT IV Therapy (F, S) (Reciprocity Module)
3 Credits - 2 Lecture Hours, 2 Lab Hours**

This course continues the EMT-Basic's education in pre-hospital care with emphasis on respiratory and cardiovascular systems and the recognition and treatment of hypoperfusion. Expanded portions include pharmacology, fluids and electrolytes, acid-base balance and blood glucose determination. Clinical portion is completed in local emergency departments performing intravenous access techniques. Successful completion of the course allows the student to sit for the certification examination for IV Therapy given by the State of Tennessee, Division of Emergency Medical Services. This course also serves as the reciprocity course for EMT-Basics from other states wishing to obtain licensure in Tennessee. Students will be required to obtain liability insurance coverage (\$1,000,000/3,000,000). Prerequisite: Licensed as an EMT-Basic.

**EMTP 2110 - Basic Trauma Life Support
1 Credit - 1 Lecture Hour**

This course is designed to teach the student the skills necessary to recognize mechanisms of injury; assess and perform critical interventions; and package and transport the trauma patient. A major focus of the course is the identification of conditions that require immediate transport (load and go) in order to save the patient and on the assessment of the trauma patient.

**EMTP 2200 - Introduction to Advanced Patient Care for the Paramedic
4 Credits - 3 Lecture Hours, 1 Lab Hour**

The course is an overview of the Paramedic's role as a professional member of the health care team. Areas of discussion include the standards associated with professional behavior, roles and responsibilities, medical ethics and EMS systems. A concentrated study of human anatomy and physiology will also be contained in this course. Topics include anatomical structure, cellular physiology, body systems and their reaction to states of decreased perfusion. Emphasis is placed on those body systems whose dysfunction exhibit an immediate life threatening condition for the patient. Various forms of vascular access are introduced along with several laws of physics concerning water and electrolyte distribution, pH regulation, cardiac output and cellular respiration. Students will be required to obtain liability insurance coverage (\$1,000,000/3,000,000). Prerequisites: EMTP 1030 and EMTP 1050.

**EMTP 2210 - Advanced Patient Care for the Paramedic - I
16 Credits - 15 Lecture Hours, 1 Lab Hour**

An in-depth study of pharmacology, advanced airway management, infectious diseases, advanced trauma management and patient assessment. An extensive application of those drugs used to treat medical and traumatic emergencies. Emphasis is placed on drug calculation, actions, indications, contraindications, dosage, interactions, controlled substances, Food and Drug Administration (FDA) requirements and routes of administration. A broad based study of those issues and advanced skills impacting the Paramedic. Advanced and basic airway maintenance is introduced in this course. Students are also required to complete clinical rotations in the operating room where they will perform endotracheal intubations.

A well-developed study of various types of trauma and their impact on the human body, as well as trauma management, is also included. The pathophysiology of communicable diseases, routes of transmission and personal protection are also discussed. Prerequisites: Acceptance into the EMT-Paramedic training program, EMTP 1030, EMTP 1050, and EMTP 2200. Corequisite: EMTP 2215.

**EMTP 2215 - Advanced Patient Care for the Paramedic - Clinical I
2 Credit Hours - 2 Clinical Hours**

Introduction of the clinical environment. Students will be required to complete approximately 150 hours of clinical/field internship in, but not limited to, the emergency department, the pre-hospital setting, the operating room, the morgue, and community service. Prerequisites: Acceptance into the EMT-Paramedic training program, EMTP 1030, EMTP 1050, and EMTP 2200. Corequisite: EMTP 2210.

**EMTP 2220 - Advanced Patient Care for the Paramedic - II
15 Credit Hours - 14 Lecture, 1 Lab Hour**

An in-depth advanced study of cardiology, obstetrics, gynecology, pediatrics, and other medical emergencies are studied in this course. Emphasis is placed on the hemodynamics of perfusion, cardiac pharmacology, electrophysiology and rhythm interpretation including 12 lead electrocardiograms. Additional areas of focus are the management of hypertension, cerebrovascular accidents, and life threatening arrhythmias. Skills included in this section are defibrillation cardioversion and transcutaneous pacing. Clinical hours are required in post anesthesia and recovery, intensive care and cardiac care units.

Study of gynecological dysfunction, childbirth, basic and advanced management of the neonate. Emphasis is placed on the recognition and management of those medical conditions that pose an immediate life threat to the pregnant and non-pregnant female. Specialized treatment is presented for the neonate including airway management, vascular access, drug therapy, destination considerations, and cardiac abnormalities. Upon successful completion of this section the student will receive endorsement in Neonatal Advanced Life Support (NALS) by the American Academy of Pediatrics, American Heart Association. Clinical hours are required in pediatric and neonatal intensive care, and in labor and delivery.

Other areas of focus include the management of neurological emergencies, endocrinology disorders, behavior and psychiatric disorders and crime scene awareness. Prerequisites: Acceptance into the EMT-Paramedic training program and EMTP 2210. Corequisite: EMTP 2225.

EMTP 2225 – Advanced Patient Care for the Paramedic – Clinical II

2 Credit Hours – 2 Clinical Hours

Continuation of the clinical/field internship clinical experience. Students will be required to complete approximately 150 hours of clinical/field internship in, but not limited to, the emergency department, the pre-hospital setting, the recovery unit, the neonatal intensive care unit (ICU), the Pediatric ICU, the general pediatrician's office, the coronary care unit, the intensive care unit, the labor and delivery unit and the psychiatric unit. Prerequisites: Acceptance into the EMT-Paramedic training program and EMTP 2210. Corequisite: EMTP 2220.

EMTP 2230 – Advanced Patient Care for the Paramedic – Clinical III

3 Credit Hours – 3 Clinical Hours

Continuation of the clinical/field internship clinical experience. Students will be required to complete approximately 225 hours of clinical/field internship in, but not limited to, the emergency department, the pre-hospital setting, the oncology unit, the neonatal intensive care unit (ICU), the Pediatric ICU, the general practitioner's office, the coronary care unit, the intensive care unit, the labor and delivery unit, the obstetrics unit and the psychiatric unit. Prerequisites: Acceptance into the EMT-Paramedic training program and EMTP 2220.

EMTP 2990 - Special Topics in Emergency Medical Technology (Variable)

1-3 Credits

A course featuring an in-depth examination of selected topics in Emergency Medical Technology. This course may be repeated for credit when content varies. Prerequisites: Licensure as an EMT-Basic or higher.

English (ENGL)

DSPW 0700 - Basic Writing (F, S, U)

3 Credits - 3 Lecture Hours

A review of grammar and mechanics which concentrates on sentence patterns and diction, paragraph organization and development, and development of the short essay. Emphasis is placed on the writing/editing process, development of topics and ideas, and the use of the computer in the writing process. Placement by testing. (Formerly ENGL 0700)

DSPW 0800 - Developmental Writing (F, S, U)

3 Credits - 3 Lecture Hours

Emphasizes the writing process from grammar and diction, sentence control, the paragraph, the essay, the process of researched essays, topic choice and idea development, to the modes of written discourse. Coverage includes instruction in the fundamental principles of writing the essay, researching a topic, editing and revision of the essay, and the use of computers as a tool in writing. Placement by testing or successful completion of DSPW 0700 Basic Writing. (Formerly ENGL 0800)

ENGL 1000 - Communication Skills for Technicians (Variable)

3 Credits - 3 Lecture Hours

Practical application of communication skills used in an industrial setting. Out-of-class writing, in-class presentations, and a documented report that incorporates charts and graphs are required. Prerequisites: DSPW 0800, DSPR 0800, or appropriate entrance scores.

◆ **ENGL 1010 - Composition I (F, S, U)**

3 Credits - 3 Lecture Hours

Introduces expository writing with particular emphasis on critical thinking and argumentation. Successful students learn the entire writing process, including research techniques used for formally documented research papers. Prerequisites: DSPW 0800, DSPR 0800, or appropriate entrance scores. (Formerly ENGL 1110)

◆ **ENGL 1020 - Composition II (F, S, U)**

3 Credits - 3 Lecture Hours

Focuses on effective expository writing techniques through reading, analyzing, and interpreting short fiction, poetry, non-fiction, and drama. Critical thinking, arguing, and writing in a logical manner are emphasized. Prerequisite: ENGL 1010. (Formerly 1120)

ENGL 1310 - Business Communications (F, S, U)

3 Credits - 3 Lecture Hours

Emphasizes theory and practice in business correspondence. Students compose letters, memos, and reports. Critical thinking and problem-solving skills in writing are emphasized. Prerequisite: ENGL 1010.

ENGL 1410 - Technical Writing (F, S, U)

3 Credits - 3 Lecture Hours

Designed to teach students how to write for the scientific and technical fields. Students are required to write proposals, reports, manuals (technical descriptions and instructions), and documented reports. Prerequisite: ENGL 1010.

ENGL 2030 Literary Heritage (F)

3 Credits - 3 Lecture Hours

A thematic introduction to the literary heritage of Western and Non-Western writers as seen in selected fiction, poetry, drama, and memoirs. Prerequisites: ENGL 1010, or approval of instructor.

◆ **ENGL 2130 - American Masterpieces (F, S, U)**

3 Credits - 3 Lecture Hours

A study of representative works of American prose, poetry, and drama from the Colonial period to present. Prerequisite: ENGL 1020. (Formerly ENGL 2220)

◆ **ENGL 2150 - Appalachian Literature (F, S)**

3 Credits - 3 Lecture Hours

Introduces the student to the literature of the Appalachian region and fosters appreciation of how that literature reflects the culture and history of the region. Prerequisite: ENGL 1010.

◆ **ENGL 2170 – Children's Literature (F, S)**

3 Credits - 3 Lecture Hours

Designed to focus on the history, genres, methods of presentations, sources of criticism, and bibliography of children's literature. Prerequisite: ENGL 1020.

◆ENGL 2180 - Myth and Tradition (F, S)**3 Credits - 3 Lecture Hours**

An introduction to great myths, legends, and epics and their influence on present day attitudes and behavior. The relationship of mythology and the fine arts is also emphasized. Prerequisite: ENGL 1010.

◆ENGL 2210 - British Masterpieces I (F)**3 Credits - 3 Lecture Hours**

A study of representative works of British prose, poetry, and drama from the Middle Ages to the end of the 18th Century. Prerequisite: ENGL 1020. (Formerly ENGL 2240)

◆ENGL 2220 - British Masterpieces II (S, U)**3 Credits - 3 Lecture Hours**

A study of representative works of British prose, poetry, and drama from the Romantic period to the Modern Era. Prerequisite: ENGL 1020. (Formerly ENGL 2245)

◆ENGL 2410 - Western World Literature I (Variable)**3 Credits - 3 Lecture Hours**

A survey of western world literary masterpieces from the Ancient World through the Renaissance. Includes selections from the Bible, Homer, Sophocles, Dante, Cervantes, and Shakespeare, among others. Prerequisite: ENGL 1020. (Formerly ENGL 2260)

◆ENGL 2330 - World Literature (F, S)**3 Credits - 3 Lecture Hours**

Various genres from such cultures as early Middle Eastern, Oriental, African, Latin American, and European. Prerequisite: ENGL 1020. (Formerly ENGL 2262)

◆ENGL 2420 - Western World Literature II (Variable)**3 Credits - 3 Lecture Hours**

A survey of western world literary masterpieces from the Enlightenment to the present. Includes selections from Voltaire, Goethe, Flaubert, Dostoevsky, Tolstoy, Kafka, and Achebe, among others. Prerequisite: ENGL 1020. (Formerly ENGL 2265)

◆ENGL 2990 - Special Topics in English (Variable)**1-3 Credits**

A course featuring an in-depth examination of selected English topics. This course may be repeated for credit when content varies. Prerequisite: ENGL 1010 or instructor approval.

Pre-Engineering (ENGR)**ENGR 1110 - Engineering Graphics****3 Credits - 2 Lecture hours, 2 Lab Hours**

Visualization skills and graphic communication techniques for engineers. Sketching, computer-aided drafting and solid modeling, drawing, and interpretation.

ENGR 1120 - Engineering Programming (S)**3 Credits - 2 Lecture Hours, 2 Lab Hours**

Problem definition, algorithm development, flowcharting, and structured programming using a high-level language. Introduction to computer graphics. Prerequisite: MATH 1720.

ENGR 1210 - Introduction to Engineering**1 Credit - 1 lecture hour, 1 lab hour**

An introduction to the resources, problem solving methods, work habits, computer skills, study skills and personal developmental skills needed by the engineering student. This course is required of all entering pre-engineering students.

ENGR 2110 - Engineering Statics (F)**3 Credits - 3 Lecture Hours**

Vectors, forces and moments, equivalent force systems, free body diagrams, equilibrium, frames, trusses, and friction. Corequisite: PHYS 2210. Prerequisite: MATH 1910.

ENGR 2330 - Engineering Dynamics (S)**3 Credits - 3 Lecture hours**

Vector treatment of Kinematics, simple harmonic motion, kinetics, Newton's laws, work-energy, impulse-momentum, and impact. Prerequisite: ENGR 2110 or instructor approval.

ENGR 2990 - Special Topics in Pre-Engineering**1-3 Credits**

An in-depth examination of selected topics in pre-engineering. May be repeated for credit when the content varies.

French (FREN)**◆FREN 1010 - French I (Variable)****3 Credits - 3 Lecture Hours**

An introduction that stresses fundamentals of listening, speaking, reading, and writing the French language. The course is designed to develop student confidence in the use of French and enable the student to develop proficiencies fundamental to continued study. Prerequisite: ENGL 0700 or appropriate entrance scores.

◆FREN 1020 - French II (Variable)**3 Credits - 3 Lecture Hours**

A continuation of FREN 1010 with emphasis on vocabulary, speech, and writing. Students are also introduced to French literature. Prerequisite: FREN 1010 or one year of high school French.

◆FREN 2010 - French III (Variable)**3 Credits - 3 Lecture Hours**

A collegiate-level study of French which focuses on grammar, reading, conversation, and French culture. Must be taken in sequence. Prerequisite: FREN 1020 or equivalent.

◆FREN 2020 - French IV (Variable)**3 Credits - 3 Lecture Hours**

A continuation of FREN 2010 with special emphasis on conversation, reading, and French culture. Prerequisite: FREN 2010 or equivalent.

Geography (GEOG)

◆GEOG 1010 - Earth Science: Weather and Climate (Variable) 4 Credits - 3 Lecture Hours - 2 Lab Hours

An introduction to atmospheric processes and geographic distribution of radiation, moisture, pressure and circulation interacting to create weather systems and storms, oceanic influences, earth-sun relationship, global climate patterns, human interaction with atmosphere. Three lecture, two laboratory hours per week. Prerequisites: DSPR 0800; DSPW 0800. Note: This course does not meet Natural Science transfer requirements.

◆GEOG 1011 - Earth Science: Landforms and Processes (Variable) 4 Credits - 3 Lecture Hours - 2 Lab Hours

An introduction to the agents and processes of landform development. Emphasis is also placed on distribution of landform systems and human impacts on these systems. Three lecture hours, two lab hours per week. Prerequisites: READ 0800; ENGL 0800. Note: This course does not meet Natural Science transfer requirements.

◆GEOG 1030 - World Geography (Variable) 3 Credits - 3 Lecture Hours

A study of selected topics and world regions, especially those with problems or situations of contemporary interest, to illustrate geographical points of view, concepts, and techniques. Corequisite: DSPR 0800 or appropriate entrance scores. (Formerly GEOG 1013)

◆GEOG 2030 - Introduction to Cultural Geography (F, S) 3 Credits - 3 Lecture Hours

A survey of the spatial characteristics and value systems of cultures throughout the world. Topical investigations and case studies will be utilized to compare and contrast the different cultures of the world. Prerequisites: DSPW 0800, DSPR 0800, or appropriate entrance scores. (Formerly GEOG 1012)

◆GEOG 2210 - Modern Geographic Concepts (Variable) 3 Credits - 3 Lecture Hours

Concepts current in the field of geography are used as means for understanding in spatial and ecological points of view of the world. Prerequisites: DSPR 0800; DSPW 0800.

Greek (GREK)

◆GREK 1010 - Ancient Greek I (Variable) 3 Credits - 3 Lecture Hours

An introduction to the fundamentals of reading Ancient Greek. This course is designed especially to prepare students to read Biblical Greek and to develop among students an appreciation for Classical Greek literature. (Formerly GREE 1010)

◆GREK 1020 - Ancient Greek II (Variable) 3 Credits - 3 Lecture Hours

A continuation of Greek 1010. Prerequisite: GREK 1010. (Formerly GREE 1020)

Health (HLTH)

HLTH 1010 - Personal Health (F, S) 3 Credits - 3 Lecture Hours

An overview of the physical, mental, and social aspects of personal health and wellness. Topics include: stress and emotional health, physical fitness, diet and nutrition, marriage and family, sexuality, sickness and disease, aging, death and dying, and community health. Does not satisfy laboratory science requirement. Prerequisite: DSPR 0800 or departmental approval.

HLTH 2030 - First Aid and Emergency Care (F, S) 3 Credits - 2 Lecture Hours, 2 Lab Hours

Prepares the student to provide emergency care using basic knowledge and skills in common medical/traumatic emergencies. Upon successful completion of this course the student will be first aid trained by the National Safety Council guidelines and CPR trained by the American Heart Association guidelines.

HLTH 2420 - Principles of Nutrition (F, S) 3 Credits - 3 Lecture Hours

An introduction of scientific nutrition principles with emphasis on metabolism of nutrients within the body, the nutritional status in health and disease, weight control and fitness, and the guidelines established by the government and scientific community. Prerequisites: DSPR 0800 or appropriate entrance scores.

History (HIST)

◆HIST 1210 - World History I (F) 3 Credits - 3 Lecture Hours

The examination of the political, social, economic, and intellectual history of the world from the first civilizations to circa 1500 A.D. Prerequisites: DSPW 0800, DSPR 0800, or appropriate entrance scores. (Formerly HIST 1010)

◆HIST 1220 - World History II (S) 3 Credits - 3 Lecture Hours

The examination of the political, social, economic, and intellectual history of the world since circa 1500 A.D. Prerequisites: DSPW 0800, DSPR 0800, or appropriate entrance scores. (Formerly HIST 1020)

◆HIST 2010 - U. S. History I (F, S, U) 3 Credits - 3 Lecture Hours

Examination of the social, political, economic, cultural, and intellectual history of the United States from the colonial period to 1877. Prerequisites: DSPW 0800, DSPR 0800, or appropriate entrance scores.

◆HIST 2020 - U. S. History II (F, S, U) 3 Credits - 3 Lecture Hours

Examination of the social, political, economic, cultural, and intellectual history of the United States since 1877. Prerequisites: DSPW 0800, DSPR 0800, or appropriate entrance scores.

◆HIST 2030 - Tennessee History (F)**3 Credits - 3 Lecture Hours**

An intensive treatment of Tennessee history from the Colonial period to the present. Extensive reading assignments required. Prerequisites: DSPW 0800, DSPR 0800, or appropriate entrance scores. (Formerly HIST 2050)

◆HIST 2040 – America’s Longest War - Vietnam 1945-1975 (Variable)**3 Credits - 3 Lecture Hours**

An in-depth examination of the evolution of American involvement in Vietnam during the years 1945-1975. Among the topics covered are an analysis of the decision-making process that led to U.S. involvement; the Vietnam experience for its participants; literary and visual images of the war; what made Vietnam different; and the lessons of Vietnam. Prerequisites: DSPW 0800, DSPR 0800, or appropriate entrance scores. (Formerly HIST 2030)

◆HIST 2050 - American Civil War History**3 Credits - 3 Lecture Hours**

An examination of the American Civil War’s causes, effects, and results.

◆HIST 2600 - Germany and the Holocaust (Variable)**3 Credits - 3 Lecture Hours**

An exploration of the environment that gave rise to Hitler and the Holocaust, how the Nazis organized and perpetuated the ghettoization and extermination of millions, and the effects on the victims, survivors, perpetrators, and bystanders. Prerequisite: 3 credit hours of History courses or instructor approval.

◆HIST 2990 - Special Topics in History (Variable)**3 Credits - 3 Lecture Hours**

An in-depth examination of selected topics in history. May be repeated for credit when the content varies. Prerequisite: 3 credit hours of History courses or instructor approval.

Humanities (HUM)

◆HUM 2010 - Introduction to Humanities I (F, U)**3 Credits - 3 Lecture Hours**

An multidisciplinary survey of the painting, sculpture, architecture, literature, music, and philosophy of various Eastern and Western civilizations from prehistoric times to the late Middle Ages. Prerequisite: DSPR 0800 or appropriate entrance scores. (Formerly HUMT 2310)

◆HUM 2020 - Introduction to Humanities II (S, U)**3 Credits - 3 Lecture Hours**

A multidisciplinary survey of the painting, sculpture, architecture, literature, music, and philosophy of various Eastern and Western civilizations from the early Renaissance until the present. Prerequisite: DSPR 0800 or appropriate entrance scores. (Formerly HUMT 2320)

◆HUM 2340 - Black Studies (F,S, U)**3 Credits - 3 Lecture Hours**

An interdisciplinary study of the painting, sculpture, music, and literature of black people. This survey will acquaint the student with African and African-American culture pointing to emphasizing similarities and differences in them. Prerequisites: DSPW 0800, DSPR 0800, or appropriate entrance scores.

◆HUM 2350 - Discoveries, Inventions, and Explorations (F, S, U)**3 Credits - 3 Lecture Hours**

A survey of basic inventions, discoveries, processes, and the cultures and societies that fostered them. Students identify and analyze these phenomena and speculate as to their future impact on modern man. Extensive reading required. Corequisite: ENGL 1000 or ENGL 1010.

◆HUM 2990 - Special Topics in Humanities (Variable)**1-3 Credits - 1-3 Lecture Hours**

A course featuring an in-depth examination of selected topics in humanities. This course may be repeated for credit when content varies. Prerequisites: DSPW 0800, DSPR 0800, or appropriate entrance scores.

Industrial Technology (INTC)

INTC 1010 – Quality and Inspection**3 Credits – 3 Lecture Hours**

This course is designed to introduce students to the concept of Quality Control, Total Quality Management and current methods used in industry to obtain accurate measurements of parts and components.

This course is designed to provide students entering an industrial or technology field sufficient knowledge about safety, health and to be an effective participant in keeping the workplace hazard-free. Students majoring in any management or technology field will gain needed instruction and knowledge in health and safety, and how they affect productivity, quality, and competitiveness.

INTC 1020 – Safety in the Workplace**3 Credits – 3 Lecture Hours**

This course is designed to provide students entering an industrial or technology field sufficient knowledge about safety, health and to be an effective participant in keeping the workplace hazard-free. Students majoring in any management or technology field will gain needed instruction and knowledge in health and safety, and how they affect productivity, quality, and competitiveness.

INTC 1030 – Industrial Concepts**3 Credits – 3 Lecture Hours**

This course is designed to prepare a student to function effectively in an industrial environment. Career planning, professionalism, workplace ethics, application of information technology and related materials will be introduced.

INTC 1050 - Chemical Process Lines**4 Credits - 3 Lecture Hours, 3 Lab Hours**

An introduction to chemical industry process lines. Coverage includes: terms and symbols, principles of electricity and electrical equipment, heat exchanges, piping, flanges, blanks, rupture disk, filters, strainers and screens, steam traps, valves, vents, pumps, condensers, vessels, silos, motors, switches, steam vacuum.

INCT 1150 - Chemical Instrumentation**4 Credits - 3 Lecture Hours, 3 Lab Hours**

An introduction to instrumentation oriented toward study of the principles and components of pneumatic and electronic control systems which measure and govern temperature, pressure, flow, and level in both the manual and automatic modes. Coverage includes: terms and symbols; mechanical pneumatic, and thermal principles; description and operation of various measuring devices; principles of analytical measurements; concept of control and types of control systems; troubleshooting techniques are also covered. Prerequisite: INTC 1050.

Machine Tool Technology (MATT)

MATT 1110 - Machine Tool Operations I (F)**5 Credits - 3 Lecture Hours, 6 Lab Hours**

Covers safety in operating machine tools; the use of bench work tools, measuring tools - the steel rule, micrometers, verniers, and other precision measuring instruments; and basic setup and operation of lathes and vertical milling machines. Laboratory work is emphasized.

MATT 1120 - Machine Tool Operations II (S)**4 Credits - 2 Lecture Hours, 6 Lab Hours**

A continuation of MATT 1110 that emphasizes the selection of proper cutting tools and accurate drill press operation. Coverage includes advanced setup and operation of engine lathes and vertical and horizontal milling machines to perform a variety of operations used in tool making. Prerequisite: MATT 1110. Prerequisite or Corequisite: MATT 1510.

MATT 1510 - Blueprint Reading for the Machine Trades (F)**4 Credits - 4 Lecture Hours**

The student is required to read basic elementary machine drawings and work with them. Topics include: the variety and uses of lines in blueprint reading, the basic principles of orthographic projection and how they can be used to draw the three principle views of an object, and the interpretation of dimensions and tolerances pertaining to machine drawings.

MATT 2130 - Machine Tool Operations III (F)**4 Credits - 2 Lecture Hours, 6 Lab Hours**

The student is required to accurately locate and produce precision holes in soft or hard materials, construct electrodes and operate the EDM machine, use the cylindrical grinder for straight and taper grinding with accuracy, and select the proper grinding wheel for the job. Prerequisite: MATT 1120.

MATT 2210 - Materials and Manufacturing Processes (S)**3 Credits - 3 Lecture Hours**

Focuses upon metal-cutting technology and includes physics of metal cutting; machinability of metals; cutting tools; tool life; carbide cutting tools; diamond, ceramic, and cermet cutting tools; and cutting fluids - types and applications. A wide range of manufacturing processes including special casting operations, inspection and testing of metals, forging and forming operations, traditional and non-traditional metal removal processes, and part processing are covered.

MATT 2420 - Computer Assisted Numerical Control Programming (Variable)**5 Credits - 3 Lecture Hours, 6 Lab Hours**

Emphasizes the programming of numerical control machines using computer assisted programming methods such as word address format programming, manual data input, and off-line programming using CAM software. Primary focus is placed on programming two- and three-axis N/C machines. Prerequisite: MATT 2410 or instructor approval.

MATT 2510 - Tool and Die Making (S)**4 Credits – 2 Lecture Hours, 6 Lab Hours**

Focuses on the components and techniques involved in the construction of basic dies as well as setting and use. The planning and construction of simple jigs and fixtures with a minimum amount of supervision is a requirement. Prerequisites or Corequisites: MATT 1510 and MATT 2130, or instructor approval.

MATT 2990 - Special Topics in Machine Tool Technology (Variable)**1 - 5 Credits**

Allows student selection of a special machine tool project encompassing problems in cost, efficiency, production, or safety; evaluation of alternative solutions; and execution and appraisal of final results. Prerequisite: 12 credit hours of Machine Tool Technology courses.

Manufacturing Technology (MFGT)

MFGT 1120 - Computer Numerically Controlled Machines (F)**4 Credits - 3 Lecture Hours, 3 Lab Hours**

A study of general operation principles for computer numerically controlled machines as applied to basic manufacturing operations. The student will become familiar with machine setup, operation, and G-code programming. Prerequisites: MATT 1110 or instructor approval.

MFGT 2410 - Computer Aided Manufacturing (S)**4 Credits - 3 Lecture Hours, 3 Lab Hours**

A study of computer aided manufacturing using CAD/CAM application software. The student will use CAD/CAM software to create part geometry and generate cutter paths for CNC machining centers. Course covers computer aided manufacturing procedures from CAD design to finished machined part. The computer will be the link for the automated manufacturing process. Prerequisites: MFGT 1120 or instructor approval.

MFGT 2870 - Programming and Robotics (F)**4 Credits - 3 Lecture Hours, 3 Lab Hours**

A study of computer programming, application software, and robotics. Course covers robot configurations and industrial applications. The student will have the opportunity to experience hands-on robot operation and explore various programming techniques.

MFGT 2900 - Automation and Quality (S)**3 Credits - 3 Lecture Hours**

A study of automated machining work cells and components. Course covers work cell layout, components and equipment, quality control, and process improvement techniques. Prerequisites: MATT 2210, MFGT 1120, MFGT 2410, MFGT 2870, and QUAL 2220.

MFGT 2990 - Special Topics in Manufacturing**1-5 Credits**

An in-depth examination of selected topics in the manufacturing environment.

Mass Communications (MCOM)**MCOM 1030 – Introduction to Mass Communications (Variable)****3 Credits – 3 Lecture Hours**

This course is a study of the nature, functions, and responsibilities of mass communication media and agencies. Subjects covered include a survey of newspapers, magazines, radio, television, film, advertising, public relations, press associations, and special publications. Prerequisite: DSPR 0800, DSPW 0800, or appropriate entrance scores.

MCOM 2600 – Survey of Broadcasting (Variable)**3 Credits – 3 Lecture Hours**

Study of the development of the broadcast/cable industry and its business practices, regulatory agencies, and societal impact. Prerequisites: DSPR 0800, DSPW 0800, or appropriate entrance score.

MCOM 2604 - Broadcast Lab (Variable)**1 Credit - 1 Lab Hour**

Production of programming and operation of audio and video production facilities at Northeast State or appropriate production facilities. 1-hour credit may be repeated for maximum of 3 hours. Prerequisites: MCOM 1030 or instructor permission.

