1999–2000 Catalog

ROANE STATE COMMUNITY COLLEGE

Main Campus
Roane County

276 Patton Lane
Harriman, TN 37748
(423) 354-3000
1-800-343-9104
Fax (423) 882-4562
http://www.rscc.cc.tn.us

Oak Ridge Branch Campus

701 Briarcliff Avenue
Oak Ridge, TN 37830
(423) 481-2000

Campbell County Center

2107 Jacksboro Pike
LaFollette, TN 37766
(423) 562-7021

Cumberland County Center

2567 Cook Road
Crossville, TN 38558
(931) 456-9880

Knox County Center for Health Sciences

132 Hayfield Road
Knoxville, TN 37922
(423) 539-6904

Loudon County Center

508 Bon Street
Lenoir City, TN 37771
(423) 986-1525

Scott County Center

410 W.H. Swain Boulevard
Huntsville, TN 37756
(423) 663-3878

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ACADEMIC CALENDAR - 1999 Fall Semester

IRIS & WEB Registration Begins	Wednesday	April 28
Last Day for 100% Refund for Full Term	Friday	Aug. 20
Last Day for 100% Refund for Fast Track I	Friday	Aug. 20
Classes Begin	Monday	Aug. 23
Fast Track I		Aug.23-Sept. 27
Last Day for 75% Refund for Fast Track I	Thursday	Aug. 26
Last Day to Add Classes or Register Late	Friday	Aug. 27
Last Day to Change from Audit to Credit	Friday	Aug. 27
Last Day for 25% Refund for Fast Track I	Monday	Aug. 30
Graduation Applications for Fall due	Tuesday	Aug. 31
Last Day for 75% Refund for Full Term	Friday	Sept. 3
Labor Day Holiday	Monday	Sept. 6
Last Day for 25% Refund for Full Term	Friday	Sept. 17
Last Day for 100% Refund for Fast Track II	Monday	Sept. 27
Fast Track II		Sept. 28-Nov. 4
Last Day for 75% Refund for Fast Track II	Friday	Oct. 1
Last Day for 25% Refund for Fast Track II	Tuesday	Oct. 5
Fall Break	Mon.-Wed.	Oct. 18-20
Last Day to Withdraw From Classes	Friday	Oct. 29
Last Day to Change From Credit to Audit	Friday	Oct. 29
Last Day for 100% Refund for Fast Track III	Friday	Nov. 5
Fast Track III		Nov. 8-Dec.14
Last Day for 75% Refund for Fast Track III	Thursday	Nov. 11
Last Day for 25% Refund for Fast Track III	Monday	Nov. 15
Thanksgiving Holiday	Thurs.-Fri.	Nov. 25-26
Last Day of Classes	Monday	Dec. 13
Examination Period	Tues.-Thurs.	Dec. 14-16

Academic Calendar

ACADEMIC CALENDAR - 2000 Spring Semester

IRIS & WEB Registration Begins	Thursday	Nov. 18
Last Day for 100% Refund for Full Term	Wednesday	Jan. 12
Last Day for 100% Refund for Fast Track I	Wednesday	Jan. 12
Classes Begin	Thursday	Jan. 13
Fast Track Session I		Jan. 13-Feb. 17
Last Day for 75% Refund for Fast Track I	Friday	Jan. 14
Martin Luther King Holiday	Monday	Jan. 17
Last Day to Add Classes or Register Late	Wednesday	Jan. 19
Last Day to Change from Audit to Credit	Wednesday	Jan. 19
Last Day for 25% Refund for Fast Track I	Friday	Jan. 21
Last Day for 75% Refund for Full Term	Thursday	Jan. 27
Graduation Applications for Spring/Summer due	Monday	Jan. 31
Last Day for 25% Refund for Full Term	Thursday	Feb. 10
Last Day for 100% Refund for Fast Track II	Friday	Feb. 18
Fast Track Session II		Feb. 21-Mar. 30
Last Day for 75% Refund for Fast Track II	Thursday	Feb. 24
Last Day for 25% Refund for Fast Track II	Monday	Feb. 28
Spring Break	Mon.-Fri.	March 6-10
Last Day to Withdraw from Classes	Wednesday	March 22
Last Day to Change from Credit to Audit	Wednesday	March 22
Academic Festival	TBA	*
Last Day for 100% Refund for Fast Track	Friday	March 31
Fast Track Session III		April 3-May 4
Last Day for 75% Refund for Fast Track III	Wednesday	April 5
Last Day for 25% Refund for Fast Track III	Friday	April 7
Good Friday Holiday	Friday	April 21
Last Day of Classes	Monday	May 8
Examination Period	Tues.-Thurs.	May 9-11
Graduation	Friday	May 12

*Evening classes will be held on this date

ACADEMIC CALENDAR - 2000 Summer Semester

IRIS & WEB Registration Begins	Monday	April 26

FULL TERM

Last Day for 100% Refund	Friday	June 2
Classes Begin	Monday	June 5
Last Day to Add Classes or Register Late	Wednesday	June 7
Last Day to Change from Audit to Credit	Wednesday	June 7
Last Day for 75% Refund	Friday	June 9
Last Day for 25% Refund	Friday	June 16
Fourth of July Holiday	Tuesday	July 4
Last Day to Withdraw from Classes	Thursday	July 6
Last Day to Change from Credit to Audit	Thursday	July 6
Last Day of Classes	Tuesday	Aug. 1

FIRST TERM

Last Day for 100% Refund	Friday	June 2
Classes Begin	Monday	June 5
Last Day to Add Classes or Register Late	Wednesday	June 7
Last Day to Change from Audit to Credit	Wednesday	June 7
Last Day for 75% Refund	Wednesday	June 7
Last Day for 25% Refund	Friday	June 9
Last Day to Withdraw from Classes	Friday	June 16
Last Day to Change from Credit to Audit	Friday	June 16
Last Day of Classes	Thursday	June 29

SECOND TERM

Last Day for 100% Refund	Monday	July 3
Classes Begin	Wednesday	July 5
Last Day to Add Classes or Register Late	Friday	July 7
Last Day to Change from Audit to Credit	Friday	July 7
Last Day for 75% Refund	Friday	July 7
Last Day for 25% Refund	Tuesday	July 11
Last Day to Withdraw from Classes	Friday	July 14
Last Day to Change from Credit to Audit	Friday	July 14
Last Day of Classes	Tuesday	Aug.1

Please Note:

The course offerings and requirements of the institution are continually under examination and revision. This catalog presents the offerings and requirements in effect at the time of publication but is no guarantee that they will not be changed or revoked. However, adequate and reasonable notice will be given to students affected by any changes. This catalog is not intended to state contractual terms and does not constitute a contract between the student and the institution.

The institution reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students to be effective whenever determined by the institution. Enrollment of all students is subject to these conditions.

Current information may be obtained from the following sources:

Admission Requirements—Center for New Student Admission

Course Offerings—Division Offering Course

Degree Requirements—Academic Divisions

Fees and Tuition—Business Office

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

Roane State's just down the road. . . .

Our goal is to make higher education accessible where you live and work. Recognizing that our society places so many multiple demands on our students' busy lives, we work hard to offer our classes in convenient locations and at flexible times.

As you browse through this catalog and see the diverse programs and classes, please remember that they are available in many ways: traditional classes, video check-out classes, satellite campus classes, two-way interactive video classes, express classes, and Internet classes. You choose the time, place and format. We promise quality instruction and service regardless of the option.
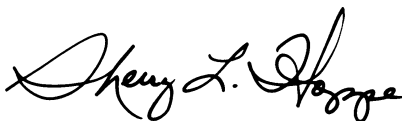
Whether you are just considering attending Roane State or are currently attending, this catalog is designed to help you make informed decisions about the options available. You will find information on college parallel programs that enable you to complete the first two years before transferring to a university to complete a baccalaureate degree. You will also discover programs that give you marketable job skills in two years or less. If you need assistance before beginning college level work, it is also available.

Whether you are 18 or 80, you will find you have the potential to expand your horizons at Roane State.

Just down the road . . . you will find friendly, helpful faculty and staff who want to help you be successful.

Just down the road . . . you will find opportunities to begin a first or new career.

Just down the road . . . you will find your future.

Dr. Sherry L. Hoppe, President
Roane State Community College

General Information

General Information

LIST OF ACADEMIC PROGRAMS

UNIVERSITY PARALLEL PROGRAMS

CAREER PREP PROGRAMS

General Information

General Information

CAMPUS OFFICE DIRECTORY

SUBJECT	OFFICE
Academic Standing, Probation, Suspension, and Reinstatement	Records and Registration
Adding/Dropping Classes	Records and Registration
Admission to the College	Center for New Student Admission
Advanced Placement	Records and Registration
Advisor Assignments	Counseling & Career Services
Appeal of Parking and Traffic Tickets	Student Services (Roane County) Business Office (Oak Ridge)
Auditing Courses	Records and Registration
Books and Supplies	Bookstore
Bulletin Board Information Approval	Student Services
Career Planning	Counseling Center, Library
Class Attendance	Faculty Advisors or Student Services
College at Home Courses	Distance Learning
College Publications	Public Information
Course Information	Records and Registration
Credit by Examination	Records and Registration
Course Overload Approval	Dean of Enrollment Management
Disciplinary Action	Student Services
Financial Aid	Financial Aid Office
Grades and Grading	Records and Registration
Graduation	Counseling & Career Services
Identification Cards	Student Services (Roane County) Business Office (Oak Ridge)
Insurance	Student Services
Intramurals	Student Activities
Library Services	Library
Loans, Scholarships, Work-Study	Financial Aid Office
Lost and Found	Switchboard/Reception Area
Motor Vehicle Registration	Student Services (Roane County) Business Office (Oak Ridge)
Non-Credit Courses	Community Services
Off-Campus Credit Classes	Records and Registration
Payment of College Obligations	Business Office
Payment of Parking and Traffic Tickets	Business Office
Personal Counseling	Counseling Center
Personal Injury, Illness, Health Problems	Clinic/Health Services
Placement in Jobs	Counseling & Career Services
Public Relations	Public Information
Registration	Records and Registration
Scheduling College Facilities	Continuing Education
Student Organizations and Activities	Student Activities
Testing (ACT, AAPP, GED)	Counseling & Career Services
Transfer College Credit	Records and Registration
Veterans Benefits	Financial Aid
Weekend College	Oak Ridge Administrative Office
Withdrawal from College	Records and Registration
Workshops and Seminars	Continuing Education

CAMPUS TELEPHONE DIRECTORY

	ROANE COUNTY	OAK RIDGE
Academic Advisement	882-4546	481-2003
Academic Development	882-4675	481-2035
Academic/Student Affairs, Vice President	882-4513	
Athletics	882-4581	
Bookstore	882-4671	481-2006
Business Office	882-4515	481-2014
Business and Environmental Technologies	882-4600	
Center for New Student Admission	882-4523	481-2002
Centers for Training and Org. Excellence	882-4612	
Community Services, Non-Credit	882-4509	
Computer Science	882-4600	
Computer Training Center		483-8453
Continuing Education	882-4607	
Counseling & Career Services	882-4546	481-2003
Dean of Satellite Campuses	481-2001	
Dean of Student Services	882-4550	
Dental Clinic		482-3326
Distance Learning	882-4602	
Enrollment Management	882-4524	
Financial Aid	882-4545	481-2036
General Information	354-3000	481-2000
	1-800-343-9104	483-0816
Graduation Analyst	882-4528	
Health and Disability Services	882-4570	481-2015
Health Sciences	882-4594	481-3496
Humanities	882-4567	
Institutional Research	882-4675	
Instructional Technology Center	882-4556	
IRIS Telephone Registration	882-4680	1-800-834-RSCC
Library	882-4553	
Lost & Found	354-3000	481-2000
Math/Science	882-4533/4591	481-2022
Non-Credit Classes	882-4509	
Nursing	882-4605	481-3496
Oak Ridge Administrative Office		481-2001
Placement Office	882-4695	481-2003
President	882-4501	
Printing and Graphics	882-4569	
Public Information	882-4505	
Records and Registration	882-4526	481-2002
Roane State Foundation	882-4507	
Scholarships/Financial Aid/Veterans Affairs	882-4545	481-2036
Security & Maintenance	882-4565	481-2000
Emergency After Hours	882-4500	
Social Sciences/Education/P.E.	882-4582	
Student Activities	882-4638	481-2024
Student Government Association	882-4620	481-2024
Theatre (Drama)	882-4567	481-2025
Writing Center	882-4677	481-2026

General Information

OTHER LOCATIONS
Campbell County   1-423-562-7021 or 882-4534
Cumberland County   1-931-456-9880 or 882-4532
Loudon County (Lenoir City)   1-423-986-1525 or 882-4670
Scott County   1-423-663-3878 or 882-4694
Knox County (Energy Education)   531-8051
Knox County (Health Sciences)   539-6904
Knox County (Emergency Medical Services)   539-6905
Knox County (Medical Laboratory Technology)   539-6906
Knox County (Nursing)   539-1134

General Information

COLLEGE HISTORY

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

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

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

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

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

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

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

In 1969, the General Assembly, upon the recommendation of Governor Buford Ellington and the State Department of Education, authorized three additional community colleges to be built in Sumner, Roane, and Shelby counties. After visits by Commissioner J. Howard Warf and other officials from the State Department of Education in 1969, a site on Patton Lane was chosen as the permanent location of Roane State Community College. In May of 1970, Dr. Cuyler A. Dunbar was selected as the first

General Information

president of the college. After beginning classes in the fall of 1971 at a temporary location, RSCC occupied the first permanent building on Patton Lane in August 1973.

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

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

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

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

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

In August of 1994, the college held its long-awaited groundbreaking for the new $6.3 million Humanities Building. Final approval of funding for the building came in April after 13 years of support by community and political leaders. The Humanities Building was opened for classes in the spring of 1997. Another much-anticipated groundbreaking was celebrated June 24, 1996 at the site of the new Oak Ridge Branch Campus. Completion is scheduled for spring 1999.

In December of 1998, Roane State held a dedication ceremony for its second permanent Higher Education Center at the new facility in Crossville. The Cumberland County Center was named after Roy and Joanne Stone. The Stones donated the 40 acre tract of land for the new center as well as significant financial contributions. The center's library was named after the Cumberland Clinic Foundation in honor of this organization's significant financial contribution.

Roane State now serves more than 5,700 students who are enrolled for credit. More than 5,000 students are served yearly through non-credit courses, programs, and workshops.

Locations

The Roane County campus of Roane State Community College consists of 138 acres located near the cities of Harriman, Kingston, and Rockwood in Roane County, Tennessee. The site is near the intersection of Patton Lane and U.S. Highway 70 and is easily accessible from Interstate 40, U.S. 27, and U.S. 70. The Oak Ridge Branch campus is located at 545 Oak Ridge Turnpike and 728 Emory Valley Road.

To more effectively serve the higher education needs in Roane State's service delivery area, RSCC and Tennessee Technological University entered into a cooperative

agreement for the provision of higher education services at selected higher education centers. Roane State provides general education for students wishing to transfer to four-year colleges or universities, technical and career education programs, and developmental education for students lacking an adequate academic background. TTU provides undergraduate junior and senior level courses as well as graduate courses.

The following centers are now in full operation:

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

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

ACCREDITATION

Roane State Community College is accredited by the Commission on Colleges of The Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award the associate degree. The college's career preparation programs are accredited as follows:

Dental Hygiene	Commission on Dental Accreditation of the American Dental Association
EMT-Paramedic	AMA Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Medical Laboratory Technology	National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
Medical Record Technology	AMA Committee on Allied Health Education and Accreditation in collaboration with the American Health Information Management Association
Nursing	National League for Nursing Accreditation Commission 61 Broadway New York, NY 10006 Phone: (212) 363-5555
Occupational Therapy Assistant	Accreditation Council for Occupational Therapy Education
Opticianry	Commission on Opticianry Accreditation
Physical Therapist Assistant	APTA Commission on Accreditation in Physical Therapy Education
Radiologic Technology	Joint Review Committee on Education in Radiologic Technology
Respiratory Therapy Technology	Joint Review Committee for Respiratory Therapy Education and Commission on Accreditation of Allied Health Education Programs.

General Information

STATEMENT OF MISSION

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

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

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

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

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

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

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

STATEMENT OF PURPOSE

Roane State Community College exists to provide a high-quality learning environment in which to meet the diverse educational, cultural, and economic development needs of the communities it serves. The college is committed to the fulfillment of this purpose through the realization of the following institutional priorities.

MISSION PRIORITIES

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

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

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

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

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

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

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

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

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

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

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ACADEMIC PROGRAMS

Roane State offers many challenging and rewarding degree programs. Detailed information about each program can be found beginning on page 74.

COMMUNITY SERVICE PROGRAMS

(423) 882-4509

In addition to credit courses, special non-credit courses reflecting community interest may be organized at the request of a sufficient number of interested persons. Individuals may pursue these special offerings for personal enrichment, for compliance with business or industrial opportunities and/or requirements, for specific technological information, and for general cultural benefits. Students taking non-credit courses are not required to follow the same admissions procedures as those students in degree courses.

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

COMPUTER TRAINING CENTER

(423) 483-8453
FAX (423) 483-2750

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

DISTANCE LEARNING

(423) 882-4602

Roane State's Distance Learning program provides educational opportunities for students through College at Home video/audio/telecourse and on-line courses and IDEA (Interactive Distance Education Access) live interactive courses. The Distance Learning Office is located on the second floor of the Roane County Library.

The College at Home program allows students to take courses with a multimedia approach of textbooks, study guides, audio/videotapes, broadcast television/local cablevision, or through the World Wide Web. The college's Testing Centers, located at the Roane County Campus Counseling and Career Resource Center and the Oak Ridge Emory Valley site, provide flexible hours day, evening and Saturdays to allow distance learners to test at their convenience.

IDEA students are linked to the instructor and class through two-way audio and two-way video transmission. There are IDEA classrooms at the Roane County, Oak Ridge, Campbell County, Cumberland County, Loudon County, and Scott County sites which allow students to attend classes at the site closest to their home or work.

Roane State has joined with three community colleges in East Tennessee (Chattanooga State, Cleveland State and Pellissippi State) to form the Tennessee On-Line

Community College Consortium (TOCCC). TOCCC is designed to offer classes through the World Wide Web that will progress toward an associate's degree.

CENTERS FOR TRAINING AND ORGANIZATIONAL EXCELLENCE

(423) 882-4612

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

EAST TENNESSEE AGRICULTURAL EXPOSITION CENTER

(423) 882-4590

The Exposition Center is a multi-use facility designed primarily for use by the livestock industry. The center hosts many local and national livestock events which include various horse shows, rodeos, team ropings, cuttings, sales and clinics. Due to its unique design, the center is also able to host many other community events which include boat and marine shows, paintball and archery tournaments, hunting and fishing expositions as well as various other contests and seminars. Because of the community service commitment of the college, the Exposition Center also hosts several events each year for various non-profit community organizations for which there is no charge.

CENTER FOR ENVIRONMENTAL HEALTH AND SAFETY

(423) 481-3493

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

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

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

WRITING CENTER

(423) 882-4677 (Roane County)
(423) 481-2326 (Oak Ridge)

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

General Information

RSCC/LEAD INSTITUTION

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

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

As Lead Institution, RSCC also provides administrative support services for accounting and budgeting, purchasing, personnel, student records, financial aid, institutional research, and public relations for postsecondary technology centers.

JOB TRAINING PARTNERSHIP ACT

(423)376-3799

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

ROANE STATE FOUNDATION

(423) 882-4507

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

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

There are many ways to participate in Roane State Community College's giving program through the Foundation. Gifts of cash provide immediately accessible capital for the college. Contributors of appreciated assets such as securities, life insurance, real estate or personal property are excellent vehicles for making a charitable gift, and may

also offer significant tax benefits to the donor. Such contributions may be made outright or through deferred gifts or bequests. Donors are encouraged to consult with their financial advisors for the method or combination of methods best suited to their own situations.

General Information

Admission Procedures

ADMISSION TO THE COLLEGE

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

The information included in this section of the catalog is provided to guide you through these steps. If you have questions which are not explained, please contact the Center for New Student Admission at (423) 882-4523 or 1-800-343-9104.

College tours may be scheduled at the Center for New Student Admission or at any off campus location.

ADMISSION PROCEDURES

Roane State Community College subscribes to the "open door" policy for admissions; however, admission may be granted on a "controlled" basis if ACT or SAT scores and/or placement assessment results indicate any academic deficiencies. Regular admission is granted to those students whose ACT or SAT scores and/or placement results indicate there are no academic deficiencies.

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

1. Graduate from an approved high school, home school or receive a GED high school equivalency diploma and file with the Records and Registration Office an official high school transcript or an official copy of GED scores. Transcripts for graduates from Tennessee public high schools must provide evidence that the student passed the required Tennessee Comprehensive Assessment Program (TCAP).

2. File an application for admission and submit a non-refundable application fee of $5 which must accompany the application form. The application form must have all appropriate spaces completed. Failure to complete all appropriate spaces accurately may result in expulsion from the college.

3. All students must complete the Certificate of Immunization to provide proof of two doses of Measles, Mumps, and Rubella (MMR) vaccines if born in or after 1957. The form should be mailed to the Records and Registration Office.

4. The Health Information Section is optional but students are encouraged to complete the form to assist Health Services in case of an emergency. Contact the nurse to obtain exemption instruction if you have a health problem that may exempt you from physical education.

5. All freshman applicants under 21 years of age must submit ACT or SAT scores. Information on the ACT may be obtained from the high school counselor, the Counseling Office at RSCC, or by writing to American College Testing, Inc., P.O. Box 168, Iowa City, Iowa 52242. Roane State Community College's ACT Code Number is 3985. This number should be used to request that scores be sent to RSCC.

6. Students who have graduated from a Tennessee high school and who have not earned one credit in American history while in the high school program are required to complete 6 semester hours of American history during their first 30 hours of regular enrollment at Roane State. This requirement does not affect the student who enters the college with a GED certificate.

All correspondence concerning your admission file should be addressed to:

Records and Registration
Roane State Community College
276 Patton Lane
Harriman, Tennessee 37748

A candidate for admission should request application forms early enough to

allow ample time for required materials to be forwarded to the Office of Records and Registration.

When all admissions papers have been received in the Records and Registration Office, the applicant will be sent a letter indicating that he/she has been accepted for admission or he/she will be advised by letter that further action is necessary in order to establish eligibility for admission. Applicants will be advised when to appear for testing, counseling, and registration.

Additional admission requirements are in effect for accelerated courses in Contemporary Management. See page 116 for further information.

ADDITIONAL ADMISSION AND RETENTION REQUIREMENTS ARE IN EFFECT FOR HEALTH SCIENCE AND NURSING PROGRAMS. PREFERENCE FOR ADMISSION WILL BE GIVEN TO RESIDENTS OF THE STATE OF TENNESSEE. SEE PAGE 119 FOR FURTHER INFORMATION.

GENERAL STUDENT CLASSIFICATIONS

1. *Degree Student:* Applicants who take courses for credit which will apply toward a degree. Categories for degree-seeking students are:

First-Time College Student

A student pursuing a degree at Roane State and has never attended college before must complete the following:
1. Submit application for admission and non-refundable $5 application fee.
2. Submit official high school transcripts or official copy of GED scores. Transcripts must be mailed directly to the Records and Registration Office and should include date of graduation as well as verification that the TCAP was passed.
   NOTE: Homeschooled students should contact the Center for New Student Admission for information regarding required academic transcripts.
3. All applicants under 21 years of age must submit ACT or SAT scores. **Roane State prefers the ACT but will accept the SAT.** These scores will be used to determine the areas in which the student will be required to undergo placement assessment. Enrollment in the courses indicated by results of the assessment is mandatory.
   a) Students whose composite score is less than 19 on the Enhanced ACT or less than 720 total score on the SAT will be assessed in the area of reading.
   b) Students whose English sub-test score is less than 19 on the Enhanced ACT or less than 360 verbal score on the SAT will be required to take the writing sample portion of the placement assessment.
   c) If the student's mathematics sub-test score is less than 19 on the Enhanced ACT or less than 380 math score on the SAT, or if a student in a University Parallel program does not have two years of high school algebra, the math portion of the placement assessment will be required.
4. All applicants 21 years of age and older must undergo placement assessment. Students 21 years of age and older may choose to take the ACT and be assessed according to the above-mentioned guidelines. The ACT or SAT must have been completed within the last three years.
5. All students enrolled in Composition I will be evaluated during the first week of classes. Students showing deficiencies will be referred to testing for possible placement in appropriate remedial or developmental courses.
6. Placement in DSS 089 College Success Strategies is required for either (1) students who are placed in at least two subject areas at the remedial level or

Admission Procedures

(2) students who are placed in three subject areas including remedial or developmental levels. Beyond this mandatory placement, students with two deficiencies—either both developmental or one developmental and the other remedial—have the option to elect placement in College Success Strategies. Course enrollment is limited to students in these categories.

Transfer Student

A degree-seeking applicant who has attended another college or university will be considered a transfer student. Transfer students may be exempt from EDU 100—Orientation to College.

1. Transcripts from all previously attended institutions should be mailed directly to the Records & Registration Office. Transcripts are not accepted from students. An evaluation of college credit will be completed. If less than 60 semester hours have been accumulated, an official high school transcript or GED scores must be submitted.

2. Transfer students under the age of 21 must submit ACT or SAT scores. If fewer than 60 semester hours have been attempted, ACT or SAT scores will be used to determine the areas in which the student will be required to undergo placement assessment. Grades in courses completed will also be taken into consideration for proper placement assessment determination. Enrollment in courses indicated by results of the assessment is mandatory.

3. Transfer students age 21 and older, who have less than 60 semester hours of credit, will have their course records evaluated for proof of competency in the areas of reading, writing, and mathematics. Students lacking college course work in these areas will be required to undergo placement assessment. Enrollment in courses indicated by results of the assessment is mandatory.

4. All transfer students with 60 or more semester hours will be exempt from AAPP testing.

5. Transfer applicants who do not meet the Roane State retention standards or whose last term of enrollment resulted in academic suspension will be admitted on academic probation and may be required to undergo placement assessment. Enrollment in the courses indicated by results of the assessment is mandatory.

6. Transfer applicants whose last term of attendance resulted in academic suspension and who are currently serving a suspension at another institution must meet with the Admission and Retention Committee to request admission. If admission is recommended by the committee, the applicant may be required to undergo placement assessment as noted in section 3.b above.

7. Credits for courses not corresponding with the curriculum at Roane State may be entered on the transcript as elective credit. All credit will be posted within the first term of enrollment.

Readmitted Student

Any former Roane State applicant or student not enrolled the previous semester (excluding summer) who wishes to return to the college will be considered a readmit student. Students seeking readmission should:

1. Submit an application for readmission. There is no application fee charged under this category. (PLEASE NOTE: Students who applied for admission but never attended should fill out the general application for admission in lieu of the readmission application if it has been more than 1 year since making application to the college.)

2. Degree seeking students must submit official transcripts from all colleges or universities attended since their enrollment at Roane State.

3. All applicants whose last semester of attendance resulted in academic suspension and who are seeking readmission within one calendar year of that suspension must meet with the Admission and Retention Committee to appeal the

suspension prior to readmission. If reinstated, these students may be required to undergo placement assessment. Enrollment in the courses indicated by results of the assessment is mandatory.
4. Effective spring 1992, readmit students who took courses at RSCC prior to fall 1985 are no longer exempt from fulfilling Academic Development requirements in AAPP placement testing and course completion.

International Student

An applicant who is a citizen or a permanent resident of a country other than the United States is classified as an international student.

English Proficiency: An international student or permanent resident whose native language is **NOT** English must satisfy one of the following prerequisites:
1. Submit a minimum score of 500 on the Test of English as a Foreign Language (TOEFL) or 173 on the new computer-based TOEFL.
2. Submit a transcript showing graduation from an American high school.
3. Submit a transcript showing satisfactory completion (a minimum grade of C must be achieved in college-level English Composition I).

It is the responsibility of the international student to be familiar with the regulations of the Immigration and Naturalization Service and assume responsibility for complying with these regulations.

The following should be submitted to the Center for New Student Admission no later than **30 days** prior to the beginning date of the term the applicant wishes to enroll.
1. Application for admission with a non-refundable $5 application fee.
2. Official copies of academic records from secondary schools, colleges, or universities accompanied by notarized or certified English translation of these documents.
3. International students under 21 years of age must submit ACT or SAT scores.
4. Placement assessment may be required dependent upon age, admissions category (new or transfer), and ACT/SAT scores. Enrollment in courses indicated by results of the assessment is mandatory.
5. For F-1 (student) visas, evidence of financial resources adequate for all expenses for at least one year of enrollment is required. The first year fees and expenses total $15,025. (This figure is an estimate and is subject to change.) Additional funds are required if the student plans to bring a spouse, or dependent into the country. A statement verifying these resources from a US bank will fill this requirement. If original statement is in foreign currency, an official conversion to US dollars must accompany the foreign statement.
6. Provide documentation substantiating official status with the US Immigration Service. (Passport, visa, etc.)
7. Provide a copy of the form I94.
8. All international students are required to have health and accidental insurance from a Roane State approved US company.
9. Provide proof of two doses of Measles, Mumps, and Rubella (MMR) vaccines **if** born in or after 1957.

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

Admission Procedures

Permanent Resident

The student must meet all applicable requirements for regular admission to the college. Other requirements are as follows:

1. Submit a copy of the front and back of Permanent Resident Alien card.
2. Minimum score of 500 on the TOEFL or 173 on the computer-based TOEFL or meet one of the requirements from the English Proficiency section listed above. *Appeals concerning English proficiency may be made to the Director of Admissions.

Non-Degree Student

Applicant who does not work toward a degree may be admitted as a non-degree student. Students in this category who wish to be reclassified to degree-seeking must submit appropriate transcripts and possibly undergo placement assessment. A change of status form must be completed. Forms are available in the Records and Registration Office. Reclassification will not occur until all requirements of the new admissions category are met. **Students may not change status during the first term of enrollment.** These categories include:

Technical Certificate

Students enrolled in one of the following technical certificates of credit programs are considered non-degree students. Since Child Support Enforcement and Health Sciences are limited in enrollment, applicants to these programs must submit a special program application. No placement assessment is required of these programs except the Paramedic program. Some certificate programs may require additional testing before being admitted. Students wishing to enroll in a technical certificate program should:

1. Submit an application for admission along with a non-refundable $5 application fee.
2. Submit an official copy of high school transcript or GED score or college transcript.

Technical Certificate programs offered:
        Child Support Enforcement
        Computer Art & Design
        Diagnosis and Procedural Coding
        Geographic Information Systems
        Medical Transcription
        Office Information Technology
        Paramedic
        Phlebotomy
        Police Management
        Polysomnography
        Security Management
        Somatic Therapy
        Workforce Preparedness

Transient Student

A regularly enrolled student of another institution who wants to take a limited number of hours during a term and who is not presently working toward a degree at Roane State may be admitted as a transient student. To enroll as a transient students should:

1. Submit an application for admission and pay the non-refundable $5 application fee.
2. Provide a letter of good standing from his/her institution verifying enrollment in a degree program.

Audit Student

Students who want to enroll on a non-credit basis may choose to audit coursework at Roane State. Fees for audits will be assessed on the same basis as fees for credit courses. A student who attends a class with audit status will not receive a grade. Instead, enrollment is reflected on the academic record as 'AU' for audit. Transcripts of previous schoolwork are not required under this category. To enroll as audit:

1. Student should submit application for admission with non-refundable $5 application fee.
2. Some disabled or elderly students may qualify for a special fee rate. Proof of age may be required by the Records and Registration Office. For more information regarding fees for disabled and senior citizens, refer to page 62.
   NOTE: Remedial or developmental level courses as well as fast-track courses **may not** be taken for audit.

Personal/Professional Enrichment

Students who do not wish to pursue a degree or certificate but want to enhance personal and/or professional skills may enroll in these "special" categories.

Non-High School Graduate—Applicant who has passed his/her 18th birthday and who does not have a regular high school diploma or GED and who wishes to pursue the GED through academic development instruction. To enroll:

1. Submit an application for admission and non-refundable $5 application fee.
2. Undergo placement assessment.
3. Take the prescribed remedial and developmental courses **only**.

Student may change to degree-seeking status by successfully completing the GED and completing a change of status form.

High School Graduate—Applicant who has earned a high school diploma or GED may enroll in any course except college-level math, English, or one that has college-level math or English prerequisites. Any student who plans to enroll in math or English courses must undergo placement assessment unless he/she has taken the ACT within the last 3 years and has scores which waive this requirement. (For ACT requirements, refer to page 27 under "General Student classifications.") To enroll:

1. Submit application for admission and non-refundable $5 application fee.
2. Submit high school transcript or GED scores if age is between 18-20 years old. No transcript is needed if 21 years of age or older.

Student with Previous College Credit—Applicant who has earned college credit but does not have a degree may enroll after completing the following:

1. Submit application for admission and non-refundable $5 application fee.
2. Submit official college transcript(s).
3. Undergo placement assessment if enrolling in math or English courses unless student has already completed college-level math or English.

College Graduate—An applicant who has earned a college degree may enroll in college courses without regard to course prerequisite requirements. An application for admission with a non-refundable $5 application fee should be submitted. **Transcripts are not required.**

Advanced Studies Program (For High School Students)

Students who have completed their sophomore year in high school and meet the criteria for Advanced Studies may earn college credit while still in high school. Two options are available:

*Dual Credit—Allows students to enroll in classes that award both high school and college credit.

*Joint Enrollment—Allows high school student to enroll in college classes and earn college credit only.

To enroll as an Advanced Studies student applicants should:

1. Submit an Advanced Studies application **AND** an application for admission to the Center for New Student Admission.
2. Have permission of high school principal, counselor and parent.
3. Have a 3.2 GPA or better on a 4.0 scale or 2.75 on a 5.0 scale.
4. Submit ACT scores. The ACT composite must not fall below 20 and subscores in English and mathematics must be 19 or higher.
5. Courses satisfactorily completed will count as credit for those who submit a high school transcript showing evidence of high school graduation. Advanced Studies students must submit a high school transcript verifying high school graduation prior to enrolling as degree students.

Academically Gifted Student (High School Students)

A student in grade 9, 10, 11 or 12 who has been classified as "academically gifted" by evaluation through the multi-disciplinary team process may earn college credit while in high school. Admission is based on the following criteria:

1. A grade point average of 3.2 or better on a 4.0 scale.
2. Approval of the high school principal and the Director of Admissions.
3. Enrollment only in those courses designated in the student's Individual Education Program (IEP) developed by the multi-disciplinary team. A copy of the student's IEP showing those courses or a list of the approved courses from a school official must be sent to the Director of Admissions before registration will be allowed.

ADMISSION REQUIREMENTS

To enroll in a transfer program leading to an associate of arts or an associate of science degree, and eventually a bachelor's degree, the Tennessee State Board of Regents requires the completion of specific high school courses.

All applicants who graduated from a high school or home school in or subsequent to 1989 must meet the following requirements in addition to those listed in the student's selected program of study. All requirements must be met prior to being awarded the associate degree in a university parallel program. Applicants who received a GED certificate in 1989 and thereafter as well as students who have an Enhanced ACT score of 26 or higher are considered to have met all high school unit requirements except those in foreign language and visual or performing arts.

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

*1 course must be Biology I or II, Chemistry I or II, or Physics
**For students who graduated 1993 and thereafter.

Applicants who are found to be deficient in any of the above areas may be admitted on a provisional basis and will be required to remove any deficiencies prior

to being granted an associate of arts or associate of science degree. Questions regarding this policy should be forwarded to the Records and Registration Office.

Removal of Entrance Deficiencies

Students with academic deficiencies will be notified by the Admissions/Records Office. Deficiencies must be removed prior to receiving an associate degree. A grade of "C" or better must be earned in these courses. Courses used to remove deficiencies cannot be used to fulfill program requirements.

Requirement	Course Needed
English	*See note
Algebra I and II	*See note
Geometry	MAT 099
Natural/Physical Science I	BIO 111
	BIO 231
Natural/Physical Science II	BIO 112, 232
	CHE 100, 102, 122
	GGY 102
	GEO 162
	PHY 122, 202
Social Studies	GGY 201
	HIS 111
	SS 100
	PSY 110
	SOC 201, 211
U.S. History	HIS 100, 211, 212
Foreign Language I	FRE 101
	SPA 101
	GRN 101
Foreign Language II	FRE 102
	SPA 102
	GRN 102
Visual/Performing Arts	SPE 201, 231, 232, 241, 242
	ART 101, 102, 103, 111, 113, 114, 121, 131, 141, 142, 201, 202, 203, 211
	MUS 130, 140
Any three of the following:	MUS 107, 160, 161, 162, 163, 164, 165, 166, 167, 168, 101, 102, 103, 104, Applied Music: Individual Instruction, Applied Music: Ensembles

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

RESIDENCY CLASSIFICATION

The following guidelines are used to determine "in-state" or "out- of-state" status for fees and tuition. These rules were adopted by the State Board of Regents and approved by the Governor, effective July, 1983:

1. Every person having his or her residence in this state shall be classified "in-state" for fee, tuition and admission purposes.
2. Every person not having his or her residence in this state shall be classified "out-of-state" for fee, tuition and admission purposes.
3. The residence of a dependent* is that of his or her parent. "Parent" shall mean a

person's father or mother. If there is a non-parental guardian or legal custodian of dependent, then "parent" shall mean such guardian or legal custodian provided that there are not circumstances indicating that such guardianship or custodianship was created primarily for the purpose of conferring the status of an "in-state" student on the dependent.

4. The residence of a married person can be determined based on the residence of the spouse.
5. A recent graduate of any "out-of-state" high school must supply evidence of Tennessee residency before receiving "in-state" tuition status. Copies of property deeds or property tax payment statements are acceptable evidence.
6. Dependent students of divorced parents shall be classified "in-state" when one parent's residence, regardless of custodial status, is in Tennessee.
7. International students shall be classified as "out-of-state" for tuition and admission purposes.
8. Students classified by Immigrations as a Permanent Resident, Resident Alien, or Refugee may be classified as "in-state" if their residence is in Tennessee.
9. Persons not living in Tennessee but employed full-time in Tennessee shall be classified "in-state." The student must provide appropriate documentation.

In-state applications can be obtained from the Records and Registration Office or at any Roane State location. All questions should be directed to the Records and Registration Office.

*Dependent shall mean a person whose parents have not entirely surrendered the right to the care, custody and earnings of such person and who are still under obligation to support or maintain the dependent person. A person the age of 18 or older is considered to be independent by the state. If a person 18 or older is to be considered dependent, the parent must provide a copy of a federal income tax return claiming the dependent.

SELECTIVE SERVICE REQUIREMENTS

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

ACADEMIC FRESH START

Purpose

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

Student Requirements

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

Procedures

1. A student who is eligible for Academic Fresh Start must make that request in writing. Forms are available in the Records and Registration Office.
2. The Registrar will review the student's transcript at the time the student accumulates the required number of hours to verify that the student has met policy requirements.
3. The student will be notified in writing of the results of his/her application for Academic Fresh Start. All written documents will be placed on the student's file.
4. Upon approval by the Registrar, the transcript will be updated to reflect "ACADEMIC FRESH START" with the effective date.

PLANNING AN EDUCATIONAL PROGRAM

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

ACADEMIC ADVISEMENT

(423) 882-4528

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

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

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

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

ON-COURSE

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

ACQUIRING CREDIT

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

ENGLISH COURSE EXEMPTION

Students with an ACT sub-score of 27 or better in English may enroll for both English 101 and 102, attend English 102, and receive six semester hours credit with the grade earned in English 102.

ADVANCED PLACEMENT

Roane State offers course credit for successful completion of Advanced Placement examinations administered by the College Entrance Examination Board to high school students. Course credit will be granted to students presenting Advanced Placement ex-

amination grades of three or higher. Inquiries concerning Advanced Placement should be forwarded to the Records and Registration Office. A letter grade of "P" (Pass) will be assigned for credit granted.

CHALLENGE EXAMINATIONS

Currently enrolled students desiring to obtain credit by successfully completing challenge examinations must apply to the appropriate division and arrange to take the examination. A Credit-By-Proficiency form will be used. Credit-By-Proficiency cannot count toward residency requirements. Courses that contain a clinical or laboratory component, or whose competencies may not be assessed in a proficiency examination as in the regular course may not be challenged.

The student must take the form to the Business Office and pay the appropriate fee prior to taking the test. Students will be required to pay a fee equal to $20 per hour times the number of credit hours. This fee is in addition to maintenance fees paid for courses in which the student is actually registered.

After fees are paid the student will take the form to the appropriate department to complete the test. When the test is complete, the grades assigned, and the appropriate signatures in place, the form will be sent to the Records and Registration Office for recording of credit. Credit type will be noted as PFT and a grade of "P" (Pass) will be assigned.

Fees are waived if the student desires to validate credit by examination for earned hours from an unaccredited institution or vocational school. Students must verify by official transcript that the credits have been earned previously when arranging to take the examination.

CLEP GENERAL AND CLEP SUBJECT AREA EXAMINATIONS

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

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

	MINIMUM ACCEPTABLE SCORE	NUMBER OF CREDIT HOURS AWARDED
CLEP GENERAL EXAMINATIONS:		
English Composition (1986 Scale)	.421	6
English Composition (1987 Scale)	.530	6
Humanities	.421	6
Mathematics	.421	6
Natural Science	.421	6
Social Science—History	.421	6
CLEP SUBJECT EXAMINATIONS:		
Accounting, Introductory	.47	6
American Government	.47	3
American History I, Early Colonization to 1877	.45	3
American History II, 1865 to Present	.45	3
American Literature	.46	6
Biology, General	.46	8

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	MINIMUM ACCEPTABLE SCORE	NUMBER OF CREDIT HOURS AWARDED
Business Law, Introductory	.51	3
Calculus with Elementary Functions	.41	6
Chemistry, General	.47	8
College Algebra	.46	3
College Algebra—Trigonometry	.45	3
College Composition	.44	6
College French (Levels 1 and 2)		
Second Semester	.39	6
Fourth Semester	.45	6
College German (Levels 1 and 2)		
Second Semester	.36	6
Fourth Semester	.42	6
College Spanish (Levels 1 and 2)		
Second Semester	.41	6
Fourth Semester	.50	6
Educational Psychology	.47	3
English Literature	.46	6
Freshman English	.44	6
Human Growth and Development	.45	3
Information Systems & Computer Applications	.52	3
Literature, Analysis and Interpretation of	.49	6
Macroeconomics, Introduction	.44	3
Management, Introduction to	.46	3
Marketing, Introductory	.50	3
Microeconomics, Introductory	.41	3
Psychology, Introduction	.47	3
Psychology, General	.47	3
Sociology, Introductory	.47	3
Trigonometry	.50	3
Western Civilization, Near East to 1648	.46	3
Western Civilization, 1648 to Present	.47	3

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

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

COURSE CREDITS FOR PASSING THE CPS EXAMINATION

Persons passing the Certified Professional Secretary examination will be granted 25 hours of credit at Roane State for the following courses.

OAD 100	Keyboarding	.1
OAD 105	Business Communications I	.3
BUS 221	Principles of Accounting I	.3
BUS 251	Legal Environment for Business	.3
BUS 261	Psychological Aspects of Management	.3
BUS 281	Management & Supervision I	.3
CST 102	Computer Concepts and Applications	.3
ECO 201	Principles of Economics I	.3
OAD 201	Administrative Office Management	.3

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

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

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

TRANSFER OF CREDIT

Coursework transferred or accepted for credit toward an undergraduate degree must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in Roane State's own degree programs. In assessing and documenting equivalent learning and qualified faculty, Roane State may use recognized guides which aid in the evaluation of credit. Such guides may include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

Transfer coursework from non-regionally accredited institutions may be considered for credit. Please contact the Records and Registration Office for information and procedures.

Certified transcripts of all previous records must be sent to the college at the time of application. Credits for courses not corresponding with the curriculum at Roane State Community College may be entered on the transcript as elective credit.

Transfer grades have no bearing on the required average for graduation or graduate honors and will not be applied to the Roane State GPA. A minimum of 24 of the final 36 semester hours of coursework must be completed in residence at Roane State.

Advisement and information regarding inter-institutional articulation are available in the Academic Advisement Center.

MILITARY CREDIT

Veteran students who have one year or more of honorable military service will need to submit a copy of their DD-214 to the Records and Registration Office. Military credit will be awarded in physical education (4 semester hours) and military science (6 semester hours). Students who completed less than one year but received at least eight weeks of training will receive 2 semester hours of physical education credit. Additional credit for military training/occupational experiences may be awarded based on MOS credit listed on the DD-214.

Army veterans will be awarded military credit based on training/occupational experiences listed on the AARTS transcript. Veterans may request a copy of their AARTS transcript by contacting:

> Manager, AARTS Operations Center
> 415 McPherson Avenue
> Fort Leavenworth, KS 66027-1373
> FAX (913) 684-2011

RSCC follows all guidelines established by ACE (American Council on Education) and DANTES (Defense Activity for Non-Traditional Educational Support).

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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 Records and Registration Office at the time of the student's first registration. A maximum of 30 semester hours credit for correspondence or extension courses, credit for Advanced Placement, CLEP, or CPS tests, and/or credit resulting from military service may be counted toward a degree. All correspondence or extension work must have the written, documented approval of the Director of Records and Registration.

PRIOR LEARNING ASSESSMENT

A currently enrolled student may petition the granting of credit for work experiences in the field in which a degree is being pursued. This credit is not to exceed 18 hours. Credit for prior learning is not designed for students pursuing the Associate of Arts or Associate of Science degree (University Parallel). This type of credit normally does not meet degree requirements at a senior institution.

Students interested in seeking credit for prior learning should first contact the appropriate division chair. The division chair will then assign a faculty member in the discipline to meet with the student to begin preparation of the portfolio.

The student is responsible for assembling and presenting the portfolio of material to support the request. The application for prior learning should be obtained from the Records and Registration Office and used as the cover page of the portfolio. The portfolio must include but is not limited to:*

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

After the portfolio is completed the instructor will make a recommendation regarding the level of credit to the division chair. The division chair may choose to approve as submitted, modify the amount of credit awarded, or return the portfolio for additional information. The portfolio will then be sent to the Vice President of Academic and Student Services for review before the final credit is awarded. The portfolio should be retained in the academic division office for a period of five years.

Credit awarded will depend on the student's ability to analyze and articulate effectively those experiences and to reflect on their personal or professional significance. Awarding credit should be based on the student's experience as it relates to the years in the field, breadth of exposure, or level of responsibility.

When the evaluation is complete and the appropriate signatures are in place, the form will be sent to the Records and Registration Office for the recording of credit. Credit type will be noted as EXP and a grade of "P" (Pass) will be assigned.

A special fee for prior learning credit is assessed.

*See a full-time faculty advisor (in the department from which credit is requested) for specific departmental requirements for the portfolio.

Prior learning or proficiency credit will not apply toward meeting residency requirements for graduation.

COOPERATIVE EDUCATION

(423) 882-4546

The Cooperative Education program provides students with meaningful work experience related to their major field of study. The Placement Office at Roane State works with area employers to develop cooperative education experiences for Roane State students. These experiences allow the student to get practical on-the-job training prior to entering the work force. Cooperative Education work assignments may be on a concurrent or alternate basis. Most cooperative education work assignments at Roane State are concurrent, meaning that the student is enrolled in coursework leading to an associate degree while working.

Students must be in good academic standing and have completed 12 semester hours of coursework in their major (excluding Academic Development courses). A student may earn a maximum of 12 semester hours of co-op credit which may then be used toward general elective credit in the program of study. Students interested in receiving co-operative education credit must be registered with the Placement Office, however registration does not guarantee a successful co-op placement.

Co-op students must work a minimum of 10 hours per week over a 15-week period to receive co-op credit. While most co-op experiences are paid positions, some grant academic credit only.

All participants will be evaluated by the employing supervisor and will receive a letter grade at the conclusion of the semester. Students are also asked to evaluate the employer and write a summary of the co-op experience. For more information, contact the Placement coordinator at 882-4695, 483-0816, or visit the Roane State Community College home page at RSCC.CC.TN.US

TECH PREP

(423) 882-4626

Tech Prep is a study program beginning in the ninth grade of high school and continuing through at least two years of postsecondary education. It prepares students for high-skill technical occupations, such as Business Management, Health Science, Environmental Science and Engineering Technologies.

Tech Prep combines academic and occupational subjects. It emphasizes the transfer of high school credits to postsecondary institutions. This is known as articulation and this process allows students to make the transition from high school to postsecondary education without duplication of courses or loss of credit. This agreement between Roane State, Tennessee Technology Centers and high schools is achieved through coursework with a skill-based curriculum.

Students eligible to receive college credit at Roane State for successful completion of approved courses at high schools or Tennessee Area Technology Centers should follow these procedures:

1. Obtain articulation application and competency (skills) checklist(s) from the guidance office at high school or technology center attended.
2. Submit to the Tech Prep Office (1) an official high school transcript and/or technology center certificate; (2) articulation application; and (3) specific course competency checklist(s) signed by certified instructor(s) at the high school or Technology Center where course(s) were taken.

The Tech Prep Office at Roane State will notify students regarding their request for credit approval. **NOTE:** Maximum transfer hours awarded at Roane State is 28 hours.

For additional information about the Tech Prep program, contact the guidance office at your high school, a Tennessee Technology Center, or the Tech Prep Office at 882-4626.

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ARTICULATION AGREEMENT

High Schools/Technology Centers

Roane State has articulation agreements with many area high schools and technology centers. Contact the Tech Prep Office in the Counseling and Career Services for more information.

Colleges and Universities

Roane State has entered into articulation agreements with Tennessee Technological University, The University of Tennessee, Knoxville, and Lincoln Memorial University. Students interested in transferring to either of these institutions should follow the curriculum specified in the articulation agreement. Please see your academic advisor for more information. Programs included in the articulation agreements are listed on pages 74-77.

STUDENT RECORDS

882-4526

Regulations:

At Roane State Community College, academic records are considered confidential. The college's policy regarding the use and release of student records is governed by Public Law 93-380, the Family Educational Rights and Privacy Act (FERPA) and the Tennessee Public Records Act.

Under the terms of these laws, the college and its employees are charged with protecting the confidentiality of the educational records of its student-prospective students, currently enrolled students, and former students. The college is empowered to disclose relevant portions of student records to faculty and staff determined to have a legitimate educational interest.

All exceptions to this policy, including disclosure to external persons or agencies, shall be administered by the Registrar, the Dean of Enrollment Management, the Vice President for Academic and Student Services or the President.

Definitions:

Student: A person who attends or who has previously attended Roane State.

Student Academic Record: Educational information or data maintained by the college which relates to personally identifiable student.

Third Party: A third party is defined as anyone other than the student.

Change of Name or Address:

The Office of Records and Registration should be informed of all changes in the student legal name for marriage or other reasons, place of residence, mailing address, and telephone number. The college is not responsible for a student's failure to receive official information due to his/her failure to notify the college of any change(s) stated above.

Access to Records:

1. A student shall be permitted to inspect and review his/her academic records within 45 days following the date on which he/she notifies the Office of Records and Registration that he/she desires access to such records.
2. A student shall be provided with a copy of their academic record if they have no obligations to the college. If there is an obligation, the student will be allowed to view a copy of their academic record, but may not take the copy.

3. Students have the right to request explanation or interpretation of their academic record.
4. The student shall be entitled to challenge the content of his/her academic records.
   a. A challenge concerning the content of a student's academic record must be submitted in writing to the office/department immediately in charge of maintaining the record in question.
   b. The challenge must be signed by the student.
   c. The office/department in charge of maintaining the record will mark the date of submissions on the challenge. A response will be sent to the student within 30 days noting the action to be taken by the office/department or the student.

Limitation on Access to Records:

1. A student shall be denied access to a parent's financial records.
2. A student shall be denied access to confidential letters and statements which were placed on a student's record prior to January 1, 1975.
3. A student shall be denied access to confidential recommendations respecting his/her admission to the college or receipt of an honor or honorary recognition if he/she has signed a waiver of access rights.
   a. Roane State shall not require any student to waive access rights.
   b. A party from which a recommendation is sought may require such a waiver.
   c. Confidential statements and letters shall be used only for the purpose for which they were solicited.
4. A student shall not be permitted to inspect records which personally identify other students even if he/she is personally identified on that record. In such a case he/she shall simply be informed of the information contained on the record.

Release of Transcripts or Information on Students' Academic Records Policy:

Roane State staff, faculty and other employees will be granted access to academic records on a need-to-know basis. All employees must abide by FERPA and the Tennessee Public Records Act when reviewing student records other than FERPA Directory Information and/or Solomon Amendment Directory Information. Roane State employees who have direct access to these records are:

President, All Records
Vice President, All Records
Deans, All Records
Division Heads, All Records
Director of Counseling and Career Resource Center, All Records
Coordinator of Advising and Retention, All Records

Release of Information is subject to the following procedures:

1. Students may receive a copy of their transcript by appearing in person. A valid student identification card or a valid driver's license must be presented. Completion of a transcript request form with the student's signature is required prior to the release or mailing of the transcript. The student account will be checked for financial obligations, prior to release.
2. Students may receive a copy of their transcript by mailing or faxing their transcript request to:
   Office of Records and Registration
   Roane State Community College
   276 Patton Lane
   Harriman, TN 37748-5011
   FAX: 423-882-4527

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A student's transcript request form must contain the following information:

> Full Name (and other names used since leaving the College)
> Social Security Number
> Date of Birth
> Date of Last Attendance
> Number of Transcripts Requested
> Address to which Transcript is to be Mailed
> Current Mailing Address and Phone Number

AAPP scores can be sent to other TBR (Tennessee Board of Regents) schools upon request. Requests for non-credit transcripts need to be made in writing to the Office of Continuing Education. In all cases, obligations to the college must be fulfilled before a transcript will be issued.

Release of Records to Third Parties:

1. A third party is defined as anyone other than the student. The student's parents or legal guardians are considered third parties. FERPA Directory Information shall be released to third parties without the written consent of the student.

FERPA defines directory information as:

> Student Name
> Address
> Telephone Listing
> Date of Birth
> Participation in officially recognized activities and sports
> Weight and Height of athletic team members
> Dates of attendance
> Degree and awards received
> Major field of study
> Most recent previous educational agency or institution

Solomon Amendment* defines directory information as:

> Student Name
> Address
> Telephone Listing
> Date and Place of Birth
> Level of Education
> Academic Major
> Degree(s) Received
> Educational Institution in which student most recently enrolled

***NOTE:** The National Defense Authorization Act 1995, 1996 and the Omnibus Consolidated Appropriations Authorization Act, 1997, mandates this information be released to the military effective March 29, 1997.

Privacy:

1. Directory information may be withheld as "no information available" if the student requests PRIVACY through the Records and Registration Office. The request for privacy may remain in effect for the entire educational career of the student or until the student requests the privacy to be removed. Request for privacy should be given serious consideration. Students seeking privacy should discuss such action with the Registrar.
2. Information contained in Roane State records shall be provided without the student's written consent to third parties engaged in the validation, development or administration of tests, accreditation activities, or research conducted on behalf of the college provided such information is not revealed to any other party.

3. Records shall be released without the student's written consent to college personnel authorized to have access to such records, authorized federal and state government officials, and/or officials of other institutions in which the student seeks to enroll.
4. Student academic records shall be released to any federal, state or circuit court having a judicial order. Subpoenas received will be held for review by TBR General Council. A reasonable effort will be made to contact the student prior to the release in response to such subpoenas or judicial orders.
5. Academic records shall be released by the college to any third party including the parent with written consent of the student.
6. Academic records shall be released to third parties in emergency situations involving health or safety.
7. Records shall be released to a third party without the written consent of the student in connection with the student's application for, or receipt of, financial aid.

Destruction of Academic Records:

All or part of a student's records may be removed from the file and destroyed by the Records and Registration Office. However, once a student requests access to review his/her files, such removal and destruction may not occur until access has been granted and the review completed by the student.

Enrollment Verifications:

The Records and Registration Office cooperates with various lending agencies, including the National Student Loan Clearinghouse, by certifying that their student clients are enrolled at Roane State. Student Loan Deferment forms should be delivered to the Records and Registration Office at the beginning of the term. All medical and/or auto enrollment forms can be delivered to Record and Registration for completion. Forms should contain the policy-holder and student identification information. This is to ensure proper action upon receipt at the insurance company.

GOOD STANDING

Good Standing status denotes that the student is not on probation and is also eligible to continue enrollment or is eligible to re-enroll. Letters of Good Standing can be requested through the Records and Registration Office.

CLASSIFICATION

Student classification levels for purposes of registration are:
> Freshman—0-26 credit hours
> Sophomore—27 or more credit hours

CHANGE OF MAJOR/STATUS

Students may request to change their major/status **after the first term of attendance.** Currently enrolled degree or certificate-seeking students may request a change to non-degree status (special student category) once they have: 1) completed all academic development requirements, and/or 2) completed all admission requirements. Exceptions may be requested through the Registrar and will be decided on an individual basis. Special Student Category students are not eligible for federal financial assistance (Pell Grant, Veteran's Benefits, etc.). Change of status or major is not automatic. Change forms may be picked up at the Records and Registration Office, or any off campus site. Written confirmation of the change will be mailed to the student.

STUDENT IDENTIFICATION NUMBER (SID)

A student's identification number will be the social security number. The use of social security numbers is optional. If, at the time of application, the student desires not to disclose the SSN, the institution will assign a unique SID for the student's use. However, please note, if you receive federal and state financial assistance you are required to disclose your SSN.

STUDENT PERSONAL IDENTIFICATION NUMBER (PIN)

A student's personal identification number is used for verification purposes when accessing IRIS or Web registration. For further information or assistance concerning use of PIN or resetting your PIN, contact the Records and Registration Office.

HONORS PROGRAM

(423) 481-2000, ext. 216

The Honors Program provides opportunities for enriched and indepth study for those who desire an academic challenge and qualify with a 3.5 GPA. Courses are offered in humanities, language and literature, social science, environmental science, and math/science.

Honors students enjoy benefits such as field trips, social gatherings, cultural events, special programs and presentations. Members of the Honors Program are invited to join Phi Theta Kappa International Honor Society, which provides many transfer scholarships to four-year institutions.

Those who earn twelve hours of Honors credit and maintain at least a 3.3 GPA graduate as an Honors Associate and receive a certificate. Those who earn eighteen hours and maintain a 3.3 GPA graduate from the Honors Program and receive an Honors diploma. All Honors graduates and Phi Theta Kappa members receive special recognition at graduation.

Students who have a 3.0 GPA may take one course for Honors credit per semester on a provisional basis with special permission from the director of the Honors Program and the instructor of the course. Provisional Honors students may participate in Honors activities but are not eligible for scholarships.

ATTENDANCE REGULATIONS

1. Attendance of classes and other official appointments is expected and may be included in the calculation of a student's final grade.
2. An explanation of absences should be given to instructors. This information should be presented in advance if possible.
3. Absences are counted from the first scheduled meeting of the class. **IMPORTANT:** Non-attendance does not constitute a withdrawal from classes or from the college. Procedures to formally drop a course or to withdraw from the college must be followed. FOLLOWING THESE PROCEDURES MAY PREVENT A FAILING GRADE ON A STUDENT'S TRANSCRIPT.
4. Some Health Science programs may have attendance requirements. Contact the program director with any questions.
5. Attendance will be monitored for students who receive Title IV financial aid funds. Lack of attendance could mandate administrative withdraw and the repayment of financial aid funds.

REGISTRATION FOR COURSES

The printed schedule of courses also contains registration information. Roane State Community College provides early registration via telephone — Instant Registration

Information Service (IRIS) and through Web for Students — each semester for the currently enrolled and readmitted students. <u>New students register after current and returning students</u>. Procedures specified at the time must be followed during all registration. No student is officially enrolled until he/she has completed all requirements of enrollment including the payment of fees. Registration after the regular catalog published date may be permitted for one calendar week following this date. Exceptions for late registration or adding a class may be granted for good cause by the Vice President for Academic and Student Affairs. Late registration requires payment of the late fee. No student shall receive credit for a course for which he/she is not properly registered. A STUDENT MAY NOT BE ALLOWED TO REGISTER UNTIL ALL REQUIRED ADMISSION DOCUMENTS HAVE BEEN RECEIVED BY THE OFFICE OF RECORDS AND REGISTRATION.

AUDIT COURSES

Any student enrolled at RSCC may register for audit courses. The student will attend class without being required to take examinations or prepare lessons or papers. Students auditing a course will receive a final grade of "AU" (audit) on the transcript. No credit will be received for the course or toward major requirements.

CHANGE OF REGISTRATION/DROP-ADD

A student is allowed to change registration during the "Drop-Add" period at the beginning of each semester. The following procedures are to be followed in adding or dropping courses:
1. Prepare a change of registration form from the Records and Registration Office.
2. Secure approval from an Academic Development counselor, if the student has not completed all required academic development courses.
3. Receive one copy which must be shown to the instructor whose course is being added.

Failure to follow these procedures will result in an "F" in a course the student did not attend.

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

GRADE TYPE CHANGE

To change a course grade type, from audit to credit or credit to audit, the student must do so by following the Change of Registration/Drop-Add procedures. The deadline dates listed below will be strictly enforced.

Audit to Credit   Permitted during late registration/add period.
Credit to Audit   Permitted during the withdrawal period.

PROGRESSION STANDARDS

ENGLISH COMPOSITION

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

"Any full-time degree-seeking student at any TBR institution must be enrolled in a core (or developmental) English course each term until that stu-

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

ORIENTATION TO COLLEGE

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

Students transferring to Roane State who have completed 12 hours at another college or university are exempted from EDU 100 — Orientation to College. However, the student must still meet the credit hour requirement for the degree.

COURSE LOAD

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

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

Special for Credit students are limited to no more than 12 hours per semester with no limit to the total number of accumulated hours.

REPEATED COURSES

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

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

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

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

COURSE ELECTIVES

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

Humanities
Art
Foreign Languages
Humanities Seminar
Journalism
Music
Philosophy
Theatre
Literature

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

Physical Science
Chemistry
Physics-Calculus Based
Astronomy

Natural Science
Biology
Chemistry
Geology
Physics

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

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

COURSE SUBSTITUTIONS

Course substitutions require the approval of the student's advisor and the appropriate division chairs. A form for this approval is available from advisors and should be processed prior to registering for the course in question.

Students in a transfer program should consult with their senior institution prior to submitting a substitution. Senior institutions may or may not honor substitutions.

PHYSICAL EDUCATION ACTIVITY COURSE EXEMPTION AND SUBSTITUTIONS

Physical education exemptions may be granted to students who are medically disabled. Such students must substitute another course for the exempted activity classes. To apply for this exemption/substitution:

1. Requests for this exemption/substitution must be made in writing to the director of Health and Disability Service.
2. Physician's documentation must be submitted to Health and Disability Service to identify and verify this need.
3. Consult with an advisor about substituting a two-hour Health/P.E. course to meet the degree requirement. Substitution choices include HEA 221, HEA 242, PED 175, and HEC 131.
4. A course that is not already required in the degree plan must be selected.

It is advisable to consult with the advisor early in the scheduling process to coordinate the substituted classes into the student's schedule.

CANCELLATION OF SCHEDULED CLASSES

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

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GRADES

Grade Points — Grade points are numerical values assigned to letter grades in order to provide a basis for determining grade (quality) point averages. The four-point system is used.

	Grade	Grade/Quality Points
A	Outstanding	4.0
B	Above average	3.0
C	Average	2.0
D	Passing but below average	1.0
F	Failing	0.0
AW	Administrative Withdraw for Non-Attendance	0.0

To meet degree requirements a student must maintain an overall grade point average of 2.00. Generally, letter grades are awarded according to the following scale:

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

Some specific exceptions to the above scale may apply and the college reserves the right to adjust it accordingly. Students enrolled in Health Science or Nursing programs may not follow the same scale. Students should refer to the grading scale included on the course syllabus.

Computing Your Grade Point Average (GPA):

1. Grade points (above) X Course credit hours = Grade points for course
2. Sum of the grade points for all courses = Total grade points
3. Total grade points divided by credit hours attempted = GPA

Example:

	Grade	Credit Hours	X	Grade Points	=	Grade Points Earned
ENG 101	A	3		4		12
MAT 110	B	3		3		9
CHE 121	C	4		2		8
SPE 201	B	3		3		9
PED 110	A	4		4		4
TOTAL		**14**				**42**

42 divided by 14 = **3.0 GPA**

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

ART	Tech Prep Credit	P	Pass
AU	Audit, no grade or credit	PFT	Challenge Examination
EXP	Experiential Credit	R	Repeated
I	Incomplete	W	Withdrew
MIL	Military Credit	WD	Academic Dev. Withdraw

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

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

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

DEAN'S LIST

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

WITHDRAWALS AND HONORABLE DISMISSALS

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

The request for a late drop or withdrawal **MUST** be made on or before the last day of classes. Requests made after the semester has ended will not be approved. A student who stops attending classes and fails to follow the proper withdrawal procedure will be carried on the roll until the end of the semester and a grade of "F" will be recorded.

Withdrawal procedures are as follows:

1. Obtain withdrawal form from the Office of Records and Registration to initiate withdrawal procedure.
2. Make an appointment with a counselor or the Dean of Student Services.
3. Take withdrawal form to the Business Office for clearance.
4. Return white copy to Office of Records and Registration for final withdrawal clearance.

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

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

Students may apply for withdrawal from a completed semester by supplying the same information as above. If granted by a committee of the Vice President of Academic and Student Services, Dean of Students, and Registrar, all grades for the semester will be recorded as "W."

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

All equipment belonging to the college must be accounted for or paid for and all financial obligations met. If it is impossible for the student to take these steps in person, they should be completed by a person acting as an agent for the student.

Planning an Educational Program

ACADEMIC PROBATION AND RETENTION STANDARDS

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

Please note, academic probation is separate from academic development probation.

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

ACADEMIC SUSPENSION

At the end of the following term of enrollment, a student on academic probation who has failed to attain: 1) the above cumulative standard OR 2) a 2.0 grade point average for the current term will be suspended. Students who have satisfied the 2.0 GPA but have not yet achieved the standards as listed above will remain on academic probation for subsequent terms until the standards have been achieved. Students on probation or suspension who fail to attain the cumulative standard and the 2.0 GPA for the subsequent term will be placed on suspension.

Suspension terms are as follows:

First time suspension	One term (semester)
Second suspension	Two terms
Third suspension	Dismissal

In all instances, the summer term does not apply as a term served for suspension. For the student who is suspended at the end of the spring semester, the following fall semester is considered to be the term of suspension.

A third suspension of "Dismissal" may be appealed to the vice-president of Academic and Student Affairs after a period of two years absence from enrollment at the college.

Please note, academic suspension is separate from academic development suspension.

ACADEMIC DEVELOPMENT PROBATION/SUSPENSION

Students who have been suspended from RSCC or any other TBR college or university as a result of remedial or developmental courses should consult the section above.

