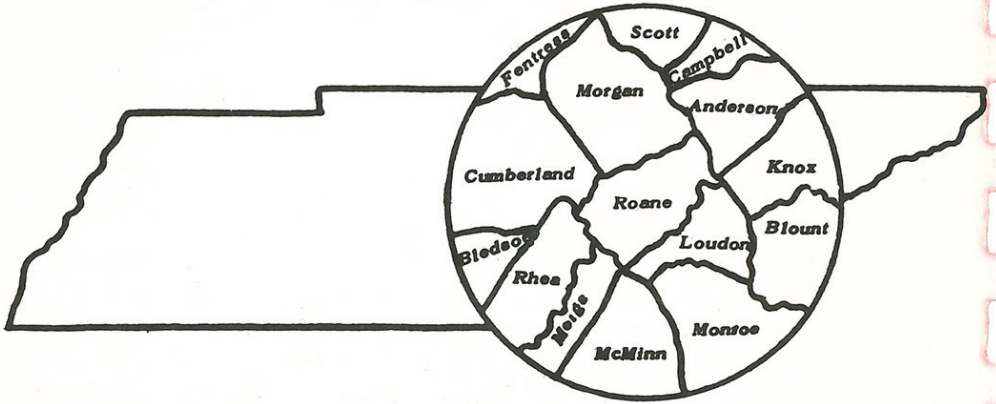


Roane State Community College

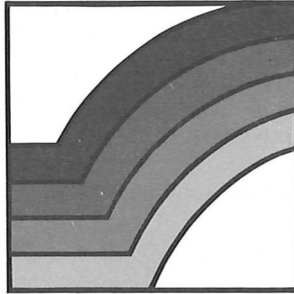


Catalog 1974 - 75



ROANE STATE COMMUNITY COLLEGE

HARRIMAN, TENNESSEE 37748



Roane State Community College is an Institution of Higher Education of the Tennessee State Board of Regents; in candidacy status with the Southern Association of Colleges and Schools; an institutional member of the American Association of Community and Junior Colleges, the Southern Association of Junior Colleges and the Tennessee College Association; approved by the State Department of Education. Courses are approved by the State Approving Agency for Veterans Training.

GENERAL CATALOG 1974-75

Roane State Community College began the first session of its educational operation on September 20, 1971.

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ROANE STATE COMMUNITY COLLEGE

CALENDAR FOR 1974

JANUARY	FEBRUARY	MARCH	APRIL
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CALENDAR FOR 1975

JANUARY	FEBRUARY	MARCH	APRIL
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SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
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ACADEMIC CALENDAR

for School Year 1974-75

SPRING QUARTER 1974

March	25	Registration
March	27	Classes begin
April	2	Last day to add classes and register late
April	2	Last day to change from audit to credit or credit to audit
April	12	Good Friday (no classes)
April	29-30	Mid-Term Examinations
May	31	Classes end: Last day to drop a class with grade of W assigned
June	3- 5	Final Examinations
June	8	Commencement

SUMMER QUARTER 1974*

June	13	Registration
June	14	Classes begin (See Summer Schedule)
July	4	Independence Day Holiday (no classes)
July	19	First Summer Term ends
July	22	Begin Second Summer Term
August	23	Summer Quarter ends

FALL QUARTER 1974

September	9-11	Faculty Pre-service Training
September	12-17	Freshman and New Student Orientation and Advisement
September	19	Registration
September	23	Classes begin
September	27	Last day to add classes and register late
Oct. 28-Nov.	1	Mid-Term Examinations
November	1	Last day to change from audit to credit or credit to audit
November	28-29	Thanksgiving Holidays (no classes)
December	6	Classes end: Last day to drop a class with grade of W assigned
December	9-11	Final Examinations

WINTER QUARTER 1975

January	2	Registration
January	6	Classes begin

* See page 21 for registration procedures and fees for Summer Quarter.

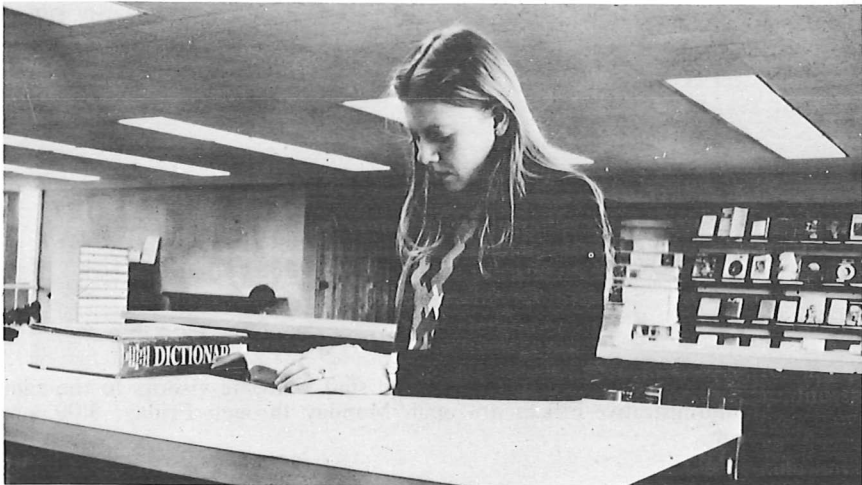
January	10	Last day to add classes and register late
February	3- 7	Mid-Term Examinations
February	7	Last day to change from audit to credit or credit to audit
March	11	Classes end: Last day to drop a class with grade of W assigned
March	12-14	Final Examinations

SPRING QUARTER 1975

March	20	Registration
March	21	Classes begin
March	27	Last day to add classes and register late
March	28	Good Friday (no classes)
April	29-30	Mid-Term Examinations
April	30	Last day to change from audit to credit or credit to audit
May	26	Classes end: Last day to drop a class with grade of W assigned
May	27-29	Final Examinations
May	30	Commencement <i>10:00 AM ??</i>

SUMMER QUARTER 1975*

June	5	Registration
June	6	Classes begin (See Summer Schedule)
July	4	Independence Day Holiday (no classes)
July	11	First Summer Term ends
July	14	Begin Second Summer Term
August	15	Summer Quarter ends



* See page 21 for registration procedures and fees for Summer Quarter.

ROANE STATE COMMUNITY COLLEGE

DIRECTORY FOR CORRESPONDENCE

Inquiries will receive attention if addressed to the administrative office below at Roane State Community College, Harriman, Tennessee 37748.

Admission.....	Admissions and Records Officer
Career Education Programs.....	Chairman of Division of Career Education
Community Services	Director of Community Services
Degree Requirements	Dean of Instruction
Evaluation of Credits.....	Admissions and Records Officer
Financial and Business Affairs	Business Manager
Graduation Requirements	Dean of Instruction
Guidance and Counseling Services	Dean of Student Personnel Services
Pre-Professional Curricula	Dean of Instruction
Public Information	Director of Public Information
Registration.....	Admissions and Records Officer
Scholarships and Loans	Director of Student Financial Aid
Student Organizations	Dean of Student Personnel Services
Testing Services	Director of Counseling and Guidance Services
Transcripts	Admissions and Records Officer
Veterans' Affairs.....	Veterans' Affairs Coordinator
Withdrawal	Admissions and Records Officer

Telephone: (615) 354-3000

A NOTE TO VISITORS

The College administration, faculty, and staff welcome visitors to the campus. The administrative offices are open Monday through Friday, 8:00 a.m. until 4:30 p.m.

STATE BOARD OF REGENTS

STATUTORY

Honorable Winfield Dunn, Chairman
 Governor of the State of Tennessee, ex-officio
 Dr. Cecil C. Humphreys, Chancellor
 Dr. Benjamin Carmichael
 The Commissioner of Education, ex-officio
 Honorable Guilford F. Thornton
 The Commissioner of Agriculture, ex-officio
 Dr. John K. Folger, Executive Director
 Tennessee Higher Education Commission, ex-officio
 Honorable J. Howard Warf
 Former Commissioner of Education

NAMED FROM CONGRESSIONAL DISTRICTS AND AT-LARGE

Mr. Ben Kimbrough, Vice-Chairman	Clarksville
Dr. Kenneth Ezell	Murfreesboro
Mr. Dale Glover	Obion
Mr. James H. Jones, Jr.	Mt. Pleasant
Mr. J. Frank Taylor	Huntingdon
Mrs. Johnella H. Martin	Nashville
Dr. C. N. Berry	Chattanooga
Miss Ella V. Ross	Johnson City
Mr. Charles J. Liner	Athens
Mr. George M. Klepper, Jr.	Memphis
Mr. David White	Knoxville



Seated, left to right: Mr. Dale Glover, Mrs. Johnella H. Martin, Mr. Ben Kimbrough, Honorable Winfield Dunn, Dr. Cecil C. Humphreys, Mr. James H. Jones, Jr. Standing, left to right: Dr. John K. Folger, Mr. J. Frank Taylor, Mr. George M. Klepper, Jr., Honorable Guilford Thornton, Mr. J. Howard Warf, Dr. Kenneth Ezell, Mr. Charles J. Liner. Absent: Dr. C. N. Berry, Honorable Benjamin Carmichael, Miss Ella V. Ross, Mr. David White.

ROANE STATE COMMUNITY COLLEGE

COLLEGE PERSONNEL

Administrative Officers

PresidentCUYLER A. DUNBAR
Dean of InstructionHAROLD L. UNDERWOOD
Dean of Student Personnel ServicesWALTER S. PATTON
Business ManagerJ. ALTON JOHNSON

Administrative Staff

Director of Community ServicesPAUL GOLDBERG
Director of Public InformationLES BRADLEY
Director of Student Financial AidCURTIS WHALEN
LibrarianJOHN R. NEEDHAM
Director of Admissions and RecordsLOUISE R. GREENE
Director of Institutional ResearchFRED H. MARTIN
Director of Computer OperationsWILLIAM MURRAY

Divisional Heads

Chairman, Division of Career EducationW. CARROLL MARSALIS
Chairman, Division of EducationJAMES C. PERRY
Chairman, Division of HumanitiesNANCY A. FISHER
Chairman, Division of Mathematics and ScienceANNE MINTER
Chairman, Division of Social ScienceGARY HEIDINGER



ADMINISTRATION AND FACULTY

- ALLEN, PHILLIP *Physical Education*
 B.S., Western Kentucky University—Physical Education
 M.S., University of Tennessee—Recreation
- ATKINSON, EDWARD R. *Psychology*
 B.A., Southwestern at Memphis—English
 M.A., George Peabody College—English
 M.A., Austin Peay State University—Psychology
- BILBREY, JUNE A. *School Nurse*
 R.N., Fort Sanders School of Nursing—Nursing
- BOULDIN, CHARLES L. *Mathematics*
 B.A., David Lipscomb College—Mathematics
 M.S., Middle Tennessee State University—Mathematics
 Additional Graduate work, University of Tennessee
- BRADLEY, LES *Journalism*
 A.B.J., University of Georgia—Journalism/ Broadcast News
 M.A., University of Georgia—Journalism
- BREAZEALE, WAYNE L. *Coordinator of Veterans' Affairs*
 B.S., University of Kentucky—Business Administration
 M.S., University of Tennessee—Guidance
 Additional Graduate work, University of Tennessee
- BROWN, JAMES E. *Art*
 B.A., Athens College—Art
 M.A., University of Alabama—Art
 Additional Graduate work, University of North Carolina
- BRYANT, GAY *Business*
 B.S., West Georgia College—Business Education
 M.S., University of Tennessee—Business Education
- CALVERT, MARJORIE H. *Assistant Librarian*
 B.A., Skidmore College—Psychology
 M.L.S., Rutgers University—Library Service
- CHRISTIAN, FLOYD *Mathematics*
 B.S., Birmingham Southern—Mathematics
 M.A., Samford University—Mathematics
 Ph.D., University of Mississippi (Pending)—Mathematics
- COULTER, H. MARTIN *English*
 B.A., University of Tennessee—English
 M.A., University of Tennessee—English
 Additional Graduate work, University of Tennessee
- DAVIS, BEULAH ANN *English*
 B.A., Carson-Newman College—English
 M.A., East Tennessee State University—English
 Ed.S., George Peabody College—English

- DUNBAR, CUYLER A. *President*
 B.S., University of Tennessee—Agricultural Education
 M.A., Austin Peay State University—Educational Administration/Counseling
 Ed.D., Auburn University—Educational Administration
- FISHER, NANCY A. *English and Chairman, Humanities Division*
 A.B., Woman's College, University of North Carolina—English
 M.A., Florida State University—English
 Ph.D., University of Tennessee—English
- FRITTS, HARRY *Music*
 A.B., Carson-Newman—Bible, Religious Education
 M.S., University of Tennessee—Music Education
- GODSEN, CAROL *Physical Education*
 B.S., Slippery Rock State College—Physical Education
 M.Ed., Slippery Rock State College—Physical Education
- GOLDBERG, PAUL *Director of Community Services*
 B.S., University of Tennessee—Economics
 M.S., University of Tennessee—Geography
- GREENE, LOUISE R. *Director of Admissions and Records*
 B.S., University of Tennessee—History
 M.S., University of Tennessee—Educational Administration and Supervision
- HARTMAN, RONALD P. *Education, Recreation*
 B.S., Central State College—Health, Physical Education, Recreation and Safety
 M.Ed., University of Georgia—Educational Administration
 Ed.S., University of Georgia—Recreation
 Additional Graduate work, University of Georgia
- HEIDINGER, GARY *Sociology and Chairman, Social Science Department*
 B.S., Bethel College—History
 M.A., George Peabody College—History
 Additional Graduate Work, University of Mississippi, Auburn University, Alabama A&M University, and University of Tennessee
- HOAGLAND, WILLIAM *Political Science*
 B.S., Lambuth College—History
 M.S.S., University of Mississippi—History
- HOWARD, BENJAMIN S. *English, German*
 B.A., University of Tennessee—English
 M.A., University of Tennessee—German
 Ph.D., University of Georgia—Comparative Literature
 Additional Graduate Work, University of North Carolina and Ludwig-Maximilians Universitat, Munich, Germany
- JENNINGS, ROBERT *Electronics*
 B.E.E.E., Vanderbilt University—Electrical Engineering
 Ph.D., Vanderbilt University—Electrical Engineering
- JOHNSON, J. ALTON *Business Manager*
 B.S., North Georgia College—Business Administration

- JOHNSON, JUDITH MAE *Developmental Studies*
 B.S., University of Tennessee—Psychology
 M.S., University of Tennessee—Adult and Continuing Education
- JONES, KATHY R. *Reading*
 B.A., David Lipscomb College—Speech
 M.Ed., Middle Tennessee State University—Reading
- JORDON, BERNARD *Vocational Counselor*
 B.A., B.S., Syracuse University/University of Illinois—Mathematics
 M.Ed., Northeastern University—Education
- KIRKPATRICK, MELVIN A. *Mathematics*
 B.S., Tennessee Technological University—Mathematics
 Secondary Education
 M.S.T., Middle Tennessee State University—Mathematics
- KRING, JAMES B. *Biology*
 B.S., Maryville College—Biology
 M.S., University of Tennessee—Botany
- LAWING, JACQUELINE, F. *Business*
 B.S.B.A., University of Denver—Business Administration
 M.S.B.A., University of Denver—Economics
- MARSALIS, CARROLL *Chairman, Career Education Division*
 B.A., Mississippi College—Political Science—Constitutional Law
 M.A., University of Mississippi—Political Science
 Additional Graduate work, Auburn University
- MARTIN, FREDRIC H. *Director of Institutional Research*
 B.S., University of Tennessee—Science Education
 M.S., University of Tennessee—Science Education
 Ed.D., University of Tennessee—Curriculum and Instruction
- MCADAMS, H. VAL *Electronics*
 B.S., Mississippi State University—Electrical Engineering
 M.S., Mississippi State University—Electrical Engineering
- MINTER, ANNE P. *Chemistry and Chairman,
 Division of Mathematics and Science*
 B.S., Georgia College at Milledgeville—Chemistry
 M.A., Duke University—Microbiology
 Ed.D., University of Tennessee—Science in Higher Education
- MOORE, MICHAEL L. *Business*
 B.S., Indiana University—Business Administration
 M.B.A., University of Tennessee—Accounting
 C.P.A., State of Tennessee
- MURRAY, WILLIAM *Director of Computer Operations*
 B.S., University of Cincinnati—Chemical Engineering
 M.S., University of Tennessee—Chemical Engineering, Mathematics
 Additional Graduate work, University of Tennessee
- NEEDHAM, JOHN R. *Head Librarian*
 B.A., Tennessee Technological University—English
 M.A., George Peabody College—Library Science

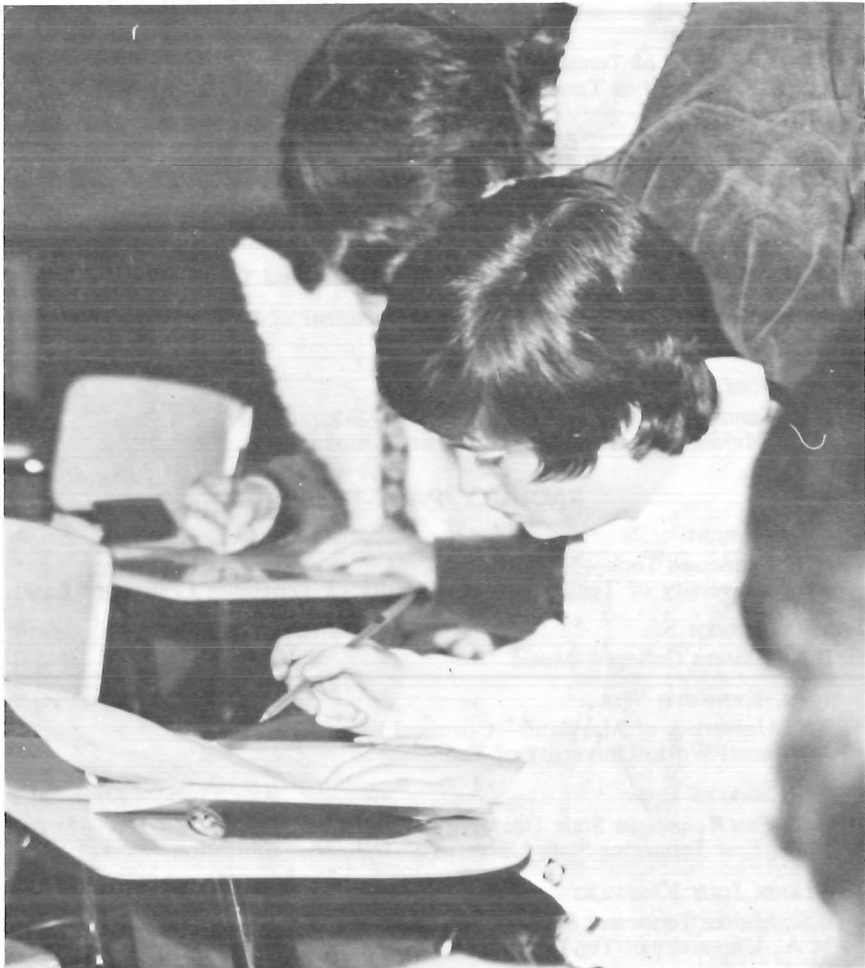
- NUGENT, GEORGIA I. *Dietetic Technology*
 B.S., University of New Hampshire—Food Nutrition and
 Institutional Management
- PARSONS, STEVE *Accounting*
 B.S., Tennessee Tech—Accounting
 M.B.A., University of Tennessee—Accounting
 C.P.A.—State of Tennessee
- PATTON, WALTER S. *Dean of Student Personnel Services*
 B.S., New Mexico State University—American History
 M.A.T, New Mexico State University—History, Government
 Ed.D., New Mexico State University—Educational Administration
- PERRY, JAMES C. *Education, Division Chairman, Education*
 B.S., Middle Tennessee State University—Biology
 M.S., Middle Tennessee State University—Biology
 Ph.D., George Peabody College—Higher Education
- POLLARD, OWEN J. *Philosophy*
 B.A., Assumption College—Philosophy
 B.D., M.A., University of Montreal—Religion
 M.A., University of Tennessee—Philosophy
 Additional Graduate Work, L'Université de Montréal.
 L'Université de Laval, Catholic University of America,
 Bellarmine, Bowling Green State University,
 University of Tennessee
- POULIN, GERALD DAVID *English*
 B.A., Middle Tennessee State University—French and English
 M.A.C.T., Middle Tennessee State University—English
- POWERS, ANNE D. *Coordinator of Printing*
 B.F.A. University of Tennessee
- RANDOLPH, HELEN *Chemistry*
 A.B., Womans College UNC—Chemistry
 M.A., University of North Carolina—Physical Chemistry
 Additional Graduate work, Murray State College
- SCALES, ROBERT W., JR. *Guidance Counselor*
 B.S., Western Kentucky University—Business Administration
 M.P.S., Western Kentucky University—Public Service/Guidance
 and Counseling
- SHELDON, MARTHA E. *English*
 A.B., University of Tennessee—English
 M.A., University of Tennessee—English
- SIENKNECHT, MARTHA E. *History*
 B.A., University of North Carolina—History
 M.A., Vanderbilt University—English, History
 Additional Graduate work, University of Tennessee
- SIMMONS, LINDA *History*
 B.A., Blue Mountain College—Social Science, History
 M.S.S., University of Mississippi—History, Political Science

- STEPHENS, KENNETH WAYNE*Business, Data Processing*
 B.S., Middle Tennessee State University—Business Management
- THOMPSON, IRA JOANN*Guidance Counselor*
 B.S., Tennessee Technological University—Health and Physical Education
 M.S., University of Tennessee—Guidance
- UNDERWOOD, HAROLD L.*Dean of Instruction*
 B.S., Mississippi State—Science Education
 M.S.C.S., University of Mississippi—Mathematics
 Ed.D., Auburn University—Educational Administration
- WHALEN, CURTIS*Director of Student Financial Aid*
 B.S., Memphis State University—Secondary Education
 M.Ed., Memphis State University—Educational Administration
- WHALEY, LOWELL*Assistant Business Manager*
 B.S., Tennessee Technological University—Business Management
 M.B.A., Middle Tennessee State University—Business Management
- WINKLES, BILLY B.*Physics, Mathematics*
 B.S., University of Tennessee—Engineering Physics
 Ph.D., University of Tennessee—Physics
- WORKS, LARRY P.*Psychology*
 B.S., East Tennessee State University—Health and Physical Education
 M.S., University of Montana—Health, Physical Education and Psychology
- YATES, WILLIAM B.*Speech and Theatre*
 B.A., Tennessee Wesleyan College—History
 M.A., University of Tennessee—Public Address and Theatre Arts
- YORK, KINCH M.*Superintendent of Buildings and Grounds*
 Memphis State University
- ZACHRY, JOEL GLEN*Biology*
 B.S., Tennessee Technological University—Education
 M.S., Middle Tennessee State University—Biology

FACULTY PART-TIME

- BADGER, ROBERT*Real Estate*
 B.S., Tennessee Tech—English
 J.D., University of Tennessee—(University of Tennessee College of Law)
- BARTINE, JUDITH S.*Music*
 B.A., Eastern College—Music
- DUNGAN, KENNETH WM.*Fire Science*
 B.S., University of Maryland—Chemical Engineering
 Additional Work, University of Tennessee
- ELDER, CHARLES E.*Electronics*
 B.S., East Tennessee State University—Industrial Arts
 M.A., East Tennessee State University—Industrial Education
- HOAGLAND, JUDY KNOWLES*Political Science*
 B.S., Middle Tennessee State—Political Science
 M.A., University of Tennessee—Political Science

- LIVINGSTON, ZELDA B.*Art*
 B.S., University of Tennessee—Related Arts and Crafts
 M.S. Art Ed., University of Tennessee—Art Education
- MCCORMICK, JOHN*Fire Science*
 B.S., University of Maryland—Fire Protection Engineering
 Additional Work, University of Tennessee
- MILLER, ANNA E.*Music*
 B.M., University of Tennessee—Music Theory
- PAYNE, BARBARA A.*Theatre*
 B.A., Berea College—English
 M.A., University of Tennessee—Theatre
- PLANT, SANDRA W.*Assistant, Public Relations*
 B.S., University of Tennessee—Journalism





General Information



COLLEGE HISTORY

In 1957 the Pierce-Albright report on higher education in Tennessee was submitted to the Tennessee Legislative Council. This report emphasized the need for additional higher education to be available to the typical Tennessee resident.

In 1963 the Tennessee General Assembly appropriated \$200,000 for use over a two-year period to implement the Pierce-Albright report. The State Department of Education, under the leadership of Commissioner J. Howard Warf, developed plans for the establishment of community colleges to service areas without access to higher education.

The 1965 Tennessee General Assembly authorized the establishment of the first three community colleges, one to be located in each of the State's three grand divisions. Sites of these institutions were Columbia, Cleveland, and Jackson. The cities of Dyersburg and Tullahoma were the locations of additional community colleges opened in 1969. In 1970 Morristown was the location of the sixth community college.

Acting upon the recommendation of Governor Buford Ellington and the State Department of Education, the 1969 Tennessee General Assembly authorized the establishment of three additional community colleges. These colleges were to be located in Sumner, Roane, and Shelby Counties. In July 1969, Commissioner J. Howard Warf and other State Department of Education officials visited various sites proposed for the new college in Roane County. After appropriate studies were made, a site on Patton Lane was chosen for the location of the institution.

In May of 1970, Dr. Cuyler A. Dunbar was selected as the first president of the College; and in the late summer, temporary offices were opened on Ruritan Road in South Harriman.

When bids for construction were opened in August 1970, the low bid was approximately \$700,000 higher than the amount of available funds. Subsequently, a decision was made by State Department of Education officials and College administrative personnel to open in temporary quarters in the fall of 1971.

Bids for construction were opened again in June 1971, and construction was begun in July 1971. The building was occupied in August 1973.

Location

The campus of Roane State Community College consists of 104 acres located between the cities of Harriman, Kingston, and Rockwood in Roane County, Tennessee. The permanent site is near the intersection of Patton Lane and U. S. Highway 70. The campus is easily accessible from Interstate 40 and U. S. Highways 27 and 70.

PURPOSE

The educational offerings of Roane State Community College are based upon the belief that development of the individual for a useful and productive life in a democratic society is a primary obligation of the public educational system.

