

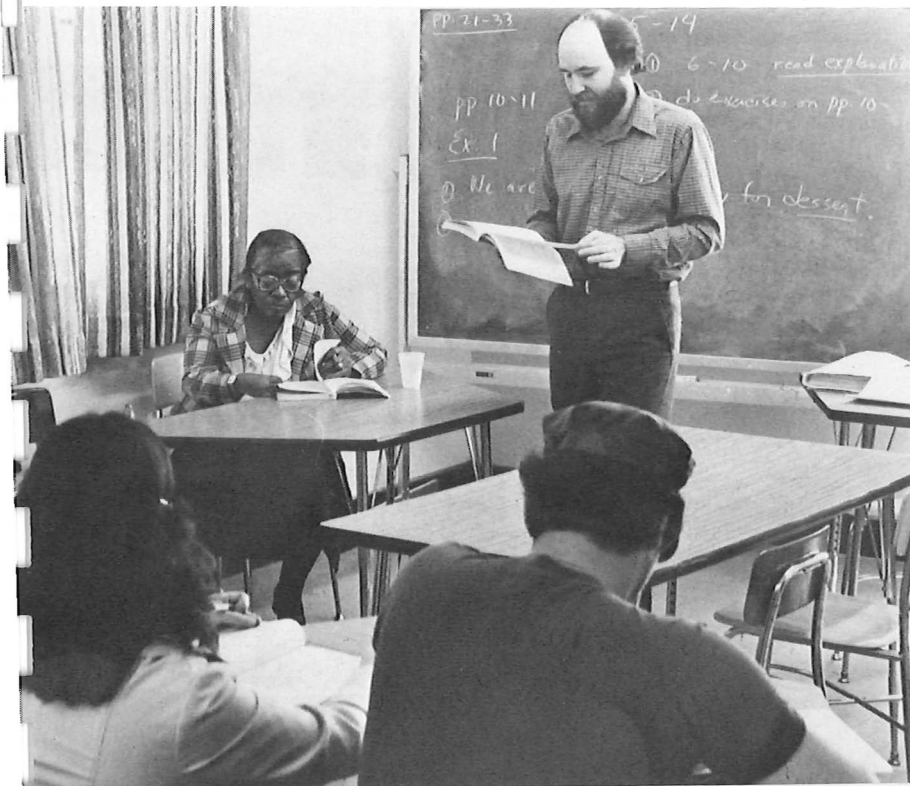
1981-1983



ROANE STATE
COMMUNITY COLLEGE

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

Roane State Community College began the first session of its educational operation on September 20, 1971, and celebrates its tenth anniversary September 1981.





Coach Davis gives the Raiderettes a new strategy during a play-off game.



TABLE OF CONTENTS

Academic Calendar	6
State Board of Regents	10
Administration and Faculty	11
General Information	25
Admissions and Records	29
Business Information	45
Scholarships, Financial Aid, and Veterans Affairs	51
Student Services and Activities	59
Academic Information	65
Degree Programs	75
Transfer Programs	76
Career Education Programs	88
Certificate of Proficiency Programs	106
Allied Health Programs	108
Courses of Study	117
Definition of Terms	169
Index	172

Roane State Community College offers employment and its programs of instruction to qualified persons regardless of race, color, creed, sex, national origin, or handicap.

Roane State—Equal in Education, Employment, and Experience

Telephone: (615) 354-3000

A NOTE TO VISITORS

The College administration, faculty, and staff welcome visitors to the campus. The administrative offices are open Monday through Friday, 8:00 a.m. until 5:00 p.m. The Admissions Office is open from 9:00 a.m. to 12:00 p.m. on Saturdays.

ACADEMIC CALENDAR 1981-1983

This calendar is subject to change due to emergencies or causes beyond the control of the College.

SUMMER QUARTER 1981¹

First Session

June 11	Oak Ridge Registration
June 12	Campus Registration
June 15	Classes Begin
June 17	Last Day to Add Classes or Register Late
July 4	Holiday—Independence Day
July 6	Last Day to Withdraw from Classes
July 6	Last Day to Change from Audit to Credit OR Credit to Audit
July 20	Last Class

Second Session

July 21	Classes Begin
July 23	Last Day to Add Classes or Register Late
August 11	Last Day to Withdraw from Classes
August 11	Last Day to Change from Audit to Credit OR Credit to Audit
August 24	Last Class
August 26	Grades Due in Admissions and Records Office

Full Term

June 11	Oak Ridge Registration
June 12	Campus Registration
June 15	Classes Begin
June 22	Last Day to Add Classes or Register Late
July 27	Last Day to Change from Credit to Audit OR Audit to Credit
July 27	Last Day to Withdraw from Classes
August 24	Last Class
August 26	Grades Due in Admission and Records Office

FALL QUARTER 1981

September 21	Oak Ridge Registration
September 22	Campus Registration
September 24	Classes Begin
October 1	Last Day to Add Classes or Register Late
October 29	Last Day to Change from Audit to Credit OR Credit to Audit
October 29	Last Day to Change to DVS Classes
October 29	Last Day to Withdraw from Classes
November 26, 27	Thanksgiving Holidays
December 4	Classes End
December 7	Grades Due in Office of Admissions and Records

¹See page 46 for registration procedures and fees for Summer Quarter.

WINTER QUARTER 1982

January 4	Oak Ridge Registration
January 5	Campus Registration
January 7	Classes Begin
January 14	Last Day to Add Classes or Register Late
February 11	Last Day to Change from Credit to Audit OR Audit to Credit
February 11	Last Day to Change to DVS Classes
February 11	Last Day to Withdraw from Classes
March 17	Classes End
March 19	Grades Due in Office of Admissions and Records

SPRING QUARTER 1982

March 24	Oak Ridge Registration
March 25	Campus Registration
March 29	Classes Begin
April 5	Last Day to Add Classes or Register Late
May 3	Last Day to Change from Audit to Credit OR Credit to Audit
May 3	Last Day to Change to DVS Classes
May 3	Last Day to Withdraw from Classes
June 4	Classes End
June 5	Graduation ¹
June 7	Grades Due in Office of Admissions and Records

SUMMER QUARTER 1982²

Full Term

June 10	Oak Ridge Registration
June 11	Campus Registration
June 14	Classes Begin
June 21	Last Day to Add Classes or Register Late
July 19	Last Day to Change from Audit to Credit OR Credit to Audit
July 19	Last Day to Change to DVS Classes
July 19	Last Day to Withdraw from Classes
August 23	Classes End
August 25	Grades Due in Office of Admissions and Records

First Session

June 10	Oak Ridge Registration
June 11	Campus Registration
June 14	Classes Begin
June 16	Last Day to Add Classes or Register Late
July 5	Holiday — Independence Day
July 6	Last Day to Change from Audit to Credit OR Credit to Audit
July 6	Last Day to Change to DVS Classes
July 6	Last Day to Withdraw from Classes
July 19	Last Class

Second Session

July 20	Classes Begin
July 22	Last Day to Add Classes or Register Late
August 10	Last Day to Change from Audit to Credit OR Credit to Audit
August 10	Last Day to Change to DVS Classes
August 10	Last Day to Withdraw from Classes
August 23	Classes End
August 25	Grades Due in Office of Admissions and Records

¹Potential graduates should apply for graduation early in the quarter preceding the quarter of intended graduation.

²See page 46 for registration procedures and fees for Summer Quarter.

FALL QUARTER 1982

September 20	Oak Ridge Registration
September 21	Campus Registration
September 23	Classes Begin
September 30	Last Day to Add Classes or Register Late
October 28	Last Day to Change from Audit to Credit OR Credit to Audit
October 28	Last Day to Change to DVS Classes
October 28	Last Day to Withdraw from Classes
November 25, 26	Thanksgiving Holidays
December 3	Classes End
December 6	Grades Due in Admissions and Records

WINTER QUARTER 1983

January 3	Campus Registration
January 4	Oak Ridge Registration
January 6	Classes Begin
January 13	Last Day to Add Classes or Register Late
February 10	Last Day to Change from Audit to Credit OR Credit to Audit
February 10	Last Day to Change to DVS Classes
February 10	Last Day to Withdraw from Classes
March 16	Last Class
March 18	Grades Due in Office of Admissions and Records

SPRING QUARTER 1983

March 24	Campus Registration
March 25	Oak Ridge Registration
March 28	Classes Begin
April 4	Last Day to Add Classes or Register Late
May 2	Last Day to Change from Audit to Credit OR Credit to Audit
May 2	Last Day to Change to DVS Classes
May 2	Last Day to Withdraw from Classes
June 3	Last Class
June 4	Graduation ¹
June 6	Grades Due in Office of Admissions and Records

SUMMER QUARTER 1983²

Full Term

June 9	Oak Ridge Registration
June 10	Campus Registration
June 13	Classes Begin
June 20	Last Day to Add Classes or Register Late
July 4	Holiday—Independence Day
July 19	Last Day to Change from Audit to Credit OR Credit to Audit
July 19	Last Day to Change to DVS Classes
July 19	Last Day to Withdraw from Classes
August 22	Last Class
August 24	Grades Due in Office of Admissions and Records

¹Potential graduates should apply for graduation early in the quarter preceding the quarter of intended graduation.

²See page 46 for registration procedure and fees for Summer Quarter.

STATE BOARD OF REGENTS

STATUTORY

Honorable Lamar Alexander, *Chairman*
Governor of the State of Tennessee, *Ex-officio*

Dr. Roy S. Nicks, *Chancellor*

Dr. Robert L. McElrath
The Commissioner of Education, *Ex-officio*

Honorable Mr. Jere Griggs
The Commissioner of Agriculture, *Ex-officio*

Dr. G. Wayne Brown, *Executive Director*
Tennessee Higher Education Commission, *Ex-officio*

NAMED FROM CONGRESSIONAL DISTRICTS AND AT-LARGE

Mrs. Gwen R. Awsumb	Memphis
Dr. Claude C. Bond	Chattanooga
Mrs. Ruth W. Ellis	Johnson City
Mr. J. C. Eoff, Jr.	Tullahoma
Dr. Kenneth Ezell	Murfreesboro
Mr. William W. Farris	Memphis
Mr. Dale F. Glover	Obion
Mr. James H. Jones, Jr., <i>Vice Chairman</i>	Mt. Pleasant
Mrs. Johnella H. Martin	Nashville
Mr. C. Scott Mayfield	Athens
Mr. J. Kent Syler	Murfreesboro
Mr. J. Howard Warf	Hohenwald
Mr. David White	Knoxville



RSCC ADMINISTRATION

EXECUTIVE OFFICERS

PresidentCUYLER A. DUNBAR
Dean of Academic AffairsHAROLD L. UNDERWOOD
Dean of Administrative AffairsFRED H. MARTIN
Dean of Student Affairs (Acting)WILLIAM B. YATES
Business ManagerWILLIAM S. FUQUA, III

ADMINISTRATION

Director of Personnel and Special ProjectsVIRGINIA C. CAMPEN
Administrator, Oak Ridge SiteJAMES L. NAVE
Administrative Assistant to the PresidentMARTHA C. KNOX
Associate Dean of Arts and SciencesANNE P. MINTER
Coordinator of Community RelationsPATRICIA L. CHISM
Coordinator of Extended ServicesSTEPHEN S. TODD
Director of AthleticsPHILLIP ALLEN
Director of Computer ServicesGERALD N. NELSON
Director of Continuing EducationPAUL E. GOLDBERG
Director of Counseling ServicesDONALD L. BRATCHER
Director of Educational ServicesLOUISE R. GREENE
Director of Library ServicesJOHN R. NEEDHAM
Director of Physical PlantKINCH M. YORK
*Director of Scholarships, Financial Aid and
 Veterans Affairs (Acting)*DAVID H. WILLIAMS
Executive Secretary of RSCC FoundationJ. ALTON JOHNSON
Senior AccountantJ. RUSSELL LIMBURG

ACADEMIC DEPARTMENT HEADS

Allied Health Programs and NursingELAINE B. JOHNSON
Business and EconomicsBOB F. THOMAS
EducationMELVIN A. KIRKPATRICK
Engineering TechnologyWILLIAM P. MURRAY
Health, Physical Education and RecreationPHILLIP ALLEN
HumanitiesNANCY M. FISHER
Mathematics and ScienceANNE P. MINTER
Social SciencesJAMES A. DOYLE

FACULTY

- ABUNGU, CORNELIO O. *Assistant Professor of Mathematics*
 B.A., Jarvis Christian College—Mathematics
 M.S., East Texas State University—Mathematics
 Ed.D., East Texas State University—Educational Administration (1975)
- ALLEN, PHILLIP *Director of Athletics,*
Assistant Professor of Recreation
 B.S., Western Kentucky University—Physical Education
 M.S., University of Tennessee—Recreation (1971)
- ANDREWS, REBECCA P. *Associate Professor of Business*
 B.S., Tennessee Technological University—Accounting
 M.S., Oklahoma State University—Accounting (1967)
 C.P.A., State of Tennessee
- ARTHUR, L. EUGENE *Assistant Director of Physical Plant*
 Ottawa University
 University of Tennessee
- ASHCRAFT, EMILY *Coordinator of Cooperative Education*
 B.A., Union University—English
 M.A., University of Tennessee—English (1971)
- ATKINSON, EDWARD R., JR. *Assistant Professor of Psychology*
 B.A., Southwestern at Memphis—English
 M.A., George Peabody College—English
 M.A., Austin Peay State University—Psychology (1970)
- BAILEY, LEONARD C. *Assistant Professor of Business*
 B.S., University of Tennessee—Personnel Management
 M.B.A., Pace University—Labor-Management Relations (1976)
- BARNES, DELORISE C. *Associate Professor of Business*
 B.S., Livingston College—Business Education
 M.S., University of Tennessee—Office Administration
 Ed.D., University of Tennessee—Vocational-Technical Education, (1978)
- BARNES, RICHARD VERLE *Assistant Professor of English*
 A.B.J., University of Georgia—Journalism
 M.A., University of Georgia—Journalism and Communication
 Ed.D., University of Florida—Curriculum and Instruction (1977)
- BARWICK, JOHN T. *Assistant Professor of Mathematics/Physics*
 B.S., East Tennessee State University—Mathematics, Physics
 Ph.D., University of Tennessee—Physics (1979)
- BAYNE, STUART W. *Instructor of Fire Science Technology*
 B.A., Lehigh University—Psychology
 M.A., Fairleigh Dickinson University—Human Development
 B.S., Jersey City State College—Fire Safety Administration (1979)
- BOULDIN, ANNE P. *Coordinator of Graphic Arts,*
Instructor of Art
 B.F.A., University of Tennessee
 M.S., University of Tennessee—Art Education (1977)
- BOULDIN, C. LARRY *Associate Professor of Mathematics*
 B.A., David Lipscomb College—Mathematics
 M.S., Middle Tennessee State University—Mathematics (1972)
 Additional Graduate Work, University of Tennessee

- BRATCHER, DONALD L. *Director of Counseling Services*
 A.A., Hiwassee College—General Studies
 B.S., Tennessee Wesleyan College—Psychology
 M.S., University of Tennessee—Educational Psychology/Counseling
 Ed.S., University of Tennessee—Educational Psychology/Counseling
 Ed.D., University of Tennessee—Educational Psychology and Guidance (1976)
- BROWN, JAMES E. *Associate Professor of Art*
 B.A., Athens College—Art
 M.A., University of Alabama—Art (1966)
 Additional Graduate Work, University of North Carolina
- BRUNTON, REBECCA I. *Acting Media Specialist*
 A.S., Roane State Community College—General
 B.S., Middle Tennessee State University—History (1976)
 Additional Graduate Work, University of Tennessee
- BRYANT, GAY D. *Assistant Professor of Business*
 B.S., West Georgia College—Business Education
 M.S., University of Tennessee—Business Education (1971)
- BYRNE, JANET O. *Coordinator, Community Child Center,
 Assistant Professor of Education*
 B.S., Tennessee Technological University—Home Economics Education
 M.S., University of Tennessee—Child and Family Studies (1977)
- BYRNE, THOMAS E. *Assistant Professor of Biology*
 B.S., Tennessee Technological University—Biology
 M.S., Tennessee Technological University—Biology (1976)
 Additional Graduate Work, University of Tennessee
 Certified, National Registry of Microbiologists
- CAMPEN, VIRGINIA C. *Director of Personnel and
 Special Projects*
 B.A., Park College—Management
 M.S., University of Tennessee—Educational Administration and Supervision (1979)
 Additional Graduate Work, University of Tennessee
- CHARTON, FRANK L. *Associate Professor of Geography*
 B.A., George Peabody College—Social Studies
 M.A., Michigan State University—Geography
 Ph.D., Michigan State University—Geography (1972)
- CHRESTMAN, SHERRY H. *Social Worker, Community Child Center*
 B.S., University of Southern Mississippi—Social Work (1977)
- CHISM, PATRICIA L. *Coordinator of Community Relations*
 A.A., University of Florida—General
 B.A., University of Florida—Education
 M.Ed., University of Florida—Education (1976)
- CHRISTIAN, ALEETA P. *Coordinator/Assistant Professor of Developmental Studies*
 A.B., Birmingham-Southern College—Religion and Philosophy, Spanish
 M.S., University of Tennessee—Adult Education (1977)
- CHRISTIAN, FLOYD L. *Associate Professor of Mathematics*
 A.B., Birmingham-Southern—Mathematics
 M.A., Samford University—Mathematics
 Ph.D., University of Mississippi—Mathematics (1975)

- COMPTON, SHAY JENKINS *Coordinator/Instructor of
Pre-Employment Training Programs*
A.A., Walters State Community College—General
B.A., University of North Carolina—Psychology
M.A., University of Tennessee—Adult Education (1978)
- COX, CAROL *Counselor, Youth Employment Program Training*
B.S., Emory and Henry College—Music Education
M.A., Tennessee Technological University—Guidance and Counseling (1973)
- CRESWELL, ROBERT H. *Coordinator, Youth Employment
Training Program and Title II A*
B.S., Tennessee Technological University—Secondary Education
M.A., Tennessee Technological University—Administration and Supervision (1978)
- DABBS, BETTY H. *Instructor of Dietetic Technology*
B.S., University of Tennessee—Home Economics
M.S., University of Tennessee—Nutrition (1977)
- DAVIS, BEULAH A. *Associate Professor of English*
B.A., Carson-Newman College—English
M.A., East Tennessee State University—English
Ed.S., George Peabody College—English (1972)
- DAVIS, JAMES L. *Assistant Professor of Physical Education,
Women's Basketball Coach*
B.S., Tennessee Wesleyan College—Health and Physical Education
M.A., Tennessee Technological University—Administration and Supervision (1975)
Additional Graduate Work, East Tennessee State University
- DAVIS, PATRICIA H. *Teacher, Community Child Center*
B.S., University of Tennessee—Early Childhood Education (1977)
- DIXON, LANA S. *Assistant Librarian*
B.A., Tennessee Technological University—English
M.S., University of Tennessee—Library Science (1978)
- DODSON, JAMIE F. *Accountant I*
B.S., Tennessee Technological University—Accounting (1978)
- DOYLE, JAMES A. *Department Head, Social Sciences,
Associate Professor of Psychology*
B.A., Aquinas College—Psychology
M.A., Xavier University—Clinical Psychology
Ph.D., University of Regina—Social-Clinical Psychology (1973)
- 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 (1970)
- EDWARDS, LINDA M. *Assistant Professor of Biology*
B.S., University of Tennessee—Botany
M.S., University of Tennessee—Botany (1967)
- EISON, JAMES A. *Assistant Professor of Psychology*
B.A., S.U.N.Y. at New Paltz—Psychology
M.S., University of Tennessee—Psychology
Ph.D., University of Tennessee—Psychology (1979)
- ELLIOTT, SANDRA *Teacher, Community Child Center*
B.S., Tennessee Technological University—Home Economics (1972)

- FEARN, A. ODELL *Admissions Programmer*
A.S., Knoxville Business College—Computer Science (1973)
- FISHER, BRUCE A. *Assistant Professor of Biology/Chemistry*
B.S., Lincoln Memorial University—Biology
M.S., University of Tennessee—Zoology
Ph.D., University of Tennessee—Zoology (1974)
- FISHER, NANCY M. *Department Head, Humanities,*
Associate Professor of English
A.B., Women's College, University of North Carolina—English
M.A., Florida State University—English
Ph.D., University of Tennessee—English (1969)
- FOLTZ-GRAY, DANIEL A. *Instructor of Developmental Studies*
B.A., University of Pennsylvania—English
M.A., University of Chicago—English, Literature and Creative Writing (1974)
- FUQUA, WILLIAM S., III *Business Manager*
B.S., Tennessee Technological University—Business Administration (1974)
C.P.A., State of Tennessee
- GARNER, SUSAN A. *Assistant Professor of Physical Education*
B.S., Middle Tennessee State University—Health, Physical Education, Recreation
M.Ed., Middle Tennessee State University—Health, Physical Education, Recreation (1974)
- GIBSON, PATRICIA J. *Coordinator of Admissions,*
Instructor of Developmental Studies
A.S., Roane State Community College—General
B.A., University of Tennessee—Biology
M.S., University of Tennessee—Social Work (1979)
- GLOVER, IRVING T. *Associate Professor of Chemistry*
B.S., University of North Carolina—Science Education
M.Ed., University of North Carolina—Education
Ph.D., University of Virginia—Chemistry (1964)
- GOLDBERG, PAUL E. *Director of Continuing Education*
B.S., University of Tennessee—Economics
M.S., University of Tennessee—Geography
Ed.D., University of Tennessee—Educational Administration and Supervision (1974)
- GOMEZ, MAYBELLE *Assistant Professor of Biology*
B.S., University of the Philippines—Botany
Ph.D., University of Tennessee—Botany (1974)
Postdoctoral Research, University of Florida
- GREEN, CAREY J. *Instructor, Youth*
Employment Training Program
A.S., Roane State Community College—General
B.S., University of South Carolina—Biology
M.S., University of Tennessee—Biology (1979)
- GREENE, LOUISE R. *Director of Educational Services*
B.S., University of Tennessee—History
M.S., University of Tennessee—Educational Administration and Supervision (1974)
Additional Graduate Work, University of Tennessee
- HARRIS, RICHARD E. *Programmer/Analyst*
A.S., Roane State Community College (1975)

- HEATON, ELIZABETH R.*Coordinator of Pre-Employment Training Program, CETA*
 A.S., Roane State Community College—Recreation
 B.S.W., East Tennessee State University—Social Work (1978)
- HEIDINGER, GARY L.*Associate Professor of Sociology*
 B.S., Bethel College—History
 M.A., George Peabody College—History (1965)
 Additional Graduate Work, University of Mississippi, Auburn University,
 Alabama A & M University, and University of Tennessee
- HOAGLAND, JUDY K.*Assistant Professor of Economics*
 B.S., Middle Tennessee State—Political Science
 M.A., University of Tennessee—Political Science (1973)
- HOAGLAND, WILLIAM M.*Assistant Professor of Political Science*
 B.S., Lambuth College—History
 M.S.S., University of Mississippi—History (1966)
 Additional Graduate Work, University of Tennessee
- HOLDER, MABRE M.*Assistant Professor of Business*
 B.S., Middle Tennessee State University—Business (Marketing)
 M.B.A., Middle Tennessee State University—Business Administration (1974)
- HOWARD, BENJAMIN S.*Associate Professor of English/German*
 B.A., University of Tennessee—English
 M.A., University of Tennessee—German
 Ph.D., University of Georgia—Comparative Literature (1972)
 Additional Graduate Work, University of North Carolina and
 Ludwig-Maximilians Universitat, Munich, Germany
- HOWARD, REBECCA M.*Assistant Professor of Mathematics*
 B.S., North Carolina State—Mathematics
 M.A.M., North Carolina State—Mathematics (1968)
- HOWELL, RONALD P.*Instructor of Speech*
 B.S., Middle Tennessee State University—Speech and Theatre
 M.A., Auburn University—Speech Communication (1976)
 Additional Graduate Work, University of Tennessee
- HUNT, HERMAN H.*Instructor of Respiratory Therapy*
 B.S., Loma Linda University—Respiratory Therapy (1980)
 Certified Respiratory Therapy Technician
 Registered Respiratory Therapy
- JENKINS, MARGARET G.*Assistant Professor of English*
 B.A., University of Tennessee—English
 M.A., University of Tennessee—English (1972)
- JOHNSON, ELAINE B.*Director of Nursing Education,
 Head of Allied Health Department*
 B.S.N., University of South Carolina—Nursing
 M.N., Emory University—Nursing (1964)
- JOHNSON, J. ALTON*Chief Development Officer,
 Executive Secretary of RSCC Foundation*
 B.S., North Georgia College—Business Administration (1959)

- JONES, KATHY R. *Assistant Professor of Reading and Education*
 B.A., David Lipscomb College—Speech
 M.Ed., Middle Tennessee State University—Reading (1975)
- JORDAN, BERNARD E. *Vocational Counselor,*
Assistant Professor of Engineering Technology
 B.A., B.S., Syracuse University/University of Illinois—Social Science, Engineering
 M.Ed., Northeastern University—Education (1967)
 Additional Graduate Work, George Peabody College
- JUANG, JENG-NAN *Instructor of Electrical*
Engineering Technology
 B.S., Taiwan Provincial College—Electronic Engineering
 M.S., Tennessee Technological University—Electrical Engineering (1978)
 Additional Graduate Work, Tennessee Technological University
- KARR, CLAIRE E. *Coordinator, Institutional Research and Reporting*
 A.B., Connecticut College for Women—History
 M.A.T., Boston College—History (1972)
- KING, FRANCES T. *Purchasing Analyst*
 A.A., Freed/Hardeman Junior College—Zoology (1945)
- KIRKPATRICK, MELVIN A. *Department Head, Education,*
Associate Professor of Mathematics/Education
 B.S., Tennessee Technological University—Mathematics, Secondary Education
 M.S.T., Middle Tennessee State University—Mathematics
 Ed.D., University of Tennessee—Curriculum and Instruction (1978)
- KNOX, MARTHA C. *Administrative Assistant to the President,*
Associate Professor of English
 A.B., University of Tennessee—English
 M.A., University of Tennessee—English (1965)
 Additional Graduate Work, University of Tennessee
- KRAEMER, KATHRYN A. *Instructor of Psychiatric Nursing*
 B.S.N., University of Tennessee Center for Health Sciences
 M.S., University of Tennessee—Child and Family Studies (1975)
- KRING, JAMES B. *Associate Professor of Biology*
 B.S., Maryville College—Biology
 M.S., University of Tennessee—Botany (1965)
- LEEMAN, BECKY C. *Coordinator of Records*
 B.S., Tennessee Technological University—Social Science (1977)
- LIGGETT, JOY E. *Instructor of History*
 A.A., Roane State Community College—History
 B.A., University of Tennessee—History
 M.S., University of Tennessee—History (1978)
- LIMBURG, J. RUSSELL *Senior Accountant*
 B.S., Tennessee Technological University—Accounting (1973)
- LISKOVEC, EDWARD W. *Instructor of Secretarial Science*
 B.A., Florida Technical University—Business Education
 M.S., University of Tennessee—Business Education (1976)

- MANNING, WANDA H. *Instructor, Developmental Studies*
 A.S., Roane State Community College—Education
 B.S., Tennessee Technological University—Secondary Education (Biology) 1979
 Additional Graduate Work, Tennessee Technological University
- MARTIN, FREDRIC H. *Dean of Administrative Affairs*
 B.S., University of Tennessee—Science Education
 M.S., University of Tennessee—Science Education
 Ed.D., University of Tennessee—Curriculum and Instruction (1972)
- MINTER, ANNE P. *Associate Dean of Arts and Sciences,
 Professor of Chemistry*
 B.S., Georgia College at Milledgeville—Chemistry
 M.A., Duke University—Microbiology
 Ed.D., University of Tennessee—Science in Higher Education (1973)
- MONROE, LINDA *Clinical Coordinator/Instructor,
 Medical Laboratory Technology*
 B.S., University of Tennessee Center for Health Sciences—Medical Technology
 M.S., Memphis State University—Educational Administration and Supervision (1979)
- MOORE, ALICE A. *Assistant Professor of Medical Records*
 B.S., Indiana University—Medical Records Administration (1967)
 R.R.A., Registered Record Administrator
- MOORE, MICHAEL L. *Assistant Professor of Business*
 B.S., Indiana University—Business Administration
 M.B.A., University of Tennessee—Accounting (1972)
 C.P.A., State of Tennessee
- MOWERY, SAMMIE R. *Instructor, Development Studies*
 A.S., Roane State Community College—Secondary Education
 B.S., East Tennessee State University—Elementary Education, 1975
 Additional Graduate Work, University of Tennessee
- MULLINS, C. DAVID, JR. *Instructor of English*
 B.A., Samford University—Education
 M.S., University of Tennessee—English Education (1973)
- MURRAY, WILLIAM P. *Department Head, Energy
 and Engineering Technology,
 Assistant Professor of Physics/Engineering Technology*
 B.S., University of Cincinnati—Chemical Engineering
 M.S., University of Tennessee—Chemical Engineering (1970)
 Additional Graduate Work, University of Tennessee
- NAMKUNG, AGNES I. *Associate Professor of Computer Science*
 B.S., Korea University—Mathematics
 M.Ed., Yonsei University—Mathematics
 M.S., University of Tennessee—Computer Science
 Ed.D., University of Tennessee—Curriculum and Instruction (1975)
- NAVE, JAMES L. *Administrator/Teacher, Roane State-Oak Ridge*
 B.A., Emory and Henry—Physical Education
 M.S., University of Tennessee—Physical Education
 Ed.D., Auburn University—Education Administration (1977)
- NEEDHAM, JOHN R. *Librarian*
 B.A., Tennessee Technological University—English
 M.A., George Peabody College—Library Science (1963)
- NELSON, GERALD H. *Director of Computer Services
 Computer Specialist, United States Air Force*

- NICHOLS, JANE B. *Instructor of Medical Laboratory Technology*
 B.S., University of Tennessee—Medical Technology (1974)
 Additional Graduate Work, University of Tennessee Center for the Health
 Sciences—Medical Technology
- PETERSON, STEPHEN J. *Instructor of Physical Education,*
Baseball Coach
 B.S., Jacksonville State University—Physical Education
 M.A., Middle Tennessee State University—Health, Physical Education,
 Recreation, and Safety (1976)
- PITTS, BETTY *Counselor*
 B.A., University of Colorado—Elementary Education
 M.A., Murray State University—Guidance and Counseling (1979)
- PLANT, BEN C. *Assistant Professor of Business*
 A.A., West Georgia College—General Engineering
 B.S., University of Georgia—Business Administration and Finance
 M.A., Georgia State University—Business Administration and Management (1967)
- PORTERFIELD, DELLA N. *Instructor of Radiologic*
Technology
 R.T. (A.R.R.T.), Protestant Deaconess School of Radiologic Technology—Radiologic
 Technologist
- POULIN, GERALD D. *Assistant Professor of English*
 B.A., Middle Tennessee State University—French and English
 M.A.C.T., Middle Tennessee State University—English (1971)
- RANDOLPH, HELEN E. *Associate Professor of Chemistry*
 A.B., Women's College UNC—Chemistry
 M.A., University of North Carolina—Physical Chemistry (1949)
 Additional Graduate Work, Murray State College
- RENNIE, NANCY W. *Grounds Supervisor*
 B.S., North Carolina University—Botany (1966)
 Additional Graduate Work, University of Tennessee
- REYNOLDS, LOIS G. *Assistant Professor of English*
 A.A., Motlow State Community College—English
 B.A., Belmont College—French
 M.A.C.T., University of Tennessee—English (1971)
- RUDOLPH, JOHNNIE J. *Assistant Professor of Engineering Technology*
 A.S., Cleveland State—Design and Drafting
 B.Arch., University of Tennessee (1976)
- SAFDIE, ROBERT *Instructor of Psychology*
 B.A., Tennessee Technological University, University of Tennessee—Psychology
 M.A., Middle Tennessee State University—General Clinical Psychology (1976)
- SAIDAK, LANCE R. *Assistant Professor of Physical Education*
 B.S., Springfield College—Physical Education
 M.Ed., Florida Atlantic University—Physical Education
 Ed.D., University of Tennessee—Physical Education (1976)
- SAUCEMAN, FRED W., JR. *Community Relations Officer*
 B.A., East Tennessee State University—English and History
 M.A., East Tennessee State University—English (1980)
- SEAVER, GARY V. *Instructor of Coal Mining Technology*
 B.S., University of Tennessee—Art Education (1979)

- SIMMONS, LINDA J. *Associate Professor of History*
 B.A., Blue Mountain College—Social Science, History
 M.S.S., University of Mississippi—History, Political Science (1971)
- SMITH, CARROLL H. *Assistant Professor of Physical Education,
 Men's Basketball Coach*
 B.S., Oklahoma Baptist University—Health and Physical Education
 M.S., University of Tennessee—Physical Education (1972)
- SPITZER, PRISCILLA W. *Assistant Professor of Nursing*
 B.S.N., Emory University—Nursing
 M.S.N., Emory University—Adult Health Nursing (1977)
 Additional Graduate Work, Emory University
- SWEET, DAVID G. *Assistant Professor of Engineering Technology*
 B.S.E.E., University of Tennessee—Engineering (1974)
 Additional Graduate Work, University of Tennessee
- TEETER, W. SCOTT *Assistant Professor of Police Science*
 B.S., Eastern Kentucky University—Law Enforcement
 M.S., Eastern Kentucky University—Criminal Justice Education (1976)
- THAIS, DAVID F. *Assistant Professor of Business*
 B.S., Indiana State University—Management
 M.B.A., Indiana State University—Business Administration (1974)
- THOMAS, BOB F. *Department Head, Business and Economics,
 Associate Professor of Business*
 B.S., University of Tennessee—Marketing
 M.B.A., University of Tennessee—Industrial/Personnel Management (1976)
 Additional Graduate Work, University of Tennessee
- THOMPSON, JOANN W. *Counselor*
 B.S., Tennessee Technological University—Health and Physical Education
 M.S., University of Tennessee—Guidance (1961)
 Additional Graduate Work, University of Tennessee
- THOMPSON, JOHN R. *Programmer/Analyst*
 Roane State Community College
- TODD, STEPHEN S. *Coordinator of Extended Services*
 B.S., University of Tennessee—Secondary Education
 M.S., University of Tennessee—Adult Education (1977)
 Additional Graduate Work, University of Tennessee
- TRAINER, MARTHA SIENKNECHT *Associate Professor of History*
 B.A., University of North Carolina—History
 M.A., Vanderbilt University—English, History (1967)
 Additional Graduate Work, University of Tennessee
- UNDERWOOD, HAROLD L. *Dean of Academic Affairs*
 B.S., Mississippi State—Science Education
 M.S.C.S., University of Mississippi—Mathematics
 Ed.D., Auburn University—Educational Administration (1971)
- WALKER, SHEILA C. *Instructor of Business*
 B.S., Auburn University—Accounting
 M.B.A., Auburn University—Business Administration (1978)
- WEATHERINGTON, SARAH C. *Instructor of Nursing, Child Health*
 B.S.N., Vanderbilt University School of Nursing
 M.S.N., University of Alabama School of Nursing (1979)

- WHITE, LEA A. *Coordinator of Health Services*
A.S., Roane State Community College—General
B.S.N., University of Tennessee—Nursing (1977)
- WILLIAMS, DAVID H. *Acting Director of Financial Aid*
B.S., University of Tennessee—Journalism (1973)
- WORKS, LARRY P. *Assistant Professor of Psychology*
B.S., East Tennessee State University—Health and Physical Education
M.S., University of Montana—Health, Physical Education and Psychology (1968)
- YATES, WILLIAM B. *Acting Dean of Student Affairs,*
Associate Professor of Speech and Theatre
B.A., Tennessee Wesleyan College—History
M.A., University of Tennessee—Public Address and Theatre Arts (1962)
- YORK, KINCH M. *Director of Physical Plant*
Memphis State University
- ZACHRY, JOEL G. *Assistant Professor of Biology*
B.S., Tennessee Technological University—Education
M.S., Middle Tennessee State University—Biology (1971)
Additional Graduate Work, Middle Tennessee State University and
University of Tennessee

COLLEGE COMMITTEES

Academic/Curriculum Council	Energy Conservation Committee
Administrative Council	Faculty Council
Admissions and Retentions Committee	Faculty Development Committee
Athletic Committee	Faculty Evaluation Committee
Awards Committee	Financial Aid Committee
Computer Assisted Instruction Committee	Graduation Committee
Concerts and Lectures Committee	Library Committee
Discipline Committee	Personnel Committee
Educational Development Review Committee	Planning Committee
	Student Publications Committee
	Veterans' Advisory Committee

THE PRESIDENT'S ROUND TABLES

The President of Roane State Community College periodically schedules an open hour for student organization officers and any other interested members of the student body. The student round table is scheduled weekly in the student center. An open hour for faculty to discuss matters of concern is also scheduled weekly, in the faculty office areas.

**COMPLAINT PROCEDURE
FOR
AFFIRMATIVE ACTION
COMPREHENSIVE EMPLOYMENT AND TRAINING ACT
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974
TENNESSEE UNIFORM ADMINISTRATIVE PROCEDURES ACT
AND
ALL FEDERAL AND STATE TITLE PROGRAMS**

1. A complaint may be filed by any member of the general public, a student, former student, employee, or former employee who believes that discrimination has been against him/her, or any member of the general public, student or employee who feels that practices at Roane State will result in discrimination against him/her.
2. In the event a complaint cannot be resolved between any member of the general public and the appropriate college authority, a student and the Dean of Student Affairs or an employee and the immediate supervisor, the complaint and the basis for it should be submitted in writing to the Director of Personnel. All complaints must be signed and dated by the complainant.
3. The Director will conduct an investigation and present the findings to the Personnel Committee.
4. The Personnel Committee will make a recommendation in writing (through the Director) to the President.
5. If a complainant is not satisfied with the decision of the President and desires further consideration of the complaint, he/she may file an appeal in writing with the Chancellor of the State University and Community College System who shall review all findings and recommend a final decision on the complaint to the Board of Regents.
6. Copies of all complaints, investigation reports, recommendations and actions taken, shall be submitted to the General Counsel of the State University and Community College System.
7. Procedural due process shall be observed during the processing of all complaints.

CONCLUSION

Certain issues of complaint may be resolved through other avenues as provided by state and federal regulations, such as the Tennessee Uniform Administrative Procedures Act of 1974. For specific information, contact the Personnel Office.

Roane State Community College reserves the right to amend, revise, and/or delete any information, policy and/or procedure stated herein upon reasonable notification and as approved by the Director of Personnel and/or the President. Copies of this information in full or in part may be provided the inquirer by contacting the Personnel Office during its normal working hours or by writing to:

Personnel and Affirmative Action
Roane State Community College
Harriman, Tennessee 37748
(615) 354-3000, ext. 211

ROANE STATE, EQUAL IN EDUCATION,
EMPLOYMENT, AND EXPERIENCE



One of the students at RSCC's Child Care Center.



GENERAL INFORMATION



COLLEGE HISTORY

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

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

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

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, 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 institution.

In May of 1970, Dr. Cuyler A. Dunbar was selected as the first president of the College; and in the late summer, temporary offices were opened on Ruritan Road in South Harriman. When bids for construction were opened in August 1970, the low bid was approximately \$700,000 higher than the amount of available funds. Subsequently, a decision was made by State Department of Education officials and College administrative personnel to open in temporary quarters in the fall of 1971. Bids for construction were opened again in June 1971, and construction was begun in July 1971. The first building was occupied in August 1973.

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

Construction on an additional package of buildings was begun in June 1978. This package, called Campus Expansion Phase II, consists of a Library/Learning Resources Center and a Maintenance Building/Central Heating Plant. The Maintenance facility was completed in June 1979. The Library/Learning Resource Center was occupied in September 1980. In addition to providing students with reference and audio-visual services, the center houses developmental studies and reading laboratories.

These new facilities at Roane State became increasingly important due to the tremendous growth of the college. The Fall Quarter 1980 enrollment was up again for the ninth straight year. During the Fall Quarter, 3,571 students were enrolled for credit courses, with more than 900 students enrolled in non-credit courses programs and workshops. This made over 4,000 persons who were served by Roane State during the Fall Quarter alone.

The classes and programs offered in the surrounding communities in the college's service area have also continued to grow. During the 1980-81 academic year, classes were offered in eleven counties of its service area. The college's facility in Oak Ridge is currently the largest off-campus site; over 1,600 students attended classes there during the 1980-81 academic year. A study has been initiated by the Tennessee Higher Education Committee to determine the feasibility of a permanent branch campus in Anderson County. Results of the study will be used by the State in planning for further expansion.

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 and easily accessible from Interstate 40 and U.S. Highways 27 and 70.

PURPOSE

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

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

Roane State Community College offers 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 fourfold:

- (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;
- (3) To serve the entire community through a program based on community needs and demands; and
- (4) To offer remedial programs for those students in need of intensive preparation for college level work.

Specifically, Roane State Community College attempts to fulfill its role in the educational process by:

- (1) Promoting a liberal admissions policy;
- (2) Developing and maintaining a broad curriculum of superior quality;
- (3) Supporting a position of low fees for its students;
- (4) Maintaining a fundamental awareness of the area it serves;
- (5) Establishing adequate articulation with four-year institutions;
- (6) Developing reasonable vocational and occupational objectives; and
- (7) Encouraging more effective use of leisure time.

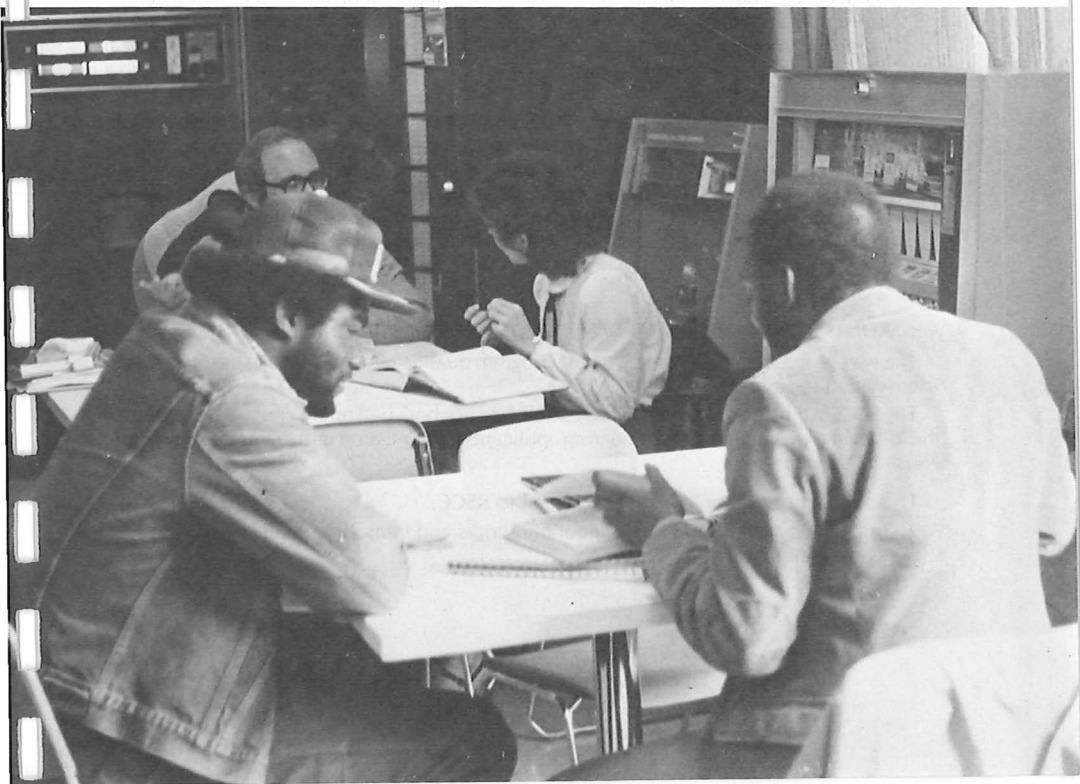
Roane State Community College accepts the philosophy that a community college is not merely two years of continuing high school or just the first two years of college but is a separate entity. Roane State Community College recognizes that students have differing learning characteristics which require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



A new campus signage system was installed this year, aiding visitors to Roane State.



ADMISSIONS AND RECORDS



ADMISSIONS

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 or an official copy of GED scores.
2. File an application for admission and submit a non-refundable application fee of \$5.00. The application form must have all appropriate spaces completed. Failure to complete accurately all appropriate spaces may result in expulsion from the college.
3. File the signed Health Information Report and/or evidence of a recent physical examination. Students who have special health problems must file this information with the college clinic. Part-time students shall have the option of signing the medical waiver, and students who enroll only in courses taught at off-campus locations are exempt from any health information requirement.
4. All freshmen applicants are strongly urged to take the American College Testing Program (ACT) battery and have their scores certified directly to the Admissions and Records Office, Roane State Community College, Harriman, Tennessee 37748. This test should be taken preferably on one of the fall testing dates during the senior year of high school. Information on the ACT may be obtained from the high school counselor, the Counseling Office at RSCC or by writing to American College Testing Inc., P.O. Box 168, Iowa City, Iowa 52242. Roane State Community College's ACT Code Number is 3985. This number should be used when requesting that scores be sent to RSCC. Students may enter without having taken the ACT, but they may be required to take the ACT battery during their first quarter of attendance. The sole purpose of these tests is to assist the student in choosing the best academic schedule.
5. Students who have graduated from a Tennessee high school and who have not earned one credit in American History while in the high school program are required to complete 9 quarter hours of American History during their first 45 hours of enrollment at Roane State. This requirement does not affect the student who enters the college with a G.E.D. certificate.
6. Applicants seeking degree status who graduated from a high school which has not been approved by the State of Tennessee or accredited by the Southern Association of Colleges and Schools must validate their eligibility for admission by achieving a composite score of 18 or above on the ACT. Applicants in this category who have not taken the ACT may take the College's placement test battery. Applicants who score in the upper 50th percentile may be considered for admission.

ADMISSIONS POLICIES FOR ASSOCIATE OF SCIENCE NURSING PROGRAM

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

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

1. Applicants must apply and be accepted to RSCC.
2. Applicants must submit high school transcripts and transcripts of all previous college work to the Admissions office.

3. Applicants must meet either requirements A or B.
 - A. Complete at least 24 hours of work from the general education requirements in the Nursing curriculum with a minimum 2.75 GPA. A "C" or better must be attained in each required science course.
 - B. Attain a composite score of 18 or above on the ACT battery.
4. Upon acceptance for admission, a physical examination must be submitted, providing evidence of physical status necessary for the practice of all areas of nursing care.
5. Applicants must show evidence of emotional and mental stability as indicated by interviews with the Admissions and Nursing Advisors, references, and personnel records. References must be submitted as required.

If the composite ACT score is less than 18, a minimum of 24 hours of work will be *required* from the general education courses in the Nursing curriculum with a minimum point average of 2.75. All credits earned from these courses will be included in computing the required average.

If verbal, math and science scores or composite ACT is below 15, the following courses are also required:

REA 1010 Developmental Reading and Study Skills
 DVS 0710 Basic Mathematics I
 DVS 0610 Basic Science

(By registering for a course for which the student has already received credit either by work at RSCC or by transfer of credits from another institution, a student forfeits the previous credit in that course. The student's official grade in the course will be the one made on the repetition.)

An Admission Advisory Council considers all eligible applicants and recommends applicants to the Nursing Faculty for acceptance into the Nursing Program.

Acceptance into the Nursing Program is not automatic, even though the applicant may be academically qualified and recommended by the Admissions Advisory Council. Class size is limited by clinical and classroom space and faculty availability. Applicants who are accepted into the college are asked to remember that acceptance into the Nursing Program is separate, and that applicants are notified by letter whether or not they are accepted into the Nursing Program. Students not accepted for the class for which they applied must reapply if they wish to be considered for a later class.

Students are admitted to the beginning Nursing course each Fall Quarter. Two academic years (6 quarters) excluding summer, regardless of previously earned academic credits, are required for completion of the program.

Transfer students must meet the same requirements as other applicants. No nursing courses earned in a school of practical nursing may be credited or validated, although academic courses in these programs, if earned through a college or university, will be evaluated for transfer. Students transferring from an NLN accredited School of Nursing will be evaluated for transfer on an individual basis.

