



Roane State

COMMUNITY COLLEGE

1990-91 Catalog of Courses

ACADEMIC CALENDAR 1990-91

Fall Semester, 1990

Faculty Report	Monday	August 20
Harriman Registration	Tuesday	August 21
Oak Ridge Registration	Wednesday	August 22
Fall In-Service	Thurs.-Fri.	August 23-24
Classes Begin	Monday	August 27
Last Day to Add Classes or Register Late	Friday	August 31
Labor Day	Monday	September 3
Last Day for 75% Refund	Monday	September 10
Last Day for 25% Refund	Monday	September 24
Last Day to Withdraw from Classes	Friday	October 19
Fall Break	Mon.-Tues.	October 22-23
Thanksgiving	Thurs.-Fri.	November 22-23
Last Day of Class	Friday	December 14
Examination Period	Mon.-Wed.	December 17-19
Grades Due in Admissions Office	Thursday	December 20

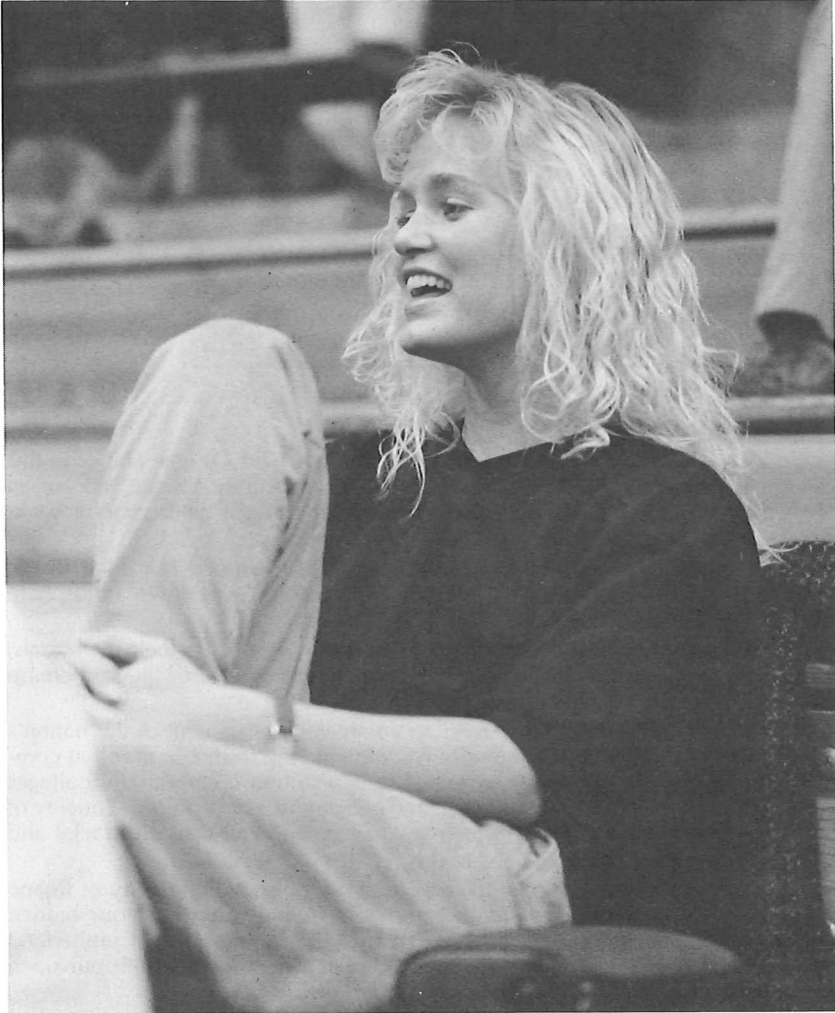
Spring Semester, 1991

Faculty Report	Wednesday	January 9
Harriman Registration	Wednesday	January 9
Oak Ridge Registration	Thursday	January 10
Classes Begin	Monday	January 14
Martin Luther King Holiday	Monday	January 21
Last Day to Add Classes or Register Late	Monday	January 28
Last Day for 75% Refund	Monday	February 4
Last Day for 25% Refund	Tuesday	February 19
Last Day to Withdraw from Classes	Friday	March 8
Spring Break	Mon.-Fri.	March 25-29
Last Day of Class	Monday	May 6
Examination Period	Tues.-Thurs.	May 7-9
Grades Due in Admissions Office	Friday	May 10
Commencement	Saturday	May 11

Summer Semester, 1991

Harriman Registration	Monday	June 3
Oak Ridge Registration	Tuesday	June 4
Classes Begin	Thursday	June 6
Last Day to Add Classes or Register Late	Wednesday	June 12
Last Day for 75% Refund	Wednesday	June 12
Last Day for 25% Refund	Wednesday	June 19
Last Day to Withdraw from Classes	Wednesday	July 3
Last Class, First Session	Wednesday	July 3
Fourth of July Holiday	Thursday	July 4
Second Session Classes Begin	Friday	July 5
Last Day of Class	Thursday	August 1
Grades Due in Admissions Office	Friday	August 2

CATALOG OF COURSES 1990-1991



Roane State Community College
Harriman, Tennessee 37748
(615) 354-3000
1 (800) 343-9104



Welcome to Roane State Community College!

We are pleased that you wish to learn more about our College and offer this catalog as a major source of information. As a community college, we are an open door institution, providing opportunities for students with varying background and achievement levels.

The heartbeat of a community college - and this is especially true at Roane State - is teaching. Excellence in teaching and a caring, supportive atmosphere are hallmarks at Roane State.

Students come to Roane State for many reasons - to pursue their own goals, to become productive, self-reliant individuals, and, with new knowledge, increase their life-long learning possibilities.

In pursuit of these same objectives, approximately 43 percent of the nation's undergraduates and 51 percent of all first-time entering freshmen enroll at community colleges. These large numbers of students choose community colleges because of quality education, low cost, and geographic convenience. Equality of opportunity is evidenced in our commitment to serving all ages and racial and ethnic groups.

More than 4300 students take advantage of the outstanding quality of Roane State's credit programs at our main campus in Roane County, at our branch campus in Oak Ridge, and at three centers in Scott, Loudon, and Cumberland counties. We invite you to join these individuals who walk through our open door and find that education can change their lives.

Please call upon me or any of Roane State's fine faculty and staff if you would like to know how our college can make a difference in **your** life.

Sincerely,

A handwritten signature in cursive script, reading "Sherry L. Hoppe". The signature is written in dark ink and is positioned above the printed name and title.

Sherry L. Hoppe
President

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Please Note:

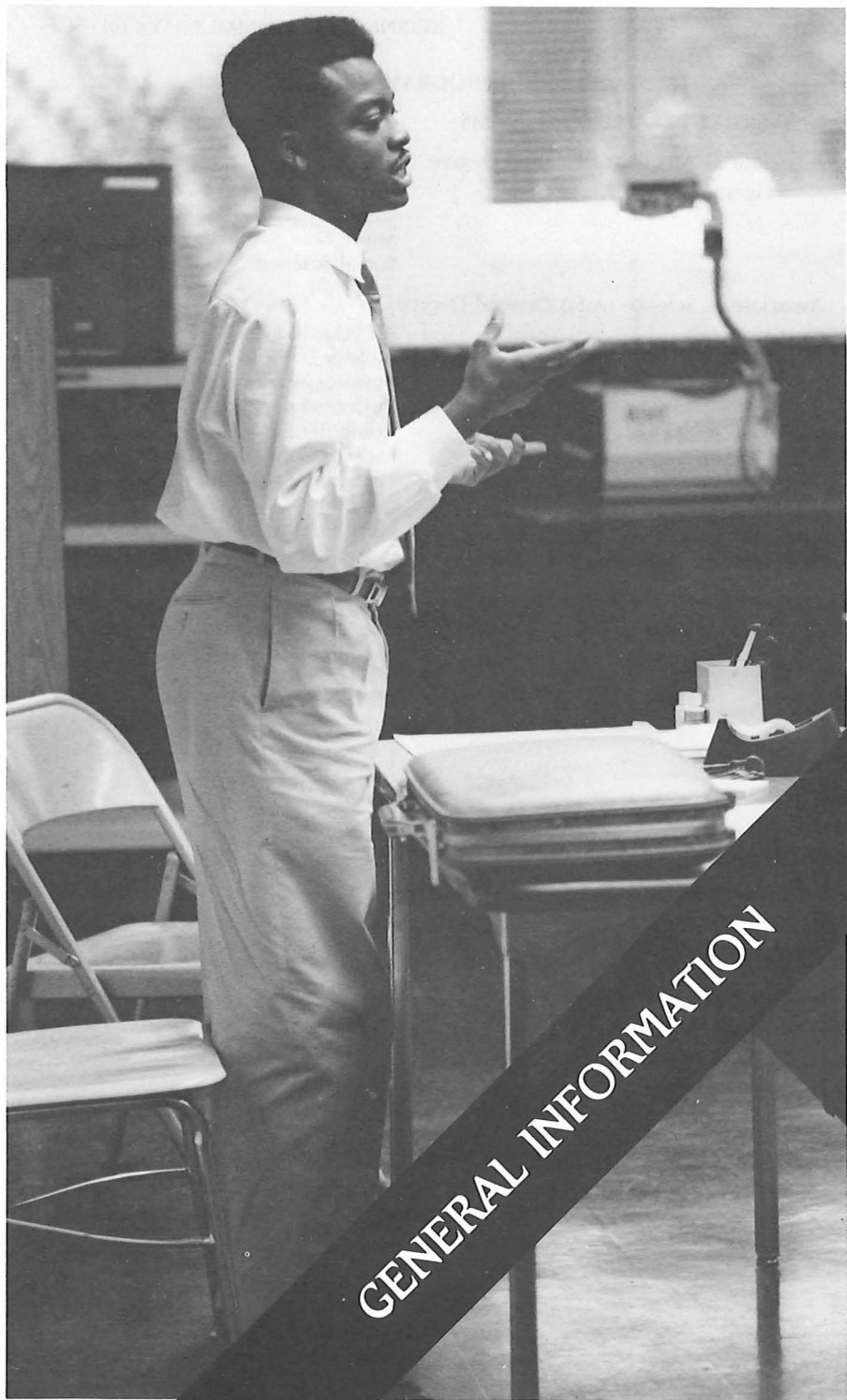
The course offerings and requirements of the institution are continually under examination and revision. This catalog presents the offerings and requirements in effect at the time of publication, but is no guarantee that they will not be changed or revoked. However, adequate and reasonable notice will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

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

Current information may be obtained from the following sources:

Admission Requirements	— Admissions Office
Course Offerings	— Department or Division Offering Course
Degree Requirements	— Admissions Office
Fees and Tuition	— Business Office

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



GENERAL INFORMATION

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ACADEMIC PROGRAM OFFERINGS

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CAMPUS OFFICE DIRECTORY

SUBJECT	OFFICE
Academic Standing, Probation, Suspension, and Reinstatement	Admissions and Records
Adding/Dropping Classes	Admissions and Records
Advanced Placement	Admissions and Records
Appeal of Parking and Traffic Tickets	Student Services (Harriman)
	Business Office (Oak Ridge)
Auditing Courses	Admissions and Records
Books and Supplies	Bookstore
Bulletin Board Information Approval	Student Services
Career Planning	Counseling Center, Advisement, Library, and Single Parent/ Displaced Homemaker Program
	Faculty Advisors or Student Services
Class Attendance	Student Services
College Publications	Admissions and Records
Credit by Examination	Dean of the College
Course Overload Approval	Student Services
Disciplinary Action	Admissions and Records
Evaluation of Records for Graduation	Admissions and Records
Evening Courses	Admissions and Records
Grades and Grading	Admissions and Records
Identification Cards	Student Services (Harriman)
	Business Office (Oak Ridge)
Insurance	Student Services
Intramurals	Student Activities
Library	Librarian
Loans, Scholarships, Work-Study	Scholarships and Financial Aid
Lost and Found	Student Services
Motor Vehicle Registration	Student Services (Harriman)
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Off-Campus Credit Classes	Continuing Education
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Personal Counseling	Counseling Center
Personal Injury, Illness, Health Problems	Clinic/Health Services
Placement in Jobs	Placement Office
Placement of College Event on Calendar	Security/Physical Plant
Public Relations	Community Relations
Student Organizations and Activities	Student Activities
Testing	Counseling Center
Transfer College Credit	Admissions and Records
Veterans Benefits	Financial Aid
Withdrawal from College	Admissions and Records
Workshops and Seminars	Continuing Education

CAMPUS TELEPHONE DIRECTORY

	HARRIMAN	OAK RIDGE
Academic Development	882-4591	
Academic Development Counseling	882-4660	
Admissions & Records	882-4523	481-2002
Administrator, Oak Ridge Campus		481-2001
Associate Dean of Student Services	882-4550	
Athletics	882-4581	
Bookstore	882-4671	
Business Office	882-4515	
Business & Economics	882-4600	
Community Relations	882-4505	
Continuing Education, non-credit	882-4509	
Continuing Ed., off-campus credit	882-4602	
Counseling Center	882-4546	481-2003
Dean of the College	882-4513	
Energy Education		481-2007
General Information	1-800-343-9104	
Health Services (Clinic)	882-4570	
Health Sciences	882-4594	
Humanities/Education	882-4536	
Library	882-4553	
Lost & Found	882-4550	
Math, Natural & Social Sciences	882-4533	
Mining & Reclamation Office		482-1494
Nursing	882-4605	
Off-Campus Centers:		
Cumberland County	1-456-9880	
Loudon County	1-458-9466	
Scott County	1-569-5733	
Placement Office	882-4612	
President	882-4501	
Scholarships/Financial Aid/Veterans Affairs	882-4545	
Security & Maintenance	882-4565	
Single Parent/Displaced Homemaker Program	882-4650	481-2010 ext. 341
Student Activities	882-4638	
Student Government Association	882-4620	
Student Newspaper (<i>Campus Highlights</i>)	882-4621	
Theatre (Drama)	882-4589	
Waste Management		481-3493
Writing Center	1-800-367-6778	1-800-843-5779

COLLEGE HISTORY

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

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

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

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

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

A general education core curriculum including the humanities, arts, math, and sciences is required of all graduates. Roane State has also implemented the state educational initiative to require all graduates to be computer literate. New career programs introduced in 1989 to meet employment demands now and in the future included Environmental Health Technology, Opticianry, and Emergency Medical Technician/Paramedic. A Waste Management Training Center was established to facilitate training of persons to meet the demand of environmental health needs of area industries. Roane State cooperates with area business and industry to identify critical employee/employer training and retraining needs.

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

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

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

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

Groundbreaking for the second building on the Roane State campus was held in January 1977. This three-story Technology Building, which houses the expanding career education programs and personnel, 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 developmental studies, the writing center, and reading laboratories. A branch campus at Hardin Valley Road and Pellissippi Parkway was occupied in the Fall of 1986. This campus was shared with a sister institution in Knox County.

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

Through 19 years of continuous change, growth, and expansion of programs, Roane State now serves about 4,300 students who are enrolled for credit. More than 2,000 students are served yearly through non-credit courses, programs, and workshops.

Locations

The Roane County campus of Roane State Community College consists of 138 acres located near the cities of Harriman, Kingston, and Rockwood in Roane County, Tennessee. The site is near the intersection of Patton Lane and U.S. Highway 70 and is easily accessible from Interstate 40, U.S. 27, and U.S. 70. The Roane State Oak Ridge Turnpike facility is located on the Oak Ridge Turnpike in the city of Oak Ridge in Anderson County. A second Roane State Oak Ridge facility was opened in 1989 on Emory Valley Road.

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

RSCC/TTU Scott County Higher Education Center, Helenwood, Tennessee

RSCC/TTU Cumberland County Higher Education Center, Crossville, Tennessee

RSCC/TTU Loudon County Higher Education Center, Loudon, Tennessee

In addition to the main campus in Roane County and the facilities in Anderson, Scott, Loudon, and Cumberland counties, the college also offers off-campus courses at various locations in Campbell, Fentress and Knox counties.

ACCREDITATION

Roane State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. The college's career preparation programs are accredited as follows:

EMT-Paramedic	AMA Committee on Allied Health Education and Accreditation (CAHEA)
Medical Laboratory Technology	AMA Committee on Allied Health Education and Accreditation (CAHEA)
Medical Record Technology	AMA Committee on Allied Health Education and Accreditation in collaboration with the American Medical Record Association
Nursing	National League of Nursing
Physical Therapist Assistant	APTA Commission on Accreditation in Physical Therapy Education
Radiologic Technology	AMA Committee on Allied Health Education and Accreditation (CAHEA)
Respiratory Therapy Technology	AMA Committee on Allied Health Education and Accreditation (CAHEA)

MISSION

Roane State Community College (RSCC) is one of twelve public community colleges created by the legislature to serve the post-secondary educational needs of the residents of Tennessee.

The college offers undergraduate instruction leading to the Associate of Arts, Associate of Science, and Associate of Applied Science degrees, as well as technical and academic certificates of credit, and non-credit activities.

While a large percentage of students enroll in transfer programs, RSCC has strong career programs in business-related fields and is distinct in the region by the diversity and quality of its programs in the field of health and environment. That institutional distinctiveness is enhanced by the Waste Management Training Center that provides learning opportunities for its students as well as service to industry and local governments.

Specifically, Roane State offers the following:

- University parallel programs for those who wish to transfer to four-year colleges.

- Career programs for those who wish to enter or to re-enter the job market with two years or less of training.

- Continuing education for short-term occupational training or for personal enrichment.

- Academic development courses for those who need refresher work before entering college-level classes.

Faculty/staff development activities and incentives to ensure that the college maintains its reputation of educational excellence.

Activities for both the college community and the service area for the purpose of expanding cultural and aesthetic awareness and enjoyment.

Economic development of the area through a variety of services.

A Center of Emphasis in Writing that supports the general curriculum and the community at large.

Roane State Community College serves a student body that is diverse in age, race, national origin, and educational goals. The college provides access to the residents of the surrounding areas by offering classes at one branch campus, three staffed centers, and numerous teaching sites. Educational opportunity is enhanced by a cooperative relationship with a local university that permits the sharing of facilities and staff at selected sites.

The above statements strive to communicate that Roane State's **overall mission** is to **improve the quality of life** directly of those who take advantage of the college services and indirectly of those who live in the service area.

ACADEMIC PROGRAMS

Roane State offers several degree programs. Detailed information about each program can be found beginning on page 57.

COMMUNITY SERVICE PROGRAMS

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

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

CENTER FOR BUSINESS AND PROFESSIONAL PROGRAMS (CBPP)

The Center for Business and Professional Programs serves the needs of business, industrial, and professional organizations by assisting with employee development. The center provides specific services such as needs assessments, workshops, seminars, training sessions, and special short courses. Programs may be offered on campus, in the plant, or at a community site.

All inquiries about non-credit courses should be directed to:

Director of Center for Business and Professional Programs
Roane State Community College
Harriman, Tennessee 37748

WASTE MANAGEMENT TRAINING CENTER

In response to the growing demand for environmental health practitioners in East Tennessee and across the nation, Roane State Community College has developed and implemented an associate of science degree program in Environmental Health Technology and a related non-credit program, the Waste Management Training Center.

The Waste Management Training Center, which is housed in Oak Ridge, serves as a collaborative effort to provide the best in waste management training, drawing from academia, private industry, and the federal government. The Center is an avenue through which private industry and the federal government can train and certify personnel in the areas of radioactive, hazardous and mixed waste management. Another important function is to familiarize people with current federal and state environmental regulations.

Although the primary focus is on hazardous waste operations and emergency response training, there are courses dealing with pollution, groundwater contamination, and asbestos control and remediation.

The Waste Management Training Center serves as a focal point for training so that technicians may be sent from other geographical locations to the model center in Oak Ridge. Although courses are offered on a regular basis in Oak Ridge, the training teams will also travel to provide on-site training if this best meets the needs of the organization requiring training. For more information on the Environmental Health Technology associate degree program, see page 83.

RSCC/LEAD INSTITUTION

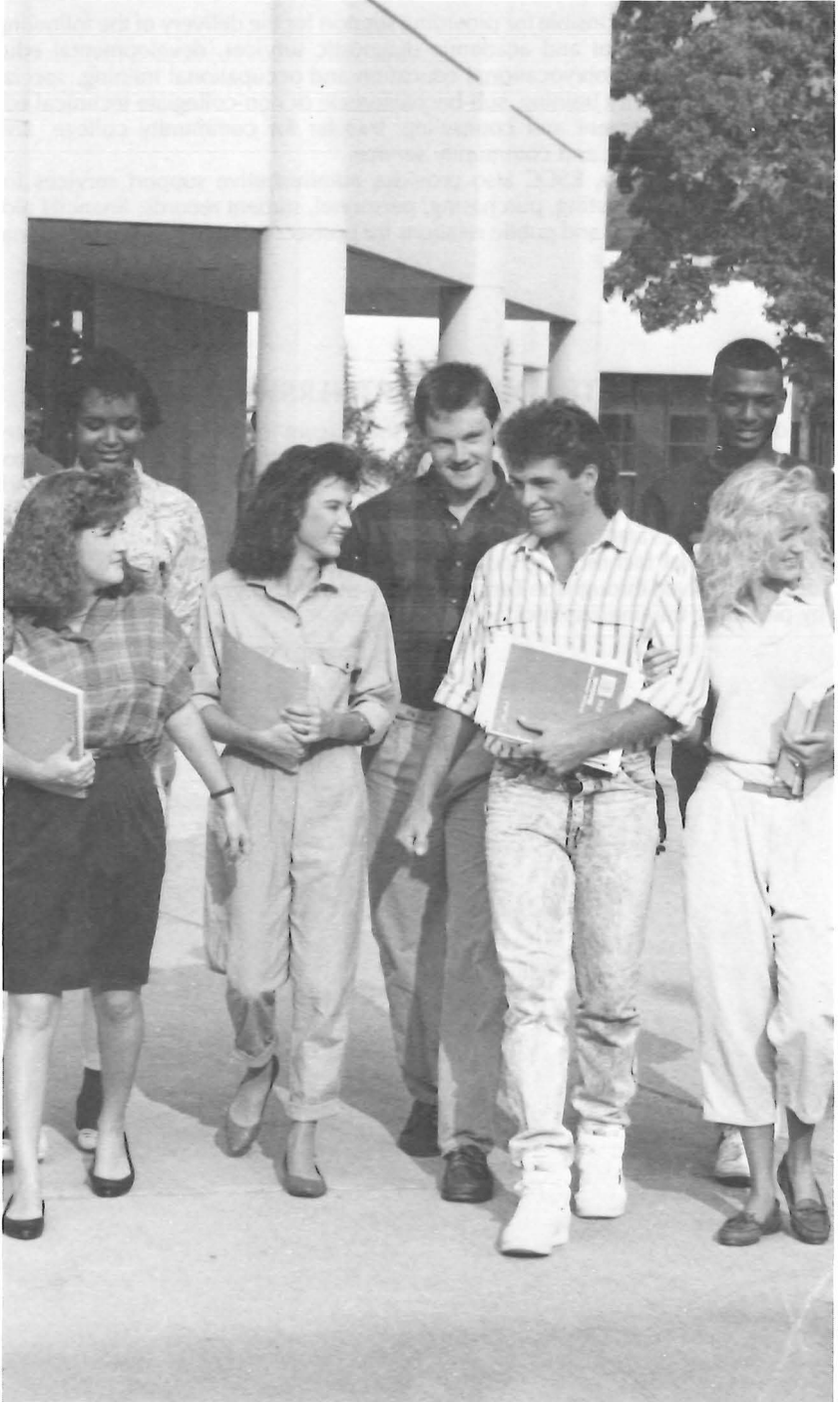
RSCC, designated a Lead Institution by the Tennessee State Board of Regents, is charged with the responsibility of overseeing the development of a cohesive plan for the delivery of postsecondary vocational, technical, and career programs and with support services for area vocational technical schools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

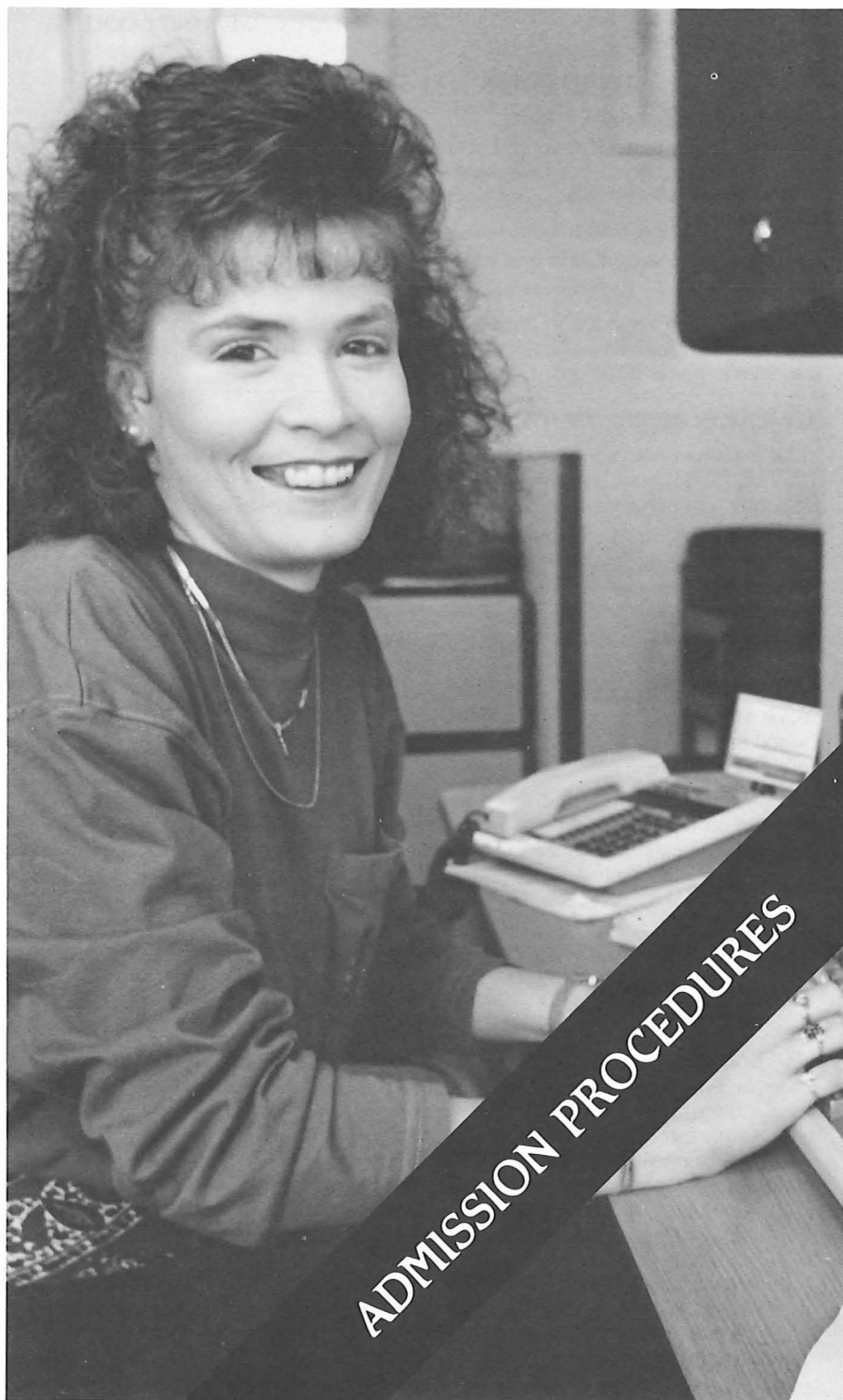
Roane State is responsible for providing support for the delivery of the following services: occupational and academic diagnostic services, developmental education (basic skills), job/vocational education and occupational training, special business and industry training, sub-baccalaureate or non-collegiate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

As Lead Institution, RSCC also provides administrative support services for accounting and budgeting, purchasing, personnel, student records, financial aid, institutional research, and public relations for postsecondary state area vocational technical schools.

JOB TRAINING PARTNERSHIP ACT

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





ADMISSION PROCEDURES

ADMISSION TO THE COLLEGE

As one of Tennessee's larger community colleges, RSCC can aid in the intellectual development of anyone who wants to take advantage of a high-quality, low-cost, state-supported educational experience. The following pages describe in detail the costs and procedures for entry into Roane State Community College.

STEP 1 — Apply for Admission

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

STEP 3 — Enroll - Register for classes

The information included in this section of the catalog is provided to guide you through these steps. If you have questions which are not explained, please contact the Admissions and Records Office at 882-4523.

ADMISSION REQUIREMENTS

All freshman applicants who graduated from high school in or subsequent to 1989 and who have not previously accumulated college credit must meet the following requirements in order to be classified as degree-seeking students in any transfer program:

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

Applicants who are found to be **deficient** in any of the above areas may be admitted on a provisional basis and will be required to remove any deficiencies prior to being classified as a regular degree-seeking student. Questions regarding this policy should be forwarded to the Director of Admissions and Records.

COLLEGE ADMISSION PROCEDURES

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

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

1. Graduate from high school or receive a GED high school equivalency diploma and file with the Office of Admissions an official high school transcript or an official copy of GED scores.
2. File an application for admission and submit a non-refundable application fee of \$5. The application form must have all appropriate spaces completed. Failure to complete all appropriate spaces accurately may result in expulsion from the college.

3. File the signed Health Information Report and/or evidence of a recent physical examination. Students who have special health problems must file this information with the college clinic. Part-time students shall have the option of signing the medical waiver, and students who enroll only in courses taught at off-campus locations are exempt from any health information requirement.
4. All freshman applicants under 21 years of age must submit ACT scores. Information on the ACT may be obtained from the high school counselor, the Counseling Office at RSCC, or by writing to American College Testing, Inc., P.O. Box 168, Iowa City, Iowa 52242. Roane State Community College's ACT Code Number is 3985. This number should be used to request that scores be sent to RSCC.
5. Students who have graduated from a Tennessee high school and who have not earned one credit in American history while in the high school program are required to complete 6 semester hours of American history during their first 30 hours of **regular** enrollment at Roane State. This requirement does not affect the student who enters the college with a GED certificate.
6. Applicants seeking degree status who graduated from a high school which has not been approved by the State of Tennessee or accredited by the Southern Association of Colleges and Schools must validate their eligibility for admission by achieving a score of 19 or above on the Enhanced ACT. Applicants who fail to achieve this score must successfully complete the GED Test (Score 45).
7. The deadline for submitting applications for admission is 21 days prior to registration for courses. No applicant will be permitted to register until all required data (completed application forms, ACT scores and/or Placement Assessment scores, transcripts, medical histories, etc.) have been received by the Office of Admissions and Records and a determination has been made as to whether the admission category is regular or controlled.
8. Transcripts for graduates from Tennessee public high schools must provide evidence that the student passed the required proficiency test battery. Persons who wish to submit the GED score necessary for the equivalency high school diploma in lieu of a high school diploma for college admission may do so.

All correspondence concerning admissions should be addressed to:

Director of Admissions and Financial Aid
Roane State Community College
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 Director of Admissions and Records. All required materials must be received by the Office of Admissions and Records prior to the established deadline.

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

ADDITIONAL ADMISSIONS AND RETENTIONS REQUIREMENTS ARE IN EFFECT FOR HEALTH SCIENCE PROGRAMS. SEE PAGE 88 FOR FURTHER INFORMATION.

GENERAL STUDENT CLASSIFICATIONS

1. *Degree Student*: Applicants who will take courses for credit which will apply toward a degree.
 - A. *First-time college student* (new, beginning freshmen)
 1. All applicants must submit official high school transcript or official copy of GED scores.
 2. All applicants under 21 years of age must submit ACT scores. These scores will be used to determine the areas in which the student will be required to undergo placement assessment.
 - a) Student whose composite score is less than 19 on the Enhanced ACT will be required to take all parts of the placement assessment.
 - b) Students whose English sub-test score is less than 19 on the Enhanced ACT will be required to take the writing sample portion of the placement assessment.
 - c) Students whose math sub-test score is less than 19 on the Enhanced ACT will be required to take the math portion of the placement assessment.
 3. All applicants 21 years of age and older must undergo placement assessment. Students 21 years of age and older may choose to take the ACT and be assessed according to the above-mentioned guidelines. The ACT must have been completed within the last three years.
 4. All students enrolled in Composition I will be evaluated during the first week of classes. Students showing deficiencies will be referred to testing for possible placement in appropriate remedial or developmental courses.
 5. All students deficient in reading or in two or more areas of Academic Developmental will be placed into a study skills course. All other placements will be made only in courses where clear deficiencies have been determined by assessment.
 6. Enrollment in the courses indicated by results of the assessment is mandatory.
 - B. *Transfer Student*: A degree-seeking applicant who has attended another college or university will be considered a transfer student. An evaluation of college credit for transfer will be completed.
 1. If less than 12 semester (18 quarter) hours have been accumulated, an official high school transcript or GED scores must be submitted.
 2. Official transcripts from all colleges previously attended must be submitted. Transcripts are not accepted from students. A certified copy must be mailed directly to the Office of Admissions and Records, Roane State Community College.
 3. Transfer students under the age of 21 must submit ACT scores. If fewer than 21 hours have been attempted, ACT sub-test scores will be used to determine the areas in which the student will be required to undergo placement assessment. Grades in courses completed will also be taken into consideration for proper placement assessment determination. Enrollment in courses indicated by results of the assessment is mandatory.
 4. Transfer students age 21 and older will have their course records evaluated for proof of competency in the areas of reading, writing, and mathematics. Students lacking college course work in these areas will be required to undergo placement assessment. Enrollment in courses indicated by results of the assessment is mandatory.

5. Transfer applicants who do not meet the Roane State retention standards or whose last term of enrollment results in academic probation may be required to undergo placement assessment. Enrollment in the courses indicated by results of the assessment is mandatory.
 6. Transfer applicants whose last term of attendance resulted in academic suspension must meet with the Admissions and Retentions Committee to request admission. If admission is recommended by the committee, the applicant may be required to undergo placement assessment. Enrollment in the courses indicated by results of the assessment is mandatory.
 7. Credits for courses not corresponding with the curriculum at Roane State will be entered on the transcript as elective credit.
 8. The Director of Admissions and Records will screen all applicants for appropriate referral.
- C. *Readmitted Student*: An applicant for readmission is one who has previously applied for classes at Roane State Community College, but who has not been enrolled for at least one semester/quarter prior to the semester of requested readmission.
1. An application for readmission must be filed with the Office of Admissions and Records.
 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 Admissions and Retentions 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. The Director of Admissions and Records will screen all applications for readmission for appropriate referral/assessment and enrollment in the courses indicated by the assessment is mandatory.
- D. *International Student*: An applicant who is a citizen or a permanent resident of a country other than the United States is classified as an international student.
1. International students under 21 years of age must submit ACT scores.
 2. Placement assessment may be required dependent upon age, admissions category (new or transfer), and ACT scores. The above-stated policies for first-time college students and transfer students will be adhered to. Enrollment in courses indicated by results of the assessment is mandatory.
 3. All applicants whose native language is not English are required to furnish test results of the Test of English as a Foreign Language (TOEFL). A minimum score of 500 on this test is required.
 4. All transcripts, test scores, and other credentials must be accompanied by an official English translation of these documents and must be on file in the Office of Admissions and Records at least 60 days prior to the beginning of the term in which the applicant wishes to enroll.
 5. Evidence of financial resources adequate for all expenses for at least one year of enrollment is required. (A statement verifying these resources from a bank in the United States will fill this requirement.)
 6. The international student must be familiar with the regulations of the Immigration and Naturalization Service and assume responsibility for complying with these regulations.

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

- E. *Early Admissions Student*: Students who have completed the junior year in high school and who have reached an exceptional level of academic achievement (should approximate 3.5 GPA or better and must have ACT scores of 22 or better) may apply for early admissions as a regular degree-seeking student contingent upon the following:
1. Agreement between the applicant, the applicant's parents, the high school principal and/or counselor, and the Director of Admissions and Records that this is an appropriate step for the student.
 2. Agreement by the high school principal that the applicant, upon the satisfactory completion of specified courses at Roane State Community College, will be granted a high school diploma.
 3. Agreement that the student will abide by all requirements for admissions stated for degree-seeking students (high school transcripts, AAPP assessment, etc.)

NOTE: Students who do not meet the above criteria may be admitted by exception to enroll in EDU 100 and DSS 088. These courses will be taught on-site at area high schools when requested by school personnel.

- F. *Advanced Studies Students*: Upon completion of the sophomore year in high school a student may be admitted as an advanced studies student when the criteria below are met and the outlined procedures followed:
1. The high school principal and/or counselor initiates the request for admission to the program for potential students.
 2. Student nominated for this program should have a "B" average or above. Exceptions to this may be considered when the high school principal initiates such a request.
 3. The students nominated must submit ACT scores. If the ACT composite or any subscore falls below 19 on the Enhanced ACT, AAPP assessment will be required and enrollment in courses indicated by the results of the assessment is mandatory.
 4. The course load may not exceed 6 semester hours, except in cases where a sequence may be 8 semester hours.
 5. Courses satisfactorily completed will count as credit for those who submit a high school transcript showing evidence of high school graduation. Advanced Studies students must submit a high school transcript verifying high school graduation prior to enrolling as degree students.
 6. Exceptionally qualified students may continue in advanced studies during their senior year of high school, if recommended by the high school principal. The State Board of Education has ruled that advanced studies students may enroll ONLY in those college classes which meet after 3 p.m. during the academic year.

- G. *Academically Gifted Students*: To qualify as an applicant for this admissions category, students in grades 9, 10, 11, or 12 must be classified as "academically gifted" by evaluation through the multi-disciplinary team process. Admission will be contingent upon the following criteria:
1. A grade point average of 3.2 or better on a 4.0 scale.
 2. Approval of the high school principal and the Director of Admissions and Records.
 3. Enrollment **only** in those courses designated in the student's Individual Education Program (IEP) developed by the multi-disciplinary team.

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

Variations in State Policies and Procedures

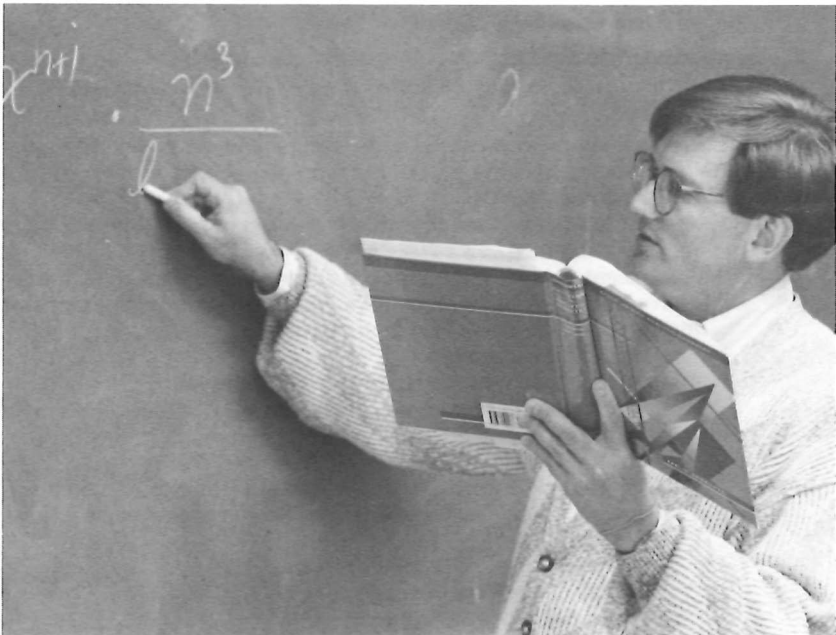
1. Students whose assessment results require enrollment in Remedial Studies courses may not enroll in regular college-level courses until they have satisfactorily met the exit criteria for their remedial courses, unless the Associate Dean of Academic Development agrees that the deficiency will not handicap the student's likelihood of success in the particular regular course.
 2. SAT scores may be submitted in lieu of ACT scores. Verbal and Math sub-scores will be used to determine the areas of required placement assessment.
 3. The non-degree Adult Special Student (a student who has passed his/her twenty-first birthday and who does not meet requirements for a degree-seeking student) may be admitted to the college. This student must undergo placement assessment and take the prescribed remedial and/or developmental courses. Upon achieving the required competencies, the student must request a change of status to a degree-seeking student.
- II. *Non-Degree Student*: Applicants who do not wish to work toward a degree or academic certificate may be admitted as Non-Degree Students.

This category includes:

- A. Those students who meet the minimum requirements for admission (high school graduation or GED) but who do not wish to work toward an associate degree.
1. An official college transcript, high school transcript, or GED score must be submitted.
 2. A transient student must provide a signed statement from his/her native institution verifying enrollment in a degree program at that institution rather than submit a transcript.
 3. No assessment is required
 - (a) until the student has attempted 18 semester hours **OR**
 - (b) unless the student wishes to enroll in a college-level math or English class or one that has college level math or English prerequisites **OR**
 - (c) if the student is enrolled in a technical certificate of credit program. Technical Certificates of Credit are available in the following areas:
 - Emergency Medical Technology/Paramedic
 - Hospital/Health Care Management
 - Medical Secretary/Transcriptionist
 - Phlebotomy
 - Police Management

Secretarial Science
Security Management
Software Technician
Strategic Management
Substance Abuse Counseling

4. Students may not accumulate more than 18 hours in this category and are limited to no more than 9 hours per term.
- B. Those students who do not meet the requirements for admission as a regular student and who wish to audit course work at Roane State Community College. These may include disabled or elderly students who qualify for a special fee rate.
1. Transcripts of previous school work are not required.
 2. Students in this category who wish to be reclassified must submit appropriate transcripts and undergo placement assessment. A change of status form must be completed in the Office of Admissions and Records. Reclassification will not occur until all requirements of the desired admissions category are met.
 3. A student may not change status during the first term of enrollment.
- C. Students who have passed their twenty-first birthday and who do not have a regular high school diploma or GED.
1. Students must undergo placement assessment and take the prescribed remedial and developmental courses.
 2. Students must, upon achieving required competencies, request a change of status to a degree-seeking student.
- D. Students who have passed their eighteenth birthday, who are not currently enrolled in high school, and who wish to pursue the GED through academic development instruction.



ENHANCED ACT ASSESSMENT

Those who took the ACT prior to October 1989, can convert their composite and subscores by using the following tables:

ACT Composite Score

Composite score on Enhanced ACT Assessment		
Composite Score on original ACT Assessment	Concordant value	Estimated score interval
35	36	35-36
34	35	34-36
33	34	33-36
32	33	32-35
31	32	31-34
30	31	30-33
29	30	29-32
28	29	38-31
27	28	27-30
26	27	26-28
25	26	25-28
24	25	24-27
23	24	23-26
22	23	22-25
21	22	21-24
20	21	20-23
19	21	19-22
18	20	18-21
17	19	18-21
16	19	17-20
15	18	16-19
14	17	16-19
13	17	15-18
12	16	14-17
11	15	14-16
10	14	13-16
9	14	12-15
8	13	12-14
7	12	11-14
6	11	10-13
5	11	9-12
4	9	7-10
3	7	5-8
2	5	3-6
1	3	1-4

English

<u>English scores on Enhanced ACT</u>		
English Usage score on original ACT Assessment	Concordant value	Estimated score interval
33	36	33-36
32	35	32-36
31	34	31-36
30	34	30-35
29	33	29-34
28	32	27-32
27	31	26-31
26	30	25-30
25	29	23-29
24	28	22-28
23	27	21-27
22	25	20-25
21	24	19-24
20	22	18-23
19	21	17-22
18	20	16-21
17	19	15-20
16	18	15-20
15	17	14-19
14	16	13-18
13	15	13-18
12	15	12-17
11	14	11-17
10	13	11-16
9	13	11-16

Mathematics

Mathematics score on Enhanced ACT		
Mathematics Usage score on original ACT Assessment	Concordant value	Estimated score interval
36	36	32-36
35	35	31-36
34	35	30-35
33	34	29-34
32	33	28-33
31	32	27-32
30	32	26-32
29	31	25-31
28	30	24-30
27	28	23-28
26	27	23-27
25	26	22-26
24	25	21-26
23	23	20-25
22	22	19-24
21	22	19-23
20	21	18-23
19	21	17-22
18	20	17-22
17	19	16-21
16	19	16-20
15	18	15-20
14	18	15-19
13	17	14-19
12	16	14-19
11	16	14-18
10	16	13-18
9	15	13-18

HONORS PROGRAM

The Honors Program seeks to provide the superior student with intellectual opportunities beyond the scope generally found in regular classes. Small class size will allow direct and personal contact with qualified faculty members who, in turn, hope to challenge and stimulate the student to a deeper understanding of the concepts and materials presented in the course.

Acceptance into honors courses is based on a combination of high school performance, ACT scores, and personal interview. Students whose ACT composite score is 26 or above and who are interested in being invited to participate in the Honors Program are urged to contact the director of the Honors Program at Roane State.

ACQUIRING CREDIT

The following explains ways of receiving academic credit other than taking the specific classes at RSCC.

COURSE EXEMPTION

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

In English, students with ACT scores of 29 or better may enroll for both English 101 and 102, attend English 102, and receive six semester hours credit with the grade earned in English 102.

ADVANCED PLACEMENT

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

DEPARTMENTAL PROFICIENCY EXAMINATIONS

1. Students desiring to obtain credit by successfully completing departmentally-designed examinations must apply to the appropriate department and arrange to take the examination. When the examination has been successfully completed, the department will issue the student a Credit By Examination Form.
2. The student must take the form to the Business Office and pay the appropriate fees. Students will be required to pay a fee equal to the current per hour maintenance fee times the number of credit hours. This fee is an addition to maintenance fees paid for courses in which the student is actually registered.
3. After all fees are paid, the Business Office will notify the Office of Admissions and Records. The appropriate credit will then be recorded on the student's academic record and the student mailed an adjusted transcript.

CLEP GENERAL AND CLEP SUBJECT AREA EXAMINATIONS

Have official scores sent from CEEB to the Office of Admissions and Records. An evaluation for possible credit will be made, and a copy of this evaluation will be mailed to the student. For information about taking CLEP examinations, contact the University of Tennessee Counseling Center.

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

	MINIMUM ACCEPTABLE SCORE	NUMBER OF CREDIT HOURS AWARDED
CLEP GENERAL EXAMINATIONS:		
English Composition (1986 Scale).....	421	6
English Composition (1987 Scale).....	530	6
Humanities.....	421	6
Mathematics.....	421	6
Natural Science.....	421	6
Social Science - History.....	421	6
CLEP SUBJECT EXAMINATIONS:		
Accounting, Introductory.....	47	6
Afro-American History.....	49	3
American Education, History of.....	46	3
American Government.....	47	3
American History.....	46	6
American Literature.....	46	6
Biology, General.....	46	8
Business Law, Introductory.....	51	3
Calculus with Elementary Functions.....	47	6
Chemistry, General.....	47	8
College Algebra.....	45	3
College Algebra-Trigonometry.....	45	3
College Composition.....	47	6
College French (Levels 1 and 2)		
Second Semester.....	41	6
Fourth Semester.....	53	6
College German (Levels 1 and 2)		
Second Semester.....	40	6
Fourth Semester.....	48	6
College Spanish (Levels 1 and 2)		
Second Semester.....	41	6
Fourth Semester.....	50	6
Computers and Data Processing.....	47	3
Computer Programming, Elementary - FORTRAN IV.....	48	
Educational Psychology.....	46	3
English Literature.....	46	6
Freshman English.....	47	6
Human Growth and Development.....	45	3
Literature, Analysis and Interpretation of.....	49	6
Macroeconomics, Introduction.....	49	3
Management, Introduction to.....	47	3
Marketing, Introductory.....	48	3
Medical Technology		
Clinical Chemistry.....	47	*
Hematology.....	46	*
Immunohematology.....	47	*
Microbiology.....	48	3
Microeconomics, Introductory.....	47	3
Micro- and Macroeconomics, Introductory.....	47	3
Money and Banking.....	48	3
Nursing		
Anatomy, Physiology, Microbiology.....	44	**

Behavioral Sciences for Nurses.....	45	**
Fundamentals of Nursing.....	44	**
Medical-Surgical Nursing.....	46	**
Psychology, General.....	47	3
Sociology, Introductory.....	47	3
Statistics.....	49	3
Tests and Measurements.....	46	3
Trigonometry.....	50	3
Western Civilization.....	50	6

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

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

COURSE CREDITS FOR PASSING THE CPS EXAMINATION

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

BUS 101	Introduction to Business.....	3
BUS 221	Principles of Accounting I.....	3
BUS 251	Legal Environment for Business.....	3
BUS 261	Psychological Aspects of Management.....	3
ECO 201	Principles of Economics I.....	3
OAD 201	Office Administration.....	<u>3</u>
		18

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

TRANSFER OF CREDIT

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

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

Transfer grades have no bearing on the required average for graduation, but all transfer grades are included in computations for the determination of graduation honors.

Veteran students who have more than one year of honorable military service may be awarded up to four hours of physical education activity credit and up to six hours of Military Science credit. The veteran must present a copy of the DD

214 form (if not on file) to the Office of Admissions and Records and file a petition for this credit.

Advisement and information regarding inter-institutional articulation are available in the office of the Director of Admissions and Records.

CORRESPONDENCE AND EXTENSION CREDIT

A student may not be enrolled at another college for correspondence or extension work while enrolled at Roane State unless special permission has been granted. All extension or correspondence work in progress upon admission must be reported to the Office of Admissions and Records at the time of the student's first registration. A maximum of 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.

EXPERIENTIAL CREDIT

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

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

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

The request along with the supporting portfolio should be submitted to the Director of Admissions and Records who will review the materials and advise the student of its readiness for review by the academic Associate Dean. The Associate Dean may enlist the assistance of any faculty member(s) in the evaluation process. Following the Associate Dean's recommendation, the Dean of the College will receive the portfolio and make the appropriate recommendations. Finally, the portfolio is returned to the Director of Admissions and Records for recording the credit or notifying the student of its rejection.

Credit will be posted on the transcript as experiential credit, and will include course numbers and credit hours earned. No grade designation will be assigned. This credit can not be used to fulfill the residency requirements for graduation.

STUDENT RECORDS

Records of each student's grades are kept on permanent file in the Office of Admissions and Records. Since these records are permanent and are frequently referenced for the purpose of supplying information to legitimate sources, all students should be acutely conscious that they are building their future and that their good attitude and diligent study will become a part of their resume for future education and work opportunities.

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

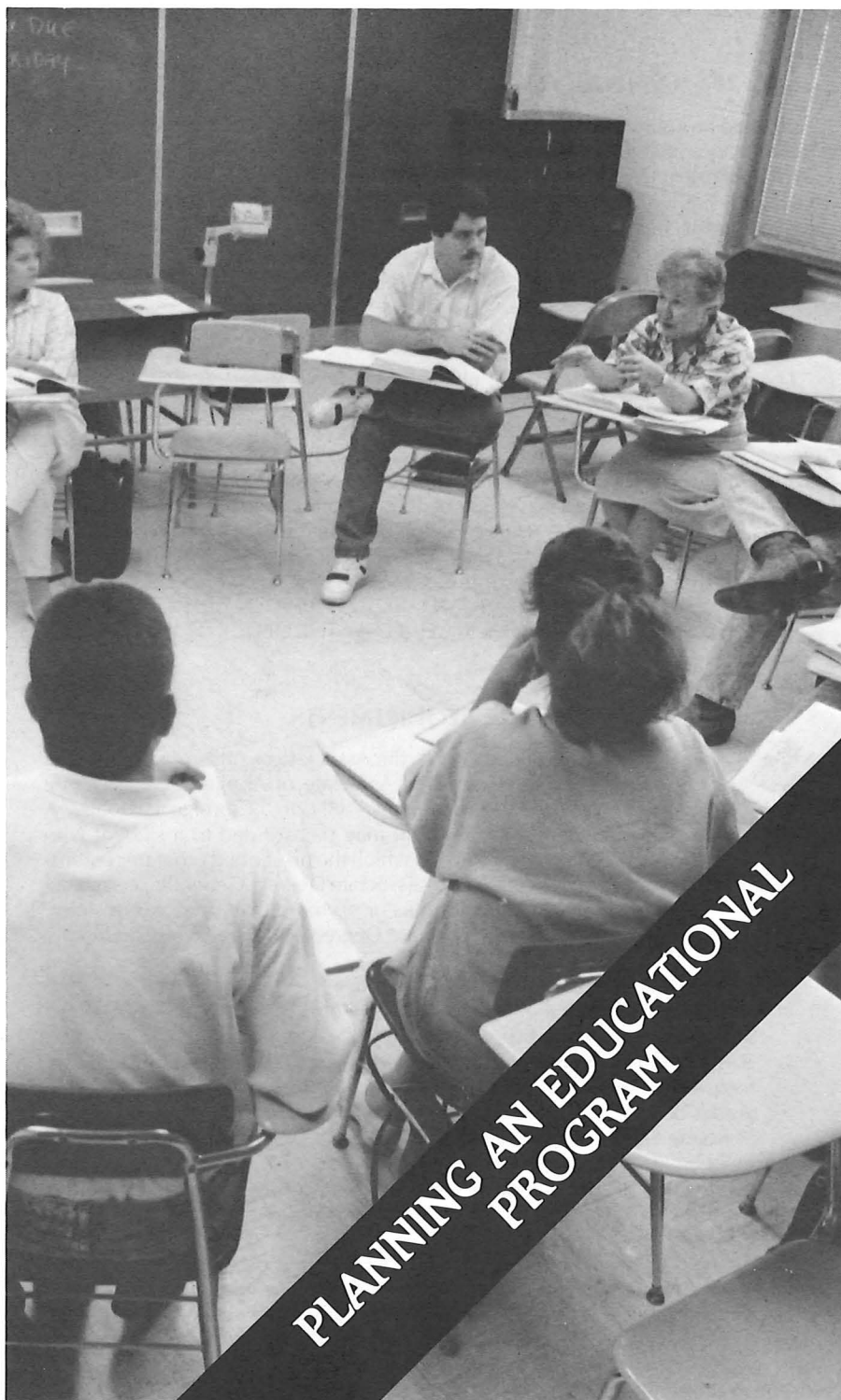
The Family Educational Rights and Privacy Act of 1974 is a Federal Law which provides that the educational institution will maintain the confidentiality of the student education record. No one outside the institution shall have access to nor will the institution disclose any information from student's educational records without written consent of students except to personnel within the institution, to officials of other institutions to which students seek to transfer, to persons or agencies providing students financial aid, to accrediting agencies executing the duties of their assignment, to persons in compliance with a court order, or during an emergency, to persons in order to protect the health or safety of students or other persons. The Act provides for those exceptions.

Responsibility for maintaining the confidentiality of student educational records resides with the Director of Admissions and Records. At its discretion the institution may provide Directory Information in accordance with the provisions of the Act to include: student names, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Director of Admissions and Records in writing. Requests for non-disclosure will be honored by the institution for one academic year; therefore, requests to withhold Directory Information must be submitted each Fall semester.

