Volunteer State Community College will begin the 40th session of its educational operation on August 28, 2010.

Volunteer State Community College
1480 Nashville Pike, Gallatin, Tennessee 37066-3188
615-452-8600  1-888-335-VSCC  (615) 230-3488 (TDD)
www.volstate.edu

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

The commission is to be contacted only if there is evidence that appears to support an institution’s significant non-compliance with a requirement or standard.

The Volunteer State Community College Website contains the latest updated information, such as class schedules, new courses, weekly computer lab schedules, and other information. Specific programs are accredited by the following accrediting agencies:

- American Bar Association, Standing Committee on Legal Assistants
- Association of Collegiate Business Schools and Programs
- Commission on Dental Accreditation, American Dental Association
- Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association (CAPTE)
- Joint Review Committee on Education in Radiologic Technology (JRCERT)
- Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession (CoAEMSP)
- Commission on Accreditation for Respiratory Care (CoARC)
- Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)
- Committee on Accreditation for Ophthalmic Medical Programs (CoA-OMP)
- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
- Committee on Accreditation for Polysomnographic Technology (CoA-PSG)

A Note to Visitors
The College administration, faculty, and staff welcome visitors to the campus. During the academic year general administrative offices are open from 8:00 a.m. to 4:30 p.m., Monday through Friday. The Office of Evening Student Services is generally open until 8:00 p.m. Monday through Thursday, until 5:30 p.m. on Friday. Contact the College for hours of Library operation, or visit online at http://www.volstate.edu/library.

The programs, curricula, and fees as set forth in this catalog are subject to change at any time at the discretion of Volunteer State Community College or the Tennessee Board of Regents. Because of the possibility of change or undetected error, important points of fact and interpretation should be confirmed by the appropriate college official.

Please note:

The course offerings and requirements of Volunteer State Community College 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 College 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. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

Current information may be obtained from the following sources:
Admission Requirements Admissions Office (615) 230-3688
Course Offerings Academic Affairs (615) 230-3555
Degree Requirements Academic Affairs (615) 230-3555
Fees and Tuition Business Office (615) 230-3585

The College provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through faculty, who, in the opinion of Vol State, 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, the 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.

In compliance with the Americans with Disabilities Act, individuals are encouraged to disclose their disability with the Office of Disability Services to receive assistance with accommodations. It is the individual’s responsibility to voluntarily and confidentially disclose information regarding the
nature and extent of a disability. The College does not assume responsibility for providing accommodations or services to individuals who have not identified themselves as having a qualifying disability. The Office of Disability Services is located in the Wood Campus Center Building (615-230-3472).

It is the intent of Volunteer State Community College to fully comply with Executive Order 11246, as amended, the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans Readjustment Act of 1974, as amended, and all regulations implementing those laws and orders, for the promotion and ensuring of equal opportunity for all persons without regard to race, color, religion, sex, national origin, age, disability, political affiliation, sexual orientation, or status as a qualified disabled veteran or veteran of the Vietnam era. It is the intent of VSCC to be free of discrimination or harassment on the basis of sex, race, color, religion, national origin, age, disability, political affiliation, sexual orientation, veteran status, or physical appearance. It is the intent of VSCC to fully comply with Titles VI and VII of the Civil Rights Act of 1964, as amended, and the CRA of 1991, Title IX of the Education Amendments of 1972, as amended, the Equal Pay Act of 1963, as amended, the Age Discrimination in Employment Act of 1976, the Age Discrimination Act of 1975, and the Pregnancy Discrimination Act and the American with Disabilities Act of 1990, applicable state statutes and all regulations promulgated pursuant thereto.

Volunteer State Community College is one of 46 institutions in the Tennessee Board of Regents system. The Tennessee Board of Regents is the governing board for this system which is comprised of six universities, thirteen community colleges, and twenty-seven technology centers.

Volunteer State Community College, a Tennessee Board of Regents Institution, is an equal opportunity institution and ensures equal opportunity for all persons without regard to race, color, religion, sex, national origin, disability status, age, sexual orientation or status as a qualified veteran with a disability or veteran of the Vietnam era.
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### FALL 2010

#### April (2010)
- 5. Monday: Early Registration (Sophomores Only)
- 6. Tuesday: Early Registration (Freshmen Only)

#### June (2010)
- 9. Wednesday: Early Registration (New & Readmit Applicants), Registration Rocks, On-Campus Orientation, August (Fee Due Date for Fall 2009 Early Registration, Daily Purge Process Begin, Fall Fees due same day as registration, continues through census date)

#### August (2010)
- 23. Monday: Fall Convocation
- 26. Thursday: Official Registration
- 28. Saturday: College@Home, President’s Picnic, 15 Week Classes Begin, 1st 7 Week Classes Begin, 1st 5 Week Classes Begin
- 30. Monday: 15 Week Drop/Add, 1st 5 Week, & 1st 7 Week Drop/Withdraw Signature Required
- 31. Tuesday: 15 Week Drop/Add, 1st 7 Week Drop/Add, 1st 5 Week Drop/Add

#### September (2010)
- 1. Wednesday: 15 Week Drop/Add, 1st 5 Week, & 1st 7 Week Drop/Withdraw Signature Required
- 3. Friday: Full Time Friday Begins
- 4. Saturday: 15 Week Drop/Withdraw
- 6. Monday: Labor Day Holiday
- 7. Tuesday: 10 Week Classes Begin
- 8. Wednesday: 10 Week Drop/Add
- 9. Thursday: 10 Week Drop/Withdraw Signature Required
- 10. Friday: 15 Week Census
- 20. Monday: 1st 5 Weeks Last Day to Drop with a W
- 29. Wednesday: 1st 7 Weeks Last Day to Drop with a W

#### October (2010)
- 4. Monday: 1st 5 Weeks Classes End, 1st 5 Weeks Grading Open
- 11. Monday: 2nd 5 Weeks Classes Begin
- 12. Tuesday: 2nd 5 Weeks Drop/Add
- 13. Wednesday: 2nd 5 Weeks Drop/Withdraw Signature Required
- 15. Friday: 15 Week Midterm Deficiencies Due, 1st 7 Week Classes End, 1st 7 Weeks Grading Open
- 17. Sunday: 2nd 5 Week Census
- 18-19. Monday-Tuesday: Fall Break
- 20. Wednesday: Professional Development Day
- 21. Thursday: 2nd 7 Weeks Classes Begin
- 22. Friday: 2nd 7 Weeks Drop/Add, 10 Weeks Last Day to Drop with a W
- 23. Saturday: 2nd 7 Weeks Drop/Withdraw Signature Required
- 27. Wednesday: 2nd 7 Week Census
- 29. Friday: Spring & Summer 2010 Graduation Applications Due

#### November (2010)
- 3. Wednesday: 2nd 5 Weeks Last Day to Drop with a W
- 5. Friday: 15 Weeks Last Day to Drop with a W, Full Time Friday Last Day to Drop with a W
- 8. Monday: Spring 2011 Early Registration (Sophomores Only)
- 9. Tuesday: Spring 2011 Early Registration (Freshmen Only)
- 17. Wednesday: 5 Weeks Classes End, 2nd 5 Weeks Grading Open
- 19. Friday: 10 Week Classes End, 10 Week Grading Open
- 22. Monday: 2nd 7 Weeks Last Day to Drop with a W
- 25-27. Thursday – Saturday: Thanksgiving Holiday
- 29. Monday: Spring 2011 Early Registration (New & Readmit Applicants), On-Campus Orientation

#### December (2010)
- 10. Friday: 15 Week Classes End, 2nd 7 Week Classes End, Full Time Friday Classes End, 15 Week Grading Open, 2nd 7 Week Grading Open, Full Time Friday Grading Open
### November (2010)
- **8, Tuesday**: Early Registration (Sophomores Only)
- **9, Wednesday**: Early Registration (Freshmen Only)
- **29, Tuesday**: Early Registration (New & Readmit Applicants), On Campus Orientation

### December (2010)
- **31, Friday**: New Year's Holiday

### January (2011)
- **6, Thursday**: Professional Development Day
- **11, Tuesday**: Official Registration
- **13, Thursday**: 15 Week Classes Begin & Drop/Add, 1st 7 Week Classes Begin & Drop/Add, 1st 5 Week Classes Begin & Drop/Add
- **14, Friday**: Full Time Friday Classes Begin & Drop/Add, 15 Week Drop/Add, 1st 7 Week Drop/Add, 1st 5 Week Drop/Add
- **15, Saturday**: College@Home, 1st 5 Week, & 1st 7 Week Drop/Withdraw Signature Required
- **17, Monday**: Martin Luther King, Jr. Holiday
- **18, Tuesday**: 15 Week Drop/Add
- **19, Wednesday**: 15 Week Drop/Withdraw Signature Required
- **26, Wednesday**: Census

### February (2011)
- **4, Friday**: 1st 5 Weeks Last Day to Drop with a W
- **16, Wednesday**: 1st 7 Weeks Last Day to Drop with a W, 1st 5 Week Classes End, 1st 5 Weeks Grading Open
- **17, Thursday**: 10 Week Classes Begin, 2nd 5 Week Classes Begin
- **18, Friday**: 10 Week Drop/Add, 2nd 5 Week Drop/Add
- **19, Saturday**: 10 Week Drop/Withdraw Signature Required, 2nd 5 Weeks Drop/Withdraw Signature Required

### March (2011)
- **1, Tuesday**: Scholarship Application Deadline
- **2, Wednesday**: 1st 7 Week Classes End, 1st 7 Weeks Grading Open
- **3, Thursday**: 2nd 7 Week Classes Begin
- **4, Friday**: 2nd 7 Week Drop/Add
- **5, Saturday**: 2nd 7 Weeks Drop/Withdraw Signature Required
- **7-12, Monday – Saturday**: Spring Break
- **14, Monday**: 15 Week Midterm Deficiencies Due
- **16, Wednesday**: 2nd 5 Weeks Last Day to Drop with a W
- **23, Wednesday**: 2nd 5 Week Classes End, 2nd 5 Weeks Grading Open
- **24, Thursday**: 15 Weeks Classes Begin, 15 Weeks Last Day to Drop with a W, 3rd 5 Weeks Drop/Add
- **26, Saturday**: 3rd 5 Weeks Drop/Withdraw Signature Required
- **31, Thursday**: Fall 2011 Graduation Applications Due

### April (2011)
- **8, Friday**: 10 Weeks Last Day to Drop with a W, 2nd 7 Weeks Last Day to Drop with a W, 3rd 5 Weeks Last Day to Drop with a W
- **20, Wednesday**: 2nd 7 Week Classes End, 3rd 5 Week Classes End, 2nd 7 Week Grading Open, 3rd 5 Week Grading Open
- **22, Friday**: Good Friday Holiday
- **27, Wednesday**: 10 Week Classes End
- **29, Friday**: 15 Week Classes End, 15 Week Grading Open, Student Services Awards Program
- **30, Saturday**: 15 Week Exams

### May (2011)
- **2-6, Monday – Friday**: 15 Week Exams
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MESSAGE FROM THE PRESIDENT

On behalf of our faculty, staff and the college administration, welcome to Volunteer State Community College. This fall semester marks my 7th year as president, and Volunteer State’s 40th year of providing quality, accessible higher education and workforce training to northern middle Tennessee. By choosing to attend Volunteer State, you have joined a diverse and growing population of individuals who have decided to make their lives and their communities better through education.

Our commitment to excellence can be seen in all areas of our College - from faculty to facilities to programs, all of which serve as enhancements to your educational experience at Volunteer State. Here you will find a wealth of resources and inspiration to aid your personal quest for achievement and success through higher education.

Volunteer State Community College is a great choice for your education for many reasons. The most important reason has to do with the care and concern you receive here to prepare you for the challenges of the future, regardless of your goals. Our new Quality Enhancement Program (QEP) is designed to improve the critical thinking skills of our students to better prepare them in the workplace. There are also several technological resources available at Volunteer State to enhance learning support, improve access, and inspire creativity for the working student. The care and concern you receive at Volunteer State, with respect to your educational needs, will truly make a difference in your journey forward after you leave this institution.

You have made a wise decision by pursuing your college education. I wish you the very best during your time here at Volunteer State Community College, and congratulations on taking the first step to educational achievement.

Sincerely,

Warren R. Nichols, Ed.D.
**ABOUT THE COLLEGE**

**Profile**

Volunteer State Community College is a public two-year community college in Gallatin, Tennessee, serving a twelve-county region including the counties of Clay, Davidson, Jackson, Macon, Overton, Pickett, Putnam, Robertson, Smith, Sumner, Trousdale and Wilson. The College is committed to the education of a non-racially identifiable student body.

Volunteer State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate Degree. Contact the Commission on Colleges 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of Volunteer State Community College. Volunteer State holds membership in the American Association of Community and Junior Colleges, and the Southern Association of Junior Colleges and the Tennessee College Association.

Volunteer State Community College is approved by the Tennessee State Approving Agency for the training of veterans and their eligible dependents.

The College is an Equal Opportunity Institution of Higher Learning of the Tennessee State Board of Regents and maintains an “open-door” policy of accepting any student who desires to improve through education. A Faculty Assembly offers the faculty opportunities to become involved in decision making on an advisory level. The assembly is designed to improve communications between the faculty and administration and to express collective faculty opinion on issues of concern. The assembly is chaired by a speaker who is chosen from the body by the elected divisional representatives.

**Brief History**

The establishment of a state community college at Gallatin involved the cooperative work of many civic leaders and citizens of Sumner County as well as State officials. A unified proposal for a college was presented to the Tennessee Higher Education Commission in Nashville on September 11, 1967. Upon the recommendation of State Education Commissioner J. H. Warf, Governor Buford Ellington presented the college legislation to the 1969 General Assembly, and it was adopted. Following this action, the Tennessee Higher Education Commission on June 2, 1969 authorized the State Board of Education to establish a community college in Sumner County. A 100-acre tract of land on Nashville Pike was chosen for the new campus. The property was deeded to the State on December 4, 1969.

The new college was named Volunteer State Community College, and this was approved by the board on July 2, 1970. Ground breaking ceremonies for the first four buildings were held on November 5, 1970. Pending completion and occupancy of the initial campus facilities in early 1972, temporary operations were located in the Cordell Hull Hotel building in Gallatin. Utilizing the hotel and the educational facilities of several Gallatin churches, the College began instruction in the fall of 1971 with 581 students. In 1972, the General Assembly established the Tennessee Board of Regents as the governing board for the State University and Community College System, at which time the central control of the College transferred from the State Board of Education to the Regents System.

Volunteer State has experienced phenomenal growth in enrollment, curricula, staff, programs, public service, facilities, and quality, since its 1971 inception. The main campus of Volunteer State now comprises sixteen buildings, and the Volunteer State campus at Livingston continues to grow in every aspect as well. Numerous off-campus operations extend the College’s instruction and public service roles throughout its multi-county area.

**Statement of Mission**

Volunteer State Community College is a public, comprehensive community college offering associate degrees, certificates, continuing education, and service to northern Middle Tennessee. The College is committed to providing quality innovative educational programs; strengthening community and workforce partnerships; promoting diversity, and cultural and economic development; inspiring lifelong learning; and preparing students for successful careers, university transfer, and meaningful civic participation in a global society.

**Definition Of Terms**

In order for an applicant to understand the terminology, this list of definitions is provided.

**Academic Clearance** - This procedure requires any student who is on Suspension to meet with his or her assigned adviser and to jointly complete the Academic Clearance Form in order to continue the registration process or to remain enrolled if pre-registered.

**Academic Probation** - Indicates that the student has not met the criteria for academic progress as indicated in the section of this catalog entitled “Academic Status and Retention Standards.”

**Academic Suspension** - Indicates that the student has not met the criteria to remove Academic Probation status and will not be permitted to enroll the subsequent semester.

**ADA (American Disabilities Act/Section 504 Rehabilitation Act)** - Any person having questions about services and facilities for people with disabilities or feel that he or she has been affected by discrimination should contact the ADA Coordinator. Grievances and complaints concerning reasonable accommodation and equal access in College programs, facilities, activities, or services can be made to the ADA Coordinator whose office is located in the basement of Wood Campus Center.

**Admission** - Acceptance of a candidate for enrollment.

**Admission with Advanced Standing** - Acceptance granted on the basis of credits earned in another college or on the basis of demonstrated educational attainment beyond the minimum required for admission as a beginning freshman.

**Advisee** - The student.

**Adviser** - The person assigned to help students with their academic concerns.

**Calendar** - The system by which the institution structures its school year. The semester calendar is composed of three terms. Fall and Spring terms involve fifteen weeks of instruction. Summer term involves ten weeks of instruction and may be subdivided into shorter terms.

**Classification** - Student’s status in progress to degree. The completion of his curriculum based upon the number of semester hours of courses to his credit at the time of registration and the scholarship achievement required for advancement to another class.

**Continuing Education Unit** - One CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

**Course** - Organized subject matter in which instruction is offered within a given period of time and for which credit toward graduation or certification is usually given.

**Course Number** - Identification of a course by class level and a method to distinguish it from other sources in a given area of study.

**Course Prerequisite** - A preliminary requirement that must be met before a certain course may be taken without special permission.

**Credit Hour (Semester Hour)** - Defined by the number of hours per week in class and the number of weeks in the semester. One semester hour is usually assigned to a class that meets 50 minutes per week over a period of one semester, or a laboratory-type instruction that meets two (or three) hours a week for a semester, or a combination of these, depending upon the type of instruction and the material covered in the course. A three-hour non-laboratory course would meet three hours a week during the semester and the credit hours earned would be three semester hours. A total of 60 semester hours is the minimum required for graduation in associate degree programs.
Curriculum - The whole body of courses offered for study.

Dean's List and Honor Roll - Common designations for the published lists of students who have achieved a recognized standard of academic excellence.

Degree (Earned) - Title bestowed as official recognition for the completion of a curriculum.

Degree, Associate - The degree granted upon the completion of an educational program of two years of college work and for the completion of a specific curriculum.

Degree Student - One who has fulfilled all the admission requirements and who is pursuing an associate degree program, referred to by some colleges as a regular student.

Division - A unit of organization which offers instruction in a general branch of knowledge, grouping related subject areas and fields.

Dual Enrollment - The opportunity for an eligible high school student to take college level courses on the high school campus with appropriate approvals to earn both high school and college credit for successful course completion.

Elective - A subject or course which the student may choose as distinguished from courses which are required.

Full-Time Student - One who is carrying at least 75 percent of the normal student work load. Twelve semester hours is commonly accepted as a minimum load for a full-time student.

Grant-in-Aid - A form of financial assistance made to a qualified student who possesses certain talent sought or valued by an institution, such as “Athletic Grant-in-Aid.”

Hours Attempted - The total credit hours carried by the student for courses in which a grade of A, B, C, D, or F is received.

Hours Enrolled - The total credit hours carried by the student for all courses except those from which the student officially withdrew or for which the student audited.

Hybrid Courses - Consist of 25% in-class instruction and 75% on-line. Through these courses, a student may enroll full-time (4 courses; 12 semester hours or more) but only attend class meetings one weeknight or on Saturday morning, each week of the semester. Each course has a significant (75%) online component.

Enrollment - The opportunity for a high school junior to enroll jointly at Vol State with approval from the high school principal.

Major - The student’s primary field of interest or major area of emphasis. The field of concentration may fall within a single department of instruction or it may overlap several departments.

Matriculation - The initial enrollment of the student as a member of a college.

Part-Time Student - One who is carrying an academic schedule of less than 12 semester hours per term.

Grade Point Average - The GPA is determined by dividing the total number of quality points earned by the total number of quality hours which the student attempted at Vol State.

Readmission - The return of a student who was not enrolled the previous semester (Fall or Spring) of the academic year. A student who is readmitted after a one semester suspension will be readmitted on Academic Probation status.

Reinstatement - The act of readmitting a student after he/she has been socially dismissed.

Residency Status - Students are classified as resident or non-resident for the purpose of assessing tuition charges. The definition of residency is determined by the State Board of Regents, and all decisions concerning resident classification are made in the Office of Admissions.

Semester - Fall and Spring semesters constitute an academic year. Where there is a summer semester, it is an extra term and may or may not follow the same plan.

Social Dismissal - Involuntary separation of a student from the College as a result of action taken because of misconduct.

Special Student - One who is not pursuing an associate degree. Special students are those taking non-credit courses in continuing education or students taking credit classes for audit, job modification, or personal enrichment.

Student Financial Aid - Money made available to a student who demonstrates financial need. The term covers grants, loans and student work programs which are designed to assist the student in meeting their educational cost. Money made available to a student without regard to financial need is not classified as financial aid but as an award.

Transfer Student - A student who has withdrawn from one college and is admitted to another as a regular undergraduate; and is enrolled in courses for credit and programs leading toward an Associate Degree.

Transient Student - A student who is regularly enrolled at another institution.

Withdrawal (Administrative) - A release from enrollment when an instructor notifies the appropriate authority within the designated time period of the student’s inability to pass due to excessive unexcused class absence.

Withdrawal (Student Initiated) - A release from enrollment when a student notifies the appropriate authorities within the designated time period that he/she wishes to withdraw from a course or courses.

Academic Misrepresentation

The catalog must contain the following pursuant to T.C.A Sec. 49-7-133:

It is a Class A misdemeanor to misrepresent academic credentials. A person commits the offense of misrepresentation of academic credentials who, knowing that the statement is false and with the intent to secure employment at or admission to an institution of higher education in Tennessee, represents, orally or in writing that such person; (1) Has successfully completed the required course work for and has been awarded one or more degrees or diplomas from an accredited institution of higher education; (2) Has successfully completed the required course work for and has been awarded one or more degrees for diplomas from a particular institution of higher education; or (3) Has successfully completed the required course work for and has been awarded one or more degrees or diplomas in a particular field or specialty from an accredited institution of higher education.