APPEALS

A student who has been academically suspended either from RSCC or is currently suspended from another college or university may request an appeal through the Admissions and Retention Committee. If the student feels that there were extenuating circumstances (e.g. errors in their transcript, documentable medical or psychological problems, court or military duty, etc.) that caused the academic problems, they may appeal to the committee for reinstatement.

To request an appeal the student must contact the Records and Registration Office for an appointment with the committee. If the Admissions and Retention committee grants the reinstatement, the conditions imposed by the committee will be clearly stated. These may include a reduced course load, regular meetings with an advisor or counselor, and course suggestions.

Students who voluntarily serve the time imposed by their suspension will be reinstated automatically and do not need to meet with the Admissions and Retention Committee.

Please note, academic appeals is a separate appeal process from academic development appeals.

TRANSFER STUDENTS

Students on academic suspension from another college or university must clearly designate this information on their application to Roane State. Falsifying this information may lead to dismissal. Degree or non-degree students who are transferring to RSCC are subject to the same standards for appeal as RSCC students. Transcripts from the suspended college/university are required.

While individual courses may transfer to RSCC and can count towards fulfilling degree requirements, the number of credit hours and quality points do not count towards calculating the GPA for academic probation and suspension.

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 (Refer to Student Services section of this catalog).
3. Failure to meet Academic Development requirements for satisfactory progress through course requirements.

GRADUATION

Students who have successfully completed 48 semester hours toward a degree or half of the coursework required for a certificate must complete an Application for Graduation by the deadline for the intended graduation semester. The student is required to complete the form in its entirety, obtain his/her advisor's signature, and pay a graduation fee.

An evaluation of the student's status towards graduation will be sent to the student and the academic advisor. The student is encouraged to meet with his/her advisor to develop a plan for the completion of the program based on the results of the evaluation.

Degree and Certificate Requirements

A minimum of 60 semester hours of credit is required for an associate degree. An overall GPA of 2.0 is required. Only Roane State credit is computed into the graduation GPA even though transfer credit may satisfy various degree/certificate course requirements. Remedial/Developmental courses do not count in the grade point average for graduation.

A student must complete specific course requirements as given in the catalog. A student must graduate using the catalog in effect when he/she was admitted to the degree program, changed his/her major, or applied for readmission to the college, or they may use the current college catalog.

Requirements for more than one degree may be met. A minimum of 16 semester hours beyond the requirements for the first degree must be completed as well as all course requirements for the additional degree. The graduation application fee must be paid for each separate degree.

Residency Requirement

Degree-seeking students are required to complete a minimum of 24 of the last 36 semester hours of coursework in residence at Roane State. Prior learning/Proficiency credit does not apply to the residency requirement.

Testing

All students seeking a degree from Roane State will be required to take the College Base Exam prior to being granted their degree. Information regarding test administration dates will be sent to the student once his/her Application for Graduation has been processed. Certificate students are exempt from the College Base Test.

A student may, as a condition of their graduation, be required to take additional tests designed to measure achievement in general education and in their major. The purpose of such testing is for evaluating institutional effectiveness or the academic program. Participation in testing may be required of all students, of students in certain programs, and of students selected on a sample basis. In order to comply fully with this provision, the student must authorize the release of his/her scores to the institution. Unless otherwise indicated, no minimum score or level of achievement is required for graduation and individual student scores will be treated as confidential.

Graduation with Honors

Degree-seeking students may be eligible for academic honors based on the quality point average of coursework completed at Roane State. Academic honors are reflected on the student's transcript and diploma. Certificate students do not qualify for academic honors. Honors designations are based on the following grade point averages: 3.5-3.69 cum laude; 3.7-3.89 magna cum laude; 3.9- 4.0 summa cum laude.

Ceremony

Graduation exercises are held at the end of the spring semester only. Students who anticipate completing their work during the following summer are eligible to participate in graduation exercises if a grade point average is sufficient for graduation and an Application for Graduation has been officially processed by the spring deadline. Fall graduates will be invited to attend the following spring exercises. Participation in the ceremony is optional, but strongly encouraged. Students will be sent ceremony information in March.

ACADEMIC DEVELOPMENT POLICIES AND GUIDELINES

BASIC SKILLS ASSESSMENT

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

All Tennessee State Board of Regents colleges and universities require that all first time degree-seeking students undergo assessment. Transfer students who have not successfully completed college-level reading, writing, and mathematics courses must also undergo assessment. Further information regarding basic skills assessment can be obtained by contacting the Counseling and Career Resource Center on the Roane County or Oak Ridge campuses.

RESTRICTED ENROLLMENT

Students whose assessment results require enrollment in Academic Development (AD) courses may not enroll in a regular college level course which requires that competency as a pre-requisite until they have satisfactorily met the exit criteria of the appropriate AD courses. Exceptions to this policy require tha approval of the AD director and completion of the related documentation.

College Level Courses Which Can Be Taken With Academic Development Courses: The following college courses may be taken by remedial/developmental students concurrently with their remedial or developmental courses.

AD Course Required	Courses that can also be taken
MAT 081 or 082 (Algebra)	Any course without math prerequisites
	The only math courses that can be taken are BUS 111 or 112.
ENG 073 or 083 (Writing)	Any course other than English
REA 076 or 080 (Reading)	Any ART course except 121, 201, 202
	Any cooperative education course
	EDU 100
	ENG 101, 102
	HEA 221, 242
	Any individual music instruction
	Music performance groups
	Any MAT, OAD, PED, WKP or SPE class

TWO-ATTEMPT RULE

Students who have twice previously attempted a remedial or developmental studies course and failed to meet the minimum standards for progression will not be allowed to re-enroll in college for one academic semester (summer semester cannot count as the suspension). Students who have had three unsuccessful attempts in a remedial or developmental studies course and failed to meet the minimum standards for progression will not be allowed to re-enroll in college for one academic year.

Any student who is suspended from the program has the right to appeal to the Academic Development Appeals Committee for reinstatement. The conditions of the reinstatement imposed by the committee must be followed. These may include reduced courseload, tutoring and regularly scheduled academic counseling sessions.

NOTE: *Suspension based on academic developmental courses is not the same as general academic suspension.* A student who is on suspension from RSCC due to failure to complete AD courses may not enroll in any other TBR institution until the suspension is lifted by RSCC. This also means that RSCC may not enroll a student on suspension from another TBR institution until that college has reinstated the student.

COLLEGE SUCCESS STRATEGIES

Any student who (1) is placed in at least two subject areas at the remedial level or (2) is placed in three subject areas including both remedial or developmental levels will be required to enroll in College Success Strategies. Any student who is not required to enroll but who feels that he/she would benefit from the course may elect placement in College Success Strategies with the approval of the AD Director.

Planning an Educational Program

ATTENDANCE

The Academic Development Program is required by the TBR to have a mandatory attendance policy. Students enrolled in AD courses are expected to attend all scheduled classes if at all possible. In the case of absences, students should work closely with their instructor regarding any work missed. Instructors must define the specifics of their attendance policies including any penalty for excessive absences. Questions regarding this matter should be directed to the AD director.

Business Information

BUSINESS OFFICE REGULATIONS

(423) 882-4515

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

MAINTENANCE FEE — REFUNDABLE

All students, both resident and non-resident, will be assessed a maintenance fee. The maintenance fee rate for the 1998–99 academic year is $50 per semester hour, not to exceed $565 per semester.

In-State			
	1	Credit Hour	$50
	2	Credit Hours	$100
	3	Credit Hours	$150
	4	Credit Hours	$200
	5	Credit Hours	$250
	6	Credit Hours	$300
	7	Credit Hours	$350
	8	Credit Hours	$400
	9	Credit Hours	$450
	10	Credit Hours	$500
	11	Credit Hours	$550
	12	Credit Hours	$565

An additional maintenance fee of $50 per credit hour will be assessed for all hours exceeding 21 credit hours per semester.

TUITION — REFUNDABLE

Tuition is free to all residents of the State of Tennessee. Students classified as non-residents will be assessed tuition. The semester tuition rate for the 1998–99 academic year is $148 per semester hour, not to exceed $1,693 per semester. The definition of residency as determined by the Tennessee Board of Regents will apply. Information concerning residence classifications may be obtained from the Director of Records and Registration. Non-resident students will be accepted if space permits.

SUMMER AND ALTERNATIVE SESSION FEES

Semesters are offered as full session, express sessions, and/or accelerated sessions. Any session may vary in the number of weeks that the classes meet. Students may register for the full session, alternative sessions or any combination thereof. Tuition rates and fees are applied based on the total number of enrolled hours per semester regardless of individual session hours. For any student registering for any course(s) or adding course(s), the assessment of course fees, late fees and change of schedule fees is determined by courses (if any) for which the student registered before the first official day of classes for each session. The primary consideration in determining what fees are as-

sessed is whether the student is registering for courses or adding courses. For this purpose the following definitions shall be used:

Registering for courses - a student registers for a course(s) only if he/she is not already enrolled in a course(s) meeting the same semester as the session in which he/she is enrolling.

Adding courses - A student adds courses when he/she is already enrolled in a course(s) meeting the same semester as the session which he/she is enrolling.

AUDIT FEE

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

MISCELLANEOUS FEES

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

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

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

Graduation Fee. Graduating students are assessed a fee of $25 to cover the cost of a diploma and other related costs. This fee must be paid when the graduation application is submitted and is refundable only if the student does not graduate and no costs are incurred by the college. No graduation fees will be refunded if requested after one calendar year. There is no additional fee for completion of more than one option within a degree program and no additional diploma will be ordered. An additional $25 fee will be required for each degree if the student plans to receive an additional diploma. The fee for a replacement diploma is $10.

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

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

1 lesson per week $55

2 lessons per week $100

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

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

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

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

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

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

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

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

Returned Check Fine (Non-Refundable). A fine of $20 is assessed for each check returned to the College by the bank. A student may contest this fee successfully by presenting a letter from the bank in which it is clearly indicated that the check was returned through error by the bank. The College reserves the right to refuse to accept a check from any person.

Student Activity Fee (Refundable). A student activity fee of $5 per semester will be assessed for each credit student enrolled in classes at any college campus or center. This fee was adopted by the Student Government Association to provide funds for a variety of student activities. This fee is refundable on the same basis as maintenance fees.

Technology Fee (Refundable). A fee of $6 per credit hour not to exceed $50 per semester is assessed all students to provide and maintain computer labs and other advanced technology instructional equipment. This fee is refundable on the same basis as maintenance fees.

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

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

DISCOUNTS/WAIVERS

SENIOR CITIZENS AND DISABLED PERSONS

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

Disabled persons and persons sixty-five years of age or older, who are domiciled in Tennessee, are eligible to enroll in courses for CREDIT at the rate of one-half the credit

hour fee per semester hour, up to a maximum of $45. This rate applies to maintenance fees and technology fees. Special fees (such as graduation fees, student activity fees, campus access fees, telecourse/audio course fees, etc.) will be assessed at the regular rate. Arrangements should be made well in advance of registration day to provide documented evidence of disability or age. Students registering using these classifications must register within the late registration period.

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

VIETNAM CONFLICT VETERANS DEPENDENTS

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

HIGHER EDUCATION EMPLOYEES—PUBLIC CHAPTER 191

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

STATE EMPLOYEE FEE WAIVER PROGRAM

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

FEE DISCOUNT PROGRAM FOR SPOUSES AND DEPENDENT CHILDREN OF TBR EMPLOYEES

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

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

Children under the age of twenty-four (24) whose parent is employed as a full-time licensed teacher in any public school in Tennessee or as a full-time employee of the state of Tennessee are eligible for a twenty-five percent (25%) discount on maintenance and technology fees. At the time of enrollment, the student must present a completed

"Public Higher Education Fee Discount for Children of Certified Public School Teachers and Children of State Employees" form certifying eligibility for the program. Fee discounts will not be retroactive; eligibility for the fee discount is available only by application and approval prior to the beginning of the term for which assistance is being sought. Information on this program and related eligibility requirements is available from the college Business Office.

REFUNDS

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

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

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

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

100% of eligible fees will be refunded for drops or withdrawals prior to the first official day of class as published in the academic calendar.

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

Summer Sessions — Summer and alternative session refunds will be based on the above with these sessions being prorated as a percentage of a full session.

General Refund Policy — No refund is due on courses which are dropped unless the total fees due for the remaining enrolled hours plus hours dropped after applicable refund periods is less than the total amount paid for refundable fees.

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

Refunds can be expected approximately four weeks after the date the course is dropped.

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

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

Community Services Activities: Withdrawals and Refunds

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

Refund Policy (Non-credit Courses) — For courses that meet on a weekly basis, registration may be canceled without penalty prior to the first class meeting. After the first

class and prior to the second class, an 80% refund will be given. No refund will be made after the second class meeting.

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

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

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

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

BOOKS AND SUPPLIES

The cost of books and supplies will vary from one program to another. The Bookstore sells both new and used books. Students are encouraged to take advantage of savings which result when purchasing used books. The estimated cost of books and supplies is $150–$300 per semester. The College Bookstore will buy back used books in good usable condition in quantities limited to the anticipated needs for ensuing semesters. Book buy back periods are announced at the end of each semester. Students selling books back to the bookstore will be required to furnish a Roane State Community College ID card.

CHECK CASHING/ACCEPTANCE POLICY

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

A $20 fine will be levied on all "returned checks." The return of a third check will result in the person's name being placed on the "no check list" and in the forfeiture of check cashing privileges.

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

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

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

Business Information

FINANCIAL AID

(423) 882-4545

The 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, work study, grants and loans. Major emphasis is placed upon financial need, academic achievement, character, and promise of future success.

FEDERAL PELL GRANTS

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

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (FSEOG)
FEDERAL WORK-STUDY PROGRAM (FWS)

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

TENNESSEE STUDENT ASSISTANCE AWARD

The Tennessee Student Assistance Award is a grant made available to Tennessee residents attending college in the State of Tennessee. This program is administered by the Tennessee Student Assistance Corporation. An application deadline is assigned by the corporation each year. Funds are limited so early application through the FAFSA is important.

STUDENT LOANS

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

The Federal Stafford Loan Program is available to students who have been determined eligible through the above-mentioned need analysis system. This is a variable interest loan for the first-time borrowers. Repayment of the loan begins six months after the withdrawal, graduation or dropping to less than 6 credit hours. The limits of the loan are a minimum of $500 and a maximum of $2,625 for freshmen and $3,500 for sophomores each year. The maximum amount of eligibility is $5,250 for freshmen and $7000 for sophomores.

SCHOLARSHIP FOR ACADEMIC SERVICE

The Scholarship for Academic Service (SAS) is a two-year scholarship awarded to current high school graduates on the basis of academic achievement. Students are eligible to apply if:

1. They rank in the top 25% of the current high school graduating class.
2. They have a cumulative high school grade point average of 2.9.

Recipients must maintain a cumulative 2.5 grade point average at Roane State to remain eligible for renewal.

SAS recipients are **required to work** approximately 150 hours per academic year. An effort is made to give recipients work assignments related to their academic interests. Residents of the State of Tennessee who believe they are qualified should submit the application for the scholarship after the first semester of their senior year in high school and before the deadline date of April 15. These applications **MUST** be certified by the high school guidance counselor.

PRESIDENTIAL SCHOLARSHIP

This scholarship is awarded to one valedictorian from each high school in the Roane State service area. To be eligible for the $1000 annual scholarship, the recipient must be recommended by the high school guidance counselor, be a first-time college student and must enroll full-time at Roane State. The scholarship must be used starting the fall semester following graduation from high school. The award is renewable for a second year if the recipient maintains satisfactory academic progress and a 2.5 cumulative GPA.

PRIVATE SCHOLARSHIPS

Roane State has a limited number of private scholarships. In selecting recipients for these scholarships, emphasis is placed upon scholastic achievement, character, future promise, and financial need. Scholarship applications are available on all campuses. Additional scholarships will be established as interested groups and individuals desire. Those wishing to establish a scholarship fund are urged to contact the Director of Financial Aid at the college, or the Executive Director of Institutional Advancement.

AFRICAN-AMERICAN STUDENT SCHOLARSHIP

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

ATHLETIC SCHOLARSHIPS

The college annually awards a number of athletic scholarships. For detailed information contact the Director of Athletics, (423) 882-4581.

VETERANS BENEFITS

Roane State cooperates with the Veterans Administration in providing educational opportunities for veterans. The Financial Aid Office is responsible for certifying veterans' eligibility and for providing a source of information regarding the "G.I. Bill."

To receive benefits a veteran must:
1. Contact the Veterans Administration Regional Office at 1-800-827-1000 to verify how much benefit money is available to him/her.
2. Provide the VA counselor in the Financial Aid Office a **certified** copy of the DD214 (discharge papers) or NOBE form if actively in service.
3. Fill out the Veterans Administration application.
4. Register for classes and pay fees.
5. Notify the VA counselor in the Financial Aid Office that he/she is ready for certification.

NOTE: The certification process takes several weeks. Counselors will not begin the

Business Information

process until after the first week of classes. Receiving benefits can take up to 2 months; therefore, veterans must make adequate arrangements to cover college expenses.

Once enrolled, veterans and other eligible persons should maintain close contact with the assigned VA counselor in the Financial Aid Office. All changes of class schedule must be reported since doing a drop and add may change the monetary amount the veteran is to receive.

To maintain eligibility, the veteran must comply with the following rules:

1. Must be classified as a regular degree student or follow a VA approved certificate course of study. Special students for credit or non-credit do not qualify.
2. Must maintain the prescribed cumulative GPA listed on page 54 under Academic Probation and Retention Standards in this catalog.
3. Courses may be claimed for pay only one time whether taken at RSCC or transferred from another institution.
4. Only courses specifically listed on a catalog page (as per major) may be certified for payment. Courses taken for a student's own personal enrichment will not be eligible for payment.
5. Course substitution forms must be processed and approved as described in this catalog <u>before</u> the substituted course is claimed for payment.
6. Veterans and other eligible persons can receive pay for remedial/developmental classes when a need can be shown. The pay received is taken from the total entitlement.

General Education Mission

GENERAL EDUCATION

"Vision 2000"

As part of our overall "Teaching and Learning" mission, it is the goal of all academic divisions at Roane State to provide learning experiences, built on general education competencies, which ultimately support the overall Strategic Plan of the college. **Critical-thinking skills, personal and professional/career motivation, communication skills** and **a sense of community** begin with students and teachers at course level, forming a base for the overall mission of the school.

General Education Mission

Provide a general education base for each student so that he/she demonstrates knowledge in all areas required to become an educated and productive member of society. All degree programs contain a core of general education courses, including English, math, social or natural sciences, and humanities. Students completing any degree or certificate program should demonstrate attainment of general education competencies, including critical-thinking skills, personal and professional/career motivation, communication skills and a sense of community. These competencies, however, are not limited to general education courses alone, but are also evident in specialty courses within various disciplines.

General Education Competencies

General Course Competencies are the basis for the individual and course-specific competencies required in each course taught at Roane State.

Critical-Thinking Skills
Decision-Making Skills
Problem-Solving Skills
Research Skills
Computing Skills
Student Skills

Personal & Professional Motivation
Understanding One's Individual Needs
Setting Goals
Clarifying Values
Appreciating Scholarship
Practicing Wellness Concepts

Communication Skills
Listening
Reading
Writing
Speaking
Demonstrating Computer Literacy

Sense of Community
Understanding Geo-Political Issues
Understanding One's Individual Needs
Welcoming Cultural Diversity
Appreciating Liberal and Cultural Arts
Having an Historical Perspective
Having an Awareness of Social or Natural Sciences
Participating/Exhibiting Teamwork Skills

Critical-Thinking Skills

As productive members of a democracy, our students must accept the responsibility of making important decisions. Critical-thinking skills promote responsible action in one's personal and professional life. Critical thinking requires the ability to identify problems, research and evaluate alternative solutions and implement decisions. Because of our society's reliance on technology, an ability to solve problems and use math is crucial for success in the professional world and for evaluating matters of national and global importance.

General Education Mission

Communication Skills

The ability to communicate well in a competitive and technological world is crucial to the success of our students. In business, academic and personal settings, the emphasis on teamwork requires that individuals use listening, reading, writing, speaking and computer skills to solve problems effectively. For communities to improve their social, economic and physical environments, citizens must be able to express their ideas, evaluate opposing viewpoints and debate possible courses of action. The Roane State curriculum emphasizes all of these communication skills.

Personal & Professional/Career Motivation

Personal and professional motivation is essential for becoming a productive member of society. Individuals must understand their own personal needs, set goals, clarify values, appreciate the value of scholarship in all fields and practice wellness in order to maximize their potential and understand the complex web of dependence and responsibility we all have toward each other.

Sense of Community

Roane State is committed to providing an education which fosters skills of cooperation and a sense of responsibility. Ethics of social responsibility include tolerance, an appreciation of diversity and an awareness of the interdependence of individuals and communities. Concern for the environment and understanding the earth's eco-systems is crucial to thinking and planning for the 21st century. Graduates who think globally become professionals with the long-range vision needed by their organizations. Awareness of cultural and artistic heritage and aesthetic sensitivity contribute to understanding the role of values necessary to transform society.

UNIVERSITY PARALLEL PROGRAMS

ASSOCIATE OF ARTS/ASSOCIATE OF SCIENCE PROGRAMS

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

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

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

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

ARTICULATION

Articulation programs, also called 2+2 programs, exist between Roane State and the University of Tennessee-Knoxville, Tennessee Technological University, and Lincoln Memorial University. Roane State students can follow an articulation program, obtain an Associate of Arts or Associate of Science degree and be granted admission into a specific program at the university, provided all GPA and entrance requirements are achieved. All articulation programs fulfill Roane State's requirements for either an associate of arts or associate of science degree. Roane State Associate of Arts and Associate of Science degrees do not constitute an articulation program.

UNIVERSITY OF TENNESSEE - KNOXVILLE
1999 ARTICULATION PROGRAMS

Students planning to pursue any of the following majors at UTK can follow the articulation program sheet and obtain the first two years of general education requirements at Roane State.

Students who have attempted more than 12 college-level semester hours at any college or university other than Roane State or UTK are not eligible to participate in the UTK articulation agreement. However, the articulation sheets are still a good checklist of transferable courses for UTK and the specific major.

Accounting	Greek (Classics)
Advertising	History
African & African-American Studies	Italian
Anthropology	Journalism (Public Relations)
Art (History)	Latin (Classics)
Art (Studio)	Latin American Studies
Asian Studies	Linguistics
Audiology	Logistics and Transportation
Biochemistry	Management
Biology	Marketing
Botany	Mathematics
Broadcasting	Medieval Studies
Chemistry	Microbiology
Comparative Literature	Music (BA)
Economics (Business Administration)	Nursing
Economics (Arts & Sciences)	Philosophy
Education—	Political Science
Elementary	Psychology
Secondary	Public Administration
Environmental Science K-8	Religious Studies
Mathematics K-8	Russian
Mathematics & Science K-8	Russian & East European Studies
Science K-8	Social Work
English	Sociology
Finance	Spanish
French	Speech Communication
General Business	Speech Pathology
Geography	Statistics (Liberal Arts)
Geology	Theatre
German	Urban Studies
German Language & World	Women's Studies
Business	Zoology

Students can obtain a copy of the specific articulation program from:
Counseling and Career Services
Off-campus Locations
Academic Departments

University Parallel Programs

TENNESSEE TECHNOLOGICAL UNIVERSITY
1999 ARTICULATION PROGRAMS

Students planning to pursue any of the following majors at TTU can follow the articulation program sheet and obtain the first two years of general education requirements at Roane State. Upon the completion of the first two years, students will have earned an associate degree from Roane State. Specialty courses for each major are completed at TTU.

A.A.S. Nursing
Accounting
Agribusiness Management
Agricultural Education
Agricultural Engineering Technology
Agronomy and Soils
Animal Science
Art Education (K-12)
Biochemistry: Biology Option
Biochemistry: Chemistry Option
Biology
Biology: Environmental Biology
Chemical Engineering
Chemistry
Child and Family Science
Civil and Environmental Engineering
Criminal Justice
Cytotechnology
Dental Hygiene
Dentistry
Early Childhood Education,
   Pre-K-3 Licensure
Economics
Electrical and Computer Engineering
Elementary Education, K-8 Licensure
Elementary Education (1-8)
English
English-Journalism
Environmental Agriscience
Environmental Design
Fashion Merchandising
Finance
Food, Nutrition and Dietetics
French
General Management
   (Business Management
   Option BUMA)
Geology
German
Health and Physical Education
History (BA)
History (BS)
Horticulture
Industrial and Manufacturing
   Engineering
Industrial Technology

Information Systems
Management Information Systems
   (Business Management
   Option BUMA)
Marketing
Mathematics
Mechanical Engineering
Medical Technology
Medicine
Music Education: Instrumental (K-12)
Music Education: Vocal/
   General (K-12)
Music Education: Performance
   and Pedagogy
Music Therapy
Nursery and Landscape Management
Nursing
Optometry
Personnel and Labor Relations
   (Business Management
   Option BUPE)
Pharmacy
Physics
Political Science
Production/Operations Management
   (Business Management
   Option BUPR)
Psychology
ROTC
Secondary Education 7-12
Social Work
Sociology
Software and Scientific Application
Spanish
Special Education
   Comprehensive (K-12)
Special Education Modified (K-12)
Special Education Preschool/
   Early Child
Technical Communication
Wildlife and Fisheries Science
Wildlife and Fisheries Science:
   Conservation Biology
Wildlife and Fisheries Science:
   Fisheries Science

LINCOLN MEMORIAL UNIVERSITY
1999 ARTICULATION PROGRAMS

Students planning to pursue any of the following majors at LMU can follow the articulation program sheet and obtain the first two years of general education requirements at Roane State. Upon completion of those two years, students will have earned an associate degree from Roane State.

Accounting
Art
Art Education - Teacher Licensure
Athletic Training
Basic Business - Teacher Licensure
Biology
Biology - Teacher Licensure
Chemistry
Chemistry - Teacher Licensure
Communications Arts
Economics
English
English - Teacher Licensure
Environmental Science
General Business
Health
Health - Teacher Licensure
History
History - Teacher Licensure
Humanities
Interdisciplinary Social Science - Teacher Licensure
Liberal Studies and Human Development - Teacher Licensure
Management
Marketing
Mathematics
Mathematics - Teacher Licensure
Medical Technology
Nursing
Physical Education - Teacher Licensure
Psychology
Social Work
Veterinary Science
Wildlife and Fisheries Management

University Parallel Programs

University Parallel Programs

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**ASSOCIATE OF ARTS/ASSOCIATE OF SCIENCE
MINIMUM DEGREE REQUIREMENTS**

</div>

Written/Oral Communication (9 semester hours)

ENG 101, 102	Composition I and II
SPE 201	Basic Speech Communication

Orientation to College (1 credit hour)

EDU 100   Orientation to College
NOTE: Students who have transferred to Roane State with 12 credit hours from another institution are exempt from this requirement. However, the student must still meet the credit hour requirement for the degree.

Computer Science (3 semester hours)

Any course in Computer Science (CST prefix)
NOTE: CST 102, Computer Concepts and Applications is the course most frequently used to fulfill the requirement. However, some senior institutions may require a higher level course or courses that are more appropriate for the major. Consult with your senior institution.

Mathematics (3 semester hours)

MAT 110   College Algebra
NOTE: Check with senior institution. A higher level math course may be required.

Natural/Physical Science (8 semester hours)

Choose one of the following sequences:

BIO 111-112	General Biology I and II
BIO 231-232	Anatomy and Physiology I and II
CHE 101-102	Chemical Principles/Basic Organic & Biochemistry
CHE 121-122	General Chemistry I and II
GEO 161-162	Geology I and II
PHY 121-122	Astronomy I and II
PHY 201-202	General Physics I and II
PHY 211-212	Physics I and II

Physical Education Activity Courses (2 hours)

Two different courses in Physical Education are required.
NOTE: If a two or three hour course is used to satisfy this requirement, the extra credit hour(s) will count as elective credit toward graduation.

History Sequence (6 semester hours)

Choose from one of the following sequences:

HIS 111-112	History of Western Civilization I and II
HIS 161-162	World History I and II
HIS 211-212	U.S. History I and II

Check with your senior institution to determine the sequence required for the baccalaureate degree.

Humanities Electives (9 semester hours)

Must include 3 hours from literature, 3 hours from humanities and an additional 3 hours from either literature or humanities. Check with your senior institution for transferrable courses and choose from the following:

Literature:

ENG 201, 202	World Literature
ENG 204, 206	British Literature
ENG 211, 212	American Literature

Humanities:

Choose from an Art, Music, Journalism, Philosophy, Theatre (SPE), Foreign Language, Humanities Seminar or Literature.

Social Science Elective (3 semester hours)

Check with your senior institution for transferable courses then choose from the following:

Economics, Geography, History, Political Science, Psychology, Social Science Seminars, Sociology

Major Courses and Electives (21 semester hours)

Check with your senior institution for transferable courses.

Students pursuing the Associate of Arts degree must complete 6 hours of foreign language as part of this requirement.

TOTAL REQUIRED HOURS = 65 Semester Hours

Curriculum Guides

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

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

University Parallel Programs

University Parallel Programs

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 78.**

The agriculture curriculum is designed for the student planning to complete a baccalaureate degree at a four-year college or university. The plan of study allows only for the general education requirements of the four-year institution. More specific courses within the major will be offered at the senior institution during the junior and senior years.

Agriculture   Degree: Associate of Science

FIRST YEAR

Fall Semester

EDU	100	Orientation to College	1
ENG	101	Composition I	3
PED		Physical Education Elective	1
SPE		Speech	3
		Physical/Natural Science[1]	4
		Humanities Elective	3
			15

Spring Semester

ENG	102	Composition II	3
MAT		Mathematics Elective	3
		Electives[1]	6
		Physical/Natural Science	4
			16

FIRST YEAR TOTAL   31

SECOND YEAR

Fall Semester

CST	100	Computer Science Elective[1]	3
ENG		Sophomore Literature[1]	3
HIS		History Elective[1]	3
MAT		Mathematics Elective[1]	3
		Electives	6
			18

Spring Semester

ENG		Sophomore Literature[1]	3
HIS		History Elective[1]	3
PED		Physical Education	1
		Electives[1]	6
		Social Science Elective[1]	3
			16

SECOND YEAR TOTAL   34
TOTAL SEMESTER HOURS   65

[1]Students should consult curriculum requirements of the senior institution for appropriate course selection.

Students pursuing this area of study will be advised by the Math/Sciences Division.

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 78.**

Art
                                                        Degree: Associate of Arts Or
                                                            Associate of Science

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 institution. This program is designed to develop fundamental skills in technical and creative expression. An art major planning to transfer to a senior institution should plan a program to meet specific requirements for the lower division at that institution. The art department reserves the right to retain student work for exhibition.

FIRST YEAR

Fall Semester

ART	101	Studio Fund: Drawing	2
ART	142	Computer Art	3
ART	201	Art History I	3
EDU	100	Orientation to College	1
ENG	101	Composition I	3
MAT		Mathematics	3
		Foreign Language[1]	3
			18

Spring Semester

ART	102	Studio Fund: Two Dimensional Design	2
ART	202	Art History II	3
ART		Art Elective	3
ENG	102	Composition II	3
SPE	201	Basic Speech	3
		Foreign Language[1]	3
			17

FIRST YEAR TOTAL   35

SECOND YEAR

Fall Semester

ART	103	Studio Fund: Three Dimensional Design	2
ART		Art Elective[2]	3
ENG		Sophomore Literature	3
HIS		History Sequence I[2]	3
PED		Physical Education	1
		Physical/Natural Science[2]	4
			16

Spring Semester

ART	181	Visions Seminar	2
ART		Art Elective	3
HIS		History Sequence II[2]	3
PED		Physical Education	1
		Physical/Natural Science[2]	4
		Elective[2]	3
			16

SECOND YEAR TOTAL   32
TOTAL SEMESTER HOURS   67

[1]Required for Associate of Arts (AA) degree. Students seeking an Associate of Science (AS) degree should select a general elective appropriate for a senior institution.

[2]Students should consult curriculum requirements of the senior institution for appropriate course selection.

Students pursuing this area of study will be advised by the Humanities Division.

University Parallel Programs

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 78.**

Art Education   Degree: Associate of Science

The art education curriculum is designed for a student who wishes to complete the first two years of a program toward teacher certification. This curriculum will meet the lower division requirements for transfer to a senior institution granting the bachelor's degree in art education.

FIRST YEAR

Fall Semester

ART	101	Studio Fund: Drawing	2
EDU	100	Orientation to College	1
EDU	210	Human Development	3
ENG	101	Composition I	3
PED		Physical Education	1
		Physical/Natural Science[1]	4
		Elective	3
			17

Spring Semester

ART	102	Studio Fund: Two Dimensional Design	2
ART	142	Computer Art OR	
CST		Computer Science	3
EDU	211	Educational Psychology	3
ENG	102	Composition II	3
PED		Physical Education	1
		Physical/Natural Science[1]	4
			16

FIRST YEAR TOTAL   33

SECOND YEAR

Fall Semester

ART	113	Painting I	3
ART	201	Survey of Art History I	3
ENG		Sophomore Literature	3
HIS		History Sequence I[1]	3
MAT		Mathematics[1]	3
SPE	201	Basic Speech	3
			18

Spring Semester

ART	103	Studio Fund: Three Dimensional Design	2
ART	114	Painting II	3
ART	202	Survey of Art History II	3
ENG		Sophomore Literature	3
HIS		History Sequence II[1]	3
MAT		Mathematics[1]	3
			17

SECOND YEAR TOTAL   35
TOTAL SEMESTER HOURS   68

[1]Students should consult curriculum requirements of the senior institution for appropriate course selection.

Students pursuing this area of study will be advised by the Humanities Division.

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 78.**

Biology

Degree: Associate of Science

The biology curriculum is designed for the student planning to complete the bachelor's degree at a four-year institution. This program generally meets the transfer requirements for students entering any one of the state's major universities. Before entering this plan of study, each student should become acquainted with any pre-transfer requirements the receiving institution may stipulate. The current job market gives highest priority to the graduate degree in biology.

FIRST YEAR

Fall Semester

BIO	111	Biology I	4
CHE	121	General Chemistry I	4
EDU	100	Orientation to College	1
ENG	101	Composition	3
MAT	110	College Algebra[1]	3
PED		Physical Education	1
			16

Spring Semester

BIO	112	Biology II	4
CHE	122	General Chemistry II	4
CST	102	Computer Concepts & Appl[2]	3
ENG	102	Composition II	3
MAT	115	Statistical Reasoning[1]	3
PED		Physical Education	1
			18

	FIRST YEAR TOTAL	**34**

SECOND YEAR

Fall Semester

BIO	253	Ecology	4
ENG		Sophomore Literature[3]	3
HIS		History Sequence I[3]	3
PHY	201	General Physics I[4]	4
		Humanities Elective[4]	3
			17

Spring Semester

BIO	222	Microbiology	3
HIS		History Sequence II[3]	3
PHY	202	General Physics II[4]	4
SPE	201	Basic Speech	3
		Humanities Elective[3]	3
		Social Science Elective[3]	3
			19

	SECOND YEAR TOTAL	**36**
	TOTAL SEMESTER HOURS	**70**

[1]MAT 141, 142 should be substituted for MAT 110, 115 if possible.

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

[3]Students must check with transfer institution for appropriate course selection.

[4]Depending on your transfer program, Organic Chemistry (CHE 221, 222) may need to be substituted for General Physics (PHY 201, 202).

Students pursuing this area of study will be advised by the Math/Sciences Division.

University Parallel Programs

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 78.**

Business Administration   Degree: Associate of Science

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

FIRST YEAR				SECOND YEAR			
Fall Semester				**Fall Semester**			
BUS	101	Intro to Business	3	BUS	221	Principles of Accounting I	3
CST	102	Computer Concepts & Appl	3	ECO	201	Economics I	3
EDU	100	Orientation to College	1	ENG		Sophomore Literature[2]	3
ENG	101	Composition I	3	HIS		History Sequence I[2]	3
MAT	121	Calc for Bus and		SPE	201	Basic Speech	3
		Life Sciences I[1]	3			Humanities Elective[3]	3
PED		Physical Education	1				
		Physical/Natural Science[2]	4				
			18				18
Spring Semester				**Spring Semester**			
CST	105	Database Management	3	BUS	222	Principles of Accounting II	3
ENG	102	Composition II	3	ECO	202	Economics II	3
MAT	122	Calc for Bus and		ENG		Sophomore Literature[2]	3
		Life Sciences II[1]	3	HIS		History Sequence II[2]	3
PED		Physical Education	1	POL	101	US Govt & Politics	3
		Humanities Elective[3]	3			Social Science Elective[2]	3
		Physical/Natural Science[2]	4				
			17				18
	FIRST YEAR TOTAL		**35**		**SECOND YEAR TOTAL**		**36**
					TOTAL SEMESTER HOURS		**71**

[1]A higher level math course may be substituted. Consult with an advisor.

[2]For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

[3]Students transferring to UTK should consider scheduling foreign language courses while attending Roane State.

Students pursuing this area of study will be advised by the Business and Environmental Technologies Division.

Curriculum Guides

*Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 78.***

Business Education

Degree: Associate of Science

The business education program includes professional studies and courses in liberal arts. Upon completion of this two-year program, a student may transfer to a senior institution to complete the requirements for the bachelor's degree in business education.

FIRST YEAR			
Fall Semester			
CST	102	Computer Concepts & Appl	3
EDU	100	Orientation to College	1
ENG	101	Composition I	3
MAT	121	Calculus for Bus and Life Sciences	3
OAD	101	Keyboarding/Formatting	3
PED		Physical Education	1
		Physical/Natural Science[1]	4
			18
Spring Semester			
EDU	211	Educational Psychology	3
ENG	102	Composition II	3
PED		Physical Education	1
SPE	201	Basic Speech	3
		Humanities Elective[1]	3
		Physical/Natural Science[1]	4
			17
		FIRST YEAR TOTAL	**35**

SECOND YEAR			
Fall Semester			
BUS	221	Principles of Accounting I	3
ECO	201	Economics I	3
ENG		Sophomore Literature[1]	3
HIS		History Sequence I[1]	3
OAD	121	Word/Information Processing I	3
			15
Spring Semester			
BUS	222	Principles of Accounting II	3
ECO	202	Economics II	3
EDU	210	Human Development	3
ENG		Sophomore Literature[1]	3
HIS		History Sequence I[1]	3
		Elective[1]	3
			18
		SECOND YEAR TOTAL	**33**
		TOTAL SEMESTER HOURS	**68**

[1]For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

Students pursuing this area of study will be advised by the Business and Environmental Technologies Division.

University Parallel Programs

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Curriculum Guides

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Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 78.**

Chemistry   Degree: Associate of Science

The chemistry curriculum is designed for students planning to complete the bachelor's degree at a four-year institution. This program generally meets the transfer requirements for students entering any one of the state's major universities. Before entering this plan of study, each student should become acquainted with any pre-transfer requirements the receiving institution may stipulate.

FIRST YEAR[1]

Fall Semester

BIO	111	General Biology I	4
CHE	121	General Chemistry I	4
EDU	100	Orientation to College	1
ENG	101	Composition	3
MAT	141	Calculus I[2]	5
PED		Physical Education	1
			18

Spring Semester

BIO	112	General Biology II	4
CHE	122	General Chemistry II	4
CST	102	Computer Concepts & Appl	3
ENG	102	Composition II	3
SPE	201	Basic Speech	3
			17

FIRST YEAR TOTAL   35

SECOND YEAR

Fall Semester

CHE	221	Organic Chemistry I	4
HIS		History Sequence I[3]	3
PHY	211	Physics I[4]	4
		Humanities Electives[3]	6
		Social Science Elective[3]	3
			20

Spring Semester

CHE	202	Quantitative Analysis	5
CHE	222	Organic Chemistry II	4
ENG		Sophomore Literature[3]	3
HIS		History Sequence II[3]	3
PHY	212	Physics II[4]	4
PED		Physical Education	1
			20

SECOND YEAR TOTAL   40
TOTAL SEMESTER HOURS   75

[1]Students planning to transfer to Tennessee Technological University or UTK should consult an advisor for the appropriate curriculum.

[2]If mathematics background or ACT math score is not adequate, consult an advisor about taking MAT 130 (Pre-Calculus).

[3]Students must check with transfer institution for appropriate course selection.

[4]Consult an advisor about substituting PHY 201, 202 for PHY 211, 212. Also, check with the senior institution about most recent requirements.

Students pursuing this area of study will be advised by the Math/Sciences Division.

Curriculum Guides

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Computer Art and Design

Degree: Associate of Arts Or
Associate of Science

The A.A. or A.S. degree with an emphasis in computer art and design is geared toward those students desiring to transfer to four-year institutions to pursue advanced degrees in graphic design, fine arts, or computer enhanced design. This program will also provide an excellent two-year degree base for those wishing to pursue further work in related fields such as interior design, communications, or television. To complete requirements for graduation from the A.A. or A.S. degree in Computer Art and Design, students must pass competency tests in six areas: basic computer skills; pagination; Raster Graphics; Vector Graphics; 2-D animation; and 3-D animation. In addition students must pass an advanced exam in one area of specialization. An internship is also required.

FIRST YEAR

Fall Semester

ART	101	Studio Fund: Drawing	2
ART	142	Computer Art I	3
EDU	100	Orientation to College	1
ENG	101	Composition I	3
MAT		Mathematics[1]	3
SPE	201	Basic Speech	3
		Foreign Language[2]	3
			18

Spring Semester

ART	102	Studio Fund: Two Dimen Design	2
ART	141	Graphic Design	3
ART	143	Computer Art II	3
ART	181	Visions Seminar I	2
ENG	102	Composition II	3
PED		Physical Education	1
		Foreign Language[2]	3
			17

FIRST YEAR TOTAL 35

SECOND YEAR

Fall Semester

ART	103	Studio Fund: 3-D Design	2
ART	144	Computer Art III[3]	3
ART	182	Visions Seminar II	2
ENG		Sophomore Literature[1]	3
HIS		History Sequence I[1]	3
PED		Physical Education	1
		Physical/Natural Science[1]	4
			18

Spring Semester

ART	145	Computer Art IV	3
ART	183	Visitors Seminar III	2
ART	191	Practicing Artists Seminar	3
HIS		History Sequence II[1]	3
		Physical/Natural Science[1]	4
		Social Science Elective[1]	3
			18

SECOND YEAR TOTAL 36
TOTAL SEMESTER HOURS 71

[1] Students should consult curriculum requirements of a senior institution for appropriate course selection.

[2] Required for A.A. degree. Students seeking an A.S. degree should select a general elective appropriate for a senior institution.

[3] Students must make a minimum grade of "C" in ART 101, 102, 142 and 143 before they can register for ART 144 (Computer Art III).

Students pursuing this area of study will be advised by the Humanities Division.

University Parallel Programs

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 78.**

Computer Science   Degree: Associate of Science

The computer science option is designed for students who wish to complete the first two years of a program leading toward a bachelor's degree in computer science.

	FIRST YEAR			**SECOND YEAR**	
Fall Semester			**Fall Semester**		
CST	109	Intro to Programming I[1]	3	ECO	201	Economics I	3
EDU	100	Orientation to College	1	ENG		Sophomore Literature[2]	3
ENG	101	Composition I	3	MAT	221	Discrete Math I	3
HIS		History Sequence[2]	3	SPE	201	Basic Speech	3
MAT	141	Calculus I	5			Physical/Natural Science I[2]	4
PED		Physical Education	1				
			16				16
Spring Semester			**Spring Semester**		
CST	203	Principles of Programming II	3	ECO	202	Economics II	3
ENG	102	Composition II	3	ENG		Sophomore Literature[2]	3
HIS		History Sequence[2]	3	MAT	222	Discrete Math II	3
MAT	142	Calculus II	5			Physical/Natural Science II[2]	4
PED		Physical Education	1			Humanities Elective[2]	3
		Humanities Elective[2]	3				
			18				16
	FIRST YEAR TOTAL		**34**	**SECOND YEAR TOTAL**			**32**
				TOTAL SEMESTER HOURS			**66**

[1]Co-requisite for CST 109 is CST 102.
[2]For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

Students pursuing this area of study will be advised by the Business and Environmental Technologies Division.

Curriculum Guides

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Early Childhood Education   Degree: Associate of Science

The early childhood education curriculum is designed for a student who wishes to complete the first two years of a program toward teacher certification. This curriculum will meet the lower division requirements for transfer to a senior institution granting the bachelor's degree in early childhood education. Due to varying requirements at four-year institutions, students are encouraged to select courses in consultation with an education advisor.

FIRST YEAR

Fall Semester

EDU	100	Orientation to College	1
EDU	101	Intro to Teaching Profession	2
EDU	210	Human Development	3
ENG	101	Composition I	3
HEA	221	Safety and First Aid	3
PED		Physical Education	1
		Physical/Natural Science[1]	4
			17

Spring Semester

EDU 121	Intro to Early Childhood Education	3
EDU 211	Educational Psychology	3
ENG 102	Composition II	3
HEA 241	School Health	2
HEC 131	Elementary Nutrition	2
	Physical/Natural Science[1]	4
		17

FIRST YEAR TOTAL	**34**

SECOND YEAR

Fall Semester

EDU	220	Creative Activities for Young Children	3
ENG		Sophomore Literature[1]	3
HIS		History Sequence I[1]	3
MAT		Mathematics[1]	3
MUS	130	Music Appreciation	3
SPE	201	Basic Speech	3
			18

Spring Semester

ART	142	Computer Art OR	
CST		Computer Science[1]	3
ENG		Sophomore Literature[1]	3
HIS		History Sequence II[1]	3
MAT		Mathematics[1]	3
PED		Physical Education	1
		Social Science Elective[1]	3
			16

SECOND YEAR TOTAL	**34**
TOTAL SEMESTER HOURS	**68**

[1]For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

Students pursuing this area of study will be advised by the Social Science/Education/PE Division.

University Parallel Programs

Curriculum Guides

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Elementary Education   Degree: Associate of Science

The elementary education curriculum is designed for a student who wishes to complete the first two years of a program toward teacher certification. This curriculum generally meets the lower division requirements for transfer to a senior institution granting the bachelor's degree in elementary education.

FIRST YEAR					SECOND YEAR		
Fall Semester					**Fall Semester**		
EDU	100	Orientation to College	1	ART	142	Computer Art OR	
EDU	101	Intro to Teaching Profession	2	CST	102	Computer Concepts & Appl	3
EDU	210	Human Development	3	ENG		Sophomore Literature[1]	3
ENG	101	Composition I	3	HEA	221	Safety and First Aid	3
PED		Physical Education	1	HIS		History Sequence I[1]	3
		Elective[1]	3	MAT		Mathematics[1]	3
		Physical/Natural Science[1]	4	MUS	130	Music Appreciation	3
			17				18
Spring Semester					**Spring Semester**		
EDU	211	Educational Psychology	3	ART	121	Art Appreciation	3
ENG	102	Composition II	3	ENG		Sophomore Literature[1]	3
HEC	131	Elementary Nutrition	2	HIS		History Sequence II[1]	3
PED		Physical Education	1	MAT		Mathematics[1]	3
		Elective[1]	3	SPE	201	Basic Speech	3
		Physical/Natural Science[1]	4				
			16				15
	FIRST YEAR TOTAL		**33**		**SECOND YEAR TOTAL**		**33**
					TOTAL SEMESTER HOURS		**66**

[1]For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

Students pursuing this area of study will be advised by the Social Science/Education/PE Division.

Students planning to transfer to UTK will major in the area they plan to teach (English, History, Foreign Language, etc.) and minor in Education when they enroll at UTK.

Curriculum Guides

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English

Degree: Associate of Arts Or
Associate of Science

Students in the English curriculum will develop skills as critical thinkers and writers, using the broad foundation of the curriculum to focus on specialized writing situations. These skills will be further emphasized by the study of a wide range of literature and career-oriented writing.

FIRST YEAR

Fall Semester

CST		Computer Science[1]	3
EDU	100	Orientation to College	1
ENG	101	Composition I	3
MAT		Mathematics[1]	3
		Foreign Language[2]	3
		Physical/Natural Science[1]	4
			17

Spring Semester

ENG	102	Composition II	3
JRN		Journalism Elective	3
PED		Physical Education	1
SPE	201	Basic Speech	3
		Foreign Language[2]	3
		Physical/Natural Science[1]	4
			17

FIRST YEAR TOTAL	**34**

SECOND YEAR

Fall Semester

ENG	231	Technical Writing	3
ENG		Sophomore Literature	3
HIS		History Sequence I[1]	3
PED		Physical Education	1
		Foreign Language[2]	3
		Humanities Elective[1]	3
			16

Spring Semester

ENG		Creative Writing Elective	3
ENG		Sophomore Literature[1]	3
HIS		History Sequence II[1]	3
		Foreign Language[2]	3
		Social Science Elective[1]	3
			15

SECOND YEAR TOTAL	**31**
TOTAL SEMESTER HOURS	**65**

[1]For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

[2]Required for Associate of Arts (AA) degree only. Students seeking an Associate of Science (AS) degree should select a general elective appropriate for the senior institution.

Students pursuing this area of study will be advised by the Humanities Division.

University Parallel Programs

Curriculum Guides

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Forestry

Degree: Associate of Science

The forestry curriculum is designed for students planning to complete a bachelor's degree at a university after receiving an associate's degree from Roane State. This program will generally meet university transfer requirements. Because of varying requirements at universities, students should meet with an advisor to determine specific requirements of the transfer university before starting this program.

FIRST YEAR

Fall Semester

BIO	111	General Biology I	4
CHE	101	Intro to Chem Principles OR	
CHE	121	General Chemistry I	4
EDU	100	Orientation to College	1
ENG	101	Composition I	3
MAT	130	Pre-Calculus	4
PED		Physical Education	1
			17

Spring Semester

BIO	112	General Biology II	4
BIO	201	Environmental Science	3
ENG	102	Composition II	3
MAT	141	Calculus I	5
PED		Physical Education	1
			16

FIRST YEAR TOTAL	**33**

SECOND YEAR

Fall Semester

CST	102	Computer Concepts & Appl	3
ECO	201	Principles of Economics I	3
ENG	231	Technical Writing	3
HIS		History Sequence I[1]	3
MAT	201	Probability & Statistics	3
		Humanities Elective[1]	3
			18

Spring Semester

BIO	253	General Ecology	4
ENG		Sophomore Literature[1]	3
HIS		History Sequence II[1]	3
SPE	201	Basic Speech	3
		Humanities Elective[2]	3
			16

SECOND YEAR TOTAL	**34**
TOTAL SEMESTER HOURS	**67**

[1]For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.
[2]Choose from PHL 101, 111 or 121.

Students pursuing this area of study will be advised by the Math/Sciences Division.

Curriculum Guides

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General

Degree: Associate of Arts Or
Associate of Science

With an appropriate choice of electives, a student can, by following this general program, earn an associate degree from RSCC and also complete the lower division requirements for a bachelor's degree at a four-year institution.

FIRST YEAR

Fall Semester

EDU	100	Orientation to College	1
ENG	101	Composition I	3
HIS		History Sequence I[1]	3
MAT		Mathematics[1]	3
PED		Physical Education	1
		Electives[1, 2]	6
			17

Spring Semester

ENG	102	Composition II	3
HIS		History Sequence II[1]	3
		Electives[1, 3]	6
		Social Science Elective[1]	3
			15

FIRST YEAR TOTAL   32

SECOND YEAR

Fall Semester

PED		Physical Education	1
SPE	201	Basic Speech	3
		Electives[1, 3]	6
		Humanities Elective[1]	3
		Physical/Natural Science[1]	4
			17

Spring Semester

CST		Computer Science[1]	3
ENG		Sophomore Literature	3
		Elective[1, 3]	3
		Humanities Elective[1]	3
		Physical/Natural Science[1]	4
			16

SECOND YEAR TOTAL   33
TOTAL SEMESTER HOURS   65

[1]For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.
[2]An Associate of Arts (AA) degree requires 6 hours of the same foreign language.
[3]At least 15 hours of electives should be taken at the 200 level.

Students pursuing this area of study will be advised by the Math/Sciences Division or Humanities Division.

University Parallel Programs

Curriculum Guides

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Mass Communications

Degree: Associate of Arts Or
Associate of Science

Students in the mass communications curriculum will develop skills as critical writers and thinkers, using the broad foundation of the curriculum to focus on specialized writing situations within the journalistic media. These skills will be further emphasized by practical experience in the media.

FIRST YEAR

Fall Semester

CST		Computer Science[1]	3
EDU	100	Orientation to College	1
ENG	101	Composition I	3
MAT		Mathematics[1]	3
		Foreign Language[2]	3
		Physical/Natural Science[1]	4
			17

Spring Semester

ENG	102	Composition II	3
JRN	111	Intro to Mass Communications	3
JRN		Practicum	1
PED		Physical Education	1
SPE	201	Basic Speech	3
		Foreign Language[2]	3
		Physical/Natural Science[1]	4
			18

FIRST YEAR TOTAL   **35**

SECOND YEAR

Fall Semester

ENG		Sophomore Literature[1]	3
HIS		History Sequence I[1]	3
JRN	231	Writing for Mass Media	3
JRN		Journalism Practicum	2
PED		Physical Education	1
		Foreign Language[2]	3
			15

Spring Semester

ENG		Sophomore Literature[1]	3
HIS		History Sequence II[1]	3
JRN		Journalism Elective[1]	3
		Foreign Language[2]	3
		Social Science Elective[1]	3
			15

SECOND YEAR TOTAL   **30**
TOTAL SEMESTER HOURS   **65**

[1]For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

[2]Required for Associate of Arts (AA) degree only. Students seeking an Associate of Science (AS) degree should select a general elective appropriate for a senior institution.

Students pursuing this area of study will be advised by the Humanities Division.

Curriculum Guides

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Mathematics or Physical Science[1]

Degree: Associate of Science

The mathematics or physical science curriculum will allow students to transfer to four-year colleges or universities and work toward a bachelor's degree in mathematics, physics, or any area which has similar requirements for the first two years.

FIRST YEAR					SECOND YEAR		
Fall Semester					**Fall Semester**		
CHE	121	General Chemistry I[2]	4		ENG	Sophomore Literature[3]	3
EDU	100	Orientation to College	1		MAT 221	Discrete Mathematics[5]	3
ENG	101	Composition I	3		MAT 241	Calculus III	3
HIS		History Sequence I[3]	3		MAT 251	Matrix Algebra	3
MAT	141	Calculus I	5		PHY 211	Physics I	4
PED		Physical Education	1		PED	Physical Education	1
						Humanities Elective[3]	3
			17				20
Spring Semester					**Spring Semester**		
CHE	122	General Chemistry II[2]	4		MAT 232	Differential Equations	3
CST	102	Computer Concepts & Appl[4]	3		PHY 212	Physics II	4
ENG	102	Composition II	3		SPE 201	Basic Speech	3
HIS		History Sequence II[3]	3			Humanities Electives[3]	6
MAT	142	Calculus II	5			Social Science Elective[3]	3
			18				19
		FIRST YEAR TOTAL	**35**			**SECOND YEAR TOTAL**	**39**
						TOTAL SEMESTER HOURS	**74**

[1]Follow the above curriculum for mathematics or physics emphasis.

[2]Students majoring in mathematics may substitute two semesters of biology.

[3]Students must check with transfer institution for appropriate course selection.

[4]Students may substitute other computer related courses with the approval of their academic advisor.

[5]Required for mathematics majors only.

Students pursuing this area of study will be advised by the Math/Sciences Division.

University Parallel Programs

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Curriculum Guides

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Music[1]

Degree: Associate of Arts Or
Associate of Science

A music major planning to transfer to a senior institution should become familiar with the specific lower division requirements at that institution. The curriculum in this degree is designed to give the performing music major a sound basis for continuing music study at a senior institution.

NOTE: All music majors must have a major applied area at the college; all music majors must pass a piano proficiency examination equivalent to two years of college piano; all music majors must attend all solo classes and other selected performances; all music majors must register for MUS 010 - Solo Class (for no credit) - every semester and MUS 020 - Recital (for no credit) - the last semester before graduation.

FIRST YEAR

Fall Semester

EDU	100	Orientation to College	1
ENG	101	Composition I	3
MUS	010	Solo Class	0
MUS	110	Theory I	3
MUS	111	Theory Practicum I	1
MUS	230	Intro to Music Lit I[2]	3
MUS		Individual Instruction in Major	2
MUS		Ensemble	1
PED		Physical Education	1
		Social Science Elective[3]	3
			18

Spring Semester

ENG	102	Composition II	3
MAT		Mathematics[3]	3
MUS	010	Solo Class	0
MUS	120	Theory II	3
MUS	121	Theory Practicum II	1
MUS	240	Intro to Music Lit II[2]	3
MUS		Individual Instruction in Major	2
MUS		Ensemble	1
PED		Physical Education	1
			17

FIRST YEAR TOTAL 35

SECOND YEAR

Fall Semester

ENG		Sophomore Literature[3]	3
HIS		History Sequence I[3]	3
MUS	010	Solo Class	0
MUS	210	Theory III	3
MUS	211	Theory Practicum III	1
MUS		Individual Instruction in Major	2
MUS		Ensemble	1
		Physical/Natural Science[3]	4
			17

Spring Semester

CST		Computer Science[3]	3
HIS		History Sequence II[3]	3
MUS	010	Solo Class	0
MUS	020	Recital	0
MUS	220	Theory IV	3
MUS	221	Theory Practicum IV	1
MUS		Individual Instruction in Major	2
SPE	201	Basic Speech	3
		Physical/Natural Science[3]	4
			19

SECOND YEAR TOTAL 36
TOTAL SEMESTER HOURS 71

[1]Associate of Arts degree can be obtained by including six additional hours of the same foreign language.
[2]Offered every other year; student should be advised to take history the year Music Lit is not offered.
[3]Consult curriculum requirements at senior institution for appropriate course selection.

Students pursuing this area of study will be advised by the Humanities Division.

Curriculum Guides

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Music Education
Degree: Associate of Science

The music education curriculum is designed for students who plan to complete a bachelor's degree in music and who desire to receive a certificate to teach music in elementary or secondary school.

NOTE: All music majors must have a major applied area at the college; all music majors must pass a piano proficiency examination equivalent to two years of college piano; all music majors must attend all solo classes and other selected performances; all music majors must register for MUS 010 - Solo Class (for no credit) - every semester and MUS 020 - Recital (for no credit) - the last semester before graduation.

FIRST YEAR

Fall Semester

EDU	100	Orientation to College[1]	1
EDU	210	Human Development	3
ENG	101	Composition I	3
MAT		Mathematics[2]	3
MUS	010	Solo Class	0
MUS	110	Theory I	3
MUS	111	Theory Practicum I	1
MUS		Individual Instruction in Major	2
MUS		Ensemble	1
		Elective[1]	3
			20

Spring Semester

EDU	211	Educational Psychology	3
ENG	102	Composition II	3
MUS	010	Solo Class	0
MUS	120	Theory II	3
MUS	121	Theory Practicum II	1
MUS		Individual Instruction in Major	2
MUS		Ensemble	1
PED		Physical Education	1
SPE	201	Basic Speech	3
			17

	FIRST YEAR TOTAL	**37**

SECOND YEAR

Fall Semester

ENG		Sophomore Literature[2]	3
HIS		History Sequence I[2]	3
MUS	010	Solo Class	0
MUS	210	Theory III	3
MUS	211	Theory Practicum III	1
MUS		Individual Instruction in Major	1
MUS		Ensemble	1
PED		Physical Education	1
		Physical/Natural Science[2]	4
			17

Spring Semester[3]

ART	142	Computer Art OR	
CST		Computer Science	3
ENG		Sophomore Literature[2]	3
HIS		History Sequence II[2]	3
MUS	010	Solo Class	0
MUS	020	Recital	0
MUS	220	Theory IV	3
MUS	221	Theory Practicum IV	1
MUS		Individual Instruction in Major	1
		Physical/Natural Science[2]	4
			18

	SECOND YEAR TOTAL	**35**
	TOTAL SEMESTER HOURS	**72**

[1]Students transferring to Tennessee Technological University should take EDU 101.

[2]For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

[3]Students are encouraged to take Music Ensemble as an added elective during their fourth semester.

Students pursuing this area of study will be advised by the Humanities Division.

University Parallel Programs

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 78.**

Pre-Engineering   Degree: Associate of Science

The basic pre-engineering curriculum is designed for students who want to earn bachelor's degrees in any engineering field at a four-year institution. Upon the successful completion of the basic program, the student can transfer to any college with an engineering program. These programs include: aerospace, biomedical, chemical, civil, electrical, engineering mechanics, engineering physics, engineering science, fire protection, industrial, mechanical, nuclear, environmental.

FIRST YEAR

Fall Semester

CHE	121	General Chemistry I	4
EDU	100	Orientation to College	1
ENG	101	Composition I	3
ERG	161	Engineering Graphics[1,6]	3
ESC	111	Survey of Engineering	1
MAT	141	Calculus I[3]	5
PED		Physical Education	1
			18

Spring Semester

CHE	122	General Chemistry II	4
ENG	102	Composition II	3
HIS		History Sequence I[3,6]	3
MAT	142	Calculus II[2]	5
SPE	201	Basic Speech	3
			18

FIRST YEAR TOTAL	**36**

SECOND YEAR

Fall Semester

ESC	211	Statics[5]	3
HIS		History Sequence II[3]	3
MAT	241	Calculus III[2]	3
PHY	211	Physics I[4]	4
PED		Physical Education	1
		Humanities Elective[3]	3
		Social Science Elective[3]	3
			20

Spring Semester

ENG		Sophomore Literature[3]	3
ESC	112	Computer Aided Engineering	3
ESC	212	Dynamics[5]	3
MAT	232	Differential Equations	3
PHY	212	Physics II[4]	4
		Humanities Elective[3]	3
			19

SECOND YEAR TOTAL	**39**
TOTAL SEMESTER HOURS	**75**

[1]The Fundamentals of Engineering Graphics course (ERG 161) includes application of computers for computer aided design and will satisfy the computer instruction requirements for this program.

[2]Students are advised to also take MAT 251; check with your advisor.

[3]For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

[4]Students planning to transfer to UT Knoxville should take PHY 205 and PHY 207.

[5]Students planning to transfer to UT Knoxville should take ESC 121 in fall semester of freshman year and ESC 131 in spring semester of freshman year instead of ESC 211 and 212.

[6]Students planning to transfer to UT Knoxville should take this course in their sophomore year instead of freshman year.

Students pursuing this area of study will be advised by the Math/Sciences Division.

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 78.**

Pre-Law   Degree: Associate of Science

This course of study is designed for students who plan to complete a bachelor's degree in Pre-Law and who also intend to apply for admission to law school. Law school admission requirements vary from institution to institution; however, all law schools require applicants to have earned either a B.S. or B.A. degree. All law school applicants must also take the LSAT (Law School Admission Test). Students should consult with their advisor, as well as with the college or university they plan to attend in completing their bachelor's degree.

FIRST YEAR

Fall Semester

EDU	100	Orientation to College	1
ENG	101	Composition I	3
HIS		History Sequence I[1]	3
LAW	101	Basic Law I	3
MAT		Mathematics[2]	3
PED		Physical Education	1
		Elective[1]	3
			17

Spring Semester

CST	102	Computer Concepts & Appl	3
ENG	102	Composition II	3
HIS		History Sequence II[1]	3
LAW	102	Basic Law II	3
		Elective[1]	3
			15

FIRST YEAR TOTAL   32

SECOND YEAR

Fall Semester

ENG		Sophomore Literature I[1]	3
LAW		Law Elective[1]	3
POL	101	U.S. Govern & Politics	3
SPE	201	Basic Speech	3
		Physical/Natural Sci Sequence[1]	4
			16

Spring Semester

ENG		Sophomore Literature II[1]	3
LAW		Law Elective[1]	3
PED		Physical Education	1
POL		Intro to Political Science	3
		Humanities Elective[1]	3
		Physical/Natural Sci Sequence[1]	4
			17

SECOND YEAR TOTAL   33
TOTAL SEMESTER HOURS   65

[1]For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.
[2]MAT 110 - College Algebra or a higher level math.

Students pursuing this area of study will be advised by the Humanities Division.

University Parallel Programs

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 78.**

Pre-Medicine
Pre-Dentistry

Degree: Associate of Science

This unified basic curriculum in pre-medicine and pre-dentistry is designed to prepare students for schools of medicine and dentistry 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. Roane State students should consult the catalog of the university or professional school of his/her choice and his/her advisor to determine specific requirements for admission.

		FIRST YEAR					SECOND YEAR	
Fall Semester					**Fall Semester**			
BIO	111	General Biology I[1]	4		CHE	221	Organic Chemistry I	4
CHE	121	General Chemistry I	4		HIS		History Sequence I[1]	3
EDU	100	Orientation to College	1		PHY	211	Physics I[3]	4
ENG	101	Composition I	3				Humanities Electives[1]	6
MAT	141	Calculus I[2]	5				Social Science Elective[1]	3
PED		Physical Education	1					
			18					20
Spring Semester					**Spring Semester**			
BIO	112	General Biology II[1]	4		CHE	222	Organic Chemistry II	4
CHE	122	General Chemistry II	4		ENG		Sophomore Literature[1]	3
CST		Computer Science[1]	3		HIS		History Sequence II[1]	3
ENG	102	Composition II	3		PHY	212	Physics II[3]	4
MAT	142	Calculus II[2]	5		SPE	201	Basic Speech	3
					PED		Physical Education	1
			19					18
		FIRST YEAR TOTAL	**37**				**SECOND YEAR TOTAL**	**38**
							TOTAL SEMESTER HOURS	**75**

[1]For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

[2]If mathematics background or ACT math score is not adequate, consult an advisor about taking MAT 130 (Pre-Calculus).

[3]Consult an advisor about substituting PHY 201, 202 for PHY 211, 212. Also check with the senior institution about most recent requirements.

Students pursuing this area of study will be advised by the Math/Sciences Division.

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 78.**

Pre-Nursing   Degree: Associate of Science

The pre-nursing curriculum is designed for students planning to complete bachelor's degrees at four-year institutions. Before entering this plan of study, students should become knowledgeable of specific pre-transfer requirements of other transfer institutions. Since many programs accept a limited number of applicants early in the school year for the next year's class, application should be made at the end of the freshman year at Roane State.

FIRST YEAR

Fall Semester

CHE	101	Intro to Chemistry[1]	4
EDU	100	Orientation to College	1
ENG	101	Composition I	3
MAT	110	College Algebra[2,3]	3
PSY	101	General Psychology	3
SOC	201	Intro to Sociology	3
			17

Spring Semester

CHE	102	Organic and Biochemistry[1]	4
ENG	102	Composition II	3
HEC	131	Elementary Nutrition	2
MAT	115	Statistical Reasoning[2,3]	3
PSY	220	Developmental Psychology	3
			15

FIRST YEAR TOTAL   32

SECOND YEAR

Fall Semester

BIO	231	Human Anatomy & Physiol. I	4
CST		Computer Science[3]	3
ENG		Sophomore Literature[3]	3
HIS		History Sequence I[3]	3
PED		Physical Education	1
		Humanities Elective[3]	3
			17

Spring Semester

BIO	232	Human Anatomy & Physiology II	4
BIO	222	Microbiology	3
HIS		History Sequence II[3]	3
PED		Physical Education	1
SPE	201	Basic Speech	3
		Humanities Elective[3]	3
			17

SECOND YEAR TOTAL   34
TOTAL SEMESTER HOURS   66

[1]Consult with an advisor for appropriate course selection. Some institutions require CHE 121 and 122.

