

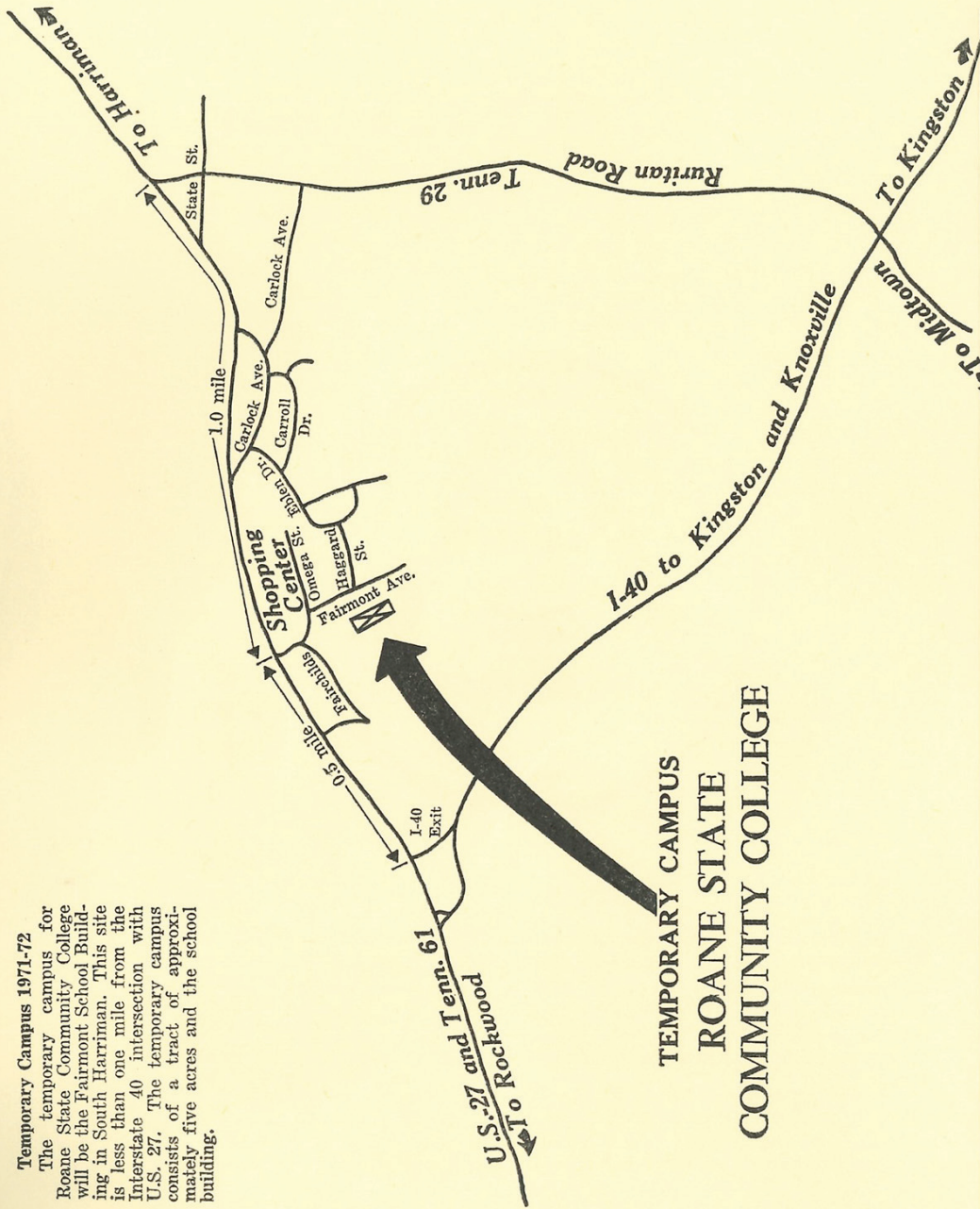
ROANE STATE
COMMUNITY COLLEGE



CATALOG 1971-72

Temporary Campus 1971-72

The temporary campus for Roane State Community College will be the Fairmont School Building in South Harriman. This site is less than one mile from the Interstate 40 intersection with U.S. 27. The temporary campus consists of a tract of approximately five acres and the school building.



**TEMPORARY CAMPUS
ROANE STATE
COMMUNITY COLLEGE**

ROANE STATE COMMUNITY COLLEGE

HARRIMAN, TENNESSEE 37748



An Institution of Higher Education of the Tennessee State Board of Education; accredited by the Tennessee State Board of Education; in correspondent status with the Southern Association of Colleges and Schools; with applications pending for membership in the American Association of Junior Colleges, the Southern Association of Junior Colleges, and the Tennessee College Association; and approved by the State Department of Education for Veterans Benefits.

GENERAL CATALOG 1971-72

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

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ACADEMIC CALENDAR

for School Year 1971-72

FALL QUARTER 1971

SEPTEMBER

14-16 Faculty Orientation
17 Orientation and advisement
20 Registration
22 Classes begin
28 Last day to add classes and register late
28 Last day to drop classes with automatic W assigned
28 Last day to change from audit to credit or credit to audit

OCTOBER

29 ETEA (no classes)

NOVEMBER

1- 5 Mid-Term Examinations
17 Last day to drop a class with grade of WP assigned
25-26 Thanksgiving Holidays (no classes)

DECEMBER

10 Classes end
13-15 Final Examinations

WINTER QUARTER 1972

JANUARY

3 Registration
4 Classes begin
11 Last day to add classes and register late
11 Last day to drop classes with automatic W assigned
11 Last day to change from audit to credit or credit to audit

FEBRUARY

7-11 Mid-Term Examinations
28 Last day to drop a class with grade of WP assigned

MARCH

10 Classes end
13-15 Final Examinations

SPRING QUARTER 1972

MARCH

21 Registration
22 Classes begin
31 Good Friday (no classes)

APRIL

3 Last day to add classes and register late
3 Last day to drop classes with automatic W assigned
3 Last day to change from audit to credit or credit to audit

MAY

1- 5 Mid-Term Examinations
22 Last day to drop a class with grade of WP assigned
30 Classes end
31 Final Examinations

JUNE

1- 2 Final Examinations

SUMMER QUARTER 1972*

JUNE

7 Registration
8 Classes begin
(See Summer Schedule)

JULY

4 Independence Day Holiday (no classes)
14 First Summer Term ends
17 Begin Second Summer Term

AUGUST

18 Summer quarter ends

*See page 11 for registration procedures and fees for Summer Quarter.

ROANE STATE COMMUNITY COLLEGE

DIRECTORY FOR CORRESPONDENCE

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

Admission	Records and Admissions Officer
Career Education Programs	Director, Division of Career Education
Community Services	Director, Adult and Continuing Education
Degree Requirements	Dean of Instruction
Entrance Examination	Records and Admissions Officer
Evaluation of Credits	Records and Admissions Officer
Evening Division	Director, Adult and Continuing Education
Financial and Business Affairs	Business Manager
Graduation Requirements	Records and Admissions Officer
Guidance and Counseling Services	Dean of Student Personnel Services
Pre-Professional Curricula	Dean of Instruction
Public Relations	Director of Public Relations
Registration	Records and Admissions Officer
Scholarships and Loans	Supervisor of Student Financial Aid
Student Organizations	Dean of Student Personnel Services
Testing Services	Dean of Student Personnel Services
Transcripts	Records and Admissions Officer
Veterans' Affairs	Records and Admissions Officer
Withdrawal	Dean of Student Personnel Services

A NOTE TO VISITORS

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

STATE BOARD OF EDUCATION

HONORABLE WINFIELD DUNN

Governor of the State of Tennessee, Ex-Officio

HONORABLE E. C. STIMBERT

Commissioner of Education, The State of Tennessee, Chairman

MR. GEORGE H. BARNES	Memphis
MR. THOMAS M. DIVINE	Jonesboro
MR. DALE GLOVER	Obion
MR. EDWARD L. JENNINGS	Liberty
MR. JAMES H. JONES, JR.	Mt. Pleasant
MR. EDWIN H. KENNEDY	Newport
MR. HUGH T. MCDADE	Alcoa
MRS. B. A. MCDERMOTT	Nashville
MR. F. THORNTON STRANG	Chattanooga
MR. J. FRANK TAYLOR	Huntingdon
MR. GEORGE W. TURNER	Lewisburg
MR. JAMES WILLIAMS	Henderson
MRS. VIOLET R. PARRISH	Executive Secretary to the Board
DR. JOHN K. FOLGER ...	Ex-Officio, Director, Higher Education Commission

ROANE STATE COMMUNITY COLLEGE

ADMINISTRATION AND FACULTY

Administrative Officers

President	CUYLER A. DUNBAR
Dean of Instruction	RONALD W. MC FADDIN
Dean of Student Personnel Services	DONALD S. VAN FLEET
Business Manager	L. PAUL ELLIS

Administrative Staff

Director of Computer Center	
Director of Counseling and Guidance Services	
Director of Field Services and Development	
College Nurse	
Librarian	
Admissions and Records Officer	
Supervisor of Auxiliary Enterprises	
Supervisor of Student Financial Aid	
Superintendent of Building and Grounds	

Divisional Heads

Chairman, Division of Education	
Chairman, Division of Humanities	
Chairman, Division of Mathematics and Science	
Chairman, Division of Social Science	
Chairman, Division of Occupational Careers	
Chairman, Division of Continuing Education and Community Services	

ADMINISTRATION

DUNBAR, CUYLER A.	President
B.S., University of Tennessee—Agricultural Education	
M.A., Austin Peay State University—Educational Administration- Counseling	
Ed.D., Auburn University—Educational Administration	
ELLIS, L. PAUL	Business Manager
B.S., Middle Tennessee State University—Business Administration	
MC FADDIN, RONALD W.	Dean of Instruction
B.S., University of Florida—Health Education	
M.Ed., University of Florida—Personnel Services-Counseling	
Ed.D., University of Florida—Educational Administration	
VAN FLEET, DONALD S.	Dean of Student Personnel
B.S., Florida Southern University—Education	
M.A., Appalachian State University—Educational Administration	
Ed.D., University of Florida—Educational Administration	

(NOTE: Only those officers and staff members appointed at the time of catalog printing are listed herein.)

GENERAL INFORMATION

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

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

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

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

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

When bids for construction were opened in August 1970, the low bid was approximately \$700,000 higher than the amount of available funds. Subsequently, a decision was made by State Department of Education officials and College administrative personnel to open in temporary quarters in the fall of 1971. It is expected that construction will begin on the permanent facility in late spring 1971, with the College anticipating occupancy of its permanent facility in late 1972.

Location

The campus of Roane State Community College consists of 104 acres located between the cities of Harriman, Kingston, and Rockwood in Roane County, Tennessee. The permanent site is near the intersection of Patton Lane and U.S. Highway 70. The campus is easily accessible from Interstate 40 and U.S. Highways 27 and 70. The College will open in a temporary location in the fall of 1971.

Temporary Campus 1971-72

The temporary campus for Roane State Community College will be the Fairmont School Building in South Harriman. This site is less than one mile from the Interstate 40 intersection with U.S. 27. The temporary campus consists of a tract of approximately five acres and the school building.

PURPOSE

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

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

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

Roane State Community College accepts the philosophy that a community college is not merely two years of continuing high school or just the first two years of college, but is a separate entity. The doors of Roane State Community College are open to all who come to seek knowledge. It accepts each student as a worthy individual with unique abilities and capacities, and endeavors to provide the leadership which will enable each individual to develop and mature toward the realization of his potentialities.

IMPORTANT NOTICE

The State Board of Education, at the July, 1971, meeting, increased registration fees to \$65.00 per quarter. The following fees are now applicable:

1. REGISTRATION FEES - ALL STUDENTS
Six dollars per quarter hour, not to exceed \$65.00 per quarter.
2. OUT-OF-STATE TUITION
In addition to registration fees, non-residents of Tennessee will pay out-of-state tuition at the rate of \$17.00 per quarter hour, not to exceed \$200.00 per quarter.
3. SUMMER QUARTER FEES
Fees for the entire quarter are \$65.00 to residents of Tennessee, plus \$200.00 to non-residents.... The quarter hour fee is \$6.00 per quarter hour with applicable out-of-state tuition in addition....

The student who wishes to attend only one term or to take fewer than 11 hours in the two terms combined should, for his own benefit, pay on the quarter hour basis. For example, a student registers for 8 hours at the beginning of his first term and pays fees of \$48.00. If he should register for additional hours for the second term, he would be obligated to pay for the hours at the rate of \$6.00 per hour. The maximum of \$65.00 per quarter would not apply for this student.

4. COMMUNITY SERVICE (NON CREDIT) COURSES
Increases in costs to be determined.

BUSINESS REGULATIONS AND EXPENSES

Business Regulations

Expenses are charged and payable by the quarter since each quarter is a separate unit of operation. A student may enroll at the beginning of any quarter. Registration at the beginning of each quarter is not complete until all fees have been paid (which means all checks have cleared the bank), and no student may be admitted to classes without having met his financial obligations. All payments are to be made in cash or by check to the Business Office. There is a \$5.00 charge for any returned check given to the College. No student may re-enroll, graduate, or receive a transcript of his record until all accounts are settled. The term "account" includes any indebtedness to the College. All fees are subject to change by the Tennessee State Board of Education.

REGISTRATION FEES—ALL STUDENTS

Five dollars per quarter hour, not to exceed \$55.00 per quarter.