Snow Policy

Volunteer State Community College will normally remain open as scheduled regardless of weather conditions. However, should hazardous ice and snow conditions dictate that the school will be closed for the day, or part of the day, radio and television stations will be notified. Students should be aware that these stations do not ordinarily announce if a school is open, but only if a school is closed. For the most accurate information, students should check the College website (www.volstate.edu) or listen to the College radio station, WVCJ (88.5 FM). When possible, notices will be posted by 6:00 a.m. on any day when there is any doubt whether the College will be open. When possible, information concerning evening classes will be broadcast by 3:00 p.m. on any day when there is inclement weather. It is not necessary for students to inform teachers in advance of absences due to inclement weather.

Should the College open late due to inclement weather, classes will meet at the regularly scheduled time throughout the day. For example, if the College opens at 10:00 a.m., the regularly scheduled 10:00 class will be the first class to meet for the day.

Even though the College is “open” in full or in part, students and college personnel should not endanger their lives or safety by attempting to reach campus when their local road conditions prohibit safe travel. Students are on their “honor” in observing this, but where such local hazardous conditions exist, individual students may be entitled to an excused absence (privilege of making up missed work.) Keep in mind that relative hazards may vary within our twelve-county service area and the decision to be open or closed will relate to conditions.

In the event of inclement weather when the College remains open, all faculty, administrators and staff will be expected to make every reasonable effort to maintain their regular work schedules but are advised to avoid undue risks in traveling. Employees who anticipate arriving late or not arriving to work at all should notify their immediate supervisors.
Employees will have the option of charging their time off to annual leave or leave without pay; or, with approval, they may make up their lost work hours.

Students will be responsible for any academic work which they missed due to absences caused by severe weather conditions. It is the individual student’s responsibility to take the initiative to make up any class work missed.

**Off-Campus-Snow Policy**

In the event of inclement weather, a decision regarding the cancellation of classes at off-campus locations will be announced on the College radio station, WVCP (88.5FM), and other local radio and television stations by 3:00 p.m. or as soon thereafter as possible. Cancellation will also be posted by location on our website. This decision may vary by location due to weather conditions within a specific county. Students may contact the Division of Off-Campus Sites for specific information at 230-3743.

**HOW TO ENROLL**

**Admission Procedures**

**Admission of New & Transfer Degree Students**

1. Applicants seeking admission to a degree program at Volunteer State Community College must meet the following requirements:

2. Application: A completed application for admission to Volunteer State Community College is required.

3. Application Fee: Applicants are required to submit a one-time nonrefundable fee of $10.00 with their initial application for admission.

4. Citizenship: Applicants who are not citizens of the United States or Permanent Residents should refer to the section entitled Admission of International Students. Applicants with permanent residency status wishing to seek admission to the College must submit a photocopy of both sides of the permanent residency card (also known as the Form I-551 or green card), visa, or other immigration authorization. A PASSPORT IS NOT CONSIDERED TO BE IMMIGRATION AUTHORIZATION.

5. High School Credentials: All applicants seeking a degree or certificate from Volunteer State Community College should request an official transcript be mailed directly to the Office of Admissions from each high school attended. To be acceptable for admission to a degree or certificate program, official transcripts must include credits earned and a date of graduation. Faxed or student issued copies of transcripts are not considered official.

   To be admitted to a degree or certificate program, applicants must graduate high school with a regular diploma or higher. High school certificates of attendance, special diplomas or the like are not sufficient for admission to a degree or certificate program. Applicants falling into this category may substitute acceptable scores on the GED examination or apply as a non-degree student. See the Admission of Non-Degree Students section for admission requirements for applicants not seeking a degree.

   Public Tennessee High Schools. In addition to the above requirements, the transcript of graduates of Tennessee public high schools beginning with the 1983 graduating class must include a notation indicating that the applicant passed the required proficiency exam.

Non-Public Schools. Applicants who graduated from non-public high schools (including private schools, home schools, and church-related schools) must submit an official transcript showing credits earned and date of graduation. The transcript of a home school applicant must be an official copy from an affiliated organization as defined by state law (T. C. A. 49-50-801) or be accompanied by a certification of registration with the superintendent of the local education agency which the applicant would otherwise attend. Applicants who cannot provide a satisfactory secondary school credential may substitute acceptable scores on the GED examination.

High School Equivalency Diploma. Applicants 18 years of age or over may be admitted with an average score of 45 or more on the General Educational Development (GED) Test. Official scores on the GED should be mailed directly to the Office of Admissions from the testing agency.

ACE Diploma - The American Council on Education External Diploma may be accepted in lieu of a high school transcript for applicants who completed high school requirements and received the ACE Diploma.

6. Transfer Credentials: Applicants for admission seeking a degree from Volunteer State Community College who have enrolled for any credit classes in another institution of higher education, regardless of whether they wish to receive credit for it, must submit a complete official transcript to the Office of Admissions from each institution attended. Faxed or student issued copies of transcripts are not considered official. In every case, credentials must include a complete record of credits earned in all previous secondary schools attended and a complete record of grades from all collegiate institutions attended. Failure to indicate previous college attendance on the application for admission may subject the student to dismissal from the College.

   Transfer applicants should refer to the Granting Transfer Credit section for information on course evaluation and credit transferability.

7. Testing Requirement: All degree-seeking applicants, who are 20 years of age or younger as of the first day of class for their term of initial enrollment, must submit scores from the American College Testing program (ACT). Information about this examination may be obtained from high school counselors or from the Testing Office at Volunteer State Community College. An ACT code number of 4037 has been assigned to Volunteer State Community College. Official scores on the ACT should be sent to the Office of Admissions directly from ACT. ACT scores included on an official high school transcript are sufficient to meet this requirement. A transfer applicant need not retake the ACT, but should have his or her ACT scores on file with the College. The scores are used for placement and counseling purposes only. SAT scores may be submitted in lieu of ACT scores.

8. Placement Testing. Unless otherwise exempt by ACT scores, transfer credit, etc., all degree-seeking applicants are required to take a placement test. The placement test is designed to measure skills in reading, writing, and math. Applicants whose native language is not English may be required to complete a specialized placement test.

   Transfer applicants, who have not been assessed at a TBR institution or completed any college-level courses in English...
composition and/or college-level math with a grade of C or better, will be assessed according to the Colleges assessment and placement procedures. Transfer applicants with valid (less than three years old) ACT scores may be placed using those scores.

Please see the Developmental Studies section for additional information on placement testing.

9. Applicant Age. Applicants must be 16 years of age or older.

10. Draft Registration: All male applicants, born in 1960 or later, who have attained the age of 18, must have proof of draft registration before registering for classes at Volunteer State Community College. If a male applicant is under the age of 18 at the time of admission, the applicant must provide proof of registration with Selective Service upon turning 18 years of age if still enrolled at Volunteer State Community College.

11. MMR Immunization. All applicants who wish to enroll as full-time students who were born in 1957 or later must provide proof of immunization with two doses of measles, mumps, and rubella vaccines administered on or after their first birthday, unless they graduated from a Tennessee public high school in 1999 or later. If at any time an applicant becomes a full-time student at Volunteer State Community College, this requirement will go into effect.

Hepatitis B Immunization: All applicants must complete and submit to the Office of Admissions the Hepatitis B Immunization Health History form. Applicants are not required to complete the shot series. For those applicants who have reached the age of 18, this form can be completed online at the time of registration. Applicants under the age of 18 must submit the form to the Office of Admissions with a parent or legal guardians signature prior to registering for classes.

Applicants planning to enroll in a university parallel degree program should refer to the Required High School Courses section for information on possible additional course requirements.

**Admission of New & Transfer Technical Certificate Students**

1. Prospective students seeking admission to a technical certificate program at Volunteer State Community College must meet the following requirements:

2. Application: A completed application for admission to Volunteer State Community College is required.

3. Application Fee: Applicants are required to submit a one-time nonrefundable fee of $10.00 with their initial application for admission.

4. Citizenship: Applicants who are not citizens of the United States or Permanent Residents should refer to the section entitled Admission of International Students. Applicants with permanent residency status wishing to seek admission to the College must submit a photocopy of both sides of the permanent residency card (also known as the Form I-551 or green card), visa, or other immigration authorization. A PASSPORT IS NOT CONSIDERED TO BE IMMIGRATION AUTHORIZATION.

5. High School Credentials: All applicants seeking a technical certificate from Volunteer State Community College should request an official transcript be mailed directly to the Office of Admissions from each high school attended. To be acceptable for admission to a technical certificate program, official transcripts must include credits earned and a date of graduation. Faxed or student issued copies of transcripts are not considered official.

To be admitted to a technical certificate program, applicants must graduate high school with a regular diploma or higher. High school certificates of attendance, special diplomas or the like are not sufficient for admission to a technical certificate program. Applicants falling into this category may substitute acceptable scores on the GED examination or apply as a non-degree student. See the Admission of Non-Degree Students section for admission requirements for applicants not seeking a technical certificate.

Public Tennessee High Schools. In addition to the above requirements, the transcript of graduates of Tennessee public high schools beginning with the 1983 graduating class must include a notation indicating that the applicant passed the required proficiency exam.

Non-Public Schools. Applicants who graduated from non-public high schools (including private schools, home schools, and church-related schools) must submit an official transcript showing credits earned and date of graduation. The transcript of a home school applicant must be an official copy from an affiliated organization as defined by state law (T.C.A. 49-50-801) or be accompanied by a certification of registration with the superintendent of the local education agency which the applicant would otherwise attend. Applicants who cannot provide a satisfactory secondary school credential may substitute acceptable scores on the GED examination.

High School Equivalency Diploma. Applicants 18 years of age or over may be admitted with an average score of 45 or more on the General Educational Development (GED) Test. Official scores on the GED should be mailed directly to the Office of Admissions from the testing agency.

ACE Diploma - The American Council on Education External Diploma may be accepted in lieu of a high school transcript for applicants who completed high school requirements and received the ACE Diploma.

6. Transfer Credentials: Applicants for admission seeking a technical certificate from Volunteer State Community College who have enrolled for any credit classes in another institution of higher education and do not wish to receive credit for coursework completed there do not have to submit official transcripts from other institutions for Admission purposes. Applicants wishing to receive transfer credit must submit a complete official transcript to the Office of Admissions from each institution attended. Faxed or student issued copies of transcripts are not considered official. In every case credentials must include a complete record of credits earned in all previous secondary schools attended and a complete record of grades from all collegiate institutions attended. Failure to indicate previous college attendance on the application for admission may subject a student to dismissal from the College.

Transfer applicants should refer to the Granting Transfer Credit section for information on course evaluation and credit transferability.

7. Applicant Age: Applicants must be 16 years of age or older.

8. Draft Registration: All male applicants, born in 1960 or later, who have attained the age of 18, must have proof of draft registration before registering for classes at Volunteer State Community College. If a male applicant is under the age of 18 at the time of admission, the applicant must provide proof of registration before registering for classes at Volunteer State Community College.
of registration with Selective Service upon turning 18 years of age if still enrolled at Volunteer State Community College.

9. MMR Immunization: All applicants who wish to enroll as full-time students who were born in 1957 or later must provide proof of immunization with two doses of measles, mumps, and rubella vaccines administered on or after their first birthday, unless they graduated from a Tennessee public high school in 1999 or later. If at any time an applicant becomes a full-time student at Volunteer State Community College, this admission requirement will go into effect.

10. Hepatitis B Immunization: All applicants must complete and submit to the Office of Admissions the Hepatitis B Immunization Health History form. Applicants are not required to complete the shot series. For those applicants who have reached the age of 18, this form can be completed online at the time of registration. Applicants under the age of 18 must submit the form to the Office of Admissions with a parent or legal guardians signature prior to registering for classes.

Certificate applicants wishing to take courses outside of their certificate program may be required to take a placement test. Please see the Developmental Studies section for additional information on placement testing. Applicants whose native language is not English may be required to complete a specialized placement test.

Admission of Transient Students

A regularly enrolled student of another institution who desires to take only a limited number of hours during a term and who is not presently working toward a degree at Volunteer State Community College may be admitted as a transient student.

Transient applicants may choose to apply to be admitted to a degree or certificate program. At that time, the applicant must meet the appropriate admission requirements for that status. Coursework completed as a transient student may be applied to a degree or certificate if said coursework is applicable.

1. Applicants seeking admission as a transient student at the College must meet the following requirements:

2. Application: A completed application for admission to Volunteer State Community College is required.

3. Application Fee: Applicants are required to submit a one-time nonrefundable fee of $10.00 with their initial application for admission.

4. Citizenship: Applicants who are not citizens of the United States or Permanent Residents should refer to the section entitled Admission of International Students. Applicants with permanent residency status wishing to seek admission to the College must submit a photocopy of both sides of the permanent residency card (also known as the Form I-551 or green card), visa, or other immigration authorization. A PASSPORT IS NOT CONSIDERED TO BE IMMIGRATION AUTHORIZATION.

5. Placement Testing: Unless otherwise exempt by ACT scores, transfer credit, etc., all transient applicants will be subject to placement testing for courses having placement prerequisites. The placement test is designed to measure skills in reading, writing, and math. Applicants whose native language is not English may be required to complete a specialized placement test.

Applicants with transfer credit who have not been assessed at a Tennessee Board of Regents (TBR) institution or completed any college-level courses in English composition and/or college-level math with a grade of C or better will be assessed according to the Colleges assessment and placement procedures. Transient applicants with valid (less than three years old) ACT scores may be placed using those scores.

6. Transient Credentials: Applicants for admission as a transient student must submit a complete official transcript to the Office of Admissions from the applicants current higher education institution. Faxed or student issued copies of transcripts are not considered official. In every case credentials must include a complete record of credits earned and a complete record of grades.

7. Applicant Age: Applicants must be 16 years of age or older.

8. Draft Registration: All male applicants, born in 1960 or later, who have attained the age of 18, must have proof of draft registration before registering for classes at Volunteer State Community College. If a male applicant is under the age of 18 at the time of admission, the applicant must provide proof of registration with Selective Service upon turning 18 years of age still enrolled at Volunteer State Community College.

9. MMR Immunization: All applicants who wish to enroll as full-time students who were born in 1957 or later must provide proof of immunization with two doses of measles, mumps, and rubella vaccines administered on or after their first birthday, unless they graduated from a Tennessee public high school in 1999 or later. At any time an applicant becomes a full-time student at Volunteer State Community College, this admission requirement will go into effect.

10. Hepatitis B Immunization: All applicants must complete and submit to the Office of Admissions the Hepatitis B Immunization Health History form. Applicants are not required to complete the shot series. For those applicants who have reached the age of 18, this form can be completed online at the time of registration. Applicants under the age of 18 must submit the form to the Office of Admissions with a parent or legal guardians signature prior to registering for classes.

Admission of Special High School Students

A special high school student is one that will be classified as a dual enrolled student, a joint enrolled student, an advanced studies student, an academically talented and gifted student, or an early admitted student. Each of these classifications apply to applicants currently enrolled in high school but wish to complete college coursework prior to high school graduation.

Early Admission of Student

Volunteer State Community College invites high school principals to occasionally nominate gifted students for admission at the end of their junior year in high school.

1. Applicants will not be permitted to register for classes until all admission requirements have been satisfied. Prospective students seeking early admission at the College must meet the following requirements:

2. Application: A completed application for admission to Volunteer State Community College is required.

3. Application Fee: Applicants are required to submit a one-time nonrefundable fee of $10.00 with their initial application for admission.
Citizenship: Applicants who are not citizens of the United States or Permanent Residents should refer to the section entitled Admission of International Students. Applicants with permanent residency status wishing to seek admission to the College must submit a photocopy of both sides of the permanent residency card (also known as the Form I-551 or green card), visa, or other immigration authorization. A PASSPORT IS NOT CONSIDERED TO BE IMMIGRATION AUTHORIZATION.

High School Credentials: All applicants seeking early admission status at Volunteer State Community College should request an official transcript be mailed directly to the Office of Admissions from their current high school. Faxed or student issued copies of transcripts are not considered official.

Letter of Permission: Applicants must submit to the Office of Admissions at Volunteer State Community College a letter from the applicants parent and high school principal or counselor granting permission for the applicant to participate in the early admission program. The letter of permission from the high school should include the specific course(s) in which the applicant has permission to enroll.

Testing Requirement: All early admission applicants must submit scores from the American College Testing program (ACT) or another approved examination with a composite of 22 or above. Information about this examination may be obtained from high school counselors or from the Testing office at Volunteer State Community College. An ACT code number of 4037 has been assigned to Volunteer State Community College. Official scores on the ACT should be sent to the Office of Admissions directly from ACT. ACT scores included on an official high school transcript are sufficient to meet this requirement. SAT scores may be submitted in lieu of ACT scores.

Applicant Grade: Applicants must have achieved a minimum of senior status in high school.

GPA Requirement: Applicants must have a minimum of a 3.2 GPA on a 4.0 scale in the subject area for which they wish to enroll.

Interview: Applicants will be admitted only if, in the opinion of the Director of Admissions, or his representative, the applicant can clearly profit from this kind of placement. In most cases a personal interview with the applicant and parent(s) is required.

Draft Registration: All male applicants, born in 1960 or later, who have attained the age of 18, must have proof of draft registration before registering for classes at Volunteer State Community College. If a male applicant is under the age of 18 at the time of admission, the applicant must provide proof of registration with Selective Service upon turning 18 years of age if still enrolled at Volunteer State Community College.

MMR Immunization: All applicants who wish to enroll as full-time students who were born in 1957 or later must provide proof of immunization with two doses of measles, mumps, and rubella vaccines administered on or after their first birthday, unless they are enrolled in a Tennessee public high school. If at any time an applicant becomes a full-time student at Volunteer State Community College, this admission requirement will go into effect.

Admission of Dual Enrollment Students

College level courses, for which credit may be granted, are offered to qualified high school students and may be conducted on the high school campus. Successful completion of these courses will allow the award of both college credit and high school credit. Appropriate policies must be in place at the local board of education for the College to enter into an agreement with the area high school to offer dual enrollment courses.

Applicants will not be permitted to register for classes until all admission requirements have been satisfied. Admission as a dual enrollment student will be made on a term-by-term basis dependant on continued permission to enroll from the applicants high school.

1. Prospective students seeking admission as a dual enrollment student at the College must meet the following requirements:
2. Application: A completed application for admission to Volunteer State Community College is required.
3. Application Fee: Applicants are required to submit a one-time nonrefundable fee of $10.00 with their initial application for admission.
4. Citizenship: Applicants who are not citizens of the United States or Permanent Residents should refer to the section entitled Admission of International Students. Applicants with permanent residency status wishing to seek admission to the College must submit a photocopy of both sides of the permanent residency card (also known as the Form I-551 or green card), visa, or other immigration authorization. A PASSPORT IS NOT CONSIDERED TO BE IMMIGRATION AUTHORIZATION.
5. High School Credentials: All applicants seeking admission as a dual enrollment student at Volunteer State Community College should request an official transcript be mailed directly to the Office of Admissions from their current high school. Faxed or student issued copies of transcripts are not considered official.
6. Letter of Permission: Applicants must submit to the Office of Admissions at Volunteer State Community College a letter from the applicants parent and high school principal or counselor granting permission for the applicant to participate in the dual enrollment program. A completed Dual Enrollment Permission Form with the aforementioned principal or counselor signature may serve in lieu of a letter. A Dual Enrollment Permission Form must be submitted each semester an applicant wishes to enroll as a dual enrollment student.
7. Testing Requirement: All dual enrollment applicants must submit scores from the American College Testing program (ACT) or another approved examination with scores sufficient to meet the placement requirement for the course in which the applicant wishes to enroll. Information about this examination may be obtained from high school counselors or from the Testing office at Volunteer State Community College. An ACT code number of 4037 has been assigned to Volunteer State Community College. Official scores on the ACT should be sent to the Office of Admissions directly from ACT. ACT scores included on an official high school transcript are sufficient to meet this requirement. SAT scores may be submitted in lieu of ACT scores.
8. Applicant Grade: Applicants must have achieved a minimum of junior status in high school.
9. GPA Requirement: Applicants must have a minimum of a 3.0 GPA on a 4.0 scale in the subject area for which they wish to enroll.
10. Draft Registration: All male applicants, born in 1960 or later, who have attained the age of 18, must have proof of draft registration before registering for classes at Volunteer State Community College.
Admission of Joint Enrollment Students

A high school senior with a maximum load of two high school academic courses who has written approval of the principal will be permitted to enroll jointly at Volunteer State and take a maximum college load of 12 hours per semester. Under special circumstances, a high school senior carrying a full high school load, with written approval of the principal, will be permitted to register for one course per semester.

Applicants will be permitted to register for classes until all admission requirements have been satisfied. Admission as a joint enrollment student will be made on a term-by-term basis dependent on continued enrollment requirements have been satisfied. Admission as a joint enrollment student will go into effect.

Admission of Academically Talented and Gifted Students

Academically talented and gifted applicants enrolled in grades 9, 10, 11, or 12 in public or private high schools in Tennessee may, with the recommendation and approval of the high school principal and the Director of Admissions, enroll in college courses and receive college credit. The applicant must have a 3.2 grade point average (on a 4.0 scale) and the college placement recommendations must be a part of the applicants planned Individual Education Program that has been established by the multi-disciplinary team process.

Applicants will be permitted to register for classes until all admission requirements have been satisfied.

1. Prospective applicants seeking admission as an academically talented and gifted student at the College must meet the following requirements:

2. Application: A completed application for admission to Volunteer State Community College is required.

3. Application Fee: Applicants are required to submit a one-time nonrefundable fee of $10.00 with their initial application for admission.

4. Citizenship: Applicants who are not citizens of the United States or Permanent Residents should refer to the section entitled Admission of International Students. Applicants with permanent residency status wishing to seek admission to the College must submit a photocopy of both sides of the permanent residency card (also known as the Form I-551 or green card), visa, or other immigration authorization. A PASSPORT IS NOT CONSIDERED TO BE IMMIGRATION AUTHORIZATION.

