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## About this Catalog

Roane State 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. This catalog is not intended to state contractual terms and does not constitute a contract between the student and the institution. The most current edition of this catalog can be found at <http://www.roanestate.edu>. Enrollment of all students is subject to these conditions.

Roane State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Roane State Community College.

# Campus Locations

<b>Main Campus Roane County</b>	276 Patton Lane Harriman, TN 37748 (865) 354-3000 1-866-GO2-RSCC Fax (865) 882-4562 <a href="http://www.roanestate.edu">http://www.roanestate.edu</a>
<b>Oak Ridge Branch Campus</b>	701 Briarcliff Avenue Oak Ridge, TN 37830 (865) 481-2000 1-866-GO2-RSCC ext. 2100
<b>Campbell County Center</b>	201 Independence Lane LaFollette, TN 37766 (423) 562-7021 1-866-GO2-RSCC ext. 4534
<b>Cumberland County Center</b>	2567 Cook Road Crossville, TN 38571 (931) 456-9880 1-866-GO2-RSCC ext. 4532
<b>Fentress County Center</b>	632 North Main Street Jamestown, TN 38556 (931) 752-8320 1-866-GO2-RSCC ext. 4625
<b>Knox County Center for Health Sciences</b>	132 Hayfield Road Knoxville, TN 37922 (865) 539-6904 1-866-GO2-RSCC ext. 2323
<b>Loudon County Center</b>	100 W. Broadway, Suite 131 Lenoir City, TN 37771 (865) 986-1525 1-866-GO2-RSCC ext. 4670
<b>Morgan County Center</b>	150 Longview Drive Wartburg, TN 37887 (423) 346-8700 1-866-GO2-RSCC ext. 4664
<b>Scott County Center</b>	410 W.H. Swain Boulevard Huntsville, TN 37756 (423) 663-3878 1-866-GO2-RSCC ext. 4694

# Academic Calendar

## 2011 Fall Semester

### Full Term

Web Registration Begins	Monday	April 4
Faculty Report	Monday	August 22
Classes Begin	Saturday	August 27
Last Day for 100% Refund for Full Term	Sunday	August 28
Last Day to Add Classes or Register Late	Thursday	September 1
Last Day to Change from Audit to Credit	Thursday	September 1
Labor Day Holiday	Monday	September 5
Graduation Applications for Fall Due	Tuesday	September 6
Last Day for 75% Refund for Full Term	Saturday	September 10
Last Day for 25% Refund for Full Term	Thursday	September 22
Graduation Applications for Spring/ Summer Due	Friday	October 7
Fall Break	Monday- Tuesday	October 17-18
Last Day to Withdraw from Classes	Friday	November 4
Last Day to Change from Credit to Audit	Friday	November 4
Thanksgiving Holiday	Thursday- Sunday	November 24-27
Last Day of Classes	Monday	December 12
Examination Period	Tuesday- Thursday	December 13-15
Grades Due - Noon	Friday	December 16

### Accelerated Terms (Five Weeks)

Last Day for 100% Refund for Term I	Sunday	August 28
Term I Begins	Monday	August 29
Last Day for 75% Refund for Term I	Thursday	September 1
Labor Day Holiday	Monday	September 5
Last Day for 25% Refund for Term I	Tuesday	September 6
Last Day to Withdraw from Term I	Monday	September 19
Term I Ends	Monday	October 3
Last Day for 100% Refund for Term II	Monday	October 3
Term II Begins	Tuesday	October 4
Last Day for 75% Refund for Term II	Saturday	October 8
Last Day for 25% Refund for Term II	Thursday	October 13
Fall Break	Monday- Tuesday	October 17-18
Last Day to Withdraw from Term II	Tuesday	October 25
Last Day for 100% Refund for Term III	Tuesday	November 8
Term III Begins	Wednesday	November 9
Last Day for 75% Refund for Term III	Saturday	November 12
Term II Ends	Monday	November 14
Last Day for 25% Refund for Term III	Wednesday	November 16
Thanksgiving Holiday	Thursday- Sunday	November 24-27
Last Day to Withdraw from Term III	Friday	December 2
Term III Ends	Thursday	December 15

### First 7 Week Classes

Classes Begin	Saturday	August 27
Last Day to Add Classes or Register Late	Saturday	August 27
Last Day to Change from Audit to Credit	Saturday	August 27
Last Day for 100% Refund	Sunday	August 28
Last Day for 75% Refund	Thursday	September 1
Labor Day Holiday	Monday	September 5
Last Day for 25% Refund	Thursday	September 8
Last Day to Withdraw	Tuesday	September 27
Last Day to Change from Credit to Audit	Tuesday	September 27
Last Day of Classes	Friday	October 14

### Second 7 Week Classes

Last Day for 100% Refund	Wednesday	October 19
Classes Begin	Thursday	October 20

Last Day to add Classes or Register Late	Thursday	October 20
Last Day to Change from Audit to Credit	Thursday	October 20
Last Day for 75% Refund	Tuesday	October 25
Last Day for 25% Refund	Monday	October 31
Last Day to Withdraw	Thursday	November 24
Last Day to Change from Credit to Audit	Thursday	November 24
Thanksgiving Holiday	Thursday-Sunday	November 24-27

Last Day of Classes	Sunday	December 11
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**10 Week Classes**

Last Day for 100% Refund	Monday	September 26
Classes Begin	Tuesday	September 27
Last Day to Add Classes or Register Late	Friday	September 30
Last Day to Change from Audit to Credit	Friday	September 30
Last Day for 75% Refund	Wednesday	October 5
Last Day for 25% Refund	Friday	October 14
Fall Break	Monday-Tuesday	October 17-18

Last Day to Withdraw	Thursday	November 17
Last Day to Change from Credit to Audit	Thursday	November 17
Thanksgiving Holiday	Thursday-Sunday	November 24-27

Last Day of Classes	Monday	December 12
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Accelerated, 7 week, 10 week and Weekend classes observe the same holidays and breaks as Full Term Classes. Please refer to the Contemporary Management website for specific dates of each accelerated class. <http://www.roanestate.edu/mgt>

## 2012 Spring Semester

**Full Term**

Web Registration Begins	Monday	November 14, 2011
Faculty Report	Thursday	January 5
Last Day for 100% Refund for Full Term	Wednesday	January 11
Classes Begin	Thursday	January 12
Martin Luther King Holiday	Monday	January 16
Last Day to Add Classes or Register Late	Wednesday	January 18
Last Day to Change from Audit to Credit	Wednesday	January 18
Last Day for 75% Refund for Full Term	Thursday	January 26
Last Day for 25% Refund for Full Term	Tuesday	February 7
Spring Break	Monday-Sunday	March 5-11
Last Day to Withdraw from Classes	Friday	March 23
Last Day to Change from Credit to Audit	Friday	March 23
Academic Festival	TBA	
Good Friday Holiday	Friday	April 6
Last Day of Classes	Monday	April 30
Examination Period	Tuesday-Thursday	May 1-3
Grades Due - Noon	Friday	May 4
Graduation	Friday-Saturday	May 4 & 5

**Accelerated Terms (Five Weeks)**

Last Day for 100% Refund for Term I	Wednesday	January 11
Term I Begins	Thursday	January 12
Last Day for 75% Refund for Term I	Tuesday	January 17
Last Day for 25% Refund for Term I	Saturday	January 21
Last Day to Withdraw from Term I	Friday	February 3
Last Day for 100% Refund for Term II	Wednesday	February 15
Term II Begins	Thursday	February 16
Term I Ends	Monday	February 20
Last Day for 75% Refund for Term II	Monday	February 20

Last Day for 25% Refund for Term II	Saturday	February 25
Spring Break	Monday-Sunday	March 5-11

Last Day to Withdraw from Term II	Wednesday	March 14
Last Day for 100% Refund for Term III	Wednesday	March 28
Term III Begins	Thursday	March 29
Last Day for 75% Refund for Term III	Sunday	April 1
Term II Ends	Monday	April 2
Last Day for 25% Refund for Term III	Thursday	April 5
Good Friday Holiday	Friday	April 6
Last Day to Withdraw from Term III	Friday	April 20
Term III Ends	Wednesday	May 2

**First 7 Week Classes**

Last Day for 100% Refund	Wednesday	January 11
Classes Begin	Thursday	January 12
Last Day to Add Classes or Register Late	Thursday	January 12
Last Day to Change from Audit to Credit	Thursday	January 12
Martin Luther King Holiday	Monday	January 16
Last Day for 75% Refund	Wednesday	January 18
Last Day for 25% Refund	Tuesday	January 24
Last Day to Withdraw	Sunday	February 12
Last Day to Change from Credit to Audit	Sunday	February 12
Last Day of Classes	Wednesday	February 29

**Second 7 Week Classes**

Last Day to 100% Refund	Monday	March 12
Classes Begin	Tuesday	March 13
Last Day to Add Classes or Register Late	Tuesday	March 13
Last Day to Change from Audit to Credit	Tuesday	March 13
Last Day for 75% Refund	Sunday	March 18
Last Day for 25% Refund	Friday	March 23
Academic Festival	TBA	
Good Friday Holiday	Friday	April 6
Last Day to Withdraw	Friday	April 13
Last Day to Change from Credit to Audit	Friday	April 13
Last Day of Classes	Monday	April 30

**10 Week Classes**

Last Day for 100% Refund	Monday	February 13
Classes Begin	Tuesday	February 14
Last Day to Add Classes or Register Late	Friday	February 17
Last Day to Change from Audit to Credit	Friday	February 17
Last Day for 75% Refund	Wednesday	February 22
Last Day for 25% Refund	Thursday	March 1
Spring Break	Monday-Sunday	March 5-11
Academic Festival	TBA	
Last Day to Withdraw	Thursday	April 5
Last Day to Change from Credit to Audit	Thursday	April 5
Good Friday Holiday	Friday	April 6
Last Day of Classes	Monday	April 30

Accelerated, 7 Week, 10 Week and weekend classes observe the same holidays and breaks as Full Term Classes. Please refer to the Contemporary Management website for specific dates of each accelerated class. <http://www.roanestate.edu/mgt>

## 2012 Summer Semester

**Expanded Term**

Web Registration Begins	Monday	April 2
Last Day for 100% Refund for Expanded Term	Sunday	May 6
Classes Begin	Monday	May 7
Last Day to Add Classes or Register Late	Wednesday	May 9
Last Day to Change from Audit to Credit	Wednesday	May 9
Last Day to 75% Refund for Expanded Term	Wednesday	May 16

Last Day to 25% Refund for Expanded Term	Friday	May 25
Last Day to Withdraw from Classes	Friday	June 29
Last Day to Change from Credit to Audit	Friday	June 29
Last Day of Classes	Friday	July 27
Grades Due - Noon	Monday	July 30

**Maymester**

Last Day for 100% Refund for Maymester Classes Begin	Sunday	May 6
Last Day to Add Classes or Register Late	Monday	May 7
Last Day to Change from Audit to Credit	Tuesday	May 8
Last Day for 75% Refund for Maymester	Tuesday	May 8
Last day for 25% Refund for Maymester	Tuesday	May 8
Last Day to Withdraw from Classes	Thursday	May 10
Last Day to Change from Credit to Audit	Friday	May 18
Last Day of Classes	Friday	May 18
	Friday	May 25

**Full Term**

Last Day of 100% Refund for Full Term Classes Begin	Sunday	June 3
Last Day to Add Classes or Register Late	Monday	June 4
Last Day to Change from Audit to Credit	Wednesday	June 6
Last Day for 75% Refund for Full Term	Wednesday	June 6
Last Day for 25% Refund for Full Term	Saturday	June 9
Fourth of July Holiday	Saturday	June 16
Last Day to Withdraw from Classes	Wednesday	July 4
Last Day to Change from Credit to Audit	Monday	July 9
Last Day of Classes	Monday	July 9
	Friday	July 27

**First Term**

Last Day for 100% Refund for First Term Classes Begin	Sunday	June 3
Last Day for 75% Refund for First Term	Monday	June 4
Last Day to Add Classes or Register Late	Wednesday	June 6
Last Day to Change from Audit to Credit	Wednesday	June 6
Last Day for 25% Refund for First Term	Wednesday	June 6
Last Day to Withdraw from Classes	Saturday	June 9
Last Day to Change from Credit to Audit	Wednesday	June 20
Last Day of Classes	Wednesday	June 20
	Friday	June 29

**Second Term**

Last Day for 100% Refund for Second Term Classes Begin	Sunday	July 1
Fourth of July Holiday	Monday	July 2
Last Day for 75% Refund for Second Term	Wednesday	July 4
Last Day to Add Classes or Register Late	Thursday	July 5
Last Day to Change from Audit to Credit	Thursday	July 5
Last Day for 25% Refund for Second Term	Thursday	July 5
Last Day to Withdraw from Classes	Sunday	July 8
Last Day to Change from Credit to Audit	Wednesday	July 18
Last Day of Classes	Wednesday	July 18
	Friday	July 27

First Term Contemporary Management accelerated courses begin June 4  
 Second Term Contemporary Management accelerated courses begin June 20.

Please refer to the Contemporary Management website for specific dates of each accelerated class. <http://www.roanestate.edu/mgt>

# General Information

## List of Academic Programs

**Associate of Arts (A.A.) Degree Program****Areas of Emphasis:**

Art  
 Computer Art & Design  
 English  
 Exercise Science/Health & Wellness  
 General  
 History  
 Music  
 Psychology  
 Social Science  
 Social Work  
 Sociology

**Associate of Science (A.S.) Degree Program****Areas of Emphasis:**

Agriculture  
 Art  
 Art Education  
 Biology  
 Business Administration  
 Business Education  
 Chemistry  
 Computer Art & Design  
 Computer Science  
 Early Childhood Education  
 Elementary Education  
 Exercise Science/Health & Wellness  
 Forestry  
 General  
 History  
 Mathematics  
 Music  
 Music Education  
 Physical Science  
 Political Science  
 Pre-Dentistry  
 Pre-Engineering  
 Pre-Law  
 Pre-Medicine  
 Pre-Nursing  
 Pre-Pharmacy  
 Pre-Veterinary  
 Psychology  
 Secondary Education  
 Social Science  
 Social Work  
 Sociology  
 Special Education  
 Theatre  
 Wildlife and Fisheries

**Associate of Science in Teaching (A.S.T.) Degree Program**

K-6 Elementary Education

**Associate of Applied Science (A. A. S.) Degree Programs**

Allied Health Sciences  
 Business Management Technology  
   Accounting Option  
   Business Administration Option  
   Business Management Option  
   Computer Science Option  
   E-Commerce Option  
   General Business Option  
 Contemporary Management  
 Criminal Justice

Dental Hygiene Technology  
 Early Childhood Education  
 Environmental Health Technology  
 General Technology  
 Geographic Information Systems  
 Health Information Technology  
 Nursing (RN)  
 Occupational Therapy Assistant  
 Opticianry  
 Paralegal Studies  
 Physical Therapist Assistant  
 Radiologic Technology  
 Respiratory Therapy Technology

#### **Technical Certificate Programs**

Computer Science  
 Geographic Information Systems  
 Homeland Security

#### **Allied Health Science Certificates**

Diagnosis & Procedural Coding  
 Emergency Medical Technology  
 Massage Therapy  
 Medical Transcription  
 Paramedic  
 Pharmacy Technician  
 Polysomnography

## Accreditation

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The college's career preparation programs are accredited as follows:

#### **Business Management Technology**

Association of Collegiate Business Schools and Programs (ACBSP)

#### **Contemporary Management**

Association of Collegiate Business Schools and Programs (ACBSP)

#### **Dental Hygiene**

Commission on Dental Accreditation of the American Dental Association

#### **EMT-Paramedic**

Committee on Accreditation of Educational Programs for the EMS Professions— CoAEMSP and Commission on Accreditation of Allied Health Education Programs

#### **Health Information Technology**

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)

#### **Massage Therapy**

Commission on Massage Therapy Accreditation

#### **Nursing**

National League for Nursing Accreditation Commission

#### **Occupational Therapy Assistant**

Accreditation Council for Occupational Therapy Education

#### **Opticianry**

Commission on Opticianry Accreditation

#### **Physical Therapist Assistant**

Commission on Accreditation in Physical Therapy Education

#### **Polysomnography**

Committee on Accreditation of Polysomnographic Technologist Education (CoAPSG)

Commission on Accreditation of Allied Health Education Programs

#### **Radiologic Technology**

Joint Review Committee on Education in Radiologic Technology

#### **Respiratory Therapy Technology**

Commission on Accreditation for Respiratory Care (CoARC)

## Statement of Mission and Purpose

*Roane State's vision is to enhance individual lives and the economic development of the region by serving as the higher education center of choice for its communities, bringing the highest standards of educational quality within the reach of students wherever they live and work.*

Roane State Community College is a comprehensive, public, two-year postsecondary institution and a member of the State University and Community College System governed by the Tennessee Board of Regents. Roane State serves the higher education needs of a widely diverse 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. At multiple staffed teaching locations and with a wide range of distance-learning offerings, Roane State brings the benefits of higher education within the reach of all who live and work in these different communities.

Roane State awards the associate of arts and associate of science degrees to students who wish to transfer to a four-year college or university. For those students seeking immediate career opportunities, licensure, or professional skill upgrading, Roane State awards the associate of applied science degree as well as technical certificates of credit. The college offers career programs for the 21st century workplace and has achieved regional and national distinction for the diversity and quality of its programs in the field of health care. To meet the needs of students who must balance multiple career and family priorities in the pursuit of their educational goals, Roane State offers programs in flexible and convenient instructional formats and has developed cooperative partnerships with area K-12 schools, the Tennessee Technology Centers, and four-year institutions to facilitate a seamless transition through all stages of the educational process.

Roane State provides a challenging and nurturing learning environment which encourages and inspires students to meet the high expectations and standards needed for responsible citizenship and to embrace the concept of learning as a lifelong endeavor. Regardless of their program of study, Roane State students are provided a sound foundation in critical thinking, problem-solving, and communication skills and exposed to a curriculum which broadens their understanding and respect for wellness, diverse ideas and cultures, and a sense of the global community.

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, industry, and public service providers to offerings for cultural, aesthetic, and recreational awareness and enjoyment.

Just as Roane State values lifelong learning as the key to thriving in a complex and rapidly changing world, so too the college embraces technology as the driver which will power those changes and is committed to integrating the most efficient and effective uses of technology throughout the institution for the enhancement of learning and of service. Inside and outside the classroom, Roane State students are given a foundation in the use of technology required to succeed in 21st century society.

Roane State's success can only be measured by the success of its students and by maintaining its demonstrated reputation as a center for higher education excellence. The ongoing assessment of educational outcomes and administrative objectives and a firm commitment to the change and evolution necessary to ensure continuous improvement will enable the college to fulfill its vision for those it serves. The college community affirms as its highest values honesty and integrity, respectful communication, and a commitment to personal and professional accountability.

Roane State remains committed to the education of a non-racially identifiable student body and promotes diversity and access without regard to race, gender, religion, national origin, age, disability, or veteran status.

## College History

### Roane State's Beginnings

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.

### Facilities Growth

RSCC opened in temporary quarters at the former Fairmont Elementary School in Harriman in the fall of 1971. In the fall of 1973, the college moved into its first permanent building on the main campus in Roane County.

Groundbreaking for the second building on the Roane State campus was held in January 1977. This three-story Technology Building 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 Center for Teaching Arts and Technology. 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.

Phase I of the East Tennessee Agricultural Exhibition Center was completed in 1988 at the Roane County campus. Phase II was completed in 2000. The facility continues to host a variety of agricultural, civic and community events.

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, a former Scott Countian who generously provided a \$1 million gift to help build the new campus. The center's library was named after Scott County native Howard H. Baker, Jr., former senator and chief-of-staff for President Reagan. Baker's memorabilia and world-renowned photographs are displayed throughout the facility. 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 after 13 years of support by community and political leaders. The Humanities Building was opened for classes in the spring of 1997.

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

Roane State occupied a new facility in Knox County to accommodate Health Sciences education that Roane State provides in the expanded service area of Knox and Blount counties. The facility houses classrooms for nursing, respiratory therapy, polysomnography, and EMT/paramedic programs.

Another hard-won dream of the college became a reality when the Oak Ridge Branch Campus celebrated the dedication of its permanent, state-of-the-art, 120,000 square foot facility on August 13, 1999. The building is named in honor of State Senator Randy McNally and former State Representative David Coffey in recognition of their contributions and leadership in the campaign for the permanent Oak Ridge Branch Campus.

In October 2001, dedication ceremonies were held to celebrate the opening of a multi-million dollar facility in which Roane State leases space for the Loudon County Higher Education Center. The college shares this facility with the Loudon County Career Center and the Lenoir City Public Library. City and county officials worked closely with the college to make this valuable community resource a reality after a 1999 fire destroyed the downtown block in Lenoir City where the center now stands.

In November 2004, a ribbon-cutting ceremony was held to celebrate the opening of the Fentress County Higher Education Center in Jamestown.

The facility is located on property leased from York Institute and consists of five portable units provided by the Fentress County Board of Education. A bronze plaque was presented to Guy and Claudine Pinckley for their effort in providing most of the financial resources necessary to make the center a reality.

In 2005, the Campbell County Higher Education Center was completed. This 18,000 sq. ft. building in Lafollette replaced the college's leased center in Woodson's Mall. Thanks to a bequest by Lillian Michaelis and a land gift by Ed Wheeler, Campbell County now enjoys a permanent college campus.

In spring 2008, the Morgan County Higher Education Center opened thanks to the support of Wayne and Margaret Solomon whose significant financial contributions made the campus possible. Lawrence and Eva Hines gave the college the land on which the campus is located.

In July 2011, the \$1.28 million Cumberland Business Incubator (CBI) opened on the Cumberland County campus. Financing for the CBI was supported with federal, state and local resources. The Cumberland County Commission and Crossville City Council each committed \$250,000 for the construction of the CBI. In addition, Roane State received an \$880,000 grant from the U.S. Commerce Department's Economic Development Administration.

**Student Population Growth**

Roane State was projected to be the second or third smallest two-year state college when it opened its doors in the fall of 1971 – enrolling 323 students in 35 classes taught by 20 faculty. Over the years, the college enjoyed a consistently upward trend in enrollment with two notable student growth areas - off-campus and distance learning.

Roane State now serves more than 6,800 students who are enrolled for credit. In addition, more than 40,000 individuals become involved in the various non-credit courses, seminars, workshops, cultural activities, exposition events and special educational services offered by the college.

**Dual Studies**

Dual studies classes allow high school students to earn college credit and high school credit at the same time. Roane State first offered these courses in 1997. The college's program, called First Class, has experienced tremendous growth. By spring 2011, the number of high school students taking dual studies had grown to 1,311. To put that number in perspective, if dual enrollment were considered as a RSCC campus during spring 2011, it would have enrolled more students than seven others centers.

**International Education**

The college has made tremendous strides in preparing students to live and work in a global society. In 2008, the college brought in its first large group of visiting international students and has since welcomed many more. Roane State has also expanded international travel opportunities for students. Destinations have included Denmark, France, Italy, England, Ecuador and other countries.

**Technology**

In 1992, Roane State became the first Tennessee community college to offer classes through live video conferencing, and in 1996, RSCC offered its first Web classes. The college has continued to expand the number of courses offered through live video conferencing and online. In 2008, the college received a grant to add video classroom technology

into area high schools, allowing students to take RSCC courses in their own high schools.

The college, with the City of Harriman, launched Channel 15 television station in 2011. In addition to being a great source of local programming, Channel 15 is a key component of the college's mass communications program.

Also in 2011, Roane State made wireless Internet available on all campuses.

**Grant Funding**

Roane State, with the help of many partners, has been awarded several grants to support education initiatives in the college's service area. For example, in 2009, the college received an \$880,000 federal grant for the Cumberland Business Incubator (CBI). In 2010, Roane State received a \$2.86 million federal grant to launch the Advanced Materials Training and Education Center (AMTEC). Roane State continues to succeed in winning grants and implementing grant-funded projects.

**The Presidents of Roane State**

In May of 1970, Dr. Cuyler A. Dunbar was selected as the first president of the college.

With 18 years of service to the college, President Dunbar left 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 February 2000, Dr. Sherry Hoppe accepted an appointment as interim president at Austin Peay State University and was selected as the university's permanent president in January 2001. During this period, Vice President for Financial Services William S. Fuqua, III served as interim president of Roane State.

On October 15, 2001, Dr. Wade B. McCamey became Roane State's third president. In August of 2005, Dr. McCamey accepted the presidency of Walters State Community College in Morristown.

Dr. Gary Goff became Roane State's fourth president on August 19, 2005 after serving as an academic dean and vice president for business at Hillsborough Community College in Tampa, Florida.

**Milestones**

- 1974 The college was accredited by the Southern Association of Colleges and Schools to award the associate degree.
- 1976 77% of all students were taught on-campus.
- 1979 40% of all enrollment was off-campus.
- 1980-81 Roane State became the fourth-largest Tennessee community college.
- 1981 The governor stated that Roane State Oak Ridge and State Technical Institute at Knoxville should share a location on the Technology Corridor.
- 1981-82 Roane State became the third-largest Tennessee community college, by FTE.
- 1983-84 Women's basketball team won the national championship, the first for a two-year Tennessee college.
- 1985-86 Roane State became the second-largest Tennessee community college with 40% of its enrollment off-campus.

- 1989 All faculty and staff offices were equipped with a personal computer or terminal.
- 1989-90 Roane State became the first college in Tennessee to have electronic telephone registration.
- 1990-91 RSCC has more health science programs than any other two-year college in Tennessee.
- 1990-91 The college won the AACJC Exemplary Program and Services Award for Excellence of Off-campus Higher Education Centers.
- 1991-92 Telecourse programming began with two video courses in the fall and three more in the spring. A total of 250 students enrolled.
- 1992-93 The first distance learning (IDEA) classrooms to be offered by any Tennessee community college were installed. By 1995, with five compressed video classrooms, RSCC became the largest user of this technology among TBR community colleges.
- 1994-95 E-mail access became available to all RSCC students.
- 1996-97 The Tamke-Allan Observatory was completed in June on the Schweinler property overlooking Watts Bar Lake.
- 1996-97 RSCC offered its first classes on the World Wide Web.
- 1997 Roane State first offered dual studies classes.
- 2005-06 For an unprecedented fourth year, RSCC earned a perfect 100 points on the THEC Performance Funding Program evaluation.
- 2005-06 Career education programs had a 96% placement rate.
- 2005-06 RSCC students rated their entire educational experience higher than state or national peers.
- 2005-06 All former past presidents came "home" to kick off the college's celebration of 35 years of academic excellence.
- 2006-07 Over \$14 million was awarded in student financial aid.
- 2007 Bromma Pemberton Linville and Bill Swain, major benefactors of the college's Scott County campus, became the first people to receive honorary degrees from Roane State.
- 2007-08 Morgan County Center for Higher Education opened.
- 2008-09 Roane State received \$265,000 federal grant to add new interactive classrooms at area high schools and RSCC campuses.
- 2009 Roane State posted the highest retention rate of all community colleges in Tennessee, according to data from the Tennessee Board of Regents.
- 2009 Roane State established a college police department and named Matt Foster as its first Director of Public Safety and Chief of Police.
- 2009 The college received an \$880,000 federal grant for the Cumberland Business Incubator (CBI), paving the way for construction to begin.
- 2009 The Tennessee Board of Regents awarded an Academic Excellence Award to Roane State for the college's annual Academic Festival.
- 2009-10 Roane State experienced record enrollment with over 6,300 students attending.
- 2010 The college received a \$2.86 million federal grant to support educating workers in advanced materials technician-level training.
- 2010 Roane State completed its fundraising campaign to support expansion of the college's Oak Ridge campus.
- 2010 Roane State broke ground on the Cumberland Business Incubator at the Cumberland County campus.
- 2010 The Commission on Colleges of the Southern Association of Colleges and Schools reaffirmed Roane State's accreditation.
- 2010 The Oak Ridge campus expansion received final approval from the Tennessee Board of Regents.
- 2011 According to the Tennessee Higher Education Commission 2010-2011 Factbook, Roane State had the top 2009-2010 job placement rate (97 percent) of any community college in the state.
- 2011 Channel 15 television station, created by Roane State and the City of Harriman, went on the air and became a key component of the college's new mass communications program.
- 2011 The Cumberland Business Incubator (CBI) at the Cumberland County campus opened.
- 2011 Roane State made wireless Internet available on all campuses.



# Glossary

**Add deadline** - The latest date in a semester to add a course to a student's class schedule.

**Admission** – The process of being admitted to Roane State allowing you to register for classes. Completion of the admissions process does not constitute registration for classes.

**Admissions file** – The documents collected for admission to the college. These documents include application, transcripts, test scores, immunization record, and any other information required by the Admissions or Records and Registration Offices.

**Advisor** – A full-time faculty member who meets with designated students to help make curriculum choices and discuss progress toward achieving educational goals.

**Articulation agreement** – A document that outlines the curriculum agreed to by Roane State and a four-year college or university to satisfy the degree requirements at Roane State and at the receiving four-year institution.

**Associate's degree** – An associate's degree is awarded to students after completion of a core curriculum. Students completing options in University Parallel (transfer) programs receive the Associate of Science (A.S.) or Associate of Arts (A.A.) degree. Students who complete options in Career Preparation programs receive an Associate of Applied Science (A.A.S.) degree.

**Audit** – Taking a course but not for credit. Students pay required fees and attend class but are not required to complete assignments or take exams.

**Career Preparation** – An Associate of Applied Science degree program for students who wish to seek employment after completing two years of college work.

**Compass Test** – An assessment to identify a student's academic strengths and weaknesses in reading, writing, and mathematics. This information is used to provide advisement and placement in courses that best help the student improve skills in these areas, as well as study skills.

**Corequisite** – A course that is required to be taken simultaneously with another.

**Course** – A subject or class in which instruction is offered within a given period of time for a semester and for which credit toward a degree is given.

**Course load** – The total number of semester hours or credit hours in which a student is enrolled for a semester.

**Credit hour** – One hour of classroom study per week over the period of a semester.

**Curriculum** – The whole body of courses offered for study by the college or by a particular department.

**Drop deadline** – The latest date in a semester to add or drop a course from a student's class schedule.

**Elective** – A subject or course that is accepted toward fulfillment of credit for a degree or certificate but is not specifically required for that degree

or certificate. So termed because a student elects or chooses to take the course.

**Full-time student** – A student enrolled in 12 or more credit hours of coursework per semester.

**Grant** – Financial aid that does not have to be paid back.

**Humanities** – Any course at Roane State in art, literature, humanities, music, philosophy or theatre.

**Learning Support** - Foundation courses in English, math, reading, and study skills designed for students who are not fully prepared for college level courses. Placement in Learning Support courses is determined by ACT, SAT or Compass test scores.

**Loan** – Financial aid that must be paid back, usually within a specified time.

**Major** – The academic area offered by Roane State in which one specializes.

**Part-time student** – A student enrolled in less than 12 credit hours of coursework per semester.

**Physical/Natural Science** – Any science that deals with phenomena observable in nature – biology, chemistry and physics.

**Prerequisite** – A course requirement to be completed or a level of skill or knowledge to be demonstrated prior to enrollment in a course or program.

**Probation** – The status of students when their cumulative GPA drops below college standards. Students may still enroll while on probation.

**Readmit** – An Admissions form students must fill out if they have not attended Roane State for one or more semesters.

**R#** - A unique computer generated student identification number.

**Registration** – The process of officially enrolling in one or more courses. Students must be admitted to Roane State before they can register for classes.

**Semester** – A period of instruction lasting 15 weeks at Roane State. Two semesters, fall and spring, ordinarily compose a college year. The third semester, summer, is optional and may be used as a time to catch up or get ahead.

**Social Science** – Any course at Roane State in anthropology, economics, geography, political science, psychology, or sociology.

**Suspension** – The status of students when their cumulative GPA drops below Roane State's standards for two consecutive semesters. Students may not enroll while on suspension.

**Transcript** – An official record of academic history including coursework and grades.

**University Parallel** – Major programs of study designed primarily for students who wish to transfer to a four-year college or university and complete a baccalaureate degree. The credits earned from these programs lead to the A.S. or A.A degree.

# Admission Procedures

## Admission to the College

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

The Student Right to Know Act, 34 CFR 668.41, requires all institutions who participate in financial assistance programs under Title IV of the Higher Education Act of 1965 and who award athletically-related student aid to publish the freshmen rate of athletically-related financial aid and the graduation rate or completion rate for all first-time, full-time, degree or certificate seeking freshmen who entered college by fall of 1996 and subsequent years. This information is available upon request from the Admissions and Records Office.

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 Student Enrollment and Recruitment Office at (865) 882-4554 or 1-866-GO2-RSCC, ext. 4554. College tours may be scheduled at the Student Enrollment and Recruitment Office or at any off campus location.

Roane State Community College subscribes to the “open door” policy for admissions; however, prospective students must meet the admission requirement for the student classification for which they are seeking admission. If ACT or SAT scores and/or placement assessment results indicate any academic deficiencies, enrollment in certain courses could be limited. 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. Students must graduate from an approved high school, home school or receive a GED high school equivalency diploma and submit to the Admissions Office an official high school transcript or an official copy of GED scores. Transcripts for graduates from Tennessee public high schools must provide evidence that the student passed the required Tennessee Comprehensive Assessment Program (TCAP) or Gateway. **NOTE: The high school transcript must be a regular or honors diploma.** A special ed diploma or certificate of attendance DOES NOT meet this requirement.
2. Students must file an application for admission and submit a non-refundable application fee of \$20. The application form must have all appropriate spaces completed. Knowingly supplying false information on the application may result in denial of admission or disciplinary action if already admitted.
3. All students must complete the Certificate of Immunization or provide proof of two doses of Measles, Mumps, and Rubella (MMR) vaccines if born in or after 1957.
4. All students must complete and sign the Hepatitis B Health History form.
5. All freshman applicants under 21 years of age must submit ACT or SAT scores. Information on the ACT may be obtained from

the high school counselor, the Testing Center 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 039850. This number should be used to request that scores be sent to RSCC.

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

All correspondence concerning your admission file except college transcripts should be addressed to:

Admissions and Records Office  
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 Admissions and Records Office.

When all required documents have been received, 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 also advised when to appear for testing, counseling, and registration.

ADDITIONAL ADMISSION AND RETENTION REQUIREMENTS ARE IN EFFECT FOR ALLIED HEALTH SCIENCES AND NURSING PROGRAMS. PREFERENCE FOR ADMISSION WILL BE GIVEN TO RESIDENTS OF THE STATE OF TENNESSEE.

## General Student Classifications

### Degree Student

Applicants who take courses for credit which will apply toward a degree. Categories for degree-seeking students are First-Time College Student, Transfer Student, Readmitted Student, International Student, and Permanent Resident.

### First-Time College Student

A student pursuing a degree at Roane State and has never attended college before must complete the following:

1. Submit application for admission and non-refundable \$20 application fee.
2. Submit official high school transcripts or official copy of GED scores. Transcripts must be mailed directly to the Admissions and Records Office and should include date of graduation as well as verification that the student passed the required proficiency examination.

NOTE: The transcript of a home school student should be an official copy from an affiliated organization as defined by state law (T.C.A. 49-50-801). Transcripts from independent home school students must be accompanied by certification

of registration with the superintendent of the local education agency which the student would otherwise attend. (A form is available upon request from the Admissions and Records Office.) Students unable to provide a satisfactory secondary school credential may substitute acceptable GED scores.

3. All applicants under 21 years of age will be placed by ACT or SAT scores. Please see the placement chart at the end of this section. Roane State prefers the ACT but will accept the SAT. These scores will be used to determine the areas in which the student will be required to undergo placement assessment. Enrollment in the courses indicated by results of the assessment is mandatory.
4. All applicants 21 years of age and older must undergo placement assessment. Students 21 years of age and older may choose to take the ACT and be placed according to the above-mentioned guidelines. Only ACT or SAT scores less than three years old as of the first day of the first term of enrollment will be used to determine placement.
5. All students enrolled in Composition I will be evaluated during the first week of classes. Students showing deficiencies will be referred to testing for possible placement in appropriate Learning Support courses.

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. Learning Support course work taken at other TBR institutions will be posted to the student's RSCC transcript and will be considered in determining the number of attempts.
6. All transfer students with 60 or more semester hours will be exempt from placement testing.
7. Transfer applicants who do not meet the Roane State retention standards or whose last term of enrollment resulted in academic suspension may be required to undergo placement assessment. Enrollment in the courses indicated by results of the assessment is mandatory.
8. Transfer applicants whose last term of attendance resulted in academic suspension and who are currently serving a suspension at another institution must meet with the Admission and Retention Committee to request admission. If admission is recommended by the committee, the applicant may be required to undergo placement assessment as noted in section 3 above.
9. 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.

ACT English*	18-Above	Place in College English	ENGL 1010
	13-17	Place in Writing Learning Support	ENGL 0800
	1-12	Place in Remedial Writing Learning Support	ENGL 0700
ACT Math*	19-Above	Place in College Level Math	
	1-18	Place in Mathematics Learning Support	MATH 0891
ACT Reading	19-Above	Place in College Level Courses	
	13-18	Place in Reading Learning Support	READ 0800
	1-12	Place in Remedial Reading Learning Support	READ 0700

\*SAT English 450-Above; SAT Math 460-Above

**Transfer Student**

A degree-seeking applicant who has attended another college or university will be considered a transfer student.

1. Submit an application for admission and non-refundable \$20 application fee.
2. Transcripts from all previously attended institutions should be mailed directly to the Admissions and Records Office. Transcripts are not accepted from students. An evaluation of college credit will be completed. An official high school transcript or GED scores must also be submitted.
3. Transfer students who have successfully completed a college-level English and mathematics course are exempt from the academic placement (COMPASS) test. Students who have completed neither, or only one, of these college-level courses will be required to take one or more parts of the COMPASS test. Transfer students whose ACT or SAT scores demonstrate appropriate levels may be exempt from parts of the COMPASS test. NOTE: Only ACT or SAT scores less than three years old as of the first day of the first term of enrollment will be used to determine exemption status.
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,

**Readmitted Student**

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

1. Submit an application for readmission. There is no application fee charged under this category. (PLEASE NOTE: Students who applied for admission but never attended should fill out the general application for admission in lieu of the readmission application if it has been more than 1 year since making application to the college.)
2. Degree seeking students must submit official transcripts from all colleges or universities attended since their enrollment at Roane State.
3. All applicants whose last semester of attendance resulted in academic suspension and who are seeking readmission within one calendar year of that suspension must meet with the Admission and Retention Committee to appeal the suspension prior to readmission. If reinstated, these students may be required to undergo placement assessment. Enrollment in the courses indicated by results of the assessment is mandatory.
4. Effective spring 1992, readmit students who took courses at RSCC prior to fall 1985 are no longer exempt from fulfilling Learning Support requirements in placement testing and course completion.

**International Student**

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

**English Proficiency:** An international student or permanent resident whose native language is **NOT** English must satisfy one of the following prerequisites:

1. Submit a minimum score of 500 on the Test of English as a Foreign Language (TOEFL) or 173 on the new computer-based TOEFL (CBT) or 61 on the Internet-based TOEFL (IBT).

2. Submit a transcript showing graduation from an American high school.
3. Submit a transcript from another U.S. institution showing satisfactory completion (a minimum grade of C must be achieved in college-level English Composition I).

**It is the responsibility of the international student to be familiar with the regulations of the Department of Homeland Security's Bureau of Citizenship and Immigration Services and assume responsibility for complying with these regulations.**

The following should be submitted to the Student Enrollment and Recruitment Office no later than 45 days prior to the beginning date of the term the applicant wishes to enroll.

1. Application for admission with a non-refundable \$20 application fee.
2. Official copies of academic records from secondary schools, colleges, or universities accompanied by notarized or certified English translation of these documents.
3. International students under 21 years of age must submit ACT or SAT scores.
4. Placement assessment may be required dependent upon age, admissions category (new or transfer), and ACT/SAT scores. Enrollment in courses indicated by results of the assessment is mandatory.
5. For F-1 (student) visas, evidence of financial resources adequate for all expenses for at least one year of enrollment is required. The first-year fees and expenses total \$20,000. (This figure is an estimate and is subject to change.) Additional funds are required if the student plans to bring a spouse or dependent into the country. An official statement from a U.S. bank verifying these resources will meet this requirement. If original statement is in foreign currency, an official conversion to U.S. dollars from the foreign bank must accompany the statement.
6. Provide documentation substantiating official status with the Department of Homeland Security's Bureau of Citizenship and Immigration Services. (Passport, visa, I94, etc.) Official documents must be presented in person to the Admissions Office for validation.
7. All international students are required to have health and accidental insurance from a Roane State approved U.S. company.
8. Provide proof of two doses of Measles, Mumps, and Rubella (MMR) vaccines if born in or after 1957.
9. Sign Hepatitis B immunization waiver form.

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.

**NOTE:** On October 26, 2001, Congress enacted the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001. The act amends the Family Educational Rights and Privacy Act to permit institutions to disclose education records to federal law enforcement officials without student consent if the appropriate United States official, certifying that "specific and articulable facts" support the request, obtains a court order that

requires an educational institution to turn over education records that are considered relevant to a terrorism investigation.

### Permanent Resident

The student must meet all applicable requirements for regular admission to the college.

Other requirements are as follows:

1. Permanent Resident Alien card must be presented in person to the Admissions Office for validation.
2. A permanent resident whose native language is NOT English must submit a minimum score of 500 on the TOEFL or 173 on the computer-based TOEFL (CBT) or 61 on the Internet-based TOEFL (IBT) or meet one of the requirements from the English Proficiency section listed above.  
\*Appeals concerning English proficiency may be made to the Director of Student Enrollment and Recruitment.

### Non-Degree Student

Applicants who do not work toward a degree may be admitted as a non-degree student. Students in this category who wish to be reclassified to degree-seeking must submit appropriate transcripts and possibly undergo placement assessment. A change of status form must be completed. Forms are available in the Admissions and Records Office. Reclassification will not occur until all requirements of the new admissions category are met. Students may not change status during the first term of enrollment. These categories include: Technical Certificate, Transient, Audit, Personal/Professional Enrichment, and Dual Enrollment Students (High School Students).

### Technical Certificate Student

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

1. Submit an application for admission along with a non-refundable \$20 application fee.
2. Submit an official copy of high school transcript or GED scores or college transcript.

**NOTE: The high school transcript must be a regular or honors diploma. A special ed diploma or certificate of attendance DOES NOT meet this requirement.**

### Transient Student

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

1. Submit an application for admission and pay the non-refundable \$20 application fee.

2. Provide a letter of good standing from his/her institution verifying enrollment in a degree program in lieu of college transcript. Students planning to take college level math, English or a science course with prerequisite requirements must submit an official college transcript.

### Audit Student

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

1. Student should submit an application for admission with non-refundable \$20 application fee.
2. Some disabled or elderly students may qualify for a special fee rate. Proof of age may be required by the Admissions and Records Office. For more information regarding fees for disabled and senior citizens, refer to Business Information.  
**NOTE:** Learning Support courses as well as fast-track and freshman level English Composition courses **may not** be taken for audit.

Admission to classes for audit may be limited or denied based on availability of space.

### Personal/Professional Enrichment

Students who do not wish to pursue a degree or certificate but want to enhance personal and/or professional skills may enroll in the non-degree seeking special categories of Non High School Graduate, High School Graduate, Student with Previous College Credit, and College Graduate.

#### Non High School Graduate

1. Applicant who has passed his/her 18th birthday and who does not have a regular high school diploma or GED and who wishes to pursue the GED through learning support instruction.
2. Students 21 or older who have not earned a high school diploma and not currently enrolled in high school.

To enroll:

1. Submit an application for admission and non-refundable \$20 application fee.
2. Undergo placement assessment.
3. Take the prescribed Learning Support courses only.

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

#### High School Graduate

Applicant who has earned a regular high school diploma or GED may enroll in any course except college-level math, English, or one that has college-level math or English prerequisites. Any student who plans to enroll in math or English courses must undergo placement assessment unless he/she has taken the ACT within the last 3 years and has scores which waive this requirement. (For ACT requirements, refer to "General Student Classifications" under "Admission Procedures".) To enroll, students should submit an application for admission and non-refundable \$20 application fee. (No transcript is needed.)

### Student with Previous College Credit

Applicant who has earned college credit but does not have a degree may enroll after completing the following:

1. Submit application for admission and non-refundable \$20 application fee.
2. Undergo placement assessment if enrolling in math or English courses unless student has already completed college-level math or English.

### College Graduate

An applicant who has earned a college degree may enroll in college courses without regard to course prerequisite requirements. An application for admission with a non-refundable \$20 application fee should be submitted.

### Dual Enrollment Students (High School Students)

#### Dual Enrollment Students (High School Students)

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

- Dual Enrollment—Allows students to enroll in classes that award both high school and college credit.
- Joint Enrollment—Allows high school student to enroll in college classes and earn college credit only.

To enroll as a Dual Enrollment student applicants should:

1. Complete a Tennessee Dual Enrollment Grant form (online) and submit an online application for admission to the Admissions and Records Office.
2. Have permission of high school principal, counselor and parent.
3. Have a 3.0 GPA or better on a 4.0 scale or 2.75 on a 5.0 scale.
4. Submit high school transcript with ACT scores. ACT subscores in English, mathematics and reading must be 19 or higher.
5. Courses satisfactorily completed will count as credit for those who submit a high school transcript showing evidence of high school graduation. Dual Enrollment students must submit a high school transcript verifying high school graduation as well as a change of status/major form prior to enrolling as degree students.

To enroll in Dual Enrollment coursework students should contact the high school guidance counselor. NOTE: procedure changes in the Dual Enrollment option are ongoing. Please contact the Coordinator of Dual Studies at Roane State for current information, 865-882-4504.

### Academically Gifted Student (High School Students)

A student in grade 9, 10, 11 or 12 who has been classified as "academically gifted" by evaluation through the multi-disciplinary team process may earn college credit while in high school. To enroll as an Academically Gifted student applicants should:

1. Submit an Academically Gifted application, an application for admission and a non-refundable \$20 application fee.
2. Have a grade-point average of 3.2 or better on a 4.0 scale.
3. Have approval of the high school principal and the Director of Admissions.
4. Enroll only in those courses designated in the student's Individual Education Program (IEP) developed by the multi-disciplinary team. A copy of the student's IEP showing those

courses or a list of the approved courses from a school official must be sent to the Director of Admissions before registration will be allowed.

- Submit high school transcript. If home-schooled, the Admissions office should be contacted for instructions for the academically gifted classification.

## Admission Requirements

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

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

	Units
English	4
Mathematics (1 of each)	3
Algebra I and II	
Geometry or other advanced math with Geometry component	
Natural/Physical Science	2
At least 1 unit must be Biology I or II,	
Biology for Technology, Chemistry I or II,	
Physics, or Principles of Technology II	
U.S. History	1
Social Studies	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. Questions regarding this policy should be forwarded to the Admissions and Records Office.

### Removal of Entrance Deficiencies

Students with academic deficiencies will be notified by the Admissions and Records Office.

Requirement	Course Needed
English	*See note
Algebra I and II	*See note
Geometry or other advanced math with geometry component	MATH 0990
Natural/Physical Science I	BIOL 1110 BIOL 2010
Natural/Physical Science II	ASTR 1010 BIOL 1120, 2020 CHEM 1000, 1020, 1120 GGY 102 GEOL 1050 PHYS 2020
Social Studies	GGY 201 HIST 1010 PSYC 1030 SOCI 1010, 2110
U.S. History	HIST 2010, 2020
Foreign Language I	FREN 1010 SPAN 1010 GERM 1010
Foreign Language II	FREN 1020 SPAN 1020

Visual/Performing Arts

GERM 1020  
SPCH 1010, THEA 1030  
ARTP 1000, 1110, 1010, 1020, 1130, 1140, 1310, 1410, 1420, 201, 202, 203, 2110, 2120  
ARTH 1030, 2010, 2020, 2030,  
MUS 1030, 140, or any three classes chosen from the Applied Music Individual Instruction, Ensembles or Class Instruction categories\*.  
\*NOTE: See the RSCC course descriptions for a complete list.

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

## Residency Classification

The following guidelines are used to determine "in-state" or "out-of-state" status for fees and tuition.

- Every person having his or her residence in this state shall be classified as "in-state" for fee, tuition and admission purposes.
- Every person not having his or her residence in this state shall be classified "out-of-state" for fee, tuition and admission purposes.
- The residence of a dependent\* is that of his or her parent. "Parent" shall mean a person's father or mother. If there is a non-parental guardian or legal custodian of dependent, then "parent" shall mean such guardian or legal custodian provided there are not circumstances indicating that such guardianship or custodianship was created primarily for the purpose of conferring the status of an "in-state" student on the dependent.
- The residence of a married person can be determined based on the residence of the spouse.
- A recent graduate of any "out-of-state" high school must supply evidence of Tennessee residency before receiving "in-state" tuition status. Copies of property deeds or property tax payment statements are acceptable evidence.
- Dependent students of divorced parents shall be classified "in-state" when one parent's residence, regardless of custodial status, is in Tennessee.
- International students shall be classified "out-of-state" for tuition and admission purposes.
- Students classified by Immigration as a Permanent Resident, Resident Alien, or Refugee may be classified as "in-state" if their residence is in Tennessee.
- Persons not living in Tennessee but employed full-time in Tennessee shall be classified "in-state" for tuition purposes as long as they maintain a part-time registration status. The student must provide appropriate documentation.

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

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

## Academic Fresh Start

### Purpose

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

### Student Requirements

1. Separation from all colleges or universities for a minimum of four complete calendar years.
2. At the time of readmission or admission as a degree student, a formal application should be filed with the Admissions and Records Office requesting Academic Fresh Start. Forms are available in the Admissions and Records Office.
3. The student must accumulate 18 semester hours with a minimum GPA of 2.5 after applying for Academic Fresh Start upon admission/readmission as a degree student.
4. Only those students pursuing an associate degree are eligible for Academic Fresh Start.

### Terms of Academic Fresh Start

1. Academic Fresh Start applies to all 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 placement testing requirements will not be forfeited.
2. Once the student has satisfied the above student requirements, the registrar will review the student's transcript at the time the student accumulates the required number of hours to verify that the student has met policy requirements.
3. The student will be notified in writing of the results of his/her application for Academic Fresh Start. All written documents will be placed 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.
5. All grades/courses taken prior to re-enrollment 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).
6. Academic Fresh Start will be granted only once, and when granted, is irrevocable.
7. The student will apply for Fresh Start with the understanding that all TBR institutions will honor a Fresh Start provision granted at another TBR institution. The student should also signify understanding that non-TBR institutions may not accept the QPA as it is calculated with the Fresh Start.

## 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.

## Change of Name or Address

The Admissions and Records Office 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 the failure to notify the college of any change(s) stated above.

# How to Enroll - Admissions and Academic Program Planning

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 and/or to transfer to other colleges and universities rests with the student.

## Testing/Learning Support

### LEARNING SUPPORT 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' Learning Support assessment program to assess basic skills. Placement is based on valid ACT or Compass scores. 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 Counseling and Career Services on the Roane County or Oak Ridge campuses.

Any full-time degree-seeking student should be enrolled in the required Learning Support courses each semester until the student completes the requirements. Any part-time student should be enrolled in at least one of the required Learning Support courses each semester of enrollment until the student completes the Learning Support requirements.

#### RESTRICTED ENROLLMENT

Students whose assessment results require enrollment in Learning Support (LS) 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 LS courses. Exceptions to this policy require the approval of the Developmental Studies director and completion of the related documentation.

College Level Courses Which Can Be Taken With Learning Support Courses: The following college courses may be taken by learning support students concurrently with their learning support courses.

**LS Course Required**  
MATH 0800 or 0892  
(algebra)

ENGL 0700 or 0800 (Writing)  
READ 0700 or 0800  
(Reading)

**Courses that can also be taken**  
Any course without math prerequisites;  
The only math courses that can be taken are BUS 111 or 112.  
Any course other than English  
Students should check with their advisor or the LS Office for courses that can be taken along with this requirement.

NOTE: All LS courses **must** be completed before enrolling in BIOL 2010.

## English Registration Requirements

Due to the fact that ENGL 0700, ENGL 0800, ENGL 1010, and ENGL1020 serve as prerequisites or corequisites to several other courses, the English Department at Roane State Community College recommends the following progression standards for English Composition courses:

Any full-time degree-seeking student should be enrolled in ENGL 0700, ENGL 0800, or ENGL 1010 (or ENGL 1020 if required for your major) each term until the student completes these writing requirements. Any part-time degree-seeking student should be enrolled in ENGL 0700, ENGL 0800, or ENGL 1010 (or ENGL 1020 if required for your major) for each 12 hours taken.

## New Student Orientation

**You can register online for upcoming New Student Orientation Sessions at [www.roanestate.edu/nso](http://www.roanestate.edu/nso)**

Students who have made application to the college will receive an invitation to attend a New Student Orientation session. Using the information provided on that invitation, the student can go to the Roane State Website and choose the session he or she would like to attend. The student will receive a confirmation email after they have submitted their request.

If for any reason the date would need to be changed, the student will need to go back online and resubmit the form again. If you have questions regarding New Student Orientation, please call Carol on the Harriman campus at 865-882-4546 or Tina on the Oak Ridge campus at 865-481-2003.

Please note that attendance is mandatory for all first-time, degree seeking students, and an appointment is required.

During New Student Orientation, you will receive important information about Roane State resources and procedures, which will help you make a successful transition into college.

Each session will last a minimum of three hours so please make advance arrangements for childcare, etc.

Parents/Spouses/Significant Others are also invited but no more than two guests as seating space is limited.



## Academic Advising

At Roane State, academic advising is a shared responsibility of the student and the faculty advisor. During the first semester of enrollment, students are assigned a faculty advisor from their major area of study. The advisor works closely with the student in determining his/her education goals and in developing a plan for completing these goals. Students can view the name of their advisor through their RaiderNet account.

All students are encouraged to meet with their faculty advisor at least once a year. Not all RSCC locations have full-time faculty advisors for each major. Students need to contact his/her advisor to schedule an appointment well in advance of registration time periods. All sophomores are required to meet with their advisor to plan for graduation and to complete the Intent to Graduate form.

## Veterans Services

Roane State's Veteran's Affairs Office is designed to assist veterans who desire to enroll at the college. You may contact the Coordinator for Veterans Services toll free at 1-866-7722 ext. 4539 or 865-882-4539. Roane State cooperates with the Veterans Administration in providing educational opportunities for veterans. The VA Certifying Official is responsible for certifying veterans' eligibility and for providing a source of information regarding the "G.I. Bill."

To receive benefits a veteran must:

1. Contact the Veterans Administration Regional Office at 1-800-827-1000 or 1-888-442-4551 to verify how much benefit money is available to him/her.
2. Provide the VA certifying official in the Advising Resource Center (ARC) member copy 4 of the DD214 (discharge papers) or NOBE form if actively in service.
3. Fill out the Veterans Administration online application (VONAPP).
4. Meet with an advisor to discuss class requirements.
5. Register for classes and pay fees.
6. Submit all academic transcripts and a copy of your DD214 to the Records Office for evaluation, even if you are in a certificate program.

**NOTE:** The certification process takes several weeks. The certifying official will not begin the process until after the first week of classes. Receiving benefits can take up to 2 months; therefore, veterans must make adequate arrangements to cover college expenses.

Once enrolled, veterans and other eligible persons should maintain close contact with the assigned VA certifying official in the Advising Resource Center. All changes of class schedule must be reported since dropping or adding classes may change the monetary amount the veteran is eligible to receive.

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

1. Must be classified as a regular degree student or follow a VA approved certificate course of study. Special students for credit or non-credit do not qualify.
2. Must maintain the prescribed cumulative GPA listed under Academic Probation and Retention Standards in this catalog.
3. Courses may be claimed for pay only one time whether taken at RSCC or transferred from another institution.
4. Only courses specifically listed in the catalog (as per major)

may be certified for payment. Courses taken for a student's own personal enrichment will not be eligible for payment.

5. Course substitution forms must be processed and approved as described in this catalog before the substituted course is claimed for payment.
6. Veterans and other eligible persons can receive pay for Learning Support classes when a need can be shown. These classes must be attended in person. The VA will NOT pay if the classes are web or video-based.
7. You must attend all classes for the entire semester or an overpayment with the VA may result.
8. Enrollment in classes which do not last 15 weeks will affect your pay (e.g. 5 week, Xpress, Maymester)

**For more information:** <http://www.roanestate.edu/veterans>

### Eligibility for Deferment of Payment of Tuition and Fees by Certain Eligible Students Receiving U.S. Department of Veterans Affairs or Other Governmentally Funded Educational Assistance Benefits

Service members, veterans, and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested. Application for the deferment must be no later than 14 days after the beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payments. This notice is published pursuant to public Chapter 279, Acts of 2003, effective July 1, 2003.

## Registration for Courses

Roane State Community College provides early registration through Raidernet each semester for currently enrolled and readmitted students. **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 Student Learning. **Late registration requires payment of the late fee.** No student shall receive credit for a course for which he/she is not properly registered. **A student may not be allowed to register until all required admission documents have been received.**

### Student Identification Number

A student's identification number will be a computer generated unique identifier or 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.

### RaiderNet

Upon application to the college, students will be given instructions on how to log-in to their RaiderNet account. Through this system students can view their personal information, financial aid, and registration.

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

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

## Student Resources

### Counseling/Career Services

Counseling and Career Services was established to aid students in successfully completing their college work and establishing good foundations for future growth. Counselors provide a wide range of services including: short-term personal counseling, career assessments and counseling, entrance academic advising, and disability services. For more information please visit [www.roanestate.edu/counseling](http://www.roanestate.edu/counseling) or [www.roanestate.edu/careerservices](http://www.roanestate.edu/careerservices). The Roane County office may be reached toll free at 1-866-462-7722 ext. 4546 or 865-882-4546. The Oak Ridge office may be reached toll free at 1-866-462-7722 ext. 2003 or 865-481-2003.

### Disability Services

Roane State complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990 (ADA). Any student who has a disability that would like to request reasonable accommodations must contact Counseling, Career, and Disability Services to self-identify and to provide appropriate and current documentation of the disability from a qualified professional. Participation in the services is on a voluntary basis, and accommodations are coordinated on a case-by-case basis through Counseling, Career, and Disability Services. The Disability Services Handbook, which outlines policies and procedures for obtaining services, may be accessed online at <http://www.roanestate.edu/disabilityservices>. The Roane County office may be reached toll free at 1-866-462-7722 ext. 4546 or 865-882-4546. The Oak Ridge office may be reached toll free at 1-866-462-7722 ext. 2003 or 865-481-2003.

### Food Services

The Raider Cafe at the main campus and Anderson's Grille at the Oak Ridge Branch Campus are operated by private contractors for the express purpose of providing students with good quality food. When classes are in session, they are open from 7:30 a.m. until 2:00 p.m. Summer hours may differ.

RSCC provides vending machines stocked with drinks, candies, chips, sweets, soup, and other items through a contractual agreement with a private vending contractor. To ensure that all vending products are fresh and good-tasting, the vendor replaces all unsold machine items on a regularly scheduled basis.

### Inclement Weather Information

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 Roane State homepage, local news media, and RaiderAlert, which sends safety and weather text messages to your mobile device. Students, faculty, and staff may enroll in RaiderAlert at <http://www.roanestate.edu/raideralert>.

### Learning Centers

The Learning Centers support the classroom experience by providing individual assistance, learning technology and other resources for students, and support services for faculty. We promote a positive and confident attitude toward learning. We offer an environment designed to help students take responsibility for their learning, learn efficiently, persist in their efforts to reach academic and career goals, and achieve academic excellence. Our secondary mission is to make our resources available to staff and community. There are Learning Centers on the Roane County Campus (second floor of the Library), the Cumberland County Campus (Rm. 152), and the Oak Ridge Branch Campus (in the Library). Visit our web site at <http://www.roanestate.edu/learningcenter> or call tollfree at 1-866-462-7222 ext. 4677 or 865-882-4677.

**Tutoring in Math, Science and Other Disciplines** - The Learning Centers provide tutoring in a variety of disciplines. Students can check the schedule for available tutors that is published on the Learning Center website, distributed around the campuses, and posted outside the Learning Centers. The software that accompanies the college's math courses is loaded on Learning Center computers and is available to students.

**Writing Help** - Each center offers the following help to students: Writing consultations are available by appointment for one-to-one interaction with individual writers. The writing consultants (usually the director or a student writing tutor) do not edit or proofread writing assignments. When working with students, they focus on rhetorical and logical principles. Students are introduced to models of excellence in writing and challenged to think clearly and critically. We look for patterns of error and stress solid organization. To make an appointment, students may come by the centers or call 865-822-4677 in Roane County, 865-481-2026 in Oak Ridge, or 931-456-9880 in Cumberland County.

**The RSCC Online Writing Lab (OWL)** - It contains a number of online documents that students can access to help solve their writing and research problems. The documents include brief instructions for writing

essays in various rhetorical modes, along with student samples; guidelines for writing research papers; help in using MLA style and quotations; tips for conducting interviews and for keyboarding; help with organization and writing introductions and conclusions; and information on conducting research on the Web. The OWL also includes a wealth of information for faculty, including links to other OWLs and professional sites across the country and to Web assignments. It can be accessed at <http://www.roanestate.edu/owl>.