The Act provides students the right to inspect and review information contained in their education records, to challenge the content of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decision reached in the hearings are unacceptable. The Director of Admissions and Records has been designated by the institution to coordinate the inspection and/or review procedures for student education records, which include admissions, personal, academic and financial files.

ENROLLMENT VERIFICATIONS

The Office of Admissions and Records cooperates with the Social Security Administration and with various lending agencies by certifying that their student clients are enrolled at Roane State Community College.



**PLANNING AN EDUCATIONAL
PROGRAM**

PLANNING AN EDUCATIONAL PROGRAM

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

REGISTRATION FOR COURSES

The printed schedule of courses also contains registration information. Roane State holds early registration each semester for the currently enrolled and readmitted students. Dates are announced each semester. New students register on the regular registration days published in the class schedule. Procedures specified at the time must be followed during all registration. No student is officially enrolled until he/she has completed all requirements of enrollment including the payment of fees. Registration after the regular catalog published date may be permitted for one calendar week following this date. Late registration requires payment of the late fee. No student shall receive credit for a course for which he/she is not properly registered. **NO STUDENT WILL BE ALLOWED TO REGISTER UNTIL ALL REQUIRED DATA HAVE BEEN RECEIVED BY THE OFFICE OF ADMISSIONS AND RECORDS.**

DEGREE REQUIREMENTS

Roane State Community College awards the Associate of Arts (AA) Degree, the Associate of Science (AS) Degree, and the Associate of Applied Science (AAS) Degree. An Associate of Arts Degree requires six hours of foreign language. A Technical or Academic Certificate of Credit may be awarded to a student who completes an approved program of study in which the prescribed program requires less than is necessary for completion of an Associate Degree. Generally, certificate programs require fewer than 32 credit hours or no more than one year of study.

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

1. Not less than 64 semester hours of credit.
2. A minimum of 24 of the final 36 semester hours of course work completed in residence at Roane State Community College.
3. A minimum overall quality point average of 2.00 ("C") on all work attempted at Roane State Community College. In no case may transferred grades be used to raise the student's quality point average on courses taken at Roane State Community College; his/her average on all RSCC courses must be "C" (2.00 or better).
4. Completion of specific course requirements as given in outlined Programs of Study. (Substitutions in programs must be approved by the Dean of the College.)

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

PROGRESSION STANDARDS

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

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

COURSE ELECTIVES

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

Humanities Electives

Art
Foreign Languages
Journalism
Music
Philosophy
Theatre

Social Science Electives

Economics
Geography
History
Political Science
Psychology
Social Science Seminars
Sociology

Physical Science Electives

Chemistry
Physics-Calculus Based
Astronomy

Natural Science Electives

Biology
Chemistry
Geology
Physics

General Electives

Electives which are not specified in the course of study may include any Academic Development or college level course offered by the institution.

ACADEMIC ADVISEMENT

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

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

Students who are transferring from another institution and those who are not pursuing a degree at Roane State may select an academic advisor based upon his or her educational goals.

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

Students may select an academic advisor in their major from the list of faculty advisors available on a college-wide basis. Lists are posted on bulletin boards and are also located at the switchboards, admissions office, library, and counseling

centers. Additional information on advisors, transferring and selecting a major is available in the Advisement Office.

COURSE LOAD

The average semester hour load for a 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 with a 2.5 cumulative grade point average may register for up to 19 hours of credit subject to verification of grade point average by the Director of Admissions and Records.
2. Students with a 3.0 cumulative grade point average may register for up to 21 hours of credit subject to verification of grade point average by the Director of Admissions and Records.
3. Students wishing to enroll for 22 hours or more must have the approval of the Dean of the College.
4. Any exceptions to the above guidelines must have the approval of the Dean of the College.

ATTENDANCE REGULATIONS

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

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

CHANGE OF REGISTRATION / DROP-ADD

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

1. Prepare a schedule adjustment form from the Office of Admissions and Records.
2. Secure approval from an Academic Development counselor, if the student has not completed all required academic development courses.
3. Present the completed form to the Business Office and pay appropriate fees.
4. Return two copies of form to the Office of Admissions and Records and receive one copy which must be shown to the instructor whose course is being added.

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

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

WITHDRAWALS AND HONORABLE DISMISSALS

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

1. Obtain Withdrawal Form from Office Admissions and Records to initiate withdrawal procedure.
2. Secure clearance from all college departments specified by the Office of Admissions and Records.
3. Take Withdrawal Form to Business Office for clearance.
4. Return white copy to Office of Admissions and Records for final withdrawal clearance.

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

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

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

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

CANCELLATION OF SCHEDULED CLASSES

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

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 fourth 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 must file a course repeat form with the Office of Admissions and Records.

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

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

COURSE SUBSTITUTIONS

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

PHYSICAL EDUCATION ACTIVITY COURSE EXEMPTION AND SUBSTITUTIONS

Physical education exemptions may be granted to students who are medically disabled. Such students must substitute a three-hour Health or Recreation class for the exempted activity classes. A physician's statement of such disability must be submitted prior to consideration of medical exemptions.

Students who have physical limitations may fulfill PE requirements by taking PED 100, PED 105 (Adaptive PE). Students completing a majority of courses in the evening or at off-campus locations (other than Oak Ridge) may substitute a three hour Health course (one not required by degree program) to fulfill Physical Education requirement.

GRADING SYSTEM

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

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

The scholastic standing of a student is expressed in terms of quality point ratio. A quality point ratio is the total number of quality points divided by the total number of semester hours attempted, less the number of hours repeated. To meet degree requirements a student must maintain an overall quality 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 do apply and the college reserves the right to adjust it accordingly. Students enrolled in Health Science programs may not follow the scale as outlined above.

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

I	Incomplete
AU	Audit, no grade or credit
P	Pass
R	Repeated
X	No grade reported
XP	Progress grade for Remedial and Developmental classes only

The grade "X" indicates that the instructor had no grade to report or that the instructor did not submit a grade in time for processing with other grades at the end of the semester. The "X" carries no quality points and is not included in computing the grade point average. A student who stops attending classes and fails to follow the proper withdrawal procedure does not receive a grade of "X". Rather, the student will be carried on the roll until the end of the semester and a grade of "F" will be recorded.

The grade "XP" is designed for developmental studies and remedial studies (R/D) courses. It indicates that a student has taken an R/D course, had satisfactory attendance, but did not complete all the competencies required. The student **must re-enroll** in the course to complete the course. The "XP" carries no quality points and is not included in computing the grade point average.

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

At the discretion of the Dean of the College, selected courses may be offered using a pass-fail grading system. A "P" indicates a passing grade in such cases.

If a student wishes to appeal a final grade in a course, he or she should discuss the matter first with the instructor of the course. If the issue cannot be resolved at that level, the student may take the problem to the appropriate associate dean and finally to the Dean of the College.

GRADUATION

All students must complete the general requirements as prescribed by the college and specific requirements set forth for the associate degree sought. Refer to the Degree Requirements section of this catalog and also appropriate program requirements for graduation. Each student must file an Intent to Graduate Form in the Office of Admissions and Records before the beginning of the semester in which the student expects to graduate. Each student must complete 24 of the final 36 hours at Roane State to receive a degree from Roane State.

Graduation exercises are held at the end of the Spring Semester, only. Students who anticipate completing their work during the current calendar year are eligible to participate in graduation exercises if a grade point average is sufficient for graduation and an Intent to Graduate Form has been officially processed.

A student may complete requirements for more than one option within a degree program by successfully completing all course requirements. There is no additional fee for this, and no additional diplomas may be requisitioned.

Requirements for more than one degree may be met. A minimum of 16 semester (24 quarter) hours beyond requirements for the first degree must be completed. The \$25 graduation fee must be paid for each separate degree and a diploma may be requisitioned for each degree.

Graduation with Distinction

Students who have fulfilled all graduation requirements, who have completed a minimum of 30 semester hours at Roane State Community College prior to their final semester, and who have been in residence for a minimum of two semesters prior to their final semester are eligible for designation as honor graduates. Those who have a quality point average of 3.5 but less than or equal to 3.69 will be graduated **cum laude**; those who have a quality point average of 3.70 but less than or equal to 3.89 will be graduated **magna cum laude**; those who have a quality point average of 3.90 or above will be graduated **summa cum laude**.

A transfer student, in order to be eligible, must have made the required average on all work taken at Roane State Community College and must, in addition, have an overall average which meets the honors requirements; the final average may in no instance be higher than that made at Roane State Community College. All grades for courses accepted for credit must be averaged in the grade point average to determine the honors graduation eligibility; however, credit resulting from military service or from tests such as Advanced Placement, the College Level Entrance Examination Program, or the Certified Professional Secretary will not be assigned quality points for computing the grade point average, and no letter grade will be assigned for this credit.

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.

STUDENT TESTING

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

PROBATION AND RETENTION STANDARDS

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

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

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

NOTE: See the individual sections for Academic Development, Health Sciences, and Nursing Retention standards.

At the end of the next term of enrollment, a student on academic probation who has failed to attain either the above cumulative standard or a 2.0 GPA for that term will be suspended for one term. 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.

Each student who is placed on academic suspension will be notified by the Office of Admissions and Records. Any student has the right to appeal to the Admissions and Retentions Committee (composed of faculty, staff, and student representatives) for reinstatement. This appeal may apply to the semester immediately following the suspension or the subsequent semester. Any student wishing to enroll within one calendar year after being suspended must meet with the committee. A student appeal regarding suspension must be made through the Office of Admissions and Records. If the Admissions and Retentions Committee grants the reinstatement, the conditions of the reinstatement imposed by the committee must be clearly stated. These may include reduced course load, regular meetings with a college counselor and/or regular progress reports to an academic adviser.

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

GROUND FOR DISMISSAL

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

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

ACADEMIC DEVELOPMENT POLICIES AND GUIDELINES

BASIC SKILLS ASSESSMENT

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

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

courses must also undergo assessment. Further information regarding basic skills assessment can be obtained by contacting the Counseling Center on the Roane County or Oak Ridge campuses.

ACADEMIC DEVELOPMENT LABORATORIES

The Academic Development laboratories are available to provide an opportunity for students lacking skills in mathematics, English, reading, and study skills to improve skills so that they may succeed in college-level courses. Classes are taught each semester and students may work in the labs individually on specified problems. These laboratories offer personalized instruction on the latest audio-visual equipment including tape players, slide viewers, film strip and film loop viewers, and computer-assisted instruction. The labs are open every day and some evenings each semester.

Limited Enrollment

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

Students whose assessment results require enrollment in Developmental Studies (DS) 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 DS courses. The Academic Development Appeals Committee will hear any requests for deviation from this policy, and the committee will make recommendations to the Associate Dean of Academic Development for a resolution of the appeal.

Two-Attempt Rule

Students who have twice previously attempted a remedial or developmental studies course and failed to meet the minimum standards for progression will not be allowed to re-enroll in college for one academic semester (Summer Semester can not count as the suspension). Any student who is suspended from the program has the right to appeal to the Academic Development Appeals Committee for reinstatement. The conditions of the reinstatement imposed by the committee must be followed. These may include reduced course load and regularly scheduled academic counseling.

AD Appeals Committee

The Academic Development Appeals Committee shall be composed of an AD Counselor, the Director of Admissions and Records, and a faculty member from the Academic Development Division.

Study Skills

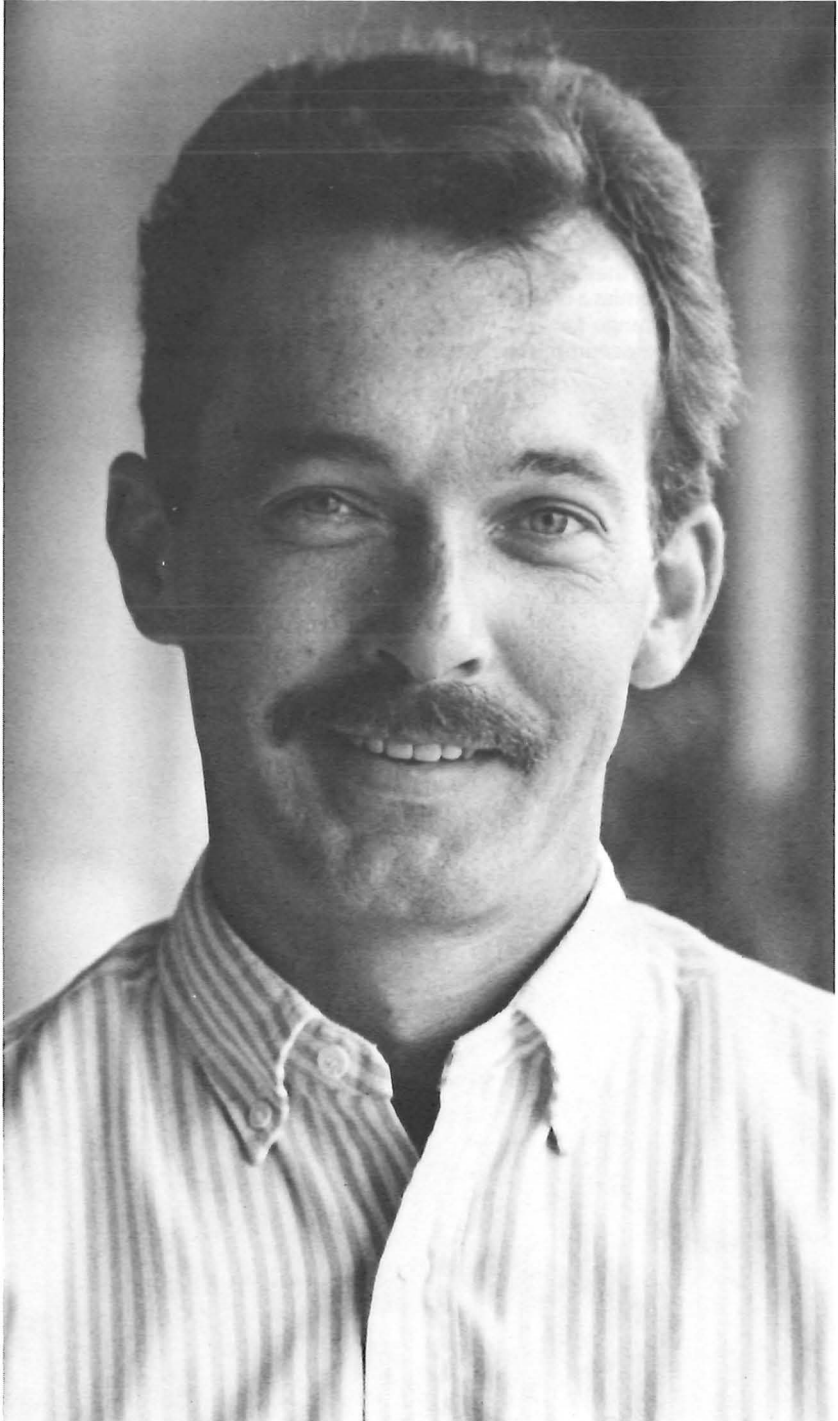
All students deficient in reading or two or more areas of academic development will be placed in a study skills course. All other placements will be made only in courses where clear deficiencies have been determined by assessment.

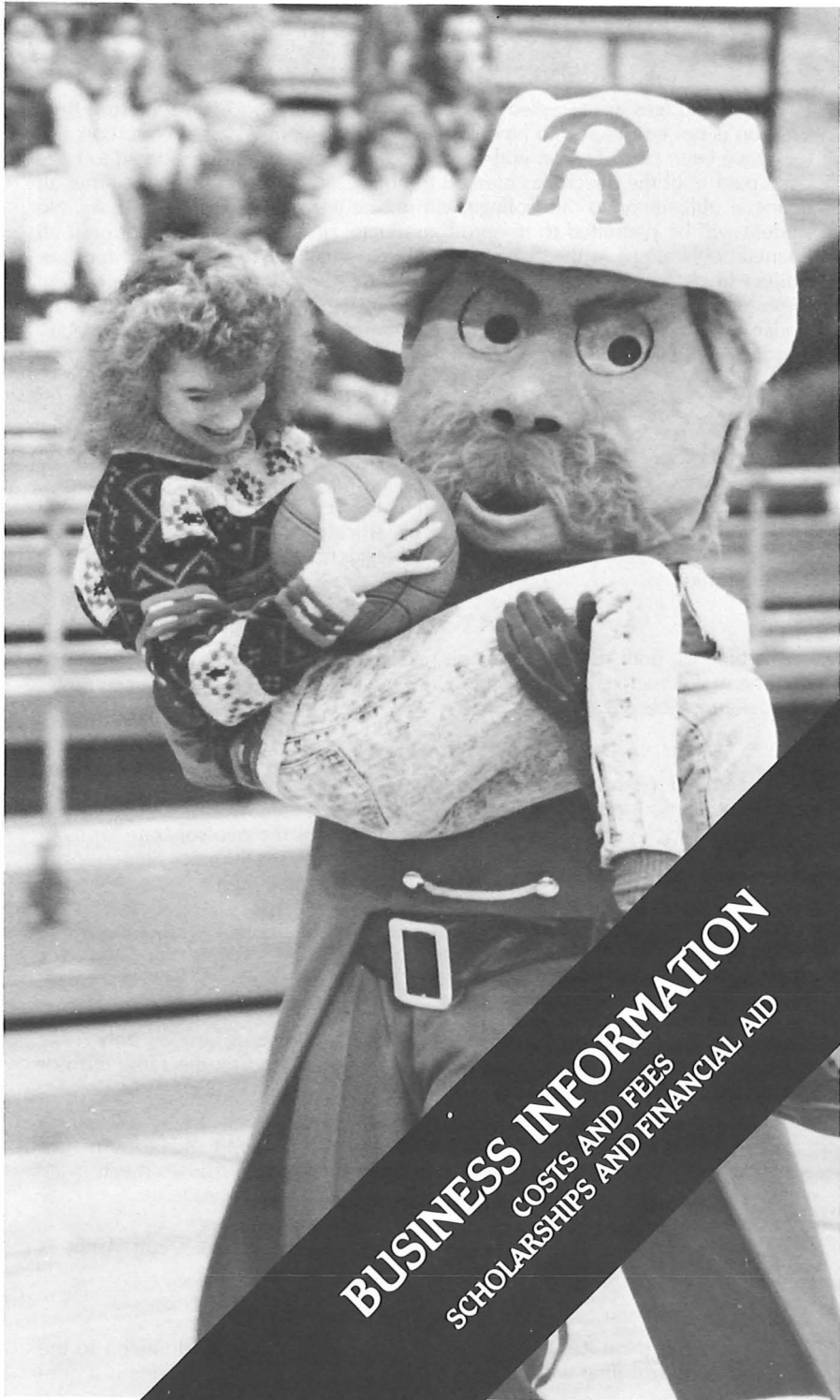
Classroom Assessment

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

Attendance

The Academic Development Program is required by the Tennessee Board of Regents to have a mandatory attendance policy. The Academic Development Program recognizes that some legitimate absences may occur during the semester. Students who must miss a class should meet with the instructor prior to the absence if possible and arrange for early completion of assignments. Completion of assignments must be accomplished within one week of the absence.





BUSINESS INFORMATION
COSTS AND FEES
SCHOLARSHIPS AND FINANCIAL AID

BUSINESS OFFICE REGULATIONS

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

TUITION — REFUNDABLE

Tuition is free to all residents of the State of Tennessee. Students classified as non-residents will be assessed tuition. The semester tuition rate for the 1989-90 academic year is \$107 per semester hour, not to exceed \$1,215 per semester. The definition of residency as determined by the Tennessee Board of Regents will apply. Information concerning residence classifications may be obtained from the Director of Admissions and Records. Non-resident students will be accepted if space permits.

MAINTENANCE FEE — REFUNDABLE

All students, both resident and non-resident, will be assessed a maintenance fee. The maintenance fee rate for the 1989-90 academic year is \$35 per semester hour, not to exceed \$387 per semester.

SUMMER TERM FEES

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

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

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

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

AUDIT FEE

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

MISCELLANEOUS FEES

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

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

1. Each student who registers for classes at any college campus or center will be assessed a \$2 campus access fee each semester. This will include students registering for credit classes as well as Community Service-Continuing Education classes. Students registering for non-credit programs that meet fewer than twelve weeks, or fewer than twelve clock hours, or for which fees are not charged will be issued a temporary parking permit but not assessed an access fee.
2. Faculty and staff will be assessed an annual campus access fee of \$5. Persons who are employed Spring Semester or after will be assessed a campus access fee of \$2.50.
3. All faculty, staff, and students who pay the campus access fee will be given a parking decal. Additional decals will be available at a cost of \$1.
4. All vehicles parked or operated by any person in connection with their employment or attending classes of the college must be registered with the Office of the Associate Dean of Student Services. All other persons on campus who are not short-term visitors must have a temporary parking permit.

Change of Schedule Fee (Non-Refundable). Students changing schedules after the last regular registration day will be assessed a fee of \$5 per form. No charge is made if the change is initiated by the College. Students withdrawing from school entirely are not required to pay the fee.

Graduation Fee. Graduating students are assessed a fee of \$25 to cover the cost of a diploma and other related costs. This fee must be paid at the beginning of the semester in which a student is scheduled to graduate and is refundable only if the student does not graduate and no costs are incurred by the College. There is no additional fee for completion of more than one option within a degree program.

I.D. Card—Non-Refundable. There is no charge for the original I.D. card issued a student. A charge of \$1 will be made for replacing an I.D. card.

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

- 1 lesson per week \$45
- 2 lessons per week \$75

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

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

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

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

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

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

Miscellaneous Fees (Refundable). A fee for certain courses which are conducted in facilities not owned by the College will be assessed at a rate based on the

amount charged by the owner of the facility. This fee is refundable on the same basis as maintenance fees.

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

Returned Check Fine (Non-Refundable). A fine of \$15 is assessed for each check returned to the College by the bank. A student may contest this fee successfully by presenting a letter from the bank in which it is clearly indicated that the check was returned through error by the bank. The College reserves the right to refuse to accept a check from any person.

Student Activity Fee (Refundable). A student activity fee of \$2 per semester will be assessed for each credit student enrolled in classes at any college campus or center. This fee was adopted by the Student Government Association to provide funds for a variety of student activities. This fee is refundable on the same basis as maintenance fees.

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

REFUNDS

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

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

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

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

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

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

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

Community Service Courses—Fees charged for community service courses are refundable in the following manner: (1) No refund is made for single session classes, for individual classes missed, for activities that have fewer than four contact hours, or after the second class meeting; (2) 100% refund if the class is dropped prior to the first class meeting; and (3) 70% refund if the class is dropped after the first class meeting, but prior to the second class meeting.

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

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

Refunds can be expected approximately four weeks after classes begin.

Books and Supplies

The cost of books and supplies will vary from one program to another. The College Bookstore sells both new and used books. Students are encouraged to take advantage of savings which result when purchasing used books. The cost of books and supplies will probably range from \$125-\$175 per semester. The College Bookstore will buy back used books in good usable condition in quantities limited to the anticipated needs for ensuing semesters. Book buy back periods are announced at the end of each semester. Students selling books back to the bookstore will be required to furnish a Roane State Community College ID card.

CHECK CASHING POLICY

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

A \$15 fine will be levied on all "returned checks." The return of a third check will result in the person's name being placed on the "no check list" and in the forfeiture of check cashing privileges.

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

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

The College reserves the right to refuse to cash any check. Appeals concerning the cashing of checks may be made to the Dean of Financial and Computer Services.



FINANCIAL AID

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

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

HOW TO APPLY FOR FINANCIAL AID

All federal financial aid programs require the assessment of financial need, which is based on the ability of the parents and/or the student to contribute toward educational expenses. In addition to the college's application, a student should complete the Family Financial Statement (American College Testing Program), the Financial Aid Form (College Scholarship Service) or the Application for Student Financial Aid (Pell Grant). The Family Financial Statement Package of the American College Testing Program is the preferred need analysis system at Roane State Community College. These forms are available through the Student Financial Aid Office at the College and through guidance offices at area high schools. The Family Financial Statement and the Financial Aid Form are applications for all types of Title IV Student Financial Aid. The Application for Student Financial Aid is an application for the Pell Grant only.

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

SOURCES OF FINANCIAL AID

SCHOLARSHIPS

Tennessee Board Work-Study Scholarships are authorized by the Tennessee Board of Regents, the governing body of the State University and Community College System of Tennessee. These scholarships, in the amount of maintenance fees for the academic year plus \$150 per semester for books, are awarded on the basis of academic achievement. Students ranking in the upper 10% of their high school graduating class will receive priority in the awarding of these scholarships. Recipients must maintain a grade point average of 2.8 to remain eligible for renewal.

The Tennessee Board Scholarship recipients are required to work approximately 132 hours per academic year. An effort is made to give recipients work assignments related to their academic interests. Residents of the State of Tennessee who believe they are qualified should submit the Roane State Financial Aid application after the first semester of their senior year in high school and before the following May 1.

PRIVATE SCHOLARSHIPS

Roane State has a limited number of private scholarships. In selecting recipients for these scholarships, emphasis is placed upon scholastic achievement, character, future promise, and financial need. Additional scholarships will be established as interested groups and individuals desire. Those wishing to establish a schol-

arship fund are urged to contact the Coordinator of Scholarships and Financial Aid at the college, or the Executive Director of the Roane State Foundation.

Following is a list which shows a variety of private and special interest scholarships established for RSCC students:

American Business Women's Association
 Annakusa Junior Woman's Club
 Bernard Family
 C. R. Black
 Roy E. Bowen Memorial (Xi Beta Beta)
 Clarice Bunch
 Delta Kappa Gamma Scholarship—NU Chapter
 John R. Dillon Memorial
 Elks Club
 Harriman Business and Professional Women's Club
 Harriman City Hospital
 Harriman Kiwanis Club
 Harriman Lions Club
 Harriman Rotary Club
 June Laing Honorary Scholarship
 Kayser-Roth
 Kingston Business and Professional Women's Club
 Kingston Lions Club
 Knoxville Orthopedic Clinic
 Gerald Moore
 Oak Ridge Business and Professional Women's Club
 Olinger Foundation
 Phil Resseguie-Dr. Harold Byck Memorial
 Roane Choral Society
 Roane County Home Demonstration Council
 Roane County Retired Teacher Association
 Roane County Education Association
 Roane State Community College Foundation
 Rockwood Business and Professional Women's Club
 Sophomore Mathematics Scholarship
 S.T.A.R.
 Tennessee Gamma Chapter of Alpha Delta Kappa Scholarship

MINORITY STUDENT SCHOLARSHIPS

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

ATHLETIC SCHOLARSHIPS

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

SENIOR CITIZENS AND DISABLED PERSONS

Disabled persons and persons 60 years of age or older, who are domiciled in Tennessee, are eligible to enroll in courses for AUDIT without payment of tuition, maintenance, or student activity fees.

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

of the credit hour rate per semester hour, up to a maximum of \$45. Special fees (such as laboratory fees, graduation fees, student activity fees, campus access fees, etc.) will be assessed at the regular rate. Arrangements should be made well in advance of registration day to provide documented evidence of disability or age. Enrollment of disabled or elderly students will be made on a space availability basis.

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

VIETNAM CONFLICT VETERANS DEPENDENTS

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

HIGHER EDUCATION EMPLOYEES — PUBLIC CHAPTER 191

Full-time employees of the Tennessee Board of Regents and the University of Tennessee are eligible to enroll, on a space available basis, in one credit class per term without payment of tuition, maintenance, student activity, or access fees. Information on this program is available from the Personnel Office. For TBR Employees, an application for Waiver of Fees — Public Chapter 191 (fully executed by the employing institution) must be presented at the time of registration. For UT employees, a Request for Waiver of Fees for University of Tennessee Faculty and Staff must be presented at the time of registration. Registration for a course under this program is allowed only during the late registration period.

FEE DISCOUNT PROGRAM FOR SPOUSES AND DEPENDENT CHILDREN OF TBR EMPLOYEES

Spouses and dependent children of regular employees of Tennessee Board of Regents institutions who have been employed for at least one continuous year and work at least one-half time are eligible for up to a 50% discount on maintenance fees. The amount of the maintenance fee discount is 50% for full-time employees. Spouses and dependent children of part-time employees will receive a pro-rata portion of the 50% maintenance fee 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. University of Tennessee employees are not eligible for this program.

PELL GRANTS

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

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS COLLEGE WORK-STUDY PROGRAM

These grant programs are part of the Campus-based Programs of the Title IV Programs. Students may be considered for inclusion in these programs after eligibility for the Pell Grant has been determined. These programs have limited

funding and application must be made by the specified priority date of May 1. Awards from these programs are made in the fall semester of each year.

TENNESSEE STUDENT ASSISTANCE AWARD

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

NOTE: The preferred application form for all grant programs is the Family Financial Statement (FFS) of the ACT Program.

STUDENT LOANS

If students are interested in applying for the student loan programs, they should initiate the process by completing the Family Financial Statement or other approved need analysis systems. Specific information from this need analysis must be on hand before eligibility for the student loan can be determined.

The Stafford Loan Program is available to students who have been determined eligible through the above-mentioned need analysis system. This is an 8% interest loan for the first-time borrowers. Repayment of the loan does not begin until six months after the cessation of college attendance. The limits of the loan are a minimum of \$500 and a maximum of \$2,625. The amount of eligibility is determined by the Financial Aid Office.

The Supplemental Loan Program (SLS)/Parent Loan for Undergraduate Students (PLUS) is available to self-supporting students and to parents of dependent students who do not qualify for the Stafford Loan or who demonstrate an unusually high educational financial need. Full-time students may have principle payments deferred during college enrollment, but they will be required to make interest payments. The lenders should be contacted to defer principle or interest payments.

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

VETERANS BENEFITS

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

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

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

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

Once enrolled, veterans and other eligible persons should maintain close contact with the Office of Veterans Affairs. Veterans and other eligible persons may receive educational benefits under Title 38, U.S.C. (the "G.I. Bill") only when classified as a regular degree student or an adult special-veteran. Other classifi-

cations, i.e., special student-credit and student non-credit do not qualify. The progress of each adult special veteran student will be evaluated at the end of each semester. Those students making satisfactory progress as reflected by class attendance and participation, grades achieved, and the opinions of their teachers will be retained in the program. Those making unsatisfactory progress will be excluded from the program. Those who demonstrate ability to carry the college-level courses required by their major may be admitted as regular degree students.

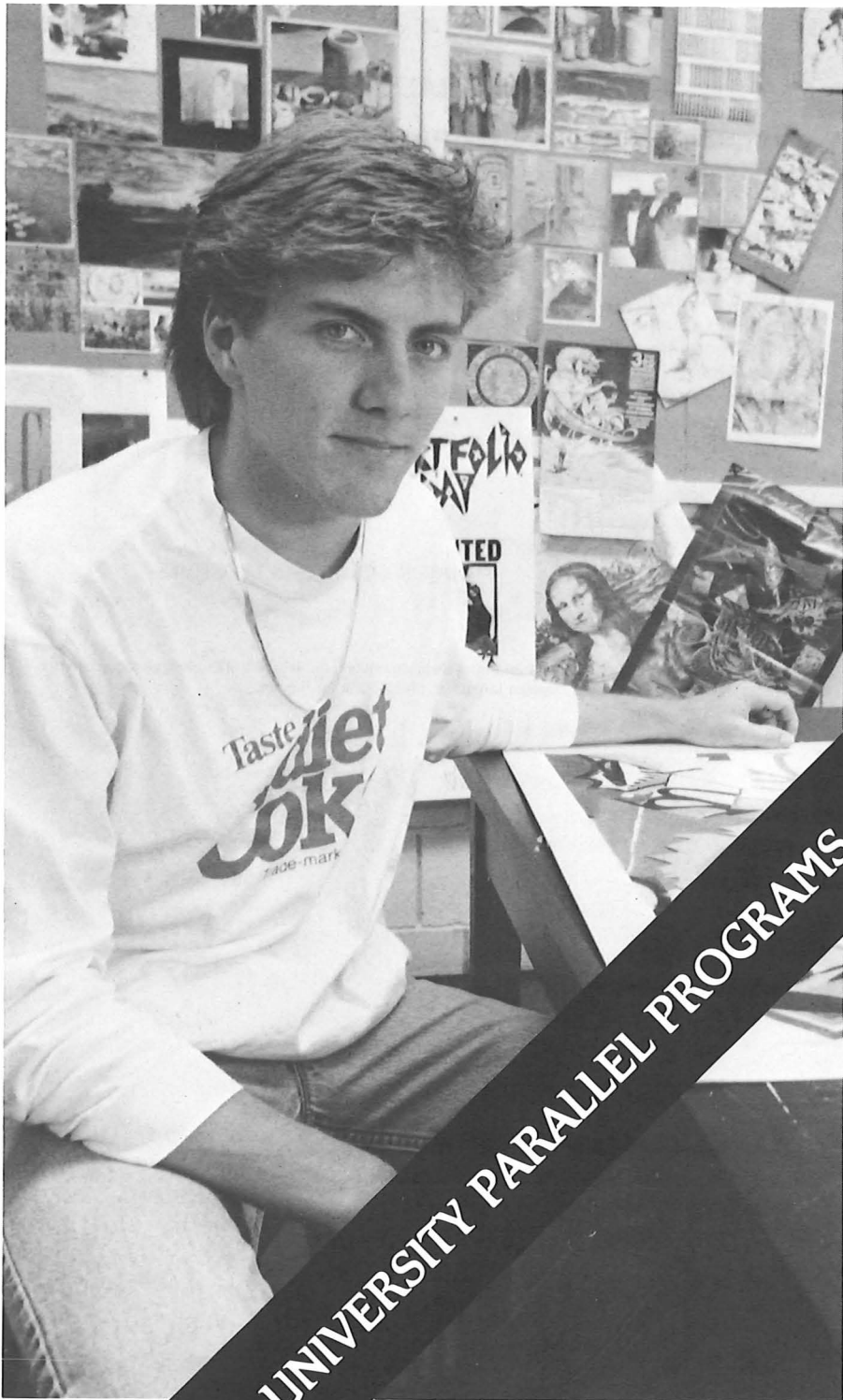
Current Veterans Administration regulations require that veterans classified as regular degree students maintain the prescribed cumulative GPA listed under Probation and Retention Standards in this catalog.

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

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

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

Further information is available at the Veterans Affairs Office.



UNIVERSITY PARALLEL PROGRAMS

UNIVERSITY PARALLEL PROGRAMS

CORE CURRICULUM FOR UNIVERSITY PARALLEL PROGRAMS

NOTE: Some degree programs may require more than the minimum 64 hours. See the individual program descriptions. In the A.S. General curriculum at least 15 hours of electives should be taken at the 200 level.

Courses or Areas	Semester Hours
English Composition	6
Humanities (includes 3 hours of Literature)*	9
History Sequence (HIS 111, 112; or HIS 211, 212)	6
Natural/Physical Science Sequence	8
Mathematics Course	3
Physical Education Activities	2
Orientation to College	1
Speech	3
Computer Instruction	3
Social Science Elective**	<u>3</u>
TOTAL CORE	44
MAJOR COURSES & ELECTIVES	<u>21</u>
	65 (min)

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

**Six hours are recommended

**A.A. GENERAL
ART OPTION**

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

FIRST YEAR		SECOND YEAR	
Fall Semester		Fall Semester	
ART 101	Studio Fundamentals: Drawing	ART 103	Studio Fundamentals: Three Dimensional Design
	2		2
ART 201	Art History I	ART	Art Elective
	3		3
ART 142	Computer Art	ENG	Sophomore Literature
	3		3
EDU 100	Orientation	HIS	History ¹
	1		3
ENG 101	Composition I	PED	Physical Education
	3		1
MAT	Math		Natural Science
	3		4
	Foreign Language		
	3		
	<u>18</u>		<u>16</u>
Spring Semester		Spring Semester	
ART 102	Studio Fundamentals: Two Dimensional Design	ART 221	Portfolio Preparation
	2		2
ART 202	Art History II	ART	Art Elective
	3		3
ART	Art Elective	HIS	History ¹
	3		3
ENG 102	Composition II	PED	Physical Education
	3		1
SPE 201	Basic Speech		Natural Science
	3		4
	Communication		Elective
	3		3
	Foreign Language		
	3		
	<u>17</u>		<u>16</u>
FIRST YEAR TOTAL	35	SECOND YEAR TOTAL	32
		TOTAL SEMESTER HOURS	67

¹Students should consult curriculum requirements of the senior institution.

A.A., A.S. GENERAL GENERAL OPTION

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

FIRST YEAR			SECOND YEAR		
Fall Semester			Fall Semester		
EDU 100	Orientation to College	1	SPE 201	Basic Speech Communication	3
ENG 101	Composition I	3		Humanities Elective ³	3
HIS 111	History of Western Civilization I ¹			Electives ⁴	6
	OR			Physical Education	1
HIS 211	U.S History to 1877	3		Science Sequence	4
	Electives ⁴	6			
	Mathematics	3			
	Physical Education	1			
		17			17
Spring Semester			Spring Semester		
ENG 102	Composition II	3	CST 102	Computer Literacy ¹	3
HIS 112	History of Western Civilization II ²			Humanities Elective ³	3
	OR			Electives ⁴	3
HIS 212	U.S. History Since 1877	3		Science Sequence	4
	Elective ⁴	9		Sophomore Literature	3
	Social Science Elective	3			
		18			16
	FIRST YEAR TOTAL	35		SECOND YEAR TOTAL	33
				TOTAL SEMESTER HOURS	68

¹Any CST course of higher level may be substituted for CST 102.

²Students planning on entering UTK's College of Liberal Arts, College of Communication, or College of Architecture should be aware that HIS 111 and HIS 112 are required.

³An Associate of Arts (AA) degree requires 6 hours of foreign language.

⁴At least 15 hours of electives should be taken at the 200 level.

A.A., A.S. GENERAL MUSIC OPTION

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

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

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

¹Associate of Arts degree can be obtained by including 6 additional hours of a foreign language.

²Consult curriculum requirement at senior institution.

³Offered every other year; student should be advised to take History the year MUS LIT is not offered.

A.A., A.S. GENERAL SOCIAL SCIENCE OPTION

The social science curriculum is designed to assist students planning to complete the baccalaureate degree at a four-year institution in any one of the following years: geography (no-laboratory courses only), history, political science, psychology, and sociology. In order to meet lower division requirements for transfer to any one of the state's major universities, students should select social science courses from their choice of emphasis and related social science disciplines. Students should also follow the advice of their social science faculty advisor and become acquainted with any pre-transfer requirements the receiving institution may stipulate.

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

¹Any CST course of higher level may be substituted for CST 102.

²Students planning on entering UTK's College of Liberal Arts, College of Communication, or College of Architecture should be aware that HIS 111 and HIS 112 are required.

³An Associate of Arts (AA) degree requires 6 hours of foreign language.

⁴At least 12 hours of Social Science should be taken at the 200 level.

A.S. GENERAL BIOLOGY OPTION

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

FIRST YEAR		SECOND YEAR	
Fall Semester		Fall Semester	
BIO 111	Biology I ¹	BIO 242	Ecology
CHE 110	General Chemistry I	ENG ____	Sophomore English
EDU 100	Orientation	HIS ____	History ⁴
ENG 101	Composition I	____	Humanities Elective
MAT 110	College Algebra ²	PHY 201	General Physics ⁵
____	Physical Education		
	1		4
	16		16
Spring Semester		Spring Semester	
BIO 112	Biology II ¹	BIO 222	Microbiology
CHE 122	General Chemistry II	HIS ____	History ⁴
CST 102	Computer Literacy ³	PHY 202	General Physics ⁵
ENG 102	Composition II	SPE 201	Basic Speech
MAT 115	Statistical Reasoning ²	____	Humanities Elective
____	Physical Education	____	Social Science Elect.
	1		3
	18		19
FIRST YEAR TOTAL		SECOND YEAR TOTAL	
	34		35
		TOTAL SEMESTER HOURS	
			69

¹Students with at least two years of high school biology or satisfactory ACT scores may, with permission from the Math-Science division, omit BIO 111, 112, and enter BIO 222, 242 directly (see course listings under Biology).

²MAT 141, 142 should be substituted for MAT 110, 115 if possible.

³Any CST course of higher level may be substituted for CST 102.

⁴Students must check with transfer institution for appropriate History sequence.

⁵Depending on your transfer program, Organic Chemistry, CHE 221, 222, may need to be substituted for General Physics, PHY 201, 202.

A.S. GENERAL BUSINESS ADMINISTRATION OPTION

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

FIRST YEAR		SECOND YEAR	
Fall Semester		Fall Semester	
EDU 100	Orientation to College	BUS 221	Principles of Accounting I
BUS 101	Introduction to Business	ECO 201	Economics I
ENG 101	Composition I	ENG ____	Sophomore Literature
HIS 211	United States History I	MAT 201	Probability and Statistics
MAT 121*	Business Calculus I	SPE 201	Basic Speech Communication
____	Physical/Natural Science		
PED ____	Physical Education Elective		
	<u>1</u>		<u>3</u>
	18		15
Spring Semester		Spring Semester	
CST 113	Introduction to Programming	BUS 222	Principles of Accounting II
ENG 102	Composition II	ECO 202	Economics II
HIS 212	United States History II	ENG ____	Sophomore Literature
____	Elective	____	Humanities Elective
____	Physical/Natural Science	____	Social Science Elective
PED ____	Physical Education Elective		
	<u>1</u>		<u>3</u>
	18		15
FIRST YEAR TOTAL		SECOND YEAR TOTAL	
	36		30
		TOTAL SEMESTER HOURS	
			66

*UT-K requires MAT 121 and MAT 122.

A.S. GENERAL BUSINESS EDUCATION OPTION

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

FIRST YEAR		SECOND YEAR	
Fall Semester		Fall Semester	
Physical/Natural Science	4	OAD 121 Word/Information Processing I	3
EDU 100 Orientation to College	1	BUS 221 Principles of Accounting I	3
EDU 210 Human Development	3	ECO 201 Principles of Economics I	3
ENG 101 Composition I	3	ENG Sophomore Lit.	3
MAT 110 College Algebra	3	HIS History Course ²	3
OAD 101 Typing I	3		15
PED Physical Education	1	OAD 241 Shorthand III ¹	3
	18		18
OAD 141 Shorthand I ¹	5		
	23		
Spring Semester		Spring Semester	
Physical/Natural Science	4	CST 110 Basic Programming	3
ENG 102 Composition II	3	BUS 222 Principles of Accounting II	3
SPE 201 Basic Speech Communication	3	ECO 202 Principles of Economics II	3
EDU 211 Educational Psychology	3	EDU 231 Field Experiences I	2
PED Physical Education	1	HIS History Course ²	3
Humanities Elective	3	ENG Sophomore Lit.	3
	17		17
OAD 142 Shorthand II ¹	5		
	22		17
FIRST YEAR TOTAL WITHOUT SHORTHAND		SECOND YEAR TOTAL WITHOUT SHORTHAND	
	35		32
FIRST YEAR TOTAL WITH SHORTHAND		SECOND YEAR TOTAL WITH SHORTHAND	
	45		35
		TOTAL SEMESTER HOURS WITHOUT SHORTHAND	
		67	
		TOTAL SEMESTER HOURS WITH SHORTHAND	
		80	

¹Taken only if student wishes to be certified in Shorthand.

²Either 6 hours of U.S. History or 6 hours of Western Civilization may be used to fulfill the requirement.

**A.S. GENERAL
COMPUTER SCIENCE OPTION**

The Computer Science Option is designed for a student who wishes to complete the first two years of a program leading toward a baccalaureate degree in computer science.

FIRST YEAR		SECOND YEAR	
Fall Semester		Fall Semester	
EDU 100	Orientation to College 1	MAT 221	Discrete Math I 3
ENG 101	Composition I 3	PHY 211	Physics I 4
HIS 211	United States History I 3		Chemistry or Biology I 4
PED	Physical Education Elective 1		Humanities Elective 3
CST 113	Introduction to Programming 4		Literature 3
MAT 141	Calculus I 5		
	17		17
Spring Semester		Spring Semester	
ENG 102	Composition II 3	MAT 222	Discrete Math II 3
HIS 212	United States History II 3	SPE 201	Basic Speech Communication 3
PED	Physical Education Elective 1	PHY 212	Physics II 4
CST	COBOL or FORTRAN 3(4)		Chemistry or Biology II 4
CST 201	Data Structures 3		Social Science Elective 3
MAT 142	Calculus II 5		
	18(19)		17
FIRST YEAR TOTAL	35(36)	SECOND YEAR TOTAL	34
		TOTAL SEMESTER HOURS	69(70)

**A.S. GENERAL
ELEMENTARY EDUCATION OPTION**

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

FIRST YEAR		SECOND YEAR	
Fall Semester		Fall Semester	
	Physical/Natural Science	HIS 211	U. S. History to 1877
EDU 100	Orientation to College	MAT 116	Concepts of Mathematics I
EDU 101	Introduction to the Teaching Profession	ENG	Sophomore Literature
EDU 210	Human Development	HEA 221	Safety and First Aid
ENG 101	Composition I	ART 142	Computer Art
	Elective ²	OR	
PED	Physical Education	CST 102	Computer Literacy ¹
		MUS 130	Music Appreciation
	17		18
Spring Semester		Spring Semester	
	Physical/Natural Science	ART 121	Art Appreciation
ENG 102	Composition II	HIS 212	U. S. History Since 1877
HEC 131	Elementary Nutrition	MAT 117	Concepts of Mathematics II
EDU 231	Field Experience I	SPE 201	Basic Speech Communication
PED	Physical Education	ENG	Sophomore Literature
EDU 211	Educational Psychology		
EDU 111	Intro. to Educating Exceptional Children		
	2		15
	17		15
	34		33
			67
	FIRST YEAR TOTAL		SECOND YEAR TOTAL
			TOTAL SEMESTER HOURS

¹Any CST course of a higher level may be substituted for CST 102.

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

**A.S. GENERAL
HEALTH, PHYSICAL EDUCATION, AND RECREATION OPTION**

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

FIRST YEAR		SECOND YEAR	
Fall Semester		Fall Semester	
BIO 111	General Biology I	MAT 116	Concepts of Mathematics I
EDU 100	Orientation to College	HEA 221	Safety and First Aid
ENG 101	Composition I	HIS 211	U.S. History to 1877
PSY 101	General Psychology I	PSY 221	The Developing Person: The Childhood Years
PED	Physical Education Elective		Humanities Elective
	Humanities Elective		Sophomore Literature
	15		18
Spring Semester		Spring Semester	
BIO 112	General Biology II	HIS 212	U.S. History Since 1877
ENG 102	Composition II	CST 102	Computer Literacy ¹
HEA 241	School Health	PED 201	Introduction to Physical Education
PSY 102	General Psychology II	PED 211	Coaching of Baseball
PED	Physical Education Elective	OR	
	Recreation Elective	PED 212	Coaching of Basketball ²
	16	PED 175	Concepts of Wellness
		SPE 201	Basic Speech Communication
			3
			17
FIRST YEAR TOTAL		SECOND YEAR TOTAL	
31		35	
		TOTAL SEMESTER HOURS	
		66	

¹CST course of higher level may be substituted for CST 102.

²PED 211 - Coaching of Baseball - will be offered 2nd Year - Fall Semester.

OR

PED 212 - Coaching of Basketball - will be offered 2nd Year - Spring Semester.

**A.S. GENERAL
MATHEMATICS OR PHYSICAL SCIENCE OPTION¹**

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

FIRST YEAR			SECOND YEAR		
Fall Semester			Fall Semester		
CHE 121	General Chemistry I ²	4	ENG ____	Sophomore English	3
EDU 100	Orientation	1	MAT 241	Calculus III	3
ENG 101	Composition I	3	MAT 251	Matrix Algebra	3
HIS ____	History Sequence ³	3	MAT 221	Discrete Mathematics ⁵	3
MAT 141	Calculus I	5	PHY 211	Physics I	4
PED ____	Physical Education	1	PED ____	Physical Education	1
		<u>17</u>			<u>17</u>
Spring Semester			Spring Semester		
CHE 122	General Chemistry II ²	4	MAT 232	Differential Equations	3
CST 102	Computer Literacy ⁴	3	PHY 212	Physics II	4
ENG 102	Composition II	3	SPE 201	Basic Speech	3
HIS ____	History Sequence ³	3	____	Humanities Elective	3
MAT 142	Calculus II ²	5	____	Humanities Elective	3
		<u>18</u>			<u>16</u>
FIRST YEAR TOTAL		35	SECOND YEAR TOTAL		33
			TOTAL SEMESTER HOURS		68

¹Follow the above curriculum for mathematics or physics emphasis. For a chemistry emphasis, reduce the math requirements to MAT 141, 142, 241 and add CHE 221, 222.

²Students choosing majoring in mathematics can substitute two semesters of biology.

³Students must check with transfer institution for appropriate History sequence.

⁴Any CST course of higher level may be substituted.

⁵Required for mathematics majors only.

**A.S. GENERAL
PRE-ENGINEERING OPTION**

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

FIRST YEAR			SECOND YEAR		
Fall Semester			Fall Semester		
CHE 121	General Chemistry I	4	ESC 211	Statics	3
EDU 100	Orientation	1	HIS ____	History Sequence ⁴	3
ENG 101	Composition I	3	MAT 241	Calculus III ³	3
ERG 161	Engineering Graphics ^{1,2}	4	PHY 211	Physics I ⁵	4
MAT 141	Calculus I ³	5	_____	Humanities Elective	3
_____	Physical Education	<u>1</u>			
		17			<u>17</u>
Spring Semester			Fourth Semester		
CHE 122	General Chemistry II	4	ENG ____	Sophomore English	3
ENG 102	Composition II	3	ESC 212	Dynamics	3
HIS ____	History Sequence ⁴	3	MAT 232	Differential Equations	3
MAT 142	Calculus II ³	5	PHY 212	Physics II ⁵	4
SPE 201	Basic Speech	3		Humanities Elective	3
		<u>18</u>		Physical Education	<u>1</u>
					17
FIRST YEAR TOTAL		35	SECOND YEAR TOTAL		34
			TOTAL SEMESTER HOURS		69

¹Students planning to transfer to Tennessee Technological University should also take ESC 111 and CST 112.

²The Fundamentals of Engineering Graphics course, ERG 161, includes application of computers for computer aided design and will satisfy the computer instruction requirements for this program.

³Students planning to transfer to the University of Tennessee at Knoxville should also take MAT 251.

⁴Students planning to transfer to Tennessee Technological University should replace HIS 211, 212 with HIS 111, 112. Any student may make this same replacement.

⁵Students planning to transfer to the University of Tennessee at Knoxville may want to take PHY 221 and ESC 111, 112.

**A.S. GENERAL
PRE-MEDICINE, PRE-DENTISTRY, PRE-PHARMACY OPTION**

This unified basic curriculum in pre-medicine, pre-dentistry, and pre-pharmacy is designed to prepare a student for entrance into a professional school of dentistry or pharmacy, such as the University of Tennessee or a similar institution, where admission requirements are two years of college experience. Medical college usually requires three or four years of college experience. A student at Roane State Community College should consult the catalog of the university or professional school of his/her choice to determine specific requirements for admission.¹

FIRST YEAR		SECOND YEAR	
Fall Semester		Fall Semester	
BIO 111	Biology I ² 4	CHE 221	Organic Chemistry I 4
CHE 121	General Chemistry I 4	HIS ____	History ⁵ 3
EDU 100	Orientation 1	PHY 211	Physics I ⁶ 4
ENG 101	Composition I 3	_____	Humanities Elective 3
MAT 141	Calculus I ³ 5	_____	Physical Education 1
_____	Physical Education 1	_____	Social Science Elective 3
	18		18
Spring Semester		Spring Semester	
BIO 112	Biology II ² 4	CHE 222	Organic Chemistry II 4
CHE 122	General Chemistry II 4	ENG ____	Sophomore English 3
CST 102	Computer Literacy ⁴ 3	HIS ____	History ⁵ 3
ENG 102	Composition II 3	PHY 212	Physics II ⁶ 4
MAT 142	Calculus II ³ 5	SPE 201	Basic Speech 3
	19		17
FIRST YEAR TOTAL	37	SECOND YEAR TOTAL	35
		TOTAL SEMESTER HOURS	72

¹Students planning to transfer to Tennessee Technological University should consult advisor for the appropriate curriculum.

²Students with at least two years of high school biology or satisfactory ACT scores may, with permission from the Math- Science division, omit BIO 111, 112, and enter BIO 212, 213, 222, 241 directly (see course listings under Biology).

³If Mathematics background or ACT Math score is not adequate, consult an advisor about taking MAT 130 (Pre-calculus).

⁴Any CST course of higher level may be substituted for CST 102.

⁵Students must check with transfer institution for appropriate History sequence.

⁶Consult an advisor about substituting PHY 201, 202 for PHY 211, 212. Also check with the senior institution about most recent requirements.

**A.S. GENERAL
PRE-NURSING OPTION**

The pre-nursing curriculum is designed for the student planning to complete the baccalaureate degree at a four-year institution. This program meets the transfer requirements of students entering the junior year of study at the University of Tennessee at Knoxville.¹ Before entering this plan of study, the student should become knowledgeable of specific pre-transfer requirements of other transfer institutions. Since many programs accept a limited number of applicants early in the school year for the next year's class, application should be made at the conclusion of the freshman year at Roane State.

See page 103 for the two-year associate degree program in Nursing.

FIRST YEAR		SECOND YEAR	
Fall Semester		Fall Semester	
CHE 101	Introduction to Chemistry 4	BIO 231	Human Anatomy & Physiology I 4
EDU 100	Orientation 1	CST 102	Computer Literacy 3
ENG 101	Composition I 3	ENG ____	Sophomore English 3
MAT 110	College Algebra 3	HIS ____	History Sequence I 3
PSY 101	General Psychology 3	____	Humanities Elective 3
SOC 201	Introduction to Sociology 3	PED ____	Physical Education 1
	<hr/> 17		<hr/> 18
Spring Semester		Spring Semester	
CHE 102	Organic & Biochemistry 4	BIO 232	Human Anatomy & Physiology II 4
ENG 102	Composition II 3	BIO 222	Microbiology II 3
MAT 115	Statistical Reasoning 3	HEC 121	Elementary Nutrition 2
PSY 221	Developmental Psychology 3	HIS ____	History Sequence II 3
SOC 211	Cultural Anthropology ¹ 3	____	Humanities Elective 3
	<hr/> 16	PED ____	Physical Education 1
		SPE 201	Basic Speech 3
			<hr/> 17
FIRST YEAR TOTAL	37	SECOND YEAR TOTAL	35
		TOTAL SEMESTER HOURS	72

¹Students planning to transfer to Tennessee Technological University must have Cell Biology (4 hours) and Pathophysiology (3 hours) instead of SOC 211.

