

Goethe: I find

the great thing

in this world

is not so much

where you stand,

as in what direction

you are moving.

Roane State
COMMUNITY COLLEGE

CATALOG

1995-1996

Roane State Community College

Main Campus

276 Patton Lane
Harriman, Tennessee 37748
(615) 354-3000
1-800-343-9104

Oak Ridge Branch Campus

545 Oak Ridge Turnpike
Oak Ridge, Tennessee 37830
(615) 481-2000

Campbell County Center

2107 Jacksboro Pike
LaFollette, Tennessee 37766
(615) 562-7021

Cumberland County Center

332 Cumberland Plaza
Crossville, Tennessee 38555
(615) 456-9880

Knox County Center for Health Sciences

8373 Kingston Pike
Knoxville, Tennessee 37919
(615) 539-6904

Loudon County Center

521 Fort Hill Street
Loudon, Tennessee 37774
(615) 458-9466

Scott County Center

410 W.H. Swain Boulevard
Huntsville, Tennessee 37756
(615) 663-3878

ACADEMIC CALENDAR 1995-96

FALL SEMESTER, 1995

| | | |
|--|------------|----------------|
| IRIS (Telephone Registration Begins) | Monday | June 5 |
| Classes Begin | Monday | August 21 |
| Last Day to Add Classes or Register Late | Friday | August 25 |
| Labor Day | Monday | September 4 |
| Last Day for 100% Refund | Friday | August 18 |
| Last Day for 75% Refund | Tuesday | September 5 |
| Last Day for 25% Refund | Monday | September 18 |
| Fall Break | Mon-Wed | October 16-18 |
| Last Day to Withdraw from Classes | Friday | October 20 |
| Thanksgiving | Thurs-Fri | November 23-24 |
| Last Day of Classes | Monday | December 11 |
| Examination Period | Tues-Thurs | December 12-14 |
| Grades Due in Admissions Office . . . NOON . . | Friday | December 15 |

SPRING SEMESTER, 1996

| | | |
|--|----------|-------------|
| IRIS (Telephone Registration Begins) | Monday | October 23 |
| Martin Luther King Holiday | Monday | January 15 |
| Classes Begin | Tuesday | January 16 |
| Last Day to Add Classes or Register Late | Monday | January 22 |
| Last Day for 100% Refund | Friday | January 12 |
| Last Day for 75% Refund | Monday | January 29 |
| Last Day for 25% Refund | Monday | February 12 |
| Last Day to Withdraw from Classes | Monday | March 4 |
| Academic Festival | TBA | |
| Spring Break | Mon-Fri | April 1-5 |
| Good Friday Holiday | Friday | April 5 |
| Last Day of Classes | Tuesday | May 7 |
| Examination Period | Wed-Fri | May 8-10 |
| Graduation | Saturday | May 11 |
| Grades Due in Admissions Office | Monday | May 13 |

SUMMER SEMESTER, 1996

| | | |
|--|---------|---------|
| IRIS (Telephone Registration Begins) | Monday | April 8 |
| Roane County Registration | Monday | June 3 |
| Oak Ridge Registration | Tuesday | June 4 |

FULL TERM

| | | |
|--|-----------|----------|
| Classes Begin | Thursday | June 6 |
| Last Day to Add Classes or Register Late | Friday | June 7 |
| Last Day for 100% Refund | Wednesday | June 5 |
| Last Day for 75% Refund | Friday | June 14 |
| Last Day for 25% Refund | Tuesday | June 25 |
| Fourth of July Holiday | Thursday | July 4 |
| Last Day to Withdraw from Classes | Monday | July 15 |
| Last Day of Classes | Thursday | August 1 |

FIRST TERM

Table listing key dates for the First Term: Classes Begin (Thursday, June 6), Last Day to Add Classes or Register Late (Friday, June 7), Last Day for 100% Refund (Wednesday, June 5), Last Day for 75% Refund (Monday, June 10), Last Day for 25% Refund (Wednesday, June 12), Last Day to Withdraw from Classes (Tuesday, June 18), Last Day of Classes (Wednesday, July 3).

SECOND TERM

Table listing key dates for the Second Term: Classes Begin (Monday, July 8), Last Day to Add Classes or Register Late (Tuesday, July 9), Last Day for 100% Refund (Wednesday, July 5), Last Day for 75% Refund (Wednesday, July 10), Last Day for 25% Refund (Friday, July 12), Last Day to Withdraw from Classes (Wednesday, July 17), Last Day of Classes (Thursday, August 1), Grades Due in Admissions Office (Friday, August 2).

1995 calendar grid showing months from January to December with days of the week and dates.

1996 calendar grid showing months from January to December with days of the week and dates.



MESSAGE FROM THE PRESIDENT

Life offers all of us many roads to the future, and the choices we make at the intersections of life often set the direction for our destiny. We at Roane State are pleased that you are considering our college as **your** pathway to success and provide this catalog to help you make informed choices about the many options we have available.

Whether you are a high school student, a recent high school graduate, a working adult or a retiree, Roane State has a multitude of programs and services that may meet your needs. You follow in the footprints of many who are now successful professionals in health care, environmental science, business or other rewarding career fields. Others have continued their education by attending universities and professional schools for advanced degrees. They all began at Roane State. **YOUR** journey to success can begin at Roane State, too.

As you read this catalog and explore the many learning and enrichment opportunities at Roane State, we want you to know that we are committed to providing you the highest standard of service and instruction. Our goal is to meet your needs whenever and wherever they occur, and we thus offer classes in flexible time schedules, through innovative delivery systems such as two-way interactive video and computer modem classes, and in many locations throughout the region. **YOU** choose the path, and we will help you move toward the achievement of your goals.

Sincerely,

A handwritten signature in cursive script that reads "Sherry Hoppe".

Sherry L. Hoppe
President

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Please Note:

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 but is no guarantee that they will not be changed or revoked. However, adequate and reasonable notice will be given to students affected by any changes. This catalog is not intended to state contractual terms and does not constitute a contract between the student and 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. Enrollment of all students, is subject to these conditions.

Current information may be obtained from the following sources:

| | |
|------------------------|----------------------------|
| Admission Requirements | — Admissions Office |
| Course Offerings | — Division Offering Course |
| Degree Requirements | — Admissions Office |
| Fees and Tuition | — Business Office |

Roane State Community College provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through faculty who, in the opinion of Roane State Community College, are qualified for teaching at the college level. The acquisition and retention of knowledge by any student is, however, contingent upon the student's desire and ability to learn and his or her application of appropriate study techniques to any course or program. Thus, Roane State Community College 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.

GENERAL INFORMATION



*"The choice is yours. You hold the tiller.
You can steer the course you choose in the
direction of where you want to be —
today, tomorrow, or in a distant time
to come."*

— W. Clement Stone

LIST OF ACADEMIC PROGRAMS

UNIVERSITY PARALLEL PROGRAMS ASSOCIATE OF ARTS/ASSOCIATE OF SCIENCE DEGREE

| Major | Concentration within Major | Degree Offered | Page |
|---|--|----------------|------|
| Division of Biological Sciences | | | |
| General Studies | Biology | A.S. | 68 |
| Division of Business and Economics | | | |
| General Studies | Business Administration | A.S. | 69 |
| | Computer Science | A.S. | 70 |
| Division of Humanities and Education | | | |
| General Studies | Art | A.A.; A.S. | 66 |
| | Art Education | A.S. | 68 |
| | Business Education | A.S. | 69 |
| | Computer Art and Design | A.A.; A.S. | 66 |
| | Early Childhood Education | A.S. | 71 |
| | Elementary Education | A.S. | 71 |
| | General | A.A.; A.S. | 65 |
| | Health, Phys. Ed., and Recreation | A.S. | 72 |
| | Music | A.A.; A.S. | 67 |
| | Music Education | A.S. | 73 |
| | Secondary Education | A.S. | 75 |
| | Special Education | A.S. | 75 |
| Division of Math and Natural Science | | | |
| General Studies | Chemistry | A.S. | 70 |
| | Mathematics or Physical Science | A.S. | 72 |
| | Pre-Engineering | A.S. | 73 |
| | Pre-Medicine, Pre-Dentistry, Pre-Pharmacy | A.S. | 74 |
| | Pre-Nursing | A.S. | 74 |
| Division of Social and Behavioral Sciences | | | |
| General Studies | Social Science | A.A.; A.S. | 67 |

CAREER PREPARATION PROGRAMS ASSOCIATE OF APPLIED SCIENCE DEGREE

| Major | Emphasis within Major | Degree Offered | Page |
|---|----------------------------|----------------|------|
| Division of Business and Economics | | | |
| Business Management | Technology | | |
| | Accounting | A.A.S. | 81 |
| | Banking | A.A.S. | 82 |
| | Computer Science | A.A.S. | 83 |
| | General Business | A.A.S. | 83 |
| | Insurance | A.A.S. | 84 |
| | Management and Supervision | A.A.S. | 84 |
| | Quality Management | A.A.S. | 85 |
| | Savings Association | A.A.S. | 86 |
| | Small Business | A.A.S. | 86 |

| | | |
|---|--------|-----|
| General Technology | A.A.S. | 92 |
| Office Administration | | |
| Information Technology | A.A.S. | 112 |
| Division of Environmental Science | | |
| Environmental Health Technology | | |
| Air Quality Control | A.A.S. | 88 |
| Health Physics | A.A.S. | 89 |
| Industrial Hygiene | A.A.S. | 90 |
| Waste Management | A.A.S. | 91 |
| Division of Health Sciences | | |
| Dental Hygiene Technology | A.A.S. | 94 |
| General Technology | A.A.S. | 94 |
| Medical Laboratory Technology | A.A.S. | 96 |
| Medical Record Technology | A.A.S. | 98 |
| Nursing | A.A.S. | 106 |
| Occupational Therapy Assistant | A.A.S. | 99 |
| Opticianry | A.A.S. | 100 |
| Physical Therapist Assistant | A.A.S. | 101 |
| Radiologic Technology | A.A.S. | 102 |
| Respiratory Therapy Technology | A.A.S. | 104 |
| Division of Math and Natural Sciences | | |
| General Technology | A.A.S. | 92 |
| Division of Social and Behavioral Sciences | | |
| Police Science | | |
| Corrections | A.A.S. | 113 |
| Police Science | A.A.S. | 114 |
| Security | A.A.S. | 114 |

ACADEMIC/TECHNICAL CERTIFICATE PROGRAMS

| Division | Major | Page |
|--|-------------------------------|-------------|
| Division of Business and Economics | | |
| | Office Information Technology | 123 |
| Division of Environmental Science | | |
| | Industrial Hygiene | 120 |
| | Waste Management | 120 |
| | Health Physics | 120 |
| | Air Quality Control | 120 |
| Division of Health Sciences | | |
| | EMT-Paramedic | 116 |
| | Medical Transcription | 121 |
| Division of Humanities and Education | | |
| | Computer Art and Design | 116 |
| Division of Social and Behavioral Science | | |
| | Police Management | 122 |
| | Security Management | 123 |

CAMPUS OFFICE DIRECTORY

| SUBJECT | OFFICE |
|--|--|
| Academic Standing, Probation, Suspension, and Reinstatement | Admissions and Records |
| Adding/Dropping Classes | Admissions and Records |
| Advanced Placement | Admissions and Records |
| Academic Advising & Retention | Admissions and Records |
| Appeal of Parking and Traffic Tickets | Student Services (Roane County) |
| | Business Office (Oak Ridge) |
| Auditing Courses | Admissions and Records |
| Books and Supplies | Bookstore |
| Bulletin Board Information Approval | Student Services |
| Career Planning | Counseling Center, Advisement, Library, and Single Parent/ Displaced Homemaker Program |
| Class Attendance | Faculty Advisors or Student Services |
| College Publications | Public Information |
| Credit by Examination | Admissions and Records |
| Course Overload Approval | Associate Dean of Student Services |
| Disciplinary Action | Student Services |
| Evaluation of Records for Graduation | Admissions and Records |
| Evening Courses | Admissions and Records |
| Grades and Grading | Admissions and Records |
| Identification Cards | Student Services (Roane County) |
| | Business Office (Oak Ridge) |
| Insurance | Student Services |
| Intramurals | Student Activities |
| Library Services | Library |
| Loans, Scholarships, Work-Study | Scholarships and Financial Aid |
| Lost and Found | Switchboard/Reception Area |
| Motor Vehicle Registration | Student Services (Roane County) |
| | Business Office (Oak Ridge) |
| Non-Credit Courses | Continuing Education |
| Off-Campus Credit Classes | Admissions & Records |
| Payment of College Obligations | Business Office |
| Payment of Parking and Traffic Tickets | Business Office |
| Personal Counseling | Counseling Center |
| Personal Injury, Illness, Health Problems | Clinic/Health Services |
| Placement in Jobs | Counseling & Career Resource Center |
| Placement of College Event on Calendar | Security/Physical Plant |
| Public Relations | Public Information |
| Student Organizations and Activities | Student Activities |
| Testing | Counseling & Career Resource Center |
| Transfer College Credit | Admissions and Records |
| Veterans Benefits | Financial Aid |
| Withdrawal from College | Admissions and Records |
| Workshops and Seminars | Continuing Education |

CAMPUS TELEPHONE DIRECTORY

| | ROANE COUNTY | OAK RIDGE |
|--|---------------------|------------------|
| Academic Development | 882-4675 | 481-2011 |
| Academic Development Counseling | 882-4546 | 481-2009 |
| Academic/Student Affairs, Vice President | 882-4513 | |
| Admissions Counseling | 882-4628 | |
| Admissions and Records | 882-4523 | 481-2002 |
| Dean of Student Services | 882-4550 | |
| Athletics | 882-4581 | |
| Bookstore | 882-4671 | 481-2006 |
| Business Office | 882-4515 | 481-2014 |
| Business & Economics | 882-4600 | |
| Community Service | 882-4509 | |
| Computer Science | 882-4600 | |
| Computer Training Center | | 483-8453 |
| Continuing Education, Non-credit | 882-4509 | |
| Counseling & Career Resource Center | 882-4546 | 481-2003 |
| Dental Clinic | | 482-3326 |
| Distance Learning | 882-4602 | |
| Environmental Science | 882-4511 | |
| Financial Aid Office | 882-4545 | 481-2036 |
| General Information | 1-800-343-9104 | 481-2000 |
| | 354-3000 | 483-0816 |
| Graduation Analyst | 882-4528 | |
| Health and Disability Services | 882-4570 | 481-2015 |
| Health Sciences | 882-4594 | 481-3496 |
| Humanities/Education | 882-4536 | |
| Institute for Environmental Health & Safety | | 481-3493 |
| Institutional Reporting | 882-4503 | |
| Instructional Technology Center | 882-4556 | |
| IRIS Telephone Registration | 882-4680 | 1-800-834-RSCC |
| Language/Literature | 882-4536 | |
| Library | 882-4553 | |
| Lost & Found | 354-3000 | 483-0816 |
| Marketing and Enrollment Management | 882-4644 | |
| Math and Natural Sciences | 882-4533 | 481-2022 |
| Nursing | 882-4605 | 481-3496 |
| Oak Ridge Administration | | 481-2001 |
| Placement Office | 882-4695 | 483-0816 |
| President | 882-4501 | |
| Printing and Graphics | 882-4569 | |
| Public Information | 882-4505 | |
| Resource Development | 882-4503 | |
| Roane State Foundation | 882-4507 | 481-2027 |
| Scholarships/Financial Aid/Veterans Affairs | 882-4545 | 481-2036 |
| Security & Maintenance | 882-4565 | 481-2000 |
| Single Parent/Displaced Homemaker Program | | 481-2021 |
| Social and Behavioral Sciences | 882-4582 | |
| Student Activities | 882-4638 | 481-2024 |
| Student Government Association | 882-4620 | 481-2024 |
| Student Newspaper (<i>The Roane Statement</i>) | 882-4621 | |
| Theatre (Drama) | | 481-2025 |
| Training & Quality Management Center | 882-4612 | |
| Writing Center | 882-4677 | 481-2026 |

OTHER LOCATIONS

| | |
|--|----------------|
| Campbell County | 1-615-562-7021 |
| Cumberland County | 1-615-456-9880 |
| Loudon County | 1-615-458-9466 |
| Scott County | 1-615-663-3878 |
| Knox County (Energy Education) | 531-8051 |
| Knox County (Health Sciences) | 539-6904 |
| Knox County (Emergency Medical Technology) | 539-6905 |
| Knox County (Medical Laboratory Technology) | 539-6906 |
| Knox County (Nursing) | 539-1134 |

COLLEGE HISTORY

Roane State Community College serves an eight-county area in East Tennessee including Roane, Anderson, Cumberland, Scott, Loudon, Campbell, Fentress, and Morgan counties. In addition to these counties, Roane State's Health Sciences service area also includes Knox and Blount Counties.

Roane State provides opportunities for transfer education, career education, continuing education, and developmental education. Designed for students who plan to transfer to senior institutions, the Roane State academic transfer curricula include two years of instruction in the humanities, mathematics, natural sciences, and social sciences to build a strong liberal arts background during the freshman and sophomore years. Roane State graduates transfer to senior institutions in-state such as the University of Tennessee, Tennessee Technological University, Middle Tennessee State University, East Tennessee State University, and many out-of-state universities and professional schools.

Roane State's career preparation programs train students in business management, health sciences, office administration, police science, and other fields for students desiring associate degrees or certificates. The ever increasing demand for people to work under the supervision of the scientist, the engineer, the physician, and the business professional has led to the development of a wide range of career education options.

Continuing education opportunities are provided through a variety of non-credit courses that do not require admission to the college. These courses are offered for personal enrichment, for compliance with business and industrial requirements, for specific technological information and for general cultural benefits.

Roane State continues to respond to state and federal mandates to promote "Excellence in Education." Programs are continually evaluated by students, faculty, and alumni to ensure successful transfer or career placement upon graduation. The college seeks to serve those students who are serious about the challenge of education for a more productive life. An Honors Program for gifted students was implemented in the fall of 1985.

A general education core curriculum including the humanities, arts, math, and sciences is required of all degree program graduates. Roane State has also implemented the state educational initiative to require all graduates to be computer literate. New career programs introduced in 1989 to meet employment demands now and in the future included Environmental Health Technology, Opticianry, and Emergency Medical Technician/Paramedic. A Waste Management Training Center was established to facilitate training of persons to meet the demand of environmental health needs of area industries. In 1990 the Center qualified for a training grant from the National Institute of Environmental Health Sciences and met the NIEHS standards for admission to the Midwest Consortium for Hazardous Waste Worker Training. A new Occupational Therapy Assistance program was added to the curriculum in 1992.

Beginning with the Pierce-Albright Report in 1957, which resulted in a \$200,000 appropriation by the Tennessee General Assembly in 1963 to initiate the community college system, the philosophy of community colleges in Tennessee has been to provide higher education for all Tennessee residents. The first three community colleges were established in 1965, with one in each of Tennessee's three grand divisions—Cleveland State in East Tennessee, Columbia State in Middle Tennessee, and Jackson State in West Tennessee. Additional community colleges opened in Dyersburg and Tullahoma in 1969. The sixth community college opened in Morristown in 1970.

In 1969, the General Assembly, upon the recommendation of Governor Buford Ellington and the State Department of Education, authorized three additional com-

munity colleges to be built in Sumner, Roane, and Shelby counties. After visits by Commissioner J. Howard Warf and other officials from the State Department of Education in 1969, a site on Patton Lane was chosen as the permanent location of Roane State Community College. In May of 1970, Dr. Cuyler A. Dunbar was selected as the first president of the college. After beginning classes in the fall of 1971 at a temporary location, RSCC occupied the first permanent building on Patton Lane in August 1973.

With 18 years of service to the college, President Dunbar resigned from Roane State in 1988 to assume the presidency of Catawba Valley Community College in Hickory, North Carolina. Dr. Sherry L. Hoppe was appointed on an interim basis and later named as Roane State's second president in spring 1989.

Groundbreaking for the second building on the Roane State campus was held in January 1977. This three-story Technology Building, which houses the expanding career education programs, was occupied in December 1978.

Construction on Campus Expansion Phase II began in June 1978. The Maintenance Building was completed in June 1979, and the Library/Learning Resource Center in September 1980. In addition to reference and audio-visual services, the center houses developmental studies, the Writing Center, and reading laboratories. A branch campus at Hardin Valley Road and Pellissippi Parkway was occupied in the Fall of 1986. This campus was shared with a sister institution in Knox County.

With the establishment of Pellissippi State Technical Community College in the fall of 1988, Roane State moved its Oak Ridge campus to new sites in Oak Ridge. The new facility has received tremendous support from the community and continues to grow as services are expanded. Phase I of the East Tennessee Agricultural Exhibition Center was completed in 1988 at the Roane County campus. The facility has hosted a variety of agricultural, civic and community events.

In June of 1994, Roane State held a dedication ceremony for its first permanent Higher Education Center at the new facility in Huntsville. The Scott County Center was named after Earl McDonald, former Scott Countian who now resides in Fayette, Alabama. McDonald generously provided a \$1 million gift to help build the new Roane State facility. The center's library was named after Scott County native Howard H. Baker, Jr., former senator and Reagan White House chief-of-staff. Baker's memorabilia and world-renowned photographs are displayed in the new library. The 15,000 square foot center is situated on 37 wooded acres provided by W.H. Swain.

In August of 1994, the college held its long-awaited groundbreaking for the new \$6.3 million Humanities Building. Final approval of funding for the building came in April after 13 years of support by community and political leaders. Construction of the Humanities Building should be completed during the fall of 1996.

Roane State now serves more than 5,500 students who are enrolled for credit. More than 5,000 students are served yearly through non-credit courses, programs, and workshops.

Locations

The Roane County campus of Roane State Community College consists of 138 acres located near the cities of Harriman, Kingston, and Rockwood in Roane County, Tennessee. The site is near the intersection of Patton Lane and U.S. Highway 70 and is easily accessible from Interstate 40, U.S. 27, and U.S. 70. The Roane State Oak Ridge Turnpike facility is located on the Oak Ridge Turnpike in the city of Oak Ridge in Anderson County. A second Roane State Oak Ridge facility was opened in 1989 on Emory Valley Road.

To more effectively serve the higher education needs in Roane State's service delivery area, RSCC and Tennessee Technological University developed three

centers of higher education. Roane State provides general education for students wishing to transfer to four-year colleges or universities, technical and career education programs, and developmental education for students lacking an adequate academic background. TTU provides undergraduate junior and senior level courses as well as graduate courses. The following centers are now in full operation:

RSCC/TTU Scott County Higher Education Center, Huntsville, Tennessee
 RSCC/TTU Cumberland County Higher Education Center, Crossville, Tennessee
 RSCC/TTU Loudon County Higher Education Center, Loudon, Tennessee
 RSCC Campbell County Higher Education Center, LaFollette, Tennessee
 RSCC Knox County Health Sciences Center, Knoxville, Tennessee

In addition to the main campus in Roane County, the facilities in Oak Ridge and the higher education centers, the college also offers classes in Fentress County.

ACCREDITATION

Roane State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. The college's career preparation programs are accredited as follows:

| | |
|--------------------------------|---|
| Dental Hygiene | Commission on Dental Accreditation of the American Dental Association |
| EMT-Paramedic | AMA Committee on Allied Health Education and Accreditation (CAHEA) |
| Medical Laboratory Technology | AMA Committee on Allied Health Education and Accreditation (CAHEA) |
| Medical Record Technology | AMA Committee on Allied Health Education and Accreditation in collaboration with the American Health Information Management Association |
| Nursing | National League of Nursing |
| Occupational Therapy Assistant | Accreditation Council for Occupational Therapy |
| Opticianry | Commission on Opticianry Accreditation |
| Physical Therapist Assistant | APTA Commission on Accreditation in Physical Therapy Education |
| Radiologic Technology | AMA Committee on Allied Health Education and Accreditation (CAHEA) |
| Respiratory Therapy Technology | AMA Committee on Allied Health Education and Accreditation (CAHEA) |

STATEMENT OF MISSION

Roane State's vision is to enhance individual lives and regional economic development by serving as a model in the state for innovative and responsive delivery systems that take education to students wherever they live and work.

Roane State Community College is a comprehensive, public, two-year post-secondary institution and a member of the State University and Community College of Tennessee and is governed by the Tennessee Board of Regents. Roane State serves the higher education needs of an eight-county service area which includes Roane, Anderson, Loudon, Campbell, Scott, Cumberland, Morgan and Fentress counties and expands to include Knox and Blount counties for the delivery of health technologies. This area spans communities which differ significantly in geography, lifestyle, and economic and technological development. Through a firm commitment to access and to affirmative action for all protected groups, the college's goal is to alleviate barriers and bring educational opportunities to the widely diverse students who live in these different communities. At seven staffed centers, numerous teaching sites and with a wide range of distance learning offerings, the college is a leader in responding to student needs.

The college is committed to the success of its students and creates a learning environment which will help them achieve their immediate educational and career goals and prepare them for their futures with a firm foundation of knowledge, skills, and values. The college offers programs for the gifted as well as an exemplary program of remedial and developmental studies for those underprepared for postsecondary courses.

For students intending to transfer to four-year institutions, RSCC awards the associate of arts and associate of science degrees, with courses designed to facilitate student transfers. For those students seeking immediate career opportunities of licensure, Roane State awards the associate of applied science degree as well as technical academic certificates of credit. The college is distinctive regionally and nationally for the diversity and quality of its programs in the fields of health and the environment and also offers career programs in business-related fields.

Through the various divisions which support its continuing education and community mission, Roane State offers a wide array of specialized courses, programs, and services. These range from rigorous customized training for business and industry to offerings for cultural, aesthetic, and recreational awareness and enjoyment. The development of educational partnerships with business/industry, the community, K-12, and other higher education institutions has positioned Roane State to become a leader in the economic and educational development of the area by providing a trained workforce equipped with the knowledge and skills critical for responding and adapting to a rapidly changing workplace.

Through its commitment to technology advancement, Roane State prepares its students for the rapidly evolving Information Age. In the Center for Instructional Technology, faculty receive training and assistance in the latest classroom teaching innovations to enhance student learning. Through technological advances in administrative and support services, students receive the benefit of the most convenient and effective methods to meet their needs, from registration to advisement to career planning.

Through its Quest for Quality initiative, Roane State has committed itself to the highest standards of instruction and service and to the change and evolution necessary to ensure continuous improvement. The ongoing assessment of educational outcomes and administrative objectives will enable us to focus on its mission to enrich the lives of those who come to us for learning and for service.

MISSION PRIORITIES

TEACHING AND LEARNING

providing a nurturing environment where students receive the individual attention they need to achieve their highest potential, where students are exposed to a variety of learning experiences as well as challenges and opportunities beyond the ordinary, and where students are encouraged and inspired to meet the high expectations and standards needed for responsible citizenship in the 21st century.

INNOVATION

increasing access and opportunity through expanded and innovative programs and services at convenient times and in convenient locations and using the latest in technological advances to teach and to serve.

ECONOMIC DEVELOPMENT

meeting workforce training needs proactively by providing flexible and responsive programming to serve the evolving economic development of the area.

COMMUNITY SERVICE

strengthening relationships with the community by providing a variety of educational, cultural, and recreational opportunities for people of all ages.

RESOURCE DEVELOPMENT

increasing awareness within our communities of the services and opportunities that we offer and continuing to build a strong base of support through friends and benefactors as well as federal and state sources of funding.

SOUND MANAGEMENT

ensuring fiscal and administrative support systems that enable the college to make responsible and forward thinking decisions for the benefit of the constituents it serves.

FACILITIES DEVELOPMENT

providing a safe and comfortable environment for students and employees with physical spaces adequate and appropriate for the latest learning and economic development activities.

STUDENT SUCCESS

guiding students toward the accomplishment of their academic and personal goals by providing programs and services designed to help them maximize the collegiate experience and help them make informed and responsible choices for their futures.

MODELING VALUES

providing, through our policies and actions, a model of institutional excellence for our students in which an appreciation of fairness and cultural diversity, information-sharing and working with others to solve problems, and the continual growth and professional development of all employees are measures of institutional success.

CONTINUOUS IMPROVEMENT

striving for quality at all levels and in every endeavor by using the results of evaluation and assessment to continually improve instruction and service and, thus, ensure our effectiveness as an institution.

ACADEMIC PROGRAMS

Roane State offers many challenging and rewarding degree programs. Detailed information about each program can be found beginning on page 61.

COMMUNITY SERVICE 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, for

compliance with business or industrial opportunities and/or requirements, for specific technological information, and for general cultural benefits. Students taking non-credit courses are not required to follow the same admissions procedures as those students in degree courses.

The Community Service Program of the college includes a variety of activities which are offered in cooperation with community groups and agencies. The program offerings are in accord with the public's needs and interests and include lectures, clinics, short courses, conferences, forums, concerts, fine arts festivals, workshops, institutes, community use of college facilities, self-development functions, and community development functions. The college welcomes the opportunity to meet with representatives in our community (e.g. educational, governmental, industrial, and business organizations) to plan special types of training or activities that might be beneficial to an organization or our community.

COMPUTER TRAINING CENTER

The Computer Training Center is a division of Community Services and offers short-term, non-credit classes in the latest computer applications and technologies. Customized training is also available to business and industry. No special registration requirements are required for enrollment. The CTC is located on the outer perimeter of the Oak Ridge Mall.

DISTANCE LEARNING

Roane State College at Home courses are a part of Roane State's distance learning program. A multi-media approach of textbooks, study guides, audio/videotapes, broadcast television, and computer modem are used to encompass complete and challenging courses. Most College at Home courses are offered by audio/video check-out. Grade scales, credit, cost, and transferability of these courses are the same as for any credit class.

College at Home Testing Centers provide flexible hours for distance learners to test at their convenience. The Centers are located at the Roane County campus and Oak Ridge Emory Valley Center.

TRAINING AND QUALITY MANAGEMENT CENTER

The Training and Quality Management Center is a division of Roane State's Office of Continuing Education and Technology Advancement. The center provides training programs and services for business and industry in Roane State's eight county service area. Emphasis is placed upon employee development as a means to develop skills required for today's technological workplace. Customized training, assessment services, consulting and technical services are available through the center. Seminars, workshops and short courses can be offered on campus, in the plant or at a community site. The Training and Quality Management Center delivers both credit and non-credit programming.

INSTITUTE FOR ENVIRONMENTAL HEALTH AND SAFETY

In response to the needs of industry and various agencies of the government, Roane State Community College established the Waste Management Training Center in 1988. The responsibility of this center was to provide training programs for occupational health, hazardous materials management, asbestos management and related areas of health and safety. As the center grew in its course offerings,

it was decided to change its name in 1994 to the Institute for Environmental Health and Safety to better identify with its areas of expertise.

The institute provides training to help in meeting health and safety needs in the environmental field, and courses are tailored to meet the demands of the market and to aid organizations to insure their compliance with all applicable regulations.

The institute is a leader in providing courses which are required to meet the 29CFR 1910.120 standard of OSHA and EPA's AHERA and ASHARA Model Accreditation Program. We provide qualified instructors, excellent facilities and equipment for use in all courses.

The institute is located at 728 Emory Valley Road in Oak Ridge, Tennessee.

WRITING CENTER

The Writing Center, a Tennessee Center of Emphasis for higher education, provides free writing assistance to Roane State Community College students, faculty and staff, and to the community. The purpose of the Writing Center is to promote excellence in writing. The center seeks to develop approaches that put writing at the center of the academic and professional enterprise and to foster the perception of writing as a vital means of communication, as an art form, and as a powerful mode of learning for all subjects.

RSCC/LEAD INSTITUTION

RSCC, designated a Lead Institution by the Tennessee State Board of Regents, is charged with the responsibility of overseeing the development of a cohesive plan for the delivery of postsecondary vocational, technical, and career programs and with support services for area vocational technical schools in an eight-county area including Anderson, Campbell, Cumberland, Fentress, Loudon, Morgan, Roane, and Scott counties.

Roane State is responsible for providing support for the delivery of the following services: occupational and academic diagnostic services, developmental education (basic skills), job/vocational education and occupational training, special business and industry training, sub-baccalaureate or non-collegiate technical education, job placement and counseling, transfer for community college, and continuing education and community service.

As Lead Institution, RSCC also provides administrative support services for accounting and budgeting, purchasing, personnel, student records, financial aid, institutional research, and public relations for postsecondary state area vocational technical schools.

JOB TRAINING PARTNERSHIP ACT

Roane State Community College is the fiscal agent for the area Private Industry Council, which is a cooperative employee/employer training and assistance program of the Job Training Partnership Act (JTPA). JTPA is a federally mandated, cooperative effort on the part of business and industry, education, labor, and government operated statewide by the Tennessee Department of Labor. RSCC, area vocational technical schools, and technical institutes in the eight-county area are involved through the Tennessee State Board of Regents to serve as partners by providing training facilities as they are needed.

ROANE STATE FOUNDATION

The Roane State Foundation was founded in 1979 as a separate non-profit entity with the purpose of providing financial support for the students and programs of Roane State Community College. It seeks to enhance community awareness of the college, to secure private contributions and bequests, and to manage monies or properties given to the Foundation. Governed by a volunteer board of directors, the Foundation provides financial support for college activities. The executive director of the Foundation works with members of the college's Development Council and serves as the liaison between the board of directors and the college community.

The Roane State Foundation's current priorities include:

- Strengthening scholarship endowments
- Providing support services to students
- Acknowledging outstanding faculty and staff for service and leadership
- Encouraging adult learners
- Fostering participation in cultural and community activities
- Developing facilities and special capital projects
- Providing perpetual trusteeship of capital funds donated to the college
- Supporting special projects which cannot be funded by public funds.

There are many ways to participate in Roane State Community College's giving program through the Foundation. Gifts of cash provide immediately accessible capital for the college. Contributors of appreciated assets such as securities, life insurance, real estate or personal property are excellent vehicles for making a charitable gift, and may also offer significant tax benefits to the donor. Such contributions may be made outright or through deferred gifts or bequests. Donors are encouraged to consult with their financial advisors for the method or combination of methods best suited to their own situations.

ADMISSIONS PROCEDURES



*Our greatest power is the power to choose.
We can decide where we are, what we do,
and what we think.*

*No one can take the power to choose away
from us. It is ours alone. We can do what we
want to do. We can be who we want to be.*

— Anon

ADMISSION TO THE COLLEGE

As one of Tennessee's larger community colleges, RSCC can aid in the intellectual development of anyone who wants to take advantage of a high-quality, low-cost, state-supported educational experience. The following pages describe in detail the costs and procedures for admission to Roane State Community College.

STEP 1 — Apply for admission

STEP 2 — Be accepted into one of the general student classifications

STEP 3 — Enroll - Register for classes

The information included in this section of the catalog is provided to guide you through these steps. If you have questions which are not explained, please contact the Admissions and Records Office at 882-4523.

ADMISSION REQUIREMENTS

All applicants who graduated from a state approved high school in or subsequent to 1989 must meet the following requirements in addition to those listed in the student's selected program of study. All requirements must be met prior to being awarded the associate degree in a university parallel program.

| | <u>Units</u> |
|--|--------------|
| English | 4 |
| Algebra I and II | 2 |
| Geometry or other Advanced Math course with Geometry component | 1 |
| Natural/Physical Sciences* | 2 |
| Social Studies | 1 |
| United States History | 1 |
| Foreign Language | 2 |
| Visual/Performing Arts | 1 |

Applicants who are found to be **deficient** in any of the above areas may be admitted on a provisional basis and will be required to remove any deficiencies prior to being granted an associate degree. Questions regarding this policy should be forwarded to the Director of Admissions and Records.

*1 course must be Biology I or II,
Chemistry I or II,
or Physics

SELECTIVE SERVICE REQUIREMENTS

- (1) Pursuant to federal law, every male who is between the ages of eighteen (18) and twenty-six (26), and is a citizen of the United States or a resident of the United States must register with the Selective Service.
- (2) Notwithstanding the provisions of paragraph (1), the requirement to register shall not apply to any alien lawfully admitted to the United States as a nonimmigrant under Section 101(a)(15) of the Immigration and Nationality Act, as amended, for so long as he continues to maintain a lawful nonimmigrant status in the United States.

COLLEGE ADMISSION PROCEDURES

Roane State Community College subscribes to the "open door" policy for admissions; however, admission may be granted on a "controlled" basis if ACT scores and/or placement assessment results indicate any academic deficiencies.

Regular admission is granted to those students whose ACT scores and/or placement results indicate that there are no academic deficiencies.

The following general requirements apply, and more specific requirements are found under "General Student Classifications."

1. Graduate from a state approved high school or receive a GED high school equivalency diploma and file with the Office of Admissions an official high school transcript or an official copy of GED scores.
2. File an application for admission and submit a non-refundable application fee of \$5 which must accompany the application form. The application form must have all appropriate spaces completed. Failure to complete all appropriate spaces accurately may result in expulsion from the college.
3. The Health Information Section is optional but students are encouraged to complete the form to assist Health Services in case of an emergency. Contact the nurse to obtain exemption instruction if you have a health problem that may exempt you from physical education.
4. All freshman applicants under 21 years of age must submit ACT scores. Information on the ACT may be obtained from the high school counselor, the Counseling Office at RSCC, or by writing to American College Testing, Inc., P.O. Box 168, Iowa City, Iowa 52242. Roane State Community College's ACT Code Number is 3985. This number should be used to request that scores be sent to RSCC.
5. Students who have graduated from a Tennessee high school and who have not earned one credit in American history while in the high school program are required to complete 6 semester hours of American history during their first 30 hours of regular enrollment at Roane State. This requirement does not affect the student who enters the college with a GED certificate.
6. Applicants seeking degree or academic certificate status who graduated from a high school which has not been approved by the State of Tennessee or accredited by the Southern Association of Colleges and Schools must validate their eligibility for admission by achieving a composite score of 19 or above on the Enhanced ACT. Applicants who fail to achieve this score must successfully complete the GED Test (Score 45 with no sub-score below 35).
7. The deadline for submitting applications for admission is 21 days prior to registration for courses. No applicant will be permitted to register until all required data (completed application forms, ACT scores and/or Placement Assessment scores, transcripts, medical histories, etc.) have been received by the Office of Admissions and Records and a determination has been made as to whether the admission category is regular or controlled.
8. Transcripts for graduates from Tennessee public high schools must provide evidence that the student passed the required proficiency test battery. Persons who wish to submit the GED score necessary for the equivalency high school diploma in lieu of a high school diploma for college admission may do so.

All correspondence concerning admissions should be addressed to:

Director of Admissions and Records
276 Patton Lane
Roane State Community College
Harriman, Tennessee 37748

A candidate for admission should request application forms early enough to allow ample time for required materials to be forwarded to the Director of Admissions and Records. All required materials must be received by the Office of Admissions and Records prior to the established deadline.

When all admissions papers have been received in the Office of Admissions and Records, the applicant will be sent a letter indicating that he/she has been

accepted for admission or he/she will be advised by letter that further action is necessary in order to establish eligibility for admission. Applicants will be advised when to appear for testing, counseling, and registration.

ADDITIONAL ADMISSION AND RETENTION REQUIREMENTS ARE IN EFFECT FOR HEALTH SCIENCE PROGRAMS. PREFERENCE FOR ADMISSION WILL BE GIVEN TO RESIDENTS OF THE STATE OF TENNESSEE. SEE PAGE 93 FOR FURTHER INFORMATION.

GENERAL STUDENT CLASSIFICATIONS

- I. *Degree or Academic Certificate Student:* Applicants who will take courses for credit which will apply toward a degree or certificate.
 - A. *First-time college student (new, beginning freshmen)*
 1. All applicants must submit official high school transcripts or official copy of GED scores. A certified copy must be mailed directly to the Office of Admissions and Records, Roane State Community College.
 2. All applicants under 21 years of age must submit ACT scores. These scores will be used to determine the areas in which the student will be required to undergo placement assessment.
 - a) Students whose composite score is less than 19 on the Enhanced ACT will be assessed in the area of reading.
 - b) Students whose English sub-test score is less than 19 on the Enhanced ACT will be required to take the writing sample portion of the placement assessment.
 - c) If the student's mathematics sub-test score is less than 19 on the Enhanced ACT, or if a student in a transfer program does not have two years of high school algebra, the math portion of the placement assessment will be required.
 3. All applicants 21 years of age and older must undergo placement assessment. Students 21 years of age and older may choose to take the ACT and be assessed according to the above-mentioned guidelines. The ACT must have been completed within the last three years.
 4. All students enrolled in Composition I will be evaluated during the first week of classes. Students showing deficiencies will be referred to testing for possible placement in appropriate remedial or developmental courses.
 5. Placement in DSS 089 College Success Strategies is required for either (1) students who are placed in at least two subject areas at the remedial level or (2) students who are placed in three subject areas including remedial or developmental levels. Beyond this mandatory placement, students with two deficiencies - either both developmental or one developmental and the other remedial - have the option to elect placement in College Success Strategies. Course enrollment is limited to students in these categories.
 6. Enrollment in the courses indicated by results of the assessment is mandatory.
 - B. *Transfer Student:* A degree-seeking applicant who has attended another college or university will be considered a transfer student. An evaluation of college credit for transfer will be completed. Transfer students **may** be exempt from EDU 100, Orientation to College.

1. If less than 60 semester hours have been accumulated, an official high school transcript or GED scores must be submitted.
 2. Official transcripts from each college previously attended must be submitted. Transcripts are not accepted from students. A certified copy must be mailed directly to the Office of Admissions and Records, Roane State Community College.
 3. Transfer students under the age of 21 must submit ACT scores. If fewer than 60 semester hours have been attempted, ACT scores will be used to determine the areas in which the student will be required to undergo placement assessment. Grades in courses completed will also be taken into consideration for proper placement assessment determination. Enrollment in courses indicated by results of the assessment is mandatory.
 4. Transfer students age 21 and older, who have less than 60 semester hours of credit, will have their course records evaluated for proof of competency in the areas of reading, writing, and mathematics. Students lacking college course work in these areas will be required to undergo placement assessment. Enrollment in courses indicated by results of the assessment is mandatory.
 5. Transfer applicants who do not meet the Roane State retention standards or whose last term of enrollment results in academic probation will be admitted on academic probation and may be required to undergo placement assessment. Enrollment in the courses indicated by results of the assessment is mandatory.
 6. Transfer applicants whose last term of attendance resulted in academic suspension within the past calendar year must meet with the Admission and Retention Committee to request admission. If admission is recommended by the committee, the applicant may be required to undergo placement assessment. Enrollment in the courses indicated by results of the assessment is mandatory.
 7. Credits for courses not corresponding with the curriculum at Roane State may be entered on the transcript as elective credit.
- C. *Readmitted Student:* An applicant for readmission is one who has previously applied for classes at Roane State Community College, but who has not been enrolled for at least one semester/quarter prior to the semester of requested readmission.
1. An application for readmission must be filed with the Office of Admissions and Records.
 2. Degree or academic certificate seeking students must submit official transcripts from all colleges or universities attended since their enrollment at Roane State.
 3. All applicants whose last semester of attendance resulted in academic suspension and who are seeking readmission within one calendar year of that suspension must meet with the Admission and Retention Committee to appeal the suspension prior to readmission. If reinstated, these students may be required to undergo placement assessment. Enrollment in the courses indicated by results of the assessment is mandatory.
 4. Effective spring 1992, readmit students who took courses at RSCC prior to fall 1985 are no longer exempt from fulfilling Academic Development requirements in AAPP placement testing and course completion.

- D. *International Student*: An applicant who is a citizen or a permanent resident of a country other than the United States is classified as an international student.
1. International students under 21 years of age must submit ACT scores.
 2. Placement assessment may be required dependent upon age, admissions category (new or transfer), and ACT scores. The above-stated policies for first-time college students and transfer students will be adhered to. Enrollment in courses indicated by results of the assessment is mandatory.
 3. All applicants whose native language is not English are required to furnish test results of the Test of English as a Foreign Language (TOEFL). A minimum score of 500 on this test is required.
 4. All transcripts, test scores, and other credentials must be accompanied by an official English translation of these documents and must be on file in the Office of Admissions and Records at least 60 days prior to the beginning of the term in which the applicant wishes to enroll.
 5. Evidence of financial resources adequate for all expenses for at least one year of enrollment is required. (A statement verifying these resources from a bank in the United States will fill this requirement.)
 6. The international student must be familiar with the regulations of the Immigration and Naturalization Service and assume responsibility for complying with these regulations.
 7. All international students are required to have health and accidental insurance from an RSCC approved U.S. company. Applications are available from Admissions and Records.

All international students applying for admission pursuant to a student visa shall submit a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis within thirty (30) days from the first day of classes. Failure to submit such certification shall result in denial of further enrollment or admission. In the event that a student either has tuberculosis or has potential tuberculosis requiring medical treatment, continued enrollment will be conditioned upon the determination by a licensed physician that further enrollment does not present a risk to others and upon the student's compliance with any prescribed medical treatment program.

Applicants in categories A, B, C, and D whose enrollment in Remedial Studies (RS) or Developmental Studies (DS) courses is mandated by placement assessment are admitted on a "controlled admission" basis.

Variations in State Policies and Procedures

1. Students whose assessment results require enrollment in Remedial Studies courses may not enroll in regular college-level courses until they have satisfactorily met the exit criteria for their remedial courses, unless the Associate Dean of Academic Development agrees that the deficiency will not handicap the student's likelihood of success in the particular regular course.
 2. SAT scores may be submitted in lieu of ACT scores. Verbal and Math sub-scores will be used to determine the areas of required placement assessment.
- II. *Non-Degree Student*: Applicants who do not wish to work toward a degree or academic certificate may be admitted as Non-Degree Students.

This category includes:

- A. Those students who meet the minimum requirements for admission (high school graduation or GED) but who do not wish to work toward an associate degree.
 1. An application for admissions along with a non-refundable \$5 application fee must be submitted.
 2. A transient student must provide a signed statement from his/her native institution verifying enrollment in a degree program at that institution rather than submit a transcript.
 3. No assessment is required
 - (a) until the student has attempted 18 quality semester hours **OR**
 - (b) unless the student wishes to enroll in a college-level math or English class or one that has college level math or English pre-requisites **OR**
 - (c) if the student is enrolled in a technical certificate of credit program. Technical Certificates of Credit are available in the following areas:
 - Air Quality Control
 - Computer Art & Design
 - Emergency Medical Technology/Paramedic
 - Health Physics
 - Industrial Hygiene
 - Medical Transcriptionist
 - Office Information Technology
 - Police Management
 - Security Management
 - Waste Management
 4. Students may not accumulate more than 18 semester hours in this category and are limited to no more than 9 hours per term.
- B. Those students who do not meet the requirements for admission as a regular student and who wish to audit course work at Roane State Community College. These may include disabled or elderly students who qualify for a special fee rate.
 1. Transcripts of previous school work are not required.
 2. Students in this category who wish to be reclassified must submit appropriate transcripts and undergo placement assessment. A change of status form must be completed in the Office of Admissions and Records. Reclassification will not occur until all requirements of the desired admissions category are met.
 3. A student may not change status during the first term of enrollment.
- C. Students who have passed their twenty-first birthday and who do not have a regular high school diploma or GED.
 1. Students must undergo placement assessment and take the prescribed remedial and developmental courses.
 2. Students may change to degree-seeking status by successfully completing the GED and requesting a change of status in the Office of Admissions and Records.
- D. Students who have passed their eighteenth birthday, who are not currently enrolled in high school, and who wish to pursue the GED through academic development instruction.
- E. *Advanced Studies Students*: Upon completion of the sophomore year in high school, a student may be admitted as an Advanced Studies student when the criteria below are met :

1. Submit an Advanced Studies application to the Admissions and Records Office.
 2. Submit an application for admission.
 3. The high school principal and/or counselor initiates the request for admission to the program for potential students.
 4. Students nominated for this program should have a 3.0 GPA or better on a 4.0 scale. Exceptions to this may be considered when the high school principal initiates such a request.
 5. The students nominated must submit ACT scores. The ACT composite must not fall below 20 and subscores in English and mathematics must be 19 or higher.
 6. The course load may not exceed 6 semester hours, except in cases where a sequence may be 8 semester hours.
 7. Courses satisfactorily completed will count as credit for those who submit a high school transcript showing evidence of high school graduation. Advanced Studies students must submit a high school transcript verifying high school graduation prior to enrolling as degree students.
 8. The State Board of Education has ruled that Advanced Studies students may enroll **ONLY** in those college classes which meet after 3 p.m. during the academic year.
- F. *Academically Gifted Students*: To qualify as an applicant for this admissions category, students in grades 9, 10, 11, or 12 must be classified as "academically gifted" by evaluation through the multi-disciplinary team process. Admission will be contingent upon the following criteria:
1. A grade point average of 3.2 or better on a 4.0 scale.
 2. Approval of the high school principal and the Director of Admissions and Records.
 3. Enrollment **only** in those courses designated in the student's Individual Education Program (IEP) developed by the multi-disciplinary team.

ACADEMIC FRESH START

Purpose

The Academic Fresh Start program is designed to assist those students who have had a minimum 4-year separation from RSCC and who demonstrate a greater level of academic maturity as a result of that separation. Students who did not realize their full academic potential during their first attempt at the college experience are being given a second chance to meet their educational goals without penalty. Through the Academic Fresh Start program, students are given a second chance to begin their academic careers by removing all previously taken courses from the current academic statistics. Although the courses will not be physically removed from the student's academic record, they will no longer be calculated in the quality point average computation and will no longer apply toward the fulfillment of any college requirement.

Guidelines

1. A student must not have been enrolled at a college or university for a minimum of 4 calendar years.

2. The student must accumulate 18 semester hours with a minimum GPA of 2.5.
3. Academic Fresh Start applies to all RSCC courses taken prior to the 4-year separation. All work attempted before the date of separation will be removed from consideration toward fulfillment of degree requirements. Previously satisfied Academic Assessment and Placement Program (AAPP) requirements will not be forfeited.
4. All grades/courses preceding the re-enrollment period will be given inactive status and will remain listed on the transcript but will not be calculated in current academic statistics (earned hours, attempted hours, cumulative grade point average).
5. The student must apply for Academic Fresh Start at the time of admissions/readmission and must be pursuing a degree program. Only those students pursuing an associate degree are eligible for Academic Fresh Start.
6. Academic Fresh Start may be granted only once, and when granted, is irrevocable.

Procedure

1. A student who is eligible for Academic Fresh Start must make that request in writing to the Office of Admissions and Records.
2. A student must apply for Academic Fresh Start at the time he/she applies for admissions/readmission to Roane State.
3. Admissions Office personnel will review the student's transcript at the time the student accumulates the required number of hours to verify that the student has met policy guidelines.
4. The student will be notified of the results of his/her application for Academic Fresh Start. Notification will be made in writing from the Office of Admissions and Records. All written documents will be placed in the student's admissions file.
5. Upon approval by the Director of Admissions and Records, the transcript will be updated to reflect "ACADEMIC FRESH START" with the effective date.

ENHANCED ACT ASSESSMENT

Those who took the ACT prior to October 1989, can convert their composite and sub-scores by using the following tables:

ACT Composite Score

| Composite score on Enhanced ACT Assessment | | |
|--|---------------------|-----------------------------|
| Composite Score on original ACT Assessment | Concordant value | Estimated score interval |
| 35 | 36 | 35-36 |
| 34 | 35 | 34-36 |
| 33 | 34 | 33-36 |
| 32 | 33 | 32-35 |
| 31 | 32 | 31-34 |
| 30 | 31 | 30-33 |
| 29 | 30 | 29-32 |
| 28 | 29 | 28-31 |
| 27 | 28 | 27-30 |
| 26 | 27 | 26-28 |
| 25 | 26 | 25-28 |
| 24 | 25 | 24-27 |
| 23 | 24 | 23-26 |
| 22 | 23 | 22-25 |
| 21 | 22 | 21-24 |
| 20 | 21 | 20-23 |
| 19 | 21 | 19-22 |
| 18 | 20 | 18-21 |
| 17 | 19 | 18-21 |
| 16 | 19 | 17-20 |
| 15 | 18 | 16-19 |
| 14 | 17 | 16-19 |
| 13 | 17 | 15-18 |
| 12 | 16 | 14-17 |
| 11 | 15 | 14-16 |
| 10 | 14 | 13-16 |
| 9 | 14 | 12-15 |
| 8 | 13 | 12-14 |
| 7 | 12 | 11-14 |
| 6 | 11 | 10-13 |
| 5 | 11 | 9-12 |
| 4 | 9 | 7-10 |
| 3 | 7 | 5-8 |
| 2 | 5 | 3-6 |
| 1 | 3 | 1-4 |

English

English scores on Enhanced ACT

| English Usage score on original ACT Assessment | Concordant value | Estimated score interval |
|--|---------------------|-----------------------------|
| 33 | 36 | 33-36 |
| 32 | 35 | 32-36 |
| 31 | 34 | 31-36 |
| 30 | 34 | 30-35 |
| 29 | 33 | 29-34 |
| 28 | 32 | 27-32 |
| 27 | 31 | 26-31 |
| 26 | 30 | 25-30 |
| 25 | 29 | 23-29 |
| 24 | 28 | 22-28 |
| 23 | 27 | 21-27 |
| 22 | 25 | 20-25 |
| 21 | 24 | 19-24 |
| 20 | 22 | 18-23 |
| 19 | 21 | 17-22 |
| 18 | 20 | 16-21 |
| 17 | 19 | 15-20 |
| 16 | 18 | 15-20 |
| 15 | 17 | 14-19 |
| 14 | 16 | 13-18 |
| 13 | 15 | 13-18 |
| 12 | 15 | 12-17 |
| 11 | 14 | 11-17 |
| 10 | 13 | 11-16 |
| 9 | 13 | 11-16 |

Mathematics

| Mathematics score on Enhanced ACT | | |
|---|---------------------|-----------------------------|
| Mathematics Usage score on original ACT Assessment | Concordant value | Estimated score interval |
| 36 | 36 | 32-36 |
| 35 | 35 | 31-36 |
| 34 | 35 | 30-35 |
| 33 | 34 | 29-34 |
| 32 | 33 | 28-33 |
| 31 | 32 | 27-32 |
| 30 | 32 | 26-32 |
| 29 | 31 | 25-31 |
| 28 | 30 | 24-30 |
| 27 | 28 | 23-28 |
| 26 | 27 | 23-27 |
| 25 | 26 | 22-26 |
| 24 | 25 | 21-26 |
| 23 | 23 | 20-25 |
| 22 | 22 | 19-24 |
| 21 | 22 | 19-23 |
| 20 | 21 | 18-23 |
| 19 | 21 | 17-22 |
| 18 | 20 | 17-22 |
| 17 | 19 | 16-21 |
| 16 | 19 | 16-20 |
| 15 | 18 | 15-20 |
| 14 | 18 | 15-19 |
| 13 | 17 | 14-19 |
| 12 | 16 | 14-19 |
| 11 | 16 | 14-18 |
| 10 | 16 | 13-18 |
| 9 | 15 | 13-18 |

ACQUIRING CREDIT

The following explains ways enrolled students may receive credit other than taking the specific classes at RSCC.

COURSE EXEMPTION

Students with an ACT sub-score of 29 or better in English may enroll for both English 101 and 102, attend English 102, and receive six semester hours credit with the grade earned in English 102.

ADVANCED PLACEMENT

Roane State offers course credit for successful completion of Advanced Placement examinations administered by the College Entrance Examination Board to high school students. Course credit will be granted to students presenting Advanced Placement examination grades of three or higher. Inquiries concerning Advanced Placement should be forwarded to the Office of Admissions and Records. A letter grade of "P" (Pass) will be assigned for credit granted.

CHALLENGE EXAMINATIONS

1. Currently enrolled students desiring to obtain credit by successfully completing challenge examinations must apply to the appropriate division and arrange to take the examination. A Credit-By-Proficiency form will be used.
2. The student must take the form to the Business Office and pay the appropriate fee prior to taking the test. Students will be required to pay a fee equal to \$20 per hour times the number of credit hours. This fee is in addition to maintenance fees paid for courses in which the student is actually registered.
3. After fees are paid the student will take the form to the appropriate department for completing the test. When the test is complete, the grades assigned, and the appropriate signatures in place, the form will be sent to the Office of Admissions and Records for recording of credit. A letter grade of "P" (Pass) will be assigned for credits earned.
4. Fees are waived if the student desires to validate credit by examination for earned hours from an unaccredited institution or vocational school. Students must verify by official transcript that the credits have been earned previously when arranging to take the examination.

CLEP GENERAL AND CLEP SUBJECT AREA EXAMINATIONS

Have official scores sent from CEEB to the Office of Admissions and Records. An evaluation for possible credit will be made, and a copy of this evaluation will be mailed to the student. For information about taking CLEP examinations, contact the University of Tennessee Counseling Center. A letter grade of "P" (Pass) will be assigned for credit granted.

ACCEPTABLE SCALED SCORES ON CLEP TESTS AND
NUMBER OF RSCC CREDIT HOURS AWARDED

| | MINIMUM ACCEPTABLE SCORE | NUMBER OF CREDIT HOURS AWARDED |
|--|--------------------------------|--|
| CLEP GENERAL EXAMINATIONS: | | |
| English Composition (1986 Scale) | 421 | 6 |
| English Composition (1987 Scale) | 530 | 6 |
| Humanities | 421 | 6 |
| Mathematics | 421 | 6 |
| Natural Science | 421 | 6 |
| Social Science - History | 421 | 6 |
| CLEP SUBJECT EXAMINATIONS: | | |
| American Education, History of | 46 | 3 |
| American Government | 47 | 3 |
| American History | 46 | 6 |
| American Literature | 46 | 6 |
| Biology, General | 46 | 8 |
| Business Law, Introductory | 51 | 3 |
| Calculus with Elementary Functions | 47 | 6 |
| Chemistry, General | 47 | 8 |
| College Algebra | 45 | 3 |
| College Algebra-Trigonometry | 45 | 3 |
| College Composition | 47 | 6 |
| College French (Levels I and 2) | | |
| Second Semester | 41 | 6 |
| Fourth Semester | 53 | 6 |
| College German (Levels 1 and 2) | | |
| Second Semester | 40 | 6 |
| Fourth Semester | 48 | 6 |
| College Spanish (Levels 1 and 2) | | |
| Second Semester | 41 | 6 |
| Fourth Semester | 50 | 6 |
| Computers and Data Processing | 47 | 3 |
| Computer Programming, Elementary - FORTRAN IV | 48 | |
| Educational Psychology | 46 | 3 |
| English Literature | 46 | 6 |
| Freshman English | 47 | 6 |
| Human Growth and Development | 45 | 3 |
| Literature, Analysis and Interpretation of | 49 | 6 |
| Macroeconomics, Introduction | 49 | 3 |
| Management, Introduction to | 47 | 3 |
| Marketing, Introductory | 48 | 3 |
| Medical Technology | | |
| Clinical Chemistry | 47 | * |
| Hematology | 46 | * |
| Immunohematology | 47 | * |
| Microbiology | 48 | 3 |
| Microeconomics, Introductory | 47 | 3 |
| Micro- and Macroeconomics, Introductory | 47 | 3 |
| Money and Banking | 48 | 3 |
| Psychology, General | 47 | 3 |
| Sociology, Introductory | 47 | 3 |
| Statistics | 49 | 3 |
| Tests and Measurements | 46 | 3 |
| Trigonometry | 50 | 3 |
| Western Civilization | 50 | 6 |

*These examinations are based on subject matter covered during the clinical year of training of medical technology students.

**These examinations are based on subject matter covered during the first year of a two-year Associate of Applied Science Degree in the Nursing Program.

COURSE CREDITS FOR PASSING THE CPS EXAMINATION

Persons passing the Certified Professional Secretary examination will be granted 18 hours of credit at Roane State for the following courses which will apply to a degree in Business Management Technology or Office Administration:

| | | |
|---------|-------------------------------------|-----------|
| OAD 105 | Business Communications I |3 |
| BUS 221 | Principles of Accounting I |3 |
| BUS 251 | Legal Environment for Business |3 |
| BUS 261 | Psychological Aspects of Management |3 |
| ECO 201 | Principles of Economics I |3 |
| OAD 201 | Administrative Office Management |3 |
| | | <u>18</u> |

Credits awarded are subject to change when the actual content of the CPS examination no longer corresponds to course content or when courses at RSCC are revised substantially.

In order to receive credit for these courses, the CPS applicant must follow the procedures listed below:

1. The CPS holder will apply to the Office of Admissions and Records and pay the application fee required, and enroll for classes.
2. The CPS holder will present his/her test scores to the Office of Admissions and Records upon application as sufficient proof of his/her CPS status. A letter grade of "P" (Pass) will be assigned for credit granted.

TRANSFER OF CREDIT

Roane State Community College will accept credits transferred from regionally accredited colleges and universities. Certified transcripts of all previous records must be sent to the College at the time of application. Credits for courses not corresponding with the curriculum at Roane State Community College may be entered on the transcript as elective credits. Credit from an institution of higher education that is not fully accredited may be accepted provisionally if the institution is in the process of attaining accreditation.

Generally, no academic credit may be transferred to Roane State Community College from a non-accredited institution (an acceptable accrediting agency for an institution would be a regional accrediting agency such as the Southern Association of Colleges and Schools).

Transfer grades have no bearing on the required average for graduation or graduate honors.

Veteran students who have more than one year of honorable military service may be awarded up to four hours of physical education activity credit and up to six hours of Military Science credit. Other students who have completed basic military training of at least 8 weeks may be awarded up to two hours of physical education activity credit. In either case, the student must submit a copy of the DD 214 to the Office of Admissions and Records and file a petition for this credit.

Advisement and information regarding inter-institutional articulation are available in the office of the Director of Admissions and Records.

CORRESPONDENCE AND EXTENSION CREDIT

A student may not be enrolled at another college for correspondence or extension work while enrolled at Roane State unless special permission has been granted. All extension or correspondence work in progress upon admission must be reported to the Office of Admissions and Records at the time of the student's first registration. A maximum of 30 semester hours credit for correspondence or extension courses,

credit for Advanced Placement, CLEP, or CPS tests, and/or credit resulting from military service may be counted toward a degree. All correspondence or extension work must have the written, documented approval of the Director of Admissions and Records.

EXPERIENTIAL CREDIT

A currently enrolled student at Roane State Community College may petition the granting of credit for work experiences in the field in which a degree is being pursued. This credit is not to exceed 18 hours.

The student is responsible for assembling and presenting the portfolio of materials to support the request. The portfolio must include but is not limited to:

1. Specific course numbers and course names for credit requested
2. Copy of the job description under which work was performed
3. Complete description of the work performed
4. Number of clock hours over which the work experience extended
5. Copy of instrument used or method employed to verify competencies
6. Signature of company official indicating the accuracy of the submitted documents.

When the portfolio is complete and prior to submitting, the student must apply to the appropriate division and receive a Credit-By-Proficiency form.

The student will take the portfolio to the appropriate Associate Dean. The Associate Dean may enlist the assistance of any faculty member(s) in the evaluation process. When the evaluation is complete, grades assigned, and the appropriate signatures in place, the form will be sent to the Office of Admissions and Records for the recording of credit. A letter grade of "P" (Pass) will be assigned for credits earned.

A special fee for experiential credit is assessed.

COOPERATIVE EDUCATION

Cooperative Education is a program in which the college, the students, and area employers combine efforts to provide students with meaningful paid work experience in their major field of study. It allows the student practical on-the-job training prior to entering the work force and provides the employer with potential employees who are highly motivated and well-trained. Cooperative Education work assignments may be on a consecutive or alternate basis. Consecutive work assignments require that the student be enrolled in coursework pursuing a major while working. Most Coop assignments at Roane State Community College are consecutive. Alternate work assignments require that the student enroll and work on an alternating basis.

Students must be in good academic standing and have completed 12 semester hours of coursework in their major. A maximum of 12 semester hours of Cooperative Education credit may be earned. A minimum work assignment of ten hours per week over a 15 week period will be required to receive Cooperative Education credit.

Students interested in receiving Cooperative Education credit must complete a Cooperative Education Application and submit a resume and transcript to the Placement Coordinator. All participants will be evaluated by the employing supervisor and will receive a letter grade at the conclusion of the semester. For further information, contact the Placement Coordinator in the Counseling and Career Resource Center, 882-4546.

TECH PREP

Tech Prep (Technology Preparation) is a sequence of study beginning in the ninth grade of high school and continuing through at least two years of postsecondary study. The program parallels the college prep program and presents an alternative to the four-year college degree. It prepares students for high-skill technical occupations for the future, such as Business Management, Health Science, Environmental Science and Engineering Technologies.

The Tech Prep program integrates academic and occupational subjects, placing major emphasis on articulation from secondary to postsecondary education. Articulation between Roane State, State Area Vo-Tech schools and high schools encompasses a competency-based curriculum which teaches essential skills without duplication or repetition. The advanced skills required for completion of an associate degree at the postsecondary level build on the strong academic and technical foundation at the secondary level. The curricula currently being developed for Tech Prep/Associate Degree programs will prepare students to be better educated thus allowing for greater opportunities for future employment.

ARTICULATION AGREEMENT

High Schools/Technology Centers

Roane State has articulation agreements with many area high schools and technology centers. Contact the Admissions Office for more information.

Colleges and Universities

Roane State has entered into articulation agreements with Tennessee Technological University and the University of Tennessee, Knoxville. Students interested in transferring to either of these institutions should follow the curriculum specified in the articulation agreement. Please see your academic advisor for more information. Programs included in the articulation agreements are listed on pages 63 and 64.