OUT-OF-STATE TUITION

In addition to registration fees, non-residents of Tennessee will pay out-of-state tuition at the rate of \$11.00 per quarter hour, not to exceed \$125 per quarter.

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

AUDIT STUDENTS

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

COMMUNITY SERVICE COURSES

The fees for non-credit Community Service courses shall be \$15.00 per quarter for classes meeting two hours per week and \$20.00 per quarter for classes meeting three hours per week. These fees shall be in addition to all other registration fees. When enrolling in non-credit Community Service courses, an application fee is not required.

SUMMER QUARTER FEES

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

Fees for the entire quarter are \$55.00 to residents of Tennessee, \$180.00 to non-residents. Fees for the two separate terms of approximately five weeks each will be on a quarter hour basis. The quarter hour fee is \$5.00 per quarter hour with applicable out-of-state tuition in addition.

The student must indicate his choice of payment plan (either for the full quarter or per quarter hour) at the time of his initial registration; he may not shift from one plan to the other thereafter. No part of his payment is refundable unless he withdraws from the College within the normal refund period. Even then, only a percentage of fees will be refunded. If, for example, a student pays for the entire quarter and then decides not to attend the second term, no fees will be refunded.

The student who wishes to attend only one term or to take fewer than 12 hours in the two terms combined should, for his own benefit, pay on the quarter hour basis. For example, a student registers for 8 hours at the beginning of his first term and pays fees of \$40.00. If he should register for additional hours for the second term, he would be obligated to pay for the hours at the rate of \$5.00 per hour. The maximum of \$55.00 per quarter would not apply for this student.

BOOKS AND SUPPLIES

Since the cost of books and supplies varies from one program of study to another and from quarter to quarter, only the average cost can be included in the catalog. The average cost of books and supplies is approximately \$40 per quarter. The cost of slide rules and drafting instruments required for some courses must be added to the average quarter cost. Books and supplies can be purchased from the College bookstore.

OTHER FEES

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

Late Registration—\$5.00 for full-time students and \$0.50 per quarter hour for part-time students.

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

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

Late Examination Fee—\$5.00.

Replacement of Lost ID Card—\$1.00.

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

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

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

Laboratory Fee—A charge of \$2.50 per quarter will be assessed for all biological and physical science courses.

Musical Instrument Rental Fee—\$5.00 per quarter.

Locker Rental Fee—\$1.00 per quarter.

Lock Replacement—\$3.00.

Any fees listed in this catalog are subject to change by the State Board of Education at any time.

REFUNDS

If a student withdraws from the College within seven calendar days after the beginning of classes for the regular term, a refund of 80% of his registration fee and tuition (if any) may be made. Each week thereafter the amount will be reduced 20%. All other fees are non-refundable. No refund is made when a student drops a course. Summer refunds follow a posted schedule different from the regular schedule.

ADMISSION AND RECORDS

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

ADMISSION REQUIREMENTS

1. Graduate from high school or receive a GED high school equivalency diploma and file with the Office of Admissions an official high school transcript.
2. File an application for admission and submit a non-refundable application fee of \$5.00.
3. File the required Medical History and Physical Examination Report. A portion of the form must be completed and signed by a licensed physician.
4. The ACT (American College Testing Program) battery is not required for admission but is desirable to have on entering students. Students who have taken the test battery should have the official scores sent to the Office of Admissions.

TRANSFER STUDENTS FROM OTHER COLLEGES AND UNIVERSITIES

1. Any applicant who has attended another college or university will be considered a transfer student and will be required to furnish transcripts of all previous college work from each institution he has attended.
2. Transcripts are not accepted from students. A certified copy should be mailed directly to the Office of Admissions, Roane State Community College.
3. Each student must have a Transfer Evaluation Form completed by the Dean of Students of each college the applicant has attended or is currently attending. This form must be received by the Admissions and Records Officer at Roane State Community College before final acceptance will be granted.
4. Transfer students will be admitted if they meet the minimum scholastic standards required by the College. Special cases will be evaluated by the Admissions Office.
5. Out-of-state transfer students must have a cumulative 2.0 point overall average to be considered for admission to Roane State Community College.
6. The application for admission, transfer evaluation form, and official transcripts must be received in sufficient time prior to registration to be evaluated.
7. Only grades of "C" or higher will be accepted for credit. Credits for courses not corresponding with the curriculum at Roane State will be entered on the transcript as elective credit.

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

HOW TO APPLY FOR ADMISSION

All correspondence concerning admissions should be addressed to:

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

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

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

READMISSION OF FORMER STUDENTS

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

CLASSIFICATION

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

Special Student

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

Transient Student

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

Transfer Student

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

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

ADMISSION WITH ADVANCED STANDING

Advanced Placement

Under certain conditions advanced placement may be granted. Roane State Community College may grant advanced placement and credit for courses in which the student has demonstrated satisfactory achievement. Each applicant under this plan is to show satisfactory achievement on the Advanced Placement Test of the College Entrance Examination Board (CEEB) during his senior year in the secondary school, or on the College Level Examination Program (CLEP). Credit awarded as a result of performance on CLEP will be restricted to those who are not recent graduates of high school.

These examinations are scored by CEEB and forwarded to the College. Upon receipt of tests showing satisfactory achievement scores, the College may, with the recommendation of the department concerned, evaluate the results in light of the student's high school record, his age and experiences, and grant advance placement with credit.

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

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

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

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

Course Exemption

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

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

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

TRANSFER OF CREDIT

Roane State Community College will accept credits transferred from accredited colleges. Certified transcripts of all previous records must be sent

to the College at the time of application. Credits for courses not corresponding with the curriculum at Roane State Community College will be entered on the transcript as elective credits. Credit from an institution of higher education which is not fully accredited may be accepted provisionally.

No transfer grades are entered on the student's permanent record. The transfer grades have no bearing on meeting the required grade-point average for graduation. Credits to be transferred must have been awarded the student in terms of credit hours as defined in the catalog section on "Definition of Terms."

CORRESPONDENCE AND EXTENSION CREDIT

A student may not be enrolled at another college for correspondence or extension work while enrolled at Roane State unless special permission has been granted. All extension or correspondence work in progress upon admission must be reported to the Office of Admissions and Records at the time of the student's first registration. A maximum of 25 quarter hours correspondence and/or extension work may be applied toward degree credit. All correspondence or extension work must have the documented approval of the Records and Admissions Officer.

ADMISSION TO SPECIAL PROGRAMS

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

ENTRANCE PLACEMENT

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

RECORDS

Records of each student's grades are kept on permanent file in the Office of Records. Since these records are permanent and are frequently referred to for the purpose of supplying information to legitimate sources, each student should be acutely conscious that he is building his future and that his good attitude and diligent study will stand him in good stead after graduation.

TRANSCRIPT OF CREDITS

One official copy of a student record will be furnished free of charge. There will be a fee of \$1.00 for each additional copy. All transcript requests

must be in writing and will not be taken by telephone. In all cases, obligations to the College must be fulfilled before a transcript will be issued.

CANCELLATION OF SCHEDULED CLASSES

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

PERMISSION TO AUDIT

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

ADVANCED STUDIES (for seniors in high school)

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

1. The student must rank in the upper twenty-five percent of his class and be nominated by the high school principal and/or counselor;
2. Courses taken in the summer quarter must be chosen by the student in consultation with his school counselor and the head of the department at Roane State so as to supplement, and not overlap, the total high school program; and
3. The course load may not exceed 10 quarter hours.

Courses taken are not expected to count toward the high school diploma and will not count as part of the admission requirements for regular admission to Roane State but will count as credit for those who may subsequently enter Roane State as regular students.

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

PROBATION AND RETENTION STANDARDS

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

Academic Probation

A student will be placed on academic probation when the total hours earned is less than 60 and the cumulative quality point average is less than 1.50. Students having earned 60 hours or more with a cumulative quality point average of less than 1.70 will be placed on probation. A student will be removed from probation at the end of the next quarter when his cumulative average fulfills the above standards.

Academic Dismissal

If during the next quarter in attendance, the student on academic probation again makes less than the required cumulative average, he may be placed

on academic dismissal for one quarter. A student may process an application for readmission as an appeal while on academic dismissal. After a committee review of the readmission request and the student's record, he may be rejected or he may be readmitted on probation with or without a reduced course load. Any student readmitted after having been placed on academic dismissal must make progress toward a better cumulative average to remove probation status.

Grounds for Dismissal

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

1. Failure to meet minimum academic standards as stated in the above section.
2. Conduct of an unacceptable nature (see student handbook).
3. Failure to attend classes regularly.

WITHDRAWALS AND HONORABLE DISMISSALS

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

1. Secure clearance signatures (in sequence) from (1) Dean of Instruction (2) Dean of Students (3) Student Financial Aid Office (4) Library, and (5) Business Manager.
2. Return all withdrawal forms to the Records Office.

All equipment belonging to the College must be accounted for or paid for and all financial obligations met. If it is impossible for the student to take these steps in person, they should be taken by a parent or a person acting as an agent for the student. Up to the date given in the Academic Calendar, the student may withdraw from the College with the grade of "W." After this period the student may withdraw with grades recorded as "WP," indicating withdrawn passing, or "WF," indicating withdrawn failing. A student who stops attending classes and fails to follow the proper withdrawal procedure will be carried on the roll until the end of the quarter and a grade of "F" assigned.

REGISTRATION FOR COURSES

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

CHANGE OF REGISTRATION

A student is allowed to change registration during the "Drop-Add" period at the beginning of each quarter. After this period, courses dropped from a

student's schedule may be reflected by a "W" when official procedures are followed. The last day to drop from a class with a grade of "W" is listed in the Academic Calendar. The following procedures are to be followed in adding or dropping courses.

1. Secure a Change of Registration form from the Admissions Office and have the adviser approve the course change.
2. Secure the signature of the instructor whose course is being dropped.
3. Secure the signature of the instructor whose course is being added.
4. Obtain signature of the Dean of Instruction.
5. Present the complete form to the Business Office and pay appropriate fees.
6. Receive an Admit to Class card which must be given to the instructor whose course is being added.
7. Submit the complete form to the Office of Admissions. Failure to follow these procedures will result in an "F" in the course he did not attend or taking a course without credit.

SOCIAL SECURITY ADMINISTRATION

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

VETERANS' AFFAIRS

Roane State Community College cooperates with the Veterans Administration in providing educational opportunities for veterans. Eligible persons desiring to attend Roane State under appropriate federal legislation should contact:

Veterans Administration Regional Office
801 Broadway
Nashville, Tennessee 37203

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

STUDENT SERVICES

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

ORIENTATION FOR STUDENTS

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

COUNSELING AND TESTING CENTER

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

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

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

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

HEALTH SERVICES

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

HOUSING

Under State Board of Education policy, Roane State Community College assumes no responsibility for student housing. This institution is primarily a commuting college and has no dormitories, fraternity or sorority houses. The

local news media and real estate agencies are able to provide comprehensive listings of rental housing available. Individual students are responsible for making arrangements to rent these facilities from owners or their agents.

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

STUDENT ORGANIZATIONS AND ACTIVITIES

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

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

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

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

Music: Recitals and programs by college musical organizations are offered by the music department for the benefit of the College and community.

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

COLLEGE PUBLICATIONS

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

SOCIAL RETENTION STANDARDS

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

STUDENT FINANCIAL AID

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

When determining financial need the evaluating committee will consider all the financial resources of the student and the family as well as any special problems. Although the College will assist all qualified students as resources

permit, this aid should be viewed only as supplementary to the efforts of the family and student.

SCHOLARSHIPS

Scholarships are often established by civic groups, businesses, and individuals who believe in this method of community service. Information on the scholarship program may be obtained from the office of the Dean of Student Personnel Services.

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

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

Only residents of Tennessee are eligible for the State Board Work Scholarships. Application should be submitted after the close of the first semester of the senior year of high school and before the following June 15.

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

GRANTS

The Educational Opportunity Grant (EOG) was initiated by the Federal Government under the Higher Education Act of 1965 to:

1. Provide educational opportunity to qualified students of exceptional financial need;
2. Identify qualified youth of exceptional financial need, and to encourage them to pursue their post-secondary school education;
3. Enable more students of exceptional financial need to attend college without the necessity of incurring an unduly heavy burden of indebtedness which would seriously handicap them in their future careers.

Eligibility for these grants is based upon the amount of support which the parents are able to provide.

LOANS

The National Defense Student Loan, authorized by the National Defense Education Act of 1958, provides a low-interest, long-term educational loan to students who have a need for assistance. Students are permitted to borrow up to \$1,000.00 a year based on their educational costs and personal resources. Persons who later teach may be eligible for a 10% or 15% cancellation of their loan each year up to five years.

Military cancellation is provided at the rate of 12½% per year up to a maximum of 50% of the total loan, for loans made after April 13, 1970, where

active service was performed after July 1, 1970. Repayment begins nine months after a student graduates or leaves college, with a rate of 3% interest, payable within ten years.

Tennessee Student Loan Program (TELC): Full-time students enrolled at Roane State Community College and who are residents of Tennessee are eligible to apply for State loans. The TELC funds are appropriated by the State and are used to guarantee approved loans that participating lending institutions make to worthy and needy students. Loans will be approved for students in need of loan funds that are unavailable through ordinary commercial channels. This program enables the lending institution to provide long-term, low interest loans on good character and academic promise, rather than on customary credit standing and collateral.

PART-TIME EMPLOYMENT

The College Work-Study Program is a federally supported program authorized under the Economic Opportunity Act of 1965 to provide funds for the employment of students who demonstrate need of these funds in order to continue their education, and whose families' incomes are at levels established by the Government.

