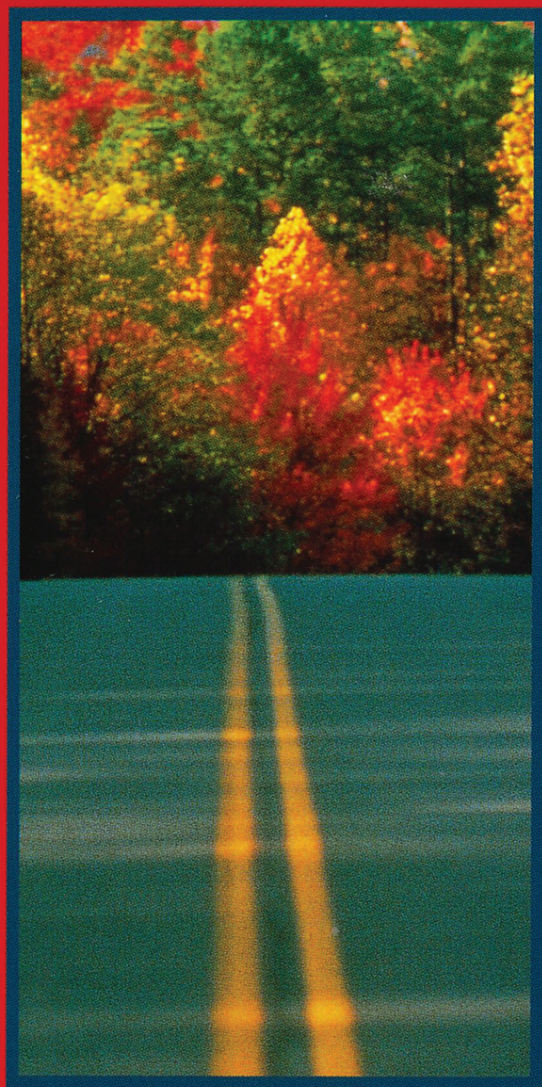


Just down the road...



# Roane State

COMMUNITY COLLEGE

1998-99  
c a t a l o g

# CATALOG 1998-1999

## Roane State Community College

### **Main Campus**

276 Patton Lane  
Harriman, Tennessee 37748  
(423) 354-3000  
1-800-343-9104  
FAX (423) 882-4562  
<http://www.rsccl.cc.tn.us>

### **Oak Ridge Branch Campus**

545 Oak Ridge Turnpike  
Oak Ridge, Tennessee 37830  
(423) 481-2000

### **Campbell County Center**

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

### **Cumberland County Center**

49 Cumberland Plaza  
Crossville, Tennessee 38555  
(931) 456-9880

### **Knox County Center for Health Sciences**

8373 Kingston Pike  
Knoxville, Tennessee 37919  
(423) 539-6904

### **Loudon County Career Center**

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

### **Scott County Center**

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

## ACADEMIC CALENDAR 1998-99

### FALL SEMESTER, 1998

IRIS (Telephone) & Web Registration Begins . . . . .	Monday	April 20
Classes Begin . . . . .	Monday	August 24
Last Day to Add Classes or Register Late . . . . .	Friday	August 28
Last Day to Change from Audit to Credit . . . . .	Friday	August 28
Labor Day . . . . .	Monday	September 7
★Last Day for 100% Refund . . . . .	Sunday	August 31
★Last Day for 75% Refund . . . . .	Sunday	September 6
★Last Day for 25% Refund . . . . .	Sunday	September 20
Fall Break . . . . .	Mon-Wed	October 19-21
Last Day to Withdraw from Classes . . . . .	Friday	October 30
Last Day to Change from Credit to Audit . . . . .	Friday	October 30
Thanksgiving . . . . .	Thurs-Fri	November 26-27
Last Day of Classes . . . . .	Monday	December 14
Examination Period . . . . .	Tues-Thurs	December 15-17

### SPRING SEMESTER, 1999

IRIS (Telephone) & Web Registration Begins . . . . .	Monday	October 26
★Last Day for 100% Refund . . . . .	Wednesday	January 13
Classes Begin . . . . .	Thursday	January 14
Martin Luther King Holiday . . . . .	Monday	January 18
Last Day to Add Classes or Register Late . . . . .	Wednesday	January 20
Last Day to Change from Audit to Credit . . . . .	Wednesday	January 20
★Last Day for 75% Refund . . . . .	Thursday	January 28
★Last Day for 25% Refund . . . . .	Thursday	February 11
Spring Break . . . . .	Mon-Fri	March 15-19
Last Day to Withdraw from Classes . . . . .	Wednesday	March 24
Last Day to Change from Credit to Audit . . . . .	Wednesday	March 24
Academic Festival . . . . .	TBA*	
Good Friday Holiday . . . . .	Friday	April 2
Last Day of Classes . . . . .	Monday	May 10
Examination Period . . . . .	Tues-Thurs	May 11-13
Graduation . . . . .	Friday	May 14
* Evening classes will be held on this date.		

### SUMMER SEMESTER, 1999

IRIS (Telephone) & Web Registration Begins . . . . .	Monday	April 19
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### FULL TERM

Classes Begin . . . . .	Monday	June 7
Last Day to Add Classes or Register Late . . . . .	Wednesday	June 9
Last Day to Change from Audit to Credit . . . . .	Wednesday	June 9
★Last Day for 100% Refund . . . . .	Sunday	June 6
★Last Day for 75% Refund . . . . .	Sunday	June 13
★Last Day for 25% Refund . . . . .	Sunday	June 20
Fourth of July Holiday . . . . .	Monday	July 5
Last Day to Withdraw from Classes . . . . .	Friday	July 16
Last Day to Change from Credit to Audit . . . . .	Friday	July 16
Last Day of Classes . . . . .	Monday	August 2

**FIRST TERM**

Classes Begin . . . . .	Monday	June 7
Last Day to Add Classes or Register Late . . . . .	Wednesday	June 9
Last Day to Change from Audit to Credit . . . . .	Wednesday	June 9
★Last Day for 100% Refund . . . . .	Sunday	June 6
★Last Day for 75% Refund . . . . .	Wednesday	June 9
★Last Day for 25% Refund . . . . .	Saturday	June 12
Last Day to Withdraw from Classes . . . . .	Friday	June 18
Last Day to Change from Credit to Audit . . . . .	Friday	June 18
Last Day of Classes . . . . .	Thursday	July 1

**SECOND TERM**

Classes Begin . . . . .	Tuesday	July 6
Last Day to Add Classes or Register Late . . . . .	Thursday	July 8
Last Day to Change from Audit to Credit . . . . .	Thursday	July 8
★Last Day for 100% Refund . . . . .	Monday	July 5
★Last Day for 75% Refund . . . . .	Thursday	July 8
★Last Day for 25% Refund . . . . .	Monday	July 12
Last Day to Withdraw from Classes . . . . .	Monday	July 19
Last Day to Change from Credit to Audit . . . . .	Monday	July 19
Last Day of Classes . . . . .	Monday	August 2

1998																							
JANUARY				FEBRUARY				MARCH															
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★Refund dates may vary for special session classes.

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**R**oane State's just down the road . . . .

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

As you browse through this catalog and see the diverse programs and classes, please remember that they are available in many ways: traditional classes, video check-out classes, satellite campus classes, two-way interactive video classes, express classes, and Internet classes. You choose the time, place and format. We promise quality instruction and service regardless of the option.

Whether you are just considering attending Roane State or are currently attending, this catalog is designed to help you make informed decisions about the options available. You will find information on college parallel programs that enable you to complete the first two years before transferring to a university to complete a baccalaureate degree. You will also discover programs that give you marketable job skills in two years or less. If you need assistance before beginning college level work, it is also available.

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

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

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

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

A handwritten signature in black ink that reads "Sherry L. Hoppe". The signature is written in a cursive, flowing style.

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

**Please Note:**

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

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

Current information may be obtained from the following sources:

Admission Requirements — Center for New Student Admission

Course Offerings — Division Offering Course

Degree Requirements — Academic Advisement Center

Fees and Tuition — Business Office

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

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# General Information



The new Information Station provides "one-stop shopping" on the Roane County campus. Other Roane State locations also feature places where students can get answers, directions or advice.



## LIST OF ACADEMIC PROGRAMS

### UNIVERSITY PARALLEL PROGRAMS

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## CAMPUS OFFICE DIRECTORY

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

**CAMPUS TELEPHONE DIRECTORY**

	<b>ROANE COUNTY</b>	<b>OAK RIDGE</b>
Academic Advisement Center	882-4528	481-2030
Academic Development	882-4675	481-2011
Academic Development Counseling	882-4546	481-2009
Academic/Student Affairs, Vice President	882-4513	
Athletics	882-4581	
Bookstore	882-4671	481-2006
Business Office	882-4515	481-2014
Business and Environmental Technologies	882-4600	
Center for New Student Admission	882-4523	481-2002
Centers for Training and Org. Excellence	882-4612	
Community Services, Non-Credit	882-4509	
Computer Science	882-4600	
Computer Training Center		483-8453
Continuing Education	882-4607	
Counseling & Career Resource Center	882-4546	481-2003
Dean of Student Services	882-4550	
Dental Clinic		482-3326
Distance Learning	882-4602	
General Information	354-3000	481-2000
	1-800-343-9104	483-0816
Geographic Information Technology	882-4600	
Graduation Analyst	882-4528	
Health and Disability Services	882-4570	481-2015
Health Sciences	882-4594	481-3496
Humanities	882-4567	
Institute for Environmental Health & Safety		481-3493
Institutional Research	882-4675	
Instructional Technology Center	882-4556	
IRIS Telephone Registration	882-4680	1-800-834-RSCC
Library	882-4553	
Lost & Found	354-3000	481-2000
Marketing	882-4644	
Math/Science	882-4533/4591	481-2022
Non-Credit Classes	882-4509	
Nursing	882-4605	481-3496
Oak Ridge Administrative Office		481-2001
Placement Office	882-4546	481-2003
President	882-4501	
Printing and Graphics	882-4569	
Public Information	882-4505	
Records and Registration	882-4526	481-2002
Roane State Foundation	882-4507	
Scholarships/Financial Aid/Veterans Affairs	882-4545	481-2036
Security & Maintenance	882-4565	481-2000
Emergency After Hours	882-4500	
Single Parent/Displaced Homemaker Program		481-2021
Social Sciences/Education/P.E.	882-4582	
Student Activities	882-4638	481-2024
Student Financial Services	882-4545	481-2036
Student Government Association	882-4620	481-2024
Theatre (Drama)		481-2025
Writing Center	882-4677	481-2026

## OTHER LOCATIONS

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

## COLLEGE HISTORY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

In August of 1994, the college held its long-awaited groundbreaking for the new \$6.3 million Humanities Building. Final approval of funding for the building came in April after 13 years of support by community and political leaders. The Humanities Building was opened for classes in the spring of 1997. Another much-anticipated groundbreaking was celebrated June 24, 1996 at the site of the new Oak Ridge Branch Campus. Completion is scheduled for spring 1999. A permanent facility for the Cumberland County Higher Education Center is under construction and scheduled for completion in July 1998.

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

### **Locations**

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

To more effectively serve the higher education needs in Roane State's service delivery area, RSCC and Tennessee Technological University developed three centers of higher education. Roane State provides general education for students wishing to transfer to four-year colleges or universities, technical and career education programs, and developmental education for students lacking an adequate academic background. TTU provides undergraduate junior and senior level courses as well as graduate courses.

The following centers are now in full operation:

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

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

### ACCREDITATION

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

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



## STATEMENT OF MISSION

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

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

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

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

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

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

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

## STATEMENT OF PURPOSE

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

## MISSION PRIORITIES

### TEACHING AND LEARNING

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

### INNOVATION

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

### ECONOMIC DEVELOPMENT

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

### COMMUNITY SERVICE

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

### RESOURCE DEVELOPMENT

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

### SOUND MANAGEMENT

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

### FACILITIES DEVELOPMENT

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

### STUDENT SUCCESS

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

### MODELING VALUES

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

### CONTINUOUS IMPROVEMENT

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

## **ACADEMIC PROGRAMS**

Roane State offers many challenging and rewarding degree programs. Detailed information about each program can be found beginning on page 65.

## **COMMUNITY SERVICE PROGRAMS**

(423) 882-4509

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

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

## **COMPUTER TRAINING CENTER**

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

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

## **DISTANCE LEARNING**

(423) 882-4602

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

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

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

Roane State has joined with three community colleges in East Tennessee (Chattanooga State, Cleveland State and Pellissippi State) to form the Tennessee On-Line Community College Consortium (TOCCC). TOCCC is designed to offer classes through the World Wide Web that will progress toward an associate's degree.

## **CENTERS FOR TRAINING AND ORGANIZATIONAL EXCELLENCE**

(423) 882-4612

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

## **EAST TENNESSEE AGRICULTURAL EXPOSITION CENTER**

(423) 882-4590

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

## **INSTITUTE FOR ENVIRONMENTAL HEALTH AND SAFETY**

(423) 481-3493

In response to the needs of industry and various agencies of the government, Roane State Community College established the Waste Management Training Center in 1988. The responsibility of the center was to provide training programs for occupational health, hazardous materials management, asbestos management and related areas of health and safety. As the center grew in its course offerings, it was decided to change its name in 1994 to the Institute for Environmental Health and Safety to better identify with its areas of expertise.

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

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

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

## **WRITING CENTER**

(423) 882-4677 (Roane County)  
(423) 481-2026 (Oak Ridge)

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

## **RSCC/LEAD INSTITUTION**

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

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

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

## **JOB TRAINING PARTNERSHIP ACT**

(423) 376-3799

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

## **ROANE STATE FOUNDATION**

(423) 882-4507

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

The Roane State Foundation's current priorities include:

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

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





Devonne McClung (left)  
and Angie Byrom  
check files at their  
Oak Ridge work site.  
The two graduated  
from the college's Child  
Support Enforcement  
program.



## ADMISSION TO THE COLLEGE

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

**STEP 1 — Apply for admission**

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

**STEP 3 — Enroll - Register for classes**

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

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

### ADMISSION REQUIREMENTS

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

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

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

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

\*\*For students who graduated 1993 and thereafter.

**See page 97 for information on removing deficiencies.**

### SELECTIVE SERVICE REQUIREMENTS

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

## COLLEGE ADMISSION PROCEDURES

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

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

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

All correspondence concerning your admission file should be addressed to:

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

A candidate for admission should request application forms early enough to allow ample time for required materials to be forwarded to the Office of Records and Registration.

When all admissions papers have been received in the Records and Registration Office, the applicant will be sent a letter indicating that he/she has been accepted for admission or he/she will be advised by letter that further action is

necessary in order to establish eligibility for admission. Applicants will be advised when to appear for testing, counseling, and registration.

**ADDITIONAL ADMISSION AND RETENTION REQUIREMENTS ARE IN EFFECT FOR HEALTH SCIENCE PROGRAMS. PREFERENCE FOR ADMISSION WILL BE GIVEN TO RESIDENTS OF THE STATE OF TENNESSEE. SEE PAGE 97 FOR FURTHER INFORMATION.**

### GENERAL STUDENT CLASSIFICATIONS

- I. **Degree Student:** Applicants who will take courses for credit which will apply toward a degree or certificate.
  - A. **First-time college student** (new, beginning freshmen)
    1. All applicants must submit official high school transcripts or official copy of GED scores. A certified copy must be mailed directly to the Center for New Student Admission, Roane State Community College.
    2. All applicants under 21 years of age must submit ACT or SAT scores. **Roane State prefers the ACT but will accept the SAT.** These scores will be used to determine the areas in which the student will be required to undergo placement assessment.
      - a) Students whose composite score is less than 19 on the Enhanced ACT or less than 720 total score on the SAT will be assessed in the area of reading.
      - b) Students whose English sub-test score is less than 19 on the Enhanced ACT or less than 360 verbal score on the SAT will be required to take the writing sample portion of the placement assessment.
      - c) If the student's mathematics sub-test score is less than 19 on the Enhanced ACT or less than 380 math score on the SAT, or if a student in a University Parallel program does not have two years of high school algebra, the math portion of the placement assessment will be required.
    3. All applicants 21 years of age and older must undergo placement assessment. Students 21 years of age and older may choose to take the ACT and be assessed according to the above-mentioned guidelines. The ACT or SAT must have been completed within the last three years.
    4. All students enrolled in Composition I will be evaluated during the first week of classes. Students showing deficiencies will be referred to testing for possible placement in appropriate remedial or developmental courses.
    5. Placement in DSS 089 College Success Strategies is required for either (1) students who are placed in at least two subject areas at the remedial level or (2) students who are placed in three subject areas including remedial or developmental levels. Beyond this mandatory placement, students with two deficiencies - either both developmental or one developmental and the other remedial - have the option to elect placement in College Success Strategies. Course enrollment is limited to students in these categories.
    6. Enrollment in the courses indicated by results of the assessment is mandatory.
  - B. **Transfer Student:** A degree-seeking applicant who has attended another college or university will be considered a transfer student. An

evaluation of college credit for transfer will be completed. Transfer students **may** be exempt from EDU 100, Orientation to College.

1. If less than 60 semester hours have been accumulated, an official high school transcript or GED scores must be submitted.
  2. Official transcripts from each college previously attended must be submitted. **Transcripts are not accepted from students.** A certified copy must be mailed directly to the Records and Registration Office, Roane State Community College.
  3. Transfer students under the age of 21 must submit ACT or SAT scores. If fewer than 60 semester hours have been attempted, ACT or SAT scores will be used to determine the areas in which the student will be required to undergo placement assessment. Grades in courses completed will also be taken into consideration for proper placement assessment determination. Enrollment in courses indicated by results of the assessment is mandatory.
  4. Transfer students age 21 and older, who have less than 60 semester hours of credit, will have their course records evaluated for proof of competency in the areas of reading, writing, and mathematics. Students lacking college course work in these areas will be required to undergo placement assessment. Enrollment in courses indicated by results of the assessment is mandatory.
  5. All transfer students with 60 or more semester hours will be exempt from AAPP testing.
  6. Transfer applicants who do not meet the Roane State retention standards or whose last term of enrollment resulted in academic suspension will be admitted on academic probation and may be required to undergo placement assessment. Enrollment in the courses indicated by results of the assessment is mandatory.
  7. Transfer applicants whose last term of attendance resulted in academic suspension and who are currently serving a suspension at another institution must meet with the Admission and Retention Committee to request admission. If admission is recommended by the committee, the applicant may be required to undergo placement assessment as noted in section B.3. above.
  8. Credits for courses not corresponding with the curriculum at Roane State may be entered on the transcript as elective credit. All credit will be posted within the first term of enrollment.
- C. **Readmitted Student:** An applicant for readmission is one who has previously applied for classes at Roane State Community College, but who has not been enrolled for at least one semester prior to the semester of requested readmission.
1. An application for readmission must be filed with the Records and Registration Office.
  2. Degree seeking students must submit official transcripts from all colleges or universities attended since their enrollment at Roane State.
  3. All applicants whose last semester of attendance resulted in academic suspension and who are seeking readmission within one calendar year of that suspension must meet with the Admission and Retention Committee to appeal the suspension prior to readmission. If reinstated, these students may be required to undergo placement assessment. Enrollment in the courses indicated by results of the assessment is mandatory.

4. Effective spring 1992, readmit students who took courses at RSCC prior to fall 1985 are no longer exempt from fulfilling Academic Development requirements in AAPP placement testing and course completion.
- D. **International Student:** An applicant who is a citizen or a permanent resident of a country other than the United States is classified as an international student.
1. International students under 21 years of age must submit ACT or SAT scores.
  2. Placement assessment may be required dependent upon age, admissions category (new or transfer), and ACT/SAT scores. The above-stated policies for first-time college students and transfer students will be adhered to. Enrollment in courses indicated by results of the assessment is mandatory.
  3. All applicants whose native language is not English are required to furnish test results of the Test of English as a Foreign Language (TOEFL). A minimum score of 500 on this test is required.
  4. All transcripts, test scores, and other credentials must be accompanied by an official English translation of these documents and must be on file in the Records and Registration Office at least 60 days prior to the beginning of the term in which the applicant wishes to enroll.
  5. Evidence of financial resources adequate for all expenses for at least one year of enrollment is required. (A statement verifying these resources from a bank in the United States will fill this requirement.)
  6. The international student must be familiar with the regulations of the Immigration and Naturalization Service and assume responsibility for complying with these regulations.
  7. All international students are required to have health and accidental insurance from an RSCC approved U.S. company. Applications are available from Center for New Student Admission.

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

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

#### **Variations in State Policies and Procedures**

1. Students whose assessment results require enrollment in Remedial Studies courses may not enroll in regular college-level courses until they have satisfactorily met the exit criteria for their remedial courses, unless the Associate Dean of Academic Development agrees that the deficiency will not handicap the student's likelihood of success in the particular regular course.

2. SAT scores may be submitted in lieu of ACT scores. Verbal and Math sub-scores will be used to determine the areas of required placement assessment.

II. **Non-Degree Student:** Applicants who do not wish to work toward a degree may be admitted as Non-Degree Students.

This category includes:

- A. Those students who meet the minimum requirements for admission (proof of high school graduation or GED) but who do not wish to work toward an associate degree.
  1. An application for admissions along with a non-refundable \$5 application fee must be submitted.
  2. A transient student must provide a signed statement from his/her native institution verifying enrollment in a degree program at that institution rather than submit a transcript.
  3. No placement assessment is required
    - (a) unless the student wishes to enroll in a college-level math or English class or one that has college level math or English prerequisites **OR**
    - (b) if the student is enrolled in one of the following technical certificate of credit programs:
      - Child Support Enforcement
      - Computer Art & Design
      - Diagnosis and Procedural Coding
      - Emergency Medical Technology/Paramedic
      - Geographic Information Systems
      - Medical Transcription
      - Office Information Technology
      - Phlebotomy
      - Police Management
      - Polysomnography
      - Security Management
      - Somatic Therapy
      - Workforce Preparedness
- B. Those students who do not meet the requirements for admission as a regular student and who wish to audit course work at Roane State Community College. These may include disabled or elderly students who qualify for a special fee rate. Transcripts of previous school work are not required under this category.
  1. Students in this category who wish to be reclassified to degree seeking must submit appropriate transcripts and undergo placement assessment. A change of status form must be completed. Forms are available in the Office of Records and Registration. Reclassification will not occur until all requirements of the desired admissions category are met.
  2. Students may not change status during the first term of enrollment.
- C. Students who have passed their twenty-first birthday and who do not have a regular high school diploma or GED.
  1. Students must undergo placement assessment and take the prescribed remedial and developmental courses.
  2. Students may change to degree-seeking status by successfully completing the GED and requesting a change of status in the Office of Records and Registration.

- D. Students who have passed their eighteenth birthday, who are not currently enrolled in high school, and who wish to pursue the GED through academic development instruction.
- E. **Advanced Studies Students:** Upon completion of the sophomore year in high school, a student may be admitted as an Advanced Studies student when the criteria below are met:
  1. Submit an Advanced Studies application **AND** an application for admission to the Center for New Student Admission.
  2. The high school principal and/or counselor initiates the request for admission to the program for potential students.
  3. Students nominated for this program should have a 3.2 GPA or better on a 4.0 scale or 2.75 on a 5.0 scale.
  4. The students nominated must submit ACT scores. The ACT composite must not fall below 20 and subscores in English and mathematics must be 19 or higher.
  5. The course load may not exceed 6 semester hours, except in cases where a sequence may be 8 semester hours.
  6. Courses satisfactorily completed will count as credit for those who submit a high school transcript showing evidence of high school graduation. Advanced Studies students must submit a high school transcript verifying high school graduation prior to enrolling as degree students.
- F. **Academically Gifted Students:** To qualify as an applicant for this admissions category, students in grades 9, 10, 11, or 12 must be classified as "academically gifted" by evaluation through the multi-disciplinary team process. Admission will be contingent upon the following criteria:
  1. A grade point average of 3.2 or better on a 4.0 scale.
  2. Approval of the high school principal and the Director of Records and Registration.
  3. Enrollment **only** in those courses designated in the student's Individual Education Program (IEP) developed by the multi-disciplinary team.

## ACADEMIC FRESH START

### Purpose

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

### Guidelines

1. A student must not have been enrolled at any college or university for a minimum of 4 calendar years.
2. After readmittance to RSCC the student must accumulate 18 semester hours with a minimum GPA of 2.5.

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

### **Procedure**

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

## **ACQUIRING CREDIT**

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

### **COURSE EXEMPTION**

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

### **ADVANCED PLACEMENT**

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

### **CHALLENGE EXAMINATIONS**

1. Currently enrolled students desiring to obtain credit by successfully completing challenge examinations must apply to the appropriate division and arrange to take the examination. A Credit-By-Proficiency form will be used. Credit-By-Proficiency cannot count toward residency requirements.



Courses that contain a clinical or laboratory component, or whose competencies may not be assessed in a proficiency examination as in the regular course may not be challenged.

2. The student must take the form to the Business Office and pay the appropriate fee prior to taking the test. Students will be required to pay a fee equal to \$20 per hour times the number of credit hours. This fee is in addition to maintenance fees paid for courses in which the student is actually registered.
3. After fees are paid the student will take the form to the appropriate department to complete the test. When the test is complete, the grades assigned, and the appropriate signatures in place, the form will be sent to the Records and Registration Office for recording of credit. Credit type will be noted as PFT and a grade of "P" (Pass) will be assigned.
4. Fees are waived if the student desires to validate credit by examination for earned hours from an unaccredited institution or vocational school. Students must verify by official transcript that the credits have been earned previously when arranging to take the examination.

### CLEP GENERAL AND CLEP SUBJECT AREA EXAMINATIONS

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

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

	MINIMUM ACCEPTABLE SCORE	NUMBER OF CREDIT HOURS AWARDED
CLEP GENERAL EXAMINATIONS:		
English Composition (1986 Scale) . . . . .	421	6
English Composition (1987 Scale) . . . . .	530	6
Humanities . . . . .	421	6
Mathematics . . . . .	421	6
Natural Science . . . . .	421	6
Social Science - History . . . . .	421	6
CLEP SUBJECT EXAMINATIONS:		
American Education, History of . . . . .	46	3
American Government . . . . .	47	3
American History . . . . .	46	6
American Literature . . . . .	46	6
Biology, General . . . . .	46	8
Business Law, Introductory . . . . .	51	3
Calculus with Elementary Functions . . . . .	47	6
Chemistry, General . . . . .	47	8
College Algebra . . . . .	45	3
College Algebra-Trigonometry . . . . .	45	3
College Composition . . . . .	47	6
College French (Levels 1 and 2)		
Second Semester . . . . .	41	6
Fourth Semester . . . . .	53	6
College German (Levels 1 and 2)		
Second Semester . . . . .	40	6
Fourth Semester . . . . .	48	6

ACCEPTABLE SCALED SCORES (continued)

	MINIMUM ACCEPTABLE SCORE	NUMBER OF CREDIT HOURS AWARDED
College Spanish (Levels 1 and 2)		
Second Semester . . . . .	41	6
Fourth Semester . . . . .	50	6
Computers and Data Processing . . . . .	47	3
Computer Programming, Elementary - FORTRAN IV . . . . .	48	
Educational Psychology . . . . .	46	3
English Literature . . . . .	46	6
Freshman English . . . . .	47	6
Human Growth and Development . . . . .	45	3
Literature, Analysis and Interpretation of . . . . .	49	6
Macroeconomics, Introduction . . . . .	49	3
Management, Introduction to . . . . .	47	3
Marketing, Introductory . . . . .	48	3
Medical Technology		
Clinical Chemistry . . . . .	47	*
Hematology . . . . .	46	*
Immunohematology . . . . .	47	*
Microbiology . . . . .	48	3
Microeconomics, Introductory . . . . .	47	3
Micro- and Macroeconomics, Introductory . . . . .	47	3
Money and Banking . . . . .	48	3
Psychology, General . . . . .	47	3
Sociology, Introductory . . . . .	47	3
Statistics . . . . .	49	3
Tests and Measurements . . . . .	46	3
Trigonometry . . . . .	50	3
Western Civilization . . . . .	50	6

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

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

**COURSE CREDITS FOR PASSING THE CPS EXAMINATION**

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

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

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

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

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

### **TRANSFER OF CREDIT**

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

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

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

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

### **MILITARY CREDIT**

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

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

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

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

### **CORRESPONDENCE AND EXTENSION CREDIT**

A student may not be enrolled at another college for correspondence or extension work while enrolled at Roane State unless special permission has been granted. All extension or correspondence work in progress upon admission must be reported to the Records and Registration Office at the time of the student's first registration. A maximum of 30 semester hours credit for correspondence or extension courses, credit for Advanced Placement, CLEP, or CPS tests, and/or credit resulting from military service may be counted toward a degree. All correspondence or extension work must have the written, documented approval of the Director of Records and Registration.

### **EXPERIENTIAL CREDIT**

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

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

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

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

The student will take the portfolio to the appropriate Associate Dean. The Associate Dean may enlist the assistance of any faculty member(s) in the evaluation process. When the evaluation is complete, grades assigned, and the appropriate signatures in place, the form will be sent to the Records and Registration Office for the recording of credit. Credit type will be noted as EXP and a grade of "P" (Pass) will be assigned.

A special fee for experiential credit is assessed.

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

**Experiential or proficiency credit will not apply toward meeting residency requirements for graduation.**

## COOPERATIVE EDUCATION

(423) 882-4546

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

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

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

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

## TECH PREP

(423) 882-4626

Tech Prep is a study program beginning in the ninth grade of high school and continuing through at least two years of postsecondary education. It prepares

students for high-skill technical occupations, such as Business Management, Health Science, Environmental Science and Engineering Technologies.

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

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

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

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

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

## ARTICULATION AGREEMENT

### High Schools/Technology Centers

Roane State has articulation agreements with many area high schools and technology centers. Contact the Tech Prep Office in the Academic Advisement Center for more information.

### Colleges and Universities

Roane State has entered into articulation agreements with Tennessee Technological University and the University of Tennessee, Knoxville. Students interested in transferring to either of these institutions should follow the curriculum specified in the articulation agreement. Please see your academic advisor for more information. Programs included in the articulation agreements are listed on pages 67 and 68.

## STUDENT RECORDS

### Regulations:

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

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

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

**Definitions:**

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

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

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

**Change of Name or Address:**

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

**Access to Records:**

1. A student shall be permitted to inspect and review his/her academic records within 45 days following the date on which he/she notifies the Office of Records and Registration that he/she desires access to such records.
2. A student shall be provided with a copy of their academic record if they have no obligations to the college. If there is an obligation, the student will be allowed to view a copy of their academic record, but may not take the copy.
3. Students have the right to request explanation or interpretation of their academic record.
4. The student shall be entitled to challenge the content of his/her academic records.
  - a. A challenge concerning the content of a student's academic record must be submitted in writing to the office/department immediately in charge of maintaining the record in question.
  - b. The challenge must be signed by the student.
  - c. The office/department in charge of maintaining the record will mark the date of submissions on the challenge. A response will be sent to the student within 30 days noting the action to be taken by the office/department or the student.

**Limitation on Access to Records:**

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

4. A student shall not be permitted to inspect records which personally identify other students even if he/she is personally identified on that record. In such a case he/she shall simply be informed of the information contained on the record.

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

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

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

**Release of Information is subject to the following procedures:**

1. Students may receive a copy of their transcript by appearing in person. A valid student identification card or a valid driver's license must be presented. Completion of a transcript request form with the student's signature is required prior to the release or mailing of the transcript. The student account will be checked for financial obligations, prior to release.
2. Students may receive a copy of their transcript by mailing or faxing their transcript request to:

Office of Records and Registration  
 Roane State Community College  
 276 Patton Lane  
 Harriman, TN 37748-5011  
 FAX: 423-882-4527

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

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

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

**Release of Records to Third Parties:**

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

**FERPA defines directory information as:**

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

**Solomon Amendment\* defines directory information as:**

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

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

**Privacy:**

1. Directory information may be withheld as "no information available" if the student requests PRIVACY through the Office of Records and Registration. The request for privacy may remain in effect for the entire educational career of the student or until the student requests the privacy to be removed. Request for privacy should be given serious consideration. Students seeking privacy should discuss such action with the Registrar.
2. Information contained in Roane State records shall be provided without the student's written consent to third parties engaged in the validation, development or administration of tests, accreditation activities, or research conducted on behalf of the college provided such information is not revealed to any other party.
3. Records shall be released without the student's written consent to college personnel authorized to have access to such records, authorized federal and state government officials, and/or officials of other institutions in which the student seeks to enroll.
4. Student academic records shall be released to any federal, state or circuit court having a judicial order. Subpoenas received will be held for review by TBR General Council. A reasonable effort will be made to contact the student prior to the release in response to such subpoenas or judicial orders.
5. Academic records shall be released by the college to any third party including the parent with written consent of the student.
6. Academic records shall be released to third parties in emergency situations involving health or safety.
7. Records shall be released to a third party without the written consent of the student in connection with the student's application for, or receipt of, financial aid.

**Destruction of Academic Records:**

All or part of a student's records may be removed from the file and destroyed by the Office of Records and Registration. However, once a student requests access



to review his/her files, such removal and destruction may not occur until access has been granted and the review completed.

### **Enrollment Verifications:**

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

## **GOOD STANDING**

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

## **CLASSIFICATION**

Student classification levels for purposes of registration are:

Freshman — 0-26 credit hours

Sophomore — 27 or more credit hours

## **CHANGE OF MAJOR/STATUS**

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

## **STUDENT IDENTIFICATION NUMBER (SID)**

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

## **STUDENT PERSONAL IDENTIFICATION NUMBER (PIN)**

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

# Program Planning



Roane State alumni  
are giving back to their  
communities all across  
East Tennessee.

Here, alumnus  
Tara Wright goes  
over homework with  
students at Campbell  
County High School.  
Wright teaches math  
at CCHS.

## **PLANNING AN EDUCATIONAL PROGRAM**

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

## **ACADEMIC ADVISEMENT**

(423) 882-4528

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

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

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

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

## **HONORS PROGRAM**

(423) 481-2000, ext. 216

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

Honors students enjoy benefits such as field trips, social gatherings, cultural events, special programs and presentations. Eligible members of the program receive scholarships and discount rates for the annual European Studies trip and the Southwestern field trip. Members of the Honors Program are invited to join Phi Theta Kappa International Honor Society, which provides many transfer scholarships to four-year institutions.

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

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

## ON-COURSE

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

## ATTENDANCE REGULATIONS

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

**IMPORTANT:** Non-attendance does not constitute a withdrawal from classes or from the college. Procedures to formally drop a course or to withdraw from the college must be followed. **FOLLOWING THESE PROCEDURES MAY PREVENT AN UNDESIRE "F" ON A STUDENT'S TRANSCRIPT.**

4. Some Health Science programs may have attendance requirements. Contact the program director with any questions.
5. Attendance will be monitored for students who receive Title IV financial aid funds. Lack of attendance could mandate the repayment of financial aid funds.

## REGISTRATION FOR COURSES

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

## AUDIT COURSES

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

### CHANGE OF REGISTRATION/DROP-ADD

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

1. Prepare a change of registration form from the Office of Records and Registration.
2. Secure approval from an Academic Development counselor, if the student has not completed all required academic development courses.
3. Present the completed form to the Business Office and pay appropriate fees.
4. Return two copies of form to the Office of Records and Registration 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.**

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

### GRADE TYPE CHANGE

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

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

### PROGRESSION STANDARDS

#### ENGLISH

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

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

#### ORIENTATION TO COLLEGE

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

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

### COURSE LOAD

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

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

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

### REPEATED COURSES

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

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

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

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

### COURSE ELECTIVES

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

#### Humanities

Art  
Foreign Languages  
Humanities Seminar  
Journalism  
Music  
Philosophy  
Theatre  
Literature

#### Physical Science

Chemistry  
Physics-Calculus Based  
Astronomy

#### Social Science

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

#### Natural Science

Biology  
Chemistry  
Geology  
Physics

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

### General Electives

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

### COURSE SUBSTITUTIONS

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

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

### PHYSICAL EDUCATION ACTIVITY COURSE EXEMPTION AND SUBSTITUTIONS

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

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

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

### CANCELLATION OF SCHEDULED CLASSES

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

### GRADES

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

	<b>Grade</b>	<b>Grade/Quality Points</b>
A	Outstanding	4.0
B	Above average	3.0
C	Average	2.0
D	Passing but below average	1.0
F	Failing	0.0

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

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

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

**Computing Your Grade Point Average (GPA):**

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

**Example:**

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

42 divided by 14 = **3.0 GPA**

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

AU	Audit, no grade or credit	P	Pass
EXP	Experiential Credit	PFT	Challenge Examination
I	Incomplete	R	Repeated
MIL	Military Credit	X	Never attended, never withdrew

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

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

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

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

**DEAN'S LIST**

The Dean's List is the official medium for the institution to recognize outstanding academic achievement by students. Full-time students (those completing 12 or



more semester hours of college-level courses) with a quality point average of 3.5-4.00 are identified each semester on the Dean's List.

### WITHDRAWALS AND HONORABLE DISMISSALS

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

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

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

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

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

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

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

### ACADEMIC PROBATION AND RETENTION STANDARDS

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

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

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

## ACADEMIC SUSPENSION

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

Suspension terms are as follows:

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

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

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

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

## APPEALS

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

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

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

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

## TRANSFER STUDENTS

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

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

## ACADEMIC DEVELOPMENT PROBATION/SUSPENSION

Students who have been suspended from RSCC or any other TBR college or university as a result of remedial or developmental courses should consult page 50 of this catalog.

### GROUNDINGS FOR DISMISSAL

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

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

### DEGREE REQUIREMENTS

Roane State awards the following degrees:

Associate of Arts (AA)

Associate of Science (AS)

Associate of Applied Science (AAS)

A Technical Certificate of Credit may be awarded to a student who completes an approved program of study in which the prescribed program requires less than is necessary for completion of an Associate Degree. Generally, technical certificate programs require fewer than 32 credit hours or no more than one year of study.

The general requirements for any Associate Degree at Roane State are as follows:

1. Not less than 64 semester hours of credit.
2. A minimum of 24 of the final 36 semester hours of course work completed in residence at Roane State. Experiential/proficiency credit does not apply to the residency requirement.
3. A minimum overall quality point average of 2.00 on all college level work attempted at Roane State. This also applies to students pursuing any Technical Certificate of Credit. Only Roane State course credit is computed into the graduation grade point average.
4. Completion of specific course requirements as given in outlined Programs of Study. (Substitutions in programs must be approved by the division chair for the major.)
5. A student is permitted to graduate using the catalog in effect when he/she was admitted to the degree program or applied for readmission to the college. A graduating student may decide to follow the current college catalog.
6. Requirements for more than one degree may be met. A minimum of 16 semester hours beyond requirements for the first degree must be completed as well as all course requirements for the additional degree. The \$25 graduation fee must be paid for each separate degree and a diploma may be requisitioned for each degree.

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

## STUDENT TESTING

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

## GRADUATION

All students must complete the general requirements as prescribed by the college and specific requirements set forth for the associate degree or certificate sought. Refer to the Degree Requirements section of this catalog and also appropriate program requirements for graduation. Each student must file an Intent to Graduate Form in the Academic Advisement Center a semester prior to the semester in which the student expects to graduate.

Graduation exercises are held at the end of the Spring Semester only. Students who anticipate completing their work during the following summer are eligible to participate in graduation exercises if a grade point average is sufficient for graduation and an Intent to Graduate Form has been officially processed. Fall graduates will be invited to attend the following spring exercises. Participation in the ceremony is optional.

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

### Graduation with Distinction

Degree seeking students who have fulfilled all graduation requirements are eligible for designation as honor graduates. A transfer student, in order to be eligible, must have made the required average on all work taken at Roane State Community College. Certificate students are exempt from receiving academic honors. Honors designations are based on the following quality point averages: 3.5-3.69 cum laude; 3.7-3.89 magna cum laude; 3.9-4.0 summa cum laude.

## ACADEMIC DEVELOPMENT POLICIES AND GUIDELINES

### BASIC SKILLS ASSESSMENT

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

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

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

### **College Level Courses Which Can Be Taken With Academic Development Courses**

The following college courses may be taken by remedial/developmental students concurrently with their remedial or developmental courses.

#### **AD Course Required**

MAT 081 or 082 (Algebra)

ENG 073 or 083 (Writing)

REA 076 or 080 (Reading)

#### **Courses that can also be taken**

Any course without math prerequisites  
The only math courses that can be taken include BUS 111 or 112.

Any course other than English

Any ART course except 121, 201, 202

Any cooperative education course  
EDU 100

ENG 101, 102

HEA 221, 242

Any individual music instruction

Music performance groups

Any MAT, OAD, PED, WKP or SPE class

### **ACADEMIC DEVELOPMENT LABORATORIES**

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

#### **Limited Enrollment**

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

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

#### **Two-Attempt Rule**

Students who have twice previously attempted a remedial or developmental studies course and failed to meet the minimum standards for progression will

not be allowed to re-enroll in college for one academic semester (summer semester cannot count as the suspension). Students who have had three unsuccessful attempts in a remedial or developmental studies course and failed to meet the minimum standards for progression will not be allowed to re-enroll in college for one academic year. Such students will not be permitted to return to Roane State Community College or to transfer to another Tennessee Board of Regents school until the terms of the suspension have been satisfied.

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

### **AD Appeals Committee**

The Academic Development Appeals Committee shall be composed of an AD counselor, two Academic Development faculty members, and if necessary, a representative of the Records and Registration Office.

### **College Success Strategies**

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

### **Classroom Assessment**

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

### **Attendance**

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





Muffin Liskovec (left)  
and Kristi Presley  
look over a rendering  
of the permanent  
Cumberland County  
Higher Education Center,  
to be completed  
in fall of '98.



## BUSINESS OFFICE REGULATIONS

(423) 882-4515

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

### MAINTENANCE FEE — REFUNDABLE

All students, both resident and non-resident, will be assessed a maintenance fee. The maintenance fee rate for the 1997-98 academic year is \$48 per semester hour, not to exceed \$543 per semester.

In-State	1	Credit Hour	\$ 48
	2	Credit Hours	\$ 96
	3	Credit Hours	\$144
	4	Credit Hours	\$192
	5	Credit Hours	\$240
	6	Credit Hours	\$288
	7	Credit Hours	\$336
	8	Credit Hours	\$384
	9	Credit Hours	\$432
	10	Credit Hours	\$480
	11	Credit Hours	\$528
	12	Credit Hours	\$543

### TUITION — REFUNDABLE

Tuition is free to all residents of the State of Tennessee. Students classified as non-residents will be assessed tuition. The semester tuition rate for the 1998-99 academic year is \$142 per semester hour, not to exceed \$1,628 per semester. The definition of residency as determined by the Tennessee Board of Regents will apply. Information concerning residence classifications may be obtained from the Director of Records and Registration. Non-resident students will be accepted if space permits.

### SUMMER TERM FEES

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

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

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

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

### AUDIT FEE

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

### MISCELLANEOUS FEES

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

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

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

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

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

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

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

1 lesson per week \$55

2 lessons per week \$100

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

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

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

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

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

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

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

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

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

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

**Technology Fee (Refundable).** A fee of \$2 per credit hour not to exceed \$25 per semester is assessed all students to provide and maintain computer labs and other advanced technology instructional equipment. This fee is refundable on the same basis as maintenance fees.

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

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

## REFUNDS

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

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

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

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

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

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

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

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

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

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

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

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

### **Community Services Activities: Withdrawals and Refunds**

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

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

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

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

**Refund Policy (Non-credit Conferences, Workshops or Seminars)** — Registrants in conferences, workshops or seminars should make withdrawals no later than five

working days prior to the activity start date in order to receive a complete refund. If a notification of less than five working days is given, a refund, less 10% of the registration fee, will be returned to the registrant. No refunds will be made after the activity begins. Substitutions can be made without prior notification. Registrants should check all literature on the activity for any special exceptions.

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

### **BOOKS AND SUPPLIES**

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

### **CHECK CASHING/ACCEPTANCE POLICY**

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

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

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

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

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

### **STUDENT FINANCIAL SERVICES**

(423) 882-4545

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

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

### **HOW TO APPLY FOR FINANCIAL AID**

All federal financial aid programs require the assessment of financial need, which is based on the ability of the parents and/or the student to contribute toward educational expenses. Students should complete the Free Application for Federal Student Aid. This form is available through the Student Financial Services Office at the college and through guidance offices at area high schools.

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

### **ATTENDANCE POLICY**

Attendance will be monitored for students who receive Title IV financial aid funds. Lack of attendance could mandate the repayment of financial aid funds.

## **SOURCES OF FINANCIAL AID**

### **SCHOLARSHIPS**

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

The Scholarship for Academic Service recipients are required to work approximately 150 hours per academic year. An effort is made to give recipients work assignments related to their academic interests. Residents of the State of Tennessee who believe they are qualified should submit the application for scholarship after the first semester of their senior year in high school and before the following April 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 Student Financial Services at the college, or the Executive Director of the Roane State Foundation.

### **MINORITY STUDENT SCHOLARSHIPS**

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

**ATHLETIC SCHOLARSHIPS**

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

**SENIOR CITIZENS AND DISABLED PERSONS**

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

Disabled persons and persons sixty-five years of age or older, who are domiciled in Tennessee, are eligible to enroll in courses for CREDIT at the rate of one-half the credit hour fee per semester hour, up to a maximum of \$45. This rate applies to maintenance fees and technology fees. Special fees (such as graduation fees, student activity fees, campus access fees, telecourse/audio course fees, etc.) will be assessed at the regular rate. Arrangements should be made well in advance of registration day to provide documented evidence of disability or age. Students registering using these classifications must register within the late registration period.

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

**VIETNAM CONFLICT VETERANS DEPENDENTS**

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

**HIGHER EDUCATION EMPLOYEES — PUBLIC CHAPTER 191**

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

**STATE EMPLOYEE FEE WAIVER PROGRAM**

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

**FEE DISCOUNT PROGRAM FOR SPOUSES AND DEPENDENT CHILDREN OF TBR EMPLOYEES**

Spouses and dependent children of certain retired employees and regular employees of Tennessee Board of Regents institutions who have been employed for

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

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

Children under the age of twenty-four (24) whose parent is employed as a full-time licensed teacher in any public school in Tennessee or as a full-time employee of the state of Tennessee are eligible for a twenty-five percent (25%) discount on maintenance and technology fees. At the time of enrollment, the student must present a completed "Public Higher Education Fee Discount for Children of Certified Public School Teachers and Children of State Employees" form certifying eligibility for the program. Fee discounts will not be retroactive; eligibility for the fee discount is available only by application and approval prior to the beginning of the term for which assistance is being sought. Information on this program and related eligibility requirements is available from the College Business Office.

#### **FEDERAL PELL GRANTS**

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

#### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS FEDERAL WORK-STUDY PROGRAM**

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

#### **TENNESSEE STUDENT ASSISTANCE AWARD**

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

#### **STUDENT LOANS**

If students are interested in applying for the student loan programs, they should initiate the process by completing the Free Application for Federal Student Aid.



Specific information from this need analysis must be on hand before eligibility for the student loan can be determined.

The Federal Stafford Loan Program is available to students who have been determined eligible through the above-mentioned need analysis system. This is a variable interest loan for the first-time borrowers. Repayment of the loan does not begin until six months after the cessation of college attendance. The limits of the loan are a minimum of \$500 and a maximum of \$2,625 for freshmen and \$3,500 for sophomores each year. The amount of eligibility is determined by the Student Financial Services Office.

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

### **VETERANS BENEFITS**

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

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

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

Once enrolled, veterans and other eligible persons should maintain close contact with the Office of Veterans Affairs. Veterans and other eligible persons may receive educational benefits under Title 38, U.S.C. (the "G.I. Bill") only when classified as a regular degree student. Other classifications, i.e., special student-credit and student non-credit do not qualify.

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

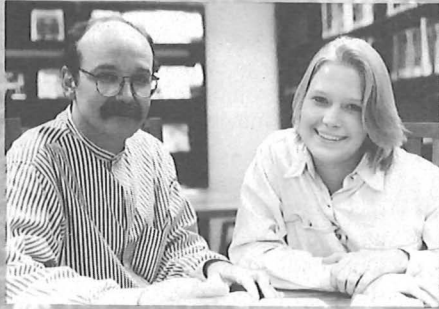
Courses for which the veteran and other eligible persons have received a passing grade, either at Roane State or a transfer institution, may not be claimed for pay the second time. Courses in which the veteran and other eligible persons receive a grade of "F" may be repeated and claimed for pay. Elective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

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

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

Further information is available at the Veterans Affairs Office.

# University Parallel



Dr. John Thomas,  
a history professor,  
talks with Jodi Morrow  
about her class schedule  
at the Scott County  
Higher Education Center.

Full-time professors  
teach on-site and interact  
with students at all  
of Roane State's  
locations.

## TRANSFER PROGRAMS

(423) 882-4528

### ASSOCIATE OF ARTS/ASSOCIATE OF SCIENCE PROGRAMS

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

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

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

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

## ARTICULATION

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

## UNIVERSITY OF TENNESSEE - KNOXVILLE ARTICULATION PROGRAMS 1998

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

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

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

Students can obtain a copy of the specific articulation program from:

Academic Advisement Center  
Off-campus Locations  
Counseling and Career Resource Center  
Academic Departments

### TENNESSEE TECHNOLOGICAL UNIVERSITY ARTICULATION PROGRAMS 1998

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

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

## ASSOCIATE OF ARTS OR ASSOCIATE OF SCIENCE MINIMUM DEGREE REQUIREMENTS

### CORE CURRICULUM FOR TRANSFER PROGRAMS

<u>Course/Area</u>	<u>Semester Hours</u>
English Composition (ENG 101, 102)	6
Humanities* (includes 3 hours of Literature)	9
History Sequence*	6
Natural/Physical Science Sequence*	8
Mathematics Course*	3
Physical Education Activity Courses	2
Orientation to College**	1
Speech Elective	3
Computer Instruction*	3
Social Science Elective*	3
Total Core	44
Major Courses and Electives	21
Total Required Hours	60 (Minimum)

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

\*\*Transfer students who have completed 12 credit hours at another institution are exempt from this requirement. However, the student must still meet the credit hour requirement for the degree.

#### NOTES:

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

### Curriculum Guides

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

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

## Curriculum Guides

*Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 69.***

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

### Agriculture

Degree: Associate of Science

FIRST YEAR			SECOND YEAR		
<b>Fall Semester</b>			<b>Fall Semester</b>		
EDU 100	Orientation to College	1	CST	Computer Science Elective <sup>1</sup>	3
ENG 101	Composition I	3	ENG	Sophomore Literature <sup>1</sup>	3
PED	Physical Education Elective	1	HIS	History Elective <sup>1</sup>	3
SPE	Speech	3	MAT	Mathematic Elective <sup>1</sup>	3
	Physical/Natural Science <sup>1</sup>	4		Electives	6
	Humanities Elective	3			
		<hr/>			<hr/>
		15			18
<b>Spring Semester</b>			<b>Spring Semester</b>		
ENG 102	Composition II	3	ENG	Sophomore Literature <sup>1</sup>	3
MAT	Mathematics Elective	3	HIS	History Elective <sup>1</sup>	3
	Electives <sup>1</sup>	6	PED	Physical Education	1
	Physical/Natural Science	4		Electives <sup>1</sup>	6
		<hr/>		Social Science Elective <sup>1</sup>	3
		16			<hr/>
					16
<b>FIRST YEAR TOTAL</b>		<b>31</b>	<b>SECOND YEAR TOTAL</b>		<b>34</b>
			<b>TOTAL SEMESTER HOURS</b>		<b>65</b>

<sup>1</sup>Students should consult curriculum requirements of the senior institution for appropriate course selection.

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

### Curriculum Guides

*Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. Actual RSCC degree requirements appear on page 69.*

#### Art

Degree: Associate of Arts Or  
Associate of Science

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

FIRST YEAR		SECOND YEAR	
<b>Fall Semester</b>		<b>Fall Semester</b>	
ART 101	Studio Fund: Drawing 2	ART 103	Studio Fund: Three Dimensional Design 2
ART 142	Computer Art 3	ART	Art Elective <sup>2</sup> 3
ART 201	Art History I 3	ENG	Sophomore Literature 3
EDU 100	Orientation to College 1	HIS	History Sequence I <sup>2</sup> 3
ENG 101	Composition I 3	PED	Physical Education 1
MAT	Mathematics 3		Physical/Natural Science <sup>2</sup> 4
	Foreign Language <sup>1</sup> 3		
	18		16
<b>Spring Semester</b>		<b>Spring Semester</b>	
ART 102	Studio Fund: Two Dimensional Design 2	ART 181	Visions Seminar 2
ART 202	Art History II 3	ART	Art Elective 3
ART	Art Elective 3	HIS	History Sequence II <sup>2</sup> 3
ENG 102	Composition II 3	PED	Physical Education 1
SPE 201	Basic Speech 3		Physical/Natural Science <sup>2</sup> 4
	Foreign Language <sup>1</sup> 3		Elective <sup>2</sup> 3
	17		16
<b>FIRST YEAR TOTAL</b>	<b>35</b>	<b>SECOND YEAR TOTAL</b>	<b>32</b>
		<b>TOTAL SEMESTER HOURS</b>	<b>67</b>

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

<sup>2</sup>Students should consult curriculum requirements of the senior institution for appropriate course selection.

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



## Curriculum Guides

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### Art Education

Degree: Associate of Science

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

FIRST YEAR			SECOND YEAR				
<b>Fall Semester</b>			<b>Fall Semester</b>				
ART	101	Studio Fund: Drawing	2	ART	113	Painting I	3
EDU	100	Orientation to College	1	ART	201	Survey of Art History I	3
EDU	210	Human Development	3	ENG		Sophomore Literature	3
ENG	101	Composition I	3	HIS		History Sequence I <sup>1</sup>	3
PED		Physical Education	1	MAT		Mathematics <sup>1</sup>	3
		Physical/Natural Science <sup>1</sup>	4	SPE	201	Basic Speech	3
		Elective	3				
			<hr/>				<hr/>
			17				18
<b>Spring Semester</b>			<b>Spring Semester</b>				
ART	102	Studio Fund: Two Dimensional Design	2	ART	103	Studio Fund: Three Dimensional Design	2
ART	142	Computer Art OR		ART	114	Painting II	3
CST		Computer Science	3	ART	202	Survey of Art History II	3
EDU	211	Educational Psychology	3	ENG		Sophomore Literature	3
ENG	102	Composition II	3	HIS		History Sequence II <sup>1</sup>	3
PED		Physical Education	1	MAT		Mathematics <sup>1</sup>	3
		Physical/Natural Science <sup>1</sup>	4				
			<hr/>				<hr/>
			16				17
<b>FIRST YEAR TOTAL</b>			<b>33</b>	<b>SECOND YEAR TOTAL</b>			<b>35</b>
				<b>TOTAL SEMESTER HOURS</b>			<b>68</b>

<sup>1</sup>Students should consult curriculum requirements of the senior institution for appropriate course selection.

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

## Curriculum Guides

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### Biology

Degree: Associate of Science

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

FIRST YEAR		SECOND YEAR	
<b>Fall Semester</b>		<b>Fall Semester</b>	
BIO 111	Biology I 4	BIO 253	Ecology 4
CHE 121	General Chemistry I 4	ENG	Sophomore Literature <sup>3</sup> 3
EDU 100	Orientation to College 1	HIS	History Sequence I <sup>3</sup> 3
ENG 101	Composition 3	PHY 201	General Physics I <sup>4</sup> 4
MAT 110	College Algebra <sup>1</sup> 3		Humanities Elective <sup>4</sup> 3
PED	Physical Education 1		
	16		17
<b>Spring Semester</b>		<b>Spring Semester</b>	
BIO 112	Biology II 4	BIO 222	Microbiology 3
CHE 122	General Chemistry II 4	HIS	History Sequence II <sup>3</sup> 3
CST 102	Computer Concepts & Appl <sup>2</sup> 3	PHY 202	General Physics II <sup>4</sup> 4
ENG 102	Composition II 3	SPE 201	Basic Speech 3
MAT 115	Statistical Reasoning <sup>1</sup> 3		Humanities Elective <sup>3</sup> 3
PED	Physical Education 1		Social Science Elective <sup>3</sup> 3
	18		19
<b>FIRST YEAR TOTAL</b>	<b>34</b>	<b>SECOND YEAR TOTAL</b>	<b>36</b>
		<b>TOTAL SEMESTER HOURS</b>	<b>70</b>

<sup>1</sup>MAT 141, 142 should be substituted for MAT 110, 115 if possible.

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

<sup>3</sup>Students must check with transfer institution for appropriate course selection.

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

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

## Curriculum Guides

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### Business Administration

Degree: Associate of Science

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

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

<sup>1</sup>A higher level math course may be substituted. Consult with an advisor.

<sup>2</sup>For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

<sup>3</sup>Students transferring to UTK should consider scheduling foreign language courses while attending Roane State.