STUDENT RECORDS

Records of each student's grades are kept on permanent file in the Office of Admissions and Records. Since these records are permanent and are frequently referenced for the purpose of supplying information to legitimate sources, all students should be acutely conscious that they are building their future and that their good attitude and diligent study will become a part of their resume for future education and work opportunities. No changes may be made to a student's academic record after one year.

Requests for non-credit transcripts need to be made in writing to the Office of Continuing Education. In all cases, obligations to the college must be fulfilled before a transcript will be issued.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 is a Federal Law which provides that the educational institution will maintain the confidentiality of the student education record. No one outside the institution shall have access to nor will the institution disclose any information from student's educational records without written consent of students except to personnel within the institution who have legitimate educational interest, to officials of other institutions to which stu-

dents seek to transfer, to persons or agencies providing students financial aid, to accrediting agencies executing the duties of their assignment, to persons in compliance with a court order, or during an emergency, to persons in order to protect the health or safety of students or other persons. The Act provides for those exceptions.

Responsibility for maintaining the confidentiality of student educational records resides with the Director of Admissions and Records. At its discretion the institution may provide Directory Information in accordance with the provisions of the Act to include: student names, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Director of Admissions and Records in writing. Requests for non-disclosure will be honored by the institution for one academic year; therefore, requests to withhold Directory Information must be submitted each Fall semester.

The Act provides students the right to inspect and review information contained in their education records, to challenge the content of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decision reached in the hearings are unacceptable. The Director of Admissions and Records has been designated by the institution to coordinate the inspection and/or review procedures for student education records, which include admissions, personal, academic and financial files.

ENROLLMENT VERIFICATIONS

The Office of Admissions and Records cooperates with various lending agencies by certifying that their student clients are enrolled at Roane State Community College.

PLANNING AN EDUCATIONAL PROGRAM



The road not taken

*Two roads diverged in a yellow wood,
And sorry I could not travel both
And be one traveler, long I stood
And looked down one as far as I could
To where it bent in the undergrowth;*

*Then took the other, as just as fair,
And having perhaps the better claim,
Because it was grassy and wanted wear;
Though as for that, the passing there
Had worn them really about the same,*

*And both that morning equally lay
In leaves no step had trodden black.
Oh, I kept the first for another day!
Yet knowing how way leads on to way,
I doubted if I should ever come back.*

*I shall be telling this with a sigh
Somewhere ages and ages hence:
Two roads diverged in a wood, and I—
I took the one less traveled by,
And that has made all the difference.*

— *Robert Frost*

PLANNING AN EDUCATIONAL PROGRAM

The responsibility for selecting an educational program rests with each student. The faculty and counselors take pride in assisting students in program planning and course selection. Students who are planning to transfer from Roane State to a senior institution at the conclusion of two years' work should secure a copy of that institution's catalog to use in planning their transfer program. Final responsibility for direct planning of courses and every preparation necessary to graduate from RSCC or to transfer to other colleges and universities rests with the student.

ACADEMIC ADVISEMENT

The faculty at Roane State Community College are committed to providing the best possible academic advisement; however, the ultimate responsibility for enrolling in appropriate courses lies with the student.

First-time students who apply to Roane State will be invited to attend an Orientation Program. These students will have the opportunity to take the ACT Test or AAPP test and will meet with an academic advisor prior to registering for classes.

All degree-seeking students, including those who have transferred from other institutions, are assigned an academic advisor based upon the student's educational goals. Non-degree students may be assigned an advisor on request.

All freshmen are required to meet with an academic advisor prior to registering for classes. Although sophomores (those who have accumulated more than 26 hours) are not required to meet with an advisor, it is strongly recommended that lines of communication remain open with faculty in the student's chosen field of study.

ON-COURSE

Students wanting to know the courses they need to complete a particular degree program or how their courses meet the requirements of another degree program should take advantage of ON-COURSE, Roane State's advisement assistant. This computer program merges a student's academic record with the degree requirements for a particular major. Information included on the printout includes: academic requirements remaining, requirements completed or in progress, and work that is not applicable to a particular major. Students can obtain an ON-COURSE printout from their academic advisor, the Counseling and Career Resource Center, Admissions/Records Office or any off-campus location.

ATTENDANCE REGULATIONS

1. Attendance of classes and other official appointments is expected.
2. An explanation of absences should be given to instructors. This information should be presented in advance if possible.
3. Absences are counted from the first scheduled meeting of the class.

IMPORTANT: 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 AN UNDESIRE "F" ON A STUDENT'S TRANSCRIPT.

4. Some Health Science programs may have attendance requirements. Contact the program director with any questions.

REGISTRATION FOR COURSES

The printed schedule of courses also contains registration information. Roane State Community College provides early registration via telephone - Instant Registration Information Service (IRIS) - each semester for the currently enrolled and readmitted students. New students register after current and returning students. Procedures specified at the time must be followed during all registration. No student is officially enrolled until he/she has completed all requirements of enrollment including the payment of fees. Registration after the regular catalog published date may be permitted for one calendar week following this date. Only by exception as may be granted for good cause by the Vice President for Academic and Student Affairs may students be allowed to enroll in or add a class after this time. 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 REQUIRED DATA HAVE BEEN RECEIVED BY THE OFFICE OF ADMISSIONS AND RECORDS.

CHANGE OF REGISTRATION/DROP-ADD

A student is allowed to change registration during the "Drop-Add" period at the beginning of each semester. The following procedures are to be followed in adding or dropping courses:

1. Prepare a schedule adjustment form from the Office of Admissions and Records.
2. Secure approval from an Academic Development counselor, if the student has not completed all required academic development courses.
3. Present the completed form to the Business Office and pay appropriate fees.
4. Return two copies of form to the Office of Admissions and Records and receive one copy which must be shown to the instructor whose course is being added.

Failure to follow these procedures will result in an "F" in a course the student did not attend or in the student taking a course without receiving credit.

NOTE: Students enrolled in Remedial/Developmental courses will not be permitted to drop these courses unless extenuating circumstances exist. Approval must be granted by the Associate Dean of Academic Development or a designee.

PROGRESSION STANDARDS

The Tennessee Board of Regents' Committee on the Improvement of Student Writing made many recommendations that were implemented during the 1985-86 academic year. Of direct importance to incoming freshmen are the progression standards for English composition courses. The recommendation is as follows:

"Any full-time degree-seeking student at any TBR institution must be enrolled in a core (or developmental) English course each term until that student completes core writing requirements. Any part-time degree-seeking student at any TBR institution must be enrolled in a core (or remedial or developmental) English course for each 12 hours taken. Students may not withdraw from a core or a remedial or developmental English course unless they withdraw from school."

Full-time students required to take EDU 100 - Orientation to College, must take the course during the first semester of attendance at the college. Part-time students are required to take the course within the first year of attendance at the college.

COURSE LOAD

The average semester hour load for a student should be 16 hours of credit. Individual programs may require more or less than 16 hours per semester for degree completion. A full-time student is one who is carrying 12 or more semester hours of credit. The following criteria apply to semesters by course loads:

1. Students may register for 20 hours of credit upon verification of a 2.5 cumulative grade point average by the Office of Admissions and Records.
2. Students may register for 21 hours of credit subject to verification of a 3.0 cumulative grade point average by the Office of Admissions and Records.
3. Students wishing to enroll for 22 hours or more must have the approval of the Dean of Student Services.
4. Any exceptions to the above guidelines must have the approval of the Vice President for Academic Affairs.

REPEATED COURSES

A student may repeat a course with the intent of improving the grade previously earned. In computing the quality point average of a student who has repeated one or more courses, **only the last grade received in the repeated course or courses will be used.** The hours attempted will be counted only once, provided that the number of repeats in any single course does not exceed two (three attempts). **In the event that a student attempts a course more than three times, the third and subsequent grades shall be used in determining quality point average.**

In order that grade point averages may be adjusted appropriately, the student repeating a course may file a course repeat form with the Office of Admissions and Records.

Veterans or other eligible persons repeating courses for which they have a passing grade ("D" or higher) and for which they have been paid are cautioned not to claim this course for pay the second time.

Students may be permitted to repeat a course in which a grade of "B" or higher was earned only with the approval of the Dean of the College.

COURSE ELECTIVES

The following subject areas should be used in selecting elective courses:

Humanities

Art
Foreign Languages
Humanities Seminar
Journalism
Music
Philosophy
Theatre
Literature

Physical Science

Chemistry
Physics-Calculus Based
Astronomy

Social Science

Economics*
Geography
History
Political Science
Psychology
Police Science (Career Ed)
Social Science Seminars
Sociology

Natural Science

Biology
Chemistry
Geology
Physics

*Business program majors must select a Social Science elective other than economics.

General Electives

Electives which are not specified in the course of study may be selected from any college level course numbered 100 or above.

COURSE SUBSTITUTIONS

Course substitutions require the approval of the student's advisor, the appropriate associate dean, and the Dean of the College. A form for this approval is available from the Office of Admissions and Records and should be processed prior to registering for the course in question.

**PHYSICAL EDUCATION ACTIVITY COURSE
EXEMPTION AND SUBSTITUTIONS**

Physical education exemptions may be granted to students who are medically disabled. Such students must substitute a three-hour Health or Recreation class for the exempted activity classes. A physician's statement of such disability must be submitted prior to consideration of medical exemptions.

CANCELLATION OF SCHEDULED CLASSES

Any scheduled class may be discontinued by the college. The right is reserved to cancel when the number enrolled is deemed insufficient. For further information, contact the Office of Admissions and Records.

GRADING SYSTEM

| | Grade | Quality Points Awarded Per Semester Hour |
|---|---------------------------|---|
| A | Outstanding | 4 |
| B | Above average | 3 |
| C | Average | 2 |
| D | Passing but below average | 1 |
| F | Failing | 0 |

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 quality point average of 2.00.

Generally, letter grades are awarded according to the following scale:

| | | | |
|---|----------|---|---------|
| A | 90 - 100 | D | 60 - 69 |
| B | 80 - 89 | F | 0 - 59 |
| C | 70 - 79 | | |

Some specific exceptions to the above scale do apply and the college reserves the right to adjust it accordingly. Students enrolled in Health Sciences programs may not follow the scale as outlined above.

Other markings which may appear on the grade report and/or transcript are as follows:

| | | | |
|----|---------------------------|---|-------------------|
| I | Incomplete | R | Repeated |
| AU | Audit, no grade or credit | X | No grade reported |
| P | Pass | | |

The grade "X" indicates that the student has enrolled but never attended class. The "X" carries no quality points and is not included in computing the grade point average. A student who stops attending classes and fails to follow the proper withdrawal procedure does not receive a grade of "X". Rather, the student will be carried on the roll until the end of the semester and a grade of "F" will be recorded.

The grade "I" indicates that the student was passing at the end of the semester but has not completed the work of the course as required by the instructor. The student is thus on notice that he/she should contact the instructor immediately in an effort to complete course requirements. An "Incomplete" must be removed during the succeeding semester, with the exception of Summer Semester. Courses attempted which are incomplete are reflected on the academic record as hours attempted for which there is no credit established. This in turn affects the quality point average in the same manner as a failing grade. Should the "Incomplete" not be removed, the quality point average will continue to reflect the "I" as a failing mark and will be interpreted as such.

At the discretion of the Vice President for Academic/Student Services, selected courses may be offered using a pass-fail grading system. A "P" indicates a passing grade in such cases. Credit resulting from military service or from tests such as Advanced Placement, the College Level Entrance Examination Program, the Certified Professional Secretary, or other proficiencies will not be assigned quality points for computing the grade point average, and a letter grade of "P" (Pass) will be assigned for this credit.

If a student wishes to appeal a final grade in a course, he or she should discuss the matter first with the instructor of the course. If the issue cannot be resolved at that level, the student may take the problem to the appropriate associate dean and finally to the Vice President for Academic/Student Services.

DEAN'S LIST

The Dean's List is the official medium for the institution to recognize outstanding academic achievement by students. Full-time students (those completing 12 or more semester hours of college-level courses) with a quality point average of 3.5-4.00 are identified each semester on the Dean's List.

WITHDRAWALS AND HONORABLE DISMISSALS

Students finding it necessary to withdraw from the college must do so officially to maintain good standing and to assure honorable dismissal and/or readmission. Withdrawal procedures are as follows:

1. Obtain withdrawal form from the Office of Admissions and Records to initiate withdrawal procedure.
2. Secure clearance from all college departments specified by the Office of Admissions and Records.
3. Take withdrawal form to the Business Office for clearance.
4. Return white copy to Office of Admissions and Records for final withdrawal clearance.

After the drop deadline date, no student will be permitted to withdraw from the college or drop classes and receive the designation of "Dropped" without providing documented proof of one of the following conditions and verification that the mitigating circumstances developed after the drop deadline:

1. Illness or injury of the student or serious personal problems as verified by the RSCC Student Health Service, the attending physician, or a psychologist.
2. Necessary change in work schedule verified in writing by the student's employer.
3. New employment as verified in writing by the employer.

Students may apply for withdrawal from a completed semester by supplying the same information as above. If granted by a committee of the Dean of Instruction, Dean of Students, and Director of Admissions and Records, all grades for the semester will be recorded as "W."

NOTE: Students enrolled in Remedial/Developmental courses are not allowed to withdraw from these courses unless extenuating circumstances exist. Approval must be granted by the Associate Dean of Academic Development or a designee.

All equipment belonging to the college must be accounted for or paid for and all financial obligations met. If it is impossible for the student to take these steps in person, they should be completed by a person acting as an agent for the student. The student may withdraw from the college with the designation of "Dropped" through the dates specified on the calendar. Withdrawal from or dropping of courses after this date must be approved by the Director of Admissions and Records. The request for a late drop or withdrawal **MUST** be made on or before the last day of classes. Requests made after the semester has ended will not be approved. A student who stops attending classes and fails to follow the proper withdrawal procedure will be carried on the roll until the end of the semester and a grade of "F" will be recorded.

PROBATION AND RETENTION STANDARDS

A minimum quality point average of 2.00 is required for graduation from Roane State Community College.

A student who fails during any term to attain a cumulative GPA at or above the level indicated below for the credit hours attempted will be placed on academic probation for the subsequent term.

| Semester Hours Attempted | Minimum Cumulative 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 |

NOTE: See the individual sections for Academic Development, and Health Sciences retention standards.

At the end of the next term of enrollment, a student on academic probation who has failed to attain either the above cumulative standard or a 2.0 GPA for that term will be suspended for one term. For the student who is suspended at the end of the Spring Semester, the following Fall Semester is considered to be the term of suspension.

Each student who is placed on academic suspension will be notified by the Office of Admissions and Records. Any student has the right to appeal to the Admissions and Retentions Committee (composed of faculty, staff, and student representatives) for reinstatement. The suspension will be at least a mandatory one semester suspension. If the student feels that there were extenuating circumstances (e.g. errors in their transcript, documentable medical or psychological problems, court or military duty, etc.) that caused the academic problems, they may appeal immediately for reinstatement. After one semester, they must appear before the Admissions and Retentions Committee for reinstatement. A student appeal regarding suspension must be made through the Office of Admissions and Records. If the Admissions and Retentions Committee grants the reinstatement, the conditions of the reinstatement imposed by the committee must be clearly stated. These may include reduced course load, regular meetings with a college counselor and/or regular progress reports to an academic advisor. If the student voluntarily does not attend classes for one calendar year, reinstatement will be automatic, but they should still meet with an advisor or the Admissions

and Retentions Committee for advice in their reentry into school. Suspensions from other accredited Colleges and Universities will be honored, although a student on suspension from these schools may still appeal. Students unable to meet with the committee will meet with the coordinator of Advisement and Retention.

The student who is suspended a third time, whether for consecutive semesters or following an interim successful semester, will be dismissed indefinitely from the college.

GROUND FOR DISMISSAL

A student may be dismissed from the college for any one or more of the following reasons:

1. Failure to meet minimum academic standards as stated in the above section.
2. Conduct of an unacceptable nature (Refer to Student Services section of this catalog).
3. Failure to meet Academic Development requirements for satisfactory progress through course requirements.

DEGREE REQUIREMENTS

Roane State Community College awards the Associate of Arts (AA) Degree, the Associate of Science (AS) Degree, and the Associate of Applied Science (AAS) Degree. An Associate of Arts Degree requires six hours of foreign language. A Technical or Academic Certificate of Credit may be awarded to a student who completes an approved program of study in which the prescribed program requires less than is necessary for completion of an Associate Degree. Generally, certificate programs require fewer than 32 credit hours or no more than one year of study.

The general requirements for an Associate Degree at Roane State Community College are as follows:

1. Not less than 64 semester hours of credit.
2. A minimum of 24 of the final 36 semester hours of course work completed in residence at Roane State Community College.
3. A minimum overall quality point average of 2.00 ("C") on all college level work attempted at Roane State Community College. In no case may transferred grades be used to raise the student's quality point average on courses taken at Roane State Community College; his/her average on all RSCC courses must be "C" (2.00 or better).
4. Completion of specific course requirements as given in outlined Programs of Study. (Substitutions in programs must be approved by the Dean of the College.)
5. A student is permitted to graduate using the catalog in effect when he/she was admitted to the degree program or applied for readmission to the college. A graduating student may decide to follow the current college catalog.

Students will be required to take competency tests designed to measure general education achievement and/or achievement in selected major areas as a prerequisite to graduation for the purpose of evaluation of academic programs. Unless otherwise required for an individual program, no minimum score or level of achievement is required for graduation. Participation in testing will be required for all degree-seeking students. Certificate students are exempt from testing.

STUDENT TESTING

A student may, as a prerequisite for graduation, be required to take one or more tests designed to measure achievement in general education and in the major for the purpose of evaluating the effectiveness of the institution or the program as

required by public policy. Participation in testing may be required of all students, of students in selected programs, and of students selected on a sample basis. In order to comply fully with this provision, the student must authorize the release of his or her scores to the institution. Unless otherwise provided for in an individual major, however, no minimum score or level of achievement is required for graduation and individual student scores will be treated as confidential.

GRADUATION

All students must complete the general requirements as prescribed by the college and specific requirements set forth for the associate degree or certificate sought. Refer to the Degree Requirements section of this catalog and also appropriate program requirements for graduation. Each student must file an Intent to Graduate Form in the Office of Admissions and Records before the beginning of the semester in which the student expects to graduate. Each student must complete 24 of the final 36 hours at Roane State to receive a degree from Roane State.

Graduation exercises are held at the end of the Spring Semester only. Students who anticipate completing their work during the current calendar year are eligible to participate in graduation exercises if a grade point average is sufficient for graduation and an Intent to Graduate Form has been officially processed.

A student may complete requirements for more than one option within a degree program by successfully completing all course requirements. Only one diploma will be requisitioned for each degree.

Requirements for more than one degree may be met. A minimum of 16 semester hours beyond requirements for the first degree must be completed. The \$25 graduation fee must be paid for each separate degree and a diploma may be requisitioned for each degree.

Graduation with Distinction

Students who have fulfilled all graduation requirements are eligible for designation as honor graduates. Those who have a quality point average of 3.5 but less than or equal to 3.69 will be graduated **cum laude**; those who have a quality point average of 3.70 but less than or equal to 3.89 will be graduated **magna cum laude**; those who have a quality point average of 3.90 or above will be graduated **summa cum laude**. A transfer student, in order to be eligible, must have made the required average on all work taken at Roane State Community College.

ACADEMIC DEVELOPMENT POLICIES AND GUIDELINES

BASIC SKILLS ASSESSMENT

In an effort to provide more effective educational services for students, the College participates in the Board of Regents' Academic Assessment Placement Program (AAPP) to assess basic skills. Through this assessment, Roane State can identify the students' academic strengths and weaknesses in reading, writing, and mathematics skills. This information is used along with the student's past educational history to provide advisement and placement in courses that best help the individual student to improve skills in these areas, as well as study skills.

All Tennessee State Board of Regents colleges and universities require that all first time degree-seeking students undergo assessment. Transfer students who have not successfully completed college-level reading, writing, and mathematics courses must also undergo assessment. Further information regarding basic skills assessment

can be obtained by contacting the Counseling and Career Resource Center on the Roane County or Oak Ridge campuses.

ACADEMIC DEVELOPMENT LABORATORIES

The Academic Development laboratories are available to provide an opportunity for students to improve their skills in mathematics, English, reading, and study skills so that they may succeed in college-level courses. Classes are taught each semester and students may work in the labs individually on specified problems. These laboratories offer personalized instruction on the latest audiovisual equipment including slide projectors, film strip viewers, computers, and video and cassette recorders. The labs are open every day and some evenings each semester.

Limited Enrollment

Students whose assessment results require enrollment in Remedial Studies courses may not enroll in regular college-level courses until they have satisfactorily met the exit criteria of all of the components of the Remedial Studies program. All students assessed must enroll in the remedial/developmental (R/D) classes indicated by the results of the AAPP. Students may not delay AD classes in order to enroll in college-level classes. The Academic Development Appeals Committee will advise the Associate Dean of Academic Development relative to the disposition of requests for exceptions to this rule.

Students whose assessment results require enrollment in Academic Development (AD) courses may not enroll in a regular college level course which requires that competency as a pre-requisite until they have satisfactorily met the exit criteria of the appropriate AD courses. The Academic Development Appeals Committee will hear any requests for deviation from this policy, and the committee will make recommendations to the Associate Dean of Academic Development for a resolution of the appeal.

Two-Attempt Rule

Students who have twice previously attempted a remedial or developmental studies course and failed to meet the minimum standards for progression will not be allowed to re-enroll in college for one academic semester (Summer Semester can not count as the suspension). Any student who is suspended from the program has the right to appeal to the Academic Development Appeals Committee for reinstatement. The conditions of the reinstatement imposed by the committee must be followed. These may include reduced course load and regularly scheduled academic counseling.

AD Appeals Committee

The Academic Development Appeals Committee shall be composed of an AD Counselor, the Director of Admissions and Records or a designee, and a faculty member from the Academic Development Division.

College Success Strategies

Placement in College Success Strategies is required for either (1) students who are placed in at least two subject areas at the remedial level or (2) students who are placed in three subject areas including remedial or developmental levels. Beyond this mandatory placement, students with two deficiencies - either both developmental or one developmental and the other remedial - have the option to elect place-

ment in College Success Strategies. Course enrollment is limited to students in these categories.

Classroom Assessment

All students enrolled in introductory college level courses will be evaluated during the first week of classes. Students showing deficiencies will be referred to testing for possible placement in appropriate remedial or developmental courses. Enrollment in the courses indicated by results of the assessment is mandatory.

Attendance

The Academic Development Program is required by the Tennessee Board of Regents to have a mandatory attendance policy. The Academic Development Program recognizes that some legitimate absences may occur during the semester. Students who must miss a class should meet with the instructor prior to the absence if possible and arrange for early completion of assignments. Completion of assignments must be accomplished within one week of the absence. Students who miss more than ten percent of their academic development class sessions may be required to undergo course reassessment. If the assessment shows units of deficiency, these units will be repeated before the student advances in the course objectives.

Notes

BUSINESS INFORMATION



*"The human mind is
our fundamental resource."*

— John F. Kennedy

BUSINESS OFFICE REGULATIONS

Tuition and fees are assessed and payable at registration each semester. Registration is not considered to have been completed until all assessed tuition and fees have been paid. Tuition and fees paid by check are not considered to have been paid until the check has cleared the bank. Students who have not met all financial obligations to the College will not be permitted to attend classes. No student will be permitted to re-enroll, graduate, or receive a transcript until all financial obligations to the college have been satisfied. **All tuition and fees are subject to change by direction of the Tennessee Board of Regents.** The current semester class schedule should be consulted for current tuition and fee rates. Any student who has a question or problem concerning tuition, fees, or other monetary transactions pertaining to the College should contact the Business Office.

TUITION — REFUNDABLE

Tuition is free to all residents of the State of Tennessee. Students classified as non-residents will be assessed tuition. The semester tuition rate for the 1995-96 academic year is \$122 per semester hour, not to exceed \$1,393 per semester. The definition of residency as determined by the Tennessee Board of Regents will apply. Information concerning residence classifications may be obtained from the Director of Admissions and Records. Non-resident students will be accepted if space permits.

MAINTENANCE FEE — REFUNDABLE

All students, both resident and non-resident, will be assessed a maintenance fee. The maintenance fee rate for the 1995-96 academic year is \$43 per semester hour, not to exceed \$483 per semester.

SUMMER TERM FEES

The Summer Term consists of a full-semester term and two separate terms of approximately four weeks each.

Students may register for the entire semester or for the two separate terms or any combination thereof. Tuition and fees for the entire Summer Semester are the same as for other semesters. For any student registering for any course(s) or adding any course(s) during the Summer Semester, the assessment of course fees, late fees, and schedule change fees is determined by courses (if any) for which the student registered on or before the published registration date. The key to this determination is whether the student is registering for courses or adding courses. For this purpose the following definitions shall be used:

Registering for courses — A student registers for a course or courses only if he/she is not already enrolled in a course or courses meeting the same term or some concurrent term as the course(s) for which he/she is registering.

Adding courses — A student adds courses when he/she is already enrolled in a course or courses meeting in a term in which all or part of the term runs concurrently with the term in which the added course or courses meet.

AUDIT FEE

Fees for courses being audited are the same as those taken for credit. Auditors are not required to take examinations and receive no credit.

MISCELLANEOUS FEES

Application Fee (Non-Refundable). Each student applying for admission to the College for the first time will be assessed a \$5 application fee. This fee is a one-time only fee and must accompany the application for admission.

Campus Access Fee (Non-Refundable). This fee will be assessed in addition to the Student Activity Fee.

1. Each student who registers for classes at any college campus or center will be assessed a \$4 campus access fee each semester. This will include students registering for credit classes as well as Community Service-Continuing Education classes. Students registering for non-credit programs that meet fewer than twelve weeks, or fewer than twelve clock hours, or for which fees are not charged will be issued a temporary parking permit but not assessed an access fee.
2. Faculty and staff will be assessed an annual campus access fee of \$10. Persons who are employed Spring Semester or after will be assessed a campus access fee of \$5.
3. All faculty, staff, and students who pay the campus access fee will be given a parking decal. Additional decals will be available at a cost of \$1.
4. All vehicles parked or operated by any person in connection with their employment or attending classes of the college must be registered with the Office of the Associate Dean of Student Services. All other persons on campus who are not short-term visitors must have a temporary parking permit.

Change of Schedule Fee (Non-Refundable). Students changing schedules will be assessed a fee of \$5 per form. No charge is made if the change is initiated by the College or by the student through the Instant Registration Information Service (IRIS). Students withdrawing from school entirely are not required to pay the fee.

Graduation Fee. Graduating students are assessed a fee of \$25 to cover the cost of a diploma and other related costs. This fee must be paid at the time the Intent to Graduate is submitted and is refundable only if the student does not graduate and no costs are incurred by the College. No graduation fees will be refunded if requested after one calendar year. There is no additional fee for completion of more than one option within a degree program and no additional diploma will be ordered. An additional \$25 fee will be required for each degree if the student plans to receive an additional diploma.

I.D. Card (Non-Refundable). There is no charge for the original I.D. card issued a student. A charge of \$1 will be made for replacement.

Individual Instruction in Music (Refundable). Semester fees for individual instruction in music are assessed as follows:

1 lesson per week \$55

2 lessons per week \$100

These fees are refundable on the same basis as maintenance fees.

Late Registration Fee (Non-Refundable). Students failing to complete the registration requirements on the appointed registration day will be assessed a late registration fee of \$10.

Liability Insurance Fee (Non-Refundable). A liability insurance fee will be required for students in the health occupation programs. The liability insurance will be purchased at a reduced group rate.

Lock or Key Replacement Fee (Non-Refundable). \$3

Locker Deposit (Refundable). A \$5 deposit is required for locker rentals. Deposit is refundable upon return of the lock to the Business Office.

Locker Rental (Non-Refundable). \$1 per semester, small locker
\$1.50 per semester, large locker

Miscellaneous Fees (Refundable). A fee for certain courses which are conducted in facilities not owned by the College will be assessed at a rate based on the amount charged by the owner of the facility. This fee is refundable on the same basis as maintenance fees.

Motor Vehicle Registration. All staff and students are required to properly register all vehicle(s) driven on campus and properly display parking decal(s) issued at that time. (See Traffic Regulations)

Returned Check Fine (Non-Refundable). A fine of \$15 is assessed for each check returned to the College by the bank. A student may contest this fee successfully by presenting a letter from the bank in which it is clearly indicated that the check was returned through error by the bank. The College reserves the right to refuse to accept a check from any person.

Student Activity Fee (Refundable). A student activity fee of \$4 per semester will be assessed for each credit student enrolled in classes at any college campus or center. This fee was adopted by the Student Government Association to provide funds for a variety of student activities. This fee is refundable on the same basis as maintenance fees.

Technology Fee (Refundable). A fee of \$1 per credit hour not to exceed \$12 per semester is assessed all students to provide and maintain computer labs and other advanced technology instructional equipment. This fee is refundable on the same basis as maintenance fees.

Telecourse/Audio Course Fee (Refundable). A fee of \$20 per course is assessed for each audio/video tape checkout and cable television telecourse or audio course. Proceeds from this fee are used to pay the licensure/royalty fees related to each course. This fee is refundable on the same basis as maintenance fees.

Transcript Fee. A reasonable number of transcripts are provided by the College at no charge to the student. However, a charge of \$2.00 each will be assessed for requests totaling more than ten (10) in any term.

REFUNDS

Regular Sessions — Students withdrawing from school entirely or dropping one or more classes may be entitled to a refund as follows:

75% of eligible fees will be refunded for drops or withdrawals for a period of 14 calendar days beginning with and inclusive of the first official day of classes or within an equivalent period for a short term course.

25% of eligible fees will be refunded following expiration of the 75% refund period, for a period of time extending 25% of the time period covered by the term. No refunds will be made beyond the 25% refund period.

100% of eligible fees will be refunded for classes canceled by the institution.

100% of eligible fees will be refunded for drops or withdrawals prior to the first day of class.

100% of eligible fees will be refunded in case of death of the registered student.

Summer Sessions — Summer session refunds will be based on the above with short terms being prorated as a percentage of a regular term.

General Refund Policy — No refund is due on courses which are dropped unless the sum of the remaining hours calculated at the hourly rate is less than the total amount paid for tuition and/or maintenance fees.

Refund calculations are based on the computer processed date for courses dropped via the Instant Registration Information Service (IRIS) or the processed date that appears on the official change of schedule form. Failure to follow proper procedures for dropping courses may result in forfeiting all rights to a refund.

Refunds can be expected approximately four weeks after classes begin.

Financial Aid Refunds — Refunds for students who receive assistance from Title IV financial aid programs are prorated to each grant and/or loan account in accordance with applicable federal regulations. Special refund policies may apply to first-time students who receive assistance under Title IV financial aid programs. For additional information, contact the Business Office.

Refund Appeals Process — Students may appeal a refund by submitting a written request outlining the basis for the appeal to the Business Office. Refund appeal requests will be decided by the Director of Fiscal and Auxiliary Services. The student will be notified in writing of the decision within ten (10) working days of receipt of the written appeal request. Students may appeal the decision of the Director of Fiscal and Auxiliary Services to the President by submitting a written request for a refund appeal review to the Vice President for Financial Services. The student will be notified in writing of the President's decision within ten (10) working days of receipt of the request for refund appeal review.

Community Services Activities: Withdrawals and Refunds

Withdrawal Policy — Registrants must notify the appropriate Continuing Education Unit, either by phone or in writing, of the intent to withdraw from a non-credit program. Failure to attend does not constitute withdrawal.

Refund Policy (Non-credit Courses) — For courses that meet on a weekly basis, registration may be canceled without penalty prior to the first class meeting. After the first class and prior to the second class, an 80% refund will be given. No refund will be made after the second class meeting.

For one and two day courses, withdrawals received prior to the first class meeting will be refunded in full. No refunds will be given after the course begins.

Courses canceled by Roane State Community College will be refunded in full or the registrant may elect to transfer into another general interest course.

Refund Policy (Non-credit Conferences, Workshops or Seminars) — Registrants in conferences, workshops or seminars should make withdrawals no later than five working days prior to the activity start date in order to receive a complete refund. If a notification of less than five working days is given, a refund, less 10% of the registration fee, will be returned to the registrant. No refunds will be made after the activity begins. Substitutions can be made without prior notification. Registrants should check all literature on the activity for any special exceptions.

Special Exceptions — Some non-credit courses, conferences, workshops or seminars may have special deadlines and/or requirements established for registration or refunds. Registrants should check all literature received on the activity for exceptions to the general policies.

BOOKS AND SUPPLIES

The cost of books and supplies will vary from one program to another. The Bookstore sells both new and used books. Students are encouraged to take advantage of savings which result when purchasing used books. The estimated cost of books and supplies is \$125-\$300 per semester. The College Bookstore will buy back used books in good usable condition in quantities limited to the anticipated needs for ensuing semesters. Book buy back periods are announced at the end of each semester. Students selling books back to the bookstore will be required to furnish a Roane State Community College ID card.

CHECK CASHING/ACCEPTANCE POLICY

Both the Bookstore and the Business Office provide a free check cashing service. Personal checks may be cashed for any amount up to \$10 for students and up to \$20 for faculty/staff. However, 1) only one personal check per day may be cashed, 2) two party checks will not be accepted, 3) student checks will not be cashed by either the Business Office or the Bookstore anytime during the final two weeks of the semester, and 4) a validated ID card is required.

A \$15 fine will be levied on all "returned checks." The return of a third check will result in the person's name being placed on the "no check list" and in the forfeiture of check cashing privileges.

If a check written for payment of a student's maintenance fee is returned, the student has ten (10) days in which to make restitution to the College via payment by cash, certified check, cashier's check, or postal money order. Failure to make such restitution will result in immediate disenrollment. Suspension from classes could also result from checks returned on the purchase of books or payment of other fees.

Until all financial obligations are satisfied, the student becomes ineligible for all benefits and services provided by the College such as receiving grades, receiving or sending transcripts, registering, and graduating.

The College reserves the right to refuse to cash any check. Appeals concerning the cashing of checks may be made to the Vice President for Financial Services.

FINANCIAL AID

The Student Financial Aid Program at Roane State Community College is designed to aid students who would find it difficult or impossible to attend college without financial assistance. Roane State offers a comprehensive program of financial aid in the form of scholarships, part-time employment, grants and loans. Major emphasis is placed upon financial need, academic achievement, character, and promise of future success.

When determining financial aid, the evaluating committee will consider the financial resources of the family as well as any unusual financial problems. The college will assist all qualified students as resources permit on a first-come, first-served basis. Therefore, it is important for students to apply for financial aid as early as possible after January of each year.

HOW TO APPLY FOR FINANCIAL AID

All federal financial aid programs require the assessment of financial need, which is based on the ability of the parents and/or the student to contribute toward educational expenses. Students should complete the Free Application for Federal

Student Aid. This form is available through the Student Financial Aid Office at the college and through guidance offices at area high schools.

A student must be fully admitted to college before any awards will be made. Renewal of aid is not automatic. Each student must reapply each year.

SOURCES OF FINANCIAL AID

SCHOLARSHIPS

The Scholarship for Academic Service is authorized by Roane State Community College. These scholarships, in the amount of maintenance fees for the academic year plus \$150 per semester for books, are awarded on the basis of academic achievement. Students ranking in the upper 10% of their high school graduating class will receive priority in the awarding of these scholarships. Recipients must maintain a grade point average of 2.5 to remain eligible for renewal.

The Scholarship for Academic Service recipients are required to work approximately 150 hours per academic year. An effort is made to give recipients work assignments related to their academic interests. Residents of the State of Tennessee who believe they are qualified should submit the application for scholarship after the first semester of their senior year in high school and before the following May 1.

PRIVATE SCHOLARSHIPS

Roane State has a limited number of private scholarships. In selecting recipients for these scholarships, emphasis is placed upon scholastic achievement, character, future promise, and 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 Director of Financial Aid at the college, or the Executive Director of the Roane State Foundation.

MINORITY STUDENT SCHOLARSHIPS

Black students who are residents of Tennessee and are enrolled as full-time students may apply for the Minority Student Scholarship. The scholarship will provide money to pay maintenance fees and provide money to help pay for textbooks. Applicants must have a 2.0 Grade Point Average.

ATHLETIC SCHOLARSHIPS

The college annually awards a number of athletic scholarships. For detailed information contact the Director of Athletics.

SENIOR CITIZENS AND DISABLED PERSONS

Disabled persons and persons 60 years of age or older, who are domiciled in Tennessee, are eligible to enroll in courses for AUDIT without payment of tuition, maintenance, technology or student activity fees. All special course fees will be assessed at the normal rate.

Disabled persons and persons sixty-five years of age or older, who are domiciled in Tennessee, are eligible to enroll in courses for CREDIT at the rate of one-half the credit hour fee per semester hour, up to a maximum of \$45. This rate applies to maintenance fees and technology fees. Special fees (such as graduation fees, student activity fees, campus access fees, telecourse/audio course

fees, etc.) will be assessed at the regular rate. Arrangements should be made well in advance of registration day to provide documented evidence of disability or age. Students registering using these classifications must register within the late registration period.

Fees for all Community Service courses must be paid at the regular rate.

VIETNAM CONFLICT VETERANS DEPENDENTS

All tuition, maintenance, activity, and other fees are waived for the children of Vietnam conflict veterans if the conflict veteran died while serving in Vietnam or as a result of injury sustained while serving in Vietnam, or was officially declared missing in action or declared a prisoner of war in Vietnam. Special age and residency requirements must be met. Documented evidence will be required.

HIGHER EDUCATION EMPLOYEES — PUBLIC CHAPTER 191

Full-time employees of the Tennessee Board of Regents and the University of Tennessee are eligible to enroll, on a space available basis, in one credit class per term without payment of tuition, maintenance, technology, student activity, or access fees. Information on this program is available from the Personnel Office. An application for Waiver of Fees — Public Chapter 191 (fully executed by the employing institution) must be presented at the time of registration. Registration for a course under this program is allowed only during the late registration period.

STATE EMPLOYEE FEE WAIVER PROGRAM

Full-time employees of the State of Tennessee are eligible to enroll, on a space available basis, in one credit course per term without paying tuition charges, maintenance fees, technology fees, debt service fees, student activity fees, or registration fees. At the time of enrollment, the state employee must present a completed "Public Higher Education Fee Waiver for Employees of the State of Tennessee" form certifying that the applicant is a full-time employee with at least six months continuous service. Information on this program and related eligibility requirements is available from the Business Office.

FEE DISCOUNT PROGRAM FOR SPOUSES AND DEPENDENT CHILDREN OF TBR EMPLOYEES

Spouses and dependent children of certain retired employees and regular employees of Tennessee Board of Regents institutions who have been employed for at least one continuous year and work at least one-half time are eligible for up to a 50% discount on maintenance fees. The amount of the maintenance fee discount is 50% for full-time employees. Spouses and dependent children of part-time employees will receive a pro-rata portion of the 50% maintenance fee discount based on the employee's percentage of work effort. This program is applicable only to undergraduate credit courses. Certain special conditions must be met to qualify for this program. Information on the program is available from the Personnel Office. A Request for Fee Discount for Spouse and/or Dependent form (fully executed by the employing institution) must be presented at the time of registration.

FEE DISCOUNT PROGRAM FOR CHILDREN OF CERTIFIED PUBLIC SCHOOL TEACHERS AND FOR CHILDREN OF STATE EMPLOYEES

Children under the age of twenty-four (24) whose parent is employed as a full-time licensed teacher in any public school in Tennessee or as a full-time employee

of the state of Tennessee are eligible for a twenty-five percent (25%) discount on undergraduate maintenance fees. At the time of enrollment, the student must present a completed "Public Higher Education Fee Discount for Children of Certified Public School Teachers and Children of State Employees" form certifying eligibility for the program. Fee discounts will not be retroactive; eligibility for the fee discount is available only by application and approval prior to the beginning of the term for which assistance is being sought. Information on this program and related eligibility requirements is available from the College Business Office.

FEDERAL PELL GRANTS

This is an entitlement program made available by the federal government through the Title IV Student Financial Aid Programs. Eligibility for the Federal Pell Grant is based upon the financial situation of the student and the student's family. Students should apply for the Federal Pell Grant as the primary source of financial aid since all other sources of assistance are based upon eligibility for the Federal Pell Grant.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS FEDERAL WORK-STUDY PROGRAM

These grant programs are part of the Campus-based Programs of the Title IV Programs. Students may be considered for inclusion in these programs after eligibility for the Federal Pell Grant has been determined. These programs have limited funding and application must be made by the specified priority date of May 1. Awards from these programs are made in the fall semester of each year.

TENNESSEE STUDENT ASSISTANCE AWARD

The Tennessee Student Assistance Award is a grant made available to Tennessee residents attending college in the State of Tennessee. This program is administered by the Tennessee Student Assistance Corporation. An application deadline is assigned by the corporation each year. The Student Financial Aid Office will be aware of the deadline date early in the application period.

STUDENT LOANS

If students are interested in applying for the student loan programs, they should initiate the process by completing the Free Application for Federal Student Aid. Specific information from this need analysis must be on hand before eligibility for the student loan can be determined.

The Federal Stafford Loan Program is available to students who have been determined eligible through the above-mentioned need analysis system. This is a variable interest loan for the first-time borrowers. Repayment of the loan does not begin until six months after the cessation of college attendance. The limits of the loan are a minimum of \$500 and a maximum of \$2,625. The amount of eligibility is determined by the Financial Aid Office.

Special arrangements through Tennessee state designated lenders have been made for loan applicants who are unable to obtain loans from local lenders. This information is available in the Student Financial Aid Office.

VETERANS BENEFITS

Roane State Community College cooperates with the Veterans Administration in providing educational opportunities for veterans. The Director of Veterans

Affairs at Roane State is available for help to determine eligibility, in the selection of a major, and to prepare the required forms for VA benefits and any other matters pertaining to college attendance under the "G.I. Bill." Veterans who have not completed high school or who do not have a high school equivalency diploma should contact the Director of Veterans Affairs for help in planning a program of study and admission to Roane State.

Veterans desiring to attend Roane State under any of the educational assistance laws administered by the Veterans Administration should contact:

| | |
|-------------------------------|-------------------------|
| Director of Veterans Affairs | Veterans Administration |
| Roane State Community College | Regional Office |
| Harriman, TN 37748 | 110 Ninth Avenue South |
| | Nashville, TN 37203 |

Once enrolled, veterans and other eligible persons should maintain close contact with the Office of Veterans Affairs. 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 student or an adult special-veteran. Other classifications, i.e., special student-credit and student non-credit do not qualify. The progress of each adult special veteran student will be evaluated at the end of each semester. Those students making satisfactory progress as reflected by class attendance and participation, grades achieved, and the opinions of their teachers will be retained in the program. Those making unsatisfactory progress will be excluded from the program. Those who demonstrate ability to carry the college-level courses required by their major may be admitted as regular degree students.

Current Veterans Administration regulations require that veterans classified as regular degree students maintain the prescribed cumulative GPA listed under Probation and Retention Standards in this catalog.

Courses for which the veteran and other eligible persons have received a passing grade, either at Roane State or a transfer institution, may not be claimed for pay the second time. Courses in which the veteran and other eligible persons receive a grade of "F" may be repeated and claimed for pay. Elective hours beyond those allowed by the curriculum of the declared major or courses taken for audit may not be claimed for pay. Only those courses which count toward the veteran's declared major may be claimed for pay. Course substitution forms must be processed and approved as described in this catalog before the substituted course is claimed for payment.

Veterans and other eligible persons can receive pay for deficiency classes when a need can be shown. The pay received is taken from the total entitlement.

Veterans and other eligible persons desiring educational benefits under the "G.I. Bill" must file a claim form with the Veterans Affairs Office at the time of pre-registration each semester. The claim form must be adjusted to reflect any changes in the class schedule.

Further information is available at the Veterans Affairs Office.

UNIVERSITY PARALLEL PROGRAMS



*"All that Mankind has done, thought, gained,
or been: it is lying as in magic preservation in the
pages of Books. They are the chosen possession
of men."*

— Thomas Carlyle

TRANSFER PROGRAMS

ASSOCIATE OF ARTS/ASSOCIATE OF SCIENCE PROGRAMS

Students who desire to earn a Bachelor of Arts or Bachelor of Science degree at a four-year college or university may complete the first two years of study at Roane State by enrolling in an Associate of Arts or Associate of Science degree program. The advantages of taking the first two years at Roane State include:

- Roane State's maintenance fees are among the lowest of any fees charged by Tennessee's colleges and universities.
- Roane State's class enrollments are generally smaller which lends itself to more individualized instruction.
- Obtaining an Associate of Arts or Associate of Science degree allows a student to have credentials for employment while completing his/her baccalaureate degree.

Roane State has developed cooperative relationships with other four-year institutions to assist students in transferring courses. Course-by-course transfer equivalency tables exist for the following schools:

Austin Peay State University
Carson-Newman College
Cumberland College (KY)
East Tennessee State University
Maryville College
Middle Tennessee State University
Tennessee Technological University
Tennessee Wesleyan College
Tusculum College
University of Tennessee - Chattanooga
University of Tennessee - Knoxville
University of Tennessee - Martin

Articulation programs, also called 2+2 programs, exist between Roane State and the University of Tennessee-Knoxville and Tennessee Technological University. Roane State students can follow an articulation program, obtain an Associate of Arts or Associate of Science degree and be guaranteed admission into a specific program at the university, provided all GPA and entrance requirements are achieved. Roane State Associate of Arts and Associate of Science degrees do not constitute an articulation program. Students can obtain a copy of the specific articulation program from the Admissions/Records Office, off-campus locations, Counseling and Career Resource Center and academic departments.

**UNIVERSITY OF TENNESSEE - KNOXVILLE
ARTICULATION PROGRAMS 1995-97**

Students who have attempted more than 12 semester hours at any college or university other than Roane State or UTK are not eligible to participate in the UTK articulation agreement.

| | |
|-------------------------------------|---------------------------------|
| Accounting | Mathematics |
| Advertising | Medieval Studies |
| African & African-American Studies | Microbiology |
| Anthropology | Music (BA) |
| Art (History) | Nursing |
| Art (Studio) | Philosophy |
| Asian Studies | Political Science |
| Audiology | K-8 Pre-teaching |
| Biochemistry | Arts Concentration |
| Biology | Environmental Science Conc. |
| Botany | Human Learning & Behavior Conc. |
| Broadcasting | Ideas and Values Conc. |
| Chemistry | Language Arts Concentration |
| Comparative Literature | Mathematics Concentration |
| Economics (Business Administration) | Math and Science Concentration |
| Economics (Liberal Arts) | Multicultural Studies Conc. |
| English | Science Concentration |
| Finance | Social Studies Concentration |
| French | U.S. Culture Concentration |
| General Business | Psychology |
| Geography | Public Administration |
| Geology | Religious Studies |
| German | Russian |
| German (Language & World Business) | Russian & East European Studies |
| Greek (Classics) | Secondary Education |
| History | Social Work |
| Italian | Sociology |
| Journalism | Spanish |
| Latin (Classics) | Speech Communication |
| Latin American Studies | Speech Pathology |
| Linguistics | Statistics (Liberal Arts) |
| Logistics and Transportation | Theatre |
| Management | Urban Studies |
| Marketing | Zoology |

**TENNESSEE TECHNOLOGICAL UNIVERSITY
ARTICULATION PROGRAMS**

| | |
|---------------------------------|---|
| A.A.S. Nursing | History (BA) |
| Accounting | History (BS) |
| Agribusiness Management | Horticulture |
| Agricultural Education | Industrial Engineering |
| Agronomy and Soils | Industrial Technology |
| Animal Science | Information Systems |
| Art Education (K-12) | Management Information Systems |
| Biochemistry: Biology Option | Marketing |
| Biochemistry: Chemistry Option | Mathematics |
| Biology | Mechanical Engineering |
| Chemical Engineering | Medical Technology |
| Chemistry | Music Education: Instrumental |
| Child and Family Science | Music Education: Vocal/General |
| Civil Engineering | Music Education: Performance and Pedagogy |
| Criminal Justice | Music Therapy |
| Early Childhood Education (K-3) | Nursery and Landscape Management |
| Economics | Nursing |
| Electrical Engineering | Personnel and Labor Relations |
| Elementary Education (K-8) | Physics |
| Elementary Education (1-8) | Political Science |
| English | Production/Operations Management |
| English-Journalism | Psychology |
| Environmental Design | Secondary Education 7-12 |
| Fashion Merchandising | Social Work |
| Finance | Sociology |
| Food, Nutrition, Dietetics | Software and Scientific Application |
| French | Spanish |
| General Management | Special Education |
| Geology | Technical Communication |
| German | Wildlife and Fisheries Science |
| Health and Physical Science | |

If no program articulation agreement is available for a particular school or major, students may follow one of the Curriculum Guides found on the following pages. The Curriculum Guides are suggested courses of study that include general education courses and a foundation of courses designed for particular majors.

Curriculum Guides are not intended to represent a particular major at any particular college or university. Students should obtain a copy of the catalog for the senior institution they plan to attend and use it during advisement sessions to assist with the selection of courses that meet requirements for selected majors at senior institutions.

Students following articulation programs at the University of Tennessee - Knoxville or Tennessee Technological University will receive the Associate of Arts or Associate of Science - General Studies option from Roane State. Students following programs for which there is no Curriculum Guide should also complete the following degree program:

Associate of Arts or Associate of Science
Option: General Studies

| <u>Course/Area</u> | <u>Semester Hours</u> |
|--|-----------------------|
| English Composition | 6 |
| Humanities* (includes 3 hours of Literature) | 9 |
| History Sequence* | 6 |
| Natural/Physical Science Sequence* | 8 |
| Mathematics Course* | 3 |
| Physical Education Activities | 2 |
| Orientation to College | 1 |
| Speech | 3 |
| Computer Instruction* | 3 |
| Social Science Elective* | 3 |
| Total Core | 44 |
| Major Courses and Electives | 21 |
| Total Required Hours | 65 (Minimum) |

*Check with your senior institution or articulation program for the appropriate course selection.

NOTES:

- (1) Fifteen hours of electives should be taken at the 200 level.
- (2) Six hours of Social Science elective hours are recommended.
- (3) Check with senior institution for courses that will transfer.
- (4) Students following articulation programs should follow the prescribed program for their major. Classes listed in the articulation program will fulfill the core courses and elective hours in the AA/AS General Studies.
- (5) Students obtaining the Associate of Arts degree must take 6 hours of foreign language as part of their elective hours.
- (6) Credit hours earned in remedial or developmental courses or courses used to fulfill high school deficiencies are institutional credit; they are not applicable to credit hours required for an associate or baccalaureate degree.
- (7) Completion of the second year of foreign language is highly recommended for students seeking the Associate of Arts degree.

Areas of Concentration

Eight (8) semester hours in any one field of study is sufficient to declare an area of concentration. Students following a specific articulation program will declare that program as their area of concentration.

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements.

*Degree: Associate of Arts
Associate of Science*

Major: General Studies

Concentration: **Art**

Recommended Core Courses: (44 semester hours)

| | | |
|---------|----------------|--------|
| ART 201 | Art History I | 3 hrs. |
| ART 202 | Art History II | 3 hrs. |
| ART 142 | Computer Art | 3 hrs. |

Recommended Elective Courses: (21 semester hours minimum)

| | | |
|---------|-----------------------|--------|
| ART 101 | Studio Fundamentals | 2 hrs. |
| ART 102 | Studio Fundamentals | 2 hrs. |
| ART 103 | Studio Fundamentals | 2 hrs. |
| ART 221 | Portfolio Preparation | 2 hrs. |
| ART | Electives | 9 hrs. |
| | Foreign Language* | 6 hrs. |

*Required for AA degree

Degree: Associate of Science

Major: General Studies

Concentration: **Art Education**

Recommended Core Courses: (44 semester hours)

| | | |
|---------|---|--------|
| MAT 116 | Concepts of Math I | 3 hrs. |
| ENG | Literature | 6 hrs. |
| CST 102 | Computer Literacy | OR |
| ART 142 | Computer Art | 3 hrs. |
| PSY 211 | Educational Psychology (Cross-listed as EDU 211) | 3 hrs. |

Recommended Elective Courses: (21 semester hours minimum)

| | | |
|---------|---------------------|--------|
| ART 101 | Studio Fundamentals | 2 hrs. |
| EDU 210 | Human Development | 3 hrs. |
| ART 102 | Studio Fundamentals | 2 hrs. |
| ART 201 | Art History I | 3 hrs. |
| ART 113 | Painting I | 3 hrs. |
| ART 202 | Art History II | 3 hrs. |
| ART 103 | Studio Fundamentals | 2 hrs. |
| MAT 117 | Concepts of Math II | 3 hrs. |
| ART 114 | Painting II | 3 hrs. |

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements.

Degree: Associate of Science

Major: General Studies

Concentration: **Biology**

Recommended Core Courses: (44 semester hours)

| | | | |
|--------------|------------------|----|----------|
| BIO 111, 112 | Biology I and II | | 8 hrs. |
| MAT 110 | College Algebra | OR | |
| MAT 141 | Calculus I | | 3-5 hrs. |

Recommended Elective Courses: (21 semester hours minimum)

| | | | |
|--------------|------------------------------|----|----------|
| MAT 115 | Statistical Reasoning | OR | |
| MAT 142 | Calculus II | | 3-5 hrs. |
| | (Complete original sequence) | | |
| CHE 121, 122 | General Chemistry I, II | | 8 hrs. |
| BIO 253 | Ecology | OR | 4 hrs. |
| BIO 212 | Cell Biology | OR | 4 hrs. |
| BIO 213 | General Genetics | | 4 hrs. |
| BIO 222 | Microbiology | | 3 hrs. |
| PHY 201, 202 | General Physics I, II | OR | |
| CHE 221, 222 | Organic Chemistry | | 8 hrs. |

Degree: Associate of Science

Major: General Studies

Concentration: **Business Administration**

Recommended Core Courses: (44 semester hours)

| | | | |
|---------|-----------------------------|--|--------|
| MAT 121 | Calculus for Business | | 3 hrs. |
| CST 113 | Introduction to Programming | | 4 hrs. |

Recommended Elective Courses: (21 semester hours minimum)

| | | | |
|--------------|----------------------------|--|--------|
| BUS 101 | Introduction to Business | | 3 hrs. |
| POL 101 | U.S. Government & Politics | | 3 hrs. |
| MAT 122 | Calculus for Business | | 3 hrs. |
| BUS 221, 222 | Accounting I, II | | 6 hrs. |
| ECO 201, 202 | Economics I, II | | 6 hrs. |
| ENG 2— | Literature | | 3 hrs. |

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements.

Degree: Associate of Science

Major: General Studies

Concentration: **Business Education**

Recommended Core Courses: (44 semester hours)

| | | |
|---------|-------------------------|--------|
| MAT 121 | Calculus for Business I | 3 hrs. |
| ECO 201 | Economics I | 3 hrs. |
| ENG | Literature | 3 hrs. |

Recommended Elective Courses: (21 semester hours minimum)

| | | |
|--------------|------------------------|--------|
| EDU 210 | Human Development | 3 hrs. |
| OAD 101 | Typing I | 3 hrs. |
| PSY 211 | Educational Psychology | 3 hrs. |
| OAD 121 | Word/Info Processing I | 3 hrs. |
| BUS 221, 222 | Accounting I, II | 6 hrs. |
| ECO 202 | Economics II | 3 hrs. |

Degree: Associate of Science

Major: General Studies

Concentration: **Chemistry**

Recommended Core Courses: (44 semester hours)

| | | |
|--------------|-------------------------|--------|
| MAT 141 | Calculus I | 5 hrs. |
| CHE 121, 122 | General Chemistry I, II | 8 hrs. |

Recommended Elective Courses: (21 semester hours minimum)

| | | |
|--------------|-------------------------|--------|
| BIO 111, 112 | Biology I, II | 8 hrs. |
| CHE 221, 222 | Organic Chemistry I, II | 8 hrs. |
| PHY 211, 212 | Physics I, II | OR |
| PHY 201, 212 | General Physics I, II | |
| CHE 202 | Quantitative Analysis | 5 hrs. |
| CHE 211 | Qualitative Analysis | 5 hrs. |

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements.

*Degree: Associate of Arts
Associate of Science*

Major: General Studies

Concentration: **Computer Art & Design**

Recommended Core Courses: (44 semester hours)

| | | |
|---------|------------------|--------|
| ART 142 | Computer Art I | 3 hrs. |
| ART 143 | Computer Art II | 3 hrs. |
| ART 144 | Computer Art III | 3 hrs. |

Recommended Elective Courses: (21 semester hours minimum)

| | | |
|---------|---------------------|--------|
| ART 101 | Studio Fundamentals | 2 hrs. |
| ART 102 | Studio Fundamentals | 2 hrs. |
| ART 181 | Visions Seminar I | 2 hrs. |
| ART 141 | Graphic Design | 3 hrs. |
| ART 103 | Studio Fundamentals | 2 hrs. |
| ART 182 | Visions Seminar III | 2 hrs. |
| ART 145 | Computer Art IV | 3 hrs. |
| ART 183 | Visions Seminar III | 2 hrs. |
| ART 191 | Practicing Artists | 3 hrs. |
| | Foreign Language* | 6 hrs. |

*Required for AA degree

Degree: Associate of Science

Major: General Studies

Concentration: **Computer Science**

Recommended Core Courses: (44 semester hours)

| | | |
|---------|-------------------------------|--------|
| MAT 141 | Calculus I | 5 hrs. |
| CST 113 | Introduction to Programming I | 4 hrs. |

Recommended Elective Courses: (21 semester hours minimum)

| | | |
|--------------|------------------------------|--------|
| CST 211 | COBOL | 3 hrs. |
| CST 114 | FORTTRAN | 4 hrs. |
| CST 203 | Principles of Programming II | 3 hrs. |
| MAT 142 | Calculus II | 5 hrs. |
| MAT 221, 222 | Discrete Mathematics I, II | 3 hrs. |
| PHY 211, 212 | Physics I, II | 8 hrs. |

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements.

Degree: Associate of Science

Major: General Studies

Concentration: **Early Childhood Education**

Recommended Core Courses: (44 semester hours)

| | | |
|---------|---------------------------|--------|
| MAT 116 | Concepts of Math I | 3 hrs. |
| SOC 201 | Introduction to Sociology | 3 hrs. |
| MUS 130 | Music Appreciation | 3 hrs. |
| ENG | Literature | 3 hrs. |
| CST 102 | Computer Literacy | 3 hrs. |
| ART 142 | Computer Art | 3 hrs. |

Recommended Elective Courses: (21 semester hours minimum)

| | | |
|---------|--------------------------|--------|
| EDU 210 | Human Development | 3 hrs. |
| HEA 221 | Safety and First Aid | 3 hrs. |
| EDU 101 | Intro to Teaching | 2 hrs. |
| EDU 213 | Early Childhood Programs | 3 hrs. |
| HEA 241 | School Health | 2 hrs. |
| HEC 131 | Elementary Nutrition | 2 hrs. |
| PSY 211 | Educational Psychology | 3 hrs. |
| MAT 117 | Concepts of Math II | 3 hrs. |

Degree: Associate of Science

Major: General Studies

Concentration: **Elementary Education**

Recommended Core Courses: (44 semester hours)

| | | |
|---------|---|--------|
| PSY 211 | Educational Psychology (Cross-listed as EDU 211) | 3 hrs. |
| MAT 116 | Concepts of Math I | 3 hrs. |
| ENG | Literature | 3 hrs. |
| MUS 130 | Music Appreciation | 3 hrs. |
| CST 102 | Computer Literacy | OR |
| ART 142 | Computer Art | |

Recommended Elective Courses: (21 semester hours minimum)

| | | |
|---------|--------------------------|--------|
| EDU 101 | Introduction to Teaching | 2 hrs. |
| EDU 210 | Human Development | 3 hrs. |
| HEC 131 | Elementary Nutrition | 2 hrs. |
| HEA 221 | Safety and First Aid | 3 hrs. |
| ART 121 | Art Appreciation | 3 hrs. |
| MAT 117 | Concepts of Math II | 3 hrs. |

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements.

Degree: Associate of Science

Major: General Studies

Concentration: **Health, Physical Education and Recreation**

Recommended Core Courses: (44 semester hours)

| | | |
|--------------|-----------------------|--------|
| MAT 110 | College Algebra | 3 hrs. |
| PSY 101 | General Psychology I | 3 hrs. |
| BIO 111, 112 | General Biology I, II | 8 hrs. |

Recommended Elective Courses: (21 semester hours minimum)

| | | |
|---------|-----------------------------|--------|
| HEC 131 | Elementary Nutrition | 2 hrs. |
| HEA 241 | School Health | 2 hrs. |
| PSY 102 | General Psychology II | 3 hrs. |
| HEA 221 | Safety and First Aid | 3 hrs. |
| PSY 221 | Childhood thru Adolescence | 3 hrs. |
| PED 201 | Intro to Physical Education | 3 hrs. |
| PED 211 | Coaching of Baseball | OR |
| PED 212 | Coaching of Basketball | 3 hrs. |
| PED 175 | Concepts of Wellness | 2 hrs. |
| REC 201 | Social Recreation | 3 hrs. |

Degree: Associate of Science

Major: General Studies

Concentration: **Mathematics or Physical Science**

Recommended Core Courses: (44 semester hours)

| | | |
|--------------|-------------------------|--------|
| MAT 141 | Calculus I | 5 hrs. |
| CHE 121, 122 | General Chemistry I, II | OR |
| BIO | a Biology Sequence | 8 hrs. |

Recommended Elective Courses: (21 semester hours minimum)

| | | |
|--------------|--|--------|
| MAT 142 | Calculus II | 5 hrs. |
| MAT 241 | Calculus III | 3 hrs. |
| MAT 251 | Matrix Algebra | 3 hrs. |
| MAT 221 | Discrete Mathematics (for math majors only) | 3 hrs. |
| PHY 211, 212 | Physics I, II | 8 hrs. |
| MAT 232 | Differential Equations | 3 hrs. |

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements.

*Degree: Associate of Arts
Associate of Science*

Major: General Studies

Concentration: **Music**

Recommended Core Courses: (44 semester hours)

| | | |
|---------|---------------------|--------|
| MUS 230 | Music Literature I | 3 hrs. |
| MUS 240 | Music Literature II | 3 hrs. |

Recommended Elective Courses: (21 semester hours minimum)

| | | | |
|---------|-------------------------|------------------------|--------|
| MUS 010 | Solo Class* | (4 semesters required) | |
| MUS — | Individual Instruction* | | 8 hrs. |
| MUS — | Ensemble* | (4 semesters required) | |
| MUS 020 | Recital | (required) | 0 hrs. |
| MUS 110 | Theory I | | 3 hrs. |
| MUS 111 | Theory Practicum I | | 1 hr. |
| MUS 120 | Theory II | | 3 hrs. |
| MUS 121 | Theory Practicum II | | 1 hr. |
| MUS 210 | Theory III | | 3 hrs. |
| MUS 211 | Theory Practicum III | | 1 hr. |
| MUS 220 | Theory IV | | 3 hrs. |
| MUS 221 | Theory Practicum IV | | 1 hr. |
| | Foreign Language** | | 6 hrs. |

*Required for AA or AS degree

**Required for AA degree

Degree: Associate of Science

Major: General Studies

Concentration: **Music Education**

Recommended Core Courses: (44 semester hours)

| | | | |
|---------|---------------------------|----|--------|
| PSY 211 | Educational Psychology | | 3 hrs. |
| | (Cross-listed as EDU 211) | | |
| MUS 110 | Theory I | | 3 hrs. |
| ENG | Literature | | 3 hrs. |
| CST 102 | Computer Literacy | OR | |
| ART 142 | Computer Art | | 3 hrs. |

Recommended Elective Courses: (21 semester hours minimum)

| | | | |
|-------------------|------------------------------|------------------------|--------|
| MUS 010 | Solo Class* | (4 semesters required) | |
| MUS — | Individual Instruction* | | 8 hrs. |
| MUS — | Ensemble* | (4 semesters required) | |
| MUS 020 | Recital* (required) | | 0 hrs. |
| MUS 111 | Theory Practicum | | 1 hr. |
| MUS 120, 210, 220 | Music Theory II, III, IV | | 9 hrs. |
| MUS 121, 211, 221 | Theory Practicum II, III, IV | | 3 hrs. |
| EDU 210 | Human Development | | 3 hrs. |

*Required for AS degree

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements.