A.S. GENERAL SECONDARY EDUCATION OPTION

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

FIRST YEAR			SECOND YEAR		
Fall Semester			Fall Semester		
ART 121	Art Appreciation	3	EDU 232	Field Experiences II	2
EDU 100	Orientation to College	1	HIS 211	U. S. History to 1877	3
EDU 101	Introduction to Teaching Profession	2	MAT 110	Algebraic Reasoning ²	3
ENG 101	Composition I	3	SPE 201	Basic Speech Communication	3
EDU 210	Human Development	3	PED	Physical Education	1
PED	Physical Education Physical/Natural Science	1	ENG	Sophomore Literature	3
		<u>4</u>			
		17			<u>15</u>
Spring Semester			Spring Semester		
ENG 102	Composition II	3	HIS 212	U.S. History Since 1877	3
HEA 221	Safety and First Aid	3	ENG	Sophomore Literature	3
EDU 211	Educational Psychology	3	SOC 201	Introduction to Sociology	3
EDU 111	Intro. to Teaching Exceptional Children	2	CST 102	Computer Literacy ¹	
EDU 231	Field Experiences I Physical/Natural Science	2	OR		
		4	ART 142	Computer Art	3
		<u>17</u>	PSY 101	General Psychology I Elective ³	3
		17			<u>18</u>
FIRST YEAR TOTAL		34	SECOND YEAR TOTAL		34
					TOTAL SEMESTER HOURS
					67

¹Any CST course of a higher level may be substituted for CST 102.

²Students planning to teach mathematics should take a higher mathematics sequence.

³Electives should be taken in areas of certification.

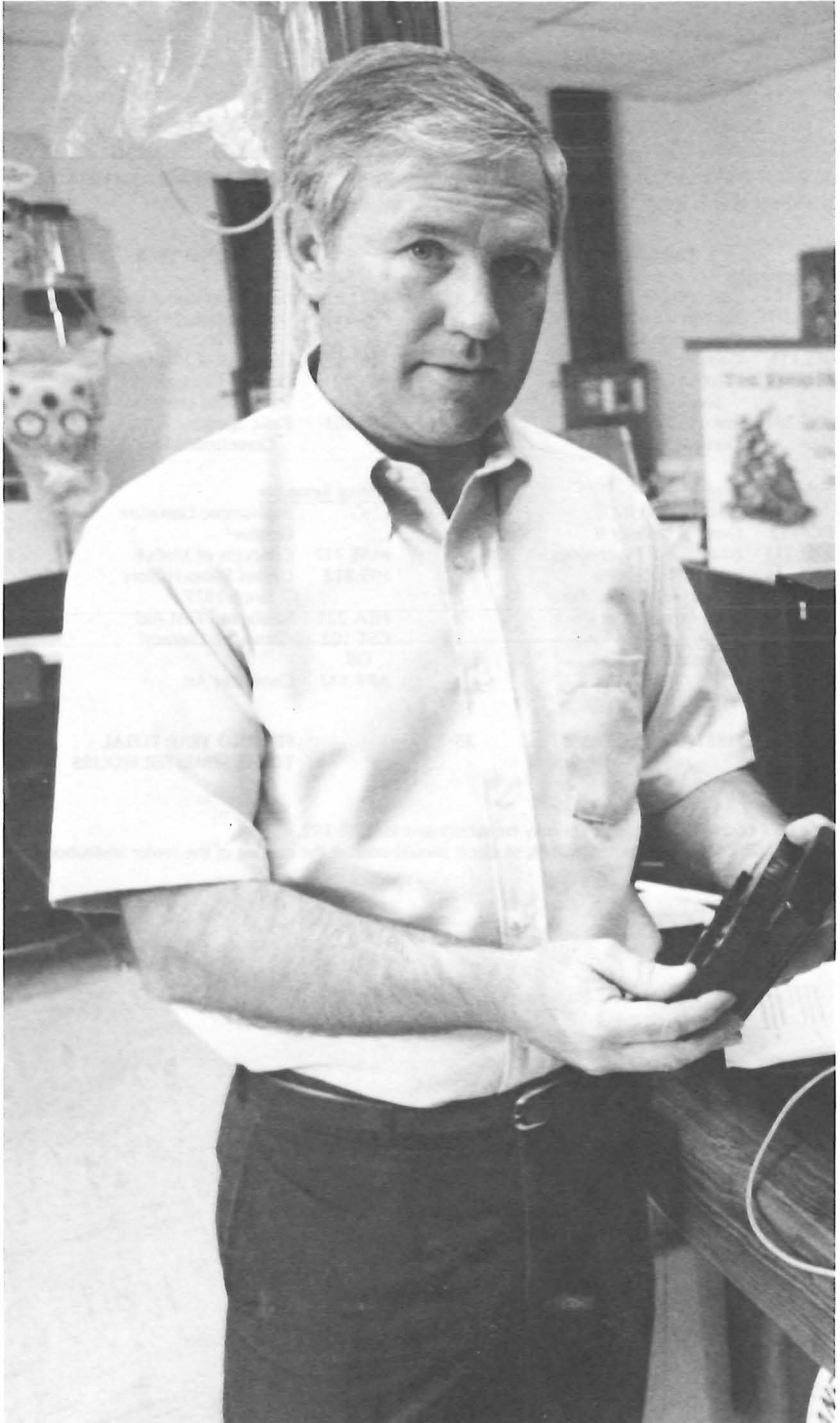
**A.S. GENERAL
SPECIAL EDUCATION OPTION**

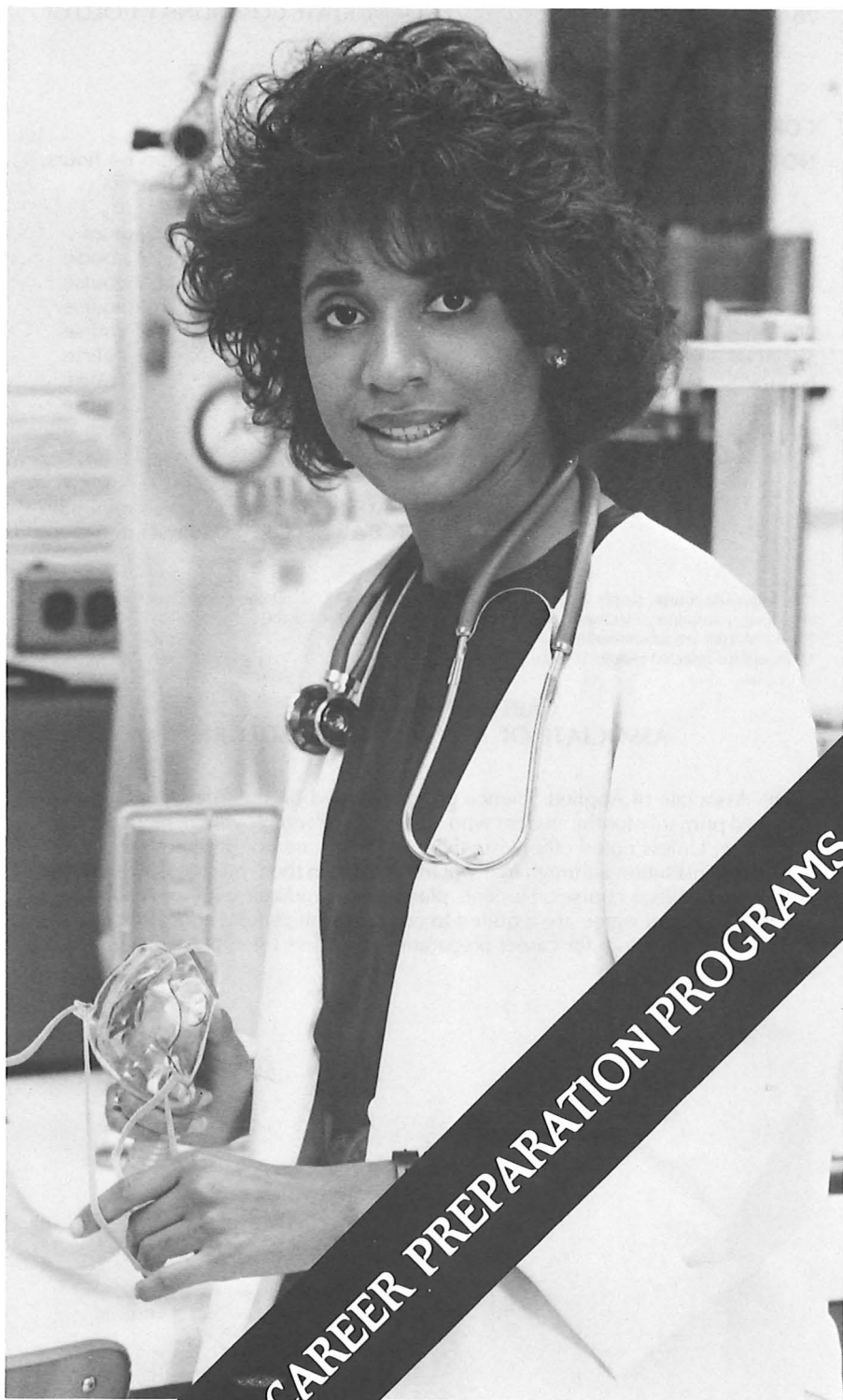
The special education curriculum is designed for a student who wishes to complete the first two years of a program toward teacher certification. This curriculum will meet the lower division requirements for transfer to a senior institution granting the baccalaureate degree in special education.

FIRST YEAR			SECOND YEAR		
Fall Semester			Fall Semester		
ENG 101	Composition I	3	EDU 232	Field Experiences II	2
EDU 210	Human Development	3	HIS 211	United States History to 1877	3
EDU 100	Orientation to College	1	MAT 116	Concepts of Math I	3
BIO 111	General Biology I	4	PSY 101	General Psychology I	3
EDU 101	Intro. to the Teaching Profession	2	ENG	Sophomore Literature	3
SOC 201	Intro. to Sociology	3	SPE 201	Basic Speech Communication	3
PED	Physical Education	1			3
		<u>17</u>			<u>17</u>
Spring Semester			Spring Semester		
ENG 102	Composition II	3	ENG	Sophomore Literature Elective ²	3
BIO 112	General Biology II	4	MAT 117	Concepts of Math II	3
EDU 211	Educational Psychology	3	HIS 212	United States History Since 1877	3
EDU 111	Intro. to Educating Exceptional Children	2	HEA 221	Safety and First Aid	3
EDU 231	Field Experiences I	2	CST 102	Computer Literacy ¹ OR	3
MUS 130	Music Appreciation	1	ART 142	Computer Art	3
PED	Physical Education	1			3
		<u>18</u>			<u>18</u>
FIRST YEAR TOTAL		35	SECOND YEAR TOTAL		35
			TOTAL SEMESTER HOURS		70

¹Any CST course of a higher level may be substituted for CST 102.

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





CAREER PREPARATION PROGRAMS

CAREER PREPARATION PROGRAMS

CORE CURRICULUM FOR CAREER PREPARATION PROGRAMS

NOTE: Some degree programs may require more than the minimum 64 hours.
See the individual program descriptions.

Areas	Courses
Oral Communications	1 course
Written Communications	1 course
Mathematics	1 course
Humanities/Fine Arts*	1 course
Social or Behavioral Science**	1 course
Natural Science (for additional Math)	1 course
Computer Instruction	1 course
Orientation to College***	1 course
Physical Education Activities***	<u>2 courses</u>
CORE TOTAL (varies)	
TECHNICAL SPECIALTY 32 hours minimum	
TOTAL DEGREE 64 hours minimum	

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

**Two courses are recommended

***Except for selected Health Science programs

CAREER PREPARATION ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate of Applied Science programs listed on the following pages are designed primarily for the student who wishes to seek employment after two years of college. Unless noted otherwise, these programs are not designed for transfer to a senior institution although many of the courses in these programs will transfer and all are college courses. Students planning to graduate with an Associate of Applied Science Degree are required to complete the general education courses of the core curriculum for career preparation programs listed at the beginning of this section.

A.A.S. BUSINESS MANAGEMENT TECHNOLOGY

The two-year programs in Business Management Technology are designed to prepare the interested student in many phases of the business field. Upon graduation, the student may seek employment as a technician in accounting; banking and savings associations; computer science; insurance; and general business fields. The program also facilitates the process for many students to move into management and supervisory positions.

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

FIRST YEAR			SECOND YEAR		
Fall Semester			Fall Semester		
EDU 100	Orientation to College	1	CST 255	Micro. Accounting Applications	3
BUS 101	Introduction to Business	3	BUS 271	Sales	3
BUS 111	Business Math	3	BUS 225	Income Tax Acctg. - Personal	3
BUS 221	Principles of Accounting I	3	BUS 231	Intermediate Accounting I	3
ENG 101	Composition I	3	BUS 252	Business Law	3
MAT 121	Business Calculus I	3	ECO 201	Economics I	3
	OR				
MAT 110	College Algebra				
PED	Physical Education Elective	1			
		<u>17</u>			<u>18</u>
Spring Semester			Spring Semester		
BUS 112	Personal Finance	3	BUS 224	Cost Accounting	3
BUS 241	Bus. and Prof. Speaking	3	BUS 226	Income Tax Acctg. - Business	3
BUS 222	Principles of Accounting II	3	BUS 232	Intermediate Accounting II	3
BUS 131	Bus. Appl. for the		BUS 281	Management and Supervision	3
	Microcomputer	3		Humanities Elective	3
	Physical Education Elective	1		Natural Science/Math Elective	3
	Social Science Elective	3			
		<u>16</u>			<u>18</u>
FIRST YEAR TOTAL		33	SECOND YEAR TOTAL		36
			TOTAL SEMESTER HOURS		69

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

FIRST YEAR			SECOND YEAR		
Fall Semester			Fall Semester		
EDU 100	Orientation to College	1	BUS 131	Bus. Appl. for the	
BUS 101	Introduction to Business	3		Microcomputer	3
BUS 112	Personal Finance	3	BUS 221	Principles of Accounting I	3
BUS 273	Marketing	3	BUS 252	Business Law	3
ENG 101	Composition I	3	BUS 281	Management & Supervision I	3
MAT 121	Business Calculus I	3	ECO 201	Economics I	3
	OR			Banking Elective	3
MAT 110	College Algebra				
PED	Physical Education Elective	1			
		<u>17</u>			<u>18</u>
Spring Semester			Spring Semester		
BUS 111	Business Math	3	BUS 222	Principles of Accounting II	3
BUS 241	Business and Prof. Speaking	3	ECO 202	Economics II	3
BUS 271	Sales	3		Humanities Elective	3
CST 102	Computer Literacy	3		Banking Electives	3
BNK	Banking Elective	3		Natural Science/Math Elective	3
PED	Physical Education Elective	1		Social Science Elective	3
		<u>16</u>			<u>18</u>
FIRST YEAR TOTAL		33	SECOND YEAR TOTAL		36
			TOTAL SEMESTER HOURS		69

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

FIRST YEAR			SECOND YEAR		
Fall Semester			Fall Semester		
EDU 100	Orientation to College	1	BUS 221	Principles of Accounting I	3
BUS 101	Introduction to Business	3	BUS 281	Management and Supervision I	3
CST 113	Introduction to Programming	4	BUS/CST	Elective	3
ENG 101	Composition I	3	CST 211	COBOL	3
MAT 110	College Algebra	3	ECO 201	Economics I	3
PED	Physical Education Elective	1		Social Science Elective	3
		15			18
Spring Semester			Spring Semester		
BUS 241	Business and Prof. Speaking	3	MAT 121	Business Calculus I	3
BUS 261	Psy. Aspects of Management	3	BUS 222	Principles of Accounting II	3
CST 110	Basic Programming	3	BUS/CST	Elective	3
CST 114	FORTRAN	4	CST 201	Data Structures	3
	Humanities Elective	3	CST 261	Computer Organization	3
PED	Physical Education Elective	1	ECO 202	Economics II	3
		17			18
FIRST YEAR TOTAL		32	SECOND YEAR TOTAL		36
					TOTAL SEMESTER HOURS
					68

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

FIRST YEAR			SECOND YEAR		
Fall Semester			Fall Semester		
EDU 100	Orientation to College	1	BUS 131	Bus. Appl. for the Microcomputer	3
BUS 101	Introduction to Business	3	BUS 221	Principles of Accounting I	3
BUS 112	Personal Finance	3	BUS 252	Business Law	3
BUS 273	Marketing	3	BUS 272	Retailing	3
ENG 101	Composition I	3	BUS 281	Management and Supervision I	3
MAT 121	Business Calculus I	3	ECO 201	Economics I	3
	OR				
MAT 110	College Algebra				
PED	Physical Education Elective	1			
		17			18
Spring Semester			Spring Semester		
BUS 111	Business Math	3	BUS 222	Principles of Accounting II	3
BUS 241	Business and Prof. Speaking	3	BUS 251	Legal Environment for Business	3
BUS 261	Psy. Aspects of Management	3	ECO 202	Economics II	3
BUS 271	Sales	3		Humanities Elective	3
CST 102	Computer Literacy	3		Natural Science/Math Elective	3
PED	Physical Education Elective	1		Social Science Elective	3
		16			18
FIRST YEAR TOTAL		33	SECOND YEAR TOTAL		36
					TOTAL SEMESTER HOURS
					69

A.A.S. BUSINESS MANAGEMENT TECHNOLOGY INSURANCE OPTION

FIRST YEAR			SECOND YEAR		
Fall Semester			Fall Semester		
EDU 100	Orientation to College	1	BUS 131	Bus. Appl. for the Microcomputer	3
BUS 101	Introduction to Business	3	BUS 221	Principles of Accounting I	3
BUS 112	Personal Finance	3	BUS 252	Business Law	3
BUS 273	Marketing	3	BUS 281	Management and Supervision I	3
ENG 101	Composition I	3	ECO 201	Economics I	3
MAT 121	Business Calculus I	3		Insurance Elective	3
	OR				
MAT 110	College Algebra				
PED	Physical Education Elective	1			
		17			18
Spring Semester			Spring Semester		
BUS 111	Business Math	3	BUS 222	Principles of Accounting II	3
BUS 241	Business and Prof. Speaking	3	ECO 202	Economics II	3
BUS 271	Sales	3		Humanities Elective	3
CST 102	Computer Literacy	3		Insurance Elective	3
	Insurance Elective	3		Natural Science/Math Elective	3
PED	Physical Education Elective	1		Social Science Elective	3
		16			18
FIRST YEAR TOTAL		33	SECOND YEAR TOTAL		36
			TOTAL SEMESTER HOURS		69

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

FIRST YEAR			SECOND YEAR		
Fall Semester			Fall Semester		
EDU 100	Orientation to College	1	BUS 131	Bus. Appl. for the Microcomputer	3
BUS 101	Introduction to Business	3	BUS 221	Principles of Accounting I	3
BUS 112	Personal Finance	3	BUS 252	Business Law	3
BUS 273	Marketing	3	BUS 281	Management and Supervision I	3
ENG 101	Composition I	3	ECO 201	Economics I	3
MAT 121	Business Calculus I	3		Humanities Elective	3
	OR				
MAT 110	College Algebra				
PED	Physical Education Elective	1			
		17			18
Spring Semester			Spring Semester		
BUS 111	Business Math	3	BUS 222	Principles of Accounting II	3
BUS 241	Business and Prof. Speaking	3	BUS 282	Management and Supervision II	3
BUS 261	Psy. Aspects of Management	3	BUS 284	Management Seminar	3
BUS 271	Sales	3	ECO 202	Economics II	3
CST 102	Computer Literacy	3		Natural Science/Math Elective	3
PED	Physical Education Elective	1		Social Science Elective	3
		16			18
FIRST YEAR TOTAL		33	SECOND YEAR TOTAL		36
			TOTAL SEMESTER HOURS		69

A.A.S. ENVIRONMENTAL HEALTH TECHNOLOGY

The Environmental Health Technology Program is designed to train students to perform as technicians who are employed to resolve environmental health and safety issues. Students who wish to enroll in the program may choose from among three options: Health Physics, Industrial Hygiene, and Waste Management. Only students who have submitted an application and have been approved by the admissions committee may enroll in Environmental Health Technology classes.

Admission to the Program

1. The applicant must meet one of the following minimum academic requirements:
 - a. Attain a composite score of 20 or above on the Enhanced American College Testing Program (ACT); OR
 - b. Attain a GPA of 2.50 or better after completion of at least 8 semester hours of general education courses required in the program.
2. The applicant must complete an Application for Environmental Health Technology and submit it to the Office of Admissions and Records.
3. Final selection of students will be made by the Environmental Health Admissions Committee.



A.A.S. ENVIRONMENTAL HEALTH TECHNOLOGY HEALTH PHYSICS OPTION

The Health Physics Technology Program is designed to prepare individuals with skills and knowledge in nuclear radiation protection necessary to assist a health physicist in supervising other individuals to work safely with radioactive materials and radiation-producing machines, and in minimizing radioactive contamination of the environment. The students are trained in the proper use of radiation instruments used in both field survey and laboratory analysis. The students learn techniques in both internal and external dosimetry as well as environmental monitoring.

FIRST YEAR				SECOND YEAR		
Fall Semester				Fall Semester		
CHE 121	General Chemistry I	4		BIO 111	General Biology I	4
CST 102	Computer Literacy	3		HPT 221	Instrumentation and	
EDU 100	Orientation to College	1			Measurement II	3
ENG 101	Composition I	3		PHY 201	General Physics I	4
HPT 111	General Health Physics I	3			Physical Education	1
MAT 110	College Algebra	3			Social Science Elective	3
					Speech Elective	3
			<hr style="width: 50px; margin-left: auto; margin-right: 0;"/>			<hr style="width: 50px; margin-left: auto; margin-right: 0;"/>
			17			18
Spring Semester				Spring Semester		
CHE 122	General Chemistry II	4		BIO 112	General Biology II ¹ , OR	
	Humanities Elective	3		BIO 214	General Ecology	4
HPT 112	General Health Physics II	3		EHT 201	Environmental Law	3
HPT 121	Instrumentation and			PHY 202	General Physics II	4
	Measurement I	3		EHT 211	Safety and Emergency	
MAT 119	Trigonometry	3			Response	3
	Physical Education	1				<hr style="width: 50px; margin-left: auto; margin-right: 0;"/>
			<hr style="width: 50px; margin-left: auto; margin-right: 0;"/>			14
			17			<hr style="width: 50px; margin-left: auto; margin-right: 0;"/>
			34			32
	TOTAL FIRST YEAR		34		TOTAL SECOND YEAR	32
				Summer Semester (at end of first or second year)		
				HPT 242	Internship*	5
				MAT 115	Statistical Reasoning	3
						<hr style="width: 50px; margin-left: auto; margin-right: 0;"/>
				TOTAL SUMMER SEMESTER		8
						<hr style="width: 50px; margin-left: auto; margin-right: 0;"/>
				TOTAL SEMESTER HOURS		74

*NOTE: Students are required to complete a five semester credit hour internship during the summer following their freshman or sophomore year. Approval of the instructor must be obtained before a student may enroll in any internship.

¹Students may substitute BIO 214 for BIO 112

**A.A.S. ENVIRONMENTAL HEALTH TECHNOLOGY
INDUSTRIAL HYGIENE OPTION**

Students enrolled in the Industrial Hygiene Option become familiar with the techniques used to anticipate, recognize, evaluate and control those factors of environment which could pose a hazard to workers and the governmental regulations and agencies designed to promote worker health and safety.

FIRST YEAR			SECOND YEAR		
Fall Semester			Fall Semester		
MAT 110	College Algebra	3	PHY 201	General Physics I	4
CHE 121	General Chemistry I	4	BIO 111	General Biology I	4
ENG 101	Composition I	3	EHT 111	Environmental Instrumentation I	3
CST 102	Computer Literacy	3	IHT 221	Occupational Safety and Protection	3
IHT 101	Industrial Hygiene I	3	SPE	Speech Elective	3
		16			17
Spring Semester			Spring Semester		
MAT 119	Trigonometry	3	PHY 202	General Physics II	4
CHE 122	General Chemistry II	4	BIO 112	General Biology II ¹ OR	4
HUM	Humanities Elective	3	BIO 214	General Ecology	4
	Social Science Elective	3	EHT 201	Federal and State Laws and Regulations	3
IHT 102	Industrial Hygiene II	3	EHT 211	Safety and Emergency Response	3
		16	EHT 222	Environmental Instrumentation II	3
					17
TOTAL FIRST YEAR		32	TOTAL SECOND YEAR		34
			Summer Semester (at end of first or second year)		
			IHT 242	Internship*	5
			MAT 115	Statistical Reasoning	3
			TOTAL SUMMER SEMESTER		8
			TOTAL SEMESTER HOURS		74

*NOTE: Students are required to complete a five semester hour internship during the summer following their freshman or sophomore year. Approval of the instructor must be obtained before a student may enroll in any internship.

¹Students may substitute BIO 214 for BIO 112.

A.A.S. ENVIRONMENTAL HEALTH TECHNOLOGY WASTE MANAGEMENT OPTION

Courses in the waste management option are designed to familiarize students in the methods used to manage wastes properly from the cradle to the grave. Descriptions of remedial actions used to control contaminated sites are also provided.

FIRST YEAR			SECOND YEAR		
Fall Semester			Fall Semester		
MAT 110	College Algebra	3	PHY 201	General Physics I	4
CHE 121	General Chemistry I	4	BIO 111	General Biology I ¹	4
ENG 101	Composition I	3	EHT 111	Environmental Instrumentation I	3
CST 102	Computer Literacy	3	WMT 221	Waste Reduction and Packaging	3
WMT 101	Introduction to Waste Management Technology	3	SPE	Speech Elective	<u>3</u>
		<u>16</u>			17
Spring Semester			Spring Semester		
MAT 119	Trigonometry	3	PHY 202	General Physics II	4
CHE 122	General Chemistry II	4	BIO 112	General Biology II ¹ OR	4
HUM	Humanities Elective	3	BIO 214	General Ecology	4
	Social Science	3	EHT 201	Federal and State Laws and Regulations	3
WMT 121	Environmental Sampling	3	EHT 211	Safety and Emergency Response	3
		<u>16</u>	EHT 222	Environmental Instrumentation II	<u>3</u>
					17
TOTAL FIRST YEAR		32	TOTAL SECOND YEAR		34
Summer Semester (at end of first or second year)					
			WMT 242	Internship*	5
			MAT 115	Statistical Reasoning	<u>3</u>
			TOTAL SUMMER SEMESTER		8
TOTAL SEMESTER HOURS					74

*NOTE: Students are required to complete a five semester hour internship during the summer following their freshman or sophomore year. Approval of the instructor must be obtained before a student may enroll in any internship.

¹Students may substitute BIO 214 for BIO 112.

A.A.S. GENERAL TECHNOLOGY

The General Technology Associate of Applied Science degree program is designed to assist business and industry in meeting their employment needs for highly-skilled technicians, as well as providing general education courses. The program provides a foundation for students who wish to pursue individual career goals and an alternative for currently employed adults who wish to continue their formal education. Students may submit a portfolio of employment experience or record of completion of employer-sponsored training programs for evaluation for technical elective credit.

FIRST YEAR		SECOND YEAR	
Fall Semester		Fall Semester	
BUS 101	Introduction to Business 3	BUS 131	Business Appl. Microcomputer 3
BUS 111	Business Math 3	BUS 221	Principles of Accounting I 3
EDU 100	Orientation to College 1	BUS 281	Management and Supervision I 3
ENG 101	Composition I 3	ECO 201	Economics I 3
MAT 121	Business Calculus 3		Technical Electives (6)
	Physical Education Elective 1		
	Technical Electives (3)		
	17		18
Spring Semester		Spring Semester	
BUS 261	Psychological Aspects of Mgt. 3	BUS 222	Principles of Accounting II 3
CST 102	Computer Literacy 3	ECO 202	Economics II 3
SPE 221	Business & Professional Speaking 3		Technical Electives (3)
	Physical Education Elective 1		Natural Science or Math Elective 3
	Technical Electives (6)		Humanities Elective 3
	Social Science Elective 3		
	19		15
FIRST YEAR TOTAL 36		SECOND YEAR TOTAL 33	
		TOTAL SEMESTER HOURS 69	

HEALTH SCIENCE A.A.S. PROGRAMS

Admission to the Programs

There are special admission policies for Health Sciences programs due to limited enrollment. The Health Sciences Programs include Dental Hygiene Technology, Medical Laboratory Technology, Medical Record Technology, Opticianry, Physical Therapist Assistant, Radiologic Technology, and Respiratory Therapy Technology.

1. The applicant must meet one of the following minimum academic requirements:
 - a. attain a composite score of 20 or above on the Enhanced ACT (18 on ACT taken before November 1989); OR
 - b. attain a GPA of 2.50 or better after completion of at least 8 semester hours of general education courses required in the program.
2. The applicant must complete a Health Science Application and submit it to the Office of Admissions and Records.
3. Final selection of students will be made by the Allied Health Admissions Committee.
4. Some programs may have experience requirements. Contact the program director for details.
5. Admission to the program is required prior to enrolling in any health science program course.

Retention Policies

Students' grades will be evaluated at the end of each semester by the Health Sciences Admissions Committee. A student must maintain the following standards or he/she will be dismissed from his/her respective program:

1. A grade of "C" or better in each specialty course.
2. Completion of specialty courses as specified by the degree checklist.
A student must be able to complete courses with the class in which he/she was admitted. A student who cannot graduate with the class in which he/she was admitted will be dropped from that class and must re-apply to a subsequent class.
3. Evidence of malpractice insurance and physical examination prior to clinical training.

Readmission Procedures

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

A.A.S. DENTAL HYGIENE TECHNOLOGY

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

Application for program accreditation has been submitted to the Council on Dental Accreditation of the American Dental Association. Accreditation is not guaranteed.

All DHT courses must be taken in sequence. Admission to the DHT program is required prior to enrolling in any DHT courses.

FIRST YEAR		
Fall Semester		Credit Hours
Course		
BIO 231	Human Anatomy & Physiology	4
CHE 101	Intro. to Chem. Principles	4
DHT 101	Preclinical Dental Hyg. I	5
DHT 111	Dental Science I	3
ENG 101	Composition I	3
		19
Spring Semester		
BIO 232	Human Anatomy & Physiology	4
CHE 102	Basic Organic & Biochemistry	4
DHT 102	Preclinical Dental Hyg. II	5
DHT 132	Dental Radiology	3
DHT 112	Dental Science II	3
		19
Summer Term		
DHT 121	Clinical Dental Hygiene I	2
DHT 131	Dental Health Education	2
DHT 133	General & Oral Pathology	3
MAT 110	College Algebra	3
PSY	Psychology Elective	3
		13
TOTAL FIRST YEAR		51

SECOND YEAR		
Fall Semester		Credit Hours
BIO 222	Microbiology	3
DHT 201	Pharmacology & Emergency Management	2
DHT 202	Dental Biomaterials	3
DHT 221	Clinical Dental Hygiene II	4
SOC	Sociology Elective	3
SPE 201	Basic Speech Communication	3
		18
Spring Semester		
CST 102	Computer Literacy	3
DHT 211	Dental Hygiene Seminar	2
DHT 212	Community Health	3
DHT 222	Clinical Dental Hygiene III	4
	Humanities Elective	3
		15
SECOND YEAR TOTAL		33
TOTAL SEMESTER HOURS		84

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

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

1. Providing an official record of completion of an accredited MLT-C program.
2. Providing a written notification of intent to pursue the MLT Associate of Applied Science Degree.
3. Passing Part I of a comprehensive exam and thereby receiving transfer credit for 26 credit hours of medical laboratory technology course work (see MLT Credit by Transfer).
4. Passing Part II of a comprehensive examination and thereby receiving Credit by Proficiency for 18 credit hours of medical laboratory technology course work (see MLT Credit by Proficiency).

MLT Credit by Transfer

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

MLT 101	Introduction to Medical Laboratory	2
MLT 251	Clinical Education I	10
MLT 252	Clinical Education II	10
MLT 261	Seminar I	2
MLT 262	Seminar II	2
		26

MLT Credit by Proficiency

Students passing Part II of the examination will register and receive credit for the following 18 hours, subject to Roane State fee policies.

MLT 121	Diagnostic Microbiology & Parasitology	4
MLT 201	Hematology and Coagulation	4
MLT 211	Clinical Chemistry	6
MLT 221	Immunology and Immunohematology	4
		18

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

The following courses are required:

CST 102	Computer Literacy	3
BIO 231,232	Human Anatomy and Physiology I,II	8
BIO 222	Microbiology	3
CHE 101	Introduction to Chemical Principles	4
ENG 101	Composition I	3
MAT 110	College Algebra	3
	Speech Elective	3
	Social Science Elective	3
	Humanities Elective	3
	Credit by Proficiency	18
	Credit by Transfer	26
	TOTAL SEMESTER HOURS—	77

A.A.S. MEDICAL RECORD TECHNOLOGY

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

Admission to the program is required prior to enrolling in any MRT course. Courses must be taken in sequence.

FIRST YEAR		SECOND YEAR	
Fall Semester		Fall Semester	
BIO 231	Anatomy and Physiology I	BIO 221	Pathophysiology
EDU 100	Orientation to College	BUS 281	Management & Supervision
ENG 101	Composition I	MRT 211	Trends in Medical Records
MRT 101	Medical Terminology	MRT 241	Medical Records Computer Applications
MRT 102	Introduction to Medical Records	MRT 231	Directed Practice I
MRT 113	Legal Aspects of Medical Records	OAD 121	Word/Information Processing I
OAD 101	Typing I (or equivalent)	Physical Education	
	<u>3</u>		<u>1</u>
	19		16
Spring Semester		Spring Semester	
BIO 232	Human Anatomy and Physiology II	CST 102	Computer Literacy
MAT 115	Statistical Reasoning	MRT 221	Advanced Medical Record Procedures
MRT 103	Coding & Classifications Systems	MRT 232	Directed Practice II
MRT 104	Health Data Systems	SPE 201	Basic Speech Communications
MRT 115	Practicum	Social Science Elective	
MRT 121	Medical Transcription	Humanities Elective	
	<u>1</u>		<u>3</u>
	16		18
TOTAL FIRST YEAR		TOTAL SECOND YEAR	
	35		34
		TOTAL SEMESTER HOURS	
			69

*A minimum of one year of high school typing may fulfill this requirement and a general elective may be substituted.

A.A.S. OPTICIANRY

The Opticianry program is a two year Associate of Applied Science degree Career Preparation Program. Graduates of this program will be eligible to sit for the Tennessee State Board Examination in Ophthalmic Dispensing. The total educational program will include a general studies component and technical component.

Admission to the program is required prior to enrolling in any OPT course. Courses must be taken in sequence.

FIRST YEAR		SECOND YEAR			
Fall Semester		Fall Semester			
BIO 231	Human Anatomy & Physiology	4	OPT 213	Optical Theory III	4
OPT 111	Optical Theory I	4	OPT 222	Ophthalmic Dispensing I	4
OPT 121	Optical Finishing I	4	OPT 232	Contact Lenses I	4
ENG 101	English Composition I	3	BUS 281	Management & Supervision I	3
MAT 111	College Algebra	3			
EDU 100	Orientation to College	1			
		<u>19</u>			<u>15</u>
Spring Semester		Spring Semester			
BIO 232	Human Anatomy & Physiology II	4	OPT 214	Optical :Theory IV	4
OPT 112	Optical Theory II	4	OPT 223	Ophthalmic Dispensing I	4
OPT 122	Optical Finishing II	4	OPT 233	Contact Lenses II	4
OPT 221	Introduction to Ophthalmic Dispensing	4	CST 102	Computer Literacy	3
OPT 231	Introduction to Contact Lenses	4			
		<u>20</u>			<u>15</u>
Summer					
HUM	Humanities Elective	3			
SPE	Speech Elective	3			
	Social Science Elective	3			
		<u>9</u>			
TOTAL FIRST YEAR		48	TOTAL SECOND YEAR		30
			TOTAL SEMESTER HOURS		78

**A.A.S. OPTICIANRY
(For Licensed Opticians)**

THIS PROGRAM IS DESIGNED FOR THE TENNESSEE LICENSED OPTICIAN WHO HAS SUCCESSFULLY PASSED THE TENNESSEE STATE BOARD EXAMINATION IN OPHTHALMIC DISPENSING.

Students wishing to enter must meet minimum acceptance criteria and be accepted into the program by the Health Science Admission Committee. Documentation of a Tennessee License in Ophthalmic Dispensing must be presented at the time of application.

SUMMARY OF COURSES

ENG 101	English Composition I	3
MAT 110	College Algebra	3
BIO 231	Human Anatomy & Physiology I	4
BIO 232	Human Anatomy & Physiology II	4
BUS 281	Management & Supervision	3
CST 102	Computer Literacy	3
	Humanities Elective	3
	Speech Elective	3
	Social Science Elective	3
	Electives	9
	TOTAL REQUIRED HOURS	38
	Credit by Proficiency	40
	TOTAL SEMESTER HOURS	78

A.A.S. PHYSICAL THERAPIST ASSISTANT

The Physical Therapist Assistant program is designed to prepare individuals with the necessary knowledge and skills to effectively assist in treatment and testing of the physical therapy patient under the supervision of a Registered Physical Therapist. Students are trained in the use of exercise, physical therapy modalities, and special treatment procedures in laboratory and clinical settings. The PTA program is accredited by the Commission on Accreditation in Physical Therapy Education.

ALL PTA COURSES MUST BE TAKEN IN THE APPROPRIATE SEQUENCE. ADMISSION TO THE PTA PROGRAM IS REQUIRED PRIOR TO TAKING ANY PTA COURSES. (See Health Sciences Admission Policies, page 88.)

Clinical courses might require travel to other cities for extended periods of time, at the student's expense.

FIRST YEAR		SECOND YEAR	
Fall Semester		Fall Semester	
BIO 231	Human Anatomy and Physiology I	PTA 141	Patient Care Techniques
	4	PTA 201	Treatment of Orthopedic Conditions
EDU 100	Orientation to College		4
ENG 101	Composition I	PTA 211	Treatment of Neurological Conditions
MAT 110	College Algebra		4
PTA 101	Concepts in Physical Therapist Assisting	PTA 252	Clinical Education II
	3	PTA 241	Seminar I
	Social Science Elective		2
	3		
	Speech Elective		
	3		
	20		17
Spring Semester		Spring Semester	
CST 102	Computer Literacy	PTA 221	Treatment of Medical/Surgical Conditions
BIO 232	Human Anatomy and Physiology II		4
	4	PTA 231	Electrotherapy
ENG 231	Technical Writing		2
	3	PTA 242	Seminar II
PTA 121	Kinesiology		2
	3	PTA 253	Clinical Education II
PTA 131	Basic Treatment Techniques		6
	Humanities Elective		
	3		
	19		14
Summer Semester			
PTA 251	Clinical Education I		
	2		
	2		
TOTAL FIRST YEAR	41	TOTAL SECOND YEAR	31
		TOTAL SEMESTER HOURS	72

A.A.S. RADIOLOGIC TECHNOLOGY

The health professional responsible for performing radiographic examinations is the radiographer. The radiographer understands radiation and knows how to produce quality diagnostic examinations safely. This requires six semesters of full-time study including clinical experience. Additional clinical hours will be required during the intersessions. Graduates are eligible to take the national registry examination which will certify them as Registered Technologists. The program is accredited by the AMA Committee on Allied Health Education and Accreditation.

Admission to the program is required prior to enrolling in any RDT course. Courses must be taken in sequence.

FIRST YEAR		SECOND YEAR	
Fall Semester		Fall Semester	
BIO 231	Human Anatomy and Physiology I	RDT 225	Radiation Physics
	4	RDT 212	Radiographic Procedures IV
ENG 101	Composition I	RDT 241	Clinical Education IV
RDT 101	Introduction to Radiologic Technology		Humanities Elective
	3		3
RDT 141	Clinical Education I		
	3		
RDT 111	Radiographic Procedures I		
	3		
	16		15
Spring Semester		Spring Semester	
BIO 232	Human Anatomy and Physiology II	CST 102	Computer Literacy
	4	RDT 222	Radiation Protection
MAT 110	College Algebra	RDT 223	Radiologic Technology Seminar I
RDT 121	Exposure Technique	RDT 242	Clinical Education V
	3		Social Science Elective
RDT 142	Clinical Education II		3
	3		
RDT 112	Radiographic Procedures II		
	3		
	16		16
Summer Semester		Summer Semester	
RDT 131	Radiographic Processing	RDT 224	Radiologic Technology Seminar II
	3		2
RDT 143	Clinical Education III	RDT 243	Clinical Education VI
	2		4
RDT 210	Radiographic Procedures III		
	2		
SPE 201	Basic Speech Communication		
	3		
	10		6
TOTAL FIRST YEAR	42	TOTAL SECOND YEAR	37
		TOTAL SEMESTER HOURS	79

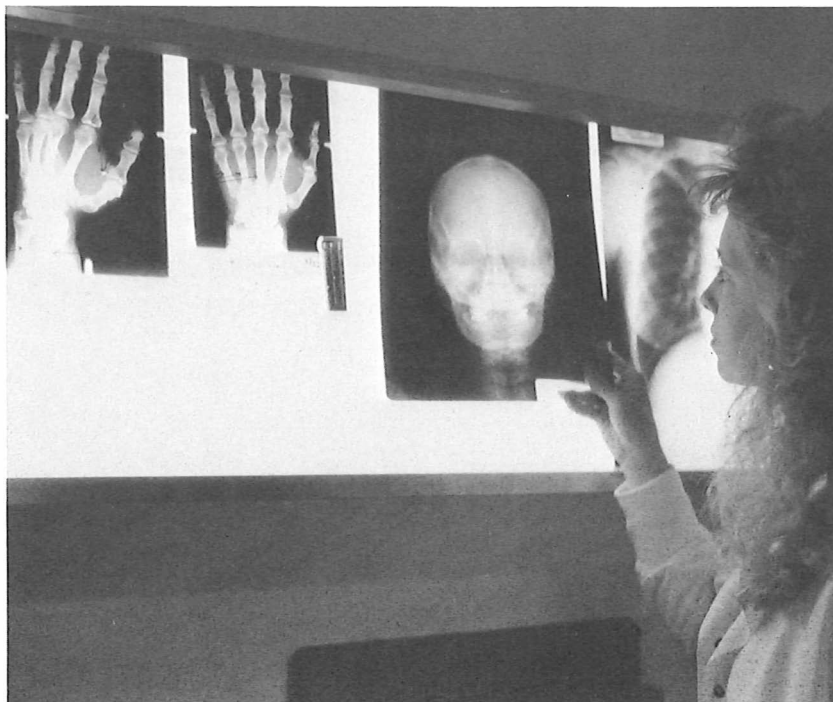
A.A.S. RADIOLOGIC TECHNOLOGY¹ (For Radiologic Technologists)

This program is designed for the radiologic technologist who has graduated from an AMA approved school of radiologic technology and is certified by the American Registry of Radiologic Technologists (ARRT). Students must meet minimum acceptance criteria and be accepted into the program by the Health Sciences Admission Committee. Documentation of ARRT certification must be presented to the Office of Admissions and Records.

The following courses are required:

CST 102	Computer Literacy	3
BUS 281	Management and Supervision I	3
EDU 100	Orientation to College	1
ENG 101	Composition I	3
MAT 110	College Algebra	3
	Speech Elective	3
	Physical Education Activities	2
	Social Science Electives	6
	Humanities Elective	3
	Sub-Total	26
	ARRT Certification Credits	41
	TOTAL SEMESTER HOURS—	67

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



**ADVANCED STANDING
HOLSTON VALLEY HOSPITAL AND MEDICAL CENTER**

For an individual to be classified for advanced standing in the Respiratory Therapy program, he/she must be a graduate of an AMA accredited technician program. Roane State currently offers advanced standing respiratory therapy coursework at Holston Valley Hospital and Medical Center in Kingsport, Tennessee. Applicants must complete the following requirements in order to be considered for advanced standing in this program.

1. Provide an official transcript from the accredited technician program from which they graduated.
2. Provide a written notification of intent to pursue the RRT credential upon graduation.
3. Obtain a passing score on an assessment exam administered by program personnel. This examination will test the applicant's knowledge of the required respiratory therapy content offered in the first year of Roane State's Respiratory therapy curriculum.
4. Have a personal interview with program key personnel.

All candidates fulfilling the above requirements will be considered for acceptance into the program by the Health Sciences Admissions Committee. Upon acceptance, selected coursework completed by the student in the AMA accredited technician program will be assigned course equivalency with the following courses in the curriculum of the Respiratory Therapy Program at Roane State:

RTT 111	Respiratory Care I	4
RTT 112	Respiratory Care II	6
RTT 211	Respiratory Care III	6
RTT 121	Cardiopulmonary-Rental Anatomy & Physiology	4
RTT 131	Pathology of Respiratory Diseases I	2
RRT 231	Pathology of Respiratory Diseases II	2

The following core curriculum courses or equivalencies are required for all Respiratory Therapy students:

CST 102	Computer Literacy	3
BIO 231,232	Human Anatomy and Physiology I and II	4,4
CHE 101	Introduction to Chemical Principles	4
MAT 110	College Algebra	3
ENG 101	Composition I	3
	Speech Elective	3
	Social Science Elective	3
	Humanities Elective	3

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

A.A.S. NURSING PROGRAM

Admission to the Program

The two-year Associate Degree Nursing Program qualifies students to take the State Board Examination for Registered Nurse licensure.

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 Office.
 - C. Take the ACT exam. Appropriate AD courses must be completed *prior to admission* as determined by the requirements specified under "General Student Classification."
- II. In addition to requirements I. A, B, and C above, applicants must meet requirement A or B or C below.
 - A. Complete at least 16 hours of work from the general education requirements in the Nursing curriculum with a minimum 2.75 GPA. A "C" or better must be attained in each required science course.
 - B. Attain a composite score of 20 or above on the ACT battery.
 - C. *Licensed Practical Nurses may be admitted by fulfilling the following:*
 1. *Complete twenty six (26) hours of general education courses from the nursing curriculum.*
 2. *Graduate from state approved LPN program and have a current valid LPN license.*
 3. *Pass a Fundamentals of Nursing proficiency examination with a grade of at least seventy-five (75).*
 4. *Complete the course "Pharmacology in Nursing" with a grade of at least "C".*
 5. *Complete "Intermediate Nursing" with a grade of at least "C".*
 6. Meet requirements I. A, B, and C above.
- III. Only nursing courses which were completed within three years prior to applying for admission or readmission will be accepted.
- IV. By the first nursing class day, the student must submit:
 - a. a completed physical examination form providing evidence of physical status necessary for the practice of all areas of nursing care.
 - b. proof of current CPR certification. (a copy of the CPR certification card will be accepted.)

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

Acceptance into the Nursing Program is not automatic, even though the applicant may be academically qualified. Class size is limited by clinical and classroom space and faculty availability. Students not accepted for the class for which they applied must re-apply if they wish to be considered for a later class.

Students are admitted to the beginning Nursing program each Fall Semester. Two academic years (Four semesters) regardless of previously earned academic credits, are required for completion of the program.

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

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

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

Retention Policies

1. The student must maintain a GPA of 2.0 or better. A "C" must be achieved in each science course in order to progress to the second year of the nursing program.
2. The student must attain a numerical grade of 75 or better in each nursing course. Failure of a clinical rotation will result in a "D" or "F" for the course.
3. A student must satisfactorily complete each clinical experience each semester in order to continue in the program. A grade or "incomplete" must be removed prior to the first clinical day of the following semester in order to progress to the next nursing course.
4. The student must carry professional liability insurance while enrolled in nursing courses.
5. The student must maintain CPR Certification while enrolled in the nursing program.

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.
2. Those students who fail to maintain a cumulative GPA of 2.0 may be considered for readmission to the nursing program after removing all grades of less than "C" in required general education courses.
3. Students repeating nursing courses must repeat both theoretical and clinical components of the course.

Legal Limitations for Licensure

A graduate of an approved school of nursing who has been convicted of a violation of the law other than a minor traffic violation may be denied a permit and/or a nursing license. A graduate's eligibility for licensure is determined on an individual basis.

Academic Advisement

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



LPN Career Mobility Program

This program is designed to facilitate the achievement of a registered nurse level education by LPNs who qualify for admission. LPNs who wish to qualify for this program are required to pass a proficiency examination with a grade of at least 75%. The examination will cover fundamentals of nursing and maternity nursing.

Examination scores are valid for three (3) years. Candidates who do not enter the program after three (3) years will be required to repeat the examination process.

Candidates are required to present an active Tennessee Practical Nurse license to be admitted to the examinations. Candidates should arrive 30 minutes before test-time. ID must be verified before admission to the examination is permitted.

Admission to the Career Mobility program is not automatic. Academic qualifications as well as test scores will be considered in the selection process. Admission is also contingent on available space in the program.

LPN CAREER MOBILITY

The program is designed to facilitate the achievement of a registered nurse level education by LPNs who qualify for admission.

General Education		Credits
BIO 222*	Microbiology	3
BIO 231,232*	Anatomy and Physiology I,II	8
BUS 261*	Psychological Aspects of Management, OR	3
BUS 281*	Management and Supervision I	
ENG 101*	Composition I	3
PSY 221*	Developmental Psychology: Childhood Through Early Adolescence	3
PSY 222*	Developmental Psychology: Mid-Adolescence Through Adulthood	3
	Computer Science Elective	2-3
	Humanities Elective	3
		<hr/>
		28-29
Challenge by Proficiency Examination		14

PRE-ENTRY SUMMER SEMESTER

NSG 125	Pharmacology in Nursing	2
NSG 231	Intermediate Nursing	3
		<hr/>
		5

SEMESTER I

NSG 221	Nursing Process Through the Life Cycle III	10
	Computer Science Elective	3
		<hr/>
		13

SEMESTER II

NSG 222	Nursing Process Through the Life Cycle IV	12
	Humanities Elective	3
		<hr/>
		15

Academic Advisement LPN Mobility students must have an academic advisement conference with the nursing department head prior to beginning NSG 221.

*Must be completed prior to entering Nursing III.

A.A.S. OFFICE ADMINISTRATION

The two-year Office Administration program is designed to prepare professionals in many aspects of office work and administration. Proficiency is developed in the skills of typewriting, shorthand, dictation, transcription, office management, and word processing. This curriculum is designed for a student planning to seek employment at the end of the two years. Office Administration degree emphasis areas are available in the Executive Secretary, Medical Secretary, and Word/Information Processing fields. A one-year certificate program in Secretarial Science is also available.

**A.A.S. OFFICE ADMINISTRATION
EXECUTIVE SECRETARY OPTION**

FIRST YEAR			SECOND YEAR		
Fall Semester			Fall Semester		
EDU 100	Orientation to College	1	BUS 221	Principles of Accounting I	3
CST 102	Computer Literacy	3	BUS 281	Management and Supervision I	3
OAD 101	Typing I	3	ECO 201	Economics I	3
OAD 141	Shorthand I	5	ART 142	Computer Art	3
OAD 105	Business Communications I	3	OAD 241	Shorthand III	3
PED	Physical Education Elective	1	OAD 121	Word/Information Processing I	3
		<hr/> 16			18
Spring Semester			Spring Semester		
BUS 101	Introduction to Business	3	BUS 131	Bus. Appl. for the Microcomputer	3
OAD 102	Typing II	3	BUS 111	Business Math	3
OAD 142	Shorthand II	5	OAD 201	Office Practice and Admin. Natural Science/Math Elective	3
OAD 106	Business Communications II	3	OAD 111	Machines	3
MAT 110	College Algebra	3	OAD 122	Word/Information Processing II	3
PED	Physical Education Elective	1			<hr/> 18
		<hr/> 18			
FIRST YEAR TOTAL		34	SECOND YEAR TOTAL		36
			TOTAL SEMESTER HOURS		70

**A.A.S. OFFICE ADMINISTRATION
MEDICAL SECRETARY OPTION**

FIRST YEAR			SECOND YEAR		
Fall Semester			Fall Semester		
BUS 111	Business Math	3	ART 142	Computer Art	3
CST 102	Computer Literacy	3	BUS 221	Principles of Accounting I	3
EDU 100	Orientation to College	1	ECO 201	Economics I	3
MRT 101	Medical Terminology I	3	MAT 110	College Algebra	3
OAD 101	Typing I	3	OAD 121	Word/Information Processing I Elective	3
OAD 105	Business Communications I	3			<hr/> 3
PED	Physical Education Elective	1			18
		<hr/> 17			
Spring Semester			Spring Semester		
BUS 101	Introduction to Business	3	BUS 131	Bus. Appl. for the Microcomputer	3
BUS 241	Business and Prof. Speaking	3	BUS 261	Psy. Aspects of Management	3
MRT 121	Medical Transcription	2	BUS 281	Management and Supervision I	3
OAD 102	Typing II	3	OAD 122	Word/Information Processing II	3
OAD 106	Business Communications II	3	OAD 201	Office Practice and Admin. Natural Science/Math Elective	3
PED	Physical Education Elective	1			<hr/> 3
		<hr/> 15			18
FIRST YEAR TOTAL		32	SECOND YEAR TOTAL		36
			TOTAL SEMESTER HOURS		68

**A.A.S. OFFICE ADMINISTRATION
WORD/INFORMATION PROCESSING OPTION**

FIRST YEAR		SECOND YEAR	
Fall Semester		Fall Semester	
EDU 100	Orientation to College 1	BUS 221	Principles of Accounting I 3
BUS 111	Business Math 3	ECO 201	Economics I 3
BUS 112	Personal Finance 3	ART 142	Computer Art 3
CST 102	Computer Literacy 3	BUS 281	Management and Supervision I 3
OAD 101	Typing I 3	MAT 110	College Algebra 3
OAD 105	Business Communications I 3	OAD 121	Word/Information Processing I 3
PED	Physical Education Elective 1		
	17		18
Spring Semester		Spring Semester	
BUS 101	Introduction to Business 3	BUS 131	Bus. Appl. for the Microcomputer 3
BUS 241	Business and Prof. Speaking Elective 3	BUS 261	Psy. Aspects of Management 3
OAD 102	Typing II 3	OAD 111	Machines 3
OAD 106	Business Communications II 3	OAD 201	Office Practice and Admin. Natural Science/Math Elective 3
PED	Physical Education Elective 1	OAD 122	Word/Information Processing II 3
	16		18
FIRST YEAR TOTAL	33	SECOND YEAR TOTAL	36
		TOTAL SEMESTER HOURS	69

A.A.S. POLICE SCIENCE

The two-year Police Science Technology program is designed for students interested in career opportunities in Police Science and Corrections. The Corrections Option is designed to serve the educational needs of the region by preparing students for entry into a rapidly growing correction system which will continue to accelerate in the near future with the addition of area correctional institutions—both juvenile and adult. The Police Science Option is designed to meet the needs in society for personnel capable of entry and advancement in the law enforcement field. The two-year curriculum emphasizes an academic approach to law enforcement rather than a training approach.