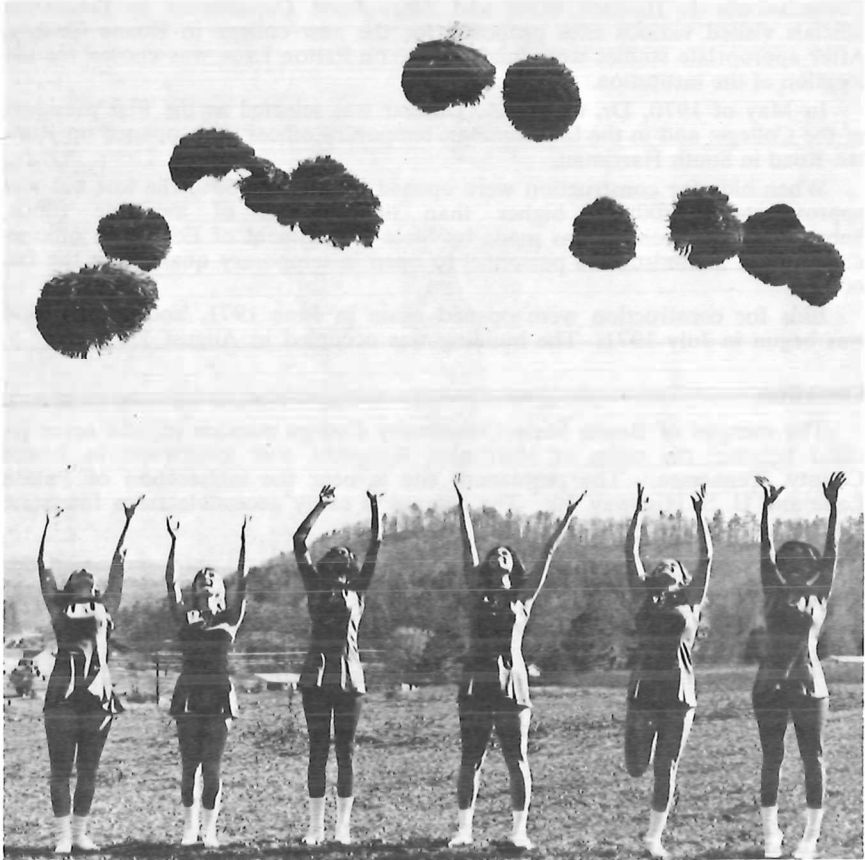
Roane State Community College accepts as its purpose the development of the cultural, intellectual, physical, and vocational resources of the people of the surrounding area through qualified teaching, professional counseling and guidance, and comprehensive services offered to students and community.

Roane State Community College offers day and evening programs combining general education and technical education sufficiently flexible to pro-

vide for the changing educational needs of the community. The program is three-fold: (1) To serve those who wish to transfer and complete a four-year college education; (2) To serve those who wish to complete their formal education upon graduation from Roane State Community College; and (3) To serve the entire community through an adult program based on community needs and demands.

Roane State Community College accepts the philosophy that a community college is not merely two years of continuing high school or just the first two years of college, but is a separate entity. Roane State recognizes that students have differing learning characteristics which require varied instructional techniques, and the college endeavors to provide the leadership which will enable each individual to develop and mature toward the realization of his potentialities. Thus, students are encouraged to actively participate in the social, cultural and intellectual activities of the college and its community.

Specifically, Roane State attempts to fulfill its role in the educational process by: (a) Promoting a liberal admissions policy; (b) Developing a broad curriculum of superior quality; (c) Supporting a position of low fees for its students; (d) Maintaining a fundamental orientation toward the area it serves; (e) Establishing adequate articulation with four year institutions; and (f) Development of reasonable vocational and occupational objectives.





Business Information and Expenses



Business Regulations

Expenses are charged and payable by the quarter since each quarter is a separate unit of operation. A student may enroll at the beginning of any quarter. Registration at the beginning of each quarter is not complete until all fees have been paid (which means all checks have cleared the bank), and no student may be admitted to classes without having met his financial obligations. All payments are to be made in cash or by check to the Business Office. No student may re-enroll, graduate, or receive a transcript of his record until all accounts are settled. The term "account" includes any indebtedness to the College. All fees are subject to change by the Tennessee State Board of Regents.

REGISTRATION FEES—ALL STUDENTS

(The following fees are effective Sept. '74)

Six dollars per quarter hour, not to exceed \$68.00 per quarter.

OUT-OF-STATE TUITION

In addition to registration fees, non-residents of Tennessee will pay out-of-state tuition at the rate of ~~\$30~~ per quarter hour, not to exceed ~~\$280~~ per quarter.

Students are classified as residents or non-residents for the purpose of assessing tuition charges. The definition of residency as determined by the State Board of Regents will apply. Information about residence classification may be obtained from the Admissions and Records Officer. **Non-resident students will be accepted, if space permits.**

AUDIT STUDENTS

Students enrolling in regular college courses as auditors will pay the same fees as those enrolling for credit.

COMMUNITY SERVICE COURSES

Fees for non-credit Community Service courses will vary with the length of the course and the cost of materials, equipment, lab fees or miscellaneous resources. The usual charge for classes meeting two hours per week per quarter is \$15.00. When enrolling in non-credit Community Service courses, an application fee is **not** required. Late Registration Fees are not charged for Community Service Courses.

Tuition is refunded for regularly scheduled Community Service Programs in the following manner: (1) 100% refund if class is dropped prior to first class meeting, (2) 70% refund if class is dropped after the first class but prior to the second class meeting, and (3) no refund is made after the second class meeting, for individual classes missed or for programs of less than 10 contact hours. All refunds will be made by mail during the fourth calendar week of the quarter.

SUMMER QUARTER FEES

The summer quarter consists of a full-quarter term, or two separate terms of approximately five weeks each.

Fees for the entire quarter are \$68.00 to residents of Tennessee, plus ~~\$280~~ to non-residents. Fees for the two separate terms of approximately five weeks each will be on a quarter hour basis. The quarter hour fee is \$6.00 per quarter hour with applicable out-of-state tuition in addition.

The student must indicate his choice of payment plan (either for the full quarter or per quarter hour) at the time of his initial registration; he may not

shift from one plan to the other thereafter. No part of his payment is refundable unless he withdraws from the College within the normal refund period. Even then, only a percentage of fees will be refunded. If, for example, a student pays for the entire quarter and then decides not to attend the second term, no fees will be refunded.

The student who wishes to attend only one term or to take fewer than 11 hours in the two terms combined should, for his own benefit, pay on the quarter hour basis. For example, a student registers for 8 hours at the beginning of his first term and pays fees of \$48.00. If he should register for additional hours for the second term, he would be obligated to pay for the hours at the rate of \$6.00 per hour. The maximum of \$68.00 per quarter would not apply for this student.

BOOKS AND SUPPLIES

Since the cost of books and supplies varies from one program of study to another and from quarter to quarter, only the average cost can be included in the catalog. The cost of books should range from \$30 to \$60 per quarter. The cost of slide rules and drafting instruments required for some courses must be added to the average quarter cost. Books and supplies can be purchased from the College bookstore.

OTHER FEES

Application Fee—A non-refundable fee of \$5.00 must accompany any application submitted to the College for credit courses. This fee is a one-time charge and is **not** applicable to the registration fee.

Late Registration—A non-refundable fee of \$5.00 for full-time students and \$0.50 per quarter hour for part-time students. The Late Registration Fee will be added on any registration not completed on the appointed registration day.

Change of Schedule Fee—A non-refundable fee of \$3.00 is charged for each change of a student's schedule after fees are paid. No courses may be added after late registration is over. No charge is made if the change is initiated by the College.

Transcript Fee—Each student is entitled to one transcript without cost. Subsequent copies will be furnished at the rate of \$1.00 each.

Late Examination Fee—\$5.00.

Replacement of Lost ID Card—\$1.00.

Individual Instruction in Music—Special fees for individual music instruction shall be as follows:

Full-time students—1 lesson per week	\$20.00
2 lessons per week	\$30.00
Part-time students—1 lesson per week	\$30.00
2 lessons per week	\$60.00

Graduation Fee—\$10.00, which covers cost of diploma. This fee must be paid at the beginning of the quarter in which a student is scheduled to graduate.

Laboratory Fee—A charge of \$2.50 per quarter will be assessed for all biological and physical science courses. A fee is charged for certain physical educational courses such as swimming and bowling.

Musical Instrument Rental Fee—\$5.00 per quarter.

Locker Rental Fee—\$1.00 per quarter.

Lock Replacement—\$3.00.

Returned Check Fee—There is a \$5.00 charge for any returned check.

Fees listed in this catalog are subject to change by the State Board of Regents.

Physical Education Towel Fee—Not to exceed \$2.00 per quarter.

ROTC Deposit—A refundable deposit of \$35.00 is required for all ROTC students who are issued a uniform. This deposit is refunded to the student upon return of all issued items to the ROTC.

Skiing Fee—\$35.00: Subject to change depending on cost of equipment, use of slope, and skiing instructions.

REFUNDS

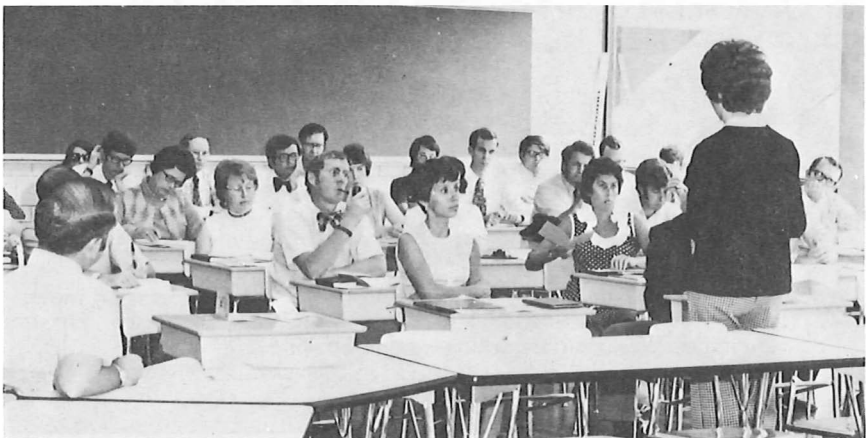
If a student withdraws from the college (within **seven calendar** days) after the beginning of classes for the regular term, a partial refund of all fees (with exception of those designated as non-refundable) will be made in accordance with the following schedule:

Period of Enrollment	Percentage of Refund
Seven calendar days or less	80%
More than eight and through less than fourteen days	60%
Fifteen through twenty-one days	40%
Twenty-two through twenty-eight days	20%
After twenty-eight days	No Refund

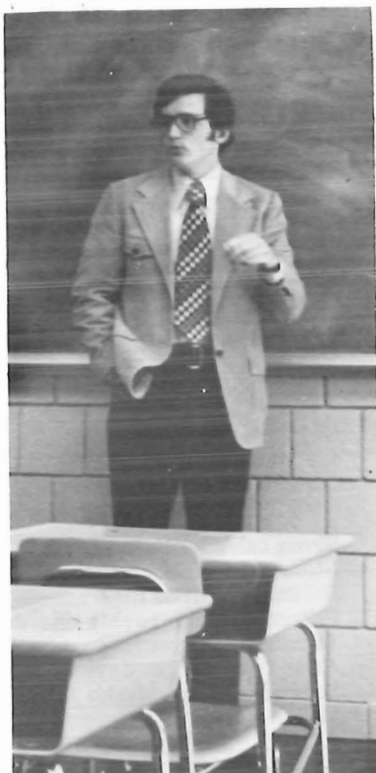
Summer school refunds follow a posted schedule different from the regular schedule.

Exceptions:

When cancelled classes results in reducing a full-time student's load below eleven quarter hours, a 100% refund will be made in the amount necessary to adjust the fees to comply with the per quarter rate. When a student drops a course and the resulting academic load is lowered, a refund, on the basis shown above, of the registration and/or tuition fees will be made in the amount necessary to adjust the fees to comply with the per quarter rate.



Admissions, Student Services and Activities



ADMISSION AND RECORDS

Roane State Community College subscribes to the "open-door" policy for admission. Prospective students seeking admission to complete courses for college credit must meet the following requirements.

ADMISSION REQUIREMENTS

1. Graduate from high school or receive a GED high school equivalency diploma and file with the Office of Admissions an official high school transcript.
2. File an application for admission and submit a non-refundable application fee of \$5.00.
3. File the required Medical History and Physical Examination Report. A portion of the form must be completed and signed by a licensed physician.
4. All freshmen applicants are **strongly urged** to take the American College Testing Program (ACT) battery and have their scores certified directly to the Admissions and Records Office, Roane State Community College, Harriman, Tenn. 37748. This test should be taken preferably on one of the fall testing dates during the senior year of high school. 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 when requesting that scores be sent to RSCC. Students may enter without having taken the ACT but they may be required to take the ACT battery during their first quarter of attendance. The sole purpose of these tests is to assist the student in choosing the best academic schedule. Students taking nine quarter hours or less in their entering quarter and who continue to take nine quarter hours or less in subsequent quarters are exempt from the ACT score requirement.

TRANSFER STUDENTS FROM OTHER COLLEGES AND UNIVERSITIES

1. Any applicant who has attended another college or university will be considered a transfer student and will be required to furnish transcripts of all previous college work from each institution he has attended.
2. Transcripts are not accepted from students. A certified copy should be mailed directly to the Office of Admissions, Roane State Community College.
3. Each student must have a Transfer Evaluation Form completed by the Dean of Students of each college the applicant has attended or is currently attending. This form must be received by the Admissions and Records Officer at Roane State Community College before final acceptance will be granted.
4. Transfer students will be admitted if they meet the minimum scholastic standards required by the College. Special cases will be evaluated by the Admissions Office.
5. The application for admission, transfer evaluation form, and official transcripts must be received in sufficient time prior to registration to be evaluated.
6. Credits for courses not corresponding with the curriculum at Roane State will be entered on the transcript as elective credit.

7. Freshmen transfer students must furnish the college with certified ACT scores. If the transfer student has not taken the ACT, then he may be required to take the ACT Battery during his first quarter of attendance at Roane State Community College.

When all requirements have been met, the applicant may be admitted to the College as a candidate for a degree and receive college credit for courses completed.

HOW TO APPLY FOR ADMISSION

All correspondence concerning admissions should be addressed to:

Admissions and Records Officer
Roane State Community College
Harriman, Tennessee 37748

A candidate for admission should request application blanks early enough to allow ample time for required materials to be forwarded to the Admissions and Records Officer.

When all admissions papers have been received in the Office of Admissions and Records, the applicant will be sent a letter indicating that he has been accepted for admission or he 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, pre-registration and registration.

READMISSION OF FORMER STUDENTS

Former students who wish to return to the College must file a formal application for readmission. Application forms, available from the Office of Admissions and Records, must be completed in ink or by typewriter and returned to the Admissions and Records Officer. If the student has enrolled at another college since last attending Roane State Community College, he must have a transcript from the other college submitted and approved before he may re-enter. Applications will receive favorable consideration only if the applicant is eligible for readmission under all college regulations.

CLASSIFICATION

For administration purposes, a student will be classified as a freshman until the completion of 42 quarter hours; a student who has completed 42 quarter hours or more will be classified as a sophomore. Those not accepted as Degree Students will be classified as Special Students.

Special Student—Credit

Persons desiring college credit but who are not working toward a degree at Roane State Community College may be admitted as special students. These students must submit an application form, the required medical form, and evidence of high school graduation or a G.E.D. diploma. If such students have already earned a degree, or have completed some work toward a degree at another institution of higher education, a college transcript in lieu of the high school transcript or G.E.D. diploma may fulfill this requirement.

Special Student—Non-Credit

Persons desiring to take courses offered in the College program for audit, or who do not meet all of the admission requirements, will be admitted as Special Students. Students seeking admission to the College for the purpose of attending special courses, seminars, or other non-credit offerings will be admitted as Special Students.

Transfer Student

Admission as a transfer student will be based upon the student's high school record and his success in college. Critical consideration will be given to the conditions under which he is withdrawing or has withdrawn from another institution. Normally, transfer students will be admitted who can show evidence of honorable withdrawal or dismissal. These students must be eligible for readmission at the institution or be recommended for admission by the institution where they matriculated. Special cases will be evaluated by the Admissions Office.

Transient Student

The person seeking to be admitted as a transient student must complete the application form for transient students. The form contains a provision for written approval and a prior commitment from the student's college to accept the credit earned at Roane State Community College.

Transfer students who are residents of Tennessee will be given first consideration. Out-of-state transfer students will be considered if space is available. The conditions resulting in their request for transfer will be studied and recommendation made by the appropriate committee.

ADMISSION WITH ADVANCED STANDING

Advanced Placement

Under certain conditions advanced placement may be granted. Roane State Community College may grant advanced placement and credit for courses in which the student has demonstrated satisfactory achievement. Each applicant under this plan is to show satisfactory achievement on the College Level Examination Program (CLEP). CLEP scores should be accepted for departmental credit where applicable on a pass/fail basis, using the CLEP Center's recommended cut off scores.

These examinations are scored by CEEB and forwarded to the College. Upon receipt of tests showing satisfactory achievement scores, the College may, with the recommendation of the department concerned, evaluate the results and grant advance placement with credit.

Individual Departments may recommend Advanced Placement based upon the level of achievement attained on departmentally designed examinations together with an evaluation of the student's background.

Advanced placement in foreign language classes will be based upon the student's previous studies. Those who have completed two years of high school language with "C" or better must enroll in the intermediate level of that language. A student may, however, enroll in beginning courses for audit or enroll in the beginning courses of a different language.

Placement in mathematics may be made at a level decided by the Mathematics Department in consultation with the student. Consideration will be given to the student's background in specific courses and available test scores.

All advanced placement must be approved by the Dean of Instruction.

Course Exemption

High school graduates with exceptional scholastic records or those who have been enrolled in high school accelerated or honor sections may apply to take exemption tests in beginning English, history, mathematics, science, or other subjects where exemption may be justified. Applications to take exemption tests in one or more of the subject areas must be received in letter form by the Office of Admissions at least four weeks prior to the date specified for registration in the college calendar.

Students submitting USAFI courses for credit or for exemption from cur-

riculum requirements may be required to take substantiating tests at the College before credit or exemption will be granted. Students who achieve satisfactory scores on such tests may be enrolled in advanced courses. These exemptions may permit a reduction in the number of credit hours and points essential for the Associate Degree.

All course exemption requests must be approved by the Dean of Instruction.

TRANSFER OF CREDIT

Roane State Community College will accept credits transferred from accredited colleges. 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 will be entered on the transcript as elective credits. Credit from an institution of higher education which is not fully accredited may be accepted provisionally if the institution is in the process of attaining accreditation.

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 the Southern Association of Colleges and Schools).

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

Veteran students who have more than one year of military service may be awarded six hours of physical education and nine hours of military service credit.

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 25 quarter hours correspondence and/or extension work may be applied toward degree credit. All correspondence or extension work must have the documented approval of the Admissions and Records Officer.

ADMISSION TO SPECIAL PROGRAMS

Admission to some programs requires additional testing and counseling. The requirements may be found in the catalog section dealing with program descriptions.

ENTRANCE PLACEMENT

The placement of a student in any given college level course will depend upon his having met certain prerequisites for the particular course. Prerequisites for any given course will be established on the basis of achievement in high school courses, the achievement on the related section of the ACT test, the (CLEP) College Level Examination Program, and/or achievement on other tests administered by the College during registration procedures for applicants. The placement procedures are designed to help guide the enrolling student into courses commensurate with his ability. Students who fail to achieve the required level of proficiency in high school courses and/or tests, will be required to enroll in appropriate courses. Other students may elect to take any Developmental Studies Program Course. The Developmental Studies Program includes reading improvement, communications, mathematics, science, and study skills.

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 referred to for the purpose of supplying information to legitimate sources, each student should be acutely conscious that he is building his future and that his good attitude and diligent study will stand him in good stead after graduation.

TRANSCRIPT OF CREDITS

One official copy of a student record will be furnished free of charge. There will be a fee of \$1.00 for each additional copy. All transcript requests must be in writing and will not be taken by telephone. In all cases, obligations to the College must be fulfilled before a transcript will be issued.

CANCELLATION OF SCHEDULED CLASSES

Any scheduled class may be discontinued by the College. The right is reserved to cancel any class when the number enrolled is deemed insufficient.

PERMISSION TO AUDIT

Permission to audit a course may be obtained through the Admissions Office. An Audit Student is one who is attending classes, does not take the final examination, and does not receive a grade.

ADVANCED STUDIES (for seniors in high school)

Upon completion of the junior year in high school a student may enroll in courses during the summer quarter under the Advanced Studies plan. Conditions of this plan are as follows:

1. The student must have a cumulative average of "B" or above or rank in the upper 25% of the class and be nominated by the high school principal and/or counselor;
2. Courses taken in the summer quarter must be chosen by the student in consultation with his school counselor and the head of the department at Roane State so as to supplement, and not overlap, the total high school program; and
3. The course load may not exceed 10 quarter hours except in cases where a sequence may be 12 quarter hours.

Courses taken will count as credit for those who submit a high school transcript showing evidence of high school graduation.

Exceptionally qualified students may continue in advanced studies during their senior year of high school if recommended by the high school principal. Courses for such students should be selected by the College, and the student given released time at the high school to attend classes at the College.

PROBATION AND RETENTION STANDARDS

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

Academic Deficiency

A student will be notified of academic deficiency if after attempting 24 hours at Roane State Community College that student's cumulative GPA is less

than 1.5. A student having attempted 60 hours or more at Roane State Community College must maintain a cumulative GPA of 1.75 to avoid academic deficiency status.

Academic Suspension

After one quarter on academic deficiency, a student who does not show improvement in his GPA may be placed on academic suspension for one quarter.

Any student who is placed on academic suspension will be notified by the Admissions Office and has the right to appeal to the Admissions and Retentions Committee (composed of faculty, staff, and student representatives) for reinstatement. The student should notify the Admissions Office if he wishes to process an appeal.

Grounds 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 (see student handbook).
3. Failure to attend classes regularly.

WITHDRAWALS AND HONORABLE DISMISSALS

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

1. Initiate form in Admissions and Records Office.
2. Go to Counseling Office for exit interview.
3. Secure clearance signatures (in sequence) from (1) Adviser (2) Instructor of each course for which student is registered (3) Student Financial Aid Office (4) Library (5) Admissions Office and (6) Business Office.
4. Return forms to Admissions Office.

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 taken by a parent or a person acting as an agent for the student. The student may withdraw from the College with the grade of "W." 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 quarter and a grade of "F" assigned.

REGISTRATION FOR COURSES

A student whose application is filed before the application deadline for any given quarter should, prior to registration, receive notification of registration procedures. The student will be assigned an adviser who will continue to assist with his education program. Students are expected to complete registration on the dates announced. They must observe the procedure specified at the time. The student is not officially enrolled until he has completed all the requirements of registration. Registration after dates established on the calendar may be completed by presenting an acceptable reason for delay and by payment of the late registration fee. Registration delayed beyond the period established as the last date to register or add a class requires special permission from the Dean of Instruction and may result in reduction of course load for the quarter.

CHANGE OF REGISTRATION

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

1. Secure a schedule adjustment form from the Admissions and Records Office;
2. Obtain adviser's signature;
3. Present the complete form to the Business Office and pay appropriate fees;
4. Return two (2) copies of form to the Admissions and Records Office and receive one copy which must be given to the instructor whose course is being added.

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

SOCIAL SECURITY ADMINISTRATION

The Admissions and Records Office cooperates with the Social Security Administration by certifying that students eligible to receive Social Security benefits are enrolled at Roane State.

VETERANS' AFFAIRS

Roane State Community College cooperates with the Veterans Administration in providing educational opportunities for veterans. The Veterans' Affairs Coordinator at Roane State is available for help in determining eligibility, selection of a major, preparing the required forms for VA benefits, or 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 program should contact the Veterans' Affairs Coordinator for help in planning their program of study for admission to Roane State.

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

Veterans' Affairs Coordinator
Room C-3
Roane State Community College
Harriman, TN 37748, or
Veterans Administration Regional Office
801 Broadway
Nashville, TN 37203

The Admissions and Records Office reports to the Veterans Administration on all persons receiving benefits under federal laws.

GED TEST

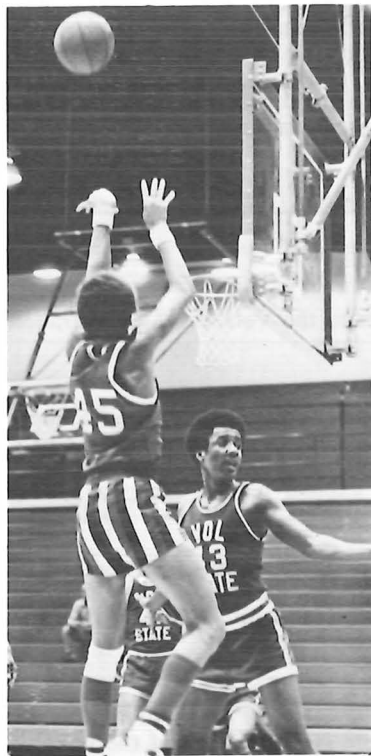
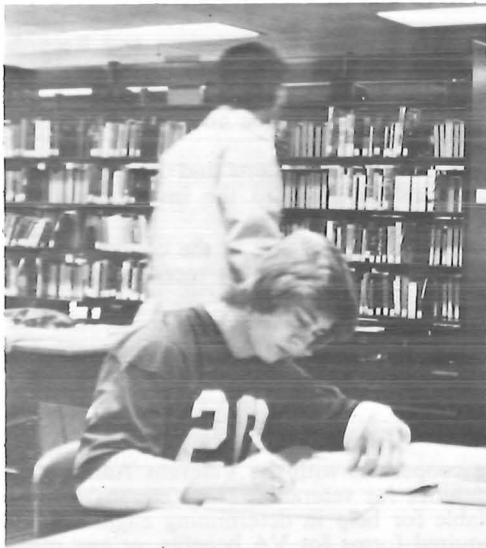
Adults who have not received a high school diploma and wish to apply for a certificate of equivalency may take the General Educational Development Test at Roane State Community College, which has been established as an official center for this test. A counselor will explain requirements for taking the test and will assist applicants in the preparation of necessary application forms.

Satisfactory scores on the test enable the person to apply to his high school for an equivalency diploma. Persons who feel inadequately prepared to take the GED test can obtain assistance by taking a course titled **G.E.D. Preparation for High School Equivalency Diploma** at the college.

ACT TEST

Roane State Community College serves as an area test center of The American College Testing Program (ACT). Tests are given on each of the national testing dates.

Student Services



Student Services comprise all the non-instructional services which Roane State Community College provides for its students. These services include academic, social, vocational and personal counseling, as well as financial aid, health services, and transfer assistance.

ORIENTATION FOR STUDENTS

All new students meet at the times indicated in the calendar for the orientation program. One purpose of orientation is to introduce students to administrative officers, student government officers, and other student leaders. Another purpose is to help acquaint students with the campus and its facilities. The orientation activities are coordinated by the Student Personnel Services Office and are executed with the assistance of faculty members and Student Government personnel.

COUNSELING AND TESTING CENTER

The Counseling and Testing Center is established to aid students in successfully completing their college work and establishing good foundations for future growth. The Center is staffed by professionally trained counselors who provide services for a wide range of problems—educational, vocational and personal.

All discussions are confidential, thus allowing students to explore freely any problems or feelings which are of concern to them. Anything causing a student to be upset or disturbed may affect his academic work. Therefore, all students desirous of a free atmosphere to air these problems are encouraged to contact a member of the Counseling Staff. Students interested in forming small discussion groups may do so by contacting someone in the Center. These would be scheduled at times chosen by the interested students.