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

### Curriculum Guides

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### Business Education

Degree: Associate of Science

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

FIRST YEAR				SECOND YEAR			
<b>Fall Semester</b>				<b>Fall Semester</b>			
CST	102	Computer Concepts & Appl	3	BUS	221	Principles of Accounting I	3
EDU	100	Orientation to College	1	ECO	201	Economics I	3
ENG	101	Composition I	3	ENG		Sophomore Literature <sup>1</sup>	3
MAT	121	Calculus for Bus and Life Sciences	3	HIS		History Sequence I <sup>1</sup>	3
OAD	101	Keyboarding/Formatting	3	OAD	121	Word/Information Processing I	3
PED		Physical Education	1				
		Physical/Natural Science <sup>1</sup>	4				
			18				15
<b>Spring Semester</b>				<b>Spring Semester</b>			
EDU	211	Educational Psychology	3	BUS	222	Principles of Accounting II	3
ENG	102	Composition II	3	ECO	202	Economics II	3
PED		Physical Education	1	EDU	210	Human Development	3
SPE	201	Basic Speech	3	ENG		Sophomore Literature <sup>1</sup>	3
		Humanities Elective <sup>1</sup>	3	HIS		History Sequence I <sup>1</sup>	3
		Physical/Natural Science <sup>1</sup>	4			Elective <sup>1</sup>	3
			17				18
<b>FIRST YEAR TOTAL</b>			<b>35</b>	<b>SECOND YEAR TOTAL</b>			<b>33</b>
				<b>TOTAL SEMESTER HOURS</b>			<b>68</b>

<sup>1</sup>For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

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

## Curriculum Guides

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### Chemistry

Degree: Associate of Science

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

FIRST YEAR <sup>1</sup>			SECOND YEAR		
<b>Fall Semester</b>			<b>Fall Semester</b>		
BIO 111	General Biology I	4	CHE 221	Organic Chemistry I	4
CHE 121	General Chemistry I	4	HIS	History Sequence I <sup>3</sup>	3
EDU 100	Orientation to College	1	PHY 211	Physics I <sup>4</sup>	4
ENG 101	Composition	3		Humanities Electives <sup>3</sup>	6
MAT 141	Calculus I <sup>2</sup>	5		Social Science Elective <sup>3</sup>	3
PED	Physical Education	1			
		<hr/>			<hr/>
		18			20
<b>Spring Semester</b>			<b>Spring Semester</b>		
BIO 112	General Biology II	4	CHE 202	Quantitative Analysis	5
CHE 122	General Chemistry II	4	CHE 222	Organic Chemistry II	4
CST 102	Computer Concepts & Appl	3	ENG	Sophomore Literature <sup>3</sup>	3
ENG 102	Composition II	3	HIS	History Sequence II <sup>3</sup>	3
SPE 201	Basic Speech	3	PHY 212	Physics II <sup>4</sup>	4
		<hr/>	PED	Physical Education	1
		17			<hr/>
					20
<b>FIRST YEAR TOTAL</b>		<b>35</b>	<b>SECOND YEAR TOTAL</b>		<b>40</b>
			<b>TOTAL SEMESTER HOURS</b>		<b>75</b>

<sup>1</sup>Students planning to transfer to Tennessee Technological University or UTK should consult an advisor for the appropriate curriculum.

<sup>2</sup>If mathematics background or ACT math score is not adequate, consult an advisor about taking MAT 130 (Pre-Calculus)

<sup>3</sup>Students must check with transfer institution for appropriate course selection.

<sup>4</sup>Consult an advisor about substituting PHY 201, 202 for PHY 211, 212. Also, check with the senior institution about most recent requirements.

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

### Curriculum Guides

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## Computer Art and Design

Degree: Associate of Arts Or  
Associate of Science

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

<b>FIRST YEAR</b>		<b>SECOND YEAR</b>	
<b>Fall Semester</b>		<b>Fall Semester</b>	
ART 101	Studio Fund: Drawing 2	ART 103	Studio Fund: 3-D Design 2
ART 142	Computer Art I 3	ART 144	Computer Art III <sup>3</sup> 3
EDU 100	Orientation to College 1	ART 182	Visions Seminar II 2
ENG 101	Composition I 3	ENG	Sophomore Literature <sup>1</sup> 3
MAT	Mathematics <sup>1</sup> 3	HIS	History Sequence I <sup>1</sup> 3
SPE 201	Basic Speech 3	PED	Physical Education 1
	Foreign Language <sup>2</sup> 3		Physical/Natural Science <sup>1</sup> 4
	18		18
<b>Spring Semester</b>		<b>Spring Semester</b>	
ART 102	Studio Fund: Two Dimen Design 2	ART 145	Computer Art IV 3
ART 141	Graphic Design 3	ART 183	Visions Seminar III 2
ART 143	Computer Art II 3	ART 191	Practicing Artists Seminar 3
ART 181	Visions Seminar I 2	HIS	History Sequence II <sup>1</sup> 3
ENG 102	Composition II 3		Physical/Natural Science <sup>1</sup> 4
PED	Physical Education 1		Social Science Elective <sup>1</sup> 3
	Foreign Language <sup>2</sup> 3		17
	17		18
<b>FIRST YEAR TOTAL</b>	<b>35</b>	<b>SECOND YEAR TOTAL</b>	<b>36</b>
		<b>TOTAL SEMESTER HOURS</b>	<b>71</b>

<sup>1</sup>Students should consult curriculum requirements of a senior institution for appropriate course selection.

<sup>2</sup>Required for A.A. degree. Students seeking an A.S. degree should select a general elective appropriate for a senior institution.

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

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

## Curriculum Guides

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### Computer Science

Degree: Associate of Science

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

FIRST YEAR			SECOND YEAR		
<b>Fall Semester</b>			<b>Fall Semester</b>		
CST 113	Intro to Programming I <sup>1</sup>	4	ECO 201	Economics I	3
EDU 100	Orientation to College	1	ENG	Sophomore Literature <sup>2</sup>	3
ENG 101	Composition I	3	MAT 221	Discrete Math I	3
HIS	History Sequence <sup>2</sup>	3	SPE 201	Basic Speech	3
MAT 141	Calculus I	5		Physical/Natural Science I <sup>2</sup>	4
PED	Physical Education	1			
		17			16
<b>Spring Semester</b>			<b>Spring Semester</b>		
CST 203	Principles of Programming II	3	ECO 202	Economics II	3
ENG 102	Composition II	3	ENG	Sophomore Literature <sup>2</sup>	3
HIS	History Sequence <sup>2</sup>	3	MAT 222	Discrete Math II	3
MAT 142	Calculus II	5		Physical/Natural Science II <sup>2</sup>	4
PED	Physical Education	1		Humanities Elective <sup>2</sup>	3
	Humanities Elective <sup>2</sup>	3			
		18			16
<b>FIRST YEAR TOTAL</b>		<b>35</b>	<b>SECOND YEAR TOTAL</b>		<b>32</b>
			<b>TOTAL SEMESTER HOURS</b>		<b>67</b>

<sup>1</sup>Co-requisite for CST 113 is CST 102.

<sup>2</sup>For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

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

## Curriculum Guides

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### Early Childhood Education

Degree: Associate of Science

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

<b>FIRST YEAR</b>		<b>SECOND YEAR</b>	
<b>Fall Semester</b>		<b>Fall Semester</b>	
EDU 100	Orientation to College	1	
EDU 101	Intro to Teaching Profession	2	
EDU 210	Human Development	3	
ENG 101	Composition I	3	
HEA 221	Safety and First Aid	3	
PED	Physical Education	1	
	Physical/Natural Science <sup>1</sup>	4	
		17	
<b>Spring Semester</b>		<b>Spring Semester</b>	
EDU 121	Intro to Early Childhood Education	3	
EDU 211	Educational Psychology	3	
ENG 102	Composition II	3	
HEA 241	School Health	2	
HEC 131	Elementary Nutrition	2	
	Physical/Natural Science <sup>1</sup>	4	
		17	
			16
<b>FIRST YEAR TOTAL</b>		<b>34</b>	
			<b>34</b>
		<b>SECOND YEAR TOTAL</b>	<b>68</b>
		<b>TOTAL SEMESTER HOURS</b>	

<sup>1</sup>For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

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



### Curriculum Guides

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### Elementary Education

Degree: Associate of Science

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

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

<sup>1</sup>For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

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

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

### Curriculum Guides

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#### English

Degree: Associate of Arts Or  
Associate of Science

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

FIRST YEAR			SECOND YEAR		
<b>Fall Semester</b>			<b>Fall Semester</b>		
CST	Computer Science <sup>1</sup>	3	ENG 231	Technical Writing	3
EDU 100	Orientation to College	1	ENG	Sophomore Literature	3
ENG 101	Composition I	3	HIS	History Sequence I <sup>1</sup>	3
MAT	Mathematics <sup>1</sup>	3	PED	Physical Education	1
	Foreign Language <sup>2</sup>	3		Foreign Language <sup>2</sup>	3
	Physical/Natural Science <sup>1</sup>	4		Humanities Elective <sup>1</sup>	3
		<hr/> 17			<hr/> 16
<b>Spring Semester</b>			<b>Spring Semester</b>		
ENG 102	Composition II	3	ENG	Creative Writing Elective	3
JRN	Journalism Elective	3	ENG	Sophomore Literature <sup>1</sup>	3
PED	Physical Education	1	HIS	History Sequence II <sup>1</sup>	3
SPE 201	Basic Speech	3		Foreign Language <sup>2</sup>	3
	Foreign Language <sup>2</sup>	3		Social Science Elective <sup>1</sup>	3
	Physical/Natural Science <sup>1</sup>	4			
		<hr/> 17			<hr/> 15
<b>FIRST YEAR TOTAL</b>		<b>34</b>	<b>SECOND YEAR TOTAL</b>		<b>31</b>
			<b>TOTAL SEMESTER HOURS</b>		
			<b>65</b>		

<sup>1</sup>For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

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

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

## Curriculum Guides

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### Forestry

Degree: Associate of Science

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

FIRST YEAR			SECOND YEAR		
<b>Fall Semester</b>			<b>Fall Semester</b>		
BIO 111	General Biology I	4	CST 102	Computer Concepts & Appl	3
CHE 101	Intro to Chem Principles OR		ECO 201	Principles of Economics I	3
CHE 121	General Chemistry I	4	ENG 231	Technical Writing	3
EDU 100	Orientation to College	1	HIS	History Sequence I <sup>1</sup>	3
ENG 101	Composition I	3	MAT 201	Probability & Statistics	3
MAT 130	Pre-Calculus	4		Humanities Elective <sup>1</sup>	3
PED	Physical Education	1			
		<hr/>			<hr/>
		17			18
<b>Spring Semester</b>			<b>Spring Semester</b>		
BIO 112	General Biology II	4	BIO 253	General Ecology	4
BIO 201	Environmental Science	3	ENG	Sophomore Literature <sup>1</sup>	3
ENG 102	Composition II	3	HIS	History Sequence II <sup>1</sup>	3
MAT 141	Calculus I	5	SPE 201	Basic Speech	3
PED	Physical Education	1		Humanities Elective <sup>2</sup>	3
		<hr/>			<hr/>
		16			16
<b>FIRST YEAR TOTAL</b>			<b>SECOND YEAR TOTAL</b>		
		33			34
			<b>TOTAL SEMESTER HOURS</b>		
					67

<sup>1</sup>For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

<sup>2</sup>Choose from PHL 101, 111 or 121.

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



## Curriculum Guides

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### Mass Communications

Degree: Associate of Arts Or  
Associate of Science

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

FIRST YEAR			SECOND YEAR		
<b>Fall Semester</b>			<b>Fall Semester</b>		
CST	Computer Science <sup>1</sup>	3	ENG	Sophomore Literature <sup>1</sup>	3
EDU 100	Orientation to College	1	HIS	History Sequence I <sup>1</sup>	3
ENG 101	Composition I	3	JRN 231	Writing for Mass Media	3
MAT	Mathematics <sup>1</sup>	3	JRN	Journalism Practicum	2
	Foreign Language <sup>2</sup>	3	PED	Physical Education	1
	Physical/ Natural Science <sup>1</sup>	4		Foreign Language <sup>2</sup>	3
		<hr/> 17			<hr/> 15
<b>Spring Semester</b>			<b>Spring Semester</b>		
ENG 102	Composition II	3	ENG	Sophomore Literature <sup>1</sup>	3
JRN 111	Intro to Mass Communications	3	HIS	History Sequence II <sup>1</sup>	3
JRN	Practicum	1	JRN	Journalism Elective <sup>1</sup>	3
PED	Physical Education	1		Foreign Language <sup>2</sup>	3
SPE 201	Basic Speech	3		Social Science Elective <sup>1</sup>	3
	Foreign Language <sup>2</sup>	3			
	Physical/Natural Science <sup>1</sup>	4			
		<hr/> 18			<hr/> 15
<b>FIRST YEAR TOTAL</b>		<b>35</b>	<b>SECOND YEAR TOTAL</b>		<b>30</b>
			<b>TOTAL SEMESTER HOURS</b>		<b>65</b>

<sup>1</sup>For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

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

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

## Curriculum Guides

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### Mathematics or Physical Science<sup>1</sup>

Degree: Associate of Science

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

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

<sup>1</sup>Follow the above curriculum for mathematics or physics emphasis.

<sup>2</sup>Students majoring in mathematics may substitute two semesters of biology.

<sup>3</sup>Students must check with transfer institution for appropriate course selection.

<sup>4</sup>Students may substitute other computer related courses with the approval of their academic advisor.

<sup>5</sup>Required for mathematics majors only.

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

## Curriculum Guides

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### Music<sup>1</sup>

Degree: Associate of Arts Or  
Associate of Science

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

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

FIRST YEAR			SECOND YEAR		
<b>Fall Semester</b>			<b>Fall Semester</b>		
EDU 100	Orientation to College	1	ENG	Sophomore Literature <sup>3</sup>	3
ENG 101	Composition I	3	HIS	History Sequence I <sup>3</sup>	3
MUS 010	Solo Class	0	MUS 010	Solo Class	0
MUS 110	Theory I	3	MUS 210	Theory III	3
MUS 111	Theory Practicum I	1	MUS 211	Theory Practicum III	1
MUS 230	Intro to Music Lit I <sup>2</sup>	3	MUS	Individual Instruction in Major	2
MUS	Individual Instruction in Major	2	MUS	Ensemble	1
MUS	Ensemble	1		Physical/Natural Science <sup>3</sup>	4
PED	Physical Education	1			
	Social Science Elective <sup>3</sup>	3			
		<hr/> 18			<hr/> 17
<b>Spring Semester</b>			<b>Spring Semester</b>		
ENG 102	Composition II	3	CST	Computer Science <sup>3</sup>	3
MAT	Mathematics <sup>3</sup>	3	HIS	History Sequence II <sup>3</sup>	3
MUS 010	Solo Class	0	MUS 010	Solo Class	0
MUS 120	Theory II	3	MUS 020	Recital	0
MUS 121	Theory Practicum II	1	MUS 220	Theory IV	3
MUS 240	Intro to Music Lit II <sup>2</sup>	3	MUS 221	Theory Practicum IV	1
MUS	Individual Instruction in Major	2	MUS	Individual Instruction in Major	2
MUS	Ensemble	1	SPE 201	Basic Speech	3
PED	Physical Education	1		Physical/Natural Science <sup>3</sup>	4
		<hr/> 17			<hr/> 19
<b>FIRST YEAR TOTAL</b>		<b>35</b>	<b>SECOND YEAR TOTAL</b>		<b>36</b>
			<b>TOTAL SEMESTER HOURS</b>		<b>71</b>

<sup>1</sup>Associate of Arts degree can be obtained by including six additional hours of the same foreign language.

<sup>2</sup>Offered every other year; student should be advised to take history the year Music Lit is not offered.

<sup>3</sup>Consult curriculum requirements at senior institution for appropriate course selection.

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

**Curriculum Guides**

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**Music Education**

Degree: Associate of Science

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

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

<b>FIRST YEAR</b>				<b>SECOND YEAR</b>		
<b>Fall Semester</b>				<b>Fall Semester</b>		
EDU 100	Orientation to College <sup>1</sup>	1		ENG	Sophomore Literature <sup>2</sup>	3
EDU 210	Human Development	3		HIS	History Sequence I <sup>2</sup>	3
ENG 101	Composition I	3		MUS 010	Solo Class	0
MAT	Mathematics <sup>2</sup>	3		MUS 210	Theory III	3
MUS 010	Solo Class	0		MUS 211	Theory Practicum III	1
MUS 110	Theory I	3		MUS	Individual Instruction in Major	1
MUS 111	Theory Practicum I	1		MUS	Ensemble	1
MUS	Individual Instruction in Major	2		PED	Physical Education	1
MUS	Ensemble	1			Physical/Natural Science <sup>2</sup>	4
	Elective <sup>1</sup>	3				
		20				17
<b>Spring Semester</b>				<b>Spring Semester<sup>3</sup></b>		
EDU 211	Educational Psychology	3		ART 142	Computer Art OR	
ENG 102	Composition II	3		CST	Computer Science	3
MUS 010	Solo Class	0		ENG	Sophomore Literature <sup>2</sup>	3
MUS 120	Theory II	3		HIS	History Sequence II <sup>2</sup>	3
MUS 121	Theory Practicum II	1		MUS 010	Solo Class	0
MUS	Individual Instruction in Major	2		MUS 020	Recital	0
MUS	Ensemble	1		MUS 220	Theory IV	3
PED	Physical Education	1		MUS 221	Theory Practicum IV	1
SPE 201	Basic Speech	3		MUS	Individual Instruction in Major	1
					Physical/Natural Science <sup>2</sup>	4
		17				18
<b>FIRST YEAR TOTAL</b>		<b>37</b>		<b>SECOND YEAR TOTAL</b>		<b>35</b>
				<b>TOTAL SEMESTER HOURS</b>		<b>72</b>

<sup>1</sup>Students transferring to Tennessee Technological University should take EDU 101.

<sup>2</sup>For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

<sup>3</sup>Students are encouraged to take Music Ensemble as an added elective during their fourth semester.

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



## Curriculum Guides

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### Pre-Engineering

Degree: Associate of Science

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

FIRST YEAR				SECOND YEAR			
<b>Fall Semester</b>				<b>Fall Semester</b>			
CHE 121	General Chemistry I	4		ESC 211	Statics <sup>5</sup>	3	
EDU 100	Orientation to College	1		HIS	History Sequence II <sup>3</sup>	3	
ENG 101	Composition I	3		MAT 241	Calculus III <sup>2</sup>	3	
ERG 161	Engineering Graphics <sup>1,6</sup>	3		PHY 211	Physics I <sup>4</sup>	4	
ESC 111	Survey of Engineering	1		PED	Physical Education	1	
MAT 141	Calculus I <sup>3</sup>	5			Humanities Elective <sup>3</sup>	3	
PED	Physical Education	1			Social Science Elective <sup>3</sup>	3	
			18				20
<b>Spring Semester</b>				<b>Spring Semester</b>			
CHE 122	General Chemistry II	4		ENG	Sophomore Literature <sup>3</sup>	3	
ENG 102	Composition II	3		ESC 112	Computer Aided Engineering	3	
HIS	History Sequence I <sup>3,6</sup>	3		ESC 212	Dynamics <sup>5</sup>	3	
MAT 142	Calculus II <sup>2</sup>	5		MAT 232	Differential Equations	3	
SPE 201	Basic Speech	3		PHY 212	Physics II <sup>4</sup>	4	
			18		Humanities Elective <sup>3</sup>	3	
							19
<b>FIRST YEAR TOTAL</b>		<b>36</b>		<b>SECOND YEAR TOTAL</b>		<b>39</b>	
				<b>TOTAL SEMESTER HOURS</b>		<b>75</b>	

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

<sup>2</sup>Students are advised to also take MAT 251; check with your advisor.

<sup>3</sup>For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

<sup>4</sup>Students planning to transfer to UT Knoxville should take PHY 205 and PHY 207.

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

<sup>6</sup>Students planning to transfer to UT Knoxville should take these courses in their sophomore year instead of freshman year.

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

## Curriculum Guides

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### Pre-Medicine Pre-Dentistry

Degree: Associate of Science

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

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

<sup>1</sup>For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

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

<sup>3</sup>Consult an advisor about substituting PHY 201, 202 for PHY 211, 212. Also check with the senior institution about most recent requirements.

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

## Curriculum Guides

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### Pre-Nursing

Degree: Associate of Science

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

<b>FIRST YEAR</b>		<b>SECOND YEAR</b>	
<b>Fall Semester</b>		<b>Fall Semester</b>	
CHE 101	Intro to Chemistry <sup>1</sup> 4	BIO 231	Human Anatomy & Physiology I 4
EDU 100	Orientation to College 1	CST	Computer Science <sup>3</sup> 3
ENG 101	Composition I 3	ENG	Sophomore Literature <sup>3</sup> 3
MAT 110	College Algebra <sup>2,3</sup> 3	HIS	History Sequence I <sup>3</sup> 3
PSY 101	General Psychology 3	PED	Physical Education 1
SOC 201	Intro to Sociology 3		Humanities Elective <sup>3</sup> 3
	17		17
<b>Spring Semester</b>		<b>Spring Semester</b>	
CHE 102	Organic and Biochemistry <sup>1</sup> 4	BIO 232	Human Anatomy & Physiology II 4
ENG 102	Composition II 3	BIO 222	Microbiology 3
HEC 131	Elementary Nutrition 2	HIS	History Sequence II <sup>3</sup> 3
MAT 115	Statistical Reasoning <sup>2,3</sup> 3	PED	Physical Education 1
PSY 220	Developmental Psychology 3	SPE 201	Basic Speech 3
	15		3
			17
<b>FIRST YEAR TOTAL</b>	<b>32</b>	<b>SECOND YEAR TOTAL</b>	<b>34</b>
		<b>TOTAL SEMESTER HOURS</b>	<b>67</b>

<sup>1</sup>Consult with an advisor for appropriate course selection. Some institutions require CHE 121 and 122.

<sup>2</sup>Students may take a higher level math course.

<sup>3</sup>For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

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

## Curriculum Guides

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### Pre-Pharmacy

Degree: Associate of Science

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

FIRST YEAR			SECOND YEAR		
<b>Fall Semester</b>			<b>Fall Semester</b>		
BIO 111	General Biology I	4	CHE 221	Organic Chemistry I	4
CHE 121	General Chemistry I	4	ENG	Sophomore Literature <sup>4</sup>	3
EDU 100	Orientation to College	1	HIS	History Sequence I <sup>4</sup>	3
ENG 101	Composition I	3	PHY 211	Physics I <sup>5</sup>	4
MAT 141	Calculus I <sup>1</sup>	5		Social Science Elective <sup>6</sup>	3
PED	Physical Education	1		Humanities Elective <sup>4</sup>	3
		<hr/>			<hr/>
		18			20
<b>Spring Semester</b>			<b>Spring Semester</b>		
BIO 112	General Biology II	4	CHE 222	Organic Chemistry II	4
CHE 122	General Chemistry II	4	HIS	History Sequence II <sup>4</sup>	3
CST 102	Computer Concepts & Appl <sup>2</sup>	3	PHY 212	Physics II <sup>5</sup>	4
ENG 102	Composition II	3	SPE 201	Basic Speech	3
MAT 115	Statistical Reasoning <sup>3</sup>	3		Humanities Elective <sup>4</sup>	3
PED	Physical Education	1			
		<hr/>			<hr/>
		18			17
<b>FIRST YEAR TOTAL</b>		<b>36</b>	<b>SECOND YEAR TOTAL</b>		<b>37</b>
			<b>TOTAL SEMESTER HOURS</b>		<b>73</b>

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

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

<sup>3</sup>Check with advisor and transfer institutions; some colleges require accounting.

<sup>4</sup>Students must check with transfer institution for appropriate course selection.

<sup>5</sup>Consult an advisor about substituting PHY 201, 202 for PHY 211, 212. Also check with the senior institution about most recent requirements.

<sup>6</sup>Psychology, sociology, economics, anthropology and political science are usually acceptable choices. Check with your advisor.

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

## Curriculum Guides

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### Pre-Veterinary

Degree: Associate of Science

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

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

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

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

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

<sup>3</sup>Students may substitute other computer related courses with the approval of their academic advisor.

<sup>4</sup>Students must check with transfer institution for appropriate history sequence.

<sup>5</sup>Consult an advisor about substituting PHY 201, 202 for PHY 211, 212. Also check with the senior institution about most recent requirements.

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

### Curriculum Guides

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### Secondary Education

Degree: Associate of Science

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

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

<sup>1</sup>For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

<sup>2</sup>Electives should be taken in areas of certification.

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

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

## Curriculum Guides

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### Social Science

Degree: Associate of Arts Or  
Associate of Science

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

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

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

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

<sup>3</sup>At least 12 hours of social science should be taken at the 200 level.

<sup>4</sup>For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

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

### Curriculum Guides

*Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 69.***

### Special Education

Degree: Associate of Science

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

FIRST YEAR		SECOND YEAR	
<b>Fall Semester</b>		<b>Fall Semester</b>	
EDU 100	Orientation to College 1	EDU 232	Field Experiences II 2
EDU 101	Intro to Teaching Profession 2	ENG	Sophomore Literature <sup>1</sup> 3
EDU 210	Human Development 3	HIS	History Sequence I <sup>1</sup> 3
ENG 101	Composition I 3	MAT	Mathematics <sup>1</sup> 3
PED	Physical Education 1	PSY 110	General Psychology 3
	Social Science Elective <sup>1</sup> 3	SPE 201	Basic Speech 3
	Physical/Natural Science <sup>1</sup> 4		
	17		17
<b>Spring Semester</b>		<b>Spring Semester</b>	
EDU 111	Intro to Educating Except Child 2	ART 142	Computer Art OR 3
EDU 211	Educational Psychology 3	CST	Computer Science <sup>1</sup> 3
EDU 231	Field Experiences I 2	ENG	Sophomore Literature <sup>1</sup> 3
ENG 102	Composition II 3	HEA 221	Safety and First Aid 3
MUS 130	Music Appreciation 3	HIS	History Sequence II <sup>1</sup> 3
PED	Physical Education 1	MAT	Mathematics <sup>1</sup> 3
	Physical/Natural Science <sup>1</sup> 4		Social Science Elective <sup>1</sup> 3
	18		18
<b>FIRST YEAR TOTAL</b>	<b>35</b>	<b>SECOND YEAR TOTAL</b>	<b>35</b>
		<b>TOTAL SEMESTER HOURS</b>	<b>70</b>

<sup>1</sup>For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

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



## Curriculum Guides

*Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. Actual RSCC degree requirements appear on page 69.*

### Wildlife and Fisheries

Degree: Associate of Science

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

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

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

<sup>2</sup>For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

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

### Removal of Entrance Deficiencies

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

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

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

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Roane State serves a diversity of ages, interests and needs.

Leslie Richesin (left) and Dale Ward work together on a project at the Loudon County Higher Education Center.

Richesin took the computer class to meet a curriculum requirement; Ward enrolled to learn more about his home computer.

## ASSOCIATE OF APPLIED SCIENCE MINIMUM DEGREE REQUIREMENTS

### CORE CURRICULUM FOR CAREER PREPARATION PROGRAMS

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

<b>Areas</b>	<b>Courses</b>
Oral Communications	1 course
Written Communications	1 course
Mathematics	1 course
Humanities/Fine Arts*	1 course
Social or Behavioral Science**	1 course
Natural Science (or additional Math)	1 course
Computer Instruction	1 course
Orientation to College***	<u>1 course</u>
	CORE TOTAL (varies)
	TECHNICAL SPECIALTY 32 hours minimum
	TOTAL DEGREE 60 hours minimum

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

\*\*Two courses are recommended.

\*\*\*Except for selected Health Science programs.

## CAREER PREPARATION ASSOCIATE OF APPLIED SCIENCE DEGREE

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

**A.A.S. BUSINESS MANAGEMENT TECHNOLOGY**

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

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

<b>FIRST YEAR</b>			<b>SECOND YEAR</b>		
<b>Fall Semester</b>			<b>Fall Semester</b>		
BUS 101	Introduction to Business	3	BUS 225	Federal Income Tax - Personal	3
BUS 221	Principles of Accounting I	3	BUS 233	Intermediate Accounting	4
BUS 111	Business Math	3	BUS 227	Fund Accounting	3
ENG 101	Composition I	3	MAT 110	College Algebra	3
CST 102	Computer Concepts and Applications	3	OR		
EDU 100	Orientation to College	1	MAT 121	Calculus for Business	
			ECO 201	Economics I	3
			BUS 257	Microcomputing	
				Accounting Applications II	2
		16			18
<b>Spring Semester</b>			<b>Spring Semester</b>		
BUS 281	Management and Supervision I	3	BUS 226	Federal Income Tax - Business	3
SPE 201	Basic Speech	3	BUS 224	Cost Accounting	3
	OR		BUS 251	Legal Environment for Business	3
SPE 221	Business and Professional Speaking	3	MAT 115	Statistical Reasoning	3
CST 135	Introduction to Spreadsheets	3	OR		
BUS 222	Principles of Accounting II	3		Math/Natural Science Elective	
BUS 255	Microcomputing	3		Humanities Elective	3
	Accounting Appl. I	3		Social Science Elective	3
BUS 273	Marketing	3			
		18			18
<b>FIRST YEAR TOTAL</b>		<b>34</b>	<b>SECOND YEAR TOTAL</b>		<b>36</b>
			<b>TOTAL SEMESTER HOURS</b>		<b>70</b>

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

## A.A.S. BUSINESS MANAGEMENT TECHNOLOGY BANKING OPTION

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

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

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

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

<sup>1</sup>ART 142 is the recommended Humanities elective for Computer Science majors.

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

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

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



### A.A.S. BUSINESS MANAGEMENT TECHNOLOGY INSURANCE OPTION

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

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

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

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

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

<b>FIRST YEAR</b>		<b>SECOND YEAR</b>	
<b>Fall Semester</b>		<b>Fall Semester</b>	
EDU 100	Orientation to College 1	CST 156	Beginning Internet 3
BUS 210	Intro. to Quality 3	BUS 261	Psych Aspects of Mgmt. 3
BUS 111	Business Math 3	ECO 201	Economics I 3
ENG 101	Composition I 3	BUS 281	Management & Supervision I 3
MAT 110	College Algebra 3	BUS 214	Kaizen 3
PED	Physical Education Elective 1		Social Science Elective 3
	14		18
<b>Spring Semester</b>		<b>Spring Semester</b>	
BUS 213	Attaining World Class 3	BUS 217	Quality Systems 3
BUS 230	Quality Seminar: Teaming 3	BUS 290	BASIC SPC 3
ENG 102	Composition II OR 3	BUS 282	Management & Supervision II 3
ENG 231	Technical Writing 3	SPE 201	Basic Speech 3
MAT 115	Statistical Reasoning 3		BUS, ECO, OR Coop Elective 3
CST 102	Computer Concepts & Appl. 3		Humanities Elective 3
PED	Physical Education Elective 1		
	16		18
<b>TOTAL FIRST YEAR 30</b>		<b>TOTAL SECOND YEAR 36</b>	
		<b>TOTAL SEMESTER HOURS 66</b>	

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

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

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

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

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

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

**A.A.S. ENVIRONMENTAL HEALTH TECHNOLOGY**

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

<b>FIRST YEAR</b>			<b>SECOND YEAR</b>		
<b>Fall Semester</b>			<b>Fall Semester</b>		
CHE 121	General Chemistry I	4	BIO 111	General Biology I	4
CST 102	Computer Concepts & Appl.	3	EHT 111	Environmental Instru. I	3
EDU 100	Orientation to College	1	EHT 230	Industrial Hygiene & Safety II	3
EHT 120	Waste Mgmt. & Poll Prev.	3	GEO 161	General Geology I	4
ENG 101	Composition I	3	GIT 101	Intro. to GIS	3
MAT 110	College Algebra	3			
		<hr/>			<hr/>
		17			17
<b>Spring Semester</b>			<b>Spring Semester</b>		
CHE 122	General Chemistry II	4	BIO 112	General Biology II	4
EHT 130	Industrial Hygiene & Safety	3		OR	
GGY 221	Environmental Science	3	BIO 253	General Ecology	
SPE	Speech Elective	3	EHT 201	Environmental Law	3
	Humanities Elective	3	EHT 211	Safety and Emer Response	3
		<hr/>	EHT 222	Environmental Instru. II	3
		16	EHT 215	Appl. Rad Control Tech	3
					<hr/>
					16
			<b>Summer Semester</b>		
			EHT 242	Internship*	4
			MAT 115	Statistical Reasoning	3
					<hr/>
			TOTAL SEMESTER		3-7
<b>FIRST YEAR TOTAL</b>		<b>33</b>	<b>SECOND YEAR TOTAL</b>		<b>36-40</b>
			<b>TOTAL SEMESTER HOURS</b>		<b>69-73</b>

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

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

### A.A.S. GENERAL TECHNOLOGY

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

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

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

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

<sup>2</sup>Students should contact their academic advisors for appropriate electives.

**HEALTH SCIENCE A.A.S. PROGRAMS**

**Admission to the Programs**

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

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

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

**Program Deadlines**

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

<b>Program</b>	<b>Deadline</b>
Dental Hygiene Technology	Third Friday in January
Diagnosis & Procedural Coding	July 15
Emergency Medical Technology	Call (423) 539-6904
Health Information Technology	Last working day in May
Medical Laboratory Technology	Last working day in May
Medical Transcription	July 15
Nursing	Third Friday in January
Occupational Therapy Assistant	Third Friday in January
Opticianry	Last working day in May
Phlebotomy	July 15

Physical Therapist Assistant	Third Friday in January
Polysomnography	July 15
Radiologic Technology	Third Friday in January
Respiratory Therapy Technology	Last working day in May
Somatic (Massage) Therapy	Last working day in May

Incomplete applications will not be processed. Any applications received after the deadline will be considered by the Health Science Admissions Committee on a space available basis. It is the student's responsibility to assure that all records and documentation are received by the deadline.

### Retention Policies

A student must maintain the following standards or he/she will be dismissed from his/her respective program:

1. A grade of "C" or better in each specialty course.
2. Completion of specialty courses as specified by the degree checklist.  
A student must be able to complete courses with the class in which he/she was admitted. A student who cannot graduate with the class in which he/she was admitted will be dropped from that class and must re-apply to a subsequent class.
3. Evidence of malpractice insurance and physical examination prior to clinical training.
4. Be physically and mentally capable of performing the essential functions of the program as defined in each Health Science program's Core Performance Standards.

### Readmission Procedures

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

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

### A.A.S. DENTAL HYGIENE TECHNOLOGY

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

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

1. The number of required science courses (BIO 222, 231, 232; CHE 101) completed.
2. The student's GPA for required science courses completed.
3. Work experience in the field of Dentistry. If work experience is to be considered, the applicant must bring to the interview a current resume with permission to contact employers. If the applicant is a Certified and/or Registered Dental Assistant, a copy of Certification and/or Registration must be brought to the interview. It is highly recommended that applicants without work experience in dentistry spend time observing a dental hygienist. During this observation, the applicant should gain a full understanding of the dental hygienist's duties and responsibilities, as well as an understanding of OSHA regulations on bloodborne pathogens. All observation time should be completed prior to the interview.
4. Results of a personal interview. Interviews will be granted only to applicants who have met the minimum requirements for admission to the Health Science programs. Interviews will be conducted during the latter part of the spring semester. After the applicant's files have been reviewed, the interviews are scheduled by telephone. It is the applicant's responsibility to make certain that we have work and/or home telephone numbers that will be current for this time period. If your telephone number or numbers have changed from those provided on your Health Science application, you must send the changes in a timely manner to the DHT program director at 728 Emory Valley Road, Oak Ridge, TN 37830.

**All DHT courses must be taken in sequence.** All required science courses (BIO 222, 231, 232; CHE 101) must be taken in the sequence listed in the curriculum if applicant is admitted to the program **OR** any of the courses may be completed prior to the beginning of the program in August. Admission to the DHT program is required prior to enrolling in any DHT courses. All DHT courses are taught on the Oak Ridge Campus.

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

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

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



**FIRST YEAR****Fall Semester**

ENG 101	Composition I	3
BIO 231	Human Anatomy & Physiology I	4
CHE 101	Intro. to Chemical Principles	4
DHT 101	Preclinical Dental Hygiene	5
DHT 111	Dental Science I	3
		<hr/>
		19

**Spring Semester**

BIO 232	Human Anatomy & Physiology II	4
DHT 112	Dental Science II	3
DHT 121	Clinical Dental Hygiene I	2
DHT 132	Dental Radiography	3
DHT 141	Principles of Dental Hygiene I	3
DHT 161	Biochemistry & Nutrition	3
		<hr/>
		18

**TOTAL FIRST YEAR 47****Summer Semester**

MAT 103	Mathematics for the Health Sciences <sup>1</sup>	3
DHT 133	General & Oral Pathology	4
DHT 171	Dental Materials	3
		<hr/>
		10

<sup>1</sup>Higher level math course may be substituted.<sup>2</sup>PHL 231 Medical Ethics recommended.**SECOND YEAR****Fall Semester**

BIO 222	Microbiology	3
PSY	Psychology Elective	3
SPE 201	Basic Speech Communication	3
DHT 201	Pharmacology & Pain Control	3
DHT 221	Clinical Dental Hygiene II	3
DHT 241	Principles of Dental Hygiene II	1
DHT 251	Periodontology	1
		<hr/>
		17

**Spring Semester**

CST 102	Computer Concepts & Appl.	3
SOC	Sociology Elective	3
DHT 211	Dental Hygiene Seminar	2
DHT 212	Community Health	3
DHT 222	Clinical Dental Health III	3
DHT 242	Principles of Dental Hygiene III	1
	Humanities Elective/Medical Ethics <sup>2</sup>	3
		<hr/>
		18

**SECOND YEAR TOTAL 35****TOTAL SEMESTER HOURS 82**

Students pursuing this option will be advised by the Health Science Department.

**Program Deadline: Third Friday in January.**

**A.A.S. HEALTH INFORMATION TECHNOLOGY\***  
**(Formerly Medical Record Technology)**  
**Diagnosis and Procedural Coding Technical Certificate**

The Health Information Technology program emphasizes specialized skills in the management of health information. The medical record technician ensures completeness, accuracy and efficiency in the management of health information in all healthcare settings maintaining patient information. Two educational options are available in the one plus one program format. The student completes the first two semesters to obtain the Diagnosis and Procedural Coding Certificate. At the end of the first two semesters, the student may apply to continue through the second year and earn the Associate of Applied Science Degree and then be eligible to sit for the national certification examination to become an Accredited Record Technician.

The degree program is accredited by the committee on Accreditation of Allied Health Education Programs (CAAHEP), in collaboration with the American Health Information Management Association's (AHIMA) Council on Accreditation.

Students desiring admission must complete a Health Science Application and will be required to attend an orientation session. Students applying for continuance into the degree program will be evaluated based upon grades obtained in the first two semesters. Application of didactic instruction is provided through clinical education in area health facilities. Program professional courses (HIT) are primarily taught on the Roane County campus; however, occasional HIT courses may be taught at other sites.

<b>FIRST YEAR</b>				<b>SECOND YEAR</b>			
<b>Fall Semester</b>				<b>Fall Semester</b>			
BIO	231	Anatomy & Physiology I	4	BUS	281	Management & Supervision	3
HIT	102	Intro. to Health Information	3	HIT	113	Legal Aspects of Health Info	2
HIT	103	Coding & Classification Systems	3	HIT	222	Pathology & Clinical Interpretations	4
HIT	105	Medical Terminology	4	HIT	231	Directed Practice I	3
				HIT	251	Coding for Reimbursement	4
				HIT	252	Quality Resource Management	2
			14				18
<b>Spring Semester</b>				<b>Spring Semester</b>			
BIO	232	Anatomy & Physiology II	4	HIT	106	Health Data Systems	3
HIT	130	CPT Coding	3	HIT	121	Medical Transcription	2
HIT	140	Medical Office Procedures	2	HIT	221	Adv. Health Info Procedures	3
				HIT	241	Health Info Computer Appl.	2
				HIT	232	Directed Practice II	4
			9				14
		TOTAL for Certificate	23				
<b>Summer Semester</b>				<b>Summer Semester</b>			
CST		Computer Science Elective	3	SPE	201	Basic Speech Communication	3
ENG	101	Composition I	3			Humanities Elective	3
MAT	103	Math for Health Sciences	3			Social Science Elective	3
			9				9
		<b>TOTAL FIRST YEAR</b>	<b>32</b>			<b>TOTAL SECOND YEAR</b>	<b>41</b>
						<b>TOTAL SEMESTER HOURS</b>	<b>73</b>

**Program Deadline: Last working day in May.**

\*Health Information Technology is a two-year program and Diagnosis and Procedural Coding is a one-year certificate.

## A.A.S. MEDICAL LABORATORY TECHNOLOGY

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

The curriculum is designed in a 1+1 format — first year for prerequisites and second year for medical laboratory courses. All first year prerequisites must be completed prior to being considered for admission into the second year. There is an open admissions policy for enrolling in the pre-MLT classes. The second year lasts for approximately 11 months — August to July of the next year. Classes taken the second year must be taken in sequence and require a full course load.

Selection for the second year will be based on GPA in the prerequisites, with special consideration given to anatomy and physiology, chemistry, microbiology, and algebra grades. Students not accepted can apply for the following year or seek advisement on other career options.

<b>FIRST YEAR</b>			<b>SECOND YEAR</b>		
<b>Fall Semester</b>			<b>Fall Semester</b>		
BIO 231	Human Anatomy and Physiology I	4	MLT 122	Microbiology and Parasitology	5
CHE 121	General Chemistry I	4	MLT 213	Clinical Chemistry	5
ENG 101	Composition I	3	MLT 222	Immunology and Immunohematology	5
MAT 110	College Algebra <sup>1</sup>	3	MLT 202	Hematology and Coagulation	5
CST 102	Computer Concepts & Appl.	3			
		17			20
<b>Spring Semester</b>			<b>Spring Semester</b>		
BIO 232	Human Anatomy and Physiology II	4	MLT 263	Seminar I	3
BIO 222	Microbiology	3	MLT 253	Clinical Education I Speech Elective <sup>2</sup>	7 3
CHE 122	General Chem II	4	MLT 254	Clinical Educ. II	7
MLT 105	Introduction to the Medical Laboratory	4			
		15			20
<b>Summer Semester</b>			<b>Summer Semester</b>		
	Social Science Elec.	3	MLT 255	Clinical Education III	6
	Humanities Elec.	3	MLT 264	Seminar II	1
		6			7
<b>TOTAL FIRST YEAR</b>		<b>38</b>	<b>TOTAL SECOND YEAR</b>		<b>47</b>
			<b>TOTAL SEMESTER HOURS</b>		<b>85</b>

<sup>1</sup>Higher level math course may be substituted.

<sup>2</sup>Speech elective may be chosen from the following: SPE 201, 211, or 221.

Students pursuing this option will be advised by the Health Science Department.

**Program Deadline: Last working day in May.**

## MEDICAL LABORATORY TECHNOLOGY (FOR MLT-C GRADUATES)

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

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

### MLT Credit by Transfer

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

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

### MLT Credit by Proficiency

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

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

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

### The following courses are required:

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

Students pursuing this option will be advised by the Health Science Department.

### A.A.S. OCCUPATIONAL THERAPY ASSISTANT

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

ADMISSION TO THE OTA PROGRAM IS REQUIRED PRIOR TO TAKING ANY OTA COURSES, with the exception of OTA 104 which has an open admissions policy. Twenty-four (24) hours of volunteer or work experience with an occupational therapist or an occupational therapy assistant is required prior to admission to the program. A form evaluating and verifying 24 volunteer hours must be submitted to the OTA department **BY THE SUPERVISOR** prior to the application deadline. An interview will be offered the top 40 candidates. Admission to the program is competitive and meeting minimum requirements does not guarantee acceptance. Those not accepted can apply for the following year or seek advisement on other possible career options. **The program is designed to be taken in sequence, individual circumstances may permit variations.** All OTA courses are taught on the Oak Ridge Campus. **All** admissions material must be submitted by the third Friday of January for the following fall semester. Students that turn materials in after this deadline cannot be considered for admission.

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-AOTA. Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the American Occupational Therapy Certification Board (AOTCB). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the AOTCB Certification Examination.

NOTE: All OTA students must complete Level II Fieldwork within 18 months following completion of academic preparation.

**OCCUPATIONAL THERAPY ASSISTANT**

<b>FIRST YEAR</b>		<b>SECOND YEAR</b>	
<b>Summer Semester</b>		<b>Summer Semester</b>	
BIO 231 Human Anatomy & Physiology I	4	OTA 220 Psychological Fieldwork <sup>2</sup>	6
ENG 101 Composition I	3		6
	7		6
<b>FIRST YEAR</b>		<b>SECOND YEAR</b>	
<b>Fall Semester</b>		<b>Fall Semester</b>	
OTA 102 Intro. to Occupational Therapy	2	OTA 210 Theory & Treatment of Physical Dysfunction	5
OTA 103 Therapeutic Activities	4	OTA 216 Pediatric Theory and Treatment	5
BIO 232 Human Anatomy & Physiology II	4	OTA 217 Level I Physical Disability Fieldwork	2
PTA 121 Kinesiology	3	MAT 103 Mathematics for the Health Sciences <sup>3</sup>	3
PSY 221 Developmental Psychology	3	Humanities Elective	3
EDU 100 Orientation to College	1		18
OTA 104 Rehabilitation Communication <sup>1</sup>	2		
	19		18
<b>Spring Semester</b>		<b>Spring Semester</b>	
OTA 110 Theory & Treatment of Psychosocial Dysfunction	5	OTA 220 Psychological Fieldwork <sup>2</sup>	6
PSY 213 Abnormal Psychology	3	OTA 225 Physical Disability Fieldwork	6
OTA 115 Level I Psychosocial Fieldwork	2	OTA 212 OTA Practice Management	2
OTA 116 Neurological Theory & Treatment	3		
OTA 104 Rehabilitation Comm <sup>1</sup>	2		
CST 102 Computer Concepts & Appl. Speech Elective	3		
	21		14
<b>TOTAL FIRST YEAR</b>	<b>45</b>	<b>TOTAL SECOND YEAR</b>	<b>32</b>
		<b>TOTAL SEMESTER HOURS</b>	<b>77</b>

<sup>1</sup>May be taken in either the fall or spring semester.

<sup>2</sup>May be taken in either the spring or summer semester.

<sup>3</sup>Higher level math course may be substituted.

Students pursuing this option will be advised by the Health Science Department.

**Program Deadline: Third Friday in January.**

### A.A.S. OPTICIANRY

The Opticianry program is a two-year associate of applied science degree career preparation program. Graduates of this program will be eligible to sit for the Tennessee State Board Examination in Ophthalmic Dispensing and the national board certification examinations. The total educational program will include general studies, technical, and field work components.

Opticians design and fit glasses, contact lenses and other specialized optical devices, based on the doctor's prescription and the patient's visual needs. Fashion is also a factor in designing eyewear.

The Opticianry program is nationally accredited by the Commission on Opticianry Accreditation.

Admission to the program is required prior to enrolling in any OPT course. Courses must be taken in sequence. All professional opticianry courses are taught at the main campus in Harriman.

<b>FIRST YEAR</b>		<b>SECOND YEAR</b>	
<b><u>Fall Semester</u></b>		<b><u>Fall Semester</u></b>	
OPT 101	Intro. to Opticianry	5	
OPT 143	Anatomy & Physiology of the Eye	5	
ENG 101	Composition I	3	
MAT 110	College Algebra <sup>1</sup>	3	
EDU 100	Orientation to College	1	
		17	
<b><u>Spring Semester</u></b>		<b><u>Spring Semester</u></b>	
OPT 110	Ophthalmic Dispensing I	4	
OPT 120	Ophthalmic Materials I	4	
OPT 130	Contact Lenses I	4	
OPT 123	Geometric Optics for Opticians	3	
	Humanities Elective	3	
		18	
<b><u>Summer Semester</u></b>			
OPT 140	Practicum	3	
SPE	Speech Elective	3	
	Social Science Elective	3	
		9	
<b>TOTAL FIRST YEAR</b>		<b>44</b>	
			<b>18</b>
			<b>16</b>
			<b>34</b>
			<b>78</b>

<sup>1</sup>Higher level math course may be substituted.

<sup>2</sup>Business elective may be chosen from the following: BUS 221, 278 or 281.

Students pursuing this option will be advised by the Health Science Department.

**Program Deadline: Last working day in May.**

### **A.A.S. PHYSICAL THERAPIST ASSISTANT**

This program prepares students with the necessary knowledge and skills to assist in the treatment and testing of physical therapy patients under the supervision of a registered physical therapist. Training includes the use of exercise, therapeutic modalities and special treatment procedures in classroom, laboratory and clinical settings. This program is accredited by the Commission on Accreditation in Physical Therapy Education.

The curriculum is designed in a new 1+1 format - first year for prerequisites and second year for physical therapy courses. All first-year prerequisites (PRE-PTA status) must be completed prior to being considered for admission into the second year. There is an open admissions policy for enrolling in the PRE-PTA classes. The second year (PTA STATUS) lasts one calendar year — August to August of the next year. Classes taken the second year must be taken in sequence and require a full course load.

Selection for the second year will be based on GPA in the prerequisites, anatomy and physiology grades, physical therapy tech work experience, and documentation and rating on physical therapy observation experience (40 hours are required). An interview will be offered the top 40 applicants. A maximum of twenty-four students will be selected to enter the second year. Those not accepted can apply for the following year or seek advisement on other possible career options.

All admission materials except Spring grades (i.e. Spring 1999 for Fall 1999 acceptance) should be submitted by the third Friday of January for the following fall semester. Spring grades need to be received by June 1. Students that turn materials in after these deadlines cannot be considered for admission.

Here are some other things to keep in mind for the second year. Clinical courses during the second year might require travel to other cities for extended periods of time at the student's expense. Once accepted into the second year, it is the student's responsibility to maintain certification in CPR. This can be done through the Red Cross and/or American Heart Association.

All second year PTA classes are taught at the Emory Valley site of the Oak Ridge Branch Campus.

NOTE: The academic year 1997-98 will be the transition year. Second-year students (under the old two-year integrated format) will graduate in May of 1998. The students accepted Spring 1997 (under the new 1+1 format) will complete all prerequisites during Fall 1997 and Spring 1998 semesters. The first 1+1 class will begin Fall 1998 and graduate in August 1999. This transition plan will allow graduation of one class per year.



## A.A.S. PHYSICAL THERAPIST ASSISTANT 1+1 CURRICULUM

PRE-PTA STATUS FIRST YEAR			PTA STATUS SECOND YEAR		
<b>Fall Semester</b>			<b>Fall Semester</b>		
BIO 231	Anatomy & Physiology I	4	PTA 121	Kinesiology	3
CST 102	Computer Concepts & Appl.	3	PTA 141	Patient Care Techniques	4
ENG 101	Composition I	3	PTA 151	Therapeutic Modalities	5
EDU 100	Orientation*	1	PTA 237	Clinical Preparation	2
PTA 102	Intro. to P.T.**	2	PTA 249	Clinical Education I	3
OTA 104	Rehab. Communication**	2			
	Social Science Elective	3			
		16-18			17
<b>Spring Semester</b>			<b>Spring Semester</b>		
BIO 232	Anatomy & Physiology II	4	PTA 232	Assessment Skills	1
MAT 110	College Algebra OR	3		(to be completed one week prior to classes starting)	
MAT 103	Math for Health Sciences		PTA 235	Advanced P.T. Procedures I	6
OTA 104	Rehab. Communication**	2	PTA 236	Advanced P.T. Procedures II	6
PTA 102	Intro. to P.T.**	2	PTA 214	Treatment of Medical/ Surgical Conditions	3
	Speech Elective	3			
	Humanities Elective	3			
	Physical Educ. Elective	1			
		16-18			16
<b>Summer Semester</b>			<b>Summer Semester</b>		
			PTA 254	Clinical Education II	5
			PTA 255	Clinical Education III	5
			PTA 244	Seminar	1
					11
<b>TOTAL FIRST YEAR</b>		<b>32</b>	<b>TOTAL SECOND YEAR</b>		<b>44</b>
			<b>TOTAL SEMESTER HOURS</b>		<b>75-76</b>

\*1st time student.

\*\*May be taken in either the fall or spring semester.

Students pursuing this option will be advised by the Health Science Department.

**Program Deadline: Third Friday in January.**

### A.A.S. RADIOLOGIC TECHNOLOGY

The radiographer is a healthcare professional that performs radiographic procedures that provide information to assist in the diagnosis and treatment of the patient. The Radiologic Technology Program consists of six semesters of full-time study which includes supervised clinical course work in a radiology department. The clinical courses include assignments during the intersessions between semesters. The program is affiliated with 11 area hospitals and clinics. Each student is assigned to one of the seven hospitals for their two years of clinical course work. Clinical assignments are based on proximity to the student's home.

Applicants for the program may begin working on the general education courses at any time. Official acceptance to the program is required prior to enrollment in the professional courses. The professional courses must be taken in sequence and are offered only at the Oak Ridge Branch Campus. Remedial and developmental courses need to be completed prior to entering the program.

Applicants are encouraged to spend a minimum of **4 hours** of observation time in a radiology department. Students that provide a letter of documentation of the observation time to the program director will be given special consideration. Special consideration will also be given to those applicants that make an A or B in required science courses.

The program is accredited by the Joint Review Committee on Education in Radiologic Technology. Graduates of the program are eligible to take the certification examination administered by the American Registry of Radiologic Technologists.

<b>FIRST YEAR</b>				<b>SECOND YEAR</b>			
<b>Fall Semester</b>				<b>Fall Semester</b>			
BIO 231	Human Anatomy and Physiology I	4		RDT 205	Clinical Education IV	8	
ENG 101	Composition I	3		RDT 212	Radiographic Procedures IV	3	
RDT 102	Introduction to Radiologic Technology	4		RDT 225	Radiation Physics	3	
RDT 103	Image Analysis I	1		RDT 230	Image Analysis IV	1	
RDT 105	Clinical Education I	6		SPE 201	Basic Speech Communication	3	
RDT 111	Radiographic Procedures I	3					
		21				18	
<b>Spring Semester</b>				<b>Spring Semester</b>			
BIO 232	Human Anatomy and Physiology II	4		RDT 222	Radiation Protection	2	
MAT 103	Mathematics for the Health Sciences <sup>1</sup>	3		RDT 226	Radiologic Science I	4	
RDT 109	Clinical Education II	6		RDT 235	Clinical Education V	9	
RDT 110	Image Analysis II	1			Social Science Elective	3	
RDT 112	Radiographic Procedures II	3			Humanities Elective	3	
RDT 122	Exposure Technique	4					
		21				21	
<b>Summer Semester</b>				<b>Summer Semester</b>			
RDT 115	Clinical Education III	3		RDT 227	Radiologic Science II	2	
RDT 130	Radiographic Processing	2		RDT 250	Clinical Education VI	4	
RDT 203	Image Analysis III	1					
RDT 210	Radiographic Procedures III	2					
	Computer Science Elective	3					
		11				6	
<b>TOTAL FIRST YEAR</b>		<b>53</b>		<b>TOTAL SECOND YEAR</b>		<b>45</b>	
				<b>TOTAL SEMESTER HOURS</b>		<b>98</b>	

<sup>1</sup>Higher level math course may be substituted.

Students pursuing this option will be advised by the Health Science Department.

**Program Deadline: Third Friday in January.**

**ADVANCED STANDING**  
**A.A.S. RADIOLOGIC TECHNOLOGY**  
**(For Registered Technologists)**

This program is designed for the technologist that is registered with the American Registry of Radiologic Technologists and is seeking to complete a degree in Radiologic Technology. Applicants must apply to the Health Science Admissions Committee for official acceptance to the program.

Applicants accepted to the program will be given course credit for the following Radiologic Technology courses after submitting a copy of the ARRT certificate to the program director and completion of the Credit by Proficiency form available in the Records Office:

The following courses will be assigned course equivalency:

RDT 102	Introduction to Radiologic Technology	4
RDT 103	Image Analysis I	1
RDT 105	Clinical Education I	6
RDT 109	Clinical Education II	6
RDT 110	Image Analysis II	1
RDT 111	Radiographic Procedures I	3
RDT 112	Radiographic Procedures II	3
RDT 115	Clinical Education III	3
RDT 122	Exposure Technique	4
RDT 130	Radiographic Processing	2
RDT 203	Image Analysis III	1
RDT 205	Clinical Education IV	8
RDT 210	Radiographic Procedures III	2
RDT 212	Radiographic Procedures IV	3
RDT 222	Radiation Protection	2
RDT 225	Radiation Physics	3
RDT 226	Radiologic Science I	4
RDT 227	Radiologic Science II	2
RDT 230	Image Analysis IV	1
RDT 235	Clinical Education V	9
RDT 250	Clinical Education VI	4

The following courses are required:

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

Students pursuing this option will be advised by the Health Science Department.

## A.A.S. RESPIRATORY THERAPY TECHNOLOGY RESPIRATORY CARE

The Respiratory Care program prepares an individual to perform the staff responsibilities of the respiratory care profession. General education courses and respiratory care courses which include supervised clinical experience in area hospitals make up the building blocks of this exciting curriculum. Graduates are eligible to take the credentialing examinations offered by the National Board of Respiratory Care. The AAS Respiratory Care Technology degree program is accredited by CAAHEP and JRCRTE, committees on Allied Health and Education.

Along with the general entrance requirements for the Health Science programs, the applicants for Respiratory Care must also complete ten (10) hours of observation in designated respiratory therapy departments. **Please contact the program director for more information.** The completed forms from the observation time must be sent back to the program director prior to the application deadline—the third Friday in January. The forms may be obtained from the Health Science Office or Respiratory Care faculty.

At the beginning of fall semester, students that have been admitted into the program must attend an orientation to the Respiratory Care program prior to the first day of class. Students must submit physical examination forms and proof of CPR certification at this time. Students who fail to attend orientation or submit physical examination forms and CPR verification will be dropped from the program. All RTT courses are taught at the Harriman campus.

All students must pass the mock written registry and clinical simulation examinations to graduate from RSCC.

## RESPIRATORY THERAPY TECHNOLOGY

The following courses will be required prior to taking RTT 114.

MRT	105	Medical Terminology <sup>1</sup>	4
ENG	101	Composition I	3
BIO	231	Human Anatomy & Physiology I	4
MAT	110	College Algebra (or higher level math course)	3
			14

### FIRST YEAR

#### Fall Semester

BIO	232	Human Anatomy & Physiology II	4
CHE	121	General Chemistry I	4
RTT	114	Respiratory Care I	3
RTT	115	Respiratory Clinics I	1
NSG	116	Pharmacology In Nursing I <sup>2</sup>	2
			14

#### Spring Semester

BIO	222	Microbiology	3
RTT	121	Cardiopulmonary-Renal Anatomy & Physiology	4
RTT	131	Pathology of Respiratory Diseases I	2
RTT	116	Respiratory Care II	3
RTT	117	Respiratory Clinics II Speech Elective	3
NSG	117	Pharmacology in Nursing II <sup>2</sup>	1
			19

#### Summer Semester

RTT	231	Pathology of Respiratory Diseases II	2
RTT	214	Respiratory Care III	3
RTT	215	Respiratory Clinics III	5
RTT	253	Pulmonary Function Methodology Humanities Elective	3
			3
			16
NSG	126	Pharmacology in Nursing <sup>2</sup>	3

**TOTAL FIRST YEAR                    49**

### SECOND YEAR

#### Fall Semester

RTT	216	Respiratory Care IV	3
RTT	217	Respiratory Clinics IV	5
RTT	241	Neonatal and Pediatric Respiratory Care I	2
RTT	260	Hemodynamics and Rhythms Social Science Elective	3
			16

#### Spring Semester

RTT	218	Respiratory Care V	3
RTT	219	Respiratory Clinics V	7
RTT	261	Respiratory Care Seminar	2
RTT	242	Neonatal and Pediatric Respiratory Care II	2
EMT	115	ACLS	1
EMT	117	PALS	1
			16

**TOTAL SECOND YEAR                32**  
**TOTAL SEMESTER HOURS            95**

<sup>1</sup>Must be completed by the end of Fall semester first year.