**A.A.S. POLICE SCIENCE
CORRECTIONS OPTION**

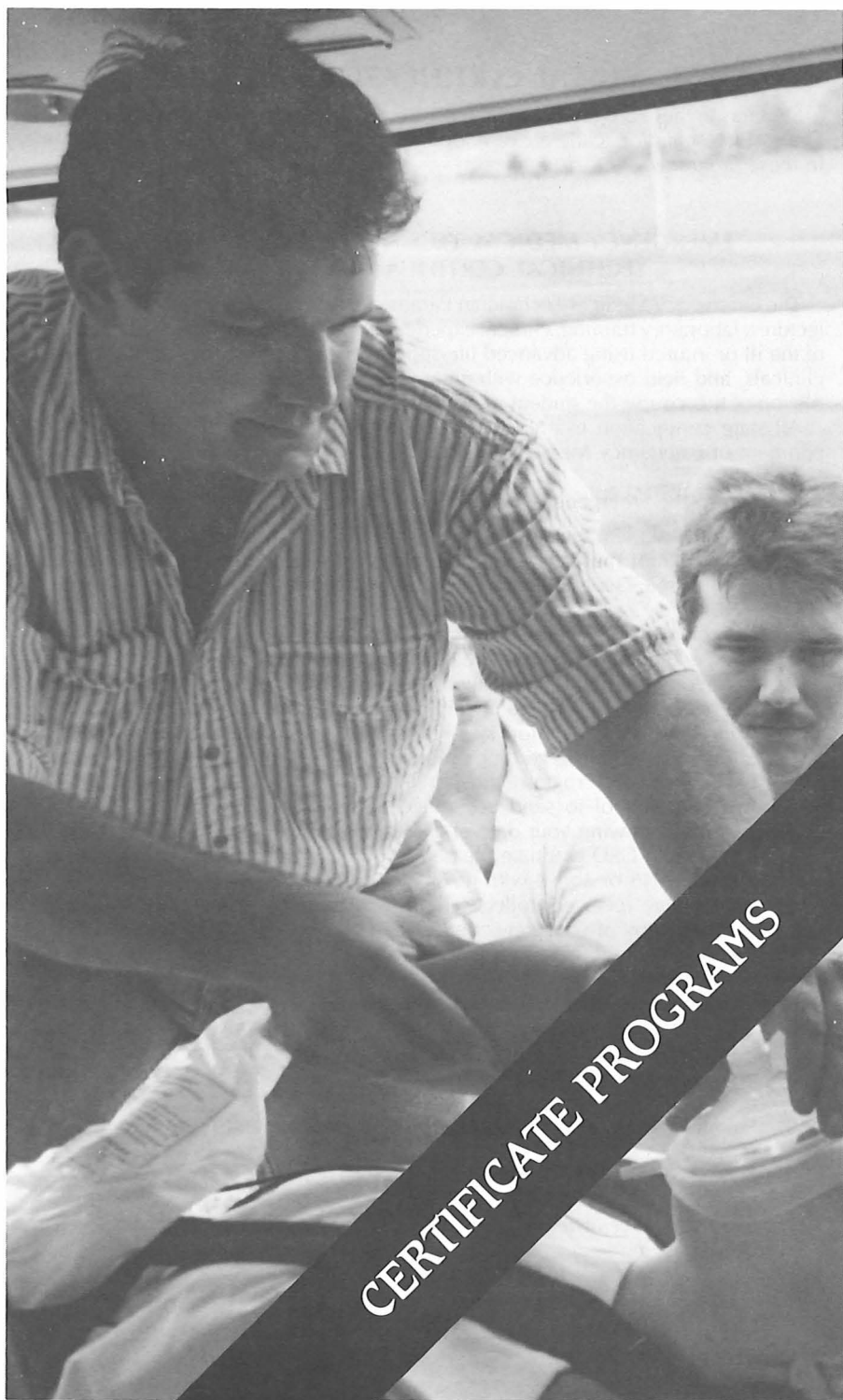
FIRST YEAR		SECOND YEAR	
Fall Semester		Fall Semester	
PST 111	Criminal Procedures 3	COR 111	Juvenile Delinquency 3
COR 101	Intro. to Corr. & Security 3	COR 201	Corr. Admin. & Supv. 3
CST 102	Computer Literacy 3	PST 101	Intro. to Law Enforcement 3
EDU 100	Orientation to College 1	SPE 201	Basic Speech Comm. 3
ENG 101	Composition I 3	PED	Physical Ed. Elective 1
POL 101	U.S. Government & Politics 3		Natural Science or Math Elective 3
	16		16
Spring Semester		Spring Semester	
COR 112	Emerging Rights of Prisoners 3	COR 212	Private and Indus. Security 3
POL 102	Intro. to Political Science 3	COR 211	Practicum in Corrections 3
PST 112	Court Procedures 3	MAT 115	Statistical Reasoning 3
PSY 101	General Psychology I 3	SOC 210	Introduction to Criminology 3
SOC 201	Introduction to Sociology 3		Humanities Elective 3
BUS 111	Business Mathematics 3		Social Science Elective 3
PED	Physical Education Elective 1		
	19		18
FIRST YEAR TOTAL	35	SECOND YEAR TOTAL	34
		TOTAL SEMESTER HOURS	69

A.A.S. POLICE SCIENCE POLICE SCIENCE OPTION

FIRST YEAR			SECOND YEAR		
Fall Semester			Fall Semester		
PST 101	Intro. to Law Enforcement	3	COR 101	Intro. to Corrections	3
CST 102	Computer Literacy	3	COR 111	Juvenile Delinquency	3
EDU 100	Orientation to College	1	PST 201	Police Admin. & Organization	3
ENG 101	Composition I	3	SPE 201	Basic Speech Communication	3
POL 101	U.S. Govt. & Politics	3	PED	Physical Ed. Elective	1
PST 111	Criminal Procedures	3		Natural Science or Math Elective	3
		16			16
Spring Semester			Spring Semester		
POL 102	Intro. to Political Science	3	MAT 115	Statistical Reasoning	3
PST 112	Court Procedures	3	PST 221	Criminal Law	3
PST 213	Criminal Investigation	3	PST 231	Seminar in Police Problems	3
PSY 101	General Psychology I	3	SOC 210	Intro. to Criminology	3
SOC 201	Introduction to Sociology	3		Humanities Elective	3
BUS 111	Business Mathematics	3		Social Science Elective	3
PED	Physical Ed. Elective	1			
		19			18
FIRST YEAR TOTAL		35	SECOND YEAR TOTAL		34
			TOTAL SEMESTER HOURS		69

A.A.S. POLICE SCIENCE SECURITY OPTION

FIRST YEAR			SECOND YEAR		
Fall Semester			Fall Semester		
BUS 281	Mgmt. & Supervision I	3	PST 101	Intro. to Law Enforcement	3
CST 102	Computer Literacy	3	COR 111	Juvenile Delinquency	3
EDU 100	Orientation to College	1	SEC 201	Security Management	3
ENG 101	Composition I	3	SPE 201	Basic Speech Communication	3
POL 101	U.S. Govt. & Politics	3	PED	Physical Ed. Elective	1
SEC 111	Legal Aspects of Security	3		Natural Science/Math Elec.	3
SEC 101	Introduction to Security	3			
		19			16
Spring Semester			Spring Semester		
POL 102	Intro. to Political Science	3	MAT 115	Statistical Reasoning	3
SEC 112	Physical Security	3	PST 221	Criminal Law	3
SEC 113	Security Invest.	3	SEC 202	Special Topics in Security	3
PSY 101	General Psychology I	3	SOC 210	Intro. to Criminology	3
SOC 201	Intro. to Sociology	3		Humanities Elective	3
PED	Physical Education Elective	1		Social Science Elective	3
PED 131	Marksmanship & Firearms Safety	1			
		17			18
FIRST YEAR TOTAL		36	SECOND YEAR TOTAL		34
			TOTAL SEMESTER HOURS		70



CERTIFICATE PROGRAMS

TECHNICAL CERTIFICATE PROGRAMS

Students in these programs should apply for admission as special credit students. The AAPP test and/or academic development courses are not required of students in these programs.

EMERGENCY MEDICAL TECHNOLOGY–PARAMEDIC TECHNICAL CERTIFICATE OF CREDIT

The Emergency Medical Technician Paramedic program of study includes class lectures, laboratory training, clinical experience and the pre-hospital management of the ill or injured using advanced life-support skills, a variety of hospital-based clinicals, and field experience with an ambulance crew. Upon successful completion of this course the student may attempt the state certification examination.

All state certification examinations are given by the State of Tennessee Department of Emergency Medical Services. This is a limited enrollment program.

Admission to the Emergency Medical Technician-Paramedic Program

A prospective student seeking admission to the Emergency Medical Technician-Paramedic Program must complete the following procedures according to the State of Tennessee, Department of Emergency Medical Services and Roane State Guidelines.

1. Complete the RSCC Application for Admission/Readmission form and submit the application form to the Roane State Admissions Office. Remember to include the \$5.00 application fee, which is a one time fee. This fee is not necessary if you have attended RSCC previously.
2. Complete the application specific to the Paramedic Program which requires information regarding employment. This must be returned to the EMT-Paramedic Program Director.
3. Ask high school to send a certified copy of your original high school transcript showing your date of graduation and diploma.
4. If you are a GED graduate please submit your GED certification showing a score of 45 or above with no single score below 35.
5. If you have received college credit, contact your college and submit a certified copy of your transcripts.
6. Be currently certified as an Emergency Medical Technician and submit a copy of your card.
7. Current C.P.R. certification and submit a copy.
8. A physical examination within the past six months showing the applicant is in good physical and mental health and possesses no physical handicaps or disabilities which would impede ability to fulfill the functions and responsibilities of a paramedic.
9. Submit a letter of recommendation and endorsement from current employer.
10. Submit a letter of recommendation from an active emergency department physician.
11. Submit a letter of recommendation from an emergency department registered nurse.

12. Successfully complete the basic Emergency Medical Technician certification examination with a score of 80 or higher.
13. Take a psychological examination by a licensed psychological examiner named by Roane State. The report must state emotional stability and psychological fitness to perform the duties of a paramedic.
14. The Roane State admission application and high school and college transcripts must be submitted to the RSCC Admissions Office.
15. All other letters, forms, applications and documents must be submitted to the Emergency Medical Care Program.

EMT-PARAMEDIC PROGRAM

Fall Semester

EMT 111	Paramedic I	13
EMT121	Clinical I	<u>3</u>
		16

Spring Semester

EMT 112	Paramedic II	12
EMT 122	Clinical II	<u>3</u>
		16

Summer Semester

EMT 113	Paramedic III	2
EMT 123	Clinical III	<u>4</u>
		6
	TOTAL SEMESTER HOURS	<u>38</u>

**HOSPITAL/HEALTH CARE MANAGEMENT
TECHNICAL CERTIFICATE OF CREDIT**

This program is designed to meet the continuing training needs of persons currently employed in supervisory capacities by hospitals and other health care providers. The curriculum provides instruction in microcomputer skills and their application to health care providers. The Hospital/Health Care Management certificate program is not designed to provide entry-level skills in business management. Students interested in a career preparation program should refer to page 81.

The following courses are required:

BUS 131	Business Applications for the Microcomputer	3
BUS 224	Cost Accounting	3
BUS 281	Management and Supervision I	<u>3</u>
	TOTAL SEMESTER HOURS	9

**MEDICAL SECRETARY/TRANSCRIPTIONIST PROGRAM
TECHNICAL CERTIFICATE OF CREDIT**

The Medical Secretary/Transcriptionist Program is a nine month certificate program. The last nine weeks in the program are spent in a medical facility to gain work experience in transcription and office procedures. After one year's experience in Medical Transcription in a hospital, graduates are eligible to take the American Medical Transcriptionist's Association certifying examination. Graduates obtain employment in hospitals, clinics, doctor's offices, pharmaceutical houses, school health programs, insurance companies and in some legal firms.

Admission Requirements

1. High school diploma or equivalent.
2. Have typing skills of 45 words per minute.
3. Completed RSCC application and admission requirements for special student category.
4. Completed Health Sciences application.
5. Completed health form.
6. Be accepted by the Health Sciences Admissions Committee.

MEDICAL SECRETARY/TRANSCRIPTIONIST PROGRAM

Fall Semester

MST 101	Human Biological Science and Terminology I	6
MST 111	Medical Transcription I	4
MST 121	Medical Office Procedures I	4
		14

Spring Semester

MST 102	Human Biological Science and Terminology II	2
MST 112	Medical Office Procedures II	2
MST 122	Medical Transcription II	2
MST 131	Clinical Education	8
		14
	TOTAL SEMESTER HOURS	28

**PHLEBOTOMY
TECHNICAL CERTIFICATE OF CREDIT**

The Phlebotomy certificate program is designed to train students within a 16 week period to work as phlebotomists. Graduates of this program will be eligible for employment in various health care settings including hospitals, clinics, physician offices, commercial blood bank facilities, home health care agencies. The program combines lectures, laboratories, and 150 hours of clinical training in a health care facility. On completion of this program, students will be eligible for certification by the American Society of Clinical Pathologists or National Certification Agency as phlebotomists.

ADMISSION REQUIREMENTS

1. High school diploma or equivalent.
2. Completed Health Sciences application form and requirements for special student category.
3. Completed RSCC application and requirements for special student category.
4. Interview by the phlebotomy program faculty.
5. Acceptance by the Health Sciences Admission Committee.

PLB 101	Anatomy, Physiology & Terminology	2
PLB 102	Health Care Concepts	2
PLB 111	Phlebotomy Techniques	4
PLB 112	Phlebotomy Clinical	<u>4</u>
	TOTAL SEMESTER HOURS	12

**POLICE MANAGEMENT
TECHNICAL CERTIFICATE OF CREDIT**

This program is designed to provide state-of-the-art education in the areas of procedural law and police management. The curriculum provides an opportunity for police supervisory personnel to receive training in a non-degree credit program. The Police Management certificate program is not designed to provide entry-level skills in police science. Students interested in a career preparation program should refer to page 108.

The following courses are required:

BUS 281	Management and Supervision	3
PST 201	Police Administration and Organization	3
PST 111	Criminal Procedures	<u>3</u>
	TOTAL SEMESTER HOURS	9

SECRETARIAL SCIENCE PROGRAM TECHNICAL CERTIFICATE OF CREDIT

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

Fall Semester

EDU 100	Orientation to College	1
BUS 241	Business and Prof. Speaking	3
OAD 105	Business Communications I	3
OAD 101	Typing I	3
BUS 101	Introduction to Business	3
OAD 121	Word/Information Processing I	3
		16

Spring Semester

OAD 201	Office Practice and Admin.	3
BUS/OAD	Elective	3
OAD 106	Business Communications II	3
OAD 102	Typing II	3
OAD 122	Word/Information Processing II	3
		15
	TOTAL SEMESTER HOURS	31

SECURITY MANAGEMENT TECHNICAL CERTIFICATE OF CREDIT

This program is designed to meet the regional manpower needs for security inspectors and managers by providing currently employed security personnel with an opportunity to improve their knowledge of the field. The Security Management certificate program is not designed to provide entry-level skills in police science or security. Students interested in a career preparation program should refer to page 108.

The following courses are required:

BUS 281	Management and Supervision I	3
SEC 101	Introduction to Security	3
SEC 111	Legal Aspects of Security	3
SEC 201	Security Management	3
		12
	TOTAL SEMESTER HOURS	12

**SOFTWARE TECHNICIAN
TECHNICAL CERTIFICATE OF CREDIT**

This program is designed to train technicians in the use of basic software packages currently used in business settings. The Software Technician certificate program is not designed to provide entry-level skills in computer science. Students interested in pursuing a two-year career preparation program in computer science should refer to page 80.

Fall Semester

BUS 131	Business Applications for the Microcomputer	3
ERG 161	Fundamentals of Engineering Graphics I	4
OAD 103	Keyboarding for the Computer	<u>3</u>
		10

Spring Semester

BUS 122	Introduction to Spreadsheets	3
BUS 123	Seminar in Advanced Applications in Microcomputing	3
BUS 133	Desktop Publishing	3
OAD 132	Word Processing on the Microcomputer	<u>3</u>
		12
	TOTAL SEMESTER HOURS	22

**STRATEGIC MANAGEMENT
TECHNICAL CERTIFICATE OF CREDIT**

This program is designed to provide a foundation in the principles of strategic management for supervisory personnel in area businesses. The Strategic Management certificate program is not designed to provide entry-level skills in business management. Students interested in a career preparation program should refer to page 81.

The following courses are required:

BUS 123	Seminar in Advanced Applications in Microcomputing	3
BUS 261	Psychological Aspects of Management	3
BUS 285	Strategic Management	3
BUS 274	Marketing Opportunity Analysis	<u>3</u>
		12
	TOTAL SEMESTER HOURS	12

SUBSTANCE ABUSE COUNSELING TECHNICAL CERTIFICATE OF CREDIT

This program provides training for potential and current employees of area alcohol and drug treatment facilities.

Admission Requirements

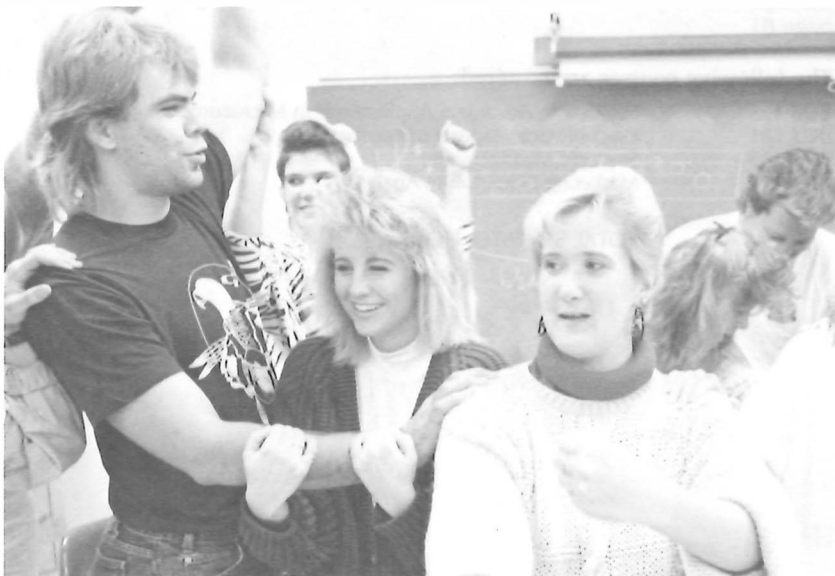
1. High school diploma or equivalent.
2. Completed RSCC application and admission requirements for special student category.
3. Acceptance by the Health Sciences Admission committee.

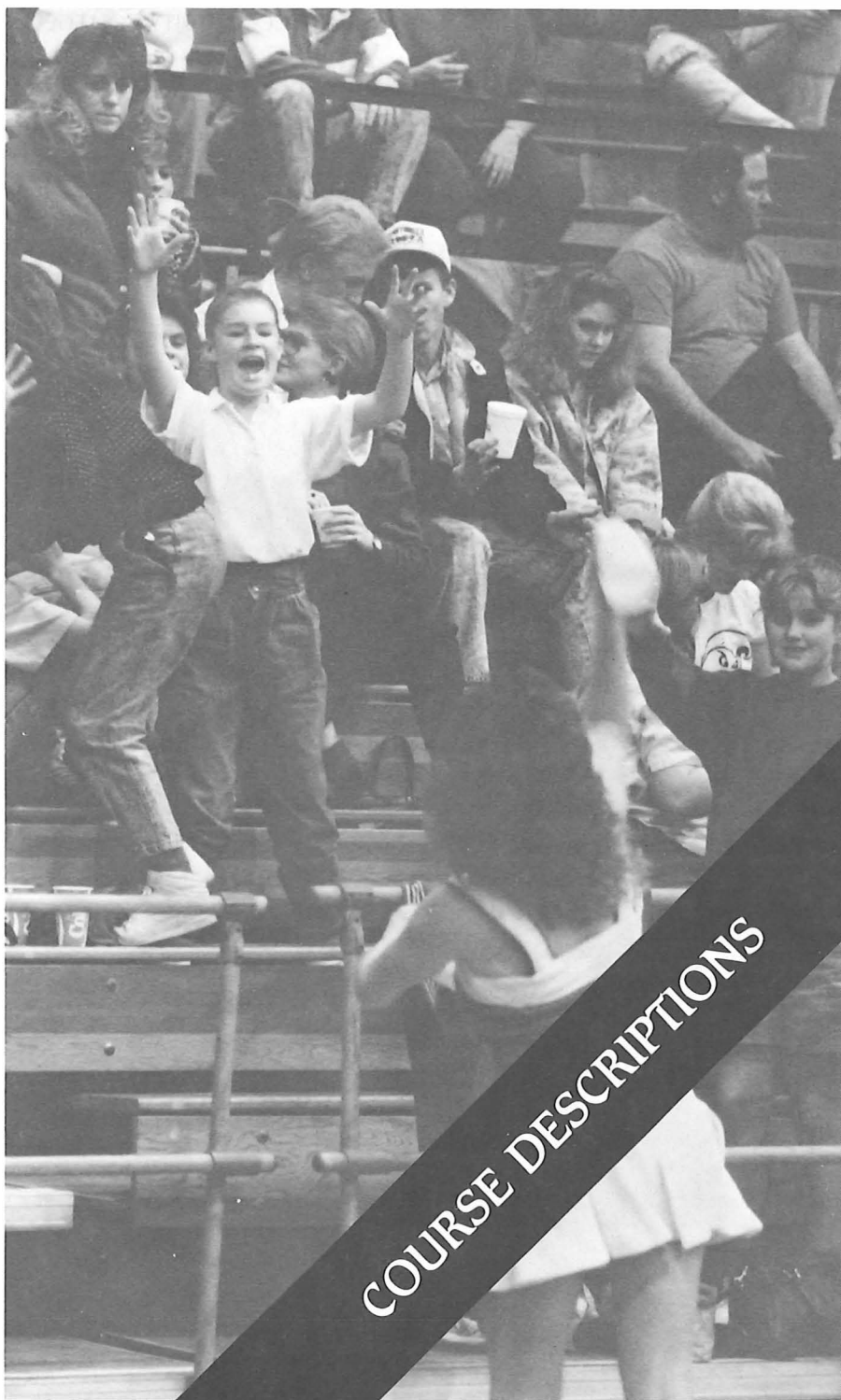
Fall Semester

BIO 220	Pathophysiology of Substance Abuse	3
EDU 210	Human Development	3
PST 232	Criminal Justice and Substance Abuse Treatment	2
PSY 101	General Psychology I	3
SAC 132	Introduction to Counseling Theories	3
SAC 230	Interview and Assessment Techniques	3
		17

Spring Semester

PSY 213	Abnormal Psychology	3
SAC 133	Special Topics in Counseling Adolescents	3
SAC 134	Special Topics in Counseling Adults	3
SAC 135	Practicum	6
		15
	TOTAL SEMESTER HOURS	32





COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

The courses are listed in the following format:
Dept., Course no., Title, Semester Hours
Brief description, & term in which it is normally taught.

F = Fall
Sp = Spring
Su = Summer



ART

- ART 101—Studio Fundamentals: Drawing 2 Credits**
 Development of observational skills and perception of reality. Fundamental aspects of drawing—line, tone, space, form, and composition. Primarily for art, architecture, interior design, and art education majors. 2 hours lecture, 2 hours lab. Additional work may be required outside class. F
- ART 102—Studio Fundamentals: Two Dimensional Design 2 Credits**
 Surface composition and color. Primarily for art, architecture, interior design, and art education majors. 2 hours lecture, 2 hours lab. Additional work may be required outside class. Sp
- ART 103—Studio Fundamentals: Three Dimensional Design 2 Credits**
 Projects dealing with real space and three dimensional materials. Primarily for art, architecture, art education, and interior design and housing majors. 2 hours lecture, 2 hours lab. Additional work may be required outside class. F
- ART 111—Drawing I: Survey of Drawing 3 Credits**
 Exploration and refinement of fundamental aspects of drawing with emphasis on composition, techniques, and concepts. 2 hours lecture, 2 hours lab. A minimum of two hours drawing outside class is required. Sp
- ART 113—Painting I: Introduction 3 Credits**
 An introduction to the techniques, materials, and tools of oil and acrylic painting. 3 hours lecture, 3 hours lab. F, Sp
- ART 114—Painting II 3 Credits**
 A continuation of ART 113 with an emphasis on individual experimentation. 3 hours lecture, 3 hours lab. F, Sp
- ART 121—Art Appreciation 3 Credits**
 Form and meaning in the visual arts, Lecture-discussion. Especially for non-majors. F, Sp
- ART 131—Photography I 3 Credits**
 Introduction to the art of black and white photography. Field and studio shooting, history of photography, basic developing, and enlarging techniques. 3 hours lecture, 3 hours lab. Some outside lab work will be necessary. F, Sp
- ART 132—Photography II 3 Credits**
 Individual research in specific photographic topics. Prerequisite: ART 131. F, Sp
- ART 141—Beginning Graphic Design 3 Credits**
 Survey of graphic design; tools, materials, techniques; lettering, and use of type; layout and design. (Prerequisites 101, 102, 103) 2 hours lecture, 2 hours lab. Some additional work may be required outside class. F
- ART 142—Computer Art 3 Credits**
 Introduction to various applications of Computer Graphics and an overview of examples produced with the newest technology. Hands-on experience in working with microcomputer graphics software to solve a variety of design problems with simple computer graphics. Emphasis on applying the principles of art design to the media to create clear and creative graphic. 3 hours lecture. A minimum of 3 hours lab work per week will be necessary to complete course work. F
- ART143—Computer Art II 3 Credits**
 Advanced applications on the MacII computer. F, Sp
- ART 151—Ceramics I: Handbuilding 3 Credits**
 All ceramic handbuilding techniques including forming methods, glazing, clay preparation, firing, small and large scale pieces. Ceramic history through slide lectures. 3 hours lecture, 3 hours lab. Some work outside class may be required.

- ART 152—Ceramics II: Throwing 3 Credits**
 Thrown ceramic forms including functional utilitarian pottery techniques, glazing and firing methods. (Prerequisite: ART 151) 3 hours lecture, 3 hours lab. Some work outside class may be required.
- ART 161—Printmaking I..... 3 Credits**
 An introductory survey of printmaking with studio experience in intaglio, monotype, relief and collography.
- ART 201—Survey of Art History I..... 3 Credits**
 Survey of major monuments in Western art, with an emphasis on the art of Europe from prehistory through the Middle Ages. F
- ART 202—Survey of Art History II 3 Credits**
 Survey of major monuments in Western art, with an emphasis on Europe and America from 1400 to the present. Sp
- ART 211—Watercolor I: Introduction 3 Credits**
 Techniques, materials, and tools of transparent watercolor. Prerequisites 101, 102, 103 for art majors, none for non-art majors. 2 hours lecture, 2 hours lab. A minimum of two hours painting outside class will be required. Sp
- ART 212—Watercolor II 3 Credits**
 Further study of the techniques of transparent watercolor, with attention to individual exploration of surface, space, and concept. 2 hours lecture, 2 hours lab. A minimum of two hours painting outside class will be required. Sp
- ART 221—Portfolio Preparation..... 2 Credits**
 Planning and execution of a body of cohesive work under the in-class supervision of an instructor. Slides of serious, contemporary art works will be presented and critiqued as examples of the desired level of portfolio work. Covers matting and presentation skills, logistics of exhibition, and critique of work. 2 hours lecture. Sp

BANKING

The BNK prefix will be used to offer various service courses to the banking industry. These courses will use the course descriptions furnished by the industry and credit will be granted based upon the recommendations of the American Council of Education (ACE). For more information contact the department head of Business and Economics.

BIOLOGY

For a student to receive credit for a biology course, the lecture section must be accompanied by a laboratory session during the same semester.

NOTE: Students with the equivalent of at least two years of high school biology, one year of high school chemistry and satisfactory ACT scores (a score of 26 or better on the natural science section) may elect BIO 212, 213, 214 or 222 (see course descriptions) instead of BIO 111 and 112.

- BIO 111—General Biology I 4 Credits**
 Biochemistry of cell function, plant and animal anatomy and physiology. F, Sp, Su
 3 hours lecture—2 hours laboratory
- BIO 112—General Biology II 4 Credits**
 Plant and animal reproduction, genetics, evolution, ecology, and behavior. BIO 111 recommended, but not required to be taken in sequence. Sp, Su
 3 hours lecture—2 hours laboratory

BIO 201—Environmental Science 3 Credits

A course which takes an ecological approach in analyzing the impact of human activities upon natural systems. Attention is given to scientific resource management principles in such areas as forestry, wildlife, soils, and water. (This Course fulfills the 3 hour science requirement in various career education programs such as Business Management Technology and Office Administration. Course credit cannot be received for both BIO 201 and GGY 221.)

BIO 211—Field Biology..... 3 Credits

An elective field-oriented course covering fauna and flora identification, basic ecological principles, and outdoor skills. This course will generally be offered as a two week camping experience. A special fee will be assessed to cover equipment, food, and transportation. Su (Listed in the fall schedule, completed in summer)

BIO 212—Cell Biology 4 Credits

Organization and function of the cell. (Prerequisites: BIO 111, 112, or the equivalent of 2 years of high school biology and satisfactory ACT scores; CHE 120-30) Sp
3 hours lecture—3 hours laboratory

BIO 213—General Genetics..... 4 Credits

Classical and modern principles of heredity; laboratory experiments involving a variety of organisms. (Prerequisites: BIO 111-112, or the equivalent of 2 years of high school biology and satisfactory ACT scores, or consent of instructor; CHE 121-22 and MAT 111, 112 recommended) F, Sp
3 hours lecture—3 hours laboratory

BIO 214—General Ecology 3 Credits

Relations between organisms and their environments, including human environmental problems. (Prerequisites: BIO 111, 112 or the equivalent of 2 years of high school biology and satisfactory ACT scores) F
3 hours lecture—1 hour discussion/field trip

BIO 220—Pathophysiology of Substance Abuse 3 Credits

A survey of the disease concept of chemical dependency and how it leads to the dysfunction of the body's systems.
3 hours lecture

BIO 221—Pathophysiology 2 Credits

An introduction to the disease processes and mechanisms of the human body and to the dysfunction of the body's systems. Sp
2 hours lecture

BIO 222—Microbiology 3 Credits

An introductory course in microbiology dealing with bacteria, fungi, yeast, and viruses to include discussions of cell structure, identification, taxonomy, metabolism, genetics, resistance, infection, disease, and immunity. Sp, Su
2 1-hour lectures—1 2-hour laboratory

BIO 231—Human Anatomy and Physiology I..... 4 Credits

A study of basic biological chemistry, cellular structure and function (including cellular respiration protein synthesis and cell division), histology, and integumentary, skeletal and the nervous system. The laboratory will provide experiments to illustrate principles covered in lecture. F, Sp
3 hours lecture—3 hours laboratory

BIO 232—Human Anatomy and Physiology II..... 4 Credits

A study of the anatomy and physiology of the muscular, circulatory and immune systems, respiratory, digestive, excretory, endocrine and reproductive systems. The laboratory will provide anatomical investigation of and physiological experimentation with these systems. (Prerequisite: BIO 231, Human Anatomy and Physiology I) Sp
3 hours lecture—3 hours laboratory

BIO 251-269—Independent Scientific Investigation..... 2 Credits

Independent laboratory/library research in biology by qualified students under the supervision of a faculty member. Especially designed to develop interest in and to apply techniques of scientific research. Up to six (6) credit hours may be earned. (Prerequisite: Consent of the faculty member)

BUSINESS AND COMMERCE

- BUS 101—Introduction to Business 3 Credits**
Orientation course designed to give an overall view of business as a framework for further detailed study into accounting, data processing, marketing, management, etc. Included are vocational/career opportunities, business terminology, and the functions that are used in the business process. F, Sp Su
- BUS 111—Business Mathematics 3 Credits**
A course dealing with mathematics as applied to business operations. Included are mathematics of trading, operating, finance, ownership and investment, and summary and analysis. F, Sp, Su
- BUS 112—Personal Finance 3 Credits**
A course designed to aid the student in practical money management. Topics included are charting financial objectives; budgeting; consumer borrowing, renting, and buying; investing; employee benefits and taxation. F, Sp
- BUS 121—dBase on the Microcomputer 3 Credits**
A hands-on approach to managing data through the popular database management program by Ashton Tate. (Prerequisite: BUS/CST 131 or by permission of the instructor) (Cross-listed as CST 121)
- BUS 122—Introduction to Spreadsheets—Lotus 1, 2, 3 3 Credits**
Training in selected spreadsheet packages for the microcomputer. Emphasis is on practical application of spreadsheets in the business environment. (Prerequisite: BUS/CST 131 or permission of instructor) (Cross-listed as CST 122) F
- BUS 123—Seminar in Advanced Applications in Microcomputing..... 3 Credits**
Provides students with special topics current to the microcomputing field. Networking, integrated software, and telecommunications are a few of the specialty areas that will be selected by the instructor. Course provides hands-on instrumentation in the selected areas. (Permission of the instructor is required) (Cross-listed as CST 123)
- BUS 131—Business Applications for the Microcomputer 3 Credits**
An introductory course covering applications of DOS, WordPerfect, LOTUS 1-2-3, and Ashton Tate's dBase. This competency-based course emphasizes problem solving with the microcomputer while building basic operating skills leading to the independent use of the microcomputer. (Cross listed as CST 131) F, Sp
- BUS 133—Desktop Publishing 3 Credits**
A course designed to cover the basics of desktop publishing and graphics. Topics will include creating fliers, newsletters, forms, business graphs, pie charts, maps, and various applications of software tools. (Prerequisite: ART 142, BUS 131, or ERG 161) (Cross-listed as CST 133)
- BUS 201—Principles of Real Estate..... 3 Credits**
A fundamental real estate course covering the basic laws and principles of Tennessee Real Estate, giving understanding, background, and terminology necessary for advanced study in specialized courses. Satisfies the state commission of real estate's prerequisite for Affiliate Broker's license examination. F
- BUS 202—Real Estate Law 3 Credits**
A study of Tennessee Real Estate Law, including rights incident to property ownership and management, agency, contracts, and applications to real estate transfer, conveyances, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. Applied toward educational requirement for affiliate brokers. Sp
- BUS 203—Real Estate Finance 3 Credits**
Institutional and governmental funds for financing real estate transactions. Applied toward continuing education requirement for affiliate brokers. Sp
- BUS 204—Real Estate Appraisal..... 3 Credits**
Theories, functions, and purposes of appraisal to include the economic approach, the replacement approach and comparative values for all types of real estate. F

- BUS 221—Principles of Accounting I 3 Credits**
Basic principles and procedures in accounting from the perspective of management. Emphasis is on recording financial transactions and establishing financial statements. F, Sp, Su
- BUS 222—Principles of Accounting II 3 Credits**
Continues with corporate accounting and long-term liabilities. Emphasis is on cost accounting and managerial accounting for making sound business decisions. (Prerequisite: Principles I; a grade of C or better in BUS 221 is strongly recommended) F, Sp
- BUS 223—Principles of Auditing 3 Credits**
An overview of the public accounting profession with emphasis on basic concepts underlying the auditor's role and techniques used by the auditor to achieve the objectives of the attest function of auditing. (Prerequisite: Principles II)
- BUS 224—Cost Accounting..... 3 Credits**
Principles of manufacturing and distribution cost accounting. Material, labor, and overhead costs in job order and process cost accounting; analysis of cost distribution and related problems. (Prerequisite: Principles II) S
- BUS 225—Income Tax Accounting—Personal..... 3 Credits**
Federal income tax laws with emphasis on the preparation of returns for individuals. (Prerequisite:Principles II or permission of instructor) F
- BUS 226—Income Tax Accounting—Business 3 Credits**
Federal income tax laws with emphasis on the preparation of returns for partnerships and corporations. (Prerequisite: Income Tax—Personal or Permission of Instructor) Sp
- BUS 231—Intermediate Accounting I 3 Credits**
Extensive analysis of the principal elements of accounting systems and statements with emphasis on the asset side of the balance sheet. (Prerequisite: Principles II) F
- BUS 232—Intermediate Accounting II 3 Credits**
Extensive analysis of the principal elements of accounting systems and statements with emphasis on the liability and stockholder's equity side of the balance sheet. (Prerequisite: Intermediate I) Sp
- BUS 241—Business and Professional Speaking 3 Credits**
See course description under Speech 221.
- BUS 251—Legal Environment for Business 3 Credits**
Emphasis is placed on classification of laws, historical background of our systems of laws, duties, buying services, insurance, consumer protection, negotiable instruments, and business organization. F, Sp
- BUS 252—Business Law..... 3 Credits**
Designed to acquaint the student with the privileges and responsibilities of the individual under business law. Topics studied will include the uniform commercial code, contracts, sales, agency, partnerships, corporations, and negotiable instruments. F, Sp
- BUS 255—Microcomputer Accounting Applications 3 Credits**
A course designed to acquaint business management majors with common microcomputer applications in the field of accounting, utilizing IBM-PC hardware. (Prerequisite: BUS 221 and CST 102 or BUS/CST 131) (Cross-listed as CST 255) F
- BUS 261—Psychological Aspects of Management 3 Credits**
This course applies psychological principles to business and other organizations concerned with effective management. Topics covered include leadership and supervision; communications and human relation skills; scientific and humanistic management and motivation skills, group dynamics and coping with change. (Cross-listed as PSY 261.) F, Sp
- BUS 271—Sales 3 Credits**
A course emphasizing the relationship of product and market, industrial and consumer sales, methods of market analysis, sales and sales methods. F, Sp

- BUS 272—Retailing** 3 Credits
A study of the principles and practices of retailing including planning, policies, and procedures of distribution. Sp
- BUS 273—Marketing** 3 Credits
A general but critical survey of the field of marketing, covering international industries and commerce, distribution of resources, factors of distribution and transportation, and the marketing functions. F, Sp
- BUS 274—Marketing Opportunity Analysis** 3 Credits
The purpose of this course is to provide a link between theory and practice by evaluating current and future market conditions in order to identify marketing opportunities. This is accomplished by introducing the student to patterns and plans which integrate the major goals, policies, and action sequences of the organization into a cohesive whole, allocating its resources into a unique posture within the internal and external environmental conditions. Students will be able to devise a marketing plan which exploits the opportunity so identified. They will also be able to estimate the consequences of implementing this plan.
- BUS 278—Small Business Management** 3 Credits
An introductory course designed to provide an overview of the business environment and requirements for successfully operating a small business. Topics covered include forms of business, credit management, utilizing professionals, information management, etc. Students must secure departmental approval to take this course. F, Sp
- BUS 281, 282— Management and Supervision I, II** 3 Credits
This two course sequence is designed to introduce the basic aspects of supervisory development, to include the functions of management, communication skills, interpersonal relations, motivation, morale, discipline, leadership training and evaluation, decision-making and self-development. F, Sp Sequence. Management I offered Sp, Su
- BUS 284—Management Seminar** 3 Credits
Consideration of current problems, issues, and developments in the area of management. Students are guided through individual projects and outside research related to their area of concentration and employment training. Sp
- BUS 285—Strategic Management** 3 Credits
This course is designed for students who have entered or will be entering fields requiring skills in virtually every area of management including marketing, operations, accounting, and financial, ethical, political, and quantitative dimensions. Each dimension will be addressed in lectures, classroom discussions, and class presentations. The primary purpose of the course is to introduce the student to patterns and plans which integrate the major goals, policies, and action sequences of an organization into a cohesive whole, allocating its resources into a unique and viable posture within the framework of internal and external environmental alterations, anticipated and unanticipated changes, and contingent moves by intelligent opponents.

CHEMISTRY

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

- CHE 101—Introduction to Chemical Principles** 4 Credits
Introductory chemistry dealing with the basic principles such as atomic structure, periodic law, states of matter, chemical bonding, types of compounds, gas laws, solutions, acids and bases, equilibria. (Prerequisite: 2 years of high school algebra). F
3 hours lecture—3 hours laboratory
- CHE 102—Basic Organic and Biochemistry** 4 Credits
Aliphatic, aromatic, and heterocyclic organic chemistry with emphasis on structure, nomenclature, and functional groups. Introductory biochemistry concerning lipids, carbohydrates, proteins, and nucleic acids. (Prerequisite: CHE 101) Sp
3 hours lecture—3 hours laboratory

CHE 121—General Chemistry I 4 Credits

A study of fundamental principles of chemistry, such as mathematical calculations of chemical relationships, atomic structure, periodic relationships, molecular structure, bonding, and the chemistry of oxygen, hydrogen, and water, Kinetic Molecular Theory, physical states of matter, solution chemistry. (Prerequisite: 2 years of high school algebra) F, Sp

3 hours lecture---3 hours laboratory

CHE 122—General Chemistry II 4 Credits

Electrolytes, oxidation-reduction, electrochemistry, molecular and ionic equilibria, nuclear chemistry, and brief survey of organic chemistry. (Prerequisite: CHE 121) Sp, Su

3 hours lecture---3 hours laboratory

CHE 201—Quantitative Analysis 3 Credits

The study of the basic theories of quantitative analysis, with stress on the theories of neutralization, precipitation, volumetric, and gravimetric analysis. (Prerequisite: CHE 122) Sp, on demand

2 hours lecture---3 hours laboratory

CHE 221—Organic Chemistry I 4 Credits

A study of the properties, preparations, reactions, and spectroscopy of aliphatic and aromatic compounds, including reaction mechanisms and the relationship between structure and reactivity. (Prerequisite: CHE 122) F

3 hours lecture---3 hours laboratory

CHE 222—Organic Chemistry II 4 Credits

A continuation of CHE 221, covering carbanion condensations, heterocyclics, fats, carbohydrates, amino acids, and proteins. (Prerequisite: CHE 221) Sp

3 hours lecture---3 hours laboratory

CHE 231-259—Independent Scientific Investigation 3 Credits

Independent laboratory/library research in chemistry by qualified students under the supervision of a faculty member. Especially designed to develop interest and to apply techniques of scientific research. Up to six credit hours may be earned. (Prerequisite: Consent of the faculty member)

COMPUTER SCIENCE TECHNOLOGY

To receive credit for CST 110, 113, 114, 201, 211, and 261 the lecture section must be accompanied by a laboratory section during the same semester.

NOTE: Students enrolling for CST 110, 113, 114, 201, 211, and 261 must have completed one year of high school algebra or DSM 081.

CST 102—Computer Literacy 3 Credits

An introduction to computers on the level of the intelligent layperson. Major topics include: Historical developments, impact on society, terminology and equipment, and programming concepts. Includes hands-on experience using a programming language, spreadsheets, and data base management.

CST 110—BASIC Programming 3 Credits

An introduction to computer programming and programming techniques using the BASIC language. Emphasis on structured and well-documented programming.

2 hours lecture---2 hours laboratory

CST 113—Introduction to Programming 4 Credits

Problem solving and algorithm development. Organization and characteristics of modern digital computers. Emphasis on developing good programming habits. Building abstractions with procedures and data. Programming in modern computing languages.

3 hours lecture---3 hours laboratory

- CST 114—Introduction to Programming Using FORTRAN 4 Credits**
 Problem solving and algorithm development, introduction to programming using FORTRAN. Organization and characteristics of modern digital computers. Devices, software packages, tools. Emphasis on developing good programming habits.
 3 hours lecture—3 hours laboratory
- CST 121—dBase on the Microcomputer 3 Credits**
 A hands-on approach to managing data through the popular database management program by Ashton Tate. (Prerequisite: BUS/CST 131 or by permission of the instructor) (Cross-listed as BUS 121)
- CST 122—Introduction to Spreadsheets—Lotus 1, 2, 3 3 Credits**
 Training in selected spreadsheet packages for the microcomputer. Emphasis is on practical application of spreadsheets in the business environment. (Prerequisite: BUS/CST 131 or permission of instructor) (Cross-listed as BUS 122) F
- CST 123—Seminar in Advanced Applications in Microcomputing 3 Credits**
 Provides students with special topics current to the microcomputing field. Networking, integrated software, and telecommunications are a few of the specialty areas that will be selected by the instructor. Course provides hands-on instrumentation in the selected areas. (Permission of the instructor is required) (Cross-listed as BUS 123)
- CST 131—Business Applications for the Microcomputer 3 Credits**
 An introductory course covering applications of DOS, WordPerfect, Lotus 1-2-3, and Ashton Tate's dBase. This competency-based course emphasizes problem solving with the microcomputer while building basic operating skills leading to the independent use of the microcomputer. (Cross-listed as BUS 131) F, Sp
- CST 133—Desktop Publishing 3 Credits**
 A course designed to cover the basics of desktop publishing and graphics. Topics will include creating fliers, newsletters, forms, business graphs, pie charts, maps, and various applications of software tools. (Prerequisite: ART 142, BUS 131, or ERG 161) (Cross-listed as BUS 133)
- CST 201—Data Structures 3 Credits**
 Structured programming, data structures and applications, I/O techniques, lists, queries, trees, tables, streams, algorithms, files. (Prerequisite: Introduction to Programming)
 2 hours lecture—3 hours laboratory
- CST 211—COBOL 3 Credits**
 Computer programming in COBOL. File handling, disk data sets. (Prerequisite: Computer Literacy or Introduction to Programming or consent of instructor)
 2 hours lecture—3 hours laboratory
- CST 221-229—Special Topics in Computer Science 1-3 Credits**
 Will be used for programming languages, operating systems and application software packages. Separate topics. Maximum 9 hours.
- CST 231—RPG Programming 3 Credits**
 RPG Programming (Report Program Generator) is a problem-oriented language for maintaining and manipulating files and generating reports. This course will provide exercises with problems directed at various applications in a business system.
- CST 241—Systems Analysis 3 Credits**
 Fundamentals of systems analysis. The role of the systems analyst in the life-cycle of computer-based business systems. Tools and techniques of systems analysis. Case studies dealing with system study, design, development, and operation.
- CST 251—Data Base Management Systems 2 Credits**
 An introduction to data base management systems. Creation, maintenance, accessing, and security of data bases.
- CST 255—Microcomputer Accounting Applications 3 Credits**
 See course description under BUS 255.

CST 256—Presentation Graphics 3 Credits

The student will develop a proficiency in the use of a currently popular presentation graphics software package. Topics included will be the preparation of graphs, charts, slides, slide shows and overhead transparencies with the aid of microcomputers. (Prerequisite: CST 102 or BUS/CST 131 or permission of instructor)

CST 261—Computer Organization..... 3 Credits

Number systems, internal representation of numbers in computers, hardware components, hardware organization, introduction to assembly language, microprogramming control units. Computing with register machines, introduction to digital circuits. (Prerequisite: Introduction to Programming)

2 hours lecture—3 hours laboratory

COOPERATIVE EDUCATION

COE 101—Cooperative Education I..... 3 Credits

COE 102—Cooperative Education II..... 3 Credits

COE 201—Cooperative Education III..... 3 Credits

COE 202—Cooperative Education IV..... 3 Credits

A sequence of experiential learning that takes place in real employment situations. The student must be approved by the Co-op Director, the academic department of the student's major or area that is being explored, and the employer for full-time or part-time paid employment in industry, business or government. A minimum of ten (10) hours of actual work experience per week throughout the appropriate semester will be necessary to receive credit. The work experience will be jointly evaluated by the Director of Cooperative Education and the employer. For further information contact the Office of Cooperative Education.

CORRECTIONS

COR 101—Introduction to Corrections 3 Credits

This includes the history of criminal corrections in the United States; analysis of the crime problem; identification of the correctional client; correctional methods used in the United States; and emphasis on correctional goals in the criminal justice system. F

COR 111—Juvenile Delinquency 3 Credits

A study of new attempts geared toward the rebellious youthful offenders in the areas of treatment, experimentation, innovative programs, and theories of causation. Sp

COR 112—Emerging Rights of Prisoners..... 3 Credits

An attempt to systematically identify and analyze the practical implications of recent court decisions affecting civil rights and due process for prisoners. Sp

COR 201—Correctional Administration and Supervision 3 Credits

A study of the organizational structure, training techniques, cultural developments, and administrative concepts of incarceration. Special emphasis will be placed upon supervision, responsibility, authority, and accountability in the operation of penal institutions. F

COR 202—Treatment in Corrections 3 Credits

A study of various methods used in counseling to include principles and techniques for both group and individual therapy. A variety of therapies will be discussed including behavior modifications, guided group interaction, transactional analysis, and reality therapy. W, Sp

COR 211—Practicum in Corrections 3 Credits

The placement of a student in correctional institution or detention facility to observe and participate in its operation. Participation will include activity in all functions required to operate a correctional institution. Attention will be given to the implementation of state-of-the-art techniques in traditional incarceration problem areas. Sp

DENTAL HYGIENE

NOTE: All DHT courses must be taken in appropriate sequence, as listed in the degree checklist. Admission to the Dental Hygiene Technology program is required prior to taking any DHT courses.

- DHT 101—Preclinical Dental Hygiene I..... 5 Credits**
 This course introduces the student to basic concepts and techniques of performing oral health services. The student will demonstrate knowledge and skill of learned techniques in a supervised preclinical setting.
 3 hours lecture—6 hours lab/week
- DHT 102—Preclinical Dental Hygiene II..... 5 Credits**
 A continuation of Preclinical Dental Hygiene I. This course continues preparation of the dental hygienist student to perform oral health services.
 3 hours lecture—6 hours lab/week
- DHT 111—Dental Science I..... 3 Credits**
 This course covers topics in tooth morphology; head, neck and oral anatomy; oral embryology and oral histology; oral and basic pathology; periodontology and pain control.
 3 hours lecture/week
- DHT 112—Dental Science II..... 3 Credits**
 This course is a continuation of Dental Science I.
 3 hours lecture/week
- DHT 131—Dental Health Education..... 2 Credits**
 This course introduces the student to basic principles of oral health education, preventive counseling and nutrition counseling.
 2 hours lecture/week
- DHT 132—Dental Radiography..... 3 Credits**
 This course covers topics in the theory, practice and interpretation of radiographers. Safety concerns will be addressed. Students will demonstrate proficiency in the use of dental radiography equipment.
 2 hours lecture—3 hours lab/week
- DHT 133—General and Oral Pathology..... 3 Credits**
 This course covers general pathological concepts as well as specific oral pathology.
 3 hours lecture week
- DHT 201—Pharmacology and Emergency Management..... 2 Credits**
 This course includes the study of drugs used in dentistry and the appropriate procedures for handling medical and dental emergencies in the dental office.
 2 hours lecture/week
- DHT 202—Dental Biomaterials..... 3 Credits**
 This course investigates the characteristics, physical properties, manipulation, uses and care of materials used in dentistry.
 2 hours lecture—3 hours lab/week
- DHT 211—Dental Hygiene Seminar..... 2 Credits**
 This course covers topics of professionalism for the dental hygienist including legal aspects of practice, ethics and dental office practices.
 2 hours lecture week
- DHT 212—Community Health..... 3 Credits**
 This course covers concepts of community health and includes field experiences in a variety of community health settings.
 2 hours lecture—3 hours lab/week
- DHT 121—Clinical Dental Hygiene I..... 2 Credits**
 Supervised clinical practice of previously learned dental hygiene techniques.
 90 total hours of clinic

DHT 221—Clinical Dental Hygiene II 4 Credits
 Supervised clinical practice of previously learned dental hygiene techniques.
 180 total hours of clinic

DHT 222—Clinical Dental Hygiene III 4 Credits
 Supervised clinical practice of previously learned dental hygiene techniques.
 180 total hours of clinic

DEVELOPMENTAL STUDIES

NOTE: Courses in this program cannot be used to satisfy the minimum number of hours required for graduation. Evidence of competencies in these areas is prerequisite for college courses numbered 100 or above.

DSM 081—Elementary Algebra..... 5 Credits
 Elementary Algebra is designed to introduce students to introductory algebra skills. Topics to be included: signed numbers, algebraic operations, equations, polynomials, factoring, quadratics, and other algebraic competencies. Satisfactory completion of is course or other evidence of competencies in these areas is a prerequisite for DSM 082: Intermediate Algebra. F, Sp, Su

DSM 082—Intermediate Algebra 5 Credits
 Intermediate Algebra involves solving advanced problems on various algebraic and geometric topics as well as the study of elementary probability and statistics. Satisfactory completion of this course or other evidence of competencies in these areas is a prerequisite for college level math courses. F, Sp, Su

DSE 084—Developmental Writing..... 5 Credits
 Developmental Writing is designed to develop writing skills with special emphasis on paragraph patterns, short essays, and reports using library references. Satisfactory completion of this course or other evidence of competencies in these areas is a prerequisite for ENG 101: Composition I. F, Sp, Su

DSR 087—Developmental Reading..... 5 Credits
 Developmental Reading includes skill building in locating main idea,identifying supporting details, determining sequence of events, locating facts, utilizing context clues, drawing conclusions, identifying persuasion, making accurate inferences, identifying mood, understanding figurative language, and improving reading speed. F, Sp, Su

DSS 088—Developmental Study Skills..... 3 Credits
 Developmental Study Skills reviews the speaking, listening, library research, and study skills techniques which will facilitate successful participation in college courses. F, Sp, Su

ECONOMICS

ECO 201—Principles of Economics I 3 Credits
 Conceptual framework of the free enterprise society. Quantitative description of the American economy. Economics of aggregates based on the national income accounting. Macroeconomic income determination, employment, and price level. Introductory principles of money and banking. F, Sp

ECO 202—Principles of Economics II..... 3 Credits
 A continuation of economics with the special emphasis on microeconomics. An introduction to individual demand. Production planing and the related effect upon market structures, resource allocation,and income distribution; e.g., wages, rent, interest, and profits.

