2006-2008 Catalog

Main Campus
Roane County

276 Patton Lane
Harriman, TN 37748
(865) 354-3000
1-866-GO2-RSCC
Fax (865) 882-4562
http://www.roanestate.edu

Oak Ridge Campus

701 Briarcliff Avenue
Oak Ridge, TN 37830
(865) 481-2000
1-866-GO2-RSCC ext. 2100

Campbell County Center

101 Independence Lane
LaFollette, TN 37766
(423) 562-7021
1-866-GO2-RSCC ext. 4534

Cumberland County Center

2567 Cook Road
Crossville, TN 38571
(931) 456-9880
1-866-GO2-RSCC ext. 4532

Fentress County Center

632 North Main Street
Jamestown, TN 38556
(931) 752-8320
1-866-GO2-RSCC ext. 4625

Knox County Center for Health Sciences

132 Hayfield Road
Knoxville, TN 37922
(865) 539-6904
1-866-GO2-RSCC ext. 2323

Loudon County Center

100 W. Broadway, Suite 131
Lenoir City, TN 37771
(865) 986-1525
1-866-GO2-RSCC ext. 4670

Morgan County Center

Under Construction

Scott County Center

410 W.H. Swain Boulevard
Huntsville, TN 37756
(423) 663-3878
1-866-GO2-RSCC ext. 4694

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Academic Calendar

FULL TERM

WEB Registration Begins	Monday	April 3
Faculty Report	Monday	August 21
Freshman Experience	Wednesday	August 23
Last Day for 100% Refund	Sunday	August 27
Classes Begin	Monday	August 28
Last Day to Add Classes or Register Late	Thursday	August 31
Last Day to Change from Audit to Credit	Thursday	August 31
Labor Day Holiday	Monday	September 4
Last Day for 75% Refund	Monday	September 11
Graduation Applications for Fall Due	Monday	September 11
Last Day for 25% Refund	Friday	September 22
Graduation Applications for Spring/Summer Due	Friday	October 13
Fall Break	Mon-Tues	October 16-17
Last Day to Withdraw from Classes	Friday	November 3
Last Day to Change from Credit to Audit	Friday	November 3
Thanksgiving Holiday	Thurs-Sun	November 23-26
Last Day of Classes	Monday	December 11
Exam Period	Tues-Thurs	December 12-14
Grades Due in Records Office	Friday	December 15

NOTE: Accelerated, 8 Week and Weekend College observe the same holidays and breaks as Full Term classes.

ACCELERATED TERMS (Five Weeks)*

Last day for 100% Refund for Term I	Sunday	August 27
Term I Begins	Monday	August 28
Last Day for 75% Refund for Term I	Thursday	August 31
Last day for 25% Refund for Term I	Sunday	September 3
Labor Day Holiday	Monday	September 4
Last Day to Withdraw from Term I	Tuesday	September 19
Term I Ends	Thursday	September 28
Last Day for 100% Refund for Term II	Monday	October 2
Term II Begins	Tuesday	October 3
Last Day for 75% Refund for Term II	Friday	October 6
Last day for 25% Refund for Term II	Tuesday	October 10
Fall Break	Mon-Tues	October 16-17
Last Day to Withdraw from Term II	Wednesday	October 25
Term II Ends	Tuesday	November 7
Last Day for 100% Refund for Term III	Wednesday	November 8
Term III Begins	Wednesday	November 8
Last day for 75% Refund for Term III	Sunday	November 12
Last Day for 25% Refund for Term III	Thursday	November 16
Thanksgiving Holiday	Thurs-Sun	November 23-26
Last Day to Withdraw from Term III	Thursday	November 30
Term III Ends	Thursday	December 14

*Please refer to the RSCC Web page for the specific dates of each accelerated class, keyword: MGT.

8 WEEK CLASSES

Classes Begin	Monday	August 28
Classes End	Monday	October 30

WEEKEND COLLEGE

Classes Begin	Fri-Sun	September 1-3
Classes End	Sunday	December 10

Academic Calendar

ACADEMIC CALENDAR – Spring Semester 2007

FULL TERM

WEB Registration Begins	Monday	November 13
Faculty Report	Monday	January 8
Last Day for 100% Refund	Monday	January 15
Martin Luther King Holiday	Monday	January 15
Classes Begin	Tuesday	January 16
Last Day to Add Classes or Register Late	Friday	January 19
Last Day to Change from Audit to Credit	Friday	January 19
Last Day for 75% Refund	Monday	January 29
Last Day for 25% Refund	Friday	February 9
Spring Break	Mon-Sun	March 5-11
Last Day to Withdraw from Classes	Wednesday	March 28
Last Day to Change from Credit to Audit	Wednesday	March 28
Academic Festival	TBA	TBA
Good Friday Holiday	Friday	April 6
Last Day of Classes	Monday	April 30
Exam Period	Tues-Thurs	May 1-3
Grades Due in Records Office	Friday	May 4
Graduation	Fri-Sat	May 4-5

NOTE: Accelerated, 8 Week and Weekend College observe the same holidays and breaks as Full Term classes.

ACCELERATED TERMS (Five Weeks)*

Last Day for 100% Refund for Term I	Monday	January 15
Term I Begins	Tuesday	January 16
Last Day for 75% Refund for Term I	Friday	January 19
Last Day for 25% Refund for Term I	Monday	January 22
Last Day to Withdraw from Term I	Wednesday	February 7
Term I Ends	Thursday	February 15
Last Day for 100% Refund for Term II	Monday	February 19
Term II Begins	Tuesday	February 20
Last Day for 75% Refund for Term II	Friday	February 23
Last Day for 25% Refund for Term II	Monday	February 26
Spring Break	Mon-Sun	March 5-11
Last Day to Withdraw from Term II	Friday	March 16
Term II Ends	Thursday	March 29
Last Day for 100% Refund for Term III	Monday	April 2
Term III Begins	Tuesday	April 3
Good Friday Holiday	Friday	April 6
Last Day for 75% Refund for Term III	Saturday	April 7
Last Day for 25% Refund for Term III	Tuesday	April 10
Last Day to Withdraw from Term III	Tuesday	April 24
Term III Ends	Thursday	May 3

*Please refer to the RSCC Web page for the specific dates of each accelerated class, keyword: MGT.

8 WEEK CLASSES

Classes Begin	Tuesday	January 16
Classes End	Tuesday	March 13

WEEKEND COLLEGE

Classes Begin	Fri-Sat	January 19-21
Classes End	Sunday	April 29

INTERSESSION   May 6 - June 3

ACADEMIC CALENDAR – Summer Semester 2007

FULL TERM

WEB Registration Begins	Monday	April 2
Last Day for 100% Refund	Sunday	June 3
Classes Begin	Monday	June 4
Last Day to Add Classes or Register Late	Wednesday	June 6
Last Day to Change from Audit to Credit	Wednesday	June 6
Last Day for 75% Refund	Sunday	June 10
Last Day for 25% Refund	Sunday	June 17
Fourth of July Holiday	Wednesday	July 4
Last Day to Withdraw from Classes	Monday	July 9
Last Day to Change from Credit to Audit	Monday	July 9
Last Day of Classes	Monday	July 30

FIRST TERM

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

SECOND TERM

Last Day for 100% Refund	Sunday	July 1
Classes Begin	Monday	July 2
Fourth of July Holiday	Wednesday	July 4
Last Day for 75% Refund	Thursday	July 5
Last Day to Add Classes or Register Late	Thursday	July 5
Last Day to Change from Audit to Credit	Thursday	July 5
Last Day for 25% Refund	Monday	July 9
Last Day to Withdraw from Classes	Wednesday	July 18
Last Day to Change from Credit to Audit	Wednesday	July 18
Last Day of Classes	Monday	July 30

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

Academic Calendar

ACADEMIC CALENDAR – Fall Semester 2007

FULL TERM

WEB Registration Begins	Monday	April 2
Faculty Report	Monday	August 20
Freshman Experience	Wednesday	August 22
Last Day for 100% Refund	Sunday	August 26
Classes Begin	Monday	August 27
Last Day to Add Classes or Register Late	Thursday	August 30
Last Day to Change from Audit to Credit	Thursday	August 30
Labor Day Holiday	Monday	September 3
Last Day for 75% Refund	Monday	September 10
Graduation Applications for Fall Due	Monday	September 10
Last Day for 25% Refund	Monday	September 24
Graduation Applications for Spring/Summer Due	Friday	October 12
Fall Break	Mon-Tues	October 15-16
Last Day to Withdraw from Classes	Friday	November 2
Last Day to Change from Credit to Audit	Friday	November 2
Thanksgiving Holiday	Thurs-Sun	November 22-25
Last Day of Classes	Monday	December 10
Exam Period	Tues-Thurs	December 11-13
Grades Due in Records Office	Friday	December 14

**NOTE: Accelerated, 8 Week and Weekend College observe the same holidays
and breaks as Full Term classes.**

ACCELERATED TERMS (Five Weeks)*

Last day for 100% Refund for Term I	Sunday	August 26
Term I Begins	Monday	August 27
Last Day for 75% Refund for Term I	Wednesday	August 29
Last day for 25% Refund for Term I	Sunday	September 2
Labor Day Holiday	Monday	September 3
Last Day to Withdraw from Term I	Tuesday	September 18
Term I Ends	Thursday	September 27
Last Day for 100% Refund for Term II	Monday	October 1
Term II Begins	Tuesday	October 2
Last Day for 75% Refund for Term II	Friday	October 5
Last day for 25% Refund for Term II	Tuesday	October 9
Fall Break	Mon-Tues	October 15-16
Last Day to Withdraw from Term II	Wednesday	October 24
Term II Ends	Tuesday	November 6
Last Day for 100% Refund for Term III	Tuesday	November 6
Term III Begins	Wednesday	November 7
Last day for 75% Refund for Term III	Saturday	November 10
Last Day for 25% Refund for Term III	Wednesday	November 14
Thanksgiving Holiday	Thurs-Sun	November 22-25
Last Day to Withdraw from Term III	Thursday	November 29
Term III Ends	Thursday	December 13

*Please refer to the RSCC Web page for the specific dates of each accelerated class, keyword: MGT.

8 WEEK CLASSES

Classes Begin	Monday	August 27
Classes End	Monday	October 29

WEEKEND COLLEGE

Classes Begin	Fri-Sun	August 31-Sept. 2
Classes End	Sunday	December 9

ACADEMIC CALENDAR – Spring Semester 2008

Academic Calendar

FULL TERM

WEB Registration Begins	Monday	November 12
Faculty Report	Monday	January 7
Last Day for 100% Refund	Sunday	January 13
Classes Begin	Monday	January 14
Martin Luther King Holiday	Monday	January 21
Last Day to Add Classes or Register Late	Thursday	January 17
Last Day to Change from Audit to Credit	Thursday	January 17
Last Day for 75% Refund	Monday	January 28
Last Day for 25% Refund	Friday	February 8
Spring Break	Mon-Sun	March 3-9
Good Friday Holiday	Friday	March 21
Last Day to Withdraw from Classes	Wednesday	March 26
Last Day to Change from Credit to Audit	Wednesday	March 26
Academic Festival	TBA	TBA
Last Day of Classes	Monday	April 28
Exam Period	Tues-Thurs	April 29-May 1
Grades Due in Records Office	Friday	May 2
Graduation	Fri-Sat	May 2-3

NOTE: Accelerated, 8 Week and Weekend College observe the same holidays and breaks as Full Term classes.

ACCELERATED TERMS (Five Weeks)*

Last Day for 100% Refund for Term I	Sunday	January 13
Term I Begins	Monday	January 14
Last Day for 75% Refund for Term I	Wednesday	January 16
Last Day for 25% Refund for Term I	Sunday	January 20
Last Day to Withdraw from Term I	Wednesday	February 6
Term I Ends	Thursday	February 14
Last Day for 100% Refund for Term II	Monday	February 18
Term II Begins	Tuesday	February 19
Last Day for 75% Refund for Term II	Thursday	February 21
Last Day for 25% Refund for Term II	Monday	February 25
Spring Break	Mon-Sun	March 3-9
Last Day to Withdraw from Term II	Thursday	March 13
Good Friday Holiday	Friday	March 21
Term II Ends	Thursday	March 27
Last Day for 100% Refund for Term III	Monday	March 31
Term III Begins	Tuesday	April 1
Last Day for 75% Refund for Term III	Thursday	April 3
Last Day for 25% Refund for Term III	Tuesday	April 8
Last Day to Withdraw from Term III	Tuesday	April 22
Term III Ends	Thursday	May 1

*Please refer to the RSCC Web page for the specific dates of each accelerated class, keyword: MGT.

8 WEEK CLASSES

Classes Begin	Monday	January 14
Classes End	Monday	March 13

WEEKEND COLLEGE

Classes Begin	Fri-Sat	January 18-20
Classes End	Sunday	April 27

INTERSESSION   May 4 - June 1

Academic Calendar

ACADEMIC CALENDAR – Summer Semester 2008

FULL TERM

WEB Registration Begins	Monday	April 7
Last Day for 100% Refund	Sunday	June 1
Classes Begin	Monday	June 2
Last Day to Add Classes or Register Late	Wednesday	June 4
Last Day to Change from Audit to Credit	Wednesday	June 4
Last Day for 75% Refund	Saturday	June 7
Last Day for 25% Refund	Saturday	June 14
Fourth of July Holiday	Friday	July 4
Last Day to Withdraw from Classes	Monday	July 7
Last Day to Change from Credit to Audit	Monday	July 7
Last Day of Classes	Friday	July 25

FIRST TERM

Last Day for 100% Refund for Term I	Sunday	June 1
Classes Begin	Monday	June 2
Last Day for 75% Refund for Term I	Wednesday	June 4
Last Day to Add Classes or Register Late	Wednesday	June 4
Last Day to Change from Audit to Credit	Wednesday	June 4
Last Day for 25% Refund	Saturday	June 7
Last Day to Withdraw from Classes	Wednesday	June 18
Last Day to Change from Credit to Audit	Wednesday	June 18
Last Day of Classes	Friday	June 27

SECOND TERM

Last Day for 100% Refund	Sunday	June 29
Classes Begin	Monday	June 30
Last Day for 75% Refund	Wednesday	July 2
Last Day to Add Classes or Register Late	Wednesday	July 2
Last Day to Change from Audit to Credit	Wednesday	July 2
Fourth of July Holiday	Friday	July 4
Last Day for 25% Refund	Sunday	July 6
Last Day to Withdraw from Classes	Wednesday	July 16
Last Day to Change from Credit to Audit	Wednesday	July 16
Last Day of Classes	Friday	July 25

NOTE: First Term Contemporary Management accelerated courses begin June 2.
Second Term Contemporary Management accelerated courses begin June 24.

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-Division Offering Course

Degree Requirements-Academic Divisions

Fees and Tuition-Business Office

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

Thank You for Selecting Roane State Community College

Roane State Community College's exceptional faculty and staff join me in welcoming you to RSCC. Personal attention and a human touch are hallmarks at RSCC that is blended into every aspect of the teaching and learning process. We'll be there for you from beginning to end, offering academic advising to not only get you started on the right footing, but also to keep on course as you pursue your educational goals. We offer a wide array of services to our students including career planning, transfer, financial aid assistance, counseling, tutoring, and many others. An essential ingredient for student success is the quality and dedication of its faculty and staff. No college does it better than Roane State.

We hope you will take full advantage of the many opportunities that can prepare you to transfer to a university, complete a fulfilling career-track program or perhaps take an enrichment course you've had on the back burner for a long time. We encourage you to use the new and enhanced facilities and labs at our nine campuses. If you prefer to pursue your studies at home, be sure to explore our wide range of online and other distance learning classes.

At RSCC, we're proud that we can provide our students outstanding academic quality at a price they can afford. We're dedicated to providing the best learning experience possible for our students in the most advanced technological environment available. This benefits students not only in the classroom, but also after graduation as they move forward into the workplace or to a four-year university to pursue advanced degrees.

Thank you for choosing RSCC, and best wishes for your continued success.

Dr. Gary Goff
President

General Information

General Information
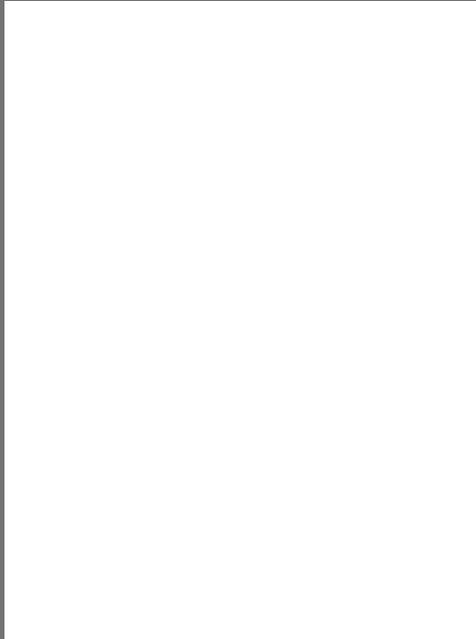
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Associate of Arts Degree

An associate of arts degree is awarded to students after completion of a core curriculum in a university parallel program. Foreign language courses are an additional requirement for the associate of arts degree. Courses that fulfill minimum degree requirements and transferability of courses are found on page 94.

Associate of Science Degree

An associate of science degree is awarded to students after completion of a core curriculum in a university parallel program. Courses that fulfill minimum degree requiements and transferability of courses are found on page 94.

Associate of Applied Science

An associate of applied science degree is awarded to students who wish to seek employment after two years of college. These programs are not designed for transfer to a senior institution. Although the general education core is transferable, senior institutions may grant elective credit for other courses in the curricula, and all are college courses. Minimum degree requirements for the associate of applied science degree are found on page 126.

General Information

CAMPUS OFFICE DIRECTORY

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CAMPUS TELEPHONE DIRECTORY

	ROANE COUNTY	OAK RIDGE
Articulation/Advising	882-4597	
Academic Development	882-4675	
Academic Services, Vice President	882-4513	
Admissions Office	882-4523	481-2030
Alumni Relations	882-4503	
Athletics	882-4581	
Bookstore	882-4671	481-2006
Business Office	882-4515	481-2014
Business and Technology	882-4600	
Centers for Training and Development	882-4612	
Center for Teaching Arts & Tech.	882-4556	
Community Services, Non-Credit	882-4509	
Computer Training Center		483-8453
Continuing Education	882-4607	
Counseling & Career Services	882-4546	481-2003
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Dual Credit	882-4524	
Enrollment Management		
& Main Campus	882-4524	
Exposition Center	882-4590	
Financial Aid/Veterans Affairs	882-4545	481-2036
General Information	354-3000	481-2000
	1-866-GO2-RSCC	
Graduation Analyst	882-4528	
Health Sciences	882-4594	
Humanities	882-4536	
Institutional Research	882-4669	
Learning Center	882-4677	481-2026
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Payroll	882-4518	
Placement Office	882-4695	
President	882-4501	
Public Relations	882-4505	
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Theatre	882-4607	

General Information

OTHER LOCATIONS

Campbell County (LaFollette)	423-562-7021 or 865-882-4534
Cumberland County (Crossville)	931-456-9880 or 865-882-4532
Fentress County (Jamestown)	931-752-8320 or 865-882-4625
Loudon County (Lenoir City)	865-986-1525 or 865-882-4670
Scott County (Huntsville)	423-663-3878 or 865-882-4694
Knox County (Energy Education)	865-531-8051
Knox County (Health Sciences)	865-539-6904
Knox County (Emergency Medical Services)	865-539-6905
Knox County (Nursing)	865-539-1134

COLLEGE HISTORY

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

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

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

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

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

A general education core curriculum including the humanities, arts, math, and sciences is required of all degree program graduates. Roane State has also implemented the state educational initiative to require all graduates to be computer literate. New career programs introduced in 1989 to meet employment demands now and in the future included Environmental Health Technology, Opticianry, and Emergency Medical Technician/Paramedic. A new Occupational Therapy Assistant program was added to the curriculum in 1992.

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

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

General Information

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

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

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

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

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

In August of 1994, the college held its long-awaited groundbreaking for the new $6.3 million Humanities Building. Final approval of funding for the building came in April after 13 years of support by community and political leaders. The Humanities Building was opened for classes in the spring of 1997.

In December of 1998, Roane State held a dedication ceremony for its second permanent Higher Education Center at the new facility in Crossville. The Cumberland County Center was named after Roy and Joanne Stone. The Stones donated the 40 acre tract of land for the new center as well as significant financial contributions. The center's library was named after the Cumberland Clinic Foundation in honor of this organization's significant financial contribution. Roane State occupied a new leased facility in Knox County to accommodate its Center for Health Sciences that serves the expanded service area of Knox and Blount counties. The facility houses classrooms and labs for nursing, medical laboratory technology, polysomnography, and EMT/Paramedic programs.

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

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

In November 2004, a ribbon cutting ceremony was held to celebrate the opening of a new center in Fentress County located at 632 N. Main Street in Jamestown. The Fentress County Higher Education Center is located on property leased from York Institute and consists of five portable units provided by the Fentress County Board of Education. A bronze plaque was presented to Guy and Claudine Pinckley for their effort in providing most of the financial resources necessary to make the center a reality.

In February 2000, Dr. Sherry Hoppe accepted an appointment as Interim President at Austin Peay State University and was selected as the university's permanent president in January 2001. During this period, Vice President for Financial Services William S. Fuqua, III served as Interim President of Roane State. On October 15, 2001, Dr. Wade B. McCamey became Roane State's third president. Dr. Gary Goff became Roane State's fourth president on August 19, 2005 after serving as an Academic Dean and Vice President for Business at Hillsborough Community College in Tampa, Florida.

In 2005, the Tennessee Board of Regents approved the establishment of a new RSCC campus in Morgan County in Wartburg, Tennessee. Also in 2005, the new campus in Campbell County was completed and replaced the mall location after a decade of operation.

Roane State now serves more than 5,300 students who are enrolled for credit. Approximately 5,000 students are served yearly through non-credit courses, programs, and workshops.

Locations

The Roane County campus of Roane State Community College consists of 138 acres located near the cities of Harriman, Kingston, and Rockwood in Roane County, Tennessee. The site is near the intersection of Patton Lane and U.S. Highway 70 and is easily accessible from Interstate 40, U.S. 27, and U.S. 70. The Oak Ridge Branch campus is located at 701 Briarcliff Avenue.

To more effectively serve the higher education needs in Roane State's service delivery area, RSCC and Tennessee Technological University entered into a cooperative agreement for the provision of higher education services at the Scott and Cumberland County Higher Education Centers. Roane State provides general education for students wishing to transfer to four-year colleges or universities, technical and career education programs, and developmental education for students lacking an adequate academic background. TTU provides undergraduate junior and senior level courses as well as graduate courses.

The following centers are now in full operation:

Scott County Higher Education Center, Huntsville, Tennessee
Cumberland County Higher Education Center, Crossville, Tennessee
Campbell County Higher Education Center, LaFollette, Tennessee
Fentress County Higher Education Center, Jamestown, Tennessee
Knox County Health Sciences Center, Knoxville, Tennessee
Loudon County Higher Education Center, Lenoir City, Tennessee

ACCREDITATION

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

Business Management Technology	Association of Collegiate Business Schools and Programs (ACBSP)
Contemporary Management	Association of Collegiate Business Schools and Programs (ACBSP)

Dental Hygiene	Commission on Dental Accreditation of the American Dental Association
EMT-Paramedic	Committee on Accreditation of Educational Programs for the EMS Professions—CoAEMSP and Commission on Accreditation of Allied Health Education Programs
Health Information Technology	Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
Nursing	National League for Nursing Accreditation Commission 61 Broadway New York, NY 10006 Phone: (212) 363-5555
Occupational Therapy Assistant	Accreditation Council for Occupational Therapy Education
Opticianry	Commission on Opticianry Accreditation
Physical Therapist Assistant	Commission on Accreditation in Physical Therapy Education
Radiologic Technology	Joint Review Committee on Education in Radiologic Technology
Respiratory Therapy Technology	Committee on Accreditation for Respiratory Care (CoARC) and Commission on Accreditation of Allied Health Education Programs
Somatic Therapy	Commission on Massage Therapy Accreditation

STATEMENT OF MISSION AND PURPOSE

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

Roane State Community College is a comprehensive, public, two-year postsecondary institution and a member of the State University and Community College System governed by the Tennessee Board of Regents. Roane State serves the higher education needs of a widely diverse eight-county service area which includes Roane, Anderson, Loudon, Campbell, Scott, Cumberland, Morgan, and Fentress counties and expands to include Knox and Blount counties for the delivery of health technologies. At multiple staffed teaching locations and with a wide range of distance learning offerings, Roane State brings the benefits of higher education within the reach of all who live and work in these different communities.

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

institutions to facilitate a seamless transition through all stages of the educational process.

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

Through the various divisions which support its continuing education and community service mission, Roane State offers a wide array of specialized courses, programs, and services. These range from rigorous customized training for business, industry, and public service providers to offerings for cultural, aesthetic, and recreational awareness and enjoyment.

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

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

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

ACADEMIC PROGRAMS

Roane State offers many challenging and rewarding degree programs. Detailed information about each program can be found beginning on page 96.

DISTANCE EDUCATION

(865) 882-4602

The Distance Education Office provides credit programs and services to support the educational needs of local business and industry. Courses can be offered on campus, at a business or community site during day, evening, or weekends in a variety of delivery modes.

Distance Education offers flexible and convenient educational opportunities through the College at Home video and on-line courses as well as Regents Online Degree Program (RODP). Testing services for Distance Education students are provided through the Counseling and Career Resource Center on the Roane County Campus and on the Oak Ridge Branch Campus.

The IDEA (Interactive Distance Education Access) live interactive system is also a part of the Distance Education program and links students and instructors through two-way audio and video transmission. IDEA classrooms, in Roane County, Oak Ridge, Campbell County, Cumberland County, Fentress County, Loudon County and Scott County, allow students to attend classes at the site closest to their home or work.

General Information

CENTERS FOR TRAINING AND DEVELOPMENT

(865) 882-4612

The Centers for Training is a division of Roane State's Office of Continuing Education. The many centers in this division provide training and consulting services to local business and industry. Emphasis is placed on identifying the targeted need of the client and customizing the services provided to accomplish the goal in a cost effective manner. The centers within this division are:

Center for Business and Industry – Roane County Campus – (865) 882-4612
- Teambuilding
- Retreat Facilitation
- Project Management
- Basic Skills Development
- Performance Based Training
- Business Consulting
- Profiles International
- Customized training per client request

Center for Health Sciences – Knox County Center – (865) 539-6904
- Emergency Services Training
- Pharmacy Technician
- Wilderness First Aid
- Health Care Leadership
- Customized training per client request
- ACLS, PHTLS, BTLS, PALS, CPR
- First Responder
- First Aid/BBP/CPR
- EMT Bridge
- Wilderness First Responder

Center for Computer Training and Professional Development – Oak Ridge – (865) 483-8453
- MS Office 2000, MS Office Xp, A+ PC Technician, MCSE, Website Development and more.
- Online Training Courses
- Test Preparation (SHRM, ASTD, GMAT, ACT, GED, Computer Certification)
- Professional Continuing Education
- Customized training per client request

Center for Small Business Development – Oak Ridge – (865) 483-2668
- Promote growth, expansion, innovation, increased productivity and managerial excellence in the small business community.
- Provide meaningful advice, counseling, training and assistance to those wanting to start their own business.

COMMUNITY SERVICE PROGRAMS

(865) 882-4509

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

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

EAST TENNESSEE AGRICULTURAL EXPOSITION CENTER

(865) 882-4590

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

OFFICE OF ALUMNI RELATIONS

(865) 882-4503

The Office of Alumni Relations provides a comprehensive array of programs and services for alumni which include alumni publications, development of alumni chapters and hosting special events. These services keep alumni in touch, informed and invested in their alma mater by giving them the opportunity for a continued relationship through membership development, student recruitment and the establishment of scholarships.

P-16 COUNCIL

The Big South Fork P-16 Council serves the eight counties of the Roane State service area to provide for a seamless transition from pre-school through four years of college. Area educators, community groups, and business leaders work to facilitate improved education in the region.

General Information

ROANE STATE FOUNDATION

(865) 882-4507

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

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

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

RSCC/LEAD INSTITUTION

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

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

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

LEARNING SUPPORT SERVICES

(865) 882-4677 (Roane County)
(865) 481-2026 (Oak Ridge)
(931) 456-9880 (Cumberland County)

Learning Support Services at Roane State support the classroom experience by providing individual assistance, learning technology and other resources for students, and support services for faculty. We promote a positive and confident attitude toward learning. We offer an environment designed to help students take responsibility for their learning, learn efficiently, persist in their efforts to reach academic and career goals, and achieve academic excellence. Our secondary mission is to make our resources available to staff and community.

There are Learning Centers on the Roane County, Cumberland County, and Oak Ridge campuses. For more information, visit our web site at www.roanestate.edu/learningcenter.

LIBRARIES

(865) 882-4553 Main Library, Roane County Campus
(865) 481-2004 Coffey Library, Oak Ridge Campus
(423) 663-3878 Baker Library, Scott County Campus
(931) 456-9880, Cumberland Clinic Library, Cumberland County Campus

The college libraries primarily serve the students, faculty and staff of the college. Secondary services are provided to members of the surrounding communities. Through its collection of books, online databases, periodicals, microfilm and other material, the library system supports the curriculum and provides material for recreational reading. Daily courier service is provided between campuses to deliver requested material. For more information, visit our website at www.roanestate.edu/library.

Admission Procedures

Admission Procedures
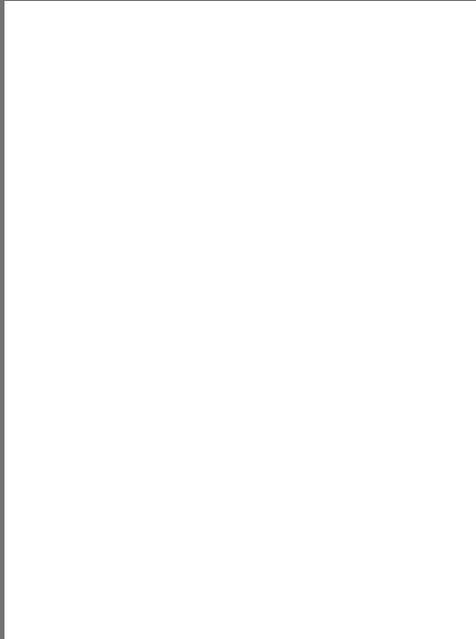
ADMISSION TO THE COLLEGE

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

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

The information included in this section of the catalog is provided to guide you through these steps. If you have questions which are not explained, please contact the Admissions Office at (865) 882-4523 or 1-866-GO2-RSCC, ext. 4523.

College tours may be scheduled at the Admissions Office or at any off campus location.

ADMISSION PROCEDURES

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

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

1. Graduate from an approved high school, home school or receive a GED high school equivalency diploma and submit to the Admissions Office an official high school transcript or an official copy of GED scores. Transcripts for graduates from Tennessee public high schools must provide evidence that the student passed the required Tennessee Comprehensive Assessment Program (TCAP) or Gateway. **NOTE:** The high school transcript must be a regular or honors diploma. A special ed diploma or certificate of attendance DOES NOT meet this requirement.
2. File an application for admission and submit a non-refundable application fee of $10 which must accompany the application form. The application form must have all appropriate spaces completed. Failure to complete all appropriate spaces accurately may result in expulsion from the college.
3. All students must complete the Certificate of Immunization or provide proof of two doses of Measles, Mumps, and Rubella (MMR) vaccines if born in or after 1957.
4. All students must complete and sign the Hepatitis B Health History form.
5. All freshman applicants under 21 years of age must submit ACT or SAT scores. Information on the ACT may be obtained from the high school counselor, the Testing Center at RSCC, or by writing to American College Testing, Inc., P.O. Box 168, Iowa City, Iowa 52242. Roane State Community College's ACT Code Number is 039850. This number should be used to request that scores be sent to RSCC.
6. Students who have graduated from a Tennessee high school and who have not earned one credit in American history while in the high school program are required to complete 6 semester hours of American history during their first 30 hours of regular enrollment at Roane State. This requirement does not affect the student who enters the college with a GED certificate.

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

Admissions Office
Roane State Community College
276 Patton Lane
Harriman, Tennessee 37748

A candidate for admission should request application forms early enough to allow ample time for required materials to be forwarded to the Admissions Office. When all admissions papers have been received in the Admissions Office, the applicant will be sent a letter indicating that he/she has been accepted for admission or he/she will be advised by letter that further action is necessary in order to establish eligibility for admission. Applicants will be advised when to appear for testing, counseling, and registration.

ADDITIONAL ADMISSION AND RETENTION REQUIREMENTS ARE IN EFFECT FOR HEALTH SCIENCE AND NURSING PROGRAMS. PREFERENCE FOR ADMISSION WILL BE GIVEN TO RESIDENTS OF THE STATE OF TENNESSEE, SEE PAGES 140 AND 146 FOR FURTHER INFORMATION.

GENERAL STUDENT CLASSIFICATIONS

1. *DEGREE STUDENT:* Applicants who take courses for credit which will apply toward a degree. Categories for degree-seeking students are:

First-Time College Student

A student pursuing a degree at Roane State and has never attended college before must complete the following:
1. Submit application for admission and non-refundable $10 application fee.
2. Submit official high school transcripts or official copy of GED scores. Transcripts must be mailed directly to the Records and Registration Office and should include date of graduation as well as verification that the student passed the required proficiency examination.
   NOTE: The transcript of a home school student should be an official copy from an affiliated organization as defined by state law (T.C.A. 49-50-801). Transcripts from **independent** home school students must be accompanied by certification of registration with the superintendent of the local education agency which the student would otherwise attend. (A form is available upon request from the Admissions Office.) Students unable to provide a satisfactory secondary school credential may substitute acceptable GED scores.
3. All applicants under 21 years of age will be placed by ACT or SAT scores. **Roane State prefers the ACT but will accept the SAT.** These scores will be used to determine the areas in which the student will be required to undergo placement assessment. Enrollment in the courses indicated by results of the assessment is mandatory.

ACT English*	19-Above	Place in College English	ENGL 1010
	15-18	Place in Developmental Writing	DSPW 0800
	1-14	Place in Remedial Writing	DSPW 0700
ACT Math*	19-Above	Place in College Level Math	
	17-18	Place in Intermediate Algebra	DSPM 0850
	15-16	Place in Elementary Algebra	DSPM 0800
	1-14	Place in Remedial Math	DSPM 0700

ACT Reading	19-Above	Place in College Level Courses	
	12-18	Place in Developmental Reading	DSPR 0800
	1-11	Place in Remedial Reading	DSPR 0700

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

4. All applicants 21 years of age and older must undergo placement assessment. Students 21 years of age and older may choose to take the ACT and be placed according to the above-mentioned guidelines. Only ACT or SAT scores less than three years old as of the first day of the first term of enrollment will be used to determine placement.

5. All students enrolled in Composition I will be evaluated during the first week of classes. Students showing deficiencies will be referred to testing for possible placement in appropriate remedial or developmental courses.

6. Placement in DSPS 0800 College Success Strategies is required for students who are placed in at least two subjects at the remedial or developmental level. Beyond this mandatory placement, students with a deficiency have the option to elect placement in College Success Strategies. Course enrollment is limited to students in these categories.

Transfer Student

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

1. Submit an application for admission and non-refundable $10 application fee.

2. Transcripts from all previously attended institutions should be mailed directly to the Records & Registration Office. Transcripts are not accepted from students. An evaluation of college credit will be completed. If less than 60- semester hours have been accumulated, an official high school transcript or GED scores must be submitted.

3. Transfer students who have successfully completed a **college-level** English and mathematics course are exempt from the academic placement (COMPASS) test. Students who have completed neither, or only one, of these college level courses will be requried to take one or more parts of the COMPASS test. Transfer students whose ACT or SAT scores demonstrate appropriate levels may be exempt from parts of the COMPASS test. **NOTE:** Only ACT or SAT scores less than three years old as of the first day of the first term of enrollment will be used to determine exemption status.

4. Transfer students age 21 and older, who have less than 60 semester hours of credit, will have their course records evaluated for proof of competency in the areas of reading, 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. Remedial/Developmental course work taken at other TBR institutions will be posted to the student's RSCC transcript and will be considered in regards to the number of attempts.

6. All transfer students with 60 or more semester hours will be exempt from placement testing.

7. Transfer applicants who do not meet the Roane State retention standards or whose last term of enrollment resulted in academic suspension may be required to undergo placement assessment. Enrollment in the courses indicated by results of the assessment is mandatory.

8. Transfer applicants whose last term of attendance resulted in academic suspension and who are currently serving a suspension at another institution must meet with the Admission and Retention Committee to request admission. If admission is recommended by the committee, the applicant may be required to undergo placement assessment as noted in section 3 above.

9. Credits for courses not corresponding with the curriculum at Roane State may be entered on the transcript as elective credit. All credit will be posted within the first term of enrollment.

Readmitted Student

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

1. Submit an application for readmission. There is no application fee charged under this category. (PLEASE NOTE: Students who applied for admission but never attended should fill out the general application for admission in lieu of the re-admission application if it has been more than 1 year since making application to the college.)

2. Degree seeking students must submit official transcripts from all colleges or universities attended since their enrollment at Roane State.

3. All applicants whose last semester of attendance resulted in academic suspension and who are seeking readmission within one calendar year of that suspension must meet with the Admission and Retention Committee to appeal the suspension prior to readmission. If reinstated, these students may be required to undergo placement assessment. Enrollment in the courses indicated by results of the assessment is mandatory.

4. Effective spring 1992, readmit students who took courses at RSCC prior to fall 1985 are no longer exempt from fulfilling Developmental Studies requirements in placement testing and course completion.

International Student

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

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

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

2. Submit a transcript showing graduation from an American high school.

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

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

The following should be submitted to the Admissions Office no later than 30 days prior to the beginning date of the term the applicant wishes to enroll.

1. Application for admission with a non-refundable $10 application fee.

2. Official copies of academic records from secondary schools, colleges, or universities accompanied by notarized or certified English translation of these documents.

3. International students under 21 years of age must submit ACT or SAT scores.

4. Placement assessment may be required dependent upon age, admissions category (new or transfer), and ACT/SAT scores. Enrollment in courses indicated by results of the assessment is mandatory.

5. For F-1 (student) visas, evidence of financial resources adequate for all expenses for at least one year of enrollment is required. The first year fees and expenses total $17,000. (This figure is an estimate and is subject to change.) Additional funds are required if the student plans to bring a spouse or dependent into the country. An official statement from a US bank verifying these resources will meet this requirement. If original statement is in foreign currency, an official conversion to US dollars from the foreign bank must accompany the statement.

6. Provide documentation substantiating official status with the Department of Homeland Security's Bureau of Citizenship and Immigration Services. (Passport, visa, I94, etc.) Official documents must be presented in person to the Admissions Office for validation.

7. All international students are required to have health and accidental insurance from a Roane State approved US company.

8. Provide proof of two doses of Measles, Mumps, and Rubella (MMR) vaccines if born in or after 1957.

9. Sign Hepatitis B immunization waiver form.

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

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

Permanent Resident

The student must meet all applicable requirements for regular admission to the college. Other requirements are as follows:

1. Permanent Resident Alien card must be presented in person to the Admissions Office for validation.

2. A permanent resident whose native language is NOT English must submit a minimum score of 500 on the TOEFL or 173 on the computer-based TOEFL (CBT) or 61 on the internet-based TOEFL (IBT) or meet one of the requirements from the English Proficiency section listed above.

   *Appeals concerning English proficiency may be made to the Director of Admissions.

2. *NON-DEGREE STUDENT*—Applicant who does not work toward a degree may be admitted as a non-degree student. Students in this category who wish to be reclassified to degree-seeking must submit appropriate transcripts and possibly undergo placement assessment. A change of status form must be completed. Forms are available in the Records and Registration Office. Reclassification will not occur until all requirements of the new admissions category are met. **Students may not change status during the first term of enrollment.** These categories include:

Technical Certificates

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

1. Submit an application for admission along with a non-refundable $10 application fee.
2. Submit an official copy of high school transcript or GED scores or college transcript.
   NOTE: The high school transcript must be a regular or honors diploma. A special ed diploma or certificate of attendance DOES NOT meet this requirement.

Technical Certificate programs offered:
   Computer Art & Design
   Diagnosis and Procedural Coding
   Geographic Information Systems
   Medical Transcription
   Office Information Technology
   Paramedic (college transcript is required)
   Pharmacy Technician
   Police Management
   Polysomnography
   Somatic Therapy

Transient Student

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

1. Submit an application for admission and pay the non-refundable $10 application fee.
2. Provide a letter of good standing from his/her institution verifying enrollment in a degree program in lieu of college transcript. Students planning to take college level math, English or a science course with prerequisite requirement must submit an official college transcript.

Audit Student

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

1. Student should submit an application for admission with non-refundable $10 application fee.
2. Some disabled or elderly students may qualify for a special fee rate. Proof of age may be required by the Records and Registration Office. For more information regarding fees for disabled and senior citizens, refer to page 69.
   NOTE: Remedial or developmental level courses as well as fast-track and freshman level English Composition courses **may not** be taken for audit.

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

Admission Procedures

Personal/Professional Enrichment

Students who do not wish to pursue a degree or certificate but want to enhance personal and/or professional skills may enroll in these "special" categories.

Non-High School Graduate

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

To enroll:

1. Submit an application for admission and non-refundable $10 application fee.
2. Undergo placement assessment.
3. Take the prescribed remedial and developmental courses only.

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

High School Graduate—Applicant who has earned a regular high school diploma or GED may enroll in any course except college-level math, English, or one that has college-level math or English prerequisites. Any student who plans to enroll in math or English courses must undergo placement assessment unless he/she has taken the ACT within the last 3 years and has scores which waive this requirement. (For ACT requirements, refer to page 29 under "General Student Classifications.") To enroll students should submit an application for admission and non-refundable $10 application fee. (No transcript is needed.)

Student with Previous College Credit—Applicant who has earned college credit but does not have a degree may enroll after completing the following:

1. Submit application for admission and non-refundable $10 application fee.
2. Undergo placement assessment if enrolling in math or English courses unless student has already completed college-level math or English.

College Graduate—An applicant who has earned a college degree may enroll in college courses without regard to course prerequisite requirements. An application for admission with a non-refundable $10 application fee should be submitted. **Transcripts are not required.**

Advanced Studies Program (For High School Students)

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

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

To enroll as an Advanced Studies student applicants should:

1. Submit an Advanced Studies application AND an application for admission to the Admissions Office.
2. Have permission of high school principal, counselor and parent.
3. Have a 3.2 GPA or better on a 4.0 scale or 2.75 on a 5.0 scale.

4. Submit high school transcript with ACT scores. The ACT composite must not fall below 19 and subscores in English, mathematics and reading must be 19 or higher.
5. Courses satisfactorily completed will count as credit for those who submit a high school transcript showing evidence of high school graduation. Advanced Studies students must submit a high school transcript verifying high school graduation as well as a change of status/major form prior to enrolling as degree students.

Academically Gifted Student (High School Students)

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

1. Submit an Academically Gifted application, an application for admission and a non-refundable $10 application fee.
2. Have a grade point average of 3.2 or better on a 4.0 scale.
3. Have approval of the high school principal and the Director of Admissions.
4. Enroll only in those courses designated in the student's Individual Education Program (IEP) developed by the multi-disciplinary team. A copy of the student's IEP showing those courses or a list of the approved courses from a school official must be sent to the Director of Admissions before registration will be allowed.
5. Submit high school transcript.

ADMISSION REQUIREMENTS

To enroll in a transfer program leading to an associate of arts or an associate of science degree, and eventually a bachelor's degree, the Tennessee State Board of Regents requires the completion of specific high school courses. **All students in a University Parallel program must meet this requirement.**

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

	Units
English	4
Mathematics (1 of each)	3
Algebra I and II	
Geometry or other advanced math with	
Geometry component	
Natural/Physical Science	2
At least 1 unit must be Biology I or II,	
Biology for Technology, Chemistry I or II,	
Physics, or Principles of Technology II	
U.S. History	1
Social Studies	1
Foreign Language	2
Visual/Performing Arts	1

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

Removal of Entrance Deficiencies

Students with academic deficiencies will be notified by the Records and Registration Office. Deficiencies must be removed prior to receiving an associate degree. A grade of "C" or better must be earned in these courses. Courses used to remove deficiencies cannot be used to fulfill program requirements.

Requirement	Course Needed
English	*See note
Algebra I and II	*See note
Geometry or other advanced math with geometry component	MATH 0990
Natural/Physical Science I	BIOL 1110
	BIOL 2010
Natural/Physical Science II	ASTR 1010
	BIOL 1120, 2020
	CHEM 1000, 1020, 1120
	GGY 102
	GEOL 1050
	PHYS 2020
Social Studies	GGY 201
	HIST 1010
	PSY 110
	SOC 201, 211
U.S. History	HIST 2010, 2020
Foreign Language I	FREN 1010
	SPAN 1010
	GERM 1010
Foreign Language II	FREN 1020
	SPAN 1020
	GERM 1020
Visual/Performing Arts	SPCH 201, THEA 1010, 2010, 2020
	ART 101, 102, 1030, 111, 113, 114, 131, 141, 142, 201, 202, 203, 211
	MUS 1030, 140, or any three of the following: MUS 101, 102, 103, 104, 160, 161, 162, 163, 164, 165, 166, 167, 168, or Applied Music: Individual Instruction* or Ensembles
	***NOTE:** See page 236 for complete list.

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

RESIDENCY CLASSIFICATION

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

1. Every person having his or her residence in this state shall be classified in "in-state" for fee, tuition and admission purposes.
2. Every person not having his or her residence in this state shall be classified "out-of-state" for fee, tuition and admission purposes.
3. The residence of a dependent* is that of his or her parent. "Parent" shall mean a person's father or mother. If there is a non-parental guardian or legal custodian of dependent, then "parent" shall mean such guardian or legal custodian pro-

vided there are not circumstances indicating that such guardianship or custodi-anship was created primarily for the purpose of conferring the status of an "in-state" student on the dependent.

4. The residence of a married person can be determined based on the residence of the spouse.
5. A recent graduate of any "out-of-state" high school must supply evidence of Tennessee residency before receiving "in-state" tuition status. Copies of prop-erty deeds or property tax payment statements are acceptable evidence.
6. Dependent students of divorced parents shall be classified "in-state" when one parent's residence, regardless of custodial status, is in Tennessee.
7. International students shall be classified "out-of-state" for tuition and admission purposes.
8. Students classified by Immigration as a Permanent Resident, Resident Alien, or Refugee may be classified as "in-state" if their residence is in Tennessee.
9. Persons not living in Tennessee but employed full-time in Tennessee shall be classified "in-state." The student must provide appropriate documentation.

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

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

SELECTIVE SERVICE REQUIREMENTS

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

ACADEMIC FRESH START

Purpose

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

Admission Procedures

Student Requirements

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

Terms of Academic Fresh Start

1. Academic Fresh Start applies to all RSCC courses taken prior to the 4-year separation. All work attempted before the date of separation will be removed from consideration toward fulfillment of degree requirements. Previously satisfied placement testing requirements will not be forfeited.
2. Once the student has satisfied the above student requirements, the registrar will review the student's transcript at the time the student accumulates the required number of hours to verify that the student has met policy requirements.
3. The student will be notified in writing of the results of his/her application for Academic Fresh Start. All written documents will be placed in the student's file.
4. Upon approval by the registrar, the transcript will be updated to reflect "ACADEMIC FRESH START" with the effective date.
5. **All grades/courses** taken prior to re-enrollment will be given inactive status and will remain listed on the transcript but will not be calculated in current academic statistics (earned hours, attempted hours, cumulative grade point average).
6. **Academic Fresh Start will be granted only once, and when granted, is irrevocable.**
7. The student will apply for Fresh Start with the understanding that all TBR institutions will honor a Fresh Start provision granted at another TBR institution. The student should also signify understanding that non-TBR institutions may not accept the QPA as it is calculated with the Fresh Start.

Program Planning
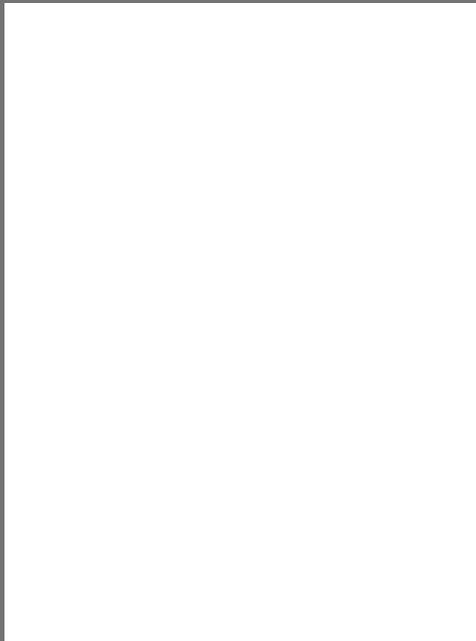
PLANNING AN EDUCATIONAL PROGRAM

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.

STATEMENT OF ACADEMIC INTEGRITY

An essential feature of any institution of higher learning is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. Plagiarism (the use of the intellectual property of someone else without giving proper credit), cheating, and other forms of academic dishonesty are prohibited. The instructor has the authority to assign an F or a zero for the exercise or examination, or to assign an F in the course, to a student found guilty of academic misconduct.

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

ADVISEMENT

At Roane State, academic advising is a shared responsibility of the student and the faculty advisor. First-time students and students transferring into Roane State are encouraged to attend a New Student Orientation session to meet with an advisor and schedule the upcoming term's classes. During the first semester of enrollment, students are assigned a faculty advisor from their major area of study. The advisor works closely with the student in determining his/her education goals and in developing a plan for completing these goals.

All students are encouraged to meet with their faculty advisor at least once a year. Students with high school deficiencies will be required to meet with an academic advisor prior to registration. Advisor assignments are made within 48 hours of application, readmit application or change of major. An e-mail will be sent to the student's Campus Pipeline account with the advisor's name and contact information.

DEGREE AUDIT

Students wanting to know the courses they need to complete a particular degree program or how their courses meet the requirements of another degree program should take advantage of Degree Audit, Roane State's advisement assistant. This computer program merges a student's academic record with the degree requirements for a particular major. Information included on the printout includes: academic requirements remaining, requirements completed or in progress, and work that is not applicable to a particular major. Students can obtain a Degree Audit printout from their Web for Students account or from their faculty advisor.

ACQUIRING CREDIT

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

ENGLISH COURSE EXEMPTION

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

ADVANCED PLACEMENT

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

CHALLENGE EXAMINATIONS

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

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

After fees are paid the student will take the form to the appropriate department to complete the test. When the test is complete, the grades assigned, and the appropriate signatures in place, the form will be sent to the Records and Registration Office for recording of credit. Credit type will be noted as PFT and a grade of "P" (Pass) will be assigned.

Fees are waived if the student desires to validate credit by examination for earned hours from an unaccredited institution or vocational school. Students must verify by official transcript that the credits have been earned previously when arranging to take the examination.

CLEP GENERAL AND CLEP SUBJECT AREA EXAMINATIONS

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

Planning an Educational Program

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

	MINIMUM ACCEPTABLE SCORE	NUMBER OF CREDIT HOURS AWARDED
CLEP EXAMINATION		
Composition & Literature		
American Literature	50	6
Analyzing & Interpreting Literature	50	6
Composition, Freshman College	50	6
English Composition (with or without essay)	50	6
English Literature	50	6
Humanities	50	6
Science & Mathematics		
Algebra, College	50	3
Algebra-Trigonometry, College	50	3
Biology, General	50	6
Chemistry, General	50	6
Calculus with Elementary Functions	50	6
Mathematics, College	50	6
Natural Sciences	50	6
Trigonometry	50	3
Foreign Languages		
French, Level I	50	6
French, Level II	62	12
German, Level I	50	6
German, Level II	63	12
Spanish, Level I	50	6
Spanish, Level II	66	12
Social Sciences & History		
American Government	50	3
Educational Psychology, Introduction to	50	3
History of the United States I: Early Colonizations to 1877	50	3
History of the United States II: 1865 to Present	50	3
Human Growth & Development	50	3
Macroeconomics, Principles of	50	3
Microeconomics, Principles of	50	3
Psychology, Introductory	50	3
Social Sciences & History	50	6
Sociology, Introductory	50	3
Western Civilization I: Ancient Near East to 1648	50	3
Western Civilization II: 1648 to Present	50	3

Business

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

*Level 2 cut scores will be distributed 1/2001. The recommended score will be a higher value number than 50.

Note: For English Composition exams taken between 1978 and April 1986, the minimum score for awarding credit was 530 and above. Minimum Scores for CLEP General Exams prior to July 1, 1993 were 421-500. After this date, all scaled scores end in zero.

COURSE CREDITS FOR PASSING THE CPS EXAMINATION

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

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

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

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

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

TRANSFER OF CREDIT FROM COLLEGES AND UNIVERSITIES

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

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

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

1. Official transcripts of all previous college coursework must be sent to the college at the time of application. Foreign transcripts not issued in English must be accompanied by a certified English translation.
2. Credit earned at a regionally or internationally accredited institution will be evaluated upon receipt of an official transcript for degree seeking students only.
3. Transfer credit (quality hours, quality points and GPA) will not be included on the Roane State academic record.
4. Courses earned with grades of A, B, C, D, or P will be considered for applica-

Planning an Educational Program

bility toward a degree and certificate programs from Roane State. Only grades of A, B, C, or P will be accepted for remedial/developmental courses.

5. Roane State grants non-traditional credit for military service and service schools in accordance with the guidelines established in ACE (American Council on Education) and DANTES (Defense Activity for Non-Traditional Educational Support) published by the American Council on Education. Military service credit will be assigned a grade of P.

6. Roane State grants non-traditional credit for CLEP (College Level Examination Program) and AP (Advance Placement) examinations. CLEP and AP credit will be assigned a grade of P. See "Acquiring Credit" in this catalog for credit requirements.

7. Effective Fall 1999, Roane State will consider coursework from non-regionally accredited institutions as transfer coursework. Readmits and currently enrolled students may request credit consideration for coursework completed during or after Fall 1999. Credit requests must be made by completing an Application for Transfer of Credit form obtained from the Records and Registration Office or any off campus location. A course competency examination may be required as part of the process. Students required to take a course competency exam will be notified after the request for transfer credit form has been reviewed by the appropriate academic department. To request a course competency exam, the student must complete a Credit by Proficiency form, available from the Records and Registration Office or any off campus location. No fee is required for the exam when associated with transfer credit from a non-regionally accredited institution.

8. A minimum of 18 of the remaining 36 semester hours of coursework must be completed in residence at Roane State.

Transfer information can be obtained from Records and Registration. Advisement and information regarding inter-institutional articulation are available in Counseling and Career Services.

MILITARY CREDIT

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

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

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

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

CORRESPONDENCE AND EXTENSION CREDIT

A student may not be enrolled at another college for correspondence or extension work while enrolled at Roane State unless special permission has been granted. All extension or correspondence work in progress upon admission must be reported to the

Records and Registration Office at the time of the student's first registration. A maximum of 30 semester hours credit for correspondence or extension courses, credit for Advanced Placement, CLEP, or CPS tests, and/or credit resulting from military service may be counted toward a degree. All correspondence or extension work must have the written, documented approval of the Director of Records and Registration.

PRIOR LEARNING CREDIT

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

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

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

The portfolio should contain the following:

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

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

Credit awarded will depend on the student's ability to analyze personal or professional significance. Awarding credit should be based on the student's experience as it relates to the years in the field, breadth of exposure, or level of responsibility.

When the evaluation is complete and the appropriate signatures are in place, the form will be sent to the Records and Registration Office for the recording of credit. Credit type will be noted as EXP and a grade of "P" (Pass) will be assigned.

A special fee for prior learning credit is assessed.

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

Planning an Educational Program

Planning an Educational Program

COOPERATIVE EDUCATION

(865) 882-4695

The Cooperative Education program provides students with meaningful work experience related to their major field of study. The Placement Office at Roane State works with students and/or area employers to develop cooperative education experiences for Roane State students. These experiences allow the student to get practical on-the-job training prior to entering the work force. Cooperative education work assignments at Roane State are concurrent, meaning that the student is enrolled in coursework leading to an associate degree while working.

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

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

All participants will be evaluated by the employing supervisor and will receive either a letter grade or pass/fail at the conclusion of the semester. Students are also asked to evaluate the employer and write a summary of the co-op experience. For more information, contact the Placement coordinator at 865-882-4695 or visit the Roane State Community College web site at roanestate.edu Keyword: Placement.

TECH PREP

(865) 882-4643 or 882-4626

Tech Prep is a course of study that combines four years of high school with two years of postsecondary education or training that leads to an associate's degree, a training certificate, or an apprenticeship. Students prepare for high-skilled technical occupations in business management, health science, environmental science, and engineering technologies. Tech Prep combines technical and academic subjects and emphasizes workbased and worksite learning, while eliminating duplication of courses through a process called articulation. Students are encouraged to participate in life-long learning and in technical, high paying skill training.

Roane State and the Tennessee Technology Centers at Crossville, Harriman, Jacksboro, and Oneida/Huntsville have entered into an agreement to assist students in articulating courses from area and regional high schools to these postsecondary institutions. The Big South Fork Tech Prep Consortium serves 25 area high schools, 4 Tennessee Technology Centers, one community college, and several middle schools in an eight county service area.

Tech Prep Student (Definition subject to change):

    a. Student whose high school transcript shows a six-year plan identifying the student's planned articulated program area.

    b. Student whose transcript indicates that he/she graduated from high school under the Technical or Dual Path.

    c. Student whose transcript indicates completion of 3 units in a vocational-technical area and one unit in a related vocational/technical area or 4 units in the same vocational-technical area.

    d. Student enrolled in a high school program with a formal articulation agreement between the high school and the postsecondary institution (see articulation list below).

Tech Prep Articulation:

Articulation is a process that students use to transition between secondary and post-secondary schools. Students receive college credits for high school coursework at no cost to the student. Articulation agreements have been arranged between Roane State, Tennessee Technology Centers and high school faculty members.

Tech Prep students advance quickly toward their degree. Students can receive credit(s) toward a college degree for courses they completed in high school or at a TTC.

Articulation Process:

1. Meet with middle school or high school counselor to decide on Tech Prep Six-Year Plan (4 years of high school and 2 years of postsecondary training or apprenticeship).
2. Complete the first four years of the six-year plan.
3. Earn a grade of A or B in high school technical courses to be articulated. Pass final exams in these courses. (Keyboarding, Criminal Justice, etc.)
4. Apply and enroll at Roane State within two years of high school graduation.
5. See your high school counselor to submit the following to the Tech Prep coordinator; (1) articulation application; (2) Six-Year Plan; (3) course competency checklist(s); and (4) high school transcript.

Articulation credits earned in high school will be posted on the student's Roane State transcript if the student meets the above requirements.

Programs and Courses with Existing Articulation Agreements:

(Courses may be added or deleted by the consortium through additional articulation agreements or college requirement changes.)

Business Management Technology
BUS	101	Introduction to Business
BUS	111	Business Mathematics
BUS	251	Legal Environment to Business
BUS	273	Principles of Marketing
BUS	281	Management & Supervision

College Studies
| COLL | 1120 | Computer Concepts and Applications |

Computer Art and Design
| ART | 142 | Computer Art I |

Computer Science
CST	103	Computer Presentations
CST	105	Database Management Systems I
CST	108	Web Fundamentals
CST	109	Introduction to Programming
CST	135	Introduction to Spreadsheets
CST	170	MS Word Core
CST	171	MS Word Expert
CST	172	MS Excel Core
CST	173	MS Excel Expert
CST	174	Ms PowerPoint
CST	175	MS Access
CST	176	MS Outlook

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Criminal Justice
CRJT 101   Introduction to Criminal Justice
CRJT 105   Introduction to Corrections
CRJT 110   Juvenile Delinquency
CRJT 111   Criminal Procedures
CRJT 213   Criminal Investigation

Office Administration Information Technology
OAD 101   Keyboarding/Formatting
OAD 102   Document Processing
OAD 105   Business Communications

Pre-Engineering
ERG 161   Fundamentals of Engineering Graphics I

Articulation Between Tennessee Technology Centers and Roane State:

Students enrolled at Tennessee Technology Centers at Crossville, Harriman, Jacksboro, and Oneida/Huntsville may also articulate courses to Roane State. Students who earn a diploma from one of the centers may be eligible to receive 30 credits when they enroll in the General Technology degree program. This degree awards a student an Associate of Applied Science (A.A.S.) degree and not an Associate of Science (A.S.) degree. Tech Prep credits may not be articulated to all four-year institutions.

The objectives of the articulation agreement are to recognize s student's prior learning experience; to expand opportunities for job mobility and promotion; to increase the student's ability to use technology more effectively; and to continue professional development for technology center students. To receive articulation credits the following procedures should be followed:

1. Meet with the Technology Center counselor or teacher to decide on Tech Prep plan.
2. Complete TTC diploma in a specific field of study (see eligible programs on next page).
3. Make grade of C or above in courses.
4. Enroll at Roane State within three years of graduation. Submit Tech Prep application, copy of TTC diploma, and official transcript to the Roane State Records and Registration Office. Submit copies of these documents to the Tech Prep Coordinator.
5. Meet with Roane State technical field advisor (department head).

East Tennessee Cooperative:

An agreement between the following schools allows students in high school articulated programs to enroll at a postsecondary institution where articulation can be provided. The following community colleges have agreed to accept the articulated credits for students not in their consortium.

River Valley Tech Prep Consortium
    Chattanooga State Technical Community College

Ocoee Regional Tech Prep Consortium
    Cleveland State Community College

Northeast Tennessee Partnership
    Northeast State Technical Community College

Blount/Knox Consortium
    Pellissippi State Technical Community College

Big South Fork Tech Prep Consortium
    Roane State Community College

Mid-East Tennessee Tech Prep Consortium
Walters State Community College

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

STUDENT RECORDS

(865) 882-4526

Regulations:

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

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

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

Definitions:

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

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

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

Change of Name or Address:

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

Access to Records:

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

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c. The office/department in charge of maintaining the record will mark the date of submissions on the challenge. A response will be sent to the student within 30 days noting the action to be taken by the office/department or the student.

Limitation on Access to Records:

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

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

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

President, All Records
Vice President, All Records
Deans, All Records
Division Heads, All Records
Director of Counseling and Career Services, All Records

Release of Information is subject to the following procedures:

1. Students may receive a copy of their transcript by appearing in person. A photo ID must be presented. Completion of a transcript request form with the student's signature is required prior to the release or mailing of the transcript. The student account will be checked for financial obligations, prior to release.
2. Students may receive a copy of their transcript by mailing or faxing their transcript request to:
   Records and Registration Office
   Roane State Community College
   276 Patton Lane
   Harriman, TN 37748-5011
   FAX: 865-882-4527

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

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

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

Release of Records to Third Parties*:

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

FERPA defines directory information as:

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

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

Solomon Amendment** defines directory information as:

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

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

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

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Privacy:

1. Directory information may be withheld as "no information available" if the student requests PRIVACY through the Records and Registration Office. The request for privacy may remain in effect for the entire educational career of the student or until the student requests the privacy to be removed. Request for privacy should be given serious consideration. Students seeking privacy should discuss such action with the Registrar.

2. Information contained in Roane State records shall be provided without the student's written consent to third parties engaged in the validation, development or administration of tests, accreditation activities, or research conducted on behalf of the college provided such information is not revealed to any other party.

3. Records shall be released without the student's written consent to college personnel authorized to have access to such records, authorized federal and state government officials, and/or officials of other institutions in which the student seeks to enroll.

4. Student academic records shall be released to any federal, state or circuit court having a judicial order. Subpoenas received will be held for review by TBR General Council. A reasonable effort will be made to contact the student prior to the release in response to such subpoenas or judicial orders.

5. Academic records shall be released by the college to any third party including the parent with written consent of the student.

6. Academic records shall be released to third parties in emergency situations involving health or safety.

7. Records shall be released to a third party without the written consent of the student in connection with the student's application for, or receipt of, financial aid.

Destruction of Academic Records:

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

Enrollment Verifications:

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

GOOD STANDING

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

CLASSIFICATION

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

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CHANGE OF MAJOR/STATUS

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

STUDENT IDENTIFICATION NUMBER (SID)

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

STUDENT PERSONAL IDENTIFICATION NUMBER (PIN)

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

HONORS PROGRAM

(865) 354-3000 ext. 4273
(865) 481-2010

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

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

Admission Requirements

You may apply to the program if you are a:

Freshman who has attained a 3.5 GPA in high school and/or scored 25 or higher on the ACT

Current RSCC student who has attained a 3.5 GPA with a minimum of 12 college level credits

Transfer student who has attained 3.5 GPA with at least 12 college-level credits from another accredited institution.

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

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

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

ATTENDANCE REGULATIONS

1. Attendance of classes and other official appointments is expected and may be included in the calculation of a student's final grade.
2. An explanation of absences should be given to instructors. This information should be presented in advance if possible.
3. Absences are counted from the first scheduled meeting of the class.
   IMPORTANT: Non-attendance does not constitute a withdrawal from classes or from the college. Procedures to formally drop a course or to withdraw from the college must be followed. FOLLOWING THESE PROCEDURES MAY PREVENT A FAILING GRADE ON A STUDENT'S TRANSCRIPT.
4. Some Health Science and Nursing programs may have attendance requirements that affect progress or retention in the program. Contact the program director for detailed information.
5. **Attendance will be monitored for students who receive Title IV financial aid funds. Lack of attendance could mandate administrative withdrawal and necessitate the repayment of financial aid funds.**

CELL PHONE USE

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

REGISTRATION FOR COURSES

The printed schedule of courses also contains registration information. Roane State Community College provides early registration through Web for Students each semester for currently enrolled and readmitted students. No student is officially enrolled until he/she has completed all requirements of enrollment including the payment of fees. Registration after the regular catalog published date may be permitted for one calendar week following this date. Exceptions for late registration or adding a class may be granted for good cause by the Vice President for Academic Services. Late registration requires payment of the late fee. No student shall receive credit for a course for which he/she is not properly registered. A STUDENT MAY NOT BE ALLOWED TO REGISTER UNTIL ALL REQUIRED ADMISSION DOCUMENTS HAVE BEEN RECEIVED BY THE OFFICE OF RECORDS AND REGISTRATION.

AUDIT COURSES

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

CHANGE OF REGISTRATION/DROP-ADD

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

1. Prepare a change of registration form from the Records and Registration Office.
2. Secure approval from the Director of Academic Development, if the student has not completed all required academic development courses.
3. Receive one copy which must be shown to the instructor whose course is being added.

Failure to follow these procedures will result in an "F" in a course the student did not attend.

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

GRADE TYPE CHANGE

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

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

PROGRESSION STANDARDS

ENGLISH COMPOSITION

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

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

FRESHMAN EXPERIENCE

The Freshman Experience provides new students an orientation to the college. Students will enjoy a tour of the facilities, participate in team-building activities, and workshops to learn to use the Campus Pipeline and Web for Students. Students will be afforded the opportunity to meet other freshmen, establish contact with their advisor and will be introduced to strategies that will help them be successful in their learning experience.

COURSE LOAD

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

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

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

REPEATED COURSES

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

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

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

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

COURSE ELECTIVES

The Tennessee Board of Regents System specifies which discipline specific courses satisfy in the General Education Core (see p. 94). For elective courses taken beyond the General Education Core contact your advisor and/or your senior institution for specific course selection advisement.

General Electives

Electives which are not specified in the course of study may be selected from any college level courses.

COURSE SUBSTITUTIONS

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

Students in a transfer program should consult with their senior institution prior to submitting a substitution. Senior institutions may or may not honor substitutions. Substitutions are not approved for articulation agreements.

CANCELLATION OF SCHEDULED CLASSES

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

GRADES

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

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

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

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

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

Computing Your Grade Point Average (GPA):

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

Example:

	Grade	Credit Hours	X	Grade Points	Grade =	Points Earned
1ENGL 1010	A	3		4		12
1MATH 1130	B	3		3		9
1CHEM 1110	C	4		2		8
1SPCH 201	B	3		3		9
1PHED 1100	A	1		4		4
TOTAL		**14**				**42**

42 divided by 14 = **3.0 GPA**

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

ART	Tech Prep Credit	P	Pass
AU	Audit, no grade or credit	PFT	Challenge Examination
EXP	Experiential Credit	VAL	Validation of Previously
I	Incomplete		Earned Credit
MIL	Military Credit	W	Withdrew

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. Should the "Incomplete" not be removed within the required time, the grade will convert to "F."

At the discretion of the Vice President for Academic Affairs, selected courses may

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

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

Grade Appeal Procedure

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

1. Contact the instructor in writing to ensure that no calculation or administrative error occurred and if it is not possible to resolve the problem at this level
2. The student can submit in writing an appeal to the division dean or appropriate supervisor of the instructor and the student can expect a written response. If the issue is not resolved at this level, then
3. The student can submit the written appeal to the Vice President for Academic Services, **whose decision will be final.**

Protests initiated after the allowed time frame of <u>45</u> days will not reviewed.

DEAN'S LIST

The Dean's List is the official medium for the institution to recognize outstanding academic achievement by students. Full-time students (those completing 12 or more semester hours of college-level courses) with a quality point average of 3.5-4.00 are identified each semester on the Dean's List.

WITHDRAWALS AND HONORABLE DISMISSALS

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

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

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

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

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

1. Obtain *Request for Late Withdrawal* form from the Records and Registration Office or download from the Records and Registration web page (www.roane state.edu).
2. Complete the form and attach documentation of circumstances as stated above. **Forms received without the required documentation cannot be considered.**
3. Return the form to the Records and Registration Office for review.

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

NOTE: Students enrolled in Developmental Studies courses are not allowed to withdraw from these courses unless extenuating circumstances exist. Approval must be granted by the Director of Developmental Studies or a designee.

All equipment belonging to the college must be accounted for or paid for and all financial obligations met. If it is impossible for the student to take these steps in person, they should be completed by a person acting as an agent for the student.