[2]Students may take a higher level math course.

[3]For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

Students pursuing this area of study will be advised by the Math/Sciences Division.

University Parallel Programs

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 78.**

Pre-Pharmacy   Degree: Associate of Science

This curriculum is designed for students who plan to apply for admission to pharmacy school. Admission requirements to colleges of pharmacy vary somewhat from institution to institution. Students should consult with their advisors as well as the college or university.

FIRST YEAR

Fall Semester

BIO	111	General Biology I	4
CHE	121	General Chemistry I	4
EDU	100	Orientation to College	1
ENG	101	Composition I	3
MAT	141	Calculus I[1]	5
PED		Physical Education	1
			18

Spring Semester

BIO	112	General Biology II	4
CHE	122	General Chemistry II	4
CST	102	Computer Concepts & Appl[2]	3
ENG	102	Composition II	3
MAT	115	Statistical Reasoning[3]	3
PED		Physical Education	1
			18

FIRST YEAR TOTAL   36

SECOND YEAR

Fall semester

CHE	221	Organic Chemistry I	4
ENG		Sophomore Literature[4]	3
HIS		History Sequence I[4]	3
PHY	211	Physics I[5]	4
		Social Science Elective[6]	3
		Humanities Elective[4]	3
			20

Spring Semester

CHE	222	Organic Chemistry II	4
HIS		History Sequence II[4]	3
PHY	212	Physics II[5]	4
SPE	201	Basic Speech	3
		Humanities Elective[4]	3
			17

SECOND YEAR TOTAL   37
TOTAL SEMESTER HOURS   73

[1]If mathematics background or ACT math score is not adequate, students must complete MAT 130 (Pre-Calculus) prior to enrolling in MAT 141.

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

[3]Check with advisor and transfer institutions; some colleges require accounting.

[4]Students must check with transfer institution for appropriate course selection.

[5]Consult an advisor about substituting PHY 201, 202 for PHY 211, 212. Also check with the senior institution about most recent requirements.

[6]Psychology, sociology, economics, anthropology and political science are usually acceptable choices. Check with your advisor.

Students pursuing this area of study will be advised by the Math/Sciences Division.

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 78.**

Pre-Veterinary
Degree: Associate of Science

This course of study covers the first two years of the pre-professional work for students who plan to study veterinary medicine. At least one year of additional college level study will be required to meet the minimum requirements for admission to veterinary medicine. It is strongly advised that pre-veterinary students plan their courses so that as well as fulfilling the veterinary medicine prerequisites, they are simultaneously fulfilling the requirements for a bachelor's degree. Most veterinary medicine colleges require students make a satisfactory score on the Veterinary College Admission Test (VCAT). Please consult your advisor.*

FIRST YEAR

Fall Semester

BIO	111	General Biology I[1]	4
CHE	121	General Chemistry I	4
EDU	100	Orientation to College	1
ENG	101	Composition I	3
MAT	141	Calculus I[2]	5
PED		Physical Education	1
			18

Spring Semester

BIO	112	General Biology II[1]	4
CHE	122	General Chemistry II	4
CST	102	Computer Concepts & Appl[3]	3
ENG	102	Composition II	3
MAT	142	Calculus II[2]	5
			19

FIRST YEAR TOTAL   37

SECOND YEAR

Fall Semester

CHE	221	Organic Chemistry I	4
HIS		History Sequence I	3
PHY	211	Physics I[5]	4
PED		Physical Education	1
		Humanities Elective	3
		Social Science Elective	3
			18

Spring Semester

CHE	222	Organic Chemistry II	4
ENG		Sophomore Literature	3
HIS		History Sequence II[4]	3
PHY	212	Physics II[5]	4
SPE	201	Basic Speech	3
		Humanities Elective	3
			20

SECOND YEAR TOTAL   38
TOTAL SEMESTER HOURS   75

*Additional courses may be necessary to enter veterinary programs. Consult your RSCC advisor and senior institution.

[1]Students with at least two years of high school biology or satisfactory ACT scores may, with permission from the Math/Science division, omit BIO 111, 112 and enter BIO 213.

[2]If mathematics background or ACT math score is not adequate, consult an advisor about taking MAT 130 (Pre-Calculus).

[3]Students may substitute other computer related courses with the approval of their academic advisor.

[4]Students must check with transfer institution for appropriate history sequence.

[5]Consult an advisor about substituting PHY 201, 202 for PHY 211, 212. Also check with the senior institution about most recent requirements.

Students pursuing this area of study will be advised by the Math/Sciences Division.

University Parallel Programs

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 78.**

Secondary Education
Degree: Associate of Science

The secondary education curriculum is designed for a student who wishes to complete the first two years of a program toward teacher certification. This curriculum will generally meet the lower division requirements for transfer to a senior institution granting the bachelor's degree in secondary education.

FIRST YEAR				SECOND YEAR			
Fall Semester				**Fall Semester**			
ART	121	Art Appreciation	3	ENG		Sophomore Literature[1]	3
EDU	100	Orientation to College	1	HIS		History Sequence I[1]	3
EDU	101	Intro to Teaching Profession	2	MAT		Mathematics[1]	3
EDU	210	Human Development	3	PED		Physical Education	1
ENG	101	Composition I	3	SPE	201	Basic Speech	3
PED		Physical Education	1			Elective[2]	3
		Physical/Natural Science[1]	4				
			17				16
Spring Semester				**Spring Semester**			
EDU	211	Educational Psychology	3	ART	142	Computer Art OR	
ENG	102	Composition II	3	CST		Computer Science[1]	3
HEA	221	Safety, First Aid & CPR	3	ENG		Sophomore Literature[1]	3
		Elective[2]	3	HIS		History Sequence II[1]	3
		Physical/Natural Science[1]	4			Electives[2]	6
						Social Science Elective[1]	3
			16				18
		FIRST YEAR TOTAL	**33**			**SECOND YEAR TOTAL**	**34**
						TOTAL SEMESTER HOURS	**67**

[1]For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

[2]Electives should be taken in areas of certification.

Students pursuing this area of study will be advised by the Social Science/Education/PE Division.

Students planning to transfer to UTK will major in the area they plan to teach (English, History, Foreign Language, etc.) and minor in Education when they enroll at UTK.

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 78.**

Social Science

Degree: Associate of Arts Or
Associate of Science

The social science curriculum is designed to assist students planning to complete the bachelor's degree at a four-year institution in any one of the following: geography, history, political science, psychology, and sociology. In order to meet lower division requirements for transfer to any one of the state's major universities, students should select social science courses from their choice of emphasis and related social science disciplines. Students should also follow the advice of their faculty advisor and become acquainted with any pre-transfer requirements the senior institution may require.

FIRST YEAR					SECOND YEAR		
Fall Semester					**Fall Semester**		
CST		Computer Science[4]	3		ENG	Sophomore Literature[4]	3
EDU	100	Orientation to College	1		SPE 201	Basic Speech	3
ENG	101	Composition I	3			Humanities Elective[2]	3
HIS		History Sequence I[1]	3			Physical/Natural Science[4]	4
MAT	110	College Algebra	3			Social Science Electives[3]	6
PED		Physical Education	1				
		Social Science Elective	3				
			17				19
Spring Semester					**Spring Semester**		
ENG	102	Composition II	3		ENG	Sophomore Literature[4]	3
HIS		History Sequence II[1]	3			Humanities Elective[2]	3
MAT	115	Statistical Reasoning	3			Physical/Natural Science[4]	4
PED		Physical Education	1			Social Science Electives[3]	6
		Social Science Electives[4]	6				
			16				16
	FIRST YEAR TOTAL		33		**SECOND YEAR TOTAL**		35
					TOTAL SEMESTER HOURS		68

[1]Students planning on entering UTK's College of Arts and Sciences, College of Communication, or College of Architecture should be aware that HIS 111 and 112 or HIS 161 and 162 are required.

[2]An Associate of Arts (AA) degree requires 6 hours of the same foreign language. Students pursuing an Associate of Science (AS) degree should take humanities courses recommended by the senior institution.

[3]At least 12 hours of social science should be taken at the 200 level.

[4]For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

Students pursuing this area of study will be advised by the Social Science/Education/PE Division.

University Parallel Programs

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 78.**

Special Education   Degree: Associate of Science

The special education curriculum is designed for a student who wishes to complete the first two years of a program toward teacher certification. This curriculum will generally meet the lower division requirements for transfer to a senior institution granting the bachelor's degree in special education.

FIRST YEAR

Fall Semester

EDU	100	Orientation to College	1
EDU	101	Intro to Teaching Profession	2
EDU	210	Human Development	3
ENG	101	Composition I	3
PED		Physical Education	1
		Social Science Elective[1]	3
		Physical/Natural Science[1]	4
			17

Spring Semester

EDU	111	Intro to Educating Except Child	2
EDU	211	Educational Psychology	3
EDU	231	Field Experiences I	2
ENG	102	Composition II	3
MUS	130	Music Appreciation	3
PED		Physical Education	1
		Physical/Natural Science[1]	4
			18

FIRST YEAR TOTAL   35

SECOND YEAR

Fall Semester

EDU	232	Field Experiences II	2
ENG		Sophomore Literature[1]	3
HIS		History Sequence I[1]	3
MAT		Mathematics[1]	3
PSY	110	General Psychology	3
SPE	201	Basic Speech	3
			17

Spring Semester

ART	142	Computer Art OR	
CST		Computer Science[1]	3
ENG		Sophomore Literature[1]	3
HEA	221	Safety and First Aid	3
HIS		History Sequence II[1]	3
MAT		Mathematics[1]	3
		Social Science Elective[1]	3
			18

SECOND YEAR TOTAL   35
TOTAL SEMESTER HOURS   70

[1]For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

Students pursuing this area of study will be advised by the Social Science/Education/PE Division.

Curriculum Guides

*Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 78.***

Wildlife and Fisheries
Degree: Associate of Science

The wildlife and fisheries curriculum is designed for students planning to complete a bachelor's degree at a university after receiving an associate's degree from Roane State. This program will generally meet university transfer requirements. Because of varying requirements at universities, students should meet with an advisor to determine specific requirements of the transfer university before starting this program.

		FIRST YEAR				SECOND YEAR	
Fall Semester				**Fall Semester**			
BIO	111	General Biology I	4	BIO	212	Cell Biology	4
CHE	121	General Chemistry I	4	BIO	253	General Ecology	4
EDU	100	Orientation to College	1	ENG		Sophomore Literature[2]	3
ENG	101	Composition I	3	HIS		History Sequence I[2]	3
MAT	115	Statistical Reasoning	3	SPE	201	Basic Speech	3
PED		Physical Education	1				
			16				17
Spring Semester				**Spring Semester**			
BIO	112	General Biology II	4	CST		Computer Science[2]	3
CHE	122	General Chemistry II	4	ENG		Sophomore Literature[2]	3
ENG	102	Composition II	3	HIS		History Sequence II[2]	3
MAT	141	Calculus I[1]	5			Elective[2]	3
PED		Physical Education	1			Humanities Elective[2]	3
						Social Science Elective[2]	3
			17				18
		FIRST YEAR TOTAL	**33**			**SECOND YEAR TOTAL**	**35**
						TOTAL SEMESTER HOURS	**68**

[1]If mathematics background or ACT math score is not adequate, students must complete MAT 130 (Pre-Calculus) prior to enrolling in MAT 141.

[2]For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

Students pursuing this area of study will be advised by the Math/Sciences Division.

ASSOCIATE OF APPLIED SCIENCE
MINIMUM DEGREE REQUIREMENTS

CORE CURRICULUM FOR CAREER PREPARATION PROGRAMS

NOTE: Some degree programs may require more than the minimum 60 hours. See the individual program descriptions.

Areas	Courses
Oral Communications	1 course
Written Communications	1 course
Mathematics	1 course
Humanities/Fine Arts*	1 course
Social or Behavioral Science**	1 course
Natural Science (or additional Math)	1 course
Computer Instruction	1 course
Orientation to College***	1 course

CORE TOTAL (varies)

TECHNICAL SPECIALTY   32 hours minimum

TOTAL DEGREE   60 hours minimum

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

**Two courses are recommended.

***Except for selected Health Science programs.

CAREER PREPARATION
ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate of Applied Science programs listed on the following pages are designed primarily for the student who wishes to seek employment after two years of college. These programs are not designed for transfer to a senior institution. Although the general education core is transferable, senior institutions may grant elective credit for other courses in the curricula, and all are college courses. Students planning to graduate with an Associate of Applied Science Degree are required to complete the general education courses of the core curriculum for career preparation programs listed at the beginning of this section.

A.A.S. BUSINESS MANAGEMENT TECHNOLOGY

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

A.S.S. BUSINESS MANAGEMENT TECHNOLOGY ACCOUNTING OPTION

FIRST YEAR

Fall Semester

BUS	101	Introduction to Business	3
BUS	221	Principles of Accounting I	3
BUS	111	Business Math	3
ENG	101	Composition I	3
BUS	102	Computer Concepts and Applications	3
EDU	100	Orientation to College	1
			16

Spring Semester

BUS	281	Management and Supervision I	3
SPE	201	Basic Speech	3
		OR	
SPE	221	Business and Professional Speaking	
CST	135	Introduction to Spreadsheets	3
BUS	222	Principles of Accounting II	3
BUS	255	Microcomputing Accounting Appl. I	3
BUS	273	Marketing	3
			18
		FIRST YEAR TOTAL	**34**

SECOND YEAR

Fall Semester

BUS	225	Federal Income Tax - Personal	3
BUS	233	Intermediate Accounting	4
BUS	227	Fund Accounting	3
MAT	110	College Algebra	3
		OR	
MAT	121	Calculus for Business	
ECO	201	Economics I	3
BUS	257	Microcomputing Accounting Applications II	2
			18

Spring Semester

BUS	226	Federal Income Tax - Business	3
BUS	224	Cost Accounting	3
BUS	251	Legal Environment for Business	3
MAT	115	Statistical Reasoning	3
		OR	
		Math/Natural Science Elective	
		Humanities Elective	3
		Social Science Elective	3
			18
		SECOND YEAR TOTAL	**36**
		TOTAL SEMESTER HOURS	**70**

Students pursuing any of the Business Management Technology programs will be advised by the Business and Environmental Technologies Division.

Career Preparation Programs

Career Preparation Programs

A.A.S. BUSINESS MANAGEMENT TECHNOLOGY
BANKING OPTION

FIRST YEAR				SECOND YEAR		
Fall Semester				**Fall Semester**		
EDU	100	Orientation to College	1	BUS	210	Introduction to Quality
BUS	101	Introduction to Business	3			Management	3
BUS	112	Personal Finance	3	BUS	221	Principles of Accounting I	3
BUS	273	Marketing	3	BUS	251	Legal Environment for Business	3
ENG	101	Composition I	3	BUS	281	Management & Supervision I	3
MAT	121	Calculus for Business and		ECO	201	Economics I	3
		the Life Sciences I	3	BNK		Banking Elective	3
		OR				
MAT	110	College Algebra				
PED		Physical Education Elective	1			
			17				18

Spring Semester				**Spring Semester**		
BUS	111	Business Math	3	BUS	222	Principles of Accounting II	3
SPE	201	Basic Speech Comm or	3	ECO	202	Economics II	3
SPE	221	Business and Prof. Speaking		BNK		Banking Electives	3
BUS	271	Sales	3			Humanities Elective	3
BUS	102	Computer Concepts & Appl.	3			Natural Science/Math Elective	3
BNK		Banking Elective	3			Social Science Elective	3
PED		Physical Education Elective	1			
			16				18

	FIRST YEAR TOTAL	**33**		**SECOND YEAR TOTAL**	**36**
				TOTAL SEMESTER HOURS	**69**

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

FIRST YEAR				SECOND YEAR		
Fall Semester				**Fall Semester**		
BUS	101	Intro to Business	3	BUS	221	Principles of Accounting I	3
CST	102	Computer Concepts and Appl	3	BUS	281	Mgmt and Supervision I	3
CST	109	Intro to Programming I	3	CST	209	GUI Programming I	3
EDU	100	Orientation to College	1	CST	215	Operating Systems	3
ENG	101	Composition I	3	ECO	201	Economics I	3
MAT	110	College Algebra	3	PED		Physical Education Elective	1
OAD	100	Keyboarding for the Computer	1			Social Science Elective	3
			17				17

Spring Semester				**Spring Semester**		
CST	103	Computer Presentations	3	CST	112	Advanced Microcomputer Appl	3
CST	105	Database Management	3	CST	218	GUI Prog II and Appl Design	3
CST	203	Principles of Programming II	3	CST	220	Enterprise Management	3
CST	214	Microcomputer Support	4	PED		Physical Education Elective	1
MAT	115	Statistical Reasoning	3	SPE	201	Basic Speech Comm or	3
				SPE	221	Business and Prof Speaking	
						Humanities Elective[1]	3
			16				16

	FIRST YEAR TOTAL	**33**		**SECOND YEAR TOTAL**	**33**
				TOTAL SEMESTER HOURS	**66**

[1]Art 142 is the recommended Humanities elective for Computer Science majors.

Students pursuing any of the Business Management Technology programs will be advised by the Business and Environmental Technologies Division.

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

FIRST YEAR

Fall Semester

EDU	100	Orientation to College	1
BUS	101	Introduction to Business	3
BUS	112	Personal Finance	3
BUS	273	Marketing	3
ENG	101	Composition I	3
MAT	121	Calculus for Business and the Life Sciences I	3
		OR	
MAT	110	College Algebra	
PED		Physical Education Elective	1
			17

Spring Semester

BUS	111	Business Math	3
SPE	201	Basic Speech Comm or	3
SPE	221	Business and Prof. Speaking	
BUS	261	Psy. Aspects of Management	3
BUS	271	Sales	3
CST	102	Computer Concepts & Appl.	3
PED		Physical Education Elective	1
			16

FIRST YEAR TOTAL		**33**

SECOND YEAR

Fall Semester

BUS	210	Introduction to Quality Management	3
BUS	221	Principles of Accounting I	3
BUS	251	Legal Environment for Business	3
BUS	281	Management and Supervision I	3
ECO	201	Economics I	3
		BUS or CST Elective	3
			18

Spring Semester

BUS	222	Principles of Accounting II	3
BUS	272	Retailing	3
ECO	202	Economics II	3
		Humanities Elective	3
		Natural Science/Math Elective	3
		Social Science Elective	3
			18

SECOND YEAR TOTAL		**36**
TOTAL SEMESTER HOURS		**69**

A.A.S. BUSINESS MANAGEMENT TECHNOLOGY
INSURANCE OPTION

FIRST YEAR

Fall Semester

EDU	100	Orientation to College	1
BUS	101	Introduction to Business	3
BUS	112	Personal Finance	3
BUS	273	Marketing	3
ENG	101	Composition I	3
MAT	121	Calculus for Business and the Life Sciences I	3
		OR	
MAT	110	College Algebra	
		Physical Education Elective	1
			17

Spring Semester

BUS	111	Business Math	3
SPE	221	Business and Prof. Speaking	3
BUS	271	Sales	3
CST	102	Computer Concepts & Appl.	3
INS		Insurance Elective	3
PED		Physical Education Elective	1
			16

FIRST YEAR TOTAL		**33**

SECOND YEAR

Fall Semester

BUS	210	Introduction to Quality Management	3
BUS	221	Principles of Accounting I	3
BUS	251	Legal Environment for Business	3
BUS	281	Management and Supervision I	3
ECO	201	Economics I	3
INS		Insurance Elective	3
			18

Spring Semester

BUS	222	Principles of Accounting II	3
ECO	202	Economics II	3
		Humanities Elective	3
		Insurance Elective	3
		Natural Science/Math Elective	3
		Social Science Elective	3
			18

SECOND YEAR TOTAL		**36**
TOTAL SEMESTER HOURS		**69**

Students pursuing any of the Business Management Technology programs will be advised by the Business and Environmental Technologies Division.

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

FIRST YEAR

Fall Semester

EDU	100	Orientation to College	1
BUS	101	Introduction to Business	3
BUS	112	Personal Finance	3
BUS	273	Marketing	3
ENG	101	Composition I	3
MAT	121	Calculus for Business and the Life Sciences I	3
		OR	
MAT	110	College Algebra	
PED		Physical Education Elective	1
			17

Spring Semester

BUS	111	Business Math	3
SPE	201	Basic Speech Comm or	3
SPE	221	Business and Prof. Speaking	
BUS	102	Computer Concepts & Appl	3
BUS	261	Psy. Aspects of Management	3
BUS	271	Sales	3
PED		Physical Education Elective	1
			16

FIRST YEAR TOTAL   33

SECOND YEAR

Fall Semester

BUS	210	Introduction to Quality Management	3
BUS	221	Principles of Accounting I	3
BUS	251	Legal Environment for Business	3
BUS	281	Management and Supervision I	3
ECO	201	Economics I	3
		Humanities Elective	3
			18

Spring Semester

BUS	222	Principles of Accounting II	3
BUS	282	Management and Supervision II	3
BUS	284	Management Seminar	3
ECO	202	Economics II	3
		Natural Science/Math Elective	3
		Social Science Elective	3
			18

SECOND YEAR TOTAL   36
TOTAL SEMESTER HOURS   69

A.A.S. BUSINESS MANAGEMENT TECHNOLOGY
QUALITY MANAGEMENT OPTION

FIRST YEAR

Fall Semester

EDU	100	Orientation to College	1
BUS	210	Intro. to Quality	3
BUS	111	Business Math	3
ENG	101	Composition I	3
MAT	110	College Algebra	3
PED		Physical Education Elective	1
			14

Spring Semester

BUS	213	Attaining World Class	3
BUS	230	Quality Seminar: Teaming	3
ENG	102	Composition II OR	
ENG	231	Technical Writing	3
MAT	115	Statistical Reasoning	3
BUS	102	Computer Concepts & Appl.	3
PED		Physical Education Elective	1
			16

TOTAL FIRST YEAR   30

SECOND YEAR

Fall Semester

CST	156	Beginning Internet	3
BUS	261	Psych Aspects of Mgmt.	3
ECO	201	Economics I	3
BUS	281	Management & Supervision I	3
BUS	214	Kaizen	3
		Social Science Elective	3
			18

Spring Semester

BUS	217	Quality Systems	3
BUS	290	BASIC SPC	3
BUS	282	Management & Supervision II	3
SPE	201	Basic Speech OR	3
SPE	221	Business and Prof Speaking	
		BUS, ECO, OR Coop Elective	3
		Humanities Elective	3
			18

TOTAL SECOND YEAR   36
TOTAL SEMESTER HOURS   66

Students pursuing any of the Business Management Technology programs will be advised by the Business and Environmental Technologies Division.

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

FIRST YEAR

Fall Semester

EDU	100	Orientation to College	1
BUS	101	Introduction to Business	3
BUS	112	Personal Finance	3
BUS	271	Sales	3
ENG	101	Composition I	3
MAT	121	Calculus for Business and the Life Sciences I	3
		OR	
MAT	110	College Algebra	
PED		Physical Education Elective	1
			17

Spring Semester

BUS	111	Business Math	3
SPE	221	Business and Prof. Speaking	3
BUS	273	Marketing	3
CST	102	Computer Concepts & Appl.	3
SAV		Savings Association Elective	3
PED		Physical Education Elective	1
			16

	FIRST YEAR TOTAL	**33**

SECOND YEAR

Fall Semester

BUS	210	Introduction to Quality Management	3
BUS	221	Principles of Accounting I	3
BUS	251	Legal Environment for Business	3
BUS	281	Management and Supervision I	3
ECO	201	Economics I	3
SAV		Savings Association Elective	3
			18

Spring Semester

BUS	222	Principles of Accounting II	3
ECO	202	Economics II	3
SAV		Savings Association Elective	3
		Humanities Elective	3
		Natural Science/Math Elective	3
		Social Science Elective	3
			18

	SECOND YEAR TOTAL	**36**
	TOTAL SEMESTER HOURS	**69**

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

FIRST YEAR

Fall Semester

EDU	100	Orientation to College	1
BUS	112	Personal Finance	3
BUS	221	Principles of Accounting I	3
BUS	278	Small Business Management	3
ENG	101	Composition I	3
MAT	121	Calculus for Business and the Life Sciences I	3
		OR	
MAT	110	College Algebra	
PED		Physical Education Elective	1
			17

Spring Semester

BUS	111	Business Math	3
BUS	222	Principles of Accounting II	3
SPE	201	Basic Speech Comm or	3
SPE	221	Business and Prof. Speaking	
BUS	271	Sales	3
BUS	102	Computer Concepts & Appl.	3
PED		Physical Education Elective	1
			16

	FIRST YEAR TOTAL	**33**

SECOND YEAR

Fall Semester

BUS	210	Introduction to Quality Management	3
BUS	231	Intermediate Accounting I	3
BUS	251	Legal Environment for Business	3
BUS	272	Retailing	3
BUS	281	Management and Supervision I	3
ECO	201	Economics I	3
			18

Spring Semester

BUS	232	Intermediate Accounting II	3
BUS	273	Marketing	3
ECO	202	Economics II	3
		Humanities Elective	3
		Natural Science/Math Elective	3
		Social Science Elective	3
			18

	SECOND YEAR TOTAL	**36**
	TOTAL SEMESTER HOURS	**69**

Students pursuing any of the Business Management Technology programs will be advised by the Business and Environmental Technologies Division.

A.A.S. CONTEMPORARY MANAGEMENT

This unique program is designed for working adults to provide the academic credentials and advanced skills for upward mobility in area businesses. This accelerated degree program combines reduced in-class instruction with outside study/research. Courses are typically offered one evening per week for five weeks plus an additional eight hours of weekend class time. This program design allows working professionals to complete the degree in a shorter period of time.

Another important feature of the program is that an individual can receive credit for previous education and work experience through a portfolio process. Faculty assessors will review each participant's background and grant credit for prior college level learning whether in the classroom or on the job. Because of this format of the courses, a very high level of maturity and dedication will be required of students who are admitted. To aid both the applicant and the faculty in assessing this level, certain requirements must be met. The applicant must (1) have a minimum of two-years of work experience, (2) present at least two letters of recommendation which address the applicant's likelihood of success, and (3) discuss his/her interest in taking these courses with faculty advisors.

It is not unrealistic to expect to complete the program in one year; however, some students may take longer depending on their individual schedules and the required amount of work.

Fall Semester
Five-Week Session I

ENG	101	Composition I	3 Hours
MGT	200	Business and Its Environment	4 Hours
		Session 2	
MGT	201	Management Concepts	4 Hours
		Session 3	
MGT	203	Human Resource Management	4 Hours
		TOTAL First Semester	**15 Hours**

Spring Semester
Five-Week Session I

MAT	110	College Algebra	3 Hours
MGT	205	Marketing in the New Millennium	4 Hours
		Session 2	
ECO	206	Org Aspects of Supply & Demand	4 Hours
		Session 3	
MGT	207	Managerial Accounting/Finance	4 Hours
MSC	101	Science Literacy	3 Hours
		TOTAL Second Semester	**18 Hours**

Summer Semester
Five-Week Session

INF	101	Essential Computer Skills	4 Hours
SOC	201	Sociology	3 Hours
		Session 2	
MUS	130	Music Appreciation	3 Hours
SPE	221	Business & Prof Speaking	3 Hours
		TOTAL Third Semester	**13 Hours**

Prior Learning Credit, Cooperative Education and/or
guided electives   16 Hours
                                 TOTAL Semester Hours   62 Hours

Students pursuing this area of study will be advised by the Business and Environmental Technologies Division.

A.A.S. ENVIRONMENTAL HEALTH TECHNOLOGY

This program is designed to prepare students for careers in the growing fields of environmental protection, health and safety, and site remediation. Students receive specialized training in environmental law, waste management, protection of human health and safety, industrial hygiene, radiation protection, emergency response, environmental remediation techniques and methods for evaluating environmental quality.

FIRST YEAR

Fall Semester

CHE	121	General Chemistry I	4
CST	102	Computer Concepts & Appl.	3
EDU	100	Orientation to College	1
EHT	120	Waste Mgmt. & Poll Prev.	3
ENG	101	Composition I	3
MAT	110	College Algebra	3
			17

Spring Semester

CHE	122	General Chemistry II	4
EHT	130	Industrial Hygiene & Safety	3
GGY	221	Environmental Science	3
SPE		Speech Elective	3
		Humanities Elective	3
			16

SECOND YEAR

Fall Semester

BIO	111	General Biology I	4
EHT	111	Environmental Instru. I	3
EHT	230	Industrial Hygiene & Safety II	3
GEO	161	General Geology I	4
GIT	101	Intro. to GIS	3
			17

Spring Semester

BIO	112	General Biology II	4
		OR	
BIO	253	General Ecology	
EHT	201	Environmental Law	3
EHT	211	Safety and Emer Response	3
EHT	222	Environmental Instru. II	3
EHT	215	Appl. Rad Control Tech	3
			16

Summer Semester

EHT	242	Internship*	4
MAT	115	Statistical Reasoning	3
		TOTAL SEMESTER	3-7

FIRST YEAR TOTAL	**33**	
SECOND YEAR TOTAL	**36-40**	
TOTAL SEMESTER HOURS	**69-73**	

*Internships are optional, and approval of the instructor must be obtained before a student may enroll in an internship.

Students pursuing Environmental Health Technology will be advised by the Business and Environmental Technologies Division.

Career Preparation Programs

A.A.S. GENERAL TECHNOLOGY

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

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

[1]Students may substitute other computer related courses with the approval of their academic advisor.
[2]Students should contact their academic advisors for appropriate electives.

HEALTH SCIENCE A.A.S. PROGRAMS

Admission to the Programs

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

1. The applicant must meet one of the following minimum academic requirements:
   a. Students under 21 years of age must attain a composite score of 20 or above on the ACT taken within the last 3 years; OR attain a GPA of 2.50 or better after completion of at least 8 semester hours of general education courses required in the program.
   b. Students 21 years of age or older must attain a GPA of 2.50 or better after completion of at least 8 semester hours of general education courses required in the program.
2. The applicant must complete a Health Science application and submit it to the Center for New Student Admission.
3. Final selection of students will be made by the Health Sciences Admissions Committee.
4. Some programs have work experience requirements, or give special consideration to applicants with work experience. Contact the program director for details.
5. Admission to the program is required prior to enrolling in most health science program courses.
6. All remedial and developmental courses _must_ be completed prior to enrolling in specialty courses.

All students meeting minimum criteria will be considered competitively, based on ACT score or GPA in required general education courses completed in some Health Science programs. Completing math and science courses required in some Health Science programs with a grade of A or B, could enhance your chance of being accepted. It will be to your benefit to complete as many general education courses as possible by application deadline. MEETING MINIMUM REQUIREMENTS DOES NOT GUARANTEE ACCEPTANCE. Students that do not meet minimum requirements will only be considered under special circumstances and on a space available basis. Preference will be given to Tennessee residents.

Program Deadlines

In order for applicants to have priority consideration for entrance into the Health Science programs for the following fall semester, applications should be submitted as follows:

Program	Deadline
Dental Hygiene Technology	Third Friday in January
Diagnosis & Procedural Coding	July 15
Health Information Technology	Last working day in May
Medical Laboratory Technology	Last working day in May
Medical Transcription	July 15
Nursing	Third Friday in January
Occupational Therapy Assistant	Third Friday in January
Opticianry	Last working day in May
Paramedic	June 30
Phlebotomy	July 15
Physical Therapist Assistant	Third Friday in January
Polysomnography	July 15

Radiologic Technology	Third Friday in January
Respiratory Therapy Technology	Last working day in May
Somatic (Massage) Therapy	Third Friday in January

Incomplete applications will not be processed. Any applications received after the deadline will be considered by the Health Science Admissions Committee on a space available basis. It is the student's responsibility to assure that all records and documentation are received by the deadline.

Retention Policies

A student must maintain the following standards or he/she will be dismissed from his/her respective program:

1. A grade of "C" or better in each specialty course.
2. Completion of specialty courses as specified by the degree checklist. A student must be able to complete courses with the class in which he/she was admitted. A student who cannot graduate with the class in which he/she was admitted will be dropped from that class and must reapply to a subsequent class.
3. Evidence of malpractice insurance and physical examination prior to clinical training.
4. Be physically and mentally capable of performing the essential functions of the program as defined in each Health Science program's Core Performance Standards.

Readmission Procedures

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

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

A.A.S. DENTAL HYGIENE TECHNOLOGY

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

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

1. The number of required science courses (BIO 222, 231, 232; CHE 101) completed.
2. The student's GPA for required science courses completed.
3. Work experience in the field of Dentistry. If work experience is to be considered, the applicant must bring to the interview a current resume with permission to contact employers. If the applicant is a Certified and/or Registered Dental Assistant, a copy of Certification and/or Registration must be brought to the interview. It is highly recommended that applicants without work experience in dentistry spend time observing a dental hygienist. During this observation, the applicant should gain a full understanding of the dental hygienist's duties and responsibilities, as well as an understanding of OSHA regulations on bloodborne pathogens. All observation time should be completed prior to the interview.
4. Results of a personal interview. Interviews will be granted only to applicants who have met the minimum requirements for admission to the Health Science programs. Interviews will be conducted during the latter part of the spring semester. After the applicant's files have been reviewed, the interviews are scheduled by telephone. It is the applicant's responsibility to make certain that we have work and/or home telephone numbers that will be current for this time period. If your telephone number or numbers have changed from those provided on your Health Science application, you must send the changes in a timely manner to the DHT program director at 728 Emory Valley Road, Oak Ridge, TN 37830.

All DHT courses must be taken in sequence. All required science courses (BIO 222, 231, 232; CHE 101) must be taken in the sequence listed in the curriculum if applicant is admitted to the program **OR** any of the courses may be completed prior to the beginning of the program in August. Admission to the DHT program is required prior to enrolling in any DHT courses. All DHT courses are taught on the Oak Ridge Campus.

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

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

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

Career Preparation Programs

All general education classes (bold print) can be taken prior to being accepted, or in the suggested sequence below after being accepted into the program.

DENTAL HYGIENE TECHNOLOGY

FIRST YEAR

Fall Semester

ENG	101	Composition I	3
BIO	231	Anatomy & Physiology I	4
CHE	101	Intro. to Chemical Principles	4
DHT	101	Preclinical Dental Hygiene	5
DHT	111	Dental Science I	3
			19

Spring Semester

BIO	232	Anatomy & Physiology II	4
DHT	112	Dental Science II	3
DHT	121	Clinical Dental Hygiene I	2
DHT	132	Dental Radiography	3
DHT	141	Principles of Dental Hygiene I	3
DHT	161	Biochemistry & Nutrition	3
			18

Summer Semester

MAT 103	Math for Health Sciences[1]	3
DHT 133	General & Oral Pathology	4
DHT 171	Dental Materials	3
		10

TOTAL FIRST YEAR 47

SECOND YEAR

Fall Semester

BIO	222	Microbiology	3
PSY		Psychology Elective	3
SPE	201	Basic Speech Communication	3
DHT	201	Pharmacology & Pain Control	3
DHT	221	Clinical Dental Hygiene II	3
DHT	240	Principles of Dental Hygiene II	2
DHT	251	Periodontology	1
			18

Spring Semester

CST	102	Computer Concepts & Appl.	3
SOC		Sociology Elective	3
DHT	211	Dental Hygiene Seminar	2
DHT	212	Community Health	3
DHT	222	Clinical Dental Hygiene III	3
DHT	242	Principles of Dental Hygiene III	1
		Humanities Elective/Medical Ethics[2]	3
			18

SECOND YEAR TOTAL 36
TOTAL SEMESTER HOURS 83

[1]Higher level math course may be substituted.
[2]PHL 231 Medical Ethics recommended.

Students pursuing this option will be advised by the Health Science Division.

Program Deadline: Third Friday in January.

A.A.S. HEALTH INFORMATION TECHNOLOGY
(Medical Record Technology)
Diagnosis and Procedural Coding Technical Certificate

The Health Information Technology program emphasizes specialized skills in the management of health information. The medical record technician ensures completeness, accuracy and efficiency in the management of health information in all healthcare settings maintaining patient information. **Two education options are available** in the one plus one program format. **All** students must complete a health science application indicating their interest in either the Diagnosis and Procedural Coding Technical Certificate (one-year) or the A.A.S. Health Information Technology degree program. Students completing the degree program will be eligible to sit for the national certification examination to become an Accredited Record Technician.

The degree program is accredited by the Committee on Accreditation of Allied Health Education Programs (CAAHEP), in collaboration with the American Health Information Management Association's (AHIMA) Council on Accreditation.

In addition to completing a health science application, students desiring admission will be required to attend an orientation session prior to being accepted. Application of didactic instruction is provided through clinical education in area health facilities. First year program professional courses (HIT) are taught on the Roane County campus and at the Knoxville Health Sciences Center. Second year degree courses are primarily taught on the Roane County campus, however occasional HIT courses may be taught at other sites.

All general education classes (bold print) can be taken prior to being accepted, or in the suggested sequence below after being accepted into the program.

FIRST YEAR

Fall Semester

BIO	231	Anatomy & Physiology I*	4
HIT	102	Intro. to Health Information	3
HIT	103	Coding & Classification Systems	3
HIT	**107**	Medical Terminology**	3
			13

Spring Semester

BIO	232	Anatomy & Physiology II*	4
HIT	130	CPT Coding	3
HIT	140	Medical Office Procedures	2
			9
		TOTAL for Certificate	**22**

Summer Semester

CST		Computer Science Elective	3
ENG	101	Composition I	3
MAT	103	Math for Health Sciences	3
			9
		TOTAL FIRST YEAR	**31**

SECOND YEAR

Fall Semester

BUS	281	Management & Supervision	3
HIT	113	Legal Aspects of Health Info	2
HIT	222	Pathology & Clinical Interpretations	4
HIT	231	Directed Practice I	3
HIT	251	Coding for Reimbursement	4
HIT	252	Quality Resource Management	2
			18

Spring Semester

HIT	106	Health Data Systems	3
HIT	221	Adv. Health Info Procedures	3
HIT	241	Health Info Computer Appl.	2
HIT	232	Directed Practice II	4
			12

Summer Semester

SPE	201	Basic Speech Communication	3
		Humanities Elective	3
		Social Science Elective	3
			9
		TOTAL SECOND YEAR	**39**
		TOTAL SEMESTER HOURS	**70**

Program Deadline: A.A.S. Degree - Last working day in May
Diagnosis and Procedural Coding - July 15

*Recommended to be completed **prior** to acceptance.
An open course that may be taken by any student and is recommended to be completed **prior to acceptance.

A.A.S. MEDICAL LABORATORY TECHNOLOGY

This program is designed to qualify students to work as medical laboratory technicians. The curriculum combines general education and science courses with clinical experience. Students graduating from the program are eligible for national certification and State of Tennessee licensure. The program is accredited by NAACLS (National Accrediting Agency for Clinical Laboratory Sciences) located at 8410 West Bryn Mawr Avenue, Suite 670, Chicago, IL 60631. Phone number-(773) 714-8880. A passing score on a comprehensive examination will be required for all students graduating from this program.

The curriculum is designed in a **1+1 format**—first year for prerequisites and second year for medical laboratory courses. All first year prerequisites must be completed prior to being considered for admission into the second year. There is an open admissions policy for enrolling in the pre-MLT classes. The second year lasts for approximately 11 months—August to July of the next year. Classes taken the second year must be taken in sequence and require a full course load.

Selection for the second year will be based on GPA in the prerequisites, with special consideration given to anatomy and physiology, chemistry, microbiology, and algebra grades. Students not accepted can apply for the following year or seek advisement on other career options.

FIRST YEAR

Fall Semester

BIO	**231**	Human Anatomy and Physiology I	4
CHE	**121**	General Chemistry I	4
ENG	**101**	Composition I	3
MAT	**110**	College Algebra[1]	3
CST	**102**	Computer Concepts & Appl.	3
			17

Spring Semester

BIO	**232**	Human Anatomy and Physiology II	4
BIO	**222**	Microbiology	3
CHE	**122**	General Chem II	4
MLT	105	Introduction to the Medical Laboratory	4
			15

Summer Semester

Social Science Elec.		3
Humanities Elec.		3
		6

TOTAL FIRST YEAR 38

SECOND YEAR

Fall Semester

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

Spring Semester

MLT	263	Seminar I	3
MLT	253	Clinical Education I	7
		Speech Elective[2]	3
MLT	254	Clinical Educ. II	7
			20

Summer Semester

MLT	255	Clinical Education III	6
MLT	264	Seminar II	1
			7

TOTAL SECOND YEAR   47
TOTAL SEMESTER HOURS   85

[1]Higher level math course may be substituted.
[2]Speech elective may be chosen from the following: SPE 201, 211, or 221.

Students pursuing this option will be advised by the Health Science Division.

Program Deadline: Last working day in May.

MEDICAL LABORATORY TECHNOLOGY
(FOR MLT-C GRADUATES)

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

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

MLT Credit by Transfer

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

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

MLT Credit by Proficiency

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

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

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

The following courses are required:

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

Students pursuing this option will be advised by the Health Science Division.

A.A.S. OCCUPATIONAL THERAPY ASSISTANT

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

ADMISSION TO THE OTA PROGRAM IS REQUIRED PRIOR TO TAKING ANY OTA COURSES, with the exception of OTA 104 which has an open admissions policy. Twenty-four (24) hours of volunteer or work experience with an occupational therapist or an occupational therapy assistant is required prior to admission to the program. A form evaluating and verifying 24 volunteer hours must be submitted to the OTA department **BY THE SUPERVISOR** prior to the application deadline. An interview will be offered the top 40 candidates. Admission to the program is competitive and meeting minimum requirements does not guarantee acceptance. Those not accepted can apply for the following year or seek advisement on other possible career options. **The program is designed to be taken in sequence, individual circumstances may permit variations.** All OTA courses are taught on the Oak Ridge Campus. **All** admissions material must be submitted by the third Friday of January for the following fall semester. Students that turn materials in after this deadline cannot be considered for admission.

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-AOTA. Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification of Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

NOTE: All OTA students must complete Level II Fieldwork within 18 months following completion of academic preparation.

OCCUPATIONAL THERAPY ASSISTANT

All general education classes (bold print) can be taken prior to being accepted, or in the suggested sequence below after being accepted into the program.

FIRST YEAR

Summer Semester

BIO	**231**	Human Anatomy & Physiology I	4
ENG	**101**	Composition I	3
			7

FIRST YEAR

Fall Semester

OTA	102	Intro. To Occupational Therapy	2
OTA	107	Therapeutic Activities	3
BIO	**232**	Human Anatomy & Physiology II	4
PTA	121	Kinesiology	3
PSY	**220**	Developmental Psychology	3
EDU	**100**	Orientation to College	1
OTA	104	Rehabilitation Communication[1]	2
			16-18

Spring Semester

OTA	110	Theory & Treatment of Psychosocial Dysfunction	5
PSY	**213**	Abnormal Psychology	3
OTA	115	Level I Psychological Fieldwork	2
OTA	117	Neurological Theory & Treatment	4
OTA	104	Rehabilitation Comm[1]	2
CST	**102**	Computer Concepts & Appl.	3
		Speech Elective	3
			20-22

	TOTAL FIRST YEAR	**45**

SECOND YEAR

Summer Semester

OTA	220	Psychological Fieldwork[2]	6
			6

SECOND YEAR

Fall Semester

OTA	210	Theory & Treatment of Physical Dysfunction	5
OTA	216	Pediatric Theory and Treatment	5
OTA	217	Level I Physical Disability Fieldwork	2
MAT	**103**	Math for Health Sciences[3]	3
		Humanities Elective	**3**
			18

Spring Semester

OTA	220	Psychological Fieldwork[2]	6
OTA	225	Physical Disability Fieldwork	6
OTA	212	OTA Practice Management	2
			8-14

TOTAL SECOND YEAR	**32**
TOTAL SEMESTER HOURS	**77**

[1]May be taken in either the fall or spring semester; open enrollment.
[2]May be taken in either the spring or summer semester.
[3]Higher level math course may be substituted.

Students pursuing this option will be advised by the Health Science Division.

Program Deadline: Third Friday in January.

Career Preparation Programs

A.A.S. OPTICIANRY

The Opticianry program is a two-year associate of applied science degree career preparation program. Graduates of this program will be eligible to sit for the Tennessee State Board Examination in Ophthalmic Dispensing and the national board certification examinations. The total educational program will include general studies, technical, and field work components.

Opticians design and fit glasses, contact lenses and other specialized optical devices, based on the doctor's prescription and the patient's visual needs. Fashion is also a factor in designing eyewear.

The Opticianry program is nationally accredited by the Commission on Opticianry Accreditation.

Admission to the program is required prior to enrolling in any OPT course. Courses must be taken in sequence. All professional opticianry courses are taught at the main campus in Harriman.

All general education classes (bold print) can be taken prior to being accepted, or in the suggested sequence below after being accepted into the program.

FIRST YEAR				SECOND YEAR			
Fall Semester				**Fall Semester**			
OPT	101	Intro. to Opticianry	5	OPT	210	Ophthalmic Dispensing II	5
OPT	143	Anatomy & Physiology		OPT	220	Ophthalmic Materials II	5
		of the Eye	5	OPT	230	Contact Lenses II	5
ENG	**101**	Composition I	3	**BUS**		Business Elective[2]	3
MAT	**110**	College Algebra[1]	3				
EDU	**100**	Orientation to College	1				
			17				18
Spring Semester				**Spring Semester**			
OPT	110	Ophthalmic Dispensing I	4	OPT	260	Ophthalmic Dispensing III	5
OPT	120	Ophthalmic Materials I	4	OPT	270	Ophthalmic Materials III	4
OPT	130	Contact Lenses I	4	OPT	280	Contact Lenses III	4
OPT	123	Geometric Optics for Opticians	3	**CST**		Computer Science Elective	3
		Humanities Elective	3				
			18				16
Summer Semester							
OPT	140	Practicum	3				
SPE		Speech Elective	3				
		Social Science Elective	3				
			9				
		TOTAL FIRST YEAR	**44**			**TOTAL SECOND YEAR**	**34**
						TOTAL SEMESTER HOURS	**78**

[1]Higher level math course may be substituted.
[2]Business elective may be chosen from the following: BUS 221, 278 or 281.

Students pursuing this option will be advised by the Health Science Division.

Program Deadline: Last working day in May.

A.A.S. PHYSICAL THERAPIST ASSISTANT

This program prepares students with the necessary knowledge and skills to assist in the treatment and testing of physical therapy patients under the supervision of a registered physical therapist. Training includes the use of exercise, therapeutic modalities and special treatment procedures in classroom, laboratory and clinical settings. This program is accredited by the Commission on Accreditation in Physical Therapy Education.

The curriculum is designed in a new 1+1 format - first year for prerequisites and second year for physical therapy courses. All first-year prerequisites (PRE-PTA status) must be completed prior to being considered for admission into the second year. There is an open admissions policy for enrolling in the PRE-PTA classes. The second year (PTA STATUS) lasts one calendar year—August to August of the next year. Classes taken the second year must be taken in sequence and require a full course load.

Selection for the second year will be based on GPA in the prerequisites, anatomy and physiology grades, physical therapy tech work experience, and documentation and rating on physical therapy observation experience (40 hours are required). An interview will be offered the top 40 applicants. A maximum of twenty-four students will be selected to enter the second year. Those not accepted can apply for the following year or seek advisement on other possible career options.

All admission materials except Spring grades (i.e. Spring 1999 for Fall 1999 acceptance) should be submitted by the third Friday of January for the following fall semester. Spring grades need to be received by June 1. Students that turn materials in after these deadlines cannot be considered for admission.

Here are some other things to keep in mind for the second year. Clinical courses during the second year might require travel to other cities for extended periods of time at the student's expense. Once accepted into the second year, it is the student's responsibility to be certified in Basic First Aid and to maintain certification in Infant, Child and Adult CPR. This can be done through the Red Cross and/or American Heart Association.

All second year PTA classes are taught at the Oak Ridge Branch Campus.

Career Preparation Programs

Career Preparation Programs

A.A.S. PHYSICAL THERAPIST ASSISTANT
1+1 CURRICULUM

PRE-PTA STATUS FIRST YEAR				PTA STATUS SECOND YEAR			

Fall Semester

BIO	231	Anatomy & Physiology I	4	PTA	121	Kinesiology	3
CST	102	Computer Concepts & Appl.	3	PTA	141	Patient Care Techniques	4
ENG	101	Composition I	3	PTA	151	Therapeutic Modalities	5
EDU	100	Orientation*	1	PTA	237	Clinical Preparation	2
PTA	102	Intro. to P.T.**	2	PTA	249	Clinical Education I	3
OTA	104	Rehab. Communication**	2				
		Social Science Elective	3				
			16-18				17

Spring Semester

BIO	232	Anatomy & Physiology II	4	PTA	232	Assessment Skills	1
MAT	110	College Algebra OR	3			(To be completed one week	
MAT	103	Math for Health Sciences				prior to classes starting)	
OTA	104	Rehab. Communication**	2	PTA	235	Advanced P.T. Procedures I	6
PTA	102	Intro. to P.T.**	2	PTA	236	Advanced P.T. Procedures II	6
		Speech Elective	3	PTA	214	Treatment of Medical/	
		Humanities Elective	3			Surgical Conditions	3
		Physical Educ. Elective	1				
			16-18				16

Summer Semester

				PTA	254	Clinical Education II	5
				PTA	255	Clinical Education III	5
				PTA	244	Seminar	1
							11

TOTAL FIRST YEAR	**32**	**TOTAL SECOND YEAR**	**44**
		TOTAL SEMESTER HOURS	**75-76**

*1st time student.

**May be taken in either the fall or spring semester.

Students pursuing this option will be advised by the Health Science Division.

Program Deadline: Third Friday in January.

A.A.S. RADIOLOGIC TECHNOLOGY

The radiographer is a healthcare professional that performs radiographic procedures that provide information to assist in the diagnosis and treatment of the patient. The Radiologic Technology Program consists of six semesters of full-time study which includes supervised clinical coursework in a radiology department. The clinical courses include assignments during the intercessions between semesters. The program is affiliated with 11 area hospitals and clinics. Each student is assigned to one hospital for their two years of clinical coursework. Clinical assignments are based on proximity to the student's home.

Applicants for the program may begin working on the general education courses at any time. Official acceptance to the program is required prior to enrollment in the professional courses. The professional courses must be taken in sequence and are offered only at the Oak Ridge Branch Campus. Remedial and developmental course must be completed prior to entering the program.

Applicants are encouraged to spend a minimum of 4 hours of observation time in a radiology department. Students that provide a letter of documentation of the observation time to the program director will be given special consideration. The letter of documentation must be received by the program director by the application deadline. Special consideration will also be given to those applicants that make an A or B in required science and math courses.

The program is accredited by the Joint Review Committee on Education in Radiologic Technology. Graduates of the program are eligible to take the certification examination administered by the American Registry of Radiologic Technologists.

All general education classes (bold print) can be taken prior to being accepted, or in the suggested sequence below after being accepted into the program.

FIRST YEAR

Fall Semester

BIO	**231**	Human Anatomy and Physiology I[1]	4
ENG	**101**	Composition I	3
RDT	102	Introduction to Radiologic Technology	4
RDT	103	Image Analysis I	1
RDT	105	Clinical Education I	6
RDT	111	Radiographic Procedures I	3
			21

Spring Semester

BIO	**232**	Human Anatomy and Physiology II[1]	4
MAT	**103**	Mathematics for the Health Sciences[2]	3
RDT	109	Clinical Education II	6
RDT	110	Image Analysis II	1
RDT	112	Radiographic Procedures II	3
RDT	122	Exposure Technique	4
			21

Summer Semester

RDT	116	Clinical Education III	4
RDT	130	Radiographic Processing	2
RDT	203	Image Analysis III	1
RDT	210	Radiographic Procedures III	2
		Computer Science Elective	3
			12

	TOTAL FIRST YEAR	**54**

SECOND YEAR

Fall Semester

RDT	205	Clinical Education IV	8
RDT	212	Radiographic Procedures IV	3
RDT	225	Radiation Physics	3
RDT	230	Image Analysis IV	1
SPE	**201**	Basic Speech Communication	3
			18

Spring Semester

RDT	222	Radiation Protection	2
RDT	226	Radiologic Science I	4
RDT	235	Clinical Education V	9
		Social Science Elective	3
		Humanities Elective	3
			21

Summer Semester

RDT	227	Radiologic Science II	2
RDT	251	Clinical Education VI	3
			5

	TOTAL SECOND YEAR	**44**
	TOTAL SEMESTER HOURS	**98**

[1]If these courses are not completed prior to acceptance to the program, they must be completed during the first two semesters of the program.
[2]Higher level math course may be substituted.

Students pursuing this option will be advised by the Health Science Division.

Program Deadline: Third Friday in January.

ADVANCED STANDING
A.A.S. RADIOLOGIC TECHNOLOGY
(FOR REGISTERED TECHNOLOGISTS)

This program is designed for the technologist that is registered with the American Registry of Radiologic Technologists and is seeking to complete a degree in Radiologic Technology. Applicants must apply to the Health Science Admissions Committee for official acceptance to the program.

Applicants accepted to the program will be given course credit for the following Radiologic Technology courses after submitting a copy of the ARRT certificate to the program director and completion of the Credit by Proficiency form available in the Records Office:

The following courses will be assigned course equivalency:

RDT 102	Introduction to Radiologic Technology	4
RDT 103	Image Analysis I	1
RDT 105	Clinical Education I	6
RDT 109	Clinical Education II	6
RDT 110	Image Analysis II	1
RDT 111	Radiographic Procedures I	3
RDT 112	Radiographic Procedures II	3
RDT 116	Clinical Education III	4
RDT 122	Exposure Technique	4
RDT 130	Radiographic Processing	2
RDT 203	Image Analysis III	1
RDT 205	Clinical Education IV	8
RDT 210	Radiographic Procedures III	2
RDT 212	Radiographic Procedures IV	3
RDT 222	Radiation Protection	2
RDT 225	Radiation Physics	3
RDT 226	Radiologic Science I	4
RDT 227	Radiologic Science II	2
RDT 230	Image Analysis IV	1
RDT 235	Clinical Education V	9
RDT 251	Clinical Education VI	3

The following courses are required:

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

Students pursuing this option will be advised by the Health Science Division.

A.A.S. RESPIRATORY THERAPY TECHNOLOGY

The Respiratory Therapy program prepares an individual to perform the staff responsibilities of the respiratory care profession. General education courses and respiratory care courses which include supervised clinical experience in area hospitals make up the building blocks of this exciting curriculum. The majority of RTT courses are taught at the Roane County campus, with a few classes taught at other campuses.

Along with the general entrance requirements of the Health Science programs, the applicants for Respiratory Therapy must also complete ten (10) hours of observation in designated respiratory therapy departments. Please contact the program director for more information. A completed observation form must be sent back to the program director prior to the application deadline. The form for documentation of observation hours may be obtained from the Health Science Office, Center for New Student Admissions, or Respiratory Therapy faculty.

At the beginning of fall semester, students that have been admitted into the program must attend an orientation to the Respiratory Therapy program prior to the first day of class. Students must submit physical examination forms and proof of CPR certification at this time. Students who fail to attend orientation or submit physical examination forms and CPR verification will be dropped from the program.

All students must pass the mock written registry and clinical simulation examinations to graduate from RSCC. Upon graduation, students are eligible to take the credentialing examinations offered by the National Board of Respiratory Care. The program is accredited by CAAHEP and JRCRTE, committees on Allied Health and Education.

All general education classes (bold print) can be taken prior to being accepted, or in the suggested sequence below after being accepted into the program.

The following courses are required before taking RTT 122:

BIO	**231**	Human Anatomy & Physiology	4
MAT	**110**	College Algebra	3
		or higher level math course	
			7

FIRST YEAR

Fall Semester

ENG	**101**	Composition I	3
CHE	**121**	General Chemistry	4
RTT	121	Cardio-Renal Anat & Physio	4
RTT	122	Respiratory Care Science I	4
RTT	123	Respiratory Pharmacology	2
			17

Spring Semester

BIO	**222**	Microbiology	3
RTT	131	Pathology of Resp Disease I	2
RTT	132	Respiratory Care Science II	7
		Speech Elective	3
			15

Summer Semester

RTT 220		Respiratory Care Science III	4
RTT 225		Pulmonary Function Studies	2
RTT 231		Pathology of Resp Disease II	2
		Humanities Elective	3
			11

TOTAL FIRST YEAR	**43**	

SECOND YEAR

Fall Semester

RTT	230	Respiratory Care Science IV	7
RTT	235	Neonatal and Pediatric Care	3
RTT	240	Critical Care Methods	2
RTT	260	Hemodynamics and Rhythms	3
			15

Spring Semester

RTT	245	Respiratory Care Science V	7
RTT	261	Respiratory Care Seminar	2
EMT	217	Com Adv Cardiac Life Support	3
		Social Science Elective	3
			15

TOTAL SECOND YEAR	**30**	
TOTAL SEMESTER HOURS	**80**	

Students pursuing this option will be advised by the Health Science Division.

Program Deadline: Last working day in May.

Career Preparation Programs

SPEECH-LANGUAGE PATHOLOGY

The Speech-Language Pathology Assistant is a health professional who works with and under the direction of a speech-language pathologist in the diagnosis and treatment of speech and language disorders. While the program is designed to transfer to a four-year institution, AA graduates are eligible to meet all state requirements for the Speech Language Pathology Assistant credential. Because the progression standards in this program are extremely rigorous, all students should meet with the Speech-Language program director before declaring this major.

FIRST YEAR

Fall Semester

BIO	231	Anatomy & Physiology I	4
CST		Computer Science Elective	3
ENG	101	Composition I	3
EDU	100	Orientation to College	1
EDU	111	Intro to Edu Except Children	2
SLP	110	Intro to Comm Disorders[1]	2
		Foreign Language Elective	3
			16-18

Spring Semester

BIO	232	Anatomy & Physiology II	4
ENG	102	Composition II	3
HIS	161	World History I	3
PSY	211	Educational Psychology	3
SLP	110	Intro to Comm Disorders[1]	2
SPE	201	Basic Speech Comm	3
			16-18

SECOND YEAR

Fall Semester

ENG		Sophomore Literature	3
HIS	162	World History II	3
OTA	104	Rehabilitation Comm	3
PED		Physical Education Elective	1
SLP	210	Therapeutic Proc in Health Care	1
SLP	220	Phonetics & Clinical Phonology	3
SLP	230	Hearing Science & Audio Tech	1
SLP	240	Disorders & Treatment I	3
			18

Spring Semester

MAT	110	College Algebra[2]	3
PED		Physical Education Elective	1
PHL	231	Medical Ethics	3
SLP	250	Disorders & Treatment II	3
SLP	260	Aura Rehab & Assistive Tech	1
SLP	270	Clinical Fieldwork I	3
		Foreign Language Elective	3
			17

Summer Semester

SLP 275	Clinical Fieldwork Seminar	1
SLP 280	Clinical Fieldwork II	3
		4

TOTAL FIRST YEAR **34**	**TOTAL SECOND YEAR** **39**
	TOTAL SEMESTER HOURS **73**

[1]May be taken fall or spring semester.
[2]A higher level math course may be substituted.

Students pursuing this option will be advised by the Health Science Division.

ADMISSION POLICIES FOR ASSOCIATE OF SCIENCE
NURSING PROGRAM

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

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

I. Applicants must:
    A. Apply and be accepted to RSCC.
    B. Submit high school transcripts or GED equivalent and transcripts of all previous college work to the Admissions Office.
    C. Take the ACT exam (for student applicants under 21 years of age).
    D. Complete Academic Development courses prior to application to the nursing program as determined by the requirements specified on page 26 of the RSCC catalog under "General Student Classifications."
    E. Pass a pre-admission test.

II. In addition to requirements above, applicants must meet requirement A or B or C below.
    A. Complete at least 12 hours of work from the general education requirements in the Nursing curriculum with a minimum 2.75 GPA. These hours must be completed prior to the application deadline (third Friday in January.) A "C" or better must be attained in each required science course.
    B. Students under 21 years of age must attain a composite score of 20 or above on the ACT battery.
    C. *Licensed Practical Nurses may be admitted by fulfilling the following:*
        1. *Meet requirements I. A, B, C, and D above.*
        2. *Complete twenty-nine (29) hours of general education courses from the nursing curriculum prior to registration for Nursing 109.*
        3. *Graduate from state approved LPN program and have a current valid LPN license.*
        4. *Pass the NLN proficiency examination.*

III. Only nursing courses which were completed within three years prior to applying for admission or readmission will be accepted. Science courses more than ten years old will not be considered,

IV. At the beginning of fall semester, a mandatory orientation to the nursing program will be scheduled prior to the first day of classes. At this orientation students must submit:
    A. A completed physical examination and a pre-clinical drug screen providing evidence of physical status necessary for practice in all areas of nursing care.
    B. Proof of current CPR certification that includes one-person, two-person and infant and child CPR. Students must submit a copy of certification.
    C. *Students who do not attend this orientation and submit physical examinations and proof of CPR certification will be dropped from the program.*

V. Health:
    A. Even though preliminary admission to the Nursing Program has been granted, a student will be required to undergo a physical exam/health verification before final admission to the program. Students will be required, during the course of the program to demonstrate their physical and/or emotional fitness to meet the essential requirements of the program. Such essential requirements include freedom from communicable diseases, the ability to perform certain tasks and suitable emotional fitness. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Dis-

abilities Act of 1990. Core performance standards for admission and progression which comply with the Americans with Disabilities Act of 1990 are available from the office of the Nursing Program.

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

VI. Other

A. Individuals who are admitted to the program whose use of alcohol or consciousness-altering drugs interferes with their performance of nursing education activities will be referred for a drug screen and counseling. Please refer to the Nursing handbook for further information. Failure to correct the problem will result in termination from the Nursing Program.

B. Students will be required to provide nursing care under supervision, for patients with infectious diseases. Any student refusing assignment to an infectious patient may be subject to dismissal from the program.

C. The applicant must report if any license in any health care field has been suspended, revoked or denied.

D. Additional testing and counseling may be recommended on an individual basis.

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

Students who have not met minimum requirements will not be considered. All students meeting minimum criteria will be considered competitively, based on ACT score or GPA in required general education courses completed. It will be to your benefit to complete as many general education courses as possible by application deadline. The earlier application date will also be considered if other criteria are equal. MEETING MINIMUM REQUIREMENTS DOES NOT GUARANTEE ACCEPTANCE. Preference will be given to Tennessee residents.

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

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

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

Retention Policies

1. The student must maintain a cumulative GPA of 2.0 or better. A "C" must be achieved in each science course in order to progress to the second year of the nursing program.
2. The student must attain a grade of "C" or better in each nursing course.
3. A student must satisfactorily complete each clinical rotation each semester in order to continue in the program. A grade of "incomplete" must be removed prior to the first clinical day of the following semester in order to progress to the next nursing course.
4. The student must carry professional liability insurance while enrolled in nursing courses.
5. The student must maintain CPR Certification while enrolled in the nursing program.
6. The student must abide by the course and clinical policies as outlined in the Nursing Student Handbook. Failure to do so may result in dismissal from the program.

Readmission Procedures

1. Only one readmission to the nursing program is permitted. Readmission to the nursing program is also contingent upon the availability of space. Requirements for initial admission to the nursing program must be met in order for a student to be considered for readmission. Students with previous unsatisfactory clinical performance must be recommended for readmission by consensus of the nursing faculty. **Students seeking readmission to the nursing program must state their intention in writing to the Division Chair of Nursing at least 30 days prior to summer semester, or 90 days prior to fall or spring semester.**
2. If two "D" grades or below are received in nursing courses, the student will be dismissed from the program, and the person receiving such grades may not be eligible for admission into the nursing program of any other TBR institution.
3. Those students who fail to maintain a cumulative GPA of 2.0 may be considered for readmission to the nursing program only after removing all grades of less than "C" in required general education courses.
4. Students repeating nursing courses must repeat both theoretical and clinical components of the course.

Legal Limitations for Licensure

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

Academic Advisement

Nursing faculty provide academic advisement for prospective nursing students as well as for those students admitted into the program. The faculty assist students with scheduling classes and dealing with academic concerns. Faculty members have office hours posted on their office doors. Students should contact a faculty member for advisement as needed. It has been recommended that students experiencing academic difficulties make an appointment and discuss this with a faculty member as soon as possible.

ROANE STATE COMMUNITY COLLEGE
DEPARTMENT OF NURSING
CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

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

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

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

A.A.S. NURSING

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

FIRST YEAR

Fall Semester

BIO	231	Anatomy & Physiology I	4
ENG	101	Composition I	3
NSG	105	Foundations for Nursing Practice	10
NSG	116	Pharmacology in Nursing I	2
			19

Spring Semester

BIO	232	Anatomy & Physiology II	4
NSG	107	Care of Childbearing Family	4
NSG	109	Adult and Child Health I	6
NSG	117	Pharmacology in Nursing II	1
PSY	220	Developmental Psychology	3
			18

| | **FIRST YEAR TOTAL** | **37** |

SECOND YEAR

Fall Semester

BIO	222	Microbiology*	3
NSG	210	Adult and Child Health II	10
CST		Computer Science Elective	3
			16

Spring Semester

BUS	261	Psych. Aspects of Mgmt. OR	3
BUS	281	Mgmt. & Supervision	
NSG	212	Psychosocial Nursing	4
NSG	214	Transitions to Nursing Practice	3
SPE		Speech Elective	3
		Humanities Elective	3
			16

| | **SECOND YEAR TOTAL** | **32**** |
| | **TOTAL SEMESTER HOURS** | **69** |

*May be offered summer semester.
**Additional helpful classes: MAT 103 or MAT 110.

Students pursuing this option will be advised by the Nursing Division.

Program Deadline: Third Friday in January.

LPN CAREER MOBILITY

LPN Career Mobility may not be offered every year. Availability of this option is dependent on the number of qualified applicants.

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

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

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

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

General Education		Credits
BIO 222*	Microbiology	3
BIO 231*, 232*	Anatomy and Physiology I,II	8
BUS 261*	Psychological Aspects of Management, OR	3
BUS 281*	Management and Supervision I	
ENG 101*	Composition I	3
PSY 220*	Developmental Psychology	3
	Computer Science Elective*	3
	Humanities Elective*	3
	Speech Elective*	3
		29
Challenge by Proficiency Examination		**10**

SPRING SEMESTER—FIRST YEAR

NSG 107	Care of the Childbearing Family	4
NSG 109	Adult and Child Health I	6
NSG 126	Pharmacology in Nursing	3
		13

FALL SEMESTER—SECOND YEAR

NSG 210	Adult and Child Health II	10
		10

SPRING SEMESTER—SECOND YEAR

NSG 212	Psychosocial Nursing	4
NSG 214	Transitions to Nursing Practice	3
		7

Academic Advisement: LPN Mobility students must have an academic advisement conference with the nursing program director prior to beginning NSG 107. Students pursuing this option will be advised by the Nursing Division.