EDUCATION

- EDU 100—Orientation to College 1 Credit**
 Valuable information to promote the student's success in college. Includes registration and advisement procedures; financial aid; counseling and other student services; study habits; and other topics that should contribute to student success. Corequisite: ENG 101. F, Sp, Su
- EDU 101—Introduction to the Teaching Profession 2 Credits**
 Survey of the roles and responsibilities in the teaching profession and of current educational issues, practices, and problems. Information on employment opportunities, legal issues, and changing social expectations of educational institutions. F
- EDU 111—Introduction to Educating Exceptional Children 2 Credits**
 Examination of categories of exceptionality (mental retardation, giftedness, deafness, blindness, emotional disturbance, orthopedic impairment, etc). Brief review of educational strategies used with particular problems. Site visits to acquaint the student with services, settings, and teacher roles. Sp
- EDU 210—Human Development 3 Credits**
 Comprehensive overview of human physical, psychological, and social development from prenatal to late adolescent development. F, Sp
- EDU 211—Educational Psychology 3 Credits**
 Focus on making classroom education more effective by applying specific principles from the following areas of psychology: development, learning, motivation, evaluation, individual differences, and adjustment. Cross-listed as PSY 211. Sp
- EDU 213—Early Childhood Programs and Activities 3 Credits**
 Aspects of early childhood education (history, programs, materials, administration, etc.). Practical application for prospective early childhood educators. Sp
- EDU 221,222—Trends and Issues in Education I, II 3 Credits**
 In-depth analysis of a particular topic, concern, or problem in education.
- EDU 231—Field Experiences I 2 Credits**
- EDU 232—Field Experiences II 2 Credits**
 A cooperative classroom experience for the student and local school systems. Student exposure to duties, responsibilities, and requirements of the teaching profession. Prerequisite: EDU 101 or permission of instructor. F, Sp

EMERGENCY MEDICAL TECHNOLOGY-PARAMEDIC

- EMT 101—First Responder 3 Credits**
 This initial training course in the art of pre-hospital emergency medical care follows the guidelines set by the Department of Transportation (D.O.T.). Successful completion enables the student to sit for certification examination given by the Department of Health and Environment, Division of Emergency Medical Services. First Responders are individuals trained to assess patients, provide emergency care, and when necessary, move patients without causing injury. (Prerequisite: Students must have approval of the program director to obtain admission to this course, a CPR card and an EMT Program application filed with the EMT Program Director.) Class size limited.
 3 hours lecture
- EMT 102—Emergency Medical Technician Basic-Part I 5 Credits
 (EMT Basic Part I)**
 Covers all emergency medical techniques currently considered to be within the responsibilities of the basic EMT providing emergency care with an ambulance service. Areas to be included are cardiopulmonary resuscitation, splinting, bandaging, medical emergencies, and childbirth. Also covered are the functions of the Emergency Medical Services, the legal aspects, emergency driving techniques, and medical ethics. (Prerequisites: Student must have approval of the program director to obtain admission to this course, a CPR card and an EMT application filed with the Program Director.) Class size is limited.
 5 hours lecture

**EMT 103—Emergency Medical Technician Basic-Part II..... 5 Credits
(EMT Basic Part II)**

A continuation of the training course for the basic EMT. Upon successful completion the student will have satisfied one of the eligibility criteria for taking the Basic EMT certification examination given by the Tennessee Department of Health and Environment, Division of Emergency Medical Services. (Prerequisites: EMT 102.)

5 hours lecture

EMT 104—Intravenous Therapy for EMT's..... 3 Credits

This course studies fluids and electrolytes in the body with emphasis placed upon the manifestation of fluid and electrolyte imbalances. The manifestations of dehydration and overhydration are included. The course also deals with the causes, signs, and symptoms of shock, fluid administration through intravenous techniques and the application of medical anti-shock trousers (MAST). Successful completion of this course allows the student to sit for certification examination given by Department of Health and Environment, Division of Emergency Medical Services. (Prerequisites: Students must hold current Tennessee certification as an EMT. Students must have an EMT application filed with the EMT Program Director.)

3 hours lecture

EMT 111—Paramedic I..... 13 Credits

First of a 3 part series to prepare the student for Paramedic Certificate. Topics include paramedic role and responsibilities, EMS system, medical/legal consideration, EMS communications, medical terminology, general patient assessment, airway and ventilation, pathophysiology of shock, general pharmacology, major incident response and stress management. (10 hours lecture & 6 hours lab) Fall (Co-requisite EMT 121) (Prerequisite - PRIOR admission to the Paramedic Program)

EMT 112—Paramedic II 13 Credits

Second of a 3 part series to prepare the student for Paramedic Certificate. Topics include trauma, burns, respiratory care, cardiovascular care, endocrine emergencies, neurological emergencies, acute abdominal distress, anaphylaxis, toxicology, alcoholism, drug abuse, infectious disease, environmental injuries, geriatrics, pediatrics, behavioral emergencies, OB/GYN and neonatal care. (10 hours lecture & 6 hours lab) Spring (Co-requisite - EMT 122; Prerequisite - EMT 111)

EMT 113—Paramedic III 2 Credits

Third of a 3 part series to prepare the student for Paramedic Certification. Topics include rescue, and certification in the following: ACLS, BTLS, PLS, NALS. (1 hour lecture & 3 hours lab) Summer, (Prerequisite - EMT 112; Co-requisite - EMT 123)

EMT 121—Clinic I..... 3 Credits

Clinical experience in area hospitals and ambulance services. (Co-requisite - EMT 111;) 135 Clinical Hours - Fall

EMT 122—Clinic II..... 3 Credits

Clinical experience in area hospitals and ambulance services. Continuation of EMT - 121. (Co-requisite - EMT 112;) 135 Clinical Hours - Spring

EMT 123—Clinic III..... 4 Credits

Clinical experience in area hospitals and ambulance services. Emphasis will be upon making patient care decisions and directing patient care in the pre-hospital setting, within the scope of training. (Co-requisite - EMT 113.) 180 Clinical Hours - Summer

EMT 220—EMT for RN's..... 5 Credits

EMT Basic Course only offered for registered nurses. Upon successful completion the student will have satisfied the eligibility criteria for taking the Basic EMT certification examination given by the Tennessee Department of Health and Environment, Division of Emergency Medical Services.

5 hours lecture

EMT 300—Dysrhythmia Recognition & Treatment 3 Credits
 Designed for nurses, paramedics, physicians, or other interested persons who need to be able to identify and treat most common dysrhythmia. Topics include anatomy and physiology of the heart, all major common dysrhythmia, medications, and other forms of treatment. May be helpful preparation for the advanced cardiac life support (ACLS) course.

3 hours lecture

ENGINEERING CORE

ERG 101—Elementary Mechanics 3 Credits
 Statics of particles and rigid bodies, resultants of force systems, vector algebra, equilibrium, friction, centers of gravity, centroids, and moments of inertia. (To be taken by special certificate students only) (Prerequisite: MAT 110 - Algebraic 0016 Reasoning)

ERG 161—Fundamentals of Engineering Graphics I 4 Credits
 Basic drafting practices, computer-aided design and drafting, using auto CAD, the use of instruments, theory and projection, multiview projections, sketching and shape description. Sectional, auxiliary and oblique views, descriptive geometry and representation of the shape and size of three dimensional objects. F

3 hours lecture—3 hours laboratory

ERG 162—Fundamentals of Engineering Graphics II..... 4 Credits
 Continuation of Fundamentals of Engineering Graphics I with experience in working drawings, projections other than orthographic, assemblies and details. Selected problems from the Engineering Sciences utilizing special drawing techniques on electronic and conventional mediums. Offered as needed.

3 hours lecture—3 hours laboratory

ERG 211—Computer-Aided Design I 4 Credits
 The utilization of the micro, mini, and mainframe computers in the design and drafting process. Applications include architectural, civil, electrical, mechanical, and printed circuit design. The student will use the most popular CAD software packages including Auto CAD, Virsa CAD, MacArchitron, etc. (Prerequisite: ERG 161 - Fundamentals of Engineering Graphics I)

3 hours lecture—3 hours laboratory

ERG 212—Computer-Aided Design II 4 Credits
 A continuation of Computer Aided Design I with emphasis on advanced CAD software and hardware systems, user defined menus, and specialized requirements. (Prerequisite: ERG 211 - Computer Aided Design I)

3 hours lecture—3 hours laboratory

ERG 221—Surveying I 4 Credits
 Introduction to surveying, chaining and pacing, direct and profile leveling, measurements of angles, transit-tape-traversing, traverse analysis, calculation of areas, adjustment of instruments. (Corequisite: MAT 111 - Algebraic Reasoning)

ERG 241-249—Independent Engineering Investigation 3 Credits
 Independent research and development in engineering by qualified students under the supervision of a faculty member. Intended to develop interest and skill in the techniques of engineering research and development. Transfers as elective credit only. (Consent of the faculty member is required.)

ENGINEERING SCIENCE

ESC 111—Survey of Engineering 1 Credit
 Overview of the required skills, types of jobs, and specialty areas in engineering. An overview of the goals, objectives, methods, and ethics of the engineering profession in all the major engineering disciplines is presented.

- ESC 112—Computer Aided Engineering..... 3 Credits**
Introduction to computers in engineering using structured programming in BASIC and FORTRAN to create solutions to typical engineering applications. Applications of computer packages such as engineering spread sheets, graphics, and word processors will be included.
- ESC 201—Numerical Techniques..... 2 Credits**
Use of FORTRAN in the development of algorithms for roots of equations, systems of linear equations, curve fitting, numerical integration, simulation and solution of ordinary differential equations. (Prerequisite: ESC 112, 211; MAT 142)
- ESC 211—Statics 3 Credits**
Statics of particles and rigid bodies, resultants of force systems, static equilibrium, friction, moments, and application to trusses. (Prerequisite: MAT 141, Calculus I; Corequisite: PHY 211, Physics I) F
- ESC 212—Dynamics 3 Credits**
Dynamics of particles and rigid bodies, kinematics, kinetics, Newton's laws, work and energy, and impulse and momentum. (Prerequisite: ESC 211 - Statics) S

ENGLISH

- ENG 101—Composition I..... 3 Credits**
Writing Across the Curriculum, Narrative, descriptive, expository and argumentative writing as applicable to humanities, social sciences, sciences, business, technology and education.
- ENG 102—Composition II..... 3 Credits**
Writing based on literature and library research. Argumentative research paper required. Interpretation and analysis of fiction, drama, and poetry. (Prerequisite: ENG 101)
- ENG 201—World Literature I..... 3 Credits**
Survey of world literature from the ancient world to the Renaissance. Includes sections from the Bible, Greek and Roman classics, Dante, Chaucer, Cervantes, Shakespeare, and Milton. (Prerequisite: ENG 102)
- ENG 202—World Literature II..... 3 Credits**
Survey of world literature from the Renaissance through the Modern period. Includes selections from Moliere, Voltaire, Swift, the Romantic Poets, Flaubert, Dostoevsky, Tolstoy, Ibsen, and contemporary world authors. (Prerequisite: ENG 102)
- ENG 211—American Literature I..... 3 Credits**
Survey of American literature from the Colonial Period to the Civil War. Includes such authors as Poe, Hawthorne, Thoreau, and Whitman. (Prerequisite: ENG 102)
- ENG 212—American Literature II..... 3 Credits**
Survey of American literature from the Civil War through the Modern period. Includes such authors as Frost, Eliot, Hemingway, and Faulkner. (Prerequisite: ENG 102)
- ENG 221—Creative Writing..... 3 Credits**
Theory and practice of the creation of fiction, drama, and poetry by the analysis of models and student manuscripts.
- ENG 231—Technical Writing..... 3 Credits**
An intensive study in the principles of exposition and practice in writing letters, technical reports, outlines, abstracts, and a research paper related to the student's field of specialization. (Prerequisite: ENG 101)

HONORS: Composition II and World Literature I and II are offered in an Honors format. Admission to Honors classes is by permission.

ENVIRONMENTAL HEALTH

- EHT 111—Environmental Instrumentation I 3 Credits**
Provides training in evaluation of hazards present in the industrial and waste management areas. OSHA standards are presented.
- EHT 201—Environmental and Occupational Law and Regulations..... 3 Credits**
Survey of federal and state regulations relating to waste management, occupational health, air and water pollution and environmental management.
- EHT 211—Safety and Emergency Response 3 Credits**
Review federal, state, and local emergency response guidelines, evaluate simulated emergency situations, and recommend appropriate response procedures.
- EHT 222—Environmental Instrumentation II 3 Credits**
Provides training in techniques designed to evaluate contaminants in water, wastewater, sludge, soil and air. (Prerequisite: General Chemistry)

FRENCH

- FRE 101—Beginning French I..... 3 Credits**
Elementary grammar, pronunciation, and conversation through textbooks supplemented by audio cassettes, filmstrips, computer programs, and videotapes. (No prerequisite)
- FRE 102—Beginning French II..... 3 Credits**
Continuation of Beginning French I. (Prerequisite: FRE 101)
- FRE 201—Intermediate French I 3 Credits**
Advanced grammar and conversation through use of textbooks supplemented by audio cassettes, filmstrips, computer programs, videotapes, and selected readings. (Prerequisite: FRE 102)
- FRE 202—Intermediate French II..... 3 Credits**
Continuation of Intermediate French I. (Prerequisite: FRE 201)

GEOGRAPHY

Geography is a subject which in its broadest sense studies the earth-atmosphere system and human activities therein. As such, geography provides an unusual blend of social science and natural science. Prospective students should note that the 3-credit-hour courses in geography generally are classified as social science credits. The 4-credit-hour sequence (GGY 101, 102, Geography of the Natural Environment I, II) fulfills the natural/physical science requirements in most liberal arts programs.

- GGY 101—Geography of the Natural Environment I 4 Credits**
A study of the processes which govern atmospheric activity and of the characteristics of world climatic patterns. Subjects of interest include storms, oceanic influences, climatic change, and analysis of weather maps. Special attention is given to human interaction with the climatic environment. F
3 hours lecture—3 hours laboratory
- GGY 102—Geography of the Natural Environment II 4 Credits**
An investigation of the earth as a system comprised of landforms, soils, vegetation, and animals, each interacting with climate to create a world pattern of environments of importance to humankind.
3 hours lecture—3 hours laboratory

GGY 201—World Geography I..... 3 Credits

A study of the major organizing concepts and their applications in the different subfields of human geography, including regional analysis, population, political, cultural, urban, and economic geography. Special attention is given to analysis of current world problems and issues. F

GGY 202—World Geography II..... 3 Credits

Selected world regions, especially those with problems or situations of contemporary interest, are used to illustrate geographical concepts, points of view, and techniques of analysis. Sp

GGY 211—Environmental Science..... 3 Credits

A course which takes an ecological approach in analyzing the impact of human activities upon natural systems. Attention is given to scientific resource management principles in such areas as forestry, wildlife, soils, and water. (This course fulfills the 3 hours science requirement in various career education programs such as Business Management Technology and Office Administration. Course credit cannot be received for both BIO 201 and GGY 211.)

GGY 221—Introduction to Economic Geography 3 Credits

A study of location and spatial organization of the world's major types of economics, including agriculture, energy and mineral production, manufacturing, transportation, trade, and services. Sp

GEOLOGY

The geology sequence offers students an additional branch of science which will fulfill natural/physical science curriculum requirements. Geology provides a perspective about the earth that may be very helpful in numerous other fields of study including archaeology, anthropology, forestry, soil science, biology, and engineering. The courses listed below do not have to be taken in sequence, and there are no prerequisites.

GEO 161—General Geology I..... 4 Credits

An introduction to the physical processes acting within and upon the Earth's surface to create its many different features. Topics of interest include identification of minerals and rocks, plate tectonics, mountain building, volcanoes, stream activity, and regional land-form development. F

3 hours lecture—3 hours laboratory

GEO 162—General Geology II 4 Credits

The study of the Earth's physical and biological history as interpreted from the rock and fossil record. Topics include an introduction to fossils, evolution and ancient environments, stratigraphy, and a review of 4.5 billion years of earth history. S

3 hours lecture—3 hours laboratory

GERMAN

GRN 101—German I..... 3 Credits

Emphasis is on the spoken language, the four cases of nouns, and the six indicative tenses of verbs. Covered will be written assignments and readings. F

GRN 102—German II 3 Credits

Building on the foundation laid in GRN 101 with emphasis on the spoken language. Word order in the German sentence, with particular attention to dependent and relative clauses; passive voice; and subjunctive. Prerequisite: Gm 101.

GRN 201—Intermediate German I 3 Credits

Reading of intermediate texts, grammar review and oral practice.

- GRN 202—Intermediate German II 3 Credits**
Continuation of Intermediate GRN 201. (Prerequisite: GRN 201)

HEALTH

- HEA 221—Safety, First Aid and CPR..... 3 Credits**
Knowledge and skills to enable students to meet the needs of most emergency situations. Personal safety and accident information. Basic one-person CPR techniques. Upon satisfactory completion, students receive American Red Cross Standard First Aid Certificate. F, Sp, Su
- HEA 241—School Health 2 Credits**
A course designed to investigate current school health issues. This course will include health curriculum and instruction, health services, and a healthful school environment. F, Sp

HEALTH SCIENCE

- ALH 241—Biomedical Ethics..... 3 Credits**
This course serves to identify key issues in biomedical ethics. Students will become aware of alternative points of view on value questions and to probe the implications of such points for view health care decisions. They will also develop an awareness of personal values and develop skills in analyzing issues with ethical theory and communicating the results of these analyses.

HEALTH PHYSICS TECHNOLOGY

- HPT 111—Gen. Health Physics I 3 Credits**
Reviews mathematics and introduces the basic concepts of atomic and nuclear structure, radioactive decay, ionizing radiation, and biological effects of ionizing radiation. (Prerequisite: 2 years of high school algebra; Corequisite: MAT 110)
3 hours lecture
- HPT 112—Gen. Health Physics II 3 Credits**
Covers internal and external dosimetry, shielding, radiation detection, and environmental monitoring. (Prerequisite: HPT 111; Corequisite: MAT 119)
3 hours lecture
- HPT 121—Instrumentation and Measurement I..... 3 Credits**
Teaches the principles of operation and the use of portable radiation survey instruments, counting room instrumentation including GM and proportional counters, and liquid scintillation. Introduces gamma ray spectroscopy. (Corequisites: HPT 112 and MAT 119)
3 hours lecture—3 hours laboratory
- HPT 221—Instrumentation and Measurement II 3 Credits**
A continuation of the concepts of HPT 121 with particular emphasis on identifying and quantifying radioactive materials. Extensive training in the use of multi-channel analyzers in alpha, beta and gamma spectroscopy is provided. Also the advanced techniques of X-Ray Fluorescence Analysis and Neutron Activation Analysis are covered. (Prerequisites: HPT 111 and HPT 121)
3 hours lecture—3 hours laboratory
- HPT 242—Internship..... 5 Credits**
This work experience is designed to familiarize the student with application of health physics principles on the job. Effort will be made to place students in an area which supports their career goals. (A minimum of 300 contact hours) No student may enroll in an internship unless the approval of the instructor is obtained

HISTORY

HIS 100—Survey of American History..... 3 Credits

This is a one semester college-level course designed to remove the high school unit deficiency in U.S. History. The course will examine the political, social, cultural and economic development of the United States from the colonial period through the present. This course will not fulfill the college's core curriculum requirement for history. (Offered as needed; permission of instructor required.)

HIS 111—History of Western Civilization I..... 3 Credits

A general survey of the major political, social, economic, and cultural developments in Western Civilization from the Ancient World to 1715. Emphasis on the Greek World, the Roman Empire, feudal Europe, Renaissance, Reformation, constitutional monarchy in England in the 17th century and the triumph of absolute monarchy in France under Louis XIV. F

NOTE: HIS 111 H, Honors is also offered which is a more in- depth study of these themes and is taught primarily as a discussion, rather than a lecture, class. (Prerequisite: Consent of instructor)

HIS 112—History of Western Civilization II..... 3 Credits

A general survey of the major political, social, economic, and cultural developments in Western Civilization from 1715 to the present. Emphasis on the Enlightenment, French Revolution and Napoleon, national unification of Germany and Italy, world wars of the 20th century, Russian Revolution, and post-1945 Europe. Sp

NOTE: HIS 112 H, Honors is also offered which is a more in- depth study of these themes and is taught primarily as a discussion, rather than a lecture, class. (Prerequisite: Consent of instructor)

HIS 211—United States History to 1877 3 Credits

An exploration and analysis of major themes and events in the political, cultural, social, economic, and intellectual history of the United States to 1877. F, Sp, Su

NOTE: HIS 211 H, Honors is also offered which is a more in- depth study of these themes and is taught primarily as a discussion, rather than a lecture, class. (Prerequisite: Consent of instructor)

HIS 212—United States History Since 1877..... 3 Credits

Continuation of History 211. F, Sp, Su

NOTE: HIS 212 H, Honors is also offered which is a more in- depth study of these themes and is taught primarily as a discussion, rather than a lecture, class. (Prerequisite: Consent of instructor)

HOME ECONOMICS

HEC 131—Elementary Nutrition 2 Credits

Applying principles of nutrition in the selection of food for health promotion and maintenance. Sp

HUMANITIES

HUM 261-289—Humanities Seminar..... 3 Credits

This course is designed for those students who are interested in pursuing an in-depth study of some particular humanities problem.

INDUSTRIAL HYGIENE

IHT 101—Industrial Hygiene I..... 3 Credits

Basic concepts including threshold limits, dose-response, and general recognition of occupational hazards.

- IHT 102—Industrial Hygiene II..... 3 Credits**
Methods of evaluating the occupational environment including sampling statistics, calibrations and equipment use. Also includes study of methods of control of occupational health hazards.
- IHT 221—Occupational Safety and Protection..... 3 Credits**
Principles of basic safety, safety management and hazardous materials.
- IHT 242—Internship..... 5 Credits**
Work experience designed to familiarize students with application of industrial hygiene principles while working on the job. Efforts will be made to place students in an area which supports their career goals. (A minimum of 300 contact hours) No student may enroll in an internship unless the approval of the instructor is obtained.

INSURANCE

The INS prefix will be used to offer various service courses to the insurance industry. These courses will use the course descriptions furnished by the industry and credit will be granted based upon the recommendations of the American Council of Education (ACE). For more information contact the department head of Business and Economics.

JOURNALISM

- JRN 111—Introduction to Mass Communicatons 3 Credits**
An overview of systems of mass communications, with an emphasis on American media, their ownership, legal and social controls, role and effects. Advertising, broadcasting, journalism and publishing, and public reactions will be examined and placed in the context of theories of mass communications.
- JRN 121—Journalism Practicum I.....1 Credit**
- JRN 122—Journalism Practicum II1 Credit**
- JRN 221—Journalism Practicum III.....1 Credit**
- JRN 222—Journalism Practicum IV.....1 Credit**
Laboratory courses offering practical experience for students working on the student newspaper, yearbook, other campus publicatons and off-campus publicatons. Each course carries one hour credit, and students may earn up to four credits by enrolling for one course each term.
- JRN 231—Writing for Mass Media..... 3 Credits**
Information gathering and writing under deadline for print and broadcast media, including news and promotional copy. Preparation of news, advertising and persuasive text. Comparison of styles and organization techniques. Grammar, usage, and style workshop. (Prerequisite: ENG 102 and typing proficiency or permission of instructor)
- JRN 241—Publicity and Public Relations 3 Credits**
Principles and practice of writing for print media. Public information campaigns for organizations and institutions. (Prerequisite: ENG 102)
- JRN 251—Advertising Principles..... 3 Credits**
Survey of the role of advertising in American business and society. Study of the relationship between advertising and marketing and of the functional components of the advertising process: research, media, creative copy, and management.

MATHEMATICS

The State Board of Regents, governing board of Roane State Community College, has endorsed a provision aimed at strengthening mathematics in the System institutions. This provision states that the mathematics course taken to fulfill the requirement for graduation must carry high school prerequisites of two years of algebra and one year of geometry.

MAT 099—Geometry 3 Credits

A study of the most used theorems of two- and three- dimensional Euclidean Geometry. Topics include symmetry, congruence, similarity, right triangle relationships, and geometrical modes of thinking in problem solving.

Note: This course is required of all students majoring in a transfer program who have not had high school geometry or another advanced high school mathematics course with geometry as a major component and will not fulfill the requirement for graduation.

MAT 110—College Algebra 3 Credits

A course in algebraic functions, their properties and uses—equations, inequalities, graphs, systems of linear equations, as well as applications in mathematics of finance and other areas. (Prerequisites: Two years of high school algebra and one year of geometry or appropriate developmental mathematics courses) F, Sp, Su

MAT 115—Statistical Reasoning..... 3 Credits

An introduction to probability and statistics without calculus. Topics covered include sampling, frequency distribution, elementary probability, hypotheses testing, linear regression and correlation, analysis of variance and non- parametric statistics. A scientific calculator is required. (Prerequisites: MAT 110 or consent of instructor) F, Sp, Su

MAT 116—Concepts of Mathematics I 3 Credits

Designed for the education major, this course includes symbolic logic, logical reasoning and the nature of proofs, sets, language and rules of operations, history of early numeration systems, relations and functions, the systems of whole numbers, of integers, and of rational numbers. (Prerequisite: Two years high school algebra and one year of geometry or appropriate developmental mathematics) F

MAT 117—Concepts of Mathematics II 3 Credits

A continuation of MAT 116 and designed also for education majors, this course includes elementary number theory, irrational numbers, basic algebra, interest problems, plane and solid geometry, the metric system, and basic statistics. (Prerequisite: MAT 116) Sp

MAT 119—Trigonometry..... 3 Credits

Analysis of functions of angles, solutions of right and general triangles, graphs of trigonometric functions, identities and formulas, equation-solving techniques, DeMoivre's Theorem, polar coordinates, and exponential and logarithmic functions. A calculus sequence student who is lacking in trigonometry background is strongly advised to take this course either before or concurrent with MAT 141. A calculator with trig and log functions will be needed by the student. (Prerequisite: Two years high school algebra and one year of geometry, or appropriate developmental mathematics) F, Sp, Su

MAT 130—Pre-Calculus 4 Credits

Designed primarily for students planning to enter the calculus sequence, but who need more mathematical background. Topics include functions and graphing—algebraic, trigonometric, exponential and logarithmic, equations, the binomial theorem, and conics. A calculator with trig and log functions will be needed by the student. (Prerequisite: Two years high school algebra and a year of geometry or appropriate RSCC courses, e.g. developmental and MAT 110) F, Sp

MAT 121—Calculus for Business I 3 Credits

A one-semester single-variable calculus course for students not planning to major in science, engineering, mathematics, or computer science. This course is offered primarily for students in the Business transfer programs. The calculus of algebraic, exponential, and logarithmic functions with applications. (Prerequisites: Two years of high school algebra and a year of geometry or MAT 110 or MAT 130) F, Sp

MAT 122—Calculus for Business II..... 3 Credits

A sequel to MAT 121 and designed also for the student in the Business transfer programs, this course includes multivariable calculus, elementary matrix algebra, and optimization. (Prerequisite: MAT 121 or 141) Sp

- MAT 141—Calculus I..... 5 Credits**
 The standard course in single-variable calculus designed for students of science, engineering, mathematics, and computer science. Topics included are rates of change, limits, continuity, differentiation, applications of the derivative, integration and applications of the definite integral. (Prerequisites: Two years high school algebra, one year of geometry, and one year of advanced math (including trigonometry) plus satisfactory ACT scores or MAT 130) F, Sp
 NOTE: Students deficient in trigonometry should take MAT 119 either before or concurrent with MAT 141.
- MAT 142—Calculus II..... 5 Credits**
 This course includes the differentiation and integration of transcendental functions with applications, additional methods of integration, analytic geometry, polar coordinates, parametric equations, and infinite series. (Prerequisite: MAT 141) Sp, Su
- MAT 241—Calculus III..... 3 Credits**
 This course is a continuation of the first-year calculus sequence. Topics included are partial differentiation, multiple integrals, vectors and vector calculus. (Prerequisite: MAT 142) F, Sp
- MAT 221—Discrete Mathematics I..... 3 Credits**
 This course is designed for mathematics and computer science majors. It includes symbolic logic, sets, relations and functions, Boolean algebra, combinatorics, and probability and elementary number theory (Prerequisite: MAT 141) F
- MAT 222—Discrete Mathematics II..... 3 Credits**
 A sequel to MAT 141, this course includes induction and recursion, elementary graph and tree theory, introductory abstract algebra, and matrices. (Prerequisite: MAT 221) Sp
- MAT 232—Differential Equations 3 Credits**
 A study of the solution of ordinary differential equations, first order equations, linear equations of any order, series solutions, applications, Laplace transforms, and Runge-Kutta methods. (Prerequisite: MAT 142) Sp
- MAT 201—Probability and Statistics..... 3 Credits**
 Descriptive statistics, including bivariate trends and time series analysis, concepts of probability and probability distributions, binomial and normal distributions, linear correlation and regression, estimation and significance tests for means, contingency tables. A calculator is required. (Prerequisite: MAT 121 or MAT 141) Sp
- MAT 270-271-272—Independent Study.....2 Credits Each**
 Independent study in mathematics by qualified students under the supervision of a faculty member. Especially designed to introduce students to techniques of mathematical research. Up to six credit hours can be earned. (Prerequisite: MAT 142 and consent of instructor on request and by prior approval of mathematics department)
- MAT 251—Matrix Algebra 3 Credits**
 A first course in the algebra of simultaneous linear equations and matrices. Includes Gaussian elimination, determinants, vector spaces, linear transformation, eigenvalues, and eigenvectors and linear programming. (Prerequisite: MAT 141, MAT 142 or consent of instructor) F

MATH-SCIENCE SEMINAR

- MSC 261-289..... 1-3 Credits**
 This course is designed to give the student an in-depth study of a particular topic in any one of the math-science disciplines (Biology, Chemistry, Geography, Geology, Math, or Physics).

MEDICAL LABORATORY TECHNOLOGY

MLT 101—Introduction to the Medical Laboratory 2 Credits

An introduction to the clinical laboratory sciences which includes orientation to the clinical laboratory, the duties of the medical laboratory professional, medical terminology, medical ethics, quality control, laboratory safety and basic laboratory math.
2 hours lecture

MLT 121—Diagnostic Microbiology and Parasitology 4 Credits

Methods for the detection and identification of microorganisms of medical importance in humans. Bacteria, fungi, viruses, and parasites are studied with emphasis on procurement and handling of specimens, identification, drug sensitivity testing, and quality control.
3 hours lecture—3 hours laboratory

MLT 201—Hematology and Coagulation 4 Credits

The study of the principles and techniques of hematology and coagulation. This includes the formation and maturation of blood cells with emphasis placed on the disorders of the blood including the anemias and leukemias; the blood coagulation disorders and the techniques of blood collection.
3 hours lecture—3 hours laboratory

MLT 211—Clinical Chemistry 6 Credits

The study of the principles and techniques of clinical chemistry with emphasis on the analysis of body fluid for chemical constituents of diagnostic importance. Includes study of liver, endocrine, and kidney function as well as urinalysis; instrumentation, laboratory math, and quality control.
5 hours lecture—3 hours laboratory

MLT 221—Immunology and Immunoematology 4 Credits

Basic principles of antigen and antibody reactions with emphasis on basic serologic methods for the detection of infectious disease. The study of blood group antigens with emphasis placed on the ABO and RH systems and the study of principles and procedures of modern blood banking techniques.
3 hours lecture—3 hours laboratory

MLT 251—Clinical Education I 10 Credits

Selected clinical experiences at the extended medical laboratory facilities, which will provide the MLT student with the opportunity to develop competencies in hematology, immunology, immunoematology, microbiology, chemistry and phlebotomy under the supervision of medical technologists. (Prerequisite: Completion of MLT core curriculum)

MLT 252—Clinical Education II 10 Credits

A continuation of MLT 251. (Prerequisite: MLT 251—Clinical Education I.)

MLT 261—Seminar I 2 Credits

Orientation to the clinical laboratory. Case presentations in hematology, microbiology, clinical chemistry, immuno-hematology, urinalysis, immunology, and coagulation.
4 hours contact for 8 weeks

MLT 262—Seminar II 2 Credits

Continuation of Seminar I. In addition, the student will prepare for state licensure and national certification in medical laboratory technology.
4 hours contact for 8 weeks

MEDICAL RECORD TECHNOLOGY

MRT 101—Medical Terminology..... 3 Credits

Greek and Latin elements of medical terminology, stems, suffixes, prefixes and root words. Medical terminology pertaining to each body system. F
3 lecture hours/week

45 clock hours

- MRT 102—Introduction to Medical Records 3 Credits**
Introduction to the medical record profession and the health care delivery system. Orientation to the content of the health record, numbering, filing and microfilm, accreditation and certification standards. Laboratory practice in the assembly and analysis of medical records and numbering and filing systems. F 75 clock hours
2 hours lecture—3 hours laboratory/week
- MRT 103—Coding & Classification Systems 3 Credits**
An introduction to various coding and classification systems used in health care. Major emphasis will be placed upon learning ICD-9-CM and CPT coding. Laboratory practice time devoted to ICD-9-CM and CPT coding. Sp
2 hours lecture - 3 hours laboratory/week
- MRT 104—Health Data Systems 2 Credits**
Introduction to health care data, indexes and registries. The calculation of rates and percentages used by health care facilities will be emphasized. Manual and automated techniques of maintaining data will be discussed along with data display techniques. Sp
2 hours lecture/week
- MRT 113—Legal Aspects of Medical Records 2 Credits**
To provide the student a foundation in federal and state legislation regarding medical record release, retention, authorizations, and consents. The importance of confidentiality and professional ethics will be emphasized. The medical record in court and the medicolegal importance of accurate documentation will be presented. F
2 lecture hours/week 30 clock hours
- MRT 115—Medical Record Practicum 1 Credit**
Orientation to a hospital medical record department under the supervision of a medical record practitioner in an area hospital. Content of the practice will include chart assembly and analysis, release of information, filing, and the patient index. Sp
45 hours clinical experience
- MRT 121—Medical Transcription 2 Credits**
Additional study in medical terminology in conjunction with medical transcription. Practice transcription will include X-ray reports, medical history, physicals and summaries, plus operative reports. Sp 60 clock hours
1 hour lecture—3 hours laboratory/week
- MRT 211—Trends in Medical Records 2 Credits**
Emphasis is placed on current federal legislation affecting health care delivery. The prospective payment system, peer review organizations, hospital finance concepts, and data quality will be introduced. Utilization review and quality assurance will also be emphasized. F
2 hours lecture/week 30 clock hours
- MRT 221—Advanced Medical Records Procedure 2 Credits**
Introduction to medical record procedures in long-term care, ambulatory, home-health, hospice and psychiatric facilities. A study of the Problem Oriented Medical Record and the tumor registry is included. Medical record supervision, department productivity and quality control are emphasized. Sp
2 hours lecture/week
- MRT 231—Directed Practice I 3 Credits**
Actual practice in an area hospital. Topics covered include chart assembly and analysis, coding, abstracting, release of information, and medical transcription. F
135 hours clinical experience
- MRT 232—Directed Practice II 4 Credits**
Clinical experience in quality assurance, utilization review, quality assurance, hospital committee functions, and medical record supervision. Practice is also obtained in specialized facilities such as long term care, psychiatric, ambulatory care, veterinary medicine, tumor registry, and epidemiological research. Sp
180 hours clinical experience
- MRT 241—Medical Record Computer Applications 2 Credits**
Practice time will be spent utilizing several different software packages specifically related to medical records on two different pieces of hardware. Medical record abstracting, DRG grouping, encoding, automated chart deficiencies, master patient indexes, and chart locators will be used by the student. F, Sp
2 hours/week 30 clock hours

¹Courses in this program are not designed to transfer.

MEDICAL SECRETARY/TRANSCRIPTIONIST

MST 101—Human Biological Science and Terminology I..... 6 Credits

Introduction to principles of medical terminology beginning with word elements and progressing into terminology related to body systems. The structure and function of each body system will be emphasized. F (Corequisites: MST 111, 121)

4 hours lecture—6 hours laboratory

MST 102—Human Biological Science and Terminology II 2 Credits

Continued study in the medical terminology of body systems and the structure and function of each system. Sp (Corequisites: MST 112, 122, 131)

2 hours lecture—6 hours laboratory for 6 weeks

MST 111—Medical Transcription I 4 Credits

Introduction to medical transcription utilizing practice transcription such as histories and physicals, consultations, operative reports, discharge summaries, x-ray and pathology reports. F (Corequisites: MST 101, 121)

12 hours/week laboratory

MST 112—Medical Transcription II 2 Credits

Additional practice in medical transcription. Sp (Corequisites: MST 102, 122, 131)

12 hours/week laboratory for 6 weeks

MST 121—Medical Office Procedures I..... 4 Credits

Introduces the student to the importance of confidentiality of medical information and ethics in the medical profession. The importance of effective oral and written communication in the medical setting will be stressed and practice projects will be utilized. F (Corequisites: MST 101, 111)

2 hours lecture—6 hours laboratory

MST 122—Medical Office Procedures II 2 Credits

Continuation of oral and written communication skills and introduction to medical accounting and insurance procedures, actual practice in office bookkeeping and insurance procedures. Sp (Corequisites: MST 101, 112, 131)

2 hours lecture—6 hours laboratory for 6 weeks

MST 131—Clinical Practicum 8 Credits

Clinical experience in a medical facility to include transcription and office skills. Sp (Corequisites: MST 102, 112, 122)

360 hours clinical experience for 9 weeks

MILITARY SCIENCE

MIL 110—Basic Military Science 4 Credits

The formation and functioning of the American Defense Establishment, customs and traditions of the Army, introduction to the principles of war and current military threat faced by the United States. Practical exercises in military skills of marksmanship and mountaineering.

MIL 120—Leadership Development Techniques..... 4 Credits

A survey of leadership theories and principles with particular attention to communications skills and factors affecting human behavior. Development of leadership qualities through practical exercises requiring both individual and group participation.

MIL 220—Basic Officer Skills 4 Credits

Emphasis on small unit operating techniques to include familiarization with military equipment, land navigation and first aid.

MUSIC

THEORY AND LITERATURE

MUS 110—Music Theory I (Fall only)..... 3 Credits

MUS 120—Music Theory II (Spring only) 3 Credits

Study of standard vocabulary of harmony, partwriting, form, and analysis of common practice music. Must be taken in sequence. (Prerequisite: Knowledge of Fundamentals of Music.)

MUS 111—Theory Practicum I (Fall only)1 Credit

MUS 121—Theory Practicum II (Spring only)1 Credit

Development of proficiency in identifying and notating melodic, harmonic and rhythmic dictation. Must be taken in sequence. Should be taken concurrently with MUS 110, Music Theory I, and MUS 120, Music Theory II.

MUS 130—Music Appreciation..... 3 Credits

Open to all students who desire a better understanding of music. In this one-semester course, traditional art music will be explored through class lecture as well as weekly listening assignments. F, Sp, Su

MUS 131—Pop Music in America..... 3 Credits

A survey of American music representative of the present day scene, focusing on the evolution of rock music. Open to all students. F, Sp

MUS 140—Fundamentals of Music..... 3 Credits

A beginning study of music, its terminology, and its elements such as notes, scales, intervals, keys, triads, meter and smaller forms. Designed to acquaint the student with notation, the keyboard, sight singing, and ear training. Offered in Spring and Summer semesters for students planning to major in music and as elective for non-music majors. Sp, Su

MUS 210—Music Theory III (Fall only) 3 Credits

MUS 220—Music Theory IV (Spring only)..... 3 Credits

Study of modulation, chromatic harmonies, 20th century harmonies, and other harmonic procedures since the common practice period. Must be taken in sequence. (Prerequisite: Music Theory I and II.)

MUS 211—Theory Practicum III (Fall only).....1 Credit

MUS 221—Theory Practicum IV (Spring only)1 Credit

Development of proficiency in identifying and notating complex melodic, harmonic, and rhythmic dictation. Must be taken in sequence. Should be taken concurrently with MUS 210, Music Theory III, and MUS 220, Music Theory IV.

MUS 230—Introduction to Music Literature I..... 3 Credits

Study of music in Western civilization from antiquity through the Baroque era. Students learn through class lecture, listening assignments, concert attendance, and performance of representative literature. Offered for non-music majors who can read music; required for music majors. Offered only in alternate Fall semesters.

MUS 240—Introduction to Music Literature II..... 3 Credits

A continuation of MUS 230, Introduction to Music Literature I, covering the Classic era through 20th century. Offered for non-music majors who can read music; required for music majors. Offered only in alternate Spring semesters.

MUS 250—Choral Conducting..... 3 Credits

Study of choral conducting techniques; and management of church, school and community choral groups both vocally and organizationally. Offered for both music majors and non-music majors. Students should be able to read music. F

APPLIED MUSIC: ENSEMBLES

Non-music majors are invited to participate in any of the music ensembles. Auditions are required only for MUS 163 — Celebration, MUS 164 — First Class, and MUS 168 - Jazz Band; all other ensembles are open to all students. Members are expected to attend all rehearsals and performances. Failure to do so may affect the student's grade for the course.

MUS 107—Music Practicum1 Credit
Students can gain experience as support staff for various music functions and/or organizations (i.e. sound technician, business manager, music librarian). May be repeated for credit.

MUS 160—Roane State Singers.....1 Credit
Performs a variety of music. Meets 3 hours per week. May be repeated for credit. F, Sp

MUS 162—Concert Choir1 Credit
Performs major choral works and selections from standard choral literature. Meets three hours per week. May be repeated for credit. Open to all students.

MUS 163—Celebration1 Credit
A contemporary show choir. Meets four hours per week. Meets in Summer (one session) and two weeks prior to the beginning of Fall semester. May be repeated for credit. Admission by audition only. (Auditions are held each spring for following year.)

MUS 164—First Class.....1 Credit
A pop-rock instrumental ensemble specifically designed to accompany Celebration. Meets four hours per week. Meets in Summer (one session) and two weeks prior to the beginning of Fall semester. May be repeated for credit. Admission by audition only. (Auditions are held each spring for following year.)

MUS 165—Small Instrumental Ensembles.....1 Credit
String, brass, and woodwind ensembles will rehearse three hours per week and perform three times during a semester. Classical literature for standard instrumentations will be emphasized. Rehearsal times arranged according to students' schedules. Assignment of groups to be determined by instructor. F, Sp

MUS 166—Concert Band1 Credit
Performs traditional and contemporary wind ensemble literature. Open to all qualified students. Meets three hours per week. Open to all students who play band instruments. F, Sp

MUS 168—Jazz Band.....1 Credit
Performs arrangements for jazz, "big band," and studio band in contemporary and jazz-rock styles. Improvisation is encouraged, but not required. Performances regularly scheduled off-campus, as well as for student body. Meets four hours per week. Admission by audition only. May be repeated for credit.

MUS 173—Celebration Choreography.....1 Credit
Staging rehearsal to learn choreography for Celebration show. Meets two hours per week. Meets in Summer (one session) and two weeks prior to the beginning of Fall semester. May be repeated for credit. Enrollment limited to those students accepted in Celebration by audition. (Cross-listed as PED 127)

APPLIED MUSIC: CLASS INSTRUCTION

Class piano or class voice is offered for music major and non-music majors who wish to begin or continue basic instruction in these areas.

MUS 101—Voice Class I1 Credit
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 II1 Credit
Continuation of group instruction in voice, focusing on performance skills and stage presence. Class meets twice per week. F, Sp

MUS 103—Class Piano I1 Credit

MUS 104—Class Piano II1 Credit
Group instruction in basic keyboard technique for students with little prior training in piano, or for music majors preparing for a piano proficiency examination. Electronic pianos will be used. Class meets twice weekly. Daily practice required. Should be taken in sequence. F, Sp

MUS 108—Contemporary Guitar Class 1 credit
 Group instruction in basic skills of guitar, focusing on contemporary and folk music. Class meets twice weekly. F, Sp

MUS 175-185—Music Seminar1-3 credits
 This course is designed for those students who are interested in pursuing an indepth study of some particular music area. F, Sp

APPLIED MUSIC: INDIVIDUAL INSTRUCTION

Private lessons in voice, organ, piano, or other instruments may be taken each semester for one or two semester hours credit. Any student may take private lessons. Scheduling preferences will be given to full-time music majors. Students receive 25 minutes of private instruction per week per semester hour of credit. Any student may take applied music instruction in a minor area.

Requirements include one performance in solo class per semester (when registered for two hours Individual Instruction Credit) and performance before a faculty jury at the close of each semester. A recital is required for music majors in their applied major field during their second year of study. All students taking applied music are required to attend all solo classes and other selected performances. The music department reserves the right to request qualified students to participate in recitals and other musical programs for the benefit of the college and the community. A minimum of 10 hours of practice per week is required of students in their major area of concentration. Five hours of practice per week is required of all others.

MUS 010—Solo Class.....No Credit
 Performance opportunity for all students enrolled in Individual Instruction. Required of all students enrolled for two hours credit in Individual Instruction, and for Music and Music Education Option Students each semester.

MUS 105—Accompanying1 Credit

MUS 106—Accompanying 2 Credits
 Students with acceptable piano proficiency accompany voice lessons, ensembles, and/or recitals. Two voice students assigned per credit hour. Admittance by audition. May be repeated for credit. (Students enrolled in MUS 105 or MUS 106 are eligible for scholarship awards.)

MUS 020—Recital.....No Credit
 Required of all Music and Music Education majors in their performance area. Should be registered for the last semester before graduation.

Each of the following courses may be repeated for credit. The course number identifies the type of college credit, instrument, and credit hours. Students registering for any of the following courses should contact the instructor to schedule the lessons.

INSTRUMENT	ELECTIVE		1ST YEAR	2ND YEAR
	ONE CREDIT	TWO CREDITS	MAJOR TWO CREDITS	MAJOR TWO CREDITS
French Horn	MUS 320	MUS 520	MUS 420	MUS 620
Trumpet	MUS 321	MUS 521	MUS 421	MUS 621
Trombone	MUS 322	MUS 522	MUS 422	MUS 622
Baritone	MUS 323	MUS 523	MUS 423	MUS 623
Tuba	MUS 324	MUS 524	MUS 424	MUS 624
Flute	MUS 330	MUS 530	MUS 430	MUS 630
Oboe	MUS 331	MUS 531	MUS 431	MUS 631
Bassoon	MUS 332	MUS 532	MUS 432	MUS 632
Clarinet	MUS 333	MUS 533	MUS 433	MUS 633
Saxophone	MUS 334	MUS 534	MUS 434	MUS 634
Guitar	MUS 340	MUS 540	MUS 440	MUS 640
Violin/Viola	MUS 341	MUS 541	MUS 441	MUS 641

Cello	MUS 342	MUS 542	MUS 442	MUS 642
String Bass	MUS 343	MUS 543	MUS 443	MUS 643
Piano	MUS 350	MUS 550	MUS 450	MUS 650
Organ	MUS 351	MUS 551	MUS 451	MUS 651
Percussion	MUS 352	MUS 552	MUS 452	MUS 652
Voice	MUS 360	MUS 560	MUS 460	MUS 660

NURSING

NSG 111—Nursing Process Through the Life Cycle I..... 10 Credits

Introduction to the nursing process as it is applied to individuals at various stages throughout the life cycle. Content areas will include the role of nursing and health care delivery, legal and ethical aspects of nursing, basic human needs, communication, application of the nursing process, promotion of comfort and safety, infection control, medication administration, fluids and electrolytes, elimination, oxygenation, patient education, diagnostic tests, perioperative care, and nutrition. Students will practice related skills in the campus laboratory and apply them in the clinical setting.

6 hours lecture—12 hours clinical

NSG 112—Nursing Process Through the Life Cycle II..... 7 Credits

A continuation of NSG 111. Students will continue to apply the nursing process to individuals at various stages of the life cycle. New content areas include adaptation to stress; psychosocial, cultural, and family factors in health; sleep; pain control; sensory alterations; grief, loss, and death; care of the child-bearing family; and developmental responses to illness. Additional content on intravenous therapy and nutrition will be presented. Students will practice related skills in the campus laboratory and apply them in the clinical setting.

3 hours lecture—12 hours clinical

NSG 113—Fundamentals of Nursing I..... 7 Credits

Pre-requisite: Admission to LPN Mobility Program)

NSG 114—Fundamentals of Nursing II..... 7 Credits

(Pre-requisite: NSG 113)

NSG 121—Pharmacology in Nursing I..... 1 Credit

This course will introduce the student to drug standards and legislation pertaining to drug therapy; drug preparations; basic principles of drug action; application of the nursing process in drug therapy; pediatric and geriatric implications in drug therapy; distribution systems; drug orders; mathematic principles related to drug preparation and administration; routes of drug administration; drug classifications; basic mechanisms of action, therapeutic applications, and nursing implications. Fall Semester (Pre-requisite: Admission into Nursing Program)

NSG 122—Pharmacology in Nursing II 1 Credit

This course will be a continuation of Pharmacology in Nursing I. There will be continuation of discussion of specific drug classifications, basic mechanisms of action, therapeutic applications, and nursing applications. Spring Semester (Pre-requisite: NSG 121)

NSG 125—Pharmacology in Nursing 2 Credits

Includes all content in NSG 121 and 122. (Pre-requisite: BIO 231 and BIO 232)

NSG 221—Nursing Process Through the Life Cycle III 10 Credits

Designed to present the student with a knowledge base for contemporary nursing practice. The course content has a pediatric, adult medical/surgical, and psychosocial health needs focus presented within the framework of the nursing process. Classroom and clinical experience are directed toward increasing the student's knowledge of pathophysiologic disturbances and psychiatric dysfunctions and developing advanced nursing skills in assessment, planning, implementation and patient care.

6 hours lecture—12 hours clinical

NSG 222—Nursing Process Through the Life Cycle IV 12 Credits

A progression of NSG III with additional physiological and psychosocial health needs. Concurrent focus on exploration of nursing roles, organizational approaches to the delivery of nursing care and contemporary issues in nursing and health care. Clinical experiences focus on refinement of advanced nursing skills.

7 hours lecture—15 hours clinical

NSG 231—Intermediate Nursing 3 Credits

Prerequisite Nursing I and II or equivalent. Intermediate nursing focuses on the role of the registered nurse with emphasis on application of the nursing process. The course also includes components of physical assessment, basic mental health concepts, patient education, fluid and electrolyte balance, intravenous therapy, and nutrition.

OFFICE ADMINISTRATION

OAD 101—Typing I 3 Credits

Mastery of keyboard; building accuracy and speed; typing letters and other documents. 5 hours per week—lecture and lab. F

OAD 102—Typing II 3 Credits

Building speed and accuracy; typing letters, tables, manuscripts, and other business reports with emphasis on timed production. 5 hours per week—lecture and lab. (Prerequisite: Typing I) Sp

OAD 103—Keyboarding for the Computer..... 3 Credits

A course designed for non-secretarial majors. This course develops touch mastery needed for information input on the alpha- numeric keyboard for use on standard typewriters, microcomputers, computer terminals, and calculators. NOTE: No credit will be given for a student who has successfully completed a college level typing course. F

OAD 105—Business Communications I—Grammar 3 Credits

Basic English grammar with emphasis on sentence structure and parts of speech and production of business documents. F

OAD 106—Business Communications II..... 3 Credits

A study of the essentials of English in business communication applied to business letter writing and report writing. (Prerequisite: OAD 105, Business Communications I) Sp

OAD 111—Machines 3 Credits

Mastery of dictation/transcription as well as electronic calculators, copiers, and other business machines. Emphasis will be on grammar, punctuation, spelling, and document format; production and mailable correspondence. (Prerequisite: OAD 101) Sp

OAD 121—Word/Information Processing I 3 Credits

Study of the theory, basic concepts, and functions involved in word/information processing. Limited hands-on use of word processing equipment and software. (Prerequisite: Typing I or Keyboarding) F

OAD 122—Word/Information Processing II 3 Credits

Mastery of information processing terminal; practical application and use of information processor for business documents. Introduction to advanced techniques such as production of boilerplate text, report production with footnotes, and data- base handling routines. Emphasis on production and mailable documents. (Prerequisite: Word/Information Processing I) Sp

OAD 132—Word Processing on the Microcomputer 3 Credits

Word processing training on the microcomputer is offered for word processing packages used in business and industry. Emphasis is on mastering such packages as Wordperfect, Multimate, Microsoft Word, and others. (Prerequisite: Business Applications for the Microcomputer or permission of the instructor) Sp

OAD 141—Shorthand I..... 5 Credits

Shorthand with emphasis on developing speed in taking dictation and in transcribing. (Prerequisite: Typing I or equivalent) 5 hours per week—lecture and lab. F

- OAD 142—Shorthand II..... 5 Credits**
 Shorthand with emphasis on developing speed in taking dictation and transcribing. 5 hours per week—lecture and lab. (Prerequisite: Shorthand I) Sp
- OAD 201—Office Practice and Administration..... 3 Credits**
 Study of office practices relative to secretarial roles; integration of skills, knowledge, and training in office administration. F, Sp
- OAD 211—Seminar in Office Administration..... 1-3 Credits**
 An updating or analysis of a particular topic, concern, or problem in office administration. May include refresher courses in typing and shorthand.
- OAD 241—Shorthand III 3 Credits**
 Further emphasis on developing speed in taking dictation and in transcribing for job competency through production standards. 5 hours per week—lecture and lab. (Prerequisite: Shorthand II)

OPTICIANRY

- OPT 111—Optical Theory I 4 Credits**
 The history, development, and basic manufacturing of ophthalmic lenses, as well as the requirements for ophthalmic glass, hard resin, and polycarbonate. Basic instruction includes theories of propagation of light, refraction and dioptric measurements. Topics include: calculations for true power, surface power, nominal lens formula, lens markers equation, boxing system, and basic lens design.
 4 hours lecture
- OPT 112—Optical Theory II 4 Credits**
 Fundamental aspects of cylindrical lenses, spherocylinder lens design, flat and toric transposition, and a detailed study of prism optics. Geometric optics will be introduced in the course. A review of basic theories of light, shadow optics, mirrors, thick and thin lenses, refracting surfaces, vergence, angular modifications, and telescopes with emphasis on ray tracing and calculations.
 4 hours lecture
- OPT 121—Optical Finishing I 4 Credits**
 The basic principles of optical centers, decentration, frame measurements, lens marking and blocking, lens sizing, and edger operation for spherical single vision glasses, lens marking and blocking for single vision spherocylinder lenses. Practice with hard resin lenses and tinting, verification and neutralization techniques for single vision and bifocals and frame repairs.
 3 hours lecture—3 hours laboratory
- OPT 122—Optical Finishing II..... 4 Credits**
 Concepts and practice of accomplishing prescribed prism by decentration; verification and neutralization of these glasses are also presented. Practice in making semi-rimless glasses and those held by nylon cord, also coverage of multifocal glasses.
 3 hours lecture—3 hours laboratory
- OPT 213—Optical Theory III..... 4 Credits**
 Theory and application of heat treatment and chemical process methods of increasing impact resistance of glass lenses with particular attention to all applicable ANSI standards and governmental regulations. Study of absorptive and selective transmission of properties of tints, colors, and filters. Theory and application of principles of anti-reflective lens coating and scratch resistant coatings. Topics also include P.D. measurements, use of "Frames" and "Lenses" catalog, construction and design of eyewear and materials used, frame nomenclature, zyl and metal frames selection and adjustments, fitting of conventional multifocals, and of progressives.
 4 hours lecture

- OPT 214—Optical Theory IV..... 4 Credits**
 General office procedures, quality standards, patient communication, and professional salemanship. Study of how we see and perceive the world, eye-lens relationship, axes of the eye, P.D. measurement and measuring instruments, Listing's Plane, visual acuity, tilted lens effect, crossed cylinders, vertex distance compensation, corrected curve theory, and magnification of spectacle lenses. Includes study of the presbyopic condition and the role of the optician in its management through proper interpretation of the written prescription and the use of lens products available; also definition and classification of presbyopia, the existence of accomodation, formula for needed accomodation, the accomodation/convergence ratio, the ranges of clear vision, eyewear options at the bifocal and trifocal ages, analysis of first-time bifocal wearers, add power at front and back vertex, vertical imbalance at the reading level and its correction, bifocal centers, choosing a seg by optical displacement, jump, and Schott-Sterling chart. Also includes advanced concepts of strong lens design aberrations and problems, cataract lens design and dispersing, and low vision aids. A review for the state licensing exam will complete this sequence.
 4 hours lecture
- OPT 221—Introduction to Ophthalmic Dispensing..... 4 Credits**
 The basic requisite skills of ophthalmic dispensing. Includes P.D. measurement, zyl frame selection and adjusting, metal frame selection and adjusting, use of "Frames" and "Lenses" catalog, basic office routine and procedures, obtaining and interpreting patient's background information, prescription analysis and interpretation, procurement of supplies. OPT 221, 222, and 223 comprise a clinical sequence in spectacle dispensing.
 3 hour lecture—3 hours laboratory
- OPT 222—Ophthalmic Dispensing I..... 4 Credits**
 Includes patient contact and practice in spectacle dispensing skills. Patients who bring their prescriptions to the clinic receive optical services from students under the supervision of an instructor who is also a licensed optician. Sales and management training is also included. Of-campus experience is provided through a rotational schedule. Industry representatives are utilized as guest speakers to provide the most up-to-date industry information.
 3 hours lecture—3 hours laboratory
- OPT 223—Ophthalmic Dispensing II..... 4 Credits**
 Continuation of OPT 222.
 3 hours lecture—3 hours laboratory
- OPT 231—Introduction to Contact Lenses 4 Credits**
 Basic concepts, skills, and techniques of contact lens fitting. Major emphasis is placed on basic concepts, instrumentations, and introduction to hands-on soft lens fitting. Topics include: slit lamp, keratometer, clock notation contact lens nomenclature, basic contact lens types and designs, contact lens materials, and soft and rigid lens solution.
 3 hours lecture—3 hours laboratory
- OPT 232—Contact Lenses I 4 Credits**
 Continuation of the soft lens material of the introductory course and progression into more advanced aspects of soft lens fitting. Students will begin fitting patients with soft lenses in the contact lens clinic. Topics include history taking, prefit evaluation, basic fitting rules, criteria for acceptable fit, patient training for insertion and removal. Also included is the fitting and evaluation of rigid lenses, fitting soft and rigid topics, indications and contraindications of contact lens wear, and using the topogometer.
 3 hours lecture—3 hours laboratory
- OPT 233—Contact Lenses II 4 Credits**
 Continued clinical experience and advanced situations in contact lens fitting. A comprehensive review for the state and national certification examinations in contact lenses. Topics include fitting the presbyopic patient, aphakic contact lens correction, fitting keratoconus patients, and special lense types including cosmetic lenses, therapeutic lenses and low vision lenses.
 3 hours lecture—3 hours laboratory

PHLEBOTOMY

NOTE: All Phlebotomy courses must be taken concurrently. Admission to the Phlebotomy program is required prior to taking any PLB courses.