Degree: Associate of Science

Major: General Studies

Concentration: **Pre-engineering**

Recommended Core Courses: (44 semester hours)

| | | |
|--------------|-------------------------|--------|
| MAT 141 | Calculus I | 5 hrs. |
| CHE 121, 122 | General Chemistry I, II | 8 hrs. |
| ERG 161 | Engineering Graphics | 3 hrs. |

Recommended Elective Courses: (21 semester hours minimum)

| | | |
|--------------|------------------------|--------|
| ESC 111 | Survey of Engineering | 1 hr. |
| MAT 142 | Calculus II | 5 hrs. |
| ESC 211 | Statics | 3 hrs. |
| MAT 241 | Calculus III | 3 hrs. |
| PHY 211, 212 | Physics I, II | 8 hrs. |
| ESC 212 | Dynamics | 3 hrs. |
| MAT 232 | Differential Equations | 3 hrs. |
| MAT 251 | Matrix Algebra | 3 hrs. |

Degree: Associate of Science

Major: General Studies

Concentration: **Pre-medicine, -dentistry, -pharmacy**

Recommended Core Courses: (44 semester hours)

| | | |
|--------------|-----------------|--------|
| MAT 141 | Calculus I | 5 hrs. |
| CHE 121, 122 | Chemistry I, II | 8 hrs. |

Recommended Elective Courses: (21 semester hours minimum)

| | | |
|--------------|-------------------------|--------|
| BIO 111, 112 | Biology I, II | 8 hrs. |
| MAT 142 | Calculus II | 5 hrs. |
| CHE 221, 222 | Organic Chemistry I, II | 8 hrs. |
| PHY 211, 212 | Physics I, II | 8 hrs. |

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements.

Degree: Associate of Science

Major: General Studies

Concentration: **Pre-Nursing**

Recommended Core Courses: (44 semester hours)

| | | |
|--------------|------------------------------|--------|
| MAT 110 | College Algebra | 3 hrs. |
| BIO 231, 232 | Anatomy and Physiology I, II | 8 hrs. |
| PSY 101 | General Psychology | 3 hrs. |

Recommended Elective Courses: (21 semester hours minimum)

| | | |
|--------------|---------------------------|--------|
| CHE 101, 102 | Chemistry | 8 hrs. |
| SOC 201 | Introduction to Sociology | 3 hrs. |
| BIO 222 | Microbiology | 3 hrs. |
| MAT 115 | Statistical Reasoning | 3 hrs. |
| HEC 121 | Elementary Nutrition | 2 hrs. |
| PSY 221 | Developmental Psychology | 3 hrs. |
| SOC 211 | Cultural Anthropology | 3 hrs. |

Degree: Associate of Science

Major: General Studies

Concentration: **Secondary Education**

Recommended Core Courses: (44 semester hours)

| | | |
|---------|---------------------------|--------|
| MAT 110 | College Algebra | 3 hrs. |
| SOC 201 | Introduction to Sociology | 3 hrs. |
| ENG | Literature | 3 hrs. |
| CST 102 | Computer Literacy | OR |
| ART 142 | Computer Art | 3 hrs. |

Recommended Elective Courses: (21 semester hours minimum)

| | | |
|-----------|-----------------------------------|---------|
| ART 121 | Art Appreciation | 3 hrs. |
| EDU 101 | Intro to Teaching | 2 hrs. |
| EDU 210 | Human Development | 3 hrs. |
| HEA 221 | Safety and First Aid | 3 hrs. |
| EDU 211 | Educational Psychology | 3 hrs. |
| ELECTIVES | Select from area of certification | 12 hrs. |

Curriculum Guides

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*Degree: Associate of Arts
Associate of Science*

Major: General Studies

Concentration: **Social Science**

Recommended Core Courses: (44 semester hours)

| | | |
|---------|-----------------|--------|
| MAT 110 | College Algebra | 3 hrs. |
|---------|-----------------|--------|

Recommended Elective Courses: (21 semester hours minimum)

| | | |
|---------|--------------------------|---------|
| MAT 115 | Statistical Reasoning | 3 hrs. |
| ENG | Literature | 3 hrs. |
| | Social Science Electives | 18 hrs. |
| | Foreign Language* | 6 hrs. |

*Required for AA degree

Degree: Associate of Science

Major: General Studies

Concentration: **Special Education**

Recommended Core Courses: (44 semester hours)

| | | |
|-----------------------|---|--------|
| MAT 116 | Concepts of Math I | 3 hrs. |
| SOC 201 | Introduction to Sociology | 3 hrs. |
| ENG | Literature | 3 hrs. |
| MUS 130 | Music Appreciation | 3 hrs. |
| BIO 111, 112 | General Biology I, II | 8 hrs. |
| CST 102 or ART 142 | Computer Literacy OR Computer Art | 3 hrs. |

Recommended Elective Courses: (21 semester hours)

| | | |
|--------------|-------------------------------|--------|
| EDU 210 | Human Development | 3 hrs. |
| EDU 101 | Intro to Teaching | 2 hrs. |
| EDU 211 | Educational Psychology | 3 hrs. |
| EDU 111 | Intro to Exceptional Children | 2 hrs. |
| EDU 231, 232 | Field Experiences I, II | 4 hrs. |
| PSY 101 | General Psychology I | 3 hrs. |
| MAT 117 | Concepts of Math II | 3 hrs. |
| HEA 221 | Safety and First Aid | 3 hrs. |

Removal of Entrance Deficiencies

To enroll in a transfer program leading to an associate of arts or an associate of science degree, and eventually a bachelor's degree, the Tennessee State Board of Regents requires the completion of specific high school courses. Students with academic deficiencies will be notified by the Admissions/Records Office. Deficiencies must be removed prior to receiving an associate degree. Courses used to remove deficiencies cannot be used for regular college credit.

| <u>Requirement</u> | <u>Course Needed</u> |
|-----------------------------|---|
| English | *See note |
| Algebra I and II | *See note |
| Geometry | MAT 099 |
| Natural/Physical Science I | BIO 111 BIO 231 |
| Natural/Physical Science II | BIO 112, 232 CHE 100, 102, 122 GGY 102 GEO 162 PHY 122, 202 |
| Social Studies | GGY 201 HIS 100, 111 |
| Foreign Language I | FRE 101 SPA 101 GRN 101 |
| Foreign Language II | FRE 102 SPA 102 GRN 102 |
| Visual/Performing Arts | SPE 201, 231, 232, 241, 242 ART 101, 102, 103, 111, 113, 114, 121, 131, 141, 142, 201, 202, 203, 211 MUS 130, 140 |
| Any three of the following: | MUS 107, 160, 161, 162, 163, 164, 165, 166, 167, 168, 101, 102, 103, 104 |

NOTE: Entrance deficiencies in English, Algebra I and II will be handled through mandatory AAPP assessment, placement and removal of deficiency at the remedial or developmental level.

University Parallel Courses

The following courses are designed as transferrable courses. Students should check with their senior institution to identify courses applicable to their major.

English Composition

| | |
|---------|----------------|
| ENG 101 | Composition I |
| ENG 102 | Composition II |

Literature - Choose at least one of the following:

| | |
|---------|------------------------|
| ENG 201 | World Literature I |
| ENG 202 | World Literature II |
| ENG 211 | American Literature I |
| ENG 212 | American Literature II |

Humanities - Choose at least two of the following:

| | |
|-------------|--|
| ART 121 | Art Appreciation |
| ART 142 | Computer Art |
| FRE 101-202 | French Sequence |
| GRN 101-202 | German Sequence |
| SPA 101-202 | Spanish Sequence |
| JRN 111 | Introduction to Mass Communications |
| JRN 121-222 | Journalism Practicum |
| MUS | Private Instruction |
| MUS 130 | Music Appreciation |
| MUS 131 | Pop Music in America |
| MUS 140 | Fundamentals of Music |
| PHL 101 | Introduction to Philosophy |
| PHL 201 | Religions of the World |
| PHL 111 | Elementary Logic |
| PHL 121 | Elementary Ethics |
| SPE 241 | Introduction to Theatre |
| SPE 251-256 | Theatre Practicums |
| ENG | Any literature course listed above that is not used in the degree program. |

History - Choose at least two of the following in the same sequence. Check with your transfer institution for requirements.

| | |
|---------|-------------------------|
| HIS 111 | Western Civilization I |
| HIS 112 | Western Civilization II |
| HIS 161 | World History I |
| HIS 162 | World History II |
| HIS 211 | U.S. History to 1877 |
| HIS 212 | U.S. History Since 1877 |

Natural/Physical Science with Laboratory - choose two in the same sequence.

| | |
|---------|---------------------------------|
| BIO 111 | General Biology I |
| BIO 112 | General Biology II |
| BIO 231 | Human Anatomy and Physiology I |
| BIO 232 | Human Anatomy and Physiology II |
| CHE 121 | General Chemistry I |
| CHE 122 | General Chemistry II |
| GEO 161 | General Geology I |
| GEO 162 | General Geology II |
| PHY 201 | General Physics I |
| PHY 202 | General Physics II |

Mathematics - Choose a minimum of one course.

See major program for course selection to satisfy degree requirements.
Students in programs with no specified math course should select courses numbered MAT 110 or higher.

Physical Education - choose two activity hours.

Select from PED 110-136. Check transfer institution for acceptable transfer courses. Students selecting PED 175- Concepts of Wellness need to be aware that although the course is two credit hours, it counts only as one activity hour.

Orientation to College

EDU 100

Orientation to College

Speech - choose a minimum of one course.

SPE 201

Basic Speech Communication

SPE 221

Business and Professional Speaking

Computer Instruction - choose a minimum of one course.

CST 102

Computer Literacy

CST 113

Introduction to Programming I

CST 131

Microcomputer Applications in Business

Social Science Electives - choose a minimum of one course. Two courses are recommended.

ECO 201

Principles of Economics I

ECO 202

Principles of Economics II

GGY 201

World Geography I

HIS 111

History of Western Civilization I

HIS 112

History of Western Civilization II

HIS 161

World History I

HIS 162

World History II

HIS 211

U.S. History to 1877

HIS 212

U.S. History Since 1877

POL 101

U.S. Government and Politics

POL 102

Introduction to Political Science

PSY 101

General Psychology I

PSY 102

General Psychology II

PSY 213

Abnormal Psychology

PSY 221

Childhood Through Early Adolescence

PSY 222

Midadolescence Through Adulthood

SSC 210-290

Social Science Seminars

SOC 201

Introduction to Sociology

SOC 202

Social Problems

SOC 211

Cultural Anthropology

SOC 212

Prehistoric Archeology

SOC 214

Marriage and the Family

Additional courses may fulfill Roane State degree requirements. Check with the transfer institution for course transferability.

CAREER PREPARATION PROGRAMS



"There are powers inside of you which, if you could discover and use, would make of you everything you ever dreamed or imagined you could become."

— *Orison Swett Marden*

CAREER PREPARATION PROGRAMS

CORE CURRICULUM FOR CAREER PREPARATION PROGRAMS

NOTE: Most degree programs may require more than the minimum 64 hours.
See the individual program descriptions.

| Areas | Courses |
|--------------------------------------|---------------------|
| Oral Communications | 1 course |
| Written Communications | 1 course |
| Mathematics | 1 course |
| Humanities/Fine Arts* | 1 course |
| Social or Behavioral Science** | 1 course |
| Natural Science (or additional Math) | 1 course |
| Computer Instruction | 1 course |
| Orientation to College*** | 1 course |
| Physical Education Activities*** | <u>2 courses</u> |
| | CORE TOTAL (varies) |
| TECHNICAL SPECIALTY | 32 hours minimum |
| TOTAL DEGREE | 64 hours minimum |

*The following courses taught in the Humanities & Education Division will fulfill humanities elective requirements: art, music, journalism, literature, foreign language, philosophy, or theatre.

**Two courses are recommended

***Except for selected Health Science programs

CAREER PREPARATION ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate of Applied Science programs listed on the following pages are designed primarily for the student who wishes to seek employment after two years of college. Unless noted otherwise, these programs are not designed for transfer to a senior institution although many of the courses in these programs will transfer and all are college courses. Students planning to graduate with an Associate of Applied Science Degree are required to complete the general education courses of the core curriculum for career preparation programs listed at the beginning of this section.

A.A.S. BUSINESS MANAGEMENT TECHNOLOGY

The two-year programs in Business Management Technology are designed to prepare the interested student to become a specialist in many phases of the business field. Upon graduation, the student may seek employment in accounting; banking and savings associations; computer science; insurance; quality management; and general business fields. The program also facilitates the process for many students to move into management and supervisory positions. Business Management Technology programs are not designed for transfer to senior institutions.

**A.A.S. BUSINESS MANAGEMENT TECHNOLOGY
ACCOUNTING OPTION**

| FIRST YEAR | | SECOND YEAR | |
|-------------------------|---|-----------------------------|----------------------------------|
| Fall Semester | | Fall Semester | |
| EDU 100 | Orientation to College 1 | BUS 255 | Micro. Accounting Applications 3 |
| BUS 101 | Introduction to Business 3 | BUS 271 | Sales 3 |
| CST 102 | Computer Literacy 3 | | OR |
| BUS 221 | Principles of Accounting I 3 | BUS 273 | Marketing |
| ENG 101 | Composition I 3 | BUS 225 | Income Tax Acctg. - Personal 3 |
| MAT 121 | Calculus for Business and the Life Sciences I 3 | BUS 231 | Intermediate Accounting I 3 |
| | OR | BUS 251 | Legal Environ. for Business 3 |
| MAT 110 | College Algebra | ECO 201 | Economics I 3 |
| PED | Physical Education Elective 1 | | |
| | 17 | | 18 |
| Spring Semester | | Spring Semester | |
| CST 135 | Intro. to Spreadsheets 3 | BUS 224 | Cost Accounting 3 |
| SPE 221 | Bus. and Prof. Speaking 3 | BUS 226 | Income Tax Acctg. - Business 3 |
| BUS 111 | Business Math 3 | BUS 232 | Intermediate Accounting II 3 |
| BUS 222 | Principles of Accounting II 3 | BUS 281 | Management and Supervision 3 |
| PED | Physical Education Elective 1 | | Humanities Elective 3 |
| | Social Science Elective 3 | | Natural Science/Math Elective 3 |
| | 16 | | 18 |
| FIRST YEAR TOTAL | 33 | SECOND YEAR TOTAL | 36 |
| | | TOTAL SEMESTER HOURS | 69 |

A.A.S. BUSINESS MANAGEMENT TECHNOLOGY BANKING OPTION

| FIRST YEAR | | SECOND YEAR | |
|-------------------------|---|-----------------------------|--------------------------------------|
| Fall Semester | | Fall Semester | |
| EDU 100 | Orientation to College 1 | BUS 210 | Introduction to Quality Management 3 |
| BUS 101 | Introduction to Business 3 | BUS 221 | Principles of Accounting I 3 |
| BUS 112 | Personal Finance 3 | BUS 251 | Legal Environment for Business 3 |
| BUS 273 | Marketing 3 | BUS 281 | Management & Supervision I 3 |
| ENG 101 | Composition I 3 | ECO 201 | Economics I 3 |
| MAT 121 | Calculus for Business and the Life Sciences I 3 | BNK | Banking Elective 3 |
| | OR | | |
| MAT 110 | College Algebra | | |
| PED | Physical Education Elective 1 | | |
| | 17 | | 18 |
| Spring Semester | | Spring Semester | |
| BUS 111 | Business Math 3 | BUS 222 | Principles of Accounting II 3 |
| SPE 221 | Business and Prof. Speaking 3 | ECO 202 | Economics II 3 |
| BUS 271 | Sales 3 | | Humanities Elective 3 |
| CST 102 | Computer Literacy 3 | BNK | Banking Electives 3 |
| | OR | | Natural Science/Math Elective 3 |
| CST 131 | Microcomputer Applications in Business | | Social Science Elective 3 |
| BNK | Banking Elective 3 | | |
| PED | Physical Education Elective 1 | | |
| | 16 | | 18 |
| FIRST YEAR TOTAL | 33 | SECOND YEAR TOTAL | 36 |
| | | TOTAL SEMESTER HOURS | 69 |

**A.A.S. BUSINESS MANAGEMENT TECHNOLOGY
COMPUTER SCIENCE OPTION**

| FIRST YEAR | | SECOND YEAR | |
|-------------------------|--------------------------------|-----------------------------|---------------------------------------|
| Fall Semester | | Fall Semester | |
| EDU 100 | Orientation to College 1 | BUS 221 | Principles of Accounting I 3 |
| ENG 101 | English Composition I 3 | ECO 201 | Economics I 3 |
| BUS 101 | Introduction to Business 3 | CST 205 | Data Communications 3 |
| OAD 100 | Keyboarding for the Computer 1 | CST 207 | Microcomputer Hardware 2 |
| MAT 110 | College Algebra 3 | CST 209 | GUI Programming I 3 |
| CST 102 | Computer Literacy 3 | BUS 281 | Management and Supervision I 3 |
| CST 113 | Intro to Programming I 4 | PED | Physical Education 1 |
| | 18 | | 18 |
| Spring Semester | | Spring Semester | |
| CST 103 | Computer Presentations 3 | CST 210 | GUI Programming II and Appl. Design 4 |
| CST 105 | Database Management 3 | CST 212 | Advanced Microcomputer Appl. 3 |
| MAT 115 | Statistical Reasoning 3 | CST 215 | Operating Systems 3 |
| CST 203 | Principles of Programming II 3 | CST 217 | Data and File Management 2 |
| SPE 201 | Basic Speech Communication 3 | | Social Science Elective 3 |
| HUM | Elective ¹ 3 | PED | Physical Education 1 |
| | 18 | | 16 |
| FIRST YEAR TOTAL | 36 | SECOND YEAR TOTAL | 34 |
| | | TOTAL SEMESTER HOURS | 70 |

¹ART 142 is the recommended Humanities elective for Computer Science majors.

**A.A.S. BUSINESS MANAGEMENT TECHNOLOGY
GENERAL BUSINESS OPTION**

| FIRST YEAR | | SECOND YEAR | |
|-------------------------|---|-----------------------------|--------------------------------------|
| Fall Semester | | Fall Semester | |
| EDU 100 | Orientation to College 1 | BUS 210 | Introduction to Quality Management 3 |
| BUS 101 | Introduction to Business 3 | BUS 221 | Principles of Accounting I 3 |
| BUS 112 | Personal Finance 3 | BUS 251 | Legal Environment for Business 3 |
| BUS 273 | Marketing 3 | BUS 272 | Retailing 3 |
| ENG 101 | Composition I 3 | BUS 281 | Management and Supervision I 3 |
| MAT 121 | Calculus for Business and the Life Sciences I 3 | ECO 201 | Economics I 3 |
| | OR | | |
| MAT 110 | College Algebra | | |
| PED | Physical Education Elective 1 | | |
| | 17 | | 18 |
| Spring Semester | | Spring Semester | |
| BUS 111 | Business Math 3 | BUS 222 | Principles of Accounting II 3 |
| SPE 221 | Business and Prof. Speaking 3 | | Business or CST Elective 3 |
| BUS 261 | Psy. Aspects of Management 3 | ECO 202 | Economics II 3 |
| BUS 271 | Sales 3 | | Humanities Elective 3 |
| CST 102 | Computer Literacy 3 | | Natural Science/Math Elective 3 |
| | OR | | Social Science Elective 3 |
| CST 131 | Microcomputer Applications in Business | | |
| PED | Physical Education Elective 1 | | |
| | 16 | | 18 |
| FIRST YEAR TOTAL | 33 | SECOND YEAR TOTAL | 36 |
| | | TOTAL SEMESTER HOURS | 69 |

A.A.S. BUSINESS MANAGEMENT TECHNOLOGY INSURANCE OPTION

| FIRST YEAR | | | SECOND YEAR | | |
|-------------------------|---|-----------|-----------------------------|------------------------------------|-----------|
| Fall Semester | | | Fall Semester | | |
| EDU 100 | Orientation to College | 1 | BUS 210 | Introduction to Quality Management | 3 |
| BUS 101 | Introduction to Business | 3 | BUS 221 | Principles of Accounting I | 3 |
| BUS 112 | Personal Finance | 3 | BUS 251 | Legal Environment for Business | 3 |
| BUS 273 | Marketing | 3 | BUS 281 | Management and Supervision I | 3 |
| ENG 101 | Composition I | 3 | ECO 201 | Economics I | 3 |
| MAT 121 | Calculus for Business and the Life Sciences I | 3 | INS | Insurance Elective | 3 |
| | OR | | | | |
| MAT 110 | College Algebra | | | | |
| PED | Physical Education Elective | 1 | | | |
| | | 17 | | | 18 |
| Spring Semester | | | Spring Semester | | |
| BUS 111 | Business Math | 3 | BUS 222 | Principles of Accounting II | 3 |
| SPE 221 | Business and Prof. Speaking | 3 | ECO 202 | Economics II | 3 |
| BUS 271 | Sales | 3 | | Humanities Elective | 3 |
| CST 102 | Computer Literacy | 3 | | Insurance Elective | 3 |
| | OR | | | Natural Science/Math Elective | 3 |
| CST 131 | Microcomputer Applications in Business | | | Social Science Elective | 3 |
| INS | Insurance Elective | 3 | | | |
| PED | Physical Education Elective | 1 | | | |
| | | 16 | | | 18 |
| FIRST YEAR TOTAL | | 33 | SECOND YEAR TOTAL | | 36 |
| | | | TOTAL SEMESTER HOURS | | 69 |

A.A.S. BUSINESS MANAGEMENT TECHNOLOGY MANAGEMENT AND SUPERVISION OPTION

| FIRST YEAR | | | SECOND YEAR | | |
|-------------------------|---|-----------|-----------------------------|------------------------------------|-----------|
| Fall Semester | | | Fall Semester | | |
| EDU 100 | Orientation to College | 1 | BUS 210 | Introduction to Quality Management | 3 |
| BUS 101 | Introduction to Business | 3 | BUS 221 | Principles of Accounting I | 3 |
| BUS 112 | Personal Finance | 3 | BUS 251 | Legal Environment for Business | 3 |
| BUS 273 | Marketing | 3 | BUS 281 | Management and Supervision I | 3 |
| ENG 101 | Composition I | 3 | ECO 201 | Economics I | 3 |
| MAT 121 | Calculus for Business and the Life Sciences I | 3 | | Humanities Elective | 3 |
| | OR | | | | |
| MAT 110 | College Algebra | | | | |
| PED | Physical Education Elective | 1 | | | |
| | | 17 | | | 18 |
| Spring Semester | | | Spring Semester | | |
| BUS 111 | Business Math | 3 | BUS 222 | Principles of Accounting II | 3 |
| SPE 221 | Business and Prof. Speaking | 3 | BUS 282 | Management and Supervision II | 3 |
| BUS 261 | Psy. Aspects of Management | 3 | BUS 284 | Management Seminar | 3 |
| BUS 271 | Sales | 3 | ECO 202 | Economics II | 3 |
| CST 102 | Computer Literacy | 3 | | Natural Science/Math Elective | 3 |
| | OR | | | Social Science Elective | 3 |
| CST 131 | Microcomputer Applications in Business | | | | |
| PED | Physical Education Elective | 1 | | | |
| | | 16 | | | 18 |
| FIRST YEAR TOTAL | | 33 | SECOND YEAR TOTAL | | 36 |
| | | | TOTAL SEMESTER HOURS | | 69 |

**A.A.S. BUSINESS MANAGEMENT
QUALITY MANAGEMENT**

| FIRST YEAR | | | SECOND YEAR | | |
|-------------------------|---------------------------------------|-----------|-----------------------------|-----------------------------|-----------|
| Fall Semester | | | Fall Semester | | |
| EDU 100 | Orientation to College | 1 * | CST 156 | Beginning Internet | 2 |
| BUS 210 | Intro to Quality | 3 | BUS 291 | Advanced SPC | 3 |
| BUS 214 | Kaizen | 3 | BUS 261 | Psychological Aspects | 3 |
| BUS 111 | Business Math | 3 | ENG 231 | Technical Writing | 3 |
| ENG 101 | Composition I | 3 * | ECO 201 | Economics I | 3 |
| MAT 110 | College Algebra | 3 * | BUS 281 | Management & Supervision I | 3 |
| PED | Physical Education Elective | 1 * | | | |
| | | <hr/> | | | <hr/> |
| | | 17 | | | 17 |
| Spring Semester | | | Spring Semester | | |
| BUS 290 | Basic SPC | 3 | BUS 230 | Quality Systems | 3 |
| SPE 221 | Bus. and Professional Speaking | 3 * | ECO 202 | Economics II | 3 |
| BUS 213 | Attaining World Class | 3 | MAT 201 | Probability & Statistics | 3 |
| CST 131 | Microcomputer Appl. in Business OR | | BUS 282 | Management & Supervision II | 3 |
| CST 102 | Computer Literacy | 3 * | | Social Science Elective | 3 |
| PED | Physical Education Elective | 1 * | | Humanities Elective | 3 |
| MAT 121 | Calculus for Business | 3 * | | | |
| PED | Physical Education Elective | 1 * | | | |
| | | <hr/> | | | <hr/> |
| | | 16 | | | 18 |
| TOTAL FIRST YEAR | | 33 | TOTAL SECOND YEAR | | 35 |
| | | | TOTAL SEMESTER HOURS | | 68 |

***NOTES:**

1. Courses noted with an asterisk indicate core curriculum.

A.A.S. BUSINESS MANAGEMENT TECHNOLOGY SAVINGS ASSOCIATION OPTION

| FIRST YEAR | | SECOND YEAR | |
|-------------------------|---|-----------------------------|--------------------------------------|
| Fall Semester | | Fall Semester | |
| EDU 100 | Orientation to College 1 | BUS 210 | Introduction to Quality Management 3 |
| BUS 101 | Introduction to Business 3 | BUS 221 | Principles of Accounting I 3 |
| BUS 112 | Personal Finance 3 | BUS 251 | Legal Environment for Business 3 |
| BUS 271 | Sales 3 | BUS 281 | Management and Supervision I 3 |
| ENG 101 | Composition I 3 | ECO 201 | Economics I 3 |
| MAT 121 | Calculus for Business and the Life Sciences I 3 | | Savings Association Elective 3 |
| | OR | | |
| MAT 110 | College Algebra | | |
| PED | Physical Education Elective 1 | | |
| | 17 | | 18 |
| Spring Semester | | Spring Semester | |
| BUS 111 | Business Math 3 | BUS 222 | Principles of Accounting II 3 |
| SPE 221 | Business and Prof. Speaking 3 | ECO 202 | Economics II 3 |
| BUS 273 | Marketing 3 | | Humanities Elective 3 |
| CST 102 | Computer Literacy 3 | | Savings Association Elective 3 |
| | OR | | Natural Science/Math Elective 3 |
| CST 131 | Microcomputer Applications in Business | | Social Science Elective 3 |
| | Savings Association Elective 3 | | |
| PED | Physical Education Elective 1 | | |
| | 16 | | 18 |
| FIRST YEAR TOTAL | 33 | SECOND YEAR TOTAL | 36 |
| | | TOTAL SEMESTER HOURS | 69 |

A.A.S. BUSINESS MANAGEMENT TECHNOLOGY SMALL BUSINESS OPTION

| FIRST YEAR | | SECOND YEAR | |
|-------------------------|---|-----------------------------|--------------------------------------|
| Fall Semester | | Fall Semester | |
| EDU 100 | Orientation to College 1 | BUS 210 | Introduction to Quality Management 3 |
| BUS 112 | Personal Finance 3 | BUS 231 | Intermediate Accounting I 3 |
| BUS 221 | Principles of Accounting I 3 | BUS 251 | Legal Environment for Business 3 |
| BUS 278 | Small Business Management 3 | BUS 272 | Retailing 3 |
| ENG 101 | Composition I 3 | BUS 281 | Management and Supervision I 3 |
| MAT 121 | Calculus for Business and the Life Sciences I 3 | ECO 201 | Economics I 3 |
| | OR | | |
| MAT 110 | College Algebra | | |
| PED | Physical Education Elective 1 | | |
| | 17 | | 18 |
| Spring Semester | | Spring Semester | |
| BUS 111 | Business Math 3 | BUS 232 | Intermediate Accounting II 3 |
| BUS 222 | Principles of Accounting II 3 | BUS 273 | Marketing 3 |
| SPE 221 | Business and Prof. Speaking 3 | ECO 202 | Economics II 3 |
| BUS 271 | Sales 3 | | Humanities Elective 3 |
| CST 102 | Computer Literacy 3 | | Natural Science/Math Elective 3 |
| | OR | | Social Science Elective 3 |
| CST 131 | Microcomputer Applications in Business | | |
| PED | Physical Education Elective 1 | | |
| | 16 | | 18 |
| FIRST YEAR TOTAL | 33 | SECOND YEAR TOTAL | 36 |
| | | TOTAL SEMESTER HOURS | 69 |

A.A.S. ENVIRONMENTAL HEALTH TECHNOLOGY

The Environmental Health Technology Program is designed to train students to perform as technicians who are employed to resolve environmental health and safety issues. Students who wish to enroll in the program may choose from among four options: Air Quality Control, Health Physics, Industrial Hygiene, and Waste Management. With the exception of AQC 101, HPT 111, IHT 101 and WMT 101, only students who have submitted an application and have been approved by the admissions committee may enroll in Environmental Health Technology classes.

Admission to the Program

1. The applicant must meet one of the following minimum academic requirements:
 - a. Students 21 years old or younger must attain a composite score of 20 or above on the Enhanced American College Testing Program (ACT);
OR
 - b. Attain a GPA of 2.50 or better after completion of at least 8 semester hours of general education courses required in the program.
2. The applicant must complete an Application for Environmental Health Technology and submit it to the Office of Admissions and Records by May 15 for next fall's enrollment. THIS IS A COMPETITIVE ADMISSION PROGRAM. MEETING MINIMUM REQUIREMENTS DOES NOT GUARANTEE ACCEPTANCE.
3. Final selection of students will be made by the Environmental Health Admissions Committee.

A.A.S. ENVIRONMENTAL HEALTH TECHNOLOGY AIR QUALITY CONTROL OPTION

The Air Quality Control program is designed to produce graduates knowledgeable in all areas of air quality management including clean air laws and regulations, performance based implementation, pollution prevention, and air emission inventory techniques.

| FIRST YEAR | | SECOND YEAR | | | |
|-------------------------------|--------------------------------|-----------------------------|--|------------------------------------|--------------|
| <u>Fall Semester</u> | | <u>Fall Semester</u> | | | |
| EDU 100 | Orientation to College | 1 | PED | Physical Education Elective | 1 |
| MAT 110 | College Algebra | 3 | EHT 201 | Environmental Laws and Regulations | 3 |
| CHE 121 | General Chemistry I | 4 | PHY 201 | General Physics I | 4 |
| ENG 101 | Composition I | 3 | BIO 111 | General Biology I | 4 |
| CST 102 | Computer Literacy ¹ | 3 | SPE | Speech Elective | 3 |
| AQC 101 | Intro to Air Quality | 3 | AQC 111 | Air Sampling/Instrumentation I | 3 |
| | | 17 | | | 18 |
| <u>Spring Semester</u> | | | <u>Spring Semester</u> | | |
| MAT 119 | Trigonometry | 3 | PHY 202 | General Physics II | 4 |
| CHE 122 | General Chemistry II | 4 | BIO 214 | General Ecology | 4 |
| HUM | Humanities Elective | 3 | EHT 211 | Safety and Emergency Response | 3 |
| | Social Science Elective | 3 | AQC 112 | Air Sampling/Instrumentation II | 3 |
| AQC 201 | Environmental Toxicology | 3 | MAT 115 | Statistical Reasoning | 3 |
| PED | Physical Education Elective | 1 | | | |
| | | 17 | | | 17 |
| TOTAL FIRST YEAR | | 34 | TOTAL SECOND YEAR | | 35 |
| | | | <u>Summer Semester</u> (at end of first or second year) | | |
| | | | AQC 242 | Internship (optional)* | 1-5 |
| | | | TOTAL SEMESTER HOURS | | 70-74 |

*NOTE: Internships are optional and vary in credit hours. Approval of the instructor must be obtained before a student may enroll in any internship.

¹Students may substitute other computer related courses with the approval of their academic advisor.

**A.A.S. ENVIRONMENTAL HEALTH TECHNOLOGY
HEALTH PHYSICS OPTION**

The Health Physics Technology Program is designed to prepare individuals with skills and knowledge in nuclear radiation protection necessary to assist a health physicist in supervising other individuals to work safely with radioactive materials and radiation-producing machines, and in minimizing radioactive contamination of the environment. The students are trained in the proper use of radiation instruments used in both field survey and laboratory analysis. The students learn techniques in both internal and external dosimetry as well as environmental monitoring.

| FIRST YEAR | | SECOND YEAR | |
|-------------------------|-----------------------------------|---|------------------------------------|
| Fall Semester | | Fall Semester | |
| CHE 121 | General Chemistry I | BIO 111 | General Biology I |
| CST 102 | Computer Literacy ¹ | HPT 221 | Instrumentation and Measurement II |
| EDU 100 | Orientation to College | PHY 201 | General Physics I |
| ENG 101 | Composition I | PED | Physical Education |
| HPT 111 | General Health Physics I | | Social Science Elective |
| MAT 110 | College Algebra | SPE | Speech Elective |
| | 17 | | 18 |
| Spring Semester | | Spring Semester | |
| CHE 122 | General Chemistry II | BIO 113 | Introduction to Radiation Biology |
| | Humanities Elective | EHT 201 | Environmental Laws and Regulations |
| HPT 112 | General Health Physics II | PHY 202 | General Physics II |
| HPT 121 | Instrumentation and Measurement I | EHT 211 | Safety and Emergency Response |
| MAT 119 | Trigonometry | MAT 115 | Statistical Reasoning |
| PED | Physical Education | | |
| | 17 | | 16 |
| TOTAL FIRST YEAR | 34 | TOTAL SECOND YEAR | 34 |
| | | Summer Semester (at end of first or second year) | |
| | | HPT 242 | Internship* |
| | | | 1-5 |
| | | TOTAL SEMESTER HOURS | 69-73 |

*NOTE: Internships are optional and vary in credit hours. Approval of the instructor must be obtained before a student may enroll in any internship.

¹Students may substitute other computer related courses with the approval of their academic advisor.

A.A.S. ENVIRONMENTAL HEALTH TECHNOLOGY INDUSTRIAL HYGIENE OPTION

Students enrolled in the Industrial Hygiene Option become familiar with the techniques used to anticipate, recognize, evaluate and control those factors of environment which could pose a hazard to workers and the governmental regulations and agencies designed to promote worker health and safety.

| FIRST YEAR | | | SECOND YEAR | | |
|-------------------------|--------------------------------|-----------|---|------------------------------------|-----------|
| Fall Semester | | | Fall Semester | | |
| MAT 110 | College Algebra | 3 | PHY 201 | General Physics I | 4 |
| CHE 121 | General Chemistry I | 4 | BIO 111 | General Biology I | 4 |
| ENG 101 | Composition I | 3 | EHT 111 | Environmental Instrumentation I | 3 |
| CST 102 | Computer Literacy ¹ | 3 | IHT 221 | Occupational Safety and Protection | 3 |
| IHT 101 | Industrial Hygiene I | 3 | SPE | Speech Elective | 3 |
| EDU 100 | Orientation to College | 1 | PED | Physical Education Elective | 1 |
| | | 17 | | | 18 |
| Spring Semester | | | Spring Semester | | |
| MAT 119 | Trigonometry | 3 | PHY 202 | General Physics II | 4 |
| CHE 122 | General Chemistry II | 4 | BIO 112 | General Biology II ¹ OR | 4 |
| HUM | Humanities Elective | 3 | BIO 214 | General Ecology | 4 |
| | Social Science Elective | 3 | EHT 201 | Environmental Laws and Regulations | 3 |
| IHT 102 | Industrial Hygiene II | 3 | EHT 211 | Safety and Emergency Response | 3 |
| PED | Physical Education Elective | 1 | EHT 222 | Environmental Instrumentation II | 3 |
| | | 17 | | | 17 |
| TOTAL FIRST YEAR | | 34 | TOTAL SECOND YEAR | | 35 |
| | | | Summer Semester (at end of first or second year) | | |
| | | | IHT 242 | Internship* | 1-5 |
| | | | MAT 115 | Statistical Reasoning | 3 |
| | | | | | 4-B |
| | | | TOTAL SEMESTER HOURS 73-77 | | |

*NOTE: Internships are optional and vary in credit hours. Approval of the instructor must be obtained before a student may enroll in any internship.

¹Students may substitute BIO 214 for BIO 112.

²Students may substitute other computer related courses with the approval of their academic advisor.

A.A.S. ENVIRONMENTAL HEALTH TECHNOLOGY WASTE MANAGEMENT OPTION

Courses in the waste management option are designed to familiarize students in the methods used to manage wastes properly from the cradle to the grave. Descriptions of remedial actions used to address contaminated sites are also provided.

| FIRST YEAR | | | SECOND YEAR | | |
|---|----------------------------------|-----------|--------------------------|------------------------------------|--------------|
| Fall Semester | | | Fall Semester | | |
| MAT 110 | College Algebra | 3 | PHY 201 | General Physics I | 4 |
| CHE 121 | General Chemistry I | 4 | BIO 111 | General Biology I ¹ | 4 |
| ENG 101 | Composition I | 3 | EHT 111 | Environmental Instrumentation I | 3 |
| CST 102 | Computer Literacy ² | 3 | WMT 221 | Waste Reduction and Packaging | 3 |
| WMT 101 | Introduction to Waste Management | 3 | SPE | Speech Elective | 3 |
| EDU 100 | Orientation to College | 1 | PED | Physical Education | 1 |
| | | 17 | | | 18 |
| Spring Semester | | | Spring Semester | | |
| MAT 119 | Trigonometry | 3 | PHY 202 | General Physics II | 4 |
| CHE 122 | General Chemistry II | 4 | BIO 112 | General Biology II ¹ OR | 4 |
| HUM | Humanities Elective | 3 | BIO 214 | General Ecology | 4 |
| | Social Science | 3 | EHT 201 | Environmental Laws and Regulations | 3 |
| WMT 121 | Environmental Sampling | 3 | EHT 211 | Safety and Emergency Response | 3 |
| PED | Physical Education | 1 | EHT 222 | Environmental Instrumentation II | 3 |
| | | 17 | | | 17 |
| TOTAL FIRST YEAR | | 34 | TOTAL SECOND YEAR | | 36 |
| Summer Semester (at end of first or second year) | | | | | |
| | | | WMT 242 | Internship* | 1-5 |
| | | | MAT 115 | Statistical Reasoning | 3 |
| | | | | | 4-8 |
| TOTAL SEMESTER HOURS | | | | | 73-77 |

*NOTE: Internships are optional and vary in credit hours. Approval of the instructor must be obtained before a student may enroll in any internship.

¹Students may substitute BIO 214 for BIO 112.

²Students may substitute other computer related courses with the approval of their academic advisor.

A.A.S. GENERAL TECHNOLOGY

The AAS General Technology degree program is designed to assist business and industry in meeting their employment needs for highly-skilled technicians, as well as providing general education courses. The program provides a foundation for students who wish to pursue individual career goals and an alternative for currently employed adults who wish to continue their formal education. Students may submit a portfolio of employment experience or record of completion of employer-sponsored training programs for evaluation for up to 18 hours of experiential credit to be applied to technical elective credit. Technical elective credit may be granted for credit earned in RSCC Technical Certificate Programs. Students must seek advisement from faculty within their area of technical skill in order to choose appropriate technical electives.

Students who wish to pursue the Associate of Applied Science in General Technology with emphasis in Emergency Medical Technology should contact the Director of the Emergency Medical Care Services Program.

| | | |
|---------|----------------------------------|-----------|
| BUS 281 | Management and Supervision | 3 |
| CST 102 | Computer Literacy ¹ | 3 |
| EDU 100 | Orientation to College | 1 |
| ENG 101 | Composition I | 3 |
| ENG 231 | Technical Writing | 3 |
| MAT 110 | College Algebra | 3 |
| PED | PE Electives | 2 |
| SPE | Speech Elective | 3 |
| | Humanities Elective | 3 |
| | Social Science Elective | 3 |
| | Natural Science Elective | 4 |
| | Technical Electives ² | 34 |
| | TOTAL SEMESTER HOURS | 65 |

¹Students may substitute other computer related courses with the approval of their academic advisor.

²Students should contact their academic advisors for appropriate electives.

HEALTH SCIENCE A.A.S. PROGRAMS

Admission to the Programs

Due to limited enrollment, there are special admission policies for Health Sciences programs. The following policies are for: Dental Hygiene Technology, Medical Laboratory Technology, Medical Record Technology, Occupational Therapy Assistant, Opticianry, Physical Therapist Assistant, Radiologic Technology, and Respiratory Therapy Technology.

1. The applicant must meet one of the following minimum academic requirements:
 - a. Students under 21 years of age must attain a composite score of 20 or above on the ACT taken within the last 3 years; OR attain a GPA of 2.50 or better after completion of at least 8 semester hours of general education courses required in the program.
 - b. Students 21 years of age or older must attain a GPA of 2.50 or better after completion of at least 8 semester hours of general education courses required in the program.
2. The applicant must complete a Health Sciences Application and submit it to the Office of Admissions and Records. Meeting minimum requirements does not guarantee admission.
3. Final selection of students will be made by the Health Sciences Admissions Committee.
4. Some programs have work experience requirements, or give special consideration to applicants with work experience. Contact the program director for details.
5. Admission to the program is required prior to enrolling in any health science program course.

Students who have not met minimum requirements will not be considered. All students meeting minimum criteria will be considered competitively, based on ACT score or GPA in required general education courses completed in the Health Science program selected. Completing math and science courses required in the Health Science program selected with a grade of A or B, will enhance your chance of being accepted. It will be to your benefit to complete as many general education courses as possible by application deadline. The earlier application date will also be considered if other criteria are equal. MEETING MINIMUM REQUIREMENTS DOES NOT GUARANTEE ACCEPTANCE. Preference will be given to Tennessee residents.

Applications should be submitted by the third Friday in January for the applicant to have priority consideration for entrance into the Health Sciences Programs for the following Fall Semester. Admissions will not process incomplete applications. Any applications received after the deadline will be considered by the Health Sciences Admissions Committee on a space available basis. All transcripts must be received in the Office of Admissions and Records by January 19, 1996.

Retention Policies

Students' grades will be evaluated at the end of each semester by the Health Sciences Admissions Committee. A student must maintain the following standards or he/she will be dismissed from his/her respective program:

1. A grade of "C" or better in each specialty course.
2. Completion of specialty courses as specified by the degree checklist.

A student must be able to complete courses with the class in which he/she was admitted. A student who cannot graduate with the class in which he/she was admitted will be dropped from that class and must re-apply to a subsequent class.

3. Evidence of malpractice insurance and physical examination prior to clinical training.
4. Be physically and mentally capable of performing the essential functions of the program as defined in each Health Science program's Core Performance Standards.

Readmission Procedures

1. A student may be considered for readmission to a Health Sciences program if *all* of the following criteria are met:
 - A. The applicant must complete an application for Health Sciences programs and submit to the Admissions and Records Office.
 - B. Only one readmission to a Health Sciences program will be permitted.
 - C. The applicant must interview with the program director of the specific program before the date of the review by the Admissions Committee for consideration for readmission. An acceptable level of competency may need to be demonstrated prior to readmission. A student with previous unsatisfactory clinical performance must be recommended for readmission by consensus of the program faculty.
 - D. A student must repeat the specialty course or courses for which he/she was dismissed and attain a "C" or better in the course. Students may repeat a course only once, and on a space available basis.
 - E. The student must attain a GPA of 2.50 or better in eight or more hours of general education course work required in the program.
 - F. Readmission to a Health Sciences Program is contingent upon the availability of space.
2. Final selection of students will be made by the Health Sciences Admissions Committee.

Successful admission and completion of any RSCC Health Science program does *not* guarantee state or national licensure or registration to practice as there may be additional state/national criteria to be met for attainment of various allied health licenses/registrations.

A.A.S. DENTAL HYGIENE TECHNOLOGY

The Dental Hygiene Program includes a background of general studies, dental science, and clinical skills with which the student becomes a proficient provider of oral health care while working under the supervision of a dentist.

In addition to the special admission policies for Health Sciences programs, the Dental Hygiene Program utilizes the following factors in ranking and acceptance of applicants:

1. The number of required science courses (BIO 222, 231, 232; CHE 101) completed.
2. The student's GPA for required science courses completed.
3. Work experience in the field of Dentistry or other health related occupations. If work experience is to be considered, the applicant must bring to the interview a current resume with permission to contact employers. If the applicant is a Certified and/or Registered Dental Assistant, a copy of Certification and/or Registration must be brought to the interview.
4. Credits in Health Science and Technology Education/Health Occupations Education.

5. Results of a personal interview.

Note: Interviews will only be conducted with otherwise qualified applicants. Interviews will be conducted during the evenings of the second and third weeks of June at the Oak Ridge Turnpike facility. Interviews will be scheduled after the application deadline as soon as the applicant's eligibility can be determined. Qualified applicants will be notified by letter or by telephone of the time and date of the interview. It is the applicant's responsibility to make sure that the Program Director has the correct mailing address at which the applicant will receive mail during this time frame, as well as work and/or home telephone numbers.

All DHT courses must be taken in sequence. All required science courses (BIO 222, 231, 232; CHE 101) must be taken in sequence **OR** be completed prior to admission into the program. All appropriate Academic Development courses as determined by the requirements specified under "General Student Classification" must be completed prior to admission into the program. Admission to the DHT program is required prior to enrolling in any DHT courses.

There are additional expenses for the Dental Hygiene Program for instruments, uniforms, Student Association dues (membership is mandatory), radiation badges, recommended vaccinations and other program-related expenses.

Students are responsible for obtaining patients necessary to meet clinical requirements.

The program in dental hygiene is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education.

| FIRST YEAR | | | SECOND YEAR | | |
|-------------------------|-------------------------------------|-----------|--------------------------------|----------------------------------|-----------|
| Fall Semester | | | Fall Semester | | |
| ENG 101 | Composition I | 3 | BIO 222 | Microbiology | 3 |
| BIO 231 | Human Anatomy & Physiology I | 4 | PSY | Psychology Elective | 3 |
| CHE 101 | Intro. to Chemical Principles | 4 | SPE 201 | Basic Speech Communication | 3 |
| DHT 101 | Preclinical Dental Hygiene | 5 | DHT 201 | Pharmacology & Pain Control | 3 |
| DHT 111 | Dental Science I | 3 | DHT 221 | Clinical Dental Hygiene II | 3 |
| | | | DHT 241 | Principles of Dental Hygiene II | 1 |
| | | | DHT 251 | Periodontology | 1 |
| | | 19 | | | 17 |
| Spring Semester | | | Spring Semester | | |
| BIO 232 | Human Anatomy & Physiology II | 4 | CST 102 | Computer Literacy OR | |
| DHT 112 | Dental Science II | 3 | CST 131 | Micro. Appl. in Business | 3 |
| DHT 121 | Clinical Dental Hygiene I | 2 | | Humanities Elective/Medical | |
| DHT 132 | Dental Radiography | 3 | | Ethics ¹ | 3 |
| DHT 141 | Principles of Dental Hygiene I | 3 | SOC | Sociology Elective | 3 |
| DHT 161 | Biochemistry & Nutrition | 3 | DHT 211 | Dental Hygiene Seminar | 2 |
| | | | DHT 212 | Community Health | 3 |
| | | | DHT 222 | Clinical Dental Health III | 3 |
| | | | DHT 242 | Principles of Dental Hygiene III | 1 |
| | | 18 | | | 18 |
| TOTAL FIRST YEAR | | | SECOND YEAR TOTAL | | |
| | | 47 | | | 35 |
| Summer Semester | | | | | |
| MAT 103 | Mathematics for the Health Sciences | 3 | | | |
| DHT 133 | General & Oral Pathology | 4 | | | |
| DHT 171 | Dental Materials | 3 | | | |
| | | 10 | | | |
| | | | TOTAL SEMESTER HOURS 82 | | |

¹PHL 231 Medical Ethics recommended.

A.A.S. MEDICAL LABORATORY TECHNOLOGY

The Medical Laboratory Technology Associate of Applied Science Degree program is designed to qualify students to work as medical laboratory technicians. The curriculum combines general education and science courses with clinical laboratory course and clinical laboratory experience. Students graduating from the program are eligible for national certification and State of Tennessee licensure. The program is accredited by the NAACLS (National Accrediting Agency for Clinical Laboratory Sciences). A passing score on a comprehensive examination will be required of all students graduating from this program. See admission requirements on page 95.

| FIRST YEAR | | SECOND YEAR | |
|-------------------------|--|-----------------------------|--|
| Fall Semester | | Fall Semester | |
| BIO 231 | Human Anatomy and Physiology I | MLT 122 | Microbiology and Parasitology |
| | 4 | | 5 |
| CHE 121 | General Chemistry I | MLT 213 | Clinical Chemistry |
| | 4 | | 5 |
| ENG 101 | Composition I | MLT 222 | Immunology and Immunohematology |
| | 3 | | 5 |
| MAT 110 | College Algebra | MLT 202 | Hematology and Coagulation |
| | 3 | | 5 |
| CST 102 | Computer Literacy OR | | |
| CST 131 | Micro. Appl. in Business | | |
| | 3 | | |
| | <hr/> 17 | | <hr/> 20 |
| Spring Semester | | Spring Semester | |
| BIO 232 | Human Anatomy and Physiology II | MLT 263 | Seminar I |
| | 4 | | 3 |
| BIO 222 | Microbiology | MLT 253 | Clinical Education I Speech Elective ¹ |
| | 3 | | 3 |
| CHE 122 | General Chem II | MLT 254 | Clinical Educ. II |
| | 4 | | 7 |
| MLT 105 | Introduction to the Medical Laboratory | | |
| | 4 | | |
| | <hr/> 15 | | <hr/> 20 |
| Summer Semester | | Summer Semester | |
| | Social Science Elec. | MLT 255 | Clinical Education III |
| | 3 | | 6 |
| | Humanities Elec. | MLT 264 | Seminar II |
| | 3 | | 1 |
| | <hr/> 6 | | <hr/> 7 |
| TOTAL FIRST YEAR | 38 | TOTAL SECOND YEAR | 47 |
| | | TOTAL SEMESTER HOURS | 85 |

¹Speech elective may be chosen from the following: SPE 201, 211, or 221.

MEDICAL LABORATORY TECHNOLOGY (FOR MLT-C GRADUATES)

Graduates of a NAACLS accredited MLT-C program will be eligible for an Associate of Applied Science in Medical Laboratory Technology by completing the following requirements in the order as given:

1. Providing an official record of completion of an accredited MLT-C program.
2. Providing a written notification of intent to pursue the MLT Associate of Applied Science Degree.
3. Complete all required general education coursework.
4. Passing Part I of a comprehensive exam and thereby receiving transfer credit for 28 credit hours of medical laboratory technology course work (see MLT Credit by Transfer).
5. Passing Part II of a comprehensive examination and thereby receiving Credit by Proficiency for 20 credit hours of medical laboratory technology course work (see MLT Credit by Proficiency).

MLT Credit by Transfer

Eligible MLT students passing Part I of the comprehensive exam will receive transfer credit for the following courses:

| | | |
|---------|------------------------------------|----|
| MLT 105 | Introduction to Medical Laboratory | 4 |
| MLT 253 | Clinical Education I | 7 |
| MLT 254 | Clinical Education II | 7 |
| MLT 255 | Clinical Education III | 6 |
| MLT 263 | Seminar I | 1 |
| MLT 264 | Seminar II | 3 |
| | | 28 |

MLT Credit by Proficiency

Students passing Part II of the examination will register and receive credit for the following 16 hours, subject to Roane State fee policies.

| | | |
|---------|--|----|
| MLT 122 | Diagnostic Microbiology & Parasitology | 5 |
| MLT 202 | Hematology and Coagulation | 5 |
| MLT 213 | Clinical Chemistry | 5 |
| MLT 222 | Immunology and Immunohematology | 5 |
| | | 20 |

NOTE: Students may not register for more than 22 total hours per semester. This includes courses in which the student is actually enrolled and course credit by proficiency.

The following courses are required:

| | | |
|-------------|-----------------------------------|-----------|
| CST 102 | Computer Literacy | 3 |
| BIO 231,232 | Human Anatomy and Physiology I,II | 8 |
| BIO 222 | Microbiology | 3 |
| CHE 121 | General Chemistry I | 4 |
| CHE 122 | General Chemistry II | 4 |
| ENG 101 | Composition I | 3 |
| MAT 110 | College Algebra | 3 |
| | Speech Elective | 3 |
| | Social Science Elective | 3 |
| | Humanities Elective | 3 |
| | Credit by Proficiency | 20 |
| | Credit by Transfer | 28 |
| | TOTAL SEMESTER HOURS | 85 |

A.A.S. MEDICAL RECORD TECHNOLOGY

The Medical Record Technology program emphasizes specialized skills in the management of medical records. The medical record technician ensures the completeness, accuracy and efficiency in the management of the patient's records. In smaller health facilities, the medical record technician may be in charge of the medical record department. Application of the didactic instruction is provided through clinical experience in local health facilities. The program is accredited by the Committee on Accreditation of Allied Health Education Programs (CAAHEP), in collaboration with the American Health Information Management Association's (AHIMA) Council on Accreditation.

Admission to the program is required prior to enrolling in any MRT course. MRT courses must be taken in sequence. Special admission requirements exist for this program. (See Health Sciences admission policies.)

| FIRST YEAR | | SECOND YEAR | |
|-------------------------|-------------------------------------|-----------------------------|--------------------------------------|
| Fall Semester | | Fall Semester | |
| ✓ BIO 231 | Human Anatomy and Physiology I | MRT 222 | Pathology & Clinical Interpretations |
| | 4 | | 4 |
| • EDU 100 | Orientation to College | MRT 251 | Coding for Reimbursement |
| | 1 | | 4 |
| • ENG 101 | Composition I | MRT 252 | Quality Resource Management |
| | 3 | | 2 |
| ✓ MRT 105 | Medical Terminology | MRT 241 | Medical Record Computer Applications |
| | 4 | | 2 |
| ✓ MRT 102 | Introduction to Medical Records | MRT 231 | Directed Practice I |
| | 3 | | 3 |
| ✓ MRT 113 | Legal Aspects of Medical Records | BUS 281 | Management and Supervision |
| | 2 | | 3 |
| • CST 102 | Computer Literacy OR | • Physical Education | 1 |
| CST 131 | Microcomputer Appl. in Business | | |
| | 3 | | |
| | 20 | | 19 |
| Spring Semester | | Spring Semester | |
| BIO 232 | Human Anatomy and Physiology II | MRT 221 | Advanced Medical Record Procedures |
| | 4 | | 3 |
| MAT 103 | Mathematics for the Health Sciences | MRT 232 | Directed Practice II |
| | 3 | • SPE 201 | Basic Speech Communications |
| MRT 103 | Coding & Classifications Systems | | • Social Science Elective |
| | 3 | | 3 |
| MRT 106 | Health Data Systems | • Humanities Elective | 3 |
| | 3 | | |
| MRT 115 | Practicum | | |
| | 1 | | |
| MRT 121 | Medical Transcription ¹ | | |
| | 2 | | |
| • Physical Education | 1 | | |
| | 17 | | 16 |
| TOTAL FIRST YEAR | 37 | TOTAL SECOND YEAR | 35 |
| | | TOTAL SEMESTER HOURS | 72 |

¹Prerequisite: One year of high school typing or OAD 101.

A.A.S. OCCUPATIONAL THERAPY ASSISTANT

The Certified Occupational Therapy Assistant (COTA) is a health professional who uses purposeful activity with individuals who are limited by physical injury or illness, psychosocial dysfunction, developmental or learning disabilities, poverty and cultural differences of the aging process. The COTA works under the supervision of a registered occupational therapist (OTR) and collaborates with others to maximize independence, prevent disability and maintain the health of individuals requiring services. Students are trained in the skills and techniques necessary to participate in the treatment and testing of patients. The educational program includes lecture and laboratory experiences as well as practice in clinical settings.

ADMISSION TO THE OTA PROGRAM IS REQUIRED PRIOR TO TAKING ANY OTA COURSES. Twenty-four (24) hours of volunteer or work experience with an occupational therapist or an occupational therapy assistant is required prior to admission to the program. An evaluation form verifying 24 volunteer hours must be submitted to the OTA department by the supervisor prior to the application deadline. Admission to the program is competitive and meeting minimum requirements does not guarantee acceptance. **The program is designed to be taken in sequence, individual circumstances may permit variations.**

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education. Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the American Occupational Therapy Certification Board. After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the AOTCB Certification Examination.

OCCUPATIONAL THERAPY ASSISTANT

| FIRST YEAR | | SECOND YEAR | |
|-------------------------|--|-----------------------------|--|
| <u>Fall Semester</u> | | <u>Fall Semester</u> | |
| OTA 102 | Intro. to Occupational Therapy 2 | OTA 210 | Theory & Treatment of Physical Dysfunction 5 |
| OTA 103 | Therapeutic Activities 4 | OTA 216 | Pediatric Theory and Treatment 5 |
| ENG 101 | Composition I 3 | OTA 217 | Level I Physical Disability Fieldwork 2 |
| BIO 231 | Human Anatomy & Physiology I 4 | MAT 103 | Mathematics for the Health Sciences 3 |
| PSY 221 | Developmental Psychology 3 | | Humanities Elective 3 |
| EDU 100 | Orientation to College 1 | | |
| OTA 104 | Rehabilitation Communication 2 | | |
| | 19 | | 18 |
| <u>Spring Semester</u> | | <u>Spring Semester</u> | |
| OTA 110 | Theory & Treatment of Psychosocial Dysfunction 5 | OTA 220 | Psychological Fieldwork 6 |
| BIO 232 | Human Anatomy & Physiology II 4 | OTA 225 | Physical Disability Fieldwork 6 |
| PSY 213 | Abnormal Psychology 3 | OTA 212 | OTA Practice Management 2 |
| PTA 121 | Kinesiology 3 | | |
| OTA 115 | Level I Psychosocial Fieldwork 2 | | |
| | 17 | | 14 |
| <u>Summer Semester</u> | | | |
| OTA 116 | Neurological Theory & Treatment 3 | | |
| CST 102 | Computer Literacy OR 3 | | |
| CST 131 | Micro. Appl. in Business 3 | | |
| | Speech Elective 3 | | |
| | 9 | | |
| TOTAL FIRST YEAR | 45 | TOTAL SECOND YEAR | 32 |
| | | TOTAL SEMESTER HOURS | 77 |

A.A.S. OPTICIANRY

The Opticianry program is a two year Associate of Applied Science Degree Career Preparation Program. Graduates of this program will be eligible to sit for the Tennessee State Board Examination in Ophthalmic Dispensing. The total educational program will include a general studies component and technical component.

Admission to the program is required prior to enrolling in any OPT course. Courses must be taken in sequence.

| FIRST YEAR | | SECOND YEAR | |
|-------------------------|---------------------------------------|------------------------|-----------|
| Fall Semester | | Fall Semester | |
| OPT 143 | Anatomy & Physiology of the Eye | 5 | |
| OPT 111 | Optical Theory I | 4 | |
| OPT 121 | Optical Finishing I | 4 | |
| ENG 101 | English Composition I | 3 | |
| MAT 110 | College Algebra | 3 | |
| EDU 100 | Orientation to College | 1 | |
| | | 20 | |
| Spring Semester | | Spring Semester | |
| PHY 123 | Geometric Optics for Opticians | 3 | |
| OPT 112 | Optical Theory II | 4 | |
| OPT 122 | Optical Finishing II | 4 | |
| OPT 221 | Introduction to Ophthalmic Dispensing | 4 | |
| OPT 231 | Introduction to Contact Lenses | 4 | |
| | | 19 | |
| Summer | | | |
| HUM | Humanities Elective | 3 | |
| SPE | Speech Elective | 3 | |
| | Social Science Elective | 3 | |
| | | 9 | |
| TOTAL FIRST YEAR | | 48 | |
| | | | 15 |
| | | | 30 |
| | | | 78 |

A.A.S. PHYSICAL THERAPIST ASSISTANT

The Physical Therapist Assistant program is designed to prepare individuals with the necessary knowledge and skills to effectively assist in treatment and testing of the physical therapy patient under the supervision of a Registered Physical Therapist. Students are trained in the use of exercise, physical therapy modalities, and special treatment procedures in laboratory and clinical settings. The PTA program is accredited by the Commission on Accreditation in Physical Therapy Education.

ALL PTA COURSES MUST BE TAKEN IN THE APPROPRIATE SEQUENCE. ADMISSION TO THE PTA PROGRAM IS REQUIRED PRIOR TO TAKING ANY PTA COURSES.

Sixty (60) hours of volunteer or work experience with a physical therapist or physical therapist assistant are REQUIRED prior to admission to the program. Documentation of the 60 hours is required by the third Friday in January of the year in which application to the program is made. Applicants with full-time work experience of one year or more in physical therapy will be given special consideration. Contact PTA Program for details. THIS IS A COMPETITIVE ADMISSION PROGRAM. MEETING MINIMUM REQUIREMENTS OR HAVING WORK EXPERIENCE DOES NOT GUARANTEE ACCEPTANCE. (See Health Sciences Admission Policies, page 93)

Clinical courses might require travel to other cities for extended periods of time, at the student's expense. The course work is difficult and requires significant time commitment outside of classes. Students admitted must present proof of current CPR certification that includes adult, child and infant CPR.

| FIRST YEAR | | SECOND YEAR | |
|-------------------------|---------------------------------------|-----------------------------|--|
| Fall Semester | | Fall Semester | |
| BIO 231 | Human Anatomy and Physiology I | PTA 202 | Treatment of Orthopedic Conditions |
| | 4 | | 5 |
| EDU 100 | Orientation to College | PTA 212 | Treatment of Neurological Conditions |
| | 1 | | 5 |
| ENG 101 | Composition I | PTA 252 | Clinical Education II |
| | 3 | PTA 230 | Assessment Skills |
| MAT 103 | Mathematics for the Health Sciences | | 4 |
| | 3 | | 1 |
| PTA 102 | Intro to Physical Therapist Assisting | | |
| | 2 | | |
| PTA 141 | Patient Care Techniques | | |
| | 3 | | |
| OTA 104 | Rehabilitation Communication | | |
| | 2 | | |
| | <hr/> | | <hr/> |
| | 18 | | 15 |
| Spring Semester | | Spring Semester | |
| CST 102 | Computer Literacy OR | PTA 222 | Treatment of Medical/Surgical Conditions |
| CST 131 | Micro. Appl. in Business | | 5 |
| | 3 | PTA 243 | Seminar |
| BIO 232 | Human Anatomy and Physiology II | | 3 |
| | 4 | PTA 253 | Clinical Education III |
| PTA 121 | Kinesiology | | 6 |
| | 3 | | 3 |
| PTA 151 | Therapeutic Modalities | | |
| | 5 | | |
| | Humanities Elective | | |
| | 3 | | |
| | <hr/> | | <hr/> |
| | 18 | | 17 |
| Summer Semester | | | |
| PTA 249 | Clinical Education I | | |
| | 3 | | |
| | Speech Elective | | |
| | 3 | | |
| | <hr/> | | |
| | 6 | | |
| TOTAL FIRST YEAR | 42 | TOTAL SECOND YEAR | 32 |
| | | TOTAL SEMESTER HOURS | 74 |

A.A.S. RADIOLOGIC TECHNOLOGY

The health professional who performs radiologic examinations is the radiographer. The radiographer knows how to safely produce quality diagnostic examinations. This requires six semesters of full-time study including clinical experience. Additional clinical hours will be required during the intersessions. Graduates are eligible to take the registry examination which will certify them as Registered Technologists. The program is accredited by the AMA Committee on Allied Health Education and Accreditation.

Admission to the program is required prior to enrolling in any RDT course. Enrollment is limited to 25 students per year due to limited clinical space. RDT Courses must be taken in sequence.

| FIRST YEAR | | SECOND YEAR | |
|-------------------------------|--|-------------------------------|----------------------------|
| <u>Fall Semester</u> | | <u>Fall Semester</u> | |
| BIO 231 | Human Anatomy and Physiology I | RDT 225 | Radiation Physics |
| | 4 | RDT 212 | Radiographic Procedures IV |
| ENG 101 | Composition I | RDT 248 | Clinical Education IV |
| RDT 102 | Introduction to Radiologic Technology | SPE 201 | Basic Speech Communication |
| | 4 | | |
| RDT 144 | Clinical Education I | | |
| RDT 111 | Radiographic Procedures I | | |
| | 7 | | |
| | 3 | | |
| | 21 | | 20 |
| <u>Spring Semester</u> | | <u>Spring Semester</u> | |
| BIO 232 | Human Anatomy and Physiology II | RDT 222 | Radiation Protection |
| | 4 | RDT 226 | Radiologic Science I |
| MAT 103 | Mathematics for the Health Sciences OR | RDT 249 | Clinical Education V |
| | | | Social Science Elective |
| MAT 110 | College Algebra | | Humanities Elective |
| | 3 | | 3 |
| RDT 122 | Exposure Technique | | |
| | 4 | | |
| RDT 145 | Clinical Education II | | |
| | 5 | | |
| RDT 112 | Radiographic Procedures II | | |
| | 3 | | |
| | 19 | | 20 |
| <u>Summer Semester</u> | | <u>Summer Semester</u> | |
| RDT 130 | Radiographic Processing | RDT 227 | Radiologic Science II |
| | 2 | RDT 250 | Clinical Education VI |
| RDT 146 | Clinical Education III | | |
| | 5 | | |
| RDT 210 | Radiographic Procedures III | | |
| | 2 | | |
| CST 102 | Computer Literacy OR | | |
| | | | |
| CST 131 | Micro. Appl. in Business | | |
| | 3 | | |
| | 12 | | 6 |
| TOTAL FIRST YEAR | | TOTAL SECOND YEAR | |
| | 52 | | 46 |
| | | TOTAL SEMESTER HOURS | |
| | | | 98 |

A.A.S. RADIOLOGIC TECHNOLOGY' (For Radiologic Technologists)

This program is designed for the radiologic technologist who has graduated from an AMA approved school of radiologic technology and is certified by the American Registry of Radiologic Technologists (ARRT).