*Must be completed prior to entering NSG 107.

A.A.S. LEGAL ASSISTING

The two-year program in Legal Assisting is designed to prepare students to be proficient in paralegal duties and responsibilities. Students who complete the coursework will be able to apply basic law concepts and become familiar with Tennessee's basic court system. Objectives include skills in writing, research, problem solving, and social interaction. Students will participate in an externship for practical application experience. Admission to this program will require students to meet the minimum course standards for other two-year technical degree programs.

FIRST YEAR

Fall Semester

EDU	100	Orientation to College	1
ENG	101	Composition I	3
LAW	101	Basic Law	3
LAW	140	Legal Research	3
MAT		Mathematics Elective[1]	3
PED		Physical Education Elective	1
POL	101	US Govt & Politics	3
			17

Spring Semester

CST	102	Computer Concepts & Appl.[2]	3
ENG	102	Composition II	3
LAW	102	Basic Law II	3
LAW	150	Legal Writing	3
LAW	241	Real Property	3
PED		Physical Education Elective	1
SPE	201	Basic Speech	3
			19

FIRST YEAR TOTAL 36

SECOND YEAR

Fall Semester

LAW	160	Torts	3
LAW	201	Domestic Relations	3
LAW	221	Civil Trial & Appellate Practice I	3
LAW	231	Estates & Trusts I	3
SOC	201	Intro. to Sociology OR	3
SOC	211	Cultural Anthropology	
		Humanities Elective	3
			18

Spring Semester

LAW	170	Criminal Law	3
LAW	211	Business Organizations	3
LAW	240	Legal Internship	3
LAW	261	Creditor Rights & Bankruptcy	3
		Law Elective	3
		Natural Science	
		(or additional Math)	4(3)
			19(18)

SECOND YEAR TOTAL 37(36)

TOTAL SEMESTER HOURS 73(72)

[1]MAT 110 or higher.
[2]Students may substitute other computer-related courses with the approval of their academic advisor.

Students pursuing this option will be advised by the Social Science/Education/PE Division.

Career Preparation Programs

A.A.S. OFFICE ADMINISTRATION
INFORMATION TECHNOLOGY

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

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

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

See "Admissions Procedures" on page 40 for information on semester credits awarded for passing the Certified Professional Secretaries™ (CPS™) examination.

FIRST YEAR				SECOND YEAR		
Fall Semester				**Fall Semester**		
BUS	111	Business Math	3	ENG	101	Composition I	3
CST	102	Computer Concepts & Appl.	3	OAD	121	Information Processing I	3
EDU	100	Orientation	1	OAD	205	Integrated Applications	3
OAD	101	Keyboarding/Formatting	3			Natural Science/Math Elective	3
OAD	105	Business Communications	3			Elective	3
		Social Science Elective	3				
			16				15
Spring Semester				**Spring Semester**		
BUS	221	Accounting I	3	OAD	122	Information Processing II	3
MAT	110	College Algebra	3	OAD	201	Administrative Office Mgmt	3
OAD	102	Document Processing	3	OAD	207	Office Information Mgmt	3
OAD	203	Business Writing	3	OAD	209	Document Mgmt	3
		Humanities Elective	3	OAD	250	Work Experience (Office Central)	3
			15				15
		FIRST YEAR TOTAL	**31**			**SECOND YEAR TOTAL**	**30**
						TOTAL SEMESTER HOURS	**61**

Students pursuing this option will be advised by the Business and Environmental Technologies Division.

A.A.S. POLICE SCIENCE

The two-year Police Science Technology program is designed for students interested in career opportunities in Police Science and Corrections. The Police Science Option is designed to meet the needs in society for personnel capable of entry and advancement in the law enforcement field. The two-year curriculum emphasizes an academic approach to law enforcement rather than a training approach.

A.A.S. POLICE SCIENCE
POLICE SCIENCE OPTION

FIRST YEAR

Fall Semester

PST	101	Intro. to Law Enforcement	3
CST	102	Computer Concepts & Applications[1]	3
EDU	100	Orientation to College	1
ENG	101	Composition I	3
POL	101	U.S. Govt. & Politics	3
PST	111	Criminal Procedures	3
			16

Spring Semester

POL	102	Intro. to Political Science	3
PST	112	Court Procedures	3
PST	213	Criminal Investigation	3
PSY	110	General Psychology I	3
SOC	201	Introduction to Sociology	3
BUS	111	Business Mathematics	3
PED		Physical Ed. Elective	1
			19

FIRST YEAR TOTAL	**35**

SECOND YEAR

Fall Semester

COR	101	Intro. to Corrections	3
COR	111	Juvenile Delinquency	3
PST	201	Police Admin. & Organization	3
SPE	201	Basic Speech Communication	3
PED		Physical Ed. Elective	1
		Natural Science OR Math Elective	3
			16

Spring Semester

MAT	110	College Algebra	3
PST	221	Criminal Law	3
PST	231	Seminar in Police Problems	3
		Humanities Elective	3
		Social Science Electives	6
			18

SECOND YEAR TOTAL	**34**
TOTAL SEMESTER HOURS	**69**

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

Students pursuing this option will be advised by the Social Science/Education/PE Division.

Certificate Programs

TECHNICAL CERTIFICATE PROGRAMS

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

CHILD SUPPORT ENFORCEMENT
TECHNICAL CERTIFICATE OF CREDIT

This certificate program is designed to prepare graduates to be proficient in legal casework in a Title IV-D Child Support enforcement office setting in any judicial district in the state of Tennessee and to easily adapt to any Title IV-D office setting in the country. The student will learn and be able to apply basic child support law and will become familiar with basic court systems in Tennessee. The student will fully understand the child support enforcement process and all federal and state policies and mandated performance standards. The student will have a basic knowledge of related human service programs and understand the interaction of child support enforcement and these other programs. Proficiency in initial legal assessment of a child support case, preparation and filing of legal pleadings, interaction with clients, negotiation and filing of the final order, and mastery of TCSES—a statewide child support computer system, will be accomplished by the certificated student.

The majority of the coursework will be taught by representatives of a legal firm participating as a Child Support enforcement contractor.

Due to a limited enrollment, there are special admission policies for the Child Support Enforcement program:

1. Each applicant must apply and be accepted to RSCC.
2. Each applicant must submit high school transcripts (or GED equivalent) and transcripts of all previous college work to the Center for New Student Admission.
3. Each applicant must complete and submit an Intern Data Sheet to the director of the program. The Intern Data Sheet must be submitted no later than Aug. 1 of each year. Intern Data Sheets may be obtained through the Social Science/Education/PE office. Submitted sheets, together with transcripts and test scores, will be reviewed and evaluated by RSCC personnel and participating legal firms. Certain applicants may be required to attend an interview, as a part of the selection process and must be accepted by a legal firm participating as a child support enforcement contractor. Applicants will be notified of the list of those selected to participate.

Some of the factors considered, for each applicant, will be: academic background, prior work experience, communication skills, computer skills, and demonstrated ability to work well with others, as well as with the public. This is not an exclusive list of factors, and no single factor will solely determine the selection decisions. The majority of LES courses will be offered at the Oak Ridge campus, as well as the office of the participating legal firm.

Fall Semester

LAW 201	Domestic Relations	3
	Law Electives	6
SOC 202	Social Problems	3
	TOTAL SEMESTER HOURS	**12**

Spring Semester

LES 101	Intro Child Support Law	3
LES 130	Internship with Child Support Office	3

LES 110	Intro to Casework & TCSES	3
	Law Elective	3
	TOTAL SEMESTER HOURS	**12**

Students pursuing this certificate will be advised by the Social Science/Education/PE Division.

COMPUTER ART & DESIGN
TECHNICAL CERTIFICATE OF CREDIT

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

To complete requirements to receive the technical certificate of credit in Computer Art and Design, students must pass competency tests in six areas: Basic computer skills; pagination; Raster Graphics; Vector Graphics; 2-D animation; and 3-D animation. In addition, students must pass an advanced exam in one area of specialization. An internship is also required.

The following courses are required:

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

Students pursuing this certificate will be advised by the Humanities Division.

GEOGRAPHIC INFORMATION SYSTEMS
TECHNICAL CERTIFICATE OF CREDIT

This program offers the knowledge and ability to use modern analysis tools to display information relative to features on the ground, below ground or above ground. Small, economical computer systems now have the speed and software to empower a trained user to manage, present and analyze geographic information.

Fall Semester

GIT 101	Intro. to GIS	3
GIT 105	Cartography & Digital Image Analysis	3
GIT 110	Geographic Database Technology	3
		9

Spring Semester

GIT 210	Imaging & Global Positioning Technology	3
GIT 220	GIT Demographic Applications	3
GIT 230	GIT Mapping, Environmental, Utility and Local Government Applications	3
GIT 290	Directed Research Project	3
		12
	TOTAL SEMESTER HOURS	**21**

Students pursuing this option will be advised by the Business and Environmental Technologies Division.

OFFICE INFORMATION TECHNOLOGY
TECHNICAL CERTIFICATE OF CREDIT

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

Fall Semester

BUS 111	Business Math	3
EDU 100	Orientation to College	1
CST 102	Computer Concepts & Applications	3
OAD 101	Keyboarding/Formatting	3
OAD 105	Business Communications I	3
OAD 121	Word/Information Processing I	3
		16

Spring Semester

OAD 102	Document Processing	3
OAD 122	Word/Information Processing II	3
OAD 201	Administrative Office Management	3
OAD 207	Office Information Management	3
OAD 250	Work Experience (Office Central)	3
		15
	TOTAL SEMESTER HOURS	**31**

Students pursuing this option will be advised by the Business and Environmental Technologies Division.

POLICE MANAGEMENT
TECHNICAL CERTIFICATE OF CREDIT

This program is designed to provide state-of-the-art education in the areas of procedural law and police management. The curriculum provides an opportunity for police supervisory personnel to receive training in a non-degree credit program. The Police Management certificate program is not designed to provide entry-level skills in police science. Students interested in a career preparation program should refer to page 143.

The following courses are required:

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

Students pursuing this certificate will be advised by the Social Science/Education/PE Division.

SECURITY MANAGEMENT
TECHNICAL CERTIFICATE OF CREDIT

This program is designed to meet the regional manpower needs for security inspectors and managers by providing currently employed security personnel with an opportunity to improve their knowledge of the field. The Security Management certificate program is not designed to provide entry-level skills in police science or security. Students interested in a career preparation program should refer to page 143.

The following courses are required:

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

Students pursuing this option will be advised by the Social Science/Education/PE Division.

TENNESSEE EARLY CHILDHOOD TRAINING ALLIANCE

The TECTA program is designed for students who have a GED or high school degree, are currently working in a licensed or registered child care facility, and reside in Tennessee. The program provides 30 hours of cost free orientation. The participant then enrolls as a Roane State student and begins the first of four college classes which leads to the Child Development Associates (CDA) certificate.

The following courses are required:

Orientation . . . .(0)Non-credit

This course provides the childcare worker with thirty hours of instruction in the following areas: professionalism, individualism and cultural diversity, child development, developmentally appropriate praactices, learning environments, health and safety, guidance, observation and assessment, family relationships, human relations, environment, and activities and curriculum. Prerequisite to the Level classes—students must enroll in one of the following Orientation classes (30 clock hours): Center Based; Infant/Toddler; School-Age; Family Based.

HEA 221 (Level I)	Safety, First Aid and CPR	3
EDU 121 (Level II A)	Introduction to Early Childhood Education	3
EDU 125 (Level II B)	Essentials of Early Childhood	3
EDU 225	Mentoring and Assessment	3
EDU 235 (Level II C)	Practicum	4
	TOTAL SEMESTER HOURS	**16**

Students pursuing this certificate will be advised by the TECTA Office.

WORKFORCE PREPAREDNESS
TECHNICAL CERTIFICATE OF CREDIT

Graduates of the Workforce Preparedness Certificate will have the basic knowledge and skills to enter the area workforce and assume responsible positions in the economy. Students will gain a basic understanding of the meaning of work, develop personal and occupational problem solving skills, and acquire adequate Workkeys skills to succeed in the work place. Students should leave the program with a greater understanding of not only the basic tenets of work skills and behaviors, but the economy and their position in it. Also, in consultation with an advisor, students can choose four technical courses in a designated option to create a technical specialty in a chosen field. These options are accounting, office administration, retailing, computer, teacher's aid/childcare, and gerontology.

Certificate Programs

First Semester	Credits	
OAD 100	Keyboarding for the Computer	1
WKP 107	Workkeys Communication I	3
WKP 109	Business/Manufacturing Math	3
WKP 210	Social Issues in the Work Place	3
***	Technical Electives	6
		16

Second Semester		
BUS 281	Management and Supervision I	3
HEA 223	Safety in the Work Place	1
WKP 108	Workkeys Communication II	3
WKP 130	Work Skills Development	3
***	Technical Electives	6
		16
	TOTAL SEMESTER HOURS	**32**

***Technical Electives: Students are required to complete a minimum of 12 technical elective hours in one of the following options:

Accounting Option

BUS 210	Intro. to Quality Management	3
BUS 221	Principles of Accounting I	3
BUS 222	Principles of Accounting II	3
BUS 255	Microcomputing Accounting Applications I	3
CST 102	Computer Concepts and Applications	3
CST 135	Intro. to Spreadsheets	3

Computer Option

CST 102	Computer Concepts and Applications	3
CST 103	Computer Presentations	3
CST 105	Database Management	3
CST 135	Intro. to Spreadsheets	3
CST 156	Beginning Internet	3
OAD 132	Word Processing on the Microcomputer	3

Gerontology Option

GER 201	Behavioral Problems with the Institutionalized and the Cognitively Impaired Client	3
GER 202	Physical Assessment	3
GER 203	Toward Health Aging	3
GER 204	Nutrition and Nutritional Assessments	3
GER 205	Chronic Illness	3
GER 206	Psychological Aspects of Aging	3

Office Administration Option

CST 102	Computer Concepts and Applications	3
OAD 101	Keyboarding	3
OAD 102	Document Processing	3
OAD 111	Office Machines	3
OAD 132	Word Processing on the Microcomputer	3
OAD 201	Administrative Office Management	3

Retailing Option

BUS	Retail Operations	3
BUS 210	Intro. to Quality Management	3
BUS 221	Principles of Accounting I	3
BUS 271	Sales	3

| BUS 294 | Customer Service | 3 |
| CST 102 | Computer Concepts and Applications | 3 |

Teachers Aid/Child Care Option

CST 102	Computer Concepts and Applications	3
EDU 121	Intro. to Early Childhood Education	3
EDU 210	Human Development	3
EDU 220	Creative Activities for Young Children	3
EDU 230	Administration of Early Childhood Education Programs	3
HEA 221	Safety, First Aid and CPR	3

HEALTH SCIENCE CERTIFICATE PROGRAMS

DIAGNOSIS AND PROCEDURAL CODING
TECHNICAL CERTIFICATE OF CREDIT

The Diagnosis and Procedural Coding program is a nine month certificate program designed to prepare students to perform medical diagnosis and procedure coding in an outpatient or ambulatory healthcare setting. Professional courses (HIT) in the program are taught during the day on the Roane County Campus and in the evening at the Knoxville Center for Health Sciences. Included in the program is clinical instruction allowing students to apply coding to actual medical records of patient encounters.

Admission Requirements
1. High school diploma or equivalent.
2. Completed RSCC application and admission requirement for special student category.
3. Completed Health Science Application.
4. Attendance at program orientation session scheduled each Spring.
5. Completed history and physical form.
6. Be accepted by the Health Sciences Admissions Committee.

Retention Policies

A student must maintain the following standards or he/she will be dismissed from the program.
1. A grade of "C" or better in each HIT course.
2. Completion of specialty courses as outlined by the degree checklist. Exceptions to this must be approved by the program director.
3. Evidence of malpractice insurance and physical examination must be provided prior to clinical training.

Readmission Procedures
1. A student may be considered for readmission to a Health Science Program if all of the following criteria are met:
   A. The applicant must complete an application for Health Science programs and summit to the Records office.
   B. Only one readmission to Health Science Programs will be permitted.
   C. The applicant must interview with the program director before the date of the review by the Admissions Committee for consideration for readmission. A student with previous unsatisfactory clinical performance must be recommended for readmission by consensus of the program faculty.
   D. A student must repeat the specialty course or courses for which he/she was dismissed and attain a "C" or better in the course.
   E. Readmission to a Health Science Program is contingent upon the availability of space.
2. Final selection of students will be made by the Health Science Admissions Committee.

DIAGNOSIS AND PROCEDURAL CODING

All general education classes (bold print) can be taken prior to being accepted, or in the suggested sequence below after being accepted into the program.

Fall Semester

BIO 231	Anatomy & Physiology I[1]	4
HIT 102	Intro. to Health Information	3
HIT 107	Medical Terminology[2]	3
HIT 103	Coding & Classification Systems	3
		13

Spring Semester

BIO 232	Anatomy & Physiology II[1]	4
HIT 130	CPT Coding	3
HIT 140	Medical Office Procedures	2
		9
	TOTAL SEMESTER HOURS	**22**

[1]Recommended to be completed <u>prior</u> to acceptance.
[2]An open course that may be taken by any student & is recommended to be completed <u>prior</u> to acceptance.

Students pursuing this certificate will be advised by the Health Science Division.

Program Deadline: July 15

EMERGENCY MEDICAL TECHNOLOGY

These programs are designed to qualify students to work as emergency medical technicians which could lead to national certification and state licensure.

First Responder - Course Number: EMT 109   4 credits
This course prepares the student for the First Responder State Licensure exam.

The First Responder is often the first medically trained rescuer on the scene of an ill or injured patient. They provide the first link in the Emergency Medical Services system. They are employed as firemen, law enforcement agents, park rangers, rescue squad personnel, daycare workers, EMS and many other occupations.

Admission requirements:
1. High School Diploma or equivalent
2. Complete RSCC application and meet RSCC admission requirements for either general admission or special student
3. Health Care Provider level CPR

Emergency Medical Technician Basic I and II

First Semester
EMT 102   Basic I   6 credits

Second Semester
EMT 106   Basic II   6 credits

This course prepares the student for the National Registry exam for EMTs. Upon successful completion of this exam the student will be eligible for State Licensure.

Students having EMT licensure are able to work as part of the EMS team on Basic and Advanced ambulance units. They are employed in emergency rooms, law enforcement agencies, rescue squads, fire stations, health clubs, ski patrols, park rangers and other related fields.

Admission requirements:
1. High school diploma or equivalent
2. Complete RSCC application and meet RSCC admission requirements for either general admission or special student option
3. Health Care Provider level CPR

Retention
1. A minimum grade of 80% in each of the three areas, lecture, lab and clinical must be achieved to advance to the next semester.
2. Maintain current licensure and current CPR-Health Care Provider.
3. Maintain evidence of Professional Liability Insurance.

EMT Accelerated - Course Number: EMT 151   12 credits
This course prepares the student for the National Registry Exam for EMTs. Upon successful completion of this exam the student will be eligible for State Licensure.

The accelerated course is Basic I and II combined into one semester and is designed for those students that have completed First Responder or have a medical background.

Students having EMT licensure are able to work as part of the EMS team on Basic and Advanced ambulance units. They are employed in emergency rooms, law enforcement agencies, rescue squads, fire stations, health clubs, ski patrols, park rangers and other related fields.

Admission requirements:
1. High school diploma or equivalent
2. Complete RSCC application and meet RSCC admission requirements for either general admission or special student option
3. Health Care Provider level CPR

Program Prerequisites: EMT 109—First Responder course or medical background. Those entering the class with a medical background will have to obtain permission from the EMS program director

Retention
1. Maintain current licensure and maintain current CPR-Health Care Provider.
2. Maintains evidence of Professional Liability Insurance.

Certificate Program

Paramedic

First Semester	Second Semester	Third Semester
EMT 211 13 credits	EMT 212 13 credits	EMT 216 4 credits
EMT 221 3 credits	EMT 222 3 credits	EMT 223 4 credits

The Paramedic program is a three-semester certificate program. The lecture and lab consists of approximately 600 hours. The clinical/field internship is 500 hours.

The program consists of four components of instruction: lecture, skills laboratory, clinical education and field internship. The successful completion of these components will prepare the students for National Registry exams and enable him/her to demonstrate competence as an entry level paramedic.

Graduates of this program work in areas of law enforcement, fire, Emergency rooms, medical clinics, rescue, athletic departments, forestry, EMS, 911 centers and similar occupations.

Admission Requirements:
1. High school diploma or equivalent
2. Complete RSCC application and meet RSCC admission requirements for either general or special student option
3. Complete Health Science admission application and all materials identified in the Paramedic admissions packet and submit to the Center for New Students Admissions by June 30th
4. Health Care Provider level CPR
5. AAPP exam, unless the student meets institutional requirements through ACT scores or accumulated college credits (refer to this section of the RSCC catalogue)
6. A completed physical examination providing evidence of physical status necessary for practice in all areas of EMS rotations.
7. Health: Students will be required, during the course of the program to demonstrate their physical and/or emotional fitness to meet the essential requirements of the program. Such essential requirements include freedom from communicable diseases, the ability to perform certain tasks and suitable emotional fitness. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1990.

Students will be required to meet all health guidelines of the affiliating agencies. Students are responsible for costs incurred from injury or illness while in the Paramedic Program.

8. The applicant must report if his/her license in any health care field has been suspended, revoked or denied.
9. Students must follow the admissions process in regard to interviews, and testing in compliance with EMS rules and regulations as set forth by the Tennessee Department of Health, Division of Emergency Medical Services and the RSCC-EMS Department. Refer to the Paramedic admissions packet for further information.
10. A Paramedic Committee considers all eligible applicants and recommends applicants to the Health Science admissions committee for final selection.

Prerequisites: Current EMT Licensure. All remedial courses completed indicated by the AAPP exam results.

Retention:
1. A minimum grade of 80% in each of the three areas, lecture, lab and clinical must be achieved to advance to the next semester.
2. Maintains current Licensure and maintains current CPR-Health Care Provider level.
3. Maintains evidence of Professional Liability Insurance while enrolled in the Paramedic program.

PARAMEDIC PROGRAM

Fall Semester
EMT 211	Paramedic I	13
EMT 221	Clinical I	3
		16

Spring Semester
EMT 212	Paramedic II	13
EMT 222	Clinical II	3
		16

Summer Semester
EMT 216	Paramedic III	4
EMT 223	Clinical III	4
		8
	Total Semester Hours	**40**

Students wishing to prusue an AAS in General Technology with emphasis in Emergency Medical Services, should consult a Health Sciences advisor.

Program Deadline: June 30.

MEDICAL TRANSCRIPTION
TECHNICAL CERTIFICATE OF CREDIT

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

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

Retention Policies

Students' grades will be evaluated at the end of each semester by the Health Sciences Admissions committee. A student must maintain the following standards or he/she will be dismissed from his/her respective program:
1. A grade of "C" or better in each specialty course.
2. Completion of specialty courses as specified by the degree checklist. A student must be able to complete courses with the class in which he/she was admitted. A student who cannot graduate with the class in which he/she was admitted will be dropped from that class and must re-apply to a subsequent class.
3. Evidence of malpractice insurance and physical examination must be provided prior to clinical training.

Readmission Procedures
1. A student may be considered for readmission to a Health Sciences program if *all* of the following criteria are met:
   A. The applicant must complete an application for Health Sciences programs and submit to the Center for New Student Admission.
   B. Only one readmission to a Health Science Program will be permitted.
   C. The applicant must interview with the program director of the specific program before the date of the review by the Admissions Committee for consideration for readmission. A student with previous unsatisfactory clinical performance must be recommended for readmission by consensus of the program faculty.

Certificate Programs

  D. A student must repeat the specialty course or courses for which he/she was dismissed and attain a "C" or better in the course.
  E. Readmission to a Health Science Program is contingent upon the availability of space.
2. Final selection of students will be made by the Health Sciences Admissions Committee.

MEDICAL TRANSCRIPTION
TECHNICAL CERTIFICATE OF CREDIT

Fall Semester

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

Spring Semester

MDT 111	Advanced Medical Transcription	5
MDT 112	Clinical Practicum	6
MDT 113	Pharmacology Concepts in Medical Transcription	2
	TOTAL SEMESTER HOURS	**23**

PLEASE NOTE: Alternative scheduling is available for a limited number of students meeting special criteria. Please contact the program director for specific details. All Medical Transcription classes are held at the Oak Ridge campus.

Students pursuing this certificate will be advised by the Health Science Division.

Program Deadline: July 15.

PHLEBOTOMY
TECHNICAL CERTIFICATE OF CREDIT

The Phlebotomy certificate program is designed to train students within a 16 week period to work as phlebotomists. Graduates of this program will be eligible for employment in various health care settings including hospitals, clinics, physician offices, commercial blood bank facilities, home health care agencies. The program combines lectures, laboratories, and 120 hours of clinical training in a health care facility. On completion of this program, students will be eligible for certification by the American Society of Clinical Pathologists or National Certification Agency as phlebotomists.

Admission Requirements

1. High school diploma or equivalent.
2. Completed Health Science application form and requirements for special student category.
3. Completed RSCC application and requirements for special student category.
4. Interview by the phlebotomy program faculty.
5. Acceptance by the Health Science Admission Committee.

PLB 101	Anatomy, Physiology & Terminology	2
PLB 102	Health Care Concepts	2
PLB 111	Phlebotomy Techniques	4
PLB 112	Phlebotomy Clinical	4
	TOTAL SEMESTER HOURS	**12**

Students pursuing this certificate will be advised by the Health Science Division.

Program Deadline: July 15.

ADMISSION REQUIREMENTS FOR THE POLYSOMNOGRAPHY AND SOMATIC THERAPY PROGRAMS

Due to limited enrollment, the following special admission policies are required for the program:

1. The applicant must have a high school diploma or GED.
2. The applicant must complete a Health Science application and submit it to the Center for New Student Admission.
3. Applicant must take an admission test.
4. All qualified applicants will be interviewed prior to admission.

MEETING MINIMUM REQUIREMENTS DOES NOT GUARANTEE ACCEPTANCE. Preference will be given to Tennessee residents.

Applications should be submitted by the third Friday in January for Somatic Therapy, and by July 15 for Polysomnography for the applicant to have priority consideration for entrance into the program for the following fall semester. Incomplete applications will not be processed. Any applications received after the deadline will be considered by the Health Science Admissions Committee on a space available basis. All transcripts must be received in the Records Office by the application deadline.

Retention Policies

A student must maintain the following standards or he/she will be dismissed from the program:

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

Readmission Procedures

1. A student may be considered for readmission to a Health Science program if all of the following criteria are met:
   a. The applicant must complete a Health Science application and submit it to the Center for New Student Admission.
   b. Only one readmission to a Health Science program is permitted.
   c. The applicant must interview with the program director of the specific program before the date of the review of the Admissions Committee for consideration for readmission. An acceptable level of competency may need to be demonstrated prior to readmission. A student with previous unsatisfactory clinical performance must be recommended for readmission by consensus of the program faculty.
   d. A student must repeat the specialty course or courses for which he/she was dismissed and attain a "C" or better. Students may repeat a course only once, and on a space available basis.
   e. Readmission to a Health Science program is contingent upon the availability of space.
2. Final selection of students will be made by the Health Science Admissions Committee.

POLYSOMNOGRAPHY

Polysomnographic technology is an allied health specialty for the diagnosis and treatment of sleep disorders. There are over 70 different sleep disorders including sleep apnea, narcolepsy and insomnia.

Students will learn how to operate sophisticated electronic monitoring devices which record brain activity (EEG), muscle and eye movements, blood oxygen levels and physiological events.

Polysomnography technologists are employed in sleep disorders centers in hospitals, clinics and office settings. This program will provide lectures, laboratory and clinical experiences at quality sleep centers. A major emphasis of the program will be to prepare technologists for board registration by the Association of Polysomnographic Technologists.

All general education classes (bold print) can be taken prior to being accepted, or in the suggested sequence below after being accepted into the program.

<u>Fall Semester</u>

PSG 101	Introduction to Polysomnography	4
PSG 103	Sleep Anatomy and Physiology	4
HIT 107	Medical Terminology	3
		11

<u>Spring Semester</u>

PSG 105	Basic EKG Interpretation	2
PSG 110	Basic Polysomnography	4
PSG 115	Record Interpretation	3
PSG 120	Clinical I	3
		12

<u>Summer Semester</u>

PSG 125	Clinical II	5
	TOTAL SEMESTER HOURS	**28**

Students pursuing this certificate will be advised by the Health Science Division.

Program Deadline: July 15.

SOMATIC THERAPY
(MASSAGE THERAPY)

Somatic therapy is a nine-month certificate program to prepare students for entry level careers in the growing field of massage, bodywork and somatic therapies. Graduates will be eligible for a Tennessee Massage Therapy License and eligible to sit for the National Certification in Therapeutic Massage and Bodywork Examination.

The focus of this program will be Swedish Massage and Neuromuscular Therapy with an overview of the many other modalities practiced by Licensed Massage Therapists. More than 100 different approaches to therapeutic manipulation of muscles, tendons, ligaments, fascia, and circulatory structures are available in the market. Most require advanced training beyond the scope of this certificate program.

Somatic therapists practice in a wide variety of settings: health clubs and wellness centers; chiropractic and physical therapy offices; hotels, resorts and cruise lines; health food stores and sports outfitters; pain management and sports injury clinics; psychological and psychiatric clinics; and private homes and offices. Some work under the supervision of other licensed health care providers. Some are in business for themselves as private contractors. Many work part-time. Many work exclusively from their home offices.

Enrollment is limited. All Somatic therapy courses are taught at the Oak Ridge Campus.

Fall Semester

MAS 102	Practice Issues	1
MAS 105	East Asian Massage & Bodywork	2
MAS 110	Massage Anatomy, Phys & Path I	3
MAS 116	Mind, Body & Ethics	2
MAS 119	Public Outreach for Massage	2
MAS 120	Swedish Massage	3
MAS 123	Overview of Somatic Therapies	2
		15

Spring Semester

MAS 112	Massage Anatomy, Phys & Path II	3
MAS 130	Neuromuscular Therapy	4
MAS 135	Massage for Special Populations	2
MAS 151	Massage Business and Marketing	1
MAS 152	Clinical Massage Practice	2
		12
	TOTAL SEMESTER HOURS	**27**

Students pursuing this certificate will be advised by the Health Science Division.

Program Deadline: Third Friday in January.

COURSE DESCRIPTIONS

The courses are listed in the following format:
description, course number, course title, semester hours (credits)
brief description, and term in which it is normally taught.

F = Fall
Sp = Spring
Su = Summer

ALLIED HEALTH

ALH 116—Pharmacology in Nursing I . . . .**2 Credits**
This course will introduce the student to drug standards and legislation pertaining to drug ther-
apy; drug preparations; basic principles of drug action; application of the nursing process in
drug therapy; pediatric and geriatric implications in drug therapy; distribution systems; drug
orders; mathematic principles related to drug preparation and administration; routes of drug ad-
ministration; drug classifications; basic mechanisms of action; therapeutic applications; and
nursing implications. (Cross-listed as NSG 116) F

ALH 117—Pharmacology in Nursing II . . . .**1 Credit**
This course will be a continuation of Pharmacology in Nursing I. There will be continued dis-
cussion of specific drug classifications, basic mechanisms of action, therapeutic applications,
and nursing applications. (Prerequisite: ALH/NSG 116) (Cross-listed as NSG 117) Sp

ALH 126—Pharmacology in Nursing . . . .**3 Credits**
Includes all content in ALH/NSG 116 and 117. (Cross-listed as NSG 126)

ALH 254—Human Cross-Sectional Anatomy . . . .**3 Credits**
A study of the human body in a cross-sectional context. Emphasis will be placed on major
anatomical features and radiologic landmarks. Students also explore soft tissue details as res-
olution allows. This course will serve to prepare students for conventional tomographic radi-
ology, computer tomography, position emission tomography, magnetic resonance scanning and
ultrasonography. Sp
3 hours lecture—demonstration exercises

ANIMAL SCIENCE

ASC 110—Fundamentals of Horsemanship I . . . .**1 Credit**
This course introduces the student to proper riding, handling, mounting and dismounting. The
emphasis of the course will be upon the care of the horses. May be substituted for a physical
education elective. A special course fee may be required for this course. Please consult the Se-
mester Class Schedule for specific fee information.

ASC 120—Fundamentals of Horsemanship II . . . .**1 Credit**
This course is a continuation of ASC 110. May be substituted for a physical education elective.
(Prerequisite: ASC 110 or consent of instructor.) A special course fee may be required for this
course. Please consult the Semester Class Schedule for specific fee information.

ASC 130—Theory of Horsemanship . . . .**3 Credits**
A discussion of the evolution, history, breeding and basic requirements in owning and caring
for pleasure horses as a personal riding mount.

ASC 140—Stable Management . . . .**3 Credits**
Management of a teaching and training stable and the preparation of horses and riders for the
show ring.

ART

ART 101—Studio Fundamentals: Drawing . . . . .2 Credits
Development of observational skills and perception of reality. Fundamental aspects of drawing—line, tone, space, form, and composition. Primarily for art, architecture, interior design, and art education majors. Additional work may be required outside class. F
2 hours lecture—2 hours laboratory

ART 102—Studio Fundamentals: Two Dimensional Design . . . . .2 Credits
Surface composition and color. Primarily for art, architecture, interior design, and art education majors. Additional work may be required outside class. Sp
2 hours lecture—2 hours laboratory

ART 103—Studio Fundamentals: Three Dimensional Design . . . . .2 Credits
Projects dealing with real space and three dimensional materials. Primarily for art, architecture, art education, and interior design and housing majors. Additional work may be required outside class. F, Su
2 hours lecture—2 hours laboratory

ART 104—Introduction to Illustration . . . . .3 Credits
Illustration is a design-related career field dealing with the production of pictorial material accompanying and enhancing text through the rendering of scenes, objects and people. Illustration may also include producing maps, charts and diagrams.
2 hours lecture—2 hours laboratory

ART 105—Illustration II . . . . .3 Credits
A continuation of ART 104 with a more self-actualized course of instruction.
2 hours lecture—2 hours laboratory

ART 111—Drawing I: Survey of Drawing . . . . .3 Credits
Exploration and refinement of fundamental aspects of drawing with emphasis on composition, techniques, and concepts. A minimum of two hours drawing outside class is required.
2 hours lecture—2 hours laboratory

ART 113—Painting I: Introduction . . . . .3 Credits
An introduction to the techniques, materials, and tools of oil and acrylic painting. F, Sp
3 hours lecture—3 hours laboratory

ART 114—Painting II . . . . .3 Credits
A continuation of ART 113 with an emphasis on individual experimentation. F, Sp
3 hours lecture—3 hours laboratory

ART 121—Art Appreciation . . . . .3 Credits
Form and meaning in the visual arts, lecture-discussion. Especially for non-majors. F, Sp

ART 131—Photography I . . . . .3 Credits
Introduction to the art of black and white photography. Field and studio shooting, history of photography, basic developing, and enlarging techniques. Some outside lab work will be necessary. Some additional fees for supplies may be required. F, Sp
3 hours lecture—3 hours laboratory

ART 132—Photography II . . . . .3 credits
Individual research in specific photographic topics. (Prerequisite: ART 131) Some additional fees for supplies may be required. F, Sp

ART 140—Introduction to Industrial Design . . . . .3 Credits
Introduction to sculptural forms and techniques. A studio course exploring artistic expression in three-dimensional space. (Prerequisite: ART 103)
2 hours lecture—2 hours laboratory

ART 141—Beginning Graphic Design . . . . .3 Credits
Survey of graphic design; tools, materials, techniques; lettering, and use of type; layout and design. Some additional work may be required outside class. (Prerequisites: 101, 102, 103) F
2 hours lecture—2 hours laboratory

ART 142—Computer Art . . . . .3 Credits
Introduction to various applications of Computer Graphics and an overview of examples pro-
duced with the newest technology. Hands-on experience in working with microcomputer
graphics software to solve a variety of design problems with simple computer graphics. Em-
phasis on applying the principles of art design to the media to create clear and creative graphic.
A minimum of 3 hours lab work per week will be necessary to complete course work. F, Sp
<div align="center">3 hours lecture</div>

ART 143—Computer Art II . . . . .3 Credits
Advanced exploration of computer applications and graphic design for pagination, presenta-
tion, illustration, three dimensional modeling, or animation. 3 credit hours. 1 hour lecture, 1
hour per week required lab internship, 4-6 hours per week (minimum) computer lab time. (Pre-
requisite: ART 142) F, Sp

ART 144—Computer Art III . . . . .3 Credits
Continuation of ART 143.

ART 145—Computer ART IV . . . . .3 Credits
Continuation of ART 144.

ART 147—Industrial Design II . . . . .3 Credits
Continuation of ART 140.
<div align="center">2 hours lecture—2 hours laboratory</div>

ART 151—Ceramics I: Handbuilding . . . . .3 Credits
All ceramic handbuilding techniques including forming methods, glazing, clay preparation, fir-
ing, small and large scale pieces. Ceramic history through slide lectures. Some work outside
class may be required.
<div align="center">3 hours lecture—3 hours laboratory</div>

ART 152—Ceramics II: Throwing . . . . .3 Credits
Thrown ceramic forms including functional utilitarian pottery techniques, glazing and firing
methods. Some work outside class may be required. (Prerequisite: ART 151)
<div align="center">3 hours lecture—3 hours laboratory</div>

ART 161—Printmaking I . . . . .3 Credits
An introductory survey of printmaking with studio experience in intaglio, monotype, relief and
collography.

ART 181—Visions Seminar I . . . . .2 Credits
Emphasis on research, creative processes, scriptwriting and problem solving in the conceptu-
alization of original projects or the visualization of assigned problems. Group critiques will as-
sist students in the formation and polishing of content for work to be produced with the
computer or traditional media. F, Sp

ART 182—Visions Seminar II . . . . .2 Credits
Continuation of ART 181.

ART 183—Visions Seminar III . . . . .2 Credits
Continuation of ART 182.

ART 191—Practicing Artists Seminar . . . . .3 Credits
Visiting artists who have achieved mastery in a wide variety of computer applications or areas
of production such as graphic design, illustration, three dimensional modeling, animation and
simulation will conduct each class. Sp

ART 201—Survey of Art History I . . . . .3 Credits
Survey of major monuments in Western art, with an emphasis on the art of Europe from pre-
history through the Middle Ages. F

ART 202—Survey of Art History II . . . . .3 Credits
Survey of major monuments in Western art, with an emphasis on Europe and America from
1400 to the present. Sp

ART 203—Survey of Contemporary Art . . . .**3 Credits**
History of development of modern art from Impressionism through present day movements. F

ART 211—Watercolor I: Introduction . . . .**3 Credits**
Techniques, materials, and tools of transparent watercolor. A minimum of two hours painting outside class will be required. (Prerequisites 101, 102, 103 for art majors, none for non-art majors) Sp

2 hours lecture—2 hours laboratory

ART 212—Watercolor II . . . .**3 Credits**
Further study of the techniques of transparent watercolor, with attention to individual exploration of surface, space, and concept. A minimum of two hours painting outside class will be required. Sp

2 hours lecture—2 hours laboratory

ART 221—Portfolio Preparation . . . .**2 Credits**
Planning and execution of a body of cohesive work under the in-class supervision of an instructor. Slides of serious, contemporary art works will be presented and critiqued as examples of the desired level of portfolio work. Covers matting and presentation skills, logistics of exhibition, and critique of work.

2 hours lecture

ASTRONOMY (SEE PHYSICS)

BANKING

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

BIOLOGY

For a student to receive credit for a biology course, the lecture section must be accompanied by a laboratory session during the same semester.

BIO 111—General Biology I . . . .**4 Credits**
Biochemistry of cell function, plant and animal anatomy and physiology. F, Sp, Su
3 hours lecture—2 hours laboratory

BIO 112—General Biology II . . . .**4 Credits**
Plant and animal reproduction, genetics, evolution, ecology and behavior. BIO 111 recommended, but not required to be taken in sequence. F, Sp, Su
3 hours lecture—2 hours laboratory

BIO 113—Introduction to Radiation Biology . . . .**3 Credits**
Introductory study of the structure and function of the human body with emphasis on basic concepts important to understanding the effects of radiation and other environmental considerations on various target body systems. (Prerequisite: BIO 111) Sp

BIO 201—Environmental Science . . . .**3 Credits**
A course which takes an ecological approach in analyzing the impact of human activities upon natural systems. Attention is given to scientific resource management principles in such areas as forestry, wildlife, soils, and water. (This Course fulfills the 3 hour science requirement in various career education programs such as Business Management Technology and Office Administration. Course credit cannot be received for both BIO 201 and GGY 221.) F, Sp

BIO 211—Field Biology . . . .**3 Credits**

An elective field-oriented course covering fauna and flora identification, basic ecological principles, and outdoor skills. This course will generally be offered as a two week camping experience. A special fee will be assessed to cover equipment, food, and transportation.

BIO 212—Cell Biology . . . .**4 Credits**

A study of Cellular structure and function including cell membranes, organelles, extracellular matrix, enzymes, cell cycle, DNA replication, Transcription, translation, and control of gene expression. Special topics include molecular biology, cancer biology, immunology, and cellular communication. (Prerequisites: BIO 111, 112 or the equivalent of 2 years of high school biology and CHE 121 and 122) F

3 hours lecture—3 hours laboratory

BIO 213—General Genetics . . . .**4 Credits**

Classical and modern principles of heredity; laboratory experiments involving a variety of organisms. (Prerequisites: BIO 111-112, or the equivalent of 2 years of high school biology and satisfactory ACT scores, or consent of instructor; CHE 121-22 and BIO 111, 112 recommended) Sp

3 hours lecture—3 hours laboratory

BIO 220—Pathophysiology of Substance Abuse . . . .**3 Credits**

A survey of the disease concept of chemical dependency and how it leads to the dysfunction of the body's systems.

3 hours lecture

BIO 221—Pathophysiology . . . .**2 Credits**

An introduction to the disease processes and mechanisms of the human body and to the dysfunction of the body's systems.

2 hours lecture

BIO 222—Microbiology . . . .**3 Credits**

An introductory course in microbiology dealing with bacteria, fungi, yeast, and viruses to include discussions of cell structure, identification, taxonomy, metabolism, genetics, resistance, infection, disease, and immunity. (Prerequisite: BIO 111 or 231 or equivalent college level biology) F, Sp, Su

2 hour lecture—2 hour laboratory

BIO 231—Human Anatomy and Physiology I . . . .**4 Credits**

A study of basic biological chemistry, cellular structure and function (including cellular respiration protein synthesis and cell division), histology, and integumentary, skeletal and the nervous system. The laboratory will provide experiments to illustrate principles covered in lecture. Note: Students are to bring latex or rubber gloves to the 1st class session. F, Sp

3 hours lecture—3 hours laboratory

BIO 232—Human Anatomy and Physiology II . . . .**4 Credits**

A study of the anatomy and physiology of the muscular, circulatory and immune systems, respiratory, digestive, excretory, endocrine and reproductive systems. The laboratory will provide anatomical investigation of and physiological experimentation with these systems. (Prerequisite: BIO 231, Human Anatomy and Physiology I) Note: Students are to bring latex or rubber gloves to the 1st class session. Sp

3 hours lecture—3 hours laboratory

BIO 253—General Ecology . . . .**4 Credits**

Relations between organisms and their environments, including human environmental problems. (Prerequisites: BIO 111 or the equivalent of 2 years of high school biology and satisfactory ACT scores) F, Sp

3 hours lecture—2 hours laboratory/field work

BIO 254—Human Cross-Sectional Anatomy . . . .**3 Credits**

A study of the human body in a cross-sectional context. Emphasis will be placed on major anatomical features and radiologic landmarks. Students also explore soft tissue details as resolution allows. This course will serve to prepare students for conventional tomographic radiology, computer tomography, position emission tomography, magnetic resonance scanning and ultra-sonography. F

3 hours lecture—demonstration exercises

BIO 251-269—Independent Scientific Investigation . . . .**2 Credits**
Independent laboratory/library research in biology by qualified students under the supervision of a faculty member. Especially designed to develop interest in and to apply techniques of scientific research. Up to six (6) credit hours may be earned. (Prerequisite: Consent of the faculty member)

BUSINESS AND COMMERCE

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

BUS 102—Computer Concepts & Applications for Business . . . .**3 Credits**
An introductory course including fundamental computer concepts, terminology, and applications. Included in this course is a basic familiarization with a microcomputer, an operating system, and the more popular microcomputer application such as word processing, spreadsheets, and others. Crosslisted as CST 102. F, Sp, Su

BUS 111—Business Mathematics . . . .**3 Credits**
A course dealing with mathematics as applied to business operations. Included are mathematics of trading, operating, finance, ownership and investment, and summary and analysis. F, Sp, Su

BUS 112—Personal 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. F, Sp

BUS 201—Principles of Real Estate I . . . .**2 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. This course and BUS 206 satisfies the state commission of real estate's prerequisite for Affiliate Broker's license examination. (Corequisite: BUS 206), F, Sp

BUS 202—Real Estate Law . . . .**2 Credits**
A study of Tennessee Real Estate Law, including rights incident to property ownership and management, agency, contracts, and applications to real estate transfer, conveyances, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. Applied toward educational requirement for affiliate brokers. Sp

BUS 203—Real Estate Finance . . . .**2 Credits**
Institutional and governmental funds for financing real estate transactions. Applied toward continuing education requirement for affiliate brokers. Sp

BUS 204—Real Estate Appraisal . . . .**2 Credits**
Theories, functions, and purposes of appraisal to include the economic approach, the replacement approach and comparative values for all types of real estate. F

BUS 206—Principles of Real Estate II . . . .**2 Credits**
A continuation of BUS 201. (Corequisite: BUS 201) F, Sp

BUS 208—Real Estate for New Affiliates . . . .**2 Credits**
Course topics include prospects for buying and selling, establishing and maintaining client/customer records, protocol with agents, the contract, and case study exercises.

BUS 209—Office Brokerage Management . . . .**2 Credits**
Examination of history of agency, agency in real estate, creating agency, problems, relationships, brokerage, listing agreements, termination, property management, pricing, contractual agreements, transfer of ownership, federal regulations, state regulations, duties owed others, regulated activities, and sanctions.

BUS 210—Introduction to Quality Management . . . .**3 Credits**
This course covers the Deming Philosophy, his System of Profound Knowledge, global pressures, continuous improvement, quality tools, quality systems; and the cultural, organizational, socio-technical, and implementation requirements of Total Quality Management. This course utilizes a team-based approach to quality understanding and problem solving. F, Sp

BUS 211—Resource Management . . . .**3 Credits**
Explains the theory, design, implementation, and maintenance of MRP and MRP II computerized manufacturing control systems; Including bills of material, item master, and schedule files. This course will help in the preparation for certification by the American Production and Inventory Control Society. Elective credit only. F (odd years)

BUS 212—Just-In-Time . . . .**3 Credits**
Explains the company-wide philosophy of "only the right parts, of the best quality, in the right place, at the time" through the elimination of waste and non-value added activities; includes the Kanban system of stockless production. This course will help in the preparation for certification by the American Production and Inventory Control Society. Elective credit only. F (even years)

BUS 213—Attaining World Class Status . . . .**3 Credits**
This course addresses the contemporary manufacturing strategies and techniques required for competitive success in the 21st century as a world class organization. Teams research and discuss the strategic and tactical applications of such topics as the quality perspective, quality engineering, concurrent design techniques, a responsive supplier network, the evolving role of supervision, and the empowered workforce. Sp (odd years)

BUS 214—Kaizen, Continuous Improvement . . . .**3 Credits**
Kaizen addresses the elimination of waste and non-value added activities to increase quality and productivity, while reducing costs. Commitment to and the pursuit of continuous, on-going improvement is critical to the success of a company-wide quality effort. Course also covers TQC, TEI, SPC, as well as problem solving techniques. Learning partners work in teams on a semester long continuous improvement project. F (odd years)

BUS 215—Business Ethics . . . .**3 Credits**
A course concerned with the relationship between business goals and practices and the good of society. Of specific concern will be matters such as fair pay, safe working conditions, well-made products at fair prices and environmental issues. Elective credit only. F

BUS 217—Developing a Quality System . . . .**3 Credits**
This course uses the criteria of the Malcolm Baldrige National Quality Award as a framework for an integrated, organizational quality system. Each of the 7 criteria, 28 examination items, and 91 areas to address are examined in an application orientation. Learning partners participate as teams to assess an actual organization, determine criteria scoring, and make recommendations for improvement. F (even years)

BUS 221—Principles of Accounting I . . . .**3 Credits**
Basic principles and procedures in accounting relating to the complete accounting cycle for both service and merchandising companies owned as sole proprietorships and as corporations. Also, detailed analysis of assets and liabilities and owner's equity. F, Sp, Su

BUS 222—Principles of Accounting II . . . .**3 Credits**
Continues with corporate accounting and long-term liabilities, cash flow statement, and analysis of financial statements. Also, an emphasis on managerial and cost accounting for making sound business decisions. (Prerequisite: BUS 221; a grade of "C" or better is strongly recommended in BUS 221) F, Sp

BUS 224—Cost Accounting . . . .**3 Credits**
Principles of manufacturing and distribution cost accounting. Material, labor, and overhead costs in job order and process cost accounting, budgeting analysis of cost distribution, standard costing, and related problems. (Prerequisite: BUS 222; a grade of "C" or better is strongly recommended in BUS 222) Sp

BUS 225—Income Tax Accounting—Personal . . . . .3 Credits
Federal income tax laws with emphasis on the preparation of returns for individuals. Both manual and computerized tax returns will be prepared. (Prerequisite: BUS 222 or permission of instructor; a grade of "C" or better is strongly recommended in BUS 222) F

BUS 226—Income Tax Accounting—Business . . . . .3 Credits
Federal income tax laws with emphasis on the preparation of returns for business. Both manual and computerized tax returns will be prepared. (Prerequisite: BUS 225 or permission of instructor; a grade of "C" or better is strongly recommended in BUS 225) Sp

BUS 227—Fund Accounting . . . . .3 Credits
The theory and practice of a fund accounting system used by a not-for-profit entity. Emphasis is on the budget process, appropriations and revenue funds for governmental agencies, schools, charities, and not-for-profit medical facilities. (Prerequisite: BUS 222 or consent of instructor; a grade of "C" or better is strongly recommended in BUS 222) F

BUS 230—Quality Management Seminar . . . . .1 to 5 Credits
Various perspectives in quality management examined. Topical material studied in course will be identified in appropriate class schedule. Sp (odd years)

BUS 233—Intermediate Accounting . . . . .4 Credits
Extensive analysis of the principal elements of accounting systems and statements with emphasis on the assets, liabilities, and stockholder's equity of the balance sheet. (Prerequisite: BUS 222; a grade of "C" or better is strongly recommended in BUS 222) F

BUS 251—Legal Environment for Business . . . . .3 Credits
Emphasis is placed on classification of laws, historical background of our systems of laws, duties, buying services, insurance, consumer protection, negotiable instruments, and business organization. F, Sp

BUS 252—Business Law . . . . .3 Credits
Designed to acquaint the student with the privileges and responsibilities of the individual under business law. Topics studied will include the uniform commercial code, contracts, sales, agency, partnerships, corporations, and negotiable instruments.

BUS 255—Microcomputing Accounting Applications I . . . . .3 Credits
A course designed to acquaint business management majors with common microcomputer applications in the field of accounting. (Prerequisites: BUS 221 and CST 102; a grade of "C" or better is strongly recommended in BUS 221) Sp

BUS 257—Microcomputing Accounting Applications II . . . . .2 Credits
A course designed to acquaint the student with commercial accounting software using the microcomputer for medium size companies. Includes tracking of receivables, payables, inventory, and financial statement preparation. (Prerequisite: BUS 221 and CST 102; BUS 255 is strongly recommended; a grade of "C" or better is strongly recommended in BUS 221) F

BUS 261—Psychological Aspects of Management . . . . .3 Credits
This course applies psychological principles to business and other organizations concerned with effective management. Topics covered include leadership and supervision; communications and human relation skills; scientific and humanistic management and motivation skills, group dynamics and coping with change. F, Sp

BUS 262-270—Business Seminar . . . . .1 to 4 Credits
Exploration of specialized business interests. Topical material studied in course will be identified in the class schedule.

BUS 271—Sales . . . . .3 Credits
A course emphasizing the relationship of product and market, industrial and consumer sales, methods of market analysis, sales and sales methods. F, Sp

BUS 272—Retailing . . . . .3 Credits
A study of the principles and practices of retailing including planning, policies, and procedures of distribution. Sp

BUS 273—Marketing . . . .**3 Credits**
A general but critical survey of the field of marketing, covering international industries and commerce, distribution of resources, factors of distribution and transportation, and the marketing functions. F, Sp

BUS 274—Marketing Opportunity Analysis . . . .**3 Credits**
The purpose of this course is to provide a link between theory and practice by evaluating current and future market conditions in order to identify marketing opportunities. This is accomplished by introducing the student to patterns and plans which integrate the major goals, policies, and action sequences of the organization into a cohesive whole, allocating its resources into a unique posture within the internal and external environmental conditions. Students will be able to devise a marketing plan which exploits the opportunity so identified. They will also be able to estimate the consequences of implementing this plan. (Elective credit only)

BUS 278—Small Business Management . . . .**3 Credits**
An introductory course designed to provide an overview of the business environment and requirements for successfully operating a small business. Topics covered include forms of business, credit management, utilizing professionals, information management, etc. Students must secure departmental approval to take this course. Sp

BUS 281, 282—Management and Supervision I, II . . . .**3 Credits**
This two course sequence is designed to introduce the basic aspects of supervisory development, to include the functions of management, communication skills, interpersonal relations, motivation, morale, discipline, leadership training and evaluation, decision-making and self-development. BUS 281 F, Sp, Su; BUS 282 Sp

BUS 284—Management Seminar . . . .**3 Credits**
Consideration of current problems, issues, and developments in the area of management. Students are guided through individual projects and outside research related to their area of concentration and employment training. Sp

BUS 285—Strategic Management . . . .**3 Credits**
This course is designed for students who have entered or will be entering fields requiring skills in virtually every area of management including marketing, operations, accounting, and financial, ethical, political, and quantitative dimensions. Each dimension will be addressed in lectures, classroom discussions, and class presentations. The primary purpose of the course is to introduce the student to patterns and plans which integrate the major goals, policies, and action sequences of an organization into a cohesive whole, allocating its resources into a unique and viable posture within the framework of internal and external environmental alterations, anticipated and unanticipated changes, and contingent moves by intelligent opponents. (Elective credit only)

BUS 290—Basic Statistical Process Control . . . .**3 Credits**
This course covers basic statistics, control chart construction and interpretation, variation identification and reduction, and how SPC fits into the Total Quality Management system. Project teams apply SPC techniques in organizations to identify and reduce process variation, select appropriate control charts, and perform capability studies. Sp (even years)

BUS 292—Contemporary Leadership I . . . .**3 Credits**
Course covers human resource management in areas of leadership, interpersonal and formal communication, and team building examining shared leadership, leadership effectiveness, empowerment, trust, rewards, risks, ethics, role modeling, interpersonal communication, listening, self-presentation, interviewing, motivation, team building, problem solving, goal setting, communication, pressure, and other areas. (Elective credit only) Offered as required.

BUS 293—Contemporary Leadership II . . . .**3 Credits**
Course covers leadership, competition, conflict resolution and negotiation examining the impact of leadership on self-esteem, the importance of performance appraisals, organizational effectiveness and development, healthy and destructive competition, resolving conflict, mediation techniques, and negotiating techniques and tactics. Elective credit only. Offered as required.

BUS 294—Customer Service Excellence . . . .**3 Credits**
Presents methods and techniques for measuring customer satisfaction. Topical materials covered include use of customer expectations for goal setting, customer driven management techniques, creating employee ownership of the customer service process, exceeding customer expectations, and establishing continuous customer feedback and immediate resolution of complaints. Elective credit only. Offered as required.

CARDIOVASCULAR INTERVENTIONAL TECHNOLOGY

*CIT 101—Procedures I . . . .**3 Credits**
This course covers an overview of anatomy and physiology, practical applications of interventional procedures, vascular correlations, and surgical intervention for specific disease processes.
3 hours lecture

CIT 110—Procedures II . . . .**3 Credits**
This course covers theory and practice of physiological monitoring, emergency care, and pharmacology.
3 hours lecture

CIT 120—Procedures III . . . .**3 Credits**
An overview of patient care and legal considerations, equipment and instrumentations, image quality and control, sterile techniques and isolation procedures.
3 hours lecture

*CIT 150—CIT Review . . . .**3 Credits**
This course provides the Radiologic Technologist with CIT experience, an extensive review to sit for the ARRT examination in Cardiovascular Interventional Technology.
3 hours lecture

*This course does not meet any curricular requirements for any program, with the exception of technical requirement for the A.A.S. General Technology program.

CHEMISTRY

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

CHE 100—Fundamentals of Chemistry . . . .**4 Credits**
This course is designed for students desiring to enter a science, engineering or pre-med (veterinarian, pharmacy, etc.) program but who have had no high school chemistry or are not recent high school graduates. The emphasis will be on the fundamental concepts of chemistry, nomenclature, equation writing, simple stoichiometric calculations, bonding, gas laws and property of solutions. (NOTE: This course cannot be used to fulfill a natural/physical science requirement where a sequence is indicated. It can be used if a sequence is not required.) (Prerequisite: 2 years of high school algebra or MAT 082 - Intermediate Algebra) F, Su
3 hours lecture—3 hours laboratory

CHE 101—Introduction to Chemical Principles . . . .**4 Credits**
Introductory chemistry dealing with the basic principles such as atomic structure, periodic law, states of matter, chemical bonding, types of compounds, gas laws, solutions, acids and bases, equilibria. (Prerequisite: 2 years of high school algebra and 1 year high school chemistry or 2 years of high school algebra and CHE 100) F
3 hours lecture—3 hours laboratory

CHE 102—Basic Organic and Biochemistry . . . .**4 Credits**
Aliphatic, aromatic, and heterocyclic organic chemistry with emphasis on structure, nomenclature, and functional groups. Introductory biochemistry concerning lipids, carbohydrates, proteins, and nucleic acids. (Prerequisite: CHE 101) Sp
3 hours lecture—3 hours laboratory

CHE 121—General Chemistry I . . . .**4 Credits**
A study of fundamental principles of chemistry, such as mathematical calculations of chemical relationships, atomic structure, periodic relationships, molecular structure, bonding, and the chemistry of oxygen, hydrogen, and water, Kinetic Molecular Theory, physical states of matter, solution chemistry. (Prerequisite: 2 years of high school algebra and 1 year high school chemistry or 2 years of high school algebra and CHE 100) F, Sp
3 hours lecture—3 hours laboratory

CHE 122—General Chemistry II . . . .**4 Credits**
Electrolytes, oxidation-reduction, electrochemistry, molecular and ionic equilibria, nuclear chemistry, and brief survey of organic chemistry. (Prerequisite: CHE 121) Sp, Su
3 hours lecture—3 hours laboratory

CHE 202—Quantitative Analysis . . . .**5 Credits**
The study of the basic theories of quantitative analysis, with stress on the theories of neutralization, precipitation, volumetric, and gravimetric analysis. (Prerequisite: CHE 122) Sp, on demand
3 hours lecture—6 hours laboratory

CHE 211—Qualitative Analysis . . . .**4 Credits**
Theory and practice of qualitative analysis, chemical equilibrium and solubility product. Laboratory practice in the identification of the major cations and anions. (Prerequisites: CHE 121, 122)
3 hours lecture—3 hours laboratory

CHE 221—Organic Chemistry I . . . .**4 Credits**
A study of the properties, preparations, reactions, and spectroscopy of aliphatic and aromatic compounds, including reaction mechanisms and the relationship between structure and reactivity. (Prerequisite: CHE 122) F
3 hours lecture—3 hours laboratory

CHE 222—Organic Chemistry II . . . .**4 Credits**
A continuation of CHE 221, covering carbanion condensations, heterocyclics, fats, carbohydrates, amino acids, and proteins. (Prerequisite: CHE 221) Sp
3 hours lecture—3 hours laboratory

CHE 235—Chemistry of the Radioisotopes . . . .**3 Credits**
Introduction to the theory of nuclear stability and nuclear decay processes. Detection, safe handling and use of radioisotopes will also be studied. (Prerequisite: CHE 122) Sp
3 hours lecture

CHE 240—Internship-Environmental Chemistry . . . .**5 Credits**
This work experience is designed to familiarize students with applications of environmental chemistry. Efforts will be made to place students in an area which supports their career goals. (A minimum of 300 contact hours are required.) No student may enroll in an internship unless the approval of the instructor is granted. Offered as needed.

CHE 242—Internship-Analytical Chemistry . . . .**5 Credits**
This work experience is designed to familiarize students with applications of analytical chemistry. Efforts will be made to place students in an area which supports their career goals. (A minimum of 300 contact hours are required.) No student may enroll in an internship unless approval of the instructor is granted. Offered as needed.

CHE 231-259—Independent Scientific Investigation . . . .**3 Credits**
Independent laboratory/library research in chemistry by qualified students under the supervision of a faculty member. Especially designed to develop interest and to apply techniques of scientific research. Up to six credit hours may be earned. (Prerequisite: Consent of the faculty member)

CHILD SUPPORT ENFORCEMENT

LES 101—Introduction to Child Support Law . . . .**3 Credits**
This course will give the student an overview of domestic law in Tennessee with an emphasis placed upon those aspects of the law which pertain to child support establishment and enforcement. Upon completion of the course, the student will have been exposed to legal actions and forms used in the establishment and enforcement of child support.

LES 110—Introduction to Casework & TCSES . . . .**3 Credits**
This course will introduce the student to the inner workings of the child support office and to basic clerical skills. Upon completion of the course, the student will have been introduced to and will have practiced telephone skills, filing skills, copier skills, the diary and tickler system, interpersonal relationships with other child support personnel and will have an initial "walk-through" of a typical child support file from beginning to end. The student will learn about the importance of independent work habits, will be introduced to resource materials for the Title IV-D office (state and local manuals), will learn the hierarchy of employees and management in a Title IV-D Office. This course will prepare the student to enter the workplace in the second semester internship and will be designed to equip the student with practical skills for use in that internship.

LES 130—Internship in a Title IV-D Office Review
and Modification Procedures . . . .**3 Credits**
This course will allow the student to apply basic clerical skills and knowledge of child support law and Title IV-D policies and procedures in the actual child support office setting. The student will spend weekly time in the child support office actually working cases needing evaluation for review and modification requirements of Title IV-D of the Social Security Administration Act. The student will have an opportunity to practice a broad spectrum of child support caseworker duties.

COMPUTER SCIENCE TECHNOLOGY

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

CST 102—Computer Concepts & Applications . . . .**3 Credits**
An introductory course including fundamental computer concepts, terminology, and applications. Included in this course is a basic familiarization with a microcomputer, an operating system, and the more popular microcomputer application such as word processing, spreadsheets, and others. Crosslisted as BUS 102 F, Sp, Su

CST 103—Computer Presentations . . . .**3 Credits**
An introductory course in the use of presentation software such as Powerpoint and Harvard Graphics. Preparation of graphs, charts, slides, and transparencies is included. Students are required to make oral and written presentations with the use of presentation software. (Prerequisite: CST 102) F, Sp

CST 105—Database Management . . . .**3 Credits**
Database system design, implementation, querying and application development using visual basic in a microcomputer environment. SQL techniques are included. Course integrates the database functions of spreadsheets and spreadsheet macros during the coverage of database system applications. (Prerequisite: CST 102) F, Sp

CST 109—Introduction to Programming I . . . .**3 Credits**
An introductory course using the C programming language. Topics include C syntax, top-down program development, predefined C functions, user-defined functions, repetition statements, arithmetic operators and operator precedence and associativity, variable declarations and assignment statements, C data types including pointer variables, passing, storing and using addresses, relational and logical operators, decision statements, and arrays. Good program documentation is emphasized. (Prerequisite-reading and math requirements have been completed in Academic Development. Students completing the Computer Science Option in the A.A.S. Business Management Technology Program must take CST 102 as a corequisite with CST 109 or have Computer Science advisor's approval.) F, Sp
2 hours lecture—2 hours laboratory

CST 135—Introduction to Spreadsheets . . . .**3 Credits**
Designed to introduce students to fundamental operations of a spreadsheet including formula development, graphics, data base management, and design. Course will expose students to windows based spreadsheet such as Excel. F, Sp

Course Descriptions

CST 140—Beginning Windows . . . .**1 Credit**
An orientation to Windows. Course provides an introduction to hardware and Windows concepts and terminology. Students are given an overview of Windows features and its basic accessories. Lab activities introduce use of mouse, clicking, dragging, selecting, help, groups, format, copy, drive specifications, the Control Panel to customize Windows features, and print functions.