PLB 101—Anatomy, Physiology, and Terminology 2 Credits

This course introduces the student to basic human anatomy and physiology using a systems approach which integrates appropriate medical terminology.
2 hours lecture

PLB 102—Health Care Concepts..... 2 Credits

This course introduces the student to the health care delivery system. It includes basic concept of communication, stress management, professional behavior, and legal concerns. It also includes an introduction to the function of the medical laboratory.
2 hours lecture

PLB 111—Phlebotomy Techniques..... 4 Credits

This course teaches basic technical skills necessary for a phlebotomist, including equipment use, venipuncture, capillary puncture, infection control, safety, and appropriate transportation of specimens.
3 hours lecture—3 hours laboratory

PLB 112—Phlebotomy Clinical..... 4 Credits

This course consists of supervised clinical experience in phlebotomy.
150 clinical hours

PHILOSOPHY

PHL 101—Introduction to Philosophy 3 Credits

A study of problems that confront humans as they deal with knowledge and the nature of the world and their interaction with it.

PHL 111—Elementary Logic..... 3 Credits

Study of the principles of reasoning, deductive and inductive fundamentals, and the use of logic as a practical tool.

PHL 121—Elementary Ethics 3 Credits

Critical analysis of the principal ethical theories and their application to the problems of life.

PHL 201—Introduction to Religions of the World..... 3 Credits

Introduction to the study of religion through selected historical traditions, East and West.

PHYSICAL EDUCATION

PED 100-105—Adaptive Physical Education 1 Credit

Modified physical activity for students with physical limitations. Enrollment on advice of physicians. F, Sp

PED 109—Team Games and Conditioning..... 1 Credit

Skill development and conditioning activities for team sports. F, Sp

PED 110—Fitness Walking 1 Credit

Proper techniques for walking for fitness. Emphasis on health benefits of walking. F

PED 111—Physical Conditioning..... 1 Credit

For those interested in improving or maintaining physical fitness. F, Sp

PED 112—Slimnastics..... 1 Credit

For those interested in losing inches and weight and improving physical fitness. F, Sp

PED 113—Aerobics 1 Credit

A continuation of slimnastics, emphasizing cardiorespiratory endurance and changes in the body composition. F, Sp

- PED 115—Archery1 Credit**
Introduction to archery through a brief study of its history with emphasis on the fundamentals of shooting the bow. F, Sp
- PED 116—Badminton and Tennis1 Credit**
Instruction and practice for development of badminton and tennis skills with emphasis on rules, development of basic fundamentals, and singles and doubles competition. F, Sp
- PED 117—Basketball1 Credit**
Practice of fundamentals as well as the various types of play. F
- PED 118—Bowling1 Credit**
Proper selection of equipment, correct method of approach and release of the bowling ball, and scoring. A fee will be charged for facility and equipment rental. F, Sp, Su
- PED 119—Folk Dance1 Credit**
Instruction in dances from various countries, including square dances. F
- PED 121—Golf1 Credit**
Acquaintance of the beginning player with correct swing, selection and use of the various clubs, and fundamentals. W, Sp, Su
- PED 122—Soccer1 Credit**
Instruction and practice in the fundamental skills of soccer. Sp
- PED 123—Social Dance1 Credit**
Instruction, practice, and teaching in basic social dance steps. F, Sp
- PED 124—Modern Dance1 Credit**
Basic movement and dance techniques; emphasis on communicative skills, creativity, and improvisation. F
- PED 125—Jazz Dance1 Credit**
Basic jazz warm-ups and movement with emphasis on the history of American jazz dance.
- PED 126—Beginning Ballet1 Credit**
Correct body alignment for posture, coordination, and balance; stretching and limbering for muscle tone, agility, and strength. Exercises at the barre followed by center floor work. (Placement dependent upon demonstrated dancing ability.) F, Sp
- PED 127—Celebration Choreography1 Credit**
Staging rehearsal to learn choreography for Celebration show. Meets two hours per week. Meets in Summer (one session) and two weeks prior to the beginning of Fall semester. May be repeated for credit. Enrollment limited to those students accepted in Celebration by audition. (Cross-listed as MUS 173)
- PED 130—Weight Training1 Credit**
An introduction to the proper techniques and practices of weight training. F, Sp
- PED 131—Marksmanship and Firearms Safety1 Credit**
Training in safe and efficient use of small bore rifles for pleasure. Shooting practice with .22-caliber rifles. Emphasis on safety to protect all students involved. Sp
- PED 132—Racquetball1 Credit**
Instruction and practice in racquetball fundamentals. A fee will be charged for facility use. F, Sp
- PED 133—Softball1 Credit**
Instruction and practice in the fundamentals of catching, batting, and backing up other positions. Rules and strategies. Sp
- PED 134—Tennis1 Credit**
Instruction and practice in the development of basic strokes, rules, and terminology, with emphasis on learning to play singles and doubles. Su

PED 135—Volleyball1 Credit
Fundamentals, rules, and strategy of play. F

PED 136—Skiing.....1 Credit
Instruction and practice for the development of skiing skills. Class will be held at Ober-Gatlinburg on four sessions. A fee for facility use, ski rental, lift tickets, and insurance will be charged for this activity. (Second Semester Only)

PED 175—Concept of Wellness2 credits
A course that emphasizes the health-related aspects of fitness that includes strength, flexibility, and cardiovascular endurance. Nutrition information and stress management techniques are included.
This course will fulfill requirements of one physical education activity course.

PED 201—Introduction to Physical Education 3 Credits
A study of the historical background, general scope, principles, and objectives of physical education in its relationship to education as a whole. F

PED 211—Coaching of Baseball..... 3 Credits
Theory and practice in the fundamentals as well as review of various systems of play. Sp

PED 212—Coaching of Basketball..... 3 Credits
Theory and practice in the fundamentals as well as a review of the various systems of play. Sp

PED 231—Wilderness Camping 3 Credits
A course designed to inform the novice through the experienced outdoors-person on the latest equipment, techniques, and clothing for safe hiking and camping. Students may apply this course toward one of the required physical education activity courses. F, Sp, Su

PED 241—Recreational Games1 Credit
A physical activity for personal skill development in recreational games such as billiards, table tennis, darts and shuffle board. F, Sp

PED 251—Swimming.....1 Credit
Training for beginners in swimming, emphasizing recreational swimming. A special fee will be charged for this course based on facility rental charges.

PHYSICAL THERAPIST ASSISTANT

ALL PTA COURSES MUST BE TAKEN IN APPROPRIATE SEQUENCE, AS LISTED IN THE DEGREE CHECKLIST. ADMISSION TO THE PTA PROGRAM IS REQUIRED PRIOR TO TAKING ANY PTA COURSES.

PTA 101—Concepts in Physical Therapist Assisting..... 3 Credits
This course introduces the student to the profession of physical therapy and the concepts of the total patient. It provides information on and about the physical therapist assistant and the expectation, duties and functions of the student at RSCC. It includes the purpose, philosophy and history of the profession of physical therapy, introduction to medical terminology, and opportunity to observe local physical therapy clinics. F
3 hours lecture

PTA 121—Kinesiology 3 Credits
This course presents in detail the anatomy of neuro- muscular-skeletal systems. Emphasis is placed on normal motion and movement patterns, especially as they apply to physical rehabilitation. Biomechanical principles are introduced. The course includes an overview of normal and pathological gait. (Prerequisite: ALH 231, Anatomy and Physiology I) Sp
2 hours lecture---3 laboratory hours

PTA 131—Basic Treatment Techniques..... 3 Credits

This course discusses the general principles of therapeutic heat, cold, and massage. The physiological effects, indications and contraindications of massage and numerous superficial and deep modalities are presented. Practice in application of therapeutic massage, heat, and cold is included. Sp

2 hours lecture—3 laboratory hours

PTA 141—Patient Care Techniques..... 3 Credits

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 body mechanics, patient positioning, bandaging, sterile techniques, vital signs, emergency care including CPR, transfers, gait, and tilt table. Use of assistive mobility devices, architectural barriers, and activities of daily living as related to mobility will be explored. This course also introduces the student to techniques for assisting the supervising physical therapist. Included among these are goniometry, manual muscle assessment, and neurological assessment. F

2 hours lecture—3 laboratory hours

PTA 201—Treatment of Orthopedic Conditions 4 Credits

This course introduces the student to the fundamentals of therapeutic exercise and common orthopedic conditions and related therapeutic procedures, including the following: skeletal and soft tissue conditions of the spine, upper extremities, and lower extremities, and generalized arthritic conditions. There will be opportunity to learn and practice specific treatment techniques for these conditions. F

3 hours lecture—3 laboratory hours

PTA 211—Treatment of Neurological Conditions..... 4 Credits

This course introduces the student to common neurological pathologies and to concepts of rehabilitation and accepted treatment techniques. The student is introduced to basic techniques which the PTA may use and advanced techniques used by the physical therapist. A discussion of the developmental sequence is included. F

3 hours lecture—3 laboratory hours

PTA 221—Treatment of Medical/Surgical Conditions 4 Credits

This course introduces the student to common medical and surgical conditions and related therapeutic procedures, including the following: cardiac disease, respiratory disease, peripheral vascular disease, diabetes, AIDS, obstetrical and gynecological conditions, amputations and prosthetics, orthotics, burns, wound care, chronic pain, oncology and abdominal surgery. In addition, concepts of dealing with the pediatric and geriatric patient are investigated. Sp

3 hours lecture—3 laboratory hours

PTA 231—Electrotherapy 2 Credits

This course discusses the general principles of electrotherapeutic modalities used in the physical therapy setting, including basic principles of physics. Including among the modalities are biofeedback and electrical stimulation. Sp

1 hours lecture—3 laboratory hours

PTA 241—Seminar I..... 2 Credits

This course provides orientation to the practice of PT in specific clinical facilities. Included is instruction in writing clinical objectives and progress notes. Ethical behavior and standards of practice are discussed. This course is coordinated with PTA 252 - Clinical Education II. Discussion regarding the students' reactions concerning chronic pain, death, and psychological adjustment to disability is included. F

2 hours lecture

PTA 242—Seminar II 2 Credits

This course provides information directly related to clinical practice. Included is an overview of pharmacology with emphasis on pharmacological agents commonly used by patients receiving physical therapy. The basic principles of administration, management, the supervisory process, performance evaluations, and fiscal considerations are presented. Strategies for successfully completing the State Licensure Exam and obtaining employment are discussed. Plans for the final clinical experience are completed. Sp

2 hours lecture

- PTA 251—Clinical Education I..... 2 Credits**
 Supervised patient care and clinical observation for the PTA student. Su
 80 hours clinic
- PTA 252—Clinical Education II..... 4 Credits**
 Supervised patient care and clinical observation for the PTA student. (Prerequisite: Clinical Education I) F
 160 hours clinic
- PTA 253—Clinical Education III..... 6 Credits**
 Supervised patient care and clinical observation for the final semester PTA student. (Prerequisite: Clinical Education II) Sp
 240 hours clinic

PHYSICS

- PHY 121—Introductory Astronomy I..... 4 Credits**
 An introductory survey, with accompanying laboratory, treating the composition, structure, and dynamics of the universe and introducing the basic vocabulary of astronomy and the principles of the scientific method. Components of the solar system are discussed, and hypotheses and theories of the origin and evolution of the solar system are considered in the light of current knowledge and scientific reasoning. F
 3 hours lecture—2 hours laboratory
- PHY 122—Introductory Astronomy II..... 4 Credits**
 A continuation of Introductory Astronomy I in which the sequence of stellar birth, evolution, and death is studied. Characteristics of galaxies and of the beginning of the universe are considered in view of modern astrophysics and particle physics. Principles of interpreting astronomical observations are reinforced through laboratory experience. (Prerequisite: PHY 121) S
 3 hours lecture—2 hours laboratory
- PHY 201—General Physics I..... 4 Credits**
 Covers mechanics, wave motion, and heat. (Prerequisite: College algebra and trigonometry such as Pre-calculus, or equivalent) Must be taken in sequence. F
 3 hours lecture—3 hours laboratory
- PHY 202—General Physics II..... 4 Credits**
 Covers electricity and magnetism, optics, and modern physics. (Prerequisite: PHY 201) Sp
 3 hours lecture—3 hours laboratory
- PHY 211—Physics I..... 4 Credits**
 Covers mechanics, wave motion, and heat (Prerequisite: MAT 141 - Calculus I.) Must be taken in sequence. F
- PHY 212—Physics II..... 4 Credits**
 Covers electricity and magnetism, optics, and modern physics. (Prerequisite: PHY 211) Sp
- PHY 221—Modern Physics..... 3 Credits**
 Modern physics principles including wave and particle properties of matter and energy, relativity, structure of matter, quantum theory, and nuclear physics. (Co-requisite: PHY 212) Sp
 2 hours lecture—3 hours laboratory
- PHY 231- 259—Independent Scientific Investigation 2 Credits**
 Independent research and development in physics by qualified students under the supervision of a faculty member. Especially intended to develop interest and skill in the techniques of physics research and development. Up to six hours credit may be earned. (Consent of the faculty member.)

POLICE SCIENCE

- PST 101—Introduction to Law Enforcement..... 3 Credits**
Philosophical and historical background; agencies and respective jurisdictions; police ethics, public relations and career orientation. F
- PST 111—Criminal Procedure..... 3 Credits**
A study of legal concepts and procedures, including the laws of arrest and search warrant procedure, beginning with the issuance of legal process to ultimate court disposition.
- PST 112—Court Procedures..... 3 Credits**
An introduction and study of court procedures and specifically rules of evidence for all career areas of the criminal justice systems. Content will range from the basic considerations of relevancy through qualifications of witnesses to specific evidential problems. Sp
- PST 201—Police Administration and Organization..... 3 Credits**
A study of police organizations, their hierarchical structure, techniques of administration and management utilized in standard police organizations with emphasis on problems of supervision, responsibility and control of police units. F
- PST 210—Introduction to Criminology..... 3 Credits**
A study of a number of societal problems including composition and effects, sociological analysis, and possible solutions. Examples include population and food, environmental and resources challenges, inequality, and violence. Sp (Cross- listed as SOC 210)
- PST 213—Criminal Investigation..... 3 Credits**
Fundamentals of criminal investigation procedures; crime scene search and recording, collecting and preserving evidence; scientific and technical aids; case preparation.
- PST 221—Criminal Law..... 3 Credits**
An introduction to the theory and practice of basic scientific techniques utilized in the investigation and solving of crime. The procedures which will be presented by means of classroom lectures, demonstration sessions and practical laboratory periods will emphasize the proper handling and examination of evidence, fingerprinting, photography, glass fractures, casts and molds, narcotics and preparations, and crime scene searches.
- PST 231—Seminar in Police Problems..... 3 Credits**
A course designed to consolidate the various learning experiences in police science. Emphasis is placed on special problems. Sp
- PST 232—Criminal Justice and Substance Abuse Treatment..... 2 Credits**
A study of the law applicable to substance abuse counseling, court procedures, subpoenas, DUI laws, and interventions for treatment via criminal justice system.

POLITICAL SCIENCE

- POL 101—United States Government and Politics..... 3 Credits**
An introduction to the fundamental institutions and processes of American national politics including the constitution, civil liberties, political parties, voting, the presidency, congress, and the courts. F
- POL 102—Introduction to Political Science..... 3 Credits**
An introduction to the analysis of politics and of political systems and political ideologies in various countries. Sp

NOTE: POL 102 H, Honors is an enriched introduction to Political Science with extra readings, less lecture and more discussion. (Prerequisite: Consent of instructor.) As needed.

PSYCHOLOGY

PSY 101—General Psychology I..... 3 Credits

Definition of psychology and its relationship to the scientific method. Study of brain processes, sensation, perception, motivation, emotion, learning, memory, language, and thought as aspects of behavior. F, Sp, Su

NOTE: PSY 101 H, Honors General Psychology I, is an enriched introduction to psychology with extra readings, less lecture, and more discussion. (Prerequisite: Consent of instructor)

PSY 102—General Psychology II..... 3 Credits

Continuation of PSY 101. Development, statistics, intelligence, personality, assessment, stress, abnormal behavior, psychotherapy, social psychology, and applied psychology. F, Sp, Su

NOTE: PSY 102 H, Honors, General Psychology II, is an enriched completion of the survey of psychology with extra readings, less lecture and more discussion. (Prerequisite: Consent of instructor)

PSY 201—Behavior and Experience: Humanistic Psychology..... 3 Credits

Behavioral and phenomenological influences on the growth of individuals in naturalistic settings. (Recommended: PSY 101 and/or 102) Sp

PSY 211—Educational Psychology 3 Credits

Focuses on making education in the classroom more effective by applying specific principles from the following areas of psychology: development, learning, motivation, evaluation, individual differences and adjustment. Cross-listed as EDU 211. (Recommended: PSY 101 and/or PSY 102) F

PSY 213—Abnormal Psychology 3 Credits

Definition of abnormal behavior. Survey of development and treatment of anxiety disorders, affective disorders, schizophrenia, paranoid disorders, personality disorders, organic mental disorders, somatoform disorders, dissociative disorders, childhood disorders, psychosexual disorders, and drug dependence. Recommended: PSY 101 and/or PSY 102. F

PSY 221—Developmental Psychology: Childhood Through Early Adolescence..... 3 Credits

Physical, cognitive, social, and emotional influences on normal growth and development during childhood and early adolescence. (Recommended: PSY 101 and/or PSY 102) Sp

PSY 222—Developmental Psychology: Mid-Adolescence Through Adulthood..... 3 Credits

Physical, cognitive, social, and emotional influences on normal growth and development during mid-adolescence and adulthood. (Recommended: PSY 101 and/or PSY 102) Sp

PSY 231—Social Psychology 3 Credits

Individual behavior as it is influenced by social context. Considers prejudice, attitude change, aggression, interpersonal attraction, and the individual in groups. Recommended: PSY 101 and/or PSY 102. Sp

PSY 261—Psychological Aspects of Management..... 3 Credits

Application of psychological principles to business and other organizations concerned with effective management. Leadership and supervision; communication and human relations skills; scientific and humanistic management and motivation skills; group dynamics; and coping with change. Cross-listed as BUS 261. Recommended: PSY 101 and/or PSY 102. F, Sp

RADIOLOGIC TECHNOLOGY

- RDT 101—Introduction to Radiologic Technology 3 Credits**
 Orientation to the profession, the radiology department, and the hospital. Major areas of study include: basic radiation protection, darkroom management, body mechanics, fire and electrical safety, medical ethics, patient care, and medical terminology.
 4 hours lecture
- RDT 111—Radiographic Procedures I..... 3 Credits**
 Basic principles of radiographic terminology, positioning, anatomy, and film evaluation for routine and contrast procedures. Study areas include chest, abdomen, digestive, and urinary systems.
 2 hours lecture—2 hours laboratory
- RDT 112—Radiographic Procedures II 3 Credits**
 Continuation of Radiographic Procedures I. Areas of study include upper and lower extremities, shoulder girdle, and hips and pelvis.
 2 hours lecture—2 hours laboratory
- RDT 121—Exposure Technique..... 3 Credits**
 This course introduces the student to the geometric and recognizability factors, film, screens, and radiographic accessories with analysis of their influence on radiographic quality.
 4 hours lecture
- RDT 131—Radiographic Processing..... 3 Credits**
 A study of silver image formation, manual and automatic processing, and radiographic quality control tools and procedures.
 2 hours lecture
- RDT 141—Clinical Education I 3 Credits**
 Practical application in the radiology department. Skills include application of technical factors, radiographic positioning, patient interaction, and professional behavior. Students must demonstrate competence by performing radiologic examinations unassisted.
 16 hours clinical experience
- RDT 142—Clinical Education II 3 Credits**
 Continuation of Clinical Education I
 16 hours clinical experience
- RDT 143—Clinical Education III 2 Credits**
 Continuation of Clinical Education II.
 16 hours clinical experience
- RDT 210—Radiographic Procedures III 2 Credits**
 Continuation of Radiographic Procedures II. Areas of study are vertebral column, bony thorax, skull, facial bones, and sinuses.
 1 hour lecture—2 hours laboratory
- RDT 212—Radiographic Procedures IV 3 Credits**
 A study of special and supplementary procedures and equipment including a review of radiographic pathology.
 3 hours lecture
- RDT 222—Radiation Protection..... 2 Credits**
 A study of the biological effects of ionizing radiation, patient and personnel protection, maximum permissible dose, personnel monitoring, and units of measurement for radiation exposure.
 2 hours lecture
- RDT 223—Radiologic Technology Seminar I 2 Credits**
 Professional knowledge and expertise are enhanced through personal writing and research projects with oral presentations and group discussions. Comprehensive review of radiologic technology registry material is included.
 4 hours lecture

- RDT 224—Radiologic Technology Seminar II..... 2 Credits**
Continuation of Radiologic Technology Seminar I.
4 hours lecture
- RDT 225—Radiation Physics..... 3 Credits**
A study of electromagnetism, production and properties of x- rays, interactions with matter, x-ray tube and circuitry, and specialized imaging equipment.
3 hours lecture
- RDT 241—Clinical Education IV..... 6 Credits**
Continuation of Clinical Education III.
24 hours clinical experience
- RDT 242—Clinical Education V..... 6 Credits**
Continuation of Clinical Education IV.
24 hours clinical experience
- RDT 243—Clinical Education VI..... 4 Credits**
Continuation of Clinical Education V.
24 hours clinical experience

READING

- REA 100—Speed Reading..... 2 Credits**
This course is designed to improve the reading efficiency of the above average student. Though initial attention is given to reading speed, extension of vocabulary, comprehension and study skills are encouraged.

RECREATION

- REC 201—Social Recreation..... 3 Credits**
Introduces methods and materials for planning, organizing, and conducting social activities for groups of various sizes and ages in a variety of social situations. Emphasis is on the mechanics of planning and presenting a repertoire of activities for social recreation events. Major activities will be discussed, played, and/or demonstrated. F
- REC 211—Team Sports..... 3 Credits**
Offers a survey of the basic terminology, skills, and rules of selected team sports and their use in recreation. Emphasis is upon knowledge and understanding of the organization, administration, and promotion of sports rather than mastery of performance skills. F

REMEDIAL STUDIES

NOTE: Courses in this program cannot be used to satisfy the minimum number of hours required for graduation. Evidence of competencies in these areas is prerequisite for college courses numbered 100 or above.

- RSM 071—Basic Mathematics..... 5 Credits**
Basic Mathematics stresses basic arithmetic and math concepts. Word problems, interpretation of graphs, and simple measurements are also included. Satisfactory completion of this course or other evidence of competencies in these areas is a pre- requisite for DSM 081 - Elementary Algebra. F, Sp, Su
- RSE 074—Basic Writing..... 5 Credits**
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 or other evidence of competencies in these areas is a prerequisite for DSE 084 - Developmental Writing. F, Sp, Su

- RSR 077—Basic Reading 5 Credits**
 Basic Reading is designed to improve fundamental reading skills which are essential for success in academic work. Systematic approaches for developing vocabulary skills and for improving comprehension abilities will be emphasized. Satisfactory completion of this course or other evidence of competence in these areas is a prerequisite for DSR 087 - Developmental Reading. F, Sp, Su

RESPIRATORY THERAPY

- RTT 111—Respiratory Care I 4 Credits**
 This course discusses the history and organization of the respiratory care profession. Medical ethics, and fundamental patient care techniques and patient assessment are included. Much of the course deals with the study of the principles, operation, and maintenance of compressed gas sources, gas administration devices, humidifiers, and nebulizers. (Fall Semester - First Year)
 3 hours lecture---3 hours laboratory
- RTT 112—Respiratory Care II 6 Credits**
 Continuation of Respiratory Care I. The Pharmacology of drugs utilized in respiratory care will be discussed. Airway care, small volume nebulizer therapy, incentive spirometry, chest physiotherapy, IPPB and sterilization and cleaning will be studied. The student will enter the clinical setting this quarter. (Spring Semester - First Year)
 3 hours lecture---3 hours laboratory—8 hours clinical
- RTT 121—Cardiopulmonary-Renal Anatomy and Physiology 4 Credits**
 An in-depth study of the structure and function of the cardiopulmonary and renal organ systems, including the study of hemoglobin, oxygen, carbon dioxide, and acid base balance in health and disease. (Spring Semester - First Year)
 4 hours lecture
- RTT 131—Pathology of Respiratory Diseases I 2 Credits**
 A study of common respiratory abnormalities. Anatomical alterations of the lungs due to disease, the etiology of the disease, the major respiratory-related clinical manifestations associated with the disease process, and treatment of the disease will be studied. (Spring Semester - First Year)
 2 hours lecture
- RTT 211—Respiratory Care III 6 Credits**
 A detailed study of the concepts and techniques relating to mechanical ventilation. (Summer Semester - First Year)
 3 hours lecture---3 hours laboratory—16 hours clinical
- RTT 212—Respiratory Care IV 8 Credits**
 A continuation of Respiratory Care III including weaning techniques, PEEP and CPAP therapy. (Fall Semester - Second Year)
 3 hours lecture---3 hours laboratory—16 hours clinical
- RTT 213I—Respiratory Care V 8 Credits**
 A study of fluid and electrolyte balance within the body, and hemodynamic monitoring. Clinical simulations related to all of the respiratory care concepts learned will be presented in this course. (Spring Semester - Second Year)
 3 hours lecture—3 hours laboratory—16 hours clinical
- RTT 231—Pathology of Respiratory Diseases II 2 Credits**
 A continuation of Pathology of Respiratory Diseases I. (Summer Semester - First Year)
 2 hours lecture
- RTT 241—Neonatal and Pediatric Respiratory Care I 2 Credits**
 A detailed study of respiratory care concepts and techniques in neonatal and pediatric medicine. (Fall Semester - Second Year)
 2 hours lecture

RTT 242—Neonatal and Pediatric Respiratory Care II 2 Credits

A continuation of Neonatal and Pediatric Respiratory Care I. A close look at advanced equipment used in this specialty area as well as disease processes. (Spring Semester - Second Year)

2 hours lecture

RTT 251—Pulmonary Function Methodology I 2 Credits

The study of pulmonary function concepts and techniques. (Fall Semester - Second Year)

2 hours lecture

RTT 252—Pulmonary Function Methodology II 2 Credits

A continuation of Pulmonary Function Methodology I including specialized pulmonary function studies and evaluation of pulmonary function test results. (Spring Semester - Second Year)

SAVINGS

The SAV prefix will be used to offer various service courses to the savings and loan industry. These courses will use the course descriptions furnished by the industry and credit will be granted based upon the recommendations of the American Council of Education (ACE). For more information contact the department head of Business and Economics.

SECURITY

SEC 101—INTRODUCTION TO SECURITY..... 3 CREDITS

An overview of security functions, operations, methods and procedures in the private and industrial sector. F

SEC 111—LEGAL ASPECTS OF SECURITY 3 CREDITS

Exposes the student to the legal guidelines and restrictions the modern security officer must operate within; examines liability concerns arising from private, industrial and governmental job performance. F

SEC 112—PHYSICAL SECURITY 3 CREDITS

Studies the various forms of perimeter barriers which impact upon security operations, examines insurance considerations, underwriters licensing certification, fire prevention and fire code regulations. Sp

SEC 113—SECURITY INVESTIGATION..... 3 CREDITS

Studies the various techniques, procedures, resources and technical aids used in security investigation. Sp

SEC 201—SECURITY MANAGEMENT..... 3 CREDITS

Examines the major management operations of planning, organizing, staffing, directing and controlling in the security field. Sp

SEC 202—SPECIAL TOPICS IN SECURITY—3 CREDITS

Considers contemporary issues, problems, trends and controversies in the modern security field. F

SOCIAL SCIENCE

SS 100—Social Science Seminar: Survey of Social Studies 3 Credits

This is a one semester college-level course designed to remove the high school unit deficiency in Social Studies. The course will present an overview of the various disciplines designated as Social Studies, namely, anthropology, history, economics, political science, geography, psychology, and sociology. This course will not fulfill the college's core curriculum requirements of a social science course. (Offered as needed; permission of instructor required)

- SS 210-290—Social Science Seminar 1-3 Credits**
 In-depth analysis of a particular topic, concern, or problem in the social sciences. Courses may be oriented toward any one of the social science disciplines (history, political science, psychology, sociology-anthropology) or may be cross disciplinary in nature combining several social sciences. Social Science elective credit only. As needed.

SOCIOLOGY

- SOC 201—Introduction to Sociology..... 3 Credits**
 This course focuses on the analysis of human social interaction, patterned social relationships, and social change. Emphasis is placed on the theoretical perspectives and principles of explanation used by sociologists, as well as the basic concepts such as culture, socialization, social organization, social deviance, and social stratification. F, Sp, Su
- SOC 202—Social Problems 3 Credits**
 This course focuses on the study of the scope and effects of a number of societal problems. Attention is given to research findings as well as social programs and policies that have been or can be taken to attempt to solve the problems. Some social problems examined include environmental abuse, population and resource challenges, war, social inequality, technology, and violence. F, Sp, Su
- SOC 210—Introduction to Criminology..... 3 Credits**
 This course is an analysis of the nature and extent of crime. Emphasis is placed on criminal and delinquent behavior and theories of causation, the criminal personality and career orientations, and principles and theories of prevention, control and treatment. Offered as needed.
- SOC 211—Cultural Anthropology 3 Credits**
 This course is an introductory survey of the principles, concepts, methods, and scope of anthropology. Emphasis is placed on the nature of culture, sociocultural adaptation, language, kinship, social systems, subsistence patterns, art, ritual and belief systems, and the impact of change. F, Sp
- SOC 212—Prehistoric Archaeology 3 Credits**
 This course is an introductory survey of human origins and prehistoric cultures. Emphasis is placed on the general principles, history, theoretical orientations, and methods of archaeology. This course will examine a number of prehistoric cultural lifeways from the beginnings of human culture to the rise of civilization. F, Sp
- SOC 214—Marriage and the Family 3 Credits**
 This course is an examination of the family as a social institution. Emphasis is placed on comparative and historical approaches to the family, the relationship of the family to social organization, change and conflict within the family, and possible future developments. Other key social institutions may be examined in terms of the structural arrangements, changing interpretations and functions, and conflicts concerning social goals and values. As needed.

SPANISH

- SPA 101—Beginning Spanish I 3 Credits**
 Elementary grammar, pronunciation and conversation through the use of films, videotapes, cassette tapes, filmstrips and computer programs. (No prerequisite)
- SPA 102—Beginning Spanish II 3 Credits**
 Continuation of Beginning Spanish I. (Prerequisite: SPA 101—Beginning Spanish I)
- SPA 201—Intermediate Spanish I..... 3 Credits**
 Advanced grammar and conversation through use of films, videotapes, cassette tapes, filmstrips, computer programs and library readings. (Prerequisite: SPA 102)

- SPA 202—Intermediate Spanish II 3 Credits**
Continuarion of Intermediate Spanish I. (Prerequisite: SPA 201—Intermediate Spanish I)

SPEECH

- SPE 201—Basic Speech Communication 3 Credits**
Designed to introduce the student to the basic principles and techniques of public speaking. Emphasis in class is placed upon the selection of subjects and supporting materials, the organization of the speech, and the oral and physical aspects of delivery. F, Sp, Su
- SPE 211—Interpersonal Communication..... 3 Credits**
Communication theory in its application to informal, face- to-face situatons. Practical application of the impromptu speech relative to interpersonal communication. F, Sp
- SPE 221—Business and Professional Speaking 3 Credits**
Designed for students going into management, human relations, communications, personnel management and the sciences where the individual must work on a person-to-person basis. Included in the course are units on presenting informative reports, using visuals, interview and conference techniques, and manuscript speaking. (No prerequisite) (Cross listed as BUS 241) Sp
- SPE 231—Fundamentals of Acting I 3 Credits**
Fundamentals of Acting will emphasize the mechanics (vocal and physical) of presenting a character on stage. F
- SPE 232—Fundamentals of Acting II..... 3 Credits**
Improvisations, use of acting techniques in extensive work. Emphasis placed on special problems in contemporary roles. (Prerequisite: SPE 231—Fundamentals of Acting I or permission of instructor)
- SPE 241—Introduction to Theatre..... 3 Credits**
A survey course in theatre covering the history and development of Western drama. this course will emphasize drama as production rather than as literature. F
- SPE 242—Fundamentals of Theatrical Production 3 Credits**
This course is designed to introduce students to the practical considerations of play production. It emphasizes theory and practice in the various areas of design and stage construction, introduces the students to meaningful rehearsal techniques and offers them the opportunity to apply acquired classroom skills to actual stage experience. Sp
- SPE 251—Theatre Practicum I1 Credit**
- SPE 252—Theatre Practicum II1 Credit**
- SPE 253—Theatre Practicum III1 Credit**
Field experience courses offering practical experience for students working in on-campus and off-campus technically oriented or performance oriented theatre activities. Each course carries one hour credit, and students may earn up to six credits by enrolling for one course each quarter.

SUBSTANCE ABUSE COUNSELING

- SAC 132—Introduction to Counseling Theories..... 3 Credits**
A history of recovery and development of Alcoholics Anonymous, as well as major schools and theories applied to counseling including transactional analysis, Gestalt Therapy, Reality Therapy, Rational Emotive Therapy, and others.
- SAC 133—Special Topics in Counseling Adolescents..... 3 Credits**
A survey of a variety of counseling topics including: roles and expectations for counselors, counseling skills, listening skills, peer influence, grief issues, relapse, behavior identification, and counseling to meet treatment goals for this age group.

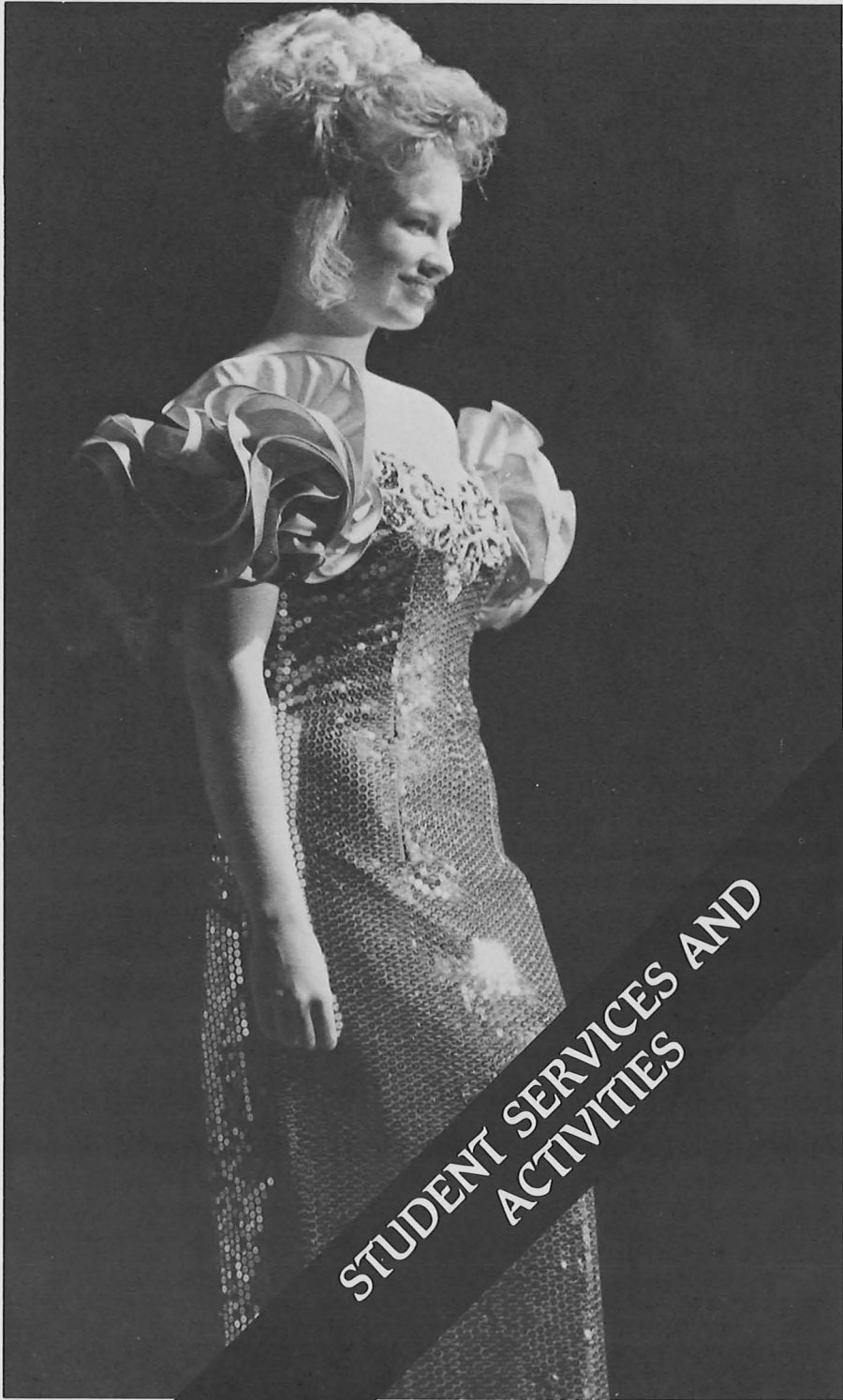
- SAC 134—Special Topics in Counseling Adults 3 Credits**
A survey of a variety of counselling topics including: roles and expectations for counselors, counseling skills, listening skills, peer influence, grief issues, relapse, behavior identification, and counseling to meet treatment goals for this age group.
- SAC 135—Practicum 6 Credits**
A supervised practice in a clinical setting via one of the area treatment centers.
- SAC 230—Interview and Assessment Techniques 3 Credits**
An Emphasis on crisis counseling, assessing problems, intervention strategies, and writing treatment goals and clinical reports.

TECHNOLOGY

- TEC 101—General Technology I 1 - 6 Credits**
An in-depth analysis of a particular topic, concern or problem as it applies to modern technology. May be used for experiential credit with prior approval from the Dean of the College.
- TEC 102—General Technology II 1 - 6 Credits**
A continuation or extension of General Technology I.
- TEC 201—General Technology III 1 - 6 Credits**
A continuation or extension of General Technology II.

WASTE MANAGEMENT

- WMT 101—Introduction to Waste Management 3 Credits**
Definition and characterization of various categories of waste. Students are introduced to federal and state regulations that provide the framework for waste management.
- WMT 121—Environmental Sampling 3 Credits**
Study of sampling techniques, field sampling, data interpretation and reporting results. Overview of Environmental Health is provided.
- WMT 221—Waste Reduction and Packaging Techniques 3 Credits**
Study of methods for collection and packaging for liquid, gaseous, and solid wastes. Course will include techniques for volumetric reduction, neutralization, labeling and transporting (DOT) of hazardous wastes. Also included will be cost benefit analysis.
- WMT 242—Internship 5 Credits**
Work experience designed to familiarize students with application of waste management principles while working on the job. Efforts will be made to place students in an area which supports their career goals. (A minimum of 300 contact hours) No student may enroll in an internship unless the approval of the instructor is obtained.



**STUDENT SERVICES AND
ACTIVITIES**

STUDENT SERVICES

FOOD SERVICES

The College Cafeteria is operated by private contractor for the expressed purpose of providing students with good quality food. The cafeteria is open from 8 a.m. to 1:15 p.m. each day classes are in session. The cafeteria serves light breakfast items, hot entrees, vegetables, sandwiches, fruits, desserts, drinks, and several "fast food" items.

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

LIBRARY

Harriman

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

Library hours when classes are in session at Harriman are:

7:45 a.m. to 10 p.m. - Monday through Thursday

7:45 a.m. to 5 p.m. - Friday

9 a.m. to 1 p.m. - Saturday

When classes are not in session, changes in library hours will be posted at the entrance and circulation desk.

A book drop is available so that materials may be returned when the library is closed.

The Library of Congress classification system is used and books are shelved in open stacks for self-service.

Books may be checked out for a two-week period and may be renewed. No fines are charged for overdue books, but they are subject to recall if needed for another borrower.

All books are to be returned by the end of each semester. Students who have overdue books from Roane State and all other libraries to which they have access as Roane State students will not receive grade reports or be allowed to register the following semester.

Borrowers are responsible for replacement of lost or damaged materials.

Periodicals and newspapers are to be used in the library and do not circulate. A photocopier is available for those who need copies of articles at a cost of 10¢ per copy. Many periodicals are available on microfilm for which a reader/copier is provided.

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

The library collection also includes records, tapes, films, and video tapes. The Media Specialist is available for assistance in using audio-visual materials. However, audio-visual materials must be used in the library.

Microcomputers and software are available in the library for public use.

The library has reciprocal borrowing agreements with other libraries for RSCC students and staff. Details are available at the library.

Oak Ridge

Students at Roane State Oak Ridge may use the Oak Ridge Public Library at no cost. Details are available at the RSOR administrator's office and the Oak Ridge Public Library. Daily courier service makes circulating materials from the Roane State Library readily available.

RSCC/Tennessee Tech Off-Campus Centers

Each off-campus center has a printed listing of book, periodical and audio-visual materials available in the RSCC-Harriman library. A computer-accessed index to periodical articles is located at each center. Direct telephone lines and courier service provide delivery of information to persons unable to go to the RSCC-Harriman library.

Public libraries in each of the areas served by the off-campus centers have agreed to help serve RSCC students and staff.

INCLEMENT WEATHER

RSCC recommends that students use their own discretion in attending classes when snow and icy conditions exist. Additional information on the cancellation of classes due to inclement weather is available from the local media each day.

BULLETIN BOARDS

College regulations require that all notices, posters, advertisements, announcements, and other bulletin board information be *approved*, *signed*, and *dated* by the Associate Dean of Student Services (Harriman), Campus Administrator (Oak Ridge), or site coordinators at the Scott, Loudon, and Cumberland Centers. Approval may be obtained during normal working hours. Notices may remain on display for fourteen days (two weeks) before being removed and discarded. Posted material may be saved through personal removal prior to the expiration date. Materials should be posted *only* on bulletin boards, not walls or window space.

To maintain clean and uncluttered bulletin boards, all notices and announcements must be typed or neatly hand printed. Students should remove all notices personally if posted information becomes obsolete prior to the expiration date.

CHANGE OF NAME OR ADDRESS

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

DRESS AND APPEARANCE

Students are expected to maintain standards of personal appearance and dress that are conducive to the maintenance of health, welfare, and safety of all.

SMOKING

Smoking is permitted only in specific, designated areas on campus. It is not permitted in the classrooms, library, restrooms, laboratories, hall-ways, or any place on campus that poses a health hazard to other individuals. Receptacles are placed conveniently where smoking is permitted.

SOLICITING

No soliciting or sales, related to or affecting students, are permitted on the campus without securing prior written approval from the Associate Dean of Student Services.

SUBSIDIARY USE OF THE COLLEGE CAMPUS

As a general rule, visitors who desire to visit the college campus in a casual and informal manner are welcome. Non-members of the college community who have not been authorized in writing to use the college facilities and who repeatedly visit or spend a large portion of their time on the college campus interfere with the normal activities of the college and will be asked to leave.

The buildings, facilities, and campus of the college are reserved and dedicated to educational use, and no use may be made of the facility which is inconsistent with that primary use.

The college, acting on its own or at the request of a registered and recognized campus organization, may invite speakers, performers, or entertainers to appear before audiences on the college campus. No non-member of the college community may speak, perform, or entertain before an audience on the college campus without such an invitation and the written approval of the college of the time, place, and manner of such appearance. Rental of college facilities by non-college personnel may be arranged through the Office of Maintenance and Security (Harriman) or the Campus Administrator (Oak Ridge).

No person or persons shall use any sound amplifying equipment on the college campus other than that requested by the college officials in carrying on the normal activities of the college.

No person shall take advantage of the large concentration and semi-captive audience of students and faculty to organize on the campus any assembly, moratorium, strike, sit-in, parade, demonstration or similar activity which substantially interferes with the normal activities of the college or the rights of others.

No person who threatens to substantially interfere with the normal activities of the college or to substantially interfere with or deny the lawful rights of others to use the facilities of the college shall enter or remain upon the college campus.

Non-members of the campus community are required while on the campus to observe and comply with the rules and regulations adopted by the college or the Tennessee Board of Regents. Non-members of the campus community are also required while on the campus to identify themselves upon the request of either campus officers or campus security or other law enforcement officials in the performance of their duty.

PLACEMENT OFFICE

Roane State's graduate Placement Office assists career education students in finding employment related to their field of study. By promoting the quality of the college's training programs to local employers, it is Roane State's goal to provide its graduates with the best possible employment opportunities. To receive placement assistance, students must develop a file and authorize the college to send their credentials to prospective employers. The Placement Office assists students in resume preparation, letter writing and the improvement of interview skills. Individual counseling and group seminars are available to deal with all aspects of organizing a self-directed job search.

THE WRITING CENTER

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

Staff

The staff of the Center consists of three writing specialists and faculty from various departments of the College who believe in the importance and the power of writing.

Services

The Writing Center provides these services:

1. One-to-one consultation between a writer and a professional writing consultant on manuscripts of any kind, whether for classroom assignments, professional development, or personal growth;
2. Workshops for classes or for college, public school, business, or community groups on special writing projects, such as resumes, business letters, memos, reports, articles for publication;
3. Response or peer review groups for students, staff, faculty, or community groups who are writing by assignment or for personal and professional growth;
4. Word processing, revision, and graphics programs and instruction on Macintosh and IBM computers;
5. A writing hotline so that students, community members, or businesses may call during Writing Center hours with questions about writing:

Harriman - 1-800-367-6778
Oak Ridge - 1-800-843- 5779

Consulting

Most Writing Center activity consists of one-to-one consultations in which a writing specialist works with an individual writer. Consultants do not edit or proofread course writing assignments. In discussing student writing, they focus on rhetorical and logical principles. Students are introduced to models of excellence in writing and challenged to think, clearly and critically so that they may achieve excellence in their own writing.

If referred by an instructor, a student should bring a referral form filled out by that instructor. When possible, students should make an appointment in advance and should plan to spend a half hour in conference. To schedule an appointment, students may come by the Center or call 354-3000, ext. 4241 in Harriman or extension 5325 in Oak Ridge.

COUNSELING AND TESTING SERVICES

COUNSELING

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

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

Counseling may include, but not be limited to, interest or personality tests as requested by the student. The counseling staff may also assist the student in securing services outside the college. A collection of occupational information materials and catalogs from various institutions is available in the center for student use.

TESTING SERVICES

The Testing Program which is housed in the Counseling Center was designed to accommodate a variety of testing programs to meet the needs of Roane State students and members of the adult community.

AAPP (Placement Tests)

The placement exams are given on both campuses and at off-campus centers on a regular basis to Roane State applicants who have been admitted to the college.

ACT-COMP

Each graduating sophomore is required by the Tennessee Board of Regents to take the ACT-COMP. This test does not affect one's graduating status; rather it is a measure of how well Roane State educates its students. Therefore, graduating students are encouraged to do their very best since Roane State's evaluation and future funding are based on student performance.

ACT Test

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

ACT-Residual

The ACT-Residual can be given only to those high school graduates who have actually applied for and received admission to Roane State. The ACT scores from this test are not sent by Roane State to other colleges and universities.

GED

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

Satisfactory scores on the test enable the person to apply to his/her high school for an equivalency diploma. Persons who feel inadequately prepared to take the GED test can obtain assistance by taking a course at the college entitled "GED Preparation for High School Equivalency," offered by the RSCC Office of Continuing Education.

SINGLE PARENT/DISPLACED HOMEMAKER PROGRAM

Roane State offers a special program for single parents and displaced homemakers. The program is primarily designed to assist women who are suddenly forced into the work world as the sole support of themselves or their family due to divorce, separation, death or disability of a spouse or due to their choice to be a single parent.

The program is free and open to both males and females, students and non-students. The Single Parent/Displaced Homemaker Program provides:

- Individual counseling
- Support group meetings
- Assessments to match personality and interests to a specific career
- Career counseling
- Assistance in getting enrolled into college or vocational programs
- Workshops on assertiveness training, coping with stress, legal rights, career search, finding a job, and dressing for success.

Financial aid is available to those who qualify.

HEALTH SERVICES

The health and safety of students are concerns of the Student Services Office. A complete Health History Form is required of all students enrolled at RSCC. Under the direction of a sponsoring physician, a clinic is maintained at the Harriman campus without direct cost to the student. A Registered Nurse administers first aid and palliative treatment in minor illness and offers suggested referrals when needed. Self-care stations are available at the Oak Ridge, Scott County, Cumberland County, and Loudon County sites. These provisions are for short term use in case of accident or illness that occurs during the school hours. In addition, the nurse schedules regular hours at the Oak Ridge campus and visits other sites as needed. Health consultations and a variety of health programs are offered through the clinic at the Harriman and Oak Ridge campuses. Vision and hearing tests are conducted on request.

Since the college does not collect a health fee, each student is responsible for his/her medical bills for services rendered by private physicians/other facilities. Student accident and sickness insurance is available on a voluntary basis through a contract by the State University and Community College System of Tennessee. Applications and claim forms may be obtained in the clinic.

HEALTH INSURANCE

Health and accident insurance coverage is available to all qualified students in the Tennessee University and Community College System. Students must be enrolled for at least 6 semester hours to be eligible for coverage. Plans are available for individuals or families. Enrollment forms are available in the Associate Dean of Students' Office.



**TRAFFIC REGULATIONS
ROANE STATE COMMUNITY COLLEGE
REGISTRATION OF VEHICLES**

1. All vehicles parked or operated by any person in connection with their employment or attendance of classes at the college must be registered with the Office of the Associate Dean of Student Services.
2. Vehicle registration must be renewed at the beginning of each fall semester and will be valid until the beginning of the following fall semester so long as the registrant remains a student or a college employee.
3. Expired campus registration decals must be removed. Current campus registration decals are to be affixed as indicated on the instruction sheet attached to the decal.
4. The person to whom the vehicle is registered is responsible for the vehicle and all violations and citations issued thereto. If the person operating the vehicle is other than the registrant, and a violation is committed, both he/she and the registrant may be fined.
5. Each student who registers for classes will be assessed a \$2.00 campus access fee each semester.
6. Faculty and Staff will be assessed an annual campus access fee of \$5.00. Persons who are employed spring semester or after will be assessed a campus fee of \$2.50.
7. All faculty, staff, and students who pay the campus access fee will be given a parking decal. Additional decals will be available at a cost of \$1.00. The decal(s) issued will be valid from August through August of the following year.
8. If you are unable to drive your own vehicle on a particular day, leave an explanatory note on the dashboard (along with your decal number) to alert the security officer.
9. In case of an emergency, temporary permits, for no more than three (3) days, are available in the Office of the Associate Dean of Student Services at no cost.

VISITORS

Visitors are defined as persons not connected with the college, but who occasionally have business or other reasons to be on the campus. Designated visitor space will be provided in parking areas.

ENFORCEMENT

1. Violation Citations must be paid in the Business Office or appealed in the Associate Dean of Students' Office **within 72 hours. APPEALS WILL NOT BE ACCEPTED AFTER THAT TIME.**
2. Illegally parked vehicles **may be impounded or moved** at the owner's expense.

PARKING

Regular parking on all college lots will be **by permit only and only in designated areas.**

1. **STUDENT SIGNS indicate spaces, or areas, reserved for students.** Students should park **only** in these spaces or areas. **NO FACULTY OR STAFF PARKING.**
2. **FACULTY SIGNS indicate spaces, or areas, reserved for faculty and staff.** Faculty and staff should park **only** in these spaces or areas. **NO STUDENT PARKING.**

3. **HANDICAPPED SIGNS** indicate spaces, or areas, reserved for handicapped faculty, staff or students. (TOW AWAY) Check in the Associate Dean of Student Services Office for a special handicapped decal after paying access fee and obtaining a regular decal. There is no charge for a handicapped decal.
4. **VISITOR PARKING** indicates **NO FACULTY, STAFF, OR STUDENT PARKING**.
5. **CARPOOL SIGNS** indicate spaces, or areas, reserved for students who are in a carpool and have registered in the Associate Dean of Student Services Office for a carpool space, at the beginning of each semester.
6. **LOADING ZONES, ON SIDEWALKS, STREETS, ON LAWN, WITHIN 15 FEET OF FIRE HYDRANT, OR RESERVED PARKING** indicates **NO PARKING** (Cars will be towed away).

NOTE: Cars which have been towed away may be claimed by contacting the Superintendent of Maintenance and Security, and paying the cost of towing (between 8:00 a.m. and 4:30 p.m.).