<sup>2</sup>Students must complete Nursing 116 and 117 or 126.

Students pursuing this option will be advised by the Health Science Department.

**Program Deadline: Last working day in May.**

## ADVANCED STANDING RESPIRATORY THERAPY TECHNOLOGY

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

1. All individuals applying for advanced standing in the Respiratory Therapy Program must have already completed the general education courses required in the first year of the curriculum:  
 BIO 231, 232-Human Anatomy and Physiology I and II  
 ENG 101-English Composition I  
 MAT 110-College Algebra  
 BIO 222-Microbiology  
 CHE 121-General Chemistry I  
 MRT 105-Medical Terminology  
 NSG 116, 117-Pharmacology in Nursing I and II or  
 NSG 126-Pharmacology in Nursing
2. Complete the general application form for admission to Roane State.
3. Complete the application for Health Science Programs indicating Respiratory Therapy Advanced Standing as the program of choice.
4. Provide an official transcript from the accredited technician program from which they graduated.
5. Provide verification from the National Board for Respiratory Care (NBRC) that he/she holds the Certified Respiratory Therapy Technician (CRTT) credential.
6. Have a personal interview with program key personnel.

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

RTT 114	Respiratory Care I	3
RTT 115	Respiratory Clinics I	1
RTT 116	Respiratory Care II	3
RTT 117	Respiratory Clinics II	3
RTT 121	Cardiopulmonary-Renal Anatomy & Physiology	4
RTT 131	Pathology of Respiratory Diseases I	2
RTT 214	Respiratory Care III	3
RTT 215	Respiratory Clinics III	5
RTT 231	Pathology of Respiratory Diseases II	2
RTT 253	Pulmonary Function Methodology	3

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

Students pursuing this option will be advised by the Health Science Department.

## ADMISSION POLICIES FOR ASSOCIATE OF SCIENCE NURSING PROGRAM

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

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

- I. Applicants must:
  - A. Apply and be accepted to RSCC.
  - B. Submit high school transcripts or GED equivalent and transcripts of all previous college work to the Admissions Office.
  - C. Take the ACT exam (for student applicants under 21 years of age).
  - D. Complete Academic Development courses prior to application to the nursing program as determined by the requirements specified on page 26 of the RSCC catalog under "General Student Classifications."
  - E. Pass a pre-admission test.
- II. In addition to requirements above, applicants must meet requirement A or B or C below.
  - A. Complete at least 12 hours of work from the general education requirements in the Nursing curriculum with a minimum 2.75 GPA. These hours must be completed prior to the application deadline (third Friday in January.) A "C" or better must be attained in each required science course.
  - B. Students under 21 years of age must attain a composite score of 20 or above on the ACT battery.
  - C. *Licensed Practical Nurses may be admitted by fulfilling the following:*
    1. *Meet requirements I. A, B, C, and D above.*
    2. *Complete twenty-nine (29) hours of general education courses from the nursing curriculum prior to registration for Nursing 221.*
    3. *Graduate from state approved LPN program and have a current valid LPN license.*
    4. *Pass the NLN proficiency examination.*
- III. Only nursing courses which were completed within three years prior to applying for admission or readmission will be accepted. Science courses more than ten years old will not be considered.
- IV. At the beginning of fall semester, a mandatory orientation to the nursing program will be scheduled prior to the first day of classes. At this orientation students must submit:
  - A. A completed physical examination and a pre-clinical drug screen providing evidence of physical status necessary for practice in all areas of nursing care.
  - B. Proof of current CPR certification that includes one-person, two-person and infant and child CPR. Students must submit a copy of certification.
  - C. *Students who do not attend this orientation and submit physical examinations and proof of CPR certification will be dropped from the program.*
- V. Health:
  - A. Even though preliminary admission to the Nursing Program has been granted, a student will be required to undergo a physical exam/health verification before final admission to the program. Students will be required, during the course of the program to demonstrate their physical

and/or emotional fitness to meet the essential requirements of the program. Such essential requirements include freedom from communicable diseases, the ability to perform certain tasks and suitable emotional fitness. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Core performance standards for admission and progression which comply with the Americans with Disabilities Act of 1990 are available from the office of the Nursing Program.

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

#### VI. Other

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

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

Students who have not met minimum requirements will not be considered. All students meeting minimum criteria will be considered competitively, based on ACT score or GPA in required general education courses completed. It will be to your benefit to complete as many general education courses as possible by application deadline. The earlier application date will also be considered if other criteria are equal. MEETING MINIMUM REQUIREMENTS DOES NOT GUARANTEE ACCEPTANCE. Preference will be given to Tennessee residents.

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

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



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

### Retention Policies

1. The student must maintain a cumulative GPA of 2.0 or better. A "C" must be achieved in each science course in order to progress to the second year of the nursing program.
2. The student must attain a grade of "C" or better in each nursing course.
3. A student must satisfactorily complete each clinical rotation each semester in order to continue in the program. A grade of "incomplete" must be removed prior to the first clinical day of the following semester in order to progress to the next nursing course.
4. The student must carry professional liability insurance while enrolled in nursing courses.
5. The student must maintain CPR Certification while enrolled in the nursing program.
6. The student must abide by the course and clinical policies as outlined in the Nursing Student Handbook. Failure to do so may result in dismissal from the program.

### Readmission Procedures

1. Only one readmission to the nursing program is permitted. Readmission to the nursing program is also contingent upon the availability of space. Requirements for initial admission to the nursing program must be met in order for a student to be considered for readmission. Students with previous unsatisfactory clinical performance must be recommended for readmission by consensus of the nursing faculty. **Students seeking readmission to the nursing program must state their intention in writing to the Division Chair of Nursing at least 30 days prior to summer semester, or 90 days prior to fall or spring semester.**
2. If two "D" grades or below are received in nursing courses, the student will be dismissed from the program, and the person receiving such grades may not be eligible for admission into the nursing program of any other TBR institution.
3. Those students who fail to maintain a cumulative GPA of 2.0 may be considered for readmission to the nursing program only after removing all grades of less than "C" in required general education courses.
4. Students repeating nursing courses must repeat both theoretical and clinical components of the course.

### Legal Limitations for Licensure

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

**Academic Advisement**

Nursing faculty provide academic advisement for prospective nursing students as well as for those students admitted into the program. The faculty assist students with scheduling classes and dealing with academic concerns. Faculty members have office hours posted on their office doors. Students should contact a faculty member for advisement as needed. It has been recommended that students experiencing academic difficulties make an appointment and discuss this with a faculty member as soon as possible.

**ROANE STATE COMMUNITY COLLEGE  
DEPARTMENT OF NURSING**

**CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION**

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

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

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

**A.A.S. NURSING**

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

<b>FIRST YEAR</b>			<b>SECOND YEAR</b>		
<b>Fall Semester</b>			<b>Fall Semester</b>		
BIO 231	Anatomy & Physiology I	4	BIO 222	Microbiology*	3
ENG 101	Composition I	3	NSG 210	Adult and Child Health II	10
NSG 105	Foundations for Nursing Practice	10	CST	Computer Science Elective	3
NSG 116	Pharmacology In Nursing I	2			
		<hr/> 19			<hr/> 16
<b>Spring Semester</b>			<b>Spring Semester</b>		
BIO 232	Anatomy & Physiology II	4	BUS 261	Psych. Aspects of Mgmt. OR	3
NSG 107	Care of Childbearing Family	4	BUS 281	Mgmt. & Supervision	
NSG 109	Adult and Child Health I	6	NSG 212	Psychosocial Nursing	4
NSG 117	Pharmacology In Nursing II	1	NSG 214	Transitions to Nursing Practice	3
PSY 220	Developmental Psychology	3	SPE	Speech Elective	3
		<hr/> 18		Humanities Elective	<hr/> 3
					16
<b>FIRST YEAR TOTAL</b>		<b>37</b>	<b>SECOND YEAR TOTAL</b>		<b>32**</b>
			<b>TOTAL SEMESTER HOURS</b>		<b>69</b>

\*May be offered summer semester.

\*\*Additional helpful classes: MAT 103 or MAT 110.

Students pursuing this option will be advised by the Nursing Department.

**Program Deadline: Third Friday in January.**

### LPN CAREER MOBILITY

**LPN Career Mobility may not be offered every year. Availability of this option is dependent on the number of qualified applicants.**

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

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

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

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

<b>General Education</b>		<b>Credits</b>
BIO 222*	Microbiology	3
BIO 231*,232*	Anatomy and Physiology I,II	8
BUS 261*	Psychological Aspects of Management, OR	3
BUS 281*	Management and Supervision I	
ENG 101*	Composition I	3
PSY 220*	Developmental Psychology	3
	Computer Science Elective*	3
	Humanities Elective*	3
	Speech Elective*	3
		<hr/> 29
<b>Challenge by Proficiency Examination</b>		<b>10</b>

#### SPRING SEMESTER — FIRST YEAR

NSG 107	Care of the Childbearing Family	4
NSG 109	Adult and Child Health I	6
NSG 126	Pharmacology in Nursing	3
		<hr/> 13

#### FALL SEMESTER — SECOND YEAR

NSG 210	Adult and Child Health II	10
		<hr/> 10

#### SPRING SEMESTER — SECOND YEAR

NSG 212	Psychosocial Nursing	4
NSG 214	Transitions to Nursing Practice	3
		<hr/> 7

**Academic Advisement** LPN Mobility students must have an academic advisement conference with the nursing program director prior to beginning NSG 107. Students pursuing this option will be advised by the Nursing Department.

\*Must be completed prior to entering NSG 107.

### A.A.S. LEGAL ASSISTING

The two-year program in Legal Assisting is designed to prepare students to be proficient in paralegal duties and responsibilities. Students who complete the coursework will be able to apply basic law concepts and become familiar with Tennessee's basic court system. Objectives include skills in writing, research, problem solving, and social interaction. Students will participate in an externship for practical application experience. Admission to this program will require students to meet the minimum course standards for other two-year technical degree programs.

<b>FIRST YEAR</b>			<b>SECOND YEAR</b>		
<b>Fall Semester</b>			<b>Fall Semester</b>		
EDU 100	Orientation to College	1	LAW 150	Legal Writing	3
ENG 101	Composition I	3	LAW 201	Domestic Relations	3
LAW 101	Basic Law	3	LAW 221	Civil Trial & Appellate Practice I	3
LAW 170	Criminal Law	3	LAW 231	Estates & Trusts I	3
MAT	Mathematics Elective <sup>1</sup>	3	SOC 201	Intro. to Sociology OR	3
PED	Physical Education Elective	1	SOC 211	Cultural Anthropology	
POL 101	US Govt & Politics	3		Humanities Elective	3
		17			18
<b>Spring Semester</b>			<b>Spring Semester</b>		
CST 102	Computer Concepts & Appl. <sup>2</sup>	3	LAW 160	Torts	3
ENG 102	Composition II	3	LAW 211	Business Organizations	3
LAW 102	Basic Law II	3	LAW 240	Legal Internship	3
LAW 140	Legal Research	3	LAW 261	Creditor Rights & Bankruptcy	3
LAW 241	Real Property	3		Law Elective	3
PED	Physical Education Elective	1		Natural Science	
SPE 201	Basic Speech	3		(or additional Math)	4(3)
		19			19(18)
<b>FIRST YEAR TOTAL</b>		<b>36</b>	<b>SECOND YEAR TOTAL</b>		<b>37(36)</b>
			<b>TOTAL SEMESTER HOURS</b>		<b>73(72)</b>

<sup>1</sup>MAT 110 or higher.

<sup>2</sup>Students may substitute other computer-related courses with the approval of their academic advisor.

Students pursuing this option will be advised by the Social Science/Education/PE Department.

**A.A.S. OFFICE ADMINISTRATION**

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

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

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

See "Admissions Procedures" on page 33 for information on semester credits awarded for passing the Certified Professional Secretaries™ (CPS™) examination.

**A.A.S. OFFICE ADMINISTRATION  
INFORMATION TECHNOLOGY**

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

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

Students pursuing this option will be advised by the Business and Environmental Technologies Department.

### A.A.S. POLICE SCIENCE

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

### A.A.S. POLICE SCIENCE CORRECTIONS OPTION

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

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

Students pursuing this option will be advised by the Social Science/Education/PE Department.

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

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

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

**A.A.S. POLICE SCIENCE  
SECURITY OPTION**

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

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

Students pursuing these options will be advised by the Social Science/Education/PE Department.





# Certificate Programs



Paramedic students at the Knox County Center for Health Sciences practice techniques in a lab. Roane State is recognized as a regional leader in Health Sciences.

## TECHNICAL CERTIFICATE PROGRAMS

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

### CHILD SUPPORT ENFORCEMENT TECHNICAL CERTIFICATE OF CREDIT

This certificate program is designed to prepare graduates to be proficient in legal casework in a Title IV-D Child Support enforcement office setting in any judicial district in the state of Tennessee and to easily adapt to any Title IV-D office setting in the country. The student will learn and be able to apply basic child support law and will become familiar with basic court systems in Tennessee. The student will fully understand the child support enforcement process and all federal and state policies and mandated performance standards. The student will have a basic knowledge of related human service programs and understand the interaction of child support enforcement and these other programs. Proficiency in initial legal assessment of a child support case, preparation and filing of legal pleadings, interaction with clients, negotiation and filing of the final order, and mastery of TCSES — a statewide child support computer system, will be accomplished by the certificated student.

The majority of the coursework will be taught by representatives of a legal firm participating as a Child Support enforcement contractor.

Due to a limited enrollment, there are special admission policies for the Child Support Enforcement program:

1. Each applicant must apply and be accepted to RSCC.
2. Each applicant must submit high school transcripts (or GED equivalent) and transcripts of all previous college work to the Center for New Student Admission.
3. Each applicant must complete and submit an Intern Data Sheet to the director of the program. The Intern Data Sheet must be submitted no later than Aug. 1 of each year. Intern Data Sheets may be obtained through the Social Science/Education/PE office. Submitted sheets, together with transcripts and test scores, will be reviewed and evaluated by RSCC personnel and participating legal firms. Certain applicants may be required to attend an interview, as a part of the selection process and must be accepted by a legal firm participating as a child support enforcement contractor. Applicants will be notified of the list of those selected to participate.

Some of the factors considered, for each applicant, will be: academic background, prior work experience, communication skills, computer skills, and demonstrated ability to work well with others, as well as with the public. This is not an exclusive list of factors, and no single factor will solely determine the selection decisions. The majority of the coursework will be offered at the Oak Ridge campus, as well as the office of the participating legal firm.

#### Fall Semester

LES 101	Introduction to Child Support Law	3
LES 106	Introduction to Title IV-D of the Social Security Act & TCSES	3
LES 110	Introduction to Casework	3
SOC 202	Social Problems	3
	<b>TOTAL SEMESTER HOURS</b>	<b>12</b>

**Spring Semester**

LES 120	In Depth Study of a Child Support Action	3
LES 130	Internship with Child Support Office	3
LES 140	TCSSES II	<u>3</u>
	<b>TOTAL SEMESTER HOURS</b>	<b>9</b>

Students pursuing this certificate will be advised by the Social Science/Education/PE Department.

**COMPUTER ART & DESIGN  
TECHNICAL CERTIFICATE OF CREDIT**

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

To complete requirements to receive the technical certificate of credit in Computer Art and Design, students must pass competency tests in six areas: Basic computer skills; pagination; Raster Graphics; Vector Graphics; 2-D animation; and 3-D animation. In addition, students must pass an advanced exam in one area of specialization. An internship is also required.

**The following courses are required:**

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

Students pursuing this certificate will be advised by the Humanities Department.

## GEOGRAPHIC INFORMATION SYSTEMS TECHNICAL CERTIFICATE OF CREDIT

This program offers the knowledge and ability to use modern analysis tools to display information relative to features on the ground, below ground or above ground. Small, economical computer systems now have the speed and software to empower a trained user to manage, present and analyze geographic information.

### Fall Semester

TEC	205	Writing for Technical Fields	3
GIT	101	Intro. to GIS	3
GIT	105	Cartography & Digital Image Analysis	3
GIT	110	Geographic Database Technology	3
			12

### Spring Semester

GIT	210	Imaging & Global Positioning Technology	3
GIT	220	GIT Demographic Applications	3
GIT	230	GIT Mapping, Environmental, Utility and Local Government Applications	3
GIT	290	Directed Research Project	3
			12
<b>TOTAL SEMESTER HOURS</b>			<b>24</b>

Students pursuing this option will be advised by the Business and Environmental Technologies Department.

**OFFICE INFORMATION TECHNOLOGY  
TECHNICAL CERTIFICATE OF CREDIT**

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

**Fall Semester**

EDU 100	Orientation to College	1
CST 102	Computer Concepts & Applications	3
OAD 101	Keyboarding/Formatting	3
OAD 105	Business Communications I	3
OAD 121	Word/Information Processing I	3
BUS 111	Business Math	3
		<hr/>
		16

**Spring Semester**

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

Students pursuing this option will be advised by the Business and Environmental Technologies Department.

**POLICE MANAGEMENT  
TECHNICAL CERTIFICATE OF CREDIT**

This program is designed to provide state-of-the-art education in the areas of procedural law and police management. The curriculum provides an opportunity for police supervisory personnel to receive training in a non-degree credit program. The Police Management certificate program is not designed to provide entry-level skills in police science. Students interested in a career preparation program should refer to page 131.

**The following courses are required:**

BUS 281	Management and Supervision I	3
PST 201	Police Administration and Organization	3
PST 111	Criminal Procedures	3
PST 101	Introduction to Law Enforcement	3
		<hr/>
	<b>TOTAL SEMESTER HOURS</b>	<b>12</b>

Students pursuing this certificate will be advised by the Social Science/Education/PE Department.

### SECURITY MANAGEMENT TECHNICAL CERTIFICATE OF CREDIT

This program is designed to meet the regional manpower needs for security inspectors and managers by providing currently employed security personnel with an opportunity to improve their knowledge of the field. The Security Management certificate program is not designed to provide entry-level skills in police science or security. Students interested in a career preparation program should refer to page 134.

The following courses are required:

BUS 281	Management and Supervision I	3
SEC 101	Introduction to Security	3
SEC 111	Legal Aspects of Security	3
SEC 201	Security Management	3
<b>TOTAL SEMESTER HOURS</b>		<b>12</b>

Students pursuing this option will be advised by the Social Science/Education/PE Department.

### WORKFORCE PREPAREDNESS TECHNICAL CERTIFICATE OF CREDIT

Graduates of the Workforce Preparedness Certificate will have the basic knowledge and skills to enter the area workforce and assume responsible positions in the economy. Students will gain a basic understanding of the meaning of work, develop personal and occupational problem solving skills, and acquire adequate Workkeys skills to succeed in the work place. Students should leave the program with a greater understanding of not only the basic tenets of work skills and behaviors, but the economy and their position in it. Also, in consultation with an advisor, students can choose four technical courses in a designated option to create a technical specialty in a chosen field. These options are accounting, office administration, retailing, computer, teacher's aid/childcare, and gerontology.

<u>First Semester</u>		<b>Credits</b>
OAD 100	Keyboarding for the Computer	1
WKP 107	Workkeys Communication I	3
WKP 109	Business/Manufacturing Math	3
WKP 210	Social Issues in the Work Place	3
***	Technical Electives	6
		<b>16</b>
<u>Second Semester</u>		
BUS 281	Management and Supervision I	3
HEA 223	Safety in the Work Place	1
WKP 108	Workkeys Communication II	3
WKP 130	Work Skills Development	3
***	Technical Electives	6
		<b>16</b>
<b>TOTAL SEMESTER HOURS</b>		<b>32</b>

\*\*\*Technical Electives: Students are required to complete a minimum of 12 technical elective hours in one of the following options:

**Accounting Option**

BUS 210	Intro. to Quality Management	3
BUS 221	Principles of Accounting I	3
BUS 222	Principles of Accounting II	3
BUS 255	Microcomputing Accounting Applications I	3
CST 102	Computer Concepts and Applications	3
CST 135	Intro. to Spreadsheets	3

**Computer Option**

CST 102	Computer Concepts and Applications	3
CST 103	Computer Presentations	3
CST 105	Database Management	3
CST 135	Intro. to Spreadsheets	3
CST 156	Beginning Internet	3
OAD 132	Word Processing on the Microcomputer	3

**Gerontology Option**

GER 201	Behavioral Problems with the Institutionalized and the Cognitively Impaired Client	3
GER 202	Physical Assessment	3
GER 203	Toward Health Aging	3
GER 204	Nutrition and Nutritional Assessments	3
GER 205	Chronic Illness	3
GER 206	Psychological Aspects of Aging	3

**Office Administration Option**

CST 102	Computer Concepts and Applications	3
OAD 101	Keyboarding	3
OAD 102	Document Processing	3
OAD 111	Office Machines	3
OAD 132	Word Processing on the Microcomputer	3
OAD 201	Administrative Office Management	3

**Retailing Option**

BUS	Retail Operations	3
BUS 210	Intro. to Quality Management	3
BUS 221	Principles of Accounting I	3
BUS 271	Sales	3
BUS 294	Customer Service	3
CST 102	Computer Concepts and Applications	3

**Teachers Aid/Child Care Option**

CST 102	Computer Concepts and Applications	3
EDU 121	Intro. to Early Childhood Education	3
EDU 210	Human Development	3
EDU 220	Creative Activities for Young Children	3
EDU 230	Administration of Early Childhood Education Programs	3
HEA 221	Safety, First Aid and CPR	3



## HEALTH SCIENCE CERTIFICATE PROGRAMS

### DIAGNOSIS AND PROCEDURAL CODING TECHNICAL CERTIFICATE OF CREDIT (SEE PAGE 113)

### EMERGENCY MEDICAL TECHNOLOGY-PARAMEDIC TECHNICAL CERTIFICATE OF CREDIT

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

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

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

#### Admission to the First Responder Class

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

1. Complete an Application for Admissions/Readmission and submit it to the Office of Admissions and Records, Roane State Community College, 276 Patton Lane, Harriman, TN 37748. Remember to include your \$5 application fee which is a one-time fee. Do not send this fee with your program application. This fee is not necessary if you have previously attended RSCC.
2. Applicants should have completed a course that includes one-person, two-person, and child and infant CPR certification. Call 539-6905 for more information on CPR classes.

#### Admission to the Basic Emergency Medical Technician-Basic Program

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

1. Complete an Application for admission/readmission and submit it to the Center for New Student Admission, Roane State Community College, 276 Patton Lane, Harriman, TN 37748. Remember to include your \$5 application fee which is a one-time fee. Do not send this fee with your EMS program application. This fee is not necessary if you have previously attended RSCC.

2. Complete a program application specific to the EMS program. The program application must be returned to the Department of Emergency Medical Services, 8373 Kingston Pike, Knoxville, TN 37919.
3. First Responder is recommended but not required for acceptance.
4. All other documentation must be submitted to the Department of Emergency Medical Services. (See #2 for address)

### **Admission to the Emergency Medical Technician-Accelerated Program**

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

1. Complete an application for admission/readmission and submit it to the Center for New Student Admission, Roane State Community College, 276 Patton Lane, Harriman, TN 37748. Remember to include your \$5 application fee which is a one-time fee. Do not send this fee with your EMS program application. This fee is not necessary if you have previously attended RSCC.
2. Complete a program application specific to the EMS program. The program application must be returned to the Department of Emergency Medical Services, 8373 Kingston Pike, Knoxville, TN 37919.
3. Applicants must be an RN, LPN or other Allied Health training approved by the EMS director, or a current Tennessee Certified First Responder or eligible.
4. All other documentation must be submitted to the Department of Emergency Medical Services. (See #2 for address)

### **Admission to the Emergency Medical Technician-Paramedic Program**

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

1. Complete the "Application for Admission/Readmission" form and submit the application form, with \$5.00, to the Center for New Student Admission.
2. Submit to the Emergency Medical Services Program Director the application specific to the Paramedic program.
3. Submit an official copy of high school transcript or GED certification to the Center for New Student Admission.
4. Submit official college transcripts to the Center for New Student Admission if previous college credit has been earned.
5. Be currently licensed as an Emergency Medical Technician. The applicant must submit a copy of a current EMT card to the Emergency Medical Services Program Director.
6. Applicants should have completed a course that includes one-person, two-person and infant & child CPR and submit a copy of certification to the Department of Emergency Medical Services.
7. Submit written evidence, on appropriate form, of a physical examination within the past six months showing the applicant is in good physical and mental health and that the applicant possesses no physical handicaps or disabilities which would impede the applicant's ability to fulfill the functions and responsibilities of a paramedic as defined by the Tennessee EMS Board. The form must be returned to the Emergency Medical Services Program Director.

8. Successfully complete the Paramedic entrance examination. This exam will be administered by the Regional EMS consultant and conducted at Roane State. The exam must be taken each year. For dates and times, call 539-6905.
9. Applicant must take a psychological examination. The report must state emotional stability and psychological fitness to perform the duties of a paramedic. This report should be returned to the Emergency Medical Services Program Director. The exam must be taken within one year of interview date.
10. The screening process includes a personal interview with the EMT-Paramedic Admissions Committee. The applicant is rated by each committee member on appearance, motivation, maturity, knowledge of profession, communication ability, and poise.
11. The individual must take the Academic Assessment Placement Program (AAPP) examination or an examination acceptable to the board to determine academic eligibility into the program unless he/she meets the requirements through ACT scores or accumulated college credits. For more information contact the Emergency Medical Services Program Director.
12. Scores are placed on interview, psychological exam, and paramedic entrance exam.
13. Evidence of current vaccinations or testing including Hepatitis B, TB testing (within three months), tetanus, and MMR after 1980, must be submitted prior to interview.
14. Final student selection is by the EMT Paramedic Admissions Committee.

### Retention Policies

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

1. A grade of "C" or better in each specialty course must be maintained.
2. Must adhere to the EMS Program attendance policy.

### EMT-PARAMEDIC PROGRAM

#### Fall Semester

EMT 211	Paramedic I	13
EMT 221	Clinical I	3
		<u>16</u>

#### Spring Semester

EMT 212	Paramedic II	13
EMT 222	Clinical II	3
		<u>16</u>

#### Summer Semester

EMT 216	Paramedic III	4
EMT 223	Clinical III	4
		<u>8</u>

**TOTAL SEMESTER HOURS                    40**

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

**Program Deadline: Call (423) 539-6904**

## **MEDICAL TRANSCRIPTION TECHNICAL CERTIFICATE OF CREDIT**

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

### **Admission Requirements**

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

### **Retention Policies**

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

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

### **Readmission Procedures**

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

### MEDICAL TRANSCRIPTION TECHNICAL CERTIFICATE OF CREDIT

#### Fall Semester

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

#### Spring Semester

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

<b>TOTAL SEMESTER HOURS</b>	<b>23</b>
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PLEASE NOTE: Alternative scheduling is available for a limited number of students meeting special criteria. Please contact the program director for specific details. All Medical Transcription classes are held at the Oak Ridge campus.

Students pursuing this certificate will be advised by the Health Science Department.

**Program Deadline: July 15.**

### PHLEBOTOMY TECHNICAL CERTIFICATE OF CREDIT

The Phlebotomy certificate program is designed to train students within a 16 week period to work as phlebotomists. Graduates of this program will be eligible for employment in various health care settings including hospitals, clinics, physician offices, commercial blood bank facilities, home health care agencies. The program combines lectures, laboratories, and 120 hours of clinical training in a health care facility. On completion of this program, students will be eligible for certification by the American Society of Clinical Pathologists or National Certification Agency as phlebotomists.

#### **Admission Requirements**

1. High school diploma or equivalent.
2. Completed Health Science application form and requirements for special student category.
3. Completed RSCC application and requirements for special student category.
4. Interview by the phlebotomy program faculty.
5. Acceptance by the Health Science Admission Committee.

PLB 101	Anatomy, Physiology & Terminology	2
PLB 102	Health Care Concepts	2
PLB 111	Phlebotomy Techniques	4
PLB 112	Phlebotomy Clinical	4
<b>TOTAL SEMESTER HOURS</b>		<b>12</b>

Students pursuing this certificate will be advised by the Health Science Department.

**Program Deadline: July 15.**

## ADMISSION REQUIREMENTS FOR THE POLYSOMNOGRAPHY AND SOMATIC THERAPY PROGRAMS

Due to limited enrollment, the following special admission policies are required for the program:

1. The applicant must have a high school diploma or GED.
2. The applicant must complete a Health Science application and submit it to the Center for New Student Admission.
3. Applicant must take the Health Occupation Basic Entrance Test (HOBET).
4. **For Somatic Therapy applicants only:** All qualified applicants will be interviewed prior to admission.

### MEETING MINIMUM REQUIREMENTS DOES NOT GUARANTEE ACCEPTANCE.

Preference will be given to Tennessee residents.

Applications should be submitted by the last working day in May for Somatic Therapy, and by July 15 for Polysomnography for the applicant to have priority consideration for entrance into the program for the following fall semester. Incomplete applications will not be processed. Any applications received after the deadline will be considered by the Health Science Admissions Committee on a space available basis. All transcripts must be received in the Records Office by the application deadline.

### Retention Policies

A student must maintain the following standards or he/she will be dismissed from the program:

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

### Readmission Procedures

1. A student may be considered for readmission to a Health Science program if all of the following criteria are met:
  - a. The applicant must complete a Health Science application and submit it to the Center for New Student Admission.
  - b. Only one readmission to a Health Science program is permitted.
  - c. The applicant must interview with the program director of the specific program before the date of the review of the Admissions Committee for consideration for readmission. An acceptable level of competency may need to be demonstrated prior to readmission. A student with previous unsatisfactory clinical performance must be recommended for readmission by consensus of the program faculty.
  - d. A student must repeat the specialty course or courses for which he/she was dismissed and attain a "C" or better. Students may repeat a course only once, and on a space available basis.
  - e. Readmission to a Health Science program is contingent upon the availability of space.
2. Final selection of students will be made by the Health Science Admissions Committee.

## POLYSOMNOGRAPHY

Polysomnographic technology is an allied health specialty for the diagnosis and treatment of sleep disorders. There are over 70 different sleep disorders including sleep apnea, narcolepsy and insomnia.

Students will learn how to operate sophisticated electronic monitoring devices which record brain activity (EEG), muscle and eye movements, blood oxygen levels and physiological events.

Polysomnography technologists are employed in sleep disorders centers in hospitals, clinics and office settings. This program will provide lectures, laboratory and clinical experiences at quality sleep centers. A major emphasis of the program will be to prepare technologists for board registration by the Association of Polysomnographic Technologists.

### Fall Semester

PSG 101	Introduction to Polysomnography	4
PSG 103	Sleep Anatomy and Physiology	4
MRT 105	Medical Terminology	4
		12

### Spring Semester

PSG 105	Basic EKG Interpretation	2
PSG 110	Basic Polysomnography	4
PSG 115	Record Interpretation	3
PSG 120	Clinical I	3
		12

### Summer Semester

PSG 125	Clinical II	5
	<b>TOTAL SEMESTER HOURS</b>	<b>29</b>

Students pursuing this certificate will be advised by the Health Science Department.

**Program Deadline: July 15.**

## SOMATIC THERAPY (Massage Therapy)

Somatic therapy is a nine-month certificate program to prepare students for entry level careers in the growing field of massage, bodywork and somatic therapies. Graduates will be eligible for a Tennessee Massage Therapy License and eligible to sit for the National Certification in Therapeutic Massage and Bodywork Examination.

The focus of this program will be Swedish Massage and Neuromuscular Therapy with an overview of the many other modalities practiced by Licensed Massage Therapists. More than 100 different approaches to therapeutic manipulation of muscles, tendons, ligaments, fascia, and circulatory structures are available in the market. Most require advanced training beyond the scope of this certificate program.

Somatic therapists practice in a wide variety of settings: health clubs and wellness centers; chiropractic and physical therapy offices; hotels, resorts and cruise lines; health food stores and sports outfitters; pain management and sports injury clinics; psychological and psychiatric clinics; and private homes and offices. Some work under the supervision of other licensed health care providers. Some are in business for themselves as private contractors. Many work part-time. Many work exclusively from their home offices.

Enrollment is limited. All Somatic therapy courses are taught at the Oak Ridge Campus.

### Fall Semester

MAS 101	Intro. to Therapeutic Massage Practice	2
MAS 111	Massage Anatomy and Physiology	4
MAS 115	Mind, Body and Ethics	3
MAS 120	Swedish Massage	3
MAS 123	Overview of Somatic	2
MAS 125	Intro. to Sports Massage	1
		15

### Spring Semester

MAS 130	Neuromuscular Therapy	4
MAS 140	Specialty Massage	3
MAS 148	Pathology and Massage	2
MAS 151	Marketing Massage	1
MAS 152	Clinical Massage Practice	2
		12
	<b>TOTAL SEMESTER HOURS</b>	<b>27</b>

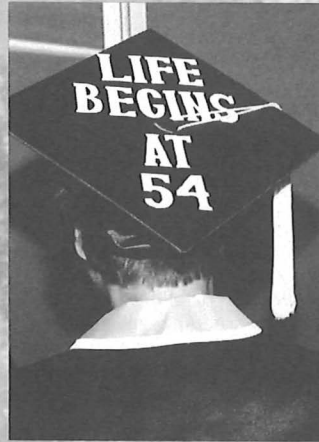
Students pursuing this certificate will be advised by the Health Science Department.

**Program Deadline: Last working day in May.**



NOTES

# Course Descriptions



Adult students  
upgrade job skills,  
"re-career" or find new  
careers at Roane State.

In fact, about half  
of the college's  
students are over  
the age of 25.



ART

- ART 101 — Studio Fundamentals: Drawing . . . . .2 Credits**  
Development of observational skills and perception of reality. Fundamental aspects of drawing—line, tone, space, form, and composition. Primarily for art, architecture, interior design, and art education majors. Additional work may be required outside class. F  
2 hours lecture — 2 hours laboratory
- ART 102 — Studio Fundamentals: Two Dimensional Design . . . . .2 Credits**  
Surface composition and color. Primarily for art, architecture, interior design, and art education majors. Additional work may be required outside class. Sp  
2 hours lecture — 2 hours laboratory
- ART 103 — Studio Fundamentals: Three Dimensional Design . . . . .2 Credits**  
Projects dealing with real space and three dimensional materials. Primarily for art, architecture, art education, and interior design and housing majors. Additional work may be required outside class. F, Su  
2 hours lecture — 2 hours laboratory
- ART 104 — Introduction to Illustration . . . . .3 Credits**  
Illustration is a design-related career field dealing with the production of pictorial material accompanying and enhancing text through the rendering of scenes, objects and people. Illustration may also include producing maps, charts and diagrams.  
2 hours lecture — 2 hours laboratory
- ART 105 — Illustration II . . . . .3 Credits**  
A continuation of ART 104 with a more self-actualized course of instruction.  
2 hours lecture — 2 hours laboratory
- ART 111 — Drawing I: Survey of Drawing . . . . .3 Credits**  
Exploration and refinement of fundamental aspects of drawing with emphasis on composition, techniques, and concepts. A minimum of two hours drawing outside class is required.  
2 hours lecture — 2 hours laboratory
- ART 113 — Painting I: Introduction . . . . .3 Credits**  
An introduction to the techniques, materials, and tools of oil and acrylic painting. F, Sp  
3 hours lecture — 3 hours laboratory
- ART 114 — Painting II . . . . .3 Credits**  
A continuation of ART 113 with an emphasis on individual experimentation. F, Sp  
3 hours lecture — 3 hours laboratory
- ART 121 — Art Appreciation . . . . .3 Credits**  
Form and meaning in the visual arts, lecture-discussion. Especially for non-majors. F, Sp
- ART 131 — Photography I . . . . .3 Credits**  
Introduction to the art of black and white photography. Field and studio shooting, history of photography, basic developing, and enlarging techniques. Some outside lab work will be necessary. F, Sp  
3 hours lecture — 3 hours laboratory
- ART 132 — Photography II . . . . .3 Credits**  
Individual research in specific photographic topics. (Prerequisite: ART 131) F, Sp
- ART 140 — Introduction to Industrial Design . . . . .3 Credits**  
Introduction to sculptural forms and techniques. A studio course exploring artistic expression in three-dimensional space. (Prerequisite: ART 103)  
2 hours lecture — 2 hours laboratory
- ART 141 — Beginning Graphic Design . . . . .3 Credits**  
Survey of graphic design; tools, materials, techniques; lettering, and use of type; layout and design. Some additional work may be required outside class. (Prerequisites: 101, 102, 103) F  
2 hours lecture — 2 hours laboratory

- ART 142 — Computer Art . . . . .3 Credits**  
 Introduction to various applications of Computer Graphics and an overview of examples produced with the newest technology. Hands-on experience in working with microcomputer graphics software to solve a variety of design problems with simple computer graphics. Emphasis on applying the principles of art design to the media to create clear and creative graphic. A minimum of 3 hours lab work per week will be necessary to complete course work. F, Sp  
 3 hours lecture
- ART 143 — Computer Art II . . . . .3 Credits**  
 Advanced exploration of computer applications and graphic design for pagination, presentation, illustration, three dimensional modeling, or animation. 3 credit hours. 1 hour lecture, 1 hour per week required lab internship, 4-6 hours per week (minimum) computer lab time. (Prerequisite: ART 142) F, Sp
- ART 144 — Computer Art III . . . . .3 Credits**  
 Continuation of ART 143.
- ART 145 — Computer Art IV . . . . .3 Credits**  
 Continuation of ART 144.
- ART 147 — Industrial Design II . . . . .3 Credits**  
 Continuation of ART 140.  
 2 hours lecture — 2 hours laboratory
- ART 151 — Ceramics I: Handbuilding . . . . .3 Credits**  
 All ceramic handbuilding techniques including forming methods, glazing, clay preparation, firing, small and large scale pieces. Ceramic history through slide lectures. Some work outside class may be required.  
 3 hours lecture — 3 hours laboratory
- ART 152 — Ceramics II: Throwing . . . . .3 Credits**  
 Thrown ceramic forms including functional utilitarian pottery techniques, glazing and firing methods. Some work outside class may be required. (Prerequisite: ART 151)  
 3 hours lecture — 3 hours laboratory
- ART 161 — Printmaking I . . . . .3 Credits**  
 An introductory survey of printmaking with studio experience in intaglio, monotype, relief and collography.
- ART 181 — Visions Seminar I . . . . .2 Credits**  
 Emphasis on research, creative processes, scriptwriting and problem solving in the conceptualization of original projects or the visualization of assigned problems. Group critiques will assist students in the formation and polishing of content for work to be produced with the computer or traditional media. F, Sp
- ART 182 — Visions Seminar II . . . . .2 Credits**  
 Continuation of ART 181.
- ART 183 — Visions Seminar III . . . . .2 Credits**  
 Continuation of ART 182.
- ART 191 — Practicing Artists Seminar . . . . .3 Credits**  
 Visiting artists who have achieved mastery in a wide variety of computer applications or areas of production such as graphic design, illustration, three dimensional modeling, animation and simulation will conduct each class. Sp
- ART 201 — Survey of Art History I . . . . .3 Credits**  
 Survey of major monuments in Western art, with an emphasis on the art of Europe from prehistory through the Middle Ages. F
- ART 202 — Survey of Art History II . . . . .3 Credits**  
 Survey of major monuments in Western art, with an emphasis on Europe and America from 1400 to the present. Sp

**ART 203 — Survey of Contemporary Art . . . . .3 Credits**  
 History of development of modern art from Impressionism through present day movements. F

**ART 211 — Watercolor I: Introduction . . . . .3 Credits**  
 Techniques, materials, and tools of transparent watercolor. A minimum of two hours painting outside class will be required. (Prerequisites 101, 102, 103 for art majors, none for non-art majors) Sp  
 2 hours lecture — 2 hours laboratory

**ART 212 — Watercolor II . . . . .3 Credits**  
 Further study of the techniques of transparent watercolor, with attention to individual exploration of surface, space, and concept. A minimum of two hours painting outside class will be required. Sp  
 2 hours lecture — 2 hours laboratory

**ART 221 — Portfolio Preparation . . . . .2 Credits**  
 Planning and execution of a body of cohesive work under the in-class supervision of an instructor. Slides of serious, contemporary art works will be presented and critiqued as examples of the desired level of portfolio work. Covers matting and presentation skills, logistics of exhibition, and critique of work.  
 2 hours lecture

**ASTRONOMY (SEE PHYSICS)**

**BANKING**

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

**BIOLOGY**

For a student to receive credit for a biology course, the lecture section must be accompanied by a laboratory session during the same semester.

**BIO 111 — General Biology I . . . . .4 Credits**  
 Biochemistry of cell function, plant and animal anatomy and physiology. F, Sp, Su  
 3 hours lecture — 2 hours laboratory

**BIO 112 — General Biology II . . . . .4 Credits**  
 Plant and animal reproduction, genetics, evolution, ecology and behavior. BIO 111 recommended, but not required to be taken in sequence. F, Sp, Su  
 3 hours lecture — 2 hours laboratory

**BIO 113 — Introduction to Radiation Biology . . . . .3 Credits**  
 Introductory study of the structure and function of the human body with emphasis on basic concepts important to understanding the effects of radiation and other environmental considerations on various target body systems. (Prerequisite: BIO 111) Sp

**BIO 201 — Environmental Science . . . . .3 Credits**  
 A course which takes an ecological approach in analyzing the impact of human activities upon natural systems. Attention is given to scientific resource management principles in such areas as forestry, wildlife, soils, and water. (This Course fulfills the 3 hour science requirement in various career education programs such as Business Management Technology and Office Administration. Course credit cannot be received for both BIO 201 and GGY 221.) F, Sp

- BIO 211 — Field Biology** ..... **.3 Credits**  
 An elective field-oriented course covering fauna and flora identification, basic ecological principles, and outdoor skills. This course will generally be offered as a two week camping experience. A special fee will be assessed to cover equipment, food, and transportation.
- BIO 212 — Cell Biology** ..... **.4 Credits**  
 Organization and function of the cell. (Prerequisites: BIO 111, 112, or the equivalent of 2 years of high school biology and CHE 121 and 122) F  
 3 hours lecture — 3 hours laboratory
- BIO 213 — General Genetics** ..... **.4 Credits**  
 Classical and modern principles of heredity; laboratory experiments involving a variety of organisms. (Prerequisites: BIO 111-112, or the equivalent of 2 years of high school biology and satisfactory ACT scores, or consent of instructor; CHE 121-22 and BIO 111, 112 recommended) Sp  
 3 hours lecture — 3 hours laboratory
- BIO 220 — Pathophysiology of Substance Abuse** ..... **.3 Credits**  
 A survey of the disease concept of chemical dependency and how it leads to the dysfunction of the body's systems.  
 3 hours lecture
- BIO 221 — Pathophysiology** ..... **.2 Credits**  
 An introduction to the disease processes and mechanisms of the human body and to the dysfunction of the body's systems.  
 2 hours lecture
- BIO 222 — Microbiology** ..... **.3 Credits**  
 An introductory course in microbiology dealing with bacteria, fungi, yeast, and viruses to include discussions of cell structure, identification, taxonomy, metabolism, genetics, resistance, infection, disease, and immunity. (Prerequisite: BIO 111 or 231 or equivalent college level biology) F, Sp, Su  
 2 hour lecture — 2 hour laboratory
- BIO 231 — Human Anatomy and Physiology I** ..... **.4 Credits**  
 A study of basic biological chemistry, cellular structure and function (including cellular respiration protein synthesis and cell division), histology, and integumentary, skeletal and the nervous system. The laboratory will provide experiments to illustrate principles covered in lecture. Note: Students are to bring latex or rubber gloves to the 1st class session. F, Sp  
 3 hours lecture — 3 hours laboratory
- BIO 232 — Human Anatomy and Physiology II** ..... **.4 Credits**  
 A study of the anatomy and physiology of the muscular, circulatory and immune systems, respiratory, digestive, excretory, endocrine and reproductive systems. The laboratory will provide anatomical investigation of and physiological experimentation with these systems. (Prerequisite: BIO 231, Human Anatomy and Physiology I) Note: Students are to bring latex or rubber gloves to the 1st class session. Sp  
 3 hours lecture — 3 hours laboratory
- BIO 253 — General Ecology** ..... **.4 Credits**  
 Relations between organisms and their environments, including human environmental problems. (Prerequisites: BIO 111 or the equivalent of 2 years of high school biology and satisfactory ACT scores) F, SP  
 3 hours lecture — 2 hours laboratory/field work
- BIO 254 — Human Cross-Sectional Anatomy** ..... **.3 Credits**  
 A study of the human body in a cross-sectional context. Emphasis will be placed on major anatomical features and radiologic landmarks. Students also explore soft tissue details as resolution allows. This course will serve to prepare students for conventional tomographic radiology, computer tomography, position emission tomography, magnetic resonance scanning and ultra-sonography. F  
 3 hours lecture — demonstration exercises

**BIO 251-269 — Independent Scientific Investigation . . . . . 2 Credits**  
 Independent laboratory/library research in biology by qualified students under the supervision of a faculty member. Especially designed to develop interest in and to apply techniques of scientific research. Up to six (6) credit hours may be earned. (Prerequisite: Consent of the faculty member)

**BUSINESS AND COMMERCE**

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

**BUS 111 — Business Mathematics . . . . . 3 Credits**  
 A course dealing with mathematics as applied to business operations. Included are mathematics of trading, operating, finance, ownership and investment, and summary and analysis. F, Sp, Su

**BUS 112 — Personal Finance . . . . . 3 Credits**  
 A course designed to aid the student in practical money management. Topics included are charting financial objectives; budgeting; consumer borrowing, renting, and buying; investing; employee benefits and taxation. F, Sp

**BUS 201 — Principles of Real Estate I . . . . . 2 Credits**  
 A fundamental real estate course covering the basic laws and principles of Tennessee Real Estate, giving understanding, background, and terminology necessary for advanced study in specialized courses. This course and BUS 206 satisfies the state commission of real estate's prerequisite for Affiliate Broker's license examination. (Corequisite: BUS 206) F, Sp

**BUS 202 — Real Estate Law . . . . . 2 Credits**  
 A study of Tennessee Real Estate Law, including rights incident to property ownership and management, agency, contracts, and applications to real estate transfer, conveyances, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. Applied toward educational requirement for affiliate brokers. Sp

**BUS 203 — Real Estate Finance . . . . . 2 Credits**  
 Institutional and governmental funds for financing real estate transactions. Applied toward continuing education requirement for affiliate brokers. Sp

**BUS 204 — Real Estate Appraisal . . . . . 2 Credits**  
 Theories, functions, and purposes of appraisal to include the economic approach, the replacement approach and comparative values for all types of real estate. F

**BUS 206 — Principles of Real Estate II . . . . . 2 Credits**  
 A continuation of BUS 201. (Corequisite: BUS 201) F, Sp

**BUS 208 — Real Estate for New Affiliates . . . . . 2 Credits**  
 Course topics include prospects for buying and selling, establishing and maintaining client/customer records, protocol with agents, the contract, and case study exercises.

**BUS 209 — Office Brokerage Management . . . . . 2 Credits**  
 Examination of history of agency, agency in real estate, creating agency, problems, relationships, brokerage, listing agreements, termination, property management, pricing, contractual agreements, transfer of ownership, federal regulations, state regulations, duties owed others, regulated activities, and sanctions.

**BUS 210 — Introduction to Quality Management . . . . . 3 Credits**  
 This course covers the Deming Philosophy, his System of Profound Knowledge, global pressures, continuous improvement, quality tools, quality systems; and the cultural, organizational, socio-technical, and implementation requirements of Total Quality Management. This course utilizes a team-based approach to quality understanding and problem solving. F, Sp



- BUS 211 — Resource Management . . . . .3 Credits**  
Explains the theory, design, implementation, and maintenance of MRP and MRP II computerized manufacturing control systems; including bills of material, item master, and schedule files. This course will help in the preparation for certification by the American Production and Inventory Control Society. Elective credit only. F (odd years)
- BUS 212 — Just-In-Time . . . . .3 Credits**  
Explains the company-wide philosophy of "only the right parts, of the best quality, in the right place, at the time" through the elimination of waste and non-value added activities; includes the Kanban system of stockless production. This course will help in the preparation for certification by the American Production and Inventory Control Society. Elective credit only. F (even years)
- BUS 213 — Attaining World Class Status . . . . .3 Credits**  
This course addresses the contemporary manufacturing strategies and techniques required for competitive success in the 21st century as a world class organization. Teams research and discuss the strategic and tactical applications of such topics as the quality perspective, quality engineering, concurrent design techniques, a responsive supplier network, the evolving role of supervision, and the empowered workforce. Sp (odd years)
- BUS 214 — Kaizen, Continuous Improvement . . . . .3 Credits**  
Kaizen addresses the elimination of waste and non-value added activities to increase quality and productivity, while reducing costs. Commitment to and the pursuit of continuous, on-going improvement is critical to the success of a company-wide quality effort. Course also covers TQC, TEI, SPC, as well as problem solving techniques. Learning partners work in teams on a semester long continuous improvement project. F (odd years)
- BUS 215 — Business Ethics . . . . .3 Credits**  
A course concerned with the relationship between business goals and practices and the good of society. Of specific concern will be matters such as fair pay, safe working conditions, well-made products at fair prices and environmental issues. Elective credit only. F
- BUS 217 — Developing a Quality System . . . . .3 Credits**  
This course uses the criteria of the Malcolm Baldrige National Quality Award as a framework for an integrated, organizational quality system. Each of the 7 criteria, 28 examination items, and 91 areas to address are examined in an application orientation. Learning partners participate as teams to assess an actual organization, determine criteria scoring, and make recommendations for improvement. F (even years)
- BUS 221 — Principles of Accounting I . . . . .3 Credits**  
Basic principles and procedures in accounting relating to the complete accounting cycle for both service and merchandising companies owned as sole proprietorships and as corporations. Also, detailed analysis of assets and liabilities and owner's equity. F, Sp, Su
- BUS 222 — Principles of Accounting II . . . . .3 Credits**  
Continues with corporate accounting and long-term liabilities, cash flow statement, and analysis of financial statements. Also, an emphasis on managerial and cost accounting for making sound business decisions. (Prerequisite: BUS 221; a grade of "C" or better is strongly recommended in BUS 221) F, Sp
- BUS 224 — Cost Accounting . . . . .3 Credits**  
Principles of manufacturing and distribution cost accounting. Material, labor, and overhead costs in job order and process cost accounting, budgeting analysis of cost distribution, standard costing, and related problems. (Prerequisite: BUS 222; a grade of "C" or better is strongly recommended in BUS 222) Sp
- BUS 225 — Income Tax Accounting — Personal . . . . .3 Credits**  
Federal income tax laws with emphasis on the preparation of returns for individuals. Both manual and computerized tax returns will be prepared. (Prerequisite: BUS 222 or permission of instructor; a grade of "C" or better is strongly recommended in BUS 222) F

- BUS 226 — Income Tax Accounting — Business . . . . . 3 Credits**  
Federal income tax laws with emphasis on the preparation of returns for business. Both manual and computerized tax returns will be prepared. (Prerequisite: BUS 225 or permission of instructor; a grade of "C" or better is strongly recommended in BUS 225) Sp
- BUS 227 — Fund Accounting . . . . . 3 Credits**  
The theory and practice of a fund accounting system used by a not-for-profit entity. Emphasis is on the budget process, appropriations and revenue funds for governmental agencies, schools, charities, and not-for-profit medical facilities. (Prerequisite: BUS 222 or consent of instructor; a grade of "C" or better is strongly recommended in BUS 222) F
- BUS 230 — Quality Management Seminar . . . . . 1 to 5 Credits**  
Various perspectives in quality management examined. Topical material studied in course will be identified in appropriate class schedule. Sp (odd years)
- BUS 233 — Intermediate Accounting . . . . . 4 Credits**  
Extensive analysis of the principal elements of accounting systems and statements with emphasis on the assets, liabilities, and stockholder's equity of the balance sheet. (Prerequisite: BUS 222; a grade of "C" or better is strongly recommended in BUS 222) F
- BUS 251 — Legal Environment for Business . . . . . 3 Credits**  
Emphasis is placed on classification of laws, historical background of our systems of laws, duties, buying services, insurance, consumer protection, negotiable instruments, and business organization. F, Sp
- BUS 252 — Business Law . . . . . 3 Credits**  
Designed to acquaint the student with the privileges and responsibilities of the individual under business law. Topics studied will include the uniform commercial code, contracts, sales, agency, partnerships, corporations, and negotiable instruments.
- BUS 255 — Microcomputing Accounting Applications I . . . . . 3 Credits**  
A course designed to acquaint business management majors with common microcomputer applications in the field of accounting. (Prerequisites: BUS 221 and CST 102; a grade of "C" or better is strongly recommended in BUS 221) Sp
- BUS 257 — Microcomputing Accounting Applications II . . . . . 2 Credits**  
A course designed to acquaint the student with commercial accounting software using the microcomputer for medium size companies. Includes tracking of receivables, payables, inventory, and financial statement preparation (Prerequisite: BUS 221 and CST 102; Bus 255 is strongly recommended; a grade of "C" or better is strongly recommended in BUS 221) F
- BUS 261 — Psychological Aspects of Management . . . . . 3 Credits**  
This course applies psychological principles to business and other organizations concerned with effective management. Topics covered include leadership and supervision; communications and human relation skills; scientific and humanistic management and motivation skills, group dynamics and coping with change. F, Sp
- BUS 262-270 — Business Seminar . . . . . 1 to 4 Credits**  
Exploration of specialized business interests. Topical material studied in course will be identified in the class schedule.
- BUS 271 — Sales . . . . . 3 Credits**  
A course emphasizing the relationship of product and market, industrial and consumer sales, methods of market analysis, sales and sales methods. F, Sp
- BUS 272 — Retailing . . . . . 3 Credits**  
A study of the principles and practices of retailing including planning, policies, and procedures of distribution. Sp
- BUS 273 — Marketing . . . . . 3 Credits**  
A general but critical survey of the field of marketing, covering international industries and commerce, distribution of resources, factors of distribution and transportation, and the marketing functions. F, Sp

**BUS 274 — Marketing Opportunity Analysis . . . . .3 Credits**

The purpose of this course is to provide a link between theory and practice by evaluating current and future market conditions in order to identify marketing opportunities. This is accomplished by introducing the student to patterns and plans which integrate the major goals, policies, and action sequences of the organization into a cohesive whole, allocating its resources into a unique posture within the internal and external environmental conditions. Students will be able to devise a marketing plan which exploits the opportunity so identified. They will also be able to estimate the consequences of implementing this plan. (Elective credit only)

**BUS 278 — Small Business Management . . . . .3 Credits**

An introductory course designed to provide an overview of the business environment and requirements for successfully operating a small business. Topics covered include forms of business, credit management, utilizing professionals, information management, etc. Students must secure departmental approval to take this course. Sp

**BUS 281, 282 — Management and Supervision I, II . . . . .3 Credits**

This two course sequence is designed to introduce the basic aspects of supervisory development, to include the functions of management, communication skills, interpersonal relations, motivation, morale, discipline, leadership training and evaluation, decision-making and self-development. BUS 281 F, Sp, Su; BUS 282 Sp

**BUS 284 — Management Seminar . . . . .3 Credits**

Consideration of current problems, issues, and developments in the area of management. Students are guided through individual projects and outside research related to their area of concentration and employment training. Sp

**BUS 285 — Strategic Management . . . . .3 Credits**

This course is designed for students who have entered or will be entering fields requiring skills in virtually every area of management including marketing, operations, accounting, and financial, ethical, political, and quantitative dimensions. Each dimension will be addressed in lectures, classroom discussions, and class presentations. The primary purpose of the course is to introduce the student to patterns and plans which integrate the major goals, policies, and action sequences of an organization into a cohesive whole, allocating its resources into a unique and viable posture within the framework of internal and external environmental alterations, anticipated and unanticipated changes, and contingent moves by intelligent opponents. (Elective credit only)

**BUS 290 — Basic Statistical Process Control . . . . .3 Credits**

This course covers basic statistics, control chart construction and interpretation, variation identification and reduction, and how SPC fits into the Total Quality Management system. Project teams apply SPC techniques in organizations to identify and reduce process variation, select appropriate control charts, and perform capability studies. Sp (even years)

**BUS 292 — Contemporary Leadership I . . . . .3 Credits**

Course covers human resource management in areas of leadership, interpersonal and formal communication, and team building examining shared leadership, leadership effectiveness, empowerment, trust, rewards, risks, ethics, role modeling, interpersonal communication, listening, self-presentation, interviewing, motivation, team building, problem solving, goal setting, communication, pressure, and other areas. (Elective credit only) Offered as required.

**BUS 293 — Contemporary Leadership II . . . . .3 Credits**

Course covers leadership, competition, conflict resolution and negotiation examining the impact of leadership on self-esteem, the importance of performance appraisals, organizational effectiveness and development, healthy and destructive competition, resolving conflict, mediation techniques, and negotiating techniques and tactics. Elective credit only. Offered as required.

**BUS 294 — Customer Service Excellence . . . . .3 Credits**

Presents methods and techniques for measuring customer satisfaction. Topical materials covered include use of customer expectations for goal setting, customer driven management techniques, creating employee ownership of the customer service process,

exceeding customer expectations, and establishing continuous customer feedback and immediate resolution of complaints. Elective credit only. Offered as required.

## CARDIOVASCULAR INTERVENTIONAL TECHNOLOGY

**\*CIT 101 — Procedures I . . . . .3 Credits**

This course covers an overview of anatomy and physiology, practical applications of interventional procedures, vascular correlations, and surgical intervention for specific disease processes.

3 hours lecture

**CIT 110 — Procedures II . . . . .3 Credits**

This course covers theory and practice of physiological monitoring, emergency care, and pharmacology.

3 hours lecture

**CIT 120 — Procedures III . . . . .3 Credits**

An overview of patient care and legal considerations, equipment and instrumentations, image quality and control, sterile techniques and isolation procedures.