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

Uniforms are required. Information and forms are included in letters of acceptance into the Nursing Program. Fees for the nursing students are the same as for other students with an addition: a quarterly fee of approximately \$15 for liability insurance is required.

Retention

1. The student must maintain a GPA of 2.0 or better. A "C" must be achieved in each science course.
2. The student must attain a numerical grade of 75 or better in each nursing course. Unsatisfactory clinical performance will result in a D or F for the course.

3. A student must satisfactorily complete his/her clinical experience each quarter in order to continue in the program. Evaluations of student's fitness for the nursing program, his/her professional orientation, and his/her growth in the nursing role will be made quarterly within the clinical experience.
4. The student must carry liability insurance while enrolled in nursing courses.

Readmission

1. Requirements for initial admission to the nursing program must be met in order for a student to be considered for readmission. Students with previous unsatisfactory clinical performance must be recommended for readmission by consensus of the Nursing faculty. Readmission to the Nursing program is also contingent upon the availability of space.
2. Those students who fail to maintain a cumulative GPA of 2.0 may be considered for readmission to the nursing program after removing all grades of less than C in required general education courses.
3. Students repeating nursing courses must repeat both theoretical and clinical components of the course. Only one repeat of a nursing course is allowed.

ADMISSION POLICIES FOR ALLIED HEALTH PROGRAMS

There are special admission policies for Allied Health programs, which include Medical Laboratory Technology, Medical Record Technology, Radiologic Technology, and Respiratory Therapy Technology.

1. The applicant must be a high school graduate, ranking in the upper half of the graduating class or attaining a G.E.D. score above the 50th percentile.
2. The applicant must attain a composite score of 18 or above on the American College Testing Program (A.C.T.) or attain a composite score at or above the 50th percentile on the College Qualification Test (C.Q.T.).
3. A student who does not meet the above requirements may be considered after completion of 12 hours of general education courses required in the program with a GPA of 2.5 or better.
4. The applicant must complete an Application for Allied Health Programs and submit it to the office of Admissions and Records.
5. The applicant must be interviewed by the Program Director of the specific program or a designated representative.
6. A history and physical examination is required prior to beginning the clinical education. Forms are available from the college nurse or from the Coordinator of Health Occupations.
7. Respiratory therapy applicants may be required to take additional preadmission testing.
8. Final selections of students will be made by the Health Occupations Admissions Committee.

TRANSFER STUDENTS FROM OTHER COLLEGES AND UNIVERSITIES

1. Degree seeking applicants who have attended another college or university will be considered transfer students and will be required to furnish transcripts of all previous college work from each institution they have attended.
2. Transcripts are not accepted from students. A certified copy must be mailed directly to the Office of Admissions, Roane State Community College.

3. 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.
4. In special cases an applicant who wishes to transfer to Roane State Community College may be allowed to register prior to the receipt of official transcripts. It is mandatory, however, that all transcripts be received during the first quarter of enrollment. No student may register for a second term if the admissions file is not complete.
5. Credits for courses not corresponding with the curriculum at Roane State will be entered on the transcript as elective credit.
6. If a transfer student has accumulated less than 12 quarter hours, an official high school transcript is also required.

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:

Director of Educational Services
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 Director of Educational Services.

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

READMISSION OF FORMER STUDENTS

Former students who wish to return to the College after an absence of one quarter or more 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 Office of Admissions and Records. If the student has enrolled at another college since last attending Roane State Community College, he/she must have a transcript from the other college submitted and approved before he/she may reenter. Applications will receive favorable consideration only if the applicant is eligible for readmission under all college regulations.

ENROLLMENT OF ELDERLY AND TOTALLY DISABLED PERSONS

Persons sixty years of age or older who are domiciled in Tennessee may *audit* courses without payment of course fees if space is available in the desired class.

Persons sixty five years of age or older and totally disabled persons who are domiciled in Tennessee, are eligible to enroll in courses for *credit* upon payment of service fees of \$5.00 per quarter hour, not to exceed \$30.00. Special fees will be assessed.

All students must complete the institutional application form and pay the application fee.

STUDENT CLASSIFICATION

Degree Student

A student who has fulfilled admission requirements and is pursuing an Associate Degree program is admitted as a degree student. For administrative purposes, a student will be

classified as a freshman until the completion of 42 quarter hours; a student who has completed 42 quarter hours or more will be classified as a sophomore. Those not accepted as degree students will be classified as special students.

Special Student—Credit

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

Special Student—Non-Credit

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

Special Student—Adult

A student who has passed his/her eighteenth birthday and who does not meet requirements for a regular student may be admitted as an adult-special student subject to the following guidelines:

1. The applicant must submit an application for admission and a five dollar application fee.
2. The applicant may not enroll as a full-time student.
3. The applicant may not accumulate more than 24 hours of credit while enrolled as an adult-special student. Not more than 12 hours of this credit may be in Developmental Studies or reading courses.
4. After 24 quarter hours have been attempted, if the student has a 2.00 GPA or better, the student may apply to the Director of Admissions for reclassification as a regular degree student. If the reclassification request is granted, up to 24 hours of credit may be applied toward a degree program at Roane State Community College. If, after attempting 24 credit hours, the adult-special student does not have a 2.00 average, the student may not enroll in additional courses until the GED test has been successfully completed.
5. If the student applies for reclassification to a regular degree student prior to the successful completion of 24 quarter hours (2.00 GPA or better), the student must submit evidence of high school graduation or successful GED scores (a composite score of 45 or better).

An adult who presents evidence of having passed his sixtieth birthday will be admitted as an adult-special student subject to the following guidelines:

1. The applicant must submit a completed application form and a five dollar application fee.
2. The student may be permitted to enroll in courses on an audit basis when class space permits. No course fees are required for Tennessee residents under these circumstances.
3. Regular fees must be paid for all community service courses.

Adult Special Veteran

Veterans and other eligible persons who are not high school graduates or who have not passed the high school level General Education Development test according to the standards set by the State of Tennessee, will be classified Adult Special Veteran.

Students classified as Adult Special Veteran will be required to take the College Qualification Tests and the Nelson-Denny Reading Test. The results of these tests, previous academic record, and the declared major (Associate of Science or Arts) of the student will be reviewed by a college counselor to determine which remedial courses he/she must complete satisfactorily before admission as a regular degree student. No credit toward an Associate degree will be earned while the student is classified as Adult Special Veteran.

Transfer Student

Admission as a transfer student will be based upon the student's high school record and his/her success in college. Critical consideration will be given to the conditions under which he/she 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.

Transient Student

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

International Student

An applicant who is a citizen or a permanent resident of a country other than the United States is classified as an international student. The following are admissions requirements for international students in addition to those outlined for United States citizens and Tennessee residents:

1. All applicants whose native language is not English are required to furnish test results of the Test of English as a Foreign Language (TOEFL). A minimum score of 500 on this test is required.
2. In addition to satisfactory TOEFL scores, all international applicants are required to take an English placement test at Roane State Community College for the purpose of placement in English courses. This test is administered by the Humanities Department. A personal interview is also a part of the placement procedure.
3. All transcripts, test scores, and other credentials must be accompanied by an official English translation of these documents and must be on file in the Office of Admissions and Records at least sixty days prior to the beginning of the term in which the applicant wishes to enroll.
4. Evidence of financial resources adequate for all expenses for at least one year of enrollment. (A statement verifying these resources from a bank in the United States will fill this requirement).
5. The international student must be familiar with the regulations of the Immigration and Naturalization Service and assume responsibility for complying with these regulations.

All foreign students applying for admission pursuant to a student visa shall submit a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis within thirty (30) days from the first day of classes. Failure to submit such

certificate shall result in denial of further enrollment or admission. In the event that a student either has tuberculosis or has potential tuberculosis requiring medical treatment, continued enrollment will be conditioned upon the determination by a licensed physician that further enrollment does not present a risk to others and upon the student's compliance with any prescribed medical treatment program.

ADVANCED STUDIES

Upon completion of the junior year in high school a student may be admitted as an advanced studies student when the criteria indicated below are met and the outlined procedures are followed:

1. The high school principal and/or counselor initiates the request for admission to the program for potential students.
2. The students nominated for this program by the high school should have a "B" average or above. Exceptions to this may be considered when the high school principal initiates such a request.
3. Upon the receipt of a request from the high school that the "B" average criterion be waived for a student, the Dean of Academic Affairs will review the application and respond both to the student and to the high school principal.
4. The course load may not exceed 10 quarter hours, except in cases where a sequence may be 12 quarter hours.
5. Courses satisfactorily completed will count as credit for those who submit a high school transcript showing evidence of high school graduation.
6. 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 from the high school to attend classes of the College.

ADVANCED STANDING

Course Exemption

Advanced placement in foreign language classes will be based upon the student's previous studies. Those who have completed two years of a high school language with "C" or better should enroll in the intermediate level of that language. They may, however, receive credit for the beginning level courses through departmental proficiency examinations.

In English, students with ACT scores of 25 or better may enroll for both English 1010 and 1020, attend English 1020, and receive six hours credit with the grade earned in English 1020.

Advanced Placement

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

Departmental Examinations

1. Students desiring to obtain credit by successfully completing departmentally designed examinations must apply to the appropriate department and arrange to take the examination.
2. Students registering for a course for which credit is granted as a result of a proficiency test must present approval for this registration from the appropriate department.
3. Students will be allowed to register for departmental examinations at no extra cost (beyond normal maintenance fees) for up to a total of 18 credit hours per quarter. If departmental exams increase the total course load beyond 18 hours, a fee of \$5.00 per additional quarter hour will be charged.

CLEP General Examinations:

Have official scores sent from CEEB to the Office of Admissions and Records. An evaluation for possible credit will be made, and a copy of this evaluation will be mailed to the student. Credit in each area of the General examinations will be limited to the first course in a course sequence.

CLEP Subject Area Examinations:

Have official scores sent from CEEB to the Office of Admissions and Records. An evaluation for possible credit will be made, and a copy of the evaluation will be mailed to the student.

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

	<i>Minimum Acceptable Score</i>	<i>Amount of Credit Hours Awarded</i>
CLEP GENERAL EXAMINATIONS:		
English Composition	494	3
Humanities	489	3
Mathematics	497	3
Natural Science	489	3
Social Science—History	488	3
CLEP SUBJECT EXAMINATIONS:		
Afro-American History	50	3
American Government	50	3
American History*	49	9
American Literature	50	6
Analysis and Interpretation of Literature	51	6
Anatomy/Physiology/ Microbiology	50	16
Biology	49	12
Calculus with Elementary Functions	49	6
College Algebra	49	3
College Algebra: Trigonometry	49	5
College Composition	50	9
College French (Level 1)	44	9
College French (Level 2)	56	9
College German (Level 1)	44	9
College German (Level 2)	55	9
College Spanish (Level 1)	45	9
College Spanish (Level 2)	55	9
Computers and Data Processing	48	3
Educational Psychology	50	3
Elementary Computer Pro- gramming: Fortran IV	51	3
English Literature	49	3
General Chemistry	48	12
General Psychology	50	9
Hematology	50	4
Human Growth and Development	51	3
Immunohematology and Blood Banking	50	2
Introduction to Business Management	50	3
Introductory Accounting	50	9
Introductory Business Law	51	3
Introductory Macroeconomics	50	3

CLEP SUBJECT EXAMINATIONS:	Minimum Acceptable Score	Amount of Credit Hours Awarded
Introductory Microeconomics	50	3
Introductory Micro- and Macroeconomics	49	3
Introductory Marketing	50	3
Introductory Sociology	50	9
Microbiology	49	4
Money and Banking	49	4
Statistics	50	3
Trigonometry	49	9
Western Civilization	50	9

* Essay section required.

Course Credit for Passing the CPS Examination

Persons passing the Certified Professional Secretary examination will be granted 24 hours of credit at Roane State for the following courses which will apply to a degree in Office Administration:

BUS 1010	Introduction to Business	3
BUS 2510	Legal Environment for Business	3
ECO 2010	Principles of Economics I	3
BUS 2210	Principles of Accounting I	3
OAD 1010	Typing I	3
OAD 1020	Typing II	3
OAD 2210	Office Administration	3
COE 1010	Cooperative Education I	3
		24

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

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

1. The CPS holder will apply to the Office of Admissions and pay the application fee required.
2. The CPS holder will present his/her CPS certificate to the Admissions Office upon application as sufficient proof of his/her CPS status.

Course Credits for TVA's Instrument Mechanic Apprentice Training Program

The TVA Instrument Mechanic Apprentice Training Program courses have been evaluated by the Energy and Engineering Technology faculty and are considered to be equivalent to RSCC courses as shown below.

TVA Course	RSCC Course	Quarter Hours	
Math for Instrumentation I	MAT 1010	Technical Math I	3
Math for Instrumentation II	MAT 1020	Technical Math II	3
Physics for Instrumentation I	PHY 2010	General Physics I	4
Physics for Instrumentation II	PHY 2020	General Physics II	4
	PHY 2030	General Physics III	4

<i>TVA Course</i>	<i>RSCC Course</i>	<i>Quarter Hours</i>
Basic Electricity	EET 1010	Electric Circuits I
	EET 1015	Electric Circuits Lab I
	EET 1020	Electric Circuits II
	EET 1025	Electric Circuits Lab II
Electronics I and Electronics II	EET 1310	Electronics I
(both must have been taken)	EET 1315	Electronics Lab I
	EET 1320	Electronics II
	EET 1325	Electronics Lab II
Introduction to Logic Circuits	EET 2310	Digital Electronics I
	EET 2315	Digital Electronics Lab I
Electromechanical Control (must	EET 2550	Electrical Machinery
have already had Basic Electricity)	EET 2555	Electrical Machinery Lab
Mechanical Print Reading	FST 2020	Blueprint Reading and
		Sketching
Safety, First Aid and Fire	MET 2910	Industrial Safety
Prevention		
		Total 49

TRANSFER OF CREDIT

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

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

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

Veteran students who have more than one year of honorable military service may be awarded up to six hours of physical education activity credit and up to nine hours of Military Science credit. The veteran must present a copy of the DD 214 Form (if not on file) to the Office of Admissions and Records and file a petition for this credit.

CORRESPONDENCE AND EXTENSION CREDIT

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

RECORDS

Records of each student's grades are kept on permanent file in the Office of Admissions and Records. Since these records are permanent and are frequently referred to for the purpose of supplying information to legitimate sources, all students should be acutely conscious that they

are building their future and that their good attitude and diligent study will stand them in good stead after graduation.

In all cases, student admission files must be complete prior to the end of the first quarter of enrollment. No student will receive grades or be permitted to reenroll until all necessary documents are received in the Office of Admissions and Records.

In all cases, obligations to the College must be fulfilled before a transcript will be issued.

SPECIAL STATE AND FEDERAL LEGISLATION FOR EDUCATIONAL PURPOSES

Family Educational Rights and Privacy Act

This act provides for confidentiality of student records. No information contained in a student file may be released without the consent of the student. The only exception to this is information designated as directory information. This includes student name, address, telephone number, date and place of birth, major, dates of attendance, degree and awards, the most recent previous educational agency or institution attended, participation in school activities and sports, weight and height (for special activities). In addition, the act provides for student review under prescribed circumstances of his/her records.

Copies of the institutional policy are located in the Library and in the Office of the Dean of Student Activities as well as the Office of Admissions and Records. Students may contact the Director of Educational Services for additional information or to request that Directory Information be withheld.

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 advisor who will continue to assist with his/her education program. Students are expected to complete registration on the dates announced and observe the procedure specified at the time. Students are not officially enrolled until they have 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 Director of Educational Services and may result in reduction of course load for the quarter.

The average quarter hour load for a student should be 16 quarter hours of credit per term. Individual programs may require more or fewer quarter hours load for a particular term. A full-time student is one who is carrying 12 or more quarter hours of credit.

Faculty advisors may approve overloads subject to the following guidelines:

1. Students with a 2.5 GPA may take up to 19 quarter hours credit.
2. Students with a 3.0 GPA or better may take up to 21 hours credit.
3. Students desiring to take 22 quarter hours credit or more should have the approval of both the faculty advisor and the Dean of Academic Affairs.
4. Any exceptions to the above guidelines should have the approval of the Dean of Academic Affairs.

CHANGE OF REGISTRATION

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

1. Prepare a schedule adjustment form from the Admissions and Records Office.
2. Obtain advisor's signature.
3. Present the completed form to the Business Office and pay appropriate fees.

4. Return two copies of form to the Admissions and Records Office and receive one copy which must be shown to the instructor whose course is being added.

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

CANCELLATION OF SCHEDULED CLASSES

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

GRADING SYSTEM

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

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

The scholastic standing of a student is expressed in terms of quality point ratio. A quality point ratio is the total number of quality points divided by the total number of quarter hours attempted, less the number of hours repeated. To meet degree requirements a student must maintain an over-all quality point average of 2.00.

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

I	Incomplete
N	Audit, no grade or credit
P	Pass
R	Repeated
W	Withdrew
X	No grade reported

The grade "X" indicates that the instructor had no grade to report or that the instructor did not submit a grade in time for processing with other grades at the end of the quarter. The "X" carries no quality points and is not included in computing the grade point average.

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/she should contact the instructor immediately in an effort to complete course requirements. This "incomplete" must be removed during the succeeding quarter, with the exception of Summer 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.

At the discretion of the Dean of Academic Affairs, selected courses may be offered using a pass-fail grading system. A "P" indicates a passing grade in such cases. Students would receive 2.00 quality points per credit hour for a "P" and no quality points for an "F." In all cases, the student would have the option of being graded by pass-fail, or the standard "A, B, C, D, F" method.

Repeated Courses

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

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

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

Course Substitutions

Course substitutions require the approval of the student's advisor, the department head, and the Dean of Academic Affairs. A form for this approval is available from the Office of Admissions and Records and must be processed prior to registering for the course in question.

GRADUATION

All students must complete the general requirements as prescribed by the College and specific requirements set forth for the Associate Degree sought. See page 66 for General Degree Requirements and also appropriate program requirements for graduation. Each student must file an Intention to Graduate form in the Office of Admissions and Records 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 during the current calendar year, whose grade point average is sufficient for graduation, and whose names appear on the official graduation roster, may take part in graduation exercises.

DEFERRED GRADUATION

A student is permitted to graduate under a catalog under which he/she entered a program or under the catalog in effect at the time of graduation, provided that not more than five years have elapsed in the interim. If more than five years have elapsed, then the student must meet the requirements of the catalog in effect at the time of graduation.

GRADUATION WITH DISTINCTION

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

A transfer student, in order to be eligible, must have made the required average on all work taken at Roane State Community College and must, in addition, have an overall average which meets the honors requirements; the final average may in no instance be higher than that made at Roane State Community College. All grades for courses accepted for credit must be averaged in the grade point average to determine the honors graduation eligibility.

DEAN'S LIST

The Dean's List is the official medium for the institution to recognize outstanding academic accomplishment by students. Full-time students (those carrying 12 or more quarter hours) with a quality point average of 3.25-4.00 are identified quarterly on the Dean's List.

PROBATION AND RETENTION STANDARDS

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

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

Quarter Hour Attempted	Minimum Cumulative GPA
0 - 21	No minimum
21.1 - 39.0	1.0
39.1 - 60.0	1.4
60.1 - 72.0	1.7
72.1 - 84.0	1.9
84.1 - and above	2.0

In order to remain in a health occupation program, the student has to obtain a grade of C or better in specialty courses. A "C" average must be maintained in related science courses.

At the end of the next term of enrollment, a student on academic probation who has failed to attain either the above cumulative standard or a 2.0 GPA for that term will be suspended for one term. The summer term may not be counted at the term of suspension.

Each student who is placed on academic suspension will be notified by the Office of Admissions and Records. Any student has the right to appeal to the Admissions and Retentions Committee (composed of faculty, staff, and student representatives) for reinstatement. This appeal may apply to the quarter immediately following the suspension or the subsequent quarter. In any case, after suspension, the student must meet with the committee prior to further enrollment. The student should notify the Office of Admissions and Records if he/she wishes to process an appeal. If the Committee grants the reinstatement, the conditions of the reinstatement imposed by the committee must be clearly stated. These may include reduced course load, a review of program objectives with the Coordinator of Academic Advisement, regular meetings with a college counselor and/or regular progress reports to the academic adviser.

The student who is suspended a third time, whether for consecutive quarters or following an interim successful quarter, will be dismissed.

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).

WITHDRAWALS AND HONORABLE DISMISSALS

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

1. Initiate form in Admissions and Records Office.

2. Secure clearance signatures (in sequence) from (1) Advisor (2) Instructor of any laboratory science course from which a student is withdrawing (3) Library (4) Admissions Office and (5) Business Office.
3. Return forms to Admissions Office.

After the drop deadline date, no student will be permitted to withdraw from the College or drop classes and receive the grade of "W" unless documented proof of one of the following conditions exists, verifying that the mitigating circumstances developed after the drop deadline:

1. Illness or injury of the student as verified by the RSCC student health service or the attending physician.
2. Serious personal problems as verified in writing by the student's parents, spouse, minister or physician.
3. Necessary change in work schedule verified in writing by the student's employer.
4. New employment as verified in writing by the employer.

All equipment belonging to the College must be accounted for or paid for and all financial obligations met. If it is impossible for the student to take these steps in person, they should be taken by a parent or a person acting as an agent for the student. The student may withdraw from the College with the grade of "W" through the dates specified on pp. 6-10 with the grade of "W." Withdrawal after this date must be approved by the Director of Educational Services. 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.

SOCIAL SECURITY ADMINISTRATION

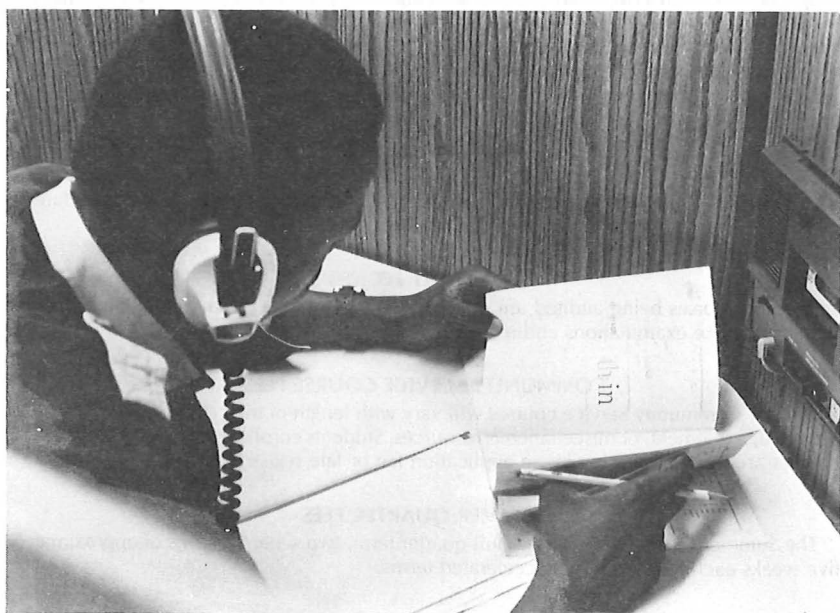
The Admissions and Records Office cooperates with the Social Security Administration by certifying that students eligible to receive Social Security benefits are enrolled at Roane State.

The 1980-81 Raider Basketball team.





BUSINESS INFORMATION AND EXPENSES



BUSINESS REGULATIONS

Tuition and fees are assessed and payable at the beginning of each quarter. Registration is not considered to have been completed until all assessed tuition and fees have been paid. Tuition and fees paid by check are not considered to have been paid until the check has cleared the bank. Students who have not met all financial obligations to the College will not be permitted to attend classes. No student will be permitted to re-enroll, graduate, or receive a transcript until all financial obligations to the College have been satisfied.

All tuition and fees are subject to change by direction of the Board of Regents of the State University and Community College System of Tennessee.

TUITION

Tuition is free to all residents of the state of Tennessee. Students classified as non-residents will be assessed tuition at the rate of \$35.00 per quarter hour, not to exceed \$408.00 per quarter. The definition of residency as determined by the State Board of Regents will apply. Information concerning residence classifications may be obtained from the Director of Educational Services. **Non-resident students will be accepted if space permits.**

MAINTENANCE FEE

All students, both resident and non-resident, will be assessed a maintenance fee of \$10.00 per quarter hour, not to exceed \$108.00 per quarter.

ELDERLY AND DISABLED PERSONS

Disabled persons and persons *sixty* years of age or older, who are domiciled in Tennessee, are eligible to enroll in courses for AUDIT without payment of tuition, maintenance, student activity or registration fees.

Disabled persons and persons *sixty-five* years of age or older, who are domiciled in Tennessee, are eligible to enroll in courses for CREDIT at the rate of \$5.00 per quarter hour up to a maximum of \$30.00.

Special fees (such as laboratory fees, graduation fees, parking fees, etc.) will be assessed at the regular rate. Arrangements should be made well in advance of registration day to provide documented evidence of disability or age.

Enrollment of disabled or elderly students will be made on a space availability basis.

VIETNAM CONFLICT VETERANS DEPENDENTS

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

AUDIT FEE

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

COMMUNITY SERVICE COURSE FEES

Fees for Community Service courses will vary with length of the course, cost of materials provided, equipment, or miscellaneous resources. Students enrolling for Community Service courses are not required to pay an application fee or late registration fee.

SUMMER QUARTER FEES

The Summer Quarter consists of a full-quarter term, two separate terms of approximately five weeks each, or three triple accelerated terms.

Students may register for the entire quarter, for the two separate terms, for three triple accelerated terms, or any combination thereof. Tuition and fees for the entire Summer Quarter are the same as for other quarters. Students are required to indicate at the initial enrollment for the Summer Quarter if they wish to be assessed for the full quarter at the rate of \$10.00 per quarter hour, not to exceed \$108.00, or if they wish to be assessed at the rate of \$10.00 per hour, in which case a student taking a total of more than 12 quarter hours during the two separate terms would be required to pay more than the maximum of \$108.00. Once the student has indicated his/her election, he/she may not shift from one plan to the other. The Business Office will assist a student in selecting a plan that is to the advantage of the student.

OTHER FEES

Application Fee—Each student applying for admission to the College for credit courses for the first time will be assessed a \$5.00 application fee. This fee is a one-time only fee, is not applicable to the maintenance fee, and is not refundable.

Campus Access Fee

1. Each student who registers for regular credit or non-credit classes on the main campus or at RSCC-Oak Ridge will be assessed a \$1.00 campus access fee each quarter. (Students registering for non-credit programs that meet for fewer than eight weeks, or fewer than eight clock hours, or for which fees are not charged will be issued a temporary parking permit but not assessed an access fee.)

2. Faculty and Staff will be assessed an annual campus access fee of \$4.00. Persons who are employed Spring Quarter or after will be assessed a campus access fee of \$2.00.

3. All faculty, staff, and students who pay the campus access fee will be given a parking decal. Additional decals will be available at the cost of \$1.00. The decal(s) issued will be valid from September 1 through August 31 of the following year.

4. All vehicles parked or operated by any person in connection with employment or attending regular classes of the college must be registered with the Dean of Students' Office. All other persons on campus who are not short term visitors must have a temporary parking permit.

Change of Schedule Fee—Students changing schedules after registration day will be assessed a fee of \$5.00. This fee is not refundable. Students withdrawing from school entirely are not required to pay this fee. The fee is not charged for changes that are necessary because of institutional action.

Graduation Fee—Graduating students are assessed a fee of \$20.00 to cover the cost of a diploma and other related costs. This fee must be paid at the beginning of the quarter in which a student is scheduled to graduate. This fee is not applicable to certificate graduates, unless they choose to participate in the graduation ceremony. This is a one time fee and is not refundable.

I.D. Card—There is no charge for the original I.D. card issued a student. A charge of \$1.00 will be made for replacing a lost I.D. card.

Individual Instruction in Music—Quarterly fees for individual instruction in music are assessed 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

Late Registration Fee—Students failing to complete the registration requirements on the appointed registration day will be assessed a late registration fee of \$10.00. This fee is not refundable.

Liability Insurance Fee—A yearly liability insurance fee will be required for students in the health occupation programs. The liability insurance will be purchased at a reduced group rate.

Lock or Key Replacement Fee—\$3.00

Miscellaneous Fees—A fee will be charged for courses utilizing some off-campus facilities. This fee will be based on the cost to the college for the rental of the facility. A fee may also be charged for some field trips and for some courses requiring special materials. This fee is not refundable.

Returned Check Fee—A fee of \$5.00 is assessed for each check returned to the College by the bank. A student may contest this fee successfully by presenting a letter from the bank in which it is clearly indicated that the check was returned through error by the bank. The College reserves the right to refuse to accept a check for any purpose from persons who have developed a record of presenting checks that have subsequently been returned by their bank.

Student Activity Fee—\$1.00 per quarter for each credit student enrolled in classes at Roane State-Harriman and Roane State-Oak Ridge. This fee was adopted by the Student Government Association to provide funds for a variety of student activities.

Transcripts—There is no charge for a transcript. However, the college has the right to limit transcripts provided at any one time to a reasonable number.

REFUNDS

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

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

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

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

100% of fees will be refunded for drops or withdrawals prior to official registration.

100% refund in case of death of the registered student.

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

Community Service Courses—Fees charged for Community Service courses are refundable in the following manner: (1) 100% refund if the class is dropped prior to the first class meeting, (2) 70% refund if the class is dropped after the first class meeting, but prior to the second class meeting, and (3) no refund is made after the second class meeting, for individual classes missed, or for programs of fewer than 10 contact hours. All refunds will be made promptly.

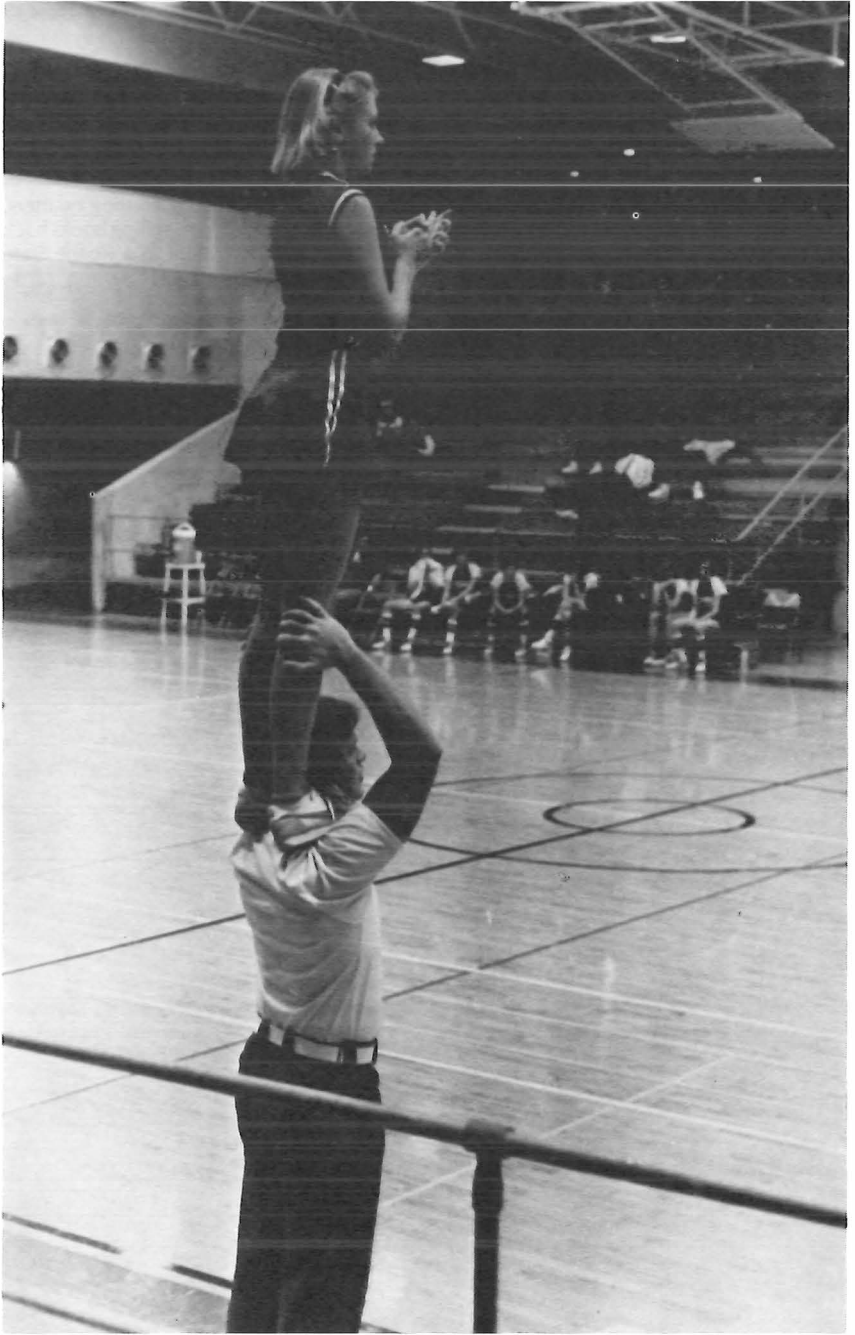
General Refund Policy—No refund is due on courses which are dropped unless the sum of the remaining hours calculated at the hourly rate is less than the total amount paid for tuition and/or maintenance fees.

Refunds are calculated from the date that appears on the official change of schedule form completed by the Office of Admissions and Records. Students should be careful to complete the official change of schedule in the Office of Admissions and Records promptly. Failure to do so will result in the forfeiting of all rights to a refund.

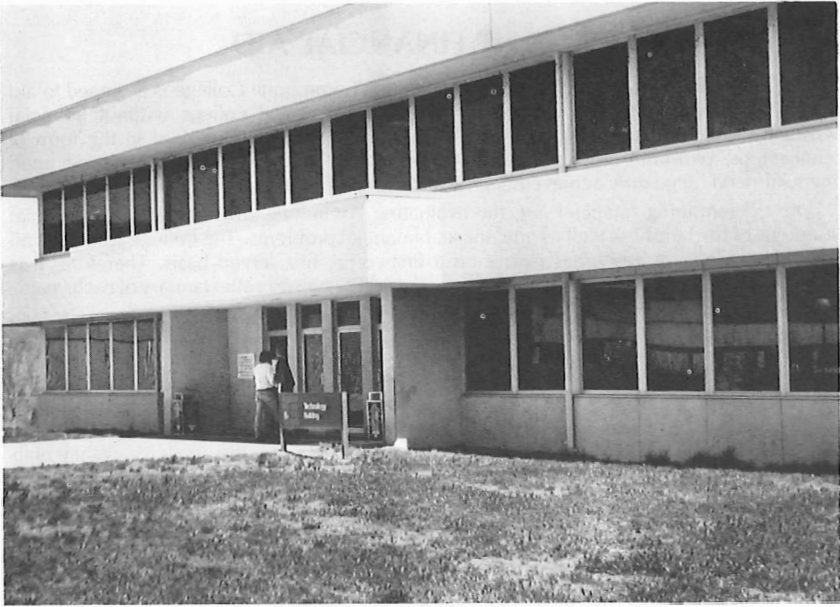
Refunds can be expected approximately three to four weeks into the quarter.

BOOKS AND SUPPLIES

The cost of books and supplies will vary from one program to another. The College Bookstore sells both new and used books. Students are encouraged to take advantage of savings which result when purchasing used books. The cost of books and supplies will probably range from \$35-\$70 per quarter. The College Bookstore will buy back used books in good usable condition in quantities limited to the anticipated needs for ensuing quarters. Book buy back periods are announced at the end of each quarter. Students selling books back to the bookstore will be required to furnish suitable identification, such as a Roane State Community College ID card, a valid Tennessee driver's permit, or a Social Security card.



Cheerleaders Carol Walden and George Treadway concentrating during a Raider game.



SCHOLARSHIPS, FINANCIAL AID, AND VETERANS AFFAIRS



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

SCHOLARSHIPS

State Board Work-Study Scholarships are authorized by the Tennessee State Board of Regents, the governing body of the State University and Community College System. These scholarships, in the amount of maintenance fees for the academic year, are awarded on the basis of achievement and needs of the student. Students ranking in the upper 5% of their high school graduating class will be given priority in the awarding of these scholarships. Students recognized as having exceptional promise are also eligible to apply. Recipients must maintain a grade point average of 2.8 to remain eligible for renewal.

The State Board Scholarship recipients are required to work approximately 97 hours per academic year. An effort is made to give recipients work assignments related to their academic interests. Residents of the State of Tennessee who believe they are qualified should submit the Roane State Financial Aid application after the first semester of their senior year in high school and before the following June 1.

PRIVATE SCHOLARSHIPS

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

Additional scholarships will be established as interested groups and individuals desire. Those wishing to establish a scholarship fund are urged to contact the Director of Scholarships and Financial Aid at the college, or the Director of Resource Development.

Scholarships are provided by the following groups, individuals, or memorials as indicated.

American Business Women's Association Scholarship
 Annakusa Junior Woman's League Scholarship
 Bernard's Scholarship Award
 Roy E. Bowen Memorial Scholarships (Xi Beta Beta)
 Clarice Bunch Scholarship
 Burlington Industries Scholarship
 Coytee Woman's Club of Lenoir City Scholarship
 Robert Cuthbert, Jr. Memorial Scholarship
 Clinton Senior High School Student Government Association Scholarship
 Guy Buckner Memorial Scholarship (Delta Kappa Gamma)
 NU Chapter—Delta Kappa Gamma Scholarship
 Elks Club of Oak Ridge Scholarship
 Charles and Polly Eller Scholarship
 First National Bank of Loudon County Scholarship
 Four C's Foundation, Inc. Scholarship
 Fraternal Order of Police—Loudon County Scholarship
 Friendsville Elementary School (Leroy Gooden Memorial Scholarship)

Friendsville High School Alumni Scholarship
Harriman City Hospital Scholarship
Harriman Kiwanis Club Scholarship
Kingston Business & Professional Women's Club Scholarship
Roane County Retired Teacher's Association Scholarship
H. R. Burge Scholarship
Lenoir City High School Scholarship
Lenoir City Lion's Club Scholarship
Morgan County Educational Association Scholarship
Myrle Evans Scholarship
Norwood Elementary PTA Scholarship
Oak Ridge Chapter of National Secretaries Association Scholarship
Olinger Foundation Scholarship
Ruth Peterson Scholarship
Red Kap Industries Scholarship
Phil Resseguie Memorial Scholarship
Roane County Bar Association—Legal Secretaries Scholarship
Roane County Board of Realtors Scholarship
Roane Choral Society Scholarship
Roane Home Demonstration Council Scholarship
Roane County Retired Teachers' Association Scholarship
Rockwood Business & Professional Women's Club Scholarship
Rockwood National Guard Scholarship
Suburbia Woman's Club—Lenoir City Scholarship
Tennessee Gamma Chapter of Alpha Delta Kappa Scholarship
United Church of Oak Ridge Scholarship
Veterans' Club Scholarship

ATHLETIC SCHOLARSHIPS

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

BASIC (PELL) EDUCATIONAL OPPORTUNITY GRANTS

This is a direct grant (no repayment or work requirement) from the federal government based primarily on the family's financial situation. The amount of the grant ranges between \$162 and \$862 for the school year and must be used for expenses related to attending Roane State. Such expenses include fees, books, transportation, room and board, and other related expenses.

Application forms are available from the college or from high school guidance offices.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS

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

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

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

TENNESSEE STUDENT ASSISTANCE AWARD

In 1971, the Tennessee Student Assistance Corporation was created to administer the Tennessee Student Assistance Award Program. Under this program, Tennessee residents who need financial assistance may receive a grant to cover a portion of tuition and fees at the college of their choice in the state.

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

Tennessee Student Assistance Corporation
B-3 Capitol Towers
Suite 9
Nashville, TN 37219

LOANS

NATIONAL DIRECT STUDENT LOANS

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

These are long-term, low-interest loans on which repayment does not begin and interest does not accrue while the borrower is enrolled as a student on at least a one-half time basis at a college or university. Repayment of principal and 4% annual interest begins 6 months after the student leaves college. There are cancellation provisions of the National Direct Student Loan under which a student may have up to the total amount of the loan cancelled by teaching in special education, in certain schools with a high enrollment of students from low-income families, or in Head Start programs.

FEDERAL INSURED STUDENT LOANS

Under this program, sponsored jointly by the Federal Government and the State of Tennessee, a Tennessee resident may receive long-term, low-interest loans from a participating bank or other lending institution to apply toward expenses related to education. Repayment, at 9% simple interest, begins 6 months after graduation or withdrawal from school. While the recipient remains enrolled, any interest is paid by the federal government.

Loans are usually made by the student's hometown bank or any other lending institution where the student or family is known. Application forms and information concerning the names of participating institutions are available in the Roane State Office of Financial Aid. Special arrangements have been made for GSL applicants who are unable to obtain loans from local lenders. This information is available in the Financial Aid Office.

PART-TIME EMPLOYMENT

COLLEGE WORK-STUDY

Under the College Work-Study Program, funded jointly by college and federal funds, students may work on a part-time basis to help finance their education. Students who qualify for participation in this program may work up to 20 hours per week during the academic year when classes are in session or up to 40 hours per week when classes are not in session. During summer quarters, students may work up to 40 hours per week if they intend to enroll the following fall quarter. Minimum rate of pay is the prevailing minimum wage. The type of employment varies depending upon the student's skills and the department in which the student is working. An effort is made to assign students jobs in areas in which they are

interested such as faculty and administrative offices, various laboratories, the library, maintenance and security, and other areas which can effectively supervise and utilize student help. The college regards this work experience not only as a source of supplementary income but especially as an opportunity for the student to learn dependability, initiative, and the importance of a good work record.

HOW TO APPLY FOR FINANCIAL AID

All federal financial aid programs require the assessment of financial need, which is based on parental ability to contribute toward educational expenses. In addition to the College's application, a student should complete either the Parents' Confidential Statement of College Scholarship Service, the Family Financial Statement of The American College Testing Program, or the Basic (Pell) Grant Application. These forms are available from the College or from high school guidance offices. Students may use the ACT or PCS form to apply for the Tennessee Student Assistance Award and the Basic Educational Opportunity Grant. June 1 is the priority date for applying for aid at Roane State. After this day, aid will be awarded on a first-come, first-served basis as long as money is available. A student must be fully admitted to the College before aid will be awarded although students may participate in the College Work-Study Program during the summer prior to the following fall quarter.

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

VETERANS AFFAIRS

Roane State Community College cooperates with the Veterans Administration in providing educational opportunities for veterans. The Director of Veterans Affairs at Roane State is available for help in determining eligibility, selection of a major, preparing the required forms for VA benefits, or any other matters pertaining to college attendance under the "G. I. Bill." Veterans who have not completed high school or who do not have a high school equivalency diploma should contact the Director of Veterans Affairs for help in planning their program of study and admission to Roane State.

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

Director of Veterans Affairs
 Roane State Community College
 Harriman, TN 37748

or

Veterans Administration
 Regional Office
 110 Ninth Avenue South
 Nashville, TN 37203

Once enrolled, veterans and other eligible persons should maintain close contact with the Office of Veterans Affairs. Veterans and other eligible persons are eligible to receive educational benefits under Title 38 U.S.C. (the "G. I. Bill") only when classified as a regular degree student or an adult special-veteran. Other classifications, i.e., special student-credit and student non-credit (see page 34) are not qualifying. The progress of each adult special veteran student will be evaluated at the end of each quarter. Those students making satisfactory progress as reflected by class attendance and participation, grades achieved, and the opinions of their teachers will be retained in the program. Those making unsatisfactory progress will be excluded from the program. Those who demonstrate ability to carry the college-level courses required by their major may be admitted as regular degree students.

Current Veterans Administration regulations require that veterans classified as regular degree students maintain the prescribed cumulative GPA listed on page 43.

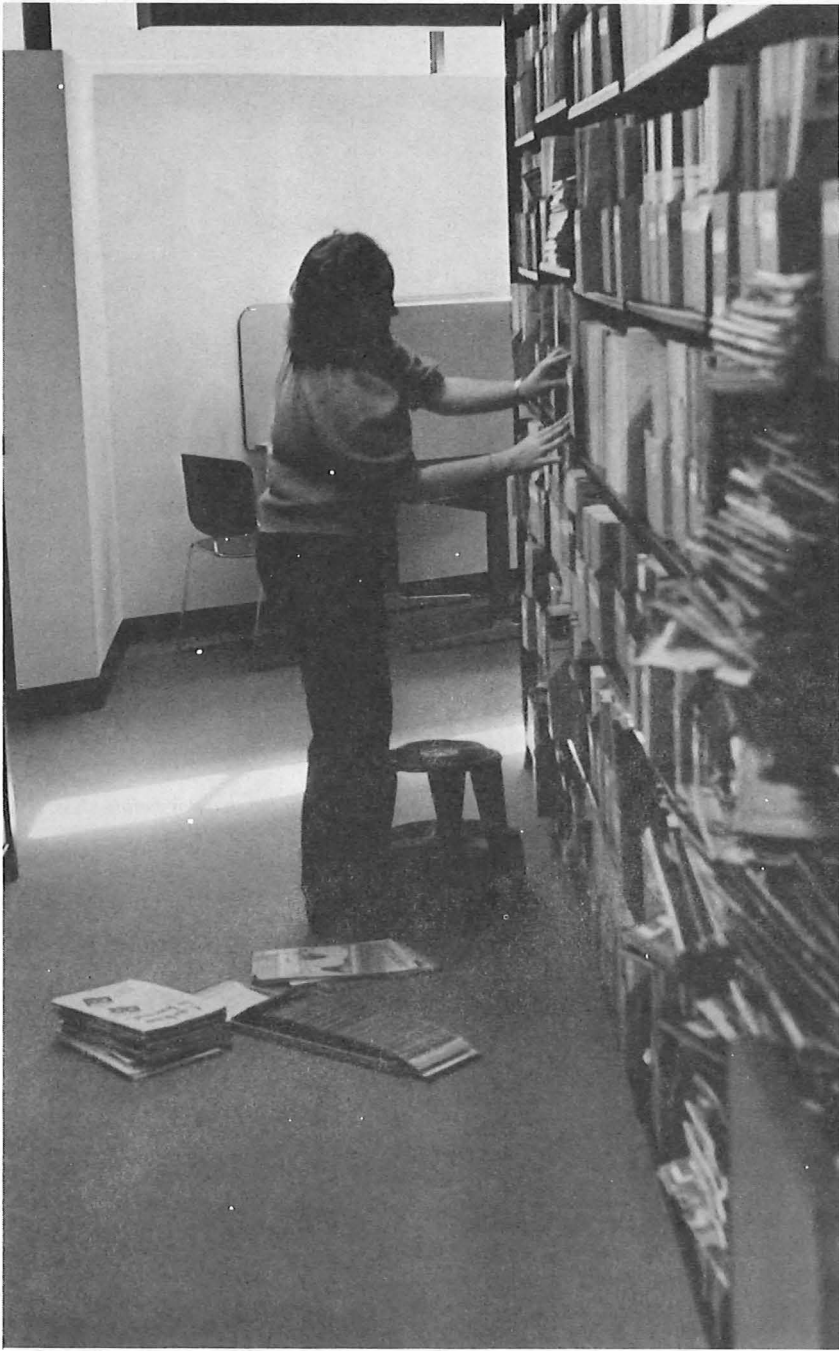
Courses for which the veteran and other eligible persons have received a passing grade, either at Roane State or transferred from another institution, may not be claimed for pay the

the second time. Courses in which the veteran and other eligible persons receive a grade of "F" may be repeated and claimed for pay. Elective hours beyond those allowed by the curriculum of the declared major or courses taken for audit may not be claimed for pay. Only those courses which count toward the veteran's declared major may be claimed for pay. A claim form for such courses must be completed each quarter and filed with the Veterans Affairs Office. Course substitution forms must be processed and approved as described on page 42 before the substituted course is claimed for payment.

Educational benefits will be terminated for those courses in which the veteran and other eligible persons have excessive, unexcused absences. This does not affect the right of the student to continue attending the course, provided he/she has been properly enrolled.

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

Further information is available at the Veterans Affairs Office.