ACADEMIC PROBATION AND RETENTION STANDARDS

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

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

ACADEMIC SUSPENSION

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

Suspension terms are as follows:
First time suspension	One term (semester)
Second suspension	Two terms
Third suspension	Dismissal

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

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

APPEALS

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

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

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

TRANSFER STUDENTS

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

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

GROUNDS FOR DISMISSAL

A student may be dismissed from the college for any one or more of the following reasons:
1. Failure to meet minimum academic standards as stated in the above section.
2. Conduct of an unacceptable nature (Refer to Student Services section of this catalog).
3. Failure to meet Academic Development requirements for satisfactory progress through course requirements.

GRADUATION

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

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

Degree and Certificate Requirements

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

Requirements include:

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

Graduation with Honors

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

Planning an Educational Program

Ceremony

Commencement exercises are held at the end of the spring semester only. Students who anticipate completing their work during the following summer are eligible to participate in commencement exercises if a grade point average is sufficient for graduation and an Intent to Graduate has been officially processed by the spring deadline. Due to the early printing date of the program, academic honors are based on the previous term GPA. Fall graduates will be invited to attend the following spring exercises. Participation in the ceremony is optional, but strongly encouraged. Students will be sent ceremony information in April.

DEVELOPMENTAL STUDIES 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' Developmental Studies assessment program to assess basic skills. Placement is based on valid ACT or Compass scores. (See #3 on page 27.) Through this assessment, Roane State can identify the students' academic strengths and weaknesses in reading, writing, and mathematics skills. This information is used along with the student's past educational history to provide advisement and placement in courses that best help the individual student to improve skills in these areas, as well as study skills.

All Tennessee State Board of Regents colleges and universities require that all first time degree-seeking students undergo assessment. Transfer students who have not successfully completed college-level reading, writing, and mathematics courses must also undergo assessment. Further information regarding basic skills assessment can be obtained by contacting Counseling and Career Services on the Roane County or Oak Ridge campuses.

RESTRICTED ENROLLMENT

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

College Level Courses Which Can Be Taken With Developmental Studies Courses: The following college courses may be taken by developmental studies students concurrently with their developmental courses.

DSP Course Required	Courses that can also be taken
DSPM 0800 or 0850 (Algebra)	Any course without math prerequisites
	The only math courses that can be taken are BUS 111 or 112.
DSPW 0700 or 0800 (Writing)	Any course other than English
DSPR 0700 or 0800 (Reading)	Students should check with their advisor or the DSP Office for courses that can be taken along with this requirement.

COLLEGE SUCCESS STRATEGIES

Placement in DSPS 0800 College Success Strategies is required for students who are placed in at least two subject areas at the remedial or development level. Beyond this mandatory placement, students with a deficiency have the option to elect placement in College Success Strategies. Course enrollment is limited to students in these categories.

ATTENDANCE IN DEVELOPMENTAL STUDIES COURSES

The Developmental Studies Program is required by the TBR to have a mandatory attendance policy. Students enrolled in DSP courses are expected to attend all scheduled classes if at all possible. In the case of absences, students should work closely with their instructor regarding any work missed. Instructors must define the specifics of their attendance policies including any penalty for excessive absences. Questions regarding this matter should be directed to the DSP director.

*NOTE: The Developmental Studies program policies and procedures were under review at the time this catalog was being printed. Changes may be necessary that would invalidate statements in the catalog; therefore, students should check with Counseling and Career Services or the Developmental Studies Program Office for additional information.

Planning an Educational Program

Business Information
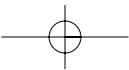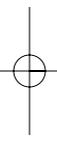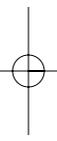
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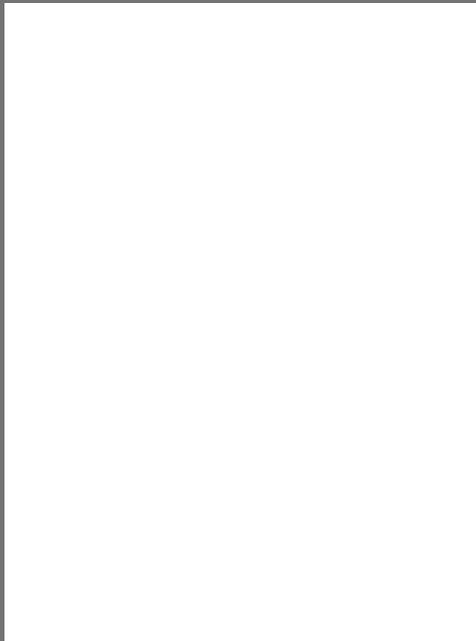
BUSINESS OFFICE REGULATIONS

(865) 882-4515

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

TUITION—REFUNDABLE

All students, both resident and non-resident, will be assessed a tuition fee. The tuition fee rate for the 2005-2006 academic year was $91 per semester hour, not to exceed $1071 per semester.

In-State			
	1	Credit Hour	$91
	2	Credit Hours	$182
	3	Credit Hours	$273
	4	Credit Hours	$364
	5	Credit Hours	$455
	6	Credit Hours	$546
	7	Credit Hours	$637
	8	Credit Hours	$728
	9	Credit Hours	$819
	10	Credit Hours	$910
	11	Credit Hours	$1001
	12	Credit Hours	$1071

OUT-OF-STATE TUITION—REFUNDABLE

Out-of-state tuition is free to all residents of the State of Tennessee. Students classified as nonresidents will be assessed tuition plus out-of-state regular tuition fees. The semester out-of-state tuition rate for the 2005-2006 academic year was $278 per semester hour, not to exceed $3207 per semester. The definition of residency as determined by the Tennessee Board of Regents will apply. Information concerning residence classifications may be obtained from the Director of Records and Registration. Nonresident students will be accepted if space permits.

SUMMER AND ALTERNATIVE SESSION FEES

Semesters are offered as full session, express sessions, and/or accelerated sessions. Any session may vary in the number of weeks that the classes meet. Students may register for the full session, alternative sessions or any combination thereof. Tuition rates and fees are applied based on the total number of enrolled hours per semester regardless of individual session hours. For any student registering for any course(s) or adding course(s), the assessment of course fees, late fees and change of schedule fees is determined by courses (if any) for which the student registered before the first official day of classes for each session. The primary consideration in determining what fees are as-

sessed is whether the student is registering for courses or adding courses. For this purpose the following definitions shall be used:

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

Adding courses – A student adds courses when he/she is already enrolled in a course(s) meeting the same semester as the session which he/she is enrolling.

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. Exceptions exist for students over 60 years of age who are auditing classes.

MISCELLANEOUS FEES

Application Fee (Non-Refundable). Each student applying for admission to the college for the first time will be assessed a $10 application fee. This fee is a one-time only fee and must accompany the application for admission.

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

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

Deferred Payment Participation Fee (Non-Refundable). Students participating in the deferred payment plan will be assessed a $25 participation fee that is due and payable with the initial down payment of fees.

Deferred Payment Life Payment Fee (Non-Refundable). A late payment fee of $25 will be assessed for each installment payment which is received after the due date for that payment.

Fitness Center Fee (Refundable). A $15 fee is assessed to each student enrolled in Fitness for Living courses. The fee provides funds to maintain extended operational hours for the fitness centers and also to maintain and/or replace fitness center equipment required for the courses.

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 when the graduation application is submitted and is refundable only if the student does not graduate and no costs are in-

curred by the college. No graduation fees will be refunded if requested after one calendar year. There is no additional fee for completion of more than one option within a degree program and no additional diploma will be ordered. An additional $25 fee will be required for each degree if the student is eligible to receive an additional diploma. The fee for a replacement diploma is $10.

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

> 1 lesson per week $55
>
> 2 lessons per week $100

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

Late Registration Fee (Non-Refundable). Students failing to complete the registration requirements prior to the late registration period will be assessed a late registration fee of $20.

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.

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 tuition fees.

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

Regents Online Courses Fee (Refundable). This fee equals 25% of the Regents Online tuition fee per credit hour and is assessed for each credit hour of Regents Online Courses in which a student is enrolled.

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

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

Student Government Fee (Refundable). A student government fee of $5 per semester will be assessed for each credit 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 government activities. This fee is refundable on the same basis as tuition fees.

Technology Fees (Refundable). A fee of $15 per credit hour not to exceed $112.50 per semester is assessed all students to provide and maintain computer labs and other advanced technology instructional equipment. This fee is refundable on the same basis as tuition fees.

Telecourse/Audio/Video Course Fee (Refundable). A fee not to exceed $22 per course is assessed for each audio/video tape checkout and cable television telecourse or audio course. Proceeds from this fee are used to pay the licensure/royalty fees related to each course. This fee is refundable on the same basis as tuition fees.

Transcript Fee. A reasonable number of transcripts are provided by the college at no charge to the student. However, a charge of $2 each will be assessed for requests totaling more than ten (10) in any term.

DEFERRED PAYMENT/DISCOUNTS/WAIVERS

DEFERRED PAYMENT PLAN

The deferred payment plan is available to students in good financial standing with a minimum account balance of $150 after financial aid and any other credits have been applied to the account. It is available for regular academic terms, but not for summer or other accelerated terms or express classes. Enrollment will be considered complete when a signed deferred payment agreement is on file and the required initial payment under the plan has been officially receipted. Participation in this plan may be denied due to failure to meet obligations of the plan in a previous semester.

SENIOR CITIZENS AND DISABLED PERSONS

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

Disabled persons and persons sixty-five years of age or older, who live in Tennessee, are eligible to enroll in courses for CREDIT at the rate of one-half the credit hour fee per semester hour, up to a maximum of $75. This rate applies to tuition fees, technology fees, student activity fees and registration fees. Special fees (such as graduation fee, telecourse/audio course fee, etc.) will be assessed at the regular rate. Arrangements should be made well in advance of registration day to provide documented evidence of disability or age.

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

VETERANS DEPENDENTS

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

HIGHER EDUCATION EMPLOYEES-PUBLIC CHAPTER 191

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

Business Information

STATE EMPLOYEE FEE WAIVER PROGRAM

Full-time employees of the State of Tennessee are eligible to enroll, on a space available basis, in one credit course per term without paying tuition charges, technology fees, debt service fees, student activity fees, student government fee or registration fees. At the time of enrollment, the state employee must present a completed "Public Higher Education Fee Waiver for Employees of the State of Tennessee" form certifying that the applicant is a full-time employee with at least six months continuous service. Information on this program and related eligibility requirements is available from the Business Office. Participants in this program may register beginning no earlier than four weeks prior to the first official day of classes.

FEE DISCOUNT PROGRAM FOR SPOUSES AND DEPENDENT CHILDREN OF TBR EMPLOYEES

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

FEE DISCOUNT PROGRAM FOR CHILDREN OF LICENSED PUBLIC SCHOOL TEACHERS AND FOR CHILDREN OF STATE EMPLOYEES

Students under the age of 24 may receive a 25% discount on tuition fees and technology fees at any state operated institution of higher learning if their parent: (1) is employed as a full-time licensed teacher in any public school in Tennessee or as a full-time employee of the state of Tennessee, (2) is a retired employee of the state of Tennessee who retired after a minimum of 25 years of creditable service, (3) was killed in the line of duty while a full-time employee of the state of Tennessee, or (4) died while a full-time employee, though not "in the line of duty." Fee discounts will not be retroactive; eligibility for the fee discount is available only by application and approval prior to the beginning of the term for which assistance is being sought. Information on this program and related eligibility requirements is available from the Business Office.

REFUNDS

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

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

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

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

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

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

Summer Sessions – Summer and alternative session refunds will be based on the above with these sessions being prorated as a percentage of a full session.

General Refund Policy – No refund is due on courses which are dropped unless the total fees due for the remaining enrolled hours plus hours dropped after applicable refund periods is less than the total amount paid for refundable fees.

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

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

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

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

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

Community Services Activities: Withdrawals and Refunds

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

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

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

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

Refund Policy (Community Services Non-credit Conferences, Workshops or Seminars) – Registrants in conferences, workshops or seminars should make withdrawals no later than five working days prior to the activity start date in order to receive a complete refund. If a notification of less than five working days is given, a refund, less 10% of the registration fee, will be returned to the registrant. No refunds will be made after the activity begins. Substitutions can be made without prior notification. Registrants should check all literature on the activity for any special exceptions.

Business Information

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

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

BOOKS AND SUPPLIES

The cost of books and supplies will vary from one program to another. The Bookstore sells both new and used books. Students are encouraged to take advantage of savings which result when purchasing used books. The estimated cost of books and supplies is $250-$400 per semester. The College Bookstore will buy back used books in good usable condition in quantities limited to the anticipated needs for ensuing semesters. Book buy back periods are announced at the end of each semester. Students selling books back to the bookstore will be required to furnish a Roane State Community College ID card.

CHECK CASHING/ACCEPTANCE POLICY

Both the Bookstore and the Business Office provide a free check cashing service.

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

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

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

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

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

Business Information

FINANCIAL AID

(865) 882-4545

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

The basis for determining financial need is the result of an analysis of the parents' and/or student's resources as provided by the Free Application for Federal Student Aid (FAFSA). This application is available in most high schools and on all RSCC campuses. It is recommended that students access the form online at www.fafsa.ed.gov.

Eligibility for financial aid is based on financial need, availability of funds and ability to maintain satisfactory progress. To qualify a student must:
1. Submit the Free Application for Federal Student Aid to determine financial need.
2. Submit verifying documents if requested by the Financial Aid Office.
3. Be admitted to attend or currently attending Roane State in an approved degree or certificate program.
4. Meet Roane State's satisfactory progress standards on page 74.

Roane State encourages students to apply early for financial aid. **April 1 is the priority deadline for applying for the fall semester.** Applications received by that date will be given first consideration in the allocation of financial aid funds. Applications received after April 1 will be accepted and awards made to eligible students on a first come, first serve basis as long as funds are available. Financial Aid files completed by July 1 will be processed by the beginning of fall term. All others will be processed by date order.

Although Roane State participates in the electronic correction of financial aid applications, we do not want to encourage students to wait until the last minute to file; therefore, initial applications received within the week prior to official registration will be processed only as time allows. These students may be required to pay for tuition and fees, then be reimbursed if they qualify for financial assistance at a later date.

FEDERAL PELL GRANTS

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

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) AND FEDERAL WORK-STUDY PROGRAM (FWS)

As part of the federally funded Campus-based Programs of Title IV, students may be considered for these additional funds after eligibility for the Federal Pell Grant has been determined. These programs have limited funding and application must be made by the specified priority date of April 1. Awards from these programs are made in the fall semester of each year, on a first come, first serve basis. If a student wants to be considered for the work-study program, he/she must answer "yes" to that question on the FAFSA.

TENNESSEE STUDENT ASSISTANCE AWARD

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

STUDENT LOANS

If students are interested in applying for the student loan programs, they should first complete the Free Application for Federal Student Aid (FAFSA). Specific information from this need analysis *must* be on hand before eligibility for the student loan can be determined. In addition, a separate loan application will be needed on the RSCC website.

The Federal Stafford Loan Program is available to students who have been determined eligible through the above-mentioned need analysis system. This is a variable interest loan and repayment begins six months after the withdrawal, graduation or dropping to less than 6 credit hours. The limits of the loan are a minimum of $500 and a maximum allowed by the Department of Education.

SATISFACTORY PROGRESS STANDARDS

The regulations that students receiving financial aid must follow are:
1. Must be working toward an A.S. or A.A.S. degree or certificate (some certificates may not be eligible pending approval of program). Special students for credit are **not** eligible for any funding.
2. May receive federal funding for: 30 attempted DSP hours; 90 attempted college credit hours if degree seeking (all attempted hours at RSCC and any other college or university attended count whether you receive funding or not); hours vary if certificate seeking (ask about limits).
3. Class attendance will be monitored. If reported by instructor for non-attendance, student may be billed.
4. Class attendance may be verified before checks are disbursed.
5. A student will be on financial aid suspension if (s)he receives all Fs, completely withdraws (checked after each semester); does not pass 66% of hours paid (passing grades = A, B, C, D only!) (checked after spring semester); does not keep a 2.0 cumulative grade point average (checked after spring semester).
6. If on financial aid suspension, a student may attend Roane State at their own expense.
7. No financial aid (including student loans) may be received if on financial aid suspension.
8. Suspensions may be appealed with documentation to the Assistant Vice President of Financial Aid and then to the Financial Aid Committee if necessary.
9. You can only receive financial aid at one school during a semester.

SCHOLARSHIP FOR ACADEMIC SERVICE

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

General Criteria

1. Students must have a high school cumulative GPA of 2.9 at the deadline date.
2. By March 17, 2006 the SAS application MUST be in the Roane County Financial Aid Office by 4:30 pm EST.
3. Students from Roane, Anderson, Cumberland, Scott, Loudon, Campbell, Fentress, Morgan, Knox and Blount counties who rank in the top 10% of the cur-

rent graduating class and who submit a scholarship application and also meet all of the criteria will be guaranteed an SAS offer. All other applications will be ranked by GPA and selected as funds allow.

4. By June 30, 2006 or earlier, students MUST also complete the following (or forfeit the scholarship offer):
   a. Submit a college application
   b. Pay the $10 application fee
   c. Enroll in full-time college level classes excluding any remedial/developmental courses.
5. Under no circumstances will a scholarship be "held" for a January or later enrollment.
6. Students must maintain full-time college-level enrollment excluding any remedial/developmental courses throughout each semester.
7. The SAS is renewable for 3 consecutive semesters if the student maintains a cumulative 2.5 GPA in college courses and works 75 hours per semester at an assigned RSCC location. Dual-credit courses taken while in high school will be counted in the cumulative GPA.
   NOTE: Some senior institutions may require a higher GPA for transferability.

Residents of the State of Tennessee who believe they are qualified should submit the SAS application before the deadline date of March 17. These applications are available in the Financial Aid Office and high school guidance offices and **MUST** be certified by the high school guidance counselor.

PRESIDENTIAL SCHOLARSHIP

This scholarship is awarded to one valedictorian from each high school in the Roane State extended service area. To be eligible for the $1000 annual scholarship, the recipient must be recommended by the high school guidance counselor, be a first-time college student and must enroll full-time at Roane State. The scholarship must be used starting the fall semester following graduation from high school. The award is renewable for a second year if the recipient maintains satisfactory academic progress and a 2.5 cumulative GPA. In the case of multiple valedictorians, ACT scores will serve as the tie breaker.

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. The scholarship application is available online at www.roanestate.edu/scholarship and March 17 is the priority deadline. Additional scholarships will be established as interested groups and individuals desire. Those wishing to establish a scholarship fund are urged to contact the Director of Financial Aid at the college or the Dean of Institutional Advancement.

Listed below are the scholarships available through the Roane State Foundation. By completing one Foundation scholarship application, students will be considered for all Foundation scholarships.

Doris and Howard Adler Adult Learner Scholarship
African American Student Scholarship
Altrusa International/Oak Ridge Chapter Scholarship
Art Scholarships
Athletic Scholarships
John and Doris Barber Scholarship
P.R. and Mozelle Bell Scholarship
Bernard Family Scholarship

Business Information

C.R. Black Scholarship
Ed, J.H. and Rhea Browder/Rocky Top Scholarship
Lonnie Burns Scholarship
Mabel Carson Scholarship
Matthew Case Scholarship
Casher Choate & Don Pinckley Memorial Scholarship
Tom Crass Scholarship
Houston Davis Memorial EMT Scholarship
Developmental Studies Book Scholarship
John Dillon Scholarship
Environmental Health/Waste Management Scholarship
Paul and Hazel Ervin Scholarship
Paul and Janet Evans Scholarship
Family Medicine Associates of Kingston Scholarship
Ruby Luckey Fielden Scholarship
General Foundation Scholarships
Fort Nightingale Fund
George Fritz Scholarship
Dr. Thomas A. Fuller Scholarship
Nancy Ann Garrison Memorial Scholarship
Harriman B&PW Scholarship
Harriman Kiwanis/Business Club Scholarship
Harriman Rotary Scholarship
Roger and Mary Hibbs Adult Learner Scholarship
High School Drawing Scholarship
Mabre Holder Scholarship
Horsehead Community Development Scholarship
Louis Hughes Organ Scholarship
Lucy Ellis Jones Scholarship
Stuart and Elaine Kent Adult Learner
KAMA Nursing Scholarship
Soren King Scholarship
Medical Associates of Kingston Scholarship
Kingston Optimist Club Scholarship
Mary Kirkham Scholarship
Martha Knox Scholarship
Kurt Kraus Scholarship
Jan H. Kuban Scholarship
June Laing Scholarship
Barbara Lingerfelt Scholarship
Bill and Jane Manly Scholarship
Math Scholarship
Emily Mayfield Scholarship
William McAnanly Scholarship
Costo McGhee Scholarship
Don and Betty McGlasson Scholarship
Jessee Meadors Scholarship
Alice Moore Scholarship
Gerald Moore Scholarship
Mother's Helping Hand Scholarship
A.C. Mullins Scholarship
Gail Mullins Support Staff Book Scholarship for Students
William Murray Scholarship
Alma Lee Nelson Scholarship

Nursing Scholarships
  S.C. Claussen
  Elizabeth N. Fort
  Linda Gowder
  Alma Ellis and C.E. Scott
  Ina Ingwersen
  Linda E. Kent
  Oscar & Nina McNeil
  Christine Mills
  Pauline Paul
  Student Nursing Association
Oak Ridge High School Drawing Scholarship
Oak Ridge Human Resources Association Scholarship
Oak Ridge Rotary Scholarship
Oneida Kiwanis Club Book Scholarship
ORICL Scholarship
PAI Scholarship
Dr. Guy Pinckley Memorial Scholarship
Presidential Scholarships
  AmSouth Bank
  Bank of America
  Howard H. Baker, Sr.
  James D. Christmas
  Cuyler A. Dunbar
  C.H. and Maxine Harvey
  Kayser Roth/Robert Smith
  Herman Postma
  Simmons Family
Priidu Ellam Scholarship
Raider Corps Scholarships
Roane/Anderson Medical Society Scholarship
Roane/Anderson Professional Society Scholarship
Roane County Association of Women Executives Scholarship
Roane County Retired Teachers Association Scholarship
Rockwood Rotary Club Scholarship
Rocky Top Scholarship
Thomas Lee Russell Scholarship
Scott Co. Dual Enrollment Scholarship
Suzanne Shelton Scholarship
Simmons Family Health Care Scholarship
Simmons Family Music Scholarship
James Tarwater Scholarship
Mary Waterhouse Scholarship
Maurice K. Williams Scholarship
Bill and Iona Wyatt Scholarship
Bill Yates Scholarship
York Institute Dual Enrollment Scholarship

AFRICAN-AMERICAN STUDENT SCHOLARSHIP

Black students who are residents of Tennessee and are enrolled may apply for the African-American Scholarship. The scholarship will provide money to pay mainte- nance fees and to help pay for textbooks. Applicants must have a 2.0 Grade Point Average and fill out an application which is available from the Financial Aid Office.

Business Information

ATHLETIC SCHOLARSHIPS

The college annually awards a number of athletic scholarships. For detailed information contact the Director of Athletics, (865) 882-4581.

TENNESSEE EDUCATION LOTTERY SCHOLARSHIP PROGRAM

The Tennessee Lottery Scholarship will be available for any student who graduates from high school after December 1, 2005. Apply by filing a FAFSA beginning January 1, 2006. Priority will be given to applications processed by September 1, 2006. For additional information and specific eligibility requirements, go to www.CollegePaysTN.com.

VETERANS BENEFITS

Roane State cooperates with the Veterans Administration in providing educational opportunities for veterans. The Financial Aid Office is responsible for certifying veterans' eligibility and for providing a source of information regarding the "G.I. Bill."

To receive benefits a veteran must:
1. Contact the Veterans Administration Regional Office at 1-800-827-1000 or 1-888-442-4551 to verify how much benefit money is available to him/her.
2. Provide the VA counselor in the Financial Aid Office member copy 4 of the DD214 (discharge papers) or NOBE form if actively in service.
3. Fill out the Veterans Administration application.
4. Complete the VA on-line orientation at www.roanestate.edu Keyword: vet.
5. Meet with an advisor to discuss class requirements.
6. Register for classes and pay fees.
7. Notify the VA counselor in the Financial Aid Office that he/she is ready for certification by submitting a CRF (Certification Request Form). The CRF must be signed by an advisor.
8. Submit all academic transcripts and a copy of your DD214 to the Records Office for evaluation, even if you are in a certificate program.
   NOTE: The certification process takes several weeks. The counselor will not begin the process until after the first week of classes. Receiving benefits can take up to 2 months; therefore, veterans must make adequate arrangements to cover college expenses.

Once enrolled, veterans and other eligible persons should maintain close contact with the assigned VA counselor in the Financial Aid Office. **All changes of class schedule must be reported since doing a drop and add may change the monetary amount the veteran is to receive.**

To maintain eligibility, the veteran must comply with the following rules:
1. Must be classified as a regular degree student or follow a VA approved certificate course of study. Special students for credit or non-credit do not qualify.
2. Must maintain the prescribed cumulative GPA listed on page 59 under Academic Probation and Retention Standards in this catalog.
3. Courses may be claimed for pay only one time whether taken at RSCC or transferred from another institution.
4. Only courses specifically listed on a catalog page (as per major) may be certified for payment. Courses taken for a student's own personal enrichment will not be eligible for payment.
5. Course substitution forms must be processed and approved as described in this catalog before the substituted course is claimed for payment.
6. Veterans and other eligible persons can receive pay for remedial/developmental classes when a need can be shown. The pay received is taken from the total entitlement.

7. You must attend all classes for the entire semester or an overpayment with the VA may result.

8. Enrollment in classes which do not last 15 weeks will affect your pay (i.e. 8-week orientation, fast-track, etc.)

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

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

Business Information

General Education Mission
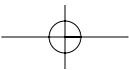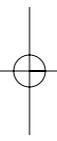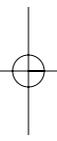
General Education Mission
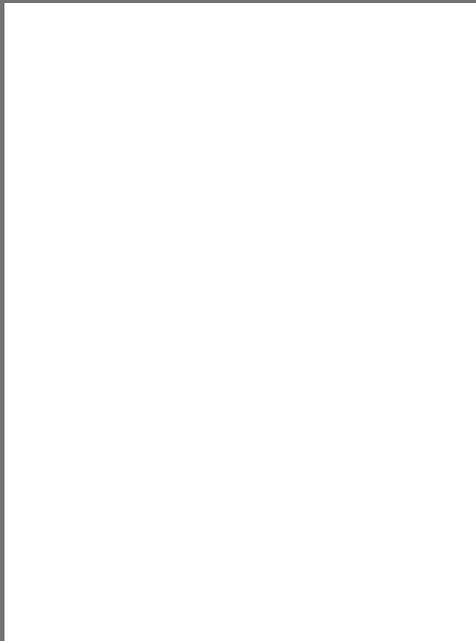
GENERAL EDUCATION

As part of RSCC's overall Teaching and Learning mission, it is the goal of all academic divisions at Roane State to provide learning experiences, built on general education competencies, which ultimately support the overall Strategic Plan of the college. **Critical-thinking skills and communication skills** are addressed at the course level, forming a base for the overall mission of the school.

General Education Mission

Roane State Community College fully supports the Tennessee Board of Regents Philosophy of General Education created in November 2002, which is as follows:

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

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

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

Critical-Thinking Skills

As productive members of a democracy, our students must accept the responsibility of making important decisions. Critical-thinking skills promote responsible action in one's personal and professional life. Critical thinking requires the ability to identify problems, research and evaluate alternative solutions and implement decisions. An ability to solve problems and use math and contemporary technology is crucial for success in the professional world and for evaluating matters of national and global importance.

Communication Skills

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

The above information and the information in the following sections apply to students who are in either University Parallel Programs or Career Education Programs.

For University Parallel Students (Associate of Science Degree and Associate of Arts Degree)

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

RSCC rpovides an informal intellectual environment which enables students to develop the following: familiarity with current research and problem-solving methods, a desire and ability for self-directed learning and effective expression, a capacity to synthesize knowledge from many sources, and an ability to critically examine new ideas and ways of thinking. For further information, refer to the University Parallel Program section on page 86.

For Career Education Students (Associate of Applied Science Degree)

For students seeking the A.A.S. degree, the career education curriculum includes a general educaiton core leading students to the achievement of a basic understanding of the humanities, arts, and social and natural sciences; the achievement of basic skill competencies in oral and written expressions; and an understanding of vocation a a part of the changing world culture and learning as a lifelong eneavor. For further information, refer to the Career Preparation Program section on page 126.

University Parallel Programs
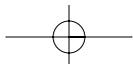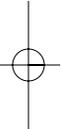
University Parallel Programs
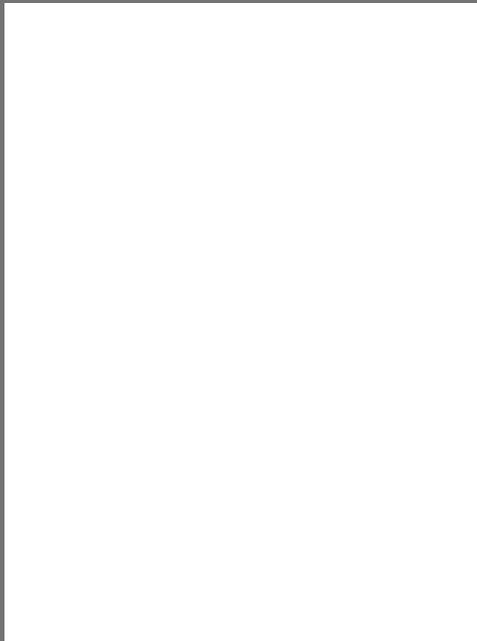
UNIVERSITY PARALLEL PROGRAMS

ASSOCIATE OF ARTS/ASSOCIATE OF SCIENCE PROGRAMS

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

• Roane State's maintenance fees are among the lowest of any fees charged by Tennessee's colleges and universities.

• Roane State's class enrollments are generally smaller which lends itself to more individualized instruction.

• Obtaining an Associate of Arts or Associate of Science degree allows a student to have credentials for employment while completing his/her baccalaureate degree.

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

Austin Peay State University
East Tennessee State University
Lincoln Memorial University
Middle Tennessee State University
Tennessee Technological University
Tennessee Wesleyan College
University of Memphis
University of Tennessee - Chattanooga
University of Tennessee - Knoxville
University of Tennessee - Martin
For an updated list, visit www.roanestate.edu
Keyword: Transfer Equivalency Tables

ARTICULATION

www.roanestate.edu Keyword: Articulation

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

Students with questions/problems regarding transfer or articulation agreements should contact the articulation coordinator.

If you are planning to transfer to the University of Tennessee-Knoxville, you need to follow one of the RSCC/UTK Articulation Agreements listed below. If your desired major is not listed or you plan to transfer to UT-Martin, UT-Chattanooga, or UT-Memphis, you will need to follow the TBR-UT Transfer Track Module listed on page 89.

UNIVERSITY OF TENNESSEE - KNOXVILLE
Articulation Programs

Students planning to pursue any of the following majors at UTK can follow an articulation program sheet and obtain the first two years of general education requirements at Roane State. Upon completion of those two years, students will have earned an associate degree from Roane State.

All RSCC majors are A.A. or A.S. General

RSCC	UT Major/Degree
A.A./A.S.	Academic Discipline w/Elem Education/B.A. or B.S.
A.A./A.S.	Academic Discipline w/Sec Education/B.A. or B.S.
A.S.	Accounting/B.S. Business Administration
A.A.	Advertising/B.A. Advertising: Public Relations
A.A.	Advertising/B.S. Business Administration
A.A.	Advertising/B.A. Communications
A.S.	Aerospace Engineering/B.S.
A.A.	African/Afr Amer Studies/B.A. Interdisciplinary Programs
A.A.	Anthropology/B.A. Anthropology
A.A.	Art History/B.A. Art History
A.A.	Art Studio/B.A. Art Studio
A.A.	Asian Studies/B.A. Interdisciplinary Programs
A.A.	Audiology/B.A. Audiology
A.S.	Biochem & Cell and Molecular Bio/B.S. Biological Sciences
A.S.	Biomedical Engineering/B.S.
A.A.	Broadcasting/B.S. Communications
A.S.	Business Studies/B.S.
A.S.	Business Studies/B.S. Business Administration
A.S.	Chemical Engineering/B.S.
A.S.	Chemistry/B.S. Chemistry
A.A.	Comparative Literature/B.A. Interdisciplinary Programs
A.S.	Civil Engineering/B.S.
A.S.	Computer Engineering/B.S.
A.S.	Ecology & Evolutionary Biology/B.S. Biological Sciences
A.A.	Economics/B.A.
A.A.	Economics/B.S. Business Administration
A.S.	Electrical Engineering/B.S.
A.A.	Electronic Media Communications/B.A.
A.A.	English/B.A. English
A.S.	Finance/B.S. Business Administration
A.A.	French/B.A. French
A.A.	Geography/B.A. Geography
A.S.	Geology/B.S. Geology
A.A.	German Lang & World Bus/B.A. German Lang & World Bus
A.A.	History/B.A. History
A.S.	Human Resource Development/B.S.
A.S.	Industrial and Informational Engineering/B.S.

University Parallel Programs

A.A.	Journalism/B.S. Communications
A.A.	Latin American Studies/B.A. Interdisciplinary Programs
A.A.	Linguistics/B.A. Linguistics
A.S.	Logistics & Transportation/B.S. Business Administration
A.S.	Management/B.S. Business Administration
A.S.	Marketing/B.S. Business Administration
A.S.	Materials Science & Engineering/B.S.
A.S.	Mathematics/B.S. Mathematics
A.S.	Mechanical Engineering/B.S.
A.A.	Medieval Studies/B.A. Interdisciplinary Programs
A.S.	Microbiology/B.S. Biological Sciences
A.A.	Music/B.A. Music
A.S.	Nuclear Engineering/B.S.
A.S.	Nuclear Engineering-Radiological Engineering/B.S.
A.S.	Nursing/B.S. Nursing
A.A.	Philosophy/B.A. Philosophy
A.S.	Plant Biology/B.S. Plant Biology
A.A.	Political Science/B.A. Political Science
A.S.	Pre-Teaching (K-8)/B.S. Pre-Teaching Program
	Environmental Science
	Mathematics
	Math/Science
	Science
A.A.	Psychology/B.A. Psychology
A.S.	Public Administration/B.S. Business Administration
A.A.	Religious Studies/B.A. Religious Studies
A.S.	Social Work/B.S. Social Work
A.A.	Sociology/B.A. Sociology
A.A.	Spanish/B.A. Spanish
A.A.	Speech Communications/B.A. Speech Communications
A.A.	Speech Pathology/B.A. Speech Pathology
A.S.	Statistics/B.A. Statistics
A.A.	Theatre/B.A. Theatre
A.A.	Urban Studies/B.A. Urban Studies
A.A.	Women's Studies/B.A. Interdisciplinary Programs

UT TRANSFER TRACK MODEL
Based on the UT General Education Requirements

*For a complete listing of approved course numbers see the
2005-2006 University of Tennessee Undergraduate Catalog*

3 Courses - Communication through Writing - First year composition sequence and one other course designated as "writing intensive" (W) in the undergraduate catalog.

1 Course - Communicating Orally - Public Speaking or Business and Professional Communication or completion of a course with an "OC" designation.

2 Courses - Quantitative Reasoning - Two math or statistics courses from the list in the undergraduate catalog or one math course list and one course with a "QR" designation.

2 Courses - Natural Sciences - Two courses from the approved list in the undergraduate catalog. At least one of the courses must have a laboratory.

2 Courses - Arts and Humanities - Two courses from the approved list. This list includes courses from disciplines such as Art History, Classics, English Literature, Music History and Theater.

2 Courses - Social Sciences - Two courses from the approved list such as anthropology, Child and Family Studies, Economics, Political Science, Psychology and Sociology.

2 Courses - Cultures and Civilizations - Two courses from the approved list or two courses in a foreign language at the intermediate level. The approved list includes African and African-American Studies, Geography, Non-U.S. History, Medieval Studies and Religious Studies.

You must contact your faculty advisor early in your college career to assist in your academic planning. The choice of courses depends upon the intended major at the university to which transfer is planned. Courses to be transferred under the stipulations of the University Track Module must be completed with the grade of "C" or better.

For a list of up-to-date requirements, go to www.utk.edu

University Parallel Programs

TENNESSEE TECHNOLOGICAL UNIVERSITY
Articulation Programs

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

RSCC	TTU Major/Degree
A.A. Bus Admin	Accounting/B.S.
A.S. Biology	Biochemistry-Biology/B.S. Biology
A.S. Biology	Biology/B.S.
A.S. Biology	Biology/Environmental/B.S.
A.S. Pre-Engineering	Chemical Engineering/B.S.
A.S. Pre-Engineering	Civil and Environmental Engineering/B.S.
A.A./A.S. Computer Science	Computer Science Option II-Information Systems/B.S.
A.A./A.S. Social Science	Criminal Justice/B.S. Sociology
A.S. Early Childhood Edu	Early Childhood Edu (Pre-K-4 Licensure)/B.S.
A.S. Business Admin	Economics/B.S.
A.S. Pre-Engineering	Elecrical Computer Engineering/B.S.
A.S. Business Admin	General Management/B.S. Business Management
A.S. General	Health and Physical Education/B.S.
A.S. Pre-Engineering	Industrial Engineering/B.S.
A.S. General Technology	Industrial Technology
A.S. Business Admin	Management Information Systems/B.S. Bus. Mgmt.
A.S. Business Admin	Marketing/B.S.
A.S. Pre-Engineering	Mechanical Engineering/B.S.
A.A.S. Nursing	Nursing/B.S.
A.S. Pre-Nursing	Nursing/B.S.
A.S. Business Admin	Personnel/Labor Relations/B.S. Business Management
A.S. Business Admin	Production/Operations Mgmt/B.S. Business Management
A.S. Social Science	Psychology/B.S.
A.S. Secondary Edu	Secondary Edu (7-12)/B.S.
A.S. Secondary Edu	Secondary Edu (7-12) Biol, Chem, Earth Sci/B.S.
A.S. Secondary Edu	Secondary Edu (7-12) English/B.S.
A.S. Secondary Edu	Secondary Edu (7-12) History/B.S.
A.S. Secondary Edu	Secondary Edu (7-12) Mathematics/B.S.
A.A./A.S. Social Science	Social Work/B.S. Sociology
A.S. Social Science	Sociology/B.S.
A.S. Special Edu	Special Edu-Comprehensive Prog (K-12)/B.S.
A.S. Special Edu	Special Edu-Modified Prog (K-12)/B.S.
A.S. Wildlife Science	Wildlife and Fisheries Science/B.S.

EAST TENNESSEE STATE UNIVERSITY
Articulation Programs

Students planning to pursue any of the following majors at ETSU can follow an articulation program sheet and obtain the first two years of general education requirements at Roane State. Upon completion of those two years, students will have earned an associate degree from Roane State.

RSCC	ETSU Major/Degree/Concentration
A.S. Business Admin	Accounting/B.B.A.
A.A.S. Resp Therapy Tech	Allied Health/B.S.
	Cardiopulmonary Science
	Radiography
A.S. Business Admin	Economics/B.A.
A.S. Business Admin	Economics/B.B.A.
	Business Economics
	General Business Economics
A.S. Business Admin	Finance/B.B.A.
	Banking
	Corporate Finance & Investment
	Real Estate
A.S. Business Admin	Management/B.B.A.
	General Management
	Human Resources Management
	Legal Studies
	Logistics/Supply in Management
	Management Information Systems
A.S. Business Admin	Marketing/B.B.A.
	Food Marketing
	Integrated Marketing Communications
	Marketing Management
A.S. Business Admin	Economics/B.A.
A.S. Business Admin	Economics/B.B.A.
	Business Economics
A.S. General	Elementary Education/B.S.
A.S. General	Special Education/B.S.
A.S. General	Physical Education/B.S.
A.S. General	Environmental Health/B.S.
A.A.S. Environ Health Tech	Environmental Health/B.S.
A.S. General	General Studies/B.G.S.
A.A.S. Geo Info Systems	Geography/B.S.
A.A.S. Nursing	Nursing/B.S.
A.S. Pre-Engineering	Technology/B.S. Technology
	Biomedical Engineering Technology
	Construction Engineering Technology
	Design Graphics
	Electronics Engineering Technology
	Industrial Technology
	Manufacturing Engineering Technology

University Parallel Programs

University Parallel Programs

LINCOLN MEMORIAL UNIVERSITY
Articulation Programs

Students planning to pursue any of the following majors at LMU can follow an articulation program sheet and obtain the first two years of general education requirements at Roane State. Upon completion of those two years, students will have earned an associate degree from Roane State.

All RSCC degrees are A.A. or A.S. General

RSCC	LMU Major/Degree
A.A./A.S.	Accounting/B.B.A.
A.A./A.S.	Art/B.A.
A.A./A.S.	Art Education/Teacher Licensure K-12/B.A.
A.A./A.S.	Athletic Training/B.S.
A.A./A.S.	Basic Business-Teacher Licensure/B.A.
A.A./A.S.	Biology/B.S.
A.A./A.S.	Biology-Teacher/B.S.
A.A./A.S.	Chemistry/B.S.
A.A./A.S.	Chemistry-Teacher Licensure/B.S.
A.A./A.S.	Communications Arts/B.A.
A.A./A.S.	Economics/B.B.A.
A.A./A.S.	English/B.A.
A.A./A.S.	English-Teacher Licensure/B.A.
A.A./A.S.	Environmental Science/B.S.
A.A./A.S.	General Business/B.B.A.
A.A./A.S.	Health/B.S.
A.A./A.S.	Health-Teacher Licensure/B.S.
A.A./A.S.	History/B.A.
A.A./A.S.	History-Teacher Licensure/B.A.
A.A./A.S.	Humanities/B.A.
A.A./A.S.	Interdisciplinary Social Science-Teacher Licensure/B.A.
A.A./A.S.	Liberal Studies and Human Development-Teacher Licensure K-8/B.S.
A.A./A.S.	Management/B.B.A.
A.A./A.S.	Marketing/B.B.A.
A.A./A.S.	Mathematics-Teacher Licensure/B.S.
A.A./A.S.	Medical Technology/B.S.
A.A./A.S.	Nursing/B.S.N.
A.A./A.S.	Physical Education-Teacher Licensure/B.S.
A.A./A.S.	Psychology/B.S.
A.A./A.S.	Social Work/B.S.S.W.
A.A./A.S.	Veterinary Science/B.S.
A.A./A.S.	Wildlife and Fisheries Management/B.S.

TREVECCA NAZARENE UNIVERSITY
Articulation Program

A.A., A.S. General; A.A.S.   B.S. Management & Human Relations

TUSCULUM COLLEGE
Articulation Program
(College of Professional Studies Only)

A.A., A.S. General; A.A.S.   B.S. Organizational Management

TENNESSEE BOARD OF REGENTS MINIMUM DEGREE REQUIREMENTS AND TRANSFERABILITY OF COURSES THAT FULFILL MINIMUM DEGREE REQUIREMENTS

Effective fall semester 2004, each institution in the State University and Community College System of Tennessee (The Tennessee Board of Regents System) will share common lower-division general education core curriculum of forty-one (41) semester hours for baccalaureate degrees and the Associate of Arts and the Associate of Science degrees. Lower-division means freshman and sophomore courses. The courses comprising the general education curriculum are contained within the following subject categories:

Baccalaureate Degrees and Associate of Arts and Associate of Science Degrees*

Communication	9 hours**
Humanities and/or Fine Arts	9 hours (At least one course must be in literature.)
Social/Behavioral Sciences	6 hours
History	6 hours***
Natural Sciences	8 hours
Mathematics	3 hours
TOTAL	**41 HOURS**

*Foreign language courses are an additional requirement for the Associate of Arts (A.A.) and Bachelor of Arts (B.A.) degrees. The B.A. degree requires proficiency in a foreign language equivalent to completion of one year of college-level work.

**Six hours of English Composition and three hours in English oral presentational communication are required.

***Students who plan to transfer to Tennessee Board of Regents (TBR) universities should take six hours of United States History (three hours of Tennessee History may substitute for one of the U.S. History courses). Students who plan to transfer to University of Tennessee System universities or to out-of-state or private universities should check requirements and take the appropriate courses.

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

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

Courses designated to fulfill general education by Roane State Community College are published on page 93 of this catalog. A complete listing of the courses fulfilling general education requirements for all system institutions is available on the TBR website (www.tbr.state.tn.us) under Transfer and Articulation Information.

University Parallel Programs

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

Identifying Courses Satisfying the Minimum Degree Requirements

Although the courses fulfilling the minimum degree requirements may vary in actual design among institutions, many contain similar content. These courses are identified by common course rubrics (prefixes and numbers in all TBR institutions to facilitate transferability. The actual courses designated by each institution to fulfill the Minimum Degree Requirements, including courses that may not be a part of the common course prefix and numbering pattern, are denoted in catalogs by the ♦ symbol. A complete matrix of courses that satisfy the Minimum Degree Requirements at all TBR institutions and an explanation of the common course rubric and numbering system are available on the TBR web page (www.tbr.state.tn.us).

ASSOCIATE OF ARTS/ASSOCIATE OF SCIENCE
MINIMUM REQUIREMENTS
TO FULFILL THE GENERAL EDUCATION CORE

Communication

ENGL	1010	Composition I
ENGL	1020	Composition II
SPCH	201	Basic Speech Communication

Humanities and/or Fine Arts

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

Social/Behavioral Sciences

ANTH	2150	Native American Studies
ECO	201	Principles of Economics I
ECO	202	Principles of Economics II
POL	101	U.S. Government and Politics
POL	102	Introduction to Political science
PSY	110	General Psychology

PSY	210	Biological Basis of Behavior
PSY	220	Developmental Psychology
SOC	201	Introduction to Sociology
SOC	202	Social Problems
SOC	211	Cultural Anthropology
SOC	212	Prehistoric Archaeology
GEOG	1040	Geography of the Natural Environment I
GEOG	1050	Geography of the Natural Environment II
GEOG	1210	World Geography
GEOG	1220	Human Geography
GEOG	2010	Physical Geography
WELL	1010	Lifetime Wellness

History

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

Natural Sciences

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

Mathematics

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

University Parallel Programs

Curriculum Guides

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

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

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 93.**

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

Agriculture   Degree: Associate of Science

First Year			**Hours**
♦ ENGL	1010, 1020	Composition I, II	6
MATH		Mathematics Elective[1]	3
PHED		Physical Education Elective	1
SPCH		Speech Elective	3
		Physical/Natural Science Sequence[1]	8
		Electives[1]	3
		Humanities Elective[1]	3
		Social Science Elective[1]	3
		Total First Year	**30**

Second Year			
♦ ENGL		Sophomore Literature[1]	6
♦ HIST		History Sequence[1]	6
MATH		Mathematics Elective[1]	3
		Electives[1]	12
		Social Science Elective[1]	3
		Total Second Year	**30**
		TOTAL HOURS	**60**

[1]Students should consult curriculum requirements of the senior institution for appropriate course selection.

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

Curriculum Guides

*Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 93***

Art
Degree: Associate of Arts Or
Associate of Science

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

First Year			Hours
ART	101, 102	Studio Fundamentals	4
♦ ART	1030	Art Appreciation	3
ART	181	Visions Seminar I	2
♦ ENGL	1010, 1020	Composition I, II	6
MATH		Mathematics Elective[1]	3
♦ SPCH	201	Basic Speech	3
		Foreign Language Sequence[2]	6
		Social Science Elective	3
		First Year Total	**30**

Second Year			
ART	103	Studio Fundamentals	2
ART	142	Computer Art	3
ART	182	Visions Seminar II	2
♦ ENGL		Sophomore Literature Elective[1]	3
♦ HIST		History Sequence[1]	6
		Humanities Elective[1]	3
		Physical/Natural Science Sequence[1]	8
		Social Science Elective[1]	3
		Second Year Total	**30**
		TOTAL HOURS	**60**

[1]Students should consult curriculum requirements of the senior institution for appropriate course selection.

[2]Required for Associate of Arts (AA) degree only. Students seeking an Associate of Science (AS) degree should select general electives appropriate for a senior institution.

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

University Parallel Programs

Curriculum Guides

*Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 93.***

Art Education   Degree: Associate of Science

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

First Year			Hours
ART	101, 102	Studio Fundamentals	4
♦ ART	1030	Art Appreciation	3
EDU	210	Child and Adolescent Development	3
EDU	211	Educational Psychology	3
♦ ENGL	1010, 1020	Composition I, II	6
		Social Science Elective[1]	3
		Physical/Natural Science Sequence[1]	8
		Total First Year	**30**

Second Year			
ART	103	Studio Fundamentals	2
ART	181, 182	Visions Seminar I, II	4
♦ ENGL		Sophomore Literature Electives[1]	6
♦ HIST		History Sequence[1]	6
MATH		Mathematics Electives[1]	6
♦ SPCH	201	Basic Speech	3
		Social Science Elective	3
		Total Second Year	**30**
		TOTAL HOURS	**60**

[1]Students should consult curriculum requirements of the senior institution for appropriate course selection.

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

University Parallel Programs

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 93**

Biology

Degree: Associate of Science

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

First Year			Hours
◆ BIOL	1110, 1120	General Biology I, II	8
◆ ENGL	1010, 1020	Composition I, II	6
◆ HIST		History Sequence[1]	6
◆ MATH	1910	Calculus I[2]	4
		Humanities Electives[1]	6
		First Year Total	**30**

Second Year			
◆ CHEM	1110, 1120	General Chemistry I, II	8
◆ ENGL		Sophomore Literature Elective[1]	3
◆ SPCH	201	Basic Speech	3
		Science Electives[1]	8-12
		Social Science Electives[1]	6
		Second Year Total	**30-32**
		TOTAL HOURS	**60-62**

[1]Students must check with transfer institutions for appropriate course selection.

[2]If mathematics background or ACT math score is not adequate, consult an advisor about taking MATH 1730 (Pre-Calculus).

Students pursuing this area of study will be advised by the Math/Science Division.

University Parallel Programs

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. Actual RSCC degree requirements appear on page 93.

Business Administration   Degree: Associate of Science

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

First Year			Hours
BUS	100	Career Planning	1
BUS	101	Intro to Business	3
COLL	1020	Computer Concepts & Applications	3
◆ ENGL	1010, 1020	Composition I, II	6
◆ MATH	1630	Finite Math	3
◆ MATH	1830	Basic Calculus	3
		Humanities Elective[2]	3
		Physical/Natural Science Sequence[3]	8
		First Year Total	**30**

Second Year			
BUS	221, 222	Principles of Accounting I, II	6
◆ ECO	201, 202	Economics I, II	6
◆ ENGL		Sophomore Literature Elective[3]	3
◆ HIST		History Sequence[3]	6
MATH	2050	Probability & Statistics (Calculus Based)	3
◆ SPCH	201	Basic Speech	3
		Humanities Elective[2]	3
		Second Year Total	**30**
		TOTAL HOURS	**60**

[1]A higher level math course may be substituted. Consult with an advisor.

[2]Students transferring to UTK should consider scheduling foreign language courses while attending Roane State.

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

Students pursing this area of study will be advised by the Business and Technology Division.

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 93.**

Business Education   Degree: Associate of Science

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

First Year			**Hours**
♦ ART	1030	Art Appreciation **or**	
♦ MUS	1030	Music Appreciation	3
BUS	101	Introduction to Business	3
EDU	101	Intro to the Teaching Profession	2
♦ ENGL	1010, 1020	Composition I, II	6
♦ MATH	1730	Pre-Calculus	4
PHED		Physical Education Electives	2
♦ SPCH	201	Basic Speech	3
		Physical/Natural Science Sequence[1]	8
		First Year Total	**31**

Second Year			
BUS	221, 222	Principles of Accounting I, II	6
♦ ECO	201, 202	Economics I, II	6
EDU	111	Intro to Educating Exceptional Children	2
EDU	211	Educational Psychology	3
♦ ENGL		Sophomore Literature Electives[1]	6
♦ HIST		History Sequence[2]	6
		Second Year Total	**29**
		TOTAL HOURS	**60**

[1]For specific natural science course recommendations, students should consult the catalog of the senior institution they plan to attend. Some senior institutions require a natural science sequence (two courses within the same discipline).

[2]Please refer to p. 94 for appropriate general education courses. For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

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

University Parallel Programs

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Curriculum Guides

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Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 93**

Chemistry   Degree: Associate of Science

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

First Year[1]			Hours
◆ CHEM	1110, 1120	General Chemistry I, II	8
◆ ENGL	1010, 1020	Composition I, II	6
◆ HIST		History Sequence[2]	6
◆ MATH	1910	Calculus I[3]	4
◆ SPCH	201	Basic Speech	3
		Humanities Elective[2]	3
		First Year Total	**30**

Second Year			
◆ CHEM	2010, 2020	Organic Chemistry I, II	8
◆ ENGL		Sophomore English Elective[2]	3
◆ PHYS	2110, 2120	Physics I, II[4]	8
		Elective[5]	2
		Humanities Elective[2]	3
		Social Science Electives[2]	6
		Second Year Total	**30**
		TOTAL HOURS	**60**

[1]Students planning to transfer to Tennessee Technological University or UTK should consult an advisor for the appropriate curriculum.

[2]Students must check with transfer institution for appropriate course selection.

[3]If mathematics background or ACT math score is not adequate, consult an advisor about taking ◆ MATH 1730 (Pre-Calculus).

[4]Consult an advisor about substituting ◆ PHYS 2010, 2020 for ◆ PHYS 2110, 2120. Also, check with the senior institution about most recent requirements.

[5]Strongly advise that MATH 1920 be taken.

Students pursing this area of study will be advised by the Math/Sciences Division

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 93.**

Computer Art and Design

Degree: Associate of Arts Or Associate of Science

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

First Year			Hours
ART	101, 102	Studio Fundamentals[2]	4
ART	141	Graphic Design	3
ART	142, 143	Computer Art I, II[2]	6
ART	181	Visions Seminar I	2
ART	1030	Art Appreciation	3
◆ ENGL	1010, 1020	Composition I, II	6
MATH		Mathematics Elective[1]	3
◆ SPCH	201	Basic Speech	3
		First Year Total	**30**

Second Year			
ART	103	Studio Fundamentals	2
ART	144	Computer Art III[2]	3
ART	182	Visions Seminar II	2
◆ ENGL		Sophomore Literature Elective[1]	3
◆ HIST		History Sequence[1]	6
		Physical/Natural Science Sequence[1]	8
		Social Science Electives[1]	6
		Second Year Total	**30**
		TOTAL HOURS	**60**

[1]Students should consult curriculum requirements of a senior institution for appropriate course selection.

[2]Students must make a minimum grade of "C" in ART 101, 102, 142 and 143 before they can register for ART 144 (Computer ART III).

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

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

University Parallel Programs

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Curriculum Guides

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*Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 93.***

Computer Science   Degree: Associate of Science

This program is designed for students who wish to major in computer science at the bachelor's level. Upon completion of this two-year program, a student may transfer to a senior institution to complete the requirements for a bachelor of science in computer science, information management, or related field.

First Year			**Hours**
CST	109	Intro to Programming I	3
CST	203	Data Structures	3
◆ ENGL	1010, 1020	Composition I, II	6
◆ MATH	1910	Calculus I	4
MATH		Math Elective[2]	3
		Humanities Elective[1]	3
		Physical/Natural Science Sequence[1]	8
		First Year Total	**30**

Second Year			
◆ ECO	201, 202	Economics I, II	6
◆ ENGL		Sophomore English Electives[1]	6
◆ HIST		History Sequence[1]	6
◆ MATH	2050	Probability and Statistics	3
◆ SPCH	201	Basic Speech	3
		Humanities Elective[1]	3
		Social Science Elective[1]	3
		Second Year Total	**30**
		TOTAL HOURS	**60**

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

[2]Students transferring to UTK should consider scheduling foreign language courses while attending Roane State.

Students pursuing this area of study will be advised by the Business and Technology Division.

University Parallel Programs

Curriculum Guides

Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 93.**

Early Childhood Education

Degree: Associate of Science

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

First Year			**Hours**
EDU	210	Child and Adolescent Development	3
EDU	223	Instructional Aids and Equipment	1
◆ ENGL	1010, 1020	Composition I, II	6
HEA	221	Safety and First Aid	3
◆ HIST		History Sequence[1]	6
◆ MATH	1410	Number Concepts/Algebra Structures	3
MATH	1420	Problem Solving/Geometry	3
◆ SPCH	201	Basic Speech Communication	3
		Humanities Elective	3
		First Year Total	**31**

Second Year			
◆ BIOL	1110	General Biology I **or**	
◆ BIOL	1120	General Biology II	4
EDU	231	Field Experiences I	2
◆ ENGL		Sophomore Literature Electives[1]	6
◆ GEOG	1210	World Geography I **or**	
◆ GEOG	1220	Human Geography	3
◆ GEOL	1040	Physical Geology **or**	
◆ GEOL	1050	Historical Geology	4
MSC	1012	Intro to Physical Sciences	4
◆ SOC	201	Intro to Sociology **or**	
◆ SOC	211	Cultural Anthropology	3
		Elective	3
		Second Year Total	**29**
		TOTAL HOURS	**60**

[1]For specific natural science course recommendations, students should consult the catalog of the senior institution they plan to attend. Some senior institutions require a natural science sequence (two courses within the same discipline).

Students pursing this area of study will be advised by the Social and Behavioral Sciences Division.

University Parallel Programs

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Curriculum Guides

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Elementary Education   Degree: Associate of Science

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

First Year			**Hours**
EDU	101	Intro to Teaching Profession	2
EDU	210	Child and Adolescent Development	3
EDU	223	Instructional Aids and Equipment	1
♦ ENGL	1010, 1020	Composition I, II	6
HEA	221	Safety, First Aid & CPR	3
♦ HIST		History Sequence[1]	6
♦ SOC	201	Intro to Sociology	3
♦ SPCH	201	Basic Speech Communication	3
		Humanities Elective[1]	3
		First Year Total	**30**

Second Year			
♦ BIOL	1110	General Biology I **or**	
♦ BIOL	1120	General Biology II	4
EDU	211	Educational Psychology	3
EDU	231	Field Experiences I	2
♦ ENGL		Sophomore Literature Electives[1]	6
♦ GEOG	1210	World Geography I **or**	
♦ GEOG	1220	Human Geography	3
♦ GEOL	1040	Physical Geology **or**	
♦ GEOL	1050	Historical Geology	4
♦ MATH	1410	Number Concepts/Algebra Structures	3
MATH	1420	Problem Solving/Geometry	3
PHED		Physical Education Electives	2
		Second Year Total	**30**
		TOTAL HOURS	**60**

[1]Please refer to p. 94 for appropriate general education courses. For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

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

Curriculum Guides

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English

Degree: Associate of Arts Or
Associate of Science

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

First Year			**Hours**
CST		Computer Science Elective	3
♦ ENGL	1010, 1020	Composition I, II	6
MATH		Mathematics Elective[1]	3
♦ PHIL		Philosophy Elective	3
♦ SPCH	201	Basic Speech	3
		Foreign Language Electives[2]	6
		Physical/Natural Science Electives[1]	8
		First Year Total	**32**

Second Year		
♦ ENGL	Sophomore Literature Electives	6
♦ HIST	History Sequence[1]	6
♦ PHED	Physical Education Elective	1
	Foreign Language Electives[2]	6
	Humanities Elective[1]	3
	Social Science Electives[1]	6
	Second Year Total	**28**
	TOTAL HOURS	**60**

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

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

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

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Forestry   Degree: Associate of Science

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

First Year			Hours
◆ BIOL	1110, 1120	General Biology I, II	8
◆ BIOL	2015	Environmental Science	3
◆ CHEM	1010	Intro to Chemistry I **or**	
◆ CHEM	1110	General Chemistry	4
◆ ENGL	1010, 1020	Composition I, II	6
◆ MATH	1730	Pre-Calculus	4
◆ MATH	1910	Calculus I	4
		First Year Total	**29**

Second Year			
BIOL	2530	General Ecology	4
ECO	201	Principles of Economics I	3
◆ ENGL		Sophomore Literature[1]	3
◆ HIST		History Sequence[1]	6
MATH	2050	Probability & Statistics (Calculus-Based)	3
◆ SPCH	201	Basic Speech	3
		Humanities Electives[2]	6
		Social Science Elective[1]	3
		Second Year Total	**31**
		TOTAL HOURS	**60**

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

[2]Choose from ◆ PHIL 1030, 1110, or 1210.

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

Curriculum Guides

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General

Degree: Associate of Arts Or Associate of Science

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 a bachelor's degree at a four-year institution.

First Year			**Hours**
◆ ENGL	1010, 1020	Composition I, II	6
◆ HIST		History Sequence[1]	6
MATH		Mathematics Elective[1]	3
		Social Science Electives[1]	6
		Electives[3]	3
		Humanities Electives[1, 3]	6
		First Year Total	**30**

Second Year			
CST		Computer Science Elective **or**	
COLL	1020	Computer Concepts & Appl.	3
◆ ENGL		Sophomore Literature[1]	3
◆ SPCH		Speech Elective	3
		Physical/Natural Science Sequence[1]	8
		Electives[2,3]	13
		Second Year Total	**30**
		TOTAL HOURS	**60**

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

[2]An Associate of Arts (AA) degree requires 6 hours of the same foreign language.

[3]Sixteen hours of electives should be taken at the 200 level.

Students pursuing this area of study will be advised by the Math/Sciences Division or Humanities Division.

University Parallel Programs

Curriculum Guides

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Mathematics
Degree: Associate of Science

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

First Year			**Hours**
♦ BIOL	1110, 1120	General Biology I, II[1] **or**	
♦ CHEM	1110, 1120	General Chemistry I, II[1]	8
♦ ENGL	1010, 1020	Composition I, II	6
♦ HIST		History Sequence[2]	6
♦ MATH	1910, 1920	Calculus I, II[3]	8
♦ SPCH	201	Basic Speech	3
		First Year Total	**31**

Second Year			
♦ ENGL		Sophomore Literature[2]	3
MATH	2110	Calculus III	4
MATH		**Mathematics***	6
PHYS	2110	Physics I	4
		Humanities Electives[2]	6
		Social Science Electives[2]	6
		Second Year Total	**29**
		TOTAL HOURS	**60**

*Take a minimum of 2 or these 3 courses for the A.S. degree in Mathematics:

MATH	**2010**	**Matrix Algebra**	**3**
MATH	**2100**	**Discrete Mathematics**	**3**
MATH	**2120**	**Differential Equations**	**3**

[1]Students should check with the senior institution or the articulation agreement to see which science course is required.

[2]Students must check with transfer institution for appropriate course selection.

[3]If mathematics background or ACT math score is not adequate, consult an advisor about taking ♦ MATH 1730 (Pre-Calculus).

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

University Parallel Programs

Curriculum Guides

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Music

Degree: Associate of Arts Or
Associate of Science

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

NOTE: All music majors must have a major applied area at the college; all music majors must pass a piano proficiency examination equivalent to one year of college piano; all music majors must register every semester for Individual Instruction in Applied Instrument, Ensemble, and MUS 010 - Solo class; all music majors must attend all solo classes and other selected performances; all music major majors must register for MUS 020-recital - the last semester before graduation. Music Theory I, II, III; Ear Training I, II, III; Intro to Digital Music; and all Ensembles are only offered on the Roane County campus. Music Theory I and III and Ear Training I and III are offered fall semester. Music Theory II and Ear Training II are only offered in the spring semester.

First Year			Hours
♦ ENGL	1010, 1020	Composition I, II	6
MATH		Math Elective[1]	3
MUS	010	Solo Class (2 semesters)	0
MUS	110	Music Theory I	3
MUS	111	Ear Training I	1
MUS	120	Music Theory II	2
MUS	123	Ear Training II	1
MUS		Individual Instruction in Applied Instrument	2
MUS		Ensemble	1
		Humanities Elective[1]	6
		Social Science Elective[1]	3
		First Year Total	**28**

Second Year			
♦ ENGL		Sophomore Literature[1]	3
♦ HIST		History Sequence[1]	6
MUS	010	Solo Class (2 Semesters)	0
MUS	020	Recital	0
MUS	124	Ear Training III	1
MUS	210	Music Theory III	2
MUS	213	Intro to Digital Music	3
MUS		Individual Instruction in Applied Instrument	2
MUS		Ensemble	1
♦ SPCH	201	Basic Speech	3
		Physical/Natural Science Sequence[1]	8
		Social Science Elective[1]	3
		Second Year Total	**32**
		TOTAL HOURS	**60**

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

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

University Parallel Programs

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Music Education   Degree: Associate of Science

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

NOTE: All music majors must have a major applied area at the college; all music majors must pass a piano proficiency examination equivalent to one year of college piano; all music majors must register every semester for Individual Instruction in Applied Instrument, Ensemble, and MUS 010 - Solo class; all music majors must attend all solo classes and other selected performances; all music major majors must register for MUS 020-recital - the last semester before graduation. Music Theory I, II, III; Ear Training I, II, III; Intro to Digital Music; and all Ensembles are only offered on the Roane County campus. Music Theory I and III and Ear Training I and III are offered fall semester. Music Theory II and Ear Training II are only offered in the spring semester.

First Year			**Hours**
EDU	210	Child and Adolescent Development **or**	
EDU	211	Educational Psychology	3
♦ ENGL	1010, 1020	Composition I, II	6
MATH		Math Elective	3
MUS	010	Solo Class (2 semesters)	0
MUS	110	Music Theory I	3
MUS	111	Ear Training I	1
MUS	120	Music Theory II	2
MUS	123	Ear Training II	1
MUS		Individual Instruction in Applied Instrument	1
MUS		Ensemble	1
		Humanities Elective[2]	6
		Social Science Elective[2]	3
		First Year Total	**30**

Second Year			
♦ ENGL		Sophomore Literature[2]	3
♦ HIST		History Sequence[2]	6
MUS	010	Solo Class (2 semesters)	0
MUS	020	Recital	0
MUS	124	Ear Training III	1
MUS	210	Music Theory III	2
MUS	213	Intro to Digital Music	3
MUS		Individual Instruction in Applied Instrument	1
♦ SPCH	201	Basic Speech	3
		Physical/Natural Science Sequence[2]	8
		Social Science Elective[2]	3
		Second Year Total	**30**
		TOTAL HOURS	**60**

[1]Check EDU requirements for transfer to senior institutions.

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

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

Curriculum Guides

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Musical Theatre

Degree: Associate of Arts Or
Associate of Science

This program is designed for students who wish to major in musical theatre at the bachelor's level. Upon completion of this two-year program, a student may transfer to a senior institution to complete the requirements for the bachelor's degree in musical theatre, acting, directing, film, communications or a related field.

First Year			**Hours**
ENGL	1010, 1020	Composition I, II	6
MATH		Mathematics Elective[1]	3
MUS	1030	Music Appreciation	3
SPCH	201	Basic Speech Communication	3
THEA	110	Theatre History	3
THEA	112	Musical Theatre Dance	2
THEA	1030	Intro to Theatre	3
		Social Science Elective[1]	6
		First Year Total	**29**

Second Year			
ENGL		Sophomore Literature Elective[1]	3
HIST		History Sequence[1]	6
MUS	010	Solo Class (2 semesters)	0
MUS	213	Intro to Digital Music	3
MUS		Individual Instriction in Voice	2
THEA	231	Fundamentals of Acting I **or**	
THEA	233	Fundamentals of Play Directing	3
THEA	234	Dramatic Theory	3
THEA	2510	Theatre Production Practicum[2]	1
THEA		Dance Elective	2
		Physical/Natural Sciences Sequence[1]	8
		Second Year Total	**31**
		TOTAL HOURS	**60**

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

[1]For specific recommendations, students should consult the catalog of the senior institution they plan to attend.

[2]Enrollment in this course requires permission of instructor. Students should contact the Humanities Division for additional information.

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

University Parallel Programs

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Physical Science   Degree: Associate of Science

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

First Year			**Hours**
◆ CHEM	1110, 1120	General Chemistry I, II	8
◆ ENGL	1010, 1020	Composition I, II	6
◆ HIST		History Sequence[1]	6
◆ MATH	1910, 1920	Calculus I, II[2]	8
		Social Science Elective[1]	3
		First Year Total	**31**

Second Year			
◆ ENGL		Sophomore Literature Elective[1]	3
MATH	2110	Calculus III	4
MATH	2120	Differential Equations	3
◆ PHYS	2110, 2120	Calculus Based Physics I, II	8
◆ SPCH	201	Basic Speech	3
		Humanities Electives[1]	6
		Social Science Elective[1]	3
		Second Year Total	**30**
		TOTAL HOURS	**61**

[1]Students must check with transfer institution for appropriate course selection.

[2]If mathematics background or ACT math score is not adequate, consult an advisor about taking
◆ MATH 1730 (Pre-Calculus) prior to enrolling in MATH 1910.

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Pre-Engineering   Degree: Associate of Science

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

All Math/Science courses listed in bold, italicized print have prerequisites. Please check the Course Description section of the catalog.

First Year			Hours
♦ *CHEM*	*1110*	*General Chemistry I*	*4*
♦ ENGL	1010, 1020	Composition I, II	6
ESC	111	Survey of Engineering	1
♦ *MATH*	*1910, 1920*	*Calculus I, II*	*8*
♦ SPCH	201	Basic Speech	3
		Humanities Electives[1]	6
		Social Science Electives[1]	6
		First Year Total	**34**

Second Year			
♦ ENGL		Sophomore Literature Elective[1]	3
ERG	161	Engineering Graphics[2]	2
ESC	*211*	*Statics* (Offered fall only)	*3*
ESC	*212*	*Dynamics* (Offered spring only)	*3*
♦ HIST		History Sequence[1]	6
MATH	*2110*	*Calculus III*[3] (Offered fall only)	*4*
MATH	*2120*	*Differential Equations* (Offered spring only)	*3*
♦ *PHYS*	*2110, 2120*	*Calculus-Based Physics I, II*	*8*
		Second Year Total	**32**
		TOTAL HOURS	**66**

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

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

[3]Students are advised to also take MATH 2010 (Matrix Algebra); check with your advisor.