3 hours lecture

**\*CIT 150 — CIT Review . . . . .3 Credits**

This course provides the Radiologic Technologist with CIT experience, an extensive review to sit for the ARRT examination in Cardiovascular Interventional Technology.

3 hours lecture

\*This course does not meet any curricular requirements for any program, with the exception of technical requirement for the A.A.S. General Technology program.

## CHEMISTRY

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

**CHE 100 — Fundamentals of Chemistry . . . . .4 Credits**

This course is designed for students desiring to enter a science, engineering or pre-med (veterinarian, pharmacy, etc.) program but who have had no high school chemistry or are not recent high school graduates. The emphasis will be on the fundamental concepts of chemistry, nomenclature, equation writing, simple stoichiometric calculations, bonding, gas laws and property of solutions. (NOTE: This course cannot be used to fulfill a natural/physical science requirement where a sequence is indicated. It can be used if a sequence is not required.) (Prerequisite: 2 years of high school algebra or DSM 082 - Intermediate Algebra) F, Su

3 hours lecture — 3 hours laboratory

**CHE 101 — Introduction to Chemical Principles . . . . .4 Credits**

Introductory chemistry dealing with the basic principles such as atomic structure, periodic law, states of matter, chemical bonding, types of compounds, gas laws, solutions, acids and bases, equilibria. (Prerequisite: 2 years of high school algebra and 1 year high school chemistry or 2 years of high school algebra and CHE 100) F

3 hours lecture — 3 hours laboratory

**CHE 102 — Basic Organic and Biochemistry . . . . .4 Credits**

Aliphatic, aromatic, and heterocyclic organic chemistry with emphasis on structure, nomenclature, and functional groups. Introductory biochemistry concerning lipids, carbohydrates, proteins, and nucleic acids. (Prerequisite: CHE 101) Sp

3 hours lecture — 3 hours laboratory

**CHE 121 — General Chemistry I . . . . .4 Credits**

A study of fundamental principles of chemistry, such as mathematical calculations of chemical relationships, atomic structure, periodic relationships, molecular structure, bonding, and the chemistry of oxygen, hydrogen, and water, Kinetic Molecular Theory, physical states of matter, solution chemistry. (Prerequisite: 2 years of high school algebra and 1 year high school chemistry or 2 years of high school algebra and CHE 100) F, Sp

3 hours lecture — 3 hours laboratory

**CHE 122 — General Chemistry II . . . . .4 Credits**

Electrolytes, oxidation-reduction, electrochemistry, molecular and ionic equilibria, nuclear chemistry, and brief survey of organic chemistry. (Prerequisite: CHE 121) Sp, Su  
3 hours lecture — 3 hours laboratory

**CHE 202 — Quantitative Analysis . . . . .5 Credits**

The study of the basic theories of quantitative analysis, with stress on the theories of neutralization, precipitation, volumetric, and gravimetric analysis. (Prerequisite: CHE 122) Sp, on demand  
3 hours lecture — 6 hours laboratory

**CHE 211 — Qualitative Analysis . . . . .4 Credits**

Theory and practice of qualitative analysis, chemical equilibrium and solubility product. Laboratory practice in the identification of the major cations and anions. (Prerequisites: CHE 121, 122)  
3 hours lecture — 3 hours laboratory

**CHE 221 — Organic Chemistry I . . . . .4 Credits**

A study of the properties, preparations, reactions, and spectroscopy of aliphatic and aromatic compounds, including reaction mechanisms and the relationship between structure and reactivity. (Prerequisite: CHE 122) F  
3 hours lecture — 3 hours laboratory

**CHE 222 — Organic Chemistry II . . . . .4 Credits**

A continuation of CHE 221, covering carbanion condensations, heterocyclics, fats, carbohydrates, amino acids, and proteins. (Prerequisite: CHE 221) Sp  
3 hours lecture — 3 hours laboratory

**CHE 235 — Chemistry of the Radioisotopes . . . . .3 Credits**

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

**CHE 240 — Internship-Environmental Chemistry . . . . .5 Credits**

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

**CHE 242 — Internship-Analytical Chemistry . . . . .5 Credits**

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

**CHE 231-259 — Independent Scientific Investigation . . . . .3 Credits**

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

## CHILD SUPPORT ENFORCEMENT

**LES 101 — Introduction to Child Support Law . . . . .3 Credits**

This course will give the student an overview of domestic law in Tennessee with an emphasis placed upon those aspects of the law which pertain to child support establishment and enforcement. Upon completion of the course, the student will have been exposed to legal actions and forms used in the establishment and enforcement of child support.

**LES 106 — Introduction to Title IV-D of the Social Security Act & TCSES . . . . .3 Credits**

This course will introduce the student to federal and state law requirements for the administration of the Title IV-D Office. Upon completion of the course, the student will understand why and how Title IV-D offices exist and requirements for their management and administration. The student will understand the relationship of the IV-D program to other human service programs, such as Aid to Families with Dependent Children, JOBS, and Medicaid. The student will understand basic rights of the custodian of a child and noncustodial parent to the child support services and benefits provided by federal and state government.

**LES 110 — Introduction to Casework . . . . .3 Credits**

This course will introduce the student to the inner workings of the child support office and to basic clerical skills. Upon completion of the course, the student will have been introduced to and will have practiced telephone skills, filing skills, copier skills, the diary and tickler system, interpersonal relationships with other child support personnel and will have an initial "walk-through" of a typical child support file from beginning to end. The student will learn about the importance of independent work habits, will be introduced to resource materials for the Title IV-D office (state and local manuals), will learn the hierarchy of employees and management in a Title IV-D Office. This course will prepare the student to enter the workplace in the second semester internship and will be designed to equip the student with practical skills for use in that internship.

**LES 120 — In-Depth Study of a Child Support Action . . . . .3 Credits**

This course will provide a detailed study of procedures utilized in the Title IV-D Office in the administration of required services. An intense examination of specific legal actions and the individual steps necessary from start to finish of a typical child support case will be accomplished by each student. Upon completion of the course, along with the companion TCSES course, the student will be acclimated to the Title IV-D Office and will be prepared to begin working basic child support files.

**LES 130 — Internship in a Title IV-D Office Review and Modification Procedures . . . . .3 Credits**

This course will allow the student to apply basic clerical skills and knowledge of child support law and Title IV-D policies and procedures in the actual child support office setting. The student will spend weekly time in the child support office actually working cases needing evaluation for review and modification requirements of Title IV-D of the Social Security Administration Act. The student will have an opportunity to practice a broad spectrum of child support caseworker duties.

**LES 140 — Tennessee Child Support Enforcement System II . . . . .3 Credits**

This course will allow the student to apply the knowledge of case management that was obtained in previous child support courses through the interaction with the state mainframe. Upon completion of the course, the student will have not only the knowledge of how to access and use the state mainframe but also understand how the system will interact in the daily operations of the Child Support Enforcement Office.

**COMPUTER SCIENCE TECHNOLOGY**

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

**CST 102 — Computer Concepts & Applications . . . . .3 Credits**

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

**CST 103 — Computer Presentations . . . . .3 Credits**

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

**CST 105 — Database Management . . . . .3 Credits**

Database system design, implementation, querying and application development using visual basic in a microcomputer environment. SQL techniques are included. Course integrates the database functions of spreadsheets and spreadsheet macros during the coverage of database system applications. (Prerequisite: CST 102) F, Sp

**CST 113 — Introduction to Programming I . . . . .4 Credits**

An introductory course using the C programming language. Topics include C syntax, top-down program development, predefined C functions, user-defined functions, repetition statements, arithmetic operators and operator precedence and associativity, variable declarations and assignment statements, C data types including pointer variables, passing, storing and using addresses, relational and logical operators, decision statements, and arrays. Good program documentation is emphasized. (Prerequisite-reading and math requirements have been completed in Academic Development. Students completing the Computer Science Option in the A.A.S. Business Management Technology Program must take CST 102 as a corequisite with CST 113 or have Computer Science advisor's approval.) F, Sp

**CST 135 — Introduction to Spreadsheets . . . . .3 Credits**

Designed to introduce students to fundamental operations of a spreadsheet including formula development, graphics, data base management, and design. Course will expose students to windows based spreadsheet such as Excel. F, Sp

**CST 140 — Beginning Windows . . . . .1 Credit**

An orientation to Windows. Course provides an introduction to hardware and Windows concepts and terminology. Students are given an overview of Windows features and its basic accessories. Lab activities introduce use of mouse, clicking, dragging, selecting, help, groups, format, copy, drive specifications, the Control Panel to customize Windows features, and print functions.

**CST 141 — Intermediate Windows . . . . .1 Credit**

Major features of Windows are explored including object linking and embedding. Course covers extended use of File Manager, Accessories, such as Write, Paintbrush Notepad, Calendar, Object Packager, and Cardfile, and customization of program groups and start up features of Windows. (Prerequisite: CST 140 or Computer Science Advisor's Approval)

**CST 146 — Beginning Spreadsheet Applications for Windows . . . . .1 Credit**

Exposes students to Excel for Windows. Course covers the fundamental strategies in the Spreadsheet Application Development Cycle while introducing the basic features of the Windows based spreadsheet. (Prerequisite: CST 140 or CST 102 or Computer Science Advisor's Approval)

**CST 147 — Intermediate Spreadsheet Applications for Windows . . . . .1 Credit**

An in-depth examination of such topics as functions, graphics, and database are explored using Excel for Windows. Principles of good spreadsheet design is emphasized. (Prerequisite: CST 146 or Computer Science Advisor's Approval)

**CST 148 — Advanced Spreadsheet Applications for Windows . . . . .1 Credit**

Advanced features of Excel are introduced covering such topics as object linking, scenarios, and macros. (Prerequisites: CST 146, CST 147 or Computer Science Advisor's Approval)

**CST 149 — Beginning Word Processing Applications for Windows . . . . .1 Credit**

Students are exposed to the fundamental features of Microsoft Word's menu bar and tool bar while creating and editing documents. (Prerequisite: Adequate keyboarding and computing skills. OAD 100 and CST 140 or CST 102 recommended)

**CST 150 — Intermediate Word Processing Applications for Windows . .1 Credit**  
Covers document formatting in depth, use of graphics, object linking, and embedding. (Prerequisite: CST 149 or Computer Science Advisor's Approval)

**CST 153 — Beginning Desktop Publishing for Windows . . . . .1 Credit**  
Principles of good design and layout are introduced as students integrate text and graphics to create a brochure, flyer, and newsletter in a Windows environment. 1 Credit Hour (Prerequisites: Adequate keyboarding and computing skills. OAD 100 and CST 102 or CST 140 recommended)

**CST 155 — Beginning Database Applications for Windows . . . . .1 Credit**  
Fundamental concepts are integrated with hands on exercises to introduce students to the commands and query features of a database applications package for the Windows environment. (Prerequisites: Adequate keyboarding and computing skills. OAD 100 and CST 102 or CST 140 recommended)

**CST 156 — Beginning Internet . . . . .3 Credits**  
Introduces students to services and information featured on the Internet, with an emphasis on using the Internet effectively for research. (Prerequisite: Adequate keyboarding and computing skills. OAD 100 and CST 102 or CST 140 recommended) F, Sp

**CST 159 — Seminar on Applications in the Windows Environment . .1-4 Credits**  
An introductory course on the fundamental concepts, commands and uses of a Windows based application package. This class explores one of many different applications in the Windows environment such as financial planning, time scheduling, stock market analysis, presentation graphics, etc. The specific software package used in class will be indicated in the course title when it is placed in the class schedule. (Prerequisites: Adequate keyboarding and computing skills. CST 100 and CST 102 or CST 140 recommended or Computer Science Advisor's Approval)

**CST 203 — Principles of Programming II . . . . .3 Credits**  
A continuation of Introduction to Programming I and the C Language. Course content includes coverage of dynamic memory allocation and data types such as pointers, strings, linked lists, user-defined types, and other characteristics of data structures. Also included is an introduction to object oriented programming using the C++ Language. (Prerequisite: CST 113) Sp

**CST 205 — Data Communications . . . . .3 Credits**  
Principles of communications including the selection and use of modems, communications software, script development, terminal emulation, networking, electronic mail, and use of the Internet. (Prerequisite: CST 102 or Computer Science Advisor's Approval) F, Sp

**CST 207 — Microcomputer Hardware . . . . .2 Credits**  
Maintenance and configuration of microcomputers including installation of disk drives, CD drives, tape drives, memory, NICs, power supplies, sound cards, power supplies, ups, and other hardware. IRQ and DMA settings and conflicts are included as is the use of diagnostic software. Good preventative maintenance practices are emphasized. (Prerequisite: CST 102 or Computer Science Advisor's Approval) F, Sp

**CST 209 — GUI Programming I . . . . .3 Credits**  
A continuation of principles of programming II and object oriented programming. Course content includes coverage of classes and their member data and methods, function overloading, and inheritance. Class libraries are used to implement GUI applications. (Prerequisites: CST 113 and CST 203) F

**CST 210 — GUI Programming II . . . . .4 Credits**  
GUI Programming using at least one of several currently popular languages including those which are network-based. (Prerequisites: CST 113, CST 203 and CST 209)

**CST 211 — COBOL . . . . .3 Credits**  
Computer programming in COBOL. File handling, disk data sets. (Prerequisite: CST 102 or CST 113 or consent of instructor)  
2 hours lecture—3 hours laboratory



**CST 212 — Advanced Microcomputer Applications . . . . .3 Credits**

Exposure to a wide variety of applications software and programming techniques beyond those covered in CST 105 Database Management and 209 GUI Programming I. (Prerequisite: CST 105, CST 209 or Computer Science Advisor's approval) Sp

**CST 215 — Operating Systems . . . . .3 Credits**

In depth experience on the operations of DOS, Unix, VMS, and Local Area Networking. Students learn to apply, navigate through, and use operating system commands and directory structures. (Prerequisite: CST 102, CST 113, CST 205, and CST 207 or Computer Science Advisor's Approval) Sp

**CST 217 — Data and File Management . . . . .2 Credits**

Topics covered include basic familiarization with file types and conversions, backup, disaster recovery, and EDP audit. (Prerequisite: CST 203) Sp

**CST 221-229 — Seminar in Computer Applications . . . . .1-4 Credits**

Covers special topics in computer applications. Check with your academic advisor for courses offered each semester.

## COMPUTER TOMOGRAPHY

**\*CTR 101 — Computer Tomography . . . . .3 Credits**

This course is designed to prepare the Radiologic Technologist with CT experience to take the advanced level examination in Computerized Tomography administered by the American Registry of Radiologic Technologists.

3 hours lecture

\*This course does not meet any curricular requirements for any program, with the exception of technical requirement for the A.A.S. General Technology program.

## COOPERATIVE EDUCATION

**COE 101 — Cooperative Education I . . . . .3 Credits****COE 102 — Cooperative Education II . . . . .3 Credits****COE 201 — Cooperative Education III . . . . .3 Credits****COE 202 — Cooperative Education IV . . . . .3 Credits**

A sequence of experiential learning that takes place in real employment situations. The student must be approved by the Placement Coordinator, the academic division of the student's major or area that is being explored, and the employer for full-time or part-time paid employment in industry, business or government. A minimum of ten (10) hours of actual work experience per week throughout the appropriate semester is required to receive credit. The work experience will be jointly evaluated by the Placement Coordinator and the employer. For further information contact the Placement Coordinator in the Counseling and Career Resource Center, or visit the Roane State homepage at [RSCC.CC.TN.US](http://RSCC.CC.TN.US)

## CORRECTIONS

**COR 101 — Introduction to Corrections . . . . .3 Credits**

This includes the history of criminal corrections in the United States; analysis of the crime problem; identification of the correctional client; correctional methods used in the United States; and emphasis on correctional goals in the criminal justice system. Sp

**COR 111 — Juvenile Delinquency . . . . .3 Credits**

A study of new attempts geared toward the rebellious youthful offenders in the areas of treatment, experimentation, innovative programs, and theories of causation. F, Su

- COR 112 — Emerging Rights of Prisoners . . . . .3 Credits**  
An attempt to systematically identify and analyze the practical implications of recent court decisions affecting civil rights and due process for prisoners. Sp
- COR 201 — Correctional Administration and Supervision . . . . .3 Credits**  
A study of the organizational structure, training techniques, cultural developments, and administrative concepts of incarceration. Special emphasis will be placed upon supervision, responsibility, authority, and accountability in the operation of penal institutions. F
- COR 202 — Treatment in Corrections . . . . .3 Credits**  
A study of various methods used in counseling to include principles and techniques for both group and individual therapy. A variety of therapies will be discussed including behavior modifications, guided group interaction, transactional analysis, and reality therapy. Sp
- COR 211 — Practicum in Corrections . . . . .3 Credits**  
The placement of a student in correctional institution or detention facility to observe and participate in its operation. Participation will include activity in all functions required to operate a correctional institution. Attention will be given to the implementation of state-of-the-art techniques in traditional incarceration problem areas. Sp

### DENTAL HYGIENE

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

- DHT 101 — Preclinical Dental Hygiene . . . . .5 Credits**  
This course introduces the student to basic concepts and techniques of performing oral health services. The student will demonstrate knowledge and skill of learned techniques in a supervised preclinical setting. F  
3 hours lecture — 8 hours laboratory/week
- DHT 111 — Dental Science I . . . . .3 Credits**  
This course covers topics in tooth morphology; head, neck and oral anatomy; oral embryology and oral histology; oral and basic pathology; periodontology. F  
3 hours lecture/week
- DHT 112 — Dental Science II . . . . .3 Credits**  
This course is a continuation of Dental Science I. Sp  
3 hours lecture/week
- DHT 121 — Clinical Dental Hygiene I . . . . .2 Credits**  
Supervised clinical practice of previously learned dental hygiene techniques. S  
120 total hours of clinic
- DHT 132 — Dental Radiography . . . . .3 Credits**  
This course covers topics in the theory, practice and interpretation of radiography. Safety concerns will be addressed. Students will demonstrate proficiency in the use of dental radiography equipment. Sp  
2 hours lecture — 2 hours laboratory/week
- DHT 133 — General and Oral Pathology . . . . .4 Credits**  
This course covers general pathological concepts and a study of oral pathology. Su  
7 1/2 hours lecture/week
- DHT 141 — Principles of Dental Hygiene I . . . . .3 Credits**  
This course is a continuation of the concepts and techniques outlines in DHT 101. Sp  
3 hours lecture/week
- DHT 161 — Biochemistry and Nutrition . . . . .3 Credits**  
This course presents the basic principles of the biochemistry of nutrition and the application of these principles to clinical Dental Hygiene. (Prerequisite: CHE 101) Sp

**DHT 171 — Dental Materials . . . . .3 Credits**

This course investigates the characteristics, physical properties, manipulation, uses and care of materials used in dentistry. Su

4 hours lecture — 6 hours laboratory/week

**DHT 201 — Pharmacology and Pain Control . . . . .3 Credits**

This course includes the study of drugs used in dentistry and pain control measures used in dentistry. F

3 hours lecture/week

**DHT 211 — Dental Hygiene Seminar . . . . .2 Credits**

This course covers topics of professionalism for the dental hygienist including legal aspects of practice, ethics and dental office practices. Sp

2 hours lecture/week

**DHT 212 — Community Health . . . . .3 Credits**

This course covers concepts of public community health and includes field experiences in a variety of community health settings. Sp

2 hours lecture — 3 hours laboratory/week

**DHT 221 — Clinical Dental Hygiene II . . . . .3 Credits**

Continuation of the supervised clinical practice of previously learned dental hygiene techniques. F

180 total hours of clinic

**DHT 222 — Clinical Dental Hygiene III . . . . .3 Credits**

Continuation of the supervised clinical practice of previously learned dental hygiene techniques. Sp

180 total hours of clinic

**DHT 241 — Principles of Dental Hygiene II . . . . .1 Credit**

This course is a continuation of DHT 141. F

1 lecture hour/week

**DHT 242 — Principles of Dental Hygiene III . . . . .1 Credit**

This course is a continuation of DHT 241. Sp

1 lecture hour/week

**\*DHT 245 — Dental Hygiene Analysis I . . . . .2 Credits**

This course is a survey of licensure requirements for state and national licenses. Students will review licensure laws, testing skills, and knowledge. This is a dental hygiene elective course and does not count towards degree requirements. F

2 hours lecture

**\*DHT 247 — Dental Hygiene Analysis II . . . . .3 Credits**

This is a continuation of Dental Hygiene Analysis I. This course is a dental hygiene elective and does not count towards degree requirements. Sp

**DHT 251 — Periodontology . . . . .1 Credit**

This course presents advanced concepts in the treatment of periodontal disease. F

1 lecture hour/week

\*This course does not meet any curricular requirements for any program, with the exception of technical requirement for the A.A.S. General Technology program.

## ECONOMICS

**ECO 201 — Principles of Economics I . . . . .3 Credits**

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

**ECO 202 — Principles of Economics II . . . . .3 Credits**  
 A continuation of economics with the special emphasis on microeconomics. An introduction to individual demand. Production planning and the related effect upon market structures, resource allocation, and income distribution; e.g., wages, rent, interest, and profits. Sp

**EDUCATION**

**EDU 100 — Orientation to College . . . . .1 Credit**  
 Valuable information to promote the student's success in college. Includes registration and advisement procedures; financial aid; counseling and other student services; study habits; and other topics that should contribute to student success. (It is advised that EDU 100 be taken concurrently with ENG 101) F, Sp

**EDU 101 — Introduction to the Teaching Profession . . . . .2 Credits**  
 Survey of the roles and responsibilities in the teaching profession and of current educational issues, practices, and problems. Information on employment opportunities, legal issues, and changing social expectations of educational institutions. F

**EDU 111 — Introduction to Educating Exceptional Children . . . . .2 Credits**  
 Examination of categories of exceptionality (mental retardation, giftedness, deafness, blindness, emotional disturbance, orthopedic impairment, etc). Brief review of educational strategies used with particular problems. Site visits to acquaint the student with services, settings, and teacher roles.

**EDU 121 — Introduction to Early Childhood Education . . . . .3 Credits**  
 Societal factors involved in the development of early childhood education, historical perspectives, major theories and application of theories, establishing appropriate educational environments, and related issues.

**EDU 210 — Human Development . . . . .3 Credits**  
 Comprehensive overview of human physical, psychological, and social development from prenatal to late adolescent development. F, Sp

**EDU 211 — Educational Psychology . . . . .3 Credits**  
 Focus on making classroom education more effective by applying specific principles from the following areas of psychology: development, learning, motivation, evaluation, individual differences, and adjustment. Cross-listed as PSY 211. Sp

**EDU 220 — Creative Activities for Young Children . . . . .3 Credits**  
 Planning and executing appropriate developmental activities for young children in a wide range of curriculum areas.

**EDU 221, 222 — Trends and Issues in Education I, II . . . . .3 Credits**  
 In-depth analysis of a particular topic, concern, or problem in education.

**EDU 230 — Administration of Early Childhood Education Programs . .3 Credits**  
 Administrative and managerial procedures relevant to the operation of early childhood education programs.

**EDU 231 — Field Experiences I . . . . .2 Credits**

**EDU 232 — Field Experiences II . . . . .2 Credits**  
 A cooperative classroom experience for the student and local school systems. Student exposure to duties, responsibilities, and requirements of the teaching profession. (Prerequisite: EDU 101 or permission of instructor) F, Sp

**EMERGENCY MEDICAL TECHNOLOGY-PARAMEDIC**

**EMT 102 — Emergency Medical Technician Basic-Part I . . . . .6 Credits (EMT Basic Part I)**  
 Covers all emergency medical techniques currently considered to be within the responsibilities of the basic EMT providing emergency care with an ambulance service. Areas to be included are cardiopulmonary resuscitation, splinting, bandaging, medical emergencies,

and childbirth. Also covered are the functions of the Emergency Medical Services, the legal aspects, emergency driving techniques, medical ethics, AED and CPR. This class meets for a total of 75 hours — 30 hours are lab. (Prerequisites: Students must have approval of the program director to obtain admission to this course, a CPR card and an EMS application filed with the Program Director.) Class size is limited. F

Combination lecture/lab (5 hours/week)

**EMT 106 — Emergency Medical Technician Basic-Part II . . . . .6 Credits  
(EMT Basic Part II)**

A continuation of the training course for the basic EMT. Upon successful completion the student will have satisfied one of the eligibility criteria for taking the Basic EMT licensure examination given by the Tennessee Department of Health and Environment, Division of Emergency Medical Services. This class meets for a total of 90 hours — 30 hours are lab. (Prerequisite: EMT 102) S

Combination lecture/lab (5 hours/week) 2 hours clinical

**\*EMT 107 — Vehicle Extrication and Rescue . . . . .3 Credits**

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

3 hours lecture

**EMT 109 — First Responder . . . . .4 Credits**

This initial training course in the art of pre-hospital emergency medical care follows the guidelines set by the Department of Transportation (D.O.T.). Successful completion enables the student to sit for licensure examination given by the Department of Health and Environment, Division of Emergency Medical Services. First Responders are individuals trained to assess patients, use AEDs, provide emergency care, and when necessary, move patients without causing injury. This class is 60 hours long — 16 hours are lab. (Prerequisites: Students must have approval of the program director to obtain admission to this course. Students must have a current CPR-C level card and an EMT Program application filed with the EMS Program Director.) Call 539-6905 for information on CPR classes. Class size limited. F, Sp, Su

Combination lecture/lab (4 hours/week)

**EMT 110 — Intravenous Therapy for EMT's . . . . .4 Credits**

This course studies fluids and electrolytes in the body with emphasis placed upon the manifestation of fluid and electrolyte imbalances. The manifestations of dehydration and overhydration are included. The course also deals with the causes, signs, and symptoms of shock, fluid administration through intravenous techniques and the application of medical anti-shock trousers (MAST). Successful completion of this course allows the student to sit for certification examination given by Department of Health and Environment, Division of Emergency Medical Services. This class meets for a total of 60 hours — 9 hours are lab. (Prerequisites: Students must hold current Tennessee licensure as an EMT or be licensure eligible. Students must have an EMS application filed with the EMT Program Director.) F, Sp

Combination lecture/lab (3 hours/week) — 2 hours clinical

**\*EMT 114 — Cave Rescue . . . . .4 Credits**

This course is designed to familiarize rescue and EMS personnel with the proper techniques for negotiating entrance and in-cave pits. Students will learn how to select and assemble their personal vertical and horizontal caving equipment, rig, rappel and ascend drops in a safe manner.

**EMT 115 — Advanced Cardiac Life Support - ACLS . . . . .1 Credit**

An introduction to common medical emergencies encountered by pre-hospital care providers. Emphasis is on the recognition and management of emergencies relating to the respiratory and cardiovascular systems. Students must show proficiency in EKG recognition and the advance treatment of the patients in cardiopulmonary arrest. Upon successful completion of this course, students will be ACLS trained by the American

Heart Association. This course is available to EMTs, paramedics, nurses, respiratory therapists, and physicians.

**EMT 116 — Basic Trauma Life Support - BTLS . . . . .1 Credit**

A study of the assessment and treatment of victims suffering traumatic injury. Emphasis is on airway maintenance with cervical spine immobilization and currently accepted treatments for life threatening injuries related to the cardiopulmonary, musculo-skeletal, gastro-intestinal, and nervous systems. Upon successful completion of the BTLS course, students will receive certification by the Tennessee Chapter of the American College of the Emergency Physicians. This course is available to EMTs, paramedics, nurses, respiratory therapists, and physicians.

**EMT 117 — Pediatric Advanced Life Support - PALS . . . . .1 Credit**

A study of medical and trauma emergencies as related to pediatric patients. Emphasis is on the assessment and treatment of children by the health care provider in a pre-hospital setting. Diseases commonly associated with children such as epiglottitis, croup, asthma, and febrile seizures are discussed. The specific areas of obstetrical emergencies and neonate care are included. Upon completion of the PALS course, students will receive certification by the American Heart Association. This course is available to EMTs, paramedics, nurses, respiratory therapists and physicians.

**EMT 118 — Pre-Hospital Trauma Life Support - PHTLS . . . . .1 Credit**

A study of the assessment and treatment of victims suffering traumatic injury. Emphasis is on airway maintenance with cervical spine immobilization and currently accepted treatments for life threatening injuries related to the cardio-pulmonary, musculo-skeletal, gastro-intestinal, and nervous systems. Upon successful completion to the PHTLS course, students will receive certification by the American College of Surgeons. This course is available to EMTs, paramedics, nurses, respiratory therapists, and physicians.

**\*EMT 119 — Emergency Medical Dispatcher (EMD) . . . . .8 Credits**

This course covers all aspects of Emergency Medical Dispatch curriculum, maintaining DOT standards. The course includes CPT, First Aid, Basic Telecommunication skills, and Basic EMD skills. It also includes a law enforcement and fire component. Successful completion of this course will enable students to take the State of Tennessee exam for licensure.

6 hours lecture — 2 hours clinical

**\*EMT 130 — Tactical Medical Operations . . . . .4 Credits**

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

3 hours lecture — 3 hours laboratory

**\*EMT 135 — Advanced Rope Rescue . . . . .4 Credits**

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

3 hours lecture — 3 hours laboratory

**\*EMT 147 — Wilderness EMS . . . . .4 Credits**

This course provides the licensed EMT with the medical knowledge and skills to complement their existing level of training in wilderness areas. Areas covered include patient assessment, prolonged transport, medical rescue equipment, trauma, environmental medicine, backcountry medicine and wilderness rescue training. (Prerequisite: First Responder, EMT, EMT-IV, paramedic, LPN, RN, or physician)

3 hours lecture — 3 hours laboratory

**\*EMT 148 — EMS Rescue . . . . .4 Credits**

This class will cover the rescue aspects of whitewater, rappelling, wilderness and cave techniques. Students will be introduced to the equipment, maneuvers, dangers and specific safety practices related to rescue in these varied physical environments. On-site

scenarios will be included. This class will consist of 7 eight-hour days on site and 4 classroom hours. A copy of a physical exam within the last 6 months is required. This is a great introductory class for EMT 114 (Cave Rescue), EMT 135 (Advanced Rope Rescue) and EMT 147 (Wilderness EMS). Contact EMS program director for further information.

60 hours/semester

**EMT 151 — Emergency Medical Technician (accelerated) . . . . .12 Credits**

An accelerated Basic Emergency Medical Technician course. Parts I and II (EMT 102 and 106), combined into one semester. Upon successful completion the student will have satisfied one of the eligibility criteria for taking the Basic EMT licensure examination given by the Tennessee Department of Health and Environment, Division of Emergency Medical Services. This class is 157 hours long — 70 hours are lab. (Prerequisites: Certification as a First Responder or allied health background and permission from program director, and an EMS application filed with the EMS program director.) Class size is limited. F, Sp

Combination lecture/lab (10 hours/week) — 2 hours clinical

**EMT 155 — EMT Bridge Program . . . . .1 Credit**

This course covers all aspects of the required Tennessee EMS update curriculum. This curriculum is required for all currently licensed EMTs and EMT-IVs in the state of Tennessee during their re-licensure period. The curriculum content includes AED, Epi-Auto injector, Albuterol treatment and Combi-tube training. (Prerequisite: EMT, EMT-IV)

1 hour lecture

**\*EMT 193 — First Responder Refresher . . . . .1 Credit**

DOT approved course for renewal of First Responder Licensure.

17 hours/semester

**\*EMT 194 — Paramedic Refresher . . . . .3 Credits**

Refresher training adhering to and including content of National Standard EMT-Paramedic Refresher curriculum.

48 hours/semester

**EMT 211 — Paramedic I . . . . .13 Credits**

First of a 3 part series to prepare the student for Paramedic Certificate. Topics include paramedic role and responsibilities, EMS system, medical/legal consideration, EMS communications, medical terminology, general patient assessment, airway and ventilation, pathophysiology of shock, general pharmacology, major incident response and stress management. (Prerequisite: PRIOR admission to the Paramedic Program; Corequisite: EMT 221) F

8 hours lecture — 6 hours laboratory

**EMT 212 — Paramedic II . . . . .13 Credits**

Second of a 3 part series to prepare the student for Paramedic licensure. Topics include trauma, burns, respiratory care, cardiovascular care, endocrine emergencies, neurological emergencies, acute abdominal distress, anaphylaxis, toxicology, alcoholism, drug abuse, infectious disease, environmental injuries, geriatrics, pediatrics, behavioral emergencies, OB/GYN and neonatal care and certification in the following: ACLS, PALS, BTLs, and PBTLS. (Prerequisite: EMT 211; Corequisite: EMT 222) Sp

8 hours lecture — 6 hours laboratory

**EMT 216 — Paramedic III . . . . .4 Credits**

Third of a 3 part series to prepare the student for Paramedic Certification. Topics include rescue, EMS-C, scenario-based simulations, and practice skill stations for NREMT-P. (Prerequisite: EMT 212; Corequisite: EMT 223) Su

2 hours lecture — 6 hours laboratory

**EMT 217 — Comprehensive Advanced Cardiac Life Support . . . . .3 Credits**

An introduction to common cardiac emergencies encountered by pre-hospital care providers in adult and child populations. Emphasis is on the recognition and management of emergencies related to the respiratory and cardiovascular systems. This course covers interpretation of EKG rhythm strips and treatment algorithms. Introduction to ischemias, injury and infarction patterns in 12-lead EKGs. Upon successful completion of this course, students will be ACLS and PALS trained by AHA. This course is available

to EMTs, EMT-Ps, nurses, respiratory therapists, physicians and other allied health personnel approved by EMT program director.

3 hours lecture

**EMT 221 — Clinic I . . . . .3 Credits**

Clinical experience in area hospitals and ambulance services. (Corequisite: EMT 211) F  
135 Clinical Hours

**EMT 222 — Clinic II . . . . .3 Credits**

Clinical experience in area hospitals, ambulance services, and geriatric and psychiatric facilities. Continuation of EMT - 221. (Corequisite: EMT 212) Sp  
135 Clinical Hours

**EMT 223 — Clinic III . . . . .4 Credits**

Clinical experience in area hospitals and ambulance services. Emphasis will be upon making patient care decisions and directing patient care in the pre-hospital setting, within the scope of training. (Corequisite: EMT 216) Su  
180 Clinical Hours

**\*EMT 225 — Paramedic Critical Care . . . . .7 Credits**

This course is designed to increase the paramedics' knowledge in the areas of pathophysiology, assessment, 12-lead EKG, and hemodynamic monitoring relating to the transport and care of critically ill patients. The emphasis will be on enhancing the paramedics' ability to anticipate, recognize and manage changes in patients.

7 hours lecture/week

8 total hours clinical/semester

\*This course does not meet any curricular requirements for any program, with the exception of technical requirement for the A.A.S. General Technology program.

**ENGINEERING CORE**

**ERG 101 — Elementary Mechanics . . . . .3 Credits**

Statics of particles and rigid bodies, resultants of force systems, vector algebra, equilibrium, friction, centers of gravity, centroids, and moments of inertia. (To be taken by special certificate students only) (Prerequisite: MAT 110 - Algebraic 0016 Reasoning)

**ERG 161 — Fundamentals of Engineering Graphics I . . . . .3 Credits**

Technical sketching, geometries construction with emphasis on plane surface analysis: presentation of engineering data: graphical solution of three dimensional space problems: primary and secondary auxiliary views. Application of computer-aided Design and Drafting (CADD) in solving engineering problems. Three two-hour periods or two three-hour periods, including one hour of lecture per week.

**ERG 162 — Fundamentals of Engineering Graphics II . . . . .3 Credits**

Continuation of Fundamentals of Engineering Graphics I with emphasis on CAD applications in three dimensional drawing, working drawings, assemblies and details, CAD component evaluation and use. Selected problems from the engineering sciences utilizing special drawing techniques on electronic mediums. Offered as needed.

**ERG 211 — AutoCAD I . . . . .3 Credits**

The utilization of microcomputers in the design and drafting process using AutoCAD. The selection of CAD component, the command and syntax structure, basic drawing and editing techniques, two-dimensional and three-dimensional drawing techniques. Two three-hour periods or three two-hour periods, including two hours lecture per week.

**ERG 212 — AutoCAD II . . . . .3 Credits**

CAD systems management, customization and productivity techniques, introduction to AutoLISP, data file exchange solid modeling, advanced 3-D drawing techniques. Two three-hour periods or three two-hour periods, including two hours lecture per week.



- ERG 221 — Surveying I** ..... **4 Credits**  
Introduction to surveying, chaining and pacing, direct and profile leveling, measurements of angles, transit-tape-traversing, traverse analysis, calculation of areas, adjustment of instruments. (Corequisite: MAT 110 - College Algebra)
- ERG 241-249 — Independent Engineering Investigation** ..... **3 Credits**  
Independent research and development in engineering by qualified students under the supervision of a faculty member. Intended to develop interest and skill in the techniques of engineering research and development. Transfers as elective credit only. (Consent of the faculty member is required.)

## ENGINEERING SCIENCE

- ESC 111 — Survey of Engineering** ..... **1 Credit**  
Overview of the required skills, types of jobs, and specialty areas in engineering. An overview of the goals, objectives, methods, and ethics of the engineering profession in all the major engineering disciplines is presented.
- ESC 112 — Computer Aided Engineering** ..... **3 Credits**  
Introduction to computers in engineering using structured programming in BASIC, Visual BASIC, and C to create solutions to typical engineering applications. Applications of computer packages such as engineering spread sheets, graphics, and word processors will be included.
- ESC 121 — Mechanics I: Statics** ..... **3 Credits**  
Vectors, forces and moments; equivalent force systems, free body diagrams, equilibrium, frames, trusses and friction. (Corequisite: MAT 141)
- ESC 131 — Mechanics II: Particle Dynamics** ..... **3 Credits**  
Kinematics, simple harmonic motion; kinetics, Newton's laws, workenergy, impulse-momentum; impact. (Prerequisite: ESC 121. Corequisite: MAT 142)
- ESC 201 — Numerical Techniques** ..... **2 Credits**  
Use of FORTRAN in the development of algorithms for roots of equations, systems of linear equations, curve fitting, numerical integration, simulation and solution of ordinary differential equations. (Prerequisites: ESC 112, 211; MAT 142)
- ESC 202 — Introduction to Materials Science and Engineering** ..... **3 Credits**  
Correlation of atomic structure, crystal structure and microstructure of solids with mechanical, physical and chemical properties of engineering significance. (Prerequisite: CHE 121)
- ESC 205 — Rigid Body Dynamics** ..... **3 Credits**  
Kinematics of rigid bodies; center of mass; kinetics of systems of particle; mass moments of inertia; kinetics of rigid bodies; Newton's laws, workenergy, impulse-momentum. (Prerequisite: ESC 131, MAT 142)
- ESC 211 — Statics** ..... **3 Credits**  
Statics of particles and rigid bodies, resultants of force systems, static equilibrium, friction, moments, and application to trusses. (Prerequisites: MAT 141, Calculus I; Corequisites: PHY 211, Physics I) F
- ESC 212 — Dynamics** ..... **3 Credits**  
Dynamics of particles and rigid bodies, kinematics, kinetics, Newton's laws, work and energy, and impulse and momentum. (Prerequisite: ESC 211 - Statics) Sp

## ENGLISH

- ENG 073 — Basic Writing** ..... **3 Credits**  
Designed to develop basic skills essential in writing standard English. Emphasis will be given to basic mechanics of spelling, punctuation, capitalization, pronoun usage, verb tense, sentence structure, and paragraph development. Satisfactory completion of this course or other evidence of competency in these areas is a prerequisite for ENG 083.

**ENG 083 — Developmental Writing . . . . . 5 Credits**

Designed to develop writing skills through journal writing, vocabulary enrichment, and critical thinking with special emphasis on paragraph patterns and short essays.

**ENG 101 — Composition I . . . . . 3 Credits**

Composition I is designed to develop proficiency in essays based on several rhetorical modes of writing, such as narrative (personal experience) and expository (informative) essays. The majority of the essays are applicable to major fields of study and societal issues. Research paper required.

**ENG 102 — Composition II . . . . . 3 Credits**

Writing based on literature and research. Includes interpretation and analysis of fiction, drama, poetry, and the novel. (Prerequisite: ENG 101)

**ENG 201 — World Literature I . . . . . 3 Credits**

Survey of world literature from the ancient world to the Renaissance. May include selections from the Bible, Greek and Roman classics, Dante, Marie de France, Chaucer, Cervantes, Shakespeare, etc. (Prerequisite: ENG 102)

**ENG 202 — World Literature II . . . . . 3 Credits**

Survey of world literature from the Renaissance through the Modern period. Includes selections from Moliere, Voltaire, Swift, Flaubert, Dostoevsky, Tolstoy, contemporary world authors, etc. (Prerequisite: ENG 102)

**ENG 203 — Appalachian Literature . . . . . 3 Credits**

An introduction to the literature of the Southern Appalachian Mountains through the reading of past and present works. Emphasis is placed on how outsiders view the area, how the mountaineers view themselves and how both views have and are changing. An understanding and appreciation of the area should be gained. Cross-listed as HUM 291.

**ENG 204 — British Literature I . . . . . 3 Credits**

Survey of British literature from the Old (in translation) and Middle periods through the 18th century, with emphasis on primary texts and their link with historical Britain. May include selections from Chaucer, Spenser, Shakespeare, Behn, Swift, etc. (Prerequisite: ENG 102)

**ENG 206 — British Literature II . . . . . 3 Credits**

Survey of British literature from the Romantic through the Modern periods, with emphasis on primary texts and their political and social significance in Britain. May include selections from Wollstonecraft, Wordsworth, Keats, Byron, Bronte, Tennyson, the Brownings, Yeats, Eliot, etc. (Prerequisite: ENG 102)

**ENG 211 — American Literature I . . . . . 3 Credits**

Survey of American literature from the Colonial period to the Civil War. May include selections from Poe, Hawthorne, Thoreau, Dickinson, Whitman, etc. (Prerequisite: ENG 102)

**ENG 212 — American Literature II . . . . . 3 Credits**

Survey of American literature from the Civil War through the Modern period. May include selections from Twain, Frost, Eliot, Faulkner, O'Connor, etc. (Prerequisite: ENG 102)

**ENG 213 — Introduction to Poetry . . . . . 3 Credits**

Study of poetry as a distinct genre of artistic expression. Emphasizes analyzing and writing about poetry. (Prerequisite: ENG 102)

**ENG 215-219 — English Practicum . . . . . 1-5 Credits**

Introduction to Writing Center theory and the practice of tutoring writing students. Participants will work in one of the RSCC writing centers for one or more semesters to develop tutoring skills and gain professional experience; some writing, research and work on the internet required. (Prerequisites: ENG 102 and a writing sample; Course URL: [http://www2.rscclcc.tn.us/~jordan\\_jj/Practicum/practicum.html](http://www2.rscclcc.tn.us/~jordan_jj/Practicum/practicum.html)).

**ENG 223, 224, 225 — Seminar in Creative Writing . . . . . 3 Credits**

Theory and practice of the creation of poetry or prose through the analysis of models and student manuscripts developed in a workshop setting.

**ENG 231 — Introduction to Technical Writing . . . . .3 Credits**

An introduction to the field of technical writing, including editing, researching, report writing in the student's field of specialization, etc. The course is provided online to enhance computer and electronic communication skills. (Prerequisites: ENG 101, key-boarding speed of 30 wpm or more, and Internet access and familiarity). Course URL: [http://www2.rsc.c.c.tn.us/~jordan\\_j/Technical/techhome2.html](http://www2.rsc.c.c.tn.us/~jordan_j/Technical/techhome2.html).

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

## ENVIRONMENTAL HEALTH

**EHT 111 — Environmental Instrumentation I . . . . .3 Credits**

Provides training in the evaluation of hazards often encountered in industrial and waste management areas. Classroom instruction includes the use of instrumentation used to measure radiation, noise, heat stress, organic chemicals and oxygen deficiency.

**EHT 120 — Waste Management and Pollution Prevention . . . . .3 Credits**

An overview of the regulatory drivers and systems by which hazardous and non-hazardous wastes are managed. Incentives for waste minimization are presented, as well as techniques and sources of information.

**EHT 130 — Industrial Hygiene and Safety I . . . . .3 Credits**

An overview of industrial hygiene and safety concepts including a recognition of occupational hazards and classes of control techniques. Human anatomy and physiology as it relates to occupational hazards is presented. Students are also introduced to the Occupational Safety and Health Act and its administration.

**EHT 201 — Environmental and Occupational Law and Regulations . . .3 Credits**

Survey of federal and state laws regulating environmental management, employee health and safety, hazardous substances, waste management and environmental restoration, and water and air pollution.

**EHT 211 — Safety and Emergency Response . . . . .3 Credits**

A review of federal, state, and local emergency response guidelines and methods for protecting workers employed in hazardous waste operations and emergency response.

**EHT 215 — Applied Radiological Control Technology . . . . .3 Credits**

Study of the core academic knowledge and skill required of entry level radiation control technicians. Includes applying skills in mathematics, algebra, physical sciences and life sciences to the control of occupational exposure of workers to ionizing radiation. Topics include radiation mathematics, physical sciences, nuclear physics, sources of radiation, biological effects of radiation, radiological protection, exposure control, and radiation detector theory and operation.

**EHT 222 — Environmental Instrumentation II . . . . .3 Credits**

Provides an introduction to those instruments used to characterize water, wastewater, soil, wastes, and air. Instruments demonstrated include those used to measure specific conductance, pH, dissolved oxygen, turbidity, chlorine residual, and other environmental parameters. Environmental sampling techniques and protocols will be presented.

**EHT 225 — Special Topics in Environmental Health . . . . .1-3 Credits**

This elective course is designed to allow instruction in special topics deemed necessary to meet the demands of business and industry.

**EHT 230 — Industrial Hygiene and Safety II . . . . .3 Credits**

A more in-depth analysis of the physical, biologic, and chemical hazards encountered in the workplace. Topics include exposure to temperature extremes, noise, radiation, hazardous chemicals, and biologic hazards including bloodborne pathogens. Specific administrative and engineering controls and personal protective equipment are presented.

**EHT 242 — Internship . . . . .4 Credits**  
 Work experience designed to familiarize students with applications of principles utilized in the environmental field. Students must attain at least 300 contact hours to receive credit for an internship. No student may enroll in an internship without the approval of the instructor.

**FRENCH**

**FRE 101 — Beginning French I . . . . .3 Credits**  
 Elementary grammar, pronunciation, and conversation through textbooks supplemented by audio cassettes, filmstrips, computer programs, and videotapes. (No prerequisite)

**FRE 102 — Beginning French II . . . . .3 Credits**  
 Continuation of Beginning French I. (Prerequisite: FRE 101)

**FRE 201 — Intermediate French I . . . . .3 Credits**  
 Advanced grammar and conversation through use of textbooks supplemented by audio cassettes, filmstrips, computer programs, videotapes, and selected readings. (Prerequisite: FRE 102)

**FRE 202 — Intermediate French II . . . . .3 Credits**  
 Continuation of Intermediate French I. (Prerequisite: FRE 201)

**GEOGRAPHY**

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

**GGY 101 — Geography of the Natural Environment I . . . . .4 Credits**  
 A study of the processes which govern atmospheric activity and of the characteristics of world climatic patterns. Subjects of interest include storms, oceanic influences, climatic change, and analysis of weather maps. Special attention is given to human interaction with the climatic environment.  
 3 hours lecture — 3 hours laboratory

**GGY 102 — Geography of the Natural Environment II . . . . .4 Credits**  
 An investigation of the earth as a system comprised of landforms, soils, vegetation, and animals, each interacting with climate to create a world pattern of environments of importance to humankind.  
 3 hours lecture — 3 hours laboratory

**GGY 201 — World Geography I . . . . .3 Credits**  
 A study of the major organizing concepts and their applications in the different subfields of human geography, including regional analysis, population, political, cultural, urban, and economic geography. Special attention is given to analysis of current world problems and issues. As needed.

**GGY 202 — World Geography II . . . . .3 Credits**  
 Selected world regions, especially those with problems or situations of contemporary interest, are used to illustrate geographical concepts, points of view, and techniques of analysis.

**GGY 205 — Physical Geography . . . . .3 Credits**  
 A study of the global earth, the tools of the discipline, the atmosphere, the hydrosphere and the biosphere.

**GGY 211 — Environmental Science . . . . . 3 Credits**

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

**GGY 221 — Introduction to Economic Geography . . . . . 3 Credits**

A study of location and spatial organization of the world's major types of economics, including agriculture, energy and mineral production, manufacturing, transportation, trade, and services.

## GEOLOGY

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

**GEO 161 — General Geology I . . . . . 4 Credits**

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

3 hours lecture — 3 hours laboratory

**GEO 162 — General Geology II . . . . . 4 Credits**

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

3 hours lecture — 3 hours laboratory

## GEOGRAPHIC INFORMATION SYSTEMS

**GIT 101 — Introduction to Geographic Information****Systems Technology . . . . . 3 Credits**

An introductory course dealing with the basics of using computerized map information in science, education, social science, and business applications. Students will learn to organize their own projects using Windows or Macintosh based mapping software, local data, and a variety of geographic information technologies and tools. Business, education, and social science applications emphasize demographic data while scientific applications emphasize environmental and facility management issues. (Prerequisite: Working knowledge of Windows or Macintosh based PC systems) F

3 hours lecture — exercise

**GIT 105 — Cartography and Digital Image Analysis . . . . . 3 Credits**

An introduction to the properties, uses, symbology design and computer production of maps. Covers the use of maps, aerial photographs and satellite imaging in geographical analysis. (Corequisite: GIT 101)

**GIT 110 — Geographic Database Technology . . . . . 3 Credits**

Geographic Information Systems (GIS) need access to a great variety of data to be of any value for decision making. This introductory course will cover major aspects of capturing, manipulating, and using geographic and related data. Topics include hierarchical vs. flat-file databases, data tables, geographic objects and attributes, relational databases, geographic data organization, data conversions, import-export, and data quality

assessment. The student will learn to construct queries using SQL and query-by-example tools to answer simple and more complex problems. Data used includes TIGER/Line, DLG/DEM, DWG and ASCII. Database software used includes FoxPro, Access, MapInfo, ArcView, Intergraph, and Maptitude plus various conversion software.

3 hours lecture — exercise

**GIT 210 — Imaging and Global Positioning Technology . . . . .3 Credits**

Using Global Positioning System (GPS) technology, this course will introduce topics of data capture (including scanning), editing, registration and rectification to provide an image for the extraction of geographic data such as property boundaries, streets, streams and structures. Uses of GPS in this course are to provide reference points for registering and rectification of images, verifying and correcting map data as well as creating real-time maps with the use of laptop computers. (Prerequisites: GIT 101 and GIT 110 or with consent of the instructor)

**GIT 220 — GIT Demographic Applications . . . . .3 Credits**

The student will focus on developing a coherent framework for using the vast quantities of data made available by government and other sources along with his/her own data. The student will explore multiple views of a single issue or set of information by looking for new possibilities. (Prerequisites: GIT 101 and GIT 110)

**GIT 230 — GIT Map/Envir/Util & Lc Govt Ap . . . . .3 Credits**

The student will focus on developing a coherent framework for using the vast quantities of data made available by government and other sources along with his/her own data. The student will explore multiple views of a single issue or set of information by looking for new possibilities. Learning outcomes include gaining and enhancing the ability to effectively match data and task appropriately and to identify appropriate types and sources of information needed to solve a problem. (Prerequisites: GIT 101 and GIT 110)

**GIT 290 — Directed Research Project . . . . .3 Credits**

This capstone course will consolidate the student’s learning experiences in geographic information systems technology. Students will develop and complete an original, comprehensive project that encompasses geographic and computer mapping fundamentals learned in previous courses. (Prerequisite: Permission of the instructor)

**GERMAN**

**GRN 101 — German I . . . . .3 Credits**

Essentials of German, developing listening and reading comprehension, speaking and writing. (No prerequisite)

**GRN 102 — German II . . . . .3 Credits**

Continuation of Beginning German I. (Prerequisite: GRN 101)

**GRN 201 — Intermediate German I . . . . .3 Credits**

Review of German grammar and a continuation of the approach used in GRN 101 and 102. Selected readings. (Prerequisite: GRN 102)

**GRN 202 — Intermediate German II . . . . .3 Credits**

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

**GERONTOLOGY**

**GER 201 — Behavior Problems of the Institutionalized and the Cognitively Impaired Client . . . . .3 Credits**

Addresses how to observe, understand and respond to the elderly client in a long-term care facility. Discusses communication techniques, behavioral problems, confusion, depression and agitation. May be used for elective credit only. F

**GER 202 — Physical Assessment . . . . .3 Credits**

Explores physical changes associated with normal aging and the specific needs that accompany these changes. Discusses skills needed for assessment of the changes and pharmacological management of them. Additional discussions focus on laboratory values and their implications. May be used for elective credit only. F

**GER 203 — Toward Healthy Aging . . . . .3 Credits**

Addresses the many factors of healthy aging, including activity, self esteem, nutrition, sexuality, spirituality and cultural diversity. May be used for elective credit only. F

**GER 204 — Nutrition and Nutritional Assessments . . . . .3 Credits**

Describes risk factors associated with poor nutritional status and outlines nutritional status screening, malnutrition-related problems, and interventions related to nutrition and the elderly. May be used for elective credit only. S

**GER 205 — Chronic Illness . . . . .3 Credits**

Identifies factors of chronic illnesses, preventive measures, and interventions for maximum functioning for daily living. May be used for elective credit only. S

**GER 206 — Psychological Aspects of Aging . . . . .3 Credits**

Addresses the psychological components common in aging adults, including depression, grief, loneliness, isolation and suicide. Discusses cognitive dysfunction, organic problems, and common intervention strategies such as group therapy, peer support, and psychotropic medications. May be used for elective credit only. S

## HEALTH

**HEA 221 — Safety, First Aid and CPR . . . . .3 Credits**

This course will provide the knowledge and skills necessary to sustain life, reduce pain and minimize the consequences of illness or injury until medical help arrives. Upon satisfactory course completion, students will receive American Red Cross *Responding To Emergencies* and *Community CPR* course completion certificates.

**HEA 223 — Safety in the Workplace . . . . .1 Credit**

This course will provide an overview of chemical, biological, physical and ergonomic stresses in the workplace. Hazard recognition, evaluation, and control are also presented. Employee rights to a safe workplace are discussed.

**HEA 241 — School Health . . . . .2 Credits**

This course for prospective teachers is designed to investigate current school health issues. This course will include health instruction, health services and healthful school environment.

**HEA 242 — Stress Management . . . . .2 Credits**

This course will introduce the student to a variety of stress management techniques which include self-care, visual imagery, proper breathing and progressive relaxation. (Does not fulfill PED activity requirement.)

## HEALTH INFORMATION TECHNOLOGY (Medical Record Technology)

**HIT 102 — Introduction to Health Information . . . . .3 Credits**

Introduction to the profession and the health care delivery system. Orientation to the content of the health record, numbering, filing, microfilm, accreditation and certification standards. Laboratory practice in the assembly and analysis of medical records and numbering and filing systems. F

2 hours lecture — 3 hours laboratory/week

**HIT 103 — Coding & Classification Systems . . . . .3 Credits**

An introduction to various coding and classification systems used in health care. This course will focus on ICD-9-CM coding. Laboratory practice time devoted to ICD-9-CM coding. F

2 hours lecture - 3 hours laboratory/week

**HIT 105 — Medical Terminology . . . . .4 Credits**

Greek and Latin elements of medical terminology, stems, suffixes, prefixes and root words. Medical terminology pertaining to each body system. F, S

4 lecture hours/week

**HIT 106 — Health Data Systems . . . . .3 Credits**

Introduction to health care data, indexes and registries. The calculation of rates and percentages used by health care facilities will be emphasized. Manual and automated techniques of maintaining data will be discussed along with data display techniques.

3 hours lecture/week

**\*HIT 108 — ICD-9-CM and CPT Coding Basics . . . . .4 Credits**

Entry-level course in ICD-9-CM disease and procedural coding and CPT coding. Students will learn the basics of both coding systems employed in health care facilities, coding rules and guidelines, and practice both coding systems utilizing practice exercises. This course is designed for students that have never utilized either the ICD-9-CM or CPT coding system or who have acquired their coding knowledge through on-the-job training without the benefit of formal coding instruction. This course is for elective credit and does not meet any degree requirement. (Prerequisite: students must be currently employed in a health care facility.)

4 hours lecture/week

\*This course does not meet any curricular requirements for any program, with the exception of technical requirement for the A.A.S. General Technology program.

**HIT 113 — Legal Aspects of Health Information . . . . .2 Credits**

To provide the student a foundation in federal and state legislation regarding medical record release, retention, authorizations, and consents. The importance of confidentiality and professional ethics will be emphasized. The medical record in court and the medicolegal importance of accurate documentation will be presented. F

2 lecture hours/week

**HIT 121 — Medical Transcription . . . . .2 Credits**

Additional study in medical terminology in conjunction with medical transcription. Practice transcription will include X-ray reports, medical history, physicals and summaries, plus operative reports. (Prerequisite: HIT 105, one year of high school typing or OAD 101) Sp

1 hour lecture — 3 hours laboratory/week

**HIT 130 — CPT Coding . . . . .3 Credits**

An introduction to the Current Procedural Terminology (CPT) coding system, outpatient coding guidelines, reimbursement strategies, and clinical coding experience in area health facilities. S

2 hours lecture — 3 hours laboratory/week — 45 hours clinical/semester

**HIT 140 — Medical Office Procedures . . . . .2 Credits**

An introduction to business aspects of a medical practice including third party payers, claims filing and processing, accounting and payroll functions. Sp

2 lecture hours/week

**HIT 221 — Advanced Health Information Procedures . . . . .3 Credits**

Introduction to medical record procedures in long-term care, ambulatory, home-health, hospice and psychiatric facilities. A study of the Problem Oriented Medical Record and the tumor registry is included. Medical record supervision, department productivity and quality control are introduced. Strategies for successful completion of the National Accreditation Exam and obtaining employment are included. Sp

3 hours lecture/week



**HIT 222 — Pathology and Clinical Interpretations . . . . .4 Credits**

An introduction to common disease processes, their clinical signs, symptoms, and manifestations. Diagnostic radiology and laboratory examinations, pharmacological and other treatment modalities employed in the treatment of disease will be emphasized. F  
4 hours lecture/week

**HIT 231 — Directed Practice I . . . . .3 Credits**

Actual practice in an area hospital. Topics covered include chart assembly and analysis, coding, abstracting, release of information, and medical transcription. F  
135 hours clinical experience

**HIT 232 — Directed Practice II . . . . .4 Credits**

Clinical experience in quality assurance, utilization review, hospital committee functions, and medical record supervision. Practice is also obtained in specialized facilities such as long term care, psychiatric, ambulatory care, veterinary medicine, tumor registry, and epidemiological research. Sp  
180 hours clinical experience

**HIT 241 — Medical Record Computer Applications . . . . .2 Credits**

Practice time will be spent utilizing several different software packages specifically related to medical records. Medical record abstracting, DRG grouping, encoding, automated chart deficiencies, master patient indexes, and chart locators will be used by the student. Sp  
2 hours/week — 30 clock hours

**HIT 251 — Coding for Reimbursement . . . . .4 Credits**

Advanced topics in ICD-9-CM coding focusing specifically on Official Coding Guidelines, sequencing skills and the use of ICD-9-CM in health care reimbursement. The prospective payment system theory and methodology will be the course focus. Ambulatory Patient Groups will be introduced. Laboratory practice in coding and optimization techniques using actual medical records and a computerized grouper. F  
3 hours lecture — 3 hours laboratory/week

**HIT 252 — Quality Resource Management . . . . .2 Credits**

This course will emphasize current philosophy and methodology in conducting an effective utilization review and quality assurance program for a health care facility. Requirements of various governmental, third party payers, and accreditation bodies regarding appropriate utilization of resources and continuous quality improvement will be emphasized. F

2 hours lecture/week

**HEALTH SCIENCE****ALH 201 — Aging and Health . . . . .3 Credits**

The emphasis for this course will be on ways to promote health and optimal functioning. This course will examine the myths associated with ageism, some of the theories of aging, normal body changes that are associated with aging, medication use, chronic and acute illnesses, mental health, nutrition, the roles of physical activity and sexuality, and grief, loss and death. This is a course that will not only be useful to nursing students, but for those who are preparing for any health related area, as well as social work, psychology, or any service related field.