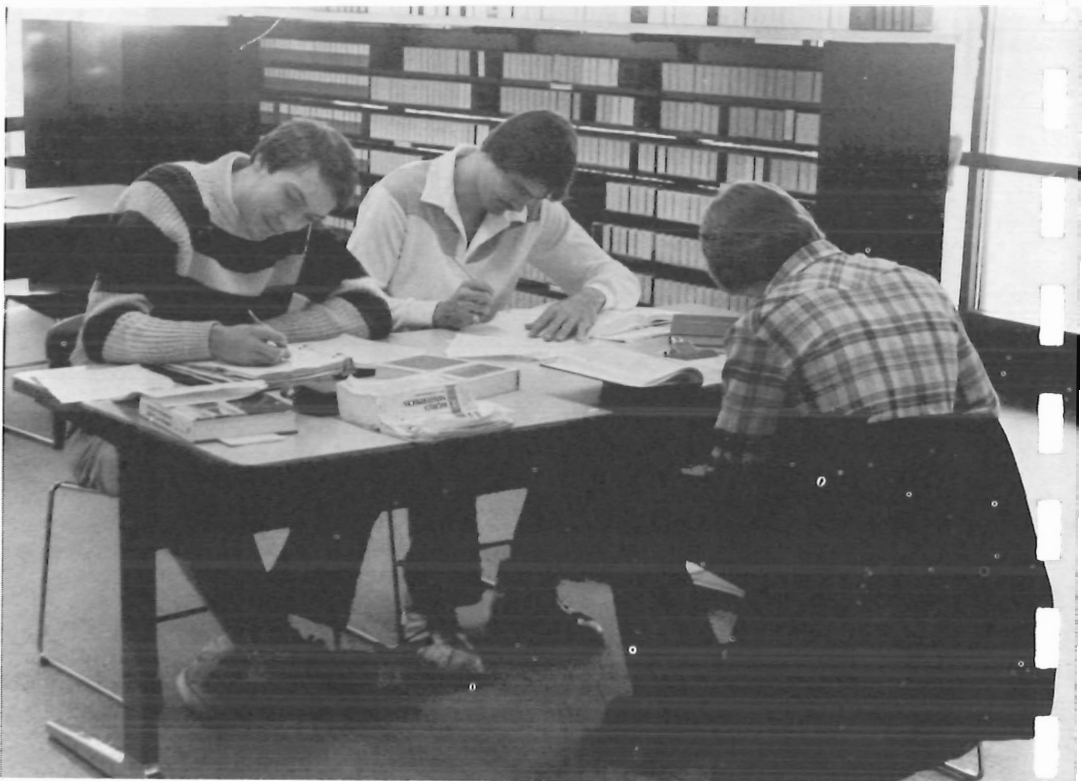


Library employee Jennifer Baker works to keep reference materials organized for students' use.



Coach Steve Peterson and the 1980-81 Raider Baseball team.

Sophomores Steve Oliphant and Greg Cheen get in some last-minute studying before class.





STUDENT AFFAIRS AND ACTIVITIES



STUDENT AFFAIRS

ORIENTATION FOR STUDENTS

All new students meet before Registration for Fall Quarter for the orientation program. One purpose of orientation is to introduce students to administrative 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 Community Relations Office, Counseling Services, and the Education Department and are executed with the assistance of faculty members and Student Government personnel. In addition to this orientation, all first-time, full-time students who take a majority of their courses on campus and/or in Oak Ridge are required to take Education 1000, Orientation to College, during their first quarter at Roane State.

COUNSELING AND TESTING CENTER

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

Confidentiality of counseling visits is assured so that students may feel free to discuss their concerns. Counselors also provide opportunities for students to develop interpersonal skills and to become more self-actualized using individual counseling, small group techniques, and courses in human development. Situations which cause students undue concern may disrupt their interpersonal relations and affect academic achievement. The Counseling Center provides the assistance and atmosphere to work through these problems.

Counseling may include aptitude, interest, achievement or personality tests as requested by the student. 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.

GED TEST

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

Satisfactory scores on the test enable the person to apply to his/her high school for an equivalency diploma. Persons who feel inadequately prepared to take the GED test can obtain assistance by taking a course entitled GED Preparation for High School Equivalency at the College.

ACT TEST

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

HEALTH SERVICES

The health and safety of students is a concern of the Student Affairs Office. The requirement of a completed Health History Form 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 and to offer

suggested referrals when needed. Health consultations and a variety of health programs are offered through the clinic.

Since the college does not collect a health fee, each student is responsible for his/her medical bills for services rendered by private physicians/other facilities. Application and claim forms for student accident and sickness insurance plan may be obtained in the clinic.

STUDENT ACCIDENT AND SICKNESS INSURANCE PLAN

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

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

TRAFFIC REGULATIONS

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

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

HOUSING

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

The local news media and real estate agencies are able to provide comprehensive listings of available rental housing. As a service to students, the Office of Community Relations maintains a bulletin board of current rental listings as well as an information exchange for students seeking roommates. Students, however, are responsible for making arrangements to rent these facilities from owners or their agents. The bulletin board is located at the end of the first floor hallway, main classroom building. Additional information and forms for use on the board may be obtained in the Office of Community Relations.

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

SOCIAL RETENTION STANDARDS

A student who fails to conduct himself/herself in an acceptable way may receive disciplinary dismissal; or, if the proper committee sees fit, he/she 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/her probation and be again reviewed by the committee before being removed from disciplinary probation standing.

ACTIVITIES

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

FINE ARTS

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

CLUBS AND ORGANIZATIONS

State Supported Organizations

CIRCA—The college news magazine edited and published by students during the year for the expression of student opinions, to inform students and staff of upcoming events both on and off the campus, and to release other information pertaining to or of interest to the students. The magazine is published under the advisement of the College Publications Committee, with a faculty advisor working closely with the staff of the magazine. The Publications Committee selects the Editor and Assistant Editor from applicants desiring to work in those positions.

HEADLINER—The student newspaper for the Oak Ridge campus to inform faculty and student of significant academic and social affairs and to provide opportunity for student literary expression.

STUDENT ACTIVITIES FEE BOARD—Composed of five voting members, presided over by the S.G.A. President, who make decisions on proposals for the funds generated by the \$1.00 Activities Fee that students pay quarterly. Any RSCC student, department, club, organization, or committee is eligible to request these funds. The President of the College has final authority on all matters dealing with allocations of Fee Board funds. Elections for the Student Activities Fee Board are held simultaneously with the S.G.A. Senate elections in Fall Quarter.

STUDENT GOVERNMENT ASSOCIATION—The SGA provides opportunities for students to offer constructive opinions, thereby promoting cooperation among students, faculty and administration, and works for the common good of Roane State by assisting in the promotion of social activities and special projects on the campus.

Clubs and Special Interest Organizations

ALUMNI ASSOCIATION—The Alumni Association is an organization which aids RSCC in realizing its objectives by promoting the advancement of the educational, social, and economic interests of RSCC, its students, faculty, administration, friends, and alumni.

BSU—The BSU promotes interfaith as a way of life among college students. It provides a ministry to individuals in the campus community who have need for a personal relationship with Jesus Christ or who have a need for Christian growth.

CIRCLE K—An international organization open to all students which promotes the adoption of high social, business, and professional standards through service to the campus and the community. It is affiliated with Kiwanis International.

COAL MINING TECHNOLOGIES OF AMERICA—CMTA combines the mutual efforts of students and staff in the advancement of educational knowledge about and employment opportunities in the fields of mining and reclamation technology.

CONCESSIONS CLUB—The Concessions Club promotes Roane State and its athletic program through the sale of concession items at home athletic events and special college programs.

DRAMA CLUB—The Drama Club is responsible for presenting plays on the Roane State campus.

FORENSIC CLUB—The Forensic Club promotes competition in areas of debate, impromptu, extemporaneous, and after-dinner speaking.

GAMMA BETA PHI—A national honor society which encourages scholastic effort and rewards academic merit, stands for and promotes worthy character and high ideals, and fosters, disseminates, and improves education through appropriate service projects.

LITERARY CLUB—The Literary Club organizes and assists financially a literary magazine and promotes interest in the literary efforts of the students of Roane State and the surrounding community.

PHI BETA LAMBDA—Phi Beta Lambda is a national organization open to all students enrolled in business office or teacher education programs at the college. Its aim is to help develop vocational competencies among those students who accept the purposes of the organization and subscribe to its creed.

ROTARACT CLUB—The Rotaract Club is an international organization open to all students to develop leadership and responsible citizenship through service to the community, and to advance the cause of international understanding and peace, and to promote recognition and acceptance of high ethical standards as a leadership quality and vocational responsibility. It is affiliated with Rotary International.

SCIENCE FICTION AND FANTASY CLUB—The Science Fiction and Fantasy Club promotes within the college the spirit and increased awareness of science fiction popularity especially as reflected in literature and the movie industry.

WOMEN STUDENT ORGANIZATION—The WSO increases women's awareness regarding opportunities available to them at Roane State while fostering a better understanding and appreciation, on the part of the administration, of the needs of women students at the college. In addition, the organization provides materials and programs to inform women students of 1) continuing education, 2) career planning, 3) financial aid, and 4) personal growth opportunities as well as offering personal support and guidance to current and prospective students.

VETERANS CLUB—The Veterans Club provides a means whereby veterans can meet for social purposes and keep abreast of current legislation and regulations affecting veterans' educational benefits but, especially, to provide a means for veterans to continue serving their college, community, and nation.

INTRAMURALS

A diverse program of activities provides students and staff the opportunity to participate in organized individual and team activities. The program does not require the intensified training and high degree of skill normally associated with varsity and/or professional competition. An individual's playing ability is not considered as important as the desire to enter into the true spirit of competition for the purpose of fun and relaxation. Participants, however, are expected to display good sportsmanship at all times.

The intramural program includes physical activities such as volleyball, flag football, basketball, and softball as well as less strenuous pastimes like chess, spades, and other card and table games.

In order to be eligible each participant must (1) be a bonafide student or staff member at RSCC; (2) not be a member of any varsity team competing in that sport intercollegiately; (3) not have played that intramural sport either professionally or semi-professionally. Participants who have previously competed in intercollegiate varsity competition in that sport may be eligible under certain restrictions.

RSCC can not assume responsibility for any injury(ies) incurred during practice for or participation in any of its intramural/recreational activities beyond the coverage extended to all students by Health Services.

ATHLETICS

Roane State competes in men's and women's basketball and tennis and men's baseball and golf as a member of the Eastern Division of the Tennessee Junior College Athletic Association.

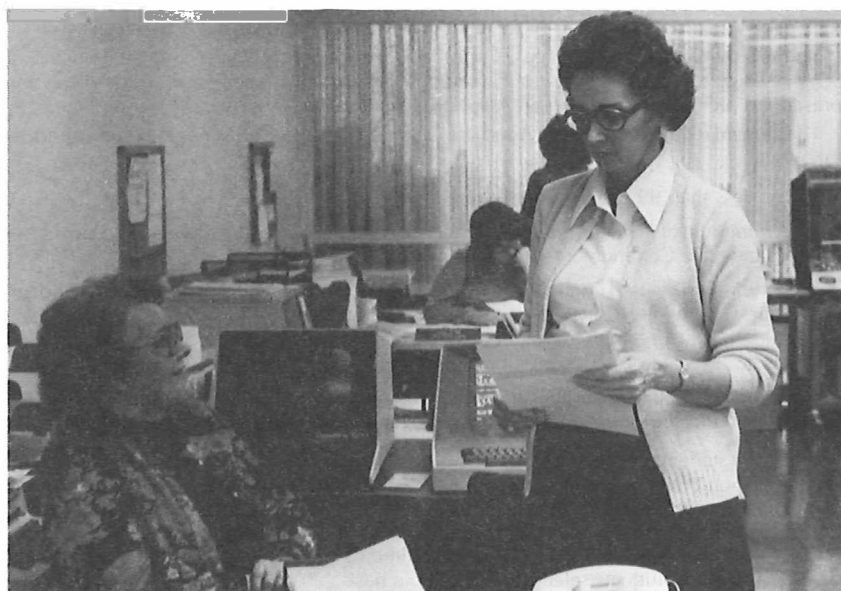
In order for a student to participate in athletics, eligibility requirements of the National Junior College Athletic Association must be met. Any inquiries about athletics should be directed to the Department of Athletics located in the gymnasium.

All RSCC students will be admitted to athletic contests upon presentation of a validated student identification card. An admission charge will be assessed all non-students.

Varsity cheerleading is open to both male and female full-time students. The election to the squad is accomplished through a series of tryouts and interviews, held each spring. In addition, a student must meet academic eligibility requirements to participate. Information regarding tryouts and practices is posted in the Student Center as well as distributed to local high schools.



ACADEMIC INFORMATION



PLANNING AN EDUCATIONAL PROGRAM

Students who are entering college for the first time and who will be full-time students (taking course loads of 12 quarter hours or more) are required to take a battery of placement tests before they register for their first quarter at Roane State. These tests are designed to be used by faculty advisors in helping students plan appropriate courses of study. Students who score below a tenth grade reading level on the Nelson-Denny Reading Test are required to take REA 1010 during their first quarter of enrollment at Roane State.

Some students may be required to meet further prerequisites to enter the program they select. In the best interests 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.

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

ATTENDANCE REGULATIONS

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

IMPORTANT: Non-attendance does not constitute a withdrawal from classes or from the College. Procedures to formally drop a course (see page 40) or to withdraw from the College (see page 43) must be followed. IT MAY PREVENT YOUR RECEIVING AN UNDESIRE "F" ON YOUR TRANSCRIPT.

DEGREE REQUIREMENTS

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 prescribed program of less than an Associate Degree.

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

1. Not less than 99 quarter hours of credit.
2. A minimum of 36 of the final 48 quarter hours of course work completed in residence at Roane State Community College.
3. A minimum over-all quality point average of 2.00 ("C") on all work attempted at Roane State Community College. In no case may transferred grades be used to raise the student's quality point average on courses taken at Roane State Community College; his/her 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 Academic Affairs.)

Any or all students may be required to take one or more tests designed to measure general education achievement and/or achievement in selected major areas as a prerequisite to graduation, for the purpose of evaluation of academic programs. Unless otherwise provided for any individual program, no minimum score or level of achievement is required for graduation. Participation in testing may be required for all students, for students in selected programs, and for students selected on a sample basis.

CORE 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 students an opportunity to explore interests and abilities in several fields of study so that they may plan more realistically for the continuation of their education; and (4) to prepare students to enter technical areas which require additional education beyond high school.

Students planning to transfer into special programs at senior institutions should work with the faculty advisor, using the appropriate check sheet of the institution to which they will be transferring. Roane State will provide, insofar as possible, college equivalency sheets from other institutions of higher education in the area. The accuracy of such transfer sheets is a responsibility of the college preparing them, not of Roane State.

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/her academic pursuits without undue penalty and hardship. The general (transfer education) core curriculum below is for students primarily planning to transfer to senior institutions immediately upon graduation from Roane State Community College. The career education core curriculum below is primarily for students planning immediate employment upon graduation. The minimum expectation for graduation in a particular program is outlined on the following pages of the Degree and Certification Programs section.

GENERAL (TRANSFER) CORE CURRICULUM

Area of Study	Minimum Quarter Hours Required
American History	9
English Composition	9
Humanities (To include six hours of literature)	12
Mathematics	3
Natural/Physical Science ¹	12
Orientation to College ²	1
Physical Education Activities ³	3

¹Requirement must be met from the same sequence. Student may select Biology, Chemistry, Geology, Natural Science, or Physics.

²Required of all first time, full time students who take a majority of courses on campus or at Oak Ridge.

³Students completing a majority of their courses in the evening or at off-campus locations other than Oak Ridge may substitute a three-hour Health or Recreation course (one not required by their degree program) to fulfill this requirement. A petition for substitution must be filed with the office of Admissions and Records.

CAREER EDUCATION CORE CURRICULUM

Area of Study	Minimum Quarter Hours Required
Humanities (To include six hours composition)	9
Orientation to College ¹	1
Physical Education Activities ²	3
Social Science Elective	9

¹Required of all first time, full time students who take a majority of courses on campus or at Oak Ridge.

²Students completing a majority of their courses in the evening or at off-campus locations other than Oak Ridge may substitute a three-hour Health or Recreation course (one not required by their degree program) to fulfill this requirement. A petition for substitution must be filed with the office of Admissions and Records.

EVENING COURSES

Roane State Community College is dedicated to the philosophy that education is a never-ending process; it continues throughout the lifetime of an individual. Thus, the college makes every effort to offer the advantages of at least part of its total program to every person in the community who can benefit from the experience.

The evening program at Roane State Community College is more than a separate series of night classes designed for students beyond the traditional college age. The College instead offers a full selection of courses from 8:00 a.m. until 9:15 p.m., enabling students of all ages to schedule classes at times convenient and suitable to their needs. Roane State Community College believes that the resulting association of older students, having a background of work and life experiences, with recent high school graduates is mutually beneficial.

Two full years of college training can be completed during the evening, and the requirements can be met for many of the Associate of Arts or Associate of Science degrees. Evening students must meet the same degree requirements as those attending day classes (with the exception of physical education, which may be waived under certain conditions). Experienced advisors and counselors are available to those evening students desiring help in planning a degree or a certificate program.

OFF-CAMPUS COURSES

Roane State Community College also offers both day and evening classes in many locations throughout its service area. Classes are offered in off-campus locations for the benefit and convenience of students in its large service area, giving many students a chance to continue their education who would otherwise be unable to because of time or travel restrictions. These classes are staffed by qualified instructors from the academic divisions of the college and are of equal quality to the same courses on campus. Nearly all courses offered on campus can also be offered off-campus, with the exception of certain courses requiring special equipment. Most of the requirements for many Associate of Arts or Associate of Science degrees can be completed at off-campus locations. Experienced advisors and counselors are available to off-campus students desiring help in planning a degree or a certificate program.

COOPERATIVE EDUCATION PROGRAM

The Cooperative Education program provides a balanced education using classroom theory in real employment situations. Cooperative Education programs bring business, industry and government into direct cooperation with students and educators where employment is considered to be a regular, continuing, and essential element in the education process. The length of cooperative education employment varies from one to four quarters and must be in a job related to the student's academic major or in a career area that the student is exploring. In addition, Roane State participates through consortium agreements with senior institutions. Roane State students who intend to transfer to a senior institution may be placed on a co-op work experience arranged by the senior college.

Students wishing to participate in the cooperative education program must make application to the coordinator of Cooperative Education. After the application is reviewed, both the coordinator of Cooperative Education and the academic department in which the student is enrolled or exploring must approve and supervise the cooperative work experience.

LEARNING AND READING LABORATORIES

The Learning Lab and the Reading Lab, both located on the second floor of the Library, provide an opportunity for under-prepared students in mathematics, English, reading, study skills, and science areas to improve skills so that they may succeed in college level courses. Classes are taught each quarter or students may work in the lab individually on specified problems. The Learning Lab and the Reading Lab both offer personalized instruction utilizing

the latest audio-visual equipment including tape players, slide viewers, film strip and film loop viewers, and computer-assisted instruction. These labs are open every day and some evenings each quarter.

LIBRARY

The library serves, primarily, the students and faculty of the college and, secondarily, members of the surrounding communities. In its collection of books, periodicals, microfilm, recordings, and other audio/visual material the library makes available resources to support the curriculum and to provide for recreational reading.

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

The Library of Congress classification system is used and books are shelved in open stacks for self-service. Books may be checked out for a two-week period with renewal privilege. No fines are charged for overdue books, but all overdue books are subject to recall at any time by the Librarian. Borrowers are responsible for replacement of lost or damaged materials.

Interlibrary loan service is available to all patrons so that material not owned by the Roane State library may be borrowed from another library. Information is available from any member of the library staff.

Gifts to the library are welcomed. However, the library staff reserves the right to (1) evaluate the usefulness of the gift prior to its acceptance, (2) use the gift in any manner that will be most beneficial to the library and (3) at the discretion of the Librarian, discard any gift that is no longer useful. The Librarian welcomes recommendations on the purchase of new material from both students and faculty.

COMMUNITY SERVICES PROGRAM

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

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

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

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

Inquiries concerning credit courses should be directed to:

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

TRANSFER PROGRAMS

Collège 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 for use in planning his/her transfer program.

SUMMARY OF TRANSFER PROGRAM OFFERINGS

DEPARTMENT	MAJOR	OPTION WITHIN MAJOR	DEGREE
Humanities	General	Art	AA
	General	General	AA
Humanities	General	Music	AA
Social Science	General	Social Science	AA
Humanities	General	Art	AS
Education	General	Art Education	AS
Math/Science	General	Biology	AS
Business	General	Business Administration	AS
Education	General	Business Education	AS
Education	General	Early Childhood Education	AS
Education	General	Elementary Education	AS
Health, Physical Education and Recreation	General	General	AS
	General	Health, Physical Education and Recreation	AS
Math/Science	General	Mathematics or Physical Science	AS
Education	General	Music Education	AS
Math/Science	General	Pre-Engineering	AS
Math/Science	General	Pre-Med, Pre-Dentistry, Pre-Pharmacy	AS
Math/Science	General	Pre-Nursing	AS
Education	General	Secondary Education	AS
Social Science	General	Social Science	AS
Education	General	Special Education	AS
Engineering Technology	General	Technology	AS

CAREER EDUCATION

The expanding economy and the increased emphasis upon scientific research and development have brought about an ever increasing demand for the well educated person to work with and under the supervision of the scientist, the engineer, the doctor, and the manager of the business world. 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, requiring education at the college level.

The career education programs at Roane State Community College are constructed so that the student may seek employment at the completion of his/her program or transfer to a four year institution for upper level training.

SUMMARY OF CAREER EDUCATION PROGRAM OFFERINGS

DEPARTMENT	MAJOR	OPTION WITHIN MAJOR	DEGREE
Business	Business Management Technology	Accounting	AS
		Banking	AS
		General Business	AS
		Insurance	AS
		Management and Supervision	AS
		Savings Association	AS
		Small Business	AS
Engineering Technology	Coal Mining Technology	Deep Mine Surface Mine	AS AS
Business	Computer Science Technology	Business Scientific (transfer)	AS AS
Engineering Technology	Electrical and Electronics Technology		AS
Engineering Technology	Engineering Technology	Chemical Engineering Civil Engineering Electrical Engineering Mechanical Engineering	AS AS AS AS
Engineering Technology	Fire Science Technology	Fire Service Fire Protection Fire Science (transfer)	AS AS AS
Allied Health	Medical Laboratory Technology		AS
Allied Health Engineering Technology	Medical Record Technology Mini/Microcomputer Technology		AS AS
Nursing Business	Nursing Office Administration	Executive Secretary General Clerical Medical Secretary	AS AS AS AS
Police Science	Police Science and Criminology Education	Corrections Police Science	AS AS AS
Allied Health Health, P. E. and Recreation	Radiologic Technology Recreation Management Technology		AS
Allied Health	Respiratory Therapy Technology		AS
Engineering Technology	Drafting and Design		Certificate
Engineering Technology	Electronics		Certificate
Business	Secretarial Science		Certificate
Engineering Technology	Surveying		Certificate

DIVISIONS AND DEPARTMENTS OF INSTRUCTION**ARTS AND SCIENCES****Education**

Developmental Studies
 Education
 Reading

**Health, Physical Education,
and Recreation**

Health
 Physical Education
 Recreation

Humanities

Art
 English
 Journalism
 Language
 Music
 Philosophy
 Speech

Mathematics and Sciences

Biology
 Chemistry
 Geology
 Mathematics
 Natural Science
 Physics

Social and Behavioral Sciences

Geography
 History
 Police Science
 Political Science
 Psychology
 Sociology

CAREER EDUCATION**Allied Health and Nursing**

Medical Laboratory Technology
 Medical Record Technology
 Nursing
 Radiologic Technology
 Respiratory Therapy

Business and Economics

Business
 Computer Science
 Economics
 Office Administration

Engineering Technology

Coal Mining Technology
 Electrical and Electronics Technology
 Engineering Technology
 Fire Science Technology
 Mini/Micro Computer Technology

NOTICE

The provisions of this catalog constitute a contract between Roane State Community College and a student who commences any program of study insofar as it relates to the degree requirements for that program during the effective period of this catalog and the degree requirements are subject to change during such period only to the extent required by federal or state laws or accreditation standards. The specific courses or activities constituting the degree requirements for any program are subject to substitution at any time prior to completion by the student.

The remaining provisions of this catalog reflect the general nature of and conditions concerning the educational services of Roane State Community College in effect at this time, but do not constitute a contract or otherwise binding commitment between the College and the student. Any fees, charges, or costs, and all academic regulations set forth in this catalog are subject to change at any time, and all courses, programs and activities described in this catalog are subject to cancellation or termination by the College or the State Board of Regents at any time.

Roane State Community College provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through faculty who, in the opinion of the College, are trained and qualified for teaching at the college level. However, the acquisition of knowledge by any student is contingent upon the student's desire to learn and his or her application of appropriate study techniques to any course or program. As a result, the College does not warrant or represent that any student who completes a course or program of study will necessarily acquire any specific knowledge or skills, or will be able to successfully pass or complete any specific examination for any course, degree, or license.



Medical Laboratory Technology instructor Jane Nichols lectures to her Laboratory class.





DEGREE PROGRAMS



This section contains summaries of each degree and certificate program offered by Roane State Community College, listing required courses and the quarters in which they should be scheduled so that the programs may be completed in a timely and efficient manner. Although students may choose to be self-advised, it is to the student's advantage to work with an advisor from the appropriate department (see page 72) in planning a program of study.

TRANSFER PROGRAMS

This group of programs is designed primarily for students who wish to transfer to a four-year institution and complete a baccalaureate degree. These students should secure a copy of the catalog of the institution to which they plan to transfer and use it in planning their course of study at Roane State. The Associate of Arts General and Associate of Science General transfer degree programs all contain a core group of courses (listed below) to which other courses are added to complete one of the following options.

CORE REQUIREMENTS

Catalog Number	Course Title	Quarter Hours
EDU 1000	Orientation to College ¹1
ENG 1010, 20, 30	Composition I, II, III9
	Humanities ²6
	Sophomore English6
	Mathematics ³3
	Physical/Natural Science ⁴12
HIS 2110, 20, 30	Survey of American History I, II, III9
	Physical Education Activities ⁵3
	TOTAL	49

¹Required of all first time, full time students who take a majority of their courses on campus or in Oak Ridge.

²If not specified in option selected, student may choose from any courses offered by the Humanities Department.

³If not specified in option selected, student may choose any course offered by the Mathematics Department.

⁴If not specified in option selected, student may choose any science sequence. Requirement must be met from the same sequence.

⁵Students completing the majority of their courses in the evening or at off-campus locations other than at Oak Ridge may substitute one three hour health or recreation course (one not required by their degree program) to fulfill this requirement. A petition for substitution must be filed with the Office of Admissions and Records.

ART OPTION

The art curriculum is designed primarily for the general enrichment of the student as well as providing professional art and liberal arts course work for transfer to a four-year institution. This program is designed to develop fundamental skills in 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		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
ART 1110, 20, 30	Basic Studio I, II, III	3	3	3			
ART 2010, 20, 30	Art History Survey I, II, III				3	3	3
EDU 1000	Orientation to College	1					
ENG 1010, 20, 30	Composition I, II, III	3	3	3			
HIS 2110, 20, 30	Survey of American History I, II, III				3	3	3
SPE 2410	Basic Speech Communication						3
	Art Electives		3	3	3	3	
	Electives ¹	3	3	3	3	3	3
	Mathematics				3		
	Physical Education Activities		1	1		1	
	Physical/Natural Science	4	4	4			
	Social Science Electives	3			3		
	Sophomore English					3	3
	TOTAL CREDIT HOURS—100	17	17	17	18	16	15

¹To include nine hours of foreign language for an Associate of Arts Degree.

ART EDUCATION OPTION

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		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
ART 1110, 20, 30	Basic Studio I, II, III	3	3	3			
ART 1810	School Art						3
ART 2010, 20, 30	Art History Survey I, II, III				3	3	3
EDU 1000	Orientation to College	1					
EDU 2010	Introduction to Education	3					
EDU 2410	Human Growth and Development				3		
EDU 2910	Prospective Teacher Cooperative Practicum I					3	
ENG 1010, 20, 30	Composition I, II, III	3	3	3			
HEA 2210	Personal Health			3			
HIS 2110, 20, 30	Survey of American History I, II, III				3	3	3
MAT 2310, 20	Concepts of Mathematics I, II	3	3				
PSY 1010	General Psychology I		3				
SPE 2410	Basic Speech Communication				3		
	Art Electives			3	3		
	Electives					3	3
	Physical Education Activities	1	1	1			
	Physical/Natural Science	4	4	4			
	Sophomore English				3	3	3
	TOTAL CREDIT HOURS—100	18	17	17	18	15	15

BIOLOGY OPTION

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

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
BIO 1110, 20, 30	General Biology I, II, III ¹	4	4	4			
BIO 2610	Genetics				4		
BIO 2620	Cell Biology					4	
BIO 2630	Ecology						4
CHE 1110, 20, 30	General Chemistry I, II, III				4	4	4
EDU 1000	Orientation to College	1					
ENG 1010, 20, 30	Composition I, II, III	3	3	3			
HIS 2110, 20, 30	Survey of American History I, II, III		3	3	3		
MAT 1110, 20, 30	Introduction to Analysis I, II, III	3	3	3			
SPE 2410	Basic Speech Communications	3					
	Electives ²		3	3	3	3	
	Humanities Electives						3
	Physical Education Activities	1	1	1			
	Social Science Electives					3	6
	Sophomore English				3	3	
	TOTAL CREDIT HOURS—100	15	17	17	17	17	17

¹Students with at least two years of high school biology or satisfactory ACT scores may, with permission from the Math-Science division, omit BIO 1110, 20, 30 and enter BIO 2610, 20, 30 directly (see course listings under Biology). If BIO 2610, 20, 30 are elected, CHE 2310, 20, 30 are recommended as electives.

²Recommended electives might include additional biology, math, geography, physics, organic chemistry, economics, or psychology.

BUSINESS ADMINISTRATION OPTION

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

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
BUS 1010	Introduction to Business	3					
BUS 2210, 20, 30	Principles of Accounting I, II, III ¹				3	3	3
CST 2220	COBOL Programming					4	
ECO 2010, 20, 30	Principles of Economics I, II, III				3	3	3
EDU 1000	Orientation to College	1					
ENG 1010, 20, 30	Composition I, II, III	3	3	3			
GGY 2210	Introduction to Economic Geography		3				
HIS 2110, 20, 30	Survey of American History I, II, III				3	3	3
MAT 1110, 20, 30	Introduction to Analysis I, II, III ²	3	3	3			
MAT 2550	Probability and Statistics						3
PSY 1010, 20	General Psychology I, II	3	3				

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
SOC 2010	Introduction to Sociology			3			
	Electives				6		
	Humanities Electives			3			3
	Physical Education Activities	1	1	1			
	Physical/Natural Science	4	4	4			
	Sophomore English				3	3	
	TOTAL CREDIT HOURS—101	18	17	17	18	16	15

¹BUS 2250 may be substituted for BUS 2230.

²Or MAT 2610, 20.

BUSINESS EDUCATION OPTION

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 office administration or teaching business education.

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
BIO 1110, 20, 30	General Biology I, II, III	4	4	4			
BUS 1010	Introduction to Business	3					
BUS 2210, 20, 30	Principles of Accounting I, II, III ¹				3	3	3
ECO 2010, 20, 30	Principles of Economics I, II, III				3	3	3
EDU 1000	Orientation to College	1					
EDU 2010	Introduction to Education			3			
EDU 2910	Prospective Teacher Cooperative Practicum I				3		
ENG 1010, 20, 30	Composition I, II, III	3	3	3			
HIS 2110, 20, 30	Survey of American History I, II, III	3	3	3			
MAT 1110, 20, 30	Introduction to Analysis I, II, III				3	3	3
OAD 1010, 20, 30	Typing I, II, III	3	3	3			
OAD 1110, 20, 30	Shorthand I, II, III ²	5	5	5			
OAD 2020	Word Processing						3
OAD 2110	Shorthand Transcription ²				5		
PSY 1010	General Psychology I				3		
PSY 2210	Educational Psychology			3			
SPE 2410	Basic Speech Communication						3
	Physical Education Activities	1	1	1			
	Sophomore English				3	3	3
	TOTAL CREDIT HOURS—100 (120) ²	18	17	17	15	15	18
		(23)	(22)	(22)	(20) ²		

¹BUS 2250 may be substituted for BUS 2230.

²Taken only if student wishes to be certified in shorthand.

EARLY CHILDHOOD EDUCATION OPTION

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

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
ART 1810	School Art			3			
BIO 1110, 20, 30	General Biology I, II, III	4	4	4			
EDU 1000	Orientation to College	1					
EDU 1110	Introduction to Early Childhood Education			3			
EDU 2410	Human Growth and Development	3					
EDU 2810	Child Development from Infancy Through Age Eight			3			
EDU 2820	Creative Activities and Experiences for Young Children			3			
EDU 2910, 20	Prospective Teacher Cooperative Practicum I, II			3	3		
EDU 2930	Field Experiences in Early Childhood Education						3
ENG 1010, 20, 30	Composition I, II, III	3	3	3			
HEA 2310	Safety and First Aid	3					
HEA 2410	Community Health						3
HIS 2110, 20, 30	Survey of American History I, II, III				3	3	3
MAT 2310, 20, 30	Concepts of Mathematics I, II, III				3	3	3
MUS 1010	Music Appreciation		3				
PSY 1010	General Psychology I	3					
SPE 2410	Basic Speech Communication						3
	Electives				6	3	
	Physical Education Activities	1	1	1			
	Sophomore English				3	3	3
	TOTAL CREDIT HOURS—100	18	17	17	18	15	15

ELEMENTARY EDUCATION OPTION

The elementary education curriculum is designed for a student who wishes to take the first two years of a program toward certification. This curriculum 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		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
ART 1810	School Art			3			
EDU 1000	Orientation to College	1					
EDU 2010	Introduction to Education ¹	3					
EDU 2410	Human Growth and Development			3			
EDU 2710	Reading in the Elementary Schools ¹			3			
EDU 2910	Prospective Teacher Cooperative Practicum I			3			
ENG 1010, 20, 30	Composition I, II, III	3	3	3			
GGY 1010	Physical Geography I	3					
HEA 2210	Personal Health						3
HEA 2310	Safety and First Aid	3					
HEA 2410	Community Health				3		
HIS 2110, 20, 30	Survey of American History I, II, III				3	3	3
MAT 2310, 20, 30	Concepts of Mathematics I, II, III				3	3	3
MUS 1010	Music Appreciation		3				
PED 2810	Teaching Physical Education in the Elementary Schools						3
PSY 1010	General Psychology I	3					
PSY 2210	Educational Psychology						3
SOC 2010	Introduction to Sociology						3
SPE 2410	Basic Speech Communication				3		
	Electives ²						3
	Physical Education Activities	1	1	1			
	Physical/Natural Science	4	4	4			
	Sophomore English				3	3	3
	TOTAL CREDIT HOURS—100	18	17	17	15	18	15

¹EDU 1110, 2810, or 2820 may be substituted for students planning to go to UTK, or ETSU.

²The following courses are suggested as elective hours: EDU 1010, 2810, 2820, 2920, 2930.

GENERAL OPTION

With an appropriate choice of electives, a student can, by following this general program, earn an associate degree from RSCC and also complete the lower division requirements for the baccalaureate at a four-year institution. Students who are interested in a professionsuch as law, agriculture, architecture, advertizing, etc. should select this option.

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
EDU 1000	Orientation to College	1					
ENG 1010, 20, 30	Composition I, II, III	3	3	3			
HIS 2110, 20, 30	Survey of American History I, II, III		3	3	3		
	Electives ¹	6	6	6	12	9	12
	Humanities					3	3
	Mathematics	3					
	Physical Education Activities		1	1		1	
	Physical/Natural Science	4	4	4			
	Sophomore English				3	3	
	TOTAL CREDIT HOURS—100	17	17	17	18	16	15

¹To include 9 hours of foreign language for an Associate of Arts degree.

HEALTH, PHYSICAL EDUCATION AND RECREATION OPTION

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

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
BIO 1110, 20, 30	General Biology I, II, III	4	4	4			
EDU 1000	Orientation to College	1					
EDU 2010	Introduction to Education		3				
ENG 1010, 20, 30	Composition I, II, III	3	3	3			
HEA 2210	Personal Health		3				
HEA 2310	Safety and First Aid			3			
HEA 2410	Community Health						3
HIS 2110, 20, 30	Survey of American History I, II, III				3	3	3
MAT 2310, 20	Concepts of Mathematics I, II				3	3	
PED 2710	Introduction to Physical Education	3					
PED 2720	Teaching Individual and Dual Sports					3	
PED 2810	Teaching Physical Education in Elementary Schools						3
PSY 1010, 20	General Psychology I, II	3	3				
PSY 2210	Educational Psychology				3		
PSY 2410	Child Psychology			3			
SPE 2410	Basic Speech Communication					3	
	Elective	3					
	Physical Education Activities	1	1	1			
	Recreation Electives			3	3		
	Social Science Electives				3		3
	Sophomore English				3	3	3
	TOTAL CREDIT HOURS—100	18	17	17	18	15	15

MATHEMATICS OR PHYSICAL SCIENCE OPTION¹

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 chemistry, mathematics, physics, or any area which has similar requirements for the first two years.

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
CHE 1110, 20, 30	General Chemistry I, II, III ²	4	4	4			
EDU 1000	Orientation to College	1					
ENG 1010, 20, 30	Composition I, II, III	3	3	3			
HIS 2110, 20, 30	Survey of American History I, II, III						3
MAT 2610, 20, 30, 40	Calculus and Analytic Geometry I, II, III, IV	5	5	5	5		
MAT 2650	Linear Algebra ³						3
MAT 2710	Differential Equations ³					5	
PHY 2110, 20, 30	Physics I, II, III				4	4	4
	Electives ⁴				3		5
	Humanities				3	3	
	Physical Education Activities	1	1	1			
	Social Science Electives	3				3	3
	Sophomore English				3	3	
	TOTAL CREDIT HOURS—103	17	16	16	18	18	18

¹Follow the above curriculum for mathematics or physics emphasis. For a chemistry emphasis, reduce the math requirements to MAT 2610, 20, 30, 40; reduce electives to 4 hours; and add CHE 2310, 20, 30.

²Students choosing a mathematics emphasis may substitute a three quarter biology sequence.

³MAT 1310 and MAT 2550 may be substituted for MAT 2650 and MAT 2710.

⁴Should be used for MAT 1050 and/or MAT 1500 if needed.

MUSIC OPTION

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 curriculum in this degree is designed to give the performing music major a sound basis for continuing music study at a senior institution.

NOTE: All music majors must have a major applied area at the college level; all music majors must pass a piano proficiency examination equivalent to two years of college piano; all music majors must attend all solo classes and other selected performances.

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
EDU 1000	Orientation to College	1					
ENG 1010, 20, 30	Composition I, II, III	3	3	3			
HIS 2110, 20, 30	Survey of American History I, II, III				3	3	3
MUS 1020	Fundamentals of Music	3					
MUS 1110, 20	Theory		3	3			
MUS 1111, 21	Theory Practicum	1	1				
MUS 1112, 22	Keyboard Practicum	1	1				
MUS 2010, 20, 30	Introduction to Music Literature I, II, III				2	2	2
MUS 2110, 20, 30	Advanced Theory				3	3	3
MUS 2111, 21, 31	Advanced Theory Practicum				1	1	1
MUS 2112, 22, 32	Advanced Keyboard Practicum				1	1	1
	Applied Instruction in Music	2	2	2	2	2	2
	Electives ¹	3	3	3			
	Ensemble	1	1	1	1	1	1
	Mathematics				3		

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
	Physical Education Activities				1	1	1
	Physical/Natural Science	4	4	4			
	Sophomore English					3	3
	TOTAL CREDIT HOURS—104	17	18	18	17	17	17

¹Must be a foreign language for the Associate of Arts degree.

MUSIC EDUCATION OPTION

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.

NOTE: All music majors must have a major applied area at the college level; all music majors must pass a piano proficiency examination equivalent to two years of college piano; all music majors must attend all solo classes and other selected performances.

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
EDU 1000	Orientation to College	1					
EDU 2010	Introduction to Education	3					
ENG 1010, 20, 30	Composition I, II, III	3	3	3			
HEA 2210	Personal Health						3
HIS 2110, 20, 30	Survey of American History I, II, III		3	3	3		
MUS 1020	Fundamentals of Music	3					
MUS 1110, 20	Theory		3	3			
MUS 1111, 21	Theory Practicum		1	1			
MUS 1112, 22	Keyboard Practicum		1	1			
MUS 2010, 20, 30	Introduction to Music Literature I, II, III				2	2	2
MUS 2110, 20, 30	Advanced Theory				3	3	3
MUS 2111, 21, 31	Advanced Theory Practicum				1	1	1
MUS 2112, 22, 32	Advanced Keyboard Practicum				1	1	1
PSY 1010	General Psychology				3		
PSY 2210	Educational Psychology					3	
PSY 2410	Child Psychology						3
SPE 2410	Basic Speech Communication						3
	Applied Instruction to Major Areas	1	1	1	2	2	2
	Ensemble	1	1	1	1	1	1
	Mathematics	3					
	Physical Education Activities		1	1			1
	Physical/Natural Science	4	4	4			
	Sophomore English				3	3	
	TOTAL CREDIT HOURS—110	19	18	18	19	17	19

PRE-ENGINEERING OPTION

The basic pre-engineering curriculum is designed for a student desiring to earn a baccalaureate degree in any engineering field at a four-year institution. Upon the successful completion of the basic program, the student can transfer to an engineering college and major in these engineering fields: aerospace, chemical, civil, electrical, engineering mechanics, engineering physics, engineering science, industrial, mechanical, metallurgical, nuclear, etc. See page 96 for two year engineering technology programs.

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
CHE 1110, 20, 30	General Chemistry I, II, III	4	4	4			
EDU 1000	Orientation to College	1					
ENG 1010, 20, 30	Composition I, II, III	3	3	3			
ERG 1060, 70	Fundamentals of Engineering Graphics I, II	4	4				
ERG 1100	Introduction to Engineering ¹	3					
ERG 2010, 20	Engineering Mechanics I, II				3	3	
ERG 2110	Thermodynamics						3
HIS 2110, 20, 30	Survey of American History I, II, III			3	3	3	
MAT 2610, 20, 30, 40	Calculus and Analytic Geometry I, II, III, IV	5	5	5		5	
MAT 2650	Linear Algebra				3		
MAT 2710	Differential Equations						5
PHY 2110, 20, 30	Physics I, II, III				4	4	4
	Elective ²						3
	Humanities Electives			3	3		
	Physical Education Activities			1	1	1	
	Sophomore English					3	3
	TOTAL CREDIT HOURS—109	20	19	16	17	19	18

¹Students planning to transfer to UTK should substitute CST 1020, Introduction to Programming, for ERG 1100.

²Students starting with MAT 1500, Pre-Calculus, should use this course for their elective.

PRE-MEDICINE, PRE-DENTISTRY, PRE-PHARMACY OPTION

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

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
BIO 1110, 20, 30	General Biology I, II, III ¹	4	4	4			
CHE 1110, 20, 30	General Chemistry I, II, III	4	4	4			
CHE 2310, 20, 30	Organic Chemistry I, II, III				4	4	4
EDU 1000	Orientation to College	1					
ENG 1010, 20, 30	Composition I, II, III	3	3	3			
HIS 2110, 20, 30	Survey of American History I, II, III			3	3		
MAT 1110, 20, 30	Introduction to Analysis I, II, III	3	3	3			
PHY 2010, 20, 30	General Physics I, II, III				4	4	4
	Elective						3
	Humanities				3		3
	Physical Education Activities	1	1	1			
	Social Science Electives					3	3
	Sophomore English				3	3	
	TOTAL CREDIT HOURS—100	16	18	18	17	14	17

¹Students with at least two years of high school biology or satisfactory ACT scores may, with permission from the Math-Science division, omit BIO 1110, 20, 30 and enter BIO 2610, 20, 30 directly (see course listings under Biology). If BIO 1110, 20, 30 are elected, BIO 2610, 20 are recommended as electives. If BIO 2610, 20, 30 are elected, one year of foreign language is also recommended.

PRE-NURSING OPTION

The pre-nursing curriculum is designed for the student planning to complete the baccalaureate degree at a four-year institution. This program meets the transfer requirements of students entering the junior year of study at The University of Tennessee at Knoxville. Before entering this plan of study, the student should become knowledgeable of specific pre-transfer requirements of other transfer institutions. Since many programs accept a limited number of applicants early in the school year for the next year's class, application should be made at the conclusion of the freshman year at Roane State.

See page 112 for the two-year, associate degree program in Nursing.

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
BIO 2310, 20, 30	Anatomy and Physiology I, II, III				4	4	4
BIO 2510	Microbiology					4	
BIO 2610	Genetics						4
CHE 1010, 20, 30	Basic Chemistry I, II, III	4	4	4			
EDU 1000	Orientation to College	1					
ENG 1010, 20, 30	Composition I, II, III	3	3	3			
HIS 2110, 20, 30	Survey of American History I, II, III				3	3	3
MAT 1110	Introduction to Analysis I	3					
PSY 1010, 20, 30	General Psychology I, II, III	3	3	3			
PSY 2410	Child Psychology				3		
SOC 2010	Introduction to Sociology	3					
SOC 2020	Social Institutions		3				
SOC 2030	Social Problems			3			
SOC 2110	Introduction to Cultural Anthropology				3		
SOC 2120	Introduction to Prehistory and Archeology					3	
	Electives						6
	Humanities Electives		3	3			
	Physical Education Activities	1	1	1			
	Sophomore English				3	3	
	TOTAL CREDIT HOURS—102	18	17	17	16	17	17

SECONDARY EDUCATION OPTION

The secondary education curriculum is designed for the student who wishes to take the first two years of a program toward certification. This option 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.

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
ART 1010	Art Appreciation ¹	3					
EDU 1000	Orientation to College	1					
EDU 2010	Introduction to Education	3					
EDU 2910	Prospective Teacher Cooperative Practicum I				3		
ENG 1010, 20, 30	Composition I, II, III	3	3	3			
HEA 2210	Personal Health			3			
HEA 2310	Safety and First Aid		3				
HEA 2410	Community Health						3
HIS 2110, 20, 30	Survey of American History I, II, III				3	3	3
MAT 2310, 20	Concepts of Mathematics I, II ²				3	3	
PSY 1010	General Psychology I		3				
PSY 2210	Educational Psychology ³					3	
SOC 2010	Introduction to Sociology			3			

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
SPE 2410	Basic Speech Communication Electives*	3	3	3		6	3
	Physical Education Activities	1	1	1			
	Physical/Natural Science	4	4	4			
	Social Science Electives				3		3
	Sophomore English				3	3	3
	TOTAL CREDIT HOURS—100	18	17	17	15	18	15

*MUS 1010 may be substituted for ART 1010.

*Students planning to teach mathematics should take a higher mathematics sequence.

*EDU 2920 or 2410 may be substituted for students going to UTK.

*Electives should be concentrated in the area of certification.

SOCIAL SCIENCE OPTION

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

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
EDU 1000	Orientation to College	1					
ENG 1010, 20, 30	Composition I, II, III	3	3	3			
HIS 2110, 20, 30	Survey of American History I, II, III		3	3	3		
SPE 2410	Basic Speech Communication Electives	3					3
	Humanities Electives ¹					3	3
	Mathematics		3	3			
	Physical Education Activities	1	1	1			
	Physical/Natural Science	4	4	4			
	Social Science Electives	3	3	3			
	Sophomore English				12	9	12
	TOTAL CREDIT HOURS—100	15	17	17	18	15	18

¹Students planning to pursue a Bachelor of Arts degree should take one year of foreign language instead of 3 hours in sophomore literature, 3 hours in humanities electives, and 3 hours general electives.

SPECIAL EDUCATION OPTION

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

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
BIO 1110, 20, 30	General Biology I, II, III	4	4	4			
EDU 1000	Orientation to College	1					
EDU 1010	Orientation to the Education of the Exceptional Child			3			
EDU 2410	Human Growth and Development	3					
EDU 2810	Child Development From Infancy Through Age Eight		3				
EDU 2910, 20	Prospective Teacher Cooperative Practicum I, II				3	3	
ENG 1010, 20, 30	Composition I, II, III	3	3	3			
HEA 2310	Safety and First Aid				3		
HIS 2110, 20, 30	Survey of American History I, II, III				3	3	3
MAT 2310, 20, 30	Concepts of Mathematics I, II, III				3	3	3
MUS 1010	Music Appreciation			3			
PED 2810	Teaching Physical Education in the Elementary Schools						3
PSY 1010, 20	General Psychology I, II	3	3				
PSY 2210	Educational Psychology				3		
SOC 2010	Introduction to Sociology	3					
SOC 2020	Social Institutions			3			
SPE 2410	Basic Speech Communication			3			
	Electives						6
	Physical Education Activities	1	1	1			
	Sophomore English				3	3	3
	TOTAL CREDIT HOURS—100	18	17	17	15	18	15

TECHNOLOGY OPTION

This program is designed for the student who plans to obtain a Bachelor of Science degree in technology or industrial education.