DRIVING REGULATIONS

1. The speed limit on campus is 15 mph.
2. All traffic signs must be obeyed.
3. Motorists must yield the right-of-way to pedestrians.
4. All accidents involving injury to persons or damages to autos, equipment, etc., must be reported to the Superintendent of Maintenance and Security.

VIOLATION FEES—FACULTY, STAFF, STUDENTS AND VISITORS:

1. No Decal displayed	\$10
2. Illegal use of Decal	\$10
3. Improper display of Decal.....	\$10
4. Parked in unauthorized area	\$10
5. Parked in driveway	\$10
6. Double parked	\$10
7. Improper motorcycle parking.....	\$10
8. Wrong way on one-way street.....	\$10
9. PARKED IN HANDICAPPED AREA	
First Offense	\$20
Second Offense	\$50

PENALTIES

1. Parking privileges for remainder of the school year will be revoked for any one who receives more than four parking violation citations within the academic year.
2. Students who persist in violating these regulations or commit a single violation under extreme circumstances will be referred to the Associate Dean of Student Services Office for disciplinary action which may lead to suspension or dismissal from the college.

APPEALS

1. The Office of the Associate Dean of Student Services handles all traffic appeals.
2. Students may appeal a violation citation by making application for appeal and answering this citation with forms furnished by the Office of the Associate Dean of Student Services. All appeals must be made within 72

hours (except Saturday, Sunday, and holidays) after issuance. Appeals will not be accepted after that time.

3. Failure to appear at a scheduled meeting without notifying the Office of the Associate Dean of Student Services will result in forfeiture of right to appeal.
4. Failure to answer a citation within a 72 hour period will result in forfeiture of right of appeal.

HANDICAPPED STUDENT SERVICES

Roane State provides counseling and academic support services to insure that handicapped students have access to educational opportunities provided by the college. Any student having a disability which restricts his/her participation in academic life is eligible for services which will be provided to meet the individual student's needs. Roane State serves in a liaison capacity with the Tennessee Division of Vocational Rehabilitation. Registration and other forms of administrative assistance and academic support are provided through Health Services.

Participation in the services is on a voluntary basis; confidentiality is maintained. The following special services may be provided:

1. A needs assessment will be made by the Committee for Learning Disabled and Handicapped Students when requested by the student and/or the student's instructor. The committee will review medical and psychological data, classroom work, and other pertinent information presented by the student. The student will assume responsibility for acquiring medical records for review by the committee.
2. Special modifications will be made if it is determined that the mode of presentation of materials discriminates against the student. This may require re-structuring of materials, alternate methods of presentation, adjustment of physical facilities, extension of time allowed for tests or completion of coursework, etc. Modification should not alter academic requirements, and the student will be expected to show competency in the course material.
3. The committee will prepare a report to serve as the guidelines for a particular student during his/her educational term at Roane State Community College.

Students who have a handicap requiring special services should contact the Director of Health Services.

STUDENT CO-CURRICULAR ACTIVITIES

In keeping with its dedication to the concept of total student development, Roane State Community College recognizes the importance of developing both a well-balanced program of student activities and avenues for responsible student input in the decision-making process.

For students to achieve their potential as well-rounded individuals, a broad-based activities program is essential. In addition, student involvement is imperative for effectively evaluating past programs and conscientiously planning future activities.

Roane State integrates these two concerns through the sponsorship of various clubs and organizations, committees, publications, and academic and social activities.

However, continued growth and development of the college and its students is largely dependent upon the discovery of new ideas and ways to combat student apathy and complacency.

Roane State strongly urges each student to support, through participation in one or more campus activities, attempts to conquer the "There's nothing to do" syndrome. Involvement not only benefits the college but also makes the student's stay a more richly rewarding experience.

COLLEGE STANDING COMMITTEES

- *Academic and Curriculum Council
- *Admissions and Retention
- *Affirmative Action/Personnel
 - Allied Health Admissions Committee
- *Athletic Committee
- *Awards Committee
 - Computer Resource Committee
 - Micro-Computer Users Sub-Committee
- *Concerts and Lectures Committee
- *Development Council
- *Discipline Committee
 - Financial Integrity Act Committee
 - Graduation Committee
- *Health, Safety, and Wellness Committee
 - Honors Program Committee
- *Learning Disabled and Physically Handicapped Committee
 - Library Committee
 - Memorial Committee
 - Nursing Admissions Committee
 - Outreach Task Force
 - Patents and Copyrights Committee
- *Planning Advisory Committee
 - Printing Advisory Committee
 - Professional Development Committee
- *Scholarship and Financial Aid Committee
 - Tenure and Promotion Committee
 - Writing Across the Curriculum Committee

*Committees with student representation.

OTHER ACTIVITIES

I. *Athletics*

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

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

II. *Intramurals*

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

The intramural program includes physical activities such as volleyball, flag football, basketball, and softball.

The RSCC Intramural Director is vested with the final authority and responsibility on matters concerning scheduling, rule interpretation, and eligibility. In addition, the Intramural Director may take any other action deemed necessary to insure that all intramural competition is played within the intent of the rules and within the realm of good sportsmanship.

General Eligibility Requirements include:

1. Participant must be a current student or staff member at RSCC.
2. Participant must not be actively playing, practicing, or working out with any varsity athletic team in that sport. Automatic ineligibility results whenever a player is listed on the official team roster or "dresses out" on the date of any officially scheduled varsity contest.

Roane State Community College and its employees cannot assume responsibility for any injury(ies) incurred during practice for or participation in any one of the scheduled activities beyond the coverage extended to all students by Health Services. Any student whose physical condition or health status is such that participation might be detrimental to his/her health is ineligible to play unless expressed written permission from a licensed, practicing physician (approved by Health Services) is given to the Intramural Director prior to participation. **Determining health status and getting permission is the sole responsibility of the student.** It is strongly recommended that all participants have medical examinations prior to participating in any intramural/recreational activity and that each participant have private and/or student medical insurance for his/her protection.

III. *College Publications*

The following statement constitutes the operating papers of all student publications:

A. Purpose of Student Publications

CAMPUS HIGHLIGHTS, the college news periodical, is edited and published by students during the year for the informing of students and staff of pertinent upcoming events, to provide students with an expression of opinions and views, and to increase student awareness of campus life.

The literary magazine is organized and assisted financially by The Literary Club to promote interest in the literary efforts of the students of Roane State and the surrounding community.

All publications produced by students at Roane State may serve as forums for expression of ideas concerning issues and events of interest. Views expressed in the publications are not the views of the student body as a whole, the college, or the Tennessee Board of Regents.

B. *Organization and Governance*

The editor and assistant editor of CAMPUS HIGHLIGHTS are appointed from applicants by the Associate Dean of Student Services and the CAMPUS HIGHLIGHTS advisor. Other staff members are appointed from applicants by the editor. The editor and advisor have administrative responsibility for publication of the periodical with the Associate Dean of Student Services acting as a consultant.

All college and Board of Regents financial and administrative policies and procedures shall be followed in establishing and maintaining the operation of CAMPUS HIGHLIGHTS.

The Roane State Literary Magazine shall be published as a project of a campus literary interest group. This group must have at least one Roane State faculty/staff advisor-editor. Students for staff and editorial positions will be selected by the Literary Magazine's advisor(s) with approval from the Associate Dean of Student Services. The editor(s) of the magazine must have a cumulative GPA of 2.25.

The Tennessee Board of Regents and the college administration recognize that all student publications at Roane State are guaranteed First Amendment freedom and that student editors have editorial control of the content of student publications. However, the editor also has responsibility to be knowledgeable of the meaning of First Amendment freedom and work closely with the advisor.

A Student Publications Committee shall be appointed by the Associate Dean of Student Services and approved by the President. The Committee shall be made up of five voting members: two (2) faculty members from the Department of Humanities and Education, one staff member, the Student Government Association President, and another representative from the student body. This group will hear and review plans, requests, or grievances and recommend appropriate action. Any publication with the Roane State name or logo on it must reflect what the college considers "good taste." If any publication is questioned as being offensive to the general public, the Student Publications Committee shall review the material and make a recommendation to the President.

IV. *Fine Arts*

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

V. *The President's Roundtable*

The President of Roane State Community College normally schedules an open hour at least once a semester on each campus for all interested students and student organization officers. These meetings are announced and posted on bulletin boards and bring students up to date on college plans and activities.

VI. *Clubs and Special Interest Organizations*

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

CLUBS

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

AUDIO-VISUAL CLUB—This club promotes student participation in video productions of college activities and special projects.

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

COLLEGE REPUBLICAN CLUB—An organization formed to develop political skills and leadership abilities among Republican students as preparation for future service by them to the party and the community.

COLLEGIATE SECRETARIES INTERNATIONAL—CSI promotes the professional development of students preparing for careers in the administrative support profession or as business teachers by offering opportunities and responsibilities for development of and improvement in confidence, skills and abilities, initiative, culture, and refinement.

COMPUTER CLUB—The purpose is to foster learning and experimentation in computer science beyond that covered in the classroom. Also, to facilitate social gatherings of those interested in computing.

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

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

INTERNATIONAL STUDENTS CLUB—An organization of international students who wish to promote knowledge of their home countries and provide support for each other. The club is open to all interested students.

JOURNALISM CLUB—The purpose of the Journalism Club is to offer opportunities for student journalists and other students interested in writing and/or the mass media to develop their interests and abilities by: ;1) meetings and seminars on campus; 2) encouraging participation in student publications at RSCC; 3) developing and participating in student field trips as well as appropriate conferences and meetings; 4) arranging guest lecturers and speakers to visit the RSCC campus from the media and other segments of society; and 5) providing service functions and other activities as they develop.

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

NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION (NEHA)—This organization is open to environmental health students and offers opportunities to expand their education through special speakers, environmental-related films, and involvement in current environmental issues. RSCC's chapter promotes participation in club activities in hopes of familiarizing members with environmental issues outside the classroom while encouraging leadership skills and responsibility.

NURSING STUDENTS CLUB—Objectives for organizing the Nursing Students Club: 1) to promote participation in national and state level nursing organizations; 2) to increase visibility of the RSCC Nursing Program; and 3) to allow organized participation on campus of fund-raising activities.

PHI BETA LAMBDA—Phi Beta Lambda is a nationally recognized and highly respected business student organization. Membership is extended to those with an interest in business. For students of business or office administration programs, membership is especially important. Phi Beta Lambda is designed to have a vital impact on future success in the business world by encouraging leadership skills and developing business connections.

PHYSICAL THERAPY STUDENT ASSOCIATION—The Physical Therapy Student Association has been formed to promote the field of physical therapy at Roane State and in the community.

PLAYMAKERS—The Playmakers Club is responsible for presenting plays on the Roane State campus.

RESPIRATORY THERAPY STUDENT ASSOCIATION—The Respiratory Therapy Student Association promotes the Respiratory Therapy Program at RSCC and in the community. The club is affiliated with the Tennessee Society for Respiratory Care.

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

STUDENT OUTDOOR ACTIVITIES AND RECREATION (SOAR)—Soar is for students who enjoy the outdoors. This organization will offer students the opportunity to participate in activities such as: white water rafting, snowskiing, hiking, camping and rappelling.

S.T.A.R.S. ART CLUB—Purposes for the S.T.A.R.S. Art Club are: 1) to provide a social bond for students and staff with the common interest of art; 2) to provide a vehicle for learning experiences in art outside the classroom through programs and field trips; 3) to provide students with ready opportunities to exhibit their work and learn about the technicalities of the exhibiting process; 4) to raise scholarship funds for art students and hold competitions designed to distribute those funds; 5) to provide art-related services to the community on a limited basis; and 6) to raise the art-consciousness of college and community by bringing quality work to the campus.

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

THE MISS ROANE STATE PAGEANT—Roane State Community College has presented the Miss Roane State Scholarship Pageant for the past fourteen years.

The pageant is sponsored by the Student Government Association and is primarily funded by that body. Awards are paid for by monies secured from the Student Fee Board. The pageant is a preliminary to the Miss America Pageant and must strictly adhere to the rules set down by the Executive Board of the Miss

America Pageant. The winner of the pageant participates in the Miss Tennessee Pageant in Jackson, Tennessee, in June.

Bill Yates, of the Speech and Theatre Department, has been the producer of the pageant since it started at the request of the former Dean of Students, Dr. Walter S. Patton. Yates has also directed the pageant ten of those fourteen years. A preliminary audition is held with students, faculty, and staff forming a panel of judges. Only those who most ably meet the criteria are selected to compete on Saturday evening. Attendance at the pageant has always been a highlight on the Harriman campus.

The women are judged by a panel of impartial judges brought to the campus by the Associate Dean of Student Services and the producer. Areas of judging include private interview, evening gown, swim suit, and talent. The talent portion of the judging accounts for forty percent of the total points each contestant may receive.

ORGANIZATIONS AND BOARDS

CELEBRATION 1ST CLASS—Celebration 1st Class is a group of singers selected through auditions that are open to all students. The group has represented Roane State at the local and national level.

THE ROANE STATE SINGERS—This chorus is the official college choral organization. It performs a repertoire of standard choral selections at various college, public school, church, civic, and community functions.

CHEERLEADERS—The goal of the RSCC cheerleading squad is to promote spirit, enthusiasm, and support for the athletic department's basketball teams. Membership is open to both males and females, and members are chosen for the coming season during tryouts spring semester.

COUNCIL OF PRESIDENTS—This advisory body, chaired by the president of Roane State's Student Government Association, is composed of the presidents (or their designated representatives) of all the officially recognized campus clubs and organizations. Its purpose is to coordinate inter-club cooperation on major campus projects, to encourage the exchange of information and ideas concerning possible projects of interest to particular clubs, and to assist organizations in working together on campus undertakings of common concern.

STUDENT ACTIVITIES FEE BOARD—The purpose of this five-member Board, elected by vote of the student body each fall semester, is to govern the allocation of funds collected through the assessment of the student activities fee. A board is elected on both the Harriman and the Oak Ridge campuses.

STUDENT GOVERNMENT ASSOCIATION—The SGA provides opportunities for students to offer constructive opinions, thereby promoting cooperation among students, faculty, and administration, and works for the common good of Roane State by assisting in the promotion of social activities and special campus projects. The SGA is organized into three (3) branches: 1) Executive Branch (President, Vice-President, and Cabinet); 2) Legislative Branch (Student Senate); and 3) Judicial Branch (Supreme Court). Separate SGA's are organized on the Harriman and Oak Ridge campuses.

REGISTRATION OF STUDENT ORGANIZATIONS

The college shall adopt and enforce such rules and regulations as it may deem to be necessary and proper in regard to the registration, recognition, and function of student organizations which operate on the college campus. The rules and regulations adopted by the college shall provide for the consistent application of reasonable standards and shall afford procedural due process by authorizing and providing for an appeal with the president of the college.

Membership in a student organization shall be limited to members of the college community, and membership shall be extended to such persons without regard to their race, religion, national origin, or sex.

The registration and recognition of a student organization by the college does not constitute college endorsement or approval of the policies or activities of the organization. No student organization shall represent nor imply in any manner in its contacts with the public that it speaks for or in the name of the college.

Student organizations and their members are subject to all state and federal laws and to the rules and regulations adopted by the college and the Board of Regents. All student organizations are required to register and receive approval from the Associate Dean of Student Services.

The following procedures must be followed by all student organizations:

1. Secure a faculty advisor for the organization.
2. Submit in writing to the Associate Dean of Student Services the aims and objectives of the organization.
3. Secure approval from the Associate Dean of Student Services to hold organizational meetings. Not more than four organizational meetings are usually held.
4. Prepare and submit a constitution and by-laws to the Associate Dean of Student Services.
5. Submit an annual written report to the Office of the Associate Dean of Student Services, evaluating the activities of the organization for the preceding year.

Failure to submit the annual report will constitute withdrawal of recognition for the organization.

All organizational members and advisors are responsible for being familiar with the guidelines and policies listed above.



CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF ROANE STATE COMMUNITY COLLEGE

ARTICLE I PURPOSE

SECTION I. The name of this organization shall be the Student Government Association (SGA) of Roane State Community College.

SECTION II. Being aware of the powers and responsibilities of self-government, we, the students of Roane State Community College, accept the responsibility of providing opportunity for students to offer constructive opinion, promoting cooperation among students, faculty, and administration, and working for the common good of Roane State Community College.

SECTION III. All members of the student body shall be subject to this constitution and other official actions of the SGA, and are entitled to the privileges of expression and representation as defined by this Constitution.

ARTICLE II MEMBERSHIP AND STRUCTURE

SECTION I. Each student registering in college-credit courses at Roane State Community College shall be considered a member of the Student Body and shall enjoy all rights granted by this Constitution.

SECTION II. The Student Government Association shall consist of three (3) divisions: The Executive, Legislative, and Judicial. All divisions will be represented at the Harriman and Oak Ridge campuses of Roane State Community College.

SECTION III. The Executive Division: All executive powers of the SGA shall be vested in an executive division consisting of the offices of the President and Vice-President, elected by the Student Body. A Cabinet, consisting of the Secretary, Treasurer, and Parliamentarian, will be appointed by the SGA President and Vice-President, with a two-thirds majority approval by the Student Senate.

SECTION IV. The Legislative Division: Legislative powers of the SGA will be vested in two units:

- (A) The Student Senate, consisting of one Senator for every two hundred and twenty-five students registering Fall Semester on each respective campus and elected by popular vote of the Student Body. All candidates not selected as Senators shall serve as alternates, serving in order of total number of votes received.
- (B) A Student Activities Fee Board, consisting of five (5) voting members per campus, elected at large by popular vote of the Student Body.

SECTION V. The Judicial Division: All judiciary authority shall be vested in the Judicial Division, consisting of five (5) members for each campus, elected in the Spring Semester by the Student Body at large.

ARTICLE III POWERS AND DUTIES

SECTION I. The Student Government Association shall have the power to make such legislation, resolutions, recommendations, and endorsements as are deemed necessary to carry out the responsibilities of this government.

SECTION II. The executive powers of the Student Government Association are vested in the President, Vice-President, Treasurer, Secretary, and Parliamentarian.

Each officer must carry the majority of his/her coursework on the campus from which he/she was elected.

(A) The powers and duties of the SGA President shall be:

- (1) To appoint members of the Cabinet.
- (2) To administer and enforce this Constitution and all Student Senate statutes.
- (3) To make appointments as approved by the College President to insure student representation in matters concerning the Student Body with the two-thirds consent of the Student Senate.
- (4) To make appointments of temporary Senators to fill unoccupied positions in the Student Senate with the consent of two-thirds of the remaining Senate.
- (5) To call and preside over meetings of the Student Body.
- (6) To call special or emergency meetings of the SGA and Student Body with the approval of the College President, when the SGA deems it necessary to the interest of the SGA or when the Student Body requires such.
- (7) To make recommendations for legislation to the Student Senate as deemed necessary.
- (8) To sign into law all legislation passed by the Senate.
- (9) To veto legislation or amend proposals passed by the Senate, provided that such veto powers are exercised within ten (10) school days after the passage of said legislation by the Senate. Legislation not signed into law or vetoed within ten (10) school days after Senatorial passage will automatically become law.
- (10) To issue committee orders prescribing membership and the duties of Senate members for College Committees.
- (11) To issue executive orders on matters concerning the Student Body welfare.
- (12) The President may not be elected to any other office at the same time as the term of office of SGA President.
- (13) The President reserves the right to dismiss any member of the Cabinet for unsatisfactory performance of duties.
- (14) The President must remain a full-time student on his/her respective campus, must have at least an overall 2.25 grade point average upon turning in the required petition for candidacy, and must maintain an overall grade point average of at least 2.25 in order to retain the office of SGA President.
- (15) In the event of a vacancy in the position of SGA Vice-President, the SGA President will appoint a new Vice-President with two-thirds approval by the Senate.
- (16) The President will preside over the Student Senate but will vote only in case of a tie.
- (17) The President reserves the right to call Senators and inform them of emergency meetings as necessary.

(B) The powers and duties of the SGA Vice-President shall be:

- (1) In absence of the SGA President, the Vice-President will assume the powers and duties of the President until such time as the President is able to resume his/her office and subsequent duties.
- (2) In the event of the current SGA President's resignation, removal from office by impeachment, or removal from office due to inadequate grades, the SGA Vice-President shall assume that office and assume the duties thereof. In such case, the Vice-President will also appoint a person to fill the vacancy of SGA Vice-President.

- (3) The Vice-President may not be elected to any other office at the same time as the term of office of SGA Vice- President.
 - (4) The Vice-President must remain a full-time student on his/her respective campus, must have an overall grade point average of at least 2.25 upon turning in the required petition for candidacy, and must maintain an overall grade point average of at least 2.25 in order to retain the office of SGA Vice- President.
 - (5) The Vice-President shall serve as the Chairperson of the Student Activities Fee Board, but shall have no voting power.
 - (6) The Vice-President shall preside over the Council of Presidents.
- (C) The powers and duties of the Secretary shall be:
- (1) To keep accurate rolls and minutes of the SGA meetings in a permanent form, posting them within five (5) school days, and to maintain the records.
 - (2) To provide assistance and information to the SGA regarding its matters upon request.
 - (3) To maintain all records in an orderly manner so as to quickly and accurately disclose to the Senators any information necessary for proper performance of his/her duties.
 - (4) To maintain a file on the Constitution, as well as provide the rules of order and standing rules for each meeting of the Student Senate.
 - (5) To assist the SGA President and Vice-President and aid in preparing agendas.
 - (6) The Secretary may not be elected to any office at the same time as the term of office of Secretary.
 - (7) The Secretary shall assist the SGA Cabinet in any additional duties as deemed necessary by the Cabinet as a whole.
- (D) Powers and duties of the SGA Treasurer shall be:
- (1) To disburse all funds and make payments as authorized by the Senate and the SGA President.
 - (2) To uphold the responsibility of strict adherence to and publication of the SGA budget as approved by the Senate.
 - (3) The budget, accounting, banking, and disbursement of all funds shall be carried out by the Treasurer in accordance with such rules and regulations as are prescribed by the Senate, within the guidelines issued by the State of Tennessee.
 - (4) The Treasurer may not be elected to any other office at the same time as the term of office of Treasurer.
 - (5) The Treasurer shall assist the SGA Cabinet in any additional duties as deemed necessary by the Cabinet as a whole.
- (E) The powers and duties of the SGA Parliamentarian shall be:
- (1) To insure proper procedures as followed in all SGA meetings according to *Robert's Rules of Order* except when *Robert's Rules of Order* conflict with this Constitution, its statutes or amendments.
 - (2) To assist the SGA president or Vice-President in maintaining order at SGA meetings.
 - (3) To maintain complete and current files on all college clubs and organizations, and to maintain these files in a manner so as to quickly and accurately disclose to the SGA members and to the Student Body all information necessary for SGA duties and/or student services.
 - (4) To assist the SGA Vice-President in the organization and administration of the Council of Presidents.

- (5) To uphold the responsibility of student public relations under the direction of the Senate and the SGA President. This duty will include the responsibility for publicity of all SGA projects.
- (6) The Parliamentarian may not be elected to any office at the same time as the term of Parliamentarian.
- (7) The Parliamentarian will assist the SGA Cabinet in any additional duties as deemed necessary by the Cabinet as a whole.

SECTION III. The judicial powers of the Student Government Association shall be vested in the Judicial Branch, called the Supreme Court. The powers and duties of that branch shall be:

- (1) To appoint from its membership a chairperson to preside, called the Chief Justice.
- (2) To determine the legality of any Constitutional Amendments and the legislation as passed by the Student Senate.
- (3) To determine the grounds for impeachment of Student Government Association members and to make recommendations accordingly.
- (4) To hear reasons for absenteeism or misconduct at SGA meetings and recommend appropriate actions for such.
- (5) To advise the Senate on matters of impeachment.
- (6) To act as a Traffic Appeals Board or as representatives for such a Board.

SECTION IV. The Legislative Branch shall consist of two (2) parts: The Student Senate and the Student Activities Fee Board.

(A) The powers and duties of the Student Senate shall be:

- (1) To propose and enact amendments to this Constitution.
- (2) To propose and enact all Senate Legislation.
- (3) To confirm by means of a two-thirds majority the appointments to college committees by the SGA President.
- (4) To confirm by means of a two-thirds majority all appointments by the SGA President for Cabinet and Senate vacancies.
- (5) To impeach members of the SGA and initiate other disciplinary actions within the SGA.
- (6) To overrule an SGA Presidential veto by a three-fourths majority vote, provided this action takes place within ten (10) school days of said veto.
- (7) To approve the SGA budget and its amendments.
- (8) To require compilation and publication of all legislation in order for members of SGA to be informed regarding said legislation.
- (9) To invite faculty, staff, administration, and student body members to appear before the Senate on matters concerning the welfare of the Student Body as necessary.
- (10) To enact legislation as the Senate deems necessary for the welfare of the Student Body.
- (11) Senators must have an overall grade point average of at least 2.00 upon turning in their petitions for candidacy, and must maintain an overall grade point average of at least 2.00 in order to retain the office of Senator.
- (12) Senators must maintain at least one-half class time status on his/her respective campus in order to retain the office of Senator.
- (13) Senators may not accumulate more than two unexcused absences, as judged by the Judiciary, without dismissal from the Senate.

(B) The powers and duties of the Student Activity Fee Board are:

- (1) To approve the expenditures of all funds earned from the Student Activity Fee, paid by the Student Body.
- (2) To appoint from its membership a Secretary.
- (3) To appoint from its membership an Assistant Chairperson, who shall preside over meetings in the absence of the SGA President and Vice-President.

- (4) To meet on the second and fifth weeks of each semester.
- (5) Each Board member shall be elected by the Student Body at large, at the same time as the election of Senators. Each member must have an overall grade point average of 2.00 upon turning in the petition for candidacy, must maintain at least a 2.00 grade point average, and must be approved by the Associate Dean of Student Services.

ARTICLE IV CONSTITUTIONAL AMENDMENTS

SECTION I. This Constitution may be amended.

SECTION II. The amending procedure shall be as follows:

- (A) The Senate shall have the power to initiate the amending process by a two-thirds majority vote on all proposed amendments.
- (B) All proposed amendments passed by the Senate must be ratified by a majority of those Senators voting.
- (C) Upon approval by the Student Senate, all amendments shall be considered henceforth a part of this Constitution.

ARTICLE V ELECTIONS

SECTION I. The SGA shall be responsible for holding elections to elect a President and Vice-President from the same ticket for each respective campus.

SECTION II. Elections for the President and Vice-President shall be held during the fourth week of each Spring Semester.

SECTION III. All elected officials shall be serving for a period of one year, with the term of office ending four weeks after the subsequent election.

SECTION IV. Elections shall be held under the following procedures:

- (A) An Election Commission from each campus shall be appointed by the SGA President. The Commission shall be responsible for conducting all student government elections for the upcoming school year. This Commission shall also be approved by a majority of the Senate and shall be chosen at the first regular meeting of the Spring Semester and reorganized at the beginning of the following Fall Semester.
- (B) The Election Commission shall consist of a Chairperson and four Commissioners, chosen by the Senate with the following duties and responsibilities:
 - (1) Two weeks prior to each election, the Commission Chairperson shall report to the Senate on the upcoming election.
 - (2) The Election Commission shall establish procedures as are necessary to conduct elections in accordance with this Constitution.
 - (3) The Commission shall be responsible for verifying the qualifications of candidates as specified in the Constitution.
 - (4) The Commission shall publish official notification of upcoming elections four weeks in advance. Such notifications shall include:
 - (a) The purpose of each election.
 - (b) The deadline for filing candidates' petitions.
 - (c) Qualifications for candidates as prescribed by the Constitution.
 - (d) The date of the election.
 - (e) Any other information deemed necessary by the Associate Dean of Student Services.

SECTION V. Qualifications for candidates for Student Government Association office are as follows:

- (A) A candidate for President or Vice-President must have an overall grade point average of at least 2.25.
- (B) A candidate for any SGA office other than President or Vice-President must have an overall grade point average of at least 2.00.
- (C) A candidate must have had full-time student status at Roane State Community College, carrying twelve (12) hours or more.
- (D) A candidate must be approved by the Associate Dean of Student Services.
- (E) A candidate may only run for one office of the SGA at the same time in any one election.

SECTION VI. Absentee votes may be made by any student within two (2) days prior to and including SGA election days.

SECTION VII. All students enrolled in courses at Roane State Community College, regardless of the number of hours carried, are entitled to vote in the SGA elections.

SECTION VIII. No candidate may run for Student Senate on both campuses simultaneously.

SECTION IX. Students may cast votes in both senatorial and presidential/vice-presidential elections at more than one campus.

ARTICLE VI MISS ROANE STATE

SECTION I. The SGA is responsible for sponsoring the Miss Roane State Pageant in the Fall Semester of each year.

SECTION II. The SGA President will select a committee, consisting of the SGA Vice-President as chairperson and Senators as members, which will be responsible for organizing the fund-raising activities for the pageant.

SECTION III. The Miss Roane State Pageant will be a college-wide project, under the direction of the SGA.

STUDENT ACTIVITIES FEE BOARD

The approval of expenditures of all funds from the Student Activities Fee Board account shall be governed by the Student Activities Fee Board. The Board shall be comprised of six members, including the Roane State Student Government Association Vice-President and five currently enrolled students at Roane State carrying an academic load of six credit hours or more. The Board shall be chaired by the SGA Vice-President, who, as chairperson, shall serve in an ex-officio capacity only, voting only when ties exist.

The five voting members of the Board shall be elected at-large by popular vote of the student body on the same ballot as that for the SGA Senatorial elections held during the fall semester of each year. Procedures outlined in the SGA Constitution shall govern all elections.

Board members shall serve for a period of one year and shall be eligible to run for re-election. However, all candidates for Board membership must 1) be in good academic standing with the college, 2) satisfy the minimal credit hour requirements, and 3) be approved by the Associate Dean of Student Services. Board members may not serve in two elected offices at the same time.

Vacancies created through resignations or other circumstances may be filled by the chairperson upon consent by a two thirds majority vote of the SGA Senate and approval by the President of the College.

Failure to perform the basic duties required of all Board members or conduct unbecoming of a Roane State student are grounds for impeachment. Impeachment may be requested by the chairperson or any member of the Board through written notification to both the SGA Judiciary Council and the party whose removal is requested. Such notification should state the reason(s) why the person's removal from the Board is requested. Within five (5) working days after notification, the Judiciary Council shall conduct a hearing, in the presence of both parties involved, to decide whether the impeached party's Board membership shall be revoked. However, such impeachment proceedings may not be initiated within the first forty-eight (48) hours after the initial impeachment request is made to the Judicial Chairperson. All further appeals shall be made to the President of the College, in writing, within five working days. The decision of the President shall be final.

The members of the Board shall select from among themselves, by vote, an Assistant Chairperson and a Secretary.

The duty of the Assistant Chairperson shall be to preside at all meetings in which the SGA Vice-President is absent or has relinquished, for whatever reason, the chair. However, when presiding, the Assistant Chairperson retains his/her right to vote on all matters brought before the Board. The Assistant Chairperson shall receive no monetary payments in compensation for performing the duties of this office.

The duties of the Secretary shall include (but not necessarily be restricted to): 1) accept and maintain on file all fund requests submitted for Board review; 2) prepare, for each meeting, typed minutes for distribution to Board members and maintain on file, in the Dean of Students Office, a copy of those minutes along with other records of importance indicating past actions taken by the Board such as the fund requests approved and denied; 3) prepare, for each regularly scheduled meeting, an agenda complete with copies of all fund requests and a copy of the minutes; 4) distribute to each Board member for his/her personal study and review a copy of this agenda no later than one (1) week prior to each regularly scheduled meeting; 5) work in conjunction with the Business office, as the official Board representative, on matters concerning all monetary transactions approved by the Board.

The Board, at its discretion, may elect to remove from office, for just cause, the Assistant Chairperson and/or Secretary and replace them with another Board

member. Such removal from office, however, is not in itself grounds for impeachment, and therefore, replaced officers are not required to relinquish Board membership based solely upon that action taken by the Board.

The Board shall meet each semester. The Chairperson, however, reserves the right to call a "special emergency meeting" of the Board at any time during the semester upon the contact of each Board member, through written notification, at least twenty- four (24) hours in advance. At least three of the five official voting members must be in attendance at any given meeting before any official action(s) can be taken by the Board.

Procedure for Requesting Funds. All Roane State students, staff, student clubs and organizations, departments and divisions, and committees are eligible to request from the Board its approval to spend any and/or all of the funds which are governed by the Board.

Such "fund requests" must be presented, in writing, to the Board Secretary at least two (2) weeks prior to any officially scheduled Board meeting. All requests requiring immediate action must, in addition, be presented to the SGA Vice-President who may agree or refuse, at his/her discretion, to call a special emergency meeting of the Board. Should the Vice- President refuse to call a "special emergency meeting" of the Board, the Vice-President must allow the request to be placed on the agenda for the Board's next officially scheduled meeting if the requesting party so desires. In either case, the Vice- President must indicate his/her decision, in writing, to the requesting party within five (5) working days after receiving the "request requiring immediate attention."

All "fund requests" should be in writing and include the following information:

1. Dollar amount of the request;
2. The purpose of the request and the project or activity for which allocated funds shall be spent;
3. The people most likely benefiting from the allocation and expenditure of these funds for that purpose;
4. The amount of money which the requesting person/organization is itself spending for the proposed project/activity;
5. All other pertinent information which could be of importance to the Board in its making a decision.

The Board reserves the right to ask any question it deems appropriate and necessary of the requesting party in its effort to make a just and fair decision. The Board also reserves the right to approve a partial allocation from the total amount of money requested.

All requests approved by the Board are sent to the Associate Dean of Student Services for approval or rejection. The Dean has five (5) working days to reply. If the Associate Dean of Student Services approves the request, it is then sent on to the President of the College for his/her final approval. If the Associate Dean of Student Services vetoes the request, it is sent back to the Board. The Board has ten (10) working days upon which to act on the vetoed request. If the Board submits an altered form of the request to the Associate Dean of Student Services, the same procedure outlined above applies. If the Board elects to resubmit the same, identical request, and the Associate Dean of Student Services vetoes it again, the Board may appeal the veto directly to the President of the College.

If the Board denies the request, the requesting party may elect to resubmit the same or an altered request to the Board within five (5) working days. If the Board rejects the request for a second time, the requesting party's only recourse is to present to the Associate Dean of Student Services, within ten (10) working days, a petition of two hundred (200) or more names of currently enrolled students, complete with social security numbers, favoring the approval of funds for the project/activity. The Associate Dean of Student Services has five (5) working days

upon which to act on this petition. If the Associate Dean of Student Services approves the request, the request (complete with the signed petitions) is sent directly to the President of the College for final approval or rejection. If the Associate Dean of Student Services denies the request, the request is rejected.

All comments, opinions, suggestions, and explanations pertaining to the approval or rejection of all requests must be stated in writing on pages attached to the fund requests by the approving/rejecting parties.

All requests rejected by the Board can not be resubmitted to the Board for a period of 90 days.

The President of the College is vested with the final authority on all matters concerning the approval/rejection of the allocation of Board funds, including appeals.

Guidelines for Approval/Rejection of Requests. It is the responsibility of the Board to determine whether or not there is sufficient benefit to the student body and in the best interest of the college to warrant the approval of expenditures for each project/activity requested.

Refunds. Refunding any or all of this fee shall be in accordance with the established institutional policy for refunding the regular maintenance fee.

STUDENT CONDUCT AND DISCIPLINARY SANCTIONS

I. *Institution Policy Statement*

College and university students are citizens of the state, local and national governments, and of the academic community, and are, therefore, expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution of higher education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the State Board of Regents has authorized the President of the College to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

Pursuant to this authorization, the College has developed the following regulations which are intended to govern student conduct on the campus. In addition, students are subject to all national, state, and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the institution's pursuit of its educational objectives, the institution may enforce its own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these regulations may subject a student to disciplinary measures by the institution whether or not such conduct is simultaneously violative of state, local, or national laws.

II. *Disciplinary Offenses*

- A. Generally, through appropriate due process procedures, institutional disciplinary measures shall be imposed for conduct which adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on institution-controlled property.
- B. Individual or organizational misconduct which is subject to disciplinary sanction shall include but not be limited to the following examples:
 1. *Conduct dangerous to others.* Any conduct which constitutes a serious danger to any person's health, safety, or personal well-being, including any physical abuse or immediate threat of abuse.
 2. *Hazing.* Any act of hazing of any variety by individual or group.
 3. *Disorderly conduct.* Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or unreasonably disturbing to other groups or individuals.
 4. *Obstruction of or interference with institutional activities or facilities.* Any intentional interference with or obstruction of any institutional activity, program, event, or facilities, including the following:
 - a. Any unauthorized occupancy of institution or institution controlled facilities or blockage or access to or from such facilities.
 - b. Interference with the right of any institution member or other authorized person to gain access to any institution or institution controlled activity, program, event or facilities.
 - c. Any obstruction or delay of a campus security officer, fireman, or any institution official in the performance of his/her duty.
 5. *Misuse of or damage to property.* Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring, or unauthorized use of property belonging to the institution including, but not limited to fire alarms, fire equipment, elevators,

- computer equipment, telephones, institutions keys, library materials and/or safety devices; and any such act against a member of the institution community or a guest of the institution.
6. *Theft, misappropriation, or unauthorized sale.* Any act of theft, misappropriation, or unauthorized possession or sale of institution property or any such act against a member of the institution community or a guest of the institution.
 7. *Misuse of documents or identification cards.* Any forgery, alteration of, or unauthorized use of institution documents, forms, records, or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment, or status in the institution.
 8. *Firearms and other dangerous weapons.* Any unauthorized or illegal possession of or use of firearms or dangerous weapons of any kind is prohibited.
 9. *Explosives, fireworks, and flammable materials.* The unauthorized possession, ignition, or detonation of any object or article which would cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks.
 10. *Alcoholic beverages.* The use and/or possession of alcoholic beverages on college owned, controlled, or temporarily leased property is prohibited.
 11. *Drugs.* The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, hallucinogenic drug or substance, or marijuana) or sale or distribution of any such drug or controlled substance.
 12. *Gambling.* Gambling in any form.
 13. *Financial irresponsibility.* Failure to meet financial responsibilities to the institution promptly, including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or to a member of the institution community acting in an official capacity.
 14. *Unacceptable conduct in hearings.* Any conduct at an institutional hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other evidence at any hearing.
 15. *Failure to cooperate with institutional officials.* Failure to comply with directions of institutional officials acting in the performance of their duties.
 16. *Violation of general rules and regulations.* Any violations of the general rules and regulations of the institution as published in official institutional publications, including the intentional failure to perform any required action or the intentional performance of any prohibited action.
 17. *Attempting or aiding and abetting the commission of offenses.* Any attempt to commit any of the foregoing offenses, or the aiding and abetting of the commission of any of the foregoing offenses (an "attempt" to commit an offense is defined as the intention to commit an offense coupled with the taking of some action toward its commission).
 18. *Violations of state or federal laws.* Any violation of state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.

- C. Disciplinary action may be taken against a student for violations of the foregoing regulations which occur on institutionally owned, leased, or otherwise controlled property, or which occur off-campus when the conduct impairs, interferes with, or obstructs any institutional activity or the missions, processes, and functions of the institution. In addition, disciplinary action may be taken on the basis of any conduct, on or off-campus, which poses a substantial threat to persons or property within the institutional community.
- D. For the purposes of these regulations, a "student" shall mean any person who is registered for study at the College for any academic period. A person shall be considered a student during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period and during any period while the student is under suspension from the institution.

III. *Academic and Classroom Misconduct*

- A. The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violative of the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution.
- B. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or a zero for the exercise or examination, or to assign an "F" in the course.

If the student believes that he or she has been erroneously accused of academic misconduct, and if his or her final grade has been lowered as a result, the student may appeal the case through the appropriate institutional procedures.

IV. *Disciplinary Sanctions*

- A. Upon a determination that a student or organization has violated any of the rules, regulations, or disciplinary offenses set forth in the regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate institutional officials.
- B. Definition of Sanctions
 1. *Restitution*. A student who has committed an offense against property may be required to reimburse the institution or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.
 2. *Warning*. The appropriate institutional official may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
 3. *Reprimand*. A written reprimand, or censure, may be given any student or organization whose conduct violates any part of these regulations. Such a reprimand does not restrict the student in any way, but does have important consequences. It signifies to the student that he or she is in effect being given another chance to conduct

himself or herself as a proper member of the institution community, but that any further violation may result in more serious penalties.

4. *Restriction.* A restriction upon a student's or organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent the institution in any way, denial of use of facilities, parking privileges, or participation in extracurricular activities, or restriction of organizational privileges.
 5. *Probation.* Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.
 6. *Suspension.* If a student is suspended, he or she is separated from the institution for a stated period of time with conditions of readmission stated in the notice of suspension.
 7. *Expulsion.* Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's readmission to the institution.
 8. *Interim or summary suspension.* Though as a general rule the status of a student accused of violations of these regulations should not be altered until a final determination has been made in regard to the charges against him, summary suspension may be imposed upon a finding by the appropriate institutional official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or of any other member of the institutional community or its guests, destruction of property, or substantial disruption of classroom or campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension, and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.
- C. The President of the College is authorized, at his or her discretion, to subsequently convert any sanction imposed to a lesser sanction or to rescind any previous sanction, in appropriate cases.

RSCC recognizes that disciplinary proceedings should play a secondary role to guidance and counseling and makes every effort to keep open the avenues of communication between students, faculty, and staff which provide for the transmittance of constructive ideas toward the solution of problems.

However, whenever violations of standards of conduct occur, the institution may initiate judicial proceedings through the power vested in its Discipline Committee. In all cases, disciplinary action becomes a part of the student's permanent record, and proper procedural safeguards will be used to assure due process. Notification of disciplinary action is by letter from the Assoc. Dean of Student Services to the student and (when appropriate) to the parents and to other college officials.

Tennessee Uniform Administrative Procedures Act. All cases which may result in (I) suspension or expulsion of a student from the institution, a program, or a course for disciplinary reasons, (II) assignment of a grade which results in the grade of "F" in a course for academic misconduct, or (III) revocation of registration

of a student organization during the term of the registration are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act and shall be processed in accordance with the uniform contested case procedures adopted by the Board of Regents unless the student waives those procedures in writing and elects to have his or her case disposed of in accordance with college procedures established by these rules.

PROCEDURAL DUE PROCESS

Due process is not a technical concept with a fixed content unrelated to time, place and circumstances. It is an elusive concept in that its exact boundaries are indefinable and its content varies according to specific facts. The nature of the right involved, the nature of the proceedings and the possible penalty are all considerations which must be taken into account. The very nature of due process negates any conception of inflexible procedures universally applicable to every imaginable situation. There is no requirement of a formal type judicial hearing. Any college procedure which is reasonably calculated to be fair to the accused and to lead to a reliable determination of the issues is acceptable.

The requirements of due process are flexible in different cases and will require different procedural safeguards. The nature of the hearing will vary depending upon the circumstances of the particular cases.

The following fundamental safeguards are required in every proceeding at Roane State Community College that may lead to a serious penalty.

1. The student should receive timely, written notice of the specific charge against him, and the date and time of the hearing. This charge should be sufficiently precise as to enable the student to understand the grounds upon which the college seeks to impose a penalty against him and to enable him to adequately prepare any explanation or defense which may be available to him. The student will be allowed to have an advisor accompany him.
2. The student shall be given an opportunity to respond to the evidence against him. He shall have an opportunity to present his position, make such admissions, denials, or explanations as he thinks appropriate and testify or present such other evidence as is available to him. The technical rules of evidence normally followed in civil and criminal trials shall not apply.
3. The decision of the Disciplinary Committee should be based upon the evidence presented at the hearing and a finding of guilt must be based upon substantial evidence.

GROUND FOR APPEAL: a decision or judgment of the Disciplinary Committee may be appealed by the aggrieved party upon the following grounds:

- A. Prejudicial error committed during the hearing whereby the aggrieved was deprived of a fair hearing.
- B. Noncumulative material and relative evidence new or newly discovered which with reasonable diligence could not have been produced at the hearing.
- C. The decision or judgment is not supported nor justified by the evidence.

NOTICE OF APPEAL: A Notice of Appeal shall be in writing and shall be filed with the President of the College, to whom the appeal is taken, within ten (10) calendar days from the promulgation and filing of the decision or judgment on which the appeal is based. Failure to timely file the above mentioned notice shall constitute a waiver of any right to appeal.

The President of the College will review the case and render a decision based upon his findings.

Statutory Authority: T.C.A. Section 49-3239.

SEXUAL, RACIAL OR OTHER HARRASSMENT

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. Any student, applicant for employment or employee who believes he or she has been subjected to harassment at Roane State should present the charge to the Affirmative Action Office.

Any present employee or student, former employee or student, or applicant for employment or admissions at Roane State Community College who believes that discrimination has been practiced against him or her, or any employee or student who feels that practices at Roane State Community College will result in discrimination against him or her.

NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS AND ACTIVITIES

It is the policy of the State Board of Regents that, Pursuant to Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, and Regulations adopted pursuant thereto, no institution or school shall discriminate on the basis of sex in the education programs or activities of the institution or school, including health-related training programs. Institutions and schools shall ensure that equal opportunity and nondiscrimination exist on the basis of sex for students in all education programs and activities, including but not limited to, the following: (1) recruitment and admission; (2) academic, extracurricular, research, occupational training, health-related training, and other education programs; (3) rules on student life activities; (4) housing; (5) facilities; (6) access to course offerings; (7) counseling; (8) financial assistance; (9) employment assistance; (10) health and insurance benefits and services; (11) rules on marital or parental status; and (12) athletics. In addition, in conjunction with Board Policy No. 5:01:02:00, each institution and school shall ensure that no person, on the basis of sex, is excluded from participation, denied the benefits of, or subjected to discrimination in employment under any education program or activity. Nondiscrimination in employment on the basis of sex shall include, but not be limited to, the following areas: (1) employment criteria; (2) recruitment and hiring; (3) promotion, tenure, demotion, transfer, layoff, termination, nepotism policies, and rehiring; (4) compensation; (5) job assignments, classifications, and descriptions, lines of progression and seniority lists; (6) leave; (7) fringe benefits; and (8) all other terms, conditions, and privileges of employment.

COMPUTER RESOURCES

Computer facilities at Roane State Community College are available to all students, faculty, and staff upon approval by the Director of Computer Services or an instructor of computer science. It is the responsibility of Computer Center personnel to maintain a stable operational environment for all users and to provide security for all programs and files currently residing on available computer systems. Cooperation of all users in the form of ethical and responsible behavior is required at all times so that all may share resources freely and equitably.

The following college rules and regulations are to define all users' limitations. These rules are separate and apart from the code of conduct as approved by the State Board of Regents. Any violations shall be termed "computer misuse," and

the offender shall be referred to the appropriate college supervisor, or in the case of students, to the Dean of the College.

1. A computer account and job number may not be used by anyone other than the applicant(s) and for any purpose other than that agreed upon with the Director of Computer Services.
2. An individual may not access or copy the programs or data belonging to other individuals or to RSCC without permission.
3. A user may not attempt to learn the password of any other user and may not attempt to alter or destroy the files belonging to others.
4. Programs and data files stored at RSCC may not be taken to other sites without authorization from the Director of Computer Services.
5. An individual may not tamper with or change any switch settings on any devices without approval from Computer Center staff.
6. A user may not monopolize any available resource to the extent of denying others fair use.
7. Any non-productive use of the computer should not impede the use of terminals by others who have need for more valid use such as class assignments.
8. A user may not store games or game-related programs in his account unless authorized.

The dispositions listed below (not an all-inclusive list) are examples drawn from the sanctioned policy of the State Board of Regents Code of Conduct.

1. Revoking of the individual's right to use the computer, either on a temporary or permanent basis.
2. Probation.
3. Suspension.
4. Expulsion.
5. Financial assessment for computer services.
6. Legal prosecution.

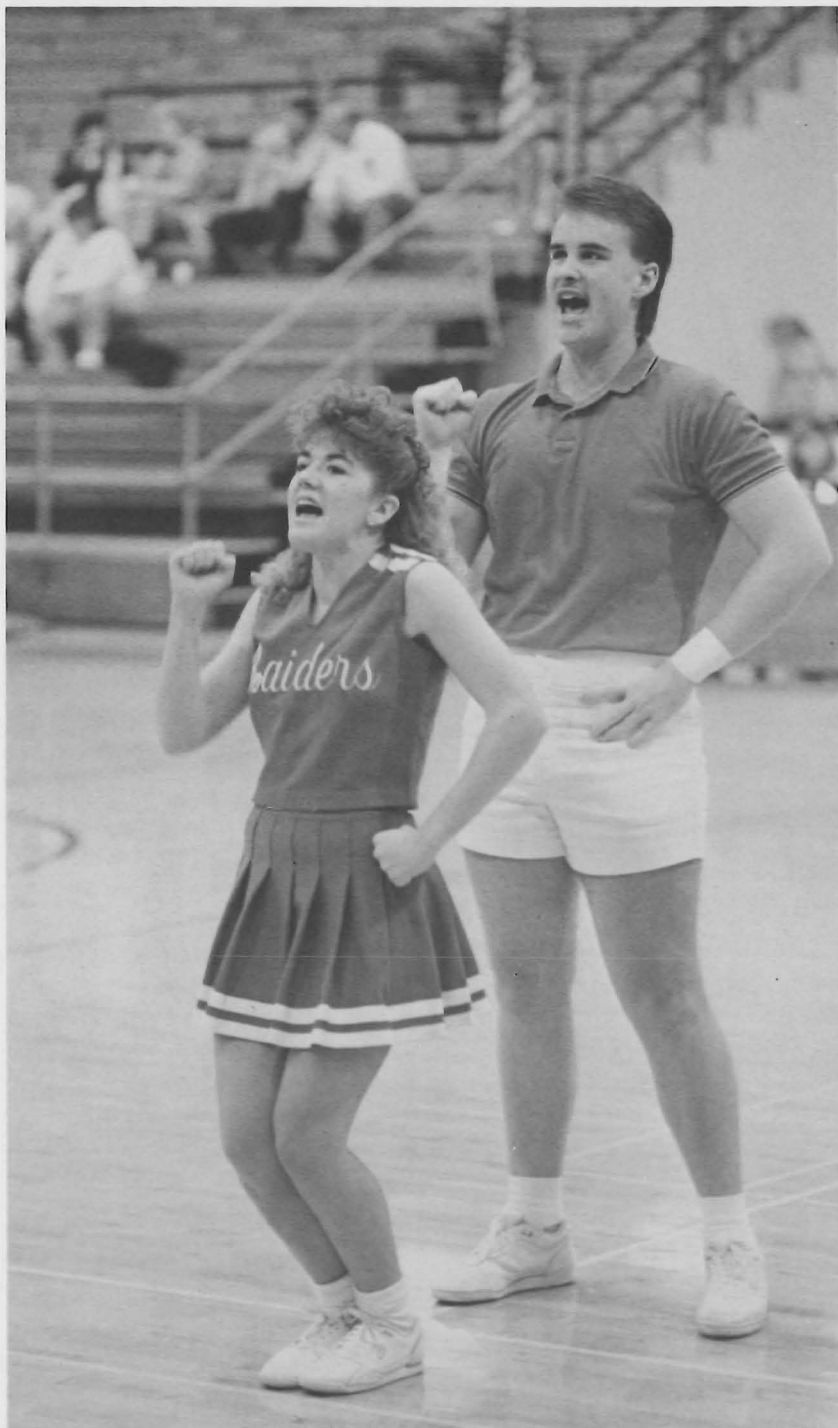
In the event that other college regulations are violated, additional penalties may be imposed.

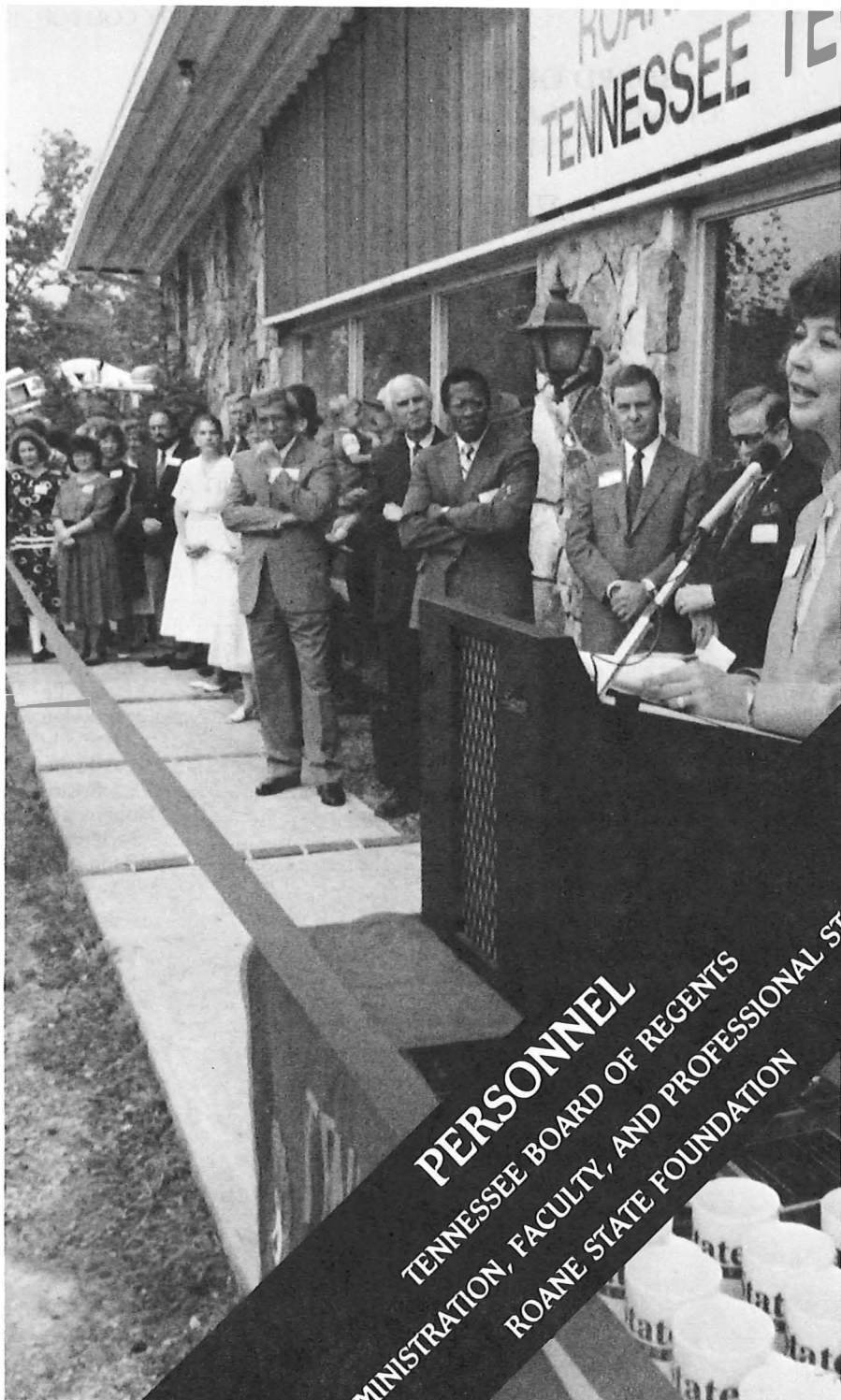
Unauthorized use of the computer by an individual other than the college community may be adjudged a felony, and the individual may be liable to legal prosecution.