Students who qualify for participation in this program may work up to 15 hours per week during the academic year and up to 40 hours per week during holiday or vacation periods.

Types of employment cover work opportunities in areas such as the library, laboratories, maintenance, and faculty and administrative offices.

HOW TO APPLY FOR FINANCIAL AID

All federal financial aid programs require the assessment of financial need, which is based on the parental ability to contribute toward educational expenses. The financial aid application provided by the College is the basic document by which a family's strength is determined. This statement must be filed by the parents of students who apply for aid. This financial aid application must be completed and returned to the College. A student must be fully admitted to the College before aid will be awarded.

June 15th is the deadline for applying for aid. After this date money will be awarded on a first come, first serve basis as long as there is money available.

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

ACADEMIC INFORMATION

PLANNING AN EDUCATIONAL PROGRAM

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

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

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

ATTENDANCE REGULATIONS

1. Attendance at classes and other official appointments is required. A student's schedule is considered a contract and constitutes a series of obligated appointments.
2. An explanation of the cause of all absences should be given to Instructors. This should be presented in advance if possible.
3. Absences are counted from the first scheduled meeting of the class.

IMPORTANT: Non-attendance does not constitute a withdrawal from classes or from the College. Procedures to follow to formally drop a course (see page 18) or to withdraw from the College (see page 18) must be followed. **IT MAY PREVENT YOUR RECEIVING AN UNDESERVED "F" ON YOUR TRANSCRIPT.**

STUDENT LOAD

The recommended quarter hour load for the average student is 15 to 16 quarter hours of credit. The maximum load is 18 quarter hours of credit. Any student desiring to take more than 18 quarter hours of credit must make application to the Dean of Instruction and be approved prior to registration.

GRADING SYSTEM

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

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

The scholastic standing of a student is expressed in terms of quality point ratio. A quality point ratio is the total number of quality points divided by

the total number of quarter hours attempted, less the number of hours repeated. To meet degree requirements a student must maintain an over-all quality point average of 2.00.

The Speed Reading course in Psychology will be graded with a "P" indicating passing, or a "F" indicating failing. Grades in this course will not be included in the quality point average.

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

I	Incomplete
N	Audit: no grade or credit
NC	No credit - no grade
R	Repeated
W	Withdrew
WP	Withdrew passing
WF	Withdrew failing
X	No grade reported

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

Repeated Courses

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

OBJECTIVES OF THE CURRICULUMS

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

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

DEGREES OFFERED

Roane State Community College awards the Associate of Arts Degree and the Associate of Science Degree. (A Certificate of Proficiency may be

awarded to a student who completes any certain specifically prescribed program of less than an Associate Degree.)

GENERAL DEGREE REQUIREMENTS

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

1. Not less than 99 quarter hours of credit, including 6 quarters of physical education activity.
2. A minimum of the final 36 quarter hours of course work completed in residence at Roane State Community College.
3. A minimum over-all quality point average of 2.00 ("C") on all work attempted at Roane State Community College or elsewhere. [In no case may transferred grades be used to raise the student's quality point average on courses taken at Roane State Community College; his average on all courses here must be "C" (2.00) or better.]
4. Completion of specific course requirements as given in outlined Programs of Study. (Substitutions in programs must be approved by the Dean of Instruction.)

CORE CURRICULUMS

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

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

GENERAL CORE CURRICULUM

Area of Study	Minimum Quarter Hours Required
Humanities	15
Mathematics	5
Natural Science	8
Social Science	15
Related Courses	56

CAREER EDUCATION CORE CURRICULUM

Area of Study	Minimum Quarter Hours Required
Humanities	9-15
Mathematics	3-20
Natural Science	4-16
Social Science	6-21
Related Courses	27-77

GRADUATION

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

Graduation exercises are held only at the end of the spring quarter. Students who anticipate completing their work at this time, whose grade point average is sufficient for graduation, and whose names appear on the official graduation roster, may take part in graduation exercises. Students who complete their work in a summer quarter may not participate in spring graduation during the same year; but they are eligible to participate in and receive their diploma at the next graduation exercise.

DEFERRED GRADUATION

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

GRADUATION WITH DISTINCTION

Students who have fulfilled all graduation requirements, who have completed a minimum of forty-five quarter hours at Roane State Community College prior to their final quarter, and who have been in residence for a minimum of three quarters prior to their final quarter are eligible for designation as honor graduates. Those who have a quality point average of 3.25 and less than 3.50 will be graduated Cum Laude; those who have a quality point average of 3.50 and less than 3.80 will graduate Magna Cum Laude; those who have a quality point average of 3.80 or above will be graduated Summa Cum Laude.

A transfer student, in order to be eligible, must have made the required average on all work taken at Roane State Community College and must, in addition, have an over-all average which meets the honors requirements; the final average may in no instance be higher than that made at Roane State Community College.

DEAN'S LIST

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

Part-Time—8 to 11 Credit Hours with 3.25-4.00 average.

DIVISIONS OF INSTRUCTION

Education

Developmental Studies
Education
Health

Physical Education
Psychology

Humanities

Art
English and Speech
Journalism

Language
Music
Philosophy

Mathematics and Science

Biology
Chemistry

Mathematics
Physics

Social Science

Economics
Geography
History

Political Science
Sociology

Occupational Careers

Business-General Clerical
Computer Science Technology
Electronics Technology

General Business Administration
Secretarial Science

Continuing Education and Community Services

Degree Programs
Seminars
Conferences

Certificate Programs
Workshops
Community Services

Continuing Education

Dedicated to the philosophy that education should not terminate, Roane State Community College makes a special effort to offer the advantages of its total program to every person in the community beyond high school age and capable of benefiting from the experience. One of the objectives of the College is providing a Continuing Education program for those primarily occupied with making a living.

Continuing Education at Roane State is more than a program of evening classes or adult classes designed primarily for students beyond college age. Instead, the College runs its full selection of courses from 8:00 a.m. until 10:00 p.m. daily, thereby enabling the working student to schedule classes of his choice at the time most convenient to him. Also, it is believed that the resulting association of students having a background of work experience with recent high school graduates is mutually beneficial.

By careful planning of his work and course schedules, a Continuing Education student may earn any degree offered at Roane State. With the exception of physical education classes, which may be waived under special conditions, the Continuing Education student working for the Associate Degree must meet the same course requirements as the full-time student. Experienced counselors are available to help the student structure a course load and schedule to harmonize with his employment schedule.

For the student who wants to specialize in a certain field of study without taking all the courses required for the Associate Degree, the College offers certificate programs as part of the Continuing Education concept. These pro-

grams allow the student to benefit from the most important aspects of the degree program of his chosen area without meeting all degree requirements. Upon successful completion of a prescribed program in his area, the student is awarded a certificate of proficiency.

Community Service Program

The community service program of the College includes a variety of activities. The College cooperates with many community groups and agencies in the operation of the program. Included among the activities are lectures, forums, concerts, Fine Arts Festival, special workshops and institutes.

Likewise, special courses reflecting community interests may be organized at the request of a sufficient number of interested persons. Individuals may pursue these special offerings for personal enrichment, to comply with business or industrial opportunities and/or requirements, for specific technological information and for general cultural benefits.

The College also recognizes special needs of educational, governmental, industrial and business organizations in our community for special types of training for their employees. The College welcomes the opportunity to meet with representatives of these organizations to work out programs of seminars, institutes, workshops, etc. to fit the needs of their personnel.

All inquiries in the area of Continuing Education and Community Services should be addressed to:

Director of Continuing Education
Roane State Community College
Harriman, Tennessee 37748

Occupational Careers Education

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

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

The occupational programs at Roane State Community College are in the business-general clerical, computer science technology, electronics technology, general business administration, and secretarial science areas. The programs are constructed so that the student may seek employment at the completion of his program.

Technology Co-Op Program

The Occupational Careers Division offers a Cooperative Program in all of its Technological Curriculums. In the Cooperative Program, classroom work is integrated with practical business or industrial experience in an organized program under which students are engaged in employment on a full-time basis

during the summer quarter. The cooperative student must complete the same course work as required of a regular two-year student.

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

TRANSFER PROGRAMS

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

- Associate of Arts—Art
- Associate of Arts—General
- Associate of Arts—Music
- Associate of Arts—Pre-Law

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

CAREER OCCUPATION PROGRAMS

Career education curriculums are designed as terminal and they are recommended for students who desire to enter into the world of work after two years of training. Roane State Community College takes no responsibility for the transfer of work in its career education programs to four-year institutions. This policy should in no way be interpreted as to cause doubt concerning the merit or academic value of the career education programs. They are academically equal to any program offered by the College, but are not in all cases specifically designed as transferable work. They include:

- Associate of Science—Business Occupations Technology (General Clerical)
- Associate of Science—Business Occupations Technology (Secretarial Science)
- Associate of Science—Computer Science Technology
- Associate of Science—Electronics Technology
- Associate of Science—General Business Administration

DEGREE AND CERTIFICATION PROGRAMS

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

**ASSOCIATE OF ARTS
(GENERAL)**

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

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
ENG 1010, 20, 30	Composition I, II, III	9
ENG 2110, 20, 30	Literature I, II, III	9
ENG 2410	Fundamentals of Speech	3
	Mathematics	5
	Fine Arts	6
	Foreign Language	18
	History*	9
	Natural Science	12
	Physical Education	6
	Electives	22
	Total Hours	99

*Student preference or senior institution requirement.

**ASSOCIATE OF ARTS
(ART)**

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

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
ART 1110, 20, 30	Basic Studio I, II, III	9
ART 2010, 20, 30	Art History Survey I, II, III	9
ART 2110, 20, 30	Advanced Studio I, II, III	9
ART 2510, 20, 30	Introductory Painting I, II, III	9
ENG 1010, 20, 30	Composition I, II, III	9
ENG 2410	Fundamentals of Speech	3
ENG 2110, 20, 30	Literature I, II, III	9
	Western Civilization or American History ..	9
	Modern Language	9
	Physical Education	6
	Natural Science	12
	Electives	9
	Total Hours	102

**ASSOCIATE OF ARTS
(MUSIC)**

The music curriculum is designed primarily for the general enrichment of the student as well as providing professional music and liberal arts course work for transfer to a four-year college or university. A music major planning to transfer to a senior institution should become familiar with the specific lower division requirements at that individual senior institution. The music department reserves the right to request qualified students to participate in recitals and other musical programs for the benefit of the College and community. Non-music majors are invited to participate in as many of the music courses as possible, particularly chorus, band, and choir.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
ART 1010	Art Appreciation	3
ENG 1010, 20, 30	Composition I, II, III	9
ENG 2110, 20, 30	Literature I, II, III	9
ENG 2410	Fundamentals of Speech	3
MAT 2310, 20	Concepts of Mathematics I, II	6
MUS 1020	Fundamentals of Music	3
MUS 1110, 20	Beginning Theory I, II	6
MUS 1210	Class Brass *	2
MUS 1310	Class Woodwinds*	2
MUS 1510, 20	Class Voice I, II*	4
MUS 1610, 20	Class Piano I, II*	4
MUS 2110, 20, 30	Advanced Theory I, II, III	9
MUS 2710, 20	Survey of Music Literature I, II	4
	History**	9
	Foreign Language	9
	Music Electives *	4
	Natural Science	12
	Physical Education	6
	Total Hours	104

*Or Individual Music Instruction.

**Student preference or senior institution requirement.

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

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

**ASSOCIATE OF SCIENCE
(GENERAL)**

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

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
ENG 1010, 20, 30	Composition I, II, III	9
ENG 2110, 20, 30	Literature I, II, III	9
ENG 2410	Fundamentals of Speech	3
MAT 1110	Algebra	5
MAT 1210	Trigonometry	5
	Fine Arts	6
	History*	9
	Natural Science	24
	Social Science	3
	Physical Education	6
	Electives	20
	Total Hours	99

*Student preference or senior institution requirement.