MCOM 2630 - Writing for Mass Media (Variable)**3 Credits - 3 Lecture Hours**

Theory and practices of writing for print, Internet, and traditional electronic media, according to technique, style, and formats of various mass media. Emphasis includes news, advertising, feature writing, and longer script forms. Prerequisites: DSPR 0800, DSPW 0800, or appropriate entrance scores, and CSCI 1100, or instructor permission.

MCOM 2640 - Radio Television News (Variable)**3 Credits - 3 Lecture Hours**

A study of the organization and function of broadcast news, with emphasis upon gathering, writing, editing, and reporting of news for audio and video media. Prerequisites: MCOM 1030, CSCI 1100, or instructor permission.

MCOM 2700 - Introduction to Public Relations (Variable)**3 Credits - 3 Lecture Hours**

This course is an introductory study of the nature, functions, and responsibilities of public relations practices, media, and agencies. Instruction includes study of the principles and techniques applicable in the field of public relations. Prerequisites: MCOM 1030 or instructor permission.

MCOM 2800 - Advertising Principles (Variable)**3 Credits - 3 Lecture Hours**

Examination of contemporary advertising practices, including consumer behavior, persuasive techniques, campaign creation, implementation, production, and evaluation. Prerequisites: DSPR 0800, DSPW 0800, or appropriate entrance scores.

MCOM 2990 - Special Topics in Mass Communication (Variable)**1-3 Credits - 1-3 Lecture Hours**

Explores selected topics and issues in mass communication.

Mathematics (MATH)

Students in any mathematics course may be required to possess a designated type of hand-held calculator or computer software for that course. The student will be responsible for the purchase and operation of the calculator/software.

University Parallel majors who graduated from high school in 1989 or after and who have not earned credit for one year of high school geometry MUST complete MATH 0990 BEFORE undertaking any college-level mathematics course.

DSPM 0700 – Foundations of Mathematics I (F, S, U)**3 Credits - 3 Lecture Hours**

A review of general mathematics including whole numbers, fractions, decimals, percents, descriptive statistics, basic geometry, and basic algebra concepts. Placement by testing. (Formerly MATH 0700)

DSPM 0800 – Foundations of Mathematics II (F, S, U)**4 Credits – 4 Lecture Hours, 1 Lab Hour**

An introductory course in algebra. Topics include operations with real numbers, solving and graphing linear equations and inequalities, an introduction to functions, and solving systems of equations and inequalities. Applications of all concepts will be stressed. Placement by testing or successful completion of DSPM 0700. (Formerly MATH 0800)

DSPM 0850 - Foundations of Mathematics III (F, S, U)**4 Credits - 4 Lecture Hours, 1 Lab Hour**

A continuation of algebra topics for students who have completed DSPM 0800 or who have at least one year of high school algebra. Topics include exponents, operations with polynomials (including factoring), rational expressions and equations, radical expressions and equations, and solving and graphing quadratic equations. Placement by testing or successful completion of DSPM 0800. (Formerly MATH 0810)

MATH 0990 - Geometry (F)**3 Credits - 3 Lecture Hours**

An introductory course in geometry designed to satisfy requirement for one unit of high school geometry. This course will remove a high school unit deficiency in geometry and will not count toward fulfillment of general education hours in mathematics. Prerequisite: DSPM 0800

◆MATH 1010 - Mathematical Applications (F, S, U)**3 Credits - 3 Lecture Hours**

Course intended for students whose program of study requires one general 3-hour math course. Designed to provide insight into the nature and applications of mathematics. Topics include the mathematics of finance, an introduction to graphing, linear modeling, descriptive statistics, and other related applications of contemporary mathematics. Prerequisite: DSPM 0850 or appropriate entrance scores. (Formerly Math 1022)

MATH 1050 – Trigonometric Applications (F, S)**4 Credits – 4 Lecture Hours**

Topics include angles, parallel lines, polygons, circles, area of plane figures, definitions of trigonometric functions, graphs of trigonometric functions, right triangles, law of sines and law of cosines, vectors, and applications of each of these topics. Prerequisite: DSPM 0850 or appropriate entrance scores. (Formerly MATH 1007)

MATH 1410 – Foundations of Numerical Concepts (F)**3 Credits – 3 Lecture Hours**

The history and organization of numerical systems will be explored. Skills in using number systems and understanding of the relationships in number systems will be developed. Numerical systems will be used to solve problems that arise in diverse situations. Prerequisite: DSPM 0850 or appropriate entrance scores.

MATH 1420 – Logic, Problem Solving, and Geometry (S)**3 Credits – 3 Lecture Hours**

Geometry topics will be explored to gain problem solving skills and understanding of geometric principles. Various types of logic will be developed to enhance problem-solving skills. Prerequisites: DSPM 0850 and either MATH 0990 or a course in high school geometry. (Formerly MATH 2000)

◆MATH 1530 – Probability/Statistics (Non-Calculus Based) (F, S, U)**3 Credits - 2 Lecture Hours, 2 Lab Hours**

Designed to emphasize statistics as a decision-making tool and introduce basic concepts of the discipline. Course will include descriptive statistics, introduction to probability, probability distributions, linear correlation and regression, statistical inference and hypothesis testing. This is a non-calculus based course. Lab will emphasize use of computer software and calculators for data representation and statistical analysis. Prerequisite: DSPM 0850. (Formerly MATH 1080)

◆MATH 1710 – Pre-Calculus I (Algebra) (F, S, U)**3 Credits - 3 Lecture Hours**

Examination of linear, quadratic, polynomial, and rational functions and systems of equations emphasizing graphical, numerical, and analytical solutions. Prerequisites: DSPM 0850 or appropriate entrance scores. (Formerly MATH 1010)

◆MATH 1720 – Pre-Calculus II (F, S)**3 Credits - 3 Lecture Hours**

Examination of exponential, logarithmic, trigonometric and parametric functions, and vectors intended as preparation for the study of calculus. Prerequisite: MATH 1710 or departmental approval. (Formerly MATH 1040)

◆MATH 1730 – Technical Pre-Calculus (F, S)**5 Credits – 5 Lecture Hours**

Examination of linear, quadratic, polynomial, and rational functions and systems of equations emphasizing graphical, numerical, and analytical solutions. Also, examining exponential, logarithmic, trigonometric and parametric functions, and vectors. Intended as preparation for the study of calculus. Prerequisite: DSPM 0850 or appropriate entrance scores. (Formerly MATH 1008)

◆MATH 1830 - Calculus for Business (F)**3 Credits - 3 Lecture Hours**

A calculus course designed to acquaint students with the terms and quantitative methods used to describe and analyze business and economic data. Topics include rates of change, derivatives, limits of sums, the definite integral and optimization. Emphasis on business applications. Prerequisite: MATH 1710 or MATH 2080 or two years high school algebra and an ACT math score of 22. (Formerly MATH 2070)

◆MATH 1840 - Calculus I for Technology**3 Credits - 3 Lecture Hours**

A course in differential calculus with technical applications. Also includes analytic geometry, quadratic equations, topics in trigonometry and introduction to the integral. Prerequisite: MATH 1720 or MATH 1730. (Formerly MATH 1060)

◆MATH 1850 - Calculus II for Technology**3 Credits - 3 Lecture Hours**

A course in integral calculus with technical applications. Topics include sequences and series, the integral, exponential and logarithmic functions, and differentiation and integration of transcendental functions. Prerequisite: MATH 1840. (Formerly MATH 1070)

◆MATH 1910 - Calculus I (F)**5 Credits - 5 Lecture Hours**

Topics include functions, limits of functions, derivatives and applications, and an introduction to the integral. Prerequisite: MATH 1720 or MATH 1730 or three years high school math: algebra I, II and trigonometry and an ACT math subtest score of 25. (Formerly MATH 1110)

◆MATH 1920 - Calculus II (S)**5 Credits - 5 Lecture Hours**

Topics include applications of the integral, conic sections, inverse trigonometric functions, exponential and logarithmic functions, techniques of integration, indeterminate forms and improper integrals, sequences and series. Prerequisite: MATH 1910. (Formerly MATH 1120)

◆MATH 2010 - Linear Algebra (F)**3 Credits -3 Lecture Hours**

Topics include systems of linear equations, matrix algebra, inner products, vector spaces, linear transformations, eigenvalues, and three-space vector geometry. Prerequisite: MATH 1910 or MATH 1850. (Formerly MATH 2250)

MATH 2080 - Statistical Methods for Business**3 Credits - 3 Lecture Hours, 1 Lab Hour**

This non-calculus based course extends the study of hypothesis testing and statistical inference to include analysis of variance, linear and multiple regression and correlation analysis, an introduction to nonparametric methods, chi-square procedures, and the design and implementation of a statistical study. Applications will be appropriate to business decisions. Prerequisite: MATH 1530

◆MATH 2110 - Calculus III (F)**3 Credits - 3 Lecture Hours**

Topics include parametric and polar equations, vectors and vector-valued functions, differential calculus with multiple variables, multiple integration, and topics from vector calculus. Prerequisite: MATH 1920. (Formerly MATH 2210)

◆MATH 2120 - Differential Equations (S)**3 Credits -3 Lecture Hours**

Topics include first order differential equations and applications, second and higher order linear differential equations with applications, series solutions, Laplace Transforms, and an introduction to approximation methods. Prerequisites: MATH 2110. (Formerly MATH 2260)

MATH 2990 - Special Topics in Mathematics (Variable)**1-4 Credits**

A course featuring an in-depth examination of selected mathematical topics. Offered upon sufficient interest in a specific topic. May be repeated for credit when the course content varies. Prerequisite: Instructor approval.

Medical Assistant (MAST)**MAST 1030 - Orientation to Medical Assisting****3 Credits - 3 Lecture Hours**

Introduction to the role of the medical assistant with emphasis externship, preparing to find a position, history of medicine, medical practice systems, medical law and ethics, interpersonal skills, and human relations. Prerequisites: Acceptance into the Medical Assistant program.

MAST 2010 - Medical Office Assisting**3 Credits - 2 Lecture Hours, 2 Lab/Clinical Hours**

A study of administrative duties of the medical assistant including patient reception, telephone techniques, appointment scheduling and time management, filing methods and record keeping, health information management, professional fees and credit arrangements, managing practice finances, banking services and procedures, billing and collecting procedures, health insurance and managed care, coding and claims processing, and facility environment. Prerequisites: Acceptance into the Medical Assistant program.

MAST 2100 - Medical Office Clinical Procedures**3 Credits - 2 Lecture Hour, 2 Lab/Clinical Hours**

Study and practice of patient assessment, aseptic concepts and infection control, vital signs and anthropometric measurements; applying principles of pharmacology, administering medications, and assisting with primary physical examinations, cardiovascular medicine, pulmonary medicine, gastroenterology, proctology, dermatology, office emergencies, diagnostic imaging and therapeutic modalities, and minor office surgery. Prerequisites: Acceptance into the Medical Assistant program.

MAST 2110 - Medical Laboratory Orientation**3 Credits - 3 Lecture Hours**

Study and practice in the basic laboratory procedures normally conducted in a physician's office, including urinalysis and venipuncture; assisting in hematology, serology, and microbiology testing. Prerequisites: Acceptance into the Medical Assistant program and MAST 1030, MAST 2010, and MAST 2100.

MAST 2200 - Practicum I**6 Credits - 12 Lab/Clinical Hours**

Training in ambulatory care facilities under the supervision of the instructor, clinical supervisor, and physician in the following areas: clerical functions, bookkeeping procedures, accounting procedures, processing insurance claims, fundamental principles, specimen collection, diagnostic testing, patient care, communication, legal concepts patient instruction, and operational functions. Prerequisites: Acceptance into the Medical Assistant program and MAST 1030, MAST 2010, MAST 2100 and MAST 2110.

MAST 2300 - Practicum II**6 Credits - 12 Lab/Clinical Hours**

Continuation of Practicum I. Prerequisites: Acceptance into the Medical Assistant program and MAST 1030, MAST 2010, MAST 2100 and MAST 2110.

MAST 2990 - Special Topics in Medical Assisting**1 Credit - 1 Lecture Hour**

A course featuring an in-depth examination of selected topics in Medical Assisting. This course may be repeated for credit when content varies.

Medical Laboratory Technology (MLAB)

MLAB 1000 - Orientation to Medical Laboratory**3 Credits - 2 Lecture Hours, 3 Lab Hours**

Introduction to Medical Laboratory procedures, universal precautions, basic lab math, care and use of laboratory equipment and phlebotomy skills are mastered.

MLAB 1050 - Hematology/Coagulation**4 Credits - 2 Lecture Hours, 6 Lab Hours**

Study of blood cells, disease, theory of coagulation and diagnostic procedures relating to whole blood are considered. Instruction in specimen processing and handling are included. Basic elements of automation and quality control are introduced.

MLAB 2010 - Clinical Chemistry**3 Credits - 2 Lecture Hours, 6 Lab Hours**

Basic instruction in manual and automated clinical chemistry techniques: test for glucose, urea, creatinine, uric acid, proteins, bilirubin, enzymes and electrolytes are included. Colorimetric and photometric techniques used in examining normal and abnormal clinical specimens are introduced along with special procedures in chemistry.

MLAB 2020 - Urinalysis**2 Credits - 2 Lecture Hours, 3 Lab Hours**

Physical chemical and microscopic examination of urine specimens and related tests on other body fluids such as semen, gastric contents, duodenal contents, transudates and exudates are included. A review of anatomy and physiology of the kidney is included.

MLAB 2040 - Blood Bank/Serology**3 Credits - 2 Lecture Hours, 6 Lab Hours**

The theories of blood group antigens, antibodies, ABO grouping Rh typing, cross matching, antibody screening and identification techniques are included as well as special procedures. Donor history, physical, blood components, and record keeping are considered with special emphasis on quality control.

MLAB 2050 - Clinical Microbiology**3 Credits - 2 Lecture Hours, 6 Lab Hours**

Processing and handling of clinical materials for microbiological culture with emphasis on aseptic technique, sterilization procedures and specimen handling and treatment. Use of media and special reagents for proper identification of micro organisms are included as well as antibiotic susceptibility testing, blood culture techniques and differential staining.

MLAB 2100 - Clinical Practicum I**4 Credits - 40 Clinical Hours**

Includes progressive rotations through the affiliated clinical labs in the departments of hematology, coagulation, urinalysis, immuno hematology, microbiology and clinical chemistry.

MLAB 2110 - Clinical Practicum II**4 Credits - 40 Clinical Hours**

Continuation of Clinical Practicum I. Includes progressive rotations through hematology, coagulation, urinalysis, immuno hematology, microbiology and clinical chemistry.

MLAB 2990 - Special Topics in Medical Laboratory Technology**3 Credits - 4 Lecture Hours, 3 Lab Hours**

Medical Laboratory review with exposure to management, quality management, competitor inter-phase with laboratory system and hospital system and examinations covering the total curriculum of Medical Laboratory Technology.

Mechanical Technology (MECH)

MECH 1210 - Mechanical Transmissions (F)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

The activities of power transmission - force, resistance, work, power, and thrust - are covered. The student is required to apply these activities to the repair of gear trains, belt and chain drives, shaft coupling and clutches, and bearing selection, installation, and maintenance.

MECH 2310 - Hydraulics and Pneumatics I (S)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

Topics include properties of fluids and the source, control, and conditioning of hydraulic oil and air involved in pumps, valves, motors, and actuators. Laboratory activities include troubleshooting, analyzing, adjustment, and repair of various components.

MECH 2320 - Hydraulics and Pneumatics II (F)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

A continuation of MECH 2310 which focuses upon servo valves, proportional valves, systems designs, schematics, and job-related applications. Prerequisite: MECH 2310.

MECH 2410 - Refrigeration and Air Conditioning I (F, S)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

An introduction to principles and practices of air conditioning and refrigeration which focuses upon refrigeration theory and residential/commercial applications. The various refrigerants are identified and their use is described. The use of appropriate soldering and brazing techniques with a wide range of brass and copper connectors is stressed throughout the course. Strong emphasis is placed on the troubleshooting of electrical and mechanical malfunctions through use of electrical meters, schematics, and various refrigeration equipment. The student studies electrical motors, controls, and safety devices in order to become familiar with the overall operation of air conditioning and refrigeration equipment. Prerequisite or Corequisite: ELEC 1010 or ELEC 1110

MECH 2420 - Refrigeration and Air Conditioning II (S)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

A continuation of MECH 2410 with emphasis on heating principles and equipment. Course content is designed to prepare the student to calculate residential heat loads; install residential air conditioning, heating equipment, and heat pumps; and to troubleshoot both residential and commercial systems. Prerequisite: MECH 2410.

MECH 2430 - Refrigeration and Air Conditioning III (S)**3 Credits - 2 Lecture Hours, 2 Lab Hours**

A continuation of MECH 2420 designed to prepare the student to calculate commercial heat loads and to install and troubleshoot gas and oil fired heating systems. Coverage also includes solar energy and hydronics. Prerequisite: MECH 2420.

MECH 2510 - Preventive Maintenance and Repair (Variable)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

Emphasizes development and implementation of a preventive maintenance program in a commercial or manufacturing situation. Students are required to describe a maintenance operation, diagnose problems, disassemble, repair, and put into operation typical production machines. Prerequisite: Third semester standing or dean approval.

MECH 2610 - Millwright Principles (S)**3 Credits - 2 Lecture Hours, 2 Lab Hours**

Oriented toward the relocating, storing, installation, and placing into operation commercial and industrial machines and equipment. Laboratory activities include carpentry, welding, sheet metal fabrication, rigging, and layout of electrical circuits.

MECH 2990 - Special Topics in Mechanical Technology (Variable)**1- 5 Credits**

Builds upon preceding background in MECH courses. Allows student selection of a special project encompassing problems in cost, efficiency, production, and safety; the evaluation of alternative solutions; and the execution and appraisal of final results. Prerequisite: 12 credit hours of Mechanical Technology courses.

Music (MUS) (Formerly MUSC)**MUS 1221 - Choral Music (Variable)****1 Credit - 3 Lab Hours**

The study and performance of accompanied and unaccompanied choral music from all periods.

◆MUS 1030 - Music Appreciation (F, S)**3 Credits - 3 Lecture Hours**

Designed to allow students opportunity to expand their knowledge of all types of music. Students study the basic elements of music and learn to appreciate music through careful listening. (Formerly MUSC 2100)

◆MUS 2990 - Special Topics in Music (Variable)**1-5 Credits**

This course features in-depth study in the field of music. The course may be repeated for credit provided the theme is not repeated. Prerequisite: Instructor approval.

Office Administration Technology (OFMG)**OFMG 1010 - Keyboarding (F, S)****3 Credits - 3 Lecture Hours**

Promotes accurate and quick input of alphabetic, numeric, and symbol information on a keyboard using the touch method. This course is designed for students who wish to learn to input information into a computer and is especially appropriate for those with no prior keyboarding experience.

OFMG 1030 - Document Processing I (F, S)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

Offers the opportunity to gain an understanding of basic document formatting and basic word processing concepts including preparing and managing documents; formatting characters, paragraphs, special features, documents and sections; using help; maintaining and printing documents; using writing tools; manipulating tabs and text within and between documents; creating headers and footers, footnotes and endnotes. Speed and accuracy on straight copy are developed. Prerequisites: OFMG 1010 or 30 words per minute with three or fewer errors on a three-minute timed writing (students will be tested during the second class meeting).

OFMG 1040 - Document Processing II (S, U)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

Builds upon skills developed in OFMG 1030 to expand the practice of word processing techniques used in an automated office setting with special emphasis on merging documents; creating and formatting tables; adding borders and inserting clip art; using Microsoft Draw and WordArt; exploring the internet; formatting with special features, styles, and macros; creating charts and importing data. Speed and accuracy on straight copy continues to be emphasized. Prerequisite: OFMG 1030.

OFMG 1050 - Document Processing III (F)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

Provides special emphasis on sorting and selecting; creating outlines, master documents, and subdocuments; creating fill-in forms; working with shared documents; and creating specialized tables and indexes. Also simulates document production in the office environment.

OFMG 1100 - Medical Terminology (S)**3 Credits - 3 Lecture Hours**

Stresses the clear, concise information needed in order to build the vocabulary foundation required for competence in all phases of medical office responsibility. Terms are organized according to body system. Extensive practice is used to build solid skills in spelling and pronunciation. Class format is based on standard lecture and discussion. Designed to assist current or future practitioners in health-related fields.

OFMG 1250 - Introduction to Desktop Publishing (S)
3 Credits - 3 Lecture Hours

A general overview that acquaints the student with the desktop publishing capabilities of a word processing program. The student is given the opportunity to develop competence in creating, designing, and formatting business documents and presentations. Prerequisite: OFMG 1050.

OFMG 2000 - Legal Document Production and Control (F)
3 Credits - 3 Lecture Hours

This course emphasizes legal vocabulary, explores various legal fields and document formatting for different law specialties, and examines office practices and requirements specific to each law practice. Prerequisite: OFMG 1040 and OFMG 2020.

OFMG 2010 - Legal Terminology and Transcription (S)
4 Credits - 3 Lecture Hours, 2 Lab Hours

Emphasis is placed on vocabulary and office procedures commonly used in the legal profession. The student will use appropriate software packages to produce documents unique to the legal office environment. Emphasis is placed on writing, editing, and transcribing. Prerequisite: OFMG 1040.

OFMG 2020 - Proofreading and Editing for Business (F, U)
4 Credits - 4 Lecture Hours

Designed to assist the student in the development of proofreading and editing skills. The importance of finding and correcting errors, of knowing how to find errors, and of knowing where errors are frequently made but overlooked is stressed. Prerequisite: DSPW 0800.

OFMG 2040 - Records Management (F, U)
3 Credits - 3 Lecture Hours

The student is given an opportunity to demonstrate management decisions involved with planning, organizing, and controlling the records of an organization. Coverage includes using ARMA rules for alphabetic, geographic, subject, chronologic, and numeric filing; simulating filing procedures and techniques; and exploring computer filing methods and micrographics.

OFMG 2050 - Legal Assistance and Office Management (S)
3 Credits - 3 Lecture Hours

Examination of the legal assistant profession including duties, responsibilities, employment setting, and skills of the legal assistant. Introduction to law office computer software and CD-ROM used in local law offices; software applications including document management, time and billing, calendar, and deadline control. The importance of client relationships and ethics specific to the law office area explored. Prerequisite: OFMG 2000.

OFMG 2100 - Fundamentals of Insurance Claims and Patient Billing (F)**3 Credits - 3 Lecture Hours**

Conducted in a computer lab setting, this course utilizes current medical office software and simulated patient files to provide instruction and practicum in patient billing, insurance claims processing, and record keeping. In addition to ICD-9-CM and CPT coding, students receive instruction in the current legal environment as it pertains to insurance fraud and abuse, the ethical responsibility for accurate claims preparation and patient billing, the pitfalls of upcoding and downcoding, and the importance of coding linkage and compliance with federal regulations. Prerequisite: OFMG 1100.

OFMG 2130 - Medical Transcription (F)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

The student applies skills gained in medical office procedures, medical terminology, and grammar to the field of medical transcription. Content includes transcribing letters and memos dictated by doctors to other doctors, insurance companies, patients, staff, and others; and transcribing dictation involving history and physicals, x-ray reports, consultations, various diagnostic reports, discharge summaries, operative reports, and pathology reports. Emphasis is placed on the confidential and ethical treatment of all patient information and records. Prerequisites: OFMG 1030, OFMG 1100, ENGL 1010, and BIOL 1205.

OFMG 2140 - Advanced Medical Transcription (S)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

This course is a continuation of OFMG 2130 Medical Transcription and includes the transcribing of more advanced medical documents from 18 specialties. Content includes medicolegal issues such as confidentiality, release of information, etc., and reports of various diagnostic procedures, operative reports, history and physical examinations, discharge summaries, consultations, pathology reports. Ethics, professionalism, accuracy, and productivity are stressed. Prerequisite: OFMG 2130.

OFMG 2400 - Office Management and Procedures (S, U)**4 Credit Hours - 4 Lecture Hours**

This course provides exposure to the critical, everyday responsibilities of office management. These include planning meetings, managing records and correspondence, communicating effectively, planning travel, purchasing supplies, organizing the workplace, conducting research, and functioning in a changing office environment. Provides hands-on training in the use of the Internet, e-mail, and other electronic methods of communication to make transportation and housing reservations, to maintain individual and company calendars, to research various topics as needed by the department or company, and to process day-to-day business communications. Prerequisite: OFMG 1030.

OFMG 2410 - Administrative Support Systems and Procedures (F)**4 Credits - 4 Lecture Hours**

Designed to teach problem-solving and creative thinking to the student pursuing a career as an office professional. Taught from the perspective of an administrative office manager. Describes the international interaction of people based on cultural mores. Explores the legal and political environment and the effects of ethical business practices. The student will learn job functions that are common to most offices and how specific skills are applied to accomplish tasks and procedures. Provides significant skills and knowledge needed to handle challenges faced by the office professional in today's society. Prerequisites: OFMG 1040 and OFMG 2400.

OFMG 2420 - Integrated Office Applications (S)**4 Credits - 3 Lecture Hours, 2 Lab Hours**

Simulates document production in today's office. Emphasis is placed on the integration of applications software such as word processing, spreadsheet, database, presentation, and communications packages. Prerequisite: OFMG 1050.

OFMG 2430 - Career Planning and Development (F, S)**3 Credits - 3 Lecture Hours**

Promotes student recognition of the importance of the physical, intellectual, social, and emotional dimensions of personality. Grooming, methods of personality development, and personal traits for successful employment are explored. Explores elements of the job campaign: locating openings, evaluating companies, writing resumes and application letters, arranging interviews, and presenting one's self effectively at interviews. Prerequisite: 12 credit hours.

OFMG 2440 - Modern Office Communication (S)**3 Credits - 3 Lecture Hours**

Describes the principles and techniques for constructing clear, concise, correct, and courteous oral and written business communications. Prerequisite: DSPW 0800.

OFMG 2990 - Special Topics in Office Systems Technology (F, S)**1-4 Credits**

Offered for students with special needs and/or individuals who can benefit from course content. A special topic in advanced theory or application is covered. Prerequisite: Departmental approval.

Philosophy (PHIL)**◆PHIL 1010 - Old Testament Survey (F)****3 Credits - 3 Lecture Hours**

This course is designed to give the student a survey of Biblical material from the Old Testament, its content, principles, background, and significance for Western thought. A survey of the patriarchal, tribal, and national periods; a chronological study of the prophets and their contributions; and the poetry and wisdom literature are emphasized. Prerequisites: DSPW 0800, DSPR 0800, or appropriate entrance scores.

◆PHIL 1020 - New Testament Survey (S)**3 Credits - 3 Lecture Hours**

This course is designed to give the student a survey of Biblical material from the New Testament, including an overview of the literature of the early Christian Church. This course is designed to help the student learn about the context of the New Testament books, their Jewish and Hellenistic backgrounds, and historical interpretation and scholarship. Prerequisites: DSPW 0800, DSPR 0800, or appropriate entrance scores.

◆PHIL 1030 - Self and World (Variable)**3 Credits - 3 Lecture Hours**

An introduction to various philosophical problems concerning free will, the self, science, and reality. Prerequisites: DSPW 0800, DSPR 0800, or appropriate entrance scores. (Formerly PHIL 2025)

◆PHIL 2020 - Values and Society (F,S)**3 Credits - 3 Lecture Hours**

An introduction to the central philosophical problems concerning morality, freedom, and political authority. Prerequisites: DSPW 0800, DSPR 0800, or appropriate entrance scores.

◆PHIL 2210 - Introduction to the Study of Religion (S)**3 Credits - 3 Lecture Hours**

A comparative and historical introduction to the world's ways of being religious. Prerequisites: DSPW 0800, DSPR 0800, or appropriate entrance scores.

◆PHIL 2640 - Science and the Modern World (Variable)**3 Credits - 3 Lecture Hours**

A philosophical examination of the central ideas of modern science and technology. Prerequisites: ENGL 1020.

◆PHIL 2990 - Special Topics in Philosophy (Variable)**3 Credits - 3 Lecture Hours**

A course featuring special topics such as logic/practical reasoning; science and the modern world; ethics for business, medicine, political thought, etc. May be repeated for credit when course content varies. Prerequisites: DSPW 0800, DSPR 0800, or appropriate entrance scores.

Physical Education (PHED)**◆PHED 1115 - Exercise to Music (Variable)****1 Credit (Fitness) - 2 Lab Hours**

Focuses on physical fitness through dance exercise.

◆PHED 1130 - Fitness for Life (F, S)**2 Credits - 2 Lecture Hours, 1 Lab Hour**

The Fitness for Life course presents specific activities, workout sessions, and health/fitness assessments through lectures and demonstrations. The course is composed of three elements: (1) fitness assessments; (2) lectures and demonstrations concerning principles of fitness, and (3) fitness activity sessions. The purpose of the course is to help students develop and maintain an holistic fitness lifestyle.

◆PHED 11315 - Conditioning (Variable)

1 Credit (Fitness) - 2 Lab Hours

An exercise program designed to improve cardiovascular endurance, muscular strength and endurance, and flexibility.