**Online Tutoring** - The Learning Centers also provide free online learning assistance for Roane State students through SMARTHINKING.COM. SMARTHINKING provides online tutoring in Mathematics (Basic Skills - Calculus II), Writing, General Chemistry, Organic Chemistry, Physics, Biology, Introduction to Human Anatomy and Physiology, Accounting, Economics, Introductory Finance, Spanish, and Statistics. Online Math tutors are available 24 hours a day, seven days a week during the school year.

**Group Study Rooms** - Students may sign up to use one of the Group Study Rooms located on the Roane County, Oak Ridge or Scott County campus.

**TV/VCR Use** - Students may use TV/VCR set-ups in the Learning Centers to watch course-related videos.

**Computer Use** - Each center is equipped with computers that have Microsoft Word, Excel, and other Microsoft products. Center staff members provide free basic computer instruction. It is not necessary to make an appointment to use a computer. The centers also provide RaiderNet access.

## Libraries

The college libraries primarily serve the students, faculty and staff of the college. Secondary services are provided to members of the surrounding communities. Through its collection of books, online databases, periodicals, microfilm and other material, the library system supports the curriculum and provides material for recreational reading. Daily courier service is provided between campuses to deliver requested material. Students and college employees may request items from non-Roane State Libraries through interlibrary loan. For hours of operation and a complete list of services, visit our web site at <http://www.roanestate.edu/library> or call toll free at 1-866-462-7722 ext. 4553 or 865-882-4553.

# Academic Regulations

## 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 Vice President of Student Services and Enrollment Management, the Vice President of Academic 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.

### 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 Admissions and Records Office 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 Presidents, All Records  
 Deans, All Records  
 Division Heads, All Records  
 Director of Counseling and Career Services, 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 photo ID 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:

Admissions and Records Office  
 Roane State Community College  
 276 Patton Lane  
 Harriman, TN 37748-5011  
 FAX: 865-882-4527

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

Full Name (and other names used since leaving the college)  
 Student Identification Number or 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

Assessment test 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\*:**

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  
 Email address  
 Telephone Listing  
 Date of Birth  
 Participation in officially recognized activities and sports  
 Weight and Height of athletic team members  
 Dates of attendance  
 Enrollment Status—Part-time, Full-time  
 Degree and awards received  
 Major field of study  
 Most recent previous educational agency or institution

NOTE: Pursuant to the Federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 certain information concerning registered sex offenders is considered public information and therefore amend and supercede the Family Educational Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information.

#### **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: On October 26, 2001, Congress enacted the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001. The act amends the Family Educational Rights and Privacy Act to permit institutions to disclose education records to federal law enforcement officials without student consent if the appropriate United States official, certifying that "specific and articulable facts" support the request, obtains a court order that requires an educational institution to turn over education records that are considered relevant to a terrorism investigation.

\*\*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 Admissions and Records Office. The request for privacy may remain in effect for the entire educational career of the student

or until the student requests the privacy to be removed. Request for privacy should be given serious consideration. Students seeking privacy should discuss such action with the Registrar.

2. Information contained in Roane State records shall be provided without the student's written consent to third parties engaged in the validation, development or administration of tests, accreditation activities, or research conducted on behalf of the college provided such information is not revealed to any other party.
3. Records shall be released without the student's written consent to college personnel authorized to have access to such records, authorized federal and state government officials, and/or officials of other institutions in which the student seeks to enroll.
4. Student academic records shall be released to any federal, state or circuit court having a judicial order. Subpoenas received will be held for review by TBR General Council. A reasonable effort will be made to contact the student prior to the release in response to such subpoenas or judicial orders.
5. Academic records shall be released by the college to any third party including the parent with written consent of the student.
6. Academic records shall be released to third parties in emergency situations involving health or safety.
7. Records shall be released to a third party without the written consent of the student in connection with the student's application for, or receipt of, financial aid.

**Destruction of Academic Records:**

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

**Enrollment Verifications:**

The Admissions and Records 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 Admissions and Records Office at the beginning of the term. All medical and/or auto enrollment forms can be delivered to Admissions and Records for completion. Forms should contain the policy-holder and student identification information. This is to ensure proper action upon receipt at the insurance company.

## Acquiring Credit

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

### English Course Exemption

Students with an ACT sub-score of 27 or better in English may enroll for both English 1010 and 1020, attend English 1020, and receive six semester hours credit for both courses with the grade earned in English 1020.

## 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 Admissions and Records Office. A letter grade of "P" (Pass) will be assigned for credit granted.

## Challenge Examinations

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

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

After fees are paid the student will take the form to the appropriate department to complete the test. When the test is complete, the grade assigned, and the appropriate signatures in place, the form will be sent to the Admissions and Records Office for recording of credit. Credit type will be noted as PFT and a grade of "P" (Pass) will be assigned. Other institutions are not obligated to accept these courses for transfer.

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

Have official scores sent from The College Board to the Admissions and Records 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 Pellissippi State Technical Community College Testing 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
<b>Composition &amp; Literature</b>		
American Literature	50	6
Analyzing & Interpreting Literature	50	6
Composition, Freshman College	50	6
English Composition (with or without essay)	50	6
English Literature	50	6
Humanities	50	6

**Science & Mathematics**

Algebra, College	50	3
Algebra-Trigonometry, College	50	3
Biology, General	50	6
Chemistry, General	50	6
Calculus with Elementary Functions	50	6
Mathematics, College	50	6
Natural Sciences	50	6
Trigonometry	50	3

**Foreign Languages**

French, Level I	50	6
French, Level II	62	12
German, Level I	50	6
German, Level II	63	12
Spanish, Level I	50	6
Spanish, Level II	66	12

**Social Sciences & History**

American Government	50	3
Educational Psychology, Introduction to	50	3
History of the United States I: Early Colonizations to 1877	50	3
History of the United States II: 1865 to Present	50	3
Human Growth & Development	50	3
Macroeconomics, Principles of	50	3
Microeconomics, Principles of	50	3
Psychology, Introductory	50	3
Social Sciences & History	50	6
Sociology, Introductory	50	3
Western Civilization I: Ancient Near East to 1648	50	3
Western Civilization II: 1648 to Present	50	3

**Business**

Accounting, Principles of	50	6
Business Law, Introductory	50	3
Information Systems & Computer Applications	50	3
Management, Principles of	50	3
Marketing, Principles of	50	3

**CPS**

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

OAD 100	Keyboarding	1
OAD 105	Business Communications	3
BUS 221	Principles of Accounting I	3
BUS 251	Legal Environment for Business	3
BUS 261	Psychological Aspects of Management	3
BUS 281	Management & Supervision I	3
COLL 1020	Technology Essentials	3
ECO 201	Principles of Economics I	3
OAD 201	Administrative Office Management	3

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

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

1. The CPS holder will apply to the Admissions and Records Office and pay the application fee required, and enroll for classes.
2. The CPS holder will present to the Admissions and Records Office an official letter from the testing agent certifying student passed the examination.

**Transfer Credit**

Roane State accepts transfer credit from colleges and universities based on the following considerations:

- the comparability of the nature, content and level of credit earned to that offered by Roane State
- the appropriateness and applicability of the credit earned to programs offered by Roane State with regard to the student's educational goals
- the education quality of the institution from which the credit was earned

The following policies and procedures govern the granting of credit for transfer coursework.

1. Official transcripts of all previous college coursework must be sent to the college at the time of application. Foreign transcripts not issued in English must be accompanied by a certified English translation.
2. Credit earned at a regionally or internationally accredited institution will be evaluated upon receipt of an official transcript for degree seeking students only.
3. Transfer credit (quality hours, quality points and GPA) will not be included on the Roane State academic record.
4. Courses earned with grades of A, B, C, D, or P will be considered for applicability toward a degree and certificate programs from Roane State. Only grades of A, B, C, or P will be accepted for Learning Support courses.
5. Roane State grants non-traditional credit for military service and service schools in accordance with the guidelines established in ACE (American Council on Education) and DANTES (Defense Activity for Non-Traditional Educational Support) published by the American Council on Education. Military service credit will be assigned a grade of P.
6. Roane State grants non-traditional credit for CLEP (College Level Examination Program) and AP (Advance Placement) examinations. CLEP and AP credit will be assigned a grade of P. See "Acquiring Credit" in this catalog for credit requirements.
7. Effective Fall 1999, Roane State will consider coursework from non-regionally accredited institutions as transfer coursework. Readmits and currently enrolled students may request credit consideration for coursework completed during or after Fall 1999. Credit requests must be made by completing an Application for Transfer of Credit form obtained from the Records and Registration Office or any off campus location. A course competency examination may be required as part of the process. Students required to take a course competency exam will be notified after the request for transfer credit form has been reviewed by the appropriate academic department. To request a course competency exam, the student must complete a Credit by Proficiency form, available from the Records and Registration Office or any off campus location. No fee is required for the exam when associated with transfer credit from a non-regionally accredited institution.
8. A minimum of 18 of the remaining 36 semester hours of coursework must be completed in residence at Roane State.

Transfer information can be obtained from Admissions and Records Office. Advisement and information regarding inter-institutional articulation are available at <http://www.roanestate.edu/articulation> or call toll free at 1-866-462-722 ext. 4597 or 865-882-4597.

## 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 Admissions and Records. 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).

## Prior Learning Credit

A currently enrolled student at Roane State may petition for credit through documented work experience or life experience in the field in which a degree is being pursued.

Prior learning credit may be obtained as elective credit or specific course credit as it relates to a course in the current Roane State course inventory. This credit cannot exceed 18 hours. Credit for prior learning is not designed for students pursuing an Associate of Arts or Associate of Science degree (University Parallel). This type of credit normally does not meet degree requirements at a senior institution.

Students interested in seeking prior learning credit should first contact the appropriate academic dean. The dean will then assign faculty in the discipline to meet with the student to begin preparation of the portfolio.

The portfolio should contain the following:

1. An introduction that describes the basic facts for the learning experience.
2. Specific course numbers and course names for credit requested.
3. A description of the types of formal training or instruction received in the subject since high school. This training could have occurred in classrooms, on the job, or through informal settings.
4. A detailed list of the kind of work done in the area. Explain the responsibilities and tasks successfully performed.
5. A detailed list of what was learned about the field as a result of the experience. Describe theories and practices developed.
6. Appropriate examples of work along with the product resulting from the work, the conditions under which it was created, and changes that might be made now based on the experience.
7. A description of critical events, outstanding managers and their styles, reading or lectures that made the experience noteworthy.
8. A summary of the major experiences and insights to substantiate significant learning.

After the portfolio is completed, the instructor will make a

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

Credit awarded will depend on the student's ability to analyze personal or professional significance. Awarding credit should be based on the student's experience as it relates to the years in the field, breadth of exposure, or level of responsibility. When the evaluation is complete and the appropriate signatures are in place, the form will be sent to the Admissions and Records Office for the recording of credit. Credit type will be noted as EXP and a grade of "P" (Pass) will be assigned.

A special fee for prior learning credit is assessed.

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

## Maximum Alternative Credit Allowed

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 Admissions and Records.

## Dual Studies Credit

### Dual Studies Credit (High School Students Only)

Dual Studies is the Roane State program for high school students. It is named First Class. The program allows students to earn college credit toward a degree or a certificate at a Tennessee public institution of higher education. The credit may also count toward a high school diploma. The dual studies program includes dual credit (courses taught at the high school by high school teachers with college credit awarded by an end-of-course assessment), dual enrollment (courses taught by college faculty that may be taught at the college, at the high school or via distance learning) and joint enrollment (high school students taking college-level courses without the award of high school credit).

### Dual Credit

A dual credit course is taught by a high school teacher who incorporates college course objectives into the high school curriculum. Upon course completion, students have the option to sit for an assessment administered by the college. For the college, dual credit grades are based on pass/fail. If the student successfully completes the end-of-course exam, college credit is awarded. Credit by assessment grades may or may not transfer to other institutions; the grade is accepted by Roane State and applied to the student's transcript upon admission to the college. Dual credit students do not apply for admission to Roane State until after high school graduation; therefore, no tuition or fees are paid as the student does not officially register for a course. There will be an assessment fee charged prior to the assessment.

### Dual Enrollment

A dual enrollment course is taught by college faculty to high school

juniors and seniors who must be admitted to the college. Therefore, tuition and fees are required as well as paperwork for the admission process. College credit is awarded to students who successfully complete a course, initiating a college transcript prior to high school graduation. High school credit is awarded in addition to the college credit. Most credits from dual enrollment are transferable to other colleges. Students receive letter grades in dual enrollment.

### Joint Enrollment

A joint enrollment course refers to a high school student who is enrolled simultaneously in college but does not seek a high school credit for the college course. A student taking courses recognized as joint enrollment only receives college credit. The admission process is the same as a student in dual enrollment and letter grades are submitted to the student's college transcript.

### High School Articulation Agreements

Articulation is a process that students have used to transition between secondary and postsecondary schools under the former Tech-Prep Initiative. Students continue to receive college credits for high school coursework under articulation at no cost to the student. Roane State is in the process of replacing the former Tech-Prep articulation agreements with dual credit assessments. The Office of Dual Studies communicates with high school administrators as to the status of assessment development for dual credit courses and provides dates for articulation agreements to cease.

For students who are currently under the Tech Prep, the following procedures should be followed:

- Meet with middle school or high school counselor to decide on Perkins Grant Six-Year Plan (4 years of high school and 2 years of postsecondary training or apprenticeship).
- Complete the first four years of the six-year plan.
- Earn a grade of "A" or "B" in high school technical courses to be articulated. Pass final exams in these courses. (Keyboarding, Criminal Justice, etc.)
- Apply and enroll at Roane State within two years of high school graduation.

See your high school counselor to submit the following to the Dean of Student Academic Support Services; (1) articulation application; (2) Six-Year Plan; (3) course competency checklist(s); and (4) high school transcript.

### Articulation Between Tennessee Technology Centers and Roane State

Students who earn a diploma from one of the Tennessee Technology Centers may be eligible to receive up to 30 credits when they enroll in an A.A.S. degree program. TTC articulated credits can be used to fulfill appropriate electives in the AAS degree programs.

To receive articulation credits the following procedures should be followed:

- Meet with the Technology Center counselor or teacher to decide on academic plan.
- Complete TTC diploma in a specific field of study.
- Make grade of "C" or above in all courses.
- Enroll at Roane State within three years of graduation. Submit TTC Articulation application, and official transcript to the Director of Academic Advising/Articulation.

- Once the student successfully completes 15 credit hours at Roane State, the TTC articulated credit will be posted to the student transcript.
- Meet with faculty advisor to further develop academic plan.

### TTC Articulation Application

The Advising Resource Center will notify students regarding their request for articulation credit approval. Do not sign up for classes for which articulation credits will be awarded. For additional information about the Perkins Grant program, contact the guidance office at your high school, Tennessee Technology Center or the Student Academic Support Services office at Roane State.

## Grades

### Grade Points

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

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

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

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

## Calculating GPA

Your GPA is calculated by dividing the total number of Quality Points you **earned** by the number of GPA Hours you **attempted** in courses in which grades of A through F are assigned. Grades of I, P, S, U, and W do not have Quality Point values and are, therefore, not included in the GPA calculation.

The first two attempts of courses that have been repeated are excluded from the cumulative GPA. The third and any subsequent grades will be used in determining your GPA.

Each term, your semester and cumulative GPA will be indicated with your grades.



**GPA Calculation Example**

COURSE	GPA HOURS	GRADE EARNED	QUALITY POINTS
ENGL 1020	3.00	B (3.0)	(3x3) 9.0
PHED 2050	1.00	A (4.0)	(1x4) 4.0
MATH 1130	3.00	C (2.0)	(3x2) 6.0
MUS 1030	3.00	B (3.0)	(3x3) 9.0
HIST 2020	3.00	A (4.0)	(3x4) 12.0
POL 101	3.00	F (0.0)	(3x0) 0.0

1. Add the GPA Hours:  $3 + 1 + 3 + 3 + 3 + 3 = 16.00$  hours
2. Determine your total Quality Points:
  - a. For each course, multiply the number of GPA Hours for that course times the number of Quality Points indicated on the grading scale above. Example: ENGL 1020 is a 3.0-hour course. Multiply 3.00 hours x 3.0 (the Quality Points for a B); the product will be 9.0 Quality Points earned for ENGL 1020.
  - b. Add the Quality Points for all courses:  $9.0 + 4.0 + 6.0 + 9.0 + 12.0 + 0 = 40.0$  Quality Points.
3. Divide the total Quality Points by the total GPA Hours to determine your GPA:  $40.0 / 16 = 2.35$  (GPA is carried to two decimal places, with no rounding). This is your GPA for the term.

**Lottery Scholarships**

The GPA used to determine your continued eligibility for Lottery Scholarships is not the same as your RSCC GPA. Your Lottery GPA can be lower than your RSCC GPA. Your Lottery GPA takes into account **all** of your attempts at a particular course whereas your RSCC GPA will only count the second or third successive attempts at a repeated course.

Also, you need to be aware that Lottery rules stipulate that "W" grades are figured into your Lottery Scholarship eligibility. Any course in which you receive a "W" grade, is considered an attempted course for Lottery purposes. "W" grades are not used in calculating your Lottery GPA, but the "W" hours do count toward the maximum hours allowed by a Hope Lottery Scholarship.

**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.

**Grade Appeal Procedure**

Grades, as well as transcript information, withdrawals and other data perceived by a student to be in error, must be protested within the subsequent semester after the information was posted. If a student believes there are circumstances which warrant an appeal of a grade received for other than academic misconduct, the student must appeal the grade within 45 calendar days following the last day of the end of the semester in which the grade was posted. The appeal process must be initiated by the student and includes the following steps which must be followed in this order:

1. Contact the instructor in writing to ensure that no calculation or administrative error occurred and if it is not possible to resolve the problem at this level

2. The student can submit in writing an appeal to the division dean or appropriate supervisor of the instructor and the student can expect a written response. If the issue is not resolved at this level, then
3. The student can submit the written appeal to the Vice President for Student Learning whose decision will be final.

Protests initiated after the allowed time frame of 45 days will not reviewed.

**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.

**Withdrawals and Honorable Dismissals**

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

The request for a late drop or withdrawal **MUST** be made on or before the last day of classes. A student who never attends or stops attending classes and fails to follow the proper withdrawal procedures will be carried on the roll until the end of the semester and a grade of "F" will be recorded.

After the withdrawal deadline published in the academic calendar, no student will be permitted to withdraw from the college or classes and receive the designation of "W" without providing documentation of one of the following unusual conditions or hardships and verification that the mitigating circumstances developed **AFTER** the withdrawal deadline:

1. Illness or injury of the student or serious personal problems as verified on office letterhead stationery by the attending physician or psychologist.
2. Necessary change in work schedule verified in writing on company letterhead by the student's employer.
3. New employment as verified in writing on company letterhead by the employer.

Students meeting the stated circumstances may apply for late withdrawal as follows:

1. Obtain Request for Late Withdrawal form from the Admissions and Records Office or download from the Records and Registration website at <http://www.roanestate.edu/recordsforms>.
2. Complete the form and attach documentation of circumstances as stated above. Forms received without the required documentation cannot be considered.
3. Return the form to the Admissions and Records Office for review.

Any exceptions to this policy must be submitted in writing to the Registrar to be reviewed by a committee of the Vice President for Student Learning, the Vice President for Student Services and Enrollment Management and the Registrar. (No appeals will be accepted one calendar year after the semester in which the late withdrawal is being sought.)

NOTE: Students enrolled in Learning Support courses are not allowed to withdraw from these courses unless extenuating circumstances exist.

Approval must be granted by the Director of Developmental Studies 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.

For more information please call toll free 1-866-462-7722 ext. 4526 or 865-882-4526.

## 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 Admissions and Records Office.

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 Vice President for Student Learning.

## Classification

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

## 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 Admissions and Records Office.

## 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.

## 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 Learning Support courses) will be placed on academic probation for the following term.

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 for Student Learning after a period of two years absence from enrollment at the college.

### 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 Admissions and Records 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.

### 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. Transfer applicants whose last term of attendance at another institution resulted in academic suspension or dismissal and who have not served their required term(s) of suspension or dismissal, must meet with the Admissions and Retention Committee to request admission to Roane State. Meeting with the Admissions and Retention Committee is required only if application is made within two years after the academic suspension or dismissal. Transcripts from the suspended college/university are required.

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

## Grounds for Dismissal

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

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

## Graduation - Degree/Certificate Requirements

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

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

## Degree Audit Program (CAPPS)

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 CAPPS Degree Audit, 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 a degree audit printout from their RaiderNet account or from their assigned faculty advisor.

## Degree and Certificate Requirements

In order to obtain a degree or certificate, students must complete the general requirements as prescribed by Roane State and specific requirements set forth for the program.

Requirements include:

1. **Minimum GPA.** An overall Grade Point Average (GPA) of 2.0 is required for the degree and/or certificate. Only college-level courses taken at Roane State are computed into the GPA for graduation.
2. **Minimum Credit Hours.** Each candidate must complete at least 60 semester hours to be eligible for the associate's degree. All requirements specified in the catalog must be completed.
3. **Catalog Option.** The student must meet the requirements of (a) the current catalog or (b) the catalog in effect at the time the student entered a program. *Entering a program* is defined as being admitted, readmitted, or changing the major.
4. **Minimum Hours in Residence.** A minimum of 18 hours of the final 36 semester hours of coursework must be completed at Roane State but not less than 25% of the total hours in any degree program. Thirty percent of the semester hours in a certificate program must be taken at Roane State. Experiential and Proficiency credit does not apply to this residency requirement.
5. **Additional Degrees.** Requirements for more than one degree may be met. A minimum of 16 semester hours beyond the requirements for the first degree must be completed as well as all course requirements for the additional degree. Separate Application for Graduation forms must be filed for each degree.
6. **Additional options within a degree program.** 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 issued for the degree.
7. **Obligations to the College.** All candidates must fulfill all financial obligations to the college including parking tickets, the return of library books, audio-visual tapes, college at home materials, etc.
8. **Exit Testing.** All students seeking a degree from Roane State will be required to take the Academic Profile exam prior to being granted their degree. Information regarding test administration dates will be sent to the student once his/her Intent to Graduate has been processed. Certificate students are exempt from the Academic Profile. A student may, as a condition of their graduation, be required to take additional tests designed to measure achievement in general education and in their major. The purpose of such testing is for evaluating institutional effectiveness or the academic program. Participation in testing may be required of all students, of students in certain programs, or of students selected on a sample basis. In order to comply fully with this provision, the student must authorize the release of his/her scores to the institution. Unless otherwise indicated, no minimum score or level of achievement is required for graduation and individual student scores will be treated as confidential.

## Course Substitutions

Course substitutions require the approval of the student's faculty advisor and the appropriate academic dean. A form for this approval is available from faculty advisors and should be processed prior to registering for the course in question. Students in a transfer program should consult

with their senior institution prior to submitting a substitution. Senior institutions may or may not honor substitutions. Substitutions are not approved for articulation agreements.

## Graduation with Honors

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

## Ceremony

Commencement 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 commencement exercises if a grade point average is sufficient for graduation and an Intent to Graduate has been officially processed by the spring deadline. Due to the early printing date of the program, academic honors are based on the previous term GPA. Fall graduates will be invited to attend the following spring exercises. Participation in the ceremony is optional, but strongly encouraged. Information will be available at <http://www.roanestate.edu/commencement> in March.

# Business Information

Tuition and fees are assessed and payable at registration each semester. Registration is not considered complete 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 at the college will not be permitted to attend classes. No student will be permitted to reenroll, 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 and will be posted on Roane State's website as changes are made.* 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 at toll free 1-866-462-7722 ext. 4515 or at 1-865-882-4515.

## Tuition - Refundable

All students will be assessed a tuition fee. Students classified as out-of-state residents will be assessed tuition plus out-of-state tuition fees. The definition of residency as determined by the Tennessee Board of Regents will apply. Information concerning residence classifications may be obtained from the Registrar. Non-resident students will be accepted if space permits. For the current tuition fees, visit <http://www.roanestate.edu/tuition> or call toll free 1-866-462-7722 ext. 4515 or 1-865-882-4515.

## Summer and Alternative Session Fees

Each semester classes are offered as full session, express session, and/or accelerated session. Any session may vary in the number of weeks that the classes meet. Students may register for the full session, alternative sessions or any combination thereof. Tuition rates and fees are applied based on the total number of enrolled hours per semester regardless of individual session hours. Regents Online Campus Collaborative classes are not included in the calculation of fees for which there is a maximum charge. Fees for ROCC classes are computed on a per hour basis with no maximum rate being applied. For any student registering for any course(s) or adding course(s), the assessment of course fees and late fees is determined by courses (if any) for which the student registered before the first official day of classes for each session. The primary consideration in determining what fees are assessed is whether the student is registering for courses or adding courses. For this purpose the following definitions shall be used:

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

**Adding courses**- A student adds courses when he/she is already enrolled in a course(s) meeting the same semester as the course in which he/she is enrolling and has paid for those courses.

## Audit Fee

Fees for courses being audited are the same as those taken for credit. Students enrolled as audit are not required to take examinations and receive no credit for the class. Students over 60 years of age may audit classes on a space available basis under a tuition waiver plan. Contact the business office at toll free 1-866-462-7722 ext. 4515 or 1-865-882-4515 or the center nearest you for more information.

## Miscellaneous Fees

There are several mandatory student fees associated with applying to Roane State and registering for classes. In addition, fees may be assessed for particular courses and activities. For the current list of miscellaneous fees and amounts, please visit <http://www.roanestate.edu/tuition> or call toll free at 1-866-462-7722 ext. 4515 or 865-882-4515.

## Deferred Payment Plan

The deferred payment plan is available to students who meet certain criteria. For more information, please visit <http://www.roanestate.edu/tuition> or call toll free at 1-866-462-7722 ext. 4515 or 865-882-4515.

## Discounts and Waivers

### SENIOR CITIZENS AND DISABLED PERSONS

Disabled persons suffering from a permanent total disability and persons 60 years of age or older, who live in Tennessee, are eligible to enroll in courses for AUDIT without payment of tuition, technology, student activity fees, or registration fees. All remaining fees including special course fees will be assessed at the normal rate.

Disabled persons and persons sixty-five years of age or older, who live 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 \$75. This rate applies to tuition fees, technology fees, student activity fees and registration fees. Special fees (such as graduation fee, telecourse/audio course fee, 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.

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

### VETERANS DEPENDENTS

Pursuant to TCA 49-7-102, certain statutory fee exceptions exist for dependents and spouses of military personnel killed, missing in action, or officially declared a prisoner of war while serving honorably as a member of the armed forces during a period of armed conflict. If these provisions are invoked by a student, the correct applicable law will be determined. Contact the Business Office for additional information.

### 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, technology, student activity, student government or access fees. Information on this program is available from the Human Resources Office. An application

for Waiver of Fees—Public Chapter 191 (fully executed by the employing institution) must be presented at the time of registration. Participants in this program may register beginning four weeks prior to the first day of classes.

### 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, technology fees, student activity fees, student government fee 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. Participants in this program may register beginning no earlier than four weeks prior to the first official day of classes.

### 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 tuition, technology, student government, access and activity fees. The amount of the tuition 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 LICENSED PUBLIC SCHOOL TEACHERS AND FOR CHILDREN OF STATE EMPLOYEES

Students under the age of 24 may receive a 25% discount on tuition fees and technology fees at any state operated institution of higher learning if their parent: (1) 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, (2) is a retired employee of the state of Tennessee who retired after a minimum of 25 years of creditable service, (3) was killed in the line of duty while a full-time employee of the state of Tennessee, or (4) died while a full-time employee, though not “in the line of duty.” 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 Business Office.

## Refunds

*All refunds policies are subject to change by direction of the Tennessee Board of Regents and will be posted on Roane State's website as changes are made.*

Adjustments to all fees and charges must be in accordance with the following provisions except as previously stated, or when required by federal law or regulation to be otherwise.

Pursuant to T.C.A. § 49-7-2301 and 49-7-2302, students called to active military or National Guard service during the semester are entitled to a

100% adjustment or credit of mandatory fees. Housing and meal ticket charges may be prorated based on usage.

### **Maintenance Fee Refunds and Adjustments**

Refunds are 100% for courses canceled by the institution.

Changes in courses involving the adding and dropping of equal numbers of SCH's for the same term at the same time require no refund or assessment of additional maintenance fees. The change of course fee would be applicable.

The fee adjustment for withdrawals or drops during regular terms (fall and spring) is 75% from the first day of classes through the fourteenth calendar day of classes and then reduced to 25% for a period of time which extends 25% of the length of the term. There is no fee adjustment after the 25% period ends. Students enrolling in more than a full-time course load receive the benefit of additional course work at no additional cost. Dropping or withdrawing from classes during either the 75% or the 25% fee adjustment period will result in a fee adjustment of assessed maintenance fees based on the total credit hours of the final student enrollment as described in item 10 below.

For summer sessions and other short terms, the 75% fee adjustment period and the 25% fee adjustment period will extend a length of time which is the same proportion of the term as the 75% and 25% periods are of the regular terms.

All fee adjustment periods will be rounded to whole days and the date on which each fee adjustment period ends will be included in publications. In calculating the 75% period for other than the fall and spring and in calculating the 25% length of term in all cases, the number of calendar days during the term will be considered. When the calculation produces a fractional day, rounding will be up or down to the nearest whole day.

A full refund (100%) is provided on behalf of a student whose death occurs during the term. Any indebtedness should be offset against the refund.

A 100% refund will be provided for students who enroll under an advance registration system but who drop a course or courses prior to the beginning of the first day of class.

A 100% refund will be provided to students who are compelled by the institution to withdraw when it is determined that through institutional error they were academically ineligible for enrollment or were not properly admitted to enroll for the course(s) being dropped. An appropriate official must certify in writing that this provision is applicable in each case.

When courses are included in a regular term's registration process for administrative convenience, but the course does not begin until later in the term, the 75%/25% fee adjustment periods will be based on the particular course's beginning and ending dates. This provision does not apply to classes during the fall or spring terms which may meet only once per week. Those courses will follow the same refund dates as other regular courses for the term.

The fee adjustment is calculated as the difference between (1) the cost of originally enrolled hours and (2) the per credit hour cost of the courses at final enrollment after adjustments have been applied for all courses dropped. Adjustments are calculated at the full per credit hour rate less the fee adjustment credit at the applicable fee adjustment percentage (regardless of the original number of hours enrolled) with total costs not

to exceed full-time tuition. For students dropping courses resulting in a change from full-time status to part-time status, a fee adjustment in the tuition and fees will result only if the new calculated charges are less than the original charges. Not all drops/withdrawals will result in a fee adjustment.

**Financial Aid Return of Title IV Funds-** Students who receive assistance from Title IV financial aid programs and drop classes may have funds returned to each grant and/or loan account in accordance with applicable federal regulations.\* For additional information, contact the Business or Financial Aid Office.

\*If a student does a total withdrawal, he/she may owe a portion of funds back to either Roane State and/or the Department of Education.

**Refund Appeals Process-** Students may appeal a refund by submitting a written request by email outlining the basis for the appeal to the wilmoth@roanestate.edu. Refund appeal requests will be decided by the Assistant Vice President 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 Assistant Vice President of Fiscal and Auxiliary Services to the President by submitting a written request for a refund appeal review to the Vice President for Business and Finance. The student will be notified in writing of the 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 (Community Services Non-credit Courses) –** For courses that meet on a weekly basis, registration may be canceled without penalty prior to the first class meeting. After the first class and prior to the second class, an 80% refund will be given. No refund will be made after the second class meeting.

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

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

**Refund Policy (Community Services 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 Community Services 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.

**Centers for Training Refund Policy-** The Centers for Training and

Development (CTD) consist of three “Centers” within Roane State’s Continuing Education division, the Center for Business and Industry, the Center for Computer Training and Professional Development and the Center for Health Sciences. CTD strives for “Excellent Customer Service” and will work to ensure this happens by offering credible, timely courses led by field expert consultants. Our goal is to make lifelong learning exciting and worth your investment of both time and money. To do this we design our classes to “make” with a small number of participants and therefore it is critical that we know the commitment of each course registration. Our Refund Policy serves participants by providing a 100% refund when CTD personnel are notified of a cancellation within 48 hours of the event, workshop, course, etc. It also serves the participants in the class by letting CTD decide two days in advance if the class will “make” or not.

## 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 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. For more information, visit <http://www.roanestate.edu/bookstore> or call toll free at 1-866-462-7722 ext. 4671 or 865-882-4671.

## Check Cashing/Acceptance Policy

Roane State provides a free check cashing service as a convenience to our students and employees. Personal checks for an amount up to \$25 will be cashed at the cashiers window or bookstore at the Roane County and Oak Ridge campuses with appropriate identification.

If a check written for payment of a student’s maintenance fee is returned, the student has (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.

The college reserves the right to refuse to cash any check. Appeals concerning the cashing of checks may be made to the Assistant Vice President for Fiscal and Auxiliary Services.

## Financial Aid Information

The financial aid program at Roane State Community College is designed to aid students who would find it difficult or impossible to attend college without financial assistance. Roane State offers a comprehensive program of financial aid in the form of scholarships, work study, grants and loans. Major emphasis is placed upon financial need, academic achievement, character, and promise of future success. For assistance with your Financial Aid needs you may call toll free 1-866-462-7722 ext. 4545 or

1-865-354-3000 ext. 4545.

The basis for determining financial need is the result of an analysis of the parents’ and/or student’s resources as provided by the Free Application for Federal Student Aid (FAFSA). Beginning with the 2008-2009 academic year, students MUST access the form online at <http://www.fafsa.ed.gov>. All campuses will have FAFSA on the Web Worksheets to assist families in filling out the application.

Eligibility for financial aid is based on financial need, availability of funds and ability to maintain satisfactory progress. To qualify a student must:

1. Be admitted to attend or currently attending Roane State in an approved degree or certificate program and
2. Submit the online Free Application for Federal Student Aid to determine financial need
3. Submit verifying documents if requested by the Financial Aid Office and
4. Meet Roane State’s satisfactory progress standards as noted in a later section.

Roane State encourages students to complete the Free Application for Federal Student Aid (FAFSA) as early as possible after January 1st availability each year. Roane State has set the following priority dates for file completion:

- Fall semester files should be completed by June 15th to ensure processing for fee payment.
- Spring semester files should be completed by November 15th to ensure processing for fee payment.
- Summer semester files should be completed by April 15th to ensure processing for fee payment.

*Students applying after the priority dates listed above will be required to pay for the tuition and fees, and possibly be reimbursed if they qualify for financial aid assistance at a later date.*

## Federal Pell Grants

Federal Pell Grants are an entitlement program made available through the Title IV Student Financial Aid Programs and funded by tax dollars. Students should apply early through the FAFSA and make the Federal Pell Grant the primary source of financial aid since all other sources of assistance are based upon this eligibility.

## FSEOG and FWS

### Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Work-Study Program (FWS)

As part of the federally funded Campus-based Programs of Title IV, students may be considered for these additional funds after eligibility for the Federal Pell Grant has been determined. These programs have limited funding. Awards from these programs are made in the fall semester of each year, on a **first-come, first-served basis**.

If a student wants to be considered for **FSEOG** funds, he/she must fill out the FAFSA and complete the financial aid file as early as possible, since these awards are made on a first-come, first served basis.

If a student wants to be considered for the **Federal Work-Study** program, he/she must fill out the FAFSA, have a completed financial aid file and apply with the online Federal Work-Study application.

## Tennessee Student Assistance Award

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

## Student Loans

If students are interested in applying for the student loan programs, they should file the Free Application for Federal Student Aid (FAFSA) and complete any additional requirements requested. In addition, a separate online loan application will be required, available at <http://www.roanestate.edu/financialaid>.

The Federal Stafford Loan Program is available to students who have been determined eligible through the above-mentioned need analysis system. Because of a recently passed federal law, starting July 1, 2010, all new student loans will be handled directly through the U.S. Department of Education. There are 2 types of Federal Direct loans available to RSCC students: subsidized (interest is paid by the Department of Education while the student maintains half-time enrollment) or unsubsidized (a variable interest loan). Repayment begins six months after the student withdraws, graduates or drops to less than 6 credit hours. Loan limits are a minimum of \$500 and a maximum allowed by the Department of Education. More details are available on the Financial Aid Loans Web site.

The Financial Aid Office will strive to process loans quickly and accurately. Remember, a student loan is the student's and it is beneficial to be informed, borrow conservatively, and ask questions.

For more information please call toll free 1-866-462-7722 ext. 4545 or 865-882-4545.

## Satisfactory Progress Standards

The regulations that students receiving financial aid must follow are:

1. Must be working toward an A.S., A.A., or A.A.S. degree or certificate (some certificates may not be eligible pending approval of program). Special students for credit are not eligible for any funding.
2. May receive federal funding for: 30 attempted Learning Support hours; 90 attempted college credit hours if degree seeking (all attempted hours at RSCC and any other college or university attended count whether you receive funding or not); hours vary if certificate seeking (ask about limits).
3. Class attendance will be monitored. If reported by instructor for non-attendance, student may be billed.
4. Class attendance will be verified before excess checks are disbursed.
5. A student will be on financial aid suspension if (s)he does not pass 67% of hours paid (passing grades = A, B, C, D, P only!), or does not keep a 2.0 cumulative grade point average, which are checked after spring semester.
6. If on financial aid suspension, a student may attend Roane State at their own expense.
7. No financial aid (including student loans) may be received if on financial aid suspension.

8. Suspensions may be appealed with documentation to the Financial Aid Office to be reviewed by the Financial Aid Appeal Committee.
9. You can only receive financial aid at one school during a semester.

## Scholarship for Academic Service

**The Scholarship for Academic Services (SAS) is a work scholarship awarded to current high school graduates on the basis of academic achievement.**

### General Criteria

1. Student must complete an Application for Admission to RSCC and pay the \$20.00 application fee plus submit the Scholarship for Academic Service form (certified by the high school counselor) by the date listed on the application, which is usually mid-March.
2. **In order to apply for the scholarship:** Students must be ranked in the top 10% of the student population in the graduating class and have a high school cumulative 3.0 GPA based on a 4.0 scale.
3. For the 2010-2011 academic year, each school within **RSCC's in-service area** will be guaranteed two (2) scholarships for the two (2) highest ranking students in the top 10% applying for the scholarship since funds are limited.
4. Students **MUST ENROLL no later than June 30, 2010 AND MAINTAIN** full-time college level classes excluding any Learning Support courses.
5. Under no circumstances will a scholarship be "held" for a January or later enrollment.
6. The SAS is renewable for 3 consecutive semesters if the student maintains a cumulative 2.75 GPA in college courses and works 75 hours per semester at an assigned RSCC location. Dual-credit courses taken while in high school will be counted in the cumulative GPA. **NOTE:** Some senior institutions may require a higher GPA for transferability.

Residents of the State of Tennessee who believe they are qualified should submit the SAS application before the deadline. These applications are available on the RSCC Financial Aid web page, in the Financial Aid office and high school guidance offices and **MUST** be certified by the high school guidance counselor.

For more information please call toll free 1-866-462-7722 ext. 4545 or 865-882-4545.

## Presidential Scholarship

### General Criteria

1. One valedictorian from the current graduating class of each high school in Roane State's extended service area will be offered an additional scholarship. The amount of the scholarship will be determined by the availability of funding at time of award presentation. In case of multiple valedictorians, ACT scores will decide the recipient. Information for selection of this



scholarship is obtained from the SAS application.

2. The Presidential scholarship may be renewed for a second year if the student maintains a 2.75 GPA.
3. The Foundation on-line application must also be submitted. (This application must be completed annually)

## Roane State Foundation Scholarships

Roane State has over 200 private scholarships through the Roane State Foundation. In selecting recipients for these scholarships, emphasis is placed upon scholastic achievement, character, future promise, and financial need. The scholarship application is available online at <http://www.roanestate.edu/scholarships> or call toll free at 1-866-462-7722 ext. 4669 or 865-882-4669. The application deadline and scholarship regulations are also found there.

## Diversity Scholarships

Students must be either economically disadvantaged, first generation college students, or part of an under-represented ethnic population either at the college or in a program of study, and who have applied for federal student aid through the FAFSA. The Diversity Scholarship will provide money to pay tuition and fees.

## Athletic Scholarships

The college annually awards a number of athletic scholarships. For detailed information contact the Director of Athletics at <http://www.roanestate.edu/athletics> or call toll free at 1-866-462-7722 ext. 4581 or 865-882-4581.

## Tennessee Education Lottery Scholarship Program

The Tennessee Lottery Scholarship began in 2004 for high school students. Since that time with additional enhancements, other students are now potentially eligible. Apply by filing a FAFSA beginning January 1 of each year. **Application deadline is September 1 of each year for fall enrollment and February 1 for spring enrollment.** For additional information and specific eligibility requirements, go to <http://www.tn.gov/collegepays> and <http://www.roanestate.edu/financialaid>, or call 865-882-4545 or toll free 1-866-GO2-RSCC ext. 4545.

# Student Handbook

## Student Rights and Freedoms

### Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community.<sup>1</sup> Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Tennessee Board of Regents institutions have developed policies and procedures which provide and safeguard this freedom. The purpose of this statement is to enumerate the essential provisions for students' freedom to learn.

### Freedom of Access to Higher Education

The admissions policies of each Tennessee Board of Regents institution are a matter of institutional choice, provided that each institution makes clear the characteristics and expectations of students which it considers relevant to success in the institution's program. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each institution should be open to all students who are qualified according to its admissions standards. The facilities and services of a TBR institution should be open to all of its enrolled students.

### In the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

### 1. Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

### 2. Protection Against Improper Academic Evaluation

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

### 3. Protection Against Improper Disclosure

Certain information about students is protected from public disclosure

by Federal and state laws. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances.

<sup>1</sup> Adapted from AAUP Statement of RIGHTS AND FREEDOMS OF STUDENTS

## Student Responsibility

There are a number of established policies and regulations and 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. It is the student's responsibility to become familiar with these policies and regulations: GA-21-03 (Drug Free Environment); GA-08-01 (Admission to Buildings); GA-13-01 (Emergency Procedures-Fire & Bomb); GA-20-01 (Alcoholic Beverages); GA-21-01 (Smoking & Tobacco Products); GA-06-03 (Bulletin Boards); TBR Policy 3:02:00:01 (General Regulations on Student Conduct and Disciplinary Sanctions). Students may see the Assistant Vice President of Student Services/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/Campus Activities Board, by representation on some standing college committee, 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.

## 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, therefore RSCC is 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 (student complaint form) to the Assistant Vice President of Student Services. The Assistant Vice President of Student Services 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 Assistant Vice President of Student Services has tried to resolve the issue, the student may be heard by the Vice President for Student Learning and/or the Vice President of Student Services and Enrollment Management. The student complaint form may be accessed at <http://www.roanestate.edu/studentcomplaints>.

## Student Conduct and Discipline

The Office of the Assistant Vice President of Student Services continually updates policies and procedures governing student conduct and disciplinary sanctions. Colleges recognize the student as an adult pursuing an education. Just as a student does not lose citizenship rights upon enrolling at a college, the student also does not become immune to society's obligations and laws or to the responsibilities of daily living in a broader society. In general, the behavioral norms expected of the college student are those of common decency and decorum, recognition of and non-infringement upon the rights and property of others and of the college, honesty in academic work and all other activities, and observance of local, state and federal laws.

The Assistant Vice President also investigates conduct and discipline issues. Students are expected to conduct themselves in accordance with the rules and regulations of the college. Students, like all members of the college - faculty, administration, and staff members - assume the responsibility to conduct themselves in compliance with the objectives and standards of conduct established by the college. For further details please visit <http://www.roanestate.edu/deanofstudents> or call toll free at 1-866-462-7722 ext. 4550 or 865-882-4550.

## Student Right To Know

The Student Right-To-Know Act, 34, CFR668, 41, requires all institutions who participate in financial assistance programs under Title IV of the Higher Education Act of 1965, and who award athletically-related student aid to publish the freshmen rate of athletically-related financial aid and the graduation rate or completion rate for all first-time, full-time, degree, or certificate seeking freshmen who entered college by fall 1996 and subsequent years.

For current Student Right to Know and Crime on Campus reports, visit <http://www.roanestate.edu/deanofstudents> or call toll free at 1-866-462-7722 ext. 4550 or 865-882-4550.

## Campus Safety and Security

Reporting Procedures for the Crime Awareness & Campus Security Act of 1990

Any student, employee, or visitor on campus should report the incidence of criminal activity to the Roane State Department of Public Safety (ext. 4500), toll free at 1-866-462-7722 ext. 4500 or 865-882-4500 and/or to the Office of the Assistant Vice President of Student Services (ext. 4550), toll free at 1-866-462-7722 ext. 4550 or 865-882-4550. Criminal activity at any satellite location should be reported to the campus director who, in turn, will report to appropriate officials. For further details visit <http://www.roanestate.edu/deanofstudents>.

## Additional Student Information

For more details on the following critical student information, visit <http://www.roanestate.edu/deanofstudents> or call toll free at 1-866-462-7722 ext. 4550 or 865-882-4550.

- Drug Free Communities Statement
- Federal Student Right to Know (Crime Statistics)
- Nondiscrimination on the Basis of Sex in Education Programs and Activities
- Sexual Offender Notification
- Subsidiary Use of the College Campus
- Other Student Support Services

# Academic Standards and Expectations

## Statement of Academic Integrity

An essential feature of any institution of higher learning is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. Plagiarism (the use of the intellectual property of someone else without giving proper credit), cheating, and other forms of academic dishonesty are prohibited. 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, to a student found guilty of academic misconduct.

Each student is responsible for his/her own personal integrity and honor in academic life, and when accepting admittance to Roane State, affirms and subscribes to this commitment to neither knowingly give nor receive any inappropriate assistance in academic work.

## Academic Program Opportunities

### Cooperative Education

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 students and/or 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 at Roane State are concurrent, meaning that the student is enrolled in coursework leading to an associate degree while working.

Students must be in good academic standing and have completed 12 semester hours of coursework in their major (excluding Academic Development courses). A student may earn a maximum of 12 semester hours of co-op credit which may then be used toward general elective credit in the program of study. Students interested in receiving cooperative 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 either a letter grade or pass/fail at the conclusion of the semester. Students are also asked to evaluate the employer and write a summary of the co-op experience. Visit <http://www.roanestate.edu/placement> for more information or to contact the Placement Coordinator toll free at 1-866-462-7722 ext. 4695 or 865-882-4695.

## Honors Program

The Honors Program is the core of a variety of enrichment opportunities available at Roane State. The program offers a unique course of study to the most promising students at the college. The program, in affiliation with the National Collegiate Honors Council, is designed around the concept of student initiative and academic achievement. It is designed for students who want more from their collegiate experience. It provides opportunities to experience learning at a deeper level while having some responsibility for expression in creative academic projects. Honors serves students who work hard, raise questions, and seek answers.

The Honors Program maintains strict standards for admission and participation. However, there are no extra fees to pay and many services are provided at no cost to the students. The most important criterion for success is each student's motivation and dedication to learning.

### Admission Requirements

You may apply to the program if you are a:

- Freshman who has attained a 3.5 GPA in high school and/or scored 25 or higher on the ACT
- Current RSCC student who has attained a 3.5 GPA with a minimum of 12 college level credits
- Transfer student who has attained 3.5 GPA with at least 12 college-level credits from another accredited institution.

NOTE: Some exceptions to these requirements are made based on a personal interview.

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

Those who earn twelve hours of Honors credit and maintain at least a 3.3 GPA graduate as an Honors Associate and receive a certificate. Those who earn eighteen hours and maintain a 3.3 GPA graduate from the Honors Program and receive an Honors diploma. All Honors graduates and Phi Theta Kappa members receive special recognition at graduation. For more information visit <http://www.roanestate.edu/honorsprogram> or call toll free at 1-866-462-7722 ext. 4271 or ext. 2010 or 865-354-3000 ext. 4271 or ext. 2010.

## International Education

Roane State Community College strives to provide International Education opportunities by bringing the world to our students and by bringing the college and the beauty of the Tennessee mountains to the world.

The International Education Office offers our Tennessee students, faculty and staff the opportunity to experience other cultures and life-styles and, through friendship and knowledge, embrace the world. These are not simply tourist travels: our experienced faculty is dedicated to true cultural immersion and deep sociological experiences.

Our International Students Office welcomes international students and collaborates with academic deans to offer a wide range of the highest quality learning opportunities. See <http://www.roanestate.edu/internationaleducation> for more information or call toll free at 1-866-462-7722 ext. 4643 or 865-882-4643.

## Classroom Expectations

### 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. **Non-attendance does not constitute a withdrawal from classes or from the college.** Procedures to formally drop a course or to withdraw from the college must be followed. **FOLLOWING THESE PROCEDURES MAY PREVENT A FAILING GRADE ON A STUDENT'S TRANSCRIPT.**
4. Some Health Science and Nursing programs may have attendance requirements that affect progress or retention in the program. Contact the program director for detailed information.
5. Attendance will be monitored for students who receive Title IV financial aid funds. Lack of attendance could mandate administrative withdrawal and necessitate the repayment of financial aid funds.

### Cell Phone Use

The use of cell phones or pagers within the classroom setting is expressly prohibited. All cell phones and pagers should be placed on silent mode, put away, and kept out of sight for the duration of the class.

### Children on Campus

Children should not be brought to the classroom or left unattended in any RSCC location. Out of consideration to fellow students, faculty and staff, and for safety reasons, please secure appropriate baby-sitting services off-campus.

### Student Emergency Calls

The only option the college has to locate a student on campus is via the student's class schedule. We will not be able to locate you if you are not in class. Therefore there must be an extreme emergency to justify interrupting the classroom. The office of the Assistant Vice President and Dean of Students will determine the legitimacy of the emergency call. An extreme emergency would include a sick child needing to be picked up at daycare; a serious injury to a family member; a death in the family, or other traumatizing event. The classroom will not be disturbed to deliver a message to remind the student to take care of personal business matters such as your work schedule; keeping doctor appointments; to pay your bills; to stop by the grocery store. These issues have to be managed by the student outside the classroom. Please make sure you communicate daily with relevant family members and others about your whereabouts especially if your schedule changes in any way. Remember, we cannot locate you if you are not in class should a legitimate emergency arise. You may contact the office of the Assistant Vice President and Dean of Students if you have questions at 865-882-4550.

## Academic and Classroom Misconduct

1. The instructor has 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.
2. 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.
3. 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 Office of the Assistant VP for Student Services/Dean of Students.

# General Education Mission and Purpose

## General Education Philosophy

Roane State Community College fully supports the Tennessee Board of Regents Lower Division General Education Core framework developed in November 2002. The philosophy of General Education outlined in the preamble to the document states that:

*The purpose of the Tennessee Board of Regents general education core is to ensure that college students have the broad knowledge and skills to become life-long learners in a global community that will continue to change. Because courses in general education should emphasize breadth, they should not be reduced in design to the skills, techniques, or procedures associated with a specific occupation or profession. As a fundamental element of the baccalaureate degree, essential for a full completion of all majors and minors, the general education core is included in the lower division courses, but universities may add general education courses at the upper division as well.*

*General Education provides critical thinking skills for analysis to continue to seek truths, to discover answers to questions, and to solve problems. Specifically, educated people practice and are literate in the various methods of communication. They recognize their place in the history, culture, and diverse heritages of Tennessee, the United States, and the world. They appreciate the web of commonality of all humans in a multicultural world and are prepared for the responsibilities of an engaged citizenship. They recognize the ethical demands of our common lives. They demonstrate the skills and knowledge of the social and behavioral sciences to analyze their contemporary world. They are familiar with the scientific and mathematical view of the world.*

*Finally, Tennessee's general education core provides for its citizens the means to make a better living. It also, perhaps above all, enables its citizens to make a better life.*

The TBR General Education Core outlines goals and learning outcomes for six general education categories, including communication, humanities/fine arts, social/behavioral sciences, history, natural sciences, and mathematics. Roane State's General Education core curriculum integrates these competencies into the courses for which they are appropriate.

## RSCC General Education Mission

As part of Roane State's overall Teaching and Learning mission, it is the goal of all academic divisions to provide learning experiences, built on general education competencies, which ultimately support the Strategic Plan of the college. Across the curriculum the fundamental competencies of **critical thinking skills and communication skills** are addressed at the course level, forming the foundation for the overall educational mission of the college.

## Critical Thinking Skills

As productive members of a democracy, our students must accept the responsibility of making important decisions. Critical thinking skills promote responsible action in one's personal and professional life. Critical thinking requires the ability to identify problems, research and

evaluate alternative solutions, and implement decisions. An ability to solve problems and use math and contemporary technology is crucial for success in the professional world and for evaluating matters of national and global importance.

### Communication Skills

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

The General Education mission and philosophy outlined here applies to students who are in either University Transfer Programs or Career Education Programs.

### For University Transfer Students (Associate of Science Degree and Associate of Arts Degree)

For students seeking the A.S. and A.A. degrees, the general education university parallel core curriculum intends to stimulate students to acquire general knowledge in various academic disciplines, to gain the ability to effectively express themselves orally and in writing, and to prepare for advanced educational work through the acquisition of effective research, problem solving, and critical thinking skills.

RSCC provides a learning environment which enables students to develop the following: familiarity with current research and problem solving methods, a desire and ability for self-directed learning and effective expression, a capacity to synthesize knowledge from many sources, and an ability to critically examine new ideas and ways of thinking. For further information, refer to the University Transfer Program section in the catalog.

### For Career Education Students (Associate of Applied Science Degree)

For students seeking the A.A.S. degree, the career education curriculum includes a general education core leading students to the achievement of a basic understanding of the humanities, arts, and social and natural sciences; the achievement of basic skill competencies in oral and written expressions; and an understanding of vocation as a part of the changing world culture and learning as a lifelong endeavor. For further information, refer to the Career Preparation Program section in the catalog.

## Courses Fulfilling General Education Requirements

Although the courses fulfilling the minimum degree requirements may vary in actual design among institutions, many contain similar content. These courses are identified by common course rubrics (prefixes and numbers) in all TBR institutions to facilitate transferability. The actual courses designated by each institution to fulfill the Minimum Degree Requirements, including courses that may not be a part of the common course prefix and numbering pattern, are listed below. A complete matrix of courses that satisfy the Minimum Degree Requirements at all TBR institutions and an explanation of the common course rubric and numbering system are available on the TBR website (<http://www.tbr.edu>).

### Communication

ENGL	1010	Composition I
ENGL	1020	Composition II
SPCH	1010	Fundamentals of Speech

### Humanities and/or Fine Arts

ARTH	2010	Survey of Art History I
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ARTH	2020	Survey of Art History II
ARTH	1030	Art Appreciation
ENGL	2110	American Literature I
ENGL	2120	American Literature II
ENGL	2210	British Literature I
ENGL	2220	British Literature II
ENGL	2310	Survey of World Literature I
ENGL	2320	Survey of World Literature II
HUM	262	Great Works
MUS	1030	Music Appreciation
PHIL	1030	Introduction to Philosophy
PHIL	121	Elementary Ethics
PHIL	201	Introduction to Religions of the World
THEA	1030	Introduction to Theatre

### Social/Behavioral Sciences

ANTH	2150	Native American Studies
ECON	2010	Macroeconomics
ECON	2020	Microeconomics
GEOG	1210	World Geography
GEOG	1220	Human Geography
INTL	1010	Introduction to Global Studies
POLS	1030	American Government
POLS	1025	Introduction to Political Science
PSYC	1030	General Psychology
PSYC	2220	Biological Basis of Behavior
PSYC	2130	Lifespan Psychology
SOCI	1010	Introduction to Sociology
SOCI	1020	Social Problems
SOCI	2110	Cultural Anthropology
SOCI	2120	Prehistoric Archaeology
WELL	1010	Lifetime Wellness

### History

HIST	1010	Survey of Western Civilization I
HIST	1020	Survey of Western Civilization II
HIST	1210	Survey of World History I
HIST	1220	Survey of World History II
HIST	2010	Survey of United States History I
HIST	2020	Survey of United States History II
HIST	2030	Tennessee History

### Natural Sciences

ASTR	1010	Introduction to Astronomy I
ASTR	1020	Introduction to Astronomy II
BIOL	1110	General Biology I
BIOL	1120	General Biology II
BIOL	2010	Human Anatomy and Physiology I
BIOL	2015	Environmental Science
BIOL	2020	Human Anatomy and Physiology II
CHEM	1010	Introduction to Chemistry I
CHEM	1020	Introduction to Chemistry II
CHEM	1110	General Chemistry I
CHEM	1120	General Chemistry II
GEOL	1040	Physical Geology
GEOL	1050	Historical Geology
PHYS	2010	Non-Calculus Based Physics I
PHYS	2020	Non-Calculus Based Physics II
PHYS	2110	Calculus Based Physics I
PHYS	2120	Calculus Based Physics II

### Mathematics

MATH	1130	College Algebra
MATH	1410	Number Concepts/Algebra Structures
MATH	1530	Probability and Statistics
MATH	1630	Finite Mathematics
MATH	1720	Trigonometry
MATH	1730	Pre-Calculus
MATH	1830	Calculus for Business
MATH	1910	Calculus I

# University Transfer 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 (AA) or Associate of Science (AS) degree program. The advantages of taking the first two years at Roane State include:

- Roane State's tuition and fees are among the lowest of any of Tennessee's colleges and universities.
- Roane State's class size is 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.

## Steps for Successful University Transfer

1. To eliminate the possibility of taking non-transferable courses, a student should investigate programs of interest at different four year colleges/universities. Roane State's AA and AS degree programs are flexible enough to provide the first two years of coursework, provided the student has a clear goal in mind.
2. Complete the RSCC Application for Admission and select the Associate of Arts or Associate of Science degree program.
3. Select a concentration from the areas below.
4. Review the available articulation agreements on the University Transfer Program webpage: [www.roanestate.edu/articulation](http://www.roanestate.edu/articulation)
5. Make a contact at your four-year College or University.
6. Meet regularly with your Roane State faculty advisor.

## Associate of Arts/Associate of Science Areas of Emphasis

Degree requirements vary at four-year institutions. To eliminate the possibility of taking non-transferable courses, a Roane State student will select an emphasis area most closely describing their intended major at the University. Current selections include:

General (for any areas not listed here)

Agriculture  
 Art  
 Art Education  
 Biology  
 Business Administration  
 Business Education  
 Chemistry  
 Computer Art and Design  
 Computer Science  
 Criminal Justice  
 Early Childhood Education  
 Elementary Education  
 English  
 Exercise Science, Health and Wellness  
 Forestry  
 History  
 Mathematics  
 Music  
 Music Education  
 Physical Science  
 Political Science

Pre-Engineering  
 Pre-Law  
 Pre-Medicine/Dentistry  
 Pre-Nursing (BSN)  
 Pre-Pharmacy  
 Pre-Veterinary  
 Psychology  
 Secondary Education  
 Social Science  
 Social Work  
 Sociology  
 Special Education  
 Theatre  
 Wildlife/Fisheries  
 Undecided

## Minimum Degree Requirements, A.A./A.S.

### Baccalaureate Degrees and Associate of Arts and Associate of Science Degrees

See the section "Courses Fulfilling General Education Requirements" for course titles.

**Communication:** 6 credit hours/2 courses of English Composition and 3 credit hours/ 1 course in English Oral Presentational Communication are required.

ENGL 1010, 1020  
 SPCH 1010

**Humanities/Fine Arts:** 9 credit hours/ 3 courses - at least one course must be literature.

ARTH 2010, 2020, 1030

\*ENGL 2110, 2120, 2210, 2220, 2310, 2320

MUS 1030  
 PHIL 1030, 121, 201  
 THEA 1030

\*ENGL 1020 must be completed prior to taking ENGL literature.

**Social/Behavioral Sciences:** 6 credit hours/ 2 courses

ANTH 2150  
 ECON 2010, 2020

GEOG 1210, 1220, 2010  
 INTL 1010  
 POLS 1010, 1020

PSYC 1030, 2220, 2130

SOCI 1010, 1020, 2110, 2120

WELL 1010

**History:** 6 credit hours/ 2 courses in the same sequence: Students may choose from among the history courses approved at a particular institution to fulfill the six-semester hour requirement in history.\*\*

HIST 1010, 1020  
 HIST 1210, 1220  
 HIST 2010, 2020

HIST 2030 may be substituted for one of the US History courses.

\*\*Students who lack the required one unit (one year) of American history from high school as an admissions requirement must complete six (6) semester hours of American History or three (3) semester hours of American History and three (3) semester hours of Tennessee History to fulfill the history requirement in general education.

**Natural Sciences with Laboratory:** 8 credit hours/ 2 courses

ASTR 1010, 1020  
 BIOL 1110, 1120  
 BIOL 2010, 2020  
 CHEM 1010, 1020  
 CHEM 1110, 1120  
 GEOL 1040, 1050  
 PHYS 2010, 2020  
 PHYS 2110, 2120

**Mathematics:** 3 credit hours/ 1 course

MATH 1130, 1410, 1530  
 MATH 1630, 1720, 1730  
 MATH 1830, 1910

**Total for the General Education Core:** 41 credit hours

**Additional Electives:** 19 credit hours

Select electives appropriate for transfer into a specific major at a college/university. For the Associate of Arts (AA) degree, these elective hours must include 6 credit hours/2 courses of foreign language.