5. High School Credentials: All applicants seeking admission as a joint enrollment student at Volunteer State Community College should request an official transcript be mailed directly to the Office of Admissions from their current high school. Faxed or student issued copies of transcripts are not considered official.

6. Letter of Permission: Applicants must submit a letter from the applicants high school principal or counselor granting permission for the student to participate in the joint enrollment program. A letter of permission must be submitted each semester an applicant wishes to enroll as a joint enrollment student.

7. Testing Requirement: All joint enrollment applicants must submit scores from the American College Testing program (ACT) or another approved examination with scores sufficient to meet the placement requirement for the course in which the applicant wishes to enroll. Information about this examination may be obtained from high school counselors or from the Testing office at Volunteer State Community College. An ACT code number of 4037 has been assigned to Volunteer State Community College. Official scores on the ACT should be sent to the Office of Admissions directly from ACT. ACT scores included on an official high school transcript are sufficient to meet this requirement. SAT scores may be submitted in lieu of ACT scores.

8. Applicant Grade: Applicants must have achieved a minimum of senior status in high school.

9. Draft Registration: All male applicants, born in 1960 or later, who have attained the age of 18, must have proof of draft registration before registering for classes at Volunteer State Community College. A male applicant is under the age of 18 at the time of admission, the applicant must provide proof of registration with Selective Service upon turning 18 years of age if still enrolled at Volunteer State Community College.
from the applicants high school principal or counselor granting permission for the applicant to participate in the dual enrollment program. A completed Dual Enrollment Participation Form with the aforementioned principal or counselor signature may serve in lieu of a letter. A Dual Enrollment Participation Form must be submitted each semester an applicant wishes to enroll as a dual enrollment student.

7. Testing Requirement: All talented and gifted applicants must submit scores from the American College Testing program (ACT) or another approved examination with scores sufficient to meet the placement requirement for the course in which the applicant wishes to enroll. Information about this examination may be obtained from high school counselors or from the Testing office at Volunteer State Community College. An ACT code number of 4037 has been assigned to Volunteer State Community College. Official scores on the ACT should be sent to the Office of Admissions directly from ACT. ACT scores included on an official high school transcript are sufficient to meet this requirement. SAT scores may be submitted in lieu of ACT scores.

8. Applicant Grade: Applicants must be in the 9, 10, 11, or 12 grades in a public high school, private high school, or independent home school in Tennessee.

9. GPA Requirement: Applicants must have a minimum of a 3.2 GPA on a 4.0 scale in the subject area for which they wish to enroll.

10. Draft Registration: All male applicants, born in 1960 or later, who have attained the age of 18, must have proof of draft registration before registering for classes at Volunteer State Community College. If a male applicant is under the age of 18 at the time of admission, the applicant must provide proof of registration with Selective Service upon turning 18 years of age if still enrolled at Volunteer State Community College.

11. MMR Immunization: All applicants who wish to enroll as full-time students who were born 1957 or later must provide proof of immunization with two doses of measles, mumps, and rubella vaccines administered on or after their first birthday, unless they graduated from a Tennessee public high school in 1999 or later. If at any time an applicant becomes a full-time student at Volunteer State Community College, this admission requirement will go into effect.

Admission to the Advanced Studies Program

The Advanced Studies Program is designed for applicants who have completed the junior year in high school and who qualify to enroll in selected courses at Volunteer State Community College during the summer term prior to completing the senior year in high school. Courses taken at the College in the summer term (not to exceed 12 semester hours of academic work) must be chosen by the applicant in consultation with his/her high school counselor in order to supplement, and not overlap, the applicants total high school program and to ensure academic success. Courses taken in the summer between the junior and senior year will, after high school graduation, count as regular college credit.

1. Applicants seeking admission to the advanced studies program at the College must meet the following requirements:

2. Application: A completed application for admission to Volunteer State Community College is required.

3. Application Fee: Applicants are required to submit a one-time nonrefundable fee of $10.00 with their initial application for admission.

4. Citizenship: Applicants who are not citizens of the United States or Permanent Residents should refer to the section entitled Admission of International Students. Applicants with permanent residency status wishing to seek admission to the College must submit a photocopy of both sides of the permanent residency card (also known as the Form I-551 or green card), visa, or other immigration authorization. A PASSPORT IS NOT CONSIDERED TO BE IMMIGRATION AUTHORIZATION.

5. High School Credentials: All applicants seeking admission to the advanced studies program at Volunteer State Community College should request an official transcript be mailed directly to the Office of Admissions from their current high school. Faxed or student issued copies of transcripts are not considered official.

6. Letter of Permission: Applicants must submit to the Office of Admissions at Volunteer State Community College a letter from the applicants high school principal or counselor granting permission for the applicant to participate in the advanced studies program. The letter of permission should include the specific course(s) in which the applicant has permission to enroll.

7. Testing Requirement: All advanced studies applicants must submit scores from the American College Testing program (ACT) or another approved examination with scores sufficient to meet the placement requirement for the course in which the applicant wishes to enroll. Information about this examination may be obtained from high school counselors or from the Testing office at Volunteer State Community College. An ACT code number of 4037 has been assigned to Volunteer State Community College. Official scores on the ACT should be sent to the Office of Admissions directly from ACT. ACT scores included on an official high school transcript are sufficient to meet this requirement. SAT scores may be submitted in lieu of ACT scores.

8. Applicant Grade: Applicants must complete their junior year in high school and be qualified to enroll in selected courses at Volunteer State Community College during the summer term prior to completing the senior year in high school.

9. GPA Requirement: Applicants must have a minimum of a 3.0 GPA on a 4.0 scale, and must rank in the upper 25 percent of their class.

10. Draft Registration: All male applicants, born in 1960 or later, who have attained the age of 18, must have proof of draft registration before registering for classes at Volunteer State Community College. If a male applicant is under the age of 18 at the time of admission, the applicant must provide proof of registration with Selective Service upon turning 18 years of age if still enrolled at Volunteer State Community College.

11. MMR Immunization: All applicants who wish to enroll as full-time students who were born 1957 or later must provide proof of immunization with two doses of measles, mumps, and rubella vaccines administered on or after their first birthday, unless they are enrolled in a Tennessee public high school. If at any time an applicant becomes a full-time student at Volunteer State Community College, this admission requirement will go into effect.

Admission of International Students

Volunteer State Community College welcomes applications from individuals living outside the United States. There are several admissions
admission requirements have been satisfied. International applicants will
not be permitted to register for classes until all admission requirements have been satisfied. International applicants will be required to pay out-of-state tuition.

1. Applicants seeking admission as degree-seeking international students must meet the following requirements:

2. Application: A completed application for admission to Volunteer State Community College is required.

3. Application Fee: Applicants are required to submit a one-time nonrefundable fee of $10.00 with their initial application for admission.

4. English Placement: Applicants whose native language is not English and who are not official permanent residents of the United States will be required to take the TOEFL, MELAB or other approved comparable standardized examinations prior to enrollment at Volunteer State Community College.

The minimum required score on the pen-and-paper TOEFL is 500, 60 on the internet-based TOEFL, or 173 on the computer-based TOEFL. The minimum required score on the MELAB is 72. The minimum test score requirement does not apply to applicants who have already successfully completed all required ESOL courses at VSCT. Exceptions may be made for transfer applicants who have satisfied all freshman English composition requirements with a C or better at another institution of higher learning. A similar exception may be made for applicants who completed high school in a country where the native language is English. Language testing is not required for applicants whose native language is English.

Note: The MELAB is given at VSCT each semester. Dates, fees, and time information is available from the Testing Office.

5. Academic Credentials: In addition to submitting official transcripts from United States institutions, applicants must submit official copies of academic records from secondary schools and higher education institutions, showing completion dates if applicable. Transcripts or records which are not in English should be accompanied by notarized or certified translations. In addition, applicants wishing to receive transfer credit for courses taken outside the United States may be required to submit course descriptions and have their educational credentials assessed by an evaluation service.

6. Affidavit of Support: Applicants must submit an Affidavit of Support form, available from the Office of Admissions and the Office of Records and Registration. The form must be completed by the applicants sponsor, and signed or notarized by the sponsors bank. The first year fees and expenses total $26,515. This figure is an estimate and is subject to change. The affidavit should indicate that the sponsor has at least this amount available. Additional funds are required if the applicant plans to bring a spouse or dependent into the country.

7. International/Immigration Documents: Applicants must submit a copy of their I-94 form, visa, and passport. If the applicant is currently enrolled in another United States higher education institution, the applicant must also submit a copy of their I-20.

8. Testing Requirement: All degree-seeking applicants who are 20 years of age or younger as of the first day of class for their term of initial enrollment must submit scores from the American College Testing program (ACT). Information about this examination may be obtained from high school counselors or from the Testing Office at Volunteer State Community College. An ACT code number of 4037 has been assigned to Volunteer State Community College. Official scores on the ACT should be sent to the Office of Admissions directly from ACT. ACT scores included on an official high school transcript are sufficient to meet this requirement. A transfer applicant need not retake the ACT, but should have his or her ACT scores on file with the College. The scores are used for placement and counseling purposes only. SAT scores may be submitted in lieu of ACT scores.

9. Placement Testing. Unless otherwise exempt by ACT scores, transfer credit, etc., all degree-seeking applicants are required to take a placement test. The placement test is designed to measure skills in reading, writing, and math. Applicants whose native language is not English may be required to complete a specialized placement test.

Transfer applicants who have not been assessed at a TBR institution or completed any college-level courses in English composition and/or college-level math with a grade of C or better will be assessed according to the Colleges assessment and placement procedures. Transfer applicants with valid (less than three years old) ACT scores may be placed using those scores.

Please see the Developmental Studies section for additional information on placement testing.

10. Applicant Age. Applicants must be 16 years of age or older.

11. Health Insurance: Applicants must purchase health insurance through the State University and Community College System of Tennessee prior to enrollment. Contact the Assistant Director of Records & Registration for insurance information.

12. Tuberculosis Immunization: Submit a tuberculosis immunization certificate from a licensed physician or other qualified medical authority.

13. MMR Immunization. All applicants who wish to enroll as full-time students who were born in 1957 or later must provide proof of immunization with two doses of measles, mumps, and rubella vaccines administered on or after their first birthday, unless they graduated from a Tennessee public high school in 1999 or later. If at any time an applicant becomes a full-time student at Volunteer State Community College, this admission requirement will go into effect.

14. Hepatitis B Immunization: All applicants must complete and submit to the Office of Admissions the Hepatitis B Immunization Health History form. Applicants are not required to complete the shot series. For those applicants who have reached the age of 18, this form can be completed online at the time of registration. Applicants under the age of 18 must submit the form to the Office of Admissions with a parent or legal guardians signature prior to registering for classes.

Other Degree-Seeking International Applicants

1. International applicants not holding F-1 or M-1 visas must meet all admission requirements appropriate for the classification under which they are applying as listed in the College Catalog. In addition to those requirements applicants must
also meet the following requirements prior to being allowed to register:

2. **English Placement:** Applicants whose native language is not English and who are not official permanent residents of the United States will be required to take the TOEFL, MELAB or other approved comparable standardized examinations prior to enrollment at Volunteer State Community College, unless enrolling in English Speakers of Other Languages (ESOL) classes only.

The minimum required score on the pen-and-paper TOEFL is 500, 60 on the internet-based TOEFL, or 173 on the computer-based TOEFL. The minimum required score on the MELAB is 72. The minimum test score requirement does not apply to applicants who have already successfully completed all required ESOL courses at VSCC. Exceptions may be made for transfer applicants who have satisfied all freshman English composition requirements with a C or better at another institution of higher learning. A similar exception may be made for applicants who completed high school in a country where the native language is English. Language testing is not required for applicants whose native language is English.

Note: The MELAB is given at VSCC each semester. Dates, fees, and time information is available from the Testing Office.

3. **Placement Testing:** Unless otherwise exempt by ACT scores, applicants wishing to receive transfer credit for classes taken outside the United States may be required to complete any college-level courses in English composition and/or college-level math with a grade of C or better will be assessed according to the Colleges assessment and placement procedures. Transfer applicants with valid (less than three years old) ACT scores may be placed using those scores.

4. **Academic Credentials:** In addition to submitting official transcripts from United States institutions as appropriate to their admission classification, applicants must submit official copies of academic records from secondary schools and higher education institutions, showing graduation or completion dates if applicable. Transcripts or records which are not in English should be accompanied by notarized or certified translations. In addition, applicants wishing to receive transfer credit for courses taken outside the United States may be required to submit course descriptions and have their educational credentials assessed by an evaluation service.

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### Non-Degree Seeking International Applicants

SOME international applicants living in the United States are eligible to enroll in classes other than ESOL without pursuing a degree. Please note that applicants holding or applying for F-1 or M-1 visas are not eligible for the non-degree status. Contact the Assistant Director of Records and Registration if you are unsure of your eligibility for non-degree status. Applicants will not be permitted to register for classes until all admission requirements have been satisfied.

Non-degree applicants may choose to apply to be admitted to a degree or technical certificate program. At that time, the applicant must meet the appropriate admission requirements for that status. Coursework completed as a non-degree student may be applied to a degree or certificate if said coursework is applicable.

1. **Applicants seeking admission as non-degree international students must meet the following requirements:**

2. **Application:** A completed application for admission to Volunteer State Community College is required.

3. **Application Fee:** Applicants are required to submit a one-time nonrefundable fee of $10.00 with their initial application for admission.

4. **English Placement:** Applicants whose native language is not English and who are not official permanent residents of the United States will be required to take the TOEFL, MELAB or other approved comparable standardized examinations prior to enrollment at Volunteer State Community College, unless enrolling in English Speakers of Other Languages (ESOL) classes only.

The minimum required score on the pen-and-paper TOEFL is 500, 60 on the internet-based TOEFL, or 173 on the computer-based TOEFL. The minimum required score on the MELAB is 72. The minimum test score requirement does not apply to applicants who have already successfully completed all required ESOL courses at VSCC. Exceptions may be made for transfer applicants who have satisfied all freshman English composition requirements with a C or better at another institution of higher learning. A similar exception may be made for applicants who completed high school in a country where the native language is English. Language testing is not required for applicants whose native language is English.

Note: The MELAB is given at VSCC each semester. Dates, fees, and time information is available from the Testing Office.

5. **Placement Testing:** Unless otherwise exempt by ACT scores, transfer credit, etc., all non-degree-seeking applicants will be subject to placement testing for courses having placement prerequisites. The placement test is designed to measure skills in reading, writing, and math. Applicants whose native language is not English may be required to complete a specialized placement test.

Applicants with transfer credit who have not been assessed at a Tennessee Board of Regents (TBR) institution or completed any college-level courses in English composition and/or college-level math with a grade of C or better will be assessed according to the Colleges assessment and placement procedures. Transfer applicants with valid (less than three years old) ACT scores may be placed using those scores.

6. **Applicant Age.** Applicants must be 21 years of age or older or have earned a high school diploma. If applicant is a high school graduate or has earned a GED diploma, there is no age restriction.

7. **Tuberculosis immunization:** Applicants must submit a tuberculosis immunization certificate from a licensed physician or other qualified medical authority.

8. **MMR Immunization:** All applicants who wish to enroll as full-time students who were born in 1957 or later must provide proof of immunization with two doses of measles, mumps, and rubella vaccines administered on or after their first birthday, unless they graduated from a Tennessee high school on or after their 18th birthday, or if any medical condition prevents the use of these vaccines. To enroll, you must provide proof of having received two doses of MMR vaccine. If you are 18 years of age or older, you must also provide proof of having received one dose of chickenpox vaccine.

9. **Hepatitis B Immunization:** All applicants must complete and submit to the Office of Admissions the Hepatitis B Immunization Health History form. Applicants are not required to complete the shot series. For those applicants who have reached the age of 18, this form can be completed online at the time of registration. Applicants under the age of 18 must submit the form to the Office of Admissions with a parent or legal guardians signature prior to registering for classes.

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### Admission of Non-Degree Students

A non-degree applicant is one who is not seeking a degree but wishes to take courses for personal enrichment or professional growth. Non-degree students are not eligible for Financial Aid programs.
Students who wish to take courses for personal enrichment or professional growth may continue to accumulate credit in the non-degree category for up to forty-eight semester hours. Exceptions to this maximum may be granted by the Vice President of Academic Affairs.

Non-degree applicants may choose to apply to be admitted to a degree or technical certificate program. At that time, the applicant must meet the appropriate admission requirements for that status. Coursework completed as a non-degree student may be applied to a degree or certificate if said coursework is applicable.

1. Applicants seeking admission as a non-degree student at the College must meet the following requirements:

2. Application: A completed application for admission to Volunteer State Community College is required.

3. Application Fee: Applicants are required to submit a one-time nonrefundable fee of $10.00 with their initial application for admission.

4. Citizenship: Applicants who are not citizens of the United States or Permanent Residents should refer to the section entitled Admission of International Students. Applicants with permanent residency status wishing to seek admission to the College must submit a photocopy of both sides of the permanent residency card (also known as the Form I-551 or green card), visa, or other immigration authorization. A PASSPORT IS NOT CONSIDERED TO BE IMMIGRATION AUTHORIZATION.

5. Placement Testing: Unless otherwise exempt by ACT scores, transfer credit, etc., all non-degree-seeking applicants will be subject to placement testing for courses having placement prerequisites. The placement test is designed to measure skills in reading, writing, and math. Applicants whose native language is not English may be required to complete a specialized placement test.

Applicants with transfer credit who have not been assessed at a Tennessee Board of Regents (TBR) institution or completed any college-level courses in English composition and/or college-level math with a grade of C or better will be assessed according to the College's assessment and placement procedures. Transfer applicants with valid (less than three years old) ACT scores may be placed using those scores.

6. Applicant Age: Applicants must be 21 years of age or older or their high school class must have graduated. If applicant is a high school graduate or has earned a GED diploma, there is no age restriction.

7. Draft Registration: All male applicants, born in 1960 or later, who have attained the age of 18, must have proof of draft registration before registering for classes at Volunteer State Community College. If a male applicant is under the age of 18 at the time of admission, the applicant must provide proof of registration with Selective Service upon turning 18 years of age if still enrolled at Volunteer State Community College.

8. MMR Immunization: All applicants who wish to enroll as full-time students who were born in 1957 or later must provide proof of immunization with two doses of measles, mumps, and rubella vaccines administered on or after their first birthday, unless they graduated from a Tennessee public high school in 1999 or later. If at any time an applicant becomes a full-time student at Volunteer State Community College, this admission requirement will go into effect.

9. Hepatitis B Immunization: All applicants must complete and submit to the Office of Admissions the Hepatitis B Immunization Health History form. Applicants are not required to complete the shot series. For those applicants who have reached the age of 18, this form can be completed online at the time of registration. Applicants under the age of 18 must submit the form to the Office of Admissions with a parent or legal guardian's signature prior to registering for classes.

**Admission of Special Undergraduate Students**

A special student is one who has not met the credential requirements for admission as a regular degree student and is not officially working toward a degree.

A graduate of an accredited college or university (or one who has more than 64 semester hours from another institution) who desires to take only a limited number of courses and who indicates that he/she is not presently working toward a degree at Volunteer State Community College may be admitted as a special undergraduate.

Special Undergraduate applicants may choose to apply to be admitted to a degree or technical certificate program. At that time, the applicant must meet the appropriate admission requirements for that status. Coursework completed as a non-degree student may be applied to a degree or certificate if said coursework is applicable.

1. Applicants seeking admission as special undergraduate applicant at the College must meet the following requirements:

2. Application: A completed application for admission to Volunteer State Community College is required.

3. Application Fee: Applicants are required to submit a one-time nonrefundable fee of $10.00 with their initial application for admission.

4. Citizenship: Applicants who are not citizens of the United States or Permanent Residents should refer to the section entitled Admission of International Students. Applicants with permanent residency status wishing to seek admission to the College must submit a photocopy of both sides of the permanent residency card (also known as the Form I-551 or green card), visa, or other immigration authorization. A PASSPORT IS NOT CONSIDERED TO BE IMMIGRATION AUTHORIZATION.

5. Placement Testing: Unless otherwise exempt by ACT scores, transfer credit, etc., all special undergraduate applicants who have not previously completed a math or English course at the college level with a grade of C or better will be required to take the placement test when registering for a math or English course. Applicants whose native language is not English may be required to complete a specialized placement test.

Applicants with transfer credit who have not been assessed at a Tennessee Board of Regents (TBR) institution or completed any college-level courses in English composition and/or college-level math with a grade of C or better will be assessed according to the College's assessment and placement procedures. Transfer applicants with valid (less than three years old) ACT scores may be placed using those scores.

6. Applicant Age: Applicants must be 21 years of age or older or their high school class must have graduated. If applicant is a high school graduate or has earned a GED diploma, there is no age restriction.

7. Draft Registration: All male applicants, born in 1960 or later, who have attained the age of 18, must have proof of draft registration before registering for classes at Volunteer State Community College.
Hepatitis B Immunization: All applicants must complete and submit to the Office of Admissions the Hepatitis B Immunization Health History form. Applicants are not required to complete the shot series. For those applicants who have reached the age of 18, this form can be completed online at the time of registration. Applicants under the age of 18 must submit the form to the Office of Admissions with a parent or legal guardians signature prior to registering for classes.

Admission of Auditing Students

Applicants who are not enrolled for credit courses may register to audit courses with the approval of the College Registrar upon the recommendation of the division chairperson.

Fees for audits will be assessed on the same basis as fees for credit courses. Auditors are not required to prepare lessons or papers, or take examinations. They do not receive a grade. They are not required to take part in class discussions or laboratory or field work.

Note: Persons 60 years of age and over who are residents of Tennessee may audit classes at no maintenance charge, providing there is space available and sufficient fee enrollment after official registration is completed. Special or lab fees may be charged where required. Senior citizens will be required to submit an application for admission to the College, but are not required to pay the $10.00 application fee. Senior Citizens must verify their birth date, either with their drivers license or birth certificate.