**ASSOCIATE OF SCIENCE
(ART EDUCATION)**

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

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
ART 1110, 20, 30	Basic Studio I, II, III	9
ART 1810	School Art	3
ART 2010, 20, 30	Art History Survey I, II, III	9
EDU 2010	Introduction to Education	3
EDU 2210	Educational Psychology	3
ENG 1010, 20, 30	Composition I, II, III	9
ENG 2110, 20, 30	Literature I, II, III	9
HEA 2210	Personal Health	3
	Western Civilization or American History ..	9
MAT 2310, 20, 30	Concepts of Mathematics I, II, III	9
	Physical Education	6
PSY 1010, 20	General Psychology I, II	6
	Natural Science	12
	Social Science electives	6
	Electives	6
	Total Hours	102

**ASSOCIATE OF SCIENCE
(BUSINESS AND COMMERCE)**

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

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
BUS 1010	Introduction to Business	3
BUS 2210, 20, 30	Principles of Accounting I, II, III	9
ECO 2010, 20, 30	Principles of Economics I, II, III	9
ENG 1010, 20, 30	English Composition I, II, III	9
ENG 2110, 20, 30	Literature I, II, III	9
ENG 2410	Fundamentals of Speech	3
	Western Civilization or American History	9
MAT 1110	College Algebra	5
MAT 1810	Business Mathematics	3
MAT 2510	Elementary Statistics	3
	Physical Education	6
PSY 1010, 20	General Psychology I, II	6
	Natural Science	12
SOC 2010	Introduction to Sociology	3
	Electives	10-12
	Total Hours	99-101

**ASSOCIATE OF SCIENCE
(BUSINESS EDUCATION)**

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

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
SSC 1010, 20, 30	Beginning Typewriting I, II, III*	3-9
SSC 1110, 20, 30	Elementary Shorthand I, II, III*	3-9
SSC 2110, 20	Advanced Shorthand I, II	6
SSC 2620	Office Management	3
BUS 1010	Introduction to Business	3
BUS 1110	Business Communications	3
BUS 2210, 20, 30	Principles of Accounting I, II, III	9
ENG 1010, 20, 30	English Composition I, II, III	9
ENG 2110, 20, 30	Literature I, II, III	9
ENG 2410	Fundamentals of Speech	3
	Western Civilization or American History	9
MAT 1010, 20, 30	Algebra and Trigonometry I, II, III	9
	Physical Education	6
PSY 1010, 20	General Psychology I, II	6
	Natural Science	12
	Electives	0-9
	Total Hours	<u>102-105</u>

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

**ASSOCIATE OF SCIENCE
(ELEMENTARY EDUCATION)**

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

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
ART 1010	Art Appreciation	3
ART 1810	School Art	3
BIO 1010, 20, 30	Biological Science I, II, III	
or	or	
PHY 1010, 20, 30	Physical Science I, II, III	9
EDU 2010	Introduction to Education	3
EDU 2210	Educational Psychology	3
ENG 1010, 20, 30	Composition I, II, III	9
ENG 2110, 20, 30	Literature I, II, III	9
ENG 2410	Fundamentals of Speech	3
GGY 1010, 20	Physical Geography I, II	6
GGY 1210	World Regional Geography	3
HEA 2210	Personal Health	3
HIS 2110, 20, 30	Survey of American History I, II, III	9
MAT 2310, 20	Concepts of Mathematics I, II	6
MUS 1010	Music Appreciation	3
MUS 2810	School Music	2
PSY 1010, 20	General Psychology I, II	6
PSY 2410	Child Psychology	3
	Physical Education	6
	Electives	7
	Total Hours	102

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

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

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
BIO 1010, 20, 30	Biological Science I, II, III	9
EDU 2010	Introduction to Education	3
EDU 2210	Educational Psychology	3
ENG 1010, 20, 30	Composition I, II, III	9
ENG 2110, 20, 30	Literature I, II, III	9
HEA 2210	Personal Health	3
HEA 2310	Safety and First Aid	3
PED 2810	Physical Education in Elementary Schools ..	3
PED 2850	Playground Leadership	3
PED 2870	Recreation Leadership	3
PED 2890	Camping and Camp Leadership	3
PSY 1010, 20	General Psychology I, II	6
	History*	9
	Physical Education	6
	Electives	<u>27</u>
	Total Hours	99

*Student preference or senior institution requirements.

**ASSOCIATE OF SCIENCE
(MATHEMATICS OR PHYSICAL SCIENCE)**

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

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
CHE 1010, 20, 30	General Chemistry I, II, III*	12
ENG 1010, 20, 30	English Composition I, II, III	9
ENG 2110, 20, 30	Literature I, II, III	9
	Western Civilization or American History	9
MAT 1010, 20, 30	Algebra and Trigonometry I, II, III	9
MAT 2610, 20, 30	Calculus and Analytic Geometry I, II, III	15
MAT 2710	Differential Equations	5
	Physical Education	6
PHY 2010, 20, 30	General Physics I, II, III	12
	Social Science electives	9
	Electives	4-8
	Total Hours	99-103

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

**ASSOCIATE OF SCIENCE
(MUSIC EDUCATION)**

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

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
ART 1010	Art Appreciation	3
EDU 2010	Introduction to Education	3
EDU 2210	Educational Psychology	3
ENG 1010, 20, 30	Composition I, II, III	9
ENG 2110, 20, 30	Literature I, II, III	9
ENG 2410	Fundamentals of Speech	3
HEA 2210	Personal Health	3
MAT 2310, 20	Concepts of Mathematics I, II	6
MUS 1020	Fundamentals of Music	3
MUS 1110, 20	Beginning Theory I, II	6
MUS 1210	Class Brass*	2
MUS 1310	Class Woodwinds I*	2
MUS 1510, 20	Class Voice I, II*	4
MUS 1610, 20	Class Piano I, II*	4
MUS 2110, 20, 30	Advanced Theory I, II, III	9
MUS 2710, 20	Survey of Music Literature I, II	4
PSY 1010, 20	General Psychology I, II	6
PSY 2410	Child Psychology	3
SOC 2010	Introduction to Sociology	3
	History**	9
	Music Electives*	3
	Natural Science	12
	Physical Education	6
	Total Hours	115

*Or Individual Music Instruction.

**Student preference or senior institution requirement.

**ASSOCIATE OF SCIENCE
(PRE-ENGINEERING)**

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

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
CHE 1010, 20, 30	General Chemistry I, II, III	12
ECO 2010, 20	Principles of Economics I, II	6
ENG 1010, 20, 30	English Composition I, II, III	9
ENG 2010, 20, 30	Literature I, II, III	9
	Western Civilization or American History ..	9
MAT 1010	College Algebra	5
MAT 1210	College Trigonometry	5
MAT 2610, 20, 30	Calculus and Analytic Geometry I, II, III ..	15
	Physical Education	6
PHY 2010, 20, 30	General Physics I, II, III	12
ERG 1010, 20	Engineering Graphics I, II	6
ERG 1110	Descriptive Geometry	3
ERG 1210	Statics and Dynamics	4
	Total Hours	101

**ASSOCIATE OF SCIENCE
(PRE-MEDICAL TECHNOLOGY)**

A student who completes the pre-medical technology curriculum will be eligible to transfer to the pre-medical technology course at the University of Tennessee or a similar institution. This curriculum is designed to prepare students for professional schools where admission requirements are three years of college experience. The University of Tennessee requires 135 quarter hours, excluding physical education, for entrance to the medical technology course at Memphis. A student at Roane State Community College should consult the catalog of the university of his choice to determine specific requirements for admission to this or similar programs.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
BIO 1210	Botany I	4
BIO 2410, 20	General Zoology I, II	8
BIO 2510, 20	Microbiology I, II	8
BIO 2610	Genetics	4
CHE 1010, 20, 30	General Chemistry I, II, III	12
CHE 2210	Quantitative Analysis	4
CHE 2310, 20, 30	Organic Chemistry I, II, III	12
ENG 1010, 20, 30	Composition I, II, III	9
ENG 2110, 20	Literature I, II	6
ENG 2410	Fundamentals of Speech	3
MAT 1110	Algebra	5
PHY 2010, 20, 30	General Physics I, II, III	12
	Physical Education	6
	Social Science	9
	Total Hours	102

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

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

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
ART 1010	Art Appreciation	3
BIO 1210	Botany I	4
BIO 2410, 20	General Zoology I, II	8
CHE 1010, 20, 30	General Chemistry I, II, III	12
CHE 2310, 20, 30	Organic Chemistry I, II, III	12
ENG 1010, 20, 30	Composition I, II, III	9
ENG 2110, 20, 30	Literature I, II, III	9
ENG 2410	Fundamentals of Speech	3
MAT 1110	Algebra	5
MAT 1210	Trigonometry*	5
MUS 1010	Music Appreciation	3
PHY 2010, 20, 30	General Physics I, II, III	12
	History*	9
	Physical Education	6
	Electives**	9
	Total Hours	109

*Student preference or institution requirement.

**Provides one year of the foreign language requirement.

**ASSOCIATE OF SCIENCE
(SECONDARY EDUCATION)**

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

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

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
EDU 2010	Introduction to Education	3
EDU 2210	Educational Psychology	3
ENG 1010, 20, 30	English Composition I, II, III	9
ENG 2110, 20, 30	Literature I, II, III	9
ENG 2410	Fundamentals of Speech	3
HEA 2210	Personal Health	3
	Western Civilization or American History ..	9
	Art Appreciation or Music Appreciation ...	3
MAT 2310, 20	Concepts of Mathematics	6
	Physical Education	6
PSY 1010, 20	General Psychology I, II	6
PSY 2410	Child Psychology	3
	Natural Science	12
	Social Science electives	6
	Electives	18
	Total Hours	99

ASSOCIATE OF SCIENCE
(BUSINESS OCCUPATIONS TECHNOLOGY—GENERAL CLERICAL)

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

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
SSC 1010, 20, 30	Beginning Typewriting I, II, III*	3-9
SSC 1210, 2210	Secretarial Practice I, II	6
SSC 2010	Advanced Typewriting I	3
SSC 2410	Business Machines	3
BUS 1010	Introduction to Business	3
BUS 1110	Business Communications	3
BUS 2210, 20, 30	Principles of Accounting I, II, III	9
BUS 2510	Business Law—Contracts	3
CST 1010	Introduction to Electronic Data Processing	3
CST 1020	Business Systems Simulation	3
ECO 2010, 20	Principles of Economics I, II	6
ENG 1010, 20, 30	English Composition I, II, III	9
ENG 2410	Fundamentals of Speech	3
	Western Civilization or American History	9
BUS 1810	Business Mathematics	3
	Physical Education	6
PSY 1010, 20	General Psychology I, II	6
	Electives	12-18
	Total Hours	99

*One high school credit in typewriting exempts the student from Typewriting I. Two high school credits will exempt the student from Typewriting II.

**ASSOCIATE OF SCIENCE
(BUSINESS OCCUPATIONS TECHNOLOGY—SECRETARIAL SCIENCE)**

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

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
SSC 1010, 20, 30	Beginning Typewriting I, II, III*	3-9
SSC 1110, 20, 30	Elementary Shorthand I, II, III*	3-9
SSC 1210, 2210	Secretarial Practice I, II	6
SSC 2010	Advanced Typewriting I	3
SSC 2110, 20	Advanced Shorthand I, II	6
SSC 2310	Transcription	3
SSC 2410	Business Machines	3
SSC 2620	Office Management	3
SSC 2910, 20	Secretarial Practicum I, II	2
BUS 1010	Introduction to Business	3
BUS 1110	Business Communications	3
BUS 2210, 20	Principles of Accounting I, II	6
BUS 2510	Business Law—Contracts	3
ECO 2010, 20	Principles of Economics I, II	6
ENG 1010, 20, 30	English Composition I, II, III	9
ENG 2110	Literature I	3
ENG 2410	Fundamentals of Speech	3
	Western Civilization or American History	9
BUS 1810	Business Mathematics	3
	Physical Education	6
PSY 1010	General Psychology I	3
	Electives	3-12
	Total Hours	101-104

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

**ASSOCIATE OF SCIENCE
(GENERAL BUSINESS ADMINISTRATION)**

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

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
SSC 1010	Beginning Typewriting I*	0-3
SSC 2410	Business Machines	3
BUS 1010	Introduction to Business	3
BUS 1110	Business Communications	3
BUS 2210, 20, 30	Principles of Accounting I, II, III	9
BUS 2320	Income Tax Accounting—Business	3
BUS 2510	Business Law	3
BUS 2610	Business Organization and Management ...	3
CST 1010	Introduction to Electronic Data Processing	3
ECO 2010, 20, 30	Principles of Economics I, II, III	9
ENG 1010, 20, 30	English Composition I, II, III	9
ENG 2410	Fundamentals of Speech	3
MAT 1810	Business Mathematics	3
	Physical Education	6
PSY 1010, 20	General Psychology I, II	6
SOC 2010	Introduction to Sociology	3
	Electives	30
	Total Hours	<u>99-102</u>

*A student showing a typewriting proficiency of 40 w.p.m. may be exempted from Beginning Typewriting.

**ASSOCIATE OF SCIENCE
(COMPUTER SCIENCE TECHNOLOGY)**

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

Two options are offered in computer science technology at Roane State Community College: (1) a scientific computer option, and (2) a business computer option. The scientific option is designed for students interested in scientific and engineering applications of the computer, while the business option is designed for students interested in business data processing and computing. Students in either major area are required to master all programming languages, but may choose supporting courses either in natural science or business, depending upon the student's interest.

The computer science technology curriculum has as its primary objective the task of qualifying the student for a successful career as a programmer, systems analyst, or assistant computer center manager in his respective major through orderly presentation of programming languages and managerial and scientific principles to facilitate his transition from student to practitioner.

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
Basic Core		
CST 1010	Introduction to Electronic Data Processing	3
CST 1210	Assembler Language Programming	3
CST 2210	FORTRAN Programming	3
CST 2220, 30	COBOL Programming I, II	6
CST 2310	Systems Development and Design	3
CST 2410, 20	Computer Science Case Project I, II	4
CST 2610	Advanced Computing and Programming Systems	3
CST 2910	Cooperative Seminar*	0-4
ENG 1010, 20, 30	English Composition I, II, III	9
MAT 1010, 20, 30	Algebra and Trigonometry I, II, III	9
	Physical Education	6
	Sub-Total	49-53

Business Option

BUS 1010	Introduction to Business	3
BUS 2210, 20, 30	Principles of Accounting I, II, III	9
CST 1020	Business Systems Simulation	3
ECO 2010, 20, 30	Principles of Economics I, II, III	9
ENG 2410	Fundamentals of Speech	3
MAT 2510	Elementary Statistics	3
	Electives	21
	Sub-Total	<u>51</u>
	Total Hours	100-104

Scientific Option

CHE 1010, 20, 30	General Chemistry I, II, III	12
MAT 2610, 20, 30	Calculus and Analytic Geometry I, II, III	15
PHY 1010, 20, 30	General Physics I, II, III	12
	Electives	12
	Sub-Total	<u>51</u>
	Total Hours	100-104

*This course is optional and requires adviser approval.