Counseling may include aptitude, interest, achievement or personality tests. The Counseling Staff may also assist the student in securing services outside the College.

A collection of occupational information materials and catalogs from various institutions is available in the Center for student use.

HEALTH SERVICES

The health and safety of students is a concern of the Student Personnel Services Office, and the requirement of a health examination prior to entrance is enforced. A clinic is maintained for student use in case of illness or accident occurring during the school day. A registered nurse is in charge to administer first aid and palliative treatment in minor illnesses. A local physician, designated as the College Doctor will be available for major problems. Since the College does not collect a medical fee, each student is responsible for his medical bills. Appointments with the director of the clinic can be made for interviews concerning special health problems. Instruction in personal health is given in appropriate health courses.

STUDENT ACCIDENT AND SICKNESS INSURANCE PLAN

This plan provides protection 24 hours per day during the term of the policy for each student insured. Students are covered on and off campus, at home, and while traveling between home and school during interim vacation periods. Coverage is extended to provide up to 48 hours of actual travel time while enroute between home and school prior to the opening of school.

Application and claim forms may be obtained in the office of the Dean of Student Personnel Services.

TRAFFIC REGULATIONS

Registration of vehicles. All motor vehicles operating on the Roane State Community College campus must be properly registered. Vehicle registration should be completed during the process of academic registration and the sticker procured prior to payment of fees. This campus sticker must be displayed in the manner prescribed in the instructions given each registrant. If late registration is necessary, details may be obtained from the Office of the Dean of Students.

Detailed regulations are contained in the "Student Handbook". It shall be the student's responsibility to familiarize himself with these regulations and to abide by them.

HOUSING

Under State Board of Regents policy, Roane State Community College assumes no responsibility for student housing. This institution is primarily a commuting college and has no dormitories, fraternity or sorority houses. The local news media and real estate agencies are able to provide comprehensive listings of rental housing available. Individual students are responsible for making arrangements to rent these facilities from owners or their agents.

Students are required to register local addresses in the Admissions and Records Office for location purposes. Any change of address must be reported to the Admissions and Records Office. Failure to report a change of address subjects the student to disciplinary action.

STUDENT ORGANIZATIONS AND ACTIVITIES

A well-rounded, integrated program of student activities may be provided through student organizations. Students may choose from a variety of student organizations depending upon their individual interests. These organizations include scholastic honoraries, departmental groups, service organizations, and special interest groups.

All student organizations are required to register and receive approval from the office of the Dean of Student Personnel Services.

Intramural Activities: The physical education program emphasizes intramural activities for both men and women in all sports.

Assemblies: A variety of worthwhile culturally and intellectually stimulating assemblies are held for students, staff, and interested area citizens.

Fine Arts: Concerts, lectures and special cultural events are sponsored by the College and the community for the enrichment of the College and community.

COLLEGE PUBLICATIONS

A college newspaper will be published during the college year. Students who wish to do journalistic work will be given the opportunity to join the staff.

SOCIAL RETENTION STANDARDS

A student who fails to conduct himself in an acceptable way may receive disciplinary dismissal; or, if the proper committee sees fit, he may be placed on disciplinary probation for an indefinite period of not less than one quarter. A student on disciplinary probation must meet stated requirements of his proba-

tion and be again reviewed by the committee before being removed from disciplinary probation standing.

STUDENT 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 need the evaluating committee will consider all the financial resources of the student and the family as well as any special problems. Although the College will assist all qualified students as resources permit, this aid should be viewed only as supplementary to the efforts of the family and student.

SCHOLARSHIPS

State Board Work Scholarships

State Board Work Scholarships are authorized by the Tennessee State Board of Regents, the governing body of the state community colleges. These scholarships pay the registration fee for the academic year and are awarded on the basis of scholastic achievement and need. Students ranking in the upper 5% of their high school graduating class will be given priority in awarding these scholarships. Students ranking in the upper 25% of their graduating class are eligible to apply. Recipients of scholarships as freshmen may qualify annually for renewal provided they maintain a grade point average of 2.8 for the academic year.

Since State funds are used for State Board Scholarships, recipients are required to work four hours per week. In general, students are given work assignments related to their major academic interest.

Only residents of Tennessee are eligible for the State Board Work Scholarships. Applications should be submitted after the close of the first semester of the senior year of high school and before the following June 1.

Private Scholarships

Roane State has established a limited number of private scholarships. In selecting recipients for these scholarships, emphasis is placed on scholastic achievement, character, future promise and financial need.

These scholarships are:

- Roane State Community College Scholarship Fund
- Kingston Rotary Club Scholarship
- Harriman Rotary Club Scholarships
- Beta Sigma Phi Scholarship (Kingston Xi Beta Beta Chapter)
- American Contract Bridge League Scholarship (Tennessee Valley Unit 165)
- Rockwood Business & Professional Women's Club
- Mrs. Joe Bernard Memorial Scholarship
- Roane County Council of Home Demonstration Clubs Scholarship
- Phil Resseguie Memorial Scholarship-Loan

Additional scholarships will be established as interested groups and individuals make arrangements with the College. Individuals or groups interested in establishing a scholarship fund are advised to contact the Director of Student Financial Aid.

Athletic Scholarships

The College annually awards a number of athletic scholarships. For detailed information contact coordinator of athletics.

Army ROTC Scholarships

The Army ROTC scholarship program offers financial assistance to outstanding young men in the Army ROTC program who are interested in the Army as a career. Each scholarship provides for free tuition, textbooks, and laboratory fees in addition to a subsistence allowance of \$100 per month for the period that the scholarship is in effect. Scholarships may be awarded for either one, two, three or four years. High school seniors should contact their guidance counselors early in November or December of their senior year to apply for the four-year scholarship. One, two and three year scholarship applicants should contact the Director of Student Financial Aid or the ROTC Instructor for further information. Certain other privately financed scholarships and grants are available to ROTC cadets.

GRANTS

Basic Educational Opportunity Grants

This is a direct grant from the federal government to the student based primarily on the family's financial situation.

Supplemental Educational Opportunity Grants

Federal funds are available to colleges and universities for the purpose of providing grant assistance to undergraduate students of exceptional financial need who would not, except for the grant, be financially able to attend college.

Supplemental Educational Opportunity Grants must be matched in equal amounts by other financial aid provided by the college. The grant will be matched with other scholarship aid, loans, or student employment.

Applicants for Supplemental Educational Opportunity Grants must be enrolled or accepted for enrollment as full-time students and show evidence of academic or creative promise and capability of maintaining good standing.

Grants may be renewed from year to year for the first four years of undergraduate study provided the student continues to make satisfactory academic progress. All students who apply for financial assistance are automatically considered to determine if they meet the requirements to receive a Supplemental Educational Opportunity Grant.

Tennessee Tuition Grants

In 1971, The Tennessee Student Assistance Agency was created to administer the Tennessee Tuition Grant Program.

Under this program, Tennessee residents who need financial assistance may receive a grant to cover tuition and fees at the college of their choice in the State.

Application forms may be obtained from high school guidance offices, college financial aid offices, or by contacting:

Tennessee Student Assistance Agency
246 Cordell Hull Building
Nashville, TN. 37219

LOANS

National Direct Student Loans

National Direct Student Loans, previously known as National Defense Student Loans, are available to students through funds provided jointly by Roane State Community College and the Federal Government.

These are long term, low interest loans on which repayment does not begin, and interest does not accrue, while the borrower is enrolled as a student, on at least a one-half time basis, at a college or university. Repayment of principal and 3% annual interest begins 12 months after the student leaves college.

There are cancellation provisions of the National Direct Student Loan by which a student may have up to the total amount of the loan canceled by teaching in special education, in certain schools with a high enrollment of students from low-income families, or in Head Start programs.

Federally Insured Student Loans

Under this program, sponsored jointly by the Federal Government and the State of Tennessee, a Tennessee resident may receive long-term, low-interest loans from a participating bank or other lending institution to apply toward expenses related to education.

Repayment, at 7% simple interest, begins 12 months after graduation or withdrawal from school. During school, the interest is paid either by the Federal Government or by the Student, depending on the student's financial need.

Loans are usually made by the student's hometown bank. For application forms and information concerning the names of lending institutions which participate in the program, contact the Financial Aid Office of the College or the Tennessee Educational Loan Corporation, Cordell Hull Building, Nashville, TN. 37219.

RSCC Short-Term Loans

Under this program, a student may borrow up to \$40 for unexpected kinds of expenses to be repaid within 30, 60, or 90 days.

PART-TIME EMPLOYMENT

College Work-Study Program

Under the College Work-Study Program, funded jointly by College and Federal Government funds, students may work on a part-time basis in order to help finance their education.

Students who qualify for participation in this program may work up to 15 hours per week during the academic year and up to 40 hours per week during holiday or vacation periods, at a minimum of \$1.60 per hour.

Types of employment cover work opportunities in areas such as the library, laboratories, maintenance, faculty and administrative offices. Opportunities are also available off-campus in schools, hospitals, recreational facilities and other non-profit organizations.

Other Employment Opportunities

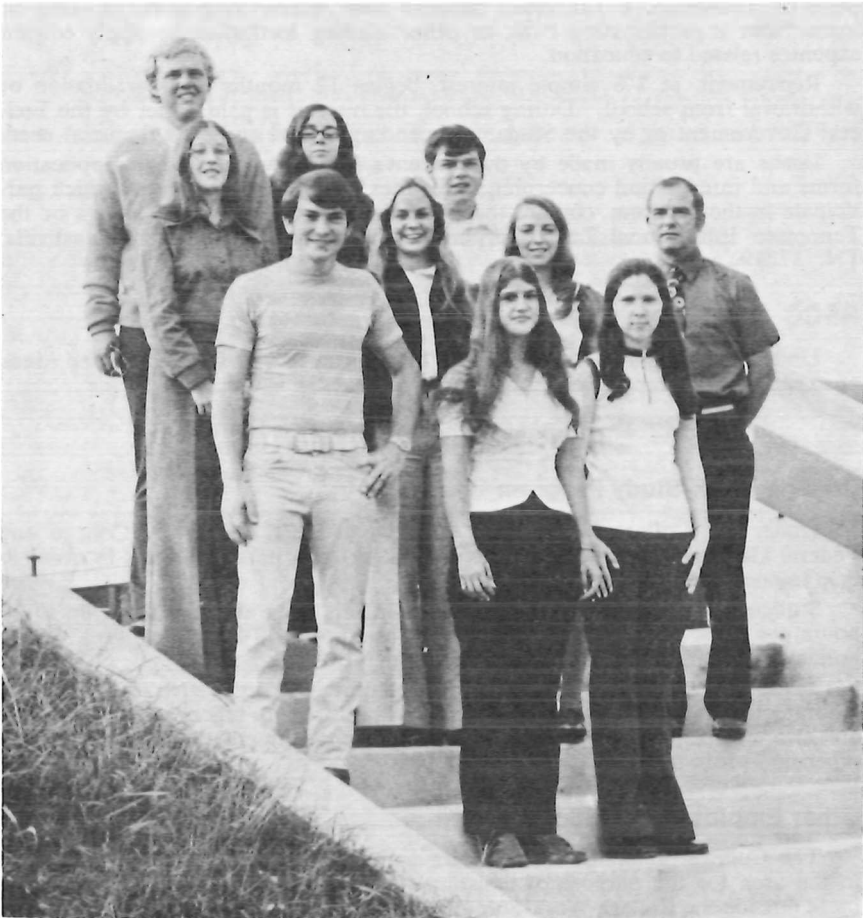
The College maintains contact with a number of businesses and industries in the area for the purpose of assisting students in locating part-time employment outside the College Work-Study Program.

HOW TO APPLY FOR FINANCIAL AID

All federal financial aid programs require the assessment of financial need, which is based on the parental ability to contribute toward educational expenses. The financial aid application provided by the College and the Parents' Confidential Statement of College Scholarship Service of Princeton, New Jersey, are the basic documents by which a family's financial strength is determined. These two forms are available from the College or from high school guidance offices. In addition, students should obtain the application for the Tennessee Tuition Grant and the Basic Educational Opportunity Grant from the College or from high school guidance offices.

June 1st is the priority date for applying for aid. After this date money will be awarded on a first come, first served basis as long as there is money available. A student must be fully admitted to the College before aid will be awarded.

Information regarding student financial aid may be obtained by contacting the Student Financial Aid Office. Renewal of aid is not automatic. Each student must file a new application each year.





Academic Information



PLANNING AN EDUCATIONAL PROGRAM

The responsibility for selecting an educational program rests with each student. The faculty and counselors at Roane State Community College take pride in assisting the student in program planning and course selection. Each student will be assigned a faculty adviser to assist him in his program of study.

Some students may be required to meet further prerequisites to enter the program they select. In the best interest of the student, admission to a particular curriculum or to specific courses should be based upon evidence which would indicate a fair chance of satisfactory performance in the program or course.

A student who is planning to transfer from Roane State at the conclusion of two years work to a four-year institution should secure a copy of the catalog of the institution selected for use in planning his transfer program.

ATTENDANCE REGULATIONS

1. Attendance of classes and other official appointments is required.
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 follow to formally drop a course (see page 29) or to withdraw from the College (see page 28) must be followed. IT MAY PREVENT YOUR RECEIVING AN UNDESERVED "F" ON YOUR TRANSCRIPT.

STUDENT LOAD

The average quarter hour load for a student should be 16 quarter hours of credit per term. Individual programs may require more or fewer quarter hours load for a particular term. The maximum load is 18 quarter hours of credit. Any student desiring to take more than 18 quarter hours of credit must make application to the Dean of Instruction and be approved prior to registration. A Full-Time Student is one who is carrying 12 or more quarter hours of credit.

GRADING SYSTEM

The following grading system is used at Roane State Community College:

Grade	Quality Points Awarded Per Quarter 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 quarter hours attempted, less the number of hours repeated. To meet degree requirements a student must maintain an over-all quality point average of 2.00.

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

I	Incomplete
N	Audit: no grade or credit
NC	No credit—no grade
R	Repeated
W	Withdrew
X	No grade reported

The grade "I" indicates that the student was passing at the end of the quarter but has not completed all the work of the course as required by the instructor. The student is thus on notice that he should contact the instructor immediately in an effort to complete course requirements. This "incomplete" must be removed during the succeeding quarter. 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.

Repeated Courses

A student may repeat a course upon approval of his faculty adviser. The grade received in repeating the course supersedes all previous grades and is credited in the quarter in which the course is repeated.

OBJECTIVES OF THE CURRICULUMS

The two-year programs of study available at Roane State Community College are described in the following pages. The four objectives of the curriculums are: (1) to prepare students for advanced standing in other colleges and universities after successfully pursuing a Roane State Community College program; (2) to prepare students for entrance to certain professional schools whose admission requires one or two years of college experience prior to enrollment; (3) to offer a continuity of courses to give the student an opportunity to explore his interests and abilities in several fields of study so that he may plan more realistically for a continuation of his education; and (4) to prepare students to enter technological areas which require additional education beyond high school.

Students planning to transfer into special programs at senior institutions should work with the faculty adviser, using the appropriate check sheet of the institution to which they will be transferring.

DEGREES OFFERED

Roane State Community College awards the Associate of Arts Degree and the Associate of Science Degree. (A Certificate of Proficiency may be awarded to a student who completes any certain specifically prescribed program of less than an Associate Degree.)

GENERAL DEGREE REQUIREMENTS

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

1. Not less than 99 quarter hours of credit, including 6 quarters of physical education activity.

2. A minimum of the final 36 quarter hours of course work completed in residence at Roane State Community College.
3. A minimum over-all quality point average of 2.00 ("C") on all work attempted at Roane State Community College. [In no case may transferred grades be used to raise the students quality point average on courses taken at Roane State Community College; his average on all courses here 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 Instruction.)

CORE CURRICULUMS

The general (transfer education) core curriculum below is for students primarily planning to transfer to senior institutions immediately upon graduation from Roane State Community College. The career education core curriculum below is primarily for students planning immediate employment upon graduation. The minimum expectation for graduation in a particular program is outlined on the following pages of the Degree and Certification Programs section.

The establishment of two core curriculums for Roane State Community College provides flexibility for the "undecided major" student to change course objectives and to redirect his academic pursuits without undue penalty and hardship. The two cores are as follows:

GENERAL CORE CURRICULUM

Area of Study	Minimum Quarter Hours Required
Humanities	15
Mathematics	5
Natural Science	8
Social Science	15
Related Courses	50
Physical Education Activities	6

CAREER EDUCATION CORE CURRICULUM

Area of Study	Minimum Quarter Hours Required
Humanities	9
Mathematics	3
Social Science	3
Related Courses	27

GRADUATION

All students must complete the general requirements as prescribed by the College and specific requirements set forth for the Associate Degree sought. Each student must file an Intention to Graduate form before the beginning of the quarter in which the student expects to graduate.

Graduation exercises are held only at the end of the spring quarter. Students who anticipate completing their work at this time, whose grade point average is sufficient for graduation, and whose names appear on the official graduation roster may take part in graduation exercises.

DEFERRED GRADUATION

A student is ordinarily allowed to graduate under the requirements of the catalog of the year in which he enters the College. If a student begins work on a degree and fails to complete the requirements, he must, after five years from the date he entered, reorganize his degree plan to conform to the current catalog. Time spent on active military duty is not considered a part of this five-year period.

GRADUATION WITH DISTINCTION

Students who have fulfilled all graduation requirements, who have completed a minimum of forty-five quarter hours at Roane State Community College prior to their final quarter, and who have been in residence for a minimum of three quarters prior to their final quarter are eligible for designation as honor graduates. Those who have a quality point average of 3.25 and less than 3.50 will be graduated Cum Laude; those who have a quality point average of 3.50 and less than 3.80 will be graduated Magna Cum Laude; those who have a quality point average of 3.80 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 and must, in addition, have an over-all average which meets the honors requirements; the final average may in no instance be higher than that made at Roane State Community College.

DEAN'S LIST

The Dean's List is the official medium for the institution to recognize outstanding academic accomplishment by students. Provision is made for recognizing Full-Time students who obtain the required quality point average for this honor.

Full-Time—12 Credit Hours or more with 3.25-4.00 average.

LIBRARY

The library serves, primarily, the students and faculty of the college 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 reading.

Hours are 7:45 a.m. to 10:00 p.m. Monday through Thursday and 7:45 a.m. to 5:00 p.m. on Friday. Members of the library staff are available whenever assistance is needed.

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 with renewal privilege. No fines are charged for overdue books, but all books are subject to recall at any time by the Librarian. Borrowers are responsible for replacement of lost or damage materials.

Interlibrary loan service is available 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.

Gifts to the library are welcomed. However, the library staff reserves the right to (1) evaluate the usefulness of the gift prior to its acceptance, (2) use the gift in any manner that will be most beneficial to the library and (3) at the discretion of the librarian, discard any gift that is no longer useful.

The librarian welcomes recommendations on the purchase of new material from both students and faculty.

DIVISIONS OF INSTRUCTION

Education

Developmental Studies
Education
Health
Physical Education

Psychology
Reading

Humanities

Art
English
Journalism
Language

Music
Philosophy
Speech

Mathematics and Science

Biology
Chemistry
General Science

Mathematics
Physics
Engineering

Social Science

Geography
History

Political Science
Sociology

Career Education

Accounting Technology
Business and Commerce
Computer Science Technology
Dietetic Technology
Economics
Electronics Technology
Fire Science Technology

General Business Administration
General Clerical
Hotel-Motel-Restaurant Management
Medical Records Technology
Recreation Management and
Administration Technology
Secretarial Science
Supervision and Management

Continuing Education and Community Services

Degree Programs
Seminars
Conferences

Workshops
Community Services

EVENING PROGRAM

Roane State Community College offers courses during the evening for the convenience of students who are unable to attend day classes. Courses offered in the evening program may also be taken by day students with schedule conflicts or by students who for one reason or another cannot attend school during the day. All courses offered regularly in the day school may be offered in the evening upon sufficient demand. Two full years of college training can be completed at night and the requirements can be met for many of the Associate of Arts or Associate of Science Degrees. Evening students must meet the same degree requirements as those attending day classes with the exception of physical education which may be waived under certain conditions. An experienced counselor is available to those students desiring help in planning a degree or a certificate program.

CONTINUING EDUCATION AND COMMUNITY SERVICES

Continuing Education

Roane State Community College is dedicated to the philosophy that education is a never-ending process. Thus, the college makes every effort to offer the advantages of at least a part of its total program to every person in the community who is capable of benefiting from the experience. The Continuing Education program is designed primarily for adults in the community who desire to take courses for credit toward a college degree or who desire non-credit courses for their personal enrichment.

Community Services Program

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

The Community Services 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 interest and include such activities as lectures, clinics, short courses, conferences, forums, concerts, fine art festivals, workshops, institutes, community utilization 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 their organization or to our community.

All inquiries in the area of community service non-credit courses should be directed to:

Director of Community Services
Roane State Community College
Harriman, Tennessee 37748

Inquiries concerning credit courses should be directed to:

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

Career Education

The expanding economy and the increased emphasis upon scientific research and development have brought about an ever increasing demand for the well educated person to work with and under the supervision of the scientist, the engineer, the doctor, and the management of the business world. The responsibilities of this person, educated in the broad spectrum of the technologies, will continually be confronted with the acquisition of new competencies as this nation becomes more industrialized and new job classifications emerge. These new jobs are requiring education at the college level.

The gap between the skilled craftsman and the professionally trained person has become more pronounced. Communication between these two areas is becoming more and more difficult. The semi-professional person, educated in the technologies, will bridge the existing gap. He may work with the scientist or engineer as a laboratory assistant or on some special assignment involving the skills of the skilled craftsman. He may work with the medical profession

as a technically trained person in the many areas that now exist in medical science. He may work as a specialist in the complex business areas.

The career education programs at Roane State Community College are in the areas of accounting technology, computer science technology, dietetic technology, electronics technology, fire science technology, general business administration, general clerical, hotel-motel-restaurant management, medical record technology, secretarial science, recreation management and administration technology, management and supervision technology, and police science. The programs are constructed so that the student may seek employment at the completion of his program or transfer to a four year institution for upper level training.

Technology Co-Op Program

The Career Education Division offers a Cooperative Program in most of its Technological Curriculums. In the Cooperative Program, classroom work is integrated with practical business or industrial experience in an organized program under which students are engaged in employment on a full-time basis during the summer quarter. The cooperative student must complete the same course work as required of a regular two-year student.

Since the primary purpose of the Cooperative Program is to give the student practical experience, he is placed, when possible, on work which will give him training in the particular occupation for which he is preparing in college.

TRANSFER PROGRAMS

College transfer curriculums are designed for students who intend to transfer to senior institutions. A student who is planning to transfer from Roane State Community College to a four-year institution should secure a copy of the catalog of the four-year institution selected and have it available during the registration period for use in planning his transfer program. The degrees and programs include the following:

- Associate of Arts—General
- Associate of Arts—Art
- Associate of Arts—Music
- Associate of Arts—Pre-Law
- Associate of Science—General
- Associate of Science—Art Education
- Associate of Science—Business Administration
- Associate of Science—Business Education
- Associate of Science—Chemistry
- Associate of Science—Elementary Education
- Associate of Science—Health, Physical Education, and Recreation
- Associate of Science—Mathematics or Physical Science
- Associate of Science—Music Education
- Associate of Science—Pre-Dentistry
- Associate of Science—Pre-Engineering
- Associate of Science—Pre-Law
- Associate of Science—Pre-Medicine
- Associate of Science—Pre-Pharmacy
- Associate of Science—Secondary Education
- Associate of Science—Technology

CAREER EDUCATION PROGRAMS

Career education curriculums are designed as terminal and they are recommended for students who desire to enter into the world of work after two years

of training. Roane State Community College takes no responsibility for the transfer of work in its career education programs to four-year institutions. This policy should in no way be interpreted as to cause doubt concerning the merit or academic value of the career education programs. They are academically equal to any program offered by the College, but are not in all cases specifically designed as transferable work. They include:

- Associate of Science—Accounting Technology
- Associate of Science—Computer Science Technology
- Associate of Science—Dietetic Technology
- Associate of Science—Electronics Technology
- Associate of Science—Fire Science Technology
- Associate of Science—General Business Administration
- Associate of Science—General Clerical
- Associate of Science—Hotel-Motel-Restaurant Management
- Associate of Science—Management and Supervision Technology
- Associate of Science—Medical Records Technology
- Associate of Science—Recreation Management and Administration Technology
- Associate of Science—Secretarial Science

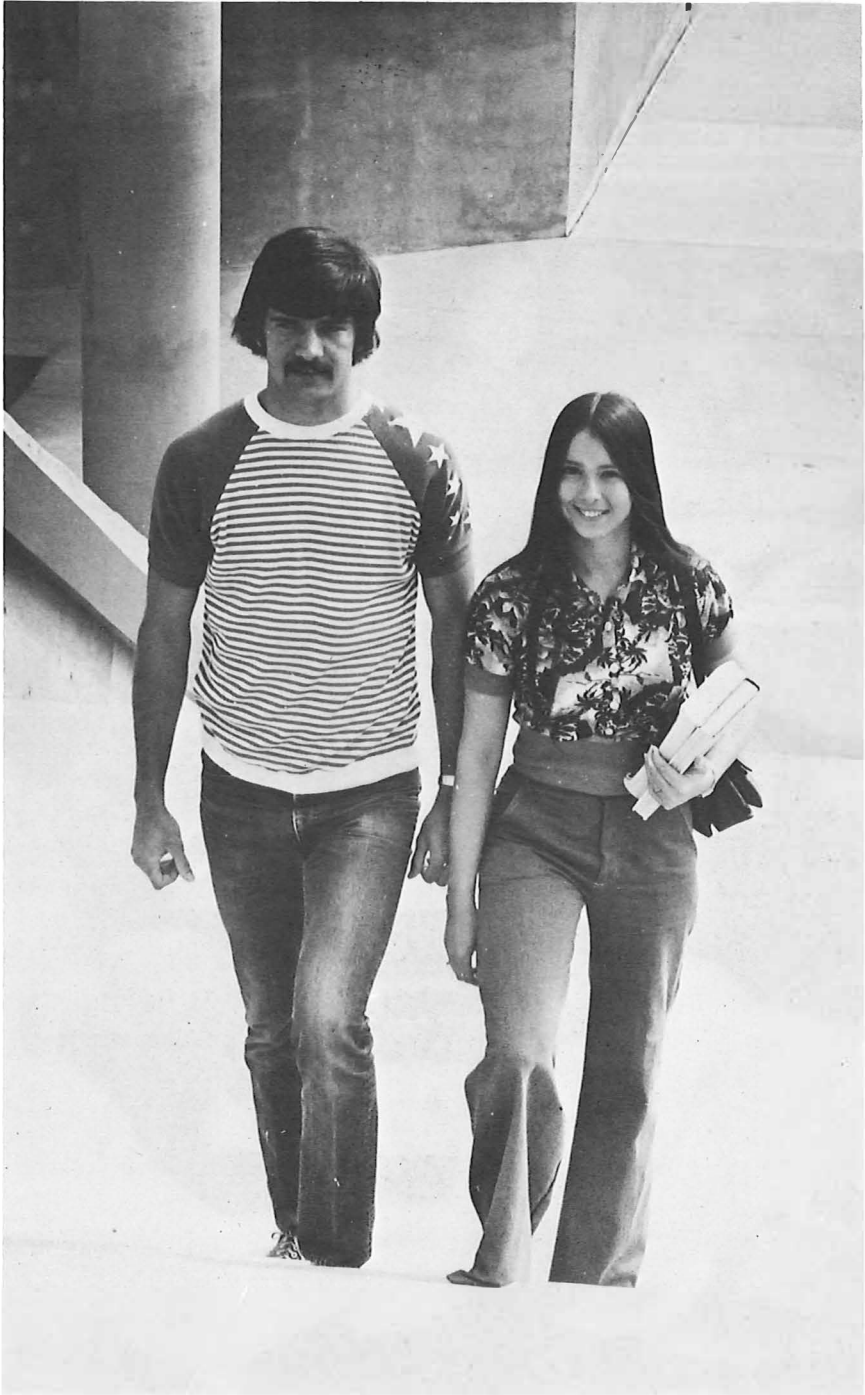
CERTIFICATE OF PROFICIENCY PROGRAMS

- Certificate—Electronics Technology
- Certificate—General Clerical
- Certificate—Police Science and Criminology Education

DEGREE AND CERTIFICATION PROGRAMS

The following pages contain, in outline form, the degree and certificate programs of study and the summaries of required hours for all of the programs mentioned above.