1. Applicants seeking admission to audit a course, unless otherwise stated in the catalog, must meet the following requirements:

2. Application: A completed application for admission to Volunteer State Community College is required.

3. Application Fee: Applicants are required to submit a one-time nonrefundable fee of $10.00 with their initial application for admission.

4. Citizenship: Applicants who are not citizens of the United States or Permanent Residents should refer to the section entitled Admission of International Students. Applicants with permanent residency status wishing to seek admission to the College must submit a photocopy of both sides of the permanent residency card (also known as the Form I-551 or green card), visa, or other immigration authorization. A PASSPORT IS NOT CONSIDERED TO BE IMMIGRATION AUTHORIZATION.

5. Applicant Age: Applicants must be 21 years of age or older or their high school class must have graduated. If applicant is a high school graduate or has earned a GED diploma, there is no age restriction.

6. Draft Registration: All male applicants, born in 1960 or later, who have attained the age of 18, must have proof of draft registration before registering for classes at Volunteer State Community College. If a male applicant is under the age of 18 at the time of admission, the applicant must provide proof of registration with Selective Service upon turning 18 years of age if still enrolled at Volunteer State Community College.

7. MMR Immunization: All applicants who wish to enroll as full-time students who were born in 1957 or later must provide proof of immunization with two doses of measles, mumps, and rubella vaccines administered on or after their first birthday, unless they graduated from a Tennessee public high school in 1999 or later. If at any time an applicant becomes a full-time student at Volunteer State Community College, this admission requirement will go into effect.

Hepatitis B Immunization: All applicants must complete and submit to the Office of Admissions the Hepatitis B Immunization Health History form. Applicants are not required to complete the shot series. For those applicants who have reached the age of 18, this form can be completed online at the time of registration. Applicants under the age of 18 must submit the form to the Office of Admissions with a parent or legal guardians signature prior to registering for classes.

Admission of Senior Citizen Students

Persons 65 years of age and over who are domiciled in Tennessee may take classes for credit at a reduced fee of 50% per credit hour with a maximum fee of $70.00 providing there is space available and sufficient fee enrollment. All admissions requirements must be met and the $10.00 application fee will be charged.

1. Applicants seeking admission as senior citizen students at the College must meet the following requirements:

2. Application: A completed application for admission to Volunteer State Community College is required.

3. Application Fee: Applicants are required to submit a one-time nonrefundable fee of $10.00 with their initial application for admission.

4. Citizenship: Applicants who are not citizens of the United States or Permanent Residents should refer to the section entitled Admission of International Students. Applicants with permanent residency status wishing to seek admission to the College must submit a photocopy of both sides of the permanent residency card (also known as the Form I-551 or green card), visa, or other immigration authorization. A PASSPORT IS NOT CONSIDERED TO BE IMMIGRATION AUTHORIZATION.

5. Placement Testing: Unless otherwise exempt by ACT scores, transfer credit, etc., all special undergraduate applicants who have not previously completed a math or English course at the college level with a grade of C or better will be required to take the placement test when registering for a math or English course. Applicants whose native language is not English may be required to complete a specialized placement test.

Applicants with transfer credit who have not been assessed at a Tennessee Board of Regents (TBR) institution or completed any college-level courses in English composition and/or college-level math with a grade of C or better will be assessed according to the Colleges assessment and placement procedures. Transfer applicants with valid (less than three years old) ACT scores may be placed using those scores.

6. Applicant Age: Applicants must be 65 years of age or older and must verify their birth date with their drivers license or birth certificate.
Admission of Students Who Wish to Enroll in ESOL Classes Only

Applicants living in the United States who wish to enroll ONLY in ESOL (English Speakers of Other Languages) classes may do so by following the steps below. Please note that applicants holding or applying for F-1 and M-1 visas are not eligible for this status. Applicants will not be permitted to register for classes until all admission requirements have been satisfied.

1. Applicants to Volunteer State Community College seeking admission to enroll in ESOL classes only must meet the following requirements:

2. Application: A completed application for admission to Volunteer State Community College is required with ESOL Only marked as the applicants program of study.

3. Application Fee: Applicants are required to submit a one-time nonrefundable fee of $10.00 with their initial application for admission.

4. Citizenship: Applicants who are not citizens of the United States or Permanent Residents should refer to the section entitled Admission of International Students. Applicants with permanent residency status wishing to seek admission to the College must submit a photocopy of both sides of the permanent residency card (also known as the Form I-551 or green card), visa, or other immigration authorization. A PASSPORT IS NOT CONSIDERED TO BE IMMIGRATION AUTHORIZATION.

5. Take the required institutional placement tests for ESOL Only applicants. These are given by appointment by the Testing Office. Testing takes two or more hours to complete.

6. Applicant Age: Applicants must be 16 years of age or older.

7. Draft Registration: All male applicants, born in 1960 or later, who have attained the age of 18, must have proof of draft registration before registering for classes at Volunteer State Community College. If a male applicant is under the age of 18 at the time of admission, the applicant must provide proof of registration with Selective Service upon turning 18 years of age if still enrolled at Volunteer State Community College.

8. MMR Immunization: All applicants who wish to enroll as full-time students who were born in 1957 or later must provide proof of immunization with two doses of measles, mumps, and rubella vaccines administered on or after their first birthday, unless they graduated from a Tennessee public high school in 1999 or later. If at any time an applicant becomes a full-time student at Volunteer State Community College, this admission requirement will go into effect.

Hepatitis B Immunization: All applicants must complete and submit to the Office of Admissions the Hepatitis B Immunization Health History form. Applicants are not required to complete the shot series. For those applicants who have reached the age of 18, this form can be completed online at the time of registration. Applicants under the age of 18 must submit the form to the Office of Admissions with a parent or legal guardian’s signature prior to registering for classes.

Applicants in ESOL status who enroll in non-ESOL classes will be subject to any and all unmet admission requirements for regular non-degree seeking status.

Readmission of Students

Any former student not enrolled at Volunteer State Community College the previous semester (excluding the summer) who wishes to return to the College must file an application for readmission. A student who is readmitted after a one semester suspension is completed will be readmitted as having Academic Probation Status. This status can be removed by maintaining a 2.00 Grade Point Average (GPA) or by meeting the cumulative standard for Quality Point Average (QPA) for that semester.

Former students seeking readmission to the College will be subject to all admission requirements as stated in other admission categories outlined in the College Catalog depending on the admission status a prospective student is seeking. All admission requirements for a prospective students prior status must be completely fulfilled prior to that student being readmitted to Volunteer State Community College.

1. Former students seeking readmission to a degree or certificate program at the College must meet the following requirements:

2. Readmit Application: A completed readmit application for admission to Volunteer State Community College is required.

3. Application Fee: No application fee is charged for readmission.

4. Transfer Credentials: Applicants for readmission seeking a degree or certificate from Volunteer State Community College who have enrolled for any credit classes in another institution of higher education since last attending Volunteer State Community College, regardless of whether they wish to receive credit for it, must submit a complete official transcript to the Office of Admissions from each institution attended. Faxed or student issued copies of transcripts are not considered official. In every case credentials must include a complete record of credits earned in all previous secondary schools attended and a complete record of grades from all collegiate institutions attended. Failure to indicate previous college attendance on the application for admission may subject a student to dismissal from the College.

Readmit applicants should refer to the Granting Transfer Credit section for information on course evaluation and credit transferability.

5. Placement Testing: Unless otherwise exempt by ACT scores, transfer credit, etc., all degree-seeking applicants are required to take a placement test. The placement test is designed to measure skills in reading, writing, and math. Certificate applicants are not required to complete placement testing unless taking a course with placement requirements. Applicants whose native language is not English may be required to complete a specialized placement test.

Readmit applicants who have not been assessed at a Tennessee Board of Regents (TBR) institution or completed any college-level courses in English composition and/or college-level math with a grade of C or better will be assessed according to the Colleges assessment and placement procedures. Transfer applicants with valid (less than three years old) ACT scores may be placed using those scores.

Please see the Developmental Studies section for additional
MMR Immunization: All applicants who wish to enroll as full-time students who were born in 1957 or later must provide proof of immunization with two doses of measles, mumps, and rubella vaccines administered on or after their first birthday, unless they graduated from a Tennessee public high school in 1999 or later. If at any time an applicant becomes a full-time student at Volunteer State Community College, this admission requirement will go into effect.

Applicants planning to enroll in a university parallel degree program should refer to the Required High School Courses section for information on possible additional course requirements.

Admission to Special Programs

Certain instructional programs of the College are subject to special admission requirements which are in addition to the general admission requirements. These programs, which are shown below, necessitate special admissions requirements and are subject to change due to the availability of institutional resources. Students wishing to enter one of these programs of study should check with the appropriate division offering the program in order to become familiar with these requirements.

- Dental Assistant
- Diagnostic Medical Sonography
- Emergency Medical Technology
- Fire Science Technology
- Health Information Technology
- Histotechnology
- Honors Program
- Medical Laboratory Technology
- Nursing-Admission through Tennessee State University
- Ophthalmic Technician
- Physical Therapist Assistant
- Radiologic Technology
- Respiratory Care Technology
- Sleep Diagnostics Technology

Residency Requirements for Tuition Purposes

- The following are rules for determination of in-state or out-of-state status for fees and tuition purposes as defined by the State University and Community College System of Tennessee:

  - Every person having his or her domicile in this State shall be classified in-state for fee and tuition purposes.

  - Every person not having his or her domicile in this State shall be classified out-of-state for said purposes.

  - Domicile shall mean a persons true, fixed, and permanent home and place of habitation; it is the place where he or she intends to remain, and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere.

  - THE DOMICILE OF AN UNEMANCIPATED PERSON IS THAT OF HIS OR HER PARENT. EMANCIPATED PERSON SHALL MEAN A PERSON WHO HAS ATTAINED THE AGE OF EIGHTEEN YEARS, AND WHOSE PARENTS HAVE ENTIRELY SURRENDERED THE RIGHT TO THE CARE, CUSTODY, AND EARNINGS OF SUCH PERSON AND WHO NO LONGER ARE UNDER ANY LEGAL OBLIGATION TO SUPPORT OR MAINTAIN SUCH DEEMED EMANCIPATED PERSON. PARENT SHALL MEAN A PERSONS FATHER OR MOTHER. If there is a non-parental guardian or legal custodian of an unemancipated person, then parent shall mean such guardian or legal custodian provided that there are not circumstances indicating that such guardianship or custodianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

  - The domicile of a married person shall be determined independent of the domicile of the spouse.

  - A recent graduate of any out-of-state high school must supply evidence of Tennessee residency before receiving in-state tuition status.

  - Unemancipated students of divorced parents shall be classified in-state when one parent, regardless of custodial status, is domiciled in Tennessee.

  - The spouse of a student classified as in-state shall also be classified as in-state.

  - Foreign students will pay out-of-state tuition.

  - Students classified by Immigrations as a Permanent Resident, Resident Alien, Refugee, or Immigrant may be charged in-state fees if domiciled in Tennessee.

  - Part-time students (under 12 semester hours) who are not domiciled in Tennessee but who are employed full-time in Tennessee shall be classified out-of-state but shall not be required to pay out-of-state tuition. The student must provide proper documentation each semester.

Students who are stationed at Fort Campbell pursuant to military orders, shall be classified out-of-state but shall not be required to pay out-of-state tuition. The student must provide proper documentation each semester.

Orientation & Advising

An Admission Advising, Orientation, Testing and Educational Planning program is provided each semester for all new degree-seeking students. Admission advising is provided to help new students clarify their Educational Choices. In Orientation, students have an opportunity to learn the skills necessary for success in college. Required placement testing is administered each semester and during each registration activity. Once new students have completed Orientation and Testing, they are required to meet with a faculty advisor or an advisor/counselor in the Advising Center to develop strategies for completion of their education. The faculty advisor or advisor/counselor will guide students through an exploration of the various elements which affect academic decision-making.

Admission to the Honors Program

Incoming freshmen who meet the following criteria are strongly urged to apply to the Honors Program: an ACT composite score of 24 or higher; a high school GPA of 3.5 or a ranking in the top ten percent of the graduating class; and two letters of recommendation, one from a high school official. Applications are available through the Social Science and Education Division of the College. Students already enrolled in the College are also strongly encouraged to apply. They need a GPA of 3.5 or above and recommendations from two faculty members. Interested students should contact the Coordinator of the Honors Program.
Required High School Courses

Students enrolled in a university parallel program (Associate of Science or Associate of Art Degree) who graduated from high school in 1989 or after and enrolled in college fall 1989 or after will be required to meet the 14 units of high school requirements. Unit deficiencies should be completed within the first thirty hours of enrollment at Volunteer State Community College. All unit deficiencies must be completed prior to graduation from Volunteer State Community College. Students must submit transcripts which reflect the following units:

English.................................................................................4 units
Mathematics ...........................................................................3 units
(Natural/Physical Sciences ......................................................2 units
United States History ............................................................. 1 unit
Social Studies ......................................................................... 1 unit
Foreign Language .................................................................2 units
Visual and/or Performing Arts ............................................. 1 unit

Students who have high school unit deficiencies in these areas must remove the deficiencies by completing designated Developmental Studies and college course work for elective credit and add-on graduation requirements. To determine specific courses which satisfy these requirements, contact your academic advisor or the Office of Records and Registration.

- Exceptions to the above:
- Graduated from high school prior to 1989.
- Took the GED test prior to 1989.
- Enrolled as a Special Student not pursuing a degree.
- Enrolled in an Associate of Applied Science Program


ACT scores of 26 or higher. Applicants who graduated from high school and have an Enhanced ACT composite of 26 or higher are considered to have met all high school unit requirements except those in language and visual or performing arts. Foreign language and visual or performing arts requirements cannot be waived even with an ACT composite score of 26 or higher. Deficiencies in those units should be removed within the first 30 hours after initial enrollment.

Applicants who received a GED Certificate or the American Council on Education (ACE) external diploma in 1989 and thereafter are considered to have met all high school unit requirements except those in language and visual or performing arts. Deficiencies in foreign language and visual or performing arts should be removed within the first 30 hours after enrollment.

Applicants with a disability who volunteer information about their disability will be assessed on an individual basis.

EXTERNAL CREDIT

Granting Transfer Credit

Any applicant who is degree seeking and has attended any institution of higher learning will be considered a transfer student. Transcripts will be required from high school (or GED scores if applicable) and from all colleges or universities attended. Volunteer State Community College generally accepts credits from other institutions of higher education.

All college level coursework for each transfer student who is degree seeking or seeking a technical certificate, will be evaluated according to the following criteria: (1) course similarity within the programs enrolled in at Volunteer State Community College; (2) course content equivalent to course taught at the same level at Volunteer State Community College; (3) same credentialing requirements for faculty at the transferring institution. In some cases Volunteer State Community College may request additional information before awarding credit on a course by course basis.

Transcripts will be evaluated prior to, or during the initial term of enrollment and students notified via mail of credits awarded as evaluations are completed. Only grades of “C” or higher will be accepted for credit. Transfer grades are not calculated in the Volunteer State Community College grade point average. Credit for courses not corresponding with the curriculum at Volunteer State Community College may be entered on the transcript as elective credits. Students who transfer credit that was taken more than twenty years ago must validate that credit by completing at least 18 hours of satisfactory work with a 2.0 grade point average at Volunteer State Community College. The transfer credit will not be posted to the student’s academic record until the work has been validated.

A student transferring from another institution of higher learning may be permitted to attend Vol State for one semester regardless of academic standing at the last institution attended. Students transferring with a quality point average below 1.500 for the last term of enrollment, or not in good standing at the last institution attended, will be admitted on probation. Transfer students will be notified of probation status by the Office of Records and Registration.

Upon completion of the initial term of enrollment, the student’s eligibility for continued enrollment will be determined by the academic status and retention standards of Volunteer State. Transfer students who have credit for developmental studies courses (reading, writing, math, study skills) at non-TBR institutions may receive credit for those courses pending review and approval.

Transfer students who have not completed a college-level English composition and/or college-level math course with a grade of “C” or better will be assessed upon entry to the College following the assessment and placement procedures; *i.e., students with valid (less than three years old) Enhanced ACT scores will be screened and, depending on those scores, may be required to take the appropriate placement test. Transfer students who have not been assessed at a TBR institution or completed any college-level courses in English composition or college-level math will be assessed according to the College’s assessment and placement procedures.

CEU, Non-Credit Students

A student interested in enrolling in non-credit instructional activities is not required to apply for formal admission to the College. Adult students, 18 years of age and older, must complete a CEU Non-Credit application. A student 17 years of age or younger, or his parent or guardian, must complete a Pre-College CEU Non-Credit application. The parent or guardian must sign a waiver of liability.

Credit For Service In The Armed Forces

Veterans who have completed one year or more of full-time, extended
active military service will be excused from taking the required physical education activity courses except PHED 107 (Lifetime Fitness). Veterans will receive four semester hours (less credit already earned) of physical education credit upon presentation of a copy of their discharge form (DD214) to the Office of Records and Registration. Reservists who have served six months active duty under the provision of the Reserve Forces Act of 1955 are not considered veterans; they may, however, be excused from taking the required physical education activity courses upon the presentation of a copy of their discharge form (DD214) to the College Registrar.

The College Registrar should be consulted to determine whether additional credit can be given for courses offered through the United States Armed Forces Institute or other service schools. An evaluation of service credit is not made until a student has applied and been granted admission to the College.

**Advanced Placement Credit**

Volunteer State participates in the Advanced Placement Program of the College Entrance Examination Board (CEEB). A maximum of twelve semester hours may be given to qualified students on the basis of the Advanced Placement Program. To be eligible for credit, an entering freshman must place in group three, four, or five of the CEEB Advanced Placement Tests. Each applicant, under this plan, is required to take the Advanced Placement Test of the CEEB during his senior year in the secondary school. The tests are scored by the CEEB and sent to the College. Credit at Volunteer State Community College for the Advanced Placement test will be given as follows:

<table>
<thead>
<tr>
<th>AP Exam</th>
<th>AP Score</th>
<th>VSCC Course for which credit will be granted</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>4</td>
<td>BIOL 1010 or BIOL 1030</td>
<td>4</td>
</tr>
<tr>
<td>Biology</td>
<td>5</td>
<td>BIOL 1010 &amp; BIOL 1020</td>
<td>8</td>
</tr>
<tr>
<td>Chemistry</td>
<td>4</td>
<td>CHEM 1110</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>5</td>
<td>CHEM 1110 &amp; CHEM 1120</td>
<td>8</td>
</tr>
<tr>
<td>English</td>
<td>3</td>
<td>ENGL 1010</td>
<td>3</td>
</tr>
<tr>
<td>English</td>
<td>4 or 5</td>
<td>ENGL 1010 &amp; ENGL 1020</td>
<td>6</td>
</tr>
<tr>
<td>History (AM)</td>
<td>3, 4, or 5</td>
<td>HIST 2010 &amp; HIST 2020</td>
<td>6</td>
</tr>
<tr>
<td>History (Euro)</td>
<td>3, 4, or 5</td>
<td>HIST 1110 &amp; HIST 1120</td>
<td>6</td>
</tr>
<tr>
<td>Math/Cal AB</td>
<td>3</td>
<td>MATH 1830</td>
<td>3</td>
</tr>
<tr>
<td>Math/Cal AB</td>
<td>4 or 5</td>
<td>MATH 1830</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or MATH 1910</td>
<td>4</td>
</tr>
<tr>
<td>Math/Cal BC</td>
<td>3 or 4</td>
<td>MATH 1830</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or MATH 1910</td>
<td>4</td>
</tr>
<tr>
<td>Math/Cal BC</td>
<td>5</td>
<td>MATH 1910 &amp; MATH 1920</td>
<td>8</td>
</tr>
<tr>
<td>Physics B</td>
<td>4</td>
<td>PHYS 2010</td>
<td>4</td>
</tr>
<tr>
<td>Physics B</td>
<td>5</td>
<td>PHYS 2010 &amp; PHYS 2020</td>
<td>8</td>
</tr>
<tr>
<td>Physics C Pt. I</td>
<td>5</td>
<td>PHYS 2110</td>
<td>4</td>
</tr>
<tr>
<td>Physics C Pt. II</td>
<td>5</td>
<td>PHYS 2120</td>
<td>4</td>
</tr>
<tr>
<td>Spanish</td>
<td>3</td>
<td>SPAN 1010, SPAN 1020</td>
<td>6</td>
</tr>
<tr>
<td>Spanish</td>
<td>4</td>
<td>SPAN 1010, SPAN 1020, SPAN 2020</td>
<td>9</td>
</tr>
<tr>
<td>Spanish</td>
<td>5</td>
<td>SPAN 1010, SPAN 1020, SPAN 2010, SPAN 2020</td>
<td>12</td>
</tr>
<tr>
<td>Statistics</td>
<td>3, 4, or 5</td>
<td>MATH 1530</td>
<td>3</td>
</tr>
</tbody>
</table>

Advanced Placement credit may be granted by Vol State for satisfactory achievement on the General Examination of the College-Level Examination Program (CLEP) of the CEEB. Such credit will be granted as recommended by the American Council on Education, through its Commission on Accreditation of Service Experiences. The total amount of credit granted for all five tests of the General Examination may not exceed 30 semester hours of credits. Also, advanced placement credit may be granted by Vol State for satisfactory achievement on the Subject Examinations of CLEP.

**Credit for CPS Exam**

Students having earned the Certified Professional Secretary’s certification are eligible to receive eighteen (18) semester hours of credit at Volunteer State Community college as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Description</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 110</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 251</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>ECO 211</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>OMT 101</td>
<td>Beginning Keyboard</td>
<td>3</td>
</tr>
<tr>
<td>OMT 253</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>Business Elective</td>
<td>To be approved by the Business Division Dean</td>
<td>3</td>
</tr>
</tbody>
</table>

In order to receive VSCC credit for the CPS the student must meet the following criteria:

- Be accepted into the College
- Show validated evidence of the CPS certificate.
- Complete eighteen (18) semester hours of approved courses at the college.