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

University Parallel Programs

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Pre-Law   Degree: Associate of Science

This curriculum guide is designed exclusively for students who plan to transfer to Middle Tennessee State University. If you plan to attend another university, please contact an advisor to plan a course of study.

This course of study is designed for students who plan to complete a bachelor's degree in Pre-Law and who also intend to apply for admission to law school. Law school admission requirements vary from institution to institution; however, all law schools require applicants to have earned either a B.S. or B.A. degree. All law school applicants must also take the LSAT (Law School Admission Test). Students should consult with their advisor, as well as with the college or university they plan to attend in completing their bachelor's degree.

First Year			**Hours**
♦ ENGL	1010, 1020	Composition I, II	6
♦ HIST		History Sequence[1]	6
LAW	102	Survey of American Law	3
♦ MATH	1130	College Algebra	3
PHED		Physical Education Elective	1
♦ POL	101	U.S. Government & Politics	3
♦ POL	102	Intro to Political Science	3
♦ SPCH	201	Basic Speech Communication	3
		Humanities Elective[1]	3
		First Year Total	**31**

Second Year			
♦ ECO	201	Principles of Economics I	3
♦ ENGL		Sophomore Literature Electives[1]	6
LAW		Law Electives[1]	6
		Foreign Language Sequence[1]	6
		Physical/Natural Science Sequence[1]	8
		Second Year Total	**29**
		TOTAL HOURS	**60**

[1]For specific course recommendations, students should consult the Middle Tennessee State University catalog.

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

Curriculum Guides

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Pre-Medicine
Pre-Dentistry

Degree: Associate of Science

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

First Year			Hours
♦ BIOL	1110, 1120	General Biology I, II	8
♦ CHEM	1110, 1120	General Chemistry I, II	8
♦ ENGL	1010, 1020	Composition I, II	6
♦ MATH	1910	Calculus I[1]	4
		Social Science Elective[2]	3
		First Year Total	**29**

Second Year			
CHEM	2010, 2020	Organic Chemistry I, II	8
♦ ENGL		Sophomore Literature Elective[2]	3
♦ HIST		History Sequence[2]	6
♦ PHYS	2010	Non-Calculus Based Physics I[3]	4
♦ SPCH	201	Basic Speech	3
		Humanities Electives[2]	6
		Social Science Elective[2]	3
		Second Year Total	**33**
		TOTAL HOURS	**62**

[1]If mathematics background or ACT score is not adequate, consult an advisor about taking ♦ MATH 1730 (Pre-Calculus).

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

[3]Consult an advisor about substituting ♦ PHYS 2110 for ♦ PHYS 2010. Also check with the senior institution about most recent requirements.

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

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Pre-Nursing   Degree: Associate of Science

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

First Year			Hours
◆ CHEM	1010, 1020	Intro to Chemistry I, II[1]	8
◆ ENGL	1010, 1020	Composition I, II	6
HEC	201	Principles of Nutrition	3
◆ MATH	1530	Prob. & Statistics (Non-Calculus Based)[2, 3]	3
◆ PSY	110	General Psychology	3
◆ PSY	220	Developmental Psychology	3
◆ SOC	201	Intro to Sociology	3
		First Year Total	**29**

Second Year			
BIOL	2230	Microbiology	3
◆ BIOL	2010, 2020	Anatomy & Physiology I, II	8
CST		Computer Science Elective[3]	3
◆ ENGL		Sophomore Literature[3]	3
◆ HIST		History Sequence[3]	6
◆ SPCH	201	Basic Speech Communication	3
		Humanities Electives[3]	6
		Second Year Total	**32**
		TOTAL HOURS	**61**

[1]Consult with an advisor for appropriate course selection. Some institutions require ◆ CHEM 1110 and 1120.

[2]Students may take a higher level math course.

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

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

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Pre-Pharmacy
Degree: Associate of Science

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

Please note: These are the minimum requirements to receive an associate's degree from RSCC. Additional classes will be needed to meet the minimum requirements to the various pharmacy schools. Please consult your advisor or check with the institution to which you will transfer.

First Year			Hours
◆ BIOL	1110, 1120	General Biology I, II	8
◆ CHEM	1110, 1120	General Chemistry I, II	8
◆ ENGL	1010, 1020	Composition I, II	6
◆ MATH	1910	Calculus I[1]	4
		Social Science Electives[3]	6
		First Year Total	**32**

Second Year			
CHEM	2010, 2020	Organic Chemistry I, II	8
◆ ENGL		Sophomore Literature[2]	3
◆ HIST		History Sequence[2]	6
◆ PHYS	2110	Calculus-Based Physics I	4
◆ SPCH	201	Basic Speech	3
		Humanities Elective[2]	6
		Second Year Total	**30**
		TOTAL HOURS	**62**

[1]If mathematics background or ACT math score is not adequate, consult an advisor about taking MATH 1730 (Pre-Calculus) prior to enrolling in ◆ MATH 1910.

[2]Students must check with transfer institution for appropriate course selection.

[3]Psychology, sociology, economics, anthropology and political science are usually acceptable choices. **Economics** is required by some pharmacy schools. Check with your advisor.

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

University Parallel Programs

Curriculum Guides

*Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 93.***

Pre-Veterinary
Degree: Associate of Science

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

First Year   **Hours**
◆ BIOL   1110, 1120   General Biology I, II[1]   8
◆ CHEM   1110, 1120   General Chemistry I, II   8
◆ ENGL   1010, 1020   English Composition I, II   6
◆ MATH   1910, 1920   Calculus I, II[2,4]   8

                         First Year Total   **30**

Second Year
   CHEM   2010, 2020   Organic Chemistry I, II **or**
◆ PHYS   2110, 2120   Calculus-Based Physics I, II[4]   3
◆ ENGL   Sophomore Literature   3
◆ HIST   History Sequence[3]   6
◆ SPCH   201   Basic Speech   3
              Humanities Electives   6
              Social Science Electives   6

                         Second Year Total   **32**
                         TOTAL HOURS   **62**

[1]Students with at least two years of high school biology or satisfactory ACT scores may, with permission from the Math/Science division, omit ◆ BIOL 1110, 1120 and enter ◆ BIOL 2130.

[2]If mathematics background or ACT math score is not adequate, consult an advisor about taking ◆ MATH 1730 (Pre-Calculus).

[3]Students must check with transfer institution for appropriate history sequence.

[4]Students must check with senior institution to verify substitution of ◆ MATH 1810, 1820.

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

Curriculum Guides

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Secondary Education

Degree: Associate of Science

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

First Year			Hours
EDU	101	Intro to Teaching Profession	2
EDU	210	Child and Adolescent Development	3
EDU	211	Educational Psychology	3
♦ ENGL	1010, 1020	Composition I, II	6
♦ HIST		History Sequence[1]	6
PHED		Physical Education Elective	1
♦ MATH	1130	College Algebra	3
♦ SPCH	201	Basic Speech Communication	3
		Humanities Elective[1]	3
		First Year Total	**30**

Second Year			
♦ BIOL	1110, 1120	General Biology I, II **or**	
♦ GEOL	1040/1050	Physical Geology/Historical Geology	8
EDU	223	Instructional Aids and Equipment	2
EDU	231	Field Experiences I	2
♦ ENGL		Sophomore Literature[2]	6
HEA	221	Safety, First Aid & CI	3
♦ MATH		Math Elective	3
PHED		Physical Education Elective	1
		Social Science Electives[2]	6
		Second Year Total	**30**
		TOTAL HOURS	**60**

[1]Please refer to p. 94 for appropriate general education courses. For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

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

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

University Parallel Programs

Curriculum Guides

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Social Science
Degree: Associate of Arts Or
Associate of Science

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

First Year			**Hours**
♦ ENGL	1010, 1020	Composition I, II	6
♦ HIST		History Sequence[1]	6
♦ MATH	1130	College Algebra	3
PHED		Physical Education Elective	1
		Elective	3
		Social Science Electives[1]	9
		First Year Total	**28**

Second Year			
♦ ENGL		Sophomore Literature[1]	3
♦ SPCH	201	Basic Speech	3
		Elective	3
		Humanities Electives[1]	6
		Physical/Natural Science Sequence	8
		Social Science Electives[2,3]	9
		Second Year Total	**32**
		TOTAL HOURS	**60**

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

[1]For specific course recommendations, students should consult the catalog of the senior institution they plan to attend. Please refer to p. 94 for a list of general education elective courses.

[2]6 hours of Social Science electives must be taken from the list of social science general education courses on p. 94.

[3]At least 12 hours of Social Science should be taken at the 200 level.

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

Curriculum Guides

*Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 93.***

Special Education
Degree: Associate of Science

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

First Year			**Hours**
♦ ART	1030	Art Appreciation **or**	
♦ MUS	1030	Music Appreciation	3
EDU	101	Intro to Teaching Profession	2
EDU	111	Intro to Edu Except Child	2
EDU	210	Child and Adolescent Development	3
EDU	211	Educational Psychology	3
♦ ENGL	1010, 1020	Composition I, II	6
HEA	221	Safety, First Aid & CPR	3
HIST		History Sequence[1]	6
♦ SPCH	201	Basic Speech Communications	3
		First Year Total	**31**

Second Year			
♦ BIOL	1110	General Biology I[2] **or**	
♦ BIOL	1120	General Biology II	4
EDU	231	Field Experiences I	2
EDU	223	Instructional Aids and Equipment	1
♦ ENGL		Sophomore Literature[1]	6
♦ GEOL	1040	Physical Geology[2] **or**	
♦ GEOL	1050	Historical Geology	4
♦ MATH	1410	Number Concepts/Algebra Structures	3
♦ MATH	1420	Problem Solving/Geometry	3
♦ SOC	201	Intro to Sociology	3
		Social Science Elective[1]	3
		Second Year Total	**29**
		TOTAL HOURS	**60**

[1]Please refer to p. 94 for appropriate general education courses. For specific course recommendations, students should consult the catalog of the senior institution they plan to attend.

[2]For specific natural science course recommendations, students should consult the catalog of the senior institution they plan to attend. Some senior institutions require a natural science sequence (two courses within the same discipline).

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

University Parallel Programs

<div align="center">

Curriculum Guides

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*Curriculum Guides are suggested courses of study which may include more or less than the RSCC degree requirements. They are not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer, and their advisor for specific degree requirements. **Actual RSCC degree requirements appear on page 93.***

Wildlife and Fisheries   Degree: Associate of Science

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

First Year			**Hours**
◆ BIOL	1110, 1120	General Biology I, II	8
◆ CHEM	1110, 1120	General Chemistry I, II	8
◆ ENGL	1010, 1020	Composition I, II	6
◆ MATH	1530	Prob. & Statistics (Non-Calculus Based)	3
◆ MATH	1830	Basic Calculus	3
		Humanities Elective[2]	3
		First Year Total	**31**

Second Year			
BIOL	2120	Cell Biology	4
BIOL	2530	General Ecology	4
◆ ENGL		Sophomore Literature[2]	3
◆ HIST		History Sequence[2]	6
◆ SPCH	201	Basic Speech	3
		Elective[2]	3
		Social Science Electives[2]	6
		Second Year Total	**29**
		TOTAL HOURS	**60**

[1]If mathematics background or ACT math score is not adequate, students must complete ◆ MATH 1130 (College Algebra) prior to enrolling in ◆ MATH 1830.

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

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

Career Prep Programs

Career Preparation Programs
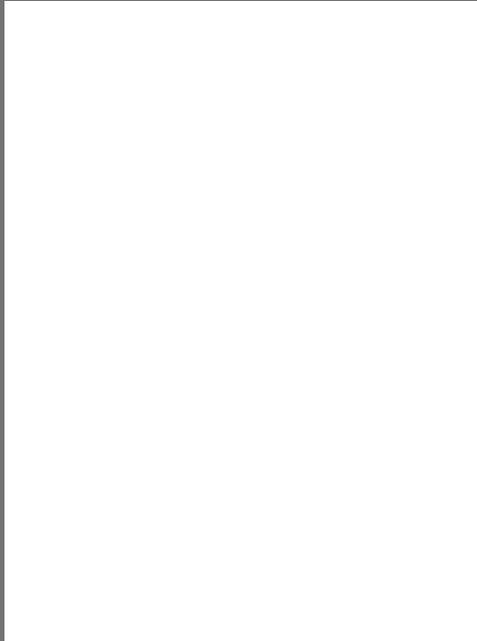
ASSOCIATE OF APPLIED SCIENCE
MINIMUM DEGREE REQUIREMENTS

CORE CURRICULUM FOR CAREER PREPARATION PROGRAMS

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

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

15/16 hours

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

CAREER PREPARATION
ASSOCIATE OF APPLIED SCIENCE DEGREE

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

♦ Denotes approved general education courses. Electives must be chosen from those listed on pages 94-95.

A.A.S. BUSINESS MANAGEMENT TECHNOLOGY
Accounting Option*

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

First Year			Hours
BUS	101	Introduction to Business	3
BUS	111	Business Math	3
BUS	221, 222	Principles of Accounting I, II	6
BUS	255	Micro Accounting Appl I	3
BUS	273	Principles of Marketing	3
BUS	281	Management & Supervision	3
COLL	1020	Computer Concepts	3
♦ ENGL	1010	Composition	3
♦ SPCH	201	Basic Speech	3
		First Year Total	**30**

Second Year			
BUS	224	Cost Accounting	3
BUS	225	Federal Income Tax - Personal	3
BUS	226	Federal Income Tax - Business	3
BUS	227	Fund Accounting	3
BUS	233	Intermediate Accounting	4
BUS	251	Legal Environment for Business	3
BUS	257	Micro Accounting Appl II	2
ECO	201	Economics I	3
♦ MATH	1530	Prob. & Statistics	3
		Humanities Elective	3
		Second Year Total	**30**
		TOTAL HOURS	**60**

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

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

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

Career Preparation Programs

A.A.S. BUSINESS MANAGEMENT TECHNOLOGY
Business Administration Option*

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

First Year			Hours
BUS	101	Introduction to Business	3
BUS	111	Business Math	3
BUS	112	Personal Finance	3
BUS	261	Psych Aspects of Management	3
BUS	271	Sales	3
BUS	273	Principles of Marketing	3
COLL	1020	Computer Concepts & Appl.	3
◆ ENGL	1010	Composition I	3
◆ MATH	1530	Probability & Statistics	3
◆ SPCH	201	Basic Speech	3
		First Year Total	**30**

Second Year			
BUS	221, 222	Principles of Accounting I, II	6
BUS	236	Negotiations/Conflict Resolution	3
BUS	251	Legal Environment for Business	3
BUS	278	Entrepreneurship	3
BUS	281	Management and Supervision	3
CST	103	Computer Presentations or	
CST	135	Spreadsheets	3
◆ ECO	201	Economics I	3
		Directed Elective[1]	3
		Humanities Elective	3
		Second Year Total	**30**
		TOTAL HOURS	**60**

[1]Directed Electives: BUS, CST, ECO 202, or Co-Op, page 131.

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

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

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

A.A.S. BUSINESS MANAGEMENT TECHNOLOGY
Business Management Option*

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

First Year			Hours
BUS	101	Introduction to Business	3
BUS	111	Business Math	3
BUS	112	Personal Finance	3
BUS	261	Psych Aspects of Management	3
BUS	273	Principles of Marketing	3
BUS	281	Management and Supervision	3
COLL	1020	Computer Concepts & Applications	3
♦ ENGL	1010	Composition I	3
♦ MATH	1530	Probability & Statistics or	
♦ MATH	1830	Basic Calculus	3
♦ SPCH	201	Basic Speech	3
		First Year Total	**30**

Second Year			
BUS	215	Business Ethics	3
BUS	221, 222	Principles of Accounting I, II	6
BUS	236	Negotiations/Conflict Resolution	3
BUS	251	Legal Environment for Business	3
BUS	284	Management Seminar	3
CST	103	Computer Presentations or	
CST	135	Spreadsheets	3
♦ ECO	201	Economics I	3
		Directed Elective[1]	3
		Humanities Elective	3
		Second Year Total	**30**
		TOTAL HOURS	**60**

[1]Directed Elective: BUS, CST, ECO 202, or Co-Op, page 131.

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

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

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

Career Preparation Programs

A.A.S. BUSINESS MANAGEMENT TECHNOLOGY
Computer Science Option*

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

First Year				Hours
	BUS	101	Introduction to Business	3
	BUS	111	Business Math	3
	COLL	1020	Computer Concepts and Applications	3
	CST	103	Computer Presentations	3
	CST	105	Database Management Systems I	3
	CST	109	Introduction to Programming	3
	CST	108	Web Foundations	3
	CST		Directed Electives from Track[1]	6
♦	ENGL	1010	Composition I	3
			First Year Total	**30**

Second Year				
	BUS	221	Accounting I	3
	BUS	281	Management & Supervision	3
	CST	215	Operating Systems	3
	CST	216	Networking & PC Repair	3
	CST		Directed Electives from Track[1]	6
♦	MATH	1530	Probability & Statistics	3
♦	SPCH	201	Basic Speech	3
			Humanities Elective[2]	3
			Social/Behavioral Science Elective[2]	3
			Second Year Total	**30**
			TOTAL HOURS	**60**

[1]Directed Elective Tracks p. 131.

[2]Electives must be chosen from those listed on pages 94-95.

[1]DIRECTED ELECTIVE TRACKS

Database Management Systems Track

CST	204	Database Management Systems II	3
CST	208	Database Management Systems III	3
CST	212	Visual Basic	3
CST	221	Seminar in Project Management	3
		TOTAL TRACK HOURS	**12**

Networking Track

CST	212	Visual Basic	3
CST	236	Web Design Methodology & Technology	3
CST	273	Advanced Networking	3
CST	275	Unix/Linux	3
		TOTAL TRACK HOURS	**12**

Programming Track

CST	115	Programming in C	3
CST	203	Data Structures	3
CST	212	Visual Basic	3
CST	218	Advanced Java	3
		TOTAL TRACK HOURS	**12**

Webmaster Track

CST	236	Site Design Methodology	3
CST	237	E-Commerce Design	3
CST	238	Web Languages	3
CST	239	Server Administrator	3
		TOTAL TRACK HOURS	**12**

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

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

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

Career Preparation Programs

A.A.S. BUSINESS MANAGEMENT TECHNOLOGY
Office Administration Option*

This option is designed to prepare students for employment in offices using automated systems and procedures. Emphasis is placed on the use of computer-based word processing, spreadsheet, and database software in the performance of office functions. Completion of this program enables students to qualify for intermediate office positions and lays the foundation for entry into office management positions.

First Year			**Hours**
BUS	101	Intro to Business	3
BUS	111	Business Math	3
COLL	1020	Computer Concepts & Applications	3
CST	103	Computer Presentations	3
CST	135	Spreadsheets	3
♦ ENGL	1010	Composition I	3
OAD	101	Keyboarding and Formatting	3
OAD	102	Document Processing	3
OAD	105	Business Communications	3
		Social Science Elective[1]	3
		First Year Total	**30**

Second Year			
BUS	221	Accounting I	3
BUS	281	Management & Supervision	3
OAD	201	Administrative Office Management	3
OAD	203	Business Writing	3
OAD	204	Information and Document Control	3
OAD	205	Integrated MS Office Applications	3
OAD	250	Work Experience	3
♦ SPCH	201	Basic Speech	3
		Humanities Elective[1]	3
		Natural Science/Math Elective[1]	3
		Second Year Total	**30**
		TOTAL HOURS	**60**

[1]Electives must be chosen from those listed on pages 94-95.

Students pursuing this option will be advised by the Business and Technology Division.

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

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

Career Preparation Programs

A.A.S. CONTEMPORARY MANAGEMENT*

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

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

First Year			Hours
MGT	200	Foundations of Business	4
MGT	201	Management Concepts	4
MGT	203	Human Resources Management	4
MGT	205	Marketing in the Global Economy	4
MGT	206	Applied Economics	4
MGT	207	Managerial Accounting & Finance	4
		Electives[1]	6
		First Year Total	**30**

Second Year			
CST		Computer Science Elective	3
♦ ENGL	1010	Composition I	3
MATH		Math Elective (MATH 1130 or higher)[2]	3
♦ SPCH	201	Basic Speech	3
		Electives[1]	9
		Humanities Elective[2]	3
		Natural Science Elective[2]	3
		Social Science Elective[2]	3
		Second Year Total	**30**
		TOTAL HOURS	**60**

[1]The following is a list of four Contemporary Management courses from which you may choose to apply toward satisfying this requirement: MGT 208—Training and Development; MGT 209—Interpersonal Communication; MGT 210—Business & Its Legal Environment; MGT 225—Resolving Conflict/Negotiation. These elective hours may also be obtained through Prior Learning Credit, Cooperative Education, and/or the successful completion of various other courses. For more information, go to www.roanestate.edu, Keyword: MGT, or contact an advisor.

[2]Electives must be chosen from those listed on pages 94-95.

Students pursuing this area of study will be advised by the Business and Technology Division.

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

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

Career Preparation Programs

A.A.S. CRIMINAL JUSTICE

The two-year Criminal Justice program is designed for students interested in career opportunities in corrections. This option is designed to meet the needs of 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.

First Year			Hours
CRJT	101	Intro to Criminal Justice	3
CRJT	111	Criminal Procedures	3
CRJT	112	Court Procedures	3
CRJT	213	Criminal Investigation	3
CRJT	214	Understanding Terrorism	3
♦ ENGL	1010	Composition	3
♦ POL	101	U.S. Government & Politics	3
♦ POL	102	Intro to Political Science	3
♦ PSY	110	General Psychology	3
♦ SOC	201	Intro to Sociology	3
		First Year Total	**30**

Second Year			
CRJT	105	Intro to Corrections	3
CRJT	110	Juvenile Delinquency	3
CRJT	201	Police Administration & Organization	3
CRJT	221	Criminal Law	3
CRJT	231	Seminar in Police Problems	3
♦ SPCH	201	Basic Speech	3
		Humanities Elective[1]	3
		Natural Science/Math Elective[1]	3
		Electives[1]	6
		Second Year Total	**30**
		TOTAL HOURS	**60**

[1]Electives must be chosen from those listed on pages 94-95.

Students pursuing this option will be advised by the Social and Behavioral Sciences Division.

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

ROANE STATE COMMUNITY COLLEGE 135

Acquiring Credit for Criminal Justice

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

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

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

			Hours
CRJT	101	Intro to Law Enforcement	3
CRJT	111	Criminal Procedures	3
CRJT	112	Court Procedures	3
CRJT	201	Police Admin and Org	3
CRJT	213	Criminal Investigation	3
			15

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

CRJT	101	Intro to Law Enforcement	3
CRJT	111	Criminal Procedures	3
			6

Career Preparation Programs

A.A.S. EARLY CHILDHOOD EDUCATION

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

First Year			Hours
ECED	1010	Intro to Early Childhood Education	2
ECED	2010	Safe, Healthy, Learning Environment	3
ECED	2015	Early Childhood Curriculum	3
ECED	2020	Infant, Toddler Child Development	3
ECED	2130	Clinical Practicum I	2
♦ ENGL	1010	Comp I	3
♦ MATH		Elective	3
♦ SPCH	201	Basic Speech	3
		Elective[1]	3
		Physical/Natural Science Elective[1]	4
		First Year Total	**29**

Second Year			
ECED	2040	Family Dynamics & Community Involvement	3
ECED	2060	Development of Exceptional Children	3
ECED	2070	Developmental Assessment	3
ECED	2080	Language & Literacy in Early Childhood	3
ECED	2085	Math & Science in Early Childhood	3
ECED	2140	Clinical Practicum II	2
ECED	2150	Clinical Practicum III	2
ECED		Elective	3
		Elective[1]	3
		Humanities Elective[1]	3
		Social/Behavioral Science Elective[1]	3
		Second Year Total	**31**
		TOTAL HOURS	**60**

[1]Electives must be chosen from those listed on pages 94-95.

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

Students who intend to transfer to a baccalaureate degree program should seek advisement concerning transfer requirements.

A.A.S. ENVIRONMENTAL HEALTH TECHNOLOGY

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

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

First Year			Hours
♦ BIOL	2015	Environmental Science	3
♦ CHEM	1110, 1120	General Chemistry I, II	8
EDU	100	Orientation to College	1
EHT	120	Waste Management & Poll Prev	3
EHT	130	Industrial Hygiene & Safety I	3
♦ ENGL	1010	Composition I	3
♦ SPCH		Speech Elective[1]	3
		Humanities Electives[1]	3
		Social Science Elective[1]	3
		First Year Total	**30**

Second Year			
♦ BIOL	1110	General Biology I	4
♦ BIOL	1120	General Biology II or	
BIOL	2530	General Ecology	4
EHT	201	Environmental Law	3
EHT	210	Environmental Instrumentation	3
EHT	211	Safety and Emergency Response	3
EHT	215	Appl Rad Control Tech	3
EHT	230	Industrial Hygiene & Safety II	3
EHT	242	Internship[2]	4
♦ GEOL	1040	Physical Geology	4
♦ MATH	1530	Probability and Statistics	3
		Second Year Total	**30-34**
		TOTAL HOURS	**60-64**

[1]Electives must be chosen from those listed on pages 94-95.

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

Students pursuing Environmental Health Technology will be advised by the Social and Behavioral Sciences Division.

This program is designed for students who do not intend to transfer to a baccalaureate degree program with the exception of students transferring on the ETSU articulation agreement.

Career Preparation Programs

A.A.S. GENERAL TECHNOLOGY

This degree program provides a foundation for students who wish to pursue individual career goals and an alterative for currently employed adults who wish to continue their formal education. The electives in this program may be earned by taking appropriate courses, by transferring credit earned in a diploma program at a Tennessee Technology Center or technical certificate at a community college, through recognized industry, certification programs, and by portfolio assessment of college-level learning gained through employment. Students must seek advisement from the Business Technology division faculty in order to choose appropriate technical electives.

	BUS	100	Career Planning	1
	COLL	1020	Computer Concepts & Appl.[1]	3
◆	ENGL	1010	Composition I	3
◆	MATH	1130	College Algebra or Higher Level Math	3
◆	SPCH	201	Basic Speech	3
			Humanities Elective[2]	3
			Social Science Elective[2]	3
			Natural Science/Math Elective[2]	3
			Electives[3]	38
			TOTAL SEMESTER HOURS	**60**

[1]Students may substitute other computer related courses with the approval of their advisor.

[2]Electives must be chosen from those listed on pages 94-95.

[3]Students should contact their academic advisors for appropriate electives.

Students pursuing this area of study will be advised by the Business and Technology Division.

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

A.A.S. GEOGRAPHIC INFORMATION SYSTEMS

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

First Year			**Hours**
COLL	1020	Computer Concepts & Appl.	3
CST	109	Intro to Programming	3
CST		Directed CST Elective[1]	3
♦ ENGL	1010	Composition I	3
GIS	101	Introduction to GIS	4
GIS	105	Computer Cartography	3
GIS	110	Geographic Database Technology	3
♦ MATH	1530	Probability & Statistics	3
♦ SPCH	201	Basic Speech	3
		First Year Total	**28**

Second Year			
CST	105	Database Management	3
CST	212	Visual Basic	3
GEOG	1110	World Geography	3
GEOL	1040	Physical Geology	4
GIS	210	Global Positioning Systems & Digital Imagery	3
GIS	211	GIS Internet Mapping Technology	3
GIS	220	GIS Network & Demographic Applications	3
GIS	230	GIS Project Management	3
GIS	290	Directed Research Project	4
		Humanities Elective[2]	3
		Second Year Total	**32**
		TOTAL HOURS	**60**

[1]Consult advisor for directed elective.

[2]Electives must be chosen from those listed on pages 94-95.

Students pursuing this area of study will be advised by the Business and Technology Division.

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

Career Preparation Programs

Career Preparation Programs

HEALTH SCIENCE A.A.S. PROGRAMS

Admission to the Programs

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

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

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

Criminal Background Checks

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

Health Guidelines

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

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

Program Application Deadlines

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

Program	Deadline
Dental Hygiene Technology	Third Friday in January
Diagnosis & Procedural Coding	July 15
Health Information Technology	Last working day in May
Medical Transcription	July 15
Occupational Therapy Assistant	Third Friday in January
Opticianry	Continuous acceptance
Paramedic	June 30
Physical Therapist Assistant	Third Friday in January
Polysomnography	Last working day in May
Radiologic Technology	Third Friday in January
Respiratory Therapy Technology	Last working day in May
Somatic (Massage) Therapy	Last working day in May

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

Retention Policies

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

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

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

Readmission Procedures

1. A student may be considered for readmission to a Health Science program if all of the following criteria are met.
   A. The applicant must submit a request for readmission in writing to the program director at least 60 days prior to enrollment. Students may repeat a course only once, and on a space available basis.

B. Only one readmission to a Health Science program will be permitted.

C. The applicant must interview with the program director of the specific program before the date of the review by the Admissions Committee for consideration for readmission. An acceptable level of competency may need to be demonstrated prior to readmission. A student with previous unsatisfactory clinical performance must be recommended for readmission by consensus of the program faculty.

D. 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.

E. Readmission to a Health Science Program is contingent upon the availability of space.

2. Final selection of students will be made by the Health Science Admissions Committee.

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

A.A.S. DENTAL HYGIENE TECHNOLOGY

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

The goals of the Dental Hygiene Technology program are:

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

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

1. The number of required science courses completed.
2. The student's grades for required science courses completed.
3. Work experience in the field of Dentistry. If work experience is to be considered, the applicant must bring to the interview a current resume with permission to contact employers. If the applicant is a Certified and/or Registered Dental Assistant, a copy of Certification and/or Registration must be brought to the interview. It is highly recommended that applicants without work experience in dentistry spend time observing a dental hygienist. During this observation, the applicant should gain a full understanding of the dental hygienist's duties and responsibilities, as well as an understanding of OSHA regulations on bloodborne pathogens. All observation time should be completed prior to the interview.
4. Results of a personal interview. Interviews will be granted only to applicants who have met the minimum requirements for admission to the Health Science programs. Interviews will be conducted during the latter part of the spring semester. After the applicant's files have been reviewed, the interviews are scheduled by telephone. It is the applicant's responsibility to make certain that we have work and/or home telephone numbers that will be current for this time period. If your telephone number or numbers have changed from those provided on your Health Science application, you must send the changes in a timely manner to the DHT program director at 701 Briarcliff Avenue, Oak Ridge, TN 37830.

All DHT courses must be taken in sequence. All required science courses must be taken in the semester as listed if applicant is admitted to the program **OR** any of the courses may be completed prior to the beginning of the program in August. Admission to the DHT program is required prior to enrolling in any DHT courses. All DHT courses are taught on the Oak Ridge Branch Campus.

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

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

The program in dental hygiene is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

Career Preparation Programs

DENTAL HYGIENE TECHNOLOGY

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

◆ BIOL	2010[1], 2020[2]	Anatomy and Physiology I & II	8
BIOL	2230	Microbiology	3
◆ CHEM	1010	Intro to Chemical Principals[1]	4
◆ ENGL	1010	Composition I	3
MATH	1030	Math for the Health Sciences[3]	3
◆ PSY		Psychology Elective[4]	3
◆ SOC		Sociology Elective[4]	3
		Humanities Elective[4]	3

First Year

DHT	101	Preclinical Dental Hygiene	5
DHT	111, 112	Dental Science I, II	6
DHT	121	Clinical Dental Hygiene I	2
DHT	132	Dental Radiography	3
DHT	133	General & Oral Pathology	4
DHT	141	Principles of Dental Hygiene I	3
DHT	161	Biochemistry & Nutrition	3
DHT	171	Dental Materials	3

Second Year

DHT	201	Pharmacology & Pain Control	3
DHT	211	Dental Hygiene Seminar	2
DHT	212	Community Health	3
DHT	221, 222	Clinical Dental Hygiene II, III	6
DHT	240, 242	Principles of Dental Hygiene II, III	3
DHT	251	Periodontology	1
		TOTAL HOURS	**77**

[1] ◆ BIOL 2010 and CHEM 1010 must be taken fall of first year.

[2] ◆ BIOL 2020 must be taken spring of the first year.

[3] ◆ Higher level math course may be substituted.

[4] ◆ Electives must be chosen from those listed on pages 94-95.

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

Program Application Deadline: Third Friday in January.

This program is designed for students who do not intend to transfer to a baccalaureate degree program. NOTE: 21 credit hours must be completed at Roane State in order to meet the graduation residency requirement.

Career Preparation Programs

A.A.S. HEALTH INFORMATION TECHNOLOGY

This program emphasizes specialized skills in the management of health information. The medical record technician ensures completeness, accuracy and efficiency in the management of health information in all healthcare settings maintaining patient information. **Two education options are available** in the one plus one program format. All students must complete a health science application indicating their interest in either the Diagnosis and Procedural Coding Technical Certificate (one-year) or the A.A.S. Health Information Technology degree program. Students completing the degree program will be eligible to sit for the national certification examination to become a Registered Health Information Technician.

The degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Degree students must meet health science division admission requirements including successful completion of HIT 107 prior to admission. A grade of "C" or better must be obtained in each science course required in the Health Information Technology curriculum for acceptance in both the Health Information Technology degree option or Diagnosis and Procedural Coding certificate option. Application of didactic instruction is provided through clinical education in area health facilities. First year program professional courses (HIT) are taught on the Roane County campus and at the Knoxville Health Sciences Center. Second year degree courses are primarily taught on the Roane County campus, however occasional HIT courses may be taught at other sites.

Courses in bold-faced italic print may be taken prior to being accepted into this program.

First Year			HOURS
♦ *BIOL*	*2010, 2020*	*Anatomy and Physiology I, II[1]*	*8*
HIT	102	Intro to Health Information	3
HIT	103	Coding & Classification Systems	3
HIT	107	Medical Terminology[2]	3
HIT	130	CPT Coding	3
HIT	140	Medical Office Procedures	3
		TOTAL HOURS FOR CERTIFICATE	**23**

Summer Semester			
CST or COLL 1020		*Computer Science Elective*	*3*
♦ *ENGL* *1010*		*Composition I*	*3*

Second Year			
HIT	106	Health Data Systems	3
HIT	113	Legal Aspects of Health Info	2
HIT	215	Principles of Healthcare Administration	3
HIT	221	Advanced Health Info Procedures	3
HIT	222	Pathology & Clinical Interpretations	4
HIT	231, 232	Directed Practice I, II	6
HIT	242	Automated Health Information Systems	3
HIT	251	Coding for Reimbursement	4
HIT	252	Quality Resource Management	2
		Humanities Elective[3]	*3*
		Social Science Elective[3]	*3*
		TOTAL HOURS FOR A.A.S.	**65**

Program Application Deadline: A.A.S. Degree–Last working Day in May; Diagnosis and Procedural Coding–July 15.

[1]Recommended to be completed prior to acceptance.

[2]An open course that may be taken by any student and is required to be completed prior to acceptance.
[3]Electives must be chosen from those listed on pages 94-95.

This program is designed for students who do not intend to transfer to a baccalaureate degree program. NOTE: 18 credit hours must be completed at Roane State in order to meet the graduation residency requirement. (See page 61)

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

Career Preparation Programs

NURSING
ADMISSION POLICIES FOR ASSOCIATE OF SCIENCE

The two-year Associate Degree Nursing Program qualifies students to take the NCLEX-RN to become Registered Nurses.

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

I. Applicants must:
   A. Apply and be accepted to RSCC.
   B. Submit high school transcripts or GED equivalent and transcripts of all previous college work to the Admissions Office.
   C. Take the ACT exam (for student applicants under 21 years of age).
   D. Complete Academic Development courses prior to the application deadline to the nursing program as determined by the requirements specified on page 27 of the RSCC catalog under "General Student Classifications."
   E. Pass a pre-admission test.

II. In addition to requirements above, applicants must meet requirement A or B or C below.
   A. Complete at least 12 hours of work from the general education requirements in the Nursing curriculum with a minimum 2.75 GPA. These hours must be completed prior to the application deadline (third Friday in January). A "C" or better must be attained in each required science course. ◆ MATH 1130 or higher level MATH must be completed with a grade of "C" or better prior to the application deadline.
   B. Students under 21 years of age must attain a composite score of 20 or above on the ACT battery. MATH 1130 or higher must be completed with a grade of "C" or better prior to application deadline.
   C. *Licensed Practical Nurses may be admitted by fulfilling the following:*
      1. *Meet requirements I. A, B, C, and D above.*
      2. *Must have an academic advisement conference with the division dean concerning required general education courses.*

III. Only nursing courses which were completed within three years prior to applying for admission or readmission will be considered for transfer. Science courses more than ten years old will not be considered.

IV. A mandatory orientation to the nursing program will be scheduled prior to the first day of classes. At this orientation students must submit:
   A. A completed physical examination providing evidence of physical status necessary for practice in all areas of nursing care.
   B. Proof of current CPR certification that includes one-person, two-person and infant and child CPR (Healthcare Provider). Must be submitted to the Nursing Office.
   C. *Students who do not attend this orientation and submit physical examinations and proof of CPR certification by the first day of class will be dropped from the program.*

V. Health:
   A. Even though preliminary admission to the Nursing Program has been granted, a student will be required to undergo a physical exam/health verification before final admission to the program. Students will be required, during the course of the program to demonstrate their physical and/or emotional fitness to meet the essential requirements of the program. Such essential requirements include freedom from communicable diseases, the ability to perform certain tasks and suitable emotional fitness. Any appraisal measures

used to determine such physical and/or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Core performance standards for admission and progression which comply with the Americans with Disabilities Act of 1990 are listed in the catalog (p. 149).

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

VI. Other

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

B. Students will be required to provide nursing care under supervision, for patients with infectious diseases. Any student refusing assignment to an infectious patient may be subject to dismissal from the program.

C. The applicant must report if any license in any health care field has been suspended, revoked or denied.

D. Additional testing and counseling may be recommended on an individual basis.

E. The RSCC policy of Student Conduct and Disciplinary Sanctions applies to all students regardless of the program in which they are enrolled. In cases where alcohol and drug violations occur, **disciplinary action,** as well as the decision whether to test for alcohol or drugs, will be processed through the Division Dean and the office of the Dean of Student Services and Multicultural Affairs. Please refer to the Nursing handbook for further information. Failure to correct the problem will result in termination from the Nursing program.

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

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

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

Career Preparation Programs

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

Retention Policies

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

Readmission Procedures

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

Legal Limitations for Licensure

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

Academic Advisement

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

**ROANE STATE COMMUNITY COLLEGE
DIVISION OF NURSING
CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION**

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

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

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

Career Preparation Programs

Career Preparation Programs

A.A.S. NURSING

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

A grade of "C" or better is required in ♦ MATH 1130 or higher level MATH prior to the application deadline.

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

	BIOL	2230	Microbiology	3
♦	BIOL	2010, 2020	Anatomy and Physiology I, II[1]	8
♦	ENGL	1010	Composition I	3
♦	MATH	1130	College Algebra or higher level MATH[2]	3
♦	PSY	220	Developmental Psychology	3
♦	SPCH		Speech Elective[3]	3
			Humanities Elective[3]	3

Students must be accepted into the nursing program to enroll in these classes.

First Year

NSG	105	Foundations for Nursing Practice	10
NSG	107	Care of Childbearing Family	4
NSG	109	Adult & Child Health I	6
NSG	118	Pharmacology in Nursing	3

Second Year

NSG	210	Adult & Child Health II	10
NSG	212	Psychosocial Nursing	4
NSG	215	Transitions to Nursing Practice	3
		TOTAL HOURS	**67**

[1]Strongly recommend these courses being completed prior to taking NSG 105.

[2]MATH 1530 is recommended for students planning to complete a BSN. MATH 1410 does not fulfill the math requirement.

[3]Electives must be chosen from those listed on pages 94-95.

Consult course descriptions for prerequisites and corequisites.

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

Program Application Deadline: Third Friday in January.

This program is designed for students who do not intend to transfer to a baccalaureate degree program. NOTE: 18 credit hours must be completed at Roane State in order to meet the graduation residency requirement. (See page 61)

LPN CAREER MOBILITY

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

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

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

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

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

A grade of "C" or better is required in ♦ MATH 1130 or higher level MATH and ♦ BIOL 2010 prior to beginning nursing classes.

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

General Education

	BIOL	2230	Microbiology	3
♦	BIOL	2010, 2020	Anatomy and Physiology I, II[1]	8
	CST		Computer Science Elective or	3
	COLL	1020	Computer Concepts & Appl.	
♦	ENGL	1010	Composition I	3
♦	MATH	1130	College Algebra or higher level MATH[2]	3
♦	PSY	220	Developmental Psychology	3
♦	SPCH		Speech Elective[3]	3
			Humanities Elective[3]	3
				29

[1]Strongly recommend completion of BIOL 2020 prior to taking nursing courses.
[2]MATH 1530 is recommended for students planning to complete a BSN.
[3]Electives must be chosen from those listed on pages 94-95.

Challenge by Proficiency Examination (NSG 115)   **10**
The Experiential Credit fee will be assessed in spring of the second year.

SPRING SEMESTER—FIRST YEAR

NSG	107	Care of the Childbearing Family	4
NSG	109	Adult and Child Health I	6
NSG	126	Pharmacology in Nursing	3
			13

FALL SEMESTER—SECOND YEAR

NSG	210	Adult and Child Health II	10

SPRING SEMESTER—SECOND YEAR

NSG	212	Psychosocial Nursing	4
NSG	215	Transitions to Nursing Practice	4
			8

Academic Advisement: LPN Mobility students must have an academic advisement conference with the Dean of Nursing prior to beginning NSG 107. Students pursuing this option will be advised by the Nursing Division.

Career Preparation Programs

A.A.S. OCCUPATIONAL THERAPY ASSISTANT

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

ADMISSION TO THE OTA PROGRAM IS REQUIRED PRIOR TO TAKING ANY OTA COURSES, with the exception of OTA 104 which has an open admissions policy. Sixteen (16) hours of volunteer work experience with an occupational therapist or an occupational therapy assistant is required prior to admission to the program. A form evaluating and verifying 16 volunteer hours must be submitted to the OTA department prior to the application deadline. An interview will be offered to the top 40 candidates. Meeting minimum requirements does not guarantee acceptance. Those not accepted can apply for the following year or seek advisement on other possible career options. **The program is designed to be taken in sequence.** All OTA courses are taught on the Oak Ridge Campus with the exception of fieldwork assignments. All admissions material must be submitted by the third Friday of January for the following fall semester.

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

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

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

Career Preparation Programs

OCCUPATIONAL THERAPY ASSISTANT

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

◆ BIOL	2010[1], 2020	Anatomy and Physiology I, II	8
◆ ENGL	1010	Composition I[1]	3
PSY	213	Abnormal Psychology	3
◆ PSY	220	Developmental Psychology	3
		Humanities Elective[2]	3

First Year

OTA	102	Intro to Occupational Therapy[3]	2
OTA	104	Rehabilitation Communication[3]	2
OTA	107	Therapeutic Activities	3
OTA	110	Theory & Treatment of Psychosocial Dysfunction	5
OTA	115	Level I Psychosocial Fieldwork	2
OTA	117	Neurological Theory & Treatment	4
PTA	121	Kinesiology	3

Second Year

OTA	210	Theory & Treatment of Physical Dysfunction	5
OTA	212	OTA Practice Management	2
OTA	216	Pediatric Theory and Treatment	5
OTA	217	Level I Physical Disability Fieldwork	2
OTA	221	Life Development Fieldwork II	7
OTA	226	Medically Based Fieldwork II	7
		TOTAL HOURS	**69**

OTA	227	Optional Level II Fieldwork[2]	

[1]Should be taken prior to beginning OTA classes.

[2]Electives must be chosen from those listed on pages 94-95.

[3]These courses are open to all students and may be taken prior to acceptance into the program.

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

Program Deadline: Third Friday in January.

This program is designed for students who do not intend to transfer to a baccalaureate degree program. NOTE: 20 credit hours must be completed at Roane State in order to meet the graduation residency requirement. (See page 61)

Career Preparation Programs

A.A.S. OPTICIANRY

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

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

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

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

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

	BUS		Business Elective[1]	3
♦	ENGL	1010	Composition I	3
♦	MATH	1130	College Algebra[2]	3
♦	SPCH		Speech Elective[3]	3
			Humanities Elective[3]	3
			Social Science Elective[3]	3

First Year

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

Second Year

OPT	210	Ophthalmic Dispensing II	4
OPT	220	Ophthalmic Materials II	4
OPT	230	Contact Lenses II	4
OPT	260	Ophthalmic Dispensing III	4
OPT	270	Ophthalmic Materials III	4
OPT	280	Contact Lenses III	4
		TOTAL HOURS	**66**

[1]Business elective may be chosen from the following: BUS 101, BUS 221, 278 or 281.

[2]Higher level math course may be substituted.

[3]Electives must be chosen from those listed on pages 94-95

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

Program Deadline: Continuous acceptance.

This program is designed for students who do not intend to transfer to a baccalaureate degree program. NOTE: 20 credit hours must be completed at Roane State in order to meet the graduation residency requirement. (See page 61)

A.A.S. PHYSICAL THERAPIST ASSISTANT

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

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

Selection for the second year will be based on GPA in the prerequisites, anatomy and physiology grades, physical therapy tech work experience, interview scores (top 40 applicants based on a point system will be offered interviews), and documentation and rating on physical therapy observation experience. This experience will be completed in the course ALH 102 Introduction to Physical Therapy. A maximum of twenty students will be selected for the second year. Those not accepted can apply for the following year or seek advisement on other possible career options.

All admission materials except Spring grades (i.e. Spring 2006 for Fall 2006 acceptance) should be submitted by the third Friday of January for the following fall semester. Spring grades must be received by May 31st. Students that turn materials in after these deadlines may not be considered for admission.

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

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

Requirements for second year:

Career Preparation Programs

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

First Year

ALH	102	Intro to P.T.	2
ALH	118	Terminology for Medical Communication	2
♦ BIOL	2010, 2020	Anatomy and Physiology I, II	8
♦ ENGL	1010	Composition I	3
♦ MATH	1530	Probability & Statistics (Non-Calculus Based)	3
PHED		Physical Education Elective	1
♦ PHIL	121	Elementary Ethics or	
♦ PHIL	1030	Intro to Philosophy	3
♦ PSY	110	General Psychology or	
♦ PSY	220	Developmental Psychology	3
		Total First Year	**25**

Second Year

PTA	121	Kinesiology	3
PTA	141	Patient Care Techniques	4
PTA	151	Therapeutic Modalities	5
PTA	214	Treatment of Medical/Surgical Conditions	3
PTA	235	Advanced P.T. Procedures I	6
PTA	236	Advanced P.T. Procedures II	6
PTA	238	Clinical Preparation I	2
PTA	239	Clinical Preparation II	2
PTA	244	Seminar	1
PTA	256	Clinical Education I	5
PTA	257	Clinical Education II	5
		Total Second Year	**42**
		TOTAL HOURS	**67**

Program Deadline: Third Friday in January.

This program is designed for students who do not intend to transfer to a baccalaureate degree program. NOTE: 19 credit hours must be completed at Roane State in order to meet the graduation residency requirement. (See page 61)

Career Preparation Programs

A.A.S. RADIOLOGIC TECHNOLOGY

The radiographer is a healthcare professional that performs radiographic procedures that provide information to assist in the diagnosis and treatment of the patient. The Radiologic Technology Program consists of five semesters of full-time study which includes supervised clinical coursework in a radiology department. The program is affiliated with 19 area hospitals and clinics. Each student will be assigned to a variety of clinical sites during the two years of clinical coursework. Clinical experiences will include evening and weekend rotations.

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

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

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

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

♦ BIOL	2010, 2020	Anatomy and Physiology I, II[1]	8
♦ ENGL	1010	Composition I	3
♦ MATH	1130	College Algebra or Higher Level Math	3
♦ SPCH	201	Basic Speech	3
		Humanities Elective[2]	3
		Social Science Elective[2]	3

First Year

RDT	102	Intro to Radiologic Technology	4
RDT	103, 110	Image Analysis I, II	2
RDT	106, 107	Clinical Education I, II	4
RDT	108	Clinical Education III	1
RDT	113, 114	Radiographic Procedures I, II	8
RDT	122	Exposure Technique	4
RDT	130	Radiographic Processing	2
RDT	203	Image Analysis III	1
RDT	210	Radiographic Procedures III	2

Career Preparation Programs

Second Year

RDT	206	Clinical Education IV	3
RDT	207	Clinical Education V	3
RDT	209	Radiologic Pathology	2
RDT	212	Radiographic Procedures IV	3
RDT	215	Advanced Radiography	1
RDT	216	Advanced Radiation Physics	2
RDT	222	Radiation Protection	2
RDT	225	Radiation Physics	3
RDT	226	Radiologic Science I	4
RDT	230	Image Analysis IV	1
		TOTAL HOURS	**72**

[1]These courses are prerequisites to all 200 level RDT courses.

[2]Electives must be chosen from those listed on pages 94-95.

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

Program Deadline: Third Friday in January.

This program is designed for students who do not intend to transfer to a baccalaureate degree program. NOTE: 20 credit hours must be completed at Roane State in order to meet the graduation residency requirement. (See page 61)

Career Preparation Programs

ADVANCED STANDING
A.A.S. RADIOLOGIC TECHNOLOGY
(FOR REGISTERED TECHNOLOGISTS)

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

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

The following courses will be assigned course equivalency:

RDT	102	Introduction to Radiologic Technology	4
RDT	103	Image Analysis I	1
RDT	106	Clinical Education I	2
RDT	107	Clinical Education II	2
RDT	108	Clinical Education III	1
RDT	110	Image Analysis II	1
RDT	113	Radiographic Procedures I	4
RDT	114	Radiographic Procedures II	4
RDT	122	Exposure Technique	4
RDT	130	Radiographic Processing	2
RDT	203	Image Analysis III	1
RDT	206	Clinical Education IV	3
RDT	207	Clinical Education V	3
RDT	209	Radiologic Pathology	2
RDT	210	Radiographic Procedures III	2
RDT	212	Radiographic Procedures IV	3
RDT	215	Advanced Radiography	1
RDT	216	Advanced Radiation Physics	2
RDT	222	Radiation Protection	2
RDT	225	Radiation Physics	3
RDT	226	Radiologic Science I	4
RDT	230	Image Analysis IV	1

The following courses are required:

BUS	281	Management and Supervision I	3
◆ ENGL	1010	Composition I	3
◆ MATH	1130	College Algebra or Higher Level Math	3
		Humanities Elective[1]	3
		Physical Education Elective	1
		Science Elective[1]	4
		Social Science Elective[1]	3
		AART Certification Credits	52
		TOTAL SEMESTER HOURS	**72**

[1]Electives must be chosen from those listed on pages 94-95.

NOTE: 18 credit hours must be completed at Roane State in order to meet the graduation residency requirement. (See page 61)

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

Career Preparation Programs

A.A.S. RESPIRATORY THERAPY TECHNOLOGY

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

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

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

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

All students must pass a mock written registry and clinical simulation examination to graduate from RSCC. Upon graduation, students are eligible to take the credentialing examinations offered by the National Board of Respiratory Care. The program is accredited by CAAHEP and CoARC, Committees on Allied Health and Education.

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

♦ BIOL	2010	Anatomy and Physiology	4
BIOL	2230	Microbiology	3
♦ CHEM	1010	Introduction to Chemistry I	4
♦ ENGL	1010	Composition I	3
♦ MATH	1130	College Algebra (or higher level math)	3
		Humanities Elective[1]	3
		Social Science Elective[1]	3

First Year			**Hours**
RTT	121	Cardio-Renal Anatomy & Phys	4
RTT	122	Respiratory Care Science I	4
RTT	123	Respiratory Pharmacology	2
RTT	131	Pathology of Respiratory Disease I	2
RTT	132	Respiratory Care Science II	6
RTT	220	Respiratory Science III	4
RTT	231	Pathology of Resp. Disease II	2

Second Year

EMT	217	Comprehensive Adv Cardiac Life Support	3
RTT	225	Pulmonary Function Studies	2
RTT	230	Respiratory Care Science IV	6
RTT	235	Neonatal and Pediatric Care	3
RTT	245	Respiratory Care Science V	6
RTT	260	Hemodynamics and Rhythms	3
RTT	261	Respiratory Care Seminar	2
		TOTAL HOURS	**72**

[1]Electives must be chosen from those on pages 94-95.

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

Program Deadline: Last working day in May.

This program is designed for students who do not intend to transfer to a baccalaureate degree program. NOTE: 20 credit hours must be completed at Roane State in order to meet the graduation residency requirement. (See page 61)

Career Preparation Programs

Career Preparation Programs

A.A.S. PARALEGAL STUDIES
ABA Approved

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

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

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

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

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

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

First Year				Hours
◆	ENGL	1010	Composition I	3
	LAW	101	Intro to the Legal Profession & Legal Ethics	3
	LAW	102	Survey of American Law	3
	LAW	140	Legal Research	3
	LAW	150	Legal Writing	3
	LAW	160	Torts	3
	LAW	170	Criminal Law	3
◆	POL	101	U.S. Government & Politics	3
◆	SPCH	201	Basic Speech	3
			Natural Science/Math Elective[1]	4/3
			First Year Total	**30**

Second Year

COLL	1020	Computer Concepts & Appl. or	
HIT	107	Medical Terminology	3
LAW	201	Domestic Relations	3
LAW	221	Civil Trial & Appellate Practice	3
LAW	231	Estates & Trusts	3
LAW	235	Legal Environment for Business	3
LAW	240	Legal Internship (offered only in Summer)	3
LAW	241	Real Property	3
LAW		Law Elective	3
♦ SOC	201	Intro to Sociology **or**	
♦ SOC	211	Cultural Anthropology	3
		Humanities Elective[1]	3
		Second Year Total	**30**
		TOTAL HOURS	**60**

[1]Please refer to p. 94-95 for a list of general education electives.

Students pursuing this option will be advised by the Social and Behavioral Sciences Division.

This program is designed for students who do not intend to transfer to a baccalaureate degree program. However, graduates of the paralegal program are encouraged to continue their education and transfer agreements are in place enabling A.A.S. Paralegal Studies graduates to continue their education at the University of Tennessee-Chattanooga, Middle Tennessee State University and Tusculum College. For more information concerning transfer of courses, please contact the program director. NOTE: 18-19 credit hours must be completed at Roane State in order to meet the graduation residency requirement. (See page 61)

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

A.A.S. TECHNICAL COMMUNICATIONS

Technical Communications is a unique online degree program that is part of eLearnIT. This online learning experience provides for both an Associate of Applied Science degree and preparation for students to continue in their pursuit of bachelor's degree through a partnership with the University of Tennessee.

This degree represents the second year of the eLearnIT program. Students in this program will have taken the first year of courses at Nashville State Technical Institute (NSTI), transferred equivalent courses from another institution, or taken equivalent courses at Roane State. All eLearnIT courses articulate with and transfer completely to the University of Tennessee-Martin's Bachelor of University Studies program.

eLearnIT is an synchronous learning environment, which means that students decide when to participate in class activities such as bulletin board discussions. This allows students to work around their schedules. However, please note that all courses do have an end time clearly specified by the instructor by which ALL course work is required to be completed AND turned in.

Please keep in mind that eLearnIT is an online degree program, which means that students must have computer access. Students are expected to have a basic familiarity with computers and the Internet. For additional information about eLearnIT, including hardware and software standards and other degree pathways, visit the eLearnIT website at www.elearnit.org.

First Year

Fall Semester—NSTI			**Hours**
AIS	1010	Computer Concepts and Appl	3
COMM	1010	Basic Web Design	3
♦ ENGL	1010	Composition I	3
ENGL	1113	Intro to Research	3
ENGL	1114	Technical Editing	3
		Total First Semester (NSTI)	**15**

Spring Semester—NSTI			**Hours**
ENGL	2112	Technical Report Writing	3
ENGL	2114	Writing for Industry	3
ENGL	2116	Writing for the Web	3
PHIL	1000	Critical Thinking	3
		Choose ONE of the following:	
COM	1000	Beginning HTML	3
COMM	1020	Basic Web Graphics	3
MATH	1510	Probability/Statistics	3
OAD	1150	Web Projects	3
		Total Second Semester (NSTI)	**15**
		TOTAL SEMESTER HOURS (NSTI)	**30**

Second Year
Fall Semester—RSCC   **Hours**
   ART   2140   Digital Support Graphics   3
◆ ENGL 1020   Composition II[1]   3
   ENGL 2411   Advanced Technical Writing[1]   3
   MSC   1011   Physical Sciences   3
   SPCH 221   Business and Prof Speaking   3

               Total First Semester (RSCC)   **15**

Spring Semester—RSCC   **Hours**
   BUS   234   Intro to Public Relations   3
   CST   219   Intro to Electronic Commerce   3
   ENGL 2421   Technical Research[1]   3
   ENGL 2450   Online Comm and Publishing[1]   3
   GGY   2310   Human Geography   3

               Total Second Semester (RSCC)   **15**
               TOTAL SEMESTER HOURS (RSCC)   **30**

[1]ENGL 1010 is a prerequisite for this course

Career Preparation Programs
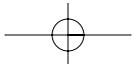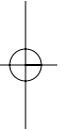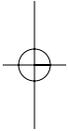
Certificate Programs
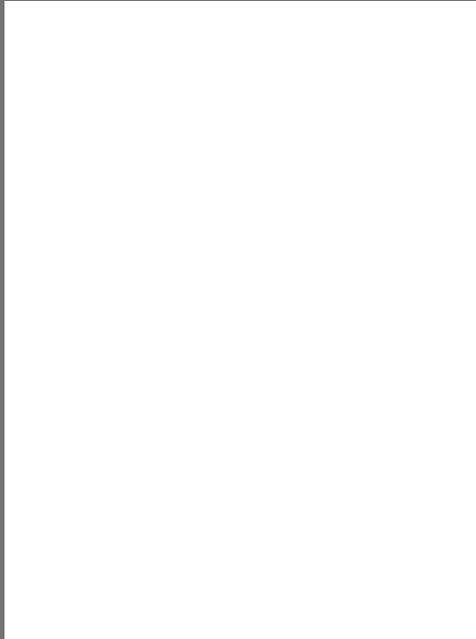
TECHNICAL CERTIFICATE PROGRAMS

Students in these programs should apply for admission as special credit students. No placement testing is required of these programs except the Paramedic program. Financial Aid may not be available for all certificates pending approval. Contact the Financial Aid Office for more information. For students to receive a certificate at the end of the program, a 2.0 GPA must be maintained.

COMPUTER ART & DESIGN

The Technical Certificate of Credit in Computer Art and Design is especially geared toward these individuals: 1) those already holding BFAs, MFAs, or other degrees who need a structured program of computer skills to enhance or secure employment, or 2) those who wish to quickly enter the job market on a technical level and pursue further education along with their employment.

To complete requirements to receive the technical certificate of credit in Computer Art and Design, students must pass competency tests in six areas: Basic computer skills; pagination; Raster Graphics; Vector Graphics; 2-D animation; and 3-D animation. In addition, students must pass proficiency tests in one area of specialization. An internship is also required.

The following courses are required:

ART	101, 102, 103	Studio Fundamentals: Drawing I, II, III	6
ART	141	Beginning Graphic Design	3
ART	142, 143, 144	Computer Art I, II, III	9
ART	181	Visions Seminar I	2
ART	191	Practicing Artists Seminar	3
ART	221	Portfolio Preparation	2
		Electives[1]	6
		TOTAL SEMESTER HOURS	**31**

[1]Choose 2 from ART 145, ART 205, ART 206, ART 207, ART 208, ART 209.

Students pursuing this certificate will be advised by the Humanities Division.

NOTE: 10 credit hours must be completed at Roane State in order to meet the graduation residency requirement. (See page 61)

GEOGRAPHIC INFORMATION SYSTEMS

This program offers the knowledge and ability to use modern analysis tools to display information relative to features on the ground, below ground or above ground. Small, economical computer systems now have the speed and software to empower a trained user to manage, present and analyze geographic information.

Fall Semester

GIS	101	Intro. to GIS	3
GIS	105	Computer Cartography	3
GIS	210	Global Positioning Systems & Digital Imagery	3
			9

Spring Semester

GIS	110	Geographic Database Technology	3
GIS	220	GIS Network & Demographic Applications	3
GIS	230	GIS Project Management	3
			9

Summer Semester

GIT	290	Directed Research Project	4
		TOTAL HOURS	**22**

Students pursuing this option will be advised by the Business and Technology Division.

NOTE: 7 credit hours must be completed at Roane State in order to meet the graduation residency requirement. (See page 61)

HOMELAND SECURITY

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

The following courses are required:

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

Students pursuing this certificate will be advised by the Social and Behavioral Science Division.

NOTE: 6 credit hours must be completed at Roane State in order to meet the graduation residency requirement.

OFFICE INFORMATION TECHNOLOGY

This one-year program is designed for students interested in office positions. The program emphasizes the development of skills that build the foundation for an entrylevel position.

Fall Semester

BUS	111	Business Math	3
COLL	1020	Computer Concepts & Appl.	3
CST	135	Spreadsheets	3
OAD	101	Keyboarding and Formatting	3
OAD	105	Business Communications	3
			15

Spring Semester

CST	103	Computer Presentations	3
OAD	102	Document Processing	3
OAD	201	Administrative Office Management	3
OAD	204	Information and Document Control	3
OAD	250	Work Experience	3
			15
		TOTAL SEMESTER HOURS	**30**

Students pursuing this certificate will be advised by the Business and Technology Division.

See page 132 for the A.A.S. degree in Business Management Technology, Office Administration Information Technology option.

NOTE: 10 credit hours must be completed at Roane State in order to meet the graduation residency requirement. (See page 61)

PHARMACY TECHNICIAN

Pharmacy Technician is a nine-month certificate program designed to prepare students to enter the pharmacy field as trained technicians with certification from the Pharmacy Technician Certification Board. Professional courses in the program are taught during the day at the Roane County campus. Included in the program are directed practices at both community and institutional pharmacy practice sites.

Admission Requirements
1. Submit a pharmacy technician application form to the Math/Sciences department before the August 14 deadline.
2. Complete a Roane State application and admission requirements for the special student category.
3. Submit an official copy of high school transcript, GED scores or college transcript.
4. Demonstrate an acceptable proficiency in reading, math and English with a minimum ACT score of 19 in all three areas or the completion of Developmental Reading (DSPR 0800), Intermediate Algebra (DSPM 0850) and Developmental Writing (DSPW 0800).
5. Be interviewed and accepted by the Pharmacy Technician program committee.

Retention Policies
1. A student must maintain a "C" or better in all program courses.
2. Prior to clinical training, evidence of malpractice insurance and a physical examination must be provided.
3. Students may have to register with the Tennessee Board of Pharmacy before attending clinicals.
4. Students admitted to the program whose use of alcohol or consciousness-altering drugs interferes with their performance will be referred for a drug screen and counseling. Failure to correct the problem will result in dismissal from the program.
5. Disciplinary actions will be processed through the Dean of the Math/Sciences Department.

Readmission Procedures
1. A student may be considered for readmission to the Pharmacy Technician program if all of the following criteria are met:

    a. The applicant must complete an application for the Pharmacy Technician program and submit to the Math/Sciences Office.

    b. Only one readmission to the Pharmacy Technician program will be permitted.

    c. The applicant must interview with the program director before the date of the review by the Admissions Committee for consideration for readmission. A student with a previous unsatisfactory clinical performance must be recommended for readmission by consensus of the program faculty.

    d. A student must repeat the specialty course or courses for which he/she was dismissed and attain a "C" or better in the course.

    e. Readmission into the Pharmacy Technician program is contingent upon availability of space.

PHARMACY TECHNICIAN

Fall Semester

MATH	1030	Math for Health Sciences	3
PHAR	1010	Intro to Pharmacy Practice	3
PHAR	1020	Anatomy for Pharmacy Technicians	3
PHAR	1030	Pharmacology and Therapeutics	3
PHAR	1120	Physical Pharmacy	2
PHAR	1140	Medical Terminology for Pharmacy Tech	2
			16

Spring Semester

PHAR	1110	Pharmacy Law and Ethics	2
PHAR	1130	Sterile Products	3
PHAR	1210	Pharmacy Practice I	5
PHAR	1220	Pharmacy Practice II	5
			15
		TOTAL SEMESTER HOURS	**31**

Students pursuing this certificate will be advised by theMath/Sciences Division.

POLICE MANAGEMENT

    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 134.

The following courses are required:

BUS	261	Psychological Aspects of Management	3
BUS	281	Management and Supervision I	3
CRJT	201	Police Administration and Organization	3
CRJT	111	Criminal Procedures	3
CRJT	101	Introduction to Criminal Justice	3
LAW	101	Intro to the Legal Prof & Legal Ethics	3
		TOTAL SEMESTER HOURS	**18**

Students pursuing this certificate will be advised by the Social and Behavioral Science Division.

NOTE: 6 credit hours must be completed at Roane State in order to meet the graduation residency requirement. (See page 61)

Certificate Programs

TENNESSEE EARLY CHILDHOOD TRAINING ALLIANCE

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

Student Requirements
1. Submit an application for admission and $10 non-refundable application fee.
2. Submit an official copy of high school transcript or GED scores.

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

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

ECED 2010 (Level I A)	Safe, Healthy, Learning Environment	3
ECED 2130 (Level I B)	Practicum (Co-requisite ECE 201 Level I A)	2
ECED 2015 (Level II A)	Foundations of Early Childhood Development	3
ECED 2040 (Level II B)	Family Dynamics and Community Involvement	3
ECED 2140 (Level II C)	Clinical	2
	TOTAL SEMESTER HOURS	**13**
ECED 2100	The Mentoring Teacher	3
	*by permission of TECTA coordinator	

Note: ECED 2100 is not part of the CDA credential required classes.

Students pursuing this credential will be advised by the TECTA Office.

HEALTH SCIENCE CERTIFICATE PROGRAMS

Due to limited enrollment, there are special admission policies for Health Science programs. The following policies are for: Diagnosis and Procedural Coding, Emergency Medical Technology, Paramedic, Medical Transcription, Somatic Therapy, Polysomnography.

Admissions Requirements: See individual programs for specific admissions requirements.

Retention Policies: See individual program requirements.

Readmission Procedures:
1. A student may be considered for readmission to a Health Science program if all of the following criteria are met.
   A. The applicant must submit a request for readmission in writing to the program director at least 60 days prior to enrollment.
   B. Only one readmission to a Health Science program will be permitted. Students may repeat a course only once on a space available basis.
   C. The applicant must interview with the program director of the specific program before the date of the review by the Admissions Committee for consideration for readmission. An acceptable level of competency may need to be demonstrated prior to readmission. A student with previous unsatisfactory clinical performance must be recommended for readmission by consensus of the program faculty.
   D. Readmission to a Health Science program is contingent upon the availability of space.
2. Final selection of students will be made by the Health Science Admissions Committee.

Criminal Background Checks

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

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

DIAGNOSIS AND PROCEDURAL CODING

The Diagnosis and Procedural Coding program is a nine month certificate program designed to prepare students to perform medical diagnosis and procedure coding in an outpatient or ambulatory healthcare setting. Professional courses (HIT) in the program are taught during the day on the Roane County Campus and in the evening at the Knoxville Center for Health Sciences. Included in the program is clinical instruction allowing students to apply coding to actual medical records of patient encounters.

Admission Requirements
1. Submit an official copy of high school transcript, or GED scores or college transcript.
2. Complete RSCC application and admission requirement for special student category.
3. A grade of "C" or better must be obtained in each science course required in the Health Information Technology curriculum for acceptance in both the Health Information Technology degree option or Diagnosis and Procedural Coding certificate option.
4. Complete Health Science Application.
5. Be accepted by the Health Science Admissions Committee.

The following factors are utilized in ranking and accepting applicants:
1. Completion of HIT 107
2. Completion of BIOL 2010 and BIOL 2020
3. Attendance at program orientation session scheduled each spring/summer

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

Retention Policies
A student must maintain the following standards or he/she will be dismissed from the program.
1. A grade of "C" or better is required in each HIT course and required science course.
2. Completion of specialty courses as outlined by the degree checklist. Exceptions to this must be approved by the program director.
3. Evidence of malpractice insurance and physical examination must be provided prior to clinical training.

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

DIAGNOSIS AND PROCEDURAL CODING

All general education classes (bold print) can be taken prior to being accepted, or in the suggested sequence below after being accepted into the program.

Fall Semester
♦ **BIOL**	**2010**	**Anatomy & Physiology I**[1]	**4**
HIT	102	Intro. to Health Information	3
HIT	**107**	**Medical Terminology**[2]	**3**
HIT	103	Coding & Classification Systems	3
			13

Spring Semester
♦ **BIOL**	**2020**	**Anatomy & Physiology II**[1]	**4**
HIT	130	CPT Coding	3
HIT	140	Medical Office Procedures	3
			10
		TOTAL SEMESTER HOURS	**23**

[1]Recommended to be completed prior to acceptance.

[2]An open course that may be taken by any student & is recommended to be completed prior to acceptance.

Students pursuing this certificate will be advised by the Health Science Division.

Program Deadline: July 15

NOTE: 7 credit hours must be completed at Roane State in order to meet the graduation residency requirement. (See page 61)

EMERGENCY MEDICAL TECHNOLOGY

These programs are designed to qualify students to work as emergency medical technicians which could lead to national certification and state licensure.

First Responder - Course Number: EMT   109   4 credits
This course prepares the student for the First Responder State Licensure exam.

The First Responder is often the first medically trained rescuer on the scene of an ill or injured patient. They provide the first link in the Emergency Medical Services system. They are employed as firemen, law enforcement agents, park rangers, rescue squad personnel, daycare workers, EMS and many other occupations.

Admission requirements:

1. Must meet all RSCC admission requirements.
2. Submit a current Health Care Provider level CPR card or Professional Rescuer card.

Emergency Medical Technician Basic I and II

First Semester
EMT	160	Basic I	8 credits

Second Semester
EMT	161	Basic II	7 credits

This course prepares the student for the National Registry exam for EMTs. Upon successful completion of this exam the student will be eligible for State Licensure.

Students having EMT licensure are able to work as part of an EMS team on Basic and Advanced ambulance units. They are employed in emergency rooms, law enforcement agencies, rescue squads, fire stations, health clubs, ski patrols, park rangers and other related fields.