◆PHED 1150 - Weight Training (Variable)

1 Credit (Fitness) - 2 Lab Hours

An exercise program designed to improve muscular strength and endurance and flexibility.

◆PHED 1160 - Weight Management (Variable)

1 Credit (Fitness) - 2 Lab Hours

This course is designed for people who feel a need to lose weight. Students will participate in a weight loss program involving an assessment component (body fat analysis, diet counseling, etc.) and an individual exercise component. Program guidelines are provided by the American College of Sports Medicine.

◆PHED 2205 - Archery (F)

1 Credit (Lifetime) - 2 Lab Hours

Emphasizes the fundamental skills and rules related to archery.

◆PHED 2210 - Badminton (Variable)

1 Credit (Lifetime) - 2 Lab Hours

Emphasizes the fundamental skills, rules, and strategies necessary to play the game of badminton.

◆PHED 2225 - Beginning Bowling (S)

1 Credit (Lifetime) - 2 Lab Hours

Selection of equipment, correct approach and release, and scoring. Additional fee for facility and equipment rental applies.

◆PHED 2280 - Volleyball (Variable)

1 Credit (Lifetime) - 2 Lab Hours

Emphasizes the basic fundamental skills, rules, and strategies related to the game of volleyball.

◆PHED 2515 - Marksmanship (Variable)

1 Credit (Lifetime) - 2 Lab Hours

A study and application of basic fundamentals of rifle and pistol marksmanship, to include safety. (Students must supply their own ammunition, pair of eyeglasses with polycarbonate lenses, ear plugs, and shooting mat).

◆PHED 2545 - Snow Skiing (F)

1 Credit (Lifetime) - 2 Lab Hours

Instruction and practice for the development of basic knowledge and skiing skills. Additional fees for equipment rental, ski lifts, lodging, insurance, and other expenses associated with snow skiing apply.

◆PHED 2600 - Adapted Physical Education (Variable)

2 Credits (Fitness) - 1 Lecture Hour, 2 Lab Hours

Restricted to students with a documented physical disability who are unable to participate in the regular physical education activity classes. Admission is based on a referral from a medical physician in conjunction with the instructor.

◆PHED 2990 - Special Topics in Physical Education and Recreation (Variable)

1-3 Credits

This course will be specifically designed to meet unique needs in the areas of physical education and recreation.

Physical Science (PSCI)

◆PSCI 1030 - Survey of Physical Science

4 Credits - 3 Lecture Hours, 2 Lab Hours

A broad survey of the physical sciences, including physics, chemistry, geology, astronomy and meteorology. Prerequisite: MATH 0850 or appropriate entrance scores. (Formerly PHYS 1010)

Physics (PHYS)

◆PHYS 1030 - Physics with Applications (S)

4 Credits - 3 Lecture Hours, 3 Lab Hours

Emphasizes selected physics concepts and applications in a one-semester course. Covers motion, force, momentum, energy, statics, and simple machines. Prerequisite: MATH 1050 or departmental approval. (Formerly PHYS 1200)

◆PHYS 2010 – Non-Calculus Based Physics I (F)

4 Credits - 3 Lecture Hours, 3 Lab Hours

Pre-calculus based physics with applications that include the study of motion, forces, momentum, and energy. Prerequisite: MATH 1720 or MATH 1730. (Formerly PHYS 2110)

◆PHYS 2020 – Non-Calculus Based Physics II (S)

4 Credits - 3 Lecture Hours, 3 Lab Hours

A continuation of PHYS 2110 emphasizing electricity and magnetism, optics, thermodynamics, and modern physics. Prerequisite: PHYS 2010. (Formerly PHYS 2120)

◆PHYS 2110 – Calculus-Based Physics I (S)

4 Credits - 3 Lecture Hours, 3 Lab Hours

Calculus-based physics designed for students in science, mathematics, engineering, and other technical fields of study. Topics include principles of motion, force, work and energy, fluids, and heat. Prerequisite: MATH 1910 or equivalent. (Formerly PHYS 2210)

◆PHYS 2120 – Calculus-Based Physics II (F)

4 Credits - 3 Lecture Hours, 3 Lab Hours

A continuation of PHYS 2110 emphasizing thermodynamics, electricity, magnetism, and light. Prerequisite: PHYS 2110. (Formerly PHYS 2220)

◆PHYS 2990 - Special Topics in Physics (Variable)

1-4 Credits

Designed to provide an in-depth coverage of selected topics in physics. May be repeated for credit when course content varies. Prerequisite: PHYS 2110.

Political Science (POLI) (Formerly PSCI)

◆POLI 1120 - Introduction to American Government (F) 3 Credits - 3 Lecture Hours

A survey of American government focusing on the Constitution, American political culture, and political institutions and processes. Emphasis is placed on the dynamics and functions of the legislative, executive, and judicial branches of the U.S. Government. Prerequisite: DSPR 0800 or appropriate entrance scores.

◆POLI 2990 - Special Topics in Political Science (Variable) 3 Credits - 3 Lecture Hours

This course features a topical issue in government and politics. This course may be repeated for credit provided the theme is not repeated. Prerequisite: DSPR 0800 or instructor approval.

Pre-Engineering (ENGR) See page 130.

Psychology (PSYC)

PSYC 1010 - Career Planning and Life Skills (Variable) 3 Credits - 3 Lecture Hours

A basic course in self exploration and goal setting. The focus is upon learning systematic techniques with which to make career life choices. Note: This course is an elective and does not meet the general education requirement for those students transferring to East Tennessee State University. At ETSU this carries an HDAL prefix.

◆PSYC 1310 - General Psychology (F, S, U) 3 Credits - 3 Lecture Hours

Introduction to the methods and theories of psychology. Behavior is examined through a study of learning, thinking, motivation, emotion, maturation, perception, personality, and psychopathology. Prerequisites: DSPW 0800, DSPR 0800, or appropriate entrance scores.

◆PSYC 2310 - Developmental Psychology (F,S) 3 Credits - 3 Lecture Hours

An introduction to the methods and theories of life-span developmental psychology. Each developmental stage is examined through a study of physical, cognitive, personality, and social developmental factors. Finally, the end of the life span is examined through a study of death and dying. Prerequisites: DSPW 0800, DSPR 0800, or appropriate entrance scores.

◆PSYC 2311 - Advanced General Psychology (Variable) 4 Credits - 3 Lecture Hours, 3 Lab Hours

An in-depth study, including laboratory experiences, of selected topics in psychology including research methods, perception, learning, motivation and emotion, and interpersonal relationships. Prerequisite: PSYC 1310.

◆PSYC 2320 - Child Psychology (F, S) 3 Credits - 3 Lecture Hours

A study of child learning and development with an emphasis on applications of behavioral science to parenting and teaching. Prerequisites: DSPW 0800, DSPR 0800, or appropriate entrance scores.

◆PSYC 2325 - Child and Adolescent Development for Educators (F, S) 3 Credits - 3 Lecture Hour

A study of human development from conception through adolescence in educational settings. The course focuses on the theoretical framework for human development; studies physical, cognitive, language, social, and emotional development of children and adolescents; and explores the educational implications for teaching and learning.

◆PSYC 2330 - Adolescent Psychology (Variable) 3 Credits - 3 Lecture Hours

A course of study in adolescent learning and development with an emphasis on application of behavioral science to parenting and teaching. Prerequisites: DSPW 0800, DSPR 0800, or appropriate entrance scores. Note: At ETSU this carries an HDAL prefix.

◆PSYC 2990 - Special Topics in Psychology (Variable) 1-3 Credits - 1-3 Lecture Hours

An in-depth examination of selected topics in psychology. This course may be repeated for credit when content varies. Prerequisite: PSYC 1310.

Quality (QUAL)

QUAL 2220 - Quality Management Theory and Practices (F)

3 Credits - 3 Lecture Hours

A study of the objectives of quality improvement in manufacturing which focuses upon the fundamental concepts and methodology of statistical process control, process capability, and team work. Prerequisites: DSPW 0700, DSPM 0700, DSPR 0700, or appropriate entrance scores.

QUAL 2230 - Computer Applications for Quality Management (S)

3 Credits - 3 Lecture Hours

A continuation of QUAL 2220. Emphasis is placed upon computer analysis of SPC methods, continuous improvement, and performance management. Prerequisite: Instructor approval.

Reading (DSPR)

DSPR 0700 - Basic Reading (F, S, U) 3 Credits - 3 Lecture Hours

Improvement of overall comprehension is emphasized through developing vocabulary, increasing concentration, identifying main ideas and support, and making accurate inferences. These skills are strengthened through practical applications in study reading. Placement by testing. (Formerly READ 0700)

DSPR 0800 - Developmental Reading (F, S, U)**3 Credits - 3 Lecture Hours**

Through discussions, active reading and critical thinking exercises, students engage in reading activities that promote the development of comprehension, vocabulary, and reading speed. Emphasis is placed on improving overall reading ability through applying basic skills to college-level materials (textbooks, articles, etc.). Placement by testing or by successful completion of DSPR 0700. (Formerly READ 0800)

Real Estate (RELS)**RELS 1010 - Basic Principles of Real Estate (F)****4 Credits - 60 Classroom Hours**

An introduction to the basic principles of real estate that will cover the following areas: an overview of the real estate business; agency relationships; contracts related to listings, lease, and sales; government rules and regulations; legal aspects of real estate; basics of real estate mathematics and valuation; real estate finance; various forms used and the rules and practices of Tennessee and Virginia; and fair housing laws. This course is designed to meet the requirements for affiliate broker licensure course work in both Tennessee and Virginia.

RELS 1020 - Basic Real Estate Finance (S)**3 Credits - 45 Classroom Hours**

Presents an overview of the basic sources of financing of residential and income properties, including VA, FHA, and conventional loans. The course also analyzes the various sources of commercial loans for income property and interim construction financing. Contemporary trends in the housing and money markets are emphasized. Prerequisite: RELS 1010 or instructor approval.

RELS 1030 - Environmental Law (Variable)**1 Credit - 15 Classroom Hours**

An introduction to environmental law including the history of environmental laws, The Natural Environmental Policy Act, state environmental acts, hazardous wastes, endangered species, and pollution.

RELS 2010 - Real Estate Law (S)**3 Credits - 30-45 Classroom Hours**

A study of the legal aspects of real property ownership, development, transfer and brokerage. Real property contract instruments are covered in view of common law precedents, federal and state statutes, and various agency relationships. The course will also investigate the ethical conduct and standards of behavior necessary for successful real estate brokerage in Tennessee and Virginia. Prerequisites: RELS 1010 or instructor approval.

RELS 2020 - Advanced Real Estate Finance (F)**3 Credits - 45 Classroom Hours**

A continuation of RELS 1020, this course examines the more advanced principles and practices of financing real estate sales and properties. It analyzes the varying types of mortgage payments and contracts, the relationship between correspondent and investor, the perspective of the lender, residential and income property borrowers, institutional finance, capital management and budgeting, and acquisition of funds. Prerequisite: RELS 1020.

RELS 2030 - Professional Real Estate Sales Management (Variable)**3 Credits - 45 Classroom Hours**

Explores the skills necessary to successfully market real estate. Topics addressed in this course include interpersonal communications, time management, goals setting, prospecting for listings and qualified buyers, developing referral systems, advertising, showing property, and contract negotiations. Prerequisite: RELS 1010 or instructor approval.

RELS 2040 - Commercial and Residential Lending (Variable)**3 Credits - 45 Classroom Hours**

Provides entry-level commercial lending officers and officer trainees with the knowledge and skills needed to service the needs of banking corporate clients. Focuses on how commercial lending is organized and how it contributes to profitability.

RELS 2050 - Consumer Lending (Variable)**2-3 Credits - 30-45 Classroom Hours**

Examines consumer credit and lending activities in financial institutions, consumer credit insurance, computation of installment payment, various forms of consumer loans, process in loan documents and evaluation, and effect of bankruptcies on lending institutions.

RELS 2060 - Real Estate Appraisal (Variable)**3 Credits - 45 Classroom Hours**

Explores fundamentals of real estate evaluation: methods used in determining value; application of the valuation process; and principal techniques through simulations, working problems, and review of actual appraisals.

RELS 2100 - Appraising the Single Family Residence (Variable)**2-3 Credits - 30-45 Classroom Hours**

Promotes an understanding and working knowledge of procedures and techniques used to estimate market value of vacant residential land and improved single family residential properties. Emphasizes the proper application of valuation methods and techniques to residential properties and extraction of data from the market for use in sales comparison, cost and income capitalization approaches to value.

RELS 2110 - Income Property Valuation (Variable)**2 Credits - 30 Classroom Hours**

Familiarizes the student with the techniques that are utilized to perform the appraisal of more complex income producing properties. Focuses on income and expense forecasting, appropriate techniques for determining capitalization rates, and discounted cash flow method. Includes valuation of complex commercial properties such as apartment complexes, office buildings, shopping centers, industrial properties, hotels, and mixed use complexes. Prerequisite: RELS 2060.

RELS 2120 - Real Estate Economic Development (Variable)**3 Credits - 45 Classroom Hours**

A basic study of the general nature of economic development. Some basic theories of economic growth and development, as well as development policies are presented.

RELS 2500 - Real Estate Post License Practice (F,S,U)**2 Credits - 30 Classroom Hours**

This course is designed for affiliate brokers who receive their Tennessee real estate licenses after January 1, 1994. Topics include principles and ethics of real estate, fair housing, prospecting for buyers and sellers, establishing and maintaining client/customer records, protocol with other agents and contracts listing, selling, and closing statements. Aspect of goal setting, time management and self promotion are interwoven throughout the course. Prerequisite(s): RELS 1010 or any Tennessee/Virginia pre-licensing course passed or a professional designation (i.e., affiliate broker, brokers, attorney, e.g.).

Sociology (SOCI)**◆SOCI 1020 - General Sociology (F, S, U)****3 Credits - 3 Lecture Hours**

An introduction to the study of society. Basic sociological concepts and theories, culture, socialization, social institutions, and processes of social change are discussed. Application of sociological theories to everyday life is emphasized. Prerequisites: DSPS 0800, DSPW 0800, DSPR 0800, or appropriate entrance scores.

◆SOCI 1030 - Introduction to Anthropology (F, S)**3 Credits - 3 Lecture Hours**

A study of basic physical, social, and cultural anthropological concepts. The focus is on the variability and similarities among human cultures and the relationship between culture, society, and the individual. Prerequisite: DSPR 0800, DSPW 0800, or appropriate entrance scores. (Formerly SOCI 1240)

◆SOCI 2000 - Marriage and Family (F, S)**3 Credits - 3 Lecture Hours**

An overview of the effects of societal change on marital and non-marital relationships. Topics include premarital dynamics, singles, dual career families, family violence, and divorce. Prerequisites: DSPS 0800, DSPW 0800, DSPR 0800, or appropriate entrance scores.

◆SOCI 2020 - Social Problems (F, S)**3 Credits - 3 Lecture Hours**

An in-depth analysis of the causes, effects, and treatment of social problems in American society. Prerequisite: SOCI 1020.

◆ Meets Northeast State and Tennessee Board of Regents minimum degree requirements.

◆SOCI 2310 - Criminology (Variable)**3 Credits - 3 Lecture Hours**

The course is designed to study major sociological theories in relation to crime causation. It analyzes the sociological aspects of different types of offenders and explores the techniques of measuring crime. Same as CJCR 2310.

◆SOCI 2990 - Special Topics in Sociology (Variable)**3 Credits 3 Lecture Hours**

A course featuring an in-depth examination of a sociological topic or issue. This course may be repeated for credit when content varies. Prerequisite: 3 credit hours of Sociology courses or instructor approval.

Spanish (SPAN)**◆SPAN 1010 - Spanish I (F)****3 Credits - 3 Lecture Hours**

An introduction that stresses fundamentals of listening, speaking, reading, and writing the Spanish language. The course is designed to develop student confidence in the use of Spanish and enable the student to develop proficiencies fundamental to continued study. Prerequisite: DSPW 0700 or appropriate entrance scores. (Formerly SPAN 1013)

◆SPAN 1020 - Spanish II (S)**3 Credits - 3 Lecture Hours**

A continuation of SPAN 1010 with emphasis on vocabulary, speech, and writing. Prerequisite: SPAN 1010 or one year of high school Spanish. (Formerly SPAN 1023)

◆SPAN 2010 - Spanish III (F)**3 Credits - 3 Lecture Hours**

A collegiate-level study of Spanish that focuses on grammar, reading, conversation, and Spanish culture and literature. Must be taken in sequence. Prerequisite: SPAN 1020 or equivalent. (Formerly SPAN 2013)

◆SPAN 2020 - Spanish IV (S)**3 Credits - 3 Lecture Hours**

A continuation of SPAN 2013. Special emphasis is placed on conversation and reading. Examination of Spanish culture is continued. Prerequisite: SPAN 2020 or equivalent (Formerly SPAN 2023)

Special Education (SPED)**SPED 2030 - Exceptional Learners (Variable)****3 Credits - 3 Lecture Hours**

This course covers issues and professional practice influencing the education of exceptional learners. It focuses on exceptional learners' physical, psychological, and learning needs and characteristics. It also examines issues such as inclusion of exceptional learners; legislation, regulations, and litigations related to special education; and the functions of the referral network. Instructional techniques are discussed for effective teaching of exceptional learners. There is a required field experience/observation for this course. Prerequisites: EDUC 2100, DSPR 0800, and DSPW 0800 or appropriate entrance scores.

Speech (SPCH)

◆SPCH 2300 - Public Speaking (F, S, U)

3 Credits - 3 Lecture Hours

An introduction to the preparation and delivery of informative, persuasive, and group presentations. Topics include: topic selection, research, organization, verbal and nonverbal delivery, audience adaptation, listening, and small group presentations.

SPCH 2310 - Interpersonal Communication (F, S, U)

3 Credits - 3 Lecture Hours

An introduction to the processes and elements of human communication in face-to-face interaction. Topics include: verbal and non-verbal communication, self-disclosure, and relationship development.

SPCH 2320 - Argumentation and Debate (Variable)

3 Credits - 3 Lecture Hours

This course is an introduction to argumentation and debate. It covers oral argumentation and debate, case construction techniques, case analysis, and case criticism. Emphasis will be given to research methods and current issues. Student participation in argumentation and debate is part of the course requirement. Prerequisites: DSPR 0800, DSPW 0800, or appropriate entrance scores.

SPCH 2330 - Communication Theory (Variable)

3 Credits - 3 Lecture Hours

An overview of the theoretical perspectives and key theories of the field of human communication. Topics will include theory construction, methodology and evaluation, contextual levels of communication study, significant theories and current applications. This course is reading and writing intensive. Prerequisites: ENGL 1010 and ENGL 1020.

SPCH 2340 - Advanced Public Speaking (Variable)

3 Credits - 3 Lecture Hours

An application of presentational skills for individual and team presentations for live audiences and video presentations. An emphasis on professional presentations under a variety of circumstances and creation of a videotaped portfolio. Prerequisite: Completion of SPCH 2300 with a "C" or better.

SPCH 2346 - Business and Professional Communication (Variable)

3 Credits - 3 Lecture Hours

An introduction to, and application of, the principles of communication within a workplace environment. Topics include: communication functions, leadership styles, workplace interactions, decision making, conflict, organization interviews, and conducting meetings. Major assignment include writing a resume and videotaped interview.

SPCH 2660 - Oral Interpretation (Variable)

3 Credits - 3 Lecture Hours

An introduction to and application of forms of verbal expression in contemporary society. Topics include: oral narratives, selection of anecdotal materials, creative problem solving, skills development, and readings. Prerequisite: Completion of SPCH 2300 with a "C" or better.

SPCH 2900 - Independent Studies (Variable)

1-3 Credits

Independent study of a selected content area of communications. Prerequisite: Departmental approval.

SPCH 2990 - Special Topics in Speech Communications (Variable)

1-3 Credits - 1-3 Lecture Hours

An in-depth examination of selected topics in speech communications. This course may be repeated when course content varies.

Surgical Technology (SURG)

SURG 1002 - Orientation to Surgical Technology

1 Credit Hour - 1 Lecture Hours

Designed to introduce the student to the overall field of Surgical Technology. The student will be introduced to the operating room setting, reporting relationships, education and experiential needs, minimum physical requirements, working conditions, unavoidable hazards and job performance standards. Information on review for National Examination for Surgical Technologists will be presented. Prerequisite: Acceptance into the Surgical Technology Program.

SURG 1005 - Surgical Terminology and Pharmacology

3 Credit Hours - 3 Lecture Hours

Designed for public and allied health professionals who need to read and interpret health and medical reports, research reports, or professional literature. Analysis of authorization of medical terms related to various disorders will be made. Focus will be on punctuation and spelling, basic word structure, abbreviations and symbols and the body and its systems. Additional focus is on the biomedical and pharmacological effects of therapeutic drugs on the human body, positive and negative reactions to drugs and interaction effects between and among drugs. Attention will be given to metric-weight and measures, terminology, case and handling of drugs, classification of drugs and anesthesia. Prerequisite: Acceptance into the Surgical Technology Program.

SURG 1010 - Surgical Technology and Patient Care I

3 Credit Hours - 3 Lecture Hours

Duties of the surgical technologist, the surgical team members, hospitals and their backgrounds, hospital organization and management, physical aspects of the operating room, intradepartmental relations, communication and rapport, the development of surgery, and identifying ethical, moral, and legal responsibilities are emphasized. Introduces students to patient care concepts and practices and provides continued study of surgical team participants. Understanding the surgical patient, physical/spiritual and psychological patient needs, the Patient Bill of Rights, consent for surgery, identification of the patient-physician relationship, preoperative routine, transportation of the surgical patient, positioning of the surgical patient, application of thermoregulator devices, making a surgical stretcher and patient's bed, vital signs, cardiopulmonary resuscitation (CPR) and concepts of urinary catheterization are addressed. Prerequisite: Acceptance into the Surgical Technology Program.

SURG 1011 - Surgical Technology and Patient Care Laboratory I**1 Credit Hours - 10 Lab Hours**

Students are introduced to surgical procedures, incisions, wound closure operative pathology and common complications as applied to general and specialty surgery. Through skills laboratory and clinical experience in the operating room and delivery room, students are prepared to assist surgeons, anesthesiologists and nurses with client care and related services. Particular emphasis is placed upon operating room furniture, instrumentation, supplies, sutures, needles, catheters, drains, accessory equipment, specialty equipment, principles of draping and establishing sterile fields. Corequisites: SURG 1010. Prerequisite: Acceptance into the Surgical Technology Program.

SURG 1020 - Surgical Technology and Patient Care II**3 Credit Hours - 3 Lecture Hours**

A continuation of Surgical Technology and Patient Care I. The student will continue the study of surgical team practice, patient-care concepts, and practices. Prerequisite: Acceptance into the Surgical Technology Program and SURG 1010.

SURG 1021 - Surgical Technology and Patient Care Laboratory II**1 Credit Hours - 10 Lab Hours**

A continuation of Surgical Technology and Patient Care Lab I. The student will continue studies in surgical procedures, incisions, wound healing, operating, pathology, and common applications. Prerequisite: Acceptance into the Surgical Technology Program and SURG 1011.

SURG 2010 - Surgical Microbiology and Asepsis**3 Credit Hours - 6 Lecture Hours**

Students are trained in techniques for keeping the surgical environment free from disease producing microorganisms. Asepsis, principles, surgical conscience, sanitation/disinfection/sterilization and monitoring techniques are explored. Prerequisite: Acceptance into the Surgical Technology Program.

SURG 2020 - Surgical Procedures I**3 Credit Hours - 6 Lecture Hours**

Focuses on the area of preoperative diagnosis, common complication, operative pathology, incisions and wound closure. Thirteen surgical subspecialties are reviewed - gynecological, gastrointestinal, laparoscopy, genitourinary, head, neck, ophthalmic, orthopedic, plastic, thoracic, vascular, cardiovascular, and neurosurgery. Prerequisite: Acceptance into the Surgical Technology Program.

SURG 2030 - Surgical Procedures II**3 Credit Hours - 6 Lecture Hours**

A continuation of Surgical Procedures I and focuses on the area of preoperative diagnosis, common complications, operative pathology, incisions, and wound closure. Prerequisite: Acceptance into the Surgical Technology Program. Corequisite: SURG 2020.

SURG 2900 - Clinical Internship I**1 Credit Hours - 10 Lab Hours**

The student will affiliate with the area hospitals under the joint supervision of Northeast State and the professional staffs of the hospital's surgical units to provide practical clinical work experience in an actual hospital operating room setting. Prerequisite: Acceptance into the Surgical Technology Program.

SURG 2901 - Clinical Internship II**2 Credit Hours - 1 Lecture Hour, 10 Lab Hours**

A continuation of Clinical Internship I. Prerequisite: Acceptance into the Surgical Technology Program and SURG 2900.

SURG 2902 - Clinical Internship III**3 Credit Hours - 1 Lecture Hour, 20 Lab Hours**

A continuation of Clinical Internship I and II. Prerequisite: Acceptance into the Surgical Technology Program and SURG 2900 and 2901.

Telecommunications (TCOM)**TCOM 1010 - Telecommunications Fundamentals I****4 Credit Hours - 3 Lecture Hours, 2 Lab Hours**

This course is designed to provide students with an introduction to telecommunications and the telecommunications industry. Students will learn the basics of signaling, transmission, and telecommunications equipment. Students will also learn about the telecommunications choices that are available. Prerequisites: DSPM 0800 and DSPW 0800 or appropriate entrance scores

TCOM 1020 - Telecommunications Fundamentals II**4 Credit Hours - 3 Lecture Hours, 2 Lab Hours**

This course is designed to provide students with a solid background in high speed telecommunications. Students will learn about Frame Relay, ISDN, ATM and other high speed communications. Students learn how analog and digital traffic co-exist in a telecommunications environment. Prerequisite: TCOM 1010 - Telecommunications Fundamentals I

Theatre (THEA)**◆THEA 1030- Introduction to Theatre (F, S)****3 Credits - 3 Lecture Hours**

Designed to develop an appreciation of the place of drama in society. Emphasis is placed on the elements of drama, tragedy, and comedy, with accompanying coverage of theatre history. Students read and view selected plays. Prerequisites: DSPW 0800, DSPR 0800, or appropriate entrance scores. (Formerly THEA 1500)

◆THEA 2010 - Theatre History I (F)**3 Credits - 3 Lecture Hours**

A study of the development of theatrical art through the Restoration and 18th century England, its role in the history of civilization, and its relation to other arts in society. Prerequisites: DSPW 0800, DSPR 0800, or appropriate entrance scores. Corequisites: ENGL 1010 and/or THEA 1030

◆THEA 2020 - Theatre History II (S)**3 Credits - 3 Lecture Hours**

A study of the development of theatrical art from the 18th century, its role in the history of civilization, and its relation to other arts in society. Prerequisites: DSPW 0800, DSPR 0800, or appropriate entrance scores. Corequisites: ENGL 1010 and/or THEA 1030 or THEA 2520.

◆THEA 2510 - Acting I (Variable)**3 Credits - 3 Lecture Hours**

Students will be involved in all aspects of Stanislavski-based actor training including vocal and physical elements. Students will work on script interpretation, monologues, and scene work. Prerequisites: DSPR 0800, DSPW 0800, appropriate entrance scores, or instructor approval.

◆THEA 2520 - Stagecraft (Variable)**3 Credits - 3 Lecture Hours**

The study of basic technical principles of scenery, lighting, and costuming with application of the techniques, materials, and stage equipment for the construction and handling of technical theatre devices. Prerequisites: DSPR 0800, DSPW 0800, appropriate entrance scores, or instructor approval.

◆THEA 2607 - Theatre Practicum (Variable)**3 Credit Hours - 3 Lecture Hours**

Students will be involved in all aspects of play production including guided and directed rehearsals, technical work, costume design, and publicity. A major production at the end of the semester will showcase the students' work. Prerequisites: DSPR 0800, appropriate entrance scores or instructor approval.

◆THEA 2990 - Special Topics in Theatre (Variable)**3 Credits**

This course features in-depth study in the field of speech and theatre. This course may be repeated for credit provided the theme is not repeated. Prerequisite: Instructor approval.

Welding/Metal Fabrication Technology (WELD)

WELD 1001 - Industrial Welding Review (Variable)**1-3 Credits**

Provides opportunity for review prior to specific certification exams. Course content is determined by the instructor after an assessment of student needs. Open to program graduates and to welding professionals seeking AWS certifications. Prerequisite: Instructor approval

WELD 1010 - Pattern Development I (S)**3 Credits - 3 Lecture Hours**

A basic course which emphasizes the practical applications of pattern development. Students construct basic forms using parallel line pattern development techniques. Tools of the trade, geometric construction, and bend allowance computations are introduced. Prerequisite: MATH 1050.

WELD 1050 - Basic Welding: Concepts and Practices (Variable)**3 Credits - 2 Lecture Hours, 3 Lab Hours**

Emphasizes practical applications of welding concepts and techniques. Seven types of welding and metal cutting processes are introduced, including Shielded Metal Arc Welding, oxy-acy welding and brazing, arc-air cutting, and oxy-acy flame cutting. Various sizes and types of electrodes are used. Safe working habits and safe welding expertise are stressed. For non-majors.