**TOTAL: 60 credit hours**

### Course Requirements and Suggested Sequencing

Students not following an articulation agreement should plan their program of study with their Roane State advisor and an advisor at the transfer institution.

The following sequence of courses may be used as a guide for scheduling courses and staying on track with graduation requirements. Some students may have Learning Support coursework or prerequisite courses that must be completed in addition to the courses below. Learning Support courses do not fulfill any of the listed requirements. However, college-level prerequisite courses may fulfill the approved electives for transfer.

		Credit Hours
<b>First Semester</b>		
ENGL 1010	Composition I	3
MATH	Math elective	3
	Natural Science elective & laboratory	4
	Social Science elective	3
SPCH 1010	Fundamentals of Speech	3
	<b>Semester Total:</b>	<b>16</b>
<b>Second Semester</b>		
ENGL 1020	Composition II	3
	Natural Science elective & laboratory	4
	Social Science elective	3
	Appropriate electives for transfer	6
	<b>Semester Total:</b>	<b>16</b>
<b>Third Semester</b>		
ENGL	Literature elective	3
	Appropriate electives for transfer	6
HIST	History elective	3
	Humanities elective	3
	<b>Semester Total:</b>	<b>15</b>

### Fourth Semester

	Appropriate electives for transfer	7
HIST	History elective	3
	Humanities elective	3
	<b>Semester Total:</b>	<b>13</b>

**Total Required hours for the AA or AS degree: 60 Credit Hours**

Although the courses designated by TBR institutions to fulfill the requirements of the general education subject categories vary, transfer of the courses is assured through the following means:

- Upon completion of an A.A. or A.S. degree, the requirements of the lower division general education core will be complete and accepted by a TBR university in the transfer process.
- If an A.A. or A.S. is not obtained, transfer of general education courses will be based upon fulfillment of complete subject categories. (Example: If all eight hours in the category of Natural Sciences are complete, then this "block" of the general education core is complete.) When a subject category is incomplete, course-by-course evaluation will be conducted. The provision of block fulfillment pertains also to students who transfer among TBR universities.
- Institutional/departamental requirements of the grade of "C" will be honored. Even if credit is granted for a course, any specific requirements for the grade of "C" by the receiving institution will be enforced.
- In certain majors, specific courses must be taken also in general education. It is important that students and advisors be aware of any major requirements that must be fulfilled under lower-division general education.

A complete listing of the courses fulfilling general education requirements for all TBR institutions is available on the TBR website (<http://www.tbr.edu>) under Transfer and Articulation Information.

Every TBR institution incorporates the 41 semester hours listed above into its degree program requirements and accepts all courses designated as meeting these requirements at other TBR institutions. By ensuring the transferability of courses fulfilling the Minimum Degree Requirements, the TBR has eliminated unnecessary repetition of these courses by students transferring to institutions within the TBR system. Because each TBR institution has a unique mission and its own distinctive curriculum, an institution may require students to complete additional courses in the Minimum Degree subject areas and in other areas that may comprise an institutional General Education Program. Students planning to receive a bachelor of arts or associate of arts degree must demonstrate proficiency in a foreign language as prescribed in the institutional degree requirements.

## Articulation Agreements/ Course Equivalency Tables

Articulation Agreements exist to assist students with course selection for a particular senior institution and major. These documents specify a curriculum that has been agreed upon by Roane State and a four-year college or university to satisfy degree requirements at both institutions. Completion of the first and second year of the agreement results in the completion of an associate's degree at Roane State. The remaining requirements for the third and fourth year are those required by the four-year college or university. The student must successfully complete all of the courses outlined in the agreement in order for the completion of the agreement to be noted on his/her academic transcript. Exceptions



can only be approved by the four-year institution. Current agreements include:

- Austin Peay State University
- East Tennessee State University
- Lincoln Memorial University
- Lipscomb University
- Maryville College
- Middle Tennessee State University
- Pellissippi State Technical Community College
- Regents On-Line Campus Collaborative (ROCC)
- Savannah College of Art and Design
- Strayer University
- Tennessee Technological University
- University of Tennessee-Chattanooga
- University of Tennessee-Knoxville
- University of Tennessee-Martin

Articulation agreements and course-by-course equivalency tables are constantly being updated. For the most up to date list, visit <http://www.roanestate.edu/articulation> or you may contact our Advising Resource Center at 1-866-462-7722 ext. 4597 or 865-882-4597.

In the event that a student selects a major or college/university for which there is no current articulation agreement, the student may use the course equivalency tables to choose transferable courses. The acceptance of RSCC courses for transfer and the fulfillment of degree requirements rests with the four-year college/university. A complete listing of course-by-course equivalencies is available at <http://www.roanestate.edu/transferequivalency> or you may contact our Advising Resource Center at 1-866-462-7722 ext. 4597 or 865-882-4597.

## Associate of Science in Teaching

The A.S.T. curriculum is designed for students who wish to complete the first two years of a program toward teacher certification in K-6 (elementary education) and then transfer to a Tennessee Board of Regents University for the completion of their four year degree. This curriculum will meet the lower division requirements for transfer to a Tennessee Board of Regents senior institution granting the bachelor's degree in elementary education. Due to varying requirements of four-year institutions, students are encouraged to select courses in consultation with an education advisor. **Students who plan to transfer to the University of Tennessee or any other non-TBR university should contact their advisor for appropriate degree and transfer information.**

Tennessee Technological University now offers coursework leading to the completion of a B.S. in Multidisciplinary Studies - Human Learning (K-6) at four Roane State campuses: Roane County, Oak Ridge, Cumberland and Scott Counties. For additional information, please visit <http://www.roanestate.edu/2plus2> or call 1-866-462-7722 ext. 4642 or 865-882-4642.

### Additional Degree Requirements:

1. Attainment of a 2.75 cumulative grade point average.
2. Successful completion of PRAXIS I or ACT score of 22 or higher (See note below)
3. Satisfactory rating on an index of suitability for the teaching profession.

**First Year**  
ENGL 1010, 1020 Composition I, II

**Hours**  
3, 3

SPCH 1010	Fundamentals of Speech	3
ARTH 1030	Art Appreciation <b>or</b>	
MUS 1030	Music Appreciation	3
MATH 1410, 1420	Number Concepts/Algebra Structures, Problem Solving/Geometry	3, 3
EDU 101	Introduction to the Teaching Profession	2
EDU 223	Instructional Aids & Equipment	1
EDU 111	Introduction to Educating Exceptional Child	3
GEOG 1210	World Geography	3
ASTR 1010	Introduction to Astronomy <b>or</b>	
GEOL 1040	Physical Geology <b>or</b>	
GEOL 1050	Historical Geology	4
	<b>First Year Total</b>	<b>31</b>
<b>Second Year</b>		
POLS 1030	American Government <b>or</b>	
SOCI 1010	Introduction to Sociology	3
MATH 1530	Probability and Statistics	3
EDU 211 or 212	Educational Psychology or Child Development & Psychology	3
HIST 2010, 2020	Survey of United States History I, II, <b>or</b>	
HIST 2030	Tennessee History (SELECT TWO)	3, 3
BIOL 1110	General Biology I	4
MSC 1012	Physical Science	4
ENGL	Sophomore Literature <sup>1</sup>	3
	Additional Humanities Elective <sup>1</sup>	3
	<b>Second Year Total</b>	<b>29</b>
	<b>TOTAL HOURS</b>	<b>60</b>

<sup>1</sup> Courses must come from the TBR General Education List

### Praxis Test Information

1. If a student fails to receive the minimum score of 173 Math, 174 Reading, and 173 Writing on the first testing, 10 hours of tutoring per subject area not passed is required through approved tutorial support services for remediation purposes. Students will be required to re-test and show improvement through documentation, which will be stated in a form from the person providing tutorial services. For 2+2 students, the first Praxis attempt should be no later than January of the year they plan to enter the TTU portion of the program.

2. If a student fails to make required score(s) on the second attempt, the following guidelines apply for the students to be eligible to appeal testing requirements:

a. Two of the three sections of the PPST have been successfully completed. The third section of the PPST for a person within the following range(s) to be eligible for a waiver:

2.5 cumulative QPA within one point of passing

2.75 cumulative QPA within two points of passing

3.0 cumulative QPA within three points of passing

b. A formal written request for the waiver must be submitted by the student. Letters of support from the student's advisor must accompany the student's request. In addition, documentation and evidence outlining the student's progress attained during the tutoring sessions must be provided by the person or unit providing the required tutorial support.

c. A decision will be made by the PPST Waiver Sub-Committee (or their designee). If extenuating circumstances exist, a student may request a personal appearance before the Sub-Committee.

d. The decision of the Sub-Committee is final.

# Career Preparation Programs

## Associate of Applied Science Degree

The Associate of Applied Science programs are designed primarily for students who wish 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.

### Core Curriculum for Career Preparation Programs

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

Areas	Courses
English Composition	3 hours
Humanities/Fine Arts*	3 hours
Social/Behavioral Sciences*	3 hours
Natural Science/Mathematics*	3 hours
One additional course from the categories of Communication, Humanities/Fine Arts, Social/Behavioral Sciences, or Natural Science/Mathematics*	3 or 4 hours
	15 or 16 hours

\*Specific courses satisfying these requirements must be the same courses that satisfy the general education requirement for the A.S. and A.A. degrees.

A certain number of credit hours in each program must be completed in order to meet the graduation residency requirement. Contact your advisor for the requirement of your program.

# Associate of Applied Science Degree Programs

## Allied Health Sciences

### A.A.S. in Allied Health Sciences

The Associate of Applied Sciences degree program in Allied Health Sciences will provide a pathway for students who are currently enrolled in or have completed a Certificate level program in an Allied Health Sciences discipline from any TBR institution, or are currently licensed allied health/nursing practitioners who wish to continue their formal education and earn an Associate of Applied Sciences degree.

Healthcare-specific electives may be earned by current enrollment in appropriate allied health sciences courses, articulating credits earned at a Tennessee Technology Center or an allied health sciences certificate program from a community college, or portfolio assessment of college-level learning gained through employment related to an allied health discipline. In addition to the 15 credit hours of General Education core courses currently required for an A.A.S. degree, students will complete a 3 credit hour course in Management and Leadership for Allied Health Supervisors (ALH 211). Two additional Allied Health courses (Contemporary Issues in Healthcare-ALH 212, and Special Topics in Healthcare Management-ALH 213) as well as 9 credit hours of general education courses may be taken as electives depending on the number of credit hours earned from a health sciences certificate program or experiential portfolio evaluation.

	<b>Hours</b>
ENGL 1010 Composition I	3
MATH 1130 College Algebra <i>or higher level content Math course</i> <sup>1</sup>	3
SPCH 1010 Fundamentals of Speech	3
ALH 211 Management and Leadership for Allied Health Supervisors	3
Humanities Elective <sup>1</sup>	3
Social Science Elective <sup>1</sup>	3
<b>Health Science Discipline courses - To be determined in consultation with advisor</b>	<b>27-42</b>
<i>The total number of credits accepted to meet this requirement will depend on the program of study and the institution attended.</i>	
<i>The following courses can be taken as additional electives (as needed) to meet this requirement.</i>	
ALH 212 Contemporary Issues in Healthcare	
ALH 213 Special Topics in Healthcare Management	
<b>General Education Electives <sup>1</sup></b>	
<b>TOTAL HOURS</b>	<b>60</b>

<sup>1</sup> All electives must be selected from General Education Requirements.

<sup>2</sup> Students should consult with their academic advisor for appropriate electives.

This program is designed for students who plan to enter their chosen field upon graduation. Students intending to transfer to a baccalaureate program are advised to check with their academic advisor and the four-year institution regarding specific transfer of courses.

## Business Management Technology, Accounting Option

The accounting option provides intensive training to qualify a student for various accounting positions in profit and not-for-profit organizations such as service industries, merchandising businesses, manufacturing companies, and governmental and educational facilities. Areas of responsibility may include cash control, accounts receivable, inventory management, accounts payable, tax returns, budgeting and cost controls.

<b>First Year</b>		<b>Hours</b>
BUS 101	Introduction to Business	3
BUS 111	Business Math	3
ACCT 1010	Principles of Accounting I (Fall)	3
ACCT 1020	Principles of Accounting II (Spring)	3
ACCT 2550	Micro Accounting Appl I (Spring)	3
BUS 273	Principles of Marketing	3
BUS 281	Management & Supervision	3
INFS 1010	Computer Applications (Fall)	3
ENGL 1010	Composition	3
SPCH 1010	Fundamentals of Speech	3
<b>First Year Total</b>		<b>30</b>
<b>Second Year</b>		
ACCT 2240	Cost Accounting (Spring only)	3
ACCT 2250	Federal Income Tax - Personal (Fall)	3
ACCT 2260	Federal Income Tax - Business(Spring)	3
ACCT 2270	Fund Accounting (Fall)	3
ACCT 2330	Intermediate Accounting (Fall)	4
BUS 251	Legal Environment for Business	3
ACCT 2570	Micro Accounting Appl II (Fall)	2
ECON 2010	Macroeconomics	3
MATH 1530	Probability & Statistics	3
	Humanities Elective	3
<b>Second Year Total</b>		<b>30</b>
<b>TOTAL HOURS</b>		<b>60</b>

Students pursuing any of the Business Management Technology programs will be advised by the Social Science, Business and Education Division.

This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

This program is designed for students who plan to enter the field upon graduation. Students intending to transfer to a baccalaureate program are advised that they should check with their academic advisor and the four-year institution regarding specific transfer of courses.

Students in this major must take the Business Graduate Exam prior to graduating.

## Business Management Technology, Business Administration Option

The Business Administration option is designed to provide students with the necessary education and skills to own and operate a small business or to work for a business owner or entrepreneur. A variety of business courses are provided for the student to accomplish these goals. The student may also choose to gain on-the-job experience by selecting co-op as a business elective.

<b>First Year</b>		<b>Hours</b>
BUS 101	Introduction to Business	3
BUS 111	Business Math	3
BUS 112	Personal Finance	3
BUS 261	Psych Aspects of Management	3
BUS 271	Sales	3
BUS 273	Principles of Marketing	3
INFS 1010	Computer Applications	3
ENGL 1010	Composition I	3
MATH 1530	Probability & Statistics	3
SPCH 1010	Fundamentals of Speech	3
<b>First Year Total</b>		<b>30</b>
<b>Second Year</b>		
ACCT 1010	Principles of Accounting I (Fall)	3
ACCT 1020	Principles of Accounting II (Spring)	3
BUS 236	Negotiations/Conflict Resolution	3
BUS 251	Legal Environment for Business	3
BUS 278	Entrepreneurship	3
BUS 281	Management and Supervision	3
BUS 104	Business Presentations	or
CISP 1350	Spreadsheets	3
ECON 2010	Macroeconomics	3
	Directed Elective <sup>1</sup>	3
	Humanities Elective	3
<b>Second Year Total</b>		<b>30</b>
<b>TOTAL HOURS</b>		<b>60</b>

<sup>1</sup>Directed Electives: BUS, ECON 2020, or Co-Op.

Students pursuing any of the Business Management Technology programs will be advised by the Social Science, Business and Education Division.

This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

This program is designed for students who plan to enter the field upon graduation. Students intending to transfer to a baccalaureate program are advised that they should check with their academic advisor and the four-year institution regarding specific transfer of courses.

## Business Management Technology, Business Management Option

The Business Management option is designed to provide students with the necessary education and skills to function as a first-line manager or supervise in a business environment. A variety of business courses are provided for the student to accomplish these goals. The student may also choose to gain on-the-job experience by selecting co-op as a business elective.

<b>First Year</b>		<b>Hours</b>
BUS 101	Introduction to Business	3
BUS 111	Business Math	3
BUS 112	Personal Finance	3
BUS 261	Psych Aspects of Management	3
BUS 273	Principles of Marketing	3
BUS 281	Management and Supervision	3
INFS 1010	Computer Applications	3
ENGL 1010	Composition I	3
MATH 1530	Probability & Statistics or	
MATH 1830	Calculus for Business	3
SPCH 1010	Fundamentals of Speech	3
<b>First Year Total</b>		<b>30</b>
<b>Second Year</b>		
BUS 215	Business Ethics	3
ACCT 1010	Principles of Accounting I (Fall)	3
ACCT 1020	Principles of Accounting II (Spring)	3
BUS 236	Negotiations/Conflict Resolution	3
BUS 251	Legal Environment for Business	3
BUS 284	Management Seminar	3
BUS 104	Business Presentations or	
CISP 1350	Spreadsheets	3
ECON 2010	Economics I	3
	Directed Elective <sup>1</sup>	3
	Humanities Elective	3
<b>Second Year Total</b>		<b>30</b>
<b>TOTAL HOURS</b>		<b>60</b>

<sup>1</sup>Directed Elective: BUS, CISP, ECON 2020, or Co-Op.

Students pursuing any of the Business Management Technology programs will be advised by the Social Science, Business and Education Division.

This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

This program is designed for students who plan to enter the field upon graduation. Students intending to transfer to a baccalaureate program are advised that they should check with their academic advisor and the four-year institution regarding specific transfer of courses.

Students in this major must take the Business Graduate Exam prior to graduating.

## Business Management Technology, Computer Science Option

This option is designed to prepare students to work in the growing area of computer-based information systems. Degree-seeking students will be exposed to important aspects of computing in a business setting including networking, programming, databases, project management, Web site design and administration as well as file management, current operating systems and popular business applications.

<b>First Year</b>		<b>Hours</b>
BUS 101	Introduction to Business	3
INFS 1010	Computer Applications	3
BUS 104	Business Presentations	3
BUS 105	Database Creation and Design	3
CISP 1080	Web Fundamentals	3
CISP 1090	Introduction to Programming	3
BUS 202	Intro to Project Management	3
CISP 1170	Introduction to Visual Basic	3
ENGL 1010	Composition I	3
SPCH 1010	Fundamentals of Speech	3
<b>First Year Total</b>		<b>30</b>
<b>Second Year</b>		
BUS 111	Business Math	3
ACCT 1010	Accounting I	3
BUS 281	Management & Supervision	3
CISP 1370	PC Repairs and Maintenance	3
CISP	Electives <sup>1</sup>	9
MATH 1530	Probability & Statistics	3
	Humanities Elective	3
	Social Science Elective	3
<b>Second Year Total</b>		<b>30</b>
<b>TOTAL HOURS</b>		<b>60</b>

<sup>1</sup>CISP electives included below.

CISP 1350	Spreadsheets	3
CISP 1420	Networking Essentials	3
CISP 1430	Introduction to Routers	3
CISP 2030	Data Structures	3
CISP 2040	Database Programming	3
CISP 2060	Introduction to Network Security	3
CISP 2150	Operating Systems	3
CISP 2180	Advanced Java	3
CISP 2360	Web Design Methodology	3
CISP 2370	e-Commerce Design	3
CISP 2380	Intro to Java Script	3
CISP 2750	Unix/Linux Operating Systems	3
COE	Co-Op (see advisor)	3

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

This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

This program is designed for students who plan to enter the field upon graduation. Students intending to transfer to a baccalaureate program are advised that they should check with their academic advisor and the four-year institution regarding specific transfer of courses.

Students in this major must take the Business Graduate Exam prior to graduating.

## Business Management Technology, E-Commerce

An E-Commerce concentration is intended to prepare students to meet technical career needs in business and industry for entry level positions such as:

- Web Server Administrator
- Webmaster
- E-Commerce Manager
- HTML Programmer
- Help Desk/User Support
- Web Technologist
- Web Developer
- Web Designer/Programmer
- Web Producer

Specialists in these positions will be able to administer and manage web servers and design and program transaction-based web sites that interface to databases. They will be able to communicate effectively and use key programming, publishing, database and transaction tools. With both a business and technical perspective, they will be able to identify E-commerce issues such as telecommunications, security, and scalability.

<b>First Year</b>	<b>Hours</b>
BUS 101 Introduction to Business	3
INFS 1010 Computer Applications	3
BUS 273 Principles of Marketing	3
CISP 1080 Web Fundamentals	3
ACCT 1010 Principles of Accounting I	3
BUS 281 Management and Supervision	3
BUS 251 Legal Environment for Business	3
BUS 111 Business Mathematics	3
ENGL 1010 Composition I	3
SPCH 1010 Fundamentals of Speech	3
<b>First Year Total</b>	<b>30</b>
<b>Second Year</b>	
CISP 1090 Introduction to Programming	3
CISP 2370 e-Commerce Design	3
CISP 2360 Web Design Methodology	3
BUS 202 Introduction to Project Management	3
BUS 105 Database Creation and Design	3
MATH 1530 Probability & Statistics	3
Humanities Elective	3
Social Science Elective	3
<sup>1</sup> CISP Directed Elective or Co-op in web position	3
<sup>2</sup> BUS Elective	3
<b>Second Year Total</b>	<b>30</b>
<b>TOTAL HOURS</b>	<b>60</b>

<sup>1</sup>CISP directed electives included below.

<sup>2</sup>BUS electives may be selected from any other Business course not required in this major/option.

CISP 1350 Spreadsheets	3
CISP 1420 Networking Essentials	3
CISP 1430 Introduction to Routers	3
CISP 2030 Data Structures	3
CISP 2040 Database Programming	3
CISP 2060 Introduction to Network Security	3
CISP 2150 Operating Systems	3
CISP 2180 Advanced JAVA	3
CISP 2380 Intro to Java Script	3
CISP 2750 Unix/Linux Operating Systems	3
COE Co-Op (see advisor)	3

Students pursuing any of the Business Management Technology programs will be advised by the Social Science, Business and Education Division.

This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

This program is designed for students who plan to enter the field upon graduation. Students intending to transfer to a baccalaureate program are advised that they should check with their academic advisor and the four-year institution regarding specific transfer of courses.

Students in this major must take the Business Graduate Exam prior to graduating.

## Business Management Technology, General Business Option

The General Business option is designed to give students greater flexibility in completing an A.A.S. degree while assuring a business focus within the program. The discipline-specific electives may be earned by taking appropriate courses as indicated or by articulating credits earned in a diploma program at a Tennessee Technology Center. Students should seek assistance from their business advisor to choose appropriate electives.

<b>First Year</b>		<b>Hours</b>
ENGL 1010 Composition I		3
SPCH 1010 Fundamentals of Speech		3
Humanities Elective		3
MATH 1530 Probability & Statistics (non-calc)		3
ECON 2010 Macroeconomics		3
BUS 101 Introduction to Business		3
BUS 111 Business Math		3
ACCT 1010 Principles of Accounting I		3
BUS 281 Management & Supervision		3
INFS 1010 Computer Applications		3
<b>First Year Total</b>		<b>30</b>
<b>Second Year</b>		
<sup>1</sup> Discipline-Specific Directed Electives		30
<b>Second Year Total</b>		<b>30</b>
<b>TOTAL HOURS</b>		<b>60</b>

<sup>1</sup>Discipline-Specific Directed Electives: Students may choose from many course offerings (Business (BUS), Computer Science (CISP), and Management(MGT) to meet this elective requirement. Credit may also be obtained through co-op opportunities or by articulating credits earned from a diploma program at a Tennessee Technology Center.

Students pursuing any of the Business Management Technology programs will be advised by the Social Science, Business and Education Division.

This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

This program is designed for students who plan to enter the field upon graduation. Students intending to transfer to a baccalaureate program are advised that they should check with their academic advisor and the four-year institution regarding specific transfer of courses.

Students in this major must take the Business Graduate Exam prior to graduating.

## Contemporary Management

The Contemporary Management Program, designed specifically for working adults, provides the academic credentials and advanced skills necessary for upward mobility in area businesses. This “accelerated” degree program combines reduced in-class instruction with outside assignments; therefore, each 4-credit course meets only one night per week for five weeks plus an additional eight-hour summary session. This unique program design allows working adults to earn a degree in a short period of time while keeping their full-time job. In addition, individuals may receive credit through a portfolio process for prior college-level learning whether in a classroom or on the job. Faculty assessors will review each participant's background and grant credit if applicable.

Because of its fast-paced format, a very high level of maturity and dedication will be required of students in this program. Each student should discuss his/her interest in taking these accelerated courses with a faculty advisor from the business department.

First Year			Hours
MGT	200	Foundations of Business	4
MGT	201	Management Concepts	4
MGT	203	Human Resources Management	4
MGT	205	Marketing in the Global Economy	4
MGT	206	Applied Economics	4
MGT	207	Managerial Accounting & Finance Electives <sup>1</sup>	6
<b>First Year Total</b>			<b>30</b>
Second Year			
ENGL	1010	Composition I	3
SPCH	1010	Fundamentals of Speech Electives <sup>1</sup>	9
		Directed Elective <sup>2</sup>	3
		Humanities Elective	3
		Math Elective (MATH 1130 or higher)	3
		Natural Science Elective	3
		Social Science Elective	3
<b>Second Year Total</b>			<b>30</b>
<b>TOTAL HOURS</b>			<b>60</b>

<sup>1</sup>The following is a list of four Contemporary Management courses from which you may choose to apply toward satisfying this requirement: MGT 208-Training and Development; MGT 209-Interpersonal Communication; MGT 225-Resolving Conflict/Negotiation. These elective hours may also be obtained through Prior Learning Credit, Cooperative Education, and/or the successful completion of various other courses, and/or by articulating credits earned from a diploma at a Tennessee Technology Center. For more information, go to [www.roanestate.edu/mgt](http://www.roanestate.edu/mgt), or call toll free 1-866-462-7722 ext. 4332 or 865-354-3000 ext. 4332.

<sup>2</sup>Students may take BUS 102, BUS 104, BUS 105, BUS 202, CISP 1350 or INFS 1010 to fulfill requirement.

Students pursuing this area of study will be advised by the Social Science, Business and Education Division.

This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

This program is designed for students who plan to enter the field upon graduation. Students intending to transfer to a baccalaureate program are advised that they should check with their academic advisor and the four-year institution regarding specific transfer of courses.

Students in this major must take the Business Graduate Exam prior to graduating.

## Criminal Justice

The two-year Criminal Justice program is designed to provide students with a variety of career opportunities. Careers available include: state and local law enforcement, school resource officers, park ranger, sheriff's deputies, corrections officers, federal agencies such as U.S. Border Patrol, U.S. Marshalls, U.S. Secret Service, Transportation Security Administration, and other U.S. Department of Homeland Security jobs.

According to the U.S. Bureau of Labor Statistics, criminal justice employment opportunities will increase as much as 22% through 2018. The two-year associate degree is formed to meet the needs of society for personnel capable of entry and advancement into these career opportunities.

First Year			Hours
CRMJ	1010	Intro to Criminal Justice (Fall/Summer)	3
CRMJ	1110	Criminal Procedures (Fall only)	3
CRMJ	1120	Court Procedures	3
CRMJ	2130	Criminal Investigation (Spring only)	3
CRMJ	2140	Understanding Terrorism	3
ENGL	1010	Composition	3
POLS	1030	American Government	3
POLS	1025	Intro to Political Science	3
PSYC	1030	General Psychology	3
SOCI	1010	Intro to Sociology	3
<b>First Year Total</b>			<b>30</b>
Second Year			
CRMJ	2020	Intro to Corrections	3
CRMJ	1100	Juvenile Delinquency	3
CRMJ	2200	Police Administration & Organization	3
CRMJ	2210	Criminal Law (Spring only)	3
CRMJ	2310	Special Topics in Criminal Justice	3
SPCH	1010	Fundamentals of Speech	3
		Humanities Elective	3
		Natural Science/Math Elective	3
		Electives	6
<b>Second Year Total</b>			<b>30</b>
<b>TOTAL HOURS</b>			<b>60</b>

Students pursuing this option will be advised by the Social Science, Business and Education Division.

This program is designed for students who plan to enter the field upon graduation. Students intending to transfer to a baccalaureate program are advised that they should check with their academic advisor and the four-year institution regarding specific transfer of courses.

### Acquiring Credit for Criminal Justice

Currently enrolled criminal justice students may petition for the granting of academic credit, based on previous experiential work in the field in which a degree is being pursued. The student is responsible for assembling and presenting a portfolio of materials to support the request. Individual portfolios for training received at any one of the state's three, eight-week, basic recruit facilities, or the twenty-four week Knoxville basic recruit academy are not necessary since all the training is uniform. Additional academic credit may be awarded for in-service training at specialized schools; contingent upon how the training curriculum corresponds to the competency based curriculum objectives for individual criminal justice courses.

Academic experiential credit will be awarded and will not exceed 18 semester hours. A copy of the training certificate should be sent to the Criminal Justice department. The Admissions and Records Office will assign course credit. A grade of “P” will be assigned to experiential credit. Experiential credit cannot be granted until the student is enrolled (full- or part-time) for classes at Roane State.

Students who complete the Knoxville Police Department’s recruit training program will receive the following experiential course credit.

		<b>Hours</b>
CRMJ 1010	Intro to Criminal Justice	3
CRMJ 1110	Criminal Procedures	3
CRMJ 1120	Court Procedures	3
CRMJ 2200	Police Admin and Org	3
CRMJ 2130	Criminal Investigation	3
		<b>15</b>

Students who complete one of the state’s three, eight-week, basic recruit training programs will receive the following experiential course credit.

CRMJ 1010	Intro to Criminal Justice	3
CRMJ 1110	Criminal Procedures	3
CRMJ 2210	Criminal Law	3
		<b>9</b>

## Early Childhood Education

There are several options available at Roane State for students wishing to enter the field of early childhood education. Students may enter the TECTA program to pursue a state awarded Childcare Director’s Credential or the nationally awarded Child Development Associate Credential. Those students may then wish to pursue our Early Childhood Education A.A.S. degree. Students may also wish to enter the A.A.S. program directly if not pursuing the CDA credential.

### Tennessee Early Childhood Training Alliance

The TECTA program is designed for students who have a GED or high school diploma, are currently working in a licensed or registered child care facility, and reside in Tennessee. The program provides 30 hours of cost free orientation. The participant then enrolls as a Roane State student and begins the first of five college classes which leads to the Child Development Associates (CDA) credential.

#### Student Requirements

1. Submit an application for admission and \$20 non-refundable application fee.
2. Submit an official copy of high school transcript or GED scores.

The following courses are required:  
TECTA Orientation (0) Non-credit

This course provides the childcare worker with thirty hours of instruction in the following areas: professionalism, individualism and cultural diversity, child development, developmentally appropriate practices, learning environments, health and safety, guidance, observation and assessment, family relationships, human relations, environment, and activities and curriculum. Prerequisite to the Level classes-students must enroll in one of the following Orientation classes (30 clock hours): Center Based; Infant/Toddler; School-Age; Family Based; Administration.

ECED 2010	Safe, Healthy, Learning Environment	3
ECED 2015	Foundations of Early Childhood Development	3
ECED 2040	Family Dynamics and Community Involvement	3
ECED 2130	Practicum (Co-requisite ECED 2010)	3

#### **TOTAL SEMESTER HOURS 12**

Students pursuing the CDA credential will be advised by the TECTA Office. After completing these classes, students may wish to further their education by pursuing an A.A.S. degree in Early Childhood Education.

### Associate of Applied Science Degree - Early Childhood Education

Roane State has developed the following courses to support the Head Start Reauthorization Act degree requirements for Head Start teacher/staff.

<b>First Year</b>		<b>Hours</b>
ECED 1010	Intro to Early Childhood Education	2
ECED 2010	Safe, Healthy, Learning Environment	3
ECED 2015	Early Childhood Curriculum	3
ECED 2020	Infant, Toddler Child Development	3
ECED 2130	Clinical Practicum I	3
ENGL 1010	Comp I	3
SPCH 1010	Fundamentals of Speech	3
	Elective	3
	Math Elective	3
	Physical/Natural Science Elective	4
<b>First Year Total</b>		<b>30</b>
<b>Second Year</b>		
ECED 2040	Family Dynamics & Community Involvement	3
ECED 2060	Development of Exceptional Children	3
ECED 2070	Developmental Assessment	3
ECED 2080	Language & Literacy in Early Childhood	3

ECED 2085	Math & Science in Early Childhood	3
ECED 2160	Final Practicum	3
ECED	Elective	3
	Elective	3
	Humanities Elective	3
	Social Science Elective	3
	<b>Second Year Total</b>	<b>30</b>
	<b>TOTAL HOURS</b>	<b>60</b>

Students pursuing this area of study will be advised by the Social Science, Business and Education Division.

This program is designed for students who plan to enter the field upon graduation. Students intending to transfer to a baccalaureate program are advised that they should check with their academic advisor and the four-year institution regarding specific transfer of courses. Students planning to transfer should major in the Associate of Science (AS) degree with a concentration in Early Childhood Education.

## 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. An articulation agreement between Roane State and East Tennessee State University (ETSU) exists for those who complete this degree program at Roane State and wish to pursue the baccalaureate degree at ETSU. See your Roane State advisor for curriculum information.

<b>First Year</b>			<b>Hours</b>
BIOL 2015	Environmental Science		3
CHEM 1110,1120	General Chemistry I, II		8
EHT 120	Waste Management & Poll Prev		3
EHT 130	Industrial Hygiene & Safety I		3
ENGL 1010	Composition I		3
SPCH	Speech Elective		3
	Humanities Elective		3
	Social Science Elective		3
	Elective		1
	<b>First Year Total</b>		<b>30</b>
<b>Second Year</b>			
BIOL 1110	General Biology I		4
BIOL 1120	General Biology II or		
BIOL 2530	General Ecology		4
EHT 201	Environmental Law		3
EHT 210	Environmental Instrumentation		3
EHT 211	Safety and Emergency Response		3
EHT 215	Appl Rad Control Tech		3
EHT 230	Industrial Hygiene & Safety II		3
EHT 242	Internship <sup>1</sup>		4
GEOLOG 1040	Physical Geology		4
MATH 1530	Probability and Statistics		3
	<b>Second Year Total</b>		<b>30-34</b>
	<b>TOTAL HOURS</b>		<b>60-64</b>

<sup>1</sup>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 Social Science, Business and Education Division.

With the exception of students transferring on the ETSU articulation agreement, this program is designed for students who plan to enter the field upon graduation. Students intending to transfer to a baccalaureate program are advised that they should check with their academic advisor and the four-year institution regarding specific transfer of courses.



## General Technology

This degree 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. The electives in this program may be earned by taking appropriate courses, by transferring credit earned in a diploma program at a Tennessee Technology Center or technical certificate at a community college, through recognized industry, certification programs, and by portfolio assessment of college-level learning gained through employment. Students must seek advisement from the Math/Science or Business Technology division faculty in order to choose appropriate technical electives.

			Hours
BUS	100	Career Planning	1
INFS	1010	Computer Applications	3
ENGL	1010	Composition I	3
MATH	1130	College Algebra or Higher Level Math	3
SPCH	1010	Fundamentals of Speech	3
		Humanities Elective	3
		Social Science Elective	3
		Natural Science/Math Elective	3
		Electives <sup>1</sup>	38
<b>TOTAL SEMESTER HOURS</b>			<b>60</b>

<sup>1</sup>Students should contact their academic advisors for appropriate electives.

Students pursuing this area of study will be advised by the Mathematics and Sciences Division.

This program is designed for students who plan to enter the field upon graduation. Students intending to transfer to a baccalaureate program are advised that they should check with their academic advisor and the four-year institution regarding specific transfer of courses.

## Geographic Systems

This degree program prepares students for careers as Geographic Information Systems (GIS) analysts. Students receive specialized training in geographic fundamentals, GIS database design, spatial analysis, demographic analysis, computer programming, digital image analysis, cartographic design and global positioning system (GPS) principles. Students become skilled in using popular GIS software packages and GPS mapping products.

			Hours
<b>First Year</b>			
INFS	1010	Computer Applications	3
CISP	1090	Intro to Programming	3
CISP	1170	Intro to Visual Basic	3
ENGL	1010	Composition I	3
GIS	101	Introduction to GIS	4
GIS	105	Computer Cartography	3
GIS	110	Geographic Database Technology	3
MATH	1530	Probability & Statistics	3
SPCH	1010	Fundamentals of Speech	3
<b>First Year Total</b>			<b>28</b>
<b>Second Year</b>			
BUS	105	Database Management	3
CISP		Directed CISP Elective <sup>1</sup>	3
GEOG	1210	World Geography	3
GEOL	1040	Physical Geology	4
GIS	210	Global Positioning Systems & Digital Imagery	3
GIS	211	GIS Internet Mapping Technology	3
GIS	220	GIS Network & Demographic Applications	3
GIS	230	GIS Project Management	3
GIS	290	Directed Research Project	4
		Humanities Elective	3
<b>Second Year Total</b>			<b>32</b>
<b>TOTAL HOURS</b>			<b>60</b>

<sup>1</sup>Consult advisor for directed elective.

Students pursuing this area of study will be advised by the Social Science, Business and Education Division.

An articulation agreement between Roane State and East Tennessee State University (ETSU) exists for those who complete this program and wish to pursue a bachelor's degree. See your Roane State advisor for curriculum information, or visit <http://www.roanestate.edu/articulation>.

With the exception noted above, this program is designed for students who plan to enter the field upon graduation. Students intending to transfer to a baccalaureate program are advised that they should check with their academic advisor and the four-year institution regarding specific transfer of courses.

## Paralegal Studies

### ABA Approved

A legal assistant or paralegal is a person qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity who performs specifically designated substantive legal work for which a lawyer is responsible. (American Bar Association Standing Committee on Legal Assistants.)

The paralegal studies program is designed to prepare students to be proficient in paralegal duties and responsibilities. Students who complete this curriculum will be able to apply basic legal concepts and become familiar with Tennessee's court system and its substantive and procedural laws. Competency objectives include skills in legal ethics, research, writing, problem solving, and communication. Students will participate in an internship for practical experience. Admission to this program will require students to meet the minimum course standards for other two-year technical degree programs.

**Roane State's Paralegal Studies program supports the general principles of ethical legal practice, professional responsibility, and the prohibition against the unauthorized practice of law by non-lawyers (including paralegals).**

The objectives of the Paralegal Studies program are to educate and make students proficient in the following areas: legal ethics, procedural law, substantive law, and working in a legal environment.

These objectives are met by requiring students to complete (1) legal introductory courses; (2) legal specialty courses; and (3) a required internship and by exposing them to (4) quality instruction in each of these areas that promotes mastery of the procedural aspects of legal work. Upon completion of the Paralegal Studies program, students will be able to: recognize, evaluate, and appropriately respond to ethical dilemmas; perform legal research tasks; perform legal writing tasks (including pleading, briefs, correspondence, real property documents, bankruptcy documents, business organization documents, and internal memoranda); interview clients and witnesses; investigate legal matters; work closely with supervising attorneys in a wide variety of substantive legal matters; and quickly familiarize themselves with and work well in a variety of legal office settings.

After successful completion of coursework within the major, all students will be required to take a final comprehensive exam to measure program competency achievement. The exam is designed to determine to what degree students have achieved program objectives and competencies. Students should demonstrate a minimal level of competence to satisfy the requirements to graduate. Graduates of this program will be eligible to sit for the National Association of Legal Assistants (NALA) certified legal assistant exam.

First Year	Hours
ENGL 1010 Composition I	3
LAW 101 Intro to the Legal Profession & Legal Ethics	3
LAW 102 Survey of American Law	3
LAW 140 Legal Research	3
LAW 150 Legal Writing	3
LAW 160 Torts	3
LAW 170 Criminal Law	3
POLS 1030 American Government	3
SPCH 1010 Fundamentals of Speech	3
Natural Science/Math Elective	4/3
<b>First Year Total</b>	<b>30</b>

### Second Year

INFS 1010 Technology Essentials or	3
HIT 107 Medical Terminology	3
LAW 201 Domestic Relations	3
LAW 221 Civil Trial & Appellate Practice	3
LAW 231 Estates & Trusts	3
LAW 235 Legal Environment for Business	3
LAW 240 Legal Internship (offered only in Summer)	3
LAW 241 Real Property	3
LAW 212 Law Office Technology	3
SOCI 1010 Intro to Sociology or	3
SOCI 2110 Cultural Anthropology	3
Humanities Elective	3
<b>Second Year Total</b>	<b>30</b>
<b>TOTAL HOURS</b>	<b>60</b>

Students pursuing this option will be advised by the Social Science, Business and Education Division.

The maximum number of credit hours of legal specialty courses a student may transfer to the Associate of Applied Science degree in Paralegal Studies is fifteen (15) credit hours. The legal specialty credit hours to be transferred must have been earned from a fully accredited institution of higher learning and must be approved by the program director to ensure that the credit can be classified as legal specialty and is comparable to course work offered within the program. The Paralegal Studies program does not award legal specialty credit by examination.

Graduates of the paralegal program are encouraged to continue their education, and transfer agreements are in place enabling A.A.S. Paralegal Studies graduates to continue their education at the University of Tennessee-Chattanooga, Middle Tennessee State University and Tusculum College. For more information concerning transfer of courses, please contact the program director.

With the exceptions noted above, this program is designed for students who plan to enter the field upon graduation. Students intending to transfer to a baccalaureate program are advised that they should check with their academic advisor and the four-year institution regarding specific transfer of courses.

## Nursing

The 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 apply to take the NCLEX examination to become a registered nurse.

### Admission Policies for Associate of Applied Science

The RSCC Academic Council has established (for both beginning and transfer students) the following requirements in considering applicants for admission into the Associate of Applied 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 and Records Office.
  - C. Take the ACT exam (for applicants under 21 years of age).
  - D. Complete Learning Support courses prior to the application deadline to the nursing program as determined by the requirements specified in the Admission Requirements of the RSCC catalog under "General Student Classifications."
  - E. Pass the nursing pre-admission test. Preadmission testing for entrance into the Nursing program is waived for those applicants with a previously earned associate degree or above from an accredited college (SACS or equivalent accrediting body.)
- 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. MATH 1530 or MATH 1130 must be completed with a grade of "C" or better prior to the application deadline. Math 1410 will not fulfill the requirement.
  - B. Students under 21 years of age must attain a composite score of 20 or above on the ACT battery. MATH 1530 or MATH 1130 (or higher level) must be completed with a grade of "C" or better prior to application deadline.
  - C. Licensed Practical Nurses may be admitted by fulfilling the following:
    1. Meet requirements I. A, B, C, and D in the above section I.
    2. Pass a proficiency exam.
    3. Complete MATH 1530 or MATH 1130 or higher content level math and BIOL 2010 with a grade of "C" or better prior to admission.
- III. Only nursing courses which were completed within three years prior to applying for admission or readmission will be considered. Science courses more than ten years old will not be considered.
- IV. An information session will be scheduled in May for all accepted students. Students will receive information about health requirements, background checks, CPR, uniforms and other program requirements. Students will be permitted to register for nursing classes after attending the information session.
- V. A mandatory orientation to the nursing program will be scheduled prior to the first day of classes. Prior to this orientation students must submit:
  - A. A completed physical examination 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 (Health Care Provider).
  - C. Students who do not attend this orientation and submit physical examinations and proof of CPR certification by the first day of class will be withdrawn from the program.
  - D. Evidence of background check.
- VI. 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 listed in the catalog under Career Preparation Programs.
  - 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.
- VII. Other
  - A. Criminal background checks may be a requirement at affiliated clinical sites utilized for training in the nursing program. Based on the results of these checks, an affiliated clinical site may determine to not allow your presence at their facility. This would result in your inability to successfully complete the requirements of the Nursing Program. Students will be responsible for the costs of the background check. Additionally, a criminal background may preclude licensure or employment. More information is available from the Nursing Division Dean or program director.
  - 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.
  - E. The RSCC policy of Student Conduct and Disciplinary Sanctions applies to all students regardless of the program in which they are enrolled. In cases where alcohol and drug violations occur, disciplinary action, as well as the decision whether to test for alcohol or drugs, will be processed through the Division Dean and the office of the Dean of Student

Services and Multicultural Affairs. Please refer to the nursing handbook for further information. Failure to correct the problem will result in termination from the Nursing Program.

- F. There are additional expenses for the nursing program. Uniforms are required. Financial Aid may be available. Questions should be directed to the Financial Aid office.

The 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 the applicant's 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. Students wishing to transfer nursing credits must meet RSCC general admissions requirements. Nursing Program admission requirements must also be met with the exception of the nursing pre-admission test. A letter of recommendation including evidence of clinical and lab competency must be submitted from the director of the previous nursing program. The student must be eligible to progress in their previous program. 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.

#### Retention Policies

1. The student must maintain a cumulative GPA of 2.0 or better. A "C" must be achieved in science, math and nursing courses in order to progress.
2. A student must satisfactorily complete each clinical rotation 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.
3. The student must carry professional liability insurance while enrolled in nursing courses.
4. The student must maintain CPR Certification while enrolled in the nursing program.
5. 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 have an exit interview and state their intention in writing to the Dean of Nursing or Program Director. For fall readmission, the exit interview and statement are due by April 1. For spring semester readmission, the exit interview and statement are due by October 1.
2. If two "D" grades or below are received in nursing courses, the student will be dismissed from the program and is not eligible for readmission into the nursing program.
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, clinical, and laboratory components of the course.
5. Students readmitted who have not been continuously enrolled in clinical courses must submit a new background check and physical exam form.
6. Readmitted students must complete all graduation requirements in effect for the program at the time of readmission.

#### 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 nursing license. A graduate's eligibility for licensure is determined on an individual basis. Applicants for initial licensure in Tennessee must obtain a criminal background check no more than 6 months prior to making application. Information about this process is supplied to students in the final year of the program. The Tennessee Board of Nursing Web site has more detailed information about this requirement. Interested parties should consult the Board of Nursing Rules and Regulation.

#### 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 is recommended that students experiencing academic difficulties make an appointment and discuss this with a faculty member as soon as possible.

#### 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.

Below are the issues, standards and some examples of necessary activities:

**Critical Thinking** - Critical thinking ability sufficient for clinical judgement. (Identify cause-effect relationships in clinical situations, develop nursing care plans.)

**Interpersonal** - Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. (Establish rapport with patients/clients and colleagues.)

**Communication** - Communication abilities sufficient for interaction with others in verbal and written form. (Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses.)

**Mobility** - Physical abilities sufficient to move from room to room and maneuver in small spaces. (Moves around in patient's room, work spaces, and treatment areas, administer cardio-pulmonary procedures.)

**Motor Skills** - Gross and fine motor abilities sufficient to provide safe and effective nursing care. (Calibrate and use equipment; position patients/

clients.)

Hearing - Auditory ability sufficient to monitor and assess health needs. (Hears monitor alarm, emergency signals, auscultatory sounds, cries for help.)

Visual - Visual ability sufficient for observation and assessment necessary in nursing care. (Observes patient/client responses.)

Tactile - Tactile ability sufficient for physical assessment. (Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g. insertions of a catheter.)

**Accreditation**

The Roane State Nursing Program is accredited by the National League for Nursing Accrediting Commission, Inc., 3343 Peachtree Road, NE, Suite 500, Atlanta, GA, 30326.

**Degree Information**

**A grade of “C” or better is required in the math course prior to the application deadline.**

**These classes may be taken prior to being accepted into the program.**

BIOL 2230	Microbiology	4
BIOL 2010, 2020	Anatomy and Physiology I, II <sup>1</sup>	4, 4
ENGL 1010	Composition I	3
MATH 1530 or 1130	Statistics, College Algebra or higher level	3
	MATH <sup>2</sup>	
PSYC 2130	Lifespan Psychology (formerly Developmental Psychology)	3
SPCH	Speech Elective	3
	Humanities Elective	3
	<b>Group Total</b>	<b>27</b>
<b>First Year</b>		
NSG 105	Foundations for Nursing Practice	10
NSG 107	Care of Childbearing Family	3
NSG 109	Adult & Child Health I	6
NSG 118	Pharmacology in Nursing	3
	<b>First Year Total</b>	<b>22</b>
<b>Second Year</b>		
NSG 210	Adult & Child Health II	10
NSG 212	Psychosocial Nursing	4
NSG 215	Transitions to Nursing Practice	3
	<b>Second Year Total</b>	<b>17</b>
	<b>TOTAL HOURS</b>	<b>66</b>

<sup>1</sup>Strongly recommend these courses being completed prior to taking NSG 105.

<sup>2</sup>MATH 1530 is recommended for students planning to complete a BSN. MATH 1410 does not fulfill the math requirement.

Special articulation agreements exist for students who complete this program and wish to pursue a bachelor's degree. See <http://www.roanestate.edu/articulation> or call toll free at 1-866-462-7722 ext. 4597 or 865-882-4597 for more information.

With the exception noted above, this program is designed for students who plan to enter the field upon graduation. Students intending to transfer to a baccalaureate program are advised that they should check with their academic advisor and the four-year institution regarding specific transfer of courses.

**Nursing (LPN Career Mobility)**

LPN Career Mobility may not be offered every year. Availability of this option is dependent upon 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 the 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 examination. 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. Other admission, progression, readmission, and retention policies are the same as those for the regular nursing program.

A grade of “C” or better is required in BIOL 2010 and in MATH 1530 or MATH 1130 or higher content level MATH and prior to beginning nursing classes.

**These classes may be taken prior to being accepted into the program. General Education**

BIOL 2230	Microbiology	4
BIOL 2010, 2020	Anatomy and Physiology I, II <sup>1</sup>	8
ENGL 1010	Composition I	3
MATH 1530 or 1130	Statistics, College Algebra or higher level	3
	MATH <sup>2</sup>	
PSYC 2130	Lifespan Psychology (formerly Developmental Psychology)	3
SPCH	Speech Elective	3
	Humanities Elective	3
		<b>27</b>

<sup>1</sup>Strongly recommend completion of BIOL 2020 prior to taking nursing courses.

<sup>2</sup>MATH 1530 is recommended for students planning to complete a BSN.

**Challenge by Proficiency Examination (NSG 115) 10**

The Proficiency Credit fee will be assessed in spring of the second year.

NSG 107 or 108	Care of the Childbearing Family	3
NSG 109 or 110	Adult and Child Health I	6
NSG 126	Pharmacology in Nursing	3
NSG 210 or 211	Adult and Child Health II	10
NSG 212 or 213	Psychosocial Nursing	4
NSG 215 or 217	Transitions to Nursing Practice	3

Academic Advisement: Student pursuing this option will be advised by the Nursing Division. A mandatory orientation to the Nursing Program will be scheduled prior to the first day of nursing classes.

## Allied Health Sciences Admission Policies for A.A.S. Degrees

### Admission to the Programs

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

1. The applicant must meet one of the following minimum academic requirements:
  - a. Students under 21 years of age must attain a composite score of 20 or above on the ACT taken within the last 3 years OR attain a GPA of 2.50 or better after completion of at least 8 semester hours of general education courses required in the program.
  - b. Students 21 years of age or older must attain a GPA of 2.50 or better after completion of at least 8 hours of general education courses required in the program.
  - c. Some programs have required prerequisites in addition to the 8 hours of general education. Please see individual program requirements.
2. The applicant must complete an Allied Health Sciences application and submit it to the Allied Health Sciences/Nursing Admission Office.
3. All Learning Support courses must be completed prior to the program application deadline.
4. Some programs require documented clinical observations or work related experience. Special consideration may be given to applicants with work experience. Contact the program director for details.
5. Final selection of students will be made by the Allied Health Sciences Admissions Committee.
6. Admission to the program is required prior to enrolling in most health science courses.

All students meeting minimum criteria will be considered competitively, based on ACT score or GPA in required general education courses completed in some Allied Health Sciences programs. Completing math and science courses required in some 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.

### Criminal Background Checks

Criminal background checks may be a requirement at affiliated clinical sites utilized for training in Allied Health Sciences and Nursing programs. Based on the results of these checks, an affiliated clinical site may determine to not allow your presence at their facility. This would result in your inability to successfully complete the requirements of the program. Students will be responsible for the costs of the background check. Additionally, a criminal background may preclude licensure or employment. More information is available from your program director.

### Health Guidelines

Students may be required to undergo a physical exam/health verification prior to enrollment. Students will be responsible for the cost of the physical examination and required immunizations and/or testing.

Students will be required to meet all health guidelines of affiliated clinical agencies. Personal health insurance may be required by some agencies. Students are highly encouraged to carry personal health insurance and are responsible for costs incurred due to injury or illness while enrolled.

### Program Application Deadlines

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

Program	Deadline
Dental Hygiene Technology	Third Friday in January
Health Information Technology	Last working day in May
Occupational Therapy Assistant	Third Friday in January
Opticianry	Continuous Acceptance
Physical Therapist Assistant	Third Friday in January
Radiologic Technology	Third Friday in January
Respiratory Therapy Technology	Last working day in May

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

### Retention Policies

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

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

The RSCC policy of Student Conduct and Disciplinary Sanctions applies to all students regardless of the program in which they are enrolled. In cases where alcohol and drug violations occur, disciplinary action, as well as the decision whether to test for alcohol or drugs, will be processed through the Dean of Allied Health Sciences and the Assistant VP/Dean of Students.

### Readmission Procedures

A student may be considered for readmission to an Allied Health Sciences program if all of the following criteria are met.

1. The applicant must submit a request for readmission in writing to the program director at least 60 days prior to enrollment. Students may repeat a course only once, and on a space available basis.
2. Only one readmission to an Allied Health Sciences program will be permitted.
3. 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.
4. 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.
5. Readmission to an Allied Health Sciences Program is contingent upon the availability of space.

Final selection of students will be made by the Allied Health Sciences Admissions Committee. Successful admission and completion of any RSCC Allied Health Sciences 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.

## 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.

The goals of the Dental Hygiene Technology program are:

1. Provide the didactic and clinical instruction that prepares students for the practice of dental hygiene.
2. Provide students with the skills to effectively interact with dental and other health care providers.
3. Encourage students to commit to lifelong learning.
4. Provide necessary skills that prepare students to become effective members of the dental health team.
5. Encourage students to assume active leadership roles in community and professional organizations.
6. Provide quality patient centered dental hygiene treatment.

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

1. The number of required science courses completed.
2. The student's grades 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 program. 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 701 Briarcliff Avenue, Oak Ridge, TN 37830.

All DHT courses must be taken in sequence. All required science courses must be taken in the semester as listed 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 Branch 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. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

**This first group of classes may be taken prior to being accepted into the program.**

BIOL	2010 <sup>1</sup> , 2020 <sup>2</sup>	Anatomy and Physiology I & II	4, 4
BIOL	2230	Microbiology	4
CHEM	1010	Intro to Chemical Principals <sup>1</sup>	4
ENGL	1010	Composition I	3
MATH	1030	Math for the Health Sciences <sup>3</sup>	3
PSYC		Psychology Elective	3
SOCI		Sociology Elective	3
		Humanities Elective	3
		<b>Group Total</b>	<b>31</b>

**First Year**

DHT	101	Preclinical Dental Hygiene	5
DHT	111, 112	Dental Science I, II	3, 3
DHT	121	Clinical Dental Hygiene I	2
DHT	132	Dental Radiography	3
DHT	133	General & Oral Pathology	4
DHT	141	Principles of Dental Hygiene I	3
DHT	161	Biochemistry & Nutrition	3
DHT	171	Dental Materials	3
		<b>First Year Total</b>	<b>29</b>

**Second Year**

DHT	201	Pharmacology & Pain Control	3
DHT	211	Dental Hygiene Seminar	2
DHT	212	Community Health	3
DHT	221, 222	Clinical Dental Hygiene II, III	3, 3
DHT	240, 242	Principles of Dental Hygiene II, III	2, 1
DHT	251	Periodontology	1
		<b>Second Year Total</b>	<b>18</b>
		<b>TOTAL HOURS</b>	<b>78</b>

<sup>1</sup>BIOL 2010 and CHEM 1010 must be taken fall of first year.

<sup>2</sup>BIOL 2020 must be taken spring of the first year.

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

Students pursuing this option will be advised by the Allied Health Sciences Division.

Program Application Deadline: Third Friday in January.

This program is designed for students who plan to enter the field upon graduation. Students intending to transfer to a baccalaureate program are advised that they should check with their academic advisor and the four-year institution regarding specific transfer of courses.

## Health Information Technology

The field of health information management is rapidly growing with a predicted growth rate above average over the next ten years according to the Bureau of Labor Statistics. The health information management professional ensures completeness and accuracy of the patient record in all health care settings. Development of specialized skills needed to perform as a health information technician is the focus of the health information technology program. The HIT degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Students who successfully complete the degree requirements for the HIT degree program are eligible to sit for the national certification examination to become a Registered Health Information Technician.

Interested students should complete the Allied Health Science application online indicating their interest in either the Diagnosis and Procedural Coding (DPC) certificate program or the Health Information Technology (HIT) degree program. HIT107 or HIT 1010 Medical Terminology is a prerequisite for the degree program. Students must also obtain a grade of C or better in each required science course, as well as, each HIT course to be accepted and remain in either the DPC or HIT program.

Part time and full time academic plans are available for the HIT degree student. Also, the HIT Bridge option for students who have a nationally recognized coding credential (CCS, CCS-P, CPC, CPC-H) or have successfully completed the three semester Medical Coding Course at the Tennessee Technology Centers is available. Please contact the HIT Program Director for details on the HIT Bridge option.

First Year		HOURS	
BIOL	2010, 2020	Anatomy and Physiology I, II <sup>1,3</sup>	4, 4
HIT	102	Fundamentals of Health Information Management <sup>3</sup>	3
HIT	103	Coding & Classification Systems I	3
HIT	104	Coding & Classification Systems II	2
HIT	107	Medical Terminology <sup>2</sup>	3
HIT	112	Coding Professional Practice Experience	1
HIT	130	CPT Coding	3
HIT	140	Medical Office Procedures	2
<b>TOTAL HOURS FOR CERTIFICATE</b>			<b>25</b>
Summer Semester			
CST or COLL	1020	Computer Science Elective <sup>3</sup>	3
ENGL	1010	Composition I <sup>3</sup>	3
<b>Total Summer Hours</b>			<b>6</b>
Second Year			
HIT	106	Health Data Systems	3
HIT	113	Legal Aspects of Health Information <sup>3</sup>	2
HIT	217	Principles of Healthcare Administration	3
HIT	221	Advanced Health Info Procedures	3
HIT	222	Pathology & Clinical Interpretations	4
HIT	231, 232	Professional Practice Experience I, II	3, 2
HIT	242	Automated Health Information Systems	3
HIT	251	Coding for Reimbursement	4
HIT	260	Seminar in Health Information Mgmt	2
Humanities Elective <sup>3</sup>			3
Social Science Elective <sup>3</sup>			3
<b>Total Second Year</b>			<b>35</b>
<b>TOTAL HOURS FOR A.A.S.</b>			<b>66</b>

<sup>1</sup>Recommended to be completed prior to acceptance.

<sup>2</sup>An open course that may be taken by any student and is required to be completed prior to acceptance.

<sup>3</sup>May be taken prior to being accepted into the program.

Program Application Deadline (A.A.S. Degree)—Last working Day in May

Only HIT courses which were completed within three years prior to applying for admission or readmission will be considered for credit toward graduation. This does not apply to open enrollment HIT courses.

This program is designed for students who plan to enter the field upon graduation. Students intending to transfer to a baccalaureate program are advised that they should check with their academic advisor and the four-year institution regarding specific transfer of courses.

## 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 or the aging process. The OTA 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.** Sixteen (16) hours of volunteer work experience with an occupational therapist or an occupational therapy assistant is required prior to admission to the program. A form evaluating and verifying 16 volunteer hours must be submitted to the OTA department prior to the application deadline. An interview will be offered to the top 40 candidates. 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.** All OTA courses are taught on the Oak Ridge Branch Campus with the exception of fieldwork assignments. All admissions material must be submitted by the third Friday of January for the following fall semester.

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

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

NOTE: A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure. For more information contact NBCOT at (301) 990-7979 or <http://www.nbcot.org> and the state licensure board at 1-888-310-4650, ext. 2-5163 or <http://www.state.tn.us/health>.

**These classes may be taken prior to being accepted into the program.**

BIOL	2010 <sup>1</sup> , 2020	Anatomy and Physiology I, II	4, 4
ENGL	1010 <sup>1</sup>	Composition I	3
PSYC	2230	Abnormal Psychology	3
PSYC	2130	Lifespan Psychology (formerly Developmental Psychology)	3
ALH	118	Terminology for Medical Communication	2
Humanities Elective			3
<b>Group Total</b>			<b>22</b>

### First Year

OTA	102	Intro to Occupational Therapy	2
OTA	107	Therapeutic Activities	3
OTA	110	Theory & Treatment of Psychosocial Dysfunction	5



OTA 115	Level I Psychosocial Fieldwork	2
OTA 117	Neurological Theory & Treatment	5
OTA 124	Human Movement for Occupation	3
	<b>Group Total</b>	<b>20</b>
<b>Second Year</b>		
OTA 210	Theory & Treatment of Physical Dysfunction	5
OTA 212	OTA Practice Management	2
OTA 216	Pediatric Theory and Treatment	5
OTA 217	Level I Physical Disability Fieldwork	2
OTA 221	Level II Fieldwork - Placement 1	6
OTA 226	Level II Fieldwork - Placement 2	6
	<b>Group Total</b>	<b>26</b>
	<b>TOTAL HOURS</b>	<b>68</b>
OTA 227	Optional Level II Fieldwork	

<sup>1</sup>Should be taken prior to beginning OTA classes.

