



CERTIFICATE PROGRAMS

Pellissippi State offers high-quality, short-term training in the form of certificates. Individual curricula are designed for working students who wish to upgrade their skills or gain additional certification in a particular area.

Students wishing to pursue a certificate should apply for admission as a “special” student and indicate on the application the certificate in which they are interested. The placement test and/or academic development courses are not required of students working on certificates. Students working on a certificate in conjunction with a degree program must meet admission requirements for the degree program. All courses for a certificate must be taken for credit.

Minimum grade-point average. A cumulative grade-point average (GPA) of at least 2.0 in all certificate coursework at Pellissippi State is required for a certificate.

Pellissippi State offers the following certificates:

- Game & Simulation Design
- Medical Insurance Coding & Reimbursement
- Medical Transcription
- Sound Production
- Surveying
- Video Editing
- Videography

GAME AND SIMULATION DESIGN

This certificate is designed to provide hands-on, project-oriented learning opportunities for the design of game and simulation products. Appropriate software will be used to create products for popular game consoles, the online environment and as standalone end products. Commercial-level products will be prototyped, developed and tested. Both individual and team-based project development will make up part of this certificate. **Courses in each level (Core, Advanced Track I, Advanced Track II) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

Core Course(s)

MDT 1600 *	Game & Simulation Design & Development Introduction.....	3
MDT 1620	Game & Simulation Design I.....	3

Advanced Track Course(s)I

CGT 2160	3D Modeling & Animation	3
----------	-------------------------------	---

Advanced Track Course(s)II

MDT 2670	Game & Simulation Design in 3D	3
MDT 2680	Game & Simulation Practicum.....	3

TOTAL HOURS REQUIRED:

15

* The prerequisites/corequisites for MDT 1600 and MDT 2100 are not required for certificate students.

MEDICAL INSURANCE CODING AND REIMBURSEMENT

The Medical Insurance Coding and Reimbursement curriculum prepares individuals for employment in the area of medical insurance and health care claim processing. Classroom instruction includes use of CPT-4- and ICD-9-CM as well as the processing of medical insurance claims and medical billing procedures. Students completing the curriculum may wish to take the professional certification exam offered through the American Academy of Professional Coders (AAPC) or the American Health Information Management Association (AHIMA). Graduates may apply certificate credits earned toward an associate's degree in Administrative Professional Technology–Health Care Office Administration. **Courses in each level (Foundation, Core, Advanced Track I, Advanced Track II) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

Foundation Course(s)

ADMN 1005 *	Word.....	3
ADMN 1100 **	Keyboarding & Basic Computer Skills	3
ADMN 2910	Medical Terminology I	4

Core Course(s)

ADMN 2621	Excel.....	3
ADMN 2921	Medical Terminology II.....	3

Advanced Track Course(s) I

ADMN 2940	Medical Insurance Coding.....	3
-----------	-------------------------------	---

Advanced Track Course(s) II

ADMN 2945	Insurance Billing & Coding	3
ADMN 2950	Health Care Insurance Survey.....	3

TOTAL HOURS REQUIRED: 19-25

* The prerequisite for ADMN 1005 is not required for certificate students.

** May be waived if student types 28 wpm.

MEDICAL TRANSCRIPTION

The Medical Transcription curriculum prepares individuals to understand the language of science and medicine and to prepare accurate documentation in health information professions. Career opportunities exist in medical record transcription. Some of the courses required for the certificate can also be applied toward the associate's degree, should the student so desire. Students receiving this certificate should be able, after meeting necessary entrance requirements, to pass the AHDI National Certification. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level.**

ing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.

Foundation Course(s)

ADMN 1005 *	Word	3
ADMN 1100 **	Keyboarding & Basic Computer Skills	3
ADMN 2910	Medical Terminology I	4

Core Course(s)

ADMN 2120	Document Design & Editing	3
ADMN 2921	Medical Terminology II	3

Advanced Track Course(s)

ADMN 2932	Medical Reports	3
ADMN 2935	Medical Transcription	3

TOTAL HOURS REQUIRED: 16-22

* The prerequisite for ADMN 1005 is not required for certificate students.

** May be waived if student types 28 wpm.

SOUND PRODUCTION

This curriculum is designed for working professionals seeking to broaden or update their existing skills. It is also designed for students who want to complement their skills from a related degree concentration in Media Technologies, such as Communication Graphics Technology, Photography or Web Technology. This option is designed for individuals interested in digital audio recording and mixing with contemporary tools for film and video. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

Foundation Course(s)

VPT 1015	Sound Production	3
VPT 2015	Pro Tools	3

Core Course(s)

VPT 2016	Advanced Pro Tools	3
VPT 2960	Remote Field Production	
or VPT 1022	Guerrilla Filmmaking	3

TOTAL HOURS REQUIRED: 12

SURVEYING

The Surveying curriculum provides the basic skills needed to enter a career in surveying. Courses are offered both day and night. Normally night sections meet one or two nights each week during the semester. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advanc-**

ing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.

Foundation Course(s)

CET 0100 *	Introduction to Surveying.....	3
SURV 1550	Surveying Principles W/Lab.....	4
SURV 2510	Advanced Surveying W/Lab.....	4

Core Course(s)

SURV 2567	Positioning With GPS	3
-----------	----------------------------	---

Advanced Track Course(s)

SURV 2520	Legal Aspects of Surveying.....	3
-----------	---------------------------------	---

TOTAL HOURS REQUIRED: 14-17

* CET 0100 may be waived at the discretion of the program coordinator with demonstrated competence.

VIDEO EDITING

This curriculum is designed for working professionals seeking to broaden or update their existing skills. It is also designed for students who want to complement their skills from a related degree concentration in Media Technologies (Communication Graphics Technology, Photography, or Web Technology). The Video Editing certificate covers editing theory using nonlinear systems with extensive hands-on training with the most popular editing applications. **Courses in each level (Foundation, Core, Advanced Track) must be completed prior to advancing to the next level. Where more than one course is offered within a level, courses may be taken in any sequence.**

Foundation Course(s)

VPT 1015	Sound Production.....	3
----------	-----------------------	---

Core Course(s)

VPT 1220	Final Cut Pro	3
VPT 1210	Video Editing.....	4

Advanced Track Course(s)

VPT 2215	Advanced Editing	
or VPT 2220	Advanced Final Cut Pro.....	3

TOTAL HOURS REQUIRED: 13

VIDEOGRAPHY

This curriculum is designed for working professionals seeking to broaden or update their existing skills. It is also designed for students who want to complement their skills from a related degree concentration in Media Technologies, such as Communication Graphics Technology, Photography or Web Technology. The Videography certificate provides hands-on training in audio

production and motion picture photography. **Courses may be taken in any sequence.**

PHO 1000	Photography I.....	3
VPT 1015	Sound Production.....	3
VPT 1090	Campus Broadcast I: Studio Operations	3
VPT 1050	Electronic Cinematography	
or VPT 1022	Guerrilla Filmmaking.....	3
TOTAL HOURS REQUIRED:		12

HOW TO APPLY FOR CERTIFICATES

Students planning to complete certificate requirements must complete and submit the Certificate Application prior to the semester that they intend to complete the certificate. Students planning to complete the certificate requirements in the same semester must submit a Certificate Application within 14 days of the first day of classes. Forms may be obtained in Enrollment Services or Business and Community Services on the Pellissippi Campus or the Business/Records Office at the off-site campuses. Certificate applicants are exempt from paying the graduation fee and from taking the CBASE exit exam. As soon as grades are posted and the completed certificates are received, they will be mailed to the student.