**ASSOCIATE OF SCIENCE
(ELECTRONICS TECHNOLOGY)**

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

SUMMARY OF REQUIRED HOURS

Catalog Number	Course Title	Quarter Hours
EET 1000	Introduction to Electronics	2
EET 1010	Electric Circuit Fundamentals I (D.C.) ...	6
EET 1020	Electric Circuit Fundamentals II (A.C.) ...	6
EET 1030	Electric Circuit Fundamentals III (Analysis)	4
EET 1210, 20	Materials and Construction Practices I, II	4
EET 1310	Electronics Devices	4
EET 1320	Electronics Circuits	5
EET 1410	Electronics Drafting	4
EET 2210	Electronics Project	1-2
EET 2220	Special Problems in Electronics	1
EET 2310	Pulse Circuitry	4
EET 2410	R. F. Receiver Systems	4
EET 2420	R. F. Transmission Systems	4
EET 2510	Industrial Electronics	4
EET 2610	Electronics Systems	3
EET 2710	Microwave Techniques	4
EET 2810	Computer Fundamentals	3
EET 2820	Computer Principles	4
EET 2910	Co-operative Seminar*	4
ENG 1010, 20, 30	English Composition I, II, III	9
MAT 1010, 20, 30	Algebra and Trigonometry I, II, III	9
PHY 1010, 20, 30	Physical Science I, II, III	9
	Physical Education	6
	Social Science electives	3
	Total Hours	103-108

*This course is optional and requires adviser approval.

COURSES OF STUDY

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

ART

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

- ART 2120—Advanced Studio II** 3 Credits
 A continuation of Advanced Studio I. Composition stressing the figure and environmental situations. (Prerequisite for art majors: ART 1110, 1120, and 1130.)
 2 hours lecture—4 hours studio
- ART 2130—Advanced Studio III** 3 Credits
 Experimental approach to creative three dimensional composition, exploring the possibilities of a variety of media, such as wood, plaster, and metal. (Prerequisite for art majors: ART 1110, 1120, and 1130.)
 2 hours lecture—4 hours studio
- ART 2410—Ceramics I** 3 Credits
 Lecture and studio experience in ceramics techniques: clay mixing, hand building, wheel throwing, glazing, firing. May be started any quarter. (Prerequisite for art majors: ART 1110 or permission of instructor.)
 2 hours lecture—4 hours studio
- ART 2420—Ceramics II** 3 Credits
 Refinement of fundamental skills and techniques. Individualized consultation with instructor. (Prerequisite: ART 2410.)
 2 hours lecture—4 hours studio
- ART 2430—Ceramics III** 3 Credits
 Creative experimentation with contemporary sculptural form, clays, and glazes. (Prerequisite: ART 2420.)
 2 hours lecture—4 hours studio
- ART 2510—Painting I** 3 Credits
 An introduction to the techniques, materials, and tools used in oil painting. Still life, figure and landscape. (Prerequisite: ART 1110, 1120, and 1130.)
 2 hours lecture—4 hours studio
- ART 2520—Painting II** 3 Credits
 A continuation of ART 2510 with an emphasis on individual experimentation. (Prerequisite: ART 2510.)
 2 hours lecture—4 hours studio
- ART 2530—Painting III** 3 Credits
 An introduction to the technique, materials, and tools used in acrylic and polymer painting. (Prerequisite: ART 2520.)
 2 hours lecture—4 hours studio
- ART 2710—Introduction to Printmaking** 3 Credits
 Technical instruction in printmaking processes; intaglio, relief, and planographic processes. (Prerequisite: ART 1110, 1120, and 1130 or permission of instructor.)
 2 hours lecture—4 hours studio
- ART 2720—Advanced Printmaking** 3 Credits
 Continuation of Introduction to Printmaking with emphasis on individual experimentation. (Prerequisite: ART 2710.)
 2 hours lecture—4 hours studio
- ART 2810, 20—Graphic Design I, II** 6 Credits
 An advanced studio course in the design, layout, and preparation of commercial art materials.

BIOLOGY

BIO 1010—Biological Science I	3 Credits
BIO 1020—Biological Science II	3 Credits
BIO 1030—Biological Science III	3 Credits

An introduction to the biological sciences, with emphasis on the plant and animal kingdoms. These courses are designed for non-science majors. Credit in these courses is not acceptable for the biology major or in the related pre-professional curriculums. Credit not allowed for those successfully completing the general biology sequences. This is a non-sequential course.

4 hours, lecture-laboratory

BIO 1110—General Biology I	4 Credits
BIO 1120—General Biology II	4 Credits
BIO 1130—General Biology III	4 Credits

A beginning course in biology with emphasis on molecular biology, the relationship between the plant and animal kingdoms, and phenomena common to both. A sequence course designed for science majors.

3 hours lecture—2 hours laboratory

BIO 1210—Botany I	4 Credits
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A study of the structure of roots, stems, and leaves of the common plant. Plant growth, the nutritive processes, and the relationship of plants to their environment is studied in this course for science majors.

3 hours lecture—2 hours laboratory

BIO 1220—Botany II	4 Credits
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A study of reproduction, variation, heredity and evolution of seed plants of representatives of the major land groups. (Prerequisite: BIO 1210.)

3 hours lecture—2 hours laboratory

BIO 1310—Human Anatomy and Physiology I	4 Credits
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BIO 1320—Human Anatomy and Physiology II	4 Credits
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BIO 1330—Human Anatomy and Physiology III	4 Credits
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A study of the structure and function of the human body. The anatomy and physiology of the integument, skeletal, muscular, nervous, senses, circulatory, respiratory, excretory, digestive, endocrine, and reproductive systems are studied during the three quarters of this sequence for science majors.

3 hours lecture—3 hours laboratory

BIO 2410—General Zoology I	4 Credits
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A survey of the invertebrate animals—their biological structure, and relation to other animals.

3 hours lecture—2 hours laboratory

BIO 2420—General Zoology II	4 Credits
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A study of the structure, body functions, development and natural history of the vertebrate animals. (Prerequisite BIO 2410 or instructor's consent.)

3 hours lecture—2 hours laboratory

BIO 2510—Microbiology I	4 Credits
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This course is a study of bacteriology with emphasis on the application of science to the problem of sterilization, infection, resistance, diagnostic testing, and immunization. Laboratory experiments are designed to familiarize the student with bacteriological techniques, morphology of organisms, and aseptic procedures.

2 hours lecture—4 hours laboratory

BIO 2520—Microbiology II 4 Credits

This course is a continuation of the study of modern concepts in microbiology with emphasis on pathogenic factors, immunological studies, applied microbiology, bacterial metabolism, genetics and microorganisms other than bacteria. (Prerequisite: BIO 2510.)

2 hours lecture—4 hours laboratory

BIO 2610—Genetics 4 Credits

A study of heredity with emphasis on Mendelin Genetics and its cystological basis; probability theory and statistics as they relate to Mendelian genetics.

Laboratory experiments with the fruit fly, *Drosophila melanogaster*, are designed to give the student opportunity to perform actual matings and to interpret the results of these matings.

6 hours lecture-laboratory

BUSINESS AND COMMERCE

BUS 1010—Introduction to Business 3 Credits

Orientation course dealing with the numerous problems of business. Particular attention is given to procedure and business forms frequently found and used in business offices.

BUS 1110—Business Communications 3 Credits

A study of the essentials of English in business communication. Creative, logical, and critical thinking are applied to the criticism, preparation, and planning of business letters and written and oral reports. (Prerequisite: English 1020 or enrollment in English 1020 and knowledge of typing.)

BUS 1810—Business Mathematics 3 Credits

The fundamentals of mathematics as applied to business. Emphasis on problems involving discounts, simple and compound interest, insurance and payroll. Designed for Secretarial Science majors.

BUS 2210—Principles of Accounting I 3 Credits

Covers the basic principles and procedures from the management viewpoint. Determination of net income and valuation of assets and the basic problems connected therewith are given careful attention.

BUS 2220—Principles of Accounting II 3 Credits

Continues with notes and interest determination; plant depreciation; voucher systems; taxes on payroll, property and income; and the theory of internal control. (Prerequisite: BUS 2210.)

BUS 2230—Principles of Accounting III 3 Credits

Covers partnership organizations and operation, cost accounting, corporation capital accounts, earnings and dividends, bonds, funds statement and statement analysis. (Prerequisite: BUS 2220.)

BUS 2310—Income Tax Accounting—Personal 3 Credits

Federal income tax laws with emphasis on the preparation of returns for individuals.

BUS 2320—Income Tax Accounting—Business 3 Credits

Federal income tax laws with emphasis on the preparation of returns for partnerships and corporations.

BUS 2410—Business Machines	3 Credits
Operation of the printing calculator, rotary calculator, ten-key and full-key adding machines will be taught. (Same as SSC 2410.)	
BUS 2510—Introduction to Business Law	3 Credits
A study of the principles of contracts, sales, bills and notes.	
BUS 2610—Business Management	3 Credits
A study of the structure and internal functions of typical American business concerns.	
BUS 2620—Office Management	3 Credits
The basic principles of office management. The impact of automation upon the office manager's job. Organizing and planning the office work. Controlling the people, the forms, and the machines as they apply to office administration. (Same as SSC 2620.)	

CHEMISTRY

CHE 1010—General Chemistry I	4 Credits
CHE 1020—General Chemistry II	4 Credits
CHE 1030—General Chemistry III	4 Credits
A sequence study of fundamental concepts of atoms, molecules, periodic relationship of properties of the elements, gas laws, type and laws of chemical reaction, equations, and the preparation and properties of selected elements and compounds.	
3 hours lecture—3 hours laboratory	
CHE 2110—Qualitative Analysis	4 Credits
Fundamental theory of qualitative analysis and analysis of common cations and anions. (Prerequisite: CHE 1030.)	
2 hours lecture—4 hours laboratory	
CHE 2210—Quantitative Analysis	4 Credits
The study of the basic theories of quantitative analysis with stress on the theories of neutralization, precipitation, volumetric, and gravimetric analysis. (Prerequisite: CHE 1030.)	
2 hours lecture—4 hours laboratory	
CHE 2310—Organic Chemistry I	4 Credits
CHE 2320—Organic Chemistry II	4 Credits
CHE 2330—Organic Chemistry III	4 Credits
An introductory sequence course in organic chemistry which considers the occurrences, structure, nomenclature, properties, and uses of the more important classes of organic compounds. Concepts such as mechanisms of reactions and the relationships between structure and properties are developed. (Prerequisite: CHE 1030.)	
3 hours lecture—3 hours laboratory	

COMPUTER SCIENCE TECHNOLOGY

CST 1010—Introduction to Electronic Data Processing	3 Credits
A course designed to introduce the student to computers and their impact on this decade. Major topics covered include: historical developments, number systems, nomenclature capabilities, data representations, Boolean logic, computer concepts, flowcharting and programming concepts.	

- CST 1020—Business Systems Simulation** 3 Credits
 A course designed to provide the student with the concepts and application areas used in simulating various business problems. Topics included are payroll accounting; accounts payable and receivable; order writing and billing; production and inventory control; cost analysis; management reporting; and management games.
- CST 1210—Assembler Language Programming** 3 Credits
 A basic course in programming techniques. Introduction to assembler involving lab work in the programming of business applications.
 2 hours lecture—3 hours laboratory
- CST 2210—FORTRAN Programming** 3 Credits
 A basic course in scientifically oriented FORTRAN (formula translation) programming language.
 2 hours lecture—3 hours laboratory
- CST 2220—COBOL Programming I** 3 Credits
 A study of commercial oriented language (COBOL) to enable the student to gain programming proficiency through lectures and labs with “hands on” computer experience. (Prerequisite: CST 1210 or 2210.)
 2 hours lecture—3 hours laboratory
- CST 2230—COBOL Programming II** 3 Credits
 A course for developing programming skills. This course will include the program development, coding, and testing of sophisticated programs, macro writing, utility modification, etc. (Prerequisite: CST 2220.)
 2 hours lecture—3 hours laboratory
- CST 2310—Systems Development and Design** 3 Credits
 A study of basic systems analysis including systems design, file descriptions, flowcharting and documentation, procedure analysis, etc.
- CST 2410—Computer Science Case Project I** 2 Credits
 This project involves the application of computer analysis and application principles. The student will design a system for an actual industry case, undergo faculty systems evaluation, and make a case study presentation. (Prerequisite: CST 2310.)
- CST 2420—Computer Science Case Project II** 2 Credits
 The conclusion to the case project involves the coding and testing of all programs and procedures necessary to implement the systems developed in CST 2410. (Prerequisite: CST 2410.)
- CST 2610—Advanced Computing and Programming Systems** 3 Credits
 An introduction to operating systems, data communication, data acquisition, IOCS, conversion, emulation, simulation, etc.
- CST 2910—Cooperative Seminar** 4 Credits
 This course offers a college programmed study, designed to give the student practical experience in the area of his major by placing him in a cooperative work study program with local organizations. This student is required to attend a one period seminar per week. (Summer Quarter Only.)

DEVELOPMENTAL STUDIES

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

The basic courses are numbered 0100 to 0990 and should not be taken for college transfer credit.

DVS 0410—Basic Reading I 3 Credits

This is a course for students who on entrance or placement tests were found to be lacking in reading and study skills. The course is structured basically around individual weaknesses of students with some group work on study skills.