Students pursuing this option will be advised by the Allied Health Sciences Division.

Program Deadline: Third Friday in January.

This program is designed for students who plan to enter the field upon graduation. Students intending to transfer to a baccalaureate program are advised that they should check with their academic advisor and the four-year institution regarding specific transfer of courses.

## 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 Licensing Examination in Ophthalmic Dispensing and the national board certification examinations. The total educational program will include general studies, technical, and field work components.

Opticians are licensed professionals who 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.

### These classes may be taken prior to being accepted into the program.

BUS	Business Elective <sup>1</sup>	3
ENGL 1010	Composition I	3
MATH 1130	College Algebra <sup>2</sup> or higher level math	3
SPCH	Speech Elective	3
	Humanities Elective	3
	Social Science Elective	3
	<b>Group Total</b>	<b>18</b>

### First Year

OPT 101	Intro to Opticianry	4
OPT 110	Ophthalmic Dispensing I	4
OPT 120	Ophthalmic Materials I	4
OPT 123	Geometric Optics for Opticians	3
OPT 130	Contact Lenses I	4
OPT 140	Practicum	1
OPT 143	Anatomy & Physiology of the Eye	4
	<b>Group Total</b>	<b>24</b>

### Second Year

OPT 210	Ophthalmic Dispensing II	4
OPT 220	Ophthalmic Materials II	4
OPT 230	Contact Lenses II	4
OPT 260	Ophthalmic Dispensing III	4
OPT 270	Ophthalmic Materials III	4
OPT 280	Contact Lenses III	4
	<b>Group Total</b>	<b>24</b>
	<b>TOTAL HOURS</b>	<b>66</b>

<sup>1</sup>Business elective may be chosen from the following: ACCT 1010, BUS 101, 278 or 281.

<sup>2</sup>Higher level math course may be substituted.

Students pursuing this option will be advised by the Allied Health Sciences Division.

Program Deadline: Continuous Acceptance

This program is designed for students who plan to enter the field upon graduation. Students intending to transfer to a baccalaureate program are advised that they should check with their academic advisor and the four-year institution regarding specific transfer of courses.

## 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 1+1 curriculum design establishes the first year for prerequisites and the 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, interview scores (top 40 applicants based on a point system will be offered interviews), and documentation and rating on physical therapy observation experience. This experience will be completed in the course ALH 102 Introduction to Physical Therapy. A maximum of twenty students will be selected for 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 (e.g. Spring 2011 for Fall 2011 acceptance) should be submitted by the third Friday of January for the following fall semester. Spring grades must be received by May 15<sup>th</sup>. Students that turn materials in after these deadlines may not be considered for admission.

Clinical courses during the second year might require travel to other cities for extended periods of time at the student's expense. Once accepted into the second year, it is the student's responsibility to be certified in Basic First Aid and to maintain certification in Infant, Child and Adult CPR. This can be done through the Red Cross and/or American Heart Association.

All second year PTA classes are taught at the Oak Ridge Branch Campus.

<b>First Year</b>			
ALH	102	Intro to P.T.	2
ALH	118	Terminology for Medical Communication	2
BIOL	2010, 2020	Anatomy and Physiology I, II	8
ENGL	1010	Composition I	3
MATH	1530	Probability & Statistics (Non-Calculus Based)	3
PHED		Physical Education Elective	1
PHIL	121	Elementary Ethics <b>OR</b>	
PHIL	1030	Intro to Philosophy <b>OR</b>	
PHIL	201	Intro to Religions of the World	3
PSYC	1030	General Psychology <b>OR</b>	
PSYC	2130	Lifespan Psychology (formerly Developmental Psychology)	3
		<b>First Year Total</b>	<b>25</b>
<b>Second Year</b>			
PTA	121	Kinesiology	3
PTA	141	Patient Care Techniques	4
PTA	151	Therapeutic Modalities	5
PTA	214	Treatment of Medical/Surgical Conditions	3
PTA	235	Advanced P.T. Procedures I	6
PTA	236	Advanced P.T. Procedures II	6
PTA	238	Clinical Preparation I	2
PTA	239	Clinical Preparation II	2
PTA	244	Seminar	1
PTA	256	Clinical Education I	5
PTA	257	Clinical Education II	5
		<b>Second Year Total</b>	<b>42</b>
		<b>TOTAL HOURS</b>	<b>67</b>

Program Deadline: Third Friday in January

This program is designed for students who plan to enter the field upon graduation. Students intending to transfer to a baccalaureate program are advised that they should check with their academic advisor and the four-year institution regarding specific transfer of courses.

## Radiologic Technology

The radiographer is a health care professional that performs radiographic procedures that provide information to assist in the diagnosis and treatment of the patient. The Radiologic Technology Program consists of five semesters of full-time study which includes supervised clinical coursework in a radiology department. The program is affiliated with 17 area hospitals. Each student will be assigned to a variety of clinical sites during the two years of clinical coursework. Clinical experiences will include evening rotations.

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. Learning Support courses must be completed prior to the application deadline.

Applicants must spend a minimum of 8 hours of observation time in an inpatient hospital diagnostic radiology department and must submit the required form documenting this observation time. This form is available at the Oak Ridge Admissions and Records Office and is also available on the RDT Web page. **The form and all transcripts from other colleges must be received before the application deadline.** In addition, special consideration will be given to those applicants who make an "A" or "B" in required science and math courses and to those applicants who have already earned a college degree in some other field.

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 Technology.

### These classes may be taken prior to being accepted into the program.

BIOL	2010, 2020	Anatomy and Physiology I, II <sup>1</sup>	8
ENGL	1010	Composition I	3
MATH	1130	College Algebra or Higher Level Math	3
		Humanities Elective <sup>2</sup>	3
		Social Science Elective <sup>2</sup>	3
		<b>Group Total</b>	<b>20</b>

### First Year

RDT	102	Intro to Radiologic Technology	4
RDT	103, 110	Image Analysis I, II	2, 2
RDT	106, 107	Clinical Education I, II	2, 2
RDT	108	Clinical Education III	1
RDT	113, 114	Radiographic Procedures I, II	8
RDT	122	Exposure Technique	4
RDT	130	Image Acquisition and Quality Control	2
RDT	203	Image Analysis III	1
RDT	210	Radiographic Procedures III	2
		<b>First Year Total</b>	<b>30</b>

### Second Year

RDT	206	Clinical Education IV	3
RDT	207	Clinical Education V	3
RDT	212	Radiographic Procedures IV	4
RDT	215	Advanced Radiography	2
RDT	222	Radiation Biology and Protection	2
RDT	225	Radiation Physics	4
RDT	226	Radiologic Science	4
		<b>Second Year Total</b>	<b>22</b>
		<b>TOTAL HOURS</b>	<b>72</b>

<sup>1</sup>These courses are prerequisites to all 200 level RDT courses.

<sup>2</sup>Courses must be selected from TBR General Education Requirements

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

This program is designed for students who do not intend to transfer to a

baccalaureate degree program.

**Advanced Standing Program (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 Allied 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 106	Clinical Education I	2
RDT 107	Clinical Education II	2
RDT 108	Clinical Education III	1
RDT 110	Image Analysis II	1
RDT 113	Radiographic Procedures I	4
RDT 114	Radiographic Procedures II	4
RDT 122	Exposure Technique	4
RDT 130	Image Acquisition and Quality Control	2
RDT 203	Image Analysis III	1
RDT 206	Clinical Education IV	3
RDT 207	Clinical Education V	3
RDT 210	Radiographic Procedures III	2
RDT 212	Radiographic Procedures IV	3
RDT 215	Advanced Radiography	2
RDT 222	Radiation Biology and Protection	2
RDT 225	Radiation Physics	4
RDT 226	Radiologic Science I	4
RDT 230	Image Analysis IV	1

The following courses are required:

BUS 281	Management and Supervision I	3
ENGL 1010	Composition I	3
MATH 1130	College Algebra or Higher Level Math	3
	Humanities Elective	3
	Physical Education Elective	1
	Science Elective	4
	Social Science Elective	3
	ARRT Certification Credits	52
	<b>TOTAL SEMESTER HOURS</b>	<b>72</b>

Students pursuing this option will be advised by the Allied Health Sciences Division.

This program is designed for students who plan to enter the field upon graduation. Students intending to transfer to a baccalaureate program are advised that they should check with their academic advisor and the four-year institution regarding specific transfer of courses.

**Respiratory Therapy Technology**

The Respiratory Therapy program prepares an individual to perform the staff responsibilities of the respiratory care profession. General education courses and respiratory care courses which include supervised clinical experience in area hospitals make up the building blocks of this exciting curriculum. All respiratory therapy courses are taught at the Knox County campus.

Along with the general entrance requirements of the Allied Health Sciences programs, the applicants for Respiratory Therapy must also:

1. Obtain a GPA of 2.75 or greater in the in the general education courses required in the Respiratory Therapy curriculum.
2. Complete BIOL 2010 Anatomy and Physiology I with a grade of "C" or better.
3. Obtain a "C" or better in each required science course.
4. Complete ten (10) hours of clinical observation in area respiratory therapy departments. Students should contact the program director for more information. A completed observation form must be sent back to the program director prior to the application deadline. The form for documentation of observation hours may be obtained from the Allied Health Sciences admissions technician, Admissions and Records Office or Respiratory Therapy faculty.
5. Only respiratory therapy courses which were completed within three years prior to applying for admission or readmission will be considered for transfer. Science courses more than ten years old will not be considered.

Students that have been admitted into the program must attend an orientation to the Respiratory Therapy program prior to the first day of class. Students must submit physical examination forms at this time. Students who fail to attend orientation or submit physical examination forms and CPR certification may be dropped from the program. Proof of CPR certification must be submitted prior to beginning RTT 132.

All students must pass a mock written registry to graduate from RSCC. Upon graduation, students are eligible to take the credentialing examinations offered by the National Board of Respiratory Care. The program is accredited by the Commission on Accreditation for Respiratory Care.

**These classes may be taken prior to being accepted into the program.**

BIOL 2010	Anatomy and Physiology	4
BIOL 2230	Microbiology	4
CHEM 1010	Introduction to Chemistry I	4
ENGL 1010	Composition I	3
MATH 1130	College Algebra (or higher level math)	3
	Humanities Elective	3
	Social Science Elective	3
	<b>Group Total</b>	<b>24</b>

**First Year**

RTT 121	Cardio-Renal Anatomy & Phys	4
RTT 122	Respiratory Care Science I	4
RTT 123	Respiratory Pharmacology	2
RTT 131	Pathology of Respiratory Disease I	2
RTT 132	Respiratory Care Science II	6
RTT 220	Respiratory Science III	4
RTT 231	Pathology of Resp. Disease II	2
	<b>First Year Total</b>	<b>24</b>

**Second Year**

EMT 217	Comprehensive Adv Cardiac Life Support	3
RTT 230	Respiratory Care Science IV	6
RTT 235	Neonatal and Pediatric Care	3
RTT 245	Respiratory Care Science V	7
RTT 260	Hemodynamics and Rhythms	3
RTT 261	Respiratory Care Seminar	2
	<b>Second Year Total</b>	<b>24</b>
	<b>TOTAL HOURS</b>	<b>72</b>

Students pursuing this option will be advised by the Allied Health Sciences Division.

Program Deadline: Last working day in May.

This program is designed for students who plan to enter the field upon graduation. Students intending to transfer to a baccalaureate program are advised that they should check with their academic advisor and the four-year institution regarding specific transfer of courses.

# Certificate Programs

## Technical Certificate Programs

No placement testing is required of the Technical Certificate programs except the Paramedic program. Financial Aid may not be available for all certificates pending approval. Contact the Financial Aid Office for more information. For students to receive a certificate at the end of the program, a 2.0 GPA must be maintained. A certain number of credit hours in each program must be completed in order to meet the graduation residency requirement. Contact your advisor for the requirement of your program.

## Computer Science Certificate

The Computer Science Technical Certificate encompasses applications in databases, networking, JAVA programming, webpage design, and Visual Basic programming. The certificate is designed to add value to existing computer professionals and allow for career mobility.

### Fall Semester

CISP 1080	Web Fundamentals	3
CISP 1090 or 2090	Intro to Programming or Java Programming	3
CISP 1160	Introduction to Oracle	3
CISP 1420	Networking Essentials	3
	<b>Total Fall Credit Hours</b>	<b>12</b>

### Spring Semester

CISP 1170	Introduction to Visual Basic	3
CISP	Electives: choose 2 courses from below	6
	<b>Total Spring Credit Hours</b>	<b>9</b>
	<b>TOTAL CERTIFICATE HOURS</b>	<b>21</b>

### List of Course Electives (choose two courses):

CISP 1350	Spreadsheets (F, Sp)
CISP 1370	PC Repairs and Maintenance (F)
CISP 1430	Introduction to Routers (F)
CISP 1560	Beginning Internet (F, Sp)
CISP 2030	Data Structures (Sp)
CISP 2060	Introduction to Network Security (F, Sp)
CISP 2150	Operating Systems (Sp)
CISP 2180	Advanced Java (F, Sp)
CISP 2340	Oracle Database Programming (Sp)
CISP 2380	Intro to Java Script (F)
CISP 2750	Unix/Linux Operating Systems (F)

F= Class is typically offered during the Fall Semester

Sp= Class is typically offered during the Spring Semester

Students pursuing this certificate will be advised by the Mathematics and Sciences Division.

## Geographic Information Systems

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.

<b>Fall Semester</b>			
GIS	101	Intro. to GIS	3
GIS	105	Computer Cartography	3
GIS	210	Global Positioning Systems & Digital Imagery	3
<b>Fall Semester Total</b>			<b>9</b>
<b>Spring Semester</b>			
GIS	110	Geographic Database Technology	3
GIS	220	GIS Network & Demographic Applications	3
GIS	230	GIS Project Management	3
<b>Spring Semester Total</b>			<b>9</b>
<b>Summer Semester</b>			
GIS	290	Directed Research Project	4
<b>TOTAL HOURS</b>			<b>22</b>

Students pursuing this option will be advised by the Social Science, Business & Education Division.

## Homeland Security

This program is designed to provide regional public safety professionals with the basic knowledge needed to recognize, prevent, respond and recover from terrorist attacks. It will serve the educational needs of the region by providing students with knowledge and marketable job skills for entry into rapidly growing homeland security agencies, both public and private sectors. It also provides an opportunity for individuals to earn a collegiate credential for those students who may not move beyond the certificate level. The certificate completely articulates into our current A.A.S. degree in Criminal Justice. The certificate will be interdisciplinary, combining criminal justice, health, biology, and environmental health courses. Students should apply under the major/option code SPECIAL CREDIT. No placement testing is required. A 2.0 cumulative GPA is necessary for graduation.

**The following courses are required:**

BIOL	2015	Environmental Science	3
CRJT	101	Introduction to Criminal Justice	3
CRJT	213	Criminal Investigation	3
CRJT	214	Understanding Terrorism	3
HEA	221	Safety and First Aid	3
EHT	211	Safety and Emergency Response	3
<b>TOTAL SEMESTER HOURS</b>			<b>18</b>

Students pursuing this certificate will be advised by the Social Science, Business and Education Division.

## Allied Health Sciences Certificate Programs

### Diagnosis and Procedural Coding

The Diagnosis and Procedural Coding (DPC) program is a nine month certificate program designed to prepare students to perform medical diagnosis and procedure coding in an outpatient or ambulatory health care setting. The courses completed in the Diagnosis and Procedural Coding certificate program correspond to the first year course for the Health Information Technology (HIT) degree program. DPC students may elect to continue into HIT degree program after successful completion of the certificate courses. All admission requirements for the HIT degree program must also be met if a student desires to continue into the HIT program.

All Diagnosis and Procedural Coding courses are taught at the Harriman Campus and Knox County Campus Center for Health Sciences. Enrollment is limited.

#### Admission Requirements

1. Submit an official copy of high school transcript, or GED scores or college transcript.
2. Complete RSCC application and admission requirement.
3. The Compass test is required for admission and any Learning Support courses identified must be completed before a student can enroll in Anatomy and Physiology. Student are exempt from the Compass test if they have:
  - o Previous college level English and Math classes
  - o A previously obtained college degree
  - o ACT scores that exempt students under age 21 from Learning Support courses
4. Complete Allied Health Sciences Application.
5. Be accepted by the Allied Health Sciences Admissions Committee on RaiderNet and submit by July 15.

The following factors are utilized in ranking and accepting applicants:

1. Completion of HIT 107
2. Completion of BIOL 2010 and BIOL 2020

Only HIT courses which were completed within three years prior to applying for admission or readmission will be considered for credit toward graduation.

#### 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 is required in each HIT course and required science course.
2. Completion of specialty courses as outlined by the degree checklist. Exceptions to this must be approved by the program director.
3. Evidence of malpractice insurance and physical examination must be provided prior to clinical training.

The RSCC policy of Student Conduct and Disciplinary Sanctions applies to all students regardless of the program in which they are enrolled. In cases where alcohol and drug violations occur, disciplinary action, as well as the decision whether to test for alcohol or drugs, will be processed through the Dean of Allied Health Sciences and the office of the Dean of Student Services and Multicultural Affairs.

#### Readmission Procedures

A student must request readmission after a grade of "D" or "F" is received in a core course or after withdrawal from the program at anytime during the semester. Only one readmission to the program is permitted. Readmission is contingent on space availability.

A student may be considered for readmission to the program if all of the following criteria are met:

1. Students readmitted to the program must meet all requirements of the program in effect at the time of readmission. This applies to any and all curriculum changes
2. Students seeking readmission must do so in writing to the Program Director at least 60 days prior to the semester.
3. Only one readmission to the program will be permitted.
4. The applicant must interview with the program director before the date of the review by the Allied Health Sciences Admissions Committee for consideration for readmission. A student with a previous unsatisfactory clinical performance must be recommended for readmission by consensus of the program faculty.
5. A student must repeat the specialty course or courses for which he/she was dismissed and attain a "C" or better in the course.

Readmission into the program is contingent upon availability of space.

#### Criminal Background Checks

Criminal background checks and drug screening may be a requirement at affiliated clinical sites utilized for training in the Diagnosis and Procedural Coding Program. Based on the results of these checks, an affiliated clinical site may determine to not allow your presence at their facility. This would result in your inability to successfully complete the Diagnosis and Procedural Coding Program. Students will be responsible for the costs of the background check. Additionally, a criminal background may preclude licensure or employment. More information is available from your program director.

#### Health Guidelines

Students will be required to meet all health guidelines of affiliated clinical agencies. Personal health insurance may be required by some agencies. Students are highly encouraged to carry personal health insurance and are responsible for costs incurred due to injury or illness while enrolled. Students will be responsible for the cost of the physical examination and required immunizations and/or testing.

**HEALTH:** Students will be required, during the course of the program to demonstrate their physical and/or emotional fitness to meet the essential requirements of the program. Such essential requirements include freedom from communicable diseases, the ability to perform certain tasks, and suitable emotional fitness. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1990. Students will be required to meet all health guidelines of the affiliating agencies. Students are responsible for cost incurred from injury or illness while in the Diagnosis and Procedural Certificate Program.

A certain number of credit hours in each program must be completed in order to meet the graduation residency requirement. Contact your advisor for the requirement of your program.

#### Fall Semester

BIOL 2010 Anatomy & Physiology I<sup>1</sup>

HIT	102	Fundamentals of Health Information <sup>2</sup>	3
HIT	107	Medical Terminology <sup>2</sup>	3
HIT	103	Coding & Classification Systems I	3
<b>Fall Semester Total</b>			<b>13</b>

**Spring Semester**

BIOL	2020	Anatomy & Physiology II <sup>1</sup>	4
HIT	104	Coding & Classification Systems II	2
HIT	112	Coding Professional Practice Experience	1
HIT	130	CPT Coding	3
HIT	140	Medical Office Procedures	2
<b>Spring Semester Total</b>			<b>12</b>
<b>TOTAL SEMESTER HOURS</b>			<b>25</b>

<sup>1</sup> Recommended to be completed prior to acceptance.

<sup>2</sup> An open course that may be taken by any student & is recommended to be completed prior to acceptance.

Students pursuing this certificate will be advised by the Allied Health Sciences Division. Students wishing to pursue an A.A.S. Allied Health Sciences with an emphasis in Diagnosis and Procedural Coding should contact their advisor.

Program Deadline: July 15

Any Learning Support requirement must be completed before taking BIOL 2010.

## Emergency Medical Technology/Paramedic

### Certificate Program

#### Paramedic

The Paramedic program is a three-semester certificate program. The lecture and lab consists of approximately 600 hours. The clinical/field internship is approximately 600 hours. The clinical/field internship is approximately 500 hours.

The program consists of four components of instruction: lecture, skills laboratory, clinical education and field internship. The successful completion of these components will prepare the students for National Registry exams and enable him/her to demonstrate competence as an entry level paramedic.

Graduates of this program may work in emergency medical services (EMS), fire/rescue, hospital emergency departments, medical clinics, sports medicine, industrial medicine, or similar occupations.

All Paramedic courses are taught at the Knox Center for Health Sciences and Harriman Campus. Enrollment is limited

#### Admission Requirements:

1. Submit current EMT license.
2. The student must complete all testing required by the State of Tennessee Department of Health EMS Division. Refer to the Paramedic admissions packet.
3. Submit an official high school transcript or GED scores or college transcript.
4. Complete RSCC application and meet RSCC admission requirements.
5. Complete Allied Health Science admission application and all materials identified in the Paramedic admission packet and submit by June 30.
6. Submit a current Health Care Provider level CPR or Professional Rescuer card.

#### Program Deadline: June 30

#### Criminal Background Check:

Criminal background checks may be a requirement at affiliated clinical sites utilized for training in the Paramedic program. Based on the results of these checks, an affiliated clinical site may determine to not allow your presence at their facility. This would result in your inability to successfully complete the Paramedic program. Students will be responsible for the costs of the background check. Additionally, a criminal background may preclude licensure or employment. More information is available from your program director.

#### Health Guidelines:

Students will be required to meet all health guidelines of affiliated clinical agencies. Personal health insurance may be required by some agencies. Students are highly encouraged to carry personal health insurance and are responsible for costs incurred due to injury or illness while enrolled. Students will be responsible for the cost of the physical examination and required immunizations and/or testing.

Students will be required, during the course of the program, to demonstrate their physical and/or emotional fitness to meet the essential requirements of the program. Such essential requirements include freedom from communicable diseases, the ability to perform certain tasks, and suitable emotional fitness. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1990. Students will be required to meet all health guidelines of the affiliating agencies. Students are responsible for cost incurred from injury or illness while in the Paramedic program.

Students must follow the admissions process in regard to interviews and testing in compliance with EMS rules and regulations as set forth by the Tennessee Department of Health, Division of Emergency Medical Services and the RSCC -Paramedic Program. Refer to the Paramedic

admissions packet for further information. A Paramedic Admissions Committee considers all eligible applicants and recommends applicants to the Allied Health Science Admission Committee. Applicants must report if their license in any health care field has been suspended, revoked, or denied.

#### **Retention:**

1. Maintain current Tennessee licensure and maintain current CPR-Health Care Provider level or Professional Rescuer level.
2. Maintain 80% in didactic, lab and clinical areas.

The RSCC policy of Student Conduct and Disciplinary Sanctions applies to all students regardless of the program in which they are enrolled. In cases where alcohol and drug violations occur, disciplinary action, as well as the decision whether to test for alcohol or drugs, will be processed through the Dean of Allied Health Sciences and the office of the Dean of Student Services and Multicultural Affairs.

#### **Readmission Procedures:**

A student must request readmission after a grade of “D” or “F” is received in a core course or after withdrawal from the program at anytime during the semester. Only one readmission to the program is permitted. Readmission is contingent on space availability.

A student may be considered for readmission to the program if all of the following criteria are met:

1. Students readmitted to the program must meet all requirements of the program in effect at the time of readmission. This applies to any and all curriculum changes
  2. Students seeking readmission must do so in writing to the Program Director at least 60 days prior to the semester.
  3. The applicant must complete an application for the program and submit to the Allied Health Sciences Office.
  4. Only one readmission to the program will be permitted.
  5. The applicant must interview with the program director before the date of the review by the Allied Health Sciences Admissions Committee for consideration for readmission. A student with a previous unsatisfactory clinical performance must be recommended for readmission by consensus of the program faculty.
  6. A student must repeat the specialty course or courses for which he/she was dismissed and attain a “C” or better in the course.
- Readmission into the program is contingent upon availability of space.

#### **Paramedic Program:**

First Semester PARA 2100 (12 credits)	Second Semester PARA 2200 (12 credits)	Third Semester PARA 2300 (12 credits)
PARA 2150 (2 credits)	PARA 2250 (2 credits)	PARA 2350 (2 credits)

#### **Emergency Medical Technician Course**

This course prepares the student for the National Registry exam for EMTs. Upon successful completion of this exam the student will be eligible for State Licensure. Students having EMT licensure are able to work as part of an EMS team on Basic and Advanced ambulance units. They are employed in emergency rooms, law enforcement agencies, rescue squads, fire stations, health clubs, ski patrols, park rangers and other related fields.

The EMT course is offered on the Knox Center for Health Sciences and selected RSCC satellite campuses.

#### **Emergency Medical Technician Basic: EMT 1100 12 credits**

This course is the prerequisite for admission into the Paramedic Certificate Program.

## **Massage Therapy**

Massage 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.

Massage 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.

All Massage Therapy courses are taught at the Oak Ridge Branch Campus. Enrollment is limited.

#### **Admission Requirements**

1. Complete RSCC application and meet RSCC admission requirements.
2. Submit a regular high school diploma or equivalent. (NOTE: A special ed diploma or certificate of attendance WILL NOT meet this requirement.) Students must be 18 years old and have a high school diploma or GED to be eligible to take the State of Tennessee exam.
3. Complete the electronic Allied Health Science application on RaiderNet and submit by the third Friday in May.
4. Take the HOBET admissions assessment (this is not required if applicant has a recent ACT score of 19 or higher). If HOBET results indicate a reading deficiency, all Learning Support courses for reading comprehension must be successfully completed before applicant will be considered for admission to the program.
5. Complete all other entrance requirements detailed on the Massage Therapy webpage.

**Course Application Deadline: Third Friday in May.** Late applicants are considered if openings remain.

#### **Criminal Background Checks**

Criminal background checks may be a requirement at affiliated clinical sites utilized for training in the Massage Therapy Program. Based on the results of these checks, an affiliated clinical site may determine to not allow your presence at their facility. This would result in your inability to successfully complete the Massage Therapy Program. Students will be responsible for the costs of the background check. Additionally, a criminal background may preclude licensure or employment. More information is available from your program director.

#### **Health Guidelines**

Students will be required to meet all health guidelines of affiliated clinical agencies. Personal health insurance may be required by some agencies. Students are highly encouraged to carry personal health insurance and



are responsible for costs incurred due to injury or illness while enrolled. Students will be responsible for the cost of the physical examination and required immunizations and/or testing.

**HEALTH:** Students will be required, during the course of the program to demonstrate their physical and/or emotional fitness to meet the essential requirements of the program. Such essential requirements include freedom from communicable diseases, the ability to perform certain tasks, and suitable emotional fitness. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1990. Students will be required to meet all health guidelines of the affiliating agencies. Students are responsible for cost incurred from injury or illness while in the Medical Transcription Program.

**Retention:**

Students’ grades will be evaluated at the end of each semester by the Program Director. 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 certificate 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.

The RSCC policy of Student Conduct and Disciplinary Sanctions applies to all students regardless of the program in which they are enrolled. In cases where alcohol and drug violations occur, disciplinary action, as well as the decision whether to test for alcohol or drugs, will be processed through the Dean of Allied Health Sciences and the office of the Dean of Student Services and Multicultural Affairs.

**Readmission Procedures**

A student must request readmission after a grade of “D” or “F” is received in a core course or after withdrawal from the program at anytime during the semester. Only one readmission to the program is permitted. Readmission is contingent on space availability.

A student may be considered for readmission to the program if all of the following criteria are met:

1. Students readmitted to the program must meet all requirements of the program in effect at the time of readmission. This applies to any and all curriculum changes
2. Students seeking readmission must do so in writing to the Program Director at least 60 days prior to the semester.
3. Complete the electronic Allied Health Science application on RaiderNet and submit by the third Friday in May.
4. The applicant must interview with the program director before the date of the review by the Allied Health Sciences Admissions Committee for consideration for readmission. A student with a previous unsatisfactory clinical performance must be recommended for readmission by consensus of the program faculty.
5. A student must repeat the specialty course or courses for which he/she was dismissed and attain a “C” or better in the course.

A certain number of credit hours in each program must be completed in order to meet the graduation residency requirement. Contact your advisor for the requirement of your program.

<b>Fall Semester</b>			
MAS	113	Massage Physiology, Pathology & Pharmacology I	3
MAS	117	Ethics, Communication & Professionalism	3
MAS	120	Swedish Massage	3
MAS	121	The Muscular System I	2
MAS	135	Massage for Special Populations	2
<b>Fall Semester Total</b>			<b>13</b>
<b>Spring Semester</b>			
MAS	114	Massage Physiology, Pathology & Pharmacology II	3
MAS	118	Massage Business & Legal Issues	2
MAS	122	The Muscular System II	2
MAS	124	Student Practice Clinic	1
MAS	130	Neuromuscular Therapy	4
<b>Spring Semester Total</b>			<b>12</b>
<b>Summer Semester</b>			
MAS	152	Clinical Massage Practice	2
MAS	123	Overview of Somatic Therapies	2
<b>Summer Semester Total</b>			<b>4</b>
<b>TOTAL SEMESTER HOURS</b>			<b>29</b>

Students pursuing this certificate will be advised by the Allied Health Sciences Division. Students wishing to pursue an A.A.S. Allied Health Sciences with an emphasis in Massage Therapy should contact their advisor.

A certain number of credit hours in each program must be completed in order to meet the graduation residency requirement. contact your advisor for the requirement of your program.

## Medical Transcription

The Medical Transcriptionist Program is a 12-month certificate program. Classes may also be scheduled to provide opportunity to complete the program in 9 months if certain conditions are met and with the permission of the Program Director. Graduates of this program are prepared to transcribe medical record reports dictated by physicians. Medical transcriptionists work in hospitals, clinics, doctor's offices, and transcription services. Graduates are eligible to take the AHDI (Association for Healthcare Documentation Integrity) RMT certification examination. The program is approved by the ACCP (Approval Committee for Certificate Programs). The ACCP is a joint committee formed by the AHDI and the AHIMA (American Health Information Management Association) that approves medical transcription of the American Association for Medical Transcription (AAMT).

All Medical Transcription courses are taught at the Oak Ridge Branch Campus. Enrollment is limited.

### Admission Requirements

1. Complete RSCC application and meet RSCC admission requirements.
  2. Submit a regular high school diploma or equivalent. (NOTE: A special ed diploma or certificate of attendance WILL NOT meet this requirement.) Students must be 18 years old and have a high school diploma or GED.
  3. Complete the electronic Allied Health Science application on RaiderNet and submit by the JULY 15.
  4. Demonstrate a basic knowledge of computer/work processing functions by successful completion of a basic computer skills test. (recommend INFS 1010)
  5. Demonstrate a high-school level knowledge of grammar, punctuation and spelling by passing a basic transcription test (no medical terminology is included in the transcription test).
  6. Demonstrate a typing speed of 45 words per minute.
  7. Take the COMPASS test unless student is exempt. Applicants are exempt if the following conditions are met:
    - Applicant has prior college-level English courses.
    - Applicant has an Associate's Degree or Bachelor's Degree from an accredited college.
- If the COMPASS test identifies deficiencies in reading or writing, the appropriate learning support course(s) must be completed prior to enrollment in Medical Transcription I (MDT 104). Learning support courses must be completed with a grade of C or better.
8. No auditory (hearing) deficiencies.
  9. Complete all other entrance requirements detailed on the Medical Transcription webpage.

**Course Application Deadline: July 15.** Late applicants are considered if openings remain.

### Criminal Background Checks

Criminal background checks may be a requirement at affiliated clinical sites utilized for training in the Medical Transcription Program. Based on the results of these checks, an affiliated clinical site may determine to not allow your presence at their facility. This would result in your inability to successfully complete the Medical Transcription Program. Students will be responsible for the costs of the background check. Additionally, a criminal background may preclude licensure or employment. More information is available from your program director.

### Health Guidelines

Students will be required to meet all health guidelines of affiliated clinical agencies. Personal health insurance may be required by some agencies. Students are highly encouraged to carry personal health insurance and are responsible for costs incurred due to injury or illness while enrolled. Students will be responsible for the cost of the physical examination and required immunizations and/or testing.

**HEALTH:** Students will be required, during the course of the program to demonstrate their physical and/or emotional fitness to meet the essential requirements of the program. Such essential requirements include freedom from communicable diseases, the ability to perform certain tasks, and suitable emotional fitness. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1990. Students will be required to meet all health guidelines of the affiliating agencies. Students are responsible for cost incurred from injury or illness while in the Medical Transcription Program.

### Retention:

Students' grades will be evaluated at the end of each semester by the Program Director. 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 certificate 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.

The RSCC policy of Student Conduct and Disciplinary Sanctions applies to all students regardless of the program in which they are enrolled. In cases where alcohol and drug violations occur, disciplinary action, as well as the decision whether to test for alcohol or drugs, will be processed through the Dean of Allied Health Sciences and the office of the Dean of Student Services and Multicultural Affairs.

### Readmission Procedures

A student must request readmission after a grade of "D" or "F" is received in a core course or after withdrawal from the program at anytime during the semester. Only one readmission to the program is permitted. Readmission is contingent on space availability.

A student may be considered for readmission to the program if all of the following criteria are met:

1. Students readmitted to the program must meet all requirements of the program in effect at the time of readmission. This applies to any and all curriculum changes
2. Students seeking readmission must do so in writing to the Program Director at least 60 days prior to the semester.
3. Complete the electronic Allied Health Science application on RaiderNet and submit by the JULY 15.
4. The applicant must interview with the program director before the date of the review by the Allied Health Sciences Admissions Committee for consideration for readmission. A student with a previous unsatisfactory clinical performance must be recommended for readmission by consensus of the program faculty.
5. A student must repeat the specialty course or courses for which he/she was dismissed and attain a "C" or better in the course.

### Fall

MDT	102 Medical Terminology I	3
MDT	103 Anatomy Concepts in Med Trans	2

MDT	104 Medical Transcription I	5
MDT	105 Medical Transcription Procedures	2
MDT	110 Tech Concepts in Med Trans I	2
	<b>Fall Semester Total</b>	<b>14</b>
<b>Spring</b>		
MDT	111 Medical Transcription II	5
MDT	118 Tech Concepts in Med Trans II	2
MDT	120 Medical Terminology II	3
MDT	125 Pharm Concepts in Med Trans	2
	<b>Spring Semester Total</b>	<b>12</b>
<b>Summer</b>		
MDT	112 Clinical Practicum <sup>1</sup>	3
	<b>TOTAL HOURS</b>	<b>29</b>
	Optional Elective	
MDT	150 Special Topics in Medical Transcription <sup>2</sup>	2

<sup>1</sup>Not offered on-line. May be taken in Spring semester if certain conditions are met and with permission of the program director.

<sup>2</sup>MDT 150 is optional unless the total number of minutes transcribed is less than 2100 upon completion of MDT 104, MDT 111 and MDT 112.

PLEASE NOTE: Online classes as well as flexible scheduling opportunities are available for a limited number of students meeting special criteria (must score at least 90% on preadmission test). Please contact the program director at 1-866-462-7722 ext. 2012 or 865-481-2012 or visit our Web site at <http://www.roanestate.edu/medicaltranscription> for specific details. Traditional Medical Transcription classes are held at the Oak Ridge Branch campus.

Students pursuing this certificate will be advised by the Allied Health Sciences Division. Students wishing to pursue an A.A.S. Allied Health Sciences with an emphasis in Medical Transcription should contact their advisor.

A certain number of credit hours in each program must be completed in order to meet the graduation residency requirement. Contact your advisor for the requirement of your program.

## Pharmacy Technician

The Roane State Pharmacy Technician Certificate Program is a 2 semester program preparing students to enter the pharmacy field as trained technicians. It is intended to provide comprehensive, quality training to students so they will be able to function in community and organized health care pharmacy settings. Upon completion of the certificate program students will be ready to obtain national certification by taking the Pharmacy Technician Certification Board (PTCB) examination.

### Admission Requirements:

Due to limited enrollment, the following special admission policies are required:

1. Submit an official high school transcript or GED scores or college transcript.
2. Complete an Allied Health Sciences application and submit it to the Allied Health Sciences/Nursing Admissions Office.
3. Complete an RSCC application and admission requirements for special student category.
4. Take the HOBET admission test.
5. All qualified applicants will be interviewed prior to admission.

MEETING MINIMUM REQUIREMENTS DOES NOT GUARANTEE ACCEPTANCE. Preference will be given to Tennessee residents.

**Program Application Deadline:** July 15. Late applicants are considered if openings remain.

### Criminal Background Checks:

Criminal background checks may be a requirement at affiliated clinical sites utilized for training in Health Science and Nursing programs. Based on the results of these checks, an affiliated clinical site may determine to not allow your presence at their facility. This would result in your inability to successfully complete the requirements of a Health Science or Nursing program. Students will be responsible for the costs of the background check. Additionally, a criminal background may preclude licensure or employment. More information is available from your program director.

### Health Guidelines:

1. Students may be required to undergo a physical exam/health verification prior to enrollment. Students will be responsible for the cost of the physical examination and required immunizations and/or testing.
2. Students will be required to meet all health guidelines of affiliated clinical agencies. Personal health insurance may be required by some agencies. Students are highly encouraged to carry personal health insurance and are responsible for costs incurred due to injury or illness while enrolled.

### Retention:

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 certificate checklist. A student must be able to complete courses with the class in which he/she was admitted. A student who cannot graduate with the class in which he/she was admitted will be dropped from that class and must reapply to a subsequent class.
3. Evidence of malpractice insurance and physical examination prior to clinical training.
4. Prior to clinical training, evidence of malpractice insurance and a physical examination must be provided.
5. Students may have to register with the Tennessee Board of Pharmacy before attending clinicals.
6. Students admitted to the program whose use of alcohol or consciousness-altering drugs interferes with their performance will be referred for a drug screen and counseling. Failure to correct the problem will result in dismissal from the program.

### Readmission Procedures:

A student must request readmission after a grade of “D” or “F” is received in a core course or after withdrawal from the program at anytime during the semester. Only one readmission to the program is permitted. Readmission is contingent on space availability.

A student may be considered for readmission to the program if all of the following criteria are met:

1. Students readmitted to the program must meet all requirements of the program in effect at the time of readmission. This applies to any and all curriculum changes.
2. Students seeking readmission must do so in writing to the Program Director at least 60 days prior to the semester.
3. The applicant must complete an application for the program and submit to the Allied Health Sciences Office.
4. Only one readmission to the program will be permitted.
5. The applicant must interview with the program director before the date of the review by the Allied Health Sciences Admissions Committee for consideration for readmission. A student with a previous unsatisfactory clinical performance must be recommended for readmission by consensus of the program faculty.
6. A student must repeat the specialty course or courses for which he/she was dismissed and attain a “C” or better in the course.
7. Before being considered for readmission, the student will be required to take a competency exam for those course(s) which they previously successfully completed. Upon successful completion of those exams, they will be considered for readmission and be required to take only the course(s) they failed. If they do not successfully complete the competency they can apply for readmission but will have to complete all courses. Successful completion of a competency exams would mean a grade of 70 or greater.
8. Students with previous unsatisfactory Pharmacy Clinical Practice performance must be recommended for readmission by the consensus of the Allied Health Sciences Admission Committee Members.

Readmission into the program is contingent upon availability of space.

The RSCC policy of Student Conduct and Disciplinary Sanctions applies to all students regardless of the program in which they are enrolled. In cases where alcohol and drug violations occur, disciplinary action, as well as the decision whether to test for alcohol or drugs, will be processed through the Dean of Allied Health Sciences and the office of the Dean of Students.

#### Fall Semester

PHAR 1010	Introduction to Pharmacy Practice	3
PHAR 1020	Anatomy for Pharmacy Technicians	2
PHAR 1030	Pharmacology and Therapeutics I	2
PHAR 1050	Pharmacy Calculations	3
PHAR 1120	Basics of Pharmacy I	3
	<b>Fall Semester Total</b>	<b>13</b>

#### Spring Semester

PHAR 1040	Pharmacology and Therapeutics II	2
PHAR 1110	Pharmacy Law and Ethics	2
PHAR 1130	Basics of Pharmacy II	3
PHAR 1210	Pharmacy Practice I	4
PHAR 1220	Pharmacy Practice II	4
	<b>Spring Semester Total</b>	<b>15</b>
	<b>TOTAL SEMESTER HOURS</b>	<b>28</b>

Students pursuing this certificate will be advised by the Allied Health Sciences Division. Students wishing to pursue an A.A.S. Allied Health Sciences with an emphasis in Pharmacy Technology should contact their advisor.

A certain number of credit hours in each program must be completed in order to meet the graduation residency requirement. Contact your advisor for the requirement of your program.

## Polysomnography

Polysomnographic technology is an allied health specialty for the diagnosis and treatment of sleep disorders. There are over 80 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.

It is highly recommended that interested applicants tour a sleep center and observe a polysomnogram (sleep study) prior to beginning the program.

All Polysomnography courses are taught at the Knox Campus Center for Health Sciences Campus. Enrollment is limited.

### Admission Requirements

1. Complete RSCC application and meet RSCC admission requirements.
2. Submit a regular high school diploma or equivalent. (NOTE: A special ed diploma or certificate of attendance WILL NOT meet this requirement.) Students must be 18 years old and have a high school diploma or GED to be eligible to take the State of Tennessee exam.
3. Complete the electronic Allied Health Science application on RaiderNet and submit by the last working day in May.
4. Take the HOBET admissions assessment (this is not required if applicant has a recent ACT score of 19 or higher). If HOBET results indicate a reading deficiency, all Learning Support courses for reading comprehension must be successfully completed before applicant will be considered for admission to the program.
5. Complete all other entrance requirements detailed on the Polysomnography webpage.

Course Application Deadline: Last working day in May. Late applicants are considered if openings remain.

### Criminal Background Checks

Criminal background checks may be a requirement at affiliated clinical sites utilized for training in the Polysomnography Program. Based on the results of these checks, an affiliated clinical site may determine to not allow your presence at their facility. This would result in your inability to successfully complete the Polysomnography Program. Students will be responsible for the costs of the background check. Additionally, a criminal background may preclude licensure or employment. More information is available from your program director.

### Health Guidelines

Students will be required to meet all health guidelines of affiliated clinical agencies. Personal health insurance may be required by some agencies. Students are highly encouraged to carry personal health insurance and are responsible for costs incurred due to injury or illness while enrolled. Students will be responsible for the cost of the physical examination and required immunizations and/or testing.

**HEALTH:** Students will be required, during the course of the program to demonstrate their physical and/or emotional fitness to meet the essential requirements of the program. Such essential requirements include freedom from communicable diseases, the ability to perform certain tasks, and suitable emotional fitness. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1990. Students will be required to meet all health guidelines of the

affiliating agencies. Students are responsible for cost incurred from injury or illness while in the Medical Transcription Program.

**Retention:**

Students' grades will be evaluated at the end of each semester by the Program Director. 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 certificate 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.

The RSCC policy of Student Conduct and Disciplinary Sanctions applies to all students regardless of the program in which they are enrolled. In cases where alcohol and drug violations occur, disciplinary action, as well as the decision whether to test for alcohol or drugs, will be processed through the Dean of Allied Health Sciences and the office of the Dean of Student Services and Multicultural Affairs.

**Readmission Procedures**

A student must request readmission after a grade of "D" or "F" is received in a core course or after withdrawal from the program at anytime during the semester. Only one readmission to the program is permitted. Readmission is contingent on space availability.

A student may be considered for readmission to the program if all of the following criteria are met:

1. Students readmitted to the program must meet all requirements of the program in effect at the time of readmission. This applies to any and all curriculum changes
2. Students seeking readmission must do so in writing to the Program Director at least 60 days prior to the semester.
3. Complete the electronic Allied Health Science application on RaiderNet and submit by the last working day in May.
4. The applicant must interview with the program director before the date of the review by the Allied Health Sciences Admissions Committee for consideration for readmission. A student with a previous unsatisfactory clinical performance must be recommended for readmission by consensus of the program faculty.
5. A student must repeat the specialty course or courses for which he/she was dismissed and attain a "C" or better in the course.

**Fall Semester**

PSG	101	Polysomnography I	4
PSG	104	Sleep Disorders Diagnosis & Treatment	4
PSG	116	Polysomnographic Interpretation	3
HIT	107	Medical Terminology <sup>1</sup>	3
<b>Fall Semester Total</b>			<b>14</b>

**Spring Semester**

PSG	107	Polysomnographic EKG Interpretation	3
PSG	111	Polysomnography II	4
PSG	120	Clinical <sup>2</sup>	3
<b>Spring Semester Total</b>			<b>10</b>

**Summer Semester**

PSG	125	Clinical II <sup>2</sup>	5
<b>TOTAL HOURS</b>			<b>29</b>

<sup>1</sup> May be taken prior to being accepted into the program.

<sup>2</sup> Although there are day and night shift positions, the majority of positions are night shift.

Students pursuing this certificate will be advised by the Allied Health Sciences Division. Students wishing to pursue an A.A.S. Allied Health Sciences with an emphasis in Polysomnography should contact their advisor.

A certain number of credit hours in each program must be completed in order to meet the graduation residency requirement. Contact your advisor for the requirement of your program.

# Regents Online Campus Collaborative

The Tennessee Board of Regents (TBR) colleges and universities have joined together in offering Regents Online Campus Collaborative (ROCC). Most courses completed in the Regents Online Campus Collaborative are entirely online and are completely transferable among all the participating TBR institutions. Students are able to choose the college or university that will award their degree. All thirteen TBR two-year colleges deliver and award associate degrees, while all six TBR universities deliver and award bachelor degrees. A career/technical program leading to the associate of applied science degree in Professional Studies with a concentration in Information Technology is available.

**Associate Degrees and Certificates offered through ROCC**

Associate of Arts (A.A.) - *General Studies*

Associate of Science (A.S.) - *General Studies*

Associate of Applied Science (A.A.S.) - *Early Childhood Education; Nursing; Professional Studies: Information Technology; Web Technology.*

Certificates - *Web Page Authoring*

Students who pursue online programs should be highly motivated, independent, active learners who have good organizational and time management skills. Students should also have the discipline to study without external reminders and be able to adapt to new learning environments. Visit <http://www.rod.org> or call 1-866-462-7722 ext. 4602 or 865-882-4602 for more information. Visit their website for current course offerings, other program offerings, and required books.

Students must meet the graduation requirements of the home institution. The college catalog of the home institution is the final authority for all degree and program requirements. Students must meet Roane State's graduation requirements.

# Regents Online Campus Collaborative Course Descriptions

Note: The terms in which a course is normally taught is at the end of each description (F=Fall, Sp=Spring, Su=Summer).

See the Roane State Course Description section for the regular listing.

## Allied Health

### ALH 1000 Careers in Healthcare Credits: 3

This course is designed to explore different careers in health care. These are health care careers which require skilled health care professionals and practitioners. Discussion will include places of employment, educational requirements, licensures, occupational descriptions, and career opportunities.

## Art (RODP)

### ART 1030 Art Appreciation Credits: 3

Form and meaning in the visual arts, lecture-discussion. Especially for non-majors. F, Sp

## Astronomy

### ASTR 1030 Astronomy Credits: 4

Topics covered include the history of astronomy, methods of astronomy, formation of the solar system, and the physical characteristics of the sun, planets, moons, and minor members of the solar system. Identification of stellar objects is included. May be taken with PHYS 1030 to form a two-semester sequence in physical science. Prerequisites: Entry-level college reading and math skills. Equivalent to RSCC's ASTR 1010.

## Biology

### BIOL 1010 Biology I and Lab Credits: 4

This course introduces the student to the methods of biological science. It explores the chemical basis of life; cell structure and function including energy metabolism; cell division; DNA and gene regulation; Mendelian and molecular genetics; the process of evolution; speciation; mechanisms for the origin of life on earth; the principles of systematics; the prokaryotes and the Kingdom Protists. Prerequisites - must be eligible for enrollment in ENGL 1010 and DSM 0840 or higher. Equivalent to RSCC's BIOL 1110.

### BIOL 1020 Biology II and Lab Credits: 4

This course introduces the student to the diversity of life on earth, looking in more detail at the fungi, plants and animals. The structure and function of flowering plants is reviewed. Animal anatomy (tissues, organs and organ systems), physiology, reproduction and development are covered with an emphasis on humans. The final section of the course covers the principles of ecology. Prerequisites - completion of or exemption from DSPW 0800 and DSPM 0800. Equivalent to RSCC's BIOL 1120.

### BIOL 1430 Nutrition Credits: 3

A study of nutrients and their relationship to human growth, development, and maintenance. Special emphasis is given to the role of foods and the nutrients they contain, with regard to the physiological, psychological, and sociological well-being of the individual. Practical analysis of food records and application of nutritional knowledge will be included. Prerequisites - DSPW 0800, DSPR 0800; reading and writing skills need to be at the college level. Equivalent to RSCC's HEC 201.

## Microcomputer Appl (RODP)

### BIT 1150 Intro to Microcomputers Credits: 3

A course designed to introduce students to Windows XP and Office 2007. The course will use the following packages in Office 2007: Microsoft Word 2007, Microsoft Excel 2007, Microsoft Access 2007, and Microsoft PowerPoint 2007. In addition, students will have an introductory section on computer hardware/software concepts and Windows file management. Prerequisites/corequisites - basic typing skills; please see minimal software needs on syllabus; you REALLY need Office 2007, not an older version!; please be sure you have Microsoft Access 2007 on your computer. Equivalent to RSCC's COLL 1020.

## Business

### BUS 1050 Legal Issues for the Web Credits: 3

This course addresses Internet law and provides guidelines for putting existing material online, creating material specifically for the Internet, using material found on the Internet, e-commerce, and educational aspects of the Internet. Real-world examples are used to illustrate how the rules affect businesses. Students will work on real case studies and will have discussions on what they feel should be the correct outcome based on the law as learned through this course. Prerequisites - DSPR 0800, Developmental Reading and DSPW 0700, Basic Writing or equivalent skills. Elective Credit at RSCC.

### BUS 1300 Personal Money Management Credits: 3

This course introduces the student to the process of personal financial planning. Topics include personal and family budgeting, effective purchasing decisions, savings plans, tax planning, debt management, insurance options, investment alternatives, and retirement and estate planning.

**Computer Info Systems (RODP)****CIS 1100 Technology for Teachers** Credits: 3

Introduction to windows and windows-based microcomputer packages including word processing, spreadsheets, presentations; Internet applications; basic PC troubleshooting; introduction to audio-visual and office equipment currently used to facilitate quality classroom instruction. No prerequisites.

**CIS 113 Programming in Visual Basic** Credits: 3

An introduction to Microsoft Visual Basic. Topics to be covered include: event driven programming, interface design, creating menus and dialog boxes, writing event and general procedures, and using operating system services. Prerequisites - a basic computer literacy course (e.g., CIS 100, BIT 1150) or permission of the instructor. Equivalent to RSCC's CST 117.

**CIS 1610 Programming in C++** Credits: 3

An introduction to computer science software concepts using C++. Algorithms, problem solving methods, systems development and implementation methodologies are addressed. Standard programming constructs are emphasized. In addition, a limited number of advanced concepts such as pointers, recursion, and C# are discussed. Prerequisites: The student should have some background and understanding of computing and the use of information systems in society. A prior course in a programming language such as Visual Basic or Java is useful, but not required.

**CIS 173 Programming in C#** Credits: 3

An introduction to Microsoft C#. Topics to be covered include: Object-Oriented Programming, interface design, controls, decisions, creating menus and dialog boxes, looping, arrays and accessing database files. Prerequisites: basic computer literacy course (e.g., CIS 100, BIT 1150) or permission of the instructor. Elective Credit at RSCC.

**CIS 186 Database Programming** Credits: 3

This course is designed to enable students to develop customized database applications. A brief survey of relational database techniques and methods is included. The emphasis will be on developing the necessary skills to design, create, and implement user-friendly front ends for relational databases. The course will concentrate on developing and coding procedures using Visual Basic for Application. Prerequisites: CIS 113 or the equivalent. Equivalent to RSCC's CST 105.

**CIS 191 A+ Hardware Certification Training** Credits: 3

An introduction to microcomputer hardware installation, maintenance, repair and troubleshooting. Students will learn the processes and procedures for supporting microcomputer hardware in a business environment. This course is designed to assist the student to take the Comp TIA A+ Hardware certification examination.

**CIS 192 A+ Software Certification Training** Credits: 3

An introduction to microcomputer operating system installation, configuration, upgrading, diagnosing and troubleshooting. Students will learn the processes and procedures for supporting microcomputer software in a business environment. This course is designed to assist the student to take the Comp TIA A+ Hardware certification examination.

**CIS 193 Introduction to Linux** Credits: 3

This course is designed to prepare students for the COMPTIA Linux+ Certification Exam. Linux is a relatively new open source system software that is becoming increasingly popular for use on business Web Servers, email servers, application servers, and even personal desktop systems. This course is designed to prepare students to take the certification exam; however, it is not a substitute for the certification exam. Prerequisites: BIT 1150 or equivalent or permission of the instructor. Equivalent to RSCC's CST 275.

**CIS 263 Web Page Dev and Design** Credits: 3

This course will cover the fundamental concepts of the Internet and World Wide Web, including how the Internet works, protocols and services, addressing and routing in the Internet. Students will design and create web pages, create and edit graphic images for web pages, and use simple Java. Prerequisites/Corequisites: CIS 109, BIT 1150. Equivalent to RSCC's CST 263

**CIS 264 Web Page Applications** Credits: 3

This course is the study of various applications available for support of web pages. Topics covered will include web page multimedia design and the enhanced use of scripting. The latest techniques of web page design technology will be emphasized. Prerequisites: basic working knowledge or Windows Operating System, the internet and Microsoft FrontPage. Elective Credit at RSCC.

**Computer Science Web Design****CISW 1030 Beginning HTML** Credits: 3**Crimin Justice Adm (RODP)****CJA 1100 Intro to Crim Justice Admin** Credits: 3

Survey of the criminal justice system; philosophy and history of criminal justice agencies; analysis of the problems and needs of agencies involved in the criminal justice process; survey of professional career opportunities. No prerequisites. Equivalent to RSCC's CRJT 101.

**CJA 2600 Corrections** Credits: 3

History of the development of corrections in Europe and America; survey of current prison conditions and operations, including pre-release, probation and parole. Prerequisites: knowledge of WebCT is necessary for successful completion of this course. Equivalent to RSCC's CRJT 105.

**Technical Communication (RODP)****CMT 1010 Networking and PC Communic** Credits: 3

This course introduces the basic concepts of PC communications, telecommunications and networking. It provides an overview of terminology & technologies used with local area networks and wide area networks, and it details processes, protocols, network design and a broad overview of the Internet. Prerequisites: students should be able to use their computers and access the Internet and also be able to send e-mail. Equivalent to RSCC's CST 142

## College Experience (RODP)

### COL 101 The College Experience Online Credits: 3

In this course, students will study the best practices for success in college and learning online by using technology smartly, succeeding in workplace situations skillfully, using interpersonal communications respectfully, and developing self management practices expertly.

Prerequisites: This course is for first time on-line learners who are willing to learn. Elective Credit at RSCC.

## Visual Communication (RODP)

### COM 1000 Beginning HTML Credits: 3

A beginning course in HTML, providing instruction in creating web pages. Topics include using HTML tags to format headings and text, to display images, and to create lists, links, tables, frames, and forms. Prerequisites: basic computing and keyboard skills. Equivalent to RSCC's CST 108.

### COM 1010 Basic Web Design Credits: 3

Presents the principles for planning and designing attractive and informative Web pages and Web sites. The course explores the factors that affect Web layout and design such as browser choice, screen resolution, navigation, connection speed, typography, graphics and color. Prerequisites: basic computing and keyboard skills. Elective Credit at RSCC.

### COM 1020 Basic Web Graphics Credits: 3

An introductory class using a graphics program, scanner, and other digital devices to create and edit graphic images for web pages. Projects will be included to allow students to demonstrate mastery of the use of a graphics program to edit, optimize and create imagery for the Web, set up hierarchical folders/directories and implement, upload, and edit a functional Web site. This course is taught using Photoshop® CS3 and Photoshop® and Image Ready® (versions 6 -CS2), or Photoshop® Elements (versions 3 & up) and at least a basic HTML editor (Notepad or TextEdit). (3 credits). Prerequisites: COM 1010, Basic Web Design

## Developmental Math

### DSPM 0700 PreAlgebra Credits: 3

This course stresses basic arithmetic and geometry skills, operations with integers, and solving basic linear equations. Satisfactory completion of this course or other evidence of competencies in these areas is a prerequisite for DSPM 0800-Elementary Algebra. This course does not fulfill the math requirement for graduation. F, Sp, Su

### DSPM 0800 Elementary Algebra Credits: 3

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 DSPM 0850-Intermediate Algebra. This course does not fulfill the math requirement for graduation. F, Sp, Su

### DSPM 0850 Intermediate Algebra Credits: 3

This course is designed to provide students advanced algebraic skills on a pre-college level. Satisfactory completion of this course or other evidence of competencies in these areas is a prerequisite for appropriate college level mathematics courses. This course does not fulfill the math requirement for graduation. F, Sp, Su

## Develop. Reading (RODP)

### DSPR 0700 Basic Reading Credits: 3

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 DSPR 0800. F, Sp

### DSPR 0800 Developmental Reading Credits: 3

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. F, Sp, Su

## Develop. Writing (RODP)

### DSPW 0700 Basic Writing Credits: 3

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 DSPR 0800. F, Sp

### DSPW 0800 Developmental Writing Credits: 3

Designed to develop writing skills through journal writing, vocabulary enrichment, and critical thinking with special emphasis on paragraph patterns and short essays. F, Sp, Su

## Economics

### ECON 2030 Survey of Economics Credits: 3

This course is a survey of economics. It covers how modern economics evolved, supply and demand, national income accounting, money and banking, market structures and contemporary economic issues. This course is not for business majors. Elective Credit at RSCC.

## Education

### EDU 1100 Technology for Teachers Credits: 3

Introduction to windows and windows-based microcomputer packages including word processing, spreadsheets, presentations; Internet applications; basic PC troubleshooting; introduction to audio-visual and office equipment currently used to facilitate quality classroom instruction. No prerequisites. Elective Credit at RSCC.



**EDU 1120 Introduction to Teaching** Credits: 3  
An introduction to teaching and to applications of technology which will assist in efficient management and effective learning within the school environment. Experience will be gained in the development and use of instructional applications including computers and educational software. No prerequisites.

**EDU 201 Foundations of Education** Credits: 3  
In this course attention will be given to the historical, philosophical, and sociological foundations underlying the development of American educational institutions. The role of the schools, the aims of education, and the role of state, local, and federal agencies will be emphasized. Some field experience will be required. No prerequisites. Equivalent to RSCC's EDU 101.

**EDU 2050 Classroom Management** Credits: 3  
This course is an introduction to K-6 classroom management techniques. Topics include: physical space, behavioral norms, safety, time management, managing student work, and managing other special classroom needs. Prerequisites: No courses as prerequisites; however, this course has an entry level standard of reading and writing at the college level. Elective Credit at RSCC.

**EDU 250 Instructional Technology in Education** Credits: 3  
An introduction to applications of technology which will assist in efficient management and effective learning within the school environment. Experience will be gained in the development and use of instructional applications including computers and educational software. No prerequisites. Elective Credit at RSCC.

## Education (RODP)

**EDUC 2120 Intro to Special Education** Credits: 3  
A study of the characteristics and needs of children (PK-elementary level) with special needs and/or disabilities with an emphasis on legislation, programs, services and best practices in the educational setting. Pre-requisite: DSPW 0800 and DSPR 0800 or equivalent skill.

## English

**ENGL 1001 English Second Language I** Credits: 3  
For more information on this course, please visit the RODP website at <http://www.rodop.org>

**ENGL 1002 English Second Language II** Credits: 3  
For more information on this course, please visit the RODP website at <http://www.rodop.org>

**ENGL 2010 Introduction to Literature I: Fiction** Credits: 3  
This course provides the opportunity, through reading, discussion, and short projects, to analyze short stories and a novel in terms of their literary characteristics. Prerequisite: ENGL 1010, ENGL 1020. Elective Credit at RSCC.

**ENGL 2116 Writing for the Web** Credits: 3  
This course focuses on developing comprehensible and useful content for websites. Students critique the writing style of current web pages and then design online documentation and develop appropriate online copy. Prerequisites: ENGL 1010. Elective Credit at RSCC.

**ENGL 230 Creative Writing** Credits: 3  
For more information on this course, please visit the RODP website at <http://www.rodop.org>

**ENGL 2410 Western World Lit I** Credits: 3  
A survey of masterpieces of Western World literature: the ancient Near East, ancient Greece and Rome, the Middle Ages, and the Renaissance. Prerequisites: ENGL 1010, ENGL 1020; students may take English 2420 without having taken English 2410. Equivalent to RSCC's ENGL 2310.