**HISTORY****HIS 100 — Survey of American History . . . . .3 Credits**

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

**HIS 111 — History of Western Civilization I . . . . .3 Credits**

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

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

**HIS 112 — History of Western Civilization II . . . . .3 Credits**

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

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

**\*HIS 161 — World History I . . . . .3 Credits**

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

**\*HIS 162 — World History II . . . . .3 Credits**

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

**HIS 211 — United States History to 1877 . . . . .3 Credits**

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

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

**HIS 212 — United States History Since 1877 . . . . .3 Credits**

Continuation of History 211. F, Sp, Su

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

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

**HOME ECONOMICS**

**HEC 131 — Elementary Nutrition . . . . .2 Credits**

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

**HUMANITIES**

**HUM 261-290 — Humanities Seminar . . . . .1-3 Credits**

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

## INSURANCE

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

## JAPANESE

- JPN 101 — Beginning Japanese I** ..... **3 Credits**  
Elementary structure, pronunciation, and conversation (No prerequisite)
- JPN 102 — Beginning Japanese II** ..... **3 Credits**  
Continuation of Beginning Japanese I. (Prerequisite: JPN 101)

## JOURNALISM

- JRN 111 — Introduction to Mass Communications** ..... **3 Credits**  
An overview of systems of mass communications, with an emphasis on American media, their ownership, legal and social controls, role and effects. Advertising, broadcasting, journalism and publishing, and public reactions will be examined and placed in the context of theories of mass communications.
- JRN 121 — Journalism Practicum I** ..... **1 Credit**
- JRN 122 — Journalism Practicum II** ..... **1 Credit**
- JRN 221 — Journalism Practicum III** ..... **1 Credit**
- JRN 222 — Journalism Practicum IV** ..... **1 Credit**  
Laboratory courses offering practical experience for students working on the student newspaper, yearbook, other campus publications and off-campus publications. Each course carries one hour credit, and students may earn up to four credits.
- JRN 201 — Editing, Design and Management** ..... **3 Credits**  
Covers the development of the basic skills needed to produce a journalistic publication, specifically a newspaper or magazine. Emphasis on the methods and practices of reporting, editing copy, designing a publication, and production management.  
2 hours lecture — 2 hours laboratory
- JRN 231 — Writing for Mass Media** ..... **3 Credits**  
Information gathering and writing under deadline for print and broadcast media, including news and promotional copy. Preparation of news, advertising and persuasive text. Comparison of styles and organization techniques. Grammar, usage, and style workshop. (Prerequisites: ENG 102 and typing proficiency or permission of instructor)
- JRN 241 — Publicity and Public Relations** ..... **3 Credits**  
Principles and practice of writing for print media. Public information campaigns for organizations and institutions. (Prerequisite: ENG 102)
- JRN 251 — Advertising Principles** ..... **3 Credits**  
Survey of the role of advertising in American business and society. Study of the relationship between advertising and marketing and of the functional components of the advertising process: research, media, creative copy, and management.

## LAW (Legal Assisting)

- LAW 101 — Basic Law I . . . . . 3 Credits**  
 Philosophy and history of law; legal decision making; the American judicial system; business organizations; civil procedure; role of legal assistants; and ethical and professional standards. F
- LAW 102 — Basic Law II . . . . . 3 Credits**  
 Legislation, administrative process; government regulation of business, anti-trust, and consumer law; torts; contracts; investigations; domestic relations; wills, estates, trusts, real property, etc. S
- LAW 140 — Legal Research . . . . . 3 Credits**  
 Legal bibliography including codes, administrative regulations, reporters, digests, encyclopedias, citators, law reviews, and treatises; analysis and synthesis of cases. S
- LAW 150 — Legal Writing . . . . . 3 Credits**  
 Legal writing skills including precision and clarity, legal citation, and format; drafting of law office and trial memoranda, trial court brief, appellate brief, and abstracting depositions; analysis and synthesis of legal materials. (Prerequisite: LAW 140)
- LAW 160 — Torts . . . . . 3 Credits**  
 Non-contractual obligations which an individual in society owes others according to common law and statute; emphasis on intentional acts violating legally protected interest. S
- LAW 170 — Criminal Law . . . . . 3 Credits**  
 Substantive aspects of criminal law including general principles of criminal liability, specific analysis of particular crimes; subjective defenses to crime. Cross-listed with PST 221. F
- LAW 201 — Domestic Relations . . . . . 3 Credits**  
 Laws, procedures, and documents involved in domestic relations; breach of promise to marry; marriage; annulment; divorce; adoption; child custody/support. F
- LAW 211 — Business Organizations . . . . . 3 Credits**  
 Sole proprietorships, partnerships, corporations, and other business vehicles; formation of various types of business entities; preparation of appropriate documents. S
- LAW 221 — Civil Trial and Appellate Practice I . . . . . 3 Credits**  
 Procedural law; preparation and use of pleadings and other documents involved in the trial and appeal of a civil action. F
- LAW 222 — Civil Trial and Appellate Practice II . . . . . 3 Credits**  
 Procedural law; preparation and use of pleadings and other documents involved in the trial and appeal of a civil action. (Prerequisite: LAW 221)
- LAW 231 — Estates and Trusts I . . . . . 3 Credits**  
 Effects of various types of ownership upon passage of property at owner death, with or without a will; administration, taxation of estates and inheritances; basic requirements for trusts, wills, guardianships, and conservatorships; administration of a decedents estate including income tax consequences; case analysis; preparation of necessary documents. F
- LAW 232 — Estates and Trusts II . . . . . 3 Credits**  
 U.S. Estate Tax, Tennessee Inheritance Tax, U.S. Gift Tax provisions, estate planning, changes in asset ownership and tax advantages through removal of assets or fixation of values; problem-solving activities. (Prerequisite: LAW 231 or permission of program director)
- LAW 240 — Legal Internship . . . . . 3 Credits**  
 Supervised activities in a law firm, agency, or corporate legal department as a legal assistant for a total of sixty hours. (Prerequisite: Second semester sophomore standing in the Legal Assisting program)
- LAW 241 — Real Property . . . . . 3 Credits**  
 Freehold estates, concurrent ownership, leases, real estate contracts and deeds, recording system, title assurance, easements, lateral support, water rights, zoning, and eminent

domain; practical aspects of conveyance from drafting of purchase and sale agreements to passing of papers; mechanics of title examining; preparation of documents for mortgages, foreclosures, recordings, and closing. S

**LAW 251 — Public Benefits/Administrative Advocacy . . . . .3 Credits**

Substantive law and procedures for public benefits applications and appeals from agency administrative decisions; includes Medicare, Medicaid, supplementary security income, OASDI, food stamps, structure of administrative agencies, administrative procedures and advocacy skills.

**LAW 261 — Creditor Rights and Bankruptcy . . . . .3 Credits**

Bankruptcy procedure including initial filing, meetings of creditors, adversarial proceedings and the final discharge hearing; operation of the automatic stay; adequate protection; conformation of a Chapter 13 Plan; Chapter 7 and Chapter 11 proceedings; debtors obligations and rights; secured and unsecured creditors priorities, preferences, fraudulent transfers. (Prerequisite: LAW 102 or permission of program director)

**LAW 271 — Investigations/Pretrial Advocate . . . . .3 Credits**

Investigative techniques, interviewing skills, fact analysis, courses of evidence, records access, judgement collection, missing persons, background investigation, case planning, analysis and strategy. (Prerequisite: LAW 102 or permission of program director)

**LAW 275 — Income Tax . . . . .3 Credits**

Survey of federal income tax laws emphasizing preparation of returns for individuals, sole proprietorships, and partnerships. Overview of corporate tax law, administrative and judicial tribunals, jurisdiction, and tax controversies.

**LAW 280 — Special Topics in Law . . . . .1-6 Credits**

Detailed study of a specific topic in law or paralegal studies.

**LAW 290 — Independent Studies in Legal Assisting . . . . .1-9 Credits**

Independent studies in legal assisting. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours.

**MAGNETIC RESONANCE IMAGING**

**\*MRI 110 — Introduction to MRI . . . . .4 Credits**

This course is designed to provide students with a thorough basic understanding of magnetic resonance imaging theory and principles of operation. Students gain understanding of current MRI system components, hardware pulse parameters, and clinical significants. Forty-five hours of clinical are also required in this course.

3 hours lecture/3 hours clinical

\*This course does not meet any curricular requirements for any program, with the exception of technical requirement for the A.A.S. General Technology program.

**MAMMOGRAPHY**

**\*MAM 110 — Mammographic Procedures . . . . .3 Credits**

This course covers radiographic interventional procedures, anatomy, positioning, technique, quality control, and the Mammography Quality Standards Act. This course will prepare registered radiologic technologists to take the A.R.R.T. mammography registry. 8 week course.

4 hours lecture/4 hours laboratory

**\*MAM 120 — Mammography Pathology . . . . .1 Credit**

This course will cover radiographic pathology and abnormalities of the breast. It is designed to enhance knowledge of registered mammographers as well as those seeking to take the A.R.R.T. mammography registry. 8 week course.

2 hours lecture

\*This course does not meet any curricular requirements for any program, with the exception of technical requirement for the A.A.S. General Technology program.

**MESSAGE THERAPY  
(SEE SOMATIC THERAPY)**

**MATHEMATICS**

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

**MAT 072 — Basic Mathematics Skills . . . . .2 Credits**

Basic Mathematics stresses basic arithmetic, math concepts and is calculator-based. Fractions, decimals, percentages, and word problems are emphasized. Satisfactory completion of this course or other evidence of competencies in these areas is a prerequisite for DSM 081 — Elementary Algebra. F, Sp, Su

**MAT 081 — Elementary Algebra . . . . .5 Credits**

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

**MAT 082 — Intermediate Algebra . . . . .5 Credits**

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

**MAT 099 — Geometry . . . . .3 Credits**

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

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

**MAT 100 — Computer Geometry Modeling . . . . .3 Credits**

Numerical and computer representation of curves and surfaces, solid geometry modeling, and management aspects of geometry data. Cubic-tension B-Splines, Bezier curves/surfaces, graph-based and Boolean models and concepts of constructive application to CFD, CAD, robotics, animation, image processing, and computer graphics. (Prerequisite: Two years high school algebra and/or completion of DSM 082).

**MAT 103 — Mathematics for the Health Sciences . . . . .3 Credits**

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

**MAT 110 — College Algebra . . . . .3 Credits**

A course in algebraic functions, their properties and uses — equations, inequalities, graphs, systems of linear equations, analytical geometry including ellipse and hyperbola. Applications are in the mathematics of finance as well as the laws of growth and decay in other areas. (Prerequisites: Two years of high school algebra and one year of geometry or appropriate developmental mathematics courses) F, Sp, Su

**MAT 115 — Statistical Reasoning . . . . .3 Credits**

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

**MAT 116 — Concepts of Mathematics I . . . . .3 Credits**

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

**MAT 117 — Concepts of Mathematics II . . . . .3 Credits**

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

**MAT 119 — Trigonometry . . . . .3 Credits**

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

**MAT 121 — Calculus for Business and the Life Sciences I . . . . .3 Credits**

A one-semester single-variable calculus course for students not planning to major in science, engineering, mathematics, or computer science. This course is offered primarily for students in the Business transfer programs. The calculus of algebraic, exponential, and logarithmic functions with applications. (Prerequisites: Two years of high school algebra and a year of geometry with an ACT score of 24 or higher or MAT 110 or MAT 130; students who have taken DSM 082 must take 110; students planning to transfer to UT Business School should check with UT concerning the math requirements for their particular major.) F, Sp

**MAT 122 — Calculus for Business and the Life Sciences II . . . . .3 Credits**

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

**MAT 130 — Pre-Calculus . . . . .4 Credits**

Designed primarily for students planning to enter the calculus sequence, but who need more mathematical background. Topics include functions and graphing — algebraic, trigonometric, exponential and logarithmic, equations, the binomial theorem, and conics. A calculator with trig and log functions will be needed by the student. (Prerequisites: Two years high school algebra and a year of geometry or appropriate RSCC courses, e.g. developmental and MAT 110; regardless of high school background, an ACT of less than 23 on the math component indicates that the student would profit from taking MAT 130.) F, Sp

**MAT 141 — Calculus I . . . . .5 Credits**

The standard course in single-variable calculus designed for students of science, engineering, mathematics, and computer science. Topics included are rates of change, limits, continuity, differentiation, applications of the derivative, integration and applications of the definite integral. (Prerequisites: Two years high school algebra, one year of geometry,

and one year of advanced math (including trigonometry) plus satisfactory ACT scores of 26 or above on the math component, or MAT 130) F, Sp

NOTE: Students deficient in trigonometry should take MAT 119 either before or concurrent with MAT 141.

**MAT 142 — Calculus II . . . . .5 Credits**

This course includes the differentiation and integration of transcendental functions with applications, additional methods of integration, analytic geometry, polar coordinates, parametric equations, and infinite series. (Prerequisite: MAT 141) Sp, Su

**MAT 201 — Probability and Statistics . . . . .3 Credits**

This calculus-based course is designed primarily for students of Business and Economics. It includes descriptive statistics, concepts of probability and probability distributions, binomial and normal distributions, linear correlation and regression, estimation and significance tests for means, ANOVA, contingency tables and quality control. A calculator is required. (Prerequisite: MAT 121 or MAT 141) Sp

**MAT 221 — Discrete Mathematics I . . . . .3 Credits**

This course is designed for mathematics and computer science majors. It includes symbolic logic, sets, relations and functions, Boolean algebra, combinatorics, and the concept of proof in mathematics and elementary number theory (Prerequisite: MAT 141)

**MAT 222 — Discrete Mathematics II . . . . .3 Credits**

A sequel to MAT 221, this course includes induction and recursion, elementary graph and tree theory, introductory abstract algebra, and matrices. (Prerequisite: MAT 221)

**MAT 232 — Differential Equations . . . . .3 Credits**

A study of the solution of ordinary differential equations, first order equations, linear equations of any order, series solutions, applications, Laplace transforms, and Runge-Kutta methods. (Prerequisite: MAT 142) Sp

**MAT 241 — Calculus III . . . . .3 Credits**

This course is a continuation of the first-year calculus sequence. Topics included are partial differentiation, multiple integrals, vectors and vector calculus. (Prerequisite: MAT 142) F

**MAT 251 — Matrix Algebra . . . . .3 Credits**

A first course in the algebra of simultaneous linear equations and matrices. Includes Gaussian elimination, determinants, vector spaces, linear transformation, eigenvalues, eigenvectors and linear programming. (Prerequisites: MAT 141, MAT 142 or consent of instructor)

**MAT 270-271-272 — Independent Study . . . . .2 Credits Each**

Independent study in mathematics by qualified students under the supervision of a faculty member. Especially designed to introduce students to techniques of mathematical research. Up to six credit hours can be earned. (Prerequisites: MAT 142 and consent of instructor on request and by prior approval of mathematics department)

**MATH-SCIENCE**

**MSC 101 — Science Literacy . . . . .3 Credits**

A broad course aimed at giving the student a general understanding of science and technology. The course expects to raise the students understanding of the public issues that involve science.

**MSC 102 — Survey of Science . . . . .2 Credits**

This course includes items in science as well as topics in astronomy, geology; discusses the nature of energy and matter and recent advances in biology.

**MATH-SCIENCE SEMINAR**

**MSC 261-289 . . . . .1-3 Credits**

This course is designed to give the student an in-depth study of a particular topic in any one of the math-science disciplines (Biology, Chemistry, Geography, Geology, Math, or Physics).



## MEDICAL LABORATORY TECHNOLOGY

Completion of all but one general education course is required before taking any MLT courses during the second year of the program.

### **MLT 105 — Introduction to Medical Laboratory Technology . . . . . 4 Credits**

An introduction to the clinical laboratory sciences which includes orientation to the clinical laboratory, duties of the medical laboratory professional, medical terminology, medical ethics, quality control, urinalysis, laboratory safety, and basic laboratory math. (Prerequisite: MAT 110 College Algebra. Corequisites: CHE 122, General Chemistry II. Course open to students not accepted into the MLT program on a space available basis.) MLT 105 is a prerequisite to all other MLT courses. Sp

3.5 hours lecture — 2 hours laboratory

### **MLT 122 — Microbiology and Parasitology . . . . . 5 Credits**

Methods for the detection and identification of microorganisms of medical importance in humans. Bacteria, fungi, viruses, and parasites are studied with emphasis on procurement and handling of specimens, identification, drug sensitivity testing, and quality control.

3.5 hours lecture — 2 hours laboratory

### **MLT 202 — Hematology and Coagulation . . . . . 5 Credits**

The study of the principles and techniques of hematology and coagulation. This includes the formation and maturation of blood cells with emphasis placed on the disorders of the blood including the anemias and leukemias; the blood coagulation disorders and the techniques of blood collection.

3.5 hours lecture — 2 hours laboratory

### **MLT 213 — Chemistry . . . . . 5 Credits**

The study of the principles and techniques of clinical chemistry with emphasis on the analysis of body fluids for chemical constituents of diagnostic importance. Includes study of the liver, endocrine, and kidney function as well as instrumentation, lab math, and quality control. (Prerequisite: General Chemistry I and II) F

3.5 hours lecture — 2 hours laboratory

### **MLT 222 — Immunology and Immunoematology . . . . . 5 Credits**

Basic principles of antigen and antibody reactions with emphasis on basic serologic methods for the detection of infectious disease. The study of blood group antigens with emphasis placed on the ABO and RH systems and the study of principles and procedures of modern blood banking techniques.

3.5 hours lecture — 2 hours laboratory

### **MLT 253 — Clinical Education I . . . . . 7 Credits**

Selected clinical experiences at medical laboratory facilities, which will provide the MLT student with the opportunity to develop competencies in hematology, immunology, immunoematology, microbiology, chemistry, and phlebotomy under the supervision of ASCP medical technologists. (Prerequisite: Completion of MLT core curriculum) Sp

333 hours/semester

### **MLT 254 — Clinical Education II . . . . . 7 Credits**

A continuation of MLT 253. Sp

333 hours/semester

### **MLT 255 — Clinical Education III . . . . . 6 Credits**

A continuation of MLT 254. Su

296 hours/semester

### **MLT 263 — Seminar I . . . . . 3 Credits**

Orientation to the clinical laboratory. Case presentations in hematology, microbiology, clinical chemistry, immunoematology, urinalysis, immunology, and coagulation. Sp

45 hours/semester

### **MLT 264 — Seminar II . . . . . 1 Credit**

A continuation of MLT 263. Su

16 hours/semester

**MEDICAL RECORD TECHNOLOGY  
(SEE HEALTH INFORMATION TECHNOLOGY)**

**MEDICAL TRANSCRIPTION**

**MDT 102 — Medical Terminology . . . . .3 Credits**  
 A study of medical terminology word elements including prefixes, suffixes and root words. Diagnostic, clinical, laboratory, pharmaceutical and surgical terms are also learned as they pertain to each body system. F  
 3 hours lecture/week

**MDT 103 — Anatomy Concepts in Medical Transcription . . . . .2 Credits**  
 A study of basic anatomy and physiology of all body systems. F  
 2 hours lecture/week

**MDT 104 — Basic Medical Transcription . . . . .5 Credits**  
 Transcription practice utilizing dictated medical reports such as histories and physicals, consultations, operative reports, discharge summaries, x-ray and pathology reports. Transcription procedure is also learned. F  
 14 hours practice/week

**MDT 111 — Advanced Medical Transcription . . . . .5 Credits**  
 Advanced medical transcription with emphasis on speed and accuracy in a variety of types of medical transcription. Sp  
 15 hours laboratory/week

**MDT 112 — Clinical Practicum . . . . .6 Credits**  
 Transcription experience in a medical facility. Sp  
 16 hours clinical/week

**MDT 113 — Pharmacology Concepts in Medical Transcription . . . . .2 Credits**  
 This course will familiarize the student with the trade names and brand names of a variety of medications, drug classifications and general therapeutic use.  
 2 hours lecture/week

**\*MDT 114 — Medical Transcription Certification Written Exam . . . . .2 Credits**  
 Review of medical terminology, anatomy & physiology, pharmacology, and medical transcription procedures according to the AAMT Book of Style including rules of grammar and punctuation. (Prerequisite: previous coursework in medical terminology and anatomy & physiology recommended.) F  
 (Note: Members of the East Tennessee Chapter of the American Association of Medical Transcription will be given enrollment priority based upon a written recommendation by the chapter.)  
 2 hours lecture

**\*MDT 115 — Medical Transcription Certification Practical Exam . . . . .2 Credits**  
 Transcription practice of authentic physician dictation in a variety of medical specialties (advanced SUM tapes). Transcripts graded according to the AAMT Style Guide. Review of AAMT style guidelines. (Prerequisites: Successful completion of Part I (written exam) of the CMT certification national exam (documentation must be provided); medical transcription experience in hospital clinical information department, transcription service or equivalent setting; one year minimum (documentation must be provided). Sp  
 2 hours lecture

**\*MDT 116 — Medical Transcription Certification (part II)  
 Review Seminar . . . . .4 Credits**  
 Transcription practice of authentic physician dictation in a variety of medical specialties (advanced SUM tapes and hospital based physician dictation). Transcripts graded according to the AAMT Style Guide. Review of AAMT Style Guide rules. Provides advanced

medical transcription practice in order to prepare recent graduate or less experienced medical transcriptionist for the practical portion (part II) of the CMT (certified medical transcriptionist) examination.

\*This course does not meet any curricular requirements for any program, with the exception of technical requirement for the A.A.S. General Technology program.

## MILITARY SCIENCE

### **MIL 110 — Basic Military Science . . . . .4 Credits**

The formation and functioning of the American Defense Establishment, customs and traditions of the Army, introduction to the principles of war and current military threat faced by the United States. Practical exercises in military skills of marksmanship and mountaineering.

### **MIL 120 — Leadership Development Techniques . . . . .4 Credits**

A survey of leadership theories and principles with particular attention to communications skills and factors affecting human behavior. Development of leadership qualities through practical exercises requiring both individual and group participation.

### **MIL 220 — Basic Officer Skills . . . . .4 Credits**

Emphasis on small unit operating techniques to include familiarization with military equipment, land navigation and first aid.

## MUSIC

### THEORY AND LITERATURE

### **MUS 110 — Music Theory I (Fall only) . . . . .3 Credits**

### **MUS 120 — Music Theory II (Spring only) . . . . .3 Credits**

Study of standard vocabulary of harmony, part writing, form, and analysis of common practice music. Must be taken in sequence. (Prerequisite: Knowledge of Fundamentals of Music.)

### **MUS 111 — Theory Practicum I (Fall only) . . . . .1 Credit**

### **MUS 121 — Theory Practicum II (Spring only) . . . . .1 Credit**

Development of proficiency in identifying and notating melodic, harmonic and rhythmic dictation. Must be taken in sequence. Should be taken concurrently with MUS 110, Music Theory I, and MUS 120, Music Theory II.

### **MUS 130 — Music Appreciation . . . . .3 Credits**

Open to all students who desire a better understanding of music. In this one-semester course, traditional art music will be explored through class lecture as well as weekly listening assignments. F, Sp, Su

### **MUS 131 — Pop Music in America . . . . .3 Credits**

A survey of American music representative of the present day scene, focusing on the evolution of rock music. Open to all students. F, Sp

### **MUS 140 — Fundamentals of Music . . . . .3 Credits**

A beginning study of music, its terminology, and its elements such as notes, scales, intervals, keys, triads, meter and smaller forms. Designed to acquaint the student with notation, the keyboard, sight singing, and ear training.

### **MUS 210 — Music Theory III (Fall only) . . . . .3 Credits**

### **MUS 220 — Music Theory IV (Spring only) . . . . .3 Credits**

Study of modulation, chromatic harmonies, 20th century harmonies, and other harmonic procedures since the common practice period. Must be taken in sequence. (Prerequisites: Music Theory I and II.)

**MUS 211 — Theory Practicum III (Fall only) . . . . .1 Credit**

**MUS 221 — Theory Practicum IV (Spring only) . . . . .1 Credit**

Development of proficiency in identifying and notating complex melodic, harmonic, and rhythmic dictation. Must be taken in sequence. Should be taken concurrently with MUS 210, Music Theory III, and MUS 220, Music Theory IV.

**MUS 230 — Introduction to Music Literature I . . . . .3 Credits**

Study of music in Western civilization from antiquity through the Baroque era. Students learn through class lecture, listening assignments, concert attendance, and performance of representative literature. Offered for non-music majors who can read music; required for music majors. Offered only in alternate Fall semesters.

**MUS 240 — Introduction to Music Literature II . . . . .3 Credits**

A continuation of MUS 230, Introduction to Music Literature I, covering the Classic era through 20th century. Offered for non-music majors who can read music; required for music majors. Offered only in alternate Spring semesters.

**MUS 250 — Choral Conducting . . . . .3 Credits**

Study of choral conducting techniques; and management of church, school and community choral groups both vocally and organizationally. Offered for both music majors and non-music majors. Students should be able to read music. Sp

**APPLIED MUSIC: ENSEMBLES**

Non-music majors are invited to participate in any of the music ensembles. Auditions are required only for MUS 163 - Celebration, MUS 164 - First Class, and MUS 168 - Jazz Band; all other ensembles are open to all students. Members are expected to attend all rehearsals and performances. Failure to do so may affect the student's grade for the course.

**MUS 107 — Music Practicum . . . . .1 Credit**

Students can gain experience as support staff for various music functions and/or organizations (i.e. sound technician, business manager, music librarian). May be repeated for credit.

**MUS 160 — Roane State Concert Choir . . . . .1 Credit**

Performs a variety of music, from pop to major choral works and selections from standard choral literature. Meets three hours per week. May be repeated for credit. Open to all students.

**MUS 163 — Celebration . . . . .1 Credit**

A contemporary show choir. Meets four hours per week. Meets in Summer (one session) and two weeks prior to the beginning of Fall semester. May be repeated for credit. Admission by audition only. (Auditions are held each spring for following year.)

**MUS 164 — First Class . . . . .1 Credit**

A pop-rock instrumental ensemble specifically designed to accompany Celebration. Meets four hours per week. Meets in Summer (one session) and two weeks prior to the beginning of Fall semester. May be repeated for credit. Admission by audition only. (Auditions are held each spring for following year.)

**MUS 165 — Small Instrumental Ensembles . . . . .1 Credit**

String, brass, and woodwind ensembles will rehearse three hours per week and perform three times during a semester. Classical literature for standard instrumentations will be emphasized. Rehearsal times arranged according to students' schedules. Assignment of groups to be determined by instructor. F, Sp

**MUS 166 — Concert Band . . . . .1 Credit**

Performs traditional and contemporary wind ensemble literature. Open to all qualified students. Meets three hours per week. Open to all students who play band instruments. F, Sp

**MUS 168 — Jazz Band . . . . .1 Credit**

Performs arrangements for jazz in contemporary and jazz-rock styles. Performances regularly scheduled off-campus, as well as for student body. Meets two hours per week. No audition is required. May be repeated for credit.

**MUS 173 — Celebration Choreography . . . . .1 Credit**

Staging rehearsal to learn choreography for Celebration show. Meets two hours per week. Meets in Summer (one session) and two weeks prior to the beginning of Fall semester. May be repeated for credit. Enrollment limited to those students accepted in Celebration by audition. (Cross-listed as PED 127)

**MUS 174 — Gospel Choir . . . . .1 Credit**

Perform traditional and contemporary gospel music designed for students who enjoy singing gospel music. Emphasis is placed upon public performances. Meets three hours per week. May be repeated for credit. Open to all students.

**APPLIED MUSIC: CLASS INSTRUCTION**

Class piano or class voice is offered for music major and non-music majors who wish to begin or continue basic instruction in these areas.

**MUS 101 — Voice Class I . . . . .1 Credit**

Group instruction in basic vocal techniques, focusing on vocal styles of the 20th century. Class meets twice per week.

**MUS 102 — Voice Class II . . . . .1 Credit**

Continuation of group instruction in voice, focusing on performance skills and stage presence. Class meets twice per week.

**MUS 103 — Class Piano I . . . . .1 Credit****MUS 104 — Class Piano II . . . . .1 Credit**

Group instruction in basic keyboard technique for students with little prior training in piano, or for music majors preparing for a piano proficiency examination. Electronic pianos will be used. Class meets twice weekly. Daily practice required. Should be taken in sequence.

**MUS 108 — Contemporary Guitar Class . . . . .1 Credit**

Group instruction in basic skills of guitar, focusing on contemporary and folk music. Class meets twice weekly.

**MUS 175-185 — Music Seminar . . . . .1-3 Credits**

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

**APPLIED MUSIC: INDIVIDUAL INSTRUCTION**

Private lessons in voice, organ, piano, or other instruments may be taken each semester for one or two semester hours credit. Any student may take private lessons. Scheduling preferences will be given to full-time music majors. Students receive 25 minutes of private instruction per week per semester hour of credit. Any student may take applied music instruction in a minor area.

Requirements include one performance in solo class per semester (when registered for two hours Individual Instruction Credit) and performance before a faculty jury at the close of each semester. A recital is required for music majors in their applied major field during their second year of study. All students taking applied music are required to attend all solo classes and other selected performances. The music department reserves the right to request qualified students to participate in recitals and other musical programs for the benefit of the college and the community. A minimum of 10 hours of practice per week is required of students in their major area of concentration. Five hours of practice per week is required of all others.

**MUS 010 — Solo Class . . . . .No Credit**

Performance opportunity for all students enrolled in Individual Instruction. Required of all students enrolled for two hours credit in Individual Instruction, and for Music and Music Education Option Students each semester.

**MUS 105 — Accompanying . . . . .1 Credit**

**MUS 106 — Accompanying . . . . .2 Credits**

Students with acceptable piano proficiency accompany voice lessons, ensembles, and/or recitals. Two voice students assigned per credit hour. Admittance by audition. May be repeated for credit. (Students enrolled in MUS 105 or MUS 106 are eligible for scholarship awards.)

**MUS 020 — Recital . . . . .No Credit**

Required of all Music and Music Education majors in their performance area. Should be registered for the last semester before graduation.

Each of the following courses may be repeated for credit. The course number identifies the type of college credit, instrument, and credit hours. Students registering for any of the following courses should contact the instructor to schedule the lessons.

INSTRUMENT	ELECTIVE	ELECTIVE	1ST YEAR	2ND YEAR
	ONE CREDIT	TWO CREDITS	MAJOR TWO CREDITS	MAJOR TWO CREDITS
French Horn	MUS 320	MUS 420	MUS 520	MUS 620
Trumpet	MUS 321	MUS 421	MUS 521	MUS 621
Trombone	MUS 322	MUS 422	MUS 522	MUS 622
Baritone	MUS 323	MUS 423	MUS 523	MUS 623
Tuba	MUS 324	MUS 424	MUS 524	MUS 624
Flute	MUS 330	MUS 430	MUS 530	MUS 630
Oboe	MUS 331	MUS 431	MUS 531	MUS 631
Bassoon	MUS 332	MUS 432	MUS 532	MUS 632
Clarinet	MUS 333	MUS 433	MUS 533	MUS 633
Saxophone	MUS 334	MUS 434	MUS 534	MUS 634
Guitar	MUS 340	MUS 440	MUS 540	MUS 640
Violin/Viola	MUS 341	MUS 441	MUS 541	MUS 641
Cello	MUS 342	MUS 442	MUS 542	MUS 642
String Bass	MUS 343	MUS 443	MUS 543	MUS 643
Piano	MUS 350	MUS 450	MUS 550	MUS 650
Organ	MUS 351	MUS 451	MUS 551	MUS 651
Percussion	MUS 352	MUS 452	MUS 552	MUS 652
Voice	MUS 360	MUS 460	MUS 560	MUS 660

**NURSING**

**NSG 105 — Foundations for Nursing Practice . . . . .10 Credits**

Introduction to the nursing process as it is applied to individuals at various stages throughout the life cycle. Content areas will include the role of nursing in health care delivery; basic human needs; legal and ethical considerations; the nursing process; therapeutic communication; vital signs; physical assessment; promotion of comfort; safety; hazards of immobility; infection control; wound care; medication administration; elimination; oxygenation; perioperative care; sensory alterations; sleep; nutrition; stress; psychosocial, cultural, and family factors in health care; loss, death, and grief. (Prerequisites or Corequisites: BIO 231; Corequisite: NSG 116) F  
6 hours lecture — 6 hours clinical — 6 hours laboratory

**NSG 107 — Care of the Childbearing Family . . . . .4 Credits**

Students will continue to apply the nursing process to care of the child-bearing family. Content areas include patient education; family planning; conception & fetal development; pregnancy; fetal assessment; labor & delivery; postpartum care; care of the newborn; maternal-infant nutrition; and care of the high-risk child-bearing family. (Prerequisites: NSG 105 and NSG 116; Corequisites: BIO 232, NSG 117, and NSG 109) Sp  
3 hours lecture — 6 hours clinical for 1/2 semester

**NSG 109 — Adult and Child Health I . . . . .6 Credits**

This course introduces the student to pediatric and adult medical-surgical concepts within the framework of the nursing process. Emphasis is placed on pathophysiologic disturbances and related nursing skills. Content includes fluids and electrolytes; communicable

diseases; orthopedic, EENT, autoimmune, oncologic and hematologic disorders; and dysfunctions of the integumentary, neurologic, and reproductive systems. (Prerequisites: NSG 105 and NSG 116; Corequisites: BIO 232, NSG 117, and NSG 107) Sp

3 hours lecture — 6 hours clinical — 6 hours laboratory for 1/2 semester

**NSG 115 — Fundamentals of Nursing . . . . .10 Credits**

(Prerequisite: Admission to LPN Mobility Program)

**NSG 116 — Pharmacology in Nursing I . . . . .2 Credits**

This course will introduce the student to drug standards and legislation pertaining to drug therapy; drug preparations; basic principles of drug action; application of the nursing process in drug therapy; pediatric and geriatric implications in drug therapy; distribution systems; drug orders; mathematic principles related to drug preparation and administration; routes of drug administration; drug classifications; basic mechanisms of action, therapeutic applications, and nursing implications. Fall Semester (Prerequisite: Admission into Nursing Program; Corequisite: NSG 111)

**NSG 117 — Pharmacology in Nursing II . . . . .1 Credit**

This course will be a continuation of Pharmacology in Nursing I. There will be continuation of discussion of specific drug classifications, basic mechanisms of action, therapeutic applications, and nursing applications. Spring Semester (Prerequisite: NSG 116)

**NSG 126 — Pharmacology in Nursing . . . . .3 Credits**

Includes all content in NSG 116 and 117. (Prerequisites: BIO 231 and BIO 232)

**NSG 210 — Adult and Child Health II . . . . .10 Credits**

A continuation of Adult and Child Health I. This course increases the pathophysiologic knowledge base in pediatric and adult medical-surgical health care within the framework of the nursing process. Content areas include the care of clients with cardiovascular, respiratory, renal, endocrine, and gastrointestinal system dysfunctions. (Prerequisite: NSG 109) F

6 hours lecture — 12 hours clinical

**NSG 212 — Psychosocial Nursing . . . . .4 Credits**

This course focuses on the psychosocial needs of individuals of differing age groups at varying points on the mental health continuum. Multiple theoretical models are presented as the scientific bases for the implementation of the nursing process. (Prerequisites: NSG 210) Sp

3 hours lecture — 6 hours clinical for 1/2 semester

**NSG 214 — Transitions to Nursing Practice . . . . .3 Credits**

A seminar course which focuses on exploration of nursing roles, organizational approaches to the delivery of nursing care, and contemporary issues in nursing and health care. Clinical experiences focus on refinement of advanced nursing skills. (Prerequisite: NSG 210) Sp

1.5 class hours/week — 68 hours clinical/semester

**NSG 231 — Intermediate Nursing . . . . .3 Credits**

Prerequisite Nursing I and II or equivalent. Intermediate nursing focuses on the role of the registered nurse with emphasis on application of the nursing process. The course also includes components of physical assessment, basic mental health concepts, patient education, fluid and electrolyte balance, intravenous therapy, and nutrition.

## OFFICE ADMINISTRATION

**OAD 100 — Keyboarding for the Computer . . . . .1 Credit**

A course designed for individuals with no prior keyboarding experience; develops touch mastery needed for information input; emphasis is on speed and accuracy. A pass-fail grading system will be used. NOTE: This course will not be accepted as part of the Office Administration degree. F, Sp

**OAD 101 — Keyboarding/Formatting . . . . .3 Credits**

An introduction to keyboarding and basic formatting techniques; this course emphasizes speed and accuracy in developing touch mastery for alphabetic, numeric, and symbol information input. F

5 hours per week — lecture and laboratory

**OAD 102 — Document Processing . . . . .3 Credits**

Building speed and accuracy; formatting letters, tables, manuscripts, and other business documents with emphasis on timed production. (Prerequisite: OAD 101) Sp

5 hours per week — lecture and laboratory

**OAD 104 — Document Production . . . . .3 Credits**

Emphasis is placed on productivity, mastery of word processing functions, and the application of communication skills. Activities simulating a variety of different types of offices such as medical, legal, government, etc., are offered. (Prerequisite: OAD 102) F

5 hours per week — lecture and laboratory

**OAD 105 — Business Communications I . . . . .3 Credits**

This course focuses on the fundamentals of English — parts of speech, word usage, punctuation, capitalization, abbreviations, numbers, spelling, proofreading, editing, etc. F

**OAD 106 — Business Communications II . . . . .3 Credits**

This course is a study of the communication skills necessary to speak and write clearly in a business environment; emphasis is placed on composing business correspondence and oral presentations. (Prerequisite: OAD 105) Sp

**OAD 111 — Office Machines . . . . .3 Credits**

This course covers machine transcription with emphasis on production of mailable correspondence and the electronic calculator with emphasis on business math applications. (Prerequisite: OAD 101) Sp

**OAD 121 — Word/Information Processing I . . . . .3 Credits**

This course is a study of the theory, basic concepts, and procedures of word/information processing and the application of basic text editing. (Prerequisite: OAD 101) F

**OAD 122 — Word/Information Processing II . . . . .3 Credits**

This course covers advanced text editing with emphasis on timed production of mailable documents and the automated concepts of electronic mail, desk calculator, time and desk management. (Prerequisite: OAD 121) Sp

**OAD 132 — Word Processing on the Microcomputer . . . . .3 Credits**

Students will learn to use word processing applications software to produce business documents. (Prerequisite: OAD 100 or OAD 101 and CST 102 or permission of instructor) Sp

**OAD 133 — Desktop Publishing . . . . .3 Credits**

This course covers the basics of desktop publishing and graphics. Terminology, concepts, and applications are included in the preparation of documents such as brochures, newsletters, graphs, and other business correspondence. (Prerequisites: OAD 102 and CST 102 or permission of instructor) Sp

**OAD 141 — Notetaking I . . . . .3 Credits**

This course presents the principles of an alphabetic writing system and introduces dictation and transcription for office and personal use. (Prerequisite: OAD 101) F

5 hours per week — lecture and laboratory

**OAD 142 — Notetaking II . . . . .3 Credits**

Emphasis is placed on developing speed and accuracy for taking light office dictation and transcribing mailable documents. (Prerequisite: OAD 141) Sp

5 hours per week — lecture and laboratory

**OAD 201 — Administrative Office Management . . . . .3 Credits**

This course is an integration of in-depth discussion and practical applications of administrative support systems and procedures for the office professional in making contributions to the managerial functions of the electronic office. Sp



- OAD 211-215 — Seminar in Office Administration . . . . .1-3 Credits**  
 An updating or analysis of a particular topic, concern, or problem in office administration. May include courses in preparation for the CPS exam and/or recertification.

## OCCUPATIONAL THERAPY ASSISTANT

**All OTA courses are required to be taken in sequence, as listed in the degree checklist. Admission to the program is required prior to taking OTA courses.**

- OTA 102 — Introduction to Occupational Therapy . . . . .2 Credits**  
 An introduction to the health care system and to the profession of occupational therapy. Included are the history and philosophical base of the profession and its personnel, an overview of medical terminology, application of learning style, and an orientation to ethics. F

2 hours lecture/week

- OTA 103 — Therapeutic Activities . . . . .4 Credits**  
 Analysis and performance of a variety of media emphasizing the concept of activity as therapeutic. Students will learn the grading and adaptation of selected activities and have the opportunity to order supplies, learn safety and maintenance of equipment, and to teach activities. F

2 hours lecture — 4 hours laboratory/week

- OTA 104 — Rehabilitation Communication . . . . .2 Credits**  
 This course includes information on written and oral communication used by rehabilitation professionals. Included are medical terminology, a study of the patient medical record, patient documentation, and use of focused professional literature to write abstracts and perform medical literature reviews. Emphasis will be on practical use of medical terminology and the medical documentation. Course prerequisite: ENG 101. F, Sp

2 hours lecture

- OTA 110 — Theory and Treatment of Psychosocial Dysfunction . . . . .5 Credits**  
 Description of psychosocial dysfunctions commonly treated in occupational therapy. Theories of occupational therapy treatment will be explored and students will practice a variety of techniques used in identifying and treating psychosocial disorders. Sp

4 hours lecture — 3 hours laboratory/week

- OTA 115 — Level I Psychosocial Fieldwork . . . . .2 Credits**  
 Directed observation and participation in either psychosocial or pediatric setting to learn the clinical application of occupational therapy principles and techniques. Sp

15 hours lecture — 40 hours clinical fieldwork

- OTA 116 — Neurological Theory and Treatment . . . . .3 Credits**  
 Student will review basic neuroanatomy, neurophysiology and learn pathologies commonly seen in OT. Students will apply treatment principles in lab. Sp

2 hours lecture — 3 hours laboratory

- OTA 210 — Theory and Treatment of Physical Dysfunction . . . . .5 Credits**  
 The student will learn about physical pathologies and disabilities commonly seen in occupational therapy as well as current treatment techniques and methods. Treatment applications and rationale will be explored in lecture and laboratory with simulated treatment practice. Sp and Su

4 hours lecture — 3 hours laboratory/week

- OTA 212 — Occupational Therapy Practice Management . . . . .2 Credits**  
 Basic knowledge of the responsibilities of an OT department and in the health care setting. Planning and management of activity service is included. Current topics and issues in OT practice as well as the changing role from student to employee are explored. Sp

30 clock hours lecture/semester

- OTA 216 — Pediatric Theory and Treatment . . . . .5 Credits**  
 Descriptions of commonly treated disorders in children and developmentally disabled individuals. Occupational therapy treatment techniques, rationale and application are

presented. Laboratory experience will include basic treatment skills and simulated treatment practice using purposeful activities. F

4 hours lecture — 3 hours laboratory

**OTA 217 — Level I Physical Disability Fieldwork . . . . . 2 Credits**

Students will participate in occupational therapy treatment of adults with physical dysfunctions in clinical setting. F

15 hours lecture — 40 hours clinical fieldwork

**OTA 220 — Psychosocial Fieldwork . . . . . 6 Credits**

Supervised fieldwork in an approved psychosocial clinical setting. (Prerequisite: All required coursework must be completed.) Sp

240 total hours (40 hours per week)

**OTA 225 — Physical Disability Fieldwork . . . . . 6 Credits**

Supervised fieldwork in an approved physical disability clinical setting. (Prerequisite: All required coursework must be completed.) Sp

240 total hours (40 hours per week)

**OPTICIANRY**

**OPT 101 — Introduction to Opticianry . . . . . 5 Credits**

A general overview of the field of Opticianry, intended to provide the student with a broad base for more advanced study. Included is the history of Opticianry, the visual sense, basic geometric optics, normal and abnormal vision, lens theory and design, frame design and principles of decentration, government regulations and licensure, as well as an introduction to the ophthalmic dispensing clinic.

4 hours lecture — 3 hours clinic

**OPT 110 — Ophthalmic Dispensing I . . . . . 4 Credits**

A continuation of Introduction to Opticianry to include frame fit and adjustment, prescription analysis, visual acuity, resolving prisms, influence of vertex distance on prescription, and introduction to presbyopia.

3 hours lecture — 3 hours clinic

**OPT 120 — Ophthalmic Materials I . . . . . 4 Credits**

This course is designed to introduce the student to the most commonly used ophthalmic devices, and the physical make-up of these devices. This includes single vision lenses, spectacle frames, and bifocal lenses, with special emphasis on how these devices are produced. Also included is an introduction to fabrication of lenses, developing a basis for layout, blocking, grinding, and verification procedures.

3 hours lecture — 3 hours laboratory

**OPT 123 — Geometric Optics for Opticians . . . . . 3 Credits**

Surveys basic elements of geometric optics. Explores basic theories of light, shadow optics, mirrors, thin lenses, single spherical refracting surfaces. Deals with thick lenses, vergence angular magnification, and telescopes. Emphasizes ray tracing and calculations. (Prerequisite: MAT 110). Sp

Combination lecture/lab (4 hours/week)

**OPT 130 — Contact Lenses I . . . . . 4 Credits**

An introduction to the fitting of contact lenses, following the history of contact and the development of new contact lens materials. Advantages and disadvantages of these materials are outlined, as well as indications and contra-indications to contact lens wear. Emphasis is placed on the optical principles behind contact lens correction, and the introduction of basic skills with related instrumentation.

3 hours lecture — 3 hours laboratory

**OPT 140 — Practicum . . . . . 3 Credits**

Supervised fieldwork in a retail dispensary under a licensed optician, optometrist, or ophthalmologist.

120 total hours

- OPT 143 — Anatomy and Physiology of the Eye** .....5 Credits  
A detailed study of the structures and functions of the eye and its adnexa, as well as an overview of common ocular pathologies.  
5 hours lecture
- OPT 210 — Ophthalmic Dispensing II** .....5 Credits  
A continuation of Ophthalmic Dispensing I to include the optical properties of spectacle lenses and their relationship to the patient's refractive error, the spectacle management of presbyopia, the spectacle management of high power prescriptions and prescription analysis.  
4 hours lecture — 3 hours clinic
- OPT 220 — Ophthalmic Materials II** .....5 Credits  
A continuation of Ophthalmic Materials I, stressing: multifocal lenses - bifocals, trifocals, occupationals, blended and progressives. Increased hands-on experience with lens edging, including insertion, removal, and bench adjustment of spectacles. ANSI standards applied to all lab work.  
4 hours lecture — 3 hours laboratory
- OPT 230 — Contact Lenses II** .....5 Credits  
Continuation of Contact Lenses I with increased attention to lens selection and design. Fitting philosophies of hydrogel and gas permeable contact lenses are put into practice, and follow-up care is stressed. Insertion, removal, and diagnostic skills are increased.  
4 hours lecture — 3 hours laboratory
- OPT 260 — Ophthalmic Dispensing III** .....5 Credits  
A continuation of Ophthalmic Dispensing II to include advanced prescription analysis, clinical astigmatism, fashion spectacle dispensing, aniseikonia, low vision care, clinical types of hyperopia, ocular injuries and emergencies, visual field anomalies, orthoptics, prosthetic eyes, ophthalmic instrumentation, and theory of refraction.  
4 hours lecture — 3 hours clinic
- OPT 270 — Ophthalmic Materials III** .....4 Credits  
A continuation of Ophthalmic Materials II to include cataract eyewear, glass lens tempering, high minus lens designs/materials, and a variety of specialty lenses. Practice management including: ordering, inventory, duty to warn, equipment maintenance, semantics and salesmanship. Licensed professional responsibilities are presented, along with the latest trends (fashion, technological breakthroughs). Advanced spectacle fabrication in the lab, to include: semi-rimless mounts, various repairs, progressive lenses, bifocal projects, and prism Rx's.  
3 hours lecture — 3 hours laboratory
- OPT 280 — Contact Lenses III** .....4 Credits  
Continuation of Contact Lenses II, dealing mainly with special fitting problems and special lens designs. Practice management techniques are included, as well as continued use of all needed instrumentation.  
3 hours lecture — 3 hours laboratory

## PHILOSOPHY

- PHL 101 — Introduction to Philosophy** .....3 Credits  
A study of problems that confront humans as they deal with knowledge and the nature of the world and their interaction with it.
- PHL 111 — Elementary Logic** .....3 Credits  
Study of the principles of reasoning, deductive and inductive fundamentals, and the use of logic as a practical tool.
- PHL 121 — Elementary Ethics** .....3 Credits  
Critical analysis of the principal ethical theories and their application to the problems of life.

**PHL 130-150 — Philosophy Seminar . . . . .1-3 Credits**

Designed to give students an in-depth study of a particular topic in contemporary branches of philosophy, including PHL 130 — History of God in Judaism, Christianity and Islam; PHL 131 (Book of Revelation) and a proposed PHL 132 (Book of Genesis).

**PHL 201 — Introduction to Religions of the World . . . . .3 Credits**

Introduction to the study of religion through selected historical traditions, East and West.

**PHL 231 — Medical Ethics . . . . .3 Credits**

Deals with ethical issues in allied health fields such as abortion, euthanasia, patient-professional relationships, allocation of medical resources, genetic engineering, and related topics.

**PHLEBOTOMY**

NOTE: All Phlebotomy courses must be taken concurrently. Admission to the Phlebotomy program is required prior to taking any PLB courses.

**PLB 101 — Anatomy, Physiology, and Terminology . . . . .2 Credits**

This course introduces the student to basic human anatomy and physiology using a systems approach which integrates appropriate medical terminology.  
2 hours lecture

**PLB 102 — Health Care Concepts . . . . .2 Credits**

This course introduces the student to the health care delivery system. It includes basic concept of communication, stress management, professional behavior, and legal concerns. It also includes an introduction to the function of the medical laboratory.  
2 hours lecture

**PLB 111 — Phlebotomy Techniques . . . . .4 Credits**

This course teaches basic technical skills necessary for a phlebotomist, including equipment use, venipuncture, capillary puncture, infection control, safety, and appropriate transportation of specimens.  
3 hours lecture — 3 hours laboratory

**PLB 112 — Phlebotomy Clinical . . . . .4 Credits**

This course consists of supervised clinical experience in phlebotomy.  
120 clinical hours

**PHYSICAL EDUCATION**

The goal of RSCC's wellness-related physical education classes is to optimize the quality of life for all students. The classes are designed to teach students ways to reduce their risks of disease while improving their levels of fitness.

PED activity classes meet twice a week for the entire semester, with the exception of the video course. Challenge exams and/or proficiency exams are **NOT** given for PED activity classes.

**PED 110 — Fitness Walking . . . . .1 Credit**

Proper techniques for walking for fitness. Emphasis on health benefits of walking.

**PED 112 — Slimnastics . . . . .1 Credit**

For those interested in losing body fat and improving physical fitness.

**PED 113 — Aerobics . . . . .1 Credit**

A continuation of slimnastics, emphasizing cardiorespiratory endurance and changes in the body composition.

**PED 117 — Basketball . . . . .1 Credit**

Practice of fundamentals as well as the various types of play.

- PED 118 — Bowling** .....1 Credit  
Proper selection of equipment, correct method of approach and release of the bowling ball, and scoring. A fee will be charged for facility and equipment rental. F, Sp
- PED 119 — Folk Dance** .....1 Credit  
Instruction in dances from various countries, including square dances.
- PED 121 — Golf** .....1 Credit  
Acquaintance of the beginning player with correct swing, selection and use of the various clubs, and fundamentals.
- PED 122 — Soccer** .....1 Credit  
Instruction and practice in the fundamental skills of soccer.
- PED 123 — Social Dance** .....1 Credit  
Instruction, practice, and teaching in basic social dance steps.
- PED 127 — Celebration Choreography** .....1 Credit  
Staging rehearsal to learn choreography for Celebration show. Meets two hours per week. Meets in Summer (one session) and two weeks prior to the beginning of Fall semester. May be repeated for credit. Enrollment limited to those students accepted in Celebration by audition. (Cross-listed as MUS 173)
- PED 130 — Weight Training** .....1 Credit  
An introduction to the proper techniques and practices of weight training.
- PED 131 — Marksmanship and Firearms Safety** .....1 Credit  
Training in safe and efficient use of small bore rifles for pleasure. Shooting practice with .22 caliber rifles. Emphasis on safety to protect all students involved. As needed.
- PED 132 — Racquetball** .....1 Credit  
Instruction and practice in racquetball fundamentals. A fee will be charged for facility use.
- PED 133 — Softball** .....1 Credit  
Instruction and practice in the fundamentals of catching, batting, and backing up other positions. Rules and strategies.
- PED 134 — Tennis** .....1 Credit  
Instruction and practice in the development of basic strokes, rules, and terminology, with emphasis on learning to play singles and doubles.
- PED 135 — Volleyball** .....1 Credit  
Fundamentals, rules, and strategy of play.
- PED 136 — Skiing** .....1 Credit  
Instruction and practice for the development of skiing skills. Class will be held at Ober-Gatlinburg on four sessions. A fee for facility use, ski rental, lift tickets, and insurance will be charged for this activity.
- PED 175 — Concept of Wellness** .....2 Credits  
A course that emphasizes a six-dimensional model of wellness (physical, emotional, occupational, social, spiritual, and intellectual). This course will stress the importance of creating a balance of these dimensions that make up our daily lives. This course will fulfill requirements of one physical education activity course.
- PED 231 — Wilderness Camping** .....3 Credits  
A course designed to inform the novice through the experienced outdoors-person on the latest equipment, techniques, and clothing for safe hiking and camping. Students may apply this course toward one of the required physical education activity courses.
- PED 251 — Swimming** .....1 Credit  
Training for beginners in swimming, emphasizing recreational swimming. A special fee will be charged for this course based on facility rental charges.

**PED 255 — Rowing . . . . .1 Credit**  
 Fundamentals of rowing, including proper technique, safety, physical fitness, terminology, and recreational aspects of rowing.

**PHYSICAL THERAPIST ASSISTANT**

ALL PTA COURSES MUST BE TAKEN IN APPROPRIATE SEQUENCE, AS LISTED IN THE DEGREE CHECKLIST. ADMISSION TO THE PTA PROGRAM IS REQUIRED PRIOR TO TAKING ANY PTA COURSES.

**PTA 102 — Introduction to Physical Therapy . . . . .2 Credits**  
 This course introduces the student to the profession of physical therapy and the concepts of the total patient. It includes the purpose, philosophy and history of the profession of physical therapy. Current issues in health care which impact physical therapy are investigated and discussed. It provides information about the role of the physical therapist assistant in terms of professional, legal, and ethical standards. It also provides an introduction to the concepts of disability, cultural diversity and ethical decision making. F, Sp  
 2 hours lecture

**PTA 121 — Kinesiology . . . . .3 Credits**  
 This course introduces the student to normal muscle and joint function as related to physiological and mechanical principles. It also includes the functional aspects of the musculoskeletal system. Practical applications and an introduction to abnormal function are included. F  
 2 hours lecture — 3 hours laboratory

**PTA 141 — Patient Care Techniques . . . . .4 Credits**  
 This course introduces the student to basic skills necessary for assessment and safe care of the patient and teaches the theory and techniques of basic patient care procedures. F  
 2 hours lecture — 6 hours laboratory

**PTA 151 — Therapeutic Modalities . . . . .5 Credits**  
 This course discusses the general principles of therapeutic heat, cold, electricity, light, massage, intermittent compression, hydrotherapy, pool therapy and traction. The physiologic effects, indications, contraindications and appropriate application of numerous modalities are presented. F  
 3 hours lecture — 6 hours laboratory

**PTA 214 — Treatment of Medical/Surgical Conditions . . . . .3 Credits**  
 This course introduces the student to common medical and surgical conditions and their management. Sp  
 3 hours lecture

**PTA 232 — Assessment Skills . . . . .1 Credit**  
 This concentrated course presents the background information and procedure for performing goniometric measurements, manual muscle testing and fitness screening. It includes the use of these skills by the physical therapist assistant for documentation of patient outcomes. The class requires hands on practice to achieve minimal competency. Sp  
 1 week/30 hours laboratory

**PTA 235 — Advanced Physical Therapy Procedures I . . . . .6 Credits**  
 This course introduces the student to the fundamentals of therapeutic exercise. Rehabilitation concepts and procedures are discussed and practiced in terms of goals, indications, contraindications, progression, modifications, adaptations and documentation per patient status. Treatment of common orthopedic conditions, cardiovascular conditions and amputations are also presented. Sp  
 4 hours lecture — 6 hours laboratory

**PTA 236 — Advanced Physical Therapy Procedures II . . . . .6 Credits**  
 This course introduces the student to the fundamentals of motor retraining in the adult and pediatric patient with neurological damage. Study of normal/abnormal movement,

developmental sequence of gross and fine motor skills and motor skill acquisition across the life span are included. Treatment of common neurological, respiratory and ob/gyn conditions are presented. Rehabilitation concepts and procedures are discussed and practiced in terms of goals, indications, contraindications, progression, modifications, adaptations and documentation per patient status. Sp

4 hours lecture — 6 hours laboratory

**PTA 237 — Clinical Preparation . . . . .2 Credits**

This course prepares the PTA student for their clinical experiences and entry into the field as a physical therapist assistant. The basic principles of administration, management, the supervisory process, performance evaluations, and fiscal considerations are presented. Strategies for obtaining employment are discussed. Effective techniques for inservice presentation, resume writing, interview performance are presented and practiced. Cultural diversity and ethical decision making are reinvestigated. F

2 hours lecture

**PTA 244 — Seminar . . . . .1 Credit**

This concentrated course completes the transition from student to physical therapist assistant. Case studies prepared by the students during their summer clinicals are presented and discussed. Additional attention to cultural diversity and ethical issues is provided. Strategies for successfully completing the State Licensure Exam are discussed. Employment issues are addressed and a mock board exam is offered. Su

1 week/15 hours

**PTA 249 — Clinical Education I . . . . .3 Credits**

Supervised patient care and clinical observation for the PTA student. Included are some pre-clinical requirements; such as professional development evaluation and counseling, instruction in and proof of competency with the evaluation tools used to evaluate student performance. F

120 hours clinic

**PTA 254 — Clinical Education II . . . . .5 Credits**

Supervised patient care and clinical observation for the final-semester PTA student. Su  
200 hours clinic

**PTA 255 — Clinical Education III . . . . .5 Credits**

Supervised patient care and clinical observation for the final-semester PTA student. Su  
200 hours clinic

## PHYSICS

**PHY 101 — Survey of Physics . . . . .4 Credits**

This survey course will touch on the basic principles of physics with an emphasis on understanding the concepts involved (as opposed to the calculational aspects). Math will be used when needed to understand physical relationships, or to familiarize you with some of the great concepts that changed the world. When you leave this course, you should be able to have informed opinions on current science issues.