DVS 0420—Basic Reading II 1-3 Credits

A continuation of Basic Reading I for those students who still lack basic skills. The number of credit hours is determined through a contract with the student according to his remaining needs.

DVS 0510—Basic Communications I 5 Credits

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

DVS 0520—Basic Communications II 1-5 Credits

DVS 0530—Basic Communications III 1-5 Credits

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

DVS 0610—Basic Science I 3 Credits

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

DVS 0620—Basic Science II 1-3 Credits

DVS 0630—Basic Science III 1-3 Credits

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

DVS 0710—Basic Mathematics I 3 Credits

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

DVS 0720—Basic Mathematics II 1-3 Credits

DVS 0730—Basic Mathematics III 1-3 Credits

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

DVS 0910—Career Planning 3 Credits

A course designed to encourage the student to understand himself, through past achievements, test scores, and career goals. The student is introduced to the world of work. Local, regional, and national job opportunities in terms of entrance requirements, salaries, duties and conditions of work are reviewed.

ECONOMICS

- ECO 2010—Principles of Economics I** 3 Credits
Conceptual framework of the free enterprise society. Quantitative description of the American Economy, facts and figures. Economics of aggregates based on the national income accounting. Macroeconomic income determination, employment and price level. Introductory principles of money and banking, the Federal Reserve System and other financial institutions. Monetary and the fiscal policy. Growth of the American economy.
- ECO 2020—Principles of Economics II** 3 Credits
A continuation of economic principles with the special emphasis on micro-economics. An introduction to individual and the market demand. Corporation: an introductory view. An introduction to firm: production and costs analysis. Major types of market structures and resource allocation. Distribution of income: wages, rent, interest and profits. (Prerequisite: ECO 2010.)
- ECO 2030—Principles of Economics III** 3 Credits
A course in applied economics. Anti-trust laws, problems of trade unions and collective bargaining, important labor legislation. Economics of poverty in the United States. Public finance: the role of the government, principles of taxation, shifting and incidence. International trade. Economics of underdeveloped countries, their trade problems, foreign aid. Economics of the collectivist economies. (Prerequisite: ECO 2020.)

EDUCATION

- EDU 2010—Introduction to Education** 3 Credits
A short survey of the field of education in which the history of American education, present philosophies of education, major problems of education, present practices and the school as a social institution are considered.
- EDU 2210—Educational Psychology** 3 Credits
The principles of growth and development are studied and related to student learning. Capacity for learning, methods of effective study, and the effect of the environment on the student are investigated and studied. (Prerequisite: PSY 1020.)
- EDU 2310—Audio-visual Aids** 3 Credits
This course is designed to develop skill in the use of the mimeograph, ditto, tape recorder, motion picture projector, slide projector, and other audio-visual equipment. Experience in the preparation of visual aids used in the public school system is given.
- EDU 2610—Public School Records** 2 Credits
A study and use of forms and records used in school systems.
- EDU 2710—Reading in the Elementary Schools** 3 Credits
Designed to acquaint students with the objectives of a reading program. Attention given to reading readiness, diagnosis of reading problems and a brief survey of reading skills. (Prerequisite: EDU 2210.)
- EDU 2910—Teacher Aide Practicum** 4 Credits
This course should serve to introduce both the teacher aide and the teacher to this program of operation. Each participant should investigate her special duties and attempt to identify problems to be solved in a teacher aide program.

ELECTRONICS TECHNOLOGY

- EET 1000—Introduction to Electronics** 2 Credits
A course designed as a “hands on” approach to provide experience and information in electronics concentrating on: (a) the use of electronic instruments; (b) the circuit configuration and response of some commonly used circuits; and (c) a few practical systems in which these circuits are used.
4 hours laboratory
- EET 1010—Electric Circuit Fundamentals I (Direct Current)** 6 Credits
A study of basic electron theory, resistance, ohms law, power, Kirchoff's laws; series, parallel and complex D.C. circuits, electromagnetism, inductance, capacitance and measuring devices. (Corequisite: MAT 1110.)
4 hours lecture—6 hours laboratory
- EET 1020—Electric Circuit Fundamentals II (Alternating Current)** 6 Credits
A study of A.C. Generation and characteristics, impedance, circuits and resonance. (Prerequisite: EET 1010, Corequisite: MAT 1120.)
4 hours lecture—6 hours laboratory
- EET 1030—Electric Circuit Fundamentals III (Analysis)** 4 Credits
The application of D.C. and A.C. circuit fundamentals to network analysis theorems, filtering and coupling circuits. (Prerequisite: EET 1020.)
3 hours lecture—3 hours laboratory
- EET 1110—Electric Fundamentals I** 5 Credits
The first course in a two course sequence designed to familiarize the student with the fundamentals of electricity from basic concepts to semi-conductors and vacuum tubes. This course is designed for the certificate program or electives for other than Electronics Technology students.
4 hours lecture—2 hours laboratory
- EET 1120—Electric Fundamentals II** 5 Credits
The second course in a two-part sequence designed to familiarize the student with the fundamentals of electricity from basic concepts to semi-conductors and vacuum tubes. This course is designed for the certificate program or electives for other than Electronics Technology students: (Prerequisite: EET 1110 or permission of the instructor.)
4 hours lecture—2 hours laboratory
- EET 1130—Electronic Circuit Fundamentals** 5 Credits
A course in the characteristics of electronic devices and electronic circuits to include vacuum tubes, semiconductors and their associated circuits and applications. This course is designed for the certificate program or electives for other than Electronics Technology students. (Prerequisite: EET 1120 or permission of the instructor.)
4 hours lecture—2 hours laboratory
- EET 1140—Electronic Communications I** 5 Credits
- EET 1150—Electronic Communications II** 5 Credits
A two-course sequence designed to cover radio receiver and transmitter circuits and systems including AM, FM, SSB, TV, and other communications, circuits and systems. These courses are designed for the certificate program or electives for other than Electronics Technology students. (Prerequisite: EET 1130 or permission of the instructor.)
4 hours lecture—2 hours laboratory

- EET 1160—Industrial Electronics Measurement and Control** 5 Credits
 A study of devices, circuits and systems used in electronic measurement and controls in industry. This course is designed for the certificate program or electives for other than Electronics Technology students. (Prerequisite: EET 1030 or permission of the instructor.)
 4 hours lecture—2 hours laboratory
- EET 1210—Materials and Construction Practices I** 2 Credits
 A laboratory course to familiarize the student with electronic hardware, hand tools and shop practices.
 1 hour lecture—3 hours laboratory
- EET 1220—Materials and Construction Practices II** 2 Credits
 A laboratory course to familiarize the student with fundamental electronic assembly practices. Includes layout design of chassis and printed-circuit fabrication processes. (Prerequisite: EET 1210.)
 1 hour lecture—3 hours laboratory
- EET 1310—Electronic Devices** 4 Credits
 A course concerned with how electronic devices work and the characteristics of these devices. Both vacuum tubes and semiconductor device characteristics are covered. (Prerequisite: EET 1010.)
 3 hours lecture—3 hours laboratory
- EET 1320—Electronic Circuits** 5 Credits
 A study of the application of electronic devices in circuits such as amplifiers, power supplies, oscillators, feedback circuits, modulation systems and detectors. (Prerequisite: EET 1030.)
 3 hours lecture—6 hours laboratory
- EET 1410—Electronics Drafting** 4 Credits
 Basic drafting practices, use of instruments, theory of projections, and freehand sketching. Methods and principles of graphically presenting electronic information. Covers the principles of circuit layout and introduces the student to electronic symbols employed in electronic circuit schematics.
 2 hours lecture—4 hours laboratory
- EET 2210—Electronics Project** 1-2 Credits
 The student selects an electronics project: designs, fabricates and tests the finished product. (Prerequisite: EET 1210.)
 1 quarter hour credit—3 hours laboratory
 2 quarter hours credit—6 hours laboratory
- EET 2220—Special Problems in Electronics** 1 Credit
 Related problems in Electronics selected by student with permission of adviser. (Prerequisite: EET 2210.)
- EET 2310—Pulse Circuitry** 4 Credits
 Study of special oscillators and their waveforms, pulse shaping, and pulse circuitry applications. (Prerequisite: EET 1310.)
 3 hours lecture—3 hours laboratory
- EET 2410—RF Receiver Systems** 4 Credits
 Study of superheterodyne receiver principles, circuits, and their application in communication and television receivers. (Prerequisite: EET 1310.)
 3 hours lecture—3 hours laboratory

- EET 2420—RF Transmission Systems** 4 Credits
 Study of modulation systems, transmitters, and characteristics of the transmission line and antenna system. (Prerequisite: EET 2310 and 2410.)
 3 hours lecture—3 hours laboratory
- EET 2510—Industrial Electronics** 4 Credits
 Study of most commonly used transducers, electronic measurement circuits, and closed-loop control systems. (Prerequisite: EET 1310.)
 3 hours lecture—3 hours laboratory
- EET 2610—Electronics Systems** 3 Credits
 A study of electronic systems (i.e., data processing, radar, computers, television broadcast, navigation, etc.) and concepts of design and troubleshooting in these systems. (Prerequisite: EET 2310 and 2410.)
 3 hours lecture
- EET 2710—Microwave Techniques** 4 Credits
 Study of the fundamentals of microwave generation and propagation and wave-guide characteristics. (Prerequisite: EET 2610.)
 3 hours lecture—3 hours laboratory
- EET 2810—Computer Fundamentals** 3 Credits
 Study of the fundamentals of computer systems and related mathematical and numerical systems. (Prerequisite: EET 2310.)
 3 hours lecture
- EET 2820—Computer Principles** 4 Credits
 Study of the composite digital computer system and an analysis of its circuits and of its component parts. (Prerequisite: EET 2810.)
 3 hours lecture—3 hours laboratory
- EET 2910—Cooperative Seminar** 4 Credits
 This course offers a college programmed study, designed to give the student practical experience in the area of his major by placing him in a cooperative work study program with local organizations. This student is required to attend a one-period seminar per week. (Summer Quarter Only.)

ENGINEERING

- ERG 1010—Engineering Graphics I** 3 Credits
 Basic drafting practices in the use of instruments, theory of projections, and communications through free hand sketching.
 1 hour lecture—4 hours laboratory
- ERG 1020—Engineering Graphics II** 3 Credits
 Continuation of Graphics I with experiences in working drawings, machine drawing, sheet metal drawing, and electrical drawing. (Prerequisite: ERG 1010 or 2 units of high school drafting.)
 1 hour lecture—4 hours laboratory
- ERG 1110—Descriptive Geometry** 3 Credits
 Continuation of Graphics II with emphasis on space relations of points, lines, and plane intersections. (Prerequisite: ERG 1020.)
 1 hour lecture—4 hours laboratory

ERG 1210—Statics and Dynamics 4 Credits
 A study of forces, stationary and in motion, applicable to mechanical structures and mechanisms. (Prerequisite: ERG 1010, Corequisite: MAT 1030.)

ENGLISH AND SPEECH

ENG 1010—Composition I 3 Credits
 Composition: establishing purpose, organization, paragraph structure, style, grammar and mechanics; reading: for meaning and ways of expressing meaning.

ENG 1020—Composition II 3 Credits
 Composition: patterns and techniques of development, documentation (preparation of a documented paper); reading: essays and short fiction. (Prerequisite: ENG 1010.)

ENG 1030—Composition III 3 Credits
 Composition: writing based on fiction, drama, and poetry; reading: fiction, drama, and poetry. (Prerequisite: ENG 1020.)

NOTE: Composition I, II, and III are prerequisite to any of the Literature Surveys.

ENG 2110—Introduction to Literature I 3 Credits
 A reading course in representative and significant prose selection with an emphasis on interpretive understanding and esthetic appreciation. Selection will include short stories, longer fictions, and other prose. Discussion of the elements of fiction: plot, character, setting, theme, and point of view.

ENG 2120—Introduction to Literature II 3 Credits
 A reading course in representative and significant dramatic literature with emphasis on interpretive understanding and esthetic appreciation. Selections will be made primarily from the classical Renaissance and Modern periods. Discussion of the historical variations in the types, elements, and techniques of Drama.

ENG 2130—Introduction to Literature III 3 Credits
 A reading course in representative and significant selections from poetry with emphasis on interpretive understanding and esthetic appreciation. Selections will be made from the entire range of poetic literature with an emphasis on British and American poetry. Discussion of terminology and technique will be included.

ENG 2310—Children's Literature 3 Credits
 Characteristics and methods of teaching children's literature.

ENG 2410—Fundamentals of Speech 3 Credits
 An introductory course of speech principles.

ENG 2420—Public Speaking 3 Credits
 An advanced course in expository, argumentative and persuasive speaking.

ENG 2430—Debate 3 Credits
 Instruction and participation in Argumentation, Debate, Original Oratory, and Extemporaneous Speaking with an opportunity to enter intercollegiate competition.

- ENG 2710—Oral Interpretation** 3 Credits
 This course is designed to introduce students to the analysis of literature for the purpose of presenting it orally to an audience. It will include a study of those basic speech skills necessary for such presentation.
- ENG 2720—Fundamentals of Acting** 3 Credits
 Fundamentals of Acting will emphasize the mechanics (vocal and physical) of presenting a character on stage.
- ENG 2730—Introduction to Theatre** 3 Credits
 A survey course in theatre covering the history and development of Western drama. This course will emphasize drama as production rather than as literature.
- ENG 2810—Creative Writing** 3 Credits
 Theory and practice of the creation of fiction, drama, and poetry by the analysis of models and student manuscripts. (Permission of the instructor is required.)