Degree Programs and Courses of Study



TRANSFER PROGRAMS

ASSOCIATE OF ARTS (GENERAL)

This program is designed for students who desire to transfer to a four-year college or university but who have not decided on a major. It meets the requirements for the first two years of most liberal arts curriculums leading to the Bachelor of Arts Degree.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
ENG 1010, 20, 30	Composition I, II, III	9
	Sophomore English	9
SPE 2410	Fundamentals of Public Speaking	3
	Mathematics ¹	6
	Fine Arts	6
	Foreign Language ²	9-18
	History ¹	9
	Natural Science	12
	Physical Education	6
	Electives	30-21
TOTAL HOURS		99

¹ Student preference or senior institution requirement.

² Senior Institution requirement.

ASSOCIATE OF ARTS (ART)

The art curriculum is designed primarily for the general enrichment of the student as well as providing professional art and liberal arts course work for transfer to a four-year college or university. The program is designed to develop fundamental skills in technique and creative expression. An art major planning to transfer to a senior institution should plan a program to meet specific requirements of the lower division at the chosen institution. The art department reserves the right to retain student work for exhibition.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
ART 1110, 20, 30	Basic Studio I, II, III	9
ART 2010, 20, 30	Art History Survey I, II, III	9
	Art Electives	12
ENG 1010, 20, 30	Composition I, II, III	9
SPE 2410	Fundamentals of Public Speaking	3
	Sophomore English	9
	Western Civilization or American History	9
	Modern Language	9
	Physical Education	6
	Math	6
	Natural Science	8
	Social Science	6
	Electives	6
TOTAL HOURS		101

**ASSOCIATE OF ARTS
(MUSIC)**

The music curriculum is designed primarily for the general enrichment of the student as well as providing professional music and liberal arts course work for transfer to a four-year college or university. A music major planning to transfer to a senior institution should become familiar with the specific lower division requirements at that individual senior institution. 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 community. Non-music majors are invited to participate in as many of the music courses as possible, particularly chorus, band, and choir. Class piano or class voice is offered for secondary, applied or non-music majors. Majors must take individual instruction in voice or their chosen instrument.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
ENG 1010, 20, 30	Composition I, II, III	9
MAT 1110, 20	General Mathematics I, II	
or	or	
MAT 2310, 20	Concepts of Mathematics I, II	6
MUS 1110, 20, 30	Beginning Theory I, II, III	12
MUS 2110, 20, 30	Advanced Theory I, II, III	12
MUS 2710, 20, 30	Survey of Music Literature I, II, III	9
	History ¹	9
	Music Electives ²	12
	Natural Science	8
	Physical Education	6
	Social Science	6
	Humanities Electives	9
	Electives	6
TOTAL HOURS		104

¹ Student preference or senior institution requirement.

² Or Individual Music Instruction.

**ASSOCIATE OF ARTS
ASSOCIATE OF SCIENCE
(PRE LAW)**

The first two years of the Memphis State University or The University of Tennessee baccalaureate degree program in pre-law may be met by the completion of the Associate of Arts Degree (General) or the Associate of Science Degree (General) curriculum at Roane State Community College.

**ASSOCIATE OF SCIENCE
(GENERAL)**

With an appropriate choice of electives, a student can, in following this program, earn an Associate of Science Degree at Roane State Community College and also complete the lower division requirements for the Bachelor of Science Degree at a four-year college or university.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
Humanities		
To Include:		
ENG 1010, 20, 30	Composition I, II, III	15
	Mathematics	6
	Natural Science	12
	Social Science ¹	15
	P.E. Activity	6
	Electives	45
TOTAL HOURS		99

¹ American History is required of students who have not taken it in high school.

ASSOCIATE OF SCIENCE (ART EDUCATION)

The art education curriculum is designed for a student who plans to complete a baccalaureate degree in art and who desires to receive a certificate to teach art in elementary or secondary school.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
ART 1110	Basic Studio I	3
ART 1810	School Art	3
ART 2010, 20, 30	Art History Survey I, II, III	9
EDU 2010	Introduction to Education	3
ENG 1010, 20, 30	Composition I, II, III	9
	Sophomore English	9
HEA 2210	Personal Health	3
	Western Civilization or American History	9
MAT 2310, 20	Concepts of Mathematics I, II	6
	Physical Education	6
PSY 1010, 20	General Psychology I, II	6
PSY 2210	Educational Psychology	3
	Natural Science	12
	Social Science electives	6
	Electives	6
	Art Electives	6
TOTAL HOURS		99

ASSOCIATE OF SCIENCE (BUSINESS ADMINISTRATION)

The business administration program includes professional studies and courses in the liberal arts. Upon completion of this two-year program, the student may then transfer to a senior institution to complete the requirements for the baccalaureate in accounting, business management, or related fields.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
BUS 1010	Introduction to Business	3
BUS 2210, 20, 30	Principles of Accounting I, II, III ¹	9
ECO 2010, 20, 30	Principles of Economics I, II, III	9
ENG 1010, 20, 30	Composition I, II, III	9
	Sophomore English	9
MAT 1110, 20, 30	General Mathematics I, II, III ²	9-10
MAT 2510	Elementary Statistics	3
PSY 1010, 20	General Psychology I, II	6
SOC 2010	Introduction to Sociology	3
	History	9
	Science	12
	Physical Education	6
	Electives	14-15
TOTAL HOURS		101-103

¹ BUS 2250 may be substituted for BUS 2230.

² Or MAT 2610, 20.

ASSOCIATE OF SCIENCE (BUSINESS EDUCATION)

The business education program includes professional studies and courses in liberal arts. Upon completion of this two-year program, the student may then transfer to a senior institution to complete the requirements for the baccalaureate in secretarial science or to teach business education.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
BUS 1010	Introduction to Business	3
BUS 2210, 20, 30	Principles of Accounting I, II, III ¹	9
ECO 2010, 20, 30	Principles of Economics I, II, III	9
ENG 1010, 20, 30	Composition I, II, III	9
	Sophomore English	9
	History	9
MAT 1110, 20, 30	General Mathematics I, II, III ²	9-10
PSY 1010, 20	General Psychology I, II ³	6
SPE 2410	Fundamentals of Public Speaking ⁴	3
SSC 1010, 20, 30	Beginning, Intermediate, Applied Typewriting ⁵ ..	3-9
	Shorthand ⁶	3-9
	Science	12
	Physical Education	6
	Electives	0-6
SSC 2010	Advanced Typewriting	3
TOTAL HOURS		93-112

¹ BUS 2250 may be substituted for BUS 2230.

² Or MAT 2610-20.

³ SOC 2010 may be substituted for PSY 1020.

⁴ MAT 2510 may be substituted for SPE 2410.

⁵ One high school credit in typewriting will exempt the student from Beginning Typewriting.

⁶ Two high school credits will exempt the student from Intermediate Typewriting.

⁷ Taken only if student wishes to be certified to teach shorthand. One high school credit in shorthand will exempt the student from Beginning Shorthand. Two high school credits will exempt the student from Intermediate Shorthand.

ASSOCIATE OF SCIENCE (ELEMENTARY EDUCATION)

The elementary education curriculum is designed for a student who wishes to take the first two years of a program toward certification. It will meet the lower division requirements for transfer to a four-year institution granting the baccalaureate degree in elementary education. A student may transfer to a senior college and complete requirements for state certification.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
ART 1010	Art Appreciation ¹	3
ART 1810	School Art	3
BIO 1110, 20, 30	General Biology I, II, III or Natural Science	12
EDU 2010	Introduction to Education ¹	3
EDU 2710	Reading in the Elementary Schools	3
ENG 1010, 20, 30	Composition I, II, III	9
	Sophomore English	9
GGY 1010, 20	Physical Geography I, II ¹	6
GGY 2110	World Regional Geography I	3
HEA 2210	Personal Health	3
HIS 2110, 20, 30	Survey of American History I, II, III	9
MAT 2310, 20, 30	Concepts of Mathematics I, II, III	9
MUS 1010	Music Appreciation ¹	3
MUS 2810	School Music	3
PSY 1010	General Psychology I	3
PSY 2210	Educational Psychology	3
PSY 2410	Child Psychology	3
SPE 2410	Fundamentals of Public Speaking	3
	Physical Education	6
	Electives ¹	6
TOTAL HOURS		102

¹ Denotes courses which may be substituted, as shown below, by students who plan to become teacher aides.

EDU 2910, 20	Prospective Teacher Cooperative Practicum I, II	6
PED 2710	Physical Education in the Elementary Schools	3
PED 2850	Playground Leadership	3

This curriculum is designed to provide an alternative in required course work for elementary education and provide a student with a terminal degree. This program will, in part, meet the lower division requirements for transfer to a four-year institution granting the baccalaureate degree in elementary education. All of the courses should benefit the student who desires employment as an elementary teacher aide.

NOTE: Each student in this program will be required to select one physical education activity course from each of the following areas:

- One course in team activity
- One course in individual activity
- One course in dance activity

ASSOCIATE OF SCIENCE (HEALTH, PHYSICAL EDUCATION, AND RECREATION)

The health, physical education, and recreation curriculum is designed to meet the needs of a student who desires to transfer to a senior institution, and complete a baccalaureate degree with a major or minor in this area. This program is also designed to help a student maintain the best possible physical, mental, and social well-being. The degree program will be planned by subject area adviser in line with the state certification and the catalog requirements of the senior institution.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
BIO 1110, 20, 30	General Biology I, II, III	12
EDU 2010	Introduction to Education	3
ENG 1010, 20, 30	Composition I, II, III	9
	Sophomore English	9
HEA 2210	Personal Health	3
HEA 2310	Safety and First Aid.....	3
HIS 2110, 20, 30	Survey of American History I, II, III	9
PED 2710	Introduction to Physical Education	3
PED 2720	Individual and Dual Sports	3
PED 2810	P.E. in the Elementary Schools	3
REC	Elective	6
PSY 2210	Educational Psychology	3
SPE 2410	Fundamentals of Public Speaking	3
	Physical Education (Activity)	6
	Electives	12
	Social Science Electives	6
	Math Electives	6

TOTAL HOURS 99

ASSOCIATE OF SCIENCE (MATHEMATICS OR PHYSICAL SCIENCE)

The mathematics or physical science curriculum will allow a student to transfer to a four-year college or university and work toward a Bachelor of Science Degree in mathematics, physics, or any area which has similar requirements for the first two years.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
CHE 1010, 20, 30	General Chemistry I, II, III ¹	12
ENG 1010, 20, 30	Composition I, II, III	9
	Sophomore English	9
	Western Civilization or American History	9

MATHEMATICS: 28 credits to be taken from the following:

MAT 1110	General Mathematics I	3
MAT 1210	Trigonometry	3
MAT 1500	Pre-Calculus	5
MAT 2510	Elementary Statistics	3
MAT 2610, 20, 30, 40	Calculus and Analytic Geometry I, II, III, IV	20
MAT 2650	Linear Algebra	3
MAT 2710	Differential Equations	5
	Physical Education	6
PHY 2110, 20, 30	Physics I, II, III	12
	Social Science Electives	9
	Electives	5
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TOTAL HOURS		99

¹A student choosing to major in mathematics may substitute a three-quarter (12 quarter hour) sequence in biology.

ASSOCIATE OF SCIENCE (CHEMISTRY)

The chemistry curriculum will allow a student to transfer to a four-year college or university and work toward a Bachelor of Science Degree in chemistry, or any area which has similar requirements for the first two years.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
CHE 1010, 20, 30	General Chemistry I, II, III	12
ENG 1010, 20, 30	Composition I, II, III	9
	Sophomore English	9
	Western Civilization or American History	9
CHE 2310, 20, 30	Organic Chemistry I, II, III	12
CHE 2210	Quantitative Analysis	4
PHY 2110, 20, 30	Physics I, II, III	12
MAT 1210	Trigonometry	
or	or	
MAT 1500	Pre-Calculus	3 or 5
MAT 2610, 2620	Calculus and Analytic Geometry I, II	10
MAT 2630 or 2710	Calculus and Analytic Geometry III or Differential Equations	5
	Physical Education	6
	Social Science Electives	6
	Electives	2-0
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TOTAL HOURS		99

ASSOCIATE OF SCIENCE (MUSIC EDUCATION)

The music education curriculum is designed for a student who plans to complete a baccalaureate degree in music and who desires to receive a certificate to teach music in elementary or secondary school.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
ART 1010	Art Appreciation	3
EDU 2010	Introduction to Education	3
PSY 2210	Educational Psychology	3
ENG 1010, 20, 30	Composition I, II, III	9
	Sophomore English	6
SPE 2410	Fundamentals of Public Speaking	3
HEA 2210	Personal Health	3
MAT 2310, 20	Concepts of Mathematics I, II	6
MUS 1110, 20, 30	Beginning Theory I, II, III	12
MUS 1210, 20	Class Brass I, II ¹	2
MUS 1310, 20	Class Woodwinds I, II ¹	2
MUS 1510, 20, 30	Class Voice I, II, III	3
MUS 1610, 20	Class Piano I, II ¹	2
MUS 2110, 20	Advanced Theory I, II	8
MUS 2710, 20	Survey of Music Literature I, II	6
MUS 2810	School Music	3
PSY 1010	General Psychology I	3
PSY 2410	Child Psychology	3
	History ²	6
	Natural Science	8
	Physical Education	6
TOTAL HOURS		100

¹ Or Individual Music Instruction.

² Student preference or senior institution requirement.

ASSOCIATE OF SCIENCE (PRE-ENGINEERING)

The basic pre-engineering curriculum is designed for a student desiring to earn a baccalaureate degree in any engineering field at a four-year institution. Upon the successful completion of the basic program, the student can transfer to an engineering college and major in any of these engineering fields: aerospace, chemical, civil, electrical, engineering mechanics, engineering physics, engineering science, industrial, mechanical, metallurgical, nuclear, etc.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
CHE 1010, 20, 30	General Chemistry I, II, III	12
ENG 1010, 20, 30	Composition I, II, III	9
	Sophomore English	9
	Western Civilization or American History	9
ERG 1010, 20	Engineering Graphics I, II	6
ERG 1100	Introduction to Engineering	3
ERG 1110, 20	Elementary Mechanics I, II	6
ERG 2110	Elementary Thermodynamics	3
MAT 1500	Pre-Calculus ¹	5

¹ Exceptional students may start in MAT 2610. This would be a 25 hour mathematics requirement instead of 30 hours, leaving 5 hours elective.

MAT 2610, 20, 30, 40	Calculus and Analytic Geometry I, II, III, IV	20
MAT 2710	Differential Equations	5
	Physical Education	6
PHY 2110, 20, 30	Physics I, II, III	12
TOTAL HOURS		105

ASSOCIATE OF SCIENCE (PRE-MEDICINE, PRE-DENTISTRY, PRE-PHARMACY)

This unified basic curriculum in pre-medicine, pre-dentistry, and pre-pharmacy is designed to prepare a student for entrance to a professional school, such as The University of Tennessee or a similar institution, where admission requirements are two years of college experience. Medical college usually requires three or four years of college experience. A student at Roane State Community College should consult the catalog of the university of his choice to determine specific requirements for admission.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
BIO 1110, 20, 30	General Biology I, II, III	12
CHE 1010, 20, 30	General Chemistry I, II, III	12
CHE 2310, 20, 30	Organic Chemistry I, II, III	12
ENG 1010, 20, 30	Composition I, II, III	9
	Sophomore English	9
MAT 1110, 20, 30	General Mathematics I, II, III	9
PHY 2010, 20, 30	General Physics I, II, III	12
	History ¹	9
	Physical Education	6
	Humanities Electives	3
	Social Science Electives	6
	Electives ²	9
TOTAL HOURS		108

¹ Student preference or senior institution requirement.
² Provides one year of the foreign language requirement.

ASSOCIATE OF SCIENCE (SECONDARY EDUCATION)

The secondary education curriculum is designed for a student who wishes to take the first two years of a program toward certification. It will meet the lower division requirements for transfer to a four-year institution granting the baccalaureate degree in secondary education. A student may transfer to a senior college and complete requirements for state certification.

A student desiring to teach in a subject area on the secondary education level may also have the option of completing the Associate of Arts Degree (General) or the Associate of Science Degree (General) curriculum at Roane State Community College. Such a student will concentrate in a major area and take Introduction to Education, Educational Psychology, and Child Psychology in lieu of general electives in these curriculums. The degree program will be planned by the subject area adviser in line with the state certification and the catalog requirements of the senior institution.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
ART or MUS	Art Appreciation or Music Appreciation	3
EDU 2010	Introduction to Education	3
ENG 1010, 20, 30	Composition I, II, III	9
	Sophomore English	9
HEA 2210	Personal Health	3
	Western Civilization or American History	9
MAT 2310, 20	Concepts of Mathematics I, II	6
PSY 1010, 20	General Psychology I, II	6
PSY 2210	Educational Psychology	3
PSY 2410	Child Psychology	3
SPE 2410	Fundamentals of Public Speaking	3
	Natural Science	12
	Physical Education	6
	Social Science Electives	6
	Electives	18
TOTAL HOURS		99

ASSOCIATE OF SCIENCE (TECHNOLOGY)

This program is designed for the student who plans to obtain a B.S. degree in technology or industrial education. The curriculum includes basic science courses and eighteen elective hours in technical studies.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
CST 1010	Introduction to Data Processing	3
CHE 1010, 20	General Chemistry I, II	8
EET 1010	Electric Circuit Fundamentals I (D.C.)	6
EET 1020	Electric Circuit Fundamentals II (A.C.)	6
ENG 1010, 20, 30	Composition I, II, III	9
ERG 1010, 20	Engineering Graphics I, II	6
HIS 2110, 20, 30	Survey of American History I, II, III	9
MAT 1000	Slide Rule	1
MAT 1050	Algebra and Trigonometry I	5
MAT 1500	Pre-Calculus	5
MAT 2610	Calculus and Analytic Geometry I	5
PHY 2010, 20, 30	General Physics I, II, III	12
	Technology Electives	18
	Sophomore English	9
	Physical Education	6
TOTAL HOURS		108

CAREER OCCUPATION PROGRAMS

ASSOCIATE OF SCIENCE (COMPUTER SCIENCE TECHNOLOGY)

The technical society of today is in a state of constant change brought about by automation and technological innovations. The computer is one of

the greatest contributors to automation of this decade and also one of its most significant technological achievements. The growth and development of the electronic computer in this decade has created many new jobs in the scientific, engineering, and business fields. The computer science technology curriculum is designed to prepare students to enter into any of these computer related fields.

Two options are offered in computer science technology at Roane State Community College: (1) a scientific computer option, and (2) a business computer option. The scientific option is designed for students interested in scientific and engineering applications of the computer, while the business option is designed for students interested in business data processing

The Computer Science Technology Curriculum has as its primary objectives:

- (1) The task of qualifying the student for a successful career as a programmer, systems analyst, or assistant computer center manager if his respective option is business, through the orderly presentation of programming languages, business, and managerial courses.
- (2) The task of qualifying a student for transferring to a four year school which has a major in computer science, if he chooses the scientific option.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
Basic Core		
CST 1010	Introduction to Data Processing	3
CST 1020	Introduction to Programming	3
CST 2310	Introduction to Systems Analysis	3
CST 2410, 20	Systems Analysis I, II	6
CST 2610	Advanced Computing and Programming	3
MAT 1500	Pre-Calculus	5
MAT 2510	Elementary Statistics	3
ENG 1010, 20, 30	Composition I, II, III	9
	Physical Education	6
SUB-TOTAL		41

Catalog Number	Course Title	Quarter Hours
Business Option		
CST 2220, 30	COBOL Programming I, II	6
BUS 1010	Introduction to Business	3
BUS 1810	Business Mathematics	3
BUS 1820	Finance Math	3
BUS 2610	Business Management	3
BUS 2210, 20, 30	Principles of Accounting I, II, III	9
BUS 2250	Cost Accounting	3
CST 2700	Management of EDP Function	3
ECO 2010, 20, 30	Principles of Economics I, II, III	9
SPE 2410	Fundamentals of Public Speaking	3
	Social Science Elective	3
	Electives	12
SUB-TOTAL		60
TOTAL HOURS		101

Catalog Number	Course Title	Quarter Hours
Scientific Option		
CHE 1010, 20, 30	General Chemistry I, II, III	12
MAT 2610, 20	Calculus and Analytic Geometry I, II	10
MAT 2650	Linear Algebra	3
PHY 2110, 20, 30	Physics I, II, III	12
CST 2210	FORTRAN Programming	3
CST 1210	Assembler Language Programming	3
	Electives	15
	Social Science Electives	3
SUB-TOTAL		61
TOTAL HOURS		102

ASSOCIATE OF SCIENCE (DIETETIC TECHNOLOGY)

The Associate of Science Degree program in dietetic technology and food service management provides students with an opportunity to study dietetics at the college level. The curriculum combines general education and technical courses with supervised field work. This program is seven quarters in length and is designed to train dietetic technicians who can promote or improve quality food service and nutritional care for individuals in hospitals, nursing homes, rehabilitation centers, and other medical care facilities and agencies, thus helping others while enjoying a satisfying and rewarding career. The concept of a two-year training program for dietetic technicians is fully endorsed by The American Dietetic Association.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
BIO 2310, 20	Anatomy and Physiology I, II	8
BIO 2510	Microbiology	4
BUS 1810	Business Mathematics	3
BUS 2910	Management and Supervision I	3
CHE 1010, 20, 30	General Chemistry I, II, III	12
CST 1010	Introduction to Data Processing	3
DFT 1010	Fundamentals of Food Service	3
DFT 1020	Food Principles	3
DFT 1030	Advanced Menu Planning and Quality Food ...	3
DFT 2110	Food Purchasing and Cost Control	3
DFT 2210	Principles of Nutrition	3
DFT 2220	Therapeutic Nutrition	3
DFT 2310	Food Systems Administration	3
DFT 2410	Sanitation and Safety	3
	Physical Education	6
DFT 1810, 20	Field Experience I, II	5
DFT 2810, 20, 30	Field Experience III, IV, V	12
ENG 1010, 20, 30	Composition I, II, III	9
HMT 2110	Food Distribution	3
HMT 2120	Quality Food Preparation	3
POL 1010	Fundamentals of American Government	3
PSY 1010, 20	General Psychology I, II	6
SOC 2010	Introduction to Sociology	3
TOTAL HOURS		107

**ASSOCIATE OF SCIENCE
(ELECTRONICS TECHNOLOGY)**

This program is intended to meet the need in industry for personnel capable of entry and advancement in the highly diversified electronics field involving research development, manufacturing, quality control, installation, and the service of electronic systems.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
CST 1020	Introduction to Programming	3
EET 1010	Electric Circuit Fundamentals I (D.C.)	6
EET 1020	Electric Circuit Fundamentals II (A.C.)	6
EET 1610	Electrical Systems Design	4
EET 1210, 20	Materials and Construction Practices I, II	4
EET 1310	Electronics Devices	4
EET 1320	Electronics Circuits	5
EET 1410	Electronics Drafting	4
EET 2210, 20	Electronics Project I, II	2
EET 2250	Special Problems in Electronics	3
EET 2310	Pulse Circuitry	5
EET 2410	R. F. Receiver Systems	4
EET 2420	R. F. Transmission Systems	4
EET 2510	Industrial Electronics	4
EET 2610	Linear Integrated Circuits and their Applications	3
EET 2710	Microwave Techniques	4
EET 2810	Computer Fundamentals	3
EET 2820	Computer Principles	4
EET 2910	Co-operative Seminar ¹	0-4
ENG 1010, 20, 30	Composition I, II, III	9
MAT 1050	Algebra and Trigonometry I	5
MAT 1500	Pre-Calculus	5
MAT 2610	Calculus and Analytic Geometry ¹	0-5
	Physical Education	6
	Social Science Electives	6-9
TOTAL HOURS		103-115

¹ This course is optional and requires adviser approval.

**ASSOCIATE OF SCIENCE
(GENERAL BUSINESS ADMINISTRATION)
(Two-Year)**

The two-year program in general business administration is designed to prepare the interested student in many phases of the business field. Upon graduation, the student may enter a variety of career positions in business. The curriculum provides training in a number of areas, such as advertising, banking, credit finance, retailing, insurance, and accounting. This program is for a student planning to seek employment at the end of two years.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
BUS 2210, 20, 30	Principles of Accounting I, II, III	9
BUS 1010	Introduction to Business	3
BUS 1110	Business Communications	3
	Typing ¹	0-3
BUS 1810	Business Mathematics	3
BUS 2110	Business Systems Simulations	3
BUS 2510	Introduction to Business Law	3
BUS 2610	Business Management	3
BUS 2250	Cost Accounting	3
BUS 2410	Business Machines I	3
BUS 2310, 20	Income Tax Accounting I, II	6
CST 1010	Introduction to Data Processing	3
ECO 2010, 20, 30	Principles of Economics I, II, III	9
ENG 1010, 20, 30	Composition I, II, III	9
PSY 1010, 20	General Psychology I, II	6
SOC 2010	Introduction to Sociology	3
SPE 2410	Fundamentals of Public Speaking	3
	Physical Education	6
PSY 2610	Psychological Aspects of Management	3
	Electives	18-15
TOTAL HOURS		99

¹ One high school credit in typewriting will exempt the student from Beginning Typewriting.