All candidates fulfilling these requirements will be considered for acceptance into the program by the Health Sciences Admissions Committee. Upon acceptance, selected coursework completed by the student in the AMA approved school will be assigned course equivalency with the following courses in the curriculum of the Radiologic Technology Program at Roane State. Documentation of ARRT certification must be presented to the Office of Admissions and Records.

The following courses will be assigned course equivalency:

| | | |
|---------|---------------------------------------|----|
| RDT 102 | Introduction to Radiologic Technology | 4 |
| RDT 111 | Radiographic Procedures I | 3 |
| RDT 112 | Radiographic Procedures II | 3 |
| RDT 122 | Exposure Techniques | 4 |
| RDT 130 | Radiographic Processing | 2 |
| RDT 144 | Clinical Education I | 7 |
| RDT 145 | Clinical Education II | 5 |
| RDT 146 | Clinical Education III | 5 |
| RDT 210 | Radiographic Procedures III | 2 |
| RDT 212 | Radiographic Procedures IV | 3 |
| RDT 222 | Radiation Protection | 2 |
| RDT 226 | Radiologic Science I | 4 |
| RDT 227 | Radiologic Science II | 2 |
| RDT 225 | Radiation Physics | 3 |
| RDT 248 | Clinical Education IV | 11 |
| RDT 249 | Clinical Education V | 8 |
| RDT 250 | Clinical Education VI | 4 |

The following courses are required:

| | | |
|---------|------------------------------|------------|
| CST 102 | Computer Literacy | 3 |
| BUS 281 | Management and Supervision I | 3 |
| EDU 100 | Orientation to College | 1 |
| ENG 101 | Composition I | 3 |
| MAT 110 | College Algebra | 3 |
| | Speech Elective | 3 |
| | Social Science Electives | 3 |
| | Humanities Elective | 3 |
| | Science Elective | 4 |
| | Elective | 3 |
| | Sub-Total | 29 |
| | ARRT Certification Credits | 72 |
| | TOTAL SEMESTER HOURS | 101 |

A.A.S. RESPIRATORY THERAPY TECHNOLOGY RESPIRATORY CARE

The Respiratory Care program prepares an individual to perform the staff responsibilities found in the profession of respiratory care. General education courses and respiratory care courses which include supervised clinical experience in area hospitals make up the building blocks of this exciting curriculum. Graduates are eligible to take the credentialing examinations offered by the national Board for Respiratory Care. The AAS Respiratory Care Technology Degree Program is accredited by the AMA Committee on Allied Health Education and Accreditation.

Along with the general entrance requirements for the Health Science programs, the applicants for Respiratory Care must also complete four (4) hours of observation in a Respiratory Care Department. The completed forms from the observation time must be sent back to the program director **prior** to the application deadline. The forms may be obtained from the Health Science office or Respiratory Care faculty.

At the beginning of fall semester, students that have been admitted into the program **must attend** an orientation to the Respiratory Care Program prior to the first day of class. At this orientation, students must submit their physical examination form and proof of CPR certification.

Students who do not attend this orientation or fail to submit physical examinations and proof of CPR certification will be dropped from the program.

All developmental math courses must be completed prior to enrolling in RTT 111.

All students must pass the mock written registry and clinical simulation examinations in order to receive certificates of completion.

| FIRST YEAR | | SECOND YEAR | |
|-------------------------------|--|-------------------------------|--|
| <u>Fall Semester</u> | | <u>Fall Semester</u> | |
| BIO 231 | Human Anatomy and Physiology I | RTT 212 | Respiratory Care IV |
| | 4 | RTT 241 | Neonatal and Pediatric Respiratory Care I |
| MAT 110 | College Algebra | | 2 |
| ENG 101 | Composition I | RTT 251 | Pulmonary Function Methodology I |
| RTT 111 | Respiratory Care I | | 2 |
| CHE 101 | Intro. to Chemical Principles | | Social Science Elective |
| | 4 | | 3 |
| | 18 | | 15 |
| <u>Spring Semester</u> | | <u>Spring Semester</u> | |
| BIO 232 | Human Anatomy and Physiology II | RTT 252 | Pulmonary Function Methodology II |
| RTT 131 | Pathology of Respiratory Diseases I | | 2 |
| | 2 | RTT 242 | Neonatal and Pediatric Respiratory Care II |
| RTT 121 | Cardiopulmonary-Renal Anatomy & Physiology | | 2 |
| | 4 | RTT 213 | Respiratory Care V |
| RTT 113 | Respiratory Care II | RTT 261 | Respiratory Care Seminar |
| | 8 | | 2 |
| | 18 | | 3 |
| | | | 17 |
| <u>Summer Semester</u> | | | |
| RTT 210 | Respiratory Care III | | |
| | 8 | | |
| BIO 222 | Microbiology | | |
| | 3 | | |
| RTT 231 | Pathology of Respiratory Diseases II | | |
| | 2 | | |
| | Speech Elective | | |
| | 3 | | |
| | 16 | | |
| TOTAL FIRST YEAR | 52 | TOTAL SECOND YEAR | 32 |
| | | TOTAL SEMESTER HOURS | 84 |

ADVANCED STANDING RESPIRATORY THERAPY TECHNOLOGY

For an individual to be classified for advanced standing in the Respiratory Therapy Program, he/she must be a graduate of an AMA accredited technician program. Applicants must complete the following requirements in order to be considered for advanced standing in this program:

1. All individuals applying for advanced standing in the Respiratory Therapy Program must have already completed the general education courses required in the first year of the curriculum:
BIO 231, 232-Human Anatomy and Physiology I and II
ENG 101-English Composition I
MAT 110-College Algebra
2. Complete the general application form for admission to Roane State.
3. Complete the application for Health Science Programs indicating Respiratory Therapy Advanced Standing as the program of choice.
4. Provide an official transcript from the accredited technician program from which they graduated.
5. Provide verification from the National Board for Respiratory Care (NBRC) that he/she holds the Certified Respiratory Therapy Technician (CRTT) credential.
6. Have a personal interview with program key personnel.

All candidates fulfilling the above requirements will be considered for acceptance into the program by the Health Sciences Admissions committee. Acceptance is contingent upon the availability of space. Upon acceptance, the CRTT credential earned through the NBRC will be assigned course equivalency with the following courses in the curriculum of the Respiratory Therapy Program at Roane State:

| | | |
|---------|--|---|
| RTT 111 | Respiratory Care I | 4 |
| RTT 113 | Respiratory Care II | 8 |
| RTT 210 | Respiratory Care III | 8 |
| RTT 121 | Cardiopulmonary-Renal Anatomy & Physiology | 4 |
| RTT 131 | Pathology of Respiratory Diseases I | 2 |
| RTT 231 | Pathology of Respiratory Diseases II | 2 |
| RTT 251 | Pulmonary Function Methodology I | 2 |

The advanced standing student will follow the sequencing of coursework for the second year as listed in the degree checklist.

ADMISSION POLICIES FOR ASSOCIATE OF SCIENCE NURSING PROGRAM

The two-year Associate Degree Nursing Program qualifies students to take the State Board Examination to become Registered Nurses.

The RSCC Academic Council has established (for both beginning and transfer students) the following requirements in considering applicants for admission into the Associate of Science Degree Nursing Program:

- I. Applicants must:
 - A. Apply and be accepted to RSCC.
 - B. Submit high school transcripts or GED equivalent and transcripts of all previous college work to the Admissions Office.
 - C. Take the ACT exam (for student applicants under 21 years of age).
 - D. Complete Academic Development courses prior to application to the nursing program as determined by the requirements specified on page 22 of the RSCC catalog under "General Student Classifications."
- II. In addition to requirements I. A, B, C, and D above, applicants must meet requirement A or B or C below.
 - A. Complete at least 12 hours of work from the general education requirements in the Nursing curriculum with a minimum 2.75 GPA. These hours must be completed prior to the application deadline (third Friday in January.) A "C" or better must be attained in each required science course.
 - B. Students under 21 years of age must attain a composite score of 20 or above on the ACT battery.
 - C. *Licensed Practical Nurses may be admitted by fulfilling the following:*
 1. *Meet requirements I. A, B, C, and D above.*
 2. *Complete twenty six (26) hours of general education courses from the nursing curriculum prior to registration for Nursing 221.*
 3. *Graduate from state approved LPN program and have a current valid LPN license.*
 4. *Pass a Fundamentals of Nursing proficiency examination with a grade of at least seventy-five (75).*
 5. *Complete the course "Pharmacology in Nursing" with a grade of at least "C".*
 6. *Complete "Intermediate Nursing" with a grade of at least "C".*
- III. Only nursing courses which were completed within three years prior to applying for admission or readmission will be accepted. Science courses more than ten years old will not be considered.
- IV. At the beginning of fall semester, a mandatory orientation to the nursing program will be scheduled prior to the first day of classes. At this orientation students must submit:
 - A. A completed physical examination form providing evidence of physical status necessary for practice in all areas of nursing care.
 - B. Proof of current CPR certification that includes one-person, two-person and infant and child CPR. Students must submit a copy of certification.
- V. Health:
 - A. Even though preliminary admission to the Nursing Program has been granted, a student will be required to undergo a physical exam/health verification before final admission to the program. Students will be required, during the course of the program to demonstrate their physical and/or emotional fitness to meet the essential requirements of the program. Such essential requirements include freedom from communicable diseases, the ability to perform certain tasks and suitable emotional

fitness. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Core performance standards for admission and progression which comply with the Americans with Disabilities Act of 1990 are available from the office of the nursing program.

- B. Students will be required to meet all health guidelines of the affiliating agencies. For example, health insurance may be required by some affiliating agencies. Not having health insurance could limit a student's educational experience. Students are responsible for costs incurred from injury or illness while in the Nursing Program.

VI. Other

- A. Individuals who are admitted to the program whose use of alcohol or consciousness-altering drugs interferes with their performance of nursing education activities will be referred for counseling. Failure to correct the problem will result in termination from the Nursing Program.
- B. Students will be required to provide nursing care under supervision, for patients with infectious diseases. Any student refusing assignment to an infectious patient may be subject to dismissal from the program.
- C. The applicant must report if any license in any health care field has been suspended, revoked or denied.
- D. Additional testing and counseling may be recommended on an individual basis.

Students who do not attend this orientation and submit physical examinations and proof of CPR certification will be dropped from the program.

A Nursing Admissions Committee considers all eligible applicants and recommends applicants for acceptance into the Nursing Program.

Students who have not met minimum requirements will not be considered. All students meeting minimum criteria will be considered competitively, based on ACT score or GPA in required general education courses completed. Completing BIO 222, BIO 231, 232, and/or a college level math course with a grade of A or B, will enhance your chance of being accepted. It will be to your benefit to complete as many general education courses as possible by application deadline. The earlier application date will also be considered if other criteria are equal. MEETING MINIMUM REQUIREMENTS DOES NOT GUARANTEE ACCEPTANCE. Preference will be given to Tennessee residents.

RSCC General Student classification admission policies for transfer students apply to transferring nursing students. Transfer students must meet RSCC general admissions requirements in addition to those of the Nursing Program. A letter of recommendation must be submitted from the director of the previous nursing program. Transfer students may seek placement in the nursing sequence by taking a proficiency examination subject to the approval of the nursing faculty. No nursing courses earned in a school of practical nursing may be credited by transfer, although academic courses, if earned through a college or university, will be evaluated for transfer. Nursing courses from an NLN accredited or state approved School of Nursing will be evaluated for transfer on an individual basis.

Financial Aid may be available. Questions should be directed to the Financial Aid Office.

Uniforms are required. Information and forms are included in letters of acceptance into the Nursing Program. Fees for the nursing students are the same as for other students with an addition: an annual fee for professional liability insurance is required.

Retention Policies

1. The student must maintain a GPA of 2.0 or better. A "C" must be achieved in each science course in order to progress to the second year of the nursing program.
2. The student must attain a numerical grade of 75 or better in each nursing course. Failure of a clinical rotation will result in a "D" or "F" for the course.
3. A student must satisfactorily complete each clinical experience each semester in order to continue in the program. A grade of "incomplete" must be removed prior to the first clinical day of the following semester in order to progress to the next nursing course.
4. The student must carry professional liability insurance while enrolled in nursing courses.
5. The student must maintain CPR Certification while enrolled in the nursing program.

Readmission Procedures

1. Only one readmission to the nursing program is permitted. Readmission to the nursing program is also contingent upon the availability of space. Requirements for initial admission to the nursing program must be met in order for a student to be considered for readmission. Students with previous unsatisfactory clinical performance must be recommended for readmission by consensus of the nursing faculty. **Students seeking readmission to the nursing program must state their intention in writing to the Associate Dean for Nursing at least 90 days prior to the expected date of readmission.**
2. If two "D" grades or below are received in nursing courses, the student will be dismissed from the program, and the person receiving such grades may not be eligible for admission into the nursing program of any other TBR institution.
3. Those students who fail to maintain a cumulative GPA of 2.0 may be considered for readmission to the nursing program only after removing all grades of less than "C" in required general education courses.
4. Students repeating nursing courses must repeat both theoretical and clinical components of the course.

Legal Limitations for Licensure

A graduate of an approved school of nursing who has been convicted of a violation of the law other than a minor traffic violation may be denied a permit and/or a nursing license. A graduate's eligibility for licensure is determined on an individual basis. Students are advised to consult with the licensing board regarding their licensure eligibility.

Academic Advisement

Nursing faculty provide academic advisement for prospective nursing students as well as for those students admitted into the program. The faculty assist students with scheduling classes and dealing with academic concerns. Faculty

members have office hours posted on their office doors. Students should contact a faculty member for advisement as needed. It has been recommended that students experiencing academic difficulties make an appointment and discuss this with a faculty member as soon as possible.

**ROANE STATE COMMUNITY COLLEGE
DEPARTMENT OF NURSING**

CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

The Roane State Community College Nursing Program has adopted the following core performance standards. Admission to and progression in the nursing program is not based on these standards, rather they will be used to assist each student in determining whether accommodations or modifications are necessary.

If a student believes that he or she cannot meet one or more of the standards without accommodations or modifications, the nursing program will determine, on an individual basis, whether or not the necessary accommodations or modifications can be made reasonably.

| ISSUE | STANDARD | SOME EXAMPLES OF NECESSARY ACTIVITIES (not all inclusive) |
|-------------------|--|---|
| Critical Thinking | Critical thinking ability sufficient for clinical judgment | Identify cause-effect relationships in clinical situations, develop nursing care plans. |
| Interpersonal | Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. | Establish rapport with patients/clients and colleagues. |
| Communication | Communication abilities sufficient for interaction with others in verbal and written form | Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses. |
| Mobility | Physical abilities sufficient to move from room to room and maneuver in small spaces | Moves around in patient's rooms, work spaces, and treatment areas, administer cardio-pulmonary procedures. |
| Motor Skills | Gross and fine motor abilities sufficient to provide safe and effective nursing care | Calibrate and use equipment; position patients/clients. |
| Hearing | Auditory ability sufficient to monitor and assess health needs | Hears monitor alarm, emergency signals, auscultatory sounds, cries for help. |
| Visual | Visual ability sufficient for observation and assessment necessary in nursing care | Observes patient/client responses. |
| Tactile | Tactile ability sufficient for physical assessment | Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g. insertions of a catheter. |

A.A.S. NURSING

The two-year, Associate of Applied Science degree program in Nursing emphasizes patient-centered approaches to nursing care. The graduate nurse is able to provide highly skilled nursing care for patients and families in a variety of health care delivery settings. The program of learning includes the study of clinical application of nursing theory and principles. The graduate is eligible to take the State Board examination to become a registered nurse.

| FIRST YEAR | | SECOND YEAR | | |
|-------------------------------|---------------------------|-------------------------------|-----------------------------------|--|
| <u>Fall Semester</u> | | <u>Fall Semester</u> | | |
| BIO 231 | Anatomy & Physiology I | 4 | | |
| NSG 111 | Nursing I | 10 | * BIO 222 | |
| ENG 101 | Composition I | 3 | Microbiology | |
| NSG 121 | Pharm. In Nursing | 1 | NSG 221 | |
| | | | Nursing IV | |
| | | | PSY 222 | |
| | | | Dev. Psy: Adult | |
| | | | 3 | |
| | | | | |
| | | 18 | 16 | |
| <u>Spring Semester</u> | | <u>Spring Semester</u> | | |
| BIO 232 | Anatomy & Physiology II | 4 | Humanities Elect. | |
| NSG 112 | Nursing II | 7 | NSG 222 | |
| PSY 221 | Dev. Psych: Child | 3 | Nursing V | |
| NSG 122 | Pharm. In NSG II | 1 | BUS 281 | |
| | Computer Science Elective | 3 | Mgmt. & Super. I OR | |
| | | | BUS 261 | |
| | | | Psy. Aspects of Mgmt. | |
| | | | 3 | |
| | | 18 | 18 | |
| FIRST YEAR TOTAL | | 36 | SECOND YEAR TOTAL | |
| | | | 34 | |
| | | | TOTAL SEMESTER HOURS 69-70 | |

*May be offered summer semester

LPN CAREER MOBILITY

This program is designed to facilitate the achievement of a registered nurse level education by LPNs who qualify for admission. LPNs who wish to qualify for this program are required to pass a proficiency examination with a grade of at least 75%. The examination will cover fundamentals of nursing and maternity nursing.

Examination scores are valid for three (3) years. Candidates who do not enter the program after three (3) years will be required to repeat the examination process.

Candidates are required to present an active Tennessee Practical Nurse license to be admitted to the examinations. Candidates should arrive 30 minutes before test-time. ID must be verified before admission to the examination is permitted.

Admission to the Career Mobility program is not automatic. Academic qualifications as well as test scores will be considered in the selection process. Admission is also contingent on available space in the program.

| General Education | | Credits |
|---|--|-----------|
| BIO 222* | Microbiology | 3 |
| BIO 231,232* | Anatomy and Physiology I,II | 8 |
| BUS 261* | Psychological Aspects of Management, OR | 3 |
| BUS 281* | Management and Supervision I | |
| ENG 101* | Composition I | 3 |
| PSY 221* | Developmental Psychology: Childhood Through Early Adolescence | 3 |
| PSY 222* | Developmental Psychology: Mid-Adolescence Through Adulthood | 3 |
| | Computer Science Elective | 3 |
| | Humanities Elective | 3 |
| | | <hr/> 29 |
| Challenge by Proficiency Examination | | 14 |

PRE-ENTRY SUMMER SEMESTER

| | | |
|---------|-------------------------|---------|
| NSG 125 | Pharmacology in Nursing | 2 |
| NSG 231 | Intermediate Nursing | 3 |
| | | <hr/> 5 |

SEMESTER I

| | | |
|---------|--|----------|
| NSG 221 | Nursing Process Through the Life Cycle III | 10 |
| | | <hr/> 10 |

SEMESTER II

| | | |
|---------|---|----------|
| NSG 222 | Nursing Process Through the Life Cycle IV | 12 |
| | | <hr/> 12 |

Academic Advisement LPN Mobility students must have an academic advisement conference with the nursing program director prior to beginning NSG 221.

*Must be completed prior to entering Nursing III.

A.A.S. OFFICE ADMINISTRATION

The two-year Office Administration program is designed for students seeking employment and for those who are currently employed. The curriculum develops the knowledge, skills, and values needed to secure positions and to succeed in the rapidly changing workplace.

The curriculum integrates interpersonal and technological skills and emphasizes competency-based training in preparing students in all aspects of today's culturally diverse, technological business environment. This curriculum is based on research and is built on a solid partnership between education and business, and it includes up-to-date courses that provide the foundation for students to succeed in the world of work.

To develop leadership skills and practice what is being learned, students are encouraged to join and participate in Collegiate Secretaries International™ (CSI™), an organization for students sponsored by Professional Secretaries International™ (PSI™).

See "Admissions Procedures" on page 35 for information on semester credits awarded for passing the Certified Professional Secretaries™ (CPS™) examination.

A.A.S. OFFICE ADMINISTRATION INFORMATION TECHNOLOGY

| FIRST YEAR | | SECOND YEAR | |
|----------------------------|-----------------------------------|--------------------------------|--|
| Fall Semester | | Fall Semester | |
| EDU 100 | Orientation to College 1 | OAD 104 | Document Production 3 |
| CST 102 | Computer Literacy OR | BUS 221 | Principles of Accounting I 3 |
| CST 131 | Microcomputer Appl. in Business 3 | OAD 121 | Word/Information Processing I 3 |
| OAD 101 | Keyboarding 3 | | Natural Science/Math Elective 3 |
| OAD 105 | Business Communications I 3 | | Humanities Elective 3 |
| BUS 111 | Business Math 3 | | Elective* 3 |
| | Elective 3 | | |
| PED | Physical Education Elective 1 | | |
| | 17 | | 18 |
| Spring Semester | | Spring Semester | |
| OAD 102 | Document Processing 3 | OAD 122 | Word/Information Processing II 3 |
| OAD 106 | Business Communications II 3 | OAD 201 | Administrative Office Management 3 |
| MAT 110 | College Algebra 3 | OAD 111 | Office Machines 3 |
| ECO 201 | Economics I 3 | OAD 132 | Word Processing on the Microcomputer 3 |
| | Social Science Elective 3 | OAD 133 | Desktop Publishing Elective* 3 |
| PED | Physical Education Elective 1 | | |
| | 16 | | 18 |
| FIRST YEAR TOTAL 33 | | SECOND YEAR TOTAL 36 | |
| | | TOTAL SEMESTER HOURS 69 | |

*Medical emphasis, choose MRT 105 and MRT 121. Other emphasis, choose OAD, CST or BUS courses. (See your academic advisor for help in scheduling.)

A.A.S. POLICE SCIENCE

The two-year Police Science Technology program is designed for students interested in career opportunities in Police Science and Corrections. The Corrections Option is designed to serve the educational needs of the region by preparing students for entry into a rapidly growing correction system which will continue to accelerate in the near future with the addition of area correctional institutions—both juvenile and adult. The Police Science Option is designed to meet the needs in society for personnel capable of entry and advancement in the law enforcement field. The two-year curriculum emphasizes an academic approach to law enforcement rather than a training approach.

**A.A.S. POLICE SCIENCE
CORRECTIONS OPTION**

| FIRST YEAR | | SECOND YEAR | |
|-------------------------|----------------------------------|-----------------------------|------------------------------------|
| Fall Semester | | Fall Semester | |
| PST 111 | Criminal Procedures 3 | COR 111 | Juvenile Delinquency 3 |
| COR 101 | Intro. to Corr. & Security 3 | COR 201 | Corr. Admin. & Supv. 3 |
| CST 102 | Computer Literacy ¹ 3 | PST 101 | Intro. to Law Enforcement 3 |
| EDU 100 | Orientation to College 1 | SPE 201 | Basic Speech Comm. 3 |
| ENG 101 | Composition I 3 | PED | Physical Ed. Elective 1 |
| POL 101 | U.S. Government & Politics 3 | | Natural Science or Math Elective 3 |
| | 16 | | 16 |
| Spring Semester | | Spring Semester | |
| COR 112 | Emerging Rights of Prisoners 3 | COR 212 | Private and Indus. Security 3 |
| POL 102 | Intro. to Political Science 3 | COR 211 | Practicum in Corrections 3 |
| PST 112 | Court Procedures 3 | MAT 110 | College Algebra 3 |
| PSY 101 | General Psychology I 3 | | Humanities Elective 3 |
| SOC 201 | Introduction to Sociology 3 | | Social Science Electives 6 |
| BUS 111 | Business Mathematics 3 | | |
| PED | Physical Education Elective 1 | | |
| | 19 | | 18 |
| FIRST YEAR TOTAL | 35 | SECOND YEAR TOTAL | 34 |
| | | TOTAL SEMESTER HOURS | 69 |

¹Students may substitute other computer related courses with the approval of their academic advisor.

A.A.S. POLICE SCIENCE POLICE SCIENCE OPTION

| FIRST YEAR | | | SECOND YEAR | | |
|-------------------------|--------------------------------|-----------|-----------------------------|----------------------------------|-----------|
| Fall Semester | | | Fall Semester | | |
| PST 101 | Intro. to Law Enforcement | 3 | COR 101 | Intro. to Corrections | 3 |
| CST 102 | Computer Literacy ¹ | 3 | COR 111 | Juvenile Delinquency | 3 |
| EDU 100 | Orientation to College | 1 | PST 201 | Police Admin. & Organization | 3 |
| ENG 101 | Composition I | 3 | SPE 201 | Basic Speech Communication | 3 |
| POL 101 | U.S. Govt. & Politics | 3 | PED | Physical Ed. Elective | 1 |
| PST 111 | Criminal Procedures | 3 | | Natural Science or Math Elective | 3 |
| | | 16 | | | 16 |
| Spring Semester | | | Spring Semester | | |
| POL 102 | Intro. to Political Science | 3 | MAT 110 | College Algebra | 3 |
| PST 112 | Court Procedures | 3 | PST 221 | Criminal Law | 3 |
| PST 213 | Criminal Investigation | 3 | PST 231 | Seminar in Police Problems | 3 |
| PSY 101 | General Psychology I | 3 | | Humanities Elective | 3 |
| SOC 201 | Introduction to Sociology | 3 | | Social Science Electives | 6 |
| BUS 111 | Business Mathematics | 3 | | | |
| PED | Physical Ed. Elective | 1 | | | |
| | | 19 | | | 18 |
| FIRST YEAR TOTAL | | 35 | SECOND YEAR TOTAL | | 34 |
| | | | TOTAL SEMESTER HOURS | | |
| | | | 69 | | |

¹Students may substitute other computer related courses with the approval of their academic advisor.

A.A.S. POLICE SCIENCE SECURITY OPTION

| FIRST YEAR | | | SECOND YEAR | | |
|-------------------------|--------------------------------|-----------|-----------------------------|----------------------------|-----------|
| Fall Semester | | | Fall Semester | | |
| BUS 281 | Mgmt. & Supervision I | 3 | PST 101 | Intro. to Law Enforcement | 3 |
| CST 102 | Computer Literacy ¹ | 3 | COR 111 | Juvenile Delinquency | 3 |
| EDU 100 | Orientation to College | 1 | SEC 201 | Security Management | 3 |
| ENG 101 | Composition I | 3 | SPE 201 | Basic Speech Communication | 3 |
| POL 101 | U.S. Govt. & Politics | 3 | PED | Physical Ed. Elective | 1 |
| SEC 111 | Legal Aspects of Security | 3 | | Natural Science/Math Elec. | 3 |
| SEC 101 | Introduction to Security | 3 | | | |
| | | 19 | | | 16 |
| Spring Semester | | | Spring Semester | | |
| POL 102 | Intro. to Political Science | 3 | MAT 110 | College Algebra | 3 |
| SEC 112 | Physical Security | 3 | PST 221 | Criminal Law | 3 |
| SEC 113 | Security Invest. | 3 | SEC 202 | Special Topics in Security | 3 |
| PSY 101 | General Psychology I | 3 | | Humanities Elective | 3 |
| SOC 201 | Intro. to Sociology | 3 | | Social Science Electives | 6 |
| PED | Physical Education Elective | 1 | | | |
| PED 131 | Marksmanship & Firearms Safety | 1 | | | |
| | | 17 | | | 18 |
| FIRST YEAR TOTAL | | 36 | SECOND YEAR TOTAL | | 34 |
| | | | TOTAL SEMESTER HOURS | | |
| | | | 70 | | |

¹Students may substitute other computer related courses with the approval of their academic advisor.

CERTIFICATE PROGRAMS



*"To accomplish great things, we must not only act
but also dream, not only plan but also believe.*

— Anatole France

TECHNICAL CERTIFICATE PROGRAMS

Students in these programs should apply for admission as special credit students. The AAPP test and/or academic development courses are not required of students in these programs.

COMPUTER ART & DESIGN TECHNICAL CERTIFICATION OF CREDIT

The Technical Certificate of Credit in Computer Art and Design is especially geared toward these individuals: 1) those already holding BFA's, MFA's, or other degrees who need a structured program of computer skills to enhance or secure employment, or 2) those who wish to quickly enter the job market on a technical level and pursue further education along with their employment.

The following courses are required:

| | | |
|-------------------|--|-----------|
| ART 101, 102, 103 | Studio Fundamentals: Drawing I, II, III | 6 |
| ART 141 | Beginning Graphic Design | 3 |
| ART 142, 143, 144 | Computer Art I, II, III | 9 |
| ART 181 | Visions Seminar I | 2 |
| ART 191 | Practicing Artists Seminar | 3 |
| | TOTAL SEMESTER HOURS | 23 |

EMERGENCY MEDICAL TECHNOLOGY-PARAMEDIC TECHNICAL CERTIFICATE OF CREDIT

The Emergency Medical Care curriculum is designed to prepare graduates to perform patient assessments and render emergency care in the pre-hospital and hospital setting. First Responder students will learn basic life support skills necessary by a combination of classroom teaching with practice in laboratory sessions. Emergency Medical Technician (EMT) and EMT-Paramedic students will learn basic and advanced life support skills necessary by a combination of class lectures, laboratory training, clinical experience and the pre-hospital management of the ill or injured with local Ambulance Services.

As students progress through the curriculum, they become eligible to take certifying examinations for First Responder, EMT, EMT-IV, and EMT-P given by the State of Tennessee Department of Emergency Medical Services. All programs have limited enrollment.

Applicants who are experienced Emergency Medical Technicians may apply for the EMT-Paramedic Program.

The Paramedic Program is nationally accredited by the American Medical Association's Joint Review Committee on EMT-Paramedic Educational Programs. All our Emergency Medical Care Programs are approved by the Tennessee Emergency Medical Services.

Admission to the First Responder Class

A prospective student seeking admission to the First Responder Class must complete the following procedures according to the State of Tennessee, Department of Emergency Medical Services and Roane State Community College guidelines.

1. Complete an Application for Admissions/Readmission and submit it to the Office of Admissions and Records, Roane State Community College, Rt. 8, Box 69, Patton Lane, Harriman, TN 37748. Remember to include your \$5 application fee which is a one-time fee. Do not send this fee with your

program application. This fee is not necessary if you have previously attended RSCC.

2. Complete a program application specific to the First Responder Class. The program application must be returned to the Emergency Medical Care Department, 8373 Kingston Pike, Knoxville, TN 37919.

Admission to the Basic Emergency Medical Technician Program

A prospective student seeking admission to the Emergency Medical Technician Program must complete the following procedures according to the State of Tennessee, Department of Emergency Medical Care Services, and Roane State Community College guidelines.

1. Complete an Application for Admissions/Readmission and submit it to the Office of Admissions and Records, Roane State Community College, Rt. 8, Box 69, Patton Lane, Harriman, TN 37748. Remember to include your \$5 application fee which is a one-time fee. Do not send this fee with your program application. This fee is not necessary if you have previously attended RSCC.
2. Complete a program application specific to the Emergency Medical Technician Program. The program application must be returned to the Department of Emergency Medical Care Services, 8373 Kingston Pike, Knoxville, TN 37919.
3. Applicants should have completed a course that includes one-person, two-person and infant & child CPR certification and submit a copy of certification with the program application. Call 539-6905 for information on CPR classes.
4. All applicants must successfully complete the First Responder Class except: ambulance service workers, rescue squad workers, and Registered Nurses.
5. The program applications will be reviewed by the Department of Emergency Medical Care Services for approval of enrollment utilizing the following priority order:
 - a. applicants employed full-time by a primary licensed ambulance service
 - b. applicants employed full-time or part-time, no less than 12 hours per week, by an emergency agency (e.g. fire department, rescue squad)
 - c. applicants volunteering with an emergency agency
 - d. applicants employed with public safety organizations or hospitals
 - e. applicants not belonging to any of the previous categories
6. All other documentation must be submitted to the Department of Emergency Medical Care Services. (See #2 for address)

Admission to the Emergency Medical Technician-Paramedic Program

A prospective student seeking admission to the Emergency Medical Technician-Paramedic Program must complete the following procedures according to the State of Tennessee, Department of Emergency Medical Care Services and Roane State Community College guidelines.

1. Complete the "Application for Admission/Readmission" form and submit the application form, with \$5.00, to the Roane State Admissions Office.
2. Submit to the Emergency Medical Care Services Program Director the application specific to the Paramedic program which requires information regarding employment.
3. Submit an official copy of high school transcript or GED certification to the RSCC Admissions Office.

4. Submit official college transcripts to the RSCC Admissions Office if previous college credit has been earned.
5. Be currently certified as an Emergency Medical Technician. The applicant must submit a copy of a current EMT card to the Emergency Medical Care Services Program Director.
6. Applicants should have completed a course that includes one-person, two-person and infant & child CPR and submit a copy of certification to the Department of Emergency Medical Care Services.
7. Submit written evidence, on appropriate form, of a physical examination within the past six months showing the applicant is in good physical and mental health and that the applicant possesses no physical handicaps or disabilities which would impede the applicant's ability to fulfill the functions and responsibilities of a paramedic. The form must be returned to the Emergency Medical Care Services Program Director.
8. Submit a letter of recommendation and endorsement, which indicates amount of experience, from the applicant's employer to the Emergency Medical Care Services Program Director.
9. Submit two (2) letters of recommendation to the Emergency Medical Care Services Program Director (one from an active emergency department physician and another from an emergency department registered nurse).
10. Successfully complete the Paramedic entrance examination with a score of 80 or higher. This exam will be administered by the Regional EMS consultant and conducted at Roane State. The exam must be taken within one year of interview date. For dates and times, call 539-6905.
11. Applicant must take a psychological examination given by a licensed psychological examiner named by Roane State. The report must state emotional stability and psychological fitness to perform the duties of a paramedic. This report should be returned to the Emergency Medical Care Services Program Director. The exam must be taken within one year of interview date.
12. The screening process includes a personal interview with the EMT-Paramedic Admissions Committee. The applicant is rated by each committee member on appearance, motivation, maturity, and knowledge of profession.
13. Applicants must successfully pass a comprehensive math, spelling, and English examination. If unsuccessful, then remediation will be required.
14. Scores are placed on interview, psychological exam, field experience, and EMT certification examination.
15. Evidence of current vaccinations or testing including HPVAC, TB testing (within one year), tetanus, and MMR must be submitted prior to interview.
16. Final student selection is by the EMT Paramedic Admissions Committee.

Retention Policies

Students' grades will be evaluated at the end of each semester by the Health Sciences Admissions Committee. A student must maintain the following standards or he/she will be dismissed from his/her respective program:

1. A grade of "C" or better in each specialty course.
2. Completion of specialty courses as specified by the degree checklist. A student must be able to complete courses with the class in which he/she was admitted. A student who cannot graduate with the class in which he/she was admitted will be dropped from that class and must re-apply to a subsequent class.
3. Evidence of malpractice insurance and physical examination prior to clinical training.

4. Evidence of current vaccinations or testing including Hep Vac, TB, and Tetanus prior to clinical training.

Readmission Procedures

1. A student may be considered for readmission to a Health Sciences program if *all* of the following criteria are met:
 - A. The applicant must complete an application for Health Sciences programs and submit to the Admissions and Records Office.
 - B. Only one readmission to a Health Sciences program will be permitted.
 - C. The applicant must interview with the program director of the specific program before the date of the review by the Admissions Committee for consideration for readmission. A student with previous unsatisfactory clinical performance must be recommended for readmission by consensus of the program faculty. An accepted level of competency may need to be demonstrated prior to readmission.
 - D. A student must repeat the specialty course or courses for which he/she was dismissed and attain a "C" or better in the course.
 - E. The student must attain a GPA of 2.50 or better in eight or more hours of general education course work required in the program.
 - F. Readmission to a Health Sciences Program is contingent upon the availability of space.
2. Final selection of students will be made by the Health Sciences Admissions Committee.

EMT-PARAMEDIC PROGRAM

Fall Semester

| | | |
|---------|-------------|----------|
| EMT 211 | Paramedic I | 13 |
| EMT 221 | Clinical I | 3 |
| | | <hr/> 16 |

Spring Semester

| | | |
|---------|--------------|----------|
| EMT 212 | Paramedic II | 13 |
| EMT 222 | Clinical II | 3 |
| | | <hr/> 16 |

Summer Semester

| | | |
|---------|-----------------------------|-----------|
| EMT 216 | Paramedic III | 4 |
| EMT 223 | Clinical III | 4 |
| | | <hr/> 8 |
| | TOTAL SEMESTER HOURS | 40 |

Students wishing to pursue an AAS in General Technology with emphasis in Emergency Medical Services, should consult with an advisor.

ENVIRONMENTAL HEALTH TECHNOLOGY CERTIFICATE OF CREDIT

The Environmental Health Technology certificate program is designed to prepare individuals with a strong background in mathematics and science to enter the environmental health field. Certificate options include Air Quality, Industrial Hygiene, Health Physics and Waste Management.

Applicants must complete an application for admission to the program and submit it to the RSCC Admissions Office. Final selection is made by the Environmental Health Admissions Committee. Individuals considering the program should contact an Environmental Health faculty advisor before submitting an ap-

plication. Applicants with inadequate mathematics or science background will be required to take additional coursework in these areas prior to being admitted in the program.

Options:

INDUSTRIAL HYGIENE CERTIFICATE

| | | |
|--------------------|------------------------------------|-----------|
| IHT 101 | Industrial Hygiene I | 3 |
| IHT 102 | Industrial Hygiene II | 3 |
| EHT 111 | Environmental Instrumentation I | 3 |
| EHT 222 | Environmental Instrumentation II | 3 |
| IHT 221 | Occupational Safety and Protection | 3 |
| EHT 201 | Environmental Law and Regulations | 3 |
| EHT 211 | Safety and Emergency Response | 3 |
| TOTAL HOURS | | 21 |

WASTE MANAGEMENT CERTIFICATE

| | | |
|--------------------|-----------------------------------|-----------|
| WMT 101 | Introduction to Waste Management | 3 |
| WMT 121 | Environmental Sampling | 3 |
| WMT 221 | Waste Reduction and Packaging | 3 |
| EHT 111 | Environmental Instrumentation I | 3 |
| EHT 222 | Environmental Instrumentation II | 3 |
| EHT 201 | Environmental Law and Regulations | 3 |
| EHT 211 | Safety and Emergency Response | 3 |
| TOTAL HOURS | | 21 |

HEALTH PHYSICS CERTIFICATE

| | | |
|--------------------|------------------------------------|-----------|
| HPT 111 | General Health Physics I | 3 |
| HPT 112 | General Health Physics II | 3 |
| HPT 121 | Instrumentation and Measurement I | 3 |
| HPT 221 | Instrumentation and Measurement II | 3 |
| BIO 113 | Radiation Biology | 3 |
| EHT 201 | Environmental Law and Regulations | 3 |
| EHT 211 | Safety and Emergency Response | 3 |
| TOTAL HOURS | | 21 |

AIR QUALITY CONTROL CERTIFICATE

| | | |
|--------------------|-------------------------------------|-----------|
| AQC 101 | Introduction to Air Quality | 3 |
| AQC 201 | Environmental Toxicology | 3 |
| AQC 111 | Air Sampling and Instrumentation I | 3 |
| AQC 112 | Air Sampling and Instrumentation II | 3 |
| EHT 201 | Environmental Law and Regulations | 3 |
| EHT 211 | Safety and Emergency Response | 3 |
| TOTAL HOURS | | 18 |

MEDICAL TRANSCRIPTION PROGRAM TECHNICAL CERTIFICATE OF CREDIT

The Medical Transcriptionist Program is a nine month certificate program. In addition to classroom lecture and transcription practice, two days a week are spent during the second semester in a health care facility affording the student valuable work experience in Medical Transcription. Graduates obtain employment in hospitals, clinics, doctor's offices, and transcription services. Graduates are eligible to take the American Association for Medical Transcription certificate examination.

Admission Requirements

1. High school diploma or equivalent.
2. Recommend typing skills of 45 words per minute; typing/keyboarding skills are required.
3. Pass a high school level grammar, punctuation and spelling test.
4. Completed RSCC application and admission requirements for special student category.
5. Completed Health Sciences application.
6. Completed health form.
7. Be accepted by the Health Sciences Admissions Committee.

Retention Policies

Students' grades will be evaluated at the end of each semester by the Health Sciences Admissions committee. A student must maintain the following standards or he/she will be dismissed from his/her respective program:

1. A grade of "C" or better in each specialty course.
2. Completion of specialty courses as specified by the degree checklist. A student must be able to complete courses with the class in which he/she was admitted. A student who cannot graduate with the class in which he/she was admitted will be dropped from that class and must re-apply to a subsequent class.
3. Evidence of malpractice insurance and physical examination must be provided prior to clinical training.

Readmission Procedures

1. A student may be considered for readmission to a Health Sciences Program if *all* of the following criteria are met:
 - A. The applicant must complete an application for Health Sciences programs and submit to the Admissions and Records Office.
 - B. Only one readmission to Health Sciences Program will be permitted.
 - C. The applicant must interview with the program director of the specific program before the date of the review by the Admissions Committee for consideration for readmission. A student with previous unsatisfactory clinical performance must be recommended for readmission by consensus of the program faculty.
 - D. A student must repeat the specialty course or courses for which he/she was dismissed and attain a "C" or better in the course.
 - E. The student must attain a GPA of 2.50 or better in eight or more hours of general education course work required in the program.
 - F. Readmission to a Health Sciences Program is contingent upon the availability of space.

2. Final selection of students will be made by the Health Sciences Admissions Committee.

MEDICAL TRANSCRIPTION PROGRAM

Fall Semester

| | | |
|---------|---|---|
| MDT 102 | Medical Terminology | 3 |
| MDT 103 | Anatomy Concepts in Medical Transcription | 2 |
| MDT 104 | Basic Medical Transcription | 5 |

Spring Semester

| | | |
|---------|--|---|
| MDT 111 | Advanced Medical Transcription | 5 |
| MDT 112 | Clinical Practicum | 6 |
| MDT 113 | Pharmacology Concepts in Medical Transcription | 2 |

| | | |
|-----------------------------|--|-----------|
| TOTAL SEMESTER HOURS | | 23 |
|-----------------------------|--|-----------|

PLEASE NOTE: Alternative scheduling is available for a limited number of students meeting special criteria. Please contact the program director for specific details.

POLICE MANAGEMENT TECHNICAL CERTIFICATE OF CREDIT

This program is designed to provide state-of-the-art education in the areas of procedural law and police management. The curriculum provides an opportunity for police supervisory personnel to receive training in a non-degree credit program. The Police Management certificate program is not designed to provide entry-level skills in police science. Students interested in a career preparation program should refer to page 115.

The following courses are required:

| | | |
|-----------------------------|--|-----------|
| BUS 281 | Management and Supervision I | 3 |
| PST 201 | Police Administration and Organization | 3 |
| PST 111 | Criminal Procedures | 3 |
| PST 101 | Introduction to Law Enforcement | 3 |
| TOTAL SEMESTER HOURS | | 12 |

OFFICE INFORMATION TECHNOLOGY TECHNICAL CERTIFICATE OF CREDIT

This one-year program is designed for students interested in office positions. The program emphasizes the development of skills that build the foundation for an entry-level position.

Fall Semester

| | | |
|---------|-------------------------------|----|
| EDU 100 | Orientation to College | 1 |
| CST 102 | Computer Literacy | 3 |
| OAD 101 | Keyboarding | 3 |
| OAD 105 | Business Communications I | 3 |
| OAD 121 | Word/Information Processing I | 3 |
| BUS 111 | Business Math | 3 |
| | | 16 |

Spring Semester

| | | |
|---------|--------------------------------------|-----------|
| OAD 102 | Document Processing | 3 |
| OAD 122 | Word/Information Processing II | 3 |
| OAD 111 | Machines | 3 |
| OAD 132 | Word Processing on the Microcomputer | 3 |
| OAD 201 | Administrative Office Management | 3 |
| | | 15 |
| | TOTAL SEMESTER HOURS | 31 |

SECURITY MANAGEMENT TECHNICAL CERTIFICATE OF CREDIT

This program is designed to meet the regional manpower needs for security inspectors and managers by providing currently employed security personnel with an opportunity to improve their knowledge of the field. The Security Management certificate program is not designed to provide entry-level skills in police science or security. Students interested in a career preparation program should refer to page 116.

The following courses are required:

| | | |
|---------|------------------------------|-----------|
| BUS 281 | Management and Supervision I | 3 |
| SEC 101 | Introduction to Security | 3 |
| SEC 111 | Legal Aspects of Security | 3 |
| SEC 201 | Security Management | 3 |
| | | 12 |
| | TOTAL SEMESTER HOURS | 12 |

COURSE DESCRIPTIONS



*"With freedom of choice and with honor,
as though the maker and molder of thyself,
Thou mayest fashion thyself
in whatever shape thou shalt prefer."*

— Pico Della Mirandola

COURSE DESCRIPTIONS

The courses are listed in the following format:
Dept., Course No., Title, Semester Hours
Brief description, & term in which it is normally taught.

F = Fall
Sp = Spring
Su = Summer

AIR QUALITY CONTROL

- AQC 101 — Introduction to Air Quality3 Credits**
Introduces the student to the profession of Air Quality Control. Provides an overview of sources of airborne contaminants, federal and state clean air legislation, and air pollution abatement and remediation. F
- AQC 201 — Environmental Toxicology3 Credits**
A study of the courses, sources, effects, and detection of environmental pollution. Special attention is given to the treatment, abatement, and remediation techniques. Sp
- AQC 111 — Air Sampling and Instrumentation I3 Credits**
Teaches the principles of operation and use of portable field instrumentation. Introduces the basic concepts of sampling techniques, data interpretation, and definition and characterization of various categories of air contamination. F
- AQC 112 — Air Sampling and Instrumentation II3 Credits**
Continuation of the concepts of AQC 111 (Air Sampling and Instrumentation I) with particular emphasis on identifying and quantifying air contaminants. Hands-on use of equipment in real-world situations is emphasized. (Prerequisite: AQC 111) Sp
- AQC 242 — Internship1-5 Credits**
Work experience designed to familiarize students with application of air quality control principles while working on the job. Efforts will be made to place students in an area which supports their career goals. No student may enroll in an internship without the approval of the instructor.

ANIMAL SCIENCE

- ASC 110 — Fundamentals of Horsemanship I1 Credit**
This course introduces the student to proper riding, handling, mounting and dismounting. The emphasis of the course will be upon the care of the horses. May be substituted for a physical education elective. A special course fee may be required for this course. Please consult the Semester Class Schedule for specific fee information.
- ASC 120 — Fundamentals of Horsemanship II1 Credit**
This course is a continuation of ASC 110. May be substituted for a physical education elective. Prerequisite: ASC 110 or consent of instructor. A special course fee may be required for this course. Please consult the Semester Class Schedule for specific fee information.
- ASC 130 — Theory of Horsemanship3 Credits**
A discussion of the evolution, history, breeding and basic requirements in owning and caring for pleasure horses as a personal riding mount.
- ASC 140 — Stable Management3 Credits**
Management of a teaching and training stable and the preparation of horses and riders for the show ring.

ART

ART 101 — Studio Fundamentals: Drawing2 Credits

Development of observational skills and perception of reality. Fundamental aspects of drawing—line, tone, space, form, and composition. Primarily for art, architecture, interior design, and art education majors. Additional work may be required outside class. F
2 hours lecture — 2 hours laboratory

ART 102 — Studio Fundamentals: Two Dimensional Design2 Credits

Surface composition and color. Primarily for art, architecture, interior design, and art education majors. Additional work may be required outside class. Sp
2 hours lecture — 2 hours laboratory

ART 103 —Studio Fundamentals: Three Dimensional Design2 Credits

Projects dealing with real space and three dimensional materials. Primarily for art, architecture, art education, and interior design and housing majors. Additional work may be required outside class. F
2 hours lecture — 2 hours laboratory

ART 111 — Drawing I: Survey of Drawing3 Credits

Exploration and refinement of fundamental aspects of drawing with emphasis on composition, techniques, and concepts. A minimum of two hours drawing outside class is required. Sp
2 hours lecture — 2 hours laboratory

ART 113 — Painting I: Introduction3 Credits

An introduction to the techniques, materials, and tools of oil and acrylic painting. F, Sp
3 hours lecture — 3 hours laboratory

ART 114 — Painting II3 Credits

A continuation of ART 113 with an emphasis on individual experimentation. F, Sp
3 hours lecture — 3 hours laboratory

ART 121 — Art Appreciation3 Credits

Form and meaning in the visual arts, lecture-discussion. Especially for non-majors. F, Sp

ART 131 — Photography I3 Credits

Introduction to the art of black and white photography. Field and studio shooting, history of photography, basic developing, and enlarging techniques. Some outside lab work will be necessary. F, Sp
3 hours lecture — 3 hours laboratory

ART 132 — Photography II3 Credits

Individual research in specific photographic topics. (Prerequisite: ART 131) F, Sp

ART 141 — Beginning Graphic Design3 Credits

Survey of graphic design; tools, materials, techniques; lettering, and use of type; layout and design. Some additional work may be required outside class. (Prerequisites 101, 102, 103) F
2 hours lecture — 2 hours laboratory

ART 142 — Computer Art3 Credits

Introduction to various applications of Computer Graphics and an overview of examples produced with the newest technology. Hands-on experience in working with microcomputer graphics software to solve a variety of design problems with simple computer graphics. Emphasis on applying the principles of art design to the media to create clear and creative graphic. A minimum of 3 hours lab work per week will be necessary to complete course work. F
3 hours lecture

ART 143 — Computer Art II3 Credits

Advanced exploration of computer applications and graphic design for pagination, presentation, illustration, three dimensional modeling, or animation. 3 credit hours. 1 hour lecture, 1 hour per week required lab internship, 4-6 hours per week (minimum) computer lab time. (Prerequisite: ART 142) F, Sp

- ART 144 — Computer Art III** **.3 Credits**
Continuation of ART 143.
- ART 145 — Computer Art IV** **.3 Credits**
Continuation of ART 144.
- ART 151 — Ceramics I: Handbuilding** **.3 Credits**
All ceramic handbuilding techniques including forming methods, glazing, clay preparation, firing, small and large scale pieces. Ceramic history through slide lectures. Some work outside class may be required.
3 hours lecture—3 hours laboratory
- ART 152 — Ceramics II: Throwing** **.3 Credits**
Thrown ceramic forms including functional utilitarian pottery techniques, glazing and firing methods. Some work outside class may be required. (Prerequisite: ART 151)
3 hours lecture—3 hours laboratory
- ART 161 — Printmaking I** **.3 Credits**
An introductory survey of printmaking with studio experience in intaglio, monotype, relief and collography.
- ART 181 — Visions Seminar I** **.2 Credits**
Emphasis on research, creative processes, scriptwriting and problem solving in the conceptualization of original projects or the visualization of assigned problems. Group critiques will assist students in the formation and polishing of content for work to be produced with the computer or traditional media. F, Sp
- ART 182 — Visions Seminar II** **.2 Credits**
Continuation of ART 181.
- ART 183 — Visions Seminar III** **.2 Credits**
Continuation of ART 182.
- ART 191 — Practicing Artists Seminar** **.3 Credits**
Visiting artists who have achieved mastery in a wide variety of computer applications or areas of production such as graphic design, illustration, three dimensional modeling, animation and simulation will conduct each class. Sp
- ART 201 — Survey of Art History I** **.3 Credits**
Survey of major monuments in Western art, with an emphasis on the art of Europe from prehistory through the Middle Ages. F
- ART 202 — Survey of Art History II** **.3 Credits**
Survey of major monuments in Western art, with an emphasis on Europe and America from 1400 to the present. Sp
- ART 203 — Survey of Contemporary Art** **.3 Credits**
History of development of modern art from Impressionism through present day movements. F
- ART 211 — Watercolor I: Introduction** **.3 Credits**
Techniques, materials, and tools of transparent watercolor. A minimum of two hours painting outside class will be required. (Prerequisites 101, 102, 103 for art majors, none for non-art majors) Sp
2 hours lecture — 2 hours laboratory
- ART 212 — Watercolor II** **.3 Credits**
Further study of the techniques of transparent watercolor, with attention to individual exploration of surface, space, and concept. A minimum of two hours painting outside class will be required. Sp
2 hours lecture — 2 hours laboratory

- BIO 213 — General Genetics 4 Credits**
 Classical and modern principles of heredity; laboratory experiments involving a variety of organisms. (Prerequisites: BIO 111-112, or the equivalent of 2 years of high school biology and satisfactory ACT scores, or consent of instructor; CHE 121-22 and MAT 111, 112 recommended) F, Sp
 3 hours lecture — 3 hours laboratory
- BIO 220 — Pathophysiology of Substance Abuse 3 Credits**
 A survey of the disease concept of chemical dependency and how it leads to the dysfunction of the body's systems.
 3 hours lecture
- BIO 221 — Pathophysiology 2 Credits**
 An introduction to the disease processes and mechanisms of the human body and to the dysfunction of the body's systems. Sp
 2 hours lecture
- BIO 222 — Microbiology 3 Credits**
 An introductory course in microbiology dealing with bacteria, fungi, yeast, and viruses to include discussions of cell structure, identification, taxonomy, metabolism, genetics, resistance, infection, disease, and immunity. (Prerequisite: BIO 111 or 231 or equivalent college level biology) Sp, Su
 2 1-hour lectures — 1 2-hour laboratory
- BIO 231 — Human Anatomy and Physiology I 4 Credits**
 A study of basic biological chemistry, cellular structure and function (including cellular respiration protein synthesis and cell division), histology, and integumentary, skeletal and the nervous system. The laboratory will provide experiments to illustrate principles covered in lecture. Note: Students are to bring latex or rubber gloves to the 1st class session. F, Sp
 3 hours lecture — 3 hours laboratory
- BIO 232 — Human Anatomy and Physiology II 4 Credits**
 A study of the anatomy and physiology of the muscular, circulatory and immune systems, respiratory, digestive, excretory, endocrine and reproductive systems. The laboratory will provide anatomical investigation of and physiological experimentation with these systems. (Prerequisite: BIO 231, Human Anatomy and Physiology I) Note: Students are to bring latex or rubber gloves to the 1st class session. Sp
 3 hours lecture — 3 hours laboratory
- BIO 253 — General Ecology 4 Credits**
 Relations between organisms and their environments, including human environmental problems. (Prerequisites: BIO 111, 112 or the equivalent of 2 years of high school biology and satisfactory ACT scores) F, SP
 3 hours lecture — 2 hours lab/field work
- BIO 251-269 — Independent Scientific Investigation 2 Credits**
 Independent laboratory/library research in biology by qualified students under the supervision of a faculty member. Especially designed to develop interest in and to apply techniques of scientific research. Up to six (6) credit hours may be earned. (Prerequisite: Consent of the faculty member)

BUSINESS AND COMMERCE

- BUS 101 — Introduction to Business 3 Credits**
 Orientation course designed to give an overall view of business as a framework for further detailed study into accounting, data processing, marketing, management, etc. Included are vocational/career opportunities, business terminology, and the functions that are used in the business process. F, Sp, Su

BUS 111 — Business Mathematics3 Credits

A course dealing with mathematics as applied to business operations. Included are mathematics of trading, operating, finance, ownership and investment, and summary and analysis. F, Sp, Su

BUS 112 — Personal Finance3 Credits

A course designed to aid the student in practical money management. Topics included are charting financial objectives; budgeting; consumer borrowing, renting, and buying; investing; employee benefits and taxation. F, Sp

BUS 201 — Principles of Real Estate3 Credits

A fundamental real estate course covering the basic laws and principles of Tennessee Real Estate, giving understanding, background, and terminology necessary for advanced study in specialized courses. Satisfies the state commission of real estate's prerequisite for Affiliate Broker's license examination. F

BUS 202 — Real Estate Law3 Credits

A study of Tennessee Real Estate Law, including rights incident to property ownership and management, agency, contracts, and applications to real estate transfer, conveyances, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. Applied toward educational requirement for affiliate brokers. Sp

BUS 203 — Real Estate Finance3 Credits

Institutional and governmental funds for financing real estate transactions. Applied toward continuing education requirement for affiliate brokers. Sp

BUS 204 — Real Estate Appraisal3 Credits

Theories, functions, and purposes of appraisal to include the economic approach, the replacement approach and comparative values for all types of real estate. F

BUS 210 — Introduction to Quality Management3 Credits

This course covers the Deming Philosophy, his System of Profound Knowledge, global pressures, continuous improvement, quality tools, quality systems; and the cultural, organizational, socio-technical, and implementation requirements of Total Quality Management. This course utilizes a team-based approach to quality understanding and problem solving. F

BUS 211 — Resource Management3 Credits

Explains the theory, design, implementation, and maintenance of MRP and MRP II computerized manufacturing control systems; including bills of material, item master, and schedule files. This course will help in the preparation for certification by the American Production and Inventory Control Society.

BUS 212 — Just-In-Time3 Credits

Explains the company-wide philosophy of "only the right parts, of the best quality, in the right place, at the time" through the elimination of waste and non-value added activities; includes the Kanban system of stockless production. This course will help in the preparation for certification by the American Production and Inventory Control Society.

BUS 213 — Attaining World Class Status3 Credits

This course addresses the contemporary manufacturing strategies and techniques required for competitive success in the 21st century as a world class organization. Teams research and discuss the strategic and tactical applications of such topics as the quality perspective, quality engineering, concurrent design techniques, a responsive supplier network, the evolving role of supervision and the empowered workforce. S

BUS 214 — Kaizen, Continuous Improvement3 Credits

Kaizen addresses the elimination of waste and non-value added activities to increase quality and productivity, while reducing costs. Commitment to and the pursuit of continuous, on-going improvement is critical to the success of a company-wide quality effort. Course also covers TQC, TEI, SPC as well as problem solving techniques. Learning partners work in team on a semester long continuous improvement project. F

- BUS 215 — Business Ethics3 Credits**
A course concerned with the relationship between business goals and practices and the good of society. Of specific concern will be matters such as fair pay, safe working conditions, well-made products at fair prices and environmental issues.
- BUS 217 — Developing a Quality System3 Credits**
This course uses the criteria of the Malcolm Baldrige National Quality Award as a framework for an integrated, organizational quality system. Each of the 7 criteria, 28 examination items, and 91 areas to address are examined in an application orientation. Learning partners participate as teams to assess an actual organization, determine criteria scoring, and make recommendations for improvement.
- BUS 221 — Principles of Accounting I3 Credits**
Basic principles and procedures in accounting relating to the complete accounting cycle for both service and merchandising companies owned as sole proprietorships and as corporations. Also, detailed analysis of assets and liabilities and owners equity. Sp, Su
- BUS 222 — Principles of Accounting II3 Credits**
Continues with corporate accounting and long-term liabilities. Emphasis is on managerial and cost accounting for making sound business decisions. (Prerequisite: Principles I; a grade of C or better in BUS 221 is strongly recommended) F, Sp
- BUS 224 — Cost Accounting3 Credits**
Principles of manufacturing and distribution cost accounting. Material, labor, and overhead costs in job order and process cost accounting, budgeting analysis of cost distribution and related problems. (Prerequisite: Principles II) Sp
- BUS 225 — Income Tax Accounting — Personal3 Credits**
Federal income tax laws with emphasis on the preparation of returns for individuals. Both manual and computerized tax returns will be prepared. (Prerequisite: Principles II or permission of instructor) F
- BUS 226 — Income Tax Accounting — Business3 Credits**
Federal income tax laws with emphasis on the preparation of returns for business. Both manual and computerized tax returns will be prepared. (Prerequisite: Income Tax—Personal or Permission of Instructor) Sp
- BUS 231 — Intermediate Accounting I3 Credits**
Extensive analysis of the principal elements of accounting systems and statements with emphasis on the asset side of the balance sheet. (Prerequisite: Principles II) F
- BUS 232 — Intermediate Accounting II3 Credits**
Extensive analysis of the principal elements of accounting systems and statements with emphasis on the liability and stockholder's equity side of the balance sheet. (Prerequisite: Intermediate I) Sp
- BUS 251 — Legal Environment for Business3 Credits**
Emphasis is placed on classification of laws, historical background of our systems of laws, duties, buying services, insurance, consumer protection, negotiable instruments, and business organization. F, Sp
- BUS 252 — Business Law3 Credits**
Designed to acquaint the student with the privileges and responsibilities of the individual under business law. Topics studied will include the uniform commercial code, contracts, sales, agency, partnerships, corporations, and negotiable instruments. F, Sp
- BUS 255 — Microcomputer Accounting Applications3 Credits**
A course designed to acquaint business management majors with common microcomputer applications in the field of accounting. (Prerequisites: BUS 221, CST 102, CST 135) F
- BUS 261 — Psychological Aspects of Management3 Credits**
This course applies psychological principles to business and other organizations concerned with effective management. Topics covered include leadership and supervision; communications and human relation skills; scientific and humanistic management and motivation skills, group dynamics and coping with change. F, Sp

- BUS 271 — Sales 3 Credits**
A course emphasizing the relationship of product and market, industrial and consumer sales, methods of market analysis, sales and sales methods. F, Sp
- BUS 272 — Retailing 3 Credits**
A study of the principles and practices of retailing including planning, policies, and procedures of distribution. Sp
- BUS 273 — Marketing 3 Credits**
A general but critical survey of the field of marketing, covering international industries and commerce, distribution of resources, factors of distribution and transportation, and the marketing functions. F, Sp
- BUS 274 — Marketing Opportunity Analysis 3 Credits**
The purpose of this course is to provide a link between theory and practice by evaluating current and future market conditions in order to identify marketing opportunities. This is accomplished by introducing the student to patterns and plans which integrate the major goals, policies, and action sequences of the organization into a cohesive whole, allocating its resources into a unique posture within the internal and external environmental conditions. Students will be able to devise a marketing plan which exploits the opportunity so identified. They will also be able to estimate the consequences of implementing this plan.
- BUS 278 — Small Business Management 3 Credits**
An introductory course designed to provide an overview of the business environment and requirements for successfully operating a small business. Topics covered include forms of business, credit management, utilizing professionals, information management, etc. Students must secure departmental approval to take this course. F, Sp
- BUS 281, 282 — Management and Supervision I, II 3 Credits**
This two course sequence is designed to introduce the basic aspects of supervisory development, to include the functions of management, communication skills, interpersonal relations, motivation, morale, discipline, leadership training and evaluation, decision-making and self-development. F, Sp Sequence. Management I offered Sp, Su
- BUS 284 — Management Seminar 3 Credits**
Consideration of current problems, issues, and developments in the area of management. Students are guided through individual projects and outside research related to their area of concentration and employment training. Sp
- BUS 285 — Strategic Management 3 Credits**
This course is designed for students who have entered or will be entering fields requiring skills in virtually every area of management including marketing, operations, accounting, and financial, ethical, political, and quantitative dimensions. Each dimension will be addressed in lectures, classroom discussions, and class presentations. The primary purpose of the course is to introduce the student to patterns and plans which integrate the major goals, policies, and action sequences of an organization into a cohesive whole, allocating its resources into a unique and viable posture within the framework of internal and external environmental alterations, anticipated and unanticipated changes, and contingent moves by intelligent opponents.
- BUS 290 — Basic Statistical Process Control 3 Credits**
This course covers basic statistics, control chart construction and interpretation, variation identification and reduction, and how SPC fits into the Total Quality Management system. Project teams apply SPC techniques in organizations to identify and reduce process variation, select appropriate control charts, and perform capability studies.
- BUS 291 — Advanced Statistical Process Control 3 Credits**
This course provides an in-depth examination of the statistical theory behind SPC, control charting and control limit derivation, sample size determination, process capability studies, and sampling theory. Project teams apply SPC techniques in organizations to perform capability studies, determine sampling plans, and initiate continuous improvement activities.

CHEMISTRY

To receive credit for a chemistry course, the lecture section must be accompanied by a laboratory session during the same semester.