FRENCH

- FRE 1010—Beginning French I** 3 Credits
FRE 1020—Beginning French II 3 Credits
FRE 1030—Beginning French III 3 Credits
 Elementary grammar, pronunciation, conversation and simple readings. (Laboratory required.)
- FRE 2010—Intermediate French I** 3 Credits
FRE 2020—Intermediate French II 3 Credits
FRE 2030—Intermediate French III 3 Credits
 Reading intermediate texts, grammar review, and oral practice. (Prerequisite: Beginning French III or equivalent.) (Laboratory required.)
- FRE 2310—Survey of French Literature II** 3 Credits
FRE 2320—Survey of French Literature II 3 Credits
FRE 2330—Survey of French Literature II 3 Credits
 Reading and analysis of masterpieces of French Literature from 1800 to the present.

GEOGRAPHY

- GGY 1010—Physical Geography I** 3 Credits
 A geographical survey of the solar system, map projections, weather, climate, and the regional grouping of soils and natural vegetation.
- GGY 1020—Physical Geography II** 3 Credits
 A survey of the tectonic processes, agents of finance to man, and the distribution of mineral resources. (Prerequisite: GGY 1010.)
- GGY 1110—Economic Geography** 3 Credits
 A study of the relations of the physical factors of the environment to the productive occupations of man and the distribution of the products of his industry.
- GGY 1210—World Regional Geography I** 3 Credits
 A geographic survey of Europe, North America, and South America.

- GGY 1220—World Regional Geography II** 3 Credits
A geographic survey of Asia, Africa, and Australia.
- GGY 2310—Anglo-American Geography** 3 Credits
A detailed analysis of the English-speaking portion of the North American continent as a geographic region. Special emphasis will be placed on physical features, economic endeavors, political features, and other cultural features.
- GGY 2320—Geography of Europe** 3 Credits
A detailed analysis of Europe as a geographic region. Special emphasis will be placed on physical features, economic endeavors, political systems, and other cultural features.
- GGY 2330—Geography of South Asia and the Far East** 3 Credits
This course is a detailed analysis of South Asia and the Far East as a geographic region. Each country in the region will be studied individually with special emphasis placed on the physical features, economic and political systems, and other cultural features.
- GGY 2340—Geography of the Soviet Union** 3 Credits
A detailed analysis of the Soviet Union as a geographic region. Special emphasis will be placed on the physical features, economic endeavors, and political systems.

GERMAN

- GRN 1010—Introductory German I** 3 Credits
Fundamentals of German with special emphasis on audiolingual training. Open to students with previous knowledge of the language and to students who have had one year or less of the language in high school. Language laboratory practice required.
- GRN 1020—Introductory German II** 3 Credits
A continuation of GRN 1010. Prerequisite: GRN 1010 with no less than a "C" grade. Language laboratory practice required.
- GRN 2010—Intermediate German I** 3 Credits
German grammar and composition with emphasis on verb forms and idioms. (Prerequisite: GRN 1020 with no less than a "C" grade, or two years of high school German with no less than a "C" average. Language laboratory practice required.
- GRN 2020—Intermediate German II** 3 Credits
A continuation of GRN 2010 with emphasis on reading and conversation. Prerequisite: GRN 2010 with no less than a "C" grade or three years of high school German with no less than a "C" average. Language laboratory required.
- GRN 2110—Advanced German I** 3 Credits
Advanced German composition and conversation. Prerequisite: GRN 2020 or its equivalent with no less than a "C" grade.
- GRN 2120—Advanced German II** 3 Credits
A continuation of GRN 2110 with emphasis on speech. (Prerequisite: GRN 2110 with no less than a "C" grade.

HEALTH

- HEA 2210—Personal Health** 3 Credits
A study of personal health problems of college men and women. Mental health, communicable diseases, degenerative diseases, nutrition, and other health problems of students and families are studied.
- HEA 2310—Safety and First Aid** 3 Credits
Development of a safety attitude and understanding of individual responsibility in personal and community programs for accident prevention and control. Acquiring of knowledge and skills for the emergency care of individuals.

HISTORY

- HIS 1010—Survey of World Civilization I** 3 Credits
HIS 1020—Survey of World Civilization II 3 Credits
HIS 1030—Survey of World Civilization III 3 Credits
These courses seek to give the student a background in the political, economic, social, cultural and military history of mankind from ancient to modern times, with emphasis being given to the development of western civilization.
- HIS 2110—Survey of American History I** 3 Credits
European background: Settlement of American colonies, severance of European ties, national development and expansion.
- HIS 2120—Survey of American History II** 3 Credits
Rise of democracy and humanitarianism; sectional controversies; Civil War and reconstruction; rise of big business; postwar social, economic and political changes.
- HIS 2130—Survey of American History III** 3 Credits
Emergence as a world power; Populism and Progressivism; World War I; the search for normalcy; the great depression and the New Deal; World War II and its aftermath; the 1970's and future prospects.
- NOTE:** Students are advised to take all history courses in sequence.

JOURNALISM

- JRN 1010—Introduction to Journalism and Newswriting I** 3 Credits
The distinctive functions of the news media and the outside forces that influence the value of news.
- JRN 1020—Introduction to Journalism and Newswriting II** 3 Credits
Skills in writing news copy, transferring the sound principles of news-writing to other areas of communication, the mechanics of production.
- JRN 2010—Survey of Mass Communications** 3 Credits
Introduction to various media of mass communication; the standard printed media, radio, television, and films; their requirements and opportunities; and their responsibility to the public.
- JRN 2210—Writing for the Mass Media** 3 Credits
A pre-professional course in writing as a basis for college programs in journalism or communications.

- JRN 2220—Practicum in Journalism** 3 Credits
 Qualified students will receive practical experience working 120 hours on local or college publications under the supervision of professional journalists and the journalism faculty. (Prerequisite: JRN 1020.)
- JRN 2410, 20—Graphic Communications, I, II** 6 Credits
 Graphic communications in relation to the field of journalism. Practice is given in preparation of materials for journalism layout and printing.

MATHEMATICS

- MAT 1000—Slide Rule** 1 Credit
 Operation and use of slide rule. Meets one hour per week.
- MAT 1010—Algebra and Trigonometry I** 3 Credits
MAT 1020—Algebra and Trigonometry II 3 Credits
MAT 1030—Algebra and Trigonometry III 3 Credits
 An introduction to mathematics: mathematical methods, sets, numbers, Cartesian coordinates, relations, and functions; algebraic functions and equations, and systems of equations; trigonometric functions. Emphasis is placed on concepts and understanding. A sequence course (Prerequisite: 1 year of high school algebra or consent of instructor.)
- MAT 1110—Algebra** 5 Credits
 Linear and quadratic functions, complex numbers, theory of equations, progressions, exponents, radicals and other basic topics. (Prerequisite: 2 years of high school algebra or consent of instructor.)
- MAT 1210—Trigonometry** 5 Credits
 Analysis of functions of angles with their relations, logarithms, and solution of right and general triangles. (Prerequisite: 2 years of high school algebra and the consent of instructor, or MAT 1110.)
- MAT 1810—Business Mathematics** 3 Credits
 The fundamentals of mathematics as applied to business. Emphasis on problems involving discounts, simple and compound interest, insurance, and payroll.
- MAT 2310—Concepts of Mathematics I** 3 Credits
MAT 2320—Concepts of Mathematics II 3 Credits
MAT 2330—Concepts of Mathematics III 3 Credits
 Logic and logical reasoning; sets; language and rules for operation; history of early number systems; development of the rational number system; number systems in bases other than ten; extending the number system to include complex numbers; mathematical applications involving operations with sets. (Required of elementary education majors. Must be taken in sequence.)
- MAT 2410—Modern Math for Teachers** 3 Credits
 A study of the basic principles of modern math. This course is frequently taught in workshops for teachers.
- MAT 2510—Elementary Statistics** 3 Credits
 An introduction to elementary methods and techniques. Topics covered include sampling, frequency distributions, elementary probability, binomial distributions, normal distributions, null hypothesis, rank correlation, significance of data. A statistical project of an elementary nature including collecting, presenting and interpreting data is required. (Prerequisite: A college level algebra course or consent of the instructor.)

- MAT 2610—Calculus and Analytic Geometry I** 5 Credits
 Rate of change, limits, continuity, derivatives, maxima and minima introduction to integration. (Prerequisite: high school algebra, trigonometry and consent of instructor.)
- MAT 2620—Calculus and Analytic Geometry II** 5 Credits
 Application of the definite integral, transcendental functions, integration, determinants and linear equations. (Prerequisite: MAT 2610.)
- MAT 2630—Calculus and Analytic Geometry III** 5 Credits
 Plane Analytic Geometry, hyperbolic functions, polar coordinates, vectors and parametric equations. (Prerequisite: MAT 2620.)
- MAT 2640—Calculus and Analytic Geometry IV** 5 Credits
 Solid Geometry and vectors, partial differentiation, multiple integrals and infinite series. (Prerequisite: MAT 2630.)
- MAT 2710—Differential Equations** 5 Credits
 A study of the solution of ordinary differential equations, first order equations, linear equations of any order, series solutions and applications. (Prerequisite: MAT 2640.)

MUSIC

- MUS 1000—Chorus** 1 Credit
 The official choral organization of the College performing standard repertoire and selections suitable for use with school and church choirs. Open to all students with permission of the instructor. (Student who participates in chorus more than one quarter may earn repeat credit in MUS 1000 until he accumulates six quarter hours.)
- MUS 1010—Music Appreciation** 3 Credits
 A simple introduction to music through listening to recordings of standard works, lecture-recitals and other media to encourage cultural development.
- MUS 1020—Fundamentals of Music** 3 Credits
 A study of the basic elements of music structure, scales, intervals, triads, meter, note values, simple ear training, harmony, sight singing. Practice periods assigned.
- MUS 1110—Beginning Theory I** 3 Credits
 Four-part harmony using triads in root position and first inversion, the dominant seventh chord, sight singing, ear training, melodic dictation, keyboard harmony. Practice periods assigned.
- MUS 1120—Beginning Theory II** 3 Credits
 Four-part harmony in all inversions, harmonic analysis, sight singing, ear training, melodic dictation and keyboard harmony. Practice periods assigned.
- MUS 1210—Class Brass I** 2 Credits
 Class instruction on brass instruments.
- MUS 1220—Class Brass II** 2 Credits
 Class instruction on brass instruments.
- MUS 1250—Class Percussion** 2 Credits
 Class instruction on percussion instruments.

- MUS 1310—Class Woodwinds I** 2 Credits
Class instruction on woodwind instruments.
- MUS 1320—Class Woodwinds II** 2 Credits
Class instruction on woodwind instruments.
- MUS 1410—Class Strings I*** 2 Credits
- MUS 1420—Class Strings II*** 2 Credits
Instruction in fundamentals of playing a string instrument, bowing, simple positions. The student will select one instrument from the orchestral strings and study it through two consecutive quarters. Daily practice required.
- MUS 1510—Class Voice I*** 2 Credits
Group instruction in basic techniques of breathing, tone production, diction, phrasing using simple song repertoire. Daily practice required.
- MUS 1520—Class Voice II*** 2 Credits
A continuation of Class Voice I with advanced techniques of voice production, solo literature, and application to training choral groups. Daily practice required.
- MUS 1610—Class Piano I*** 2 Credits
Group instruction in basic techniques for students with no prior training in piano. Daily practice required.
- MUS 1620—Class Piano II*** 2 Credits
A continuation of MUS 1610 applied to accompanying classroom and simple choral repertoire. Daily practice required.
- MUS 1910—Individual Music Instruction**** 1 Credit
One half-hour lesson per week; one hour daily practice. (See fees.)
- MUS 1911—Individual Music Instruction**** 2 Credits
Two half-hour lessons per week, two hours daily practice. (See fees.) Piano, instrumental or vocal instruction consisting of special exercises to develop technique and repertoire appropriate to the ability of each student. Examinations are given each quarter and students are expected to perform on recitals. Normally, students practice in a rented practice room on campus. The privilege of practicing at home may be granted, however, by written consent of the instructor as long as satisfactory work is maintained.
- MUS 2000—Band** 1 Credit
A concert band which will represent the College in public performances; stage band and other ensembles will be selected from this organization. Individual practice as assigned. (Student who participates in concert ensemble more than one quarter may earn repeat credit in MUS 2000 until he accumulates six quarter hours.)
- MUS 2110—Advanced Theory I** 3 Credits
Four-part harmony using secondary dominants, modulation, harmonic analysis, sight singing, ear training, melodic and harmonic dictation, keyboard harmony. Practice periods assigned.
- MUS 2120—Advanced Theory II** 3 Credits
Neapolitan and augmented sixth chords, diminished sevenths and other chromatic harmonies; analysis of early 19th century works; the sonata form. Practice periods assigned.

- MUS 2130—Advanced Theory III** 3 Credits
Further studies of musical forms, analysis of 19th and 20th century works, serial composition, original composition. Practice periods assigned.
- MUS 2710—Survey of Music Literature I** 2 Credits
A selection of representative works from antiquity to the classical period with reference to style, form and aesthetics. Practice periods assigned.
- MUS 2720—Survey of Music Literature II** 2 Credits
A continuation of MUS 2710 from the Romantic to the Modern eras. Practice periods assigned.
- MUS 2810—School Music** 2 Credits
Methods of teaching music in the elementary school by rhythmic, singing, listening, music reading and creative activities. For elementary education and music majors.
2 hours lecture-laboratory-TBA.
- MUS 2910—Individual Music Instruction**** 1 Credit
One half-hour lesson per week; one hour daily practice. (See fees.)
- MUS 2911—Individual Music Instruction**** 2 Credits
Two half-hour lessons per week, two hours daily practice. (See fees.)
- *Music majors may waive courses on the beginning level of their major instrument, e.g., a pianist could waive MUS 1610, 1620.
- **Individual music instruction will be reported indicating voice, instrument, or piano.