Admission requirements:
1. Must meet all RSCC admission requirements.
2. Must submit a regular high school diploma or equivalent. (NOTE: A special ed diploma or certificate of attendance WILL NOT meet this requirement.) Students must be 18 years old and have a high school diploma or GED to be eligible to take the State of Tennessee exam.
3. Submit a current Health Care Provider level CPR card or Professional Rescuer card.

Retention:
1. A minimum grade of 80% in each of three areas, lecture, lab and clinical must be achieved to advance to the next semester.
2. Maintain current licensure and current CPR-Health Care Provider.
3. Maintain evidence of Professional Liability Insurance.

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

Certificate Programs

EMT Accelerated - Course Number: EMT 162   15 credits

This course prepares the student for the National Registry Exam for EMTs. Upon successful completion of this exam the student will be eligible for State Licensure.

The accelerated course is Basic I and II combined into one semester and is designed for those students that have completed First Responder or have a medical background.

Students having EMT licensure are able to work as part of the EMS team on Basic and Advanced ambulance units. They are employed in emergency rooms, law enforcement agencies, rescue squads, fire stations, health clubs, ski patrols, park rangers and other related fields.

Admission requirements:
1. Must meet all RSCC admission requirements.
2. Must submit a regular high school diploma or equivalent. (NOTE: A special ed diploma or certificate of attendance WILL NOT meet this requirement.) Students must be 18 years old and have a high school diploma or GED to be eligible to take the State of Tennessee exam.
3. Submit a current Health Care Provider level CPR card or Professional Rescuer card.

Program Prerequisites: EMT 109-First Responder course, medical background, or successful completion of college level science courses. You must obtain permission from the EMS program director.

Retention
1. Maintain current licensure and maintain current CPR-Health Care Provider.
2. Maintain evidence of Professional Liability Insurance.

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

Certificate Program

Paramedic

First Semester	Second Semester	Third Semester
EMT 211 13 credits	EMT 212 13 credits	EMT 218 6 credits
EMT 221 3 credits	EMT 222 3 credits	EMT 223 4 credits

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

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

Graduates of this program work in areas of law enforcement, fire, Emergency rooms, medical clinics, rescue, athletic departments, forestry, EMS, 911 centers and similar occupations.

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

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

Students must follow the admissions process in regard to interviews and testing in compliance with EMS rules and regulations as set forth by the Tennessee Department of Health, Division of Emergency Medical Services and the RSCC-EMS Department. Refer to the paramedic admissions packet for further information. A Paramedic Committee considers all eligible applicants and recommends applicants to the Health Science Admission Committee. Applicants must report if their license in any health care field has been suspended, revoked, or denied.

Retention:
1. Maintain current Tennessee licensure and maintain current CPR-Health Care Provider level or Professional Rescuer level.
2. Maintain 80% in didactic, lab and clinical areas.

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

PARAMEDIC PROGRAM

Fall Semester
EMT	211	Paramedic I	13
EMT	221	Clinical I	3
			16

Spring Semester
EMT	212	Paramedic II	13
EMT	222	Clinical II	3
			16

Summer Semester
EMT	218	Paramedic III	6
EMT	223	Clinical III	4
			10

TOTAL SEMESTER HOURS **42**

Students wishing to pursue an AAS in General Technology with emphasis in Emergency Medical Services, should consult a Health Science advisor.

Program Deadline: June 30.

NOTE: 12 credit hours must be completed at Roane State in order to meet the graduation residency requirement. (See page 61)

MEDICAL TRANSCRIPTION

The Medical Transcriptionist Program is a nine-month certificate program. In addition to classroom lecture and transcription practice, two days a week are spent during the second semester in a health care facility affording the student valuable work experience in medical transcription. Graduates obtain employment in hospitals, clinics, doctor's offices, and transcription services. Graduates are eligible to take the American Association for Medical Transcription certificate examination. **MDT courses must be taken in sequence.**

Admission Requirements
1. Submit an official copy of high school transcript or GED scores or college transcript.
2. Recommend typing speed of 45 words per minute; typing/keyboarding skills are required. Basic knowledge of computer/word processing functions (recommended COLL 1020 or CST 170) is required.
3. Pass a high school level grammar, punctuation and spelling preadmission test.
4. Completed RSCC application and admission requirements for special student category.
5. Completed Health Science application.
6. Completed health form.
7. Be accepted by the Health Science Admissions Committee.
8. Acute hearing required.

Retention Policies
Students' grades will be evaluated at the end of each semester by the Health Science Admissions committee. A student must maintain the following standards or he/she will be dismissed from his/her respective program:
1. A grade of "C" or better in each specialty course.
2. Completion of specialty courses as specified by the degree checklist. A student must be able to complete courses with the class in which he/she was admitted. A student who cannot graduate with the class in which he/she was admitted will be dropped from that class and must re-apply to a subsequent class.
3. Evidence of malpractice insurance and physical examination must be provided prior to clinical training.

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

MEDICAL TRANSCRIPTION
TECHNICAL CERTIFICATE OF CREDIT

Fall Semester

MDT	102	Beginning Medical Terminology	3
MDT	103	Anatomy Concepts in Med Trans	2
MDT	104	Basic Medical Transcription	5
MDT	105	Medical Transcription Procedures I	1
MDT	110	Computer Concepts in Med Trans	1
			12

Spring Semester

MDT	111	Advanced Medical Transcription	5
MDT	112*	Clinical Practicum	6
MDT	120	Advanced Medical Terminology	1
MDT	125	Pharm Concepts in Med Trans	1
			13

TOTAL SEMESTER HOURS **25**

PLEASE NOTE: Flexible scheduling including online courses are available for a limited number of students meeting special criteria (must score at least 90% on preadmission test). Please contact the program director or visit our website at www.rscc.cc.tn.us/mdt for specific details. Traditional Medical Transcription classes are held at the Oak Ridge Branch campus.

Students pursuing this certificate will be advised by the Health Science Division.

Program Deadline: July 15.

NOTE: 8 credit hours must be completed at Roane State in order to meet the graduation residency requirement. (See page 61)

*Not offered on-line.

ADMISSION REQUIREMENTS FOR THE POLYSOMNOGRAPHY AND SOMATIC THERAPY PROGRAMS

Due to limited enrollment, the following special admission policies are required for the program.
1. Submit an official high school transcript or GED scores or college transcript.
2. Complete a Health Science application and submit it to the Admissions Office.
3. Complete an RSCC application and admission requirements for special student category.
4. Take an admission test.
5. All qualified applicants will be interviewed prior to admission.

MEETING MINIMUM REQUIREMENTS DOES NOT GUARANTEE ACCEPTANCE. Preference will be given to Tennessee residents.

Applications should be submitted by the last working day of May for Somatic Therapy, and by the last working day of May for Polysomnography for the applicant to have priority consideration for entrance into the program for the following fall semester. Incomplete applications will not be processed. Any applications received after the deadline will be considered by the Health Science Admissions Committee on a space available basis. All transcripts must be received in the Records Office by the application deadline.

Retention Policies

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

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

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

POLYSOMNOGRAPHY

Polysomnographic technology is an allied health specialty for the diagnosis and treatment of sleep disorders. There are over 80 different sleep disorders including sleep apnea, narcolepsy and insomnia.

Students will learn how to operate sophisticated electronic monitoring devices which record brain activity (EEG), muscle and eye movements, blood oxygen levels and physiological events.*

Polysomnography technologists are employed in sleep disorders centers in hospitals, clinics and office settings. This program will provide lectures, laboratory and clinical experiences at quality sleep centers. A major emphasis of the program will be to prepare technologists for board registration by the Association of Polysomnographic Technologists.

All general education classes (bold print) can be taken prior to being accepted, or in the suggested sequence below after being accepted into the program.

Fall Semester

PSG	101	Polysomnography I	4
PSG	104	Sleep Disorders Diagnosis & Treatment	4
PSG	116	Polysomnographic Interpretation	3
HIT	107	Medical Terminology[1]	3
			14

Spring Semester

PSG	107	Polysomnographic EKG Interpretation	3
PSG	111	Polysomnography II	4
PSG	120	Clinical	3
			10

Summer Semester

PSG	125	Clinical II	5
		TOTAL SEMESTER HOURS	**29**

*Although there are day and night shift positions, the majority of positions are night shift.

**It is highly recommended that interested applicants tour a sleep center and observe a polysomnogram (sleep study) prior to beginning the program.

[1]May be taken prior to being accepted into the program.

Students pursuing this certificate will be advised by the Health Science Division.

Program Deadline: Last working day in May.

NOTE: 9 credit hours must be completed at Roane State in order to meet the graduation residency requirement. (See page 61)

SOMATIC THERAPY
(MASSAGE THERAPY)

Somatic therapy is a nine-month certificate program to prepare students for entry level careers in the growing field of massage, bodywork and somatic therapies. Graduates will be eligible for a Tennessee Massage Therapy License and eligible to sit for the National Certification in Therapeutic Massage and Bodywork Examination.

The focus of this program will be Swedish Massage and Neuromuscular Therapy with an overview of the many other modalities practiced by Licensed Massage Therapists. More than 100 different approaches to therapeutic manipulation of muscles, tendons, ligaments, fascia, and circulatory structures are available in the market. Most require advanced training beyond the scope of this certificate program.

Somatic therapists practice in a wide variety of settings: health clubs and wellness centers; chiropractic and physical therapy offices; hotels, resorts and cruise lines; health food stores and sports outfitters; pain management and sports injury clinics; psychological and psychiatric clinics; and private homes and offices. Some work under the supervision of other licensed health care providers. Some are in business for themselves as private contractors. Many work part-time. Many work exclusively from their home offices.

Enrollment is limited. All Somatic Therapy courses are taught at the Oak Ridge Branch Campus.

Fall Semester

MAS	105	East Asian Massage & Bodywork	2
MAS	110	Massage Anatomy, Phys & Path I	3
MAS	117	Ethics, Communication & Professionalism	3
MAS	119	Public Outreach for Massage	2
MAS	120	Swedish Massage	3
MAS	123	Overview of Somatic Therapies	2
			15

Spring Semester

MAS	112	Massage Anatomy, Phys & Path II	3
MAS	130	Neuromuscular Therapy	4
MAS	135	Massage for Special Populations	2
MAS	151	Massage for Business and Marketing	1
MAS	152	Clinical Massage Practice	2
			12
		TOTAL SEMESTER HOURS	**27**

Students pursuing this certificate will be advised by the Health Science Division.

Program Deadline: Last working day in May.

NOTE: 9 credit hours must be completed at Roane State in order to meet the graduation residency requirement. (See page 61)
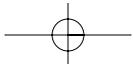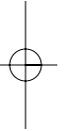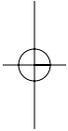
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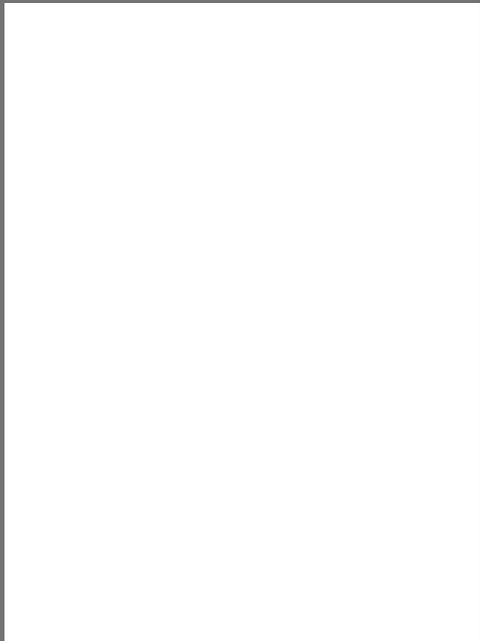
REGENTS ONLINE DEGREE PROGRAMS

The Tennessee Board of Regents (TBR) colleges and universities have joined together in offering Regents Online Degree Programs (RODP). Most courses completed in the Regents Online Degree Programs are entirely online and are completely transferable among all the participating TBR institutions. Students are able to choose the college or university that will award their degree. All thirteen TBR two-year colleges deliver and award associate degrees, while all six TBR universities deliver and award bachelor degrees. A career/technical program leading to the associate of applied science degree in Professional Studies with a concentration in Information Technology is available.

Associate Degrees offered through RODP

Associate of Arts (A.A.)
General Studies*
Associate of Science (A.S.)
General Studies*
Associate of Applied Science (A.A.S.)
Professional Studies: Information Technology*

*Associate degree course work was designed to transfer to TBR universities. If you plan to transfer to any other university, contact an advisor at the institution for transfer advisement.

Bachelor Degrees offered at TBR Senior Institutions

Bachelor of Professional Studies
Information Technology
Organizational Leadership
Bachelor of Interdisciplinary Studies
(General Studies/Liberal Studies/University Studies)

Students who pursue online programs should be highly motivated, independent, active learners who have good organizational and time management skills. Students should also have the discipline to study without external reminders and be able to adapt to new learning environments. Visit http://www.rodp.org or call 1-866-462-7722 for more information. **All books for RODP courses must be purchased through the online bookstore at www.rodp.org.**

Students must meet the graduation requirements of the home institution. The printed college catalog of the home institution is the final authority for all degree and program requirements. Students must meet Roane State's graduation requirements.

REQUIREMENTS TO RECEIVE AN RODP DEGREE
A.A.S. PROFESSIONAL STUDIES: INFORMATION TECHNOLOGY*

Visit http://www.rodp.org for the specific course list for this degree.

On-line Orientation	2	hours
English Composition	3	hours
Humanities	3	hours
Science	4	hours
Mathematics	3	hours
Social Sciences	3	hours
Oral Communications	3	hours
Technical Concentration	27	hours
Technical Electives	9	hours
Electives	3	hours
TOTAL	**60**	**hours**

A.A. GENERAL STUDIES*

Visit http://www.rodp.org for the specific course list for this degree.

English Composition I and II	6	hours
Math	3	hours
Science Sequence	8	hours
History	6	hours
Humanities	6	hours
Literature	3	hours
Social/Behavioral Science	6	hours
Spanish I and II	6	hours
Oral Communications	3	hours
Electives	13	hours
TOTAL	**60**	**hours**

*Associate degree course work was designed to transfer to TBR universities. If you plan to transfer to any other university, contact an advisor at the institution for transfer credit advisement.

A.S. GENERAL STUDIES*

Visit http://www.rodp.org for the specific course list for this degree.

English Composition I and II	6	hours
College Algebra	3	hours
Science Sequence	8	hours
History	6	hours
Humanities	6	hours
Literature	3	hours
Social Science	6	hours
Oral Communications	3	hours
Electives	19	hours
TOTAL	**60**	**hours**

*Associate degree course work was designed to transfer to TBR universities. If you plan to transfer to any other university, contact an advisor at the institution for transfer credit advisement.

Regents Online Degree Program

REGENTS ONLINE DEGREE COURSE DESCRIPTIONS

Descriptions for any RODP courses not listed here can be found at http://www.rodp.org.

ACC 1104—Principles of Accounting I . . . . 3 Credits
This course covers the basic principles of accounting. In this course, the basic principles of analyzing transactions, recording them in a general journal, posting them to the general ledger, and preparing the basic financial statements.

ACC 1105—Principles of Accounting II . . . . 3 Credits
This course completes the study of basic financial accounting and moves into the basic concepts and computations associated with cost and managerial accounting. (Prerequisite: ACC 1104)

ART 1030—Art Appreciation. . . . . 3 Credits
This course provides the student with a basic understanding of the visual arts. The nature of art, the evaluation of art, the processes and materials of art are covered. A chronological study of world art in its cultural setting from the prehistoric to the contemporary is also included.

ASTR 1030—Astronomy. . . . . 3 Credits
Topics covered include the history of astronomy, methods of astronomy, formation of the solar system, and the physical characteristics of the sun, planets, moons, and minor members of the solar system. Identification of stellar objects is included. May be taken with PHYS 1030 to form a two-semester sequence in physical science.

BIOL 1010—Biology I and Lab . . . . 4 Credits
This course introduces the student to the methods of biological science. It explores the chemical basis of life.

BIOL 1020—Biology II and Lab . . . . 4 Credits
This course introduces the student to the diversity of life on earth, looking in more detail at the fungi, plants and animals.

BIT 1150—Introduction to Microcomputers . . . . 3 Credits
This course is an introduction to Windows based microcomputers. Students will learn general concepts of using the microcomputer, Windows operating system, the Internet, and basic word processing concepts using Microsoft Word.

CHEM 1010—Introduction to Chemistry I . . . . 4 Credits
This course will develop a variety of chemistry topics on an as needed basis in order to deal with a variety of societal issues.

CHEM 1020—Introduction to Chemistry II . . . . 4 Credits
This course is a continuation of CHEM 1010.

CIS 113—Programming in Visual Basic . . . . 3 Credits
An introduction to Microsoft Visual Basic. Topics to be covered include: event driven programming, interface design, creating menus and dialog boxes, writing event and general procedures, and using operating system services.

CIS 186—Database Programming. . . . . 3 Credits
This course is designed to enable students to develop customized database applications. A brief survey of relational database techniques and methods is included. The emphasis will be on developing the necessary skills to design, create, and implement user-friendly front ends for relational databases. The course will concentrate on developing and coding procedures using Visual Basic for Application. (Prerequisites: CIS 113 or the equivalent)

CIS 263—Web Page Development and Design. . . . . 3 Credits
This course will cover the fundamental concepts of the Internet and World Wide Web, including how the Internet works, protocols and services, addressing and routing in the Internet. Students will design and create web pages, create and edit graphic images for web pages, and use simple Java. (Prerequisite: BIT 1150)

CIS 264—Web Page Applications . . . . 3 Credits
This course is the study of various applications available for support of web pages. Topics covered will include web page multimedia design and the enhanced use of scripting. The latest techniques of web page design technology will be emphasized.

CIS 1610—Programming in C++. . . . . 3 Credits
An introduction to computer science software concepts using C++. Algorithms, problem solving methods, systems development and implementation methodologies are addressed. Standard programming constructs are emphasized. In addition, a limited number of advanced concepts such as pointers, recursion, and C# are discussed. (Prerequisites: BIT 1150, CIS 113)

CMT 1010—Networking and PC Communications. . . . . 3 Credits
This course introduces the basic concepts of PC communications, telecommunications and networking. It provides an overview of terminology & technologies used with local area networks and wide area networks, and it details processes, protocols, network design and a broad overview of the Internet. (Prerequisite: BIT 1150)

COL 101—The College Experience: Online . . . . 2 Credits
In this course, students will study the best practices for success in college and learning online by using technology smartly, succeeding in workplace situations skillfully, using interpersonal communications respectfully, and developing self management practices expertly.

CST 203—Data Structures . . . . 3 Credits
This course covers the basic fundamental principles of Data Structures. It uses C++ as a programming language to implement a variety of data structures. (Prerequisite: CIS 1610)

CST 209—Java Programming I . . . . 3 Credits
This course will cover the fundamental concepts of Object Oriented programming using Java. (Prerequisites: CIS 100, BIT 1150 or permission of instructor)

CST 218—Java Programming II . . . . 3 Credits
This course continues the coverage of the fundamental concepts of Object Oriented Programming that started in Java Programming I. (Prerequisite: CST 209)

DSPM 0700—Basic Mathematics. . . . . 3 Credits
This course is for students whose placement and diagnostic tests indicate a need to review and strengthen basic mathematics skills. The course will consist of a study of whole numbers, fractions, decimals, exponents and order of operations, ratio and proportion, percent, measurement and the metric system, introductory statistics and graphs.

DSPR 0700—Basic Reading . . . . 3 Credits
This course provides a foundation in reading comprehension, critical reading, and vocabulary development. Students will learn the essential components of reading comprehension including but not limited to locating main idea, supporting details, inferences, and figurative language.

DSPW 0700—Basic Writing . . . . 3 Credits
This course is designed to give students the basis for writing a well organized, cohesive paragraph with grammatically correct sentences.

DSPM 0800—Elementary Algebra . . . . 3 Credits
Fundamentals of elementary algebra: operations on real numbers, evaluation and simplification of expressions and formulas, solution of first-degree equations, ration and proportion, applied problems, operations on polynomials, factoring, exponents, roots, radicals, and complex numbers.

DSPR 0800—Developmental Reading . . . . 3 Credits
This course is designed to enable college students to become more aware of themselves as readers and to develop strategies and skills to meet the demands of college reading.

Regents Online Degree Program

DSPS 0800—Learning Strategies. . . . . 3 Credits
This course offers students an introduction to college. It emphasizes study methods and techniques for beginning students. Strategies are suggested for reducing anxiety, improving memory and concentration, managing time, taking notes, and lectures, and preparing for taking tests.

DSPW 0800—Developmental Writing. . . . . 3 Credits
This course is designed to give students the basis for writing a well-organized and cohesive essay. The emphasis of the course is on writing as a process.

DSPM 0850—Intermediate Algebra . . . . 3 Credits
This course is the final preparation for college level mathematics.

ECON 2030—Survey of Economics. . . . . 3 Credits
This course is a survey of economics. It covers how modern economics evolved, supply and demand, national income accounting, money and banking, market structures and contemporary economic issues. **Not for business majors.**

EDU 2050—Classroom Management . . . . 3 Credits
This course is an introduction to K-6 classroom management techniques. Topics include: physical space, behavioral norms, safety, time management, managing student work, and managing other special classroom needs.

ENGL 1010—English Composition I. . . . . 3 Credits
This is a course in expository writing, including the development and revision of paragraphs and essays, reading and discussion of selected essays, short stories, and poems, introduction to writing about literature, and introduction to incorporation and documentation of material.

ENGL 1020—English Composition II. . . . . 3 Credits
A composition course in argumentative writing, including invention, organization, style, and revision. Critical reading and thinking will be addressed through students' writing. Research skills and documentation will be introduced. (Prerequisite: ENGL 1010)

ENGL 2010—Introduction to Literature I: Fiction. . . . . 3 Credits
This course provides the opportunity, through reading, discussion, and short projects, to analyze short stories and a novel in terms of their literary characteristics. (Prerequisite: ENGL 1010, ENGL 1020)

ENGL 2110—American Literature: Colonial Period - Civil War . . . . . . 3 Credits
Survey of American literature from the time of English colonization through the Civil War. Examines the works of significant writers of fiction, poetry, and non-fiction taking into account the events in history that influenced them. (Prerequisite: ENGL 1010)

ENGL 2120—American Literature I. . . . . 3 Credits
A survey of American masterpieces from the Civil War to the present. (Prerequisites: ENGL 1010, ENGL 1020)

ENGL 2410—Western World Literature I . . . . 3 Credits
A survey of selected masterpieces of Western World literature: Ancient Medieval, Renaissance. (Prerequisites: ENGL 1010, ENGL 1020)

ENGL 2420—Western World Literature II . . . . 3 Credits
A survey of masterpieces of Western World literature: the European Enlightenment, Romantic, Modern, and Post-Modern periods. (Prerequisites: ENGL 1010, ENGL 1020)

HIST 2010—American History I (US) . . . . 3 Credits
This course is an examination of the social, political, economic, and intellectual history of the United States from the colonial period to 1877.

HIST 2020—American History II (US). . . . . 3 Credits
This course covers American civilization from the end of the Reconstruction to the recent past.

HIST 2030—Tennessee History . . . . 3 Credits
A survey of the geographical background, peoples, political life, and economic and social development of the state. This development is traced from the earliest beginnings of the state to the present.

HMSE 1100—Concepts of Fitness and Wellness . . . . 2 Credits
Stressing individual responsibility for achieving optimal well-being, this course emphasizes preventive health practices which promote healthful lifestyles and reduce risk factors associated with disease.

INTC 1050—Computer Graphics . . . . 3 Credits
A course designed to introduce the concepts of computer graphics creation. This course is designed to teach computer graphics creation to students with no prior graphics background. (Prerequisite: BIT 1150)

MATH 1130—College Algebra. . . . . 3 Credits
A course designed primarily for students majoring in non-science degrees. Topics include functions and graphs, linear and quadratic equations, inequalities, polynomial, rational expressions, exponents, radicals, systems of equations and exponential and logarithmic functions.

MATH 1530—Probability and Statistics. . . . . 3 Credits
An introduction to elementary methods and techniques. Topics include sampling, frequency distributions, elementary probability, discrete and continuous probability distributions, interval estimation, hypothesis testing, and simple correlation.

MATH 1710—Pre-Calculus . . . . 3 Credits
This course is a study of the algebra necessary to prepare for calculus. Topics covered will include polynomial, rational, exponential, logarithmic, and trigonometric functions: systems of equations and inequalities; matrices; sequences and series; and conics including parametric and polar equations.

MATH 1830—Intuitive Calculus . . . . 3 Credits
Limits, continuity, differentiation, integration, and applications are covered. This course will not substitute for MATH 1910. Intended primarily for business majors.

MATH 1910—Calculus I. . . . . 4 Credits
This course is a study of differential calculus with an introduction to integration. Topics covered will include plane analytical geometry, limits, continuity, and the derivative and integral of functions of one variable with applications.

MATH 1920—Calculus II . . . . 4 Credits
A continuation of Calculus I.

MUS 1030—Music Appreciation . . . . 3 Credits
An introduction to the basic elements of music combined with a survey of Western art music.

PHIL 201—Introduction to World Religion . . . . 3 Credits
This course is a survey of the development of religions from tribal cultures to present day societies. This course provides a general knowledge of the major religions that exist in the world today and provides an insight into past religions and spiritual thinking.

PHYS 1030—Physics. . . . . 4 Credits
Emphasis is placed on understanding the nature of physics and applying basic physics concepts in one's everyday life experience and work. Topics covered include mechanical motion, energy, temperature and heat, fluids, electricity, magnetism, and wave motion. May be taken with ASTR 1030 to form a two-semester science sequence. **Not for science or engineering majors.**

PSY 101—General Psychology I . . . . 3 Credits
This course is designed to provide an overview of the field of psychology and human behavior. Topics include: philosophical perspectives, history, biology, learning, personality, behavioral biology, development, motivation, emotion, abnormal behavior, theories, and therapies.

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SOC 1010—General Sociology . . . . **3 Credits**
This course will introduce theoretical approaches of sociology. Theories and methods of sociological research will also be discussed.

SOC 1020—Social Problems. . . . . **3 Credits**
This course will introduce students to the increasingly acute and intense problems such as alcoholism, violence, drugs, crime, inequality, lifestyle preferences and environmental abuse within the context of social change.

SOC 1120—Introduction to Cultural Anthropology . . . . **3 Credits**
This course introduces the study of human culture. It focuses on human adaptation and diversity; the development and variety of economic, political, religious, family and expressive institutions.

SPAN 1010—Beginning Spanish I . . . . **3 Credits**
This is a beginning level course covering elementary grammar, pronunciation, and conversation.

SPAN 1020—Beginning Spanish II . . . . **3 Credits**
This course is a continuation of Beginning Spanish I.

SP 110—Fundamentals of Public Speaking . . . . **3 Credits**
An introductory public speaking course stressing the organization and presentation of the extemporaneous speech in a variety of settings. (Prerequisite: ENGL 1010.)

WEB 2811—Advanced Computer Graphics . . . . **3 Credits**
This course is designed to enhance the computer skills of those using graphics programs to prepare images for web or print delivery. (Prerequisite: internet skills, HTML code, graphic formats, web site building, web pages design, and an introductory knowledge of computer graphics.)

WEB 2812—Advanced Web Page/Site Design . . . . **3 Credits**
This problems-oriented course will teach the use of dynamic graphics elements to enhance web pages and sites. Advanced concepts in page layout and site optimization will be studied with emphasis on principles used to craft dynamic web pages.

Course Descriptions

ROANE STATE COMMUNITY COLLEGE
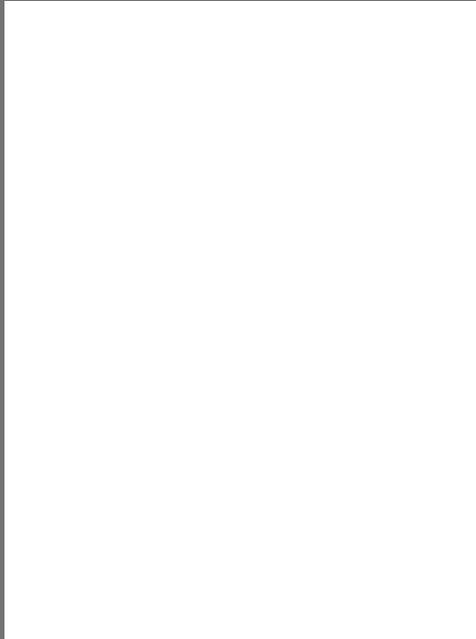
COURSE DESCRIPTIONS

The courses are listed in the following format:
description, course number, course title, semester hours (credits)
brief description, and term in which it is normally taught.

F=Fall
Sp=Spring
Su=Summer

♦ Denotes approved general education courses.
A complete list of electives can be found on pages 94-95.

ALLIED HEALTH

ALH 102—Introduction to Physical Therapy. . . . . 2 Credits
This is a web course that introduces the student to the profession of physical therapy and the concepts of the total patient. Current issues in health care that impact physical therapy are investigated. It provides information about the role of the physical therapist assistant in terms of professional, legal and ethical standards. It also provides an introduction to the concepts of disability, cultural diversity and ethical decision-making. Part of this class requires the student to complete 12 hours of observation in a physical therapy setting under the supervision of a registered PT or PTA. This experience will be documented and satisfy one of the course requirements as well as serving as one of the admissions criteria. Open to all students. F, SP
Includes 12 hours of clinical observation

ALH 118—Terminology for Medical Communication . . . . 2 Credits
This is a web course that allows the student to use a combination of learning tools to gain a sound background in medical terminology. This will allow the student to communicate effectively with other health professionals.

*ALH 254—Human Cross-Sectional Anatomy . . . . 3 Credits
A study of the human body in a cross-sectional context. Emphasis will be placed on major anatomical features and radiologic landmarks. Students also explore soft tissue details as resolution allows. This course will serve to prepare students for conventional tomographic radiology, computer tomography, position emission tomography, magnetic resonance scanning and ultrasonography. (Crosslisted with BIOL 2540) Sp
3 hours lecture—demonstration exercises

*This course does not meet any curricular requirements for any program, with the exception of the technical requirement for the A.A.S. General Technology program.

ANTHROPOLOGY

♦ANTH 2150—Native American Studies . . . . 3 Credits
A general survey of native American cultures with emphasis on cultural development, diversity, and comparative analysis. Topics include prehistory, social organization, kinship, politics, religion, and material culture, as well as discussion of current Native American concerns.

ART

ART 101—Studio Fundamentals: Drawing . . . . 2 Credits
Development of observational skills and perception of reality. Fundamental aspects of drawing—line, tone, space, form, and composition. Primarily for art, architecture, interior design, and art education majors. Additional work may be required outside class.
2 hours lecture—2 hours laboratory

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ART 102—Studio Fundamentals: Two Dimensional Design . . . . 2 Credits
Surface composition and color. Primarily for art, architecture, interior design, and art education majors. Additional work may be required outside class.
2 hours lecture—2 hours laboratory

ART 103—Studio Fundamentals: Three Dimensional Design . . . . 2 Credits
Projects dealing with real space and three dimensional materials. Primarily for art, architecture, art education, and interior design and housing majors. Additional work may be required outside class.
2 hours lecture—2 hours laboratory

ART 104—Introduction to Illustration . . . . 3 Credits
Illustration is a design-related career field dealing with the production of pictorial material accompanying and enhancing text through the rendering of scenes, objects and people. Illustration may also include producing maps, charts and diagrams.
2 hours lecture—2 hours laboratory

ART 105—Illustration II. . . . . 3 Credits
A continuation of Art 104 with a more self-actualized course of instruction.
2 hours lecture—2 hours laboratory

ART 111—Drawing I: Survey of Drawing . . . . 3 Credits
Exploration and refinement of fundamental aspects of drawing with emphasis on composition, techniques, and concepts. A minimum of two hours drawing outside class is required.
2 hours lecture—2 hours laboratory

ART 113—Painting I: Introduction. . . . . 3 Credits
An introduction to the techniques, materials, and tools of oil and acrylic painting.
3 hours lecture—3 hours laboratory

ART 114—Painting II . . . . 3 Credits
A continuation of ART 113 with an emphasis on individual experimentation.
3 hours lecture—3 hours laboratory

ART 131—Photography I . . . . 3 Credits
Introduction to the art of black and white photography. Field and studio shooting, history of photography, basic developing, and enlarging techniques. Some outside lab work will be necessary. Some additional fees for supplies may be required.
3 hours lecture—3 hours laboratory

ART 132—Photography II . . . . 3 Credits
Individual research in specific photographic topics. (Prerequisite: ART 131) Some additional fees for supplies may be required.

ART 140—Introduction to Industrial Design . . . . 3 Credits
Introduction to sculptural forms and techniques. A studio course exploring artistic expression in three-dimensional space. (Prerequisite: ART 103)
2 hours lecture—2 hours laboratory

ART 141—Beginning Graphic Design. . . . . 3 Credits
Survey of graphic design; tools, materials, techniques; lettering, and use of type; layout and design. Some additional work may be required outside class. (Prerequisites: 101, 102, 103)
2 hours lecture—2 hours laboratory

ART 142—Computer Art . . . . 3 Credits
Introduction to various applications of Computer Graphics and an overview of examples produced with the newest technology. Hands-on experience in working with microcomputer graphics software to solve a variety of design problems with simple computer graphics. Emphasis on applying the principles of art design to the media to create clear and creative graphic. A minimum of 3 hours lab work per week will be necessary to complete course work.
3 hours lecture

Course Descriptions

ART 143—Computer Art II . . . . **3 Credits**
Advanced exploration of computer applications and graphic design for pagination, presentation, illustration, three dimensional modeling, or animation. 3 credit hours, 1 hour lecture, 1 hour per week required lab internship, 4-6 hours per week (minimum) computer lab time. (Prerequisite ART 142)

ART 144—Computer Art III . . . . **3 Credits**
Continuation of ART 143.

ART 145—Computer Art IV . . . . **3 Credits**
Continuation of ART 144.

ART 147—Industrial Design II . . . . **3 Credits**
Continuation of ART 140.
                                   2 hours lecture—2 hours laboratory

ART 151—Ceramics I: Handbuilding . . . . **3 Credits**
All ceramic handbuilding techniques including forming methods, glazing, clay preparation, firing, small and large scale pieces. Ceramic history through slide lectures. Some work outside class may be required.
                                   3 hours lecture—3 hours laboratory

ART 152—Ceramics II: Throwing . . . . **3 Credits**
Thrown ceramic forms including functional utilitarian pottery techniques, glazing and firing methods. Some work outside class may be required. (Prerequisite: ART 151)
                                   3 hours lecture—3 hours laboratory

ART 161—Printmaking I . . . . **3 Credits**
An introductory survey of printmaking with studio experience in intaglio, monotype, relief and collography.

ART 181—Visions Seminar I . . . . **2 Credits**
Emphasis on research, creative processes, scriptwriting and problem solving in the conceptualization of original projects or the visualization of assigned problems. Group critiques will assist students in the formation and polishing of content for work to be produced with the computer or traditional media.

ART 182—Visions Seminar II . . . . **2 Credits**
Continuation of ART 181.

ART 183—Visions Seminar III . . . . **2 Credits**
Continuation of ART 182.

ART 191—Practicing Artists Seminar . . . . **3 Credits**
Visiting artists who have achieved mastery in a wide variety of computer applications or areas of production such as graphic design, illustration, three dimensional modeling, animation and simulation will conduct each class.

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.

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.

ART 203—Survey of Contemporary Art . . . . **3 Credits**
History of development of modern art from Impressionism through present day movements.

ART 205—Web Graphics I . . . . **3 Credits**
Design and development of graphics for the World Wide Web.

ART 206—Web Graphics II . . . . **3 Credits**
Continuation of ART 205.

ART 207—Animation I . . . . 3 Credits
This course is an introduction to basic skills and concepts of 3D animation, modeling, lighting, camera movement, and rendering. Students will learn how to create storyboards and explore the animation development process.

ART 208—Animation II . . . . 3 Credits
This course continues with intermediate 3D animation and modeling including topics such as hierarchical animation, animation graphs and more advanced script development.

ART 209—Animation III . . . . 3 Credits
Advanced topics in 3D modeling/animation, composition and the development of independent creative work.

ART 211—Watercolor I: Introduction . . . . 3 Credits
Techniques, materials, and tools of transparent watercolor. A minimum of two hours painting outside class will be required. (Prerequisites 101, 102, 103 for art majors, none for non-art majors)
2 hours lecture—2 hours laboratory

ART 212—Watercolor II. . . . . 3 Credits
Further study of the techniques of transparent watercolor, with attention to individual exploration of surface, space, and concept. A minimum of two hours painting outside class will be required.
2 hours lecture—2 hours laboratory

ART 221—Portfolio Preparation . . . . 2 Credits
This course emphasis (1) preparation of portfolio, demo reel, multimedia CD or sample book, (2) preparation and monitoring of the internship experience, and (3) preparation and completion of the six proficiency tests required in the CAD degree.

◆ART 1030—Art Appreciation. . . . . 3 Credits
Form and meaning in the visual arts, lecture-discussion. Especially for non-majors.

ART 2140—Digital Support Graphics. . . . . 3 Credits
Development of design knowledge and productivity with digital tools for the creation of support graphics. Students will acquire proficiency in the creation of raster graphics, vector graphics, charting, and pagination. The harvesting of graphic imagery through scanning, digital photography and the legal use of archives and web resources will also be introduced. Emphasis will be placed on the creative manipulation of graphics, and the creation of graphic solutions that are appropriate and printable for specific projects.

ASTRONOMY

◆ASTR 1010—Introduction to 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 hypothesis 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—3 hours laboratory

◆ASTR 1020—Introduction to Astronomy II . . . . 4 Credits
A continuation of ASTR 1010 in which the sequence of stellar birth, evolution, and death is studied. Characteristics of galaxies and of the beginning of the universe are considered in view of modern astrophysics and particle physics. Principles of interpreting astronomical observations are reinforced through laboratory experience. (Prerequisite: ASTR 1010) S
3 hours lecture—3 hours laboratory

Course Descriptions

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.

◆**BIOL 1110—General Biology I** . . . . **4 Credits**
Biochemistry of cell function, plant and animal anatomy and physiology. F, Sp, Su
3 hours lecture—2 hours laboratory

◆**BIOL 1120—General Biology II** . . . . **4 Credits**
Plant and animal reproduction, genetics, evolution, ecology and behavior. ◆BIOL 1110 recommended, but not required to be taken in sequence. F, Sp, Su
3 hours lecture—2 hours laboratory

BIOL 1130—Introduction to Radiation Biology . . . . **3 Credits**
Introductory study of the structure and function of the human body with emphasis on basic concepts important to understanding the effects of radiation and other environmental considerations on various target body systems. (Prerequisite: ◆BIOL 1110) Sp

◆**BIOL 2010—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 nervous system. The laboratory will provide experiments to illustrate principles covered in lecture. Note: Students are to bring latex or rubber gloves to the 1st class session. F, Sp
3 hours lecture—3 hours laboratory

◆**BIOL 2015—Environmental Science** . . . . **3 Credits**
A study of chemical, physical and biological processes in nature and how human dependence on these systems is compromised by our activities. Lecture and laboratory activities provide instruction in such topics as resource management, nutrient cycles, biomes, ecosystems, air and water quality, climate, human population growth, soil conservation, and waste management. (This course satisfies the three hour natural science requirement for AAS career education programs such as Paralegal, Criminal Justice, Business Management, and Contemporary Management. Students planning to transfer into a baccalaureate program should consult their advisor when choosing natural science electives). F, Sp

◆**BIOL 2020—Human Anatomy and Physiology II** . . . . **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: ◆BIOL 2010, Human Anatomy and Physiology I) Note: Students are to bring latex or rubber gloves to the 1st class session. Sp, Su
3 hours lecture—3 hours laboratory

BIOL 2110—Field Biology . . . . **3 Credits**
An elective field-oriented course covering fauna and flora identification, basic ecological principles, and outdoor skills. The course will generally be offered as a combination of classroom instruction followed by an extended field experience. A special fee will be assessed to cover equipment, food, and transportation costs. Su

BIOL 2120—Cell Biology . . . . **4 Credits**
A study of Cellular structure and function including cell membranes, organelles, extracellular matrix, enzymes, cell cycle, DNA replication, Transcription, translation, and control of gene expression. Special topics include molecular biology, cancer biology, immunology, and cellular communication. (Prerequisites: ◆BIOL 1110, 1120 or the equivalent of 2 years of high school biology and ◆CHEM 1010 and 1020) F
3 hours lecture—3 hours laboratory

BIOL 2130—General Genetics. . . . . 4 Credits
Classical and modern principles of heredity; laboratory experiments involving a variety of organisms. (Prerequisites: ◆ BIOL 1110, 1120, or the equivalent of 2 years of high school biology and satisfactory ACT scores, or consent of instructor; ◆ CHEM 1110, 1120 and ◆ BIOL 1110, 1120 recommended) Sp
<div align="center">3 hours lecture—3 hours laboratory</div>

BIOL 2230—Microbiology . . . . 3 Credits
An introductory course in microbiology dealing with bacteria, fungi, yeast, and viruses to include discussions of cell structure, identification, taxonomy, metabolism, genetics, resistance, infection, disease, and immunity. (Prerequisite: ◆ BIOL 1110 or 2010 or equivalent college level biology) F, Sp, Su
<div align="center">2 hour lecture—2 hour laboratory</div>

BIOL 2530—General Ecology . . . . 4 Credits
Relations between organisms and their environments, including human environmental problems. (Prerequisites: ◆ BIOL 1110 or the equivalent of 2 years of high school biology and satisfactory ACT scores) F, Sp
<div align="center">3 hours lecture—2 hours laboratory/field work</div>

BIOL 2540—Human Cross-Sectional Anatomy . . . . 3 Credits
A study of the human body in a cross-sectional context. Emphasis will be placed on major anatomical features and radiologic landmarks. Students also explore soft tissue details as resolution allows. This course will serve to prepare students for conventional tomographic radiology, computer tomography, position emission tomography, magnetic resonance scanning and ultrasonography. F
<div align="center">3 hours lecture—demonstration exercises</div>

BIOL 2510-2690—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

BUS 100—Career Planning . . . . 1 Credit
This web-enhanced course emphasizes career assessment, employment searches, networking, resume building, and interviewing techniques. It will give major exposure to the tools necessary for acquiring employment.

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. Students may not receive credit for both BUS 101 and MGT 200. 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

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 215—Business Ethics . . . . 3 Credits
A course concerned with the relationship between business goals and practices and the good of society. Of specific concern will be matters such as fair pay, safe working conditions, well-made products at fair prices and environmental issues.

BUS 221—Principles of Accounting I . . . . 3 Credits
Basic principles and procedures in accounting relating to the complete accounting cycle for
both service and merchandising companies owned as sole proprietorships and as corporations.
Also, detailed analysis of assets and liabilities and owner's equity. F, Sp, Su

BUS 222—Principles of Accounting II . . . . 3 Credits
Continues with corporate accounting and long-term liabilities, cash flow statement, and analy-
sis of financial statements. Also, an emphasis on managerial and cost accounting for making
sound business decisions. (Prerequisite: BUS 221; a grade of "C" or better is strongly recom-
mended in BUS 221) F, Sp

BUS 224—Cost Accounting . . . . 3 Credits
Principles of manufacturing and distribution cost accounting. Material, labor, and overhead
costs in job order and process cost accounting, budgeting analysis of cost distribution, standard
costing, and related problems (Prerequisite: BUS 222; a grade of "C" or better is strongly rec-
ommended in BUS 222) Sp

BUS 225—Income Tax Accounting-Personal . . . . 3 Credits
Federal income tax laws with emphasis on the preparation of returns for individuals. Both man-
ual and computerized tax returns will be prepared. (Prerequisite: BUS 222 or permission of in-
structor; a grade of "C" or better is strongly recommended in BUS 222) F

BUS 226—Income Tax Accounting-Business . . . . 3 Credits
Federal income tax laws with emphasis on the preparation of returns for business. Both man-
ual and computerized tax returns will be prepared. (Prerequisite: BUS 225 or permission of in-
structor; a grade of "C" or better is strongly recommended in BUS 225) Sp

BUS 227—Fund Accounting . . . . 3 Credits
The theory and practice of a fund accounting system used by a not-for-profit entity. Emphasis
is on the budget process, appropriations and revenue funds for governmental agencies, schools,
charities, and not-for-profit medical facilities. (Prerequisite: BUS 222 or consent of instructor;
a grade of "C" or better is strongly recommended in BUS 222) F

BUS 230—Quality Management Seminar . . . . 1 to 5 Credits
Various perspectives in quality management examined. Topical material studied in course will
be identified in appropriate class schedule. Sp (odd years)

BUS 233—Intermediate Accounting . . . . 4 Credits
Extensive analysis of the principal elements of accounting systems and statements with em-
phasis on the assets, liabilities, and stockholder's equity of the balance sheet. (Prerequisite:
BUS 222; a grade of "C" or better is strongly recommended in BUS 222) F

BUS 234—Intro to Public Relations . . . . 3 Credits
An introduction to the concepts of public relations, including customer expectations, internal
workplace attitudes and ethics, writing press releases, seeking and receiving beneficial outside
coverage, applying sound PR techniques as part of an overall strategy and ePR. Emphasis will
be placed on writing skills, time management and evaluation.

BUS 236—Negotiations/Conflict Resolution . . . . 3 Credits
This course is designed to provide the student with the necessary knowledge and skill to re-
solve various types of conflict we all encounter. Additionally, the course will focus on both
learning and applying negotiation skills in a variety of business situations to reach successful
solutions. Students may not receive credit for both BUS 236 and MGT 225.

BUS 251—Legal Environment for Business . . . . 3 Credits
Emphasis is placed on classification of laws, historical background of our systems of law, du-
ties, buying services, insurance, consumer protection, negotiable instruments, and business or-
ganization. F, Sp

BUS 255—Microcomputing Accounting Applications I. . . . . 3 Credits
A course designed to acquaint business management majors with common microcomputer ap-
plications in the field of accounting. (Prerequisites: BUS 221 and ◆ COLL 1020; a grade of
"C" or better is strongly recommended in BUS 221) Sp

ROANE STATE COMMUNITY COLLEGE 199

BUS 257—Microcomputing Accounting Applications II . . . . 2 Credits
A course designed to acquaint the student with commercial accounting software using the microcomputer for medium size companies. Includes tracking of receivables, payables, inventory, and financial statement preparation. (Prerequisite: BUS 221 and ◆COLL 1020; BUS 255 is strongly recommended; a grade of "C" or better is strongly recommended in BUS 221) F

BUS 261—Psychological Aspects of Management . . . . 3 Credits
This course applies psychological principles to business and other organizations concerned with effective management. Topics covered include leadership and supervision; communications and human relation skills; scientific and humanistic management and motivation skills, group dynamics and coping with change. F, Sp

BUS 262-270—Business Seminar . . . . 1 to 4 Credits
Exploration of specialized business interests. Topical material studied in course will be identified in the class schedule.

BUS 271—Sales . . . . 3 Credits
A course emphasizing the relationship of product and market, industrial and consumer sales, methods of market analysis, sales and sales methods. F, Sp

BUS 272—Retailing . . . . 3 Credits
A study of the principles and practices of retailing including planning, policies, and procedures of distribution. Sp

BUS 273—Principles of 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. Students may not receive credit for both BUS 273 and MGT 205. F, Sp

BUS 274—Marketing Opportunity Analysis . . . . 3 Credits
The purpose of this course is to provide a link between theory and practice by evaluating current and future market conditions in order to identify marketing opportunities. This is accomplished by introducing the student to patterns and plans which integrate the major goals, policies, and action sequences of the organization into a cohesive whole, allocating its resources into a unique posture within the internal and external environmental conditions. Students will be able to devise a marketing plan which exploits the opportunity so identified. They will also be able to estimate the consequences of implementing this plan. (Elective credit only)

BUS 278—Entrepreneurship . . . . 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. Sp

BUS 281—Management and Supervision . . . . 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. Students may not receive credit for both BUS 281 and MGT 201. F, Sp

BUS 284—Management Seminar . . . . 3 Credits
Consideration of current problems, issues, and developments in the area of management. Students are guided through individual projects and outside research related to their area of concentration and employment training. Sp

CARDIOVASCULAR INTERVENTIONAL TECHNOLOGY

*CIT 101—Procedures I . . . . 3 Credits
This course covers an overview of anatomy and physiology, practical applications of interventional procedures, vascular correlations, and surgical intervention for specific disease processes.
3 hours lecture

*CIT 110—Procedures II . . . . 3 Credits
This course covers theory and practice of physiological monitoring, emergency care, and pharmacology.
3 hours lecture

*CIT 120—Procedures III . . . . 3 Credits
An overview of patient care and legal considerations, equipment and instrumentations, image quality and control, sterile techniques and isolation procedures.
3 hours lecture

*CIT 150—CIT Review. . . . . 3 Credits
This course provides the Radiologic Technologist with CIT experience, an extensive review to sit for the ARRT examination in Cardiovascular Interventional Technology.
3 hours lecture

*This course does not meet any curricular requirements for any program, with the exception of technical requirement for the A.A.S. General Technology program.

CHEMISTRY

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

CHEM 1000—Fundamentals of Chemistry . . . . 4 Credits
This course is designed for students desiring to enter a science, engineering or pre-med (veterinarian, pharmacy, etc.) program but who have had no high school chemistry or are not recent high school graduates. The emphasis will be on the fundamental concepts of chemistry, nomenclature, equation writing, simple stoichiometric calculations, bonding, gas laws and property of solutions. (NOTE: This course cannot be used to fulfill a natural/physical science requirement where a sequence is indicated. It can be used if a sequence is not required.) (Prerequisite: 2 years of high school algebra or DSPM 0850—Intermediate Algebra) F, Su
3 hours lecture—3 hours laboratory

◆CHEM 1010—Intro to Chemistry I. . . . . 4 Credits
Introductory chemistry dealing with the basic principles such as atomic structure, periodic law, states of matter, chemical bonding, types of compounds, gas laws, solutions, acids and bases, equilibria. (Prerequisite: 2 years of high school algebra and 1 year high school chemistry or 2 years of high school algebra and ◆CHEM 1000) F
3 hours lecture—3 hours laboratory

◆CHEM 1020—Intro to Chemistry II . . . . 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: ◆CHEM 1010) Sp
3 hours lecture—3 hours laboratory

◆CHEM 1110—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, electrolytes and collegative properties. (Prerequisite: 2 years of high school algebra and 1 year high school chemistry or 2 years of high school algebra and ◆CHEM 1000) F, Sp
3 hours lecture—3 hours laboratory

◆CHEM 1120—General Chemistry II. . . . . 4 Credits
The introduction to the studies of oxidation-reduction, chemical thermodynamics and thermochemistry, molecular and ionic equilibrium, chemical kinetics and electrochemistry. (Prerequisite: CHEM 1110) Sp, Su
3 hours lecture—3 hours laboratory

CHEM 2010—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: ◆ CHEM 1120) F

<div align="center">3 hours lecture—3 hours laboratory</div>

CHEM 2020—Organic Chemistry II. . . . . 4 Credits
A continuation of ◆ CHEM 2010, covering carbanion condensations, heterocyclics, fats, carbohydrates, amino acids, and proteins. (Prerequisite: ◆ CHEM 2010) Sp

<div align="center">3 hours lecture—3 hours laboratory</div>

CHEM 2021—Quantitative Analysis. . . . . 5 Credits
The study of the basic theories of quantitative analysis, with stress on the theories of neutralization, precipitation, volumetric, and gravimetric analysis. (Prerequisite: ◆ CHEM 1120) Sp, on demand

<div align="center">3 hours lecture—6 hours laboratory</div>

CHEM 2110—Qualitative Analysis . . . . 4 Credits
Theory and practice of qualitative analysis, chemical equilibrium and solubility product. Laboratory practice in the identification of the major cations and anions. (Prerequisites: ◆ CHE 1110, 1120)

<div align="center">3 hours lecture—3 hours laboratory</div>

CHEM 2350—Chemistry of the Radioisotopes . . . . 3 Credits
Introduction to the theory of nuclear stability and nuclear decay processes. Detection, safe handling and use of radioisotopes will also be studied. (Prerequisite: ◆ CHEM 1120) Sp

<div align="center">3 hours lecture</div>

CHEM 2400—Internship-Environmental Chemistry . . . . 5 Credits
This work experience is designed to familiarize students with applications of environmental chemistry. Efforts will be made to place students in an area which supports their career goals. (A minimum of 300 contact hours are required.) No student may enroll in an internship unless the approval of the instructor is granted. Offered as needed.

CHEM 2420—Internship-Analytical Chemistry . . . . 5 Credits
This work experience is designed to familiarize students with applications of analytical chemistry. Efforts will be made to place students in an area which supports their career goals. (A minimum of 300 contact hours are required.) No student may enroll in an internship unless approval of the instructor is granted. Offered as needed.

CHEM 2310-2590—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)

COLLEGE STUDIES

COLL 1020—Computer Concepts & Applications . . . . 3 Credits
An introductory course including fundamental concepts and terminology using Windows XP, Internet Explorer, MS Word, MS Excel, and MS PowerPoint. Students also learn how to function in the WebCT and online environment, preparing them for other WebCT and online courses. F, Sp, SU

COMPUTER SCIENCE TECHNOLOGY

The Computer Science Department strongly recommends that you complete COLL 1020, Computer Concepts & Applications, before enrolling in any online or WebCT course.

Course Descriptions

CST 103—Computer Presentations. . . . . 3 Credits
Students learn the art of designing, creating, and delivering sophisticated and professional computer presentations using PowerPoint 2003. Presentations will include sound, video, charts, graphics, hyperlinks, and other enhancements that will illustrate their topics. Although the course is offered online via WebCT, students are required to attend two live class meetings to deliver presentations. (Prerequisite: ◆ COLL 1020) F, Sp

CST 105—Database Management . . . . 3 Credits
First of a 3-course DBMS Certificate series, DBMS I Master MS Access, creating customized forms, reports, and data access pages. Focus is on terminology, object creation, data manipulation and integration with other applications. Although this course is offered online via WebCT, students may attend a weekly lab if they wish. (Prerequisite: COLL 1020) F, Sp

CST 108—Web Fundamentals . . . . 3 Credits
This course introduces students to the Internet and Web Page Authoring Fundamentals. In the Internet section, students learn how to use key Internet technologies, such as Web browsers, e-mail, newsgrous, file Transfer Protocol, Telnet and search engines. In the Web Authoring section, students will be able to create Web pages containing text, graphics, hyperlinks, table, forms and frames. They will also learn to use Cascading Style Sheets and study the basics of Extensible Hpertext Markup Language, JavaScripts, Dynamic HTML, and the Document Object Model. This course in conjunction with CST 216, Networking and PC Repair, prepares students for the CIW Foundation Exam. (Prerequisite: COLL 1020) F, Sp

CST 109—Introduction to Programming . . . . 3 Credits
Students will learn the basic principles of object-oriented programming (OOP) and how to design and develop programs using Java. Topics include OOP concepts such as: classes, objects, methods, inheritance, encapsulation, and polymorphism; program design using the Unified Modeling Language (UML). Students will also learn Java language elements and syntax for class definitions, variables, methods, data types, operators, control structures, and strings. Learning will be enhanced through in-class exercises and programming assignments. No previous programming experience is required. (Prerequisites: academic development requirements in reading and math, COLL 1020) F
2 hours lecture—2 hours laboratory

CST 115—Programming in C . . . . 3 Credits
This course provides a general overview of the C programming language. Topics include program design concepts for procedural languages; pseudocode as a design language; C language syntax; standard library functions; user written functions; C data types; working with variables; C language constructs for repetition, iteration and slection; assignment statements; arithmetic, relational and logical operators; pointer; indirect addressing; arrays; strings; and creating and reading data files. Strong emphasis is placed on developing good programming practices and adhering to programming standards. This course is offered online only through WebCT. (Prerequisites: COLL 1020) F, Sp

CST 135—Spreadsheets . . . . 3 Credits
This course is designed to introduce students to the fundamental operations that can be performed with a spreadsheet. Topics include: spreadsheet design and formatting; using formulas to calculate the sum, average, max, min, and count; displaying charts and graphs from the data using absolute and relative cell addressing in a spreadsheet; and manipulating to and from multiple spreadsheets. Students will use the spreadsheet software, Microsoft Excel 2003. The course is offered online only through WebCT. (Prerequisite: COLL 1020) F, Sp

CST 156—Beginning Internet . . . . 3 Credits
Introduces students to services and information featured on the Internet, with an emphasis on using the Internet effectively for research. (Prerequisite: Adequate keyboarding and computing skills. OAD 100 and ◆ COLL 1020 or CST 140 recommended) F, Sp

CST 161—Introduction to Internet and Web Page Design. . . . . 3 Credits
Beginner level course on web design, including HTML, coding, graphics, and site building.

Course Descriptions

CIW Certification Exam Preparation Courses
The following courses help prepare students for the Certified Internet Webmaster certificates:

CST 162 CIW Foundations Certification Exam Prep . . . . **1 Credit**

CST 163 CIW Certification Exam Prep: Site Designer . . . . **1 Credit**

CST 164 CIW Certification Exam Prep: E-Commerce Designer . . . . **1 Credit**

CST 165 CIW Certification Exam Prep: Web Languages . . . . **1 Credit**

CST 166 Certification Exam Prep: CIW Server Administrator . . . . **1 Credit**

CST 170—Wordprocessing . . . . **3 Credits**
This course introduces students to wordprocessing fundamental concepts and techniques, such as: document creation, formatting, web features and collaboration; and takes them to the more sophisticated features of MS Word. (Prerequisite: COLL 1020 or instructor's permission).

CST 176—MS Outlook Certification Exam Prep . . . . **3 Credits**
This course prepares students for the MOS exam including test-taking skills and simulated practice exams. If students do not know Windows XP, they should take COLL 1020.

MOS Certification Exam Preparation Courses
The following courses help prepare students for the Microsoft Office Specialist certificates:

CST 177 MS Word Core Certification Exam Prep . . . . **1 Credit**

CST 178 MS Word Expert Certification Exam Prep . . . . **1 Credit**

CST 179 MS Excel Core Certification Exam Prep . . . . **1 Credit**

CST 180 MS Excel Expert Certification Exam Prep . . . . **1 Credit**

CST 181 MS PowerPoint Certification Exam Prep . . . . **1 Credit**

CST 182 MS Access Certification Exam Prep . . . . **1 Credit**

CST 203—Data Structures . . . . **3 Credits**
A continuation of CST 109 (JAVA). This course takes an object-oriented approach to the design and development of abstract data types and data structures. Topics include abstract data types, recursion, arrays, files, streams, I/O techniques, searching, sorting, and data structures. After completing this course, students will be able to design and implement complex data structures such as stacks, queues, lists, and trees. (Prerequisites: CST 109) Sp
2 hours lecture—2 hours lab

CST 204—Database Management II . . . . **3 Credits**
Second in a 3-course DBMS Certificate series, DBMS II students learn how to enhance their database forms and reports using Visual Basic for Applications and SQL coding. Students are required to create a database of their own design. Although this course is offered online via WebCT, students may attend a weekly lab if they wish. (Prerequisite: COLL 1020) F, Sp

CST 208—Database Management III . . . . 3 Credits
The last in a 3-course DBMS Certificate series, DBMS III students design a sophisticated data-base using design techniques, such as writing proposals, collecting and analyzing user views, and sketching the design in pseudocode. Students then create a user-friendly, secure, mar-ketable database application that applies their mastery of SQL, VBA, and MSAccess. Finally, students use MS PowerPoint to present their database application for review. On completion of this class, students qualify to apply for a Certificate of Advanced Database Management Systems. (Prerequisites: CST 103, 204 and 212) U

CST 212—Visual Basic.Net. . . . . 3 Credits
Exposure to the .Net environment to develop applications software and programming tech-niques beyond those covered in CST 105 Database Management and 209 GUI Programming I. (Prerequisite: CST 105, CST 209 or computer science advisor's approval) Sp

CST 215—Operating Systems . . . . 3 Credits
In depth experience on the operations of DOS, Unix, VMS, and Windows operating system. Students learn to apply, navigate through, and use operating system commands and directory structures. (Prerequisite: COLL 1020, CST 214 or Computer Science advisor's approval) F

CST 216—Networking and PC Repair . . . . 3 Credits
Students learn how to maintain and configure personal computers, including installation of hardware, software, and operating systems. They also learn about basic network concepts and technologies. (Prerequisites: COLL 1020) F, Sp

CST 218—Advanced JAVA. . . . . 3 Credits
A continuation course in Object Oriented Programming using JAVA. The JDK tool kit is used. A reminder of the concepts of super classes, subclasses with the issues of inheritance and poly-morphism developed in CST 209. The course focuses on recursive problem solving through-out many applications and data structures. It compares sequential data structures implementation to recursive data structures implementation. The data structures used and im-plemented are Stacks, Queues, Lists, and Trees. (Prerequisite: CST 109)

CST 220—Enterprise Computing . . . . 3 Credits
An advanced course of managing an enterprise and its resources from a single JAVA program. It includes topics like resource sharing using SDK. Portlets are also implemented and dis-cussed. JAVA Serve Pages are implemented. JAVA Beans and Enterprise JAVA Beans are used. JAVA networking like CORBA and RMI are discussed and implemented. (Prerequisite: CST 209)

CST 221-229—Seminar in Computer Applications . . . . 1-4 Credits
Covers special topics in computer applications. Check with your academic advisor for courses offered each semester.

CST 236—Web Design Methodology & Technology . . . . 3 Credits
Design Methodology and Technology teaches students how to create and manage Web sites with tools such as Macromedia Dreamweaver and Flash, FrontPage 2000, Dynamic HTML, and various multimedia and CSS standards. Students will also implement the latest strategies to develop third-generation Web sites, evaluate design tools, discuss future technology stan-dards, and explore the incompatability issues surrounding current browsers. The course focuses on theory, design and Web construction, along with information architecture concepts, Web project management, scenario development and performance evaluations. (Prerequisite: Web Foundations Certificate) Sp

CST 237—e-Commerce Design . . . . 3 Credits
Students learn how to conduct business online and manage technological issues associated with electronic commerce web sites. This course prepares students for the CIW e-Commerce Design Exam. (Prerequisite: CST 108 or CIW Foundations Certificate) Sp

CST 238—Web Languages. . . . . 3 Credits
Students learn JavaScript and Perl fundamentals and are introduced to database connectivity and debugging techniques. (Prerequisite: CST 108 or CIW Foundations Certificate) F

CST 239—Server Administrator . . . . **3 Credits**
This course is designed for personnel responsible for implementing real-world solutions for company intranets or ISPs that provide Internet Web services. Students learn Internet service concepts and technologies, including user management, system platforms, Internet connections and TCP/IP services for e-Commerce businesses. This course prepares students for the CIW Server Administrator Exam. (Prerequisite: CST 108 or CIW Foundations Certificate)

CST 273—Advanced Networking . . . . **3 Credits**
This course is a continuation of Basic Networking. Advanced Network Design, Network Management, and future networking technologies will be examined. TCP/IP and its utilities are extensively covered here. (Prerequisites: CST 214 and CST 216)

CST 275—Unix/Linux Operating System . . . . **3 Credits**
This course covers the essentials of installing, configuring, maintaining, administering, and troubleshooting the Linux Operating System. This course also encompasses a complete coverage of the Unix, including shells, utilities, X-windows and networking. (Prerequisites: CST 215 and CST 272)

COMPUTED TOMOGRAPHY

*CTR 110—Computed Tomography . . . . **3 Credits**
This course is designed to prepare the Radiologic Technologist with CT experience to take the advanced level examination in Computerized Tomography administered by the American Registry of Radiologic Technologists.
<div align="center">3 hours lecture</div>

*This course does not meet any curricular requirements for any program, with the exception of technical requirement for the A.A.S. General Technology program.

COOPERATIVE EDUCATION

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

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

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

COE 202—Cooperative Education IV . . . . **3 Credits**
A sequence of experiential learning that takes place in real employment situations. The student must be approved by the Placement Coordinator, the academic division of the student's major or area that is being explored, and the employer for full-time or part-time paid employment in industry, business or government. A minimum of ten (10) hours of actual work experience per week throughout the semester is required to receive credit. The work experience will be jointly evaluated by the Placement Coordinator and the employer. For further information contact the Placement Coordinator at 865-882-4695.

CRIMINAL JUSTICE

CRJT 101—Introduction to Criminal Justice . . . . **3 Credits**
Philosophical and historical background; agencies and respective jurisdictions; police ethics, public relations and career orientation. F

CRJT 105—Introduction to Corrections. . . . . **3 Credits**
This includes the history to criminal corrections in the United States; analysis of the crime problem; identification of the correctional client; correctional methods used in the United States; and emphasis on correctional goals in the criminal justice system. F, Sp

CRJT 110—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.

CRJT 111—Criminal Procedure . . . . 3 Credits
A study of legal concepts and procedures, including the laws of arrest and search warrant procedure, beginning with the issuance of legal process to ultimate court disposition. Sp

CRJT 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

CRJT 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

CRJT 210 and 211—Counseling the Juvenile. . . . . 3 Credits
This unique course involves direct participation between Roane County criminal justice students and selected delinquents from the Roane County Juvenile Court System. Student participants meet weekly with their assigned offender.

CRJT 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. Sp

CRJT 214—Understanding Terrorism . . . . 3 Credits
An in-depth historical look at terrorism, its origins, types and history. Emphasis will be on philosophical bases, organization, equipment, and operations of terrorist groups. The role of law enforcement agencies in the implementation of anti-terrorist measures is also examined.

CRJT 221—Criminal Law . . . . 3 Credits
Introduces students to the fundamental nature of law and provides an overview of general legal principles. Both criminal law codifications and criminal elements in felonies and misdemeanors will be analyzed.

CRJT 231—Special Topics in Criminal Justice . . . . 3 Credits
A course designed to consolidate the various learning experiences in police science. Emphasis is placed on special problems. Sp

DENTAL HYGIENE

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

DHT 101—Preclinical Dental Hygiene . . . . 5 Credits
This course introduces the student to basic concepts and techniques of performing oral health services. The student will demonstrate knowledge and skill of learned techniques in a supervised preclinical setting. F
                          3 hours lecture—8 hours laboratory/week

DHT 111—Dental Science I . . . . 3 Credits
This course covers topics in tooth morphology; head, neck and oral anatomy; oral embryology and oral histology; oral and basic pathology; periodontology. F
                          3 hours lecture/week

DHT 112—Dental Science II . . . . 3 Credits
This course is a continuation of Dental Science I. (Prerequisites: ♦BIOL 2010 & ♦CHEM 1010) Sp
                          3 hours lecture/week

DHT 121—Clinical Dental Hygiene I . . . . 2 Credits
Supervised clinical practice of previously learned dental hygiene techniques. S
120 total hours of clinic

DHT 132—Dental Radiography. . . . . 3 Credits
This course covers topics in the theory, practice and interpretation of radiography. Safety concerns will be addressed. Students will demonstrate proficiency in the use of dental radiography equipment. Sp
2 hours lecture—2 hours laboratory/week

DHT 133—General and Oral Pathology . . . . 4 Credits
This course covers general pathological concepts and a study of oral pathology. (Prerequisite: ◆ BIOL 2020) Su
7 1/2 hours lecture/week

DHT 141—Principles of Dental Hygiene I . . . . 3 Credits
This course is a continuation of the concepts and techniques outlined in DHT 101. Sp
3 hours lecture/week

DHT 161—Biochemistry and Nutrition . . . . 3 Credits
This course presents the basic principles of the biochemistry of nutrition and the application of these principles to clinical Dental Hygiene. (Prerequisite: ◆ CHEM 1010) Sp

DHT 171—Dental Materials. . . . . 3 Credits
This course investigates the characteristics, physical properties, manipulation, uses and care of materials used in dentistry. Su
4 hours lecture—6 hours laboratory/week

DHT 201—Pharmacology and Pain Control . . . . 3 Credits
This course includes a study of drugs used in dentistry and pain control measures used in dentistry. F
3 hours lecture/week

DHT 211—Dental Hygiene Seminar . . . . 2 Credits
This course covers topics of professionalism for the dental hygienist including legal aspects of practice, ethics and dental office practices. Sp
2 hours lecture/week

DHT 212—Community Health. . . . . 3 Credits
This course covers concepts of public community health and includes field experiences in a variety of community health settings. Sp
2 hours lecture—3 hours laboratory/week

DHT 221—Clinical Dental Hygiene II. . . . . 3 Credits
Continuation of the supervised clinical practice of previously learned dental hygiene techniques. F
180 total hours of clinic

DHT 222—Clinical Dental Hygiene III. . . . . 3 Credits
Continuation of the supervised clinical practice of previously learned dental hygiene techniques. Sp
180 total hours of clinic

DHT 240—Principles of Dental Hygiene II . . . . 2 Credits
This course is a continuation of DHT 141. F
2 lecture hours/week

DHT 242—Principles of Dental Hygiene III . . . . 1 Credit
This course is a continuation of DHT 240. Sp
1 lecture hour/week

DHT 251—Periodontology . . . . 1 Credit
This course presents advanced concepts in the treatment of periodontal disease. F
1 lecture hour/week

Course Descriptions

EARLY CHILDHOOD EDUCATION

ECED 1010—Introduction to Early Childhood Education. . . . . 2 Credits
Introduction to the early childhood profession including an emphasis on professionalism and developmentally appropriate practice. Includes an overview of history of early education, theoretical program models, different types of early childhood programs, community resources, professional organizations, and contemporary trends and issues in programs for children ages birth to nine. Field experiences required.

ECED 2010—Safe, Healthy Learning Environments . . . . 3 Credits
A study of the basic principles and practices of safety, health and nutrition as they relate to the early childhood setting, home and community for children ages birth to nine. Also included is a study of principles of creating appropriate learning environments for young children. Field experiences required.

ECED 2015—Early Childhood Curriculum. . . . . 3 Credits
A study of developmentally appropriate practices and the teacher's role in supporting development of young children ages birth to nine. An emphasis on curriculum planning including goals, environment, roles of teachers and parents, materials and settings. Field experiences required. (Prerequisites: ECED 1010, 2010 or department approval.)