**Credit by Examination**

Examinations for credit in courses offered by the College are offered to students who believe they have already mastered the material of the course through private study, technical employment, or the like. The College will recognize credit for exam offered through the Educational Testing Service, CLEP exam program. Local tests will not be developed for courses where CLEP exams are available. Students interested in taking a CLEP exam should contact the Testing Office for registration and testing information. Volunteer State Community College honors the following:
Credit by Local Examination

Any student who has been admitted to the college may make application to take an examination for credit, up to a maximum of 12 semester hours, in limited courses in the division or divisions housing the course(s) in question. No examination may be given if a CLEP test is offered for that course. A student should be certain that he/she has at least the minimal preparation and background required before attempting any examination. Examinations may not be given in sequential courses numbered lower than those the student has already completed. Exception to the 12 semester hour limitation may be made by the Vice President of Academic Affairs.

Credit by External Examination

Currently enrolled and former credit students may request college credit for the successful completion of acceptable national, regional, or state examination. Credit may be applied to specific courses offered by the College or to elective courses such as those listed in the college catalog as “Selected Topics.”

Credit For On-The-Job Training

Under certain circumstances, limited credit may be granted for on-the-job training. Verification of completion of the training and complete description of the training completed must be submitted to the College Registrar before an evaluation will be made. An evaluation will be made only for students who are currently enrolled at Volunteer State Community College.

Credit for Life Experience

Currently enrolled and former credit students may request consideration of college credit to be awarded for life experience. The Credit for Life Experience Committee has the responsibility of working with the student to evaluate the request and to determine if the Credit for Life Experience option is appropriate.

The Office of Career Placement, Cooperative Education, and Service Learning oversees the Credit for Life application process. Applicants may contact the Office at 615-230-3307 or go to www.volstate.edu/placement, click on A-Z, and click on Credit for Life to obtain a description of the application process and required forms. A $25 application fee per course is required for credit requested. Students requesting Credit for Life Experience should apply at least one semester before they are considering enrolling in a particular class. Requests for Credit for Life must be submitted at least two semesters prior to graduation. Credit awarded through any of the options listed is not considered part of the College’s graduation residency requirements.

Credit for Life Experience may be granted through two options:

OPTION 1: Credit for Courses offered by Volunteer State
Submission of a portfolio documenting professional experience that relates directly to specific course content offered by VSQC and approval
of this portfolio by a college committee for up to nine (9) semester hours of credit
OR
Submission of the content and outcomes of prior learning through structured not-for-credit instruction offered by private or public agencies, verified by certificate or transcript, and approval of this content and outcomes by a college committee for up to nine (9) semester hours of credit.

OPTION 2: Credit for Elective Credit (Selected Topics Courses)
Submission of a portfolio documenting work or other experience that is worthy of college credit but does not match specific existing credit courses offered by Vol State and approval of this portfolio by a college committee for up to six (6) semester hours of elective credit
OR
Submission of the content and outcomes of prior learning through structured not-for-credit instruction offered by private or public agencies, verified by certificate or transcript, and approval of this content by a college committee for up to six (6) semester hours of elective credit.

Credit for Life Experience may not be requested for subject areas that offer CLEP or credit by examination options.

Students interested in pursuing Credit for Life Experience should contact the Office of Career Placement and Cooperative Education.

**Correspondence or Extension Credit**

Volunteer State Community College accepts a maximum of 15 semester hours earned by correspondence and/or extension, provided that such credits are from an institution which is a member of the University Extension Association, the Teacher College Extension Association, or the appropriate regional accrediting association.

Prior to a student’s initial registration at Vol State as a regular student, the Office of Records and Registration will determine the acceptability of extension and/or correspondence earned at other institutions. After the student has been admitted as a regular student, whether he/she is a beginning freshman or a transfer student, he/she will not be given credit applicable to any Vol State degree for subsequent correspondence or extension courses unless he/she has obtained, prior to his/her enrollment in such courses, written permission from the College Registrar.

No student is permitted to enroll for correspondence or extension courses while he/she is carrying a maximum load at Vol State.

A student who has completed 24 hours in residence at Vol State and who lacks no more than six semester hours, or two courses, toward completion of degree requirements may earn these additional credits by acceptable correspondence or extension work, or by residence at another approved institution.

**Maximum External Credit Allowed From Various Sources**

Not more than a total of 36 semester hours of credit can be granted by Vol State through any combination of external sources: credit granted for service in the Armed Forces (including physical education credit and credit for courses offered through the United States Armed Forces Institute or other service schools), advanced placement credit (the Advanced Placement Program and College-Level Examination Program of the College Entrance Examination Board, credit by examination, or previous training or work experience qualifying for degree credit).

Should a student be granted the maximum total of 36 semester hours of credit through external sources, he/she must still complete all specific degree requirements as given in an outlined Program of Study in order to receive an associate degree at Vol State. Students must meet the 24 semester hour residence requirement and a minimum of 20 of the final 26 hours must be completed at Volunteer State.

**Developmental Studies**

The Tennessee Board of Regents, which governs all the State’s community colleges and universities except the UT system, requires that students who enroll in college-level courses first show that they have high school level skills in order to succeed in college-level courses. First-time freshmen and Transfer students are classified as “Degree-Seeking” students. Any “Adult Special” or “Transient” student who wishes to take a college-level course which has a Developmental Studies prerequisite must also demonstrate the required level of skills.

Students ages 20 and under who possess valid ACT scores will be screened for placement into college-level courses or Developmental courses according to their ACT sub-scores in English, Reading, and Mathematics. Students whose ACT sub-scores in English, Reading, and Mathematics are 19 or higher will have open access to college-level courses provided they have met the high school unit requirements for college admission. Students whose ACT sub-scores are 18 or lower in English, Reading and/or Mathematics will be placed in developmental courses according to the following chart.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>ACT SUB-SCORE</th>
<th>PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>1-14</td>
<td>DSPW 0700-Writing I</td>
</tr>
<tr>
<td></td>
<td>15-18</td>
<td>DSPW 0800-Writing II</td>
</tr>
<tr>
<td></td>
<td>19-36</td>
<td>College Level</td>
</tr>
<tr>
<td>Reading</td>
<td>1-11</td>
<td>DSPR 0700-Reading I</td>
</tr>
<tr>
<td></td>
<td>12-18</td>
<td>DSPR 0800-Reading II</td>
</tr>
<tr>
<td></td>
<td>19-36</td>
<td>College Level</td>
</tr>
<tr>
<td>Math</td>
<td>1-14</td>
<td>DSPM 0700-Basic Math</td>
</tr>
<tr>
<td></td>
<td>15-16</td>
<td>DSPM 0800-Elem Algebra</td>
</tr>
<tr>
<td></td>
<td>17-18</td>
<td>DSPM 0850-Int. Algebra</td>
</tr>
<tr>
<td></td>
<td>19-36</td>
<td>College Level</td>
</tr>
</tbody>
</table>

If a student has more than one set of ACT scores, they will be allowed to use their best sub-scores to obtain the best placement. SAT scores will be converted to ACT equivalent scores, and then the above chart will be used for placement.

Students will have the opportunity to challenge their initial placement by ACT scores. Students have the option to retest using the college’s challenge assessment tests or other instruments determined by the NewSkills program. Students age 21 or over, who do not possess valid ACT scores, will be given an assessment test and placed accordingly. Students will have the opportunity to challenge the placement through challenge tests in the Testing Center or through challenge tests in the NewSkills Program.

The Developmental Studies courses which must be completed by the student will be determined on the basis of this assessment. These courses cover basic skills through high school level skills required of all entering students. These courses are entrance requirements and must be completed as the student begins college. All students enrolled in developmental reading and writing courses are re-assessed and placements adjusted the first day of class. Any student who wishes to challenge his or her placement in math should contact the NewSkills Program before enrolling in math courses to discuss options.

Once enrolled, the student must complete any Developmental Studies course with a grade of “C” or better. The progress grade (YC) may be earned in a course in which the student achieves mastery of at least half of the content. Other policies and procedures specific to the different areas of study are presented in the course syllabi for those areas.
Course and/or Entrance Placement

The placement of a student in any given college-level course will depend upon his/her having met certain prerequisites for that particular course. Eligibility for any given course will be established on the basis of achievement on the related section of the ACT and/or the achievement on the other tests administered by the College during registration procedures, and/or high school or other college courses completed. The placement procedures are designed to help guide the enrolling student into courses commensurate with his/her ability.

In selected career programs, students may be granted advanced placement if specific competence and proficiency are established by work experience and/or departmental examination. In special cases, up to 16 semester hours of credit may be awarded for proficiency as demonstrated by work experience and departmental examinations.

Entrance placement in a foreign language class will depend upon the student’s background in the language. A student who has completed one or more years in French or Spanish in high school with a grade of “C” or better may continue that language at the level they achieve on the foreign language proficiency exam given in the Testing Office. If the student has not studied the language in high school, but he or she has learned the language in some other setting, the student may take the proficiency exam for placement into foreign language classes.

Students who fail to achieve the required level of proficiency in high school courses/tests will be required to enroll in appropriate courses, some of which may be based on initial assessment.

Articulated High School Credits

Volunteer State Community College partners with certain county school systems to allow applicants who graduated from high school within two years of enrollment at VSCC and made at least a B in specified Career and Technical (Vocational) courses to earn college credits for those high school courses. A complete list of courses, participating high schools, and an explanation of the process to obtain credits can be found online at www.volstate.edu/CTE/ or by contacting the Admissions Office at Vol State.
The College reserves the right to change the fees listed herein or to add new ones whenever such additions are found to be necessary. Please see the current semester’s schedule of classes for current maintenance fee charges.

The Tennessee Board of Regents (TBR) approved the elimination of the 12-hour tuition cap in December 2008. With the elimination of the tuition cap beginning in the fall 2009, all students may pay an hourly rate for each semester hour of classes they take depending on the fee structure approved by the TBR. TBR will establish the 2010-2011 tuition rates at the June 2010 quarterly meeting. Rates listed in this catalog are the rates that were in effect during the 2009-2010 academic year.

Fees are subject to change at any time by action of the Tennessee Board of Regents.

Business Regulations
All fees are payable at the time of registration each semester, unless otherwise noted in the schedule of classes. Registration at the beginning of each term is incomplete until all fees are paid, and no student may be admitted to classes without having met this financial obligation. No student may re-enroll, graduate, or receive a transcript of his/her record until all accounts are settled. The term ‘account’ includes any amount owed to the College. The student’s responsibility for amounts owed to the College is not relieved by the non-attendance of class. All fees can be paid in the Business Office, located in the Ramer Administration Building at the Gallatin campus, the Business Office, located in the Millard and JJ Oakley Administration Building at the Livingston campus or on the College’s online registration system.

Payment Methods
Fees may be paid by cash, check, money order, American Express, Discover, Visa, or MasterCard. Fees may be paid through the College’s website, the College’s online registration system, on campus in the Business Office located in the Ramer Administration Building at the Gallatin campus, or the Business Office located in the Millard and JJ Oakley Administration Building at the Livingston campus.

Direct Deposit
Students may receive their excess financial aid or refunds by direct-deposit. The direct deposit information should be set-up prior to the beginning of the semester. Once the direct deposit information is set-up, there is a three day waiting period for account verification before a direct deposit can be processed. Detailed instructions for setting up direct deposit are available at http://www.volstate.edu/Pride/ in the Pride Online Information.

Deferred Payment
The deferred payment agreement can be obtained in the Business Office located in the Ramer Administration Building or online, by downloading the agreement from the College’s website (http://www.volstate.edu/BusinessOffice/deferredpayment.html).

The deferred payment and deferred payment agreement may be completed online using the College’s online registration system. Detailed Instructions for making the online deferred payment can be found by going to: www.volstate.edu, selecting Current Students, and Pride Online Information. The online deferred payment requires you to store a saved payment method for the installment payments. On the deferred payment due dates, the credit card or bank account information that you have saved will automatically be charged. In addition, the signed agreement and initial deferred payment can be mailed, faxed or returned to the Business Office.

For specific terms and conditions, as well as due dates, please refer to the current semester’s schedule of classes.

Any refund due resulting from the withdrawal of class is subject to the refund policy referenced in the Credit Course Refunds section of this catalog.

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 dependent 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 made 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 begin, 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.

Fees
Application Fee
Each student submitting an application for admission to the College must pay, at the time he/she submits an application, a one-time, non-refundable fee of $10.00. This fee is assessed for all students except for pre-college community service non-credit students and is waived in the case of senior citizens or totally disabled people who wish to audit courses.

Maintenance Fee
All students, whether resident or non-resident, pay a maintenance fee which entitles the student to admission to home athletic events and certain health services, concerts, plays, social and other student-sponsored activities, as specified by announcement. Maintenance fees are $111.00 per credit hour for 1 to 12 credit hours and an additional $6.00 per credit hour for 13 or more credit hours.

Testing Center Fees
Fees are applicable for the following exams given by the Testing Center: ACT-Residual, CLEP, Correspondence exams, Career interest exams, GED, Challenge exams, and Nurse Entrance exams. Transcript request fees also apply to GED and Nurse Entrance exams. Check the Testing Center’s web page at www.volstate.edu/testing for current fee schedules.

Tuition
Tuition is only charged to students who are not bona fide residents of the State of Tennessee. There is no tuition charged to bona fide residents of the State of Tennessee. Tuition charges are in addition to maintenance fees. Non-residents are charged Out-of-State tuition fees of $349.00 per credit hour for 1 to 12 credit hours and an additional $18.00 per credit hour for 13 or more credit hours.

The Director of Admissions shall make the original decision concerning residence classification. Further information about residence classification may be obtained from the Office of Admissions.
Audit Students Fees
Students enrolling in regular college classes as auditors will pay the same fees (including the application fee and any late registration fee) as those enrolling for credit. Exceptions are granted for students who are totally disabled, senior citizens or state service retirees in compliance with VSCC Policy.

Senior Citizens Fees
Persons 60 years of age and over who are domiciled in Tennessee may audit credit classes at no maintenance charge, providing there is space available and sufficient fee enrollment. Special fees may be charged where required. Senior citizens who audit classes will be required to submit an application for admission to the College, but are not required to pay the $10.00 application fee.

Persons 65 years of age and over who are domiciled in Tennessee may take classes for credit with a maximum fee of $70.00 (these students are assessed the Regents Online Degree Program (RODP) fee in addition to the $70.00 maximum fee, if RODP classes are taken), providing there is space available and sufficient fee enrollment. Special fees may be charged where required. Totally disabled persons who audit classes will be required to submit an application for admission to the College, but are not required to pay the $10.00 application fee.

All fees must be paid prior to the beginning of the fall semester. Persons who are permanently, totally disabled and domiciled in Tennessee may audit classes for credit with a maximum fee of $70.00 (these students are assessed the Regents Online Degree Program (RODP) online fee in addition to the $70.00 maximum fee, if RODP classes are taken) providing there is space available and sufficient fee enrollment. Special fees may be charged where required. Totally disabled persons who audit classes will be required to submit an application for admission to the College, but are not required to pay the $10.00 application fee.

All fees must be paid prior to the beginning of the fall semester. Persons who are permanently, totally disabled and domiciled in Tennessee may audit classes for credit with a maximum fee of $70.00 (these students are assessed the Regents Online Degree Program (RODP) online fee in addition to the $70.00 maximum fee, if RODP classes are taken) providing there is space available and sufficient fee enrollment. Special fees may be charged where required. Totally disabled persons who audit classes will be required to submit an application for admission to the College, but are not required to pay the $10.00 application fee.

Senior Citizens Fees
Persons 60 years of age and over who are domiciled in Tennessee may audit credit classes at no maintenance charge, providing there is space available and sufficient fee enrollment. Special fees may be charged where required. Senior citizens who audit classes will be required to submit an application for admission to the College, but are not required to pay the $10.00 application fee.

Totally Disabled Persons Fees
Persons who are permanently, totally disabled and domiciled in Tennessee may audit classes with no maintenance charge provided there is space available and sufficient fee enrollment. Special fees may be charged where required. Totally disabled persons who audit classes will be required to submit an application for admission to the College, but are not required to pay the $10.00 application fee.

Senior Citizens Fees
Persons 60 years of age and over who are domiciled in Tennessee may audit credit classes at no maintenance charge, providing there is space available and sufficient fee enrollment. Special fees may be charged where required. Senior citizens who audit classes will be required to submit an application for admission to the College, but are not required to pay the $10.00 application fee.

Senior Citizens Fees
Persons 60 years of age and over who are domiciled in Tennessee may audit credit classes at no maintenance charge, providing there is space available and sufficient fee enrollment. Special fees may be charged where required. Senior citizens who audit classes will be required to submit an application for admission to the College, but are not required to pay the $10.00 application fee.

Senior Citizens Fees
Persons 60 years of age and over who are domiciled in Tennessee may audit credit classes at no maintenance charge, providing there is space available and sufficient fee enrollment. Special fees may be charged where required. Senior citizens who audit classes will be required to submit an application for admission to the College, but are not required to pay the $10.00 application fee.

Senior Citizens Fees
Persons 60 years of age and over who are domiciled in Tennessee may audit credit classes at no maintenance charge, providing there is space available and sufficient fee enrollment. Special fees may be charged where required. Senior citizens who audit classes will be required to submit an application for admission to the College, but are not required to pay the $10.00 application fee.

Regents Online Continuing Education Program Course Fees
All students enrolled in the Regents Online Continuing Education Program (ROCE) pay a course fee and an online fee. Fees are listed on the ROCE website at www.rodp.org/roce each semester. There is no refund of fees after the ROCE class starts.

Individual Music Instruction Fees
A special fee of $55.00 per credit hour for all individualized instruction in music is assessed per semester.

Regent Online Degree Program Course Fees
All students enrolled in Regents Online Degree Program (RODP) courses pay a RODP Maintenance Fee of $111.00 per semester hour and an online fee of $44.00 per semester hour. Students who are non-residents of the State of Tennessee are charged RODP tuition of $349.00 per semester hour. These courses are separate from the College’s courses and are not included in the fee calculation for the Colleges courses. There is no full-time maximum for RODP courses.

RODP fees are refundable during the specified refund dates. Please refer to the current semester’s schedule of classes or the College web site for refund dates.

All students who are enrolled in RODP courses are required to pay the Online Course Fee. The Online Course Fees are not subject to limitations for disabled and elderly students.

E-Rate Fee
The eRate is available to students who enroll at TBR institutions, who are classified as non-residents of Tennessee, and who are enrolled exclusively in online courses. The eRate is 150% of the institution’s approved undergraduate or graduate maintenance fee. To qualify for an eRate, students must (a) meet all institution admission requirements and must (b) be verified as an online out-of-state student enrolled exclusively in courses delivered online by a procedure documented by the institution. Students enrolled in any type courses other than online (on-ground, telecourse, distance education, etc.) will not be eligible for the eRate.

 Transcript Issuance Fee
No fee is charged for the issuance of transcripts. Transcripts are issued only at the request of the student or an authorized agent to the Office of Records and Registration. No transcript will be provided for a student who has any amount outstanding due to the College.

Graduation Fee
Each candidate seeking a degree from the College pays a $25.00 fee to cover cost of the diploma, rental of cap and gown, and incidentals connected with the commencement exercises. This fee must be paid at the time that the Graduation Application is submitted.

Campus Access Fee
A campus access fee of $2.00 per semester will be charged to all students. The purpose of the access fee is to provide parking improvements and repairs for the campus. Parking decals are required for all vehicles that are parked on campus and should be placed in the left bottom corner of the back windshield. Parking citations will be issued to vehicles not properly displaying a current parking decal or parked in unauthorized spaces. Students may park in any campus parking lot, unless otherwise designated. The parking decals may be picked up in the Business Office or Student Services. The cost of the parking decal is included in the campus access fee.
Student Activity Fee
A $3.00 per semester student activity fee will be charged to all credit students. The purpose of the Student Activity Fee is to provide and promote student events for all members of the student body, both on- and off-campus. It will be used for student programs, student activities, student conference travel and student leadership scholarships.

A Student Life Newsletter provides a Calendar of Events for each semester and is available to every student via student e-mail. This calendar will include all major student events. Each student is encouraged to participate in as many events as possible.

Student Government Activity Fee
A $5.00 per semester Student Government Activity Fee will be charged to all credit students. The purpose of the Student Government Activity Fee is to provide and promote campus activities for the benefit of the entire College student body. This fee supplements the Student Activity fee and is used to provide on- and off-campus activities.

International Education Fee
A $10.00 per semester International Education Fee will be charged to all credit students. The purpose of the International Education Fee is to promote student’s world knowledge and to assist in internationalizing courses across all disciplines in order to increase our student’s ability to compete in the world environment.

Technology Fee
A technology fee will be charged to all credit students each semester. Part-time students pay $9.00 per credit hour. Students registered in 12 or more credit hours pay a flat fee amount of $112.50 per semester. The purpose of the Technology Fee is to purchase, maintain, and upgrade technological equipment and applications used for instruction and student support.

Parking Citations
Parking citations are $10.00 per violation except for the unauthorized parking in a Handicapped parking space. A $200.00 fine is imposed for each citation for unauthorized parking in a Handicapped parking space. Parking citations are posted to the student account and the student’s records cannot be released (will be put on hold) until payment of the fine.

The citation may be paid using the College’s website, online registration system, or at the Business Office. If the citation is paid using the online registration system, the student must contact the Business Office at (615) 230-3585 to get the hold removed from the student account.

Credit for Life Experience
A non-refundable application fee of $25.00 per course is required when a request for Credit for Life Experience is made. If credit is awarded, the credit for life application fee is applied toward the maintenance fee charged for the number of credit hours approved. For information on Credit for Life Experience, please contact the Office of Career Placement and Cooperative Education at 230-3307.