ASSOCIATE OF SCIENCE (GENERAL CLERICAL) (Two-Year)

This two-year general clerical program is designed for a student interested in an office occupation emphasizing clerical duties rather than shorthand proficiency. The wide range of courses included in this curriculum provide training for office work in a number of areas; for example—filing clerk, receptionist, typist, and numerous other general clerical job opportunities. In addition to the skills gained in typewriting and office machines, the student acquires a broad background of knowledge that will enable him to function more effectively in the business world.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
BUS 1110	Business Communications	3
BUS 1010	Introduction to Business	3
BUS 1810	Business Mathematics	3
BUS 2110	Business Systems Simulations	3
BUS 2210, 20	Principles of Accounting I, II	6
BUS 2250	Cost Accounting	3
BUS 2410, 20	Business Machines I, II	6
BUS 2510	Introduction to Business Law	3
BUS 2620	Office Management	3
CST 1010	Introduction to Data Processing	3
ECO 2010, 20	Principles of Economics I, II	6
ENG 1010, 20, 30	Composition I, II, III	9
HIS 1030	Survey of World Civilization III ¹	3
PSY 1010, 20	General Psychology I, II	6

SPE 2410	Fundamentals of Public Speaking	3
SSC 1010, 20, 30	Beginning, Intermediate, Applied Typewriting ²	3-9
SSC 1210, 2210	Office Practice I, II	6
SSC 2010	Advanced Typewriting	3
SSC 2910, 20	Office Practicum I, II	2
	Physical Education	6
PSY 2610	Psychological Aspects of Management	3
	Electives	13-10

TOTAL HOURS 99-102

¹ HIS 2130 may be submitted for HIS 1030.

² One high school credit in typewriting will exempt the student from Beginning Typewriting. Two high school credits will exempt the student from Intermediate Typewriting.

ASSOCIATE OF SCIENCE (SECRETARIAL SCIENCE) (Two-Year)

The two-year program in secretarial science is designed to prepare a finished **professional secretary** in the many aspects of secretarial work in the modern office in business and industry. Proficiency is developed in the skills of typewriting, shorthand dictation, transcription, office machines, and office management. The wide scope of courses offered in this program will provide an opportunity for the student to increase his understanding of the many facets involved in the operation of business today. This curriculum is for a student planning to seek employment at the end of two years.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
BUS 1010	Introduction to Business	3
BUS 1810	Business Mathematics	3
BUS 1110	Business Communications	3
BUS 2210, 20	Principles of Accounting I, II	6
BUS 2410, 20	Business Machines I, II	6
BUS 2510	Introduction to Business Law	3
BUS 2620	Office Management	3
CST 1010	Introduction to Data Processing	3
ECO 2010, 20	Principles of Economics I, II	6
ENG 1010, 20, 30	Composition I, II, III	9
HIS 1030	Survey of World Civilization III ²	3
PSY 1010, 20	General Psychology I, II	6
SSC 1010, 20, 30	Beginning, Intermediate and Applied Typewriting ¹	3-9
SSC 1110, 20, 30	Beginning Shorthand I, II, III ¹	3-9
SSC 1210, 2210	Office Practice I, II	6
SSC 2010	Advanced Typewriting	3
SSC 2110, 20	Intermediate Shorthand I, II	6
SPE 2410	Fundamentals of Public Speaking	3
SSC 2910, 20	Office Practicum I, II	2
	Physical Education	6
	Electives	3-15

TOTAL HOURS 101

¹ One high school credit in either of these subjects will exempt the student from Beginning Typewriting or Beginning Shorthand I. Two high school credits will exempt the student from Intermediate Typewriting or Shorthand II.

² HIS 2130 may be substituted for HIS 1030.

**ASSOCIATE OF SCIENCE
(ACCOUNTING TECHNOLOGY)**

The primary objective of the two-year accounting technology curriculum is to train students for employment as technicians in the field of accounting. Other objectives involve the re-training and upgrading of people already employed.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
BUS 1010	Introduction to Business	3
BUS 1810	Business Mathematics	3
BUS 1820	Finance Mathematics	3
BUS 2210, 20, 30	Principles of Accounting I, II, III	9
BUS 2610	Business Management	3
BUS 2620	Office Management	3
BUS 2410	Business Machines I	3
BUS 2110	Business Systems Simulations	3
BUS 1110	Business Communications	3
BUS 2710, 20, 30	Intermediate Accounting I, II, III	9
BUS 2250	Cost Accounting	3
BUS 2310, 20	Income Tax Accounting I, II	6
CST 1010	Introduction to Data Processing	3
ECO 2010, 20, 30	Principles of Economics I, II, III	9
ENG 1010, 20, 30	Composition I, II, III	9
MAT 1110, 20	General Mathematics I, II	6
MAT 2510	Elementary Statistics	3
	Typing ¹	3
POL 1010	Fundamentals of American Government	3
PSY 2610	Psychological Aspects of Management	3
	Physical Education	6
	Electives	3
	TOTAL	99

¹ One high school credit in typing will exempt the student from beginning typewriting.

**ASSOCIATE OF SCIENCE
(FIRE SCIENCE TECHNOLOGY)**

This program is designed to prepare students for initial entrance into employment or advancement with municipalities, industrial firms, or other employers requiring fire protection personnel. Graduates may also be employed by insurance companies as salesmen, fire insurance adjusters, or bureau raters.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
BUS 1110	Business Communications	3
CST 1010	Introduction to Data Processing	3
EET 1110, 20	Electric Fundamentals I, II	6
ENG 1010, 20	Composition I, II	6
ENG 2820	Technical Writing	3
ERG 1010, 20	Engineering Graphics I, II	6
FST 1010	Introduction to Fire Science	3
FST 1020	Municipal Fire Protection	3
FST 1030	Industrial Hazards	3

FST 1110	Construction Codes and Fire Protection Standards	3
FST 2010	Fire Fighting Strategy	3
FST 2020	Blue Print Reading	3
FST 2110	Inspection Principles and Practices	4
FST 2120	Principles of Hydraulics	3
FST 2210	Flammable Materials	3
FST 2220	Water Distribution	3
FST 2300	Property and Casualty Insurance	3
FST 2510	Fire Protection Equipment and Systems	3
FST 2610	Fire Department Administration	3
FST 2620	Seminar	3
FST 2700	Practicum	2
HEA 2310	Safety and First Aid	3
MAT 1010, 20	Technical Math I, II	6
POL 1030	State and Local Government in the U. S.	3
	Natural Science	12
	Typing ¹	3
	TOTAL HOURS	99

¹ One high school credit in typing will exempt the student from beginning typewriting.

ASSOCIATE OF SCIENCE (HOTEL-MOTEL-RESTAURANT MANAGEMENT)

This curriculum prepares the student for mid-management employment in the hospitality industry. The team teaching concept is utilized in the program. On-the-job training through cooperative agreements with industry is a unique feature of the course of study.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
BUS 1110	Business Communications	3
BUS 1810	Business Mathematics	3
BUS 1820	Finance Mathematics	3
BUS 2210, 20	Principles of Accounting I, II	6
BUS 2250	Cost Accounting	3
BUS 2410	Business Machines I	3
BUS 2510	Introduction to Business Law	3
BUS 2620	Office Management	3
BUS 2810	Salesmanship	3
BUS 2820	Retailing	3
BUS 2910	Management and Supervision I	3
ENG 1010, 20, 30	Composition I, II, III	9
HEA 2310	Safety and First Aid	3
HMT 1000	Introduction to Hotel-Motel-Restaurant Management	3
HMT 1010	Hotel-Motel Front Office Procedure	3
HMT 1110, 20, 30	Hotel-Motel-Restaurant Seminar I, II, III.....	9
HMT 2010	Hotel-Motel-Restaurant Practicum	6
HMT 2110	Food Distribution	3
HMT 2120	Quality Food Preparation	3
HMT 2210	Hotel-Motel-Restaurant Accounting	3

POL 1010	Fundamentals of American Government	3
PSY 2610	Psychological Aspects of Management	3
SPE 2440	Business and Professional Speaking	3
	Typing ¹	3
	Physical Education	6
	Electives	3

TOTAL HOURS 99

¹ One high school credit in typing will exempt the student from beginning typewriting.

**ASSOCIATE OF SCIENCE
(MANAGEMENT AND SUPERVISION TECHNOLOGY)**

This program is designed for those individuals who desire to be managers or supervisors in business and industry. It is a program which offers training in the basic principles of supervision such as planning, organizing, directing, controlling, and coordinating business and industrial endeavors.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
BUS 1010	Introduction to Business	3
BUS 1110	Business Communications	3
BUS 1810	Business Mathematics	3
BUS 1820	Finance Mathematics	3
BUS 2210, 20	Principles of Accounting I, II	6
BUS 2410	Business Machines I	3
BUS 2510	Introduction to Business Law	3
BUS 2810	Salesmanship	3
BUS 2820	Retailing	3
BUS 2830	Marketing	3
BUS 2910, 20, 30	Management and Supervision I, II, III	9
BUS 2940	Management Seminar	3
CST 1010	Introduction to Data Processing	3
ECO 2010, 20	Principles of Economics I, II	6
ENG 1010, 20, 30	Composition I, II, III	9
HEA 2310	Safety and First Aid	3
POL 1010	Fundamentals of American Government	3
PSY 1010, 20	General Psychology I, II	6
PSY 2610	Psychological Aspects of Management	3
SPE 2440	Business and Professional Speaking	3
	Physical Education	6
	Typing ¹	3
	Electives	9

TOTAL HOURS 99

¹ One high school credit in typing will exempt the student from beginning typewriting.

**ASSOCIATE OF SCIENCE
(MEDICAL RECORDS TECHNOLOGY)**

The Medical Records Technology program emphasizes specialized skills in the management of medical records. The medical records technician helps to

provide accuracy and efficiency in the management of the patient's records. In smaller health facilities, the medical records technician is in charge of the medical records room. Application of the didactic instruction is provided through clinical experience in local health facilities.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
BIO 1110, 20, 30	General Biology I, II, III	12
BUS 1810	Business Mathematics	3
BUS 2410	Business Machines I	3
CST 1010	Introduction to Data Processing	3
ENG 1010, 20, 30	Composition I, II, III	9
MRT 1010	Introduction to Medical Records I.....	3
MRT 1020, 30	Medical Records II, III	6
MRT 2010	Intermediate Medical Records	3
MRT 2020	Directed Practice I	3
MRT 2030	Directed Practice II	3
MRT 2110	Directed Practice III	3
MRT 2120	Medical Records Seminar.....	3
POL 1030	State and Local Government in the U. S.	3
PSY 1010, 20	General Psychology I, II	6
SOC 2010	Introduction to Sociology	3
SPE 2440	Business and Professional Speaking	3
	Typing ¹	6-12
	Physical Education	6
	Electives	18-12
TOTAL HOURS		99

¹ One high school credit in typing will exempt the student from beginning typewriting.

ASSOCIATE OF SCIENCE (RECREATION MANAGEMENT AND ADMINISTRATION TECHNOLOGY)

The Recreation Management and Administration program leadership curriculum has been designed to provide the postsecondary student with: (1) The basic background information required to understand the environment within which he will work, (2) The broad technical training and minimum experience necessary to be a productive employee in an entry-level job, and (3) The educational foundation needed to undertake further study within the field through in-service training professional short courses, or—to a limited extent—enrollment in a four year program.

The Recreation Management and Administration program employs a basic core of recreation courses. After taking the basic core courses, students are allowed to select an emphasis in one or more of the following career fields: Camp Administration, Park Administration, Marine Management, and Recreation Leadership.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
ART 1010	Art Appreciation	3
BUS 1810	Business Mathematics	3
BUS 2610	Business Management	3
ENG 1010, 20, 30	Composition I, II, III	9
	Biological Science ¹	12
HEA 2210	Personal Health	3
HEA 2310	Safety and First Aid	3
MUS 1010	Music Appreciation	3
PSY 1010, 20	General Psychology I, II	6
REC 1010	Introduction to Recreation	3
REC 1020	Social Recreation	3
REC 1030	Outdoor Recreation	3
REC 1110	Team Sports	3
PED 2720	Individual and Dual Sports	3
REC 1310	Arts and Crafts	3
REC 2010	Organization and Administration in Recreation..	3
REC 2310	Water Sports	3
REC 2410	Field Work	3
SOC 2010	Introduction to Sociology	3
SOC 2030	Social Problems	3
SPE 2410	Fundamentals of Public Speaking	3
SPE 2730	Introduction to Theatre	3
	Program Electives	9-15
	Physical Education	6

TOTAL HOURS 99-105

¹ Students desiring an emphasis in Park Administration should take BIO 1210, 20.

CERTIFICATE OF PROFICIENCY PROGRAMS

ELECTRONICS TECHNOLOGY (CERTIFICATE)

This program is intended to meet the need in industry for personnel capable of entry and advancement in the highly diversified electronics field. The one-year curriculum emphasizes the practical aspects of electronic application.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
ENG 1010	Composition I	3
EET 1110, 20	Electric Fundamentals I, II	6
EET 1010	Electric Circuit Fundamentals I (DC)	6
EET 1140	Electronic Communications I, II	10
EET 1160	Industrial Electronics Measurement and Control	5
MAT 1050	Algebra and Trigonometry I	5
	Natural Science	12
	Social Science	3

TOTAL HOURS 50

GENERAL CLERICAL (CERTIFICATE)

This one-year general clerical program is designed for a student interested in an office occupation emphasizing clerical duties. The wide range of courses included in this curriculum provide training for office work in a number of areas; for example—filing clerk, receptionist, typist, and numerous other general clerical job opportunities.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
BUS 1010	Introduction to Business	3
BUS 1110	Business Communications	3
BUS 1810	Business Mathematics	3
BUS 2210, 20	Principles of Accounting I, II	6
BUS 2510	Introduction to Business Law	3
BUS 2410, 20	Business Machines I, II	6
BUS 2620	Office Management	3
CST 1010	Introduction to Data Processing	3
ECO 2010	Principles of Economics I	3
ENG 1010	Composition I	3
SSC 1010, 20, 30	Beginning, Intermediate, Applied Typewriting ¹ ..	9
SSC 1210	Office Practice I	3
SSC 2210	Office Practice II	3
SSC 2910, 20	Office Practicum I, II	2
	Electives	0-6

TOTAL HOURS 53

¹ One high school credit in typewriting will exempt the student from Beginning Typewriting. Two high school credits will exempt the student from Intermediate Typewriting.

POLICE SCIENCE AND CRIMINOLOGY EDUCATION (CERTIFICATE)

This program is designed to meet the need in society for personnel capable of entry and advancement in the law enforcement field. The one-year curriculum emphasizes an academic approach to law enforcement rather than a training approach.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
PST 1010	Introduction to Law Enforcement	3
PST 2010	Police Administration and Organization	3
SOC 2120	Introduction to Criminology	3
PST 1110	Police Science I	3
PST 1120	Police Science II	3
PST 2110	Police Science III	3
PST 2120	Police Science IV	3
PST 2200	Seminar in Police Problems	6
PSY 1010	General Psychology I	3
PSY 2310	Abnormal Psychology	3
POL 1030	State and Local Government in the U. S.	3
MAT 1010	Technical Math I	3
ENG 2820	Technical Report Writing	3

TOTAL HOURS 42

COURSES OF STUDY

In addition to the credit courses of study in each of the following disciplines, the College also offers from quarter to quarter various special courses of study not listed. These courses are offered through the division of Continuing Education, and all inquiries should be addressed to the Director of Community Services.

Certain courses have prerequisites. However, in limited instances, prerequisites may be waived by the instructor and the Dean of Instruction.

In general, a course in a given discipline may be replaced by a course in the same discipline having a higher catalog number.

ART

- ART 1010—Art Appreciation** **3 Credits**
Analysis of expressive form, stylistic distinction. Traditional and Modern techniques of painting, sculpture, architecture, and printmaking. A lecture course, illustrated with slides.
- ART 1110—Basic Studio I** **3 Credits**
A structured studio course for beginning art majors consists of fundamentals emphasizing basic and related problems in two dimensional design and composition as a foundation for advanced work. May be taken in any sequence with Basic Studio II and III.
2 hours lecture—4 hours studio
- ART 1120—Basic Studio II** **3 Credits**
A continuation of Basic Studio I and the study of two dimensional design with emphasis on the theory of color and its application. (Required of all art majors. May be taken in any sequence with Basic Studio I and III.)
2 hours lecture—4 hours studio
- ART 1130—Basic Studio III** **3 Credits**
An extension of the study of fundamentals of design with basic and related problems in three dimensional structure. (Required of all art majors. May be taken in any sequence with Basic Studio I and II.)
2 hours lecture—4 hours studio
- ART 1810—School Art** **3 Credits**
The child, his development, and needs in creative art experiences. Two and three dimensional lab experiences appropriate for later use with children. Designed for elementary education majors.
- ART 2010—Art History Survey I** **3 Credits**
A survey of architecture, painting, and sculpture from prehistoric times to the Renaissance.
- ART 2020—Art History Survey II** **3 Credits**
A survey of architecture, painting, and sculpture from the Renaissance to nineteenth century Impressionism.
- ART 2030—Art History Survey III—Modern Art** **3 Credits**
A detailed survey of architecture, painting, and sculpture from the late nineteenth century to the present.
- ART 2110—Advanced Studio I** **3 Credits**
An advanced Studio course required of all art majors. An intensification of Basic Studio experiences with application of pictorial composition to still life and the figure.
2 hours lecture—4 hours studio

- ART 2120—Advanced Studio II** **3 Credits**
 A continuation of Advanced Studio I. Composition stressing the figure and environmental situations.
 2 hours lecture—4 hours studio
- ART 2130—Advanced Studio III** **3 Credits**
 Experimental approach to creative three dimensional composition, exploring the possibilities of a variety of media, such as wood, plaster, and metal.
 2 hours lecture—4 hours studio
- ART 2410—Ceramics I** **3 Credits**
 Lecture and studio experience in ceramics techniques; clay mixing, hand building, wheel throwing, glazing, firing. May be started any quarter.
 2 hours lecture—4 hours studio
- ART 2420—Ceramics II** **3 Credits**
 Refinement of fundamental skills and techniques. Individualized consultation with instructor.
 2 hours lecture—4 hours studio
- ART 2430—Ceramics III** **3 Credits**
 Creative experimentation with contemporary sculptural form, clays, and glazes.
 2 hours lecture—4 hours studio
- ART 2510—Painting I** **3 Credits**
 An introduction to the techniques, materials, and tools used in oil painting. Still life, figure and landscape.
 2 hours lecture—4 hours studio
- ART 2520—Painting II** **3 Credits**
 A continuation of ART 2510 with an emphasis on individual experimentation.
 2 hours lecture—4 hours studio
- ART 2530—Painting III** **3 Credits**
 An introduction to the technique, materials, and tools used in acrylic and polymer painting.
 2 hours lecture—4 hours studio
- ART 2710—Introduction to Printmaking** **3 Credits**
 Technical instruction in printmaking processes; intaglio, relief, and planographic processes.
 2 hours lecture—4 hours studio
- ART 2720—Advanced Printmaking** **3 Credits**
 Continuation of Introduction to Printmaking with emphasis on individual experimentation.
 2 hours lecture—4 hours studio

BIOLOGY

- BIO 1110—General Biology I** **4 Credits**
 An introduction to biology at the cellular and subcellular levels.
 3 hours lecture—2 hours laboratory
- BIO 1120—General Biology II** **4 Credits**
 An introduction to the structure and function of multicellular organisms.
 3 hours lecture—2 hours laboratory

- BIO 1130—General Biology III** 4 Credits
 An introduction to the principles of heredity and to environmental biology.
 3 hours lecture—2 hours laboratory
- BIO 2210—Botany I** 4 Credits
 A survey of the plant kingdom with an emphasis on comparative morphology. (Prerequisite: BIO 1110.)
 3 hours lecture—2 hours laboratory
- BIO 2220—Botany II** 4 Credits
 A study of the seed plants with an emphasis on anatomy and physiology. (Prerequisite: BIO 1110.)
 3 hours lecture—2 hours laboratory
- BIO 2310—Anatomy and Physiology I** 4 Credits
- BIO 2320—Anatomy and Physiology II** 4 Credits
- BIO 2330—Anatomy and Physiology III** 4 Credits
 A study of the structure and function of the human body. The anatomy and physiology of the integument, skeletal, muscular, nervous, sensory, circulatory, respiratory, excretory, digestive, endocrine, and reproductive systems are studied during the three quarters of this sequence for science majors.
 3 hours lecture—3 hours laboratory
- BIO 2410—Zoology I** 4 Credits
 A survey of the invertebrate animals, their biological structure, and comparison among members of the groups. (Prerequisite: BIO 1110 or consent of instructor.)
 3 hours lecture—2 hours laboratory
- BIO 2420—Zoology II** 4 Credits
 A survey of the vertebrate animals emphasizing their development and the comparative anatomy of organ systems. (Prerequisite: BIO 1110 or consent of instructor.)
 3 hours lecture—2 hours laboratory
- BIO 2510—Microbiology** 4 Credits
 An introduction to fundamental principles, techniques and applications of microbiology. (Prerequisite: BIO 1110, 20, 30, or consent of instructor.) CHE 1010, 20, 30 is recommended.
 2 hours lecture—4 hours laboratory
- BIO 2610—Genetics** 4 Credits
 A study of heredity including classical and modern principles and laboratory experiments involving several experimental organisms. (Prerequisite: BIO 1110, 20, 30, or consent of instructor.)
 3 hours lecture—3 hours laboratory
- BIO 2620—Cell Biology** 4 Credits
 A study of cellular structure and function. (Prerequisite: BIO 1110.)
 5 hours lecture—laboratory
- BIO 2630—Ecology** 4 Credits
 Relations between organisms and their environment; including human environmental problems. Laboratories consist of sampling techniques and field trips. (Prerequisite: BIO 1130.)

BUSINESS AND COMMERCE

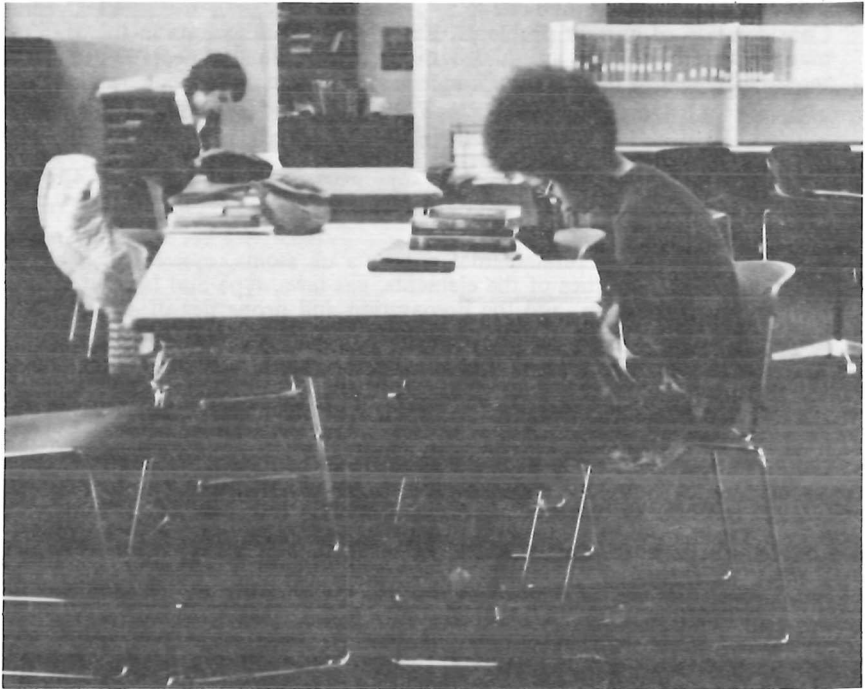
- BUS 1010—Introduction to Business**3 Credits
Orientation course designed to give an overall view of business as a framework for further detailed study into accounting, data processing, finance, real estate, management, retailing, and marketing. Included are vocational/career opportunities, business terminology, and an appreciation of the methods and procedures used by businessmen to arrive at decisions.
- BUS 1110—Business Communications**3 Credits
A study of the essentials of English in business communication. The basic fundamentals in grammar and punctuation are applied to business letter writing. Emphasis is given on composing and dictating business letters into dictation/transcription equipment. Job application and interviewing techniques are covered, along with techniques for more effective listening.
- BUS 1810—Business Mathematics**3 Credits
The fundamentals of mathematics as applied to business. Emphasis on problems involving discounts, simple and compound interest, insurance and payroll.
- BUS 1820—Finance Math**3 Credits
Math applied to business operations such as preparing payroll, discounting notes and drafts, distributing profits and dividends, trading on the stock and bond markets, figuring consumer credit, and computing federal income taxes and social security benefits.
- BUS 1850—Personal Finance**3 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. Designed for special career education curricula.
- BUS 2010—Real Estate I**3 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. Will be of assistance to those preparing for the real estate salesman license examinations.
- BUS 2020—Real Estate II**3 Credits
A study of Tennessee Real Estate Law, including rights incident to property ownerships 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. Applies toward educational requirement of a broker's examination.
- BUS 2030—Real Estate III**3 Credits
Institutional and governmental funds for financing real estate transactions.
- BUS 2110—Business Systems Simulations**3 Credits
A course designed to provide the student with the concepts and application areas used in simulating various business problems. Topics included are payroll accounting; accounts payable and receivable; order writing and billing; production and inventory control; cost analysis; management reporting and management games.
- BUS 2210—Principles of Accounting I**3 Credits
Covers the basic principles and procedures from the management viewpoint. Determination of net income and valuation of assets and the basic problems connected therewith are given careful attention.

- BUS 2220—Principles of Accounting II**3 Credits
Continues with notes and interest determination; plant depreciation; voucher systems; taxes on payroll, property and income; and the theory of internal control. (Prerequisite: BUS 2210.)
- BUS 2230—Principles of Accounting III**3 Credits
Covers partnership organizations and operation, cost accounting, corporation capital accounts, earnings and dividends, bonds, funds statement and statement analysis. (Prerequisite: BUS 2220.)
- BUS 2250—Cost Accounting**3 Credits
Principles of manufacturing and distribution cost accounting. Material, labor, and overhead costs in job order and process cost accounting; analysis of cost distribution and related problems. Business procedures and their relation to business situations and needs of management. (Prerequisite: BUS 2220.)
- BUS 2310—Income Tax Accounting—Personal**3 Credits
Federal income tax laws with emphasis on the preparation of returns for individuals.
- BUS 2320—Income Tax Accounting—Business**3 Credits
Federal income tax laws with emphasis on the preparation of returns for partnerships and corporations.
- BUS 2410—Business Machines I**3 Credits
Operation of the printing, electronic, and rotary calculators and the ten-key adding machine.
- BUS 2420—Business Machines II**3 Credits
Operation of the spirit, fluid, and offset duplicating machines with black and colored printing. A study of other methods of duplication and business machines. (Prerequisite: SSC 1020 or equivalent.)
- BUS 2510—Introduction to Business Law**3 Credits
A study of the principles of contracts, sales, bills and notes.
- BUS 2610—Business Management**3 Credits
A study of the structure and internal functions of typical American business concerns.
- BUS 2620—Office Management**3 Credits
The basic principles of office management; the impact of automation upon the office manager's job; organizing and planning the office work; practice in different systems of filing; controlling the people, the forms, and the machines as they apply to office administration.
- BUS 2710—Intermediate Accounting I**3 Credits
Extensive analysis of the principal elements of accounting systems and statements. (Prerequisite: BUS 2210, 20, 30).
- BUS 2720—Intermediate Accounting II**3 Credits
An intensive study of the balance sheet including valuation of assets, disclosure of liabilities, proper account classification, balance sheet and related income and expense items; and preparation of financial statements including tax regulations, management needs, and credit purposes. (Prerequisite: BUS 2710).
- BUS 2730—Intermediate Accounting III**3 Credits
Continuation of BUS 2720. (Prerequisite: BUS 2720).