WELD 1060 - General Welding (F)**4 Credits - 2 Lecture Hours, 6 Lab Hours**

An introduction to welding terminology, procedures, and joint design. Students are required to run a continuous welded bead with the electric arc, SMAW, GTAW (TIG), GMAW (MIG), FCAW, and oxy-acy welding processes.

WELD 1070 - Applied Welding (F)**4 Credits - 2 Lecture Hours, 6 Lab Hours**

Content includes cast-iron welding, vertical and overhead positions using E6010 and E7018 welding electrodes, and requirements for meeting American Welding Society structural steel and bridge code specifications. Prerequisite or Corequisite: WELD 1060.

WELD 1100 - Basic Electrical Welding Systems (F)**1 Credit - 1 Lecture Hour**

A study of AC/DC theory and electrical power sources used in welding.

WELD 1130 - Fabrication Tools and Processes (S)**3 Credits - 2 Lecture Hours, 3 Lab Hours**

An introduction to the uses, procedures, and safety hazards associated with materials handling equipment, rigging, and hoisting. Special tools associated with metal working are featured. Skills appropriate for multiple work environments are emphasized.

WELD 1210 - Welding Blueprints (F)**3 Credits - 3 Lecture Hours**

A basic course designed to enhance the student's ability to visualize prints, understand geometric construction, sketch, compute tolerances, and interpret the meanings of welding symbols. Current industrial prints are utilized.

WELD 1410 - Metallurgy and Materials Testing (S)**4 Credits - 2 Lecture Hours, 6 Lab Hours**

Students process and examine metallographic specimens and identify materials microscopically; apply hardness and tensile tests and interpret the results; demonstrate an understanding of metals and their crystalline structure; and understand the effects of heat, rate of heating and cooling, and alloying elements on metals. Course also includes an introduction to the mechanical testing of metals for strength, hardness, and mechanical properties.

WELD 2010 - Pattern Development II (F)**2 Credits - 1 Lecture Hour, 3 Lab Hours**

A continuation of WELD 1010, with emphasis on processes and pattern development common to industry. The student designs and fabricates products using triangulation and radial line principles with different types of fittings and layouts common to diverse industries. Prerequisite: WELD 1010. Corequisite: MATH 1050.

WELD 2110 - Inert Gas Arc Welding (S)**4 Credits - 2 Lecture Hours, 6 Lab Hours**

Emphasizes the making of fillet and groove welds in all positions with the GTAW (TIG), GMAW (MIG), and FCAW welding process. Both ferrous and non-ferrous metals are used. Pipe welding processes are introduced. Prerequisite: WELD 1070.

WELD 2120 - Pipe Welding (S)**4 Credits - 2 Lecture Hours, 6 Lab Hours**

Prepares the student for pipe joint welding within the ASME, TRA, and AWS specifications. Students use the E6010 and E7018 electrodes and pass the visual and guided bend test in the 2G, 5G, and 6G positions. Evidence of advanced skill development in shielded metal arc (SMAW), gas tungsten arc (GTAW), pipe welding, oxy-fuel, and plasma cutting of ferrous and non-ferrous metals is required. Prerequisite or Corequisite: WELD 2110.

WELD 2150 - Properties of Special Materials (S)**2 Credits****1 Lecture Hour, 3 Lab Hours**

Designed to enhance the student's ability to prepare and weld special metals. The use of GTAW (TIG), GMAW (MIG), and special processes including pre-heat, pre-purge, and post-purge are featured. Current industrial practices are emphasized. Corequisite: WELD 2120.

WELD 2990 - Special Topics in Welding/Metal Fabrication (Variable)**1 - 4 Credits**

Projects are assigned to individuals or groups that will emphasize the ability to diagnose and solve problems relevant to welding. Prerequisite: 12 credit hours of Welding/Metal Fabrication Technology courses.

Women's Studies (WMST)

◆WMST 2010 - Introduction to Women's Studies (F,S)**3 Credits - 3 Lecture Hours**

An introduction to the interdisciplinary academic field which has the triple focus of integrating information about women's contributions to culture and history to the curriculum, uncovering and understanding the structures of oppression (gender, race, and class), and exploring possibilities for change. Topics for reading and discussion will be drawn from materials on social structures, law, language, literature, history, religion, and healing professions. Prerequisites: DSPW 0800, DSPR 0800, or instructor approval.



◆ Meets Northeast State and Tennessee Board of Regents minimum degree requirements.





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 State of Tennessee
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 Blountville, TN 37617

John Brooks

City President, AmSouth Bank
 840 State Street
 Bristol, TN 37620

Jeff Byrd

General Manager
 Bristol Motor Speedway
 2801 Highway 11E
 Bristol, TN 37620

John G. Campbell

City Manager
 City of Johnson City
 P.O. Box 2150
 Johnson City, TN 37605

Barbara Cox

Property Manager
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 P.O. Box 3891
 Johnson City, TN 37602

Betty W. DeVinney

Vice President
 of Communications/Public Affairs
 Eastman Chemical Company
 P.O. Box 511
 Kingsport, TN 37662

Al Fatherree

2228 Granite Court
 Johnson City, TN 37601

Carol G. Ferguson

Owner and Broker
 Northridge Properties Real Estate
 P.O. Box 3070
 Johnson City, TN 37602

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 1205 Banner Hill Road
 Erwin, TN 37650

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 Piney Flats, TN 37686

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 Impact Management
 P.O. Box 3005
 Johnson City, TN 37602

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P.O. Box 6387
 Kingsport, TN 37663

A. E. "Bill" Johnson

P.O. Box 1128
 Johnson City, TN 37605

M. Marion Jones

205 Sparkling Brook Drive
 Bristol, TN 37620

John R. "Jack" King

4504 Hickory Hill Road
 Kingsport, TN 37664

Steven E. Kramer

Vice President and
 General Counsel
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 P.O. Box 929
 Kingsport, TN 37662

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 P.O. Box 246
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 Johnson City, TN 37604

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President/Tri-Cities
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 Kingsport, TN 37662

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Capital Planning Associates
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 Johnson City, TN 37602

James C. Stewart

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 1462 East Shipley Ferry Road
 P.O. Box 6004
 Kingsport, TN 37663

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General Manager
 Siemens
 P.O. Box 1255 - M/S 3501
 Johnson City, TN 37605

Keith Wilson

Publisher
 Kingsport Publishing Group
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 Kingsport, TN 37662

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 Northeast State Technical
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 P.O. Box 246
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Assistant Professor, Humanities

B.S., University of Wisconsin at Madison, 1964

M.F.A., East Tennessee State University, 1991

Susan F. Akers (1989)

Coordinator, Remedial/Developmental Mathematics

Associate Professor, Mathematics

A.S., Mountain Empire Community College, 1976

B.S., Radford University, 1978

M.S., East Tennessee State University, 1989

Allan R. Anderson (2001)

Instructor, Computer and Information Science

B.S., East Tennessee State University, 1998

M.S., East Tennessee State University, 2001

Stephen H. Arnold (1987)

Associate Professor, Psychology

B.S., East Tennessee State University, 1973

M.A., East Tennessee State University, 1988

Michael L. Aulick (2000)

Instructor, Speech/Theatre

B.A., Marshall University, 1992

M.A., Marshall University, 1996

M.F.A., University of Louisville, 2000

Jerome Austin (2000)

Instructor, Biology

B.S., Appalachian State University, 1984

M.S., Tusculum College, 1999

Diana Bach (1994)

Associate Professor, English

A.B., Eastern Kentucky State College, 1956

M.A., George Peabody College, 1959

Ranee Baker (1991)

Director of Budget

A.A.S., Tri-Cities State Technical Institute, 1990

B.S., East Tennessee State University, 1998

Laura A. Barnett (2000)

Assistant Professor, English

B.S., East Tennessee State University, 1983

M.A., East Tennessee State University, 1986

Ed.D., East Tennessee State University, 1991

Tamara Baxter (1985)

Associate Professor, English

B.S., East Tennessee State University, 1974

32 hours Teacher Education, 1976

M.A., East Tennessee State University, 1984

Billy Benton (1996)

Coordinator, Admissions & Records

B.S., Tusculum College, 1998

Ricky A. Black (1999)

Instructor, Mechanical Technology

A.A.S., Northeast State Technical Community College, 1993

Michael H. Bledsoe (1979)

Dean, Technical Education and

Division Chair, Manufacturing Services

Assistant Professor, Electrical Technology

A.A.S., Tri-Cities State Technical Institute, 1978

B.S., East Tennessee State University, 1989

M.S., East Tennessee State University, 2001

Charles Bloomer (1976)

Instructor, Welding Technology

Diploma, Tri-Cities Regional Vocational-Technical School, 1970

Certified Welder

6 years Industrial Experience

CWE - Certified Welding Educator (AWS)

CAWI - Certified Associate Welding Inspector (AWS)

G. Elaine Boone (1991)

Evening Counselor, Student Support Services

A.A., Hiwassee College, 1980

B.S., Milligan College, 1983

M.Ed., Hardin-Simmons University, 1988

Ed.D., East Tennessee State University, 1999

Lanny R. Bowers (1997)

Assistant Vice President, Academic Affairs

A.A., Morristown College, 1970

B.S., East Tennessee State University, 1972

M.S., East Tennessee State University, 1974

Certificate, United States Military Academy, West Point, 1982

Ed.D., East Tennessee State University, 1985

Linda Boyd (2001)

Business Manager

A.S. Northeast State Community College

B.S., King College

M.A., East Tennessee State University

Certified Public Accountant (CPA)

Joyce Britz (1996)

Assistant Professor, Office Administration Technology

B.S., Tusculum College, 1993

M.A., Tusculum College, 1995

Gerri S. Brockwell (1990)

Director, Human Resources and Affirmative Action Officer

A.S., Walters State Community College, 1985

B.A., Carson-Newman College, 1986

David Bryant (1997)

Coordinator, EMT Basic Education

Instructor, Emergency Medical Technology

Licensed Emergency Medical Technician - Paramedic

State Technical Institute of Knoxville, 1979

A.A.S., Northeast State Technical Community College, 1999

Ginger Burlison (2000)

Program Director/Instructor, Medical Assistant
A.S., Shelby State Community College, 1994
B.S., East Tennessee State University, 1988

Robin Byrne (1996)

Assistant Professor, Physics
B.A., Indiana University, 1986
B.S., Indiana University, 1986
M.S., University of Florida, 1989
M.Ed., University of Florida, 1992

Linda W. Calvert (1989)

Dean, Economic and Community Development
B.S., Mississippi University for Women, 1976
M.S., University of Tennessee at Knoxville, 1983

Robert Carpenter (1997)

Director, Community Relations and Marketing
A.A.S., Western Texas College, 1976
B.B.A., Tarleton State University, 1979

Richard Cartwright (1982)

Associate Professor, Economics
B.S., East Tennessee State University, 1970
M.S., University of Tennessee at Knoxville, 1988

Judith Celentano (1990)

Associate Professor, English
B.A., University of Tennessee at Knoxville, 1968
M.A., University of Tennessee at Knoxville, 1972

Calvin E. Chapman (2000)

Instructor, Mathematics
B.S., University of Tennessee at Chattanooga, 1972
M.S., East Tennessee State University, 1998

Charles H. Charlton (1992)

Associate Professor, Study Skills
B.S., East Tennessee State University, 1982
M.Ed., East Tennessee State University, 1984
Ph.D., Cornerstone University, 1995

Carol Cole (1990)

Associate Professor, Management
B.S., University of Tennessee at Knoxville, 1973
M.B.A., East Tennessee State University, 1978

Donald S. Coleman (1985)

Division Chair, Health-Related Professions
Assistant Professor, Emergency Medical Technology
B.S., East Tennessee State University, 1985
Licensed Emergency Medical Technician-Paramedic,
Tri-Cities State Technical Institute, 1987
M.Ed., East Tennessee State University, 1990

Kathy A. Coleman (1993)

Director, Counseling and Assessment
A.S., Walters State Community College, 1989
B.S., East Tennessee State University, 1991
M.Ed., East Tennessee State University, 1993

Kearney Collier (1990)

Associate Professor, Mathematics
B.S., University of Tennessee at Knoxville, 1968
M.A., East Tennessee State University, 1990

Fred Cope (1992)

Instructor, Electrical Technology
A.A.S., Tri-Cities State Technical Institute, 1983
A.A.S., Tri-Cities State Technical Institute, 1984
Completed NECA-IBEW Apprenticeship Program

Janet Crass (1980)

Associate Professor, Computer and Information Sciences
A.A.S., Tri-Cities State Technical Institute, 1979
A.A.S., Tri-Cities State Technical Institute, 1980
B.S., East Tennessee State University, 1985
M.S., East Tennessee State University, 1992

Dawn Dabney (1997)

Assistant Professor, Mathematics
A.S., Walters State Community College, 1989
B.A., Carson-Newman College, 1991
M.A., Tusculum College, 1995

Linda Davis (1994)

Coordinator of Speech
Associate Professor, Speech
B.F.A., West Virginia University, 1976
M.A., West Virginia University, 1981

Patsy Deas (1993)

Director, Computer User Support Services
Instructor, Computer and Information Sciences
A.S., Trident Technical College, 1978
A.A.S., Northeast State Technical Community College, 1994
B.S., East Tennessee State University, 1998
M.Ed., East Tennessee State University, 2000

Christopher Demas (2001)

Librarian
B.A., Western Carolina University, 1999
M.L.I.S., University of North Carolina, 2001

Robin Dice (1992)

Director, Northeast State at Kingsport
A.A.S., Northeast State Community College, 1985
B.S., Tusculum College, 1998
M.A., East Tennessee State University, 2000

John Edwards III (1979)

Coordinator, Minority Enrollment and Retention
A.S., Steed College, 1977
B.S., Steed College, 1978
M.S. University of Tennessee, 1997

Darren K. Ellenburg (1993)

Program Director, Paramedic Education
Assistant Professor, Emergency Medical Technology
Licensed Emergency Medical Technician-Paramedic,
Tri-Cities State Technical Institute, 1988
A.S., Regents College, 1994
B.S., Tusculum College, 1996

Linda S. Embree (1980)

Coordinator, Student Financial Aid
B.S., Milligan College, 1997

Sally G. Essin (1982)

Dean, *Institutional Advancement*
B.A., Austin College, 1963
M.A., East Tennessee State University, 1979

Annis M. Evans (2000)

Librarian
B.S., Carson-Newman College, 1981
M.L.I.S., Vanderbilt University, 1982

David Fagerburg (2000)

Assistant Professor, *Chemistry*
B.S., California State College, 1967
Ph.D., University of Washington, 1970

Eric R. Fish (2001)

Instructor, *English*
B.S., East Tennessee State University, 1993
M.A., East Tennessee State University, 1997
A.O.S., Culinary Institute of America

Maggie Flint (1990)

Associate Professor, *Mathematics*
A.S., Walters State Community College, 1987
B.S., East Tennessee State University, 1989
M.Ed., East Tennessee State University, 1991

Klenard M. Forbes (1993)

Associate Professor, *Physical Education*
B.S., East Tennessee State University, 1989
M.A., East Tennessee State University, 1992

Nancy F. Forrester (1984)

Division Chair, *Mathematics and Science*
Associate Professor, *Mathematics*
B.S., East Tennessee State University, 1971
M.S., East Tennessee State University, 1979

George W. Fredericks (1972)

Associate Professor, *Electronic Engineering Technology*
B.S.E.E., University of Tennessee at Knoxville, 1964
M.A., East Tennessee State University, 1980
P.E., Registered Professional Engineer, State of Tennessee

Sandra C. Gardner (1985)

Coordinator, *Student Transfer*
A.A.S., Northeast State Technical Community College, 1993
B.S., Tusculum College, 1996

Catherine N. Gobble (1995)

Assistant Professor, *Mathematics*
B.S., East Tennessee State University, 1989
M.S., East Tennessee State University, 1992

Florence C. Godat (1989)

Associate Professor, *Accounting*
B.A., Southwestern at Memphis, 1965
M.B.A., East Tennessee State University, 1988
Certified Public Accountant (CPA)

Shannon L. Gosnell (2000)

Instructor, *Mathematics*
B.S., East Tennessee State University, 1998
M.S., East Tennessee State University, 2000

Garry L. Grau (1993)

Coordinator, *Business*
Associate Professor, *Business Management*
B.S.E., Central Missouri State University, 1968
M.A., Washington State University, 1973
M.B.A., Stetson University, 1984
Ed.D., East Tennessee State University, 2001

Susan E. Graybeal (1992)

Dean, *Office of Institutional Effectiveness*
A.A.S., Northeast State Technical Community College, 1992
B.S., Milligan College, 1998
M.Ed., East Tennessee State University, 2000

Misty Gregg (1996)

Instructor, *Biology*
B.S., East Tennessee State University, 1992
M.S., East Tennessee State University, 2001

John M. Grubb (2000)

Librarian
A.A., in Music, Hiwassee College 1985
B.M., University of Tennessee at Knoxville, 1988
M.S., University of Tennessee at Knoxville, 2000

Deborah Guy (2001)

Grants and Contracts Officer
B.S., East Tennessee State University, 1995

David E. Haga (1990)

Instructor, *Developmental Mathematics*
B.A., King College, 1986

William Alexander Hall (1973)

Associate Professor, *Drafting Design Technology*
A.A.S., Tri-Cities State Technical Institute, 1980
B.S., East Tennessee State University, 1988
Certified Engineering Technician (CET)
National Institute for Certification in Engineering
M.S., University of Tennessee, 1997

Allana R. Hamilton (1992)

Division Chair, *Science*
Associate Professor, *Biology*
B.S., Tusculum College, 1987
M.S., East Tennessee State University, 1991

Jon Paul Harr (1995)

Dean, *Admissions and Records*
B.A., King College, 1987
M.A.T., East Tennessee State University, 1989
Ed.S., Appalachian State University, 1994
Ed.D., East Tennessee State University, 1999

Jay Harvey (1996)

Assistant Professor, *Chemistry*
B.Sc., Iowa State University, 1960
Ph.D., Stanford University, 1966

Christopher Hitechew (1997)

Coordinator, Continuing Medical Education
Assistant Professor, Emergency Medical Technology
 Licensed Emergency Medical Technician - Paramedic,
 Northeast State Technical Community College, 1991
 B.S., East Tennessee State University, 1999

Virginia Hodges (1994)

Librarian
 B.A., James Madison University, 1984
 M.S., Virginia Polytechnic Institute and State University, 1991
 M.S.L.S., University of Kentucky, 1992

Pashia Hogan (1988)

Department Head, Office Administration Technology
Associate Professor, Office Administration Technology
 B.S., University of Tennessee at Knoxville, 1978
 M.Ed., East Tennessee State University, 1988

Victoria Houser (1986)

Coodinator, English
Associate Professor, English
 B.A., Emory & Henry College, 1963
 M.A., East Tennessee State University, 1978

Dicky Huff (1978)

Assistant Professor, Drafting Design Technology
 B.S., East Tennessee State University, 1972

Richard Hyland (1996)

Accountant
 A.A.S., Northeast State Technical Community College
 B.S., Milligan College, 2001

Randal Jones (2001)

Director of Purchasing
 A.S., Northeast State Technical Community College
 B.S., East Tennessee State University

Karen D. Johnson (1994)

Internal Auditor
 B.A., Emory & Henry College, 1989
 Certified Public Accountant (CPA)

Kurt W. Kominek (1994)

Associate Professor, Computer and Information Sciences
 B.S., Colorado State University, 1972
 M.S., Case Western Reserve University, 1974
 M.S., East Tennessee State University, 1996
 P.E., Registered Professional Engineer, State of Colorado
 Ph.D., Louisiana State University, 1979

Jeff S. Laird (1999)

Instructor, Computer Science
 B.A., University of Arizona, 1983
 M.S., Syracuse University, 1997

Gary Lee (1995)

Coordinator, Tech Prep
 B.S., Tusculum College, 1995

J. Christopher Lefler (1984)

Dean, Evening and Distance Education
 B.S., East Tennessee State University, 1972
 M.S., East Tennessee State University, 1978
 Ed.D., East Tennessee State University, 1998

Jerry W. Lewicki (2000)

Instructor/ Dept. Head Computer and Information Science and Business
 B.S., Le Moyne College, 1972
 M.S., University of Rochester, 1974

Margaret Lester (1993)

Director, Computer Services
 B.S., East Tennessee State University, 1992

Freddie D. Lewis (2001)

Assistant Vice President, Information Technology and Administrative Services
 B.S., ETSU, 1982
 M.B.A., ETSU, 1987

William W. Locke (1996)

President
 B.S., East Tennessee State University, 1966
 M.A., East Tennessee State University, 1968
 Ed.D., East Tennessee State University, 1976
 Post Doctoral Study, National Defense University and
 the United States Army Command and General Staff College

Wendell Lowe (1999)

Counselor, Counseling and Assessment
 B.S., Bob Jones University, 1976
 M.S., Bob Jones University, 1977
 Ed.S., East Tennessee State University, 1994

Cruzita Lucero (1998)

Director, Financial Aid
 B.S. East Tennessee State University (1974)

Kimberly Marcus (1998)

Coordinator, Center for Students with Disabilities
 B.S., University of Connecticut, 1993
 M.S. University of Connecticut, 1994

Connie Marshall (1999)

Program Director/Instructor, Cardiovascular Technology
 A.S., East Tennessee State University, 1980
 B.S., Tusculum College, 1996

Mary Elizabeth Mask (2001)

Learning Specialist, Center for Students with Disabilities
 B.S., Carson-Newman College, 1967
 M.A., Southern Baptist Theological Seminary, 1970

Robert E. May (1996)

Assistant Professor, Mathematics
 B.S., Louisiana State University, 1988
 M.S., Florida State University, 1992

Carolyn McCracken (1994)

Assistant Professor, Biology
 B.S., East Tennessee State University, 1968
 M.S., East Tennessee State University, 1971

Gretchen R. McCroskey (1993)

Associate Professor, English
A.B., King College, 1967
M.A., Hollins College, 1988

James A. McKinnie (1990)

Associate Professor, Accounting
B.S., Bob Jones University, 1977
M.P.A., University of Texas, 1986
Certified Public Accountant (CPA) (Texas)

E. Fay McMillan (1982)

Associate Professor, Humanities
B.A., Furman University, 1958
M.A., East Tennessee State University, 1961

Patricia Moody (1990)

Director, Evening Services
B.S., East Tennessee State University, 1959

Ernie Morelock (1992)

Instructor, Automotive Service Technology
Certified Master Technician, National Institute for
Automotive Service Excellence
19 years Automotive Experience

Raymond M. Musick (1972)

Coordinator, GED Assessment
B.S., East Tennessee State University, 1970
M.S., University of Tennessee at Knoxville, 1975
Ed.S., University of Tennessee at Knoxville, 1984

Mitzi Neeley (2000)

Instructor, Early Childhood Education
B.S., University of Virginia at Wise, 1991
M.Ed., Nova Southeastern University, 1999

Karen L. Nunan (2001)

Instructor, Computer & Information Science
A.S., Walters State Community College, 2000
B.S., Bridgewater State College, 1972

Kim Nunn (1992)

Associate Professor, Mathematics
B.A., King College, 1987
M.Ed., East Tennessee State University, 1991

Karen K. O'Neil (1996)

Executive Assistant to the President
A.S., Walters State Community College, 1976

Duncan A. Parsons (1998)

Assistant Dean, Library
B.A., University of New Hampshire, 1979
M.S.L.S., Simmons College, 1986

Dan H. Perry (1996)

Instructor, Computer Engineering Technology
B.E.E., Auburn University, 1982

Christina I. Peters (2001)

Librarian
B.A., Emory & Henry College, 1993

Zoe Lynda Pine (1995)

Assistant Professor, Mathematics
B.S., Roanoke College, 1968
M.A., University of New Mexico, 1971

Mark A. Pollock (1993)

Associate Professor, Chemical Technology
B.S., University of Tennessee, 1967
M.S., University of Tennessee, 1969
Ph.D., University of Tennessee, 1976

Lisa L. Poole (2001)

Instructor, Psychology
B.S., Carson-Newman College, 1984
M.Ed., ETSU, 1990

Mary Ella Poteat (1997)

Coordinator Mathematics
Assistant Professor, Mathematics
B.S., Emory & Henry College, 1972
M.Ed., East Tennessee State University, 1982

Gary W. Potter (2000)

Instructor, Speech
B.S., East Tennessee State University, 1972
M.A., Marshall University, 1976

Rickey J. Ray (2000)

Assistant Professor, Philosophy
B.A., Charleston Southern University, 1978
M.A., Southern Baptist Theological Seminary, 1982
Ph.D., Southern Baptist Theological Seminary, 1988

Samuel S. Rowell (1996)

Assistant Professor, Machine Tool/Manufacturing Technology
A.S., Southern Illinois University, 1986
B.S., Southern Illinois University, 1988
M.A., California State University at Long Beach, 1992

D. Carole Shaw (1989)

Interim Vice President for Academic and Student Affairs
B.S., East Tennessee State University, 1970
M.A.T., East Tennessee State University, 1973

Lanny Smith (1998)

Instructor, History
B.A., Baylor University, 1968
M.A., ETSU, 1980

Ronald E. Smith (1975)

Director, Student Services and Student Support Services
B.S., Milligan College, 1968
M.S., University of Tennessee at Knoxville, 1991

Sidney A. Smith (1996)

Director, Plant Operations and Maintenance
A.A.S., Tri-Cities State Technical Institute, 1984
B.S., East Tennessee State University, 1987

Julie C. Spence (2000)*Systems Manager*

A.A.S., Virginia Highlands Community College, 1986

B.A., Emory & Henry College, 1988

Jennifer Starling (1997)*Director, Student Information and Advising*

B.S., Florida State University, 1988

M.S., Florida State University, 1989

Ramona S. Stephens (1982)*Associate Professor, Office Administration Technology*

B.S., East Tennessee State University, 1963

M.Ed., East Tennessee State University, 1985

Randall L. Stephens (1983)*Coordinator, Science**Associate Professor, Physics*

B.A., Berea College, 1958

M.S., Louisiana State University, 1961

Raylene A. Steward (1991)*Tutor Coordinator/Assistant to the Director,
Student Support Services*

B.S., Tennessee Wesleyan College, 1980

Claire S. Stinson (1992)*Vice President for Business Affairs*

B.S., Clinch Valley College, 1991

M.Acc., East Tennessee State University, 1995

Certified Public Accountant (CPA)

M.R. Stirewalt (1988)*Professor, History*

B.S., Appalachian State University, 1958

M.S., Appalachian State University, 1959

Ed.D., North Carolina State University, 1971

Tammy D. Street (1998)*Coordinator, Distance Education Programs & Services*

A.A.S., Mayland Community College, 1994

Patrick H. Sweeney (1972)*Assistant Vice President, Student Affairs*

B.S., East Tennessee State University, 1966

M.A., East Tennessee State University, 1976

Cynthia M. Tauscher (1993)*Training Specialist*

B.S., University of Tennessee at Knoxville, 1975

M.S., University of Tennessee at Knoxville, 1979

M.B.A., Pfeiffer College, 1987

David L. Toye (1993)*Associate Professor, History*

B.A., California State University, 1986

M.A., University of California at Santa Barbara, 1987

Ph.D., University of California at Santa Barbara, 1991

Malissa B. Trent (1997)*Assistant Professor, Mathematics*

B.A., Emory & Henry College, 1992

M.S., East Tennessee State University, 1995

Frank Umbarger, Jr. (2001)*Coordinator, WIA Youth Program*

A.S., Bluefield College, 1989

B.S., East Tennessee State University, 1991

Lucas Van Der Merwe (1998)*Instructor, Mathematics*

B.S., East Tennessee State University, 1995

M.S., East Tennessee State University, 1997

Ph.D., University of South Africa, 2000

Denise P. Walker (1995)*Counselor, Counseling and Assessment*

B.A., Berea College, 1977

M.S., University of Kentucky, 1985

Thomas Wallace III (1978)*Director, Academic/Instructional Technology**Associate Professor, Computer and Information Sciences*

B.S., East Tennessee State University, 1975

M.S., East Tennessee State University, 1992

Certification in Data Processing (CDP), Institute for
Certification of Computer Professionals**Gregory N. Walters (1989)***Coordinator, Student Development and Activities*

B.S., East Tennessee State University, 1987

M.A., Tusculum College, 1998

Xiaoping Wang (1990)*Division Chair, Behavioral/Social Science**Associate Professor, English*

B.A., Northeast Teachers' University, 1978

M.A., Northeast Teachers' University, 1982

Ed.D., East Tennessee State University, 1991

James E. Whorton, Jr. (1995)*Assistant Professor, English*

B.A., University of Southern Mississippi, 1989

M.A., Johns Hopkins University, 1993

Ph.D., University of Southern Mississippi, 1995

Jane Wilson (1993)*Assistant Professor, English*

B.A., San Francisco State University, 1986

M.A., San Francisco State University, 1991

William Wilson (1990)*Division Chair, Humanities**Associate Professor, English*B.A., State University of New York College at
Geneseo, 1973

M.F.A., Wichita State University, 1978

David A. Wollert (2000)*Instructor, Biology*

B.A., University of Louisville, 1990

M.S., University of Tennessee, 1992

Kathy Jo Yates (1992)*Associate Professor, Spanish*

B.A., East Tennessee State University, 1980

M.A., East Tennessee State University, 1987

Charles Keith Young (1994)*Director, Northeast State at Elizabethton*

B.S., Tennessee Technological University, 1979

M.Ed., East Tennessee State University, 1993

EMT-Paramedic Program Medical Director

F. David Small, M.D., FACEP (2000)

A.B., University of North Carolina, 1958

B.S., University of Texas, 1974

M.D., University of Texas, 1978

Cardiovascular Technology Medical Director

Herbert Ladley, M.D., FACC (1999)

B.S., Vanderbilt University, 1974

M.D., Eastern Virginia Medical School, 1977

Surgical Technology Medical Director

Robert Saunders, M.D. (1999)

B.A., Vanderbilt University, 1985

M.D., East Tennessee State University, 1989

Medical Assistant Program Medical Director

Robert L. Schubert III, M.D. (2001)

B.S., Denison University, 1991

M.D., Medical College of Ohio, 1995

Emeriti**R. Wade Powers (1989-1996)***President Emeritus*

B.A., Bethany Nazarene College, 1953

M.Ed., Middle Tennessee State University, 1968

Ed.S., George Peabody College for Teachers, 1970

Ph.D., Vanderbilt University, 1980

Dottie L. Whitesides (1979-1995)*Professor Emeritus*B.A., University of North Carolina
at Greensboro, 1954

M.A., East Tennessee State University, 1976





STUDENT HANDBOOK

- STUDENT AFFAIRS
- STUDENT ORGANIZATIONS
- STUDENT CONDUCT AND DISCIPLINARY SANCTIONS
- STUDENT RIGHT TO KNOW INFORMATION
- STUDENT USE OF CAMPUS PROPERTY/FACILITIES
- COMPUTER RESOURCE GUIDELINES
- GUEST SPEAKER POLICY
- TRAFFIC AND PARKING REGULATIONS

The *Student Handbook*, issued by the Office of the Assistant Vice President of Student Affairs, is published as the college's notification of regulations that affect student life. While every effort is made to provide current and accurate information, these regulations are subject to change at any time by Northeast State Technical Community College or the Tennessee Board of Regents.