ECED 2020—Infant, Toddler, Child Development . . . . 3 Credits
The study of the physical, cognitive, social, and emotional aspects of young children and their application to the care, guidance and development of the child birth to nine. Laboratory observation and interaction. (Prerequisites: ECED 1010, 2010 and completion of all DSP requirements for reading, writing, and learning strategies or department approval.)

ECED 2030—Infant and Toddler Care . . . . 3 Credits
A course on the care and education of infant and toddlers, birth to age three in group settings (i.e., child care centers, family child care homes, Early Head Start). Includes rationales and strategies for supporting the whole child including cognitive, language, social-emotional, and physical development in a safe, responsive environment. Emphasis is on relationship-based care and education with special attention to the unique environment aspects of programs for the child under three.

ECED 2040—Family Dynamics & Community Involvement . . . . 3 Credits
The role of the family and community in the physical, cognitive, social and emotional growth of the child in a diverse society. Includes benefits of and strategies for developing positive, reciprocal relationships with families in an early childhood setting ages birth to nine. Field experiences required. (Prerequisites: ECED 2015 or department approval.)

ECED 2050—Psychomotor Development . . . . 3 Credits
This course discusses the major theories of psychomotor development and the application to the development of the young child ages birth to nine. Particular emphasis is placed on the positive development of motor skills. Field experiences required. (Prerequisites: ECED 2020 or department approval.)

ECED 2060—Development of Exceptional Children. . . . . 3 Credits
Explores practices that early childhood professionals can apply to develop a more inclusive and accessible environment for all children ages birth to nine. Provides students with skills to include children of all abilities through appropriate arrangement of the environment. Includes strategies for developing strong relationships with families and other community agencies. Field experiences required. (Prerequisites: ECED 2020 and 2040 or department approval.)

ECED 2070—Developmental Assessment . . . . 3 Credits
This course will cover assessment for children from birth to nine years of age. Both formal and informal instruments will be discussed with the emphasis on tools that can be used by teachers of young children. Considerations in choosing, administering and reporting results of assessments will also be addressed. Field experiences required. (Prerequisites: ECED 2020 or department approval.)

ECED 2080—Language and Literacy in Early Childhood . . . . 3 Credits
The research-based principles and practices for providing young children aged birth to nine a strong foundation in language and literacy within a developmentally appropriate approach. Field experiences required. (Prerequisites: ECED 2015, 2020 or department approval.)

ECED 2085—Math and Science in Early Childhood . . . . 3 Credits
A course on the standards, principles and practices in teaching mathematics and science to young children ages birth to nine. An emphasis will be placed on developing an integrated math and science curriculum that includes appropriate content, processes, environment and materials, and child-centered choices. Field experiences required. (Prerequisites: ECED 2015, 2020 or department approval.)

ECED 2090—Creative Development . . . . 3 Credits
This course provides strategies for promoting creative development of the child ages birth to nine. Students will gain an understanding of the concept of creativity: what it is, why it is important, and how the development of creativity in young children can be encouraged. Emphasis is on the development of creativity in relation to art, music, language, movement and dramatic arts. Field experiences required.

ECED 2100—The Mentoring Teacher. . . . . 3 Credits
A study of the philosophy, principles, and methods of mentoring adults who have varying levels of training. Emphasis will be on the role of mentors as facilitators of adult learning while simultaneously addressing the needs of children, parents and other staff. (Prerequisite: department approval.)

ECED 2110—Advanced Learning Environments . . . . 3 Credits
This course focuses on the skill, knowledge, and materials development that are necessary in the provision of a developmentally appropriate environment for young children ages birth to nine. Field experiences required.

ECED 2120—Administration of Child Care Centers . . . . 3 Credits
A study of organization and administration practices applicable to the child care center. Topics of special consideration will include leadership, enrollment and public relations, staff management, financial management, facilities, regulations, parent relations, and program development. Field experiences required.

ECED 2130—Clinical Practicum I . . . . 2 Credits
Supervised practicum with a minimum of 15 clock hours in seminar and 45 clock hours in early childhood practical experiences. Course includes a study of the physical and human qualities that combine to create an environment that is safe and healthy, and promotes optimum learning of young children ages birth to nine. (Prerequisite or corequisite: ECED 2010 or department approval.)

ECED 2140—Clinical Practicum II. . . . . 2 Credits
Supervised clinical experience with a minimum of 15 clock hours in seminar and 45 clock hours in an approved Clinical Site (NAEYC, NAFCC or NSACA accredited agency or department approval site). Course includes emphasis on using reflective practice to examine components of quality, set goals, and design a plan for professional growth for the early childhood educator of children ages birth to nine. (Prerequisites: ECED 1010, 2010, 2015, 2040, 2130 or department approval.)

ECED 2150—Clinical Practicum III . . . . 2 Credits
Supervised practicum experience with a minimum of 15 clock hours in seminar and 45 clock hours of approved early childhood practical experiences. This course focuses on the student's demonstration of competencies that produce positive developmental outcomes for young children ages birth to nine. (Prerequisites: All required ECED courses or department approval.)

ECONOMICS

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

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

EDUCATION

EDU 100—Orientation to College . . . . 1 Credit
Valuable information to promote the student's success in college. Includes registration and ad-
visement procedures; financial aid; counseling and other student services; study habits; and
other topics that should contribute to student success. (It is advised that EDU 100 be taken con-
currently with ENG 101) F, Sp

EDU 101—Introduction to the Teaching Profession . . . . 2 Credits
Survey of the roles and responsibilities in the teaching profession and of current educational
issues, practices, and problems. Information on employment opportunities, legal issues, chang-
ing social expectations of education institutions. F

EDU 111—Introduction to Educating Exceptional Children . . . . 2 Credits
Examination of categories of exceptionality (mental retardation, giftedness, deafness, blind-
ness, emotional disturbance, orthopedic impairment, etc). Brief review of educational strate-
gies used with particular problems. Site visits to acquaint the student with services, settings,
and teacher roles.

EDU 121—Introduction to Early Childhood Education . . . . 3 Credits
Societal factors involved in the development of early childhood education, historical perspec-
tives, major theories and application of theories, establishing appropriate educational environ-
ments, and related issues.

EDU 210—Child and Adolescent Development . . . . 3 Credits
Comprehensive overview of human physical, psychological, and social development from pre-
natal 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 dif-
ferences, and adjustment. (Prerequisite: EDU 101 or permission of instructor) F, Sp

EDU 220—Creative Arts for Young Children. . . . . 3 Credits
Planning and executing appropriate development activities for young children in a wide range
of curriculum areas.

EDU 221, 222—Trends and Issues in Education I, II . . . . 3 Credits
In-depth analysis of a particular topic, concern, or problem in education.

EDU 223—Instructional Aids and Equipment. . . . . 1 Credit
Basic operation of audiovisual hardware and selection, as well as the utilization of materials
for developing instructional media. Students will be provided experiences with preparation of
instructional materials using a variety of media. (Prerequisites: EDU 101 and computer skills)

EDU 230—Administration of Early Childhood Education Programs. . . 3 Credits
Administrative and managerial procedures relevant to the operation of early childhood educa-
tion programs.

EDU 231—Field Experiences I. . . . . 2 Credits

EDU 232—Field Experiences II . . . . 2 Credits
A cooperative classroom experience for the student and local school systems. Student exposure
to duties, responsibilities, and requirements of the teaching profession. (Prerequisite: EDU 101
or permission of instructor) F, Sp

EDU 240—Children's Literature . . . . 3 Credits
A survey course dealing with readings and discussions in developmentally appropriate practice
literature and related activities.

EMERGENCY MEDICAL TECHNOLOGY-PARAMEDIC

*EMT 107—Vehicle Extrication and Rescue . . . . 3 Credits
This course covers all aspects of vehicle rescue, crash rescue and extrication. The course also
deals with, and stresses personal safety during extrication operations. Facts on late model car
structure and extrication methods and patient protection will be emphasized. Successful com-
pletion of this course allows the student to sit for the certification examination given by the
Tennessee Association of Rescue Squads. F
                    3 hours lecture

EMT 109—First Responder . . . . 4 Credits
This initial training course in the art of pre-hospital emergency medical care follows the guide-
lines set by the Department of Transportation (D.O.T.). Successful completion enables the stu-
dent to sit for licensure examination given by the Department of Health and Environment,
Division of Emergency Medical Services. First Responders are individuals trained to assess pa-
tients, use AEDs, provide emergency care, and when necessary, move patients without causing
injury. This class is 60 hours long—16 hours are lab. (Prerequisite: Students must have a cur-
rent Health Care Provider level CPR card.) F, Sp, Su
                Combination lecture/lab (4 hours/week)

*EMT 114—Cave Rescue . . . . 4 Credits
This course is designed to familiarize rescue and EMS personnel with the proper techniques for
negotiating entrance and in-cave pits. Students will learn how to select and assemble their personal
vertical and horizontal caving equipment, rig, rappel and ascend drops in a safe manner.

*EMT 115—Advanced Cardiac Life Support - ACLS . . . . 1 Credit
An introduction to common medical emergencies encountered by pre-hospital care providers.
Emphasis is on the recognition and management of emergencies relating to the respiratory and
cardiovascular systems. Students must show proficiency in EKG recognition and the advance
treatment of the patients in cardiopulmonary arrest. Upon successful completion of this course,
students will be ACLS trained by the American Heart Association. This course is available to
EMTs, paramedics, nurses, respiratory therapists, and physicians.

*EMT 116—Basic Trauma Life Support - BTLS . . . . 1 Credit
A study of the assessment and treatment of victims suffering traumatic injury. Emphasis is on
airway maintenance with cervical spine immobilization and currently accepted treatments for
life threatening injuries related to the cardiopulmonary, musculo-skeletal, gastro-intestinal, and
nervous systems. Upon successful completion of the BTLS course, students will receive certi-
fication by the Tennessee Chapter of the American College of the Emergency Physicians. This
course is available to EMTs, paramedics, nurses, respiratory therapists, and physicians.

*EMT 117—Pediatric Advanced Life Support - PALS. . . . . 1 Credit
A study of medical and trauma emergencies as related to pediatric patients. Emphasis is on the
assessment and treatment of children by the health care provider in a pre-hospital setting.
Diseases commonly associated with children such as epiglottis, croup, asthma, and febrile
seizures are discussed. The specific areas of obstetrical emergencies and neonate care are in-
cluded. Upon completion of the PALS course, students will receive certification by the
American Heart Association. This course is available to EMTs, paramedics, nurses, respiratory
therapists and physicians.

*EMT 118—Pre-Hospital Trauma Life Support - PHTLS. . . . . 1 Credit
A study of the assessment and treatment of victims suffering traumatic injury. Emphasis is on airway maintenance with cervical spine immobilization and currently accepted treatments for life threatening injuries related to the cardio-pulmonary, musculo-skeletal, gastro-intestinal, and nervous systems. Upon successful completion of the PHTLS course, students will receive certification by the American College of Surgeons. This course is available to EMTs, paramedics, nurses, respiratory therapists, and physicians.

*EMT 119—Emergency Medical Dispatcher (EMD) . . . . 8 Credits
This course covers all aspects of Emergency Medical Dispatch curriculum, maintaining DOT standards. The course includes CPT, First Aid, Basic Telecommunication skills, and Basic EMD skills. It also includes a law enforcement and fire component. Successful completion of this course will enable students to take the State of Tennessee exam for licensure.
6 hours lecture—2 hours clinical

*EMT 120—Emergency Vehicles Operations Course (EVOC) . . . . 1 Credit
This course is for individuals who will be driving emergency vehicles. The objective is to review technical and legal responsibilities of the vehicle operator. The course reviews standard operating procedures and the state and local laws related to emergency vehicles and includes a hands-on driving lab.

EMT 125—Extended Skills for the EMT . . . . 3 Credits
This course prepares the EMT student to perform skill competencies consistent with State of Tennessee EMT regulations. Content areas include intravenous access, pharmacology and medication administration for the Basic EMT. Patient assessment and airway management review included. Labs and clinical contacts are required. F, Sp
2.5 hours lecture—36 hours clinical

EMT 126—Emergency Response to Terrorism . . . . 3 Credits
This course will update the EMT, fire fighter and police personnel with tactics and strategies of terror related organizations. The goal is to bring understanding, clarity and sensibility to professionals so that when they respond to an act of terrorism they may be safer and more effective in helping those who need assistance. Recommended for those in public service related professions.

*EMT 130—Tactical Medical Operations I . . . . 4 Credits
Special operations including ballistics, weapons orientation, medical threat assessment, evidence assessment and patient care, care under fire, hostage survival, physical assessment during sensory deprivation, situation expedient extraction, and physical fitness. Team operations will be emphasized. F (Prerequisite: Pre-EMS background, law enforcement affiliation or weapons safety class)
3 hours lecture—3 hours laboratory

*EMT 131—Tactical Medical Operations II. . . . . 4 Credits
Special operations course continuing tactics used in EMT 130. Additions will be officer down rescue and retrieval; room clearing; movement and dynamic entry; rapid trauma assessment. Emphasis will be placed on field exercises and scenarios designed to test the student's skills and team orientation. Physical fitness will be stressed. (Prerequisite: EMT 130)
3 hours lecture—3 hours laboratory

*EMT 135—Advanced Rope Rescue. . . . . 4 Credits
Types of rope, knots, harnesses/slings, anchors, ascending and descending techniques, lowering and raising, rigging, packaging victims, victim evacuation, and equipment familiarity will be covered. This knowledge will be blended with patient care considerations for the uniqueness of the environment in which the rescue operations occur. F, Sp
3 hours lecture—3 hours laboratory

*EMT 147—Wilderness EMS. . . . . 4 Credits
This course provides the licensed EMT with the medical knowledge and skills to complement
their existing level of training in wilderness areas. Areas covered include patient assessment,
prolonged transport, medical rescue equipment, trauma, environmental medicine, backcountry
medicine and wilderness rescue training. (Prerequisite: First Responder, EMT, EMT-IV, para-
medic, LPN, RN, or physician)
3 hours lecture—3 hours laboratory

*EMT 148—EMS Rescue . . . . 4 Credits
This class will cover the rescue aspects of whitewater, rappelling, wilderness and cave tech-
niques. Students will be introduced to the equipment, maneuvers, dangers and specific safety
practices related to rescue in these varied physical environments. On-site scenarios will be in-
cluded. A copy of a physical exam within the last 6 months is required. This is a great intro-
ductory class for EMT 114 (Cave Rescue), EMT 135 (Advanced Rope Rescue) and EMT 147
(Wilderness EMS). Contact EMS program director for further information. F, Sp
60 hours/semester

EMT 160—Emergency Medical Technician - Basic I . . . . 8 Credits
The EMT-Basic I course is the first semester of a two-semester program that incorporates all
of the state-mandated content and skills required for EMT IV licensure. This course, along with
EMT-Basic II, prepares the student for the National Registry Exam for EMTs. Upon success-
ful completion of this exam the student will be eligible for State of Tennessee EMT-IV licen-
sure.
(8 hours lecture/lab per week)

EMT 161—Emergency Medical Technician - Basic II. . . . . 7 Credits
The EMT-Basic II course is the second semester of a two-semester program that incorporates
all of the state-mandated content and skills required for EMT-IV licensure. This course, along
with EMT-Basic I, prepares the student for the National Registry Exam for EMTs. Upon suc-
cessful completion of this exam the student will be eligible for State of Tennessee EMT-IV li-
censure. (Prerequisite: EMT 160-Basic Part I)
(7 hours lecture/lab per week—36 hours clinical semester)

EMT 162—Emergency Medical Technician - Accelerated . . . . 15 Credits
The EMT-Accelerated course combines the EMT-Basic I and II courses into one semester and
incorporates all of the state-mandated content and skills required for EMT-IV licensure. This
course prepares the student for the National Registry Exam for EMTs. Upon successful com-
pletion of this exam the student will be eligible for State of Tennessee EMT-IV licensure.
(Prerequisite: EMT 109—First Responder course or prior medical background or successful
completion of any college level science course. You must obtain permission from the EMS pro-
gram director.)
15 hours lecture/lab per week—36 hours clinical/semester

*EMT 193—First Responder Refresher . . . . 1 Credit
DOT approved course for renewal of First Responder Licensure
17 hours/semester

*EMT 194—Paramedic Refresher . . . . 3 Credits
Refresher training adhering to and including content of National Standard EMT-Paramedic
Refresher curriculum.
48 hours/semester

EMT 211—Paramedic I . . . . 13 Credits
Paramedic I is the first of a 3-part series to prepare the student for National Registry Paramedic
examinations. Upon successful completion of these examinations the student will be eligible
for State of Tennessee EMT-Paramedic licensure. Topics include paramedic roles and respon-
sibilities, medical/legal considerations, general pathophysiology, general pharmacology, air-
way management, and cardiology. (Prerequisite: PRIOR admission to the paramedic program;
Corequisite: EMT 221) F
13 hours lab/lecture per week

Course Descriptions

EMT 212—Paramedic II. . . . . 13 Credits
Paramedic II is the second of a 3-part series to prepare the student for the National Registry Paramedic examinations. Upon successful completion of these examinations the student will be eligible for State of Tennessee EMT-Paramedic licensure. Topics include pulmonology, neurology, endocrinology, gastroenterology, hematology, urology and nephrology, gynecology, obstetrics, neonatology, pediatrics, and trauma. (Prerequisite: EMT 211; Corequisite: EMT 222) Sp

13 hours lab/lecture per week

*EMT 217—Comprehensive Advanced Cardiac Life Support. . . . . 3 Credits
An introduction to common cardiac emergencies encountered by pre-hospital care providers in adult and child populations. Emphasis is on the recognition and management of emergencies related to the respiratory and cardiovascular systems. This course covers interpretation of EKG rhythm strips and treatment algorhythms. Introduction to ischemias, injury and infarction patterns in 12-lead EKGs. Upon successful completion of this course, students will be ACLS and PALS trained by AHA standards. This course is available to EMTs, EMT-Ps, nurses, respiratory therapists, and physicians.

3 hours lecture

EMT 218—Paramedic III. . . . . 6 Credits
Paramedic III is the third of a 3-part series to prepare the student for the National Registry Paramedic examinations. Upon successful completion of these examinations the student will be eligible for State of Tennessee EMT-Paramedic licensure. Topics include clinical decision-making, allergies and anaphylaxis, toxicology and substance abuse, environmental emergencies, psychiatric and behavioral disorders, and domestic violence. (Prerequisite: EMT 212; Corequisite: EMT 223) Su

12 hours lecture/lab per week

EMT 221—Clinic I . . . . 3 Credits
Clinical experience in area hospitals and ambulance services. (Corequisite: EMT 211) F
135 Clinical Hours

EMT 222—Clinic II. . . . . 3 Credits
Clinical experience in area hospitals, ambulance services, and geriatric and psychiatric facilities. Continuation of EMT 211. (Corequisite: EMT 212) Sp
135 Clinical Hours

EMT 223—Clinic III . . . . 4 Credits
Clinical experience in area hospitals and ambulance services. Emphasis will be upon making patient care decisions and directing patient care in the pre-hospital setting, within the scope of training. (Corequisite: EMT 218) Su

215 Hours

*EMT 225—Critical Care. . . . . 7 Credits
Critical Care Emergency Medical Transport Personnel, CCEMTP. This intensive course is offered in conjunction with the University of Maryland Baltimore Campus (UMBC). It provides the foundation which prepares the paramedic or nurse as a critical care transport specialist. The 80+ hour course covers a wide variety of critical care topics including: critical care environment, breathing management, surgical airway management, hemodynamic management, cardiac management, pharmacological management, GI, GU, and renal management, neurological management, transport considerations and special considerations. Upon successful completion, students will receive a certificate from UMBC valid for three years. Prerequisites include: ACLS, PALS or ENPC (trauma course) BTLS/PHTLS/TNCC, CPR and two years working in your field of medicine. F

3 hours lecture—3 hours laboratory

*This course does not meet any curricular requirements for any program, with the exception of technical requirement for the A.A.S. General Technology program.

ENGINEERING CORE

ERG 161—Fundamentals of Engineering Graphics I . . . . 2 Credits
Technical sketching, geometries construction with emphasis on plane surface analysis: presentation of engineering data: graphical solution of three dimensional space problems: primary and secondary auxiliary views. Application of computer-aided Design and Drafting (CADD) in solving engineering problems.

ERG 162—Fundamentals of Engineering Graphics II . . . . 3 Credits
Continuation of Fundamentals of Engineering Graphics I with emphasis on CAD applications in three dimensional drawing, working drawings, assemblies and details, CAD component evaluation and use. Selected problems from the engineering sciences utilizing special drawing techniques on electronic mediums. Offered as needed.

ERG 211—Auto CAD I. . . . . 3 Credits
The utilization of microcomputers in the design and drafting process using AutoCAD. The selection of CAD component, the command and syntax structure, basic drawing and editing techniques, two-dimensional and three-dimensional drawing techniques. Two three-hour periods or three two-hour periods, including two hours lecture per week.

ERG 212—AutoCAD II. . . . . 3 Credits
CAD systems management, customization and productivity techniques, introduction to AutoLISP, data file exchange solid modeling, advanced 3-D drawing techniques. Two three-hour periods or three two-hour periods, including two hours lecture per week.

ERG 213—Computer-Aided Design/Modeling. . . . . 3 Credits
The study of three-dimensional modeling principles and techniques. The use of projections, viewports, model space and paper space will be covered. Upon completion of this course a student will be able to draw and dimension solid models of objects using the three-dimensional microcomputer techniques.

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: ◆ MATH 1130-College Algebra)

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

ENGINEERING SCIENCE

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

ESC 112—Computer Aided Engineering . . . . 3 Credits
Introduction to computers in engineering using structured programming in BASIC, Visual BASIC, and C to create solutions to typical engineering applications. Applications of computer packages such as engineering spread sheets, graphics, and word processors will be included. Sp

ESC 211—Statics . . . . 3 Credits
Statics of particles and rigid bodies, resultants of force systems, static equilibrium, friction, moments, and application to trusses. (Prerequisites: ◆ MATH 1910; Corequisite: PHYS 2110) F

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) Sp

ENGLISH

NOTE: 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 in a core (or remedial/development) English course for each 12 hours taken. Students may not withdraw from a core or a remedial/developmental English course unless they withdraw from school. Literature courses do not have to be completed in sequence.

DSPW 0700—Basic Writing . . . . 3 Credits
Designed to develop basic skills essential in writing standard English. Emphasis will be given to basic mechanics of spelling, punctuation, capitalization, pronoun usage, verb tense, sentence structure, and paragraph development. Satisfactory completion of this course or other evidence of competency in these areas is a prerequisite for DSPW 0800.

DSPW 0800—Developmental Writing. . . . . 3 Credits
Designed to develop writing skills through journal writing, vocabulary enrichment, and critical thinking with special emphasis on paragraph patterns and short essays.

◆ENGL 1010—Composition I. . . . . 3 Credits
Composition I is designed to develop proficiency in essays based on several rhetorical modes of writing, such as narrative (personal experience) and expository (informative) essays. The majority of the essays are applicable to major fields of study and societal issues. Research paper required.

◆ENGL 1020—Composition II. . . . . 3 Credits
Writing based on literature and research. Includes interpretation and analysis of fiction, drama, poetry, and the novel. (Prerequisite: ◆ENGL 1010) Note: ◆ENGL 1020 may not be used as a humanities elective.

◆ENGL 2110—Survey of American Literature I . . . . 3 Credits
Survey of American literature from the Colonial period to the Civil War. May include selections from Poe, Hawthorne, Thoreau, Dickinson, Whitman, etc. (Prerequisite: ◆ENGL 1020)

◆ENGL 2120—Survey of American Literature II . . . . 3 Credits
Survey of American literature from the Civil War through the Modern period. May include selections from Twain, Frost, Eliot, Faulkner, O'Connor, etc. (Prerequisite: ◆ENGL 1020)

ENGL 2150-2190—English Practicum. . . . . 1-5 Credits
Introduction to Writing Center theory and the practice of tutoring writing students. Participants will work in one of the RSCC writing centers for one or more semesters to develop tutoring skills and gain professional experience; some writing, research and work on the internet required. (Prerequisites: ◆ENGL 1010 (ENGL 1020 preferred), a writing sample, and permission of the instructor.)

◆ENGL 2210—Survey of British Literature I . . . . 3 Credits
Survey of British literature from the Old (in translation) and Middle periods through the 18th century, with emphasis on primary texts and their link with historical Britain. May include selections from Chaucer, Spenser, Shakespeare, Behn, Swift, etc. (Prerequisite: ◆ENGL 1020)

◆ENGL 2220—Survey of British Literature II. . . . . 3 Credits
Survey of British literature from the Romantic through the Modern periods, with emphasis on primary texts and their political and social significance in Britain. May include selections from Wollstonecraft, Wordsworth, Keats, Byron, Bronte, Tennyson, the Brownings, Yeats, Eliot, etc. (Prerequisite: ◆ENGL 1020)

◆ENGL 2310—Survey of World Literature I . . . . 3 Credits
Survey of world literature from the ancient world to the Renaissance. May include selections from the Bible, Greek and Roman classics, Dante, Marie de France, Chaucer, Cervantes, Shakespeare, etc. (Prerequisite: ◆ENGL 1020)

ENGL 2311—Introduction to Technical Writing . . . . **3 Credits**
An introduction to the field of technical writing, including editing, researching, report writing in the student's field of specialization, etc. The course is provided online to enhance computer and electronic communication skills. (Prerequisites: ◆ ENGL 1010)

◆**ENGL 2320—Survey of World Literature II** . . . . **3 Credits**
Survey of world literature from the Renaissance through the Modern period. Includes selections from Moliere, Voltaire, Swift, Flaubert, Dostoevsky, Tolstoy, contemporary world authors, etc. (Prerequisite: ◆ ENGL 1020)

ENGL 2411—Advanced Technical Writing . . . . **3 Credits**
Further study and practice in technical writing, following the principles emphasized in the introductory course. Additional emphasis will be placed on consistency, logic, flow, conciseness, pinpointing and addressing needs, developing skills in persuasion, and synthesizing another's ideas and data. (Prerequisite: ENGL 1010)

ENGL 2421—Technical Research . . . . **3 Credits**
In-depth study of methods of research, including development of successful interview questions, development of questionnaires, and methods of conducting research online, in the workplace, and using digital libraries. (Prerequisite: ENGL 1010)

ENGL 2450—Online Communication and Publishing . . . . **3 Credits**
A targeted study of successful and unsuccessful online communication and its relationship to successful public relations, along with practice in writing, editing, revising, and proofreading online documents. (Prerequisite: ENGL 1010)

ENGL 2510—Appalachian Literature. . . . . **3 Credits**
An introduction to the literature of the Southern Appalachian Mountains through the reading of past and present works. Emphasis is placed on how outsiders view the area, how the mountaineers view themselves and how those views are changing. Students should gain an understanding and appreciation of the area. Cross listed as HUM 291. (Prerequisite: ◆ ENGL 1020).

ENGL 2520—Introduction to Poetry. . . . . **3 Credits**
Study of poetry as a distinct genre of artistic expression. Emphasizes analyzing and writing about poetry. (Prerequisite: ◆ ENGL 1020)

ENGL 2530, 2540, 2550—Seminar in Creative Writing . . . . **3 Credits**
Theory and practice of the creation of poetry or prose through the analysis of models and student manuscripts developed in a workshop setting. (Prerequisite: ENGL 1010)

ENVIRONMENTAL HEALTH

EHT 120—Waste Management and Pollution Prevention . . . . **3 Credits**
An overview of the regulatory drivers and systems by which hazardous and non-hazardous wastes are managed. Incentives for waste minimization are presented, as well as techniques and sources of information.

EHT 130—Industrial Hygiene and Safety I . . . . **3 Credits**
An overview of industrial hygiene and safety concepts including a recognition of occupational hazards and classes of control techniques. Human anatomy and physiology as it relates to occupational hazards is presented. Students are also introduced to the Occupational Safety and Health Act and its administration.

EHT 201—Environmental and Occupational Law and Regulations . . . . **3 Credits**
Survey of federal and state laws regulating environmental management, employee health and safety, hazardous substances, waste management and environmental restoration, and water and air pollution.

EHT 210—Environmental Instrumentation . . . . **3 Credits**
Provides an introduction to those instruments used to evaluate such occupational hazards as noise, radiation, heat stress, oxygen deficiency, explosive atmospheres, and hazardous chemicals and an examination of techniques for characterizing water, wastewater, and hazardous wastes. Environmental sampling techniques and protocols are presented.

EHT 211—Safety and Emergency Response . . . . **3 Credits**
A review of federal, state, and local emergency response guidelines and methods for protecting workers employed in hazardous waste operations and emergency response.

EHT 215—Applied Radiological Control Technology . . . . **3 Credits**
Study of the core academic knowledge and skill required of entry level radiation control technicians. Includes applying skills in mathematics, algebra, physical sciences and life sciences to the control of occupational exposure of workers to ionizing radiation. Topics include radiation mathematics, physical sciences, nuclear physics, sources of radiation, biological effects of radiation, radiological protection, exposure control, and radiation detector theory and operation.

EHT 225—Special Topics in Environmental Health. . . . . **1-3 Credits**
This elective course is designed to allow instruction in special topics deemed necessary to meet the demands of business and industry.

EHT 230—Industrial Hygiene and Safety II . . . . **3 Credits**
A more in-depth analysis of the physical, biologic, and chemical hazards encountered in the workplace. Topics include exposure to temperature extremes, noise, radiation, hazardous chemicals, and biologic hazards including bloodborne pathogens. Specific administrative and engineering controls and personal protective equipment are presented.

EHT 242—Internship . . . . **4 Credits**
Work experience designed to familiarize students with applications of principles utilized in the environmental field. Students must attain at least 200 contact hours. No student may enroll in an internship without the approval of the instructor.

FRENCH

FREN1010—Beginning French I . . . . **3 Credits**
Elementary grammar, pronunciation, and conversation through textbooks supplemented by audio cassettes, filmstrips, computer programs, and videotapes. (No prerequisite)

FREN 1020—Beginning French II. . . . . **3 Credits**
Continuation of Beginning French I. (Prerequisite: ◆FREN 1010)

FREN 2010—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: ◆FREN 1020)

FREN 2020—Intermediate French II . . . . **3 Credits**
Continuation of Intermediate French I. (Prerequisite: ◆FREN 2010)

GEOGRAPHIC INFORMATION SYSTEMS

GIS 101—Introduction to Geographic Information Systems . . . . **4 Credits**
An introductory course dealing with the basics of using computerized map information in science, education, social science, and business applications. Students will learn to organize their own projects using mapping software, spatial data, and a variety of geographic information technologies and tools. Business, education, and social science applications emphasize demographic data while scientific applications emphasize environmental and facility management issues. (Prerequisite: Working knowledge of Windows or Macintosh based PC systems) F, Sp

GIS 105—Computer Cartography . . . . 3 Credits
An introduction to the properties, uses, symbology design and computer production of maps. Covers the use of maps, aerial photographs and satellite imaging in geographical analysis.

GIS 110—Geographic Database Technology . . . . 3 Credits
Geographic Information Systems (GIS) need access to a great variety of data to be of any value for decision making. This introductory course will cover major aspects of capturing, manipulating, and using geographic and related data. Topics include hierarchical vs. flat-file databases, data tables, geographic objects and attributes, relational databases, geographic data organization, data conversions, import-export, and data quality assessment. The student will learn to construct queries using SQL and query-by-example tools to answer simple and more complex problems. Data used includes TIGER/Line, DLG/DEM. DWG and ASCII. Database software used includes FoxPro, Access, MapInfo, ArcView, Integraph, and Maptitude plus various conversion software. Sp

GIS 210—Global Positioning Systems and Digital Imagery . . . . 3 Credits
Using Global Positioning System (GPS) technology, this course will introduce topics of data capture (including scanning), editing, registration and rectification to provide an image for the extraction of geographic data such as property boundaries, streets, streams and structures. Uses of GPS in this course are to provide reference points for registering and rectification of images, verifying and correcting map data as well as creating real-time maps with the use of laptop computers.

GIS 211—Internet Mapping Applications . . . . 3 Credits
This course provides the foundation for distributing high-end GIS and mapping services via the internet. Students will learn how to design web based applications for integrating local and internet spatial data sources for query, display and analysis in a user friendly web browser.

GIS 220—GIS Network and Demographic Applications . . . . 3 Credits
The student will focus on developing a coherent framework for using the vast quantities of data made available by government and other sources along with his/her own data. The student will explore multiple views of a single issue or set of information by looking for new possibilities. (Prerequisites: GIS 101 and GIS 110) Sp

GIS 230—GIS Project Management . . . . 3 Credits
The student will focus on developing a coherent framework for using the vast quantities of data made available by government and other sources along with his/her own data. The student will explore multiple views of a single issue or set of information by looking for new possibilities. Learning outcomes include gaining and enhancing the ability to effectively match data and task appropriately and to identify appropriate types and sources of information needed to solve a problem. (Prerequisites: GIS 101 and GIS 110) Sp

GIS 250-259—Seminar in Geographic Info Systems1-4 Credits
Special topics in GIS. Check with your advisor for courses available each semester.

GIS 290—Directed Research Project . . . . 4 Credits
This capstone course will consolidate the student's learning experiences in geographic information systems technology. Students will develop and complete an original, comprehensive project that encompasses geographic and computer mapping fundamentals learned in previous courses. (Prerequisite: Permission of the instructor) Su

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 (GEOG 1040, 1050, Geography of the Natural Environmental I, II) fulfill the natural/physical science requirements in most liberal arts programs.

◆**GEOG 1040—Geography of the Natural Environment I . . . . 4 Credits**
A study of the processes which govern atmospheric activity and of the characteristics of world climatic patterns. Subjects of interest include storms, oceanic influences, climatic change, and analysis of weather maps. Special attention is given to human interaction with the climatic environment.

3 hours lecture—3 hours laboratory

◆**GEOG 1050—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

◆**GEOG 1210—World Geography . . . . 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.

◆**GEOG 1220—Human Geography . . . . 3 Credits**
This course is an overview of man's spatial distribution over the earth's surface. It concentrates on the relationship between people, places, and environments and to applying spatial and ecological perspectives to life situations.

◆**GEOG 2010—Physical Geography . . . . 3 Credits**
A study of the global earth, the tools of the discipline, the atmosphere, the hydrosphere and the biosphere.

GEOG 2030—Introduction to Economic Geography . . . . 3 Credits
A study of location and spatial organization of the world's major types of economics, including agriculture, energy and mineral production, manufacturing, transportation, trade, and services.

GEOLOGY

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

◆**GEOL 1040—Physical Geology . . . . 4 Credits**
An introduction to the physical processes acting within and upon the Earth's surface to create its many different features. Topics of interest include identification of minerals and rocks, plate tectonics, mountain building, volcanoes, stream activity, glaciation and regional landform development. F

3 hours lecture—3 hours laboratory

◆**GEOL 1050—Historical Geology. . . . . 4 Credits**
The study of the Earth's physical and biological history as interpreted from the rock and fossil record. Topics include an introduction to fossils, evolution and ancient environments, stratigraphy, and a review of earth history. S

3 hours lecture—3 hours laboratory

GERMAN

GERM 1010—German I. . . . . 3 Credits
Essentials of German, developing and reading comprehensive, speaking and writing. (No prerequisite)

GERM 1020—German II . . . . 3 Credits
Continuation of Beginning German I. (Prerequisite: ◆GERM 1010)

GERM 2010—Intermediate German I . . . . 3 Credits
Review of German grammar and a continuation of the approach used in GERM 1010 and 1020. Selected readings. (Prerequisite: ◆ GERM 1020)

GERM 2020—Intermediate German II . . . . 3 Credits
Continuation of Intermediate ◆ GERM 2010. (Prerequisite: GERM 2010)

HEALTH

HEA 221—Safety, First Aid and CPR. . . . . 3 Credits
This course will provide the knowledge and skills necessary to sustain life, reduce pain and minimize the consequences of illness or injury until medical help arrives. Upon satisfactory course completion, students will receive certificates for First Aid and Adult, Infant and Child CPR.

HEA 223—Safety in the Workplace . . . . 1 Credit
This course will provide an overview of chemical, biological, physical and ergonomic stresses in the workplace. Hazard recognition, evaluation, and control are also presented. Employee rights to a safe workplace are discussed.

HEA 241—School Health . . . . 2 Credits
This course for prospective teachers is designed to investigate current school health issues. This course will include health instruction, health services and healthful school environment.

HEALTH INFORMATION TECHNOLOGY
(Medical Record Technology)

HIT 102—Introduction to Health Information . . . . 3 Credits
Introduction to the profession and the health care delivery system. Orientation to the content of the health record, numbering, filing, microfilm, accreditation and certification standards. Laboratory practice in the assembly and analysis of medical records and numbering and filing systems. (Prerequisite: HIT 107) F
2.5 hours lecture—22.5 hours lab per semester

HIT 103—Coding & Classification Systems. . . . . 3 Credits
An introduction to coding and classification systems used in health care. This course will focus on ICD-9-CM coding. Laboratory practice time devoted to ICD-9-CM coding. F (Prerequisite: HIT 107; corequisite: ◆ BIOL 2010)
2 hours lecture—3 hours laboratory/week

HIT 106—Health Data Systems. . . . . 3 Credits
Introduction to health care data, indexes and registries. The calculation of rates and percentages used by health care facilities will be emphasized. Manual and automated techniques of maintaining data will be discussed along with data display techniques. Sp
3 hours lecture/week

HIT 107—Medical Terminology. . . . . 3 Credits
Green and Latin elements of medical terminology, stems, suffixes, prefixes and root words. Medical terminology pertaining to each body system. Open to all students. F, Sp, Su
3 lecture hours/week

HIT 113—Legal Aspects of Health Information. . . . . 2 Credits
To provide the student a foundation in federal and state legislation regarding medical record release, retention, authorizations, and consents. The importance of confidentiality and professional ethics will be emphasized. The medical record in court and the medicolegal importance of accurate documentation will be presented. Sp
2 lecture hours/week

HIT 117—Principles of Medical Claims Billing and Processing . . . . 3 Credits
An introduction to Medical Insurance and Claims Processing with an emphasis on Managed
Care Contracts and various Health Care Payers. This course will introduce the student to the
basic fundamentals of medical coding by focusing on ICD-9 and CPT coding systems.

HIT 130—CPT Coding . . . . 3 Credits
An introduction to the Current Procedural Terminology (CPT) coding system, outpatient cod-
ing guidelines, reimbursement strategies, and clinical coding experience in area health facili-
ties. S (Prerequisites: HIT 102, HIT 103; Corequisite: ◆ BIOL 2020) Sp
2 hours lecture—3 hours laboratory/week—45 hours clinical/semester

HIT 140—Medical Office Procedures . . . . 3 Credits
An introduction to business aspects of a medical practice including third party payers, claims
filing and processing, accounting and payroll functions. (Prerequisites: HIT 102, HIT 103) Sp
2 lecture hours/week

HIT 215—Principles of Healthcare Administration. . . . . 3 Credits
Introduction to principles of management specifically directed toward the health information
manager. Personnel management, department budget preparation and maintenance, depart-
mental policies, procedures and job descriptions will be introduced. Sp
3 hours lecture/week

HIT 221—Advanced Health Information Procedures . . . . 3 Credits
Introduction to medical record procedures in long-term care, ambulatory, home-health, hospice
and psychiatric facilities. A study of the Problem Oriented Medical Record and the tumor reg-
istry is included. Strategies for successful completion of the National Accreditation Exam and
obtaining employment are included. F
3 hours lecture/week

HIT 222—Pathology and Clinical Interpretations . . . . 4 Credits
An introduction to common disease processes, their clinical signs, symptoms, and manifesta-
tions. Diagnostic radiology and laboratory examinations, pharmacological and other treatment
modalities employed in the treatment of disease will be emphasized. (Prerequisites: BIOL
2010, 2020) F
4 hours lecture/week

HIT 231—Directed Practice I. . . . . 3 Credits
Actual practice in an area hospital. Topics covered include chart assembly and analysis, cod-
ing, abstracting, release of information, and medical transcription. F
135 hours clinical experience

HIT 232—Directed Practice II . . . . 3 Credits
Clinical experience in quality improvement, utilization management, hospital committee func-
tions, and medical record supervision. Practice is also obtained in specialized facilities such as
long term care, psychiatric, ambulatory care, veterinary medicine, and tumor registry.
(Prerequisite: HIT 231) Sp
135 hours clinical experience

HIT 242—Automated Health Information Systems. . . . . 3 Credits
An introductory course dealing with principles of automated information systems. The flow of
patient information from registration through the clinical care process and billing, to the end
use of information in decision support systems will be explained. The importance of data ac-
curacy, integrity and security will be emphasized. The current state of technology employed in
healthcare to make the transition to a total computerized patient record will be discussed.
Software packages currently utilized by health information departments will be explained and
students will utilize application software packages, build databases, query systems and design
reports. Sp
2 hours lecture/week—3 hours laboratory/week

HIT 251—Coding for Reimbursement . . . . 4 Credits
Advanced topics in ICD-9-CM coding focusing specifically on Official Coding Guidelines, se-
quencing skills and the use of ICD-9-CM in health care reimbursement. The prospective pay-
ment system theory and methodology will be the course focus. Ambulatory Patient
Classifications will be introduced. Laboratory practice in coding and optimization techniques
using actual medical records and a computerized grouper. (Prerequisites: HIT 103, 130;
Corequisite: HIT 222) F
<center>3 hours lecture—3 hours laboratory/week</center>

HIT 252—Quality Resource Management . . . . 2 Credits
This course will emphasize current philosophy and methodology in conducting an effective uti-
lization management and quality improvement program for a health care facility. Requirements
of various governmental, third party payers, and accreditation bodies regarding appropriate uti-
lization of resources and continuous quality improvement will be emphasized. F
<center>2 hours lecture/week</center>

HISTORY

◆HIST 1010—Survey 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: ◆ HIST 1010 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 in-
structor)

◆HIST 1020—Survey 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: ◆ HIST 1020 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 in-
structor)

◆*HIST 1210—Survey of World History I . . . . 3 Credits
The study of human history from prehistory to c. 1500 A.D., covering the beginnings of civi-
lization c. 3000 B.C. and investigating the economic, social, political, and cultural institutions
developed by humans prior to the beginning of European expansion.

◆*HIST 1220—Survey of World History II . . . . 3 Credits
The study of human history from c. 1500 A.D. (shortly after Europeans began their expansion)
to the present, and including the investigation of the economic, social, political, and cultural
institutions developed by humans both in response to European expansion and independent of
European influence.

◆HIST 2010—Survey of United States History I . . . . 3 Credits
An exploration and analysis of major themes and events in the political, cultural, social, eco-
nomic, and intellectual history of the United States to 1877. F, Sp, Su
NOTE: ◆ HIST 2010 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 in-
structor)

◆HIST 2020—Survey of United States History II . . . . 3 Credits
Continuation of History 2010. F, Sp, Su
NOTE: ◆ HIST 2020 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 in-
structor)

◆**HIST 2030—Tennessee History . . . . 3 Credits**
This course is a general survey and analysis of the history of the state of Tennessee from the
beginning of statehood in 1796 to about 1990. There is also a pre-statehood component that ex-
amines Native American history in the region (with an emphasis on the Cherokees) and the his-
tory of exploration and early settlement.

*Accepted for history sequence requirement at UTK, UTC, and MTSU.

HOME ECONOMICS

HEC 131—Elementary Nutrition. . . . . 2 Credits
Applying principles of nutrition in the selection of food for health promotion and maintenance.

HEC 201—Principles of Nutrition . . . . 3 Credits
This course emphasizes the function, food sources, recommended intake, and assimilation of
each of the six nutrient classes.

HUMANITIES

See Art, English, Music, Philosophy and Speech for other Humanities electives.

HUM 261-291—Humanities Seminar. . . . . 1-3 Credits
This course is designed for those students who are interested in pursuing an in-depth study of
some particular humanities problem.

◆**HUM 262—Great Works . . . . 3 Credits**
An interdisciplinary study of great works of art, drama, music and literature. A teaching team
from the Humanities Division guides students on a search to answer the question of what it
means to be human.

HUM 263—Anthropology of Religion. . . . . 3 Credits
This seminar is a general survey of religious beliefs and activities among non-industrial soci-
eties. The course will concentrate on the anthropological study of belief systems, myths, ritu-
als and ceremonies, rites of passage, cultural change and adaptation, and revitalization
movement. Crosslisted as SSC 230.

INTERIOR DESIGN AND TECHNOLOGY

IDT 110—Introduction to Interior Design . . . . 3 Credits
Introductory, practical experiences based on the elements and principles of interior design.
Includes orientation to the profession, relationships to allied fields and philosophical ap-
proaches.

JOURNALISM

JOUR 1110—Intro to Mass Communications . . . . 3 Credits
An overview of systems of mass communications with an emphasis on American media, their
ownership, legal and social controls, role and effects. Advertising, broadcasting, journalism
and publishing, and public relations will be examined and placed in the context of theories of
mass communications.

JOUR 2010—Writing for Mass Media . . . . 3 Credits
Information gathering and writing under deadline for print and broadcast media, including
news and promotional copy. Preparation of news advertising and persuasive text. Comparison
of styles and organization techniques. Grammar, usage and style workshop. (Prerequisites:
ENGL 1020 and typing proficiency or permission of instructor.)

LAW

LAW 101—Intro to the Legal Profession & Legal Ethics . . . . 3 Credits
Philosophy and history of law; legal decision making; the American judicial system; business or-
ganizations; civil procedure; role of legal assistants; and ethical and professional standards. F

LAW 102—Survey of American Law. . . . . 3 Credits
Legislation, administrative process; government regulation of business, anti-trust, and con-
sumer law; torts; contracts; investigations; domestic relations; wills, estates, trusts, real prop-
erty, etc. Sp

LAW 140—Legal Research . . . . 3 Credits
Legal bibliography including codes, administrative regulations, reporters, digests, encyclope-
dias, citators, law reviews, treatises and West law analysis and synthesis of cases. F, Sp

LAW 150—Legal Writing . . . . 3 Credits
Legal writing skills including precision and clarity, legal citation, and format; drafting of law
office and trial memoranda, trial court brief, appellate brief, and abstracting depositions; analy-
sis and synthesis of legal materials. (Prerequisite: LAW 140 or permissions of the program di-
rector) F, Sp

LAW 160—Torts . . . . 3 Credits
Non-contractual obligations which an individual in society owes others according to common
law and statue; emphasis on intentional acts violating legally protected interest. (Prerequisite:
LAW 101 and LAW 102 or permission of the program director) F

LAW 170—Criminal Law . . . . 3 Credits
Substantive aspects of criminal law including general principles of criminal liability, specific
analysis of particular crimes; substantive defenses to crime. (Prerequisite: LAW 101 and LAW
102 or permission of the program director) Sp

LAW 201—Domestic Relations . . . . 3 Credits
Laws, procedures, and documents involved in domestic relations; breach of promise to marry;
marriage, annulment; divorce; adoption; child custody/support. (Prerequisite: LAW 101 and
LAW 102 or permission of the program director) F

LAW 211—Business Organizations . . . . 3 Credits
Sole proprietorships, partnerships, corporations, and other business vehicles; formation of var-
ious types of business entities; preparations of appropriate documents. (Prerequisite: LAW 101
and LAW 102 or permission of the program director)

LAW 215—Child Support Law . . . . 3 Credits
This course will give the student an overview of child support law in Tennessee with an em-
phasis placed upon the Tennessee Child Support Guidelines: child support establishment; child
support enforcement; and Title IV-D offices. (Prerequisite: LAW 101 and LAW 102 or per-
mission of the program director)

LAW 221—Civil Trial and Appellate Practice I . . . . 3 Credits
Procedural law; preparation and use of pleadings and other documents involved in the trial and
appeal of a civil action. (Prerequisite: LAW 101 and LAW 102 or permission of the program
director) F

LAW 222—Civil Trial and Appellate Practice II . . . . 3 Credits
Procedural law; preparation and use of pleadings and other documents involved in the trial and
appeal of a civil action. (Prerequisite: LAW 221)

LAW 231—Estates and Trusts I . . . . 3 Credits
Effects of various types of ownership upon passage of property at owner death, with or with-
out a will; administration, taxation of estates and inheritances; basic requirements for trusts,
wills, guardianships, and conservatorships; administration of a decedents estate including in-
come tax consequences; case analysis; preparation of necessary documents. (Prerequisite:
LAW 101 and LAW 102 or permission of the program director) F

LAW 232—Estates and Trusts II . . . . 3 Credits
U.S. Estate Tax, Tennessee Inheritance Tax, U.S. Gift Tax provisions, estate planning, changes
in asset ownership and tax advantages through removal of assets or fixation of values; prob-
lemsolving activities. (Prerequisite: LAW 231 or permission of program director)

LAW 235—Legal Environment for Business . . . . 3 Credits
Emphasis is placed on classification of laws, historical background of our systems of laws, du-
ties, buying services, insurance, consumer protection, negotiable instruments, and business or-
ganization. (Prerequisite: LAW 101 and LAW 102 or permission of the program director) Sp

LAW 240—Legal Internship. . . . . 3 Credits
Supervised activities in a law firm, agency, or corporate legal department as a paralegal.
(Prerequisites: Sophomore standing and permission of the program director.) Su

LAW 241—Real Property . . . . 3 Credits
Freehold estates, concurrent ownership, leases, real estate contracts and deeds, recording sys-
tem, title assurance, easements, lateral support, water rights, zoning, and eminent domain,
practical aspects of conveyance from drafting of purchase and sale agreements to passing of
papers; mechanics of title examining; preparation of documents for mortgages, foreclosures,
recordings, and closing. (Prerequisite: LAW 101 and LAW 102 or permission of the program
director) Sp

LAW 251—Public Benefits/Administrative Advocacy . . . . 3 Credits
Substantive law and procedures for public benefits applications and appeals from agency ad-
ministrative decisions; includes Medicare, Medicaid, supplementary security income, OASDI,
food stamps, structure of administrative agencies, administrative procedures and advocacy
skills. (Prerequisite: LAW 101 and LAW 102 or permission of the program director)

LAW 261—Creditor Rights and Bankruptcy . . . . 3 Credits
Bankruptcy procedure including initial filing, meetings of creditors, adversarial proceedings
and the final discharge hearing; operation of the automatic stay; adequate protection; confor-
mation of a Chapter 13 Plan; Chapter 7 and Chapter 11 proceedings; debtors obligations and
rights; secured and unsecured creditors priorities, preferences, fraudulent transfers.
(Prerequisite: LAW 101 and LAW 102 or permission of the program director)

LAW 271—Investigations/Pretrial Advocate. . . . . 3 Credits
Investigative techniques, interviewing skills, fact analysis, courses of evidence, records access,
judgment collection, missing persons, background investigation, case planning, analysis and
strategy. (Prerequisite: LAW 101 and LAW 102 or permission of the program director)

LAW 275—Income Tax . . . . 3 Credits
Survey of federal income tax laws emphasizing preparation of returns for individuals, sole pro-
prietorships, and partnerships. Overview of corporate tax law, administrative and judicial tri-
bunals, jurisdiction, and tax controversies. (Prerequisite: LAW 101 and LAW 102 or
permission of the program director)

LAW 290-299—Special Topics in Paralegal Studies . . . . 1-9 Credits
Independent studies in legal assisting. Students may take more than one independent or indi-
vidualized study in a given discipline up to a maximum of nine credit hours. (Prerequisite:
LAW 101 and LAW 102 or permission of the program director)

MAGNETIC RESONANCE IMAGING

MRI 111—Introduction to MRI. . . . . 4 Credits
This course is designed to provide students with a thorough basic understanding of magnetic
resonance imaging theory and principles of operation. Students gain understanding of current
MRI system components, hardware pulse parameters, and clinical significants.
4 hours lecture

*MRI 121-135—Clinical Education. . . . . 18 Credits
The clinical education courses are conducted at an approved clinical education center and re-quire supervised performance of magnetic resonance imaging of the head, neck, spine, chest, abdomen, pelvis, and musculoskeletal system. Arrangements for clinical education sites are made by Roane State Community College in cooperation with the MRI instructor.

MRI 121-126	MRI 131-136
Clinical Education I-VI	Clinical Education I-VI
(Accelerated)	(Non-Accelerated)
18 semester hours	18 semester hours

Accelerated courses are for technologists already employed in MRI that will be able to move through the clinical competencies at a faster rate.
Non-accelerated courses are for those technologists that have no previous experience in MRI and will move at a slower rate in achieving required competencies.

*This course does not meet any curricular requirements for any program, with the exception of technical requirements for the A.A.S. General Technology program.

MAMMOGRAPHY

*MAM 110—Mammographic Procedures . . . . 3 Credits
This course covers radiographic interventional procedures, anatomy, positioning, technique, quality control, and the Mammography Quality Standards Act. This course will prepare regis-tered radiologic technologists to take the A.R.R.T. mammography registry. 8 week course.

*MAM 120—Mammography Pathology. . . . . 1 Credit
This course will cover radiographic pathology and abnormalities of the breast. It is designed to enhance knowledge of registered mammographers as well as those seeking to take the A.R.R.T. mammography registry. 8 week course.

2 hours lecture

*This course does not meet any curricular requirements for any program, with the exception of technical requirement for the A.A.S. General Technology program.

MANAGEMENT

MGT 100—Portfolio Assessment. . . . . 1 Credit
This course is an introduction to prior learning assessment and the standards used to evaluate prior learning through portfolio preparation. Patterns of learning in personal, professional, and former education experiences will be identified for the creation of a portfolio. Creating a port-folio of documentation that will include types of training, work experiences, principles and practices of these experiences, examples of work, influential works and people, and summary will be components of the course. Sp

MGT 150—Introduction to Hospitality I . . . . 3 Credits
This course is an introduction to the hospitality industry, with emphasis on the broad spectrum of hospitality organizations and career opportunities.

MGT 160—Introduction to Hospitality II . . . . 3 Credits
This course is an in-depth introduction to hospitality management with an emphasis on the functions of the hospitality manager. It includes the historical and future perspectives of the hospitality industry.

MGT 200—Foundations of Business . . . . 4 Credits
Nature of business, including economic issues and systems. An overview of the functional areas of business including management, marketing, financial systems, computers, accounting, business law, and careers in business is presented. Students may not receive credit for both MGT 200 and BUS 101. F

MGT 201—Management Concepts . . . . 4 Credits
This course is an introduction to management with emphasis on the managerial functions, i.e., planning, organizing, staffing, directing and controlling. Also included is an exploration of leadership, motivation, communication, quality control and decision making from both an individual and a group standpoint. Students may not receive credit for both MGT 201 and BUS 281. F

MGT 203—Human Resource Management . . . . 4 Credits
The study of the various aspects of human resource management with special emphasis on the training of personnel for both private and public organizations. Included in the course is the exploration of selection and recruitment; placement; evaluation techniques; collective bargaining and union/management relations; and compensation management including incentives and benefit packages. F

MGT 205—Marketing in the Global Economy . . . . 4 Credits
An overview and analysis of the activities performed by individuals, businesses, and nonprofit organizations that allow for the exchange of goods and services satisfying the needs of major markets. The course includes the study of controllable and uncontrollable market variables, marketing strategy and consumer behavior. Students may not receive credit for both MGT 205 and BUS 273. Sp

MGT 206—Applied Economics . . . . 4 Credits
This course covers the foundations of economics-supply and demand and demand theory as well as features and goals of capitalism market systems, national income determinations, and monetary fiscal policy. Sp

MGT 207—Managerial Accounting and Finance . . . . 4 Credits
This course focuses on the use of management accounting information and financial accounting information in various business settings. Additionally, the course will focus on accumulation and reporting accounting information. Sp

MGT 208—Training and Development . . . . 4 Credits
Underscores the most recently developed training techniques with emphasis on needs assessment; teaching and learning skills; instructional systems design (ISD); and training delivery and evaluation. Su

MGT 209—Interpersonal Communication . . . . 4 Credits
An exploration and application of the basic concepts and principles of effective interpersonal and intergroup communication. Emphasis will be on the students' development of a personal action plan to improve their interpersonal communication skills. Su

MGT 210—Business and its Legal Environment . . . . 4 Credits
The exploration of the laws and procedures affecting the legal environment of business including the nature and sources of law; courts and legal procedures; constitutional law; and the law of torts; in particular intellectual properties like copyrights and trademarks. Su

MGT 215—Special Topics in Management I . . . . 1-8 Credits
An in-depth analysis of a particular topic, concern or problem as it applies to management. May be used for prior learning assessment with prior approval from the student's academic advisor.

MGT 220—Special Topics in Management II . . . . 1-8 Credits
A continuation or extension of MGT 215.

MGT 225—Resolving Conflict: Negotiating Successful Solutions . . . . . . 4 Credits
In this course the student will gain an understanding of the various types of conflict and the causes of those conflicts. The student will learn different methods of successfully resolving conflict in both interpersonal and group environments. Additionally the student will learn ways to improve negotiation skills and other means of Alternate Dispute Resolution (ADR) available to resolve conflicts and solve problems. Students may not receive credit for both MGT 225 and BUS 236. Su

MASSAGE THERAPY
(SEE SOMATIC THERAPY)

MATHEMATICS

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

DSPM 0700—PreAlgebra . . . . 3 Credits
This course stresses basic arithmetic and geometry skills, operations with integers, and solving basic linear equations. Satisfactory completion of this course or other evidence of competencies in these areas is a prerequisite for DSPM 0800-Elementary Algebra. This course does not fulfill the math requirement for graduation. F, Sp, Su

DSPM 0800—Elementary Algebra . . . . 3 Credits
This course is designed to provide students basic algebraic skills on a pre-college level. Satisfactory completion of this course or other evidence of competencies in these areas is a prerequisite for DSPM 0850-Intermediate Algebra. This course does not fulfill the math requirement for graduation. F, Sp, Su

DSPM 0850—Intermediate Algebra . . . . 3 Credits
This course is designed to provide students advanced algebraic skills on a pre-college level. Satisfactory completion of this course or other evidence of competencies in these areas is a prerequisite for appropriate college level mathematics courses. This course does not fulfill the math requirement for graduation. F, Sp, Su

The Mathematics Department endorses the TI-86 calculator for ALL math courses.

MATH 0990—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.

MATH 1000—Computer Geometry Modeling . . . . 3 Credits
Numerical and computer representation of curves and surfaces, solid geometry modeling, and management aspects of geometry data. Cubic-tension B-Splines, Bezier curves/surfaces, graphbased and Boolean models and concepts of constructive application to CFD, CAD, robotics, animation, image processing, and computer graphics. (Prerequisite: Two years high school algebra and/or completion of DSPM 0850).

MATH 1030—Mathematics for the Health Sciences . . . . 3 Credits
This course is designed to prepare the allied health student to function in academic and clinical settings with mathematics competence. Topics of study include fractions, fractional equations and formulas, ratios and proportions, apothecaries and metric measurements, dosage calculations, logarithms, and statistics. (Prerequisite: Two years of high school algebra and one year of high school geometry or appropriate developmental mathematics courses) This course does not meet math requirement for AS/AA degree, nor does it carry transfer credit. F, Sp

◆**MATH 1130—College Algebra . . . . 3 Credits**
A course in algebraic functions, their properties and uses-equations, inequalities, graphs, systems of linear equations, analytical geometry including ellipse and hyperbola. Applications are in the mathematics of finance as well as the laws of growth and decay in other areas. (Prerequisites: Two years of high school algebra and one year of geometry or appropriate developmental mathematics courses) F, Sp, Su

♦**MATH 1410—Number Concepts/Algebra Structures . . . . 3 Credits**
This course includes symbolic logic, logical reasoning, history of early numeration systems, set theory with rules of operations and Venn diagrams, relations and functions, the systems of whole numbers, of integers, and of rational numbers. Any student would profit from this course, but it is especially targeted to the education major (elementary and non-math secondary). (Prerequisite: Two years of high school algebra and one year of geometry or appropriate developmental math.) F, Sp

MATH 1420—Problem Solving/Geometry . . . . 3 Credits
A continuation of MATH 1410, this course includes elementary number theory, irrational number, basic algebra, interest (simple and compound), elements of plane and solid geometry (especially working with measurements and formulas), the metric system, and basic statistics. (Prerequisites: ♦MATH 1410 or consent of instructor). Sp

♦**MATH 1530—Probability & Statistics (Non-Calculus Based) . . . . 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: Two years of high school algebra and one year of geometry or appropriate developmental mathematics courses) F, Sp, Su

♦**MATH 1630—Finite Mathematics. . . . . 3 Credits**
Brief review of algebra with emphasis on linear, quadratic, exponential, and logarithmic functions. Correlation, regression, matrix algebra, linear programming, mathematics of finance, and probability. Applications to business and finance. (Prerequisites: Two years of high school algebra and one year of geometry with an ACT of 22 or above or appropriate developmental mathematics and ♦MATH 1130). F, Sp

♦**MATH 1720—Trigonometry. . . . . 3 Credits**
Analysis of functions of angles, solutions of right and general triangles, graphs of trigonometric functions, identities and formulas, equation-solving techniques, De Moive's Theorem, polar coordinates, and exponential and logarithmic functions. A calculator with trig and log functions will be needed by the student. (Prerequisites: Two years high school algebra and one year of geometry, or appropriate developmental mathematics and ♦MATH 1130) F, Sp, Su

♦**MATH 1730—Pre-Calculus . . . . 4 Credits**
Designed primarily for students planning to enter the calculus sequence, but who need more mathematical background. Topics include functions and graphing-algebraic, trigonometric, exponential and logarithmic, equations, the binomial theorem, and conics. A calculator with trig and log functions will be needed by the student. (Prerequisites: Two years high school algebra, a year of geometry and a score of 22 or higher on the math component of the ACT **or** appropriate RSCC courses, e.g. developmental and ♦MATH 1130; regardless of high school background, an ACT of less than 26 on the math component indicates that the student would profit from taking ♦MATH 1730 before calculus.) F, Sp

MATH 1830—Basic Calculus. . . . . 3 Credits
A calculus course designed for students in the business or biological sciences. Differential and integral calculus of the algebraic, exponential and logarithmic functions with applications in business and economics. (Prerequisites: Two years of high school algebra and one year of geometry with an ACT of 24 or above or MATH 1130). F, Sp

♦**MATH 1910—Calculus I. . . . . 4 Credits**
The standard course in single-variable calculus is designed for students of science, engineering, mathematics, and computer science. Topics included are rates of change, limits, continuity, differentiation, integration and applications of the derivative. (Prerequisites: Two years high school algebra, one year of geometry, and one year of advanced math (including trigonometry) plus satisfactory ACT scores of 26 (or equivalent SAT scores) or above on the math component, or ♦MATH 1730) F, Sp

MATH 1920—Calculus II . . . . 4 Credits
This course includes the differentiation and integration of transcendental functions with applications, additional methods of integration, analytic geometry, and infinite series. (Prerequisite: ◆ MATH 1910) Sp, Su

MATH 2000—Matrix Computations. . . . . 1 Credit
Introduction to matrix calculations including determinants, eigenvalues and eigenvectors. (Prerequisites: ◆ MATH 1910 or permission of instructor.) Sp

MATH 2010—Matrix Algebra . . . . 3 Credits
A first course in the algebra of simultaneous linear equations and matrices. Includes Gaussian elimination, determinants, vector spaces, linear transformation, eigenvalues, eigenvectors change of basis, Gram-Schmidt orthonormalization process, and applications. (Prerequisites: ◆ MATH 1910 or consent of instructor.) Sp

MATH 2050—Probability and Statistics (Calculus-Based). . . . . 3 Credits
This calculus-based course is designed primarily for students of Business and Economics. It includes descriptive statistics, concepts of probability and probability distributions, binomial and normal distributions, linear correlation and regression, estimation and significance tests for means, ANOVA, contingency tables and quality control. **A calculator and basic computer abilities are necessary.** (Prerequisite: ◆ MATH 1830 or ◆ MATH 1910) Sp

MATH 2100—Discrete Mathematics. . . . . 3 Credits
This course is designed for mathematics and computer science majors. It includes symbolic logic, sets, relations and functions. Boolean algebra, combinatorics, and the concept of proof in mathematics and elementary number theory. (Prerequisite: ◆ MATH 1910)

MATH 2110—Calculus III . . . . 4 Credits
This course is a continuation of the first-year calculus sequence. Topics included are partial differentiation, multiple integrals, polar co-ordinate geometry and parametric equations, 3-D analytical geometry vectors and vector calculus. (Prerequisite: ◆ MATH 1920) F

MATH 2120—Differential Equations . . . . 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: ◆ MATH 1920) Sp

MATH 2700-2710-2720—Independent Study . . . . 2 Credits Each
Independent study in mathematics by qualified students under the supervision of a faculty member. Especially designed to introduce students to techniques of mathematical research. Up to six credit hours can be earned. (Prerequisites: ◆ MATH 1920 and consent of instructor on request and by prior approval of mathematics department)

MATH-SCIENCE

MSC 101—Science Literacy . . . . 3 Credits
A broad course aimed at giving the student a general understanding of science and technology. The course expects to raise the students understanding of the public issues that involve science.

MSC 102—Survey of Science . . . . 2 Credits
This course includes items in science as well as topics in astronomy, geology; discusses the nature of energy and matter and recent advances in biology.

MSC 1011—Physical Sciences . . . . 3 Credits
This course is an introduction to the concepts and methods employed in the discipline of science. The student should obtain a knowledge of the physical sciences sufficient to make informed decisions about physical science issues that are presented in the normal policy creation process. Included in the course are an introduction to the criteria for what a science is and what types of reasoning are considered valid within scientific disciplines; the basic concepts and methodology of physics, chemistry and geology; and applications of the concepts of physical sciences to political, social and economic issues.

MSC 1012—Introduction to Physical Sciences. . . . . 4 Credits
This is a survey course of the principles of physics and chemistry. Topics from the following
areas will be covered: The nature of science, mechanics, energy momentum, sound and light,
electricity and magnetism, atomic theory, chemical reactions, nuclear reactions, science and
modern life. F, Sp

3 hours lecture—2 hours laboratory

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).

3 hours lecture—2 hours lab

MEDICAL RECORD TECHNOLOGY
(SEE HEALTH INFORMATION TECHNOLOGY)

MEDICAL TRANSCRIPTION

MDT 102—Medical Terminology. . . . . 3 Credits
A study of medical terminology word elements including prefixes, suffixes and root words.
Diagnostic, clinical, laboratory, pharmaceutical and surgical terms are also learned as they per-
tain to each body system. F

3 hours lecture/week

MDT 103—Anatomy Concepts in Medical Transcription. . . . . 2 Credits
A study of basic anatomy and physiology of all body systems. F

2 hours lecture/week

MDT 104—Basic Medical Transcription. . . . . 5 Credits
The study of medical transcription practices and procedures according to AAMT guidelines.
Transcription practice utilizing dictated medical reports such as office notes, letters, history
and physical reports, consultations, operative reports, discharge summaries, x-ray and pathol-
ogy reports. An introduction to medical ethics is also provided.

15 hours laboratory/week

MDT 105—Medical Transcription Procedures I . . . . 1 Credit
Study includes a review of basic grammar and punctuation rules. Course also provides and in-
troduction to medicolegal issues, regulatory agencies and other pertinent health information
management issues related to the practice of medical transcription.

MDT 110—Computer Concepts in Medical Transcription . . . . 1 Credit
A study of computer applications related to the practice of medical transcription to include
word processing functions that will enhance productivity. Practice with typing tutorial software
to increase speed and accuracy.

MDT 111—Advanced Medical Transcription. . . . . 5 Credits
Advanced medical transcription with emphasis on speed and accuracy in a variety of types of
medical transcription. Sp

15 hours laboratory/week

MDT 112—Clinical Practicum. . . . . 6 Credits
Transcription experience in a medical facility. Sp

16 hours clinical/week

MDT 120—Advanced Medical Terminology . . . . 1 Credit
A study of human diseases and associated laboratory, radiological and surgical terminology.