NATURAL SCIENCE

(See Biology, Chemistry, and Physics listings.)

PHILOSOPHY

- PHL 1010—Introduction to Philosophy** 3 Credits
A study of problems that confront man as he deals with knowledge and the nature of the world and his interaction with it.
- PHL 1110—Elementary Logic** 3 Credits
Study of the principles of reasoning, deductive and inductive fundamentals, and the use of logic as a practical tool.
- PHL 1210—Introduction to Ethical Thought** 3 Credits
Critical analysis of the principal ethical theories and their application to the problems of life.

PHYSICAL EDUCATION

- PED 1010—Physical Conditioning** 1 Credit
This course is designed for those people wishing to keep physically fit through strenuous exercises. Studies the effect exercises have on the body.
- PED 1110—Archery** 1 Credit
Teaches the correct handling of tackle along with drawing, aiming and release.

- PED 1210—Badminton** 1 Credit
Instruction and practice in the fundamentals of badminton.
- PED 1310—Basketball** 1 Credit
Practice of fundamentals as well as the various types of play.
- PED 1410—Bowling** 1 Credit
Presents the proper selection of equipment and correct method of approach and release of the bowling ball.
- PED 1510—Folk Rhythms** 1 Credit
Instruction in Early American folk rhythms.
- PED 1610—Golf** 1 Credit
This course is designed to acquaint the beginning player with correct swing, selection, and use of the various clubs.
- PED 1710—Soccer** 1 Credit
Instruction and practice in the fundamentals of soccer.
- PED 2110—Social Dance** 1 Credit
Instruction and practice in the fundamentals of various social dances.
- PED 2210—Softball** 1 Credit
Stresses the fundamentals of catching, swinging, and backing up other positions.
- PED 2310—Swimming** 1 Credit
Training for beginners in swimming, emphasizing recreational swimming.
- PED 2410—Tennis** 1 Credit
Study of the rules, serving and volley. Should develop a degree of skill in tennis.
- PED 2510—Tumbling** 1 Credit
Practice of stunts, with a minimum achievement of intermediate skill expected.
- PED 2610—Volleyball** 1 Credit
Practices of fundamentals as well as various types of play.
- PED 2710—Introduction to Physical Education** 1 Credit
A study of the historical background, general scope, principles, and objectives of physical education in its relationship to education as a whole.
- PED 2810—Physical Education in the Elementary Schools** 3 Credits
Study of theories and activities for physical education in the lower grades. Problems in supervision, program planning, instructional methods in both individual and group activities are emphasized.
- PED 2830—Fundamentals and Techniques of Coaching Baseball** 3 Credits
The theory and practice of baseball coaching, with attention given to coaching of the individual in base running, fielding, batting, and pitching, detailed study of each position; offensive and defensive team play; study of rules.
- PED 2850—Playground Leadership** 3 Credits
Learning activities suitable for playgrounds and studying and applying the principles of organizing and directing a playground program.

- PED 2870—Recreation Leadership** **3 Credits**
 Principles, materials, methods, and practice in planning and directing recreation.
- PED 2890—Camping and Camp Leadership** **3 Credits**
 Emphasis placed upon the camp counselor, the planning of programs, and demonstrations applicable to camp life.

PHYSICS

- PHY 1010—Physical Science I** **3 Credits**
 An introductory course dealing with selected topics from general chemistry. Subject matter includes such topics as atoms, molecules, reactions, etc. This course is offered for college credit for nonscience majors. No credit is given for any student who has successfully completed CHE 1010.
 4 hours lecture-laboratory
- PHY 1020—Physical Science II** **3 Credits**
 An introductory course dealing with selected topics from general physics. Subject matter includes such topics as forces, laws of motion, heat, light, sound, etc. This course is offered for college credit for nonscience majors. No credit is given for any student who has successfully completed PHY 2010.
 4 hours lecture-laboratory
- PHY 1030—Physical Science III** **3 Credits**
 An introductory course dealing with selected topics from astronomy, meteorology and geology. Subject matter includes such topics as the solar system, law of universal gravitation, the earth, etc. This course is offered for college credit for nonscience majors.
 4 hours lecture-laboratory
- PHY 2010—General Physics I** **4 Credits**
 Fundamental laws of mechanics. (Prerequisite: MAT 1110 and 1210 or consent of instructor.)
 3 hours lecture—3 hours laboratory
- PHY 2020—General Physics II** **4 Credits**
 Fundamental laws of heat, light, and sound. (Prerequisite: PHY 2010.)
 3 hours lecture—3 hours laboratory
- PHY 2030—General Physics III** **4 Credits**
 Fundamental laws of electricity and magnetism in elements of modern physics. (Prerequisite: PHY 2020.)
- PHY 2110—Physics I** **4 Credits**
PHY 2120—Physics II **4 Credits**
PHY 2130—Physics III **4 Credits**
 PHY 2110 covers mechanics. PHY 2120 covers wave motion, electricity, and magnetism. PHY 2130 covers heat, optics, and modern physics. A sequence course. (Prerequisite: Calculus and Analytic Geometry I. Co-requisite calculus sequence.)
 3 hours lecture—3 hours laboratory

POLITICAL SCIENCE

- POL 1010—Fundamentals of American Government** 3 Credits
A study of the fundamentals of democratic government and our Constitution.
- POL 1020—United States National Government** 3 Credits
United States national government with special emphasis upon the executive, legislative, judicial and administrative functions.
- POL 1030—State and Local Government in the United States** 3 Credits
Forms of state and local government organizations. Interrelationships between state and local, state and federal, and local and federal governments.
- POL 2010—Introduction to Political Science** 3 Credits
A comprehensive introduction to the study of political science with emphasis on the theory, processes, and institution of politics and governments in the modern world.

PSYCHOLOGY

- PSY 1010—General Psychology I** 3 Credits
Introduction to the methods and findings of contemporary psychology.
- PSY 1020—General Psychology II** 3 Credits
A continuation of PSY 1010. (Prerequisite: PSY 1010 or permission of instructor.)
- PSY 1110—Reading Speed Improvement** 3 Credits
Development reading for students who are trying to improve their reading ability. Each student's present reading efficiency is diagnosed and a program to fit his need is structured and conducted. This course is designed to help the average and above average student increase his reading rate and comprehension.
2 hours lecture—2 hours laboratory
- PSY 1210—Psychology of Personal Adjustment** 3 Credits
Basic principles of adjustment with emphasis upon behavior and adjustment in a modern society.
- PSY 2310—Abnormal Psychology** 3 Credits
Topics covered include abnormal reactions to frustrations, psychotherapy, theories of personality structure, neural functions, receptor mechanisms, attention, and perception. (Prerequisite: PSY 1020.)
- PSY 2410—Child Psychology** 3 Credits
Psychological and physiological growth and development of the human organism, beginning with conception and continuing to adolescence. (Prerequisite: PSY 1020.)
- PSY 2420—Adolescent Psychology** 3 Credits
Psychological and physiological growth and development of the human organism beginning with adolescence. (Prerequisite: PSY 1020.)
- PSY 2510—Social Psychology** 3 Credits
Introduction to the relationship between psychology and social problems, including interviews, polls, questionnaires, and other social products. (Prerequisite: PSY 1020 or permission of instructor.)

SECRETARIAL SCIENCE

- SSC 1010—Typewriting I 3 Credits
Fundamentals of typewriting are presented with emphasis placed upon techniques. Problem typing and speed building are introduced.
- SSC 1020—Typewriting II 3 Credits
Continuation of SSC 1010 with emphasis on problem typing and speed building. (Prerequisite: SSC: 1010 or its equivalent.)
- SSC 1030—Typewriting III 3 Credits
This course includes tabulation, arrangement of personal and business letters, office forms, production typing and speed with emphasis placed on mailability. (Prerequisite: SSC 1020 or its equivalent.)
- SSC 1110—Shorthand I 3 Credits
The fundamental principles of Gregg Diamond Jubilee Shorthand with emphasis on the development of skill in reading and writing from printed material. (Prerequisite or corequisite: SSC 1010.)
- SSC 1120—Shorthand II 3 Credits
Emphasizing theory principles, reading and writing fluently, and some dictation. (Prerequisite: SSC 1110 or its equivalent.)
- SSC 1130—Shorthand III 3 Credits
Emphasizing speed in taking dictation and accuracy in transcribing. The dictation rate should be 90 words a minute for three minutes with a transcription accuracy of 95 percent. (Prerequisite: SSC 1120 or its equivalent.)
- SSC 1210—Secretarial Practice I 3 Credits
A study of the principles and techniques of office procedures, including a knowledge of office materials, filing systems and practical experience in office duties.
- SSC 2010—Typewriting IV 3 Credits
Production typewriting of business letters and other business forms. (Prerequisite: SSC 1030 or equivalent.)
- SSC 2110—Shorthand IV 3 Credits
Emphasis is placed on increased dictation speed, spelling, English grammar, and punctuation. Mailable transcripts are stressed. (Prerequisite: SSC 1130.)
- SSC 2120—Shorthand V 3 Credits
Speed building is stressed. Dictation is given using the vocabulary of specific businesses and professions. (Prerequisite: SSC 2110.)
- SSC 2210—Secretarial Practice II 3 Credits
This course is a study of office procedures and practices including practice in the different systems of filing, dictating, and duplicating equipment. (Prerequisite: SSC 1210.)
- SSC 2310—Transcription 3 Credits
Emphasis is placed on increasing transcription rates on mailable transcripts. Efforts are made to attain office standards.

- SSC 2410—Business Machines 3 Credits
 Operation of the printing calculator, rotary calculator, ten-key and full-key adding machines will be taught. (Prerequisite: SSC 1010.) (Same as BUS 2410.)
- SSC 2620—Office Management 3 Credits
 The basic principles of office management. The impact of automation upon the office manager's job. Organizing and planning the office work. Controlling the people, the forms, and the machines as they apply to office administration. (Same as BUS 2620.)
- SSC 2910—Secretarial Practicum I 1 Credit
 Thirty hours during one quarter will be spent working in offices on campus.
- SSC 2920—Secretarial Practicum II 1 Credit
 Continuation of training received in SSC 2910.

SOCIOLOGY

- SOC 2010—Introduction to Sociology 3 Credits
 A general survey of the fundamental concepts and basic principles underlying man's social relations.
- SOC 2020—Social Institutions 3 Credits
 Nature, structure, and functions of the major institutions developed and maintained by society to serve its ends. (Prerequisite: SOC 2010.)
- SOC 2030—Social Problems 3 Credits
 Major problem areas in United States society. (Prerequisite: SOC 2010.)
- SOC 2110—The Family, Society, and the Individual 3 Credits
 Origin and ethnology of the family; background of the modern American family; social change and the family; social pathology of the family; the future of the family system. (Prerequisite: SOC 2010.)
- SOC 2210—Rural Sociology 3 Credits
 A study of rural society in America from 1700's until present time. The fundamental differences between rural and urban societies and how personalities developing in these different environments are affected. Also a discussion of the basic institutions of rural life. (Prerequisite: SOC 2010.)

SPANISH

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

SPA 2010—Intermediate Spanish I	3 Credits
SPA 2020—Intermediate Spanish II	3 Credits
SPA 2030—Intermediate Spanish III	3 Credits
A comprehensive review of Spanish grammar and Hispanic literature with readings and exercises to increase vocabulary and contribute to mastery of idiomatic constructions. Emphasis is placed on individual pronunciation. (Prerequisite: SPA 1030 or equivalent.) Laboratory required.	
SPA 2310—Survey of Spanish Literature I	3 Credits
Formation of the Spanish language and literature, with readings of representative works to illustrate principal periods and genres before 1700.	
SPA 2320—Survey of Spanish Literature II	3 Credits
Neoclassicism, Romanticism, Costumbrismo, and Realism.	
SPA 2330—Survey of Spanish Literature III	3 Credits
Naturalism, contemporary literature and trends.	

COUNCILS AND COMMITTEES

EXECUTIVE COUNCIL

President
Dean of Instruction
Dean of Student Personnel Services
Business Manager

COLLEGE COMMITTEES

Admissions and Student Standards
Lyceum
Curriculum and Academic Standards
Divisions of Instruction
College and School Public Relations—Publications
Faculty Benefits
Athletics
Library and Learning Resources
Orientation
Scholarship and Student Aid
Student Affairs

THE PRESIDENT'S ROUND TABLE

The President of Roane State Community College periodically schedules an "open hour" for student organization officers and any other interested members of the student body.

DEFINITION OF TERMS

Admission—Acceptance of a candidate for enrollment.

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

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

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

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

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

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

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

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

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

Curriculum—The whole body of courses offered for study.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Minor—The student's field of secondary emphasis.

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

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

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

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

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

Student Aid—Money made available to a student who demonstrates financial need. The term covers outright gifts, loans, and jobs which are assigned to or especially reserved for him to assist him to balance his budget. Money made available to a student without regard to financial need is not classified as financial aid, but as a prize.

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

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

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

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