STUDENT AFFAIRS

Many of the services available to students are coordinated through identified programs, offices or organizational units. While referenced elsewhere in this catalog and in other institutional literature, the following are some of the offices/programs where students may receive information or assistance.

Services

Admissions and Records - The Office of Admissions and Records oversees activities relative to student admittance, enrollment, grade reporting, academic standards, transcripts, and graduation. The Admissions Office is located in the Faculty Office Building, Room F102, telephone 423/323-0253.

Any person who has not completed high school should call the GED Testing Center and investigate taking the GED. After successfully passing the GED, the prospective student should call Northeast State's Admissions and Records Office (423/ 323-0253 or 282-0800) to schedule further testing necessary for college entrance.

Advising Center - The Advising Center provides detail information on a variety of topics including admission to the College, course selection and registration, degree/certificate programs, transfer policies students may need to know and services available to students.

The Advising Center conducts orientation sessions each year to accommodate the needs of incoming students. During orientation, students are given essential information regarding college policies and procedures. The Advising Center is located in the Student Services Building, Room A208. For more information, call 423/323-0229.

Bookstore - The Bookstore at Northeast State is operated under contract by Follett College Stores for the convenience of faculty, staff and students. The Bookstore stocks textbooks and educational supplies needed by students enrolled in an academic program. The store also maintains a supply of other items such as caps and shirts imprinted with the college name/logo.

Business Office - Fees, tuition, bills, and fines can be paid in the Business Office, Pierce Administration Building, Room P107. Normal hours of operations are 8:00 a.m. to 4:30 p.m., Monday through Friday. Extended hours on registration days will be noted in the class schedule. For further information, contact 423/323-0258.

Counseling and Assessment - The Counseling & Assessment Center provides a wide variety of services to both prospective and currently enrolled students to include admissions counseling, academic advising, career counseling, personal counseling referrals, and academic assessments such as Compass, ACT Residual, and Academic Profile exam.

Counselors work with students to assist them in the career decision-making process through the utilization of interest inventories, computer-based career research, workshops,

and personal interviews. Students who plan to transfer to a four-year institution may also work with counselors to obtain information on program offerings and services available at these other colleges/universities. Counselors also help students identify appropriate resources within the institution and the community that could enhance their overall educational experience. The Counseling & Assessment Center is located in the General Studies Building, suite C2407. For further information, call 423/323-0214.

Career and Employment Services - Career and Employment Services provides job-seeking assistance and job referrals to enrolled students and alumni. Assistance is available on topics such as writing a resume, writing cover letters, interviewing techniques, and dressing for success. The Career and Employment Services Office is located in the General Studies Building, C1108. Office hours are from 8 a.m. until 4:30 p.m. Monday through Friday. For an appointment call 423/323-0214 or 323-0216.

Community Relations and Marketing - Northeast State's Community Relations and Marketing Office is the primary media contact for the campus as well as the coordinating office for campus publications and promotional materials and activities. The office produces the semester *Schedule of Classes* and other major campus publications such as brochures, viewbooks, business cards, and flyers. For additional information, visit the Community Relations and Marketing Office in the Pierce Building, Room P203 or call 423/ 323-0259 or 282-0800, ext. 3259 or 3307.

Developmental Studies - The Developmental Studies Program is designed to meet the educational and counseling needs of under-prepared students and to provide instruction in English, Mathematics, Reading, and Study Skills to prepare students for college-level work. Courses are offered in math, writing, reading, and study skills. Placement is mandatory for students who demonstrate need based on the COMPASS, Tennessee's statewide placement test. The developmental studies counseling component offers a strong support system to help students enrolled in any of these courses make necessary adjustments and cope with problems often associated with college life. For more information, contact the Assistant Vice President of Academic Affairs at 423/ 323-3191, ext. 3542.

Emergencies - Students may want to share the telephone number where a family member or other individual may call in case of an emergency. These numbers are:

Office of Student Affairs – 423/323-0210
Office of Evening and Distance Education – 432/323-0221
Security Office – 423/323-0255

Calls to the Elizabethton campus, other off-campus sites, and Weekend College should be directed to the Office of Evening and Distance Education.

Evening and Distance Education - The Evening and Distance Education division offers quality higher education programs, serves evening and off-campus students, and provides community opportunities for lifelong learning through distance education, professional development, and

the Weekend College. The Division of Evening and Distance Education coordinates services for the evening students and faculty on the Northeast State campus and offers classes at the off-campus sites in Elizabethton and the East Tennessee State University facilities in Kingsport.

Services to students who attend evening and off-campus classes are provided by the Director of Evening Services who is located in Room C2101. The Office of Evening and Distance Education is open from 8:00 a.m. to 9:30 p.m., Monday through Thursday and from 8:00 a.m. until 4:30 p.m. on Friday. Call 423/323-0221 or visit the office for assistance.

Financial Aid - Financial assistance is available to students who need help in financing their education. Brochures which describe the types of assistance and the criteria for receiving aid are found in the Financial Aid Office (F103) and in brochure stands throughout buildings at Northeast State. For further information contact 423/ 323-0232.

Food Service - Food service in The Courtyard cafeteria is provided by SUBWAY, a private vendor offering a breakfast and lunch menu of different types of sandwiches, subs and salads. Neither the college nor SUBWAY offers any type of meal plan for students. Vending machines with snack foods and drinks, including juices, are available at various locations on campus.

General Education Development (GED) Department - The GED Testing Center administers the GED examination to citizens in the service delivery area of Northeast State. For more information, call 423/323-0211, or 282-0800, ext. 2112.

Insurance - Since medical care is occasionally needed on an emergency basis and on short notice, students are encouraged to obtain student health and accident insurance. Brochures on student accident and health insurance are available from the Office of the Assistant Vice President of Student Affairs.

Library - The Library makes available to faculty, staff and students a variety of multimedia materials and services for educational purposes, research and reference interests, career studies, personal enrichment and recreational reading. The Library has a fully automated public access catalog and numerous databases for information retrieval. Additional resources are available. The Library is open to all students, staff, faculty, and any members of the community from 7:30 a.m. to 8:30 p.m. Monday-Thursday and 7:30 a.m. to 4:30 p.m. on Friday. For additional information, visit the Library in the Pierce Building, P300.

Services for Individuals with Disabilities - It is the goal of Northeast State Technical Community College to assure equal educational opportunities for individuals with disabilities. Therefore, the Center for Students with Disabilities provides services and academic accommodations for students with disabilities who self-identify as having a disability and who provide appropriate documentation of the disability. Documentation guidelines are available upon request. Any student with a disability wishing to arrange or

obtain approved accommodations must contact the Center for Students with Disabilities, General Studies Building, Room C2418.

According to Section 504 of the Rehabilitation Act of 1973 and the 1990 Americans with Disabilities Act (ADA), a student with a disability is someone who has a physical or mental impairment; has a history of impairment; or is believed to have a disability that substantially limits one or more of the major life activities; such as learning, speaking, working, hearing, breathing, caring for oneself, performing manual tasks, seeing, or walking.

Services Provided by the Center for Students with Disabilities - Services and accommodations for individuals with disabilities include, but are not limited to the following:

- Dispensation of book vouchers from the Department of Vocational Rehabilitation
- Assistance with pre-registration and registration
- Tutoring services for Vocational Rehabilitation Clients
- Learning Specialist Services
- Career Assessment programs
- Elevator keys
- Wheelchair accessible tables and ergonomically correct chairs
- Extended time on tests, quizzes, and in-class writing assignments
- Note-takers, scribes, readers, interpreters
- Adaptive equipment
- Testing in alternative locations and alternative formats
- Tape recording of class lectures

Appropriate accommodations are determined on an individual basis as per disability and/or diagnostic documentation. It is the student's responsibility to provide appropriate documentation. To obtain accommodations, students must schedule needs assessment with the coordinator. After receipt and review of required documentation, a letter will be prepared by the Center for Students with Disabilities for each instructor, as requested by the student. Students must sign a written release in order for instructors to receive accommodation letters. Students are encouraged to speak with their instructors the first week of the semester relative to accommodations needed in each class. *Instructors may not provide accommodations for students prior to the receipt of accommodation letters from the Center for Students with Disabilities.*

Learning Specialist Services are available for students with:

- Learning Disabilities (LD)
- Attention Deficit/Hyperactivity Disorder (ADHD)
- Traumatic Brain Injuries (TBI)

Learning Specialist Services are designed to help students develop effective individualized learning strategies, time management, and self-advocacy skills.

There are three levels of Learning Specialist Services. Students start out at Level I and advance as they develop effective skills for independent learning.

All documentation is confidential and should be submitted to:

Coordinator, Center for Students with Disabilities
 Northeast State Technical Community College
 2425 Hwy. 75, Box 246, Blountville, TN 37617-0246
 Fax (423) 279-7649
 Phone: 423/279-7640 (Phone/TDD)

Student Activity Fee - The purpose of the Student Activity Fee is to provide and promote programs to assist in the development of educational, social, cultural, vocational, athletic, and leadership skills of all students. The fee, as approved by the Tennessee Board of Regents, is collected from each regularly enrolled student per term during the regular academic year. Such fee shall be collected in addition to the regular maintenance fees and out-of-state tuition fees. The Student Activity Fee Committee is a standing committee appointed by the President of Northeast State Technical Community College and is responsible for the allocation of all student activity fees. The committee hears requests for allocations and recommends the allocation of funds to the President of Northeast State Technical Community College through the Vice President of Academic and Student Affairs.

All activity fees collected are state funds and as such, are subject to all procedures, rules, and regulations relative to state funds, including collection, disbursement, and audit. Ultimate authority for the use of the activity fee rests with the President of Northeast State Technical Community College pending approval by the Board. Primary consideration will be given to those programs that are available to all students.

No funds shall be allocated to student programs not officially sanctioned by the college or to student organizations not meeting the conditions of annual renewal of registration.

No funds shall be allocated to programs limited to special interest groups, unless such program is open to the entire student body and the Student Activity Fee Committee recommends approval based on a determination that the program will benefit the entire student body. No funds shall be used to finance instructional activities, charitable causes, or partisan political activities. Northeast State prohibits the expenditure of allocated Student Activity Fee funds on charitable causes that include, but are not limited to, monetary or item donations to an individual or individuals and/or monetary or item donations to an organizational entity.

A detailed statement on the policies and practices of the Student Activity Fee Committee is available from the Office of the Assistant Vice President of Student Affairs (A216).

Student Development and Activities - Northeast State is committed to the concept of total student development and support by encouraging participation in cocurricular activities that lead to the development of individual and team skills. The college sanctions various student organizations, programs, and academic/cocurricular committees in support of student life. Student life programs and student organizations are coordinated through the Center for Student Development and Activities, which serves as a clearinghouse

and resource center for campus programs designed to promote student involvement. For more information, visit the Center for Student Development and Activities in A212 or call 423/323-3191 or 282-0800, ext. 3274.

Student Health Services - The goal of Student Health Services is to provide a program that will promote the development of lifelong attitudes and behaviors that will result in optimum health and quality of life for students. Northeast State is an institutional member of the American College Health Association.

Services include but are not limited to the following.

1. A college nurse is available for brief nursing assessment and consultation.
2. Minor first aid supplies for self-care are available in the Student Health Clinic. (C2113)
3. Some non-prescription medications are available at the Campus Bookstore.
4. Health education materials including a collection of books, brochures, and audio material on current health topics are available for students. Self-care instruction sheets on common symptoms are also available.
5. Wellness programming with emphasis on nutrition, exercise, stress management, and relationship issues is offered.
6. Health education packets on women's health and men's health are offered.
7. Provide information for referrals to area medical providers, clinics and/or emergency rooms.
8. Promote health education with special emphasis on alcohol/drug awareness, HIV/AIDS prevention, and tobacco use. Collaboration with community resource agencies in planning health awareness is a priority.
9. Blood pressure screening is available.
10. Flu shots for employees and students are provided if available.
11. MMR immunizations can be administered.

For further information call 423/323-0212 or visit the Student Health Clinic in room C2113 of the General Studies Building.

Student Information and Advising Center - The Student Information and Advising Center provides detailed information on a variety of topics including admission to the College, course selection and registration, degree/certificate programs, services available to students, and transfer policies students may need to know.

The Advising Center conducts orientation sessions each year to accommodate the needs of incoming students. During orientation, students are given essential information regarding college policies and procedures. Students meet with faculty advisors and register for courses. The Advising Center is located in the Student Services Building, Room A208. For more information, contact 423/323-0229.

The Student Information Center is centrally located in the Pierce Administration Building lobby and its staff provides general information to students, visitors, and employees of the college. Students sponsored by the Job Training Part-

nership Act-Trade Re-adjustment Act can receive assistance at the Information Center. In addition, students can obtain a printout of their schedules. For more information, call 423/323-0243.

Student Support Services - Provides a number of support services for students who qualify under federally established criteria. Criteria include low income, physically handicapped, or first generation college student status. Support services are designed to enhance the likelihood that qualified students will remain in school through graduation.

All services are provided free of charge to qualified participants. Services include academic advising, transfer assistance, career advising, tutoring, workshops and seminars and access to cultural event activities as well as financial aid referral and assistance with study skills development. Students interested in applying for services must see the program secretary in the Student Support Services Office, General Studies Building, C1107.

Note: Students interested in working as paid peer tutors are encouraged to apply in the Student Support Services Office, General Studies Building, C1107.

STUDENT LIFE

Students may choose to become involved in a wide variety of student life activities at Northeast State Technical Community College based upon their individual interests. The college's commitment to the concept of total student development and support is evidenced by the student life programs that are offered to enhance the individual's collegiate experience. Northeast State is a member institution of the Association for the Promotion of Campus Activities and the National Council on Student Development. The following are college sanctioned student organizations, programs, and academic/cocurricular committees in which students may participate.

Sanctioned Programs

Alpha Sigma Lambda National Honor Society - Alpha Sigma Lambda National Honor Society is a nonprofit organization devoted to the advancement of scholarship and to the recognition of non-traditional students continuing their higher education. The Nu Sigma Chi Chapter at Northeast State is one of 280 institutional chapters throughout the United States. Zoe Lynda Pine (F113, ext. 3364), Lucas VanDerMerwe (B104B, ext. 3502), and Jennifer Starling (A205, ext. 3529) serve as advisors.

American Design Drafting Association (ADDA) - The American Design Drafting Association is a student organization that promotes the understanding of different drafting fields. Students receive information on salaries and job opportunities (such as model making, CAD software and usage, and different types of board work and assignments). Students also make local field trips to buildings of architectural interest each year. Dicky Huff (C2201A, ext. 3261) is the faculty advisor.

American Welding Society (AWS) - Northeast State's student section of the American Welding Society promotes the application and research of welding/metal fabrication among students. Educational development, sound practices, and career opportunities are emphasized. Charlie Bloomer (S100, ext. 3399) is the advisor.

Astronomy Club - The Astronomy Club is designed for anyone who has an interest in astronomy or space exploration. Activities include informative talks, observations of the night sky, and field trips to observatories and planetariums. Robin Byrne (B104D, ext. 3504) is the club advisor.

The Book Swap - The Book Swap program serves as a clearinghouse for the purchase, sale, or trade of used textbooks by Northeast State students. Sponsored by the Northeast State Student Ambassadors, this service is available online at www.NortheastState.edu/nssa. Follow the designated links. No textbooks are accepted or money exchanged by the Student Ambassadors; the program merely puts buyer and seller in contact. For more information, contact Greg Walters (A213, ext. 3274).

Campus Christian Fellowship (CCF) - The Campus Christian Fellowship provides opportunities for students and employees to honor the Lord and have fun and fellowship together. Activities (in addition to the regular meetings) include participation in school-sponsored events, sponsoring a musical concert on campus, volunteering at area church events, and going on field trips. The organization also sponsors **Campus Christian Fellowship at Elizabethton** for students attending classes at Northeast State's Elizabethton campus. Brenda Denton (M101C, ext. 3206) and Mary Ella Poteat (F111, ext. 3390) coordinate the main campus chapter, while Nelle Gobble (Northeast State at Elizabethton, ext. 3453) and Raylene Steward (C1113, ext. 3415) advise the Elizabethton chapter.

Campus Crusade for Christ (CCC) - Campus Crusade for Christ is an interdenominational, Christian student organization seeking to provide a spiritual environment for students. Campus Crusade endeavors to present the rationale for the Christian faith so that each person may be informed about Christianity and empowered to make a personal decision regarding the claims of Christ.

Cultural Activities - The Cultural Activities Committee (which includes two student representatives) identifies, plans, and coordinates a series of cultural events and activities each year. The Arts Alive! series includes performances by regionally or nationally known artists, musicians, singers, dancers, writers, and lecturers. The performances are usually scheduled on the first Thursday of each month at 10:30 a.m., but special evening and off-campus activities may be planned. The performances are free and open to the public. Michael Aulick (F227, ext. 3279) is the committee chair.

Culture Club - This club is open to all students who enjoy learning about the different cultures of the world, both past and present. Students who plan majors in the social sciences or the humanities may find this organization useful in expanding their knowledge. Club activities include guest

speakers at club meetings and field trips to local cultural attractions. The advisors are Alisa Basinger (F230, ext. 3394) and Rosie Adams (F231, ext. 3395).

Drama Club - The Drama Club is open to all students, faculty, and staff who want to expand their understanding and enjoyment of drama. Students who are interested in acting, directing, working backstage, or just watching live theatre are encouraged to join. Drama Club members raise funds to assist with travel to see top quality productions. Michael Aulick (F227, ext. 3279) is the advisor.

Echoes and Images - *Echoes and Images* is Northeast State's student literary magazine. Published in the spring, the magazine features poems, short stories, essays, and visual art by currently enrolled students. Entry deadline for submissions is at the end of the fall semester. Exact dates are posted during the fall semester. Cash prizes are awarded to the first- and second-place winners in each category. *Echoes and Images* has been consistently recognized for excellence by the Southern Division of the Community College Humanities Association. Tamara Baxter (F235, ext. 3363), Gretchen McCroskey (F233, ext. 3397), James Whorton (F224A, ext. 3427), and Jane Wilson (F229, ext. 3396) are the faculty editors.

The Golf Club - The Golf Club actively promotes the study and appreciation of the game of golf by providing a forum for discussion and participation. The club offers opportunities for members to safely attain, develop, and improve their athletic skills and understanding necessary for the enjoyment of golf as a lifelong sport. Keith Young (Northeast State at Elizabethton, ext. 3530) and Lanny Smith (A203, ext. 3331) serve as advisors.

Health and Wellness Education - The focus of the Health and Wellness Education program sponsored by Northeast State's Student Health Services is on health promotion and illness prevention through workshops, distribution of educational materials, and sponsorship of the annual Wellness Fair. Areas addressed each semester include HIV/AIDS prevention, smoking, drugs and alcohol abuse, relationship issues, stress management, diet, and nutrition. Special educational programs and events are scheduled for Alcohol Awareness Week, World AIDS Day, and the Great American Smoke-Out. Sue Robertson (C2113, ext. 3212) is the College Nurse.

Honors Convocation - Northeast State recognizes its outstanding students each academic year during Honors Convocation held at the end of the spring semester. Awards for outstanding students in each academic program area and the overall Northeast State Outstanding Student Award are announced during the ceremony. In addition, students who have made significant contributions in various student life programs are honored. Contact Greg Walters (A213, ext. 3274) for more information and award criteria.

Honors Program - The Honors Program holds as its central purpose and philosophy the stimulation and encouragement of academic excellence and intellectual growth. It strives to bring together dedicated faculty and highly motivated students who share a commitment to the finest quali-

ties of scholarship. The Honors Program is open to new and currently enrolled students who meet eligibility requirements. Honors Program course offerings are listed in the published semester schedule under the Honors heading. Additional information is available from James Whorton (F224A, ext. 3427) who serves as coordinator of the program.

Institutional Standing Committees - Northeast State students have the opportunity to serve on various institutional standing and ad hoc committees that advise, recommend policy, generate new programs, or assess existing programs at the college. These committees are advisory rather than directive. Students are recommended to these committees by the Student Government Association and appointed by the Assistant Vice President of Student Affairs. Contact Greg Walters, SGA advisor, (A213, ext. 3274), for more information.

International Association of Administrative Professionals (IAAP) - This professional organization, specifically for students in Office Systems Technology, encourages interest in new technology with interpersonal skills application, develops teamwork abilities, networks nationally and internationally, and gives members a head start on their career. Northeast State's IAAP student chapter is sponsored by the Tri-Cities Chapter of the International Association of Administrative Professionals. Ramona Stephens (F206, ext. 3375), Pashia Hogan (F207, ext. 3376), and Joy Britz (F202, ext. 3380) serve as advisors on a rotating basis.

The Lyceum - The Lyceum is a lecture series sponsored by the Honors Program at Northeast State. Guest lecturers representing a variety of disciplines and perspectives present programs to stimulate critical thinking and to enlighten students, faculty, staff, and the community. Lectures are free and open to the public. For each semester's Lyceum schedule, contact James Whorton (F224A, ext. 3427), who serves as coordinator of the Honors Program.

Northeast State at Elizabethton Service Club - The Northeast State at Elizabethton Service Club strives to generate and foster awareness and public interest within the community for Northeast State at Elizabethton. The club provides opportunities for students, staff and faculty to develop leadership skills and to promote civic responsibility by working together through club activities. Contact advisors Carolyn Street (Northeast State at Elizabethton, ext. 3530) and Raylene Steward (C1113, ext. 3415) for more information.

Northeast State National Alumni Association - This association is open to all former students who have taken credit courses at Northeast State or the college by its former name, Tri-Cities State Technical Institute. The mission of the association is to further interest in Northeast State and to foster communication between the college and its alumni. The association holds several events each year which encourage alumni to renew their ties with the institution and to cultivate friendships and professional relationships. Contact Joni Miller (P203, ext. 3403) for more information.

Northeast State Student Ambassadors - This award-winning, internationally recognized program for student advancement and leadership training is comprised of outstanding Northeast State Technical Community College students who have made significant academic and social contributions to the college and community. The Student Ambassadors serve as an institutional advancement and public relations support group for Northeast State by encouraging student, alumni, and community involvement in the mission of the college. Student Ambassadors are official representatives of Northeast State. Greg Walters (A213, ext. 3274), Karen O'Neil (P208, ext. 3201), and Amy Tucker Darling (B104, ext. 3508) are advisors. For more information, visit www.NortheastState.edu/nssa.

Phi Theta Kappa International Honor Society - This organization is the international honor society that recognizes and promotes commitment to academic excellence in two-year colleges. Phi Theta Kappa supports the four hallmarks of Scholarship, Leadership, Service, and Fellowship which are designed to give members opportunities for personal growth as well as service to others. Robert May (F120, ext. 3351), Judith Celentano (F236, ext. 3362), Sandra Gardner (C1110, ext. 3340), and David Wollert (B204A, ext. 3510) are the advisors for Northeast State's Alpha Iota Chi chapter.

Pre-Professional Health Society - Northeast State's Pre-Professional Health Society exists to enhance members' knowledge of current developments in various health-related fields, strengthen members' interpersonal skills, and expose members to a variety of health professions to expand their career opportunities. Students interested in careers in health-related fields, including pre-professional and allied health majors, are encouraged to join. Connie Marshall (Northside Hospital, 854-5780), Laurie Bollman (Northside Hospital, 854-5776), and Butch Austin (A217, ext. 3488) serve as advisors.

President's Student Advisory Council - The President's Student Advisory Council provides the president of Northeast State with a student perspective on activities and/or issues prevailing on the campus and makes suggestions and recommendations as deemed appropriate. The council is comprised of 14 members representative of the student body and includes the presidents of the Student Government Association, the Student Ambassadors, and the presidents of eight sanctioned student organizations who are appointed on a rotating basis. Contact Greg Walters (A213, ext. 3274) for more information.

Society of Manufacturing Engineers (SME) - This organization promotes the advancement of scientific knowledge in the field of manufacturing. Activities allow the application of knowledge in practice and in educational settings. Established in 1932, SME has more than 260 student chapters worldwide. Sam Rowell (L105B, ext. 3382) is the advisor.

Student Activities - Cocurricular activities such as Fall Finale, Spring Fling, intramural sports, campus-wide fundraisers, student appreciation events, and club fairs are planned each semester to benefit the student body and are

sponsored by the Student Government Association. Contact Greg Walters (A213, ext. 3274) for information on each semester's schedule of activities.

Student Affiliates of the American Chemical Society (SAACS) - Northeast State's student chapter of the American Chemical Society targets individuals who are interested in chemistry. During the year, speakers are invited to discuss topics in chemistry, and activities are planned to promote careers in related areas. Jay Harvey (B104E, ext. 3505) and David Fagerburg (B104G, ext. 3507) advise this organization.

Student Government Association (SGA) - Northeast State's Student Government Association strives to improve the quality of student life by representing the student body, providing leadership in the development of campus-wide activities, and promoting communication between students, administration, faculty, and staff. Executive, legislative, and judicial offices (including Student Traffic Court) are available for interested students. Greg Walters (A213, ext. 3274) serves as advisor.

Student Tennessee Education Association (STEA) - The Student Tennessee Education Association helps prepare the education major to assume the role of a teacher and make a smooth transition from the campus to the classroom. This pre-professional organization gives students a "voice in education" by working in conjunction with local, state, and national associations. STEA provides personal growth through community service projects and professional growth through leadership and teamwork opportunities. STEA helps prepare teachers for the challenges of the 21st Century classroom. Contact advisors Xiaoping Wang (F119, ext. 3352), Mitzi Neeley (F121, ext. 3350), or Lisa Poole (A217, ext. 3486) for more information.

Student Traffic Court - The Northeast State Student Traffic Court hears student appeals of tickets resulting from violations of the Traffic and Parking Regulations on the campus. The President of the Student Government Association appoints a Chief Justice and seven students to serve as Student Justices on the Student Traffic Court. The Student Traffic Court meets on the fourth Tuesday of each month for two sessions unless otherwise posted. Students must sign up for a hearing date in the Security Office and must present their tickets to the Student Traffic Court on the date of the hearing. Contact Greg Walters (A213, ext. 3274) for more information.

Students In Free Enterprise (SIFE) - SIFE is a not-for-profit organization that works in partnership with business and higher education whose mission is to provide college students an opportunity to make a difference and to develop leadership, teamwork, and communication skills through learning, practicing, and teaching the principles of free enterprise. The Northeast State SIFE team prepares and presents projects promoting free enterprise during the school year and reports on these projects in a regional competition in the spring. All students, regardless of their major, are encouraged to join the SIFE team or enroll in BSMG 2990 Team Dynamics-SIFE for class credit as a technical elective. Carol Cole (F214, ext. 3424) and Florence Godat (F209,

ext. 3378) are the advisors/Sam Walton Fellows. For more information, contact SIFE national headquarters at 1-800-677-SIFE or visit www.SIFE.org.