**ENGL 2420 Western World Literature II** Credits: 3  
A survey of masterpieces of Western World literature: the Enlightenment, the Romantics, the Moderns, and the Post-Modern. Prerequisites: ENGL 1010, ENGL 1020; students may take English 2420 without having taken English 2410. Equivalent to RSCC's ENGL 2320.

**ENGL 2630 Literature for Children** Credits: 3  
A historical survey of literature for children with special attention to literature for pre-school and elementary years. Genres studied include picture books, fiction, traditional literature, nonfiction, and poetry. This course transfers as Literature for Children, but not as a literature course to fulfill the general education requirement. This course is primarily intended for those majoring in Early Childhood Education or Elementary Education. Prerequisites: ENGL 1010. Equivalent to RSCC's EDU 240.

## Engineering Science

**ESC 1110 Introduction to Environmental Studies I** Credits: 4  
Study of environmental problems at global, national, and local levels. Ecological principles, geophysical processes, and human population dynamics; scientific approach applied to understanding environmental concepts using hands-on field experiences. Prerequisites: College Level in Math, English, Reading.

**ESC 1120 Introduction to Environmental Studies II** Credits: 4  
Study of environmental problems at global, national, and local levels; soil, water, and mineral resources, food resources and pesticides, hazardous wastes and air pollution, energy, land, and species resources; laboratory emphasis on local field experiences. Prerequisites: College Level in Math, English, Reading.

## Geography

**GEOG 105 World Regional Geography** Credits: 3  
This course is a survey of the developed and developing regions of the world. Regional cohesion and differentiation will result from the concepts of space/location, place, human environment interaction, movement/diffusion, and regions. Prerequisites: There are no prerequisites or corequisites for this course, although it would benefit the student to have a general understanding of the world's realms and their interactive relationships prior to entering the course. Equivalent to RSCC's GEOG 1210.

## History

### **HIST 1110 Civilization: Past and Present to 1500** Credits: 3

This course, a three credit-hour class on the web, is the first half of a two-semester survey of world history. It covers the history of the world from the origins of humanity to the sixteenth century. The units are topical in nature and are organized in a chronological format. Prerequisites: Satisfactory completion of DSPW 0800 and DSPR 0800 or appropriate entrance exam scores. Students are required to read and write at a level to be expected from a college freshman. Equivalent to RSCC's HIST 1210.

### **HIST 1120 World History Since 1500** Credits: 3

This course is the second half of a two-semester survey of world history. It covers the history of the world from the sixteenth century. The units are topical in nature and are organized in a chronological format. Prerequisites: Satisfactory completion of DSPW 0800 and DSPR 0800 or appropriate entrance exam scores. Students are required to read and write at a level to be expected from a college freshman. Equivalent to RSCC's HIST 1220.

### **HIST 2050 Appalachian History** Credits: 3

This course will examine the theme of continuity and change in the Southern and Central Appalachian region from the 14th century to the present. States included in this study are western Virginia, eastern Kentucky, western North Carolina, East Tennessee, northern Georgia, northern Alabama, and southern West Virginia.

### **HIST 220 African American History** Credits: 3

Please visit <http://www.rodop.org> for the latest description for this course.

## Health Information Technology

### **HIT 1010 Medical Terminology** Credits: 3

A study of the language of medicine with emphasis on body systems, prefixes, suffixes, root terms, pronunciation and spelling. Prerequisites: DSMR 0800 Developmental Reading. COREQUISITES: DSPM 0850 Developmental math and DSPS 0800 study skills.

### **HIT 1011 Fundamentals of HIT** Credits: 3

This course is designed to introduce students to the principles of health information technology. The development, content and management of the medical record will be explored as well as a basic overview of the healthcare delivery system. Emphasis is placed on hospital and medical staff organization; patient record content; procedures in filing, numbering, and retention of patient records; quantitative analysis; release of patient information; forms control and design; indexes and registers; regulatory and accrediting agencies; and the transition to an electronic health record.

### **HIT 1110 Legal Aspects of Health Information** Credits: 2

For more information on this course, please visit the RODP website at <http://www.rodop.org>

### **HIT 1120 Fundamentals of Disease Processes** Credits: 4

For more information on this course, please visit the RODP website at <http://www.rodop.org>

### **HIT 1130 Coding and Classification Systems I** Credits: 3

An introduction of the coding and classification of symptoms, diseases, operations and procedures according to the International Classification of Diseases, Clinical Modification (ICD-CM). Prerequisites and Corequisites: Admission to program; Human A & P I

### **HIT 1140 Computer Applications in Health Information** Credits: 3

For more information on this course, please visit the RODP website at <http://www.rodop.org>

### **HIT 2110 Management & Supervision in Health Information** Credits: 3

A study of supervisory and management functions with focus on planning, organizing, staffing, directing, and controlling in healthcare organizations. Special emphasis will study managerial techniques to supervise, motivate, counsel, lead, train, and communicate with staff in health information services. Prerequisites: Admission to program or permission of program director.

### **HIT 2120 Healthcare Statistics & Reporting** Credits: 3

This course instructs students in health data collection, commonly used healthcare statistical computations and interpretation, presentation and reporting of data, indices, databases and registries along with statistics computed for daily operations of the health information management department. This course also includes basic research principles along with purpose of Institutional Review Board and its role in research. Prerequisites: DSPRXXX All developmental study courses (if required based on ACT scores COMPASS test) COLLXXX Computer Literacy Class HIT1010 Medical Terminology HIT1011 Introduction to Health Information Technology BIOL2010 Anatomy and Physiology I and Lab BIOL2011 Anatomy and Physiology II and Lab

### **HIT 2130 Coding & Classifications Systems II** Credits: 3

This course covers the basic principles of coding with Current Procedural Terminology (CPT) coding system including including structure and rules. Instruction will also be given in use of HCPCS Level II coding including structure and rules. The use of these coding systems will be studied as they are used in reporting of reimbursable medical services and procedures performed by physicians. Prerequisites: All developmental study courses (if required based on ACT scores or COMPASS test), COLL1020 Technology Essentials (or higher level computer class), HIT1130 Coding and Classification Systems I Prerequisites or Corequisites: HIT1120 Fundamentals of Medical Science, BIOL2020 Anatomy and Physiology II

### **HIT 2140 Professional Practice Experience I** Credits: 3

Emphasis is placed on providing opportunities for students to relate classroom theory to actual functions of health information, such as assembly and record analysis; medicolegal procedures; information retention; filing and retrieval; and the use of technology. Students will meet objectives through assignment to a health care facility or through the use of virtual simulation projects. Prerequisites: HIT 1110, HIT 1130, Admission to the HIT Program HIT 2140 is open only to HIT majors who have been officially accepted into the program. An understanding of fundamental HIT concepts and knowledge is required before entering the clinical site portion of the program.

### **HIT 2210 Healthcare Quality Management** Credits: 3

### **HIT 2220 Healthcare Reimbursement Methodologies** Credits: 3

**HIT 2230 Advanced Coding and Classifications Systems** Credits: 3

This course focuses on advanced topics in diagnosis and procedural coding including ICD-9-CM and CPT/HCPCS. The course will concentrate on official coding guidelines, sequencing skills and use of ICD-9-CM in healthcare reimbursement as well as prospective payment system theory and methodology. The course will include practice in coding and optimization techniques using both case studies and actual health records and computerized coding and grouping software. Pre-requisite: HIT 2130

**HIT 2240 Professional Practice Experience II** Credits: 3**HIT 2250 Seminar in Health Information Technology** Credits: 3**Human Movement Science Education**

**HMSE 1100 Conc of Fitness and Wellness** Credits: 2  
Stressing individual responsibility for achieving optimal well-being, this course emphasizes preventative health practices which promote healthful lifestyles and reduce risk factors associated with disease. \*\*\* You cannot receive credit for both HMSE1100 and HPRO2100 \*\*\* Equivalent to RSCC's PHED 1750.

**Health Promotion (RODP)**

**HPRO 2100 Wellness Concepts and Prac** Credits: 3  
Stressing individual responsibility for achieving optimal well-being, this course emphasizes preventative health practices which promote healthful lifestyles and reduce risk factors associated with disease. \*\*\* You cannot receive credit for both HMSE1100 and HPRO2100 \*\*\* No prerequisites. Equivalent to RSCC's WELL 1010.

**Health Science (RODP)**

**HSC 190 Intro to Human Pathophysiology** Credits: 3  
This course is designed to assist the student in understanding the relationship of normal body functioning and the physiologic changes that occur as a result of disease processes, as well as how the body compensates for those changes brought about by disease. All body systems are explored.

**Business Commerce (RODP)**

**HTL 110 Intro to Hospitality Industry** Credits: 3  
This course provides a basic understanding of the lodging and food service industry by tracing the industry's growth and development, reviewing the organization of hotel and food and beverage operations, and by focusing on industry opportunities and future trends. Prerequisites: None, however basic reading, writing, computer skills and study skills are necessary. Elective Credit at RSCC.

**Humanities**

**HUM 1010 Introduction to Humanities I** Credits: 3  
Historical approach to pivotal ideas, systems of thought, and creations of the Western world (e.g., music, drama, painting, sculpture, architecture, and literature) as reflections of the culture that produced them. No prerequisites.

**HUM 1020 Introduction to Humanities II** Credits: 3  
For more information on this course, please visit the RODP website at <http://www.rodop.org>

**Information Systems**

**INFS 1150 Intro to Microcomputers** Credits: 3  
A course designed to introduce students to Windows XP and Office 2007. The course will use the following packages in Office 2007: Microsoft Word 2007, Microsoft Excel 2007, Microsoft Access 2007, and Microsoft PowerPoint 2007. In addition, students will have an introductory section on computer hardware/software concepts and Windows file management.

**Computer Graphics (RODP)**

**INTC 1050 Computer Graphics** Credits: 3  
A course designed to introduce the concepts of computer graphics creation. This course is designed to teach computer graphics creation to students with no prior graphics background. Prerequisite: BIT 1150 (Introduction to Computers or equivalent). Equivalent to RSCC's ERG 161.

**Mathematics**

**MATH 1710 Pre-Calculus** Credits: 3  
This course is a study of the algebra necessary to prepare students for Calculus. Topics covered will include polynomial, rational, exponential, and logarithmic functions; systems of equations and inequalities; matrices and determinants; the binomial theorem; and an introduction to sequences and series. Prerequisites and Corequisites: Two years of high school algebra and an acceptable placement score into collegiate mathematics or successful completion of DSPM 0850. This course along with MATH 1720 is equivalent to RSCC's MATH 1730.

**MATH 2810 Disc Struct and Math Reason** Credits: 3  
This course uses set theory and logic, along with basic discrete structures, to develop skills in mathematical reasoning and applications. Number theory, modular arithmetic functions, matrices and graphs are used to develop skills in reading and writing formal proofs, invalidating arguments, and discovering counterexamples. Prerequisites: Math 1910, Math 1920, and a course in Linear Algebra or Matrix Theory. Equivalent to RSCC's MATH 2100.

## Medical Transcription

**MDT 2100 Photoshop Essentials** Credits: 3  
Students are introduced to the digital darkroom using Adobe Photoshop and Image Ready with images from film and flatbed scanners, digital cameras, and other media. Topics covered include: selecting, layers, color correction, color theory, retouching, special effects, rollovers, animation, slicing, type effects, and using Photoshop as a design tool. Documents created in class will be optimized for web, print, and multimedia uses. Students will complete a variety of tutorials as well as create personal projects. Prerequisites: Proficiency with 35mm camera. Familiarity with a personal computer, creating and saving documents, document formats. Basic knowledge of HTML, web graphics, and web design or COMN 1000, COMN 1010, and COMN 1020.

## Marketing

**MKT 2450 E-Commerce** Credits: 3  
This course is designed to provide in-depth coverage of electronic commerce concepts. The learner will participate in a variety of activities designed to provide familiarity with the tools and issues associated with a web-delivered commercial enterprise. The learner will plan, design, develop and test web environments designed to meet secure retail and organizational needs. No prerequisites. Equivalent to RSCC's CST 237.

## Philosophy

**PHIL 210 Introduction to Philosophy** Credits: 3  
Please visit <http://www.rodop.org> for the latest description for this course.

**PHIL 2430 Philosophy of Religion** Credits: 3  
For more information on this course, please visit the RODP website at <http://www.rodop.org>

## Physics

**PHYS 1030 Physics** Credits: 4  
This is a one-semester introductory physics course for non-science and non-engineering majors. Emphasis is placed on understanding the nature of physics and applying basic physics concepts in one's everyday life experience and work. The use of mathematics is limited to basic algebraic manipulations required to understand and apply physics concepts. Topics covered include mechanical motion, energy, temperature and heat, fluids, electricity, magnetism, and wave motion. Elective Credit at RSCC.

## Political Science

**POLS 1501 Intro to International Rel** Credits: 3  
This course is designed to provide you with a broad introduction to International Relations (IR). This course will introduce you to the fundamental approaches to studying IR and will consider how each approach treats selected aspects of current international politics. Prerequisites: None; however, students must be able to read and write at the college level.

## Physical Science (RODP)

**PSCI 1010 Survey of Physical Sciences I** Credits: 4  
PSCI 1010 includes a study of six fundamental components of the physical sciences: Newtonian mechanics; linear motion, momentum, energy, gravity, satellite motion, fluid mechanics, Thermodynamics; thermal energy, heat transfer, Electricity, Magnetism, Waves; sound and light waves, and the properties of light. This course also includes a study of Chemistry including the structure of the atom, the atomic nucleus, periodic table, chemical bonding, chemical reactions, acids, bases, molecular mixing, organic chemistry, and nuclear chemistry. This course will establish a base with which the non-science student can view nature more perceptively. This course is designed to correct a missing essential in the sciences: the practice of conceptualizing before calculating. The equivalent of three hours lecture and three hours laboratory per week is required. Four (4) credit hours. Prerequisites: Two years high school algebra and acceptable placement scores, or DSPM 0850. Elective Credit at RSCC.

**PSCI 1020 Survey of Physical Sciences II** Credits: 3  
For more information on this course, please visit the RODP website at <http://www.rodop.org>

## Psychology (RODP)

**PY 215 Child Growth and Develop** Credits: 3  
Physical, emotional, social and intellectual child development from conception through adolescence; concepts of development and function derived from theoretical approaches, research and clinical observation emphasized; child rearing applications included. Activities will include written assignment, online student presentations, mastery quizzes, mid-term exam and final exam. Prerequisites: PSY 101, General Psychology. Equivalent to RSCC's EDU 210.

## Sociology (RODP)

**SO 217 Sociology of Aging** Credits: 3

## Sociology

**SOCI 1120 Intro to Cultural Anthropology** Credits: 3  
This course introduces the study of human culture. It focuses on human adaptation and diversity, as well as the development and variety of economic, political, religious, family and expressive institutions. Prerequisites: All developmental courses in reading and writing/ composition must be completed. The Virtual Library tutorial on line must be completed. Equivalent to RSCC's SOC 211.

**SOCI 2010 Marriage and Family** Credits: 3  
An overview of the effects of societal change on marital and non-marital relationships. Topics include premarital dynamics, singles, dual career families, family violence, and divorce.

**SOCI 217 Sociology of Aging** Credits: 3

**Public Speaking (RODP)****SP 110 Fund of Public Speaking** Credits: 3

An introductory public speaking course stressing the organization and presentation of the extemporaneous speech in a variety of settings. Prerequisite: ENGL 1010. Equivalent to RSCC's SPCH 201.

**Technology (RODP)****TELC 2007 Adolescent Learners** Credits: 3

This course focuses on psychological theories related to adolescent cognitive, social and physical development. Adolescents are experiencing a myriad of changes. A better understanding of these changes will help educators plan and implement appropriate lessons, activities, lectures, assignments, and teaching strategies. Issues relevant to intellectual development, socialization, and educational evaluation are examined. Additionally, teacher variables and student variables in the instructional process are explored. Students should be able to apply their knowledge in a variety of settings with a multicultural perspective. No prerequisites.

**TELC 2009 Managing the Learning Environ** Credits: 3

This class is designed for the beginning teacher to get started. It focuses on planning, organizing and interacting with your students. The student will complete a series of lessons, assignments, discussions, as well as quizzes and tests. No prerequisites.

**TELC 2010 Survey of Exceptionalities and Diversity** Credits: 3

This course will enable instructors to identify psychological, physical, educational, medical, behavioral and learning characteristics and needs of individuals with various disabilities, as well as working with students from diverse cultural, social, ethnic and racial backgrounds. It will also include information regarding the modification and adaptation of instruction as it relates to ADA in order to fit individual needs and learning styles. This course will also enable the instructor to develop individualized educational programs with the principles of normalization and the least restrictive environment. No prerequisites. Elective credit at RSCC.

**TELC 2011 Teaching and Learning with Technology in School Settings** Credits: 3

This course will address the 'Tennessee Statement of Education Teacher Licensure Standards for Professional Education.' This course, 'Teaching and Technology,' will assist instructors in examining various issues related to teaching with Internet technology and resources, as well as, learning to evaluate and integrate this technology into 'teaching' and 'learning' online and on-ground. In addition, this course will assist instructors in locating curriculum resources that will support and enhance instruction. No prerequisites. Elective Credit at RSCC.

**TELC 2012 Teachers as Agent of Change in Schools** Credits: 3

Teachers as Agents of Change is designed for those students working in a public school environment on the Professional Occupational or Alternative C License. The course is designed to provide an overview of current issues, trends, and problems that are commonplace to teaching in public school settings. Students will engage in analytic learning experiences which focus on: a) teaching in urban, suburban, and rural settings, b) meeting the needs of diverse student populations, c) historical, sociological, and philosophical aspects of education in a diverse society, d) legal, financial, equality/inequality of access and resources, e) governance issues related to public schooling in the U.S., f) developing knowledge and skills regarding professionalism, national and state initiatives, effective teaching, and licensure, and g) action research to improve current practice. No prerequisites.

**TELC 2013 Adult Learners** Credits: 3

This course focuses on Adult Learners and the adult learning process, how they learn best and the classroom format that best relates to them. A better understanding by teachers of adult learners will help them plan and implement appropriate lessons, activities, lectures, assignments, and teaching strategies. Issues relevant to adult learning theories, classroom motivation, addressing learning issues and the 'best practice' learning techniques will be examined. Additionally, variables in the instructional process are explored. Students should be able to apply their knowledge in a variety of educational settings with a multicultural perspective.

**TELC 2015 Survey of Exceptionalities and Diversity for Post-Secondary School** Credits: 3

For more information on this course, please visit the RODP website at <http://www.rod.org>

**Web Design (RODP)****WEB 2110 Motion Vector Graphics** Credits: 3

This fundamental course examines and demonstrates essential elements in creating vector-based Web animation. The topics include vector vs. bitmap images, timelines, special effects, and use of plug-ins vs. HTML-only animations. The emphasis of this course will be on creating high-quality Web pages using principles of layout design, color theory as applicable to Web design, and preparation of text for the Web. Prerequisites: COMN 1000--Beginning HTML (NSTCC).

**WEB 2120 Audio/Video for the Web** Credits: 3

This course is designed to familiarize students with the technologies associated with bringing photographic (film, video and still) images and audio to the Internet environment and enable them to identify and use the tools which facilitate these media in Web sites. Appropriate media selection, software tools for encoding various media, delivery system attributes and limitations, associated file types, audio and video codecs and software players will be discussed. Students will learn to prepare aural and visual media for the Web by creating and encoding assigned projects. Students will learn to design for and solve problems with the integration of audio and video media into pre-existing Web sites. Prerequisites: COMN 1000--Beginning HTML (NSTCC).

# Roane State Course Descriptions

Note: The terms in which a course is normally taught is at the end of each description (F=Fall, Sp=Spring, Su=Summer).

See the RODP Course Description section for the Regents Online course descriptions.

**WEB 2200 CIW Foundations** Credits: 3  
CIW Foundations teaches basic hands-on skills and knowledge which Internet professionals are expected to understand. The course is divided into three parts: Internet Business Foundations, Site Development Foundations, and Network Technology Foundations. After completing this course, students will be prepared to take the CIW Foundations Certification Exam. The certification exam is not a part of this course; you should schedule it at a Prometric or Vue Testing Center. Prerequisites: BIT 1150 - Computer Concepts and Applications (RODP); should also be proficient in Windows 98, 2000, or XP

**WEB 2210 CIW Site Designer** Credits: 3  
CIW Site Design Methodology and Technology teaches you how to design and publish Web sites. General topics include Web Site Development Essentials (such as the site development process, customer expectations, and ethical and legal issues in Web development), Web Design Elements (such as aesthetics, the site user's experience, navigation, usability and accessibility), Basic Web Technologies (such as basic Hypertext Markup Language [HTML], Extensible HTML [XHTML] and extended technologies, image files, GUI site development applications, site publishing and maintenance) and Advanced Web Technologies (such as multimedia and plug-in technologies, client-side and server-side technologies, and Web databases). Prerequisites: WEB 2200--CIW Foundations.

**WEB 2811 Adv Computer Graphics** Credits: 3  
This course is designed to enhance the computer skills of those using graphics programs to prepare images for the web or print delivery. Prerequisites: Internet skills, HTML code, graphic formats, web site building, web pages design, and an introductory knowledge of computer graphics; COM 1020 (RODP), MDT 2100 (PSTCC) or equivalent knowledge and training. Elective Credit at RSCC.

**WEB 2812 Adv Web Page Site Design** Credits: 3  
This problems-oriented course will teach the use of dynamic graphics elements to enhance web pages and sites. Advanced concepts in page layout and site optimization will be studied with emphasis on principles used to craft dynamic web pages that get noticed. Exercises and projects will allow students to apply the principles of web design to their own sites that will be created in the course. Prerequisites: A practical knowledge of how the Internet operates, HTML code, graphic formats, web site building, web page design, and an introductory knowledge of a computer graphics program -- these skills can be obtained through the course COMN 1000--Beginning HTML (NTSCC).

## Women's Studies (RODP)

**WMST 2010 Introduction to Women's Studies** Credits: 3  
The course is an interdisciplinary approach to the study of women's social identity and placement throughout history and the world. Theoretical perspectives and research from sociology, psychology, biology, and anthropology are used to understand how gender shapes our lives on individual, cultural, and societal levels. Areas of study emphasize the role of gender in social institutions including family, workplace, education, religion, media, and politics. Prerequisites: ENGL 1010.

## Accounting

**ACCT 1010 Principles of Accounting I** Credits: 3  
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

**ACCT 1020 Principles of Accounting II** Credits: 3  
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: ACCT1010; a grade of C or better is strongly recommended in ACCT1010) F, Sp

**ACCT 2240 Cost Accounting** Credits: 3  
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: ACCT1020; a grade of 'C' or better is strongly recommended in ACCT1020) Sp

**ACCT 2250 Income Tax Accounting - Personal** Credits: 3  
Federal income tax laws with emphasis on the preparation of returns for individuals. Both manual and computerized tax returns will be prepared.

**ACCT 2260 Income Tax Accounting - Business** Credits: 3  
Federal income tax laws with emphasis on the preparation of returns for business. Both manual and computerized tax returns will be prepared.

**ACCT 2270 Fund Accounting** Credits: 3  
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: ACCT1020 or consent of instructor; a grade of 'C' or better is strongly recommended in ACCT1020) F

**ACCT 2330 Intermediate Accounting** Credits: 4  
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: ACCT1020; a grade of 'C' or better is strongly recommended in ACCT1020) F

**ACCT 2550 Microcomputing Accounting Applications I** Credits: 3  
A course designed to acquaint business management majors with common microcomputer applications in the field of accounting. (Prerequisites: ACCT1010 and INFS1010; a grade of 'C' or better is strongly recommended in ACCT1010) Sp

**ACCT 2570 Microcomputing Accounting Applications Credits: 2  
II**

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: ACCT1010 and INFS1010; ACCT2550 is strongly recommended; a grade of 'C' or better is strongly recommended in ACCT1010) F

**Agriculture****AGRI 1020 Introduction to Animal Science Credits: 4**

To introduce the student to the broad field of animal science including a basic study of the anatomy and physiology of farm animals, livestock production systems, and contemporary issues regarding animal science. The student will become familiar with the fundamentals of feeding, genetics, marketing, animal health, and meat production. The student should also develop an appreciation for the importance of the livestock and meats industry in today's economy. (3 hour lecture and 2 hour lab). This course may be charged a lab fee. F, Sp

**Allied Health****ALH 102 Introduction to Physical Therapy Credits: 2**

This is a web course that introduces the student to the profession of physical therapy and the concepts of the total patient. Current issues in health care that impact physical therapy are investigated. 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. Part of this class requires the student to complete 12 hours of observation in a physical therapy setting under the supervision of a registered PT or PTA. This experience will be documented and satisfy one of the course requirements as well as serving as one of the admissions criteria. Open to all students. (Includes 12 hours of clinical observation)

**ALH 118 Terminology for Medical Communication Credits: 2**

This is a web course that allows the student to use a combination of learning tools to gain a sound background in medical terminology. This will allow the student to communicate effectively with other professionals.

**ALH 210 Global Perspectives on Health: Community Based Rehabilitation Credits: 3**

This course will expose students to views of health, wellness, and social acceptance from a different cultural perspective. Basic human rights including include physical, mental and social well-being will be considered. Conditions supporting or denying these basic rights will be explored. Students will be expected to immerse themselves in the lifestyle of the host country, including working alongside local residents, service providers and recipients of services.

**ALH 211 Management and Leadership for Allied Health Supervisors Credits: 3**

This course is designed to introduce the student to management functions and leadership principles and their application in health care organizations. Student projects will develop the student's ability to apply the principles of organizational theory, management theory, management style and behavioral aspects of management across a variety of health care settings. Many allied health practitioners will assume the role of a manager during the course of their career. This course is designed to provide theory and application focusing on the development of leadership and management strategies and skills to prepare these practitioners to assume professional responsibilities in management and administration.(3 lecture hours/week)

**ALH 212 Contemporary Issues in Healthcare Credits: 3**

This is an issues oriented course that examines the healthcare delivery system in the United States. The course examines the entire continuum of care and uses the construct of a fully integrated system as a means to evaluate the current system to develop recommendations for further developments. The intent is to identify the key issues confronting healthcare today, examine the causes and develop reasonable solutions to the current set of problems. The student will develop an understanding of the unique interplay of the new and changing health care, technology, work force, research findings, financing, regulations, and personal and professional behaviors, values and assumptions that underlie the current health care system. (3 lecture hours/week)

**ALH 213 Special Topics in Healthcare Management Credits: 3**

This course is designed to allow the student the opportunity to engage in independent study of a selected topic of interest in the field of health care administration, which will enhance the student's ability to function more effectively as a manager in the healthcare field. The course is conducted in a seminar or symposium format where each student is an active and involved participant in the selection of topic questions and material to be covered. Topics might include organizational learning, women in leadership, adult learning, leadership and culture, re-engineering and organizational learning.(3 lecture hours/week)

**ALH 254 Human Cross Sectional Anatomy Credits: 3**

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 ultrasonography. (Crosslisted with BIOL 2540) This course does not meet any curricular requirements for any program, with the exception of the technical requirement for the A.A.S. General Technology program. (3 lecture hours/week and demonstration exercises)

**Anthropology****ANTH 2150 Native American Studies Credits: 3**

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. (as needed)

## Art History

**ARTH 1030 Art Appreciation** Credits: 3  
Form and meaning in the visual arts, lecture-discussion. Especially for non-majors. F, Sp

**ARTH 2010 Surv of Art History I** Credits: 3  
Survey of major monuments in Western art, with an emphasis on the art of Europe from prehistory through the Middle Ages. Class availability determined by Director of Art Program.

**ARTH 2020 Surv of Art History II** Credits: 3  
Survey of major monuments in Western art, with an emphasis on Europe and America from 1400 to the present. Class availability determined by Director of Art Program.

**ARTH 2030 Survey of Contemporary Art** Credits: 3  
Survey of major monuments in Western art, with an emphasis on Europe and America from 1400 to the present. (Class available as determined by Director of Art Program)

## Art Studio

**ARTP 1000 Studio Fundamentals: Drawing** Credits: 2  
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. (2 hours lecture, 2 hours laboratory) F

**ARTP 1010 Drawing I** Credits: 3  
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. (Prerequisite: ARTP 1000 or ARTP 1110 or instructor approval) (3 hours lecture, 3 hours laboratory) F, Sp

**ARTP 1020 Drawing II** Credits: 3  
A continuation of Drawing I. (Prerequisite: ARTP 1010 or instructor approval) (3 hours lecture, 3 hours laboratory) F, Sp

**ARTP 1110 Two Dimensional Design** Credits: 2  
Surface composition and color. Primarily for art, architecture, interior design, and art education majors. Additional work may be required outside class. (2 hours lecture, 2 hours laboratory) F

**ARTP 1120 Three Dimensional Design** Credits: 2  
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. (2 hours lecture, 2 hours laboratory) Sp

**ARTP 1130 Painting I: Introduction** Credits: 3  
An introduction to the techniques, materials, and tools of oil and acrylic painting. (Prerequisite: ARTP 1000 or ARTP 1110 or instructor approval) (3 hours lecture, 3 hours laboratory) F, Sp

**ARTP 1140 Painting II** Credits: 3

A continuation of ARTP 1130 with an emphasis on individual experimentation. (Prerequisite: ARTP 1130) (3 hours lecture, 3 hours laboratory) F, Sp

**ARTP 1200 Drawing III** Credits: 3  
A continuation of Drawing II. (Prerequisite: ARTP 1020 or instructor approval) (3 hours lecture, 3 hours laboratory) (Class availability determined by Director of Art Program).

**ARTP 1310 Photography I** Credits: 3  
Introduction to the art of black and white photography. Field and studio shooting, history of photography, basic developing, and enlarging techniques. Some outside lab work will be necessary. Some additional fees for supplies may be required. (3 hours lecture, 3 hours laboratory) F, Sp

**ARTP 1320 Photography II** Credits: 3  
Individual research in specific photographic topics. Some additional fees for supplies may be required. (Prerequisite: ARTP 1310) (3 hours lecture, 3 hours laboratory) F, Sp

**ARTP 1330 Photography III** Credits: 3  
Continued individual research in specific photographic topics. Some additional fees for supplies may be required. (Prerequisite: ARTP 1320) (3 hours lecture, 3 hours laboratory) F, Sp

**ARTP 1340 Photography IV** Credits: 3  
Continued individual research in specific photographic topics. Some additional fees for supplies may be required. (Prerequisite: ARTP 1330) (3 hours lecture, 3 hours laboratory) F, Sp

**ARTP 1350 Photography V** Credits: 3  
Continued individual research in specific photographic topics. Some additional fees for supplies may be required. (Prerequisite: ARTP 1340) (3 hours lecture, 3 hours laboratory) (Class availability determined by Director of Art Program).

**ARTP 1360 Photography VI** Credits: 3  
Continued individual research in specific photographic topics. Some additional fees for supplies may be required. (Prerequisite: ARTP 1350) (3 hours lecture, 3 hours laboratory). Class availability determined by Director of Art Program.

**ARTP 1410 Beginning Graphic Design** Credits: 3  
Survey of graphic design; tools, materials, techniques; lettering, and use of type; layout and design. Some additional work may be required outside class. (Prerequisites: ARTP 1110 & ARTP 1420) (3 hours lecture, 3 hours laboratory) F

**ARTP 1420 Computer Art** Credits: 3  
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



- ARTP 1430 Computer Art II** Credits: 3  
Advanced exploration of computer applications and graphic design for pagination, presentation, illustration, three dimensional modeling, or animation. (Prerequisite: ARTP 1420) (2 hours lecture, 1 hour laboratory per week required AND 4-6 hours per week (minimum) computer lab time) F, Sp
- ARTP 1440 Computer Art III** Credits: 3  
Continuation of ARTP 1430 (Prerequisite: ARTP 1430) (2 hours lecture, 1 hour laboratory per week required AND 4-6 hours per week (minimum) computer lab time) F, Sp
- ARTP 1450 Computer Art IV** Credits: 3  
Continuation of ARTP 1440. (Prerequisite: ARTP 1440) (2 hours lecture, 1 hour laboratory per week required AND 4-6 hours per week (minimum) computer lab time) F, Sp
- ARTP 1510 Ceramics I: Handbuilding** Credits: 3  
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) (Class available as determined by Director of Art Program)
- ARTP 1520 Ceramics II: Throwing** Credits: 3  
Thrown ceramic forms including functional utilitarian pottery techniques, glazing and firing methods. Some work outside class may be required. (Prerequisite: ARTP 1510) (3 hours lecture, 3 hours laboratory) (Class available as determined by Director of Art Program)
- ARTP 1610 Printmaking I** Credits: 3  
An introductory survey of printmaking with studio experience in intaglio, monotype, relief and collography. (3 hours lecture, 3 hours laboratory) (Class available as determined by Director of Art Program)
- ARTP 1620 Printmaking II** Credits: 3  
Continuation of ARTP 1610. (Prerequisite: ARTP 1610) (3 hours lecture, 3 hours laboratory)(Class available as determined by Director of Art Program)
- ARTP 1650 Video I** Credits: 3  
Exploration of video as an art form. Introduction to contemporary video practice including experimental video, video installation, documentary, and narrative forms. (3 hours lecture, 3 hours lab) (Class available as determined by Director of Art Program)
- ARTP 1660 Video II** Credits: 3  
Continuation of ARTP 1650, Video I. (Prerequisite: ARTP 1650) (3 hours lecture, 3 hours lab) (Class available as determined by Director of Art Program)
- ARTP 1670 Video III** Credits: 3  
Continuation of ARTP 1660 Video II. (Prerequisite: ARTP 1660) (3 hours lecture, 3 hours lab) (Class available as determined by Director of Art Program)
- ARTP 1810 Visions Seminar I** Credits: 2  
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
- ARTP 1820 Visions Seminar II** Credits: 2  
Continuation of ARTP 1810. (Prerequisite: ARTP 1810) F, Sp
- ARTP 1830 Visions Seminar III** Credits: 2  
Continuation of ARTP 1820. (Prerequisite: ARTP 1820) F, Sp
- ARTP 1840 Visions Seminar IV** Credits: 2  
Continuation of ARTP 1830. (Prerequisite: ARTP 1830) F, Sp
- ARTP 2050 Web Design I** Credits: 3  
Design and development of websites. (Prerequisite: ARTP 1420 or instructor approval) (3 hours lecture, 3 hours laboratory) (Class available as determined by Director of Art Program)
- ARTP 2060 Web Design II** Credits: 3  
Continuation of ARTH 2050. (Prerequisite: ARTP 2050) (3 hours lecture, 3 hours laboratory) (Class available as determined by Director of Art Program)
- ARTP 2070 Animation I** Credits: 3  
This course is an introduction to basic skills and concepts of 3D animation, modeling, lighting, camera movement, and rendering. Students will learn how to create storyboards and explore the animation development process. F, Sp
- ARTP 2080 Animation II** Credits: 3  
This course continues with intermediate 3D animation and modeling including topics such as hierarchical animation, animation graphs and more advanced script development. (Prerequisite: ARTP 2070) F, Sp
- ARTP 2090 Animation III** Credits: 3  
Advanced topics in 3D modeling/animation, composition and the development of independent creative work. (Prerequisite: ARTP 2080) F, Sp
- ARTP 2110 Watercolor I: Introduction** Credits: 3  
Techniques, materials, and tools of transparent watercolor. A minimum of two hours painting outside class will be required. (Prerequisites: ARTP 1000 or ARTP 1110 or instructor approval) (3 hours lecture, 3 hours laboratory) F, Sp
- ARTP 2120 Watercolor II** Credits: 3  
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. (Prerequisite: ARTP 2110) (3 hours lecture, 3 hours laboratory) F, Sp
- Astronomy**
- ASTR 1010 Introduction to Astronomy I** Credits: 4  
An introductory survey, with accompanying laboratory, treating the composition, structure, and dynamics of the universe and introducing the basic vocabulary of astronomy and the principles of the scientific method. Components of the solar system are discussed, and hypothesis and theories of the origin and evolution of the solar system are considered in the light of current knowledge and scientific reasoning. (3 hours lecture, 3 hours laboratory) F

**ASTR 1020 Introduction to Astronomy II** Credits: 4  
A continuation of ASTR 1010 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: ASTR 1010) (3 hours lecture, 3 hours laboratory) Sp

## Biology

**BIOL 1110 General Biology I** Credits: 4  
Introduction to the study of Biology, Biological Chemistry, Cell Structure and Function, Cell Reproduction, Genetics and Inheritance. Each student is assessed a lab fee for this course. (3 hours lecture, 2 hours laboratory) F, Sp, Su

**BIOL 1120 General Biology II** Credits: 4  
Evolution, Biological Diversity, Ecology. (Prerequisite: BIOL 1110) Each student is assessed a lab fee for this course. (3 hours lecture, 2 hours laboratory) F, Sp, Su

**BIOL 2010 Human Anatomy and Physiology I** Credits: 4  
A study of basic biological chemistry, cellular structure and function (including cellular respiration, protein synthesis and cell division), histology, and integumentary, skeletal and nervous system. The laboratory will provide experiments to illustrate principles covered in lecture. (Prerequisite: All learning support classes must be completed prior to enrollment in this course) Each student is assessed a lab fee for this course. (3 hours lecture, 3 hours laboratory) F, Sp, Su

**BIOL 2015 Environmental Science** Credits: 3  
A study of chemical, physical and biological processes in nature and how human dependence on these systems is compromised by our activities. Lecture and laboratory activities provide instruction in such topics as resource management, nutrient cycles, biomes, ecosystems, air and water quality, climate, human population growth, soil conservation, and waste management. (This course satisfies the three hour natural science requirement for AAS career education programs such as Paralegal, Criminal Justice, Business Management, and Contemporary Management. Students planning to transfer into a baccalaureate program should consult their advisor when choosing natural science electives). F, Sp

**BIOL 2020 Human Anatomy and Physiology II** Credits: 4  
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: BIOL 2010) Each student is assessed a lab fee for this course. (3 hours lecture, 3 hours laboratory) F, Sp, Su

**BIOL 2110 Field Biology** Credits: 3  
An elective field-oriented course covering fauna and flora identification, basic ecological principles, and outdoor skills. The course will generally be offered as a combination of classroom instruction followed by an extended field experience. A special fee will be assessed to cover equipment, food, and transportation costs. Su

**BIOL 2120 Cell Biology** Credits: 4  
A study of cellular structure and function including cell membranes, organelles, extracellular matrix, enzymes, cell cycle, DNA replication, transcription, translation, and control of gene expression. Special topics include molecular biology, cancer biology, immunology, and cellular communication. (Prerequisites: BIOL 1110, 1120 or the equivalent of 2 years of high school biology and CHEM 1110 and 1120) Each student will be assessed a lab fee for this course. (3 hours lecture, 3 hours laboratory) F

**BIOL 2230 Microbiology** Credits: 4  
An introductory course in microbiology dealing with bacteria, fungi, yeast, viruses, arthropod vectors and helminths to include discussions of cell structure, identification, taxonomy, metabolism, genetics, resistance, infection, disease, and immunity. Laboratory work includes aseptic techniques, biochemical tests and identification of unknowns to complement lecture material. (Prerequisite: BIOL 1110 or 2010 or equivalent college level biology). Each student will be assessed a lab fee for this course. (3 hours lecture, 3 hours laboratory) F, Sp, Su

**BIOL 2530 General Ecology** Credits: 4  
Relations between organisms and their environments, including human environmental problems. (Prerequisites: BIOL 1110 or the equivalent of 2 years of high school biology and satisfactory ACT scores). Each student is assessed a lab fee for this course. (3 hours lecture, 2 hours laboratory/fieldwork) Sp

## Business

**BUS 100 Career Planning** Credits: 1  
This web-enhanced course emphasizes career assessment, employment searches, networking, resume building, and interviewing techniques. The course will give major exposure to the tools and information available and necessary for acquiring employment. F, Sp

**BUS 101 Introduction to Business** Credits: 3  
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. Students may not receive credit for both BUS 101 and MGT 200. F, S

**BUS 102 Document Creation and Design** Credits: 3  
In this comprehensive course, students will learn how to create and format professional-looking documents including letters, memos, reports, research papers, mailing labels, flyers, and newsletters. In addition, students will learn how to work with tables, mail merge, templates, and desktop publishing, as well as how to collaborate with others, and create web pages. Students will apply critical thinking and problem-solving skills to gain a comprehensive understanding of word processing applications in which they may apply to real-life tasks.

**BUS 103 Bus Spreadsheet Fundamentals** Credits: 1  
This 1-credit hour course introduces you to spreadsheet and charts creation and design; including table formatting, formulas, and functions. F, Sp

**BUS 104 Computer Presentations** Credits: 3  
Students learn the art of designing, creating, and delivering sophisticated and professional computer presentations using PowerPoint. Presentations will include sound, video, charts, graphics, hyperlinks, and other enhancements that will illustrate their topics. S

**BUS 105 Database Creation and Design** Credits: 3  
Focus is on database management in a business environment, including: terminology, object creation, data manipulation and integration with other business applications. F

**BUS 106 Business Tools and Applications** Credits: 3  
Business Tools and Applications is an introductory survey and hands-on course designed for business majors that includes computer application tools used in businesses today. These include: Windows 7, Word, Excel, Access, PowerPoint, Outlook, OneNote, Internet Explorer, Google Earth, Bing, PollEverywhere, Skype, and many other applications. Students will apply computer technology to a course-long business case. They will learn how to research the industry, create and format text, charts, and graphics for a business plan, a company logo, brochures, a company database, and computer presentations. They will also learn how to communicate using web and cell phone technology. Throughout the course, students will learn and apply soft skills such as problem solving, team works, and leadership.

**BUS 107 Introduction to Government Contracts** Credits: 3  
Introduction to Government Contracts is designed to establish a foundational understanding of the federal procurement system and the use of contracts in the acquisition of goods and services required by agencies of the US Government. Students will become familiar with contract types, language and terminology applicable to relevant agencies, and acquire a basic understanding of the Federal Acquisition Regulation.

**BUS 108 Mission Directed Contracting** Credits: 3  
Mission Directed Contracting builds upon Introduction to Government Contracts and is designed to establish the basic principles, processes, and techniques of managing procurements that achieve mission objectives. The course will survey the contracting professional's roles and responsibilities in the acquisition process from source selection through negotiation, contract management, and contract close-out. Mission Directed Contracting will focus on leadership, problem solving, analytical, management, and negotiation skills. FAR regulations applicable to source selection, contract management, and contract close-out will be addressed.

**BUS 109 Mission Performance Assessment** Credits: 3  
Mission-Performance Assessment builds upon Introduction to Government Contracts and Mission Directed Contracting and is designed to further establish the basic principles and methods of achieving programmatic objectives through the government contracting process. The course will focus on the techniques, processes, and strategies of contract management professionals in ensuring compliant and satisfactory contractor performance, preventing and resolving contract disputes, effecting contract changes, and providing leadership throughout the contracting process. FAR regulations applicable to contractor performance evaluation, contract disputes, changes, subcontracts, terminations, socio-economic programs, and payments will be addressed.

**BUS 111 Business Mathematics** Credits: 3  
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

**BUS 112 Personal Finance** Credits: 3  
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 202 Introduction to Project Management** Credits: 3  
Students will use PMI principles and hands on Project Management applications to learn all the essential topics of completing a major project including: planning a project, creating project schedules, communicating project information, using the critical path, assigning resources, tracking progress, and sharing information across applications and the Web. Sp

**BUS 203 Business Writing** Credits: 3  
This course focuses on the principles of written and oral communication skills in a business environment. Business letters, memos, e-mail, reports, and presentations, along with other projects, will be covered. Emphasis will be on organization, composition, and evaluation of communications for specific purposes, as well as style, mechanics, and grammar. (Pre- or corequisite: ENGL 1010). F, S

**BUS 215 Business Ethics** Credits: 3  
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. (prerequisite ENGL 1010) Sp

**BUS 216 Service Learning and World Cultures** Credits: 3  
This course will allow students to conceptually compare classroom learning with a real-world global experience in business. Students will work as a team to research, examine and study the global business environment of a selected international economy and cultural society. Roane State Community College will partner with an international student exchange organization so that students may travel to a selected international destination as a capstone of this class.

**BUS 236 Negotiations/Conflict Resolution** Credits: 3  
This course is designed to provide the student with the necessary knowledge and skill to resolve various types of conflict we all encounter. Additionally, the course will focus on both learning and applying negotiation skills in a variety of business situations to reach successful solutions. Students may not receive credit for both BUS 236 and MGT 225. F, Sp

**BUS 251 Legal Environment for Business** Credits: 3  
Emphasis is placed on classification of laws, historical background of our systems of law, duties, buying services, insurance, consumer protection, negotiable instruments, and business organization. F, Sp

**BUS 261 Psychological Aspects of Management** Credits: 3  
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 271 Sales** Credits: 3  
A course emphasizing the relationship of product and market, industrial and consumer sales, methods of market analysis, sales and sales methods. F, Sp

**BUS 273 Principles of Marketing** Credits: 3  
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. Students may not receive credit for both BUS 273 and MGT 205. F, Sp

**BUS 278 Entrepreneurship** Credits: 3  
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. Sp

**BUS 281 Management and Supervision** Credits: 3  
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. Students may not receive credit for both BUS 281 and MGT 201. F, Sp

**BUS 284 Management Seminar** Credits: 3  
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

## Chemistry

**CHEM 1000 Fundamentals of Chemistry** Credits: 4  
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. (Prerequisite: 2 years of high school algebra with appropriate score of 19 or above on the ACT MATH portion OR MATH 1000, Algebra Essentials) Each student is assessed a lab fee for this course. (3 hours lecture, 3 hours laboratory) F, Su

**CHEM 1010 Introduction to Chemistry I** Credits: 4  
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 with appropriate score of 19 or above on the ACT MATH portion OR MATH 1000 - Algebra Essentials) Each student is assessed a lab fee for this course. (3 hours lecture, 3 hours laboratory) F, Sp

**CHEM 1020 Introduction to Chemistry II** Credits: 4  
Aliphatic, aromatic, and heterocyclic organic chemistry with emphasis on structure, nomenclature, and functional groups. Introductory biochemistry concerning lipids, carbohydrates, proteins, and nucleic acids. (Prerequisite: CHEM 1010) Each student is assessed a lab fee for this course. (3 hours lecture, 3 hours laboratory) Sp

**CHEM 1110 General Chemistry I** Credits: 4  
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, electrolytes and colligative properties. (Prerequisite: 2 years of high school algebra with appropriate score of 19 or above on the ACT MATH portion OR MATH 1000 - Algebra Essentials) Each student is assessed a lab fee for this course. (3 hours lecture, 3 hours laboratory) F, Sp

**CHEM 1120 General Chemistry II** Credits: 4  
The introduction to the studies of oxidation-reduction, chemical thermodynamics and thermochemistry, molecular and ionic equilibrium, chemical kinetics and electrochemistry. (Prerequisite: CHEM 1110) Each student is assessed a lab fee for this course. (3 hours lecture, 3 hours laboratory) Sp, Su

**CHEM 2010 Organic Chemistry I** Credits: 4  
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: CHEM 1120) Each student is assessed a lab fee for this course. (3 hours lecture, 3 hours laboratory) F

**CHEM 2020 Organic Chemistry II** Credits: 4  
A continuation of CHEM 2010, covering carbanion condensations, heterocyclics, fats, carbohydrates, amino acids, and proteins. (Prerequisite: CHEM 2010) Each student is assessed a lab fee for this course. (3 hours lecture, 3 hours laboratory) Sp

## Computer Science Programming

**CISP 1010 Computer Science I** Credits: 4  
This course will focus on the following: Problem solving and algorithm development, Organization and characteristics of modern digital computers with emphasis on developing good programming habits; Building abstractions with procedures and data, and programming in a modern computing language. This course is intended for students enrolled in the AS program with concentration in Computer Science, Mathematics or Engineering. (Prerequisite: MATH 1730 OR ACT of 24 on Math component) Sp

**CISP 1020 Computer Science II** Credits: 4  
Continuation of CISP 1010, Computer Science I. This course will focus on data structures and algorithm analysis. Topics include the estimation of time required for a program, basic data structures, hash tables, binary trees, and sorting algorithms. This course is intended for students enrolled in the AS program with a concentration in Computer Science, Mathematics, or Engineering. (Prerequisite: CISP 1010) F

**CISP 1080 Web Fundamentals** Credits: 3  
This course introduces vital concepts of the Internet and the Web. Students will create web documents for personal use or for business-related purposes using the Hypertext Markup Language (HTML). This course will provide a solid foundation for many other web technologies. (Prerequisite: INFS 1010) F, Sp

**CISP 1090 Introduction to Programming** Credits: 3

Students will learn the basic principles of object-oriented programming (OOP) and how to design and develop programs using Java. Topics include OOP concepts such as: classes, objects, methods, inheritance, encapsulation, and polymorphism; program design using the Unified Modeling Language (UML). Students will also learn Java language elements and syntax for class definitions, variables, methods, data types, operators, control structures, and strings. Learning will be enhanced through in-class exercises and programming assignments. No previous programming experience is required. (Prerequisites: learning strategies requirements in reading and math, INFS 1010) (2 hours lecture, 2 hours laboratory) F

**CISP 1160 Introduction to Oracle** Credits: 3

This course teaches students how to use Oracle database management system to plan, organize, manage and retrieve data. Students will learn the Structural Query Language, Oracles' SQL \*Plus, and other valuable tools. (Prerequisite: INFS 1010) F

**CISP 1170 Introduction to Visual Basic** Credits: 3

Examines the object-based, event driven approach to creating useful applications. Students first learn the user interface design considerations, language constructs, looping structures, error handling, file handling and simple database access. Students then apply their newly acquired skills to create applications to solve problems. (Prerequisite: INFS 1010 or proof of competency) Sp

**CISP 1350 Spreadsheets** Credits: 3

This course is designed to introduce students to the fundamental operations that can be performed with a spreadsheet. Topics include: spreadsheet design and formatting; mathematical formulas and functions included in Microsoft Excel 2010 (sum, average, max, min, count, if and etc); sorting and filtering data, identifying and using graph types; applying conditional formatting, collaborating and securing data, and manipulating data to and from multiple spreadsheets. Students will use the spreadsheet software, Microsoft Excel 2010. (Prerequisite: INFS 1010) F, Sp

**CISP 1370 PC Repairs and Maintenance** Credits: 3

Students learn how to install, maintain, repair, troubleshoot and connect computer systems found in typical home and business environments. This course will also assist students who wish to take the CompTIA A+ Hardware Certification examination. (Prerequisite or Corequisite: INFS 1010) F

**CISP 1420 Networking Essentials** Credits: 3

Introduces the fundamental networking concepts and technologies. Students will develop skills necessary to plan and implement networks in a typical business environment. This is the first networking course for students who wish to pursue networking certification through Cisco. (Prerequisite: INFS 1010) Sp

**CISP 1430 Introduction to Routers** Credits: 3

Students will learn about routers and their functions. Students will gain valuable networking experience by building networks and configuring routers in labs. This course will also assist students who wish to pursue networking through Cisco. (Prerequisite: CISP 1420) F

**CISP 1560 Beginning Internet** Credits: 3

Introduces students to services and information featured on the Internet, with an emphasis on using the Internet effectively for research. Course topics include: Internet History, web netiquette, social media, internet radio and news, downloading software, viruses and virus protection, Malware, Web search strategies, utilizing the library for research, how to site references to avoid plagiarism. All materials are presented online. It is recommended that students have computer skills prior to enrolling in this course (See INFS 1010). Students must have a computer, the Internet at home, and a printer. (Prerequisite: Adequate keyboarding skills along with INFS 1010 recommended) F, Sp

**CISP 2030 Data Structures** Credits: 3

A continuation of CISP 1090 (JAVA). This course takes an object-oriented approach to the design and development of abstract data types and data structures. Topics include abstract data types, recursion, arrays, files, streams, I/O techniques, searching, sorting, and data structures. After completing this course, students will be able to design and implement complex data structures such as stacks, queues, lists, and trees. (Prerequisite: CISP 1090 or CISP 2090). (2 hours lecture, 2 hours lab) Sp

**CISP 2040 Database Programming** Credits: 3

Students learn how to enhance their database forms and reports using Visual Basic for Applications and SQL coding. Students are required to create a database of their own design. Students may attend a weekly lab if they wish. (Prerequisite: INFS 1010). F, Sp

**CISP 2060 Introduction to Network Security** Credits: 3

Introduction to Network Security course provides a general overview of computer and network security for home and office users. The topics include General Security Concepts, Communication Security, Infrastructure Security, Basics of Cryptography and Operational/Organizational Security. Strong emphasis is placed on developing the skills of applying scientific method to problem solving, a keen awareness of current and future security issues, and working knowledge of safe guarding personal and cooperation electronic data in storage or in transit. (Prerequisites: Learning strategy requirements in reading and math, INFS 1010 and CISP 1370 OR CISP 1420 or instructor approval) F, Sp

**CISP 2090 Java Programming** Credits: 3

This course will cover the fundamental concepts of Object Oriented programming using Java. Prerequisites: INFS 1010, 1150 or permission of instructor.

**CISP 2150 Operating Systems** Credits: 3

This course examines the fundamentals of supporting and troubleshooting computer operating systems. Popular and newest operating systems will be examined. This course is appropriate for students who want to pursue CompTIA's A+ Software Certification and a career as a computer service technician. (Prerequisite: CISP 1370) Sp

**CISP 2170 Introduction to Computer Theory** Credits: 3

This course focuses on Computer Theory. Topics include Languages, Regular Expressions, Finite Automata, Kleen's Theorem, Regular Languages and non Regular Languages, Pushdown Automata, Context and non Context free languages. This course is intended for students enrolled in the AS Transfer program with a concentration in Computer Science, Mathematics, or Engineering. (Prerequisite: MATH 1910, Corequisite: MATH 2100) Sp



**COE 104 Cooperative Education IV** Credits: 3  
 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 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 at 865-882-4695.

**COE 201 Cooperative Education III** Credits: 3

**COE 202 Cooperative Education IV** Credits: 3

### College Learning Strategies

**COLS 1010 SOS - Study, Organize, Succeed** Credits: 3  
 This course is designed to help students become more efficient, proficient, and self-aware learners. It focuses on research-based learning strategies which can improve student performance in all courses. This course is being offered free to students as part of Roane State's SAILS (Students Achieving Improved Learning Strategies) initiative. F,Sp

### Communications

**COMM 1010 Survey of Mass Communications** Credits: 3  
 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 relations will be examined and placed in the context of theories of mass communications. Course availability determined by Dean of the Division.

**COMM 1020 Introduction to Media Writing** Credits: 3  
 This course is an introduction to print and broadcast journalism with an emphasis on newsgathering methods and the writing of news for print and electronic media. F

**COMM 1030 Introduction to Electronic Media** Credits: 3  
 This course is an introduction to the history, special aspects, organization, structure, and function of electronic media. It is a basic introduction to broadcast operations. Sp

**COMM 1110 American Media and Social Institutions** Credits: 3  
 This course examines the development of various media and their impact on society. Topics include standard print media, radio, television, film, public relations, advertising, new electronic media and the World Wide Web. The course also emphasizes historical, political, social, psychological, cultural, and consumer aspects of mass media. F

**COMM 2060 Special Topics in Editing** Credits: 3  
 This course is an introduction to various software applications utilized for editing film/images. F

**COMM 2070 Special Topics in Camera Production** Credits: 3  
 This course emphasizes the operation and use of standard cameras for the television/film industry. Topics will include shooting on location, handling and operation of sound and lighting equipment, and various camera styles. Sp

**COMM 2100 Television Studio Production I** Credits: 4  
 This course will introduce video production techniques as well as the elements needed to produce television broadcasts. Topics will include camera operation, sound and light maintenance, editing, production, writing, and studio management. This course includes laboratory hours in addition to class time. (Prerequisite: COMM 2070 or permission of instructor). Course availability determined by Dean of the Division.

**COMM 2110 Television Studio Production II** Credits: 4  
 Television Studio Production II is a continuation of Television Studio Production I and will offer a continued study of the applications and basics covered in the first part of this series. This course includes laboratory hours in addition to class time. (Prerequisite: COMM 2100). Course availability determined by Dean of the Division.

### Criminal Justice

**CRMJ 1010 Introduction to Criminal Justice** Credits: 3  
 Philosophical and historical background; agencies and respective jurisdictions; police ethics, public relations and career orientation. Su, F

**CRMJ 1100 Juvenile Delinquency** Credits: 3  
 A study of new attempts geared toward the rebellious youthful offenders in the areas of treatment, experimentation, innovative programs, and theories of causation. F, Sp

**CRMJ 1110 Criminal Procedure** Credits: 3  
 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. F

**CRMJ 1120 Court Procedures** Credits: 3  
 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. F, Sp

**CRMJ 2020 Introduction to Corrections** Credits: 3  
 This includes the history to criminal corrections in the United States; analysis of the crime problem; identification of the correctional client; correctional methods used in the United States; and emphasis on correctional goals in the criminal justice system. F, Sp

**CRMJ 2100 Counseling the Juvenile I** Credits: 3  
 This unique course involves direct participation between Roane County criminal justice students and selected delinquents from the Roane County Juvenile Court System. Student participants meet weekly with their assigned offender. F

**CRMJ 2110 Counseling the Juvenile II** Credits: 3  
 This unique course involves direct participation between Roane County criminal justice students and selected delinquents from the Roane County Juvenile Court System. Student participants meet weekly with their assigned offender. Sp

**CRMJ 2130 Criminal Investigation** Credits: 3  
Fundamentals of criminal investigation procedures; crime scene search and recording, collecting and preserving evidence; scientific and technical aids; case preparation. Sp

**CRMJ 2140 Understanding Terrorism** Credits: 3  
An in-depth historical look at terrorism, its origins, types and history. Emphasis will be on philosophical bases, organization, equipment, and operations of terrorist groups. The role of law enforcement agencies in the implementation of anti-terrorist measures is also examined. F, Sp

**CRMJ 2150 American Legal System** Credits: 3  
(Course active, effective Fall 2012)

**CRMJ 2200 Police Administration and Organization** Credits: 3  
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, Sp

**CRMJ 2210 Criminal Law** Credits: 3  
Introduces students to the fundamental nature of law and provides an overview of general legal principles. Both criminal law codifications and criminal elements in felonies and misdemeanors will be analyzed. Sp

**CRMJ 2310 Special Topics in Criminal Justice** Credits: 3  
A course designed to consolidate the various learning experiences in police science. Emphasis is placed on special problems. F, Sp

## Computed Tomography

**CTR 110 Computed Tomography Physics** Credits: 3  
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 lecture hours/week)

**CTR 112 Clinical Education I** Credits: 3  
Students perform variety of Computed Tomography procedures under supervision of registered CT technologists at assigned facilities. (Students must complete a minimum of 125 exams to qualify for the ARRT Computed Tomography certification exam.) Co-requisite: CT Physics. (24 hours per week.)

**CTR 210 Computed Tomography Patient Applications** Credits: 3  
This course covers the basic principles of patient management and imaging protocols for Computed Tomography Radiography. Topics include patient care, cross-sectional anatomy, imaging procedures, post-processing techniques, special procedures, and quality control. 3 hours lecture. Prerequisite for course: ARRT certification.

**CTR 212 Clinical Education II** Credits: 3  
Students perform variety of Computed Tomography procedures under supervision of registered CT technologists at assigned facilities. (Students must complete a minimum of 125 exams in order to qualify for the ARRT Computed Tomography certification exam.) Co-requisite: CT Patient Applications. (24 hours per week.)

## Dental Hygiene Technology

**DHT 101 Preclinical Dental Hygiene** Credits: 5  
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. (3 hours lecture, 8 hours laboratory/week)

**DHT 111 Dental Science I** Credits: 3  
This course covers topics in tooth morphology: head, neck and oral anatomy; oral embryology and oral histology; oral and basic pathology; periodontology. (3 lecture hours/week)

**DHT 112 Dental Science II** Credits: 3  
This course is a continuation of Dental Science I. (Prerequisites: BIOL 2010 & CHEM 1010) (3 lecture hours/week)

**DHT 121 Clinical Dental Hygiene I** Credits: 2  
Supervised clinical practice of previously learned dental hygiene techniques. (120 total hours)

**DHT 132 Dental Radiography** Credits: 3  
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. (2 hours lecture, 2 hours laboratory/week)

**DHT 133 General and Oral Pathology** Credits: 4  
This course covers general pathological concepts and a study of oral pathology. (Prerequisite: BIOL 2020) (7.5 lecture hours/week)

**DHT 141 Principals of Dental Hygiene I** Credits: 3  
This course is a continuation of the concepts and techniques outlined in DHT 101.