3 hours lecture — 3 hours laboratory/recitation

**PHY 121 — Introductory Astronomy I . . . . .4 Credits**

An introductory survey, with accompanying laboratory, treating the composition, structure, and dynamics of the universe and introducing the basic vocabulary of astronomy and the principles of the scientific method. Components of the solar system are discussed, and hypotheses and theories of the origin and evolution of the solar system are considered in the light of current knowledge and scientific reasoning. F

3 hours lecture — 2 hours laboratory

**PHY 122 — Introductory Astronomy II . . . . .4 Credits**

A continuation of Introductory Astronomy I in which the sequence of stellar birth, evolution, and death is studied. Characteristics of galaxies and of the beginning of the universe are considered in view of modern astrophysics and particle physics. Principles of interpreting astronomical observations are reinforced through laboratory experience. (Prerequisite: PHY 121) S

3 hours lecture — 2 hours laboratory

- PHY 201 — General Physics I . . . . .4 Credits**  
Covers mechanics, wave motion, and heat. (Prerequisite: College algebra and trigonometry such as Pre-calculus, or equivalent) Must be taken in sequence. F  
3 hours lecture — 3 hours laboratory
- PHY 202 — General Physics II . . . . .4 Credits**  
Covers electricity and magnetism, optics, and modern physics. (Prerequisite: PHY 201) Sp  
3 hours lecture — 3 hours laboratory
- PHY 205 — Fundamentals of Physics I . . . . .3 Credits**  
Electricity and magnetism for engineers and Arts and Sciences and for majors in mathematics and the physical sciences. (Prerequisite: ESC 121-131 of PHY 211. Corequisite: MAT 241)  
2 hours lecture — 3 hours laboratory/recitation
- PHY 207 — Fundamentals of Physics II . . . . .4 Credits**  
Wave motion, optics and Modern Physics. A continuation of PHY 205. (Prerequisite: PHY 205 or PHY 211. Corequisite: MAT 241)  
3 hours lecture — 3 hours laboratory/recitation
- PHY 211 — Physics I . . . . .4 Credits**  
Covers mechanics, wave motion, and heat (Prerequisite: MAT 141 -Calculus I.) Must be taken in sequence. F  
3 hours lecture — 3 hours laboratory/week
- PHY 212 — Physics II . . . . .4 Credits**  
Covers electricity and magnetism, optics, and modern physics. (Prerequisite: PHY 211) Sp  
3 hours lecture — 3 hours laboratory/week
- PHY 221 — Modern Physics . . . . .3 Credits**  
Modern physics principles including wave and particle properties of matter and energy, relativity, structure of matter, quantum theory, and nuclear physics. (Corequisite: PHY 212) Sp  
2 hours lecture — 3 hours laboratory
- PHY 231- 259 — Independent Scientific Investigation . . . . .2 Credits**  
Independent research and development in physics by qualified students under the supervision of a faculty member. Especially intended to develop interest and skill in the techniques of physics research and development. Up to six hours credit may be earned. (Consent of the faculty member.)

### POLICE SCIENCE

- PST 101 — Introduction to Law Enforcement . . . . .3 Credits**  
Philosophical and historical background; agencies and respective jurisdictions; police ethics, public relations and career orientation. F
- PST 111 — Criminal Procedure . . . . .3 Credits**  
A study of legal concepts and procedures, including the laws of arrest and search warrant procedure, beginning with the issuance of legal process to ultimate court disposition. Sp
- PST 112 — Court Procedures . . . . .3 Credits**  
An introduction and study of court procedures and specifically rules of evidence for all career areas of the criminal justice systems. Content will range from the basic considerations of relevancy through qualifications of witnesses to specific evidential problems. Sp
- PST 201 — Police Administration and Organization . . . . .3 Credits**  
A study of police organizations, their hierarchical structure, techniques of administration and management utilized in standard police organizations with emphasis on problems of supervision, responsibility and control of police units. F
- PST 213 — Criminal Investigation . . . . .3 Credits**  
Fundamentals of criminal investigation procedures; crime scene search and recording, collecting and preserving evidence; scientific and technical aids; case preparation. F, Su



**PST 221 — Criminal Law . . . . .3 Credits**

An introduction to the theory and practice of basic scientific techniques utilized in the investigation and solving of crime. The procedures which will be presented by means of classroom lectures, demonstration sessions and practical laboratory periods will emphasize the proper handling and examination of evidence, fingerprinting, photography, glass fractures, casts and molds, narcotics and preparations, and crime scene searches. Sp, Su

**PST 231 — Seminar in Police Problems . . . . .3 Credits**

A course designed to consolidate the various learning experiences in police science. Emphasis is placed on special problems. Sp

**POLITICAL SCIENCE****POL 101 — United States Government and Politics . . . . .3 Credits**

An introduction to the fundamental institutions and processes of American national politics including the constitution, civil liberties, political parties, voting, the presidency, congress, and the courts. F

**POL 102 — Introduction to Political Science . . . . .3 Credits**

An introduction to the analysis of politics and of political systems and political ideologies in various countries. Sp

NOTE: POL 102 H, Honors is an enriched introduction to Political Science with extra readings, less lecture and more discussion. (Prerequisite: Consent of instructor.) As needed.

**POLYSOMNOGRAPHY****PSG 101 — Introduction to Polysomnography . . . . .4 Credits**

Students will gain working knowledge in the International 10-20 System Polygraph, miscellaneous and ancillary equipment and basic EEG patterns.

3 hours lecture — 2 hours laboratory

**PSG 103 — Sleep Anatomy and Physiology . . . . .4 Credits**

This course consists of study in neuroanatomy, neurophysiology, respiratory functioning, cardiac functioning, medical guidelines and treatment for sleep disorders.

4 hours lecture

**PSG 105 — Basic EKG Interpretation . . . . .2 Credits**

Student will learn how to identify most common electrocardiograph patterns. Topics will be anatomy of the heart, all major dysrhythmias and 12 lead EKG.

2 hours lecture

**PSG 110 — Basic Polysomnography . . . . .4 Credits**

This course covers all-night recording, CPAP titration, MSLT procedures, artifact elimination, seizure/Parasomnia montage, computer equipment and other ancillary equipment, and electrical safety.

3 hours lecture — 2 hours laboratory

**PSG 115 — Record Interpretation . . . . .3 Credits**

This course will cover scoring recorded interpretations, calculations, abnormal EEG patterns, dysrhythmias and abnormal respiratory patterns.

3 hours lecture

**PSG 120 — Clinical I . . . . .3 Credits**

Students will do clinical rotations at various clinical sites to gain experience working with the patients and equipment.

120 total clinical hours

**PSG 125 — Clinical II . . . . .5 Credits**

Continuation of Clinical I.

240 total clinical hours

### PSYCHOLOGY

**PSY 110 — General Psychology . . . . .3 Credits**

A survey course dealing with the scientific analysis of human behavior and mental processes. F, Sp, Su

NOTE: PSY 110, Honors General Psychology I, is an enriched introduction to psychology with extra readings, less lecture, and more discussion. (Prerequisite: Consent of instructor)

**PSY 205 — Psychology of Adjustment . . . . .3 Credits**

A survey course dealing with adjustment in modern society focusing on a healthy self-concept, coping with psychological stress, and preventing maladjustment. Emphasis on humanistic principles and research. F, Sp

**PSY 210 — Biological Basis of Behavior . . . . .3 Credits**

A survey course describing the theories and research involving the role of genetic factors, nervous and endocrine systems and other biological features influencing human behavior and mental processes. F, Sp

**PSY 211 — Educational Psychology . . . . .3 Credits**

Focuses on making education in the classroom more effective by applying specific principles from the following areas of psychology: development, learning, motivation, evaluation, individual differences and adjustment. Cross-listed as EDU 211. (Recommended: PSY 101 and/or PSY 102) F, Sp

**PSY 213 — Abnormal Psychology . . . . .3 Credits**

Definition of abnormal behavior. Survey of development and treatment of anxiety disorders, affective disorders, schizophrenia, paranoid disorders, personality disorders, organic mental disorders, somatoform disorders, dissociative disorders, childhood disorders, psychosexual disorders, and drug dependence. Recommended: PSY 101 and/or PSY 102. F

**PSY 220 — Developmental Psychology . . . . .3 Credits**

A survey course dealing with the physical, cognitive, social and emotional aspects of the human developmental processes — from conception to death. F, Sp, Su

**PSY 231 — Social Psychology . . . . .3 Credits**

Individual behavior as it is influenced by social context. Considers prejudice, attitude change, aggression, interpersonal attraction, and the individual in groups. Recommended: PSY 101 and/or PSY 102. As needed

### RADIOLOGIC TECHNOLOGY

**RDT 102 — Introduction to Radiologic Technology . . . . .4 Credits**

Orientation to the profession, the radiology department, and the hospital. Major areas of study include: basic radiation protection, darkroom management, body mechanics, fire and electrical safety, medical ethics, patient care, and medical terminology. F  
4 hours lecture

**RDT 103 — Image Analysis I . . . . .1 Credit**

Evaluation of the image for positioning and technical quality. Identification of pertinent anatomical structures. Areas of study include: chest, abdomen, and contrast studies. F  
1 hour laboratory

**RDT 105 — Clinical Education I . . . . .6 Credits**

Practical application in the radiology department. Skills include application of technical factors, radiographic positioning, patient interaction, and professional behavior. Students must demonstrate competence by performing radiologic examinations unassisted. F  
16 hour clinical experience

**RDT 109 — Clinical Education II . . . . .6 Credits**

Continuation of Clinical Education I. Sp  
16 hours clinical experience

- RDT 110 — Image Analysis II** ..... **1 Credit**  
Continuation of Image Analysis I. Areas of study include: upper and lower extremities, hip/pelvis, bony thorax, and vertebral column. Sp  
1 hour laboratory
- RDT 111 — Radiographic Procedures I** ..... **3 Credits**  
Basic principles of radiographic terminology and positioning for routine and contrast procedures. Study areas include: chest, abdomen, digestive and urinary systems. F  
2 hours lecture — 2 hours laboratory
- RDT 112 — Radiographic Procedures II** ..... **3 Credits**  
Continuation of Radiographic Procedures I. New areas of study include upper and lower extremities, shoulder girdle, hip/pelvis, bony thorax and vertebral column. Sp  
2 hours lecture — 2 hours laboratory
- RDT 115 — Clinical Education III** ..... **3 Credits**  
Continuation of Clinical Education II. Su  
16 hours clinical experience
- RDT 122 — Exposure Technique** ..... **4 Credits**  
An analysis of the technical factors that influence film quality. Sp  
4 hours lecture
- RDT 130 — Radiographic Processing** ..... **2 Credits**  
A study of silver image formation, manual and automatic processing, and radiographic quality control tools and procedures. Su  
2 hours lecture
- RDT 203 — Image Analysis III** ..... **1 Credit**  
Continuation of Image Analysis II. Area of study: headwork. Su  
1 hour laboratory
- RDT 205 — Clinical Education IV** ..... **8 Credits**  
Continuation of Clinical Education III. F  
24 hours clinical experience
- RDT 210 — Radiographic Procedures III** ..... **2 Credits**  
Continuation of Radiographic Procedures II. Areas of study are vertebral column, bony thorax, skull, facial bones, and sinuses. Su  
1 hour lecture — 2 hours laboratory
- RDT 212 — Radiographic Procedures IV** ..... **3 Credits**  
A study of special and supplementary procedures and equipment including a review of radiographic pathology. F  
3 hours lecture
- RDT 222 — Radiation Protection** ..... **2 Credits**  
A study of the biological effects of ionizing radiation, patient and personnel protection, maximum permissible dose, personnel monitoring, and units of measurement for radiation exposure. Sp  
2 hours lecture
- RDT 225 — Radiation Physics** ..... **3 Credits**  
A study of electromagnetism, production and properties of x-rays, interactions with matter, x-ray tube and circuitry, and specialized imaging equipment. F  
3 hours lecture
- RDT 226 — Radiologic Science I** ..... **4 Credits**  
Knowledge of the profession is enhanced through group discussion, research and writing. A comprehensive review of radiologic technology registry content is included. Sp  
4 hours lecture
- RDT 227 — Radiologic Science II** ..... **2 Credits**  
Continuation of Radiologic Science I. Su  
2 hours lecture

- RDT 230 — Image Analysis IV . . . . .1 Credit**  
 Continuation of Image Analysis III. Areas of study: special and supplementary procedures. F  
 1 hour laboratory
- RDT 235 — Clinical Education V . . . . .9 Credits**  
 Continuation of Clinical Education IV. (an additional 40 hours of clinical experience is scheduled during the preceding intersession) Sp  
 24 hours clinical experience
- RDT 250 — Clinical Education VI . . . . .4 Credits**  
 Continuation of Clinical Education V. (an additional 40 hours of clinical experience is scheduled during the preceding intersession) Su  
 24 hours clinical experience

**READING AND STUDY SKILLS**

- REA 076 — Basic Reading . . . . .3 Credits**  
 Designed to develop fundamental reading skills through systematic approaches to instruction in vocabulary and comprehension. Satisfactory completion of this course or other evidence of competencies in these areas is a prerequisite for REA 080.
- REA 080 — College Reading . . . . .5 Credits**  
 Provides instruction for the improvement of college reading skills with special emphasis on assessment and remediation. It is designed to develop college-level reading competence through lecture, discussion and small-group instruction. Primary focus is given to the development of inferential and critical reading ability.

**REAL ESTATE (SEE BUSINESS)**

**RECREATION**

- REC 201 — Social Recreation . . . . .3 Credits**  
 Introduces methods and materials for planning, organizing, and conducting social activities for groups of various sizes and ages in a variety of social situations. Emphasis is on the mechanics of planning and presenting a repertoire of activities for social recreation events. Major activities will be discussed, played, and/or demonstrated.

**RESPIRATORY THERAPY**

- RTT 114 — Respiratory Care I . . . . .3 Credits**  
 Course will discuss the following information: ethical/legal issues as they pertain to the respiratory care profession. Patient assessment techniques to include vital signs, cardio/thoracic assessment, radiographic, diagnostic, and laboratory tests and results. Introduction to charting, utilization of the SOAP technique, and other relative patient information. Principle, operation, maintenance, and troubleshooting of compressed gas sources and gas administration devices. An introduction of humidity and aerosol theories and therapies and an introduction to compressed gas monitoring equipment.  
 3 hours lecture — 3 hours laboratory
- RTT 115 — Respiratory Clinics I . . . . .1 Credit**  
 Students will be introduced to the clinical sites, volunteer instructors, and will get an understanding of the clinical policies and procedures. Observation of the workings of respiratory care departments will be noted by the student. Use and understanding of the patient medical record will be obtained by the student.  
 8 hours clinical experience
- RTT 116 — Respiratory Care II . . . . .3 Credits**  
 Course will be a continuation of Respiratory Care I. In this course, the following will be discussed: therapeutic aerosol delivery both long and short term. Aspects of airway care

to include: tracheal aspiration, types of uses of various airways, intubation/extubation techniques, cuff care, and trach care procedures will be discussed. Procedure and theory of hyperinflation therapy to include: deep breathing and coughing techniques, Sustained Maximal Inspiration SMI therapy, and Intermittent Positive Pressure Breathing (I.P.P.B.) will be discussed. Positive End Pressure (PEP) therapy will also be discussed in this course.

3 hours lecture — 3 hours laboratory

**RTT 117 — Respiratory Clinics II . . . . .3 Credits**

Students will apply procedural methods learned in Respiratory Care I: this will include application of medical gases, oxygen delivery equipment, use of aerosol and humidity devices, patient assessment and vital signs. Continuation of patient studies using the medical record will be performed. Infection control and practice in communication skills with patients and medical personnel. Students will complete scheduled medical rounds with specific physicians.

16 hours clinical experience

**RTT 121 — Cardiopulmonary-Renal Anatomy and Physiology . . . . .4 Credits**

An in-depth study of the structure and function of the cardiopulmonary and renal organ systems, including the study of hemoglobin, oxygen, carbon dioxide, and acid base balance in health and disease. (Spring Semester - First Year)

4 hours lecture

**RTT 131 — Pathology of Respiratory Diseases I . . . . .2 Credits**

A study of common respiratory abnormalities. Anatomical alterations of the lungs due to disease, the etiology of the disease, the major respiratory-related clinical manifestations associated with the disease process, and treatment of the disease will be studied. (Spring Semester - First Year)

2 hours lecture

**RTT 214 — Respiratory Care III . . . . .3 Credits**

Course will primarily discuss the concepts and physiological effects of mechanical ventilation. The various types of ventilators from hand-held devices to computer controlled devices will be discussed. Various ventilator adjuncts such as P.E.E.P., C.P.A.P., S.I.M.V., Pressure Support, and others will be discussed in this course. Mechanical ventilation preparation, set-up, monitoring, and troubleshooting will be discussed in detail.

3 hours lecture — 3 hours laboratory

**RTT 215 — Respiratory Clinics III . . . . .5 Credits**

Students will be introduced to critical care medicine during this rotation. Students will perform those procedures studied in Respiratory Care II. Continuation of medical rounds with physicians and studies and presentations of patient medical records.

16 hours clinical experience

**RTT 216 — Respiratory Care IV . . . . .3 Credits**

This course will be a continuation of Respiratory Care III. Special ventilatory techniques will be discussed to include: inverse ratio ventilation, independent lung ventilation, high frequency ventilation, airway pressure release ventilation, pressure controlled ventilation, and other new ventilator modalities will be discussed. The theory, application, and troubleshooting of monitoring devices used in conjunction with mechanical ventilation will be discussed. This will include: pulse oximetry, capnography, P-100 studies, apnea monitors, metabolic studies, and other devices used to monitor ventilator patients.

3 hours lecture — 3 hours laboratory

**RTT 217 — Respiratory Clinics IV . . . . .5 Credits**

Students will begin work in the critical care areas. Procedures learned in Respiratory Care III will be used by the student. Students will continue physician rounds during this rotation. Students will gain experience in the use of advanced patient monitoring equipment and will begin working with various mechanical ventilators. Students will also gain knowledge in and perform in pulmonary function laboratories. Observation of special respiratory care procedures will be completed by the student.

16 hours clinical experience

**RTT 218 — Respiratory Care V . . . . .3 Credits**

This course will be designed to introduce the student to the special therapeutic and diagnostic procedures in respiratory care. Elements of home care to include: equipment, patient/environmental assessment, and state and federal regulations. Theory and introduction to special diagnostics such as bronchoscopy, chest tube care, stress testing, pulmonary rehabilitation, transporting patients, metabolic studies, and brachytherapy. Theory and procedure of ventilator weaning will be discussed in detail. Patient education methods will be introduced. Students will be introduced to research methods as they relate to respiratory care. Hyperbaric medicine and sleep medicine will be presented during this course. Care of patients in the sub-acute care will be introduced to the student.

3 hours lecture — 3 hours laboratory

**RTT 219 — Respiratory Clinics V . . . . .7 Credits**

Students will continue work in the critical care areas and will work with and perform those modalities discussed in Respiratory Care IV. The students will also gain experience in special respiratory care procedures: bronchoscopy lab, PFT lab, metabolic lab, hyperbaric lab, etc. Student will continue to complete scheduled medical rounds with physicians: to include working with the physician in the physician's office and attending seminars and classes with the physician. Student will also gain knowledge of and work in the pediatric and neonatal intensive care areas. Rotations in pulmonary rehabilitation/sub-acute care will also be completed by the student. Student will also gain knowledge and experience in elements of respiratory home care therapy. Students must also complete a final clinical summation evaluation during this clinical rotation.

18 hours clinical experience

**RTT 231 — Pathology of Respiratory Diseases II . . . . .2 Credits**

A continuation of Pathology of Respiratory Diseases I. (Summer Semester - First Year)

2 hours lecture

**RTT 241 — Neonatal and Pediatric Respiratory Care I . . . . .2 Credits**

A detailed study of respiratory care concepts and techniques in neonatal and pediatric medicine. (Fall Semester - Second Year)

2 hours lecture

**RTT 242 — Neonatal and Pediatric Respiratory Care II . . . . .2 Credits**

A continuation of Neonatal and Pediatric Respiratory Care I. A close look at advanced equipment used in this specialty area as well as disease processes. (Spring Semester - Second Year)

2 hours lecture

**RTT 253 — Pulmonary Function Methodology . . . . .3 Credits**

The study of pulmonary concepts and techniques including specialized studies and evaluations.

3 hours lecture

**RTT 260 — Hemodynamics and Rhythms . . . . .3 Credits**

This course will introduce the student to the following: Theory and application of cardiac output measurement. Arterial line insertion techniques, care, and hazards. Hemodynamic studies to include: insertion, care, and hazards of flow directed balloon tipped catheter and the central venous pressure catheter. Pressure monitoring will discuss central venous pressures, right arterial pressures, right ventricular pressures, pulmonary artery pressures, and pulmonary occluding pressures. Study will also introduce the student to equipment associated with hemodynamic monitoring such as: transducers and monitoring devices. Waveform interpretation with clinical application will be discussed. Fundamentals of electrocardiography will be introduced to include: lead application, pharmacology for the cardiovascular problems, and tracing interpretation. Studies in fluid and electrolyte balance as it related to respiratory care will also be discussed.

3 hours lecture

**RTT 261 — Respiratory Care Seminar . . . . . 2 Credits**

A review and practice of the NBRC Self Assessment Examinations including the entry level written registry, and the clinical simulation. Students must pass these examinations to receive a certificate of completion.

**SAVINGS**

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

**SECURITY**

**SEC 101 — Introduction to Security . . . . . 3 Credits**

An overview of security functions, operations, methods and procedures in the private and industrial sector. F

**SEC 111 — Legal Aspects of Security . . . . . 3 Credits**

Exposes the student to the legal guidelines and restrictions the modern security officer must operate within; examines liability concerns arising from private, industrial and governmental job performance. F

**SEC 112 — Physical Security . . . . . 3 Credits**

Studies the various forms of perimeter barriers which impact upon security operations, examines insurance considerations, underwriters licensing certification, fire prevention and fire code regulations. Sp

**SEC 113 — Security Investigation . . . . . 3 Credits**

Studies the various techniques, procedures, resources and technical aids used in security investigation. Sp

**SEC 201 — Security Management . . . . . 3 Credits**

Examines the major management operations of planning, organizing, staffing, directing and controlling in the security field. Sp

**SEC 202 — Special Topics in Security . . . . . 3 Credits**

Considers contemporary issues, problems, trends and controversies in the modern security field. F

**SOCIAL SCIENCE**

**SSC 100 — Social Science Seminar: Survey of Social Studies . . . . . 1-3 Credits**

This is a one semester college-level course designed to remove the high school unit deficiency in Social Studies. The course will present an overview of the various disciplines designated as Social Studies, namely, anthropology, history, economics, political science, geography, psychology, and sociology. This course will not fulfill the college's core curriculum requirements of a social science course. (Offered as needed; permission of instructor required)

**SSC 210-290 — Social Science Seminar . . . . . 1-3 Credits**

In-depth analysis of a particular topic, concern, or problem in the social sciences. Courses may be oriented toward any one of the social science disciplines (history, political science, psychology, sociology-anthropology) or may be cross disciplinary in nature combining several social sciences. Social Science elective credit only. Some examples of frequently offered Social Science Seminars include: African American History; The Civil War; Death and Dying; European Studies; Human Sexuality; North American Indians; The Southwest Field Trip; Women in Western Civilization; and World War II. As needed.

**SSC 116 — African-American History . . . . .3 Credits**

A general survey of the position and contributions of African-Americans in American History from Colonial America to the present. Emphasis is on the social, cultural, economic and political development of African-American institutions within the larger context of American History. No prerequisite.

**SSC 119 — Women in Western Civilization . . . . .3 Credits**

Women in Western Civilization is designed as an introduction to the field of women's history and as a study of the position of women in western society. The experiences of everyday women and of women who significantly contributed to the societies in which they lived are analyzed, based on the writings of any given historical period. This course also examines issues affecting women today. (Cross listed as HUM 288)

**SSC 120 — The Civil War . . . . .3 Credits**

The purpose of this course is to study and gain an understanding of the great central event of American history, the Civil War. Major political, economic, social, and military developments will be examined through use of a textbook, the PBS video series — "The Civil War," lecture, and class discussion.

**SSC 215 — World War II . . . . .3 Credits**

This course examines the largest single event in human history, the Second World War. The background to this conflict along with political, diplomatic, and military aspects will be studied through use of a textbook, "The World at War" video series, lecture, and class discussion.

**SSC 216 — Death and Dying . . . . .3 Credits**

An interdisciplinary (including contributions from Anthropology, Art, Ethics, Health Sciences, History, Literature, Philosophy, Public and Government Policy, Religion, and Sociology) and humanistic study of death, dying and bereavement, including key issues and concerns. (Cross listed as HUM 261)

**SSC 226 — Human Sexuality . . . . .3 Credits**

A survey course dealing with the facets of human sexuality. An overview of the historical, social, cultural and psychological elements of governing human sexual behaviors. No prerequisite.

**SSC 227 — Gender Roles in Society Today . . . . .3 Credits**

A survey course designed to analyze the social construction of gender. Accounts of the historical, social and psychological underpinnings of gender will be covered. Special emphasis will be given to the changes occurring in contemporary society regarding gender roles and their elements. No prerequisite.

**SSC 239 — North American Indians . . . . .3 Credits**

A general survey of native American cultures with emphasis on cultural development, diversity, and comparative analysis. Topics include prehistory, social organization, kinship, politics, religion, and material culture, as well as discussion of current Native American concerns.

**SSC 270 — Appalachian Culture . . . . .3 Credits**

A general survey of the historical and cultural development of the region of Southern Appalachia. Emphasis will be placed on topics such as physiography, native Americans, historical settlement, rivers and transportation, folklore and crafts, farming and mining activities, and political and social developments. This course will include field trips to significant sites such as Cades Cove in the Great Smoky Mountains, the Blue Heron mining community in the Big South Fork National Recreation Area, and the Museum of Appalachia in Norris. As needed. No prerequisite.

**SOCIOLOGY**

**SOC 201 — Introduction to Sociology . . . . .3 Credits**

This course focuses on the analysis of human social interaction, patterned social relationships, and social change. Emphasis is placed on the theoretical perspectives and



principles of explanation used by sociologists, as well as the basic concepts such as culture, socialization, social organization, social deviance, and social stratification. F, Sp, Su

**SOC 202 — Social Problems . . . . . 3 Credits**

This course focuses on the study of the scope and effects of a number of societal problems. Attention is given to research findings as well as social programs and policies that have been or can be taken to attempt to solve the problems. Some social problems examined include environmental abuse, population and resource challenges, war, social inequality, technology, and violence. F, Sp

**SOC 211 — Cultural Anthropology . . . . . 3 Credits**

This course is an introductory survey of the principles, concepts, methods, and scope of anthropology. Emphasis is placed on the nature of culture, sociocultural adaptation, language, kinship, social systems, subsistence patterns, art, ritual and belief systems, and the impact of change. F, Sp

**SOC 212 — Prehistoric Archaeology . . . . . 3 Credits**

This course is an introductory survey of human origins and prehistoric cultures. Emphasis is placed on the general principles, history, theoretical orientations, and methods of archaeology. This course will examine a number of prehistoric cultural lifeways from the beginnings of human culture to the rise of civilization. (As needed)

**SOC 214 — Marriage and the Family . . . . . 3 Credits**

This course is an examination of the family as a social institution. Emphasis is placed on comparative and historical approaches to the family, the relationship of the family to social organization, change and conflict within the family, and possible future developments. Other key social institutions may be examined in terms of the structural arrangements, changing interpretations and functions, and conflicts concerning social goals and values. Offered as needed.

## SOMATIC THERAPY

**MAS 101 — Introduction to Therapeutic Massage . . . . . 2 Credits**

Overview of massage as a professional career. Business and legal aspects will be introduced. Students will review and compare methods of record keeping, hygiene, draping, and positioning, as well as equipment, supplies and value added services. This course will also introduce indications and contraindications.

2 hours lecture

**MAS 111 — Massage Anatomy and Physiology . . . . . 4 Credits**

This course covers all body systems with a special emphasis on the skeletal, muscular and nervous systems. Course work will include the building of muscles in clay during the laboratory portion. Palpitations and self-awareness skills will also be developed.

2 hours lecture — 6 hours laboratory

**MAS 115 — Mind, Body and Ethics . . . . . 3 Credits**

This course covers the effects of touch and touch therapies on physiology, self-concept, human development, interpersonal relationships and society. Students will begin to develop professional boundaries as well as confidence and compassion in addressing the emotional dimensions of massage therapy. Codes of ethics will be examined and applied to real life dilemmas in massage practices.

3 hours lecture

**MAS 120 — Swedish Massage . . . . . 3 Credits**

Students will be taught the techniques of Swedish Massage, which serves as the foundation in which all Western massage techniques were developed. Swedish Massage dates back to the early 19th century and is based on a scientific system of manipulating soft tissues.

1 hour lecture — 1 hour laboratory

**MAS 123 — Overview of Somatic Therapies . . . . .2 Credits**

With hundreds of somatic therapy sub-specialties requiring advanced training, students need exposure to practitioners of as many of these as possible. When guest lecture/demonstration/lab presenters who practice an important sub-specialty are not available, the text will be used.

2 hour lecture — 1 hour laboratory

**MAS 125 — Introduction to Sports Massage . . . . .1 Credit**

This course covers pre-event and post-event massage. Students will learn basic myofascial release techniques and basic principles of hydrotherapy in this course. Brief introduction to evaluation and treatment of injuries.

1 hour lecture — 1 hour laboratory

**MAS 130 — Neuromuscular Therapy . . . . .4 Credits**

Neuromuscular therapy is designed to provide relief for patients suffering from acute and/or chronic myofascial (muscle-connective tissue) pain. Students will apply knowledge of neurological laws, ischemia, trigger points, nerve conpament, and postural distortion to choose appropriate and effective techniques. Use of SOAP charts to document sessions is required. Main areas of concentration include head and neck, shoulder, carpal tunnel, and low back pain.

2 hour lecture — 6 hour laboratory

**MAS 140 — Specialty Massage . . . . .3 Credits**

This course covers in depth the history, theory and practice of one sub-specialty. Possibilities include manual lymph drainage massage used in the rehabilitation of mastectomy and breast reconstruction patients; massage during pregnancy and labor; TMJ and cranial massage; geriatric massage; shiatsu; polarity; facials and spa treatments; Russian medical massage; etc. Offerings will vary with availability of instructors and expressed student interest.

2 hours lecture — 3 hour laboratory

**MAS 148 — Pathology and Massage . . . . .2 Credits**

This course covers the effects of disease with a special emphasis on the indications and contraindications of massage with respect to the disease process. Basic geriatric massage will be introduced.

2 hours lecture

**MAS 151 — Marketing Massage . . . . .1 Credit**

Whether employed or in private practice, massage therapists must educate clients and potential clients about their services. Using marketing principles to do this efficiently and effectively is essential to the financial success of any somatic therapist.

1 hour lecture

**MAS 152 — Clinical Massage Practice . . . . .2 Credits**

Students must document at least 60 hours of massage practice and attend at least two seminar sessions. The experiential learning activities of recruiting clients and arranging at least one outside setting for giving massage sessions may be completed prior to the course starting.

Clinical

**SPANISH**

**SPA 101 — Beginning Spanish I . . . . .3 Credits**

Elementary grammar, pronunciation and conversation through the use of films, videotapes, cassette tapes, filmstrips and computer programs. (No prerequisite)

**SPA 102 — Beginning Spanish II . . . . .3 Credits**

Continuation of Beginning Spanish I. (Prerequisite: SPA 101)

- SPA 201 — Intermediate Spanish I . . . . .3 Credits**  
Advanced grammar and conversation through use of films, videotapes, cassette tapes, filmstrips, computer programs and library readings. (Prerequisite: SPA 102)
- SPA 202 — Intermediate Spanish II . . . . .3 Credits**  
Continuation of Intermediate Spanish I. (Prerequisite: SPA 201)

## SPEECH

- SPE 201 — Basic Speech Communication . . . . .3 Credits**  
Designed to introduce the student to the basic principles and techniques of public speaking. Emphasis in class is placed upon the selection of subjects and supporting materials, the organization of the speech, and the oral and physical aspects of delivery. One section of this course is designed specifically for students pursuing a career in the health sciences. Topics include medical-ethical questions, interviewing techniques, and interpersonal communication skill building. F, Sp, Su
- SPE 211 — 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. F
- SPE 221 — Business and Professional Speaking . . . . .3 Credits**  
Designed for students going into management, human relations, communications, personnel management and the sciences where the individual must work on a person-to-person basis. Included in the course are units on presenting informative reports, using visuals, interview and conference techniques, and manuscript speaking. (No prerequisite) Sp
- SPE 231 — Fundamentals of Acting I . . . . .3 Credits**  
Fundamentals of Acting will emphasize the mechanics (vocal and physical) of presenting a character on stage. F
- SPE 232 — Fundamentals of Acting II . . . . .3 Credits**  
Improvisations, use of acting techniques in extensive work. Emphasis placed on special problems in contemporary roles. (Prerequisite: SPE 231 or permission of instructor)
- SPE 241 — Introduction to Theatre . . . . .3 Credits**  
A survey course in theatre covering the history and development of Western drama. This course will emphasize drama as production rather than as literature. F
- SPE 242 — 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 251 — Theatre Practicum I . . . . .1 Credit**
- SPE 252 — Theatre Practicum II . . . . .1 Credit**
- SPE 253 — Theatre Practicum III . . . . .1 Credit**
- SPE 254 — Theatre Practicum IV . . . . .1 Credit**
- SPE 255 — Theatre Practicum V . . . . .1 Credit**
- SPE 256 — Theatre Practicum VI . . . . .1 Credit**  
Field experience courses offering practical experience for students working in on-campus and off-campus technically oriented or performance oriented theatre activities. Each course carries one hour credit, and students may earn up to six credits by enrolling for one course each semester.

## TECHNOLOGY

- TEC 101 — General Technology I . . . . .1 - 10 Credits**  
 An in-depth analysis of a particular topic, concern or problem as it applies to modern technology. May be used for experiential credit with prior approval from the Dean of the College.
- TEC 102 — General Technology II . . . . .1 - 10 Credits**  
 A continuation or extension of General Technology I.
- TEC 201 — General Technology III . . . . .1 - 8 Credits**  
 A continuation or extension of General Technology II.
- TEC 205 — Writing for Technical Fields . . . . .3 Credits**  
 A technical writing course designed for students in non-degree technical programs. Incorporates introductory basic writing skills, the course begins with editing based on grammar and punctuation skills and covers purpose, audience, organization, clarity and conciseness. Writing and editing memoranda, business letters, project proposals and reports will provide the main focus. (TEC 205 is not a transferrable course and cannot be substituted for ENG 231.)

## WORKFORCE PREPAREDNESS

- WKP 107 — Workkeys Communication I . . . . .3 Credits**  
 First course in a two-course sequence which provides whole language learning in communications. Combines instruction in reading, writing, speaking, listening, observing, and locating information in the workplace.
- WKP 108 — Workkeys Communication II . . . . .3 Credits**  
 Builds on skills developed in WKP 107. Combines whole language instruction in higher levels of reading, writing, speaking, listening, observing, and locating information for workplace application. (Prerequisite: WKP 107)
- WKP 109 — Business/Manufacturing Math . . . . .3 Credits**  
 Emphasizes the use of applied mathematics in the workplace. Concepts of numerical problem solving will be taught within the context of the work environment. Case studies and exercises will be stressed.
- WKP 130 — Work Skills Development . . . . .3 Credits**  
 An introduction to the skills necessary for job placement, retention, and upward mobility in the current labor market. Students will participate in role playing, workshops, employer visits, and job shadowing. Students will also maintain a portfolio to document competency attainments.
- WKP 210 — Social Issues in the Workplace . . . . .3 Credits**  
 A survey of the social, political, and economic principles that relate to the workplace. Topics and issues covered will include civic responsibilities, social roles and expectations, workplace interaction, world economic competition, changing political policies, and social reform.



# Student Services



Technology  
rules at Roane State.  
Here, students compose  
a tune in the MIDI lab,  
the latest high-tech tool  
in computerized  
music editing.

## STUDENT SERVICES

### FOOD SERVICES

The College Cafeteria is operated by a private contractor for the express purpose of providing students with good quality food. The cafeteria is open from 7:30 a.m. to 2 p.m. each day classes are in session. The cafeteria serves light breakfast items, hot entrees, vegetables, sandwiches, fruits, desserts, drinks, and several "fast food" items.

RSCC provides vending machines stocked with drinks, candies, chips, sweets, soup, and other items through a contractual agreement with a private vending contractor. To insure that all vending products are first quality, fresh, and good tasting, the vendor replaces all unsold machine items on a regularly scheduled basis.

### LIBRARY

(423) 882-4553

#### Roane County

E-Mail address: LIBRARYSTAFF

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

Library hours when classes are in session in Roane County are:

7:45 a.m. to 10 p.m. - Monday through Thursday

7:45 a.m. to 5 p.m. - Friday

9 a.m. to 1 p.m. - Saturday

When classes are not in session, changes in library hours will be posted at the entrance and circulation desk.

A book drop is available so that materials may be returned when the library is closed.

The library online catalog can be searched from any VAX terminal by entering the username LIBRARY. Terminals dedicated to this purpose are located on both floors of the library. Users dialing into the Roane State VAX may also log in to the catalog with the username LIBRARY.

Information available online includes:

- library catalogs of RSCC, UT, TTU and The Library of Congress
- periodical indexes (with full-text articles for some titles)
- Federal information via the Government Printing Office (U.S. Code, Federal Register, etc.)
- ERIC (Educational Resources Information Center)

The Library of Congress classification system is used and books are shelved in open stacks for self-service.

Books may be checked out for a two-week period and may be renewed. No fines are charged for overdue books, but they are subject to recall if needed for another borrower.

All books are to be returned by the end of each semester. Students who have overdue books from Roane State and all other libraries to which they have access as Roane State students will not receive grade reports or be allowed to register the following semester.

Borrowers are responsible for replacement of lost or damaged materials.

Periodicals and newspapers are to be used in the library and do not circulate. A photocopier is available for those who need copies at a cost of 10 cents per copy. Many periodicals are available on microfilm for which reader/copiers are provided.

Interlibrary loan service is provided to students, faculty and staff so that material not owned by the Roane State Library may be borrowed from another library. Information is available from any member of the library staff.

Microcomputers and software are available in the library for public use.

The library has reciprocal borrowing agreements with other libraries for RSCC students and staff. Details are available at the library.

### **Oak Ridge**

Students at Roane State Oak Ridge may use the Oak Ridge Public Library at no cost. Details are available at the RSOR administrator's office and the Oak Ridge Public Library. Daily courier service makes circulating materials from the Roane State Library readily available. The library collection, along with periodical indexes and several other information databases (see above), can be searched from designated terminals.

### **Satellite Centers**

The library collection, along with periodical indexes and several other information databases (see above), can be searched from any satellite center. Some centers have a terminal reserved for this purpose; ask the center coordinator. Daily courier service provides delivery of materials to persons unable to go to the Roane County Campus Library. Requests for materials to be sent from the Roane County Campus Library may be placed through center receptionists or via e-mail to LIBRARYSTAFF.

Public libraries in each of the areas served by the off-campus centers have agreed to help serve RSCC students and staff.

The Howard H. Baker, Jr. Library at the Scott County Center contains a basic reference collection, periodicals, circulating books, CD-ROM information sources and career information.

## **INSTRUCTIONAL TECHNOLOGY CENTER**

The Instructional Technology Center, a Tennessee Center of Emphasis for higher education, serves, primarily, the faculty and students and, secondarily, members of the surrounding communities. The purpose of the center is to promote the use of Instructional Technologies to enhance learning at Roane State Community College. The Instructional Technology Center is located on the second floor of the Library on the Harriman campus. The center has, available for use, an assorted collection of audio-visual materials including records, audio tapes, films, video tapes and laser discs. A media specialist is available for assistance using audio-visual materials. However, all audio-visual materials must be used in the library with the exception of faculty requests.

Instructional Technology Center hours are:

7:45 a.m. to 5:00 p.m. Monday through Friday

Closed during scheduled administrative closing days and holidays

Microcomputers and software are available in the library for public use. There are also several microcomputer laboratories available for student use.

The ITC is designed to provide the faculty and staff with near state-of-the-art instructional technologies emphasizing instruction to students and staff. The use



of these technologies will be supported through internal instructional workshops emphasizing hands-on use of the equipment and media as well as individual assistance during one-on-one training.

### **INCLEMENT WEATHER**

RSCC recommends that students use their own discretion in attending classes when snow and icy conditions exist. Additional information on the cancellation of classes due to inclement weather is available from the local media each day.

### **BULLETIN BOARDS**

College regulations require that all notices, posters, advertisements, announcements, and other bulletin board information be approved, signed, and dated by the Dean of Student Services (Roane County), Dean of Oak Ridge Branch Campus (Oak Ridge), or site coordinators at the Scott, Loudon, Cumberland, and Campbell Centers. Approval may be obtained during normal working hours. Notices may remain on display for fourteen days (two weeks) before being removed and discarded. Posted material may be saved through personal removal prior to the expiration date. Materials should be posted only on bulletin boards, not walls or window space.

To maintain clean and uncluttered bulletin boards, all notices and announcements must be typed or neatly hand printed. Students should remove all notices personally if posted information becomes obsolete prior to the expiration date.

### **CHANGE OF NAME OR ADDRESS**

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

### **SMOKING**

Roane State Community College is a smoke-free campus. Smoking or use of other tobacco products is prohibited inside any building. Smoking is permitted outside of buildings in designated locations where ash urns are provided.

(See RSCC Policy GA-21-01).

### **SOLICITING**

No soliciting or sales, related to or affecting students, are permitted on the campus without securing prior written approval from the Dean of Student Services or a designee.

### **SUBSIDIARY USE OF THE COLLEGE CAMPUS**

As a general rule, visitors who desire to visit the college campus in a casual and informal manner are welcome. Non-members of the college community who have not been authorized in writing to use the college facilities and who repeatedly visit or spend a large portion of their time on the college campus interfere with the normal activities of the college and will be asked to leave.

The buildings, facilities, and campus of the college are reserved and dedicated to educational use, and no use may be made of the facility which is inconsistent with that primary use.

The college, acting on its own or at the request of a registered and recognized campus organization, may invite speakers, performers, or entertainers to appear before audiences on the college campus. No non-member of the college community may speak, perform, or entertain before an audience on the college campus without such an invitation and the written approval of the college of the time, place, and manner of such appearance. Rental of college facilities by non-college personnel may be arranged through the Office of Maintenance and Security (Roane County) or the Dean of the Oak Ridge Campus.

No person or persons shall use any sound amplifying equipment on the college campus other than that requested by the college officials in carrying on the normal activities of the college.

No person shall take advantage of the large concentration and semi-captive audience of students and faculty to organize on the campus any assembly, moratorium, strike, sit-in, parade, demonstration or similar activity which substantially interferes with the normal activities of the college or the rights of others.

No person who threatens to substantially interfere with the normal activities of the college or to substantially interfere with or deny the lawful rights of others to use the facilities of the college shall enter or remain upon the college campus.

**Children should not be brought to class or left unattended in any area of the college.** Out of consideration to fellow students, faculty and staff, and for safety reasons, please secure appropriate babysitting services off-campus.

Non-members of the campus community are required while on the campus to observe and comply with the rules and regulations adopted by the college or the Tennessee Board of Regents. Non-members of the campus community are also required while on the campus to identify themselves upon the request of either campus officers or campus security or other law enforcement officials in the performance of their duty.

## THE WRITING CENTER

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

### Services

The Writing Center provides these services:

1. One-on-one consultation between a writer and a professional writing consultant on manuscripts of any kind, whether for classroom assignments, professional development, or personal growth;
2. Workshops for classes or for college, public school, business, or community groups on special writing projects, such as resumes, business letters, memos, reports, articles for publication;
3. Word processing, revision, and graphics programs and instruction on Macintosh and IBM computers;

Roane County - 1-423-882-4677

Oak Ridge - 1-423-481-2026

### Consulting

Most Writing Center activity consists of one-on-one consultations in which a writing specialist works with an individual writer. Consultants do not edit or proof-read course writing assignments. In discussing student writing, they focus on

rhetorical and logical principles. Students are introduced to models of excellence in writing and challenged to think, clearly and critically so that they may achieve excellence in their own writing.

When possible, students should make an appointment in advance and should plan to spend a half hour in conference. To schedule an appointment, students may come by the center or call (423) 882-4641 in Roane County or (423) 481-2026 in Oak Ridge.

## **COUNSELING AND CAREER RESOURCE CENTER**

### **COUNSELING**

The Counseling and Career Resource Center (CCRC) was established to aid students in successfully completing their college work and establishing good foundations for future growth. The center is staffed by professionally trained, licensed, and nationally certified counselors who provide services for a wide range of problems — educational, vocational, personal, and testing services. A placement coordinator is also on staff.

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

CCRC services includes, but is not limited to the administration of interest or personality tests as requested by the student.

### **CAREER RESOURCE SERVICES**

Roane State's Career Resource Center assists all students interested in exploring career options and selecting a major field of study. Through the availability of up-to-date resources, career decision making workshops and individual advisement, our students have the opportunity to learn the skills necessary to make appropriate career decisions that will directly affect their success in extending the academic world to the world of work.

It is Roane State's goal through the use of a wide variety of resources to give every student the opportunity to maximize his or her career development potential.

### **PLACEMENT OFFICE**

Roane State's Placement Office offers a full range of services to students seeking employment. A listing of full-time, part-time and temporary jobs is maintained for those seeking employment while pursuing an education.

It is Roane State's goal to provide graduates with the best possible employment opportunities by promoting the quality of the college's training programs to local employers. An annual Career Fair is provided to give students the opportunity for direct contact with employers as well as colleges and university representatives. The Placement Office provides a job referral service for those students nearing completion of their program and those who have recently graduated. To receive referral assistance, graduating students must develop a file and authorize the college to send their credentials to prospective employers.

The Placement Office assists students in resume preparation, letter writing and the improvement of interview skills. Individual counseling and group seminars are available to deal with all aspects of organizing a self-directed job search. For more information visit the Roane State web page at [RSCC.CC.TN.US](http://RSCC.CC.TN.US)

## **TESTING SERVICES**

The Testing Center provides a wide range of services to both the college and the community. As a service to students entering Roane State, to other local students, and residents of the community, the college serves as a testing center for the General Educational Development (GED) test. The testing center administers the ACT Test on national test dates. For students who have made application to Roane State, the college testing center administers the ACT Residual and the Academic Assessment and Placement Program test (AAPP). In addition, the center provides testing for the RN Entrance Examination, LPN Challenge, Health Science Entrance Exam and special departmental performance exams. The College Base test required of all graduating sophomores is also provided by the center.

## **REGULARLY SCHEDULED TESTS**

### **AAPP (Placement Tests)**

The placement exams are given on the Roane County and Oak Ridge campuses and at off-campus centers to Roane State applicants who have been admitted to the college. The basic skills assessment is required of all degree-seeking students who are 21 years of age and older or whose ACT scores indicate further testing is needed for placement.

### **ACT-Residual**

The ACT exams are given on the Roane County and Oak Ridge campuses for students who are enrolled or have an application on file at Roane State. These test results are reported only to Roane State for placement purposes. Score reports are not available to other institutions or scholarship agencies.

### **ACT National**

Roane State Community College serves as an area test center for the American College Testing Program (ACT). Tests are given on the Roane County campus on all five of the national test dates. Students wishing to have their scores reported to institutions other than RSCC should take this test. Registration applications are available through high school counselor's offices or the Counseling and Career Resource Center.

### **College At Home**

The College At Home (CAH) exams are given on the Roane County and Oak Ridge campuses for students enrolled in College At Home courses (refer to page 18 — Distance Learning). Specified hours are established at the beginning of each semester to offer the student a variety of testing times including days and evenings. Testing services are offered usually Monday through Saturday depending on the semester.

### **College Base Test**

Each graduating sophomore is required by the Tennessee Board of Regents to take a test of general competency. This test does not affect one's graduating status; rather it is a measure of how well Roane State educates its students. Students are encouraged to do their best since Roane State's evaluation and future funding are based on student performance. Students are advised that failure to meet this graduation requirement will result in having the student's diploma held until this condition is met.

### **GED Test**

The General Education Development (GED) Test for a high school equivalency diploma is administered at the Roane County and Oak Ridge campuses on a regular schedule. Appointments are necessary and may be made by calling 882-4546 in Roane County, 481-2003 in Oak Ridge or by visiting the Counseling and Career Resource Center on either campus.

To be eligible to take the test, an applicant must be (1) eighteen years of age, (2) dropped out or withdrawn from high school, and (3) able to furnish proof of age and identity. A current photo driver's license is the best source of identification. Applicants seventeen years of age with an approved age waiver are also eligible to test.

An equivalency diploma is issued by the State Department of Education upon passing the GED Test by obtaining an overall average score of 45 with no sub-test score below 40.

Persons who feel inadequately prepared to take the GED test may contact their local school system or Tennessee Technology Center for GED preparation classes.

### **IDEA**

The Counseling and Career Resource Center works closely with the IDEA (Interactive Distance Education Access) instructor to schedule test dates to ensure a proctor will be provided at the sites designated by the instructor. This allows assistance to the remote site students during testing. Refer to page 18 — Distance Learning — for more information on IDEA classes.

### **LPN Challenge Test**

This test is administered once during the fall and spring semesters for licensed LPNs who wish to qualify for the LPN Career Mobility Program. Scores are valid for three years.

### **Assessment Scheduled by Special Appointment**

Strong Interest Inventory

SIGI Plus

Myers-Briggs Type Indicator

## **SUCCESSFUL TRANSITIONS**

### **An Enrichment Program for Single Parents and Displaced Homemakers**

Roane State offers a special program for single parents and displaced homemakers. The program is primarily designed to assist individuals who are suddenly forced into the work world as the sole support of themselves or their family due to divorce, separation, death or disability of a spouse or due to their choice to be a single parent.

The program is free and open to both males and females, students and non-students. The Successful Transitions Program provides:

- Individual counseling
- Support group meetings
- Assessments to match personality and interests to a specific career
- Career counseling
- Assistance in getting enrolled into college or vocational programs
- Workshops on assertiveness training, coping with stress, legal rights, career search, finding a job, financial planning, and other subjects of interest.

## HEALTH AND DISABILITY SERVICES

A complete Health History Form is requested of all students enrolled at RSCC. Under the direction of a sponsoring physician, a clinic is maintained at the Roane County campus without direct cost to the student. A Registered Nurse administers first aid and palliative treatment in minor illness and offers suggested referrals when needed. Self-care stations are available at the Oak Ridge Emory Valley, Campbell County, Scott County, Cumberland County, and Loudon County sites. These provisions are for short term use in case of accident or illness that occurs during the school hours. In addition, the nurse schedules regular hours at the Oak Ridge Turnpike campus and visits other sites as needed. Health consultations and a variety of health programs are offered through the clinic at the Roane County and Oak Ridge campuses. Vision tests are conducted on request.

Since the college does not collect a health fee, each student is responsible for his/her medical bills for services rendered by private physicians/other facilities. Student accident and sickness insurance is available on a voluntary basis through a contract by the State University and Community College System of Tennessee. Applications and claim forms may be obtained in the clinic or through the Student Services Office, or the site coordinator's office at off-campus sites.

Roane State provides counseling and academic support services to insure that disabled students have access to educational opportunities provided by the college. Any student having a qualifying disability under A.D.A. guidelines which restricts his/her participation in academic life may be eligible for services which may be provided to meet the individual student's needs. Roane State serves in a liaison capacity with the Tennessee Division of Vocational Rehabilitation. Registration and other forms of administrative assistance and academic support are provided through Health and Disability Services, or the Counseling Center.

Participation in the services is on a voluntary basis; confidentiality is maintained. The following special services may be provided:

1. Special modifications will be made if it is determined that the mode of presentation of materials discriminates against the student. This may require re-structuring of materials, alternate methods of presentation, adjustment of physical facilities, extension of time allowed for tests or completion of coursework, etc. Modification should not alter academic requirements, and the student will be expected to show competency in the course material.
2. Individual files are maintained to serve as the guidelines for a particular student during his/her educational term at Roane State Community College. Documentation from a qualified professional must be submitted by the student to the director of Health and Disability Services or the Counseling Center prior to receiving accommodations.

If possible, students who have a disability requiring special services should contact the director of Health and Disability Services three weeks before classes begin. Contact with the director is requested after registration each semester.

## STUDENT PROCEDURES FOR SPECIAL SERVICES

To receive the special accommodations mandated in section 504 of the Vocational Rehabilitation Act, the learning and physically disabled are to meet the following guidelines.

1. Be identified as possibly learning or physically disabled. Any of the following ways is acceptable: self-referral, instructor referral, counselor referral. Any learning disabled student requesting assistance should be referred to the Director of the Counseling and Career Resource Center (CCRC).

- Physically disabled students needing support should be referred to the Director of Health and Disabilities Services.
2. Be verified as learning or physically disabled. The type and degree of the disability may be confirmed by a number of appropriate methods:
    - a. High school record — IEP or resource classes as recorded on the high school transcript indicate diagnosis of a problem. A record of the diagnostic testing administered by school psychologist may be requested by the student and sent to the Director of the CCRC.
    - b. Office of Vocational Rehabilitation — Students who have undergone academic evaluation through the Office of Vocational Rehabilitation may request that a summary of the diagnostic testing be sent to the Director of the CCRC.
    - c. Private agency, clinical psychologist or medical doctor — Students seeking the services of private agencies (i.e. clinical psychologist for diagnostic testing) may request that a summary of the results with recommendations be sent to the Director of the CCRC. Students with physical disabilities may request a summary of the particular needs with recommendations be sent to the Director of Health and Disabilities Services.
  3. Documentation — Learning disability verification, provided by the student, will be filed in the CCRC. Pertinent documentation for the physically disabled student will be filed in Health and Disabilities Services.

Once the learning or physical disability is verified and documented, the student may receive special services from the college. The faculty works with Counseling and Disability Services to appropriately accommodate a student's disability without compromising the academic requirements of the curriculum.

## **HEALTH INSURANCE**

Health and accident insurance coverage is available to all qualified students in the Tennessee University and Community College System. Students must be enrolled for at least 6 semester hours to be eligible for coverage. Plans are available for individuals or families. Enrollment forms are available in the Dean of Students' Office.

## **TRAFFIC REGULATIONS REGISTRATION OF VEHICLES**

1. All vehicles parked or operated by any person in connection with their employment or attendance of classes at the college must be registered with the Office of the Dean of Student Services and Multicultural Affairs.
2. Vehicle registration must be renewed at the beginning of each fall semester and will be valid until the beginning of the following fall semester so long as the registrant remains a student or a college employee.
3. Expired campus registration decals must be removed. Current campus registration decals are to be affixed as indicated on the instruction sheet attached to the decal.
4. The person to whom the vehicle is registered is responsible for the vehicle and all violations and citations issued thereto. If the person operating the vehicle is other than the registrant, and a violation is committed, both he/she and the registrant may be fined.
5. Each student who registers for classes will be assessed a campus access fee each semester.

6. Faculty and staff will be assessed an annual campus access fee of \$10.00. Persons who are employed spring semester or after will be assessed a campus fee of \$5.00.
7. All faculty, staff, and students who pay the campus access fee will be given a parking decal. If a decal is lost or stolen, additional decals are available at a cost of \$1.00 from the Business Office. The decal(s) issued will be valid from August through August of the following year.
8. If you are unable to drive your own vehicle on a particular day, leave an explanatory note on the dashboard (along with your decal number) to alert the security officer.
9. In case of an emergency, temporary permits are available in the Office of the Dean of Student Services at no cost.
10. Disabled students with a state issued disability placard for handicapped parking should clearly display the placard when parking in a handicapped space. In addition, a regular Roane State decal is required. Students with a temporary disability must have a special handicapped permit from the Director of Health Services to park in a handicapped space.

### VISITORS

Visitors are defined as persons not connected with the college, but who occasionally have business or other reasons to be on the campus. Designated visitor space will be provided in parking areas.

### ENFORCEMENT

1. Violation Citations must be paid in the Business Office or appealed in the Dean of Students Services Office (Roane County) or Dean of Oak Ridge Branch Campus (Oak Ridge) **within 72 hours. APPEALS WILL NOT BE ACCEPTED AFTER THAT TIME.**
2. Illegally parked vehicles **may be impounded or moved** at the owner's expense.