CST 141—Intermediate Windows . . . .**1 Credit**
Major features of Windows are explored including object linking and embedding. Course covers extended use of File Manager, Accessories, such as Write, Paintbrush Notepad, Calendar, Object Packager, and Cardfile, and customization of program groups and start up features of Windows. (Prerequisite: CST 140 or Computer Science Advisor's Approval)

CST 146—Beginning Spreadsheet Applications for Windows . . . .**1 Credit**
Exposes students to Excel for Windows. Course covers the fundamental strategies in the Spreadsheet Application Development Cycle while introducing the basic features of the Windows based spreadsheet. (Prerequisite: CST 140 or CST 102 or Computer Science Advisor's Approval)

CST 147—Intermediate Spreadsheet Applications for Windows . . . .**1 Credit**
An in-depth examination of such topics as functions, graphics, and database are explored using Excel for Windows. Principles of good spreadsheet design is emphasized. (Prerequisite: CST 146 or Computer Science Advisor's Approval)

CST 148—Advanced Spreadsheet Applications for Windows . . . .**1 Credit**
Advanced features of Excel are introduced covering such topics as object linking, scenarios, and macros. (Prerequisites: CST 146, CST 147 or Computer Science Advisor's Approval)

CST 149—Beginning Word Processing Applications for Windows . . . . . .**1 Credit**
Students are exposed to the fundamental features of Microsoft Word's menu bar and tool bar while creating and editing documents. (Prerequisite: Adequate keyboarding and computing skills. OAD 100 and CST 140 or CST 102 recommended)

CST 150—Intermediate Word Processing Applications for Windows . . .**1 Credit**
Covers document formatting in depth, use of graphics, object linking, and embedding. (Prerequisite: CST 149 or Computer Science Advisor's Approval)

CST 153—Beginning Desktop Publishing for Windows . . . .**1 Credit**
Principles of good design and layout are introduced as students integrate text and graphics to create a brochure, flyer, and newsletter in a Windows environment. 1 Credit Hour (Prerequisites: Adequate keyboarding and computing skills. OAD 100 and CST 102 or CST 140 recommended)

CST 155—Beginning Database Applications for Windows . . . .**1 Credit**
Fundamental concepts are integrated with hands on exercises to introduce students to the commands and query features of a database applications package for the Windows environment. (Prerequisites: Adequate keyboarding and computing skills. OAD 100 and CST 102 or CST 140 recommended)

CST 156—Beginning Internet . . . .**3 Credits**
Introduces students to services and information featured on the Internet, with an emphasis on using the Internet effectively for research. (Prerequisite: Adequate keyboarding and computing skills. OAD 100 and CST 102 or CST 140 recommended) F, Sp

CST 159—Seminar on Applications in the Windows Environment . . .**1-4 Credits**
An introductory course on the fundamental concepts, commands and uses of a Windows based application package. This class explores one of many different applications in the Windows environment such as financial planning, time scheduling, stock market analysis, presentation graphics, etc. The specific software package used in class will be indicated in the course title when it is placed in the class schedule. (Prerequisites: Adequate keyboarding and computing skills. CST 100 and CST 102 or CST 140 recommended or Computer Science Advisor's Approval)

CST 203—Principles of Programming II . . . .**3 Credits**
A continuation of Introduction to Programming I and the C Language. Course content includes coverage of dynamic memory allocation and data types such as pointers, strings, linked lists, user-defined types, and other characteristics of data structures. Also included is an introduction to object oriented programming using the C++ Language. (Prerequisite: CST 109) Sp
2 hours lecture—2 hours laboratory

CST 209—GUI Programming I . . . .**3 Credits**
A continuation of principles of programming II and object oriented programming. Course content includes coverage of classes and their member data and methods, function overloading, and inheritance. Class libraries are used to implement GUI applications. (Prerequisites: CST 113 and CST 203) F
2 hours lecture—2 hours laboratory

CST 211—COBOL . . . .**3 Credits**
Computer programming in COBOL. File handling, disk data sets. (Prerequisite: CST 102 or CST 113 or consent of instructor)
2 hours lecture—3 hours laboratory

CST 212—Advanced Microcomputer Applications . . . .**3 Credits**
Exposure to a wide variety of applications software and programming techniques beyond those covered in CST 105 Database Management and 209 GUI Programming I. (Prerequisite: CST 105, CST 209 or Computer Science Advisor's approval) Sp

CST 214—Microcomputer Support . . . .**4 Credits**
Maintenance and configuration of microcomputers including installation of drives, memory, NICS, sound cards, UPS, modems, and other hardware. Installation of operating systems and communications and other software is covered. Diagnostic software is used and good preventive maintenance practices are emphasized. (Prerequisite: CST 102 or Computer Science advisor approval.) F, Sp

CST 215—Operating Systems . . . .**3 Credits**
In depth experience on the operations of DOS, Unix, VMS, and Local Area Networking. Students learn to apply, navigate through, and use operating system commands and directory structures. (Prerequisite: CST 102, CST 214 or Computer Science advisor's approval) F

CST 218—GUI Programming II . . . .**3 Credits**
GUI Programming using at least one of several currently popular languages including those which are network-based. (Prerequisites: CST 113, CST 109 and CST 209)
2 hours lecture/2 hours lab

CST 220—Enterprise Management . . . .**3 Credits**
An advanced course on managing a heterogeneous network and all its resources including systems, software, and hardware. Also covers security and web management. (Prerequisite: CST 210 or Computer Science advisors approval.) Sp

CST 221-229—Seminar in Computer Applications . . . .**1-4 Credits**
Covers special topics in computer applications. Check with your academic advisor for courses offered each semester.

COMPUTER TOMOGRAPHY

*CTR 101—Computer Tomography . . . .**3 Credits**
This course is designed to prepare the Radiologic Technologist with CT experience to take the advanced level examination in Computerized Tomography administered by the American Registry of Radiologic Technologists.
3 hours lecture

*This course does not meet any curricular requirements for any program, with the exception of technical requirement for the A.A.S. General Technology program.

COOPERATIVE EDUCATION

COE 101—Cooperative Education I . . . . .3 Credits

COE 102—Cooperative Education II . . . . .3 Credits

COE 201—Cooperative Education III . . . . .3 Credits

COE 202—Cooperative Education IV . . . . .3 Credits
> A sequence of experiential learning that takes place in real employment situations. The student must be approved by the Placement Coordinator, the academic division of the student's major or area that is being explored, and the employer for full-time or part-time paid employment in industry, business or government. A minimum of ten (10) hours of actual work experience per week throughout the appropriate semester is required to receive credit. The work experience will be jointly evaluated by the Placement Coordinator and the employer. For further information contact the Placement Coordinator in the Counseling and Career Resource Center, or visit the Roane State homepage at RSCC.CC.TN.US

CORRECTIONS

COR 101—Introduction to Corrections . . . . .3 Credits
> This includes the history to criminal corrections in the United States; analysis of the crime problem; identification of the correctional client; correctional methods used in the United States; and emphasis on correctional goals in the criminal justice system. Sp

COR 111—Juvenile Delinquency . . . . .3 Credits
> A study of new attempts geared toward the rebellious youthful offenders in the areas of treatment, experimentation, innovative programs, and theories of causation. F, Su

DENTAL HYGIENE

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

DHT 101—Preclinical Dental Hygiene . . . . .5 Credits
> This course introduces the student to basic concepts and techniques of performing oral health services. The student will demonstrate knowledge and skill of learned techniques in a supervised preclinical setting. F
> 3 hours lecture—8 hours laboratory/week

DHT 111—Dental Science I . . . . .3 Credits
> This course covers topics in tooth morphology; head, neck and oral anatomy; oral embryology and oral histology; oral and basic pathology; periodontology. F
> 3 hours lecture/week

DHT 112—Dental Science II . . . . .3 Credits
> This course is a continuation of Dental Science I. Sp
> 3 hours lecture/week

DHT 121—Clinical Dental Hygiene I . . . . .2 Credits
> Supervised clinical practice of previously learned dental hygiene techniques. S
> 120 total hours of clinic

DHT 132—Dental Radiography . . . . .3 Credits
> This course covers topics in the theory, practice and interpretation of radiography. Safety concerns will be addressed. Students will demonstrate proficiency in the use of dental radiography equipment. Sp
> 2 hours lecture—2 hours laboratory/week

DHT 133—General and Oral Pathology . . . . .4 Credits
> This course covers general pathological concepts and a study of oral pathology. Su
> 7½ hours lecture/week

DHT 141—Principles of Dental Hygiene I . . . . .3 Credits
This course is a continuation of the concepts and techniques outlined in DHT 101. Sp
3 hours lecture/week

DHT 161—Biochemistry and Nutrition . . . . .3 Credits
This course presents the basic principles of the biochemistry of nutrition and the application of
these principles to clinical Dental Hygiene. (Prerequisite: CHE 101) Sp

DHT 171—Dental Materials . . . . .3 Credits
This course investigates the characteristics, physical properties, manipulation, uses and care of
materials used in dentistry. Su
4 hours lecture—6 hours laboratory/week

DHT 201—Pharmacology and Pain Control . . . . .3 Credits
This course includes the study of drugs used in dentistry and pain control measures used in
dentistry. F
3 hours lecture/week

DHT 211—Dental Hygiene Seminar . . . . .2 Credits
This course covers topics of professionalism for the dental hygienist including legal aspects of
practice, ethics and dental office practices. Sp
2 hours lecture/week

DHT 212—Community Health . . . . .3 Credits
This course covers concepts of public community health and includes field experiences in a va-
riety of community health settings. Sp
2 hours lecture—3 hours laboratory/week

DHT 221—Clinical Dental Hygiene II . . . . .3 Credits
Continuation of the supervised clinical practice of previously learned dental hygiene tech-
niques. F
180 total hours of clinic

DHT 222—Clinical Dental Hygiene III . . . . .3 Credits
Continuation of the supervised clinical practice of previously learned dental hygiene tech-
niques. Sp
180 total hours of clinic

DHT 240—Principles of Dental Hygiene II . . . . .2 Credits
This course is a continuation of DHT 141. F
2 lecture hours/week

DHT 242—Principles of Dental Hygiene III . . . . .1 Credit
This course is a continuation of DHT 240. Sp
1 lecture hour/week

*DHT 245—Dental Hygiene Analysis I . . . . .2 Credits
This course is a survey of licensure requirements for state and national licenses. Students will
review licensure laws, testing skills, and knowledge. This is a dental hygiene elective course
and does not count towards degree requirements. F
2 hours lecture

*DHT 247—Dental Hygiene Analysis II . . . . .3 Credits
This is a continuation of Dental Hygiene Analysis I. This course is a dental hygiene elective
and does not count towards degree requirements. Sp

DHT 251—Periodontology . . . . .1 Credit
This course presents advanced concepts in the treatment of periodontal disease. F
1 lecture hour/week

*This course does not meet any curricular requirements for any program, with the exception
of technical requirement for the A.A.S. General Technology program.

ECONOMICS

ECO 201—Principles of Economics I . . . .**3 Credits**
Conceptual framework of the free enterprise society. Quantitative description of the American economy. Economics of aggregates based on the national income accounting. Macroeconomic income determination, employment, and price level. Introductory principles of money and banking. F, Sp

ECO 202—Principles of Economics II . . . .**3 Credits**
A continuation of economics with the special emphasis on microeconomics. An introduction to individual demand. Production planning and the related effect upon market structures, resource allocation, and income distribution; e.g., wages, rent, interest, and profits. Sp

EDUCATION

EDU 100—Orientation to College . . . .**1 Credit**
Valuable information to promote the student's success in college. Includes registration and advisement procedures; financial aid; counseling and other student services; study habits; and other topics that should contribute to student success. (It is advised that EDU 100 be taken concurrently with ENG 101) F, Sp

EDU 101—Introduction to the Teaching Profession . . . .**2 Credits**
Survey of the roles and responsibilities in the teaching profession and of current educational issues, practices, and problems. Information on employment opportunities, legal issues, and changing social expectations of educational institutions. F

EDU 111—Introduction to Educating Exceptional Children . . . .**2 Credits**
Examination of categories of exceptionality (mental retardation, giftedness, deafness, blindness, emotional disturbance, orthopedic impairment, etc). Brief review of educational strategies used with particular problems. Site visits to acquaint the student with services, settings, and teacher roles.

EDU 125—Essentials of Early Childhood* . . . .**3 Credits**
An examination of areas of professionalism, family dynamics, and program management will be addressed. Observation and recording of children's behavior is practiced using various observation instruments.

EDU 121—Introduction to Early Childhood Education . . . .**3 Credits**
Societal factors involved in the development of early childhood education, historical perspectives, major theories and application of theories, establishing appropriate educational environments, and related issues.

EDU 210—Human Development . . . .**3 Credits**
Comprehensive overview of human physical, psychological, and social development from prenatal to late adolescent development. F, Sp

EDU 211—Educational Psychology . . . .**3 Credits**
Focus on making classroom education more effective by applying specific principles from the following areas of psychology: development, learning, motivation, evaluation, individual differences, and adjustment. Cross-listed as PSY 211. Sp

EDU 220—Creative Activities for Young Children . . . .**3 Credits**
Planning and executing appropriate developmental activities for young children in a wide range of curriculum areas.

EDU 221, 222—Trends and Issues in Education I, II . . . .**3 Credits**
In-depth analysis of a particular topic, concern, or problem in education.

EDU 225—Mentoring and Assessment* . . . .**3 Credits**
This course is a study of the methods and principles of supervising TECTA students in early childhood classrooms. Concentration focuses on the role of experienced classroom teachers as mentors to Child Development Associate (CDA) candidates while addressing the roles of children, parents, and other staff.

EDU 230—Administration of Early Childhood Education Programs . . .3 Credits
Administrative and managerial procedures relevant to the operation of early childhood education programs.

EDU 231—Field Experiences I . . . .**2 Credits**

EDU 232—Field Experiences II . . . .**2 Credits**
A cooperative classroom experience for the student and local school systems. Student exposure to duties, responsibilities, and requirements of the teaching profession. (Prerequisite: EDU 101 or permission of instructor) F, Sp

EDU 235—Practicum* . . . .**4 Credits**
This college course is open to people enrolled in TECTA. The course is designed to result in CDA certification. It provides for TECTA students to integrate core knowledge into practice in an early childhood work setting. Concentration and focus is in on-site consultation, participation in 15 hours of seminar meetings, a cumulative 90 hours in a Clinical Site Experience, and on-site training with a TECTA mentor teacher.

*Students must work in a licensed or registered child care facility and reside in Tennessee to enroll in this course and the TECTA program.

EMERGENCY MEDICAL TECHNOLOGY-PARAMEDIC

EMT 102—Emergency Medical Technician Basic-Part I . . . .**6 Credits**
(EMT Basic Part I)
Covers all emergency medical techniques currently considered to be within the responsibilities of the basic EMT providing emergency care with an ambulance service. Areas to be included are cardiopulmonary resuscitation, splinting, bandaging, medical emergencies, and childbirth. Also covered are the functions of the Emergency Medical Services, the legal aspects, emergency driving techniques, medical ethics, AED and CPR. This class meets for a total of 75 hours—30 hours are lab. (Prerequisites: Students must have a current Health Care Provider level CPR card.) F
<div align="center">Combination lecture/lab (5 hours/week)</div>

EMT 106—Emergency Medical Technician Basic-Part II . . . .**6 Credits**
(EMT Basic Part II)
A continuation of the training course for the Basic EMT. Upon successful completion the student will have satisfied the eligibility criteria for taking the Basic EMT National Registry licensure exam given by the National Registry for EMTs. This class meets for a total of 90 hours—30 hours are lab. (Prerequisite: EMT 102) S
<div align="center">Combination lecture/lab (5 hours/week) 2 hours clinical</div>

*EMT 107—Vehicle Extrication and Rescue . . . .**3 Credits**
This course covers all aspects of vehicle rescue, crash rescue and extrication. The course also deals with, and stresses personal safety during extrication operations. Facts on late model car structure and extrication methods and patient protection will be emphasized. Successful completion of this course allows the student to sit for the certification examination given by the Tennessee Association of Rescue Squads. F
<div align="center">3 hours lecture</div>

EMT 109—First Responder . . . .**4 Credits**
This initial training course in the art of pre-hospital emergency medical care follows the guidelines set by the Department of Transportation (D.O.T.). Successful completion enables the student to sit for licensure examination given by the Department of Health and Environment, Division of Emergency Medical Services. First Responders are individuals trained to assess patients, use AEDs, provide emergency care, and when necessary, move patients without causing injury. This class is 60 hours long—16 hours are lab. (Prerequisite: Students must have a current Health Care Provider level CPR card.) F, Sp, Su
<div align="center">Combination lecture/lab (4 hours/week)</div>

Course Descriptions

EMT 110—Intravenous Therapy for EMT's . . . .**4 Credits**

This course studies fluids and electrolytes in the body with emphasis placed upon the manifestation of fluid and electrolyte imbalances. The manifestations of dehydration and overhydration are included. The course also deals with the causes, signs, and symptoms of shock, fluid administration through intravenous techniques and the application of medical anti-shock trousers (MAST). Successful completion of this course allows the student to sit for certification examination given by Department of Health and Environment, Division of Emergency Medical Services. This class meets for a total of 60 hours—9 hours are lab. (Prerequisites: Students must hold current Tennessee licensure as an EMT or be licensure eligible.) F, Sp

Combination lecture/lab (3 hours/week)—2 hours clinical

*EMT 114—Cave Rescue . . . .**4 Credits**

This course is designed to familiarize rescue and EMS personnel with the proper techniques for negotiating entrance and in-cave pits. Students will learn how to select and assemble their personal vertical and horizontal caving equipment, rig, rappel and ascend drops in a safe manner.

EMT 115—Advanced Cardiac Life Support - ACLS . . . .**1 Credit**

An introduction to common medical emergencies encountered by pre-hospital care providers. Emphasis is on the recognition and management of emergencies relating to the respiratory and cardiovascular systems. Students must show proficiency in EKG recognition and the advance treatment of the patients in cardiopulmonary arrest. Upon successful completion of this course, students will be ACLS trained by the American Heart Association. This course is available to EMTs, paramedics, nurses, respiratory therapists, and physicians.

EMT 116—Basic Trauma Life Support - BTLS . . . .**1 Credit**

A study of the assessment and treatment of victims suffering traumatic injury. Emphasis is on airway maintenance with cervical spine immobilization and currently accepted treatments for life threatening injuries related to the cardiopulmonary, musculo-skeletal, gastro-intestinal, and nervous systems. Upon successful completion of the BTLS course, students will receive certification by the Tennessee Chapter of the American College of the Emergency Physicians. This course is available to EMTs, paramedics, nurses, respiratory therapists, and physicians.

EMT 117—Pediatric Advanced Life Support - PALS . . . .**1 Credit**

A study of medical and trauma emergencies as related to pediatric patients. Emphasis is on the assessment and treatment of children by the health care provider in a pre-hospital setting. Diseases commonly associated with children such as epiglottis, croup, asthma, and febrile seizures are discussed. The specific areas of obstetrical emergencies and neonate care are included. Upon completion of the PALS course, students will receive certification by the American Heart Association. This course is available to EMTs, paramedics, nurses, respiratory therapists and physicians.

EMT 118—Pre-Hospital Trauma Life Support - PHTLS . . . .**1 Credit**

A study of the assessment and treatment of victims suffering traumatic injury. Emphasis is on airway maintenance with cervical spine immobilization and currently accepted treatments for life threatening injuries related to the cardio-pulmonary, musculo-skeletal, gastro-intestinal, and nervous systems. Upon successful completion to the PHTLS course, students will receive certification by the American College of Surgeons. This course is available to EMTs, paramedics, nurses, respiratory therapists, and physicians.

*EMT 119—Emergency Medical Dispatcher (EMD) . . . .**.8 Credits**

This course covers all aspects of Emergency Medical Dispatch curriculum, maintaining DOT standards. The course includes CPT, First Aid, Basic Telecommunication skills, and Basic EMD skills. It also includes a law enforcement and fire component. Successful completion of this course will enable students to take the State of Tennessee exam for licensure.

6 hours lecture—2 hours clinical

*EMT 130—Tactical Medical Operations . . . .**4 Credits**

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

3 hours lecture—3 hours laboratory

*EMT 135—Advanced Rope Rescue . . . .**.4 Credits**
Types of rope, knots, harnesses/slings, anchors, ascending and descending techniques, lowering and raising, rigging, packaging victims, victim evacuation, and equipment familiarity will be covered. This knowledge will be blended with patient care considerations for the uniqueness of the environment in which the rescue operations occur. F, Sp
                    3 hours lecture—3 hours laboratory

*EMT 147—Wilderness EMS . . . .**.4 Credits**
This course provides the licensed EMT with the medical knowledge and skills to complement their existing level of training in wilderness areas. Areas covered include patient assessment, prolonged transport, medical rescue equipment, trauma, environmental medicine, backcountry medicine and wilderness rescue training. (Prerequisite: First Responder, EMT, EMT-IV, paramedic, LPN, RN, or physician)
                    3 hours lecture—3 hours laboratory

*EMT 148—EMS Rescue . . . .**.4 Credits**
This class will cover the rescue aspects of whitewater, rappelling, wilderness and cave techniques. Students will be introduced to the equipment, maneuvers, dangers and specific safety practices related to rescue in these varied physical environments. On-site scenarios will be included. This class will consist of 7 eight-hour days on site and 4 classroom hours. A copy of a physical exam within the last 6 months is required. This is a great introductory class for EMT 114 (Cave Rescue), EMT 135 (Advanced Rope Rescue) and EMT 147 (Wilderness EMS). Contact EMS program director for further information.
                    60 hours/semester

EMT 151—Emergency Medical Technician (accelerated) . . . .**12 Credits**
An accelerated Basic Emergency Medical Technician course. Parts I and II (EMT 102 and 106), combined into one semester. Upon successful completion the student will have satisfied one of the eligibility criteria for taking the Basic EMT National Registry examination given by the National Registry for EMTs. This class is 157 hours long—70 hours are lab. (Prerequisites: Certification as a First Responder or allied health background.) F, Sp
            Combination lecture/lab (10 hours/week)—2 hours clinical

EMT 155—EMT Bridge Program . . . .**.1 Credit**
This course covers all aspects of the required Tennessee EMS update curriculum. This curriculum is required for all currently licensed EMTs and EMT-IVs in the state of Tennessee during their re-licensure period. The curriculum content includes AED, Epi-Auto injector, Albuterol treatment and Combi-tube training. (Prerequisite: EMT, EMT-IV)
                    1 hour lecture

*EMT 193—First Responder Refersher . . . .**.1 Credit**
DOT approved course for renewal of First Responder Licensure.
                    17 hours/semester

*EMT 194—Paramedic Refresher . . . .**.3 Credits**
Refersher training adhering to and including content of National Standard EMT-Paramedic Refresher curriculum.
                    48 hours/semester

EMT 211—Paramedic I . . . .**.13 Credits**
First of a 3 part series to prepare the student for Paramedic Certificate. Topics include paramedic role and responsibilities, EMS system, medical/legal consideration, EMS communications, medical terminology, general patient assessment, airway and ventilation, pathophysiology of shock, general pharmacology, major incident response and stress management. (Prerequisite: PRIOR admission to the Paramedic Program; Corequisite: EMT 221) F
                    8 hours lecture—6 hours laboratory

EMT 212—Paramedic II . . . .**.13 Credits**
Second of a 3 part series to prepare the student for Paramedic licensure. Topics include trauma, burns, respiratory care, cardiovascular care, endocrine emergencies, neurological emergencies, acute abdominal distress, anaphylaxis, toxicology, alcoholism, drug abuse, infectious disease, environmental injuries, geriatrics, pediatrics, behavioral emergencies, OB/GYN and neonatal care and certification in the following: ACLS, PALS, BTLS, and PBTLS. (Prerequisite: EMT 211; Corequisite: EMT 222) Sp
                    8 hours lecture—6 hours laboratory

Course Descriptions

EMT 216—Paramedic III . . . .**4 Credits**
Third of a 3 part series to prepare the student for Paramedic Certification. Topics include rescue, EMS-C, scenario-based simulations, and practice skill stations for NREMT-P. (Prerequisite: EMT 212; Corequisite: EMT 223) Su
1 hour lecture—3 hours laboratory

EMT 217—Comprehensive Advanced Cardiac Life Support . . . .**3 Credits**
An introduction to common cardiac emergencies encountered by pre-hospital care providers in adult and child populations. Emphasis is on the recognition and management of emergencies related to the respiratory and cardiovascular systems. This course covers interpretation of EKG rhythm strips and treatment algorhythms. Introduction to ischemias, injury and infarction patterns in 12-lead EKGs. Upon successful completion of this course, students will be ACLS and PALS trained by AHA. This course is available to EMTs, EMT-Ps, nurses, respiratory therapists, and physicians.
3 hours lecture

EMT 221—Clinic I . . . .**3 Credits**
Clinical experience in area hospitals and ambulance services. (Corequisite: EMT 211) F
135 Clinical Hours

EMT 222—Clinic II . . . .**3 Credits**
Clinical experience in area hospitals, ambulance services, and geriatric and psychiatric facilities. Continuation of EMT - 221. (Corequisite: EMT 212) Sp
135 Clinical Hours

EMT 223—Clinic III . . . .**4 Credits**
Clinical experience in area hospitals and ambulance services. Emphasis will be upon making patient care decisions and directing patient care in the pre-hospital setting, within the scope of training. (Corequisite: EMT 216) Su
180 Clinical Hours

*EMT 225—Paramedic Critical Care . . . .**7 Credits**
This course is designed to increase the paramedics' knowledge in the areas of pathophysiology, assessment, 12-lead EKG, and hemodynamic monitoring relating to the transport and care of critically ill patients. The emphasis will be on enhancing the paramedics' ability to anticipate, recognize and manage changes in patients.
7 hours lecture/week
8 total hours clinical/semester
*This course does not meet any curricular requirements for any program, with the exception of technical requirement for the A.A.S. General Technology program.

ENGINEERING CORE

ERG 101—Elementary Mechanics . . . .**3 Credits**
Statics of particles and rigid bodies, resultants of force systems, vector algebra, equilibrium, friction, centers of gravity, centroids, and moments of inertia. (To be taken by special certificate students only) (Prerequisite: MAT 110 - Algebraic 0016 Reasoning)

ERG 161—Fundamentals of Engineering Graphics I . . . .**3 Credits**
Technical sketching, geometries construction with emphasis on plane surface analysis: presentation of engineering data: graphical solution of three dimensional space problems: primary and secondary auxiliary views. Application of computer-aided Design and Drafting (CADD) in solving engineering problems. Three two-hour periods or two three-hour periods, including one hour of lecture per week.

ERG 162—Fundamentals of Engineering Graphics II . . . .**3 Credits**
Continuation of Fundamentals of Engineering Graphics I with emphasis on CAD applications in three dimensional drawing, working drawings, assemblies and details, CAD component evaluation and use. Selected problems from the engineering sciences utilizing special drawing techniques on electronic mediums. Offered as needed.

ERG 211—Auto CAD I . . . . .3 Credits
The utilization of microcomputers in the design and drafting process using AutoCAD. The selection of CAD component, the command and syntax structure, basic drawing and editing techniques, two-dimensional and three-dimensional drawing techniques. Two three-hour periods or three two-hour periods, including two hours lecture per week.

ERG 212—AutoCAD II . . . . .3 Credits
CAD systems management, customization and productivity techniques, introduction to AutoLISP, data file exchange solid modeling, advanced 3-D drawing techniques. Two three-hour periods or three two-hour periods, including two hours lecture per week.

ERG 221—Surveying I . . . . .4 Credits
Introduction to surveying, chaining and pacing, direct and profile leveling, measurements of angles, transit-tape-traversing, traverse analysis, calculation of areas, adjustment of instruments. (Corequisite: MAT 110 - College Algebra)

ERG 241-249—Independent Engineering Investigation . . . . .3 Credits
Independent research and development in engineering by qualified students under the supervision of a faculty member. Intended to develop interest and skill in the techniques of engineering research and development. Transfers as elective credit only. (Consent of the faculty member is required.)

ENGINEERING SCIENCE

ESC 111—Survey of Engineering . . . . .1 Credit
Overview of the required skills, types of jobs, and specialty areas in engineering. An overview of the goals, objectives, methods, and ethics of the engineering profession in all the major engineering disciplines is presented.

ESC 112—Computer Aided Engineering . . . . .3 Credits
Introduction to computers in engineering using structured programming in BASIC, Visual BASIC, and C to create solutions to typical engineering applications. Applications of computer packages such as engineering spread sheets, graphics, and word processors will be included.

ESC 121—Mechanics I: Statics . . . . .3 Credits
Vectors, forces and moments; equivalent force systems, free body diagrams, equilibrium, frames, trusses and friction. (Corequisite: MAT 141)

ESC 131—Mechanics II: Particle Dynamics . . . . .3 Credits
Kinematics, simple harmonic motion; kinetics, Newton's laws, workenergy, impulse-momentum; impact. (Prerequisite: ESC 121. Corequisite: MAT 142)

ESC 201—Numerical Techniques . . . . .2 Credits
Use of FORTRAN in the development of algorithms for roots of equations, systems of linear equations, curve fitting, numerical integration, simulation and solution of ordinary differential equations. (Prerequisites: ESC 112, 211; MAT 142)

ESC 202—Introduction to Materials Science and Engineering . . . . .3 Credits
Correlation of atomic structure, crystal structure and microstructure of solids with mechanical, physical and chemical properties of engineering significance. (Prerequisite: CHE 121)

ESC 205—Rigid Body Dynamics . . . . .3 Credits
Kinematics of rigid bodies; center of mass; kinetics of systems of particle; mass moments of inertia; kinetics of rigid bodies; Newton's laws, workenergy, impulse-momentum. (Prerequisite: ESC 131, MAT 142)

ESC 211—Statics . . . . .3 Credits
Statics of particles and rigid bodies, resultants of force systems, static equilibrium, friction, moments, and application to trusses. (Prerequisites: MAT 141, Calculus I; Corequisites: PHY 211, Physics I) F

ESC 212—Dynamics . . . . .3 Credits
Dynamics of particles and rigid bodies, kinematics, kinetics, Newton's laws, work and energy, and impulse and momentum. (Prerequisite: ESC 211 - Statics) Sp

ENGLISH

ENG 073—Basic Writing . . . . .3 Credits
Designed to develop basic skills essential in writing standard English. Emphasis will be given to basic mechanics of spelling, punctuation, capitalization, pronoun usage, verb tense, sentence structure, and paragraph development. Satisfactory completion of this course or other evidence of competency in these areas is a prerequisite for ENG 083.

ENG 083—Developmental Writing . . . . .5 Credits
Designed to develop writing skills through journal writing, vocabulary enrichment, and critical thinking with special emphasis on paragraph patterns and short essays.

ENG 101—Composition I . . . . .3 Credits
Composition I is designed to develop proficiency in essays based on several rhetorical modes of writing, such as narrative (personal experience) and expository (informative) essays. The majority of the essays are applicable to major fields of study and societal issues. Research paper required.

ENG 102—Composition II . . . . .3 Credits
Writing based on literature and research. Includes interpretation and analysis of fiction, drama, poetry, and the novel. (Prerequisite: ENG 101)

ENG 201—World Literature I . . . . .3 Credits
Survey of world literature from the ancient world to the Renaissance. May include selections from the Bible, Greek and Roman classics, Dante, Marie de France, Chaucer, Cervantes, Shakespeare, etc. (Prerequisite: ENG 102)

ENG 202—World Literature II . . . . .3 Credits
Survey of world literature from the Renaissance through the Modern period. Includes selections from Moliere, Voltaire, Swift, Flaubert, Dostoevsky, Tolstoy, contemporary world authors, etc. (Prerequisite: ENG 102)

ENG 203—Appalachian Literature . . . . .3 Credits
An introduction to the literature of the Southern Appalachian Mountains through the reading of past and present works. Emphasis is placed on how outsiders view the area, how the mountaineers view themselves and how those views are changing. Students should gain an understanding and appreciation of the area. Cross listed as HUM 291. (Prerequisite: ENG 102).

ENG 204—British Literature I . . . . .3 Credits
Survey of British literature from the Old (in translation) and Middle periods through the 18th century, with emphasis on primary texts and their link with historical Britain. May include selections from Chaucer, Spenser, Shakespeare, Behn, Swift, etc. (Prerequisite: ENG 102)

ENG 206—British Literature II . . . . .3 Credits
Survey of British literature from the Romantic through the Modern periods, with emphasis on primary texts and their political and social significance in Britain. May include selections from Wollstonecraft, Wordsworth, Keats, Byron, Bronte, Tennyson, the Brownings, Yeats, Eliot, etc. (Prerequisite: ENG 102)

ENG 211—American Literature I . . . . .3 Credits
Survey of American literature from the Colonial period to the Civil War. May include selections from Poe, Hawthorne, Thoreau, Dickinson, Whitman, etc. (Prerequisite: ENG 102)

ENG 212—American Literature II . . . . .3 Credits
Survey of American literature from the Civil War through the Modern period. May include selections from Twain, Frost, Eliot, Faulkner, O'Connor, etc. (Prerequisite: ENG 102)

ENG 213—Introduction to Poetry . . . . .3 Credits
Study of poetry as a distinct genre of artistic expression. Emphasizes analyzing and writing about poetry. (Prerequisite: ENG 102)

ENG 215-219—English Practicum . . . .**1-5 Credits**
Introduction to Writing Center theory and the practice of tutoring writing students. Participants will work in one of the RSCC writing centers for one or more semesters to develop tutoring skills and gain professional experience; some writing, research and work on the internet required. (Prerequisites: ENG 101 (ENG 102 preferred), a writing sample, and permission of the instructor.) Course URL: http://www2.rscc.cc.tn.us/~jordan_jj/Practicum/practicum.html.

ENG 223, 224, 225—Seminar in Creative Writing . . . .**3 Credits**
Theory and practice of the creation of poetry or prose through the analysis of models and student manuscripts developed in a workshop setting.

ENG 231—Introduction to Technical Writing . . . .**3 Credits**
An introduction to the field of technical writing, including editing, researching, report writing in the student's field of specialization, etc. The course is provided online to enhance computer and electronic communication skills. (Prerequisites: ENG 101, keyboarding speed of 30 wpm or more, and Internet access and familiarity). Course URL: http://www2.rscc.cc.tn.us/~jordan_jj/Technical/techhome2.html.

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

ENVIRONMENTAL HEALTH

EHT 111—Environmental Instrumentation I . . . .**3 Credits**
Provides training in the evaluation of hazards often encountered in industrial and waste management areas. Classroom instruction includes the use of instrumentation used to measure radiation, noise, heat stress, organic chemicals and oxygen deficiency.

EHT 120—Waste Management and Pollution Prevention . . . .**3 Credits**
An overview of the regulatory drivers and systems by which hazardous and non-hazardous wastes are managed. Incentives for waste minimization are presented, as well as techniques and sources of information.

EHT 130—Industrial Hygiene and Safety I . . . .**3 Credits**
An overview of industrial hygiene and safety concepts including a recognition of occupational hazards and classes of control techniques. Human anatomy and physiology as it relates to occupational hazards is presented. Students are also introduced to the Occupational Safety and Health Act and its administration.

EHT 201—Environmental and Occupational Law and Regulations . . . .**3 Credits**
Survey of federal and state laws regulating environmental management, employee health and safety, hazardous substances, waste management and environmental restoration, and water and air pollution.

EHT 211—Safety and Emergency Response . . . .**3 Credits**
A review of federal, state, and local emergency response guidelines and methods for protecting workers employed in hazardous waste operations and emergency response.

EHT 215—Applied Radiological Control Technology . . . .**3 Credits**
Study of the core academic knowledge and skill required of entry level radiation control technicians. Includes applying skills in mathematics, algebra, physical sciences and life sciences to the control of occupational exposure of workers to ionizing radiation. Topics include radiation mathematics, physical sciences, nuclear physics, sources of radiation, biological effects of radiation, radiological protection, exposure control, and radiation detector theory and operation.

EHT 222—Environmental Instrumentation II . . . .**3 Credits**
Provides an introduction to those instruments used to characterize water, wastewater, soil, wastes, and air. Instruments demonstrated include those used to measure specific conductance, pH, dissolved oxygen, turbidity, chlorine residual, and other environmental parameters. Environmental sampling techniques and protocols will be presented.

EHT 225—Special Topics in Environmental Health . . . .**1-3 Credits**
This elective course is designed to allow instruction in special topics deemed necessary to meet the demands of business and industry.

EHT 230—Industrial Hygiene and Safety II . . . .**3 Credits**
A more in-depth analysis of the physical, biologic, and chemical hazards encountered in the workplace. Topics include exposure to temperature extremes, noise, radiation, hazardous chemicals, and biologic hazards including bloodborne pathogens. Specific administrative and engineering controls and personal protective equipment are presented.

EHT 242—Internship . . . .**4 Credits**
Work experience designed to familiarize students with applications of principles utilized in the environmental field. Students must attain at least 300 contact hours to receive credit for an internship. No student may enroll in an internship without the approval of the instructor.

FRENCH

FRE 101—Beginning French I . . . .**3 Credits**
Elementary grammar, pronunciation, and conversation through textbooks supplemented by audio cassettes, filmstrips, computer programs, and videotapes. (No prerequisite)

FRE 102—Beginning French II . . . .**3 Credits**
Continuation of Beginning French I. (Prerequisite: FRE 101)

FRE 201—Intermediate French I . . . .**3 Credits**
Advanced grammar and conversation through use of textbooks supplemented by audio cassettes, filmstrips, computer programs, videotapes, and selected readings. (Prerequisite: FRE 102)

FRE 202—Intermediate French II . . . .**3 Credits**
Continuation of Intermediate French I. (Prerequisite: FRE 201)

GEOGRAPHY

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

GGY 101—Geography of the Natural Environment I . . . .**4 Credits**
A study of the processes which govern atmospheric activity and of the characteristics of world climatic patterns. Subjects of interest include storms, oceanic influences, climatic change, and analysis of weather maps. Special attention is given to human interaction with the climatic environment.
                                3 hours lecture—3 hours laboratory

GGY 102—Geography of the Natural Environment II . . . .**4 Credits**
An investigation of the earth as a system comprised of landforms, soils, vegetation, and animals, each interacting with climate to create a world pattern of environments of importance to humankind.
                                3 hours lecture—3 hours laboratory

GGY 201—World Geography I . . . .**3 Credits**
A study of the major organizing concepts and their applications in the different subfields of human geography, including regional analysis, population, political, cultural, urban, and economic geography. Special attention is given to analysis of current world problems and issues. As needed.

GGY 202—World Geography II . . . .**3 Credits**
Selected world regions, especially those with problems or situations of contemporary interest, are used to illustrate geographical concepts, points of view, and techniques of analysis.

GGY 205—Physical Geography . . . .**3 Credits**
A study of the global earth, the tools of the discipline, the atmosphere, the hydrosphere and the biosphere.

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

GGY 221—Introduction to Economic Geography . . . .**3 Credits**
A study of location and spatial organization of the world's major types of economics, including agriculture, energy and mineral production, manufacturing, transportation, trade, and services.

GEOLOGY

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

GEO 161—General Geology I . . . .**4 Credits**
An introduction to the physical processes acting within and upon the Earth's surface to create its many different features. Topics of interest include identification of minerals and rocks, plate tectonics, mountain building, volcanoes, stream activity, glaciation and regional land-form development. F
<div align="center">3 hours lecture—3 hours laboratory</div>

GEO 162—General Geology II . . . .**4 Credits**
The study of the Earth's physical and biological history as interpreted from the rock and fossil record. Topics include an introduction to fossils, evolution and ancient environments, stratigraphy, and a review of earth history. S
<div align="center">3 hours lecture—3 hours laboratory</div>

GEOGRAPHIC INFORMATION SYSTEMS

GIT 101—Introduction to Geographic Information
Systems Technology . . . .**3 Credits**
An introductory course dealing with the basics of using computerized map information in science, education, social science, and business applications. Students will learn to organize their own projects using Windows or Macintosh based mapping software, local data, and a variety of geographic information technologies and tools. Business, education, and social science applications emphasize demographic data while scientific applications emphasize environmental and facility management issues. (Prerequisite: Working knowledge of Windows or Macintosh based PC systems) F
<div align="center">3 hours lecture—exercise</div>

GIT 105—Cartography and Digital Image Analysis . . . .**3 Credits**
An introduction to the properties, uses, symbology design and computer production of maps. Covers the use of maps, aerial photographs and satellite imaging in geographical analysis. (Corequisite: GIT 101)

GIT 110—Geographic Database Technology . . . . .3 Credits
Geographic Information Systems (GIS) need access to a great variety of data to be of any value for decision making. This introductory course will cover major aspects of capturing, manipulating, and using geographic and related data. Topics include hierarchical vs. flat-file databases, data tables, geographic objects and attributes, relational databases, geographic data organization, data conversions, import-export, and data quality assessment. The student will learn to construct queries using SQL and query-by-example tools to answer simple and more complex problems. Data used includes TIGER/Line, DLG/DEM. DWG and ASCII. Database software used includes FoxPro. Access, MapInfo, ArcView, Intergraph, and Maptitude plus various conversion software.

3 hours lecture—exercise

GIT 210—Imaging and Global Positioning Technology . . . . .3 Credits
Using Global Positioning System (GPS) technology, this course will introduce topics of data capture (including scanning), editing, registration and rectification to provide an image for the extraction of geographic data such as property boundaries, streets, streams and structures. Uses of GPS in this course are to provide reference points for registering and rectification of images, verifying and correcting map data as well as creating real-time maps with the use of laptop computers. (Prerequisites: GIT 101 and GIT 110 or with consent of the instructor)

GIT 220—GIT Demographic Applications . . . . .3 Credits
The student will focus on developing a coherent framework for using the vast quantities of data made available by government and other sources along with his/her own data. The student will explore multiple views of a single issue or set of information by looking for new possibilities. (Prerequisites: GIT 101 and GIT 110)

GIT 230—GIT Map/Envir/Util & Lic Govt Ap .3 Credits
The student will focus on developing a coherent framework for using the vast quantities of data made available by government and other sources along with his/her own data. The student will explore multiple views of a single issue or set of information by looking for new possibilities. Learning outcomes include gaining and enhancing the ability to effectively match data and task appropriately and to identify appropriate types and sources of information needed to solve a problem. (Prerequisites: GIT 101 and GIT 110)

GIT 290—Directed Research Project . . . . .3 Credits
This capstone course will consolidate the student's learning experiences in geographic information systems technology. Students will develop and complete an original, comprehensive project that encompasses geographic and computer mapping fundamentals learned in previous courses. (Prerequisite: Permission of the instructor)

GERMAN

GRN 101—German I . . . . .3 Credits
Essentials of German, developing listening and reading comprehensive, speaking and writing. (No prerequisite)

GRN 102—German II . . . . .3 Credits
Continuation of Beginning German I. (Prerequisite: GRN 101)

GRN 201—Intermediate German I . . . . .3 Credits
Review of German grammar and a continuation of the approach used in GRN 101 and 102. Selected readings. (Prerequisite: GRN 102)

GRN 202—Intermediate German II . . . . .3 Credits
Continuation of Intermediate GRN 201. (Prerequisite: GRN 201)

GERONTOLOGY

**GER 201—Behavior Problems of the Institutionalized
        and the Cognitively Impaired Client** . . . .**3 Credits**
Addresses how to observe, understand and respond to the elderly client in a long-term care fa-
cility. Discusses communication techniques, behavioral problems, confusion, depression and
agitation. May be used for elective credit only. F

GER 202—Physical Assessment . . . .**3 Credits**
Explores physical changes associated with normal aging and the specific needs that accompany
these changes. Discusses skills needed for assessment of the changes and pharmacological
management of them. Additional discussions focus on laboratory values and their implications.
May be used for elective credit only. F

GER 203—Toward Healthy Aging . . . .**3 Credits**
Addresses the many factors of healthy aging, including activity, self esteem, nutrition, sexual-
ity, spirituality and cultural diversity. May be used for elective credit only. F

GER 204—Nutrition and Nutritional Assessments . . . .**3 Credits**
Describes risk factors associated with poor nutritional status and outlines nutritional status
screening, malnutrition-related problems, and interventions related to nutrition and the elderly.
May be used for elective credit only. S

GER 205—Chronic Illness . . . .**3 Credits**
Identifies factors of chronic illnesses, preventive measures, and interventions for maximum
functioning for daily living. May be used for elective credit only. S

GER 206—Psychological Aspects of Aging . . . .**3 Credits**
Addresses the psychological components common in aging adults, including depression, grief,
loneliness, isolation and suicide. Discusses cognitive dysfunction, organic problems, and com-
mon intervention strategies such as group therapy, peer support, and psychotropic medications.
May be used for elective credit only. S

HEALTH

HEA 221—Safety, First Aid and CPR . . . .**3 Credits**
This course will provide the knowledge and skills necessary to sustain life, reduce pain and
minimize the consequences of illness or injury until medical help arrives. Upon satisfactory
course completion, students will receive American Red Cross *Responding To Emergencies* and
Community CPR course completion certificates.

HEA 223—Safety in the Workplace . . . .**1 Credit**
This course will provide an overview of chemical, biological, physical and ergonomic stresses
in the workplace. Hazard recognition, evaluation, and control are also presented. Employee
rights to a safe workplace are discussed.

HEA 241—School Health . . . .**2 Credits**
This course for prospective teachers is designed to investigate current school health issues.
This course will include health instruction, health services and healthful school environment.

HEA 242—Stress Management . . . .**2 Credits**
This course will introduce the student to a variety of stress management techniques which in-
clude self-care, visual imagery, proper breathing and progressive relaxation. (Does not fulfill
PED activity requirement.)

HEALTH INFORMATION TECHNOLOGY
(Medical Record Technology)

HIT 102—Introduction to Health Information .3 Credits

Introduction to the profession and the health care delivery system. Orientation to the content of the health record, numbering, filing, microfilm, accreditation and certification standards. Laboratory practice in the assembly and analysis of medical records and numbering and filing systems. F

> 2 hours lecture—3 hours laboratory/week

HIT 103—Coding & Classification Systems . . . . .3 Credits

An introduction to various coding and classification systems used in health care. This course will focus on ICD-9-CM coding. Laboratory practice time devoted to ICD-9-CM coding. F

> 2 hours lecture—3 hours laboratory/week

HIT 106—Health Data Systems . . . . .3 Credits

Introduction to health care data, indexes and registries. The calculation of rates and percentages used by health care facilities will be emphasized. Manual and automated techniques of maintaining data will be discussed along with data display techniques.

> 3 hours lecture/week

HIT 107—Medical Terminology . . . . .3 Credits

Greek and Latin elements of medical terminology, stems, suffixes, prefixes and root words. Medical terminology pertaining to each body system. Open to all students. F, Sp

> 3 lecture hours/week

*HIT 108—ICD-9-CM and CPT Coding Basics . . . . .4 Credits

Entry-level course in ICD-9-CM disease and procedural coding and CPT coding. Students will learn the basics of both coding systems employed in health care facilities, coding rules and guidelines, and practice both coding systems utilizing practice exercises. This course is designed for students that have never utilized either the ICD-9-CM or CPT coding system or who have acquired their coding knowledge through on-the-job training without the benefit of formal coding instruction. This course is for elective credit and does not meet any degree requirement. (Prerequisite: students must be currently employed in a health care facility.)

> 4 hours lecture/week

*This course does not meet any curricular requirements for any program, with the exception of technical requirement for the A.A.S. General Technology program.

HIT 113—Legal Aspects of Health Information .2 Credits

To provide the student a foundation in federal and state legislation regarding medical record release, retention, authorizations, and consents. The importance of confidentiality and professional ethics will be emphasized. The medical record in court and the medicolegal importance of accurate documentation will be presented. F

> 2 lecture hours/week

HIT 130—CPT Coding . . . . .3 Credits

An introduction to the Current Procedural Terminology (CPT) coding system, outpatient coding guidelines, reimbursement strategies, and clinical coding experience in area health facilities. S

> 2 hours lecture—3 hours laboratory/week—45 hours clinical/semester

HIT 140—Medical Office Procedures . . . . .2 Credits

An introduction to business aspects of a medical practice including third party payers, claims filing and processing, accounting and payroll functions. Sp

> 2 lecture hours/week

HIT 221—Advanced Health Information Procedures . . . . .3 Credits

Introduction to medical record procedures in long-term care, ambulatory, home-health, hospice and psychiatric facilities. A study of the Problem Oriented Medical Record and the tumor registry is included. Medical record supervision, department productivity and quality control are introduced. Strategies for successful completion of the National Accreditation Exam and obtaining employment are included. Sp

> 3 hours lecture/week

HIT 222—Pathology and Clinical Interpretations . . . .**4 Credits**

An introduction to common disease processes, their clinical signs, symptoms, and manifestations. Diagnostic radiology and laboratory examinations, pharmacological and other treatment modalities employed in the treatment of disease will be emphasized. F

4 hours lecture/week

HIT 231—Directed Practice I . . . .**3 Credits**

Actual practice in an area hospital. Topics covered include chart assembly and analysis, coding, abstracting, release of information, and medical transcription. F

135 hours clinical experience

HIT 232—Directed Practice II . . . .**4 Credits**

Clinical experience in quality assurance, utilization review, hospital committee functions, and medical record supervision. Practice is also obtained in specialized facilities such as long term care, psychiatric, ambulatory care, veterinary medicine, tumor registry, and epidemiological research. Sp

180 hours clinical experience

HIT 241—Medical Record Computer Applications . . . .**2 Credits**

Practice time will be spent utilizing several different software packages specifically related to medical records. Medical record abstracting, DRG grouping, encoding, automated chart deficiencies, master patient indexes, and chart locators will be used by the student. Sp

2 hours/week—30 clock hours

HIT 251—Coding for Reimbursement . . . .**4 Credits**

Advanced topics in ICD-9-CM coding focusing specifically on Official Coding Guidelines, sequencing skills and the use of ICD-9-CM in health care reimbursement. The prospective payment system theory and methodology will be the course focus. Ambulatory Patient Groups will be introduced. Laboratory practice in coding and optimization techniques using actual medical records and a computerized grouper. F

3 hours lecture—3 hours laboratory/week

HIT 252—Quality Resource Management . . . .**2 Credits**

This course will emphasize current philosophy and methodology in conducting an effective utilization review and quality assurance program for a health care facility. Requirements of various governmental, third party payers, and accreditation bodies regarding appropriate utilization of resources and continuous quality improvement will be emphasized. F

2 hours lecture/week

HEALTH SCIENCE

ALH 201—Aging and Health . . . .**3 Credits**

The emphasis for this course will be on ways to promote health and optimal functioning. This course will examine the myths associated with ageism, some of the theories of aging, normal body changes that are associated with aging, medication use, chronic and acute illnesses, mental health, nutrition, the roles of physical activity and sexuality, and grief, loss and death. This is a course that will not only be useful to nursing students, but for those who are preparing for any health related area, as well as social work, psychology, or any service related field.

HISTORY

HIS 111—History of Western Civilization I . . . .**3 Credits**

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

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

HIS 112—History of Western Civilization II . . . . .3 Credits

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

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

*HIS 161—World History I . . . . .3 Credits

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

*HIS 162—World History II . . . . .3 Credits

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

HIS 211—United States History to 1877 . . . . .3 Credits

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

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

HIS 212—United States History Since 1877 . . . . .3 Credits

Continuation of History 211. F, Sp, Su

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

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

HOME ECONOMICS

HEC 131—Elementary Nutrition . . . . .2 Credits

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

HUMANITIES

See Art, English, Music, Philosophy and Speech for other Humanities electives.

HUM 261-290—Humanities Seminar . . . . .1-3 Credits

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

INFORMATION SCIENCE

INF 101—Essential Computer Skills . . . . .4 Credits

Basic computer concepts and applications, including productivity software, Internet concepts, and other information technology topics.

INSURANCE

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

INTERIOR DESIGN AND TECHNOLOGY

IDT 110—Introduction to Interior Design . . . . .3 Credits
Introductory, practical experiences based on the elements and principles of interior design. Includes orientation to the profession, relationships to allied fields and philosophical approaches.

JOURNALISM

JRN 111—Introduction to Mass Communications . . . . .3 Credits
An overview of systems of mass communications, with an emphasis on American media, their ownership, legal and social controls, role and effects. Advertising, broadcasting, journalism and publishing, and public reactions will be examined and placed in the context of theories of mass communications.

JRN 121—Journalism Practicum I . . . . .1 Credit

JRN 122—Journalism Practicum II . . . . .1 Credit

JRN 221—Journalism Practicum III . . . . .1 Credit

JRN 222—Journalism Practicum IV . . . . .1 Credit
Laboratory courses offering practical experience for students working on the student newspaper, yearbook, other campus publications and off-campus publications. Each course carries one hour credit, and students may earn up to four credits.

JRN 201—Editing, Design and Management . . . . .3 Credits
Covers the development of the basic skills needed to produce a journalistic publication, specifically a newspaper or magazine. Emphasis on the methods and practices of reporting, editing copy, designing a publication, and production management.
2 hours lecture—2 hours laboratory

Writing for Mass Media . . . . .3 Credits
Information gathering and writing under deadline for print and broadcast media, including news and promotional copy. Preparation of news, advertising and persuasive text. Comparison of styles and organization techniques. Grammar, usage, and style workshop. (Prerequisites: ENG 102 and typing proficiency or permission of instructor)

JRN 241—Publicity and Public Relations . . . . .3 Credits
Principles and practice of writing for print media. Public information campaigns for organizations and institutions. (Prerequisite: ENG 102)

JRN 251—Advertising Principles . . . . .3 Credits
Survey of the role of advertising in American business and society. Study of the relationship between advertising and marketing and of the functional components of the advertising process: research, media, creative copy, and management.

LAW
(Legal Assisting)

LAW 101—Basic Law I . . . . .3 Credits
Philosophy and history of law; legal decision making; the American judicial system; business organizations; civil procedure; role of legal assistants; and ethical and professional standards. F

LAW 102—Basic Law II . . . .**3 Credits**
Legislation, administrative process; government regulation of business, anti-trust, and consumer law; torts; contracts; investigations; domestic relations; wills, estates, trusts, real property, etc. S

LAW 140—Legal Research . . . .**3 Credits**
Legal bibliography including codes, administrative regulations, reporters, digests, encyclopedias, citators, law reviews, and treatises; analysis and synthesis of cases. S

LAW 150—Legal Writing . . . .**3 Credits**
Legal writing skills including precision and clarity, legal citation, and format; drafting of law office and trial memoranda, trial court brief, appellate brief, and abstracting depositions; analysis and synthesis of legal materials. (LAW 140 is suggested)

LAW 160—Torts . . . .**3 Credits**
Non-contractual obligations which an individual in society owes others according to common law and statute; emphasis on intentional acts violating legally protected interest. S

LAW 170—Criminal Law . . . .**3 Credits**
Substantive aspects of criminal law including general principles of criminal liability, specific analysis of particular crimes; substantive defenses to crime. Cross-listed with PST 221. F

LAW 201—Domestic Relations . . . .**3 Credits**
Laws, procedures, and documents involved in domestic relations; breach of promise to marry; marriage; annulment; divorce; adoption; child custody/support. F

LAW 211—Business Organizations . . . .**3 Credits**
Sole proprietorships, partnerships, corporations, and other business vehicles; formation of various types of business entities; preparation of appropriate documents. S

LAW 221—Civil Trial and Appellate Practice I . . . .**3 Credits**
Procedural law; preparation and use of pleadings and other documents involved in the trial and appeal of a civil action. F

LAW 222—Civil Trial and Appellate Practice II . . . .**3 Credits**
Procedural law; preparation and use of pleadings and other documents involved in the trial and appeal of a civil action. (Prerequisite: LAW 221)

LAW 231—Estates and Trusts I . . . .**3 Credits**
Effects of various types of ownership upon passage of property at owner death, with or without a will; administration, taxation of estates and inheritances; basic requirements for trusts, wills, guardianships, and conservatorships; administration of a decedents estate including income tax consequences; case analysis; preparation of necessary documents. F

LAW 232—Estates and Trusts II . . . .**3 Credits**
U.S. Estate Tax, Tennessee Inheritance Tax, U.S. Gift Tax provisions, estate planning, changes in asset ownership and tax advantages through removal of assets or fixation of values; problem-solving activities. (Prerequisite: LAW 231 or permission of program director)

LAW 240—Legal Internship . . . .**3 Credits**
Supervised activities in a law firm, agency, or corporate legal department as a legal assistant for a total of sixty hours. (Prerequisite: sophomore standing in the Legal Assisting program)

LAW 241—Real Property . . . .**3 Credits**
Freehold estates, concurrent ownership, leases, real estate contracts and deeds, recording system, title assurance, easements, lateral support, water rights, zoning, and eminent domain; practical aspects of conveyance from drafting of purchase and sale agreements to passing of papers; mechanics of title examining; preparation of documents for mortgages, foreclosures, recordings, and closing. S

LAW 251—Public Benefits/Administrative Advocacy . . . .**3 Credits**
Substantive law and procedures for public benefits applications and appeals from agency administrative decisions; includes Medicare, Medicaid, supplementary security income, OASDI, food stamps, structure of administrative agencies, administrative procedures and advocacy skills.

LAW 261—Creditor Rights and Bankruptcy . . . .**3 Credits**
Bankruptcy procedure including initial filing, meetings of creditors, adversarial proceedings and the final discharge hearing; operation of the automatic stay; adequate protection; conformation of a Chapter 13 Plan; Chapter 7 and Chapter 11 proceedings; debtors obligations and rights; secured and unsecured creditors priorities, preferences, fraudulent transfers.

LAW 271—Investigations/Pretrial Advocate . . . .**3 Credits**
Investigative techniques, interviewing skills, fact analysis, courses of evidence, records access, judgment collection, missing persons, background investigation, case planning, analysis and strategy.

LAW 275—Income Tax . . . .**3 Credits**
Survey of federal income tax laws emphasizing preparation of returns for individuals, sole proprietorships, and partnerships. Overview of corporate tax law, administrative and judicial tribunals, jurisdiction, and tax controversies.

LAW 280—United States Supreme Court . . . .**3 Credits**
Survey of the structure and decision-making process of the United States Supreme Court, including in-depth study of recurring issues before the court. Cross-listed as SSC 217.

LAW 290—Independent Studies in Legal Assisting . . . .**1-9 Credits**
Independent studies in legal assisting. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours.

MAGNETIC RESONANCE IMAGING

*MRI 110—Introduction to MRI . . . .**4 Credits**
This course is designed to provide students with a thorough basic understanding of magnetic resonance imaging theory and principles of operation. Students gain understanding of current MRI system components, hardware pulse parameters, and clinical significants. Forty-five hours of clinical are also required in this course.
<div align="center">3 hours lecture/3 hours clinical</div>

*This course does not meet any curricular requirements for any program, with the exception of technical requirements for the A.A.S. General Technology program.

MAMMOGRAPHY

*MAM 110—Mammographic Procedures . . . .**3 Credits**
This course covers radiographic interventional procedures, anatomy, positioning, technique, quality control, and the Mammography Quality Standards Act. This course will prepare registered radiologic technologists to take the A.R.R.T. mammography registry. 8 week course.
<div align="center">4 hours lecture/4 hours laboratory</div>

*MAM 120—Mammography Pathology . . . .**1 Credit**
This course will cover radiographic pathology and abnormalities of the breast. It is designed to enhance knowledge of registered mammographers as well as those seeking to take the A.R.R.T. mammography registry. 8 week course.
<div align="center">2 hours lecture</div>

*This course does not meet any curricular requirements for any program, with the exception of technical requirement for the A.A.S. General Technology program.

MANAGEMENT

MGT 200—Business and Its Environment . . . .**4 Credits**
Nature of business, including economic issues and systems. An overview of the functional areas of business including management, marketing, financial systems, computers, accounting, business law, and careers in business is presented.

MGT 201—Management Concepts . . . .**4 Credits**
This course is an introduction to management with emphasis on the managerial functions, i.e., planning, organizing, staffing, directing and controlling. Also included is an exploration of leadership, motivation, communication, quality control and decision making from both an individual and a group standpoint.

MGT 203—Human Resource Management . . . .**4 Credits**
The study of the various aspects of human resource management with special emphasis on the training of personnel for both private and public organizations. Included in the course is the exploration of selection and recruitment; placement; evaluation techniques; collective bargaining and union/management relations; and compensation management including incentives and benefit packages. Prerequisite: MGT 201

MGT 205—Marketing in the New Millennium . . . .**4 Credits**
An overview and analysis of the activities performed by individuals, businesses, and nonprofit organizations that allow for the exchange of goods and services satisfying the needs of major markets. The course includes the study of controllable and uncontrollable market variables, marketing strategy and consumer behavior.

MGT 206—Organizational Aspects of Supply/Demand . . . .**4 Credits**
This course covers the foundations of economics—supply and demand and demand theory as well as features and goals of capitalism market systems, national income determinations, and monetary fiscal policy.

MGT 207—Managerial Accounting and Finance . . . .**4 Credits**
This course focuses on the use of management accounting information and financial accounting information in various business settings. Additionally, the course will focus on accumulation and reporting accounting information.

MASSAGE THERAPY
(SEE SOMATIC THERAPY)

MATHEMATICS

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

MAT 072—Basic Mathematics Skills . . . .**2 Credits**
Basic Mathematics stresses basic arithmetic, math concepts and is calculator-based. Fractions, decimals, percentages, and word problems are emphasized. Satisfactory completion of this course or other evidence of competencies in these areas is a prerequisite for MAT 081—Elementary Algebra. This course does not fulfill math requirement for graduation. F, Sp, Su

MAT 081—Elementary Algebra . . . .**5 Credits**
This course is designed to provide students basic algebraic skills on a pre-college level. Satisfactory completion of this course or other evidence of competencies in these areas is a prerequisite for MAT 082—Intermediate Algebra. This course does not fulfill math requirement for graduation. F, Sp, Su

MAT 082—Intermediate Algebra . . . .**5 Credits**
This course is designed to provide students advanced algebraic skills on a pre-college level. Satisfactory completion of this course or other evidence of competencies in these areas is a prerequisite for appropriate college level mathematics courses. This course does not fulfill math requirement for graduation. F, Sp, Su

MAT 099—Geometry . . . . .3 Credits

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

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

MAT 100—Computer Geometry Modeling . . . . .3 Credits

Numerical and computer representation of curves and surfaces, solid geometry modeling, and management aspects of geometry data. Cubic-tension B-Splines, Bezier curves/surfaces, graph-based and Boolean models and concepts of constructive application to CFD, CAD, robotics, animation, image processing, and computer graphics. (Prerequisite: Two years high school algebra and/or completion of MAT 082).

MAT 103—Mathematics for the Health Sciences . . . . .3 Credits

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

MAT 110—College Algebra . . . . .3 Credits

A course in algebraic functions, their properties and uses—equations, inequalities, graphs, systems of linear equations, analytical geometry including ellipse and hyperbola. Applications are in the mathematics of finance as well as the laws of growth and decay in other areas. (Prerequisites: Two years of high school algebra and one year of geometry or appropriate developmental mathematics courses) F, Sp, Su

MAT 115—Statistical Reasoning . . . . .3 Credits

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

MAT 116—Concepts of Mathematics I . . . . .3 Credits

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

MAT 117—Concepts of Mathematics II . . . . .3 Credits

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

MAT 119—Trigonometry . . . . .3 Credits

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

MAT 121—Calculus for Business and the Life Sciences I . . . . .3 Credits
A one-semester single-variable calculus course for students not planning to major in science, engineering, mathematics, or computer science. This course is offered primarily for students in the Business transfer programs. The calculus of algebraic, exponential, and logarithmic functions with applications. (Prerequisites: Two years of high school algebra and a year of geometry with an ACT score of 24 or higher or MAT 110 or MAT 130; students who have taken MAT 082 must take 110; students planning to transfer to UT Business School should check with UT concerning the math requirements for their particular major.) F, Sp

MAT 122—Calculus for Business and the Life Sciences II . . . . .3 Credits
A sequel to MAT 121 and designed also for the student in the Business transfer programs, this course includes multi-variable calculus, elementary matrix algebra, and optimization. (Prerequisite: MAT 121 or 141; students planning to transfer to UT Business School should check with UT concerning the math requirements for their particular major.) Sp

MAT 130—Pre-Calculus . . . . .4 Credits
Designed primarily for students planning to enter the calculus sequence, but who need more mathematical background. Topics include functions and graphing—algebraic, trigonometric, exponential and logarithmic, equations, the binomial theorem, and conics. A calculator with trig and log functions will be needed by the student. (Prerequisites: Two years high school algebra, a year of geometry and a score of 22 or higher on the math component of the ACT or appropriate RSCC courses, e.g. developmental and MAT 110; regardless of high school background, an ACT of less than 23 on the math component indicates that the student would profit from taking MAT 130.) F, Sp

MAT 141—Calculus I . . . . .5 Credits
The standard course in single-variable calculus designed for students of science, engineering, mathematics, and computer science. Topics included are rates of change, limits, continuity, differentiation, applications of the derivative, integration and applications of the definite integral. (Prerequisites: Two years high school algebra, one year of geometry, and one year of advanced math (including trigonometry) plus satisfactory ACT scores of 26 or above on the math component, or MAT 130) F, Sp

NOTE: Students deficient in trigonometry should take MAT 119 either before or concurrent with MAT 141.

MAT 142—Calculus II . . . . .5 Credits
This course includes the differentiation and integration of transcendental functions with applications, additional methods of integration, analytic geometry, polar coordinates, parametric equations, and infinite series. (Prerequisite: MAT 141) Sp, Su

MAT 200—Matrix Computations . . . . .1 Credit
Introduction to matrix calculations including determinates, eigenvalues and eigenvectors. (Prerequisites: MAT 141 or permission of instructor.) Sp

MAT 201—Probability and Statistics . . . . .3 Credits
This calculus-based course is designed primarily for students of Business and Economics. It includes descriptive statistics, concepts of probability and probability distributions, binomial and normal distributions, linear correlation and regression, estimation and significance tests for means, ANOVA, contingency tables and quality control. A calculator is required. (Prerequisite: MAT 121 or MAT 141) Sp

MAT 221—Discrete Mathematics I . . . . .3 Credits
This course is designed for mathematics and computer science majors. It includes symbolic logic, sets, relations and functions. Boolean algebra, combinatorics, and the concept of proof in mathematics and elementary number theory. (Prerequisite: MAT 141)

MAT 222—Discrete Mathematics II . . . . .3 Credits
A sequel to MAT 221, this course includes induction and recursion, elementary graph and tree theory, introductory abstract algebra, and matrices. (Prerequisite: MAT 221)

MAT 232—Differential Equations . . . . .3 Credits
A study of the solution of ordinary differential equations, first order equations, linear equations of any order, series solutions, applications, Laplace transforms, and Runge-Kutta methods. (Prerequisite: MAT 142) Sp

MAT 241—Calculus III . . . .**3 Credits**
This course is a continuation of the first-year calculus sequence. Topics included are partial differentiation, multiple integrals, vectors and vector calculus. (Prerequisite: MAT 142) F

MAT 251—Matrix Algebra . . . .**3 Credits**
A first course in the algebra of simultaneous linear equations and matrices. Includes Gaussian elimination, determinants, vector spaces, linear transformation, eigenvalues, eigenvectors and linear programming. (Prerequisites: MAT 141, MAT 142 or consent of instructor)

MAT 270-271-272—Independent Study . . . .**2 Credits Each**
Independent study in mathematics by qualified students under the supervision of a faculty member. Especially designed to introduce students to techniques of mathematical research. Up to six credit hours can be earned. (Prerequisites: MAT 142 and consent of instructor on request and by prior approval of mathematics department)

MATH-SCIENCE

MSC 101—Science Literacy . . . .**3 Credits**
A broad course aimed at giving the student a general understanding of science and technology. The course expects to raise the students understanding of the public issues that involve science.

MSC 102—Survey of Science . . . .**2 Credits**
This course includes items in science as well as topics in astronomy, geology; discusses the nature of energy and matter and recent advances in biology.

MATH-SCIENCE SEMINAR

MSC 261-289 . . . .**1-3 Credits**
This course is designed to give the student an in-depth study of a particular topic in any one of the math-science disciplines (Biology, Chemistry, Geography, Geology, Math, or Physics).

MEDICAL LABORATORY TECHNOLOGY

Completion of all but one general education course is required before taking any MLT courses during the second year of the program.