**DHT 161 Biochemistry and Nutrition** Credits: 3  
This course presents the basic principles of the biochemistry of nutrition and the application of these principles to clinical Dental Hygiene. (Prerequisite: CHEM 1010) (3 hours lecture/week)

**DHT 171 Dental Materials** Credits: 3  
This course investigates the characteristics, physical properties, manipulation, uses and care of materials used in dentistry. (4 hours lecture, 6 hours laboratory/week)

**DHT 201 Pharmacology and Pain Control** Credits: 3  
This course includes a study of drugs used in dentistry and pain control measures used in dentistry. (3 lecture hours/week)

**DHT 211 Dental Hygiene Seminar** Credits: 2  
This course covers topics of professionalism for the dental hygienist including legal aspects of practice, ethics and dental office practices. (2 lecture hours/week)

**DHT 212 Community Health** Credits: 3  
This course covers concepts of public community health and includes field experiences in a variety of community health settings. (2 hours lecture, 3 hours laboratory/week)

**DHT 221 Clinical Dental Hygiene II** Credits: 3  
Continuation of the supervised clinical practice of previously learned dental hygiene techniques.(180 total hours of clinic)



**DHT 222 Clinical Dental Hygiene III** Credits: 3  
Continuation of the supervised clinical practice of previously learned dental hygiene techniques.(180 total hours of clinic)

**DHT 240 Principles of Dental Hygiene II** Credits: 2  
This course is a continuation of DHT 141. (2 lecture hours/week)

**DHT 242 Principles of Dental Hygiene III** Credits: 1  
This course is a continuation of DHT 240. (1 lecture hour/week)

**DHT 251 Periodontology** Credits: 1  
This course presents advanced concepts in the treatment of periodontal disease. (1 lecture hour/week)

## Early Childhood Education

**ECED 1010 Introduction to Early Childhood Education** Credits: 2  
Introduction to the early childhood profession including an emphasis on professionalism and developmentally appropriate practice. Includes an overview of history of early education, theoretical program models, different types of early childhood programs, community resources, professional organizations, and contemporary trends and issues in programs for children ages birth to nine. Field experiences required. Sp (alternating years)

**ECED 2010 Safe, Healthy Learning Environments** Credits: 3  
A study of the basic principles and practices of safety, health and nutrition as they relate to the early childhood setting, home and community for children ages birth to nine. Also included is a study of principles of creating appropriate learning environments for young children. Field experiences required. F, Sp

**ECED 2015 Early Childhood Curriculum** Credits: 3  
A study of developmentally appropriate practices and the teacher's role in supporting development of young children ages birth to nine. An emphasis on curriculum planning including goals, environment, roles of teachers and parents, materials and settings. Field experiences required. F, Sp

**ECED 2020 Infant, Toddler, Child Development** Credits: 3  
The study of the physical, cognitive, social, and emotional aspects of young children and their application to the care, guidance and development of the child birth to nine. Laboratory observation and interaction. (Prerequisites: ECED 1010, 2010 and completion of all DSP requirements for reading, writing, and learning strategies or department approval.) Sp (alternating years)

**ECED 2030 Infant and Toddler Care** Credits: 3  
A course on the care and education of infants and toddlers, birth to age three in group settings (i.e., child care centers, family child care homes, Early Head Start). Includes rationales and strategies for supporting the whole child including cognitive, language, social-emotional, and physical development in a safe, responsive environment. Emphasis is on relationship-based care and education with special attention to the unique environment aspects of programs for the child under three. F (alternating years)

**ECED 2040 Family Dynamics and Community Involvement** Credits: 3

The role of the family and community in the physical, cognitive, social and emotional growth of the child in a diverse society. Includes benefits of and strategies for developing positive, reciprocal relationships with families in an early childhood setting ages birth to nine. Field experiences required. F, Sp

**ECED 2050 Psychomotor Development** Credits: 3  
This course discusses the major theories of psychomotor development and the application to the development of the young child ages birth to nine. Particular emphasis is placed on the positive development of motor skills. Field experiences required. (Prerequisite: ECED 2020 or department approval.) Sp (alternating years)

**ECED 2060 Development of Exceptional Children** Credits: 3  
Explores practices that early childhood professionals can apply to develop a more inclusive and accessible environment for all children ages birth to nine. Provides students with skills to include children of all abilities through appropriate arrangement of the environment. Includes strategies for developing strong relationships with families and other community agencies. Field experiences required. (Prerequisites: ECED 2020 and 2040 or department approval.) F (alternating years)

**ECED 2070 Developmental Assessment** Credits: 3  
This course will cover assessment for children from birth to nine years of age. Both formal and informal instruments will be discussed with the emphasis on tools that can be used by teachers of young children. Considerations in choosing, administering and reporting results of assessments will also be addressed. Field experiences required. (Prerequisite: ECED 2020 or department approval.) Sp (alternating years)

**ECED 2080 Language and Literacy in Early Childhood** Credits: 3  
The research-based principles and practices for providing young children aged birth to nine a strong foundation in language and literacy within a developmentally appropriate approach. Field experiences required. (Prerequisites: ECED 2015, 2020 or department approval.) F (alternating years)

**ECED 2085 Math and Science in Early Childhood** Credits: 3  
A course on the standards, principles and practices in teaching mathematics and science to young children ages birth to nine. An emphasis will be placed on developing an integrated math and science curriculum that includes appropriate content, processes, environment and materials, and child-centered choices. Field experiences required. (Prerequisites: ECED 2015, 2020 or department approval.) F (alternating years)

**ECED 2090 Creative Development** Credits: 3  
This course provides strategies for promoting creative development of the child ages birth to nine. Students will gain an understanding of the concept of creativity: what it is, why it is important, and how the development of creativity in young children can be encouraged. Emphasis is on the development of creativity in relation to art, music, language, movement and dramatic arts. Field experiences required. Sp (alternating years)

**ECED 2100 The Mentoring Teacher** Credits: 3

A study of the philosophy, principles, and methods of mentoring adults who have varying levels of training. Emphasis will be on the role of mentors as facilitators of adult learning while simultaneously addressing the needs of children, parents and other staff. (Prerequisite: department approval.) F (alternating years)

**ECED 2110 Advanced Learning Environments** Credits: 3

This course focuses on the skill, knowledge, and materials development that are necessary in the provision of a developmentally appropriate environment for young children ages birth to nine. Field experiences required. F (alternating years)

**ECED 2120 Administration of Child Care Centers** Credits: 3

A study of organization and administration practices applicable to the child care center. Topics of special consideration will include leadership, enrollment and public relations, staff management, financial management, facilities, regulations, parent relations, and program development. Field experiences required. Sp (alternating years)

**ECED 2130 Initial Practicum** Credits: 3

Supervised practicum with a minimum of 30 clock hours in seminar and 45 clock hours in early childhood practical experiences. Course includes a study of the physical and human qualities that combine to create an environment that is safe and healthy, and promotes optimum learning for young children ages birth through eight. F, Sp

**ECED 2160 Final Practicum** Credits: 3**Economics****ECON 2010 Macroeconomics** Credits: 3

This course is a study of basic economic concepts and macroeconomics. Topics to be covered will include basic economic theory, economic systems, national income accounting, unemployment and inflation, money and banking, fiscal and monetary policy. No prerequisites. Equivalent to RSCC's ECO 201.

**ECON 2020 Microeconomics** Credits: 3

This course is a study of basic economic concepts and microeconomics. Topics covered include consumer and firm behavior, economic growth, market structures, price and output determination, labor and unions, international trade and finance. No prerequisites. Equivalent to RSCC's ECO 202.

**Education****EDU 100 Orientation to College** Credits: 1

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 ENGL 1010) (as needed)

**EDU 101 Introduction to the Teaching Profession** Credits: 2

Survey of the roles and responsibilities in the teaching profession and of current educational issues, practices, and problems. Information on employment opportunities, legal issues, changing social expectations of education institutions. F, Sp

**EDU 111 Introduction to Educating Exceptional Children** Credits: 3

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. F, Sp

**EDU 210 Child and Adolescent Development** Credits: 3

Comprehensive overview of human physical, psychological, and social development from prenatal to late adolescent development. F, Sp

**EDU 211 Educational Psychology** Credits: 3

nFocus on making classroom education more effective by applying specific principles from the following areas of psychology: development, learning, motivation, evaluation, individual differences, and adjustment. (Prerequisite: EDU 101 or permission of instructor) F, Sp

**EDU 212 Child Development and Psychology** Credits: 3

This course presents an overview of the domains of child development and an understanding of theories applicable to establishing appropriate educational environments and related issues. It also addresses classroom education and specific principles from the areas of development, learning, communication, cultural and gender differences.

**EDU 223 Instructional Aids and Equipment** Credits: 1

Basic operation of audiovisual hardware and selection, as well as the utilization of materials for developing instructional media. Students will be provided experiences with preparation of instructional materials using a variety of media. (Prerequisites: EDU 101 and computer skills) F, Sp

**EDU 231 Field Experiences I** Credits: 2

A cooperative classroom experience for the student and local school systems. Student exposure to duties, responsibilities, and requirements of the teaching profession. F, Sp

**EDU 232 Field Experiences II** Credits: 2

A cooperative classroom experience for the student and local school systems. Student exposure to duties, responsibilities, and requirements of the teaching profession. (as needed)

**EDU 233 Praxis I Review** Credits: 1

This course will review the three areas tested by the Praxis I, reading, writing and math.

**EDU 240 Children's Literature** Credits: 3

A survey course dealing with readings and discussions in developmentally appropriate practice literature and related activities. (as needed)

**Environmental Health Technology****EHT 120 Waste Management and Pollution Prevention** Credits: 3

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. (as needed)

**EHT 130 Industrial Hygiene and Safety I** Credits: 3

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. (as needed)

**EHT 201 Environmental and Occupational Law and Regulations** Credits: 3

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. (as needed)

**EHT 210 Environmental Instrumentation** Credits: 3

Provides an introduction to those instruments used to evaluate such occupational hazards as noise, radiation, heat stress, oxygen deficiency, explosive atmospheres, and hazardous chemicals and an examination of techniques for characterizing water, wastewater, and hazardous wastes. Environmental sampling techniques and protocols are presented. (as needed)

**EHT 211 Safety and Emergency Response** Credits: 3

A review of federal, state, and local emergency response guidelines and methods for protecting workers employed in hazardous waste operations and emergency response. (as needed)

**EHT 215 Applied Radiological Control Technology** Credits: 3

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. (as needed)

**EHT 225 Special Topics in Environmental Health** Credits: 1 to 3

This elective course is designed to allow instruction in special topics deemed necessary to meet the demands of business and industry. (as needed)

**EHT 230 Industrial Hygiene and Safety II** Credits: 3

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. (as needed)

**EHT 242 Internship** Credits: 4

Work experience designed to familiarize students with applications of principles utilized in the environmental field. Students must attain at least 200 contact hours. No student may enroll in an internship without the approval of the instructor. (as needed)

**Emergency Medical Respond****EMR 1000 Emergency Med Responder** Credits: 3

This is the initial course in pre-hospital emergency medical care. Student learning will focus on patient assessment, current American Heart Association CPR and Stroke guidelines, emergency care and movement of patients without causing injury. Successful completion of this course will allow the student to sit for licensure given by the National Registry of EMT's. (Prerequisite: 17 years old by course completion and ACT Reading Score 19 or higher). (2 hours lecture/ 2 hours lab per week) (Dual Credit Only).

**Emergency Medical Technology****EMT 1100 Emergency Medical Technician** Credits: 12

This course, which includes EMR 1000, is designed to provide the student with knowledge of basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. Student learning will focus on human anatomy and physiology, disease process, initial assessment and patient stabilization, proper use of equipment such as automatic external defibrillators, airway adjuncts as well as legal issues, scope of practice, extrication, documentation, communication, and ambulance protocols. This course is designed to meet all State and National requirements to prepare in testing for the EMT exam given by the National Registry of EMT. (Prerequisites: 18 year old, High School Graduate or GED, HOBET Exam, and admission to the EMT Program) (10 hours lecture/ 4 hours lab/ 3 hours clinical per week) F

**EMT 1200 Advanced Emergency Medical Technician** Credits: 12

This course is designed to provide the student with knowledge of the acute and critical changes in the physiological, psychological, and clinical symptoms pertaining to pre-hospital emergency medical care of the infant, child, adolescent, adult and geriatric patient. Student learning will focus on knowledge and practical skills related to Medical/Legal/Ethical Issues, Anatomy, Airway Management, Patient Assessment and Medical/Trauma Emergencies, Scenario Based practice, Pediatrics/ Geriatrics, Ambulance Operations, Domestic Violence, Bio-Terrorism, IV Initiation and Medicine Administration. Students that successfully complete this course will take the National Registry Exam for the Advanced EMT's. (Prerequisite: EMT 1100) (10 hours lecture/ 2 hours lab/ 8 hours clinical per week). Sp

**EMT 125 Extended Skills for the EMT** Credits: 3

This course prepares the EMT student to perform skill competencies consistent with State of Tennessee EMT regulations. Content areas include intravenous access, pharmacology and medication administration for the Basic EMT. Patient assessment and airway management review included. Labs and clinical contacts are required. (2.5 hours lecture hours/week) (36 clinical hours total)

**EMT 2170 Comprehensive Advanced Cardiac Life Support** Credits: 3

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, treatment algorithms, and introduction to ischemia, injury and infarction patterns in 12-lead EKGs. Upon successful completion of this course, students will be ACLS and PALS trained by AHA standards. (Prerequisites: Admission to the Respiratory Therapy Program) (2 hours lecture/ 2 hours lab per week). Sp

**EMT 218 Paramedic III** Credits: 7

Paramedic III is the third of a 3 part series to prepare the student for National Registry Paramedic examinations. Upon successful completion of these examinations the student will be eligible for State of Tennessee EMT-Paramedic licensure. Topics include clinical decision making, allergies and anaphylaxis, toxicology and substance abuse, environmental emergencies, psychiatric and behavioral disorders and domestic violence. (Prerequisite: EMT 212 Corequisite: EMT 223) (8 hours lecture, 7 lab hours per week)

**EMT 223 Clinic III** Credits: 3

The paramedic candidate will participate in clinical experiences at area ambulance services. Emphasis will be placed on making patient care decisions and directing patient care in the pre-hospital setting within the role of team leader. (Prerequisite: EMT 222, Corequisite: EMT 218) (215 Clinical Hours)

**EMT 225 Critical Care** Credits: 7

Critical Care Emergency Medical Transport Personnel, CCEMTP. This intensive course is offered in conjunction with the University of Maryland Baltimore Campus (UMBC). It provides the foundation which prepares the paramedic or nurse as a critical care transport specialist. The 80+ hour course covers a wide variety of critical care topics including: critical care environment, breathing management, surgical airway management, hemodynamic management, cardiac management, pharmacological management, GI, GU, and renal management, neurological management, transport considerations and special considerations. Upon successful completion, students will receive a certificate from UMBC valid for three years. (Prerequisites include: ACLS, PALS or ENPC (trauma course) BTLs/PHTLS/TNCC, CPR and two years working in your field of medicine) (3 hours lecture, 3 hours laboratory) F

**English****ENGL 0700 Basic Writing** Credits: 3

Basic Writing is 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 and evidence of competencies in these areas is a prerequisite for ENGL 0800, Developmental Writing. F, Sp

**ENGL 0800 Developmental Writing** Credits: 3

Designed to develop writing skills through journal writing, vocabulary enrichment, and critical thinking with special emphasis on paragraph patterns and short essays. F, Sp

**ENGL 1010 Composition I** Credits: 3

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. F, Sp, Su

**ENGL 1020 Composition II** Credits: 3

Writing based on literature and research. Includes interpretation and analysis of fiction, drama, poetry, and the novel. (Prerequisite: ENGL 1010) Note: ENGL 1020 may not be used as a humanities elective. F, Sp, Su

**ENGL 1220 ESL Basic Pronunciation** Credits: 3

A course to help international students improve their English speaking skills and master the patterns of English spelling. Students practice the production of English sound patterns and related spelling patterns. Highly recommended to all ESL students who do not have excellent pronunciation. Course availability determined by Dean of the Division.

**ENGL 1225 ESL Advanced Speaking** Credits: 3

A course for non-native speakers of English emphasizing vocabulary development in academic content areas, speaking and listening skills. Recommended to all ESL students entering college level courses. Course availability determined by Dean of the Division.

**ENGL 1230 ESL Grammar Review** Credits: 3

This course is designed to provide students with more exposure to the rules of grammar for academic English. Structures of English with particular focus on patterns of grammar which are frequently troublesome for non-native speakers of English, will be studied. Students will practice applying these structures through extensive speaking, writing, listening and by completing a variety of exercises and writing brief essays. Course availability determined by Dean of the Division.

**ENGL 2040 Screenwriting** Credits: 3

This course is designed to introduce students to the concept of narrative storytelling and its modes as applied within the craft of writing for the screen. Class will be conducted as a workshop, and class sessions will focus on the examination of screenwriting language and models and on the work of individual class participants. Course availability determined by Dean of the Division.

**ENGL 2110 Survey of American Literature I** Credits: 3

Survey of American literature from the Colonial period to the Civil War. May include selections from Poe, Hawthorne, Thoreau, Dickinson, Whitman, etc. (Prerequisite: ENGL 1020) F, Sp

**ENGL 2120 Survey of American Literature II** Credits: 3

Survey of American literature from the Civil War through the Modern period. May include selections from Twain, Frost, Eliot, Faulkner, O'Connor, etc. (Prerequisite: ENGL 1020) F, Sp, Su

**ENGL 2150 English Practicum** Credits: 1 to 5

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: ENGL 1010 (ENGL 1020 preferred), a writing sample, and permission of the instructor). Course availability determined by the Dean of the Division.

**ENGL 2210 Survey of British Literature I** Credits: 3  
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: ENGL 1020) F

**ENGL 2220 Survey of British Literature II** Credits: 3  
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: ENGL 1020) Sp

**ENGL 2310 Survey of World Literature I** Credits: 3  
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: ENGL 1020) F, Sp

**ENGL 2311 Introduction to Technical Writing** Credits: 3  
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: ENGL 1010). Course availability determined by Dean of the Division.

**ENGL 2320 Survey of World Literature II** Credits: 3  
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: ENGL 1020) F, Sp

**ENGL 2520 Introduction to Poetry** Credits: 3  
Study of poetry as a distinct genre of artistic expression. Emphasizes analyzing and writing about poetry. (Prerequisite: ENGL 1020) Course availability determined by Dean of the Division.

**ENGL 2530 Seminar in Creative Writing** Credits: 3  
Theory and practice of the creation of poetry or prose through the analysis of models and student manuscripts developed in a workshop setting. (Prerequisite: ENGL 1010) Sp

## Engineering

**ENGR 1110 Survey of Engineering** Credits: 1  
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. F, Sp

**ENGR 1120 Computer Aided Engineering** Credits: 3  
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. Sp

**ENGR 1610 Fundamentals of Engineering Graphics I** Credits: 2  
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. F, Sp

**ENGR 1620 Fundamentals of Engineering Graphics II** Credits: 3  
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. (As needed)

**ENGR 2010 AutoCAD I** Credits: 3  
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. (Offered if sufficient demand)

**ENGR 2110 Statics** Credits: 3  
Statics of particles and rigid bodies, resultants of force systems, static equilibrium, friction, moments, and application to trusses. (Prerequisites: MATH 1910; Corequisite: PHYS 2110) F

**ENGR 2120 Dynamics** Credits: 3  
Dynamics of particles and rigid bodies, kinematics, kinetics, Newton's laws, work and energy, and impulse and momentum. (Prerequisite: ENGR 2110) Sp

**ENGR 2140 Engineering Design Fundamentals** Credits: 3  
Introduction to the design process and engineering problem solving, developing teamwork and communication skills, building oral, written and digital presentation skills for the international workplace. This course is designed for students transferring to UTK.

## French

**FREN 1010 Beginning French I** Credits: 3  
Elementary grammar, pronunciation, and conversation through textbooks supplemented by audio cassettes, filmstrips, computer programs, and videotapes. F

**FREN 1020 Beginning French II** Credits: 3  
Continuation of Beginning French I. (Prerequisite: FREN 1010) Sp

**FREN 2010 Intermediate French I** Credits: 3  
Advanced grammar and conversation through use of textbooks supplemented by audio cassettes, filmstrips, computer programs, videotapes, and selected readings. (Prerequisite: FREN 1020). Course availability determined by Dean of the Division.

**FREN 2020 Intermediate French II** Credits: 3  
Continuation of Intermediate French I. (Prerequisite: FREN 2010). Course availability determined by Dean of the Division.

## Geography

**GEOG 1210 World Geography** Credits: 3  
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. F, Sp, Su

**GEOG 1220 Human Geography** Credits: 3  
This course is an overview of man's spatial distribution over the earth's surface. It concentrates on the relationship between people, places, and environments and to applying spatial and ecological perspectives to life situations. (as needed)

**GEOG 2010 Physical Geography** Credits: 3  
A study of the global earth, the tools of the discipline, the atmosphere, the hydrosphere and the biosphere. (as needed)

## Geology

**GEOL 1040 Physical Geology** Credits: 4  
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 landform development. Each student is assessed a lab fee for this course. (3 hours lecture, 3 hours laboratory) F

**GEOL 1050 Historical Geology** Credits: 4  
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. Each student is assessed a lab fee for this course. (GEOL 1040 is strongly recommended as a prerequisite) (3 hours lecture, 3 hours laboratory) Sp

## German

**GERM 1010 German I** Credits: 3  
Essentials of German, developing and reading comprehensive, speaking and writing. Course availability determined by Dean of the Division.

**GERM 1020 German II** Credits: 3  
Continuation of Beginning German I. (Prerequisite: GERM 1010)  
Course availability determined by Dean of the Division.

**GERM 2010 Intermediate German I** Credits: 3  
Review of German grammar and a continuation of the approach used in GERM 1010 and 1020. Selected readings. (Prerequisite: GERM 1020)  
Course availability determined by Dean of the Division.

**GERM 2020 Intermediate German II** Credits: 3  
Continuation of Intermediate GERM 2010. (Prerequisite: GERM 2010)  
Course availability determined by Dean of the Division.

## Geographic Information Systems

**GIS 101 Introduction to Geographic Information Systems** Credits: 4

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 mapping software, spatial 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, Sp

**GIS 105 Computer Cartography** Credits: 3  
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. F

**GIS 110 Geographic Database Technology** Credits: 3  
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, Integraph, and Maptitude plus various conversion software. Sp

**GIS 210 GPS and Digital Imagery** Credits: 3  
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. F

**GIS 211 Internet Mapping Applications** Credits: 3  
This course provides the foundation for distributing high-end GIS and mapping services via the internet. Students will learn how to design web based applications for integrating local and internet spatial data sources for query, display and analysis in a user friendly web browser. S

**GIS 220 GIS Network and Demographic Applications** Credits: 3  
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: GIS 101 and GIS 110). Sp

**GIS 230 GIS Project Management** Credits: 3  
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: GIS 101 and GIS 110). Sp

**GIS 251 Seminar in Geographic Information Systems** Credits: 1 to 4  
Special topics in GIS. Check with your advisor for courses available each semester.

**GIS 290 Directed Research Project** Credits: 4  
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) Su

## Health

**HEA 131 Elementary Nutrition** Credits: 2  
Applying principles of nutrition in the selection of food for health promotion and maintenance. F, Sp

**HEA 201 Principles of Nutrition** Credits: 3  
This course emphasizes the function, food sources, recommended intake, and assimilation of each of the six nutrient classes. F, Sp

**HEA 221 Safety, First Aid and CPR** Credits: 3  
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 certificates for First Aid and Adult, Infant and Child CPR. F, Sp

**HEA 224 Personal Trainer Certification** Credits: 4  
This is a preparation course designed as a study guide for successfully passing the National Council of Strength and Fitness (NCSF) national personal trainer certification tests. This course is based on the NCSF preparation course. F, Sp

**HEA 225 Care and Prevention of Athletic Injuries** Credits: 3  
The student will develop a knowledge of prevention, treatment, and basic rehabilitation of common athletic injuries as commonly seen at the interscholastic level of competition. In addition, the student will be exposed to negligence and liability issues in respect to athletic injuries. F, Sp

**HEA 227 Introduction to Exercise Science** Credits: 3  
This course is designed to help students appreciate the importance of physical activity, to introduce the discipline of kinesiology and help students understand its relationship to physical activity, and to expand student knowledge of physical activity professions. F, Sp

**HEA 241 School Health** Credits: 2  
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. Sp

## History

**HIST 1010 Survey of Western Civilization I** Credits: 3  
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. (HIST 1010 and HIST 1020 can be taken in any order.) F, Sp, Su

**HIST 1020 Survey of Western Civilization II** Credits: 3  
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. (HIST 1010 and HIST 1020 can be taken in any order.) F, Sp, Su

**HIST 1210 Survey of World History I** Credits: 3  
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. (HIST 1210 and HIST 1220 can be taken in any order.) F

**HIST 1220 Survey of World History II** Credits: 3  
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. (HIST 1210 and HIST 1220 can be taken in any order.) Sp

**HIST 2010 Survey of U.S. History I** Credits: 3  
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

**HIST 2020 Survey of U.S. History II** Credits: 3  
Continuation of History 2010. F, Sp, Su

**HIST 2030 Tennessee History** Credits: 3  
This course is a general survey and analysis of the history of the state of Tennessee from the beginning of statehood in 1796 to about 1990. There is also a pre-statehood component that examines Native American history in the region (with an emphasis on the Cherokees) and the history of exploration and early settlement. Accepted for history sequence requirement at UTK, UTC, and MTSU. (as needed)

## Health Information Technology

### **HIT 102 Fundamentals of Health Information Management** Credits: 3

This course serves as an introduction to the health information management profession and the health care delivery systems. It is an orientation to the content of the health record in acute care, long-term care, ambulatory care, home health, hospice and psychiatric facilities. The course will also include instruction in numbering, filing, microfilm, accreditation and certification standards. Practice in the assembly and analysis of medical records and numbering and filing systems will occur. Open to all students. Fall Semester (3 lecture hours/week)

### **HIT 103 Coding and Classification Systems I** Credits: 3

An introduction to coding and classification systems used in health care including Official Coding Guidelines, ICD-9-CM, and ICD-10-CM. Students will also be introduced to encoding software. Laboratory practice time devoted to coding of case studies using ICD-9-CM and ICD-10-CM coding systems. (Prerequisite: HIT 107; corequisite: BIOL 2010) (2 lecture hours, 3 laboratory hours/week)

### **HIT 104 Coding and Classification Systems II** Credits: 2

An introduction to ICD-10-PCS coding and classification system used in health care including structure and conventions, root operations definition, and how to code procedures. Students will learn to code using both the ICD-10-PCS book and encoding software. Laboratory practice time devoted to coding of case studies using both diagnosis and procedure codes as appropriate for data collection and reimbursement. (Prerequisite: HIT103; corequisite: BIOL 2020) (2 lecture hours, 1.5 laboratory hours/week)

### **HIT 106 Health Data Systems** Credits: 3

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 lecture hours/week)

### **HIT 107 Medical Terminology** Credits: 3

Greek and Latin elements of medical terminology, stems, suffixes, prefixes and root words. Medical terminology pertaining to each body system. Open to all students. Fall and Spring Semesters (3 lecture hours/week)

### **HIT 112 Coding Professional Practice Experience** Credits: 1

This course involves actual clinical coding experience with both scenarios and health records in the classroom and area health facilities. Focus of this professional practice experience is application of Official Coding Guidelines in the professional setting. (Prerequisites: HIT 102, HIT 103; Corequisite: HIT 130, BIOL 2020) (45 hours clinical/semester)

### **HIT 113 Legal Aspects of Health Information** Credits: 2

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. Fall and Spring Semesters (2 lecture hours/week)

### **HIT 117 Principles of Medical Claims Billing and Processing** Credits: 3

An introduction to Medical Insurance and Claims Processing with an emphasis on Managed Care Contracts and various Health Care Payers. This course will introduce the student to the basic fundamentals of medical coding by focusing on ICD-9 and CPT coding systems. (3 lecture hours/week)

### **HIT 130 CPT Coding** Credits: 3

An introduction to the Current Procedural Terminology (CPT) coding system and outpatient coding guidelines. (Prerequisites: HIT 102, HIT 103; Corequisite: BIOL 2020) (3 hours lecture)

### **HIT 140 Medical Office Procedures** Credits: 2

An introduction to business aspects of a medical practice including third party payers, claims filing and processing, accounting and payroll functions. (Prerequisites: HIT 102, HIT 103) (2 lecture hours/week)

### **HIT 207 Advanced Medical Terminology** Credits: 3

This course will focus on advanced topics in medical terminology such as eponymic medical conditions and procedures, traumatic injury staging, and advanced body system based terminology and anatomy. The focus will be terminology required for advanced medical coding requirements. Course is open to all students. (3 hours lecture/week)

### **HIT 217 Principles of Healthcare Administration/ Quality Resource Management** Credits: 3

(Course active, effective Fall 2012) This course is an introduction to principles of management and supervision. It is specifically directed toward the health information manager. Personnel management, department budget preparation and maintenance, departmental policies, procedures and job descriptions will be discussed. Requirements of various governmental, third party payers, and accreditation bodies regarding appropriate utilization of resources and continuous quality improvement will also be emphasized. (4 lecture hours/week)

### **HIT 218 Advanced Coding and Classification Systems** Credits: 3

This course focuses on advanced topics in diagnosis and procedural coding using ICD-10-CM and ICD-10-PCS. The course will concentrate on official coding guidelines, selection of appropriate ICD-10-CM diagnosis codes and selection ICD-10-PCS procedure codes. The course will include practice in coding using both case studies and actual health records and computerized coding and grouping software. Students must have, at minimum, an AAS degree in HIT, RHIT credential or CCS credential or permission of the instructor. 2 hours lecture, 3 hours laboratory/week

### **HIT 221 Advanced Health Information Procedures** Credits: 3

Study of advanced coding topics including chart, management of coding function, revenue cycle management and chargemaster is included. The course will also cover disease registries, professional organization activities and other health information topics as necessary. (3 lecture hours/week)

### **HIT 222 Pathology and Clinical Interpretations** Credits: 4

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. Fall Semester (Prerequisites: BIOL 2010, 2020) (4 lecture hours/week)



**HIT 231 Professional Practice Experience I** Credits: 3  
Actual practice in an area hospital. Topics covered include chart assembly and analysis, coding, abstracting, release of information, and medical transcription. (135 hours clinical experience/semester)

**HIT 232 Professional Practice Experience II** Credits: 2  
Clinical experience in quality improvement, utilization management, hospital committee functions, and medical record supervision. Practice is also obtained in specialized facilities such as long term care, psychiatric, ambulatory care, veterinary medicine, and tumor registry. (Prerequisite: HIT 231) (90 hours clinical experience/semester)

**HIT 242 Automated Health Information Systems** Credits: 3  
An introductory course dealing with principles of automated information systems. The flow of patient information from registration through the clinical care process and billing, to the end use of information in decision support systems will be explained. The importance of data accuracy, integrity and security will be emphasized. The current state of technology employed in healthcare to make the transition to a total computerized patient record will be discussed. Software packages currently utilized by health information departments will be explained and students will utilize application software packages, build databases, query systems and design reports. (2 hours lecture, 3 hours laboratory/week)

**HIT 251 Coding for Reimbursement** Credits: 4  
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 Classifications will be introduced. Laboratory practice in coding and optimization techniques using actual medical records and a computerized grouper. (Prerequisites: HIT 103, 130; Corequisite: HIT 222) (3 hours lecture, 3 hours laboratory/week)

**HIT 260 Seminar in Health Information Management** Credits: 2  
A capstone course of research and testing based on all domains and knowledge clusters of the curriculum to prepare the student for national certification. Students will also be involved in service learning project. (2 lecture hours/week)

## Humanities

**HUM 261 Humanities Seminar** Credits: 1 to 3  
This course is designed for those students who are interested in pursuing an in-depth study of some particular humanities problem. Course availability determined by Dean of the Division.

## Information Systems

**INFS 1010 Computer Applications** Credits: 3  
An introductory course including fundamental concepts and terminology using Windows 7, Internet Explorer, MS Word, MS Excel, MS PowerPoint. Students also learn how to function in the course management system and online environment, preparing them for other online courses. F, Sp, Su

## International Studies

**INTL 1010 Introduction to Global Studies** Credits: 3  
This is an interdisciplinary course that approaches global topics from the perspective of various disciplines while analyzing the impacts of globalization on peoples' values and lives. Students will increase their knowledge of global social and cultural institutions, political and economic processes at work in the world, and changes that science and technology are making and have made on the world we live in. The course is designed to enhance the students' appreciation of other cultures and their awareness of personal and ethical responsibilities as global citizens. F, Sp

## Law

**LAW 101 Introduction to the Legal Profession and Legal Ethics** Credits: 3

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 Survey of American Law** Credits: 3  
Legislation, administrative process; government regulation of business, anti-trust, and consumer law; torts; contracts; investigations; domestic relations; wills, estates, trusts, real property, etc. (F)

**LAW 140 Legal Research** Credits: 3  
Legal bibliography including codes, administrative regulations, reporters, digests, encyclopedias, citators, law reviews, treatises and West law analysis and synthesis of cases. F, Sp

**LAW 150 Legal Writing** Credits: 3  
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 or permission of the program director). F, Sp

**LAW 160 Torts** Credits: 3  
Non-contractual obligations which an individual in society owes others according to common law and statute; emphasis on intentional acts violating legally protected interest. (Prerequisite: LAW 101 and LAW 102 or permission of the program director). F

**LAW 170 Criminal Law** Credits: 3  
Substantive aspects of criminal law including general principles of criminal liability, specific analysis of particular crimes; substantive defenses to crime. (Prerequisites: LAW 101 and LAW 102 or permission of the program director) Sp

**LAW 201 Domestic Relations** Credits: 3  
Laws, procedures, and documents involved in domestic relations; breach of promise to marry; marriage, annulment; divorce; adoption; child custody/support. (Prerequisite: LAW 101 and LAW 102 or permission of the program director) F

**LAW 211 Business Organizations** Credits: 3  
Sole proprietorships, partnerships, corporations, and other business vehicles; formation of various types of business entities; preparations of appropriate documents. (Prerequisite: LAW 101 and LAW 102 or permission of the program director) (as needed)

**LAW 212 Law Office Technology** Credits: 3

This hands on course of study is designed to provide students with the working knowledge of the use of technology in the law office. Students will be able to prepare legal documents, create and maintain client information in a database, prepare visual presentations and other law office functions accomplished through the use of technology. F

**LAW 215 Child Support Law** Credits: 3

This course will give the student an overview of child support law in Tennessee with an emphasis placed upon the Tennessee Child Support Guidelines: child support establishment; child support enforcement; and Title IV-D offices. (Prerequisite: LAW 101 and LAW 102 or permission of the program director) (as needed)

**LAW 221 Civil Trial and Appellate Practice I** Credits: 3

Procedural law; preparation and use of pleadings and other documents involved in the trial and appeal of a civil action. (Prerequisite: LAW 101 and LAW 102 or permission of the program director) F

**LAW 222 Civil Trial and Appellate Practice II** Credits: 3

Procedural law; preparation and use of pleadings and other documents involved in the trial and appeal of a civil action. (Prerequisite: LAW 221) (as needed)

**LAW 231 Estates and Trust I** Credits: 3

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 decedent's estate including income tax consequences; case analysis; preparation of necessary documents. (Prerequisite: LAW 101 and LAW 102 or permission of the program director) Sp

**LAW 232 Estates and Trusts II** Credits: 3

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) (as needed)

**LAW 235 Legal Environment for Business** Credits: 3

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. (Prerequisite: LAW 101 and LAW 102 or permission of the program director) Sp

**LAW 240 Legal Internship** Credits: 3

Supervised activities in a law firm, agency, or corporate legal department as a paralegal. (Prerequisites: Sophomore standing and permission of the program director.) Su

**LAW 241 Real Property** Credits: 3

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. (Prerequisite: LAW 101 and LAW 102 or permission of the program director) Sp

**LAW 251 Public Benefits/Administrative Advocacy** Credits: 3

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. (Prerequisite: LAW 101 and LAW 102 or permission of the program director) (as needed)

**LAW 261 Creditor Rights and Bankruptcy** Credits: 3

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 101 and LAW 102 or permission of the program director) (as needed)

**LAW 271 Investigations/Pretrial Advocate** Credits: 3

Investigative techniques, interviewing skills, fact analysis, courses of evidence, records access, judgment collection, missing persons, background investigation, case planning, analysis and strategy. (Prerequisite: LAW 101 and LAW 102 or permission of the program director) (as needed)

**LAW 275 Income Tax** Credits: 3

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. (Prerequisite: LAW 101 and LAW 102 or permission of the program director) (as needed)

**LAW 290 Special Topics in Paralegal** Credits: 1 to 9

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 (Prerequisite: LAW 101 and LAW 102 or permission of the program director) (as needed)

**Mammography****MAM 110 Principles of Mammography** Credits: 3

This course covers the basic principles of anatomy, pathology, and imaging protocols in the field of mammography. Topics include patient care, positioning, special procedures, radiation protection, and mammographic anatomy image correlation (3 lecture hours/week).

**MAM 115 Clinical Education I** Credits: 3

Students perform a variety of Mammography procedures under supervision of a registered technologist at assigned facilities (students must complete a minimum of 120 mammography exams following specific procedural requirements to qualify for ARRT certification examination). Co-requisite: Principles of Mammography.

**MAM 120 Mammography Pathology** Credits: 1

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. (1 lecture hour/week)

**MAM 130 Instrumentation and Quality Control for Mammography** Credits: 3

A detailed study of mammography physics, equipment, and quality control tests. Topics include mammographic x-ray tubes, circuitry, generators, instrumentation, digital and film-screen imaging systems (3 lecture hours/week).

**MAM 135 Clinical Education II** Credits: 3

Students perform a variety of Mammography procedures under supervision of a registered technologist at assigned facilities (students must complete a minimum of 120 mammography exams following specific procedural requirements to qualify for ARRT certification examination). Co-requisite: Instrumentation and Quality Control for Mammography.

**Massage Therapy****MAS 113 Massage Physiology Pathology and Pharmacy I** Credits: 3

Students will learn basic anatomy and physiology of the major body systems. Within each body system this course will cover pathologies and medication that massage therapists may commonly encounter. Emphasis will be on understanding the impact of massage techniques on normal physiology as well as on selected pathologies and medications. (3 lecture hours/week)

**MAS 114 Massage Physiology Pathology and Pharmacy II** Credits: 3

Students will learn basic anatomy and physiology of the major body systems. Within each body system this course will cover pathologies and medication that massage therapists may commonly encounter. Emphasis will be on understanding the impact of massage techniques on normal physiology as well as on selected pathologies and medications. (3 lecture hours/week)

**MAS 117 Ethics, Communication, and Professionalism** Credits: 3

The importance of professional presence will be discussed. 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 practice. Students will describe the components of a therapeutic environment, the importance of professional communication, scheduling, time management, and managing stressors and burnout. They will learn to write clear, concise and accurate clinical documentation. This course will cover Tennessee law as it relates to massage therapy and scope of practice for massage therapists. Each student will establish a clinical placement on their own for spring semester. (3 lecture hours/week)

**MAS 118 Massage Business and Legal Issues** Credits: 2

Designed for a student who plans to work as an employee, a self-employed independent contractor or an employer of other massage therapists, this course will cover basics of business record keeping, taxes, insurance, contracts, job applications, and legal business structures for business. Promotional materials and methods of practice building will also be emphasized. Coursework will include completing most elements in an application for a Tennessee Massage Therapist License and understanding the rules of the Tennessee Board of Massage regulating the practice of massage therapy. (3 lecture hours/week)

**MAS 120 Swedish Massage** Credits: 3

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, 5 hours laboratory/week)

**MAS 121 The Muscular System I** Credits: 2

Students will learn musculoskeletal anatomy, kinesiology, palpation and assessment of the major muscles in the body. Coursework will include building the muscles in clay, finding the muscles and attachment sites in the student's own body and/or palpating them in other students. Assessment of muscle tone and beginning skills in manual release of specific muscle tension will be emphasized. (1 hour lecture, 3 hours laboratory/week)

**MAS 122 The Muscular System II** Credits: 2

Students will learn musculoskeletal anatomy, kinesiology, palpation and assessment of the major muscles in the body. Coursework will include building the muscles in clay, finding the muscles and attachment sites in the student's own body and/or palpating them in other students. Assessment of muscle tone and beginning skills in manual release of specific muscle tension will be emphasized. (1 hour lecture, 3 hours laboratory/week)

**MAS 123 Overview of Somatic Therapies** Credits: 2

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/week)

**MAS 124 Student Massage Clinic** Credits: 1

Under supervision students will provide twelve massages for persons not enrolled in the RSCC Massage Therapy Program. Documentation, time management and body mechanics will be emphasized, as well as client feedback to enhance effective massage and develop the student's personal style. This course is a transition to the MAS 152 Clinical Massage Practice externship experience. (45 hours total/semester)

**MAS 130 Neuromuscular Therapy** Credits: 4

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 entrapment, 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 hours lecture, 6 hours laboratory/week)

**MAS 135 Massage for Special Population** Credits: 2

Infant, pregnancy, and geriatric massage are the main focus of this course. Other populations related to student interests and instructor expertise may be addressed also. (2 hours lecture, 1 hour laboratory) F

**MAS 152 Clinical Massage Practice** Credits: 2

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. (60 hours clinical/semester) Summer only.

## Mathematics

### **MATH 0891 Mathematics Learning Support 1** Credits: 3

For students who have placed into Mathematics Learning Support (MLS). This course is designed to provide students with real number sense, knowledge of operations on real numbers, knowledge of operations with algebraic expressions (including polynomials) and the ability to solve equations (emphasis on linear equations/inequalities). Mastery of MLS modules one, two and three is necessary to earn a passing grade in this course. This course does not fulfill the math requirement for graduation. Lecture/Lab combined.

### **MATH 0892 Mathematics Learning Support 2** Credits: 2

For students who have passed MATH 0891, but not yet shown mastery of all five Math Learning Support (MLS) competency points. This course is designed to provide students with the ability to analyze graphs (emphasis on linear functions and graphs, including inequalities) and knowledge of mathematical modeling and critical thinking. Mastery of MLS modules four and five is necessary to earn a passing grade in this course. This course does not fulfill the math requirement for graduation. Lecture/Lab combined. Prerequisite: MATH 0891

### **MATH 0990 Geometry** Credits: 3

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 designed for 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

### **MATH 1000 Algebra Essentials** Credits: 3

This course is designed to prepare students for algebra-intensive college level courses. It covers operations on polynomials, solving polynomial and rational equations and other topics necessary for success in MATH 1130 and other algebra-intensive college level courses. This course does not fulfill the math requirement for graduation.

### **MATH 1010 Selected Topics** Credits: 3

A three-credit hour review of algebraic concepts necessary for MATH 1130 or specific certificate programs. MATH 1010 provides a bridge for students who have completed the necessary high school or entrance examination requirements for MATH 1130 but show a deficiency in basic algebraic skills. This course does not fulfill the General Education core requirements for graduation or transfer. Will be offered as an express class preceding the beginning of the semester, or as needed during the semester. F, Sp

### **MATH 1030 Mathematics for the Health Sciences** Credits: 3

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. (Prerequisite: Two years of high school algebra and one year of high school geometry or appropriate learning support mathematics courses) This course does not meet math requirement for AS/AA degree, nor does it carry transfer credit. F, Sp

### **MATH 1130 College Algebra** Credits: 3

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 with an ACT of 19 or above OR appropriate mathematics learning support courses and MATH 1000) F, Sp, Su

### **MATH 1410 Number Concepts/Algebra Structures** Credits: 3

This course includes symbolic logic, logical reasoning, history of early numeration systems, set theory with rules of operations and Venn diagrams, relations and functions, the systems of whole numbers, of integers, and of rational numbers. Any student would profit from this course, but it is especially targeted to the education major (elementary and non-math secondary). (Prerequisite: Two years of high school algebra and one year of geometry or appropriate learning support math courses.) F, Sp

### **MATH 1420 Problem Solving Geometry** Credits: 3

A continuation of MATH 1410, this course includes elementary number theory, irrational number, basic algebra, interest (simple and compound), elements of plane and solid geometry (especially working with measurements and formulas), the metric system, and basic statistics. (Prerequisites: MATH 1410 or consent of instructor). Sp

### **MATH 1530 Probability and Statistics (Non-Calculus Based)** Credits: 3

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. (Prerequisites: Two years of high school algebra and one year of geometry or appropriate learning support mathematics courses) F, Sp, Su

### **MATH 1630 Finite Mathematics** Credits: 3

Brief review of algebra with emphasis on linear, quadratic, exponential, and logarithmic functions. Correlation, regression, matrix algebra, linear programming, mathematics of finance, and probability. Applications to business and finance. (Prerequisites: Two years of high school algebra and one year of geometry with an ACT of 23 or above OR appropriate learning support mathematics courses and MATH 1130). F, Sp

### **MATH 1720 Trigonometry** Credits: 3

Analysis of functions of angles, solutions of right and general triangles, graphs of trigonometric functions, identities and formulas, equation-solving techniques, polar coordinates. 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 learning support mathematics courses and MATH 1130) F

**MATH 1730 PreCalculus** Credits: 4

Designed primarily for students planning to enter the calculus sequence, but who need more mathematical background. Topics include functions and graphing-algebraic, trigonometric, exponential and logarithmic, equations, the binomial theorem, and conics. A calculator with trig and log functions will be needed by the student. (Prerequisites: Two years high school algebra, a year of geometry and a score of 23 or higher on the math component of the ACT, OR appropriate RSCC courses, e.g. learning support and MATH 1130. Regardless of high school background, an ACT of less than 26 on the math component indicates that the student would profit from taking MATH 1730 before calculus.) F, Sp

**MATH 1830 Calculus for Business** Credits: 3

A calculus course designed for students in the business or biological sciences. Differential and integral calculus of the algebraic, exponential and logarithmic functions with applications in business and economics. (Prerequisites: Two years of high school algebra and one year of geometry with an ACT of 24 or above or MATH 1130). F, Sp

**MATH 1910 Calculus I** Credits: 4

The standard course in single-variable calculus is designed for students of science, engineering, mathematics, and computer science. Topics included are rates of change, limits, continuity, differentiation of algebraic and transcendental functions, applications of the derivative, anti-differentiation, basic integration and the fundamental theorem of the calculus. (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 equivalent SAT scores) or above on the math component, MATH 1730 OR MATH 1710 and 1720 from RODP) F, Sp

**MATH 1920 Calculus II** Credits: 4

A continuation of the standard year of freshman calculus, this course includes integration by substitution, by-parts, partial fractions and trigonometric substitutions for both algebraic and transcendental functions. Further applications of integration, such as area between curves, volumes of rotation, and surfaces of revolution are considered. Indeterminate forms, l'Hopital's Rule, and improper integrals are covered. Infinite series, including Taylor and MacClaurin with applications complete the semester. (Prerequisite: MATH 1910) Sp, Su

**MATH 2000 Matrix Computations** Credits: 1

Introduction to matrix calculations including determinants, eigenvalues and eigenvectors. This is a five week class. (Prerequisite: MATH 1910 or permission of instructor.) Sp

**MATH 2010 Matrix Algebra** Credits: 3

A first course in the algebra of simultaneous linear equations and matrices. Includes Gaussian elimination, determinants, vector spaces, linear transformation, eigenvalues, eigenvectors change of basis, Gram-Schmidt orthonormalization process, and applications. (Prerequisite: MATH 1910 or permission of instructor) Sp

**MATH 2050 Probability and Statistics (Calculus-Based)** Credits: 3

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 and basic computer abilities are necessary. (Prerequisite: MATH 1830 or MATH 1910) Sp

**MATH 2100 Discrete Mathematics** Credits: 3

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: MATH 1910) Sp

**MATH 2110 Calculus III** Credits: 4

This course is a continuation of the first-year calculus sequence. Topics included are partial differentiation, multiple integrals, polar co-ordinate geometry and parametric equations, 3-D analytical geometry vectors and vector calculus. (Prerequisite: MATH 1920) F

**MATH 2120 Differential Equations** Credits: 3

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: MATH 1920 and it is strongly recommended that students also take MATH 2110). Sp

**Medical Transcription****MDT 102 Medical Terminology I** Credits: 3

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. (3 lecture hours/week)

**MDT 103 Anatomy Concepts in Medical Transcription** Credits: 2

A study of basic anatomy and physiology of all body systems. (2 lecture hours/week)

**MDT 104 Medical Transcription I** Credits: 5

Transcription practice of basic healthcare dictation incorporating skills in English language, technology, medical knowledge, proofreading, editing and research, while meeting progressively demanding accuracy standards. (18 hours laboratory per week)

**MDT 105 Medical Transcription Procedures** Credits: 2

Emphasis is placed on healthcare documentation standards according to the AAMT Book of Style for Medical Transcription. A general overview of fundamental grammar concepts, capitalization, and punctuation usage relative to clinical documentation is provided. Course also includes an introduction to medicolegal issues and regulatory agency requirements as they relate to the practice of medical transcription. (2 lecture hours/week)

**MDT 110 Technology Concepts in Medical Transcription I** Credits: 2

This coursework is designed to introduce the student to word processing applications and related technologies and to develop computer skills and proficiency. It is designed to study, synthesize, and apply technologies used in healthcare documentation. (2 hours lecture per week)

**MDT 111 Medical Transcription II** Credits: 5

Transcription of intermediate and advanced original healthcare dictation using advanced proofreading, editing, and research skills, while meeting progressively demanding accuracy and productivity standards. (18 hours laboratory/week)

**MDT 112 Clinical Practicum** Credits: 3  
Transcription practice of authentic physician dictation provided by a medical facility or transcription service. Prerequisite: MDT 111 or permission of Program Director. (240 hours total/semester)

**MDT 118 Technology Concepts in Medical Transcription II** Credits: 2  
A study of advanced Microsoft Word features designed to improve efficiency and accuracy of transcribed reports. Additional topics of study include electronic research techniques, electronic references and resources, troubleshooting, security issues, and related technologies. Practice with typing tutorial software to further increase speed and accuracy. (2 lecture hours/week)

**MDT 120 Medical Terminology II** Credits: 3  
A study of advanced anatomical terms, disease processes and associated pathology, laboratory, and radiology terminology. Common surgical terms, techniques, equipment, and instrumentation are also studied. (3 lecture hours/week)

**MDT 125 Pharmacology Concepts in Medical Transcription** Credits: 2  
A study of the language of pharmacology including the correct spelling, pronunciation, classification and therapeutic use of commonly prescribed drugs. (2 lecture hours/week)

**MDT 150 Special Topics in Medical Transcription** Credits: 2 to 5  
Special topics may include the transcription of authentic medical dictation at an intermediate and/or advanced level to satisfy the total number of minutes required for program completion. Other special topics may include transcription-related topics such as speech recognition technology, transcription of ESL physician dictation, RMT review, etc. (Elective) 4 to 18 hours/week depending on topic of study. Note: (MDT 150 is optional unless the total number of minutes transcribed is less than 2100 upon completion of MDT 104, MDT 111 and MDT 112.)

## Management

**MGT 200 Foundations of Business** Credits: 4  
Nature of business, including economic issues and systems. An overview of the functional areas of business including management, marketing, financial systems, computers, accounting, business law, and careers in business is presented. Students may not receive credit for both MGT 200 and BUS 101. F

**MGT 201 Management Concepts** Credits: 4  
This course is an introduction to management with emphasis on the managerial functions, i.e., planning, organizing, staffing, directing and controlling. Also included is an exploration of leadership, motivation, communication, quality control and decision making from both an individual and a group standpoint. Students may not receive credit for both MGT 201 and BUS 281. F

**MGT 203 Human Resource Management** Credits: 4  
The study of the various aspects of human resource management with special emphasis on the training of personnel for both private and public organizations. Included in the course is the exploration of selection and recruitment; placement; evaluation techniques; collective bargaining and union/management relations; and compensation management including incentives and benefit packages. F

**MGT 205 Marketing in the Global Economy** Credits: 4  
An overview and analysis of the activities performed by individuals, businesses, and nonprofit organizations that allow for the exchange of goods and services satisfying the needs of major markets. The course includes the study of controllable and uncontrollable market variables, marketing strategy and consumer behavior. Students may not receive credit for both MGT 205 and BUS 273. Sp

**MGT 206 Applied Economics** Credits: 4  
This course covers the foundations of economics-supply and demand and demand theory as well as features and goals of capitalism market systems, national income determinations, and monetary fiscal policy. Sp

**MGT 207 Managerial Accounting and Finance** Credits: 4  
This course focuses on the use of management accounting information and financial accounting information in various business settings. Additionally, the course will focus on accumulation and reporting accounting information. Sp

**MGT 208 Training and Development** Credits: 4  
Underscores the most recently developed training techniques with emphasis on needs assessment; teaching and learning skills; instructional systems design (ISD); and training delivery and evaluation. Management electives offered summer term only, on an alternating basis.

**MGT 209 Interpersonal Communication** Credits: 4  
An exploration and application of the basic concepts and principles of effective interpersonal and intergroup communication. Emphasis will be on the students' development of a personal action plan to improve their interpersonal communication skills. Management electives offered summer term only, on an alternating basis.

**MGT 210 Business and Its Legal Environment** Credits: 4  
The exploration of the laws and procedures affecting the legal environment of business including the nature and sources of law; courts and legal procedures; constitutional law; and the law of torts; in particular intellectual properties like copyrights and trademarks. Management electives offered summer term only, on an alternating basis.

**MGT 211 Introduction to Global Business** Credits: 4  
This course provides an introduction to global business and the evolving global economy. It focuses on the commercial, economic, financial and human/social aspects of globalization in the world today. The course examines what global business is and how it pervades most aspects of our lives. The course covers a wide range of perspectives on the pros and cons of globalization. In addition, the future impacts and trends related to globalization are explored. Management electives offered summer term only, on an alternating basis.

**MGT 221 Introduction to Green Leadership and Sustainability** Credits: 4

Designed for the beginning student to understand the concepts of 'Green Leadership' and 'Sustainability,' this course will build the student's capacity to analyze, recommend, and implement sustainability programs within an organization. The course will further enable the student to initiate or continue quality improvements, develop eco-advantage, and enhance the triple-bottom-line of People, Planet, and Profit. The student will be able to perpetuate sustainable business practices which take from our Planet's limited resources no more than what can be replaced. The ultimate goal of sustainable business practices and Green leadership is to have a 'zero carbon footprint' which creates 'no-harm' to our environment.

**MGT 225 Resolving Conflict: Negotiating Successful Solutions** Credits: 4

In this course the student will gain an understanding of the various types of conflict and the causes of those conflicts. The student will learn different methods of successfully resolving conflict in both interpersonal and group environments. Additionally the student will learn ways to improve negotiation skills and other means of Alternate Dispute Resolution (ADR) available to resolve conflicts and solve problems. Students may not receive credit for both MGT 225 and BUS 236. Management electives offered summer term only, on an alternating basis.

**Magnetic Resonance Imaging****MRI 111 Physics and Instrumentation** Credits: 3

This course covers the basic principles of physics and instrumentation in the field of magnetic resonance imaging (MRI). Topics include magnetization, magnet hardware, gradient and radio-frequency coil technology, image formation techniques, image characteristics, pulse sequences, sequence parameters, and image artifacts. The course also covers the concepts of safety and bio-effects. Corequisite: Clinical Education I

**MRI 113 Clinical Education I** Credits: 3

Students perform a variety of Magnetic Resonance Imaging procedures under supervision of a registered technologist at assigned facilities (students must complete a minimum of 120 exams following specific procedural requirements to qualify for the ARRT Magnetic Resonance certification examination). Co-requisite: MRI Physics and Instrumentation.

**MRI 115 Magnetic Resonance Imaging Patient Applications** Credits: 3

This course covers the basic principles of patient management and imaging protocols for Magnetic Resonance Imaging. Topics include patient care, cross-sectional anatomy, imaging procedures, post-processing techniques, special procedures, and quality control. Co-requisite: Clinical Education II

**MRI 117 Clinical Education II** Credits: 3

Students perform a variety of Magnetic Resonance Imaging procedures under supervision of a registered technologist at assigned facilities (students must complete a minimum of 120 exams following specific procedural requirements to qualify for the ARRT Magnetic Resonance certification examination). Co-requisite: Magnetic Resonance Imaging Patient Applications.

**Military Science Army****MSAR 1010 Foundations of Officership** Credits: 2

Discusses organization and role of the Army. Emphasizes basic life skills pertaining to fitness and communication. Analyzes Army values and expected ethical behavior. Adventure training skills lab introduces land navigation, rifle marksmanship, mountaineering and optional field training exercises. Course availability determined by host institution.

**MSAR 1020 Basic Leadership** Credits: 2

Develops basic skills that underline effective problem solving. Examines factors that influence leader and group effectiveness. Emphasis communication skills to include active listening and feedback techniques. Adventure training skills lab introduces land navigation, rifle marksmanship, mountaineering and optional field training exercises. Course availability determined by host institution.

**MSAR 1030 Army ROTC Fitness Program** Credits: 1

Develops individual muscular strength, muscular endurance and cardio-respiratory endurance. Classes are divided into groups based on ability and exercises are geared toward personal improvement. Primary evaluation is the Army Physical Fitness Test, which consists of pushups, situps and a two-mile run. May be repeated. Maximum 4. Course availability determined by host institution.

**MSAR 2000 Leaders' Training Course** Credits: 4

A 28-day leadership of self, self-confidence, and individual leadership skills. Concentrates on problem solving and critical thinking skills. Emphasizes communication skills such as feedback and conflict resolution. Adventure training skills lab introduces land navigation, rifle marksmanship, mountaineering, and optional field training exercises. Course availability determined by host institution.

**MSAR 2010 Individual Leadership Studies** Credits: 3

Develops knowledge of self, self-confidence, individual leadership skills. Concentrates on problem solving and critical thinking skills. Emphasizes communication skills such as feedback and conflict resolution. Adventure training skills lab introduces land navigation, rifle marksmanship, mountaineering, and optional field training exercises. Course availability determined by host institution.

**MSAR 2020 Leadership and Problem Solving** Credits: 3

Focuses on self-development through understanding of self and group processes. Examines leadership through group projects and historical case studies. Adventure training skills lab introduces land navigation, rifle marksmanship, mountaineering, and optional field training exercises. (Prerequisite: MSAR 201 or consent of the professor of Military Science) Course availability determined by host institution.

**Math-Science****MSC 1012 Introduction to Physical Science** Credits: 4

This is a survey course of the principles of physics and chemistry. Topics from the following areas will be covered: The nature of science, mechanics, energy momentum, sound and light, electricity and magnetism, atomic theory, chemical reactions, nuclear reactions, science and modern life. This course is designed primarily for students in the 2 + 2 education program. Each student is assessed a lab fee for this course. (3 hours lecture, 2 hours laboratory) F, Sp, Su

**MSC 261 Southwest Field Trip** Credits: 3  
The Southwest Field Trip is a multidisciplinary and humanistic study (including contributions from anthropology, archeology, astronomy, biology, geography, geology, history, and literature) of the prehistoric and historic peoples and cultures of the 'Four Corner' area of the American southwest, including the ecology and geology of the region. Primary attention is given to the Ancestral Puebloans, ancient Native American peoples who lived throughout the Colorado Plateau. Sp

**MSC 262 Southwest Field Trip** Credits: 3  
The Southwest Field Trip is a multidisciplinary and humanistic study (including contributions from anthropology, archeology, astronomy, biology, geography, geology, history, and literature) of the prehistoric and historic peoples and cultures of the 'Four Corner' area of the American southwest, including the ecology and geology of the region. Primary attention is given to the Ancestral Puebloans, ancient Native American peoples who lived throughout the Colorado Plateau. Sp

## Music

**MUS 010 Solo Class** Credits: 0  
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. Solo class is also for students with a music scholarship. F, Sp

**MUS 020 Recital** Credits: 0  
Required of all Music and Music Education majors in their performance area with permission and recommendation of applied instructor. Should be registered for the last semester before graduation. F, Sp

**MUS 101 Voice Class I** Credits: 1  
Group instruction in basic vocal techniques, focusing on vocal styles of the 20th century. Class meets twice per week. F, Sp

**MUS 102 Voice Class II** Credits: 1  
Continuation of group instruction in voice, focusing on performance skills and stage presence. Class meets twice per week. F, Sp

**MUS 103 Class Piano I** Credits: 1  
Group instruction in basic keyboard technique for students with little or no prior training in piano, or for music majors preparing for a piano proficiency exam. F, Sp

**MUS 1030 Music Appreciation** Credits: 3  
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. Available in lecture, video, and web format. F, Sp, Su

**MUS 104 Class Piano II** Credits: 1  
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. Course availability determined by Program Director.

**MUS 105 Accompanying** Credits: 1  
Accompany voice lessons, ensembles, and recitals in order to learn the fundamentals of accompanying. Two voice students assigned per semester hour. Admittance by audition. Course availability determined by Program Director.

**MUS 106 Accompanying** Credits: 2  
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.) Course availability determined by Program Director.

**MUS 108 Contemporary Guitar Class** Credits: 1  
Group instruction in basic skills of guitar, focusing on contemporary and folk music. Class meets twice weekly. Course availability determined by Program Director.