- CHE 100 — Fundamentals of Chemistry4 Credits**
 This course is designed for students desiring to enter a science, engineering or pre-med (veterinarian, pharmacy, etc.) program but who have had no high school chemistry or are not recent high school graduates. The emphasis will be on the fundamental concepts of chemistry, nomenclature, equation writing, simple stoichiometric calculations, bonding, gas laws and property of solutions. (NOTE: This course cannot be used to fulfill a natural/physical science requirement where a sequence is indicated. It can be used if a sequence is not required.) (Prerequisite: 2 years of high school algebra or DSM 082 - Intermediate Algebra) F, Su
 3 hours lecture — 3 hours laboratory
- CHE 101 — Introduction to Chemical Principles4 Credits**
 Introductory chemistry dealing with the basic principles such as atomic structure, periodic law, states of matter, chemical bonding, types of compounds, gas laws, solutions, acids and bases, equilibria. (Prerequisite: 2 years of high school algebra) F
 3 hours lecture — 3 hours laboratory
- CHE 102 — Basic Organic and Biochemistry4 Credits**
 Aliphatic, aromatic, and heterocyclic organic chemistry with emphasis on structure, nomenclature, and functional groups. Introductory biochemistry concerning lipids, carbohydrates, proteins, and nucleic acids. (Prerequisite: CHE 101) Sp
 3 hours lecture — 3 hours laboratory
- CHE 121 — General Chemistry I4 Credits**
 A study of fundamental principles of chemistry, such as mathematical calculations of chemical relationships, atomic structure, periodic relationships, molecular structure, bonding, and the chemistry of oxygen, hydrogen, and water, Kinetic Molecular Theory, physical states of matter, solution chemistry. (Prerequisite: 2 years of high school algebra) F, Sp
 3 hours lecture — 3 hours laboratory
- CHE 122 — General Chemistry II4 Credits**
 Electrolytes, oxidation-reduction, electrochemistry, molecular and ionic equilibria, nuclear chemistry, and brief survey of organic chemistry. (Prerequisite: CHE 121) Sp, Su
 3 hours lecture — 3 hours laboratory
- CHE 202 — Quantitative Analysis5 Credits**
 The study of the basic theories of quantitative analysis, with stress on the theories of neutralization, precipitation, volumetric, and gravimetric analysis. (Prerequisite: CHE 122) Sp, on demand
 3 hours lecture — 6 hours laboratory
- CHE 211 — Qualitative Analysis4 Credits**
 Theory and practice of qualitative analysis, chemical equilibrium and solubility product. Laboratory practice in the identification of the major cations and anions. (Prerequisites: CHE 121, 122)
 3 hours lecture — 3 hours laboratory
- CHE 221 — Organic Chemistry I4 Credits**
 A study of the properties, preparations, reactions, and spectroscopy of aliphatic and aromatic compounds, including reaction mechanisms and the relationship between structure and reactivity. (Prerequisite: CHE 122) F
 3 hours lecture — 3 hours laboratory
- CHE 222 — Organic Chemistry II4 Credits**
 A continuation of CHE 221, covering carbanion condensations, heterocyclics, fats, carbohydrates, amino acids, and proteins. (Prerequisite: CHE 221) Sp
 3 hours lecture — 3 hours laboratory

CHE 235 — Chemistry of the Radioisotopes3 Credits

Introduction to the theory of nuclear stability and nuclear decay processes. Detection, safe handling and use of radioisotopes will also be studied. (Prerequisite: CHE 122) Sp
3 hours lecture

CHE 240 — Internship-Environmental Chemistry5 Credits

This work experience is designed to familiarize students with applications of environmental chemistry. Efforts will be made to place students in an area which supports their career goals. (A minimum of 300 contact hours are required.) No student may enroll in an internship unless the approval of the instructor is granted. Offered as needed.

CHE 242 — Internship-Analytical Chemistry5 Credits

This work experience is designed to familiarize students with applications of analytical chemistry. Efforts will be made to place students in an area which supports their career goals. (A minimum of 300 contact hours are required.) No student may enroll in an internship unless approval of the instructor is granted. Offered as needed.

CHE 231-259 — Independent Scientific Investigation3 Credits

Independent laboratory/library research in chemistry by qualified students under the supervision of a faculty member. Especially designed to develop interest and to apply techniques of scientific research. Up to six credit hours may be earned. (Prerequisite: Consent of the faculty member)

COMPUTER SCIENCE TECHNOLOGY

To receive credit for CST 201, 211, and 261 the lecture section must be accompanied by a laboratory section during the same semester. Students selecting the Computer Science Option may expect programming or lab assignments requiring 9 or more hours of computer use per week.

CST 102 — Computer Literacy3 Credits

An introductory course including fundamental computer concepts, terminology, and applications. Included in this course is a basic familiarization with a microcomputer, an operating system, and the more popular microcomputer application such as word processing, spreadsheets, and others. F, S, SU

CST 103 — Computer Presentations3 Credits

An introductory course in the use of presentation software such as Powerpoint and Harvard Graphics. Preparation of graphs, charts, slides, and transparencies is included. Students are required to make oral and written presentations with the use of presentation software. (Prerequisite CST 102) F

CST 105 — Database Management3 Credits

Database system design, implementation, querying and application development in a microcomputer environment. SQL techniques are included. (Prerequisite CST 102) S

CST 113 — Introduction to Programming I4 Credits

An introductory programming course using C. Topics include problem analysis, design, coding, testing, and documentation. Techniques such as modularity, cohesion, coupling, and encapsulation are covered. Emphasis is on developing good programming habits. (Prerequisite-reading and math requirements have been completed in Academic Development. Students completing the Computer Science Option in the A.A.S. Business Management Technology Program must take CST 102 as a corequisite with CST 113 or have Computer Science advisor's approval.) F

CST 114 — Introduction to Programming Using FORTRAN4 Credits

Problem solving and algorithm development, introduction to programming using FORTRAN. Organization and characteristics of modern digital computers. Devices, software packages, tools. Emphasis on developing good programming habits. S

- CST 131 — Microcomputer Applications in Business3 Credits**
An introductory course covering applications of DOS, WordPerfect, Lotus 1-2-3, and dBase III Plus. This competency-based course emphasizes problem solving with the microcomputer while building basic operating skills leading to the independent use of the microcomputer. Designed with practical business case studies. F, Sp, Su
- CST 135 — Introduction to Spreadsheets3 Credits**
Designed to introduce students to fundamental operations of a spreadsheet including formula development, graphics, data base management, and design. Course will expose students to windows based spreadsheet such as Excel. S
- CST 140 — Beginning Windows1 Credit**
An orientation to Windows. Course provides an introduction to hardware and Windows concepts and terminology. Students are given an overview of Windows features and its basic accessories. Lab activities introduce use of mouse, clicking, dragging, selecting, help, groups, format, copy, drive specifications, the Control Panel to customize Windows features, and print functions.
- CST 141 — Intermediate Windows1 Credit**
Major features of Windows are explored including object linking and embedding. Course covers extended use of File Manager, Accessories, such as Write, Paintbrush Notepad, Calendar, Object Packager, and Cardfile, and customization of program groups and start up features of Windows. (Prerequisite: CST 140 or Computer Science Advisor's Approval.)
- CST 144 — Beginning DOS1 Credit**
Fundamental concepts of the DOS operating system are covered. Command models and DOS syntax, file management commands, and directories are discussed and used in lab.
- CST 145 — Intermediate DOS1 Credit**
Covers directory management commands, Autoexec.Bat, Config.Sys, Vsafe, Chkdsk, Doubling disk size, Memmaker, Undelete, Xcopy, and other specialized functions in the latest versions of DOS. (Prerequisite: CST 144 or Computer Science Advisor's Approval.)
- CST 146 — Beginning Spreadsheet Applications for Windows1 Credit**
Exposes students to Excel for Windows. Course covers the fundamental strategies in the Spreadsheet Application Development Cycle while introducing the basic features of the Windows based spreadsheet. (Prerequisite: CST 140 or CST 102 or Computer Science Advisor's Approval.)
- CST 147 — Intermediate Spreadsheet Applications for Windows1 Credit**
An in-depth examination of such topics as functions, graphics, and database are explored using Excel for Windows. Principles of good spreadsheet design is emphasized. (Prerequisite: CST 146 or Computer Science Advisor's Approval.)
- CST 148 — Advanced Spreadsheet Applications for Windows1 Credit**
Advanced features of Excel are introduced covering such topics as object linking, scenarios, and macros. (Prerequisites: CST 146, CST 147 or Computer Science Advisor's Approval.)
- CST 149 — Beginning Word Processing Applications for Windows1 Credit**
Students are exposed to the fundamental features of Microsoft Word's menu bar and tool bar while creating and editing documents. (Prerequisite: Adequate keyboarding and computing skills. OAD 100 and CST 140 or CST 102 recommended.)
- CST 150 — Intermediate Word Processing Applications for Windows1 Credit**
Covers document formatting in depth, use of graphics, object linking, and embedding. (Prerequisite: CST 149 or Computer Science Advisor's Approval.)
- CST 153 — Beginning Desktop Publishing for Windows1 Credit**
Principles of good design and layout are introduced as students integrate text and graphics to create a brochure, flyer, and newsletter in a Windows environment. 1 Credit Hour (Prerequisites: Adequate keyboarding and computing skills. OAD 100 and CST 102 or CST 140 recommended.)

CST 155 — Beginning Database Applications for Windows1 Credit

Fundamental concepts are integrated with hands on exercises to introduce students to the commands and query features of a database applications package for the Windows environment. (Prerequisites: Adequate keyboarding and computing skills. OAD 100 and CST 102 or CST 140 recommended.)

CST 156 — Beginning Internet2 Credits

Introduces students to services and information featured in Internet. Gopher, FTP, and Telnet through the VAX are explored. (Prerequisite: Adequate keyboarding and computing skills. OAD 100 and CST 102 or CST 140 recommended.) F, S

CST 157 — Beginning Network Management1 Credit

Designed to introduce students to network systems management concepts common in such network environments as Novell's Netware and Microsoft's Windows for Workgroups. (Prerequisites: Adequate keyboarding and computing skills. CST 100 and CST 102 or CST 140 recommended.)

CST 158 — Seminar on Applications in the DOS Environment3 Credits

Instructor will select an application from the popular DOS software packages in an area such as word processing, database, finance, or spreadsheets and introduce fundamental through advanced concepts and uses of the program. The specific software used in class will be indicated in the course title when it is placed in the class schedule. (Prerequisites: Adequate keyboarding and computing skills. CST 100 and CST 144 recommended or Computer Science Advisor's Approval.)

CST 159 — Seminar on Applications in the Windows Environment . .1-3 Credits

An introductory course on the fundamental concepts, commands and uses of a Windows based application package. This class explores one of many different applications in the Windows environment such as financial planning, time scheduling, stock market analysis, presentation graphics, etc. The specific software package used in class will be indicated in the course title when it is placed in the class schedule. (Prerequisites: Adequate keyboarding and computing skills. CST 100 and CST 102 or CST 140 recommended or Computer Science Advisor's Approval.)

CST 160 — Preparation for On-line Courses at RSCC1 Credit

Covers the prerequisites for using a modem and the VAX to transmit and receive class materials during a student's enrollment in an on-line/modem course. Students learn how to use the hardware and software required to participate in the class. Instruction is given for setting up a modem protocol package, how to dial into the RSCC computer, and how to use RSCC's electronic mail, conferencing, and word processing to communicate to the class and instructor. (Requisites: To be taken one time concurrently with first time enrollment to any modem course or the semester prior to enrollment in the modem course.) F, S

CST 201 — Data Structures3 Credits

Structured programming, data structures and applications, I/O techniques, lists, queries, trees, tables, streams, algorithms, files. (Prerequisites: CST 113, Introduction to Programming I) 2 hours lecture — 3 hours lab

CST 203 — Principles of Programming II3 Credits

A continuation of Introduction to Programming I and the C Language. Course content includes coverage of data types such as pointers, arrays, link lists, strings, constructed types, arrays of arrays, arrays of pointers, and other characteristics of data structures. Students are also exposed to an object oriented programming language. (Prerequisites: CST 113.) S

CST 205 — Data Communications3 Credits

Principles of communications including the selection and use of modems, communications software, script development, terminal emulation, networking, electronic mail, and use of the Internet. (Prerequisite: CST 102 or Computer Science Advisor's Approval.) F

CST 207 — Microcomputer Hardware2 Credits

Maintenance and configuration of microcomputers including installation of disk drives, CD drives, tape drives, memory, NICS, power supplies, sound cards, power supplies, ups, and other hardware. IRQ and DMA settings and conflicts are included as is the use

of diagnostic software. Good preventative maintenance practices are emphasized. (Prerequisite: CST 102 or Computer Science Advisor's Approval.) F

- CST 209 — GUI Programming I3 Credits**
 Programming for the Graphical User Interface (GUI) including the use of Visual Basic, Visual C, and C++. Designed to introduce the student to the features of an object oriented programming language. Students design and create object illustrating properties such as encapsulation, inheritance, and polymorphism. The language or languages included will be determined by the instructor as needed. (Prerequisite: CST 203 or Computer Science Advisor's Approval.) F
- CST 210 — GUI Programming II and Application Design4 Credits**
 Integrates the development of software applications using elements of object oriented programming, database management, and application software. Client/Server techniques are included. Students develop system solutions to case problems. (Prerequisite: CST 209.) S
- CST 211 — COBOL3 Credits**
 Computer programming in COBOL. File handling, disk data sets. (Prerequisite: Computer Literacy or Introduction to Programming or consent of instructor)
 2 hours lecture—3 hours laboratory
- CST 212 — Advanced Microcomputer Applications3 Credits**
 Exposure to a wide variety of applications software and programming techniques beyond those covered in CST 105 Database Management and 209 GUI Programming I. (Prerequisite: CST 105, CST 209 or Computer Science Advisor's approval. S
- CST 215 — Operating Systems3 Credits**
 In depth experience on the operations of DOS, Unix, VMS, and Local Area Networking. Students learn to apply, navigate through, and use operating system commands and directory structures. (Prerequisite: CST 102, CST 113, and CST 205 or Computer Science Advisor's Approval.) S
- CST 217 — Data and File Management2 Credits**
 Topics covered include basic familiarization with file types and conversions, backup, disaster recovery, and EDP audit. (Prerequisite: CST 209) S
- CST 231 — RPG Programming3 Credits**
 RPG Programming (Report Program Generator) is a problem-oriented language for maintaining and manipulating files and generating reports. This course will provide exercises with problems directed at various applications in a business system.
- CST 241 — Systems Analysis3 Credits**
 Fundamentals of systems analysis. The role of the systems analyst in the life-cycle of computer-based business systems. Tools and techniques of systems analysis. Case studies dealing with system study, design, development, and operation.
- CST 261 — Computer Organization3 Credits**
 Number systems, internal representation of numbers in computers, hardware components, hardware organization, introduction to assembly language, microprogramming control units. Computing with register machines, introduction to digital circuits. (Prerequisite: Introduction to Programming)
 2 hours lecture — 3 hours laboratory

COOPERATIVE EDUCATION

- COE 101 — Cooperative Education I3 Credits**
COE 102 — Cooperative Education II3 Credits
COE 201 — Cooperative Education III3 Credits
COE 202 — Cooperative Education IV3 Credits
 A sequence of experiential learning that takes place in real employment situations. The student must be approved by the Placement Coordinator, the academic division of the student's major or area that is being explored, and the employer for full-time or part-time paid employment in industry, business or government. A minimum of ten (10) hours of ac-

tual work experience per week throughout the appropriate semester is required to receive credit. The work experience will be jointly evaluated by the Placement Coordinator and the employer. For further information contact the Placement Coordinator in the Counseling and Career Resource Center.

CORRECTIONS

- COR 101 — Introduction to Corrections3 Credits**
 This includes the history of criminal corrections in the United States; analysis of the crime problem; identification of the correctional client; correctional methods used in the United States; and emphasis on correctional goals in the criminal justice system. Sp
- COR 111 — Juvenile Delinquency3 Credits**
 A study of new attempts geared toward the rebellious youthful offenders in the areas of treatment, experimentation, innovative programs, and theories of causation. F, Su
- COR 112 — Emerging Rights of Prisoners3 Credits**
 An attempt to systematically identify and analyze the practical implications of recent court decisions affecting civil rights and due process for prisoners. Sp
- COR 201 — Correctional Administration and Supervision3 Credits**
 A study of the organizational structure, training techniques, cultural developments, and administrative concepts of incarceration. Special emphasis will be placed upon supervision, responsibility, authority, and accountability in the operation of penal institutions. F
- COR 202 — Treatment in Corrections3 Credits**
 A study of various methods used in counseling to include principles and techniques for both group and individual therapy. A variety of therapies will be discussed including behavior modifications, guided group interaction, transactional analysis, and reality therapy. Sp
- COR 211 — Practicum in Corrections3 Credits**
 The placement of a student in correctional institution or detention facility to observe and participate in its operation. Participation will include activity in all functions required to operate a correctional institution. Attention will be given to the implementation of state-of-the-art techniques in traditional incarceration problem areas. Sp

DENTAL HYGIENE

NOTE: All DHT courses must be taken in appropriate sequence, as listed in the degree checklist. Admission to the Dental Hygiene Technology program is required prior to taking any DHT courses.

- DHT 101 — Preclinical Dental Hygiene5 Credits**
 This course introduces the student to basic concepts and techniques of performing oral health services. The student will demonstrate knowledge and skill of learned techniques in a supervised preclinical setting. F
 3 hours lecture — 8 hours laboratory/week
- DHT 111 — Dental Science I3 Credits**
 This course covers topics in tooth morphology; head, neck and oral anatomy; oral embryology and oral histology; oral and basic pathology; periodontology. F
 3 hours lecture/week
- DHT 112 — Dental Science II3 Credits**
 This course is a continuation of Dental Science I. Sp
 3 hours lecture/week
- DHT 121 — Clinical Dental Hygiene I2 Credits**
 Supervised clinical practice of previously learned dental hygiene techniques. S
 120 total hours of clinic

- DHT 132 — Dental Radiography3 Credits**
 This course covers topics in the theory, practice and interpretation of radiography. Safety concerns will be addressed. Students will demonstrate proficiency in the use of dental radiography equipment. Sp
 2 hours lecture — 2 hours laboratory/week
- DHT 133 — General and Oral Pathology4 Credits**
 This course covers general pathological concepts and a study of oral pathology. Su
 7 1/2 hours lecture/week
- DHT 141 — Principles of Dental Hygiene I3 Credits**
 This course is a continuation of the concepts and techniques outlines in DHT 101. Sp
 3 hours lecture/week
- DHT 161 — Biochemistry and Nutrition3 Credits**
 This course presents the basic principles of the biochemistry of nutrition and the application of these principles to clinical Dental Hygiene. (Prerequisite: CHE 101) Sp
- DHT 171 — Dental Materials3 Credits**
 This course investigates the characteristics, physical properties, manipulation, uses and care of materials used in dentistry. Su
 4 hours lecture — 6 hours laboratory/week
- DHT 201 — Pharmacology and Pain Control3 Credits**
 This course includes the study of drugs used in dentistry and pain control measures used in dentistry. F
 3 hours lecture/week
- DHT 211 — Dental Hygiene Seminar2 Credits**
 This course covers topics of professionalism for the dental hygienist including legal aspects of practice, ethics and dental office practices. Sp
 2 hours lecture/week
- DHT 212 — Community Health3 Credits**
 This course covers concepts of public community health and includes field experiences in a variety of community health settings. Sp
 2 hours lecture — 3 hours laboratory/week
- DHT 221 — Clinical Dental Hygiene II3 Credits**
 Continuation of the supervised clinical practice of previously learned dental hygiene techniques. F
 180 total hours of clinic
- DHT 222 — Clinical Dental Hygiene III3 Credits**
 Continuation of the supervised clinical practice of previously learned dental hygiene techniques. Sp
 180 total hours of clinic
- DHT 241 — Principles of Dental Hygiene II1 Credit**
 This course is a continuation of DHT 141. F
 1 lecture hour/week
- DHT 242 — Principles of Dental Hygiene III1 Credit**
 This course is a continuation of DHT 241. Sp
 1 lecture hour/week
- DHT 251 — Periodontology1 Credit**
 This course presents advanced concepts in the treatment of periodontal disease. F
 1 lecture hour/week

DEVELOPMENTAL STUDIES

NOTE: Courses in this program cannot be used to satisfy the minimum number of hours required for graduation. Evidence of competencies in these areas is prerequisite for college courses numbered 100 or above.

DSE 080 — Effective Writing3 Credits

This course will emphasize journal writing, vocabulary enrichment, critical thinking, and integrated writing skills. F, Sp, Su

DSM 081 — Elementary Algebra5 Credits

This course is designed to provide students basic algebraic skills on a pre-college level. Satisfactory completion of this course or other evidence of competencies in these areas is a prerequisite for DSM 082 Intermediate Algebra. F, Sp, Su

DSM 082 — Intermediate Algebra5 Credits

This course is designed to provide students advanced algebraic skills on a pre-college level. Satisfactory completion of this course or other evidence of competencies in these areas is a prerequisite for appropriate college level mathematics courses. F, Sp, Su

DSE 083 — Writing Fundamentals3 Credits

This course is designed to develop writing skills with special emphasis on paragraph patterns and short essays. (Prerequisite or Corequisite: DSE 080) F, Sp, Su

DSR 085 — Developmental Reading3 Credits

This course provides individualized instruction for the improvement of college reading skills with special emphasis on assessment and remediation. F, Sp, Su

DSR 086 — Critical Reading3 Credits

This course is designed to develop college-level reading competence through lecture, discussion, and small-group instruction. Primary focus is given to the development of inferential and critical reading ability. (Prerequisite or Corequisite: DSR 085) F, Sp, Su

DSS 089 — College Success Strategies2 Credits

This course reviews the speaking, listening, and study skills techniques which will facilitate successful participation in college courses. F, Sp, Su

ECONOMICS

ECO 201 — Principles of Economics I3 Credits

Conceptual framework of the free enterprise society. Quantitative description of the American economy. Economics of aggregates based on the national income accounting. Macroeconomic income determination, employment, and price level. Introductory principles of money and banking. F, Sp

ECO 202 — Principles of Economics II3 Credits

A continuation of economics with the special emphasis on microeconomics. An introduction to individual demand. Production planning and the related effect upon market structures, resource allocation, and income distribution; e.g., wages, rent, interest, and profits.

EDUCATION

EDU 100 — Orientation to College1 Credit

Valuable information to promote the student's success in college. Includes registration and advisement procedures; financial aid; counseling and other student services; study habits; and other topics that should contribute to student success. (It is advised that EDU 100 be taken concurrently with ENG 101) F, Sp

EDU 101 — Introduction to the Teaching Profession2 Credits

Survey of the roles and responsibilities in the teaching profession and of current educational issues, practices, and problems. Information on employment opportunities, legal issues, and changing social expectations of educational institutions. F

EDU 111 — Introduction to Educating Exceptional Children2 Credits

Examination of categories of exceptionality (mental retardation, giftedness, deafness, blindness, emotional disturbance, orthopedic impairment, etc). Brief review of educational strategies used with particular problems. Site visits to acquaint the student with services, settings, and teacher roles.

EDU 210 — Human Development3 Credits

Comprehensive overview of human physical, psychological, and social development from prenatal to late adolescent development. F, Sp

EDU 211 — Educational Psychology3 Credits

Focus on making classroom education more effective by applying specific principles from the following areas of psychology: development, learning, motivation, evaluation, individual differences, and adjustment. Cross-listed as PSY 211. Sp

EDU 213 — Early Childhood Programs and Activities3 Credits

Aspects of early childhood education (history, programs, materials, administration, etc.). Practical application for prospective early childhood educators. Sp

EDU 221,222 — Trends and Issues in Education I, II3 Credits

In-depth analysis of a particular topic, concern, or problem in education.

EDU 231 — Field Experiences I2 Credits**EDU 232 — Field Experiences II2 Credits**

A cooperative classroom experience for the student and local school systems. Student exposure to duties, responsibilities, and requirements of the teaching profession. (Prerequisite: EDU 101 or permission of instructor) F, Sp

EMERGENCY MEDICAL TECHNOLOGY-PARAMEDIC

EMT 101 — First Responder3 Credits

This initial training course in the art of pre-hospital emergency medical care follows the guidelines set by the Department of Transportation (D.O.T.). Successful completion enables the student to sit for certification examination given by the Department of Health and Environment, Division of Emergency Medical Services. First Responders are individuals trained to assess patients, provide emergency care, and when necessary, move patients without causing injury. Students will also be certified in class in AHA-CPR-Level C. (Prerequisites: Students must have approval of the program director to obtain admission to this course, and an EMT Program application filed with the EMT Program Director.) Class size limited. F, Sp, Su

3 hours lecture

**EMT 102 — Emergency Medical Technician Basic-Part I5 Credits
(EMT Basic Part I)**

Covers all emergency medical techniques currently considered to be within the responsibilities of the basic EMT providing emergency care with an ambulance service. Areas to be included are cardiopulmonary resuscitation, splinting, bandaging, medical emergencies, and childbirth. Also covered are the functions of the Emergency Medical Services, the legal aspects, emergency driving techniques, and medical ethics. (Prerequisites: Student must have approval of the program director to obtain admission to this course, a CPR card and an EMT application filed with the Program Director.) Class size is limited. F

5 hours lecture

**EMT 106 — Emergency Medical Technician Basic-Part II6 Credits
(EMT Basic Part II)**

A continuation of the training course for the basic EMT. Upon successful completion the student will have satisfied one of the eligibility criteria for taking the Basic EMT certification examination given by the Tennessee Department of Health and Environment, Division of Emergency Medical Services. (Prerequisite: EMT 102) S

5 hours lecture — 2 hours clinical

EMT 107 — Vehicle Extrication and Rescue3 Credits

This course covers all aspects of vehicle rescue, crash rescue and extrication. The course also deals with, and stresses personal safety during extrication operations. Facts on late model car structure and extrication methods and patient protection will be emphasized. Successful completion of this course allows the student to sit for the certification examination given by the Tennessee Association of Rescue Squads. (Prerequisite: EMT 101) F
3 hours lecture

EMT 108 — Emergency Medical Dispatcher (EMD)9 credits

This course covers all aspects of the Emergency Medical Dispatch curriculum, maintaining D.O.T. standards. The curriculum is designed by APCO (Associated Public Safety Communication Officer, Inc.), and taught by a certified APCO instructor. The course covers CPR, First Aid, Basic Telecommunication skills, and Basic EMD skills. Successful completion of this course certifies the student as a EMD, recognized by the D.O.T. (no prerequisites) F
9 hours lecture

EMT 110 — Intravenous Therapy for EMT's4 Credits

This course studies fluids and electrolytes in the body with emphasis placed upon the manifestation of fluid and electrolyte imbalances. The manifestations of dehydration and overhydration are included. The course also deals with the causes, signs, and symptoms of shock, fluid administration through intravenous techniques and the application of medical anti-shock trousers (MAST). Successful completion of this course allows the student to sit for certification examination given by Department of Health and Environment, Division of Emergency Medical Services. (Prerequisites: Students must hold current Tennessee certification as an EMT. Students must have an EMT application filed with the EMT Program Director.) F, Sp
3 hours lecture — 2 hours clinical

EMT 111 — Advanced Emergency Care Training3 Credits

This course covers all aspects of Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS) and Basic Trauma Life Support (BTLS) or Pre-Hospital Trauma Life Support (PHTLS). The course is available to paramedics, nurses, respiratory therapists, and physicians. Successful completion of each section allows the students certification in each respected area. F, Sp

EMT 130 — Tactical Medical Operations4 Credits

Special operations including ballistics, weapons orientation, medical threat assessment, evidence assessment and patient care, care under fire, hostage survival, physical assessment during sensory deprivation, situation expedient extraction, and physical fitness. Team operations will be emphasized. F.
3 hours lecture — 3 hours laboratory

EMT 135 — Advanced Rope Rescue4 Credits

Types of rope, knots, harnesses/slings, anchors, ascending and descending techniques, lowering and raising, rigging, packaging victims, victim evacuation, and equipment familiarity will be covered. This knowledge will be blended with patient care considerations for the uniqueness of the environment in which the rescue operations occur. F
3 hours lecture — 3 hours laboratory

EMT 140 — Confined Space Rescue3 Credits

Principles of emergency operations involving confined space rescue including effective response, personnel safety, communications, equipment operations, rescue and removal techniques, and patient care during confined space rescue operations. F
3 hours lecture

EMT 151 — Emergency Medical Technician (accelerated)11 Credits

An accelerated Basic Emergency Medical Technician course. Parts I and II (EMT 102 and 106), combined into one semester. Upon successful completion the student will have satisfied one of the eligibility criteria for taking the Basic EMT licensure examination given by the Tennessee Department of Health and Environment, Division of Emergency Medical Services. (Prerequisites: Certification as a First Responder and an EMC Program application filed with the EMC Program Director.) Class size is limited. F, Sp
10 hours lecture — 2 hours clinical

- EMT 211 — Paramedic I13 Credits**
 First of a 3 part series to prepare the student for Paramedic Certificate. Topics include paramedic role and responsibilities, EMS system, medical/legal consideration, EMS communications, medical terminology, general patient assessment, airway and ventilation, pathophysiology of shock, general pharmacology, major incident response and stress management. (Prerequisite: PRIOR admission to the Paramedic Program; Corequisite: EMT 221) F
 8 hours lecture — 6 hours laboratory
- EMT 212 — Paramedic II13 Credits**
 Second of a 3 part series to prepare the student for Paramedic licensure. Topics include trauma, burns, respiratory care, cardiovascular care, endocrine emergencies, neurological emergencies, acute abdominal distress, anaphylaxis, toxicology, alcoholism, drug abuse, infectious disease, environmental injuries, geriatrics, pediatrics, behavioral emergencies, OB/GYN and neonatal care. (Prerequisite: EMT 211; Corequisite: EMT 222) Sp
 8 hours lecture — 6 hours laboratory
- EMT 216 — Paramedic III4 Credits**
 Third of a 3 part series to prepare the student for Paramedic Certification. Topics include rescue, and certification in the following: ACLS, BTLs, PLS, NALS. (Prerequisite: EMT 212; Corequisite: EMT 223) Su
 2 hours lecture — 6 hours laboratory
- EMT 221 — Clinic I3 Credits**
 Clinical experience in area hospitals and ambulance services. (Corequisite: EMT 211) F
 135 Clinical Hours
- EMT 222 — Clinic II3 Credits**
 Clinical experience in area hospitals and ambulance services. Continuation of EMT - 221. (Corequisite: EMT 212) Sp
 135 Clinical Hours
- EMT 223 — Clinic III4 Credits**
 Clinical experience in area hospitals and ambulance services. Emphasis will be upon making patient care decisions and directing patient care in the pre-hospital setting, within the scope of training. (Corequisite: EMT 216) Su
 180 Clinical Hours
- EMT 300 — Dysrhythmia Recognition & Treatment3 Credits**
 Designed for nurses, paramedics, physicians, or other interested persons who need to be able to identify and treat most common dysrhythmia. Topics include anatomy and physiology of the heart, all major common dysrhythmia, medications, and other forms of treatment. 12-Lead interpretation will also be included. May be helpful preparation for the advanced cardiac life support (ACLS) course. F
 3 hours lecture

ENGINEERING CORE

- ERG 101 — Elementary Mechanics3 Credits**
 Statics of particles and rigid bodies, resultants of force systems, vector algebra, equilibrium, friction, centers of gravity, centroids, and moments of inertia. (To be taken by special certificate students only) (Prerequisite: MAT 110 - Algebraic 0016 Reasoning)
- ERG 161 — Fundamentals of Engineering Graphics I3 Credits**
 Technical sketching, geometries construction with emphasis on plane surface analysis: presentation of engineering data: graphical solution of three dimensional space problems: primary and secondary auxiliary views. Application of computer-aided Design and Drafting (CADD) in solving engineering problems. Three two-hour periods or two three-hour periods, including one hour of lecture per week.

- ERG 162 — Fundamentals of Engineering Graphics II3 Credits**
 Continuation of Fundamentals of Engineering Graphics I with emphasis on CAD applications in three dimensional drawing, working drawings, assemblies and details, CAD component evaluation and use. Selected problems from the engineering sciences utilizing special drawing techniques on electronic mediums. Offered as needed.
- ERG 211 — AutoCAD I3 Credits**
 The utilization of microcomputers in the design and drafting process using AutoCAD. The selection of CAD component, the command and syntax structure, basic drawing and editing techniques, two-dimensional and three-dimensional drawing techniques. Two three-hour periods or three two-hour periods, including two hours lecture per week.
- ERG 212 — AutoCAD II3 Credits**
 CAD systems management, customization and productivity techniques, introduction to AutoLISP, data file exchange solid modeling, advanced 3-D drawing techniques. Two three-hour periods or three two-hour periods, including two hours lecture per week.
- ERG 221 — Surveying I4 Credits**
 Introduction to surveying, chaining and pacing, direct and profile leveling, measurements of angles, transit-tape-traversing, traverse analysis, calculation of areas, adjustment of instruments. (Corequisite: MAT 111 - Algebraic Reasoning)
- ERG 241-249 — Independent Engineering Investigation3 Credits**
 Independent research and development in engineering by qualified students under the supervision of a faculty member. Intended to develop interest and skill in the techniques of engineering research and development. Transfers as elective credit only. (Consent of the faculty member is required.)

ENGINEERING SCIENCE

- ESC 111 — Survey of Engineering1 Credit**
 Overview of the required skills, types of jobs, and specialty areas in engineering. An overview of the goals, objectives, methods, and ethics of the engineering profession in all the major engineering disciplines is presented.
- ESC 112 — Computer Aided Engineering3 Credits**
 Introduction to computers in engineering using structured programming in BASIC and FORTRAN to create solutions to typical engineering applications. Applications of computer packages such as engineering spread sheets, graphics, and word processors will be included.
- ESC 201 — Numerical Techniques2 Credits**
 Use of FORTRAN in the development of algorithms for roots of equations, systems of linear equations, curve fitting, numerical integration, simulation and solution of ordinary differential equations. (Prerequisites: ESC 112, 211; MAT 142)
- ESC 211 — Statics3 Credits**
 Statics of particles and rigid bodies, resultants of force systems, static equilibrium, friction, moments, and application to trusses. (Prerequisites: MAT 141, Calculus I; Corequisites: PHY 211, Physics I) F
- ESC 212 — Dynamics3 Credits**
 Dynamics of particles and rigid bodies, kinematics, kinetics, Newton's laws, work and energy, and impulse and momentum. (Prerequisite: ESC 211 - Statics) Sp

ENGLISH

- ENG 101 — Composition I3 Credits**
 Narrative, descriptive, expository and argumentative writing as applicable to major fields of study and societal issues. Research paper required.
- ENG 102 — Composition II3 Credits**
 Writing based on literature and library research. Interpretation and analysis of fiction, drama, poetry, and the novel. (Prerequisite: ENG 101)

- ENG 201 — World Literature I3 Credits**
Survey of world literature from the ancient world to the Renaissance. Includes sections from the Bible, Greek and Roman classics, Dante, Chaucer, Cervantes, Shakespeare, and Milton. (Prerequisite: ENG 102)
- ENG 202 — World Literature II3 Credits**
Survey of world literature from the Renaissance through the Modern period. Includes selections from Moliere, Voltaire, Swift, the Romantic Poets, Flaubert, Dostoevsky, Tolstoy, Ibsen, and contemporary world authors. (Prerequisite: ENG 102)
- ENG 211 — American Literature I3 Credits**
Survey of American literature from the Colonial Period to the Civil War. Includes such authors as Poe, Hawthorne, Thoreau, and Whitman. (Prerequisite: ENG 102)
- ENG 212 — American Literature II3 Credits**
Survey of American literature from the Civil War through the Modern period. Includes such authors as Frost, Eliot, and Faulkner. (Prerequisite: ENG 102)
- ENG 213 — Introduction to Poetry3 Credits**
Poetry as a distinct genre of artistic expression. Critical analysis of poems with a writing emphasis. F
- ENG 221 — Creative Writing3 Credits**
Theory and practice of the creation of poetry and prose by the analysis of models and student manuscripts in a workshop setting.
- ENG 231 — Technical Writing3 Credits**
An intensive study in the principles of exposition and practice in writing letters, technical reports, outlines, abstracts, and a research paper related to the student's field of specialization. (Prerequisite: ENG 101)

HONORS: Composition II and World Literature I and II are offered in an Honors format. Admission to Honors classes is by permission.

ENVIRONMENTAL HEALTH

- EHT 111 — Environmental Instrumentation I3 Credits**
Provides training in evaluation of hazards present in the industrial and waste management areas. OSHA standards are presented. (Prerequisite: MAT 110) F
- EHT 201 — Environmental and Occupational Law and Regulations . .3 Credits**
Survey of federal and state regulations relating to waste management, occupational health, air and water pollution, environmental management, and radiological safety. F, Sp
- EHT 205 — Directed Case Study3 Credits**
This course is designed to give the student an in-depth study of a particular topic in one of the Environmental Health Technology disciplines (Health Physics, Industrial Hygiene, Waste Management or Air Quality Control.)
- EHT 211 — Safety and Emergency Response3 Credits**
Review federal, state, and local emergency response guidelines, evaluate simulated emergency situations, and recommend appropriate response procedures. F, Sp
- EHT 222 — Environmental Instrumentation II3 Credits**
Provides training in techniques designed to evaluate contaminants in water, wastewater, sludge, soil and air. (Prerequisite: CHE 121) Sp

FRENCH

- FRE 101 — Beginning French I3 Credits**
Elementary grammar, pronunciation, and conversation through textbooks supplemented by audio cassettes, filmstrips, computer programs, and videotapes. (No prerequisite)

- FRE 102 — Beginning French II3 Credits**
Continuation of Beginning French I. (Prerequisite: FRE 101)
- FRE 201 — Intermediate French I3 Credits**
Advanced grammar and conversation through use of textbooks supplemented by audio cassettes, filmstrips, computer programs, videotapes, and selected readings. (Prerequisite: FRE 102)
- FRE 202 — Intermediate French II3 Credits**
Continuation of Intermediate French I. (Prerequisite: FRE 201)

GEOGRAPHY

Geography is a subject which in its broadest sense studies the earth-atmosphere system and human activities therein. As such, geography provides an unusual blend of social science and natural science. Prospective students should note that the 3-credit-hour courses in geography generally are classified as social science credits. The 4-credit-hour sequence (GGY 101, 102, Geography of the Natural Environment I, II) fulfills the natural/physical science requirements in most liberal arts programs.

- GGY 101 — Geography of the Natural Environment I4 Credits**
A study of the processes which govern atmospheric activity and of the characteristics of world climatic patterns. Subjects of interest include storms, oceanic influences, climatic change, and analysis of weather maps. Special attention is given to human interaction with the climatic environment. F
3 hours lecture — 3 hours laboratory

- GGY 102 — Geography of the Natural Environment II4 Credits**
An investigation of the earth as a system comprised of landforms, soils, vegetation, and animals, each interacting with climate to create a world pattern of environments of importance to humankind.
3 hours lecture — 3 hours laboratory

- GGY 201 — World Geography I3 Credits**
A study of the major organizing concepts and their applications in the different subfields of human geography, including regional analysis, population, political, cultural, urban, and economic geography. Special attention is given to analysis of current world problems and issues. F

- GGY 202 — World Geography II3 Credits**
Selected world regions, especially those with problems or situations of contemporary interest, are used to illustrate geographical concepts, points of view, and techniques of analysis. Sp

- GGY 205 — Physical Geography3 Credits**
A study of the global earth, the tools of the discipline, the atmosphere, the hydrosphere and the biosphere.

- GGY 211 — Environmental Science3 Credits**
A course which takes an ecological approach in analyzing the impact of human activities upon natural systems. Attention is given to scientific resource management principles in such areas as forestry, wildlife, soils, and water. (This course fulfills the 3 hours science requirement in various career education programs such as Business Management Technology and Office Administration. Course credit cannot be received for both BIO 201 and GGY 211.)

- GGY 221 — Introduction to Economic Geography3 Credits**
A study of location and spatial organization of the world's major types of economics, including agriculture, energy and mineral production, manufacturing, transportation, trade, and services. Sp

GEOLOGY

The geology sequence offers students an additional branch of science which will fulfill natural/physical science curriculum requirements. Geology provides a perspective about the earth that may be very helpful in numerous other fields of study including archaeology, anthropology, forestry, soil science, biology, and engineering. The courses listed below do not have to be taken in sequence, and there are no prerequisites.

GEO 161 — General Geology I 4 Credits

An introduction to the physical processes acting within and upon the Earth's surface to create its many different features. Topics of interest include identification of minerals and rocks, plate tectonics, mountain building, volcanoes, stream activity, glaciation and regional land-form development. F

3 hours lecture — 3 hours laboratory

GEO 162 — General Geology II 4 Credits

The study of the Earth's physical and biological history as interpreted from the rock and fossil record. Topics include an introduction to fossils, evolution and ancient environments, stratigraphy, and a review of earth history. S

3 hours lecture — 3 hours laboratory

GERMAN

GRN 101 — German I 3 Credits

Emphasis is on the spoken language, the four cases of nouns, and the six indicative tenses of verbs. Covered will be written assignments and readings. (No prerequisite) F

GRN 102 — German II 3 Credits

Building on the foundation laid in GRN 101 with emphasis on the spoken language. Word order in the German sentence, with particular attention to dependent and relative clauses; passive voice; and subjunctive. (Prerequisite: GRN 101)

GRN 201 — Intermediate German I 3 Credits

Reading of intermediate texts, grammar review and oral practice. (Prerequisite: GRN 102)

GRN 202 — Intermediate German II 3 Credits

Continuation of Intermediate GRN 201. (Prerequisite: GRN 201)

HEALTH

HEA 221 — Safety, First Aid and CPR 3 Credits

Knowledge and skills to enable students to meet the needs of most emergency situations. Personal safety and accident information. Upon satisfactory completion, students receive American Red Cross Standard First Aid and CPR Certificates.

HEA 241 — School Health 2 Credits

A course designed to investigate current school health issues. This course will include health curriculum and instruction, health services, and a healthful school environment.

HEA 242 — Stress Management 1 Credit

This course will introduce the student to a variety of stress management techniques. Management techniques will include exercise, relaxation, time management skills, imagery skills, and proper breathing. (Does not fulfill P.E. activity requirement)

HEALTH SCIENCE

ALH 201 — Aging and Health 3 Credits

The emphasis for this course will be on ways to promote health and optimal functioning. This course will examine the myths associated with ageism, some of the theories of aging, normal body changes that are associated with aging, medication use, chronic and acute illnesses, mental health, nutrition, the roles of physical activity and sexuality, and grief, loss and death. This is a course that will not only be useful to nursing stu-

dents, but for those who are preparing for any health related area, as well as social work, psychology, or any service related field.

HEALTH PHYSICS TECHNOLOGY

HPT 111 — General Health Physics I3 Credits
 Reviews mathematics and introduces the basic concepts of atomic and nuclear structure, radioactive decay, ionizing radiation, and biological effects of ionizing radiation. (Prerequisite: 2 years of high school algebra; Corequisite: MAT 110) F
 3 hours lecture

HPT 112 — General Health Physics II3 Credits
 Covers internal and external dosimetry, shielding, radiation detection, and environmental monitoring. (Prerequisite: HPT 111; Corequisite: MAT 119) Sp
 3 hours lecture

HPT 121 — Instrumentation and Measurement I3 Credits
 Teaches the principles of operation and the use of portable radiation survey instruments, counting room instrumentation including GM and proportional counters, and liquid scintillation. Introduces gamma ray spectroscopy. (Corequisites: HPT112 and MAT 119) Sp
 3 hours lecture — 3 hours laboratory

HPT 201 — Applied Radiological Control Technology3 Credits
 Study of the core academic knowledge and skills required of entry level radiation control technicians. Includes applying skills in mathematics, algebra, physical sciences and life sciences to the control of occupational exposure of workers to ionizing radiation. Topics include radiation mathematics, physical sciences, nuclear physics, sources of radiation, biological effects of radiation, radiological protection, exposure control, and radiation detector theory and operation. Enroll by permission of instructor.
 3 hours lecture

HPT 221 — Instrumentation and Measurement II3 Credits
 A continuation of the concepts of HPT 121 with particular emphasis on identifying and quantifying radioactive materials. Extensive training in the use of multi-channel analyzers in alpha, beta and gamma spectroscopy is provided. Also the advanced techniques of X-Ray Fluorescence Analysis and Neutron Activation Analysis are covered. (Prerequisites: HPT 111 and HPT 121) F
 3 hours lecture — 3 hours laboratory

HPT 242 — Internship1-5 Credits
 This work experience is designed to familiarize the student with application of health physics principles on the job. Efforts will be made to place students in an area which supports their career goals. (A minimum of 300 contact hours) No student may enroll in an internship unless the approval of the instructor is obtained. F, Sp, Su

HISTORY

HIS 100 — Survey of American History3 Credits
 This is a one semester college-level course designed to remove the high school unit deficiency in U.S. History. The course will examine the political, social, cultural and economic development of the United States from the colonial period through the present. This course will not fulfill the college's core curriculum requirement for history. (Offered as needed; permission of instructor required.)

HIS 111 — History of Western Civilization I3 Credits
 A general survey of the major political, social, economic, and cultural developments in Western Civilization from the Ancient World to 1715. Emphasis on the Greek World, the Roman Empire, feudal Europe, Renaissance, Reformation, constitutional monarchy in England in the 17th century and the triumph of absolute monarchy in France under Louis XIV. F

NOTE: HIS 111 H, Honors is also offered which is a more in-depth study of these themes and is taught primarily as a discussion, rather than a lecture, class. (Prerequisite: Consent of instructor)

HIS 112 — History of Western Civilization II3 Credits

A general survey of the major political, social, economic, and cultural developments in Western Civilization from 1715 to the present. Emphasis on the Enlightenment, French Revolution and Napoleon, national unification of Germany and Italy, world wars of the 20th century, Russian Revolution, and post-1945 Europe. Sp

NOTE: HIS 112 H, Honors is also offered which is a more in-depth study of these themes and is taught primarily as a discussion, rather than a lecture, class. (Prerequisite: Consent of instructor)

***HIS 161 — World History I**

The study of human history from prehistory to c. 1500 A.D., covering the beginnings of civilization c. 3000 B.C. and investigating the economic, social, political, and cultural institutions developed by humans prior to the beginning of European expansion.

***HIS 162 — World History II**

The study of human history from c. 1500 A.D. (shortly after Europeans began their expansion) to the present, and including the investigation of the economic, social, political, and cultural institutions developed by humans both in response to European expansion and independent of European influence.

*Accepted for history sequence requirement at UTK, UTC, and MTSU.

HIS 211 — United States History to 18773 Credits

An exploration and analysis of major themes and events in the political, cultural, social, economic, and intellectual history of the United States to 1877. F, Sp, Su

NOTE: HIS 211 H, Honors is also offered which is a more in-depth study of these themes and is taught primarily as a discussion, rather than a lecture, class. (Prerequisite: Consent of instructor)

HIS 212 — United States History Since 18773 Credits

Continuation of History 211. F, Sp, Su

NOTE: HIS 212 H, Honors is also offered which is a more in-depth study of these themes and is taught primarily as a discussion, rather than a lecture, class. (Prerequisite: Consent of instructor)

HOME ECONOMICS

HEC 131 — Elementary Nutrition2 Credits

Applying principles of nutrition in the selection of food for health promotion and maintenance.

HUMANITIES

HUM 261-290 — Humanities Seminar1-3 Credits

This course is designed for those students who are interested in pursuing an in-depth study of some particular humanities problem.

INDUSTRIAL HYGIENE

IHT 101 — Industrial Hygiene I3 Credits

A study of basic industrial hygiene concepts including threshold limits, dose response, and general recognition of occupational hazards. Special emphasis is placed on the anatomy and physiology of human systems that are most susceptible to industrial hazards. F

IHT 102 — Industrial Hygiene II3 Credits

Methods of evaluating the occupational environment are studied along with the methods of control of occupational health hazards. The establishment of occupational safety programs are included. Sp

IHT 221 — Occupational Safety and Protection3 Credits

A study of the principles of basic occupational safety, safety management and the development of safety programs involving hazardous materials including handling and disposal techniques. F

IHT 242 — Internship1-5 Credits

Work experience designed to familiarize students with application of industrial hygiene principles while working on the job. Efforts will be made to place students in an area which supports their career goals. (A minimum of 300 contact hours) No student may enroll in an internship unless the approval of the instructor is obtained. F, Sp, Su

INSURANCE

The INS prefix will be used to offer various service courses to the insurance industry. These courses will use the course descriptions furnished by the industry and credit will be granted based upon the recommendations of the American Council of Education (ACE). For more information contact the division head of Business and Economics.

JOURNALISM

JRN 111 — Introduction to Mass Communications3 Credits

An overview of systems of mass communications, with an emphasis on American media, their ownership, legal and social controls, role and effects. Advertising, broadcasting, journalism and publishing, and public reactions will be examined and placed in the context of theories of mass communications.

JRN 121 — Journalism Practicum I1 Credit

JRN 122 — Journalism Practicum II1 Credit

JRN 221 — Journalism Practicum III1 Credit

JRN 222 — Journalism Practicum IV1 Credit

Laboratory courses offering practical experience for students working on the student newspaper, yearbook, other campus publications and off-campus publications. Each course carries one hour credit, and students may earn up to four credits.

JRN 201 — Editing, Design and Management3 Credits

Covers the development of the basic skills needed to produce a journalistic publication, specifically a newspaper or magazine. Emphasis on the methods and practices of reporting, editing copy, designing a publication, and production management.

2 hours lecture — 2 hours laboratory

JRN 231 — Writing for Mass Media3 Credits

Information gathering and writing under deadline for print and broadcast media, including news and promotional copy. Preparation of news, advertising and persuasive text. Comparison of styles and organization techniques. Grammar, usage, and style workshop. (Prerequisites: ENG 102 and typing proficiency or permission of instructor)

JRN 241 — Publicity and Public Relations3 Credits

Principles and practice of writing for print media. Public information campaigns for organizations and institutions. (Prerequisite: ENG 102)

JRN 251 — Advertising Principles3 Credits

Survey of the role of advertising in American business and society. Study of the relationship between advertising and marketing and of the functional components of the advertising process: research, media, creative copy, and management.

MATHEMATICS

The State Board of Regents, governing board of Roane State Community College, has endorsed a provision aimed at strengthening mathematics in the System institutions. This provision states that the mathematics course taken to fulfill the requirement for graduation must carry high school prerequisites of two years of algebra and one year of geometry.

MAT 099 — Geometry3 Credits

A study of the most used theorems of two- and three- dimensional Euclidean Geometry. Topics include symmetry, congruence, similarity, right triangle relationships, and geometrical modes of thinking in problem solving.

NOTE: This course is required of all students majoring in a transfer program who have not had high school geometry or another advanced high school mathematics course with geometry as a major component and will not fulfill the requirement for graduation. F, Sp

MAT 103 — Mathematics for the Health Sciences3 Credits

This course is designed to prepare the allied health student to function in academic and clinical settings with mathematics competence. Topics of study include fractions, fractional equations and formulas, ratios and proportions, apothecaries and metric measurements, dosage calculations, logarithms, and statistics. (Prerequisites: Two years of high school algebra and one year of high school geometry or appropriate developmental mathematics courses) This course does not meet math requirement for AS/AA degree, nor does it carry transfer credit. F, Sp

MAT 110 — College Algebra3 Credits

A course in algebraic functions, their properties and uses — equations, inequalities, graphs, systems of linear equations, as well as applications in mathematics of finance and other areas. (Prerequisites: Two years of high school algebra and one year of geometry or appropriate developmental mathematics courses) F, Sp, Su

MAT 115 — Statistical Reasoning3 Credits

An introduction to probability and statistics without calculus. Topics covered include sampling, frequency distribution, elementary probability, hypotheses testing, linear regression and correlation, analysis of variance and non-parametric statistics. A scientific calculator is required. (Prerequisite: MAT 110 or consent of instructor) F, Sp, Su

MAT 116 — Concepts of Mathematics I3 Credits

Designed for the education major, this course includes symbolic logic, logical reasoning and the nature of proofs, sets, language and rules of operations, history of early numeration systems, relations and functions, the systems of whole numbers, of integers, and of rational numbers. (Prerequisites: Two years high school algebra and one year of geometry or appropriate developmental mathematics) F

MAT 117 — Concepts of Mathematics II3 Credits

A continuation of MAT 116 and designed also for education majors, this course includes elementary number theory, irrational numbers, basic algebra, interest problems, plane and solid geometry, the metric system, and basic statistics. (Prerequisite: MAT 116) Sp

MAT 119 — Trigonometry3 Credits

Analysis of functions of angles, solutions of right and general triangles, graphs of trigonometric functions, identities and formulas, equation-solving techniques, DeMoivre's Theorem, polar coordinates, and exponential and logarithmic functions. A calculus sequence student who is lacking in trigonometry background is strongly advised to take this course either before or concurrent with MAT 141. A calculator with trig and log functions will be needed by the student. (Prerequisites: Two years high school algebra and one year of geometry, or appropriate developmental mathematics and MAT 110) F, Sp, Su

MAT 121 — Calculus for Business and the Life Sciences I3 Credits

A one-semester single-variable calculus course for students not planning to major in science, engineering, mathematics, or computer science. This course is offered primarily for students in the Business transfer programs. The calculus of algebraic, exponential, and logarithmic functions with applications. (Prerequisites: Two years of high school algebra and a year of geometry or MAT 110 or MAT 130; students planning to transfer to UT Business School should check with UT concerning the math requirements for their particular major.) F, Sp

MAT 122 — Calculus for Business and the Life Sciences II3 Credits

A sequel to MAT 121 and designed also for the student in the Business transfer programs, this course includes multi-variable calculus, elementary matrix algebra, and optimization. (Prerequisite: MAT 121 or 141; students planning to transfer to UT Business School should check with UT concerning the math requirements for their particular major.) Sp

MAT 130 — Pre-Calculus4 Credits

Designed primarily for students planning to enter the calculus sequence, but who need more mathematical background. Topics include functions and graphing — algebraic, trigonometric, exponential and logarithmic, equations, the binomial theorem, and conics. A calculator with trig and log functions will be needed by the student. (Prerequisites: Two years high school algebra and a year of geometry or appropriate RSCC courses, e.g. developmental and MAT 110; regardless of high school background, an ACT of less than 23 on the math component indicates that the student would profit from taking MAT 130.) F, Sp

MAT 141 — Calculus I5 Credits

The standard course in single-variable calculus designed for students of science, engineering, mathematics, and computer science. Topics included are rates of change, limits, continuity, differentiation, applications of the derivative, integration and applications of the definite integral. (Prerequisites: Two years high school algebra, one year of geometry, and one year of advanced math (including trigonometry) plus satisfactory ACT scores of 26 or above on the math component, or MAT 130) F, Sp

NOTE: Students deficient in trigonometry should take MAT 119 either before or concurrent with MAT 141.

MAT 142 — Calculus II5 Credits

This course includes the differentiation and integration of transcendental functions with applications, additional methods of integration, analytic geometry, polar coordinates, parametric equations, and infinite series. (Prerequisite: MAT 141) Sp, Su

MAT 201 — Probability and Statistics3 Credits

This calculus-based course is designed primarily for students of Business and Economics. It includes descriptive statistics, concepts of probability and probability distributions, binomial and normal distributions, linear correlation and regression, estimation and significance tests for means, ANOVA, contingency tables and quality control. A calculator is required. (Prerequisite: MAT 121 or MAT 141) Sp

MAT 221 — Discrete Mathematics I3 Credits

This course is designed for mathematics and computer science majors. It includes symbolic logic, sets, relations and functions, Boolean algebra, combinatorics, and the concept of proof in mathematics and elementary number theory (Prerequisite: MAT 141) F

MAT 222 — Discrete Mathematics II3 Credits

A sequel to MAT 221, this course includes induction and recursion, elementary graph and tree theory, introductory abstract algebra, and matrices. (Prerequisite: MAT 221) Sp

MAT 232 — Differential Equations3 Credits

A study of the solution of ordinary differential equations, first order equations, linear equations of any order, series solutions, applications, Laplace transforms, and Runge-Kutta methods. (Prerequisite: MAT 142) Sp

MAT 241 — Calculus III3 Credits

This course is a continuation of the first-year calculus sequence. Topics included are partial differentiation, multiple integrals, vectors and vector calculus. (Prerequisite: MAT 142) F

MAT 251 — Matrix Algebra3 Credits

A first course in the algebra of simultaneous linear equations and matrices. Includes Gaussian elimination, determinants, vector spaces, linear transformation, eigenvalues, eigenvectors and linear programming. (Prerequisites: MAT 141, MAT 142 or consent of instructor) F

MAT 270-271-272 — Independent Study2 Credits Each

Independent study in mathematics by qualified students under the supervision of a faculty member. Especially designed to introduce students to techniques of mathematical research. Up to six credit hours can be earned. (Prerequisites: MAT 142 and consent of instructor on request and by prior approval of mathematics department) F, Sp

MATH-SCIENCE**MSC 101 — Science Literacy3 Credits**

A broad course aimed at giving the student a general understanding of science and technology. The course expects to raise the students understanding of the public issues that involve science.

MSC 102 — Survey of Science2 Credits

This course includes items in science as well as topics in astronomy, geology; discusses the nature of energy and matter and recent advances in biology.

MATH-SCIENCE SEMINAR**MSC 261-2891-3 Credits**

This course is designed to give the student an in-depth study of a particular topic in any one of the math-science disciplines (Biology, Chemistry, Geography, Geology, Math, or Physics).

MEDICAL LABORATORY TECHNOLOGY

Completion of all but one general education course is required before taking any MLT courses during the second year of the program.

MLT 105 — Introduction to Medical Laboratory Technology4 Credits

An introduction to the clinical laboratory sciences which includes orientation to the clinical laboratory, duties of the medical laboratory professional, medical terminology, medical ethics, quality control, urinalysis, laboratory safety, and basic laboratory math. (Prerequisite: MAT 110 College Algebra. Corequisites: CHE 122, General Chemistry II. Course open to students not accepted into the MLT program on a space available basis.) MLT 105 is a prerequisite to all other MLT courses. Sp

3.5 hours lecture — 2 hours laboratory

MLT 122 — Microbiology and Parasitology5 Credits

Methods for the detection and identification of microorganisms of medical importance in humans. Bacteria, fungi, viruses, and parasites are studied with emphasis on procurement and handling of specimens, identification, drug sensitivity testing, and quality control.

3.5 hours lecture — 2 hours laboratory

MLT 202 — Hematology and Coagulation5 Credits

The study of the principles and techniques of hematology and coagulation. This includes the formation and maturation of blood cells with emphasis placed on the disorders of the blood including the anemias and leukemias; the blood coagulation disorders and the techniques of blood collection.

3.5 hours lecture — 2 hours laboratory

MLT 213 — Chemistry5 Credits

The study of the principles and techniques of clinical chemistry with emphasis on the analysis of body fluids for chemical constituents of diagnostic importance. Includes study of the liver, endocrine, and kidney function as well as instrumentation, lab math, and quality control. (Prerequisite: General Chemistry I and II) F

3.5 hours lecture — 2 hours laboratory

MLT 222 — Immunology and Immunohematology5 Credits

Basic principles of antigen and antibody reactions with emphasis on basic serologic methods for the detection of infectious disease. The study of blood group antigens with emphasis placed on the ABO and RH systems and the study of principles and procedures of modern blood banking techniques.

3.5 hours lecture — 2 hours laboratory

MLT 253 — Clinical Education I7 Credits

Selected clinical experiences at medical laboratory facilities, which will provide the MLT student with the opportunity to develop competencies in hematology, immunology, immunohematology, microbiology, chemistry, and phlebotomy under the supervision of ASCP medical technologists. (Prerequisite: Completion of MLT core curriculum) Sp

333 hours/semester

MLT 254 — Clinical Education II7 Credits

A continuation of MLT 253. Sp

333 hours/semester

MLT 255 — Clinical Education III6 Credits

A continuation of MLT 254. Su

296 hours/semester

MLT 263 — Seminar I3 Credits

Orientation to the clinical laboratory. Case presentations in hematology, microbiology, clinical chemistry, immunohematology, urinalysis, immunology, and coagulation. Sp

45 hours/semester

MLT 264 — Seminar II1 Credit

A continuation of MLT 263. Su

16 hours/semester

MEDICAL RECORD TECHNOLOGY

MRT 102 — Introduction to Medical Records3 Credits

Introduction to the medical record profession and the health care delivery system. Orientation to the content of the health record, numbering, filing, microfilm, accreditation and certification standards. Laboratory practice in the assembly and analysis of medical records and numbering and filing systems. F

2 hours lecture — 3 hours laboratory/week

MRT 103 — Coding & Classification Systems3 Credits

An introduction to various coding and classification systems used in health care. This course will focus on ICD-9-CM coding. Laboratory practice time devoted to ICD-9-CM coding. (Prerequisite: MRT 102) Sp

2 hours lecture - 3 hours laboratory/week

MRT 105 — Medical Terminology4 Credits

Greek and Latin elements of medical terminology, stems, suffixes, prefixes and root words. Medical terminology pertaining to each body system. F

3 lecture hours/week

MRT 106 — Health Data Systems3 Credits

Introduction to health care data, indexes and registries. The calculation of rates and percentages used by health care facilities will be emphasized. Manual and automated techniques of maintaining data will be discussed along with data display techniques. (Prerequisite: MRT 102; Corequisite: MRT 103) Sp

3 hours lecture/week

MRT 113 — Legal Aspects of Medical Records2 Credits

To provide the student a foundation in federal and state legislation regarding medical record release, retention, authorizations, and consents. The importance of confidentiality and professional ethics will be emphasized. The medical record in court and the medicolegal importance of accurate documentation will be presented. F

2 lecture hours/week

MRT 115 — Medical Record Practicum1 Credit

Orientation to a hospital medical record department under the supervision of a medical record practitioner in an area hospital. Content of the practice will include chart assembly and analysis, release of information, filing, and the patient index. (Prerequisite: MRT 102; Corequisites: MRT 103, MRT 104) Sp

45 hours clinical experience

MRT 121 — Medical Transcription2 Credits

Additional study in medical terminology in conjunction with medical transcription. Practice transcription will include X-ray reports, medical history, physicals and summaries, plus operative reports. (Prerequisite: One year of high school typing or OAD 101) Sp

1 hour lecture — 3 hours laboratory/week

MRT 221 — Advanced Medical Records Procedure3 Credits

Introduction to medical record procedures in long-term care, ambulatory, home-health, hospice and psychiatric facilities. A study of the Problem Oriented Medical Record and the tumor registry is included. Medical record supervision, department productivity and quality control are introduced. Strategies for successful completion of the National Accreditation Exam and obtaining employment are included. Sp

3 hours lecture/week

MRT 222 — Pathology and Clinical Interpretations4 Credits

An introduction to common disease processes, their clinical signs, symptoms, and manifestations. Diagnostic radiology and laboratory examinations, pharmacological and other treatment modalities employed in the treatment of disease will be emphasized.

4 hours lecture/week

MRT 231 — Directed Practice I3 Credits

Actual practice in an area hospital. Topics covered include chart assembly and analysis, coding, abstracting, release of information, and medical transcription. (Prerequisite: MRT 115) F

135 hours clinical experience

MRT 232 — Directed Practice II4 Credits

Clinical experience in quality assurance, utilization review, hospital committee functions, and medical record supervision. Practice is also obtained in specialized facilities such as long term care, psychiatric, ambulatory care, veterinary medicine, tumor registry, and epidemiological research. (Prerequisite: MRT 231) Sp

180 hours clinical experience

MRT 241 — Medical Record Computer Applications2 Credits

Practice time will be spent utilizing several different software packages specifically related to medical records. Medical record abstracting, DRG grouping, encoding, automated chart deficiencies, master patient indexes, and chart locators will be used by the student. (Prerequisites: MRT 103, MRT 104) F

2 hours/week — 30 clock hours

MRT 251 — Coding for Reimbursement4 Credits

Continuation of study in ICD-9-CM coding plus introduction to CPT coding. This course will deal with both coding systems specifically from their use in health care reimbursement. The prospective payment system theory and methodology will be the course focus. Laboratory practice in coding and optimization techniques using actual medical records. (Prerequisite: MRT 103) F

3 hours lecture — 3 hours laboratory/week

MRT 252 — Quality Resource Management2 Credits

This course will emphasize current philosophy and methodology in conducting an effective utilization review and quality assurance program for a health care facility. Requirements of various governmental, third party payers, and accreditation bodies regarding appropriate utilization of resources and continuous quality improvement will be emphasized. (Prerequisite: MRT 103) F

2 hours lecture/week

MEDICAL TRANSCRIPTION

MDT 102 — Medical Terminology3 Credits

A study of medical terminology word elements including prefixes, suffixes and root words. Diagnostic, clinical, laboratory, pharmaceutical and surgical terms are also learned as they pertain to each body system. F

3 hours lecture/week

MDT 103 — Anatomy Concepts in Medical Transcription2 Credits

A study of basic anatomy and physiology of all body systems. F

2 hours lecture/week

MDT 104 — Basic Medical Transcription5 Credits

Transcription practice utilizing dictated medical reports such as histories and physicals, consultations, operative reports, discharge summaries, x-ray and pathology reports. Transcription procedure is also learned. F

14 hours practice/week

MDT 111 — Advanced Medical Transcription5 Credits

Advanced medical transcription with emphasis on speed and accuracy in a variety of types of medical transcription. (Prerequisite: MDT 101; Corequisite: MDT 112) Sp

15 hours laboratory/week

MDT 112 — Clinical Practicum6 Credits

Transcription experience in a medical facility. (Prerequisite: MDT 101; Corequisite: MDT 111) Sp

16 hours clinical/week

MDT 113 — Pharmacology Concepts in Medical Transcription2 Credits

This course will familiarize the student with the trade names and brand names of a variety of medications, drug classifications and general therapeutic use.

2 hours lecture/week

MILITARY SCIENCE

MIL 110 — Basic Military Science4 Credits

The formation and functioning of the American Defense Establishment, customs and traditions of the Army, introduction to the principles of war and current military threat faced by the United States. Practical exercises in military skills of marksmanship and mountaineering.

MIL 120 — Leadership Development Techniques4 Credits

A survey of leadership theories and principles with particular attention to communications skills and factors affecting human behavior. Development of leadership qualities through practical exercises requiring both individual and group participation.

MIL 220 — Basic Officer Skills4 Credits

Emphasis on small unit operating techniques to include familiarization with military equipment, land navigation and first aid.