### PARKING

Regular parking on all college lots will be **by permit only and only in designated areas.**

1. **STUDENT SIGNS** indicate spaces or areas reserved for students. Students should park only in these spaces or areas. **NO FACULTY OR STAFF PARKING.**
2. **FACULTY SIGNS** indicate spaces or areas reserved for faculty and staff. Faculty and staff should park only in these spaces or areas. **NO STUDENT PARKING.**
3. **SIGNAGE** indicating spaces for the disabled are reserved for faculty, staff or students with disabilities.
4. **VISITOR PARKING** indicates **NO FACULTY, STAFF, OR STUDENT PARKING.**
5. **LOADING ZONES, ON SIDEWALKS, STREETS, ON LAWN, WITHIN 15 FEET OF FIRE HYDRANT, OR RESERVED PARKING** indicates **NO PARKING** (Cars will be towed away).

NOTE: Cars which have been towed away may be claimed by contacting the Superintendent of Maintenance and Security, and paying the cost of towing (between 8:00 a.m. and 4:30 p.m.).



### **DRIVING REGULATIONS**

1. The speed limit on campus is 15 mph.
2. All traffic signs must be obeyed.
3. Motorists must yield the right-of-way to pedestrians.
4. All accidents involving injury to persons or damages to autos, equipment, etc., must be reported to the Superintendent of Maintenance and Security.

### **VIOLATION FINES — FACULTY, STAFF, STUDENTS AND VISITORS:**

Disabled parking fines are \$100 as set by the state. The prevailing fines as established by the college, range from \$10 to \$30. These fines are set during the college's annual budget cycle, and are submitted for approval at the June Tennessee Board of Regents meeting each year. Specific penalties for traffic and parking violations can be found in the RSCC catalog, Student Handbook/Calendar, and parking brochure attached to every decal issued. They can also be found in the RSCC Policy Manual (GA-19010). These publications are available to students at all RSCC locations.

Statutory Authority: T.C.A. 49-8-203.

### **PENALTIES**

1. Parking privileges for remainder of the school year will be revoked for any one who receives more than four parking violation citations within the academic year.
2. Students who persist in violating these regulations or commit a single violation under extreme circumstances will be referred to the Dean of Student Services Office for disciplinary action which may lead to suspension or dismissal from the college.

### **APPEALS**

1. The Office of the Dean of Student Services oversees all traffic violations. Anyone wishing to appeal must complete an application for appeal furnished by this office.
2. Faculty and staff may appeal a violation citation by meeting with the Dean of Students.
3. Students may appeal a violation citation by meeting with the Roane County SGA, or if taking classes in Oak Ridge, the Oak Ridge SGA Traffic Appeals Board. A student wishing to appeal a decision by the SGA Traffic Appeals Board must meet with the Dean of Students.
4. All appeals must be made within 72 hours after issuance. Failure to answer a citation within 72 hours will result in forfeiture of right of appeal.
5. Failure to appear at a scheduled meeting without notifying the SGA Traffic Appeals Board, or the Dean of Students will result in forfeiture of right of appeal.

## **STUDENT ACTIVITIES**

In keeping with its dedication to the concept of total student development, Roane State Community College recognizes the importance of developing both a well-balanced program of student activities and avenues for responsible student input in the decision-making process.

For students to achieve their potential as well-rounded individuals, a broad-based activities program is essential. In addition, student involvement is imperative for effectively evaluating past programs and conscientiously planning future activities.

Roane State integrates these two concerns through the sponsorship of various clubs and organizations, committees, publications, and academic and social activities.

However, continued growth and development of the college and its students is largely dependent upon the discovery of new ideas and ways to combat student apathy and complacency.

Roane State strongly urges each student to support, through participation in one or more campus activities, attempts to conquer the "There's nothing to do" syndrome. Involvement not only benefits the college but also makes the student's stay a more richly rewarding experience. For information regarding extracurricular activities contact the Director of Student Activities.

## OTHER ACTIVITIES

### I. *Athletics*

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

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

### II. *Intramurals*

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

The intramural program includes physical activities such as volleyball, flag football, basketball, softball, and weight lifting.

The RSCC Intramural Director is vested with the final authority and responsibility on matters concerning scheduling, rule interpretation, and eligibility. In addition, the Intramural Director may take any other action deemed necessary to insure that all intramural competition is played within the intent of the rules and within the realm of good sportsmanship. General Eligibility Requirements include:

1. Participant must be a current student or staff member at RSCC.
2. Participant must not be actively playing, practicing, or working out with any varsity athletic team in that sport. Automatic ineligibility results whenever a player is listed on the official team roster or "dresses out" on the date of any officially scheduled varsity contest.

Roane State Community College and its employees cannot assume responsibility for any injury(ies) incurred during practice for or participation in any one of the scheduled activities beyond the coverage extended to all students by Health Services. Any student whose physical condition or health status is such that participation might be detrimental to his/her health is ineligible to play unless expressed written permission from a licensed, practicing physician (approved by Health Services) is given to the Intramural Director prior to participation. **Determining health status and getting permission is the sole responsibility of the student.** It is strongly recommended that all participants have medical examinations prior to participating in any intramural/recreational activity and that each participant have private and/or student medical insurance for his/her protection.

### III. *College Publications*

Based upon student interest from year to year, the college provides sponsorship for various student publications. The following statements constitute the college policy regarding such publications.

#### A. Purpose of Student Publications

The college news periodical is edited and published by students during the year to inform students and staff of pertinent upcoming events, to provide students with an expression of opinions and views, and to increase student awareness of campus life.

The literary magazine is organized and assisted financially by The Literary Club to promote interest in the literary efforts of the students of Roane State and the surrounding community.

All publications produced by students at Roane State may serve as forums for expression of ideas concerning issues and events of interest. Views expressed in the publications are not the views of the student body as a whole, the college, or the Tennessee Board of Regents.

#### B. Organization and Governance

The editor of the student newspaper is appointed from applicants by the Dean of Student Services and newspaper advisor. Other staff members are appointed from applicants by the editor. The editor and advisor have administrative responsibility for publication of the periodical with the Dean of Student Services acting as a consultant.

All college and Board of Regents financial and administrative policies and procedures shall be followed in establishing and maintaining the operation of the student newspaper.

The Roane State Literary Magazine shall be published as a project of a campus literary interest group. This group must have at least one Roane State faculty/staff advisor-editor. Students for staff and editorial positions will be selected by the Literary Magazine's advisor(s). The editor(s) of the magazine must have a cumulative GPA of 2.25.

The Tennessee Board of Regents and the college administration recognize that all student publications at Roane State are guaranteed First Amendment freedom and that student editors have editorial control of the content of student publications. However, the editor also has responsibility to be knowledgeable of the meaning of First Amendment freedom and work closely with the advisor.

A Student Publications Committee shall be appointed by the Dean of Student Services and approved by the President. The committee shall consist of one (or more) faculty member, one staff member, Student Government Association representative, and/or another member of the student body. This group will hear and review plans, requests, or grievances and recommend appropriate action. Any publication with the Roane State name or logo on it must reflect what the college considers "good taste." If any publication is questioned as being offensive to the general public, the Student Publications Committee shall review the material and make a recommendation to the President.

### IV. *Fine Arts*

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

### V. *Clubs and Special Interest Organizations*

A well-rounded, integrated program of student activities is provided through student organizations. Students may choose from a variety of organizations depending on their individual interests. These organizations include

scholastic honoraries, departmental groups, service organizations, and special interest groups.

## CLUBS

**AMERICAN CHEMICAL SOCIETY - RSCC STUDENT SECTION** — This society promotes interest in chemistry and topics related to chemistry. The society generates materials, such as sample tests, problem sets, lecture notes, etc., which aid the students taking chemistry courses at RSCC. It sponsors guest speakers to inform the students on current topics in chemistry and related fields. The society monitors the chemistry program at RSCC in order to assure high quality and certification of the program. Members of the society are given certain privileges by the national American Chemical Society, such as magazines, resume writing aids and an employment clearing house.

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

**BUSINESS CLUB** — The Roane State Business Club is open to all students who have an interest in business. The purpose is to acquaint students with different functions and opportunities in the business world.

**COLLEGE REPUBLICAN CLUB** — An organization formed to develop political skills and leadership abilities among Republican students as preparation for future service by them to the party and the community.

**COLLEGIATE SECRETARIES INTERNATIONAL** — CSI promotes the professional development of students preparing for careers in the administrative support profession or as business teachers by offering opportunities and responsibilities for development of and improvement in confidence, skills and abilities, initiative, culture, and refinement.

**ENVIRONMENTAL HEALTH CLUB** — This organization is open to environmental health students and offers opportunities to expand their education through special speakers, environmental-related films, and involvement in current environmental issues. The club promotes participation in club activities in hopes of familiarizing members with environmental issues outside the classroom while encouraging leadership skills and responsibility.

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

**OAK RIDGE INSTITUTE FOR CONTINUED LEARNING** — is an organization formed and managed by retired citizens for the purpose of providing non-credit courses, field trips and retreats for seniors. The ORICL is affiliated with the Elderhostel Institute Network and is one of among 250 similar institutes in the U.S. and Canada. Membership in the ORICL is open to all residents of the RSCC service area. Membership dues of \$35 per person per semester entitle members to attend up to five of the Institute's offerings a semester on a space available basis. Some courses, such as computer and art, and field trips may entail additional fees for use of equipment, materials, and transportation. The ORICL is located at the Oak Ridge Branch Campus, Emory Valley site. For more information or to receive a schedule of classes offered by the Institute, call 481-8222.

**OCCUPATIONAL THERAPY STUDENT CLUB** — The OTA Club has been formed to (1) promote the field of OT in the community and at RSCC; (2) promote participation in state and national OT organizations; (3) allow participation in campus fund raising activities; and (4) provide community service.

**PHI THETA KAPPA** — An international honor society for two-year colleges. Invitation to membership is extended by the local chapter. To be eligible, students must complete at least twelve hours of college credit leading to an associate's degree (part-time students are eligible); have a grade point average of 3.5; and enjoy full rights of citizenship in your country. International, regional, and chapter programs provide opportunities in the areas of scholarship, leadership, service, and fellowship. Benefits of membership include eligibility for transfer scholarships, automatic nomination for the national Dean's List publication of outstanding students, automatic enrollment in the PTK Transfer Database, which is made available to four-year and senior level institutions that actively recruit transfer students; and the privilege of wearing the honors stole and tassel at graduation.

**NURSING STUDENTS CLUB** — Objectives for organizing the Nursing Students Club: 1) to promote participation in national and state level nursing organizations; 2) to increase visibility of the RSCC Nursing Program; and 3) to allow organized participation on campus of fund-raising activities.

**PHYSICAL THERAPY STUDENT ASSOCIATION** — The Physical Therapy Student Association has been formed to promote the field of physical therapy at Roane State and in the community.

**PLAYMAKERS** — The Playmakers Club is responsible for presenting plays on the Roane State campus.

**PSI BETA** — is the national honor society in psychology for community and junior colleges. Its purpose is to stimulate, encourage and recognize students' outstanding scholarship and interest in psychology. To be eligible, students must complete at least one semester of a psychology or psychology-based course and 12 semester hours total college credit. They must rank in the top 35% or have an overall GPA of 3.0, whichever is higher, and have at least a "B" average in psychology. Psi Beta is a member of the Association of College Honor Societies and is an affiliate of both the American Psychological Association and the American Psychological Society.

**PSY/SOC CLUB** — The PSY/SOC Club provides extracurricular activities for students to explore the study of human behavior. The club is open to any Roane State student interested in learning more about the social scientific study of human behavior and mental processes. The organization sponsors field trips, outside speakers and student scholarships.

**RESPIRATORY THERAPY STUDENT ASSOCIATION** — The Respiratory Therapy Student Association promotes the Respiratory Therapy Program at RSCC and in the community. The club is affiliated with the Tennessee Society for Respiratory Care.

**S.T.A.R.S. ART CLUB** — Purposes for the S.T.A.R.S. Art Club are: 1) to provide a social bond for students and staff with the common interest of art; 2) to provide a vehicle for learning experiences in art outside the classroom through programs and field trips; 3) to provide students with ready opportunities to exhibit their work and learn about the technicalities of the exhibiting process; 4) to raise scholarship funds for art students and hold competitions designed to distribute those funds; 5) to provide art-related services to the community on a limited basis; and 6) to raise the art-consciousness of college and community by bringing quality work to the campus.

**STUDENT AMERICAN DENTAL HYGIENIST ASSOCIATION** — An organization assigned to promote the professional development of students preparing for a career in dental hygiene. Licensed hygienists who are students working toward a baccalaureate or graduate degree complementary to a career in dental hygiene are also eligible for student membership.

**STUDENT OPTICAL SOCIETY** — The Roane State Student Optical Society is designed to promote and encourage cooperation and unity among opticianry students, to improve their academic standing, and encourage student involvement in the community through optical related volunteer work and service projects.

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

### ORGANIZATIONS AND BOARDS

**CAMPUS ACTIVITIES BOARD** — The Campus Activities Board (CAB), working with the director of Student Activities, will be responsible for planning and implementation of all campus activities funded through the Student Activities fees. There will be separate boards for the Roane County and Oak Ridge campuses. The board will also be responsible for the disbursement of the portion of the activities fees allotted to their respective campuses for clubs and organizations acting as the Campus Activities Fee Board. The board shall consist of five students chosen by an application and interview process. Three students will be selected in the spring semester for the following academic year, and two members will be selected in the fall semester.

**CELEBRATION** — Celebration is a group of singers selected through auditions that are open to all students. The group has represented Roane State at the local and national level.

**THE ROANE STATE CONCERT CHOIR** — This chorus is the official college choral organization. It performs a repertoire of standard choral selections at various college, public school, church, civic, and community functions.

**CHEERLEADERS** — The goal of the RSCC cheerleading squad is to promote spirit, enthusiasm, and support for the athletic department's basketball teams. Membership is open to both males and females, and members are chosen for the coming season during tryouts spring semester.

**STUDENT GOVERNMENT ASSOCIATION** — The SGA provides opportunities for students to offer constructive opinions, thereby promoting cooperation among students, faculty, and administration, and works for the common good of Roane State by assisting in the promotion of social activities and special campus projects. The SGA is organized into three (3) branches: 1) Executive Branch (President, Vice-President, and Cabinet; 2) Legislative Branch (Student Senate); and 3) Judicial Branch (Supreme Court).

For copies of the Student Government constitution contact the Student Government president, director of Student Activities or Dean of Student Services office.

### REGISTRATION OF STUDENT ORGANIZATIONS

The college shall adopt and enforce such rules and regulations as it may deem necessary and proper with regard to the registration, recognition and function of

student organizations which operate on the college campus. The rules and regulations adopted by the college shall provide for the consistent application of reasonable standards and shall afford procedural due process by authorizing and providing for an appeal with the president of the college.

Membership in a student organization shall be limited to members of the college community; however, membership may include individuals from the professional and business communities. Membership shall be extended to such persons without regard to their race, religion, national origin, or sex.

The registration and recognition of a student organization by the college does not constitute college endorsement or approval of the policies or activities of the organization. No student organization shall represent or imply in any manner, in his contact with the public, that it speaks for or in the name of the college.

Student organizations and their members are subject to all state and federal laws and the rules and regulations adopted by the college and the Board of Regents. All student organizations are required to register with the Director of Student Activities.

The following procedures must be followed to register a student organization and gain active status:

1. Submit an application for the formation of a new club. Applications are available from the Dean of Students Office or the Director of Student Activities.
2. Secure a faculty advisor for the organization.
3. Secure approval from the Director of Student Activities to hold an organizational meeting.
4. Prepare and submit the Constitution of the organization which must contain the following: the name, purpose, proposed activities, rules of membership of the organization, officers, their terms and method of selection, nature and frequency of meetings, and financial plans including any proposed fees, dues and assessments.
5. A signed statement of compliance by the organization that it will comply with all rules and regulations, policies, and procedures of the board and the institution and with all federal and state laws and regulations.

To retain an active status all organizations must submit the following information annually to the Director of Student Activities.

1. A club roster containing the current officers and sponsors.
2. Changes in the Constitution or Bylaws.
3. An annual report outlining the organization's activities and accomplishments for the year.

An organization may be placed on probation or suspended for the following reasons:

1. Failure to maintain compliance with the initial registration requirements.
2. The organization ceases to operate.
3. The organization fails to submit any required reports.
4. The organization requests withdrawal of registration.
5. The organization operates or engages in any activity in violation of rules and regulations of the institution or federal or state laws.

All organizational members and advisors are responsible for being familiar with the guidelines and policies listed above.

## STUDENT CONDUCT AND DISCIPLINARY SANCTIONS

### I. *Institution Policy Statement*

College and university students are citizens of the state, local and national governments, and of the academic community, and are, therefore, expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution of higher education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the State Board of Regents has authorized the President of the College to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

Pursuant to this authorization, the College has developed the following regulations which are intended to govern student conduct on the campus. In addition, students are subject to all national, state, and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the institution's pursuit of its educational objectives, the institution may enforce its own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these regulations may subject a student to disciplinary measures by the institution whether or not such conduct is simultaneously violative of state, local, or national laws.

### II. *Disciplinary Offenses*

- A. Generally, through appropriate due process procedures, institutional disciplinary measures shall be imposed for conduct which adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on institution-controlled property.
- B. Individual or organizational misconduct which is subject to disciplinary sanction shall include but not be limited to the following examples:
  1. **Conduct dangerous to others.** Any conduct which constitutes a serious danger to any person's health, safety, or personal well-being, including any physical abuse or immediate threat of abuse.
  2. **Hazing.** Hazing means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliated with any organization. Statutory Authority: T.C.A. §49-8-203.
  3. **Disorderly conduct.** Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or unreasonably disturbing to other groups or individuals. Specifically prohibited are both actions and language which tend to incite an immediate breach of the peace by making reference to another's race, religion or ethnic origin.



4. ***Obstruction of or interference with institutional activities or facilities.*** Any intentional interference with or obstruction of any institutional activity, program, event, or facilities, including the following:
  - a. Any unauthorized occupancy of institution or institution controlled facilities or blockage or access to or from such facilities.
  - b. Interference with the right of any institution member or other authorized person to gain access to any institution or institution controlled activity, program, event or facilities.
  - c. Any obstruction or delay of a campus security officer, fireman, or any institution official in the performance of his/her duty.
5. ***Misuse of or damage to property.*** Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring, or unauthorized use of property belonging to the institution including, but not limited to fire alarms, fire equipment, elevators, computer equipment, telephones, institutions keys, library materials and/or safety devices; and any such act against a member of the institution community or a guest of the institution.
6. ***Theft, misappropriation, or unauthorized sale.*** Any act of theft, misappropriation, or unauthorized possession or sale of institution property or any such act against a member of the institution community or a guest of the institution.
7. ***Misuse of documents or identification cards.*** Any forgery, alteration of, or unauthorized use of institution documents, forms, records, or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment, or status in the institution.
8. ***Firearms and other dangerous weapons.*** Possession or use of firearms or dangerous weapons of any kind is prohibited.
9. ***Explosives, fireworks, and flammable materials.*** The unauthorized possession, ignition, or detonation of any object or article which would cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks.
10. ***Alcoholic beverages.*** The use and/or possession of alcoholic beverages on college owned, controlled, or temporarily leased property is prohibited.
11. ***Drugs.*** The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, hallucinogenic drug or substance, or marijuana) or sale or distribution of any such drug or controlled substance. Includes any violation of the Drug Free School and Communities Act which is distributed to each student annually.
12. ***Gambling.*** Gambling in any form.
13. ***Financial irresponsibility.*** Failure to meet financial responsibilities to the institution promptly, including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or to a member of the institution community acting in an official capacity.
14. ***Unacceptable conduct in hearings.*** Any conduct at an institutional hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other evidence at any hearing.

15. **Failure to cooperate with institutional officials.** Failure to comply with directions of institutional officials acting in the performance of their duties.
  16. **Violation of general rules and regulations.** Any violations of the general rules and regulations of the institution as published in official institutional publications, including the intentional failure to perform any required action or the intentional performance of any prohibited action.
  17. **Attempting or aiding and abetting the commission of offenses.** Any attempt to commit any of the foregoing offenses, or the aiding and abetting of the commission of any of the foregoing offenses (an "attempt" to commit an offense is defined as the intention to commit an offense coupled with the taking of some action toward its commission).
  18. **Violations of state or federal laws.** Any violation of state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.
  19. **Harassment.** Any form of harassment including, but not limited to, racial harassment, sexual harassment, or stalking, is prohibited.
  20. **Computer misuse.** Theft or other abuse of computer time, including but not limited to:
    1. Unauthorized entry into a file, to use, read, or change the contents, or any other purpose.
    2. Unauthorized transfer of a file.
    3. Unauthorized use of another individual's identification and password.
    4. Use of computing facilities to interfere with the work of another individual.
    5. Use of computing facilities to send obscene or abusive messages.
    6. Unauthorized disclosure of a student's user name and password to another individual.
    7. Any attempt to access a system on the INTERNET for which the user is not authorized.
    8. Any use of computer facilities for commercial purposes.
- C. Disciplinary action may be taken against a student for violations of the foregoing regulations which occur on institutionally owned, leased, or otherwise controlled property, or which occur off-campus when the conduct impairs, interferes with, or obstructs any institutional activity or the missions, processes, and functions of the institution. In addition, disciplinary action may be taken on the basis of any conduct, on or off-campus, which poses a substantial threat to persons or property within the institutional community.
- D. For the purposes of these regulations, a "student" shall mean any person who is registered for study at the College for any academic period. A person shall be considered a student during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period and during any period while the student is under suspension from the institution.

### III. **Academic and Classroom Misconduct**

- A. The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violative of the general

rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution.

- B. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or a zero for the exercise or examination, or to assign an "F" in the course.

If the student believes that he or she has been erroneously accused of academic misconduct, and if his or her final grade has been lowered as a result, the student may appeal the case through the Dean of Students Office.

#### IV. *Disciplinary Sanctions*

- A. Upon a determination that a student or organization has violated any of the rules, regulations, or disciplinary offenses set forth in the regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate institutional officials.
- B. Definition of Sanctions
1. **Restitution.** A student who has committed an offense against property may be required to reimburse the institution or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.
  2. **Warning.** The appropriate institutional official may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
  3. **Reprimand.** A written reprimand, or censure, may be given any student or organization whose conduct violates any part of these regulations. Such a reprimand does not restrict the student in any way, but does have important consequences. It signifies to the student that he or she is in effect being given another chance to conduct himself or herself as a proper member of the institution community, but that any further violation may result in more serious penalties.
  4. **Restriction.** A restriction upon a student's or organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent the institution in any way, denial of use of facilities, parking privileges, or participation in extracurricular activities, or restriction of organizational privileges.
  5. **Probation.** Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.
  6. **Suspension.** If a student is suspended, he or she is separated from the institution for a stated period of time with conditions of readmission stated in the notice of suspension.

7. **Expulsion.** Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's readmission to the institution. A student expelled from the College may not enter the campus grounds for any reason without the permission of the Dean of Student Services Office. A student expelled from the College will not receive a refund for maintenance or miscellaneous fees.
  8. **Interim or summary suspension.** Though as a general rule the status of a student accused of violations of these regulations should not be altered until a final determination has been made in regard to the charges against him, summary suspension may be imposed upon a finding by the appropriate institutional official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or of any other member of the institutional community or its guests, destruction of property, or substantial disruption of classroom or campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension, and if there are disputed issues of fact cause and effect, the student shall be provided a hearing on the suspension as soon as possible.
  9. **Counseling or rehabilitative treatment.** Counseling sessions with Roane State's Counseling personnel or outside sources may be recommended.
- C. The President of the College is authorized, at his or her discretion, to subsequently convert any sanction imposed to a lesser sanction or to rescind any previous sanction, in appropriate cases.

RSCC recognizes that disciplinary proceedings should play a secondary role to guidance and counseling and makes every effort to keep open the avenues of communication between students, faculty, and staff which provide for the transmittance of constructive ideas toward the solution of problems.

However, whenever violations of standards of conduct occur, the institution may initiate judicial proceedings through the power vested in its Discipline Committee. In all cases, disciplinary action becomes a part of the student's permanent record, and proper procedural safeguards will be used to assure due process. Notification of disciplinary action is by letter from the Dean of Student Services to the student and (when appropriate) to the parents and to other college officials.

**Tennessee Uniform Administrative Procedures Act.** All cases which may result in (I) suspension or expulsion of a student from the institution, a program, or a course for disciplinary reasons, (II) assignment of a grade which results in the grade of "F" in a course for academic misconduct, or (III) revocation of registration of a student organization during the term of the registration are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act and shall be processed in accordance with the uniform contested case procedures adopted by the Board of Regents unless the student waives those procedures in writing and elects to have his or her case disposed of in accordance with college procedures established by these rules.

### PROCEDURAL DUE PROCESS

Due process is not a technical concept with a fixed content unrelated to time, place and circumstances. It is an elusive concept in that its exact boundaries are indefinable and its content varies according to specific facts. The nature of the right involved, the nature of the proceedings and the possible penalty are all

considerations which must be taken into account. The very nature of due process negates any conception of inflexible procedures universally applicable to every imaginable situation. There is no requirement of a formal type judicial hearing. Any college procedure which is reasonably calculated to be fair to the accused and to lead to a reliable determination of the issues is acceptable.

The requirements of due process are flexible in different cases and will require different procedural safeguards. The nature of the hearing will vary depending upon the circumstances of the particular cases.

The following fundamental safeguards are required in every proceeding at Roane State Community College that may lead to a serious penalty.

1. The student shall receive written notice of the specific charge against him, and the date and time of the hearing a minimum of three days prior to the hearing date. This charge shall be sufficiently precise as to enable the student to understand the grounds upon which the College seeks to impose a penalty against him and to enable him adequately to prepare any explanation or defense which may be available to him. The student may be accompanied by an advisor whose participation shall be limited to advising the student.
2. The student shall be given an opportunity to respond to the evidence against him. He shall have an opportunity to present his position, make such admissions, denials, or explanations as he thinks appropriate and testify or present such other evidence as is available to him. The technical rules of evidence normally followed in civil and criminal trials shall not apply.
3. The decision of the Disciplinary Committee should be based upon the evidence presented at the hearing and a finding of guilt must be based upon substantial evidence.
4. Cases of alleged sexual assault. In cases involving alleged sexual assault both the accuser and the accused shall be informed of the following:
  - A. Both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding; and,
  - B. Both the accuser and the accused shall be informed of any disciplinary proceeding involving allegation of sexual assault.

**GROUND FOR APPEAL:** a decision or judgment of the Disciplinary Committee may be appealed by the aggrieved party upon the following grounds:

  - A. Prejudicial error committed during the hearing whereby the aggrieved was deprived of a fair hearing.
  - B. Noncumulative material and relative evidence new or newly discovered which with reasonable diligence could not have been produced at the hearing.
  - C. The decision or judgment is not supported nor justified by the evidence.

**NOTICE OF APPEAL:** A Notice of Appeal shall be in writing and shall be filed with the President of the College, to whom the appeal is taken, within ten (10) calendar days from the promulgation and filing of the decision or judgment on which the appeal is based. Failure to timely file the above mentioned notice shall constitute a waiver of any right to appeal.

The President of the College will review the case and render a decision based upon his/her findings.

## **NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS AND ACTIVITIES**

It is the policy of the State Board of Regents that, Pursuant to Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, and Regulations adopted pursuant thereto, no institution or school shall discriminate on the basis of sex in the education programs or activities of the institution or school, including health-related training programs. Institutions and schools shall ensure that equal opportunity and nondiscrimination exist on the basis of sex for students in all education programs and activities, including but not limited to, the following: (1) recruitment and admission; (2) academic, extracurricular, research, occupational training, health-related training, and other education programs; (3) rules on student life activities; (4) housing; (5) facilities; (6) access to course offerings; (7) counseling; (8) financial assistance; (9) employment assistance; (10) health and insurance benefits and services; (11) rules on marital or parental status; and (12) athletics. In addition, in conjunction with Board Policy No. 5:01:02:00, each institution and school shall ensure that no person, on the basis of sex, is excluded from participation, denied the benefits of, or subjected to discrimination in employment under any education program or activity. Nondiscrimination in employment on the basis of sex shall include, but not be limited to, the following areas: (1) employment criteria; (2) recruitment and hiring; (3) promotion, tenure, demotion, transfer, layoff, termination, nepotism policies, and rehiring; (4) compensation; (5) job assignments, classifications, and descriptions, lines of progression and seniority lists; (6) leave; (7) fringe benefits; and (8) all other terms, conditions, and privileges of employment.

## **COMPUTER RESOURCES**

Computer facilities at Roane State Community College are available to all students, faculty, and staff upon approval by the Director of Computer Services or an instructor of computer science. It is the responsibility of Computer Center personnel to maintain a stable operational environment for all users and to provide security for all programs and files currently residing on available computer systems. Cooperation of all users in the form of ethical and responsible behavior is required at all times so that all may share resources freely and equitably.

The following college rules and regulations are to define all users' limitations. These rules are separate and apart from the code of conduct as approved by the State Board of Regents. Any violations shall be termed "computer misuse," and the offender shall be referred to the appropriate college supervisor, or in the case of students, to the Vice President for Academic Affairs.

## **COLLEGE AND UNIVERSITY SECURITY INFORMATION ACT**

Pursuant to the requirements of the College and University Security Information Act and the Campus Security Act, the following information is available and will be provided to you upon request: A. Annual crime statistics and rates for crimes occurring on this campus, B. Copies of Board of Regents and/or institutional security related policies and procedures and certain other related information. Contact the Office of the Dean of Students at Roane State Community College, Rt. 8 Box 69, Harriman, Tennessee 37748 (telephone (615) 882-4550) to obtain any or all of this information.

### **STUDENT COMPLAINTS**

Roane State Community College is committed to providing a quality educational experience for all students. Students are encouraged to take advantage of all relevant services and programs offered by the college. RSCC is therefore concerned that all students receive the best treatment possible by college personnel. However, if a student feels he/she has not received fair treatment, or has a complaint regarding some situation or condition (financial aid, tuition refunds, parking tickets, advisement, records, admissions, facilities, classroom concerns, student conduct, etc.) at the college, the student may address the complaint in writing to the Dean of Student Services and Multicultural Affairs. The Dean of Students will investigate the complaint, consulting with other RSCC personnel as needed and will notify the student of the outcome. If the student is not satisfied with how the Dean of Students has tried to resolve the issue, the student may be heard by the Vice President of Academic Affairs and Student Services. Please review the RSCC catalog (Student Services section) for detailed procedures regarding the appeal process for disciplinary matters.

### **STUDENT RESPONSIBILITY**

There are a number of established policies and regulations, student-right-to-know information, developed by the college as well as mandated by the Tennessee Board of Regents, that exist for the welfare of both students and the college. This information is described in the following publications: The RSCC catalog, the Student's Guide to Safety, and the upcoming Student Handbook/Calendar, which are available and accessible to students at all RSCC campus locations. This information is also presented in the New Student Orientation sessions, and in credit Orientation courses. Students should contact the Center for New Student Admission, Academic Advisement Center, or the Dean of Students, for copies if needed. Although the college provides this information to the student, it is the student's responsibility to become familiar with the policies and regulations outlined in these publications. Students may see the Dean of Students for clarification of these policies and regulations.

### **POLICY-MAKING AND THE STUDENT**

Students have the right to voice their opinions and ask questions concerning current issues or policies of the college. RSCC students may participate in the decision-making process through the Student Government Association, by representation on some standing college committees, as well as participation on the Academic Curriculum Council. In addition, RSCC has an "open door policy" which allows students the opportunity to express their views through college administration.



Practice makes perfect  
for Celebration Singers.

Students at all Roane  
State's locations find  
opportunities for learning  
and fun in the college's  
many clubs and  
organizations, including  
Concert Choir, Phi Theta  
Kappa International Honor  
Society and Campus  
Activities Board.



**BOARD OF REGENTS OF THE STATE  
UNIVERSITY AND COMMUNITY COLLEGE  
SYSTEM OF TENNESSEE**

**STATUTORY MEMBERS**

The Honorable Don Sundquist, *Chairman*  
Governor of the State of Tennessee, *Ex-officio*  
Dr. Charles Smith, Chancellor  
The Honorable Jane Walters  
The Commissioner of Education, *Ex-officio*  
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The Commissioner of Agriculture, *Ex-officio*  
Dr. Rich Rhoda, *Interim Executive Director*  
Tennessee Higher Education Commission

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Dr. Amy Dietrich (Faculty Regent) . . . . .Memphis

**Officers**

The Honorable Don Sundquist . . . . .Chairman  
Mr. "Bo" Henry . . . . .Vice-Chairman  
Ms. Christine Modisher . . . . .Secretary

**ADMINISTRATION**  
**Office of the President**

(423) 882-4501

- Sherry L. Hoppe .....*President*  
B.S., University of Tennessee — Chattanooga — English Education  
M.Ed., University of Tennessee — Chattanooga — Counseling  
Ed.D., University of Tennessee — Knoxville — Educational Administration (1981)
- Karen L. Brunner .....*Coordinator of Institutional Effectiveness  
and Grants Development*  
B.A., University of Iowa — Dramatic Arts  
M.A., West Virginia University — Dramatic Arts (1977)
- Carol Foltz .....*Executive Secretary*

**Internal Audit**

(423) 882-4529

- Jack D. Walker .....*Auditor*  
B.B.A., Carson Newman College — Accounting (1987)  
C.P.A., State of Tennessee

**Office of the Vice President for Academic and Student Services**

(423) 882-4513

- Patricia C. Land .....*Vice President*  
A.A., University of Florida — General Studies  
B.A., University of Florida — Secondary Education  
M.Ed., University of Florida — Education  
Ed.D., University of Tennessee — Technological and Adult Education (1990)
- Mamie Whittenbarger .....*Executive Secretary*  
Certified Professional Secretary (1996)

**Office of the Vice President for Financial Services**

- William S. Fuqua III .....*Vice President*  
B.S., Tennessee Technological University — Business Administration (1974)  
C.P.A., State of Tennessee
- Allen L. Brunton .....*Director*  
A.S., Roane State Community College — Business Management  
B.S., Middle Tennessee State University — Accounting (1976)
- Mary McCuiston .....*Executive Secretary*

**Administrative and Support Staff**

**Academic Advisement Center**

(423) 882-4528

- Amy Keeling .....*Coordinator of Advising and Retention*  
B.S., MacMurray College, Jacksonville, IL — Deaf Education  
M.S., Eastern Illinois University — Guidance & Counseling
- Paula Choate .....*Graduation Analyst*

- Sarah N. Smith . . . . . *Technician*  
 B.S., East Tennessee University — Elementary Education (1961)
- Bernadette Renfro . . . . . *Tech Prep Coordinator*  
 B.A., Union University — Music (1968)
- Tammy Guge . . . . . *Tech Prep Secretary*  
 A.S., Roane State Community College — Office Administration  
 B.S., Tusculum College — Applied Business Management (1990)

### Athletics

(423) 882-4581

- Randy Nesbit . . . . . *Athletic Director/Men's Basketball Coach*  
 B.S., The Citadel — Business Administration  
 M.B.A., The Citadel — Business (1986)
- Carol Jarabek . . . . . *Secretary*  
 A.S., Roane State Community College — Office Administration (1985)
- Larry Works . . . . . *Baseball Coach*  
 B.S., East Tennessee State University — Health and Physical Education  
 M.S., University of Montana — Health and Physical Education and  
 Psychology (1968)
- Johnny Jones . . . . . *Women's Basketball Coach*  
 A.A., Martin College  
 B.S., Middle Tennessee University — Physical Education  
 M.S.S., United States Sports Academy — Fitness Management
- Darrell Williams . . . . . *Softball Coach*

### Bookstore

(423) 882-4671

- Sandra Hampton . . . . . *General Manager*
- Retta Bolden . . . . . *Store Manager, Oak Ridge Bookstore*

### Campbell County Higher Education Center

(423) 562-7021

- Cynthia A. Gardipe . . . . . *Coordinator*  
 B.S., Tusculum College — Applied Organizational Management (1990)  
 M.A., Tennessee Technological University — Educational Psychology and  
 Counselor Education (1995)
- Sharon L. Wright . . . . . *Technical Clerk*  
 A.S., Roane State Community College — General (1997)
- Judith Hooks . . . . . *Secretary*  
 A.A.S., Roane State Community College — Office Administration (1995)

### Center for New Student Admission

(423) 882-4523

- Judith A. Tyl . . . . . *Dean of Enrollment Management*  
 B.A., University of Tennessee — Psychology  
 M.S., University of Tennessee — Educational Psychology (1985)  
 NCC, National Board of Certified Counselors

- Maria Gonzales . . . . .*Coordinator of Admissions*  
 A.A., Hiwassee College  
 B.S., University of Tennessee
- Chris Creswell . . . . .*Admission Officer*  
 A.S., Roane State Community College (1989)
- Angela Richardson . . . . .*Health Science Admission Officer*  
 A.S., Roane State Community College (1997)
- Gloria Marine . . . . .*Admission Officer*  
 Certified Professional Secretary  
 Tennessee State Certified Clerk Typist
- Diane Castle . . . . .*Secretary*  
 A.S., Hillsborough Community College  
 B.A., Central Missouri State (1968)  
 Certified Professional Secretary (1996)

**Centers for Training and Organizational Excellence**

(423) 882-4612

- Teresa Sherrill Duncan . . . . .*Acting Director*  
 A.S., Roane State Community College — Business Administration  
 B.S., Tennessee Wesleyan College — Business Education and Business  
 Management  
 M.S., Tennessee Technological University — Secondary Education
- James R. Clauson . . . . .*Coordinator, Quality Management Programs*  
 A.B., Daytona Beach Community College — Business  
 B.S., Florida Technological University — Business Administration  
 M.S., Murray State University — Manufacturing Engineering Technology (1990)
- R. Kirk Harris . . . . .*Coordinator, Allied Health Programs*  
 Licensed Tennessee State Paramedic  
 A.S., Lake Sumter Community College — Emergency Medical Care  
 B.S., University of Tennessee — Botany (1992)
- Brian Burgess . . . . .*Coordinator of Business Programs*  
 A.S., Community College of the Air Force  
 B.S., Tusculum College — Organizational Management (1997)
- Dan Collier . . . . .*Small Business Development Specialist*  
 B.A., Vanderbilt University — Business Administration  
 M.B.A., University of Chicago — Business Administration
- Olivia Strickland . . . . .*Secretary*  
 Certified Professional Secretary (1995)

**Community Services**

(423) 882-4509

- Tamsin E. Miller . . . . .*Director*  
 B.F.A., Brigham Young University — Interior Design  
 M.S., University of Tennessee — Adult Education (1994)
- Teresa Stevens . . . . .*Technical Clerk*  
 Certified Professional Secretary (1993)

### Computer Services

(423) 882-4560

- Darryl Duncan .....*Director*  
A.A.S., Roane State Community College — Business Management Technology  
(1995)
- Robert L. Brown .....*Computer Lab Technician*
- David J. Ribes .....*Computer Lab Technician*  
A.A.S., Stark Technical College — Electronic Engineering Technology (1985)
- Chris Pankratz .....*Operations Supervisor*  
A.S., Roane State Community College (1991)
- Daniel Walls .....*Programmer/Analyst*  
B.S., Tennessee Technological University (1992)
- Marcella Boyd-Yed .....*Programmer/Analyst*  
B.S., UT Martin — Computer Science  
B.S., UT Martin — Criminal Justice (1992)
- Melody Jones .....*Programmer/Analyst*  
B.S., DeVry Institute of Atlanta — Computer Science (1986)
- Wesley Allen Dunnahoo .....*Programmer/Analyst*  
A.S., Roane State Community College — Computer Programming (1981)
- Sara B. King .....*Computer Operator*  
A.S., Roane State Community College — Business Management Technology  
(1985)
- Gayle Mullins .....*Help Desk Operator/Computer Operator*  
A.S., Roane State Community College — Business Management Technology  
(1983)
- Kim Leach .....*Secretary/Computer Operator*
- William Elwartowski .....*Computer Lab Technician*
- Thomas A. Krewson .....*Computer Lab Technician*  
A.S., Roane State Community College — Mini-Microcomputer Technology (1987)
- Christopher Olka .....*Computer Lab Technician*  
A.S., Roane State Community College — Business Management Technology
- Donald Walters .....*Computer Lab Technician*  
B.S., University of Tennessee — Electrical Engineering (1984)

### Computer Training Center

(423) 483-8453

- Pete Jivelekas .....*Coordinator*  
B.S., Montana State University — Education  
M.S., University of Tennessee — Adult Education (1990)  
A.B.D., University of Tennessee — Adult Education
- Helen Vowell .....*Technical Clerk*

## Continuing Education and Distance Learning

(423) 882-4607

- Paul E. Goldberg . . . . .*Dean*  
 B.S., University of Tennessee — Economics  
 M.S., University of Tennessee — Geography  
 Ed.D., University of Tennessee — Educational Administration and Supervision
- Susan Brown . . . . .*Administrative Secretary*  
 Certified Professional Secretary (1994)

## Counseling and Career Resource Center

(423) 882-4546 — Roane County

(423) 481-2003 — Oak Ridge

- H. R. Anderson, Jr. . . . .*Director*  
 B.A., Southwestern at Memphis — English  
 M.A., Middle Tennessee State University — Psychology (1972)  
 LPE, Licensed Psychological Examiner, TN Health Related Boards
- Thomas R. Gutridge . . . . .*Counselor*  
 B.A., Tennessee Wesleyan College — French and Secondary Education  
 M.A., Tennessee Technological University — Educational Psychology &  
 Counseling (1969)  
 NCC, National Board for Certified Counselors  
 LPC, TN Health Related Boards
- Gail D. Russell . . . . .*Placement Coordinator*  
 B.S., West Virginia State College — Business Administration  
 M.A., Virginia Polytechnic Institute and State University — Counseling/Student  
 Personnel (1978)
- Pamela S. McNish . . . . .*Counselor*  
 B.S., College of Charleston-South Carolina — Psychology  
 Ph.D., University of Tennessee — Education (Counseling Psychology) (1994)  
 Licensed Psychologist, TN Health Related Boards
- Jeff Snell . . . . .*Counselor*  
 B.A., Carson-Newman College — Psychology  
 M.S., University of Tennessee — Counseling/Educational Psychology (1992)  
 NCC, National Board for Certified Counselors  
 LPC, TN Health Related Boards
- Julia Niswander . . . . .*Testing Coordinator*  
 B.S., East Tennessee State University — American Studies (1974)
- Keith Fulks . . . . .*Test Technician II*  
 A.S., Roane State Community College — Pre-Engineering (1996)
- Mary Scandlyn . . . . .*GED Alternate Examiner*  
 B.A., University of South Carolina — Education (1969)
- Tina S. Messamore . . . . .*Secretary*  
 A.S., Roane State Community College — Business Management Technology  
 (1984)
- Susan Paulette Knight . . . . .*Secretary, Oak Ridge*  
 Certificate, Secretarial Science — Roane State Community College  
 A.S., Roane State Community College — Office Administration (1995)

Charlotte Lakey . . . . . *Successful Transitions Program Assistant*  
 A.S., Roane State Community College  
 B.S., Cumberland College — Social Work (1996)

### **Cumberland County Higher Education Center**

(931) 456-9880

Muffin Liskovec . . . . . *Coordinator*

Myra Holloway . . . . . *Technical Clerk*  
 A.S., St. Petersburg Junior College — Legal Studies  
 A.S., Daytona Beach Community College — Southeast Center for Photographic  
 Studies (1995)

Shirley Taciuch . . . . . *Evening Secretary*

Sandra Fuller . . . . . *Secretary*  
 A.S., Cleveland State Community College — Accounting (1990)

### **Distance Learning**

(423) 882-4602

Joni K. Allison . . . . . *Director*  
 B.S., University of Tennessee — Public Health Education (1985)

Cathy C. Smith . . . . . *Technical Clerk*  
 Certified Professional Secretary (1990)

### **Energy Education**

(423) 531-8051

Anne Allen . . . . . *Energy Education Specialist*  
 B.A., University of Tennessee — Liberal Arts  
 M.S., University of Tennessee — Education (1980)

Kay DeVore . . . . . *Technical Clerk*

### **Exposition Center**

(423) 882-4590

Roger Newman . . . . . *Manager*  
 Lincoln Memorial University

Cathi J. Bowling . . . . . *Technical Clerk*

Allen T. Houston . . . . . *Assistant Building Attendant*

### **Fiscal and Auxiliary Services**

(423) 882-4515

Jamie D. Wilmoth . . . . . *Director*  
 B.S., Tennessee Technological University — Accounting (1978)

Connie McCullough . . . . . *Coordinator*  
 A.S., Roane State Community College — Business Management (1982)

- Marsha Matthews ..... *Accountant*  
B.S., Tennessee Technological University — Accounting (1990)
- Linda Stooksbury ..... *Accountant*  
B.S., Tennessee Technological University — Accounting (1990)
- Ann Alexander ..... *Account Clerk*
- Linda Nance ..... *Account Clerk*  
A.S., Roane State Community College — Business Management (1992)  
Certified Professional Secretary (1997)
- Donna Lindsey ..... *Account Clerk*  
A.S., Roane State Community College — Business Management Technology  
(1982)  
Certified Professional Secretary (1997)
- Lisa Ingram ..... *Cashier*  
Medical Transcription Certificate, Tennessee Technology Center — Harriman  
(1995)
- Joyce Stout ..... *Cashier*
- Wanda Wildes ..... *Cashier*
- Diane Mount ..... *Account Supervisor*  
A.S., Roane State Community College — Accounting Technology (1980)  
Certified Professional Secretary (1995)
- Mary Ann Samples ..... *Account Clerk*  
Certified Professional Secretary (1996)
- Geraldine Sandifer ..... *Account Clerk*  
A.S., Roane State Community College — Business Management (1992)  
Certified Professional Secretary (1996)
- Michele Patterson ..... *Secretary*  
Certified Professional Secretary (1996)

**Foundation**

(423) 882-4507

- Melinda Hillman ..... *Executive Director*  
A.S., Cleveland State Community College  
B.A., Tennessee Wesleyan College — Communications  
M.P.A., University of Tennessee at Chattanooga — Public Policy (1994)
- Linda Raby ..... *Accountant*  
B.S., University of Tennessee — Accounting  
M.S., University of Tennessee — Taxation (1991)  
Certified Public Accountant
- Mary Commons ..... *Technical Clerk*

**Health and Disability Services**

(423) 882-4570

- Barbara G. Neal ..... *Director*  
R.N., Charity Hospital School of Nursing (1964)  
A.N.A., certification, College Health



### Human Resources

(423) 882-4679

- Kathy L. Gethers . . . . . *Dean of Human Resource, Health and Fitness*  
 B.S., University of Tennessee — Personnel Management (1982)  
 M.B.A., Tennessee Technological University - Business Administration (1992)
- Jerry Johnson . . . . . *Human Resources Manager*  
 B.S., Tennessee Wesleyan College — Education  
 M.A., Tennessee Technological University — Administration and Supervision  
 (1995)
- Jana Hamby . . . . . *Administrative Secretary*
- Carol Jarabek . . . . . *Personnel Clerk*  
 A.S., Roane State Community College — Office Administration (1985)

### Information Technology

(423) 882-4618

- Timothy D. Carroll . . . . . *Executive Director*  
 B.S., Embry Riddle Aeronautical University — Management  
 M.S., University of Southern California — Systems Management (1987)

### Institute for Environmental Health and Safety

(423) 481-3493

- Daniel Steller . . . . . *Director*  
 B.A., Arizona State University — History  
 M.A., Arizona State University — Counseling (1961)

### Institutional Research

(423) 882-4675

- Charles McGrew . . . . . *Director*  
 B.A., Western Kentucky University — Sociology  
 M.A., Western Kentucky University — Sociology (1993)
- A. Odell Fearn . . . . . *Assistant to the Director*  
 A.S. Knoxville Business College — Computer Science  
 B.S., Tennessee Wesleyan College — Management (1990)
- Kathy Snipes . . . . . *Secretary*  
 A.S., Roane State Community College — Office Administration  
 A.S., Roane State Community College — Secondary Education (1993)

### Instructional Technology

(423) 882-4556

- Charles S. Sterner . . . . . *Director, Center for Teaching Arts and Technology*  
 B.S., Michigan State University — Mathematics  
 M.S., Michigan State University — Mathematics Education
- J. Patrick Pate . . . *Assistant Librarian for Audio Visual Services, Assistant Professor*  
 B.A., University of Tennessee — Fine Arts  
 M.S., University of Tennessee — Library Information Science (1985)

- Albert C. Whittenberg .....*Programmer/Analyst*  
 B.S., Tennessee Technological University — Management Information Systems  
 (1990)
- Lon Bird .....*Audio Visual Technician*
- Henry Rotters .....*Audio Visual and Electronic Equipment Technician*
- Rebecca Whittenbarger .....*Audio Visual Clerk*
- Alice Brannon .....*Secretary*

**JTPA**

- Cynthia R. Thomas .....*Director*  
 B.S., East Tennessee State University — Physical Education  
 M.A., Middle Tennessee State University — Education (1974)

**Administrative Office — Kingston - (423) 376-3799**

- Tommie DePorter West .....*Contract Management*  
 B.S., Tusculum College — Management (1990)
- Joy T. Margrave .....*Program Manager*  
 B.S., University of Tennessee — Public Administration  
 M.S., University of Tennessee — Human Resource Development (1995)
- Sarah E. Phillips .....*Program Manager*  
 B.S., Tusculum College — Business Administration  
 M.A., Tusculum College — Education  
 Ed.S., Tennessee Technological University (1996)
- David Browder .....*Program Manager/Monitor*  
 B.S., Tennessee Technological University — Secondary Education  
 M.A., Tennessee Technological University — Health & Physical Education (1981)
- Ted A. Bennett .....*Accountant*  
 B.A., Carson Newman College — Business Administration (1967)
- Debbie Evans-Beeler .....*MIS Technician*
- Brenda Russell .....*Technical Clerk*
- Donna K. Dutton .....*Secretary*  
 Certificate, Roane State Community College — Secretarial Science
- Becky Slaven .....*Secretary*

**Anderson County - (423) 457-9400**

- Lana M. DiFiore .....*County Manager*  
 B.S., Tusculum College — Applied Organizational Management (1995)
- Debbie Petree .....*Sr. Case Manager*  
 B.S., Tusculum College — Management  
 M.A., Tusculum College — Education (1995)
- Ellen Seymour .....*Training Specialist*
- Teresa Kennedy .....*Training Specialist*
- Bobbie J. Gross .....*Technical Clerk*

**Blount County - (423) 983-6365**

- Denette Flynn .....*County Manager*  
 B.A., University of Tennessee — Human Services (1977)
- Sandra Cannon .....*Sr. Case Manager*  
 B.A., Clark Atlanta University — English (1970)
- Karen L. Coffin .....*Training Specialist*
- Renee Jenkins .....*Technical Clerk*
- Ann Watson .....*Secretary*

**Campbell County - (423) 562-7575**

- Randall E. Brown .....*County Manager*
- Barbara Wallace .....*Training Specialist*  
 A.S., Business Administration — Lincoln Memorial Harrogate, TN (1981)
- Tina Hatfield .....*Technical Clerk*

**Cumberland County - (931) 484-7456**

- Delois Randolph .....*County Manager*
- Laura Gwin .....*Training Specialist*  
 A.S., Tennessee Technological University — Criminal Justice  
 B.S., Tennessee Technological University — Sociology (1991)
- Carol Price .....*Technical Clerk*  
 Certified Professional Secretary (1994)
- Melanie Brown .....*Case Manager*

**Loudon County - (423) 986-1525**

- Kelley Thomas-Spoon .....*County Manager*  
 B.S., University of Tennessee — Administration (Marketing) (1988)
- Patricia S. Kulas .....*Training Specialist*  
 B.S., Middle Tennessee State University — Elementary Education (1973)
- Jennifer Pace .....*Technical Clerk*
- Joy M. Brock .....*Case Manager*

**Morgan County - (423) 346-3060**

- Sharon D. Heidel .....*County Manager*
- Michelle Adkisson .....*Training Specialist*  
 B.S., Tennessee Technological University — Sociology (1991)
- Diana Scarbrough .....*Technical Clerk*

**Roane County - (423) 882-5105**

- Kimberley B. Harris .....*County Manager*  
 B.S., University of Tennessee — Merchandising (1980)
- Deborah Miller .....*Training Specialist*  
 B.S., Kent State University — Education (1977)
- Pat Taylor .....*Training Specialist*

Joyce Lewis . . . . .*Technical Clerk*  
Anita Phillips . . . . .*Case Manager*

**Scott County - (423) 569-9348**

Jeffery S. Burchfield . . . . .*County Manager*  
B.S., Middle Tennessee State — Science (1985)  
Rodney West . . . . .*Training Specialist*  
Mickie Phillips . . . . .*Training Specialist*  
A.S., Roane State Community College — Medical Laboratory Technology (1990)  
B.S., Tusculum College — Applied Organizational Management (1995)  
Tommie Thompson . . . . .*ABE/GED Instructor*  
B.S., Tusculum College — Applied Organizational Management (1995)

**Library**

(423) 882-4553

Melissa J. Brenneman . . . . .*Assistant Librarian for Information Technology*  
M.S.L.S., University of Tennessee — Library and Information Science (1992)  
Rebecca I. Brunton . . . . .*Assistant Librarian for Public Services*  
A.S., Roane State Community College — General  
B.S., Middle Tennessee State University — History  
M.S., University of Tennessee — Library Science (1981)  
Rosemary E. Todd . . . . .*Cataloging Librarian, Instructor*  
B.A., University of Tennessee — Liberal Arts  
M.S., University of Tennessee — Library Science (1977)  
Sylvia Templeton . . . . .*Library Assistant*  
Shelia Whittenbarger . . . . .*Library Assistant*  
Mary Jordan Brown . . . . .*Library Assistant*

**Loudon County Higher Education Center**

(423) 986-1525

Carolyn K. Childs . . . . .*Director*  
B.S., Tennessee Technological University — Home Ec Education (1972)  
Robin Townson . . . . .*Technical Clerk*  
A.S., Roane State Community College — Business Management Technology  
(1989)  
Kristina Gibbs . . . . .*Secretary*  
A.A.S., Roane State Community College — Office Administration (1996)

**Marketing and Public Information**

(423) 882-4505

Janis Harper . . . . .*Director*  
B.S., University of Alabama — Art Education, Science  
M.S., Auburn University — Art Education

- Celia Breedlove . . . . . *Coordinator of Public Information*  
 B.S., University of Southern Mississippi — Photo-Journalism (1978)
- Tammy Stanford . . . . . *Media Specialist*  
 B.S., Tennessee Technological University — English/Journalism (1988)
- Julie Parker . . . . . *Coordinator of Graphic Art*  
 A.A., Roane State Community College — General  
 B.F.A., University of Tennessee — Graphics/Illustration (1989)
- Jackie Gresham . . . . . *Secretary*

### Oak Ridge Campus

(423) 481-2000

- Loretta Friend . . . . . *Dean*  
 B.S., Middle Tennessee State University — Vocational Education  
 M.Ed., Vanderbilt University — Human Resource Development (1988)
- Susan Bowers . . . . . *Administrative Secretary*  
 B.S., University of Tennessee — Communications (1990)
- Mariella Akers . . . . . *Faculty Secretary*  
 B.A., Hood College — Psychology  
 M.F.A., Savannah College of Art and Design — Historic Preservation (1995)
- Sheila Eason . . . . . *Technical Clerk, Admissions and Records*  
 A.S., Roane State Community College — General Education (1990)
- Lois Fitz . . . . . *Secretary/Receptionist*  
 B.A., Colorado State University — Modern Languages, French (1962)
- Ann R. Griffin . . . . . *Information Center Supervisor*  
 A.S., Roane State Community College — Computer Science (1984)
- Kelly Huddleston . . . . . *Faculty Secretary*  
 Secretarial Science Certificate — Roane State Community College (1989)
- Susan Wry . . . . . *Faculty Secretary*  
 A.S., Roane State Community College — General Studies (1981)
- Gary Baker . . . . . *Custodian*
- Alfred Brown . . . . . *Security Guard*  
 A.S., Draughon's Business School — Accounting (1953)
- Stephen Fugate . . . . . *Security Guard*
- Barbara Upton . . . . . *Utility Worker*
- Rodney Woodard . . . . . *Custodian*

### Payroll

(423) 882-4518

- Mildred Millican . . . . . *Payroll Supervisor*  
 Certified Professional Secretary
- Amy Blair . . . . . *Account Clerk*  
 Certified Professional Secretary
- Mary Barr . . . . . *Payroll Clerk*

**Physical Plant**

(423) 882-4565

- Kinch York .....*Director of Capital Projects*
- Marilynn Brown .....*Secretary*
- Bill Wilson .....*Acting Physical Plant Director/Maintenance Supervisor*
- Lillie W. Newcome .....*Custodial Supervisor*
- Mike McClure .....*Security Guard*
- Rita Jones .....*Security Guard*  
A.S., Roane State Community College — Criminal Justice (1986)
- Dale Kendrick .....*Security Guard*  
A.S., Roane State Community College — Police Science (1983)
- Mike McPeters .....*Security Guard*
- Dale Green .....*Carpenter*
- Larry E. Hampton .....*Carpenter Lead Worker*
- John W. Pair .....*Carpenter*
- Charlie Randolph .....*Maintenance Mechanic*
- James T. Smith .....*Maintenance Mechanic*
- Henry Barger .....*Utility Worker*
- Kenneth R. Slaven .....*Courier*
- Ray Smith .....*Utility Worker*
- Tom Brewster, Jr. ....*Custodian*
- Virginia Fritts .....*Custodian*
- Betty Jones .....*Custodian*
- Lorene Hensley .....*House Worker*
- Ruth Lamance .....*Custodian*
- Hattie M. Marable .....*Custodian*
- Monika Pennington .....*Custodian*
- Nora Ellen Williams .....*Custodian*
- Ralph Brown .....*Custodian*
- Roy Wiley .....*Maintenance Utility Worker*
- Sam McCoig .....*Grounds Supervisor*

**Printing and Graphics**

(423) 882-4569

- Robert Ely .....*Director*
- Ruth Lee Melton .....*Lead Offset Press Operator*
- Joy Newberry .....*Offset Press Operator*  
A.S., Roane State Community College — Office Administration (1986)