Books and Supplies
Since the cost of books and supplies varies from one program of study to another and from term to term, only the average cost can be included in the catalog. The average cost of books and supplies for a full-time student taking a minimum fifteen hour course load is estimated to be $475.00 per semester. Books and supplies may be purchased at the Campus Bookstore with cash, personal check, American Express, Discover, Visa, or MasterCard or online at www.efollett.com

Identification Cards
The College issues each student a photo identification card. There is no charge to the student for this service. The ID Card is only valid until the end of the current academic year. A returning student who has an ID card from a previous year will be issued an updated expiration sticker for the new academic year. Please keep your ID card for this purpose. The card is required for admission to some College activities, borrowing library books, cashing personal checks, receiving financial aid checks, and other purposes. The card remains the property of the College and must be presented or surrendered upon request of a College official. If your ID is lost or stolen, a fee of $10.00 must be paid to the Business Office. Bring your receipt to the Office of Student Life and Diversity Initiatives, Wood 215 or 217, and a replacement ID will be issued to you.

Check Cashing
Personal checks, maximum of $20.00 per day, will be cashed by the Business Office. An ATM is located in the Wood Campus Center for the student’s convenience.

Fee Holds
Payment made by personal check of past due amounts, which have resulted in a hold on the student’s account, will not release the hold for 14 days after the payment posts on the account.

Returned Checks
A $30.00 service charge will be assessed for any check (paper or electronic) returned to the College by a financial institution. Any student who has not paid for a returned check including the service charge, after notification, will not be able to receive a transcript: nor will any of his/her records from the College be sent to any other institution. Collection efforts will be pursued by the College for all unpaid returned checks.

Check-writing privileges may be revoked for any student who has had more than one check returned by his/her financial institution.

Summary of Fees
Maintenance Fees
1 to 12 credit hours = $111.00 per credit hour
13 or more credit hours = additional $6.00 per credit hour for each hour above 12

Tuition (Out of State) Fees - These fees are in addition to Maintenance Fees
1 to 12 credit hours = $349.00 per credit hour
13 or more credit hours = additional $18.00 per credit hour for each hour above 12

Regent Online Degree Program Fees (RODP)
Maintenance Fees - $111.00 per credit hour
Tuition (Out of State) Fees - $349.00 per credit hour
RODP Online Fee - $44.00 per credit hour

Health & Accident Insurance for F-1 Visa Students
All foreign non-immigrant students with F-1 Visas must enroll in the TBR Student/Scholar Health & Accident Insurance Plan as a condition of admission and continued enrollment. The Assistant Director of Records & Registration provides information to the Business Office to have this fee posted on the student account. For information regarding the insurance, please contact the Assistant Director of Records & Registration at 230-3558.
Online Non-Credit Course Refunds

The Division of Continuing Education and Economic Development offers a wide array of non-credit courses developed by nationally recognized providers. Once a student has enrolled and paid fees for an online course, there are no refunds awarded.

Credit Course Refunds

Refunds of all fees and charges must be in accordance with the following provisions except where previously stated. Refer to the current semester’s schedule of classes for refund dates. The refund percentage is applied to the difference between the per hour rate for the number of credit hours immediately before the drop or withdrawal and the number immediately afterward. The Business Office begins processing refunds after the first two weeks of the semester. The refunds are processed as checks or direct deposits to the student. Students can set-up direct deposit online. The direct deposit set-up instructions are available at http://www.volstate.edu/Pride/ in the Pride Online Information.

Maintenance Fee Refunds

1. Refunds are 100% for courses canceled by the College.

2. There is no refund or additional fee assessment for adding and dropping (swapping) equal number of credit hours for the sessions (parts-of-term) within a term with the exception of Regents online Degree Program (RODP) courses. RODP courses cannot be swapped for VSCC courses, or vice versa without additional fee assessment.

3. The basic fee adjustment for withdrawals or drops during regular terms (fall and spring) is 75% from the official first day of classes for the term (not determined separately for each individual class) through the fourteenth calendar day of classes and then reduced to 25% for a period of time which extends 25% of the length of the term. There is no refund after the 25% period ends. For shorter terms within the fall and spring semesters, the 75% refund period and the 25% refund period will extend a length of time which is the same proportion of the term as the 75% and 25% periods are of the regular terms. These shorter terms have different beginning and ending dates and different refund dates.

4. For summer sessions and other short terms, the 75% refund period and the 25% refund period will extend a length of time which is the same proportion of the term as the 75% and 25% periods are of the regular terms. Dropping a class and adding another class in the same session must be processed on the same drop/add form or on the Colleges website Pride online for the fees to be evenly exchanged. The summer term consists of four different sessions, each with different beginning and ending dates. Therefore, each session has a unique set of refund periods.

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

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

7. A 100% refund will be provided for students who enroll under an advanced registration system but drop or withdraw prior...
Financial aid is administered in conjunction with the nationally established policy and philosophy that the student and his/her family have the primary responsibility for financing a college education. Financial assistance is designed only for filling in the gap between the family’s potential resources and the student’s expenses.

All applicants for financial aid must submit the Free Application for Federal Student Aid (FAFSA). This form is on-line at www.fafsa.ed.gov. April 15 is the priority date for applying for federal financial aid for the Fall semester. After this date, financial aid will be awarded on a first-come, first serve basis until all funds have been exhausted.

Renewal of aid is not automatic; student must file a new FAFSA form each academic year. All first-time applicants must be fully accepted for admission by the College before aid will be awarded. For inquiries you can e-mail the Financial Aid Office at financialaid@volstate.edu.

Standards of Academic Satisfactory Progress

The Higher Education Act of 1965, as amended by Congress in 1980, mandates that institutions of higher education must establish standards of “academic satisfactory progress” for students receiving financial aid. Vol State has established the following standards of “academic satisfactory progress” applicable to all Title IV and institutionally awarded funds (Federal Pell Grant, TSAA, Diversity Grant, Federal Family Educational Loan Programs and the Tennessee Education Lottery Scholarship programs) for the purpose of maintaining a consistent policy for all students receiving financial assistance.

A. Definition of Satisfactory Academic Progress

Students must maintain satisfactory academic progress according to the following regulations in order to continue funding at Volunteer State Community College:

- A student must pass two-thirds (.667) of the hours originally attempted each semester and earn a semester grade point average of at least 2.0 for the total hours attempted. A grade of A, B, C, D, or P will be required for successful completion. Grades of W, I, K, YC or F will not be considered as successful completion.
- A student must maintain a minimum cumulative GPA of 2.0.
- A student who does not meet either of the above two (2) requirements will be placed on financial aid probation. During the semester of probation, the student will receive regular financial assistance and will be expected to re-establish satisfactory progress.
- If a student has not re-established satisfactory progress after the one semester of financial aid probation, all forms of financial assistance to the student will be suspended.
- A student may be reinstated on financial aid by (1) personally paying the educational expenses for a semester and (2) re-establishing satisfactory progress as defined in Item 1 of these regulations.
- A student who passes zero credit hours with a zero grade point average during any semester will be removed from financial aid without a probationary period. This student may be reinstated on financial aid after meeting the conditions of Item 4 of these regulations. If the zero hours passed and zero grade point average were the result of an official withdrawal from the College, the student will be placed on Financial Aid Probation.

B. Time Limit for Aid

Students will be allowed to receive financial assistance until they have attempted a maximum of 150% of the hours required to complete their Degree or Technical Certificate. At VSCC that represents 90 collegiate credit hours.
hours for a degree seeking student and 62 collegiate hours for a student seeking a Technical Certificate (not including current term). The hours that a student transfers in, which apply toward their degree/technical certificate, will be subject to 90 or 62 hour time limit. Likewise, once a student has attempted more than 30 hours of Developmental coursework, any additional Developmental coursework will not be considered in their Title IV eligibility fund calculations.

C. Attendance
For continuation of financial aid eligibility, attendance is mandatory. Students who do not establish attendance in each of their classes, are required to repay a portion or all of their federal funding. Students taking RODP courses must engage processing on the WEB CT in order to establish attendance.

Students who do establish attendance but stop attending prior to the end of the semester and do not officially withdraw will be billed according to Return of Title IV funds policy for unofficial withdrawals.

D. Notification and Appeal
Any student being placed on financial aid probation or being terminated from aid will be notified by mail. Any probation or termination of financial assistance, may be appealed first to the Director of Student Financial Aid, then to the Vice President of Student Services and finally in writing to the Scholarship and Awards Committee. The student must be able to prove extenuating circumstances for an appeal.

E. Prior Academic Record
A student’s prior Volunteer State Community College academic record will be reviewed and the Standards of Academic Progress will be applied prior to their eligibility determination.

FEDERAL AND STATE AID PROGRAMS

Federal Work-Study Program
The Federal Work-Study Program is a federally funded program to provide funds for the employment of students who demonstrate need as determined by FAFSA. To participate in this program, students must be accepted for admission to VSCC and maintain satisfactory academic progress.

The FWS program provides jobs for students with financial need, allowing them to earn money to help pay educational expenses. Students may work an average of 10 hours per week.

Federal Pell Grant
The Federal Pell Grant is a federally funded program based on need as determined by FAFSA. The amount of the actual grant is based upon family contribution as determined by the federal government. You may apply for federal aid on line at www.fafsa.gov.

Federal Supplemental Educational Opportunity Grant Program
The Federal Supplemental Educational Opportunity Grant (FSEOG) is a federally subsidized program. FSEOG is awarded to students with exceptional financial need as determined by FAFSA.

Academic Competitiveness Grant
Designed to provide financial assistance to students who complete a rigorous high school program of study. Students meeting the program requirements (as defined by the State of TN) must also be eligible to receive a Pell Grant award. The ACG grants are available for the first two years of study.

Tennessee Student Assistance Award
The Tennessee Student Assistance Award Program was established by the Tennessee General Assembly in 1976. The purpose of the program is to provide non-repayable financial assistance to financially needy undergraduate students who are residents of Tennessee and are enrolled, or accepted for enrollment, at an eligible post secondary educational institution in Tennessee. Students must be enrolled at least half-time.

Maximum award amounts are determined by the TSAC Board of Directors prior to the beginning of the fall term. No student will receive an award greater than the amount of tuition and mandatory fees assessed by the institution attended.

In order to apply for the state grant, you must complete a FAFSA application prior to February 15 for the upcoming fall term.

FEDERAL FAMILY EDUCATION LOAN PROGRAMS

Federal Stafford Loan
A Federal Stafford Student Loan is a variable low-interest loan made to students to help cover their educational cost. There are two types of Stafford Loan: Subsidized - where the government pays the interest while the student is in school, deferment and grace period; Unsubsidized - where the student pays the interest while in school, deferment and grace period. The FAFSA application is used in making the determination as to whether the student is eligible for a subsidized loan or an unsubsidized loan.

After you graduate, leave school or drop below half-time enrollment, you have a six-month grace period before you begin repayment. Your lender will send you information about repayment.

Annual Loan Limits: Freshman- $3,500.00 per academic year
Sophomore - $4,500.00 per academic year

Federal PLUS Loan Program
The Federal PLUS Loan Program provides a source of loan funds to the parents of dependent undergraduate students. Plus borrowers are required to file a FAFSA application. Parents can borrow up to the cost of education minus other financial aid for the student. The interest rate on PLUS loans is at a variable rate not to exceed 9%. Repayment on both principal and interest begins within 60 days after the loan is fully disbursed. There is no grace period for these loans. Interest will begin to accumulate at the time the first disbursement is made.

TENNESSEE EDUCATION LOTTERY SCHOLARSHIP PROGRAMS

The Tennessee Education Lottery Scholarship program is intended to provide scholarship funds to offset costs associated with pursuing postsecondary education. The Lottery Scholarship program includes the HOPE Scholarship, Aspire Award, General Assembly Merit Scholarship, Tennessee HOPE Access Grant and the Non-Traditional HOPE Scholarship.

General eligibility requirements for each program include:

HOPE Scholarship - Applicants must submit a FAFSA each academic year and have a minimum 21 ACT composite or 980 SAT on a national test date or have a final cumulative 3.0 GPA for entering freshmen graduating from eligible public or category 1, 2 or 3 private high school. GED students must have the minimum ACT/SAT test score as stated above and a 525 on the GED Test. TN home school and non-category 1, 2 or 3 private high school graduates must have minimum ACT/SAT test scores in Math, Reading, Science and Writing of at least 21.
scores stated above and must have been enrolled in the school for 2 years immediately preceding graduation. If a student ceases to be eligible for HOPE, except for GAMS or HOPE Access Grant, the student may regain HOPE one-time only, after they meet the regain requirements.

Aspire Award - Applicants must meet the HOPE Scholarship requirements and parents’ or independent student’s (and spouse’s) adjusted gross income must be $36,000 or less on the appropriate year tax form. Student may receive Aspire or GAMS, but not both.

General Assembly Merit Scholarship - Applicants must submit a FAFSA each academic year. Entering freshmen graduating from eligible public or category 1, 2 or 3 private high schools must have at least a final cumulative 3.75 GPA and 29 ACT composite/1280 SAT on a national test date. Home school and non-category 1, 2 or 3 private high schools must, during the course of the home school program or while attending high school, enroll in at least 4 courses totaling at least 12 semester hours and achieve a cumulative GPA of at least 3.0 at an eligible postsecondary institution. Students may receive Aspire or GAMS, but not both.

Tennessee HOPE Access Grant - Entering freshmen graduating from eligible public or category 1, 2 or 3 private high schools must have at least a final cumulative 2.75 - 2.99 GPA and 18, 19 or 20 ACT Composite or 860 -970 SAT on a national test date AND parents’ or independent student’s (and spouse’s) adjusted gross income must be $36,000 or less on tax form. This award is non-renewable after 24 attempted hours, however students may become HOPE eligible if they meet the HOPE renewal criteria at the 24 hour benchmark.

Non-Traditional HOPE Scholarship - The Tennessee Lottery offers a scholarship for the adult learner. In order to be considered, you must meet the following criteria:

- Be age 25 or older and enroll in an eligible postsecondary institution as an entering freshman or have not been enrolled for at least two (2) years after last attending any postsecondary institution and not earned a baccalaureate degree
- The adjusted gross income attributable to the student must be no more than $36,000 per year
- Be continuously enrolled at an eligible postsecondary institution in the fall and spring semesters and maintain satisfactory academic progress as outlined by the College or University
- Have a minimum cumulative GPA of 2.75 after attempting 12 semester hours
- Complete the Free Application for Federal Student Aid (FAFSA) by the September 1, deadline date for Fall and February 1, deadline date for Spring and Summer

Contact the Volunteer State Community College Financial Aid Office if you feel that you meet these requirements and they will evaluate your eligibility for the Non-Traditional Hope Scholarship.

Tennessee HOPE Scholarship Renewal Criteria

Eligibility shall be reviewed at the end of the semester in which the student has attempted a total of 24, 48, 72, 96 or any subsequent multiple of 24 semester hours. Additional, at 72 attempted hours and beyond, students may be reviewed at the end of each semester if they maintain the award on a provisional basis, contact the Financial Aid Office for details.

- Must have a cumulative GPA of 2.75 after 24 and 48 attempted hours. After attempting 72 hours and beyond a student may retain the award by either:
  - Achieving a cumulative GPA of 3.0 or above, or
  - Achieving a cumulative GPA of 2.75-2.99 AND a semester GPA of at least 3.0 in the preceding term for which the student will receive the award as a full-time enrolled student
- Must maintain satisfactory academic progress AND continuous enrollment
- Scholarship is terminated after attainment of baccalaureate degree OR 5 years have passed from initial enrollment whichever occurs first
- Be enrolled in at least 6 hours; 12 hours if eligible on the provisional basis

Helping Heroes Grant - This grant is funded by the Tennessee Lottery Scholarship Program. It is awarded on a first-come-first-served basis with a limit of 375 awards made per semester. The Helping Heroes Grant is designed to serve former members of the armed forces, reserve or National Guard who were called into active duty and have met the following general criteria:

- Received an honorable discharge and has been awarded The Iraq Campaign Medal, The Afghanistan Campaign Medal or after 9/11/01, received The Global War on Terrorism Expeditionary Medal
- Be a Tennessee resident 1 year prior to application deadline
- Be admitted to and enrolled in an eligible postsecondary institution
- Must not have received a baccalaureate degree
- Complete the Helping Heroes Grant Application

HOPE Foster Child Tuition Grant - The Chafee Education and Training Voucher Program provides resources specifically to meet the education and training needs of youth aging out of foster care. This award along with all other available financial aid sources shall be applied towards the student cost of attendance before utilizing awards offered through the HOPE Foster Child Tuition Grant. Students must be eligible for the HOPE Scholarship or HOPE Access Grant and have been in the custody of the Department of Children Services for at least 1 year after their 14th birthday in order to be considered for this grant. TSAC will work with the Department of Childrenâ€™s Services to identify recipients.

The TN Lottery Scholarship requirements are subject to change each July 1, pending legislative ruling.

Dual Enrollment Grant Program - The Dual Enrollment Grant program is funded by the Tennessee Lottery and administered by the Tennessee Student Assistance Corporation. This program provides opportunities for students to begin working toward a college degree, while still pursuing a high school diploma. The maximum grant is $300 per term. Students should apply online at www.tn.gov/collegepays/mon_college/dual_enroll_grant_rules.htm

Diversity Grant

The Diversity Grant is a program for students over the age of 24 with priority given to students of other races and first generation college students. The student must submit a FAFSA application for consideration for the Diversity Grant and must maintain Academic Satisfactory Progress standards.
Presidential Scholarships
Graduating seniors may be eligible for a Presidential Scholarship in the amount of $3,500. When awarded, the student agrees to work on campus 75 hours per semester. Five new and five renewal scholarships will be awarded annually.

In order to apply for the Presidential Scholarship, the student must complete a VSCC Scholarship Application and submit all required admission documents by the appropriate deadline. Entering freshmen must have a high school GPA of 3.0 or more and an ACT of at least 26.

To retain the award, the student must have completed the required work obligation and pass a minimum of 12 hours with a 3.0 semester GPA.

This scholarship will be awarded for only four semesters.

TBR Employee Dependents (Children or Spouse) Discount
Employees of TBR or UT system schools dependent children (under the age of 26) or spouse is eligible to receive a 50% discount toward maintenance fees each semester. The eligible employee must complete and submit a new discount form for their dependent child or spouse each semester prior to registration or no later than 10 days after the term begins.

Public School Teacher/State Employee Dependent Discount
Dependent children (under the age of 24) of a certified public school teacher or a full time State employee are eligible to receive a 25% discount toward maintenance fees each semester. The eligible employee must complete and submit a new discount form for their dependent child each semester prior to registration or no later than 10 days after the term begins.

State Employee Fee Waiver
Eligible employees of the Tennessee State Government are eligible to enroll in one class per term. This is called a fee waiver. The eligible state employee must complete the necessary paperwork with their personnel office and have that paperwork forwarded to the VSCC Financial Aid Office prior to registration and no later than 10 days after the term begins.

VSCC Academic Service Scholarships
The VSCC Academic Service Scholarship is in the amount of $2,000 per academic year. This scholarship involves on-campus work obligations on the part of the student. The VSCC Academic Service Scholarship is awarded to a limited number of incoming freshmen whose high school records show academic excellence. The requirements for this scholarship are a high school grade point average of 3.0 or more and an ACT at least 21. The application priority date for Fall Semester is March 1.

Scholarship Retention Requirements:
Students must pass a minimum of 12 hours with a 2.5 semester grade point average. Scholarship students attending Summer School must maintain a cumulative grade point average of 2.5. Any semester in which the student does not meet the regulation in item “a” OR does not fulfill the required work obligation, the scholarship will be automatically cancelled. This scholarship will be awarded for only four semesters.

VSCC Division Academic Service Scholarships
The VSCC Division Academic Service Scholarship is in the amount of $2,000 per year. This scholarship involves on-campus work obligations in the respective division on special projects. The selection and retention is the same as the VSCC Academic Service Scholarship outlined above.

Workforce Investment Act (WIA)
Eligible WIA recipients may receive various types of financial assistance as they pursue career training/retraining. Businesses, government, and schools work together to provide vocational or employability skills to those who are out of work or who need new skills/training to successfully enter the job market. Volunteer State Community College works in conjunction with those WIA agencies that are sponsoring these students here at VSCC. The Office of Special Adult Programs works to coordinate these efforts and help with the transition of attending school.

Public School Teacher/State Employee Dependent Discount
Dependent children (under the age of 24) of a certified public school teacher or a full time State employee are eligible to receive a 25% discount toward maintenance fees each semester. The eligible employee must complete and submit a new discount form for their dependent child each semester prior to registration or no later than 10 days after the term begins.

State Employee Fee Waiver
Eligible employees of the Tennessee State Government are eligible to enroll in one class per term. This is called a fee waiver. The eligible state employee must complete the necessary paperwork with their personnel office and have that paperwork forwarded to the VSCC Financial Aid Office prior to registration and no later than 10 days after the term begins.

ORGANIZATIONAL AND FOUNDATION SCHOLARSHIPS
Through donations to the Volunteer State College Foundation, the scholarship program is funded by individuals, civic groups, and corporations. Individuals or groups interested in making contributions or establishing a scholarship are encouraged to contact the Foundation Office. The Foundation Office is a 501 (c)(3) organization; therefore all gifts are tax deductible.

You may apply for scholarships on line at http://www.volstate.edu/FinancialAid/scholarship-fee waiver/. (One scholarship application per semester should be submitted) Based on your scholarship application, your name will be included in the selection process for all scholarships in which you meet the specified criteria. All Foundation scholarship recipients must be enrolling or currently enrolled at Volunteer State Community College.

THE ABC GROUP: A child or grandchild of an employee who is a graduating senior and has maintained a 2.5 high school GPA and plans to attend full-time.