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
CST 1020	Introduction to Programming				3		
CHE 1110, 20	General Chemistry I, II	4		4			
EDU 1000	Orientation to College	1					
EET 1010, 1020	Electric Circuits I, II		3	3			
EET 1015, 1025	Electric Circuits I, II Lab		1	1			
ENG 1010, 20, 30	Composition I, II, III		3	3	3		
ERG 1060, 70	Fundamentals of Engineering Graphics I, II	4	4				
ERG 1100	Introduction to Engineering		3				
FST 1060	Industrial Hazards	3					
HIS 2110, 20, 30	Survey of American History I, II, III			3	3	3	
MAT 1050	Algebra and Trigonometry I	5					
MAT 1500	Pre-Calculus		5				
MAT 2610	Calculus and Analytic Geometry I			5			
PHY 2010, 20, 30	General Physics I, II, III				4	4	4
	Humanities Electives					3	3
	Physical Education Activities				1	1	1
	Sophomore English					3	3
	Technology Electives				6	3	3
	TOTAL CREDIT HOURS—106	17	19	19	17	17	17

CAREER EDUCATION PROGRAMS¹

The Associate of Science programs listed on the following pages are designed primarily for the student who wishes to seek employment after two years of college. Unless noted otherwise, these programs are *not* designed for transfer to a senior institution. The two-year Allied Health programs are listed in a separate section, beginning on page 108. Descriptions of one-year certificate programs begin on page 106.

BUSINESS MANAGEMENT TECHNOLOGY

The two-year programs in Business Management Technology are 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. These programs are for the student planning to seek employment at the end of two years.

BUSINESS MANAGEMENT TECHNOLOGY: ACCOUNTING OPTION

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
BUS 1010	Introduction to Business	3					
BUS 1810	Business Mathematics	3					
BUS 1820	Finance Mathematics		3				
BUS 2210, 20, 30	Principles of Accounting I, II, III	3	3	3			
BUS 2250	Cost Accounting				3		
BUS 2310	Income Tax Accounting—Personal					3	
BUS 2320	Income Tax Accounting—Business						3
BUS 2510	Legal Environment for Business			3			
BUS 2520	Business Law					3	
BUS 2710, 20, 30	Intermediate Accounting I, II, III				3	3	3
CST 1010	Introduction to Data Processing	3					
CST 1020	Introduction to Programming		3				
CST 2220	COBOL Programming			4			
ECO 2010, 20, 30	Principles of Economics I, II, III				3	3	3
EDU 1000	Orientation to College	1					
ENG 1010, 20, 30	Composition I, II, III	3	3	3			
ENG 2820	Technical Writing				3		
MAT 1110	Introduction to Analysis I				3		
MAT 2510	Elementary Statistics						3
OAD 2410	Business Machines			3			
PSY 2610	Psychological Aspects of Management					3	
	Elective						
	Physical Education Activities	1	1	1			
	Social Science Electives				3	3	3
	TOTAL CREDIT HOURS—101	17	16	17	18	18	15

BUSINESS MANAGEMENT TECHNOLOGY: BANKING OPTION

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
BNK 1100	Principles of Bank Operations	4					
BNK 1120	Money and Banking			4			
BNK 1140	Savings and Time Deposits			4			

¹See footnote 2 on page 67 for explanation of possible physical education substitution for evening and off-campus students for career education programs. EDU 1000 is required of all first-time, full-time college attenders taking courses in Harriman and Oak Ridge.

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
BNK 2100	Federal Reserve System			4			
BNK 2120	Analyzing Financial Statements						4
BNK 2150	Installment Credit				4		
BUS 1010	Introduction to Business	3					
BUS 1810	Business Mathematics	3					
BUS 1820	Finance Mathematics		3				
BUS 2010	Principles of Real Estate				3		
BUS 2210, 20, 30	Principles of Accounting I, II, III				3	3	3
BUS 2510	Legal Environment for Business						3
BUS 2830	Marketing			3			
BUS 2910	Management and Supervision I				3		
CST 1010	Introduction to Data Processing		3				
CST 1020	Introduction to Programming				3		
ECO 2010, 20	Principles of Economics I, II	3	3				
EDU 1000	Orientation to College	1					
ENG 1010, 20	Composition I, II	3	3				
OAD 2410	Business Machines			3			
PSY 2610	Psychological Aspects of Management						3
	Business/Banking Electives				6	3	
	Humanities Electives			3			
	Physical Education Activities	1	1	1			
	Social Science Electives				3	3	3
	TOTAL CREDIT HOURS—103	18	17	18	18	16	16

BUSINESS MANAGEMENT TECHNOLOGY: GENERAL BUSINESS OPTION

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
BUS 1010	Introduction to Business	3					
BUS 1810	Business Mathematics	3					
BUS 1820	Finance Mathematics		3				
BUS 1850	Personal Finance			3			
BUS 2210, 20, 30	Principles of Accounting I, II, III				3	3	3
BUS 2250	Cost Accounting						3
BUS 2310	Income Tax Accounting—Personal				3		
BUS 2320	Income Tax Accounting—Business						3
BUS 2510	Legal Environment for Business				3		
BUS 2520	Business Law					3	
CST 1010	Introduction to Data Processing	3					
CST 1020	Introduction to Programming		3				
ECO 2010, 20, 30	Principles of Economics I, II, III				3	3	3
EDU 1000	Orientation to College	1					
ENG 1010, 20	Composition I, II	3	3				
ENG 2820	Technical Writing			3			
OAD 2410	Business Machines			3			
PSY 1010, 20	General Psychology I, II	3	3				
PSY 2610	Psychological Aspects of Management			3			
SOC 2010	Introduction to Sociology			3			
SPE 2440	Business and Professional Speaking				3		
	Business Electives			3			3
	Elective				3		
	Physical Education Activities	1	1	1			
	Social Science Electives			3	3	3	
	TOTAL CREDIT HOURS—100	17	16	19	18	15	15

BUSINESS MANAGEMENT TECHNOLOGY: INSURANCE OPTION

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
BUS 1010	Introduction to Business	3					
BUS 1810	Business Mathematics	3					
BUS 1820	Finance Mathematics			3			
BUS 2210, 20	Principles of Accounting I, II				3	3	
BUS 2510	Legal Environment for Business						3
BUS 2810	Salesmanship			3			
CST 1010	Introduction to Data Processing			3			
ECO 2010, 20	Principles of Economics I, II	3	3				
EDU 1000	Orientation to College	1					
ENG 1010, 20	Composition I, II	3	3				
FST 1060	Industrial Hazards			3			
FST 1110	Construction Codes and Fire Protection Standards						3
FST 2110	Inspection Principles and Practices				3		
INT 1010	Principles of Insurance			3			
INT 1110	Basic Life and Health Insurance				3		
INT 1120	Basic Property Insurance				3		
INT 1130	Basic Casualty Insurance					3	
INT 2110	Advanced Life and Health Insurance					3	
INT 2120	Advanced Property Insurance						3
INT 2130	Advanced Casualty Insurance						3
OAD 1010	Typing I	3					
OAD 2210	Office Administration			3			
OAD 2410	Business Machines			3			
PSY 2610	Psychological Aspects of Management						3
SPE 2440	Business and Professional Speaking			3			
	Humanities Elective				3		
	Insurance/Business Elective						3
	Physical Education Activities	1	1	1			
	Social Science Electives				3	3	3
	TOTAL CREDIT HOURS—100	17	16	16	18	15	18

BUSINESS MANAGEMENT TECHNOLOGY: MANAGEMENT AND SUPERVISION OPTION

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
BUS 1010	Introduction to Business	3					
BUS 1810	Business Mathematics			3			
BUS 1820	Finance Mathematics				3		
BUS 1850	Personal Finance						3
BUS 2270, 2280	Small Business Accounting I, II	3	3				
BUS 2510	Legal Environment for Business			3			
BUS 2520	Business Law				3		
BUS 2810	Salesmanship						3
BUS 2820	Retailing				3		
BUS 2830	Marketing						3
BUS 2910, 20, 30	Management and Supervision I, II, III				3	3	3
BUS 2940	Management Seminar						3
CST 1010	Introduction to Data Processing			3			
ECO 2010, 20	Principles of Economics I, II	3	3				
EDU 1010	Orientation to College	1					
ENG 1010, 20	Composition I, II	3	3				
ENG 2820	Technical Writing			3			
FST 1060	Industrial Hazards						3
OAD 2410	Business Machines			3			

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
PSY 1010, 20	General Psychology I, II				3	3	
PSY 2610	Psychological Aspects of Management						3
SPE 2440	Business and Professional Speaking Electives	3		3			
	Physical Education Activities	1	1	1			
	Social Science Electives				3	3	3
	TOTAL CREDIT HOURS—100	17	16	16	18	18	15

BUSINESS MANAGEMENT TECHNOLOGY: SAVINGS ASSOCIATION OPTION

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
BNK 2120	Analyzing Financial Statements						4
BUS 1010	Introduction to Business	3					
BUS 1810	Business Mathematics	3					
BUS 1820	Finance Mathematics		3				
BUS 1850	Personal Finance					3	
BUS 2010	Principles of Real Estate				3		
BUS 2020	Real Estate Law					3	
BUS 2030	Real Estate Finance						3
BUS 2210, 20	Principles of Accounting I, II				3	3	
BUS 2510	Legal Environment for Business						3
BUS 2810	Salesmanship		3				
BUS 2910	Management and Supervision I				3		
CST 1010	Introduction to Data Processing		3				
ECO 2010, 20	Principles of Economics I, II	3	3				
EDU 1000	Orientation to College	1					
ENG 1010, 20	Composition I, II	3	3				
INT 1010	Principles of Insurance				3		
OAD 2310	Business Communications		3				
OAD 2410	Business Machines		3				
PSY 2610	Psychological Aspects of Management						3
SAV 1010	Introduction to Savings Association	3					
SAV 1110	Savings Accounts		3				
SAV 1120	Savings Account Administration		3				
SAV 2110	Savings Association Operations				3		
SPE 2440	Business and Professional Speaking		3				
	Business/Savings Association Elective						3
	Humanities Elective						3
	Physical Education Activities	1	1	1			
	Social Science Electives				3	3	3
	TOTAL CREDIT HOURS—101	17	16	16	18	18	16

BUSINESS MANAGEMENT TECHNOLOGY: SMALL BUSINESS OPTION

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
BUS 1010	Introduction to Business	3					
BUS 1810	Business Mathematics	3					
BUS 1820	Finance Mathematics		3				
BUS 1850	Personal Finance			3			
BUS 2270, 80	Small Business Accounting I, II				3	3	
BUS 2310	Income Tax Accounting—Personal					3	
BUS 2320	Income Tax Accounting—Business						3

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
BUS 2510	Legal Environment for Business				3		
BUS 2520	Business Law					3	
BUS 2810	Salesmanship			3			
BUS 2830	Marketing						3
BUS 2900	Small Business Management						3
CST 1010	Introduction to Data Processing	3					
ECO 2010, 20, 30	Principles of Economics I, II, III				3	3	3
EDU 1000	Orientation to College	1					
ENG 1010, 20	Composition I, II	3	3				
ENG 2820	Technical Writing			3			
OAD 2410	Business Machines			3			
PSY 1010, 20	General Psychology I, II	3	3				
PSY 2610	Psychological Aspects of Management			3			
SOC 2010	Introduction to Sociology			3			
SPE 2440	Business and Professional Speaking				3		
	Business Electives			3			3
	Elective				3		
	Physical Education Activities	1	1	1			
	Social Science Electives			3	3	3	
	TOTAL CREDIT HOURS—100	17	16	19	18	15	15

COAL MINING TECHNOLOGY

The two-year Coal Mining Technology program is designed to prepare students for career opportunities in the coal industry. The student must select either the deep or surface mine option, for which training is designed to prepare students for initial entrance into employment and subsequent advancement in private industry or environmental agencies requiring technically trained personnel.

COAL MINING TECHNOLOGY: DEEP MINE OPTION

SUMMARY OF REQUIRED HOURS		First Year				Second Year		
Course No.	Course Title	F	W	Sp	Su	F	W	Sp
BUS 2910	Management and Supervision I			3				
CET 2110	Surveying I					4		
CMT 1010	Introduction to Underground and Surface Mining			3				
CMT 1020	Coal Geology	3						
CMT 1110, 20	Mine Operations and the Law I, II	3	3					
CMT 1210	Mining Business and Records	3						
CMT 1510	Reclamation Techniques and Land Use Planning			3				
CMT 1610	Energy and Society		3					
CMT 1810	Mine Rescue			3				
CMT 1920	Mine Electricity and Hazards					3		
CMT 2010	Mine Section Layout					3		
CMT 2110	Water Quality Control							3
CMT 2210, 20, 30 ¹	Mining Internship I, II, III				9			
CMT 2310	Coal Analysis and Preparation Plant Technology							3
CMT 2410	Mine Safety Management							3

¹Student may receive credits for on-the-job training or employment experience in the coal industry. Substitutions can be made upon written approval of advisor.

SUMMARY OF REQUIRED HOURS		First Year				Second Year		
Course No.	Course Title	F	W	Sp	Su	F	W	Sp
CMT 2420	Mining Methods and Equipment Technology							3
CMT 2430	Gas Detection						3	
CMT 2710	Noise Measurement and Dust Control						3	
CMT 2810	Mine Blasting and Explosives							3
CMT 2820	Mine Ventilation						3	
CMT 2910	Mine Structure: Roof Control					3		
EDU 1000	Orientation to College	1						
ENG 1010, 29	Composition I, II		3	3				
ENG 2820	Technical Writing							3
FST 1060	Industrial Hazards	3						
FST 1120	Environmental Technology		3					
FST 2020	Blue Print Reading and Sketching					4		
FST 2120	Principles of Hydraulics					3		
MAT 1010, 20	Technical Math I, II	3	3					
	Physical Education Activities	1	1	1				
	Social Science Electives						3	6
TOTAL CREDIT HOURS—114		17	16	16	9	20	18	18

COAL MINING TECHNOLOGY: SURFACE MINE OPTION

SUMMARY OF REQUIRED HOURS		First Year				Second Year		
Course No.	Course Title	F	W	Sp	Su	F	W	Sp
BUS 1010	Introduction to Business			3				
BUS 1810	Business Mathematics					3		
BUS 2910	Management and Supervision I					3		
CET 2110	Surveying I					4		
CMT 1010	Introduction to Underground and Surface Mining				3			
CMT 1020	Coal Geology	3						
CMT 1110, 20	Mine Operations and the Law I, II		3	3				
CMT 1210	Mining Business and Records	3						
CMT 1310	Soil Sampling and Testing		3					
CMT 1510	Reclamation Techniques and Land Use Planning				3			
CMT 1610	Energy and Society				3			
CMT 1710	Surface Mine Revegetation				3			
CMT 1920	Mine Electricity and Hazards					3		
CMT 2110	Water Quality Control							3
CMT 2210, 20, 30 ¹	Mining Internship I, II, III				9			
CMT 2310	Coal Analysis and Preparation Plant Technology					3		
CMT 2420	Mining Methods and Equipment Technology							3
CMT 2430	Gas Detection					3		
CMT 2610	Remote Sensing					3		
CMT 2710	Noise Measurement and Dust Control					3		
CMT 2720	Fundamentals of Surface Mine Engineering							3
CMT 2810	Mine Blasting and Explosives							3
EDU 1000	Orientation to College	1						
ENG 1010, 20	Composition I, II		3	3				
ENG 2820	Technical Writing							3
FST 1060	Industrial Hazards	3						
FST 1120	Environmental Technology	3						
FST 2020	Blue Print Reading and Sketching					4		
FST 2120	Principles of Hydraulics					3		
GGY 1010	Physical Geography I							3
MAT 1010, 20	Technical Math I, II	3	3					
	Physical Education Activities	1	1	1				
	Social Science Electives		3				3	3
TOTAL CREDIT HOURS—120		17	19	19	9	20	18	18

¹Students may receive credits for on-the-job training or employment experience in the coal industry. Substitutions can be made upon written approval of the department head.

COMPUTER SCIENCE TECHNOLOGY

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.

COMPUTER SCIENCE TECHNOLOGY: BUSINESS OPTION¹

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
BUS 1010	Introduction to Business	3					
BUS 1810	Business Mathematics		3				
BUS 1820	Finance Mathematics			3			
BUS 2210, 20, 30	Principles of Accounting I, II, III				3	3	3
BUS 2910	Management and Supervision I				3		
CST 1020	Introduction to Programming	3					
CST 2010	Computers and Society			3			
CST 2210	FORTRAN Programming			4			
CST 2220	COBOL Programming		4				
CST 2240	RPG Programming				4		
CST 2310	Introduction to Systems Analysis		3				
CST 2410	Systems Analysis			3			
CST 2520	Advanced Computer Programming				4		
CST 2610	Management Information Systems						3
CST 2810	Computer Organization and Programming					3	
ECO 2010, 20, 30	Principles of Economics I, II, III				3	3	3
EDU 1000	Orientation to College	1					
ENG 1010, 20, 30	Composition I, II, III	3	3	3			
MAT 1050	Algebra and Trigonometry I	5					
MAT 2510	Elementary Statistics			3			
PSY 2610	Psychological Aspects of Management					3	
SPE 2440	Business and Professional Speaking						3
	Electives	3			3		
	Physical Education Activities		1	1			1
	Social Science Electives				3	3	3
	TOTAL CREDIT HOURS—106	18	17	17	20	18	16

¹This program is *not* designed to transfer.

COMPUTER SCIENCE TECHNOLOGY: SCIENTIFIC OPTION¹

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
CHE 1110, 20, 30	General Chemistry I, II, III	4	4	4			
CST 1020	Introduction to Programming	3					
CST 2010	Computers and Society			3			
CST 2210	FORTRAN Programming			4			
CST 2220	COBOL Programming		4				
CST 2250	APL Computer Programming						3
CST 2310	Introduction to Systems Analysis		3				
CST 2520	Advanced Computer Programming				4		
CST 2810	Computer Organization and Programming						3
EDU 1000	Orientation to College	1					
ENG 1010, 20, 30	Composition I, II, III	3	3	3			
HIS 2110, 20, 30	Survey of American History I, II, III				3	3	3

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
MAT 1310	Symbolic Logic	3					
MAT 1500	Pre-Calculus	5					
MAT 2510	Elementary Statistics				3		
MAT 2610, 20	Calculus and Analytic Geometry I, II			5	5		
MAT 2650	Linear Algebra						3
PHY 2110, 20, 30	Physics I, II, III				4	4	4
	Physical Education Activities		1				1
	Sophomore English				3	3	3
TOTAL CREDIT HOURS—106		19	15	19	19	17	17

¹This program is designed to transfer to a senior institution.

ELECTRICAL AND ELECTRONICS TECHNOLOGY

The Electrical and Electronics Technology program is intended to prepare the student to meet the needs of and to be ready for advancement in construction, manufacturing, installation and service as it applies particularly to industrial, residential and commercial activities. This program is not intended to prepare the graduate to be an engineering technician nor to transfer to a four-year institution.

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
EDU 1000	Orientation to College	1					
EET 1010, 20 ¹	Electric Circuits I, II	3	3				
EET 1015, 25	Electric Circuits I, II Lab	1	1				
EET 1310, 20, 30	Electronics I, II, III		3	3	3		
EET 1315, 25, 35	Electronics I, II, III Lab		1	1	1		
EET 1610	Electrical Systems Design I				3		
EET 1630	Elements of Electrical Generation, Transmission and Distribution						3
EET 1635	Elements of Electrical Generation, Transmission and Distribution Lab						1
EET 1640	Electrical Wiring				4		
EET 2260	Electronic Troubleshooting						4
EET 2310	Digital Electronics I			3			
EET 2315	Digital Electronics I Lab			1			
EET 2510	Industrial Electronics and Control I				3		
EET 2515	Industrial Electronics and Control I Lab				1		
EET 2550	Electrical Machinery						3
EET 2555	Electrical Machinery Lab						1
ENG 1010, 20	Composition I, II	3	3				
ENG 2820	Technical Writing			3			
ERG 1060	Fundamentals of Engineering Graphics I	4					
ERG 2030	Engineering Graphics III			3			
ERG 1100	Introduction to Engineering	3					
FST 1060	Industrial Hazards				3		
MAT 1010, 20	Technical Math I, II	3	3				
SOC 2010	Introduction to Sociology						3
	Electives		4		3	6	
	Physical Education Activities			1	1		1
	Social Science Electives			3		3	3
TOTAL CREDIT HOURS—104		18	18	18	18	16	16

ENGINEERING TECHNOLOGY

The primary objectives of the two-year Engineering Technology program are to provide students with (1) the basic background information to understand the environment in which they will work, (2) the technical training and experience needed to be productive at job entry level, and (3) the educational foundation necessary to undertake further study. Other objectives include the re-training and upgrading of people already employed.

Engineering Technology degree options are available in Civil, Electrical, Chemical, and Mechanical fields. Two certificate programs related to Civil Engineering are Drafting and Design and Surveying. See pages 106-107. For the engineering program designed to transfer to a four-year institution, see page 83.

ENGINEERING TECHNOLOGY: CHEMICAL OPTION

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
CHE 1110, 20, 30	General Chemistry I, II, III	4	4		4		
CHE 2310, 20	Organic Chemistry I, II				4	4	
CHT 1110, 20	Matter and Energy Balances I, II			3	3		
CHT 2010, 20, 30	Unit Operations I, II, III				4	4	4
CST 1020	Introduction to Programming						3
EDU 1000	Orientation to College	1					
EET 1010	Electric Circuits I	3					
EET 1310	Electronics I		3				
ENG 1010, 20	Composition I, II		3	3			
ENG 2820	Technical Writing						3
ERG 1060	Fundamentals of Engineering Graphics I	4					
ERG 1100	Introduction to Engineering	3					
FST 1060	Industrial Hazards	3					
MAT 1050	Algebra and Trigonometry I	5					
MAT 1500	Pre-Calculus		5				
MAT 2610	Calculus and Analytic Geometry I			5			
PHY 2010	General Physics I				4		
	Major Electives ¹	4				4	4
	Physical Education Activities			1		1	1
	Social Science Electives			3		3	3
	TOTAL CREDIT HOURS—110	19	19	19	19	19	15

¹Must be chosen from the list below and approved by advisor:

BIO 2510	Microbiology	4
CHE 2330	Organic Chemistry III	4
CHT 1210	Introduction to Alcohol Fuels	4
CHT 2210, 20	Quantitative Analysis I, II	6
CHT 2310	Metals Production	3
EET 1015	Electric Circuits I Lab	1
EET 1315	Electronics I Lab	1
EET 2510	Industrial Electronics and Control I	3
EET 2515	Industrial Electronics and Control I Lab	1
FST 1120	Environmental Technology	3
MET 1010, 20	Manufacturing Processes I, II	6
MET 2510	Statistics and Quality Control	3
NSC 1120	Environmental Science	4

ENGINEERING TECHNOLOGY: CIVIL OPTION¹

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
CET 1000	Introduction to Surveying	2					
CET 2010	Construction Planning		3				
CET 2020	Construction Materials	3					
CET 2110, 20	Surveying I, II				4		4
CET 2210	Soil Mechanics						3

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
CET 2250	Structural Analysis				3		
CHE 1110, 20 ¹	General Chemistry I, II		4	4			
CST 1020	Introduction to Programming				3		
EDU 1000	Orientation	1					
EET 1010	Electric Circuits I				3		
ENG 1010, 20	Composition I, II		3	3			
ENG 2820	Technical Writing				3		
ERG 1060, 70	Fundamentals of Engineering Graphics I, II	4		4			
ERG 1100	Introduction to Engineering				3		
ERG 1110	Applied Mechanics I		3				
ERG 2210	Strength of Materials			3			
FST 1060	Industrial Hazards	3					
MAT 1050	Algebra and Trigonometry I	5					
MAT 1500	Pre-Calculus		5				
MAT 2610	Calculus and Analytic Geometry I			5			
PHY 2010	General Physics I				4		
	Major Electives ²					6	6
	Physical Education		1		1	1	
	Social Science Elective					3	6
	TOTAL CREDIT HOURS—113	18	19	19	18	19	19

¹Candidate for Accreditation by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology. This status is subject to annual review.

²PHY 2020, General Physics II, may be substituted for CHE 1120.

³Must be chosen from the list below and approved by advisor:

CET 2310	Concrete Technology	3
CET 2410	Traffic and Transportation Technology	3
CET 2510	Bituminous Technology	3
CET 2610	Reinforced Concrete Design	3
CET 2620	Advanced Reinforced Concrete Design	3
CET 2710	Structural Steel Design	3
CET 2720	Advanced Structural Steel Design	3
CET 2810	Route Surveying and Highway Design	3

ENGINEERING TECHNOLOGY: ELECTRICAL OPTION¹

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
CHE 1110	General Chemistry I				4		
CST 1020	Introduction to Programming				3		
EDU 1000	Orientation to College	1					
EET 1010, 20	Electric Circuits I, II	3	3				
EET 1015, 25	Electric Circuits Lab I, II	1	1				
EET 1310, 20, 30	Electronics I, II, III		3	3	3		
EET 1315, 25, 35	Electronics Lab I, II, III		1	1	1		
EET 2310	Digital Electronics I			3			
EET 2315	Digital Electronics Lab I			1			
EET 2510	Industrial Electronics and Control I				3		
EET 2515	Industrial Electronics and Control Lab I				1		
EET 2550	Electrical Machinery						3
EET 2555	Electrical Machinery Lab						1
ENG 1010, 20	Composition I, II		3	3			
ENG 2820	Technical Writing						3
ERG 1060, 70	Fundamentals of Engineering Graphics I, II	4	4				
ERG 1100	Introduction to Engineering				3		
FST 1060	Industrial Hazards				3		
MAT 1050	Algebra and Trigonometry I	5					
MAT 1500	Pre-Calculus		5				
MAT 2610	Calculus and Analytic Geometry I			5			
MCT 1100	Introduction to Mini-Computers	3					

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
PHY 2010, 20	General Physics I, II				4	4	
	Major Electives ²				3		8
	Physical Education Electives	1		1			1
	Social Science Electives					6	3
	TOTAL CREDIT HOURS—112	18	20	17	20	18	19

¹Accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology.

²Must be chosen from list below and approved by advisor:

EET 1610	Electrical Systems Design I	3
EET 1630	Elements of Electrical Generation, Transmission and Distribution	3
EET 1635	Elements of Electrical Generation, Transmission and Distribution Lab	1
EET 2320	Digital Electronics II	3
EET 2325	Digital Electronics II Lab	1
EET 2260	Electronic Troubleshooting	3
EET 2520	Industrial Electronics and Control II	3
EET 2525	Industrial Electronics and Control II Lab	1

ENGINEERING TECHNOLOGY: MECHANICAL OPTION¹

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
CHE 1110	General Chemistry I	4					
CST 1020	Introduction to Programming						3
EDU 1000	Orientation to College	1					
ENG 1010, 20	Composition I, II			3		3	
ENG 2820	Technical Writing						3
ERG 1060, 70	Fundamentals of Engineering Graphics I, II	4	4				
ERG 1100	Introduction to Engineering		3				
ERG 1110, 20	Applied Mechanics I, II		3	3			
ERG 2210	Strength of Materials			3			
EET 1010, 20	Electric Circuits I, II					3	3
FST 1060	Industrial Hazards				3		
MAT 1050	Algebra and Trigonometry I	5					
MAT 1500	Pre-Calculus		5				
MAT 2610	Calculus and Analytical Geometry I			5			
MET 1010, 20	Manufacturing Processes I, II		3	3			
MET 1110	Materials of Industry	3					
MET 1210	Industrial Organizations and Institutions				3		
PHY 2010, 20	General Physics I, II				4	4	
	Major Electives ²				6	3	3
	Physical Education Activities	1		1			1
	Social Science Electives					6	3
	TOTAL CREDIT HOURS—111	18	18	18	19	20	18

¹Candidate for Accreditation by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology. This status is subject to annual review.

²Major Electives must be taken from the courses listed below and approved by advisor:

MET 2110	Machine Design	3
MET 2210	Basic Tool Design	4
MET 2310	Design Problems	4
MET 2410	Methods and Operations Analysis	4
MET 2510	Statistics and Quality Control	3
MET 2610	Plant Layout and Materials Handling	4
MET 2710	Process Planning	4
MET 2810	Production Problems	4

FIRE SCIENCE TECHNOLOGY

The Fire Science Technology program is designed to prepare students for initial entrance into employment or advancement with municipalities, industrial firms, or other employers requiring trained personnel. Graduates may also be employed by insurance companies as sales personnel, fire insurance adjusters, or bureau raters. Students who plan on transferring for advanced study to colleges leading to a BS degree will want to take the Fire Science option. This program has been approved by the Tennessee Commission on Fire Fighting Personnel Standards and Education.

FIRE SCIENCE TECHNOLOGY: SERVICE AND PROTECTION OPTIONS

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
CHE 1110, 20	General Chemistry I, II		4	4			
CST 1010	Introduction to Data Processing				3		
EDU 1000	Orientation to College	1					
EET 1640	Electrical Wiring	4					
ENG 1010, 20	Composition I, II		3	3			
ENG 2820	Technical Writing					3	
ERG 1100	Introduction to Engineering		3				
FST 1010	Introduction to Fire Science	3					
FST 1040	Fundamentals of Fire Prevention	3					
FST 1060	Industrial Hazards	3					
FST 1110	Construction Codes and Fire Protection Standards		3				
FST 2020	Blue Print Reading and Sketching				4		
FST 2110	Inspection Principles and Practices						4
FST 2120	Principles of Hydraulics				3		
FST 2210	Hazardous Materials				3		
HEA 2310	Safety and First Aid			3			
MAT 1010, 20	Technical Math I, II	3	3				
POL 1030	State and Local Government						3
SPE 2440	Business and Professional Speaking			3			
	Natural Science Elective				4		
	Physical Education Activities	1	1				1
	Social Science Electives					6	3
	Major Electives ¹			3	3	6	6
TOTAL CREDIT HOURS—103		17	17	17	16	19	17

¹Major electives must be chosen from the list below and approved by advisor for Protection or Service option:

FST 1050	Personal Fire and Life Safety	3
FST 1120	Environmental Technology	3
FST 2010	Fire Fighting Strategy	3
FST 2040	Arson Detection and Investigation	3
FST 2060	Fire Protection Law	3
FST 2090	Instructor Training	3
FST 2220	Water Distribution	3
FST 2230	Water Suppression Systems	3
FST 2510	Fire Protection Equipment and Systems	3
FST 2610	Fire Department Administration	3
FST 2620	Seminar	3
FST 2700	Practicum	2

FIRE SCIENCE OPTION¹

The Fire Science Option is designed for a student who plans to complete a Baccalaureate Degree in any of the following areas: Fire Protection Engineering, Forest Fire Sciences, Fire Science Administration, Safety Administration, and Fire Prevention and Control. This program is designed to develop fundamental knowledge and skills in Fire Science. A Fire Science major planning to transfer to a senior institution should plan a program to meet the specific requirements of the chosen institution.

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
CI-IE 1110, 20, 30	General Chemistry I, II, III		4	4	4		
CST 1010	Introduction to Data Processing	3					
EDU 1000	Orientation to College	1					
ENG 1010, 20, 30	Composition I, II, III	3	3	3			
ENG 2820	Technical Writing				3		
FST 1010	Introduction to Fire Science	3					
FST 1060	Industrial Hazards	3					
FST 1110	Construction Codes and Fire Protection Standards		3				
FST 2110	Inspection Principles and Practices						4
FST 2120	Principles of Hydraulics				3		
FST 2210	Hazardous Materials				3		
FST 2610	Fire Department Administration					3	
IEA 2310	Safety and First Aid					3	
HIS 2110, 20, 30	Survey of American History I, II, III			3	3	3	
MAT 1110, 20, 30	Introduction to Analysis I, II, III	3	3	3			
PHY 2010, 20, 30	General Physics I, II, III				4	4	4
POL 1030	State and Local Government						3
PSY 1010	General Psychology I			3			
SPE 2410	Basic Speech Communication		3				
	Sophomore English					3	3
	Physical Education Activities			1		1	1
	TOTAL CREDIT HOURS—101	16	16	17	17	17	18

*This program is designed to transfer.

MINI/MICROCOMPUTER TECHNOLOGY

The Mini/Microcomputer Technology program is a broad based, high technology curriculum designed to prepare graduates for multi-point entry into the rapidly growing minicomputer/microcomputer industry.

The primary objectives of the program are 1) to offer a technical curriculum for the development of student competency in the service and maintenance of minicomputers and the associated peripheral devices within the computer system; 2) to provide high level training in the principles and concepts on which the design and operation of mini-computers, microcomputers, and other digital systems are based; 3) to develop skills and working knowledge of computer software and its interrelationship with the hardware; and 4) to provide state-of-the-art computer equipment and test instruments for hands-on training to support classroom and text material.

Graduates of the program are prepared to pursue careers in service and maintenance, manufacturing, engineering and design, software development, sales, and technical writing or training. According to the student's desires and aptitudes, the curriculum may be structured to emphasize a particular area of specialization. The basic option areas within the Mini/Microcomputer Technology program include: 1) Service; 2) Design; and 3) Software.

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
CST 1020	Introduction to Programming	3					
EDU 1000	Orientation to College	1					
EET 1010, 20	Electric Circuits I, II	3	3				
EET 1015, 25	Electric Circuits I, II Lab	1	1				
EET 1310	Electronics I			3			
EET 1315	Electronics I Lab			1			
ENG 1010, 20	Composition I, II			3		3	
ENG 2820	Technical Writing						3

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
FST 1060	Industrial Hazards	3					
MAT 1010, 1020	Technical Math I, II	3	3				
MCT 1100	Introduction to Minicomputers	3					
MCT 1210	Machine/Assembly Language Programming		3				
MCT 1810	Pulse and Switching Circuits			3			
MCT 1815	Pulse and Switching Circuits Lab			1			
MCT 2210	Operating Systems				3		
MCT 2310	Digital Circuits			3			
MCT 2315	Digital Circuits Lab			1			
MCT 2350	Computer Architecture				3		
MCT 2355	Computer Architecture Lab				1		
	Mathematics Elective			3			
	Physical Education Activities		1		1		1
	Social Science Electives		3			3	3
	Technical Electives ¹			4	8	11	12
TOTAL CREDIT HOURS—105		17	18	18	16	17	19

¹Must be chosen from the list below and approved by advisor:

CST 2210	Fortran Programming	4
CST 2220	COBOL Programming	4
CST 2310	Introduction to Systems Analysis	3
CST 2410	Systems Analysis	3
CST 2520	Advanced Computer Programming	4
EET 2510	Industrial Electronics and Control I	3
EET 2515	Industrial Electronics and Control I Lab	1
EET 2550	Electrical Machinery	3
EET 2555	Electrical Machinery Lab	1
MCT 2000	Computer Service Internship	2-6
MCT 2410, 20	Peripherals I, II	6
MCT 2415, 25	Peripherals I, II Lab	2
MCT 2610	Computer Systems Maintenance/Troubleshooting	4
MCT 2700	Integrated Circuits	3
MCT 2705	Integrated Circuits Lab	1
MCT 2810	Data Communication and Interface Design	4
MCT 2850	Microprocessors	4
MCT 2900	Advanced Topics	3

OFFICE ADMINISTRATION

The two-year Office Administration program is designed to prepare professionals in many aspects of office work and administration. Proficiency is developed in the skills of typewriting, shorthand, dictation, transcription, office management, and word processing. The wide scope of courses offered in this program will provide opportunities for increased understanding of the many facets involved in the operation of business today. This curriculum is designed for a student planning to seek employment at the end of two years. Office Administration degree emphasis areas are available in the Executive Secretary, Medical Secretary, and General Clerical fields.

OFFICE ADMINISTRATION: EXECUTIVE SECRETARY OPTION

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
BUS 1010	Introduction to Business	3					
BUS 1810	Business Mathematics				3		
BUS 2210, 20	Principles of Accounting I, II					3	3
BUS 2510	Legal Environment for Business					3	

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
COE 1010	Cooperative Education ¹						3
CST 1010	Introduction to Data Processing					3	
ECO 2010, 20	Principles of Economics I, II				3	3	
EDU 1000	Orientation to College	1					
ENG 0100	Grammar	3					
ENG 1010, 20	Composition I, II				3	3	
OAD 1010, 20, 30	Typing I, II, III	3	3	3			
OAD 1110, 20, 30	Shorthand I, II, III	5	5	5			
OAD 1210	Machine Transcription		3				
OAD 2020	Word Processing			3			
OAD 2110	Shorthand Transcription			5			
OAD 2210	Office Administration		3				
OAD 2310	Business Communications			3			
OAD 2410	Business Machines	3					
PSY 1010	General Psychology I				3		
SPE 2410	Basic Speech Communication						3
	Elective		3				
	Physical Education Activities				1	1	1
	Social Science Electives				3		6
	TOTAL CREDIT HOUR—102	18	17	19	16	16	16

¹OAD 2510, Seminar in Office Administration, or an elective approved by advisor may be substituted.

OFFICE ADMINISTRATION: GENERAL CLERICAL OPTION

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
BUS 1010	Introduction to Business	3					
BUS 1810	Business Mathematics	3					
BUS 1850	Personal Finance		3				
BUS 2210, 20, 30 ²	Principles of Accounting I, II, III ¹			3	3		3
BUS 2510	Legal Environment for Business		3				
COE 1010	Cooperative Education ²						3
CST 1010	Introduction to Data Processing				3		
ECO 2010	Principles of Economics I, II				3	3	
EDU 1000	Orientation to College	1					
ENG 0100	Grammar	3					
ENG 1010, 20, 30	Composition I, II, III				3	3	3
OAD 1010, 20, 30	Typing I, II, III	3	3	3			
OAD 1210	Machine Transcription		3				
OAD 2020	Word Processing			3			
OAD 2210	Office Administration		3				
OAD 2310	Business Communications			3			
OAD 2410	Business Machines	3					
PSY 1010, 20	General Psychology I, II				3	3	
PSY 2610	Psychological Aspects of Management					3	
SPE 2410	Basic Speech Communication			3			
	Business Electives			3			3
	Elective		3				
	Physical Education Activities	1				1	1
	Social Science Electives				3	3	3
	TOTAL CREDIT HOURS—103	17	18	18	18	16	16

¹OAD 2510, Seminar in Office Administration, or an elective approved by an advisor may be substituted.

²BUS 2250, Cost Accounting, may be substituted for BUS 2230.

OFFICE ADMINISTRATION: MEDICAL SECRETARY OPTION

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
BUS 1010	Introduction to Business				3		
BUS 1810	Business Mathematics				3		
BUS 2210	Principles of Accounting I					3	
BUS 2510	Legal Environment for Business					3	
COE 1010	Cooperative Education ¹						3
CST 1010	Introduction to Data Processing					3	
ECO 2010	Principles of Economics I				3		
EDU 1000	Orientation to College	1					
ENG 0100	Grammar	3					
ENG 1010, 20	Composition I, II	3	3				
MRT 1210, 20, 30	Medical Terminology I, II, III				3	3	3
OAD 1010, 20, 30	Typing I, II, III	3	3	3			
OAD 1110, 20, 30	Shorthand I, II, III	5	5	5			
OAD 2020	Word Processing					3	
OAD 2110	Shorthand Transcription			5			
OAD 2210	Office Administration		3				
OAD 2310	Business Communications						3
OAD 2410	Business Machines						3
PSY 1010	General Psychology I				3		
SPE 2410	Basic Speech Communication						3
	Elective		3				
	Physical Education Activities				1	1	1
	Social Science Electives			3		3	3
TOTAL CREDIT HOURS—102		15	17	19	16	16	19

POLICE SCIENCE AND CRIMINOLOGY EDUCATION: CORRECTIONS OPTION¹

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
BUS 2510	Legal Environment for Business						3
COR 1010	Introduction to Corrections	3					
COR 1110	Juvenile Delinquency		3				
COR 1120	Emerging Rights of Prisoners			3			
COR 2010	Correctional Administration and Supervision				3		
COR 2020	Cultural Dimensions of Law				3		
COR 2030	Treatment in Corrections					3	
COR 2200	Practicum in Corrections						6
CST 1010	Introduction to Data Processing		3				
EDU 1000	Orientation to College	1					
ENG 1010, 20	Composition I, II	3	3				
ENG 2820	Technical Writing					3	
FST 2040	Arson Detection and Investigation					3	
HEA 2310	Safety and First Aid						3
MAT 1010	Technical Math I	3					
POL 1010	Fundamentals of American Government	3					
POL 1020	United States National Government		3				
POL 1030	State and Local Government in the United States			3			
PST 1010	Introduction to Law Enforcement	3					
PST 1110, 20	Police Science I, II		3	3			
PSY 1010	General Psychology I		3				
PSY 2110	Psychology of Law Enforcement			3			
PSY 2310	Abnormal Psychology				3		
SOC 2010	Introduction to Sociology			3			
SOC 2020	Social Institutions					3	
SOC 2030	Social Problems						3

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
SOC 2130	Introduction to Criminology						3
	Physical Education Activities	1		1		1	
	Social Science Electives				3	3	3
TOTAL CREDIT HOURS--100		17	18	16	18	16	15

¹The Corrections Option is designed to serve the educational needs of the region by preparing students for entry into a rapidly growing corrections system, which will continue to accelerate in the near future with the addition of area correctional institutions--both adult and juvenile.

POLICE SCIENCE AND CRIMINOLOGY EDUCATION: POLICE SCIENCE OPTION¹

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
BUS 2510	Legal Environment for Business						3
COR 1010	Introduction to Corrections	3					
COR 1110	Juvenile Delinquency		3				
COR 1120	Emerging Rights of Prisoners			3			
CST 1010	Introduction to Data Processing		3				
EDU 1000	Orientation to College	1					
ENG 1010, 20	Composition I, II	3	3				
ENG 2820	Technical Writing					3	
FST 2040	Arson Detection and Investigation					3	
HEA 2310	Safety and First Aid						3
MAT 1010	Technical Math I	3					
POL 1010	Fundamentals of American Government	3					
POL 1020	United States National Government		3				
POL 1030	State and Local Government in the United States			3			
PST 1010	Introduction to Law Enforcement	3					
PST 1110, 20	Police Science I, II		3	3			
PST 2010	Police Administration and Organization					3	
PST 2130, 40	Police Science III, IV				3	3	
PST 2200	Seminar in Police Problems						6
PSY 1010	General Psychology I	3					
PSY 2110	Psychology of Law Enforcement			3			
PSY 2310	Abnormal Psychology					3	
SOC 2010	Introduction to Sociology			3			
SOC 2020	Social Institutions					3	
SOC 2030	Social Problems						3
SOC 2130	Introduction to Criminology						3
	Physical Education Activities	1		1		1	
	Social Science Electives				3	3	3
TOTAL CREDIT HOURS--100		17	18	16	18	16	15

¹The Police Science Option is designed to meet the needs in society for personnel capable of entry and advancement in the law enforcement field. The two-year curriculum emphasizes an academic approach to law enforcement rather than a training approach.

**RECREATION MANAGEMENT AND ADMINISTRATION
TECHNOLOGY**

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

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

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
ART 1810	School Art				3		
BUS 1810	Business Mathematics		3				
BUS 1010	Introduction to Business			3			
EDU 1000	Orientation to College	1					
ENG 1010, 20, 30	Composition I, II, III	3	3	3			
HEA 2210	Personal Health				3		
HEA 2310	Safety and First Aid					3	
PED 2720	Teaching Individual and Dual Sports			3			
PSY 1010, 20	General Psychology I, II	3	3				
PSY 2610	Psychological Aspects of Management				3		
REC 1010	Introduction to Recreation	3					
REC 1020	Social Recreation				3		
REC 1030	Outdoor Education			3			
REC 1110	Team Sports				3		
REC 1310	Arts and Crafts						3
REC 2010	Organization and Administration in Recreation		3				
REC 2410	Field Work						3
REC 2720	Facilities Planning and Maintenance						3
SOC 2010	Introduction to Sociology	3					
SOC 2030	Social Problems						3
SPE 2410	Basic Speech Communication						3
SPE 2710	Introduction to Theatre						3
	Physical/Natural Science	4	4	4			
	Physical Education Activities	1	1	1			
	Program Electives					3	3
	Social Science Electives					3	3
	TOTAL CREDIT HOURS—103	18	17	17	18	18	15

CERTIFICATE OF PROFICIENCY PROGRAMS

CIVIL ENGINEERING TECHNOLOGY—DRAFTING AND DESIGN (CERTIFICATE)

The one-year curriculum in this engineering certificate program is intended to meet the need in industry for personnel capable of entry and advancement into engineering as drafters who are able to assist the engineer in routine calculations and who are familiar with materials and manufacturing processes and their capabilities.

SUMMARY OF REQUIRED HOURS		First Year		
Course No.	Course Title	F	W	Sp
ENG 2820	Technical Writing			3
ERG 1060, 70	Fundamentals of Engineering Graphics I, II	4	4	
ERG 2030	Engineering Graphics III			3
MAT 1050	Algebra and Trigonometry	5		
MAT 1500	Pre-Calculus		5	
	Technical Electives ¹	9	9	6
TOTAL CREDIT HOURS—48		18	18	12

¹Technical electives must be chosen from courses in the Civil Engineering Technology, Chemical Engineering Technology, Electrical Engineering Technology, and Mechanical Engineering Technology programs and approved by advisor.

CIVIL ENGINEERING TECHNOLOGY—SURVEYING (CERTIFICATE)

The one-year curriculum is intended to prepare the student to be more proficient in his/her ability to help the professional surveyor in the accomplishment of his/her duties.

SUMMARY OF REQUIRED HOURS		First Year		
Course No.	Course Title	F	W	Sp
CET 1000	Introduction to Surveying	2		
CET 2010	Construction Planning		3	
CET 2020	Construction Materials	3		
CET 2110, 20	Surveying I, II	4		4
CET 2210	Soil Mechanics			3
CET 2410	Traffic and Transportation Technology		3	
CET 2810	Route Surveying and Highway Design			3
ERG 1060	Fundamentals of Engineering Graphics I	4		
ERG 2030	Engineering Graphics III			3
ERG 1110	Applied Mechanics I		3	
ERG 2210	Strength of Materials			3
ENG 2820	Technical Writing		3	
MAT 1050	Algebra and Trigonometry I	5		
MAT 1500	Pre-Calculus		5	
TOTAL CREDIT HOURS—51		18	17	16

**ELECTRONICS TECHNOLOGY
(CERTIFICATE)**

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

SUMMARY OF REQUIRED HOURS		First Year		
Course No.	Course Title	F	W	Sp
EET 1010, 20	Electric Circuits I, II	3	3	
EET 1310, 20	Electronics I, II	3	3	
EET 1630	Elements of Electrical Generation, Transmission, and Distribution			3
EET 1640	Electric Wiring	4		
ENG 2820	Technical Writing		3	
ERG 1060	Fundamentals of Engineering Graphics I		4	
FST 1060	Industrial Hazards	3		
MAT 1050	Algebra and Trigonometry I	5		
MET 1110	Materials of Industry			3
	Natural Science Electives	4	4	
	Social Science Elective			3
	TOTAL CREDIT HOURS—48	15	17	16

**SECRETARIAL SCIENCE
(CERTIFICATE)**

The one-year Secretarial Science program is designed for a student interested in an office occupation emphasizing clerical and/or stenographic duties. The wide range of courses included in this curriculum provides training for such office work as stenographer, receptionist, typist, clerk, word processor, and secretary.