1 hour lecture/week

MDT 125—Pharmacology Concepts in Medical Transcription1 Credit
This course will familiarize the student with the trade names and brand names of a variety of medications, drug classifications and general therapeutic use.
1 hour lecture/week

MILITARY SCIENCE

AIR FORCE

MSAF 1010—The Air Force Today I . . . . 1 Credit
This is a survey course that focuses on the organizational structure and missions of the Air Force; officership and professionalism, and includes an introduction to communicative skills. A weekly leadership laboratory consisting of Air Force customs and courtesies, health and physical fitness, and drill and ceremonies is mandatory. *On Demand.* (Prerequisite: Permission from ROTC program at the University of Tennessee, Knoxville. Corequisite: MSAF 1030)

MSAF 1020—The Air Force Today II. . . . . 1 Credit
This course is a continuation of MSAF 1010 that focuses on the organizational structure and missions of the Air Force; officership and professionalism, and includes an introduction to communicative skills. A weekly leadership laboratory consisting of Air Force customs and courtesies, health and physical fitness, and drill and ceremonies is mandatory. *On Demand.* (Prerequisite: Permission from ROTC program at the University of Tennessee, Knoxville. Corequisite: MSAF 1040)

MSAF 1030—Leadership Laboratory I . . . . 1 Credit
Leadership Laboratory includes a study of Air Force customs and courtesies, drills and ceremonies, and giving military commands; instructing, correcting, and evaluating the preceding skills; studying the environment of an Air Force officer; and learning about opportunities available to commissioned officers. *On Demand.* (Prerequisite: Permission from ROTC program at the University of Tennessee, Knoxville. Corequisite: MSAF 1020)

MSAF 1040—Leadership Laboratory II . . . . 1 Credit
Leadership Laboratory includes a study of Air Force customs and courtesies, drills and ceremonies, and giving military commands; instructing, correcting, and evaluating the preceding skills; studying the environment of an Air Force officer; and learning about opportunities available to commissioned officers. *On Demand.* (Prerequisite: Permission from ROTC program at the University of Tennessee, Knoxville. Corequisite: MSAF 1020)

MSAF 2010—The Development of Air Power I. . . . . 1 Credit
This course focuses on factors contributing to the development of air power from its earliest beginnings through two world wars; the evolution of air power concepts and doctrine; and an assessment of communicative skills. A weekly leadership laboratory consisting of Air Force customs and courtesies. Air Force environment, drill and ceremonies, and field training orientation is mandatory. *On Demand.* (Prerequisite: Permission from ROTC program at the University of Tennessee, Knoxville. Corequisite: MSAF 2030)

MSAF 2020—The Development of Air Power II . . . . 1 Credit
This course is a continuation of MSAF 2010 that focuses on factors contributing to the development of air power from its earliest beginnings through two world wars; the evolution of air power concepts and doctrine: and an assessment of communicative skills. A weekly leadership laboratory consisting of Air Force customs and courtesies. Air Force environment, drill and ceremonies, and field training orientation is mandatory. *On Demand.* (Prerequisite: Permission from ROTC program at the University of Tennessee, Knoxville. Corequisite: MSAF 2040)

MSAF 2030—Leadership Laboratory III. . . . . 1 Credit
Leadership Laboratory includes a study of Air Force customs and courtesies, drills and ceremonies, and giving military commands; instructing, correcting, and evaluating the preceding skills; studying the environment of an Air Force officer; and learning about opportunities available to commissioned officers. *On Demand.* (Prerequisite: Permission from ROTC program at the University of Tennessee, Knoxville. Corequisite: MSAF 2010)

MSAF 2040—Leadership Laboratory IV . . . . 1 Credit
Leadership Laboratory includes a study of Air Force customs and courtesies, drills and cere-
monies, and giving military commands; instructing, correcting, and evaluating the preceding
skills; studying the environment of an Air Force officer; and learning about opportunities avail-
able to commissioned officers. *On Demand.* (Prerequisite: Permission from ROTC program at
the University of Tennessee, Knoxville. Corequisite: MSAF 2020)

ARMY

MSAR 101—Foundations of Officership. . . . . 2 Credits
Discusses organization and role of the Army. Emphasizes basic life skills pertaining to fitness and
communication. Analyzes Army values and expected ethical behavior. Adventure training skills lab
introduces land navigation, rifle marksmanship, mountaineering and optional field training exercises.

MSAR 102—Basic Leadership . . . . 2 Credits
Develops basic skills that underline effective problem solving. Examines factors that influence
leader and group effectiveness. Emphasis communication skills to include active listening and
feedback techniques. Adventure training skills lab introduces land navigation, rifle marksman-
ship, mountaineering and optional field training exercises.

MSAR 103—Army ROTC Fitness Program . . . . 1 Credit
Develops individual muscular strength, muscular endurances and cardio-respiratory en-
durance. Classes are divided into groups based on ability and exercises are geared toward per-
sonnel improvement. Primary evaluation is the Army Physical Fitness Test, which consists of
pushups, situps and a two-mile run. May be repeated. Maximum 4.

MSAR 200—Leaders' Training Course. . . . . 4 Credits
A 28-day leadership of self, self-confidence, and individual leadership skills. Concentrates on
problem solving and critical thinking skills. Emphasizes communication skills such as feed-
back and conflict resolution. Adventure training skills lab introduces land navigation, rifle
marksmanship, mountaineering, and optional field training exercises.

MSAR 201—Individual Leadership Studies. . . . . 3 Credits
Develops knowledge of self, self-confidence, individual leadership skills. Concentrates on
problem solving and critical thinking skills. Emphasizes communication skills such as feed-
back and conflict resolution. Adventure training skills lab introduces land navigation, rifle
marksmanship, mountaineering, and optional field training exercises.

MSAR—Leadership and Problem Solving . . . . 3 Credits
Focuses on self-development through understanding of self and group processes. Examines
leadership through group projects and historical case studies. Adventure training skills lab in-
troduces land navigation, rifle marksmanship, mountaineering, and optional field training ex-
ercises. (Prerequisite: MSAR 201 or consent of the professor of Military Science.)

MUSIC

THEORY AND LITERATURE

MUS 110—Music Theory I (Fall only) . . . . 3 Credits
A study of notation, tonality, intervals, triads, seventh chords and chord progressions leading
to a fundamental understanding of harmony in 18th century music. (Prerequisite: Knowledge
of music fundamentals.)

MUS 111—Ear Training I . . . . 1 Credit
Development and proficiency in identifying intervals, scales, and triads aurally. Ability to vo-
calized and notate basic melodies, harmonies and rhythms. Should be taken concurrently with
MUS 110, Music Theory I.

MUS 120—Music Theory II . . . . 2 Credits
This course includes the study of standard vocabulary of harmony, part writing, form and
analysis of common practice music. Must be taken in sequence. (Prerequisites: MUS 110;
MUS 111) Sp

MUS 123—Ear Training II. . . . . 1 Credit
This course covers development of proficiency in identifying and notating melodic, harmonic
and rhythmic dictation. Must be taken in sequence. Should be taken concurrently with MUS
120. (Prerequisites: MUS 110; MUS 111) Sp

MUS 124—Ear Training III. . . . . 1 Credit
This course is a continuation of MUS 123. Student continues to develop aural listening skills
and proficiency in identifying intervals, compound intervals, modes and chords. Ability to vo-
calize and notate complex melodies, harmonies and rhythms. Should be taken concurrently
with MUS 210. (Prerequisites: MUS 120; MUS 123) F

MUS 125—Ear Training IV . . . . 1 Credit
Content covers development of proficiency in identifying and notating complex, melodic, har-
monic and rhythmic dictation. Must be taken in sequence. Should be taken concurrently with
MUS 220. (Prerequisites: MUS 210; MUS 124) Sp

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 key-
board, sight singing, and ear training. Open to all students.

MUS 210—Music Theory III . . . . 2 Credits
This course includes a study of tonicization, modulation, chromatic harmony, chord progres-
sions, part writing, form and analysis leading to an understanding of harmony and melody in
19th century music. Must be taken in sequence. (Prerequisites: MUS 110, MUS 120) F

MUS 213—Intro to Digital Music . . . . 3 Credits
Introduction to the use of computer technology in music notation, recording and editing.
Course investigates MIDI technology, sequencing and audio recording. While some musical
knowledge is a plus, creativity will suffice.

MUS 214—Digital Music II . . . . 3 Credits
This course is a continuation of Intro to Digital Music. Students will continue to learn the use
of computer technology in music notation, recording and edition. This course further investi-
gates MIDI technology, sequencing and audio recording. (Prerequisite: MUS 213)

MUS 220—Music Theory IV (Spring only) . . . . 2 Credits
Study of modulation, chromatic harmonies, 20th century harmonies, and other harmonic pro-
cedures since the common practice period. Must be taken in sequence. (Prerequisites: MUS
110, 120, 210)

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 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 represen-
tative literature. Offered for non-music majors who can read music; required for music majors.
Offered only in alternate Fall semesters.

MUS 231—Music History Survey . . . . 3 Credits
Study of music in western civilization from antiquity through 20th century. Students learn
through class lecture, listening assignments, concert attendance, and performance of represen-
tative literature. Offered for non-music majors who can read music; required for music majors.

MUS 240—Introduction to Music Literature II. 3 Credits
A continuation of MUS 230, Introduction to Music Literature I, covering the ClassIC era
through 20th century. Offered for non-music majors who can read music; required for music
majors. Offered only in alternate Spring semesters.

MUS 250—Choral Conducting . . . . 3 Credits
Study of choral conducting techniques; and management of church, school and community
choral groups both vocally and organizationally. Offered for both music majors and non-music
majors. Students should be able to read music. Sp

◆ **MUS 1030—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 assign-
ments. Available in lecture, video, and WEB format. F, Sp, Su

APPLIED MUSIC: ENSEMBLES

Non-music majors are invited to participate in any of the music ensembles.
Auditions are required only for MUS 113—Celebration; all other ensembles are open
to all students. All ensembles may be repeated for credit but cannot be repeated to re-
place a failing grade.

MUS 112—Roane State Concert Choir . . . . 1 Credit
Performs a variety of music, from pop to major choral works and selections from standard
choral literature. Meets three hours per week. May be repeated for credit. Open to all students.

MUS 113—Celebration. . . . . 1 Credit
A contemporary show choir. Meets four hours per week and begins one week prior to the be-
ginning of fall semester. Students accepted into Celebration are expected to participate in the
class both fall and spring semester of the academic year. May be repeated for credit. Admission
by audition only. (Auditions are held each spring for the following year.)

MUS 114—Celebration Choreography. . . . . 1 Credit
Meets two hours per week and begins one week prior to the beginning of fall semester. Student
accepted into Celebration are expected to participate in the class both fall and spring semesters
of the academic year.

MUS 115—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 deter-
mined by instructor. F, Sp

MUS 116—Concert Band. . . . . 1 Credit
Performs traditional and contemporary wind ensemble literature. Open to all qualified stu-
dents. Meets three hours per week. Open to all students who play band instruments. F, Sp

MUS 117—Jazz Band . . . . 1 Credit
Performs arrangements for jazz in contemporary and jazz-rock styles. Performances regularly
scheduled off-campus, as well as for student body. Meets two hours per week. No audition is
required. May be repeated for credit.

MUS 118—Gospel Choir . . . . 1 Credit
Perform traditional and contemporary gospel music designed for students who enjoy singing
gospel music. Emphasis is placed upon public performances. Meets three hours per week. May
be repeated for credit. Open to all students.

MUS 119—Women's Choir . . . . 1 Credit
Vocal ensemble consisting of female students. Performs a variety of choral literature specifi-
cally designed for the female voice. Ensemble will perform a minimum of three times per se-
mester. May be repeated for credit but not to replace a failing grade. Meets on the Oak Ridge
campus.

Course Descriptions

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. May be repeated for credit.

MUS 101—Voice Class I . . . . 1 Credit
Group instruction in basic vocal techniques, focusing on vocal styles of the 20th century. Class meets twice per week.

MUS 102—Voice Class II . . . . 1 Credit
Continuation of group instruction in voice, focusing on performance skills and stage presence. Class meets twice per week.

MUS 103—Class Piano I . . . . 1 Credit
Group instruction in basic keyboard technique for students with little or no prior training in piano, or for music majors preparing for a piano proficiency exam.

MUS 104—Class Piano II . . . . 1 Credit
Group instruction in basic keyboard technique for students with little prior training in piano, or for music majors preparing for a piano proficiency examination. Electronic pianos will be used. Class meets twice weekly. Daily practice required. Should be taken in sequence.

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

MUS 200-209—Music Seminar . . . . 1-3 Credits
This course is designed for those students who are interested in pursuing an in-depth study of some particular music area.

APPLIED MUSIC: INDIVIDUAL INSTRUCTION

Private lessons in voice, organ, piano, or other instruments may be taken each semester for one or two semester hours credit. Any student may take private lessons. Scheduling preferences will be given to full-time music majors. Students receive 25 minutes of private instruction per week per semester hour of credit. Any student may take applied music instruction in a minor area. Repeatable each semester for credit but may not be repeated to replace a failing grade.

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. Solo class is also for students with a music scholarship.

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

MUS 105—Accompanying . . . . 1 Credit
Accompany voice lessons, ensembles, and recitals in order to learn the fundamentals of accompanying. Two voice students assigned per semester hour. Admittance by audition.

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.)

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 ONE CREDIT	ELECTIVE TWO CREDITS	1ST YEAR MAJOR TWO CREDITS	2ND YEAR MAJOR TWO CREDITS
Guitar	MUS 170	MUS 171	MUS 270	MUS 271
Piano	MUS 180	MUS 181	MUS 280	MUS 281
Organ	MUS 182	MUS 183	MUS 282	MUS 283
Voice	MUS 190	MUS 191	MUS 290	MUS 291
Brass	MUS 192			MUS 292
Woodwinds	MUS 193			MUS 293
Strings	MUS 194			MUS 294
Percussion	MUS 195			MUS 295

NURSING

NSG 105—Foundations for Nursing Practice. . . . . 10 Credits
Introduction to the nursing process as it is applied to individuals at various stages throughout the life cycle. Content areas will include the role of nursing in health care delivery; basic human needs; legal and ethical considerations; the nursing process; therapeutic communication; vital signs; physical assessment; promotion of comfort; safety; hazards of immobility; infection control; wound care; medication administration; elimination; oxygenation; perioperative care; sensory alterations; sleep; nutrition; stress; psychosocial, cultural, and family factors in health care; loss, death, and grief; and patient education. (Prerequisites or corequisites: ◆ BIOL 2010; corequisite: NSG 118) F
6 hours lecture—6 hours clinical—6 hours laboratory

NSG 107—Care of the Childbearing Family . . . . 4 Credits
Students will continue to apply the nursing process to care of the child-bearing family. Content areas include family planning; conception & fetal development; pregnancy; fetal assessment; labor & delivery; postpartum care; care of the newborn; maternal-infant nutrition; and care of the high-risk child-bearing family. (Prerequisites: BIOL 2010, NSG 105 and NSG 118; corequisites: ◆ BIOL 2020, NSG 109) Sp
3 hours lecture—6 hours clinical for 1/2 semester

NSG 109—Adult and Child Health I. . . . . 6 Credits
This course introduces the student to pediatric and adult medical-surgical concepts within the framework of the nursing process. Emphasis is placed on pathophysiologic disturbances and related nursing skills. Content includes fluids and electrolytes; communicable diseases; orthopedic, EENT, autoimmune, oncologic and hematologic disorders; and dysfunctions of the integumentary, and reproductive systems. (Prerequisites or corequisites for LPNs: NSG 105 and NSG 118; corequisites: ◆ BIOL 2020 and NSG 107) Sp
3 hours lecture—6 hours clinical—6 hours laboratory for 1/2 semester

NSG 115—Fundamentals of Nursing . . . . 10 Credits
(Prerequisite: Admission to LPN Mobility Program)

NSG 118—Pharmacology . . . . 3 Credits
This course will introduce the student to drug standards and legislation pertaining to drug therapy; drug preparations; basic principles of drug action; application of the nursing process in drug therapy; pediatric and geriatric implications in drug therapy; distribution systems; drug orders; mathematic principles related to drug preparation and administration; routes of drug administration; drug classifications; basic mechanisms of action, therapeutic applications, and nursing implications. (Prerequisite: Admission into Nursing Program; corequisite: NSG 105) F

NSG 210—Adult and Child Health II . . . . 10 Credits
A continuation of Adult and Child Health I. This course increases the pathophysiologic knowledge base in pediatric and adult medical-surgical health care within the framework of the nursing process. Content areas includes the care of clients with cardiovascular, respiratory, renal, neurologic, endocrine, and gastrointestinal system dysfunctions. (Prerequisites: ◆ BIOL 2010, 2020, 2230, NSG 109) F
6 hours lecture—12 hours clinical

NSG 212—Psychosocial Nursing . . . . 4 Credits
This course focuses on the psychosocial needs of individuals of differing age groups at varying points on the mental health continuum. Multiple theoretical models are presented as the scientific bases for the implementation of the nursing process. (Prerequisites: NSG 210) Sp
3 hours lecture—6 hours clinical for 1/2 semester

NSG 215—Transitions to Nursing Practice . . . . 3 Credits
A seminar course which focuses on exploration of nursing roles, organizational approaches to the delivery of nursing care, client and organizational management, and contemporary issues in nursing and health care. Clinical experiences focus on refinement of advanced nursing skills. (Prerequisite: NSG 210) Sp
1.7 class hours/week—60 hours clinical/semester

OFFICE ADMINISTRATION

OAD 100—Keyboarding. . . . . 1 Credit
A software-based computer course designed for individuals with no prior keyboarding experience; develops touch mastery needed for information input; emphasis is on speed and accuracy. A speed of 25 words a minute is required. Note: This course will not be accepted as part of the Office Administration degree. F, Sp, Su

OAD 101—Keyboarding and Formatting. . . . . 3 Credits
Students will use Keyboarding Pro software to develop proper techniques of touch keyboarding and will be introduced to basic formatting techniques using MSWord software. Speed, accuracy and control are emphasized in developing touch mastery for alphabetic, numeric and symbol information input. F, Sp

OAD 102—MSWord/Document Processing . . . . 3 Credits
This course covers the intermediate principles and techniques of document processing using computers and MSWord software. Emphasis is placed upon planning and organizing a range of business communications and upon meeting production standards essential to the operation of modern offices. (Prerequisite: OAD 101) F, Sp

OAD 105—Business Communications. . . . . 3 Credits
This course focuses on the fundamentals of English-parts of speech, word usage, punctuation, capitalization, abbreviations, numbers, spelling, proofreading, and editing. Marketing portfolio preparation, composing different types of business correspondence, and presenting information are emphasized. F

OAD 201—Administrative Office Management. . . . . 3 Credits
This course is an integration of in-depth discussion and practical applications of administrative support systems and procedures for the office professional in making contributions to the managerial functions of the electronic office. Sp

OAD 203—Business Writing . . . . 3 Credits
This course focuses on the principles of written and oral communication skills in a business environment. Business letters and memos, resumes and cover letters, job applications and interviewing techniques, along with other projects, will be covered. A secondary emphasis is on oral and written presentations. Emphasis will also be on organization, composition, and evaluation of communications for specific purposes, as well as style, mechanics, and grammar. (Pre- or corequisites: ENGL 1010 or OAD 105) Sp

OAD 204—Information and Document Control . . . . **3 Credits**
This course covers the flow of paper and electronic documents through the information pro-
cessing cycle, from creation to distribution, retention and destruction. The Internet and
MSWord will be used for gathering information and creating documents. MSAccess will be
used for records management projects. Study will include records inventory, retention and de-
struction schedules, security tactics and disaster recovery plans. (Prerequisite: OAD 101) Sp

OAD 205—Integrated MSOffice Applications . . . . **3 Credits**
Microsoft Office software is used to emphasize productivity and mastery of integrating the ap-
plications in the MS Office Suite (Word, Excel, PowerPoint, Access, Publisher, and Front
Page). Desktop publishing, desktop information management, and basic web design are in-
cluded along with voice and handwriting input. Simulated office situations and a variety of ac-
tivities are used. (Prerequisite: OAD 102) F, Sp

OAD 211-215—Seminar in Office Administration . . . . **1-3 Credits**
An updating or analysis of a particular topic, concern, or problem in office administration. May
include courses in preparation for the CPS exam and/or recertification.

OAD 250—Work Experience (Office Central) . . . . **3 Credits**
Practical office skills are learned through serving in each of the positions in the model office
under the supervision of the instructor. Projects from the college staff as well as local small
businesses will be completed for actual work experience. (Prerequisite: OAD 101) F, Sp

OCCUPATIONAL THERAPY ASSISTANT

**All OTA courses are required to be taken in sequence, as listed in the degree
checklist. Admission to the program is required prior to taking OTA course with
the exception of OTA 104.**

OTA 102—Introduction to Occupational Therapy . . . . **2 Credits**
An introduction to the health care system and to the profession of occupational therapy.
Included are the history and philosophical base of the profession and its personnel, an overview
of medical terminology, application of learning style, and an orientation to ethics. F
2 hours lecture/week

OTA 104—Rehabilitation Communication . . . . **2 Credits**
This course includes information on written and oral communication used by rehabilitation
professionals. Included are medical terminology, a study of the patient medical record, patient
documentation, and use of focused professional literature to write abstracts and perform med-
ical literature reviews. Emphasis will be on practical use of medical terminology and the med-
ical documentation. Course prerequisite: ENG 101. F, Sp
2 hours lecture

OTA 107—Therapeutic Activities . . . . **3 Credits**
Analysis and performance of a variety of media emphasizing the concept of activity as therapeu-
tic. Students will learn the grading and adaptation of selected activities and have the opportuni-
ty to order supplies, learn safety and maintenance of equipment, and to teach activities. F
2 hours lecture—3 hours laboratory/week

OTA 110—Theory and Treatment of Psychosocial Dysfunction . . . . **5 Credits**
Description of psychosocial dysfunctions commonly treated in occupational therapy. Theories
of occupational therapy treatment will be explored and students will practice a variety of tech-
niques used in identifying and treating psychosocial disorders. Sp
4 hours lecture—3 hours laboratory/week

OTA 115—Level I Psychosocial Fieldwork . . . . **2 Credits**
Directed observation and participation in either psychosocial or community setting to learn the
clinical application of occupational therapy principles and techniques. Sp
15 hours lecture—40 hours clinical fieldwork

OTA 117—Neurological Theory and Treatment. 4 Credits
Student will review basic neuroanatomy, neurophysiology and learn pathologies commonly seen in OT. Students will apply treatment principles in lab. Sp
3 hours lecture—3 hours laboratory

OTA 209—Theory and Treatment of PAMs . . . . 3 Credits
This course will familiarize students with commonly used electrical stimulation, thermal and mechanical agents. The student will learn theory and application as well as how to integrate these PAMs into occupational therapy intervention plans. Use of PAMs as an adjunct to therapy or in preparation for purposeful activity will be addressed. (This is an OTA elective course and does not count toward degree requirements.) F, Sp
3 hours lecture/lab combination

OTA 210—Theory and Treatment of Physical Dysfunction . . . . 5 Credits
The student will learn about physical pathologies and disabilities commonly seen in occupational therapy as well as current treatment techniques and methods. Treatment applications and rationale will be explored in lecture and laboratory with simulated treatment practice. F
4 hours lecture—3 hours laboratory/week

OTA 212—Occupational Therapy Practice Management . . . . 2 Credits
Basic knowledge of the responsibilities of an OT department and in the health care setting. Planning and management of activity service is included. Current topics and issues in OT practice as well as the changing role from student to employee are explored. F
2 hours lecture/semester

OTA 213—Clinical Application of Electrical and Thermal Modalities 1 Credit
Supervised clinical application of various physical agent modalities in approved setting. Minimum of 15 patient treatments. (This is an OTA elective course and does not count toward degree requirements.) (Prerequisite or corequisite: OTA 209) F, Sp

OTA 216—Pediatric Theory and Treatment . . . . 5 Credits
Descriptions of commonly treated disorders in children and developmentally disabled individuals. Occupational therapy treatment techniques, rationale and application are presented. Laboratory experience will include basic treatment skills and simulated treatment practice using purposeful activities. F
4 hours lecture—3 hours laboratory

OTA 217—Level I Physical Disability Fieldwork . . . . 2 Credits
Students will participate in occupational therapy treatment of clients with physical dysfunctions in clinical setting. F
15 hours lecture—40 hours clinical fieldwork

OTA 221—Life Development Fieldwork II . . . . 7 Credits
Supervised fieldwork in an approved mental health, community, educational, early intervention, work hardening, or other appropriate setting. Spring or summer, 8 weeks, full time. (Prerequisite: All required coursework must be completed.) Sp or Su
320 total hours

OTA 226—Medically Based Fieldwork II . . . . 7 Credits
Supervised fieldwork in an approved medically based setting. (Prerequisite: all required coursework must be completed.) Spring, eight weeks, full time.
320 total hours

Opticianry

OPT 101—Introduction to Opticianry . . . . 4 Credits
A general overview of the field of Opticianry, intended to provide the student with a broad base for more advanced study. Included is the history of Opticianry, the visual sense, basic geometric optics, normal and abnormal vision, lens theory and design, frame design and principles of decentration, government regulations and licensure, as well as an introduction to the ophthalmic dispensing clinic.
4 hours lecture—3 hours clinic

Course Descriptions

OPT 110—Ophthalmic Dispensing I . . . . 4 Credits
A continuation of Introduction to Opticianry to include frame fit and adjustment, prescription analysis, visual acuity, resolving prisms, influence of vertex distance on prescription, and introduction to presbyopia.

3 hours lecture—3 hours clinic

OPT 120—Ophthalmic Materials I . . . . 4 Credits
This course is designed to introduce the student to the most commonly used ophthalmic devices, and the physical make-up of these devices. This includes single vision lenses, spectacle frames, and bifocal lenses, with special emphasis on how these devices are produced. Also included is an introduction to fabrication of lenses, developing a basis for layout, blocking, grinding, and verification procedures.

3 hours lecture—3 hours laboratory

OPT 123—Geometric Optics for Opticians . . . . 3 Credits
Surveys basic elements of geometric optics. Explores the basic theories of light, the electromagnetic spectrum, shadows and pinhole cameras, refraction at a plane surface, critical angle and internal reflection, lateral shift, apparent depth, prisms, mirrors, thin lenses and image formation. Emphasizes ray tracing and calculations. (Prerequisite: ♦MATH 1110). Sp

Combination lecture/lab (4 hours/week)

OPT 130—Contact Lenses I . . . . 4 Credits
An introduction to the fitting of contact lenses, following the history of contact and the development of new contact lens materials. Advantages and disadvantages of these materials are outlined, as well as indications and contra-indications to contact lens wear. Emphasis is placed on the optical principles behind contact lens correction, and the introduction of basic skills with related instrumentation.

3 hours lecture—3 hours laboratory

OPT 140—Practicum . . . . 1 Credit
Supervised fieldwork in a retail dispensary under a licensed optician, optometrist, or ophthalmologist.

320 total hours

OPT 143—Anatomy and Physiology of the Eye . . . . 4 Credits
A detailed study of the structures and functions of the eye and its adnexa, as well as an overview of common ocular pathologies.

5 hours lecture

OPT 210—Ophthalmic Dispensing II . . . . 4 Credits
A continuation of Ophthalmic Dispensing I to include the optical properties of spectacle lenses and their relationship to the patient's refractive error, the spectacle management of presbyopia, the spectacle management of high power prescriptions and prescription analysis.

4 hours lecture—3 hours clinic

OPT 220—Ophthalmic Materials II . . . . 4 Credits
A continuation of Ophthalmic Materials I, stressing: multifocal lenses - bifocals, trifocals, occupationals, blended and progressives. Increased hands-on experience with lens edging, including insertion, removal, and bench adjustment or spectacles. ANSI standards applied to all lab work.

4 hours lecture—3 hours laboratory

OPT 230—Contact Lenses II . . . . 4 Credits
Continuation of Contact Lenses I with increased attention to lens selection and design. Fitting philosophies of hydrogel and gas permeable contact lenses are put into practice, and follow-up care is stressed. Insertion, removal, and diagnostic skills are increased.

4 hours lecture—3 hours laboratory

OPT 260—Ophthalmic Dispensing III . . . . **4 Credits**
A continuation of Ophthalmic Dispensing II to include advanced prescription analysis, clinical astigmatism, fashion spectacle dispensing, aniseikonia, low vision care, clinical types of hyperopia, ocular injuries and emergencies, visual field anomalies, orthoptics, prosthetic eyes, ophthalmic instrumentation, and theory of refraction.
4 hours lecture—3 hours clinic

OPT 270—Ophthalmic Materials III . . . . **4 Credits**
A continuation of Ophthalmic Materials II to include cataract eyewear, glass lens tempering, high minus lens designs/materials, and a variety of specialty lenses. Practice management including: ordering, inventory, duty to warn, equipment maintenance, semantics and salesmanship. Licensed professional responsibilities are presented, along with the latest trends (fashion, technological breakthroughs). Advanced spectacle fabrication in the lab, to include: semirimless mounts, various repairs, progressive lenses, bifocal projects, and prism RXs.
3 hours lecture—3 hours laboratory

OPT 280—Contact Lenses III . . . . **4 Credits**
Continuation of Contact Lenses II, dealing mainly with special fitting problems and special lens design. Practice management techniques are included, as well as continued use of all needed instrumentation.
3 hours lecture—3 hours laboratory

PHARMACY

PHAR 1010—Introduction to Pharmacy Practice . . . . **3 Credits**
This course will introduce the student to the role of the pharmacy technician in institutional and community pharmacies. Topics will include legal and ethical aspects of support personnel, drug distribution and control, utilization of computers in the industry, verbal communication skills for the pharmacy technician and an introduction to the health care system.
1 hour lecture—2 hour laboratory

PHAR 1020—Anatomy for Pharmacy Technicians . . . . **3 Credits**
A basic course in anatomy and physiology with emphasis on those tissues and organ systems that are most impacted by drugs. Medical terminology will be developed towards the needs of the pharmacy technician.

PHAR 1030—Pharmacology and Therapeutics . . . . **3 Credits**
This course introduces the students to the basic principles of pharmacology, including an introduction to effects of various drugs, hormones and nutritional products. The students will be introduced to the general therapeutic doses of drugs and their interactions with the various organs of the body.

PHAR 1110—Pharmacy Law and Ethics . . . . **2 Credits**
This course will discuss state and federal laws, which govern the practice of pharmacy and the distribution of drugs. Students will also be introduced to the Tennessee Pharmacy Act and the Rules and Regulations promulgated by the Tennessee Board of Pharmacy. Health and safety regulations, effective communications with patients and co-workers, patient confidentiality, and other ethical aspects of the profession.

PHAR 1120—Physical Pharmacy . . . . **2 Credits**
This course will introduce the student to the physical aspects for the proper storage of drugs, toxic and flammable agents. The students will be introduced to the formulation, compounding and dissolution of tablets, ointments, capsules, suppositories and other vehicles for the therapeutic delivery of drugs. Students will also be introduced to topics such as stability, standards for various preparations, etc.

PHAR 1130—Sterile Products . . . . 3 Credits
This course will discuss the fundamentals of the preparation of sterile fluids as well as how to handle these in a sterile manner. Laboratory exercises will introduce the student to good compounding and aspects, techniques, training in appropriate labeling of products and preparations as well as the maintenance of proper documentation will also be provided.

PHAR 1140—Basic Medical Terminology for Pharmacy Tech. . . . . 2 Credits
This basic medical terminology course will provide the framework needed for those seeking to become a pharmacy technician. The course will focus on the components of a medical term and how to break down a medical term by prefix or suffix, additionally, medical terms as they relate to body structures and body systems will be covered. F

PHAR 1210—Pharmacy Practice I . . . . 5 Credits
This is a clinical rotation which provides the student practical hands on experience. The student will work under the direct supervision of a licensed pharmacist in a hospital and/or a health care center.

PHAR 1220—Pharmacy Practice II . . . . 5 Credits
This is a pharmacy clinical rotation which provides the student with practical experience in a retail setting. The student will work under the direct supervision of a pharmacist in area retail establishments.

PHAR 1230—Special Projects . . . . 3 Credits
Independent study of special areas in pharmacy which relate to current topics or research projects. No student may enroll in this course without the prior approval of the program director.

PHILOSOPHY

PHIL 111—Elementary Logic . . . . 3 Credits
Study of the principles of reasoning, deductive and inductive fundamentals, and the use of logic as a practical tool for critical thinking.

PHIL 121—Elementary Ethics. . . . . 3 Credits
Critical analysis of the principal ethical theories and their application to the problem of life.

PHIL 130-150—Philosophy Seminar . . . . 1-3 Credits
Designed to give students an in-depth study of a particular topic in contemporary branches of philosophy, including PHL 130-History of God in Judaism, Christianity and Islam; PHL 131 (Book of Revelation) and a proposed PHL 132 (Book of Genesis).

PHIL 201—Introduction to Religions of the World. . . . . 3 Credits
Introduction to the study of religion through selected historical traditions, East and West.

PHIL 231—Medical Ethics. . . . . 3 Credits
Deals with ethical issues in allied health fields such as abortion, euthanasia, patient-professional relationships, allocation of medical resources, genetic engineering, and related topics.

PHIL 1030—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.

PHYSICAL EDUCATION

The goal of RSCC's wellness-related physical education classes is to optimize the quality of life for all students. The classes are designed to teach students ways to reduce their risks of disease while improving their levels of fitness.

PHED activity classes meet twice a week for the entire semester, with the exception of the video course. Challenge exams and/or credit by proficiency exams are NOT given for PHED activity classes.

PHED 1060—Judo I . . . . **1 Credit**
This course is a U.S. Judo Association accredited class that covers the requirements for one belt (kyu) certification and advancement. You will learn the throws, techniques of control, immobilizations on the ground, bending and locking joints, and the language of the art forms used in the course.

PHED 1070—Judo II . . . . **1 Credit**
This course will demonstrate the techniques and movements utilized in Judo, an ancient, nonviolent, defensive martial art. The course will also explore the underlying philosophy and terminology of Judo.

PHED 1080—Jujitsu . . . . **1 Credit**
This course will demonstrate the techniques and movements utilized in Jujitsu, an ancient form of self-defense that originated in Japan. The course will also explore Jujitsu's underlying philosophy and terminology. Optional addition: Jujitsu was designed to turn the forced of an opponent's attack against him, throw an attacker off-balance, topple the opponent, and immobilize him after getting him on the ground.

PHED 1100—Fitness Walking . . . . **1 Credit**
Proper techniques for walking for fitness. Emphasis on health benefits of walking.

PHED 1120—Slimnastics . . . . **1 Credit**
For those interested in losing body fat and improving physical fitness.

PHED 1130—Aerobics . . . . **1 Credit**
A continuation of slimnastics, emphasizing cardiorespiratory endurance and changes in the body composition.

PHED 1170—Basketball . . . . **1 Credit**
Practice of fundamentals as well as the various types of play.

PHED 1180—Bowling . . . . **1 Credit**
Proper selection of equipment, correct method of approach and release of the bowling ball, and scoring. A fee will be charged for facility and equipment rental. F, Sp

PHED 1210—Golf . . . . **1 Credit**
Acquaintance of the beginning player with correct swing, selection and use of the various clubs, and fundamentals.

PHED 1300—Weight Training . . . . **1 Credit**
An introduction to the proper techniques and practices of weight training.

PHED 1310—Marksmanship and Firearms Safety . . . . **1 Credit**
Training in safe and efficient use of small bore rifles for pleasure. Shooting practice with .22 caliber rifles. Emphasis on safety to protect all students involved. As needed.

PHED 1320—Racquetball . . . . **1 Credit**
Instruction and practice in racquetball fundamentals. A fee will be charged for facility use.

PHED 1330—Softball . . . . **1 Credit**
Instruction and practice in the fundamentals of catching, batting, and backing up other positions. Rules and strategies.

PHED 1340—Tennis . . . . **1 Credit**
Instruction and practice in the development of basic strokes, rules, and terminology, with emphasis on learning to play singles and doubles.

PHED 1350—Volleyball . . . . **1 Credit**
Fundamentals, rules, and strategy of play.

PHED 1380—Fitness for Living I . . . . **1 Credit**
An individual total fitness program which encompasses these health related components for physical activity: cardiorespiratory endurance, muscular endurance, muscular strength, flexibility and body composition. There will be an additional emphasis on the development of a healthy, well-balanced nutrition plan.

PHED 1390—Fitness for Living II . . . . **1 Credit**
A continuation of PED 138 (Prerequisite: PED 138).

PHED 1400—Fitness for Living III . . . . **1 Credit**
An individual fitness program which encompasses these health related components for physi-
cal activity: cardio respiratory endurance, muscular endurance, muscular strength, flexibility
and body composition. There will be additional emphasis on the development of programs fo-
cusing on healthy backs and becoming a smart health consumer.

PHED 1410—Fitness for Living IV . . . . **1 Credit**
An individual fitness program which encompasses cardio respiratory endurance, muscular en-
durance, muscular strength, flexibility and body composition.

PHED 1450—Beginning Scuba . . . . **1 Credit**
This course instructs the novice in the skills of SCUBA diving. Emphasis is placed on safety
and a pattern of survival in all phases of underwater instruction. Some time will be spent in
classroom theory and lecture. A greater part will be spent in pool/lab work and open water dive
trips. Field trips are required for certification. Upon successful completion of the course, the
student will become a certified SCUBA diver, receiving an Open Water Diver certification
from PADI (Professional Association of Diving Instructors). Fee required.

PHED 1560—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.

PHED 1750—Concepts of Wellness . . . . **2 Credits**
A course that emphasizes a six-dimensional model of wellness (physical, emotional, occupa-
tion, social, spiritual, and intellectual). This course will stress the importance of creating a bal-
ance of these dimensions that make up our daily lives. This course will fulfill requirements of
one physical education activity course.

PHED 2050—Recreational Hiking . . . . **1 Credit**
Instruction and experience in hiking for exercise and recreational enjoyment: Fundamentals of
hiking, safety concerns, preparation and planning, and use of trail maps. Prerequisite: P.E.
Fitness Walking or permission of instructor.

PHED 2310—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.

PHED 2510—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.

PHED 2550—Rowing . . . . **1 Credit**
Fundamentals of rowing, including proper technique, safety, physical fitness, terminology, and
recreational aspects of rowing.

PHYSICAL THERAPIST ASSISTANT

ALL PTA COURSES MUST BE TAKEN IN APPROPRIATE SEQUENCE, AS
LISTED IN THE DEGREE CHECKLIST. ADMISSION TO THE PTA PROGRAM IS
REQUIRED PRIOR TO TAKING ANY PTA COURSES.

PTA 121—Kinesiology . . . . **3 Credits**
This course presents the basic concept of kinesiology. The perspective taken in studying this
subject is from that of a physical therapist assistant. A good understanding of musculoskeletal
anatomy will be reinforced and the neurological connection addressed. Emphasis is placed on
normal motion and movement patterns, especially as they apply to physical rehabilitation.

Biomechanical principles and the functional aspects of the musculoskeletal system are introduced. The course includes an introduction to posture, normal and pathological gait, goniometry and MMT. (Prerequisites: BIOL 2010, BIO 2020 and acceptance into the PTA program). F

2 hours lecture—3 hours laboratory

PTA 141—Patient Care Techniques . . . . 4 Credits
This course introduces the student to basic skills necessary for assessment and safe care of the patient and teaches the theory and techniques of basic patient care procedures. F

2 hours lecture—6 hours laboratory

PTA 151—Therapeutic Modalities . . . . 5 Credits
This course discusses the general principles of therapeutic heat, cold, electricity, light, massage, intermittent compression, hydrotherapy, pool therapy and traction. The physiologic effects, indications, contraindications and appropriate application of numerous modalities are presented. F

3 hours lecture—6 hours laboratory

PTA 214—Treatment of Medical/Surgical Conditions . . . . 3 Credits
This course introduces the student to common medical and surgical conditions and their management. Sp

3 hours lecture

PTA 235—Advanced Physical Therapy Procedures I . . . . 6 Credits
This course introduces the student to the fundamentals of therapeutic exercise. Rehabilitation concepts and procedures are discussed and practiced in terms of goals, indications, contraindications, progression, modifications, adaptations and documentation per patient status. Treatment of common orthopedic conditions, cardiovascular conditions and amputations are also presented. Sp

4 hours lecture—6 hours laboratory

PTA 236—Advanced Physical Therapy Procedures II . . . . 6 Credits
This course introduces the student to the fundamentals of motor retraining in the adult and pediatric patient with neurological damage. Study of normal/abnormal movement, developmental sequence of gross and fine motor skills and motor skill acquisition across the life span are included. Treatment of common neurological, respiratory and ob/gyn conditions are presented. Rehabilitation concepts and procedures are discussed and practiced in terms of goals, indications, contraindications, progression, modifications, adaptations and documentation per patient status. Sp

4 hours lecture—6 hours laboratory

PTA 238—Clinical Preparation I . . . . 2 Credits
This course prepares the PTA student for his/her clinical experiences and entry into the field as a physical therapist assistant. The student will begin to develop the concept of comprehensive patient care with mock clinic assignments. As an assistant to the Fitness Lab instructor and PTA faculty, the student will develop his/her skill as a PTA in the areas of wellness and prevention. The last four Fridays of the semester the student will participate in an integrated clinical affiliation. F

1.5 hours lecture—32 hours clinic

PTA 239—Clinical Preparation II . . . . 2 Credits
This course continues to prepare the PTA student for his/her clinical experiences and entry into the field as a physical therapist assistant. Each student will further develop the concept of comprehensive patient care with mock clinic assignments. This semester will offer the student additional experiences in wellness and prevention as they assist in the Fitness Center. The last four Fridays of the semester the student will participate in an integrated clinical affiliation. SP

1.5 hour lecture—32 hours clinic

PTA 244—Seminar . . . . 1 Credit
This concentrated course completes the transition from student to physical therapist assistant. Case studies prepared by the students during their summer clinicals are presented and discussed. Additional attention to cultural diversity and ethical issues is provided. Strategies for successfully completing the State Licensure Exam are discussed. Employment issues are addressed and a mock board exam is offered. Su

15 hours

PTA 256—Clinical Education I . . . . 5 Credits
Supervised patient care and clinical observation for the final semester PTA student. Su
240 hours clinic

PTA 257—Clinical Education II. . . . . 5 Credits
Supervised patient care and clinical observation for the final semester PTA student. Su
240 hours clinic

PHYSICS

PHYS 1010—Survey of Physics . . . . 4 Credits
This survey course will touch on the basic principles of physics with an emphasis on under-
standing the concepts involved (as opposed to the calculational aspects). Math will be used
when needed to understand physical relationships, or to familiarize the student with some of
the great concepts that changed the world.
3 hours lecture—3 hours laboratory/recitation

♦**PHYS 2010—Non-Calculus Based 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

♦**PHYS 2020—Non-Calculus Based Physics II. . . . . 4 Credits**
Covers electricity and magnetism, optics, and modern physics. (Prerequisite: PHYS 2010) Sp
3 hours lecture—3 hours laboratory

♦**PHYS 2110—Calculus-Based Physics I. . . . . 4 Credits**
Covers mechanics, wave motion, and heat (Prerequisite: ♦MATH 1910 Calculus I.) Must be
taken in sequence. F
3 hours lecture—3 hours laboratory

♦**PHYS 2120—Calculus-Based Physics II . . . . 4 Credits**
Covers electricity and magnetism, optics, and modern physics. (Prerequisite: ♦PHYS 2110) Sp
3 hours lecture—3 hours laboratory

PHYS 2310-2590—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 fac-
ulty member.)

POLITICAL SCIENCE

♦**POL 101—United States Government and Politics 3 Credits**
An introduction to the fundamental institutions and processes of American national politics in-
cluding 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 read-
ings, less lecture and more discussion. (Prerequisite: Consent of instructor.) As needed.

POLYSOMNOGRAPHY

PSG 101—Polysomnography I. . . . . 4 Credits
This course covers the International 10-20 System, application of sensors used in polysomno-
grams (sleep studies), calibration and functioning of polysomnographic equipment, and proce-
dures used in performing sleep studies.
3 hours lecture—3 hours laboratory

PSG 104—Sleep Disorders Diagnosis and Treatments . . . . **4 Credits**
This course covers sleep history; diagnosis and treatment of sleep disorders; cardiac, neuroanatomy, neurophysiology and respiratory functioning during sleep; and medical guidelines for polysomnography

4 hours lecture

PSG 107—Polysomnographic EKG Interpretation . . . . **3 Credits**
This course covers identification of cardiac dysrhythmias, anatomy of the heart and abnormal heart rhythms seen during polysomnography.

Combination lecture lab—3 hours 24 minutes

PSG 111—Polysomnography II . . . . **4 Credits**
This course covers troubleshoot equipment malfunctions, CPAP titration, EEG abnormalities, artifact elimination, conducting the all-night polysomnogram, MSLT/MWT studies, electrical safety, ancillary equipment and maintenance of polysomnographic equipment.

3 hours lecture—3 hours laboratory

PSG 116—Polysomnographic Interpretation . . . . **3 Credits**
This course covers all aspects of polysomnogram interpretation and report calculations. It will include sleep staging, interpretation of normal and abnormal EEG, respiration, body movements and cardiac rhythms.

2 hours lecture—3 hours lab

PSG 120—Clinical I. . . . . **3 Credits**
Students will complete rotations at clinical sites to gain experience working with polysomnographic equipment and sleep disorders patients.

120 total clinical hours

PSG 125—Clinical II . . . . **5 Credits**
Continuation of Clinical I.

240 total clinical hours

PSYCHOLOGY

◆**PSY 110—General Psychology** . . . . **3 Credits**
A survey course dealing with the scientific analysis of human behavior and mental processes. F, Sp, Su
NOTE: PSY 110, Honors General Psychology, is an enriched introduction to psychology with extra readings, less lecture, and more discussion. (Prerequisite: Consent of instructor)

PSY 205—Psychology of Adjustment . . . . **3 Credits**
A survey course dealing with adjustment in modern society focusing on a healthy self-concept, coping with psychological stress, and preventing maladjustment. Emphasis on humanistic principles and research. F, Sp

◆**PSY 210—Biological Basis of Behavior** . . . . **3 Credits**
A survey course describing the theories and research involving the role of genetic factors, nervous and endocrine systems and other biological features influencing human behavior and mental processes. F, Sp

PSY 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 110. F

◆**PSY 220—Developmental Psychology** . . . . **3 Credits**
A survey course dealing with the physical, cognitive, social and emotional aspects of the human developmental processes-from conception to death. F, Sp, Su

Course Descriptions

RADIOLOGIC TECHNOLOGY

RDT 102—Introduction to Radiologic Technology . . . . 4 Credits
Orientation to the profession, the radiology department, and the hospital. Major areas of study include: basic radiation protection, darkroom management, body mechanics, fire and electrical safety, medical ethics, patient care, and medical terminology. F
4 hours lecture

RDT 103—Image Analysis I. . . . . 1 Credit
Evaluation of the image for positioning and technical quality. Identification of pertinent anatomical structures. Areas of study include: chest, abdomen, and contrast studies. F
2 hours laboratory

RDT 106—Clinical Education I . . . . 2 Credits
Practical application in the radiology department. Skills include application of technical factors, radiographic positioning, patient interaction, and professional behavior. Students must demonstrate competence by performing radiologic examinations unassisted. F
16 hours clinical experience per week

RDT 107—Clinical Education II . . . . 2 Credits
Continuation of Clinical Education I. Sp
16 hours clinical experience per week

RDT 108—Clinical Education III . . . . 1 Credit
Continuation of Clinical Education II. Su
16 hours clinical experience per week

RDT 110—Image Analysis II . . . . 1 Credit
Continuation of Image Analysis I. Areas of study include: upper and lower extremities, hip, pelvis, bony thorax, and vertebral column. Sp
2 hours laboratory

RDT 113—Radiographic Procedures I . . . . 4 Credits
Basic principles of radiographic terminology and positioning for routine and contrast procedures. Study areas include: chest, abdomen, hand and wrist, digestive biliary and urinary systems. F
3 hours lecture—2 hours laboratory

RDT 114—Radiographic Procedures II . . . . 4 Credits
Continuation of Radiographic Procedures I. New areas of study include upper and lower limbs, shoulder girdle, hip/pelvis, bony thorax and vertebral column. Sp
3 hours lecture—2 hours laboratory

RDT 122—Exposure Technique . . . . 4 Credits
An analysis of the technical factors that influence film quality. Sp
4 hours lecture

RDT 130—Radiographic Processing . . . . 2 Credits
A study of silver image formation, principles of digital image formation and automatic processing, and radiographic quality control tools and procedures. Su
4 hours lecture for 8 weeks

RDT 203—Image Analysis III* . . . . 1 Credit
Continuation of Image Analysis II. Area of study: headwork. Su
2 hours laboratory for 8 weeks

RDT 206—Clinical Education IV* . . . . 3 Credits
Continuation of Clinical Education III.
24 hours clinical experience per week

RDT 207—Clinical Education V* . . . . 3 Credits
Continuation of Clinical Education IV. Sp
24 hours clinical experience per week

RDT 209—Radiologic Pathology . . . . 2 Credits
Introduction of theories of disease causation and pathophysiologic disorders compromising health systems. Etiology, pathophysiologic responses, clinical manifestations, radiographic appearance and management of alterations in body systems will be presented. (Prerequisites: BIOL 2010, 2020; MATH 1130 or higher level math)

RDT 210—Radiographic Procedures III*. . . . . 2 Credits
Continuation of Radiographic Procedures II. Areas of study are vertebral column, bony thorax, skull, facial bones, and sinuses. Su
3 hours lecture—2 hours laboratory per week for 8 weeks

RDT 212—Radiographic Procedures IV*. . . . . 3 Credits
A study of special and supplementary procedures and equipment including a review of radiographic pathology. F
3 hours lecture

RDT 215—Advanced Radiography*. . . . . 1 Credit
A study of the positioning and exposure modifications required for trauma, geriatric patients and patients with unusual conditions, body types or diseases. Also, exposure experiments, use of Q-C tools, advanced radiographic anatomy and film critique to prepare the student for entrylevel job skills.

RDT 216—Advanced Radiation Physics. . . . . 2 Credits
A study of equipment operation and quality control factors for computer and digital radiography, including a review of basic radiation physics principles for conventional radiography. (Prerequisites: BIOL 2010, 2020; MATH 1130 or higher level math)

RDT 222—Radiation Protection* . . . . 2 Credits
A study of the biological effects of ionizing radiation, patient and personnel protection, maximum permissible dose, personnel monitoring, and units of measurement for radiation exposure. Sp
2 hours lecture

RDT 225—Radiation Physics*. . . . . 3 Credits
A study of electromagnetism, production and properties of x-rays, interactions with matter, x-ray tube and circuitry, and specialized imaging equipment. F
3 hours lecture

RDT 226—Radiologic Science I*. . . . . 4 Credits
Knowledge of the profession is enhanced through group discussion, research and writing. A comprehensive review of radiologic technology registry content is included. Sp
4 hours lecture

RDT 230—Image Analysis IV* . . . . 1 Credit
Continuation of Image Analysis III. Areas of study: special and supplementary procedures. F
1 hour laboratory

*Prerequisites: BIOL 2010, 2020 and MATH 1130 or higher level math.

READING AND STUDY SKILLS

DSPS 0800—College Success Strategies . . . . 3 Credits
This course reviews the speaking, listening, and study skills techniques which facilitate successful participation in college courses. (Cannot be used to satisfy minimum number of hours required for graduation.)

DSPR 0700—Basic Reading . . . . 3 Credits
Designed to develop fundamental reading skills through systematic approaches to instruction in vocabulary and comprehension. Satisfactory completion of this course or other evidence of competencies in these areas is a prerequisite for DSPR 0800.

DSPR 0800—Developmental Reading . . . . 3 Credits
Provides instruction for the improvement of college reading skills with special emphasis on assessment and remediation. It is designed to develop college-level reading competence through lecture, discussion and small-group instruction. Primary focus is given to the development of inferential and critical reading ability.

RECREATION

REC 201—Social Recreation . . . . 3 Credits
Introduces methods and materials for planning, organizing, and conducting social activities for groups of various sizes and ages in a variety of social situations. Emphasis is on the mechanics of planning and presenting a repertoire of activities for social recreation events. Major activities will be discussed, played, and/or demonstrated.

RESPIRATORY THERAPY

RTT 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 122—Respiratory Care Science I . . . . 4 Credits
Course will discuss the following information: ethical/legal issues as they pertain to the respiratory care profession. Patient assessment techniques to include vital signs, cardio/thoracic assessment, radiographic, diagnostic, and laboratory test and results. Medical terminology, stems, suffixes, prefixes and root words. Introduction to charting, utilization of the SOAP technique, and other relative patient information. Principle, operation, maintenance, and trouble-shooting of compressed gas sources and gas administration devices will be discussed. An introduction of humidity and aerosol theories and therapies and an introduction to compressed gas monitoring equipment will be included.
3 hours lecture—3 hours laboratory

RTT 123—Respiratory Pharmacology . . . . 2 Credits
Course will discuss drug preparations, basic principles of drug action, distribution systems, drug orders, mathematical principles related to drug preparation and administration, routes of drug administration, drug classifications, basic mechanisms of action, and therapeutic applications for drugs administered by respiratory therapists.
2 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 132—Respiratory Care Science II . . . . 6 Credits
This course will be a continuation of Respiratory Care Science I. In this course, the following will be discussed: therapeutic aerosol delivery both long and short term. Aspects of airway care to include: tracheal aspiration, various types airways, intubation/extubation techniques, cuff care, and trach care procedures will be discussed. Continued discussions of medical terminology will occur. Procedures and theory of hyperinflation therapy will be taught to include: deep breathing and coughing techniques, Sustained Maximal Inspiration (SMI), and Intermittent Positive Pressure Breathing (IPPB). Students will be introduced to the clinical sites, and will get an understanding of the clinical policies and procedures. Students will apply procedural methods learned in Respiratory Care Science I in the clinical setting.
3 hours lecture—3 hours lab—12 hours clinic

RTT 220—Respiratory Care Science III. . . . . 4 Credits
This course will primarily discuss the concepts and physiological effects of mechanical venti-
lation. Various types of ventilators from hand-held devises to computer controlled devices will
be discussed. Various ventilatory adjuncts such as P.E.E.P., C.P.A.P., S.I.M.V., Pressure
Support, and others will be discussed in this course. Mechanical ventilation preparation, setup,
monitoring and troubleshooting will be discussed in detail. Students will be introduced to crit-
ical care medicine during the clinical rotations and will perform those procedures studied in
Respiratory Care Science II. Medical rounds with physicians will be conducted along with pa-
tient case presentations.
2 hours lecture—3 hours lab—6 hours clinic

RTT 225—Pulmonary Function Studies. . . . . 2 Credits
The study of pulmonary concepts and techniques for testing of pulmonary function will be dis-
cussed, including specialized studies and evaluations.
2 hours lecture

RTT 230—Respiratory Care Science IV. . . . . 6 Credits
This course will be a continuation of Respiratory Care Science III. Concepts of ventilator
weaning will be discussed. Various types of ventilators and techniques for monitoring and ad-
justing parameters will be discussed. Students will begin work in the critical care areas.
Procedures learned in Respiratory Care Science III will be performed by students during this
clinical rotation. Students will continue physician rounds during this rotation, and gain experi-
ence in the use of advance patient monitoring equipment and working with various mechani-
cal ventilators.
3 hours lecture—3 hours lab—12 hours clinic

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 235—Neonatal and Pediatric Care. . . . . 3 Credits
A detailed study of respiratory care concepts and techniques in neonatal and pediatric medi-
cine. A close look at advanced equipment used in this specialty area as well as disease
processes will be discussed.
3 hours lecture

RTT 245—Respiratory Care Science V. . . . . 6 Credits
This course introduces students to special therapeutic and diagnostic procedures in respiratory
care. Elements of home care to include: equipment, patient/environmental assessment, and
state/federal regulations will be discussed. Theory and introduction to special diagnostics such
as bronchoscopy, stress testing, pulmonary rehabilitation, metabolic studies, and brachytherapy
will also be included. Patient education methods will be introduced. Care of patients in the sub-
acute care will also be introduced to the student. In the clinical setting studies will continue
work in the critical care areas and will work with and perform those modalities discussed in
Respiratory Care Science IV. Students will also gain knowledge of and work in the pediatric
and neonatal intensive care areas. Students must complete a final clinical summation evalua-
tion during this clinical rotation.
3 hours lecture—3 hours lab—12 hours clinic

RTT 260—Hemodynamics and Rhythms . . . . 3 Credits
This course will introduce the student to the following: Theory and application of cardiac output
measurement. Arterial line insertion techniques, care, and hazards. Hemodynamic studies to in-
clude: insertion, care, and hazards of flow directed balloon tipped catheter and the central venous
pressure catheter. Pressure monitoring will discuss central venous pressures, right arterial pres-
sures, right ventricular pressures, pulmonary artery pressures, and pulmonary occluding pres-
sures. Study will also introduce the student to equipment associated with hemodynamic
monitoring such as: transducers and monitoring devices. Waveform interpretation with clinical
application will be discussed. Fundamentals of electrocardiography will be introduced to include:
lead application, pharmacology for the cardiovascular problems, and tracing interpretation.
Studies in fluid and electrolyte balance as it relates to respiratory care will also be discussed.
3 hours lecture

Course Descriptions

RTT 261—Respiratory Care Seminar . . . . 2 Credits
A review and practice of the NBRC Self Assessment Examinations including the entry level written registry, and the clinical simulation. Students must pass these examinations to receive a certificate of completion.

SOCIAL SCIENCE

SSC 102—Social Science Seminar: Travel Study . . . . 1 Credit
This seminar is a travel course (3-4 day week-end) that enables students to visit sites, museums, and other facilities for academic study in social science disciplines. Recent field trips include travel study to Washington, D.C., Williamsburg and Jamestown, VA, Gettysburg and Amish Country, PA, and New York City. Repeatable for up to six hours credit.

SSC 210-290—Social Science Seminar . . . . 1-3 Credits
In-depth analysis of a particular topic, concern, or problem in the social sciences. Courses may be oriented toward any one of the social science disciplines (history, political science, psychology, sociology-anthropology) or may be cross disciplinary in nature combining several social sciences. Social Science elective credit only. Some examples of frequently offered Social Science Seminars include: African American History; The Civil War; Death and Dying; European Studies; Human Sexuality; North American Indians; The Southwest Field Trip; Women in Western Civilization; and World War II. As needed.

SSC 120—The Civil War . . . . 3 Credits
The purpose of this course is to study and gain an understanding of the great central event of American history, the Civil War. Major political, economic, social, and military developments will be examined through use of a textbook, the PBS video series,—"The Civil War," lecture, and class discussion.

SSC 215—World War II . . . . 3 Credits
This course examines the largest single event in human history, the Second World War. The background to this conflict along with political, diplomatic, and military aspects will be studied through use of a textbook, "The World at War" video series, lecture, and class discussions.

SSC 216—Death, Dying, and Bereavement . . . . 3 Credits
An interdisciplinary (including contributions from Anthropology, Art, Ethics, Health Sciences, History, Literature, Philosophy, Public and Government Policy, Religion, and Sociology) and humanistic study of death, dying and bereavement, including key issues and concerns.

SSC 230—Anthropology of Religion . . . . 3 Credits
This seminar is a general survey of religious beliefs and activities among non-industrial societies. The course will concentrate on the anthropological study of belief systems, myths, rituals and ceremonies, rites of passage, cultural change and adaptation, and revitalization movement. Crosslisted as HUM 263.

SSC 270—Appalachian Culture . . . . 3 Credits
A general survey of the historical and cultural development of the region of Southern Appalachia. Emphasis will be placed on topics such as physiography, native Americans, historical settlement, rivers and transportation, folklore and crafts, farming and mining activities, and political and social developments. This course will include field trips to significant sites such as Cades Cove in the Great Smoky Mountains, the Blue Heron mining community in the Big South Fork National Recreation Area, and the Museum of Appalachia in Norris. As needed. No prerequisite.

SOCIOLOGY

◆**SOC 201—Introduction to Sociology. . . . . 3 Credits**
This course focuses on the analysis of human social interaction, patterned social relationships, and social change. Emphasis is placed on the theoretical perspectives and principles of explanation used by sociologists, as well as the basic concepts such as culture, socialization, social organization, social deviance, and social stratification. F, Sp, Su

◆**SOC 202—Social Problems. . . . . 3 Credits**
This course focuses on the study of the scope and effects of a number of societal problems. Attention is given to research findings as well as social programs and policies that have been or can be taken to attempt to solve the problems. Some social problems examined include environmental abuse, population and resource challenges, war, social inequality, technology, and violence. F, Sp

◆**SOC 211—Cultural Anthropology. . . . . 3 Credits**
This course is an introductory survey of the principles, concepts, methods, and scope of anthropology. Emphasis is placed on the nature of culture, sociocultural adaptation, language, kinship, social systems, subsistence patterns, art, ritual and belief systems, and the impact of change. F, Sp

◆**SOC 212—Prehistoric Archaeology. . . . . 3 Credits**
This course is an introductory survey of human origins and prehistoric cultures. Emphasis is placed on the general principles, history, theoretical orientations, and methods of archaeology. This course will examine a number of prehistoric cultural lifeways from the beginnings of human culture to the rise of civilization. (As needed)

SOMATIC THERAPY

MAS 100—Introduction to Therapeutic Massage . . . . 3 Credits
Students will practice a massage routine designed to enhance relaxation and stress reduction. Careful attention to sanitation, hygiene, client comfort, and modesty will be part of the course requirements. Equipment and creating an environment for relaxation will be briefly addressed.
1 hour lecture/5 hours lab

MAS 105—East Asian Massage and Bodywork. . . . . 2 Credits
Students will be introduced to several therapies based on meridian/accupoint theory (Tuina, Shitasu, Amma, Accupressure, etc.) and on movement and breath (Tai Chi, Yoga, Etc.) Meridian/occupoint theory is now covered in the National Certification Exam for Therapeutic Massage and Bodywork.
2 hours lecture/1 hour lab

MAS 110—Massage Anatomy, Physiology & Pathology I. . . . . 3 Credits
Students will learn anatomy and physiology of all body systems with special emphasis on muscle fascia and bones. Coursework will include building muscles in clay during the laboratory portion, palpation, kinesiology, and self-awareness skills will also be developed.
lecture/lab combination

MAS 112—Massage Anatomy, Physiology & Pathology II. . . . . 3 Credits
Continuation of MAS 110.
lecture/lab combination

MAS 117—Ethics, Communication & Professionalism. . . . . 3 Credits
The importance of professional presence will be discussed. Students will begin to develop professional boundaries as well as confidence and compassion in addressing the emotional dimensions of massage therapy. Codes of ethics will be examined and applied to real life dilemmas in massage practice. Students will describe the components of a therapeutic environment, the importance of professional communication, scheduling, time management, and managing stressors and burnout. They will learn to write clear, concise and accurate clinical documentation. This course will cover Tennessee law as it relates to massage therapy and scope of practice for massage therapists. Each student will establish a clinical placement on their own for spring semester.

Course Descriptions

MAS 119—Public Outreach for Massage . . . . 2 Credits
This course will cover chair massage, sports event massage, public speaking/professional relationships related to massage practices. To build clientele, massage and somatic therapists must reach the public with brief, effective and professional demonstrations and presentations. Many massage therapists volunteer at athletic events as public relations for their businesses. Many groups and organizations offer the opportunity for guest speakers to educate their members about new, unusual or highly beneficial topics such as somatic therapies.
2 hours lecture/1 hour laboratory

MAS 120—Swedish Massage . . . . 3 Credits
Students will be taught the techniques of Swedish Massage, which serves as the foundation in which all Western massage techniques were developed. Swedish Massage dates back to the early 19th century and is based on a scientific system of manipulating soft tissues.
1 hour lecture—5 hours laboratory

MAS 123—Overview of Somatic Therapies . . . . 2 Credits
With hundreds of somatic therapy sub-specialties requiring advanced training, students need exposure to practitioners of as many of these as possible. When guest lecture/demonstration/lab presenters who practice an important sub-specialty are not available, the text will be used.
2 hour lecture—1 hour laboratory

MAS 130—Neuromuscular Therapy . . . . 4 Credits
Neuromuscular therapy is designed to provide relief for patients suffering from acute and/or chronic myofascial (muscle-connective tissue) pain. Students will apply knowledge of neurological laws, ischemia, trigger points, nerve entrapment, and postural distortion to choose appropriate and effective techniques. Use of SOAP charts to document sessions is required. Main areas of concentration include head and neck, shoulder, carpal tunnel, and low back pain.
2 hours lecture—6 hour laboratory

MAS 135—Massage for Special Populations . . . . 2 Credits
Infant, pregnancy, and geriatric massage are the main focus of this course. Other populations related to student interests and instructor expertise may be addressed also.
2 hours lecture/1 hour laboratory

MAS 151—Massage Business and Marketing . . . . 1 Credit
Students will be introduced to business record keeping, insurance billing, independent contractor agreements, promotional materials, and methods of building a practice.
1 hour lecture

MAS 152—Clinical Massage Practice . . . . 2 Credits
Students must document at least 60 hours of massage practice and attend at least two seminar sessions. The experiential learning activities of recruiting clients and arranging at least one outside setting for giving massage sessions may be completed prior to the course starting.
Clinical

SPANISH

SPAN 1010—Beginning Spanish I . . . . 3 Credits
Elementary grammar, pronunciation and conversation through the use of films, videotapes, cassette tapes, filmstrips and computer programs. (No prerequisite)

SPAN 1020—Beginning Spanish II . . . . 3 Credits
Continuation of Beginning Spanish I. (Prerequisite: SPA 101)

SPAN 2010—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)

SPAN 2020—Intermediate Spanish II . . . . 3 Credits
Continuation of Intermediate Spanish I. (Prerequisite: SPA 201)

SPEECH & THEATRE

◆ **SPCH 201—Basic Speech Communication. . . . . 3 Credits**
This course is designed to introduce the student to the skills of interpersonal communication. Emphasis is placed upon the fundamental principles and techniques of public speaking, and the oral and physical aspects of delivery. Emphasis is also placed upon discussion, listening skills, thoughtful examination of diverse ideas, respect for everyone's right to a point of view and the tenets of free speech. F, Sp, Su

SPCH 221—Business and Professional Speaking. . . . . 3 Credits
Designed for students going into management, human relations, communications, personnel management and the sciences where the individual must work on a person-to-person basis. Included in the course are units on presenting informative reports, using visuals, interview and conference techniques, and manuscript speaking. (No prerequisite) Sp

THEA 110—Theatre History I. . . . . 3 Credits
A study of the Greek Period to the Restoration. The development of drama and the theatre; critical study of representative plays of the period.

THEA 111—Theatre History II . . . . 3 Credits
A study of the Restoration to Present. The development of drama and the theatre; critical study of representative plays of the period.

THEA 112—Musical Theatre Dance . . . . 2 Credits
Covers dance forms and styles used in musical theatre choreography. Covers basic techniques, vocabulary and dance excerpts from musical theater shows.

THEA 231—Fundamentals of Acting I . . . . 3 Credits
Fundamentals of Acting will emphasize the mechanics (vocal and physical) of presenting a character on stage. F

THEA 232—Fundamentals of Acting II . . . . 3 Credits
Improvisations, use of acting techniques in extensive work. Emphasis placed on special problems in contemporary roles. (Prerequisite: SPE 231 or permission of instructor)

THEA 233—Fundamentals of Play Directing . . . . 3 Credits
Play analysis, production concepts, staging, theory and techniques; rehearsal methods and procedures. Introduction of scene work.

THEA 234—Dramatic Theory . . . . 3 Credits
Selected major playwrights linked by theme or a particular genre of dramatic theory; and intensive examination of plays which either survey playwrights' careers or represent a significant portion of genre's canon.

THEA 261—Jazz Dance . . . . 2 Credits
Introduces fundamentals of jazz dance technique. Emphasizes and develops correct body alignment, coordination, strength, flexibility, rhythm, and movement awareness. Includes jazz dance vocabulary and basic jazz dance combinations.

THEA 262—Modern Dance . . . . 2 Credits
Covers basic movement and modern dance techniques; emphasizes communicative skills, creativity and improvisation.

THEA 263—Tap. . . . . 2 Credits
Introduces fundamentals of tap dance technique and vocabulary. Develops a sense of timing, rhythm and musicality. Emphasizes basic traditional tap steps, rhythm tap combinations and complete dances.

THEA 264—Beginning Ballet. . . . . 2 Credits
Introduces correct body alignment for posture, coordination and balance; covers stretching and limbering for muscle tone, agility and strength. Covers exercises at the barre followed by center floor work.

THEA 1030—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

THEA 2510—Theatre Production Practicum I . . . . 1 Credit

THEA 2520—Theatre Production Practicum II . . . . 1 Credit

THEA 2530—Theatre Production Practicum III . . . . 1 Credit

THEA 2540—Theatre Production Practicum IV . . . . 1 Credit

THEA 2550—Theatre Production Practicum V . . . . 1 Credit

THEA 2560—Theatre Production Practicum VI . . . . 1 Credit
Field experience courses offering practical experience for students working in on-campus and off- campus technically oriented or performance oriented theatre activities. Each course carries one hour credit, and students may earn up to six credits by enrolling for one course each semester.

STUDENT SUCCESS STRATEGIES

SSS 101—Study Skills Enhancement. . . . . 2 Credits
Designed for returning students who are not required to enroll in AD "College Success Strategies" but who feel they need support and instruction for study skills, time management, interpersonal and formal communication skills, and other topics which contribute to overall student success.

TECHNOLOGY

TEC 101—General Technology I . . . . 1-10 Credits
An in-depth analysis of a particular topic, concern or problem as it applies to modern technology. May be used for experiential credit with prior approval from the Dean of Math and Natural Sciences.

TEC 102—General Technology II . . . . 1-10 Credits
A continuation or extension of General Technology I.

TEC 110—Basic Computer-Aided Design and Drafting. . . . . 3 Credits
Introduction to basic computer-aided design and drafting (CADD). Subject areas include an exploration of multiview projections and CAD programs, creating, editing and displaying two dimensional information. Upon completion of the course the student will be able to draw, dimension and display principle views of objects using orthographic microcomputer techniques.

TEC 115—Introduction to CAD Software . . . . 3 Credits
A survey of the most popular and available CAD programs used in today's work environment. The student will be introduced to various CAD programs to offer insight for selection and use in a work or personal use environment.

TEC 120—Application of CAD . . . . 3 Credits
This course is designed to explore advanced applications in a CAD application. Tasks include customization, object-linking, dynamic data exchange, and importing and exporting files.

TEC 201—General Technology III. . . . . 1-8 Credits
A continuation or extension of General Technology II.

TEC 205—Writing for Technical Fields . . . . 3 Credits
A technical writing course designed for students in non-degree technical programs. Incorporates introductory basic writing skills, the course begins with editing based on grammar and punctuation skills and covers purpose, audience, organization, clarity and conciseness.

Writing and editing memoranda, business letters, project proposals and reports will provide the main focus. (TEC 205 is not a transferable course and cannot be substituted for ENG 231.)

ULTRASOUND

*ULT 110—Abdominal Sonography . . . . 3 Credits
This course is a study of the cross-sectional anatomy of the abdominal organs and their normal and pathological appearance on ultrasound. This course includes the study of small parts sonography in the areas of thyroid, breast and scrotum.

*ULT 120—Sonography Analysis I . . . . 1 Credit
Introduction to the critiquing of ultrasound images on a basic level to improve the students' ability to use sonographic terminology in describing ultrasound images. Students will submit 2 basic normal case studies and the analysis of two ultrasound journal articles. This is an independent study.

*ULT 130—Obstetrics & Gynecology . . . . 3 Credits
This is a study of the female pelvic organs in the non-gravid and gravid condition and how normal and abnormal anatomy appears on ultrasound. It includes the study of the normal and abnormal fetus as evaluated by sonography.

*ULT 140—Ultrasound Physics . . . . 2 Credits
This ultrasound physics course is a detailed study of how ultrasound produces our image and how it interacts with tissue. Quality assurance and safety issues are also covered.