MLT 105—Introduction to Medical Laboratory Technology . . . .**4 Credits**
An introduction to the clinical laboratory sciences which includes orientation to the clinical laboratory, duties of the medical laboratory professional, medical terminology, medical ethics, quality control, urinalysis, laboratory safety, and basic laboratory math. (Prerequisite: MAT 110 College Algebra. Corequisites: CHE 122, General Chemistry II. Course open to students not accepted into the MLT program on a space available basis.) MLT 105 is a prerequisite to all other MLT courses. Sp
3.5 hours lecture—2 hours laboratory

MLT 122—Microbiology and Parasitology . . . .**5 Credits**
Methods for the detection and identification of microorganisms of medical importance in humans. Bacteria, fungi, viruses, and parasites are studied with emphasis on procurement and handling of specimens, identification, drug sensitivity testing, and quality control.
3.5 hours lecture—2 hours laboratory

MLT 202—Hematology and Coagulation . . . .**5 Credits**
The study of the principles and techniques of hematology and coagulation. This includes the formation and maturation of blood cells with emphasis placed on the disorders of the blood including the anemias and leukemias; the blood coagulation disorders and the techniques of blood collection.
3.5 hours lecture—2 hours laboratory

MLT 213—Chemistry . . . .**.5 Credits**
   The study of the principles and techniques of clinical chemistry with emphasis on the analysis
   of body fluids for chemical constituents of diagnostic importance. Includes study of the liver,
   endocrine, and kidney function as well as instrumentation, lab math, and quality control. (Pre-
   requisite: General Chemistry I and II) F
                     3.5 hours lecture—2 hours laboratory

MLT 222—Immunology and Immunohematology . . . .**.5 Credits**
   Basic principles of antigen and antibody reactions with emphasis on basic serologic methods
   for the detection of infectious disease. The study of blood group antigens with emphasis placed
   on the ABO and RH systems and the study of principles and procedures of modern blood bank-
   ing techniques.
                     3.5 hours lecture—2 hours laboratory

MLT 253—Clinical Education I . . . .**.7 Credits**
   Selected clinical experiences at medical laboratory facilities, which will provide the MLT stu-
   dent with the opportunity to develop competencies in hematology, immunology, immunohe-
   matology, microbiology, chemistry, and phlebotomy under the supervision of ASCP medical
   technologists. (Prerequisite: Completion of MLT core curriculum) Sp
                     333 hours/semester

MLT 254—Clinical Education II . . . .**.7 Credits**
   A continuation of MLT 253. Sp
                     333 hours/semester

MLT 255—Clinical Education III . . . .**.6 Credits**
   A continuation of MLT 254. Su
                     296 hours/semester

MLT 263—Seminar I . . . .**.3 Credits**
   Orientation to the clinical laboratory. Case presentations in hematology, microbiology, clinical
   chemistry, immunohematology, urinalysis, immunology, and coagulation. Sp
                     45 hours/semester

MLT 264—Seminar II . . . .**.1 Credit**
   A continuation of MLT 263. Su
                     16 hours/semester

MEDICAL RECORD TECHNOLOGY
(SEE HEALTH INFORMATION TECHNOLOGY)

MEDICAL TRANSCRIPTION

MDT 102—Medical Terminology . . . .**.3 Credits**
   A study of medical terminology word elements including prefixes, suffixes and root words. Di-
   agnostic, clinical, laboratory, pharmaceutical and surgical terms are also learned as they per-
   tain to each body system. F
                     3 hours lecture/week

MDT 103—Anatomy Concepts in Medical Transcription . . . .**.2 Credits**
   A study of basic anatomy and physiology of all body systems. F
                     2 hours lecture/week

MDT 104—Basic Medical Transcription . . . .**.5 Credits**
   Transcription practice utilizing dictated medical reports such as histories and physicals, con-
   sultations, operative reports, discharge summaries, x-ray and pathology reports. Transcription
   procedure is also learned. F
                     14 hours practice/week

MDT 111—Advanced Medical Transcription . . . . .5 Credits
Advanced medical transcription with emphasis on speed and accuracy in a variety of types of medical transcription. Sp
15 hours laboratory/week

MDT 112—Clinical Practicum . . . . .6 Credits
Transcription experience in a medical facility. Sp
16 hours clinical/week

MDT 113—Pharmacology Concepts in Medical Transcription . . . . .2 Credits
This course will familiarize the student with the trade names and brand names of a variety of medications, drug classifications and general therapeutic use.
2 hours lecture/week

*MDT 114—Medical Transcription Review Seminar I . . . . .2 Credits
Review of medical terminology, anatomy & physiology, pharmacology, and medical transcription procedures according to the AAMT Book of Style including rules of grammar and punctuation. (Prerequisite: previous coursework in medical terminology and anatomy & physiology recommended.) F
2 hours lecture

*MDT 115—Medical Transcription Review Seminar II . . . . .2 Credits
Transcription practice of authentic physician dictation in a variety of medical specialties. Transcripts graded according to the AAMT Style Guide. Review of AAMT style guidelines. (Prerequisites: Medical transcription experience in hospital clinical information department, transcription service or equivalent setting; one year minimum is recommended.) Sp
2 hours lecture

*MDT 116—Medical Transcription Review Seminar III . . . . .4 Credits
Transcription practice of authentic physician dictation in a variety of medical specialties. Review of AAMT Style Guide rules. Transcripts graded according to the AAMT Style Guide. Provides advanced medical transcription practice in an effort to enhance transcription skills and assist less experienced medical transcriptionist in preparation for the practical portion (part II) of the CMT (certified medical transcriptionist) examination. (Prerequisite: MDT 115) F

*This course does not meet any curriculum requirements for any program, with the exception of technical requirement for the A.A.S. General Technology program.

MILITARY SCIENCE

MIL 110—Basic Military Science . . . . .4 Credits
The formation and functioning of the American Defense Establishment, customs and traditions of the Army, introduction to the principles of war and current military threat faced by the United States. Practical exercises in military skills of marksmanship and mountaineering.

MIL 120—Leadership Development Techniques . . . . .4 Credits
A survey of leadership theories and principles with particular attention to communications skills and factors affecting human behavior. Development of leadership qualities through practical exercises requiring both individual and group participation.

MIL 220—Basic Officer Skills . . . . .4 Credits
Emphasis on small unit operating techniques to include familiarization with military equipment, land navigation and first aid.

Course Descriptions

MUSIC

THEORY AND LITERATURE

MUS 110—Music Theory I (Fall only) . . . . .3 Credits

MUS 120—Music Theory II (Spring only) . . . . .3 Credits
Study of standard vocabulary of harmony, part writing, form, and analysis of common practice music. Must be taken in sequence. (Prerequisite: Knowledge of Fundamentals of Music.)

MUS 111—Theory Practicum I (Fall only) . . . . .1 Credit

MUS 121—Theory Practicum II (Spring only) .1 Credit
Development of proficiency in identifying and notating melodic, harmonic and rhythmic dictation. Must be taken in sequence. Should be taken concurrently with MUS 110, Music Theory I, and MUS 120, Music Theory II.

MUS 130—Music Appreciation . . . . .3 Credits
Open to all students who desire a better understanding of music. In this one-semester course, traditional art music will be explored through class lecture as well as weekly listening assignments. F, Sp, Su

MUS 131—Pop Music in America . . . . .3 Credits
A survey of American music representative of the present day scene, focusing on the evolution of rock music. Open to all students. F, Sp

MUS 140—Fundamentals of Music . . . . .3 Credits
A beginning study of music, its terminology, and its elements such as notes, scales, intervals, keys, triads, meter and smaller forms. Designed to acquaint the student with notation, the keyboard, sight singing, and ear training.

MUS 210—Music Theory III (Fall only) . . . . .3 Credits

MUS 220—Music Theory IV (Spring only) . . . . .3 Credits
Study of modulation, chromatic harmonies, 20th century harmonies, and other harmonic procedures since the common practice period. Must be taken in sequence. (Prerequisites: Music Theory I and II.)

MUS 211—Theory Practicum III (Fall only) . . . . .1 Credit

MUS 221—Theory Practicum IV (Spring only) . . . . .1 Credit
Development of proficiency in identifying and notating complex melodic, harmonic, and rhythmic dictation. Must be taken in sequence. Should be taken concurrently with MUS 210, Music Theory III, and MUS 220, Music Theory IV.

MUS 230—Introduction to Music Literature I .3 Credits
Study of music in Western civilization from antiquity through the Baroque era. Students learn through class lecture, listening assignments, concert attendance, and performance of representative literature. Offered for non-music majors who can read music; required for music majors. Offered only in alternate Fall semesters.

MUS 240—Introduction to Music Literature II .3 Credits
A continuation of MUS 230, Introduction to Music Literature I, covering the Classic era through 20th century. Offered for non-music majors who can read music; required for music majors. Offered only in alternate Spring semesters.

MUS 250—Choral Conducting . . . . .3 Credits
Study of choral conducting techniques; and management of church, school and community choral groups both vocally and organizationally. Offered for both music majors and non-music majors. Students should be able to read music. Sp

APPLIED MUSIC: ENSEMBLES
Non-music majors are invited to participate in any of the music ensembles. Auditions are required only for MUS 163—Celebration, MUS 164 - First Class, and MUS 168 - Jazz Band; all other ensembles are open to all students. Members are expected to attend all rehearsals and performances. Failure to do so may affect the student's grade for the course.

MUS 112—Roane State Concert Choir . . . . .1 Credit
Performs a variety of music, from pop to major choral works and selections from standard choral literature. Meets three hours per week. May be repeated for credit. Open to all students.

MUS 113—Celebration . . . . .1 Credit
A contemporary show choir. Meets four hours per week. Meets in Summer (one session) and two weeks prior to the beginning of Fall semester. May be repeated for credit. Admission by audition only. (Auditions are held each spring for following year.)

MUS 115—Small Instrumental Ensembles . . . . .1 Credit
String, brass, and woodwind ensembles will rehearse three hours per week and perform three times during a semester. Classical literature for standard instrumentations will be emphasized. Rehearsal times arranged according to students' schedules. Assignment of groups to be determined by instructor. F, Sp

MUS 116—Concert Band . . . . .1 Credit
Performs traditional and contemporary wind ensemble literature. Open to all qualified students. Meets three hours per week. Open to all students who play band instruments. F, Sp

MUS 117—Jazz Band . . . . .1 Credit
Performs arrangements for jazz in contemporary and jazz-rock styles. Performances regularly scheduled off-campus, as well as for student body. Meets two hours per week. No audition is required. May be repeated for credit.

MUS 114—Celebration Choreography . . . . .1 Credit
Staging rehearsal to learn choreography for Celebration show. Meets two hours per week. Meets in Summer (one session) and two weeks prior to the beginning of Fall semester. May be repeated for credit. Enrollment limited to those students accepted in Celebration by audition.

MUS 118—Gospel Choir . . . . .1 Credit
Perform traditional and contemporary gospel music designed for students who enjoy singing gospel music. Emphasis is placed upon public performances. Meets three hours per week. May be repeated for credit. Open to all students.

APPLIED MUSIC: CLASS INSTRUCTION
Class piano or class voice is offered for music major and non-music majors who wish to begin or continue basic instruction in these areas.

MUS 101—Voice Class I . . . . .1 Credit
Group instruction in basic vocal techniques, focusing on vocal styles of the 20th century. Class meets twice per week.

MUS 102—Voice Class II . . . . .1 Credit
Continuation of group instruction in voice, focusing on performance skills and stage presence. Class meets twice per week.

MUS 103—Class Piano I . . . . .1 Credit

MUS 104—Class Piano II . . . . .1 Credit
Group instruction in basic keyboard technique for students with little prior training in piano, or for music majors preparing for a piano proficiency examination. Electronic pianos will be used. Class meets twice weekly. Daily practice required. Should be taken in sequence.

MUS 108—Contemporary Guitar Class . . . . .1 Credit
Group instruction in basic skills of guitar, focusing on contemporary and folk music. Class meets twice weekly.

MUS 200-209—Music Seminar . . . . .1-3 Credits
This course is designed for those students who are interested in pursuing an in-depth study of some particular music area.

Course Descriptions

APPLIED MUSIC: INDIVIDUAL INSTRUCTION

Private lessons in voice, organ, piano, or other instruments may be taken each semester for one or two semester hours credit. Any student may take private lessons. Scheduling preferences will be given to full-time music majors. Students receive 25 minutes of private instruction per week per semester hour of credit. Any student may take applied music instruction in a minor area.

Requirements include one performance in solo class per semester (when registered for two hours Individual Instruction Credit) and performance before a faculty jury at the close of each semester. A recital is required for music majors in their applied major field during their second year of study. All students taking applied music are required to attend all solo classes and other selected performances. The music department reserves the right to request qualified students to participate in recitals and other musical programs for the benefit of the college and the community. A minimum of 10 hours of practice per week is required of students in their major area of concentration. Five hours of practice per week is required of all others.

MUS 010—Solo Class . . . . .No Credit
Performance opportunity for all students enrolled in Individual Instruction. Required of all students enrolled for two hours credit in Individual Instruction, and for Music and Music Education Option Students each semester.

MUS 020—Recital . . . . .No Credit
Required of all Music and Music Education majors in their performance area. Should be registered for the last semester before graduation.

MUS 105—Accompanying . . . . .1 Credit

MUS 106—Accompanying . . . . .2 Credits
Students with acceptable piano proficiency accompany voice lessons, ensembles, and/or recitals. Two voice students assigned per credit hour. Admittance by audition. May be repeated for credit. (Students enrolled in MUS 105 or MUS 106 are eligible for scholarship awards.)

Each of the following courses may be repeated for credit. The course number identifies the type of college credit, instrument, and credit hours. Students registering for any of the following courses should contact the instructor to schedule the lessons.

INSTRUMENT	ELECTIVE ONE CREDIT	ELECTIVE TWO CREDITS	1ST YEAR MAJOR TWO CREDITS	2ND YEAR MAJOR TWO CREDITS
French Horn	MUS 150	MUS 151	MUS 250	MUS 251
Trumpet	MUS 152	MUS 153	MUS 252	MUS 253
Trombone	MUS 154	MUS 155	MUS 254	MUS 255
Baritone/Tuba	MUS 156	MUS 157	MUS 256	MUS 257
Flute	MUS 160	MUS 161	MUS 260	MUS 261
Oboe	MUS 162	MUS 163	MUS 262	MUS 263
Bassoon	MUS 164	MUS 165	MUS 264	MUS 265
Clarinet	MUS 166	MUS 167	MUS 266	MUS 267
Saxophone	MUS 168	MUS 169	MUS 268	MUS 269
Guitar	MUS 170	MUS 171	MUS 270	MUS 271
Violin/Viola	MUS 172	MUS 173	MUS 272	MUS 273
Cello	MUS 174	MUS 175	MUS 274	MUS 275
String Bass	MUS 176	MUS 177	MUS 276	MUS 277
Piano	MUS 180	MUS 181	MUS 280	MUS 281
Organ	MUS 182	MUS 183	MUS 282	MUS 283
Percussion	MUS 184	MUS 185	MUS 284	MUS 285
Voice	MUS 190	MUS 191	MUS 290	MUS 291

NURSING

NSG 105—Foundations for Nursing Practice . . . .**10 Credits**
Introduction to the nursing process as it is applied to individuals at various stages throughout the life cycle. Content areas will include the role of nursing in health care delivery; basic human needs; legal and ethical considerations; the nursing process; therapeutic communication; vital signs; physical assessment; promotion of comfort; safety; hazards of immobility; infection control; wound care; medication administration; elimination; oxygenation; perioperative care; sensory alterations; sleep; nutrition; stress; psychosocial, cultural, and family factors in health care; loss, death, and grief. (Prerequisites or Corequisites: BIO 231; Corequisite: NSG 116) F
> 6 hours lecture—6 hours clinical—6 hours laboratory

NSG 107—Care of the Childbearing Family . . . .**4 Credits**
Students will continue to apply the nursing process to care of the child-bearing family. Content areas include patient education; family planning; conception & fetal development; pregnancy; fetal assessment; labor & delivery; postpartum care; care of the newborn; maternal-infant nutrition; and care of the high-risk child-bearing family. (Prerequisites: NSG 105 and NSG 116; Corequisites: BIO 232, NSG 117, and NSG 109) Sp
> 3 hours lecture—6 hours clinical for ½ semester

NSG 109—Adult and Child Health I . . . .**6 Credits**
This course introduces the student to pediatric and adult medical-surgical concepts within the framework of the nursing process. Emphasis is placed on pathophysiologic disturbances and related nursing skills. Content includes fluids and electrolytes; communicable diseases; orthopedic, EENT, autoimmune, oncologic and hematologic disorders; and dysfunctions of the integumentary, neurologic, and reproductive systems. (Prerequisites: NSG 105 and NSG 116; Corequisites: BIO 232, NSG 117, and NSG 107) Sp
> 3 hours lecture—6 hours clinical—6 hours laboratory for ½ semester

NSG 115—Fundamentals of Nursing . . . .**10 Credits**
(Prerequisite: Admission to LPN Mobility Program)

NSG 116—Pharmacology in Nursing I . . . .**2 Credits**
This course will introduce the student to drug standards and legislation pertaining to drug therapy; drug preparations; basic principles of drug action; application of the nursing process in drug therapy; pediatric and geriatric implications in drug therapy; distribution systems; drug orders; mathematic principles related to drug preparation and administration; routes of drug administration; drug classifications; basic mechanisms of action, therapeutic applications, and nursing implications. Fall Semester (Prerequisite: Admission into Nursing Program; Corequisite: NSG 105)

NSG 117—Pharmacology in Nursing II . . . .**1 Credit**
This course will be a continuation of Pharmacology in Nursing I. There will be continuation of discussion of specific drug classifications, basic mechanisms of action, therapeutic applications, and nursing applications. Spring Semester (Prerequisite: NSG 116)

NSG 126—Pharmacology in Nursing . . . .**3 Credits**
Includes all content in NSG 116 and 117. (Prerequisites: BIO 231 and BIO 232)

NSG 210—Adult and Child Health II . . . .**10 Credits**
A continuation of Adult and Child Health I. This course increases the pathophysiologic knowledge base in pediatric and adult medical-surgical health care within the framework of the nursing process. Content areas includes the care of clients with cardiovascular, respiratory, renal, endocrine, and gastrointestinal system dysfunctions. (Prerequisite: NSG 109) F
> 6 hours lecture—12 hours clinical

NSG 212—Psychosocial Nursing . . . .**4 Credits**
This course focuses on the psychosocial needs of individuals of differing age groups at varying points on the mental health continuum. Multiple theoretical models are presented as the scientific bases for the implementation of the nursing process. (Prerequisites: NSG 210) Sp
> 3 hours lecture—6 hours clinical for ½ semester

NSG 214—Transitions to Nursing Practice . . . . .3 Credits
A seminar course which focuses on exploration of nursing roles, organizational approaches to the delivery of nursing care, and contemporary issues in nursing and health care. Clinical experiences focus on refinement of advanced nursing skills. (Prerequisite: NSG 210) Sp
1.5 class hours/week—68 hours clinical/semester

OFFICE ADMINISTRATION

OAD 100—Keyboarding for the Computer . . . . .1 Credit
A course designed for individuals with no prior keyboarding experience; develops touch mastery needed for information input; emphasis is on speed and accuracy. A pass-fail grading system will be used. NOTE: This course will not be accepted as part of the Office Administration degree. F, Sp

OAD 101—Keyboarding/Formatting . . . . .3 Credits
An introduction to keyboarding and basic formatting techniques; this course emphasizes speed and accuracy in developing touch mastery for alphabetic, numeric, and symbol information input. F
5 hours per week—lecture and laboratory

OAD 121—Word/Information Processing I . . . . .3 Credits
This course is a study of the theory, basic concepts, and procedures of word/information processing and the application of basic text editing. (Prerequisite: OAD 101) F

OAD 122—Word/Information Processing II . . . . .3 Credits
This course covers advanced text editing with emphasis on timed production of mailable documents and the automated concepts of electronic mail, desk calculator, time and desk management. (Prerequisite: OAD 121) Sp

OAD 133—Desktop Publishing . . . . .3 Credits
This course covers the basics of desktop publishing and graphics. Terminology, concepts, and applications are included in the preparation of documents such as brochures, newsletters, graphs, and other business correspondence. (Prerequisites: OAD 102 and CST 102 or permission of instructor) Sp

OAD 141—Notetaking I . . . . .3 Credits
This course presents the principles of an alphabetic writing system and introduces dictation and transcription for office and personal use. (Prerequisite: OAD 101) F
5 hours per week—lecture and laboratory

OAD 142—Notetaking II . . . . .3 Credits
Emphasis is placed on developing speed and accuracy for taking light office dictation and transcribing mailable documents. (Prerequisite: OAD 141) Sp
5 hours per week—lecture and laboratory

OAD 201—Administrative Office Management .3 Credits
This course is an integration of in-depth discussion and practical applications of administrative support systems and procedures for the office professional in making contributions to the managerial functions of the electronic office. Sp

OAD 203—Business Writing . . . . .3 Credits
This course is a study of the principles of business communications and skills necessary to communicate effectively in the complex and ever-changing contemporary business environment; emphasis is placed on the mechanics of writing letters, memoranda, reports, executive summaries, proposals, and other kinds of correspondence; a secondary emphasis is on oral presentations, listening, nonverbal, and international communication. (Pre- or corequisites: ENG 101 or OAD 105) Sp

OAD 205—Integrated Applications . . . . .3 Credits
Emphasis is placed on productivity, mastery of Corel WordPerfect 8 advanced processing functions, and the application of communication skills. Simulated office situations offering a variety of activities will be included. (Prerequisite: OAD 102) F
5 hours per week—lecture and laboratory

OAD 207—Office Information Management . . . . .3 Credits
This course consists of discussions and practical applications in following documents through the information processing cycle, from the creation of a document to its final distribution. The work flow in a modern office, the use of office hardware and equipment, and standard business procedures will be studied and practiced. Telephone techniques will be studied in detail with emphasis on correct grammar. A variety of projects including gathering information from Internet sources and processing documents will be completed. (Prerequisite: OAD 101) Sp

OAD 209—Document Management . . . . .3 Credits
This course is a study of records management and imaging technology used in organizing, handling, and controlling all information (records or files) of a business. The procedures used for records inventory, retention and destruction schedules, security tactics, and disaster recovery plans are included. Sp

OAD 211-215—Seminar in Office Administration . . . . .1-3 Credits
An updating or analysis of a particular topic, concern, or problem in office administration. May include courses in preparation for the CPS exam and/or recertification.

OAD 250—Work Experience (Office Central) . . . . .3 Credits
Practical application of office skills through serving in each of the five positions in the model office under the supervision of the instructor. Projects from the college staff as well as local small businesses will be completed for actual work experience. (Prerequisites: OAD 101, OAD 121 or OAD 122) F, Sp

OCCUPATIONAL THERAPY ASSISTANT

All OTA courses are required to be taken in sequence, as listed in the degree checklist. Admission to the program is required prior to taking OTA course with the exception of OTA 104.

OTA 102—Introduction to Occupational Therapy . . . . .2 Credits
An introduction to the health care system and to the profession of occupational therapy. Included are the history and philosophical base of the profession and its personnel, an overview of medical terminology, application of learning style, and an orientation to ethics. F
2 hours lecture/week

OTA 104—Rehabilitation Communication . . . . .2 Credits
This course includes information on written and oral communication used by rehabilitation professionals. Included are medical terminology, a study of the patient medical record, patient documentation, and use of focused professional literature to write abstracts and perform medical literature reviews. Emphasis will be on practical use of medical terminology and the medical documentation. Course prerequisite: ENG 101. F, Sp
2 hours lecture

OTA 107—Therapeutic Activities . . . . .3 Credits
Analysis and performance of a variety of media emphasizing the concept of activity as therapeutic. Students will learn the grading and adaptation of selected activities and have the opportunity to order supplies, learn safety and maintenance of equipment, and to teach activities. F
2 hours lecture—3 hours laboratory/week

OTA 110—Theory and Treatment of Psychosocial Dysfunction . . . . . . .5 Credits
Description of psychosocial dysfunctions commonly treated in occupational therapy. Theories of occupational therapy treatment will be explored and students will practice a variety of techniques used in identifying and treating psychosocial disorders. Sp
4 hours lecture—3 hours laboratory/week

OTA 115—Level I Psychosocial Fieldwork . . . . .2 Credits
Directed observation and participation in either psychosocial or pediatric setting to learn the clinical application of occupational therapy principles and techniques. Sp
15 hours lecture—40 hours clinical fieldwork

OTA 117—Neurological Theory and Treatment . . . .**4 Credits**
Student will review basic neuroanatomy, neurophysiology and learn pathologies commonly seen in OT. Students will apply treatment principles in lab. Sp
3 hours lecture—3 hours laboratory

OTA 200—Optional Fieldwork* . . . .**3 Credits**
Level II fieldwork in a specialized setting. This is an OTA elective course, and does not count towards degree requirements. 40 hours clinical fieldwork (3-6 weeks).

OTA 210—Theory and Treatment of Physical Dysfunction . . . .**5 Credits**
The student will learn about physical pathologies and disabilities commonly seen in occupational therapy as well as current treatment techniques and methods. Treatment applications and rationale will be explored in lecture and laboratory with simulated treatment practice. Sp and Su
4 hours lecture—3 hours laboratory/week

OTA 212—Occupational Therapy Practice Management . . . .**2 Credits**
Basic knowledge of the responsibilities of an OT department and in the health care setting. Planning and management of activity service is included. Current topics and issues in OT practice as well as the changing role from student to employee are explored. Sp
30 clock hours lecture/semester

OTA 216—Pediatric Theory and Treatment . . . .**5 Credits**
Descriptions of commonly treated disorders in children and developmentally disabled individuals. Occupational therapy treatment techniques, rationale and application are presented. Laboratory experience will include basic treatment skills and simulated treatment practice using purposeful activities. F
4 hours lecture—3 hours laboratory

OTA 217—Level I Physical Disability Fieldwork . . . .**2 Credits**
Students will participate in occupational therapy treatment of adults with physical dysfunctions in clinical setting. F
15 hours lecture—40 hours clinical fieldwork

OAD 220—Psychosocial Fieldwork . . . .**6 Credits**
Supervised fieldwork in an approved psychosocial clinical setting. (Prerequisite: All required coursework must be completed.) Sp
240 total hours (40 hours per week)

OTA 225—Physical Disability Fieldwork . . . .**6 Credits**
Supervised fieldwork in an approved physical disability clinical setting. (Prerequisite: All required coursework must be completed.) Sp
240 total hours (40 hours per week)

*This course does not meet any curriculum requirements for any program, with the exception of technical requirement for the A.A.S. General Technology program.

OPTICIANRY

OPT 101—Introduction to Opticianry . . . .**5 Credits**
A general overview of the field of Opticianry, intended to provide the student with a broad base for more advanced study. Included is the history of Opticianry, the visual sense, basic geometric optics, normal and abnormal vision, lens theory and design, frame design and principles of decentration, government regulations and licensure, as well as an introduction to the ophthalmic dispensing clinic.
4 hours lecture—3 hours clinic

OPT 110—Ophthalmic Dispensing I . . . .**4 Credits**
A continuation of Introduction to Opticianry to include frame fit and adjustment, prescription analysis, visual acuity, resolving prisms, influence of vertex distance on prescription, and introduction to presbyopia.
3 hours lecture—3 hours clinic

OPT 120—Ophthalmic Materials I . . . .**.4 Credits**
This course is designed to introduce the student to the most commonly used ophthalmic devices, and the physical make-up of these devices. This includes single vision lenses, spectacle frames, and bifocal lenses, with special emphasis on how these devices are produced. Also included is an introduction to fabrication of lenses, developing a basis for layout, blocking, grinding, and verification procedures.

3 hours lecture—3 hours laboratory

OPT 123—Geometric Optics for Opticians . . . .**.3 Credits**
Surveys basic elements of geometric optics. Explores basic theories of light, shadow optics, mirrors, thin lenses, single spherical refracting surfaces. Deals with thick lenses, vergence angular magnification, and telescopes. Emphasizes ray tracing and calculations. (Prerequisite: MAT 110). Sp

Combination lecture/lab (4 hours/week)

OPT 130—Contact Lenses I . . . .**.4 Credits**
An introduction to the fitting of contact lenses, following the history of contact and the development of new contact lens materials. Advantages and disadvantages of these materials are outlined, as well as indications and contra-indications to contact lens wear. Emphasis is placed on the optical principles behind contact lens correction, and the introduction of basic skills with related instrumentation.

3 hours lecture—3 hours laboratory

OPT 140—Practicum . . . .**.3 Credits**
Supervised fieldwork in a retail dispensary under a licensed optician, optometrist, or ophthalmologist.

120 total hours

OPT 143—Anatomy and Physiology of the Eye . . . .**.5 Credits**
A detailed study of the structures and functions of the eye and its adnexa, as well as an overview of common ocular pathologies.

5 hours lecture

OPT 210—Ophthalmic Dispensing II . . . .**.5 Credits**
A continuation of Ophthalmic Dispensing I to include the optical properties of spectacle lenses and their relationship to the patient's refractive error, the spectacle management of presbyopia, the spectacle management of high power prescriptions and prescription analysis.

4 hours lecture—3 hours clinic

OPT 220—Ophthalmic Materials II . . . .**.5 Credits**
A continuation of Ophthalmic Materials I, stressing: multifocal lenses - bifocals, trifocals, occupationals, blended and progressives. Increased hands-on experience with lens edging, including insertion, removal, and bench adjustment of spectacles. ANSI standards applied to all lab work.

4 hours lecture—3 hours laboratory

OPT 230—Contact Lenses II . . . .**.5 Credits**
Continuation of Contact Lenses I with increased attention to lens selection and design. Fitting philosophies of hydrogel and gas permeable contact lenses are put into practice, and follow-up care is stressed. Insertion, removal, and diagnostic skills are increased.

4 hours lecture—3 hours laboratory

OPT 260—Ophthalmic Dispensing III . . . .**.5 Credits**
A continuation of Ophthalmic Dispensing II to include advanced prescription analysis, clinical astigmatism, fashion spectacle dispensing, aniseikonia, low vision care, clinical types of hyperopia, ocular injuries and emergencies, visual field anomalies, orthoptics, prosthetic eyes, ophthalmic instrumentation, and theory of refraction.

4 hours lecture—3 hours clinic

OPT 270—Ophthalmic Materials III . . . .**4 Credits**
A continuation of Ophthalmic Materials II to include cataract eyewear, glass lens tempering, high minus lens designs/materials, and a variety of specialty lenses. Practice management including: ordering, inventory, duty to warn, equipment maintenance, semantics and salesmanship. Licensed professional responsibilities are presented, along with the latest trends (fashion, technological breakthroughs). Advanced spectacle fabrication in the lab, to include: semi-rimless mounts, various repairs, progressive lenses, bifocal projects, and prism Rxs.
3 hours lecture—3 hours laboratory

OPT 280—Contact Lenses III . . . .**4 Credits**
Continuation of Contact Lenses II, dealing mainly with special fitting problems and special lens designs. Practice management techniques are included, as well as continued use of all needed instrumentation.
3 hours lecture—3 hours laboratory

PHILOSOPHY

PHL 101—Introduction to Philosophy . . . .**3 Credits**
A study of problems that confront humans as they deal with knowledge and the nature of the world and their interaction with it.

PHL 111—Elementary Logic . . . .**3 Credits**
Study of the principles of reasoning, deductive and inductive fundamentals, and the use of logic as a practical tool.

PHL 121—Elementary Ethics . . . .**3 Credits**
Critical analysis of the principal ethical theories and their application to the problems of life.

PHL 130-150—Philosophy Seminar . . . .**1-3 Credits**
Designed to give students an in-depth study of a particular topic in contemporary branches of philosophy, including PHL 130—History of God in Judaism, Christianity and Islam; PHL 131 (Book of Revelation) and a proposed PHL 132 (Book of Genesis).

PHL 201—Introduction to Religions of the World . . . .**3 Credits**
Introduction to the study of religion through selected historical traditions, East and West.

PHL 231—Medical Ethics . . . .**3 Credits**
Deals with ethical issues in allied health fields such as abortion, euthanasia, patient-professional relationships, allocation of medical resources, genetic engineering, and related topics.

PHLEBOTOMY

NOTE: All Phlebotomy courses must be taken concurrently. Admission to the Phlebotomy program is required prior to taking any PLB courses.

PLB 101—Anatomy, Physiology, and Terminology . . . .**2 Credits**
This course introduces the student to basic human anatomy and physiology using a systems approach which integrates appropriate medical terminology.
2 hours lecture

PLB 102—Health Care Concepts . . . .**2 Credits**
This course introduces the student to the health care delivery system. It includes basic concept of communication, stress management, professional behavior, and legal concerns. It also includes an introduction to the function of the medical laboratory.
2 hours lecture

PLB 111—Phlebotomy Techniques . . . .**4 Credits**
This course teaches basic technical skills necessary for a phlebotomist, including equipment use, venipuncture, capillary puncture, infection control, safety, and appropriate transportation of specimens.
3 hours lecture—3 hours laboratory

PLB 112—Phlebotomy Clinical . . . .**4 Credits**
This course consists of supervised clinical experience in phlebotomy.
120 clinical hours

PHYSICAL EDUCATION

The goal of RSCC's wellness-related physical education classes is to optimize the quality of life for all students. The classes are designed to teach students ways to reduce their risks of disease while improving their levels of fitness.

PED activity classes meet twice a week for the entire semester, with the exception of the video course. Challenge exams and/or proficiency exams are **NOT** given for PED activity classes.

PED 110—Fitness Walking . . . .**1 Credit**
Proper techniques for walking for fitness. Emphasis on health benefits of walking.

PED 112—Slimnastics . . . .**1 Credit**
For those interested in losing body fat and improving physical fitness.

PED 113—Aerobics . . . .**1 Credit**
A continuation of slimnastics, emphasizing cardiorespiratory endurance and changes in the body composition.

PED 117—Basketball . . . .**1 Credit**
Practice of fundamentals as well as the various types of play.

PED 118—Bowling . . . .**1 Credit**
Proper selection of equipment, correct method of approach and release of the bowling ball, and scoring. A fee will be charged for facility and equipment rental. F, Sp

PED 121—Golf . . . .**1 Credit**
Acquaintance of the beginning player with correct swing, selection and use of the various clubs, and fundamentals.

PED 130—Weight Training . . . .**1 Credit**
An introduction to the proper techniques and practices of weight training.

PED 131—Marksmanship and Firearms Safety . . . .**1 Credit**
Training in safe and efficient use of small bore rifles for pleasure. Shooting practice with .22 caliber rifles. Emphasis on safety to protect all students involved. As needed.

PED 132—Racquetball . . . .**1 Credit**
Instruction and practice in racquetball fundamentals. A fee will be charged for facility use.

PED 133—Softball . . . .**1 Credit**
Instruction and practice in the fundamentals of catching, batting, and backing up other positions. Rules and strategies.

PED 134—Tennis . . . .**1 Credit**
Instruction and practice in the development of basic strokes, rules, and terminology, with emphasis on learning to play singles and doubles.

PED 135—Volleyball . . . .**1 Credit**
Fundamentals, rules, and strategy of play.

PED 136—Skiing . . . .**1 Credit**
Instruction and practice for the development of skiing skills. Class will be held at Ober-Gatlinburg on four sessions. A fee for facility use, ski rental, lift tickets, and insurance will be charged for this activity.

PED 175—Concept of Wellness . . . . .2 Credits
A course that emphasizes a six-dimensional model of wellness (physical, emotional, occupa-
tional, social, spiritual, and intellectual). This course will stress the importance of creating a
balance of these dimensions that make up our daily lives. This course will fulfill requirements
of **one** physical education activity course.

PED 205—Recreational Hiking . . . . .2 Credits
Instruction and experience in hiking for exercise and recreational enjoyment: Fundamentals of
hiking, safety concerns, preparation and planning, and use of trail maps. Prerequisite: P.E. Fit-
ness Walking or permission of instructor. (Counts as only one hour toward PE requirement.)
1 hour lecture/2 hours activity

PED 231—Wilderness Camping . . . . .3 Credits
A course designed to inform the novice through the experienced outdoors-person on the latest
equipment, techniques, and clothing for safe hiking and camping. Students may apply this
course toward one of the required physical education activity courses.

PED 251—Swimming . . . . .1 Credit
Training for beginners in swimming, emphasizing recreational swimming. A special fee will be
charged for this course based on facility rental charges.

PED 255—Rowing . . . . .1 Credit
Fundamentals of rowing, including proper technique, safety, physical fitness, terminology, and
recreational aspects of rowing.

PHYSICAL THERAPIST ASSISTANT

ALL PTA COURSES MUST BE TAKEN IN APPROPRIATE SEQUENCE, AS
LISTED IN THE DEGREE CHECKLIST. ADMISSION TO THE PTA PROGRAM IS
REQUIRED PRIOR TO TAKING ANY PTA COURSES.

PTA 102—Introduction to Physical Therapy . . . . .2 Credits
This course introduces the student to the profession of physical therapy and the concepts of the
total patient. It includes the purpose, philosophy and history of the profession of physical ther-
apy. Current issues in health care which impact physical therapy are investigated and dis-
cussed. It provides information about the role of the physical therapist assistant in terms of
professional, legal, and ethical standards. It also provides an introduction to the concepts of
disability, cultural diversity and ethical decision making. Open to all students. F, Sp
2 hours lecture

PTA 121—Kinesiology . . . . .3 Credits
This course introduces the student to normal muscle and joint function as related to physio-
logical and mechanical principles. It also includes the functional aspects of the musculoskele-
tal system. Practical applications and an introduction to abnormal function are included. F
2 hours lecture—3 hours laboratory

PTA 141—Patient Care Techniques . . . . .4 Credits
This course introduces the student to basic skills necessary for assessment and safe care of the
patient and teaches the theory and techniques of basic patient care procedures. F
2 hours lecture—6 hours laboratory

PTA 151—Therapeutic Modalities . . . . .5 Credits
This course discusses the general principles of therapeutic heat, cold, electricity, light, mas-
sage, intermittent compression, hydrotherapy, pool therapy and traction. The physiologic ef-
fects, indications, contraindications and appropriate application of numerous modalities are
presented. F
3 hours lecture—6 hours laboratory

PTA 214—Treatment of Medical/Surgical Conditions . . . . .3 Credits
This course introduces the student to common medical and surgical conditions and their man-
agement. Sp
3 hours lecture

PTA 232—Assessment Skills . . . . .1 Credit
This concentrated course presents the background information and procedure for performing goniometric measurements, manual muscle testing and fitness screening. It includes the use of the skills by the physical therapist assistant for documentation of patient outcomes. The class requires hands on practice to achieve minimal competency. Sp
1 week/30 hours laboratory

PTA 235—Advanced Physical Therapy Procedures I . . . . .6 Credits
This course introduces the student to the fundamentals of therapeutic exercise. Rehabilitation concepts and procedures are discussed and practiced in terms of goals, indications, contraindications, progression, modifications, adaptations and documentation per patient status. Treatment of common orthopedic conditions, cardiovascular conditions and amputations are also presented. Sp
4 hours lecture—6 hours laboratory

PTA 236—Advanced Physical Therapy Procedures II . . . . .6 Credits
This course introduces the student to the fundamentals of motor retraining in the adult and pediatric patient with neurological damage. Study of normal/abnormal movement, developmental sequence of gross and fine motor skills and motor skill acquisition across the life span are included. Treatment of common neurological, respiratory and ob/gyn conditions are presented. Rehabilitation concepts and procedures are discussed and practiced in terms of goals, indications, contraindications, progression, modifications, adaptations and documentation per patient status. Sp
4 hours lecture—6 hours laboratory

PTA 237—Clinical Preparation . . . . .2 Credits
This course prepares the PTA student for their clinical experiences and entry into the field as a physical therapist assistant. The basic principles of administration, management, the supervisory process, performance evaluations, and fiscal considerations are presented. Strategies for obtaining employment are discussed. Effective techniques for inservice presentation, resume writing, interview performance are presented and practiced. Cultural diversity and ethical decision making are reinvestigated. F
2 hours lecture

PTA 244—Seminar . . . . .1 Credit
This concentrated course completes the transition from student to physical therapist assistant. Case studies prepared by the students during their summer clinicals are presented and discussed. Additional attention to cultural diversity and ethical issues is provided. Strategies for successfully completing the State Licensure Exam are discussed. Employment issues are addressed and a mock board exam is offered. Su
1 week/15 hours

PTA 249—Clinical Education I . . . . .3 Credits
Supervised patient care and clinical observation for the PTA student. Included are some preclinical requirements; such as professional development evaluation and counseling, instruction in and proof of competency with the evaluation tools used to evaluate student performance. F
120 hours clinic

PTA 254—Clinical Education II . . . . .5 Credits
Supervised patient care and clinical observation for the final-semester PTA student. Su
200 hours clinic

PTA 255—Clinical Education III . . . . .5 Credits
Supervised patient care and clinical observation for the final-semester PTA student. Su
200 hours clinic

PHYSICS

PHY 101—Survey of Physics . . . .**4 Credits**
This survey course will touch on the basic principles of physics with an emphasis on understanding the concepts involved (as opposed to the calculational aspects). Math will be used when needed to understand physical relationships, or to familiarize you with some of the great concepts that changed the world. When you leave this course, you should be able to have informed opinions on current science issues.
3 hours lecture—3 hours laboratory/recitation

PHY 121—Introductory Astronomy I . . . .**4 Credits**
An introductory survey, with accompanying laboratory, treating the composition, structure, and dynamics of the universe and introducing the basic vocabulary of astronomy and the principles of the scientific method. Components of the solar system are discussed, and hypothesis and theories of the origin and evolution of the solar system are considered in the light of current knowledge and scientific reasoning. F
3 hours lecture—2 hours laboratory

PHY 122—Introductory Astronomy II . . . .**4 Credits**
A continuation of Introductory Astronomy I in which the sequence of stellar birth, evolution, and death is studied. Characteristics of galaxies and of the beginning of the universe are considered in view of modern astrophysics and particle physics. Principles of interpreting astronomical observations are reinforced through laboratory experience. (Prerequisite: PHY 121) S
3 hours lecture—2 hours laboratory

PHY 201—General Physics I . . . .**4 Credits**
Covers mechanics, wave motion, and heat. (Prerequisite: College algebra and trigonometry such as Pre-calculus, or equivalent) Must be taken in sequence. F
3 hours lecture—3 hours laboratory

PHY 202—General Physics II . . . .**4 Credits**
Covers electricity and magnetism, optics, and modern physics. (Prerequisite: PHY 201) Sp
3 hours lecture—3 hours laboratory

PHY 205—Fundamentals of Physics I . . . .**3 Credits**
Electricity and magnetism for engineers and Arts and Sciences and for majors in mathematics and the physical sciences. (Prerequisite: ESC 121-131 or PHY 211. Corequisite: MAT 241)
2 hours lecture—3 hours laboratory/recitation

PHY 207—Fundamentals of Physics II . . . .**4 Credits**
Wave motion, optics and Modern Physics. A continuation of PHY 205. (Prerequisite: PHY 205 or PHY 211. Corequisite: MAT 241)
3 hours lecture—3 hours laboratory/recitation

PHY 211—Physics I . . . .**4 Credits**
Covers mechanics, wave motion, and heat (Prerequisite: MAT 141 Calculus I.) Must be taken in sequence. F
3 hours lecture—3 hours laboratory/week

PHY 212—Physics II . . . .**4 Credits**
Covers electricity and magnetism, optics, and modern physics. (Prerequisite: PHY 211) Sp
3 hours lecture—3 hours laboratory/week

PHY 221—Modern Physics . . . .**3 Credits**
Modern physics principles including wave and particle properties of matter and energy, relativity, structure of matter, quantum theory, and nuclear physics. (Corequisite: PHY 212) Sp
2 hours lecture—3 hours laboratory

PHY 231-259—Independent Scientific Investigation . . . .**2 Credits**
Independent research and development in physics by qualified students under the supervision of a faculty member. Especially intended to develop interest and skill in the techniques of physics research and development. Up to six hours credit may be earned. (Consent of the faculty member.)

POLICE SCIENCE

PST 101—Introduction to Law Enforcement . . . . .3 Credits
Philosophical and historical background; agencies and respective jurisdictions; police ethics, public relations and career orientation. F

PST 111—Criminal Procedure . . . . .3 Credits
A study of legal concepts and procedures, including the laws of arrest and search warrant procedure, beginning with the issuance of legal process to ultimate court disposition. Sp

PST 112—Court Procedures . . . . .3 Credits
An introduction and study of court procedures and specifically rules of evidence for all career areas of the criminal justice systems. Content will range from the basic considerations of relevancy through qualifications of witnesses to specific evidential problems. Sp

PST 201—Police Administration and 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. F

PST 213—Criminal Investigation . . . . .3 Credits
Fundamentals of criminal investigation procedures; crime scene search and recording, collecting and preserving evidence; scientific and technical aids; case preparation. F, Su

PST 221—Criminal Law . . . . .3 Credits
An introduction to the theory and practice of basic scientific techniques utilized in the investigation and solving of crime. The procedures which will be presented by means of classroom lectures, demonstration sessions and practical laboratory periods will emphasize the proper handling and examination of evidence, fingerprinting, photography, glass fractures, casts and molds, narcotics and preparations, and crime scene searches. Sp, Su

PST 231—Seminar in Police Problems . . . . .3 Credits
A course designed to consolidate the various learning experiences in police science. Emphasis is placed on special problems. Sp

POLITICAL SCIENCE

POL 101—United States Government and Politics . . . . .3 Credits
An introduction to the fundamental institutions and processes of American national politics including the constitution, civil liberties, political parties, voting, the presidency, congress, and the courts. F

POL 102—Introduction to Political Science . . . . .3 Credits
An introduction to the analysis of politics and of political systems and political ideologies in various countries. Sp

NOTE: POL 102 H, Honors is an enriched introduction to Political Science with extra readings, less lecture and more discussion. (Prerequisite: Consent of instructor.) As needed.

POLYSOMNOGRAPHY

PSG 101—Introduction to Polysomnography . . . . .4 Credits
Students will gain working knowledge in the International 10-20 System Polygraph, miscellaneous and ancillary equipment and basic EEG patterns.
3 hours lecture—2 hours laboratory

PSG 103—Sleep Anatomy and Physiology . . . . .4 Credits
This course consists of study in neuroanatomy, neurophysiology, respiratory functioning, cardiac functioning, medical guidelines and treatment for sleep disorders.
4 hours lecture

PSG 105—Basic EKG Interpretation . . . . .2 Credits
Student will learn how to identify most common electrocardiograph patterns. Topics will be anatomy of the heart, all major dysrhythmias and 12 lead EKG.
2 hours lecture

PSG 110—Basic Polysomnography . . . . .4 Credits
This course covers all-night recording, CPAP titration, MSLT procedures, artifact elimination, seizure/Parasomnia montage, computer equipment and other ancillary equipment, and electrical safety.
3 hours lecture—2 hours laboratory

PSG 115—Record Interpretation . . . . .3 Credits
This course will cover scoring recorded interpretations, calculations, abnormal EEG patterns, dysrhythmias and abnormal respiratory patterns.
3 hours lecture

PSG 120—Clinical I . . . . .3 Credits
Students will do clinical rotations at various clinical sites to gain experience working with the patients and equipment.
120 total clinical hours

PSG 125—Clinical II . . . . .5 Credits
Continuation of Clinical I.
240 total clinical hours

PSYCHOLOGY

PSY 110—General Psychology . . . . .3 Credits
A survey course dealing with the scientific analysis of human behavior and mental processes. F, Sp, Su

NOTE: PSY 110, Honors General Psychology I, is an enriched introduction to psychology with extra readings, less lecture, and more discussion. (Prerequisite: Consent of instructor)

PSY 205—Psychology of Adjustment . . . . .3 Credits
A survey course dealing with adjustment in modern society focusing on a healthy self-concept, coping with psychological stress, and preventing maladjustment. Emphasis on humanistic principles and research. F, Sp

PSY 210—Biological Basis of Behavior . . . . .3 Credits
A survey course describing the theories and research involving the role of genetic factors, nervous and endocrine systems and other biological features influencing human behavior and mental processes. F, Sp

PSY 211—Educational Psychology . . . . .3 Credits
Focuses on making education in the classroom more effective by applying specific principles from the following areas of psychology: development, learning, motivation, evaluation, individual differences and adjustment. Cross-listed as EDU 211. (Recommended: PSY 101 and/or PSY 102) F, Sp

PSY 213—Abnormal Psychology . . . . .3 Credits
Definition of abnormal behavior. Survey of development and treatment of anxiety disorders, affective disorders, schizophrenia, paranoid disorders, personality disorders, organic mental disorders, somatoform disorders, dissociative disorders, childhood disorders, psychosexual disorders, and drug dependence. Recommended: PSY 101 and/or PSY 102. F

PSY 220—Developmental Psychology . . . . .3 Credits
A survey course dealing with the physical, cognitive, social and emotional aspects of the human developmental processes—from conception to death. F, Sp, Su

RADIOLOGIC TECHNOLOGY

RDT 102—Introduction to Radiologic Technology . . . .**4 Credits**
Orientation to the profession, the radiology department, and the hospital. Major areas of study include: basic radiation protection, darkroom management, body mechanics, fire and electrical safety, medical ethics, patient care, and medical terminology. F
4 hours lecture

RDT 103—Image Analysis I . . . .**1 Credit**
Evaluation of the image for positioning and technical quality. Identification of pertinent anatomical structures. Areas of study include: chest, abdomen, and contrast studies. F
1 hour laboratory

RDT 105—Clinical Education I . . . .**6 Credits**
Practical application in the radiology department. Skills include application of technical factors, radiographic positioning, patient interaction, and professional behavior. Students must demonstrate competence by performing radiologic examinations unassisted. F
16 hours clinical experience per week

RDT 109—Clinical Education II . . . .**6 Credits**
Continuation of Clinical Education I. Sp
16 hours clinical experience per week

RDT 110—Image Analysis II . . . .**1 Credit**
Continuation if Image Analysis I. Areas of study include: upper and lower extremities, hip/pelvis, bony thorax, and vertebral column. Sp
1 hour laboratory

RDT 111—Radiographic Procedures I . . . .**3 Credits**
Basic principles of radiographic terminology and positioning for routine and contrast procedures. Study areas include: chest, abdomen, digestive and urinary systems. F
2 hours lecture—2 hours laboratory

RDT 112—Radiographic Procedures II . . . .**3 Credits**
Continuation of Radiographic Procedures I. New areas of study include upper and lower extremities, shoulder girdle, hip/pelvis, bony thorax and vertebral column. Sp
2 hours lecture—2 hours laboratory

RDT 116—Clinical Education III . . . .**4 Credits**
Continuation of Clinical Education II. (An additional 40 hours of clinical experience is scheduled during the preceding intersession.) Su
16 hours clinical experience per week

RDT 122—Exposure Technique . . . .**4 Credits**
An analysis of the technical factors that influence film quality. Sp
4 hours lecture

RDT 130—Radiographic Processing . . . .**2 Credits**
A study of silver image formation, manual and automatic processing, and radiographic quality control tools and procedures. Su
4 hours lecture for eight weeks

RDT 203—Image Analysis III . . . .**1 Credit**
Continuation of Image Analysis II. Area of study: headwork. Su
1 hour laboratory for eight weeks

RDT 205—Clinical Education IV . . . .**8 Credits**
Continuation of Clinical Education III. F
24 hours clinical experience per week

RDT 210—Radiographic Procedures III . . . .**2 Credits**
Continuation of Radiographic Procedures II. Areas of study are vertebral column, bony thorax, skull, facial bones, and sinuses. Su
1 hour lecture—2 hours laboratory per week for 8 weeks

Course Descriptions

RDT 212—Radiographic Procedures IV . . . .**3 Credits**
A study of special and supplementary procedures and equipment including a review of radiographic pathology. F
3 hours lecture

RDT 222—Radiation Protection . . . .**2 Credits**
A study of the biological effects of ionizing radiation, patient and personnel protection, maximum permissible dose, personnel monitoring, and units of measurement for radiation exposure. Sp
2 hours lecture

RDT 225—Radiation Physics . . . .**3 Credits**
A study of electromagnetism, production and properties of x-rays, interactions with matter, x-ray tube and circuitry, and specialized imaging equipment. F
3 hours lecture

RDT 226—Radiologic Science I . . . .**4 Credits**
Knowledge of the profession is enhanced through group discussion, research and writing. A comprehensive review of radiologic technology registry content is included. Sp
4 hours lecture

RDT 227—Radiologic Science II . . . .**2 Credits**
Continuation of Radiologic Science I. Su
5 hours lecture for 6 weeks

RDT 230—Image Analysis IV . . . .**1 Credit**
Continuation of Image Analysis III. Areas of study: special and supplementary procedures. F
1 hour laboratory

RDT 235—Clinical Education V . . . .**9 Credits**
Continuation of Clinical Education IV. (An additional 40 hours of clinical experience is scheduled during the preceding intersession) Sp
24 hours clinical experience per week

RDT 251—Clinical Education VI . . . .**3 Credits**
Continuation of Clinical Education V. Su
24 hours clinical experience per week

READING AND STUDY SKILLS

DSS 089—College Success Strategies . . . .**2 Credits**
This course reviews the speaking, listening, and study skills techniques which facilitate successful participation in college courses. (Cannot be used to satisfy minimum number hours required for graduation.)

REA 076—Basic Reading . . . .**3 Credits**
Designed to develop fundamental reading skills through systematic approaches to instruction in vocabulary and comprehension. Satisfactory completion of this course or other evidence of competencies in these areas is a prerequisite for REA 080.

REA 080—College Reading . . . .**5 Credits**
Provides instruction for the improvement of college reading skills with special emphasis on assessment and remediation. It is designed to develop college-level reading competence through lecture, discussion and small-group instruction. Primary focus is given to the development of inferential and critical reading ability.

REAL ESTATE (SEE BUSINESS)

RECREATION

REC 201—Social Recreation . . . .**3 Credits**

Introduces methods and materials for planning, organizing, and conducting social activities for groups of various sizes and ages in a variety of social situations. Emphasis is on the mechanics of planning and presenting a repertoire of activities for social recreation events. Major activities will be discussed, played, and/or demonstrated.

RESPIRATORY THERAPY

RTT 121—Cardiopulmonary-Renal Anatomy and Physiology . . . .**4 Credits**

An in-depth study of the structure and function of the cardiopulmonary and renal organ systems, including the study of hemoglobin, oxygen, carbon dioxide, and acid base balance in health and disease. (Spring Semester - First Year)

4 hours lecture

RTT 122—Respiratory Care Science I . . . .**4 Credits**

Course will discuss the following information: ethical/legal issues as they pertain to the respiratory care profession. Patient assessment techniques to include vital signs, cardio/thoracic assessment, radiographic, diagnostic, and laboratory test and results. Medical terminology, stems, suffixes, prefixes and root words. Introduction to charting, utilization of the SOAP technique, and other relative patient information. Principle, operation, maintenance, and troubleshooting of compressed gas sources and gas administration devices will be discussed. An introduction of humidity and aerosol theories and therapies and an introduction to compressed gas monitoring equipment will be included.

3 hours lecture—3 hours laboratory

RTT 123—Respiratory Pharmacology . . . .**2 Credits**

Course will discuss drug preparations, basic principles of drug action, distribution systems, drug orders, mathematical principles related to drug preparation and administration, routes of drug administration, drug classifications, basic mechanisms of action, and therapeutic applications for drugs administered by respiratory therapists.

2 hours lecture

RTT 131—Pathology of Respiratory Diseases I . . . .**2 Credits**

A study of common respiratory abnormalities. Anatomical alterations of the lungs due to disease, the etiology of the disease, the major respiratory-related clinical manifestations associated with the disease process, and treatment of the disease will be studied. (Spring Semester - First Year)

2 hours lecture

RTT 132—Respiratory Care Science II . . . .**7 Credits**

This course will be a continuation of Respiratory Care Science I. In this course, the following will be discussed: therapeutic aerosol delivery both long and short term. Aspects of airway care to include: trachael aspiration, various types airways, intubation/extubation techniques, cuff care, and trach care procedures will be discussed. Continued discussions of medical terminology will occur. Procedures and theory of hyperinflation therapy will be taught to include: deep breathing and coughing techniques, Sustained Maximal Inspiration (SMI), and Intermittent Positive Pressure Breathing (IPPB). Students will be introduced to the clinical sites, and will get an understanding of the clinical policies and procedures. Students will apply procedural methods learned in Respiratory Care Science I in the clinical setting.

3 hours lecture—3 hours lab—12 hours clinic

RTT 220—Respiratory Care Science III . . . .**4 Credits**

This course will primarily discuss the concepts and physiological effects of mechanical ventilation. Various types of ventilators from hand-held devises to computer controlled devices will be discussed. Various ventilatory adjuncts such as P.E.E.P., C.P.A.P., S.I.M.V., Pressure Support, and others will be discussed in this course. Mechanical ventilation preparation, set-up, monitoring and troubleshooting will be discussed in detail. Students will be introduced to critical care medicine during the clinical rotations and will perform those procedures studied in Respiratory Care Science II. Medical rounds with physicians will be conducted along with patient case presentations.

2 hours lecture—3 hours lab—6 hours clinic

Course Descriptions

RTT 225—Pulmonary Function Studies . . . . .2 Credits
The study of pulmonary concepts and techniques for testing of pulmonary function will be discussed, including specialized studies and evaluations.
2 hours lecture

RTT 230—Respiratory Care Science IV . . . . .7 Credits
This course will be a continuation of Respiratory Care Science III. Concepts of ventilator weaning will be discussed. Various types of ventilators and techniques for monitoring and adjusting parameters will be discussed. Students will begin work in the critical care areas. Procedures learned in Respiratory Care Science III will be performed by students during this clinical rotation. Students will continue physician rounds during this rotation, and gain experience in the use of advance patient monitoring equipment and working with various mechanical ventilators.
3 hours lecture—3 hours lab—12 hours clinic

RTT 231—Pathology of Respiratory Diseases II .2 Credits
A continuation of Pathology of Respiratory Diseases I. (Summer Semester - First Year)
2 hours lecture

RTT 235—Neonatal and Pediatric Care . . . . .3 Credits
A detailed study of respiratory care concepts and techniques in neonatal and pediatric medicine. A close look at advanced equipment used in this specialty area as well as disease processes will be discussed.
3 hours lecture

RTT 240—Critical Care Methods . . . . .2 Credits
This course is designed to introduce students to various techniques used in the critical care area. Special ventilatory techniques will be discussed to include: inverse ratio ventilation, independent lung ventilation, high frequency ventilation, liquid ventilation, and airway pressure release ventilation. The use of conscious sedation, chest drainage systems, ventilator waveforms, transportation of patients both air and land, sleep studies, and hyperbaric medicine will also be discussed. The student will also participate in the writing and application of care plans for patients in the critical care area.
2 hours lecture

RTT 245—Respiratory Care Science V . . . . .7 Credits
This course introduces students to special therapeutic and diagnostic procedures in respiratory care. Elements of home care to include: equipment, patient/environmental assessment, and state/federal regulations will be discussed. Theory and introduction to special diagnostics such as bronchoscopy, stress testing, pulmonary rehabilitation, metabolic studies, and brachytherapy will also be included. Patient education methods will be introduced. Care of patients in the sub-acute care will also be introduced to the student. In the clinical setting students will continue work in the critical care areas and will work with and perform those modalities discussed in Respiratory Care Science IV. Students will also gain knowledge of and work in the pediatric and neonatal intensive care areas. Students must complete a final clinical summation evaluation during this clinical rotation.
3 hours lecture—3 hours lab—12 hours clinic

RTT 260—Hemodynamics and Rhythms . . . . .3 Credits
This course will introduce the student to the following: Theory and application of cardiac output measurement. Arterial line insertion techniques, care, and hazards. Hemodynamic studies to include: insertion, care, and hazards of flow directed balloon tipped catheter and the central venous pressure catheter. Pressure monitoring will discuss central venous pressures, right arterial pressures, right ventricular pressures, pulmonary artery pressures, and pulmonary occluding pressures. Study will also introduce the student to equipment associated with hemodynamic monitoring such as: transducers and monitoring devices. Waveform interpretation with clinical application will be discussed. Fundamentals of electrocardiography will be introduced to include: lead application, pharmacology for the cardiovascular problems, and tracing interpretation. Studies in fluid and electrolyte balance as it related to respiratory care will also be discussed.
3 hours lecture

RTT 261—Respiratory Care Seminar . . . . .2 Credits
A review and practice of the NBRC Self Assessment Examinations including the entry level written registry, and the clinical simulation. Students must pass these examinations to receive a certificate of completion.

SAVINGS

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

SOCIAL SCIENCE

(Courses in ECO, GGY, HIS, POL, PSY and SOC may also be taken as Social Science electives.)

SSC 102—Social Science Seminar: Travel Study . . . . .1 Credit
This seminar is a travel course (3-4 day week-end) that enables students to visit sites, museums, and other facilities for academic study in social science disciplines. Recent field trips include travel study to Washington, D.C., Williamsburg and Jamestown, VA, Gettysburg and Amish Country, PA, and New York City. Repeatable for up to six hours credit.

SSC 290—Social Science Seminar . . . . .1-3 Credits
In-depth analysis of a particular topic, concern, or problem in the social sciences. Courses may be oriented toward any one of the social science disciplines (history, political science, psychology, sociology-anthropology) or may be cross disciplinary in nature combining several social sciences. Social Science elective credit only. Some examples of frequently offered Social Science Seminars include: African American History; The Civil War; Death and Dying; European Studies; Human Sexuality; North American Indians; The Southwest Field Trip; Women in Western Civilization; and World War II. As needed.

SSC 120—The Civil War . . . . .3 Credits
The purpose of this course is to study and gain an understanding of the great central event of American history, the Civil War. Major political, economic, social, and military developments will be examined through use of a textbook, the PBS video series—"The Civil War," lecture, and class discussion.

SSC 215—World War II . . . . .3 Credits
This course examines the largest single event in human history, the Second World War. The background to this conflict along with political, diplomatic, and military aspects will be studied through use of a textbook, "The World at War" video series, lecture, and class discussion.

SSC 216—Death and Dying . . . . .3 Credits
An interdisciplinary (including contributions from Anthropology, Art, Ethics, Health Sciences, History, Literature, Philosophy, Public and Government Policy, Religion, and Sociology) and humanistic study of death, dying and bereavement, including key issues and concerns. (Cross listed as HUM 261)

SSC 239—North American Indians . . . . .3 Credits
A general survey of native American cultures with emphasis on cultural development, diversity, and comparative analysis. Topics include prehistory, social organization, kinship, politics, religion, and material culture, as well as discussion of current Native American concerns.

SSC 270—Appalachian Culture . . . . .3 Credits
A general survey of the historical and cultural development of the region of Southern Appalachia. Emphasis will be placed on topics such as physiography, native Americans, historical settlement, rivers and transportation, folklore and crafts, farming and mining activities, and political and social developments. This course will include field trips to significant sites such as Cades Cove in the Great Smoky Mountains, the Blue Heron mining community in the Big South Fork National Recreation Area, and the Museum of Appalachia in Norris. As needed. No prerequisite.

Course Descriptions

SOCIOLOGY

SOC 201—Introduction to Sociology . . . . .3 Credits
This course focuses on the analysis of human social interaction, patterned social relationships, and social change. Emphasis is placed on the theoretical perspectives and principles of explanation used by sociologists, as well as the basic concepts such as culture, socialization, social organization, social deviance, and social stratification. F, Sp, Su

SOC 202—Social Problems . . . . .3 Credits
This course focuses on the study of the scope and effects of a number of societal problems. Attention is given to research findings as well as social programs and policies that have been or can be taken to attempt to solve the problems. Some social problems examined include environmental abuse, population and resource challenges, war, social inequality, technology, and violence. F, Sp

SOC 211—Cultural Anthropology . . . . .3 Credits
This course is an introductory survey of the principles, concepts, methods, and scope of anthropology. Emphasis is placed on the nature of culture, sociocultural adaptation, language, kinship, social systems, subsistence patterns, art, ritual and belief systems, and the impact of change. F, Sp

SOC 212—Prehistoric Archaeology . . . . .3 Credits
This course is an introductory survey of human origins and prehistoric cultures. Emphasis is placed on the general principles, history, theoretical orientations, and methods of archaeology. This course will examine a number of prehistoric cultural lifeways from the beginnings of human culture to the rise of civilization. (As needed)

SOC 214—Marriage and the Family . . . . .3 Credits
This course is an examination of the family as a social institution. Emphasis is placed on comparative and historical approaches to the family, the relationship of the family to social organization, change and conflict within the family, and possible future developments. Other key social institutions may be examined in terms of the structural arrangements, changing interpretations and functions, and conflicts concerning social goals and values. Offered as needed.

SOMATIC THERAPY

MAS 102—Practice Issues . . . . .1 Credit
Client intake; sanitation and hygiene; legal and professional issues; client comfort and modesty; and avoiding burnout will be discussed and analyzed. Coursework will include establishing clinical placement and getting contracts signed for spring semester.
1 hour lecture

MAS 105—East Asian Massage and Bodywork .2 Credits
Students will be introduced to several therapies based on meridian/accupoint theory (Tuina, Shitasu, Amma, Accupressure, etc.) and on movement and breath (Tai Chi, Yoga, Etc.) Meridian/accupoint theory is now covered in the National Certification Exam for Therapeutic Massage and Bodywork.
2 hours lecture/1 hour lab

MAS 110—Massage Anatomy, Physiology & Pathology I . . . . .3 Credits
Students will learn anatomy and physiology of all body systems with special emphasis on muscle fascia and bones. Coursework will include building muscles in clay during the laboratory portion, palpation and self-awareness skills will also be developed.
lecture/lab combination

MAS 112—Massage Anatomy, Physiology & Pathology II . . . . .3 Credits
Continuation of MAS 110.
lecture/lab combination

MAS 116—Mind, Body and Ethics . . . .**2 Credits**

This course covers the effects of touch and touch therapies on physiology, self-concept, human development, interpersonal relationships and society. Students will begin to develop professional boundaries as well as confidence and compassion in addressing the emotional dimensions of massage therapy. Codes of ethics will be examined and applied to real life dilemmas in massage practices.

2 hours lecture

MAS 119—Public Outreach for Massage . . . .**2 Credits**

This course will cover chair massage, sports event massage, public speaking/professional relationships related to massage practice. To build clientele, massage and somatic therapists must reach the public with brief, effective and professional demonstrations and presentations. Many massage therapists volunteer at athletic events as public relations for their businesses. Many groups and organizations offer the opportunity for guest speakers to educate their members about new, unusual or highly beneficial topics such as somatic therapies.

2 hours lecture/1 hour laboratory

MAS 120—Swedish Massage . . . .**3 Credits**

Students will be taught the techniques of Swedish Massage, which serves as the foundation in which all Western massage techniques were developed. Swedish Massage dates back to the early 19th century and is based on a scientific system of manipulating soft tissues.

1 hour lecture—1 hour laboratory

MAS 123—Overview of Somatic Therapies . . . .**2 Credits**

With hundreds of somatic therapy sub-specialties requiring advanced training, students need exposure to practitioners of as many of these as possible. When guest lecture/demonstration/lab presenters who practice an important sub-specialty are not available, the text will be used.

2 hour lecture—1 hour laboratory

MAS 130—Neuromuscular Therapy . . . .**4 Credits**

Neuromuscular therapy is designed to provide relief for patients suffering from acute and/or chronic myofascial (muscle-connective tissue) pain. Students will apply knowledge of neurological laws, ischemia, trigger points, nerve contrapment, and postural distortion to choose appropriate and effective techniques. Use of SOAP charts to document sessions is required. Main areas of concentration include head and neck, shoulder, carpal tunnel, and low back pain.

2 hour lecture—6 hour laboratory

MAS 135—Massage for Special Populations . . . .**2 Credits**

Infant, pregnancy, and geriatric massage are the main focus of this course. Other populations related to student interests and instructor expertise may be addressed also.