ALLIED HEALTH SCHOLARSHIP: Awarded, but not limited to a Minority student attending full or part-time, with academic achievement in the Allied Health Program; one semester award.

AMERICAN BANK & TRUST SCHOLARSHIP: A graduating senior from Livingston Academy with at least a 3.0 GPA. If no eligible applicants; then award to a student under the age of 21 from Overton County; and then to a student from Overton County with no age restriction.

AMERICAN LEGION POST 17: A veteran, spouse, children, or stepchildren, grandchildren, or other relative in this order of preference; prefer resident of Gallatin first, then Sumner County; on the basis of satisfactory academic achievement and economic need.
AMERICAN SECURITY BANK SCHOLARSHIP: The student must reside in counties within the Middle Tennessee area. Scholarship is need based and recipient must maintain a GPA of 2.0 or higher.

SAM BELOTE: A Sumner County resident who is pursuing a career in one of the Allied Health Programs or Nursing; based on economic need and satisfactory academic achievement; must be full-time.

BERKLINE: Children or stepchildren of employees based on ACT scores, grade point average, and extra-curricular activities.

BUDD AND JULIA BISHOP (LIVINGSTON): One academic, 3.0 GPA and one need based, 2.0 GPA given to Livingston campus full-time students.

STEVE BOTTS & ASSOCIATES: A student who plans to attend at least 6 hours per semester and is able to maintain a 3.0 GPA.

HELEN NESBITT BRANHAM MEMORIAL: A full or part-time student able to maintain a 3.0 GPA. Prefer both academic and need based.

BYRON’S, INC.: An associate or dependent (natural birth/legal adoption) of a Byron’s associate; minimum 2.0 high school GPA and ACT composite score of 18. If there are no qualified applicants, scholarship will be awarded to a graduating senior of Gallatin High School - then to any graduating senior of Sumner County who meets all criteria.

HUGH & ALICE CARPENTER MEMORIAL: A need-based, full-time student over the age of 23.

CLAY F. DODSON MEMORIAL SCHOLARSHIP: An academic & need-based student attending the Livingston campus full-time.

DODSON FAMILY FOUNDATION RETURNING STUDENT: Student 25 years or older attending full-time.

BILLIE C. DODSON MEMORIAL: A need-based, Sumner County resident and/or returning student, majoring in Education or Natural Resource Management.

WILDA H. DODSON RETURNING WOMEN: A returning woman 25 years of age or over, full-time, based on economic need and satisfactory academic achievement.

FARMERS BANK: A Sumner or Robertson County resident majoring in business with economic need and satisfactory academic achievement.

FRIENDS OF SUMNER REGIONAL VOLUNTEER AUXILIARY: Tuition for two full-time students with preference given to Sumner Regional Medical Center or Trousdale Medical Center employees or their children. Recipients should be a resident of Sumner or Trousdale Counties. Field of study: Medical/Allied Health, may include non-clinical medical fields.

GALLATIN BUSINESS & PROFESSIONAL WOMEN’S CLUB: Young or returning woman who is pursuing a career in a business or professional area and has satisfactory academic achievement and economic need.

GALLATIN ROTARY CLUB SCHOLARSHIP: Gallatin resident based on satisfactory academic achievement and economic need.

GALLATIN ROTARY RETURNING STUDENT: Gallatin resident who has previously received the Gallatin Rotary Club Scholarship with satisfactory academic achievement and economic need.

GFWC WOMAN’S CLUB OF HENDERSONVILLE: A single, divorced or widowed female student over 30 years of age who resides in Sumner County and is returning to school in order to re-enter or upgrade skills for the job market; based on satisfactory academic achievement and economic need.

MICHAEL AND JAN HALLMARK: Returning student (male or female) who is a single parent and has financial need.

MELISSA GIBSON MEMORIAL: A student with the desire to complete a minimum of a bachelors program either in music education or performance and a love of sharing their musical talents.

W. HARDIN AND MARY GUTHRIE MEMORIAL: Business major, full-time student, 3.0 GPA, academic with need base.

HENDERSONVILLE 100 PLUS CLUB: Available to all current Sumner County personnel engaged in emergency services of any kind including, but not limited to law enforcement, fire, ambulance, dispatchers, and patrol mothers, whether full-time, part-time, volunteer, disabled, or deceased in the line of duty performing emergency service. Availability also includes spouse, child, stepchild, or grandchild of above group. If none, then any eligible full or part-time student. Need based, minimum 2.0 GPA.
HENDERSONVILLE AREA CHAMBER OF COMMERCE DECEASED PAST PRESIDENTS MEMORIAL: To a member of the Hendersonville Chamber of Commerce, child, or spouse of a member, employee of a member or child or spouse of employee; economic need and academic achievement considered.

HENDERSONVILLE NOON SERTOMA: Full-time, need based student with ability to maintain a 2.5 GPA.

HENDERSONVILLE ROTARY CLUB JIM C. MOORE MEMORIAL: Graduating senior from any Hendersonville Area High School attending full-time.

HENDERSONVILLE ROTARY RENEWAL: Need-based, full-time student who has previously received a Hendersonville Rotary Club Scholarship.

HENDERSONVILLE ROTARY RETURNING STUDENT: Need-based, returning student over the age of 23 who is a resident of Hendersonville attending full-time. Preference is given to a single parent.

V.P. JAMES B. HODGES SCHOLARSHIP: Full or part-time student that is not eligible for Pell Grants but still has a financial need. Target is the working middle class that needs assistance.

HUFF AND MARGIE MARSH SCHOLARSHIP: A returning woman, with economic need and satisfactory academic achievement, must be a full-time student.

STELLA HOLIDAY MEMORIAL SCHOLARSHIP: Recipient must have a current GPA of 3.0 or higher, desire to obtain a minimum of a Bachelor’s degree and be dedicated to continuing their education as demonstrated by performance; honesty, acceptable conduct and respect for self and others. Need based and field of study must be in university parallel curriculum.

DR. HALDEN W. HOOPER, SR. SCHOLARSHIP ENDOWMENT: A student with promise attending full or part-time. Minimum GPA of 2.5 and need based.

HUFF AND LUCILE JONES MEMORIAL: Award first to a Jones Brothers employee, spouse or dependent. Second to a graduate of Friendship Christian, Mt. Juliet Christian, Mt. Juliet High School, or third to a graduate of a Wilson County School. (Graduating senior is not required). Based on financial need, character, and academics in that order.

JUNIOR SERVICE LEAGUE OF GALLATIN SCHOLARSHIP: A female residing in Gallatin who is enrolled full-time or part-time. Maintain a 3.0 or better GPA.

TONYA KELLY MEMORIAL SCHOLARSHIP: A full or part-time student attending the Livingston campus. Preference given to a graduate of Cookeville High School and a resident of Cookeville, TN, if none then open to the general VSCC campus population.

TONYA KELLY MEMORIAL/ECHO VALLEY MARKET FAMILY & FRIENDS: Need based, full or part-time student with a disability attending the Livingston Campus. Recipient must be a Cookeville resident & registered with the VSCC Office of Disability Services. Preference given to a Cookeville HS graduate.

CHIEF DAVID L. KEY ENDOWED: A graduate of any Sumner County high school who plans a career in law enforcement. Need based.

JERRY KIRKMAN SCHOLARSHIP: Need based. Student must be in a campus religious organization.

PETER KURELA: A graduating senior of Portland High School.

LAW ENFORCEMENT MEMORIAL: Children of officers killed in the line of duty.

JUDY LEE: Two (2) need based students attending full or part-time basis.


HUGH AND MARGIE MARSH SCHOLARSHIP: Full-time student with financial need.

RAYMOND A. McCULLOUGH: A student in the health sciences field who is able to maintain a 3.0 or better GPA. Need based.

METROPOLITAN NASHVILLE AIRPORT AUTHORITY: Full-time student with need enrolled in aviation management or emergency medical studies.

MGM SCHOLARSHIP: Academic based; Math, Science, or Engineering major; full-time student; working as a paid intern at MGM Industries during the summer months.

MGM INDUSTRIES SCHOLARSHIP: An employee or dependent attending full-time Engineering major. If none; then award to a high school graduate.

MGM INDUSTRIES MINORITY: A Minority Engineering student attending full-time (if no engineering minority student, then to a Math, Science or Computer Science minority student). Would prefer, but not require, that the recipient work at MGM Industries during the summer months at the prevailing market wages.

JIM MOORE MEMORIAL ENDOWMENT: Full-time student who has achieved academic excellence without consideration of economic need. Preference should be given to a forensics or communication major.

MAMA NADEAN NAPIER TEXTBOOK ASSISTANCE: A student that is 30 years old or older attending full-time.

TOM AND BETTY NEAL: Recipient must be a Gallatin High School graduate, immediately after graduation.

JANICE NELSON MEMORIAL: A part-time scholarship to either a graduating senior or a returning student who is majoring in business.

NORTHCREST MEDICAL CENTER: Full-time student majoring in the following health care fields: Health Information Tech (medical records); Medical Laboratory Tech; Radiologic Tech; or Respiratory Care Technology. Recipient selected by NorthCrest Medical Center committee and must maintain a 2.5 GPA.

LYNN F. NYSTROM RECYCLING SCHOLARSHIP: Full-time, degree seeking student who has an interest in recycling and a 2.75 GPA; open to current as well as incoming students; based on satisfactory academic achievement and need.

R. C. OWEN COMPANY: A relative of current or former employee of R. C. Owen Company; if none available, then any recent Gallatin High School graduate.

SHAWN MICHAEL PALLOTTINI MEMORIAL: Goes to a Sumner County Adult Education GED graduate. Recipient selected by SCAEAC committee and must maintain a 2.5 GPA.

BRENDA S. PAYNE TRIBUTE: A returning student attending full or
TED PAYNE: A full-time student who must work 75 hours a semester under the same guidelines as the VSCC Division Academic Service Scholarships.

JAMES AND REBECCA POPE: Sumner County resident attending full-time and has satisfactory academic achievement and economic need.

PATTY POWELL REFLECTION OF LIGHT: Full-time, need-based student who has completed 12 credit hours and is taking or has taken a Leadership course at VSCC.

PRESIDENT’S AMBASSADOR PROGRAM SCHOLARSHIP: Student Ambassadors will assist with orientation, registration, recruitment, high school visits, phone-a-thons, campus tours, special events, community service and speaking engagements. Ambassador is a representative of the College student body and a marketing representative of the entire campus. He/she is a student who has a desire to work with faculty, staff, students, and members of the community to promote VSCC and its programs and services.

DIXIE C. AND CLAUDE O. RAMER MEMORIAL: Need based student attending full-time and is able to maintain a 2.0 GPA.

HAL R. RAMER: (1) First award given as a part-time general scholarship. (2) Remaining awarded to participants in the VSCC Honors Program.

SHIRLEY REEVES RETURNING WOMEN: Book award with amount to be determined by each individual’s circumstance and economic need.

JEFF RIADON MEMORIAL: Full or part-time student with need.

DR. MONIQUE ROBINSON-WRIGHT BRIGHTER FUTURE SCHOLARSHIP: Full-time student with need.

JE & CLARA SENTER: A male and a female basketball player; full or part-time; need based.

SGA DORIS STAFFORD TEXTBOOK ASSISTANCE: Evening student Book Award, need based.

SHALOM ZONE/CLEARVIEW COMMUNITY ADKINS-BENDER MEMORIAL SCHOLARSHIP: A need based graduating high school senior resident of Clearview Heights Community in Gallatin with a GPA of 2.0 or above. Full-time.

HAROLD SHANKLE SCHOLARSHIP: A resident of the State of Tennessee based on financial need.

DARLENE D. SINKS SCHOLARSHIP: Graduate of Hendersonville High School attending full or part-time. Need based and GPA of 2.5 or better.

SKYLINE AUXILIARY SCHOLARSHIP: An Allied Health or Nursing student with need over the age of 23, attending full-time.

SPRINGFIELD ROTARY CLUB FOUNDATION: A Robertson County resident with a GPA of 3.0 or higher and 19 or above on the ACT. Must have evidence of financial need and have participated in extra-curricular activities.

TOMMY AND UVA STAMPS TRIBUTE SCHOLARSHIP ENDOWMENT: Criteria to be established.

WILLIAM T. SUGG TRIBUTE: A dependent child of an employee of Sumner Regional Health Systems who plans to attend full-time.

SUMNER COUNTY ADULT EDUCATION ADVISORY COUNCIL: GED graduates enrolled in the Sumner County Adult Education Program with a minimum of 50 as the average standard score and demonstrates a sincere desire to further their education as exemplified by performance, honesty, acceptable conduct and respect for self and others.

SUMNER COUNTY BAR ASSOCIATION: Given to a Paralegal major. Academic based. Recipient selected by Sumner County Bar Assn committee.

SUMNER COUNTY HISTORICAL SOCIETY: A full-time History major who has achieved academic excellence and completed at least 24 college credit hours. Financial need considered along with character and leadership qualities.

TENNESSEE HOTEL AND LODGING ASSOCIATION: Any employee of the member companies of the THMA who plans to attend full or part-time with a minimum of 3 credit hours.

GRACE TOMKINS HEALTHCARE: A female Sumner County resident who graduated in the top one-half of her high school class; recipient must be majoring in an Allied Health Program or Nursing.

MARY LEE TOMKINS BEQUEST: A full-time student with economic need. Student must have a GPA of 3.0 or higher.

TOSHIBA AMERICA CONSUMER PRODUCTS: Given to graduating seniors of Lebanon High School with a minimum 2.0 high school GPA and an ACT composite score of 18; full-time and majoring in science, math, or business.

TRI STAR RESPIRATORY THERAPY SCHOLARSHIP: Full-time student with academic excellence in the field of Respiratory Therapy.

TROUSDALE/WILSON COUNTY: A graduating senior of Trousdale County High School; one to a full-time student and one to a part-time student. If no qualified candidate applies, applicants from Wilson County will be considered.

MICHAEL TUCK MEMORIAL: A student athlete who graduated from Gallatin High School, who plans to attend full-time. VSCC Athletic Committee will select.

UMC VOLUNTEER AUXILIARY: Law Enforcement Field (police officer, paralegal, pre-law), full or part-time, based on need with 2.5 GPA or higher.

SHERIFF J.D. V ANDERCOOK: Law Enforcement Field (police officer, paralegal, pre-law), full or part-time, based on need with 2.5 GPA or higher.

VOLUNTEER STATE BANK: Economic need and satisfactory academic achievement; given in honor of an individual selected each year from the community.

VSCC ART SCHOLARSHIP: An art student on the basis of academic achievement; given in honor of an individual selected each year from the community.

VSCC ALUMNI SCHOLARSHIP: Full-time Alumni family member, need based with 2.0 GPA or higher. Family members defined as child, stepchild, grandchild, step grandchild, spouse, parent, step parent, grandparent, step grandparent, niece or nephew. Preference given to 1) family member of an Alum who supports the Foundation; 2) then to immediate family member over niece or nephew. Recipient selected by Alumni Advisory Council.

VSCC ART SCHOLARSHIP: An art student on the basis of academic excellence without consideration of financial need; recipient selected by special campus art committee.

VSCC BOWLING CLUB SCHOLARSHIP: Book award to a member of
the VSCC Bowling Club. Recipient selected by the Bowling Scholarship Committee.

VSCC EXCELLENCE IN THEATER: Student with excellence in Theater Studies (acting, design, or tech.)

VSCC GENERAL FULL-TIME AND PART-TIME SCHOLARSHIPS: Currently enrolled students and incoming freshmen; need based and must be full-time or part-time.

VSCC GENERAL LIVINGSTON FULL-TIME AND PART-TIME SCHOLARSHIPS: Livingston campus currently enrolled students and incoming freshmen; need based and must be full or part-time.

VSCC HONORS: Incoming freshmen with an ACT score of 26 or above; applications received by April 1st will get first consideration and after April 1st, it will be first come, first serve basis. Scholarship may be renewable based upon funding.


ANNE WAGNER: Part-time student who is enrolled off-campus with preference given to McGavock students, second preference to an education major; recipients must have completed a minimum of 6 semester hours, be degree-seeking with a declared major, show satisfactory academic achievement, and receiving no other form of aid from Vol State.

JOHN B. WALLACE (ALLIED HEALTH) SCHOLARS: Need-based, full-time student accepted in the Allied Health degree program at Vol State who maintains a 3.0 or above grade point average. Maybe renewed for a second year if criteria have been met. Recipients selected by the Wallace Scholarship Committee.

JOHN B. WALLACE MEDICAL SCHOLARS: Graduating high school senior who plans to attend full-time majoring in pre-medical professional or pre B. S. Nursing classes. Student must have a minimum ACT of 26 and be able to maintain a 3.5 or above grade point average. Preference is given to a student who plans to attend Vanderbilt University, University of TN, or Meharry Medical College after leaving Vol State. Maybe renewed for a second year if criteria have been met. Recipients selected by the Wallace Scholarship Committee.

JOHN B. WALLACE MEDICAL SCHOLARS: Pre-Med student attending full-time. Preference given to a Sumner County resident under the age of 30 and is able to maintain a 3.5 GPA. Need based.

JOSEPH C. WATLINGTON MATH AND SCIENCE: A declared degree-seeking student in science, mathematics, or engineering with the intention of going on for a baccalaureate degree in one of these fields.

RALPH & SANDY WEBSTER: Pre-Med, Nursing, or any Allied Health Program; full or part-time; need based with 3.0 GPA or higher.

WHITE HOUSE KIWANIS CLUB: Graduate of White House High School with a 2.5 GPA, member of WHHS Key Club in good standing with 50 hrs minimum accumulated service to home, school & community. Recipient selected by Kiwanis Club of White House committee.

E. B. WILSON HIGH SCHOOL SCHOLARSHIP: An E. B. Wilson graduate attending full or part-time.

RANDY AND LOIS WOOD COMMUNICATION: A full or part-time student majoring in Communication. Academic and need based.

BRYCE YARBROUGH SKAL CLUB OF NASHVILLE: A student enrolled in the Hospitality Management program at Vol State who maintains a 3.0 grade point average.

DIVISION OF STUDENT SERVICES

Professionally experienced student services specialists within the Division of Student Services provide a variety of services and sponsor many activities which are designed to facilitate the personal growth and development of students and to support the instructional programs of the College.

Services and activities specifically offered for prospective and new students include admissions counseling, educational planning, placement testing, and advising.

Other student services and activities include but are not limited to scheduling assistance for registration, career and personal counseling, tutorial assistance, financial aid and intramural sports.

Offices within the Division of Student Services are: Admissions, Advising Center, Athletics and Intramurals, Disability Services, Evening Students, Records and Registration, Retention Support Services, Special Adult Programs, Student Financial Aid, Student Life/Diversity Initiatives, Testing, TRIO (Student Support Services) and Veterans Affairs.

Admissions

Admission advisors are available to assist new students with the application process. Additionally, these advisors are able to clarify information on the application, answer any questions the student might have and outline the process that leads to registration.

The Advising Center

Students who have not declared a major or who are not seeking a degree or certificate (but wish to enroll in credit classes) are assigned to the Advising Center for advising assistance. Students who have declared a major are assigned to a faculty advisor. The Advising Center screens all transfer and transient students to be sure that required developmental assessment occurs and then modifies computer screens to allow enrollment.

Advising - Students should consult with an Advisor/Counselor every semester before registering. An advisor can:

- Provide general information about the College & its programs
- Explain placement assessment results
- Guide students through the registration process
- Assist with creating a class schedule
• Help students clarify their academic and/or career goals
• Provide students with specific information regarding transfer of courses to other colleges and universities
• Assist in explaining an unofficial audit of degree requirements, and in preparing appropriate graduation forms

The Advising Center serves students both on and off campus. The normal operating hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. Advisor/Counselors are also available in the evening in Wood 217 at (615) 230-3492. Students may call the Advising Center at (615) 230-3702 or 1-888-335-8722 if they are unable to come to campus. Assistance/Information may also be requested by FAX at (615)230-3692 or by e-mail to Advising@volstate.edu.

Orientation - Orientation is conducted by the Advising Center. All new degree-seeking students are required to complete orientation. It can be completed online. Alternatively, students may make reservations to participate in an advisor-led session on campus. During Orientation, students are presented with key information about the college and everything that relates to the registration process. After they have completed Orientation, students meet with a faculty advisor or an Advisor/ Counselor in the Advising Center to develop strategies for completion of their degree programs.

Academic and Career Counseling - Academic counseling consists of assisting the student with curriculum choice, educational planning, and accomplishment of academic goals. Advisor/Counselors use necessary intervention strategies to assist students in overcoming difficulties that would hinder performance. Academic counseling guides the student through an exploration of career and academic choices, assists in establishing life goals, and in developing personal plans to achieve educational goals. Advisor/Counselors will also provide academic counseling for students who are having difficulty with their courses. Students can speak with an Advisor/Counselor either by appointment or on a walk-in basis.

The Advising Center can also assist students who are in need of career counseling. Students meet with an Advisor/Counselor who can assist with the development of a plan to determine what career path is best suited for them. After meeting with an Advisor/Counselor, students can make an appointment to take a career assessment in the Testing Center. These assessments are CareerScope, the Strong Interest Inventory, and the Myers Briggs Type Indicator. In addition, students can complete an internet-based assessment called Kuder. After completing a career assessment, students should make an appointment to meet with an Advisor/ Counselor who will interpret and discuss the results with them.

Other Counseling Services - The Advising Center does not have a licensed counselor on staff. Thus, it is not equipped to handle serious personal counseling matters. However, Advisor/Counselors are trained to provide emergency crisis counseling and will then refer students to an appropriate agency or licensed professional.

Athletics

The intercollegiate athletic program includes men’s and women’s basketball teams, a men’s baseball team, and women’s softball. These teams compete with teams from other institutions of the same intercollegiate level as Volunteer State Community College. Athletes must meet the eligibility requirements of the National Junior College Athletic Association and the Tennessee Junior and Community College Athletic Association.