Tennessee Society of Professional Engineers - The Northeast State Delta Chapter of the Tennessee Society of Professional Engineers supports the study of engineering by informing students of the latest techniques and developments in the field. The chapter also promotes the studies of mathematics and science on campus and within the local community, as well as offering a variety of activities to highlight career paths in engineering. Mark Pollock (B104F, ext. 3506) and Randall Stephens (B204B, ext. 3511) serve as advisors. Visit www.NortheastState.edu/tspe for more information.

Venturing Crew - The Venturing Crew is open to all currently enrolled Northeast State students, faculty, and staff who enjoy the outdoors. The organization provides opportunities for outdoor high adventure, leadership experiences, and community service in an environment that encourages personal growth. Students plan and implement the Crew's activities and events. Kurt Kominek (F215, ext. 3383) and Steve Arnold (F114, ext. 3365) serve as advisors.

Volunteer NSTCC - The purpose of Volunteer NSTCC is to facilitate public and community service opportunities for students at Northeast State. This program and its related student organization provide the frameworks for experienced-based learning opportunities that develop student leadership and increased social responsibility. Laura Barnett (A217, ext. 3411) serves as coordinator/advisor.

Workshops and Seminars - Many departments at Northeast State offer a variety of workshops and seminars throughout each semester that students can attend at no cost. Topics typically include time and stress management, health and wellness, financial aid, college transfer, career planning, and resume writing. Sponsoring offices, locations, dates, and times are posted for each workshop or seminar.

For more information on student life at Northeast State, visit the Center for Student Development and Activities in A212 of the Student Services Building.

Student Organizations

Tennessee Board of Regents policy, applicable to all institutions in the State University and Community College System of Tennessee, provides minimum standards for the registration and conduct of student organizations at the institution. Student organizations such as student government associations, associated student body organizations, and professional and honor societies may be sponsored by the college or organizations officially registered by the institution. Organizations which may be registered to operate on campus include the following:

- Honors and leadership organizations and recognition societies;

- Departmental organizations and professional fraternities and sororities;
- Special interest groups (political, religious, athletic, etc.).

Registration of a student organization by Northeast State shall neither constitute nor be construed as approval or endorsement by the college.

General Guidelines

1. Student organizations may not conduct activities at any college facility unless the organization has been officially registered by the institution.
2. The institution shall not be responsible for injuries or damages to persons or property resulting from activities of student organizations or for any debts or liabilities incurred by such organizations.
3. Student organizations shall not deny membership to any person on the basis of age, race, color, sex, religion, disability, national origin or veteran status, provided that social fraternities and sororities may have sex restricted membership.
4. Student organizations shall not engage in or condone any form of hazing, including but not limited to harassment of any person by exacting unnecessary, disagreeable or difficult work; by banter, ridicule or criticism; or by abusive or humiliating acts.
5. Student organizations shall be vicariously responsible and liable for the conduct and actions of each member of the organization while acting in the capacity of a member or while attending or participating in any activity of the organization.

Criteria for Registration of Organization

1. Any proposed student organization shall be open to all students of the institution who otherwise meet membership requirements. Membership in the organization shall be limited to currently enrolled students, provided that organizations may include faculty and staff of the college and/or spouses of students, faculty and staff and provided further that professional organizations may include members of the professional and business communities as members.
2. A proposed organization must represent the interests of the members, and the control of the organization must be within the local campus group.
3. The proposed organization must agree to comply with all policies, regulations and procedures established by the Tennessee Board of Regents and the college and with all federal and state laws and regulations.
4. The proposed organization must not: (a) have illegal aims and goals; (b) propose activities which would violate any federal/state, Tennessee Board of Regents or institution laws/regulations or which will materially and substantially disrupt the work and discipline of the institution; or (c) advocate incitement of lawless action.

5. The proposed organization must have the minimum of 10 charter members designated by the college and there must be a demonstration of continuous interest in the purposes of the organization sufficient to afford registration on a long-term basis. The college may grant temporary registration to an organization for a limited period of time.

6. New organizations may be denied registration where the purposes are within the scope of a currently registered organization. No organization may use the same name or a name which is misleading and similar to the name of a currently registered organization.

7. The organization must provide for the distribution of funds and assets in the event of dissolution.

8. Student organizations must not use the college name to imply institutional sanctioning of the organizations' specific activities.

Procedure for Registration of Organizations

1. In order to become registered as a student organization, a group must meet the criteria set forth above and must provide to the college a minimum of the following:

a. An application or request to form the organization on the form designated by the college.

b. The proposed constitution and bylaws of the organization, which must clearly contain the following: the name, purpose, proposed activities, and rules of membership of the organization, the officers, their terms and methods of selection, the proposed nature and frequency of meetings and activities, and the financial plans of the organization, including any proposed fees, dues, and assessments.

c. The names and signatures of the charter members of the organization.

d. The names of the faculty advisor and/or the administrative officers of the college who will sponsor the organization.

e. A statement of assurance of compliance by the organization that it will comply with all rules and regulations, policies and procedures of the Tennessee Board of Regents and the college and with all federal and state laws and regulations.

2. The application, proposed constitution and other required documents must be submitted to the Coordinator of Student Development and Activities. Recommendation regarding registration of a proposed organization will be forwarded to the Assistant Vice President of Student Affairs, the Vice President for Academic and Student Affairs, and the President of the college for approval.

3. The Coordinator of Student Development and Activities may require the sponsors to clarify information, resubmit the application or appear at a hearing for the purpose of obtaining additional information concerning the purposes, aims, or proposed activities of the organization.

Nature and Conditions of Registration

1. Registration of a student organization for other than a temporary period will be on an annual basis only, effective until the beginning of the next fall term of the college, and shall be subject to annual renewal by the college for each ensuing year.

2. Annual renewal of registration of an organization shall be dependent upon the organization's demonstration of the following:

a. Adherence to the purposes, aims, and activities as stated in the approved constitution and bylaws;

b. Adherence to the requirements for initial registration;

c. Compliance with all rules and regulations of the college, the Tennessee Board of Regents, and all federal and state laws;

d. Submission of all changes in the constitution and bylaws to the college for approval;

e. Maintenance of a current list of officers, faculty advisors, and sponsors on file with the college;

f. Submission of all required financial and other reports to the college.

Reports

1. The college requires all organizations to submit an annual report concerning its programs and activities during the preceding year to the Coordinator of Student Development and Activities.

2. The college may require any or all organizations to submit an annual financial report reflecting all revenues received and disbursed by the organization, and/or an interim financial report or such a report concerning any fund-raising activity of the organization. If required, this report shall be a requirement for renewal of registration.

Probation, Suspension and Withdrawal of Registration

1. Any organization may be placed on probation, be suspended, or have its registration withdrawn by the college for any of the following reasons:

a. The organization fails to maintain compliance with the initial requirements for registration;

b. The organization ceases to operate as an active organization;

c. The organization requests withdrawal of registration;

d. The organization operates or engages in any activity in violation of rules and regulations of the institution, the Tennessee Board of Regents or federal or state laws;

- e. The organization fails to submit any required reports.
- An organization which is placed on probation may continue to hold meetings but may not sponsor any activity or program. An organization which is placed under suspension may not engage in or sponsor any activity or program, and may not hold meetings. When registration of an organization is withdrawn, the organization will cease.
 - In the event an organization is placed on probation, is suspended, or has its registration withdrawn on the basis of Section 1, subparagraph d, the organization shall be afforded the opportunity for a hearing before the Assistant Vice President of Student Affairs.

Officers of Student Organizations

No student who is under academic or social suspension from the college shall be eligible to become or maintain the status of an officer of an organization.

Fiscal Procedures

- Each organization shall maintain a sound financial system related to the collection and disbursement of revenues. An organization may be subject to audit by representatives of the college at any time, and appropriate financial records shall be maintained for the purposes of audit.
- Each organization shall designate an officer of the organization who is responsible for the collection and disbursement of funds and the maintenance of books and records.
- Chartered groups at Northeast State must adhere to the financial procedures for student organizations as described in the college's policies and procedures. These policies and procedures are available in the Center for Student Development and Activities, Student Services Building, A212.

Programs and Activities

- The use of any campus property or buildings by an organization shall be subject to the rules and regulations of the TBR and Northeast State Technical Community College concerning use of property and facilities. All organizations registered pursuant to this policy shall be "affiliated organizations" for the purposes of any Board or college policies concerning use of campus property and facilities.
- Except for routine meetings of the organization, no on-campus program or activity shall be engaged in unless approved by the designated bodies and/or officials of the college, and the college may require prior approval for off-campus programs and activities. Prior to approval, the college may require a specified number of officials or security officers for any event, activity or program. Requests for activities should be submitted on the "Campus Organization Request for Special Activity" form available in the Center for Student Development and Activities, Student Services Building, A212.
- Any fund-raising activity on campus shall be for the benefit of the organization as a whole or a charity, and funds shall not be distributed to the officers or members of an

organization for personal profit or gain. Fund-raising activities must be approved in advance. Student organizations desiring to conduct fund-raising activities must initiate a request to raise funds through the Center for Student Development and Activities, Room A212.

- No guest speakers shall be invited to the campus except pursuant to policies of the Tennessee Board of Regents and the college concerning guests or off-campus speakers.

STUDENT CONDUCT AND DISCIPLINARY SANCTIONS

Expectations of Students

The community of scholars at Northeast State Technical Community College is committed to the development of personal and academic excellence. The essence of a college is the pursuit, dissemination and application of knowledge, and members of this community should engage vigorously in this college's academic life. As voluntary members of the college community, students are expected to act with civility toward others in the community. Accordingly, in order to foster and promote an educational environment conducive to the college's mission, students at Northeast State are expected to:

- Commit themselves to learning and the pursuit of higher education;
- Prepare for, attend, and actively participate in scheduled classes;
- Conduct themselves with personal and academic integrity;
- Respect the rights and dignity of all members of the college community;
- Discourage bigotry and encourage tolerance while striving to learn from differences in people, ideas and opinions;
- Refrain from and discourage behaviors that threaten the freedom and respect every individual deserves;
- Participate in the broad educational experience available to all members of the college community through college sponsored cultural events and other educational activities;
- Observe prescribed procedures and schedules for academic advisement, registration and advancement in a chosen program of study;
- Observe all rules and regulations, including those designed to insure and promote safety and security on the Northeast State campus;
- Use, as necessary, various college services available to students for assistance with academic, health, career, financial, emotional and other concerns;
- Assist the college in evaluation of its programs and services and conscientiously participate in evaluations, surveys and periodic comprehensive examinations.

Institutional Policy Statement

College students are citizens of the state, local and national governments and the academic community, and are, therefore, expected to conduct themselves as law abiding members of each community at all times. Admission to an institution of higher education carries with it special privi-

leges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the college and the academic community which it seeks to serve, the Tennessee Board of Regents has authorized the President of the college to take such action as may be necessary to maintain campus conditions and preserve the integrity of the college and its educational environment.

Pursuant to this authorization, Northeast State has developed the following regulations which are intended to govern student conduct on the campus. In addition, students are subject to all national, state and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the college's pursuit of its educational objectives, the college may enforce its own regulations regardless of any proceedings instituted by other authorities.

Disciplinary Offenses

1. Generally, through appropriate due process procedures, institutional disciplinary measures shall be imposed for conduct which adversely affects the college's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on college or college-controlled property.

2. Individual or organizational misconduct which is subject to disciplinary sanction shall include but not be limited to the following examples:

a. Conduct dangerous to others: Any conduct which constitutes a serious danger to any person's health, safety or personal well-being, including any physical abuse or immediate threat of abuse.

b. Hazing: Any act of hazing, as defined by state law, by any individual or group.

c. Disorderly conduct: Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals.

d. Obstruction of or interference with college activities or facilities: Any intentional interference with or obstruction of any college activity, program, event, or facilities including the following:

(1) Any unauthorized occupancy of college or college-controlled facilities or blockage of access to or from such facilities.

(2) Interference with the right of any college member or other authorized person to gain access to any college or college-controlled activity, program, event or facilities.

(3) Any obstruction or delay of a campus security officer, fireman or any college official in the performance of his or her duty.

e. Misuse of, or damage to, property: Any act of misuse, vandalism malicious or unwarranted damage or destruction, defacing disfiguring, or unauthorized use of

property belonging to the college including, but not limited to, fire equipment, elevators, telephones, institution keys, library materials and/or safety devices; and any such act against a member of the college community or a guest of the college. Acts of vandalizing and/or littering the campus grounds or buildings are strictly prohibited.

f. Theft, misappropriation, or unauthorized sale: Any act of theft, misappropriation, unauthorized possession, or sale of college property or any such act against a member of the college community or a guest of the college.

g. Misuse of documents or identification cards: Any forgery, alteration or unauthorized use of documents, forms, records or identification cards, including the giving of any false information or withholding of necessary information, in connection with a student's admission, enrollment or status in the college.

h. Firearms and other dangerous weapons: Any unauthorized or illegal possession of or use of firearms or dangerous weapons of any kind is prohibited. No firearms shall be permitted on the college's campus or be worn by any person at any time except as provided in Tennessee Code Annotated, section 39-17-1309.

i. Explosives, fireworks, and flammable materials: The unauthorized possession, ignition or detonation of any object or article which would cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks.

j. Alcoholic beverages: The use, possession, distribution, sale, or manufacture of alcoholic beverages or public intoxication on property owned or controlled by the college, at college sponsored events, on property owned or controlled by an affiliated clinical site, or violation on any term of Northeast State Technical Community College's Drug Free Schools and Community Policy Statement.

k. Drugs: The unlawful use, possession, distribution, sale, or manufacture of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), being under the influence of any drug or controlled substance, or the misuse of legally prescribed or "over the counter" drugs on property owned or controlled by the college; at a college sponsored event; on property owned or controlled by an affiliated clinical site; or in violations on any term of the Northeast State Technical Community College's Drug Free School and Community Policy Statement.

l. Gambling: Gambling in any form.

m. Financial irresponsibility: Failure to meet financial responsibilities to the college promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the college or to a member of the college community acting in an official capacity.

n. Unacceptable conduct in hearings: Any conduct at a college hearing involving contemptuous, disrespectful or disorderly behavior, or the giving of false testimony or other evidence at any hearing.

o. Failure to cooperate with college officials: Failure to comply with directions of college officials acting in the performance of their duties.

p. Violation of general rules and regulations: Any violations of the general rules and regulations of the college as published in an official college publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action.

q. Attempts and aiding and abetting the commission of offenses: Any attempt to commit any of the foregoing offenses, or the aiding and abetting of the commission of any of the foregoing offenses ("an attempt" to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission).

r. Violations of state or federal laws: Any violation of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.

3. Disciplinary action may be taken against a student for violations of foregoing regulations which occur on college-owned, leased, or otherwise controlled property, or which occur off-campus when the conduct impairs, interferes with or obstructs any college activity or the missions, processes and functions of the college. In addition, disciplinary action may be taken on the basis of any conduct, on- or off-campus, which poses a substantial threat to persons or property within the college community.

4. For the purpose of these regulations, a "student" shall mean any person who is registered for study at the college for any academic period. A person shall be considered a student during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period, and during any period while the student is under suspension from the college.

Disciplinary Sanctions

1. Upon a determination that a student or organization has violated any of the rules, regulations, or disciplinary offenses set forth in the regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate college officials.

2. Definition of Sanctions

a. Restitution. A student who has committed an offense against property may be required to reimburse the college or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.

b. Warning. The appropriate college official may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

c. Reprimand. A written reprimand, or censure, may be given any student or organization whose conduct violates any part of these regulations. Such a reprimand does not restrict the student in anyway, but does have important consequence. It signifies that the student is being given another chance to conduct himself or herself as a proper member of the college community, but that any further violation may result in more serious penalties.

d. Restriction. A restriction upon a student's or organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent the college in any way, denial of use of facilities, parking privileges, participation in extracurricular activities or restriction of organizational privileges.

e. Probation. Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.

f. Suspension. A suspended student is separated from the college for a period of time with conditions of readmission stated in the notice of suspension.

g. Expulsion. Expulsion entails a permanent separation from the college. The imposition of this sanction is a permanent bar to the student's readmission to the college.

h. Interim or summary suspension. Though as a general rule the status of a student accused of violations of these regulations should not be altered until a final determination has been made in regard to the charges against him or her, summary suspension may be imposed upon a finding by the appropriate college official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or of any other member of the college community or its guests, destruction of property, or substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension, and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.

i. Mandatory participation in and satisfactory completion of a drug or alcohol abuse program, or rehabilitation program.

3. The President of the college is authorized to convert any sanction imposed to a lesser sanction or to rescind any previous sanction.

Procedural Due Process

Northeast State fully recognizes the constitutional rights of students to be afforded due process and equal protection wherein a violation of college regulations has been alleged and the possibility of sanctions is present.

All cases which may result in (1) suspension or expulsion of a student from the college and a program (2) assignment of a grade which results in the grade of F in a course for academic misconduct, or (3) revocation of registration of a student organization during the term of the registration are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures (TUAP) and shall be processed in accordance with the uniform contested case procedures adopted by the Tennessee Board of Regents unless the student waives those procedures in writing and elects to have the case disposed of in accordance with the College Disciplinary Procedures.

All cases which are not subject to the contested case procedures under the TUAP and all cases in which the student has waived the contested case procedures in writing shall be disposed of in accordance with the College Disciplinary Procedures.

College Disciplinary Procedures

Persons who allege that a student has violated certain institutional rules or regulations or ordinances or laws of the county, state or federal government must make these charges known to the President, Vice President for Academic and Student Affairs or Assistant Vice President of Student Affairs as soon as possible after the alleged violation occurs. If it is determined that there is probable cause that the violation occurred, the Assistant Vice President of Student Affairs will notify the student in writing by mail or in person at least five working days prior to a hearing. The notice will include:

(a) The specific charge, the rule, violated, possible sanctions that could be imposed.

(b) Notice of a hearing before the Student Discipline Committee including the date, place and time of the meeting.

(c) The student may have an advisor present at the hearing. The advisor may not be an attorney and cannot address the hearing unless permission is granted by the chairperson.

(d) Material evidence may be presented and the student may cross-examine the witness(es).

(e) The student shall be entitled to be present throughout the presentation of evidence, to know the identity of witness(es) against him or her and to present evidence including witness(es) who may speak on the student's behalf.

(f) A verbatim record of the hearing will be made available to the student upon request.

(g) The Student Discipline Committee will submit a recommendation to the Assistant Vice President of Student Affairs who will determine appropriate disciplinary or other action.

(h) The student may appeal this decision to the Vice President for Academic and Student Affairs and if needed, the President of the college. The President's decision is final except in the those cases in which appeal is provided, by policy, to the Tennessee Board of Regents.

Smoking and Tobacco Use on Campus

The following policy is established relative to smoking/tobacco use in college facilities and vehicles.

College Buildings - Smoking is prohibited in all college buildings and indoor facilities.

Grounds and Open Air Facilities - Smoking is permitted on college ground. Ash receptacles are located throughout the campus.

College Vehicles - Smoking is prohibited in all college owned vehicles.

Off-Campus Facilities - Smoking at off-campus teaching sites may be permitted but regulations established by the organization which controls the facility must be followed.

Other Tobacco Use - The use of mouth tobacco (including dipping, chewing, etc.) is prohibited in all buildings.

Enforcement Policies - The above regulations will be enforced under the provisions of TBR Policy 3:02:00:01 which require adherence to college and TBR regulations designed to protect the rights of all students and staff from any conduct which constitutes a danger to any person's health and personal well-being.

Visitors in Classes

Visitors are not permitted in classes taught on the Northeast State main campus or at other off-campus teaching site owned, leased or used by the college except with prior approval of the classroom instructor. Children are not permitted to attend classes or lab sessions under any circumstances and should never be left unattended or without supervision in any area of the college.

Disposition of Abandoned Property

All lost or abandoned property is subject to the custody of the state as unclaimed property. If the college has an address presumed to be accurate, a written notice to the apparent owner will be sent informing him/her that the college is in possession of the property. All property with a value that exceeds \$50 and has remained unclaimed for more than one year is presumed abandoned.

Concerns or Complaints

A student who has a concern or complaint regarding a Northeast State instructor or staff member should follow these steps:

1. Discuss the concern with the instructor or staff member.
2. If the problem is not resolved by a conversation with the instructor or staff member, the student may then contact the appropriate organizational unit head.
3. If the student continues to be dissatisfied, he/she should ask the unit head to contact the Vice President for Academic and Student Affairs. The Vice President for Academic and Student Affairs will determine any additional steps to be taken.

Complaints regarding discrimination or harassment should be directed to the Director of Human Resources, the college's affirmative action officer.

Suggestions for Improving College Services

A student who has a suggestion for improving services provided by the college should follow these steps:

1. Discuss the suggestion with the individual providing the service to include action(s), which can be taken to improve the service.
2. If the improvement action(s) require approval by the service provider's supervisor or the college administration, the student should submit the suggestion in writing to the Vice President for Academic and Student Affairs.
3. The Vice President for Academic and Student Affairs will present the suggestion to the college's Executive Council, which will review the service and make a recommendation to the President.
4. The President may direct the development and implementation of actions designed to improve the services provided by the college.

Community Input

Northeast State encourages individuals and groups to offer suggestions for scheduling credit courses on campus during the evenings and weekends and at off-campus locations in area communities. For more information contact the Evening and Distance Education Office on Northeast State's campus in Blountville at 423/ 323-0221 or the director of Northeast State at Elizabethton, 432/ 547-8450.

STUDENT'S RIGHT TO KNOW INFORMATION

Family Education Rights and Privacy Act

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. The information also is available on the Northeast State web site at www.NortheastState.edu.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff) or a person or company with whom the University has contracted, such as an attorney, auditor, or collection agent; a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll. **Note:** FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with the requirements of FERPA.

5. Personally identifiable information may be disclosed without the prior consent of the student under one or more of the following conditions.

- a. The college reserves the right to notify a parent or legal guardian of a student under 21 years old who is found guilty, as a result of a college disciplinary procedures, of violating federal, state, or local law or any rule or policy of the college governing the use or possession of alcohol or a controlled substance. Such action will be a consideration when it is believed that such behavior poses a serious threat, either by its severity or repetitive nature of the behavior, to the welfare of that student or others in the campus community. The implementation of parental notification will be the discretion of the Assistant Vice President of Student Affairs. Should the parent request such information, it will be released to the parent.
- b. The college may release the result of a final disciplinary hearing where the student is the perpetrator of a crime of violence or a non-forcible sex offense. Such action may be taken when the student is found to have committed a violation of the college rules or policies with respect to such crimes or offenses. Information released, to anyone including the media, will include only the student's name, the violation committed and any sanctions imposed by the college on the student. No information on the victims or witnesses will be released.

Directory Information

Northeast State considers Directory Information that may be released without the prior approval of the student to include student name, mailing address, phone number, enrollment status, dates of attendance, classification, previous colleges attended, academic awards, degree/certificate conferred (including dates awarded), and E-mail address.

If students prefer to have no directory information released, they may complete a Non-Release of Directory Information form. This form is available in the Admissions and Records Office. A new form must be complete each academic year.

CAMPUS SECURITY ISSUES

College and University Security Information Act

Pursuant to the requirements of the College and University Security Information Act and the Campus Security Act, the following information is available and will be provided to you upon request: (1) Annual crime statistics and rates for crimes occurring on this campus, and (2) Copies of Tennessee Board of Regents and/or institutional security related policies and procedures. Contact the Office of the Assistant Vice President of Student Affairs to obtain information. This information is available on the web at www.NortheastState.edu/student_right/tsrtk.asp.

Guidelines for Student Travel

1. All student travel will be processed through the division office. Travel arrangements made by anyone other than the division secretary will not be accepted.
2. The division secretary will make all reservations for transportation vehicles (van rentals, airline tickets, etc.). Only full-time faculty/staff are allowed to drive leased transportation vehicles. Under no circumstances should students be allowed to drive a leased vehicle.
3. Student travel need to be submitted to the division office by the faculty sponsor at least three weeks in advance of the anticipated trip. The secretary will complete the Travel Authorization and Travel Claim, securing other necessary forms such as Request for Field Trip, Release for Participation in Campus Activity (Hold Harmless), etc. Once the Travel Authorization and Travel Claim are prepared, sponsors will be notified. The sponsor is responsible for notifying students and securing signature. Completed forms need to be returned to the division office for processing. **Note:** It is permissible to complete a student's Travel Authorization and Travel Claim at the same time, eliminating the need for students to make multiple trips to offices to sign paperwork. Any changes to the claim may be made with pen and initialed by the sponsor after all receipts are reviewed.
4. There are two ways faculty sponsors may obtain and disburse payment for lodging:
 - 1) Charges for lodging may be placed on a sponsor's personal credit card or the Diner's Club card. Diner's Club cards may be obtained through the Office of Fringe Benefits.
 - 2) A 100 percent travel advance may be given to the faculty sponsor for lodging. Sponsor will need to gather all necessary information from the lodging source as to the exact room rate, tax rate, and any extra charges that may not ordinarily be quoted. Travel advances need to be noted on the Travel Authorization.

In order to approve a Request for Excessive Rates, the conference/convention brochure which indicates lodging rates must be included with the Travel Authorization and Travel Claim.

5. A faculty sponsor may complete a Travel Authorization for each student, asking for a 100 percent travel advance for meals. Sponsor will be responsible for procuring checks from the Business Office and distributing them.
6. After completion of the travel, all relevant receipts (airline, lodging, etc.) should be collected by the faculty sponsor and turned in to the division office no later than one week after the trip. It is imperative that all receipts for lodging have each student listed on it.

Harassment

Sexual Harassment - Sexual harassment and racial harassment have been held to constitute forms of discrimination prohibited by Title VI, Title VII of the Civil Rights Act of

1964, as amended and Title IX of the Educational Amendments of 1972. Other types of harassment are prohibited by applicable law.

Generally, sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course or activity;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work educational environment.

Whether the alleged conduct constitutes sexual harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of sexual advances in the context within which the alleged incident occurred.

Racial Harassment - student's status or performance by creating an intimidating, hostile, or offensive working or educational environment. Harassment on the basis of race, color, or national origin, includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong.

It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual because of his/her race, color, or national origin. Title VII requires employers to take prompt action to prevent bigots from expressing their opinions in a way which abuses or offends their coworkers.

Any student, applicant for employment or employee who believes he or she has been subjected to harassment at the college shall present the charge to the designated EEO/AA or Title IX officer responsible for compliance with Title VII of the Civil Rights Act of 1964 or Title IX of the Education Amendments of 1972. The Director of Human Resources serves as the EEO/AA officer at Northeast State. All charges should be taken to his/her office in the Pierce Administration Building, Room P106A.

Where the charge of harassment is against the EEO/AA, the President will identify an individual who has been trained in investigating such claims to investigate the claim and carry out the responsibilities assigned to the EEO/AA pursuant to the within guideline.

Where the charge of harassment is by one student against another student, the Assistant Vice President of Student Affairs will investigate and resolve the complaint in accor-

dance with student disciplinary procedures as described in this handbook.

Hazing

Hazing means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with another, which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competition, and is limited to those actions taken and situations created in connection with initiation into or affiliations with any organization.

Inclement Weather

Northeast State recommends that students use their own discretion in attending classes when snow and icy conditions exist. Additional information on the cancellation of classes or alternate schedules due to inclement weather is available from the local media each day.

Search and Seizure

Northeast State officials have the authority to conduct warrantless searches of persons and property in order to ensure compliance with school rules prohibiting contraband substances or items. Written authorization to implement a search of a student or his/her property will be made by either the Assistant Vice President of Student Affairs or the President, in that order, and should, if possible, be based upon a signed statement setting forth in detail the facts and underlying circumstances justifying the search.

In exceptional circumstances a search may be made and Northeast State personnel may proceed with the search without a written authorization. Such circumstances are limited to those where the fruits of violation of the college's regulation on contraband can be said to be in imminent danger of disappearance, destruction, or removal.

When the student voluntarily consents to a search, no written authorization for the search is required. A voluntary consent in writing will be requested, however, from the student. In addition, in all cases where a search is to be made of a student's property, the student should be present for the search whenever possible.

In the event that police or other law enforcement officials not employed by Northeast State request permission to search a student or his property, the college will notify the student of the request. All questions concerning this subject should be directed to the Assistant Vice President of Student Affairs or the President of Northeast State.

Sexual Assault

Northeast State Technical Community College strives to maintain an environment that is free of intimidation and encourages education of students to their fullest extent. Therefore, the college will not tolerate acts or threats of

acts of sexual assault, physical assault, or any type of violence.

A student who individually, or in concert with others, participates or attempts to participate in a sexual offense including, but not limited to sexual assaults or abuse, threats against, or the unwarranted touching of an intimate area, or any student, is subject to disciplinary action by the College notwithstanding any actions that may or may not be taken by civil authorities.

Anyone who is a victim of sexual assault should contact the Northeast State security office. Reporting such an assault does not mean the victim must press charges or take the incident to criminal court. The reporting does establish a record of the incident for later use by the college and civil authorities. If requested, Northeast State security officers will assist the student in contacting local police. In a case of sexual assault, the victim must make every effort to preserve evidence at the scene of the crime and compose an accurate description of the events leading up to, and during, the attack.

Assaults against a student by staff or faculty should be reported to the Vice President for Business and Administration. Assaults against a student by a student should be reported to the Assistant Vice President for Student Affairs. In either case, the assault should be reported as soon as possible after the action.