MUSIC

THEORY AND LITERATURE

- MUS 110 — Music Theory I (Fall only)3 Credits**
- MUS 120 — Music Theory II (Spring only)3 Credits**
 Study of standard vocabulary of harmony, part writing, form, and analysis of common practice music. Must be taken in sequence. (Prerequisite: Knowledge of Fundamentals of Music.)
- MUS 111 — Theory Practicum I (Fall only)1 Credit**
- MUS 121 — Theory Practicum II (Spring only)1 Credit**
 Development of proficiency in identifying and notating melodic, harmonic and rhythmic dictation. Must be taken in sequence. Should be taken concurrently with MUS 110, Music Theory I, and MUS 120, Music Theory II.
- MUS 130 — Music Appreciation3 Credits**
 Open to all students who desire a better understanding of music. In this one-semester course, traditional art music will be explored through class lecture as well as weekly listening assignments. F, Sp, Su
- MUS 131 — Pop Music in America3 Credits**
 A survey of American music representative of the present day scene, focusing on the evolution of rock music. Open to all students. F, Sp
- MUS 140 — Fundamentals of Music3 Credits**
 A beginning study of music, its terminology, and its elements such as notes, scales, intervals, keys, triads, meter and smaller forms. Designed to acquaint the student with notation, the keyboard, sight singing, and ear training. Offered in Spring and Summer semesters for students planning to major in music and as elective for non-music majors. Sp, Su
- MUS 210 — Music Theory III (Fall only)3 Credits**
- MUS 220 — Music Theory IV (Spring only)3 Credits**
 Study of modulation, chromatic harmonies, 20th century harmonies, and other harmonic procedures since the common practice period. Must be taken in sequence. (Prerequisites: Music Theory I and II.)
- MUS 211 — Theory Practicum III (Fall only)1 Credit**
- MUS 221 — Theory Practicum IV (Spring only)1 Credit**
 Development of proficiency in identifying and notating complex melodic, harmonic, and rhythmic dictation. Must be taken in sequence. Should be taken concurrently with MUS 210, Music Theory III, and MUS 220, Music Theory IV.
- MUS 230 — Introduction to Music Literature I3 Credits**
 Study of music in Western civilization from antiquity through the Baroque era. Students learn through class lecture, listening assignments, concert attendance, and performance of representative literature. Offered for non-music majors who can read music; required for music majors. Offered only in alternate Fall semesters.
- MUS 240 — Introduction to Music Literature II3 Credits**
 A continuation of MUS 230, Introduction to Music Literature I, covering the Classic era through 20th century. Offered for non-music majors who can read music; required for music majors. Offered only in alternate Spring semesters.
- MUS 250 — Choral Conducting3 Credits**
 Study of choral conducting techniques; and management of church, school and community choral groups both vocally and organizationally. Offered for both music majors and non-music majors. Students should be able to read music. Sp

APPLIED MUSIC: ENSEMBLES

Non-music majors are invited to participate in any of the music ensembles. Auditions are required only for MUS 163 - Celebration, MUS 164 - First Class, and MUS 168 - Jazz Band; all other ensembles are open to all students. Members are expected to attend all rehearsals and performances. Failure to do so may affect the student's grade for the course.

MUS 107 — Music Practicum1 Credit

Students can gain experience as support staff for various music functions and/or organizations (i.e. sound technician, business manager, music librarian). May be repeated for credit.

MUS 160 — Roane State Concert Choir1 Credit

Performs a variety of music, from pop to major choral works and selections from standard choral literature. Meets three hours per week. May be repeated for credit. Open to all students.

MUS 163 — Celebration1 Credit

A contemporary show choir. Meets four hours per week. Meets in Summer (one session) and two weeks prior to the beginning of Fall semester. May be repeated for credit. Admission by audition only. (Auditions are held each spring for following year.)

MUS 164 — First Class1 Credit

A pop-rock instrumental ensemble specifically designed to accompany Celebration. Meets four hours per week. Meets in Summer (one session) and two weeks prior to the beginning of Fall semester. May be repeated for credit. Admission by audition only. (Auditions are held each spring for following year.)

MUS 165 — Small Instrumental Ensembles1 Credit

String, brass, and woodwind ensembles will rehearse three hours per week and perform three times during a semester. Classical literature for standard instrumentations will be emphasized. Rehearsal times arranged according to students' schedules. Assignment of groups to be determined by instructor. F, Sp

MUS 166 — Concert Band1 Credit

Performs traditional and contemporary wind ensemble literature. Open to all qualified students. Meets three hours per week. Open to all students who play band instruments. F, Sp

MUS 168 — Jazz Band1 Credit

Performs arrangements for jazz in contemporary and jazz-rock styles. Performances regularly scheduled off-campus, as well as for student body. Meets two hours per week. No audition is required. May be repeated for credit.

MUS 173 — Celebration Choreography1 Credit

Staging rehearsal to learn choreography for Celebration show. Meets two hours per week. Meets in Summer (one session) and two weeks prior to the beginning of Fall semester. May be repeated for credit. Enrollment limited to those students accepted in Celebration by audition. (Cross-listed as PED 127)

MUS 174 — Gospel Choir1 Credit

Perform traditional and contemporary gospel music designed for students who enjoy singing gospel music. Emphasis is placed upon public performances. Meets three hours per week. May be repeated for credit. Open to all students.

APPLIED MUSIC: CLASS INSTRUCTION

Class piano or class voice is offered for music major and non-music majors who wish to begin or continue basic instruction in these areas.

MUS 101 — Voice Class I1 Credit

Group instruction in basic vocal techniques, focusing on vocal styles of the 20th century. Class meets twice per week. F, Sp

MUS 102 — Voice Class II1 Credit

Continuation of group instruction in voice, focusing on performance skills and stage presence. Class meets twice per week. F, Sp

MUS 103 — Class Piano I1 Credit**MUS 104 — Class Piano II1 Credit**

Group instruction in basic keyboard technique for students with little prior training in piano, or for music majors preparing for a piano proficiency examination. Electronic pianos will be used. Class meets twice weekly. Daily practice required. Should be taken in sequence. F, Sp

MUS 108 — Contemporary Guitar Class1 credit

Group instruction in basic skills of guitar, focusing on contemporary and folk music. Class meets twice weekly. F, Sp

MUS 175-185 — Music Seminar1-3 credits

This course is designed for those students who are interested in pursuing an in-depth study of some particular music area. F, Sp

APPLIED MUSIC: INDIVIDUAL INSTRUCTION

Private lessons in voice, organ, piano, or other instruments may be taken each semester for one or two semester hours credit. Any student may take private lessons. Scheduling preferences will be given to full-time music majors. Students receive 25 minutes of private instruction per week per semester hour of credit. Any student may take applied music instruction in a minor area.

Requirements include one performance in solo class per semester (when registered for two hours Individual Instruction Credit) and performance before a faculty jury at the close of each semester. A recital is required for music majors in their applied major field during their second year of study. All students taking applied music are required to attend all solo classes and other selected performances. The music department reserves the right to request qualified students to participate in recitals and other musical programs for the benefit of the college and the community. A minimum of 10 hours of practice per week is required of students in their major area of concentration. Five hours of practice per week is required of all others.

MUS 010 — Solo ClassNo Credit

Performance opportunity for all students enrolled in Individual Instruction. Required of all students enrolled for two hours credit in Individual Instruction, and for Music and Music Education Option Students each semester.

MUS 105 — Accompanying1 Credit**MUS 106 — Accompanying2 Credits**

Students with acceptable piano proficiency accompany voice lessons, ensembles, and/or recitals. Two voice students assigned per credit hour. Admittance by audition. May be repeated for credit. (Students enrolled in MUS 105 or MUS 106 are eligible for scholarship awards.)

MUS 020 — RecitalNo Credit

Required of all Music and Music Education majors in their performance area. Should be registered for the last semester before graduation.

Each of the following courses may be repeated for credit. The course number identifies the type of college credit, instrument, and credit hours. Students registering for any of the following courses should contact the instructor to schedule the lessons.

| INSTRUMENT | ELECTIVE | | 1ST YEAR | 2ND YEAR |
|--------------|------------|-------------|----------------------|----------------------|
| | ONE CREDIT | TWO CREDITS | MAJOR TWO CREDITS | MAJOR TWO CREDITS |
| French Horn | MUS 320 | MUS 420 | MUS 520 | MUS 620 |
| Trumpet | MUS 321 | MUS 421 | MUS 521 | MUS 621 |
| Trombone | MUS 322 | MUS 422 | MUS 522 | MUS 622 |
| Baritone | MUS 323 | MUS 423 | MUS 523 | MUS 623 |
| Tuba | MUS 324 | MUS 424 | MUS 524 | MUS 624 |
| Flute | MUS 330 | MUS 430 | MUS 530 | MUS 630 |
| Oboe | MUS 331 | MUS 431 | MUS 531 | MUS 631 |
| Bassoon | MUS 332 | MUS 432 | MUS 532 | MUS 632 |
| Clarinet | MUS 333 | MUS 433 | MUS 533 | MUS 633 |
| Saxophone | MUS 334 | MUS 434 | MUS 534 | MUS 634 |
| Guitar | MUS 340 | MUS 440 | MUS 540 | MUS 640 |
| Violin/Viola | MUS 341 | MUS 441 | MUS 541 | MUS 641 |
| Cello | MUS 342 | MUS 442 | MUS 542 | MUS 642 |
| String Bass | MUS 343 | MUS 443 | MUS 543 | MUS 643 |

| | | | | |
|------------|---------|---------|---------|---------|
| Piano | MUS 350 | MUS 450 | MUS 550 | MUS 650 |
| Organ | MUS 351 | MUS 451 | MUS 551 | MUS 651 |
| Percussion | MUS 352 | MUS 452 | MUS 552 | MUS 652 |
| Voice | MUS 360 | MUS 460 | MUS 560 | MUS 660 |

NURSING

NSG 111 — Nursing Process Through the Life Cycle I10 Credits

Introduction to the nursing process as it is applied to individuals at various stages throughout the life cycle. Content areas will include the role of nursing and health care delivery, legal and ethical aspects of nursing, basic human needs, communication, application of the nursing process, promotion of comfort and safety, infection control, medication administration, fluids and electrolytes, elimination and oxygenation. Students will practice related skills in the campus laboratory and apply them in the clinical setting. (Prerequisite or Corequisite: NSG 121)

6 hours lecture — 12 hours clinical

NSG 112 — Nursing Process Through the Life Cycle II7 Credits

A continuation of Nursing 111. Students will continue to apply the nursing process to individuals at various stages of the life cycle. New content areas will include homeostasis and adaptation to stress; rest, sleep, and freedom from pain; perioperative care; patient education; nutrition; grief, loss, and death; care of the child-bearing family; sexuality; and developmental responses to illness. Students will practice related skills in the campus laboratory and apply them in the clinical setting. (Prerequisite: NSG 121; Corequisite: NSG 122)

3 hours lecture — 12 hours clinical

NSG 113 — Fundamentals of Nursing I7 Credits

(Prerequisite: Admission to LPN Mobility Program)

NSG 114 — Fundamentals of Nursing II7 Credits

(Prerequisite: NSG 113)

NSG 121 — Pharmacology in Nursing I1 Credit

This course will introduce the student to drug standards and legislation pertaining to drug therapy; drug preparations; basic principles of drug action; application of the nursing process in drug therapy; pediatric and geriatric implications in drug therapy; distribution systems; drug orders; mathematic principles related to drug preparation and administration; routes of drug administration; drug classifications; basic mechanisms of action, therapeutic applications, and nursing implications. Fall Semester (Prerequisite: Admission into Nursing Program)

NSG 122 — Pharmacology in Nursing II1 Credit

This course will be a continuation of Pharmacology in Nursing I. There will be continuation of discussion of specific drug classifications, basic mechanisms of action, therapeutic applications, and nursing applications. Spring Semester (Prerequisite: NSG 121)

NSG 125 — Pharmacology in Nursing2 Credits

Includes all content in NSG 121 and 122. (Prerequisites: BIO 231 and BIO 232)

NSG 221 — Nursing Process Through the Life Cycle III10 Credits

Designed to present the student with a knowledge base for contemporary nursing practice. The course content has a pediatric, adult medical/surgical, and psychosocial health needs focus presented within the framework of the nursing process. Classroom and clinical experience are directed toward increasing the student's knowledge of pathophysiologic disturbances and psychiatric dysfunctions and developing advanced nursing skills in assessment, planning, implementation and patient care.

6 hours lecture — 12 hours clinical

NSG 222 — Nursing Process Through the Life Cycle IV12 Credits

A progression of NSG III with additional physiological and psychosocial health needs. Concurrent focus on exploration of nursing roles, organizational approaches to the delivery of nursing care and contemporary issues in nursing and health care. Clinical experiences focus on refinement of advanced nursing skills.

7 hours lecture — 15 hours clinical

NSG 231 — Intermediate Nursing3 Credits

Prerequisite Nursing I and II or equivalent. Intermediate nursing focuses on the role of the registered nurse with emphasis on application of the nursing process. The course also includes components of physical assessment, basic mental health concepts, patient education, fluid and electrolyte balance, intravenous therapy, and nutrition.

OFFICE ADMINISTRATION

OAD 100 — Keyboarding for the Computer1 Credit

A course designed for individuals with no prior keyboarding experience; develops touch mastery needed for information input; emphasis is on speed and accuracy. A pass-fail grading system will be used. NOTE: This course will not be accepted as part of the Office Administration degree. F, Sp

OAD 101 — Keyboarding3 Credits

An introduction to keyboarding and basic formatting techniques; this course emphasizes speed and accuracy in developing touch mastery for alphabetic, numeric, and symbol information input. F

5 hours per week — lecture and lab

OAD 102 — Document Processing3 Credits

Building speed and accuracy; formatting letters, tables, manuscripts, and other business documents with emphasis on timed production. (Prerequisite: OAD 101) Sp

5 hours per week — lecture and lab

OAD 104 — Document Production3 Credits

Emphasis is placed on productivity, mastery of word processing functions, and the application of communication skills. Activities simulating a variety of different types of offices such as medical, legal, government, etc., is offered. (Prerequisite: OAD 102) F

5 hours per week — lecture and lab

OAD 105 — Business Communications I3 Credits

This course focuses on the fundamentals of English — parts of speech, word usage, punctuation, capitalization, abbreviations, numbers, spelling, proofreading, editing, etc. F

OAD 106 — Business Communications II3 Credits

This course is a study of the communication skills necessary to speak and write clearly in a business environment; emphasis is placed on composing business correspondence and oral presentations. (Prerequisite: OAD 105) Sp

OAD 111 — Office Machines3 Credits

This course covers machine transcription with emphasis on production of mailable correspondence and the electronic calculator with emphasis on business math applications. (Prerequisite: OAD 101) Sp

OAD 121 — Word/Information Processing I3 Credits

This course is a study of the theory, basic concepts, and procedures of word/information processing and the application of basic text editing. (Prerequisite: OAD 101) F

OAD 122 — Word/Information Processing II3 Credits

This course covers advanced text editing with emphasis on timed production of mailable documents and the automated concepts of electronic mail, desk calculator, time and desk management. (Prerequisite: OAD 121) Sp

- OAD 132 — Word Processing on the Microcomputer3 Credits**
 Word processing training on the microcomputer using WordPerfect software. (Prerequisite: OAD 100 or OAD 101 and CST 131 or permission of instructor) Sp
- OAD 133 — Desktop Publishing3 Credits**
 This course covers the basics of desktop publishing and graphics. Terminology, concepts, and applications are included in the preparation of documents such as brochures, newsletters, graphs, and other business correspondence. (Prerequisites: OAD 102 and CST 131 or permission of instructor) Sp
- OAD 141 — Notetaking I3 Credits**
 This course presents the principles of an alphabetic writing system and introduces dictation and transcription for office and personal use. (Prerequisite: OAD 101) F
 5 hours per week — lecture and lab
- OAD 142 — Notetaking II3 Credits**
 Emphasis is placed on developing speed and accuracy for taking light office dictation and transcribing mailable documents. (Prerequisite: OAD 141) Sp
 5 hours per week — lecture and lab
- OAD 201 — Administrative Office Management3 Credits**
 This course is an integration of in-depth discussion and practical applications of administrative support systems and procedures for the office professional in making contributions to the managerial functions of the electronic office. Sp
- OAD 211-215 — Seminar in Office Administration1-3 Credits**
 An updating or analysis of a particular topic, concern, or problem in office administration. May include courses in preparation for the CPS exam and/or recertification.

OCCUPATIONAL THERAPY ASSISTANT

All OTA courses are required to be taken in sequence, as listed in the degree checklist. Admission to the program is required prior to taking OTA courses.

- OTA 102 — Introduction to Occupational Therapy2 Credits**
 An introduction to the health care system and to the profession of occupational therapy. Included are the history and philosophical base of the profession and its personnel, an overview of medical terminology, application of learning style, and an orientation to ethics. F
 2 hours lecture/week
- OTA 103 — Therapeutic Activities4 Credits**
 Analysis and performance of a variety of media emphasizing the concept of activity as therapeutic. Students will learn the grading and adaptation of selected activities and have the opportunity to order supplies, learn safety and maintenance of equipment, and to teach activities. F
 2 hours lecture — 4 hours laboratory/week
- OTA 104 — Rehabilitation Communication2 Credits**
 This course includes information on written and oral communication used by rehabilitation professionals. Included are medical terminology, a study of the patient medical record, patient documentation, and use of focused professional literature to write abstracts and perform medical literature reviews. Emphasis will be on practical use of medical terminology and the medical documentation. Course prerequisite: Admission to OTA or PTA Program. F
 2 hours lecture
- OTA 110 — Theory and Treatment of Psychosocial Dysfunction5 Credits**
 Description of psychosocial dysfunctions commonly treated in occupational therapy. Theories of occupational therapy treatment will be explored and students will practice a variety of techniques used in identifying and treating psychosocial disorders. Sp
 4 hours lecture — 3 hours laboratory/week

- OTA 115 — Level I Psychosocial Fieldwork2 Credits**
 Directed observation and participation in either psychosocial or pediatric setting to learn the clinical application of occupational therapy principles and techniques. Sp
 15 hours lecture — 40 hours clinical fieldwork
- OTA 116 — Neurological Theory and Treatment3 Credits**
 Student will review basic neuroanatomy, neurophysiology and learn pathologies commonly seen in OT. Students will apply treatment principles in lab. Su
 2 hours lecture — 3 hours laboratory
- OTA 210 — Theory and Treatment of Physical Dysfunction5 Credits**
 The student will learn about physical pathologies and disabilities commonly seen in occupational therapy as well as current treatment techniques and methods. Treatment applications and rationale will be explored in lecture and laboratory with simulated treatment practice. F
 4 hours lecture — 3 hours laboratory/week
- OTA 212 — Occupational Therapy Practice Management 2 Credits**
 Basic knowledge of the responsibilities of an OT department and in the health care setting. Planning and management of activity service is included. Current topics and issues in OT practice as well as the changing role from student to employee are explored. Sp
 30 clock hours lecture/semester
- OTA 216 — Pediatric Theory and Treatment5 Credits**
 Descriptions of commonly treated disorders in children and developmentally disabled individuals. Occupational therapy treatment techniques, rationale and application are presented. Laboratory experience will include basic treatment skills and simulated treatment practice using purposeful activities. F
 4 hours lecture — 3 hours laboratory
- OTA 217 — Level I Physical Disability Fieldwork2 Credits**
 Students will participate in occupational therapy treatment of adults with physical dysfunctions in clinical setting. F
 15 hours lecture — 40 hours clinical fieldwork
- OTA 220 — Psychosocial Fieldwork6 Credits**
 Supervised fieldwork in an approved psychosocial clinical setting. (Prerequisite: All required coursework must be completed.) Sp
 240 total hours (40 hours per week)
- OTA 225 — Physical Disability Fieldwork6 Credits**
 Supervised fieldwork in an approved physical disability clinical setting. (Prerequisite: All required coursework must be completed.) Sp
 240 total hours (40 hours per week)

OPTICIANRY

- OPT 111 — Optical Theory I4 Credits**
 The history, development, and basic manufacturing of ophthalmic lenses, as well as the requirements for ophthalmic glass, hand resin, and polycarbonate. Basic instruction includes theories of propagation of light, refraction and dioptric measurements. Topics include: calculations for true power, surface power, nominal lens formula, lens makers equation, boxing system, and basic lens design.
 4 hours lecture
- OPT 112 — Optical Theory II4 Credits**
 Fundamental aspects of cylindrical lenses, spherocylinder lens design, flat and toric transposition, and a detailed study of prism optics. Geometric optics will be introduced in the course. A review of basic theories of light, shadow optics, mirrors, thick and thin lenses, refracting surfaces, vergence, angular modifications, and telescopes with emphasis on ray tracing and calculations.
 4 hours lecture

OPT 121 — Optical Finishing I4 Credits

The basic principles of optical centers, decentration, frame measurements, lens marking and blocking, lens sizing, and edger operation for spherical single vision glasses, lens marking and blocking for single vision spherocylinder lenses. Practice with hard resin lenses and tinting, verification and neutralization techniques for single vision and bifocals and frame repairs.

3 hours lecture — 3 hours laboratory

OPT 122 — Optical Finishing II4 Credits

Concepts and practice of accomplishing prescribed prism by decentration; verification and neutralization of these glasses are also presented. Practice in making semi-rimless glasses and those held by nylon cord, also coverage of multifocal glasses.

3 hours lecture — 3 hours laboratory

OPT 143 — Anatomy and Physiology of the Eye I5 Credits

A detailed study of the development of the eye, structure of the orbit, three tunics, external and internal muscles, eyelids, lacrimal apparatus and cilia.

5 hours lecture

OPT 213 — Optical Theory III4 Credits

Theory and application of heat treatment and chemical process methods of increasing impact resistance of glass lenses with particular attention to all applicable ANSI standards and governmental regulations. Study of absorptive and selective transmission of properties of tints, colors, and filters. Theory and application of principles of anti-reflective lens coating and scratch resistant coatings. Topics also include P.D. measurements, use of "Frames" and "Lenses" catalog, construction and design of eyewear and materials used, frame nomenclature, zyl and metal frames selection and adjustments, fitting of conventional multifocals, and of progressives.

4 hours lecture

OPT 214 — Optical Theory IV4 Credits

General office procedures, quality standards, patient communication, and professional salesmanship. Study of how we see and perceive the world, eye-lens relationship, axes of the eye, P.D. measurement and measuring instruments, Listing's Plane, visual acuity, tilted lens effect, crossed cylinders, vertex distance compensation, corrected curve theory, and magnification of spectacle lenses. Includes study of the presbyopic condition and the role of the optician in its management through proper interpretation of the written prescription and the use of lens products available; also definition and classification of presbyopia, the existence of accommodation, formula for needed accommodation, the accommodation/convergence ratio, the ranges of clear vision, eyewear options at the bifocal and trifocal ages, analysis of first-time bifocal wearers, add power at front and back vertex, vertical imbalance at the reading level and its correction, bifocal centers, choosing a seg by optical displacement, jump, and Schott-Sterling chart. Also includes advanced concepts of strong lens design aberrations and problems, cataract lens design and dispersing, and low vision aids. A review for the state licensing exam will complete this sequence.

4 hours lecture

OPT 221 — Introduction to Ophthalmic Dispensing4 Credits

The basic requisite skills of ophthalmic dispensing. Includes P.D. measurement, zyl frame selection and adjusting, metal frame selection and adjusting, use of "Frames" and "Lenses" catalog, basic office routine and procedures, obtaining and interpreting patient's background information, prescription analysis and interpretation, procurement of supplies. OPT 221, 222, and 223 comprise a clinical sequence in spectacle dispensing.

3 hours lecture — 3 hours laboratory

OPT 222 — Ophthalmic Dispensing I4 Credits

Includes patient contact and practice in spectacle dispensing skills. Patients who bring their prescriptions to the clinic receive optical services from students under the supervision of an instructor who is also a licensed optician. Sales and management training is also included. Of-campus experience is provided through a rotational schedule. Industry representatives are utilized as guest speakers to provide the most up-to-date industry information.

3 hours lecture — 3 hours laboratory

- OPT 223 — Ophthalmic Dispensing II** **.4 Credits**
Continuation of OPT 222.
3 hours lecture — 3 hours laboratory
- OPT 231 — Introduction to Contact Lenses** **.4 Credits**
Basic concepts, skills, and techniques of contact lens fitting. Major emphasis is placed on basic concepts, instrumentations, and introduction to hands-on soft lens fitting. Topics include: slit lamp, keratometer, clock notation contact lens nomenclature, basic contact lens types and designs, contact lens materials, and soft and rigid lens solution.
3 hours lecture — 3 hours laboratory
- OPT 232 — Contact Lenses I** **.4 Credits**
Continuation of the soft lens material of the introductory course and progression into more advanced aspects of soft lens fitting. Students will begin fitting patients with soft lenses in the contact lens clinic. Topics include history taking, profit evaluation, basic fitting rules, criteria for acceptable fit, patient training for insertion and removal. Also included is the fitting and evaluation of rigid lenses, fitting soft and rigid topics, indications and contraindications of contact lens wear, and using the topogometer.
3 hours lecture — 3 hours laboratory
- OPT 233 — Contact Lenses II** **.4 Credits**
Continued clinical experience and advanced situations in contact lens fitting. A comprehensive review for the state and national certification examinations in contact lenses. Topics include fitting the presbyopic patient, aphakic contact lens correction, fitting keratoconus patients, and special lens types including cosmetic lenses, therapeutic lenses and low vision lenses.
3 hours lecture — 3 hours laboratory

PHILOSOPHY

- PHL 101 — Introduction to Philosophy** **.3 Credits**
A study of problems that confront humans as they deal with knowledge and the nature of the world and their interaction with it.
- PHL 111 — Elementary Logic** **.3 Credits**
Study of the principles of reasoning, deductive and inductive fundamentals, and the use of logic as a practical tool.
- PHL 121 — Elementary Ethics** **.3 Credits**
Critical analysis of the principal ethical theories and their application to the problems of life.
- PHL 130-150 — Philosophy Seminar** **1-3 Credits**
This course is designed to give students an in-depth study of a particular topic in the contemporary branches of philosophy.
- PHL 201 — Introduction to Religions of the World** **.3 Credits**
Introduction to the study of religion through selected historical traditions, East and West.
- PHL 231 — Medical Ethics** **.3 Credits**
Deals with ethical issues in allied health fields such as abortion, euthanasia, patient-professional relationships, allocation of medical resources, genetic engineering, and related topics.

PHYSICAL EDUCATION

- PED 100-105 — Adaptive Physical Education** **.1 Credit**
Modified physical activity for students with physical limitations. Enrollment on advice of physicians. F, Sp
- PED 110 — Fitness Walking** **.1 Credit**
Proper techniques for walking for fitness. Emphasis on health benefits of walking.

- PED 111 — Physical Conditioning1 Credit**
For those interested in improving or maintaining physical fitness.
- PED 112 — Slimnastics1 Credit**
For those interested in losing inches and weight and improving physical fitness.
- PED 113 — Aerobics1 Credit**
A continuation of slimnastics, emphasizing cardiorespiratory endurance and changes in the body composition.
- PED 115 — Archery1 Credit**
Introduction to archery through a brief study of its history with emphasis on the fundamentals of shooting the bow.
- PED 116 — Badminton and Tennis1 Credit**
Instruction and practice for development of badminton and tennis skills with emphasis on rules, development of basic fundamentals, and singles and doubles competition.
- PED 117 — Basketball1 Credit**
Practice of fundamentals as well as the various types of play.
- PED 118 — Bowling1 Credit**
Proper selection of equipment, correct method of approach and release of the bowling ball, and scoring. A fee will be charged for facility and equipment rental. F, Sp
- PED 119 — Folk Dance1 Credit**
Instruction in dances from various countries, including square dances.
- PED 121 — Golf1 Credit**
Acquaintance of the beginning player with correct swing, selection and use of the various clubs, and fundamentals. F, Sp
- PED 122 — Soccer1 Credit**
Instruction and practice in the fundamental skills of soccer.
- PED 123 — Social Dance1 Credit**
Instruction, practice, and teaching in basic social dance steps.
- PED 124 — Modern Dance1 Credit**
Basic movement and dance techniques; emphasis on communicative skills, creativity, and improvisation.
- PED 125 — Jazz Dance1 Credit**
Basic jazz warm-ups and movement with emphasis on the history of American jazz dance.
- PED 126 — Beginning Ballet1 Credit**
Correct body alignment for posture, coordination, and balance; stretching and limbering for muscle tone, agility, and strength. Exercises at the barre followed by center floor work. (Placement dependent upon demonstrated dancing ability.)
- PED 130 — Weight Training1 Credit**
An introduction to the proper techniques and practices of weight training.
- PED 131 — Marksmanship and Firearms Safety1 Credit**
Training in safe and efficient use of small bore rifles for pleasure. Shooting practice with .22 caliber rifles. Students will become familiar with various principles of marksmanship.
- PED 132 — Racquetball1 Credit**
Instruction and practice in racquetball fundamentals. A fee will be charged for facility use.
- PED 133 — Softball1 Credit**
Instruction and practice in the fundamentals of catching, batting, and backing up other positions. Rules and strategies.
- PED 134 — Tennis1 Credit**
Instruction and practice in the development of basic strokes, rules, and terminology, with emphasis on learning to play singles and doubles.

- PED 135 — Volleyball**1 Credit
Fundamentals, rules, and strategy of play.
- PED 136 — Skiing**1 Credit
Instruction and practice for the development of skiing skills. Class will be held at Ober-Gatlinburg on four sessions. A fee for facility use, ski rental, lift tickets, and insurance will be charged for this activity.
- PED 175 — Concept of Wellness**2 credits
A course that emphasizes a six-dimensional model of wellness (physical, emotional, occupational, social, spiritual, and intellectual). This course will stress the importance of creating a balance of these dimensions that make up our daily lives. This course will fulfill requirements of one physical education activity course.
- PED 201 — Introduction to Physical Education**3 Credits
A study of the historical background, general scope, principles, and objectives of physical education in its relationship to education as a whole. Does not fulfill activity course requirement. F
- PED 211 — Coaching of Baseball**3 Credits
Theory and practice in the fundamentals as well as review of various systems of play.
- PED 212 — Coaching of Basketball**3 Credits
Theory and practice in the fundamentals as well as a review of the various systems of play.
- PED 231 — Wilderness Camping**3 Credits
A course designed to inform the novice through the experienced outdoors-person on the latest equipment, techniques, and clothing for safe hiking and camping. Students may apply this course toward one of the required physical education activity courses.
- PED 241 — Recreational Games**1 Credit
A physical activity for personal skill development in recreational games such as billiards, table tennis, darts and shuffle board.
- PED 251 — Swimming**1 Credit
Training for beginners in swimming, emphasizing recreational swimming. A special fee will be charged for this course based on facility rental charges.

PHYSICAL THERAPIST ASSISTANT

ALL PTA COURSES MUST BE TAKEN IN APPROPRIATE SEQUENCE, AS LISTED IN THE DEGREE CHECKLIST. ADMISSION TO THE PTA PROGRAM IS REQUIRED PRIOR TO TAKING ANY PTA COURSES.

- PTA 102 — Introduction to Physical Therapist Assisting**2 Credits
This course introduces the student to the profession of physical therapy and concepts of the total patient. It provides information on and about the physical therapist assistant. It includes the purpose, philosophy and history of the profession of physical therapy, current issues in the health care which impact physical therapy. It also provides an introduction to concepts of disability and ethical decision making. F
2 hours lecture
- PTA 121 — Kinesiology**3 Credits
This course presents in detail the anatomy of neuro- muscular-skeletal systems. Emphasis is placed on normal motion and movement patterns, especially as they apply to physical rehabilitation. Biomechanical principles are introduced. The course includes an overview of posture and normal and pathological gait. (Prerequisites: BIO 231, Anatomy and Physiology I. Corequisite: BIO 232, Anatomy and Physiology II) Sp
2 hours lecture — 3 laboratory hours
- PTA 141 — Patient Care Techniques**3 Credits
This course introduces the student to basic skills necessary for safe care of the patient and teaches the theory and techniques of basic patient care procedures. Included are body mechanics, positioning, draping, bed mobility, transfers, ROM, WIC skills and ADL's. F
2 hours lecture — 3 laboratory hours

PTA 151 — Therapeutic Modalities5 Credits

This course discusses the general principles of therapeutic heat, cold, electricity massage and traction. The physiologic effects, indications and contraindication of numerous modalities are presented. Practical experience in the application of therapeutic heat, cold, massage, traction, electrotherapy, bandaging, sterile technique and visual signs are included.

Sp

3 hours lecture — 6 laboratory hours

PTA 202 — Treatment of Orthopedic Conditions5 Credits

This course introduces the student to the fundamentals of therapeutic exercise and common orthopedic conditions and related therapeutic procedures, including the following: goniometry, skeletal and soft tissue conditions of the spine, upper extremities, and lower extremities, and generalized arthritic conditions. There will be opportunity to learn and practice specific treatment techniques for these conditions. F

4 hours lecture — 3 laboratory hours

PTA 212 — Treatment of Neurological Conditions5 Credits

This course introduces the student to common neurological pathologies and to concepts of rehabilitation and accepted treatment techniques. The student is introduced to basic techniques which the PTA may use and advanced techniques used by the physical therapist. Study of normal movement, abnormal movement, developmental sequence and muscle testing is included. F

4 hours lecture — 3 laboratory hours

PTA 222 — Treatment of Medical/Surgical Conditions5 Credits

This course introduces the student to common medical and surgical conditions and related therapeutic procedures, including the following: cardiac disease, respiratory disease, peripheral vascular disease, diabetes, AIDS, obstetrical and gynecological conditions, amputations and prosthetics, orthotics, burns, wound care, chronic pain, oncology and abdominal surgery. In addition, concepts of dealing with the pediatric and geriatric patient are investigated as well as principles of pharmacology and wellness. Sp

4 hours lecture — 3 laboratory hours

PTA 230 — Assessment Skills1 Credit

This course explores the concept of the PT evaluation with emphasis on utilization of the evaluation completed by the PT for the PTA to carry out the treatment program. It further presents assessment skills which the PTA will utilize to report/document progress or lack of progress. F.

1 hour lecture

PTA 243 — Seminar3 Credits

This course provides information directly related to clinical practice. Included is an overview of adjustment to disability and to the aging process. The basic principles of administration, management, the supervisory process, performance evaluations, and fiscal considerations are presented. Strategies for successfully completing the State Licensure Exam and obtaining employment are discussed. Plans for the final clinical experience are completed. Sp

3 hours lecture

PTA 249 — Clinical Education I3 Credits

Supervised patient care and clinical observation for the PTA student. Su

120 hours clinic

PTA 252 — Clinical Education II4 Credits

Supervised patient care and clinical observation for the PTA student. (Prerequisite: Clinical Education I) F

160 hours clinic

PTA 253 — Clinical Education III6 Credits

Supervised patient care and clinical observation for the final semester PTA student. (Prerequisite: Clinical Education II) Sp

240 hours clinic

PHYSICS

- PHY 121 — Introductory Astronomy I 4 Credits**
 An introductory survey, with accompanying laboratory, treating the composition, structure, and dynamics of the universe and introducing the basic vocabulary of astronomy and the principles of the scientific method. Components of the solar system are discussed, and hypotheses and theories of the origin and evolution of the solar system are considered in the light of current knowledge and scientific reasoning. F
 3 hours lecture — 2 hours laboratory
- PHY 122 — Introductory Astronomy II 4 Credits**
 A continuation of Introductory Astronomy I in which the sequence of stellar birth, evolution, and death is studied. Characteristics of galaxies and of the beginning of the universe are considered in view of modern astrophysics and particle physics. Principles of interpreting astronomical observations are reinforced through laboratory experience. (Prerequisite: PHY 121) S
 3 hours lecture — 2 hours laboratory
- PHY 123 — Geometric Optics for Opticians 3 Credits**
 Surveys basic elements of geometric optics. Explores basic theories of light, shadow optics, mirrors, thin lenses, single spherical refracting surfaces. Deals with thick lenses, vergence angular magnification, and telescopes. Emphasizes ray tracing and calculations. (Prerequisite: MAT 110). Sp
 Combination lecture/lab (4 hr/week)
- PHY 201 — General Physics I 4 Credits**
 Covers mechanics, wave motion, and heat. (Prerequisite: College algebra and trigonometry such as Pre-calculus, or equivalent) Must be taken in sequence. F
 3 hours lecture — 3 hours laboratory
- PHY 202 — General Physics II 4 Credits**
 Covers electricity and magnetism, optics, and modern physics. (Prerequisite: PHY 201) Sp
 3 hours lecture — 3 hours laboratory
- PHY 211 — Physics I 4 Credits**
 Covers mechanics, wave motion, and heat (Prerequisite: MAT 141 -Calculus I.) Must be taken in sequence. F
 3 hours lecture — 3 hours laboratory/week
- PHY 212 — Physics II 4 Credits**
 Covers electricity and magnetism, optics, and modern physics. (Prerequisite: PHY 211) Sp
 3 hours lecture — 3 hours laboratory/week
- PHY 221 — Modern Physics 3 Credits**
 Modern physics principles including wave and particle properties of matter and energy, relativity, structure of matter, quantum theory, and nuclear physics. (Corequisite: PHY 212) Sp
 2 hours lecture — 3 hours laboratory
- PHY 231- 259 — Independent Scientific Investigation 2 Credits**
 Independent research and development in physics by qualified students under the supervision of a faculty member. Especially intended to develop interest and skill in the techniques of physics research and development. Up to six hours credit may be earned. (Consent of the faculty member.)

POLICE SCIENCE

- PST 101 — Introduction to Law Enforcement 3 Credits**
 Philosophical and historical background; agencies and respective jurisdictions; police ethics, public relations and career orientation. F
- PST 111 — Criminal Procedure 3 Credits**
 A study of legal concepts and procedures, including the laws of arrest and search warrant procedure, beginning with the issuance of legal process to ultimate court disposition. Sp

- PST 112 — Court Procedures3 Credits**
An introduction and study of court procedures and specifically rules of evidence for all career areas of the criminal justice systems. Content will range from the basic considerations of relevancy through qualifications of witnesses to specific evidential problems. Sp
- PST 201 — Police Administration and Organization3 Credits**
A study of police organizations, their hierarchical structure, techniques of administration and management utilized in standard police organizations with emphasis on problems of supervision, responsibility and control of police units. F
- PST 213 — Criminal Investigation3 Credits**
Fundamentals of criminal investigation procedures; crime scene search and recording, collecting and preserving evidence; scientific and technical aids; case preparation. F, Su
- PST 221 — Criminal Law3 Credits**
An introduction to the theory and practice of basic scientific techniques utilized in the investigation and solving of crime. The procedures which will be presented by means of classroom lectures, demonstration sessions and practical laboratory periods will emphasize the proper handling and examination of evidence, fingerprinting, photography, glass fractures, casts and molds, narcotics and preparations, and crime scene searches. Sp, Su
- PST 231 — Seminar in Police Problems3 Credits**
A course designed to consolidate the various learning experiences in police science. Emphasis is placed on special problems. Sp

POLITICAL SCIENCE

- POL 101 — United States Government and Politics3 Credits**
An introduction to the fundamental institutions and processes of American national politics including the constitution, civil liberties, political parties, voting, the presidency, congress, and the courts. F
- POL 102 — Introduction to Political Science3 Credits**
An introduction to the analysis of politics and of political systems and political ideologies in various countries. Sp

NOTE: POL 102 H, Honors is an enriched introduction to Political Science with extra readings, less lecture and more discussion. (Prerequisite: Consent of instructor.) As needed.

PSYCHOLOGY

- PSY 101 — General Psychology I3 Credits**
Definition of psychology and its relationship to the scientific method. Study of brain processes, sensation, perception, motivation, emotion, learning, memory, language, and thought as aspects of behavior. F, Sp, Su
- NOTE: PSY 101 H, Honors General Psychology I, is an enriched introduction to psychology with extra readings, less lecture, and more discussion. (Prerequisite: Consent of instructor)

- PSY 102 — General Psychology II3 Credits**
Continuation of PSY 101. Development, statistics, intelligence, personality, assessment, stress, abnormal behavior, psychotherapy, social psychology, and applied psychology. F, Sp, Su

NOTE: PSY 102 H, Honors, General Psychology II, is an enriched completion of the survey of psychology with extra readings, less lecture and more discussion. (Prerequisite: Consent of instructor)

- PSY 211 — Educational Psychology3 Credits**
 Focuses on making education in the classroom more effective by applying specific principles from the following areas of psychology: development, learning, motivation, evaluation, individual differences and adjustment. Cross-listed as EDU 211. (Recommended: PSY 101 and/or PSY 102) F
- PSY 213 — Abnormal Psychology3 Credits**
 Definition of abnormal behavior. Survey of development and treatment of anxiety disorders, affective disorders, schizophrenia, paranoid disorders, personality disorders, organic mental disorders, somatoform disorders, dissociative disorders, childhood disorders, psychosexual disorders, and drug dependence. Recommended: PSY 101 and/or PSY 102. F
- PSY 221 — Developmental Psychology: Childhood Through Early Adolescence3 Credits**
 Physical, cognitive, social, and emotional influences on normal growth and development during childhood and early adolescence. (Recommended: PSY 101 and/or PSY 102) Sp
- PSY 222 — Developmental Psychology: Mid-Adolescence Through Adulthood3 Credits**
 Physical, cognitive, social, and emotional influences on normal growth and development during mid-adolescence and adulthood. (Recommended: PSY 101 and/or PSY 102) Sp
- PSY 231 — Social Psychology3 Credits**
 Individual behavior as it is influenced by social context. Considers prejudice, attitude change, aggression, interpersonal attraction, and the individual in groups. Recommended: PSY 101 and/or PSY 102. Sp

RADIOLOGIC TECHNOLOGY

- RDT 102 — Introduction to Radiologic Technology4 Credits**
 Orientation to the profession, the radiology department, and the hospital. Major areas of study include: basic radiation protection, darkroom management, body mechanics, fire and electrical safety, medical ethics, patient care, and medical terminology. F
 4 hours lecture
- RDT 111 — Radiographic Procedures I3 Credits**
 Basic principles of radiographic terminology, positioning, anatomy, and film evaluation for routine and contrast procedures. Study areas include chest, abdomen, digestive, and urinary systems. F
 2 hours lecture — 2 hours laboratory
- RDT 112 — Radiographic Procedures II3 Credits**
 Continuation of Radiographic Procedures I. Areas of study include upper and lower extremities, shoulder girdle, and hips and pelvis. Sp
 2 hours lecture — 2 hours laboratory
- RDT 122 — Exposure Technique4 Credits**
 This course introduces the student to the geometric and recognizability factors, film, screens, and radiographic accessories with analysis of their influence on radiographic quality.
 4 hours lecture
- RDT 130 — Radiographic Processing2 Credits**
 A study of silver image formation, manual and automatic processing, and radiographic quality control tools and procedures.
 2 hours lecture
- RDT 144 — Clinical Education I7 Credits**
 Practical application in the radiology department. Skills include application of technical factors, radiographic positioning, patient interaction, and professional behavior. Students must demonstrate competence by performing radiologic examinations unassisted. F
 16 hours clinical experience

- RDT 145 — Clinical Education II****.5 Credits**
 Continuation of Clinical Education I. Sp
 16 hours clinical experience
- RDT 146 — Clinical Education III****.5 Credits**
 Continuation of Clinical Education II. Su
 16 hours clinical experience
- RDT 210 — Radiographic Procedures III****.2 Credits**
 Continuation of Radiographic Procedures II. Areas of study are vertebral column, bony thorax, skull, facial bones, and sinuses. Su
 1 hour lecture — 2 hours laboratory
- RDT 212 — Radiographic Procedures IV****.3 Credits**
 A study of special and supplementary procedures and equipment including a review of radiographic pathology. F
 3 hours lecture
- RDT 222 — Radiation Protection****.2 Credits**
 A study of the biological effects of ionizing radiation, patient and personnel protection, maximum permissible dose, personnel monitoring, and units of measurement for radiation exposure.
 2 hours lecture
- RDT 226 — Radiologic Science I****.4 Credits**
 Professional knowledge and expertise are enhanced through personal writing and research projects with oral presentations and group discussions. Comprehensive review of radiologic technology registry material is included.
 4 hours lecture
- RDT 227 — Radiologic Science II****.2 Credits**
 Continuation of Radiologic Technology Seminar I.
 2 hours lecture
- RDT 225 — Radiation Physics****.3 Credits**
 A study of electromagnetism, production and properties of x-rays, interactions with matter, x-ray tube and circuitry, and specialized imaging equipment. F
 3 hours lecture
- RDT 248 — Clinical Education IV****.11 Credits**
 Continuation of Clinical Education III. F
 24 hours clinical experience
- RDT 249 — Clinical Education V****.8 Credits**
 Continuation of Clinical Education IV. Sp
 24 hours clinical experience
- RDT 250 — Clinical Education VI****.4 Credits**
 Continuation of Clinical Education V. Su
 24 hours clinical experience

RECREATION

- REC 201 — Social Recreation****.3 Credits**
 Introduces methods and materials for planning, organizing, and conducting social activities for groups of various sizes and ages in a variety of social situations. Emphasis is on the mechanics of planning and presenting a repertoire of activities for social recreation events. Major activities will be discussed, played, and/or demonstrated. F

- RTT 213 — Respiratory Care V8 Credits**
 A study of fluid and electrolyte balance within the body, and hemodynamic monitoring. Clinical simulations related to all of the respiratory care concepts learned will be presented in this course. (Spring Semester - Second Year)
 3 hours lecture — 3 hours laboratory — 16 hours clinical
- RTT 231 — Pathology of Respiratory Diseases II2 Credits**
 A continuation of Pathology of Respiratory Diseases I. (Summer Semester - First Year)
 2 hours lecture
- RTT 241 — Neonatal and Pediatric Respiratory Care I2 Credits**
 A detailed study of respiratory care concepts and techniques in neonatal and pediatric medicine. (Fall Semester - Second Year)
 2 hours lecture
- RTT 242 — Neonatal and Pediatric Respiratory Care II2 Credits**
 A continuation of Neonatal and Pediatric Respiratory Care I. A close look at advanced equipment used in this specialty area as well as disease processes. (Spring Semester - Second Year)
 2 hours lecture
- RTT 251 — Pulmonary Function Methodology I2 Credits**
 The study of pulmonary function concepts and techniques. (Fall Semester - Second Year)
 2 hours lecture
- RTT 252 — Pulmonary Function Methodology II2 Credits**
 A continuation of Pulmonary Function Methodology I including specialized pulmonary function studies and evaluation of pulmonary function test results. (Spring Semester - Second Year)
- RTT 261 — Respiratory Care Seminar2 Credits**
 A review and practice of the NBRC Self Assessment Examinations including the entry level written registry, and the clinical simulation. Students must pass these examinations to receive a certificate of completion.

SAVINGS

The SAV prefix will be used to offer various service courses to the savings and loan industry. These courses will use the course descriptions furnished by the industry and credit will be granted based upon the recommendations of the American Council of Education (ACE). For more information contact the division head of Business and Economics.

SECURITY

- SEC 101 — Introduction to Security3 Credits**
 An overview of security functions, operations, methods and procedures in the private and industrial sector. F
- SEC 111 — Legal Aspects of Security3 Credits**
 Exposes the student to the legal guidelines and restrictions the modern security officer must operate within; examines liability concerns arising from private, industrial and governmental job performance. F
- SEC 112 — Physical Security3 Credits**
 Studies the various forms of perimeter barriers which impact upon security operations, examines insurance considerations, underwriters licensing certification, fire prevention and fire code regulations. Sp
- SEC 113 — Security Investigation3 Credits**
 Studies the various techniques, procedures, resources and technical aids used in security investigation. Sp

- SEC 201 — Security Management3 Credits**
Examines the major management operations of planning, organizing, staffing, directing and controlling in the security field. Sp
- SEC 202 — Special Topics in Security3 Credits**
Considers contemporary issues, problems, trends and controversies in the modern security field. F

SOCIAL SCIENCE

- SS 100 — Social Science Seminar: Survey of Social Studies1-3 Credits**
This is a one semester college-level course designed to remove the high school unit deficiency in Social Studies. The course will present an overview of the various disciplines designated as Social Studies, namely, anthropology, history, economics, political science, geography, psychology, and sociology. This course will not fulfill the college's core curriculum requirements of a social science course. (Offered as needed; permission of instructor required)
- SS 210-290 — Social Science Seminar1-3 Credits**
In-depth analysis of a particular topic, concern, or problem in the social sciences. Courses may be oriented toward any one of the social science disciplines (history, political science, psychology, sociology-anthropology) or may be cross disciplinary in nature combining several social sciences. Social Science elective credit only. Some examples of frequently offered Social Science Seminars include: African American History; The Civil War; Death and Dying; European Studies; Human Sexuality; North American Indians; The Southwest Field Trip; Women in Western Civilization; and World War II. As needed.
- SSC 119 — Women in Western Civilization3 Credits**
Women in Western Civilization is designed as an introduction to the field of women's history and as a study of the position of women in western society. The experiences of everyday women and of women who significantly contributed to the societies in which they lived are analyzed, based on the writings of any given historical period. This course also examines issues affecting women today. (Cross listed as HUM 288)
- SSC 120 — The Civil War3 Credits**
The purpose of this course is to study and gain an understanding of the great central event of American history, the Civil War. Major political, economic, social, and military developments will be examined through use of a textbook, the PBS video series — "The Civil War," lecture, and class discussion.
- SSC 215 — World War II3 Credits**
This course examines the largest single event in human history, the Second World War. The background to this conflict along with political, diplomatic, and military aspects will be studied through use of a textbook, "The World at War" video series, lecture, and class discussion.
- SSC 216 — Death and Dying3 Credits**
An interdisciplinary (including contributions from Anthropology, Art, Ethics, Health Sciences, History, Literature, Philosophy, Public and Government Policy, Religion, and Sociology) and humanistic study of death, dying and bereavement, including key issues and concerns. (Cross listed as HUM 261)
- SSC 239 — North American Indians3 Credits**
A general survey of native American cultures with emphasis on cultural development, diversity, and comparative analysis. Topics include prehistory, social organization, kinship, politics, religion, and material culture, as well as discussion of current Native American concerns.

SOCIOLOGY

SOC 201 — Introduction to Sociology3 Credits

This course focuses on the analysis of human social interaction, patterned social relationships, and social change. Emphasis is placed on the theoretical perspectives and principles of explanation used by sociologists, as well as the basic concepts such as culture, socialization, social organization, social deviance, and social stratification. F, Sp, Su

SOC 202 — Social Problems3 Credits

This course focuses on the study of the scope and effects of a number of societal problems. Attention is given to research findings as well as social programs and policies that have been or can be taken to attempt to solve the problems. Some social problems examined include environmental abuse, population and resource challenges, war, social inequality, technology, and violence. F, Sp

SOC 211 — Cultural Anthropology3 Credits

This course is an introductory survey of the principles, concepts, methods, and scope of anthropology. Emphasis is placed on the nature of culture, sociocultural adaptation, language, kinship, social systems, subsistence patterns, art, ritual and belief systems, and the impact of change. F, Sp

SOC 212 — Prehistoric Archaeology3 Credits

This course is an introductory survey of human origins and prehistoric cultures. Emphasis is placed on the general principles, history, theoretical orientations, and methods of archaeology. This course will examine a number of prehistoric cultural lifeways from the beginnings of human culture to the rise of civilization. (As needed)

SOC 214 — Marriage and the Family3 Credits

This course is an examination of the family as a social institution. Emphasis is placed on comparative and historical approaches to the family, the relationship of the family to social organization, change and conflict within the family, and possible future developments. Other key social institutions may be examined in terms of the structural arrangements, changing interpretations and functions, and conflicts concerning social goals and values. Offered as needed.

SPANISH

SPA 101 — Beginning Spanish I3 Credits

Elementary grammar, pronunciation and conversation through the use of films, videotapes, cassette tapes, filmstrips and computer programs. (No prerequisite)

SPA 102 — Beginning Spanish II3 Credits

Continuation of Beginning Spanish I. (Prerequisite: SPA 101)

SPA 201 — Intermediate Spanish I3 Credits

Advanced grammar and conversation through use of films, videotapes, cassette tapes, filmstrips, computer programs and library readings. (Prerequisite: SPA 102)

SPA 202 — Intermediate Spanish II3 Credits

Continuation of Intermediate Spanish I. (Prerequisite: SPA 201)

SPEECH

SPE 201 — Basic Speech Communication3 Credits

Designed to introduce the student to the basic principles and techniques of public speaking. Emphasis in class is placed upon the selection of subjects and supporting materials, the organization of the speech, and the oral and physical aspects of delivery. One section of this course is designed specifically for students pursuing a career in the health sciences. Topics include medical-ethical questions, interviewing techniques, and interpersonal communication skill building. F, Sp, Su

- SPE 211 — Interpersonal Communication3 Credits**
Communication theory in its application to informal, face-to-face situations. Practical application of the impromptu speech relative to interpersonal communication. F
- SPE 221 — Business and Professional Speaking3 Credits**
Designed for students going into management, human relations, communications, personnel management and the sciences where the individual must work on a person-to-person basis. Included in the course are units on presenting informative reports, using visuals, interview and conference techniques, and manuscript speaking. (No prerequisite) Sp
- SPE 231 — Fundamentals of Acting I3 Credits**
Fundamentals of Acting will emphasize the mechanics (vocal and physical) of presenting a character on stage. F
- SPE 232 — Fundamentals of Acting II3 Credits**
Improvisations, use of acting techniques in extensive work. Emphasis placed on special problems in contemporary roles. (Prerequisite: SPE 231 or permission of instructor)
- SPE 241 — Introduction to Theatre3 Credits**
A survey course in theatre covering the history and development of Western drama. This course will emphasize drama as production rather than as literature. F
- SPE 242 — Fundamentals of Theatrical Production3 Credits**
This course is designed to introduce students to the practical considerations of play production. It emphasizes theory and practice in the various areas of design and stage construction, introduces the students to meaningful rehearsal techniques and offers them the opportunity to apply acquired classroom skills to actual stage experience. Sp
- SPE 251 — Theatre Practicum I1 Credit**
- SPE 252 — Theatre Practicum II1 Credit**
- SPE 253 — Theatre Practicum III1 Credit**
- SPE 254 — Theatre Practicum IV1 Credit**
- SPE 255 — Theatre Practicum V1 Credit**
- SPE 256 — Theatre Practicum VI1 Credit**
Field experience courses offering practical experience for students working in on-campus and off-campus technically oriented or performance oriented theatre activities. Each course carries one hour credit, and students may earn up to six credits by enrolling for one course each semester.

TECHNOLOGY

- TEC 101 — General Technology I1 - 10 Credits**
An in-depth analysis of a particular topic, concern or problem as it applies to modern technology. May be used for experiential credit with prior approval from the Dean of the College.
- TEC 102 — General Technology II1 - 10 Credits**
A continuation or extension of General Technology I.
- TEC 201 — General Technology III1 - 8 Credits**
A continuation or extension of General Technology II.

WASTE MANAGEMENT

- WMT 101 — Intro to Waste Management3 Credits**
Waste Management issues such as hazwaste characterization, treatment and disposal, air pollution, radioactive waste, recycling, and national environmental policies are discussed. F
- WMT 121 — Environmental Sampling3 Credits**
Study of field sampling techniques and equipment for air, soil, and water media. Overview of geologic transport mechanisms is provided. Sp

WMT 221 — Waste Reduction and Packaging Techniques3 Credits

Study of methods for collection and packaging for liquid, gaseous, and solid wastes. Course will include techniques for volumetric reduction, neutralization, labeling and transporting (DOT) of hazardous wastes. Also included will be cost benefit analysis. F

WMT 242 — Internship1-5 Credits

Work experience designed to familiarize students with application of waste management principles while working on the job. Efforts will be made to place students in an area which supports their career goals. (A minimum of 300 contact hours) No student may enroll in an internship unless the approval of the instructor is obtained. F, Sp, Su

STUDENT SERVICES & ACTIVITIES



One thing at a time

*Work while you work,
Play while you play;
That is the way
To be cheerful and gay.*

*All that you do,
Do with your might;
Things done by halves
Are never done right.*

*One thing each time,
And that done well,
Is a very good rule,
As many can tell.*

*Moments are useless
Trifled away;
So work while you work,
And play while you play.*

— *M. A. Stodart*

STUDENT SERVICES

FOOD SERVICES

The College Cafeteria is operated by private contractor for the expressed purpose of providing students with good quality food. The cafeteria is open from 7:30 a.m. to 1:30 p.m. each day classes are in session. The cafeteria serves light breakfast items, hot entrees, vegetables, sandwiches, fruits, desserts, drinks, and several "fast food" items.

RSCC provides vending machines stocked with drinks, candies, chips, sweets, soup, and other items through a contractual agreement with a private vending contractor. To insure that all vending products are first quality, fresh, and good tasting, the vendor replaces all unsold machine items on a regularly scheduled basis.

LIBRARY

Roane County

The library serves, primarily, the students and faculty and, secondarily, members of the surrounding communities. In its collection of books, periodicals, microfilm, recordings, and other audio-visual material the library makes available resources to support the curriculum and to provide for recreational use.

Library hours when classes are in session in Roane County are:

7:45 a.m. to 10 p.m. - Monday through Thursday

7:45 a.m. to 5 p.m. - Friday

9 a.m. to 1 p.m. - Saturday

When classes are not in session, changes in library hours will be posted at the entrance and circulation desk.

A book drop is available so that materials may be returned when the library is closed.

The Library of Congress classification system is used and books are shelved in open stacks for self-service.

Books may be checked out for a two-week period and may be renewed. No fines are charged for overdue books, but they are subject to recall if needed for another borrower.

All books are to be returned by the end of each semester. Students who have overdue books from Roane State and all other libraries to which they have access as Roane State students will not receive grade reports or be allowed to register the following semester.

Borrowers are responsible for replacement of lost or damaged materials.

Periodicals and newspapers are to be used in the library and do not circulate. A photocopier is available for those who need copies of articles at a cost of 10¢ per copy. Many periodicals are available on microfilm for which a reader/copier is provided.

Interlibrary loan service is provided to all patrons so that material not owned by the Roane State Library may be borrowed from another library. Information is available from any member of the library staff.

Microcomputers and software are available in the library for public use.

The library has reciprocal borrowing agreements with other libraries for RSCC students and staff. Details are available at the library.

Oak Ridge

Students at Roane State Oak Ridge may use the Oak Ridge Public Library at no cost. Details are available at the RSOR administrator's office and the Oak Ridge Public Library. Daily courier service makes circulating materials from the Roane State Library readily available.

RSCC/Tennessee Tech Off-Campus Centers

Each off-campus center has a printed listing of book, periodical and audio-visual materials available in the RSCC-Roane County library. A computer-accessed index to periodical articles is located at each center. Direct telephone lines and courier service provide delivery of information to persons unable to go to the RSCC-Roane County library.

Public libraries in each of the areas served by the off-campus centers have agreed to help serve RSCC students and staff.

The Howard H. Baker, Jr. Library at the Scott County Center contains a basic reference collection, periodicals, circulating books, CD-ROM information sources and career information.

INSTRUCTIONAL TECHNOLOGY CENTER

The Instructional Technology Center, a Tennessee Center of Emphasis for higher education, serves, primarily, the faculty and students and, secondarily, members of the surrounding communities. The purpose of the Center is to promote the use of Instructional Technologies to enhance learning at Roane State Community College. The Instructional Technology Center is located on the second floor of the Library on the Harriman Campus. The center has, available for use, an assorted collection of audio-visual materials including records, audio tapes, films, video tapes and laser discs. The Media Specialist is available for assistance using audio-visual materials. However, all audio-visual materials must be used in the library with the exception of faculty requests.

Instructional Technology Center hours are:

7:45 a.m. to 5:00 p.m. Monday through Friday

Closed during scheduled administrative closing days and holidays

Microcomputers and software are available in the library for public use. There are also several microcomputer laboratories available for student use.

The ITC is designed to provide the faculty and staff with near state-of-the-art instructional technologies emphasizing instruction to students and staff. The use of these technologies will be supported through internal instructional workshops emphasizing hands-on use of the equipment and media as well as individual assistance during one-to-one training.

INCLEMENT WEATHER

RSCC recommends that students use their own discretion in attending classes when snow and icy conditions exist. Additional information on the cancellation of classes due to inclement weather is available from the local media each day.

BULLETIN BOARDS

College regulations require that all notices, posters, advertisements, announcements, and other bulletin board information be approved, signed, and dated by the Dean of Student Services (Roane County), Campus Administrator

(Oak Ridge), or site coordinators at the Scott, Loudon, Cumberland, and Campbell Centers. Approval may be obtained during normal working hours. Notices may remain on display for fourteen days (two weeks) before being removed and discarded. Posted material may be saved through personal removal prior to the expiration date. Materials should be posted only on bulletin boards, not walls or window space.

To maintain clean and uncluttered bulletin boards, all notices and announcements must be typed or neatly hand printed. Students should remove all notices personally if posted information becomes obsolete prior to the expiration date.

CHANGE OF NAME OR ADDRESS

The Office of Admissions and Records should be informed of all changes in the student's legal name for marriage or other reasons, place of residence, mailing address, and telephone number. The College is not responsible for a student's failure to receive official information due to his failure to notify the College of any change(s) stated above.

SMOKING

Smoking is permitted only in specific, designated areas on campus. It is not permitted in the classrooms, library, restrooms, laboratories, hall-ways, or any place on campus that poses a health hazard to other individuals. Receptacles are placed conveniently where smoking is permitted.

SOLICITING

No soliciting or sales, related to or affecting students, are permitted on the campus without securing prior written approval from the Dean of Student Services or a designee.

SUBSIDIARY USE OF THE COLLEGE CAMPUS

As a general rule, visitors who desire to visit the college campus in a casual and informal manner are welcome. Non-members of the college community who have not been authorized in writing to use the college facilities and who repeatedly visit or spend a large portion of their time on the college campus interfere with the normal activities of the college and will be asked to leave.

The buildings, facilities, and campus of the college are reserved and dedicated to educational use, and no use may be made of the facility which is inconsistent with that primary use.

The college, acting on its own or at the request of a registered and recognized campus organization, may invite speakers, performers, or entertainers to appear before audiences on the college campus. No non-member of the college community may speak, perform, or entertain before an audience on the college campus without such an invitation and the written approval of the college of the time, place, and manner of such appearance. Rental of college facilities by non-college personnel may be arranged through the Office of Maintenance and Security (Roane County) or the Dean of the Oak Ridge Campus.

No person or persons shall use any sound amplifying equipment on the college campus other than that requested by the college officials in carrying on the normal activities of the college.

No person shall take advantage of the large concentration and semi-captive audience of students and faculty to organize on the campus any assembly, mora-

torium, strike, sit-in, parade, demonstration or similar activity which substantially interferes with the normal activities of the college or the rights of others.

No person who threatens to substantially interfere with the normal activities of the college or to substantially interfere with or deny the lawful rights of others to use the facilities of the college shall enter or remain upon the college campus.

Children should not be brought to class or left unattended in any area of the college.

Non-members of the campus community are required while on the campus to observe and comply with the rules and regulations adopted by the college or the Tennessee Board of Regents. Non-members of the campus community are also required while on the campus to identify themselves upon the request of either campus officers or campus security or other law enforcement officials in the performance of their duty.

THE WRITING CENTER

The Writing Center, a Tennessee Center of Emphasis for higher education, provides free writing assistance to Roane State Community College students, faculty, and staff, and to the community. The purpose of the Writing Center is to promote excellence in writing. The Center seeks to develop approaches that put writing at the center of the academic and professional enterprise and to foster the perception of writing as a vital means of communication, as an art form, and as a powerful mode of learning for all subjects.

Services

The Writing Center provides these services:

1. One-to-one consultation between a writer and a professional writing consultant on manuscripts of any kind, whether for classroom assignments, professional development, or personal growth;
2. Workshops for classes or for college, public school, business, or community groups on special writing projects, such as resumes, business letters, memos, reports, articles for publication;
3. Response or peer review groups for students, staff, faculty, or community groups who are writing by assignment or for personal and professional growth;
4. Word processing, revision, and graphics programs and instruction on Macintosh and IBM computers;

Roane County - 1-615-882-4677
Oak Ridge - 1-615-354-3000, ext 5326

Consulting

Most Writing Center activity consists of one-to-one consultations in which a writing specialist works with an individual writer. Consultants do not edit or proof-read course writing assignments. In discussing student writing, they focus on rhetorical and logical principles. Students are introduced to models of excellence in writing and challenged to think, clearly and critically so that they may achieve excellence in their own writing.

If referred by an instructor, a student should bring a referral form filled out by that instructor. When possible, students should make an appointment in advance and should plan to spend a half hour in conference. To schedule an appointment, students may come by the Center or call 354-3000, ext. 4261 in Roane County or extension 5326 in Oak Ridge.

COUNSELING AND CAREER RESOURCE CENTER

COUNSELING

The Counseling and Career Resource Center (CCRC) was established to aid students in successfully completing their college work and establishing good foundations for future growth. The center is staffed by professionally trained, licensed, and nationally certified counselors who provide services for a wide range of problems — educational, vocational, personal, and testing services. A career resource technician, placement coordinator, and two academic development counselors have been added to center staff this fall.

Confidentiality of counseling visits is assured so that students may feel free to discuss their concerns. Counselors also provide opportunities for students to develop interpersonal skills and to become more self-actualized using individual counseling, small group techniques, and courses in human development. Situations which cause students undue concern may disrupt their interpersonal relations and affect academic achievement. CCRC provides the assistance and atmosphere to work through these problems.