**MUS 110 Music Theory I** Credits: 3  
A study of notation, tonality, intervals, triads, seventh chords and chord progressions leading to a fundamental understanding of harmony in 18th century music. (Prerequisite: Knowledge of music fundamentals.) F

**MUS 111 Ear Training I** Credits: 1  
Development and proficiency in identifying intervals, scales, and triads aurally. Ability to vocalize and notate basic melodies, harmonies and rhythms. Should be taken concurrently with MUS 110, Music Theory I. F

**MUS 112 Roane State Concert Choir** Credits: 1  
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. F, Sp

**MUS 113 Celebration** Credits: 1  
A contemporary show choir. Meets four hours per week and begins one week prior to the beginning of fall semester. Students accepted into Celebration are expected to participate in the class both fall and spring semester of the academic year. May be repeated for credit. Admission by audition only (Auditions are held each spring for the following year). F, Sp

**MUS 114 Celebration Choreography** Credits: 1  
Meets two hours per week and begins one week prior to the beginning of fall semester. Students accepted into Celebration are expected to participate in the class both fall and spring semesters of the academic year. F, Sp

**MUS 115 Small Instrument Ensembles** Credits: 1  
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. Course availability determined by Program Director.

**MUS 116 Concert Band** Credits: 1  
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. Course availability determined by Program Director.



- MUS 117 Jazz Band** Credits: 1  
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. F, Sp
- MUS 118 Gospel Choir** Credits: 1  
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. Course availability determined by Director of Music Program.
- MUS 119 Women's Choir** Credits: 1  
Vocal ensemble consisting of female students. Performs a variety of choral literature specifically designed for the female voice. Ensemble will perform a minimum of three times per semester. May be repeated for credit but not to replace a failing grade. Meets on the Oak Ridge campus. Course availability determined by Director of Music Program.
- MUS 120 Music Theory II** Credits: 2  
This course includes the study of standard vocabulary of harmony, part writing, form and analysis of common practice music. Must be taken in sequence. (Prerequisites: MUS 110; MUS 111) Sp
- MUS 121 Bluegrass Band** Credits: 2  
This course explores the idiom of Bluegrass music with an emphasis on performance. Students rehearse together in order to become familiar with playing in an ensemble, improve instrumental proficiency and prepare for performances. F, S.
- MUS 123 Ear Training II** Credits: 1  
This course covers development of proficiency in identifying and notating melodic, harmonic and rhythmic dictation. Must be taken in sequence. Should be taken concurrently with MUS 120.(Prerequisites: MUS 110; MUS 111) Sp
- MUS 126 Vocal Survey** Credits: 1  
Addresses issues related to the study of vocal music in a lecture, class discussion and performance format. Subjects of study include an introduction to vocal anatomy, diction (International Phonetic Alphabet), voice classification, voice literature, textual and musical interpretation, performance etiquette, stylistic appropriateness and career opportunities. (This course is intended for music majors with voice as a principle instrument. Students should complete two semesters total whether planning to continue in performance or education.) F, Sp
- MUS 131 Pop Music in America** Credits: 3  
A survey of American music representative of the present day scene, focusing on the evolution of rock music. Open to all students. Course availability determined by Dean of the Division.
- MUS 132 Stage Production Band** Credits: 2  
This course concentrates on reading written music of several different styles - pop, jazz, rock, Broadway and classical. Students may work with RSCC musical productions produced through the music or music theatre departments. Instrumentation will vary each semester, but all instrumentalists are welcome including strings, brass, reeds, rhythm section, etc. (Prerequisite: music reading skills on one's particular instrument)(This course is intended for instrumental students with a strong reading background whether from a high school concert, marching, jazz band, or private study. Offered for students looking to fulfill the ensemble requirement for music majors or anyone wanting to improve their reading and performing skills.) F, Sp
- MUS 140 Fundamentals of Music** Credits: 3  
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. Open to all students. Course availability determined by Director of Music Program.
- MUS 170 Guitar** Credits: 1  
This course is an individual instruction class and may be repeated for credit. Students registering for this course should contact the instructor to schedule the lessons. F, Sp
- MUS 171 Guitar** Credits: 2  
This course is an individual instruction class and may be repeated for credit. Students registering for this course should contact the instructor to schedule the lessons. F, Sp
- MUS 180 Piano** Credits: 1  
This course is an individual instruction class and may be repeated for credit. Students registering for this course should contact the instructor to schedule the lessons. F, Sp
- MUS 181 Piano** Credits: 2  
This course is an individual instruction class and may be repeated for credit. Students registering for this course should contact the instructor to schedule the lessons. F, Sp
- MUS 182 Organ** Credits: 1  
This course is an individual instruction class and may be repeated for credit. Students registering for this course should contact the instructor to schedule the lessons. F, Sp
- MUS 183 Organ** Credits: 2  
This course is an individual instruction class and may be repeated for credit. Students registering for this course should contact the instructor to schedule the lessons. F, Sp
- MUS 190 Voice** Credits: 1  
This course is an individual instruction class and may be repeated for credit. Students registering for this course should contact the instructor to schedule the lessons. F, Sp
- MUS 191 Voice** Credits: 2  
This course is an individual instruction class and may be repeated for credit. Students registering for this course should contact the instructor to schedule the lessons. F, Sp

**MUS 192 Brass Credits: 1**

This course is an individual instruction class and may be repeated for credit. Students registering for this course should contact the instructor to schedule the lessons. Course availability determined by Director of Music Program.

**MUS 193 Woodwinds Credits: 1**

This course is an individual instruction class and may be repeated for credit. Students registering for this course should contact the instructor to schedule the lessons. Course availability determined by Director of Music Program.

**MUS 194 Strings Credits: 1**

This course is an individual instruction class and may be repeated for credit. Students registering for this course should contact the instructor to schedule the lessons. Course availability determined by Director of Music Program.

**MUS 195 Percussion Credits: 1**

This course is an individual instruction class and may be repeated for credit. Students registering for this course should contact the instructor to schedule the lessons. Course availability determined by Director of Music Program.

**MUS 200 Music Seminar Credits: 1 to 3**

This course is designed for those students who are interested in pursuing an in-depth study of some particular music area. Course availability determined by Director of Music Program.

**MUS 210 Music Theory III Credits: 2**

This course includes a study of tonicization, modulation, chromatic harmony, chord progressions, part writing, form and analysis leading to an understanding of harmony and melody in 19th century music. Must be taken in sequence. (Prerequisites: MUS 110, MUS 120) F

**MUS 213 Introduction to Digital Music Credits: 3**

Introduction to the use of computer technology in music notation, recording and editing. Course investigates MIDI technology, sequencing and audio recording. While some musical knowledge is a plus, creativity will suffice. F, Sp

**MUS 214 Digital Music II Credits: 3**

This course is a continuation of Intro to Digital Music. Students will continue to learn the use of computer technology in music notation, recording and edition. This course further investigates MIDI technology, sequencing and audio recording. (Prerequisite: MUS 213) F, Sp

**MUS 215 Ear Training III Credits: 1**

This course is a continuation of MUS 123, Ear Training II. Student continues to develop aural listening skills and proficiency in identifying intervals, compound intervals, modes and chords. Ability to vocalize and notate complex melodies, harmonies and rhythms. Should be taken concurrently with MUS 210. (Prerequisites: MUS 120; MUS 123) F

**MUS 220 Music Theory IV Credits: 2**

Study of modulation, chromatic harmonies, 20th century harmonies, and other harmonic procedures since the common practice period. Must be taken in sequence. (Prerequisites: MUS 110, 120, 210) Sp

**MUS 222 Ear Training IV Credits: 1**

Content covers development of proficiency in identifying and notating complex, melodic, harmonic and rhythmic dictation. Must be taken in sequence. Should be taken concurrently with MUS 220. (Prerequisites: MUS 210; MUS 215) Sp

**MUS 230 Introduction to Music Literature I Credits: 3**

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. Course availability determined by Director of Music Program.

**MUS 231 Music History Survey Credits: 3**

Study of music in western civilization from antiquity through 20th century. 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. Course availability determined by Director of the Music Program.

**MUS 240 Introduction to Music Literature II Credits: 3**

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). Course availability determined by Director of the Music Program.

**MUS 250 Choral Conducting Credits: 3**

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. Course availability determined by Director of the Music Program.

**MUS 270 Guitar Credits: 2**

This course is an individual instruction class for first year music majors. This course may be repeated for credit. Students registering for this course should contact the instructor to schedule the lessons. F, Sp

**MUS 271 Guitar Credits: 2**

This course is an individual instruction class for second year music majors. This course may be repeated for credit. Students registering for this course should contact the instructor to schedule the lessons. F, Sp

**MUS 280 Piano Credits: 2**

This course is an individual instruction class for first year music majors. This course may be repeated for credit. Students registering for this course should contact the instructor to schedule the lessons. F, Sp

**MUS 281 Piano Credits: 2**

This course is an individual instruction class for second year music majors. This course may be repeated for credit. Students registering for this course should contact the instructor to schedule the lessons. F, Sp

**MUS 282 Organ Credits: 2**

This course is an individual instruction class for first year music majors. This course may be repeated for credit. Students registering for this course should contact the instructor to schedule the lessons. F, Sp

**MUS 283 Organ Credits: 2**

This course is an individual instruction class for second year music majors. This course may be repeated for credit. Students registering for this course should contact the instructor to schedule the lessons. F, Sp

**MUS 290 Voice** Credits: 2  
This course is an individual instruction class for first year music majors. This course may be repeated for credit. Students registering for this course should contact the instructor to schedule the lessons. F, Sp

**MUS 291 Voice** Credits: 2  
This course is an individual instruction class for second year music majors. This course may be repeated for credit. Students registering for this course should contact the instructor to schedule the lessons. F, Sp

**MUS 292 Brass** Credits: 2  
This course is an individual instruction class for second year music majors. This course may be repeated for credit. Students registering for this course should contact the instructor to schedule the lessons. Course availability determined by Director of the Music Program.

**MUS 293 Woodwinds** Credits: 2  
This course is an individual instruction class for second year music majors. This course may be repeated for credit. Students registering for this course should contact the instructor to schedule the lessons. Course availability determined by Director of the Music Program.

**MUS 294 Strings** Credits: 2  
This course is an individual instruction class for second year music majors. This course may be repeated for credit. Students registering for this course should contact the instructor to schedule the lessons. Course availability determined by Director of the Music Program.

**MUS 295 Percussion** Credits: 2  
This course is an individual instruction class for second year music majors. This course may be repeated for credit. Students registering for this course should contact the instructor to schedule the lessons. Course availability determined by Director of the Music Program.

## Nanotechnology

**NANO 1110 Nanoscience Fundamentals I** Credits: 4  
This course is an introduction to nanoscience. It includes the history and significance of nanoscience and nanotechnology and an introduction of the knowledge, skills, and tools needed in the nanoscale world. This course teaches a sense of scale and the need for exponential notation. It also includes the importance of understanding molecular and atomic structure, the effects of surface area to volume ratio, and the predominant forces of the macroscale, microscale, and nanoscale world. These concepts are fundamental to learning how nanoscale interactions and phenomena differ from those in our common macroscale world. The course also includes specific study of the application of nanotechnology to biological areas such as the study of proteins, drug interactions, cell operation and ion channels and of sensing systems and newly developed diagnostic tools that are a result of understanding the biological system at the nanoscale. Finally, the course also includes the impact of nanoscience and nanotechnology on society and the environment and a technology maturity model for projecting the expected future impact. (Prerequisite/Corequisites: BIOL 1110 and MATH 1730)

**NANO 1120 Nanoscience Fundamentals II** Credits: 4  
Focuses on the material science, chemistry and physics aspects of the nanoscale. The course begins with the discussion of elemental attributes and how environment can impact properties and performance of the starting material. Crystal structure and material properties are then discussed with an emphasis on differences in interactions and measurements at various scale realms. Using the current semiconductor fabrication process as a foundation, students are introduced to the concepts and limitations of photolithography and etching processes. New approaches toward electronic circuits are introduced as students gain an understanding of the current process and necessary operation concepts for today's electronic devices. Connection from electronic circuits to the outside world is also covered. Finally, the concepts of optics, photonics and lasers are discussed with an emphasis on new devices and applications based at nanoscale properties. (Prerequisite: NANO 1110, Corequisites: CHEM 1110 and PHYS 2010) Sp

## Nursing

**NSG 105 Foundations for Nursing Practice** Credits: 10  
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; and patient education. (Prerequisites or corequisites: BIOL 2010; corequisite: NSG 118) (6 hours theory, 6 hours clinical, 6 hours laboratory) F

**NSG 107 Care of the Childbearing Family** Credits: 3  
Students will continue to apply the nursing process to care of the child-bearing family. Content areas include 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: BIOL 2010, NSG 105, and NSG 118; Corequisites: BIOL 2020, NSG 109) (2.6 hours theory, 6 hours clinical for 1/2 semester) Sp

**NSG 108 Care of the Childbearing Family for LPN mobility** Credits: 3  
Includes all content in NSG 107. Corequisites BIOL 2020, NSG 126 F

**NSG 109 Adult and Child Health I** Credits: 6  
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 electrolyte, orthopedic, and common eye and ear disorders; oncologic hematologic, integumentary and reproductive disorders; and communicable diseases. (Prerequisites or corequisites for LPNs: NSG 105 and NSG 118; Corequisites BIOL 2020 and NSG 107) (3 hours theory, 6 hours clinical, 6 hours laboratory for 1/2 semester) Sp

**NSG 110 Adult and Child Health I for LPN mobility** Credits: 6  
Includes all content in NSG 109. Prerequisites NSG 126, NSG 108 Sp

**NSG 118 Pharmacology in Nursing** Credits: 3

This course will introduce the student to drug standards and legislation pertaining to drug therapy; drug preparation; 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. (Prerequisite: Admission into Nursing Program; corequisite: NSG 105) F

**NSG 126 Pharmacology in Nursing LPN** Credits: 3

Includes all content in NSG 118. Prerequisites: Admission to LPN mobility program or permission of program director, BIOL 2010, Corequisites BIOL 2020, NSG 107, NSG 109. Sp:

**NSG 210 Adult and Child Health II** Credits: 10

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, neurologic, endocrine, and gastrointestinal system dysfunctions. (Prerequisites: BIOL 2010, 2020, 2230, NSG 109, PSYC 2130) (6 hours theory, 12 hours clinical) F

**NSG 211 Adult and Child Health II for LPN mobility** Credits: 10

Includes all content in NSG 210. Prerequisites: BIOL 2010, 2020, 2230, NSG 110, PSY 220) ( 6 hours theory, 12 hours clinical) F

**NSG 212 Psychosocial Nursing** Credits: 4

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) (3 hours theory, 6 hours clinical for 1/2 semester) Sp

**NSG 213 Psychosocial Nursing for LPN mobility** Credits: 4

Includes all content in NSG 212. Prerequisite NSG 211 Sp

**NSG 215 Transitions to Nursing Practice** Credits: 3

A seminar course which focuses on exploration of nursing roles, organizational approaches to the delivery of nursing care, client and organizational management, and contemporary issues in nursing and health care. Clinical experiences focus on refinement of advanced nursing skills and delegation. (Prerequisite: NSG 210) (1.7 class hours/week, 60 hours clinical/semester) Sp

**NSG 217 Transitions to Nursing Practice for LPN mobility** Credits: 3

Includes all content in NSG 215. Prerequisite NSG 211 Sp

**NSG 290 Nursing Seminar** Credits: 1 to 3

In-depth analysis of a particular topic or concern in nursing. Courses may be oriented towards underserved populations, various health practices, or public health issues.

**NSG 291 Transcultural Nursing: Study of Healthcare in an International Setting** Credits: 2

This course provides the student the opportunity to experience a direct relationship with healthcare providers and recipients from various cultural backgrounds in an international setting. The students will travel to a supervised site for theoretical concepts as well as clinical experiences. Students will focus on differences and similarities in health care related to cultural values, beliefs and practices.

**Opticianry****OPT 101 Introduction to Opticianry** Credits: 4

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/week)

**OPT 110 Ophthalmic Dispensing I** Credits: 4

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/week)

**OPT 120 Ophthalmic Materials I** Credits: 4

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. Combined lecture/lab. (3 hours/week)

**OPT 123 Geomet Optics for Opticians** Credits: 3

Surveys basic elements of geometric optics. Explores the basic theories of light, the electromagnetic spectrum, shadows and pinhole cameras, refraction at a plane surface, critical angle and internal reflection, lateral shift, apparent depth, prisms, mirrors, thin lenses and image formation. Emphasizes ray tracing and calculations. (Prerequisite: MATH 1130) (3 hours lecture/lab per week)

**OPT 130 Contact Lenses I** Credits: 4

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/week)

**OPT 140 Practicum** Credits: 1

Supervised fieldwork in a retail dispensary under a licensed optician, optometrist, or ophthalmologist. (320 total hours/semester)

**OPT 143 Anatomy and Physiology of the Eye** Credits: 4

A detailed study of the structures and functions of the eye and its adnexa, as well as an overview of common ocular pathologies. (4 lecture hours/week)

**OPT 210 Ophthalmic Dispensing II** Credits: 4

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. (3 hours lecture, 3 hours clinic)

**OPT 220 Ophthalmic Materials II** Credits: 4

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 or spectacles. ANSI standards applied to all lab work. (3 hours lecture, 3 hours laboratory)

**OPT 230 Contact Lenses II** Credits: 4

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. (3 hours lecture, 3 hours laboratory)

**OPT 260 Ophthalmic Dispensing III** Credits: 4

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. (3 hours lecture, 3 hours clinic)

**OPT 270 Ophthalmic Materials III** Credits: 4

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: semirimless mounts, various repairs, progressive lenses, bifocal projects, and prism RXs. (3 hours lecture, 3 hours laboratory/week)

**OPT 280 Contact Lenses III** Credits: 4

Continuation of Contact Lenses II, dealing mainly with special fitting problems and special lens design. Practice management techniques are included, as well as continued use of all needed instrumentation. (3 hours lecture, 3 hours laboratory/week)

**Occupational Therapy Assistant****OTA 102 Introduction to Occupational Therapy** Credits: 2

This course introduces the student to the profession of occupational therapy and the health care system. The holistic approach of occupation as a concept and an orientation to ethics is provided. Information is presented that relates to the role of the occupational therapy assistant and includes the purpose, philosophy, and history of the profession. (2 lecture hours/week)

**OTA 107 Therapeutic Activities** Credits: 3

This course will provide a conceptual overview of activity analysis and practice skill in the therapeutic use of technology, manual arts, media, and activity (occupation). Planning, preparation, learning methods, and safety factors are emphasized. Therapeutic occupations will be approached using occupational therapy terminology from the Practice Framework Domain and Process. (2 hours lecture, 3 hours laboratory/week)

**OTA 110 Theory and Treatment of Psychosocial Dysfunction** Credits: 5

This course will present descriptions of psychosocial dysfunction 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 to promote rehabilitative change. Reading assignments, discussions, presentations, practice application of standardized assessments in lab, and structured learning activities will be utilized to prepare students to interact effectively and safely in psychosocial treatment situations. (4 hours lecture, 3 hours laboratory/week)

**OTA 115 Level I Psychosocial Fieldwork** Credits: 2

This course will provide directed observation and participation in either a psychosocial or life-development community setting to develop occupational therapy principles, professional behaviors, and therapeutic skills. (15 hours lecture, 40 hours clinical fieldwork/semester)

**OTA 117 Neurological Theory and Treatment** Credits: 5

Students will review basic neuroanatomy, neurophysiology and learn pathologies commonly seen in occupational therapy. Students will be introduced to concepts of rehabilitation and accepted treatment techniques through application of treatment principles in lab. Study of normal movement, abnormal movement, and the developmental sequence is included at the entry level of practice. (4 hours lecture, 3 hours laboratory) Sp

**OTA 121 Level I Physical Disability Fieldwork** Credits: 2

Students will experience directed observation and participation with occupational therapy in a physical disability setting to learn the clinical application of occupational therapy principles and practice. (15 hours lecture--40 hours clinical fieldwork/semester)

**OTA 124 Human Movement for Occupation** Credits: 3

This course presents a study of the kinetics of human motion. Emphasis will be placed on normal motion and movement patterns in the context of activity and Occupational Therapy. Procedures for range of motion, manual muscle testing and movement analysis will be reinforced. The course will also introduce biomechanical principles, postural considerations and functional characteristics of the musculoskeletal system. (3 lecture hours/week)

**OTA 210 Theory and Treatment of Physical Dysfunction** Credits: 5

The student will learn about physical pathologies, conditions, and disabilities commonly seen in occupational therapy as well as current evidence-based treatment techniques and methods. Treatment applications and rationale will be explored in lecture and laboratory with simulated treatment practice. (4 hours lecture, 3 hours laboratory/week)

**OTA 212 Occupational Therapy Practice Management** Credits: 2

Students will develop knowledge of responsibilities required to provide occupational therapy in a community or health care setting. Responsibilities include operations, supervisory requirements, quality assurance, and compliance with regulations. Planning and management of activity service programs are also included. Occupational therapy discussions will include current topics and issues in practice, promotion of the profession, and the changing role from student to practitioner. (2 lecture hours/week)

**OTA 216 Pediatric Theory and Treatment** Credits: 5

Students will be introduced to commonly treated disorders in children and developmentally disabled individuals. Occupational therapy treatment techniques, rationale and application are presented. Laboratory experience will include entry level treatment skills and simulated treatment practice using purposeful activities (occupation). (4 hours lecture, 3 hours laboratory/week)

**OTA 221 Level II Fldwrk - Placement 1** Credits: 6

Students will participate in 8 week, full-time (or 320 hours) supervised clinical fieldwork experience in preparation for entry-level practice. Practice settings may include traditional and/or emerging practice areas (ACOTE standards, 2006). Students will integrate academic knowledge, including human growth/development, disease/disability, psychosocial factors, and client-centered, occupation-based treatment interventions in the provision of occupational therapy services across the lifespan. Outside assignments are required. Prerequisites: all academic coursework must be completed prior to beginning Level II Fieldwork. Sp (possibly F)

**OTA 226 Level II Fieldwork - Placement 2** Credits: 6

Students will participate in 8 week, full-time (or 320 hours) supervised clinical fieldwork experience in preparation for entry-level practice. Practice settings may include traditional and/or emerging practice areas (ACOTE standards, 2006). Students will integrate academic knowledge, including human growth/development, disease/disability, psychosocial factors, and client-centered, occupation-based treatment interventions in the provision of occupational therapy services across the lifespan. Outside assignments are required. Prerequisites: all academic coursework must be completed prior to beginning Level II Fieldwork. Sp (possibly F)

**Paramedic****PARA 2100 Paramedic I** Credits: 12

Paramedic I is the first of three lecture and laboratory courses to prepare the student for the National Registry Paramedic examinations. Topics include paramedic roles and responsibilities, medical/legal considerations, general pathophysiology, general pharmacology, airway management, and cardiology. (Prerequisite: Admission to the Paramedic Program; Co-requisite: PARA 2150) (11 hours lecture/ 4 hours lab per week). F, Sp

**PARA 2150 Clinic I** Credits: 2

This course provides the paramedic student with an opportunity to apply previously learned knowledge and skills in a supervised clinical setting. Rotations in this course include the emergency department, respiratory therapy, psychiatric observation, geriatric care, ambulatory care and critical care. (Co-requisite: PARA 2100) (180 clinical hours per semester). F, Sp

**PARA 2200 Paramedic II** Credits: 12

Paramedic II is the second of three lecture and laboratory courses to prepare the student for the National Registry Paramedic examinations. Topics include pulmonology, neurology, endocrinology, gastroenterology, urology and nephrology, hematology, gynecology, obstetrics, neonatology, pediatrics, and trauma. (Prerequisite: PARA 2100; Co-requisite: PARA 2250) (11 hours lecture/ 4 hours lab per week). Sp, Su

**PARA 2250 Clinic II** Credits: 2

This course provides the paramedic student with an opportunity to apply previously learned knowledge and skills in a supervised clinical setting. Rotations in this course include surgery, pediatric emergency department, pediatric critical care, labor and delivery and ALS Ambulance Orientation. (Prerequisite: PARA 2150; Co-requisite: PARA 2200) (180 clinical hours per semester). Sp, Su

**PARA 2300 Paramedic III** Credits: 12

Paramedic III is the third of three lecture and laboratory courses to prepare the student for the National Registry Paramedic examinations. Topics include research methodologies, trauma, allergies and anaphylaxis, toxicology and substance abuse, environmental emergencies, psychiatric and behavioral disorders, clinical decision-making, and domestic violence. Upon successful completion of all Paramedic courses, the student will be eligible for State of Tennessee Paramedic licensure. (Prerequisite: PARA 2200; Co-requisite: PARA 2350) (11 hours lecture/ 4 hours lab per week). Su, F

**PARA 2350 Clinic III** Credits: 2

This course provides the paramedic student with an opportunity to apply previously learned knowledge and skills in a supervised team lead setting. Rotations in this course include approved ambulance services. (Prerequisite: PARA 2250; Co-requisite: PARA 2300) (180 clinical hours per semester). Su, F

**Pharmacy****PHAR 1010 Introduction to Pharmacy Practice** Credits: 3

An overview of pharmacy practice as it relates to pharmacy technicians. Highlights of the course include: history of pharmacy, pharmacy operations and processes in both acute care and community pharmacy, reading, interpreting and filling prescriptions and the differences in the role of pharmacist and technician. Field trips to different places of pharmacy practice are also included. (3 lecture hours/week)

**PHAR 1020 Anatomy for Pharmacy Technician** Credits: 2

This is a web course that gives a basic and broad overview of human anatomy and physiology in eight body systems. Exposure to medical terminology in the pharmacy setting as it relates to those systems and medications to treat common conditions is also provided. (2 lecture hours/week)

**PHAR 1030 Pharmacy and Therapeutics I** Credits: 2

Basic principles of pharmacology, including an introduction into dispensing methods of medication, drug classifications, mechanisms of action, proper dosing frequencies, adverse reactions, and drug interactions. Identify medications used in the different body systems for the treatment of various disease processes.

**PHAR 1040 Pharmacy and Therapeutics II** Credits: 2

Basic principles of pharmacology, including an introduction into dispensing methods of medication, drug classifications, mechanisms of action, proper dosing frequencies, adverse reactions, and drug interactions. Identify medications used in the different body systems for the treatment of various disease processes.

**PHAR 1050 Pharmacy Calculations** Credits: 3

This course is designed to prepare the pharmacy tech student to function in academic and clinical settings with mathematics competence. There will be a review of fractions, decimals and percentages. Pharmacy calculations will include an introduction to: calculations involving alligation, ratio, flow rates, dilutions, proportions and enlarging or reducing formulae, and dosage calculations. Also included are conversions between household, Apothecary and metric systems and how to interpret and calculate dosages from prescriptions and physician orders. (3 lecture hours/week)

**PHAR 1110 Pharmacy Law and Ethics** Credits: 2

This course will discuss state and federal laws, which govern the practice of pharmacy and the distribution of drugs. Students will also be introduced to the Tennessee Pharmacy Act and the Rules and Regulations promulgated by the Tennessee Board of Pharmacy, health and safety regulations, effective communication with patients and co-workers, patient confidentiality, and other ethical aspects of the profession. (2 lecture hours/week)

**PHAR 1120 Basics of Pharmacy I** Credits: 3

This course will give the student an introduction to pharmacy abbreviations, prescription transcription, dosage forms, various routes of administration, storage requirements for specific drugs and introduction of narcotic drug schedules. Computer software is provided to enable the student to experience prescription order entry. Brand generic names are emphasized of the top 200 drugs. (2 hours lecture, 2 hours lab/week)

**PHAR 1130 Basics of Pharmacy II** Credits: 3

This course will discuss the fundamentals of the preparation of sterile fluids as well as how to handle these in a sterile manner. Introduction of compounding techniques is also discussed. Inventory management, blood glucose monitoring and advanced prescription interpretation are also included. (2 hours lecture, 2 hours lab/week)

**PHAR 1210 Pharmacy Practice I** Credits: 4

This is a clinical rotation which provides the student practical hands on experience. The student will work under the direct supervision of a licensed pharmacist in a hospital and or a health care center. Enrollment is at the discretion of the Program Director. (144 contact hours/semester)

**PHAR 1220 Pharmacy Practice II** Credits: 4

This is a clinical rotation which provides the student with practical experience in a retail setting. The student will work under the direct supervision of a licensed pharmacist in area retail establishments. Enrollment is at the discretion of the Program Director. (144 contact hours/semester)

**PHAR 1230 Special Projects** Credits: 3

Independent study of special areas in pharmacy which relate to current topics or research projects. No student may enroll in this course without the prior approval of the program director.

**Physical Education****PHED 1080 Jujitsu I** Credits: 1

This course will demonstrate the techniques and movements utilized in Jujitsu, an ancient form of self-defense that originated in Japan. The course will also explore Jujitsu's underlying philosophy and terminology. Optional addition: Jujitsu was designed to turn the force of an opponent's attack against him, throw an attacker off-balance, topple the opponent, and immobilize him after getting him on the ground. (as needed)

**PHED 1090 Team Games & Conditioning** Credits: 1

This course implements all the aspects needed to play various types of team sports, including, but not limited to conditioning, weight training, and fundamentals. Instructor Approval

**PHED 1100 Fitness Walking** Credits: 1

Proper techniques for walking for fitness. Emphasis on health benefits of walking. F, Sp

**PHED 1110 Jujitsu II** Credits: 1

This course expands on the material from Jujitsu I. This course will demonstrate the techniques and movements utilized in Jujitsu, an ancient form of self-defense that originated in Japan. The course will also explore Jujitsu's underlying philosophy and terminology. Prerequisite: PHED 1080 - Jujitsu I.

**PHED 1120 Exercise and Weight Control** Credits: 1

For those interested in losing body fat and improving physical fitness. (as needed)

**PHED 1140 Fitness Running** Credits: 1 or 2

Fitness Running is endurance conditioning of the heart, lungs, blood vessels, and working muscles. The emphasis is on running. Students will learn basic fitness testing and instruction on running equipment, running form, and warm up/cool down. This course will prepare a student to run a 5 K.

**PHED 1160 Marathon/ Distance Training** Credits: 1

An advanced running course in which principles of long distance/ marathon running are discussed and applied to provide a foundation for high level aerobic fitness. Knowledge in the areas of bio-mechanics, nutrition, training principles and programs, physiology, and running performance will be developed in lecture/discussion format. Running, both tempo and endurance, will be featured throughout the course. Prerequisite: PHED 1140 or permission from the instructor.

**PHED 1170 Basketball** Credits: 1

Practice of fundamentals as well as the various types of play. (as needed)

**PHED 1180 Bowling** Credits: 1

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

**PHED 1210 Golf** Credits: 1  
Acquaintance of the beginning player with correct swing, selection and use of the various clubs, and fundamentals. (as needed)

**PHED 1220 Flag Football** Credits: 1  
Instruction and practice in exercises, rules, strategies and skill development designed to promote fitness while engaging friendly competition.

**PHED 1230 Soccer** Credits: 1  
Soccer is an introductory level course designed to help the student develop and maintain an understanding of the fundamental skills and rules for participation in the sport.

**PHED 1300 Beginning Weight Training** Credits: 1  
An introduction to the proper techniques and practices of weight training. F, Sp

**PHED 1340 Tennis** Credits: 1  
Instruction and practice in the development of basic strokes, rules, and terminology, with emphasis on learning to play singles and doubles. (as needed)

**PHED 1350 Volleyball** Credits: 1  
Fundamentals, rules, and strategy of play. (as needed)

**PHED 1380 Fitness for Living I** Credits: 1  
An individual total fitness program which encompasses these health related components for physical activity: cardiorespiratory endurance, muscular endurance, muscular strength, flexibility and body composition. There will be an additional emphasis on the development of a healthy, well-balanced nutrition plan. F, Sp, Su

**PHED 1390 Fitness for Living II** Credits: 1  
A continuation of PHED 1380 (Prerequisite: PHED 1380) F, Sp, Su

**PHED 1400 Fitness for Living III** Credits: 1  
An individual fitness program which encompasses these health related components for physical activity: cardio respiratory endurance, muscular endurance, muscular strength, flexibility and body composition. There will be additional emphasis on the development of programs focusing on healthy backs and becoming a smart health consumer. (Prerequisite: PHED 1390)F, Sp, Su

**PHED 1410 Fitness for Living IV** Credits: 1  
An individual fitness program which encompasses cardio respiratory endurance, muscular endurance, muscular strength, flexibility and body composition.(Prerequisite: PHED 1400) F, Sp, Su

**PHED 1420 Personal Fitness** Credits: 1  
To develop a total fitness program which encompasses cardio respiratory endurance, muscular endurance, muscular strength, and flexibility while participating in an exercise plan tailored to their individual needs by utilizing the equipment and facilities at National Fitness Center in Oak Ridge. (An additional course fee is required for this class) F, Sp

**PHED 1430 Fundamentals of Rappelling and Rock Climbing** Credits: 1

This course is designed to introduce students to the basics of rappelling and rock climbing. Primary topics covered will be: (a) climbing gear and equipment, (b) climbing techniques, (c) anchor building, (d) direct, indirect and redirect belaying techniques, (e) releasable rappels, (f) reading terrain, and (g) site management. Secondary, emphasis will be placed on the following topics: (a) history of climbing, (b) leadership in climbing environments, (c) basic rock/ guiding principles and (d) natural history of climbing environments. In addition, a large portion of the class will focus on risk identification, participant screening, and activity administration.

**PHED 1450 Beginning Scuba** Credits: 1  
This course instructs the novice in the skills of SCUBA diving. Emphasis is placed on safety and a pattern of survival in all phases of underwater instruction. Some time will be spent in classroom theory and lecture. A greater part will be spent in pool/lab work and open water dive trips. Field trips are required for certification. Upon successful completion of the course, the student will become a certified SCUBA diver, receiving an Open Water Diver certification from PADI (Professional Association of Diving Instructors) (An additional fee is required for this class)F, Sp, Su

**PHED 1550 Advanced Scuba** Credits: 1  
Advanced Scuba will provide students with diving exploration, excitement, and experience. Advanced Scuba (PADI Advanced Open Water Diver Course) is focused on these three diving foundations. This course is designed so students can go straight into it after the PADI Open Water Diver Course. Advanced Scuba (PAID Advanced Open Water Diver course) helps students increase their confidence and build additional scuba skills so students can become more comfortable in the water. Advanced Scuba is a great way to get more dives logged while continuing to learn under the supervision of a PADI Dive instructor. Upon satisfactory completion in the class, the student will receive a PADI Advanced Open Water certification card. Advanced Scuba (PADI Advanced Open Water Diver Course) is focused on just diving. The class will introduce students to (and build their skills in)  $\hat{A}$  Underwater navigation (Learn how NOT to get lost), Deeper water diving (typically anywhere between 60-80 feet), (Learn the affects of depth and understanding your limits), Fish Identification, and Peak Performance Buoyancy (Learn how to stay off the coral!!!).

**PHED 1560 Skiing** Credits: 1  
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. (as needed)

**PHED 1750 Concepts of Wellness** Credits: 2  
A course that emphasizes a six-dimensional model of wellness (physical, emotional, occupation, 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. F, Sp

**PHED 2030 Intermediate Weight Training** Credits: 1  
An introduction of more advanced weight training terminology, concepts, and instruction in developing a weight training program.

**PHED 2040 Advanced Weight Training** Credits: 1  
Instruction and practice in developing and utilizing a weight training program that incorporates periodization.



**PHED 2050 Recreational Hiking** Credits: 1

Instruction and experience in hiking for exercise and recreational enjoyment: Fundamentals of hiking, safety concerns, preparation and planning, and use of trail maps. (Prerequisite: P.E. Fitness Walking or permission of instructor) (as needed)

**PHED 2060 Snowboarding** Credits: 1

Instruction and practice for the development of basic skills. Course orientation sessions will include clothing and equipment, exercise and preparation, trail maps, etiquette, and safety. Ski/Snowboarding activities will be at resorts to be arranged for each semester. Fees required for ski rental, group lessons, lift tickets, and insurance; additional fees for travel, meals, and lodging for Colorado excursions.

**PHED 2070 Jujitsu III** Credits: 1

This course expands on the material from Jujitsu I and II. This course will demonstrate the techniques and movements utilized in Jujitsu, an ancient form of self-defense that originated in Japan. The course will also explore Jujitsu's underlying philosophy and terminology.

**PHED 2080 Jujitsu IV** Credits: 1

This course expands on the material from Jujitsu I, II, and III. This course will demonstrate the techniques and movements utilized in Jujitsu, an ancient form of self-defense that originated in Japan. The course will also explore Jujitsu's underlying philosophy and terminology.

**PHED 2310 Wilderness Camping** Credits: 3

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. (as needed)

**PHED 2510 Swimming** Credits: 1

Training for beginners in swimming, emphasizing recreational swimming. A special fee will be charged for this course based on facility rental charges. (as needed)

**PHED 2550 Rowing** Credits: 1

Fundamentals of rowing, including proper technique, safety, physical fitness, terminology, and recreational aspects of rowing. (as needed)

**Philosophy****PHIL 1030 Introduction to Philosophy** Credits: 3

This is a general introductory course designed to familiarize the student with the basics of philosophical inquiry. In this course we will discuss the 'big' questions of life while looking at some of the answers the great philosophers of the Western tradition have devised. Prerequisites: No prerequisites except the ability to read and write at a college level; and to enjoy a sense of curiosity about life. Students who are unfamiliar with the internet and/or computers will want to spend some time before class starts getting to know the basics. F, Sp

**PHIL 111 Elementary Logic** Credits: 3

Study of the principles of reasoning, deductive and inductive fundamentals, and the use of logic as a practical tool for critical thinking. Course availability determined by Dean of the Division.

**PHIL 121 Elementary Ethics** Credits: 3

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

**PHIL 130 Philosophy Seminar** Credits: 1 to 3

Designed to give students an in-depth study of a particular topic in contemporary branches of philosophy. Course availability determined by Dean of the Division.

**PHIL 201 Introduction to Religions of the World** Credits: 3

Introduction to the study of religion through selected historical traditions, East and West. Course availability determined by Dean of the Division.

**PHIL 231 Medical Ethics** Credits: 3

Deals with ethical issues in allied health fields such as abortion, euthanasia, patient-professional relationships, allocation of medical resources, genetic engineering, and related topics. Course availability determined by Dean of the Division.

**Physics****PHYS 1020 Introduction to Physics** Credits: 4

Emphasis is placed on understanding the nature of physics and applying basic physics concepts in one's everyday life experience and work. Topics covered include mechanical motion, energy, temperature and heat, fluids, electricity, magnetism, and wave motion. This course is NOT for science or engineering majors. Prerequisites of Algebra II and Geometry.

**PHYS 2010 Non-Calculus Based Physics I** Credits: 4

Covers mechanics, wave motion, and heat. (Prerequisite: MATH 1130 and MATH 1720 OR MATH 1730 or equivalent) Must be taken in sequence. Each student is assessed a lab fee for this course. (3 hours lecture, 3 hours laboratory) F

**PHYS 2020 Non-Calculus Based Physics II** Credits: 4

Covers electricity and magnetism, optics, and modern physics. (Prerequisite: PHYS 2010) Each student is assessed a lab fee for this course. (3 hours lecture, 3 hours laboratory) Sp

**PHYS 2110 Calculus Based Physics I** Credits: 4

Covers mechanics, wave motion, and heat (Prerequisite: MATH 1910) Must be taken in sequence. Each student is assessed a lab fee for this course. (3 hours lecture, 3 hours laboratory) F

**PHYS 2120 Calculus Based Physics II** Credits: 4

Covers electricity and magnetism, optics, and modern physics. (Prerequisite: PHYS 2110) Each student is assessed a lab fee for this course. (3 hours lecture, 3 hours laboratory) Sp

**Political Science****POLS 1025 Introduction to Political Science** Credits: 3

An introduction to the analysis of politics and of political systems and political ideologies in various countries. Sp

**POLS 1030 American Government** Credits: 3

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, Sp

**POLS 2010 State and Local Government** Credits: 3  
The course will study state and local government in Tennessee with a general survey of state and local government in the United States. The course will look at the Tennessee Constitution, the three branches and administrative agencies of state government. The course will also examine the organization and powers of municipalities and counties in Tennessee.

## Polysomnography

**PSG 101 Polysomnography I** Credits: 4  
This course covers the International 10-20 system, application of sensors used in polysomnograms, calibrations and functioning of polysomnographic equipment, electrical safety, artifact elimination, and procedures used in performing sleep studies. (3 lecture hours, 3 laboratory hours/week)

**PSG 104 Sleep Disorders Diagnosis and Treatments** Credits: 4  
This course covers sleep history; symptoms, diagnosis and treatment of sleep disorders; neuroanatomy, neurophysiology and respiratory anatomy and functioning during sleep; and medical guidelines for polysomnography.

**PSG 107 Polysomnographic EKG Interpretation** Credits: 3  
This course covers identification of cardiac dysrhythmias, anatomy of the heart and abnormal heart rhythms seen during polysomnography. (Combination lecture lab, 3 hours 24 minutes)

**PSG 111 Polysomnography II** Credits: 4  
This course covers troubleshooting equipment malfunctions, CPAP, Bi-Level, and Auto-titrating therapy titrations, conducting the all night polysomnogram, MSLTs, MWTs, GER studies and NPT studies. Ancillary equipment and maintenance of polysomnographic equipment. (3 hours lecture, 3 hours laboratory/week)

**PSG 116 Polysomnographic Interpretations** Credits: 3  
This course covers all aspects of polysomnogram interpretation and report calculations. It will include sleep staging, interpretation of normal and abnormal EEG, respiration, body movements and cardiac rhythms. (2 hours lecture, 3 hours lab/week)

**PSG 120 Clinical I** Credits: 3  
Students will complete rotations at clinical sites to gain experience working with polysomnographic equipment and sleep disorders patients. (120 total clinical hours/semester)

**PSG 125 Clinical II** Credits: 5  
Continuation of Clinical I. (240 total clinical hours/semester)

## Psychology

**PSYC 1030 General Psychology** Credits: 3  
A survey course dealing with the scientific analysis of human behavior and mental processes. F, Sp, Su

**PSYC 2110 Psychology of Adjustment** Credits: 3  
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. (as needed)

**PSYC 2130 Life Span Psychology** Credits: 3  
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

**PSYC 2220 Biological Basis of Behavior** Credits: 3  
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

**PSYC 2230 Abnormal Psychology** Credits: 3  
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: PSYC 1030) F, Sp

## Physical Therapist Assistant

**PTA 121 Kinesiology** Credits: 3  
This course presents the basic concept of kinesiology. The perspective taken in studying this subject is from that of a physical therapist assistant or occupational therapy assistant. A detailed understanding of musculoskeletal anatomy will be reinforced and the neurological connections highlighted. Emphasis is placed on normal motion and movement patterns, especially as they apply to physical rehabilitation. Biomechanical principles and functional characteristics of the musculoskeletal system are introduced. The course includes an introduction to posture, normal and pathological gait, goniometry and MMT. (2 hours lecture--3 hours laboratory/week)

**PTA 141 Patient Care Techniques** Credits: 4  
This course introduces the student to basic skills necessary for safe care of the patient and teaches the theory and techniques of basic patient care procedures. Included are: basic assessment skills, body mechanics, patient positioning, draping, bed mobility, transfers, gait training with assistive devices, wheelchair skills, functional training, ADL training, environmental/architectural barrier identification and modification, bandaging, infection control and asepsis and ROM exercise. (2 hours lecture, 6 hours laboratory/week)

**PTA 151 Therapeutic Modalities** Credits: 5  
The general principles of treatment, indications, contraindications, physiological effects of superficial heat and cold, massage, phototherapy, hydrotherapy, deep heat modalities, mechanical traction, intermittent compression and electrotherapy are discussed and practiced. (3 hours lecture, 6 hours laboratory/week)

**PTA 214 Treatment of Medical/Surgical Conditions** Credits: 3

This course introduces the student to common medical and surgical conditions. This will include definition and overview, incidence, etiology, risk factor, pathogenesis, clinical manifestation, diagnosis, prognosis, treatment (medical, surgical). Specific attention will be paid to physical therapy aspect of treatment and management. Implication of patient response to physical therapy intervention will be investigated. This will include how the condition will present in the physical therapist's evaluation. Also, presented will be: how a condition will alter patient response to specific PT interventions, what modification of PT interventions may be indicated, what precautions and contraindications exist. Selected treatments skills will be introduced and developed in the areas of cardiac & pulmonary rehabilitation, wound and burn management. (3 lecture hours/week)

**PTA 235 Advanced Physical Therapy Procedures I** Credits: 6

This course introduces the student to the fundamentals of therapeutic exercise as they pertain to orthopedic conditions, arthritis, aging and amputations. There will be opportunity to learn and practice specific treatment techniques for these conditions such as selected examination procedures, demonstrating and teaching therapeutic exercises and writing home exercise programs. (3 hours lecture, 6 hours laboratory/week)

**PTA 236 Advanced Physical Therapy Procedures II** Credits: 6

This course introduces the student to the treatment fundamental for the adult or pediatric patient with neurological damage, wound and burn care. Developmental sequence of gross and fine motor skills, an introduction to normal/abnormal movement patterns, concepts of motor learning and training are included. Use of orthotics is introduced. Rehabilitation concepts and procedures are discussed and practiced in terms of goals, indications, contraindications/precautions, modifications, adaptations, documentation and discharge planning per patient status. Selected pathologies will be covered. This will include definition and overview, incidence, etiology, risk factors, pathogenesis, clinical manifestation, diagnosis, prognosis, treatment (medical, surgical, physical therapy). (4 hours lecture, 6 hours laboratory/week)

**PTA 238 Clinical Preparation I** Credits: 2

This course prepares the PTA student for his/her clinical experiences and entry into the field as a physical therapist assistant. Information on non-verbal, oral and written communication used by rehabilitation professionals is presented. This will include medical records, patient documentation, and the use of professional literature to write abstracts and perform medical literature review. Emphasis will be on the practical use of medical terminology, medical documentation and medical conversations. The basic principles of risk management are presented. Investigation and integration of personal and professional attitudes and behaviors are pursued in selected areas. The role of the PTA beyond patient care is discussed. The course also provides the student with his/her first clinical experiences in a variety of settings/formats. The student will begin to develop the concept of comprehensive patient care with mock clinic assignments (supervised practice sessions). As an assistant to the Fitness Lab instructor and the PTA faculty, the student will develop his/her skill as a PTA in the areas of wellness and prevention. The last four Fridays of the semester, the student will participate in an integrated clinical affiliation. (1.5 hours lecture, 32 hours clinic/week)

**PTA 239 Clinical Preparation II** Credits: 2

This course is a continuation of PTA 238 as it prepares the PTA student for his/her clinical experiences and entry into the field as a physical therapist assistant. Strategies for obtaining employment are discussed. Effective techniques for cover letter/resume writing and interview performance are presented and practiced. Other important employment issues including benefits, management/employee relations, and sexual harassment will be presented. Fiscal management and reimbursement issues are introduced and discussed. The student will learn how to develop and present an inservice. There will be continued assessment and planning of professional behavior development. During this course, the student will continue to participate in a variety of clinical experiences: 1) development of comprehensive patient care with mock clinic assignments (supervised practice sessions), 2) development of his/her skills as a PTA in the areas of wellness and prevention by assisting in the fitness lab, 3) participation in an integrated clinical affiliation during the last four Fridays of the semester. (1.5 hour lecture, 32 hours clinic/week)

**PTA 244 Seminar** Credits: 1

This concentrated course completes the transition from student to physical therapist assistant. Case studies and treatment cards prepared by the students during their summer clinicals are presented and discussed. A resource project is orally presented and a written copy collected. Additional attention to cultural diversity and ethical issues is provided. Students are responsible for taking at least one national board prep test prior to attending this class. Final preparations are completed to allow students to take their national board exam. Upon passing this exam they will qualify to be licensed as a PTA in Tennessee. (8 hours in class discussion, 7 hours independent preparation) Summer only.

**PTA 256 Clinical Education I** Credits: 5

Supervised patient care and clinical observation for the final semester PTA student. (240 hours clinic/semester)

**PTA 257 Clinical Education II** Credits: 5

Supervised patient care and clinical observation for the final semester PTA student. (240 hours clinic/semester)

**Radiologic Technology****RDT 102 Introduction to Radiology Technology** Credits: 4

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. (4 lecture hours/week)

**RDT 103 Image Analysis I** Credits: 2

Evaluation of the image for positioning and technical quality. Identification of pertinent anatomical structures. Areas of study include: chest, abdomen, and contrast studies. (2 lecture hours/week)

**RDT 106 Clinical Education I** Credits: 2

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. (224 hours clinical experience/semester)

**RDT 107 Clinical Education II** Credits: 2  
Continuation of Clinical Education I. (224 hours clinical experience/semester)

**RDT 108 Clinical Education III** Credits: 1  
Continuation of Clinical Education II. (Prerequisites BIO 2010, 2020) (16 hours clinical experience per week) Summer only

**RDT 110 Image Analysis II** Credits: 2  
Continuation of Image Analysis I. Areas of study include: upper and lower extremities, hip, pelvis, bony thorax, and vertebral column. (2 lecture hours/week)

**RDT 113 Radiographic Procedures I** Credits: 4  
Basic principles of radiographic terminology and positioning for routine and contrast procedures. Study areas include: chest, abdomen, hand and wrist, digestive biliary and urinary systems. (3 hours lecture, 2 hours laboratory/week)

**RDT 114 Radiographic Procedures II** Credits: 4  
Continuation of Radiographic Procedures I. New areas of study include upper and lower limbs, shoulder girdle, hip/pelvis, bony thorax and vertebral column. (3 hours lecture, 2 hours laboratory/week)

**RDT 122 Exposure Technique** Credits: 4  
An analysis of the technical factors that influence film quality. (4 lecture hours/week)

**RDT 130 Imaging Acquisition and Quality Control** Credits: 2  
A study of silver image formation, principles of digital image formation and automatic processing, and radiographic quality control tools and procedures. (Prerequisites: BIO 2010, 2020) (4 hours lecture for 8 weeks) Summer only.

**RDT 203 Image Analysis III** Credits: 1  
Continuation of Image Analysis II. Area of study: headwork. (Prerequisites: BIO 2010, 2020) (2 lecture hours/week) Summer only.

**RDT 206 Clinical Education IV** Credits: 3  
Continuation of Clinical Education III. (336 hours clinical experience/semester)

**RDT 207 Clinical Education V** Credits: 3  
Continuation of Clinical Education IV. (336 clinical experience/semester)

**RDT 210 Radiographic Procedures III** Credits: 2  
Continuation of Radiographic Procedures II. Areas of study are vertebral column, bony thorax, skull, facial bones, and sinuses. (Prerequisites BIO 2010, 2020) (3 hours lecture, 2 hours laboratory per week for 8 weeks) Summer only

**RDT 212 Radiographic Procedures IV** Credits: 4  
Continuation of Radiographic Procedures III. New study areas include supplementary and non-routine exams in chest, abdomen, upper and lower limb, proximal femur and pelvic girdle, spine, bony thorax, skull, facial bones, paranasal sinuses, GI system, urinary system, mammography, pediatric and geriatric radiography, special contrast procedures, interventional radiography, angiography, mobile and surgical radiography, and an overview of CT, Nuclear Medicine, MRI, Ultrasound, Radiation Therapy, Bone Densitometry, and PET. (3 hours lecture, 2 hours laboratory/week)

**RDT 215 Advanced Radiography** Credits: 2  
A study of the positioning and exposure modifications required for trauma, geriatric patients and patients with unusual conditions, body types or diseases. (1 lecture hour/week)

**RDT 216 Applied Radiation Physics** Credits: 2  
A study of equipment operation and quality control factors for computer and digital radiography, including a review of basic radiation physics principles for conventional radiography. (2 lecture hours/week)

**RDT 222 Radiation Biology and Protection** Credits: 2  
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. (2 lecture hours/week)

**RDT 225 Radiation Physics** Credits: 4  
A study of electromagnetism, production and properties of x-rays, interactions with matter, x-ray tube and circuitry, and specialized imaging equipment. (3 lecture hours/week)

**RDT 226 Radiation Science I** Credits: 4  
Knowledge of the profession is enhanced through group discussion, research and writing. A comprehensive review of radiologic technology registry content is included. (4 lecture hours/week)

## Reading

**READ 0700 Basic Reading** Credits: 3  
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 READ 0800. F, Sp

**READ 0800 Developmental Reading** Credits: 3  
Designed to develop college-level reading competence through instruction in comprehension skills, vocabulary development, reading study strategies, and the application of skills in the context of authentic reading tasks, including textbook chapters and whole books. Discussion of reading passages in whole- or small-group settings is a focus of the class, as is writing about reading. Higher-order critical and creative thinking; the ability to interpret, analyze, synthesize, and evaluate is consistently emphasized. Prescriptive testing and individualized instruction may allow students to exit the course early, once they have demonstrated mastery of skills. F, Sp.

## Respiratory Therapy

**RTT 121 Cardiopulmonary-Renal Anatomy and Physiology** Credits: 4  
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. (4 lecture hours/week)

**RTT 122 Respiratory Care Science I** Credits: 4

Course will discuss the following information: ethical/legal issues as they pertain to the respiratory care profession. Patient assessment techniques to include vital signs, cardio/thoracic assessment, radiographic, diagnostic, and laboratory test and results. Medical terminology, stems, suffixes, prefixes and root words. Introduction to charting, utilization of the SOAP technique, and other relative patient information. Principle, operation, maintenance, and trouble-shooting of compressed gas sources and gas administration devices will be discussed. An introduction of humidity and aerosol theories and therapies and an introduction to compressed gas monitoring equipment will be included. (3 hours lecture, 3 hours laboratory/week)

**RTT 123 Respiratory Pharmacology** Credits: 2

Course will discuss drug preparations, basic principles of drug action, distribution systems, drug orders, mathematical principles related to drug preparation and administration, routes of drug administration, drug classifications, basic mechanisms of action, and therapeutic applications for drugs administered by respiratory therapists. (2 lecture hours/week)

**RTT 131 Pathology of Respiratory Diseases I** Credits: 2

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. (2 lecture hours/week)

**RTT 132 Respiratory Care Sciences II** Credits: 6

This course will be a continuation of Respiratory Care Science I. In this course, the following will be discussed: therapeutic aerosol delivery both long and short term. Aspects of airway care to include: tracheal aspiration, various types of airways, intubation/extubation techniques, cuff care, and trach care procedures will be discussed. Continued discussions of medical terminology will occur. Procedures and theory of hyperinflation therapy will be taught to include: deep breathing and coughing techniques, Sustained Maximal Inspiration (SMI), and Intermittent Positive Pressure Breathing (IPPB). Students will be introduced to the clinical sites, and will get an understanding of the clinical policies and procedures. Students will apply procedural methods learned in Respiratory Care Science I in the clinical setting. (3 hours lecture, 3 hours lab, 12 hours clinic/week) (168 clinic hours/semester)

**RTT 220 Respiratory Care Science III** Credits: 4

This course will primarily discuss the concepts and physiological effects of mechanical ventilation. Various types of ventilators from hand-held devices to computer controlled devices will be discussed. Various ventilatory adjuncts such as PEEP, CPAP, SIMV, pressure support and others will be discussed. Mechanical ventilation preparation, set-up, monitoring and troubleshooting will be discussed in detail. Students will be introduced to critical care medicine during the clinical rotations and will perform those procedures studied in Respiratory Care Science II. Medical rounds with physicians will be conducted along with patient case presentations. (4 hours lecture, 6 hours laboratory, 16 hours clinic/week) (128 clinic hours/semester) Summer only.

**RTT 230 Respiratory Care Science IV** Credits: 6

This course will be a continuation of Respiratory Care Science III. Concepts of ventilator weaning will be discussed. Various types of ventilators and techniques for monitoring and adjusting parameters will be discussed. Students will begin work in the critical care areas. Procedures learned in Respiratory Care Science III will be performed by students during this clinical rotation. Students will continue physician rounds and gain experience in the use of advance patient monitoring equipment and working with various mechanical ventilators. (3 hours lecture, 3 hours lab, 16 hours clinic/week) (224 clinic hours/semester)

**RTT 231 Pathology of Respiratory Diseases II** Credits: 2

A continuation of Pathology of Respiratory Diseases I. (2 lecture hours/week)

**RTT 235 Neonatal and Pediatric Care** Credits: 3

A detailed study of respiratory care concepts and techniques in neonatal and pediatric medicine. A close look at advanced equipment used in this specialty area as well as disease processes will be discussed. (3 lecture hours/week)

**RTT 245 Respiratory Care Science V** Credits: 7

This course introduces students to special therapeutic and diagnostic procedures in respiratory care. Elements of home care to include: equipment, patient/environmental assessment, and state/federal regulations. Theory and introduction to special diagnostics such as bronchoscopy, stress testing, pulmonary rehabilitation, metabolic studies, and brachytherapy will also be included. Patient education methods will be introduced. Care of patients in the subacute care area will also be introduced. In the clinical setting students will continue work in the critical care areas and will work with and perform those modalities discussed in Respiratory Care Science IV. Students will also gain knowledge of and work in the pediatric and neonatal intensive care areas. Students must complete a final clinical summation evaluation during this course. (4 hours lecture, 24 hours clinic/week) (336 clinic hours/semester)

**RTT 260 Hemodynamics and Rhythms** Credits: 3

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 relates to respiratory care will also be discussed. (3 lecture hours/week)

**RTT 261 Respiratory Care Seminar** Credits: 2

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. (2 lecture hours/week)

## Service Learning

**SERV 1010 Service Learning Practicum** Credits: 1 to 3  
This course is designed to provide students with an opportunity to enrich their college experience by taking part in projects designed to promote community services and self-discovery. While the emphasis of the course may vary, according to the instructor, the main goal of the course will always be to promote community service and discovery learning. Students will access community needs, discuss them, analyze them and act on them. (as needed)

## Sociology

**SOCI 1010 Introduction to Sociology** Credits: 3  
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

**SOCI 1020 Social Problems** Credits: 3  
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

**SOCI 2110 Cultural Anthropology** Credits: 3  
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

**SOCI 2120 Prehistoric Archaeology** Credits: 3  
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)

## Spanish

**SPAN 1010 Beginning Spanish I** Credits: 3  
Elementary grammar, pronunciation and conversation through the use of films, videotapes, cassette tapes, filmstrips and computer programs. (No prerequisite) F

**SPAN 1020 Beginning Spanish II** Credits: 3  
Continuation of Beginning Spanish I. (Prerequisite: SPAN 1010.) Sp

**SPAN 2010 Intermediate Spanish I** Credits: 3  
Advanced grammar and conversation through use of films, videotapes, cassette tapes, filmstrips, computer programs and library readings. (Prerequisite: SPAN 1020) F

**SPAN 2020 Intermediate Spanish II** Credits: 3  
Continuation of Intermediate Spanish I. (Prerequisite: SPAN 2010) Sp

## Speech

**SPCH 1010 Fundamentals of Speech** Credits: 3  
This course is designed to introduce the student to the skills of interpersonal communication. Emphasis is placed upon the fundamental principles and techniques of public speaking, and the oral and physical aspects of delivery. Emphasis is also placed upon discussion, listening skills, thoughtful examination of diverse ideas, respect for everyone's right to a point of view and the tenets of free speech. F, Sp, Su

## Social Science

**SSC 120 The Civil War** Credits: 3  
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. (as needed)

**SSC 210 Social Science Seminar** Credits: 1 to 3  
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 211 Southwest Field Trip** Credits: 3  
The Southwest Field Trip is a multidisciplinary and humanistic study (including contributions from anthropology, archeology, astronomy, biology, geography, geology, history, and literature) of the prehistoric and historic peoples and cultures of the 'Four Corner' area of the American southwest, including the ecology and geology of the region. Primary attention is given to the Ancestral Puebloans, ancient Native American peoples who lived throughout the Colorado Plateau. Sp

**SSC 212 Southwest Field Trip** Credits: 3  
The Southwest Field Trip is a multidisciplinary and humanistic study (including contributions from anthropology, archeology, astronomy, biology, geography, geology, history, and literature) of the prehistoric and historic peoples and cultures of the 'Four Corner' area of the American southwest, including the ecology and geology of the region. Primary attention is given to the Ancestral Puebloans, ancient Native American peoples who lived throughout the Colorado Plateau. Sp

**SSC 215 World War II** Credits: 3  
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 discussions. (as needed)

**SSC 221 The Haiti Experience** Credits: 3  
Students will learn about Haiti through lectures and research. Aspects covered include language, economics, politics, history and lifestyle. Students will experience cultural immersion through a trip to Haiti where they will work with the Haitians on a service project. (as needed)

**SSC 223 Social Science Seminar** Credits: 1 to 3

In-depth analysis of a particular topic, concern or problem in the social sciences. Courses can 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, Southwest Fieldtrip, Women in Western Civilization, and World War II. Offered as needed.

**SSC 260 Social Science Seminar** Credits: 1 to 3

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 261 Social Science Seminar** Credits: 1 to 3

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)

**Theatre**

**THEA 1030 Introduction to Theatre** Credits: 3  
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, Sp

**THEA 110 Theatre History I** Credits: 3  
A study of the Greek Period to the Restoration. The development of drama and the theatre; critical study of representative plays of the period. Course availability determined by Program Director.

**THEA 111 Theatre History II** Credits: 3  
A study of the Restoration to Present. The development of drama and the theatre; critical study of representative plays of the period. Course availability determined by Program Director.

**THEA 112 Musical Theatre Dance** Credits: 2  
Covers dance forms and styles used in musical theatre choreography. Covers basic techniques, vocabulary and dance excerpts from musical theater shows. Course availability determined by Dean of the Division.