- The college disciplinary procedures include the right for the accused and the complainant to be present at any hearing.
- The right to have a support person present during the hearing. This person is not entitled to represent the complainant nor to assist in the testimony.
- The right not to have evidence of his/her past sexual history with third parties admitted as evidence.
- The right to have a hearing closed to spectators unless both the accused and the complainant consent in writing to have the hearing open to the public.
- The right to know the outcome of the hearing as defined by the Federal Education Right and Privacy Act.
- The discipline for acts of sexual assault may include suspension or dismissal from college.
- If requested by victims of alleged sexual offenses, the college will adjust class schedules or other reasonable actions that will reduce fear or concern.

Students involved in sexual abuse or violent situations are encouraged to seek assistance from college counselors in the Career/Life Advising Center, Room C2407, the Student Information and Advising Center, A208, or from Student Affairs personnel.

Students who may have committed sexual assault may need off-campus counseling and assistance. The following organizations are located in the Northeast Tennessee area:

- Sexual Response Center
 - Hotline - 423/928-4710
 - Johnson City - 423/928-8522
 - Elizabethton - 423/542-1080
 - Erwin - 423/743-0777
 - E-mail - sarc@suit.net
- Safe Passage Inc.
 - Hotline - 423-926-0144 or 423/926-7233
 - Pager - 423/461-0268
 - Fax - 423/926-8920

Northeast State provides collegewide programs that focus on sexual abuse and assault situations. These programs focus on prevention strategies and available options in the event of assaults or difficult situations.

EMERGENCY PROCEDURES IN THE EVENT OF ILLNESS/INJURY

In the event of illness or injury to an employee, student, or visitor, the office of Safety and Security should be contacted immediately. Security officers will manage all emergency situations involving illness or injury. Depending upon the nature and seriousness of the illness/injury, the office of Safety and Security will contact an external agency which provides emergency medical care. If an external agency responds to a request from the campus and provides emergency medical care, the individual receiving the care is financially responsible for the cost of the medical service.

STUDENT USE OF CAMPUS PROPERTY AND FACILITIES

The purpose of this policy is to provide a uniform basis upon which the institutions and technology centers governed by the Tennessee Board of Regents can regulate the use of campus property and facilities by affiliated and non-affiliated groups, organizations and individuals. The policy is intended to provide a system of regulations calculated to promote the orderly conduct of activities on campus property and in campus facilities; to prevent the interruption of or interference with normal missions, processes and functions of the institutions and schools; to promote an educational rather than commercial atmosphere on campus; to prevent commercial exploitation of students; to preserve residential tranquillity and to prevent use of campus property and facilities contrary to federal, state or local law or regulation, or policies or regulations of the Board of Regents or the institutions and centers.

Definitions

For the purposes of these regulations, the following definitions shall apply:

Student – a person who is registered for a credit course or courses, or a non-credit course or program at the institution or center, including any such person during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period.

Guest – a person invited by a student, official or employee of the institution or center to visit the campus at a specific time and place.

Affiliated Group or Organization – an officially registered student group or organization, or a group or organization funded by and/or sponsored by the institution or center or a group or organization of faculty or other employees of the institution or center approved by the president or center director. The term shall include any alumni association, booster club, etc., which is organized and operated for the benefit of the institution or school.

Non-affiliated Group or Organization – any group organization which is not an affiliated group or organization.

Affiliated Individuals – persons connected with the institution or center including the institution's or centers's students, faculty, staff, and guests.

Non-affiliated Individual – Any person who is not an affiliated individual.

Access to Campuses

The campuses and facilities of the institutions and schools are restricted to students, faculty, staff, and guests of the institutions or schools, except when part or all of a campus, its buildings or facilities are open to the general public for a designated time and purpose, or when use by non-affiliated groups, organizations or individuals has been granted or approved pursuant to the provisions of this policy or the policy of the individual institution or school.

All persons on the campus of any institution or school shall be subject to all rules and regulations of the institution or school, and the Board which are applicable to the conduct of students on campus, and to all applicable federal and state laws and regulations. In addition, all persons who operate motor vehicles on the campus of any institution or school agree by such operation to be subject to institution or school, and Board rules, regulations, policies and procedures on traffic and parking.

All persons on the campus of any institution or school shall provide adequate identification upon request to appropriate officials and security personnel of the institution or school. Personnel and students of the institution or school who refuse to provide such identification may be subject to disciplinary action other persons who refuse to provide such identification shall be requested to leave the campus, and if they refuse, may be subject to lawful removal and prosecution.

General Conditions

1. Use of campus property and facilities, pursuant to prior approval as hereinafter required for meetings or other activities, is subject to limitations on the number of persons who may attend in accordance with appropriate building and fire codes and safety standards.

2. Regulations of the college which relate to the conduct of assemblies, meetings and demonstrations of affiliated groups, organizations and individuals shall apply to assemblies, meetings and demonstrations of non-affiliated groups, organizations and individuals.

3. Sound amplification equipment may be used by groups, organizations and individuals at assemblies, meetings and demonstrations only when prior approval has been granted by the appropriate official of the college; provided, however, that such sound amplification is subject to reasonable regulation by the college with respect to time, place, manner, and volume.

4. College equipment may be used in connection with the use of campus property and facilities only with the approval of, or under the supervision of approved college personnel.

5. The college shall establish a system whereby affiliated groups, organizations and individuals are given priority in the use of property and facilities. This system may result in a request for use submitted by a non-affiliated group, organization or individual being held in excess of the seven (7) day period referred to under General Procedure, Section 3. Such requests will be held and considered in the order received. The decision to grant or deny requests will be made at least 10 working days prior to the date of the requested use.

6. Campus property and facilities may not be used by any non-affiliated group, organization or individual for the conduct of profit-making activities except when a rental or lease agreement is negotiated and the college receives a fair rental value for the property or facilities used. Rental or lease agreements may be required for non-profit activities of non-affiliated groups, organizations or individuals provided that rental charges for such use may be reduced or waived in the discretion of the college depending upon the nature and extent of the proposed use.

7. Rental rates may include the fair market value of providing the property or facilities which may include overhead, depreciation, maintenance and security expenses. Rental charges may be based in part upon a fixed percentage of the gross receipts of the activity with a minimum rental charge for use of the facilities.

8. All rental or lease agreements between the college and non-affiliated groups, organizations, or individuals must be approved by the Chancellor of the Tennessee Board of Regents, or his or her designee if such agreement deviates from TBR Guideline G-030.

9. In utilizing campus property or facilities, non-affiliated groups, organizations and individuals shall provide:

- a. Adequate bond or other security for damage to the property or facilities during the period of the use;
- b. Personal injury and property damage insurance coverage;
- c. A performance bond or insurance guaranteeing or insuring performance of its obligations under the contract;
- d. Other types of insurance in such amounts as are designated by the college; provided that the college may waive the requirements of security, performance bond or insurance coverage.

10. All non-affiliated groups, organizations and individuals agree, by making application for registration of an activity and by subsequent use after approval by the college, to indemnify the college and hold it harmless from any and all liabilities arising out of such group's, organization's or individual's use of the property and/or facilities of the college, including, but not limited to, personal injury, property damage, court costs and attorney fees.

11. Affiliated groups, organizations and individuals may be assessed the cost of providing maintenance and/or security required as a result of their use of campus property or facilities.

Application for Use of Property or Facilities

Request for use of property or facilities of Northeast State should be directed to the Vice President for Business Affairs. This written request should state the purpose of the use, the organization involved, the date(s) of the event, and the contact person of the organization. The Vice President for Business Affairs will coordinate the request and contact the organization. Procedure for application for use of property or facilities is as follows:

1. Regular or special meetings of affiliated groups or organizations may be planned and scheduled according to procedures established by this policy, or according to procedures established by the college. All other gatherings at a central location on campus property which are sponsored or instigated by affiliated groups, organizations or individuals may be permitted without prior registration only at such times and locations as may be designated by the President of the college or his or her designee.

2. Any affiliated group, organization or individual desiring to use campus property or facilities at any time, and/or location other than those designated pursuant to Section 1 above, and all non-affiliated groups, organizations or individuals desiring use of campus property or facilities must submit a written application for registration of the proposed activity at least fourteen (14) days in advance (excluding weekends and holidays) to the appropriate official at the college; provided, however, that the President, or his or her designee, may approve applications for registration filed at a later time upon such official's determination that the use of property requested can be reasonably accommodated and

that adequate cause exists for late filing of the application for registration. Approval of late applications shall be within the sole discretion of the President of the college or his or her designee. The decision of such official is final. Applications shall be submitted on a form designated by the Chancellor of the Tennessee Board of Regents, or his or her designee.

3. With the exception of the provision found in General Conditions, Section 5, written notice of approval or disapproval of the proposed use of campus property or facilities shall be made available to the applicant group, organization or individual within seven (7) days (excluding weekends and holidays) from the time an application for registration is submitted to the appropriate official at the college, at the office of the designated official at the college. Notice of disapproval of the proposed use shall include the grounds for disapproval. Notices will not be mailed or delivered; it shall be the responsibility of the applicant to inquire at the office of the designated official as to the decision concerning the application, and the time and location in which the activity is authorized.

4. No assembly, meeting, demonstration or other activity shall be authorized or permitted on any property or in any building or facility, and an application for registration may be denied when:

- a. A determination by the appropriate official or body of the college is made that the requested use would cause substantial disruption or interference with the normal activities of the college conducted in the course of its lawful mission, processes and functions.

- b. A determination is made that the requested use would be contrary to federal, state or local law or regulation, or policies or regulations of the Tennessee Board of Regents and the college.

- c. The applicant or sponsor of the activity has not fully provided accurate or complete information required on the application for registration.

- d. The applicant or sponsor of the activity has been responsible for violation of subparagraphs a, b or c conditions or assurances specified in a previous registration application and the college has reasonable cause to believe such violation will reoccur.

- e. Approval for use of the property or facilities has previously been given to another group, organization or individual for the time(s) and location(s) requested.

- f. Use of property or facilities requested would be impossible due to set-up time and/or take-down time required for other previously scheduled activities at the requested location immediately before and/or after the requested use, or due to other extenuating circumstances.

- g. The activity is of such nature or duration that it cannot reasonably be accommodated in the particular area for which application is made, provided that in such

event, an alternative on-campus site, if available for the activity, shall be proposed by the college;

h. The activity creates or would create a danger, or dangerous condition impacting on the health, safety, and welfare of others;

i. Such use conflicts or would conflict with existing contractual obligations of the college.

5. Any group, organization or individual whose timely application for registration for use of property or facilities of the college is denied for reasons cited in subparagraphs a, b, d, g, h or i of Section 4 above shall have the right to appeal that denial to the President or his designee. Notice of appeal shall be made in writing during normal business hours of the college no later than five days (excluding weekends and holidays) prior to the time of the proposed event. The decision of the president, or his designee, shall be made at least four days before the time of the event.

6. Affiliated and non-affiliated groups, organizations, or individuals may sell or distribute literature only in conjunction with their authorized presence on campus after such proposed sale or distribution has been registered with and approved by the appropriate official of the college as specified in Section 2 above. Any application for registration shall include, but not be limited to, the name of the applicant; the name of the organization, if any; the date, time, duration and location of the proposed sale or distribution, and the number of participants, and shall be on a form which has been designated by the Chancellor of the Tennessee Board of Regents, or his or her designee.

7. Applications for registration by affiliated and non-affiliated groups, organizations or individuals required in Section 6 above to distribute or sell literature shall be denied in the event that:

a. A prior application for registration for the same time and location has been made which has been or will be granted;

b. The location is or will be in use for the same time by an affiliated group, organization or individual;

c. The activities would not reasonably permit multiple occupancy of the particular area;

d. The sale or distribution will present a clear and present danger to the public health or safety;

e. The number of persons engaged in the sale or distribution exceeds the number that can reasonably be accommodated .

f. The activity would constitute a violation of applicable law or regulation, or any other provision of this policy.

8. No demonstration, distribution or sale of literature, or solicitation unless otherwise permitted elsewhere by this policy shall be permitted within:

a. Classroom, library or other academic buildings or facilities;

b. Administrative and employee offices and work areas;

However, the college may permit distribution or sale of literature in designated locations within the lobbies or other general use areas of the above buildings or other campus facilities designated for the placement of literature for distribution or sale.

9. Any group, organization or individual whose application for registration required by Section 6 above is denied shall have the right to appeal that denial to the President or his or her designee. Notice of appeal shall be made in writing during normal business hours of the college no later than five days (excluding weekends and holidays) prior to the time of the proposed sale or distribution. The decision of the President, or his or her designee, shall be made at least four days before the time of the proposed sale or distribution.

Particular Uses

1. Political Use

a. The use of campus property or facilities for speaking engagements by candidates for political office or for other political activities whether at the request of an affiliated or non-affiliated group, organization or individual shall be subject to the registration requirements and procedures specified above and shall be subject to the regulations of the college concerning other types of meetings or activities on campus property or in campus facilities.

b. When campus property of facilities are used for political purposes, reasonably equal opportunity shall be provided for presentation of all sides or views or reasonably equal access to the property or facilities shall be provided all sides.

c. No campaign posters, signs or other items of campaign or political advertising may be placed on campus property or facilities, except as specified below:

Affiliated and non-affiliated groups, organizations or individuals with the exception of state employees may place campaign posters, signs or other items of campaign or political advertising, whether pertaining to a campus or general election, on bulletin boards or other locations on campus only subsequent to the registration and approval process.

2. Religious Use

a. Campus property and facilities may be utilized by affiliated groups or organizations for the purpose of religious worship or evangelical activities subject to the specified registration requirements and procedures.

b. Non-affiliated groups, organizations and individuals may utilize campus property and facilities on a temporary basis for the purpose of religious worship or evan-

gical activities subject to the specified registration requirements and procedures.

3. Literature Distribution or Sale

a. Any proposed distribution or sale of literature by an affiliated or non-affiliated group, organization or individual is subject to the specified registration requirements and procedures.

b. Any literature which is, or which is proposed to be, distributed or sold shall comply with all applicable federal, state and local laws and regulations, and with the regulations and policies of the college, and the Tennessee Board of Regents. No obscene literature or material shall be distributed on any property owned or used by the college.

c. No literature, material or other printed matter shall be sold or distributed within:

- (1) Classroom, library or other academic building or facilities;
- (2) Administrative and employee offices and work areas;

However, the college may permit such sale or distribution in designated locations within the lobbies or other general use areas of the above-noted buildings or other campus facilities designated for placement of literature for distribution or sale. Further, this shall not restrict a faculty member from distributing within the classroom material related to the particular course or subject matter.

d. The college shall designate the locations on campus which are available for the sale or distribution of literature. In addition to those areas designated in subparagraph c above, the college shall prohibit the sale or distribution of literature in all areas where such would:

- (1) Cause injury or damage to campus resources;
- (2) Unreasonably impair the academic atmosphere of the campus;
- (3) Unreasonably interfere with the academic program and other activities of the college or with the administrative functions of the college;
- (4) Substantially impair the use of facilities or services on the campus, or the flow of vehicular or pedestrian traffic.

e. No person, whether distributor or recipient of literature, shall cause any litter to occur on the campus of the college, and literature shall only be discarded in trash receptacles on campus.

f. Persons engaged in the sale or distribution of printed matter shall not obstruct or impede pedestrians or vehicles, harass other persons with physical contact or persistent demands, misrepresent the purposes or affiliations of those engaged in the sale or distribution, or

misrepresent whether the printed matter is available without cost or donation.

g. The college shall have the right to terminate the distribution or sale of literature by any group, organization or individual which violates the provisions of this policy.

4. Solicitations

a. Except as is otherwise permitted by this provision, solicitation for purely commercial purposes is prohibited on all property owned or used by the college, provided that solicitations by the college and solicitations by vendors incidental to the vendor providing services on behalf of the college pursuant to a contract between the college and the vendor are permissible. Solicitation will not be considered to include activities or events engaged in by affiliated groups, organizations or individuals for the purpose of raising funds to meet expenses of the group, organization or individual. The funds raised by such activities or events shall be used for the benefit of the group, organization or individual, or for charity and no funds shall be distributed to the officers, members, or any individual for personal profit or use. For purposes of this provision, the following activities are not prohibited:

- (1) Advertising, as permitted by this policy;
- (2) Sale or distribution of commercial literature as permitted by this policy.

b. Solicitation and fund-raising activities other than for purely commercial purposes may be conducted on property owned and used by the college by affiliated groups, organizations or individuals, charitable organizations holding such activities with the sponsorship of the college or the State of Tennessee, or non-affiliated groups, organizations or individuals subject to the specified registration requirements and procedures of General Procedure, Sections 2 through 5.

c. No solicitation of charitable funds shall be permitted unless the group, organization or individual provides evidence to the college demonstrating that the proposed activity is in accordance with, or exempt from, the provisions of T.C.A. Sections 48-3-501 through 48-3-518.

d. Solicitation in conjunction with the distribution of literature is subject to the provisions of Section 3 above.

e. Solicitation of dues and/or membership in an organization is permissible only by affiliated groups, organizations or individuals.

f. Solicitations shall only be permitted in those areas designated by the college pursuant to the conditions of Section 3, subparagraphs c and d, above; application for registration of a solicitation may be denied for any of the reasons set forth in General Procedure, Sections 4 and 7; and persons engaged in solicitation shall comply with the provisions of Section 3, subparagraph f, above.

g. No funds solicited on campus property shall inure to the benefit of any individual unless contributions are requested for the relief of an individual specified by name at the time of solicitations, and all funds contributed are turned over to the named beneficiary for his or her use without any deductions whatsoever.

h. The college may require any group, organization or individual to verify the use, application or disposition of funds solicited on campus property.

5. Advertising

a. No advertising signs, posters, or other material may be placed on any campus property or facility by any non-affiliated group, organization or individual; except that the college may permit advertising on specifically designated bulletin boards and other designated locations on campus. Affiliated groups, organizations and individuals may place advertising materials on campus property but only in such places as are designated by the college.

b. The college may authorize the inclusion of advertisements in appropriate campus publications for a reasonable fee.

c. The college may permit limited advertising by groups, organizations or individuals when incidental to a donation of property or services to the college, or pursuant to a contract with the college.

6. Bulletin Boards

Bulletin boards are designated for use by specific groups, organizations or individuals. Groups, organizations or individuals desiring to post material on a bulletin board must receive approval from the Coordinator of Student Development and Activities.

COMPUTER RESOURCE GUIDELINES

Computer resources at Northeast State are available to all students, faculty, and staff for authorized use in a responsible, ethical, and equitable manner. It is the responsibility of the Office of Information Technology personnel to maintain a stable operational environment for all users and institutional programs. Cooperation of all users in the form of ethical and responsible behavior is required at all times so that all may share resources freely and equitably.

The following constitutes a code of computing practice to be adhered to by all computer users:

1. Violations shall be referred to the Vice President for Academic and Student Affairs.

2. Users must obtain official approval from the Office of Information Technology for new uses of computing resources. Authorization must be obtained to reactivate a previously discontinued account or resource. Approval will not be granted to use computing facilities that do not conform to the mission, processes, and functions of the institution.

3. Users of computing resources are expected to conduct themselves in a manner that does not constitute a danger to any person's health and safety or interfere with individual and institutional activities.

4. Users must not misuse, damage or misappropriate in any manner computing equipment, property, and other facilities and resources.

5. Users must utilize only those computer accounts which have been authorized for their use and for the purposes for which the authorization was granted. Any attempt to access a system on the Internet for which the user is not authorized will be considered abuse of computer resources.

6. Users are responsible for the use of their computer accounts and as such they should take precautions against others obtaining access to their computer accounts. This includes managing and controlling the use of individual passwords, operational activities, and resource utilization.

7. Users must follow the established procedures for accessing the computing system. All computing work must be readily identified with the user's own name and, where applicable, the relevant department name.

8. Users may not access, modify or copy programs, files, data of any sort belonging to other users or to Northeast State without obtaining prior authorization to do so from the other users and/or Northeast State Information Technology office. The student is responsible for obtaining authorization and having a clearly defined understanding of the responsibilities associated with such action (e.g., security of access to the data of the other computer installation). Users may not use programs, data, equipment, and other computing related resources obtained from other computer sites at Northeast State unless prior approval has been obtained from Northeast State Office of Information Technology.

9. Users should minimize the impact of their work on the work of other users. Attempts should not be made to encroach on others' use of the facilities or deprive them of resources.

10. Users must not attempt to modify system facilities and/or subvert the restrictions associated with their computer account utilization.

11. Users may not use Northeast State computer facilities for commercial purposes.

The above code is intended to work to the benefit of all computer users by encouraging responsible conduct and use of computing resources. Violators of computer resources rules and regulations may be subject to disciplinary action to include:

- Revoking of the individual's right to use the computer; either on a temporary or permanent basis;
- Probation;
- Suspension;
- Expulsion;
- Financial assessment for computer services; and
- Legal prosecution.

Use of computer resources by unauthorized individuals is prohibited. Violators may be subject to prosecution.

Computer Accounts

Every student at Northeast State is entitled to an account on the computer systems. An account to access lab PC's is set up automatically when the student enrolls for class. Students may electronically request an account for electronic mail that can be used for on-and off-campus communication. Student account handbooks are available in the computer center, Room 217, Pierce Administration Building.

Electronic Mail Policy

This policy explains the proper use of E-mail for student, faculty, and staff use and prescribes methods of addressing violations of the policy.

Policy - E-mail is a service provided by the college and is under the jurisdiction of the college. It is the responsibility of the user to understand the correct procedure(s) under which E-mail is used and governed. Use of E-mail is not considered private communication. The electronic mail system is considered state property and any records created are the property of the college. No attempts should be made by any user to send anonymous messages. Messages via E-mail, which are annoying, threatening, sexually, racially, or religiously offensive may be a form of harassment and will not be tolerated.

Procedure - Individuals receiving E-Mail considered in violation of policy may report their concerns to the Director of the Computer Center. The director will investigate those concerns and determine actions to be taken.

Enforcement - E-mail users found to have violated the college E-mail policy may have sanctions imposed including loss of E-mail privileges. Notice of action taken will be mailed to the offender within five working days of the decision by the Director of the Computer Center.

Appeal - Decisions made by the Director of the Computer Center regarding E-mail abuse may be appealed through the institution's appeal process. Such appeals must be in writing and filed within five working days from the date of official notification of the sanctions.

Guest Speaker

This policy of the Tennessee Board of Regents shall be applicable to all institutions in the State University and Community College System of Tennessee. The colleges and universities in the State University and Community College System recognize the right of officially recognized student and faculty organizations and groups to hear off-campus or outside speakers on the various campuses. However, there is no absolute right to assemble or to make a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting or speech, and the issuance of in-

vitations to off-campus or outside speakers for any meetings, activities or events on campus shall be limited in the following particulars:

1. A request to invite an outside speaker will be considered only when made by an officially recognized student organization or a faculty group recognized by the President of the college.

2. No invitation by such an organized group shall be issued to an outside speaker without the prior written approval of the President of the institution, or such person as may be designated by him (hereinafter referred to as his authorized designee); provided that the President of an institution may authorize organizations to invite guest speakers for meetings of the organization without prior approval where attendance at the meeting will be limited to members of the organization and where no fee or compensation will be paid to the speaker.

3. Any student or faculty organization meeting for which an outside speaker will be invited will be limited to members of the organization, provided that a request to invite an outside speaker may include a request to permit students or faculty members who are not members of the organization initiating the quest, and/or other designated guest, to attend the meeting.

4. A request to invite an outside speaker to whom any payment would have to be from college or university funds is subject to the availability of funds specifically programmed for that purpose, and no payment of any funds shall be made except pursuant to the Tennessee Board of Regents' Guidelines for Personal Service, Professional Service and Consultant Service contracts. In the event any college or university funds are approved for payment, the meeting for which the outside speaker will be invited should be open to all students or all faculty members, or both, unless otherwise designated on the approval of the request.

5. Any speaker request shall be made in writing by an officer of the student or faculty organization desiring to sponsor the proposed speaker not later than ten (10) days (excluding holidays and weekends) prior to the date of the proposed speaking engagements; provided that the President or his authorized designee may approve exceptions to the minimum notice requirement in appropriate cases; and further provided that in the event the proposed outside speaker will be paid a total fee and expenses in excess of \$2,500 the request must be submitted no later than thirty (30) days prior to the date of the proposed speaking engagement. The request shall contain the name of the sponsoring organization, the proposed date, time and location of the meeting, the expected size of the audience, the name and address of the proposed speaker, and the topic of the speech. Any request not acted upon by the President of the college or university or his authorized designee, within five (5) days (excluding holidays and weekends) prior the event shall be deemed denied.

6. Any speaker request is subject to the availability of the requested meeting place for the meeting time and date requested. In the event the space requested is not available for the requested time and date of the meeting, or is other-

wise inappropriate for the proposed meeting or the requested speaking engagement would cause substantial interference with the normal activities of the institution if conducted at the time and place requested, alternative meeting space which is available may be offered by the institution, or the sponsoring organization is free to request a more suitable date. Any space which is approved for a meeting is subject to limitations on the number of persons who may attend in accordance with appropriate building and fire codes and safety standards.

7. A request for an outside speaker by a recognized organization may be denied if the President of the college or university, or his authorized designee, determines that the proposed speech will constitute a clear and present danger to the institution's orderly operation by the speaker's advocacy of such actions as:

a. The violent overthrow of the government of the United States, the State of Tennessee, or any political subdivision thereof; or

b. The willful damage or destruction, or seizure and subversion of the institution's building or other property; or

c. The forcible disruption or impairment of, or interference with, the institution's regularly scheduled classes, or other education functions; or

d. The physical harm, coercion, intimidation, or otherwise invasion of lawful rights of the institution's

e. Other campus disorder of a violent nature, provided such advocacy would prepare the group addressed for imminent action and steel it to such action, and further provided there is a reasonable apprehension of such imminent lawless action. In determining the existence of a clear and present danger, the President of the institution or his authorized designee, may consider all relevant factors, including whether such speaker has, within the past five (5) years, incited violence resulting in the destruction of property at any college or university.

8. In the event that a request for an outside speaker is denied by the institution, any sponsoring organization thereby aggrieved shall have the opportunity to appeal from the denial. A written appeal to the President of the institution, or his authorized designee, must be submitted within 24 hours from the initial denial to approve the request, and the organization will be provided a hearing within two days (excluding holidays and weekends) following the filing of its appeal before an impartial committee designated by the President or his authorized designee. The committee shall be authorized to make appropriate findings of fact related to the request, and shall make and transmit such findings to the President within said two day period. The President shall review the findings of the committee, and solely on the basis thereof, shall grant or deny the request within 24 hours (excluding holidays and weekends) from receipt of the findings of the committee.

9. In the event of a proposed meeting which may be attended by individuals having strong emotional feelings or

where there is a reasonable possibility that a speaker, members of an organization, or others may violate federal/ state/ local laws or campus regulations in the course of a meeting, the President or his authorized representative shall prescribe reasonable conditions for the orderly and scholarly conduct of the meeting. Such conditions may include limiting attendance to the membership of the organization, appointing one or more officials of the institution to preside over the meeting, authorize a search of all persons entering the area of the meeting, and such other conditions as the institution deems appropriate.

10. The representative of the organization inviting the speaker shall at the time of the invitation provide the speaker or his or her agent with a copy of this speaker policy and campus regulations. By acceptance of the invitation, the speaker shall assume full responsibility for any violation of law or campus regulations committed by him or her while on campus.

11. Any meeting, assembly or other activity to which an outside speaker may be invited is subject to all requirements, conditions and approvals set forth in any policy of the Board and/or the institution concerning the use of campus property and facilities.

Requests for approval of guest speakers at Northeast State should be submitted using the "Campus Organization Request for Special Activity" form available from the Center of Student Development and Activities, A212 of the Student Services Building.

TRAFFIC AND PARKING REGULATIONS

Traffic and parking regulations are established and enforced to assure the rights and privileges of visitors, students, faculty, staff, and others who operate motor vehicles on the Northeast State campus. The college believes that operating a vehicle on campus is a privilege and not necessarily a right. The following regulations and procedures are essential to ensure safe, efficient traffic flow of vehicles and pedestrians.

Registration of Vehicles

1. All vehicles operated on a Northeast State campus by students, faculty, staff and all other employees must be registered with the school as required by the Tennessee Board of Regents. The annual registration period begins August 1 and extends through July 31 of the following year.

2. A parking hang tag will be issued by the Security Office. Students are responsible for picking up hang tags at the Security Office. Students must present a current fee receipt marked paid and complete the campus vehicle registration form(s) in order to receive a hang tag. The form(s) will include name, social security number and address of the applicant. The hang tag must be prominently displayed on the car's rear view mirror.

3. All student vehicles parked on Northeast State property must have a current hang tag.

4. No student will be permitted to obtain a hang tag for another student. Students will only be issued one hang tag.

5. Temporary parking permits may be issued to visitors who will be on Northeast State's campus for extended periods of time. These permits shall not exceed five days and must be displayed on the auto dashboard or attached to the handlebars of motorcycles. Requests for extensions must be made to the Director of Safety and Security.