CCRC services includes, but is not limited to the administration of interest or personality tests as requested by the student.

CAREER RESOURCE SERVICES

Roane State's Career Resource Center assists all students interested in exploring career options and selecting a major field of study. Through the availability of up-to-date resources, career decision making workshops and individual advisement, our students have the opportunity to learn the skills necessary to make appropriate career decisions that will directly affect their success in extending the academic world to the world of work.

It is Roane State's goal through the use of a wide variety of resources to give every student the opportunity to maximize his or her career development potential.

PLACEMENT OFFICE

Roane State's Placement Office offers a full range of services to students seeking employment. A listing of full-time, part-time and temporary jobs is maintained for those seeking employment while pursuing an education.

By promoting the quality of the college's training programs to local employers, it is Roane State's goal to provide its graduates with the best possible employment opportunities. The Placement Office provides a job referral service for those students nearing completion of their program and those who have recently graduated. To receive referral assistance, graduating students must develop a file and authorize the college to send their credentials to prospective employers.

The Placement Office assists students in resume preparation, letter writing and the improvement of interview skills. Individual counseling and group seminars are available to deal with all aspects of organizing a self-directed job search.

TESTING SERVICES

The Testing Center provides a wide range of services to both the College and the community. The Center administers regularly scheduled tests and tests by special appointment.

REGULARLY SCHEDULED TESTS

AAPP (Placement Tests)

The placement exams are given on both campuses and at off-campus centers to Roane State applicants who have been admitted to the college.

College Base Test

Each graduating sophomore is required by the Tennessee Board of Regents to take a test of general competency. This test does not affect one's graduating status; rather it is a measure of how well Roane State educates its students. Students are encouraged to do their best since Roane State's evaluation and future funding are based on student performance. Students are advised that failure to meet this graduation requirement will result in having the student's diploma held until this condition is met.

ACT-Residual

The ACT exams are given on both campuses for students who (1) are enrolled, (2) have been admitted, or (3) are in the process of applying to Roane State. The ACT scores from this test are not available for reporting to other institutions or scholarship agencies.

ACT National

Roane State Community College serves as an area test center for the American College Testing Program (ACT). Tests are given on the Roane County campus on all five of the national test dates. Students wishing to have their scores reported to institutions other than RSCC should take this test. Registration applications are available through high school counselor's offices or the Testing Center.

GED Test

The General Education Development (GED) Test for a high school equivalency diploma is administered at the RSCC Roane County campus on a regular schedule. Appointments are necessary and may be made by calling 882-4546 or by visiting the Counseling and Career Resource Center.

To be eligible to take the test, an applicant must be (1) eighteen years of age, (2) dropped out/withdrawn from high school, and (3) able to furnish proof of age and identity. A current photo driver's license is the best source of identification. Applicants seventeen years of age with an approved age waiver are also eligible to test.

An equivalency diploma is issued by the State Department of Education upon passing the GED Test by obtaining an overall average score of 45 with no sub-test score below 35.

Persons who feel inadequately prepared to take the GED test may contact the Counseling and Career Resource Center for more information.

LPN Challenge Test

This test is administered once during the fall and spring semesters for licensed LPNs who wish to qualify for the LPN Career Mobility Program. Scores are valid for three years.

Assessment Scheduled by Special Appointment

Strong Interest Inventory

Myers-Briggs Type Indicator

AAPP Exit (referral by instructor to test out of an Academic Development class).

SUCCESSFUL TRANSITIONS**An Enrichment Program for Single Parents and Displaced Homemakers**

Roane State offers a special program for single parents and displaced homemakers. The program is primarily designed to assist individuals who are suddenly forced into the work world as the sole support of themselves or their family due to divorce, separation, death or disability of a spouse or due to their choice to be a single parent.

The program is free and open to both males and females, students and non-students. The Single Parent/Displaced Homemaker Program provides:

- Individual counseling
- Support group meetings
- Assessments to match personality and interests to a specific career
- Career counseling
- Assistance in getting enrolled into college or vocational programs
- Workshops on assertiveness training, coping with stress, legal rights, career search, finding a job, financial planning, and other subjects of interest.

HEALTH AND DISABILITY SERVICES

The health and safety of students are concerns of the Student Services Office. A complete Health History Form is requested of all students enrolled at RSCC. Under the direction of a sponsoring physician, a clinic is maintained at the Roane County campus without direct cost to the student. A Registered Nurse administers first aid and palliative treatment in minor illness and offers suggested referrals when needed. Self-care stations are available at the Oak Ridge Emory Valley, Scott County, Cumberland County, and Loudon County sites. These provisions are for short term use in case of accident or illness that occurs during the school hours. In addition, the nurse schedules regular hours at the Oak Ridge Turnpike campus and visits other sites as needed. Health consultations and a variety of health programs are offered through the clinic at the Roane County and Oak Ridge campuses. Vision tests are conducted on request.

Since the college does not collect a health fee, each student is responsible for his/her medical bills for services rendered by private physicians/other facilities. Student accident and sickness insurance is available on a voluntary basis through a contract by the State University and Community College System of Tennessee. Applications and claim forms may be obtained in the clinic or through the Student Services Office, or the site coordinator's office at off-campus sites.

Roane State provides counseling and academic support services to insure that disabled students have access to educational opportunities provided by the college. Any student having a disability which restricts his/her participation in academic life is eligible for services which will be provided to meet the individual student's needs. Roane State serves in a liaison capacity with the Tennessee Division of Vocational Rehabilitation. Registration and other forms of administrative assistance and academic support are provided through Health and Disability Services.

Participation in the services is on a voluntary basis; confidentiality is maintained. The following special services may be provided:

1. A needs assessment will be made by the Committee for the Learning and the Physically Disabled when requested by the student and/or the student's instructor. The committee will review medical and psychological data, classroom work, and other pertinent information presented by the student. The student will assume responsibility for acquiring medical records for review by the committee.
2. Special modifications will be made if it is determined that the mode of presentation of materials discriminates against the student. This may require re-structuring of materials, alternate methods of presentation, adjustment of physical facilities, extension of time allowed for tests or completion of coursework, etc. Modification should not alter academic requirements, and the student will be expected to show competency in the course material.
3. The committee will prepare a report to serve as the guidelines for a particular student during his/her educational term at Roane State Community College.

If possible, students who have a disability requiring special services should contact the Director of Health and Disability Services three weeks before classes begin.

STUDENT PROCEDURES FOR SPECIAL SERVICES

To receive the special accommodations mandated in section 504 of the Vocational Rehabilitation Act, the learning and physically disabled are to meet the following guidelines.

1. Be identified as possibly learning or physically disabled. Any of the following ways is acceptable: self-referral, instructor referral, counselor referral.
Any learning disabled student requesting assistance should be referred to the Director of the Counseling and Career Resource Center (CCRC). Physically disabled students needing support should be referred to the Director of Health and Disabilities Services.
2. Be verified as learning or physically disabled. The type and degree of the disability may be confirmed by a number of appropriate methods:
 - a. High school record — IEP or resource classes as recorded on the high school transcript indicate diagnosis of a problem, A record of the diagnostic testing administered by school psychologist may be requested by the student and sent to the Director of the CCRC.
 - b. Office of Vocational Rehabilitation — Students who have undergone academic evaluation through the Office of Vocational Rehabilitation may request that a summary of the diagnostic testing be sent to the Director of the CCRC.
 - c. Private agency, clinical psychologist or medical doctor — Students seeking the services of private agencies (i.e. clinical psychologist for diagnostic testing) may request that a summary of the results with recommendations be sent to the Director of the CCRC. Students with physical disabilities may request a summary of the particular needs with recommendations be sent to the Director of Health and Disabilities Services.
3. Documentation — Learning disability verification, provided by the student, will be filed in the CCRC. Pertinent documentation for the physically disabled student will be filed in Health and Disabilities Services.

Once the learning or physical disability is verified and documented, the student may receive special services from the college. The faculty is free of many classroom restraints in order to accommodate specific student needs.

HEALTH INSURANCE

Health and accident insurance coverage is available to all qualified students in the Tennessee University and Community College System. Students must be enrolled for at least 6 semester hours to be eligible for coverage. Plans are available for individuals or families. Enrollment forms are available in the Dean of Students' Office.

TRAFFIC REGULATIONS ROANE STATE COMMUNITY COLLEGE REGISTRATION OF VEHICLES

1. All vehicles parked or operated by any person in connection with their employment or attendance of classes at the college must be registered with the Office of the Dean of Student Services.
2. Vehicle registration must be renewed at the beginning of each fall semester and will be valid until the beginning of the following fall semester so long as the registrant remains a student or a college employee.
3. Expired campus registration decals must be removed. Current campus registration decals are to be affixed as indicated on the instruction sheet attached to the decal.
4. The person to whom the vehicle is registered is responsible for the vehicle and all violations and citations issued thereto. If the person operating the vehicle is other than the registrant, and a violation is committed, both he/she and the registrant may be fined.
5. Each student who registers for classes will be assessed a campus access fee each semester.
6. Faculty and staff will be assessed an annual campus access fee of \$10.00. Persons who are employed spring semester or after will be assessed a campus fee of \$5.00.
7. All faculty, staff, and students who pay the campus access fee will be given a parking decal. If a decal is lost or stolen, additional decals are available at a cost of \$1.00 from the Business Office. The decal(s) issued will be valid from August through August of the following year.
8. If you are unable to drive your own vehicle on a particular day, leave an explanatory note on the dashboard (along with your decal number) to alert the security officer.
9. In case of an emergency, temporary permits are available in the Office of the Dean of Student Services at no cost.
10. Disabled students with a state issued disability placard for handicapped parking should clearly display the placard when parking in a handicapped space. In addition, a regular Roane State decal is required. Students with a temporary disability must have a special handicapped permit from the Director of Health Services to park in a handicapped space.

VISITORS

Visitors are defined as persons not connected with the college, but who occasionally have business or other reasons to be on the campus. Designated visitor space will be provided in parking areas.

ENFORCEMENT

- 1. Violation Citations must be paid in the Business Office or appealed in the Dean of Students' Office **within 72 hours. APPEALS WILL NOT BE ACCEPTED AFTER THAT TIME.**
- 2. Illegally parked vehicles **may be impounded or moved** at the owner's expense.

PARKING

Regular parking on all college lots will be **by permit only and only in designated areas.**

- 1. **STUDENT SIGNS indicate spaces, or areas, reserved for students.** Students should park only in these spaces or areas. **NO FACULTY OR STAFF PARKING.**
- 2. **FACULTY SIGNS indicate spaces, or areas, reserved for faculty and staff.** Faculty and staff should park only in these spaces or areas. **NO STUDENT PARKING.**
- 3. **SIGNAGE** indicating spaces for the disabled are reserved for faculty, staff or students with disabilities.
- 4. **VISITOR PARKING** indicates **NO FACULTY, STAFF, OR STUDENT PARKING.**
- 5. **LOADING ZONES, ON SIDEWALKS, STREETS, ON LAWN, WITHIN 15 FEET OF FIRE HYDRANT, OR RESERVED PARKING indicates NO PARKING** (Cars will be towed away).

NOTE: Cars which have been towed away may be claimed by contacting the Superintendent of Maintenance and Security, and paying the cost of towing (between 8:00 a.m. and 4:30 p.m.).

DRIVING REGULATIONS

- 1. The speed limit on campus is 15 mph.
- 2. All traffic signs must be obeyed.
- 3. Motorists must yield the right-of-way to pedestrians.
- 4. All accidents involving injury to persons or damages to autos, equipment, etc., must be reported to the Superintendent of Maintenance and Security.

VIOLATION FINES — FACULTY, STAFF, STUDENTS AND VISITORS:

- 1. No Decal displayed\$10
- 2. Illegal use of Decal\$10
- 3. Improper display of Decal\$10
- 4. Parked in unauthorized area\$10
- 5. Parked in driveway\$10
- 6. Double parked\$10
- 7. Improper motorcycle parking\$10
- 8. Wrong way on one-way street\$10
- 9. PARKED IN AREA DESIGNATED FOR DISABLED\$100

These fines are paid in the Business Office.

PENALTIES

1. Parking privileges for remainder of the school year will be revoked for any one who receives more than four parking violation citations within the academic year.
2. Students who persist in violating these regulations or commit a single violation under extreme circumstances will be referred to the Dean of Student Services Office for disciplinary action which may lead to suspension or dismissal from the college.

APPEALS

1. The Office of the Dean of Student Services handles all traffic appeals.
2. Students may appeal a violation citation by making application for appeal and answering this citation with forms furnished by the Office of the Dean of Student Services. All appeals must be made within 72 hours after issuance. Appeals will not be accepted after that time.
3. Failure to appear at a scheduled meeting without notifying the Office of the Dean of Student Services will result in forfeiture of right to appeal.
4. Failure to answer a citation within a 72 hour period will result in forfeiture of right of appeal.

STUDENT ACTIVITIES

In keeping with its dedication to the concept of total student development, Roane State Community College recognizes the importance of developing both a well-balanced program of student activities and avenues for responsible student input in the decision-making process.

For students to achieve their potential as well-rounded individuals, a broad-based activities program is essential. In addition, student involvement is imperative for effectively evaluating past programs and conscientiously planning future activities.

Roane State integrates these two concerns through the sponsorship of various clubs and organizations, committees, publications, and academic and social activities.

However, continued growth and development of the college and its students is largely dependent upon the discovery of new ideas and ways to combat student apathy and complacency.

Roane State strongly urges each student to support, through participation in one or more campus activities, attempts to conquer the "There's nothing to do" syndrome. Involvement not only benefits the college but also makes the student's stay a more richly rewarding experience. For information regarding extracurricular activities contact the Director of Student Activities.

OTHER ACTIVITIES

1. Athletics

Roane State competes in men's and women's basketball, men's baseball and women's softball as a member of the Eastern Division of the Tennessee Junior College Athletic Association.

In order for a student to participate in athletics, eligibility requirements of the National Junior College Athletic Association must be met. Any inquiries about athletics should be directed to the Director of Athletics located in the gymnasium.

II. *Intramurals*

Roane State conducts a diverse program of activities to provide students and staff the opportunity to participate in organized activities. The program does not require the intensified training and high degree of skill normally associated with varsity competition. An individual's playing ability is not considered as important as the desire to enter into the true spirit of competition for the purpose of fun and relaxation. Participants, however, are expected to display good sportsmanship at all times.

The intramural program includes physical activities such as volleyball, flag football, basketball, softball, and weight lifting.

The RSCC Intramural Director is vested with the final authority and responsibility on matters concerning scheduling, rule interpretation, and eligibility. In addition, the Intramural Director may take any other action deemed necessary to insure that all intramural competition is played within the intent of the rules and within the realm of good sportsmanship. General Eligibility Requirements include:

1. Participant must be a current student or staff member at RSCC.
2. Participant must not be actively playing, practicing, or working out with any varsity athletic team in that sport. Automatic ineligibility results whenever a player is listed on the official team roster or "dresses out" on the date of any officially scheduled varsity contest.

Roane State Community College and its employees cannot assume responsibility for any injury(ies) incurred during practice for or participation in any one of the scheduled activities beyond the coverage extended to all students by Health Services. Any student whose physical condition or health status is such that participation might be detrimental to his/her health is ineligible to play unless expressed written permission from a licensed, practicing physician (approved by Health Services) is given to the Intramural Director prior to participation. **Determining health status and getting permission is the sole responsibility of the student.** It is strongly recommended that all participants have medical examinations prior to participating in any intramural/recreational activity and that each participant have private and/or student medical insurance for his/her protection.

III. *College Publications*

The following statement constitutes the operating papers of all student publications:

A. Purpose of Student Publications

THE ROANE STATEMENT (CAMPUS HIGHLIGHTS) the college news periodical, is edited and published by students during the year for the informing of students and staff of pertinent upcoming events, to provide students with an expression of opinions and views, and to increase student awareness of campus life.

The literary magazine is organized and assisted financially by The Literary Club to promote interest in the literary efforts of the students of Roane State and the surrounding community.

All publications produced by students at Roane State may serve as forums for expression of ideas concerning issues and events of interest. Views expressed in the publications are not the views of the student body as a whole, the college, or the Tennessee Board of Regents.

B. Organization and Governance

The editor of THE ROANE STATEMENT is appointed from applicants by the Dean of Student Services and THE ROANE STATEMENT advisor. Other staff members are appointed from applicants by the editor. The

editor and advisor have administrative responsibility for publication of the periodical with the Dean of Student Services acting as a consultant. All college and Board of Regents financial and administrative policies and procedures shall be followed in establishing and maintaining the operation of THE ROANE STATEMENT.

The Roane State Literary Magazine shall be published as a project of a campus literary interest group. This group must have at least one Roane State faculty/staff advisor-editor. Students for staff and editorial positions will be selected by the Literary Magazine's advisor(s). The editor(s) of the magazine must have a cumulative GPA of 2.25.

The Tennessee Board of Regents and the college administration recognize that all student publications at Roane State are guaranteed First Amendment freedom and that student editors have editorial control of the content of student publications. However, the editor also has responsibility to be knowledgeable of the meaning of First Amendment freedom and work closely with the advisor.

A Student Publications Committee shall be appointed by the Dean of Student Services and approved by the President. The Committee shall be made up of five voting members: two (2) faculty members from the Department of Humanities, one staff member, the Student Government Association President, and another representative from the student body. This group will hear and review plans, requests, or grievances and recommend appropriate action. Any publication with the Roane State name or logo on it must reflect what the college considers "good taste." If any publication is questioned as being offensive to the general public, the Student Publications Committee shall review the material and make a recommendation to the President.

IV. *Fine Arts*

Concerts, lectures and special cultural events are sponsored by the college for the enrichment of the students and community.

V. *The President's Roundtable*

The President of Roane State Community College normally schedules an open hour at least once a semester on each campus for all interested students and student organization officers. These meetings are announced and posted on bulletin boards and bring students up to date on college plans and activities.

VI. *Clubs and Special Interest Organizations*

A well-rounded, integrated program of student activities is provided through student organizations. Students may choose from a variety of organizations depending on their individual interests. These organizations include scholastic honoraries, departmental groups, service organizations, and special interest groups.

CLUBS

AMERICAN CHEMICAL SOCIETY - RSCC STUDENT SECTION — This society promotes interest in chemistry and topics related to chemistry. The society generates materials, such as sample tests, problem sets, lecture notes, etc., which aid the students taking chemistry courses at RSCC. It sponsors guest speakers to inform the students on current topics in chemistry and related fields. The society monitors the chemistry program at RSCC in order to assure high quality and certification of the program. Members of the society are given certain privileges by the national American Chemical Society, such as magazines, resume writing aids and an employment clearing house.

AUDIO-VISUAL CLUB — This club promotes student participation in video productions of college activities and special projects.

BAMA (Black and Minority Association) — BAMA promotes cultural experiences on campus for students of all ethnic backgrounds. They also aid in the recruitment and retention of minority students.

BSU (Baptist Student Union) — The BSU promotes interfaith as a way of life among college students. It provides a ministry to individuals in the campus community who have need for a personal relationship with Jesus Christ or who have a need for Christian growth.

BUSINESS CLUB — The Roane State Business Club is open to all students who have an interest in business. The purpose is to acquaint students with different functions and opportunities in the business world.

COLLEGE REPUBLICAN CLUB — An organization formed to develop political skills and leadership abilities among Republican students as preparation for future service by them to the party and the community.

COLLEGIATE SECRETARIES INTERNATIONAL — CSI promotes the professional development of students preparing for careers in the administrative support profession or as business teachers by offering opportunities and responsibilities for development of and improvement in confidence, skills and abilities, initiative, culture, and refinement.

COMPUTER CLUB — The purpose is to foster learning and experimentation in computer science beyond that covered in the classroom. Also, to facilitate social gatherings of those interested in computing.

CONCESSIONS CLUB — The Concessions Club promotes Roane State and its athletic program through the sale of concession items at home athletic events and special college programs.

LITERARY CLUB — The Literary Club organizes and assists financially a literary magazine and promotes interest in the literary efforts of the students of Roane State and the surrounding community.

NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION (NEHA) — This organization is open to environmental health students and offers opportunities to expand their education through special speakers, environmental-related films, and involvement in current environmental issues. RSCC's chapter promotes participation in club activities in hopes of familiarizing members with environmental issues outside the classroom while encouraging leadership skills and responsibility.

NURSING STUDENTS CLUB — Objectives for organizing the Nursing Students Club: 1) to promote participation in national and state level nursing organizations; 2) to increase visibility of the RSCC Nursing Program; and 3) to allow organized participation on campus of fund-raising activities.

PHYSICAL THERAPY STUDENT ASSOCIATION — The Physical Therapy Student Association has been formed to promote the field of physical therapy at Roane State and in the community.

PLAYMAKERS — The Playmakers Club is responsible for presenting plays on the Roane State campus.

RESPIRATORY THERAPY STUDENT ASSOCIATION — The Respiratory Therapy Student Association promotes the Respiratory Therapy Program at RSCC and in the community. The club is affiliated with the Tennessee Society for Respiratory Care.

RAIDER LADIES (Dance Squad) — The purpose of the dance squad is to offer young women a forum to express themselves in dance. The Raider Ladies perform at home basketball games and community functions. Membership is by audition in the fall and spring semesters.

S.T.A.R.S. ART CLUB — Purposes for the S.T.A.R.S. Art Club are: 1) to provide a social bond for students and staff with the common interest of art; 2) to provide a vehicle for learning experiences in art outside the classroom through programs and field trips; 3) to provide students with ready opportunities to exhibit their work and learn about the technicalities of the exhibiting process; 4) to raise scholarship funds for art students and hold competitions designed to distribute those funds; 5) to provide art-related services to the community on a limited basis; and 6) to raise the art-consciousness of college and community by bringing quality work to the campus.

STUDENT AMERICAN DENTAL HYGIENIST ASSOCIATION — An organization assigned to promote the professional development of students preparing for a career in dental hygiene. Licensed hygienists who are students working toward a baccalaureate or graduate degree complementary to a career in dental hygiene are also eligible for student membership.

WOMEN'S STUDENT ORGANIZATION — The WSO increases women's awareness regarding opportunities available to them at Roane State while fostering a better understanding and appreciation, on the part of the administration, of the needs of women students at the college. In addition, the organization provides materials and programs to inform women students of 1) continuing education, 2) career planning, 3) financial aid, and 4) personal growth opportunities as well as personal support and guidance to current and prospective students.

ORGANIZATIONS AND BOARDS

CELEBRATION — Celebration is a group of singers selected through auditions that are open to all students. The group has represented Roane State at the local and national level.

THE ROANE STATE CONCERT CHOIR — This chorus is the official college choral organization. It performs a repertoire of standard choral selections at various college, public school, church, civic, and community functions.

THE RSCC GOSPEL CHOIR — This choral group enhances the community awareness of gospel music.

CHEERLEADERS — The goal of the RSCC cheerleading squad is to promote spirit, enthusiasm, and support for the athletic department's basketball teams. Membership is open to both males and females, and members are chosen for the coming season during tryouts spring semester.

COUNCIL OF PRESIDENTS — This advisory body, chaired by the vice-president of Roane State's Student Government Association, is composed of the presidents (or their designated representatives) of all the officially recognized campus clubs and organizations. Its purpose is to coordinate inter-club cooperation on major campus projects, to encourage the exchange of information and ideas concerning possible projects of interest to particular clubs, and to assist organizations in working together on campus undertakings of common concern.

STUDENT ACTIVITIES FEE BOARD — The purpose of this five-member Board is to govern the allocation of funds collected through the assessment of the student activities fee.

STUDENT GOVERNMENT ASSOCIATION — The SGA provides opportunities for students to offer constructive opinions, thereby promoting cooperation among students, faculty, and administration, and works for the common good of Roane State by assisting in the promotion of social activities and special campus projects. The SGA is organized into three (3) branches: 1) Executive Branch (President, Vice-President, and Cabinet; 2) Legislative Branch (Student Senate); and 3) Judicial Branch (Supreme Court).

For copies of the Student Government constitution and Student Activities Fee Board guidelines contact the Student Government president.

REGISTRATION OF STUDENT ORGANIZATIONS

The college shall adopt and enforce such rules and regulations as it may deem necessary and proper with regard to the registration, recognition and function of student organizations which operate on the college campus. The rules and regulations adopted by the college shall provide for the consistent application of reasonable standards and shall afford procedural due process by authorizing and providing for an appeal with the president of the college.

Membership in a student organization shall be limited to members of the college community; however, membership may include individuals from the professional and business communities. Membership shall be extended to such persons without regard to their race, religion, national origin, or sex.

The registration and recognition of a student organization by the college does not constitute college endorsement or approval of the policies or activities of the organization. No student organization shall represent or imply in any manner, in its contact with the public, that it speaks for or in the name of the college.

Student organizations and their members are subject to all state and federal laws and the rules and regulations adopted by the college and the Board of Regents. All student organizations are required to register with the Director of Student Activities.

The following procedures must be followed to register a student organization and gain active status:

1. Submit an application for the formation of a new club. Applications are available from the Dean of Students Office or the Director of Student Activities.
2. Secure a faculty advisor for the organization.
3. Secure approval from the Director of Student Activities to hold an organizational meeting.
4. Prepare and submit the Constitution of the organization which must contain the following: the name, purpose, proposed activities, rules of membership of the organization, officers, their terms and method of selection, nature and frequency of meetings, and financial plans including any proposed fees, dues and assessments.
5. A signed statement of compliance by the organization that it will comply with all rules and regulations, policies, and procedures of the board and the institution and with all federal and state laws and regulations.

To retain an active status all organizations must submit the following information annually to the Director of Student Activities.

1. A club roster containing the current officers and sponsors.
2. Changes in the Constitution or Bylaws.
3. An annual report outlining the organization's activities and accomplishments for the year.

An organization may be placed on probation or suspended for the following reasons:

1. Failure to maintain compliance with the initial registration requirements.
2. The organization ceases to operate.
3. The organization fails to submit any required reports.
4. The organization requests withdrawal of registration.
5. The organization operates or engages in any activity in violation of rules and regulations of the institution or federal or state laws.

All organizational members and advisors are responsible for being familiar with the guidelines and policies listed above.

STUDENT CONDUCT AND DISCIPLINARY SANCTIONS

Having voluntarily enrolled as students at Roane State Community College and assuming a place in the college community, all students are presumed to be knowledgeable of, and to have agreed to abide by, the rules and regulations set forth in the Student Code of Conduct.

I. *Institution Policy Statement*

College and university students are citizens of the state, local and national governments, and of 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 privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the State 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 institution and its educational environment.

Pursuant to this authorization, the College 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 institution's pursuit of its educational objectives, the institution may enforce its own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these regulations may subject a student to disciplinary measures by the institution whether or not such conduct is simultaneously violative of state, local, or national laws.

II. *Disciplinary Offenses*

A. Generally, through appropriate due process procedures, institutional disciplinary measures shall be imposed for conduct which adversely affects the institution'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 institution-controlled property.

B. Individual or organizational misconduct which is subject to disciplinary sanction shall include but not be limited to the following examples:

1. *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.
2. *Hazing.* Any act of hazing of any variety by individual or group.

3. *Disorderly conduct.* Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or unreasonably disturbing to other groups or individuals. Specifically prohibited are both actions and language which tend to incite an immediate breach of the peace by making reference to another's race, religion or ethnic origin.
4. *Obstruction of or interference with institutional activities or facilities.* Any intentional interference with or obstruction of any institutional activity, program, event, or facilities, including the following:
 - a. Any unauthorized occupancy of institution or institution controlled facilities or blockage or access to or from such facilities.
 - b. Interference with the right of any institution member or other authorized person to gain access to any institution or institution controlled activity, program, event or facilities.
 - c. Any obstruction or delay of a campus security officer, fireman, or any institution official in the performance of his/her duty.
5. *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 institution including, but not limited to fire alarms, fire equipment, elevators, computer equipment, telephones, institutions keys, library materials and/or safety devices; and any such act against a member of the institution community or a guest of the institution.
6. *Theft, misappropriation, or unauthorized sale.* Any act of theft, misappropriation, or unauthorized possession or sale of institution property or any such act against a member of the institution community or a guest of the institution.
7. *Misuse of documents or identification cards.* Any forgery, alteration of, or unauthorized use of institution 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 institution.
8. *Firearms and other dangerous weapons.* Any unauthorized or illegal possession of or use of firearms or dangerous weapons of any kind is prohibited.
9. *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.
10. *Alcoholic beverages.* The use and/or possession of alcoholic beverages on college owned, controlled, or temporarily leased property is prohibited.
11. *Drugs.* The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, hallucinogenic drug or substance, or marijuana) or sale or distribution of any such drug or controlled substance. Includes any violation of the Drug Free School and Communities Act which is distributed to each student annually.
12. *Gambling.* Gambling in any form.
13. *Financial irresponsibility.* Failure to meet financial responsibilities to the institution promptly, including, but not limited to, knowingly passing a worthless check or money order in payment to the

- institution or to a member of the institution community acting in an official capacity.
14. *Unacceptable conduct in hearings.* Any conduct at an institutional hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other evidence at any hearing.
 15. *Failure to cooperate with institutional officials.* Failure to comply with directions of institutional officials acting in the performance of their duties.
 16. *Violation of general rules and regulations.* Any violations of the general rules and regulations of the institution as published in official institutional publications, including the intentional failure to perform any required action or the intentional performance of any prohibited action.
 17. *Attempting or 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 an offense coupled with the taking of some action toward its commission).
 18. *Violations of state or federal laws.* Any violation of state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.
 19. *Harrassment.* Any form of harrassment including, but not limited to, racial harrassment, sexual harrassment, or stalking, is prohibited.
 20. *Computer misuse.* Theft or other abuse of computer time, including but not limited to:
 - unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - unauthorized transfer of a file.
 - unauthorized use of another individual's identification and password.
 - use of computing facilities to interfere with the work of another student, faculty member or college official.
 - use of computer facilities to send obscene or abusive messages.
 - unauthorized disclosure of student's user name and password to another individual.
 - any attempt to access a system on the Internet for which the user is not authorized.
 - any use of computer facilities for commercial purposes.
- C. Disciplinary action may be taken against a student for violations of the foregoing regulations which occur on institutionally owned, leased, or otherwise controlled property, or which occur off-campus when the conduct impairs, interferes with, or obstructs any institutional activity or the missions, processes, and functions of the institution. 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 institutional community.
- D. For the purposes 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 institution.

III. *Academic and Classroom Misconduct*

- A. 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.
- B. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which 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 the exercise or examination, or to assign an "F" in the course.

If the student believes that he or she has been erroneously accused of academic misconduct, and if his or her final grade has been lowered as a result, the student may appeal the case through the Dean of Students Office.

IV. *Disciplinary Sanctions*

- A. 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 institutional officials.
- B. Definition of Sanctions
 1. *Restitution.* A student who has committed an offense against property may be required to reimburse the institution 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.
 2. *Warning.* The appropriate institutional official may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
 3. *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 any way, but does have important consequences. It signifies to the student that he or she is in effect being given another chance to conduct himself or herself as a proper member of the institution community, but that any further violation may result in more serious penalties.
 4. *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 institution in any way, denial of use of facilities, parking privileges, or participation in extracurricular activities, or restriction of organizational privileges.
 5. *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.
6. *Suspension.* If a student is suspended, he or she is separated from the institution for a stated period of time with conditions of readmission stated in the notice of suspension.
 7. *Expulsion.* Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's readmission to the institution.
 8. *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, summary suspension may be imposed upon a finding by the appropriate institutional 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 institutional community or its guests, destruction of property, or substantial disruption of classroom or 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.
 9. *Counseling or rehabilitative treatment.* Counseling sessions with Roane State's Counseling personnel or outside sources may be recommended.
- C. The President of the College is authorized, at his or her discretion, to subsequently convert any sanction imposed to a lesser sanction or to rescind any previous sanction, in appropriate cases.

RSCC recognizes that disciplinary proceedings should play a secondary role to guidance and counseling and makes every effort to keep open the avenues of communication between students, faculty, and staff which provide for the transmittance of constructive ideas toward the solution of problems.

However, whenever violations of standards of conduct occur, the institution may initiate judicial proceedings through the power vested in its Discipline Committee. In all cases, disciplinary action becomes a part of the student's permanent record, and proper procedural safeguards will be used to assure due process. Notification of disciplinary action is by letter from the Dean of Student Services to the student and (when appropriate) to the parents and to other college officials.

Tennessee Uniform Administrative Procedures Act. All cases which may result in (I) suspension or expulsion of a student from the institution, a program, or a course for disciplinary reasons, (II) assignment of a grade which results in the grade of "F" in a course for academic misconduct, or (III) 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 Act and shall be processed in accordance with the uniform contested case procedures adopted by the Board of Regents unless the student waives those procedures in writing and elects to have his or her case disposed of in accordance with college procedures established by these rules.

PROCEDURAL DUE PROCESS

Due process is not a technical concept with a fixed content unrelated to time, place and circumstances. It is an elusive concept in that its exact boundaries are indefinable and its content varies according to specific facts. The nature of the

right involved, the nature of the proceedings and the possible penalty are all considerations which must be taken into account. The very nature of due process negates any conception of inflexible procedures universally applicable to every imaginable situation. There is no requirement of a formal type judicial hearing. Any college procedure which is reasonably calculated to be fair to the accused and to lead to a reliable determination of the issues is acceptable.

The requirements of due process are flexible in different cases and will require different procedural safeguards. The nature of the hearing will vary depending upon the circumstances of the particular cases.

The following fundamental safeguards are required in every proceeding at Roane State Community College that may lead to a serious penalty.

1. The student should receive timely, written notice of the specific charge against him, and the date and time of the hearing. This charge should be sufficiently precise as to enable the student to understand the grounds upon which the college seeks to impose a penalty against him and to enable him to adequately prepare any explanation or defense which may be available to him. The student will be allowed to have an advisor accompany him.
 2. The student shall be given an opportunity to respond to the evidence against him. He shall have an opportunity to present his position, make such admissions, denials, or explanations as he thinks appropriate and testify or present such other evidence as is available to him. The student has the right to call witnesses in his or her behalf and the right to confront witnesses against him. The technical rules of evidence normally followed in civil and criminal trials shall not apply.
 3. The decision of the Disciplinary Committee should be based upon the evidence presented at the hearing and a finding of guilt must be based upon substantial evidence.
 4. Cases of alleged sexual assault. In cases involving alleged sexual assault both the accuser and the accused shall be informed of the following:
 - A. Both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding; and,
 - B. Both the accuser and the accused shall be informed of any disciplinary proceeding involving allegation of sexual assault.
- GROUNDS FOR APPEAL: a decision or judgment of the Disciplinary Committee may be appealed by the aggrieved party upon the following grounds:
- A. Prejudicial error committed during the hearing whereby the aggrieved was deprived of a fair hearing.
 - B. Noncumulative material and relative evidence new or newly discovered which with reasonable diligence could not have been produced at the hearing.
 - C. The decision or judgment is not supported nor justified by the evidence.

NOTICE OF APPEAL: A Notice of Appeal shall be in writing and shall be filed with the President of the College, to whom the appeal is taken, within ten (10) calendar days from the promulgation and filing of the decision or judgment on which the appeal is based. Failure to timely file the above mentioned notice shall constitute a waiver of any right to appeal.

The President of the College will review the case and render a decision based upon his/her findings.

SEXUAL, RACIAL OR OTHER HARASSMENT

Sexual harassment and racial harassment have been held to constitute a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964. Any student who believes he or she has been subjected to harassment at Roane State should present the charge to the Dean of Student Services. Applicants for employment or employees should report such charges to the Affirmative Action Officer in the Human Resources Office.

Any present employee or student, former employee or student, or applicant for employment or admissions at Roane State Community College who believes that discrimination has been practiced against him or her, or any employee or student who feels that practices at Roane State Community College will result in discrimination against him or her should report these charges to the Affirmative Action Office.

NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS AND ACTIVITIES

It is the policy of the State Board of Regents that, Pursuant to Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, and Regulations adopted pursuant thereto, no institution or school shall discriminate on the basis of sex in the education programs or activities of the institution or school, including health-related training programs. Institutions and schools shall ensure that equal opportunity and nondiscrimination exist on the basis of sex for students in all education programs and activities, including but not limited to, the following: (1) recruitment and admission; (2) academic, extracurricular, research, occupational training, health-related training, and other education programs; (3) rules on student life activities; (4) housing; (5) facilities; (6) access to course offerings; (7) counseling; (8) financial assistance; (9) employment assistance; (10) health and insurance benefits and services; (11) rules on marital or parental status; and (12) athletics. In addition, in conjunction with Board Policy No. 5:01:02:00, each institution and school shall ensure that no person, on the basis of sex, is excluded from participation, denied the benefits of, or subjected to discrimination in employment under any education program or activity. Nondiscrimination in employment on the basis of sex shall include, but not be limited to, the following areas: (1) employment criteria; (2) recruitment and hiring; (3) promotion, tenure, demotion, transfer, layoff, termination, nepotism policies, and rehiring; (4) compensation; (5) job assignments, classifications, and descriptions, lines of progression and seniority lists; (6) leave; (7) fringe benefits; and (8) all other terms, conditions, and privileges of employment.

COMPUTER RESOURCES

Computer facilities at Roane State Community College are available to all students, faculty, and staff upon approval by the Director of Computer Services or an instructor of computer science. It is the responsibility of Computer Center personnel to maintain a stable operational environment for all users and to provide security for all programs and files currently residing on available computer systems. 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 college rules and regulations are to define all users' limitations. These rules are separate and apart from the code of conduct as approved by the State Board of Regents. Any violations shall be termed "computer misuse," and

the offender shall be referred to the appropriate college supervisor, or in the case of students, to the Vice President for Academic Affairs.

1. A computer account and job number may not be used by anyone other than the applicant(s) and for any purpose other than that agreed upon with the Director of Computer Services.
2. An individual may not access or copy the programs or data belonging to other individuals or to RSCC without permission.
3. A user may not attempt to learn the password of any other user and may not attempt to alter or destroy the files belonging to others.
4. Programs and data files stored at RSCC may not be taken to other sites without authorization from the Director of Computer Services.
5. An individual may not tamper with or change any switch settings on any devices without approval from Computer Center staff.
6. A user may not monopolize any available resource to the extent of denying others fair use.
7. Any non-productive use of the computer should not impede the use of terminals by others who have need for more valid use such as class assignments.
8. A user may not store games or game-related programs in his account unless authorized.

The dispositions listed below (not an all-inclusive list) are examples drawn from the sanctioned policy of the State Board of Regents Code of Conduct.

1. Revoking of the individual's right to use the computer, either on a temporary or permanent basis.
2. Probation.
3. Suspension.
4. Expulsion.
5. Financial assessment for computer services.
6. Legal prosecution.

In the event that other college regulations are violated, additional penalties may be imposed.

Unauthorized use of the computer by an individual other than the college community may be adjudged a felony, and the individual may be liable to legal prosecution.

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: A. Annual crime statistics and rates for crimes occurring on this campus, B. Copies of Board of Regents and/or institutional security related policies and procedures and certain other related information. Contact the Office of the Dean of Students at Roane State Community College, Rt. 8 Box 69, Harriman, Tennessee 37748 (telephone (615) 882-4550) to obtain any or all of this information.

SEXUAL ASSAULT POLICY

Sexual assault or harrassment, in any form, is prohibited on the Roane State campus. Any instances of assault should be reported to one of the following offices: Dean of Student Services, Counseling, Health Services, or Security. The complete sexual assault policy is available in the RSCC Policy Manual and in the Dean of Students' Office.

GRIEVANCE PROCEDURE

Academic Concerns:

Students should make attempts to resolve the grievance with the faculty member involved. If that attempt is unsuccessful, the student should then meet with the academic associate dean for that academic division. Appeals may be filed with the Dean of Instruction.

Other Concerns:

Attempts should be made to resolve the issue with the party involved. If that attempt is unsuccessful, contact the department head if it involves an office. Appeals may be filed with the Dean of Student Services.

PERSONNEL



*"We are shaped by each other. We
adjust not to the reality of a world,
but to the reality of other thinkers."*

— Joseph Chilton Pearce

**BOARD OF REGENTS OF THE STATE
UNIVERSITY AND COMMUNITY COLLEGE
SYSTEM OF TENNESSEE**

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ADMINISTRATION

Office of the President

- Sherry L. Hoppe*President*
 B.S., University of Tennessee — Chattanooga — English Education
 M.Ed., University of Tennessee — Chattanooga — Counseling
 Ed.D., University of Tennessee — Knoxville — Educational Administration (1981)
- Jan Buxton-Wade*Executive Assistant*
 B.S., Tennessee Technological University — Education
 M.Ed., Memphis State University — Education/Sociology
 Ed.D., University of Tennessee — Educational Leadership (1972)
- Karen L. Brunner*Coordinator of Institutional Effectiveness*
 B.A., University of Iowa — Dramatic Arts
 M.A., West Virginia University — Dramatic Arts (1977)
- Carol Foltz*Executive Secretary*

Internal Audit

- Jack D. Walker*Auditor*
 B.B.A., Carson Newman College — Accounting (1987)
 C.P.A., State of Tennessee

Office of Vice President for Academic and Student Services

- Harold L. Underwood*Vice President*
 B.S., Mississippi State — Science Education
 M.S.C.S., University of Mississippi — Mathematics
 Ed.D., Auburn University — Educational Administration (1971)
- David Puckett*Dean of Instruction*
 B.S., Tennessee Technological University — Accounting
 M.B.A., Middle Tennessee State University — Business
 Ed.D., North Carolina State University — Adult and Community College Education (1994)
- Mamie Whittenbarger*Executive Secretary*
- Gloria Marine*Administrative Secretary*
 Certified Professional Secretary
 Tennessee State Certified Clerk Typist

Office of the Vice President for Financial Services

- William S. Fuqua III*Vice President*
 B.S., Tennessee Technological University — Business Administration (1974)
 C.P.A., State of Tennessee
- Allen L. Brunton*Administrative Assistant*
 A.S., Roane State Community College — Business Management
 B.S., Middle Tennessee State University — Accounting (1976)
- Mary McCuiston*Executive Secretary*

Administrative and Support Staff

Admissions and Records

- John B. Neill *Director*
 B.A., King College (1965)
 M.Ed., University of Virginia (1971)
- A. Odell Fearn *Assistant to the Director*
 A.S., Knoxville Business College — Computer Science
 B.S., Tennessee Wesleyan — Management (1990)
- Maria Gonzales *Coordinator of Admissions*
 A.A., Hiwassee College
 B.S., University of Tennessee
- Amy Keeling *Coordinator of Advising and Retention*
 B.S., MacMurray College, Jacksonville IL
 M.S., Eastern Illinois University
- Joyce K. Perry *Coordinator of Records*
 B.S., Knoxville College — Business Education
 M.S. Ed., Southern Illinois University — Occupational Education (1975)
- Kathy Gallaher *Admissions & Records Clerk*
- Paula Choate *Admissions & Records Clerk*
- Shelia Potter *Admissions & Records Clerk*
 A.S., Roane State Community College — General Education (1990)
- Angela Richardson *Admissions Clerk*
- Michelle Crudup *Admissions Clerk*
 A.A.S., Roane State Community College — Management and Supervision
- Mary Scandlyn *Admissions Counselor*
 B.A., University of South Carolina — Education (1969)
- Pamela VanWitzenburg *Admissions Records Clerk*
 Secretarial Science Certificate — Roane State Community College

Athletics

- Randy Nesbit *Athletic Director/Men's Basketball Coach*
 B.S., The Citadel — Business Administration
 M.B.A., The Citadel — Business (1986)
- Carol Jarabek *Secretary*
 A.S., Roane State Community College — Office Administration (1985)

Bookstore

- Sandra Hampton *Manager, Roane County Bookstore*
- Retta Bolden *Manager, Oak Ridge Bookstore*

Campbell County Center

- Cynthia A. Vinsant*Coordinator*
B.S., Tusculum College — Applied Organizational Management (1990)
- Lisa Russell*Technical Clerk*
- Sharon Shepherd*Secretary*

Community Services

- Tamsin E. Miller*Director*
B.F.A., Brigham Young University — Interior Design
M.S., University of Tennessee — Adult Education (1994)
- Teresa Stevens*Technical Clerk*
Certified Professional Secretary

Computer Services

- Gerald H. Nelson*Director*
Computer Specialist, United States Air Force
- Darryl Duncan*Assistant Director*
- Robert L. Brown*Electronic Equipment Technician*
- David J. Ribes*Electronic Equipment Technician*
A.A.S., Stark Technical College — Electronic Engineering Technology (1989)
- Albert C. Whittenberg*Programmer/Analyst*
B.S., Tennessee Technological University — Management Information Systems (1990)
- Chris Pankratz*Programmer/Analyst*
A.S., Roane State Community College (1991)
- Daniel Walls*Programmer/Analyst*
B.S., Tennessee Technological University (1992)
- Sara B. King*Computer Operator*
A.S., Roane State Community College — Business Management Technology (1985)
- Gayle Mullins*Computer Operator*
A.S., Roane State Community College — Business Management Technology (1983)
- Kim Leach*Secretary/Computer Operator*

Computer Training Center

- Pete Jivelekas*Coordinator*
B.S., Montana State University — Education
M.S., University of Tennessee — Adult Education (1990)
A.B.D., University of Tennessee — Adult Education
- Claudia Souleyrette*Technical Clerk*
B.S., University of Tennessee — English (1990)

Continuing Education and Technology Advancement

- Paul E. Goldberg *Dean*
 B.S., University of Tennessee — Economics
 M.S., University of Tennessee — Geography
 Ed.D., University of Tennessee — Educational Administration and Supervision
- Susan Brown *Administrative Secretary*
 Certified Professional Secretary (1994)

Counseling and Career Resource Center

- Beverly J. Bonner *Director*
 B.S., Tennessee State University — Psychology
 M.A., Fisk University — Clinical Psychology (1973)
 Licensed Psychological Examiner, State of Tennessee
- Gail D. Russell *Placement Coordinator*
 B.S., West Virginia State College — Business Administration
 M.A., Virginia Polytechnic Institute and State University — Counseling/Student Personnel (1978)
- Betty Pitts *Counselor*
 B.A., University of Colorado — Elementary Education
 M.A., Murray State University — Guidance and Counseling (1978)
 NCC, National Board for Certified Counselors
 LPC, TN Health Related Boards
- Thomas R. Gutridge *Counselor*
 B.A., Tennessee Wesleyan College — French and Secondary Education
 M.A., Tennessee Technological University — Educational Psychology & Counseling (1969)
 NCC, National Board for Certified Counselors
 LPC, TN Health Related Boards
- Anne Davies *Counselor*
 B.A., Judson College — Human Relations
 M.S., Northern Illinois University — Counselor Education (1981)
 NCC, National Board of Certified Counselors
 CPC, TN Health Related Boards
- Doug Novak *Counselor*
 B.A., University of Tennessee — Psychology (1990)
 M.Ed., Clemson University — Counseling (1992)
- Julia Niswander *Testing Coordinator*
 B.S., East Tennessee State University — American Studies (1974)
- Maynard Grant *Career Resource Technician*
 B.S., Tennessee Technological University — Secondary Education (1991)
- Tina S. Messamore *Secretary*
 A.S., Roane State Community College — Business Management Technology (1984)
- Susan Paulette Knight *Secretary, Oak Ridge Certificate, Secretarial Science — Roane State Community College (1993)*

Cumberland County Higher Education Center

- Martha Liskovec*Coordinator*
- Myra Holloway*Technical Clerk*
- Stephanie Dunaway*Secretary*
A.A., St. Petersburg Jr. College
A.S., Daytona Beach Community College — Photography
- Barbara Kendrick*Custodian*

Distance Learning

- Joni K. Allison*Director*
B.S., University of Tennessee — Public Health Education (1985)
- Cathy C. Smith*Technical Clerk*
Certified Professional Secretary
- Keith Fulks*Test Technician*
- Ernie Winningham*Distance Learning Clerk*
A.S., Roane State Community College — Secondary Education (1994)

Energy Education

- Anne Allen*Energy Education Specialist*
B.A., University of Tennessee — Liberal Arts
M.S., University of Tennessee — Education (1980)
- Kay DeVore*Secretary*

Exposition Center

- Roger Newman*Manager*
Lincoln Memorial University
- Cathi J. Bowling*Secretary*
- Charles E. Jones*Assistant Building Attendant*
- Larry Mutz*Utility Lead Worker*

Financial Aid

- Robert H. Creswell*Director*
B.S., Tennessee Technological University — Secondary Education
M.A., Tennessee Technological University — Administration and Supervision
(1978)
- Joy T. Goldberg*Financial Aid Officer*
B.S., University of Tennessee — Education
M.S., University of Tennessee — Education (1977)
- Kelly Tollett*RSCC/JTPA Case Manager*
B.S., Tennessee Technological University — Industrial Engineering
M.A., Tennessee Technological University — Student Personnel Services
Ed.S., Tennessee Technological University — Counseling (1994)
- Wendy C. McElhaney*Financial Aid Technician*
A.S., Roane State Community College (1992)

- Karen L. McDowell *Financial Aid Assistant*
 Certified Professional Secretary
- Huette Roberson *Financial Aid Clerk*
 B.S., Tennessee Technological University (1958)
- Beulah Spurling *Financial Aid Assistant*
- Jacquelyn Raymer *Financial Aid Clerk*

Fiscal and Auxiliary Services

- Jamie D. Wilmoth *Director*
 B.S., Tennessee Technological University — Accounting (1978)
- Mary Carr *Accountant*
 B.S., University of Tennessee, Chattanooga (1984)
- Connie McCullough *Coordinator*
 A.S., Roane State Community College — Business Management (1982)
- Marsha Matthews *Accountant*
 B.S., Tennessee Technological University — Accounting (1990)
- Ann Alexander *Account Clerk*
- Donna Lindsey *Account Clerk*
 A.S., Roane State Community College — Business Management Technology
 (1982)
- Margaret Brown *Account Clerk*
- Diane Mount *Account Supervisor*
 A.S., Roane State Community College — Accounting Technology (1980)
- Janet Reed *Account Clerk*
 A.S., Roane State Community College — Business Management Technology
- Mary Ann Samples *Account Clerk*
- Geraldine Sandifer *Account Clerk*
 A.S., Roane State Community College — Business Management (1992)
- Betty Wilson *Lead Cashier*
- Carol Smith *Secretary*
 A.S., Roane State Community College — Office Administration (1981)
 Certified Professional Secretary (1990)

Health and Disability Services

- Barbara G. Neal *Director*
 R.N., Charity Hospital School of Nursing (1964)
 A.N.A., certification, College Health

Human Resources

- Kathy L. Gethers *Executive Director*
 B.S., University of Tennessee — Personnel Management (1982)
 M.B.A., Tennessee Technological University - Business Administration (1992)

Rebecca I. Brunton *Quality Coordinator*
 A.S., Roane State Community College — General
 B.S., Middle Tennessee State University — History
 M.S., University of Tennessee — Library Science (1981)

Jana Hamby *Secretary*

Institute for Environmental Health and Safety

Daniel Steller *Director*
 B.A., Arizona State University — History
 M.A., Arizona State University — Counseling (1961)

Tony King *Coordinator and Trainer*
 B.S., Texas A&M University — Agricultural Engineering
 M.S., Texas A&M University — Forestry (1974)

Alice Greene *Secretary*
 A.S., Roane State Community College — Accounting (1992)

Dean **Institutional Advancement**

Patricia C. Land *Executive Director, Roane State Foundation*
 A.A., University of Florida — General Studies
 B.A., University of Florida — Secondary Education
 M.Ed., University of Florida — Education
 Ed.D., University of Tennessee — Technological and Adult Education (1990)

Carroll Marsalis *Resource Development and Grants Administrator*
 B.A., Mississippi College — Political Science
 M.A., University of Mississippi — Political Science

Marilynn Brown *Secretary*

Mary Commons *Secretary*

Institutional Reporting

Carolyn Chester *Coordinator of Institutional Reporting*
 B.S., Tennessee Wesleyan College — Elementary Education (1979)

Instructional Technology

Timothy D. Carroll *Director*
 B.S., Embry Riddle Aeronautical University — Management
 M.S., University of Southern California — Systems Management (1987)

J. Patrick Pate . . . *Assistant Librarian for Audio Visual Services, Assistant Professor*
 B.A., University of Tennessee — Fine Arts
 M.A., University of Tennessee — Library Information Science (1985)

R. Dale Hensley *Instructional Technology Specialist*
 B.S., East Tennessee State University — Electronics Engineering Technology
 M.S., East Tennessee State University — Engineering Technology (candidate)

Alice Brannon *Library Assistant*

- Thomas A. Krewson *Computer Lab Technician*
A.S., Roane State Community College — Mini-Microcomputer Technology
(1987)
- Christopher Olka *Computer Lab Technician*
A.S., Roane State Community College — Business Management Technology
- Henry Rotters *Audio Visual and Electronic Equipment Technician*

JTPA

- Bobby Renfro *Director*
B.S., Tennessee Technological University — Secondary Education
M.A., Tennessee Technological University — Administration and Supervision
(1970)
- Cynthia R. Thomas *Assistant Director*
B.S., East Tennessee State University — Physical Education
M.A., Middle Tennessee State University — Education (1974)

Administrative Office — Kingston

- Tommie DePorter West *Contract Management*
B.S., Tusculum College — Management (1990)
- David Browder *JTPA Monitor*
B.S., Tennessee Technological University — Education
M.A., Tennessee Technological University — Health and Physical Education
(1981)
- Joy T. Margrave *Program Manager*
B.S., University of Tennessee — Public Administration (1967)
- Jerry Johnson *Program Manager*
B.S., Tennessee Wesleyan University — Elementary Education (1971)
- Sarah E. Phillips *Program Manager*
M.A., Tusculum College — Education (1985)
- Ted A. Bennett *Accountant*
B.A., Carson Newman College — Business Administration (1967)
- Linda Stooksbury *Grant Fiscal Clerk*
B.S., Tennessee Technological University — Accounting (1990)
- Debbie Evans-Beeler *MIS Technician*
- Mary Barr *MIS Data Entry Clerk*
- Donna K. Dutton *Secretary*
- Bobbie J. Gross *Secretary*

Anderson County

- Lana M. DiFiore *County Manager*
- Ellen Seymour *Training Specialist*
- Debbie Petree *Specialist*
B.S., Tusculum College — Management (1994)
- James Little *Counselor*
B.A., Knoxville College — Physical Education (1958)

- Kelley Thomas-Spoon *Training Specialist*
B.S., University of Tennessee — Administration (Marketing) (1988)
- Teresa Kennedy *Secretary*
- Patricia Lewis *Secretary*

Blount County

- Denette Flynn *County Manager*
B.A., University of Tennessee — Human Services (1977)
- Karen L. Coffin *Specialist*
- Carolyn T. Snapp *Specialist*
- Sandra Cannon *Specialist*
- Renee Jenkins *Technical Clerk*
- Ann Watson *Secretary*

Campbell County

- Randall E. Brown *County Manager*
- Barbara Wallace *GED Instructor*
A.S., Business Administration — Lincoln Memorial Harrogate, TN (1981)
- Sherry W. Carlson *Specialist*
B.A., Berea College — Psychology (1986)
- Tina Hatfield *Technical Clerk*

Cumberland County

- Delois Randolph *County Manager*
- Deborah F. Thurman *Specialist*
B.S., Tennessee Technological University — Psychology (1984)
M.A., Tennessee Technological University — Educational Psychology (1992)
- Carol Price *Technical Clerk*
Certified Professional Secretary (1994)
- Della Larson *Specialist*
B.S., University of Tennessee — Retailing (1972)
- Melanie Brown *Secretary*

Loudon County

- Joy M. Brock *County Manager*
- Patricia S. Kulas *Specialist*
B.S., Middle Tennessee State University — Elementary Education (1973)
- Jennifer Pace *Technical Clerk*

Morgan County

- Sharon D. Heidel *County Manager*
- Michelle Adkisson *Training Specialist*
B.S., Tennessee Technological University — Sociology (1991)
- Diana Scarbrough *Technical Clerk*

Roane County

- Kimberley B. Harris *County Manager*
B.S., University of Tennessee — Merchandising (1980)
- Deborah Miller *Specialist*
B.S., Kent State University — Education (1977)
- Brenda Russell *Technical Clerk*
- Pat Taylor *Specialist*
- Rebecca Slaven *Secretary*

Scott County

- Jeffery S. Burchfield *Manager*
B.S., Middle Tennessee State — Science (1985)
- Rodney West *Specialist*
- Mickie Phillips *Specialist*
A.S., Roane State Community College — Medical Laboratory Technology
(1990)
- Shirley R. Griffith *Instructor*
A.S., Cumberland College — Elementary Education
- Susan Thomas *Technical Clerk*

Library/Audio Visual

- John R. Needham, Jr. *Librarian*
B.A., Tennessee Technological University — English
M.A., George Peabody College — Library Science (1963)
- Melissa J. Brenneman *Acting Assistant Librarian for Public Services*
M.S.L.S., University of Tennessee — Library and Information Science (1992)
- Rebecca I. Brunton *Assistant Librarian for Public Services*
A.S., Roane State Community College — General
B.S., Middle Tennessee State University — History
M.S., University of Tennessee — Library Science (1981)
- Rosemary E. Todd *Cataloging Librarian, Instructor*
B.A., University of Tennessee — Liberal Arts
M.S., University of Tennessee — Library Science (1977)
- Sylvia Templeton *Library Assistant*
- Shelia Whittenbarger *Library Assistant*
- Mary Jordan Brown *Library Assistant*

Loudon County Higher Education Center

- Mark L. Sluder *Coordinator*
B.S., Tennessee Technology University — Political Science
M.B.A., Tennessee Technology University (1993)
- Robin Townson *Technical Clerk*
A.S., Roane State Community College — Business Management Technology
(1989)
- Sharon DeLoach *Secretary*

**Marketing and Enrollment Management and
Public Information**

- Janis Harper*Director*
B.S., University of Alabama — Art Education, Science
M.S., Auburn University — Art Education (1965)
- Celia Breedlove*Coordinator of Public Information*
B.S., University of Southern Mississippi — Photo-Journalism (1978)
- Chris Creswell*Public Information Assistant*
A.S., Roane State Community College (1989)
- Connie Whaley*Secretary*
A.S., Roane State Community College — Office Administration (1983)

Oak Ridge Campus

- Loretta Friend*Dean*
B.S., Middle Tennessee State University — Vocational Education
M.Ed., Vanderbilt University — Human Resource Development (1988)
- Susan Bowers*Administrative Secretary*
B.S., University of Tennessee — Communications (1990)
- Kelly Huddleston*Faculty Secretary*
Secretarial Science Certificate — Roane State Community College (1989)
- Susan Wry*Faculty Secretary*
A.S., Roane State Community College — General Studies (1981)
- Mariella Akers*Faculty Secretary*
B.A., Hood College — Psychology
- Lois Fitz*Secretary/Receptionist*
B.A., Colorado State University — Modern Languages, French (1962)
- Ann R. Griffin*Information Center Supervisor*
A.S., Roane State Community College — Computer Science (1984)
- Barbara Upton*Utility Worker*
- Gary Baker*Custodian*
- Rodney Woodard*Custodian*
- Stephen Fugate*Security Guard*
- Mike McClure*Security Guard*
- Boyd Ross*Security Guard*
- Eric Bowling*Security Guard*

Payroll

- Mildred Millican*Payroll Supervisor*
A.S., Roane State Community College
Certified Professional Secretary
- Maude Townsend*Payroll Clerk*
- Amy Blair*Payroll Clerk*

Physical Plant

| | |
|--|-----------------------------------|
| Kinch York | <i>Director</i> |
| Memphis State University | |
| Wayne J. Samples | <i>Assistant Director</i> |
| A.S., Roane State Community College — General (1987) | |
| Bobbi Francis | <i>Secretary</i> |
| A.S., Roane State Community College — Office Administration (1994) | |
| Bill Wilson | <i>Maintenance Supervisor</i> |
| Lillie W. Newcome | <i>Custodial Foreman</i> |
| Alfred D. Brown | <i>Security Guard</i> |
| Draughon Business School — Accounting (1953) | |
| Rita Jones | <i>Security Guard</i> |
| A.S., Roane State Community College — Criminal Justice (1986) | |
| Dale Kendrick | <i>Security Guard</i> |
| A.S., Roane State Community College — Police Science (1983) | |
| Mike McPeters | <i>Security Guard</i> |
| Dale Green | <i>Carpenter</i> |
| Larry E. Hampton | <i>Carpenter Lead Worker</i> |
| John W. Pair | <i>Carpenter</i> |
| Charlie Randolph | <i>Maintenance Mechanic</i> |
| Tom Smith | <i>Maintenance Worker</i> |
| Henry Barger | <i>Utility Worker</i> |
| Kenneth R. Slaven | <i>Courier</i> |
| Fred Ooten | <i>Custodian</i> |
| Tom Brewster, Jr. | <i>Custodian</i> |
| Mollie Crawford | <i>Custodian</i> |
| Virginia Fritts | <i>Custodian</i> |
| Betty Jones | <i>Custodian</i> |
| Lorene Hensley | <i>House Worker</i> |
| Ruth Lamance | <i>Custodian</i> |
| Debbie Swanner | <i>Custodian</i> |
| Carol Smith | <i>Custodian</i> |
| Hattie M. Marable | <i>Custodian</i> |
| Monica Pennington | <i>Custodian</i> |
| Nora Ellen Williams | <i>Custodian</i> |
| Roy Wiley | <i>Maintenance Utility Worker</i> |

Printing and Graphics

| | |
|--|-----------------------|
| Robert Ely | <i>Director</i> |
| Julie Parker | <i>Graphic Artist</i> |
| A.A., Roane State Community College — General | |
| B.F.A., University of Tennessee — Graphics/Illustration (1989) | |

- Ruth Lee Melton*Lead Offset Press Operator*
 Joy Newberry*Offset Press Operator*
 A.S., Roane State Community College — Office Administration (1986)

Purchasing

- Frances P. (Willeen) King*Manager*
 A.A., Freed — Hardeman Junior College — Zoology (1945)
 Brenda J. Davis*Purchasing Clerk*
 Linda Nance*Purchasing Clerk*
 A.S., Roane State Community College — Business Management (1992)

Scott County Higher Education Center

- Barbara A. King*Coordinator*
 B.S., Tusculum College — Applied Organizational Management (1992)
 Rena Adkins*Technical Clerk*
 Charlotte Shelton*Secretary*
 Ron Cook*Custodian*

Student Activities

- Sammie R. Mowery*Director*
 A.S., Roane State Community College — Secondary Education
 B.S., East Tennessee State University — Elementary Education
 M.S., University of Tennessee — Adult Education (1983)

Student Services

- Judith A. Tyl*Dean*
 B.A., University of Tennessee — Psychology
 M.S., University of Tennessee — Educational Psychology (1985)
 NCC, National Board of Certified Counselors
 Jeannie Branum*Administrative Secretary*
 A.S., Roane State Community College — Office Administration (1986)
 Sandy Harjala*Secretary*
 A.A.S., Michigan Technology University — Electrical Engineering Technology

Successful Transitions

An Enrichment Program for Single Parents and Displaced Homemakers

- Maureen Magnan*Coordinator*
 B.A., Georgia Wesleyan College — Biochemistry (1962)
 M.S.S.W., University of Tennessee — Social Work (1991)
 L.C.S.W., Tennessee Health Related Boards
 Charlotte Lakey*Program Assistant*
 A.S., Roane State Community College

Technology Center for Health Sciences, Knox County

- Anne Allen *Facilitator*
 B.A., University of Tennessee — Liberal Arts
 M.S., University of Tennessee — Education (1980)
- Kay DeVore *Administrative Secretary*
- Cathy Harness *Faculty Secretary*

Telephone Services

- Regina Kendrick *Information Receptionist*
- Carolyn Drake *Switchboard Operator*

Training and Quality Management Center

- William Greg Pieratt *Interim Director*
 B.B.A., University of Kentucky — Finance
 M.S., Boston University — Business Administration (1991)
- James R. Clauson *Coordinator, Quality Management Programs*
 A.B., Daytona Beach Community College — Business
 B.S., Florida Technological University — Business Administration
 M.S., Murray State University — Manufacturing Engineering Technology (1990)
- Maria A. Smith *Coordinator, Allied Health Programs*
 B.S.N., University of Detroit (1970)
 E.M.T., Volunteer State
 C.E.N., Certified Emergency Nurse
- Mary N. Burnette *Instructor*
 B.S., Western Carolina University
 M.S., University of Tennessee — Adult Education
- Olivia Strickland *Secretary*

Writing Center

- Jennifer Jordan-Henley *Writing Specialist*
 B.S., Middle Tennessee State University — English
 M.A., Middle Tennessee State University — English (1988)
- Jennifer Griffith *Writing Specialist*
 B.A., Trinity University — English (1993)
- Teresa Stevens *Technical Clerk*
 Certified Professional Secretary (1993)

Academic Divisions

Academic Development

- Myra K. Peavyhouse *Associate Dean*
 A.S., Roane State Community College — Biology
 B.S., Tennessee Wesleyan College — Biology
 B.A., Tennessee Wesleyan College — English (1987)
 M.A., East Tennessee State University — English (1991)
 Developmental Education Specialist (1989)