COLLEGE AND UNIVERSITY SECURITY INFORMATION ACT

Pursuant to the requirements of the College and University Security Information Act the following information is available and will be provided to you upon request: A. Annual crime statistics and rates for crimes occurring on this campus as reported to and compiled by the Tennessee Bureau of Investigation for each of the most recent three years, B. Copies of Board of Regents and/or institutional security related policies and procedures and certain other related information. Contact the Office of the Associate Dean of Students at Roane State Community College, Harriman, Tennessee 37748 (telephone (615) 882-4550) to obtain any or all of this information.







PERSONNEL

TENNESSEE BOARD OF REGENTS

ADMINISTRATION, FACULTY, AND PROFESSIONAL STAFF

ROANE STATE FOUNDATION

**BOARD OF REGENTS OF THE STATE
UNIVERSITY AND COMMUNITY COLLEGE
SYSTEM OF TENNESSEE**

STATUTORY MEMBERS

The Honorable Ned Ray McWherter, *Chairman*
Governor of the State of Tennessee, *Ex-officio*
Mr. Thomas J. Garland, *Chancellor*
The Honorable Dr. Charles Smith
The Commissioner of Education, *Ex-officio*
The Honorable L. H. "Cotton" Ivy
The Commissioner of Agriculture, *Ex-officio*
Dr. Arliss L. Roaden, *Executive Director*
Tennessee Higher Education Commission, *Ex-officio*

NAMED FROM CONGRESSIONAL DISTRICTS AND AT-LARGE

Mr. Phillip Baker (Student).....	Cookeville
William O. Beach.....	Clarksville
Ms. Jane G. Kisber.....	Jackson
Mr. Ross N. Faires.....	Oneida
Mr. William W. Farris.....	Memphis
Dr. F. Oliver Hardy.....	Memphis
Mr. Clifford H. Henry.....	Maryville
Mr. Thomas J. Ingram.....	Nashville
Dr. J. D. Johnson.....	Oak Ridge
Mr. Richard A. Lewis.....	Nashville
Mr. Hubert McCullough.....	Nashville
Mr. Carl Moore.....	Bristol
Mr. J. Howard Warf.....	Hohenwald
Mr. David White.....	Sevierville
Mr. Ed Williams, III.....	Johnson City

Officers

The Honorable Ned Ray McWherter.....	Chairman
Mr. Richard A. Lewis.....	Vice-Chairman
Ms. Mary E. Walker.....	Secretary

ROANE STATE COMMUNITY COLLEGE

ADMINISTRATION

<i>President</i>	Sherry L. Hoppe
<i>Executive Assistant to the President/Executive</i>	Jan Buxton-Wade
<i>Director of the Roane State Foundation</i>	
<i>Internal Auditor</i>	Juliet Roland
<i>Dean of the College</i>	Harold L. Underwood
<i>Assistant to the Dean of the College</i>	Patricia C. Land
<i>Dean of Financial and Computer Services</i>	William S. Fuqua, III
<i>Administrator of the Oak Ridge Campus</i>	James L. Nave
<i>Associate Dean of Extended Services</i>	Paul E. Goldberg
<i>and Continuing Education</i>	
<i>Associate Dean of Student Services</i>	Judith A. Tyl
<i>Director of Academic Development Counseling</i>	Vincent R. Huth
<i>Director of Admissions and Financial Aid</i>	Robert H. Creswell
<i>Director of Athletics</i>	Carroll H. Smith
<i>Director of CBPP/Placement</i>	Vickie K. Duncan
<i>Director of Computer Services</i>	Gerald N. Nelson
<i>Director of Continuing Education</i>	Tamsin E. Miller
<i>Director of Counseling and Testing</i>	JoAnn Thompson
<i>Director of Fiscal and Auxiliary Services</i>	Jamie D. Wilmoth
<i>Director of Health Services</i>	Barbara Neal
<i>Director of Institutional Research</i>	Jerry Hardin
<i>and Special Projects</i>	
<i>Director of Job Training Partnership Act Project</i>	Bobby Renfro
<i>Director of Library Services</i>	John R. Needham
<i>Director of Marketing and Recruitment</i>	Sandra W. Plant
<i>Director of Off-Campus Services</i>	Charlotte Stephens
<i>Director of Personnel</i>	Kathy L. Gethers
<i>Director of Physical Plant</i>	Kinch M. York
<i>Director of Single Parent/Displaced Homemaker Program</i>	Maureen Magnan
<i>Director of Student Activities</i>	Sammie Mowery
<i>Director of The Writing Center</i>	Lucia A. Stretcher
<i>Director of Waste Management Training Center</i>	James F. Betschart
<i>Coordinator of Cumberland County Higher</i>	Muffin Liskovec
<i>Education Center</i>	
<i>Coordinator of Loudon County Higher</i>	David Browder
<i>Education Center</i>	
<i>Coordinator of Scott County Higher</i>	Carol Webster
<i>Education Center</i>	

Academic Administration

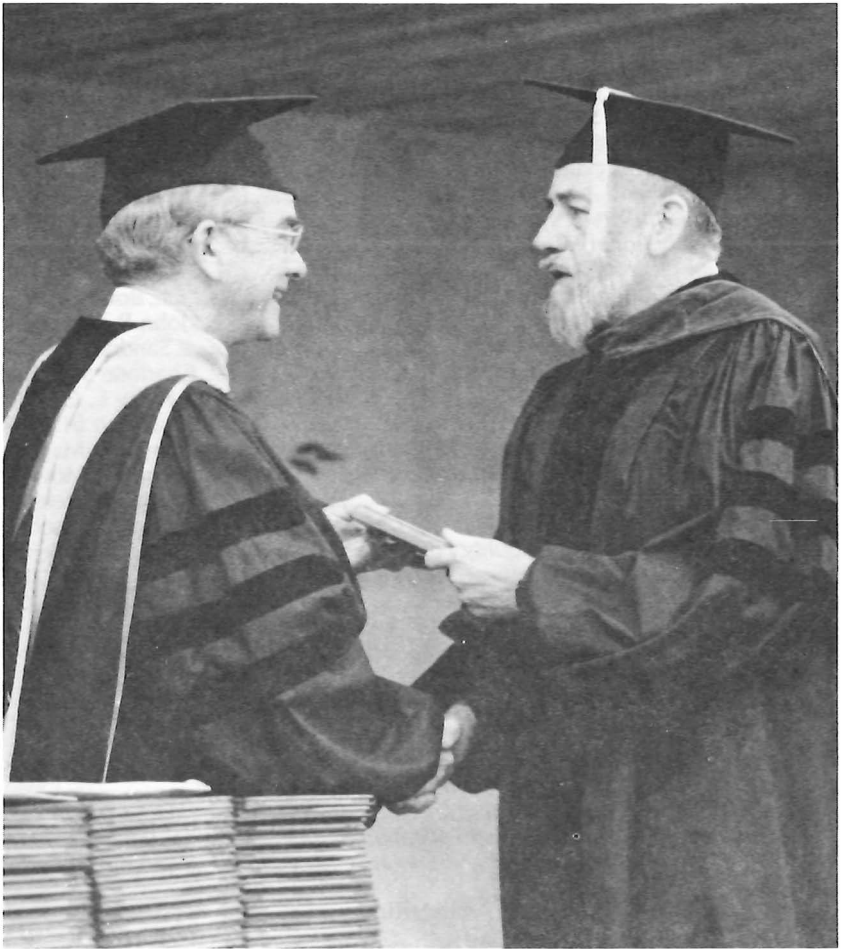
<i>Associate Dean of Academic Development</i>	Melvin A. Kirkpatrick
<i>Associate Dean of Business and Economics</i>	Open
<i>Associate Dean of Health Sciences</i>	Lynda Jack
<i>Associate Dean of Humanities and Education</i>	Janet O. Byrne
<i>Associate Dean of Math, Natural and Social Science</i>	Thomas E. Byrne

Emeritus

<i>Anne P. Minter</i>	<i>Faculty Emeritus</i> B.S., Georgia College at Milledgeville—Chemistry; M.A., Duke University— Microbiology; Ed.D., University of Tennessee—Science in Higher Education (1973 - 1988)
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**RECIPIENTS, FACULTY AWARD FOR TEACHING EXCELLENCE
SARAH ELLEN BENROTH AWARD**

1981	Bruce Fisher	Math-Science
1982	David Mullins	Humanities
1983	Agnes NamKung	Business & Economics
1984	Bill Yates	Humanities
1985	Larry Works	Social Science
1986	Steve Wheeler	Social Science
1987	Susan Garner	Health, P.E., & Recreation
1988	Stephanie Morris	Math-Science
	Barbara Phillips	Academic Development
1989	Irving Glover	Math, Natural and Social Science



FACULTY AND PROFESSIONAL STAFF

NOTE: (date) indicates date of last degree

- ALLEN, ANNE.....*Energy Education Specialist*
 B.A., University of Tennessee—Liberal Arts
 M.S., University of Tennessee—Education (1980)
- ANDREWS, REBECCA P.*Associate Professor of Business*
 B.S., Tennessee Technological University—Accounting
 M.S., Oklahoma State University—Accounting (1967)
 C.P.A., State of Tennessee
- ARNOLD, JUDITH G.....*Assistant Professor of English*
 B.A., Carson Newman College—English
 M.A., University of Tennessee—English
 Ed.D., University of Tennessee—Curriculum and Instruction and English Education (1978)
- BAILEY, LEONARD C.*Associate Professor of Business*
 B.S., University of Tennessee—Personnel Management
 M.B.A., Pace University—Labor-Management Relations (1976)
- BAILEY, PATRICIA G.*Assistant Professor of Academic Development*
 A.S., Roane State Community College—General
 B.A., University of Tennessee—Biology
 M.S.S.W., University of Tennessee—Social Work (1979)
- BARNES, DELORISE C.*Professor of Business*
 B.S., Livingston College—Business Education
 M.S., University of Tennessee—Office Administration
 Ed.D., University of Tennessee—Vocational-Technical Education (1978)
- BARNES, RICHARD VERLE*Professor of English and Journalism*
 A.B.J., University of Georgia—Journalism
 M.A., University of Georgia—Journalism and Communication
 Ed.D., University of Florida—Curriculum and Instruction (1977)
- BARTH, ROBERT C.....*Assistant Professor of Academic Development*
 B.S., Union University—Mathematics
 M.S., University of Tennessee—Mathematics Education (1978)
- BASSETT, DONNA F.*Laboratory Teacher/Academic Development*
 B.S., Eastern New Mexico University—Psychology (1984)
- BAUGH, JEANETTE T.*Assistant Professor of Academic Development*
 B.A., Louisiana Polytechnic University—Liberal Arts
 M.A., Louisiana Polytechnic University—English (1966)
- BELL, DAVID W.*Assistant Professor of Academic Development*
 B.S., North Carolina State—Education
 M.S., Duke University—Math Education (1973)
- BENNETT, TED A.....*Accountant*
 B.A., Carson Newman College—Business Administration (1967)
- BETSCHART, JAMES F.*Director, Waste Management Training Center*
 B.A., Chapman College—Social Science
 M.A., Chapman College—Administration
 D.B.A., United States International University—Business (1989)

- BLEDSOE, EVELYN H. *Assistant Professor of Medical Laboratory Technology*
ASCP, Medical Technologist
 B.S., University of Tennessee—Industrial Education
 M.S., University of Tennessee—Industrial Education (1985)
- BONNER, BEVERLY J. *Counselor, Academic Development*
 B.S., Tennessee State University—Psychology
 M.A., Fisk University—Clinical Psychology (1973)
 Psychological Examiner, State of Tennessee (1975)
- BORIN, BRUCE L. *Assistant Professor of Speech*
 B.S., University of Nebraska—Education
 M.A., East Tennessee State University—English and Speech (1975)
- BOULDIN, ANNE P. *Associate Professor of Art*
 B.F.A., University of Tennessee
 M.S., University of Tennessee—Art Education (1977)
- BOULDIN, C. LARRY *Professor of Mathematics*
 B.A., David Lipscomb College—Mathematics
 M.S., Middle Tennessee State University—Mathematics
 Ed.D., University of Tennessee—Curriculum and Instruction, Mathematics
 Education (1982)
- BRILL, DAVID C. *Writing Specialist, Writing Center-Oak Ridge*
 B.A., Indiana University—English and Political Science
 M.A., Ball State University—Journalism (1983)
- BROWN, DARNETTA *Instructor of Nursing*
 B.S.E., University of Tennessee—Education
 A.D.N., Tennessee State University—Nursing (1977)
- BROWN, JAMES E. *Associate Professor of Art*
 B.A., Athens College—Art
 M.A., University of Alabama—Art (1966)
- BROWN, PATRICIA *Assistant Professor of Academic Development*
 A.S., Roane State Community College—Secondary Education/Mathematics
 B.S., Tennessee Technological University—Secondary Education/Mathematics
 M.S., Tennessee Technological University—Secondary Education (1985)
- BRUNTON, REBECCA I. *Assistant Librarian for Public Services,*
Assistant Professor
 A.S., Roane State Community College—General
 B.S., Middle Tennessee State University—History
 M.S., University of Tennessee—Library Science (1981)
- BURGISS, JANET B. *Laboratory Teacher, Academic Development*
 B.A., Meredith College—Mathematics (1969)
- BUXTON-WADE, JAN *Executive Asst. to the President*
Executive Director of RSCC Foundation
 B.S., Tennessee Tech—Education
 M.Ed., Memphis State University—Education/Sociology
 Ed.D., University of Tennessee—Educational Leadership (1972)
- BYRD, MARY LEA *Nursing Lab Manager*
 A.D.N., Walters State Community College—Nursing
 B.S.N., Tennessee Technological University—Nursing
- BYRNE, JANET O. *Associate Dean, Humanities and Education*
 B.S., Tennessee Technological University—Home Economics Education
 M.S., University of Tennessee—Child and Family Studies
 Ed.D., Vanderbilt University—Higher Education Administration (1989)

- BYRNE, THOMAS E.....*Associate Dean/Math, Natural and Social Science
Professor of Biology*
 B.S., Tennessee Technological University—Biology
 M.S., Tennessee Technological University—Biology
 Ph.D., University of Tennessee—Botany, Microbiology (1984)
 Certified, National Registry of Microbiologists
- CARROLL, JAMES*Assistant Professor of
Health Physics/Physics*
 A.B., Center College—Physics/Mathematics
 M.S., University of Tennessee—Mathematics (1988)
- CHARTON, FRANK L. *Professor of Physical Science*
 B.A., George Peabody College—Social Studies
 M.A., Michigan State University—Geography
 Ph.D., Michigan State University—Geography (1972)
- CHESTER, CAROLYN..... *Information Systems Coordinator,
Academic Development*
 B.S., Tennessee Wesleyan College—Elementary Education (1979)
- CLARK, DON.....*Maintenance Supervisor*
- COLEY, CONNIE*Accountant*
 A.S., Roane State Community College—Business Management (1982)
- CONDON, JAMES B.....*Associate Professor of Chemistry*
 A.B., State University of New York at Binghamton
 Ph.D., Iowa State University (1968)
- CORDELL, SHARON*Assistant Professor of Academic Development*
 B.S., Cumberland College—Education/English
 M.S., Tennessee Technological University—Education/Reading (1974)
- COX, WAYNE.....*Instructor of Opticianry*
 B.S., University of Tennessee—Chattanooga—Management (1978)
 American Board of Opticianry, Certified
 Tennessee Licensed Dispensing Optician (1972)
 Georgia Licensed Dispensing Optician (1975)
- CRAIG, M. JANE*Teacher Associate of Medical Secretary/Transcription
ART, CMT, Medical Record Technology, AMRA Correspondence Course (1969)*
- CRESWELL, CHRISTIE J.....*Information Assistant*
 A.S., Roane State Community College (1989)
- CRESWELL, ROBERT H.....*Director of Admissions and Financial Aid*
 B.S., Tennessee Technological University—Secondary Education
 M.A., Tennessee Technological University—Administration and Supervision
 (1978)
- CROWE, MARGARET W. *Assistant Professor of Nursing*
 Diploma, Riverside Hospital School of Nursing
 B.S., University of Tennessee—Education
 M.S., University of Tennessee—Child and Family Studies
 M.S.N., University of Tennessee (1986)
- CUNNINGHAM, EVELYN.....*Laboratory Coordinator*
 B.A., Huntingdon College—Biology (1978)
- CURRAN, MICHAEL*Assistant Professor, Dental Hygiene Program Director*
 B.S., University of Nebraska
 D.D.S., University of Nebraska (1972)

- DAVIDSON, JON*Instructor of Academic Development*
 B.S., Florida State University—Mathematics
 M.S., Univ. of Southern California—Mathematics (1986)
- DAVIES, ANNE, NCC*Counselor, Academic Development*
 B.A., Judson College—Human Relations
 M.S., Northern Illinois University—Counselor Education (1981)
 NCC, National Board of Certified Counselors
- DIXON, SUSAN P.*Instructor of Radiologic Technology*
 A.S., Walters State Community College (1978)
 Registered Technologist (Radiography)
- DOYLE, JAMES A.*Professor of Psychology*
 B.A., Aquinas College—Psychology
 M.A., Xavier University—Clinical Psychology
 Ph.D., University of Saskatchewan—Social-Clinical Psychology (1973)
- DUNCAN, VICKIE K.*Director, Center for
 Business and Professional Programs/Placement*
 B.A., Tennessee Technological University—Business (1987)
- DUNNAHOO, WESLEY A.*Programmer/Analyst*
 A.S., Roane State Community College—Computer Science Technology (1981)
- DYER, BARBARA A.*Instructor of Academic Development*
 B.A., Hamline University—Physical Education & Health
 M.Ed., Colorado State University—Reading Education (1976)
- EASTRIDGE, DARRELL M.*Clinical Director and Assistant Professor
 of Respiratory Therapy*
 A.S., Cleveland State Community College
 Certified Respiratory Therapy Technician
 Registered Respiratory Therapist
 B.A., Ottawa University—Health Care and Education (1987)
- EDWARDS, LINDA M.*Associate Professor of Biology*
 B.S., University of Tennessee—Botany
 M.S., University of Tennessee—Botany (1967)
- EDWARDS, MAX*Program Monitor/Contract Manager of JTPA*
 B.S., East Tennessee State University
 M.S., George Peabody College—Educational Administration and Supervision
 (1957)
- EISELSTEIN, MARY SUZIN*Assistant Professor of English*
 B.S., Middle Tennessee State University—English
 M.A., Middle Tennessee State University—English (1977)
- EVANS, JANET C.*Laboratory Teacher, Academic Development*
 B.S., Purdue University—Home Economics (1957)
- EVANS, KENNETH*Assistant Professor of Academic Development*
 B.S., Xavier University—Math Education (1961)
- FEARN, A. ODELL*Admissions Programmer*
 A.S., Knoxville Business College—Computer Science (1973)
- FEEBACK, MICHAEL S.*Instructor of Allied Health/EMT-
 Paramedic Program Director*
 A.S., Eastern Kentucky University—Emergency Medical Care (1981)
- FERGUSON, ROY R.*Instructor, Opticianry Program Director*
 B.S., Tusculum College—Business Administration (1986)
 Licensed Optician

- FISHER, BRUCE A..... *Professor of Biology*
 B.S., Lincoln Memorial University—Biology
 M.S., University of Tennessee—Zoology
 Ph.D., University of Tennessee—Zoology (1974)
- FISHER, NANCY M..... *Professor of English/Director,
 Writing-Across-the-Curriculum Program*
 A.B., Women's College, University of North Carolina—English
 M.A., Florida State University—English
 Ph.D., University of Tennessee—English (1969)
- FOLTZ-GRAY, DANIEL A. *Associate Professor of Academic Development*
 B.A., University of Pennsylvania—English Literature
 M.A., University of Chicago—English (1974)
- FORREST, TONI..... *Instructor/Music Program Director*
 B.M.E., Arkansas State University—Vocal Music
 M.M., University of Mississippi—Vocal Performance (1984)
- FUQUA, WILLIAM S., III *Dean of Financial and Computer Services*
 B.S., Tennessee Technological University—Business Administration (1974)
 C.P.A., State of Tennessee
- GARNER, SUSAN A..... *Associate Professor of Physical Education*
 B.S., Middle Tennessee State University—Health, Physical Education,
 Recreation
 M.Ed., Middle Tennessee State University—Health, Physical Education,
 Recreation (1974)
- GASS, JANIE *Teacher Associate, Academic Development*
 B.S., Carson Newman College—Education (1952)
- GENTRY, JERRY *Assistant Director of Computer Services*
 A.S., Pensacola Junior College—Industrial Management Engineering
 Technology
 B.A., National University—Computer Information System
 M.A., Golden State University—Management (1982)
- GETHERS, KATHY L. *Director of Personnel*
 B.S., University of Tennessee—Personnel Management (1982)
- GETHERS, MARCUS C..... *Instructor of Academic Development*
 B.A., South Carolina State College—English (1987)
- GLOVER, IRVING T..... *Professor of Chemistry*
 B.S., University of North Carolina—Science Education
 M.Ed., University of North Carolina—Education
 Ph.D., University of Virginia—Chemistry (1964)
- GOLDBERG, PAUL E..... *Associate Dean of Extended Services
 and Continuing Education*
 B.S., University of Tennessee—Economics
 M.S., University of Tennessee—Geography
 Ed.D., University of Tennessee—Educational Administration and Supervision
 (1974)
- GOMEZ DEL CAMPO, LIL..... *Assistant Professor of History*
 B.A., University of Mexico—History, Mathematics
 M.A., University of Mexico—History, Art History (1969)
 Additional Studies, Louvre Museum Paris, France
- GOWAN, JOYE E..... *Assistant Professor of Academic Development*
 B.S., Oklahoma Baptist University—Mathematics
 M.Ed., Central State University—Secondary Education/Mathematics (1983)

- GRIFFIN, ANN.....*Research Assistant*
 A.S., Roane State Community College—Computer Science (1985)
- GRINER, SUSAN S.....*Writing Specialist, Writing Center-Harriman*
 B.S., Tennessee Technological University—English/Journalism
 A.B.T., Tennessee Technological University—English (1989)
- GUTRIDGE, THOMAS R., NCC.....*Counselor*
 B.A., Tennessee Wesleyan College—French and Secondary Education
 M.A., Tennessee Technological Univ.—Educational Psychology & Counseling
 (1969)
 NCC, National Board for Certified Counselors
- HARDIN, JERRY.....*Director of Institutional Research*
 B.S., Berea College—Industrial Arts Technology
 M.Ed., University of Missouri—Industrial Education
 Ed.S., University of Missouri—Industrial Education
 Ph.D., University of Missouri—Technical Education (1975)
- HARJALA, DAVID E.....*Assistant Professor of Academic Development*
 B.S., Northern Michigan University—Physics
 M.A., Northern Michigan University—Mathematics Education (1980)
- HATCHER, TIMOTHY G.....*Assistant Director of the Waste Management
 Training Center*
 B.S., University of Tennessee—Education
 M.S., University of Tennessee—Education (1989)
- HEIDINGER, GARY L.....*Associate Professor of Sociology*
 B.S., Bethel College—History
 M.A., George Peabody College—History (1965)
- HENION, TIMOTHY R.*Assistant Professor, Program Director
 Respiratory Therapy*
 A.S. Loma Linda University
 B.S., Loma Linda University—Respiratory Therapy (1979)
 Certified Respiratory Therapy Technician
 Registered Respiratory Therapist
- HINDENLANG, BEVERLY J.....*Assistant Professor of Nursing*
 B.S.N., Mercy College of Detroit—Nursing
 M.S.N., Wayne State University—Primary Care Adult Nursing (1985)
- HOAGLAND, JUDY K.*Associate Professor of Economics*
 B.S., Middle Tennessee State—Political Science
 M.A., University of Tennessee—Political Science (1973)
- HOAGLAND, WILLIAM M.*Associate Professor of Political Science*
 B.S., Lambuth College—History
 M.S.S., University of Mississippi—History (1966)
- HOILMAN, DANNY P.*Instructor of Respiratory Therapy*
 Holston Valley Hospital and Medical Center
 B.S., East Tennessee State University—Health Education (1983)
 Certified Respiratory Therapy Technician
 Registered Respiratory Therapist
- HOLDER, H. KENDALL*Assistant Professor, Choral Director*
 B.S., Tennessee Technological University—Music Education
 M.A., University of Tennessee—Choral Director (1978)
- HOLDER, MABRE M.....*Associate Professor of Business*
 B.S. Middle Tennessee State University—Business (Marketing)
 M.B.A., Middle Tennessee State University—Business (Marketing)

- HOLMES, JACQUELYN.....*Financial Aid Officer*
A.S., Roane State Community College—General Studies (1984)
- HOPPE, SHERRY L..... *President*
B.S., University of Tennessee—Chattanooga—English Education
M.Ed., University of Tennessee—Chattanooga—Counseling
Ed.D., University of Tennessee—Knoxville—Educational Administration (1981)
- HOWARD, BENJAMIN S. *Professor of English/German*
B.A., University of Tennessee—English
M.A., University of Tennessee—German
Ph.D., University of Georgia—Comparative Literature (1972)
- HOWARD, REBECCA M.....*Associate Professor of Mathematics*
B.S., North Carolina State—Mathematics
M.A.M., North Carolina State—Mathematics (1968)
- HUTH, VINCENT R. *Director, Academic Development Counseling*
B.S., Oklahoma State University—Broadcast Communications
M.A.R., Harding Graduate School—Counseling
Ed.D., Tennessee State University—Educational Administration (1989)
- HYDER, DAN *Assistant Professor/Program Director,*
Environmental Health Technology
B.S., East Tennessee State University—Environmental Health
M.E.S., University of Oklahoma—Environmental Science (1980)
- JACK, LYNDA *Associate Dean of Health Sciences*
Assistant Professor, PTA Program Director
B.S., University of Texas Medical Branch—Physical Therapy
M.S., University of Alabama at Birmingham—Physical Therapy (1976)
- JENKINS, ANTHONY..... *Assistant Professor of Biology*
B.S., University of Tennessee—Animal Husbandry
D.V.M., Auburn University (1968)
- JOHNSON, ELAINE B..... *Director of Nursing*
Associate Professor of Nursing
B.S.N., University of South Carolina—Nursing
M.N., Emory University—Nursing (1964)
- JOHNSON, SHERRY G. *Laboratory Teacher, Academic Development*
B.S., University of Tennessee—Elementary Education (1973)
- KING, FRANCES T..... *Purchasing Manager*
A.A., Freed/Hardeman Junior College—Zoology (1945)
- KING, JOHN..... *Coordinator of Community Relations*
B.S., University of Tennessee—Communications/Broadcasting (1984)
- KING, TONY *Coordinator of Hazardous Waste Training*
B.S., Texas A&M University—Agricultural Engineering
M.S., Texas A&M University—Forestry (1974)
- KIRBY, RANDALL C..... *Instructor of EMT-Paramedic*
Tennessee Technological University
Certified Paramedic
- KIRKPATRICK, MELVIN A..... *Associate Dean of Academic Development*
Professor of Mathematics/Education
B.S., Tennessee Technological University—Mathematics, Secondary Education
M.S.T., Middle Tennessee State University—Mathematics
Ed.D., University of Tennessee—Curriculum and Instruction, Mathematics
Education (1978)

- KNOX, JAMES M. *Assistant Professor of English*
 B.S., Tennessee Technological University—Secondary Education, French
 M.A., Tennessee Technological University—English (1978)
- KRING, JAMES B. *Associate Professor of Biology*
 B.S., Maryville College—Biology
 M.S., University of Tennessee—Botany (1965)
- LAND, PATRICIA C. *Assistant to the Dean of the College*
 A.A., University of Florida—General Studies
 B.A., University of Florida—Secondary Education
 M.Ed., University of Florida—Education
 A.B.D., University of Tennessee—Technological and Adult Education (1986)
- LeMAY, CHARLENE L. *Assistant Professor of Nursing*
 B.S.N., Vanderbilt University—Nursing
 M.S.N., University of Tennessee (1986)
- LIMBURG, J. RUSSELL *Accountant*
 B.S., Tennessee Technological University—Accounting (1973)
- McNUTT, ALISON M. *Assistant Professor of Academic Development*
 B.A., University of Alabama—History
 M.M., University of Tennessee—Math (1976)
- MAGNAN, MAUREEN *Displaced Homemakers
 Program Director*
 B.A., Georgia Wesleyan College—Biochemistry (1962)
- MANNING, WANDA H. *Assistant Professor Academic Development*
 A.S., Roane State Community College—Education
 B.S., Tennessee Technological University—Secondary Education, Biology
 M.A., Tennessee Technological University—Secondary Education (1982)
- MILLER, DONALD E. *Associate Professor of Anthropology/Sociology*
 B.S., Brigham Young University—Youth Leadership
 B.A., Brigham Young University—Archaeology
 M.A., Brigham Young University—Archaeology
 Ph.D., University of Tennessee—Education (1987)
- MILLER, TAMSIN E. *Director of Community Services*
 B.F.A., Brigham Young University—Interior Design (1978)
- MONDAY MARILYN L. *Instructor of English*
 B.S., University of Tennessee—English
 M.A., University of Tennessee—English (1984)
- MONROE, LINDA *Associate Professor/Phlebotomy Program
 Director/Medical Laboratory Technology Program Director*
 B.S., University of Tennessee Center for the Health Sciences—Medical
 Technology
 M.S., Memphis State University—Educational Administration and Supervision
 Ed.D., University of Tennessee—Technological and Adult Education (1989)
- MOORE, ALICE A. *Associate Professor/Medical Records Program Director*
 B.S., Indiana University—Medical Records Administration (1967)
 R.R.A., Registered Record Administrator
- MOWERY, SAMMIE R. *Director of Student Activities*
 A.S., Roane State Community College—Secondary Education
 B.S., East Tennessee State University—Elementary Education
 M.S., University of Tennessee—Adult Education (1983)

- MURRAY, WILLIAM P. *Associate Professor of Physics/Engineering Technology*
 B.S., University of Cincinnati—Chemical Engineering
 M.S., University of Tennessee—Chemical Engineering (1970)
- NAVE, JAMES L. *Administrator of the Oak Ridge Campus*
 B.A., Emory and Henry—History
 M.S., University of Tennessee—Physical Education
 Ed.D., Auburn University—Education Administration (1977)
- NEAL, BARBARA G. *Director of Health Services*
 R.N., Charity Hospital School of Nursing (1964)
- NEEDHAM, JOHN R., JR. *Librarian*
 B.A., Tennessee Technological University—English
 M.A., George Peabody College—Library Science (1963)
- NELSON, GERALD H. *Director of Computer Services*
 Computer Specialist, United States Air Force
- NEWMAN, ROGER. *Manager of Exposition Center*
 Lincoln Memorial University, Harrogate, TN
- NICKLE, LINDA F. *Instructor of English*
 B.A., University of Tennessee—English Literature
 M.A., University of Tennessee—English Literature (1986)
- OGILVIE, GEORGE *Head Baseball Coach,*
Assistant Professor of Physical Education
 B.A., University of Tennessee—Physical Education
 M.A., Austin Peay University—Education (1980)
- ORR, KAREN S. *Instructor of Academic Development*
 B.S., University of Tennessee—Secondary Science Education (1978)
- OTT, VIVIAN E. *Instructor of Nursing*
 B.A., Southern College—German
 B.S., Southern College—Nursing
 M.S.N., University of Tennessee—Nursing (1988)
- PAFFORD, ROBERT L. *Systems Analyst*
 B.S., George Peabody College—Math Physics
 M.S., Florida Beacon College—Religious Studies (1981)
- PATE, PATRICK. *Assistant Librarian for Audio Visual Services, Instructor*
 B.A., University of Tennessee—Fine Arts
 M.A., University of Tennessee—Library Information Science (1985)
- PEAVYHOUSE, MYRA *Instructor of Academic Development*
 A.S., Roane State Community College—Biology
 B.S., Tennessee Wesleyan College—Biology
 B.A., Tennessee Wesleyan College—English (1987)
 Developmental Education Specialist, (1989)
- PERRY, JOYCE *Coordinator of Records*
 B.S., Knoxville College—Business Education
 M.S. Ed., Southern Illinois University—Occupational Education (1975)
- PHILLIPS, BARBARA *Associate Professor of Academic Development*
 B.S., St. Bonaventure University—Math
 M.S., St. Bonaventure University—Mathematics Education (1973)
- PITTS, BETTY, NCC *Counselor*
 B.A., University of Colorado—Elementary Education
 M.A., Murray State University—Guidance and Counseling (1979)
 NCC, National Board for Certified Counselors

- PLANT, SANDRA W. *Director of Marketing and Recruitment*
 B.S., University of Tennessee—Communications (1973)
 A.P.R., Accredited in Public Relations, Public Relations Society of America
- PORTER, GAIL H. *Assistant Professor of Radiologic Technology/
 Radiologic Technology Program Director*
 A.S., Walters State Community College
 B.A., Maryville College—Social Science (1983)
 Registered Technologist (Radiography)
- POULIN, GERALD D. *Associate Professor of English*
 B.A., Middle Tennessee State University—French and English
 M.A.C.T., Middle Tennessee State University—English (1971)
- PRIVETT, VALERIE J. *Women's Basketball Coach,
 Instructor of Physical Education*
 B.S., Troy State University—Physical Education
 M.S., University of Tennessee—Physical Education (1984)
- RENFRO, BOBBY. *Director of JTPA*
 B.S., Tennessee Technological University—Secondary Education
 M.A., Tennessee Technological University—Administration and Supervision
 (1970)
- ROLAND, JULIET R. *Internal Auditor*
 B.B.A., Freed-Hardeman College—Accounting (1983)
 C.P.A., State of Tennessee
- RUDOLPH, JOHNNIE J. *Associate Professor of Math-Science*
 A.S., Cleveland State—Design and Drafting
 Bachelor of Architecture, University of Tennessee (1976)
- RUSSELL, GAIL D. *Assistant Director of Admissions and Records/
 Coordinator of Academic Advisement*
 B.S., West Virginia State College—Business Administration
 M.S., Virginia Polytechnic Institute and State University—Counseling/Student
 Personnel (1978)
- SAFDIE, ROBERT *Associate Professor of Psychology/Business*
 B.A., University of Tennessee—Psychology
 M.A., Middle Tennessee State University—General Clinical Psychology (1976)
- SAIDAK, LANCE R. *Professor of Physical Education*
 B.S., Springfield College—Physical Education
 M.Ed., Florida Atlantic University—Physical Education
 Ed.D., University of Tennessee—Physical Education (1976)
- SAMPLES, WAYNE J. *Assistant Director of Physical Plant*
 A.S., Roane State Community College—General (1987)
- SCHUBERT, ROY. *Instructor of Computer Technology*
 A.S., Roane State Community College—Computer Science/Social Science
 B.S., Tennessee Technological University—History (1975)
- SEAVER, GARY V. *Assistant Professor of Mining Technology*
 B.S., University of Tennessee—Art Education (1979)
- SEXTON, JEFF. *Instructor/Academic Development*
 B.S., Tennessee Technological University—Business Administration (1983)
- SMITH, BILLY L. *Associate Professor of Mathematics*
 B.A., Union College—Chemistry
 M.M., University of Tennessee—Mathematics (1974)

- SMITH, CARROLL H.....*Athletic Director/Men's Basketball Coach*
Associate Professor of Physical Education
 B.S., Oklahoma Baptist University—Health and Physical Education
 M.S., University of Tennessee—Physical Education (1972)
- SMITH, CHARLES E.*Assistant Professor of Academic Development*
 B.S., Middle Tennessee State University—Mathematics
 M.M., University of Tennessee—Mathematics
 Ed.D., University of Tennessee, Knoxville—Educational Administration (1981)
- SMITH, SARAH N..... *Laboratory Teacher, Academic Development*
 B.S., East Tennessee State University—Elementary Education (1961)
- SPITZER, PRICILLA W..... *Associate Professor of Nursing*
 B.S.N., Emory University—Nursing
 M.N., Emory University—Adult Health Nursing (1977)
- STEPHENS, CHARLOTTE *Director of Off-Campus Activities*
 B.S., University of Tennessee—Science (1981)
- STEPHENS, KENNETH W.*Associate Professor of Computer Science*
 B.S., Middle Tennessee State University—Management
 M.B.A., Middle Tennessee State University—Management (1974)
- STRETCHER, LUCIA ANNE..... *Director of the Writing Center*
 B.A., Delta State University—English and French
 M.A., University of Southern Mississippi—English (1986)
- SWANSON, LORNA.....*Assistant Professor of Allied Health*
 B.F.A., Southern Methodist University—Fine Arts
 M.F.A., Southern Methodist University—Fine Arts
 B.S., University of Texas Health Science Center at Dallas—Physical Therapy
 (1984)
- TEAGUE, TAWANA.....*Assistant Professor of Academic Development*
 A.A., Gardner-Webb College—Music
 B.M.E., Mars Hill College—Music Education
 M.C.M., Southern Baptist Theological Seminary—Music (1976)
- TEETER, W. SCOTT.....*Associate Professor of Police Science*
 B.S., Eastern Kentucky University—Law Enforcement
 M.S., Eastern Kentucky University—Criminal Justice Enforcement (1976)
- THAIS, DAVID F.....*Associate Professor of Business*
 B.S., Indiana State University—Management
 M.B.A., Indiana State University—Business Administration (1974)
 C.P.A., State of Tennessee
- THOMAS, BOB F.....*Professor of Business*
 B.S., University of Tennessee—Marketing
 M.B.A., University of Tennessee—Industrial/Personnel Management
 D.B.A., University of Tennessee—Business Administration (1984)
- THOMAS, CYNTHIA R..... *Assistant Director of JTPA*
 B.S., East Tennessee State University—Physical Education
 M.A., Middle Tennessee State University—Education (1974)
- THOMPSON, JOANN W., NCC..... *Director of Counseling*
and Testing
 B.S., Tennessee Technological University—Health and Physical Education
 M.S., University of Tennessee—Guidance
 Ed.D., University of Tennessee—Counseling and Educational Psychology (1982)
 NCC, National Board for Certified Counselors

- TRENTHAM, JEAN *Instructor of Business*
 A.A., Hiwassee Junior College—Business Administration
 B.S., East Tennessee State University—Business Education
 M.A., East Tennessee State University—Business Education (1980)
 C.P.S., 1977
- TUCKER, JENNIFER D. *Assistant Professor of EMT-Paramedic*
 B.S.N., University of Tennessee—Nursing
 M.S., University of Tennessee—Exercise Physiology (1987)
- TURNER, SONIA H. *Coordinator of Financial Aid*
 B.S., Tennessee Technological University—Business Management
 M.A., Tennessee Technological University—Educational Psychology and
 Counselor Education (1988)
- TYL, JUDITH A., NCC *Associate Dean of Student Services*
 B.A., University of Tennessee—Psychology
 M.S., University of Tennessee—Educational Psychology (1985)
 NCC, National Board of Certified Counselors
- ULSETH, JAMES *Program Analyst*
 University of North Dakota
- UNDERWOOD, HAROLD L. *Dean of the College*
 B.S., Mississippi State—Science Education
 M.S.C.S., University of Mississippi—Mathematics
 Ed.D., Auburn University—Educational Administration (1971)
- WEBSTER, CAROL *Coordinator, Scott County Higher Education Center*
 B.S., University of Tennessee—Education
 M.S., University of Tennessee—Adult Education (1988)
- WEST, ALICE R. *Assistant Professor of Business*
 B.S., University of Tennessee—Accounting (1980)
 M.Acc., University of Tennessee—Accounting (1983)
 Certified Data Processor
 C.P.A., Tennessee
- WHEELER, STEPHEN H. *Assistant Professor of American History*
 B.A., University of Mississippi—History
 M.A., University of Mississippi—History
 A.B.D., University of Mississippi—History (1984)
- WHITNEY, JEWELL L. *Instructor of Academic Development*
 B.A., South Carolina State College—English (1987)
- WILLIAMS, CATHERINE *Associate Professor of Mathematics*
 B.S., Tennessee State University—Mathematics
 M.A., Georgetown University—Mathematics (1970)
- WILMOTH, JAMIE D. *Director of Fiscal and Auxiliary Services*
 B.S., Tennessee Technological University—Accounting (1978)
- WORKS, LARRY P. *Associate Professor of Psychology*
 B.S., East Tennessee State University—Health and Physical Education
 M.S., University of Montana—Health, Physical Education and Psychology
 (1968)
- WORKS, MYRIAN *Associate Professor of Nursing*
 B.S., University of Tennessee—Nursing
 M.S.N., University of Tennessee—Nursing (1979)
- WRIGHT, GARY *Associate Professor of Academic Development*
 B.S., University of Tennessee—Mathematics
 M.S., University of Tennessee—Mathematics (1975)

- YATES, WILLIAM B..... *Associate Professor of Speech and Theatre*
B.A., Tennessee Wesleyan College—History
M.A., University of Tennessee—Public Address and Theatre Arts (1962)
- YORK, KINCH M..... *Director of Physical Plant*
Memphis State University



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 Officer
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 ABC Officers, Knoxville
 Deputy U.S. Marshall
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 Warden, Bushy Mountain State Penitentiary
 Tennessee Highway Patrol Officer

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 Thomas Van Ripper
 Joe Shadden
 Joe Sims
 Darrell Sirmans
 Donnie Vance
 Danny Wright
 Sherry Boshears

Director, Taft Youth Center
 Associate Professor of Criminology, ETSU
 ABC Officer, Knoxville
 Youth Service Officer, Scott County
 Sheriff, Anderson County
 Sheriff, Cumberland County
 Sheriff, Loudon County
 Criminal Investigator, Roane County
 Alcoa Police Department
 Tennessee Highway Patrol Officer
 Lieutenant Security Inspector,
 Martin Marietta Energy Systems,
 Inc.

RADIOLOGIC TECHNOLOGY

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 Gertha Brice
 Patti Dixon
 James R. Guyton, M.D.
 Bonita Holloway
 Peggy Nunley
 Gail Porter
 Jane Seitz
 Louise Groth

East Tennessee Baptist Hospital
 Fort Sanders Regional Medical Center
 Roane State Community College
 Fort Sanders Regional Medical Center
 Fort Sanders Regional Medical Center
 HCA Part West Medical Center
 Roane State Community College
 Fort Sanders Regional Medical Center
 HCA Park West Medical Center

RESPIRATORY THERAPY TECHNOLOGY

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 Catherine Everhart
 Bruce A. Fisher, ex-officio
 Timothy R. Henion, ex-officio
 Howard Herndon
 Danny P. Hoilman
 Buddy Hunt
 Benjamin A. Kuhn
 Jerry Lockett, ex-officio
 Debby Loveless
 Steve Mapes
 Rick Nodell
 Richard Obenour, M.D., ex-officio
 Joseph F. Smiddy, M.D., ex-officio
 Mike Stewart
 Jim Sutton
 Gary Thomas
 Erick Tuck
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East Tennessee Baptist Hospital
 Roane State Community College
 Fort Sanders Regional Medical Center
 Roane State Community College
 Roane State Community College
 HCA Park West Medical Center
 Holston Valley Hospital & Medical Center
 St. Mary's Medical Center
 HCA Park West Medical Center
 Holston Valley Hospital & Medical Center
 HCA Park West Medical Center
 Fort Sanders Regional Medical Center
 UT Medical Center at Knoxville
 UT Medical Center at Knoxville
 Holston Valley Hospital & Medical Center
 Methodist Medical Center of Oak Ridge
 UT Medical Center at Knoxville
 UT Medical Center at Knoxville
 HCA Park West Medical Center

WASTE MANAGEMENT AND ENVIRONMENTAL HEALTH TECHNOLOGY

W.D. Adams
 Harry J. Alexander
 J. Steve Arendt
 Hubert W. Arrowsmith
 Randy Beatty

 Dr. Franklin E. Coffman
 Dr. E. W. Colglazier
 Dr. Dean Eyman

U.S. Department of Energy
 Dames and Moore
 JBF Associate, Inc.
 The Scientific Ecology Group
 Scientific Applications International
 Corporation
 IT Corporation
 University of Tennessee
 Martin Marietta Energy Systems

Dr. Richard Genung
 Dr. Barry Goss
 Dr. Frank Homan
 Clyde Hopkins
 Don Main
 Ed Morse
 Greg A. Potter
 Thomas H. Row
 Dr. James Theising
 Robert McLeod

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 Science Applications International Corp.
 Martin Marietta Energy Systems
 Martin Marietta Energy Systems
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 Engineering Science, Inc.

CLINICAL AFFILIATES/SUPERVISORS FOR HEALTH SCIENCE PROGRAMS

Medical Laboratory Technology

Dr. Bruce B. Bellomy, Medical Director

Dr. Alex Carabia, Medical Director
 Amelia Jordan
 Don Ward

Em Cobble
 Richard Lee

Dr. Don Hatcher
 Donna Wright
 Vivian Shoemaker
 Elizabeth Blackburn
 Patty Morton

Fort Sanders Regional Medical
 Center
 Harriman Hospital
 Harriman Hospital
 Methodist Medical Center of Oak
 Ridge
 Park West Medical Center
 Fort Sanders Regional Medical
 Center
 Children's Hospital
 Baptist Hospital
 St. Mary's Medical Center
 Blount Memorial
 Medical Regional Blood Center

Medical Secretary/Transcriptionist

Sue Gray, RRA, Medical Record Director

Linda Marsh, ART, Assistant Medical
 Records Director
 Elizabeth Black, RRA, Medical Record Director
 Missy White, CMT, Transcription Supervisor
 Lucille Huges, RRA, Medical Record Director
 Sue Brown, ART, Medical Record Director
 Iva McCracken, RRA, Medical Record Director
 Charlotte Cannon, ART, Assistant Medical Record
 Director
 Carole Wilson, ART, Coordinator of Physical
 Services

Ft. Sanders Regional Medical
 Center
 Ft. Sanders Regional Medical
 Center
 St. Mary's Medical Center, Inc.
 St. Mary's Medical Center, Inc.
 Blount Memorial Hospital
 Park West Hospital
 East TN Baptist Hospital
 East TN Baptist Hospital
 UT Medical Center

Medical Record Technology

Susan Ball, CTR, Head, Death Certificate Retrieval
 Dolly Bates, ART, Director, Medical Records
 Sue Brown, ART, Director, Medical Records
 Diane Miller, ART, Director, Medical Records
 Linda Cingilli, RN, Director, Utilization Management
 Pat Boye, R.N., Director Medical Information
 Services
 Carmen Haun, CTR, Coordinator, Tumor Registry
 Beverly Hinkle, ART, Director, Medical Records
 Marcia Holladay, RN, Director, Quality Assurance
 Karan Howard, CTR, Coordinator, Tumor Registry

Oak Ridge Associated Universities
 Cumberland Medical Center
 HCA Park West Medical Center
 Harriman Hospital
 East Tennessee Baptist Hospital
 Fort Sanders Regional Medical
 Center
 Fort Sanders Regional Medical
 Center
 Lakeshore Mental Health Institute
 Harriman Hospital
 East Tennessee Baptist Hospital

Sue Gray, RRA, Director, Medical Records	University of Tennessee Veterinary Teaching Hospital
Lori Nelson, CTR, Coordinator, Tumor Registry	University of Tennessee Medical Center
Sharon Hams, ART, Director, Medical Records	Marshall C. Voss Health Care Facility
Dawn Patterson, ART, Director, Medical Records	Sweetwater Hospital
Barbara Roberts, RN, Director, Quality Assurance	Cumberland Medical Center
Missy Sanford, RRA, Director, Medical Records	East Tennessee Baptist Hospital
Marion Leuze, RN, Director, Quality Assurance	HCA Park West Medical Center
Beth Underwood, ART, Director, Medical Records	Knoxville Health Care Center
Frances Wiesener, RN, Director, Quality Assurance	University of Tennessee Medical Center
Vicky Woodcock, RRA, Director, Medical Records	St. Mary's Medical Center
Karen Feltner, ART	Drs. Whittington & Vickers

Radiologic Technology

Lois Anderson, RDMS	Fort Sanders Regional Medical Center
Gertha Brice, RT	Fort Sanders Regional Medical Center
Pam Gatz, RT (N)	Fort Sanders Regional Medical Center
Bonita Holoway, RT	Fort Sanders Regional Medical Center
Peggy Nunley, RT	HCA Park West Medical Center
Jane Seitz, RT	Fort Sanders Regional Medical Center
Linda Thompson, RT	Fort Sanders Regional Medical Center
Louise Groth	HCA Park West Medical Center
Betty Irwin	East Tennessee Baptist Hospital

Physical Therapist Assistant

Andy Smith	Associated Therapeutics
Keith Collins	Baptist Hospital of Roane County
Kelly Lenz	Clinton Physical Therapy
Lil Lacey	East TN Children's Rehabilitation Center
Susan Gleaves	UT Medical Center
Dennis Monson	Ther-Ex, Inc.
Linda Payne	Fort Sanders Regional Medical Center
Kari McClure	Shannondale Health Care Center
Don Russell	Methodist Medical Center of Oak Ridge
Gay Warren	East Tennessee Baptist Hospital
Teresa Mascano	

Respiratory Therapy Technology

Richard A. Obenour, M.D.	University of Tennessee Medical Center
Jim Sutton, RRT	University of Tennessee Medical Center
Rick Nodell, RRT	University of Tennessee Medical Center
William Farnham, RRT	University of Tennessee Medical Center
Michael Violet, RRT	University of Tennessee Medical Center
Lois Sutton	University of Tennessee Medical Center
Joseph F. Smiddy, M.D.	Holston Valley Hospital and Medical Center
Jerry A. Lockett, RRT	Holston Valley Hospital and Medical Center
Danny Hoilman, RRT	Holston Valley Hospital and Medical Center
Linda Ramey, CRTT, CPFT	Holston Valley Hospital and Medical Center
Steve Rogers, RRT	Holston Valley Hospital and Medical Center
Jerry Arnold, RRT	Holston Valley Hospital and Medical Center
LouAnn White, RRT	Holston Valley Hospital and Medical Center
Deborah Trent, RRT	Holston Valley Hospital and Medical Center
Sherry Bailey, RRT	Holston Valley Hospital and Medical Center
Larry St. John, R	Holston Valley Hospital and Medical Center
Scott Powers, CRRT	Holston Valley Hospital and Medical Center

Joe Kozakowski, CRRT	Holston Valley Hospital and Medical Center
Randle Susong, CRTT,R	Holston Valley Hospital and Medical Center
Thomas Sullivan, M.D.	Fort Sanders Regional Medical Center
Catherine Everhart, RRT	Fort Sanders Regional Medical Center
Steve Mapes, RRT	Fort Sanders Regional Medical Center
Libby Hagen, RRT	Fort Sanders Regional Medical Center
Alan Webb, RRT	Fort Sanders Regional Medical Center
Davis Ownby, CRTT	Fort Sanders Regional Medical Center
Charles Bruton, M.D.	Methodist Medical Center of Oak Ridge
Mike Stewart, RRT	Methodist Medical Center of Oak Ridge
Lesha Hill, RRT	Methodist Medical Center of Oak Ridge
Sharon Jewitt, RRT	Methodist Medical Center of Oak Ridge
Arnold Hudson, M.D.	East Tennessee Baptist Hospital
Terry duPont, CRTT	East Tennessee Baptist Hospital
Alice Harris, RRT	East Tennessee Baptist Hospital
Jean Rieder, RRT	East Tennessee Baptist Hospital
William Bedwell, M.D.	HCA Parkwest Medical Center
Debbie Loveless, R.R.T.	HCA Parkwest Medical Center
Carla Kendall, R.R.T.	HCA Parkwest Medical Center
Leon Bogartz, M.D.	St. Mary's Medical Center
Herman H. Hunt, R.R.T.	St. Mary's Medical Center
Stephanie Ryan, R.R.T.	St. Mary's Medical Center

CLINICAL SUPERVISORS FOR NURSING

Curtis Courtney, Director of Nursing	Fentress County Hospital
Elizabeth Cantwell, Vice President for Nursing	Methodist Medical Center of Oak Ridge
Raynella Dossett, Director of Nursing	HCA Park West Medical Centers
Jane Hudson, Director of Nursing	UT Memorial Research Center and Hospital
Glenda Ashburn, Vice President for Nursing	Cumberland Medical Center
Betty Leake, Administrator	Your Home Visiting Nurse Service, Inc.
Brenda Rutherford, Director of Nursing	Harriman City Hospital
Ruth Petersen, Director	John T. O'Connor Senior Citizens Center
Judith Dorsett, Director of Nursing	Methodist Medical Center Home Health
Rebecca Thomas, Director of Nursing	East Tennessee Children's Hospital
Margaret Stiles, Director of Nursing	Roane County Baptist Hospital

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JANUARY
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 3 4 5 6 7 8 9
 10 11 12 13 14 15 16
 17 18 19 20 21 22 23
 24 25 26 27 28 29 30

JULY
 S M T W T F S
 1 2 3 4 5 6 7
 8 9 10 11 12 13 14
 15 16 17 18 19 20 21
 22 23 24 25 26 27 28
 29 30 31

AUGUST
 S M T W T F S
 1 2 3 4
 5 6 7 8 9 10 11
 12 13 14 15 16 17 18
 19 20 21 22 23 24 25
 26 27 28 29 30 31

SEPTEMBER
 S M T W T F S
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 2 3 4 5 6 7 8
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OCTOBER
 S M T W T F S
 1 2 3 4 5 6
 7 8 9 10 11 12 13
 14 15 16 17 18 19 20
 21 22 23 24 25 26 27
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NOVEMBER
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DECEMBER
 S M T W T F S
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 16 17 18 19 20 21 22
 23 24 25 26 27 28 29
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JANUARY
 S M T W T F S
 1 2 3 4 5
 6 7 8 9 10 11 12
 13 14 15 16 17 18 19
 20 21 22 23 24 25 26
 27 28 29 30 31

FEBRUARY
 S M T W T F S
 1 2
 3 4 5 6 7 8 9
 10 11 12 13 14 15 16
 17 18 19 20 21 22 23
 24 25 26 27 28

MARCH
 S M T W T F S
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APRIL
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MAY
 S M T W T F S
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JUNE
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JULY
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AUGUST
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SEPTEMBER
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OCTOBER
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NOVEMBER
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 17 18 19 20 21 22 23
 24 25 26 27 28 29 30

DECEMBER
 S M T W T F S
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 15 16 17 18 19 20 21
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Photo and cover design by
 John King
 Roane State Community Relations Coordinator
 RSCC Publication #90-0166

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