- BUS 2810—Salesmanship** 3 Credits
 A specific course emphasizing the relationship of product and market, industrial and consumer retailing, methods of market analysis, salesmanship and sales methods.
- BUS 2820—Retailing** 3 Credits
 A study of the principles and practices of retailing including planning, policies, and procedures of distribution.
- BUS 2830—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.
- BUS 2910—Management and Supervision I** 3 Credits
 An introductory course covering, in general terms, the total responsibility of the supervisor; organization, human relations, grievances, training, rating, promotion, quality-quantity control, and management-employee relations.
- BUS 2920—Management and Supervision II** 3 Credits
 This course will include a study of the supervisor's responsibility for developing employees through orientation and induction, training, on-the-job techniques, job instruction principles, apprenticeship training, technical training, management development, cooperation with outside agencies, and use of advisory committees.
- BUS 2930—Management and Supervision III** 3 Credits
 A study of the supervisor's responsibility for job methods improvement, with emphasis on basic principles of work simplification, motion study fundamentals, and time study techniques.
- BUS 2940—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.

CHEMISTRY

- CHE 1010—General Chemistry I** 4 Credits
- CHE 1020—General Chemistry II** 4 Credits
- CHE 1030—General Chemistry III** 4 Credits
 A sequence study of fundamental concepts of atoms, molecules, periodic relationship of properties of the elements, gas laws, type and laws of chemical reaction, equations, and the preparation and properties of selected elements and compounds. (Prerequisite: 2 years of high school algebra and/or the consent of instructor.)
 3 hours lecture—3 hours laboratory
- CHE 2210—Quantitative Analysis** 4 Credits
 The study of the basic theories of quantitative analysis with stress on the theories of neutralization, precipitation, volumetric, and gravimetric analysis. (Prerequisite: CHE 1030.)
 3 hours lecture—3 hours laboratory
- CHE 2310—Organic Chemistry I** 4 Credits
- CHE 2320—Organic Chemistry II** 4 Credits
- CHE 2330—Organic Chemistry III** 4 Credits
 An introductory sequence course in organic chemistry which considers the occurrences, structure, nomenclature, properties, and uses of the more im-



portant classes of organic compounds. Concepts such as mechanisms of reactions and the relationships between structure and properties are developed. (Prerequisite: CHE 1030.)

3 hours lecture—3 hours laboratory

COMPUTER SCIENCE TECHNOLOGY

- CST 1010—Introduction to Data Processing3 Credits**
An orientation to the field of electronic data processing. The history of data processing—familiarization with the broad concepts and applications related to business and industry. Unit record and digital computer concepts and techniques, including number systems, programs and data flow patterns.
- CST 1020—Introduction to Programming3 Credits**
A basic course in programming techniques. Introducing the student to basic FORTRAN AND COBOL. Utilizing lab work to gain experience in programming applications. (Prerequisite: CST 1010.)
2 hours lecture—3 hours laboratory
- CST 1210—Assembler Language Programming3 Credits**
A basic course in programming techniques. Introduction to assembler involving lab work in the programming of business applications.
2 hours lecture—3 hours laboratory
- CST 2210—FORTRAN Programming3 Credits**
A basic course in scientifically oriented FORTRAN (formula translation) programming language.
2 hours lecture—3 hours laboratory
- CST 2220—COBOL Programming I3 Credits**
A study of commercial oriented language (COBOL) to enable the student to gain programming proficiency through lectures and labs with “hands on” computer experience. (Prerequisite: CST 1210 or 2210.)
2 hours lecture—3 hours laboratory
- CST 2230—COBOL Programming II3 Credits**
A course for developing programming skills. This course will include the program development, coding, and testing of sophisticated programs, macro writing, utility modification, etc. (Prerequisite: CST 2220.)
2 hours lecture—3 hours laboratory
- CST 2310—Introduction to Systems Analysis3 Credits**
This course is designed to teach the basic fundamentals of systems analysis with emphasis on systems study and design, flow charting, file descriptions, procedure analysis, and documentation. (Prerequisite: CST 1010.)
- CST 2410—Systems Analysis I3 Credits**
This course involves the application of computer analysis and application principles. The student will design a system for an actual industry case, undergo faculty systems evaluation, and make a case study presentation. (Prerequisite: CST 2310.)
- CST 2420—Systems Analysis II3 Credits**
This course involves writing and testing of all programs and documentation necessary to implement the systems developed in CST 2410. (Prerequisite: CST 2410.)
- CST 2610—Advanced Computing and Programming Systems3 Credits**
An introduction to operating systems, data communication, data acquisition, IOCS, conversion, emulation, simulation, etc.

CST 2700—Management of EDP Function3 Credits

This course is designed to teach the concepts of managing the data processing function in an organization. The normal managerial functions are discussed as related to the data processing area. (Prerequisite: BUS 2610, CST 1010, CST 1020, and CST 2310.)

CST 2910—Cooperative Seminar4 Credits

This course offers a college programmed study, designed to give the student practical experience in the area of his major by placing him in a cooperative work study program with local organizations. This student is required to attend a one period seminar per week. (Summer Quarter Only.)

DEVELOPMENTAL STUDIES

Roane State Community College offers specialized programs to students in need of intensive preparation for college level academic work. Students are directed into this individualized work on the basis of an evaluation of high school work, placement test scores and recommendation of high school and college counselors.

The basic courses are numbered 0100 to 0990 and should not be taken for college transfer credit. Up to six hours of such credit may be used as elective credit toward the Associate Degree.

DVS 0510—Basic Communications I3 Credits

A course in elementary writing principles with emphasis on sentence and paragraph structure. The course is designed to prepare the student so that he may be successful in freshman English.

DVS 0520—Basic Communications II1-3 Credits

DVS 0530—Basic Communications III1-3 Credits

These courses are a continuation of Basic Communications I. The number of hours taken is determined by the degree of mastery achieved in Basic Communications I.

DVS 0610—Basic Science I3 Credits

A course designed for the student who does not have background necessary for college level science courses.

DVS 0620—Basic Science II1-3 Credits

DVS 0630—Basic Science III1-3 Credits

These courses are a continuation of Basic Science I. The number of hours taken is determined by the degree of mastery achieved in Basic Science I.

DVS 0710—Basic Mathematics I3 Credits

A course designed for the student who does not have background necessary for college level mathematics courses.

DVS 0720—Basic Mathematics II1-3 Credits

DVS 0730—Basic Mathematics III1-3 Credits

A continuation of Basic Mathematics I. The number of hours taken is determined by the degree of mastery achieved in Basic Mathematics I.

DIETETIC TECHNOLOGY

DFT 1010—Fundamentals of Food Service3 Credits

Overview of the food service industry, planned to acquaint the student with the organization, operation, and job potential of different types of food services. Field trips to a hospital, nursing home, restaurant, and industrial food service operation.

- DFT 1020—Food Principles** **3 Credits**
 This course is a study of the basic principles of food selection and preparation. Two lecture, two laboratory hours per week.
- DFT 1030—Advanced Menu Planning and Quality Food** **3 Credits**
 Principles and practices of menu planning and good cookery as related to institutional and commercial food service operations are studied. Consideration is given to nutritional and psychological needs, type of operation, utilization of equipment, and costs.
- DFT 1810—Field Experience I** **3 Credits**
 One lecture hour per week is devoted to orientation to the health field, the various professions within it and their relationships. Laboratory work consists of approximately 60 hours of supervised observation and practical experience designed to increase student understanding of dietetics as related to hospital dietary department function.
- DFT 1820—Field Experience II** **2 Credits**
 This course provides approximately 60 hours of supervised observation and practical experience in a health care facility dietary department. It is planned to parallel content of major college courses and bridges the gap between theory and practice. Five laboratory hours per week.
- DFT 2110—Food Purchasing and Cost Control** **3 Credits**
 Fundamentals of sound purchasing methods based on the analysis of quality food, accepted food standards, availability of food, legal regulations, and recommended ordering techniques. Methods of controlling food costs in relation to budgeting and purchasing.
- DFT 2210—Principles of Nutrition** **3 Credits**
 Nutritive value and functions of food in the body, including personal and family nutritive requirements.
- DFT 2220—Therapeutic Nutrition** **3 Credits**
 This course is designed to relate the principles of nutrition to special and abnormal conditions. A study of dietary modification necessary as a result of medical or surgical problems is included. Routine hospital diets are studied and aid in planning modified diets is given.
- DFT 2310—Food Systems Administration** **3 Credits**
 Management aspects of food service systems: organization, personnel, food and financial.
- DFT 2410—Sanitation and Safety** **3 Credits**
 Detailed study of the control of bacteria in the food service industry. Good practices in housekeeping, sanitary food handling, and personal cleanliness. Practical problems concerned with protection of health and with prevention of food spoilage and contamination. Importance of safety and accident prevention.
- DFT 2810—Field Experience III** **2 Credits**
 This course provides approximately 60 hours of supervised observation and practical experience in a health care facility dietary department. It is planned to parallel content of major college courses and is a continuation of a series of supervised field experiences designed to develop practitioner competency. Five laboratory hours per week.
- DFT 2820—Field Experience IV** **3 Credits**
 This course provides approximately 90 hours of supervised observation and practical experience in a health care facility dietary department. It is

planned to parallel content of major college courses and is a continuation of a series of supervised field experiences designed to develop practitioner competency. Seven and one-half laboratory hours per week.

DFT 2830—Field Experience V7 Credits

The student participates in approximately 180 hours of supervised experience in actual working situations on varying shifts in affiliated health care food service. This experience is designed to provide practical application of principles learned. One hour per week is scheduled at the college as a seminar session. One lecture, fifteen laboratory hours per week.

ECONOMICS

ECO 2010—Principles of Economics I3 Credits

Conceptual framework of the free enterprise society. Quantitative description of the American Economy, facts and figures. Economics of aggregates based on the national income accounting. Macroeconomic income determination, employment and price level. Introductory principles of money and banking, the Federal Reserve System and other financial institutions. Monetary and the fiscal policy. Growth of the American economy.

ECO 2020—Principles of Economics II3 Credits

A continuation of economic principles with the special emphasis on micro-economics. 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. (Prerequisite: ECO 2010.)

ECO 2030—Principles of Economics III3 Credits

A course in applied economics. Anti-trust laws, problems of trade unions and collective bargaining, important labor legislation. Economics of poverty in the United States. Public finance: the role of the government, principles of taxation, shifting and incidence. International trade. Economics of underdeveloped countries, their trade problems, foreign aid. Economics of the collectivist economies. (Prerequisite: ECO 2020.)

EDUCATION

EDU 2010—Introduction to Education3 Credits

A short survey of the field of education in which the history of American education, present philosophies of education, major problems of education, present practices and the school as a social institution are considered.

EDU 2110—Driver and Traffic Safety Education3 Credits

Critical analysis of traffic accidents and causation, attitude factors, essential knowledge of automobile operation and function, and traffic laws and regulations. Includes laboratory experiences to develop skills in driving and operating the automobile, as well as evaluating conditions for safety of the persons involved.

EDU 2310—Audio-Visual Aids3 Credits

This course is designed to develop skill in the use of the mimeograph, ditto, tape recorder, motion picture projector, slide projector, and other audio-visual equipment. Experience in the preparation of visual aids used in the public school system is given.

EDU 2610—Public School Records2 Credits

A study and use of forms and records used in school systems.

- EDU 2710—Reading in the Elementary Schools3 Credits**
 Designed to acquaint students with the objectives of a reading program. Attention given to reading readiness, diagnosis of reading problems and a brief survey of reading skills. (Prerequisite: PSY 2210.)
- EDU 2730—Diagnostic Teaching of Reading3 Credits**
 A course designed to acquaint the student with various modern approaches to reading in the classroom, emphasizing the construction of diagnostic tools and prescriptive materials. (Prerequisite: Education 2710, or teaching experience.)
- EDU 2910—Prospective Teacher Cooperative Practicum I 3 Credits**
- EDU 2920—Prospective Teacher Cooperative Practicum II3 Credits**
 This program is designed to provide the student and local school systems with a cooperative classroom experience. The college student will investigate the duties, responsibilities, and requirements of the teacher's aid profession. Each assigned classroom teacher will be involved with the evaluation of the student, as well as the College Instructor and Administrator of the school.

ELECTRONICS TECHNOLOGY

- EET 1010—Electric Circuit Fundamentals I (Direct Current)6 Credits**
 A study of basic electron theory, resistance, ohms law, power, Kirchoff's laws; series, parallel and complex D.C. circuits, electromagnetism, inductance, capacitance and measuring devices. (Corequisite: MAT 1110.)
 4 hours lecture—6 hours laboratory
- EET 1020—Electric Circuit Fundamentals II (Alternating Current)....6 Credits**
 A study of A.C. Generation and characteristics, impedance, circuits and resonance. (Prerequisite: EET 1010, Corequisite: MAT 1120.)
 4 hours lecture—6 hours laboratory
- EET 1110—Electric Fundamentals I 3 Credits**
 The first course in a two course sequence designed to familiarize the student with the fundamentals of electricity from basic concepts to semiconductors and vacuum tubes. This course is designed for the certificate program or electives for other than Electronics Technology students.
 4 hours lecture—2 hours laboratory
- EET 1120—Electric Fundamentals II3 Credits**
 The second course in a two-part sequence designed to familiarize the student with the fundamentals of electricity from basic concepts to semiconductors and vacuum tubes. This course is designed for the certificate program or electives for other than Electronics Technology students: (Prerequisite: EET 1110 or permission of the instructor.)
 4 hours lecture—2 hours laboratory
- EET 1130—Electronic Circuit Fundamentals 3 Credits**
 A course in the characteristics of electronic devices and electronic circuits to include vacuum tubes, semiconductors and their associated circuits and applications. This course is designed for the certificate program or electives for other than Electronics Technology students. (Prerequisite: EET 1120 or permission of the instructor.)
 4 hours lectures—2 hours laboratory
- EET 1140—Electronic Communications I 5 Credits**
- EET 1150—Electronic Communications II5 Credits**
 A two-course sequence designed to cover radio receiver and transmitter cir-

cuits and systems including AM, FM, SSB, TV, and other communications, circuits and systems. These courses are designed for the certificate program or electives for other than Electronics Technology students. (Prerequisite: EET 1130 or permission of the instructor.)

4 hours lecture—2 hours laboratory

EET 1160—Industrial Electronics Measurement and Control5 Credits

A study of devices, circuits and systems used in electronic measurement and controls in industry. This course is designed for the certificate program or electives for other than Electronics Technology students. (Prerequisite: EET 1030 or permission of the instructor.)

4 hours lecture—2 hours laboratory

EET 1210—Materials and Construction Practices I2 Credits

A laboratory course to familiarize the student with electronic hardware, hand tools and shop practices.

1 hour lecture—3 hours laboratory

EET 1220—Materials and Construction Practices II2 Credits

A laboratory course to familiarize the student with fundamental electronic assembly practices. Includes layout design of chassis and printed-circuit fabrication processes. (Prerequisite: EET 1210.)

1 hour lecture—3 hours laboratory

EET 1310—Electronic Devices4 Credits

A course concerned with how electronic devices work and the characteristics of these devices. Both vacuum tubes and semiconductor device characteristics are covered. (Prerequisite: EET 1010.)

3 hours lecture—3 hours laboratory

EET 1320—Electronic Circuits5 Credits

A study of the application of electronic devices in circuits such as amplifiers, power supplies, oscillators, feedback circuits, modulation systems and detectors. (Prerequisite: EET 1030.)

3 hours lecture—6 hours laboratory

EET 1410—Electronics Drafting4 Credits

Basic drafting practices, use of instruments, theory of projections, and free-hand sketching. Methods and principles of graphically presenting electronic information. Covers the principles of circuit layout and introduces the student to electronic symbols employed in electronic circuit schematics.

2 hours lecture—4 hours laboratory

EET 1610—Electrical Systems Design4 Credits

This course is a study of the design of electrical service systems for residential, commercial and industrial applications. The student will learn to design electrical systems in accordance with local and national electrical codes. Topics included will be an introduction to electrical codes, types of conductors and cables, safety grounding, overcurrent protection, branch circuits, estimate of loads, and equipment selection. The student will be given practical problems in the layout and design of electrical service systems for residential, commercial and industrial locations. (Prerequisite: EET 1020.)

3 hours lecture—3 hours laboratory

EET 2210—Electronics Project I1 Credit

The student selects an electronics project: designs, fabricates and tests the finished project. (Prerequisite: EET 1210.)

1 quarter hour credit—3 hours laboratory

2 quarter hours credit—6 hours laboratory

- EET 2220—Electronics Project II**1 Credit
Continuation of EET 2210.
- EET 2250—Special Problems in Electronics**3 Credits
Related problems in Electronics selected by student with permission of adviser and instructor.
- EET 2310—Pulse Circuitry**5 Credits
Study of special oscillators and their waveforms, pulse shaping, and pulse circuitry applications. (Prerequisite: EET 1310.)
3 hours lecture—6 hours laboratory
- EET 2410—RF Receiver Systems**4 Credits
Study of superheterodyne receiver principles, circuits, and their application in communication and television receivers. (Prerequisite: EET 1310.)
3 hours lecture—3 hours laboratory
- EET 2420—RF Transmission Systems**4 Credits
Study of modulation systems, transmitters, and characteristics of the transmission line and antenna system. (Prerequisite: EET 2310 and 2410.)
3 hours lecture—3 hours laboratory
- EET 2510—Industrial Electronics**4 Credits
Study of most commonly used transducers, electronic measurement circuits, and closed-loop control systems. (Prerequisite: EET 1310.)
3 hours lecture—3 hours laboratory
- EET 2610—Linear Integrated Circuits and Their Applications**3 Credits
A study of the basic circuit elements used as building blocks in monolithic integrated circuits, how they are combined to form the integrated circuit, and several applications of linear integrated circuits. Topics include differential amplifiers, operational amplifiers, wide-band and narrow-band amplifiers, mixers, oscillators, receivers and transmitters. (Prerequisite: EET 1320.)
3 hours lecture
- EET 2710—Microwave Techniques**4 Credits
Study of the fundamentals of microwave generation and propagation and wave-guide characteristics. (Prerequisite: EET 2610.)
3 hours lecture—3 hours laboratory
- EET 2810—Computer Fundamentals**3 Credits
Study of the fundamentals of computer systems and related mathematical and numerical systems. (Prerequisite: EET 2310.)
3 hours lecture
- EET 2820—Computer Principles**4 Credits
Study of the composite digital computer system and an analysis of its circuits and of its component parts. (Prerequisite: EET 2810.)
3 hours lecture—3 hours laboratory
- EET 2910—Cooperative Seminar**4 Credits
This course offers a college programmed study, designed to give the student practical experience in the area of his major by placing him in a cooperative work study program with local organizations. This student is required to attend a one-period seminar per week. (Summer Quarter Only.)

ENGINEERING

- ERG 1010—Engineering Graphics I**3 Credits
Basic drafting practices, the use of instruments, theory of projections, free

hand sketches, the graphic language, and representation of the shape and size of three dimensional objects.

1 hour lecture—4 hours laboratory

ERG 1020—Engineering Graphics II3 Credits

Continuation of Graphics I with experience in working drawings and design drawings, machine, sheet metal, and electrical drawing and space relations of points, lines and plane intersections. (Prerequisite: ERG 1010 or consent of Instructor.)

1 hour lecture—4 hours laboratory

ERG 1100—Introduction to Engineering3 Credits

Introduction to engineering problem solving and computations. Data presentation; error analysis; empirical methods; use of slide rule and elementary computer programming.

1 hour lecture—4 hours problem solving laboratory

ERG 1110—Elementary Mechanics I3 Credits

Statics of particles and rigid bodies resultants of force systems, static equilibrium, friction, and moments. (Corequisite: Math 2610.)

ERG 1120—Elementary Mechanics II3 Credits

Dynamics of particles and rigid bodies, kinematics, kinetics, Newton's laws, and impulse-momentum. (Corequisite: Math 2620.) (Prerequisite: ERG 1110.)

ERG 2110—Elementary Thermodynamics3 Credits

Work and kinetic energy; temperature; heat; first law of thermodynamics. (Prerequisite: MAT 2620.)

ENGLISH

ENG 1010—Composition I3 Credits

Composition: establishing purpose, organization, paragraph structure, style, grammar and mechanics; reading: for meaning and ways of expressing meaning.

ENG 1020—Composition II3 Credits

Composition: patterns and techniques of development, documentation (preparation of a documented paper); reading: essays and short fiction. (Prerequisite: ENG 1010.)

ENG 1030—Composition III3 Credits

Composition: writing based on fiction, drama, and poetry; reading: fiction, drama, and poetry. (Prerequisite: ENG 1020.)

NOTE: Composition I, II, and III are prerequisite to Sophomore English. Sophomore English requirements may be met with any three of the five courses offered—World Literature I, II, III, American Literature, or Ethnic Literature.

ENG 2110—World Literature I3 Credits

Greek and Roman mythology, drama, epic, history, and philosophy; The Bible; Germanic myth and saga; Beowulf; Dante; Medieval romance; Chaucer; Cervantes.

ENG 2120—World Literature II3 Credits

Survey of world literature from the Renaissance through the Romantic period. Drama, fiction, poetry, and philosophy. Emphasis on Shakespeare Molière, Milton, Goethe.



- ENG 2130—World Literature III** 3 Credits
Realism in fiction. Modern poetry and drama.
- ENG 2140—American Literature** 3 Credits
Colonial through Modern.
- ENG 2150—Ethnic Literature** 3 Credits
Survey of literature of American minority groups: Negro, Indian, Jewish, Oriental, Hispanic.
- ENG 2310—Children’s Literature** 3 Credits
Characteristics and methods of teaching children’s literature.
- ENG 2320—Modern Grammar for Teachers** 3 Credits
A practical study of modern grammar, comparing traditional, structural, and transformational grammar. Stresses approaches to teaching grammar and dealing with social and regional dialects. May be taught in workshops for teachers.
- ENG 2810—Creative Writing** 3 Credits
Theory and practice of the creation of fiction, drama, and poetry by the analysis of models and student manuscripts. (Permission of the instructor is required.)
- ENG 2820—Technical Writing** 3 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.

FIRE SCIENCE TECHNOLOGY

- FST 1010—Introduction to Fire Science** 3 Credits
A course to acquaint the students with the broad field of Fire Science. Emphasis on some of the problems of the Fire Service with potential or possible solutions.
- FST 1020—Municipal Fire Protection** 3 Credits
A study of the typical municipal fire department in Tennessee. The course stresses organization, modern procedures, and urban characteristics.
- FST 1030—Industrial Hazards** 3 Credits
A course emphasizing the causes of fires in various types of industries. Explores new techniques and chemicals used in industrial fires.
- FST 1110—Construction Codes and Fire Protection Standards** 3 Credits
A study of fire codes and standards. The course includes a study of modern protection equipment and building construction materials.
- FST 1120—Environmental Technology** 3 Credits
The student will demonstrate an awareness of human interdependence in the delicate balance between man and his environment. He will examine how each person contributes to environmental problems and their solutions through the acting out of value judgments. The student will become personally involved in environmental concerns. Emphasis will be on the evolving nature of man and his value systems, the trend toward urbanization of large populations, and the consequent environmental pollution.
- FST 2010—Fire Fighting Strategy** 3 Credits
A course illustrating the physical and chemical aspects of fire suppression technology. The student will pursue a detailed study of the chemistry of fire, along with modern methods of fire suppression, tactical decisions and post fire analysis.

- FST 2020—Blue Print Reading**3 Credits
An interpretation of building plans and blueprints. Instructional material includes special problems.
- FST 2110—Inspection Principles and Practices**4 Credits
The course includes the development and philosophy of fire inspection. Emphasis is on inspection techniques, arson investigation, and the development of technical inspection reports.
2 hours laboratory
- FST 2120—Principles of Hydraulics**3 Credits
Surveys the basic laws of hydraulics. Includes a study of the fundamentals of pressures and measurements. Reviews related math and pertinent theorems and formulas.
- FST 2210—Flammable Materials**3 Credits
Study of chemical characteristics and reactions related to storage, transportation, handling hazardous materials, i.e., flammable liquids, combustible solids, oxidizing and corrosive materials and radioactive compounds. Emphasis on emergency situations and fire fighting and control.
- FST 2220—Water Distribution**3 Credits
A study in applying the principles of hydraulics to fire fighting problems. Attention is also given to water supply problems.
- FST 2300—Property and Casualty Insurance**3 Credits
A survey of Tennessee laws relating to property, property damage, and casualty insurance.
- FST 2510—Fire Protection Equipment and Systems**3 Credits
A study of the operation and maintenance of fire apparatus and pumps. Attention is focused on the required standards for water supply as it is related to automatic sprinklers and special extinguishing systems. Includes an analysis of various automatic signaling and detection systems.
- FST 2610—Fire Department Administration**3 Credits
A detailed study of the Fire Department Organization. Includes fire company organization; the company officer (duties, responsibilities, leadership, supervision); company personnel administration; company communications; company maintenance and training; records and reports; and problem solving.
- FST 2620—Seminar**3 Credits
A course designed to consolidate the various learning experiences in fire fighting. Emphasis is placed on special problems.
- FST 2700—Practicum**2 Credits
Practical experience is provided for each student through cooperative agreements with local fire stations. Emphasis is placed on the day-to-day activities of firemen.

FRENCH

- FRE 1010—Beginning French I**3 Credits
- FRE 1020—Beginning French II**3 Credits
- FRE 1030—Beginning French III**3 Credits
Elementary grammar, pronunciation, conversation and simple readings. (Laboratory required.)

FRE 2010—Intermediate French I	3 Credits
FRE 2020—Intermediate French II	3 Credits
FRE 2030—Intermediate French III	3 Credits
Reading intermediate texts, grammar review, and oral practice. (Prerequisite: Beginning French III or equivalent.) (Laboratory required.)	