6. Students must obtain a temporary pass from the Security Office if they drive a vehicle on campus without a hang tag.

7. Students requiring special parking considerations because of physical disabilities, either permanent or temporary, must obtain a disabled parking hang tag (permanent or temporary). Students must obtain approval for such a parking permit from the Security Office.

General Regulations

1. The speed limit for all vehicles is 15 miles per hour.
2. Pedestrians always have the right of way at crosswalks.
3. Vehicles must come to a complete stop at stop signs.
4. Loading zones are reserved for service vehicles.
5. Unnecessary noise from horns or mufflers is prohibited.
6. Parking is permitted only in areas designated for parking.
7. Vehicles parked in fire lanes and loading zones will be towed away at the owner's expense. Fire lanes are designated as all curbed areas adjacent to any building on campus.
8. Accidents should be reported to campus security.
9. Littering of parking areas is prohibited.
10. Loud, disruptive music is prohibited.
11. Students, staff, and faculty are not permitted to park in a visitor parking space.

Parking Zones

1. Student parking is permitted only in designated areas.
2. Staff parking areas are reserved for faculty and staff.
3. Visitor parking areas are reserved for visitors; other vehicles will receive citations.
4. Disabled parking areas are reserved for vehicles with displayed disabled hang tags.
5. All parking should be done in such a manner as not to interfere with general traffic flow nor impede another properly parked vehicle. Parking on grass is prohibited.

6. Parking on weekends and after 5:00 p.m. on weekdays is permissible in all zones except in disabled and fire lanes and two marked staff parking lots.

7. Visitors and guests receiving citations should return them to the Director of Safety and Security.

Penalties

1. The fine for parking violations is \$5 for the first violation, \$10 for the second violation, \$25 for the third violation, \$50 for the fourth violation, and \$50 for each subsequent violation. Fines apply to each semester.
2. The fine for parking in a disabled zone is \$100 per offense.
3. The fine for reckless driving is \$15.
4. The fine for parking in a fire lane is \$50 per offense.
5. The fine for failure to display a hang tag is \$10 for each violation.

Payment of Fines

1. Fines are payable to the Business Office. Normal Business Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Fines may also be paid by mail. Evening students may pay fines through the Office of Admissions and Records, Monday-Thursday from 4:30 p.m. to 6 p.m.
2. Non-payment of fines will result in an encumbrance of the student's records, preventing graduation and/or release of transcripts and grade reports. Further registration at Northeast State will be prohibited until fines have been satisfied.

Student Traffic Court

The Northeast State Student Traffic Court hears student appeals of tickets resulting from the violation(s) of the Traffic and Parking Regulations on the campus. The President of the Student Government Association appoints a Chief Justice and seven students to serve as Student Justices on the Student Traffic Court. The Chief Justice presides over all cases brought before the court and the Chief Justice maintains court records. An official court session must have three justices, including the Chief Justice or his or her designee present. The Student Traffic Court meets on the fourth Tuesday of each month for two sessions unless otherwise posted.

Appeals Function

The Northeast State Student Traffic Court hears only contested student cases. Student Justices receiving citations may contest the citations before the Student Traffic Court only on court dates during which they are not actively serving. The decision of the Student Traffic Court is final. The Assistant Vice President of Student Affairs may approve a

rehearing of a case upon student's presentation of new significant evidence or substantiated allegations of due process violation. Such evidence must be presented along with a written appeal within 48 hours of the original hearing. Paid citations are not subject to appeal.

A schedule of Student Traffic Court dates for each semester is available in the Security Office. Students must sign up for a hearing date. If a student fails to appear before the Student Traffic Court, the right to a hearing may be forfeited and the charges and fine affixed. Students must present their tickets to the Student Traffic Court on the date of their hearing.

Parking in a handicap zone violations must be appealed to the Vice President for Business Affairs through the Director of Safety and Security.

Visitors

Visitors are always welcome on the Northeast State campus. Areas for visitor parking are clearly marked. Visitor passes are available in the Security Office. Visitors who receive citations should return the citation to the Office of Safety and Security.



DEFINITIONS

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DEFINITIONS OF TERMS

Academic Affairs – The college organizational unit charged with the development and management of the academic programs including Academic Development and the Library, Behavioral/Social Science, Evening and Distance Education, Health-Related Professions, Honors Programs, Humanities, Instructional Technology, Mathematics, Science, Technical Education and the Institute for Business and Industry Services, and Economic and Community Development and Community Services.

Academic Courses

English Composition courses – Analytic and expository writing.

History and Humanities courses – Analysis and/or performance courses in disciplines such as Literature, Speech Communications, Theatre, Art, Music, etc., History courses (normally 6 credit hours), including American History as required by TCA Section 49-3253.

Mathematics courses – Solving quantitative and logical problems numerically.

Multidisciplinary and Interdisciplinary Studies Courses* – Courses with an international dimension or which explore human civilizations and cultures; courses which explore issues across disciplines; foreign language courses that include practical skills for speaking, listening, writing, reading, and cultural understanding. *Intermediate Foreign Language required for most Bachelor of Arts degree majors and for selected Bachelor of Science degree majors.

Source: THEC - The University Track Program
Transfer and Articulation Mode

Chapter 715 of Public Arts of 2000, page 2

Physical Education courses – Activity skill building courses (sports, fitness, wellness).

Pre-Major/Major Elective courses – Sufficient to complete the 60-hours University Track Program. Specialize courses in the primary area of concentrated study.

Science courses – Using scientific principles to describe the natural world in disciplines like Biology, Chemistry, Geology, Physics, etc.

Social/Behavioral Science courses – Theory, practice, and analysis in disciplines such as Aerospace, Anthropology, Criminal Justice, Economics, Geography, Political Science, Psychology and Sociology, etc.

ACT Test Fee – A nonrefundable fee charged to take the ACT test. The fee must be paid at the time the ACT application is submitted by the student.

Admission – Acceptance of a candidate for enrollment.

Admission to Advanced Standing – Granted on the basis of demonstrated educational attainment beyond the minimum required for admission.

Advisor, Advisee – The advisor is the individual assigned to help students make determinations concerning their academic program. The student is called the advisee.

Application Fee – This one-time, nonrefundable fee must accompany the initial application form submitted to Northeast State prior to a student's acceptance.

ASSET (Assessing Student Success for Entry and Transfer) - A pen and paper standardized placement test designed to assess basic skills in writing, reading, and mathematics consisting of multiple choice test items.

Associate Degree – A degree awarded upon successful completion of a curriculum of at least 60 hours of college-level work.

Behavioral/Social Science - The purpose of the Division of Behavioral/Social Science is to provide instruction in early childhood development, economics, education, geography, physical education, political science, psychology, and sociology. Courses offered by the division are designed to fulfill the general education course requirements in technical education course requirements in technical education programs and to prepare students in the university parallel program to transfer to four-year colleges and universities.

Business Affairs – The college organizational unit charged with the development and management of business concerns and related matters including Accounting and Purchasing, Budgeting, Contraction Services, Financial Aid, Human Resources, Information Technology/Computer Services/Computer User Support Services, Plant Operations and Maintenance, Printing and Publications, and Safety and Security.

Calendar – The divisions of the full calendar composed of two regular terms per year with about 15 weeks per term of instruction excluding final examinations in a school year running from August through May, with the third semester as a summer session.

Campus Access Fee – A nonrefundable fee charged to all students, faculty and staff for access to the campus and its facilities.

CAPT - COMPASS/ASSET placement tests.

Classification – A student's status (i.e., Advanced Studies, Freshman, Sophomore, Special, Transient) in respect to progress toward the completion of a curriculum based upon the number of course credit hours attained.

COMPASS (Computerized Assessment and Support System) - A computerized standardized placement test designed to assist the institution in placing students in the basic skills areas of writing, reading, and mathematics. Testing time is individualized.

Concentration – At a community college, the student's primary field of interest. (See *Emphasis*.)

Continuing Education – Non-credit courses offered for business, professional or personal development.

Continuing Education Unit – The unit used to record the efforts of students who complete non-credit courses.

Corequisite – Courses a student must take with another course.

Course – Organized subject matter in which instruction is offered within a given period of time and for which credit toward graduation or certification is usually given.

Course Number – Identifies class level and distinguishes it from other courses in a given area of study. This usually indicates the level of difficulty of a course, e.g., 0700 level courses (Remedial); 0800 level (Developmental); 0900 level (Deficiency); 1000-1999 (Freshman level); 2000-2999 (Sophomore level); 3000-3999 (Junior level), and 4000-4999 (Senior level). All courses with higher numbers are graduate level.

Course Prerequisite – A preliminary requirement that must be met before a certain course may be taken.

Credit by Exam (Proficiency) Fee – A nonrefundable fee charged to take a faculty-developed examination designed to measure competency in a course.

Credit Hours (Semester Hours) – The number of hours per week in class and the number of weeks in the semester. One semester hour is usually assigned to a class that meets 50 minutes a week during a semester. Laboratory type instruction meets two to four hours a week for a semester. A total of 60 semester hours is the minimum required for graduation.

Curriculum – The whole body of courses offered for study.

Degree (Earned) – Title bestowed as official recognition for the completion of a designated curriculum.

Degree Student – One who has fulfilled the admissions requirements and who is pursuing an associate degree program, referred to by some colleges as a regular student.

Department – An academic discipline which offers instruction in a particular branch of knowledge.

Developmental Studies – A program of studies in various areas designed to give the student prerequisites to college level courses to include English/Writing, Mathematics, Reading and Learning Strategies.

Dismissal – Involuntary separation of the student from the college.

Division – An administrative unit comprised of a group of related academic departments.

Drop – Resignation from a class or classes following the procedures outlined in the college catalog.

Economic and Community Development – Community Interest Classes, Continuing Education (CEUs) and Economic Development, seminars, workshops, forums, and conferences.

Elective – A course which the student may choose as distinguished from courses which are required.

Emphasis – At the community college, an area of concentration for study that would lead to a major at the university.

Evening and Distance Education Division – Evening classes, all off-campus classes, Weekend College, Accelerated Studies Program, Telecourses/Internet, NextStep, Dual/Joint Enrollment, Regents On Line Degree Program (RODP), and adjunct faculty coordination.

Extracurricular/Cocurricular Activities – The academic/non-academic functions offered by the college.

Freshman – Classification of degree-seeking students having accumulated less than 30 credit hours.

Full-Time Students – A student who is enrolled for 12 semester hours of academic courses.

GED Test Fee – A nonrefundable fee charged to take the complete GED test. The fee covers all five parts of the test and must be paid before sitting for the test. Please call the GED office at 423/ 323-0211 for testing dates or additional information.

GED Retest Fee – A nonrefundable fee charged to retake individual sections of the test.

General Education – The common set of information that encompasses what students need to know to function in college, usually consisting of problem-solving, participating intelligently in civic affairs, preparation for jobs, vocations or professions, human cultural heritage, understanding social argumentations, and preparation for life-long learning. Reading, Writing, Communicating orally, analysis, and application of information technologies is usually emphasized.

Grade point average – A measure of average scholastic success obtained by dividing the number of grade points earned by the total number of hours of course work.

Graduation Fee – A nonrefundable fee for the cost of the diploma, cap, gown and other graduation expenses. This nonrefundable fee is valid for three semesters, which includes the summer semester.

Grant-in-Aid – A monetary award made to a student without regard to financial need.

Health-Related Professions Division – The purpose of the Division of Health-Related Professions is to provide instruction in Cardiovascular Technology, Emergency Medical Technology, Medical Assistant, Nursing, and Surgical Technology which prepares students to function in the role of a specialized health-care provider. Completion of these academic programs enables the student to take licensure or certification examinations required in these health-care career fields.

Humanities Division - The purpose of the Division of Humanities is to provide instruction in art, communications, English, foreign languages, humanities, history, music, philosophy, speech, and theatre. Courses offered by the division are designed to fulfill the general education course requirements in technical education programs and to prepare students in the university parallel program to transfer to four-year colleges and universities.

Identification Card Replacement - No charge is made for the initial student identification card required of all students. Replacement cards cost \$5 each.

Institutional Advancement - The college organizational unit charged with the development, collection of data, management of Community Relations and Marketing, and Alumni Affairs.

Institutional Research - The college organizational unit charged with the development and management of planning, research, assessment, and performance funding.

Late Fee - A nonrefundable fee charged to all students enrolled in courses for credit or audit who pay registration fees after open registration. The late fee is not charged until the first day of classes.

Liberal Arts - Academic disciplines such as languages, literature, history, philosophy, mathematics and science that provide information of general cultural concern.

Library Fines - A nonrefundable fine charged equal to the cost of repair (rebinding) or replacement of books and materials. An additional \$10 is assessed to offset administrative costs.

Major - The student's primary field of interest or study.

Maintenance Fee - A fee charged to all students enrolled in credit or audit courses. It is calculated based on the number of hours for which the student is enrolled. See current fee amounts listed under semester costs.

Mathematics - The purpose of the Division of Mathematics is to provide instruction in mathematics and pre-engineering. Courses offered by the division are designed to fulfill the general education course requirements in technical programs and to prepare students in the university parallel program to transfer to four-year colleges and universities.

Non-credit Course - Any course that does not offer college credit upon completion.

Out-of-State Tuition - An additional fee charged to students classified as non state residents of Tennessee who are enrolled in courses for credit or audit. This fee is in addition to the maintenance fee. See current fee amounts listed under semester costs.

Part-Time Student - A student enrolled for less than 12 hours of academic course work.

Prerequisite - A course/courses a student must successfully complete to enroll in a higher course.

President's List - An honor designation awarded to students who have attained a GPA of 4.00 during a semester in which a minimum of 12 hours of college-level credit is completed.

Probation - Probation status may be for academic or for disciplinary reasons. Academic probation is the result of unsatisfactory scholarship. It is not a penalty but a warning and an opportunity to improve. Academic probation usually involves a compulsory reduction of academic load and interviews for diagnosis of difficulties and for checking on recovery. Sometimes it brings a required restriction of extracurricular activities and general surveillance. Usually the student is required to make regular specified improvements in his/her record in order to avoid disqualification. Disciplinary probation is a middle status between good standing or dismissal. The student remains enrolled but under stated conditions according to college policies. Disciplinary probation covers a stated trial period during which it is determined whether the student is returned to good standing, having met the stated requirements, or dismissed or suspended at the end of the period for failing to meet the stated requirements.

Residency - Refers to whether or not a student qualifies for in-state maintenance fees.

Reinstatement - The act of readmitting a student after dismissal.

Returned Check Fee - A fee charged to all students who write checks that are returned to Northeast State from a financial institution because payment has been refused. This is not charged in cases of bank error if the student submits a written statement from the bank.

Science Division - The purpose of the Division of Sciences is to provide instruction in biology, chemistry, health, physics, and pre-health professions. Courses offered by the division are designed to fulfill the general education course requirements in technical programs and to prepare students in the university parallel program to transfer to four-year colleges and universities.

Semester - One of any three terms (Fall, Spring, Summer) during which courses are offered by the college.

Sophomore - A degree seeking student who has completed 30 or more college-level credit hours.

Special Student - One who is not pursuing a certificate or associate degree program. Special students either do not fulfill minimum requirements for entrance as degree students or have been permitted to enroll in a limited or special selection of degree credit courses without regard to degree requirements.

Student Activity Fee - A nonrefundable fee charged to all students enrolled in credit courses at any site. This fee is used to support a variety of student activities.

Student Affairs – The college organizational unit charged with the development and management of student services programming including Admissions and Records, Counseling and Assessment, Student Development and Activities, the Student Information and Advising Center, Services for Students with Disabilities, Student Services, and Veterans Affairs.

Student Aid – Financial assistance for college expenses through any form of grants, scholarships, loans or work.

Syllabus – An outline for an academic course; includes assignments, exam dates, grading practices, etc.

TBR – The State University and Community College System of Tennessee (Tennessee Board of Regents) is the public system of higher education in Tennessee. The parent organization to state technology centers, community, and universities, it is charged with strengthening academic programs, ensuring adequate distribution of programs to meet citizen needs and developing academic programming for the state system.

Technical Education Division – The purpose of the Division of Technical Education is to provide academic programs designed for students who desire to enter an occupational career field in business, industry, or government immediately after graduation. The division provides instruction in Automotive Services, Business Management, Computer and Information Science, Drafting Design, Electrical, Electronics, General Technology, Machine Tool, Manufacturing, Mechanical, Office Administration, and Welding/Metal Fabrication. The division also facilitates specialized training for the private and public sector and coordinates the Tech Prep program.

Technology Access Fee – A fee charged to all students enrolled in courses for credit or audit. The funds are used to maintain and upgrade student lab equipment, library automation and other instructional technology.

Telecourse Replacement Fees

Audiovisual Equipment – A fee charged equal to the replacement cost of lost audio visual equipment. An additional nonrefundable fee of \$10 is assessed to offset administrative costs.

Telecourse Materials – A fee charged equal to the replacement cost of telecourse materials. An additional nonrefundable fee of \$10 is assessed to offset administrative costs.

THEC – The Tennessee Higher Education Commission's purpose is to achieve coordination and foster unity in higher education in the state. It coordinates two systems of higher education, the University of Tennessee Board and the Tennessee Board of Regents. It is required to create a master plan for the development of public higher education in Tennessee.

Traffic Fines – Students and employees parked illegally, speeding or not properly displaying a Northeast State parking permit will receive a parking violation ticket. All fines must be paid within 14 calendar days from the date of the ticket.

Transcript – The official record of completed courses and the grades made.

Transfer Student – A student who has attended one or more colleges and is admitted to another.

Transfer Credit – The number of course credits taken by a student at one college that another college accepts.

Transient Student – A student in good standing in one college who is taking courses which will transfer back to the original college.

Vice President's List – An honor designation awarded to students who have attained a GPA of 3.50-3.99 during a semester in which a minimum of 12 hours of college-level credit is completed.

Withdrawal – A release from enrollment in all classes. An official withdrawal occurs when a student notifies the appropriate authorities. When the student merely stops attending classes without notifying the authorities, failing marks (F) are recorded and charged against him/her.



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**APPLICATION
FOR ADMISSION FORMS**

APPLICATION FOR ADMISSION TO NORTHEAST STATE TECHNICAL COMMUNITY COLLEGE

Application Procedures

1. Submit a completed Northeast State *Application for Admission*, including a non-refundable \$10. Make checks payable to Northeast State Technical Community College.
2. Provide official high school transcript that indicates the date of graduation and that the applicant has passed the Tennessee Proficiency Test, if applicable.
3. If 20 years of age or younger, provide ACT or SAT scores, or contact Northeast State's Office of Admissions and Records.
4. If 21 years of age or older, participate in the assessment/placement program.
5. If you are enrolling in the Early Admission Program, you will need to furnish the following:
 - A current copy of your high school transcript.
 - ACT or SAT scores.
 - A letter of approval from the high school principal and guidance counselor.

Please refer to the **Admissions Information** section in this catalog for more information.

6. If you are a transfer student from another college or university, request that each institution send a **complete official transcript** to Northeast State.
7. Return your completed application and fee to:

Office of Admissions and Records
Northeast State Technical Community College
2425 Hwy. 75 • P.O. Box 246
Blountville, Tennessee 37617-0246

Upon Receipt of Your Application and Transcripts

1. Your application will be carefully evaluated.
2. You will be notified of your acceptance by mail from the Office of Admissions and Records.



Application for Admission

P.O. Box 246 Blountville, Tennessee 37617-0246 423/ 323-3191, 282-0800 or 1-800-836-7822

New applicants must submit a non-refundable \$10 application fee with this application.

*Social Security No. _____ Telephone No. (_____) _____

Name _____
Last First Middle Maiden

Sex: Male Female
Information regarding sex is used for statistical purposes only.
Failure to indicate sex is not a reason to deny admission.

Local Address _____
Street/Route/Box No. Apt. No.

City County State Zip
Permanent Address (if different than local) _____
Street/Route/Box No. Apt. No.

City County State Zip
Date of Birth _____ Place of Birth _____
Month Day Year State County

Have you continuously resided for the past twelve (12) months in Tennessee? Yes No

E-Mail Address _____

In case of emergency, notify:

Name _____ Telephone No. (_____) _____

Address _____

Relationship (optional): _____

Admission Classification

I am a: (check one)

- First-time Freshman (no prior college attendance)
- Transfer Student
- Transient Student (Student enrolled at another institution, attending Northeast State for one term.)
- Special Student (not working toward a degree or certificate)
- Early Admission (presently in high school)
- Readmit (previously enrolled at Northeast State)

OPTIONAL:
 First Generation College Student (neither parent/guardian earned a bachelor's degree)

I plan to enroll: (check one)

- Fall Semester Year _____
- Spring Semester Year _____
- Summer Semester Year _____

Ethnic origin: (check one) FOR STATISTICAL INFORMATION ONLY

- Oriental
- Black
- Native American Indian
- Caucasian
- Hispanic
- Alaskan Native

I am a United States citizen: Yes No If immigrant, give classification _____

Northeast State is not approved by the U.S. Department of Immigration & Naturalization for the purposes of admitting foreign students. Only those persons who are U.S. citizens or resident aliens may be considered for admission to Northeast State.

Education

(Please have an official high school transcript or GED test results sent to Northeast State using the "Request for Transcript" form.)

Check one:

A. I received a high school diploma from _____
High School

_____ in _____
City/State (Year Graduated)

B. I am currently enrolled in high school at _____
High School City/State

Anticipated date of high school graduation: _____

C. I received a GED from _____
Place of Test/City, State in _____
(Year Received GED)

I have taken the ACT SAT Date taken _____

Please continue on next page...

1. _____ Dates Attended: _____
College City State From To
2. _____ Dates Attended: _____
College City State From To
3. _____ Dates Attended: _____
College City State From To

Trade/Vocational/Military Schools Attended

1. _____ Dates Attended: _____
School City State From To
2. _____ Dates Attended: _____
School City State From To

Are you under disciplinary suspension from any college? Yes No If yes, explain: _____

- How did you hear about Northeast State?
- Newspaper Radio Television
 Friends/Family Mail High School Counselor
 Northeast State Employee Other _____

Employment

Are you presently employed? Yes (Full-time or Part-time) No Business Phone: (____) _____

Place of employment: _____
Name of Company City State

Educational Plan

- Please check ONE: I plan to earn an Associate Degree I plan to enroll in the Regents Online Degree Program
 I plan to complete a Certificate Program I plan to enroll in the NextStep Program
 I plan to take a limited number of classes

Medical Information

Effective Fall term 1998, proof of immunization with two (2) doses of Measles, Mumps, and Rubella (MMR) vaccine, administered on, or after, the first birthday, will be required for attendance to all universities and colleges with an enrollment greater than 200 students. This rule applies to all new students born after Jan. 1, 1957. Immunizations are not required if it conflicts with the student's religious tenets and practices, affirmed under the penalties of perjury. The immunization is not required if a "qualified" physician certifies that administration of such immunization would be in any manner harmful to the person involved. Other conditions for exception include: 1) those with written documentation of a physician-diagnosed case of the disease and 2) those with laboratory confirmed immunity to the disease.

Selective Service Information

(To be completed by all male applicants born in 1960 or later)

Chapter 759 of the Public Acts of 1984 provides that no person who is required to register for the Federal Draft under Section 50 United States Code Amendment Section 453, shall be eligible to enroll in any postsecondary school until such person has registered for such draft. Under Federal law, the responsibility to register lies with any male citizen of the United States and every male residing in the United States who was born in 1960 or later.

I certify that I am required to register for the Federal Draft and have done so in accordance with the above stated policy.

Signature

Date

Selective Service Number: _____

*In accordance with the Privacy Act of 1974, applicants for admission and enrolled students are advised that the requested disclosure of their Social Security numbers to the Office of Admissions is voluntary. Students who do not provide the college with their Social Security number will be assigned special nine-digit numbers. This number or the Social Security number will be used: (a) to identify such student records as applications for admission, registration and course enrollment documents, grade reports, transcript requests, certification requests, and permanent academic records and (b) to determine eligibility, certify school attendance, and report student status. Students are notified, however, that only the Social Security number may be used as an identifier for grants, loans, and other financial aid programs according to federal regulations. The student's Social Security number will not be disclosed to individuals or agencies outside Northeast State except in accordance with the institutional policy on student records.

Please continue on next page...

Intended Area of Study - Check One Area

Note: Admission to the college does not guarantee admission to a specific program of study. Admission to certain programs must be approved by the division chair or director of the program.

I. Associate of Applied Science (A.A.S.) - Technical/Career

- Automotive Service Technology
- Business Management Technology
 - Accounting Concentration
 - Management Concentration
 - Small Business Management Concentration
- Cardiovascular Technology
- Computer and Information Sciences
 - Computer Programming
 - Computer Systems
 - Networking Systems
 - Personal Computer Specialist
- Drafting Design Technology
- Early Childhood Education
- Electrical Technology
- Electronic Technology
- General Technology
- Machine Tool Technology
- Manufacturing Technology
- Mechanical Technology
- Medical Assistant
- Office Administration Technology
 - General Office
 - Legal Office
 - Medical Office
- Welding/Metal Fabrication Technology

II. Certificates

- Accounting Technology
- Automotive Service Technician
- Combination Welder
- Computer and Information Sciences
 - Applications Programming Certificate
 - CISCO Networking Technology
 - Personal Computer/Networking Technology
 - Local/Wide Area Networking Technology
 - Telecommunications Technology
- Construction Electricity
- Early Childhood Development
- EMT-Paramedic
- Industrial Maintenance
- Mechanical Draftsman
- Production Machinist
- Secretary/Receptionist
- Surgical Technology

III. Undecided

Technical/Career University Parallel/Transfer

Veterans receiving educational benefits must declare a major. This may also apply to other grant programs – check with your coordinator. Students interested in federal financial aid must enroll in an eligible program as a regular student seeking a degree or certificate.

IV. University Parallel (Transfer)

(Choose one degree and one area of emphasis.)

Associate of Arts Degree (A.A.)

Areas of Emphasis:

- General
- Communications
- English
- History
- Philosophy/Religious Studies
- Psychology

Associate of Science Degree (A.S.)

Areas of Emphasis:

- General
- Biology
- Business-Accounting
- Business-Economics
- Business-Finance
- Business-Management
- Business-Marketing
- Chemistry
- Communications
- Computer Science
- Computer Science - Information Technology
- Criminal Justice and Criminology
- English
- Environmental Health
- History
- Mathematics
- Occupational Health
- Philosophy/Religious Studies
- Psychology
- Sociology

Pre-Professional Programs (A.S.)

Areas of Emphasis:

- Pre-Engineering
- Pre-Health Professions
- Pre-Industrial Technology
- Pre-Nursing
 - 2-year program with Walters State (ADN)
 - 4-year transfer program (BSN)
- Pre-Teacher Education
 - General
 - Interdisciplinary Studies K-8
 - Physical Education
 - Pre-Kindergarten - 4
 - Secondary Education
 - Special Education

V. Transient Student

Students enrolled at another institution and attending Northeast State for one term.

VI. Special Student

Students not working toward a degree or certificate. Mark one below:

- Taking a work-related course
- Taking a course for personal enrichment

Validation -- Both statements below must be signed to validate application

If you are accepted as a student at this institution, there are certain performance tests you will be required to take during your academic career. It is a requirement of admission that you agree to take any tests deemed necessary by the College. In those instances where tests are administered by an external entity, you hereby agree for the results of such tests to be released to the institution. The purpose of this requirement is to comply with the legislature's expressed intent that institutions regularly evaluate and improve instruction at all levels. If you are under twenty-one years of age and are required by institutional policy to complete the COMPASS test, your scores on this test and course placement may be reported to your high school for research purposes. Any test scores will be treated confidentially as required by law.

Signature _____ Date _____

I certify that all of the information on this application is true and that no information has been intentionally withheld. I further certify that I understand that giving false information may make me ineligible for admission to or continuation as a student at Northeast State Technical Community College.

Signature _____ Date _____



P.O. Box 246 Blountville, Tennessee 37617-0246
423/ 323-3191, 282-0800 or 1-800-836-7822
www.NortheastState.edu

Request for Transcript

Instructions:

- It is the applicant's responsibility to have official transcripts sent to Northeast State. Your admissions file cannot be completed until all transcripts have been received.
- A completed request form should be mailed to each high school, college, and/or GED institution attended.
- Please note: some schools charge a processing fee for transcripts. It is the student's responsibility to ensure that this fee is paid.

To the Registrar/Principal of:

Date _____

School Name

Street Address

City, State, Zip

I am requesting:

- ____ High School Transcript
 ____ GED Scores
 ____ College Transcript

I have applied for admission to Northeast State Technical Community College. Please mail an official copy of my transcript record to:

Office of Admissions and Records
Northeast State Technical Community College
2425 Highway 75 • P.O. Box 246
Blountville, Tennessee 37617-0246

My admission is being delayed until these transcripts are received.

My last attendance in your school was: _____
Term and Year

My Social Security Number is: _____

My date of birth is: _____
Month, Day, Year

Please make sure that my Date of Graduation and, if applicable, type of diploma are clearly marked on the transcript.

Printed Name _____
Last Name First Name Middle Name Maiden Name

Street Address _____

City, State, Zip _____

Telephone: (____) _____

Signature: _____

NOTE: If you have sent my transcript to Northeast State in the past three weeks, please disregard this notice.