SUMMARY OF REQUIRED HOURS		First Year		
Course No.	Course Title	F	W	Sp
EDU 1000	Orientation to College	1		
ENG 0100	Grammar	3		
OAD 1010, 20, 30	Typing I, II, III	3	3	3
OAD 2020	Word Processing			3
OAD 2410	Business Machines	3		
OAD 1210	Machine Transcription		3	
OAD 1110, 20, 30	Shorthand I, II, III ¹	5	5	5
OAD 2110	Shorthand Transcription ¹			5
OAD 2210	Office Administration			3
OAD 2310	Business Communications			3
	TOTAL CREDIT HOURS—48	15	14	19

¹Students wishing to follow a non-shorthand program may substitute 20 hours of electives from the Business Department, with advisor approval.

Allied Health Programs

The two-year associate degree programs in Allied Health, described on the following pages, are designed for students who plan to seek employment after two years of college. They are not designed for transfer to a senior institution.

Medical Laboratory Technology
 Medical Record Technology
 Nursing (Two-year)

Radiologic Technology
 Respiratory Therapy Technology

Special admissions requirements (in addition to regular college admissions policy) for all Allied Health programs are described below:

ASSOCIATE OF SCIENCE NURSING PROGRAM

To be considered for admission into the Associate Degree Nursing Program, applicants must

1. Apply to and be accepted by the college.
2. Submit high school transcripts and transcripts of all previous college work to the Admissions office.
3. Meet either requirement A or B.
 - A. Complete at least 24 hours of work from the general education requirements in the Nursing curriculum with a minimum 2.75 GPA. A C or better must be attained in each required science course.

OR

- B. Attain a composite score of 18 or above on the ACT battery.
 4. Upon acceptance for admission, submit proof of a physical examination, providing evidence of physical status necessary for the practice of all areas of nursing care.
 5. Show evidence of emotional and mental stability as indicated by interviews with Admissions and Nursing advisors, references, and personnel records. References must be submitted as requested.
- See p. 30 for other conditions and policies.

OTHER ALLIED HEALTH PROGRAMS

To be considered for admission into one of these programs—Medical Laboratory Technology, Medical Records Technology, Radiologic Technology, and Respiratory Therapy Technology:

1. The applicant must be a high school graduate, ranking in the upper half of the graduating class or attaining a G.E.D. score above the 50th percentile.
2. The applicant must attain a composite score of 18 or above on the American College Testing Program (A.C.T.) or attain a composite score at or above the 50th percentile on the College Qualification Test (C.Q.T.).
3. A student who does not meet the above requirements may be considered after completion of 12 hours of general education courses required in the program with a GPA of 2.5 or better.
4. The applicant must complete an application for allied health programs and submit it to the Office of Admissions and Records.
5. The applicant must be interviewed by the Program Director of the specific program or a designated representative.
6. A history and physical examination is required prior to beginning the clinical education. Forms are available from the college nurse or from the Coordinator of Health Occupations.
7. Respiratory therapy applicants may be required to take additional preadmission testing.
8. Final selections of students will be made by the Health Occupations Admissions Committee.

**Clinical Affiliates and Clinical Supervisors
for Allied Health Programs:**

Medical Laboratory Technology

Berlinski, Sula, MT(ASCP), Clinical Instructor	Oak Ridge Hospital
Carabia, Alex, M.D., Medical Director	Oak Ridge Hospital
Chesney, Penney, CLA(ASCP), Clinical Instructor	Harriman City Hospital
Hillis, Sherry, MT(ASCP), Clinical Director	Oak Ridge Hospital
Jordan, Amelia, MT(ASCP), Laboratory Supervisor	Harriman City Hospital
Russell, Ed, CLA(ASCP), Clinical Instructor	Oak Ridge Hospital
Seitz, Ben, B.S., Clinical Instructor	Oak Ridge Hospital
Ward, Donald, M.S.S., MT(ASCP), Laboratory Supervisor	Oak Ridge Hospital
White, Oral, MT(AMT), Clinical Instructor	Oak Ridge Hospital
Willis, Catherine CLA(ASCP), Clinical Instructor	Harriman City Hospital

Medical Record Technology

Barnhill, Beth, ART, Director, Medical Records	Knoxville Health Care Center
Chandler, Beverly, ART, Director, Medical Records	Lakeshore Mental Health Institute
Crisp, Frances, ART, Director, Medical Records	East Tennessee Baptist Hospital
Gray, Sue, ART, Director, Medical Records	Sweetwater Hospital
Hall, Fran, RRA, Director, Medical Records	Peninsula Psychiatric Hospital
Harold, Frances, RN, Director, Quality Assurance Department	University of Tennessee Center for the Health Sciences
Looney, Terry, RRA, Director, Medical Records	Cumberland Medical Center
Melnikow, Pat, RRA, Director, Medical Records	Park West Hospital
Miller, Diane, ART, Director, Medical Records	Harriman City Hospital
Mulroy, Sheila, RRA, Director, Medical Records	University of Tennessee Veterinary Teaching Hospital
Profitt, Sandra, ART, Director, Medical Records	Chamberlain Memorial Hospital
Wilson, Carol, ART, Director, Medical Records	University of Tennessee Center for the Health Sciences

Nursing

Black, Micki, RN, M.S.N., Clinical Specialist	Oak Ridge Hospital
Brandenburg, Nellie, RN, Clinical Manager	Oak Ridge Hospital
Cantwell, Elizabeth, RN, M.S.N., Vice-President for Nursing	Oak Ridge Hospital
Hayes, Dottie, RN, Clinical Manager	Oak Ridge Hospital
Manning, Coletta, RN, Clinical Manager	Oak Ridge Hospital
Schmitz, Dorathea, RN, Clinical Manager	Oak Ridge Hospital
Shulze, Ellen, RN, B.S.N., Clinical Manager	Oak Ridge Hospital
Sutphin, Mary Katharine, RN, Clinical Manager	Oak Ridge Hospital
Walker, Judith, RN, B.S., Director of Education	Oak Ridge Hospital

Radiologic Technology

Ashburn, Glenda J., A.S., R.N., Patient Education Co-ordinator	Cumberland Medical Center
Bilbrey, Richard L., M.D., Staff Radiologist	Cumberland Medical Center
Griffith, Bobby, RT, Administrative Director, Nuclear Medicine	Cumberland Medical Center
Hensley, Lansford H., RT, Administrative Director	St. Mary's Medical Center
Lindsay, Jack W., M.D., Medical Director, Radiology and Nuclear Medicine	Cumberland Medical Center
Looper, Sam H., MT, Administrative Director, Clinical Laboratory	Cumberland Medical Center
Parsons, Cathy L., RT, Chief Technologist, Radiology	Chamberlain Memorial Hospital
Sherrill, Wayne E., RT, Administrative Director Radiology	Cumberland Medical Center
Woliver, Sharon K., RT, Special Procedure Technologist, Radiology	St. Mary's Medical Center

Respiratory Therapy

Bohannon, Steven, B.S., CRTT	University of Tennessee Center for the Health Sciences
Campbell, Cynthia, A.S. (Resp. Therapy), CRTT	East Tennessee Baptist Hospital
Cooper, Nick	East Tennessee Baptist Hospital
Cooper, Sharon, A.S., RRT	Oak Ridge Hospital
Cross, Kyle, CRTT	East Tennessee Baptist Hospital
Dupont, Terry, CRTT, Technical Director	East Tennessee Baptist Hospital
Eastridge, Darrell, A.S., RRT	East Tennessee Baptist Hospital
Jarnigan, Don	East Tennessee Baptist Hospital
Lister, Kenneth, M.D.	
Maddox, Judy, B.S., RRT	Park West Hospital
Obenour, Richard, M.D.	University of Tennessee Center for the Health Sciences
Rimshaw, Frank, A.S. (Resp. Therapy)	University of Tennessee Center for the Health Sciences
Robinson, Robert, CRTT	East Tennessee Baptist Hospital
Seamon, Linda, CRTT	Oak Ridge Hospital
Sinicrope, Sally, RRT	Park West Hospital
Southmayd, Richard, A.S., RRT, Technical Director	Oak Ridge Hospital
Sutton, Jim, A.S. (Resp. Therapy), CRTT, Chief Therapist	University of Tennessee Center for the Health Sciences
Wilson, Paul, A.S., RRT, Technical Director	Park West Hospital

MEDICAL LABORATORY TECHNOLOGY¹

The Medical Laboratory Technology program provides students with the opportunity to study the medical laboratory sciences. The curriculum combines general education and science courses with clinical laboratory courses and clinical laboratory experience. The certified Medical Laboratory Technician is qualified to perform diagnostic tests in the medical laboratory.

SUMMARY OF REQUIRED HOURS		First Year				Second Year			
Course No.	Course Title	F	W	Sp	Su	F	W	Sp	Su
BIO 2310, 20, 30	Anatomy and Physiology I, II, III	4	4	4					
BIO 2510	Microbiology		4						
BIO 2610	Genetics			4					
CHE 1110, 20, 30	General Chemistry I, II, III		4	4	4				
EDU 1000	Orientation to College	1							
ENG 1010, 20	Composition I, II	3			3				
MAT 1110	Introduction to Analysis I	3							
MLT 1010	Introduction to Medical Laboratory Technology	3							
MLT 1020	Orientation to Laboratory Techniques					4			
MLT 2110, 20	Medical Biochemistry I, II					5	5		
MLT 2210	Hematology							4	
MLT 2410, 20	Diagnostic Microbiology I, II			4	4				
MLT 2610	Immunohematology					4			
MLT 2710, 20	Seminar I, II							1	1
MLT 2810, 20	Basic Clinical Education I, II							2	2
MLT 2830	Clinical Chemistry							5	
MLT 2840	Clinical Hematology							5	
MLT 2850	Clinical Immunohematology								5
MLT 2860	Clinical Microbiology								5
	Humanities Elective					3			
	Physical Education Activities	1	1			1			
	Social Science Electives				3	3	3		
TOTAL CREDIT HOURS—116		15	13	16	14	16	16	13	13

¹Students entering program in the Spring Quarter will follow a different sequence as recommended by the advisor.

MEDICAL LABORATORY TECHNOLOGY¹

(For Certified Laboratory Assistants)

This program is designed for the Certified Laboratory Assistant who has completed a one-year program at an AMA approved school. The CLA without recent work experience may be required to pass a practical examination prior to receiving credit for CLA training.

SUMMARY OF REQUIRED HOURS

Course No.	Course Title	
BIO 2310, 20, 30	Anatomy and Physiology I, II, III	12
BIO 2510	Microbiology	4
BIO 2610	Genetics	4
CHE 1110, 20, 30	General Chemistry I, II, III	12
ENG 1010, 20	Composition I, II	6
MAT 1110	Introduction to Analysis I	3
MLT 2110, 20	Medical Biochemistry I, II	10
MLT 2210	Hematology	4
MLT 2410	Diagnostic Microbiology I	4
MLT 2420	Diagnostic Microbiology II	4
MLT 2610	Immunohematology	4
	Physical Education Activities	3
	Social Science Electives	9
	Credit for CLA Training	36
	TOTAL CREDIT HOURS—115	

¹See advisor for scheduling classes.

MEDICAL RECORD TECHNOLOGY

The Medical Record Technology program emphasizes specialized skills in the management of medical records. The medical record technician helps to provide accuracy and efficiency in the management of the patient's records. In smaller health facilities, the medical record technician is in charge of the medical record department. Application of the didactic instruction is provided through clinical experience in local health facilities. The program is accredited by the AMA Committee on Allied Health Education and Accreditation, in collaboration with the American Medical Record Association.

SUMMARY OF REQUIRED HOURS

Course No.	Course Title	First Year			Second Year		
		F	W	Sp	F	W	Sp
BIO 2310, 20, 30	Anatomy and Physiology I, II, III	4	4	4			
BIO 2350	Pathophysiology						3
BUS 1810	Business Mathematics			3			
BUS 2910	Management and Supervision I						3
CST 1010	Introduction to Data Processing						3
CST 1020	Introduction to Programming						3
EDU 1000	Orientation to College	1					
ENG 1010, 20, 30	Composition I, II, III	3	3	3			
MRT 1010, 20, 30	Medical Records I, II, III	3	3	3			
MRT 1040	Legal Aspects of Medical Records			3			
MRT 1210, 20	Medical Terminology I, II	3	3				
MRT 1230	Medical Transcription			3			
MRT 2310, 20, 30	Directed Practice I, II, III				3	3	3
MRT 2110	Trends in Medical Records				3		
MRT 2120	Advanced Medical Record Procedures					3	
MRT 2430	Medical Record Seminar						3
PSY 1010	General Psychology I				3		

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
SPE 2440	Business and Professional Speaking						3
SSC 1010	Typing I (or equivalent)	3					
	Elective						3
	Physical Education Activities	1	1	1			
	Social Science Electives				3	3	3
	TOTAL CREDIT HOURS—100	18	17	17	18	15	15

NURSING

The two-year, associate degree program in Nursing emphasizes patient-centered approaches to nursing care. The graduate nurse is able to provide highly skilled nursing care to patients and families in a variety of health care delivery settings. The program of learning includes the study and clinical application of nursing theory and principles. The graduate is eligible to take the State Board examination to become a registered nurse. See page 85 for the Pre-Nursing option for the student who plans to transfer and complete the baccalaureate degree in nursing.

SUMMARY OF REQUIRED HOURS		First Year			Second Year		
Course No.	Course Title	F	W	Sp	F	W	Sp
BIO 2310, 20, 30	Anatomy and Physiology I, II, III	4	4	4			
BIO 2510	Microbiology				4		
DFT 2210	Principles of Nutrition		3				
EDU 1000	Orientation to College	1					
ENG 1010, 20	Composition I, II	3	3				
NSG 1110, 20, 30	Nursing I, II, III						
2110, 20, 30	IV, V, VI	7	7	7	10	10	10
NSG 2010	Nursing Seminar						2
SOC 2010	Introduction to Sociology		3				
SOC 2020	Social Institutions ¹				3		
POL 1010	Fundamentals of American Government ²						3
PSY 1010, 20, 30	General Psychology I, II, III	3	3		3		
	Humanities Elective					3	
	Physical Education Activities	1	1	1			
	TOTAL CREDIT HOURS—103	19	18	18	17	16	15

¹SOC 2030, Social Problems, may be substituted.

²POL 2010, Introduction to Political Science, may be substituted.

RADIOLOGIC TECHNOLOGY¹

The Radiologic Technology program prepares an individual to accept staff responsibilities associated with X-ray technology. The program requires eight quarters to cover the 2400 hours of clinical experience by the Joint Review Committee of the American Medical Association.² Intersessions of two weeks are given between the summer and fall quarters. The radiologic technology courses are offered at Cumberland Medical Center, Crossville, TN. Graduates are eligible to take the Registry Examination which certifies them as Radiologic Technologists. The program is fully accredited by the American Medical Association.

SUMMARY OF REQUIRED HOURS

Course No.	Course Title	First Year				Second Year			
		F	W	Sp	Su	F	W	Sp	Su
BIO 2310, 20, 30	Anatomy and Physiology I, II, III	4	4	4					
EDU 1000	Orientation to College	1							
ENG 1010, 20	Composition I, II	3			3				
RDT 1000, 10, 20, 30	Clinical Education I, II, III, IV	4	2	4	6				
RDT 1110	Introduction to Radiologic Technology	3							
RDT 1250, 60, 70	Radiographic Positioning I, II, III		3	3	3				
RDT 1350, 60, 70, 80	Radiographic Principles I, II, III, IV	3	3	3	3				
RDT 1410	Terminology		1						
RDT 1510, 20	Radiographic Film Evaluation I, II							2	2
RDT 1610	Radiation Physics I					3			
RDT 2040, 50, 60, 70	Clinical Education V, VI, VII, VIII					8	6	7	11
RDT 2310	Radiographic Positioning IV					3			
RDT 2320	Radiologic Positioning V						3		
RDT 2610	Radiation Physics II						3		
RDT 2710, 20	Special Examinations and Equipment I, II				2	2			
RDT 2810	Radiation Protection and Biology					3			
RDT 2910	Radiographic Pathology							2	
RDT 2915, 25	Radiologic Technology Seminar I, II							2	2
	Humanities Elective								3
	Physical Education Activities	1	1	1					
	Social Science Electives				3				
	TOTAL CREDIT HOURS—136	19	14	18	17	19	18	16	15

*Due to the large number of hours required in this program, students may petition for exemption from the physical education requirement.

RADIOLOGIC TECHNOLOGY¹

(For Radiologic Technologists)

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

SUMMARY OF REQUIRED HOURS

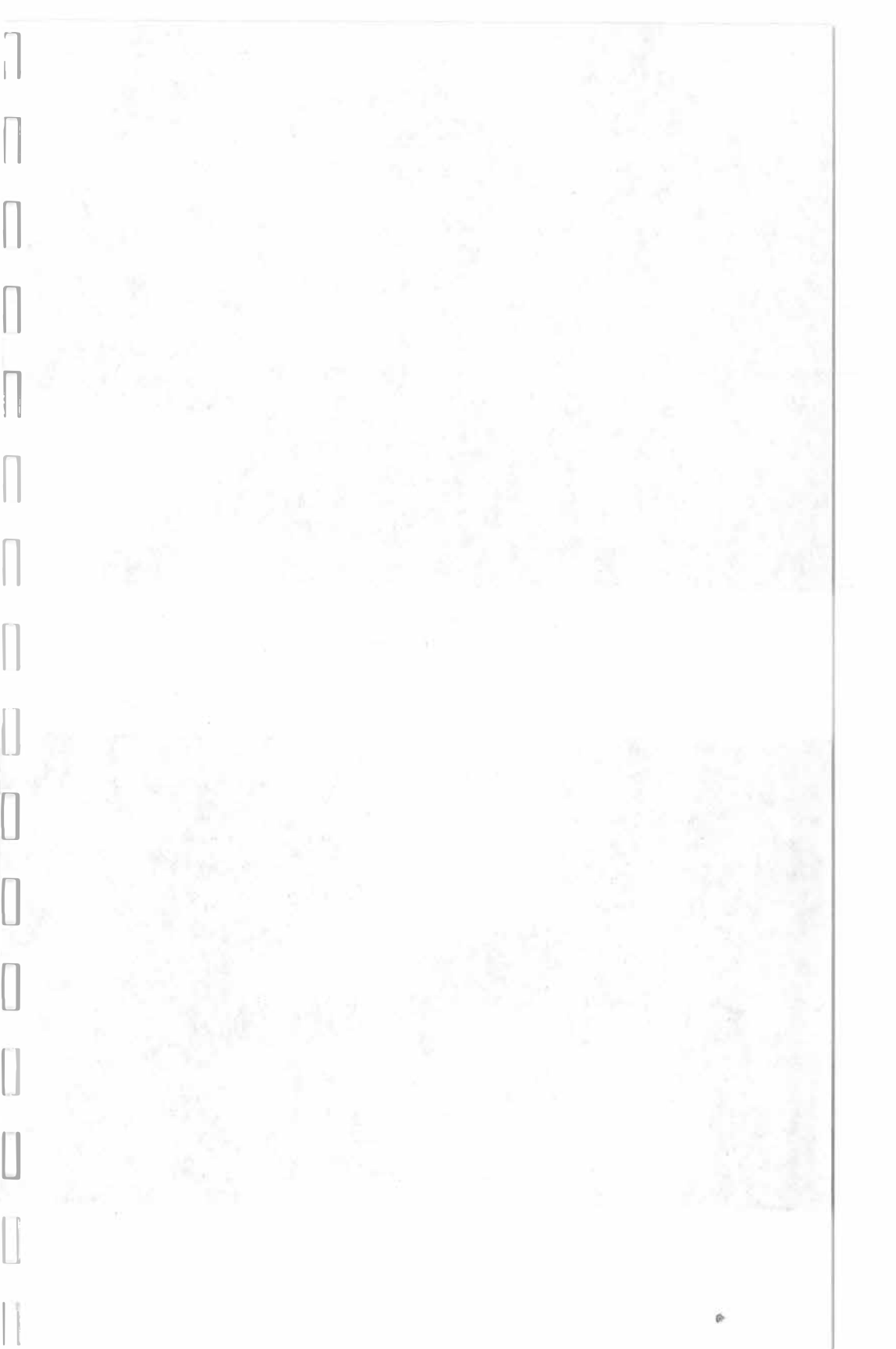
Course No.	Course Title	
BUS 1810	Business Mathematics	3
BUS 2910	Management and Supervision I	3
EDU 1000	Orientation to College	1
ENG 1010, 20	Composition I, II	6
PSY 2210	Educational Psychology	3
PSY 2610	Psychological Aspects of Management	3
SPE 2430	Interpersonal Communication	3
	Electives	6
	Physical Education Activities	3
	Social Science Electives	9
	Sub-Total	40
	ARRT certification credits	60
	TOTAL CREDIT HOURS—100	

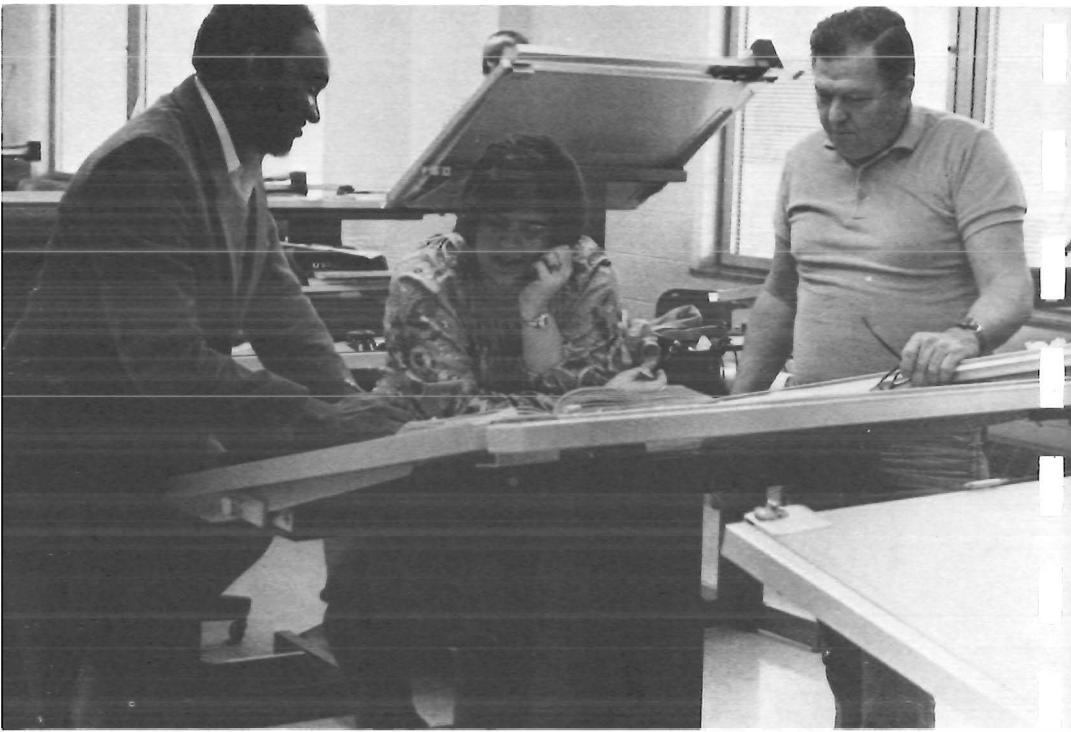
¹Courses in this program to be scheduled by program director.

RESPIRATORY THERAPY

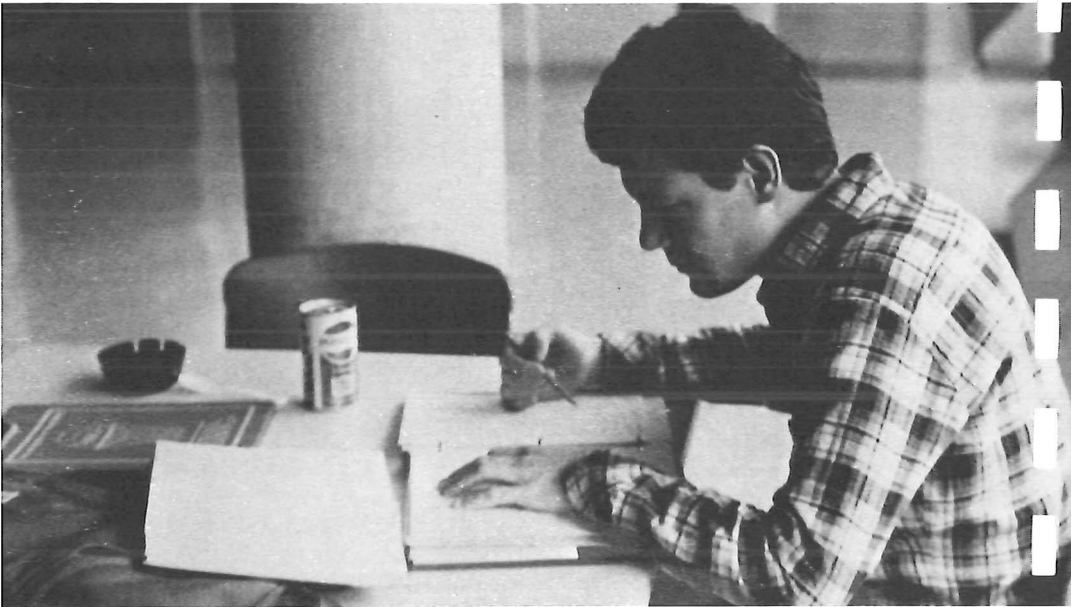
The Respiratory Therapy program emphasizes specialized skills in the diagnosis and treatment of individuals with respiratory abnormalities as well as prophylaxis of respiratory complications in the debilitated patient. The program includes general education courses, respiratory therapy technology courses and supervised clinical experience in area hospitals.

SUMMARY OF REQUIRED HOURS		First Year				Second Year		
Course No.	Course Title	F	W	Sp	Su	F	W	Sp
BIO 2310, 20, 30	Anatomy and Physiology I, II, III	4	4	4				
BIO 2510	Microbiology				4			
CHE 1010	Basic Chemistry I	4						
EDU 1000	Orientation to College	1						
ENG 1010, 20	Composition I, II		3			3		
MAT 1010	Technical Math I		3					
NSC 1610	Introductory Concepts in Energy I					4		
PSY 2610	Psychological Aspects of Management						3	
RTT 1100	Introduction to Respiratory Therapy	2						
RTT 1200	Medical Gas Therapy	4						
RTT 1210	Pathology and Physical Diagnosis			3				
RTT 1220	Cardio-Pulmonary Pharmacology		3					
RTT 1310	Pulmonary Therapeutics	4						
RTT 1320	Equipment Maintenance and Sterilization		4					
RTT 1330	Pulmonary Diagnostics			4				
RTT 1400	Airway Management and CPR				4			
RTT 1410	Clinical Education I			2				
RTT 1420	Clinical Education II				4			
RTT 1430	Mechanical Ventilation				4			
RTT 2100	Intensive and Rehabilitative Pulmonary Care					4		
RTT 2110	Clinical Education III					6		
RTT 2210	Neonatal and Pediatric Respiratory Therapy						4	
RTT 2220	Clinical Education IV						4	
RTT 2310	Investigation and Analysis							2
RTT 2330	Clinical Education V							10
SPE 2440	Business and Professional Speaking						3	
	Physical Education Activities		1	1	1			
	Social Science Electives			3			3	
	TOTAL CREDIT HOURS—117	19	18	17	17	17	17	12





Engineering instructor John Rudolph works out a problem for two of his students





COURSES OF STUDY



COURSES OF STUDY

Unless noted otherwise, the courses listed here generally will transfer to other accredited institutions of higher education. Students who plan to transfer to a four-year institution, however, should also use a catalog from that institution in selecting courses at Roane State for transfer.

The following abbreviations indicate the quarter or quarters that a course will normally be offered:

F	Fall Quarter	W	Winter Quarter
Sp	Spring Quarter	Su	Summer Quarter

All course offerings are contingent upon enrollment or a reasonable expectation of enrollment. The College reserves the right to cancel or not to offer a course when enrollment is judged insufficient.

In addition to the credit courses of study in each of the following disciplines, the College also offers various special courses of study through the Continuing Education Program, and all inquiries should be addressed to the Director of Continuing Education.

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. F, W, Sp
- 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. (Required of all art majors. May be taken in any sequence with Basic Studio II and III.) F, W
 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.) F, W
 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.) Sp
 2 hours lecture—4 hours studio
- ART 1810—School Art** **.3 Credits**
 The child, his/her development, and needs in creative art experiences. Two and three dimensional lab experiences appropriate for later use with children. Designed for elementary education majors. Sp
- ART 2010—Art History Survey I** **.3 Credits**
 A survey of architecture, painting, and sculpture from prehistoric times to the Renaissance. F
- ART 2020—Art History Survey II** **.3 Credits**
 A survey of architecture, painting, and sculpture from the Renaissance to nineteenth century Impressionism. W
- 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. Sp
- ART 2210—Communication Design** **.3 Credits**
 An introduction to the methods and materials of visual communication. (Prerequisite: ART 1110 and ART 1120) F

- ART 2410—Ceramics I**3 Credits
Lecture and studio experience in ceramic techniques; clay mixing, hand building, wheel throwing, glazing, firing. May be started any quarter. F, W, Sp
2 hours lecture—4 hours studio
- ART 2420—Ceramics II**3 Credits
Refinement of fundamental skills and techniques. Individualized consultation with instructor. F, W, Sp
2 hours lecture—4 hours studio
- ART 2430—Ceramics III**3 Credits
Creative experimentation with contemporary sculptural form, clays, and glazes. F, W, Sp
2 hours lecture—4 hours studio
- ART 2510—Painting I**3 Credits
An introduction to the techniques, materials, and tools used in oil painting. F, W, Sp
2 hours lecture—4 hours studio
- ART 2520—Painting II**3 Credits
A continuation of ART 2510 with an emphasis on individual experimentation. F, W, Sp
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. F, W, Sp, Su
2 hours lecture—4 hours studio
- ART 2540—Watercolor**3 Credits
An introduction to the techniques, materials and tools used in watercolor painting. Su
2 hours lecture—4 hours studio
- ART 2550—Drawing**3 Credits
An introduction to the materials and techniques of drawing. Emphasis on the coordination of brain, hand and eye toward improved drawing skills.
- ART 2710—Introduction to Printmaking**3 Credits
Technical instruction in printmaking processes; intaglio, relief, and planographic processes. F, W, Sp, Su
2 hours lecture—4 hours studio
- ART 2720—Advanced Printmaking**3 Credits
Continuation of Introduction to Printmaking with emphasis on individual experimentation. F, W, Sp, Su
2 hours lecture—4 hours studio
- ART 2810—Basic Photography**3 Credits
An introduction to photography as a medium of art expression. Elements of visual design and basic camera skills. Elementary aspects of film development and print enlargement. Sp
2 hours lecture—4 hours lab
- ART 2820—Photography II**3 Credits
Continuation of ART 2810. Sp
2 hours lecture—4 hours studio

BANKING

- BNK 1100—Principles of Bank Operations**(3 AIB Credits) 4 Credits
This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may acquire a broad and operational perspective. It reflects the radical changes in banking policy and practice which have occurred in recent years. Topics covered are banks and the monetary system, negotiable instruments, the relationship of the commercial bank to its depositors, types of bank accounts, the deposit function, the payments functions, bank loans and investments, other banking services (trust, international, and safe deposit), bank accounting and marketing, external and internal controls, and the public service obligations of banks.
- BNK 1120—Money and Banking**(3 AIB Credits) 4 Credits
This course presents the basic economic principles most closely related to the subject of money and banking in a context of topics of interest to present and prospective bank management. The book stresses the practical application of the economics of money and banking to the individual bank. Some of the subjects covered include structure of the commercial banking system, the nature and functions of money, banks and the money supply; cash assets and liquidity management, bank investments, loans,

earnings and capital, the Federal Reserve System and its policies and operations, Treasury Department operations, and the changing international monetary system. (Formerly BUS 2050.)

BNK 1130—Bank Investments(3 AIB Credits) 4 Credits

This course covers the sources and uses of bank funds and the place of investment in the overall scheme of bank operations. Especially important are the relationship of investments to business and the unique functions, advantages, and purpose served by a wide range of securities. Investment terminology is covered in detail.

BNK 1140—Savings and Time Deposits(3 AIB Credits) 4 Credits

This course reflects recognition of the fact that a knowledge of the historical development of savings institutions and an awareness of the basic economic function of the savings process are necessary to an understanding of the current operations and policies of these institutions. It begins with a review of the economics of the savings process in order to clarify important differences between financial savings by individuals or organizations and real savings that appear as capital formation. Different types of financial savings are reviewed in order to describe the system of financial flow from income to capital investment. Also covered are interest rates, types of savings accounts, and the management of savings institutions (asset management, operations and control, supervision, liquidity, and marketing).

BNK 1150—Trust Functions and Services(3 AIB Credits) 4 Credits

This course presents a complete picture of the services rendered by institutions engaged in trust business. Providing an introduction to the services and duties involved in trust operations, the course is intended for all bankers, not only those who are engaged in trust business. It endeavors to keep clear the distinction between business and legal aspects of trust functions. Topics covered are the history of trust services and institutions, trust powers and government supervision, trust department services, property, wills, settlement of estates, personal and insurance trusts, personal agencies, guardianship, employee benefits trusts, corporate trusts and agencies, investment of trust funds, and management of property and mortgages.

BNK 1160—Bank Management(3 AIB Credits) 4 Credits

This course presents new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management. It should be noted that the course is not one of personnel management, but rather of business management. It touches on objectives, planning, structure, control, and the interrelationship of various bank departments. Since case study is becoming well established as an effective management learning technique, the text also uses illustrative cases.

BNK 2100—Federal Reserve System(3 AIB Credits) 4 Credits

This course examines the operations and policies of the Federal Reserve System during critical periods over the last 60 years. The approach taken is topical rather than chronological, thereby enabling students to compare and contrast Federal Reserve policies dealing with similar problems at different periods in time. Attention is given to international monetary affairs, especially the changing role of gold, economic developments and goals which affect the stability of the American economy, and Federal Reserve efforts to adapt and influence the changing economic environment.

BNK 2120—Analyzing Financial Statements(3 AIB Credits) 4 Credits

This course is organized into two main sections: Characteristics of Financial Statements and Financial Statement Analysis. The first section serves as a useful review of basic accounting principles for those students who have studied accounting. For those who have not, this section provides the minimum accounting background necessary for profitable study of financial statement analysis. (It should be emphasized, however, that Analyzing Financial Statements is an advanced course and difficult for students with little background in accounting.) The second section of the course covers goals, methods, and tools of analysis; analysis of profit and loss, accounts receivable, inventories, and balance sheets; the relationship of balance sheet accounts to sales; and projected statements and cash budgets.

BNK 2130—Credit Administration(3 AIB Credits) 4 Credits

This course, directed toward the executive level, concerns itself with factors influencing and determining loan policy. It is not a "how" and "whether to" guide to granting credit, but discusses methods of credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans—working capital loans, secured loans, term loans, real estate loans, installment loans, agricultural loans, loans to other financial institutions, and loan participations. Emphasis is also given to credit department organization and procedures, analysis of financial statements, and the methods of dealing with borrowers in financial difficulty.

BNK 2150—Installment Credit(3 AIB Credits) 4 Credits

This modular course emphasizes the pragmatic "how-to" details of Installment Credit. Topics covered are principles of credit evaluation, open-end credit, marketing bank services, collection policies and

procedures, legal aspects, financial statement analysis, direct and indirect installment lending, leasing and other special situations, installment credit department management, insurance, and rate structure and yields.

BNK 2160—International Banking(3 AIB Credits) 4 Credits

International Banking is an overview introduction to a vast field for those working in international departments as well as for those involved in the domestic activities of their banks. The essential objective of the course is to present the basic framework and fundamentals of international banking: how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the work of commercial banks, international lending, and how money is changed from one currency to another.

BNK 2170—Management of Commercial Bank Funds(3 AIB Credits) 4 Credits

This course deals with those necessary principles from which the student can derive an adequate philosophy of funds management. It covers a broad range of bank situations and sizes. It opens with a discussion of the overall banking environment, then zeroes in on individual bank environment and discusses various facets of bank operations and their relationships with the funds management function. Considerable emphasis is placed on the proper organizational format to achieve this potential.

BNK 2190—Law and Banking(3 AIB Credits) 4 Credits

An introduction to basic American law, this course presents the rules of law which underlie banking. Topics are those usually covered in the first year curriculum of most American law schools. They include jurisprudence, the court system and civil procedure, contracts, quasi-contracts, property, torts, crimes, and agency. The nature of partnerships and corporations is also treated. The text concentrates on the Uniform Commercial Code in its coverage of sale of personal property, commercial paper, bank deposits and collections, documents of title, and secured transactions.

BIOLOGY

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

NOTE: Students with the equivalent of at least 2 years of high school biology or satisfactory ACT scores may elect BIO 2610, 20, 30 (see course descriptions) instead of BIO 1110, 20, 30.

BIO 1110—General Biology I 4 Credits

An introduction to biology at the cellular and subcellular levels. F, W, Sp, Su
3 hours lecture—2 hours laboratory

BIO 1120—General Biology II 4 Credits

An introduction to the structure and function of multicellular organisms. W, Sp, Su
3 hours lecture—2 hours laboratory

BIO 1130—General Biology III 4 Credits

An introduction to the principles of heredity and to environmental biology. Sp, Su
3 hours lecture—2 hours laboratory

BIO 2100—Field Biology 3 Credits

Identification of local plants and animals and a consideration of the ecological principles governing them. This course will generally be offered during Winter-Spring or Summer-Fall break as a two-week-long camp. A special fee will be assessed to cover food costs and other camping expenses.

BIO 2310—Anatomy and Physiology I 4 Credits

A study of basic biological chemistry, cellular structure and function (including cellular respiration, protein synthesis, and cell division), and control systems of the body. The laboratory will provide experiments to illustrate principles covered in lecture as well as detailed anatomy and physiology of the integumentary and skeletal system. F
3 hours lecture—3 hours laboratory

BIO 2320—Anatomy and Physiology II 4 Credits

A study of the anatomy and physiology of the nervous system, muscular system, circulatory and immune systems, and the respiratory system. The laboratory will provide anatomical investigation of and physiological experimentation with these systems. (Prerequisite: BIO 2310 or consent of instructor) W
3 hours lecture—3 hours laboratory

- BIO 2330—Anatomy and Physiology III** **.4 Credits**
 A study of the anatomy and physiology of the excretory, digestive, endocrine, reproductive and special sense systems. The laboratory will provide anatomical investigation of and physiological experimentation with these systems. (Prerequisite: BIO 2320 or consent of instructor) Sp
 3 hours lecture—3 hours laboratory
- BIO 2350—Pathophysiology** **.3 Credits**
 An introduction to the disease processes and mechanisms of the human body and to the dysfunction of the body's systems. (Prerequisite: BIO 2310-20-30) W
 3 hours lecture
- BIO 2510—Microbiology** **.4 Credits**
 An introductory course in microbiology dealing with bacteria, fungi, yeast, and viruses to include discussions of cell structure, identification, taxonomy, metabolism, genetics, resistance, infection, disease, immunity, microbiology of food products and industrial microbiology. (Prerequisite: BIO 1130 or 2330 or consent of instructor) W, Su
 3 hours lecture—3 hours laboratory
- BIO 2610—Genetics** **.4 Credits**
 A study of heredity including classical and modern principles and laboratory experiments involving several experimental organisms. (Prerequisite: BIO 1110, 20, 30, or consent of instructor; CHE 1030 or CHE 1130, and MAT 1130 are recommended) F, Sp
 3 hours lecture—3 hours laboratory
- BIO 2620—Cell Biology** **.4 Credits**
 A study of cellular structure and function. (Prerequisite: BIO 1110, 20, 30, CHE 1010, 20, 30) W
 3 hours lecture—3 hours laboratory
- BIO 2630—Ecology** **.4 Credits**
 Relations between organisms and their environment. Includes human environmental problems. Laboratories consist of sampling techniques and field trips. (Prerequisite: BIO 1130) Sp
 3 hours lecture—3 hours laboratory
- BIO 2700—2750—Independent Scientific Investigation** **.3 Credits**
 Independent laboratory/library research in biology by qualified students under the supervision of a faculty member. Especially designed to develop interest in and to apply techniques of scientific research. Up to nine credit hours may be earned. (Prerequisite: BIO 1130 and consent of the faculty member) F, W, Sp, Su

BUSINESS AND COMMERCE

- BUS 1010—Introduction to Business** **.3 Credits**
 Orientation course designed to give an overall view of business as a framework for further detailed study into accounting, data processing, finance, real estate, management, retailing, and marketing. Included are vocational/career opportunities, business terminology, and an appreciation of the methods and procedures used in business to arrive at decisions. F, W, Sp, Su
- 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. Not designed to transfer. F, W, Sp, Su
- BUS 1820—Finance Mathematics** **.3 Credits**
 Math applied to business operations such as preparing payroll, discounting notes and drafts, distributing profits and dividends, trading on the stock and bond markets, figuring consumer credit, and computing federal income taxes and social security benefits. Not designed to transfer. F, W, Sp, Su
- BUS 1850—Personal Finance** **.3 Credits**
 A course designed to aid the student in practical money management. Topics included are charting financial objectives; budgeting; consumer borrowing, renting, and buying; investing; employee benefits and taxation. Designed for special career education curricula. Not designed to transfer. F, W, Sp
- BUS 2010—Principles of Real Estate** **.3 Credits**
 A fundamental real estate course covering the basic laws and principles of Tennessee Real Estate, giving understanding, background, and terminology necessary for advanced study in specialized courses. Will be of assistance to those preparing for the real estate affiliate broker's and broker's license examinations. Not designed to transfer. F, W

- BUS 2020—Real Estate Law3 Credits**
A study of Tennessee Real Estate Law, including rights incident to property ownerships and management, agency, contracts, and applications to real estate transfer, conveyances, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. Applies toward educational requirement of a broker's examination. (Prerequisite: BUS 2010) Not designed to transfer. W
- BUS 2030—Real Estate Finance3 Credits**
Institutional and governmental funds for financing real estate transactions. (Prerequisite: BUS 2010) Not designed to transfer. Sp
- BUS 2040—Real Estate Appraisal3 Credits**
Theories, functions, and purposes of appraisal to include the economic approach, the replacement approach and comparative values for all types of real estate. Not designed to transfer. F
- BUS 2210—Principles of Accounting I3 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. F, W
- BUS 2220—Principles of Accounting II3 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) W, Sp
- BUS 2230—Principles of Accounting III3 Credits**
Covers partnership organizations and operation, cost accounting, corporation capital accounts, earnings and dividends, bonds, funds statement and statement analysis. (Prerequisite: BUS 2220) Sp
- BUS 2250—Cost Accounting3 Credits**
Principles of manufacturing and distribution cost accounting. Material, labor, and overhead costs in job order and process cost accounting; analysis of cost distribution and related problems. Business procedures and their relation to business situations and needs of management. (Prerequisite: BUS 2220) Not designed to transfer. F
- BUS 2270—Small Business Accounting I3 Credits**
An introductory course in accounting which covers the basic principles and procedures of accounting with an emphasis on the managerial viewpoint. This course includes a review of the basic accounting cycle and financial statements, emphasizing use rather than preparation. Students must secure departmental approval to take this course. Not designed to transfer. F
- BUS 2280—Small Business Accounting II3 Credits**
A continuation of Small Business Accounting I with an emphasis on control and accounting for decision making. (Prerequisite: BUS 2270 and departmental approval) Not designed to transfer. W
- BUS 2310—Income Tax Accounting—Personal3 Credits**
Federal income tax laws with emphasis on the preparation of returns for individuals. (Prerequisite: BUS 2210 or permission of instructor) Not designed to transfer. W
- BUS 2320—Income Tax Accounting—Business3 Credits**
Federal income tax laws with emphasis on the preparation of returns for partnerships and corporations. (Prerequisite: BUS 2310) Not designed to transfer. Sp
- BUS 2440—Business and Professional Speaking3 Credits**
See course description under SPE 2440.
- BUS 2510—Legal Environment for Business3 Credits**
Emphasis is placed on classification of laws, historical background of our systems of laws, duties, buying services, insurance, consumer protection, negotiable instruments, and business organization. The student will gain experience in recognizing and isolating issues of legal importance of precise language in business and legal transactions. Not designed to transfer. F, W, Sp
- BUS 2520—Business Law3 Credits**
Designed to acquaint the student with the privileges and responsibilities of the individual under business law. Topics studied will include the uniform commercial code, contracts, sales, agency, partnerships, corporations, and negotiable instruments. Not designed to transfer. F, W, Sp
- BUS 2610—Psychological Aspects of Management3 Credits**
See course description under PSY 2610.
- BUS 2710—Intermediate Accounting I3 Credits**
Extensive analysis of the principal elements of accounting systems and statements. (Prerequisite: BUS 2210, 20, 30) Not designed to transfer. F.

- BUS 2720—Intermediate Accounting II**3 Credits
An intensive study of the balance sheet including valuation of assets, disclosure of liabilities, proper account classification, balance sheet and related income and expense items; and preparation of financial statements including tax regulations, management needs, and credit purposes. (Prerequisite: BUS 2710) Not designed to transfer. W
- BUS 2730—Intermediate Accounting III**3 Credits
Continuation of BUS 2720. (Prerequisite: BUS 2720) Not designed to transfer. Sp
- BUS 2810—Salesmanship**3 Credits
A specific course emphasizing the relationship of product and market, industrial and consumer retailing, methods of market analysis, salesmanship and sales methods. Not designed to transfer. W, Sp
- BUS 2820—Retailing**3 Credits
A study of the principles and practices of retailing including planning, policies, and procedures of distribution. Not designed to transfer. F
- BUS 2830—Marketing**3 Credits
A general but critical survey of the field of marketing, covering international industries and commerce, distribution of resources, factors of distribution and transportation. Not designed to transfer. Sp, Su
- BUS 2900—Small Business Management**3 Credits
An introductory course designed to provide an overview of the business environment and requirements for successfully operating a small business. Topics covered will include forms of business, credit management, utilizing professionals, information management, etc. Students must secure departmental approval to take this course. Not designed to transfer. F, Sp
- BUS 2910—Management and Supervision I**3 Credits
- BUS 2920—Management and Supervision II**3 Credits
- BUS 2930—Management and Supervision III**3 Credits
A three course sequence designed to introduce the basic aspects of supervisory development, to include the functions of management, communication skills, interpersonal relations, motivation, morale, discipline, leadership training and evaluation, decision making and self-development. Not designed to transfer. F, W, Sp Sequence
- BUS 2940—Management Seminar**3 Credits
Consideration of current problems, issues, and developments in the area of management. Students are guided through individual projects and outside research related to their area of concentration and employment training. Not designed to transfer. Sp
- BUS 2950—Labor Relations**3 Credits
A broad overview of the general nature of the labor-management relationship as it exists. Specific areas studied include: historical, legal and structural environments which influence contractual content and labor relations; and the examination of the negotiation, administration, and content of the labor contract. Students must secure departmental approval to take this course. Not designed to transfer. Sp

CHEMISTRY

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

- CHE 1010—Basic Chemistry I**4 Credits
Introductory course in chemistry dealing with the basic principles such as atomic structure, periodic law, physical states of matter, chemical bonding, types of compounds, gas laws. (Prerequisite: MAT 1110 or high school algebra) F
- CHE 1020—Basic Chemistry II**4 Credits
Acids and bases, solutions, equilibria, and introductory topics in aliphatic and aromatic organic chemistry. (Prerequisite: CHE 1010) W
- CHE 1030—Basic Chemistry III**4 Credits
A continuation with emphasis on functional groups, biochemistry, drugs, and biologically active compounds. (Prerequisite: CHE 1020) Sp
3 hours lecture—3 hours laboratory

NOTE: CHE 1010, 20, and 30 are intended for students in the humanities, the social sciences, home economics, nursing, and many programs in the agricultural sciences. These courses must be taken in sequence.