2 hours lecture/1 hour laboratory

MAS 151—Massage Business and Marketing . . . .**1 Credit**

Students will be introduced to business record keeping, insurance billing, independent contractor agreements, promotional materials, and methods of building a practice.

1 hour lecture

MAS 152—Clinical Massage Practice . . . .**2 Credits**

Students must document at least 60 hours of massage practice and attend at least two seminar sessions. The experiential learning activities of recruiting clients and arranging at least one outside setting for giving massage sessions may be completed prior to the course starting.

Clinical

SPANISH

SPA 101—Beginning Spanish I . . . .**3 Credits**

Elementary grammar, pronunciation and conversation through the use of films, videotapes, cassette tapes, filmstrips and computer programs. (No prerequisite)

SPA 102—Beginning Spanish II . . . .**3 Credits**

Continuation of Beginning Spanish I. (Prerequisite: SPA 101)

SPA 201—Intermediate Spanish I . . . .**3 Credits**
Advanced grammar and conversation through use of films, videotapes, cassette tapes, film-strips, computer programs and library readings. (Prerequisite: SPA 102)

SPA 202—Intermediate Spanish II . . . .**3 Credits**
Continuation of Intermediate Spanish I. (Prerequisite: SPA 201)

SPEECH

SPE 201—Basic Speech Communication . . . .**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. One section of this course is designed specifically for students pursuing a career in the health sciences. Topics include medical-ethical questions, interviewing techniques, and interpersonal communication skill building. F, Sp, Su

SPE 221—Business and Professional Speaking . . . .**3 Credits**
Designed for students going into management, human relations, communications, personnel management and the sciences where the individual must work on a person-to-person basis. Included in the course are units on presenting informative reports, using visuals, interview and conference techniques, and manuscript speaking. (No prerequisite) Sp

SPE 231—Fundamentals of Acting I . . . .**3 Credits**
Fundamentals of Acting will emphasize the mechanics (vocal and physical) of presenting a character on stage. F.

SPE 232—Fundamentals of Acting II . . . .**3 Credits**
Improvisations, use of acting techniques in extensive work. Emphasis placed on special problems in contemporary roles. (Prerequisite: SPE 231 or permission of instructor)

SPE 241—Introduction to 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. F.

SPE 251—Theatre Practicum I . . . .**1 Credit**

SPE 252—Theatre Practicum II . . . .**1 Credit**

SPE 253—Theatre Practicum III . . . .**1 Credit**

SPE 254—Theatre Practicum IV . . . .**1 Credit**

SPE 255—Theatre Practicum V . . . .**1 Credit**

SPE 256—Theatre Practicum VI . . . .**1 Credit**

Field experience courses offering practical experience for students working in on-campus and off- campus technically oriented or performance oriented theatre activities. Each course carries one hour credit, and students may earn up to six credits by enrolling for one course each semester.

SPEECH-LANGUAGE PATHOLOGY

SLP 110—Introduction to Communication Disorders . . . . .2 Credits

This course provides an overview of the theory, practice, and philosophy of speech-language development. Topics include legal and ethical issues, scope of practice, multiculturalism, and diversity. Upon completion, students should be able to describe characteristics of the profession and identify components of safe and ethical practice. Open to all students.

2 hours lecture

SLP 210—Therapeutic Procedures in Health Care . . . . .1 Credit

This course covers organizational and functional skills appropriate to the speech-language pathology workplace. Emphasis is placed on scheduling, office etiquette, operation of office equipment, time management, and quality issues. Upon completion, students should be able to demonstrate correct operation of office equipment and work cooperatively and effectively within the speech-language pathology professional environment.

1 hour lecture

SLP 220—Phonetics and Clinical Phonology . . . . .3 Credits

This course introduces the International Phonetic Alphabet and the categories of speech sounds, including voice, place, and manner of production. Emphasis is placed on the accurate transcription of normal and abnormal speech samples using the IPA and on the production of effective natural speech. Upon completion, students should be able to transcribe and categorize speech sounds and produce natural speech using appropriate breathing, articulation, and pronunciation.

2 hours lecture/2 hours laboratory

SLP 230—Hearing Science and Audiometry Technology . . . . .1 Credit

This course introduces students to screening methods in audiometry and tympanometry. Emphasis is placed on the use of assistive equipment for speech, language, and hearing disorders.

1 hour lecture/laboratory

SLP 240—Disorders and Treatment I . . . . .3 Credits

The nature, etiology, and treatment of phonological and articulation disorders in children and adults.

3 hours lecture

SLP 250—Disorders and Treatment II . . . . .3 Credits

This is a continuation of Disorders and Treatment I.

3 hours lecture

SLP 260—Aura Rehabilitation and Assistive Technology . . . . .1 Credit

Introduction to psychosocial aspects of hearing impairment, communication challenges in adults, effect of aging, assistive devices, and speech perception.

1 hour lecture/1 hour laboratory

SLP 270—Clinical Fieldwork I . . . . .3 Credits

This course provides supervised fieldwork experience in speech-language pathology assisting in a minimum of two diverse sites. Emphasis is placed on the use of written protocols in providing patient care. Upon completion, students should be able to integrate ethical concepts into safe and effective clinical practice.

SLP 275—Clinical Fieldwork Seminar . . . . .1 Credit

Topics relative to the various fieldwork sites.

1 hour lecture

SLP 280—Clinical Fieldwork II . . . . .3 Credits

A continuation of Fieldwork I.

STUDENT SUCCESS STRATEGIES

SSS 101—Study Skills Enhancement . . . . .2 Credits
Designed for returning students who are not required to enroll in AD "College Success Strate-
gies" but who feel they need support and instruction for study skills, time management, inter-
personal and formal communication skills, and other topics which contribute to overall student
success.

TECHNOLOGY

TEC 101—General Technology I . . . . .1-10 Credits
An in-depth analysis of a particular topic, concern or problem as it applies to modern technol-
ogy. May be used for experiential credit with prior approval from the Dean of Academic and
Student Services.

TEC 102—General Technology II . . . . .1-10 Credits
A continuation or extension of General Technology I.

TEC 201—General Technology III . . . . .1-8 Credits
A continuation or extension of General Technology II.

TEC 205—Writing for Technical Fields . . . . .3 Credits
A technical writing course designed for students in non-degree technical programs. Incorpo-
rates introductory basic writing skills, the course begins with editing based on grammar and
punctuation skills and covers purpose, audience, organization, clarity and conciseness. Writing
and editing memoranda, business letters, project proposals and reports will provide the main
focus. (TEC 205 is not a transferable course and cannot be substituted for ENG 231.)

WORKFORCE PREPAREDNESS

WKP 107—Workkeys Communication I . . . . .3 Credits
First course in a two-course sequence which provides whole language learning in communica-
tions. Combines instruction in reading, writing, speaking, listening, observing, and locating in-
formation in the workplace.

WKP 108—Workkeys Communication II . . . . .3 Credits
Builds on skills developed in WKP 107. Combines whole language instruction in higher lev-
els of reading, writing, speaking, listening, observing, and locating information for workplace
application. (Prerequisite: WKP 107)

WKP 109—Business/Manufacturing Math . . . . .3 Credits
Emphasizes the use of applied mathematics in the workplace. Concepts of numerical problem
solving will be taught within the context of the work environment. Case studies and exercises
will be stressed.

WKP 130—Work Skills Development . . . . .3 Credits
An introduction to the skills necessary for job placement, retention, and upward mobility in the
current labor market. Students will participate in role playing, workshops, employer visits, and
job shadowing. Students will also maintain a portfolio to document competency attainments.

WKP 210—Social Issues in the Workplace . . . . .3 Credits
A survey of the social, political, and economic principles that relate to the workplace. Topics
and issues covered will include civic responsibilities, social roles and expectations, workplace
interaction, world economic competition, changing political policies, and social reform.

Student Services

STUDENT SERVICES

FOOD SERVICES

The College Cafeteria is operated by a private contractor for the express purpose of providing students with good quality food. The cafeteria is open from 7:30 a.m. to 2 p.m. each day classes are in session. The cafeteria serves light breakfast items, hot entrees, vegetables, sandwiches, fruits, desserts, drinks, and several "fast food" items.

RSCC provides vending machines stocked with drinks, candies, chips, sweets, soup, and other items through a contractual agreement with a private vending contractor. To insure that all vending products are first quality, fresh, and good tasting, the vendor replaces all unsold machine items on a regularly scheduled basis.

LIBRARY

(423) 882-4553

Roane County

E-Mail address: LIBRARYSTAFF

The library serves primarily the students, faculty and staff, and, secondarily, members of the surrounding communities. In its collection of books, periodicals, microfilm and other material, the library makes resources available to support the curriculum and to provide for recreational use.

Library hours when classes are in session in Roane County are:

> 7:45 a.m. to 10 p.m.—Monday through Thursday
> 7:45 a.m. to 5 p.m.—Friday
> 9 a.m. to 1 p.m.—Saturday

When classes are not in session, changes in library hours will be posted at the entrance and circulation desk.

A book drop is available so that materials may be returned when the library is closed.

The library online catalog can be searched from any VAX terminal by entering the username LIBRARY. Terminals dedicated to this purpose are located on both floors of the library. Users dialing into the Roane State VAX may also log in to the catalog with the username LIBRARY.

Information available online includes:

• library catalogs of RSCC, UT, TTU and The Library of Congress
• periodical indexes (with full-text articles for some titles)
• Federal information via the Government Printing Office (U.S. Code, Federal Register, etc.)
• ERIC (Educational Resources Information Center)

The Library of Congress classification system is used and books are shelved in open stacks for self-service.

Books may be checked out for a two-week period and may be renewed. No fines are charged for overdue books, but they are subject to recall if needed for another borrower.

All books are to be returned by the end of each semester. Students who have overdue books from Roane State and all other libraries to which they have access as Roane State students will not receive grade reports or be allowed to register the following semester.

Borrowers are responsible for replacement of lost or damaged materials.

Periodicals and newspapers are to be used in the library and do not circulate. A photocopier is available for those who need copies at a cost of 10 cents per copy. Many periodicals are available on microfilm for which reader/copiers are provided.

Interlibrary loan service is provided to students, faculty and staff so that material not

owned by the Roane State Library may be borrowed from another library. Information is available from any member of the library staff.

Microcomputers and software are available in the library for public use.

The library has reciprocal borrowing agreements with other libraries for RSCC students and staff. Details are available at the library.

Oak Ridge

Students at Roane State Oak Ridge may also use the Oak Ridge Public Library at no cost. Details are available at the library circulation desk and the Oak Ridge Public Library. Daily courier service makes circulating materials from the Roane State Library readily available. The library collection, along with periodical indexes and several other information databases (see above), can be searched from designated terminals. The Oak Ridge Campus library contains a basic reference collection, periodicals, circulating books, internet access and career information.

Satellite Centers

The library collection, along with periodical indexes and several other information databases (see above), can be searched from any satellite center. Some centers have a terminal reserved for this purpose; ask the center coordinator. Daily courier service provides delivery of materials to persons unable to go to the Roane County Campus Library. Requests for materials to be sent from the Roane County Campus Library may be placed through center receptionists or via e-mail to LIBRARYSTAFF.

Public libraries in each of the areas served by the off-campus centers have agreed to help serve RSCC students and staff.

Both the Howard Baker Jr. Library at the Scott County campus and the Cumberland Clinic Foundation Memorial Library at the Cumberland County campus contain a basic reference collection, periodicals, circulating books, CD-ROM information sources and career information.

INSTRUCTIONAL TECHNOLOGY CENTER

The Instructional Technology Center, a Tennessee Center of Emphasis for higher education, serves primarily, the faculty and students and, secondarily, members of the surrounding communities. The purpose of the center is to promote the use of Instructional Technologies to enhance learning at Roane State Community College. The Instructional Technology Center is located on the second floor of the Library on the Harriman campus. The center has, available for use, an assorted collection of audiovisual materials including records, audio tapes, films, video tapes and laser discs. A media specialist is available for assistance using audio-visual materials. However, all audio-visual materials must be used in the library with the exception of faculty requests.

Instructional Technology Center hours are:
    7:45 a.m. to 5:00 p.m. Monday through Friday
    Closed during scheduled administrative closing days and holidays

Microcomputers and software are available in the library for public use. There are also several microcomputer laboratories available for student use.

The ITC is designed to provide the faculty and staff with near state-of-the-art instructional technologies emphasizing instruction to students and staff. The use of these technologies will be supported through internal instructional workshops emphasizing hands-on use of the equipment and media as well as individual assistance during one-on-one training.

INCLEMENT WEATHER

RSCC recommends that students use their own discretion in attending classes when snow and icy conditions exist. Additional information on the cancellation of classes due to inclement weather is available from the local media each day.

BULLETIN BOARDS

College regulations require that all notices, posters, advertisements, announcements, and other bulletin board information be approved, signed, and dated by the Dean of Student Services (Roane County), Dean of Oak Ridge Branch Campus (Oak Ridge), or site coordinators at the Scott, Loudon, Cumberland, and Campbell Centers. Approval may be obtained during normal working hours. Notices may remain on display for fourteen days (two weeks) before being removed and discarded. Posted material may be saved through personal removal prior to the expiration date. Materials should be posted only on bulletin boards, not walls or window space.

To maintain clean and uncluttered bulletin boards, all notices and announcements must be typed or neatly hand printed. Students should remove all notices personally if posted information becomes obsolete prior to the expiration date.

CHANGE OF NAME OR ADDRESS

The Office of Records and Registration should be informed of all changes in the student's legal name for marriage or other reasons, place of residence, mailing address, and telephone number. The college is not responsible for a student's failure to receive official information due to his failure to notify the college of any change(s) stated above.

SMOKING

Roane State Community College is a smoke-free campus. Smoking or use of other tobacco products is prohibited inside any building. Smoking is permitted outside of buildings in designated locations where ash urns are provided.

(See RSCC Policy GA-21-01).

SOLICITING

No soliciting or sales, related to or affecting students, are permitted on the campus without securing prior written approval from the Dean of Student Services or a designee.

SUBSIDIARY USE OF THE COLLEGE CAMPUS

As a general rule, visitors who desire to visit the college campus in a casual and informal manner are welcome. Non-members of the college community who have not been authorized in writing to use the college facilities and who repeatedly visit or spend a large portion of their time on the college campus interfere with the normal activities of the college and will be asked to leave.

The buildings, facilities, and campus of the college are reserved and dedicated to educational use, and no use may be made of the facility which is inconsistent with that primary use.

The college, acting on its own or at the request of a registered and recognized campus organization, may invite speakers, performers, or entertainers to appear before audiences on the college campus. No non-member of the college community may speak, perform, or entertain before an audience on the college campus without such an invitation and the written approval of the college of the time, place, and manner of such appearance. Rental of college facilities by non-college personnel may be arranged

through the Office of Maintenance and Security (Roane County) or the Dean of the Oak Ridge Campus.

No person or persons shall use any sound amplifying equipment on the college campus other than that requested by the college officials in carrying on the normal activities of the college.

No person shall take advantage of the large concentration and semi-captive audience of students and faculty to organize on the campus any assembly, moratorium, strike, sit-in, parade, demonstration or similar activity which substantially interferes with the normal activities of the college or the rights of others.

No person who threatens to substantially interfere with the normal activities of the college or to substantially interfere with or deny the lawful rights of others to use the facilities of the college shall enter or remain upon the college campus.

Children should not be brought to class or left unattended in any area of the college. Out of consideration to fellow students, faculty and staff, and for safety reasons, please secure appropriate babysitting services off-campus.

Non-members of the campus community are required while on the campus to observe and comply with the rules and regulations adopted by the college or the Tennessee Board of Regents. Non-members of the campus community are also required while on the campus to identify themselves upon the request of either campus officers or campus security or other law enforcement officials in the performance of their duty.

THE WRITING CENTER

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

Services

The Writing Center provides these services:
1. One-on-one consultation between a writer and a professional writing consultant on manuscripts of any kind, whether for classroom assignments, professional development, or personal growth;
2. Workshops for classes or for college, public school, business, or community groups on special writing projects, such as resumes, business letters, memos, reports, articles for publication;
3. Word processing, revision, and graphics programs and instruction on Macintosh and IBM computers;

<div align="center">
Roane County—1-423-882-4677
Oak Ridge—1-423-481-2326
</div>

Consulting

Most Writing Center activity consists of one-on-one consultations in which a writing specialist works with an individual writer. Consultants do not edit or proofread course writing assignments. In discussing student writing, they focus on rhetorical and logical principles. Students are introduced to models of excellence in writing and challenged to think, clearly and critically so that they may achieve excellence in their own writing.

When possible, students should make an appointment in advance and should plan to spend a half hour in conference. To schedule an appointment, students may come by the center or call (423) 882-4677 in Roane County or (423) 481-2326 in Oak Ridge.

Student Services

COUNSELING AND CAREER SERVICES

COUNSELING

The Counseling and Career Resource Center (CCRC) was established to aid students in successfully completing their college work and establishing good foundations for future growth. The center is staffed by professionally trained, licensed, and nationally certified counselors who provide services for a wide range of problems—educational, vocational, personal, and testing services. A placement coordinator is also on staff.

Confidentiality of counseling visits is assured so that students may feel free to discuss their concerns. Counselors also provide opportunities for students to develop interpersonal skills and to become more self-actualized using individual counseling, small group techniques, and workshops in human development. Situations which cause students undue concern may disrupt their interpersonal relations and affect academic achievement. CCRC provides the assistance and atmosphere to work through these problems.

CCRC services includes, but is not limited to the administration of interest or personality tests as requested by the student.

CAREER RESOURCE SERVICES

Roane State's Career Resource Center assists all students interested in exploring career options and selecting a major field of study. Through the availability of up-to-date resources, career decision making workshops and individual advisement, our students have the opportunity to learn the skills necessary to make appropriate career decisions that will directly affect their success in extending the academic world to the world of work.

It is Roane State's goal through the use of a wide variety of resources to give every student the opportunity to maximize his or her career development potential.

PLACEMENT OFFICE

Roane State's Placement Office offers a full range of services to students seeking employment. A listing of full-time, part-time and temporary jobs is maintained for those seeking employment while pursuing an education.

It is Roane State's goal to provide graduates with the best possible employment opportunities by promoting the quality of the college's training programs to local employers. An annual Career Fair is provided to give students the opportunity for direct contact with employers as well as colleges and university representatives. The Placement Office provides a job referral service for those students nearing completion of their program and those who have recently graduated. To receive referral assistance, graduating students must register with the Placement Office and authorize the college to send their credentials to prospective employers. The fee for referral service is $11 and should be paid in the Business Office.

The Placement Office assists students in resume preparation, letter writing and the improvement of interview skills. Individual counseling and group seminars are available to deal with all aspects of organizing a self-directed job search. For more information visit the Roane State web page at RSCC.CC.TN.US

TESTING SERVICES

The Testing Center provides a wide range of services to both the college and the community. As a service to students entering Roane State, to other local students, and residents of the community, the college serves as a testing center for the General Educational Development (GED) test. The testing center administers the ACT Test on national test dates. For students who have made application to Roane State, the college testing center administers the ACT Residual and the Academic Assessment and Place-

ment Program test (AAPP). In addition, the center provides testing for the RN Entrance Examination, LPN Challenge, Health Science Entrance Exam and special departmental performance exams. The College Base test required of all graduating sophomores is also provided by the center.

REGULARLY SCHEDULED TESTS

AAPP (Placement Tests)

The placement exams are given on the Roane County and Oak Ridge campuses and at off-campus centers to Roane State applicants who have been admitted to the college. The basic skills assessment is required of all degree-seeking students who are 21 years of age and older or whose ACT scores indicate further testing is needed for placement.

ACT-Residual

The ACT exams are given on the Roane County and Oak Ridge campuses for students who are enrolled or have an application on file at Roane State. These test results are reported only to Roane State for placement purposes. Score reports are not available to other institutions or scholarship agencies.

ACT National

Roane State Community College serves as an area test center for the American College Testing Program (ACT). Tests are given on the Roane County campus on all five of the national test dates. Students wishing to have their scores reported to institutions other than RSCC should take this test. Registration applications are available through high school counselor's offices or the Counseling and Career Resource Center.

College At Home

The College At Home (CAH) exams are given on the Roane County and Oak Ridge campuses for students enrolled in College At Home courses (refer to page 18—Distance Learning). Specified hours are established at the beginning of each semester to offer the student a variety of testing times including days and evenings. Testing services are offered usually Monday through Saturday depending on the semester.

College Base Test

Each graduating sophomore is required by the Tennessee Board of Regents to take a test of general competency. This test does not affect one's graduating status; rather it is a measure of how well Roane State educates its students. Students are encouraged to do their best since Roane State's evaluation and future funding are based on student performance. Students are advised that failure to meet this graduation requirement will result in having the student's diploma held until this condition is met.

GED Test

The General Education Development (GED) Test for a high school equivalency diploma is administered at the Roane County and Oak Ridge campuses on a regular schedule. Appointments are necessary and may be made by calling 882-4546 in Roane County, 481-2003 in Oak Ridge or by visiting the Counseling and Career Resource Center on either campus.

To be eligible to take the test, an applicant must be (1) eighteen years of age, (2) dropped out or withdrawn from high school, and (3) able to furnish proof of age and identity. A current photo driver's license is the best source of identification. Applicants seventeen years of age with an approved age waiver are also eligible to test.

An equivalency diploma is issued by the State Department of Education upon passing the GED Test by obtaining an overall average score of 45 with no subtest score below 40.

Persons who feel inadequately prepared to take the GED test may contact their local school system or Tennessee Technology Center for GED preparation classes.

IDEA

The Counseling and Career Resource Center works closely with the IDEA (Interactive Distance Education Access) instructor to schedule test dates to ensure a proctor will be provided at the sites designated by the instructor. This allows assistance to the remote site students during testing. Refer to page 18—Distance Learning—for more information on IDEA classes.

Assessment Scheduled by Special Appointment

Strong Interest Inventory   SIGI Plus

Myers-Briggs Type Indicator

SUCCESSFUL TRANSITIONS

An Enrichment Program for Single Parents and Displaced Homemakers

Roane State offers a special program for single parents and displaced homemakers. The program is primarily designed to assist individuals who are suddenly forced into the work world as the sole support of themselves or their family due to divorce, separation, death or disability of a spouse or due to their choice to be a single parent.

The program is free and open to both males and females, students and non-students. The Successful Transitions Program provides:
- Individual counseling
- Support group meetings
- Assessments to match personality and interests to a specific career
- Career counseling
- Assistance in getting enrolled into college or vocational programs
- Workshops on assertiveness training, coping with stress, legal rights, career search, finding a job, financial planning, and other subjects of interest.

HEALTH AND DISABILITY SERVICES

A complete Health History Form is requested of all students enrolled at RSCC. Under the direction of a sponsoring physician, a clinic is maintained at the Roane County campus without direct cost to the student. A Registered Nurse administers first aid and palliative treatment in minor illness and offers suggested referrals when needed. Self-care stations are available at Oak Ridge, Campbell County, Scott County, Cumberland County, and Loudon County sites. These provisions are for short term use in case of accident or illness that occurs during the school hours. In addition, the nurse schedules regular hours at the Oak Ridge campus and visits other sites as needed. Health consultations are available through the clinic at the Roane County and Oak Ridge campuses. Vision tests are conducted on request. Various health/wellness events are promoted fall and spring semesters.

Since the college does not collect a health fee, each student is responsible for his/her medical bills for services rendered by private physicians/other facilities. Student accident and sickness insurance is available on a voluntary basis through a contract by the State University and Community College System of Tennessee. Applications and claim forms may be obtained in the Student Services Office, or the site coordinator's office at off-campus sites.

Roane State provides counseling and academic support services to insure that disabled students have access to educational opportunities provided by the college. Any student having a qualifying disability under A.D.A. guidelines which restricts his/her participation in academic life may be eligible for services which may be provided to meet the individual student's needs. Roane State serves in a liaison capacity with the Tennessee Division of Vocational Rehabilitation. Registration and other forms of administrative assistance and academic support are provided through Health and Disability Services for physical disabilities, or the Counseling Center for learning disabilities.

Participation in the services is on a voluntary basis; confidentiality is maintained. The following special services may be provided:

1. Special modifications will be made if it is determined that the mode of presentation of materials discriminates against the student. This may require re-structuring of materials, alternate methods of presentation, adjustment of physical facilities, extension of time allowed for tests or completion of coursework, etc. Modification should not alter academic requirements, and the student will be expected to show competency in the course material.

2. Individual files are maintained to serve as the guidelines for a particular student during his/her educational term at Roane State Community College. Documentation from a qualified professional must be submitted by the student to the director of Health and Disability Services or the Counseling Center prior to receiving accommodations.

Students who have physical disabilities requiring special services should contact the director of Health and Disability Services three weeks before each semester begins. Students with learning disabilities should contact Counseling and Career Services. Contact with the appropriate disability office is also required after registration each semester.

STUDENT PROCEDURES FOR SPECIAL SERVICES

To receive the special accommodations mandated in section 504 of the Vocational Rehabilitation Act, the learning and physically disabled are to meet the following guidelines.

1. Be identified as possibly learning or physically disabled. Any of the following ways is acceptable: self-referral, instructor referral, counselor referral. Any learning disabled student requesting assistance should be referred to the Director of the Counseling and Career Resource Center (CCRC). Physically disabled students needing support should be referred to the Director of Health and Disabilities Services.

2. Be verified as learning or physically disabled. The type and degree of the disability may be confirmed by a number of appropriate methods:

   a. High school record—IEP or resource classes as recorded on the high school transcript indicate diagnosis of a problem. A record of the diagnostic testing administered by school psychologist may be requested by the student and sent to the Director of the CCRC.

   b. Office of Vocational Rehabilitation—Students who have undergone academic evaluation through the Office of Vocational Rehabilitation may request that a summary of the diagnostic testing be sent to the Director of the CCRC.

   c. Private agency, clinical psychologist or medical doctor—Students seeking the services of private agencies (i.e. clinical psychologist for diagnostic testing) may request that a summary of the results with recommendations be sent to the Director of the CCRC. Students with physical disabilities may request a summary of the particular needs with recommendations be sent to the Director of Health and Disabilities Services.

3. Documentation—Learning disability verification, provided by the student, will be filed in the CCRC. Pertinent documentation for the physically disabled student will be filed in Health and Disabilities Services.

Once the learning or physical disability is verified and documented and accommodations are requested, the student may receive special services from the college. The faculty works with Counseling and Disability Services to appropriately accommodate a student's disability without compromising the academic requirements of the curriculum.

HEALTH INSURANCE

Health and accident insurance coverage is available to all qualified students in the Tennessee University and Community College System. Students must be enrolled for at least 6 semester hours to be eligible for coverage. Plans are available for individuals or families. Enrollment forms are available in the Dean of Students Office.

TRAFFIC REGULATIONS
REGISTRATION OF VEHICLES

1. All vehicles parked or operated by any person in connection with their employment or attendance of classes at the college must be registered with the Office of the Dean of Student Services and Multicultural Affairs.
2. Vehicle registration must be renewed at the beginning of each fall semester and will be valid until the beginning of the following fall semester so long as the registrant remains a student or a college employee.
3. Expired campus registration decals must be removed. Current campus registration decals are to be affixed as indicated on the instruction sheet attached to the decal.
4. The person to whom the vehicle is registered is responsible for the vehicle and all violations and citations issued thereto. If the person operating the vehicle is other than the registrant, and a violation is committed, both he/she and the registrant may be fined.
5. Each student who registers for classes will be assessed a campus access fee each semester.
6. Faculty and staff will be assessed an annual campus access fee of $10.00. Persons who are employed spring semester or after will be assessed a campus fee of $5.00.
7. All faculty, staff, and students who pay the campus access fee will be given a parking decal. If a decal is lost or stolen, additional decals are available at a cost of $1.00 from the Business Office. The decal(s) issued will be valid from August through August of the following year.
8. If you are unable to drive your own vehicle on a particular day, leave an explanatory note on the dashboard (along with your decal number) to alert the security officer.
9. In case of an emergency, temporary permits are available in the Office of the Dean of Student Services at no cost.
10. Disabled students with a state issued disability placard for handicapped parking should clearly display the placard when parking in a handicapped space. In addition, a regular Roane State decal is required. Students with a temporary disability must have a special handicapped permit from the Director of Health Services to park in a handicapped space.

VISITORS

Visitors are defined as persons not connected with the college, but who occasionally have business or other reasons to be on the campus. Designated visitor space will be provided in parking areas.

ENFORCEMENT

1. Violation Citations must be paid in the Business Office or appealed in the Dean of Student Services Office (Roane County) or Dean of Oak Ridge Branch Campus (Oak Ridge) **within 72 hours. APPEALS WILL NOT BE ACCEPTED AFTER THAT TIME.**
2. Illegally parked vehicles **may be impounded or moved** at the owner's expense.

PARKING

Regular parking on all college lots will be **by permit only** and **only in designated areas.**

1. **STUDENT SIGNS indicate spaces or areas reserved for students.** Students should park only in these spaces or areas. **NO FACULTY OR STAFF PARKING.**
2. **FACULTY SIGNS indicate spaces or areas reserved for faculty and staff.** Faculty and staff should park only in these spaces or areas. **NO STUDENT PARKING.**
3. **SIGNAGE** indicating spaces for the disabled are reserved for faculty, staff or students with disabilities.
4. **VISITOR PARKING** indicates **NO FACULTY, STAFF, OR STUDENT PARKING.**
5. **LOADING ZONES, ON SIDEWALKS, STREETS, ON LAWN WITHIN 15 FEET OF FIRE HYDRANT, OR RESERVED PARKING indicates NO PARKING** (Cars will be towed away.)

NOTE: Cars which have been towed away may be claimed by contacting the Superintendent of Maintenance and Security, and paying the cost of towing (between 8:00 a.m. and 4:30 p.m.).

DRIVING REGULATIONS

1. The speed limit on campus is 15 mph.
2. All traffic signs must be obeyed.
3. Motorists must yield the right-of-way to pedestrians.
4. All accidents involving injury to persons or damages to autos, equipment, etc., must be reported to the Superintendent of Maintenance and Security.

VIOLATION FINES—FACULTY, STAFF, STUDENTS AND VISITORS:

Disabled parking fines are $100 as set by the state. The prevailing fines as established by the college, range from $10 to $30. These fines are set during the college's annual budget cycle, and are submitted for approval at the June Tennessee Board of Regents meeting each year. Specific penalties for traffic and parking violations can be found in the RSCC catalog. Student Handbook/Calendar, and parking brochure attached to every decal issued. They can also be found in the RSCC Policy Manual (GA-19010). These publications are available to students at all RSCC locations.

Statutory Authority: T.C.A. 49-8-203.

PENALTIES

1. Parking privileges for remainder of the school year will be revoked for any one who receives more than four parking violation citations within the academic year.
2. Students who persist in violating these regulations or commit a single violation under extreme circumstances will be referred to the Dean of Student Services Office for disciplinary action which may lead to suspension or dismissal from the college.

Student Services

APPEALS

1. The Office of the Dean of Student Services and Multicultural Affairs handles all traffic appeals on the Roane County campus; the Office of the Dean of the Oak Ridge Branch Campus handles traffic appeals in Oak Ridge.
2. Faculty and staff may appeal a violation citation by meeting with the Dean of Students.
3. Students may appeal a violation citation by meeting with the Roane County SGA, or if taking classes in Oak Ridge, the Oak Ridge Traffic Appeals Board. A student wishing to appeal a decision by the SGA Traffic Appeals Board must meet with the Dean of Students.
4. All appeals must be made within 72 hours after issuance. Failure to answer a citation within the 72 hour period will result in forfeiture of the right to appeal.
5. Failure to appear at a scheduled meeting without notifying the SGA Traffic Appeals Board, or the Dean of Students will result in forfeiture of right to appeal.
6. OFF CAMPUS: As our off campus locations move into new facilities, all traffic appeals will be handled by the directors at those locations.

STUDENT ACTIVITIES

In keeping with its dedication to the concept of total student development, Roane State Community College recognizes the importance of developing both a well-balanced program of student activities and avenues for responsible student input in the decision-making process.

For students to achieve their potential as well-rounded individuals, a broad-based activities program is essential. In addition, student involvement is imperative for effectively evaluating past programs and conscientiously planning future activities.

Roane State integrates these two concerns through the sponsorship of various clubs and organizations, committees, publications, and academic and social activities.

However, continued growth and development of the college and its students is largely dependent upon the discovery of new ideas and ways to combat student apathy and complacency.

Roane State strongly urges each student to support, through participation in one or more campus activities, attempts to conquer the "There's nothing to do" syndrome. Involvement not only benefits the college but also makes the student's stay a more richly rewarding experience. For information regarding extracurricular activities contact the Coordinator of Student Activities.

OTHER ACTIVITIES

I. *Athletics*

Roane State competes in men's and women's basketball, men's baseball and women's softball as a member of the Eastern Division of the Tennessee Junior College Athletic Association.

In order for a student to participate in athletics, eligibility requirements of the National Junior College Athletic Association must be met. Any inquiries about athletics should be directed to the Director of Athletics located in the gymnasium.

II. *Intramurals*

Roane State conducts a diverse program of activities to provide students and staff the opportunity to participate in organized activities. The program does not require the intensified training and high degree of skill normally associated with varsity competition. An individual's playing ability is not considered as important as the desire to enter into the true spirit of competition for the purpose of fun

and relaxation. Participants, however, are expected to display good sportsmanship at all times.

The intramural program includes physical activities such as volleyball, flag football, basketball, softball, and weight lifting.

The RSCC Intramural Coordinator is vested with the final authority and responsibility on matters concerning scheduling, rule interpretation, and eligibility. In addition, the Intramural Coordinator may take any other action deemed necessary to insure that all intramural competition is played within the intent of the rules and within the realm of good sportsmanship. General Eligibility Requirements include:

1. Participant must be a current student or staff member at RSCC.
2. Participant must not be actively playing, practicing, or working out with any varsity athletic team in that sport. Automatic ineligibility results whenever a player is listed on the official team roster or "dresses out" on the date of any officially scheduled varsity contest.

Roane State Community College and its employees cannot assume responsibility for any injury(ies) incurred during practice for or participation in any one of the scheduled activities beyond the coverage extended to all students by Health Services. Any student whose physical condition or health status is such that participation might be detrimental to his/her health is ineligible to play unless expressed written permission from a licensed, practicing physician (approved by Health Services) is given to the Intramural Coordinator prior to participation. **Determining health status and getting permission is the sole responsibility of the student.** It is strongly recommended that all participants have medical examinations prior to participating in any intramural/recreational activity and that each participant have private and/or student medical insurance for his/her protection.

III. *College Publications*

Based upon student interest from year to year, the college provides sponsorship for various student publications. The following statements constitute the college policy regarding such publications.

A. Purpose of Student Publications

The college news periodical is edited and published by students during the year to inform students and staff of pertinent upcoming events, to provide students with an expression of opinions and views, and to increase student awareness of campus life.

The literary magazine is organized and assisted financially by The Literary Club to promote interest in the literary efforts of the students of Roane State and the surrounding community.

All publications produced by students at Roane State may serve as forums for expression of ideas concerning issues and events of interest. Views expressed in the publications are not the views of the student body as a whole, the college, or the Tennessee Board of Regents.

B. Organization and Governance

The editor of the student newspaper is appointed from applicants by the Dean of Student Services and newspaper advisor. Other staff members are appointed from applicants by the editor. The editor and advisor have administrative responsibility for publication of the periodical with the Dean of Student Services acting as a consultant.

All college and Board of Regents financial and administrative policies and procedures shall be followed in establishing and maintaining the operation of the student newspaper.

The Roane State Literary Magazine shall be published as a project of a campus literary interest group. This group must have at least one Roane State faculty/staff advisor-editor. Students for staff and editorial positions will be

selected by the Literary Magazine's advisor(s). The editor(s) of the magazine must have a cumulative GPA of 2.25.

The Tennessee Board of Regents and the college administration recognize that all student publications at Roane State are guaranteed First Amendment freedom and that student editors have editorial control of the content of student publications. However, the editor also has responsibility to be knowledgeable of the meaning of First Amendment freedom and work closely with the advisor.

A Student Publications Committee shall be appointed by the Dean of Student Services and approved by the President. The committee shall consist of one (or more) faculty member, one staff member, Student Government Association representative, and/or another member of the student body. This group will hear and review plans, requests, or grievances and recommend appropriate action. Any publication with the Roane State name or logo on it must reflect what the college considers "good taste." If any publication is questioned as being offensive to the general public, the Student Publications Committee shall review the material and make a recommendation to the President.

IV. *Fine Arts*

Concerts, lectures, and special cultural events are sponsored by the SGA for the enrichment of the students and community.

V. *Clubs and Special Interest Organizations*

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

CLUBS

AMERICAN CHEMICAL SOCIETY - RSCC STUDENT SECTION—This society promotes interest in chemistry and topics related to chemistry. The society generates materials, such as sample tests, problem sets, lecture notes, etc., which aid the students taking chemistry courses at RSCC. It sponsors guest speakers to inform the students on current topics in chemistry and related fields. The society monitors the chemistry program at RSCC in order to assure high quality and certification of the program. Members of the society are given certain privileges by the national American Chemical Society, such as magazines, resume writing aids and an employment clearing house.

BSU (Baptist Student Union)—The BSU promotes interfaith as a way of life among college students. It provides a ministry to individuals in the campus community who have need for a personal relationship with Jesus Christ or who have a need for Christian growth.

BUSINESS CLUB—The Roane State Business Club is open to all students who have an interest in business. The purpose is to acquaint students with different functions and opportunities in the business world.

COLLEGE REPUBLICAN CLUB—An organization formed to develop political skills and leadership abilities among Republican students as preparation for future service by them to the party and the community.

COLLEGIATE SECRETARIES INTERNATIONAL—CSI promotes the professional development of students preparing for careers in the administrative support profession or as business teachers by offering opportunities and responsibilities for development of and improvement in confidence, skills and abilities, initiative, culture, and refinement.

ENVIRONMENTAL HEALTH CLUB—This organization is open to environmental health students and offers opportunities to expand their education through special speakers, environmental-related films, and involvement in current environmental issues. The club promotes participation in club activities in hopes of familiarizing members with environmental issues outside the classroom while encouraging leadership skills and responsibility.

LITERARY CLUB—The Literary Club organizes and assists financially a literary magazine and promotes interest in the literary efforts of the students of Roane State and the surrounding community.

OAK RIDGE INSTITUTE FOR CONTINUED LEARNING—is an organization formed and managed by retired citizens for the purpose of providing non-credit courses, field trips and retreats for seniors. The ORICL is affiliated with the Elderhostel Institute Network and is one of among 250 similar institutes in the U.S. and Canada. Membership in the ORICL is open to all residents of the RSCC service area. Membership in the ORICL is open to all residents of the RSCC service area. Membership dues of $35 per person per semester entitle members to attend up to five of the Institute's offerings a semester on a space available basis. Some courses, such as computer and art, and field trips may entail additional fees for use of equipment, materials, and transportation. The ORICL is located at the Oak Ridge Branch Campus, Emory Valley site. For more information or to receive a schedule of classes offered by the Institute, call 481-8222.

OCCUPATIONAL THERAPY STUDENT CLUB—The OTA Club has been formed to (1) promote the field of OT in the community and at RSCC; (2) promote participation in state and national OT organizations; (3) allow participation in campus fund raising activities; and (4) provide community service.

PHI THETA KAPPA—An international honor society for two-year colleges. Invitation to membership is extended by the local chapter. To be eligible, students must complete at least twelve hours of college credit leading to an associate's degree (part-time students are eligible); have a grade point average of 3.5; and enjoy full rights of citizenship in your country. International, regional, and chapter programs provide opportunities in the areas of scholarship, leadership, service, and fellowship. Benefits of membership include eligibility for transfer scholarships, automatic nomination for the national Dean's List publication of outstanding students, automatic enrollment in the PTK Transfer Database, which is made available to four-year and senior level institutions that actively recruit transfer students; and the privilege of wearing the honors stole and tassel at graduation.

NURSING STUDENTS CLUB—Objectives for organizing the Nursing Students Club: 1) to promote participation in national and state level nursing organizations; 2) to increase visibility of the RSCC Nursing Program; and 3) to allow organized participation on campus of fund-raising activities.

PHYSICAL THERAPY STUDENT ASSOCIATION—The Physical Therapy Student Association has been formed to promote the field of physical therapy at Roane State and in the community.

PLAYMAKERS—The Playmakers Club is responsible for presenting plays on the Roane State campus.

Student Services

PSI BETA—is the national honor society in psychology for community and junior colleges. Its purpose is to stimulate, encourage and recognize students' outstanding scholarship and interest in psychology. To be eligible, students must complete at least one semester of a psychology or psychology-based course and 12 semester hours total college credit. They must rank in the top 35% or have an overall GPA of 3.0, whichever is higher, and have at least a "B" average in psychology. Psi Beta is a member of the Association of College Honor Societies and is an affiliate of both the American Psychological Association and the American Psychological Society.

PSY/SOC CLUB—The PSY/SOC Club provides extracurricular activities for students to explore the study of human behavior. The club is open to any Roane State student interested in learning more about the social scientific study of human behavior and mental processes. The organization sponsors field trips, outside speakers and student scholarships.

RESPIRATORY THERAPY STUDENT ASSOCIATION—The Respiratory Therapy Student Association promotes the Respiratory Therapy Program at RSCC and in the community. The club is affiliated with the Tennessee Society for Respiratory Care.

S.T.A.R.S. ART CLUB—Purposes for the S.T.A.R.S. Art Club are: 1) to provide a social bond for students and staff with the common interest of art; 2) to provide a vehicle for learning experiences in art outside the classroom through programs and field trips; 3) to provide students with ready opportunities to exhibit their work and learn about the technicalities of the exhibiting process; 4) to raise scholarship funds for art students and hold competitions designed to distribute those funds; 5) to provide art-related services to the community on a limited basis; and 6) to raise the art-consciousness of college and community by bringing quality work to the campus.

STUDENT AMERICAN DENTAL HYGIENIST ASSOCIATION—An organization assigned to promote the professional development of students preparing for a career in dental hygiene. Licensed hygienists who are students working toward a baccalaureate or graduate degree complementary to a career in dental hygiene are also eligible for student membership.

STUDENT OPTICAL SOCIETY—The Roane State Student Optical Society is designed to promote and encourage cooperation and unity among opticianry students, to improve their academic standing, and encourage student involvement in the community through optical related volunteer work and service projects.

WOMEN'S STUDENT ORGANIZATION—The WSO increases women's awareness regarding opportunities available to them at Roane State while fostering a better understanding and appreciation, on the part of the administration, of the needs of women students at the college. In addition, the organization provides materials and programs to inform women students of 1) continuing education, 2) career planning, 3) financial aid, and 4) personal growth opportunities as well as personal support and guidance to current and prospective students.

ORGANIZATIONS AND BOARDS

CELEBRATION—Celebration is a group of singers selected through auditions that are open to all students. The group has represented Roane State at the local and national level.

THE ROANE STATE CONCERT CHOIR—This chorus is the official college choral organization. It performs a repertoire of standard choral selections at various college, public school, church, civic, and community functions.

Student Services

CHEERLEADERS—The goal of the RSCC cheerleading squad is to promote spirit, enthusiasm, and support for the athletic department's basketball teams. Membership is open to both males and females, and members are chosen for the coming season during tryouts spring semester.

STUDENT GOVERNMENT ASSOCIATION—The SGA provides opportunities for students to offer constructive opinions, thereby promoting cooperation among students, faculty, and administration, and works for the common good of Roane State by assisting in the promotion of social activities and special campus projects. The SGA is organized into three (3) branches: 1) Executive Branch (President, Vice-President, and Cabinet) 2) Legislative Branch (Student Senate) and 3) Judicial Branch (Supreme Court).

For copies of the Student Government constitution contact the Student Government president, Coordinator of Student Activities or Dean of Student Services office.

REGISTRATION OF STUDENT ORGANIZATIONS

The college shall adopt and enforce such rules and regulations as it may deem necessary and proper with regard to the registration, recognition and function of student organizations which operate on the college campus. The rules and regulations adopted by the college shall provide for the consistent application of reasonable standards and shall afford procedural due process by authorizing and providing for an appeal with the president of the college.

Membership in a student organization shall be limited to members of the college community; however, membership may include individuals from the professional and business communities. Membership shall be extended to such persons without regard to their race, religion, national origin, or sex.

The registration and recognition of a student organization by the college does not constitute college endorsement or approval of the policies or activities of the organization. No student organization shall represent or imply in any manner, in its contact with the public, that it speaks for or in the name of the college.

Student organizations and their members are subject to all state and federal laws and the rules and regulations adopted by the college and the Board of Regents. All student organizations are required to register with the Coordinator of Student Activities.

The following procedures must be followed to register a student organization and gain active status:

1. Submit an application for the formation of a new club. Applications are available from the Dean of Students Office or the Coordinator of Student Activities.
2. Secure a faculty advisor for the organization.
3. Secure approval from the Coordinator of Student Activities to hold an organizational meeting.
4. Prepare and submit the Constitution of the organization which must contain the following: the name, purpose, proposed activities, rules of membership of the organization, officers, their terms and method of selection, nature and frequency of meetings, and financial plans including any proposed fees, dues and assessments.
5. A signed statement of compliance by the organization that it will comply with all rules and regulations, policies, and procedures of the board and the institution and with all federal and state laws and regulations.

To retain an active status all organizations must submit the following information annually to the Coordinator of Student Activities.

1. A club roster containing the current officers and sponsors.
2. Changes in the Constitution or Bylaws.

3. An annual report outlining the organization's activities and accomplishments for the year.

An organization may be placed on probation or suspended for the following reasons:
1. Failure to maintain compliance with the initial registration requirements.
2. The organization ceases to operate.
3. The organization fails to submit any required reports.
4. The organization requests withdrawal of registration.
5. The organization operates or engages in any activity in violation of rules and regulations of the institution or federal or state laws.

All organizational members and advisors are responsible for being familiar with the guidelines and policies listed above.

STUDENT CONDUCT AND DISCIPLINARY SANCTIONS

I.   *Institution Policy Statement*

College and university students are citizens of the state, local and national governments, and of the academic community, and are, therefore, expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution of higher education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the State Board of Regents has authorized the President of the College to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

Pursuant to this authorization, the College has developed the following regulations which are intended to govern student conduct on the campus. In addition, students are subject to all national, state, and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the institution's pursuit of its educational objectives, the institution may enforce its own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these regulations may subject a student to disciplinary measures by the institution whether or not such conduct is simultaneously violative of state, local, or national laws.

II.   *Disciplinary Offenses*

A. Generally, through appropriate due process procedures, institutional disciplinary measures shall be imposed for conduct which adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on institution-controlled property.

B. Individual or organizational misconduct which is subject to disciplinary sanction shall include but not be limited to the following examples:

1. *Conduct dangerous to others.* Any conduct which constitutes a serious danger to any person's health, safety, or personal well-being, including any physical abuse or immediate threat of abuse.

2. *Hazing.* Hazing means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which

induces or coerces a student to endanger such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliated with any organization. Statutory Authority: T.C.A. §49-8-203.

3. *Disorderly conduct.* Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or unreasonably disturbing to other groups or individuals.

   Specifically prohibited are both actions and language which tend to incite an immediate breach of the peace by making reference to another's race, religion or ethnic origin.

4. *Obstruction of or interference with institutional activities or facilities.* Any intentional interference with or obstruction of any institutional activity, program, event, or facilities, including the following:

   a. Any unauthorized occupancy of institution or institution controlled facilities or blockage or access to or from such facilities.
   b. Interference with the right of any institution member or other authorized person to gain access to any institution or institution controlled activity, program, event or facilities.
   c. Any obstruction or delay of a campus security officer, fireman, or any institution official in the performance of his/her duty.

5. *Misuse of or damage to property.* Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring, or unauthorized use of property belonging to the institution including, but not limited to fire alarms, fire equipment, elevators, computer equipment, telephones, institutions keys, library materials and/or safety devices; and any such act against a member of the institution community or a guest of the institution.

6. *Theft, misappropriation, or unauthorized sale.* Any act of theft, misappropriation, or unauthorized possession or sale of institution property or any such act against a member of the institution community or a guest of the institution.

7. *Misuse of documents or identification cards.* Any forgery, alteration of, or unauthorized use of institution documents, forms, records, or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment, or status in the institution.

8. *Firearms and other dangerous weapons.* Possession or use of firearms or dangerous weapons of any kind is prohibited.

9. *Explosives, fireworks, and flammable materials.* The unauthorized possession, ignition, or detonation of any object or article which would cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks.

10. *Alcoholic beverages.* The use and/or possession of alcoholic beverages on college owned, controlled, or temporarily leased property is prohibited.

11. *Drugs.* The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, hallucinogenic drug or substance, or marijuana) or sale or distribution of any such drug or controlled substance. Includes any violation of the Drug Free School and Communities Act which is distributed to each student annually.

12. *Gambling.* Gambling in any form.

13. *Financial irresponsibility.* Failure to meet financial responsibilities to the institution promptly, including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or to a member of the institution community acting in an official capacity.

14. *Unacceptable conduct in hearings.* Any conduct at an institutional hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other evidence at any hearing.

15. *Failure to cooperate with institutional officials.* Failure to comply with directions of institutional officials acting in the performance of their duties.

16. *Violation of general rules and regulations.* Any violations of the general rules and regulations of the institution as published in official institutional publications, including the intentional failure to perform any required action or the intentional performance of any prohibited action.

17. *Attempting or aiding and abetting the commission of offenses.* Any attempt to commit any of the foregoing offenses, or the aiding and abetting of the commission of any of the foregoing offenses (an "attempt" to commit an offense is defined as the intention to commit an offense coupled with the taking of some action toward its commission).

18. *Violations of state or federal laws.* Any violation of state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.

19. *Harassment.* Any form of harassment including, but not limited to, racial harassment, sexual harassment, or stalking, is prohibited.

20. *Computer misuse.* Theft or other abuse of computer time, including but not limited to:
    1. Unauthorized entry into a file, to use, read or change the contents, or any other purpose.
    2. Unauthorized transfer of a file.
    3. Unauthorized use of another individual's identification and password.
    4. Use of computing facilities to interfere with the work of another student, faculty member or college official.
    5. Use of computing facilities to send obscene or abusive messages.
    6. Unauthorized disclosure of a student's user name and password to another individual.
    7. Any attempt to access a system on the INTERNET for which the user is not authorized.
    8. Any use of computer facilities for commercial purposes.

C. Disciplinary action may be taken against a student for violations of the foregoing regulations which occur on institutionally owned, leased, or otherwise controlled property, or which occur off-campus when the conduct impairs, interferes with, or obstructs any institutional activity or the missions, processes, and functions of the institution. In addition, disciplinary action may be taken on the basis of any conduct, on or off-campus, which poses a substantial threat to persons or property within the institutional community.

D. For the purposes of these regulations, a "student" shall mean any person who is registered for study at the College for any academic period. A person shall be considered a student during any period which follows the end of an academic period which the student has completed until the last day for registra-

tion for the next succeeding regular academic period and during any period while the student is under suspension from the institution.

III.   *Academic and Classroom Misconduct*

A. The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violative of the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution.

B. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or a zero for the exercise or examination, or to assign an "F" in the course.

If the student believes that he or she has been erroneously accused of academic, misconduct, and if his or her final grade has been lowered as a result, the student may appeal the case through the Dean of Students Office.

IV.   *Disciplinary Sanctions*

A. Upon a determination that a student or organization has violated any of the rules, regulations, or disciplinary offenses set forth in the regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate institutional officials.

B. Definition of Sanctions

1. *Restitution.* A student who has committed an offense against property may be required to reimburse the institution or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.

2. *Warning.* The appropriate institutional official may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

3. *Reprimand.* A written reprimand, or censure, may be given any student or organization whose conduct violates any part of these regulations. Such a reprimand does not restrict the student in any way, but does have important consequences. It signifies to the student that he or she is in effect being given another chance to conduct himself or herself as a proper member of the institution community, but that any further violation may result in more serious penalties.

4. *Restriction.* A restriction upon a student's or organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent the institution in any way, denial of use of facilities, parking privileges, or participation in extracurricular activities, or restriction of organizational privileges.

5. *Probation.* Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the

terms and length of the probation. Probation may include restrictions upon the extacurricular activities of a student. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.

6. *Suspension.* If a student is suspended, he or she is separated from the institution for a stated period of time with conditions of readmission stated in the notice of suspension.

7. *Expulsion.* Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's readmission to the institution. <u>A student expelled from the College may not enter the campus grounds for any reason without the permission of the Dean of Student Services Office. A student expelled from the College will not receive a refund for maintenance or miscellaneous fees.</u>

8. *Interim or summary suspension.* Though as a general rule the status of a student accused of violations of these regulations should not be altered until a final determination has been made in regard to the charges against him, summary suspension may be imposed upon a finding by the appropriate institutional official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or of any other member of the institutional community or its guests, destruction of property, or substantial disruption of classroom or campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension, and if there are disputed issues of factor cause and effect, the student shall be provided a hearing on the suspension as soon as possible.

9. *Counseling or rehabilitative treatment.* Counseling sessions with Roane State's Counseling personnel or outside sources may be recommended.

C. The President of the College is authorized, at his or her discretion, to subsequently convert any sanction imposed to a lesser sanction or to rescind any previous sanction, in appropriate cases.

RSCC recognizes that disciplinary proceedings should play a secondary role to guidance and counseling and makes every effort to keep open the avenues of communication between students, faculty, and staff which provide for the transmittance of constructive ideas toward the solution of problems.

However, whenever violations of standards of conduct occur, the institution may initiate judicial proceedings through the power vested in its Discipline Committee. In all cases, disciplinary action becomes a part of the student's permanent record, and proper procedural safeguards will be used to assure due process. Notification of disciplinary action is by letter from the Dean of Student Services to the student and (when appropriate) to the parents and to other college officials.

Tennessee Uniform Administrative Procedures Act. All cases which may result in (1) suspension or expulsion of a student from the institution, a program, or a course for disciplinary reasons, (II) assignment of a grade which results in the grade of "F" in a course for academic misconduct, or (III) revocation of registration of a student organization during the term of the registration are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act and shall be processed in accordance with the uniform contested case procedures adopted by the Board of Regents unless the student waives those procedures in writing and elects to have his or her case disposed of in accordance with college procedures established by these rules.

PROCEDURAL DUE PROCESS

Due process is not a technical concept with a fixed content unrelated to time, place and circumstances. It is an elusive concept in that its exact boundaries are indefinable and its content varies according to specific facts. The nature of the right involved, the nature of the proceedings and the possible penalty are all considerations which must be taken into account. The very nature of due process negates any conception of inflexible procedures universally applicable to every imaginable situation. There is no requirement of a formal type judicial hearing. Any college procedure which is reasonably calculated to be fair to the accused and to lead to a reliable determination of the issues is acceptable.

The requirements of due process are flexible in different cases and will require different procedural safeguards. The nature of the hearing will vary depending upon the circumstances of the particular cases.

The following fundamental safeguards are required in every proceeding at Roane State Community College that may lead to a serious penalty.

1. The student shall receive written notice of the specific charge against him, and the date and time of the hearing <u>a minimum of three days prior to the hearing date</u>. This charge shall be sufficiently precise as to enable the student to understand the grounds upon which the College seeks to impose a penalty against him and to enable him adequately to prepare any explanation or defense which may be available to him. The student may be accompanied by an advisor whose participation shall be limited to advising the student.

2. The student shall be given an opportunity to respond to the evidence against him. He shall have an opportunity to present his position, make such admissions, denials, or explanations as he thinks appropriate and testify or present such other evidence as is available to him. The technical rules of evidence normally followed in civil and criminal trials shall not apply.

3. The decision of the Disciplinary Committee should be based upon the evidence presented at the hearing and a finding of guilt must be based upon substantial evidence.

4. Cases of alleged sexual assault. In cases involving alleged sexual assault both the accuser and the accused shall be informed of the following:

   A. Both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding; and,

   B. Both the accuser and the accused shall be informed of any disciplinary proceeding involving allegation of sexual assault.

   GROUNDS FOR APPEAL: a decision or judgment of the Disciplinary Committee may be appealed by the aggrieved party upon the following grounds:

   A. Prejudicial error committed during the hearing whereby the aggrieved was deprived of a fair hearing.

   B. Noncumulative material and relative evidence new or newly discovered which with reasonable diligence could not have been produced at the hearing.

   C. The decision or judgment is not supported nor justified by the evidence.

NOTICE OF APPEAL: A Notice of Appeal shall be in writing and shall be filed with the President of the College, to whom the appeal is taken, within ten (10) calendar days from the promulgation and filing of the decision or judgment on which the appeal is based. Failure to timely file the above mentioned notice shall constitute a waiver of any right to appeal.

The President of the College will review the case and render a decision based upon his/her findings.

Statutory Authority: T.C.A. Section 49-3239.

SEXUAL, RACIAL OR OTHER HARASSMENT

Harassment: Any form of harassment including, but not limited to, racial harassment, sexual harassment, or stalking, is prohibited by Title VII of the Civil Rights Act of 1964. Any student who believes he or she has been subjected to harassment at Roane State should present the charge to the Dean of Student Services. Applicants for employment or employees should report such charges to the Affirmative Action Officer in the Human Resources Office.

Any present employee or student, former employee or student, or applicant for employment or admissions at Roane State Community College who believes that discrimination has been practiced against him or her, or any employee or student who feels that practices at Roane State Community College will result in discrimination against him or her should report these charges to the Affirmative Action Office.

NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS AND ACTIVITIES

It is the policy of the State Board of Regents that, Pursuant to Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, and Regulations adopted pursuant thereto, no institution or school shall discriminate on the basis of sex in the education programs or activities of the institution or school, including health-related training programs. Institutions and schools shall ensure that equal opportunity and nondiscrimination exist on the basis of sex for students in all education programs and activities, including but not limited to, the following: (1) recruitment and admission; (2) academic, extracurricular, research, occupational training, health-related training, and other education programs; (3) rules on student life activities; (4) housing; (5) facilities; (6) access to course offerings; (7) counseling; (8) financial assistance; (9) employment assistance; (10) health and insurance benefits and services; (11) rules on marital or parental status; and (12) athletics. In addition, in conjunction with Board Policy No. 5:01:02:00, each institution and school shall ensure that no person, on the basis of sex, is excluded from participation, denied the benefits of, or subjected to discrimination in employment under any education program or activity. Nondiscrimination in employment on the basis of sex shall include, but not be limited to, the following areas: (1) employment criteria; (2) recruitment and hiring; (3) promotion, tenure, demotion, transfer, layoff, termination, nepotism policies, and rehiring; (4) compensation; (5) job assignments, classifications, and descriptions, lines of progression and seniority lists; (6) leave; (7) fringe benefits; and (8) all other terms, conditions, and privileges of employment.

COMPUTER RESOURCES

Computer facilities at Roane State Community College are available to all students, faculty and staff upon approval by the director of Computer Services or an instructor of computer science. It is the responsibility of Computer Center personnel to maintain a stable operation environment for all users and to provide security for all programs and files currently residing on available computer systems. Cooperation of all users in the form of ethical and responsible behavior is required at all times so that all may share resources freely and equitably.

The following college rules and regulations are to define all users' limitations. These rules are separate and apart from the code of conduct as approved by the State Board of Regents. Any violations shall be termed "computer misuse," and the offender shall

be referred to the appropriate college supervisor, or in the case of students, to the Vice President for Academic and Student Affairs.

COMPUTER MISUSE: theft or other abuse of computer time, including but not limited to:

1. unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
2. unauthorized transfer of a file.
3. unauthorized use of another individual's identification and password.
4. use of computing facilities to interfere with the work of another student, faculty member or college official.
5. use of computing facilities to send obscene or abusive messages.
6. unauthorized disclosure of student's user name and password to another individual.
7. any attempt to access a system on the internet for which the user is not authorized.
8. any use of computer facilities for commercial purposes.

The dispositions listed below (not an all-inclusive list) are examples drawn from the sanctioned policy of the State Board of Regents Code of Conduct.

1. Revoking of the individual's right to use the computer, either on a temporary or permanent basis.
2. Probation.
3. Suspension.
4. Expulsion.
5. Financial assessment for computer services.
6. Legal prosecution.

In the event that other college regulations are violated, additional penalties may be imposed. Unauthorized use of the computer by an individual other than the college community may be judged a felony, and the individual may be liable to legal prosecution.

STUDENT ELECTRONIC MAIL ACCOUNT

1. Electronic mail is also called e-mail.
2. Student e-mail accounts are created the day after the student registers for classes.
3. Training for students on how to use their e-mail is handled in Orientation classes. Call Computer Services Help Desk at 354-3000, ext, 4357, for further information, if you are not enrolled in an Orientation class at the time you need training. It is preferred that you receive training prior to accessing your e-mail account.
4. The electronic messaging system in All-in-1 allows you to communicate with other users across the network. When using the electronic mail option you will be able to:
   *read incoming mail messages
   *answer to sender only to all recipients
   *send mail messages
   *file messages in your file cabinet
   *forward messages to another user including external document formats
   *delete messages
   *forward a document to another user for editing.

Student Services

COLLEGE AND UNIVERSITY SECURITY INFORMATION ACT

Pursuant to the requirements of the College and University Security Information Act and the Campus Security Act, the following information is available and will be provided to you upon request: A. Annual crime statistics and rates for crimes occurring on this campus, B. Copies of Board of Regents and/or institutional security related policies and procedures and certain other related information. Contact the Office of the Dean of Students at Roane State Community College, Rt. 8 Box 69, Harriman, Tennessee 37748 (telephone (615) 882-4550) to obtain any or all of this information.

STUDENT COMPLAINTS

Roane State Community College is committed to providing a quality educational experience for all students. Students are encouraged to take advantage of all relevant services and programs offered by the college. RSCC is therefore concerned that all students receive the best treatment possible by college personnel. However, if a student feels he/she has not received fair treatment, or has a complaint regarding some situation or condition (financial aid, tuition, refunds, parking tickets, advisement, records, admissions, facilities, classroom concerns, student conduct, etc.) at the college, the student may address the complaint in writing to the Dean of Student Services and Multicultural Affairs. The Dean of Students will investigate the complaint, consulting with other RSCC personnel as needed and will notify the student of the outcome. If the student is not satisfied with how the Dean of Students has tried to resolve the issue, the student may be heard by the Vice President of Academic and Student Services. Please review the RSCC catalog (Student Services section) for detailed procedures regarding the appeal process for disciplinary matters.

STUDENT RESPONSIBILITY

There are a number of established policies and regulations, student-right-to-know information, developed by the college as well as mandated by the Tennessee Board of Regents, that exist for the welfare of both students and the college. This information is described in the following publications: The RSCC catalog, the Student's Guide to Safety, and the upcoming Student Handbook/Calendar, which are available and accessible to students at all RSCC campus locations. This information is also presented in the New Student Orientation sessions, and in credit Orientation courses. Students should contact the Center for New Student Admission, Academic Advisement Center, or the Dean of Students, for copies if needed. Although the college provides this information to the student, it is the student's responsibility to become familiar with the policies and regulations outlined in these publications. Students may see the Dean of Students for clarification of these policies and regulations.

POLICY-MAKING AND THE STUDENT

Students have the right to voice their opinions and ask questions concerning current issues or policies of the college. RSCC students may participate in the decision-making process through the Student Government Association, by representation on some standing college committees, as well as participation on the Academic Curriculum Council. In addition, RSCC has an "open door policy" which allows students the opportunity to express their views through college administration.