L. Sue Christopher *Secretary*
 Certified Professional Secretary

Kathy Moore *Secretary*
 A.S., Roane State Community College — Office Administration
 A.S., Roane State Community College — Secondary Education (1993)

Business and Economics

Robert Safdie *Interim Associate Dean*
 B.A., University of Tennessee — Psychology
 M.A., Middle Tennessee State University — General Clinical Psychology (1976)

Jo Armes *Secretary*
 Certified Professional Secretary

Environmental and Biological Sciences

Russell B. Schubert *Associate Dean*
 B.S., Tennessee Technological University — Agriculture
 M.Ed., Stephen F. Austin State University — Counseling (1974)

Tammy Cooley *Secretary*

Health Sciences

William Howard *Interim Associate Dean*
 A.A.S., Morehead State University — Radiologic Technology
 B.U.S., Morehead State University — Education
 M.A., Morehead State University — Adult Higher Education (1985)
 Registered Technologist (Radiography)

Barbara Jeffers *Secretary*
 A.S., Roane State Community College — Secretarial Science (1980)

Cathy Harness *Secretary, Knox County*

Humanities and Education

Ellen F. Eleazer *Associate Dean*
 B.A., Tennessee Wesleyan College — Keyboard Performance
 M.M., University of Tennessee — Conducting (1978)

Pamela Pemberton *Secretary*

Language and Literature

James M. Knox *Associate Dean*
 B.S., Tennessee Technological University — Secondary Education, French
 M.A., Tennessee Technological University — English (1978)

Pamela Pemberton *Secretary*

Math and Natural Science

Adolf A. King *Associate Dean*
 B.S., City of Leicester Polytechnic Institute — Applied Chemistry
 M.S., Imperial College of Science and Technology, London Univ. —
 Analytical Chemistry
 D.I.C., Imperial College of Science and Technology, London Univ., —
 Analytical Chemistry
 Ph.D., Imperial College of Science and Technology, London Univ. —
 Analytical Chemistry (1977)

Kathleen B. Voiles*Secretary*
A.S., Roane State Community College — Office Administration (1993)

Nursing

Susan H. McKinney*Associate Dean*
B.S., University of Tennessee — Education
M.S.N., University of Tennessee — Nursing (1980)
Registered Nurse

Melba James*Secretary*
A.S., Roane State Community College — Office Adm. (1986)

Social and Behavioral Sciences

Donald E. Miller*Associate Dean*
B.S., Brigham Young University — Youth Leadership
B.A., Brigham Young University — Archaeology
M.A., Brigham Young University — Archaeology
Ph.D., University of Tennessee — Education (1987)

Lynn Duncan*Secretary*

Emeritus

Anne P. Minter*Faculty Emeritus*
B.S., Georgia College at Milledgeville — Chemistry; M.A., Duke University —
Microbiology; Ed.D., University of Tennessee — Science in Higher Education
(1973 - 1988)

RECIPIENTS, FACULTY AWARD FOR TEACHING EXCELLENCE SARAH ELLEN BENROTH AWARD

| | | |
|------|-------------------------|----------------------------------|
| 1981 | Bruce Fisher | Math-Science |
| 1982 | David Mullins | Humanities |
| 1983 | Agnes NamKung | Business & Economics |
| 1984 | Bill Yates | Humanities |
| 1985 | Larry Works | Social Science |
| 1986 | Steve Wheeler | Social Science |
| 1987 | Susan Garner | Health, P.E., & Recreation |
| 1988 | Stephanie Morris | Math-Science |
| | Barbara Phillips | Academic Development |
| 1989 | Irving Glover | Math, Natural and Social Science |
| 1990 | Jim Knox | Humanities & Education |
| 1991 | Frank L. (Pete) Charton | Math, Natural and Social Science |
| 1992 | Bruce L. Borin | Humanities & Education |
| 1993 | James Kring | Math-Science |
| 1994 | Becky Howard | Math-Science |

FACULTY

NOTE: (date) indicates date of last degree

ANDREWS, REBECCA L.*Associate Professor of Business*
B.S., Tennessee Technological University — Accounting
M.S., Oklahoma State University — Accounting (1967)
C.P.A., State of Tennessee

- BACKSTROM, SUZANNE M. *Assistant Professor, PTA Program
Coordinator of Clinical Education*
B.S., University of North Dakota — Physical Therapy (1978)
- BAILEY, LEONARD C. *Associate Professor of Business*
B.S., University of Tennessee — Personnel Management
M.B.A., Pace University — Labor-Management Relations (1976)
- BAILEY, PATRICIA G. *Associate Professor of Academic Development*
A.S., Roane State Community College — General
B.A., University of Tennessee — Biology
M.S.S.W., University of Tennessee — Social Work (1979)
A.B.D., University of Tennessee
- BALDWIN, ELAINE B. *Professor of Nursing*
B.S.N., University of South Carolina — Nursing
M.N., Emory University — Nursing (1964)
Ed.D., University of Tennessee (1993)
Registered Nurse
- BARNES, DELORISE C. *Professor of Business*
B.S., Livingstone College — Business Education
M.S., University of Tennessee — Business Education
Ed.D., University of Tennessee — Vocational-Technical Education (1978)
- BARTH, ROBERT C. *Associate Professor of Philosophy/Mathematics*
B.S., Union University — Mathematics
M.S., University of Tennessee — Mathematics Education (1978)
- BELL, DAVID W. *Associate Professor of
Academic Development*
B.S., North Carolina State — Math Education
M.A.T., Duke University — Math Education (1973)
- BLEDSON, EVELYN H. *Associate Professor/Program Director
of Medical Laboratory Technology*
B.S., University of Tennessee — Medical Technology
M.S., University of Tennessee — Education and Psychology (1985)
ASCP, Medical Technologist
- BODINE, MARK *Instructor of EMT-Paramedic*
Licensed Tennessee State Paramedic
- BORIN, BRUCE L. *Associate Professor of Speech*
B.S., University of Nebraska — Education
M.A., East Tennessee State University — English and Speech (1975)
- BOULDIN, C. LARRY *Professor of Mathematics*
B.A., David Lipscomb College — Mathematics
M.S., Middle Tennessee State University — Mathematics
Ed.D., University of Tennessee — Curriculum and Instruction, Mathematics
Education (1982)
- BROWN, DARNETTA *Assistant Professor of Nursing*
B.S.E., University of Tennessee — Education
A.D.N., Tennessee State University — Nursing
M.S.N., University of Tennessee — (1992)
Registered Nurse

- BROWN, JAMES E. *Associate Professor of Art*
 B.A., Athens College — Art
 M.A., University of Alabama — Art (1966)
- BROWN, PATRICIA *Associate Professor of Academic Development*
 A.S., Roane State Community College — Secondary Education/Mathematics
 B.S., Tennessee Technological University — Secondary Education/Mathematics
 M.S., Tennessee Technological University — Secondary Education (1985)
- BURGISS, JANET B. *Assistant Professor of Academic Development*
 B.A., Meredith College — Mathematics
 M.M., University of Tennessee — Mathematics (1992)
- BYRD, RODNEY *Instructor of EMT-Paramedic*
 Licensed Tennessee State Paramedic
- BYRNE, JANET O. *Professor of Education*
 B.S., Tennessee Technological University — Home Economics Education
 M.S., University of Tennessee — Child and Family Studies
 Ed.D., Vanderbilt University — Higher Education Administration (1989)
- BYRNE, THOMAS E. *Professor of Biology*
 B.S., Tennessee Technological University — Biology
 M.S., Tennessee Technological University — Biology
 Ph.D., University of Tennessee — Botany, Microbiology (1984)
 Certified National Registry of Microbiologists
- CANTRELL, BRUCE *Assistant Professor*
Environmental Health Technology
 A.S., Roane State Community College — General
 B.S., Tennessee Technological University — Biology
 M.S., The American University — Biology (1985)
- CARROLL, JAMES *Associate Professor of*
Health Physics
 A.B., Center College — Physics/Mathematics
 M.S., University of Tennessee — Mathematics (1968)
- CHARTON, FRANK L. *Professor of Physical Science*
 B.A., George Peabody College — Social Studies
 M.A., Michigan State University — Geography
 Ph.D., Michigan State University — Geography (1972)
- CHITWOOD, DORIS *Assistant Professor of Academic Development*
 B.S., Cumberland College — Mathematics
 M.A., Cumberland College — Secondary Education
 Ed.S., Tennessee Technological University — Administration and Supervision
 (1987)
- CHUNG, MICHAEL *Instructor of Health Physics*
 B.S., Southeast Missouri State — Agriculture
 M.S., University of Missouri — Soil Physics
 M.S., University of Missouri — Nuclear Engineering (1990)
- CLAUSON, JAMES R. *Director of Quality Training*
 A.S., Daytona Community College — Business Administration
 B.S., Florida Technological University — Business Administration
 M.S., Murray State University — Manufacturing Engineering (1990)

- COLEMAN, RAMONA *Instructor of Academic Development*
 A.A., Roane State Community College — Journalism
 B.S., University of Tennessee — Communications (1988)
- COLEMAN, RONALD WAYNE *Laboratory Assistant*
 United States Air Force
- CONDON, JAMES B. *Associate Professor of Chemistry*
 A.B., State University of New York at Binghamton
 Ph.D., Iowa State University (1968)
- CORDELL, SHARON *Associate Professor of Education*
Tech Prep Coordinator
 B.S., Cumberland College — Education/English
 M.S., Tennessee Technological University — Education/Reading (1974)
- CROWE, MARGARET W. *Associate Professor of Nursing*
 Riverside Hospital School of Nursing
 B.S., University of Tennessee — Education
 M.S., University of Tennessee — Child and Family Studies
 M.S.N., University of Tennessee (1986)
 Registered Nurse
- CUNNINGHAM, EVELYN *Laboratory Coordinator*
 B.A., Huntingdon College — Biology (1978)
 M.A., Tennessee Technological University — College Student Personnel Services
 (1993)
- CURRAN, MICHAEL *Associate Professor/Program Director*
Dental Hygiene
 B.S., University of Nebraska
 D.D.S., University of Nebraska (1972)
- DAY, CATHY *Department Head of Academic Development Mathematics*
Assistant Professor of Academic Development
 B.S., Concord College — Mathematics
 B.S., Concord College — Secondary Education
 M.A., Tennessee Technological University — Curriculum and Instruction/
 Mathematics (1993)
- DEAKINS, B. DIANE *Instructor of Academic Development*
 B.S., University of Tennessee — English Education (1985)
- DENISON, BETTY N. *Assistant Professor of Academic Development*
 B.A., Meredith College — Mathematics
 M.R.E., Southwestern Baptist Theological Seminary — Religious Education (1972)
- DOYLE, JAMES A. *Professor of Psychology*
 B.A., Aquinas College — Psychology
 M.A., Xavier University — Clinical Psychology
 Ph.D., University of Saskatchewan — Social-Clinical Psychology (1973)
- DUNCAN, RANDALL *Assistant Professor of Computer Science*
 B.S., UT-Knoxville — Finance and Banking (1974)
 M.S., UT-Knoxville — Technological and Adult Education (1989)
- DYER, BARBARA A. *Assistant Professor of Academic Development*
 B.A., Hamline University — Physical Education & Health
 M.Ed., Colorado State University — Reading Education (1976)

- EASTRIDGE, DARRELL M. *Associate Professor*
Respiratory Therapy Clinical Director
 A.S., Cleveland State Community College
 Certified Respiratory Therapy Technician
 Registered Respiratory Therapist
 B.A., Ottawa University — Health Care and Education
 M.A.T., Carson Newman College (1991)
 Ed.S., Lincoln Memorial University — Curriculum Instruction (1994)
- EAVES, STEPHEN R. *Assistant Professor of Music*
 B.M., Union University — Music Education
 M.M., University of Mississippi — Choral Conducting (1990)
- EDWARDS, LINDA M. *Associate Professor of Biology*
 B.S., University of Tennessee — Botany
 M.S., University of Tennessee — Botany (1967)
- EISELSTEIN, MARY SUZIN *Associate Professor of English*
 B.S., Middle Tennessee State University — English
 M.A., Middle Tennessee State University — English (1977)
- ELEAZER, ELLEN *Associate Dean of Humanities and Education*
Associate Professor of Music
 B.A., Tennessee Wesleyan College — Piano
 M.M., University of Tennessee — Conducting (1978)
- EVANS, JANET C. *Laboratory Technician of Academic Development*
 B.S., Purdue University — Home Economics
 M.S., University of Tennessee — Curriculum and Instruction, English Education
 (1994)
- EVANS, KENNETH *Assistant Professor of Academic Development*
 B.S., Xavier University — Math Education (1961)
 M.A., Tennessee Technological University — Curriculum and Instruction/Math
 (1994)
- FERGUSON, ROY R. *Assistant Professor of Opticianry*
 B.S., Tusculum College — Business Administration
 M.S., Tusculum College — Management (1990)
 Licensed Optician
- FISHER, BRUCE *Professor of Biology*
 B.S., Lincoln Memorial University — Biology
 M.S., University of Tennessee — Zoology
 Ph.D., University of Tennessee — Zoology (1974)
- FOLTZ, RICHARD *Assistant Professor of Business*
 B.S., University of Wisconsin — Education
 M.B.A., University of Dallas — Business (1979)
- FOLTZ-GRAY, DANIEL A. *Associate Professor of Academic Development*
Department Head of Academic Development Communications
 B.A., University of Pennsylvania — English Literature
 M.A., University of Chicago — English (1974)
- FORCE, JEFFREY S. . . *Instructor/Clinical Coordinator of EMT-Paramedic Program*
 Licensed Tennessee State Paramedic
 Tennessee State EMT Instructor/Coordinator
 B.A., University of Maryland, Psychology (1985)

- FREEMAN, FAYE *Assistant Professor of Nursing*
 A.S., East Tennessee State University — Nursing
 B.S., East Tennessee State University — Health Education
 B.S.N., East Tennessee State University
 M.S.N., University of Tennessee (1990)
 Registered Nurse
- FYKES, BEVERLY *Assistant Professor of English*
 B.S., Western Kentucky University — English
 Ph.D., University of Tennessee — Literature (1974)
- GALLOWAY, PAMELA *Assistant Professor of Biology*
 B.A., Seton Hill College — Biology
 Ph.D., University of Tennessee — Biomedical Sciences (1994)
- GARNER, SUSAN A. *Associate Professor of Physical Education*
 B.S., Middle Tennessee State University — Health, Physical Education, Recreation
 M.Ed., Middle Tennessee State University — Health, Physical Education,
 Recreation (1974)
- GLENN, BETTY *Assistant Professor of Business and Computer Science*
 A.A.S., Roane State Community College
 B.A., University of Tennessee
 M.B.A., Tennessee Technological University (1989)
- GOMEZ DEL CAMPO, LIL *Associate Professor of History*
 B.A., University of Mexico — History, Mathematics
 M.A., University of Mexico — History, Art History (1969)
 Additional Studies, Louvre Museum - Paris, France
- GOODWIN, JULIA *Associate Professor of English*
 B.S.Ed., Delta State University — English
 M.Ed., Delta State University — English (1971)
 A.M. Litt., Bread Loaf School of English — English (1993)
- GOWAN, JOYE E. *Associate Professor of Academic Development*
 B.S., Oklahoma Baptist University — Mathematics
 M.Ed., Central State University — Secondary Education/Mathematics (1983)
- HARJALA, DAVID E. *Associate Professor of Academic Development*
 B.S., Northern Michigan University — Physics
 M.A., Northern Michigan University — Mathematics Education (1980)
- HARRIS, R. KIRK *Assistant Professor/Program Director EMT-Paramedic*
 Licensed Tennessee State Paramedic
 A.S., Lake Sumter Community College — Emergency Medical Care
 B.S., University of Tennessee — Botany (1992)
- HARRISON, MICHAEL M. *Assistant Professor of Biology*
 B.S., University of Wisconsin-Madison — Biology
 M.S., University of Wisconsin-Madison — Medical Microbiology
 Ph.D., University of Wisconsin-Madison — Zoology (1987)
- HATCHER, DIANA S. *Laboratory Technician of Academic Development*
 B.S., University of Tennessee — Elementary and Special Education
 B.S., University of South Carolina — Computer Science (1986)
- HEIDINGER, GARY L. *Associate Professor of Sociology*
 B.S., Bethel College — History
 M.A., George Peabody College — History (1965)

- HOAGLAND, JUDY K. *Associate Professor of Economics*
 B.S., Middle Tennessee State University — Political Science
 M.A., University of Tennessee — Political Science (1973)
- HOAGLAND, WILLIAM M. *Associate Professor of Political Science
 and History*
 B.S., Lambuth College — History
 M.S.S., University of Mississippi — History (1966)
- HOLDER, MABRE M. *Associate Professor of Business*
 B.S., Middle Tennessee State University — Business (Marketing)
 M.B.A., Middle Tennessee State University — Business (Marketing) (1974)
- HOWARD, BENJAMIN S. *Professor of English/German*
 B.A., University of Tennessee — English
 M.A., University of Tennessee — German
 Ph.D., University of Georgia — Comparative Literature (1972)
- HOWARD, REBECCA M. *Associate Professor of Mathematics*
 B.S., North Carolina State — Mathematics
 M.A.M., North Carolina State — Mathematics (1968)
- HOWARD, WILLIAM *Assistant Professor/Clinical Coordinator,
 Radiologic Technology*
 A.A.S., Morehead State University — Radiologic Technology
 B.U.S., Morehead State University — Education
 M.A., Morehead State University — Adult Higher Education (1985)
 Registered Technologist (Radiography)
- HYDER, DAN *Assistant Professor/Program Director
 Environmental Health Technology*
 B.S., East Tennessee State University — Environmental Health
 M.E.S., University of Oklahoma — Environmental Science (1980)
- JACK, LYNDA *Associate Professor, Program Director
 Physical Therapist Assistant*
 B.S., University of Texas Medical Branch — Physical Therapy
 M.S., University of Alabama at Birmingham — Physical Therapy (1976)
- JENKINS, ANTHONY *Associate Professor of Biology*
 B.S., University of Tennessee — Animal Husbandry
 D.V.M., Auburn University (1968)
- JONES, MICHELLE *Professor/Clinical Coordinator
 Dental Hygiene*
 B.S., East Tennessee State University — Community Health (1978)
 Registered Dental Hygienist
- JORDAN-HENLEY, JENNIFER *Writing Specialist*
 B.S., Middle Tennessee State University — English
 M.A., Middle Tennessee State University — English Literature (1988)
- KING, ADOLF A. *Associate Dean/Associate Professor Math/Science*
 B.S., City of Leicester Polytechnic — Applied Chemistry
 M.S., Imperial College of Science and Technology, London University —
 Analytical Chemistry
 D.I.C., Imperial College of Science and Technology, London University —
 Analytical Chemistry
 Ph.D., Imperial College of Science and Technology, London University —
 Analytical Chemistry

- KING, TONY *Institute for Environmental Health and Safety
Coordinator and Trainer*
B.S., Texas A&M University — Agricultural Engineering
M.S., Texas A&M University — Forestry (1974)
- KIRKPATRICK, MELVIN A. *Professor of Mathematics/Education*
B.S., Tennessee Technological University — Mathematics, Secondary Education
M.S.T., Middle Tennessee State University — Mathematics
Ed.D., University of Tennessee — Curriculum and Instruction, Mathematics
Education (1978)
- KITTRELL, JANE *Assistant Professor of Occupational Therapy Assistant*
B.S., Washington University School of O.T. — Occupational Therapy (1963)
- KNOX, JAMES M. *Associate Dean of Language/Literature*
B.S., Tennessee Technological University — Secondary Education, French
M.A., Tennessee Technological University — English (1978)
- KRING, JAMES B. *Associate Professor of Biology*
B.S., Maryville College — Biology
M.S., University of Tennessee — Botany (1965)
- LANZA, DONALD L. *Assistant Professor of History*
B.A., University of Tennessee at Chattanooga-History
M.A., University of Tennessee-History
Ph.D., University of Tennessee-History (1991)
- LeMAY, CHARLENE L. *Associate Professor of Nursing*
B.S.N., Vanderbilt University — Nursing
M.S.N., University of Tennessee (1986)
Registered Nurse
- LEMIRE, LESLIE *Instructor of Academic Development*
B.S., Pace University — Mathematics/Education (1990)
- LIVINGSTON, LONA *Associate Professor of Speech*
B.A., Emerson College — English and Speech
M.A., University of Florida — Speech and Theatre (1967)
- MALVEAUX, KENNETH R. *Assistant Professor of Academic Development*
B.A., University of Southwestern Louisiana — English
M.S., Tennessee State University/Vanderbilt University — Management of Social
Service Programs (1976)
- MANCIL, CHARLES *Women's Basketball Coach*
A.S., South Georgia
B.S., Valdosta State University
M.S., Valdosta State University — Health and P.E. (1979)
M.S., Valdosta State University — Administration and Supervision (1983)
- MANHART, SHIRLEY *Assistant Professor of Business*
B.S., Mississippi University for Women
M.A.T., Mississippi State University — Community College Teaching (1985)
- MANNING, WANDA *Associate Professor of Academic Development*
A.S., Roane State Community College
B.S., Tennessee Technological University — Education
M.A., Tennessee Technological University — Secondary Education (1982)

- MARSH, LINDA *Program Director, Medical Transcription*
 A.S., Steed College — Medical Secretarial Science (1974)
 A.R.T., Accredited Records Technician
- MARTIN, JAMES E. *Assistant Professor of Academic Development*
 A.S., Roane State Community College — General
 B.S., University of Tennessee — Elementary Education
 M.S., University of Tennessee — Curriculum and Instruction (1989)
 A.B.D., University of Tennessee
- McKINNEY, SUSAN H. *Associate Dean of Nursing*
 B.S., University of Tennessee — Nursing
 M.S.N., University of Tennessee — Nursing (1980)
 Registered Nurse
- McNUTT, ALISON M. *Associate Professor of Academic Development*
 B.A., University of Alabama — History
 M.M., University of Tennessee — Math (1976)
- MILES, DEBORAH I. *Assistant Professor of Academic Development*
 B.S., Louisiana State University — Mathematics Education
 M.M., University of Tennessee — Mathematics (1990)
- MILLER, DONALD E. *Associate Dean/Professor Anthropology
 and Sociology*
 B.S., Brigham Young University — Youth Leadership
 B.A., Brigham Young University — Archaeology
 M.A., Brigham Young University — Archaeology
 Ph.D., University of Tennessee — Education (1987)
- MILLS, CHRISTINE *Assistant Professor of Nursing*
 R.N., Ft. Sanders Regional Medical Center
 B.S., University of Tennessee — Public Health
 M.S.N., University of Tennessee — Nursing
- MONDAY MARILYN L. *Assistant Professor of English*
 B.S., University of Tennessee — English
 M.A., University of Tennessee — English (1984)
- MOORE, ALICE A. *Associate Professor/Program Director
 Medical Record Technology*
 B.S., Indiana University — Medical Records Administration (1967)
 R.R.A., Registered Record Administrator
 C.C.S., Certified Coding Specialist
- MURRAY, WILLIAM P. *Associate Professor of Physics/Engineering Technology*
 B.S., University of Cincinnati — Chemical Engineering
 M.S., University of Tennessee — Chemical Engineering (1970)
- NESBIT, RANDY *Assistant Professor of Business
 Men's Basketball Coach
 Athletic Director*
 B.S., The Citadel — Business Administration
 M.B.A., The Citadel (1986)
- NICKLE, LINDA F. *Assistant Professor of English*
 B.A., University of Tennessee — English Literature
 M.A., University of Tennessee — English Literature (1986)

- ORR, KAREN S. *Assistant Professor of Academic Development*
 B.S., University of Tennessee — Secondary Science Education
 M.M., University of Tennessee — Mathematics (1991)
- PALATINUS, DEBORAH T. *Assistant Professor of Biology*
 B.S., University of Tennessee — Zoology
 M.S., University of Tennessee — Zoology (1971)
- PEAVYHOUSE, MYRA K. *Associate Dean/Associate Professor*
Academic Development
 A.S., Roane State Community College — Biology
 B.S., Tennessee Wesleyan College — Biology
 B.A., Tennessee Wesleyan College — English
 M.A., East Tennessee State University — English (1991)
 Developmental Education Specialist (1989)
- PETERSON, KENDALL V. *Laboratory Teacher of Academic Development*
 B.S., Middle Tennessee State University — Mathematics (1994)
- PHILLIPS, BARBARA *Associate Professor of Academic Development*
 B.S., St. Bonaventure University — Math
 M.S., St. Bonaventure University — Mathematics Education (1973)
- PORTER, GAIL H. *Associate Professor/Program Director*
Radiologic Technology
 A.S., Walters State Community College — Radiologic Technology
 B.A., Maryville College — Social Science (1983)
 Registered Technologist (Radiography)
- POTTER, LAURA M. *Assistant Professor of Biology*
 B.S., Indiana University of Pennsylvania — Biology
 M.S., Arkansas State University — Biology (1989)
- POULIN, GERALD D. *Associate Professor of English*
 B.A., Middle Tennessee State University — French and English
 M.A.C.T., Middle Tennessee State University — English (1971)
- POWERS, ANNE S. *Associate Professor of Art/*
Computer Art Program Director
 B.F.A., University of Tennessee
 M.S., University of Tennessee — Art Education (1977)
- RUDOLPH, JOHNNIE J. *Associate Professor of Math/Science*
 A.S., Cleveland State — Design and Drafting
 B.A., University of Tennessee — Architecture (1976)
- SAIN, SUSAN J. *Assistant Professor/Program Director*
Occupational Therapy Assistant
 B.S., University of Wisconsin — Occupational Therapy (1984)
- SAFDIE, ROBERT *Associate Dean of Business and Economics*
Associate Professor of Psychology/Business
 B.A., University of Tennessee — Psychology
 M.A., Middle Tennessee State University — General Clinical Psychology (1976)
- SAIDAK, LANCE R. *Professor of Physical Education*
 B.S., Springfield College — Physical Education
 M.Ed., Florida Atlantic University — Physical Education
 Ed.D., University of Tennessee — Physical Education (1976)

- SAIDAK, LEONA *Assistant Professor of Academic Development*
 B.S., Tennessee Technological University — Secondary Education/Mathematics
 M.S., Florida Atlantic University — Education Guidance and Counseling
 Curriculum (1970)
- SCHUBERT, RUSSELL B. *Associate Dean/Assistant Professor*
Environmental Sciences
 B.S., Tennessee Technological University — Agriculture
 M.Ed., Stephen F. Austin State University — Counseling (1974)
- SELLIN, HELEN G. *Assistant Professor of Chemistry*
 B.S., University of Chicago — Biochemistry
 Ph.D., University of Chicago — Biochemistry (1964)
- SEXTON, JEFF *Associate Professor of Academic Development*
 B.S., Tennessee Technological University — Business Administration
 M.A., Tennessee Technological University — Educational Administration and
 Supervision (1991)
- SIMMONS, E. ALLISON *Assistant Professor of Environmental Health*
 B.S., Florida State University — Geology
 M.S., University of Tennessee — Geology (1983)
- SMITH, BILLY L. *Associate Professor of Mathematics*
 B.A., Union College — Chemistry
 M.M., University of Tennessee — Mathematics (1974)
- SMITH, CARROLL H. *Associate Professor of Physical Education*
 B.S., Oklahoma Baptist University — Health and Physical Education
 M.S., University of Tennessee — Physical Education (1972)
- SMITH, CHARLES E. *Professor of Academic Development*
 B.S., Middle Tennessee State University — Mathematics
 M.M., University of Tennessee — Mathematics
 Ed.D., University of Tennessee, Knoxville — Educational Administration (1981)
- SMITH, SANDRA M. *Instructor of Nursing*
 B.S.N., University of Tennessee — Nursing (1975)
 Registered Nurse
- SMITH, SARAH N. *Laboratory Technician of Academic Development*
 B.S., East Tennessee State University — Elementary Education (1961)
- SPITZER, PRISCILLA W. *Associate Professor of Nursing*
 B.S.N., Emory University — Nursing
 M.N., Emory University — Adult Health Nursing (1977)
 Registered Nurse
- STELLER, DAN *Director of Institute for Environmental Health and Safety*
 B.A., Arizona State University — History
 M.S., Arizona State University — Counseling (1961)
- STEPHENS, KENNETH W. *Associate Professor of Computer Science*
 B.S., Middle Tennessee State University — Management
 M.B.A., Middle Tennessee State University — Management (1974)
- STEPHENSON, LUCY *Assistant Professor of Nursing*
 B.S., Southern Benedictine College — Biology
 M.S.N., University of Tennessee (1992)
 Registered Nurse
 Certified Invasive Cardiovascular Technology

- TEETER, W. SCOTT *Associate Professor of Police Science*
 B.S., Eastern Kentucky University — Law Enforcement
 M.S., Eastern Kentucky University — Criminal Justice Education (1976)
- THAIS, DAVID F. *Associate Professor of Business*
 B.S., Indiana State University — Management
 M.B.A., Indiana State University — Business Administration (1974)
 C.P.A., State of Tennessee
- THOMAS, BOB F. *Professor of Business*
 B.S., University of Tennessee — Marketing
 M.B.A., University of Tennessee — Industrial/Personnel Management
 D.B.A., University of Tennessee — Management (1984)
- THOMAS, JOHN K. *Assistant Professor of History*
 B.S., Austin Peay State University — History
 M.A., Austin Peay State University — History
 Ph.D., University of Tennessee — History (1990)
- THOMASON, SARAH K. *Assistant Professor of Academic Development*
 B.S., University of Tennessee — Education
 M.S., University of Tennessee — English Education (1974)
- TRENTHAM, JEAN *Associate Professor of Business*
 A.A., Hiwassee Junior College — Business Administration
 B.S., East Tennessee State University — Business Education
 M.A., East Tennessee State University — Business Education (1980)
 C.P.S., 1977
- TUCKER, JENNIFER D. *Assistant Professor of EMT-Paramedic Program*
 B.S.N., University of Tennessee — Nursing
 M.S., University of Tennessee — Exercise Physiology (1987)
- VALENTINE, GWENDOLYN P. *Assistant Professor/Program Director*
Respiratory Therapy
 A.S. Roane State Community College — Respiratory Therapy
 B.S., University of Tennessee — Health Education
 M.S., University of Tennessee — Health Education/Health Promotion (1993)
- WADDLE, JOETTE *Assistant Professor of English*
 B.A., Tennessee Technological University — English
 B.S., Tennessee Technological University — Secondary Education
 M.A., University of Tennessee — English (1985)
- WARD, ALLEN S. *Assistant Professor of Chemistry*
 B.A., West Virginia University — Chemistry
 M.S., West Virginia University — Chemistry (1985)
- WATSON, DOROTHY *Assistant Professor of Nursing*
 R.N., Erlanger School of Nursing, Chattanooga
 B.S.N., University of Tennessee, Chattanooga
 M.S.N., University of Tennessee, Knoxville

- WHITE, BETTY *Assistant Professor of Medical Laboratory Technology*
 B.S., University of Tennessee Center for the Health Sciences — Medical
 Technology
 M.A.T., University of Memphis — Curriculum and Instruction (1987)
 ASCP, Medical Technologist
- WHITING, VALERIE *Assistant Professor of Occupational Therapy Assistant*
 B.S., Indiana University — Occupational Therapy
 M.S., Eastern Washington — Applied Psychology (1987)
- WIEGER, KURT *Instructor of EMT-Paramedic*
 Licensed Tennessee State Paramedic
- WILKEN, KAREN M. *Assistant Professor of Nursing*
 St. Francis School of Nursing
 B.S., College of St. Francis — Health Arts
 M.S., College of St. Francis — Health Services Administration (1992)
 Registered Nurse
- WILLIS, ALVIN T. *Laboratory Technician*
 B.S., University of Tennessee — Pre-Veterinary/Animal Science (1976)
- WINDHAM, DONALD L. *Associate Professor of Psychology*
 A.A., Macon College — Social Science and Psychology
 B.S., Berry College — Psychology
 Ph.D., University of Tennessee — Psychology (1989)
- WORKS, LARRY P. *Associate Professor of Psychology*
Baseball Coach
 B.S., East Tennessee State University — Health and Physical Education
 M.S., University of Montana — Health, Physical Education and Psychology (1968)
- WORKS, MYRIAN *Associate Professor of Nursing*
 B.S., University of Tennessee — Nursing
 M.S.N., University of Tennessee — Nursing (1979)
 Registered Nurse
- WRIGHT, GARY *Associate Professor of Mathematics*
 B.S., University of Tennessee — Mathematics
 M.S., University of Tennessee — Mathematics (1975)
- YATES, WILLIAM B. *Associate Professor of Speech and Theatre*
 B.A., Tennessee Wesleyan College — History
 M.A., University of Tennessee — Public Address and Theatre Arts (1962)

ROANE STATE COMMUNITY COLLEGE FOUNDATION

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COMPUTER ART AND DESIGN

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| Tina Curry | Martin Marietta |
| Richard Spille | Discovery Systems |
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COMPUTER SCIENCE TECHNOLOGY

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DENTAL HYGIENE TECHNOLOGY

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| Becky Hawks, R.D.H. | East Tennessee Regional Health Office |
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J. D. Johnson, D.D.S.
 J. Glenn Greer, D.D.S.
 William Phillippi, D.D.S.
 Doris Williams, R.D.H.

Dentist, Oak Ridge
 Dentist, Oak Ridge
 Dentist, Kingston
 UT Department of Dentistry

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Roane State Community College
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 Roane State Community College
 Rural Metro Corporation
 Rural Metro Corporation
 Southeast Emergency Physicians
 Methodist Medical Center
 Tennessee Dept. of Health &
 Environment, EMS Division
 East Tennessee Children's Hospital
 Southeast Emergency Physicians
 East Tennessee Baptist Hospital
 Ft. Sanders Regional Medical Center
 Blount Memorial Hospital
 Ft. Sanders Parkwest Hospital
 Rural/Metro Corp., Blount County
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 University of Tennessee Hospital

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Fort Sanders Regional Medical Center
 Harriman Hospital
 UT Medical Center
 Fort Sanders Regional Medical Center
 Fort Sanders Regional Medical Center
 Children's Hospital
 Blount Memorial Hospital
 St. Mary's Medical Center
 Methodist Medical Center
 Methodist Medical Center
 Blount Memorial Hospital
 St. Mary's Medical Center
 Children's Hospital
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Roane State Community College
University of Tennessee Medical Center
East Tennessee Baptist Hospital
St. Mary's Medical Center
Harriman City Hospital
Methodist Medical Center
Baptist Hospital of Roane County
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MEDICAL TRANSCRIPTIONIST

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East Tennessee Baptist Hospital
Fort Sanders Parkwest Medical Center
UT Medical Center
UT Medical Center
Fort Sanders Regional Medical Center
Methodist Medical Center of Oak Ridge
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St. Mary's Medical Center

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NURSING

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Stan Boling
Deborah Mayshark
Jane Hudson
Ruth Knootz
Curtis Courtney
Patricia Breeding

Cumberland Medical Center
Harriman City Hospital
East Tennessee Children's Hospital
Fort Sanders Parkwest Medical Center
Methodist Medical Center Home Health
University of Tennessee Medical Center
Baptist Hospital of Roane County
Fentress County Hospital
Fort Sanders Loudon County Hospital

Suzanne Woods
Jan McNally

Ridgeview Psychiatric Hospital
Methodist Medical Center

OCCUPATIONAL THERAPY ASSISTANT

Vivian Keele
Jane Kittrell
Romona Knorr
Janet Neely
Pam Neely
Robin Stone
Darlene Hughes
Stacy Edge
Nikki Fowler
Tanya Crooks

CMS Therapies
Kid's Kabin
Novacare
Therapy Unlimited
CMS Therapies
Lakeshore Mental Health Institute
Fort Sanders/Patricia Neal
East Tennessee Baptist Hospital
Michael Dunn Center
Methodist Medical Center

OFFICE ADMINISTRATION

Nancy Allstun
Penny Cisson
Kathy Ferguson
Susan Moody
Rose Napier
Bonnie Ogden
Linda Ousley
Teresa Howell Riggs
Lori Scott
Rachel Smith, CPS
Bill Truex
Deborah Tweed
Patsy E. Williams
Delorise Barnes
Robert Safdie
Sherry Hoppe
Jean Trentham
Harold Underwood

State Area Vocational Technical School
City of Oak Ridge
McNeese, Nolton, Hayes
Bechtel National, Inc.
Methodist Medical Center
Lockwood Greene
Oak Ridge High School
Martin Marietta Energy Systems
Cumberland Medical Center
Martin Marietta Energy Systems
Department of Energy
Boeing Engineering and Construction
Martin Marietta Energy Systems
Roane State Community College
Roane State Community College
Roane State Community College
Roane State Community College
Roane State Community College

OPTICIANRY

Kelley Godsey
Paul Tappan
Art Clancy
Bob Himmell
Bobby Luttrell
Connie Ford
Bob Spicer

Tri-City Opticians
Paul W. Tappan, O.D.
Clancy Optical
Cumberland Vision Care
Lenscrafters
East Tennessee Regional Optical
Maryville Eye Center

PHYSICAL THERAPIST ASSISTANT

Beverly Bryan
Lynn Holt
Kelly Lenz
Kari McCluer
Eileen Reed

Superior Home Health
Kids and Nurses
Clinton Physical Therapy
Shannondale Health Care Center
Knox County Schools

Sharon Robinson
Lorna Swanson
Larry Hale
David Owens
Karen Anderson

Methodist Medical Center
Fr. Sanders Regional Medical Center
Windwood Health and Rehabilitation Center
Knoxville Health Care Center
East Tennessee Orthopedics

POLICE SCIENCE

Thomas Austin
John Davidson
James W. Cisson
David Haggard
Jerry Day
Floyd Doughty
Charles Laxton
Larry Miller
Gil Monroe
Frank Tucker

General Sessions Judge
Chief, Oak Ridge Police Department
Lieutenant, Tennessee Highway Patrol
Sheriff, Roane County
Captain, Knoxville Police Department
Supervisor I, Tennessee Board of Paroles
Sergeant, Tennessee Highway Patrol
Associate Professor of Criminology-ETSU
Warden, Brushy Mountain State Penitentiary
District Supervisor, East Tenn. Human
Resources Agency
Roane County Youth Service Officer

Gloria Wright

RADIOLOGIC TECHNOLOGY

Earline Lyle, R.T.
Tom Baker, R.T.
Phil Carney, R.T.
Sandy Kitts, R.T.
Mary Goodwin, R.T.
Jody Montooth, R.T.
Jack Sproles, R.T.

Children's Hospital
Fort Sanders Parkwest Medical Center
Fort Sanders Sevier Medical Center
St. Mary's Medical Center
Woods Memorial Hospital
Sweetwater Medical Center
Scott County Hospital

RESPIRATORY THERAPY TECHNOLOGY

Terry H. DuPont
Darrell Eastridge, ex-officio
Catherine Quirk
Bruce A. Fisher, ex-officio
Buddy Hunt
Debbie Lane
Steve Mapes
Richard Obenour, M.D., ex-officio
Leshia Hill
Jim Sutton
Student Representatives
Sara Smith
Tim Henion
Mark Davidson
Carla Kendall
Libby Hagan
Sharon Jewitt
Scott Elder
William Farnham

East Tennessee Baptist Hospital
Roane State Community College
Fort Sanders Regional Medical Center
Roane State Community College
St. Mary's Medical Center
Fort Sanders Parkwest Medical Center
Fort Sanders Regional Medical Center
UT Medical Center at Knoxville
Methodist Medical Center of Oak Ridge
UT Medical Center at Knoxville
Morristown-Hamblen Hospital
UT Medical Center at Knoxville
East Tennessee Baptist Hospital
Fort Sanders Parkwest Medical Center
Fort Sanders Regional Medical Center
Methodist Medical Center of Oak Ridge
UT Medical Center at Knoxville
UT Medical Center at Knoxville

TRAINING AND QUALITY MANAGEMENT CENTER

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|--------------------|-----------------------------------|
| Ken Gilliam | AKZO-Fortafil Fibers |
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| Lori Sutton-Bryant | Fort Sanders Parkwest |
| Jim Holladay | Maremont Exhaust Products |
| Al Officer | Martin Marietta Energy Systems |
| David Bowman | Oak Ridge Associated Universities |
| Tim Ledford | Roane County Chamber of Commerce |
| Joe Albenze | Scientific Ecology Group |
| Wayne Watkins | Dana Corporation |

WASTE MANAGEMENT AND ENVIRONMENTAL HEALTH TECHNOLOGY

| | |
|------------------|--------------------------------|
| Ed Aebischer | Oak Ridge National Laboratory |
| Tony Dalfonso | Analysas |
| Dan Hyder | SAIC |
| Dewey Large | Scientific Ecology Group |
| Carroll Marsalis | Tennessee Valley Authority |
| Mike McAfee | HAZWRAP |
| Robert McLeod | Engineering Science, Inc. |
| Jim Meredith | MK Ferguson |
| Brad Parrish | Martin Marietta Energy Systems |
| Doan Phung | PAI Corporation |
| Thomas Row | Oak Ridge National Laboratory |
| Jim Tartinian | Bechtel |
| Dick Wiesehuegel | ORAU/ORISE |

CAMPBELL COUNTY ADVISORY COMMITTEE

| | |
|-----------------|---|
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| Rhonda Longmire | First National Bank |
| Jim Finley | Campbell County School System |
| Marvin Minton | First National Bank |
| Rita Goins | Campbell County Basic Education Program |
| David Cooper | Quality Machine and Manufacturing |
| Shirley Scott | Pierre Frozen Foods |
| Tom Stiner | Campbell County Executive |
| Susan Norton | Jellico High School |

CUMBERLAND COUNTY ADVISORY COMMITTEE

| | |
|---------------|-----------------------------------|
| Paul Hodge | Cumberland County High School |
| Nancy Hyder | Cumberland County High School |
| L.T. Thurman | Department of Employment Security |
| Diane Brownn | First National Bank |
| David Simcox | Plateau Office Supply |
| Wayne Watkins | Dana Corporation |
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| Svend Hovmand | Crossville Ceramics |
| Teb Thornton | Avery Dennison |

LOUDON COUNTY ADVISORY COMMITTEE

| | |
|----------------|-----------------------|
| Patricia SMith | Lenoir City Schools |
| Gary Dutton | Loudon County Schools |

| | |
|------------------|------------------------------------|
| Hon Downing | Quazite |
| Polly Harris | Monterey Mushrooms |
| Linda Stover | Loudon County Chamber of Commerce |
| Doug Berry | Loudon County Industrial Recruiter |
| Ted Wampler, Jr. | Wampler's Farm Sausage |
| Pam Clark | Lenoir City High School |
| Dewayne Arp | Loudon High School |
| Ron Hammontree | Tellico Education Consortium |

SCOTT COUNTY ADVISORY COMMITTEE

| | |
|------------------|--------------------------------------|
| Ejje Beighton | Scott County Hospital |
| Darlene Branim | Jim Barna Log Systems |
| Mayfield Brown | Oneida Special School District |
| Scott Burchfield | Job Training Partnership Act |
| Ronnie Jeffers | Hartco Flooring Company |
| Sharon Keeton | TN Department of Employment Security |
| Amon Lay | Scott County School System |
| Clarence Lowe | Scott County Executive |
| Debby Sexton | Scott County School System |
| Mike Swain | First National Bank |
| Brenda Tate | Tate Distributors |
| Bob Thompson | Top Milling, Inc. |
| Bert Walker | Brimstone Company |

CLINICAL AFFILIATES/SUPERVISORS FOR HEALTH SCIENCE PROGRAMS

EMT-Paramedic Preceptors

| | |
|----------------|-----------------------------------|
| David Breeding | Rural/Metro Fire Department |
| Glenn Elmore | Rural/Metro Fire Department |
| Wanda Hawkins | Rural/Metro Fire Department |
| Carolyn Brooks | Rural/Metro Fire Department |
| Danny Williams | Rural/Metro Fire Department |
| Lonnie Glenn | Rural/Metro Fire Department |
| Aaron Jones | Rural/Metro Fire Department |
| Jerry Nealon | Rural/Metro Fire Department |
| Theresa Childs | Rural/Metro Fire Department |
| Dan Childs | Rural/Metro Fire Department |
| Doug Seals | Rural/Metro Fire Department |
| Robert Watkins | Rural/Metro Fire Department |
| Brett McElroy | Rural/Metro Fire Department |
| Vince Pontello | Rural/Metro Fire Department |
| David Fuller | Rural/Metro Fire Department |
| Mike Terrell | Rural/Metro Fire Department |
| Tim Douglas | Rural/Metro Fire Department |
| Scott McKean | Rural/Metro Fire Department |
| Donnie Bolton | Anderson County Ambulance Service |
| Hugh Kring | Anderson County Ambulance Service |
| Kenny Powell | Anderson County Ambulance Service |
| Mike Coffey | Anderson County Ambulance Service |
| Danny Watson | Anderson County Ambulance Service |

Garrett Ramsey
 Robert Rayburn
 Wayne Baxter
 Eric Knofel
 Leon Miller
 Trina Laymen

Anderson County Ambulance Service
 Loudon County Ambulance Service
 Loudon County Ambulance Service
 Loudon County Ambulance Service
 Loudon County Ambulance Service
 Loudon County Ambulance Service

Medical Laboratory Technology

Dr. Bruce B. Bellomy, Medical Director
 Amelia Jordan
 Don Ward
 Burton Goodge
 Don Hatcher
 Elizabeth Blackburn
 Teresa Anderson

Fort Sanders Regional Medical Center
 Harriman Hospital
 Methodist Medical Center of Oak Ridge
 Fort Sanders Regional Medical Center
 Children's Hospital
 Blount Memorial
 Medic Regional Blood Center

Medical Record Technology

Betsy Dupree
 Dolly Bates
 Linda Cingilli
 Carmen Haun
 Beverly Hinkle
 Marcia Holladay
 Sue Gray
 Susan Swaney
 Sharon Hamby
 Barbara Roberts
 Missy Sanford
 Maria Wynns
 Janie Dills

Oak Ridge Associated Universities
 Cumberland Medical Center
 East Tennessee Baptist Hospital
 Thompson Cancer Survival Center
 Lakeshore Mental Health Institute
 Harriman Hospital
 UT Veterinary Teaching Hospital
 UT Medical Center
 Marshall C. Voss Health Care Facility
 Cumberland Medical Center
 East Tennessee Baptist Hospital
 Fort Sanders Parkwest Medical Center
 Knoxville Health Care Center

Medical Transcriptionist

Angie Kring
 Lisa Polte
 Janice Anderson
 Susan Murphy
 Nancy Wiggins
 Carole Thurmer
 Jane Seitz
 Pam Gatz
 Pat Reagan
 Connie Howell
 Joan Curley
 Diana Newport
 Alta Whisnant
 Tanya Fowler
 Missy Sanford
 Dottie McDaniel
 Phil Frances
 Frances Wiesener

Fort Sanders Parkwest Hospital
 UT Medical Center
 UT Medical Center
 UT Medical Center
 UT Medical Center
 Fort Sanders Regional Medical Center
 Fort Sanders Regional Medical Center
 Fort Sanders Regional Medical Center
 Fort Sanders Regional Medical Center
 Superior Home Health of Harriman
 Superior Home Health of Harriman
 Dr. Clifford Poseman
 Oak Ridge Methodist Medical Center
 Oak Ridge Methodist Medical Center
 East Tennessee Baptist Hospital
 East Tennessee Baptist Hospital
 East Tennessee Baptist Hospital
 UT Medical Center

| | |
|-------------------------|---------------------------------------|
| Vicky Woodcock | St. Mary's Medical Center |
| Lori Nelson | St. Mary's Medical Center |
| Lisa Polte | UT Medical Center |
| Karen Martin | Harriman Hospital |
| Kim Malmquist | Fort Sanders Regional Medical Center |
| Karen White | Harriman Hospital |
| Alta Whisnant | Methodist Medical Center of Oak Ridge |
| Micki Camp | Methodist Medical Center of Oak Ridge |
| Jan Gorman | Fort Sanders Regional Medical Center |
| Dawn Patterson | Sweetwater Hospital |
| Linda Davis | East Tennessee Baptist Hospital |
| Rose Haney | Cookeville General Hospital |
| Denise Ogden | Blount Memorial Hospital |
| Rebecca Eller | Oak Ridge Gastroenterology |
| Karon Moffitt | Methodist Medical Center of Oak Ridge |
| Linda Willhoit | East Tennessee Baptist Hospital |
| Teresa Seeber | MEDASSURE |
| Gayle Livingston | Cookeville General Hospital |
| Louise Scott | UT Medical Center |
| Karen Brazeale | Baptist Hospital of Roane County |
| Angie Kring | Fort Sanders Parkwest Medical Center |
| Coreen Hartwig-Clarahan | East Tennessee Baptist Hospital |
| Minnie Galyon | Fort Sanders of Loudon County |

Occupational Therapy Assistant

| | |
|--------------------|---|
| Debbie Wells | Blount Memorial Hospital |
| Renee Huntley | Novacare |
| Stacy Edge | East Tennessee Baptist Hospital |
| Marilyn Hobbs | CMS Therapies |
| Jane Kittrell | Kid's Kabin |
| Larry Bernard | Knoxville Health Care Center |
| Robin Stone | Lakeshore Mental Health Institute |
| Rose Little | Loudon Health Care Center |
| Nancy Tabor | Oak Ridge Health Care Center |
| Terrie Ciccocioppo | St. Mary's RehabCare |
| Ellen Fowler | Therapy Center |
| Julie Smallridge | University of Tennessee Medical Center |
| Jane Kittrell | Michael Dunn Center |
| Carrie Roller | East Tennessee Orthopedic Center |
| Karne Meiring | National Health Corporation |
| Shelia Dill | Knoxville Convalescent Center |
| Tanya Crooks | Methodist Medical Center |
| Debbie Seyer | Northhaven Health Care Center |
| Nancy Mintern | Ridgeview Psychiatric Center |
| Sandra Davis-Hoyas | Penninsula Mental Health Hospital |
| Sara Longshore | East Tennessee Children's Rehab. Center |
| Nancy Tabor | Therapy Unlimited |
| Patty Harmon | Peak Performance |
| Regina Bradley | Knox Co. Schools |
| Shane Fulmor | Appalachian Therapy Center |
| Kathy Boling | Kids and Nurses |
| Margaret Gibb | Occupational Therapy Consultants |
| Joe Dubois | Hillhaven |

Mark Preston
Darlene Hughes

Alpha Rehab
Fort Sanders/Patricia Neal

Opticianry

Bea Wilhite
Dr. Greer
Stacy Chitwood
Bob Himell
Vickie Sivik
Marsha Thurman
Connie Ford
Dr. Danny Cross
Cathie White
Ken Akers
Dr. Barry Winston
Dr. Lain
Dr. Dennis Crowe
Dr. David Beter

Pearle Vision Center
Wiley/Greer Eye Clinic
Wiley/Greer Eye Clinic
Cumberland Vision Care
Roane Co. Eye Center
Roane Co. Eye Center
East Tennessee Regional Optical Dispensary
Dr. Cross
Dr. Cross
Visual Fashions
Dr. Barry Winston & Dr. Jerry Winston
The Eye Group
Dr. Crowe
LaFollette Eye Clinic

Radiologic Technology

Betty Wilson
Jean Robinson
Renee Boles
JoAnn Brewer
Cathy Asbury
Teresa Stewart
Amy Carney
Donald Lamkey
Mary Ellis
Becky Smith
Vicki Childs

Baptist Hospital
Baptist Hospital
Fort Sanders Parkwest Medical Center
Fort Sanders Parkwest Medical Center
Fort Sanders Regional Medical Center
Fort Sanders Regional Medical Center
Fort Sanders Sevier Medical Center
Fort Sanders Sevier Medical Center
Harriman City Hospital
Harriman City Hospital
Methodist Medical Center of Oak Ridge

Physical Therapist Assistant

Barbara Knowlton
Kelly Lenz
Lil Lacey
Susan Gleaves
Vicki Voght
Lorna Swanson
Kari McClure
Damian Cash
Gay Warren
Sue Burris
Karen Woods
Diane Fryer
Linda Gouch
Linda Yam
Sara Bryant
Vicki Peterson
Lorna Cronje
John Harris

Associated Therapeutics
Clinton Physical Therapy
East TN Children's Rehabilitation Center
UT Medical Center
Ther-Ex, Inc.
Fort Sanders Regional Medical Center
Shannondale Health Care Center
Methodist Medical Center of Oak Ridge
East Tennessee Baptist Hospital
Plateau Physical Therapy
Appalachian Therapy Center
Knoxville Health Care Center
Knoxville Physical Therapy
Oak Ridge Health Care Center
Ft. Sanders Parkwest Medical Center
Michael Dunn Center
St. Mary's Medical Center
Knoxville Orthopedic & Sports
Physical Therapy

Keith Collins
 Larry Mead
 Regina Bradley
 Chuck Olson
 Caroline Darden
 Larry Hale
 Regina Bradley
 Christine Smith
 Tracy Martin
 Christy Castleberry

Harriman City Hospital
 Cumberland Medical Center
 Knox Co. Schools
 St. Mary's Rehab Center
 Johnson City Hospital Medical Care Center
 Windwood Health and Rehabilitation Center
 Knox County Schools
 Blount Memorial Hospital
 Appalachian Therapy Industrial Office
 Superior Home Health of Oak Ridge

Respiratory Therapy Technology

Arnold Hudson, M.D.
 Terry DuPont
 Mark Davidson
 Jean Rieder
 Robert Robinson
 Ken Popek
 Janis Cross
 Bruce Henschen, M.D.
 Buddy Hunt
 Paul Tatum
 Marcus Becker
 Charles Bruton, M.D.
 Leshia Hill
 Sharon Jewitt
 Kim Collier
 Peggy Jordan
 Tammy King
 David Blevins
 Vicki Hammontree
 Teresa Phipps
 William Bedwell, M.D.
 Debbie Lane
 Carla Kendall
 Jackie Abercrombie
 David Sutlyker, M.D.
 Catherine Quirk
 Steve Mapes
 Libby Hagen
 Eric Tuck
 Tammy Curtis
 Peggy Lewis
 David Arpina
 Randy Irwin
 Mike Thrasher
 Jerry Thrasher
 Davis Owenby
 Alan Webb
 David Cummings
 Brenda Botts
 Richard Obenour, M.D.
 Tim Henion

East Tennessee Baptist Hospital
 East Tennessee Baptist Hospital
 East Tennessee Baptist Hospital
 East Tennessee Baptist Hospital
 East Tennessee Baptist Hospital
 East Tennessee Baptist Hospital
 East Tennessee Baptist Hospital
 St. Mary's Medical Center
 St. Mary's Medical Center
 St. Mary's Medical Center
 St. Mary's Medical Center
 Methodist Medical Center of Oak Ridge
 Methodist Medical Center of Oak Ridge
 Methodist Medical Center of Oak Ridge
 Methodist Medical Center of Oak Ridge
 Methodist Medical Center of Oak Ridge
 Methodist Medical Center of Oak Ridge
 Methodist Medical Center of Oak Ridge
 Methodist Medical Center of Oak Ridge
 Methodist Medical Center of Oak Ridge
 Methodist Medical Center of Oak Ridge
 Fort Sanders Parkwest Medical Center
 Fort Sanders Parkwest Medical Center
 Fort Sanders Parkwest Medical Center
 Fort Sanders Parkwest Medical Center
 Fort Sanders Regional Medical Center
 Fort Sanders Regional Medical Center
 Fort Sanders Regional Medical Center
 Fort Sanders Regional Medical Center
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 Fort Sanders Regional Medical Center
 Fort Sanders Regional Medical Center
 Fort Sanders Regional Medical Center
 Fort Sanders Regional Medical Center
 University of Tennessee Medical Center
 University of Tennessee Medical Center

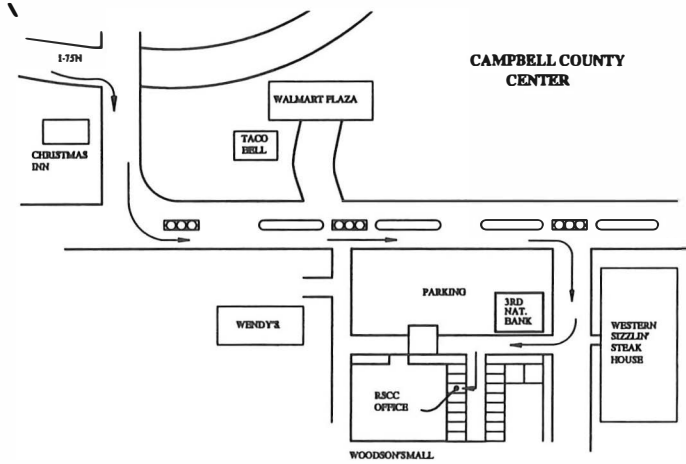
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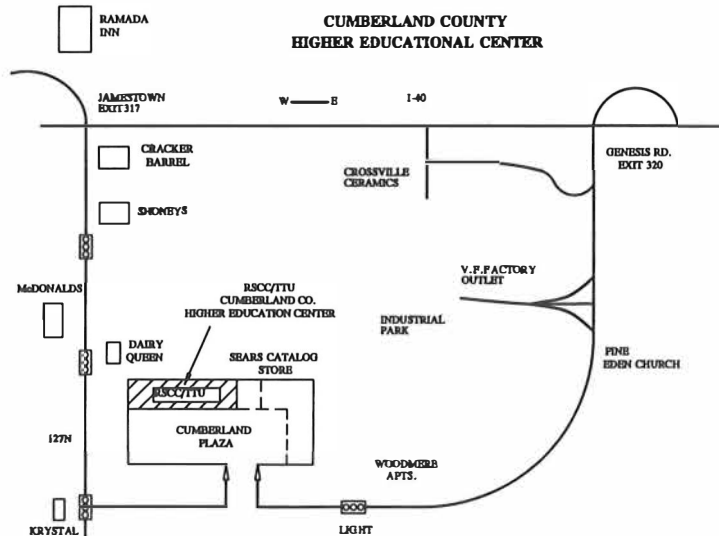
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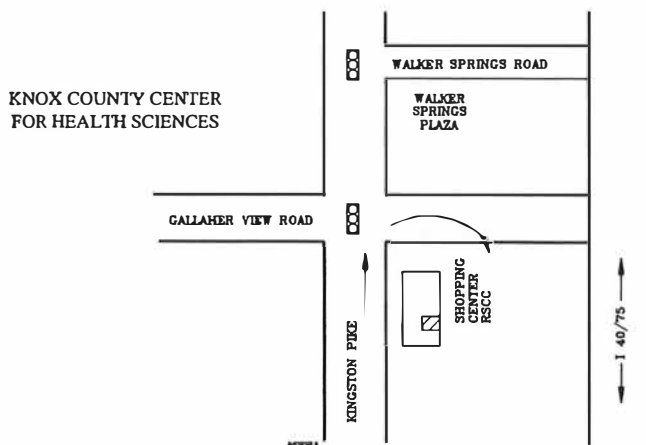
CAMPBELL COUNTY HIGHER EDUCATION CENTER



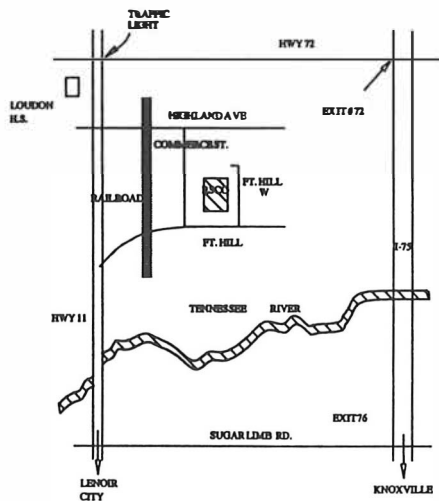
CUMBERLAND COUNTY HIGHER EDUCATION CENTER



KNOX COUNTY CENTER FOR HEALTH SCIENCES

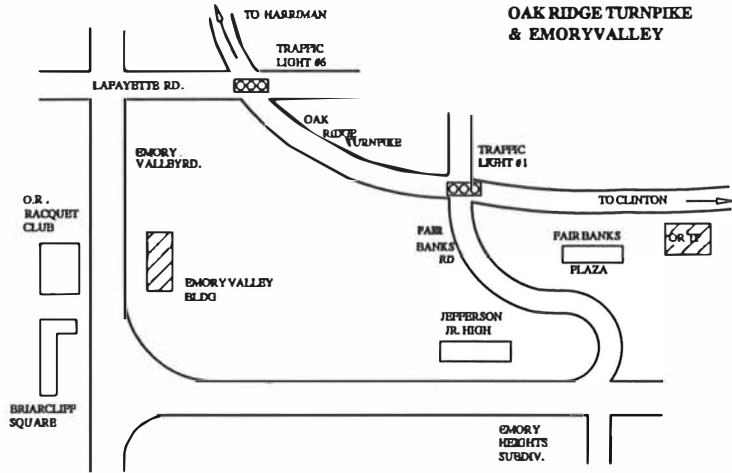


LOUDON COUNTY HIGHER EDUCATION CENTER

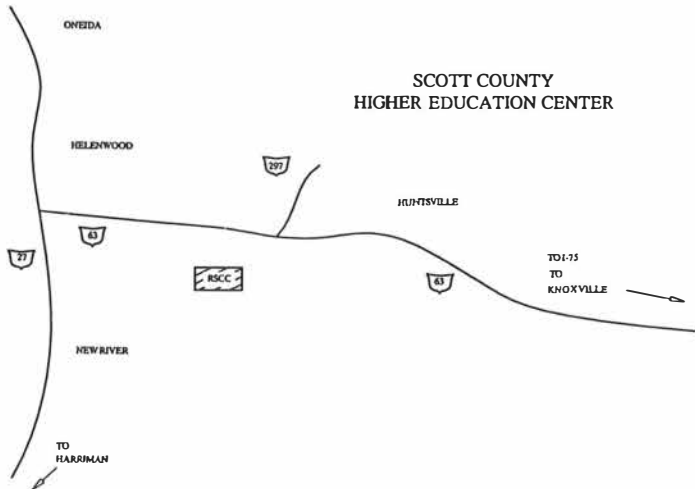


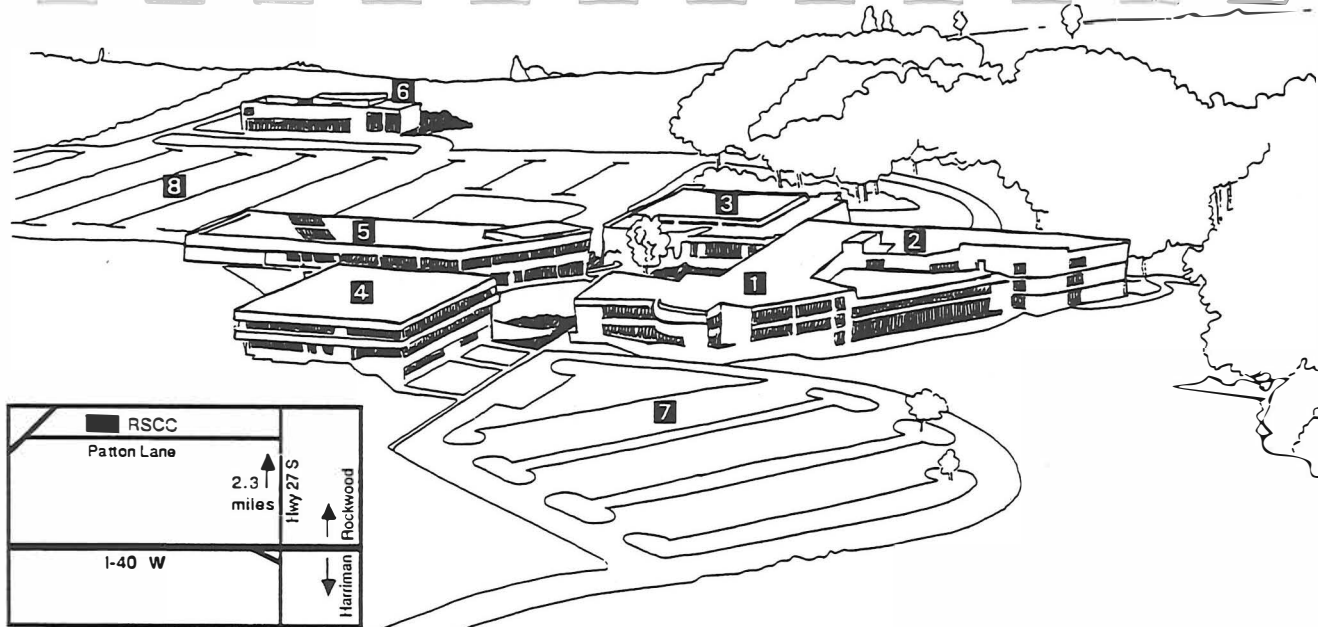
**LOUDON COUNTY
HIGHER EDUCATION CENTER**

OAK RIDGE TURNPIKE & EMORY VALLEY



SCOTT COUNTY HIGHER EDUCATION CENTER





Roane County Campus

1. Cuyler A. Dunbar Administration Bldg.
2. Classroom Bldg.
3. Gymnasium
4. Technology Bldg.
5. Library
6. Maintenance Bldg.
7. Visitors/Staff Parking Lot
8. Student Parking Lot

Patton Lane

NOTES

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