### **Purchasing**

(423) 882-4587

- Gaywon Ferrell . . . . . *Purchasing Manager*  
B.S., Tennessee Technological University (1977)
- Brenda J. Davis . . . . . *Purchasing Clerk*  
Certified Professional Secretary (1996)
- Fred Ooten . . . . . *Shipping/Receiving Clerk*

### **Records and Registration**

(423) 882-4526

- Marsha Bankston . . . . . *Registrar/Director*  
B.F.A., Indiana University (1983)
- Joyce K. Perry . . . . . *Coordinator of Records*  
B.S., Knoxville College — Business Education  
M.S., Ed., Southern Illinois University — Occupational Education (1975)
- Kathy Gallaher . . . . . *Records Clerk*
- Margaret Brown . . . . . *Records Clerk*
- Michelle Crudup . . . . . *Records Technician*  
A.A.S., Roane State Community College — Management and Supervision
- Pamela Shannon . . . . . *Records Technician*  
Secretarial Science Certificate — Roane State Community College

### **Scott County Higher Education Center**

(423) 663-3878

- Tracy Powers . . . . . *Coordinator*  
B.S., Liberty University — History Education (1985)
- Rena Adkins . . . . . *Technical Clerk*  
A.A.S., Roane State Community College — Office Administration
- Charlotte Shelton . . . . . *Secretary*
- Ron Cook . . . . . *Maintenance*
- Lonnie Murphy . . . . . *Security Guard*

### **Student Activities and Organizations**

(423) 882-4638

- Sammie R. Mowery . . . . . *Director*  
A.S., Roane State Community College — Secondary Education  
B.S., East Tennessee State University — Elementary Education  
M.S., University of Tennessee — Adult Education (1983)

### **Student Financial Services**

(423) 882-4545

- Robert H. Creswell . . . . . *Director*  
B.S., Tennessee Technological University — Secondary Education  
M.A., Tennessee Technological University — Administration and Supervision  
(1978)

- Joy T. Goldberg . . . . . *Assistant Director*  
 B.S., University of Tennessee — Education  
 M.S., University of Tennessee — Education (1977)
- Wendy C. McElhaney . . . . . *Financial Aid Technician*
- Karen L. McDowell . . . . . *Financial Aid Assistant*  
 Certified Professional Secretary
- Huette Roberson . . . . . *Financial Aid Clerk*  
 B.S., Tennessee Technological University (1958)
- Beulah Spurling . . . . . *Financial Aid Assistant*
- Jacquelyn Raymer . . . . . *Financial Aid Clerk*

**Student Services and Multicultural Affairs**

(423) 882-4550

- Beverly Bonner . . . . . *Dean*  
 B.S., Tennessee State University — Psychology  
 M.A., Fisk University — Clinical Psychology (1973)  
 Licensed Psychological Examiner, State of Tennessee
- Jeannie Branum . . . . . *Administrative Secretary*  
 A.S., Roane State Community College — Office Administration (1986)

**Technology Center for Health Sciences, Knox County**

(423) 539-6904

- Anne Allen . . . . . *Facilitator*  
 B.A., University of Tennessee — Liberal Arts  
 M.S., University of Tennessee — Education (1980)
- Kay DeVore . . . . . *Technical Clerk*
- Pamela Woody . . . . . *Technical Clerk*  
 A.S., Roane State Community College — Secretarial Science (1982)
- Yvonne Toon . . . . . *Secretary*

**Telephone Services**

"0"

- Regina Kendrick . . . . . *Information Receptionist*
- Rebecca Burgio . . . . . *Switchboard Operator*

**Writing Center**

(423) 882-4677 - Roane County  
(423) 481-2026 - Oak Ridge

- Jennifer Jordan-Henley . . . . . *Writing Specialist*  
 B.S., Middle Tennessee State University — English  
 M.A., Middle Tennessee State University — English (1988)
- Jennifer Griffith . . . . . *Writing Specialist*  
 B.A., Trinity University — English (1993)



## Academic Divisions

### Business and Environmental Technologies

(423) 882-4600

- Russell B. Schubert . . . . . *Division Chair*  
 B.S., Tennessee Technological University — Agriculture  
 M.Ed., Stephen F. Austin State University — Counseling (1974)
- Cathy Harness . . . . . *Secretary*  
 Certified Professional Secretary

### Health Science

(423) 882-4594

- William Howard . . . . . *Division Chair*  
 A.A.S., Morehead State University — Radiologic Technology  
 B.U.S., Morehead State University — Education  
 M.A., Morehead State University — Adult Higher Education (1985)  
 Registered Technologist (Radiography)
- Barbara Jeffers . . . . . *Secretary*  
 A.S., Roane State Community College — Secretarial Science (1980)

### Humanities

(423) 882-4567

- Judith B. Slagle . . . . . *Division Chair*  
 B.S., East Tennessee State University — English Literature  
 M.A., East Tennessee State University — English Literature  
 Ph.D., University of Tennessee — English Literature (1991)
- Pamela Pemberton . . . . . *Secretary*
- Jo Armes . . . . . *Secretary*  
 Certified Professional Secretary

### Math/Sciences

(423) 882-4533

(423) 882-4591

- Adolf A. King . . . . . *Division Chair*  
 B.S., City of Leicester Polytechnic Institute — Applied Chemistry  
 M.S., Imperial College of Science and Technology, London Univ. —  
 Analytical Chemistry  
 D.I.C., Imperial College of Science and Technology, London Univ., —  
 Analytical Chemistry  
 Ph.D., Imperial College of Science and Technology, London Univ. —  
 Analytical Chemistry (1977)
- Kathleen B. Voiles . . . . . *Secretary*  
 A.S., Roane State Community College — Office Administration (1993)
- L. Sue Christopher . . . . . *Secretary*  
 Certified Professional Secretary

**Nursing**

(423) 882-4605

- Sharon Tanner . . . . .*Division Chair*  
 B.S.N., University of Tennessee — Nursing  
 M.S.N., University of Tennessee — Nursing (1985)  
 Registered Nurse
- Carol Smith . . . . .*Secretary*  
 A.S., Roane State Community College — Office Adm. (1981)  
 Certified Professional Secretary (1990)

**Social Science/Education/P.E.**

(423) 882-4582

- Don Lanza . . . . .*Division Chair*  
 B.A., University of Tennessee at Chattanooga — History  
 M.A., University of Tennessee — History  
 Ph.D., University of Tennessee — History (1991)
- Lynn Duncan . . . . .*Secretary*  
 Certified Professional Secretary

**Emeritus**

- Anne P. Minter . . . . .*Faculty Emeritus*  
 B.S., Georgia College at Milledgeville — Chemistry; M.A., Duke University —  
 Microbiology; Ed.D., University of Tennessee — Science in Higher Education  
 (1973 - 1988)

**RECIPIENTS, FACULTY AWARD FOR TEACHING EXCELLENCE  
 SARAH ELLEN BENROTH AWARD**

1981	Bruce Fisher	Math-Science
1982	David Mullins	Humanities
1983	Agnes NamKung	Business & Economics
1984	Bill Yates	Humanities
1985	Larry Works	Social Science
1986	Steve Wheeler	Social Science
1987	Susan Garner	Health, P.E., & Recreation
1988	Stephanie Morris	Math-Science
	Barbara Phillips	Academic Development
1989	Irving Glover	Math, Natural and Social Science
1990	Jim Knox	Humanities & Education
1991	Frank L. (Pete) Charton	Math, Natural and Social Science
1992	Bruce L. Borin	Humanities & Education
1993	James Kring	Math-Science
1994	Becky Howard	Math-Science
1995	Myrian Works	Nursing
1996	Lil Gomez del Campo	Social Science
1997	Pat Bailey	Math-Science

## FACULTY

NOTE: (date) indicates date of last degree

- ANDREACO, JANE . . . . . *Instructor of Radiologic Technology*  
 A.S., Medical College of Virginia — Radiologic Technology  
 A.S., Roane State Community College — Minimicrocomputer Technology (1984)  
 Registered Technologist (Radiography)
- ANDREWS, REBECCA L. . . . . *Associate Professor of Business*  
 B.S., Tennessee Technological University — Accounting  
 M.S., Oklahoma State University — Accounting (1967)  
 C.P.A., State of Tennessee
- ASBURY, CATHY . . . . . *Instructor of Radiologic Technology*  
 A.S., Roane State Community College — Radiologic Technology  
 B.S., Tusculum College — Human Resources and Administrative Mgmt (1996)  
 Registered Technologist (Radiography)
- BACKSTROM, KURT A. . . . . *Assistant Professor/Program Director of  
 Physical Therapy Assistant*  
 B.S., Indiana University of Pennsylvania — Health and Physical Education  
 M.S., University of Kentucky — Physical Education  
 B.S., Howard University — Physical Therapy (1979)
- BACKSTROM, SUZANNE M. . . . . *Associate Professor, PTA Program  
 Coordinator of Clinical Education*  
 B.S., University of North Dakota — Physical Therapy (1978)
- BADGER, ROGER A. . . . . *Instructor of EMT/Paramedic*  
 A.S., Hocking Technical College — Emergency Medical Technology (1982)  
 Licensed Tennessee State Paramedic
- BAILEY, LEONARD C. . . . . *Professor of Business*  
 B.S., University of Tennessee — Personnel Management  
 M.B.A., Pace University — Labor-Management Relations (1976)
- BAILEY, PATRICIA G. . . . . *Professor of Mathematics*  
 A.S., Roane State Community College — General  
 B.A., University of Tennessee — Biology  
 M.S.S.W., University of Tennessee — Social Work  
 Ph.D., University of Tennessee — Instructional Theory and Practice  
 in Mathematics (1996)
- BALDWIN, ELAINE B. . . . . *Professor of Nursing*  
 B.S.N., University of South Carolina — Nursing  
 M.N., Emory University — Nursing (1964)  
 Ed.D., University of Tennessee (1993)  
 Registered Nurse
- BARNES, DELORISE C. . . . . *Professor of Business*  
 B.S., Livingstone College — Business Education  
 M.S., University of Tennessee — Business Education  
 Ed.D., University of Tennessee — Vocational-Technical Education (1978)
- BARRIGA, MARIA . . . . . *Assistant Professor of Spanish*  
 B.A., Universida Catholica — Spanish  
 Ph.D., University of Tennessee — Spanish (1991)
- BARTH, ROBERT C. . . . . *Associate Professor of Philosophy/Mathematics*  
 B.S., Union University — Mathematics  
 M.S., University of Tennessee — Mathematics Education (1978)

- BELL, DAVID W. . . . . *Associate Professor of Mathematics*  
B.S., North Carolina State — Math Education  
M.A.T., Duke University — Math Education (1973)
- BODINE, MARK . . . . . *Instructor of EMT-Paramedic*  
Licensed Tennessee State Paramedic
- BORIN, BRUCE L. . . . . *Associate Professor of Speech*  
B.S., University of Nebraska — Education  
M.A., East Tennessee State University — English and Speech (1975)
- BOULDIN, C. LARRY . . . . . *Professor of Mathematics*  
B.A., David Lipscomb College — Mathematics  
M.S., Middle Tennessee State University — Mathematics  
Ed.D., University of Tennessee — Curriculum and Instruction, Mathematics  
Education (1982)
- BROWN, DARNETA . . . . . *Associate Professor of Nursing*  
B.S.E., University of Tennessee — Education  
A.D.N., Tennessee State University — Nursing  
M.S.N., University of Tennessee — (1992)  
Registered Nurse
- BROWN, JAMES E. . . . . *Associate Professor of Art*  
B.A., Athens College — Art  
M.A., University of Alabama — Art (1966)
- BROWN, KYRA . . . . . *Instructor of Health Information Technology*  
A.S., Roane State Community College (1989)  
A.R.T., Accredited Record Technician  
C.C.S., Certified Coding Specialist
- BROWN, PATRICIA . . . . . *Associate Professor of Mathematics*  
A.S., Roane State Community College — Secondary Education/Mathematics  
B.S., Tennessee Technological University — Secondary Education/Mathematics  
M.S., Tennessee Technological University — Secondary Education  
Ed.D., University of Tennessee — Curriculum and Instruction/Mathematics  
Education (1996)
- BURGISS, JANET B. . . . . *Associate Professor of Mathematics*  
B.A., Meredith College — Mathematics  
M.M., University of Tennessee — Mathematics (1992)
- BYRD, RODNEY . . . . . *Instructor of EMT-Paramedic*  
A.A.S., Roane State Community College — General Technology (1996)  
Licensed Tennessee State Paramedic
- BYRNE, JANET O. . . . . *Professor of Education*  
B.S., Tennessee Technological University — Home Economics Education  
M.S., University of Tennessee — Child and Family Studies  
Ed.D., Vanderbilt University — Higher Education Administration (1989)
- BYRNE, THOMAS E. . . . . *Professor of Biology*  
B.S., Tennessee Technological University — Biology  
M.S., Tennessee Technological University — Biology  
M.S., University of Tennessee — Nuclear Engineering  
Ph.D., University of Tennessee — Botany, Microbiology (1984)  
Certified National Registry of Microbiologists

- CANTRELL, BRUCE . . . . . *Assistant Professor of Biology*  
 A.S., Roane State Community College — General  
 B.S., Tennessee Technological University — Biology  
 M.S., The American University — Biology (1985)
- CARROLL, JAMES . . . . . *Associate Professor of Physics*  
 A.B., Center College — Physics/Mathematics  
 M.S., University of Tennessee — Mathematics (1968)
- CHARTON, FRANK L. . . . . *Professor of Physical Science*  
 B.A., George Peabody College — Social Studies  
 M.A., Michigan State University — Geography  
 Ph.D., Michigan State University — Geography (1972)
- CHILDERS, CYNTHIA A. . . . . *Assistant Professor of Computer Science*  
 B.S., University of Tennessee — Computer Science  
 M.S., Vanderbilt University — Computer Science (1994)
- CHILDS, VICKIE . . . . . *Assistant Professor/Clinical Coordinator for  
 Radiologic Technology*  
 A.S., Roane State Community College — Radiologic Technology  
 B.S., College of St. Francis — Health Arts (1992)
- CHITWOOD, DORIS . . . . . *Associate Professor of Mathematics*  
 B.S., Cumberland College — Mathematics  
 M.A., Cumberland College — Secondary Education  
 Ed.S., Tennessee Technological University — Administration and Supervision  
 (1987)
- CHUNG, MICHAEL . . . . . *Assistant Professor of Health Physics*  
 B.S., Southeast Missouri State — Agriculture  
 M.S., University of Missouri — Soil Physics  
 M.S., University of Missouri — Nuclear Engineering (1990)
- CLAUSON, JAMES R. . . . . *Director of Quality Training*  
 A.S., Daytona Community College — Business Administration  
 B.S., Florida Technological University — Business Administration  
 M.S., Murray State University — Manufacturing Engineering (1990)
- CONDON, JAMES B. . . . . *Professor of Chemistry*  
 A.B., State University of New York at Binghamton  
 Ph.D., Iowa State University (1968)
- CORDELL, SHARON . . . . . *Associate Professor of Education*  
 B.S., Cumberland College — Education/English  
 M.S., Tennessee Technological University — Education/Reading (1974)
- CROWE, MARGARET W. . . . . *Associate Professor of Nursing*  
 Riverside Hospital School of Nursing  
 B.S., University of Tennessee — Education  
 M.S., University of Tennessee — Child and Family Studies  
 M.S.N., University of Tennessee (1986)  
 Registered Nurse
- CUNNINGHAM, EVELYN . . . . . *Laboratory Coordinator*  
 B.A., Huntingdon College — Biology  
 M.A., Tennessee Technological University — Educational Psychology and Counselor Education

- CURRAN, MICHAEL . . . . . *Professor/Program Director  
Dental Hygiene*  
B.S., University of Nebraska  
D.D.S., University of Nebraska (1972)
- DEAKINS, B. DIANE . . . . . *Assistant Professor of English*  
B.S., University of Tennessee — English Education  
M.A., Tennessee Technological University — English (1995)
- DENISON, BETTY N. . . . . *Associate Professor of Mathematics*  
B.A., Meredith College — Mathematics  
M.R.E., Southwestern Baptist Theological Seminary — Religious Education (1972)
- DOYLE, JAMES A. . . . . *Professor of Psychology*  
B.A., Aquinas College — Psychology  
M.A., Xavier University — Clinical Psychology  
Ph.D., University of Saskatchewan — Social-Clinical Psychology (1973)
- DUNCAN, RANDALL . . . . . *Assistant Professor of Computer Science*  
B.S., UT-Knoxville — Finance and Banking  
M.S., UT-Knoxville — Technological and Adult Education (1989)
- DYER, BARBARA A. . . . . *Associate Professor of English*  
B.A., Hamline University — Physical Education & Health  
M.Ed., Colorado State University — Reading Education (1976)
- EASTRIDGE, DARRELL M. . . . . *Associate Professor  
Respiratory Therapy Clinical Director*  
A.S., Cleveland State Community College  
Certified Respiratory Therapy Technician  
Registered Respiratory Therapist  
B.A., Ottawa University — Health Care and Education  
M.A.T., Carson Newman College  
Ed.S., Lincoln Memorial University — Curriculum Instruction (1994)
- EAVES, STEPHEN R. . . . . *Assistant Professor of Music*  
B.M., Union University — Music Education  
M.M., University of Mississippi — Choral Conducting (1990)
- EDWARDS, LINDA M. . . . . *Associate Professor of Biology*  
B.S., University of Tennessee — Botany  
M.S., University of Tennessee — Botany (1967)
- EISELSTEIN, MARY SUZIN . . . . . *Associate Professor of English*  
B.S., Middle Tennessee State University — English  
M.A., Middle Tennessee State University — English (1977)
- ELEAZER, ELLEN . . . . . *Associate Professor of Music*  
B.A., Tennessee Wesleyan College — Piano  
M.M., University of Tennessee — Conducting (1978)
- EVANS, JANET C. . . . . *Laboratory Technician of Academic Development*  
B.S., Purdue University — Home Economics  
M.S., University of Tennessee — Curriculum and Instruction,  
English Education (1994)
- EVANS, KENNETH . . . . . *Associate Professor of Mathematics*  
B.S., Xavier University — Math Education (1961)  
M.A., Tennessee Technological University — Curriculum and Instruction/  
Math (1994)

- FISHER, BRUCE . . . . . *Professor of Biology*  
 B.S., Lincoln Memorial University — Biology  
 M.S., University of Tennessee — Zoology  
 Ph.D., University of Tennessee — Zoology (1974)
- FOLTZ, RICHARD . . . . . *Associate Professor of Business*  
 B.S., University of Wisconsin — Education  
 M.B.A., University of Dallas — Business (1979)
- FOLTZ-GRAY, DANIEL A. . . . . *Associate Professor of English*  
 B.A., University of Pennsylvania — English Literature  
 M.A., University of Chicago — English (1974)
- FREEMAN, FAYE . . . . . *Associate Professor of Nursing*  
 A.S., East Tennessee State University — Nursing  
 B.S., East Tennessee State University — Health Education  
 B.S.N., East Tennessee State University  
 M.S.N., University of Tennessee (1990)  
 Registered Nurse
- GALLOWAY, PAMELA . . . . . *Assistant Professor of Biology*  
 B.A., Seton Hill College — Biology  
 Ph.D., University of Tennessee — Biomedical Sciences (1994)
- GARNER, SUSAN A. . . . . *Associate Professor of Physical Education*  
 B.S., Middle Tennessee State University — Health, Physical Education, Recreation  
 M.Ed., Middle Tennessee State University — Health, Physical Education,  
 Recreation (1974)
- GLENN, BETTY . . . . . *Assistant Professor of Business and Computer Science*  
 A.A.S., Roane State Community College  
 B.A., University of Tennessee  
 M.B.A., Tennessee Technological University (1989)
- GOFF, PAULA . . . . . *Instructor/Program Director of Polysomnography*  
 Registered Polysomnographic Technologist (1984)
- GOGGIN, MICHAEL T. . . . . *Assistant Professor/Program Director for Opticianry*  
 B.A., State University of New York at Buffalo — Anthropology  
 A.A.S., Erie Community College — Ophthalmic Dispensing (1978)
- GOMEZ DEL CAMPO, LIL . . . . . *Associate Professor of History*  
 B.A., University of Mexico — History, Mathematics  
 M.A., University of Mexico — History, Art History (1969)
- GOWAN, JOYE E. . . . . *Associate Professor of Mathematics*  
 B.S., Oklahoma Baptist University — Mathematics  
 M.Ed., Central State University — Secondary Education/Mathematics (1983)
- HARJALA, DAVID E. . . . . *Associate Professor of Mathematics*  
 B.S., Northern Michigan University — Physics  
 M.A., Northern Michigan University — Mathematics Education (1980)
- HARRISON, MICHAEL M. . . . . *Associate Professor of Biology*  
 B.S., University of Wisconsin-Madison — Biology  
 M.S., University of Wisconsin-Madison — Medical Microbiology  
 Ph.D., University of Wisconsin-Madison — Zoology (1987)
- HEIDINGER, GARY L. . . . . *Associate Professor of Sociology*  
 B.S., Bethel College — History  
 M.A., George Peabody College — History (1965)

- HILL, LESHA . . . . . *Assistant Professor/Program Director  
Respiratory Therapy*  
A.S., Roane State Community College — Respiratory Therapy  
B.S., Tusculum College — Applied Organizational Management (1991)  
Registered Respiratory Therapist
- HILLIARD, PEGGY . . . . . *Assistant Professor of English*  
B.A., Furman University — English Literature  
M.A., University of Tennessee — English Literature  
Ph.D., University of Tennessee — English Literature (1989)
- HOAGLAND, JUDY K. . . . . *Associate Professor of Economics*  
B.S., Middle Tennessee State University — Political Science  
M.A., University of Tennessee — Political Science (1973)
- HOAGLAND, WILLIAM M. . . . . *Associate Professor of Political Science  
and History*  
B.S., Lambuth College — History  
M.S.S., University of Mississippi — History (1966)
- HOLDER, MABRE M. . . . . *Associate Professor of Business*  
B.S., Middle Tennessee State University — Business (Marketing)  
M.B.A., Middle Tennessee State University — Business (Marketing) (1974)
- HOWARD, REBECCA M. . . . . *Associate Professor of Mathematics*  
B.S., North Carolina State — Mathematics  
M.A.M., North Carolina State — Mathematics (1968)
- HOWARD, WILLIAM D. . . . . *Division Chair of Health Sciences  
Associate Professor of Radiologic Technology*  
A.A.S., Morehead State University — Radiologic Technology  
B.U.S., Morehead State University — Education  
M.A., Morehead State University — Adult Higher Education (1985)  
Registered Technologist (Radiography)
- HYDER, DAN . . . . . *Associate Professor/Program Director  
Environmental Health Technology*  
B.S., East Tennessee State University — Environmental Health  
M.E.S., University of Oklahoma — Environmental Science (1980)
- JENKINS, ANTHONY . . . . . *Associate Professor of Biology*  
B.S., University of Tennessee — Animal Husbandry  
D.V.M., Auburn University (1968)
- JONES, JOHNNY . . . . . *Women's Basketball Coach  
Assistant Professor of Physical Education*  
A.A., Martin College  
B.S., Middle Tennessee State University — Physical Education  
M.S.S., United States Sports Academy — Fitness Management
- JONES, MICHELLE . . . . . *Associate Professor/Clinical Coordinator  
Dental Hygiene*  
B.S., East Tennessee State University — Community Health (1978)  
Registered Dental Hygienist
- JORDAN-HENLEY, JENNIFER . . . . . *Assistant Professor of English  
Writing Specialist*  
B.S., Middle Tennessee State University — English  
M.A., Middle Tennessee State University — English Literature (1988)



- KEEFE, PAULA . . . . . *Instructor/Program Director of Somatic Therapy*  
 M.A., University of Northern Iowa — Home Economics Education  
 Carlson College of Massage Therapy (1991)  
 Licensed Massage Therapist
- KING, ADOLF A. . . . . *Division Chair of Math/Science*  
*Associate Professor of Chemistry*  
 B.S., City of Leicester Polytechnic — Applied Chemistry  
 M.S., Imperial College of Science and Technology, London University —  
 Analytical Chemistry  
 D.I.C., Imperial College of Science and Technology, London University —  
 Analytical Chemistry  
 Ph.D., Imperial College of Science and Technology, London University —  
 Analytical Chemistry (1976)
- KIRKPATRICK, MELVIN A. . . . . *Professor of Mathematics/Education*  
 B.S., Tennessee Technological University — Mathematics, Secondary Education  
 M.S.T., Middle Tennessee State University — Mathematics  
 Ed.D., University of Tennessee — Curriculum and Instruction, Mathematics  
 Education (1978)
- KNOX, JAMES M. . . . . *Associate Professor of English*  
 B.S., Tennessee Technological University — Secondary Education, French  
 M.A., Tennessee Technological University — English (1978)
- KRING, JAMES B. . . . . *Associate Professor of Biology*  
 B.S., Maryville College — Biology  
 M.S., University of Tennessee — Botany (1965)
- LANZA, DONALD L. . . . . *Division Chair/Assistant Professor of History*  
 B.A., University of Tennessee at Chattanooga-History  
 M.A., University of Tennessee-History  
 Ph.D., University of Tennessee-History (1991)
- LeMAY, CHARLENE L. . . . . *Associate Professor of Nursing*  
 B.S.N., Vanderbilt University — Nursing  
 M.S.N., University of Tennessee (1986)  
 Registered Nurse
- LICATA, SALVATRICE D. . . . . *Instructor of Opticianry*  
 A.A.S., Mater Dei College — Ophthalmic Dispensing (1991)  
 A.O.S., Albany Business College — Accounting and Business Administration  
 Licensed Optician
- LIVINGSTON, LONA . . . . . *Associate Professor of Speech*  
 B.A., Emerson College — English and Speech  
 M.A., University of Florida — Speech and Theatre (1967)
- MALVEAUX, KENNETH R. . . . . *Associate Professor of English*  
 B.A., University of Southwestern Louisiana — English  
 M.S., Tennessee State University/Vanderbilt University — Management of Social  
 Service Programs (1976)
- MANHART, SHIRLEY . . . . *Associate Professor of Computer Science Technology*  
 B.S., Mississippi University for Women  
 M.A.T., Mississippi State University — Community College Teaching (1985)

- MANNING, WANDA . . . . . *Associate Professor of Reading and Education*  
 A.S., Roane State Community College  
 B.S., Tennessee Technological University — Education  
 M.A., Tennessee Technological University — Secondary Education (1982)  
 Ed.D., University of Tennessee
- MARSH, LINDA . . . . . *Program Director, Medical Transcription*  
 A.S., Steed College — Medical Secretarial Science (1974)  
 A.R.T., Accredited Records Technician
- MARTIN, JAMES E. . . . . *Associate Professor of Reading and Education*  
 A.S., Roane State Community College — General  
 B.S., University of Tennessee — Elementary Education  
 M.S., University of Tennessee — Curriculum and Instruction  
 Ed.D., University of Tennessee — Curriculum and Instruction (1995)
- McNUTT, ALISON M. . . . . *Associate Professor of Mathematics*  
 B.A., University of Alabama — History  
 M.M., University of Tennessee — Math (1976)
- MILES, DEBORAH I. . . . . *Assistant Professor of Mathematics*  
 B.S., Louisiana State University — Mathematics Education  
 M.M., University of Tennessee — Mathematics (1990)
- MILLER, DONALD E. . . . . *Professor of Anthropology and Sociology*  
 B.S., Brigham Young University — Youth Leadership  
 B.A., Brigham Young University — Archaeology  
 M.A., Brigham Young University — Archaeology  
 Ph.D., University of Tennessee — Education (1987)
- MILLS, CHRISTINE . . . . . *Assistant Professor of Nursing*  
 R.N., Ft. Sanders Regional Medical Center  
 B.S., University of Tennessee — Public Health  
 M.S.N., University of Tennessee — Nursing
- MONDAY MARILYN L. . . . . *Associate Professor of English*  
 B.S., University of Tennessee — English  
 M.A., University of Tennessee — English (1984)
- MOORE, ALICE A. . . . . *Associate Professor/Program Director*  
*Medical Record Technology*  
 B.S., Indiana University — Medical Records Administration (1967)  
 R.R.A., Registered Record Administrator  
 C.C.S., Certified Coding Specialist
- MURRAY, WILLIAM P. . . . . *Associate Professor of Physics/*  
*Engineering Technology*  
 B.S., University of Cincinnati — Chemical Engineering  
 M.S., University of Tennessee — Chemical Engineering (1970)
- NEELY, JANET . . . . . *Instructor of Occupational Therapy Assistant*  
 Nashville State Technical Institute — Certified Occupational Therapy  
 Assistant (1982)  
 A.A.S., Roane State Community College — Occupational Therapy Assistant (1995)
- NESBIT, RANDY . . . . . *Assistant Professor of Business*  
*Men's Basketball Coach*  
*Athletic Director*  
 B.S., The Citadel — Business Administration  
 M.B.A., The Citadel (1986)

- ORR, KAREN S. . . . . *Associate Professor of Mathematics*  
 B.S., University of Tennessee — Secondary Science Education  
 M.M., University of Tennessee — Mathematics (1991)
- PALATINUS, DEBORAH T. . . . . *Associate Professor of Biology*  
 B.S., University of Tennessee — Zoology  
 M.S., University of Tennessee — Zoology (1971)
- PEAVYHOUSE, MYRA K. . . . . *Associate Professor of English*  
 A.S., Roane State Community College — Biology  
 B.S., Tennessee Wesleyan College — Biology  
 B.A., Tennessee Wesleyan College — English  
 M.A., East Tennessee State University — English (1991)  
 Developmental Education Specialist (1989)
- PHILLIPS, BARBARA . . . . . *Associate Professor of Mathematics*  
 B.S., St. Bonaventure University — Math  
 M.S., St. Bonaventure University — Mathematics Education (1973)
- PORTER, GAIL H. . . . . *Associate Professor/Program Director*  
*Radiologic Technology*  
 A.S., Walters State Community College — Radiologic Technology  
 B.A., Maryville College — Social Science (1983)  
 Registered Technologist (Radiography)
- POULIN, GERALD D. . . . . *Associate Professor of English*  
 B.A., Middle Tennessee State University — French and English  
 M.A.C.T., Middle Tennessee State University — English (1971)
- POWELL, JOHN ERIC . . . . . *Instructor of EMT-Paramedic*  
 B.S., Western Carolina University (1991)  
 Licensed Tennessee State Paramedic
- POWERS, ANNE S. . . . . *Associate Professor of Art/*  
*Computer Art Program Director*  
 B.F.A., University of Tennessee  
 M.S., University of Tennessee — Art Education  
 M.F.A., University of Tennessee — Graphic Design (Computer Enhanced Design)  
 (1995)
- PUCKETT, DAVID . . . . . *Professor of Business/Economics*  
 B.S., Tennessee Technological University — Accounting  
 M.B.A., Middle Tennessee State University — Business  
 Ed.D., North Carolina State University — Adult and Community College  
 Education (1994)
- REYNOLDS, PATRICIA . . . . . *Assistant Professor of Medical*  
*Laboratory Technology*  
 B.A., University of Mississippi — Chemistry  
 M.P.H., University of Tennessee — Health Planning and Administration (1995)  
 ASCP, Medical Technologist
- ROBINSON, JEAN . . . . . *Instructor of Radiologic Technology*  
 B.A., Immaculate Heart College — English (1964)  
 Registered Technologist (Radiography)
- ROPER, PAULA . . . . . *Assistant Professor of English Literature*  
 B.A., Fisk University — English Literature  
 M.A., Northwestern University — English Literature (1974)

- RUDOLPH, JOHNNIE J. . . . . *Associate Professor of Math/Science*  
 A.S., Cleveland State — Design and Drafting  
 B.A., University of Tennessee — Architecture (1976)
- SAFDIE, ROBERT . . . . . *Associate Professor of Psychology/Business*  
 B.A., University of Tennessee — Psychology  
 M.A., Middle Tennessee State University — General Clinical Psychology (1976)
- SAIDAK, LANCE R. . . . . *Professor of Physical Education*  
 B.S., Springfield College — Physical Education  
 M.Ed., Florida Atlantic University — Physical Education  
 Ed.D., University of Tennessee — Physical Education (1976)
- SAIDAK, LEONA . . . . . *Associate Professor of Mathematics*  
 B.S., Tennessee Technological University — Secondary Education/Mathematics  
 M.S., Florida Atlantic University — Education Guidance and Counseling  
 Curriculum (1970)
- SAIN, SUSAN J. . . . . *Assistant Professor/Program Director*  
*Occupational Therapy Assistant*  
 B.S., University of Wisconsin — Occupational Therapy  
 M.S., University of Tennessee — Health Education/Promotion (1994)
- SCHUBERT, RUSSELL B. . . . . *Chair, Business and Environmental Technologies/*  
*Associate Professor of Environmental Sciences*  
 B.S., Tennessee Technological University — Agriculture  
 M.Ed., Stephen F. Austin State University — Counseling (1974)
- SELLIN, HELEN G. . . . . *Associate Professor of Chemistry*  
 B.S., University of Chicago — Biochemistry  
 Ph.D., University of Chicago — Biochemistry (1964)
- SEXTON, JEFF . . . . . *Associate Professor of Mathematics*  
 B.S., Tennessee Technological University — Business Administration  
 M.A., Tennessee Technological University — Educational Administration and  
 Supervision (1991)
- SIMMONS, E. ALLISON . . . . . *Associate Professor of Geology*  
 B.S., Florida State University — Geology  
 M.S., University of Tennessee — Geology (1983)
- SLAGLE, JUDITH B. . . . . *Division Chair of Humanities and*  
*Associate Professor of English*  
 B.S., East Tennessee State University — English Literature  
 M.A., East Tennessee State University — English Literature  
 Ph.D., University of Tennessee — English Literature (1991)
- SMITH, BILLY L. . . . . *Associate Professor of Mathematics*  
 B.A., Union College — Chemistry  
 M.M., University of Tennessee — Mathematics (1974)
- SMITH, CHARLES E. . . . . *Professor of Mathematics*  
*Director of Academic Development*  
 B.S., Middle Tennessee State University — Mathematics  
 M.M., University of Tennessee — Mathematics  
 Ed.D., University of Tennessee, Knoxville — Educational Administration (1981)
- SMITH, MARIA A. . . . . *Assistant Professor/Program Director*  
*EMT-Paramedic*  
 B.S.N., University of Detroit (1970)  
 C.E.N., Certified Emergency Nurse  
 Licensed Tennessee State Paramedic

- SPITZER, PRISCILLA W. . . . . *Associate Professor of Nursing*  
 B.S.N., Emory University — Nursing  
 M.N., Emory University — Adult Health Nursing (1977)  
 Registered Nurse
- STELLER, DAN . . . . . *Director of Institute for Environmental Health and Safety*  
 B.A., Arizona State University — History  
 M.S., Arizona State University — Counseling (1961)
- STEPHENS, KENNETH W. . . . . *Associate Professor of Computer Science*  
 B.S., Middle Tennessee State University — Management  
 M.B.A., Middle Tennessee State University — Management (1974)
- STEPHENSON, LUCY . . . . . *Assistant Professor of Nursing*  
 B.S., Southern Benedictine College — Biology  
 M.S.N., University of Tennessee (1992)  
 Registered Nurse  
 Certified Invasive Cardiovascular Technology
- TANNER, SHARON . . . . . *Division Chair/Associate Professor of Nursing*  
 B.S.N., University of Tennessee — Knoxville  
 M.S.N., University of Tennessee — Knoxville (1985)  
 Registered Nurse
- TEETER, W. SCOTT . . . . . *Associate Professor of Police Science*  
 B.S., Eastern Kentucky University — Law Enforcement  
 M.S., Eastern Kentucky University — Criminal Justice Education (1976)
- THAIS, DAVID F. . . . . *Associate Professor of Business*  
 B.S., Indiana State University — Management  
 M.B.A., Indiana State University — Business Administration (1974)  
 C.P.A., State of Tennessee
- THOMAS, BOB F. . . . . *Professor of Business*  
 B.S., University of Tennessee — Marketing  
 M.B.A., University of Tennessee — Industrial/Personnel Management  
 D.B.A., University of Tennessee — Management (1984)
- THOMAS, JOHN K. . . . . *Assistant Professor of History*  
 B.S., Austin Peay State University — History  
 M.A., Austin Peay State University — History  
 Ph.D., University of Tennessee — History (1990)
- THOMASON, SARAH K. . . . . *Associate Professor of English*  
 B.S., University of Tennessee — Education  
 M.S., University of Tennessee — English Education (1974)
- TINDELL, MARSHA BUTLER . . . . . *Assistant Professor of Psychology*  
 B.M.E., Morehead State University — Music Education  
 M.S., University of Tennessee — Educational & Counseling Psychology  
 Ph.D., University of Tennessee — Educational Psychology (1994)
- TRENTHAM, JEAN . . . . . *Associate Professor of Business*  
 A.A., Hiwassee Junior College — Business Administration  
 B.S., East Tennessee State University — Business Education  
 M.A., East Tennessee State University — Business Education (1980)  
 C.P.S., 1977
- TUCKER, JENNIFER D. . . . . *Associate Professor of EMT-Paramedic Program*  
 B.S.N., University of Tennessee — Nursing  
 M.S., University of Tennessee — Exercise Physiology (1987)

- WADDLE, JOETTE . . . . . *Associate Professor of English*  
 B.A., Tennessee Technological University — English  
 B.S., Tennessee Technological University — Secondary Education  
 M.A., University of Tennessee — English (1985)
- WARD, ALLEN S. . . . . *Assistant Professor of Chemistry*  
 B.A., West Virginia University — Chemistry  
 M.S., West Virginia University — Chemistry (1985)
- WATSON, DOROTHY . . . . . *Assistant Professor of Nursing*  
 R.N., Erlanger School of Nursing, Chattanooga  
 B.S.N., University of Tennessee, Chattanooga  
 M.S.N., University of Tennessee, Knoxville
- WHALEY, CHRISTOPHER L. . . . . *Assistant Professor of Legal Assisting*  
 B.S., Middle Tennessee State University — Political Science  
 J.D., University of Tennessee College of Law — Law (1994)  
 Licensed Attorney (Tennessee)
- WHITE, BETTY . . . . . *Assistant Professor/Program Director of  
 Medical Laboratory Technology*  
 B.S., University of Tennessee Center for the Health Sciences — Medical  
 Technology  
 M.A.T., University of Memphis — Curriculum and Instruction (1987)  
 ASCP, Medical Technologist
- WHITING, VALERIE . . . . . *Assistant Professor of Occupational Therapy Assistant*  
 B.S., Indiana University — Occupational Therapy  
 M.S., Eastern Washington — Applied Psychology (1987)
- WILLIS, JR. ALVIN T. . . . . *Laboratory Technician*  
 B.S., University of Tennessee — Pre-Veterinary/Animal Science (1976)
- WINDHAM, DONALD L. . . . . *Associate Professor of Psychology*  
 A.A., Macon College — Social Science and Psychology  
 B.S., Berry College — Psychology  
 Ph.D., University of Tennessee — Psychology (1989)
- WORKS, LARRY P. . . . . *Associate Professor of Psychology  
 Baseball Coach*  
 B.S., East Tennessee State University — Health and Physical Education  
 M.S., University of Montana — Health, Physical Education and Psychology (1968)
- WORKS, MYRIAN . . . . . *Associate Professor of Nursing*  
 B.S., University of Tennessee — Nursing  
 M.S.N., University of Tennessee — Nursing (1979)  
 Registered Nurse
- WRIGHT, GARY . . . . . *Associate Professor of Mathematics*  
 B.S., University of Tennessee — Mathematics  
 M.S., University of Tennessee — Mathematics (1975)
- YATES, LAURA . . . . . *Assistant Professor of Nursing*  
 B.S.N., University of North Carolina  
 M.S.N., University of Tennessee (1983)  
 Registered Nurse
- YATES, WILLIAM B. . . . . *Associate Professor of Speech and Theatre*  
 B.A., Tennessee Wesleyan College — History  
 M.A., University of Tennessee — Public Address and Theatre Arts (1962)

### ADJUNCT FACULTY

The adjunct faculty listed here have served Roane State Community College for five or more years.

- ANDERSON, ROBERT ..... *Humanities/History*  
M.A., Mississippi State University — History (1961)
- ATKISSON, LOVELLE ..... *Art*  
Ed.D., George Peabody — Art (1976)
- AUSMUS, JUANITA ..... *Computer Science*  
B.B.A., Lincoln Memorial University (1991)
- BERG, WILLIAM T. .... *Chemistry*  
Ph.D., Western Reserve University — Chemistry (1955)
- BREWSTER, MARY ANN ..... *Writing*  
M.A., Cumberland College — English (1985)
- BROOKE, WILLIAM A. .... *Math/Physics*  
M.S., Indiana University — Secondary Education (1971)
- BROWN, STEPHEN S. .... *Music*  
B.S., University of Tennessee — Jazz Studio Music (1982)
- BUCK, VELMA ..... *Math*  
M.A., Vanderbilt University — Mathematics (1968)
- BUTTURINI, RICHARD S. .... *Computer Science*  
M.S., University of Tennessee — Management Science (1982)
- BYRD, MARY ELIZABETH ..... *Math*  
M.A., Union College — Secondary Education (1982)
- CARTER, JUDITH ..... *English*  
M.A., George Peabody — English (1964)
- COFFEY, LINDA ..... *Study Skills*  
M.A., Tennessee Tech University — Reading (1973)
- COOPER, LANCE ..... *Speech*  
M.A., University of Tennessee — Speech Communications (1977)
- DERBY, ROGER ..... *Physics/Chemistry*  
D.S.C., Colorado School of Mines — Metallurgical Engineering (1968)
- DESJEAN, TOM ..... *Sociology*  
M.A., University of Florida — Anthropology (1986)
- DOUGHTY, FLOYD ..... *Police Science*  
M.A., Tennessee Technological University — Education (1982)
- DUNAWAY, LOURDES ..... *Music*  
M.A., Cuba — Music Performance/Theory  
M.A., Tennessee Technological University — Elementary Education (1988)
- DUNIGAN, JAMES ..... *Economics*  
Ph.D., University of Tennessee — Geography (1969)
- DUNIGAN, FLORINDA ..... *Spanish*  
M.A., Tennessee Technological University — Special Education (1977)
- FARMER, WILLIAM M. (MIKE) ..... *Accounting*  
M.B.A., University of Tennessee (1976)

- FERRELL, CINDY . . . . . *Music*  
M.A., University of Tennessee — Vocal Performance (1990)
- GOSLEE, BRENDA . . . . . *Music*  
M.A., University of Tennessee — Organ Performance (1988)
- GRAY, SUE M. . . . . *Medical Records*  
A.S., Roane State Community College — Medical Record Technology  
B.A., Stephens College — Health Information Management  
R.R.A., Registered Record Administrator
- HAMBY, STEVE . . . . . *EMT-Paramedic*  
Licensed Tennessee State Paramedic
- HANDLEY, MICHELLE . . . . . *English*  
M.A., Texas Tech University — English (1970)
- HERD, VALERIE . . . . . *Sociology*  
M.S., University of Tennessee (1995)
- HUDGINS, CAROL . . . . . *Art*  
M.F.A., University of Tennessee — Art (1987)
- HUMPHREY, DENNIS . . . . . *Police Science*  
J.D., Nashville School of Law — Law (1981)
- IHDE, WILLIAM M. . . . . *Physics*  
M.S., Massachusetts Institute of Technology — Electrical Engineering (1948)
- JEFFERS, JACK R. . . . . *Computer Science*  
B.S., Tennessee Technological University — Mathematics (1966)
- JEFFERS, JODI . . . . . *Math*  
M.M., University of Tennessee — Mathematics (1990)
- KING, PAULETTE TODD . . . . . *Mathematics*  
B.S., University of Tennessee — Mathematics (1983)
- MASON, ANTHONY P. . . . . *Business*  
B.S., East Tennessee State University — Business Management/Economics (1965)
- MCCLLOUD, PEGGY . . . . . *English*  
M.A., Tennessee Technological University — English (1982)
- MERRIWEATHER, ROOSEVELT . . . . . *Chemistry*  
B.S., Stillman College — Chemistry (1978)
- MILLER, GREG . . . . . *History*  
J.D., University of Tennessee Law School — Law (1982)
- MURPHY, TRESSA . . . . . *Mathematics*  
M.M., University of Tennessee — Mathematics (1992)
- NAGGE, HAROLD . . . . . *Music*  
M.A., University of Tennessee — Music (1994)
- NICKLE, LINDA . . . . . *English*  
M.A., University of Tennessee — English (1986)
- NOWLIN, ANNE . . . . . *Psychology*  
M.S., University of Tennessee — Educational Psychology (1980)
- NUGENT, BARBARA . . . . . *Writing*  
B.A., Cambridge Institute of Education — England (1954)
- NUGENT, GERALD B. . . . . *Mathematics*  
B.S., London University (England) — Civil Engineering (1950)



- PEARMAN, JOEL E. . . . . *Business Law*  
J.D., University of Tennessee — Law (1973)
- PEERY, MALISSA . . . . . *Mathematics*  
M.A., University of Tennessee — Mathematics (1993)
- PHILLIPS, PAUL . . . . . *Police Science*  
J.D., Vanderbilt — Law (1975)
- REGAN, STACY . . . . . *Math*  
M.A., Tennessee Technological University — Curriculum and Instruction (1996)
- RUSSEL, LONNIE . . . . . *Physical Education*  
M.A., Union College — Education (1980)
- SCARBROUGH, VERA . . . . . *English*  
M.A., Middlebury College — English (1987)
- SCOTT, LINDA . . . . . *Writing*  
M.A., Tennessee Technological University — Reading (1980)
- SHAW, JOHN . . . . . *Biology*  
D.V.M., University of Tennessee (1987)
- SHLOUSH, MARCIA . . . . . *Nursing*  
B.S., University of Tennessee — Nursing (1976)  
M.S., University of Tennessee — Child and Family Services (1986)
- STANLEY, SHARON . . . . . *English*  
M.A., Tennessee Technological University — English (1979)
- STAPLETON, FRANCES . . . . . *Reading*  
M.A., Eastern Michigan University — Reading (1983)
- THOMAS, MARGARET . . . . . *Mathematics*  
M.A., San Diego State University — Mathematics (1974)
- THOMPSON, PATRICIA . . . . . *English*  
M.A., Middle Tennessee State University (1971)
- UNDERWOOD, HAROLD L. . . . . *Mathematics*  
B.S., Mississippi State — Science Education  
M.S.C.S., University of Mississippi — Mathematics  
Ed.D., Auburn University — Educational Administration (1971)
- WALSH, JANE . . . . . *Biology*  
M.S., University of Tennessee — Ornamental Horticulture and  
Landscape Design
- WARNER, DAVID . . . . . *Speech*  
M.A., Memphis State University — Rhetoric/Communications (1973)
- WILLIAMS, HILDA . . . . . *Reading/Writing*  
B.A., Wake Forest University — English (1953)

## ROANE STATE COMMUNITY COLLEGE FOUNDATION

### Board of Directors

1998-99

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| C.S. Harvey, Owner<br>Harvey's Furniture Company<br>Oliver Springs, TN                      | Doug Wilson, Pharmacist<br>Rite-Aid<br>Rockwood, TN  |
| James M. Henry<br>Vice President of Omni Vision Inc.<br>Nashville, TN                       | T.K. Wright<br>Senior Vice President (retired)<br>NationsBank<br>Oak Ridge, TN                             |

### Roane County Advisory Board

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| Charlotte Stephens<br>Community Volunteer  | David Freeman<br>General Manager, Tennessee<br>Valley Region<br>IMCO              |
| Carol Grametbauer<br>Director, Corporate and<br>Community Affairs<br>Lockheed-Martin | Ken Jones<br>Sales Center Manager<br>Johnston Coca-Cola Bottling Company          |
| Jody McCloud<br>Principal<br>Roane County High School                                | Steve Scarborough<br>Engineering Vice President<br>Dagger Canoe                   |
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| Mary Davis<br>Community Volunteer  | Charles Holiway<br>Plant Manager<br>Horsehead Resource Development                |
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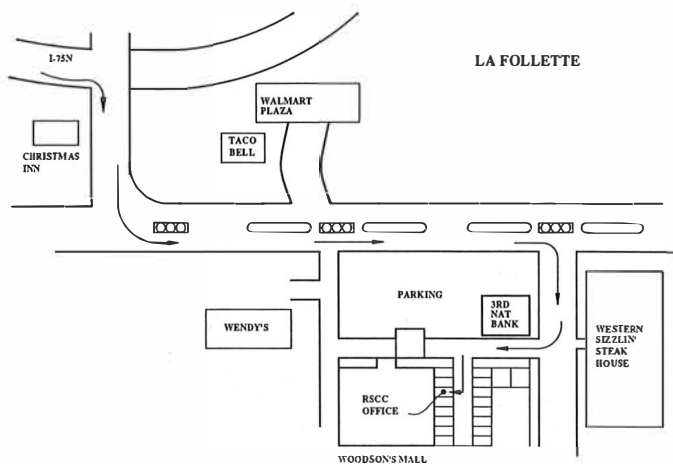
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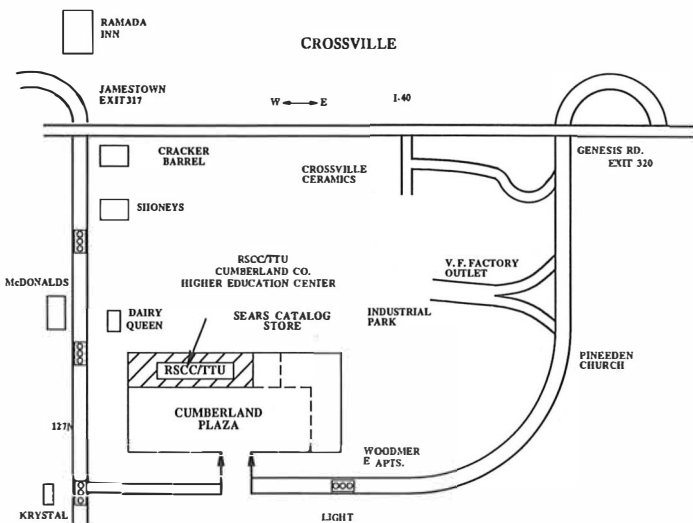


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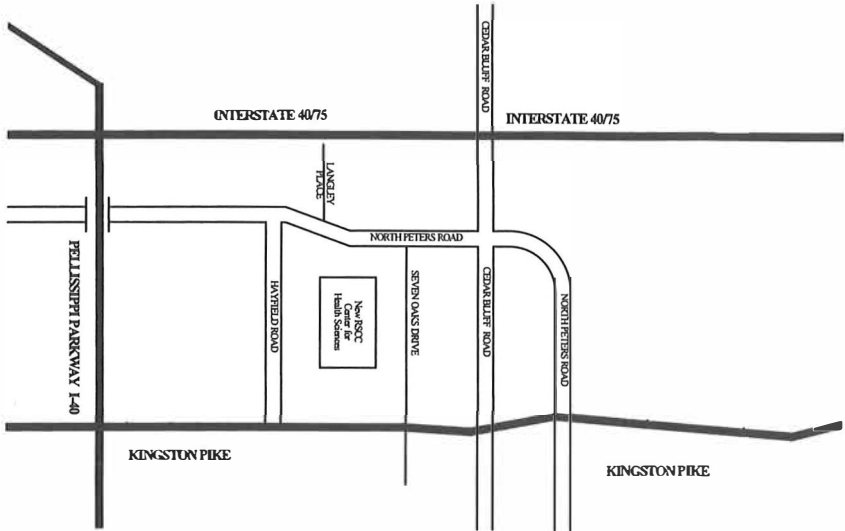
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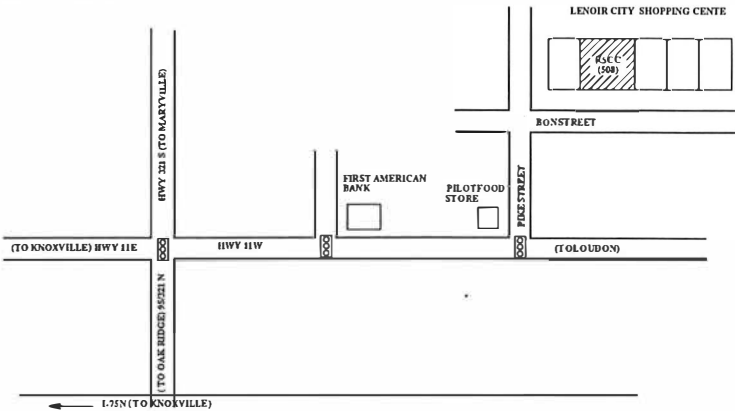


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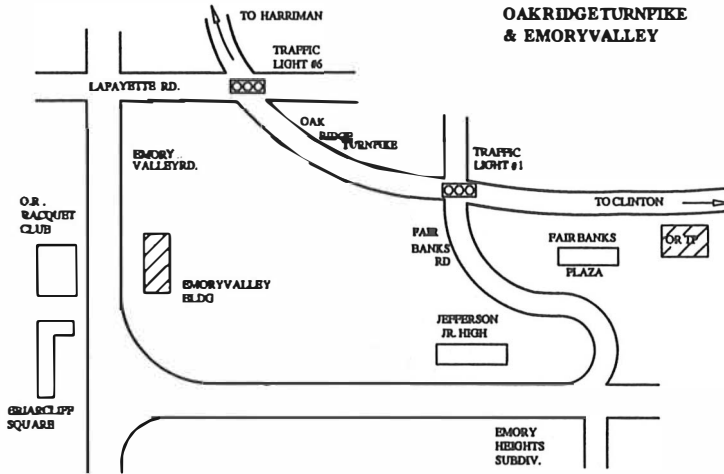


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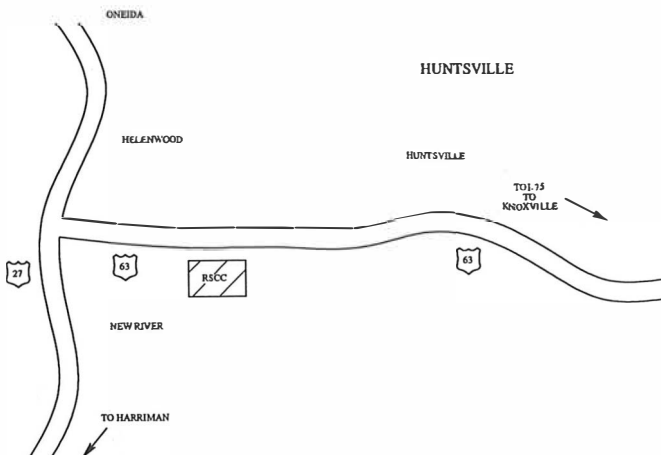
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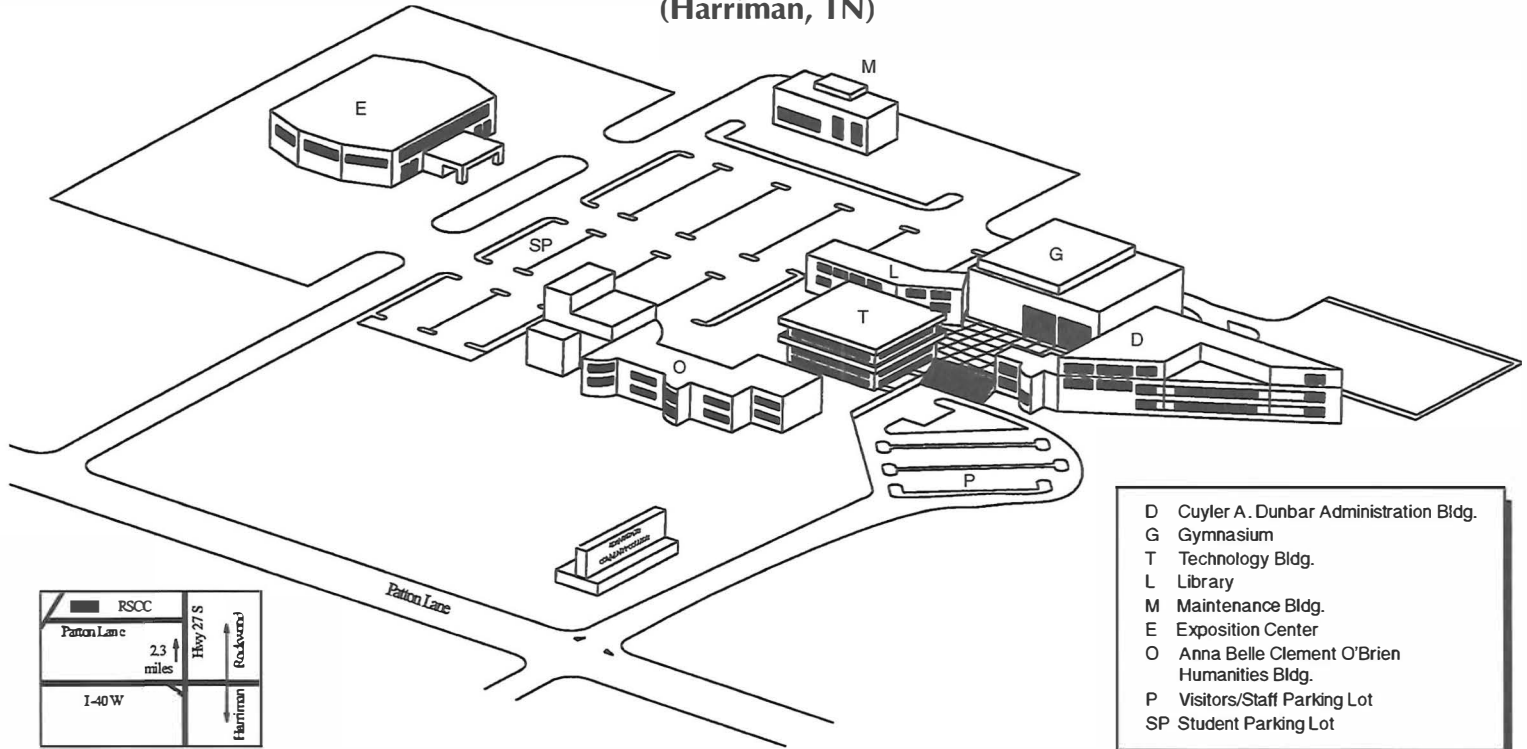
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