Personnel

BOARD OF REGENTS OF THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE

STATUTORY MEMBERS

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OFFICERS

The Honorable Don Sundquist . . . . .Chairman
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ADMINISTRATION

Office of the President

(423) 882-4501

Sherry L. Hoppe . . . .*President*
   B.S., University of Tennessee—Chattanooga—English Education
   M.Ed., University of Tennessee—Chattanooga—Counseling
   Ed.D., University of Tennessee—Knoxville—Educational Administration (1981)

Karen L. Brunner . . . .*Coordinator of Institutional Effectiveness
and Grants Development*
   B.A., University of Iowa—Dramatic Arts
   M.A., West Virginia University—Dramatic Arts (1977)

Carol Foltz . . . .*Executive Secretary*

Internal Audit

(423) 882-4529

Jack D. Walker . . . .*Auditor*
    B.B.A., Carson Newman College—Accounting (1987)
    C.P.A., State of Tennessee

Office of the Vice President for Academic and Student Services

(423) 882-4513

Patricia C. Land . . . .*Vice President*
    A.A., University of Florida—General Studies
    B.A., University of Florida—Secondary Education
    M.Ed., University of Florida—Education
    Ed.D., University of Tennessee—Technological and Adult Education (1990)

Mamie Whittenbarger . . . .*Executive Secretary*
    A.S., Roane State Community College—General Technology (1998)
    Certified Professional Secretary (1996)

Office of the Vice President for Financial Services

William S. Fuqua III . . . .*Vice President*
    B.S., Tennessee Technological University—Business Administration (1974)
    C.P.A., State of Tennessee

Allen L. Brunton . . . .*Director*
    A.S., Roane State Community College—Business Management
    B.S., Middle Tennessee State University—Accounting (1976)

Mary McCuiston . . . .*Executive Secretary*

ADMINISTRATIVE AND SUPPORT STAFF

Athletics

(423) 882-4581

Randy Nesbit . . . .*Athletic Director/Men's Basketball Coach*
    B.S., The Citadel—Business Administration
    M.B.A., The Citadel—Business (1986)

Carol Jarabek . . . .*Secretary*
    A.S., Roane State Community College—Office Administration (1985)

Larry Works . . . .*Baseball Coach*
    B.S., East Tennessee State University—Health and Physical Education
    M.S., University of Montana—Health and Physical Education and Psychology
    (1968)

Johnny Jones . . . .*Women's Basketball Coach*
    A.A., Martin College
    B.S., Middle Tennessee University—Physical Education
    M.S.S., United States Sports Academy—Fitness Management

Darrell Williams . . . .*Softball Coach*

Bookstore

(423) 882-4671

Sandra Hampton . . . .*General Manager*

Retta Bolden . . . .*Store Manager, Oak Ridge Bookstore*

Campbell County Higher Education Center

(423) 562-7021

Cynthia A. Gardipe . . . .*Director*
  B.S., Tusculum College—Applied Organizational Management (1990)
  M.A., Tennessee Technological University—Educational Psychology and Coun-
  selor Education (1995)

Sharon L Wright . . . .*Technical Clerk*
  A.S., Roane State Community College—General (1997)
  B.S., Tusculum College—Applied Organizational Management (1998)

Vanessa Overton . . . .*Secretary*

Center for New Student Admission

(423) 882-4523

Judith A. Tyl . . . .*Dean of Enrollment Management*
  B.A., University of Tennessee—Psychology
  M.S., University of Tennessee—Educational Psychology (1985)

Maria Gonzales . . . .*Director of Admissions and Recruitment*
  A.A., Hiwassee College
  B.S., University of Tennessee—Zoology (1984)

Chris Creswell . . . .*Admission Officer*
  A.S., Roane State Community College—General (1989)

Angela Richardson . . . .*Health Science Admission Officer*
  A.S., Roane State Community College—Social Science (1997)

Gloria Marine . . . .*Admission Officer*
  A.A.S.—Roane State Community College—Office Administration (1998)
  Certified Professional Secretary
  Tennessee State Certified Clerk Typist

Diane Castle . . . .*Secretary*
  A.S., Hillsborough Community College—Interpreter's Training
  B.A., Central Missouri State—French (1968)
  Certified Professional Secretary (1996)

Center for Teaching Arts and Technology

(423) 882-4556

Albert Whittenberg . . . .*Director*
  B.S., Tennessee Technological University—Management Information Systems
  M.S., University of Tennessee—Human Resource Development (1998)

J. Patrick Pate . . . .*Assistant Librarian for Audio Visual Services, Assistant Professor*
  B.A., University of Tennessee—Fine Arts
  M.S., University of Tennessee—Library Information Science (1985)

Lon Bird . . . .*Audio Visual Technician*
    A.A.S., Pellissippi State—Video Production Technology

Henry Rotters . . . .*Audio Visual and Electronic Equipment Technician*

Mary Jordan Brown . . . .*Typist*

Alice Brannon . . . .*Secretary*

Jamie Stringer . . . .*Computer Lab Technician*
    A.A.S., Roane State Community College—Police Science
    A.A.S., Roane State Community College—Corrections
    B.S., Chadwick University—Criminal Justice

Centers for Training and Organizational Excellence

(423) 882-4612

Teresa Sherrill Duncan . . . .*Acting Director*
    A.S., Roane State Community College—Business Administration
    B.S., Tennessee Wesleyan College—Business Education and Business Management
    M.S., Tennessee Technological University—Secondary Education (1990)

Dan Hyder . . . .*Manager, Environmental Health and Safety Programs*
    B.S., East Tennessee State University—Environmental Health
    M.E.S., University of Oklahoma—Environmental Science (1980)

R. Kirk Harris . . . .*Coordinator, Allied Health Programs*
    Licensed Tennessee State Paramedic
    A.S., Lake Sumter Community College—Emergency Medical Care
    B.S., University of Tennessee—Botany (1992)

Dan Collier . . . .*Small Business Development Specialist*
    B.A., Vanderbilt University—Business Administration
    M.B.A., University of Chicago—Business Administration

Community Services

(423) 882-4509

Tamsin E. Miller . . . .*Director*
    B.F.A., Brigham Young University—Interior Design
    M.S., University of Tennessee—Adult Education (1994)

Teresa Stevens . . . .*Technical Clerk*
    Certified Professional Secretary (1993)

Computer Services

(423) 882-4560

Darryl A. Duncan . . . .*Director*
    A.A.S., Roane State Community College—Business Management Technology
    (1995)

Robert L. Brown . . . .*Computer Lab Technician*

David J. Ribes . . . .*Computer Lab Tachnician*
    A.A.S., Stark Technical College—Electronic Engineering Technology (1985)

Chris. S. Pankratz . . . .*Operations Supervisor*
    A.S., Roane State Community College (1991)

Personnel

Christine Kelly . . . .*Programmer/Analyst*

Shirley Boles . . . .*Programmer/Analyst*
    B.S., Tusculum College—Organizational Management (1995)

Wesley Allen Dunnahoo . . . .*Programmer/Analyst*
    A.S., Roane State Community College—Computer Programming (1981)

Sara B. King . . . .*Computer Operator*
    A.S., Roane State Community College—Business Management Technology (1985)

Gayle Mullins . . . . *Help Desk Operator/Computer Operator*
    A.S., Roane State Community College—Business Management Technology (1983)

William Elwartowski . . . .*Computer Lab Technician*

Thomas A. Krewson . . . .*Computer Lab Technician*
    A.S., Roane State Community College—Mini-Microcomputer Technology (1987)

Christopher Olka . . . .*Computer Lab Technician*
    A.S., Roane State Community College—Business Management Technology

Donald Walters . . . .*Computer Lab Technician*
    B.S., University of Tennessee—Electrical Engineering (1984)

Peter Souza . . . .*Network Manager*
    M.S., University of Tennessee—Geology

Computer Training Center

(423) 483-8453

Pete Jivelekas . . . .*Director*
    B.S., Montana State University—Education
    M.S., University of Tennessee—Adult Education (1990)
    A.B.D., University of Tennessee—Adult Education

Helen Vowel . . . .*Technical Clerk*

Continuing Education and Distance Learning

(423) 882-4607

Paul E. Goldberg . . . .*Dean*
    B.S., University of Tennessee—Economics
    M.S., University of Tennessee—Geography
    Ed.D., University of Tennessee—Educational Administration and Supervision

Susan Brown . . . .*Administrative Secretary*
    A.S., Roane State Community College—General
    B.S., Tusculum College—Organizational Management (1998)
    Certified Professional Secretary (1994)

Counseling and Career Services
(Testing, Advisement, Placement)

(423) 882-4546—Roane County
(423) 481-2003—Oak Ridge

H. R. Anderson, Jr. . . . .*Director*
    B.A., Southwestern at Memphis—English
    M.A., Middle Tennessee State University—Psychology (1972)
    LPE, Licensed Psychological Examiner, TN Health Related Boards

Thomas R. Gutridge . . . .*Counselor*
B.A., Tennessee Wesleyan College—French and Secondary Education
M.A., Tennessee Technological University—Educational Psychology & Counseling (1969)
NCC, National Board for Certified Counselors
LPC, TN Health Related Boards

Gail D. Russell . . . .*Placement Coordinator*
B.S., West Virginia State College—Business Administration
M.A., Virginia Polytechnic Institute and State University—Counseling/Student Personnel (1978)

Jeff Snell . . . .*Counselor*
B.A., Carson-Newman College—Psychology
M.S., University of Tennessee—Counseling/Educating Psychology (1992)
NCC, National Board for Certified Counselors
LPC, TN Health Related Boards

Julia Niswander . . . .*Testing Coordinator*
B.S., East Tennessee State University—American Studies (1974)

Keith Fulks . . . .*Test Technician II*
A.S., Roane State Community College—Pre-Engineering (1996)

Mary Scandlyn . . . .*GED Alternate Examiner*
B.A., University of South Carolina—Education (1969)

Tina S. Messamore . . . .*Secretary*
A.S., Roane State Community College—Business Management Technology (1984)

Susan Paulette Knight . . . .*Secretary, Oak Ridge*
Certificate, Secretarial Science—Roane State Community College
A.S., Roane State Community College—Office Administration (1995)

Amy Keeling . . . .*Coordinator of Advising and Retention*
B.S., MacMurray College, Jacksonville, IL—Deaf Education
M.S., Eastern Illinois University—Guidance & Counseling

Paula Choate . . . .*Graduation Analyst*

Lynn Duncan . . . .*Scheduling Technician*
A.S., Roane State Community College—Office Administration (1998)
Certified Professional Secretary

Bernadette Renfro . . . .*Tech Prep Coordinator*
B.A., Union University—Music (1968)

Malinda Yager . . . .*Tech Prep Secretary*
B.A., Tennessee Temple College—History (1978)

Cumberland County Higher Education Center

(931) 456-9880

Muffin Liskovec . . . .*Director*

Myra Holloway . . . .*Technical Clerk*
A.S., St. Petersburg Junior College—Legal Studies
A.S., Daytona Beach Community College—Southeast Center for Photographic Studies (1995)

Shirley Taciuch . . . .*Evening Secretary*

Personnel

Sandra Fuller . . . .*Secretary*
    A.S., Cleveland State Community College—Accounting (1990)
    Certified Professional Secretary (1998)

Ronald Johnson . . . .*Maintenance/Custodial Supervisor*

Distance Learning

(423) 882-4602

Joni K. Allison . . . .*Director*
    B.S., University of Tennessee—Public Health Education (1985)

Cathy C. Smith . . . .*Technical Clerk*
    Certified Professional Secretary (1990)

Energy Education

(423) 531-8051

Anne Allen . . . .*Energy Education Specialist*
    B.A., University of Tennessee—Liberal Arts
    M.S., University of Tennessee—Education (1980)

Kay DeVore . . . .*Technical Clerk*
    Certified Professional Secretary (1998)

Exposition Center

(423) 882-4590

Roger Newman . . . .*Manager*
    Lincoln Memorial University

Cathi J. Bowling . . . .*Technical Clerk*

Allen T. Houston . . . .*Assistant Building Attendant*

William O. Warner . . . .*Utility Lead Worker*

Financial Aid

(423) 882-4545

Joy T. Goldberg . . . .*Director*
    B.S., University of Tennessee—Education
    M.S., University of Tennessee—Education (1977)

J. Edd Cole . . . .*Assistant Director*
    B.A., University of Tennessee—Anthropology (1996)

Wendy C. McElhaney . . . .*Financial Aid Technician*

Robin Townson . . . .*Financial Aid Assistant*
    Certified Professional Secretary
    A.S., Roane State Community College—Business Management Technology (1989)

Huette Roberson . . . .*Financial Aid Clerk*
    B.S., Tennessee Technological University (1958)

Beulah Spurling . . . .*Financial Aid Assistant*

Jacquelyn Raymer . . . .*Financial Aid Clerk*

Fiscal and Auxiliary Services

(423) 882-4515

Jamie D. Wilmoth . . . .*Director*
  B.S., Tennessee Technological University—Accounting (1978)

Connie McCullough . . . .*Coordinator*
  A.S., Roane State Community College—Business Management (1982)

Marsha Matthews . . . .*Accountant*
  B.S., Tennessee Technological University—Accounting (1990)

Linda Stooksbury . . . .*Accountant*
  B.S., Tennessee Technological University—Accounting (1990)

Ann Alexander . . . .*Account Clerk*

Linda Fugate . . . .*Account Clerk*
  A.S., Roane State Community College—Business Management (1992)
  Certified Professional Secretary (1997)

Donna Lindsey . . . .*Account Clerk*
  A.S., Roane State Community College—Business Management Technology (1982)
  Certified Professional Secretary (1997)

Lisa Ingram . . . .*Lead Cashier*
  Medical Transcription Certificate, Tennessee Technology Center—Harriman (1995)

Mary Edmonds . . . .*Cashier*
  A.S., Knoxville Business College (1970)

Annette Stooksbury . . . .*Cashier*

Diane Mount . . . .*Account Supervisor*
  A.S., Roane State Community College—Accounting Technology (1980)
  Certified Professional Secretary (1995)

Mary Ann Samples . . . .*Account Clerk*
  Certified Professional Secretary (1996)

Geraldine Sandifer . . . .*Account Clerk*
  A.S., Roane State Community College—Business Management (1992)
  Certified Professional Secretary (1996)

Michele Patterson . . . .*Secretary*
  Certified Professional Secretary (1996)

Foundation

(423) 882-4507

Melinda Hillman . . . .*Executive Director of Institutional Advancement*
  A.S., Cleveland State Community College
  B.A., Tennessee Wesleyan College—Communications
  M.P.A., University of Tennessee at Chattanooga—Public Policy (1994)

Linda Raby . . . .*Accountant*
  B.S., University of Tennessee—Accounting
  M.S., University of Tennessee—Taxation (1991)
  Certified Public Accountant

Mary Commons . . . .*Technician*

Jeana Bradley . . . .*Secretary*

Personnel *(vertical, left margin)*

Health and Disability Services

(423) 882-4570

Barbara G. Neal . . . .*Director*
  R.N., Charity Hospital School of Nursing (1964)
  A.N.A., certification, College Health

Human Resources

(423) 882-4679

Kathy L. Gethers . . . .*Dean of Human Resource, Health and Fitness*
  B.S., University of Tennessee—Personnel Management (1982)
  M.B.A., Tennessee Technological University—Business Administration (1992)

Jerry Johnson . . . .*Human Resources Manager*
  B.S., Tennessee Wesleyan College—Education
  M.A., Tennessee Technological University—Administration and Supervision (1995)

Jana Hamby . . . .*Administrative Secretary*

Carol Jarabek . . . .*Personnel Clerk*
  A.S., Roane State Community College—Office Administration (1985)

Information Technology

(423) 882-4618

Timothy D. Carroll . . . .*Executive Director*
  B.S., Embry Riddle Aeronautical University—Management
  M.S., University of Southern California—Systems Management (1987)

Institutional Research

(423) 882-4675

A. Odell Fearn . . . .*Coordinator of Reporting*
  A.S., Knoxville Business College—Computer Science
  B.S., Tennessee Wesleyan College—Management (1990)

Kathy Snipes . . . .*Technical Clerk*
  A.S., Roane State Community College—Office Administration
  A.S., Roane State Community College—Secondary Education (1993)
  Certified Professional Secretary (1998)

Knox County Center for Health Sciences

(423) 539-6904

Anne Allen . . . .*Director*
  B.A., University of Tennessee—Liberal Arts
  M.S., University of Tennessee—Education (1980)

Kay DeVore . . . .*Technical Clerk*

Pamela Woody . . . .*Technical Clerk*
  A.S., Roane State Community College—Secretarial Science (1982)
Yvonne Toon . . . .*Secretary*

Library

(423) 882-4553

Rebecca I. Brunton . . . .*Director of Library Services*
   A.S., Roane State Community College—General
   B.S., Middle Tennessee State University—History
   M.S., University of Tennessee—Library Science (1981)

Rosemary E. Todd . . . .*Cataloging Librarian, Instructor*
   B.A., University of Tennessee—Liberal Arts
   M.S., University of Tennessee—Library Science (1977)

Shelia Whittenbarger . . . .*Library Assistant*

Wayde Hamby . . . .*Library Assistant*
   A.S., Roane State Community College—Secondary Education and General Studies
   (1990)

Loudon County Higher Education Center

(423) 986-1525

Carolyn K. Childs . . . .*Director*
   B.S., Tennessee Technological University—Home Ec Education (1972)

Patsy Elder . . . .*Technical Clerk*

Kristina Gibbs . . . .*Secretary*
   A.A.S., Roane State Community College—Office Administration (1996)

Marketing and Public Information

(423) 882-4505

Celia Breedlove . . . .*Coordinator of Public Information*
   B.S., University of Southern Mississippi—Photo-Journalism (1978)

Tammy Stanford . . . .*Media Specialist*
   B.S., Tennessee Technological University—English/Journalism (1988)

Julie Parker . . . .*Coordinator of Graphic Art*
   A.A., Roane State Community College—General
   B.F.A., University of Tennessee—Graphics/Illustration (1989)

Kim Leach . . . .*Secretary*

Oak Ridge Branch Campus

(423) 481-2000

Loretta Friend . . . .*Dean, Satellite Campuses*
   B.S., Middle Tennessee State University—Vocational Education
   M.Ed., Vanderbilt University—Human Resource Development (1988)

Susan Williams . . . .*Administrative Secretary*
   B.S., University of Tennessee—Communications (1990)

Mariella Akers . . . .*Faculty Secretary*
   B.A., Hood College—Psychology
   M.F.A., Savannah College of Art and Design—Historic Preservation (1995)

Jim McDaniel . . . . .Admissions Counselor
    B.S., University of Tennessee—Hotel/Restaurant Administration
    M.S., University of Tennessee—Education (1991)

Sheila Eason . . . .*Technical Clerk, Admissions and Records*
    A.S., Roane State Community College—General Education (1990)

Lois Fitz . . . .*Secretary/Receptionist*
    B.A., Colorado State University—Modern Languages, French (1962)

Ann R. Griffin . . . .*Information Center Supervisor*
    A.S., Roane State Community College—Computer Science (1984)

Kelly Huddleston . . . .*Faculty Secretary*
    Secretarial Science Certificate—Roane State Community College (1989)

Susan Wry . . . .*Faculty Secretary*
    A.S., Roane State Community College—General Studies (1981)

Gary Baker . . . .*Lead Custodian*

Alfred Brown . . . .*Security Guard*
    A.S., Draughon's Business School—Accounting (1953)

Barbara Upton . . . .*Custodian*

Rodney Woodard . . . .*Custodian*

Florrel Hamby . . . .*Custodian*

Payroll

(423) 882-4518

Mildred Millican . . . .*Payroll Supervisor*
    A.S., Roane State Community College—General Technology (1998)
    Certified Professional Secretary

Amy Blair . . . .*Account Clerk*
    Certified Professional Secretary

Mary Barr . . . .*Payroll Clerk*

Physical Plant

(423) 882-4565

Wayne Christopher . . . .*Director*

Kinch York . . . .*Director of Capital Projects*

Marilynn Brown . . . .*Secretary*

Bill Wilson . . . .*Maintenance Supervisor*

Lillie W. Newcome . . . .*Custodial Supervisor*

Mike McClure . . . .*Security Guard*

Rita Jones . . . .*Security Guard*
    A.S., Roane State Community College—Criminal Justice (1986)

Dale Kendrick . . . .*Security Guard*
    A.S., Roane State Community College—Police Science (1983)

Mike McPeters . . . .*Security Guard*

Dale Green . . . .*Carpenter*

Larry E. Hampton . . . .*Carpenter Lead Worker*

John W. Pair . . . .*Carpenter*

Charlie Randolph . . . .*Maintenance Mechanic*

James T. Smith . . . .*Maintenance Mechanic*

Terry Scheiern . . . .*Utility Worker/Bus Driver*

Henry Barger . . . .*Utility Worker*

Kenneth R. Slaven . . . .*Courier*

Ray Smith . . . .*Utility Worker*

Tom Brewster, Jr. . . . .*Custodian*

Wanda Hamby . . . .*Custodian*

Virginia Fritts . . . .*Custodian*

Betty Jones . . . .*Custodian*

Lorene Hensley . . . .*House Worker*

Ruth Lamance . . . .*Custodian*

Hattie M. Marable . . . .*Custodian*

Monika Pennington . . . .*Custodian*

Nora Ellen Williams . . . .*Custodian*

Ralph Brown . . . .*Custodian*

Roy Wiley . . . .*Maintenance Utility Worker*

Printing and Graphics

(423) 882-4569

Robert Ely . . . .*Director*

Ruth Lee Melton . . . .*Lead Offset Press Operator*

Joy Newberry . . . .*Offset Press Operator*
  A.S., Roane State Community College—Office Administration (1986)

Purchasing

(423) 882-4587

Brenda J. Davis . . . .*Purchasing Clerk*
  Certified Professional Secretary (1996)

Faye Gallagher . . . .*Purchasing Clerk*

Fred Ooten . . . .*Shipping/Receiving Clerk*

Records and Registration

(423) 882-4526

Marsha Bankston . . . .*Registrar/Director*
  B.F.A., Indiana University (1983)

Personnel

Joyce K. Perry . . . .*Coordinator of Records*
    B.S., Knoxville College—Business Education
    M.S., Ed., Southern Illinois University—Occupational Education (1975)

Cherie Doss . . . .*Records Clerk*
    A.S., Roane State Community College—Elementary Education (1998)

Margaret Brown . . . .*Records Clerk*

Michelle Crudup . . . .*Records Clerk*
    A.A.S., Roane State Community College—Management and Supervision

Pamela Shannon . . . .*Records Clerk*
    Secretarial Science Certificate—Roane State Community College

Sydney Van Hook . . . .*Records Clerk*
    B.S., East Tennessee State University—Exercise Physiology (1996)

Scott County Higher Education Center

(423) 663-3878

Tracy Powers . . . .*Director*
    B.S., Liberty University—History Education (1985)

Rena Adkins . . . .*Technical Clerk*
    A.A.S., Roane State Community College—Office Administration

Charlotte Shelton . . . .*Secretary*

Ron Cook . . . .*Maintenance*

Lonnie Murphy . . . .*Security Guard*

Student Activities and Organizations

(423) 882-4638

Sammie R. Mowery . . . .*Coordinator*
    A.S., Roane State Community College—Secondary Education
    B.S., East Tennessee State University—Elementary Education
    M.S., University of Tennessee—Adult Education (1983)

Student Services and Multicultural Affairs

(423) 882-4550

Beverly Bonner . . . .*Dean*
    B.S., Tennessee State University—Psychology
    M.A., Fisk University—Clinical Psychology (1973)
    Licensed Psychological Examiner, State of Tennessee

Jeannie Branum . . . .*Administrative Secretary*
    A.S., Roane State Community College—Office Administration (1986)

Telephone Services

"0"

Regina Kendrick . . . .*Information Receptionist*

Tennessee Early Childhood Training Alliance

(423) 481-2034

James Martin . . . .*Coordinator*
  A.S., Roane State Community College—General
  B.S., University of Tennessee—Elementary Education
  M.S., University of Tennessee—Curriculum and Instruction
  Ed.D., University of Tennessee—Curriculum and Instruction (1995)

Maryann Palmer . . . .*Orientation Associate*
  B.S., State University of New York—Education
  M.A., State University of New York—Education (1970)

Workforce Network

Cynthia R. Thomas . . . .*Director*
  B.S., East Tennessee State University—Physical Education
  M.A., Middle Tennessee State University—Education (1974)

Joy T. Margrave . . . .*Assistant Director*
  B.S., University of Tennessee—Public Administration
  M.S., University of Tennessee—Human Resource Development (1995)

Administrative Office—Kingston-(423) 376-3799

Tommie DePorter West . . . .*Contract Management*
  B.S., Tusculum College—Management (1990)

Sarah E. Phillips . . . .*Program Manager*
  B.S., Tusculum College—Business Administration
  M.A., Tusculum College—Education
  Ed.S., Tennessee Technological University (1996)

David Browder . . . .*Program Manager/Monitor*
  B.S., Tennessee Technological University—Secondary Education
  M.A., Tennessee Technological University—Health & Physical Education (1981)

Ted A. Bennett . . . .*Accountant*
  B.A., Carson Newman College—Business Administration (1967)

Debbie Evans-Beeler . . . .*MIS Technician*

Donna K. Dutton . . . .*Secretary*
  Certificate, Roane State Community College—Secretarial Science

Becky Slaven . . . .*Secretary*

Pete Gilreath . . . .*Systems Manager*
  B.S., Tennessee State University—Computer Science
  M.B.A., Tennessee Technological University—Computer Science (1998)

Anderson County-(423) 457-9400

Lana M. DiFiore . . . .*County Manager*
  B.S., Tusculum College—Applied Organizational Management (1995)

Debbie Petree . . . .*Sr. Case Manager*
  B.S., Tusculum College—Management
  M.A., Tusculum College—Education (1995)

Ellen Seymour . . . .*Workforce Specialist*

Personnel

Teresa Kennedy . . . .*Workforce Specialist*

Glen Cox . . . .*Workforce Specialist*
   B.B.A., University of Kentucky—Marketing (1989)

Bobbie J. Gross . . . .*Technical Clerk*

Blount County-(423) 983-6365

Denette Flynn . . . .*County Manager*
   B.A., University of Tennessee—Human Services (1977)

Sandra Cannon . . . .*Sr. Case Manager*
   B.A., Clark Atlanta University—English (1970)

Karen L. Coffin . . . .*Workforce Specialist*

Jackie Pistner . . . .*Workforce Specialist*
   B.A., Pennsylvania State University—English/Writing Option
   M.S.T., State University of New York at Potsdam College—Secondary English
   Education (1993)

Ann Watson . . . .*Secretary*

Campbell County-(423) 562-7575

Randall E. Brown . . . .*County Manager*

Barbara Wallace . . . .*Workforce Specialist*
   A.S., Business Administration—Lincoln Memorial Harrogate, TN (1981)

Tina Hatfield . . . .*Technical Clerk*

Cumberland County-(931) 484-7456

Delois Randolph . . . .*County Manager*

Laura Gwin . . . .*Workforce Specialist*
   A.S., Tennessee Technological University—Criminal Justice
   B.S., Tennessee Technological University—Sociology (1991)

Carol Price . . . .*Technical Clerk*
   Certified Professional Secretary (1994)

Melanie Brown . . . .*Case Management Technician*

Loudon County-(423) 986-1525

Kelley Thomas-Spoon . . . .*County Manager*
   B.S., University of Tennessee—Administration (Marketing) (1988)

Jennifer Pace . . . .*Technical Clerk*

Joy M. Brock . . . .*Case Manager*

Morgan County-(423) 346-3060

Sharon D. Heidel . . . .*County Manager*

Michelle Adkisson . . . .*Workforce Specialist*
   B.S., Tennessee Technological University—Sociology (1991)

Diana Scarbrough . . . .*Technical Clerk*

Roane County-(423) 882-5105

Kimberley B. Harris . . . .*County Manager*
    B.S., University of Tennessee—Merchandising (1980)

Deborah Miller . . . .*Workforce Specialist*
    B.S., Kent State University—Education (1977)

Pat Taylor . . . .*Workforce Specialist*

Joyce Lewis . . . .*Technical Clerk*

Anita Phillips . . . .*Case Management Technician*

Scott County-(423) 569-9348

Jeffery S. Burchfield . . . .*County Manager*
    B.S., Middle Tennessee State—Science (1985)

Rodney West . . . .*Workforce Specialist*

Mickie Phillips . . . .*Workforce Specialist*
    A.S., Roane State Community College—Medical Laboratory Technology (1990)
    B.S., Tusculum College—Applied Organizational Management (1995)

Tommie Thompson . . . .*ABE/GED Instructor*
    B.S., Tusculum College—Applied Organizational Management (1995)

Writing Center

(423) 882-4677—Roane County
(423) 481-2326—Oak Ridge

Jennifer Jordan-Henley . . . .*Writing Specialist*
    B.S., Middle Tennessee State University—English
    M.A., Middle Tennessee State University—English (1988)

W. Curtis Currie, II . . . .*Writing Specialist*
    B.A., Pfeiffer College—English Literature
    M.A., University of Tennessee—English
    Ph.D., University of Tennessee—English (1991)

ACADEMIC DIVISIONS

Business and Environmental Technologies

(423) 882-4600

Russell B. Schubert . . . .*Division Chair*
    B.S., Tennessee Technological University—Agriculture
    M.Ed., Stephen F. Austin State University—Counseling (1974)

Cathy Harness . . . .*Administrative Secretary*
    Certified Professional Secretary

Health Science

(423) 882-4594

William Howard . . . .*Division Chair*
    A.A.S., Morehead State University—Radiologic Technology
    B.U.S., Morehead State University—Education

Personnel

M.A., Morehead State University—Adult Higher Education (1985)
Registered Technologist (Radiography)

Barbara Jeffers . . . .*Administrative Secretary*
A.S., Roane State Community College—Secretarial Science (1980)

Humanities

(423) 882-4567

Judith B. Slagle . . . .*Division Chair*
B.S., East Tennessee State University—English Literature
M.A., East Tennessee State University—English Literature
Ph.D., University of Tennessee—English Literature (1991)

Pamela Pemberton . . . .*Administrative Secretary*
A.A.S., Roane State Community College—General Technology (1998)

Jo Armes . . . .*Secretary*
Certified Professional Secretary

Math/Sciences

(423) 882-4533
(423) 882-4591

Adolf A. King . . . .*Division Chair*
B.S., City of Leicester Polytechnic Institute—Applied Chemistry
M.S., Imperial College of Science and Technology, London Univ.—Analytical Chemistry
D.I.C., Imperial College of Science and Technology, London Univ.—Analytical Chemistry
Ph.D., Imperial College of Science and Technology, London Univ.—Analytical Chemistry (1977)

Kathleen B. Voiles . . . .*Administrative Secretary*
A.S., Roane State Community College—Office Administration (1993)

L. Sue Christopher . . . .*Secretary*
A.A.S., Roane State Community College—Office Administration (1998)
Certified Professional Secretary

Nursing

(423) 882-4605

Sharon Tanner . . . .*Division Chair*
B.S.N., University of Tennessee—Nursing
M.S.N., University of Tennessee—Nursing (1985)
Registered Nurse

Carol Smith . . . .*Administrative Secretary*
A.S., Roane State Community College—Office Adm. (1981)
Certified Professional Secretary (1990)

Social Science/Education/P.E.

(423) 882-4582

Don Lanza . . . . *Division Chair*
 B.A., University of Tennessee at Chattanooga—History
 M.A., University of Tennessee—History
 Ph.D., University of Tennessee—History (1991)

Tammy Guge . . . . *Administrative Secretary*
 A.S., Roane State Community College—Office Administration
 B.S., Tucsulum College—Applied Business Management (1990)

Emeritus

Anne P. Minter . . . .*Faculty Emeritus*
 B.S., Georgia College at Milledgeville—Chemistry; M.A., Duke University—Microbiology; Ed.D., University of Tennessee—Science in Higher Education (1973–1988)

RECIPIENTS, FACULTY AWARD FOR TEACHING EXCELLENCE
SARAH ELLEN BENROTH AWARD

1981	Bruce Fisher	Math-Science
1982	David Mullins	Humanities
1983	Agnes NamKung	Business & Economics
1984	Bill Yates	Humanities
1985	Larry Works	Social Science
1986	Steve Wheeler	Social Science
1987	Susan Garner	Health, P.E., & Recreation
1988	Stephanie Morris	Math-Science
	Barbara Phillips	Academic Development
1989	Irving Glover	Math, Natural and Social Science
1990	Jim Knox	Humanities & Education
1991	Frank L. (Pete) Charton	Math, Natural and Social Science
1992	Bruce L. Borin	Humanities & Education
1993	James Kring	Math-Science
1994	Becky Howard	Math-Science
1995	Myrian Works	Nursing
1996	Lil Gomez del Campo	Social Science
1997	Pat Bailey	Math-Science
1998	Anne Powers	Humanities

Personnel

Faculty

NOTE: (date) indicates date of last degree

ANDREACO, JANE . . . .*Instructor of Radiologic Technology*
  A.S., Medical College of Virginia—Radiologic Technology
  A.S., Roane State Community College—Minimicrocomputer Technology (1984)
  Registered Technologist (Radiography)

ANDREWS, REBECCA L. . . . .*Associate Professor of Business*
  B.S., Tennessee Technological University—Accounting
  M.S., Oklahoma State University—Accounting (1967)
  C.P.A., State of Tennessee

ASBURY, CATHY . . . .*Instructor of Radiologic Technology*
  A.S., Roane State Community College—Radiologic Technology
  B.S., Tusculum College—Human Resources and Administrative Mgmt (1996)
  Registered Technologist (Radiography)

BACKSTROM, KURT A. . . . . *Assistant Professor/Program*
                                                        Director of Physical Therapy
                                                        Assistant
  B.S., Indiana University of Pennsylvania—Health and Physical Education
  M.S., University of Kentucky—Physical Education
  B.S., Howard University—Physical Therapy (1979)

BACKSTROM, SUZANNE M. . . .*Associate Professor, PTA Program Coordinator of*
                              Clinical Education
  B.S., University of North Dakota—Physical Therapy (1978)

BADGER, ROGER A. . . . .*Instructor of EMT/Paramedic*
  A.S., Hocking Technical College—Emergency Medical Technology (1982)
  Licensed Tennessee State Paramedic

BAILEY, LEONARD C. . . . .*Professor of Business*
  B.S., University of Tennessee—Personnel Management
  M.B.A., Pace University—Labor-Management Relations (1976)

BAILEY, PATRICIA G. . . . .*Professor of Mathematics*
  A.S., Roane State Community College—General
  B.A., University of Tennessee—Biology
  M.S.S.W., University of Tennessee—Social Work
  Ph.D., University of Tennessee—Instructional Theory and Practice in
  Mathematics (1996)

BALDWIN, ELAINE B. . . . .*Professor of Nursing*
  B.S.N., University of South Carolina—Nursing
  M.N., Emory University—Nursing (1964)
  Ed.D., University of Tennessee (1993)
  Registered Nurse

BARNES, DELORISE C. . . . .*Professor of Business*
  B.S., Livingstone College—Business Education
  M.S., University of Tennessee—Business Education
  Ed.D., University of Tennessee—Vocational-Technical Education (1978)

BARRIGA, MARIA . . . .*Assistant Professor of Spanish*
  B.A., Universida Catholica—Spanish
  Ph.D., University of Tennessee—Spanish (1991)

BARTH, ROBERT C. . . . .*Associate Professor of Philosophy/Mathematics*
    B.S., Union University—Mathematics
    M.S., University of Tennessee—Mathematics Education (1978)

BELL, DAVID W. . . . .*Associate Professor of Mathematics*
    B.S., North Carolina State—Math Education
    M.A.T., Duke University—Math Education (1973)

BODINE, MARK . . . .*Instructor of EMT-Paramedic*
    Licensed Tennessee State Paramedic

BORIN, BRUCE L. . . . .*Associate Professor of Speech*
    B.S., University of Nebraska—Education
    M.A., East Tennessee State University—English and Speech (1975)

BOULDIN, C. LARRY . . . .*Professor of Mathematics*
    B.A., David Lipscomb College—Mathematics
    M.S., Middle Tennessee State University—Mathematics
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    M.S., University of Missouri—Soil Physics
    M.S., University of Missouri—Nuclear Engineering (1990)

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  M.S., Tennessee State University/Vanderbilt University—Management of Social
  Service Programs (1976)

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    B.A., Brigham Young University—Archaeology
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YATES, LAURA . . . .*Assistant Professor of Nursing*
  B.S.N., University of North Carolina
  M.S.N., University of Tennessee (1983)
  Registered Nurse

YATES, WILLIAM B. . . . .*Associate Professor of Speech and Theatre*
  B.A., Tennessee Wesleyan College—History
  M.A., University of Tennessee—Public Address and Theatre Arts (1962)

Personnel

ADJUNCT FACULTY

The adjunct faculty listed here have served Roane State Community College for five or more years.

ANDERSON, ROBERT . . . .*History*
    M.A., Mississippi State University—History (1961)

ATKISSON, LOVELLE . . . .*Art*
    Ed.D., George Peabody—Art (1976)

AUSMUS, JUANITA . . . .*Computer Science*
    B.B.A., Lincoln Memorial University (1991)

BERG, WILLIAM T. . . . .*Chemistry*
    Ph.D., Western Reserve University—Chemistry (1955)

BREWSTER, MARY ANN . . . .*Writing*
    M.A., Cumberland College—English (1985)

BROOKE, WILLIAM A. . . . .*Math/Physics*
    M.S., Indiana University—Secondary Education (1971)

BUCK, VELMA . . . .*Math*
    M.A., Vanderbilt University—Mathematics (1968)

BUTTURINI, RICHARD S. . . . .*Computer Science*
    M.S., University of Tennessee—Management Science (1982)

BYRD, MARY ELIZABETH . . . .*Math*
    M.A., Union College—Secondary Education (1982)

CARTER, JUDITH . . . .*English*
    M.A., George Peabody—English (1964)

COFFEY, LINDA . . . .*Study Skills*
    M.A., Tennessee Tech University—Reading (1973)

COOPER, LANCE . . . .*Speech*
    M.A., University of Tennessee—Speech Communications (1977)

COX, BRYAN . . . .*EMT-Paramedic*
    B.A., Cooper Institute—Business Management (1976)
    Licensed Tennessee State Paramedic

DANKO, PATRICIA A. . . . .*English*
    M.A., San Francisco University—Literature (1975)

DERBY, ROGER . . . .*Physics/Chemistry*
    D.SC., Colorado School of Mines—Metallurgical Engineering (1968)

DESJEAN, TOM . . . .*Sociology*
    M.A., University of Florida—Anthropology (1986)

DOUGHTY, FLOYD . . . .*Police Science*
    M.A., Tennessee Technological University—Education (1982)

DUNAWAY, LOURDES . . . .*Music*
    M.A., Cuba—Music Performance/Theory
    M.A., Tennessee Technological University—Elementary Education (1988)

DUNIGAN, JAMES . . . .*Economics*
    Ph.D., University of Tennessee—Geography (1969)

DUNIGAN, FLORINDA . . . .*Spanish*
    M.A., Tennessee Technological University—Special Education (1977)

FARMER, William M. (MIKE) . . . .*Accounting*
    M.B.A., University of Tennessee (1976)

FERRELL, CINDY . . . .*Music*
    M.A., University of Tennessee—Vocal Performance (1990)

FRAGOPOULOS, PEGGY . . . .*English*
    M.A., Tennessee Technological University—English (1982)

FRANCIS, NORMA G. . . . .*Writing*
    B.A., Luther College—English (1957)

GORE, J. R. . . . .*EMT Paramedic*
    Licensed Tennessee State Paramedic

GOSLEE, BRENDA . . . .*Music*
    M.A., University of Tennessee—Organ Performance (1988)

GRAY, SUE M. . . . .*Health Information Technology*
    A.S., Roane State Community College—Medical Record Technology
    B.A., Stephens College—Health Information Management
    R.R.A., Registered Record Administrator

HAMBY, STEVE . . . .*EMT-Paramedic*
    Licensed Tennessee State Paramedic

HANDLEY, MICHELLE . . . .*English*
    M.A., Texas Tech University—English (1970)

HERD, VALERIE . . . .*Sociology*
    M.S., University of Tennessee (1995)

HUDGINS, CAROL . . . .*Art*
    M.F.A., University of Tennessee—Art (1987)

HUMPHREY, DENNIS . . . .*Police Science*
    J.D., Nashville School of Law—Law (1981)

IHDE, WILLIAM M. . . . .*Physics*
    M.S., Massachesetts Institute of Technology—Electrical Engineering (1948)

JEFFERS, JACK R. . . . .*Computer Science*
    B.S., Tennessee Technological University—Mathematics (1966)

JEFFERS, JODI . . . .*Math*
    M.M., University of Tennessee—Mathematics (1990)

KING, PAULETTE TODD . . . .*Mathematics*
    B.S., University of Tennessee—Mathematics (1983)

MASON, ANTHONY P. . . . .*Business*
    B.S., East Tennessee State University—Business Management/Economics (1965)

MEAD, BARBARA . . . .*Reading/Study Skills*
    B.S., Wisconsin State University—English (1954)

MERRIWEATHER, ROOSEVELT . . . .*Chemistry*
    B.S., Stillman College—Chemistry (1978)

MILLER, GREG . . . .*History*
    J.D., University of Tennessee Law School—Law (1982)

MURPHY, TRESSA . . . . *Mathematics*
 M.M., University of Tennessee—Mathematics (1992)

NAGGE, HAROLD . . . . *Music*
 M.A., University of Tennessee—Music (1994)

NEWMAN, JACQUELYN . . . . *EMT-Paramedic*
 M.S., University of Tennessee (1997)
 Licensed Tennessee State EMT
 Registered Nurse

NICKLE, LINDA . . . . *English*
 M.A., University of Tennessee—English (1986)

NOWLIN, ANNE . . . . *Psychology*
 M.S., University of Tennessee—Educational Psychology (1980)

NUGENT, BARBARA . . . . *Writing*
 M.A., Cambridge Institute of Education—England (1954)

NUGENT, GERALD B. . . . . *Mathematics*
 B.S., London University (England)—Civil Engineering (1950)

PACK, DAVID . . . . *Mathematics*
 M.S., University of Tennessee—Education (1987)

PEARMAN, JOEL E. . . . . *Business Law*
 J.D., University of Tennessee—Law (1973)

PEERY, MALISSA . . . . *Mathematics*
 M.A., University of Tennessee—Mathematics (1993)

PHILLIPS, PAUL . . . . *Police Science*
 J.D., Vanderbilt—Law (1975)

REAGAN, STACY . . . . *Math*
 M.A., Tennessee Technological University—Curriculum and Instruction (1996)

RUSSEL, LONNIE . . . . *Physical Education*
 M.A., Union College—Education (1980)

SCARBROUGH, VERA . . . . *English*
 M.A., Middlebury College—English (1987)

SCOTT, LINDA . . . . *Writing*
 M.A., Tennessee Technological University—Reading (1980)

SERLETH, SUSAN . . . . *Mathematics*
 B.S., Ball State University—Math Education (1984)

SHAW, JOHN . . . . *Biology*
 D.V.M., University of Tennessee (1987)

SHLOUSH, MARCIA . . . . *Nursing*
 B.S., University of Tennessee—Nursing (1976)
 M.S., University of Tennessee—Child and Family Services (1986)

STANLEY, SHARON . . . . *English*
 M.A., Tennessee Technological University—English (1979)

STAPLETON, FRANCES . . . . *Reading*
 M.A., Eastern Michigan University—Reading (1983)

STRUNK, JOHN . . . . *Spanish*
 M.A., Union College—Spanish (1985)

THOMAS, MARGARET . . . .*Mathematics*
   M.A., San Diego State University—Mathematics (1974)

THOMPSON, PATRICIA . . . .*English*
   M.A., Middle Tennessee State University (1971)

UNDERWOOD, HAROLD L. . . . .*Mathematics*
   B.S., Mississippi State—Science Education
   M.S.C.S., University of Mississippi—Mathematics
   Ed.D., Auburn University—Educational Administration (1971)

WALSH, JANE . . . .*Biology*
   M.S., University of Tennessee—Ornamental Horticulture and Landscape Design

WARNER, DAVID . . . .*Speech*
   M.A., Memphis State University—Rhetoric/Communications (1973)

WILLIAMS, HILDA . . . .*Reading/Writing*
   B.A., Wake Forest University—English (1953)

Personnel

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  Polaris Travel
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  Martin Marietta Energy Systems
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  The Daily Grind
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  Daniels & Uselton, PC
  Rockwood, TN

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  Finance Manager (retired)
  Oak Ridge National Laboratory
  Kingston, TN

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  LaFollette, TN

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  Rite-Aid
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   Roane County Commissioner

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   Tennessee House of Representatives

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   Roane County Republican Party

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   Diversified Scientific Services, Inc.

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   Molten Metal Technology of Tennessee

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Advisory Boards

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  Community Leader

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  Editor/Publisher
  Senior Living Publications

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  Agent/Owner
  State Farm Insurance

Doug Morris
  Publisher and Editor
  The Clinton Courier

Jessemae Noritake
  Office Manager
  Oak Ridge Waste Management
  Association

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  Community Leader

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  President and CEO
  Technology 2020

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  Community Leader

Bones Seivers
  Retired City Manager
  Clinton, Tennessee

Robert Smallridge
  Superintendent
  Oak Ridge City Schools

Ken Sommerfeld
  Community Leader

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  Senior Vice President
  SAIC

Alex Zucker
  Former Director
  Oak Ridge National Laboratory

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ACCOUNTING

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Bob Price	Department of Energy
Carolyn Riverbark	AKZO/Fortafil Fibers, Inc.
Mike Farmer	Martin Marietta Energy Systems
Steve Parsons, C.P.A.	Parsons and Wright CPAs
Jeff Allen	Harriman Hospital
Marilyn Duncan	Bull Run Fossil Fuel Plant

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Rhonda Longmire	First National Bank
Marvin Minton	First National Bank
Rita Goins-Claiborne	Campbell County Basic Education Program
David Cooper	Quality Machine and Manufacturing
Shirley Scott	Pierre Frozen Foods
Tom Stiner	Campbell County Executive
Bill Jones	Jellico High School

CENTERS FOR TRAINING AND ORGANIZATIONAL EXCELLENCE AND COMMUNITY SERVICES

Ken Gilliam	AKZO-Fortafil Fibers
Marshall Lenne	DH Compounding
Rob Webb	Rural Metro
Merl Krull	Eagle Bend Manufacturing
Cliff Majors	Quazite
Ted Wampler	Wampler Sausage
Tom Royce	Aristokraft

COMPUTER ART AND DESIGN

Tina Curry	Martin Marietta
Richard Spille	Discovery Systems
Daniel Walker	Macintosh Consultant
Patrice McPeak	Scene II
Gayle Skinner	SAIC

COMPUTER SCIENCE TECHNOLOGY

Allan Phillips	First National Bank
Gail Corbet	Battelle Memorial Institute
Doris Thompson	Baptist Hospital of Roane County
Dr. Pedro Otaduy	Lockheed Martin Energy Systems
Becky Heatherly	Tennessee Technological University
Ben Bartine	PC Engineering, Inc.
Melinda Handley	Technical Staffing, Inc.
Crystal Sloan	Self-Employed
Jeff Chandler	Cobble Technical Staffing

Advisory Boards

CUMBERLAND COUNTY ADVISORY COMMITTEE

Paul Hodge	Cumberland County High School
Nancy Hyder	Cumberland County High School
Diane Brown	First National Bank
David Simcox	Raintree Properties
Dan Neilson	Dana Corporation
Brock Hill	County Executive
Svend Hovmand	Crossville Ceramics

DENTAL HYGIENE TECHNOLOGY

Becky Hawks, R.D.H.	East Tennessee Regional Health Office
Kay Harper, M.S.	Health Occupations Oak Ridge High School
Delorise Barnes, Ed.D.	Business and Economics Roane State Community College
J. D. Johnson, D.D.S.	Dentist, Oak Ridge
J. Glenn Greer, D.D.S.	Dentist, Oak Ridge
William Phillippi, D.D.S.	Dentist, Kingston
Doris Williams, R.D.H.	UT Department of Dentistry

EMT-PARAMEDIC

Dr. Chris Brooks	University of Tennessee Hospital, Lifestar
Maria Smith	Roane State Community College
Dr. Sherry Hoppe	Roane State Community College
Jenny Tucker	Roane State Community College
Dr. Pat Land	Roane State Community College
Dr. Randall Dabbs	Southeast Emergency Physicians
Dr. Jim Henry, Jr.	Methodist Medical Center
Larry Hutsell	Tennessee Dept. of Health & Environment, EMS Division
Dr. Lynn Massingale	Southeast Emergency Physicians
Dr. Merrill Moore	East Tennessee Baptist Hospital
Dr. Patrick O'Brien	Ft. Sanders Regional Medical Center
Dr. Al Romans	Blount Memorial Hospital
Dr. Lee Toney	Ft. Sanders Parkwest Hospital
Robb Webb, EMT-P	Rural/Metro Corp., Blount County
Ronnie Patterson, EMT-P	Knox County EMS
Robert Byrd, EMT-P	Anderson County EMS

ENVIRONMENTAL HEALTH TECHNOLOGY

Chad Becker	Allied Technology Group
Vernon Currier	Afftrex
Brad Parish	Lockheed Martin
James Rochelle	AKZO/Fortafil Fibers
Steve Sugarman	G & S Safety
Allison Von Gruenogen	PrSM Corporation
Rudy Weigel	Pacific Western Technology

HEALTH INFORMATION TECHNOLOGY

Karen Feltner	Preferred Health Partnership
Nancy Masengill	Dr. Terry Bingham
Alice A. Moore	Roane State Community College

Tina Fickey	East Tennessee Baptist Hospital
Kay Miles	St. Mary's Medical Center
Ken Beauchamp	Roane Medical Center
Brenda Cook	Methodist Medical Center
Karen Brazeale	Ft. Sanders Health System
Teresa Seeber	Medassure
Carmen Haun	Thompson Cancer Survival Center
Linda Robinson Malmquist	Roane Medical Center
Dawn Patterson	Sweetwater Hospital

LEGAL ASSISTING

James W. Brooks	Wilson & Brooks, PC
Dail R. Cantrell	Cantrell, Pratt & Varsalona
J. Polk Cooley	Cooley, Cooley & Agee
Hon. Patricia Hess	Juvenile Judge, 7th Judicial District
Gaye Kelly	Joyce, Meredith, Flitcroft & Normand
W. Clark Meredith	Joyce, Meredith, Flitcroft & Normand
Hon. Gregory K. Miller	Referee, 8th Judicial District
Hon. Wm. Paul Phillips	Dist. Atty. Gen., 8th Judicial District
Debra Rivera	Paralegal
James Scott	Kramer, Rayson, Leake, Rodgers & Morgan
Joseph H. Van Hook	Van Hook & Associates
Hon. Frank V. Williams, III	Chancellor, 9th Judicial District
Hon. John Mark Windle	Tennessee House of Representatives
Randall A. York	Upchurch, Colvard, York & Ramsey

Ex Officio Members

Ann Y. McCoin	Coordinator, Legal Assistant Program, Cleveland State Community College
W. Scott Teeter	RSCC Associate Professor of Police Science

LOUDON COUNTY ADVISORY COMMITTEE

Patricia Smith	Lenoir City Schools
John Downing	Quazite
Polly Harris	Monterey Mushrooms
Allison Beltz	Loudon County Chamber of Commerce
Doug Berry	Loudon County Industrial Recruiter
Ted Wampler, Jr.	Wampler's Farm Sausage
Dennis Brown	Lenoir City High School
Dewayne Arp	Loudon High School
Ron Hammontree	Tellico Education Consortium

MANAGEMENT AND SUPERVISION ADVISORY COMMITTEE

Michael Benjamin	Fairfield Glade Community Club
Joan Clark	Hartco Flooring
Rick Dowswell	Fairfield Glade Community Club
John Foley	Pierre Food
Harold Goebel	Tri-County Tube
John Guy	Crossville Rubber Products
Steve Herron	Herron-Connell Insurance Agency
Bob Holt	Tenclo
Wayne Hope	K-25 Credit Union
Frank Knies	NationsBank

Tony Mason   Roane County Industrial Board
Michael Moore   Lockheed-Martin Energy Systems
Dan Neilson   Dana Corporation
Bethel Poston   Poston Furniture
Joe Pullium   Dagger Canoe
Joe Reed   Hickory Specialties, Inc.
Bob Underwood   Maremont Exhaust Products
Lawrence Young   Community Reuse Organization of East TN

MEDICAL LABORATORY TECHNOLOGY

David Birdwell, M.D.   Children's Hospital
Amelia Jordan   Harriman Hospital
Gail Maner   UT Medical Center
Debbie Ogle   Fort Sanders Regional Medical Center
Patricia Reynolds   Roane State Community College
Kathryn Lore   Methodist Medical Center
Karen White   Methodist Medical Center
Elizabeth Blackburn   Blount Memorial Hospital
Mark Camblin, Ph.D.   St. Mary's Medical Center
Barbara Nussbaum   Children's Hospital
Betty White   Roane State Community College
Joyce Lee   Infolab, Inc.
Gary Bickford   Dupont
Mary Rhyne   Lakeshore Mental Health Institute
Neil Ilagan   St. Mary's Medical Center

MEDICAL TRANSCRIPTIONIST

Ruth Wallace   Orthopedic Associates of Knoxville
Carol Thrasher   Fort Sanders Parkwest Medical Center
Janice Anderson   UT Medical Center
Susan Murphy   UT Medical Center
Danya Cornett   Fort Sanders Regional Medical Center
Alta Whisnant   Methodist Medical Center of Oak Ridge
Karen Hunley   St. Mary's Medical Center
Cindy Kyte   Transcription Services of Knoxville
Tanya Fowler   Methodist Medical Center of Oak Ridge

MINORITY ADVISORY COMMITTEE

Ruby Miller   State Farm Insurance
Larry Robinson   Martin Marietta Energy Systems, Inc.
Robert Richmond   Martin Mariette Energy Systems, Inc.
Eva Graves   Martin Marietta Energy Systems, Inc.
Sophronia Davis   Martin Marietta Energy Systems, Inc. (Retired)
Chalmers Wilson   Department of Energy
Alicia Harris   Department of Energy
Rev. Hardil Thomas   Oak Valley Baptist Church

NURSING

Pan Hayes   Cumberland Medical Center
Brenda Rutherford   Harriman City Hospital
Becky Thomas   East Tennessee Children's Hospital
Stan Boling   Fort Sanders Parkwest Medical Center

Deborah Mayshark	Methodist Medical Center Home Health
Jane Hudson	University of Tennessee Medical Center
Curtis Courtney	Fentress County Hospital
Patricia Breeding	Fort Sanders Loudon County Hospital
Suzanne Woods	Ridgeview Psychiatric Hospital
Jan McNally	Methodist Medical Center

OCCUPATIONAL THERAPY ASSISTANT

Jane Kittrell	Kids Kabin
Robin Stone	Lakeshore Mental Health Institute
Rasalie Nagler	Oak Ridge City Schools
Tonya Crooks	Low Vision Center
Karen Meiring	National Health Corporation
Teri Gergen	Johnson Health Care Center
Larry Pennington	Brakebill Nursing Home
Buffy Cox	Fort Sanders Parkwest Medical Center

OFFICE ADMINISTRATION INFORMATION TECHNOLOGY

Nancy Allstun	State Area Vocational Technical School
Penny Sissom	City of Oak Ridge
Kathy Ferguson	McNeese, Nolton, Hayes
Susan Moody	Bechtel National, Inc.
Rose Napier	Methodist Medical Center
Linda Ousley	Oak Ridge High School
Teresa Howell Riggs	Martin Marietta Energy Systems
Lori Scott	Cumberland Medical Center
Rachel Smith, CPS	Martin Marietta Energy Systems
Patsy E. Williams	Martin Marietta Energy Systems
Paul Boyer	City of Oak Ridge
Joan Clark	Hartco Flooring Company
M. Rachel Harris	Lockheed Martin Energy Systems
Sherry Mason	Department of Energy
Carolyn Cunningham	First American National Bank
Diane Doane	Cobble Personnel
Vickie Johnson Stout	The University of Tennessee
Sherry Scircle	Oak Ridge Associated Universities
Delorise Barnes	Roane State Community College
Russ Schubert	Roane State Community College
Sherry Hoppe	Roane State Community College
Jean Trentham	Roane State Community College

OPTICIANRY

Claudia Baber	Roane State Community College
Stacy Burton	Philadelphia, TN
Bobby Luttrell, Jr.	Clancy Optical
Ken Akers	Visual Fashions
Jeff Morgan	Volunteer Optical Laboratory
Bob Himell	Cookeville, TN
Michael Cho, O.D.	V.A. Clinic
Phil Hughes	Hughes Optical
Gene Price, M.D.	Roane Eye Center
Ranee King	Sevierville, TN

Lindsey Dodson	Tullahoma, TN
Keith Henderson	MECA Optical
Patti Caylor	Knoxville, TN
Amanda Massey	Kingston, TN
Amanda Weaver	UT-Chattanooga

PHYSICAL THERAPIST ASSISTANT

Allison Bolt	UT Medical Center
Kelly Lenz	Clinton Physical Therapy Center
Eileen Reed	Knox County Schools
Missy Wolfe Burke	UT Medical School
Lorna Swanson	Fort Sanders Regional Medical Center
Tammy Seymour	Healthsouth
Emily Delozier	Vencor
Baron Johnson	Appalachian Therapy Center
Vicky Peterson	Oak Ridge City Schools

POLICE SCIENCE

Thomas Austin	General Sessions Judge
John Davidson	Lieutenant, Oak Ridge Police Department
James W. Cisson	Lieutenant, Tennessee Highway Patrol
David Haggard	Sheriff, Roane County
Floyd Doughty	Supervisor I, Tennessee Board of Paroles
Charles Laxton	Sergeant, Tennessee Highway Patrol
Frank Tucker	District Supervisor, East Tenn. Human Resources Agency
Lori Heidle	Roane County Youth Service Officer
Cynthia A. Gass	Sergeant, Knoxville Police Department
Chris A. King	Instructor, Roane Career and Technical Center

RADIOLOGIC TECHNOLOGY

Earline Lyle, R.T.	Children's Hospital
Phil Carney, R.T.	Fort Sanders Sevier Medical Center
Jodi Montooth, R.T.	Athens Regional Medical Center
Sharon Woliver, R.T.	St. Mary's Medical Center
David Newman, R.T.	Methodist Medical Center of Oak Ridge
Lois Layne, R.T.	Methodist Medical Center of Oak Ridge
William Prater, M.D.	Methodist Medical Center of Oak Ridge
Phyllis Shnider, R.T.	Fort Sanders West Medical Center

RESPIRATORY THERAPY TECHNOLOGY

Darrell Eastridge	Roane State Community College
Bruce A. Fisher	Roane State Community College
Richard Obenour, M.D., ex-offico	UT Medical Center at Knoxville
Student Representatives	
Sara Smith	Morristown-Hamblen Hospital
Tim Henion	UT Medical Center at Knoxville
Mark Davidson	East Tennessee Baptist Hospital
Carla Kendall	Fort Sanders Parkwest Medical Center
Tim Martindale	Methodist Medical Center of Oak Ridge
William Farnham	UT Medical Center at Knoxville

Jeff Aytes	Roane Medical Center
Alicia D'andrea	Fort Sanders Regional Medical Center
Stephanie Ryan	St. Mary's Medical Center
Lesha Hill	Roane State Community College

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Mike Swain	First National Bank
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Bob Thompson	Top Milling, Inc.
Bert Walker	Brimstone Company

CLINICAL AFFILIATES/SUPERVISORS FOR HEALTH SCIENCE PROGRAMS

Health Information Technology

Betsy Dupree	Oak Ridge Associated Universities
Dolly Bates	Cumberland Medical Center
Linda Cingilli	East Tennessee Baptist Hospital
Carmen Haun	Thompson Cancer Survival Center
Beverly Hinkle	Lakeshore Mental Health Institute
Sue Gray	UT Veterinary Teaching Hospital
Linda Wilhoit	UT Medical Center
Sharon Hamby	Royal Health Care
Missy Sanford	East Tennessee Baptist Hospital
Frances Wiesener	University of Tennessee Medical Center
Emmadene Goins	St. Mary's Medical Center
Lisa Peterson	UT Medical Center
Lori Lowe	Select Specialty Hospital
Marialice Ellis	Knoxville Pulmonary Group
Tammy Anderson	UT Medical Center
Wynelle Paige	Fort Sanders Regional Medical Center
Karen White	Roane Medical Center
Alta Whisnant	Methodist Medical Center of Oak Ridge
Coletta Manning	Methodist Medical Center of Oak Ridge
Dawn Patterson	Sweetwater Hospital
Linda Davis	East Tennessee Baptist Hospital
Rose Haney	Cookeville General Hospital
Rhonda Hisle	Blount Memorial Hospital
Tonya Myers	East Tennessee Baptist Hospital
Libby Hicks	Knoxville Hematology Oncology
Francois Goyeau	Peninsula Hospital
Angie Owens	Medassure
Louise Scott	UT Medical Center
Karen Brazeale	Fort Sanders Health System
Carol Thrasher	Fort Sanders Parkwest Medical Center
Coreen Hartwig-Clarahan	East Tennessee Baptist Hospital

Pat Deems   Oak Ridge Associated Universities
Mandy Hopwood   Peninsula Hospital
Barbara Brown   Fort Sanders Loudon Medical Center
Nancy Massengill   Dr. Terry Bingham
Kay Roll   NHC-Knoxville

Medical Laboratory Technology

Dr. David Birdwell, Medical Director   Children's Hospital
Debbie Lay   Fort Sanders Regional Medical Center
Amelia Jordan   Roane Medical Center
Kathryn Lore   Methodist Medical Center of Oak Ridge
Elizabeth Blackburn   Blount Memorial Hospital
Monica Lewis   Medic Regional Clood Center
David Wiggs   Sweetwater Hospital

Occupational Therapy Assistant

Debbie Wells   Blount Memorial Hospital
Renee Huntley   Fort Sanders/Patricia Neal
OT Department   East Tennessee Baptist Hospital
Marilyn Hobbs   Loudon Health Care Center
Jane Kittrell   Kid's Kabin
Larry Bernard   Cavet Hill
Robin Stone   Lakeshore Mental Health Institute
OT Department   Loudon Health Care Center
Suzie Asher   Oak Ridge Health Care Center
Terri Willis   St. Mary's RehabCare
Ellen Fowler   Therapy Center
Julie Dallas   University of Tennessee Medical Center
Jane Kittrell   Michael Dunn Center
Carrie Roller   East Tennessee Orthopedic Center
Karen Meiring   National Health Corporation
Karen Nolan   Knoxville Convalescent Center
Tonya Crooks   The Therapy Center
Sandra Davis-Hoyas   Peninsula Mental Health Hospital
Karen Register   East Tennessee Children's Rehab. Center
Nancy Tabor   Therapy Unlimited
Regina Bradley-Jenkins   Knox Co. Schools
Shane Fulmor   Appalachian Therapy Center
Kathy Boling   Lynn Harmon and Associates
Margaret Gibb   Occupational Therapy Consultants
Maria McMillan   Vencor
Mark Preston   Alpha Rehab
Jennifer Stealy   Fort Sanders/Patricia Neal
Maxine Northrup Little   Tennessee Valley Educational Cooperative
Barbara Shoestock   Broughton Hospital, NC
Carter Miller   Cherokee Mental Health Center
Geraldine Adams   Clarksville Memorial Hospital
Kelly Kittrell   Cumberland Medical Center
Erica Ammons   Ft. Sanders Parkwest Medical Center
Jerry Lewis   Functional Pathways
Pam Frye   Helen Ross McNabb Center
Bobbie Sue Earnhardt   Hilton Head Medical Center and Clinics
Beth Garcia   Holston Valley Hospital and Medical Center

Diane Trent	Keystone Elder Day Care Program
Helen Baker	Middle TN Mental Health Institute
Rosalie Nagler	Oak Ridge City Schools
Melissa Christopher	Siskin Hospital
Pam Groomes	TN Christian Medical Center

Radiologic Technology

Shelly Fawver	St. Mary's Medical Center
Nellie Thomas	St. Mary's Medical Center
Kristi Mitchell	Fort Sanders Parkwest Medical Center
Cathy Tampas	Fort Sanders Regional Medical Center
Kevin Meadows	Roane Medical Center
Jack Castle	Fort Sanders Sevier Medical Center
Cathy Parsons	Roane Medical Center
Tim Benson	Methodist Medical Center of Oak Ridge
Donna Hale	Methodist Medical Center of Oak Ridge
Paige Wilson	Athens Regional Medical Center
Janice Rogers	Athens Regional Medical Center

Respiratory Therapy Technology

Mark Davidson	East Tennessee Baptist Hospital
Jean Rieder	East Tennessee Baptist Hospital
Robert Robinson	East Tennessee Baptist Hospital
Ken Popek	East Tennessee Baptist Hospital
Janis Cross	East Tennessee Children's Hospital
Paul Tatum	St. Mary's Medical Center
Sharon Jewitt	Methodist Medical Center of Oak Ridge
Kim Collier	Methodist Medical Center of Oak Ridge
William Bedwell, M.D.	Fort Sanders Parkwest Medical Center
Carla Kendall	Fort Sanders Parkwest Medical Center
Libby Hagen	Fort Sanders Loudon Hospital
Eric Tuck	Fort Sanders Parkwest Medical Center
Tammy Curtis	Fort Sanders Parkwest Medical Center
Peggy Lewis	Fort Sanders Parkwest Medical Center
David Arpino	Fort Sanders Parkwest Medical Center
Randy Irwin	Fort Sanders Parkwest Medical Center
Mike Thrasher	Fort Sanders Parkwest Medical Center
Jerry Thrasher	Fort Sanders Parkwest Medical Center
Davis Owenby	Fort Sanders Regional Medical Center
Alan Webb	Fort Sanders Regional Medical Center
David Cummings	Fort Sanders Regional Medical Center
Brenda Botts	Fort Sanders Regional Medical Center
Richard Obenour, M.D.	University of Tennessee Medical Center
Tim Henion	University of Tennessee Medical Center
Rick Nodell	University of Tennessee Medical Center
Bill Farnham	University of Tennessee Medical Center
Michael Violet	University of Tennessee Medical Center
Joyce Webb	University of Tennessee Medical Center
Scott Elder	University of Tennessee Medical Center
Tim Martindale	Methodist Medical Center of Oak Ridge
Della Carroll	University of Tennessee Medical Center

GLOSSARY

Advisor - A faculty member, department head, admissions officer, off-campus coordinator, or counselor who advises students regarding their choice of major and helps plan a schedule of classes for each semester.

Articulation Agreement - A special transfer agreement (contract) between Roane State and a four-year college or university, such as Tennessee Tech and UT-Knoxville. These contracts are binding academic negotiations between the four-year institution and Roane State graduates.

Associate Degree - An associate degree is awarded to students after completion of a core curriculum. Students completing options in University Parallel (transfer) programs receive the Associate of Science (A.S.) or Associate of Arts (A.A.) degree. Roane State students who complete options in Career Preparation programs receive an Associate of Applied Science (A.A.S.) degree.

Audit - Taking a course but not for credit. Auditing students pay required fees and attend class but are not required to complete assignments or take exams.

Career Preparation Program - An Associate of Applied Science (A.A.S.) degree program designed for students who wish to seek employment and enter the job market right after completing a two-year college degree program. The credits from these programs are not readily transferable to a four-year college or university, but do lead to the A.A.S. degree.

Course - A subject or class in which instruction is offered within a given period of time for a semester and for which credit toward a degree is given.

Course Load - The course load is the total number of semester hours or credit hours in which a student is enrolled for a semester. An average course load at RSCC is 12 to 18 hours for a student attending full time.

Credit Hours or Semester Hours - One credit hour or one semester hour is usually assigned for each 50 minutes of class per week for a semester. For example, Composition I is a three-credit hour or three-semester hour course. Since it is a three-hour course, a student taking Composition I would attend class three hours each week for 15 weeks and receive three hours of credit (or three credits) for the course.

Curriculum - The whole body of courses offered for study by the college, or by a particular department.

Elective - A subject or course which a student may choose from courses that are required for a specific degree program.

Full-time Student - A student enrolled in 12 or more semester hours of coursework per semester.

Grant - Financial aid that does not have to be paid back.

Grade Point Average (GPA) - An average obtained by dividing the total number of grade points (A=4; B=3; C=2; D=1) earned by the total number of hours of coursework attempted. See page 52 to calculate your GPA.

Humanities - Any course at Roane State in art, literature, foreign language, journalism, music, philosophy or theatre.

Loan - Financial aid that must be paid back, usually within a specified time.

Part-time Student - A student enrolled in less than 12 credit hours of coursework per semester.

Prerequisite - A course requirement that must be met before enrolling in particular courses.

Semester - A half-year of college. A period of instruction lasting 15 weeks at Roane State. Two semesters, fall and spring, ordinarily comprise a college year. The third semester, summer, is optional and may be used as a time to catch up or get ahead.

Syllabus - A precise outline of course expectations stating the required textbook(s), assignments and dates due, test dates, grading and policies, research papers, as well as other requirements.

Transcript - An official record of academic history, provided by high schools or other colleges previously attended.

University Parallel - Major programs of study designed primarily for students who wish to transfer to a four-year college or university and complete a baccalaureate (B.S. or B.A.) degree. The credits earned from these programs lead to the A.S. or A.A. degree.

Glossary

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ROANE COUNTY CAMPUS
(Harriman, TN)

Maps

D	Cuyler A. Dunbar Administration Blgd.
G	Gymnasium
T	Technology Bldg.
L	Library
M	Maintenance Bldg.
E	Exposition Center
O	Anna Belle Clement O'Brien Humanities Bldg.
P	Visitors/Staff Parking Lot
SP	Student Parking Lot

Maps

CAMPBELL COUNTY
HIGHER EDUCATION CENTER
(LaFollette, TN)

CUMBERLAND COUNTY
HIGHER EDUCATION CENTER
(Crossville, TN)

KNOX COUNTY
CENTER FOR HEALTH SCIENCES
(Knoxville, TN)

LOUDON COUNTY
CAREER CENTER
(Lenoir City, TN)

Maps

OAK RIDGE BRANCH CAMPUS
TURNPIKE & EMORY VALLEY SITES

SCOTT COUNTY
HIGHER EDUCATION CENTER
(Huntsville, TN)