*ULT 150—Sonography Analysis II . . . . 2 Credits
A course designed to improve the students' skills in recognizing technical errors on sonograms. Students will submit 3 abnormal case studies and the analysis of three ultrasound journal articles. This is an independent study.

*ULT 161—Advanced Sonography Practice & Review . . . . 2 Credits
A study of current and miscellaneous ultrasound procedures. A comprehensive review of ultrasound physics, abdominal ultrasound and ob/gyn ultrasound.

*ULT 170—Sonography Analysis III . . . . 1 Credit
A course designed to improve the students' skills in presenting a sonogram for reading by the interpreting physician. Students will submit 3 abnormal case studies and will complete a scientific research paper. This is an independent study.

*ULT 180—Vascular Sonography . . . . 2 Credits
This is a study of the cerebrovascular system. It includes extracranial, intercranial and peripheral vascular imaging. Normal and abnormal conditions are studied as it relates to sonography.

*ULT 190—Echocardiography. . . . . 2 Credits
This course is a study of the cross-sectional anatomy of the heart and its related vessels. It includes practical knowledge and application of two-dimensional m-mode, Doppler, color flow Doppler, transesophageal and stress echocardiography. Normal and abnormal conditions of the heart as related to echocardiography are covered.

*ULT 200—Pediatric Sonography. . . . . 1 Credit
A study of sonographic procedures that is specific to the neonate and pediatric patient. This includes neonatal head, neonatal spine and specific diseases of the abdomen and pelvis of the pediatric patient.

*This course does not meet any curricular requirements for any program, with the exception of the technical requirement for the A.A.S. General Technology program.

Course Descriptions

WELLNESS

◆ **WELL 1010—Lifetime Wellness . . . . 3 Credits**
In this course, students will expand their knowledge and understanding of optimal health and
wellness as it relates to their personal lives. Students will learn to evaluate their present health
condition, make decisions for a healthy future and also plan and implement changes for a
healthy lifestyle.

Student Services and Activities
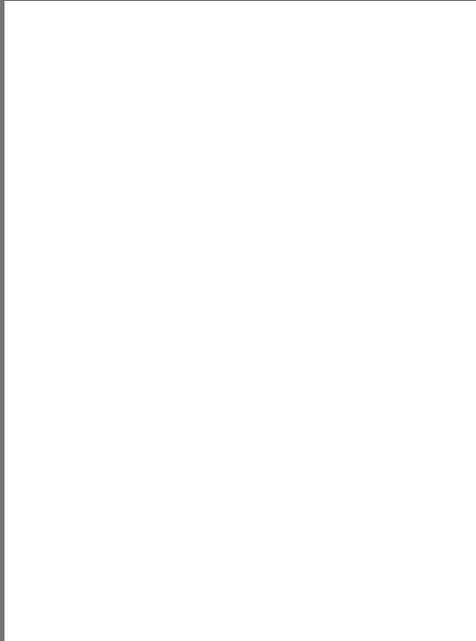
Student Services

STUDENT SERVICES

(www.roanestate.edu keyword: Dean of Students)

FOOD SERVICES

The Raider Cafe at the main campus and Anderson's Grille at the Oak Ridge Branch Campus are operated by private contractors for the express purpose of providing students with good quality food. When classes are in session, the main campus cafeteria is open from 7:30 a.m. until 2:00 p.m. while the Oak Ridge grill is open from 10 a.m. until 6 p.m.

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

LIBRARIES

(865) 882-4553 Main Library, Roane County Campus
(865) 481-2004 Coffey Library, Oak Ridge Campus
(423) 663-3878 Baker Library, Scott County Campus
(931) 456-9880, Cumberland Clinic Library, Cumberland County Campus

The college libraries primarily serve the students, faculty and staff of the college. Secondary services are provided to members of the surrounding communities. Through its collection of books, online databases, periodicals, microfilm and other material, the library system supports the curriculum and provides material for recreational reading. Daily courier service is provided between campuses to deliver requested material. For more information, visit our website at www.roanestate.edu/library.

CENTER FOR TEACHING ARTS AND TECHNOLOGY (CTAT)

The Center for Teaching Arts and Technology, a Tennessee Center of Emphasis for higher education, was created to assist faculty members in the use of educational and instructional technologies to enhance teaching and learning in the classrooms. There are several modalities of course delivery available to our students including on-ground instruction, ITV (IDEA room classes), audio and video courses, WebCT (Internet courses), and hybrid courses (courses using more than one modality). CTAT staff members provide educational technology support for these courses by managing the equipment in the classrooms and IDEA rooms, the Distance Learning tapes, WebCT, and the Audiovisual Collection, as well as the Roane State Website. Instructional support is also provided to the faculty in the form of both formal and informal training sessions. In addition to the support provided in the classrooms, CTAT also has a FAST (Faculty and Student Technology) lab that has state of the art equipment available for the creation of classroom materials.

The ACDC (Academic Curriculum Development Center) is another resource available to faculty that can be utilized for small group sessions. Both of these rooms are located on the second floor of the Library on the Roane County campus.

Center hours are: 8:00 a.m. to 5:00 p.m. Monday through Friday.

Closed during scheduled administrative closing days and holidays.

Any faculty member, staff member, student or community member requiring assistance should contact a member of the CTAT staff.

Contact information: Telephone (865) 882-4556
                             Email: ctat@roanestate.edu

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.

CHANGE OF NAME OR ADDRESS

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

LEARNING SUPPORT SERVICES

Our Learning Centers provide free learning assistance to students, faculty, staff and to community members in the service area. There are Learning Centers on the Roane County Campus (second floor of the Library), the Cumberland County Campus (Rm. 152), and the Oak Ridge Campus (in the Library). Visit our web site at www.roane state.edu/learningcenter.

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

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

The RSCC Online Writing Lab (OWL)—contains a number of online documents that students can access to help solve their writing and research problems. The documents include brief instructions for writing essays in various rhetorical modes, along with student samples; guidelines for writing research papers; help in using MLA style and quotations; tips for conducting interviews and for keyboarding; help with organization and writing introductions and conclusions; and information on conducting research on the Web. The OWL also includes a wealth of information for faculty, including links to other OWLs and professional sites across the country and to Web assignments.

The URL of the RSCC OWL is http://www.rscc.cc.th.us/owl&writingcenter/OWL/owl.html and it can be accessed through the Learning Support Services web site and through "Quick Links" on the college's web page.

Group Study Rooms—The Learning Center on the Roane County campus has three group study rooms that students may sign up to use.

TV/VCR Use—Students may use TV/VCR set-ups in the Learning Centers to watch course-related videos. The Roane County Learning Center also has closed-circuit television for watching satellite downloads.

Orientations to the Centers—Each center offers orientation sessions, which give students an overview of services and offer hands-on practice in using computers. In order that all students get an opportunity to work on the computers, classes of 24 or more students should be divided in half and scheduled for separate orientations. Center directors are also available to visit classes and tell students about the services. Instructors should call the center one or two weeks in advance to schedule orientations or a class visit.

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

Note: Please be aware that the rules and regulations for student conduct are continually under examination and revision. The institution reserves the right to make changes as required. However, to the extent a discrepancy exists between this policy and related Tennessee Board of Regents or State policy or law, TBR and State policy shall take precedence.

STUDENT RIGHTS AND FREEDOMS
Preamble

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

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

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

Freedom of Access to Higher Education

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

In the Classroom

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

1. *Protection of Freedom of Expression*

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

2. *Protection Against Improper Academic Evaluation*

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

3. *Protection Against Improper Disclosure*

   Certain information about students is protected from public disclosures by Federal and state laws. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances.

STUDENT CONDUCT AND DISCIPLINARY SANCTIONS

0240-3-13-.01   INSTITUTION POLICY STATEMENT

(1) College 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 Tennessee 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.

(2) 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.

(3) Having voluntarily enrolled as students at Roane State Community College and assuming a place in the College community, all students are presumed to be knowledgeable of, and to have agreed to abide by, the rules and regulations set forth in the Student Code of Conduct.

0240-3-13-.02   DISCIPLINARY OFFENSES

(1) 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 or institution-controlled property.

Student Services

(2) Individual or organizational misconduct which is subject to disciplinary sanction shall include, but not be limited to, the following examples:

(a) **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.

(b) **Hazing.** Hazing means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student or which induces or coerces a student to endanger such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

(c) **Disorderly conduct.** Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals.

(d) **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:

   1. Any unauthorized occupancy of institution or institutionally controlled facilities or blockage of access to or from such facilities.

   2. Interference with the right of any institution member or other authorized person to gain access to an institution or institutionally controlled activity, program, event or facilities.

   3. Any obstruction or delay of a campus security officer, firefighter, or any institution official in the performance of his/her duty.

(e) **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, telephone, institution keys, library materials and/or safety devices; and any such act against the property of a member of the institution community or a guest of the institution.

(f) **Theft, misappropriation, or unauthorized sale.** Any act of theft, misappropriation, or unauthorized possession or sale of institution property or any such act against the property of a member of the institution community or a guest of the institution.

(g) **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.

(h) **Firearms and other dangerous weapons.** Possession of or use of firearms or dangerous weapons of any kind is prohibited.

(i) **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 is prohibited.

Student Services

(j) **Alcoholic beverages.** The use, possession, distribution, sale or manufacture of alcoholic beverages, or public intoxication on property owned or controlled by the institution (Roane State Community College); at an institution sponsored event; on property owned or controlled by an affiliated clinical site is prohibited. This includes any violation of any term of the Roane State Community College Drug-Free Schools and Communities Policy Statement (RSCC Policy No. GA-21-03). The Drug-Free Schools and Community Act of 1989 is distributed to each student annually via the student handbook.

(k) **Drugs.** The unlawful use, possession, distribution, sale or manufacture, of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), being under the influence of any drug or controlled substance, or the misuse of legally prescribed or "over the counter" drugs on property owned or controlled by the institution; at an institution sponsored event; on property owned or controlled by an affiliated clinical site is prohibited. This includes any violation of any term of the Roane State Community College Drug-Free Schools and Communities Policy Statement (RSCC Policy No. GA-21-03). The Drug-Free Schools and Communities Act of 1989 is distributed to each student annually via the student handbook.

(l) **Gambling.** Gambling in any form is prohibited.

(m)**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.

(n) **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.

(o) **Failure to cooperate with institutional officials.** Failure to comply with directions or institutional officials acting in the performance of their duties.

(p) **Violation of general rules and regulations.** Any violation of the general rules and regulations of the institution as published in an official institutional publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action.

(q) **Attempts and 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 the offense coupled with the taking of some action toward its commission.

(r) **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.

(s) **Harassment.** Any form of harassment including, but not limited to, racial harassment, sexual harassment or stalking is prohibited.

(t) **Computer misuse.**

Subject: **ETHICAL AND RESPONSIBLE USE OF COMPUTER RESOURCES**

1. **SCOPE**

   a. The policies and procedures outlined in the following document apply to all Roane State Community College Faculty, Staff, Students,

Visitors and Contractors. This policy applies to all academic, administrative, networking and microcomputer resources owned, leased or installed at all Roane State Community College locations.

b. In additional to the policies listed below, all users are subject to existing State and Federal laws and regulations concerning the use of computers, email and the Internet.

2. **RESPECT FOR STATE OWNED PROPERTY**

   a. Users shall not intentionally, recklessly or negligently misuse, damage or vandalize Roane State Community College computer resources. If such misuse is suspected, the Executive Director of Information Technology, the Internal Auditor and Security Officer may conduct an investigation to determine the cause and responsibility. If applicable the student or employee may be required to pay for the repair or replacement of the equipment. (See *Disposition of Violations* below.)

3. **ADDITIONAL RESPONSIBILITIES FOR EMPLOYEES AND INDEPENDENT CONTRACTORS**

   a. Users who are employees and independent contractors shall not make use of Roane State Community College computer resources for purposes which do not conform to the purposes, goals and mission of Roane State Community College.

   b. Users shall not use Roane State Community College computer resources for solicitation for religious or political causes.

4. **DIGITAL MILLENNIUM COPYRIGHT ACT OF 1998**

   a. Title II of the Digital Millennium Copyright Act of 1998 is designed to provide protection for institutions acting as a service provider (public Web site) if copyright infringement occurs without its knowledge. If the institution merely acts as a conduit for the copyrighted material it will not be held liable if, (1) it exerts no editorial control, (2) does not originate the transmission or choose the recipient, and (3) does not make the copyrighted material available to others besides the intended recipient. The Act further provides that institutions of higher education are NOT liable for infringing acts by faculty or graduate students IF:

      1) The faculty or graduate student's activities do not involve online access (including email) to materials that were "required or recommended" within the preceding three years for a course taught by the employee at the institution.

      2) The institution has not received more than two notices of actionable infringement by the faculty or graduate student.

      3) The institution provides all users of its system or networks the informational materials on compliance with U.S. copyright laws.

   b. In accordance with the provisions of Title II of the Act, Roane State Community College will designate and register an agent with the Register of Copyright. The name, address, phone number and email address of the agent will be listed publicly on the opening page of the Roane State Community College Website.

   c. Upon notification of an infringement in accordance with "Online Copyright Infringement Liability Limitation Act", Section 202,

Subparagraph (3) "Elements of Notification", Roane State Community College will immediately remove the offending material.

1) The owner of the page containing the infringing material will be notified and advised that the material has been removed or disabled. If the user believes that the material has been erroneously identified as infringing the user may submit a counter-notice to the complaining party or authorized representative and a copy to the institution's designated agent. The counter-notice must contain the information outlined in (3) "Contents of Counter Notification" of the act. It must include the following information:

   1) A physical or electronic signature of the user.

   2) Identification of the material that has been removed or to which access has been blocked and the location at which the material appeared before being blocked or removed.

   3) A statement that the user has a good faith belief that the material was removed or disabled as a result of mistake or misidentification of the material to be removed or disabled.

   4) The user's name, address, telephone number and a statement that the subscriber consents to the jurisdiction of Federal District Court for the judicial district in which the address is located and that the user will accept service of process from the person who provided notification of infringement.

   5) If no response to the counter-notice is received within fourteen (14) business days, Roane State Community College will immediately restore or cease disabling the material.

5. **DISPOSITION OF VIOLATIONS**

   a. Computer Misuse violation should be reported through the appropriate supervisory chain to the Office of the Assistant VP for Student Services and Multicultural Affairs, the Executive Director of Information Technology or the Director of Human Resources.

      1) The Assistant VP for Student Services and Multicultural Affairs will be responsible for student violations. In the case of threatening or offensive communications, the Assistant VP for Student Services and Multicultural Affairs will notify Security to ensure student safety.

      2) The Director of Human Resources will be responsible for staff and faculty violations.

      3) The Executive Director of Information Technology will assist the Assistant VP for Student Services and Multicultural Affairs or Director of Human Resources in collecting evidence of violations.

   b. The disposition listed below (not an all-inclusive list) are options drawn from the sanctioned policy of the Tennessee 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

Student Services

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.

7) 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.

c. Appeals may be directed through Student Services to the President.

0240-3-13-.03   ACADEMIC AND CLASSROOM MISCONDUCT

(1) The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violative of the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution.

(2) Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination, or to assign an F in the course.

(3) If the student believes that he or she has been erroneously accused of academic misconduct, and if his or her final grade has been lowered as a result, the student may appeal the case through the Office of the Assistant VP for Student Services and Multicultural Affairs.

0240-3-13-.04   DISCIPLINARY SANCTIONS

(1) Upon a determination that a student or organization has violated any of the rules, regulations or disciplinary offenses set forth in these Regulations, the following disciplinary sanctions may be imposed, either singularly or in a combination, by the appropriate institution officials.

(2) Definitions of Sanctions.

(a) **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 of replacement.

(b) **Warning.** The appropriate institutional official may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

(c) **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.

(d) **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, participation in extracurricular activities or restriction of organizational privileges.

(e) **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.

(f) **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.

(g) **Expulsion.** Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's readmission to the institution. A student expelled from the College may not enter the campus grounds for any reason without the permission of the Assistant VP for Student Services and Multicultural Affairs. A student expelled from the College will not receive a refund for maintenance or miscellaneous fees.

(h) **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 institution community or its guests, destruction or property, or substantial disruption of classroom or other 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.

(i) **Counseling or Rehabilitation Treatment.** Counseling sessions with Roane State's counseling office personnel or outside sources may be recommended for students with varying psychological needs. In addition, violations of drug and alcohol rules will result in mandatory participation in, and satisfactory completion of, a drug or alcohol abuse program, or rehabilitation program.

(j) 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.

0240-3-13-.05 DISCIPLINARY PROCEDURES

(1) General Statement.

(a) Roane State Community College 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.

Student Services

(b) However, whenever violations of standards of conduct occur, the institution may initiate judicial proceedings through the power vested in its Disciplinary 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 Assistant VP for Student Services and Multicultural Affairs to the student and (when appropriate) to the parents and other College officials.

(2) Policy 1:06:00:05 (Subject: Uniform Procedures for Cases Subject to the Tennessee Uniform Administrative Procedures Act) (URL address to the entire text of the policy—http://www.tbr.state.tn.us/policies_guidelines/governance_policies/1-06-00.htm)

(a) Purpose

The purpose of these procedures is to provide a basis for uniform procedures to be used by institutions and technology centers governed by the Tennessee Board of Regents, for the hearing of cases which may be subject to the Tennessee Uniform Administrative Procedures Act, Title 4, Chapter 5, Tennessee Code Annotated (hereinafter referred to as Act).

(b) Scope

These procedures (TUAPA) may be applicable in cases involving: (1) suspension of employees for cause, or termination of employees when a termination is in violation of the employee's contract, e.g. termination prior to the expiration of the contract term; (2) suspension or expulsion of a student, or revocation of recognition of a student organization, for misconduct or disciplinary reasons; (3) support staff employees who are demoted, suspended without pay, or terminated and elect to pursue a TUAPA hearing instead of an employee panel hearing as the final step of the grievance process; and (4) such other cases as may be designated by the Chancellor of the State Board of Regents or president of the institution or director of the school. These procedures are not applicable to termination of faculty for adequate cause which are subject to the provisions of Chapter 839 of the Public Acts of 1976. Prior to the initiation of any hearing pursuant to these procedures, the institution or school shall contact the Office of General Counsel for advice on the applicability of these procedures, and for possible assistance in the hearing of the case.

(3) Due Process Procedures.

(a) 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.

(b) 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 circumstances of the particular cases.

(c) The following fundamental safeguards are required in every proceeding at Roane State Community College that may lead to a serious penalty:

(1) The student shall receive written notice of the specific charge against him, and the date and time of the hearing a minimum of three days prior to the hearing date. This charge shall be sufficiently precise as to enable the student to understand the grounds upon which the College seeks to impose a penalty against him and to enable him adequately to prepare any explanation of defense which may be available to him. The student may be accompanied by an advisor whose participation shall be limited to advising the student.

(2) The student shall be given an opportunity to respond to the evidence against him. He shall have an opportunity to present his position, make such admissions, denials, or explanations as he thinks appropriate and testify or present such other evidence as is available to him. The student has the right to call witnesses on his or her behalf and the right to confront witnesses against him. The technical rules of evidence normally followed in civil and criminal trials shall not apply.

(3) The decision of the Disciplinary Committee should be based upon the evidence presented at the hearing and a finding of guilt must be based upon substantial evidence.

(4) Cases of alleged sexual assault. In cases involving alleged sexual assault, both the accuser and the accused shall be informed of the following:

   (a) Both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding; and

   (b) Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding involving allegations of sexual assault.

(4) Grounds for Appeal.

   (a) A decision or judgment of the Disciplinary Committee may be appealed by the aggrieved party upon the following:

      (1) Prejudicial error committed during the hearing whereby aggrieved was deprived of a fair hearing.

      (2) Noncumulative material and relevant evidence new or newly discovered which with reasonable diligence could not have been produced at the hearing.

      (3) The decision or judgment is not supported nor justified by the evidence.

   (b) A decision or judgment of the Disciplinary Committee may be appealed by the Assistant VP for Student Services and Multicultural Affairs on the grounds that the penalty or sanction imposed was insufficient or excessive.

(5) Notice of Appeal.

   (a) 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 upon which the appeal is based. Failure to timely file the above mentioned notice shall constitute a waiver of any right to appeal.

   (b) The President of the College will review the case and render a decision based upon his findings.

0240-3-13-.06 TRAFFIC AND PARKING REGULATIONS.

1. REGISTRATION OF VEHICLES

   a) All vehicles parked or operated by any person in connection with their employment or attending classes at the college must be registered with the college.

Student Services

b) 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.

c) Expired campus registration decals must be removed. Current campus registration decals must be hung from the rearview mirror.

d) 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.

e) Each student who registers for classes will be assessed a campus access fee each semester.

f) Faculty and staff will be assessed an annual campus access fee of $10. Persons who are employed spring semester or after will be assessed a campus fee of $5.

g) 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. The decal(s) issued will be valid from August through August of the following year.

h) If a person is unable to drive his/her own vehicle on a particular day, an explanatory note should be left on the dashboard (along with your decal number) to alert the security officer or hang your decal in the car that you will be driving.

i) In case of an emergency, temporary permits (for no more than three days) are available in the Office of the Assistant VP for Student Services and Multicultural Affairs.

2. **VISITORS**

a) Visitors are defined as persons not connected with the college, but who occasionally have business or other reasons to be on campus. Designated visitor space may be provided in the parking areas.

2. **ENFORCEMENT**

a. VIOLATION CITATIONS must be paid in the Business Office or appealed through the SGA/CAB (Student Government Associations/Campus Activities Board) or the Assistant VP for Student Services and Multicultural Affairs office within 72 hours. APPEALS WILL NOT BE ACCEPTED AFTER THAT TIME.

b. Illegally parked vehicles may be impounded or moved at the owners expense.

4. **PARKING**

Regular parking on all college lots will be by permit only and only in designated areas.

a) Student signs indicate spaces or areas reserved for students. Only students may park in these spaces or areas. No faculty or staff parking.

b) Faculty signs indicate spaces or areas reserved for faculty and staff. Only faculty and staff may park in these spaces or areas. No student parking.

c) Signage indicating spaces for the disabled are reserved for faculty, staff or students with disabilities. Faculty, staff, students, or visitors with disabilities may park in any such space regardless of lot designation.

d) Visitors signs indicate parking for visitors only and no faculty, staff or student parking is permitted.

e) Absolutely no parking at loading zones, on sidewalks, on streets, on lawn, within 15 feet of fire hydrants, or in any reserved parking area.

f) Visitors needing temporary parking passes may obtain them at designated areas at each campus.

g) Roane County Campus Only—Open parking is allowed in some lots after 5 p.m. Please pay attention to signage as this applies to certain lots only.

5. **DRIVING REGULATIONS**

a) The speed limit on all campuses is 15 mph.

b) All traffic signs must be obeyed.

c) Motorists must yield the right-of-way to pedestrians.

d) All accidents involving injury to persons or damages to autos, equipment, etc., must be reported to the Security Office.

6. **VIOLATION FEES—FACULTY, STAFF, STUDENTS AND VISITORS**

a) No decal displayed	$20.00
Illegal use of decal	$20.00
Improper display of decal	$20.00
Parked in unauthorized areas	$20.00
Parked in driveway	$20.00
Double parked	$20.00
Improper motorcycle parking	$20.00
Wrong way on one-way street	$20.00
Parked in handicapped area	$100.00

THESE FINES ARE TO BE PAID IN THE BUSINESS OFFICE.

7. **PENALTIES**

a. Parking privileges for remainder of the school year may be suspended or revoked depending upon the severity of the violation and/or repeat violations.

b. Students who persist in violating these regulations or commit a single violation under extreme circumstances will be referred to the Assistant VP for Student Services and Multicultural Affairs for disciplinary action which may lead to suspension or dismissal from the college.

8. **APPEALS PER CAMPUS**

a) The Office of the Assistant VP Student Services and Multicultural Affairs coordinates all traffic appeals on the Roane County Campus; the Dean of Oak Ridge Campus coordinates traffic appeals in Oak Ridge. You must make an appeal at the campus on which the citation was issued. At off campus sites, traffic appeals will be handled by the directors in cooperation with the Assistant Vice President of Student Services and Multicultural Affairs.

b) **Roane County Campus:**

1) **Faculty and Staff** may appeal a violation citation through the Office of the Assistant VP for Student Services and Multicultural Affairs in cooperation with the Campus Security Office.

    2) **Students** may appeal a violation citation by obtaining an appeals form from the SGA/CAB in the Student Activities Offices in Room D-008. The appeal will then be reviewed by the SGA/CAB Traffic Appeals Board and either approved or denied.

    3) **Failure to appear at** a scheduled meeting without notifying the SGA/CAB Traffic Appeals Board or the Office of the Assistant VP for Student Services and Multicultural Affairs will result in a forfeiture of right of appeal.

c) **Oak Ridge Campus**

    1) **Faculty and Staff** may appeal a violation citation through the Office of the Dean of the Oak Ridge Campus.

    2) **Students** may appeal a violation citation by obtaining an appeals form from the Office of the Dean of the Oak Ridge Campus. The appeal will then be reviewed by the SGA/CAB Traffic Appeals Board and either approved or denied.

    3) **Failure to appear** at a scheduled meeting without notifying the SGA/CAB Traffic Appeals Board or the Office of the Dean of the Oak Ridge Campus will result in forfeiture of rights of appeal.

0240-3-13-.07   REGISTRATION OF MOTOR 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 college.

(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 must be hung from the rearview mirror.

(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 the violation is committed, both he/she and the registrant may be fined.

(5) Each student who registers for classes at Roane State will be assessed a campus access fee each semester.

(6) Faculty and staff will be assessed an annual campus access fee. Persons who are employed spring semester or after will be assessed a campus access fee of a lesser amount.

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

(8) In case of emergency, temporary permits are available in the Office of the Assistant VP for Student Services and Multicultural Affairs at no cost.

(9) Disabled students with a state issued disability placard for disabled parking should clearly display the placard when parking in a disabled space. In addition, a regular Roane State decal is required. Students with a temporary disability must have a special disabled parking permit from the Disability Services Office (located in the Roane County or Oak Ridge Counseling Centers) to park in a disabled space.

COUNSELING AND CAREER SERVICES

Phone: 865-882-4546 (Roane County)
Phone: 865-481-2003 (Oak Ridge Branch Campus)

Counseling and Career Services was established to aid students in successfully completing their college work and establishing good foundations for future growth. The center is staffed by professionally trained counselors who provide a wide range of services including: short term personal counseling, career assessments and counseling, entrance advising, new student orientations, compass placement testing, disability services, etc.

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/or workshops. Situations which cause students undue concern may disrupt their interpersonal relations and affect academic achievements. Counseling and Career Services provides the assistance and atmosphere to work through these problems.

Counseling and Career Services assists all students interested in exploring career options and selecting a major field of study. Through the availability of various career resources, career assessments, and individual advisement, students have the opportunity to make appropriate career decisions.

It is Roane State's goal through the use of a wide variety of resources to give every student the opportunity to maximize his or her career development potential.

Counseling and Career Services administers career and other available assessments as requested by the student.

Assessments Scheduled by Special Appointment

Kuder Online Career Planning System

Career Scope

Myers-Briggs Type Indicator

DISABILITY SERVICES OFFICE (DSO)

Phone: 865-882-4546/865-4550 (Roane County)
Phone: 865-481-2003 (Oak Ridge Campus)

All RSCC disability policies and procedures are available online at www.roanestate.edu keyword: disability, or available for pickup in the Counseling Office at the Harriman or Oak Ridge campuses.

Roane State provides counseling and academic support services to insure that disabled students have access to educational opportunities provided by the college. Any student having a qualifying disability under A.D.A. guidelines, which restricts his/her participation in academic life, may be eligible for services that may be provided to meet the individual student's needs. Roane State serves in a liaison capacity with the Tennessee Division of Vocational Rehabilitation.

Participation in the services is on a voluntary basis; confidentiality is maintained. The following special services may be provided:

Student Services

(1) Special modifications will be made if it is determined that the mode of presentation of materials discriminates against the student. This may require restructuring of materials, alternate methods for tests or completion of coursework, etc. Modification should not alter academic requirements, and the student will be expected to show competency in the course material.

(2) Individual files are maintained to serve as the guidelines for a particular student during his/her educational term at Roane State Community College. Documentation from a qualified professional must be submitted by the student to the DSO prior to receiving accommodations.

New and returning students with disabilities who have needs that require advance planning must participate in early registration every semester at least three weeks prior to the first day of classes. Determination of eligibility for accomodations will be made by Disability Services staff on a case-by-case basis by appointment. Advising must occur early or sooner during times when the college closes early due to holiday breaks. Sometimes certain accommodations will not be feasible and students need to be aware early enough to make decisions about whether or not to enroll in certain classes. Also the ordering of materials and/or equipment may take several weeks to receive.

Student Procedures for Special Services

To receive the special accommodations mandated in section 504 of the Vocational Rehabilitation Act, the learning and physically disabled are to meet the following guidelines:

(1) Be identified as possibly learning, physically or emotionally disabled. Any of the following ways is acceptable: self-referral, instructor referral, counselor referral. Any disabled student requesting assistance should be referred to Disability Services.

(2) Be verified through appropriate documentation as learning, physically or emotionally disabled. The type and degree of the disability may be confirmed by a number of appropriate methods. Appropriate guidelines for acceptable official documentation are detailed in the Disability Services Handbook:

　(a) High school record-IEP or resource classes as recorded on the high school transcript indicate diagnosis of a problem. A record of the diagnostic testing administered by school psychologist may be requested by the student and sent to Disability Services.

　(b) Office of Vocational Rehabilitation-Students who have undergone academic evaluation through the office of Vocational Rehabilitation may request that a summary of the diagnostic testing be sent to Disability Services.

　(c) Private agency, clinical psychologist or medical doctor-Students seeking the services of private agencies (i.e. clinical psychologist for diagnostic testing) may request that a summary of the results with recommendations be sent to Disability Services.

(3) Documentation for learning, physical or emotional disabilities will be filed in Disability Services. Documentation should be no older than three years. Students with documented disabilities are encouraged to provide DSO with yearly updated documentation.

Once the learning or physical disability is verified and documented and accommodations are requested, the student may receive special services from the College. The faculty works with Disability Services to appropriately accommodate a student's disability without compromising the academic requirements of the curriculum.

STUDENT ACTIVITIES
Phone: 865-882-4638

In keeping with its dedication to the concept of total student development, Roane State Community College recognizes the importance of developing both a well-balanced program of student activities and avenues for responsible student input in the decision making process.

For students to achieve their potential as well-rounded individuals, a broad-based activities program is essential. In addition, student involvement is imperative for effectively evaluating past programs and conscientiously planning future activities.

Roane State integrates these two concerns through the sponsorship of various clubs and organizations, committees, publications, and academic and social activities.

However, continued growth and development of the college and its students is largely dependent upon the discovery of new ideas and ways to combat student apathy and complacency.

Roane State strongly urges each student to support, through participation in one or more campus activities, attempts to conquer the "There's nothing to do" syndrome. Involvement not only benefits the college but also makes the student's stay a more richly rewarding experience. For information regarding extracurricular activities contact the Coordinator of Student Activities.

I. Athletics

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

In order for a student to participate in athletics, eligibility requirements of the National Junior College Athletic Association must be met. Any inquiries about athletics should be directed to the Athletic Director 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 flag football, basketball, and softball.

The RSCC Intramural Coordinator is vested with the final authority and responsibility on matters concerning scheduling, rule interpretation, and eligibility. In addition, the Intramural Coordinator 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

Student Services

Student Services

officially scheduled varsity contest. No more than three (3) varsity athletes
will be allowed to participate per sports team.

Roane State Community College and its employees cannot assume responsibil-
ity for any injury(ies) incurred during practice for or participation in any one of
the scheduled activities. 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
is given to the Intramural Coordinator prior to participation. Determining health
status and getting permission is the sole responsibility of the student. It is
strongly recommended that all participants have medical examinations prior to
participating in any intramural/recreational activity and that each participant
have private and/or student medical insurance for his/her protection.

III.College Publications

Based upon student interest from year to year, the college provides sponsorship
for various student publications. The following statements constitute the college
policy regarding such publications.

A. Purpose of Student Publications

The college news periodical is edited and published by students during the
year to inform students and staff of pertinent upcoming events, to provide
students with an expression of opinions and views, and to increase student
awareness of campus life.

The arts magazine is a student-run publication that promotes interest in the
artistic efforts of students, staff, faculty and alumni.

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 col-
lege, or the Tennessee Board of Regents.

B. Organization and Governance

All college and Board of Regents financial and administrative policies and
procedures shall be followed in establishing and maintaining the operation of
the student newspaper.

The Roane State Literary Magazine, the Caney Creek Sampler, shall be pub-
lished 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 ed-
itorial positions will be selected by the Literary Magazine's advisor(s). The
editor(s) of the magazine must have a cumulative GPA of 2.25.

The Tennessee Board of Regents and the college administration recognize that
all student publications at Roane State are guaranteed First Amendment free-
dom and that student editors have editorial control of the content of student pub-
lications. However, the editor also has responsibility to be knowledgeable of the
meaning of First Amendment freedom and work closely with the advisor.

Any publication with the Roane State name or logo on it must reflect what
the college considers "good taste". The Assistant VP for Student Services and
Multicultural Affairs will call an appropriate publication committee meeting
when necessary to hear and review plans, requests, or grievances associated
with student publications and recommend appropriate action.

IV. Fine Arts

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

V. Clubs and Special Interest Organizations

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

A. CLUBS

AMERICAN CHEMICAL SOCIETY-RSCC STUDENT SECTION— This society promotes interest in chemistry and topics related to chemistry. The society generates materials, such as sample tests, problem sets, lecture notes, etc., which aid the students taking chemistry courses at RSCC. It sponsors guest speakers to inform the students on current topics in chemistry and related fields. The society monitors the chemistry program at RSCC in order to assure high quality and certification of the program. Members of the society are given certain privileges by the national American Chemical Society, such as magazines, resume writing aids and an employment clearing house.

BCM (Baptist Collegiate Ministry)— The BCM is three things in one: a *fellowship* of students, a *program* for students and an *organization* led by students. The BCM is more than a club, it is an organization whose purpose is to meet the needs of students and to help them know Christ and to grow in a relationship with Christ. Programs are planned and carried out by students and staff. Weekly meetings for Bible study and worship are held. Students attend conferences, retreats and do mission projects. The BCM is a place to belong.

BIOLOGY CLUB— The Roane State Biology Club is designed to promote and encourage cooperation and to exchange ideas and networking opportunities among biology students. The Biology Club provides many extracurricular activities including guest speakers, outside field trips, and opportunities to become involved in professional organizations. The club is open to Roane State students who are interested in learning more about the biological sciences.

COFFEE HOUSE WRITER'S WORKSHOP— This workshop is designed to stimulate an appreciation for expressive writing and music and to provide students with a workshop environment to present and review original creative work.

COLLEGE REPUBLICAN CLUB— The Roane State College Republican Club is designed to promote and encourage an awareness and exchange of ideas regarding the American political system with emphasis on state and local politics. The Republican Club provides students with opportunities to become actively involved in political activities to include participation in actual political campaigns. The club provides many additional extracurricular activities including involvement in local Republican organizations, field trips, guest speakers, and working with political candidates. The club is open to all Roane State students interested in becoming actively involved in our political system.

LIFE ENABLERS— This club provides an educational environment promoting a forum to discuss relevant current issues involving any of the organization's plans, ideas and views. Involvement in the organization strives to

teach responsibility and awareness toward the educational program and the Occupational Therapy profession.

MUSIC ORIENTATION EXPERIENCE—This club is designed to give music students an opportunity to meet and discuss all things relative to their music careers at RSCC and beyond. Agendas will include requirements for graduation, career planning, study resources, articulation, facility management, etc. Plans are also made for activities outside meetings, such as performances, projects, field trips, etc.

OAK RIDGE INSTITUTE FOR CONTINUED LEARNING—This organization was formed and is managed by retired citizens for the purpose of providing non-credit courses, field trips and retreats for seniors. The ORICL is affiliated with the Elderhostel Institute Network and is one of among 250 similar institutes in the U.S. and Canada. Membership in the ORICL is open to all residents of the RSCC service area. Members dues of $35 per person per semester entitle members to attend up to five of the Institute's offerings a semester on a space available basis. Some courses, such as computer and art, and field trips may entail additional fees for use of equipment, materials, and transportation. The ORICL is located at the Oak Ridge Branch Campus, 701 Briarcliff Avenue. For more information or to receive a schedule of classes offered by the Institute, call (865) 481-8222.

OCCUPATIONAL THERAPY STUDENT CLUB—The OTA Club has been formed to 1) promote the field of OT in the community and at RSCC; 2) promote participation in state and national OT organizations; 3) allow participation in campus fund raising activities; and 4) provide community service.

PHI THETA KAPPA—An international honor society for two-year colleges. Invitation to membership is extended by the local chapter. To be eligible, students must complete at least twelve hours of college credit leading to an associate's degree (part-time students are eligible); maintain a cumulative grade point average of 3.2, and enjoy full rights of citizenship in your country. International, regional, and chapter programs provide opportunities in the areas of scholarship, leadership, service, and fellowship. Benefits of membership include eligibility for transfer scholarships, automatic nomination for the national Dean's List publication of outstanding students, automatic enrollment in the PTK Transfer Database, which is made available to four-year and senior level institutions that actively recruit transfer students; and the privilege of wearing the honors stole and tassel at graduation. For more information, contact Phi Theta Kappa chapter advisor, Curtis Currie (ext. 4223).

PHYSICAL THERAPY STUDENT ASSOCIATION—The Physical Therapy Student Association has been formed to 1) promote the field of physical therapy at Roane State and in the community; 2) promote professional attitudes and behaviors in the PTA students.

PLAYMAKERS—The Playmakers are a non-profit organization with its energies focused on theatrical productions. All students and community members are encouraged to be involved with the Playmakers. Recent play productions include: The Glass Menagerie by Tennessee Williams, The Diviners by Jim Leonard Jr., and the musical extravaganza, The Little Shop of Horrors.

RADIOLOGIC TECHNOLOGY STUDENT ASSOCIATION (RTSA)—This organization promotes the Radiologic Technology program at RSCC and in the community. The organizaiton encourages cooperation and unity

among the radiology students as well as encourages involvement in community service activities.

THE ROANE STATE EDUCATION CLUB—Formally known as the Plateau Education Association, provides a network of students to ease the transition from high school to the community college and to the university. The purpose of this club is to help the education major establish community networks, engage in professional development opportunities with local teachers, and facilitate friendships with other students. The club is actively involved in community events such as food drives and local school supplies fundraising; hosts a variety of education career speakers such as teachers and principals; and promotes fun events such as BBQs and field trips to various Tennessee attractions.

ROANE STATE STUDENT NURSES' ASSOCIATION (RSSNA)—The RSSNA is a constituent association of the Tennessee Association of Student Nurses' (TASN) and the National Student Nurses' Association (NSNA). Membership in RSSNA is open to students in the nursing program and prenursing students. The purposes of RSSNA are 1) to assume responsibility for contributing to nursing education through leadership development and political activism in an attempt to provide for the highest quality of health care; 2) to provide programs representative of fundamental and current professional interest and concerns; 3) to aid in the holistic development of the individual in his/her professional role, including his/her responsibility for the health care of people in all walks of life.

SADD CLUB—Purposes of the SADD Club are: 1) to provide awareness on drinking, driving, and risks; 2) to provide awareness on drug use; 3) to educate students and the community on the best prevention and intervention tools relating to decisions that can be destructive.

S.T.A.R.S. ART CLUB—Purposes for the S.T.A.R.S. Art Club are: 1) to provide a social bond for students and staff with the common interest of art; 2) to provide a vehicle for learning experiences in art outside the classroom through programs and field trips; 3) to provide students with ready opportunities to exhibit their work and learn about the technicalities of the exhibiting process; 4) to raise scholarship funds for art students and hold competitions designed to distribute those funds; 5) to provide art-related services to the community on a limited basis; and 6) to raise the art-consciousness of college and community by bringing quality work to the campus.

STUDENT AMERICAN DENTAL HYGIENIST ASSOCIATION—An organization assigned to promote the professional development of enrolled dental hygiene technology students preparing for a career in dental hygiene. Licensed hygienists who are students working toward a baccalaureate or graduate degree complementary to a career in dental hygiene are also eligible for student membership.

STUDENT OPTICAL SOCIETY—The Roane State Student Optical Society is designed to promote and encourage cooperation and unity among opticianry students, to improve their academic standing, and encourage student involvement in the community through optical related volunteer work and service projects.

STUDENTS IN FREE ENTERPRISE—SIFE is a nonprofit organization that gives students the tools to learn the free enterprise system in a real working situation. SIFE challenges students on more than 800 college campuses nationwide to take what they're learning in the classroom and use their

knowledge to better their communities. SIFE teams establish a variety of community outreach programs that teach free enterprise.

TAO ASTRONOMICAL SOCIETY—The purpose of the society is to expand and promote interest in astronomy through hands-on projects and educational outreach as well as to take an active stance in the preservation of our dark skies by forming partnerships and raising awareness of light pollution.

B. ORGANIZATIONS AND BOARDS

CAMPUS ACTIVITIES BOARD—The Campus Activities Board provides opportunities for students on all Roane State campuses to gain leadership skills while providing social activities for their campus. Each of the seven campuses has a CAB headed by a chair and co-chair with five additional members from the individual campus student body. The chair and co-chair are selected spring semester of each year and the members are selected in the fall.

CANEY CREEK SAMPLER—The School's magazine for the arts publishes poetry, short fiction, plays, essays, music, and art. Submissions are accepted from students, faculty, staff, and alumni. The magazine is staffed by students and is under the guidance of a faculty advisory board. See our website at http://rsccartsmag.com.

ROANE STATE CONCERT CHOIR—This chorus is the official college choral organization. It performs a repertoire of standard choral selections at various college, public school, church, civic, and community functions.

STUDENT GOVERNMENT—The Roane State Student Government is made up of the chairs and co-chairs of the individual Campus Activity Boards from each of the seven Roane State campuses. 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 meets monthly in the interactive classrooms of the college. For copies of the Student Government constitution contact the Coordinator of Student Activities or the Assistant VP for Student Services and Multicultural Affairs.

C. REGISTRATION OF STUDENT ORGANIZATIONS

The college shall adopt and enforce such rules and regulations as it may deem necessary and proper with regard to the registration, recognition and function of student organizations which operate on the college campus. The rules and regulations adopted by the college shall provide for the consistent application of reasonable standards and shall afford procedural due process by authorizing and providing for an appeal with the President of the College.

Membership in a student organization shall be limited to members of the college community; however, membership may include individuals from the professional and business communities. Membership shall be extended to such persons without regard to their race, religion, national origin, or sex.

The registration and recognition of a student organization by the college does not constitute college endorsement or approval of the policies or activities of the organization. No student organization shall represent or imply in any manner, in its contact with the public, that it speaks for or in the name of the College.

Student organizations and their members are subject to all state and federal laws and the rules and regulations adopted by the college and the Tennessee Board of Regents. All student organizations are required to register with the Coordinator of Student Activities.

The following procedures must be followed to register a student organization and gain active status:

1) Submit an application for the formation of a new club. Applications are available from the office of the Assistant VP for Student Services and Multicultural Affairs or the Coordinator of Student Activities.

2) Secure a faculty advisor for the organization.

3) Secure approval from the Coordinator of Student Activities to hold an organizational meeting.

4) Prepare and submit the Constitution of the organization which must contain the following: the name, purpose, proposed activities, rules of membership of the organization, officers, their terms and method of selection, nature and frequency of meetings, and financial plans including any proposed fees, dues and assessments.

5) A signed statement of compliance by the organization that it will comply with all rules and regulations, policies, and procedures of the board and the institution and with all federal and state laws and regulations.

To retain an active status all organizations must submit the following information annually to the Coordinator of Student Activities.

1) A club roster containing the current officers and sponsors.

2) Changes in the Constitution or Bylaws.

3) An annual report outlining the organization's activities and accomplishments for the year.

An organization may be placed on probation or suspended for the following reasons:

1) Failure to maintain compliance with the initial registration requirements.

2) The organization ceases to operate.

3) The organization fails to submit any required reports.

4) The organization requests withdrawal of registration.

5) The organization operates or engages in any activity in violation of rules and regulations of the institution or federal or state laws.

All organizational members and advisors are responsible for being familiar with the guidelines and policies listed above.

TESTING SERVICES

Phone: 865-882-4661 (Roane County)
Phone: 865-481-2000 ext. 2251 (Oak Ridge Branch Campus)

The Testing Center provides a wide range of services to both the College and the community. As a service to students entering Roane State, to other local students, and to residents of the community, the College serves as a testing center for the General Educational Development (GED) test. The Testing Center also administers the ACT Test on national test dates. For students who have made application to Roane State, the college testing center administers the ACT Residual and placement tests. In addition, the Center provides testing for the RN Entrance Examination, LPN Challenge, Health Science Entrance Exam and special departmental performance exams. The Academic Profile test required of all graduating sophomores is also provided by the Center.

Student Services

REGULARLY SCHEDULED TESTS

Placement Tests (COMPASS)

The placement exams are given on the Roane County and the Oak Ridge campuses and at off-campus centers to Roane State applicants who have been admitted to the college. The basic skills assessment is required of all degree-seeking students who are 21 years of age and older and who do not have valid ACT scores.

Academic Profile Test

Each graduating sophomore is required by the Tennessee Board of Regents to take a test of general competency. This test does not affect one's graduating status; rather it is a measure of how well Roane State educates its students. Students are encouraged to do their best since Roane State's evaluation and future funding are based on student performance. Students are advised that failure to meet this graduation requirement will result in having the student's diploma held until this condition is met.

ACT-Residual

The ACT exams are given on the Roane County and the Oak Ridge campuses for students who are enrolled or have an application on file at Roane State. These test results are reported only to Roane State for placement purposes. Score reports are not available to other institutions or scholarship agencies.

ACT-National

Roane State Community College serves as an area test center for the American College Testing Program (ACT). Tests are given on the Roane County campus on all five of the national test dates. Students wishing to have their score reported to institutions other than RSCC should take this test. Registration applications are available through high school guidance offices or the Testing Center.

College At Home

The College At Home (CAH) exams are given on the Roane County and the Oak Ridge campuses for students enrolled in College At Home courses. Specified hours are established at the beginning of each semester to offer the student a variety of testing times including days and evenings. Testing services are offered usually Monday through Saturday depending on the semester.

GED Test

The General Education Development (GED) test for a high school equivalency diploma is administered at the Roane County, Oak Ridge and Scott County campuses on a regular basis. For information on eligibility requirements call 865-882-4661. In Roane County, 865-481-2003 in Oak Ridge or by visiting the Testing Center on these campuses.

Persons who feel inadequately prepared to take the GED test may contact their local school system or the Career Training Center for GED preparation classes.

IDEA

The Testing Center works closely with the IDEA (Interactive Distance Education Access) program instructors to provide proctors for tests being administered in the IDEA Classroom at each campus.

OTHER STUDENT SERVICES INFORMATION

ACCESS TO FACULTY—All full- and part-time faculty must establish and publish office hours in a manner visible to students. This includes faculty who are teaching at Roane County, Oak Ridge, the off-campus sites or through distance learning formats. Information regarding the location of the office, contact methods (i.e., telephone, e-mail, and mailbox location) and the days and times available must be included on the course syllabus. In addition, faculty locator data is available on the college's web page and in printed form in the academic division offices.

BULLETIN BOARDS—College regulations require that all notices, posters, advertisements, announcements, and other bulletin board information be approved by the Office of the Assistant VP for Student Services and Multicultural Affairs (Roane County), Dean of the Oak Ridge Campus (Oak Ridge), or the directors of the Fentress, Scott, Loudon, Knox, Cumberland, and Campbell Centers. Approval may be obtained during normal working hours. Notices may remain on display for fourteen days (two weeks) before being removed and discarded. Posted material may be saved through personal removal prior to the expiration date. Materials should be posted only on bulletin boards, not walls or window space.

To maintain clean and uncluttered bulletin boards, all notices and announcements must be typed or neatly hand printed. Students should remove all notices personally if posted information becomes obsolete prior to the expiration date.

No solicitations of any form may be posted. All job postings must have prior approval by the Placement Office.

HARASSMENT (SEXUAL, RACIAL OR OTHER)—Any form of harassment including, but not limited to, racial harassment, sexual harassment, or stalking, is prohibited by Title II of the Civil Rights Act of 1964. Any student who believes he or she has been subjected to harassment at Roane State should present the charge to the Assistant VP for Student Services and Multicultural Affairs. Applicants for employment or employees should report such charges to the Affirmative Action Officer in the Human Resources Office.

Any present employee or student, former employee or student, or applicant for employment or admission 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 Community College will result in discrimination against him or her should report these charges to the Affirmative Action Office.

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 Office of the Assistant VP for Student Services and Multicultural Affairs and from the Directors at all off campus locations or online at www.roanestate.edu; keyword: Student Services.

NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS AND ACTIVITIES—It is the policy of the Tennessee 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 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 educational 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.

POLICY MAKING AND THE STUDENT—Students have the right to voice their opinions and ask questions concerning current issues or policies of the College. RSCC students may participate in the decision making process through the Student Government Association/Campus Activity Board, by representation on some standing college committee, as well as participation on the Academic Curriculum Council. In addition, RSCC has an "open door policy" which allows students the opportunity to express their views through college administration.

SEXUAL OFFENDER NOTIFICATION—Roane State Community College, in compliance with the Federal Campus Sex Crimes Prevention Act and the University Sex Crimes Prevention Act of 2002, is distributing the following notice:

The Federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes employed, enrolls as a student or volunteers at an institution of higher education in the state of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form and deliver it to TBI headquarters in Nashville. As defined in section 40-39-102 of the Tennessee code, a "sexual offender" means a person who is, or has been, convicted in this state of committing a sexual offense or who is, or has been, convicted in another state or country, or who is, or has been convicted, in a federal or military court of committing an act which would have constituted a sexual offense if it had been committed in this state. A "sexual offense" means the commission of acts including, but not limited to, aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution, and kidnapping.

Both acts designate certain information concerning a registered sexual offender as public information and therefore amend and supercede the Family Educational Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information. Since the laws require the publication of information pertaining to sexual offenders employed, enrolled or volunteering at an educational institution, said publication does not constitute grounds for grievance or complaint under institutional or Tennessee Board of Regents policies or procedures.

In compliance with the Federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002, members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders employed, enrolled or volunteering at this institution from Campus Security. Information is also available

on the TBI's website listing of sex offenders located on the internet at http://www.ticic. state.tn.us/SEX-offndr/search_short.asp.

SMOKING—Roane State Community College has established, as allowed by legislation, a policy on smoking and use of tobacco products on campus. This policy is as follows:

1. Smoking is permitted outside of buildings in designated locations. Appropriate signage and ashurns will be provided at these locations. Smoking is not permitted within fifteen (15) feet of any building entrance except where physical layout does not permit.

2. Smoking or use of other tobacco products is prohibited inside any building or college vehicle.

3. Enforcement of this policy for staff will be the primary responsibility of supervisors. Security guards will be responsible for enforcement at public events. Student offenders will be referred to the Assistant VP for Students and Multicultural Affairs if disciplinary action is deemed necessary. All college personnel have the authority to enforce this policy.

4. This policy will be widely communicated through standard institutional communication channels.

SOLICITING—No soliciting or sales, related to or affecting students, are permitted on the campus without securing prior written approval from the Office of the Assistant VP for Student Services and Multicultural Affairs.

STUDENT COMPLAINTS—Roane State Community College is committed to providing a quality educational experience for all students. Students are encouraged to take advantage of all relevant services and programs offered by the college therefore, RSCC is concerned that all students receive the best treatment possible by college personnel. However, if a student feels he/she has not received fair treatment, or has a complaint regarding some situation or condition (financial aid, tuition, refunds, parking tickets, advisement, records, admissions, facilities, classroom concerns, student conduct, etc.) at the College, the student may address the complaint in writing to the Assistant VP for Student Services and Multicultural Affairs. The Assistant VP for Student Services and Multicultural Affairs will investigate the complaint, consulting with other RSCC personnel as needed and will notify the student of the outcome. If the student is not satisfied with how the Assistant VP for Student Services and Multicultural Affairs has tried to resolve the issue, the student may be heard by the Vice President of Academic Services. Please review the RSCC catalog (Student Services section) for detailed procedures regarding the appeal process for disciplinary matters.

STUDENT RESPONSIBILITY—There are a number of established policies and regulations and student-right-to-know information, developed by the College as well as mandated by the Tennessee Board of Regents, that exist for the welfare of both students and the college. This information is described in the following publications:

The RSCC catalog, the Students' Guide to Health & Safety, and the Student Handbook/Calendar, which are available and accessible to students at all RSCC campus locations. This information is also presented in the New Student Orientation sessions. Students should contact the Admissions Office, Academic Divisions, or the Assistant VP for Students and Multicultural Affairs for copies, if needed. Although the College provides this information to the student, it is the student's responsibility to become familiar with the policies and regulations outlined in these publications. Students may see the Assistant VP for Student Services and Multicultural Affairs for clarification of these policies and regulations.

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 Continuing Education or the Dean of the Oak Ridge Campus.

No person or persons shall use any sound amplifying equipment on the college campus other than that requested by the college officials in carrying on the normal activities of the college.

No person shall take advantage of the large concentration and semi-captive audience of students and faculty to organize on the campus any assembly, moratorium, strike, sit-in, parade, demonstration or similar activity which substantially interferes with the normal activities of the college or the rights of others.

No person who threatens to substantially interfere with the normal activities of the college or to substantially interfere with or deny the lawful rights of others to use the facilities of the college shall enter or remain upon the college campus.

Children should not be brought to class or left unattended in any area of the college. Out of consideration to fellow students, faculty and staff, and for safety reasons, please secure appropriate babysitting services off-campus.

Non-members of the campus community are required while on the campus to observe and comply with the rules and regulations adopted by the college or the Tennessee Board of Regents. Non-members of the campus community are also required while on the campus to identify themselves upon the request of either campus officers or campus security or other law enforcement officials in the performance of their duty.

WEAPONS ON CAMPUS—Felony State Law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand dollars ($3,000) for carrying a weapon on school property. "A . . . state or federal government entity or agent thereof is authorized to prohibit possession of weapons by any person at meetings conducted by or on the premises owned, operated, managed or under control of such . . . government entity. (TCA, 39-17-130-9)"

Personnel

Personnel
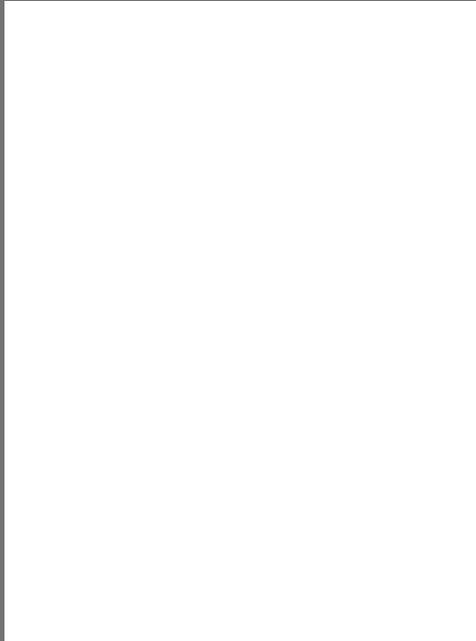
BOARD OF REGENTS OF THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE

STATUTORY MEMBERS

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The Honorable Ken Givens
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Tennessee Higher Education Commission

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OFFICERS

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ADMINISTRATION
Office of the President

(865) 882-4501

Gary Goff ....*President*
   B.S., Middle Tennessee State University—Political Science
   M.B.A., Southwest Missouri State University—Management
   Ed.D., University of South Florida—Education Leadership (2004)

Mamie Whittenbarger ....*Executive Administrative Assistant*
   A.S., Roane State Community College—General Technology (1998)
   Certified Professional Secretary (1996)

Office of the Vice President for Academic Services
(865) 882-4513

Adolf A. King ....*Vice President*
  B.S., City of Leicester Polytechnic Institute—Applied Chemistry
  M.S., Imperial College of Science and Technology, London Univ.—
  Analytical Chemistry
  D.I.C., Imperial College of Science and Technology, London Univ.—
  Analytical Chemistry
  Ph.D., Imperial College of Science and Technology, London Univ.—
  Analytical Chemistry (1977)

Cathy Smith...*Administrative Assistant I*
  A.A.S., Roane State Community College—General Technology (1999)
  Certified Professional Secretary (1990)

Office of the Executive Vice President for Financial Services

William S. Fuqua III ....*Executive Vice President*
  B.S., Tennessee Technological University—Business Administration (1974)
  C.P.A., State of Tennessee

Allen L. Brunton ....*Assistant Vice President*
  A.S., Roane State Community College—Business Management
  B.S., Middle Tennessee State University—Accounting (1976)

Carol Smith...*Administrative Assistant II*
  A.S., Roane State Community College—Office Administration (1981)
  Certified Professional Secretary (1990)

Administrative Systems
(Computer Center)
(865) 882-4560

Chris S. Pankratz ....*Director of Administrative Systems*
  A.S., Roane State Community College—Computer Science
  B.S., Tusculum College—Applied Organizational Management (1999)

Angela Sexton..*Programmer/Analyst*
  A.S., Roane State Community College—Computer Science (1982)

Shirley Boles...*Systems Analyst*
  B.S., Tusculum College—Organizational Management (1995)

Keri Phillips ....*Programmer/Analyst*
  A.S., Roane State Community College—Computer Science
  B.S., Tennessee Technological University—Computer Science (2003)

James Humphreys ....*Programmer/Analyst*
  A.S., Roane State Community College—Computer Science (1986)

Deb Beeler...*Secretary/Operator*

Kim Leach ....*Operator*

Personnel

Admissions Office

(865) 882-4523

Maria Gonzales..*Director of Admissions and Recruitment*
 A.A., Hiwassee College
 B.S., University of Tennessee—Zoology (1984)

Jim McDaniel..*Assistant Director of Admissions*
 B.S., University of Tennessee—Hotel/Restaurant Administration
 M.S., University of Tennessee—Education (1991)

Chris Creswell ....*Recruiter/Admissions Officer*
 A.S., Roane State Community College—General (1989)

Jessica Lancaster..*Recruiter/Admissions Officer*
 A.S., Roane State Community College—Elementary Education (2004)
 B.S., Tennessee Technological University—Elementary Education (2005)

Gloria Marine..*Admissions Officer*
 A.A.S., Roane State Community College—Office Administration (1998)
 Certified Professional Secretary
 Tennessee State Certified Clerk Typist

Joy Arnes..*Admissions Officer*
 A.S., Roane State Community College—Office Administration (1986)

Shelley Reed ....*Admissions Officer*
 A.S., Roane State Community College—Office Administration
 B.S., Tusculum College—Applied Organizational Management (1991)

Alumni Relations

(865) 882-4503

Tamsin E. Miller ....*Director*
 B.F.A., Brigham Young University—Interior Design
 M.S., University of Tennessee—Adult Education (1994)

Tammy Stanford ....*Coordinator of Alumni Communications*
 B.S., Tennessee Technological University—English/Journalism (1988)

Sandi Roberts ....*Graphic Designer*
 B.F.A., East Tennessee State University—Graphic Design (1989)

Athletics

(865) 882-4581

Randy Nesbit..*Athletic Director/Men's Basketball Coach*
 B.S., The Citadel—Business Administration
 M.B.A., The Citadel—Business (1986)

Wilma Black..*Secretary*

Larry Works ....*Baseball Coach*
    B.S., East Tennessee State University—Health and Physical Education
    M.S., University of Montana—Health and Physical Education and Psychology
    (1968)

Susan Niemi...*Softball Coach*
    B.S., Northern Michigan University—Physical Education (1982)

Todd Wright...*Women's Basketball Coach*
    B.S., Lee University—Math Education
    M.S., University of Tennessee—Human Performance & Sports Studies (1999)

Bookstore

(865) 882-4671

Sandra Hampton ....*General Manager*

Campbell County Higher Education Center

(423) 562-7021

Tracy Powers ....*Director*
    B.S., Liberty University—History Education (1985)

Sharon W. Baird ....*Technical Clerk*
    A.S., Roane State Community College—General
    B.S., Tusculum College—Applied Organizational Management
    M.A., Tusculum College—Education (Org. Training & Education) (2004)

Vanessa Overton..*Secretary*
    A.S., Roane State Community College—General
    B.S., Tusculum College—Applied Organizational Management
    M.A., Tusculum College—Education (Org. Training & Education) (2004)

Center for Teaching Arts and Technology

(865) 882-4556

A. Steven Ward ....*Director/Associate Professor of Chemistry*
    B.A., West Virginia University—Chemistry
    M.S., West Virginia University—Chemistry (1985)

Lon Bird...*Telecommunications Technician Level III*
    A.A.S., Pellissippi State—Video Production Technology

Alice Brannon ....*CTAT Secretary*

Mary Jordan-Brown...*Audiovisual Library Assistant*

Tom Okulcyzk ....*Training Specialist/Computer Lab Technician*
    A.S., Blackhawk College—Business (1991)

J. Patrick Pate ....*Assistant Librarian for Audiovisual Services, Associate Professor*
    B.S., University of Tennessee—Fine Arts
    M.S., University of Tennessee—Library Information Science (1985)

Cathy Martin ....*IDEA Room Technician/Telecommunications Technician III*
   A.A.S., Roane State Community College—General Technology
   B.S., Tusculum College—Organizational Management (2004)
   Certified Professional Secretary (1996)
   Microsoft Office Master (2005)

Jamie Stringer ....*WebCT Administrator/Faculty Webmaster*
   A.A.S., Roane State Community College—Police Science
   A.A.S., Roane State Community College—Corrections
   B.S., Chadwick University—Criminal Justice
   MCP, MCP&I, MCSE (2000)

Jeremy Pulcifer...*Institutional Webmaster*
   A.A.S., Roane State Community College—Business Management (1999)

Centers for Training and Development

(865) 882-4612

Teresa Sherrill Duncan ....*Assistant Vice President, Continuing Education*
   A.S., Roane State Community College—Business Administration
   B.S., Tennessee Wesleyan College—Business Education and Business
   Management
   M.S., Tennessee Technological University—Secondary Education (1990)

Kirk Harris ....*Director, Health Science Programs*
   Licensed Tennessee State Paramedic and Critical Care Paramedic
   A.S., Lake Sumter Community College—Emergency Medical Care
   B.S., University of Tennessee—Botany (1992)

Rebecca Calfee...*Coordinator, Health Science Programs*
   Licensed Critical Care Paramedic

Dan Collier ....*Senior Business Consultant*
   B.A., Vanderbilt University—Business Administration
   M.B.A., University of Chicago—Business Administration

Lawrence Wade Johnson ....*Manager of Business Programs*
   B.A., Covenent College—Organization Management—Business Administration
   M.S., University of Tennessee—Industrial & Organization Psychology
   CPCM, Certified Professional Consultant to Management

Stephanie P. Price ....*Director, Center for Computer Training and
                                                                                   Professional Development*
   B.S., University of Tennessee at Chattanooga—Education (1988)

Community Services

(865) 882-4509

Glenda Walls...*Coordinator*
   A.A.S., Roane State Community College—Contemporary Management
   B.S., Tusculum College—Organizational Management (2003)
   Certified Professional Secretary (2000)

Continuing Education and Workforce Development

(865) 882-4607

Paul E. Goldberg ....*Vice President*
    B.S., University of Tennessee—Economics
    M.S., University of Tennessee—Geography
    Ed.D., University of Tennessee—Educational Administration and Supervision

Denette N. Flynn...*Director (WIA)*
    B.A., University of Tennessee—Human Services

Kristi Beason ....*Administrative Assistant*
    A.A.S., Roane State Community College—Business Management Technology
    (1998)

Counseling and Career Services
(Advisement, Disability Services, Graduation)

(865) 882-4546—Roane County

(865) 481-2003—Oak Ridge

Beverly Bonner ....*Assistant Vice President*
    B.S., Tennessee State University—Psychology
    M.A., Fisk University—Clinical Psychology (1973)

Tracey Watson...*Counselor*
    A.A., Hiwassee College—Human Services
    B.S.W., East Tennessee State University—Social Work
    M.S.S.W., University of Tennessee—Social Work (1998)
    L.C.S.W., Licensed Clinical Social Worker, TN Health Related Boards

Jeff Snell ....*Counselor*
    B.A., Carson-Newman College—Psychology
    M.S., University of Tennessee—Counseling/Educational Psychology (1992)
    NCC, National Board for Certified Counselors
    LPC, TN Health Related Boards

Julianne Davis...*Counselor*
    B.S., University of Tennessee—Business Administration
    M.Ed., University of Memphis—School Counseling (1989)

H. R. Anderson, Jr..*Counselor*
    B.A., Southwestern at Memphis—English
    M.A., Middle Tennessee State University—Psychology (1972)
    LPSE, Licensed Senior Psychological Examiner, (Health Service Provider)
    TN Health Related Boards

Paula Choate ....*Graduation Analyst*

Tina S. Messamore...*Secretary*
    A.S, Roane State Community College—Business Management Technology (1984)

S. Paulette Knight ....*Technical Clerk, Oak Ridge*
  Certificate, Secretarial Science—Roane State Community College
  A.S., Roane State Community College—Office Administration (1995)

Cumberland County Higher Education Center

(931) 456-9880

Muffin Liskovec...*Director*

Myra Holloway ....*Technical Clerk*
  A.S., St. Petersburg Junior College—Legal Studies
  A.S., Daytona Beach Community College—Southeast Center for Photographic
  Studies (1995)
  Certified Professional Secretary (2000)

Peggy Miller ....*Library Assistant/Secretary*
  B.S., Tennessee Technological University—Health and Physical Education
  M.A., Tennessee Technological University—Curriculum & Instruction (1966)

Sandra Fuller ....*Secretary*
  A.S., Cleveland State Community College—Accounting (1990)
  Certified Professional Secretary (1998)

Shirley Hudson..*Evening Secretary*
  Certified Professional Secretary (2001)

Ronald Johnson ....*Maintenance/Custodial Supervisor*

Esco Delane Sidwell ....*Lead Custodian*

Bobby Monday..*Grounds/Custodial*

Bill Cochrane..*Security*

Paul Rex ....*Security*

Developmental Studies

(865) 882-4675

Charles E. Smith..*Director of Developmental Studies*
  B.S., Middle Tennessee State University—Mathematics
  M.M., University of Tennessee—Mathematics
  Ed.D., University of Tennessee—Educational Administration (1981)

Margaret Kron...*Technical Clerk*

Distance Education and Advising

(865) 882-4602

M. Kathryn Rhodes...*Director*
  B.S., University of Tennessee—Business Administration
  M.S., University of Tennessee—Human Resource Development (2003)

Tammie Bolling ....*Coordinator, Articulation*
  A.S., Mountain Empire Community College
  B.S., University of Virginia College at Wise—Business and Public Administration
  M.B.A., Bristol University (1992)

Matthew Ward...*Technical Clerk, RODP Student Contact*
  A.S., Roane State Community College—Business Administration
  B.S., University of Tennessee—Business Administration (2001)

Energy Education

(865) 531-8051

Anne Allen ....*Energy Education Specialist*
  B.A., University of Tennessee—Liberal Arts
  M.S., University of Tennessee—Education (1980)

Kay DeVore...*Technical Clerk*
  Certified Professional Secretary (1998)

Enrollment Management

(865) 882-4524

Judith A. Tyl.........................*Vice President for Students and Enrollment Management*
  B.A., University of Tennessee—Psychology
  M.S., University of Tennessee—Educational Psychology (1985)

Diane Castle..*Administrative Secretary*
  A.S., Hillsborough Community College—Interpreter's Training
  B.A., Central Missouri State—French (1968)
  Certified Professional Secretary (1996)

Exposition Center

(865) 882-4590

Warren Berkshire ....*Director*
  B.S., Tennessee Technological University—Wildlife Science (1998)

William O. Warner ....*Farm Worker*

Tony Jones...*Farm Worker*

Tom Miller..*Farm Worker*

Diane Cox..*Technical Clerk*

Fentress County Higher Education Center

Pamela J. May ....*Coordinator*
  A.A.S., Roane State Community College—General Technology (1998)

Cathi L. Jolly...*Technical Clerk*

Financial Aid

(865) 882-4545

Joy Goldberg...*Assistant Vice President*
 B.S., University of Tennessee—Education
 M.S., University of Tennessee—Education (1977)

Tina Long ....*Assistant Director*
 A.S., Roane State Community College—General
 B.S., University of Tennessee—Education (1999)

Robin Townson ....*Financial Aid Technician*
 A.S., Roane State Community College—Business Management Technology (1989)
 Certified Professional Secretary (1998)

Sandy Brock...*Financial Aid Assistant*
 A.S., Pellissippi State Technical Community College—General (1990)

Kendra Howard...*Supervisor of Scholarships and Work Study*
 A.A.S., Roane State Community College—General Technology (2000)

Misty Magill...*Financial Aid Assistant*
 A.A.S., Roane State Community College—Business Management Technology
 (2002)

Helen Turney..*Financial Aid Assistant*
 Certified Professional Secretary (2003)

Linda Aytes...*Financial Aid Assistant*

Fiscal and Auxiliary Services

(865) 882-4515

Jamie Wilmoth ....*Director*
 B.S., Tennessee Technological University—Accounting (1978)

Marsha Mathews ....*Assistant Director*
 B.S., Tennessee Technological University—Accounting (1990)

Connie McCullough ....*Accountant*
 A.S., Roane State Community College—Business Management (1982)

Donna Lindsey ....*Account Clerk*
 A.S., Roane State Community College—Business Management Technology
 (1982)
 Certified Professional Secretary (1997)

Annette Stooksbury ....*Lead Cashier*
 A.A.S., Roane State Community College—General Technology (2003)

Mary Edmonds...*Cashier*
 A.S., Knoxville Business College (1970)
 Certified Professional Secretary (2003)

Joan Runyan...*Cashier*

Carol Gassaway ....*Cashier*
> A.A.S., Roane State Community College—General Technology (2004)