GEOGRAPHY

GGY 1010—Physical Geography I	3 Credits
A geographical survey of the solar system, map projections, weather, climate, and the regional grouping of soils and natural vegetation.	
GGY 1020—Physical Geography II	3 Credits
A survey of the tectonic processes, agents of finance to man, and the distribution of mineral resources.	
GGY 1030—Introduction to Human Geography	3 Credits
An introduction to the basic concepts in human geography, including population, political, cultural, urban, and economic geography.	
GGY 2110—World Regional Geography I	3 Credits
A geographic survey of North America.	
GGY 2120—World Regional Geography II	3 Credits
A geographic survey of South America and Europe.	
GGY 2130—World Regional Geography III	3 Credits
A geographic survey of the Middle East, Africa, Asia, and Australia.	
GGY 2210—Introduction to Economic Geography	3 Credits
A survey of agricultural, mining, manufacturing, transportation and service activities as they affect man's economic life.	

GERMAN

GRN 1010—Beginning German I	3 Credits
GRN 1020—Beginning German II	3 Credits
GRN 1030—Beginning German III	3 Credits
Fundamentals of German with emphasis on elementary grammar, pronunciation and simple readings. (Laboratory required.)	
GRN 2010—Intermediate German I	3 Credits
GRN 2020—Intermediate German II	3 Credits
GRN 2030—Intermediate German III	3 Credits
Reading intermediate texts, grammar review, and oral practice. (Prerequisite: GRN 1030 or equivalent.) (Laboratory required.)	

HEALTH

HEA 2210—Personal Health	3 Credits
A consideration of principles from the natural, biological, social, and behavioral sciences as they may be applied to healthful living. Emphasis on knowledge, attitudes, and practices related to self-direction of health behavior.	
HEA 2310—Safety and First Aid	3 Credits
Development of a safety attitude and understanding of individual responsibility in personal and community programs for accident prevention and	

control. Acquiring of knowledge and skills for the emergency care of individuals. Upon satisfactory completion of the course, students will receive the American Red Cross Standard and Advanced First Aid Certificates.

HISTORY

- HIS 1010—Survey of Western Civilization I** **3 Credits**
 Analysis of western civilization from classical antiquity to the Reformation with emphasis on the political, social, economic, and religious themes on which western culture is based.
- HIS 1020—Survey of Western Civilization II** **3 Credits**
 Western civilization from the mid 16th century, beginning with the Wars of Religion, to 1860.
- HIS 1030—Survey of Western Civilization III** **3 Credits**
 Western civilization from 1860 to the present.
- HIS 2110—Survey of American History I** **3 Credits**
 European background: Settlement of American colonies, severance of European ties, national development and expansion.
- HIS 2120—Survey of American History II** **3 Credits**
 Rise of democracy and humanitarianism; sectional controversies; Civil War and reconstruction; rise of big business; postwar social, economic and political changes.
- HIS 2130—Survey of American History III** **3 Credits**
 Emergence as a world power; Populism and Progressivism; World War I; the search for normalcy; the great depression and the New Deal; World War II and its aftermath; the 1970's and future prospects.

HOTEL-MOTEL-RESTAURANT MANAGEMENT

- HMT 1000—Introduction to Hotel-Motel-Restaurant Management** **3 Credits**
 The hospitality field, its history, famous people, economic and social importance, and operations are the major areas of emphasis in this course.
- HMT 1010—Hotel-Motel-Front Office Procedure** **3 Credits**
 This course provides an analysis of various jobs within hotel-motel front office, and procedures involved in registering, accounting for, and checking out guests. Front office promotional and sales practices are also investigated.
- HMT 1110—Hotel-Motel-Restaurant Seminar I** **3 Credits**
 Study of parliamentary procedure, business etiquette and club activity.
- HMT 1120—Hotel-Motel Restaurant Seminar II** **3 Credits**
 A continuation of HMT 1110 with an emphasis on housekeeping problems.
- HMT 1130—Hotel-Motel-Restaurant Seminar III** **3 Credits**
 A continuation of HMT 1110-20 with an emphasis on electrical requirements and equipment.
- HMT 2010—Hotel-Motel-Restaurant Practicum** **6 Credits**
 Required "on-the-job" work experience supplied by the hotel-motel-restaurant industries. Department arranges two hundred hours in a selected job learning program with the employer and makes regular appraisals of learning progress.

- HMT 2110—Food Distribution** **3 Credits**
 A study of the history of the food distribution industry in our free enterprise system. To study the agricultural revolution of food processing; canning meats, frozen foods, dairy, grain, beverage, sugar refining, etc., to study methods of transportation and types of modern food distribution systems.
- HMT 2120—Quality Food Preparation** **3 Credits**
 The emphasis is placed on quantity cookery by department and station. Detailed studies in raw materials, recipes, menu planning, and the use of equipment.
- HMT 2210—Hotel-Motel-Restaurant Accounting** **3 Credits**
 This is a study of accounting applications to various service institutions. Emphasis is placed on operating cost data, cost analyses and methods of reporting for managerial uses.

JOURNALISM

- JRN 1110—Introduction to Mass Communications** **3 Credits**
 Survey of contemporary mass media, historical development, theories and philosophies of the press, freedom of the press, effects mass media have on society.
- JRN 2210—Writing for Mass Media** **3 Credits**
 A general course in writing for mass media with emphasis on news reporting. (Prerequisite: JRN 1110 and typing proficiency)
- JRN 2220—Reporting** **4 Credits**
 A course concerning methods of gathering facts and reporting; 3 hours class plus practical assignments. (Prerequisite: JRN 2210)
- JRN 2750—Introduction to Broadcasting** **3 Credits**
 A broad, basic course covering organization, comparative systems, regulatory and technical aspects of broadcasting.

MATHEMATICS

- MAT 1000—Slide Rule** **1 Credit**
 Operation and use of slide rule. Meets one hour per week.
- MAT 1010—Technical Math I** **3 Credits**
 Beginning with basic arithmetic and continuing through basic algebra, emphasizing algebraic expressions and operations, fractions, linear and quadratic functions, and graphing of functions. Primarily for Technology students.
- MAT 1020—Technical Math II** **3 Credits**
 A continuation of MAT 1010.
- MAT 1050—Algebra and Trigonometry I** **5 Credits**
 Algebraic expressions and operations, fractions, factoring, graphing of functions, linear and quadratic functions, basic trigonometric functions, exponential and logarithmic functions, vectors and complex numbers. (Prerequisite: 1 year of high school algebra and geometry or consent of instructor.)
- MAT 1110—General Mathematics I** **3 Credits**
 Sets, real numbers, equations, inequalities, relations, functions, graphs. [Prerequisite: 2 years high school algebra or 1 year high school algebra and 1 year high school geometry. (Must be taken in sequence.)]

- MAT 1120—General Mathematics II**3 Credits
Average rates, differentiation, integration, polynomial equations, systems of linear equations, and inequalities.
- MAT 1130—General Mathematics III**3 Credits
Trigonometric functions, simple and compound interest, exponential and logarithmic functions, sequence, and series.
- MAT 1210—Trigonometry**3 Credits
Analysis of functions of angles with their relations, logarithms, and solution of right and general triangles. (Prerequisite: 2 years of high school algebra and the consent of instructor.)
- MAT 1500—Pre-Calculus**5 Credits
A course for the above-average student which includes integrated topics of college Algebra and Trigonometry. Set language and logic is used when appropriate. It is designed primarily for students planning to enter the calculus.
- MAT 2310—Concepts of Mathematics I**3 Credits
- MAT 2320—Concepts of Mathematics II**3 Credits
- MAT 2330—Concepts of Mathematics III**3 Credits
Logic and logical reasoning; sets; language and rules for operation; history of early number systems; development of the rational number system; number systems in bases other than ten; extending the number system to include complex numbers; mathematical applications involving operations with sets. (Required of elementary education majors. Must be taken in sequence.)
- MAT 2410—Modern Math for Teachers**3 Credits
A study of the basic principles of modern math. This course is frequently taught in workshops for teachers.
- MAT 2510—Elementary Statistics**3 Credits
An introduction to elementary methods and techniques. Topics covered include sampling, frequency distributions, elementary probability, binomial distributions, normal distributions, null hypothesis, rank correlation, significance of data. A statistical project of an elementary nature including collecting, presenting and interpreting data is required. (Prerequisite: A college level algebra course or consent of the instructor.)
- MAT 2610—Calculus and Analytic Geometry I**5 Credits
Rate of change, limits, continuity, derivatives, maxima and minima introduction to integration. (Prerequisite: high school algebra, trigonometry and consent of instructor.)
- MAT 2620—Calculus and Analytic Geometry II**5 Credits
Application of the definite integral, transcendental functions, integration, determinants and linear equations. (Prerequisite: MAT 2610.)
- MAT 2630—Calculus and Analytic Geometry III**5 Credits
Plane Analytic Geometry, hyperbolic functions, polar coordinates, vectors and parametric equations. (Prerequisite: MAT 2620.)
- MAT 2640—Calculus and Analytic Geometry IV**5 Credits
Solid Geometry and vectors, partial differentiation, multiple integrals and infinite series. (Prerequisite: MAT 2630.)
- MAT 2650—Linear Algebra**3 Credits
Systems of linear equations, vector space and dimensions, matrix multiplication, dot product, inner product, cross product, introduction to the theory of a simple linear operator. (Prerequisite: MAT 2610-20.)

MAT 2710—Differential Equations 5 Credits
 A study of the solution of ordinary differential equations, first order equations, linear equations of any order, series solutions and applications. (Prerequisite: MAT 2620.)

MILITARY SCIENCE (ROTC)

MS 1110—Fundamentals of Military Leadership and Management...3 Credits
 A study of the development of American military institutions, policies, experiences and traditions in peace and war from colonial times to the present. Historical examples of effective and ineffective leadership and application of the principles of war. Practical exercises in leadership development.

MS 2110—Applied Military Leadership and Management I 3 Credits
 Concentrated study of leadership. Factors which affect human behavior. Leadership functions, principles, and traits. Development of leadership qualities through practical exercises. Military teaching principles and development of teaching skills. (Prerequisite: MS 1110.)

MS 2120—Applied Military Leadership and Management II3 Credits
 The contemporary world scene and its impact on the military. Planning, preparation and presentation of briefings and continued development of leadership skills through practical exercise. Discussion of the ROTC Advanced Course. (Prerequisite: MS 2110.)

NOTE: Additional information concerning the Army Reserve Officer's Training Corps (ROTC) program may be obtained from the guidance counselor or the ROTC instructor.

MEDICAL RECORDS

MRT 1010—Introduction to Medical Records I 3 Credits
 Introduction to the history of medicine, the hospital and medical records. Lecture and classroom laboratory experience which will enable the student to be familiar with the purposes, content, and uses of the medical record. Laboratory experience includes the assembly and analysis of medical records. Introduction to the principles of medical terminology and the use of word elements as building blocks for medical terminology.

MRT 1020—Medical Records II 3 Credits
 Orientation to the methods of numbering, systems of filing, plus the retention of medical records. Lecture and classroom laboratory practice in the methods of compiling hospital statistics, both manually and by computer. Laboratory practice in gathering statistics and working with formulas to compile actual reports and computer abstracting. Further study of medical terminology with emphasis on terminology as it relates to the systems of the body.

MRT 1030—Medical Records III 3 Credits
 Introduction to the disease and operation classification and the indexes maintained in the medical record department. Instruction in the use of SNDO and ICDA. Laboratory includes coding and indexing by SNDO and ICDA. Legal aspects of medical records are introduced. Special attention is given to consents, authorizations, release of information and handling medical records in court.

MRT 2010—Intermediate Medical Records 3 Credits
 Additional study in medical terminology in conjunction with medical transcription. Lecture and actual practice in transcription will be co-ordinated.

Practice transcription will include X-ray reports, medical history, physicals and summaries plus operative reports.

- MRT 2020—Directed Practice I** **3 Credits**
Actual practice under the direction of a Medical Record Practitioner in a local hospital department. Orientation to the admitting office and medical record department. Practice in the admitting and discharge procedure plus filing methods.
- MRT 2030—Directed Practice II** **3 Credits**
Hospital practice in coding and indexing and in statistical compilation and reports. Actual practice in the release of information.
- MRT 2110—Directed Practice III** **3 Credits**
Hospital practice in medical transcription and other secretarial skills. Attendance at various medical meetings, minute taking and contact with the medical staff.
- MRT 2120—Medical Records Seminar** **3 Credits**
Special attention is made to the requirements of accrediting agencies plus new trends in medical records. Emphasis is placed on new government laws and regulations. Special instruction in credit and Utilization Review.

MUSIC

- MUS 1000—Chorus** **1 Credit**
Meets two hours per week. The official choral organization of the College. Performs standard repertoire and selections suitable for use with school and church choirs. Membership by permission of the director of the chorus. Members are expected to attend all rehearsals and performances. Failure to do so will result in dismissal from the chorus and a failing mark for the quarter. May be taken repeatedly until six quarter hours are accumulated.
- MUS 1010—Music Appreciation** **3 Credits**
Open to all students who desire a better understanding of music. Through listening to recordings, the student will become familiar with several forms of music from the time of Bach to the present. An attempt will be made to aid the student in recognizing the various instruments both visually and aurally, and to recognize themes from various master works often performed in concerts and on recordings.
- MUS 1020—Fundamentals of Music** **3 Credits**
A beginning study of music, its terminology, and 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 for non-music majors or for remedial study for music majors.
- MUS 1110—Beginning Theory I** **4 Credits**
- MUS 1120—Beginning Theory II** **4 Credits**
- MUS 1130—Beginning Theory III** **4 Credits**
Ear training, sight singing, dictation, rhythmic reading, harmonic analysis, written and keyboard harmony, two voice counterpoint, homophonic forms, standard vocabulary of chords and inversions. Must be taken in sequence.
3 hours lecture—2 hours laboratory

MUS 1210—Class Lessons in Brass Instruments I	1 Credit
MUS 1220—Class Lessons in Brass Instruments II	1 Credit
MUS 1250—Class Lessons in Percussion	1 Credit
MUS 1310—Class Lessons in Woodwinds I	1 Credit
MUS 1320—Class Lessons in Woodwinds II	1 Credit
MUS 1330—Class Lessons in Woodwinds III	1 Credit
MUS 1410—Class Lessons in Strings I	1 Credit
MUS 1420—Class Lessons in Strings II	1 Credit
MUS 1430—Class Lessons in Strings III	1 Credit

Class instruction in playing, maintenance and methods of teaching these instruments in class situations. Practical use of current instructional materials. Meets twice weekly. Practice periods assigned.

MUS 1510—Class Lessons in Voice I	1 Credit
MUS 1520—Class Lessons in Voice II	1 Credit
MUS 1530—Class Lessons in Voice III	1 Credit

Group instruction in basic techniques of breath control, tone production, diction, phrasing and interpretation using simple song repertoire, with suggested songs suitable for solos. A study of the vocal instrument and stage presence will be included. Meets twice weekly. Daily practice required. Not for the student whose major is voice.

MUS 1610—Class Piano I	1 Credit
MUS 1620—Class Piano II	1 Credit
MUS 1630—Class Piano III	1 Credit

Group instruction in basic keyboard technique for students with no prior training in piano. Electronic pianos will be used. Meets twice per week. Daily practice required.

Applied Music

Private lessons in voice, organ, piano, or certain other instruments may be taken each quarter for one or two quarter hours credit. Any student may take private lessons but only students performing at the college level will receive academic credit. Students receive 25 minutes of private instruction per week per quarter hour of credit. A minimum of two hours per day practice is required for each quarter hour of credit earned.

Recital

Required for music majors in their applied major field during their second year of study. No credit given. Minimum of thirty minutes duration. Solo class required for all applied music students meets twice each week.

Individual Instruction

In scheduling individual instruction preference will be given to full-time music majors. In order to receive credit for individual instruction in piano or organ, the student must be able to perform on at least the level of Grade Four in a standard piano course.

Practice requirements for credit in individual instruction is on the following basis: Three hours of practice per week for each quarter hour of credit. Practice rooms will be assigned as the need arises.

MUS 1711, 21, 31—Individual Instruction in Piano	1 Credit
MUS 2711, 21, 31—Individual Instruction in Piano	1 Credit
(One lesson per week)	

MUS 1712, 22, 32—Individual Instruction in Piano	2 Credits
MUS 2712, 22, 32—Individual Instruction in Piano	2 Credits
(Two lessons per week)	
MUS 1811, 21, 31—Individual Instruction in Organ	1 Credit
MUS 2811, 21, 31—Individual Instruction in Organ	1 Credit
(One lesson per week)	
MUS 1812, 22, 32—Individual Instruction in Organ	2 Credits
MUS 2812, 22, 32—Individual Instruction in Organ	2 Credits
(Two lessons per week)	
MUS 1911, 21, 31—Individual Instruction in Voice	1 Credit
MUS 2911, 21, 31—Individual Instruction in Voice	1 Credit
(One lesson per week)	
MUS 1912, 22, 32—Individual Instruction in Voice	2 Credits
MUS 2012, 22, 32—Individual Instruction in Voice	2 Credits
(Two lessons per week)	
MUS 2000—Band	1 Credit
Membership by audition only, to be arranged during the week of registration. The fall term is devoted mainly to developing techniques, ensemble playing, marching and half-time performances at college ball games. At least one concert will be given each quarter and tours to area schools will be arranged when possible. Individual practice as assigned. (Student may participate until as many as six quarter hours have been accumulated.)	
MUS 2110—Advanced Theory I	4 Credits
MUS 2120—Advanced Theory II	4 Credits
MUS 2130—Advanced Theory III	4 Credits
Four-part harmony using secondary dominants, modulation, harmonic analysis, sight singing, ear training, melodic and harmonic dictation, keyboard harmony. Neapolitan and augmented sixth chords, diminished sevenths and other chromatic harmonies; analysis of early 19th century works; the sonata form. Further studies of musical forms, analysis of 19th and 20th century works, serial composition, original composition. Three and four voice counterpoint, part writing, figured bass, binary and ternary forms. Must be taken in sequence.	
MUS 2710—Survey of Music Literature I	3 Credits
Meets three times per week. Listening periods assigned. A selection of representative work from antiquity through the Baroque, with reference to style, form, and aesthetics. (Prerequisite: MUS 1110, 20, 30.)	
MUS 2720—Survey of Music Literature II	3 Credits
A continuation of MUS 2710, beginning with Romantic era to the Modern era. Listening assignments.	
MUS 2730—Survey of Music Literature	3 Credits
A continuation of MUS 2710-20, dealing with the Modern, Contemporary and Impressionistic eras. Listening assignments.	
MUS 2810—School Music	3 Credits
Methods of teaching music in the elementary school by rhythmic, singing, listening, music reading and creative activities. Autoharp, rhythmic instruments, Flutophone, and sample series of school music books will be studied. (Prerequisite: MUS 1020, or demonstration of adequate proficiency.)	

NATURAL SCIENCE

Four survey courses are offered to provide the student with a brief exposure to various disciplines in the natural sciences. The courses are intended for the student who does not desire a three-quarter sequential science course. The survey courses are also designed to aid the student in determining the curriculum which he would like to pursue or to better prepare him for additional courses in the sciences.

The survey courses have no prerequisites, and may be taken individually or in any sequence. For fulfillment of natural science requirements, also see listings under Biology, Chemistry, and Physics.

NSC 1010—Survey of Physical Science 4 Credits

An introductory course dealing with selected topics from general chemistry and general physics. Topics to be considered include atoms, molecules, reactions, forces, laws of motion, heat, light, sound, etc.

No credit is given to any student who has successfully completed CHE 1010 or PHY 2010.

NSC 1230—Survey of Earth Science 4 Credits

An introductory course designed to provide an exposure to the basic principles of physical and historical geology. Subjects considered include the nature of the earth's crust, geological processes, the geological time scale, and paleontology.

NSC 1450—Survey of Life Science 4 Credits

An introductory course designed to provide an exposure to the scope of biology. Subject matter will be selected from such diverse areas as cellular biology, microbiology, heredity, and environmental biology.

No credit is given to any student who has successfully completed BIO 1110.

NSC 1670—Interdisciplinary Topics in the Sciences 4 Credits

A team-taught course providing the student with a brief exposure to selected areas of study which are based upon several of the natural sciences. Subjects considered include astronomy, meteorology, climatology, oceanography, and soil science.

PHILOSOPHY

PHL 1010—Introduction to Philosophy 3 Credits

A study of problems that confront man as he deals with knowledge and the nature of the world and his interaction with it.

PHL 1110—Elementary Logic 3 Credits

Study of the principles of reasoning, deductive and inductive fundamentals, and the use of logic as a practical tool.

PHL 1120—Symbolic Logic 3 Credits

Logical symbolism, truth tables, propositional calculus, properties of formal systems.

PHL 1210—Introduction to Ethical Thought 3 Credits

Critical analysis of the principal ethical theories and their application to the problems of life.

PHL 2010—Religions in History: An Introduction 3 Credits

Introduction to History of Religions, Eastern and Western.

PHL 2020—Existentialism and Religion 3 Credits

A study of existentialism and its meaning for religion.

PHYSICAL EDUCATION

- PED 1000, 1001, 1002, 1003, 1004, 1005—Adaptive Physical Education** **1 Credit**
 Modified physical activity designed for students with physical limitations. Students are enrolled in these courses on advice of their physician.
- PED 1010—Physical Conditioning** **1 Credit**
 This course is designed for those people wishing to keep physically fit through strenuous exercises. Studies the effect exercises have on the body.
- PED 1020—Snow Skiing I** **1 Credit**
 A working knowledge of ski equipment, safety procedures, as well as the fundamentals of walking, turning and climbing. See Fee Section.
- PED 1110—Archery** **1 Credit**
 Teaches the correct handling of tackle along with drawing, aiming and release.
- PED 1210—Badminton** **1 Credit**
 Instruction and practice in the fundamentals of badminton.
- PED 1310—Basketball** **1 Credit**
 Practice of fundamentals as well as the various types of play.
- PED 1410—Bowling** **1 Credit**
 Presents the proper selection of equipment and correct method of approach and release of the bowling ball.
 A fee of not more than \$10.00 per quarter may be charged for this activity.
- PED 1420—Intermediate Bowling** **1 Credit**
 Continuation of skills acquired in Beginning Bowling. More emphasis is placed on individual styles of Bowling. (Prerequisite: Bowling 1410 or proficiency exam.)
 A fee of not more than \$10.00 per quarter may be charged for this activity.
- PED 1510—Folk Dance** **1 Credit**
 Instruction in folk rhythms including square dances from various nations.
- PED 1610—Beginning Golf** **1 Credit**
 To acquaint the beginning player with correct swing, selection, and use of the various clubs.
- PED 1620—Intermediate Golf** **1 Credit**
 Review of the basic fundamentals of the game plus rules and strategies.
- PED 1710—Soccer** **1 Credit**
 Instruction and practice in the fundamentals of soccer.
- PED 1810—Modern Dance** **1 Credit**
 Basic movement and dance techniques; emphasis on communicative skills, creativity, and improvisation.
- PED 1910—Beginning Weightlifting** **1 Credit**
 An introduction to the proper techniques and practices of weightlifting.
- PED 1920—Intermediate Weightlifting** **1 Credit**
 A continuation of PED 1910.
- PED 2010—Beginning Ballet** **1 Credit**
 Correct body alignment for posture, coordination and balance; stretching and limbering for muscle tone, strength and a more fluid supple body.

Exercise at the barre in preparation for center floor whorls. Basic center floor works.

- PED 2020—Intermediate Ballet** **1 Credit**
Stretch technique class, combining basic modern and jazz exercises for strengthening, stretching, and toning of muscles. Development of coordination, posture and muscle control.
- PED 2210—Softball** **1 Credit**
Stresses the fundamentals of catching, swinging, and backing up other positions.
- PED 2310—Swimming** **1 Credit**
Training for beginners in swimming, emphasizing recreational swimming. A fee of not more than \$10.00 per quarter may be charged for this activity.
- PED 2410—Beginning Tennis** **1 Credit**
Study of the rules, serving and volley. Should develop a degree of skill in tennis.
- PED 2420—Intermediate Tennis** **1 Credit**
Review of the basic fundamentals and rules, also current strategies involved in the game.
- PED 2510—Stunts and Tumbling** **1 Credit**
Practice of stunts, with a minimum achievement of intermediate skill expected.
- PED 2610—Volleyball** **1 Credit**
Practice of fundamentals as well as various types of play.
- PED 2710—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.
- PED 2720—Individual and Dual Sports** **3 Credits**
Organization, techniques and methods of teaching individual and dual sports.
- PED 2730—Sports Officiating** **2 Credits**
Detailed techniques and methods of sports officiating involving rule interpretation and ethical character pertaining to inter-scholastic, inter-collegiate, and intramural activities. (Sports include football, basketball, softball, baseball.)
3 hours lecture—laboratory
- PED 2810—Physical Education in the Elementary Schools** **3 Credits**
Study of theories and activities for physical education in the lower grades. Problems in supervision, program planning, instructional methods in both individual and group activities are emphasized.
- PED 2850—Playground Leadership** **3 Credits**
Learning activities suitable for playgrounds and studying and applying the principles of organizing and directing a playground program.

PHYSICS

- PHY 2010—General Physics I** **4 Credits**
Fundamental laws of mechanics. (Prerequisite: MAT 1320 or 1110 and 1210 or consent of instructor.)
3 hours lecture—3 hours laboratory

- PHY 2020—General Physics II** **4 Credits**
 Fundamental laws of heat, light, and sound. (Prerequisite: PHY 2010.)
 3 hours lecture—3 hours laboratory
- PHY 2030—General Physics III** **4 Credits**
 Fundamental laws of electricity and magnetism in elements of modern physics. (Prerequisite: PHY 2020.)
- PHY 2110—Physics I** **4 Credits**
- PHY 2120—Physics II** **4 Credits**
- PHY 2130—Physics III** **4 Credits**
 PHY 2110 covers mechanics. PHY 2120 covers wave motion, electricity, and magnetism. PHY 2130 covers heat, optics, and modern physics. A sequence course. (Prerequisite: Calculus and Analytic Geometry I. Co-requisite calculus sequence.)
 3 hours lecture—3 hours laboratory

POLICE SCIENCE AND CRIMINOLOGY EDUCATION

- PST 1010—Introduction to Law Enforcement** **3 Credits**
 Philosophical and historical background; agencies and respective jurisdictions; police ethics, public relations, and career orientation.
- PST 2010—Police Administration and Organization** **3 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.
- PST 1110—Police Science I** **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, embracing informations, indictments, arraignments, preliminary hearings, bail, grand and petit juries, and the trial.
- PST 1120—Police Science II** **3 Credits**
 A study of the qualities of an investigation; general criminal investigative methods, procedures and techniques; phases of investigation; testifying and preparation of evidence for court.
- PST 2110—Police Science III** **3 Credits**
 A continuation of Police Science II with emphasis on the elements, modus operandi, and various investigative aspects of the serious and more frequently occurring crimes, and methods of crime prevention through contact with the public.
- PST 2120—Police Science IV** **3 Credits**
 An introduction to the theory and practice of basic scientific techniques utilized in the investigation and solving of crime. These 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 narcotic preparations, and crime scene searches.
- PST 2200—Seminar in Police Problems** **6 Credits**
 A course designed to consolidate the various learning experiences in police science. Emphasis is placed on special problems.