CHE 1110—General Chemistry I4 Credits

A study of fundamental principles of chemistry, such as mathematical calculations of chemical relationships, atomic structure, periodic relationships, molecular structure, bonding, and the chemistry of oxygen, hydrogen, and water. (Prerequisite: 2 years of high school algebra or one college level math course) F, W, Sp, Su

3 hours lecture—3 hours laboratory

CHE 1120—General Chemistry II4 Credits

Kinetic Molecular Theory, physical states of matter, solution chemistry, and electrolytes. (Prerequisite: CHE 1110) W, Sp, Su

3 hours lecture—3 hours laboratory

CHE 1130—General Chemistry III4 Credits

Oxidation-reduction, electrochemistry, molecular and ionic equilibria, nuclear chemistry, and brief survey of organic chemistry. (Prerequisite: CHE 1120) Sp, Su

3 hours lecture—3 hours laboratory

CHE 1200—Chemistry for Dietetic Technology4 Credits

The fundamentals of inorganic, organic and bio-chemistry, including physiological principles and applications. (Crosslisted as DFT 1200) W

3 hours lecture—3 hours laboratory

CHE 2210—Quantitative Analysis4 Credits

The study of the basic theories of quantitative analysis with stress on the theories of neutralization, precipitation, volumetric, and gravimetric analysis. (Prerequisite: CHE 1130) Sp

3 hours lecture—3 hours laboratory

CHE 2310—Organic Chemistry I4 Credits

A study of the properties, preparations, nomenclature, and reactions of the aliphatic compounds. Concepts such as mechanisms of reactions and the relationship between structure and properties are developed. (Prerequisite: CHE 1130) F

3 hours lecture—3 hours laboratory

CHE 2320—Organic Chemistry II4 Credits

A study of the properties, preparations, nomenclature, reactions, and spectroscopic characteristics of some aromatic compounds and various other compounds classified according to functional group. (Prerequisite: CHE 2310) W

3 hours lecture—3 hours laboratory

CHE 2330—Organic Chemistry III4 Credits

A continuation of CHE 2320 and including an introduction to proteins, amino acids, carbohydrates and fats. (Prerequisite: CHE 2320) Sp

3 hours lecture—3 hours laboratory

CHE 2700—2750—Independent Scientific Investigation3 Credits

Independent laboratory/library research in chemistry by qualified students under the supervision of a faculty member. Especially designed to develop interest in and to apply techniques of scientific research. Up to nine credit hours may be earned. (Prerequisite: CHE 1130 and consent of the faculty member) F, W, Sp, Su

CHEMICAL TECHNOLOGY¹

CHT 2010—Unit Operations I4 Credits

The fluid flow and heat transfer characteristics of typical materials and equipment common to the chemical industry are presented. Laboratory experiments on pilot plant scale equipment will provide actual experience operating equipment and studying the properties of materials. F

3 hours lecture—3 hours laboratory

CHT 2020—Unit Operations II4 Credits

A study of the physical properties of materials and typical equipment using physical operations such as filtration, floatation, drying, humidifying, crushing, blending, etc. Laboratory work will enable students

to learn to use pilot plant scale physical operations equipment and study physical properties of materials.
W

3 hours lecture—3 hours laboratory

CHT 2030—Unit Operations III4 Credits

The study of staged operations such as distillation, extraction, evaporation, etc. Laboratory will give students training in the operation of pilot plant scale equipment while they study the characteristics of these staged operations. Sp

3 hours lecture—3 hours laboratory

CHT 2110—Matter and Energy Balances I3 Credits

Fundamental applications of the law of conservation of mass and energy are studied. Material balance problems typical of the chemical industry will be solved in a problem-working laboratory and for homework.

2 hours lecture—3 hours laboratory

CHT 1120—Matter and Energy Balances II3 Credits

A continuation of Matter and Energy Balances I with emphasis on solving energy balances and combined matter and energy balances typical of the chemical industry. The laboratory will be for working out solutions to such problems.

2 hours lecture—3 hours laboratory

CHT 1210—Introduction to Alcohol Fuels4 Credits

The fundamental economics, uses, and principles of production of fuel alcohols are studied.

3 hours lecture—3 hours laboratory

CHT 2310—Metals Production3 Credits

The basic principles of production of metals from raw materials such as roasting, smelting, and refining techniques are studied.

CHT 2210—Quantitative Analysis I4 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) W

4 hours lecture—laboratory

CHT 2220—Quantitative Analysis II2 Credits

A continuation of Quantitative Analysis I with emphasis on instrumental methods of analysis. Sp

2 hours lecture—laboratory

¹Courses in this program are not designed to transfer.

CIVIL ENGINEERING TECHNOLOGY¹

CET 1000—Introduction to Surveying2 Credits

This course reviews the duties of a surveyor, his/her obligation to the community and society and introduces the student to the tools of the profession. F

1 hour lecture—3 hours laboratory

CET 2010—Construction Planning3 Credits

Introduction to the equipment used in civil engineering construction and the principles of construction planning. Offered as needed.

CET 2020—Construction Materials3 Credits

This course includes identification and properties of, and standard test methods for steel, concrete, timber, masonry products, bituminous materials and soil. F

CET 2050—Civil Drafting I3 Credits

Course will introduce the student to drafting practices pertinent to the field of Civil Engineering. Work will include topographic drawings, land layout, utility plans and profiles. (Prerequisite: ERG 1020) Offered as needed.

1 hour lecture—6 hours laboratory

CET 2060—Civil Drafting II3 Credits

Course will continue topics covered in Civil Drafting I with additional emphasis on structural design drawing in steel, wood, and concrete. Shop drawings as required in steel and reinforced concrete will be covered. (Prerequisite: CET 2050) Offered as needed.

1 hour lecture—6 hours laboratory

- CET 2110—Surveying I** **4 Credits**
 Introduction to surveying, chaining and pacing, direct and profile leveling, measurements of angles, transit-tape-traversing, traverse analysis, calculation of areas, adjustment of instruments. (Corequisite: MAT 1050 or MAT 1010 or 1020) F
 3 hours lecture—3 hours laboratory
- CET 2120—Surveying II** **4 Credits**
 Basic complex circular curves, stadia surveying, topographic surveying analysis and preparation of topographic maps. Field work parallels classroom instruction. (Prerequisite: CET 2110) Sp
 3 hours lecture—3 hours laboratory
- CET 2210—Soil Mechanics** **3 Credits**
 Physical properties of soils as applied to civil engineering; index properties, permeability, moisture-density, consolidation and shear strength. (Prerequisite: ERG 2210) Sp
- CET 2220—Hydraulics** **3 Credits**
 Principles of fluid flow and development of practical hydraulics resulting from study of fluid statics, flow of real fluid in pipes, multiple pipe lines, liquid flow in open channels, and fluid measurement techniques. (Prerequisite: ERG 1050 or ERG 1110) W
- CET 2250—Structural Analysis** **3 Credits**
 Analysis of statically determinate structures; shear and moment diagrams; influence lines; introduction to matrix algebra; introduction to statically indeterminate methods of analysis. (Prerequisite: ERG 1050 or ERG 1110) (Corequisite: ERG 2210) F
- CET 2310—Concrete Technology** **3 Credits**
 Introduction to the properties of portland cement concrete; methods of designing concrete mixtures and the mixing, testing, and quality control during construction. W
- CET 2410—Traffic and Transportation Technology** **3 Credits**
 Introduction to the techniques of traffic and transportation surveys. The application of survey data to the planning, design and operation of modern transportation systems. (Prerequisite: CET 2110) W
- CET 2510—Bituminous Technology** **3 Credits**
 Introduction to the properties of bituminous materials, primarily asphalt cement used in highway construction; testing of asphalt materials and the quality control of asphalt concrete mixtures. Sp
- CET 2610—Reinforced Concrete Design** **3 Credits**
 Design, investigation and detailing of reinforced concrete structural members. (Prerequisite: CET 2250) W
- CET 2620—Advanced Reinforced Concrete Design** **3 Credits**
 Continuation of CET 2610. (Prerequisite: CET 2610) Sp
- CET 2710—Structural Steel Design** **3 Credits**
 Design, investigation and detailing of basic steel members. (Prerequisite: CET 2250) W
- CET 2720—Advanced Structural Steel Design** **3 Credits**
 Continuation of CET 2710. (Prerequisite: CET 2710) Sp
- CET 2810—Route Surveying and Highway Design** **3 Credits**
 Principles of route surveying; simple, compound and transition curves; grades and vertical curves; earthwork and haul quantities. (Corequisite: CET 2120) Sp

¹Courses in this program are not designed to transfer.

COAL MINING TECHNOLOGY¹

- CMT 1010—Introduction to Underground and Surface Mining** **3 Credits**
 A course designed to provide the student with an overview of the mining industry in terms of production techniques, equipment, safety requirements, and legal restrictions. Sp
- CMT 1020—Coal Geology** **3 Credits**
 Instruction is provided in the geologic characteristics of coal, as well as in erosion, sedimentation, and groundwater as significant in the extraction of coal. F
- CMT 1110—Mine Operations and the Law I** **3 Credits**
 The student is introduced to the various phases of coal mining and instructed in how these relate to the Federal Mine Health and Safety Act of 1969 and state laws. F, W

- CMT 1120—Mine Operations and the Law II**3 Credits
A continuation of Mine Operations and the Law I. W, Sp
- CMT 1210—Mining Business and Records**3 Credits
The student learns to use and interpret the Bureau of Mines Dictionary of Mining, safety films, wage agreements, and forms and reports required by government agencies. F
- CMT 1310—Soil Sampling and Testing**3 Credits
ASTM methods and techniques in soil sampling and testing will be taught in field, laboratory, and classroom experiences. W
- CMT 1510—Reclamation Techniques and Land Use Planning**3 Credits
A review and evaluation of current surface mine reclamation techniques and land use planning concepts. Sp
- CMT 1610—Energy and Society**3 Credits
An investigation is undertaken of alternative energy resources for the future, with discussions of likely impact upon American society. W, Sp
- CMT 1710—Surface Mine Revegetation**3 Credits
The student is taught basic concepts of plant physiology, in addition to learning about plant, soil, water, and fertilizer needs on surface mined soils. Sp
- CMT 1810—Mine Rescue**3 Credits
Instruction is given in the procedures and equipment which are utilized in mine rescue operations. Sp
- CMT 1910—Mining Hydraulics**3 Credits
Principles of fluid power, systems, and application to modern mining equipment are presented. F, Sp
- CMT 1920—Mine Electricity and Hazards**3 Credits
The student will be taught the specific details for assembly and operation of mine electrical circuits and equipment in accordance with mandated standards. W
- CMT 2000—Mine Surveying**3 Credits
The student is taught fundamentals of surveying as they apply to mine operations. F
- CMT 2010—Mine Section Layout**3 Credits
The student is taught to use the level, transit, plan table and other equipment as they apply to the development of a mine section layout. F
- CMT 2110—Water Quality Control**3 Credits
Instruction in federal and state water standards are given, as well as training in the practical use of laboratory and field test equipment. Sp
- CMT 2210—Mining Internship I**3 Credits
- CMT 2220—Mining Internship II**3 Credits
- CMT 2230—Mining Internship III**3 Credits
Students will be employed in the mining industry in order to receive on-the-job training. Students will make periodic reports of their experiences to other students and faculty advisor.
- CMT 2310—Coal Analysis and Preparation Plant Technology**3 Credits
Instruction (with laboratory training) is given in the approved methods of coal analysis and detailed instructions are provided in the operation of a coal cleaning and preparation plant in accordance with Bureau of Mine Safety Standards. F, W
- CMT 2410—Mine Safety Management**3 Credits
Instruction in the principles of mine safety management in accordance with the course developed by the Bureau of Mines. Cost and production factors related to safety are included. F
- CMT 2420—Mining Methods and Equipment Technology**3 Credits
Instruction and first hand experience are provided in the operation of the majortypes of equipment used in coal mining. Sp
- CMT 2430—Gas Detection**3 Credits
Instruction is given in the use of equipment for monitoring toxic gases. Legal requirements also are considered. W
- CMT 2610—Remote Sensing**3 Credits
The student is taught the use of aerial photogrammetry as an aid to mining and reclamation. W

- CMT 2710—Noise Measurement and Dust Control3 Credits**
Federal standards in noise measurement and dust standards, instruction in noise meters, mine dust samplers and methods of supervision. Field experience with noise monitoring and dust equipment is included. W
- CMT 2720—Fundamentals of Surface Mine Engineering3 Credits**
Instruction is given in overburden removal, drilling, blasting, contour grading, and landscaping. Field trips are included. Sp
- CMT 2810—Mine Blasting and Explosives3 Credits**
Instruction is given in the specific details of the care and use of explosives in accordance with mandated standards. Sp
- CMT 2820—Mine Ventilation3 Credits**
Instruction is provided concerning installation and operation of mine ventilation equipment in accordance with mandated standards. Sp
- CMT 2880—Mine Safety Instructor Training6 Credits**
This course is designed to train the potential mine safety instructor in the techniques of good teaching, and the course is conducted as a workshop. Students are given objectives and principles to use in organizing material for presentations in the workshops and for later use in conducting their own classes. This is an approved course for qualification and certification by MSHA. Offered as needed.
- CMT 2890—Special Training for Potential Surface Miners3 Credits**
The student is taught basic concepts in the following subjects: miners' rights, resp-devices, transportation controls, communications, work environment, escape and evacuation plans, fire warning, fire fighting, ground control, illumination, health, electrical hazards, explosives, and first aid. Offered as needed.
- CMT 2895—Special Training for Potential Underground Miners6 Credits**
The student is taught basic concepts in the following subjects: miners' rights, self rescue, resp-devices, entering and leaving the mine, work environment, mine map and escapeways, roof and rib control, ventilation, health, clean-up and rock dusting, hazard recognition, electrical hazards, first aid, mine gases, explosives and safe working procedures. Offered as needed.
- CMT 2910—Mine Structure: Roof Control3 Credits**
Basic principles of mine structures are investigated with emphasis given to the support of haulage equipment and roof control. W

¹Courses in this program are not designed to transfer.

COMPUTER SCIENCE TECHNOLOGY

- CST 1010—Introduction to Data Processing3 Credits**
An orientation to the field of electronic data processing. The history of data processing—familiarization with the broad concepts and applications related to business and industry. Unit record and digital computer concepts and techniques, including number systems, and data flow patterns. F, W, Sp
- CST 1020—Introduction to Programming3 Credits**
A basic course in programming techniques. Introducing the student to BASIC-PLUS computer language. Utilizing lab work to gain experience in programming applications. F, W, Sp
- CST 2010—Computers and Society3 Credits**
History of computing and computer system; capabilities of computer; applications in artificial intelligence, humanities, social sciences, sciences and engineering; computer assisted instruction, future advances in computing. (Prerequisite: CST 1020) Not designed to transfer. Sp
- CST 2100—Computer Applications in Accounting3 Credits**
A course designed to acquaint the student with some of the more common computer applications in the field of accounting. Topics include payroll accounting, depreciation, cash receipts and disbursements and many others. This course should not be taken until completion of all the prerequisites listed below. (Prerequisites: BUS 2210, BUS 2220, and CST 1020) Not designed to transfer. Sp
- CST 2210—FORTRAN Programming4 Credits**
Computer programming in scientific oriented FORTRAN (formula translation) programming language; emphasis on mathematical problem solving process. F, W, Sp

- CST 2220—COBOL Programming 4 Credits**
A course in COBOL (Common Business Oriented Language), the programming language used by most business computer installations. Students will gain proficiency in applying COBOL to various business oriented programs. (Prerequisite: CST 1020 or consent of instructor) F, W, Sp
- CST 2240—RPG Computer Programming 4 Credits**
RPG (Report Program Generator) is a problem-oriented language for maintaining and manipulating files, generating reports, and using table lookup. This course will provide exercises, problems and case studies directed at various applications in a business system. Not designed to transfer. F, W, Sp
- CST 2250—APL Computer Programming 3 Credits**
Introduction to APL (A Programming Language) programming language. The APL is a refinement and enhancement of mathematics. Emphasis is placed on the use of APL as an ideal language for developing and formulating algorithms. (Prerequisite: MAT 2610, Corequisite: MAT 2650) Not designed to transfer. Sp
- CST 2310—Introduction to Systems Analysis 3 Credits**
This course is designed to teach the basic fundamentals of systems analysis with emphasis on systems study and design, flow charting, file descriptions, procedure analysis, and documentation. (Prerequisite: CST 1020) Not designed to transfer. W
- CST 2410—Systems Analysis 3 Credits**
This course is designed to teach the fundamentals of management by system. The life cycle of a management system is presented in terms of (1) study and design; (2) implementation; and (3) operation, evaluation, and modification. Major emphasis is in the area of analysis and design. (Prerequisite: CST 2310) Not designed to transfer. Sp
- CST 2520—Advanced Computer Programming 4 Credits**
Problem formulation and advanced programming in BASIC-PLUS, FORTRAN and COBOL. (Prerequisite: CST 1020, CST 2210, CST 2220 or consent of instructor) Not designed to transfer. F
- CST 2610—Management Information Systems 3 Credits**
This course is designed to provide the student with the concepts, characteristics, and operation of management information systems. (Prerequisite: CST 2410) Not designed to transfer. Sp
- CST 2700—Management of EDP Function 3 Credits**
This course is designed to teach the concepts of managing the data processing function in an organization. The normal managerial functions are discussed as related to the data processing area. (Prerequisite: CST 2610 and PSY 2610) Not designed to transfer. Sp
- CST 2810—Computer Organization and Programming 3 Credits**
Assembly language programming. Elementary computer architecture. (Prerequisite: CST 1010 or MCT 1100) Same as MCT 1210. Not designed to transfer. W
- 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/her major by placing him/her in a cooperative work study program with local organizations. The student is required to attend a one period seminar per week. Not designed to transfer. Su

COOPERATIVE EDUCATION

- COE 1010—Cooperative Education I 3-5 Credits**
- COE 1020—Cooperative Education II 3-5 Credits**
- COE 1030—Cooperative Education III 3-5 Credits**
- COE 1040—Cooperative Education IV 3-5 Credits**
A sequence of experimental learning that takes place in real employment situations. The student must be approved by the Co-op coordinator, the academic department of the student's major or in an area that is being explored, and the employer for full-time or part-time paid employment in industry, business or government.
A minimum of 30 hours of actual work experience per quarter will be necessary to receive credit. The work experience will be jointly evaluated by the coordinator of cooperative education, the employer, the academic department, and the student. For further information contact the office of Cooperative Education.

CORRECTIONS

- COR 1010—Introduction to Corrections3 Credits**
This course includes the history of criminal corrections in the United States; analysis of the crime problem; identification of the correctional client; correctional methods used in the United States; and emphasizes correctional goals in the criminal justice system. (Formerly PST 2310) F
- COR 1110—Juvenile Delinquency3 Credits**
A study of new attempts geared toward the rebellious youthful offenders in the areas of treatment, experimentation, innovative programs, and theories of causation. W
- COR 1120—Emerging Rights of Prisoners3 Credits**
An attempt to systematically identify and analyze the practical implications of recent court decisions affecting civil rights and due process of prisoners. Sp
- COR 2010—Correctional Administration and Supervision3 Credits**
A study of the organizational structure, training techniques, cultural developments, and administrative concepts of incarceration. Special emphasis will be placed upon supervision, responsibility, authority, and accountability in the operation of penal institutions. F
- COR 2020—Cultural Dimensions of Law3 Credits**
A study in the history and development of laws and methods dealing with primitive societies, social control, and its resulting effects on the evolution of societies to the current state. F
- COR 2030—Treatment in Corrections3 Credits**
A study of various methods used in counseling to include principles and techniques for both group and individual therapy. A variety of therapies will be discussed, including behavior modification, guided group interaction, transactional analysis, and reality therapy. W, Sp
- COR 2200—Practicum in Corrections6 Credits**
The placement of a student in a correctional institution or detention facility to observe and participate in its operation. Participation will include activity in all functions required to operate a correctional institution. Attention will be given to the implementation of state-of-the-art techniques in traditional incarceration problem areas. Sp

DEVELOPMENTAL STUDIES'

Note: DVS credit cannot be earned after a student has successfully completed a higher level course in the discipline.

- DVS 0310—Spelling Improvement I3 Credits**
An individualized, personalized course designed to help the student who has problems with spelling.
- DVS 0320—Spelling Improvement II3 Credits**
- DVS 0330—Spelling Improvement III3 Credits**
These courses are a continuation of Spelling Improvement I. W
- DVS 0510—Basic Communications I3 Credits**
This course is selected by students who need to upgrade such basic skills as sentence writing and paragraph development or who need to upgrade mechanics of grammar and usage. A student may enroll in this course while simultaneously enrolled in Composition I. F, W, Sp
- DVS 0520—Basic Communications II3 Credits**
- DVS 0530—Basic Communications III3 Credits**
These courses are a continuation of Basic Communications I. F, W, Sp
- DVS 0610—Basic Chemistry I3 Credits**
A course designed for the student who does not have background necessary for college level chemistry courses. F, W, Sp
- DVS 0620—Basic Chemistry II3 Credits**
This course is a continuation of Basic Chemistry I. F, W
- DVS 0710—Basic Mathematics I3 Credits**
A course designed to upgrade skills necessary for college level mathematics. Course work may include one or more of the following: fundamentals of basic mathematics, algebra, business mathematics, and mathematical theory for teacher education. F, W, Sp

- DVS 0720—Basic Mathematics II**3 Credits
A continuation of Basic Mathematics I. F, W, Sp
- DVS 0730—Basic Mathematics III**3 Credits
A continuation of Basic Mathematics II. F, W, Sp
- DVS 0810—Basic Biology I**3 Credits
A course designed for the student who does not have the background necessary for college-level biology courses. F, W
- DVS 0820—Basic Biology II**3 Credits
This course is a continuation of Basic Biology I. F, W

¹Courses in this program are not designed to transfer. Up to six hours of DVS credit may be used as elective credit toward the Associate Degree.

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. Microeconomic 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. F, W, Sp
- ECO 2020—Principles of Economics II**3 Credits
A continuation of economic principles with the special emphasis on microeconomics. An introduction to individual demand. Production planning and the related effect upon market structures, resource allocation, and income distribution; e.g., wages, rent, interest and profits. (Prerequisite: ECO 2010) W, Sp
- 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) Sp

EDUCATION

- EDU 1000—Orientation to College**1 Credit
This course examines the different aspects of college that incoming students need to know. It deals with the use of the library, study skills, student services, the college catalog, and financial aid. (This course is a prerequisite to ENG 1020). F, W
- EDU 1010—Orientation to the Education of the Exceptional Child**3 Credits
This course examines the educational and sociological basis for current educational practices. Site visits and supervised observation acquaint the student with services, settings, teacher and paraprofessional roles. Sp
- EDU 1110—Introduction to Early Childhood Education**3 Credits
This course deals with the expanding field of early childhood education and care. Differentiation of teaching and supportive roles in early childhood programs is examined. Diverse program sites are visited. Course requirements of readings and child observations highlight characteristics of the young child and of the early childhood educator. W
- 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. F, Sp
- EDU 2410—Human Growth and Development**3 Credits
Course examines human development with emphasis on growth, socialization and general characteris-

tics of developmental stages from infancy through adolescence. The school, home and peer influences are studied. Laboratory observations are required for early childhood education majors. F, Sp

EDU 2710—Reading in the Elementary School3 Credits

A beginning course designed to give pre-service teachers an understanding of the content and methods necessary for the operation of a successful developmental reading program in the elementary school. Attention is given to the innovative approaches for teaching reading, factors influencing reading ability, and to a survey of reading skills. W

EDU 2730—Diagnostic Teaching of Reading3 Credits

This course is designed primarily to provide the student with those diagnostic skills and prescriptive materials that will enable him/her to meet the needs of those pupils who have difficulties in learning to read in the regular classroom situation. (Prerequisite: EDU 2710 or teaching experience) Sp

EDU 2810—Child Development from Infancy Through Age Eight3 Credits

This comprehensive study of the child from infancy through eight years examines genetic, biological, social, motor, cognitive aspects of development with implications for early childhood education and related fields. (Prerequisite: EDU 2410) W

EDU 2820—Creative Activities and Experiences for Young Children3 Credits

This course is a study of a creative curriculum for young children with emphasis on the teacher's role in aesthetic experiences in art, music, movement and rhythms. (Prerequisites: ART 1810, EDU 1110 or EDU 2810) Sp

EDU 2910—Prospective Teacher Cooperative Practicum I3 Credits

EDU 2920—Prospective Teacher Cooperative Practicum II3 Credits

This program is designed to provide the student and local school systems with a cooperative classroom experience. The college student will investigate the duties, responsibilities, and requirements of the teacher's aid profession. Each assigned classroom teacher will be involved with the evaluation of the student, as well as the college instructor and administrator of the school. (Prerequisite: EDU 2910) (Early Childhood Education and Special Education majors prerequisite: EDU 2410 or EDU 2810.) F, W, Sp

EDU 2930—Field Experiences in Early Childhood Education3 Credits

Student is assigned a field placement in nursery, day care, kindergarten or primary grades. Observations, supervised case studies and problems of teachers, methods, materials and school organization are focuses of this course. (Prerequisite: EDU 2910-20) (Early Childhood Education and Special Education majors prerequisite: EDU 2410 or EDU 2810) F, W, Sp

ELECTRICAL AND ELECTRONICS TECHNOLOGY¹

EET 1010—Electric Circuits I3 Credits

A study of the fundamental principles of circuit analysis, including Ohm's law, Kirchoff's law, Thevinin and Norton's theorems, node and mesh equation analysis and power relations. The response of resistive, capacitive and inductive circuits to both AC and DC sources using phasor notation is also considered. F

EET 1015—Electric Circuits Lab I1 Credit

(Laboratory to be taken concurrently with EET 1010) F
3 hours laboratory

EET 1020—Electric Circuits II3 Credits

A continuation of EET 1010, Electric Circuits I. W

EET 1025—Electric Circuits Lab II1 Credit

Laboratory verification of principles introduced in Electric Circuits I and II. (Laboratory to be taken concurrently with EET 1020) W
3 hours laboratory

EET 1110—Electric Circuit Fundamentals3 Credits

A basic course designed for students with little or no electrical background. Familiarizes the student with the fundamentals of electricity (both AC and DC), electric circuits, and electric devices. This course is for special students or students in departments other than engineering. Offered as needed.

EET 1210—Materials and Construction Practices2 Credits

A laboratory course to familiarize the student with electronic hardware, hand tools and shop practices. Includes layout design of chassis and printed-circuit fabrication processes. (Prerequisite: EET 1320) F
1 hour lecture—3 hours laboratory

- EET 1310 Electronics I** **.3 Credits**
 A study of electronic device characteristics, basic circuits and biasing techniques. Solid state devices are emphasized. (Prerequisite: EET 1010) W
- EET 1315 Electronics Lab I** **.1 Credit**
 Laboratory to be taken concurrently with EET 1310. W
 3 hours laboratory
- EET 1320 Electronics II** **.3 Credits**
 Small signal amplifiers, tuned amplifiers, class A, B, C power amplifiers and basic feedback circuits. (Prerequisite: EET 1320) F
- EET 1325 Electronics Lab II** **.1 Credit**
 Laboratory to be taken concurrently with EET 1320. Sp
 3 hours laboratory
- EET 1330 Electronics III** **.3 Credits**
 A study of communication electronic circuits used in reception and transmission of modulated signals. (Prerequisite: EET 1320) F
- EET 1335—Electronics Lab III** **.1 Credit**
 Laboratory to be taken concurrently with EET 1330. F
 3 hours laboratory
- EET 1340—FCC License Preparation** **.3 Credits**
 Preparatory course for those desiring to obtain their first or second class radio-telephone operators license or third class permit from the Federal Communications Commission. Technical questions similar to those on actual FCC examinations are studied, as well as general and specific information on communications law and FCC rules and regulations. Designed for those who already have a working knowledge of electric circuits. (Prerequisite: EET 1110 or consent of instructor) Offered as needed.
- EET 1410—Electronics Drafting I** **.2 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. Offered as needed.
 1 hour lecture—3 hours laboratory
- EET 1420—Electronics Drafting II** **.2 Credits**
 Continuation of EET 1410. (Prerequisite: EET 1410) Offered as needed.
 1 hour lecture—3 hours laboratory
- EET 1610—Electrical Systems Design I** **.3 Credits**
 This course is a study of the design of electrical service systems for residential, commercial and industrial applications. The student will learn to design electrical systems in accordance with local and national electrical codes. Topics included will be an introduction to electrical codes, types of conductors and cables, safety grounding, overcurrent protection, branch circuits, estimate of loads, and equipment selection. The student will be given practical problems in the layout and design of electrical service systems for residential, commercial and industrial locations. (Prerequisite: EET 1020) F
- EET 1620—Electrical System Design II** **.3 Credits**
 A continuation of Electrical Systems Design I with emphasis on advanced design problems. (Prerequisite: EET 1610) Offered as needed.
- EET 1630—Elements of Electrical Generation, Transmission and Distribution** **.3 Credits**
 A study of the components of electrical power generation, transmission and generation, including transmission law theory and load flow studies. (Prerequisite: EET 1020) Sp
- EET 1635—Elements of Electrical Generation, Transmission, and Distribution Laboratory** **.1 Credit**
 Experimental verification of principles introduced in EET 1630. Sp
 3 hours laboratory
- EET 1640—Electrical Wiring** **.4 Credits**
 Basic principles and practice of modern electrical wiring for residential, commercial and farm installations. Including installation of service entrance and ground, wiring of specific outlets and common switch legs, wiring of heavy appliances, modernization of installation, grounding theory and practice. Requirements of National Electrical Code are emphasized through course. F
 3 hours lecture—3 hours laboratory

EET 2210—Electronics Project1 Credit

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

3 hours laboratory

EET 2250—Special Topics in Electronics3 Credits

Subject areas in electronics selected by instructor, consistent with present needs of industry. (Prerequisite: EET 1320) Offered as needed.

EET 2260—Electronic Troubleshooting4 Credits

A study in the techniques of locating malfunctions in television and other electronic systems in a logical manner. (Prerequisite: EET 1320) Sp

3 hours lecture—3 hours laboratory

EET 2310—Digital Electronics I3 Credits

Principles of digital logic theory and circuits. Presents such topics as number systems and codes, Boolean algebra, reduction techniques, and basic logic gates. Emphasis is placed on the ability to analyze the performance of a logic circuit and to carry a digital design problem from logic requirement to final logic device diagram. Sp

EET 2315—Digital Electronics I Laboratory1 Credit

Use of digital devices to implement and verify logic circuit performance as presented in lecture. (Laboratory to be taken concurrently with EET 2310) Sp

EET 2320—Digital Electronics II3 Credits

A continuation of Digital Electronics I with emphasis on combinational and arithmetic circuits such as flip-flops, counters, registers, and basic computer components. (Prerequisite: EET 2310) Sp

EET 2325—Digital Electronics II Laboratory1 Credit

Experimental verification of principles introduced in Digital Electronics II. (Laboratory to be taken concurrently with EET 2320) Sp

EET 2510—Industrial Electronics and Control I3 Credits

A study of circuits and circuit elements commonly used for power and control applications including electronic power supplies, phase shifting networks, time delay circuits, digital and analog control circuitry, and digital sequence controls with emphasis on relay circuitry. Control circuits using SCR's, triacs, UJT's and their triggering circuitry also covered. (Prerequisite: EET 1310) W

EET 2515—Industrial Electronics and Control I Laboratory1 Credit

Experimental verification of principles introduced in Industrial Electronics and Control I. (Laboratory to be taken concurrently with EET 2510) W

3 hours laboratory

EET 2520—Industrial Electronics and Control II3 Credits

A continuation of Industrial Electronics I. (Prerequisite: EET 2510) Sp

EET 2525—Industrial Electronics and Control II Laboratory1 Credit

Experimental verification of principles introduced in Industrial Electronics and Control II. (Laboratory to be taken concurrently with EET 2520) Sp

3 hours laboratory

EET 2540—Commercial Electronic System3 Credits

An examination of the widely employed electronic systems in a commercial environment. Including emergency power systems, security systems, and fire and smoke detection systems. Offered as needed.

EET 2550—Electrical Machinery3 Credits

A study in the operational characteristics and practical applications of electric motors and generators with emphasis on operating parameters, loading effects, and interaction of machines. Control of machines using relays and static logic is also considered. (Prerequisite: EET 1020) Sp

EET 2555 Electrical Machinery Lab1 Credit

Experimental verification of principles introduced in Electrical Machinery. (Laboratory to be taken concurrently with EET 2550) Sp

3 hours laboratory

- EET 2560—Electrical Estimation and Pricing** **3 Credits**
 A study of the estimation procedures for determining the cost of a wide variety of electrical installations in residential, commercial and industrial facilities. Offered as needed.

[†]Courses in this program are not designed to transfer.

ENGINEERING

- ERG 1010—Engineering Graphics I** **3 Credits**
 Basic drafting practices, the use of instruments, theory of projections, orthographic projections, descriptive geometry, the graphic language, and representation of the shape and size of three dimensional objects. Not designed to transfer. F
 2 hours lecture-4 hours laboratory to be arranged
- ERG 1020—Engineering Graphics II** **3 Credits**
 Continuation of Graphics I with experience in working drawings and projections other than orthographic. Special drawing techniques, assemblies, and details will be emphasized together with a special project. (Prerequisite: ERG 1010 or consent of instructor) Not designed to transfer. W
 2 hours lecture-4 hours laboratory to be arranged
- ERG 1050—Elementary Mechanics** **3 Credits**
 Statics of particles and rigid bodies resultants of force systems, vector algebra, equilibrium, friction, centers of gravity, centroids, and moments of inertia. (To be taken by special certificate students only.) (Prerequisite: MAT 1050 or MAT 1010 and MAT 1020)
- ERG 1060—Fundamentals of Engineering Graphics I** **4 Credits**
 Basic drafting practices, the use of instruments, theory of projection, multiview projections, sketching and shape description. Sectional, auxiliary and oblique views, descriptive geometry and representation of the shape and size of three dimensional objects. F
 3 hours lecture-3 hours laboratory
- ERG 1070—Fundamentals of Engineering Graphics II** **4 Credits**
 Continuation of Fundamentals of Engineering Graphics I with experience in working drawings, projections other than orthographic, thread fasteners and springs, tolerancing and fits and gears and cams. Special drawing techniques, assemblies and details will be emphasized together with a special project. Offered as needed.
 3 hours lecture-3 hours laboratory
- ERG 1100—Introduction to Engineering** **3 Credits**
 An introduction to the different disciplines in the engineering fields, how they apply to the solving of mankind's problems and the different levels of entry into these fields. This course should help the student decide whether or not to enter engineering as a life's work. Typical problems are solved and data presentations are considered. (Prerequisite: 1 year of high school algebra and geometry or consent of instructor) F
- ERG 1110—Applied Mechanics I** **3 Credits**
 Statics of particles and rigid bodies resultants of force systems, static equilibrium, friction, and moments. (Engineering Technology and certificate students only.) (Prerequisite: MAT 1010) W, Sp
- ERG 1120—Applied Mechanics II** **3 Credits**
 Dynamics of particles and rigid bodies, kinematics, kinetics, Newton's laws, and impulse-momentum. (Prerequisite: ERG 1110) F
- ERG 1210—Blue Print Reading and Sketching** **4 Credits**
 An interpretation of building plans and blueprints. Instructional material includes special problems. (Same as FST 2020) W
- ERG 1300—Applied Thermodynamics** **3 Credits**
 An introduction to the concepts of thermodynamics and its applicability to engineering. Work, heat, thermodynamic laws, etc. (Engineering technology students only) (Prerequisite: ERG 1110)
- ERG 2010—Engineering Mechanics I** **3 Credits**
 Statics of particles and rigid bodies resultants of force systems, static equilibrium, friction, and moments. (Prerequisite: MAT 2610) (Corequisite: PHY 2110) (Transfer students only.) F
- ERG 2020—Engineering Mechanics II** **3 Credits**
 Dynamics of particles and rigid bodies, kinematics, kinetics, Newton's laws, and impulse-momentum. (Prerequisite: ERG 2010) (Transfer students only) W

- ERG 2030—Engineering Graphics III**3 Credits
 A continuation of Engineering Graphics with special emphasis on the drafting practices pertinent to Chemical Engineering, Civil Engineering, Electrical Engineering, and Mechanical Engineering. The instruction will be centered around special problem assignments. (Prerequisite: ERG 1010 or ERG 1060) (For Electrical and Electronics Technology, Engineering Technology and Certificate students only) Not designed to transfer.
 2 hours lecture-4 hours laboratory to be arranged
- ERG 2110—Thermodynamics**3 Credits
 Work and kinetic energy; temperature; heat; first law of thermodynamics. (Prerequisite: MAT 2610) Sp
- ERG 2210—Strength of Materials**3 Credits
 Stress; strain; Hooks’s Law; extension, torsion, and bending of bars; plastic action. (Prerequisite: ERG 1050 or ERG 1110) Sp
- ERG 2310—Fluid Mechanics**3 Credits
 Properties of fluids, fluid statics, and fluid flow are covered. (Prerequisite: ERG 2020)
- ERG 2700-2750—Independent Engineering Investigation**3 Credits
 Independent research and development in engineering by qualified students under the supervision of a faculty member. Intended to develop interest and skill in the techniques of engineering research and development. Transfers as elective credit only. (Consent of the faculty member is required.) F, W, Sp, Su

ENGLISH

- ENG 0100—Grammar**3 Credits
 Basic English grammar, with emphasis on basic sentence structure, punctuation, and proofreading. Not designed to transfer. F
- ENG 1010—Composition I**3 Credits
 Basics of composition which emphasize purpose, voice, organization, paragraph structure, style, grammar, mechanics, and patterns of development. F, W, Sp, Su
- ENG 1020—Composition II**3 Credits
 Composition which emphasizes patterns and techniques of development, documentation (preparation of a documented paper), and logical clarity. (Prerequisite: ENG 1010) F, W, Sp, Su
- ENG 1030—Composition III**3 Credits
 Writing about literature. Composition based on fiction, drama, and poetry. (Prerequisite: ENG 1020) F, W, Sp, Su

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

- ENG 2110—World Literature I**3 Credits
 Survey of world literature including the Bible, Greek and Roman classics, Dante, Chaucer, Cervantes, and Milton. (Prerequisite: ENG 1030) F, Su
- ENG 2120—World Literature II**3 Credits
 Survey of world literature from the Renaissance through the Romantic period. Emphasis on Shakespeare, Molière, Voltaire, Swift, Goethe, and the Romantic Poets. (Prerequisite: ENG 1030) W, Su
- ENG 2130—World Literature III**3 Credits
 Realism in fiction. Modern poetry and drama. Emphasis on Dostoevsky, Tolstoy, Ibsen, Yeats, Shaw, Sartre, and Solzhenitsyn. (Prerequisite: ENG 1030) Sp, Su
- ENG 2140—American Literature I**3 Credits
 Colonial through 1900. Such as Hawthorne, Thoreau, Whitman, Dickinson, and Twain. (Prerequisite: ENG 1030) W, Su
- ENG 2160—American Literature II**3 Credits
 Twentieth-century literature. Such as Frost, Eliot, Hemingway, and Faulkner. (Prerequisite: ENG 1030) F, Sp
- ENG 2310—Children’s Literature**3 Credits
 Characteristics and methods of teaching children’s literature. Sp

- 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. W
- ENG 2820—Technical Writing**3 Credits
An intensive study in the principles of exposition and practice in writing letters, technical reports, outlines, abstracts, and a research paper related to the student's field of specialization. F, W, Sp, Su

FIRE SCIENCE TECHNOLOGY¹

- FST 1010—Introduction to Fire Science**3 Credits
A course to acquaint the students with the broad field of Fire Science. Emphasis on some of the problems of the Fire Service with potential or possible solutions. F
- FST 1040—Fundamentals of Fire Prevention**3 Credits
Principles and application of fire prevention related to the community and industrial plants. The development and maintenance of fire prevention programs, educational programs, and fire prevention research. Specific applications of related disciplines to fire prevention problems. F
- FST 1050—Personal Fire and Life Safety**3 Credits
Review of personal fire and life safety problems as they affect the individual at home, work, and social activities. Means of preventing fires and safeguarding devices covered, related to the various disciplines. F
- FST 1060—Industrial Hazards**3 Credits
A course to acquaint the student with safety and fire hazards in various types of industries. Explores the basic philosophy of safety, hazard, and accident prevention programs, policies and procedures and compliance with requirements of OSHA. Explores techniques employed in controlling emergency situations in industries. F
- FST 1110—Construction Codes and Fire Protection Standards**3 Credits
A study of fire codes and standards. The course includes a study of modern protection equipment and building construction materials. W
- FST 1120—Environmental Technology**3 Credits
See course description for GGY 1040.
- FST 2010—Fire Fighting Strategy**3 Credits
A course illustrating the physical and chemical aspects of fire suppression technology. The student will pursue a detailed study of the chemistry of fire, along with modern methods of fire suppression, tactical decisions and post fire analysis. (Prerequisite: FST 1010 or consent of instructor) W
- FST 2020—Blueprint Reading and Sketching**4 Credits
See course description for ERG 1210. F
- FST 2040—Arson Detection and Investigation**3 Credits
Determination of cause of accidental and incendiary fire, fire losses and loss of records, points of origin, location and preservation of evidence, and scientific aids to investigation. Courtroom procedure in presenting evidence. Motives and methods of fire setting and investigative methods are covered. F, Sp
- FST 2060—Fire Protection Law**3 Credits
A study of law in relation to fire protection. Torts, terms, and contracts studied by case method. Liability of fire protection personnel when making inspections, recommendations, fighting fires, and other tasks. Pertinent laws, ordinances, and codes and the responsibility and powers of the individual or organization concerning enforcement. Sp
- FST 2090—Instructor Training**3 Credits
The principles of learning and teaching as applied to municipal and industrial fire and safety tasks. The analysis of training needs, course development, lesson plans, and teaching techniques. Study of audio-visual equipment and materials. F, Sp
- FST 2110—Inspection Principles and Practices**4 Credits
The course includes the development and philosophy of fire inspection. Emphasis is on inspection techniques and the development of technical inspection reports. (Prerequisite: FST 1110 or consent of instructor) Sp
3 hours lecture—3 hours laboratory
- FST 2120—Principles of Hydraulics**3 Credits
Surveys the basic laws of hydraulics. Includes a study of the fundamentals of pressures and measurements. Reviews related math and pertinent theorems and formulas. F

- FST 2120—Principles of Hydraulics**3 Credits
Surveys the basic laws of hydraulics. Includes a study of the fundamentals of pressures and measurements. Reviews related math and pertinent theorems and formulas. F
- FST 2210—Hazardous Materials**3 Credits
Study of chemical characteristics and reactions related to storage, transportation, handling hazardous materials, i.e., flammable liquids, combustible solids, oxidizing and corrosive materials and radioactive compounds. Emphasis on emergency situations and fire fighting and control. F
- FST 2220—Water Distribution**3 Credits
A study in applying the principles of hydraulics to fire fighting problems. Attention is also given to water supply problems. (Prerequisite: FST 2120) W
- FST 2230—Water Suppression Systems**3 Credits
Study of the required standard for water supply; special hazards protection systems; automatic sprinklers and special extinguishing systems; automatic signaling and detection systems; rating organizations and underwriting agencies. (Prerequisite: FST 1010 or consent of instructor) Sp
- FST 2510—Fire Protection Equipment and Systems**3 Credits
A study of the operation and maintenance of fire apparatus and pumps. Attention is focused on the required standards for water supply as it is related to automatic sprinklers and special extinguishing systems. Includes an analysis of various automatic signaling and detection systems. (Prerequisite: FST 1010 or consent of instructor) Sp
- FST 2610—Fire Department Administration**3 Credits
A detailed study of the Fire Department Organization. Includes fire company organization; the company officer (duties, responsibilities, leadership, supervision); company personnel administration; company communications; company maintenance and training; records and reports; and problem solving. (Prerequisite: FST 1010 or consent of instructor) W
- FST 2620—Seminar**3 Credits
A course designed to consolidate the various learning experiences in fire fighting. Emphasis is placed on special problems. Offered as needed.
- FST 2700—Practicum**2 Credits
Practical experience is provided for each student through cooperative agreements with local fire stations. Emphasis is placed on the day-to-day activities of firemen. Offered as needed.

¹Courses in this program are designed to transfer ONLY into specialized programs.

FRENCH

- FRE 1010—Beginning French I**3 Credits
(No prerequisite) F
- FRE 1020—Beginning French II**3 Credits
(Prerequisite: FRE 1010) W
- FRE 1030—Beginning French III**3 Credits
Elementary grammar, pronunciation, and conversation through use of films, videotapes, cassette tapes, filmstrips, and computer programs. (Laboratory required.) (Prerequisite: FRE 1020) Sp
- FRE 2010—Intermediate French I**3 Credits
(Prerequisite: FRE 1030) F
- FRE 2020—Intermediate French II**3 Credits
(Prerequisite: FRE 2010) W
- FRE 2030—Intermediate French III**3 Credits
Advanced grammar and conversation through use of films, videotapes, cassette tapes, filmstrips, computer programs and library readings. (Laboratory required.) (Prerequisite: FRE 2020) Sp

GEOGRAPHY

- GGY 1010—Physical Geography I**3 Credits
(Atmospheric Environment)
A study of the processes and principles which govern atmospheric activity and world climatic patterns. Subjects of interest include storms (tornadoes, hurricanes, thunderstorms), air pollution, weather modification, and climatic change. (No credit is given to any student who has successfully completed NSC 1520) F
- GGY 1020—Physical Geography II**3 Credits
(Earth Physical Systems)
An investigation of the natural environment as a system comprised of landforms, soils, vegetation, and animals, each conditioned by climate. Topics of interest include volcanoes and earthquakes, stream erosion and mountain building, continental drifting and animal distributions, and soil formation and vegetation development. (No credit is given to any student who has successfully completed NSC 1230 or any geology course) (No prerequisite) W
- GGY 1030—Introduction to Human Geography**3 Credits
An introduction to the basic concepts in human geography, including population, political, cultural, urban, and economic geography. Attention is given to analysis of current world problems and issues. As needed.
- GGY 1040—Environmental Technology: Conservation of Resources**3 Credits
This course analyzes the impact of human activities upon systems in nature. Special attention is given to conservation resources management, principles, and current controversies in areas such as forestry, recreations, soils, water, and wildlife. (Same as FST 1120) As needed.
- GGY 2110—World Regional Geography I**3 Credits
A geographic survey of North America, with particular emphasis upon current regional problems. As needed.
- GGY 2120—World Regional Geography II**3 Credits
A geographic survey of South America and Europe which seeks to broaden perspectives regarding the world and its peoples. As needed.
- GGY 2130—World Regional Geography III**3 Credits
A geographic survey of the Middle East, Africa, Asia, and Australia which seeks to broaden perspectives regarding the world and its peoples. As needed.
- GGY 2210—Introduction to Economic Geography**3 Credits
A survey of agricultural, mining, manufacturing, transportation and service activities as they affect man's economic life. As needed.

GEOLOGY

The geology sequence GEO 1610, 1620, 1630 offers students another branch of science with which to fulfill curriculum requirements, and will provide the necessary background in geology in the Mining Technology Program.