Diane Mount ....*Account Supervisor*
> A.S., Roane State Community College—Accounting Technology (1980)
> Certified Professional Secretary (1995)

Mary Ann Samples...*Account Clerk*
> A.A.S., Roane State Community College—General Technology (2003)
> Certified Professional Secretary (1996)

Geraldine Sandifer..*Account Clerk*
> A.S., Roane State Community College—Business Management (1992)
> Certified Professional Secretary (1996)

Michele Patterson...*Account Clerk*
> A.A.S., Roane State Community College—General Technology (1999)
> Certified Professional Secretary (1996)

Deborah Broome ....*Secretary*

Foundation

(865) 882-4507

Melinda Hillman......................................*Vice President for Institutional Advancement*
> A.S., Cleveland State Community College
> B.A., Tennessee Wesleyan College—Communications
> M.P.A., University of Tennessee at Chattanooga—Public Policy (1994)

Linda Brown...*Accountant*
> B.B.A., East Tennessee State University—Accounting

Jeana Bradley...*Administrative Assistant*
> Certified Business Administration—Kee Business College (1986)
> Certified Professional Secretary (2004)

Human Resources

(865) 882-4679

A. Odell Fearn ....*Human Resources Manager*
> A.S., Knoxville Business College—Computer Science
> B.S., Tennessee Wesleyan College—Management (1990)

Jana Hamby ....*Administrative Secretary*

Karen B. Grigsby..*Personnel Clerk*

Information Technology

(865) 882-4618

Timothy D. Carroll........................*Assistant Vice President of Information Technology*
> B.S., Embry Riddle Aeronautical University—Management
> M.S., University of Southern California—Systems Management (1987)

Institutional Effectiveness and Research

(865) 882-4699

Karen L. Brunner ....*Assistant Vice President*
   B.A., University of Iowa—Dramatic Arts
   M.A., West Virginia University—Dramatic Arts (1977)

Kristi Roberson-Scott ....*Director*
   B.S., East Tennessee State University—Psychology & Public Health
   M.P.H., East Tennessee State University—Community Health Education
   Ed.D., University of Tennessee—Education Administration & Policy (2005)

Kriss Gabourel...*Coordinator of Reporting*
   B.S., Florida A&M University—Computer & Information Systems (1990)

Doug Wallace...*Institutional Research Technician*
   A.A.S., Roane State Community College—Business Management and Technology
   (1999)

Ruth Lee Melton ....*Records Management Technician*

Knox County Center for Health Sciences

(865) 539-6904

Anne Allen ....*Director*
   B.A., University of Tennessee—Liberal Arts
   M.S., University of Tennessee—Education (1980)

Kay DeVore...*Technical Clerk*
   Certified Professional Secretary (1998)

Jennifer Provine ....*Technical Clerk*
   B.S., University of Tennessee—Business Administration (1981)

Catherine DePrato ....*Receptionist/Secretary*
   B.A., University of Tennessee—History (2005)

Learning Center

(865) 882-4677-Roane County
(865) 481-2026-Oak Ridge

Robert Alfonso, Jr...*Director of RSCC Learning Centers*
   B.A., Kent State University—English
   M.A., East Tennessee State University—English (1992)

Jesse Williams...*Coordinator, OR Learning Center*
   B.A., East Tennessee State University—English
   M.A., Hollins University—Screenwriting/Film Studies (2005)

Libraries

(865) 882-4553

Rebecca I. Brunton ....*Director of Library Services*
  A.S., Roane State Community College—General
  B.S., Middle Tennessee State University—History
  M.S., University of Tennessee—Library Science (1981)

Laura Vaughn ....*Branch Librarian/Instructor*
  B.S., Newberry College—Arts Management
  M.S., University of Tennessee—Library and Information Science (1996)

Rosemary Ellis...*Cataloging Librarian, Assistant Professor*
  B.A., University of Tennessee—Liberal Arts
  M.S., University of Tennessee—Library Science (1977)

Robert M. Benson.....................................*User Services Librarian/Assistant Professor*
  B.A., University of Tennessee—English (1996)
  M.S., University of Tennessee—Information Science (2000)

Shelia Whittenbarger ....*Library Assistant*
  Certified Professional Secretary (2003)

Ollie Nolan..*Library Assistant*
  B.S., University of Tennessee—Education
  M.S., University of Tennessee—Health and Physical Education (1972)

Rebecca Gore...*Library Assistant*

Brooke Wood ....*Library Assistant*
  A.A., Roane State Community College—English
  B.S., Tennessee Technological University—English/Journalism (2002)

Loudon County Higher Education Center

(865) 986-1525

Susan Williams ....*Director*
  B.S., University of Tennessee—Communications/Public Relations (1990)

Yvonne Toon ....*Technical Clerk*

Lisa Smith ....*Secretary*
  B.A., University of Tennessee—Art History (1996)

Marketing and Public Relations

(865) 882-4505

Jeff Gary..*Director of Marketing and Public Relations*
  B.S., University of Tennessee—Communications/Journalism
  M.S., University of Tennessee—Public Relations (1993)

Celia Breedlove ....*Advertising and Promotions Manager*
  B.S., University of Southern Mississippi—Photo-Journalism (1978)

Tammy Stanford...*Coordinator of News Services*
 B.S., Tennessee Technological University—English/Journalism (1988)

Sandi Roberts ....*Coordinator of Graphic Arts*
 B.F.A., East Tennessee State University—Graphic Design (1989)

Marilyn Clifton...*Secretary*

Networking and Technical Support
(Help Desk)
(865) 882-4595

Peter Souza ....*Director of Networking and Technical Support*
 B.S., University of New Hampshire—Geology
 M.S., University of Tennessee—Geology (1998)

David J. Ribes ....*Help Desk Management/Lead Microcomputer Specialist*
 A.A.S., Stark Technical College—Electronic Engineering Technology (1985)

Anita Anthony ....*Microcomputer Specialist*

Robert L. Brown ....*Microcomputer Specialist*

William Elwartowski...*Microcomputer Specialist*

Lyle Fountain ....*Network Administrator/Microcomputer Specialist*
 A.S., Roane State Community College—Mini-Microcomputer Technology (1997)

Elizabeth Hill...*Help Desk Operator*
 B.S., University of Memphis—Political Science (1990)

Tomas A. Krewson..*Microcomputer Specialist*
 A.S., Roane State Community College—Mini-Microcomputer Technology (1987)

Chris Olka ....*Microcomputer Specialist*
 A.S., Roane State Community College—Business Management Technology (1988)

Monica Ashburn...*Microcomputer Specialist*
 A.S., Roane State Community College—General
 B.S., Carson-Newman College—Computer Science (2003)

Oak Ridge Branch Campus
(865) 481-2000

Russell B. Schubert ....*Interim Dean, Oak Ridge Campus*
 B.S., Tennessee Technological University—Agriculture
 M.Ed., Stephen F. Austin State University—Counseling (1974)

Pam Shannon ....*Administrative Secretary*
 Secretarial Science Certificate—Roane State Community College
 A.A.S., Roane State Community College—General Technology (2001)

Mariella Akers..*Faculty Secretary*
 B.A., Hood College—Psychology
 M.F.A., Savannah College of Art and Design—Historic Preservation (1995)

Personnel

Brenda Brown ....*Information Center Supervisor*
   B.A., University of Tennessee—Sociology/Criminal Justice (1999)

Sandy Vann..*Faculty Secretary*

Susan Wry ....*Faculty Secretary*
   A.S., Roane State Community College—General Studies (1981)

W. Raink Hembree..*Maintenance Supervisor*
   A.S., Hawaii Pacific University

Gary Baker...*Utility Worker*

Nancy Humphreys..*Grounds Supervisor*

Florrel Hamby ....*Custodian*

Brenda Erickson..*Custodian*

Greg Brown..*Custodian*

Julie Humidan ....*Custodian*

Cheryl McNaughton...*Custodian*

Jimmie Neal ....*Maintenance Utility Worker*

Tanya Souther...*Custodial Lead Worker*

Todd Thompson ....*Security Guard*

Troy Williams..*Maintenance Worker*

Terrance Wooten ....*Security Guard*

Payroll

(865) 882-4518

Mildred Millican...*Payroll Supervisor*
   A.S., Roane State Community College—General Technology (1998)
   Certified Professional Secretary

Amy Blair..*Account Clerk III*
   Certified Professional Secretary
   A.A.S., Roane State Community College—General Business (2000)

Nancy Rose..*Account Clerk II*
   A.A.S., Roane State Community College—General Technology (2003)

Physical Plant

(865) 882-4565

Vacant..*Director*

Marilynn Brown ....*Secretary*
   Certified Professional Secretary (2001)

Bill Wilson ....*General Maintenance Supervisor*

Personnel

Roger G. Parker..*Grounds Supervisor*

Ruth Lamance..*Custodial Supervisor*

Mike McClure...*Courier*

Rita Jones ....*Security Officer*
  A.S., Roane State Community College—Criminal Justice (1986)

Dale Kendrick ....*Security Officer*
  A.S., Roane State Community College—Police Science (1983)

Mike McPeters..*Security Guard*

Randy Griffin ....*Security Guard*

Sharon Jackson..*Security Guard*

Dale Green ....*Lead Carpenter*

Donald Johnson...*Painter*

Damon Sandifer ....*Grounds Worker*

David Ross...*Maintenance Lead Worker*

Charlie Randolph ....*Maintenance Mechanic*

James T. Smith..*Maintenance Mechanic*

Henry Barger..*Utility Worker*

Terry Scheiren...*Bus Driver/Maintenance Utility Worker*

Pam Cook..*Lead Custodian*

Lorene Hensley..*House Worker*

Lucille Crudup ....*Custodian*

Anna Carroll...*Custodian*

Kathy Jones...*Custodian*

Gail Walker ....*Custodian*

John Park..*Custodian*

Nora Ellen Williams..*Custodian*

Judy Shannon ....*Custodian*

James Barry...*Custodian*

Roy Wiley ....*Maintenance Worker*

Irene Weismuller ....*Grounds Worker*

Placement

(865) 882-4695

Gail D. Russell..*Placement Coordinator*
B.S., West Virginia State College—Business Administration
M.A., Virginia Polytechnic Institute and State University—Counseling/Student
Personnel (1978)

Purchasing

(865) 882-4587

Jack Walker ....*Director of Purchasing*
B.B.A., Carson Newman College-Accounting
C.P.A., (Inactive) State of Tennessee
M.B.A., Tennessee Technological University (2004)

Brenda J. Davis ....*Purchasing Clerk*
Certified Professional Secretary (1996)

Linda Fugate..*Purchasing Clerk*
A.S., Roane State Community College—Business Management
Certified Professional Secretary (1997)

Fred Ooten...*Shipping/Receiving Clerk*

Records and Registration

(865) 882-4526

Brenda Rector ....*Registrar/Director*
B.S., Lincoln Memorial University—Business Administration
M.Ed., Lincoln Memorial University—Counseling and Guidance (1992)

Joyce K. Perry..*Assistant Director of Records*
B.S., Knoxville College—Business Education
M.S., Ed., Southern Illinois University—Occupational Education (1975)

Sheila Eason ....*Admissions & Records Supervisor*
A.S., Roane State Community College—General Education (1990)

Tammy Robinette ....*Technical Clerk*
A.S., Roane State Community College—Business Management (1985)
Certified Professional Secretary (1996)

Margaret Bailes ....*Technical Clerk*
A.S., Roane State —General Business
B.A., University of Tennessee—Psychology

Sharon Christmas ....*Technical Clerk*

Donna Dutton..*Technical Clerk*
Secretarial Science Certificate, Roane State Community College (1996)

Personnel

Scott County Higher Education Center

(423) 663-3878

Vacant..*Director*

Rena Adkins ....*Technical Clerk*
   A.A.S., Roane State Community College—Office Administration (1996)

Charlotte Shelton...*Secretary*

Ron Cook..*Maintenance*

Harry Watters ....*Security Guard*

Gary Boyatt ....*Grounds Worker*

Small Business Development Center

Dan Collier ....*Senior Business Consultant*
   B.A., Vanderbilt University—Economics
   M.B.A., University of Chicago—Business Management (1970)

Student Activities and Organizations

(865) 882-4638

Sammie R. Mowery...*Coordinator*
   A.S., Roane State Community College—Secondary Education
   B.S., East Tennessee State University—Elementary Education
   M.S., University of Tennessee—Adult Education (1983)

Student Services and Multicultural Affairs

(865) 882-4550

Beverly Bonner ....*Assistant Vice President*
   B.S., Tennessee State University—Psychology
   M.A., Fisk University—Clinical Psychology (1973)

Carol Jarabek ....*Administrative Secretary*
   A.S., Roane State Community College—Office Administration (1985)
   Certified Professional Secretary (2003)

Tech Prep

(865) 882-4626

Sandra Cannon ....*Tech Prep Coordinator*
   B.A., Clark Atlanta University—English (1970)

Malinda R. Yager ....*Technical Clerk*
   B.A., Tennessee Temple College—History (1978)

Telephone Services

"0"

Regina Kendrick...*Information Receptionist*

Tennessee Early Childhood Training Alliance

(865) 481-2034

Traci Busch Miller..*Coordinator*
  B.S., West Virginia University—Family Resources
  M.S., University of Tennessee—Child and Family Studies (1986)

Heather Taylor..*Technical Clerk*
  A.S., Roane State Community College—General (2002)

Testing Center

(865) 882-4661

Julia Musolf..*Director of Testing*
  B.S., East Tennessee State University—American Studies

Mary Scandlyn...*Testing Technician*
  B.A., University of South Carolina—Education (1969)

Chris Hartzog..*Testing Technician*

ACADEMIC DIVISIONS

Business and Technology

(865) 882-4600

Russell B. Schubert ....*Dean, Associate Professor of Environmental Health*
  B.S., Tennessee Technological University—Agriculture
  M.Ed., Stephen F. Austin State University—Counseling (1974)

Denise Cloyd..*Secretary*
  A.S., Roane State Community College—Business Management (1995)

Health Sciences

(865) 882-4594 (Health Sciences)

Lesha Hill...*Interim Dean, Associate Professor*
Program Director, Respiratory Therapy
  A.S., Roane State Community College—Respiratory Therapy
  B.S., Tusculum College—Applied Organizational Management (1991)
  Registered Respiratory Therapist

Pamela Woody ....*Health Science Administrative Secretary*
  A.S., Roane State Community College—Secretarial Science (1982)
  Certified Professional Secretary

Michelle Crudup ....*Admissions Technician*
  A.A.S., Roane State Community College—Management and Supervision
  B.S., Tusculum College—Organizational Management (2002)

Humanities

(865) 882-4567

Myra K. Peavyhouse...*Dean, Professor of English*
  A.S., Roane State Community College—Biology
  B.S., Tennessee Wesleyan College—Biology
  B.A., Tennessee Wesleyan College—English
  M.A., East Tennessee State University—English
  Ed.D., University of Tennessee—Educational Administration and Policy Studies
  (2002)
  Certified Developmental Education Specialist

Kathy Snipes...*Administrative Secretary*
  A.S., Roane State Community Collegge—Office Administration
  A.S., Roane State Community College—Secondary Education (1993)
  Certified Professional Secretary (1998)

Diana Scarborough...*Secretary*

Math/Sciences

(865) 882-4533
(865) 882-4591

Larry Bouldin ....*Dean, Professor of Mathematics*
  B.A., David Lipscomb College—Mathematics
  M.S., Middle Tennessee State University—Mathematics
  Ed.D., University of Tennessee—Curriculum and Instruction, Mathematics
  Education (1982)

Kathleen B. Voiles ....*Administrative Secretary*
  A.S., Roane State Community College—Office Administration (1993)
  Certificate of Advancement—Microsoft Office Specialist (2002)

Mary Barr ....*Secretary III*
  A.A.S., Roane State Community College—General Technology (2004)

Soomi Lee Chung..*Laboratory Coordinator*
  B.S., Sung Kyun Kwan University—Chemistry
  M.S., Louisiana State University—Food Science
  Ph.D., Louisiana State University—Food Science

Joan Nelson..*Laboratory Technician*
  A.S., Roane State Community College—Mecical Laboratory Technology
  B.S., Virginia Polytechnic Institute—Child Development (1971)

Nursing

(865) 882-4605

Priscilla Spitzer ....*Interim Dean, Associate Professor*
Program Director, Nursing

  B.S.N., Emory University
  M.N., Emory University Adult Health Nursing (1977)
  Registered Nurse

Jeannie Brannum ....*Administrative Secretary*
  A.S., Roane State Community College—Business Management (1986)

Michelle Crudup ....*Admissions Technician*
  A.A.S., Roane State Community College—Management & Supervision
  B.S., Tusculum College—Organization Management (2002)

Social and Behavioral Sciences

(865) 882-4582—Social Science

Christopher L. Whaley.........................*Dean, Associate Professor/Program Director of*
Paralegal Studies and Pre-Law

  A.A., Roane State Community College—Social Science
  B.S., Middle Tennessee State University—Political Science
  J.D., University of Tennessee College of Law—Law (1994)
  Licensed Attorney (Tennessee)
  Rule 31 Civil Mediator (Tennessee)

Tammy Guge ....*Administrative Secretary*
   A.S., Roane State Community College—Office Administration
   B.S., Tusculum College—Applied Organizational Management (1990)

Emeritus

Anne P. Minter ....*Faculty Emeritus*
   B.S., Georgia College at Milledgeville—Chemistry
   M.A., Duke University—Micro-biology
   Ed.D., University of Tennessee—Science in Higher Education (1973-1988)

Irving T. Glover...*Faculty Emeritus*
   B.S., University of North Carolina—Science Education
   M.Ed., University of North Carolina—Education
   Ph.D., University of Virginia—Chemistry (1964)

Mabre M. Holder..*Faculty Emeritus (deceased)*
   B.S., Middle Tennessee State University—Business (Marketing)
   M.B.A., Middle Tennessee State University—Business (Marketing) (1974)

Benjamin S. Howard...*Faculty Emeritus*
   B.A., University of Tennessee—English
   M.A., University of Tennessee—German
   Ph.D., University of Georgia—Comparative Literature (1972)

Melvin A. Kirkpatrick...*Faculty Emeritus*
   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)

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	Steven Wheeler	Social Science
1987	Susan Garner	Health, P.E., & Recreation
1988	Stephanie Morris	Math-Science
	Barbara Phillips	Academic Development
1989	Irving Glover	Math, Natural and Social Science
1990	Jim Knox	Humanities & Education
1991	Frank L. (Pete) Charton	Math, Natural and Social Science
1992	Bruce L. Borin	Humanities & Education
1993	James Kring	Math-Science
1994	Becky Howard	Math-Science
1995	Myrian Works	Nursing
1996	Lil Gomez del Campo	Social Science
1997	Pat Bailey	Math-Science
1998	Anne Powers	Humanities
1999	Gary Heidinger	Social Science
2000	Bob Thomas	Business and Social Science
2001	Becky Howard	Math-Science
2002	Cindy Claborn	Humanities
2003	Sally Licata	Health Sciences and Nursing
2004	Sharon Cordell	Social and Behavioral Sciences
2005	Robert C. Barth	Humanities/Math-Science

Faculty

NOTE: (date) indicates date of last degree

ALFONSO JR., ROBERT ....*Associate Professor of English*
Director of RSCC Learning Centers

   B.A., Kent State University—English
   M.A., East Tennessee State University—English (1992)

ANDREACO, JANE ....*Instructor of Radiologic Technology*
   B.S., RT(R), University of Health Arts—Radiologic Technology

ANDREWS, REBECCA L ....*Associate Professor of Business*
   B.S., Tennessee Technological University—Accounting
   M.S., Oklahoma State University—Accounting (1967)
   C.P.A., State of Tennessee

ARCANGELI, KATHRYN ....*Assistant Professor of Mathematics*
   B.S., University of Alabama—Industrial Engineering
   M.S., Auburn University—Industrial Engineering (1989)

BACKSTROM, KURT A ....*Associate Professor/Program Director*
of Physical Therapy Assistant
  B.S., Indiana University of Pennsylvania—Health and Physical Education
  M.S., University of Kentucky—Physical Education
  B.S., Howard University—Physical Therapy (1979)

BACKSTROM, SUZANNE M................................*Associate Professor PTA Program*
Coordinator of Clinical Education
  B.S., University of North Dakota—Physical Therapy (1978)

BADGER, ROGER A..*Instructor of EMT/Paramedic*
  A.S., Hocking Technical College—Emergency Medical Technology (1982)
  Licensed Tennessee State Paramedic

BAILEY, PATRICIA G ....*Professor of Mathematics*
  A.S., Roane State Community College—General
  B.A., University of Tennessee—Biology
  M.S.S.W., University of Tennessee—Social Work
  Ph.D., University of Tennessee—Instructional Theory and Practice in
  Mathematics (1996)

BALDWIN, ELAINE B ....*Professor of Nursing*
  B.S.N., University of South Carolina—Nursing
  M.N., Emory University—Nursing (1964)
  Ed.D., University of Tennessee (1993)
  Registered Nurse

BARNES, DELORISE C...*Professor of Business*
  B.S., Livingstone College—Business Education
  M.S., University of Tennessee—Business Education
  Ed.D., University of Tennessee—Vocational-Technical Education (1978)

BARRIGA, MARIA ....*Associate Professor of Spanish*
  B.A., Universida Catholica—Spanish
  Ph.D., University of Tennessee—Spanish (1991)

BARTH, ROBERT C.........................*Associate Professor of Philosophy/Mathematics*
  B.S., Union University—Mathematics
  M.S., University of Tennessee—Mathematics Education (1978)

BELL, DAVID W ....*Associate Professor of Mathematics*
  B.S., North Carolina State—Math Education
  M.A.T., Duke University—Math Education (1973)

BODINE, MARK ....*Instructor of EMT-Paramedic*
  A.A.S., Roane State Community College—General Technology
  Licensed Tennessee State Paramedic

BORIN, BRUCE L ....*Associate Professor of Speech*
  B.S., University of Nebraska—Education
  M.A., East Tennessee State University—English and Speech (1975)

Personnel

BOULDIN, C. LARRY...*Professor of Mathematics*
   B.A., David Lipscomb College—Mathematics
   M.S., Middle Tennessee State University—Mathematics
   Ed.D., University of Tennessee—Curriculum and Instruction, Mathematics
   Education (1982)

BROWN, DARNETA ....*Associate Professor of Nursing*
   B.S.E., University of Tennessee—Education
   A.D.N., Tennessee State University—Nursing
   M.S.N., University of Tennessee—(1992)
   Registered Nurse

BROWN, PATRICIA ....*Professor of Mathematics*
   A.S., Roane State Community College—Secondary Education/Mathematics
   B.S., Tennessee Technological University—Secondary Education/Mathematics
   M.S., Tennessee Technological University—Secondary Education
   Ed.D., University of Tennessee—Curriculum and Instruction/Mathematics
   Education (1996)

BYRD, RODNEY..*Instructor of EMT-Paramedic*
   A.A.S., Roane State Community College—General Technology (1996)
   Licensed Tennessee State Paramedic

BYRGE, TRACI......................................*Instructor of Health Information Technology*
   A.A.S., Roane State Community College—Health Information Technology (1990)
   RHIT, Registered Health Information Technician
   CCS, Certified Coding Specialist

CANTRELL, BRUCE ....*Associate Professor of Biology*
   A.S., Roane State Community College—General
   B.S., Tennessee Technological University—Biology
   M.S., The American University—Biology (1985)

CHITWOOD, DORIS...*Associate Professor of Mathematics*
   B.S., Cumberland College—Mathematics
   M.A., Cumberland College—Secondary Education
   Ed.S., Tennessee Technological University—Administration and Supervision (1987)

CHUNG, MICHAEL ....*Associate Professor of Computer Science*
   B.S., Southeast Missouri State—Agriculture
   M.S., University of Missouri—Soil Physics
   M.S., University of Missouri—Nuclear Engineering (1990)

COLLINS, RETHA E. ....*Assistant Professor of Nursing*
   M.S.N., Vanderbilt University—Nursing (1994)
   Registered Nurse

CONDON, JAMES B ....*Professor of Chemistry*
   A.B., State University of New York at Binghamton
   Ph.D., Iowa State University (1968)

CORDELL, SHARON..*Associate Professor of Education*
   B.S., Cumberland College—Education/English
   M.S., Tennessee Technological University—Education/Reading (1974)

Personnel

CROTTY, PATRICIA...*Associate Professor of Nursing*
   BSN, University of Tennessee—Nursing
   MSN, East Tennessee State University—Nursing
   Registered Nurse

CROWE, MARGARET W..*Associate Professor of Nursing*
   Riverside Hospital School of Nursing
   B.S., University of Tennessee—Education
   M.S., University of Tennessee—Child and Family Studies
   M.S.N., University of Tennessee (1986)
   Registered Nurse

CURRAN, MICHAEL ....*Professor/Program Director Dental Hygiene*
   D.D.S., University of Nebraska (1972)

CURRIE II, W. CURTIS...*Associate Professor of English*
   B.A., Pfeiffer College—English Literature, English Writing Studies
   M.A., University of Tennessee—English
   Ph.D., University of Tennessee—English Literature (1991)

DELCUL, AMALIA...*Associate Professor of Spanish*
   M.A., University of Tennessee—Spanish

DENISON, BETTY N ....*Associate Professor of Mathematics*
   B.A., Meredith College—Mathematics
   M.R.E., Southwestern Baptist Theological Seminary—Religious Education (1972)

DENTON, JILL B. ....*Assistant Professor of Mathematics*
   B.S., Ohio University—Electrical Engineering
   M.S., University of Tennessee—Mathematics (2003)

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)

DRAKE, GLORIA ....*Assistant Professor of Business*
                                                                          Business Department Chair
   A.S., Pearl River Junior College—Business
   B.S., University of Southern Mississippi—Business Education
   M.Ed., University of Southern Mississippi—Business Education (1989)

EASTRIDGE, DARRELL M ....*Associate Professor*
                                                              Respiratory Therapy Clinical Director
   A.S., Cleveland State Community College
   Certified Respiratory Therapy Technician
   Registered Respiratory Therapist
   B.A., Ottawa University—Health Care and Education
   M.A.T., Carson Newman College
   Ed.S., Lincoln Memorial University—Curriculum Instruction (1994)

EDWARDS, LINDA M ....*Associate Professor of Biology*
   B.S., University of Tennessee—Botany
   M.S., University of Tennessee—Botany (1967)

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FELTNER, KAREN..*Instructor/Program Director of*
Health Information Technology
   A.A.S., Roane State Community College—Medical Records (1983)
   RHIT, Registered Health Information Technologist
   CCS, Certified Coding Specialist

FISHER, BRUCE...*Professor of Biology*
Coordinator of Biology
   B.S., Lincoln Memorial University—Biology
   M.S., University of Tennessee—Zoology
   Ph.D., University of Tennessee—Zoology (1974)

FOLTZ-GRAY, DANIEL A ....*Associate Professor of English*
   B.A., University of Pennsylvania—English Literature
   M.A., University of Chicago—English (1974)

FOX, BRADLEY..*Assistant Professor of Business*
   B.S., Salem State College—Management
   M.B.A., DePaul University—International Business (1986)

GLENN, BETTY ....*Associate Professor of Business and Computer Science*
Computer Science Department Chair
   A.A., Roane State Community College—General Studies
   B.A., University of Tennessee—English
   M.B.A., Tennessee Technological University—Business Administration (1989)

GOGGIN, MICHAEL T.............*Associate Professor/Program Director for Opticianry*
   B.A., State University of New York at Buffalo—Anthropology
   A.A.S., Erie Community College—Ophthalmic Dispensing (1978)

GOLEBIEWSKI, MICHAEL............................*Associate Professor of Speech/Theatre*
   B.S., Troy State University—Speech and Theater
   M.F.A., University of Tennessee—Acting (Performance) (1995)

GOMEZ DEL CAMPO, LIL ....*Associate Professor of History*
   B.A., University of Mexico—History, Mathematics
   M.A., University of Mexico—History, Art History (1969)

GOWAN, JOYE E ....*Associate Professor of Mathematics*
   B.S., Oklahoma Baptist University—Mathematics
   M.Ed., Central State University—Secondary Education/Mathematics (1984)

GREENLEE, GEOL A ....*Associate Professor of Music*
Music Department Chair
   B.A., University of Wisconsin—Music
   M.M., University of Tennessee—Music
   D.M.A., University of Cincinnati—College Conservatory of Music—
   Composition (1997)

HARBIN, JANET L..*Assistant Professor of Nursing*
   B.S., University of Tennessee—Human Ecology
   M.S.N., University of Tennessee—Nursing (1994)
   Registered Nurse

Personnel

HARJALA, DAVID E ....*Associate Professor of Mathematics*
   B.S., Northern Michigan University—Physics
   M.A., Northern Michigan University—Mathematics Education (1980)

HARRIS, VICKIE F. ....*Clinical Instructor, Nursing*
   A.D.N., Fayetteville Technical Community College
   B.S., University of St. Francis—Health Science (2000)
   Registered Nurse

HEIDINGER, GARY L ....*Associate Professor of Sociology*
   B.S., Bethal College—History
   M.A., George Peabody College—History (1965)
   Certified in Thanatology

HENSLEY, VICKIE..............*Associate Professor/Clinical Coordinator for Radiologic Technology*
   A.S., Roane State Community College—Radiologic Technology
   B.S., College of St. Francis—Health Arts (1992)

HERD, VALERIE...*Assistant Professor of Sociology and Freshman Experience Coordinator*
   B.S., East Tennessee State University—Communications
   M.S., University of Tennessee—Sociology (1995)

HILL, LESHA ....*Associate Professor/Program Director Respiratory Therapy*
   A.S., Roane State Community College—Respiratory Therapy
   B.S., Tusculum College—Applied Organizational Management (1991)
   Registered Respiratory Therapist

HILLIARD, PEGGY...*Associate Professor of English*
   B.A., Furman University—English Literature
   M.A., University of Tennessee—English Literature
   Ph.D., University of Tennessee—English Literature (1989)

HINKLE, REGINA K. ....*Assistant Professor of Nursing*
   Missouri Baptist College of Nursing
   B.S.N., University of Maryland—Nursing
   M.S.N., University of Tennessee—Nursing (1991)
   Registered Nurse

HOAGLAND, WILLIAM M ....*Associate Professor of Political Science and History*
   B.S., Lambuth College—History
   M.S.S., University of Mississippi—History (1966)

HYDER, DAN..*Associate Professor/ Program Director Environmental Health Technology*
   B.S., East Tennessee State University—Environmental Health
   M.E.S., University of Oklahoma—Environmental Science (1980)

JACOBS, STACY ....*Assistant Professor of Art Program Director, Computer Art and Design*
   B.A., Austin Peay State University—Fine Arts
   M.A., University of Tennessee—Fine Arts (2002)

Personnel

JENKINS, ANTHONY ....*Professor of Biology*
 B.S., University of Tennessee—Animal Husbandry
 D.V.M., Auburn University (1968)

JONES, JOHNNY......................................*Associate Professor of Physical Education*
Fitness Center Director

 A.A., Martin College
 B.S., Middle Tennessee State University—Physical Education
 M.S.S., United States Sports Academy—Fitness Management

JONES, MICHELLE..........*Associate Professor/Clinical Coordinator Dental Hygiene*
 B.S., East Tennessee State University—Community Health (1978)
 Registered Dental Hygienist

JORDAN-HENLEY, JENNIFER...................................*Associate Professor of English*
 B.S., Middle Tennessee State University—English
 M.A., Middle Tennessee State University—English Literature (1988)

KEEFE, PAULA ....*Instructor/Program Director of Somatic Therapy*
 M.A., University of Northern Iowa—Home Economics Education
 Carlson College of Massage Therapy (1991)
 Licensed Massage Therapist

KING, ADOLF A ....*Vice President of Academic Affairs*
Professor of Chemistry

 B.S., City of Leicester Polytechnic—Applied Chemistry
 M.S., Imperial College of Science and Technology, London University—
 Analytical Chemistry
 D.I.C., Imperial College of Science and Technology, London University—
 Analytical Chemistry
 Ph.D., Imperial College of Science and Technology, London University—
 Analytical Chemistry (1976)

KNOX, JAMES M...*Associate Professor of English*
 B.S., Tennessee Technological University—Secondary Education, French
 M.A., Tennessee Technological University—English (1978)

LANZA, DONALD L ....*Professor of History*
 B.A., University of Tennessee at Chattanooga—History
 M.A., University of Tennessee—History
 Ph.D., University of Tennessee—History (1991)

LEE, ARTHUR C ....*Associate Professor of Geology*
 B.S., Penn State University—Geosciences
 M.A., Temple University—Geology
 Ph.D., University of Southern California—Geology (1993)

LICATA, SALVATRICE D..*Instructor of Opticianry*
 A.A.S., Mater Dei College—Ophthalmic Dispensing (1991)
 A.O.S., Albany Business College—Accounting and Business Administration
 Licensed Optician

LUGGIE, BRENDA M ....*Assistant Professor of Music*
 B.M., University of Akron
 M.M., Ohio University—Music (2001)

MABRY, MARIANNA...*Pharmacy Technician Director*
   B.B.A., East Tennessee State University—Marketing and Spanish
   CPhT

MALVEAUX, KENNETH R...*Associate Professor of English*
   B.A., University of Southwestern Louisiana—English
   M.S., Tennessee State University/Vanderbilt University—Management of Social
   Service Programs (1976)

MARSH, LINDA ....*Program Director, Medical Transcription*
   A.S., Steed College—Medical Secretarial Science (1974)
   RHIT, Registered Health Information Technician

MASCARO, MARILYN L ....*Associate Professor of English*
   B.S., University of Tennessee—English
   M.A., University of Tennessee—English (1984)

MEADOWS, SHANNON ....*Assistant Professor of Biology*
   B.S., Union University—Medical Technology
   M.S., Louisiana State University Medical Center—Microbiology (1996)

MEGHABGHAB, GEORGE......*Associate Professor of Computer Science Technology*
   B.S., Institut Superior D'Electronique du Nord, Lille, France—Computer
   Engineering
   M.S., University of Pierre et Marie Curie, Paris, France—Computer Science
   Ph.D., University of Pierre et Marie Curie, Paris, France—Computer Science
   Ph.D., Florida State University—Computer Science (1988)

MILES, DEBORAH I..*Associate Professor of Mathematics*
   B.S., Louisiana State University—Mathematics Education
   M.M., University of Tennessee—Mathematics (1990)

MILLER, DONALD E ....*Professor of Anthropology and Sociology*
   B.S., Brigham Young University—Youth Leadership
   B.A., Brigham Young University—Archaeology
   M.A., Brigham Young University—Archaeology
   Ph.D., University of Tennessee—Education (1987)

MONDAY, RALPH ....*Assistant Professor of English*
   B.S., Lincoln Memorial University—English Education
   M.A., University of Tennessee—British and American Literature (1985)

MUELLER, MICHAEL P ....*Assistant Professor of Education*
   B.S., Metropolitan State University—Education
   M.A., Ottawa University—Education/Curriculum and Instruction (2004)

MURPHY, TRESSA...*Assistant Professor of Mathematics*
   B.S., University of Tennessee—Math
   M.M., University of Tennessee—Math
   Ed.S., Lincoln Memorial University—Education (1997)

MURRAY, WILLIAM P........*Associate Professor of Physics/Engineering Technology*
   B.S., University of Cincinnati—Chemical Engineering
   M.S., University of Tennessee—Chemical Engineering (1970)

NEELY, JANET......................................*Instructor of Occupational Therapy Assistant*
Nashville State Technical Institute—Certified Occupational Therapy Assistant (1982)
A.A.S., Roane State Community College—Occupational Therapy Assistant (1995)

NESBIT, RANDY ....*Associate Professor of Business*
Men's Basketball Coach/Athletic Director
B.S., The Citadel—Business Administration
M.B.A., The Citadel (1986)

ORR, KAREN S ....*Associate Professor of Mathematics*
B.S., University of Tennessee—Secondary Science Education
M.M., University of Tennessee—Mathematics (1991)

PALANTINUS, DEBORAH T......................................*Associate Professor of Biology*
B.S., University of Tennessee—Zoology
M.S., University of Tennessee—Zoology (1971)

PARROTT, MELISSA A. ....*Clinical Instructor, Nursing*
A.D.N., Wallace Community College
B.S.N., University of South Carolina—Nursing (1989)
Registered Nurse

PEAVYHOUSE, MYRA K ....*Professor of English*
Dean, Humanities Division
A.S., Roane State Community College—Biology
B.S., Tennessee Wesleyan College—Biology
B.A., Tennessee Wesleyan College—English
M.A., East Tennessee State University—English
Ed.D., University of Tennessee—Educational Administration and Policy Studies (2002)
Certified Developmental Education Specialist

PLUMLEE, DONNA W........*Assistant Professor/Program Director Polysomnography*
Registered Polysomnographic Technologist (1986)
Registered Electroencephalographic Technologist (1992)
A.A.S., Draughons Junior College—Business

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)

PUCKETT, DAVID..*Professor of Business/Economics*
B.S., Tennessee Technological University—Accounting
M.B.A., Middle Tennessee State University—Business
Ed.D., North Carolina State University—Adult and Community College Education (1994)

RAHMANIAN, SAEED M. ....*Assistant Professor of Biology*
B.S., University of Tennessee—Animal Science
M.S., University of Wyoming—Reproductive Physiology
Ph.D., Louisiana State University—Reproductive Physiology and Endocrinology

RAINES, B. DIANE...*Professor of English*
B.S., University of Tennessee—English Education
M.A., Tennessee Technological University—English (1995)
Ed.D., University of Tennessee—Instructional Technology and Educational
Studies (2003)

RATH, DAVID E...*Associate Professor of Business*
A.A.S., Genensee Community College—Travel & Tourism
B.S., State University College at Buffalo—Marketing and Distributive Education
M.S., State University College at Buffalo—Multi Disciplinary Studies (1982)

ROBERSON, CAROLYN ....*Associate Professor of Biology*
B.S., Stillman College—Biology
M.S., Mississippi State University—Biological Sciences (1999)

ROBERSON, VALERIA ....*Assistant Professor of Speech*
B.A., Berea College—History
M.A., University of Tennessee—Theatre (1991)

ROBINSON, JEAN R ....*Assistant Professor/Program Director*
Radiologic Technology
B.A., Immaculate Heart College—English
Registered Technologist (Radiology)—BHET School of Radiologic Technology

RODRIGUEZ-POWERS, JULIANA ....*Assistant Professor of Nursing*
A.A.S., Bronx Community College
B.S.N., Central Connecticut State University—Nursing
M.S.N., University of Hartford—Nursing (2005)
Registered Nurse

RUDOLPH, JOHNNIE J......................................*Associate Professor of Math/Science*
A.S., Cleveland State—Design and Drafting
B.A., University of Tennessee—Architecture (1976)

RUPLE, SAMUEL L ....*Assistant Professor of Computer Science*
B.S., University of Alabama—Math
M.S., Georgia Institute of Technology—Computer Science

SAFDIE, ROBERT ....*Associate Professor of Psychology/Business*
B.A., University of Tennessee—Psychology
M.A., Middle Tennessee State University—General Clinical Psychology (1976)

SAIN, SUSAN J ....*Assistant Professor/Program Director*
Occupational Therapy Assistant
B.S., University of Wisconsin—Occupational Therapy
M.S., University of Tennessee—Health Education/Promotion (1994)

SAMMARTANO, LAURI J. ....*Assistant Professor of Biology*
B.A., Saint Mary's University—Biology
Ph.D., University of Illinois—Biology (1988)

SCHRAMM, WILLIAM ....*Assistant Professor of Economics*
B.S., Rensselaer Polytechnic Institute—Geology
M.S., Louisiana State University—Geology
M.B.A., University of Texas—Concentration in Environmental Economics
Ph.D., University of Tennessee—Ecology (1997)

SCHUBERT, RUSSELL B ....*Associate Professor of Environmental Sciences*
   B.S., Tennessee Technological University—Agriculture
   M.Ed., Stephen F. Austin State University—Counseling (1974)

SEATON, MARY SUZIN ....*Associate Professor of English*
   B.S., Middle Tennessee State University—English
   M.A., Middle Tennessee State University—English (1977)

SEXTON, JEFF ....*Associate Professor of Mathematics*
                                         Coordinator of Developmental Studies—Math
   B.S., Tennessee Technological University—Business Administration
   M.A., Tennessee Technological University—Educational Administration and
   Supervision (1991)

SHLOUSH, MARCIA G. ....*Clinical Instructor, Nursing*
   B.S.N., University of Tennessee—Nursing
   M.S., University of Tennessee—Child Development (1983)
   Registered Nurse

SIERGIEJ, PAMELA ....*Professor of Biology*
   B.A., Seton Hill University—Biology
   Ph.D., University of Tennessee—Biomedical Sciences (1994)

SMITH, BILLY L ....*Associate Professor of Mathematics*
   B.A., Union College—Chemistry
   M.M., University of Tennessee—Mathematics (1974)

SMITH, CHARLES E..*Professor of Mathematics*
                                                  Director of Academic Development
   B.S., Middle Tennessee State University—Mathematics
   M.M., University of Tennessee—Mathematics
   Ed.D., University of Tennessee, Knoxville—Educational Administration (1981)

SMITH, MARIA A..................*Associate Professor/Program Director EMT-Paramedic*
   B.S.N., University of Detroit (1970)
   C.E.N., Certified Emergency Nurse
   Licensed Tennessee State Paramedic

SPITZER, PRISCILLA W ....*Associate Professor/Interim Dean of Nursing*
   B.S.N., Emory University—Nursing
   M.N., Emory University—Adult Health Nursing (1977)
   Registered Nurse

STAMM, LISA M. ....*Assistant Professor of Nursing*
   B.S.N., East Tennessee State University—Nursing
   M.S.N., University of Tennessee—Nursing (1991)
   Registered Nurse

STEELE, SHELIA O..*Associate Professor of Nursing*
   B.S.N., University of Tennessee—Nursing
   M.S.N., University of Tennessee—Nursing (1995)
   Registered Nurse

Personnel

STEPHENS, KENNETH W ....*Associate Professor of Computer Science*
  B.S., Middle Tennessee State University—Management
  M.B.A., Middle Tennessee State University—Management (1974)

STERNFELS, RONALD..*Assistant Professor of Chemistry*
  B.S., City College of New York—Chemistry
  M.S., University of Rochester—Chemistry
  M.B.A., University of New Haven—Business (1987)
  Ph.D., New York University—Chemistry (1976)

TEETER, W. SCOTT ....*Associate Professor of Criminal Justice*
  B.S., Eastern Kentucky University—Law Enforcement
  M.S., Eastern Kentucky University—Criminal Justice Education (1976)

THAIS, DAVID F ....*Associate Professor of Business*
  B.S., Indiana State University—Management
  M.B.A., Indiana State University—Business Administration (1974)
  C.P.A., State of Tennessee

THOMAS, JOHN K ....*Professor of History*
  B.S., Austin Peay State University—History
  M.A., Austin Peay State University—History
  Ph.D., University of Tennessee—History (1990)

THOMASON, SARAH K...*Associate Professor of English*
  B.S., University of Tennessee—Education
  M.S., University of Tennessee—English Education (1974)

TRENTHAM, JEAN...*Associate Professor of English*
  A.A., Hiwassee Junior College—Business Administration
  B.S., East Tennessee State University—Business Education
  M.A., East Tennessee State University—Business Education (1980)
  C.P.S., 1977

TUCKER, JENNIFER D ....*Associate Professor of EMT-Paramedic Program*
  B.S.N., University of Tennessee—Nursing
  M.S., University of Tennessee—Exercise Physiology (1987)

WADDLE, JOETTE...*Associate Professor of English*
  B.A., Tennessee Technological University—English
  B.S., Tennessee Technological University—Secondary Education
  M.A., University of Tennessee—English (1975)

WANG MELINDA...*Assistant Professor of Nursing*
  B.S., University of California, Berkeley—Conservation and Resources Studies
  M.S.N., University of Tennessee—Nursing (1998)
  Registered Nurse

WARD, DIANE ....*Assistant Professor Education*
  B.S., West Virginia University—Secondary Education/Science
  M.A., Tennessee Technological University—Education/Instructional Leadership
  (2000)

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WARD, A. STEVEN.........................*Director, Center for Teaching Arts & Technology*
Associate Professor of Chemistry

   B.A., West Virginia University—Chemistry
   M.S., West Virginia University—Chemistry (1985)

WEST, WILLIAM..*Associate Professor of Nursing*
   A.S., Walters State Community College—Nursing
   B.A., University of Tennessee—Psychology
   M.S., University of Tennessee—Nursing (1998)
   Registered Nurse

WHALEY, CHRISTOPHER L..............................*Dean, Social & Behavioral Sciences*
Associate Professor/Program Director of Paralegal Studies and Pre-Law

   A.A., Roane State Community College—Social Science
   B.S., Middle Tennessee State University—Political Science
   J.D., University of Tennessee College of Law—Law (1994)
   Licensed Attorney (Tennessee)
   Rule 31 Civil Mediator (Tennessee)

WILLIAMS, JESSE..*Assistant Professor of English*
Coordinator, ORBC Learning Center

   B.A., East Tennessee State University—English
   M.A., Hollins University—Screenwriting/Film Studies (2005)

WINDHAM, DONALD L ....*Professor of Psychology*
   A.A., Macon College—Social Science and Psychology
   B.S., Berry College—Psychology
   Ph.D., University of Tennessee—Psychology (1989)

WORKS, LARRY P...*Associate Professor of Psychology*
Baseball Coach

   B.S., East Tennessee State University—Health and Physical Education
   M.S., University of Montana—Health, Physical Education and Psychology (1968)

WRIGHT, J. TODD ....*Assistant Professor of Physical Education*
Women's Basketball Coach

   B.S., Lee University—Math Education
   M.S., University of Tennessee—Human Performance and Sports Studies (1999)

WURTH, PATSY.....................*Assistant Professor of Geographic Information Systems*
and Geology

   B.S., Murray State University—Occupational Safety and Health
   M.S., Murray State University—Geography/Geosciences (1991)

YARNELL, REBECCA ....*Associate Professor of Nursing*
   B.S.N., University of Tennessee—Nursing
   M.S.N., University of Tennessee—Nursing (1982)
   Registered Nurse

YOUNG, MARTIN..*Assistant Professor of EMT-Paramedic*
   B.A., Mississippi State University—Communications
   Licensed Tennessee State Paramedic

Personnel

ADJUNCT FACULTY

The adjunct faculty listed here have served Roane State Community College for five or more years.

ATKISSON, LOVELLE...*Art*
   Ed.D., George Peabody—Art (1976)

BAILEY-FOX, LILLIAN ....*Health and Physical Education*
   M.A., University of Central Florida—Health and Physical Education (1983)

BRASKI, DAVE ....*MSC and Chemistry*
   M.S., Virginia Polytechnic Institute—Metallurgical Engineering (1965)

BREWSTER, MARY ANN ....*Writing*
   M.A., Cumberland College—English (1985)

BROOKE, WILLIAM A ....*Math/Physics*
   M.S., Indiana University—Secondary Education (1971)

BUCK, VELMA ....*Mathematics*
   M.A., Vanderbilt University—Mathematics (1968)

BYRD, MARY ELIZABETH...*Mathematics*
   M.A., Union College—Secondary Education (1982)

BYRNE, JANET O. ....*Education*
   Ed.D., Vanderbilt University—Higher Education Administration (1989)

BYRNE, THOMAS E..*Biology*
   Ph.D., University of Tennessee—Botany, Microbiology (1984)

CAPPS, SANDY ....*English*
   Ph.D., University of Tennessee—English Literature (1996)

CARICO, ANGELA..*English*
   M.S., University of Tennessee—Curriculum & Instruction (1994)

CHARTON, FRANK L..*Physical Science*
   Ph.D., Michigan State University—Geography (1972)

COX, BRYAN ....*EMT-Paramedic*
   B.A., Cooper Institute—Business Management (1976)
   Licensed Tennessee State Paramedic

CRAIG, LYLE ....*Mathematics*
   Ph.D., University of Tennessee—Mathematics (1996)

DAVIS, J.C. ....*History*
   Ed.S., Tennessee Technological University—History (1982)

DEITRICK, DAVID ....*Art*
   M.A., University of Tennessee—Art (1993)

DENISON, ROBERT ....*Mathematics*
   B.S., Texas Tech University—Physics/Math (1969)

DERBY, ROGER..*Physics/Chemistry*
   D.SC., Colorado School of Mines—Metallurgical Engineering (1968)

Personnel

DESJEAN, TOM ....*Sociology*
  M.A., University of Florida—Anthropology (1986)

DOUGHTY, FLOYD ....*Criminal Justice*
  M.A., Tennessee Technological University—Education (1982)

DUNAWAY, LOURDES ....*Music*
  M.A., Tennessee Technological University—Elementary Education (1988)

DUNIGAN, JAMES ....*Economics*
  Ph.D., University of Tennessee—Geography (1969)

DUNIGAN, FLORINDA...*Spanish*
  M.A., Tennessee Technological University—Special Education (1977)

ELEAZER, ALAN..*Music*
  M.A., University of Tennessee—Music (1994)

EVANS, KENNETH...*Mathematics*
  M.A., Tennessee Technological University—Curriculum and Instruction/Math (1994)

FARMER, WILLIAM M. (MIKE) ....*Accounting*
  M.B.A., University of Tennessee (1976)

FIELDS, ANNELL S ....*Biology*
  M.A.T., Vanderbilt University (1980)

FIELDS, DAVID E ....*Astronomy*
  Ph.D., University of Wisconsin—Solid State Physics (1972)

FRAGOPOULOS, PEGGY ....*English*
  M.A., Tennessee Technological University—English (1982)

GARMON, JEAN...*Mathematics*
  B.S., Tennessee Technological University—Engineering (1979)

GARNER, SUSAN A. ....*Physical Education*
  M.Ed., Middle Tennessee State University—Health, Physical Education,
  Recreation (1974)

GORE, J.R...*EMT Paramedic*
  Licensed Tennessee State Paramedic

GOSLEE, BRENDA..*Music*
  M.A., University of Tennessee—Organ Performance (1988)

GRAY, SUE M ....*Health Information Technology*
  B.A., Stephens College—Health Information Management
  R.R.A., Registered Record Administrator

HAILEY, MICHAEL ....*History*
  M.S., University of Tennessee—Curriculum & Instruction (1995)

HATMAKER, JULIE...*Mathematics*
  M.S., Lincoln Memorial University—Administration & Supervision (1989)

HEATHERLY, LINDA...*Education*
  M.S., University of Tennessee—Special Education

Personnel

HEIDRICH, PUINOR (DORIS)..*Nutrition*
    M.S., University of Tennessee—Home Economics (1982)

HERRING, RANDY...*Health & Physical Education*
    M.A., Tennessee Technological University (1990)

HIPKINS, VIOLA..*Elementary Education*
    M.A., Union College (1981)

HONEYCUTT, TERESA ....*Mathematics*
    M.S., Middle Tennessee State University—Mathematics (1978)

HOWARD, BENJAMIN S..*English/German*
    Ph.D., University of Georgia—Comparative Literature (1972)

HOWARD, REBECCA M..*Mathematics*
    M.A.M., North Carolina State—Mathematics (1968)

HUDGINS, CAROL ....*Art*
    M.F.A., University of Tennessee—Art (1987)

HUMPHREY, DENNIS ....*Police Science*
    J.D., Nashville School of Law—Law (1981)

HUSKINS, AMY ....*Health & Physical Education*
    M.A., Tennessee Technological University (1997)

IHDE, WILLIAM M ....*Physics*
    M.S., Massachusetts Institute of Technology—Electrical Engineering (1948)

JEFFERS, JACK R ....*Computer Science*
    B.S., Tennessee Technological University—Mathematics (1966)

JEFFERS, JODI ....*Mathematics*
    M.M., University of Tennessee—Mathematics (1990)

KEETON, LINDA ....*Study Skills*
    M.A., Tennessee Tech University—Reading (1973)

KOPP, DELORES ....*Speech*
    M.A., University of Tennessee—Speech & Theatre (1979)

KRIES, CARL E ....*Physical Education*
    M.A., Union College—Education (1983)

KRING, JAMES B..*Biology*
    M.S., University of Tennessee—Botany (1965)

LANDRETH, CAROLYN E..*Physical Education*
    Ph.D., Middle Tennessee State University—Physical Education (1980)

LAY, AMON...*Education/Psychology*
    M.A., Tennessee Technological University—Education (1970)

LEMAY, CHARLENE L. ....*Nursing*
    M.S.N., University of Tennessee—Nursing (1986)

LEPLEY, DENNIS ....*History*
    M.A., Shippensburg University (1987)

LYNN, LARRY..*Computer Science*
    M.S., UT Martin—Educational Psychology and Guidance (1976)

MANNING, WANDA..*Reading and Education*
    Ed.D., University of Tennessee

MARAS, IVAN..*Mathematics*
    Ph.D., Walden University—Administration (1975)

MARAS, LORENE ....*Reading/Writing*
    Ed.D., Illinois State University—Education (1974)

MERRIWEATHER, ROOSEVELT..*Chemistry*
    B.S., Stillman College—Chemistry (1978)

MILLER, GREG...*Law/Political Science*
    J.D., University of Tennessee Law School—Law (1982)

MIODUSKI, JERRY E..*Mathematics*
    M.S., University of Tennessee—Management Science (1999)

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    M.S., University of Tennessee—Education Administration (1973)

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    M.A., George Peabody—English (1964)

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    M.A., Cambridge Institute of Education—England (1954)

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    B.S., London University (England)—Civil Engineering (1950)

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    J.D., Vanderbilt—Law (1975)

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    M.F.A., University of Tennessee—Graphic Design (Computer Enhanced Design)
    (1995)

Personnel

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    M.S., Tennessee Technological University—Administration (1996)

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    M.S., University of Tennessee—Child and Family Services (1986)

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Mike Andrews	Physiotherapy Associate
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Jim Smith	Outpatient Rehab Springbrook Center
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Bob Wilkins, R.T. (R)   Sweetwater Hospital Association
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Doug Cheek   St. Mary's Medical Center
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Della Carroll   UT Medical Center

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Ed Bolden	New Horizons Massage and Bodywork
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Carmen Haun	Blount Memorial
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Sue Gray	UT Veterinary Teaching Hospital
Linda Wilhoit	UT Medical Center
Emmadene West	St. Mary's Medical Center
Lisa Peterson	UT Medical Center
Karen White	Roane Medical Center
Dawn Carpenter	Sweetwater Hospital
Cindy Nixon	Cookeville General Hospital
Tonya Myers	East Tennessee Baptist Hospital
Karen Breazeale	East Tennessee Baptist Hospital
Carol Thrasher	Fort Sanders Parkwest Medical Center
Diane Bobrowski	East TN Baptist Hospital
Andy Mak	Peninsula Hospital
Jeanie Watson	Fort Sanders Loudon Medical Center
Kay Roll	NHC-Knoxville
Elizabeth Colwart	Blount Memorial Hospital
Karen Hunley	St. Mary's Medical Center
Kay Miles	St. Mary's Medical Center
Teresa Seeber	Alcoa Billing Center
Kellie Barringer	NHC Cavett Hill
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Janice Watkin	Fort Sanders Parkwest Medical Center
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Heather Creason	UT Medical Center
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Donna Barnett	St. Mary's RehabCare
Ellen Fowler	Therapy Center
Julie Dallas	University of Tennessee Medical Center
Carrie Roller	Associated Therapeutics
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Karen Cross	Knoxville Convalescent Center
Karen Register	East Tennessee Children's Rehab. Center
Nancy Tabor	Therapy Unlimited
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Margaret Gibb	Occupational Therapy Consultants
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Kelly Kittrell-Davis	Cumberland Medical Center
Jerry Lewis	Functional Pathways
Jill Baker	Keystone Elder Day Care Program
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Pam Groomes	TN Christian Medical Center

Polysomnography

Tammy Moore	Methodist Medical Center
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GLOSSARY

Advisor - A faculty member who meets with designated students each semester or year to help make curriculum choices and discuss progress toward achieving educational goals.

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

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

Audit - Taking a course but not for credit. Auditing students pay required fees and attend class but are not required to complete assignments or take exams.

Career Preparation Program - An Associate of Applied Science (A.A.S.) degree program designed for students who wish to seek employment and enter the job market right after completing a two-year college degree program. The credits from these programs are not readily transferable to a four-year college or university, but do lead to the A.A.S. degree.

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

Course Load - The course load is the total number of semester hours or credit hours in which a student is enrolled for a semester. An average course load at RSCC is 12 to 18 hours for a student attending full time.

Credit Hours or Semester Hours - One credit hour or one semester hour is usually assigned for each 55 minutes of class per week for a semester. For example, Composition I is a three-credit hour or three-semester hour course. Since it is a three-hour course, a student taking Composition I would attend class three hours each week for 14 weeks and receive three hours of credit (or three credits) for the course.

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

Elective - A subject or course which a student may choose from courses that are required for a specific degree program.

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

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

Grade Point Average (GPA) - An average obtained by dividing the total number of grade points (A=4; B=3; C=2; D=1) earned by the total number of hours of coursework attempted. See page 00 to calculate your GPA.

Humanities - Any course at Roane State in art, literature, foreign language, journalism, music, philosophy or theatre.

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

Glossary

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

Prerequisite - A course requirement that must be met before enrolling in particular courses.

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

Syllabus - A precise outline of course expectations stating the required textbook(s), assignments and dates due, test dates, grading and policies, research papers, as well as other requirements.

Transcript - An official record of academic history, provided by high schools or other colleges previously attended.

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

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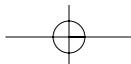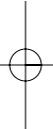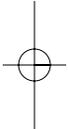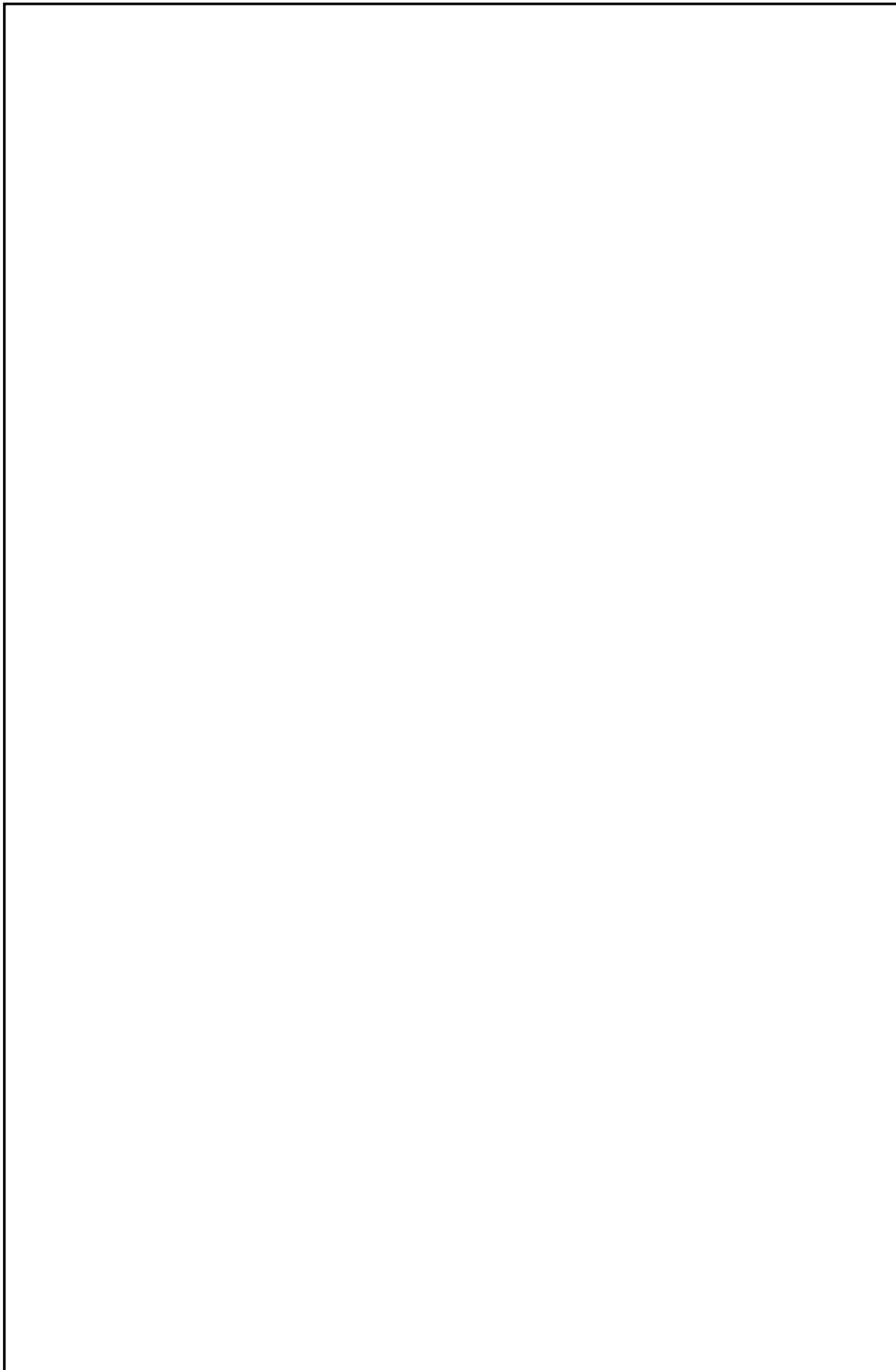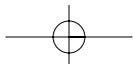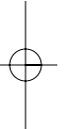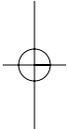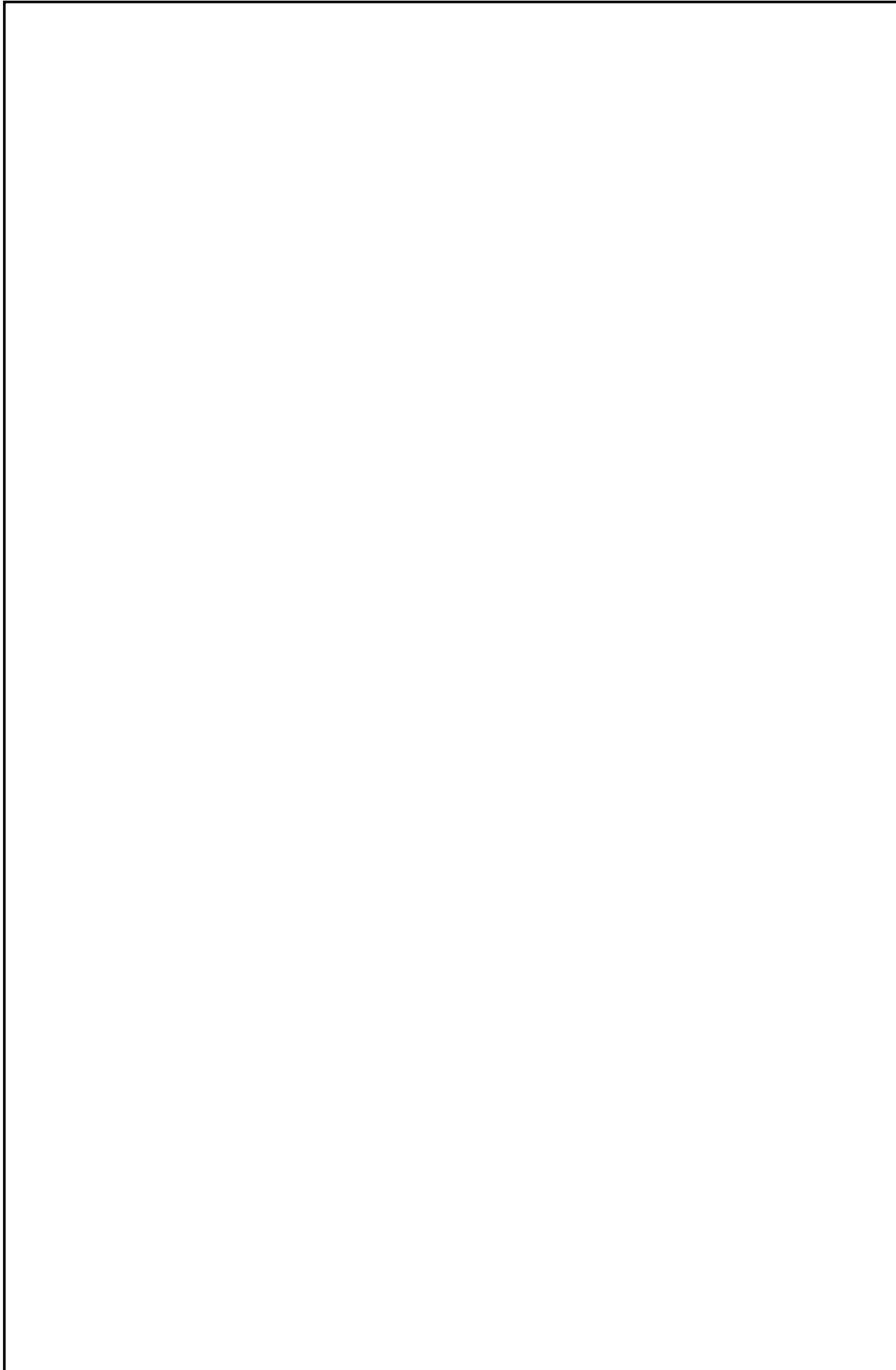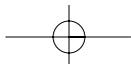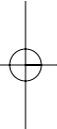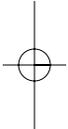
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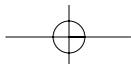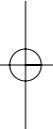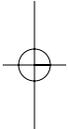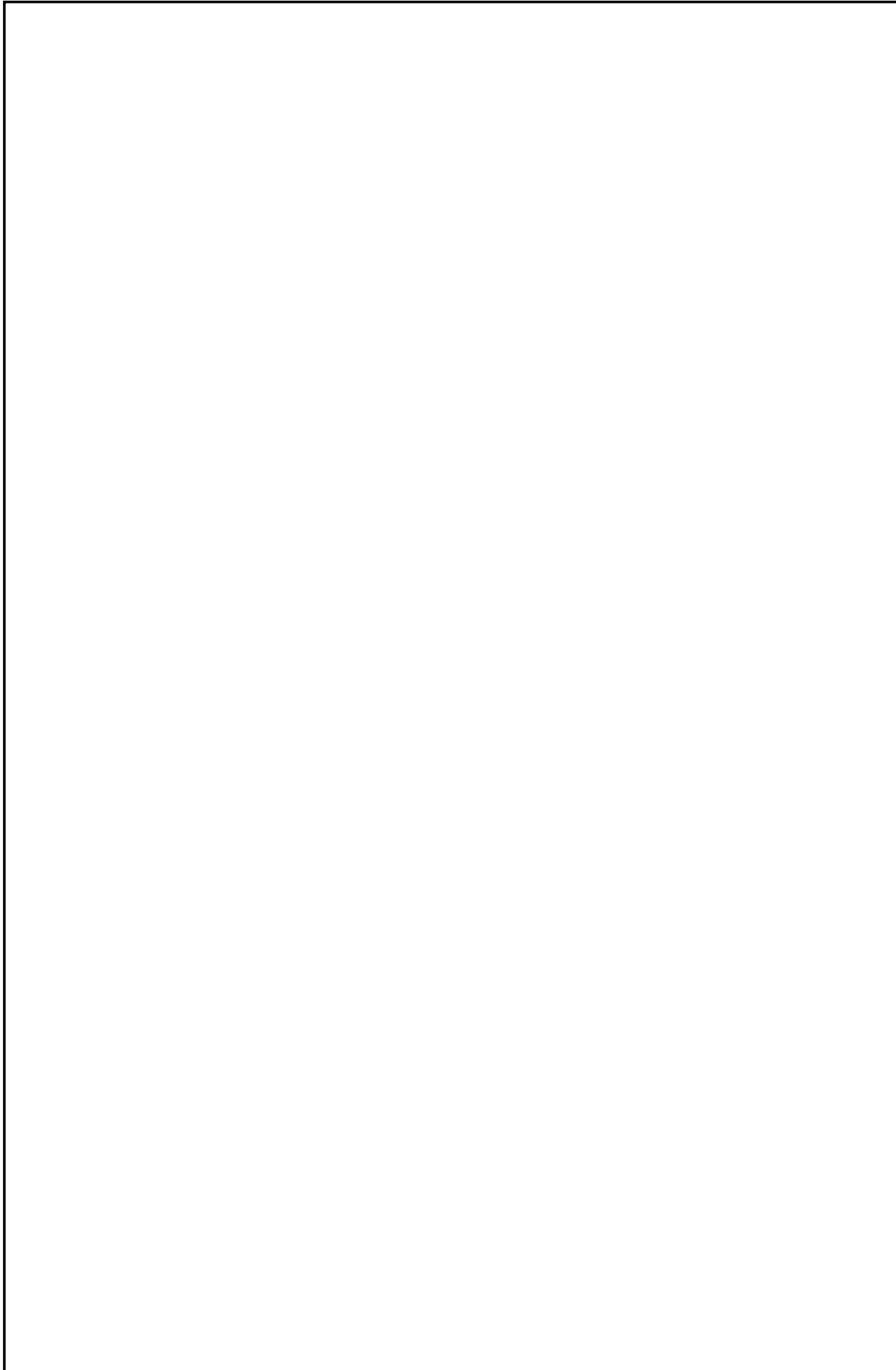
Roane State Community College is one of 46 institutions in the Tennessee Board of Regents system, the seventh largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system, which is comprised of six universities, fourteen two-year colleges, and twenty-six Tennessee Technology centers. The TBR system enrolls more than 80 percent of all Tennessee students attending public institutions of higher education.

Roane State Community College offers employment and its programs of instruction to qualified persons regardless of race, color, creed, gender, national origin, disability, religion or age. Although sexual orientation is not included as a protected status under the law, the college is committed to equal employment and educational opportunities and applies this commitment to all aspects of recruitment, employment and education. The institution complies with Titles VI, VII and IX, the Americans with Disabilities Act, the Rehabilitation Act of 1973 and all other applicable federal, state and local statutes.

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