POLITICAL SCIENCE

- POL 1010—Fundamentals of American Government**3 Credits
An introduction to the setting and foundations of American politics with emphasis on citizen attitudes and values, national and state constitutions, political parties, interest groups, public opinion, and voting.
- POL 1020—United States National Government**3 Credits
United States national government with special emphasis upon the executive, legislative, judicial and administrative functions.
- POL 1030—State and Local Government in the United States**3 Credits
Forms of state and local government organizations. Interrelationships between state and local, state and federal, and local and federal governments.
- POL 2010—Introduction to Political Science**3 Credits
A comprehensive introduction to the study of political science with emphasis on the theory, processes, and institution of politics and governments in the modern world.

PSYCHOLOGY

- PSY 1010—General Psychology I**3 Credits
Introduction to the methods and findings of contemporary psychology.
- PSY 1020—General Psychology II**3 Credits
A continuation of PSY 1010. Basic principles of adjustment, personality development, and psychological measurement and evaluation are covered. (Prerequisite: PSY 1010 or consent of instructor.)
- PSY 1030—General Psychology III**3 Credits
Developmental and social psychology, motivation and emotion, and physiological psychology are the topics covered. (Prerequisite: PSY 1010 or consent of instructor.)
- PSY 1110—Career Planning**3 Credits
A course designed to encourage the student to understand himself through past achievements, test scores, and career goals. The student is introduced to the world of work. Local, regional and national job opportunities in terms of entrance requirements, salaries, duties and conditions of work are reviewed.
- PSY 2210—Educational Psychology**3 Credits
The principles of growth and development are studied and related to student learning. Capacity for learning, methods of effective study, and the effect of the environment on the student are investigated and studied. (Prerequisite: PSY 1010 or consent of instructor.)
- PSY 2310—Abnormal Psychology**3 Credits
Topics covered include abnormal reactions to frustrations, psychotherapy, theories of personality structure, neural functions, receptor mechanisms, attention, and perception. (Prerequisite: PSY 1020 or consent of instructor.)
- PSY 2410—Child Psychology**3 Credits
Psychological and physiological growth and development of the human organism, beginning with conception and continuing to adolescence. (Prerequisite: PSY 1030 or consent of instructor.)
- PSY 2420—Adolescent Psychology**3 Credits
Psychological and physiological growth and development of the human or-

ganism beginning with adolescence. (Prerequisite: PSY 1030 or consent of instructor.)

PSY 2430—Applied Psychology 3 Credits

Selected topics such as advertising, employment, motivation, and consumer services are discussed from a programmatic viewpoint.

PSY 2510—Social Psychology 3 Credits

Introduction to the relationship between psychology and social problems, including interviews, polls, questionnaires, and other social products. (Prerequisite: PSY 1030 or consent of instructor.)

PSY 2610—Psychological Aspects of Management 3 Credits

A study of the application of psychological principles to business and other areas involving management. Representative topics to be covered will include supervision, communications, human relation skills, scientific and humanistic management, and group dynamics.

READING

REA 1010—Foundation for College Reading I 2 Credits

This course is designed to assist the student in developing reading skills that are necessary for college success. (3 hours per week.)

REA 1020—Foundation for College Reading II 2 Credits

Continuation of Reading 1010. (3 hours per week.)

REA 1030—College Reading 3 Credits

This course is designed to aid the average student in the extension of comprehension, vocabulary, study methods, and reading rate. Each student's present reading efficiency is diagnosed and a program is designed to fit his individual needs. (3 hours per week.)

REA 1040—Efficient Reading 3 Credits

A continuation of Reading 1030 with increased attention to rate, versatility, and critical thinking.

RECREATION

REC 1010—Introduction to Recreation 3 Credits

Introduces the basic fundamentals of the nature, scope, and significance of organized recreation services. It includes study of factors involved in the operation of basic recreation units, major program areas, organizational patterns, and the inter-relationship of special agencies and institutions which serve the recreation needs of society.

REC 1020—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.

REC 1030—Outdoor Recreation 3 Credits

Includes study of the history, development, and trends of outdoor recreation, conservation, and organized camping. Emphasis is on laboratory work, field trips, and the development of outdoor skills.

REC 1110—Team Sports 3 Credits

Offers a survey of the basic terminology, skills, and rules of selected team

sports and their use in recreation. Emphasis is upon knowledge and understanding of the organization, administration, and promotion of sports rather than mastery of performance skills.

- REC 1310—Arts and Crafts** **3 Credits**
Demonstrates the methods and materials used in arts and crafts projects for a variety of recreational settings: school, camp, playground, recreation center, and club. Emphasis is on constructing, administering, promoting, and teaching crafts.
- REC 2010—Organization and Administration in Recreation** **3 Credits**
A study of essential elements and basic principles involved in the organization, supervision, promotion, and evaluation of various types of recreation programs. Emphasis is on organized programs and services.
- REC 2310—Water Sports** **3 Credits**
Includes the basic terminology, skills, and techniques of selected water-related activities and their use in recreation programs.
- REC 2410—Field Work** **3 Credits**
A course designed to give the recreation student practical experience under supervision. The first experience should have the student working with an agency leader as a junior leader. Exposure to leadership responsibilities of planning, conducting, and evaluating an activity or program should result.
- REC 2510—Introduction to Marine Management** **3 Credits**
Introduces the basic fundamentals of the nature, scope, and modern practices in business oriented marine operations. Includes visits to local marinas and related marine-based industries.
- REC 2520—Small Craft Operations** **3 Credits**
A study of basic principles and practices involved in small to medium-range boating. Includes an in-depth study into the kinds of equipment in use, mechanical fundamentals, management, and safety. Upon successful completion of this course, the student may be eligible for a Red Cross Basic Certificate in canoeing, motoring, rowing, and sailing.
- REC 2610—Camp Crafts** **3 Credits**
This course is designed to provide prospective leaders in camping and outdoor education with necessary camping skills. Each student will develop skills in firecraft, food selection and preparation, toolcraft, ropecraft, gear and shelter, map and compass, health and safety, nature and conservation, and leadership techniques. Emphasis is both on learning the skills and learning to teach them to others. Each student will participate in planning, executing and evaluating an overnight trip in which the acquired skills will be utilized. At the conclusion of the course, all students who have fulfilled the requirements will be awarded the Advanced Campercraft Certificate by the American Camping Association.
- REC 2710—Park Administration** **3 Credits**
Includes the history, development, and trends in park administration. Introduces methods and materials for planning, organizing, and conducting park supervision and services. Includes field trips to local parks.
- REC 2720—Facilities Planning and Maintenance** **3 Credits**
An in-depth study of essential elements and principles involved in physical plant planning and management. Includes special student projects.
- REC 2810—Camping and Camp Leadership** **3 Credits**
Emphasis is placed upon the camp counselor, the planning of programs, and demonstrations applicable to camp life.

REC 2870—Recreation Leadership **3 Credits**
Principles, materials, methods, and practice in planning and directing recreation.

SECRETARIAL SCIENCE

SSC 1010—Beginning Typewriting **3 Credits**
Development of techniques in touch typewriting and the introduction of skills involved in composing at the typewriter, typing letters, typing simple tabulations, and typing manuscripts.
5 hours per week—lecture and laboratory.

SSC 1020—Intermediate Typewriting **3 Credits**
Continued development of typewriting techniques with emphasis on increasing speed and accuracy in typing, business reports, correspondence, tabulations, and manuscripts. Students will learn to operate a variety of special typewriters—namely, the Executive, the Decimal Tab, and the Selectric II. (Prerequisite: SSC 1010 or equivalent.)
5 hours per week—lecture and laboratory.

SSC 1030—Applied Typewriting **3 Credits**
Continued emphasis on speed and accuracy building with more emphasis on timed production on various types of business materials. (Prerequisite: SSC 1020 or equivalent.)
5 hours per week—lecture and laboratory.

SSC 1110—Beginning Shorthand **3 Credits**
Theory of Gregg Shorthand, Diamond Jubilee Series; development of dictation and transcription abilities.
5 hours per week—lecture and laboratory.

SSC 1120—Beginning Shorthand II **3 Credits**
Further application of principles of Gregg Shorthand, DJS, to the development of ability to read, write, and transcribe shorthand outlines. Transcription on the typewriter is introduced with emphasis on transcribing skills. Mailable transcripts are introduced. (Prerequisite: SSC 1110 or equivalent.)
5 hours per week—lecture and laboratory.

SSC 1130—Beginning Shorthand III **3 Credits**
Continued development of dictation and transcribing skills with increased emphasis on speed building and mailable transcripts. (Prerequisite: SSC 1120 or equivalent.)
5 hours per week—lecture and laboratory.

SSC 1210—Office Practice I **3 Credits**
A study of the principles and techniques of office procedures, including a knowledge of office materials, filing systems and practical experience in office duties. (Prerequisite: SSC 1010 or equivalent.)

SSC 2010—Advanced Typewriting **3 Credits**
Continuation of speed and accuracy building with emphasis on business reports and legal, accounting, medical, and governmental typing. (Prerequisite: SSC 1030 or equivalent.)
5 hours per week—lecture and laboratory.

SSC 2110—Intermediate Shorthand I **3 Credits**
Improvement of ability to take dictation and transcribe mailable copy with emphasis on the development of job competency. (Prerequisite: SSC 1130 or equivalent.)
5 hours per week—lecture and laboratory.

- SSC 2120—Intermediate Shorthand II** **3 Credits**
 Continued emphasis on dictation and transcription skills necessary to meet occupational standards. (Prerequisite: SSC 2110 or equivalent.)
 5 hours per week—lecture and laboratory.
- SSC 2210—Office Practice II** **3 Credits**
 A study of office procedures and practices including practice in dictating and duplicating equipment, (Prerequisite: SSC 1210.)
- SSC 2910—Office Practicum I** **1 Credit**
 Thirty hours during one quarter will be spent working in offices on campus.
- SSC 2920—Office Practicum II** **1 Credit**
 Thirty hours during one quarter will be spent working in offices in the community.

SOCIAL SCIENCE

- SS 1010—Introduction to the Social Sciences** **3 Credits**
 A general introduction to the social sciences: anthropology; economics; geography; history; political science; psychology; and sociology. Emphasis is placed on the interrelationships among the social sciences as well as the scope, interests, methods, and applications of the individual disciplines. Social science elective credit only.
- SS 1020—Social Science Workshop** **3 Credits**
 In depth analysis of a particular topic, concern, or problem in the social sciences. Social science elective credit only.

SOCIOLOGY

- SOC 2010—Introduction to Sociology** **3 Credits**
 A general survey of human social relationships.
- SOC 2020—Social Institutions** **3 Credits**
 A sociological analysis of American society. Emphasis is placed on social power, mass society, as well as the nature and structure of major social institutions.
- SOC 2030—Social Problems** **3 Credits**
 A study of a number of problems in American society including their origins, extent, nature, causal factors, and suggested solutions. Problem examples include such topics as urbanization, family disorganization, crime and criminal justice, population and environmental challenges.
- SOC 2110—Introduction to Anthropology** **3 Credits**
 An introduction to the principles, concepts, methods, and scope of anthropology. Emphasis is placed on the physical evolution of man and the study of culture and various cultural systems.
- SOC 2120—Introduction to Criminology** **3 Credits**
 An analysis of the nature and extent of crime. Emphasis is placed on criminal and delinquent behavior and theories of causation; the criminal personality and career orientation; and principles and theories of prevention, control, and treatment.

SPANISH

- SPA 1010—Beginning Spanish I** **3 Credits**
- SPA 1020—Beginning Spanish II** **3 Credits**
- SPA 1030—Beginning Spanish III** **3 Credits**
 An elementary course in the essentials of Spanish, with special emphasis on oral and aural training in the language. Laboratory required.

- SPA 2010—Intermediate Spanish I 3 Credits**
SPA 2020—Intermediate Spanish II 3 Credits
SPA 2030—Intermediate Spanish III 3 Credits

A comprehensive review of Spanish grammar and Hispanic literature with readings and exercises to increase vocabulary and contribute to mastery of idiomatic constructions. Emphasis is placed on individual pronunciation. (Prerequisite: SPA 1030 or equivalent.) Laboratory required.

SPEECH

- SPE 1020—Fundamentals of Public Speaking,
 Voice and Articulation 3 Credits**

A study of the principles of voice and speech production. Attention is given to the individual student's ability and development of vocal skills. (No prerequisite.)

- SPE 2410—Fundamentals of Public Speaking, Thought and Action .. 3 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.

- SPE 2430—Advanced Public Speaking 3 Credits**

For the student who has been introduced to public speaking and desires more experience in expository, argumentative and persuasive speaking. Emphasis is placed upon analyzing the techniques used in religious, political and advertising campaigns. (Prerequisite: ENG 2410.)

- SPE 2440—Business and Professional Speaking 3 Credits**

Designed for students going on 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.)

- SPE 2450—Debate 3 Credits**

A study of the principles of argumentation and debate, including analysis, briefing, evidence, reasoning, and refutation; class debating on vital questions. (Prerequisite: ENG 2410.)

- SPE 2710—Oral Interpretation 3 Credits**

This course is designed to introduce students to the analysis of literature for the purpose of presenting it orally to an audience. It will include a study of those basic speech skills necessary for such presentation.

- SPE 2720—Fundamentals of Acting 3 Credits**

Fundamentals of Acting will emphasize the mechanics (vocal and physical) of presenting a character on stage.

- SPE 2730—Introduction to Theatre 3 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.

- SPE 2740—Fundamentals of Theatrical Production 3 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.

Councils and Committees



EXECUTIVE COUNCIL

President
Dean of Instruction
Dean of Student Personnel Services
Business Manager

COLLEGE COMMITTEES

Academic Council
Administrative Council
Admissions and Retentions Committee
Athletic Committee
Awards and Lyceum Committee
Cafeteria Committee
Curriculum Committee
Discipline Committee
Executive Council
Faculty Affairs Committee
Faculty Benefits Committee
Financial Aid Committee
Library Committee
Publications Committee
Social Committee

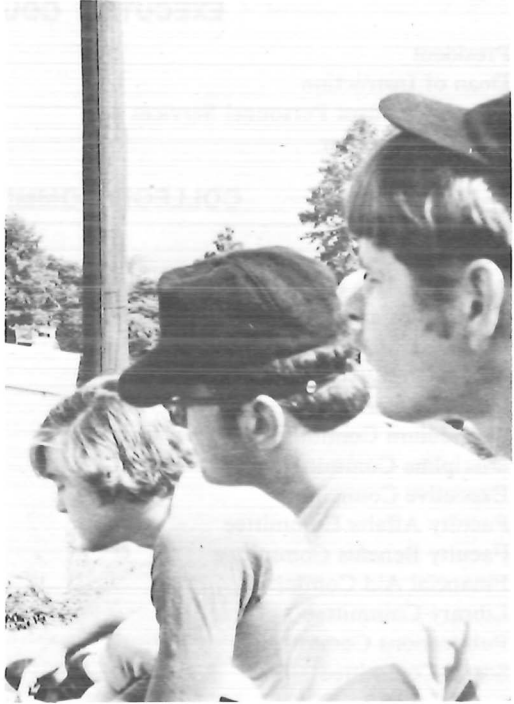
THE PRESIDENT'S ROUND TABLES

The President of Roane State Community College periodically schedules an "open hour" for student organization officers and any other interested members of the student body. The student round table is scheduled weekly in the student center.

An "open hour" for faculty to discuss matters of concern is scheduled weekly, also. The President's Round Table for Faculty is scheduled in the faculty office areas.



Definition of Terms



Admission—Acceptance of a candidate for enrollment.

Admission to Advanced Standing—Granted on the basis of credits earned in another college or on the basis of demonstrated educational attainment beyond the minimum required for admission.

Adviser, Advisee—The adviser, or counselor, is the instructor assigned to help the student with his academic problems. The student is called the advisee.

Average, Grade Point—A measure of average scholastic success obtained by dividing the total number of grade points earned by the total number of hours of course work attempted.

Calendar—The division of the full calendar year. The quarter calendar is composed of three regular terms per year with about ten weeks per term of instruction excluding final examinations in a school year of about the same over-all length as under a semester system, running from last September through early June, with the fourth quarter as a summer session.

Classification—A student's status in respect to progress toward the completion of his curriculum based upon the number of hours or courses to his credit at the time of his registration and scholarship achievement required for advancement to another class.

Course—Organized subject matter in which instruction is offered within a given period of time and for which credit toward graduation or certification is usually given.

Course Number—Identifies class level and distinguishes it from other courses in a given area of study.

Course Prerequisite—A preliminary requirement that must be met before a certain course may be taken.

Credit Hours (Quarter Hour)—Defined by the number of hours per week in class and the number of weeks in the quarter. One quarter hour is usually assigned to a class that meets fifty minutes a week during a quarter or laboratory type instruction that meets two to four hours a week for a quarter or a combination of class and laboratory meetings depending upon the type of instruction and material covered. Therefore, a three-hour non-laboratory course would in general meet three hours each week during the quarter; and the credit earned would be **THREE QUARTER HOURS**. A total of 99 quarter hours is the minimum required for graduation.

Curriculum—The whole body of courses offered for study.

Dean's List—Common designation for the published list of students who have made an honor average for the term.

Degree (Earned)—Title bestowed as official recognition for the completion of a curriculum.

Degree, Associate—Granted upon completion of an education program of less than four years of college work, generally for the completion of the curriculum.

Degree Student—One who has fulfilled the admissions requirements and who is pursuing an Associate Degree program, referred to by some colleges as a regular student.

Department—An area which offers instruction in a particular branch of knowledge.

Developmental Studies—A program of studies in various areas designed to give the student background prerequisite to college level studies.

Dismissal (Academic)—Involuntary separation of a student from his college because he has not met the academic requirements.

Dismissal (Disciplinary)—Involuntary separation of a student from his college as a result of action taken because of misconduct.

Division—A group of related departments, such as the Humanities Division.

Elective—A subject or course which the student may choose as distinguished from courses which are required.

Full-Time Student—One who is carrying at least seventy-five percent of the normal student hour load. Twelve quarter hours is commonly accepted as a minimum load for a full-time student.

Grant-in-Aid—A gift of money made without regard to academic excellence to a student who possesses certain talent sought or valued by an institution, such as, "Athletic Grant-in-Aid," "Music Grant-in-Aid," etc., usually, although not always, made without regard to financial need.

Major—The student's primary field of interest. The field of concentration may fall within a single department of instruction or may overlap several departments. In the latter case, the major is described as a division major.

Minor—The student's field of secondary emphasis.

Part-Time Student—One who is carrying an academic schedule of less than 12 hours.

Probation—Probation status may be for academic or for disciplinary reasons. Academic Probation is the result of unsatisfactory scholarship. It is not a penalty but a warning and an opportunity to improve. Academic probation usually involves a compulsory reduction of academic load and interviews for diagnosis of difficulties and for checking on recovery. Sometimes it brings a required restriction of extracurricular activities and general surveillance. Usually the student is required to make regular specified improvement in his record in order to avoid disqualification. Disciplinary Probation is a middle status between good standing or dismissal. The student remains enrolled but under stated conditions according to the college policies. Disciplinary probation covers a stated trial period during which it is determined whether the student is returned to good standing, having met the stated requirements, or dismissed or suspended at the end of the period for failing to meet the stated requirements.

Quarter—A fourth of a school year. Three quarters constitute the academic year.

Reinstatement—The act of readmitting a student after he has been dismissed.

Special Student—One who is not pursuing an Associate Degree Program. Special students either do not fulfill minimum requirements for entrance as degree students or have been permitted to audit a limited or special selection of degree credit courses without regard to degree requirements.

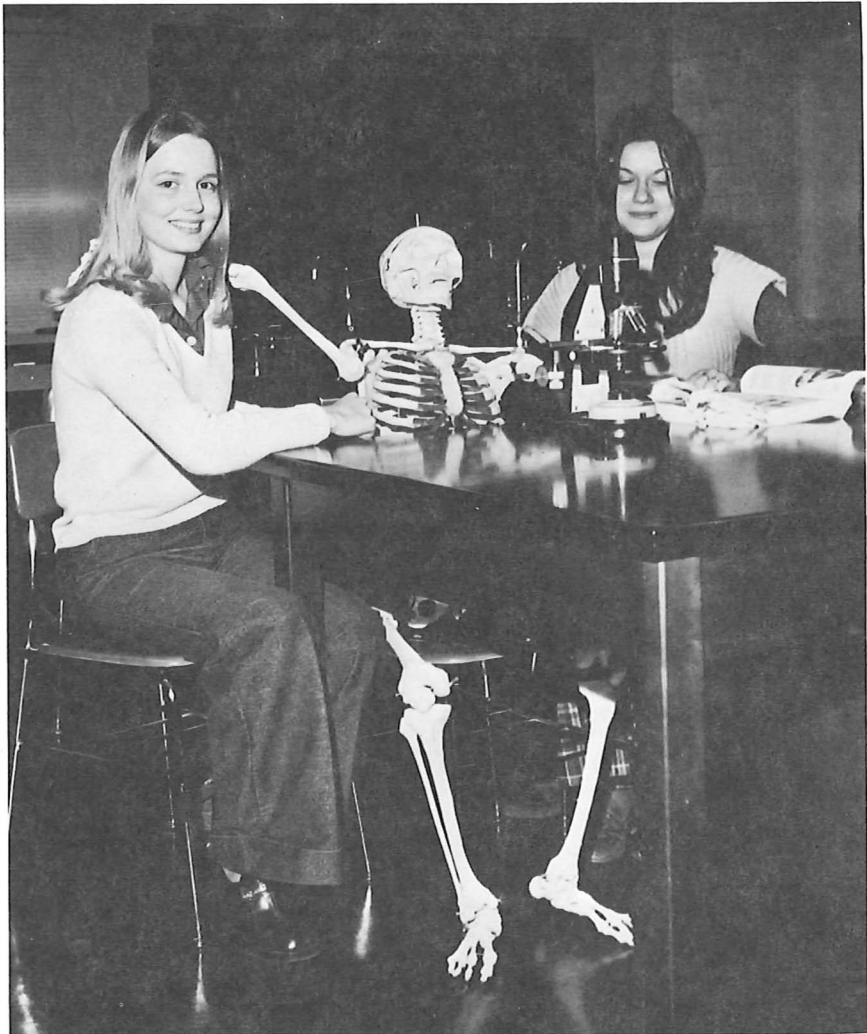
Student Aid—Money made available to a student who demonstrates financial need. The term covers outright gifts, loans, and jobs which are assigned to or especially reserved for him to assist him to balance his budget.

Suspension—Involuntary separation of the student from the College is implied by the term suspension. It may not be a permanent separation but neither is a definite time set when return is expected.

Transfer Student—A student who has withdrawn from one college and is admitted to another.

Transient Student—A student in good standing in any recognized college who is taking work in another college to transfer back to his college.

Withdrawal—A release from enrollment. A student notifies the appropriate authorities, thereby making it an Official Withdrawal. When the student merely stops attending classes without notifying the authorities, failing marks are recorded and charged against him. This is termed Unofficial Withdrawal.



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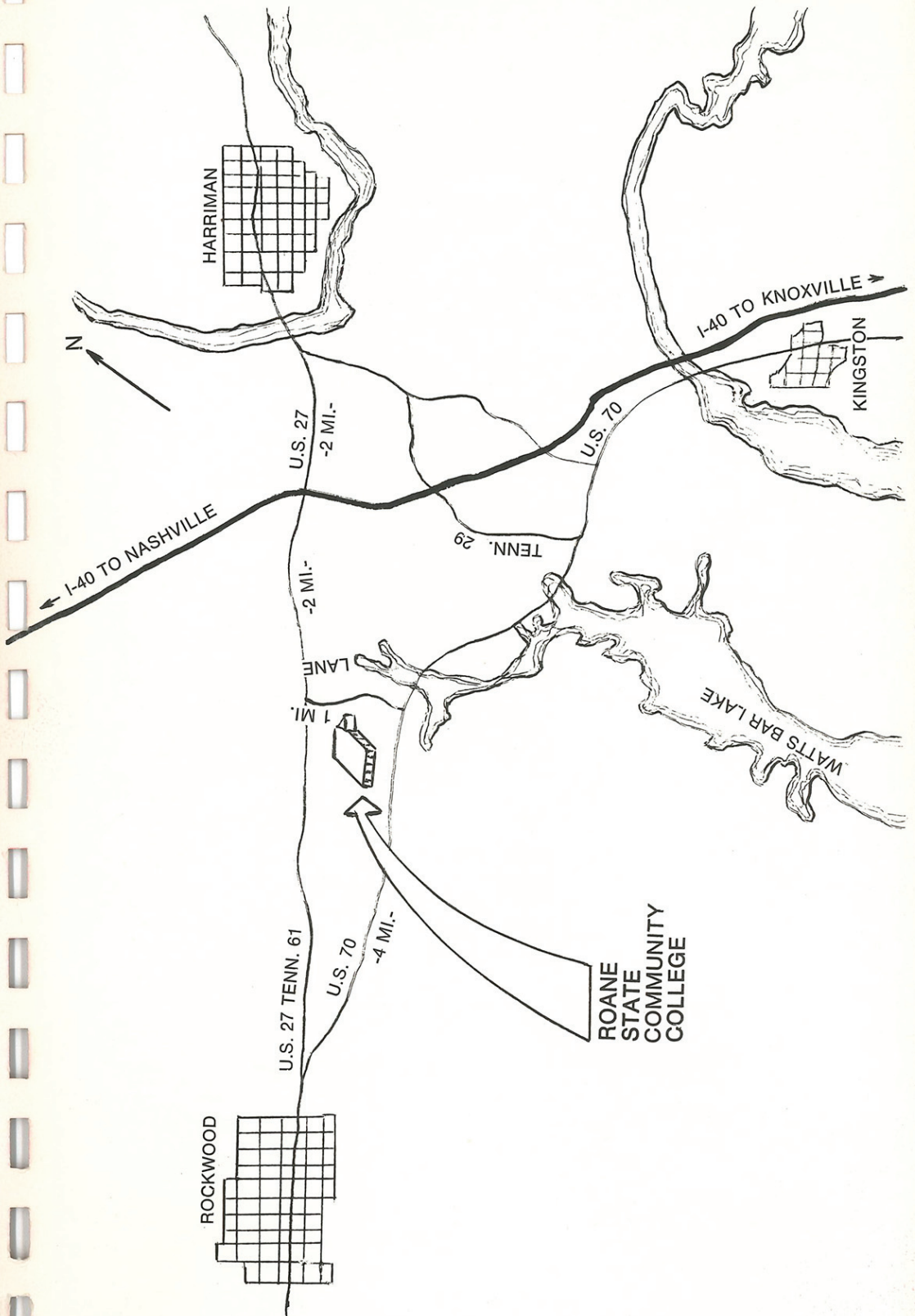
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