- GEO 1610—Physical Geology I**4 Credits
The study of materials and structure of the earth. Topics include identification of common rocks and minerals; the earth's interior as revealed by geophysical methods; processes and results of deformation, plate tectonics. F
3 hours lecture—3 hours laboratory
- GEO 1620—Physical Geology II**4 Credits
The study of geologic processes in landform development. Topics include: ground water; wind and water erosion; deposition; glaciation; regional geomorphic features. Current problems in economic and environmental geology are discussed. (Prerequisite: GEO 1610) W
3 hours lecture—3 hours laboratory
- GEO 1630—Historical Geology**4 Credits
The study of the earth's history, physical and biological, as interpreted from the rock and fossil records. Topics include: stratigraphy; paleontology; evolution of the North American continent; origin of the earth. (Prerequisite: GEO 1610) Sp
3 hours lecture—3 hours laboratory

GERMAN

- GRN 1010—Beginning German I**3 Credits
 Introduction to the fundamentals of German grammar. Emphasis on vocabulary building and the German case system. (Course presupposes no prior German on the part of the student.) F
- GRN 1020—Beginning German II**3 Credits
 Continues to build on skills developed in German 1010. Emphasis on the German verb and tense system. (Prerequisite: GRN 1010 or the consent of the instructor) W
- GRN 1030—Beginning German III**3 Credits
 Completes survey of basic German grammar. The passive voice and the subjunctive. Elementary readings in German. (Prerequisite: GRN 1020 or the consent of the instructor) Sp
- GRN 2010—Intermediate German I**3 Credits
- GRN 2020—Intermediate German II**3 Credits
- GRN 2030—Intermediate German III**3 Credits
 Reading intermediate texts, grammar review, and oral practice. (Prerequisite: GRN 1030 or equivalent) (Laboratory required.) 2010-F, 2020-W, 2030-Sp

HEALTH

- HEA 2210—Personal Health**3 Credits
 A consideration of principles from the natural, biological, social, and behavioral sciences as they may be applied to healthful living. Emphasis on knowledge, attitudes, and practices related to self-direction of health behavior. F, W, Sp
- HEA 2310—Safety and First Aid**3 Credits
 Designed to provide knowledge and skills which will enable students to meet the needs of most emergency situations. Personal safety and accident prevention information are also incorporated into the course. Upon satisfactory completion of the course, students will receive the American Red Cross Standard First Aid Certificate. F, W, Sp
- HEA 2410—Community Health**3 Credits
 A course designed to give an understanding of basic principles of community health education. Emphasis will be on developing health habits essential to wholesome living. F, W, Sp

HISTORY

- HIS 1010—Survey of Western Civilization I**3 Credits
 Analysis of western civilization from classical antiquity to the Reformation with emphasis on the political, social, economic, and religious themes on which western culture is based. F
- HIS 1020—Survey of Western Civilization II**3 Credits
 Western civilization from the mid 16th century, beginning with the Wars of Religion, to 1860. W
- HIS 1030—Survey of Western Civilization III**3 Credits
 Western civilization from 1860 to the present. Sp
- HIS 2110—Survey of American History I**3 Credits
 European origins of American civilization, severance of European ties, national growth, democratic expansion, and sectional patterns to 1840. (Prerequisite: ENG 1010 or consent of history instructor) (Suggested Corequisite: REA 1010, History Emphasis) F, W, Sp, Su
- HIS 2120—Survey of American History II**3 Credits
 National and sectional developments: causes and results Manifest Destiny, War Between the States, rise of industrialism, rise of imperialism, c 1840-1900. (Prerequisite: ENG 1010 or consent of history instructor) (Suggested Corequisite: REA 1010 or 1020, History Emphasis) F, W, Sp, Su
- HIS 2130—Survey of American History III**3 Credits
 Emergence of United States as a world power, the growth of federal power and democratic expansion, 1900-present. (Prerequisite: ENG 1010 or consent of history instructor) (Suggested Corequisite: REA 1010, or 1020, History Emphasis) F, W, Sp, Su

HUMANITIES

- HUM 2800-2899—Humanities Seminar3 Credits**
This course is designed for those students who are interested in pursuing an in-depth study of some particular humanities problem. F, W, Sp, Su

INSURANCE

- INT 1010—Principles of Insurance3 Credits**
Economic, social and historical background of insurance. Types, scope and organization of insurance companies. Basic forms of property and liability life insurance and annuities.
- INT 1110—Basic Life and Health Insurance3 Credits**
Basic study of instruments used in personal, group, and social insurance. Analysis of risks of economic loss and policy holder protection through utilization of various policy types, riders, contracts and state regulations.
- INT 1120—Basic Property Insurance3 Credits**
Coverages, policy provisions and concepts common to the standard fire policy and related forms allied fire lines and inland marine coverages. Burglary, theft, robbery, casualty-property, homeowners policies, business interest, underwriting and regulations. Experience modification in Workman's Compensation and other contemporary rate making methods.
- INT 1130—Basic Casualty Insurance3 Credits**
Detailed analysis of casualty hazard services, development, meaning, and legal characteristics. Contracts of automobile types, inland and ocean marine and other general personal liability contract forms.
- INT 2110—Advanced Life and Health Insurance3 Credits**
Surveys Estate and Tax plans, trusts, wills and business uses of life and health insurance, social insurance, public assistance and personal risks. Types of individual and group insurance plans and their applicability in employee benefit plans.
- INT 2120—Advanced Property Insurance3 Credits**
Underwriting Agency Company relationships, loss appointment to include fire rating analysis, CPC coverage, manufacturer's output PIP, rating principles and multiple location-composite HPR.
- INT 2130—Advanced Casualty Insurance3 Credits**
Emphasis on pricing differentials through use of experience, schedule, composite, and retrospective rating.

JOURNALISM

- JRN 1110—Introduction to Mass Communications3 Credits**
A survey course of contemporary mass communications media and agencies: newspapers, magazines, radio, television, film, advertising, public relations, the recording industry, press associations and specialized publications. Emphasis is on the content of the mass media and the effects the media have on society and individual citizens. F
- JRN 1510—Journalism Practicum I1 Credit**
- JRN 1520—Journalism Practicum II1 Credit**
- JRN 1530—Journalism Practicum III1 Credit**
Laboratory courses offering practical experience for students working on the student newspaper, yearbook, other campus publications and off-campus publications. Each course carries one hour credit, and students may earn up to six credits by enrolling for one course each quarter. F, W, Sp, Su
- JRN 2210—Writing for Mass Media3 Credits**
A general course in writing for major types of mass communications media, with emphasis on news reporting. (Prerequisite: JRN 1110 and typing proficiency, or permission of instructor) W
- JRN 2215—Basic News Writing4 Credits**
Information gathering and writing techniques with deadline pressure. Included in the course will be techniques of interviewing, observation, and speech reporting for both print and broadcast media, although emphasis will be given to print media.

- JRN 2220—Reporting 4 Credits**
 Methods of gathering and reporting facts for mass media. Emphasis is on news and news features. Three hours class plus practical assignments which might include work for the campus newspaper. (Prerequisite: JRN 2210 or permission of instructor) Sp
- JRN 2230—Editing for Mass Media 3 Credits**
 Copyreading methods and practice in editing copy for print and broadcast media, with emphasis on different types of copy and refinement of writing skills. Assignments might include practical work for the campus newspaper. (Prerequisite: JRN 2220 or permission of instructor) Sp
- JRN 2510—Supervised Publications Work I 1 Credit**
- JRN 2520—Supervised Publications Work II 1 Credit**
- JRN 2530—Supervised Publications Work III 1 Credit**
- JRN 2750—Introduction to Broadcasting 3 Credits**
 A broad, basic course covering organization, comparative systems, regulatory and technical aspects of the broadcasting industry. Sp

MATHEMATICS

- MAT 1000—Introduction to the Calculator 1 Credit**
 An introduction to the functions of a scientific calculator. Emphasis will be on the use of a programmable calculator for solving statistics, physics, economics, chemical, and biological problems. A programmable calculator will be required of all students. (Prerequisite: 1 year high school algebra or the equivalent) NOTE: See Math Department for current model of calculator.
- MAT 1010—Technical Math I 3 Credits**
 Algebraic expressions and operations, factoring, fractions, solving one-variable equations, linear and quadratic functions, graphing of functions. Primarily for technology students. Not to be taken in addition to MAT 1050. (Prerequisite: 1 year of high school algebra and geometry or consent of instructor) Not designed to transfer. F, W, Sp, Su
- MAT 1020—Technical Math II 3 Credits**
 A continuation of MAT 1010, emphasizing systems of equations, exponents and radicals, solving quadratic and radical equations, numerical trigonometry, logarithms, applications. Not to be taken in addition to MAT 1050. (Prerequisite: MAT 1010 or consent of instructor) Not designed to transfer. F, W, Sp, Su
- MAT 1050—Algebra and Trigonometry I 5 Credits**
 Algebraic expressions and operations, factoring, fractions, solving equations and systems of equations, functions, graphing of functions, numerical trigonometry, logarithms, applications. Not to be taken in addition to MAT 1010 and MAT 1020. (Prerequisite: 1 year high school algebra and geometry or consent of instructor) Not designed to transfer. F, W
- MAT 1110—Introduction to Analysis I 3 Credits**
 Sets, real numbers, algebraic expressions and operations, equations, inequalities, relations, functions, graphs. (Prerequisite: 2 years high school algebra or 1 year high school algebra and 1 year high school geometry) F, W, Sp, Su
- MAT 1120—Introduction to Analysis II 3 Credits**
 Average rates, differentiation, integration, applications. (Prerequisite: MAT 1110) W, Sp, Su
- MAT 1130—Introduction to Analysis III 3 Credits**
 Systems of linear equations and inequalities, trigonometric functions, simple and compound interest, exponential and logarithmic functions. (Prerequisite: MAT 1120) Sp, Su
- MAT 1210—Trigonometry 3 Credits**
 Analysis of functions of angles with their relations, logarithms, and solution of right and general triangles. A calculus sequence student who is lacking in trigonometry background is strongly advised to take this trigonometry course either before or concurrent with MAT 2620. (Prerequisite: 2 years of high school algebra and the consent of instructor) W
- MAT 1310—Symbolic Logic 3 Credits**
 Logical symbolism, truth tables, propositional calculus, properties of formed systems. Sp
- MAT 1500—Pre-Calculus 5 Credits**
 Designed primarily for students planning to enter calculus, but needing more mathematical background.

Topics include sets, real numbers, functions, coordinate geometry, inequalities, exponential and logarithmic functions, trigonometric functions, systems of equations, and the binomial theorem. (Prerequisite: 2 years of high school algebra or MAT 1050 or MAT 1010, MAT 1020) F, W, Sp

- MAT 2310—Concepts of Mathematics I**3 Credits
Sets, language and rules for operation, history of early number systems, relations and functions, the system of whole numbers. Designed for elementary and secondary education majors. It is desirable, but not required, that the student have had high school algebra and/or geometry. F, Su
- MAT 2320—Concepts of Mathematics II**3 Credits
Algorithms for whole numbers, systems of integers and rational numbers, decimals, percentages, number theory, irrational numbers, some basic algebra. A continuation of MAT 2310, designed for elementary and secondary education majors. (Prerequisite: MAT 2310) W, Su
- MAT 2330—Concepts of Mathematics III**3 Credits
Interest problems, plane and solid geometry, the metric system, basic statistics, and basic symbolic logic. A continuation of MAT 2320, designed for elementary and secondary education majors. (Prerequisite: MAT 2320) Sp
- MAT 2510—Elementary Statistics I**3 Credits
An introduction to elementary methods and techniques. Topics covered include sampling, frequency distributions, elementary probability, binomial distributions, normal distributions, null hypothesis, significance of data. A statistical project of an elementary nature including collecting, presenting and interpreting data is required. Primarily for computer technology and accounting technology majors. (Prerequisite: A college level algebra course or consent of the instructor) F, W
- MAT 2520—Elementary Statistics II**3 Credits
A continuation of hypothesis testing begun in Elementary Statistics I. Topics covered will be confidence intervals, linear regression and correlation, analysis of variance and non-parametric statistics. In addition, the student will be expected to write a computer program for each of the hypothesis tests covered. (Prerequisites: MAT 2510, CST 1020 or CST 2210, or equivalent.) W, Sp
- MAT 2550—Probability and Statistics**3 Credits
Elementary theory of probability; frequency and density functions; expected values and variances. Emphasis is on probability distributions and fundamental concepts of statistical inference. Should be taken by students who intend to continue with statistical applications in a later course. Primarily for majors in mathematics, science, and business administration transfer programs. (Prerequisite: MAT 1120 or 2610) Sp
- MAT 2610—Calculus and Analytic Geometry I**5 Credits
Rate of change, limits, continuity, differentiation, applications of the derivative, introduction to integration. (Prerequisite: 2 years high school algebra, 1 year high school geometry, 1 year high school advanced math or MAT 1500 or consent of instructor) F, W
- MAT 2620—Calculus and Analytic Geometry II**5 Credits
Application of the definite integral, transcendental functions, integration, determinants and linear equations. (Prerequisite: MAT 2610) W, Sp
- MAT 2630—Calculus and Analytic Geometry III**5 Credits
Plane Analytic Geometry, hyperbolic functions, polar coordinates, vectors and parametric equations. (Prerequisite: MAT 2620) F, Sp
- MAT 2640—Calculus and Analytic Geometry IV**5 Credits
Solid Geometry and vectors, partial differentiation, multiple integrals and infinite series. (Prerequisite: MAT 2630) W
- MAT 2650—Linear Algebra**3 Credits
Euclidean n-space, linear independence, basis, inner product, cross product, norm, systems of linear equations, matrices and elementary matrix operations, characteristic equation and eigenvalues, introduction to linear functions and vector spaces. (Prerequisite: MAT 2620)
- MAT 2700-2709—Independent Study**3 Credits
Independent study in mathematics by qualified students under the supervision of a faculty member. Especially designed to introduce student to techniques of mathematical research. Up to nine credit hours may be earned. (Prerequisite: MAT 2620 and consent of the faculty member) F, W, Sp, Su
- 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 2630) Sp

MECHANICAL TECHNOLOGY¹

MET 1010—Manufacturing Process I3 Credits

Covers various manufacturing and fundamental types of manufacturing methods in cold working processes. Familiarization with various types of machine tools, tooling, measuring, and inspection procedures. Introduction of automation to cover numerical control, transfer, and special machines. W
2 hours lecture—3 hours laboratory

MET 1020—Manufacturing Processes II3 Credits

Covers various manufacturing materials and fundamental types of manufacturing methods in hot working processes. Familiarization with welding, ultrasonic machining, chemical milling and other special manufacturing processes. To include furnaces, basic heat treatment, foundry processes, forging, inspection, and testing. Sp
2 hours lecture—3 hours laboratory

MET 1110—Materials of Industry3 Credits

A study of the general classifications of manufacturing materials and their applications. Special emphasis on new materials which have been developed through technology. Offered as needed.

MET 1210—Industrial Organizations and Institutions3 Credits

Studies labor-management relations including the evolution and growth of labor movement and development and structure industrial organizations. Covers the legal framework of labor-management relations and responsibilities of each. Covers the factors affecting labor supply and demand, problems of unemployment reduction and control, and wage determinations. Studies current industrial society and historical trends and practices that may be used to project future trends and practices. F

MET 1310—Hydraulics and Pneumatics3 Credits

A study of the basic components of hydraulic and pneumatic systems and how they are combined to build up various circuits. The emphasis is on the use of hydraulics and pneumatics for power transmission and for control purposes. Both areas are treated as basic sciences with emphasis on mathematical analysis and the scientific method. It is recommended that individual term problems requiring a significant amount of handbook design be required for this course. F
2 hours lecture—3 hours laboratory

MET 2010—Piping Drafting3 Credits

Fundamental principles of designing pipe systems, including development of diagrams, arrangements and schemes with information concerning standards and specifications of the components in typical systems. (Prerequisite: ERG 1010) Offered as needed.

1 hour lecture—6 hours laboratory

MET 2110—Machine Design3 Credits

A course in which the design principles of manufacturing elements are taken up and calculations are made in determining the size and shape of various machine parts. It includes factors which influence the selection of materials to be used in designing such elements as beams, bearings, clutches, brakes, shafts, bushings, screens, rivets, gears, belts, and fly wheels. Attention is given to various types of loading conditions, stresses, deformations, fits, finishes, and other factors which must be considered in the design of machine elements. (Prerequisite: ERG 2210) W

MET 2210—Basic Tool Design4 Credits

Lectures, classroom discussion, and actual drawing practice are combined to help the student gain knowledge and experience necessary to design tools commonly used in modern manufacturing. The work consists of designing and laying out cutting tools, gauges, simple jigs, fixtures, and dies. Mass production methods are discussed so that the student may apply the information gained in the practical work of tool designing. (Prerequisites: ERG 1010, MET 1010) W

1 hour lecture—9 hours laboratory

MET 2310—Design Problems4 Credits

Application of mathematics, science, and mechanical technology to practical problems in designing complete machines or machine sub-assemblies. Analyze problem, gather data, perform calculations, and prepare drawings. Personal judgment and individual initiative are encouraged. (Prerequisite: MET 2110) Sp

1 hour lecture— 9 hours laboratory

MET 2410—Methods and Operations Analysis4 Credits

A systematic study of methods, materials, tools, and equipment to find economic work situations, to standardize methods and procedures, and to determine average time to perform various tasks. Laboratory includes analysis of fundamental physical motions, construction of various charts,

performing time studies. Also includes study of foreign elements, allowances, performance rating, average cycle time, standard time and minimum observations. F

3 hours lecture—3 hours laboratory

MET 2510—Statistics and Quality Control3 Credits

An elementary approach to statistical techniques for control of quality requirements in manufacturing for those with no previous experience. Study includes use of formulas, sampling techniques, inspection tool and devices, and control charts. Theory and practical application are combined so that weaknesses and defects in a system can be identified, analyzed and corrected. W

2 hours lecture—3 hours laboratory

MET 2610—Plant Layout and Materials Handling4 Credits

Studies the relationship between plant layout and materials handling to include transportation, shipping, receiving, and utilities. Arrangement of machine tools, product and process layouts, and balance and flexibility of operations are discussed. Also studies packaging and materials protection methods and equipment used for movement of incoming, in-process, storage and waste materials. W

3 hours lecture—3 hours laboratory

MET 2710—Process Planning4 Credits

A study of principles, practices and methods of process planning and control including interpretation of charts, operation analysis, and routing forms. Actual process planning of selected jobs in terms of description and sequence of operations, set-up time estimates, feed and speed calculations, and process and machine selection. Offered as needed.

3 hours lecture—3 hours laboratory

MET 2810—Production Problems4 Credits

Engineering problem solving techniques are applied to selected problems. May include analysis of elements of production scheduling; cost analysis in terms of labor, material, and burden; balancing work stations; calculating production rates and requirements to meet completion dates. Sp

1 hour lecture—9 hour laboratory

MET 2910—Industrial Safety3 Credits

A course to acquaint the student with safety in industry including the basic philosophy of safety programs and administrations, policies and procedures of accident preventions, and compliance with requirements of OSHA. Sp

¹Courses in this program are not designed for general transfer.

MEDICAL LABORATORY TECHNOLOGY¹

MLT 1010—Introduction to Medical Laboratory Technology3 Credits

Introduction to the objectives and goals of Medical Laboratory Technology. Orientation to the health care team, and to the organization and operation of the clinical laboratory. Introduction to medical terminology, medical ethics, and laboratory records. (Prerequisite: Permission from Program Director) F, Sp

MLT 1020—Orientation to Laboratory Techniques4 Credits

A continuation of Introduction to Medical Laboratory Technology. Emphasis is placed on urinalysis, blood collection techniques, and manual cell counts. F

3 hours lecture—3 hours laboratory

MLT 2110—Medical Biochemistry I5 Credits

Methods for the quantitative analysis of body fluids for chemical constituents of diagnostic importance. This course includes the study of the metabolism of carbohydrates, nitrogen, iron, hormones, vitamin, enzymes, electrolytes, and their variation in diseases. Emphasis is also placed on quality control and instrumentation. (Prerequisite: CHE 1130) F

3 hours lecture—6 hours laboratory

MLT 2120—Medical Biochemistry II5 Credits

A continuation of Medical Biochemistry I. (Prerequisite: MLT 2110) W

3 hours lecture—6 hours laboratory

MLT 2210—Hematology4 Credits

The study of principles and techniques of hematology. This includes the formation and maturation of blood cells, function of blood cells, coagulation studies, and cerebrospinal fluid studies.

Emphasis is also placed on the disease states of blood. The laboratory will cover basic techniques including blood cell and platelet counts, hemoglobin, hematocrit, blood cell morphology, and coagulation. (Prerequisite: MLT 1020) W

3 hours lecture—3 hours laboratory

MLT 2410—Diagnostic Microbiology I 4 Credits

A study of disease producing microorganisms in man. Bacteria, fungi, and rickettsia are studied with emphasis on isolation, handling of specimens, identification, drug sensitivity testing, and quality control. (Prerequisite: BIO 2510) Sp

3 hours lecture—3 hours laboratory

MLT 2420—Diagnostic Microbiology II 4 Credits

Basic principles of antigen and antibody reactions with emphasis on basic serologic methods for the detection of infectious disease. Emphasis is also placed on methods for identifying fungi and parasites which are pathogenic to man. Su

3 hours lecture—3 hours laboratory

MLT 2610—Immunohematology 4 Credits

The study of blood group antigens with emphasis placed on the A-B-O and RH group systems. The course will also include component preparation, donor selection, transfusion reactions, and immunoglobulin work-up on newborns and mothers. The laboratory will deal with A-B-O and RH typing, compatibility testing, and antibody screening. (Prerequisite or Corequisite: MLT 2410) W, Su

3 hours lecture—3 hours laboratory

MLT 2710—Seminar I 1 Credit

Presentation of current topics in the clinical laboratory by students and outside speakers. (Prerequisites: MLT 2120, 2210, 2410, 2420, 2610) F, Sp

MLT 2720—Seminar II 1 Credit

A continuation of Seminar I. (Prerequisites: MLT 2120, 2210, 2410, 2610) W, Su

MLT 2810—Basic Clinical Education I 2 Credits

Clinical experience in a hospital laboratory covering basic clinical microscopy, serology, and urinalysis. (Prerequisites: MLT 2120, 2210, 2410, 2420, 2610) Offered as needed.

MLT 2820—Basic Clinical Education II 2 Credits

Continuation of Clinical Education I. (Prerequisite or Corequisite: MLT 2810) As needed.

MLT 2830—Clinical Chemistry 5 Credits

Clinical experience in a hospital laboratory covering clinical chemistry. (Prerequisites: MLT 2120, 2210, 2410, 2420, 2610) As needed.

MLT 2840—Clinical Hematology 5 Credits

Clinical experience in a hospital laboratory covering clinical hematology. (Prerequisites: MLT 2120, 2210, 2410, 2420, 2610) As needed.

MLT 2850—Clinical Immunohematology 5 Credits

Clinical experience in a hospital blood bank with emphasis placed on compatibility testing. (Prerequisites: MLT 2120, 2210, 2410, 2420, 2610) As needed.

MLT 2860—Clinical Microbiology 5 Credits

Clinical Microbiology experience in a hospital laboratory with emphasis on bacteriology and parasitology. (Prerequisites: MLT 2120, 2210, 2410, 2420, 2610) As needed.

¹Courses in this program are not designed for general transfer.

MEDICAL RECORDS¹

MRT 1010—Medical Records I 3 Credits

Introduction to the history of medicine, the hospital and medical records. Lecture and classroom laboratory experience which will enable the student to be familiar with the purposes, content, and uses of the medical record. Laboratory practice in the analysis and assembly of medical records. (Prerequisite: Permission from Program Director.) (Corequisite: MRT 1210) (BIO 2310 is a Prerequisite or Corequisite) F

2 hours lecture—3 hours laboratory

MRT 1020—Medical Records II 3 Credits

Orientation to the methods of numbering and systems of filing used in the medical record department.

Lecture and classroom laboratory practice in the methods of compiling hospital statistics, both manually and by computer. Laboratory practice in gathering statistics and working with formulas to compile actual reports and computer abstracting. (Prerequisite: MRT 1010) (Corequisite: MRT 1220) (BIO 2320 is a Prerequisite or Corequisite) W

2 hours lecture—3 hours laboratory

MRT 1030—Medical Records III3 Credits

Introduction to the disease and operation classification and indexes maintained in the medical record department. Instruction in SNDO as a nomenclature and laboratory practice in the coding and indexing by ICD-9-CM. (Prerequisite: MRT 1020) (Corequisite: MRT 1040, MRT 1230) (BIO 2330 is a Prerequisite or Corequisite) Sp

2 hours lecture—3 hours laboratory

MRT 1040—Legal Aspects of Medical Records3 Credits

To provide the student a foundation in federal and state legislation regarding medical record release, retention, authorizations and consents. The medical record in court will be presented and the mediollegal importance of accurate documentation. (Prerequisite: MRT 1020) (Corequisite: MRT 1030, 1230) (BIO 2330 is a Prerequisite or Corequisite) Sp

MRT 1210—Medical Terminology I3 Credits

Introduction to the principles of medical terminology and the use of word elements as building blocks for medical terminology. (Corequisite: MRT 1010) F

MRT 1220—Medical Terminology II3 Credits

Further study of medical terminology with emphasis on terminology as it relates to the systems of the body. (Corequisite: MRT 1020) (Prerequisite: MRT 1210) W

MRT 1230—Medical Transcription3 Credits

Additional study in medical terminology in conjunction with medical transcription. Practice transcription will include X-ray reports, medical history, physicals and summaries plus operative reports. Emphasis will also be given to the management of the steno pool and equipment selection. (Corequisite: MRT 1030, 1040) (Prerequisite: MRT 1220) Sp

2 hours lecture—3 hours laboratory

MRT 2310—Directed Practice I3 Credits

Actual practice under the direction of a Medical Record Practitioner in an area hospital. Topics covered include orientation to the admitting office and the medical record department, chart assembly and analysis, release of information, statistics, coding, and filing. (Prerequisite: MRT 1030) (Corequisite: MRT 2410) F

9 hours clinical experience

MRT 2320—Directed Practice II3 Credits

Hospital experience in Utilization Review, Medical Care Evaluation Studies, Hospital Committee Functions and Department Supervision. (Prerequisite: MRT 2310) (Corequisite: MRT 2420) W

9 hours clinical experience

MRT 2330—Directed Practice III3 Credits

Experience in health care institutions other than the acute care hospital such as psychiatric facilities, long-term care facilities, and veterinary facilities. (Prerequisite: MRT 2320) (Corequisite: MRT 2430) Sp

9 hours clinical experience

MRT 2110—Trends in Medical Records3 Credits

Emphasis is placed on new federal legislation affecting health care delivery, Utilization Review procedures and Medical Care Evaluation Studies. (Prerequisite: MRT 1030) (Corequisite: MRT 2310) F

MRT 2120—Advanced Medical Record Procedures3 Credits

Introduction to hospital committee functions and procedures, accreditation and certification standards, microfilm and record retention, extended care facility records and medical record department supervision. (Corequisite: MRT 2320) (Prerequisite: MRT 2110) W

MRT 2430—Medical Records Seminar3 Credits

Introduction to the Problem Oriented Medical Record and Tumor Registry. Emphasis is placed upon individual research projects performed by the students and then presented to the group for evaluation. (Corequisite: 2330) Sp

¹Courses in this program are not designed to transfer.

MINI/MICROCOMPUTER TECHNOLOGY¹

MCT 1100—Introduction to Minicomputers3 Credits

Introduces the student to the basic organization and operation of a digital computer. Includes an introduction to computer logic hardware and software, movement of data within a computer, identification of major hardware components and their interaction, concepts of programming, as well as the basic structure and applications of computer systems. F

MCT 1210—Machine/Assembly Language Programming3 Credits

An introduction to computer instruction repertoire. Student develops understanding of machine language instructions and programming through hands-on use of the computer for program execution. An analysis of assembly language programming and analysis of one and two pass assemblers is included. (Prerequisite: MCT 1100) W

MCT 1810—Pulse and Switching Circuits3 Credits

A course in the analysis and design of circuits which generate and shape digital wave-forms. Included in this study are passive waveshaping circuits, delay lines, solid state switching characteristics, logic circuits, and multivibrators. (Prerequisite: EET 1310) Sp

MCT 1815—Pulse and Switching Circuits Lab1 Credit

The student completes laboratory exercises designed to emphasize lecture material through the design, construction, and evaluation of pulse circuits. (Lab to be taken concurrently with MCT 1810) Sp
3 hours laboratory

MCT 2000—Computer Service Internship2-6 Credits

Student works with computer service technician to gain practical, on-the-job experience in computer servicing and maintenance. Periodic reports will be made to advisor from both student and service technician. Credit hours depend on number of field contact hours. (Students must have conference with MCT advisor before registering for the course.) Su

MCT 2210—Operating Systems3 Credits

A study of the interrelationships of hardware and software at the system level, and the functional operation and utilization of compilers, operating systems, and user-type programs. Emphasis is placed on the ability to discern between hardware and software faults and the use of operating systems and customer software to debug hardware sourced faults in systems. (Prerequisite: MCT 1100 or consent of instructor) F

MCT 2310—Digital Circuits3 Credits

Principles of digital logic theory and circuits. Presents such topics as number systems and codes, Boolean algebra, reduction techniques, and basic logic gates. Emphasis is placed on the ability to analyze the performance of a logic circuit and to carry a digital design problem from logic requirement to final logic device diagram. Sp

MCT 2315—Digital Circuits Lab1 Credit

Use of digital devices to implement and verify logic circuits performance as presented in lecture. (Lab to be taken concurrently with MCT 2310) Sp
3 hours laboratory

MCT 2350—Computer Architecture3 Credits

An in-depth study of the design and organization of the computer processor with emphasis on minicomputers. Areas of study include arithmetic and logic unit, timing and control, memory elements, bus characteristics and I/O operation and control. (Prerequisite: MCT 1210, MCT 2310 or EET 2310) F

MCT 2355—Computer Architecture Lab1 Credit

Lab sessions emphasize and enforce lecture topics as well as initiating the development of troubleshooting techniques. (Lab to be taken concurrently with MCT 2350) F
3 hours laboratory

MCT 2410—Peripherals I3 Credits

A study of the architecture and functional operation of computer peripherals of the card stock, paper, and visual media, such as card and paper tape readers and punches, console writers, TTY's, and display terminals. Emphasis will be on the processor/peripheral control dialogue and data transfer. (Prerequisite: MCT 2350) W

MCT 2415—Peripherals I Lab1 Credit

Lab sessions provide practice in electromechanical alignment and troubleshooting techniques. (Lab to be taken concurrently with MCT 2410) W
3 hours laboratory

- MCT 2420—Peripherals II** **3 Credits**
 A study of the architecture and functional operation of mass storage and direct memory access devices including magnetic drums, disk, and tape units. The function of I/O programming and control will be emphasized. (Prerequisite: MCT 2350) W
- MCT 2425—Peripherals II Lab** **1 Credit**
 Provides practical experience in the maintenance and troubleshooting of peripheral devices under analysis. (Lab to be taken concurrently with MCT 2420) W
 3 hours laboratory
- MCT 2610—Computer Systems Maintenance/Troubleshooting** **4 Credits**
 A final course of study in computer hardware and software. Emphasis is on the determination of either hardware or software failures with extensive lab time utilizing equipment with simulated or actual failures along with concentration on the use of diagnostic programs to identify and isolate a faulty device or sub-system, as well as preventive maintenance at the systems and component level. (Prerequisites: MCT 2410, MCT 2420, MCT 2350, MCT 2210) Sp
 3 hours lecture—3 hours laboratory
- MCT 2700—Integrated Circuits** **3 Credits**
 Provides the student with an understanding of the operation and practical applications of linear and digital integrated circuits. Efficient hardware implementation and evaluation techniques are developed through analysis of manufacturer's specifications and design criteria. (Prerequisite: MCT 1810) F
- MCT 2705—Integrated Circuits Lab** **1 Credit**
 Classroom subject areas are continued into the lab for practical, hands-on design and analysis experience. (Lab to be taken concurrently with MCT 2700) F
 3 hours laboratory
- MCT 2810—Data Communication and Interface Design** **4 Credits**
 An examination of the basic concepts of computer interfacing and A/D and D/A conversion techniques. Primary areas of study include the characteristics and operation of bus structures and the design requirements for hardware interfaces to the bus. Block diagrams and flowcharts are used for the understanding and troubleshooting of various interfaces. The accompanying lab is project oriented. (Prerequisites: MCT 2700, MCT 2350) Sp
 3 hours lecture—3 hours laboratory
- MCT 2850—Microprocessors** **4 Credits**
 A study of the design, operational characteristics, and utilization techniques of microprocessors and microprocessor systems. Microprogramming and hardware implementation of system functions are closely examined. Offered as needed.
 3 hours lecture—3 hours laboratory
- MCT 2900—Advanced Topics** **3 Credits**
 This course allows for the examination of and investigation into a topic area of an advanced nature. The topic will be jointly selected by the student and the instructor. (Prerequisite: consent of instructor) Sp
 3 hours lecture—3 hours laboratory

¹Courses in this program are not designed to transfer.

MUSIC

THEORY AND LITERATURE

- MUS 1010—Music Appreciation** **3 Credits**
 Open to all students who desire a better understanding of music. In this one-quarter course music of the popular culture as well as traditional art music will be explored through class lecture as well as weekly listening assignments. F, W, Sp, Su
- MUS 1020—Fundamentals of Music** **3 Credits**
 A beginning study of music, its terminology, and elements such as notes, scales, intervals, keys, triads, meter and smaller forms. Designed to acquaint the student with notation, the keyboard, sight singing, and ear training. Offered for non-music majors or for remedial study for music majors. F
- MUS 1110—Theory** **3 Credits**

MUS 1120—Theory3 Credits
Harmonic analysis of common practice music, standard vocabulary of harmony, form, and counterpoint. Should be taken in sequence.	
3 hours lecture	
MUS 1111—Theory Practicum1 Credit
MUS 1121—Theory Practicum1 Credit
Eartraining, sight singing, dictation, and rhythmic reading. Should be taken concurrently with 1110, 20.	
2 hours laboratory	
MUS 1112—Keyboard Practicum1 Credit
MUS 1122—Keyboard Practicum1 Credit
Keyboard application of harmony. Should be taken concurrently with 1110, 20.	
2 hours laboratory	
MUS 2010—Introduction to Music Literature I2 Credits
Designed to give the student a thorough grounding in music of Western civilization from antiquity through the Renaissance. Students learn through class lecture, listening assignments, concert attendance and performance of representative literature. (Alternate F)	
MUS 2020—Introduction to Music Literature II2 Credits
A continuation of MUS 2010, beginning with the Baroque era and continuing through the Classic era. (Alternate W)	
MUS 2030—Introduction to Music Literature III2 Credits
A continuation of MUS 2020, dealing with the music of the nineteenth and twentieth centuries. (Alternate Sp)	
MUS 2110—Advanced Theory3 Credits
MUS 2120—Advanced Theory3 Credits
MUS 2130—Advanced Theory3 Credits
Analysis of chromatic harmony, 20th harmonies, and other organizational procedures since the common practice period. Should be taken in sequence. 2110-F, 2120-W, 2130-Sp	
3 hours lecture	
MUS 2111—Advanced Theory Practicum1 Credit
MUS 2121—Advanced Theory Practicum1 Credit
MUS 2131—Advanced Theory Practicum1 Credit
Should be taken concurrently with 2110, 20, 30.	
2 hours laboratory	
MUS 2112—Advanced Keyboard Practicum1 Credit
MUS 2122—Advanced Keyboard Practicum1 Credit
MUS 2132—Advanced Keyboard Practicum1 Credit
2 hours laboratory	

APPLIED MUSIC: ENSEMBLES

Non-music majors are invited to participate in as many of the music courses as possible, particularly chorus and band. Membership for all ensembles is by permission of the director. Members are expected to attend all rehearsals and performances. Failure to do so will result in dismissal from the ensemble and a failing mark for the quarter.

MUS 1050—Chorus1 Credit
Meets three hours per week. The official choral organization of the College. Performs standard repertoire and selections suitable for use with school and church choirs. F, W, Sp	
MUS 1060—Madrigal Singers1 Credit
Participation in the group in all phases, including rehearsals and appearances. Reading of early English Madrigals and traditional American music. Admittance by audition. Meets three hours per week. F, W, Sp	

- MUS 1070—Small Instrumental Ensembles**1 Credit
String, brass, and woodwind ensembles will rehearse three hours per week and perform twice during a quarter. Classical literature for standard instrumentations will be emphasized. Rehearsal times arranged according to students' schedules. Assignment of groups to be determined by instructor. F, W, Sp
- MUS 1080—Concert Band**1 Credit
Performs traditional and contemporary wind ensemble literature. Open to all qualified students. Meets three hours per week. F, W, Sp
- MUS 1090—Jazz Band**1 Credit
Membership by audition only. Performs arrangements for jazz, "big band," and studio band in contemporary and jazz-rock styles. Improvisation is encouraged, but not required. Performances regularly scheduled off-campus, as well as for student body. F, W, Sp

APPLIED MUSIC: CLASS INSTRUCTION

Class piano or class voice is offered for secondary, applied or non-music majors.

- MUS 1510—Class Lessons in Voice I**1 Credit
- MUS 1520—Class Lessons in Voice II**1 Credit
- MUS 1530—Class Lessons in Voice III**1 Credit
Group instruction in basic techniques of breath control, tone production, diction, phrasing and interpretation using simple song repertoire, with suggested songs suitable for solos. A study of the vocal instrument and stage presence will be included. Classes meet twice weekly. Daily practice required. Not for the student whose major is voice. 1510-F, 1520-W, 1530-Sp
- MUS 1610—Class Piano I**1 Credit
- MUS 1620—Class Piano II**1 Credit
- MUS 1630—Class Piano III**1 Credit
Group instruction in basic keyboard technique for students with no prior training in piano. Electronic pianos will be used. Classes meet twice weekly. Daily practice required. F, W, Sp, Su

APPLIED MUSIC: INDIVIDUAL INSTRUCTION

Private lessons in voice, organ, piano, or other instruments may be taken each quarter for one or two quarter hours credit. Any student may take private lessons, but only students performing at the college level will receive academic credit. Scheduling preferences will be given to full-time music majors. Students receive 25 minutes of private instruction per week per quarter hour of credit. Any student may take applied music instruction in a minor area. Such courses will be designated by an "M" following the course number.

Requirements include appearance in solo classes and performance before a faculty jury at the close of each quarter. A recital is required for music majors in their applied major field during their second year of study. All students taking applied music are required to attend all solo classes and other selected performances. The music department reserves the right to request qualified students to participate in recitals and other musical programs for the benefit of the College and the community. A minimum of ten hours practice per week is required. F, W, Sp, Su

- MUS 1211-21-31—Individual Instruction in Brass Instruments**1 Credit
- MUS 2211-21-31—Individual Instruction in Brass Instruments**1 Credit
(One lesson per week)
- MUS 1212-22-32—Individual Instruction in Brass Instruments**2 Credits
- MUS 2212-22-32—Individual Instruction in Brass Instruments**2 Credits
(Two lessons per week)
- MUS 1311-21-31—Individual Instruction in Woodwinds**1 Credit
- MUS 2311-21-31—Individual Instruction in Woodwinds**1 Credit
(One lesson per week)
- MUS 1312-22-32—Individual Instruction in Woodwinds**2 Credits

MUS 2312-22-32—Individual Instruction in Woodwinds2 Credits
(Two lessons per week)	
MUS 1411-21-31—Individual Instruction in Strings1 Credit
MUS 2411-21-31—Individual Instruction in Strings1 Credit
(One lesson per week)	
MUS 1412-22-32—Individual Instruction in Strings2 Credits
MUS 2412-22-32—Individual Instruction in Strings2 Credits
(Two lessons per week)	
MUS 1511-21-31—Individual Instruction in Organ1 Credit
MUS 2511-21-31—Individual Instruction in Organ1 Credit
(One lesson per week)	
MUS 1512-22-32—Individual Instruction in Organ2 Credits
MUS 2512-22-32—Individual Instruction in Organ2 Credits
(Two lessons per week)	
MUS 1711-21-31—Individual Instruction in Piano1 Credit
MUS 2711-21-31—Individual Instruction in Piano1 Credit
(One lesson per week)	
MUS 1712-22-32—Individual Instruction in Piano2 Credits
MUS 2712-22-32—Individual Instruction in Piano2 Credits
(Two lessons per week)	
MUS 1811-21-31—Individual Instruction in Percussion1 Credit
MUS 2811-21-31—Individual Instruction in Percussion1 Credit
(One lesson per week)	
MUS 1812-22-32—Individual Instruction in Percussion2 Credits
MUS 2812-22-32—Individual Instruction in Percussion2 Credits
(Two lessons per week)	
MUS 1911-21-31—Individual Instruction in Voice1 Credit
MUS 2911-21-31—Individual Instruction in Voice1 Credit
(One lesson per week)	
MUS 1912-22-32—Individual Instruction in Voice2 Credits
MUS 2912-22-32—Individual Instruction in Voice2 Credits
(Two lessons per week)	

NOTE: The student may receive credit for one full year's Individual Instruction on each level: one thousand level courses and two thousand level courses.

NATURAL SCIENCE

These natural science courses are designed to provide the student a brief exposure to various disciplines in the natural sciences. They assume little or no background in either mathematics or science and are therefore suitable for the non-scientist. All courses except NSC 1610-20-30 have no prerequisites and may be taken individually or in any sequence. NSC 1610-20-30 must be taken in sequence, and the entire sequence must be taken to be used for core curriculum science requirement.

These courses may be used to satisfy the natural science requirement in the Associate of Arts or Associate of Science degree programs in art, music, business, and education. They may also be taken for general elective credit in most curricula; as such, they can also be used to aid the student in choosing a field of study or in preparing himself/herself for additional science courses. However, these courses will not satisfy any part of the science requirements in chemistry, mathematics, physics, pre-engineering, pre-dentistry, pre-pharmacy or pre-medicine.

NSC 1010—Physics for the Layman4 Credits

An introductory survey of selected topics in physics, treated on a descriptive level with a minimum of mathematics. The course concentrates on fundamental concepts and principles rather than technical applications. Topics will include the following: classical laws of motion; universal gravitation; theory of relativity; sound, music, and acoustics; light and optics; energy forms and transformations; electromagnetism; atomic and nuclear physics. The laboratory is designed to illustrate and reinforce the lecture discussions and to emphasize the role of experiment in science. (No credit is given to any student who has successfully completed PHY 2010 or PHY 2110.) F, Sp

3 hours lecture—2 hours laboratory

NSC 1120—Environmental Science4 Credits

A course which takes an ecological approach in analyzing the impact of human activities upon natural systems. Attention is given to scientific resource management principles in such areas as forestry, wildlife, soils, and water. Field observation and monitoring exercises are included in the laboratory sessions. F, S

3 hours lecture—2 hours laboratory

NSC 1230—Survey of Earth Science4 Credits

An introductory course designed to provide an exposure to the basic principles of physical and historical geology. Subjects considered include the nature of the earth's crust, geological processes, the geologic time scale, and paleontology. (No credit is given to any student who has successfully completed GGY 1020 or any geology course.) F, Sp

3 hours lecture—2 hours laboratory

NSC 1310—Chemistry for the Changing Times4 Credits

An introduction to chemistry and the role it plays in our society and life style. Topics will include chemistry and society; composition and characteristics of materials such as food, water, drugs, plastics, detergents, vitamins and poisons; pollution and pollution control; nuclear energy. (No credit is given to any student who has successfully completed CHE 1010 or CHE 1110.) F, Sp

3 hours lecture—2 hours laboratory

NSC 1410—Survey of Astronomy4 Credits

A descriptive survey of the major areas of astronomy. Topics include the following: the earth-moon system; the sun and the solar system; recent discoveries concerning the planets; the nature of stars; galaxies; ancient and current theories of the universe. Laboratory experiences will include naked eye and telescopic viewing of the heavens. F, W

3 hours lecture—2 hours laboratory

NSC 1520—Atmospheric Science4 Credits

Emphasis is directed toward an understanding of meteorologic processes which produce various features of world climate, such as thunderstorms, rainfall, hail, and wind. Laboratory exercises are designed to familiarize the student with the collection and handling of climatic data, and to provide practice in analyzing weather maps. (No credit is given to any student who has successfully completed GGY 1010.) W

3 hours lecture—2 hours laboratory

NOTE: The natural science sequence NSC 1610-20-30 covers the basic concepts of energy and its relationships with the basic concepts of matter, space, and time. These relationships are discovered by logical analysis and experimental observation.

NSC 1610—Introductory Concepts in Energy I4 Credits

Energy and its relationships to forces, motion of objects, mass, momentum, work, and heat are studied. F

NSC 1620—Introductory Concepts in Energy II4 Credits

The relationships of energy to wave motion, sound, light, electricity, and magnetism are covered. (Prerequisite: NSC 1610) W

NSC 1630—Introductory Concepts in Energy III4 Credits

Energy and mass equivalence, relativity, structure of matter, and nuclear energy are covered. (Prerequisite: NSC 1620) Sp.

NURSING

- NSG 1110—Nursing I****.6 Credits**
 Introduction to nursing theory and process. Includes fundamentals of needs, assessment, communication principles and application of nursing skills.
 3 hours class-8 hours clinical
- NSG 1120—Nursing II****.6 Credits**
 Continuation of Nursing I. Theory and application of nursing actions to promote, maintain or restore health with emphasis on pharmacology and administration of medications.
 3 hours class-8 hours clinical
- NSG 1130—Nursing III****.6 Credits**
 Nursing care of individuals experiencing developmental changes and needs. Includes study of pregnancy, childbirth, infancy and growth and development. Concepts and principles from Nursing I and II are utilized.
 3 hours class—8 hours clinical
- NSG 2110—Nursing IV****10 Credits**
 Concepts and principles of assessment and nursing intervention in the care of individuals experiencing physical or mental illness. Integrates theory and application of growth and development, pharmacology, nutrition and communication, motivation, and human behavior.
 5 hours class—12-16 hours clinical
 (variable with rotation)
- NSG 2120—Nursing V****10 Credits**
 Continuation of Nursing IV. Application of nursing process to patients and families experiencing physical or mental illness.
 5 hours class—12-16 hours clinical
 (variable with rotation)
- NSG 2130—Nursing VI****10 Credits**
 Integrated application of basic and advanced nursing skills. Emphasis on the nurse and nursing process as components of multidisciplinary approaches to patient care.
 3-4 hours class—16-24 hours clinical
 (variable with rotation)
- NSG 2910—Nursing Seminar****.2 Credits**
 Historical development of nursing and the health care system. Exploration of contemporary issues which shape and determine the delivery of nursing care.

OFFICE ADMINISTRATION

- OAD 1010—Typing I****.3 Credits**
 Development of techniques in touch typewriting and the introduction of skills involved in composing at the typewriter, typing letters, typing simple tabulations, and typing manuscripts. F
 5 hours per week—lecture and laboratory
- OAD 1020—Typing II****.3 Credits**
 Continued development of typewriting techniques with emphasis on increasing speed and accuracy in typing business reports, correspondence, tabulations, and manuscripts. (Prerequisite: OAD 1010 or equivalent) W
 5 hours per week—lecture and laboratory
- OAD 1030—Typing III****.3 Credits**
 Continued emphasis on speed and accuracy building with more emphasis on timed production of various types of business materials. Instruction is included on duplication methods and the preparation of stencils. (Prerequisite: OAD 1020. Corequisite: OAD 2020) Sp
 5 hours per week—lecture and laboratory
- OAD 1110—Shorthand I****.5 Credits**
 Theory of Symbol Shorthand; development of dictation and transcription abilities. F
 5 hours per week—lecture and laboratory
- OAD 1120—Shorthand II****.5 Credits**
 Further application of principles of Symbol Shorthand to the development of ability to read, write, and

transcribe shorthand outlines. Transcription on the typewriter is introduced with emphasis on transcribing skills. Mailable transcripts are introduced. (Prerequisite: OAD 1110 or equivalent) W
5 hours per week—lecture and laboratory

- OAD 1130—Shorthand III** **5 Credits**
Continued development of dictation and transcribing skills and increased emphasis on speed building and mailable transcripts. (Prerequisite: OAD 1120 or equivalent) Sp
5 hours per week—lecture and laboratory
- OAD 1210—Machine Transcription** **3 Credits**
Development of skill in transcribing dictation on dictation/transcription equipment with emphasis on grammar, punctuation, spelling, letter style and form, etc. Emphasis is placed on mailable copy in the business, medical, and legal fields. (Prerequisite: OAD 1010) Not designed to transfer. Sp
- OAD 2020—Word Processing** **3 Credits**
A study of the principles and theory behind word processing with on-hands experience on automatic typing equipment and applications in simulated in-basket production work. (Prerequisite: OAD 1020. Corequisite: OAD 1030) Sp
5 hours per week—lecture and laboratory
- OAD 2110—Shorthand Transcription** **5 Credits**
Improvement of ability to take dictation and transcribe mailable copy with emphasis on the development of job competency. (Prerequisite: OAD 1130 or equivalent) Not designed to transfer. Sp
5 hours per week—lecture and laboratory
- OAD 2210—Office Administration** **3 Credits**
A study of the principles and techniques of office procedures, including a knowledge of office materials, job interview techniques, job application processes, telephone procedures, records management, and office duties. (Prerequisite: OAD 1010 or equivalent) Not designed to transfer. W, Sp
- OAD 2310—Business Communications** **3 Credits**
A study of the essentials of English in business communication. The basic fundamentals in grammar and punctuation are applied to business letter writing and business report writing. Emphasis is given on composing and dictating business letters into dictation/transcription equipment. Job application and interviewing techniques are covered along with techniques for more effective listening. Not designed to transfer. W, Sp
- OAD 2410—Business Machines** **3 Credits**
Operation of adding and calculating machines. Practical application in solving math problems involving business situations. Not designed to transfer. F, W, Sp
- OAD 2510-2550—Seminar in Office Administration** **1-3 Credits**
An updating or analysis of a particular topic, concern, or problem in the area of office administration. Offered as needed. Not designed to transfer.