**THEA 115 Costuming** Credits: 3  
Designed to meet individual needs for advanced study in costume for entertainment and the arts. Topic to be determined at time of scheduling. A minimum of 40 hours of laboratory work required. (Class available as determined by Director of Theatre Program). Course availability determined by Dean of the Division.

**THEA 117 Lighting Design** Credits: 3  
Designed to meet individual needs for advanced study in lighting for entertainment and the arts. Topic to be determined at time of scheduling. A minimum of 40 hours of laboratory work required. (Class available as determined by Director of Theatre Program) Course availability determined by Dean of the Division.

**THEA 119 Scenic Design** Credits: 3  
Lectures and practical experience in planning and designing settings for the stage. Emphasis on forms and styles of scenery, historical period research designers, and theatrical materials, methods, and techniques. Major projects in set design. A minimum of 40 hours of laboratory and/or crew requirement. (Class available as determined by Director of Theatre Program).

**THEA 231 Fundamentals of Acting I** Credits: 3  
Fundamentals of Acting will emphasize the mechanics (vocal and physical) of presenting a character on stage. F

**THEA 232 Fundamentals of Acting II** Credits: 3  
Improvisations, use of acting techniques in extensive work. Emphasis placed on special problems in contemporary roles. (Prerequisite: THEA 231 or permission of instructor) Sp

**THEA 233 Fundamentals of Play Directing** Credits: 3  
Play analysis, production concepts, staging, theory and techniques; rehearsal methods and procedures. Introduction of scene work. Course availability determined by Program Director.

**THEA 234 Dramatic Theory** Credits: 3  
Selected major playwrights linked by theme or a particular genre of dramatic theory; and intensive examination of plays which either survey playwrights' careers or represent a significant portion of genre's canon. Course availability determined by Program Director.

**THEA 235 Intro to Theatre Technology** Credits: 3  
An introduction to the tools and methods used in modern theatrical productions, including scenery construction, lighting and sound design, and stage management technologies. F

**THEA 236 Media Production I** Credits: 3  
Students will write, produce, and direct a short narrative or television program. This intensive classroom project, students will explore the crafts of directing, producing, editing, screenwriting and cinematography. In addition to producing their own television show, students will work in key positions on each other's projects. The class goal as a group will be to workshop a teleplay script for a scheduled shoot at the end of the term. Course availability determined by Dean of the Division.

**THEA 2510 Theatre Production Practicum I** Credits: 1  
Field experience course 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. F, Sp

**THEA 2520 Theatre Production Practicum II** Credits: 1

Field experience course 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. F, Sp

**THEA 2530 Theatre Production Practicum III** Credits: 1

Field experience course 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. F, Sp

**THEA 2540 Theatre Production Practicum IV** Credits: 1

Field experience course 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. F, Sp

**THEA 2550 Theatre Production Practicum V** Credits: 1

Field experience course 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. F, Sp

**THEA 2560 Theatre Production Practicum VI** Credits: 1

Field experience course 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. F, Sp

**THEA 261 Jazz Dance** Credits: 2

Introduces fundamentals of jazz dance technique. Emphasizes and develops correct body alignment, coordination, strength, flexibility, rhythm, and movement awareness. Includes jazz dance vocabulary and basic jazz dance combinations. Course availability determined by Dean of the Division.

**THEA 262 Modern Dance** Credits: 2

Covers basic movement and modern dance techniques; emphasizes communicative skills, creativity and improvisation. Course availability determined by Dean of the Division.

**THEA 263 Tap Dance** Credits: 2

Introduces fundamentals of tap dance technique and vocabulary. Develops a sense of timing, rhythm and musicality. Emphasizes basic traditional tap steps, rhythm tap combinations and complete dances. Course availability determined by Dean of the Division.

**THEA 264 Beginning Ballet** Credits: 2

Introduces correct body alignment for posture, coordination and balance; covers stretching and limbering for muscle tone, agility and strength. Covers exercises at the barre followed by center floor work. Course availability determined by Dean of the Division.

**Ultrasound****ULT 110 Abdominal Sonography** Credits: 3

This course is a study of the cross-sectional anatomy of the abdominal organs and their normal and pathological appearance on ultrasound. This course includes the study of small parts sonography in the areas of thyroid, breast, and scrotum. (4 lecture hours/week)

**ULT 120 Sonography Analysis I** Credits: 1

Introduction to the critiquing of ultrasound images on a basic level to improve the students' ability to use sonographic terminology in describing ultrasound images. Students will submit 2 basic normal case studies and the analysis of two ultrasound journal articles. This is an independent study. (3 lecture hours/week)

**ULT 130 Obstetrics and Gynecology** Credits: 3

This is a study of the female pelvic organs in the non-gravid and gravid condition and how normal and abnormal anatomy appears on ultrasound. It includes the study of the normal and abnormal fetus as evaluated by sonography. (4 lecture hours/week)

**ULT 140 Ultrasound Physics** Credits: 2

This ultrasound physics course is a detailed study of how ultrasound produces our image and how it interacts with tissue. Quality assurance and safety issues are also covered. (3 lecture hours/week)

**ULT 150 Sonography Analysis II** Credits: 1

A course designed to improve the students' skills in recognizing technical errors on sonograms. Students will submit 3 abnormal case studies and the analysis of three ultrasound journal articles. This is an independent study. (3 lecture hours/week)

**ULT 161 Advanced Sonography Practice and Review** Credits: 2

A study of current and miscellaneous ultrasound procedures. A comprehensive review of ultrasound physics, abdominal ultrasound and ob/gyn ultrasound. (4 lecture hours/week)

**ULT 170 Sonography Analysis III** Credits: 1

A course designed to improve the students' skills in presenting a sonogram for reading by the interpreting physician. Students will submit 3 abnormal case studies and will complete a scientific research paper. This is an independent study. (3 lecture hours/week)

**ULT 180 Vascular Sonography** Credits: 2

This is a study of the cerebrovascular system. It includes extracranial, intracranial, and peripheral vascular imaging. Normal and abnormal conditions are studied as it relates to sonography. (4 lecture hours/week)

**ULT 190 Echocardiography** Credits: 2

This course is a study of the cross-sectional anatomy of the heart and its related vessels. It includes practical knowledge and application of two-dimensional m-mode, Doppler, color flow Doppler, transesophageal and stress echocardiography. Normal and abnormal conditions of the heart as related to echocardiography are covered. (4 lecture hours/week)

**ULT 200 Pediatric Sonography** Credits: 1

A study of sonographic procedures that is specific to the neonate and pediatric patient. This includes neonatal head, neonatal spine, and specific diseases of the abdomen and pelvis of the pediatric patient. (4 lecture hours/week)



## Wellness

### WELL 1010 Lifetime Wellness

Credits: 3

In this course, students will expand their knowledge and understanding of optimal health and wellness as it relates to their personal lives.

Students will learn to evaluate their present health condition, make decisions for a healthy future and also plan and implement changes for a healthy lifestyle. F, Sp

# Tennessee Board of Regents

Board of Regents of the State University and Community College System of Tennessee

The Honorable Bill Haslam, Governor

Gregory Duckett, Vice-Chair, 9th Congressional District, 2006-2012

Barry Gidcomb, Faculty Regent, 2010-2011

John Farris, At-Large West Tennessee, 2008-2014

Tom Griscom, 3rd Congressional District, 2010-2011

The Honorable Kevin S. Huffman, Commissioner of Education (website under construction)

The Honorable Julius Johnson, Commissioner of Agriculture

Jonas Kisber, 8th Congressional District, 2008-2014

Fran Marcum, 4th Congressional District, 2010-2016

Paul W. Montgomery, 1st Congressional District, 2007-2013

Casey McCullum, Student Regent, 2010-2011

John S. "Steve" Copeland, DVM, 6th Congressional District, 2009-2012

Richard Rhoda, Executive Director, Tennessee Higher Education Commission

Howard Roddy, At-Large, East Tennessee, 2010-2016

Emily J. Reynolds, At-Large, Middle Tennessee, 2010-2012

Robert P. Thomas, 5th Congressional District, 2009-2015

Danni B. Varlan, 2nd Congressional District, 2010-2013

Vacant, 7th Congressional District

# Personnel / Faculty

## Staff

### President

#### Office of the President

Gary Goff, *President*  
B.S., Middle Tennessee State University-Political Science  
M.B.A., Southwest Missouri State University-Management  
Ed.D., University of South Florida-Education Leadership (2004)

Pamela Woody, *Executive Assistant*  
A.S., Roane State Community College, Office Administration  
B.S., East Tennessee State University-Prof. Studies, Information  
Technology (2008)  
Certified Professional Secretary (2002)

#### Internal Audit

Andrew C. Benson, *Director of Internal Audit*  
B.S. Carson Newman College-Accounting/Management  
M.Acc. East Tennessee State University-Accountancy  
C.P.A., State of Tennessee

#### Institutional Effectiveness and Research

Karen L. Brunner, *Assistant Vice President*  
B.A., University of Iowa-Dramatic Arts  
M.A., West Virginia University-Dramatic Arts (1977)

Shelley L. Esquivel, *Director*  
Ph.D. University of Tennessee (2011)  
M.A. University of Nebraska at Omaha - Developmental Psychology  
(2008)  
B.A. University of Nebraska at Omaha - Psychology (2004)

Kriss Gabourel, *Coordinator of Reporting*  
B.S., Florida A&M University-Computer & Information Systems (1990)

Deborah U. Miller, *Grants Coordinator*  
B.S., Kent State University (1977) - Secondary Education

Douglas Wallace, *Institutional Research Analyst*  
A.A.S., Roane State Community College-Business Management  
A.S., Roane State Community College-Computer Science  
B.S., Tennessee Technological University-Prof. Studies, Information  
Technology (2008)

Ruth Lee Melton, *Records Management Technician*

Susan Wry, *Technical Clerk*  
A.S., Roane State Community College-General Studies (1981)

### Student Learning

#### Office of the Vice President for Student Learning

Christopher L. Whaley, *Vice President for Student Learning/Chief*

#### Academic Officer

A.A., Roane State Community College-Social Science  
B.S., Middle Tennessee State University-Political Science  
J.D., University of Tennessee College of Law-Law (1994)  
Licensed Attorney (Tennessee)  
Rule 31 Civil Mediator (Tennessee)

Cathy Smith, *Administrative Assistant II*  
A.A.S., Roane State Community College-General Technology (1999)  
Certified Professional Secretary (1990)

#### Advising Resource Center

Amy Keeling, *Director, Advising/Articulation*  
B.S., MacMurray College-Deaf Education  
M.S., Eastern Illinois University-Guidance and Counseling/College  
Student Personnel(1986)

Diane Castle, *Academic Advisor*  
A.S., Hillsborough Community College-Interpreter's Training  
B.A., Central Missouri State-French (1968)  
Certified Professional Secretary (1996)

Michelle Crudup, *Academic Advisor*  
A.A.S., Roane State Community College-Management & Supervision  
B.S., Tusculum College-Organizational Management (2002)

Sandra Grice, *Coordinator of Veterans Services and Academic Advisor*  
A.S., Roane State Community College-Social Science  
B.S., Tennessee Technological University-History/Political Science  
J.D., University of Tennessee-College of Law (1984)

#### Center for Teaching Arts and Technology

Michael D. Hill, *Director, Center for Teaching Arts & Technology*  
B.A., Vassar College-English  
M.A., University of Tennessee-English (1991)

Nichole White, *Computer Laboratory Technician*  
B.A., University of Washington-Communications (2005)

Darren York, *Coordinator of Instructional Technology*  
A.A., Roane State Community College  
B.A., Tennessee Technological University-English  
M.A., Austin Peay State University-Psychology (1996)

#### Dual Studies

Cathy Day, *Director of Dual Studies*  
B.S., Concord College - Mathematics  
B.S., Concord College - Education  
M.S., Tennessee Technological University - Curriculum and Instruction  
Ed.D., University of Tennessee - Leadership Studies in Higher Education  
(1997)

Leila Camille Cheshire, *Secretary I*  
B.A., University of Florida-English and History Education  
M.Ed., University of Florida-Curriculum and Supervision (1975)

Kelly Thomas, *Perkins Grant Coordinator*  
B.S., University of Tennessee-Business Administration  
M.Ed., Tusculum College-Human Resource Development (2008)

#### International Education

Dr. Adolf King, *Director of International Studies*  
 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)

Sandra Rich, *YFU Coordinator*  
 A.S., Roane State Community College-Business Management  
 B.A., Tusculum College-Human Growth and Learning (2007)

Janet Alexander, *Secretary II*  
 B.A., Ohio Wesleyan University-Politics and Government (1973)

### Learning Center

Benjamin B. King, *Director of Learning Centers and Learning Support*  
 B.A., David Lipscomb University-Mathematics  
 M.S., University of Tennessee-Mathematics (2006)

Michael J. Hudson, Roane County Learning Center Specialist  
 B.A., University of Tennessee-English  
 M.A., University of Tennessee-English (2010)

Jude Toth, Mathematics Learning Support Specialist  
 B.S., Ohio Dominican College-Mathematics (1993)

Jessica Millis, Oak Ridge Learning Center Specialist  
 B.A., Alma College - English  
 M.A., Ball State University-English (2008)

### Learning Support

Charles E. Smith, *Director of Academic Development*  
 B.S., Middle Tennessee State University-Mathematics  
 M.M., University of Tennessee-Mathematics  
 Ed.D., University of Tennessee-Educational Administration (1981)

### Libraries

Robert M. Benson, *Director of Library Services/Assistant Professor*  
 B.A., University of Tennessee-English (1996)  
 M.S., University of Tennessee-Information Science (2000)

Laura Vaughn, *Branch Library Manager/Assistant Professor*  
 B.S., Newberry College-Arts Management  
 M.S., University of Tennessee-Library and Information Science (1996)

Rosemary Bird, *Cataloging Librarian/Assistant Professor*  
 B.A., University of Tennessee-Liberal Arts  
 M.S., University of Tennessee-Library Science (1977)

Ollie Nolan, *Research and Instructional Services Librarian*  
 B.S., University of Tennessee-Education  
 M.S., University of Tennessee-Health and Physical Education (1972)  
 M.S., University of Tennessee-Information Science (2006)

J. Patrick Pate, *Assistant Librarian for Audiovisual Services, Associate Professor*  
 B.S., University of Tennessee-Fine Arts  
 M.S., University of Tennessee-Library Information Science (1985)

Molly Stover, *Web Services Librarian/Assistant Professor*  
 B.A., University of Tennessee-Art History (2002)  
 M.S., University of North Carolina-Library and Information Science  
 (2005)

Teri Hallman, *Library Assistant*  
 B.S., Auburn University-Education (1983)

Christi Moss, *Library Assistant*  
 Certificate, Roane State Community College-Massage Therapy (2008)

Shelia Whittenbarger, *Library Assistant*  
 Certified Professional Secretary (2003)  
 A.A.S., Roane State Community College-General Technology (2008)

### Student Academic Support Services

M. Kathryn Rhodes, *Dean*  
 B.S., University of Tennessee-Business Administration  
 M.S., University of Tennessee-Human Resource Development (2003)

Matthew Ward, *Administrative Secretary, ROCC Student Contact*  
 A.S., Roane State Community College-Business Administration  
 B.S., University of Tennessee-Business Administration (2001)

### Tennessee Early Childhood Training Alliance

Sandra Stiles, *TECTA Coordinator*  
 M.A., Concordia University-Early Childhood Education (2005)

Kathryn Hickman, *TECTA Specialist*  
 B.S., Wright State University-Early Childhood Education  
 M.Ed., University of Tennessee-Special Education (2008)

Jessica Hunsaker, *TECTA Specialist*  
 A.S., Roane State Community College-Elementary Education (2004)  
 B.S., Tennessee Technological University-Elementary Education (2005)  
 Certified Professional Secretary (2009)

### ACADEMIC DIVISIONS

#### Allied Health

Michael Laman, *Dean, Associate Professor*  
 B.S., University of Central Florida-Respiratory Therapy  
 M.S., Indiana University, Purdue University at Indianapolis-Allied Health  
 Education  
 Ph.D., University of North Texas-Higher Education Administration (1989)

Vacant, *Administrative Secretary*

Lauren Robbins, *Admissions Coordinator*  
 B.A., Tusculum College

#### Humanities

Myra K. Peavyhouse, *Dean, 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  
 Ed.D., University of Tennessee-Educational Administration and Policy  
 Studies (2002)  
 Certified Developmental Education Specialist

Denise Cloyd, *Administrative Secretary*  
A.S., Roane State Community College-Business Management (1985)  
Certified Professional Secretary (2006)

Malinda Yager, *Secretary III*  
B.A., Tennessee Temple College-History (1978)

Mary Megan Anderson, *Theatre Manager*  
B.A., University of Tennessee-Journalism and Electronic Media (2009)  
A.S., Volunteer State Community College-University Studies

Jon P. Chemay, *Theatre Technician*  
B.A., University of Tennessee-Psychology and Criminal Justice (2002)

Matthew Waters, TV Station Manager-Channel 15 and Lecturer of Mass Communications  
B.S., University of Tennessee-Communications  
M.S., University of Tennessee-Communications

### Mathematics and Sciences

Larry Bouldin, *Dean, 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)

Kathleen B. Voiles, *Administrative Secretary*  
A.S., Roane State Community College-Office Administration (1993)  
Certificate of Advancement-Microsoft Office Specialist (2002)  
Certified Professional Secretary (2006)

Kaye McCartt, *Secretary III*  
*Certified Professional Secretary (2006)*

Lisa Hamric, *Laboratory Technician, Harriman*  
B.S., Michigan State University-Human Biology  
B.S., University of Tennessee at Chattanooga-Chemistry & German (2009)

Sara Howard, *Laboratory Technician, ORBC*  
B.A., Maryville College-Biochemistry (2010)

Mary Ann Sexton, *Biology Lab Specialist*  
B.S., Tennessee Technological University-Biology (2010)

### Nursing

Regina Hinkle, Interim Dean, *Associate Professor of Nursing*  
Missouri Baptist College of Nursing  
B.S.N., University of Maryland-Nursing  
M.S.N., University of Tennessee-Nursing (1991)  
Registered Nurse

Tammy Robinette, *Administrative Secretary*  
A.S., Roane State Community College-Business Management (1985)  
Certified Professional Secretary (1996)

Lauren Robbins, *Admissions Coordinator*  
B.A., Tusculum College

### Social Science, Business and Education

Diane Ward, Dean, *Associate Professor Education*  
B.S., West Virginia University-Secondary Education/Science  
M.A., Tennessee Technological University-Education/Instructional Leadership  
Ph.D. Capella University-Education (2009)

Tammy Guge, *Administrative Secretary*  
A.S., Roane State Community College-Office Administration  
B.S., Tusculum College-Applied Organizational Management (1990)

## Enrollment Management

### Office of the Vice President for Enrollment Management

Teresa Sherrill Duncan, *Vice President*  
A.S., Roane State Community College-Business Administration  
B.S., Tennessee Wesleyan College-Business Education and Business Management  
M.S., Tennessee Technological University-Secondary Education (1990)

Joy Goldberg, *Assistant Vice President of Enrollment Services*  
B.S., University of Tennessee-Education  
M.S., University of Tennessee-Education (1977)

Jamie Stringer, *Project and Training Director*  
B.S., Western Governors University-Network Management  
M.A., The George Washington University-Education and Human Development (2008)  
MCSE, Microsoft Corporation-Microsoft Certified Systems Engineer

Denette N. Flynn, *FIPSE Grant Navigator*  
B.A., University of Tennessee-Human Services  
M.Ed., Tusculum College-Human Resource Development (2008)

### Admissions and Records

Brenda Rector, *Registrar/Director of Admissions and Records*  
B.S., Lincoln Memorial University-Business Administration  
M.Ed., Lincoln Memorial University-Counseling and Guidance (1992)

Donna Mack, *Assistant Director of Admissions and Records*  
B.S., Tusculum College-Organizational Management  
M.Ed., Tusculum College-Human Resource Development (2008)

Sheila Eason, *Graduation Analyst*  
A.S., Roane State Community College-General Education (1990)

Joy Armes, *Admissions Officer*  
A.S., Roane State Community College-Office Administration (1986)

Margaret Bailes, *Technical Clerk*  
A.S., Roane State -General Business  
B.A., University of Tennessee-Psychology

Amber Goins, *Technical Clerk*  
A.S., Roane State Community College-General  
B.S., Tennessee Technological University-Elementary Education (2008)

### Athletics

Randy Nesbit, *Athletic Director/Men's Basketball Coach*  
B.S., The Citadel-Business Administration

M.B.A., The Citadel-Business (1986)

Wilma Black, *Secretary*  
Certified Professional Secretary (2006)

David Lane, *Head Baseball Coach*  
B.S., Middle Tennessee State University-Geo-science  
M.A., Tennessee Technological University-Health and Physical Education (1997)

Susan Niemi, *Softball Coach*  
B.S., Northern Michigan University-Physical Education (1982)

Monica Boles, *Women's Basketball Coach*  
A.S., Roane State Community College-General  
B.S., Carson-Newman College-Computer Science (2003)

David J. McGreal, *Assistant Men's Basketball Coach/Adjunct Faculty*  
B.A., Maryville College - Psychology

### Counseling, Career, and Disability Services

Tracey Watson, *Director*  
A.A., Hiwassee College-Human Services  
B.S.W., East Tennessee State University-Social Work  
M.S.S.W., University of Tennessee-Clinical Social Work (1998)  
LCSW, Licensed Clinical Social Worker, TN Health Related Boards

Carol Jarabek, *Executive Secretary*  
A.S., Roane State Community College-Office Administration (1985)  
Certified Professional Secretary (2003)

Jeff Snell, *Counselor*  
B.A., Carson-Newman College-Psychology  
M.S., University of Tennessee-Counseling/Educational Psychology (1992)  
NCC, Nationally Certified Counselor, National Board for Certified Counselors  
LPC, Licensed Professional Counselor, TN Health Related Boards

Julianne Davis-Cole, *Counselor*  
B.S., University of Tennessee-Business Administration  
M.Ed., University of Memphis-School Counseling (1989)

Tina S. Messamore, *Technical Clerk*  
A.S., Roane State Community College-Business Management  
Technology, General Business (1984)

### Financial Aid

Tina Long, *Director*  
A.S., Roane State Community College-General  
B.S., University of Tennessee-Education (1999)  
M.A., Tennessee Technological University-Instructional Leadership (2010)

Robin Townson, *Assistant Director*  
A.S., Roane State Community College-Business Management Technology  
B.S., Tennessee Technological University-Organizational Leadership (2009)  
Certified Professional Secretary (1998)

Melodie Johnson, *Financial Aid Case Manager & Supervisor*  
A.S., Roane State Community College-Business Management  
Technology, Computer Science (1983)

Certified Professional Secretary (2008)

Helen Turney, *Financial Aid Supervisor*  
Certified Professional Secretary (2003)

Sonya Thomas, Financial Aid Case Manager  
A.A.S., Roane State Community College-General Technology (2006)  
Certificate, Roane State Community College-Office Information (2006)  
Certified Professional Secretary (2011)

Judy Dowker, Financial Aid Assistant  
Certified Professional Secretary (2007)

### Fitness Center

Shaun Simpson, *Coordinator*  
B.S., Middle Tennessee State University-Physical Education  
M.S., Middle Tennessee State University- Health, Physical Education,  
Recreation, and Safety (2004)

### Student Engagement

Sarah Hooper, *Coordinator*  
B.A., University of Tennessee - Psychology (2002)

### Student Enrollment and Recruitment

Maria Gonzales, *Director*  
A.A., Hiwassee College  
B.S., University of Tennessee-Zoology (1984)

Jim McDaniel, *Assistant Director*  
B.S., University of Tennessee-Hotel/Restaurant Administration  
M.S., University of Tennessee-Education (1991)

Glenda Walls, *Recruiter*  
A.A.S., Roane State Community College-Contemporary Management  
B.S., Tusculum College-Organizational Management  
M.A., Tennessee Technological University-Instructional Leadership (2006)  
Certified Professional Secretary (2000)

### Student Services/Dean of Students

Beverly Bonner, *Assistant Vice President*  
B.S., Tennessee State University-Psychology  
M.A., Fisk University-Clinical Psychology (1973)

Carol Jarabek, *Executive Secretary*  
A.S., Roane State Community College-Office Administration (1985)  
Certified Professional Secretary (2003)

### Testing Center

Julia Musolf, *Director of Testing*  
B.S., East Tennessee State University-American Studies

Chris Hartzog, *Testing Technician*

Jill Robbins, *Testing Technician*

### Enrollment Call Center

Kristi L. Beason, *Administrative Assistant I*

A.A.S., Roane State Community College-Business Management Technology  
 A.S., Roane State Community College - General (2009)  
 Certified Professional Secretary (2007)

Kathryn Baker, *Admissions Officer*  
 A.S., Roane State Community College-General Technology (2009)

### Enrollment One Stop

Sharon Christmas, *Technical Clerk*

Lisa Clark, *Technical Clerk*

Donna Esty, *Technical Clerk*  
 Secretarial Science Certificate, Roane State Community College (1996)

Sandy Brock, *Financial Aid Assistant*  
 A.S., Pellissippi State Technical Community College-General (1990)

Rebecca Womack, *Financial Aid Assistant*

Mary Barr, *Recruitment Officer*  
 A.A.S., Roane State Community College-General Technology (2004)

## Roane State Foundation

### Roane State Foundation

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)

Jeana Bradley, *Administrative Assistant*  
 Certified Business Administration-Kee Business College (1986)  
 Certified Professional Secretary (2004)

Linda Brown, *Coordinator*  
 B.B.A., East Tennessee State University-Accounting

Ruth Lee Melton, *Scholarship Specialist*

### Alumni Relations

Tamsin E. Miller, *Director*  
 B.F.A., Brigham Young University-Interior Design  
 M.S., University of Tennessee-Adult Education (1994)

Owen Driskill, *Alumni Publications Editor*  
 B.A., Clemson University-English/History (1997)  
 M.A., Austin Peay State University-Communication Arts (2010)

Sandi Roberts, *Graphic Designer*  
 B.F.A., East Tennessee State University-Graphic Design (1989)

### Marketing and Public Relations

Owen Driskill, *Director of Public Relations*  
 B.A., Clemson University-English/History (1997)  
 M.A., Austin Peay State University-Communication Arts (2010)

Celia Breedlove, *Advertising and Promotions Manager*

B.S., University of Southern Mississippi-Photo-Journalism (1978)

Sandi Roberts, *Coordinator of Graphic Arts*  
 B.F.A., East Tennessee State University-Graphic Design (1989)

### Webmaster

Jeremy Pulcifer, *Institutional Webmaster*  
 A.A.S., Roane State Community College-Business Management (1999)

Douglas Wallace, *Institutional Webmaster*  
 A.A.S., Roane State Community College-Business Management  
 A.S., Roane State Community College-Computer Science  
 B.S., Tennessee Technological University-Prof. Studies, Information Technology (2008)

## Business and Finance

### Office of the Vice President for Business and Finance

Danny C. Gibbs, *Vice President*  
 B.S., Tennessee Technological University-Business Administration (1983)  
 C.P.A., State of Tennessee

Carol Smith, *Administrative Assistant II*  
 A.S., Roane State Community College-Office Administration (1981)  
 Certified Professional Secretary (1990)

### Administrative Systems (Computer Center)

Chris S. Pankratz, *Director of Administrative Systems*  
 A.S., Roane State Community College-Computer Science  
 B.S., Tusculum College-Applied Organizational Management (1999)

Angela Sexton, *Programmer/Analyst*  
 A.S., Roane State Community College-Computer Science (1982)

Keri Phillips, *Systems Analyst*  
 A.S., Roane State Community College-Computer Science  
 B.S., Tennessee Technological University-Computer Science (2003)

James Humphreys, *Programmer/Analyst*  
 A.S., Roane State Community College-Computer Science  
 A.A., Roane State Community College-Social Science  
 B.A., University of Tennessee-History (2010)

### Budgets, Payroll, and Compliance

Allen L. Brunton, *Assistant Vice President*  
 A.S., Roane State Community College-Business Management  
 B.S., Middle Tennessee State University-Accounting (1976)

Mildred Millican, *Payroll Supervisor Specialist*  
 A.S., Roane State Community College-General Technology (1998)  
 Certified Professional Secretary

Amy Blair, *Account Clerk III*  
 Certified Professional Secretary  
 A.A.S., Roane State Community College-General Business (2000)

### Fiscal and Auxiliary Services

Jamie Wilmoth, *Assistant Vice President*  
B.S., Tennessee Technological University-Accounting (1978)

Marsha Mathews, *Director of Accounting Services*  
B.S., Tennessee Technological University-Accounting (1990)

Connie Brown, *Accountant*  
A.S., Roane State Community College-Business Management (1982)

Ken Beauchamp, *Accountant*  
B.S., University of North Alabama-Accounting (1974)

Tabatha Burke, *Bursar*  
A.S., Roane State Community College-Business Administration (2004)  
B.S., Tennessee Technological University-Marketing  
M.S., Tennessee Technological University-Business Administration (2010)

Donna Brown, *Account Clerk*  
A.S., Roane State Community College-Business Management Technology (1982)  
Certified Professional Secretary (1997)

Annette Garrison, *Account Clerk*

Carol Gassaway, *Cashier*  
A.A.S., Roane State Community College-General Technology (2004)

Latrisha Hartman, *Lead Cashier*

Kim Leach, *Account Clerk*

Diane Mount, *Accounts Payable Supervisor*  
A.S., Roane State Community College-Accounting Technology (1980)  
Certified Professional Secretary (1995)

Penny Osborne, *Account Clerk*  
A.A.S., Jamestown Community College-Accounting (1977)

Michele Patterson, *Account Clerk*  
A.A.S., Roane State Community College-General Technology (1999)  
Certified Professional Secretary (1996)

Stanton Tabor, *Account Clerk*  
*Certified Professional Secretary (2011)*

### Human Resources

A. Odell Fearn, *Director of Human Resources, Wellness, and Title VI Coordinator*  
A.S., Knoxville Business College-Computer Science  
B.S., Tennessee Wesleyan College-Management (1990)

Jana Hamby, *Executive Secretary*

### Information Technology

Timothy D. Carroll, *Assistant Vice President of Information Technology*  
B.S., Embry Riddle Aeronautical University-Management  
M.S., University of Southern California-Systems Management (1987)

Deb Beeler, *Executive Secretary*

### Networking and Technical Support (Help Desk)

Peter Souza, *Director of Networking and Technical Support*  
B.S., University of New Hampshire-Geology  
M.S., University of Tennessee-Geology (1998)

Allen Foster, *Assistant Network Manager (VOIP Specialist)*  
B.S., Tennessee Technological University-Business Management (1992)

David J. Ribes, *Help Desk Management/Lead Microcomputer Specialist*  
A.A.S., Stark Technical College-Electronic Engineering Technology (1985)

Anita Anthony, *Microcomputer Specialist*

Lucas Below, *Microcomputer Specialist*  
A.A.S., ITT Tech-Electrical Engineering Technology (1999)

Lon Bird, *Audiovisual Technician*  
A.A.S., Pellissippi State-Video Production Technology

Robert L. Brown, *Microcomputer Specialist*

William Elwartowski, *Microcomputer Specialist*  
A.S., Roane State Community College-General Technology (2009)

Lyle Fountain, *Network Administrator*  
A.S., Roane State Community College-Mini-Microcomputer Technology (1997)

Elizabeth Hill, *Help Desk Operator*  
B.S., University of Memphis-Political Science (1990)

Regina Kendrick, *Information Center Supervisor*

Cathy Martin, *IDEA Room Coordinator*  
A.A.S., Roane State Community College-General Technology  
B.S., Tusculum College-Organizational Management (2004)  
Certified Professional Secretary (1996)  
Microsoft Office Master (2005)  
M.A., Tusculum College- Organizational Management (2006)

Shelton McCullough, *Microcomputer Specialist*  
A.A.S., Pellissippi State Community College-Networking and Communication Technology (2005)

Paul McNamara, *Web Portal Systems Administrator*  
B.S., Georgia Southern University-Math/Computer Science  
M.A., Spring Hill College-Theological Studies (2009)

Chris Olka, *Microcomputer Specialist*  
A.S., Roane State Community College-Business Management Technology (1988)

### Physical Plant and Exposition Center

Stan Starkey, *Director*  
B.S., University of South Alabama-Business Administration (1990)

Linda Fugate, *Secretary III*  
A.A.S., Roane State Community College-Business Management (1993)  
Certified Professional Secretary (1997)

Diane Cox, *Office Supervisor*

James Huckleby, *Maintenance & Grounds Supervisor, Safety Coordinator*

Henry Barger, *Utility Worker*

Pam Cook, *Day Porter*

Dale Green, *Maintenance Worker*

Lorene Hensley, *House Worker*

Donald Johnson, *Painter*

Ronald Johnson, *Maintenance Worker*

Tony Jones, *Farm Worker*

Mike McClure, *Courier*

Fred Ooten, *Shipping/Receiving Clerk*  
A.A.S., Roane State Community College-General Technology (2010)

Michael Pogue, *Farm Worker*

David Ross, *Maintenance Lead Worker*

Damon Sandifer, *Maintenance Worker*

Terry Scheiern, *Maintenance Utility Worker*

J. Patrick Tilley, *Maintenance Mechanic*

William O. Warner, *Farm Worker Supervisor*

Irene Weismuller, *Grounds Worker*

Roy Wiley, *Maintenance Worker*

### **Public Safety**

Matthew R. Foster, *Director and Chief of Campus Police*  
B.A., Suffield University-Criminal Justice (2005)

Gregory Pelfrey, *Police Officer I*

Dale Kendrick, *Security Officer*  
A.S., Roane State Community College-Police Science (1983)

Rocky McNamara, *Security Guard*

Mike McPeters, *Security Guard*

### **Purchasing**

Jack Walker, *Director of Purchasing*  
B.B.A., Carson Newman College-Accounting  
C.P.A., (Inactive) State of Tennessee  
M.B.A., Tennessee Technological University (2004)

Mary Vineyard, *Buyer*  
Diploma, Harriman Vocational-Technical Center-Office Occupations  
(1975)

Nancy Rose, *Buyer*  
A.A.S., Roane State Community College-General Technology (2003)

## **Oak Ridge Branch Campus and Satellite Centers**

### **Office of the Vice President for Oak Ridge Branch Campus and Satellite Centers**

Melinda Hillman, *Vice President*  
A.S., Cleveland State Community College  
B.A., Tennessee Wesleyan College-Communications  
M.P.A., University of Tennessee at Chattanooga-Public Policy (1994)

Pam Shannon, *Administrative Secretary*  
Secretarial Science Certificate-Roane State Community College  
A.A.S., Roane State Community College-General Technology (2001)

### **Campbell County Higher Education Center**

Tracy Powers, *Director*  
B.S., Liberty University-History Education (1985)  
M.S., University of Tennessee-Teacher Education (2008)

Vannessa Overton, *Technical Clerk*  
A.S., Roane State Community College-General  
B.S., Tusculum College-Applied Organizational Management  
M.A., Tusculum College-Education (Org. Training & Education) (2004)

Richard Ellison, *Custodian/Utility Worker*

### **Cumberland County Higher Education Center**

Jack Parker, *Director*  
B.S., University of Tennessee-Communications (1979)

Kendra Howard, *Technical Clerk*  
A.A.S., Roane State Community College-General Technology (2000)

Peggy Miller, *Library Assistant/Secretary*  
B.S., Tennessee Technological University-Health and Physical Education  
M.A., Tennessee Technological University-Curriculum & Instruction  
(1966)

Linda Aytes, *Secretary I*

Esco Delane Sidwell, *Maintenance/Custodial Supervisor*

### **Fentress County Higher Education Center**

Pamela J. May, *Director*  
A.A.S., Roane State Community College-General Technology (1998)

Cathi L. Jolly, *Technical Clerk*

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

Michael Laman, *Dean, Associate Professor, Director*  
B.S., University of Central Florida-Respiratory Therapy  
M.S., Indiana University, Purdue University at Indianapolis-Allied Health  
Education  
Ph.D., University of North Texas-Higher Education Administration (1989)

Amy Bowman, *Administrative Secretary*  
A.S., Crown College-Office Management (2005)

Jennifer Provine, *Technical Clerk*



B.S., University of Tennessee-Business Administration (1981)

Lisa Smith, *Secretary II*

B.A., University of Tennessee-Art History (1996)

David Fairchild, *Custodian/Utility Worker*

### **Loudon County Higher Education Center**

Susan Williams, *Director*

B.S., University of Tennessee-Communications/Public Relations (1990)

Yvonne Carson, *Technical Clerk*

### **Morgan County Higher Education Center**

Michelle Adkisson, *Director*

A.S., Roane State Community College

B.S., Tennessee Technological University-Sociology (1991)

Melanie Hensley, *Secretary III*

A.A.S., Roane State Community College-Office Administration (1989)

### **Oak Ridge Branch Campus**

Melinda Hillman, *Vice President*

A.S., Cleveland State Community College

B.A., Tennessee Wesleyan College-Communications

M.P.A., University of Tennessee at Chattanooga-Public Policy (1994)

Pam Shannon, *Administrative Secretary*

Secretarial Science Certificate-Roane State Community College

A.A.S., Roane State Community College-General Technology (2001)

Mariella Akers, *Faculty Secretary*

B.A., Hood College-Psychology

M.F.A., Savannah College of Art and Design-Historic Preservation (1995)

Sandy Vann, *Faculty Secretary*

Gail Powers-Blanton, *Information Center Supervisor*

Donna Wallace, *Information Center Supervisor*

Susan Brown, *Grounds Worker*

Jimmie Neal, *Maintenance Utility Worker*

Tanya Souther, *Custodial Lead Worker*

Greg Pelfrey, *Security Guard*

Troy Williams, *Maintenance Supervisor*

Rocky McNamara, *Security Guard*

### **Scott County Higher Education Center**

Sharon W. Baird, *Director*

A.S., Roane State Community College-General

B.S., Tusculum College-Applied Organizational Management

M.A., Tusculum College-Education (Org. Training & Education) (2004)

Rena Adkins, *Technical Clerk*

A.A.S., Roane State Community College-Office Administration (1996)

Certified Professional Secretary

Charlotte Shelton, *Secretary*

A.A.S., Roane State Community College-General Technology (2010)

Jimmy Lowe, *Custodian/Utility Worker*

## **Workforce and Technology Programs**

### **Office of Workforce and Technology Programs**

Dr. Louis Rabinowitz, *Director, Workforce Connections*

B.S., St. Francis College-Education

M.A., West Georgia College-Psychology

Ed.D., University of Tennessee-Technological & Adult Education (1993)

### **Adult Education**

Melissa Browder, *Supervisor, Adult Education*

B.S., University of Tennessee-Education (1989)

M.A., Tennessee Technological University-Educational Psychology and Counselor Education (1996)

Ed.S., Tennessee Technological University-Educational Psychology and Counselor Education (2007)

Chandy Hensley, *Coordinator, Roane County*

B.A., University of Tennessee-Psychology (1997)

### **Community Outreach and Professional Training**

Sonya Parker, *Program Manager*

Certified Professional Secretary (2007)

Microsoft Certified Specialist Expert

Intranet Webmaster Certificate

A.A.S., Roane State Community College-General Technology (2009)

### **Continuing Allied Health Sciences Education**

Kirk Harris, *Director, Continuing Medical Education*

Licensed Tennessee State Paramedic and Critical Care Paramedic

A.S., Lake Sumter Community College-Emergency Medical Care

B.S., University of Tennessee-Botany (1992)

Rebecca Calfee, *Coordinator, Health Science Programs*

Licensed Critical Care Paramedic

Elizabeth Hageman, *Secretary, Health Science Programs*

### **Placement Services**

Kim Harris, *Placement Coordinator*

B.S., University of Tennessee-Home Economics/Merchandising

Certified Workforce Development Professional

Global Career Development Facilitator

### **Small Business Development Center**

Jutta Bangs, *Senior Business Specialist*

A.S., Laramie County Community College-Internet Technology & Web design

B.S., University of Wyoming-Business Administration

# Faculty

## Faculty

NOTE: (date) indicates date of last degree

ANTHONY, DARLENE M., *Assistant Professor of Geology*  
M.S., Western Kentucky University-Geoscience  
Ph.D., Purdue University-Geology (2003)

ALFONSO JR., ROBERT, *Associate Professor of English*  
B.A., Kent State University-English  
M.A., East Tennessee State University-English (1992)

ANDERSON, ANDY, *Associate Professor of Psychology*  
B.A., Southwestern at Memphis-English  
M.A., Middle Tennessee State University-Psychology (1972)  
LPSE, Licensed Senior Psychological Examiner, (Health Service Provider)  
TN Health Related Boards

ARCANGELI, KATHRYN, *Associate Professor of Mathematics*  
B.S., University of Alabama-Industrial Engineering  
M.S., Auburn University-Industrial Engineering (1989)  
M.M., University of Tennessee-Mathematics (2008)

BACKSTROM, KURT A., *Associate Professor, Program Director of Physical Therapist Assistant Program*  
B.S., Indiana University of Pennsylvania-Health and Physical Education  
M.S., University of Kentucky-Physical Education  
B.S., Howard University-Physical Therapy (1979)  
Licensed Physical Therapist (RPT)

BACKSTROM, SUZANNE M., *Associate Professor and Coordinator of Clinical Education, Physical Therapist Assistant Program*  
B.S., University of North Dakota-Physical Therapy (1978)  
Licensed Physical Therapist (RPT)

BADGER, ROGER A., *Instructor, EMT- Paramedic Program*  
A.A.S., Hocking Technical College-Emergency Medical Technology (1982)  
Licensed Tennessee State Paramedic Instructor/Coordinator (P-I/C)

BARRIGA, MARIA, *Professor of Spanish*  
B.A., Universidad Catolica-Spanish  
Ph.D., University of Tennessee-Spanish (1991)

BELL, DAVID W., *Associate Professor of Mathematics*  
B.S., North Carolina State-Math Education  
M.A.T., Duke University-Math Education (1973)

BLEVINS, DAVID, *EMT-Paramedic Program Director, Assistant Professor of EMT*  
B.P.S., University of Memphis-Fire Administration and Fire Prevention Technology (2009)

BODINE, MARK, *Instructor, EMT-Paramedic Program*  
A.A.S., Roane State Community College-General Technology (2001)  
Licensed Tennessee State Paramedic Instructor/Coordinator (P/IC)  
National Registered Emergency Medical Technician-Paramedic (NREMT-P)

BOLES, MONICA L., *Instructor-Physical Education, Women's Basketball Coach*  
A.S., Roane State Community College-Computer Science  
B.S., Carson Newman College-Computer Science (2003)

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, Dean, Mathematics & Sciences Division*  
B.A., David Lipscomb College-Mathematics  
M.S., Middle Tennessee State University-Mathematics  
Ed.D., University of Tennessee-Curriculum and Instruction, Mathematics Education (1982)

BOULDIN, ERIC, *Assistant Professor of Mathematics*  
B.S., Vanderbilt University-Mechanical Engineering  
M.S., Tennessee Technological University-Mathematics (2008)

BRADSHAW, STACIE, *Assistant Professor of Education*  
B.S., Tennessee Technological University-Multidisciplinary Studies, Elementary Education K-6  
M.S., University of Tennessee-Teacher Education (2010)

BROWN, JOHN, *Assistant Professor of Political Science*  
B.A., University of Tennessee-Political Science  
M.A., Appalachian State University-Political Science (2007)

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A.A.S., Roane State Community College-General Technology (1996)  
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CANTRELL, BRUCE, *Associate Professor of Biology, Coordinator of Biology*  
A.S., Roane State Community College-General  
B.S., Tennessee Technological University-Biology  
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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)

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B.S., Southeast Missouri State-Agriculture  
M.S., University of Missouri-Soil Physics  
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COBB, CASEY, *Assistant Professor of History*  
B.A., University of North Carolina-History  
M.A., University of Tennessee-U.S. Race Relations History (2002)

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B.A., Pfeiffer College-English Literature, English Writing Studies  
M.A., University of Tennessee-English  
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B.A., The College of Wooster-Biochemistry/Molecular Biology  
M.S., East Tennessee State University-Biomedical Sciences (2009)

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B.S.N., Southern Nazarene University-Nursing  
M.S.N., University of Phoenix- Nursing (2005)  
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B.S., Ohio University-Electrical Engineering  
M.S., University of Tennessee-Mathematics (2003)

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B.A., Aquinas College-Psychology  
M.A., Xavier University-Clinical Psychology  
Ph.D., University of Saskatchewan-Social-Clinical Psychology (1973)

DRAKE, GLORIA, *Associate Professor of Business*  
A.S., Pearl River Junior College-Business  
B.S., University of Southern Mississippi-Business Education  
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A.A.S., Roane State Community College  
BSN, University of Tennessee  
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A.S., Cleveland State Community College  
B.A., Ottawa University-Health Care and Education  
M.A.T., Carson Newman College  
Ed.S., Lincoln Memorial University-Curriculum Instruction (1994)  
Certified Respiratory Therapy Technician (CRTT)  
Registered Respiratory Therapist (RRT)

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B.S., University of Tennessee-Botany  
M.S., University of Tennessee-Botany (1967)

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A.A.S., Roane State Community College-Medical Records  
B.A., The College of St. Scholastica-Health Information Management  
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Registered Health Information Administrator (RHIA)  
Certified Coding Specialist (CCS)

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B.A., University of Pennsylvania-English Literature  
M.A., University of Chicago-English (1974)

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B.S., Salem State College-Management  
M.B.A., DePaul University-International Business (1986)

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B.S., College of Cortland-Biology (1982)  
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B.A., Allegheny College-Psychology  
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A.A., Roane State Community College-General Studies  
B.A., University of Tennessee-English  
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(1989)

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B.A., State University of New York at Buffalo-Anthropology  
A.A.S., Erie Community College-Ophthalmic Dispensing (1978)  
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B.S., Troy State University-Speech and Theater  
M.F.A., University of Tennessee-Acting (Performance) (1995)

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B.A., University of Mexico-History, Mathematics  
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B.S., Oklahoma Baptist University-Mathematics  
M.Ed., Central State University-Secondary Education/Mathematics  
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B.A., University of Wisconsin-Music  
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D.M.A., University of Cincinnati-College Conservatory of Music-  
Composition (1997)

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A.A.S., Roane State Community College-Radiologic Technology  
B.S., University of Tennessee-Biochemistry, Molecular and Cellular  
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B.S., University of Tennessee-Human Ecology  
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B.S., Northern Michigan University-Physics  
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A.D.N., Fayetteville Technical Community College  
B.S., University of St. Francis-Health Science  
M.S.N., University of Phoenix, Nursing (2006)  
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B.S., Bethal College-History

M.A., George Peabody College-History (1965)  
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A.D.N, Alfred State University-Nursing  
B.S., University of Phoenix-Nursing  
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B.A., Furman University-English Literature  
M.A., University of Tennessee-English Literature  
Ph.D., University of Tennessee-English Literature (1989)

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Missouri Baptist College of Nursing  
B.S.N., University of Maryland-Nursing  
M.S.N., University of Tennessee-Nursing (1991)  
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B.S., East Tennessee State University-Environmental Health  
M.E.S., University of Oklahoma-Environmental Science (1980)

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B.A., Austin Peay State University-Fine Arts  
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B.S.N., University of Tennessee - Nursing  
M.S.N., University of Tennessee - Nursing  
Ed.D., University of Tennessee - Educational Administration (2001)  
Registered Nurse

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A.A., Martin College-Health/Physical Education  
B.S., Middle Tennessee State University-Physical Education  
M.S.S., United States Sports Academy-Fitness Management

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B.S., East Tennessee State University-Community Health (1978)  
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JORDAN-HENLEY, JENNIFER, *Associate Professor of English*  
B.S., Middle Tennessee State University-English

M.A., Middle Tennessee State University-English Literature (1988)

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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)

KING, BENJAMIN B., *Assistant Professor of Mathematics, Director of Learning Centers and Learning Support*

B.A., David Lipscomb University-Mathematics  
M.S., University of Tennessee-Mathematics (2006)

LAMAN, MICHAEL A., *Associate Professor of Health Sciences and Dean, Allied Health Sciences Division*

B.S., University of Central Florida-Respiratory Therapy  
M.S., Indiana University, Purdue University at Indianapolis-Allied Health Education  
Ph.D., University of North Texas-Higher Education Administration (1989)

LANE, DAVID, *Assistant Professor of Psychology, Head Baseball Coach*  
B.S., Tennessee State University-Geo-Science  
M.A., Tennessee Tech University-Health and Physical Education (1997)

LANZA, DONALD L., *Professor of History*  
B.A., University of Tennessee at Chattanooga-History  
M.A., University of Tennessee-History  
Ph.D., University of Tennessee-History (1991)

LEE, ARTHUR C., *Professor of Geology*  
B.S., Penn State University-Geosciences  
M.A., Temple University-Geology  
Ph.D., University of Southern California-Geology (1993)

LEWIS, ELIZABETH, *Associate Professor/Program Director of Criminal Justice*

A.S., Tennessee Technological University- Criminal Justice (1981)  
B.S., Tennessee Technological University- Psychology (1981)  
M.S., University of Tennessee, Chattanooga- Criminal Justice (1988)

LIU, GUANGLEI, *Associate Professor of Computer Science*

B.E., Electrical Engineering, Tianjin University, China  
B.A., English, Tianjin University, China  
M.S., Electrical Engineering, Rensselaer Polytechnic Institute  
Ph.D., Electrical and Computer Engineering, Georgia Institute of Technology (2007)

LUGGIE, BRENDA M., *Associate Professor of Music/Choral Director*  
B.M., University of Akron

M.M., Ohio University-Music (2001)

MABRY, MARIANNA, *Associate Professor and Director, Pharmacy Technician Program*

B.B.A., East Tennessee State University-Marketing and Spanish (1982)  
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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)

MANIS, TERESA, *Instructor and Clinical Coordinator, Radiologic Technology Program*  
A.S., Asheville-Buncombe Technical Community College-Radiologic Technology (1991)  
Registered Radiologic Technologist RT (R)

MARSH, LINDA, *Instructor and Director, Medical Transcription Program*  
A.S., Steed College-Medical Secretarial Science (1974)  
Registered Health Information Technician (RHIT)

MASCARO, MARILYN L., *Associate Professor of English/Assistant Coordinator, Honors Program*  
B.S., University of Tennessee-English  
M.A., University of Tennessee-English (1984)

MCLEOD, KAREN, *Assistant Professor of Biology*  
B.S. University of Tennessee-Zoology  
D.V.M., University of Tennessee-Veterinary Medicine (1979)

MEADOWS, SHANNON, *Associate Professor of Biology*  
B.S., Union University-Medical Technology  
M.S., Louisiana State University Medical Center-Microbiology (1996)

MEGHABGHAB, GEORGE, *Professor of Computer Science*  
B.S., Institut Supérieur d' Electronique du Nord, Lille, France-Computer Engineering  
M.S., University of Pierre et Marie Curie, Paris, France-Computer Science  
Ph.D., University of Pierre et Marie Curie, Paris, France-Computer Science  
Ph.D., Florida State University-Computer Science (1988)

MILES, DEBORAH L., *Associate Professor of Mathematics*  
B.S., Louisiana State University-Mathematics Education  
M.M., University of Tennessee-Mathematics (1990)

MONDAY, RALPH, *Associate Professor of English*  
B.S., University of Tennessee-English Education  
M.A., University of Tennessee-British and American Literature (1985)

MOWERY, SAMMIE, *Associate Professor Speech*  
B.S., East Tennessee State University-Elementary Education  
M.S., University of Tennessee-Adult Education (1983)

MURPHY, TRESSA, *Associate Professor of Mathematics*  
B.S., University of Tennessee-Math  
M.M., University of Tennessee-Math  
Ed.S., Lincoln Memorial University-Education (1997)  
Ed.D., Lincoln Memorial University-Executive Leadership (2011)

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B.S.N., University of Cincinnati  
M.S.N., University of Cincinnati (1981)  
Registered Nurse

NESBIT, RANDY, *Associate 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)

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B.S., University of Tennessee-Zoology  
M.S., University of Tennessee-Zoology (1971)

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B.S.N., Western Carolina University-Nursing  
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PARROTT, MELISSA A., *Associate Professor of Nursing*  
A.D.N., Wallace Community College  
B.S.N., University of South Carolina-Nursing  
M.S.N., University of South Alabama - Nursing (2006)  
Registered Nurse

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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  
Ed.D., University of Tennessee-Educational Administration and Policy Studies(2002)  
Certified Developmental Education Specialist

PLUMLEE, DONNA W., *Assistant Professor and Director, Polysomnography Program*  
A.A.S., Draughtons Junior College-Business  
Registered Polysomnographic Technologist (RPSGT)  
Registered Electroencephalographic Technologist (REEGT)

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B.A., Middle Tennessee State University-French and English  
M.A.C.T., Middle Tennessee State University-English (1971)

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)

RAHMANIAN, M. SAEED, *Associate Professor of Biology*  
B.S., University of Tennessee-Animal Science  
M.S., University of Wyoming-Reproductive Physiology  
Ph.D., Louisiana State University-Reproductive Physiology and Endocrinology (1996)

RAINES, B. DIANE, *Professor of English*  
B.S., University of Tennessee-English Education  
M.A., Tennessee Technological University-English (1995)  
Ed.D., University of Tennessee-Instructional Technology and Educational Studies (2003)

RATH, DAVID E., *Associate Professor of Business*  
A.A.S., Genesee Community College-Travel & Tourism  
B.S., State University College at Buffalo-Marketing and Distributive Education  
M.S., State University College at Buffalo-Multi Disciplinary Studies (1982)

ROBERSON, VALERIA, *Associate Professor of Speech and Theatre*  
B.A., Berea College-History  
M.F.A., University of Tennessee-Theatre (1991)

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A.S., Cleveland State-Design and Drafting  
B.A., University of Tennessee-Architecture (1976)

SAFDIE, ROBERT, *Associate Professor of Psychology/Business, Director of the Cumberland Business Incubator*  
B.A., University of Tennessee-Psychology  
M.A., Middle Tennessee State University-General Clinical Psychology (1976)

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B.A., Saint Mary's University-Biology  
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B.S., Rensselaer Polytechnic Institute-Geology  
M.S., Louisiana State University-Geology  
M.B.A., University of Texas-Concentration in Environmental Economics  
Ph.D., University of Tennessee-Ecology (1997)

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B.S., Tennessee Technological University-Business Administration  
M.A., Tennessee Technological University-Educational Administration and Supervision (1991)

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B.S.N., University of Tennessee-Nursing  
M.S., University of Tennessee-Child Development  
M.S.N., University of Phoenix-Nursing Education (2008)  
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B.A., Seton Hill University-Biology  
Ph.D., University of Tennessee-Biomedical Sciences (1994)

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B.S.N., West Indies College-Nursing  
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Registered Nurse

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B.S., City College of New York-Chemistry  
M.S., University of Rochester-Chemistry  
M.B.A., University of New Haven-Business (1987)  
Ph.D., New York University-Chemistry (1976)

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Licensed Optician (LDO)

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B.A., Carson Newman College-Religion and Philosophy  
M.A., University of Tennessee-Philosophy  
M.A., Northern Arizona University-English (2006)

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M.A., Austin Peay State University-History  
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B.M., Southern Methodist University-Music Education  
M.A., Memphis State University-(1979)

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B.S.N., University of Tennessee-Nursing  
M.S., University of Tennessee-Exercise Physiology (1987)  
Registered Nurse (RN)  
Licensed Emergency Medical Technician (EMT-IV)  
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B.A., Tennessee Technological University-English  
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M.A., University of Tennessee-English (1985)

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B.S., West Virginia University-Secondary Education/Science  
M.A., Tennessee Technological University-Education/Instructional Leadership  
Ph.D. Capella University-Education (2009)

WARD, A. STEVEN, *Associate Professor of Chemistry*  
B.A., West Virginia University-Chemistry  
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B.S., University of Tennessee-Communications  
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A.S., Walters State Community College-Nursing  
B.A., University of Tennessee-Psychology  
M.S.N., University of Tennessee-Nursing (1998)  
Registered Nurse

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B.F.A., University of Tennessee-Ceramics  
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A.A., Macon College-Social Science and Psychology  
B.S., Berry College-Psychology  
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B.S., Middle Tennessee State University-Mathematics

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M.S., Chinese Academy of Sciences-Solid State Physics  
M.Eng., National University of Singapore-Electrical Engineering  
M.S., Mississippi State University-Computer Science  
Ph.D., University of California Irvine-Electrical and Computer Engineering (2007)

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M.A., Duke University-Micro-biology  
Ed.D., University of Tennessee-Science in Higher Education (1973-1988)

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B.S., University of North Carolina-Science Education  
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Ph.D., University of Virginia-Chemistry (1964)

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B.A., University of Tennessee-English  
M.A., University of Tennessee-German  
Ph.D., University of Georgia-Comparative Literature (1972)

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B.S., Tennessee Technological University-Mathematics, Secondary Education  
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Ed.D., University of Tennessee—Curriculum and Instruction, Mathematics  
Education (1978)

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M.A., Michigan State University-Geography  
Ph.D., Michigan State University-Geography (1972)

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B.S., Tennessee Technological University-Secondary Education, Biology  
M.S., Tennessee Technological University-Secondary Education  
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B.S., North Carolina State-Mathematics  
M.A.M., North Carolina State-Mathematics (1968)

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B.S., St. Bonaventure University-Math  
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B.F.A., University of Tennessee-Painting  
M.S., University of Tennessee-Art Education  
M.F.A., University of Tennessee-Graphic Design (Computer Enhanced Design) (1995)

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M.S.S., University of Mississippi-History (1966)

## Adjunct Faculty

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C.P.A., State of Tennessee

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M.A., University of Central Florida-Health and Physical Education (1983)

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M.DIV., Trinity Divinity School-Apologetics and Philosophy of Religion (1992)

BARBER, CHARLES, *Music*

M.A., University of Tennessee - Music (1979)

- BOWMAN, PAM, *English*  
M.A., University of Montevallo-English (1991)
- BRASKI, DAVE, *MSC and Chemistry*  
M.S., Virginia Polytechnic Institute-Metallurgical Engineering (1965)
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M.A., Tennessee Technology University - Instructional Leadership (2001)
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J.D., University of Memphis School of Law-Law (1976)
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# Concluding Statements

## **Weapons on Campus (felony)**

State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand dollars (\$3,000) for carrying a weapon on school property. "A...state or federal government entity or agent thereof is authorized to prohibit possession of weapons by any person at meetings conducted by, or on the premises owned, operated, managed or under control of such...government entity." (TCA §39-17-1309).

## **Smoking & Tobacco Products Use – RSCC Policy GA-21-01**

Roane State Community College has established, as allowed by legislation, a policy on smoking and use of tobacco products on campus. This policy is as follows:

1. Smoking is permitted outside of buildings in designated locations. Appropriate signage and ash urns will be provided at these locations. Smoking is not permitted within fifteen (15) feet of any building entrance except where physical layout does not permit.
2. Smoking or use of other tobacco products is prohibited inside any building or college vehicle.
3. Enforcement of this policy for staff will be the primary responsibility of supervisors. Security officers/guards will be responsible for enforcement at public events. Student offenders will be referred to the Assistant Vice President of Student Services/Dean of Students if disciplinary action is deemed necessary. All college personnel have the authority to enforce this policy.
4. This policy will be widely communicated through standard institutional communication channels.

## **Drug Free Environment – RSCC Policy GA-21-03**

Roane State Community College supports the provisions of the Drug Free Workplace Act of 1988 (41 U.S.C. 701, et.seq.) and the Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C 3171, et. seq.). Full details of this law and its provisions can be found at [www.roanestate.edu/deanofstudents](http://www.roanestate.edu/deanofstudents).

## **Sexual Harassment - RSCC Policy PA-02-01**

Sexual harassment and racial harassment have been held to constitute a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended and Title IX of the Educational Amendments of 1972. The institution may be held liable pursuant to Title VI or Title VII and/or lose federal funds pursuant to Title IX for failure to properly investigate and remedy claims of sexual or racial harassment. For the complete Harassment policy, visit [www.roanestate.edu/deanofstudents](http://www.roanestate.edu/deanofstudents).

For more information you can also call toll free 1-866-462-7722 ext. 4550 or 865-882-4550.

Roane State Community College is one of 46 institutions in the Tennessee Board of Regents system, the nation's sixth largest higher education system. The TBR system includes six universities, 13 two-year colleges and 27 technology centers (one center shares a campus with a community college), providing programs in 90 of Tennessee's 95 counties to more than 200,000 students.

Roane State Community College offers employment and its programs of

instruction to qualified persons regardless of race, color, creed, gender, national origin, disability, religion or age. Although sexual orientation is not included as a protected status under the law, the college is committed to equal employment and educational opportunities and applies this commitment to all aspects of recruitment, employment and education. The institution complies with Titles VI, VII and IX, the Americans with Disabilities Act, the Rehabilitation Act of 1973 and all other applicable federal, state and local statutes.

Roane State is a TBR and AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources/Affirmative Action, 276 Patton Lane, Harriman, TN 37748, (865) 882-4679. 250 copies printed by Precision Printing, Oak Ridge, TN. RSCC Publication # 12-019.

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