PHILOSOPHY

- PHL 1010—Introduction to Philosophy** **3 Credits**
A study of problems that confront humans as they deal with knowledge and the nature of the world and their interaction with it. F
- 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. Sp
- PHL 1210—Elementary Ethics** **3 Credits**
Critical analysis of the principal ethical theories and their application to the problems of life. W
- PHL 2010—Introductions to Religions of the World** **3 Credits**
Introduction to the study of religion through selected historical traditions, East and West. W
- PHL 2020—Issues in Religious Studies** **3 Credits**
Introduction to study of religion through selected religious problems and alternatives. Sp

PHYSICAL EDUCATION

- PED 1000, 1005—Adaptive Physical Education**1 Credit
Modified physical activity designed for students with physical limitations. Students are enrolled in these courses on advice of their physician. F, W, Sp
- PED 1010—Physical Conditioning**1 Credit
This course is designed for those interested in improving or maintaining physical fitness. F, W, Sp
- PED 1050—Slimnastics**1 Credit
A course designed for those interested in losing inches and weight. Improvement of physical fitness will also be emphasized. F, W, Sp
- PED 1110—Archery**1 Credit
Introduces the student to archery through a brief study of its history with emphasis on the fundamentals of shooting the bow. F, Sp
- PED 1210—Badminton**1 Credit
Instruction and practice in the fundamentals of badminton. F, W, Sp
- PED 1310—Basketball**1 Credit
Practice of fundamentals as well as the various types of play. W
- PED 1320—Advanced Basketball**1 Credit
A continuation of PED 1310. Emphasis on skill, strategy, and competition. (Prerequisite: PED 1310 or consent of instructor) W
- PED 1410—Beginning Bowling**1 Credit
Presents the proper selection of equipment, correct method of approach and release of the bowling ball, and scoring. A fee for facility and equipment rental will be charged for this activity. W
- PED 1420—Intermediate Bowling**1 Credit
Continuation of skills acquired in Beginning Bowling. More emphasis is placed on individual techniques and self-improvement. (Prerequisite: Bowling 1410 or consent of instructor) A fee for facility and equipment rental will be charged for this activity. W
- PED 1510—Folk Dance**1 Credit
Instruction in dances from various countries, including square dances. W
- PED 1610—Beginning Golf**1 Credit
To acquaint the beginning player with correct swing, selection, and use of the various clubs and basic fundamentals. F, Sp
- PED 1620—Intermediate Golf**1 Credit
A continuation of PED 1610. Review basic fundamentals; develop advanced skills and strategies. (Prerequisite: PED 1610 or consent of instructor) F, Sp
- PED 1710—Soccer**1 Credit
Instruction and practice in the fundamental skills of soccer. F, Sp
- PED 1800—Social Dance**1 Credit
Instruction, practice, and teaching in basic social dance steps. W
- PED 1810—Modern Dance**1 Credit
Basic movement and dance techniques; emphasis on communicative skills, creativity, and improvisation. W
- PED 1910—Beginning Weight Training**1 Credit
An introduction to the proper techniques and practices of weight training. F, W, Sp
- PED 1920—Intermediate Weight Training**1 Credit
A continuation of PED 1910. Students will also develop and implement a personalized weight training program for their individual use. (Prerequisite: PED 1910 or consent of instructor) F, W, Sp
- PED 2010—Beginning Ballet**1 Credit
Correct body alignment for posture, coordination, and balance; stretching and limbering for muscle tone, for agility, and for strength. Exercises at the barre followed by center floor work. (Placement depends upon demonstrated dancing ability.) F, W, Sp
- PED 2020—Intermediate Ballet**1 Credit
A continuation of PED 2010. F, W, Sp

- PED 2050—Marksmanship and Firearms Safety**1 Credit
This course seeks to educate both men and women in safe and efficient use of small bore rifles for pleasure. Safety will be stressed to provide protection for all students involved. The shooting practice will be with 22 caliber rifles. All students will become familiar with the various principles of marksmanship. F, W, Sp
- PED 2110—Beginning Racquetball**1 Credit
Instruction and practice in the fundamentals of racquetball. A fee for facility use will be charged for this activity.
- PED 2120—Intermediate Racquetball**1 Credit
Review of fundamentals and development of advanced skills and strategies. A fee for facility use will be charged for this activity.
- PED 2210—Softball**1 Credit
Instruction and practice in the fundamentals of catching, batting, and backing up other positions. Rules and strategies will also be studied. Sp
- PED 2310—Swimming**1 Credit
Training for beginners in swimming, emphasizing recreational swimming. A special fee as designated in class schedule will be charged for this course. Su
- PED 2410—Beginning Tennis**1 Credit
A brief study of the history of tennis with emphasis on the rules and basic strokes which could lead to accomplished tennis skills. F, Sp, Su
- PED 2420—Intermediate Tennis**1 Credit
Review of the basic fundamentals and rules, with emphasis on skill, strategy and competition. (Prerequisite: PED 2410 or consent of instructor) F, Sp, Su
- PED 2510—Stunts and Tumbling**1 Credit
Practice of stunts, with a minimum achievement of intermediate skill expected. To acquaint the student with the proper techniques of tumbling, trampoline, and long horse vaulting. F, W
- PED 2520—Intermediate Stunts and Tumbling**1 Credit
A continuation of PED 2510. Students will develop advanced skills in tumbling and trampoline. (Prerequisite: PED 2510 or consent of instructor) F, W
- PED 2610—Volleyball**1 Credit
Fundamentals, rules, and strategy of play. F, W
- PED 2710—Introduction to Physical Education**3 Credits
A study of the historical background, general scope, principles, and objectives of physical education in its relationship to education as a whole. F
- PED 2720—Teaching Individual and Dual Sports**3 Credits
A comprehensive study of individual and dual sports with emphasis on teaching organization, techniques, and methods. To include a practicum. W, Sp
- PED 2730—Sports Officiating**2 Credits
Detailed techniques and methods of sports officiating involving rule interpretation and ethical character pertaining to interscholastic, intercollegiate, and intramural activities. (Sports include football, basketball, softball, baseball.) Sp
3 hours lecture—laboratory
- PED 2810—Teaching 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. F, W, Sp
- PED 2820—Coaching of Baseball**3 Credits
Theory and practice in the fundamentals as well as review of various systems of types of play. W
- PED 2830—Motorcycling**3 Credits
Divided equally between 20 hours of classroom and 20 hours of field experiences which together stress safety, controls, basic maneuvers, basic street riding, multisurface riding, skill development and maintenance of the motorcycle. Students may apply this course toward one of the required physical education activity courses.
- PED 2850—Playground Leadership**3 Credits
Learning activities suitable for playgrounds and studying and applying the principles of organizing and directing a playground program. Sp

PHYSICS

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

NOTE: The physics sequences PHY 2110-20-30 and PHY 2010-20-30 are normally offered only once a year, beginning in the fall quarter. Students planning to enroll in physics must therefore begin the sequence in the fall.

- PHY 2010—General Physics I** **4 Credits**
 Fundamental laws of mechanics. (Prerequisite: MAT 1130 or MAT 1500 or consent of instructor) F
 3 hours lecture—3 hours laboratory
- PHY 2020—General Physics II** **4 Credits**
 Fundamental laws of heat, light, and sound. (Prerequisite: PHY 2010) W
 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)
 Sp
 3 hours lecture—3 hours laboratory
- PHY 2110—Physics I** **4 Credits**
- PHY 2120—Physics II** **4 Credits**
- PHY 2130—Physics III** **4 Credits**
 PHY 2110 - F - covers mechanics. PHY 2120 - W - covers wave motion, electricity, and magnetism. PHY 2130 - Sp - covers heat, optics, and modern physics. A sequence course. (Prerequisite: Calculus and Analytic Geometry I) (Corequisite: Calculus sequence)
 3 hours lecture—3 hours laboratory
- PHY 2210—Modern Physics** **4 Credits**
 Fundamental principles of modern physics are covered. Topics include relativity, structure of matter, quantum effects, and nuclear physics. (Corequisite: PHY 2130 or consent of instructor) Alternate Sp
 3 hours lecture—3 hours laboratory
- PHY 2700-2750—Independent Scientific Investigation** **3 Credits**
 Independent research and development in physics by qualified students under the supervision of a faculty member. Especially intended to develop interest and skill in the techniques of physics research and development. Up to nine hours credit may be earned. Transfers as elective credit only. (Consent of the faculty member is required.) F, W, Sp, Su

POLICE SCIENCE AND CRIMINOLOGY EDUCATION

- PST 1010—Introduction to Law Enforcement** **3 Credits**
 Philosophical and historical background; agencies and respective jurisdictions; police ethics, public relations, and career orientation. F
- PST 1110—Police Science I** **3 Credits**
 A study of legal concepts and procedures, including the laws of arrest and search warrant procedure, beginning with the issuance of legal process to ultimate court disposition, embracing informations, indictments, arraignments, preliminary hearings, bail, grand and petit juries, and the trial. W
- PST 1120—Police Science II** **3 Credits**
 A study of the qualities of an investigation; general criminal investigative methods, procedures and techniques; phases of investigation; testifying and preparation of evidence for court. Sp
- PST 2010—Police Administration and Organization** **3 Credits**
 A study of police organizations, their hierarchical structure, techniques of administration and management utilized in standard police organizations with emphasis on problems of supervision, responsibility, and control of police units. F

- PST 2050—Introduction to Criminology**3 Credits
See course description under SOC 2130.
- PST 2110—Psychology of Law Enforcement**3 Credits
See course description under PSY 2110.
- PST 2130—Police Science III**3 Credits
A continuation of Police Science II with emphasis on the elements, modus operandi, and various investigative aspects of the serious and more frequently occurring crimes, and methods of crime prevention through contact with the public. F
- PST 2140—Police Science IV**3 Credits
An introduction to the theory and practice of basic scientific techniques utilized in the investigation and solving of crime. These procedures which will be presented by means of classroom lectures, demonstration sessions and practical laboratory periods, will emphasize the proper handling and examination of evidence, fingerprinting, photography, glass fractures, casts and molds, narcotics and narcotic preparations, and crime scene searches. W
- PST 2200—Seminar in Police Problems**6 Credits
A course designed to consolidate the various learning experiences in police science. Emphasis is placed on special problems. Sp

POLITICAL SCIENCE

- POL 1010—Fundamentals of American Government**3 Credits
An introduction to the setting and foundations of American politics with emphasis on citizen attitudes and values, national and state constitutions, political parties, interest groups, public opinion, and voting. F
- POL 1020—United States National Government**3 Credits
United States national government with special emphasis upon the executive, legislative, judicial and administrative functions. W
- 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. Sp
- POL 2010—Introduction to Political Science**3 Credits
A comprehensive introduction to the study of political science with emphasis on the theory, processes, and institutions of politics and governments in the modern world. As needed.
- POL 2020—Tennessee Government and Politics**3 Credits
This course will examine the three branches of state government, the role of Tennessee within the federal system, city and county government, Tennessee "politics," the particular agencies and commissions that deal with law enforcement, fire science etc., and other subjects appropriate to student and course needs. As needed.

PSYCHOLOGY

- PSY 1000—Effective Study (A Study Problems Group)**1 Credit
A course designed to help students develop effective study skills and to eliminate barriers to a successful college experience. Not designed to transfer. Offered as needed.
- PSY 1010—General Psychology I**3 Credits
Introduction to the methods and findings of contemporary psychology. The following topics are covered: the history of psychology, the scientific method of observation; the principles of efficient learning; remembering and forgetting; language, thinking, and problem-solving; the senses; and perception. F, W, Sp, Su
- PSY 1020—General Psychology II**3 Credits
Basic principles of adjustment, personality development, and psychological measurement and evaluation are covered. F, W, Sp, Su
- PSY 1030—General Psychology III**3 Credits
Developmental and social psychology, motivation and emotion, and physiological psychology are the topics covered. F, W, Sp, Su

- PSY 2110—Psychology of Law Enforcement3 Credits**
 This course provides a dual purpose for law enforcement students: To acquaint students with traditional concepts and theories of human behavior, i.e. normal and abnormal personality development, and to introduce topics of special concern to the law enforcement agent: the role of the police officer, crisis intervention, domestic disturbances, job stress, and interpersonal effectiveness skills. (Prerequisite: PST 1010 or field experience in a law enforcement agency) (Cross listed as PST 2110) As needed.
- PSY 2210—Educational Psychology3 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. W, Sp
- PSY 2310—Abnormal Psychology3 Credits**
 Topics covered include definitions and indices of abnormal behavior, general symptoms of specific neurotic and psychotic syndromes. F, W, Sp
- PSY 2410—Child Psychology3 Credits**
 Psychological and physiological growth and development of the human organism, beginning with conception and continuing to adolescence. F, W, Sp
- PSY 2420—Adolescent Psychology3 Credits**
 Psychological and physiological growth and development of the human organism from the age of twelve years through the middle or late twenties. W, Sp
- PSY 2430—Psychology and Everyday Life3 Credits**
 This elective course requires no background in psychology. It treats practical useful areas of psychology not treated in-depth in other courses. Two topics which might be covered—among others—are how psychology promotes happy homes and how psychology can be effectively applied. As needed.
- PSY 2450—Human Development Seminar3 Credits**
 This course is designed to utilize the experience of students to achieve self-understanding, to study the effect of their relationships with others and to assist other members of the class to do the same. Values, interests, and attitudes will be explored in the small group setting. F, Sp
- PSY 2510—Social Psychology3 Credits**
 A course to teach the relation of psychology to the social environment. Topics studied include prejudice, attitude change, interpersonal attraction, aggression. F, W, Sp
- PSY 2610—Psychological Aspects of Management3 Credits**
 A study of the application of psychological principles to business and other areas involving management. Topics to be covered will include supervision, communications, human relation skills, scientific and humanistic management, and group dynamics. Cross listed as BUS 2610. F, W, Sp
- PSY 2710-2730—Independent Investigation in Psychology3 Credits**
 Independent library/experimental research in psychology by qualified students under the direction and supervision of a faculty member. Especially designed to develop an interest in and to apply techniques of contemporary scientific research. Up to nine credit hours may be earned. (Prerequisite: Psy 1010, 1020 and consent of the faculty member) F, W, Sp

RADIOLOGIC TECHNOLOGY¹

- RDT 1000—Clinical Education I4 Credits**
 Practical application of skills taught in Radiologic Technology courses. Evaluation is based on quality and quantity of work, knowledge of techniques, learning ability, cooperation, initiative, dependability, professional conduct, and manual dexterity. In addition to the clinical experience of this course, two weeks of 40 hours clinical experience during the intersession are required. (Prerequisite: Admission to Radiologic Technology Program) Su
 8 hours clinical experience
- RDT 1010—Clinical Education II2 Credits**
 Continuation of Clinical Education I. In addition to the clinical experience of this course, two weeks of 40 hours clinical experience during the intersession are required. (Prerequisite: RDT 1000) F
 8 hours clinical experience
- RDT 1020—Clinical Education III4 Credits**
 Continuation of Clinical Education II. (Prerequisite: RDT 1010) W
 20 hours clinical experience

- RDT 1030—Clinical Education IV**6 Credits
Continuation of Clinical Education III. (Prerequisite: RDT 1020) Sp
16 hours clinical experience
- RDT 1110—Introduction to Radiologic Technology**3 Credits
Orientation to radiologic technology as a profession. Adaptation to the hospital, medical team, and radiology department is initiated. Major educational areas include: basic radiation protection, medical ethics, patient-technologist relationships, general patient care, mechanics, special patient care, and oxygen therapy. (Corequisite: RDT 1000) Su
1 hour lecture—3 hours laboratory—4 hours clinical experience
- RDT 1250—Radiographic Positioning I**3 Credits
Basic principles of radiographic positioning, especially radiographic anatomy and positioning of the chest and abdomen. Use is made of audio-visuals, radiographs, skeleton model, and laboratory experiences. (Prerequisite: RDT 1110) W
2 hours lecture—4 hours laboratory
- RDT 1260—Radiographic Positioning II**3 Credits
Continuation of Radiographic Positioning I. New areas are hands, wrist, forearm, elbow, humerus, shoulder girdle, arthrology of upper extremities. (Prerequisite: RDT 1250) Sp
2 hours lecture—4 hours laboratory
- RDT 1270—Radiographic Positioning III**3 Credits
Continuation of Radiographic Positioning II. New areas are foot and ankle, lower leg, knee, patella femur, hips and pelvis. (Prerequisite: RDT 1260) Su
2 hours lecture—4 hours laboratory
- RDT 1350—Radiographic Principles I**3 Credits
This course studies X-ray film, mixing solutions, development process, rinsing process, fixing process, drying process, automatic processing, production and properties of X-rays, radiographic terms and math review. (Corequisite: RDT 1000) F
- RDT 1360—Radiographic Principles II**3 Credits
Performance of laboratory experiments on the function of focus-film distance, function of kilovoltages, and function of mill-ampere-seconds. Photographic factors, absorption and penetration, anatomic conditions, and control of secondary radiation, basic atomic structure and silver image formation are studied. (Prerequisite: RDT 1350) W
3 hours lecture—2 hours laboratory
- RDT 1370—Radiographic Principles III**3 Credits
Study of density factors, geometric factors, and intensifying screens. Other imaging modalities also studied. (Prerequisite: RDT 1360) Sp
2 hours lecture—4 hours laboratory
- RDT 1380—Radiographic Principles IV**3 Credits
Students are introduced to different types of technique charts and taught how to formulate a technique chart. (Prerequisite: RDT 1370) Su
3 hours lecture—2 hours laboratory
- RDT 1410—Terminology**1 Credit
Introduction to the word building system through analysis of the elements of medical terms and combining forms. Spelling and oral activities are included. Emphasis is directed to medical terms pertaining to radiology. (Corequisite: RDT 1000) Su
- RDT 1510—Radiographic Film Evaluation I**2 Credits
Evaluation of films exposed by the students. Specific aspects emphasized are: clinical data, technique, collimation and shielding, positioning, anatomy and radiographic quality. (Prerequisite: RDT 1250) W
- RDT 1520—Radiographic Film Evaluation II**2 Credits
Continuation of Radiographic Film Evaluation I. (Prerequisite: RDT 1510) Sp
- RDT 1610—Radiation Physics I**3 Credits
Emphasis is placed throughout the entire course on physics as applied to radiology. The student is introduced to units of measurement, mechanics, structure of matter, electrostatic and electrical circuits. (Prerequisite: RDT 1370) Sp
- RDT 2040—Clinical Education V**8 Credits
Continuation of Clinical Education IV. In addition to the clinical experience of this course, two weeks of

40 hours clinical experience during the intersession are required. (Prerequisite: RDT 1030) Su
28 hours clinical experience

RDT 2050—Clinical Education VI**6 Credits**
Continuation of Clinical Education V. In addition to the clinical experience of this course, two weeks of 40 hours clinical experience during the intersession are required. (Prerequisite: RDT 2040) F
32 hours clinical experience

RDT 2060—Clinical Education VII**7 Credits**
Continuation of Clinical Education VI. (Prerequisite: RDT 2050) W
32 hours clinical experience

RDT 2070—Clinical Education VIII**11 Credits**
Continuation of Clinical Education VII. (Prerequisite: RDT 2060) Sp
36 hours clinical experience

RDT 2310—Radiographic Positioning IV**3 Credits**
New areas are cranium, sella turcica, petrous, pyramids, facial bones, zygomatic arches, optic foramina, mandible, TMJ, sinuses, mastoids, and ear structures. (Prerequisite: RDT 1270) F
2 hours lecture—4 hours laboratory

RDT 2320—Radiographic Positioning V**3 Credits**
Continuation of Radiographic Positioning IV. New areas are coccyx, sacrum, lumbar spine, thoracic and cervical spine, bony thorax and soft tissues of the chest. (Prerequisite: RDT 2310) W

RDT 2610—Radiation Physics II**3 credits**
Continuation of Radiation Physics I. New subject areas are electromagnetism, rectification, production and properties of X-ray, X-ray tubes, X-ray circuits and equipment. (Prerequisite: RDT 1610)

RDT 2710—Special Examinations and Equipment I**2 Credits**
Introduction to specific types of recording media which include video tape, cine radiography, strip-film cameras, and rapid film changes. Introduction to special techniques such as duplication, subtraction, polaroid thermography ultrasound, xeroradiography, and electron radiography. (Prerequisite: RDT 1370) Su

RDT 2720—Special Examinations and Equipment II**2 Credits**
Major and minor special procedures utilizing contrast media are discussed. All applicable anatomical systems are studied and supplementary procedures such as tomography, stereo radiography, and magnification. (Prerequisite: RDT 2710) F

RDT 2810—Radiation Protection**3 Credits**
A study of the basic interaction of radiation with matter, biological effects of ionizing radiation, patient and personnel protection, MPD, and personnel monitoring. (Prerequisite: RDT 2310) F

RDT 2910—Radiographic Pathology**2 Credits**
This course relates disease processes particularly to radiology. All anatomical systems of the body are included. (Prerequisite: RDT 2310) W

RDT 2915—Radiologic Technology Seminar I**2 Credits**
This course provides the student with an opportunity to obtain in-depth professional knowledge. Extensive use is made of student presentations and group discussion. (Prerequisite: RDT 2310) W

RDT 2925—Radiologic Technology Seminar II**2 Credits**
Continuation of Radiologic Technology Seminar I. (Prerequisite: RDT 2915) Sp

*Courses in this program are not designed to transfer.

READING

REA 0100—Basic Reading**3 Credits**
This course is designed to upgrade basic skills in reading, focusing on word attack skills with phonics and word structure. Comprehension of sentences and paragraphs building up to short articles is another area of emphasis. F

REA 1010—Developmental Reading and Study Skills I**3 Credits**
This course is designed to assist the student in developing reading skills that are necessary for college

success. The materials surveyed will be in the humanities, the social sciences, science, and mathematics. Study skills are presented in accordance with each student's needs, as determined through pretesting and individual conferences. F, W

REA 1020—Developmental Reading and Study Skills II3 Credits
Continuation of Reading 1010. W, Sp

**Note: Special sections of REA 1010 and 1020 are taught with American History emphasis. These sections may be taken only in conjunction with HIS 2110, 2120, or 2130.*

REA 1030—College Reading3 Credits
This course is designed to aid the student who has done average work in college courses to extend critical reading abilities, vocabulary, study methods, and rate-building skills. Each student's reading efficiency is diagnosed and a program is designed to fit individual needs. The reading requirements are correlated with needs experienced by the student in literature courses. Sp

REA 1040—Speed Reading3 Credits
This course is designed to improve the reading efficiency of the above average student. Though initial attention is given to reading speed, extension of vocabulary, comprehension and study skills is encouraged. W, Sp

RECREATION

REC 1010—Introduction to Recreation3 Credits
Introduces the basic fundamentals of the nature, scope, and significance of organized recreation services. It includes study of factors involved in the operation of basic recreation units, major program areas, organizational patterns, and the interrelationship of special agencies and institutions which serve the recreation needs of society. F

REC 1020—Social Recreation3 Credits
Introduces methods and materials for planning, organizing, and conducting social activities for groups of various sizes and ages in a variety of social situations. Emphasis is on the mechanics of planning and presenting a repertoire of activities for social recreation events. Major activities will be discussed, played, and/or demonstrated. F

REC 1030—Outdoor Education3 Credits
Includes study of the history, development, and trends of outdoor recreation, conservation, and organized camping. Emphasis is on laboratory work, field trips, and the development of outdoor skills. Sp

REC 1110—Team Sports3 Credits
Offers a survey of the basic terminology, skills, and rules of selected team sports and their use in recreation. Emphasis is upon knowledge and understanding of the organization, administration, and promotion of sports rather than mastery of performance skills. F

REC 1310—Arts and Crafts3 Credits
Demonstrates the methods and materials used in arts and crafts projects for a variety of recreational settings: school, camp, playground, recreation center, and club. Emphasis is on constructing, administering, promoting, and teaching crafts. Sp

REC 2010—Organization and Administration in Recreation3 Credits
A study of essential elements and basic principles involved in the organizations, supervision, promotion, and evaluation of various types of recreation programs. Emphasis is on organized programs and services. W, Sp

REC 2410—Field Work3 Credits
A course designed to give the recreation student practical experience under supervision. The first experience should have the student working with an agency leader as a junior leader. Exposure to leadership responsibilities of planning, conducting, and evaluating an activity or program should result. F, W, Sp

REC 2520—Small Craft Operations3 Credits
A study of basic principles and practices involved in small to medium-range boating. Includes an in-depth study into the kinds of equipment in use, mechanical fundamentals, management, and safety. Sp

REC 2610—Camp Crafts3 Credits
This course is designed to provide prospective leaders in camping and outdoor education with necessary camping skills. Each student will develop skills in firecraft, food selection and preparation, toolcraft,

ropecraft, gear and shelter, map and compass, health and safety, nature and conservation, and leadership techniques. Emphasis is both on learning the skills and learning to teach them to others. Each student will participate in planning, executing and evaluating an overnight trip in which the acquired skills will be utilized. At the conclusion of the course, all students who have fulfilled the requirements will be awarded the Advanced Campcrafter Certificate by the American Camping Association. Sp

REC 2720—Facilities Planning and Maintenance3 Credits

An in-depth study of essential elements and principles involved in physical plant planning and management. Includes special student projects. W, Sp

REC 2810—Camping and Camp Leadership3 Credits

Emphasis is placed upon the camp counselor, the planning of programs, and demonstrations applicable to camp life. S

REC 2870—Recreation Leadership3 Credits

Principles, materials, methods, and practice in planning and directing recreation. W, Sp

RESPIRATORY THERAPY¹

RTT 1100—Introduction to Respiratory Therapy2 Credits

The historical development, functions, responsibilities, ethics and medical-legal aspects of Respiratory Therapy are studied with emphasis on professional expectations and attitudes. Introduction to medical terminology as well as anatomy of the cardio-pulmonary systems is studied. (Prerequisite: Acceptance into the Respiratory Therapy Technology program.) F

RTT 1200—Medical Gas Therapy4 Credits

A foundation course in the administration of oxygen, carbogen, heliox and other medical gases. Areas studied include manufacture, transportation, storage, safety regulations, piping identification, pressure regulating valves, flowmeters and techniques used in the administration of gas mixtures. Emphasis will be placed on equipment function. (Prerequisites: BIO 2310, CHE 1010, MAT 1010, RTT 1100) (Corequisite or prerequisite: BIO 2320, RTT 1210, 1220) F

RTT 1210—Pathology and Physical Diagnosis3 Credits

Disease processes which affect the respiratory and cardiovascular systems are studied. Physical diagnosis using the skills of inspection, palpation, percussion, auscultation and laboratory data will be taught as part of this course. A survey of pathogenic microbes and aseptic techniques will be included. (Prerequisites: BIO 2310, CHE 1010, MAT 1010, RTT 1100) (Corequisite or prerequisite: BIO 2320, RTT 1200, 1220) Sp

RTT 1220—Cardio-Pulmonary Pharmacology3 Credits

This course will present a general description of pharmacological agents encountered in Respiratory Therapy including the effects on respiration with drugs such as anesthetic agents and narcotics. Emphasis will be placed on dosages, methods of administration, action and side effects of drugs administered by respiratory therapy personnel. (Prerequisites: BIO 2310, CHE 1010, MAT 1010, RTT 1100) (Corequisite or prerequisite: BIO 2320, RTT 1200, 1210) W

RTT 1310—Pulmonary Therapeutics4 Credits

Criteria, principles, techniques and equipment used in the administration of intermittent positive pressure breathing, incentive spirometry, postural drainage, chest percussion and aerosol therapy will be surveyed in this course. Emphasis will be placed on administrative techniques and evaluation of therapeutic effects. (Prerequisites: RTT 1200, 1210, 1220) (Corequisite or prerequisite: BIO 2330, RTT 1320) F

RTT 1320—Equipment Maintenance and Sterilization4 Credits

This course is designed to provide detailed instruction in the mechanics of equipment utilized in Respiratory Therapy. The student will be taught to disassemble and reassemble equipment, identifying parts and their function as well as preventative maintenance. Bacteriological control and sterilization of equipment will be emphasized. (Prerequisites: RTT 1200, 1210, 1220) (Corequisite or prerequisite: BIO 2330, RTT 1310, 1330) W

RTT 1330—Pulmonary Diagnostics4 Credits

This course will consist of comprehensive exposure to pulmonary function evaluative procedures. The student will be taught principles and practices of blood gas analysis, spirometry, lung volume and

- diffusion capacity determinations. Much emphasis will be placed on performance of technical procedures including arterial phlebotomy, spirometry, calculation of pulmonary function data and application of laboratory data to clinical situations. (Prerequisites: RTT 1200, 1210, 1220) (Corequisite or prerequisite: BIO 2330, RTT 1310, 1320) Sp
- RTT 1400—Airway Management and CPR4 Credits**
This course covers the theory and application of airway management and cardiopulmonary resuscitation techniques. Types of airway obstruction and airway patency procedures will be covered including suctioning and intubation. Proficiency in emergency artificial ventilation and external cardiac compression techniques will be mandatory. (Prerequisites: RTT 1310, 1320, 1330) (Corequisite or prerequisite: BIO 2510, RTT 1420, 1430) Su
- RTT 1410—Clinical Education I2 Credits**
In this course the student is introduced to the hospital environment. Students will be assigned to various hospitals in Knoxville and Oak Ridge and will be instructed and supervised in the application of medical gas therapy, intermittent positive pressure breathing, incentive spirometry, postural drainage, chest percussion and aerosol therapy. Proficiency in the assembling and disassembling of equipment for therapeutic use will be attained. (Prerequisites: RTT 1310, 1320, 1330) (Corequisite or prerequisite: BIO 2510, RTT 1400, 1430)
- RTT 1420—Clinical Education II4 Credits**
A continuation of Clinical Education I.
- RTT 1430—Mechanical Ventilation4 Credits**
Introduction to theory and concepts of respiratory care with emphasis on continuous mechanical ventilation. Topics in this course include types of ventilatory support, functional characteristics of ventilators, indications, physiological considerations, ventilatory patterns, management techniques and weaning procedures. (Prerequisites: RTT 1310, 1320, 1330) (Corequisite or prerequisite: BIO 2510, RTT 1400, 1420) Su
- RTT 2100—Intensive and Rehabilitative Pulmonary Care4 Credits**
This course is designed to prepare the student to properly assess the degree of respiratory debilitation in the critically ill patient in order to determine the mode of therapy to be properly instituted. Laboratory data in conjunction with formulas applicable to pulmonary medicine will be applied. Emphasis will be placed on establishing criteria and techniques of monitoring progress of therapy and establishment of rehabilitative pulmonary techniques. (Prerequisites: RTT 1400, 1420, 1430) (Corequisite or prerequisite: NSC 1610, RTT 2110) F
- RTT 2110—Clinical Education III6 Credits**
A continuation of RTT 1420—Clinical Education II, this course trains the student to develop advanced skills in the physiological monitoring and assessment of therapeutics applicable to the pulmonary patient. The student will also rotate through various departments involved in purchasing, inventory control, processing and packaging of equipment applicable to respiratory therapy. (Prerequisites: BIO 2510, RTT 1400, 1420, 1430) (Corequisite or prerequisite: NSC 1610, RTT 2100) F
- RTT 2210—Neonatal and Pediatric Respiratory Care4 Credits**
This course reviews the anatomy and physiology of the cardio-pulmonary system as it relates to the embryo, pre-nate, neonate, pediatric and adolescent. Diseases common to the child throughout various stages of growth and development will be examined. Intensive and rehabilitative as well as routine pulmonary therapeutic techniques will be presented. (Prerequisites: NSC 1610, RTT 2100, 2110) (Corequisite or prerequisite: PSY 2610, RTT 2220, SPE 2440) W
- RTT 2220—Clinical Education IV4 Credits**
A continuation of RTT 2110 Clinical Education III, students under direct supervision will develop proficiency in airway management, endotracheal intubation, arterial phlebotomy, spirometry, lung volume determination as well as intensive care experience. (Prerequisites: NSC 1610, RTT 2100, 2110) (Corequisite or prerequisite: PSY 2610, RTT 2210, SPE 2440) W
- RTT 2310—Investigation and Analysis2 Credits**
This course guides the respiratory therapy student through the task of researching, analyzing, documenting and presenting a specific topic applicable to advanced pulmonary medicine. (Prerequisites: PSY 2610, RTT 2210, 2220, SPE 2440) (Corequisite: RTT 2330) Sp
- RTT 2330—Clinical Education V10 Credits**
A continuation of RTT 2220—Clinical Education IV, this course trains the respiratory therapy student to learn and apply skills and techniques of advanced respiratory therapy to develop proficiency in all facets of intensive care including neonatal and pediatrics. (Prerequisites: PSY 2610, RTT 2210, 2220, SPE 2440) (Corequisite or prerequisite: RTT 2310) Sp

¹Courses in this program are not designed for general transfer to four-year institutions.

SAVINGS ASSOCIATION

- SAV 1010—Introduction to Savings Association3 Credits**
 Survey course to introduce students to role of savings associations. Savings associations' historical development, organization, competition, and future direction are presented, and students acquire solid foundation for more specialized courses of study.
- SAV 1110—Savings Accounts3 Credits**
 Enables students to understand nature of savings accounts, types of savings account ownership, and problems unique to savings accounts.
- SAV 1120—Savings Accounts Administration3 Credits**
 This course extends the general presentation of savings accounts offered and emphasizes the administration and insurance of savings accounts.
- SAV 2110—Savings Association Operations3 Credits**
 An overview of internal operations of savings associations, this course surveys the work done throughout the institutions, outlines the responsibility of various departments and illustrates the interrelationships of all job assignments.

SOCIAL SCIENCE

- SS 1110-1190—Social Science Seminar3 Credits**
 In-depth analysis of a particular topic, concern, or problem in the Social Sciences. Courses may be oriented toward any one of the social science disciplines (Geography, History, Political Science, Psychology, Sociology-Anthropology) or may be cross disciplinary in nature (combining several social sciences). Social Science elective credit only. As needed.

SOCIOLOGY

- SOC 2010—Introduction to Sociology3 Credits**
 A general survey of human social relationships. F, W, Sp, Su
- SOC 2020—Social Institutions3 Credits**
 A sociological analysis of American society. Emphasis is placed on social power, mass society, as well as the nature and structure of major social institutions. F, W, Sp, Su
- SOC 2030—Social Problems3 Credits**
 A study of a number of problems in American society including their origins, extent, nature, causal factors, and suggested solutions. Problem examples include such topics as urbanization, family disorganization, crime and criminal justice, population and environmental challenges. W, Sp
- SOC 2110—Introduction to Cultural Anthropology3 Credits**
 An introduction to the principles, concepts, methods, and scope of anthropology. Emphasis is placed on the nature of culture and society, cultural adaptation, and differences and similarities among the cultural components of social organization, economic organization, political organization, language, ideology, technology, and art. As needed.
- SOC 2120—Introduction to Prehistory and Archaeology3 Credits**
 An introductory survey of human origins and prehistoric cultures. Emphasis is placed on the general principles, theoretical orientations, and methods of archaeology. As needed.
- SOC 2130—Introduction to Criminology3 Credits**
 An analysis of the nature and extent of crime. Emphasis is placed on criminal and delinquent behavior and theories of causation; the criminal personality and career orientation; and principles and theories of prevention, control, and treatment. (Cross listed as PST 2050) W, Sp
- SOC 2140—Marriage and the Family3 Credits**
 An analytical and practical examination of the family as a unit of interacting individuals with emphasis on socialization, family pathology, social change, and the future of the family. W, Sp
- SOC 2150—Energy and Society3 Credits**
 See course description for CMT 1610.

SPANISH

- SPA 1010—Beginning Spanish I** **.3 Credits**
(No prerequisite)
- SPA 1020—Beginning Spanish II** **.3 Credits**
(Prerequisite: SPA 1010)
- SPA 1030—Beginning Spanish III** **.3 Credits**
Elementary grammar, pronunciation and conversation through use of films, videotapes, cassette tapes, filmstrips and computer programs. (Laboratory required.) (Prerequisite: SPA 1020)
- SPA 2010—Intermediate Spanish I** **.3 Credits**
(Prerequisite: SPA 1030)
- SPA 2020—Intermediate Spanish II** **.3 Credits**
(Prerequisite: SPA 2010)
- SPA 2030—Intermediate Spanish III** **.3 Credits**
Advanced grammar and conversation through use of films, videotapes, cassette tapes, filmstrips, computer programs and library readings. (Laboratory required.) (Prerequisite: SPA 2020)

SPEECH

- SPE 2410—Basic Speech Communication** **.3 Credits**
Designed to introduce the student to the basic principles and techniques of public speaking. Emphasis in class is placed upon the selection of subjects and supporting materials, the organization of the speech, and the oral and physical aspects of delivery. F, W, Sp, Su
- SPE 2430—Interpersonal Communication** **.3 Credits**
Communication theory in its application to informal, face-to-face situations. Practical application of the impromptu speech relative to interpersonal communication. W
- SPE 2440—Business and Professional Speaking** **.3 Credits**
Designed for students going into management, human relations, communications, personnel management and the sciences where the individual must work on a person-to-person basis. Included in the course are units on presenting informative reports, using visuals, interview and conference techniques, and manuscript speaking. (No prerequisite) (Cross listed as BUS 2440) F, W, Sp, Su
- SPE 2450—Debate** **.3 Credits**
A study of the principles of argumentation and debate, including analysis, briefing, evidence, reasoning, and refutation; class debating on vital questions. (Prerequisite: SPE 2410) F
- SPE 2460—Speech Practicum I** **.1 Credit**
- SPE 2470—Speech Practicum II** **.1 Credit**
- SPE 2480—Speech Practicum III** **.1 Credit**
Field experience courses offering practical experience for students working in campus and off-campus forensic activities. Each course carries one hour credit, and students may earn up to six credits by enrolling for one course each quarter. F, W, Sp
- SPE 2710—Oral Interpretation** **.3 Credits**
This course is 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. Sp
- SPE 2720—Fundamentals of Acting** **.3 Credits**
Fundamentals of Acting will emphasize the mechanics (vocal and physical) of presenting a character on stage. F
- SPE 2730—Introduction to Theatre** **.3 Credits**
A survey course in theatre covering the history and development of Western drama. This course will emphasize drama as production rather than as literature. W
- SPE 2740—Fundamentals of Theatrical Production** **.3 Credits**
This course is designed to introduce students to the practical considerations of play production. It emphasizes theory and practice in the various areas of design and stage construction, introduces the students to meaningful rehearsal techniques and offers them the opportunity to apply acquired classroom skills to actual stage experience. Sp

- SPE 2750—Theatre Practicum I**1 Credit
 - SPE 2760—Theatre Practicum II**1 Credit
 - SPE 2770—Theatre Practicum III**1 Credit
- Field experience courses offering practical experience for students working in campus and off-campus technically oriented theatre activities or performance oriented theatre activities. Each course carries one hour credit, and students may earn up to six credits by enrolling for one course each quarter.

TECHNOLOGY

- TEC 1010—Man and Technology I**3 Credits
- An introductory course which analyzes the problems that have developed in American society because of technological change. The scientific method as it applies to the world of work is considered. Primarily for special technology programs.
- TEC 1030—Career Management Technology**3 Credits
- A continuation of TEC 1010. Emphasis is placed on getting a job, job interview skills, job applications, good work habits, etc.

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.
- Advisor, Advisee**—The advisor, or counselor, is the instructor assigned to help the student with academic planning. The student is called the advisee.
- Average, Grade Point**—A measure of average scholastic success obtained by dividing the total number of grade points earned by the total number of hours of course work attempted.
- Calendar**—The division of the full calendar year. The quarter calendar is composed of three regular terms per year with about ten weeks per term of instruction excluding final examinations in a school year of about the same over-all length as under a semester system, running from September through early June, with the fourth quarter as a summer session.
- Classification**—Student status in respect to progress toward the completion of his/her curriculum based upon the number of hours or courses to his/her credit at the time of 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 Corequisite**—Two or more classes required simultaneously.
- Course Prerequisite**—A preliminary requirement that must be met before a certain course may be taken.
- Credit Hours (Quarter Hour)**—Defined by the number of hours per week in class and the number of weeks in the quarter. One quarter hour is usually assigned to a class that meets fifty minutes a week during a quarter or laboratory type instruction that meets two to four hours a week for a quarter or a combination of class and laboratory meetings depending upon the type of instruction and material covered. Therefore, a three-hour non-laboratory course would in general meet three hours each week during the quarter; and the credit earned would be THREE QUARTER HOURS. A total of 99 quarter hours is the minimum required for graduation.
- Curriculum**—The whole body of courses offered for study.

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

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

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

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

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

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

Dismissal (Disciplinary)—Involuntary separation of a student from his/her 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.

Financial Aid, Student—Assistance to students in the form of "gift" aid (scholarships and grants) and "self-help" aid (loans and part-time employment). It is usually based on financial need and is used for expenses related to attending college (fees, books, transportation, room and board, and miscellaneous).

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/her 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/she has been dismissed.

Section Number—Refers to the specific class of the course for which the student is enrolled.

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.

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

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

Transient Student—A student in good standing in any recognized college who is taking work in another college to transfer back to his/her 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/her. This is termed Unofficial Withdrawal.

Index

ACT	30	Business and Commerce	112
Academic Calendar	6	Business Information and Expenses	45
Academic Deficiency	43	Business Management Technology	88
Academic Information	65	Accounting	88
Academic Suspension	43	Banking	88
Accounting	88	General Business	89
Activities	61	Insurance	90
Administration and Faculty	11	Management and Supervision	90
Admission Procedures	29	Savings Association	91
Admission Requirements	30	Small Business	91
Admission to Special Programs	30	Business Regulations	45
Admission with Advanced Standing	36	CLEP	36
Admissions and Records	29	Campus Access Fee	46
Advanced Placement	36	Cancellation of Scheduled Classes	41
Advanced Standing	36	Career Education Core Curriculum	67
Advanced Studies	36	Career Education Programs	88
American College Testing Program	30	Certificate Programs	106
Application Fee	47	Drafting and Design	106
Application Procedures	33	Electronics	107
Art	77, 118	Secretarial Science	107
Associate of Art/Science Degree	76	Surveying	106
Art	77	Change of Registration	40
Art Education	77	Change of Schedule Fee	47
Biology	78	Chemical Engineering Technology	96, 125
Business Administration	78	Chemistry	124
Business Education	79	Civil Engineering Technology	96
Core Requirements	76	Clubs	62
Early Childhood Education	79	Coal Mining Technology	92, 127
Elementary Education	80	Deep Mine	92
General	81	Surface Mine	93
Health, Physical Education and Recreation	81	College History	26
Mathematics	82	College Level Examination Program	36
Music	82	College Publications	62
Music Education	83	College Purpose	27
Pre-Dentistry	84	College Work-Study Program	54
Pre-Engineering	83	Committees	22
Pre-Medicine	84	Community Service Courses	69
Pre-Nursing	85	Community Service Course Fees	64
Pre-Pharmacy	84	Computer Science Technology	94, 129
Secondary Education	85	Business	95
Social Science	86	Scientific	94
Special Education	86	Cooperative Education	68, 130
Technology	87	Core Curriculums	67
Athletic Scholarships	53	Corrections	103, 131
Athletics	64	Correspondence and Extension Credit	39
Attendance Regulations	66	Councils and Committees	22
Audit Fee	46	Counseling and Testing Center	60
Banking	88, 119	Course Exemption	36
Basic Educational Opportunity Grants	53	Course Substitutions	42
BEOG	53	Courses of Study	117
Biology	78, 121	Credit by Examination	36
Books and Supplies	49		

Dean's List	43	Graduation	42, 66
Definition of Terms	169	Graduation, Deferred	42
Degree Requirements	75	Graduation Fee	47
Degrees Offered	70	Graduation with Distinction	42
Department Heads	11	Grants	53
Departmental Exams	36	Health	141
Departments of Instruction	72	Health Services	60
Developmental Studies	131	History	140
Disciplinary Probation	43	History, College	26
Dismissals, Ground for	43	Honorable Dismissals	43
Drafting and Design	106	Housing	61
Dropping and Adding Classes	40	Humanities	142
Early Childhood		Individual Instruction in Music	152
Education Option	79	Insurance, Liability	61
Economics	132	Insurance, Student Accident and	
Education	132	Sickness	61
Electrical and Electronics		International Students	35
Technology	95, 133	Intramural Program	36
Engineering (Transfer)	83	Journalism	142
Engineering Technology	96	Late Registration Fee	47
Chemical Engineering	96	Learning Laboratory	68
Civil Engineering	96	Library	69
Electrical Engineering	97	Loans	54
Mechanical Engineering	98	Location	27
English	137	Maintenance Fees	46
Evening Program	68	Management and Supervision	90
Executive Secretary	101	Mathematics	82, 143
Expenses (Fees)	46	Mechanical Engineering	
Extension Credit	39	Technology	98, 145
Faculty	12	Medical Laboratory	
Faculty Committees	22	Technology	110, 146
Family Educational Rights and		Medical Record Technology	111, 147
Privacy Act	40	Mini/Microcomputer	
Federally Insured Student Loans	54	Technology	100, 149
Fees	46	Music	82, 150
Financial Aid	52	National Direct Student Loans	54
Financial Aid Application	55	Natural Science	153
Fire Science Technology	99	Non-resident Tuition	46
Fire Science (Transfer)	99	Nursing (Two-year)	112, 155
Fire Protection	99	Nursing (Transfer)	85
Fire Service	99	Objectives of the Curriculums	67
Former Students	33	Off-Campus Courses	68
French	139	Office Administration	101, 155
GED Test	60	Executive	101
General Business	89	General	102
General Clerical Certificate		Medical	103
(Secretarial Science)	107	Orientation—Student	60
General Clerical (Two-year)		Out-of-State Tuition	46
(Office Administration)	102	Part-Time Employment	54
General Education Development		Philosophy	156
Courses	60	Physical Education	157
General Core Curriculums	67	Physics	159
General Information	25		
Geography	140		
Geology	140		
German	141		
Grading System	41		

Placement Testing66	Sociology167
Police Science and Criminology		Spanish168
Education103, 159	Special Education Option86
Corrections103	Special Programs—Admission30
Police Science104	Special Student—Adult34
Political Science160	Special Student—Adult Veteran35
Pre-Engineering83	Special Student—Credit34
President's Round Tables22	Special Student—Non-Credit34
Private Scholarships52	Speech168
Probation and Retention		State Board Work	
Standards43	Scholarships52
Proficiency Exams (See Departmental		State Board of Regents10
Exams)36	Student Classification33
Program Offerings75	Student Financial Aid52
Psychology160	Student Load40
Publications75	Student Loans54
Purpose27	Student Organizations62
Radiologic Technology112, 161	Student Services59
Reading163	Summary of Program Offerings75
Readmission33	Summer Quarter Fees46
Real Estate123	Supplemental Educational	
Records39	Opportunity Grants53
Recreation Management		Supplies49
Technology105, 164	Surveying (Certificate)106
Refunds48	Table of Contents5
Registration for Courses40	Technology87, 169
Repeated Courses42	Tennessee Student Assistance	
Requirements—Degree66, 67	Awards54
Respiratory Therapy		Testing Services60
Technology114, 165	Textbooks49
Retention Standards61	Traffic Regulations61
Returned Check Fee48	Transcript of Credits48
Savings Association91, 167	Transfer of Credit39
SEOG53	Transfer Programs76
Scholarships52	Transfer Student32, 35
Secondary Education Option85	Transient Student35
Secretarial Science		Tuition46
(Office Administration)101, 155	Veterans Affairs55
Executive Secretary101	When and How to Apply33
General Clerical102	Withdrawals and Honorable	
Medical Secretary103	Dismissals43
Small Business91		
Social Retention Standards43		
Social Science167		
Social Science Option86		
Social Security Administration44		

—NOTES—

—NOTES—

ROANE STATE COMMUNITY COLLEGE

HARRIMAN, TENNESSEE 37748

GENERAL CATALOG 1981-83



RSCC: A new decade. . .building on success

Vol. 11 No. 1

1981



Outstanding faculty member Bruce Fisher conducts an anatomy lab.

The Reading Laboratory provides students with a comfortable learning atmosphere.





HARRIMAN, TN 37748