Disability Services

The Office of Disability Services will assist students with providing reasonable accommodations. It is the student’s responsibility to voluntarily and confidentially disclose information regarding the nature of the disability. In order to receive assistance, students are encouraged to:

• Register with the Office of Disability Services
• Provide documentation of the qualified disability

Auxiliary aids, services and accommodations will be provided on a case by case basis taking into consideration the nature of the disability.

Services include interpreters, readers, notetakers, recorders, test proctoring, tutoring, and/or other equipment needed by some students to ensure equal educational opportunity. With advance notice, the Office of Disability Services will be responsible for arranging appropriate aids when requested. The College may provide for academic aids deemed necessary for a student’s educational access if they are not available from another source; however, it does not provide for personal aids such as attendant care or individually prescribed devices of a personal nature.

Evening Student Services

The Office of Evening Student Services, located in Wood 217, is available to students during the academic term Monday through Thursday until 8:00 p.m. and Friday until 5:30 p.m. This office coordinates services for students who attend classes in the evenings and/or Saturdays. The Office of Evening Student Services serves as an agent for Admissions, Records, Advising, Testing, Veterans Affairs, Financial Aid and the Business Office. The Campus Administrator and/or the Evening Office Assistant provide information, make referrals and assist students in a variety of matters related to his or her student success. Catalogs, applications, class schedules, some financial aid forms, deferred payment forms, parking decals, and photo ID cards are also available through this office.

Retention Support Services

The Office of Retention Support Services is responsible for retention initiatives developed within the Division of Student Services. Students are the primary focus of this office. The main objective is to expand and improve existing programming as well as build new programming and services that will enhance student success. The Call Center is a large part of the Office of Retention Support Services and serves in the role of welcoming students to the College as well as disseminating important information and reminders to students via telephone contact.

ALERTS - Volunteer State Community College has an early alert program called “ALERTS” (Assisting Learning and Educators with Responsive, Targeted Support). Through the ALERTS webpage, any staff or faculty member at VSCC who has come in contact with a student who is struggling may submit an ALERT to the Office of Retention Support Services. After completing the web-based ALERTS form, VSCC’s Retention Support Counselor, a position largely dedicated to this function, will make personal contact with that student to provide counseling services or match them with campus support services that meet their specific need. Additionally, the ALERTS form is available and advertised heavily to students as well. If a student is having difficulty finding support, or even identifying the type of support they need, they may submit an ALERT. After doing so, the Retention Support Counselor makes personal contact with them to help identify and alleviate their concern.

First Year Experience - The First Year Experience Program at Volunteer State Community College is dedicated to student success. Research and experience has taught us that skills, attitudes, and behaviors developed during a student’s first year of college set the foundation for their academic career.

It is our intention to assist students in building skill sets, developing behaviors, and becoming entrenched in a mindset that will foster academic growth, higher level thinking, personal awareness, and help the student build and maintain friendships that will last a lifetime. We might just have a little fun along the way as well!!

FYE can help you transition to life as a college student by providing you
with resources, support, and encouragement via:

- New student orientation
- Invitations to FYE-only events
- Lecture/workshop series
- Introducing you to student clubs and organizations at Vol State
- FYE Facebook group
- And much more!

Special Adult Programs

The Office of Special Adult Programs coordinates and serves as a liaison with various outside state and federal agencies that sponsor students and provide financial assistance for tuition costs, books, training materials and supplies while attending VSCC. These students qualify for services through income eligibility, employment barriers, including being laid-off from a job, and those who need to retrain to improve job skills. The Office of Special Adult Programs serves as a resource for students during this period of transition, and provides counseling services as needed. Students may also request tutoring assistance through this office by completing a tutor request form. In addition, this office works closely with the Office of Disability Services, in helping students with disabilities meet their educational goals. The Office of Special Adult Programs is located in the Wood Campus Center, room 108. The phone number is 615-230-3449.

Student Life and Diversity Initiatives

The Office of Student Life and Diversity Initiatives strives to foster an educated and civic-minded college community. The office offers educational, cultural, leadership and social activities to meet the needs of a diverse student body. Student Life and Diversity Initiatives coordinates student activities, student organizations, student leadership development, evening student services, diversity initiatives and student ID’s.

The Office of Diversity Initiatives seeks to provide support services for underrepresented, non-traditional, and first-generation students, to assist with recruitment, retention and graduation to build a sense of community and unity among all students, and to further Volunteer State’s goal of promoting diversity and equality of all persons at Volunteer State.

This office attempts to make the academic and social integration of underrepresented students to college life a seamless process through mentoring and exposure to academic programs and student services. Opportunities for leadership training and attendance to regional and national conferences are also available.

Testing

Testing services are provided by the College through the Office of Testing. For students who have applied to Volunteer State, the Testing Center administers the ACT Residual and COMPASS Placement Tests, along with testing for ESOL students, and administers the ACT on national test dates. This office also serves as a testing center for the General Education Development (GED) exam, the College Level Placement (CLEP), Nurse Entrance Test (NET), Automotive Service Excellence exam, Southern Building Codes exam, and the College’s Computer Competency Exam (CCE). The Testing Center also administers exams for correspondence courses, make-up exams for college faculty, general education exit exams required of all graduates, as well as career counseling tools - Strong Interest Inventory and Myers Briggs Type Indicator.

TRIO Student Support Services (SSS)

The TRIO Student Support Services (SSS) program at Volunteer State Community College is a federally funded program through the U.S. Department of Education. The main objective of this program is to provide eligible VSCC students increased educational opportunities in order to promote academic success. The overall goal is to support students through educational support and retention strategies that lead to graduation and/or transfer to a four year institution. In order to participate, students must meet one or more of the following U.S. Department of Education requirements:

- Family income meets federal guidelines for low income
- Neither parent earned at least a four-year college degree (first generation)
- Registered with the Office of Disability Services

Services provided by TRIO SSS include academic, career and financial counseling, tutoring, mentoring, goal setting, laptop check-out, priority registration, learning communities and four-year college transfer assistance. Educational trips are provided for cultural activities and 4-year college tours. You may apply by coming to the TRIO SSS Office located in the Wood Campus Center (Room 211) and completing an application. You may also apply online at www.volstate.edu/trio. Participation is limited. Please call 615-230-3732 for more information.

Veterans’ Affairs

Veterans and/or qualified dependents of veterans, members of the selected reserve who enroll at Volunteer State under the VA Educational Assistance Program are provided assistance in clarifying objectives, establishing career goals and making life/career choices. The Assistant Vice President for Student Services meets with each student who participates under the VA Educational Assistance Program, explains VA eligibility requirements and acts to ensure that all VA and institutional requirements are understood and met.

Approval for the college to offer training to Veterans and Eligible Dependents is granted by the State Approving Agency of the Tennessee Higher Education Commission. With the approval process come certain requirements and exclusions, such as: Students receiving veteran’s benefits are required to be degree seeking and pursuing a specific concentration. (This means that certificate programs are not approved for veterans training.) Also excluded from the approval process are the Developmental/Remedial classes taught by Independent Study or Open Circuit TV or by RODP. And, non-punitive grades, such as the W and YC because they will not count toward graduation, will be reported to the Department of Veterans’ Affairs when assigned.

Student Housing and Insurance

Volunteer State Community College does not have any housing facilities for its students although a limited number of housing accommodations are available in private homes. Students interested in obtaining a list of such facilities may contact the Office of the Vice President for Student Services in the Wood Campus Center, room 217.

Information on the Student Insurance is available through the Office of the Vice President for Student Services located in the Wood Campus Center, room 217. Insurance policies are issued by a private agency, authorized and approved by the Tennessee Board of Regents.

Student Conduct and Discipline

The college student is considered a responsible adult. Enrollment at Volunteer State indicates acceptance of those standards of conduct appearing in detail in the Student Handbook, and Academic standards described in this catalog. Violations may result in disciplinary action by an administrative official or an appropriate college committee.
Action by the committee involved may range from exoneration to a recommendation for expulsion from the College. While such actions may be temporary or permanent, except in the most extreme cases, committee actions may be reviewed and the student restored to normal status after a stated period or completion of certain requirements. The principle of due process is followed, and every effort is made to give a positive approach to each situation.

Student Organizations And Activities
Student organizations and activities provide ample opportunity for students to participate in campus governance and leadership opportunities designed to promote their educational, personal and social development. The rules governing student organizations are found in the current VSCC Student Handbook. The College provides budgetary support for the following student organizations and activities.

Student Government Association
The Student Government Association (SGA) was established to provide leadership training in an environment which permits the exploration of a wide range of ideas. This avenue, through which student interests and needs may be expressed, provides students the opportunity to work with College administrative officers in matters affecting the welfare of the student body. The SGA works with all student organizations to maintain and improve the quality of student life on- and off-campus. In addition, the Livingston Campus has SGA positions available. Students are encouraged to participate in the campus-wide Student Forums held each Fall and Spring semester.

Students filling the elected offices of the Executive, Legislative, and Judicial Branches of the SGA are elected during the Spring term. Every student enrolled at Volunteer State is a non voting member-at-large but can freely choose to become an active voting member by being elected to an office. All registered full-time and part-time students of Volunteer State possessing a G.E.D. score of 45 or a cumulative high school or Collegiate G.P.A. of 2.5 are eligible to run for offices in the Legislative and Judicial Branches. Students desiring to run for the Office of President, Vice President or Secretary of State must have a cumulative Collegiate G.P.A. of 2.75. Additional information may be obtained through the Office of Student Life and Diversity Initiatives or the Office of the SGA President.

The Settler
The Settler, the campus newspaper, is published and distributed throughout the fall and spring semesters. The Settler is run exclusively by and for students. Many staff positions for The Settler are filled by students enrolled in COM 292P (1-3 credit hours). The instructor of COM 292P also serves as the faculty advisor to give guidance to the student staff. The Editor-in-Chief is selected by the advisor and the Coordinator of Student Activities with approval of the Vice-President for Student Services.

The Pioneer
The Pioneer, the campus magazine, is published and distributed at the end of the Fall and Spring term. The Pioneer is run exclusively by and for students. All staff positions for The Pioneer are filled by currently enrolled students who enroll in COM 293P (1-3 credit hours). The instructor of COM 293P also serves as the faculty advisor to give guidance to the student staff. The Editor-in-Chief is selected by the advisor and the Coordinator of Student Activities with approval of the Vice President for Student Services.

Intramural Athletics
The goals of the intramural athletic program are to provide facilities, funds and programs to encourage the voluntary participation of men and women at various levels of ability in structured seasonal sports which build a sense of community.

Association of Campus Events (ACE)
The purpose of Association of Campus Events is to develop and offer a variety of social, cultural, educational and recreational programs for all members of the College community.

Any currently enrolled students interested in the planning, production and promotion of activities should contact the Coordinator of Student Activities. The President of ACE is selected by the Coordinator of Student Activities with approval of the Vice President for Student Services.

Volunteer State Singers
The Vol State Singers was established to provide Volunteer State students with an opportunity to perform in a choral organization. The chorus performs for both on and off campus functions. Most students who participate in the chorus enroll in MUS 154 (Vol State Singers). Students who are able to sing a simple song with correct pitch are invited to enroll in class and participate in rehearsals and performances. Contact the Visual and Performing Arts Department for more information.

College Theatrical Productions & Delta Psi Omega
Each year the Humanities Division of the College presents a fall and two spring dramatic productions. One of the spring productions is a children’s play and is performed for both on and off campus audiences. Although any VSCC student is eligible to audition or work in the productions, many participants are enrolled in theater classes (THEA 120, 130, 205D or 210) and/or are members of the college’s theatrical organization, Delta Psi Omega. Delta Psi Omega present a student directed production in the summer. Contact the Visual and Performing Arts Department for more information.

Special Interest Student Organizations
Many organizations have been established to address the special interests and/or needs of students. For students interested in out-of-classroom learning experiences, the following section provides brief statements of purpose of registered student organizations. Some organizations have affiliates at the Livingston Center. The following list of organizations is subject to change. For additional information, contact the respective faculty advisor or the Office of Student Life and Diversity Initiatives.

African-American Student Union - an exceptional opportunity for leadership development, camaraderie and friendship is provided to members during weekly meetings and a variety of programs.

Cheerleaders - provides support to athletics at Vol State and raises the level of fan engagement and excitement for VSCC teams.

College Democrats - promotes and fosters the philosophy of the Democratic Party. Activities include voter registration and guest speakers. Affiliated with young College Democrats.

College Republicans - promotes and fosters the ideas and values of the Republican Party. Activities include membership drives and political forums.

Dance Team - provides an outlet for students with an interest in dance and support for Vol State Athletics to perform during home basketball games.
Dungeon and Dragons (D&D) - provides students with the opportunity to participate in the Dungeons and Dragons role playing game and compete against other students on campus.

Fellowship of Christian Athletes (FCA) - enlists athletes and coaches and, through them, the youth of the nation with the challenging adventure of following Christ and serving Him through the fellowship of the Church and their vocations.

International Student Association - the purpose of the International Student Association (ISA) is to provide an opportunity for its members to interact, support, and socialize with each member. Additionally, it's purpose is to raise awareness of their unique cultural, social and academic challenges, and to solicit administrative support to meet needs.

Lambda - provides an open environment to foster dialogue between gay and straight students in a supportive atmosphere.

Non-Traditional Student Association - provides support, methods of communicating with faculty and staff, and suggestions for balancing expectations and requirements of academic and personal life for students 24 years and older.

Paralegal Association - an organization that further educates the members of the paralegal profession and encourages a high order of ethical and professional attainment. Lambda Epsilon Chi is a paralegal honor society.

Phi Theta Kappa - the National honor society for two-year schools, was established in 1918 to recognize academic excellence. This organization, which awards $28 million nationwide in transfer scholarships to active members annually, was chartered on campus in March 1998. While participation in chapter activities is not required, the organization offers opportunities for community service and personal development. Those students who have earned 12 collegiate hours, have a GPA of 3.5, and are working toward an associate’s degree are invited to join each Fall and Spring semester.

Pioneer Dance Squad - performs at different Volunteer State events including Homecoming, promoting school spirit. Tryouts required.

Psychology Club - provides academic support, mentorship and educational activities for students majoring in psychology. The Livingston Campus has an extension of this club.

Returning Women - provides an opportunity for support, information, personal growth and scholarships for women who have returned to school after several years of absence. The Livingston Campus has an extension of this club.

Soccer Club - an organization for any male or female VSCC student who is interested in playing club soccer.

Society of Success and Leadership - affiliated with the National Society of Success and Leadership, this organization, also known as Sigma Alpha Pi promotes student leadership enhancement, while encouraging attainment of personal and educational goals.

Speech Team - the Pioneer Speech Team is a competitive speech team. The speech team develops their communication skills through competitions with teams from other schools in the southeast region of the U.S.

Squatter’s Rites - the purpose of the Student Creative Writers Association is to bring student writers together to experience each others’ creativity and receive constructive criticism. Together, the students produce an annual literary anthology, Squatter’s Rites.

Zeta Kappa Lambda; American Criminal Justice Association - promotes professional and academic awareness of criminal justice issues.

Also educates students on the high standards of ethical conduct in the profession of criminal justice and higher education in general, provides student connections to career opportunities; and serves the greater VSCC community.

All student organizations at Volunteer State are subject to Chapter 0240-2-4 of the State Board of Regents Rules promulgated pursuant to the Tennessee Uniform Administrative Procedures Act.

Volunteer State College Foundation

The Volunteer State College was chartered in 1989 as a 501 (c)(3) charitable corporation separate from the college but organized to provide support for the needs of the College. The mission of the Foundation is:

To raise and administer funds to support the educational objectives of Volunteer State Community College and to solicit the active involvement of all communities within our service area.

Our vision is: To turn the hopes and dreams of our students and the communities we serve into realities by developing long term relationships with our donors.

The Foundation’s Board of Trustees is a volunteer group of community leaders throughout the College’s twelve county service area. Their pledge is to augment the financial resources of the College by increasing the number and size of contributions to the Foundation. The Foundation provides scholarship opportunities for students along with other college needs.

Management of the Foundation is provided by the Vice President for Resource Development and Executive Director of the Foundation. The College underwrites all salaries and benefits of Foundation staff.

To apply for a scholarship: 1) Access the Volunteer State Community College website http://www.volstate.edu 2) Select “A-Z Index”, then select “I”, scroll down to select “Financial Aid.” 3) Select “Scholarships & Waivers.” 4) You may complete the current “online” Scholarship Application and submit electronically OR you may print the PDF Scholarship Application version, print, complete and mail to the Financial Aid Office at 1480 Nashville Pike, Gallatin, Tennessee 37066.

Alumni Relations

The College is proud of its growing Alumni Association and wishes to maintain contact through magazines, personal visits, and alumni activities. The Alumni Association is governed by a 12-member Advisory Council. Through the Council’s efforts the Alumni Association proudly provides full-tuition scholarships for family members of Volunteer State College Alum.

The Foundation office coordinates all Alumni relations. For more information regarding how you can stay in contact with your alma mater or about the Alumni Association scholarship please visit www.volstate.edu/Alumni.

CAMPUS SERVICES

The Campus

Volunteer State Community College’s main campus is located on 110 acres on Nashville Pike (Hwy 31-E) in Gallatin, the county seat of Sumner. The campus is approximately 10 minutes from Hendersonville, about 12 miles from the Davidson/Sumner county line northeast of Rivergate.

Sixteen buildings are located on the campus, including the Hal R. Warf Administration building, the Thigpen Library, the J.H. Warf building, the Wesley Pickel Field House, the Randy and Lois Wood Campus Center,
may apply for entry into the program by meeting the following criteria:

Cooperative Education is another focus of this Office. Cooperative Education is a partnership between the College and the employment community. The combination of academic studies at the College and on the job work experience affords the Co-op student with added real world career insight and credentials to compete favorably in the job market. Students may apply for entry into the program by meeting the following criteria:

1. A minimum cumulative grade point average of 2.5 and the successful completion of the first semester within the students major field of study.

In order to register for Co-op, a student should see the academic advisor who will work with the Director of Career Placement, Cooperative Education, and Service Learning to assure that the student will be registered for the correct credits. Students should expect to pay for these academic credits since they are a part of an academic program of study. Grades for the co-op work experience are based on the successful completion of a paper of reflection, predicated upon appropriate Student Learning Outcomes established between the student and the Director of Career Placement, Cooperative Education and Service Learning. Additionally, students must complete required forms including work agreement form, waiver of liability (Hold Harmless form), and learning outcome forms and submit them to the Director of Career Placement, Cooperative Education, and Service Learning in advance of registering for the course.

Students are required to complete all documentation, work a minimum of 90-120 hours during that semester, and communicate with the Director of Career Placement, Cooperative Education, and Service Learning three times. Two performance evaluations will also be used in consideration of final course grade.

Service Learning: As a part of our mission at Volunteer State Community College, Service Learning combines community service/civic engagement with academic instruction, focusing on:

• Critical Thinking
• Values clarification
• Social and personal development
• Civic and community responsibility
• Global, cultural and inter-generational scope

The National and Community Service Act of 1990 defines Service Learning with a set of four criteria:

1. Under which students learn and develop through participation in thoughtfully organized service experiences that meet actual community needs and that are coordinated in collaboration with the school and community;

2. That is integrated into the student’s academic curriculum or provides structured time for a student to think, talk, or write about what the student did and saw during the actual service activity

3. That provides students with opportunities to use newly acquired skills and knowledge in real-life situations in their communities, and

4. That enhances what is taught in school by extending student learning beyond the classroom and into the community and helps to foster the development of a sense of caring for others.

Goals and Benefits of Service Learning include:

1. Realize academic learning objective while involving students in the community.

2. Prepares students for future careers.

3. Empowers students with local issues and needs.

4. Offers students greater responsibility for their learning.

5. Exposes students to inequality and injustice in societies, while allowing them to make a difference.

6. Students connect theory with experience and thought with action.

Audio Visual Services

The Audio Visual (A/V) department provides complete audio visual services and Smart classroom services to all areas of the college. The department supplies and maintains classroom instructional equipment for the main campus and all extended service locations, and assists community groups using the campus for special events.

Bookstore

The Campus Bookstore, for the convenience of its students, faculty, and guests, is located in the Campus Center. In addition to textbooks and school supplies, the bookstore also stocks imprinted clothing, backpacks, and reference books.

The bookstore accepts personal checks, cash, Visa, MasterCard, Discover, and American Express. Any check written should be made for the amount of purchase only. Purchases can also be made on-line at www.efollett.com or www.volstate.edu and click on the “Bookstore” tab.

Textbooks may be returned for a 100% refund within seven (7) days from the official first day of classes. Books must be returned in the same condition as purchased. Students must provide a cash register receipt.

After this date, if a student drops a course, a 100% refund can be granted within 30 days from the official first day of class, with a signed dropped slip, cash register receipt, and books in same condition as purchased.

Students may elect to sell books provided the books have current market value. The Bookstore offers a “Daily Buy Back” program offering the current market value for books. During final examination periods the Bookstore offers 50% of the purchase price for books needed for stock in the Bookstore. If a particular title is not needed by the Bookstore or the Bookstore has purchased the maximum quantity of a title, students will be offered the current market value.

The campus bookstore also offers a Rent-A-Text program. Students can rent their books & save more than 50%. Additional information can be found at www.facebook.com/RentAText, which includes a title availability list.

Career Placement and Cooperative Education and Service Learning

The Office of Career Placement, Cooperative Education, and Service Learning assists students, graduates, and alumni with their employment needs. As a FREE service, it attempts to match the needs of employers with those of the student or graduate and provides employment guidance: Development of career skills and job search strategies, networking, employer research, letter and resume preparation, interviewing, job offer negotiation, and making the most of your employment. The Office does not operate as an employment agency nor does it guarantee employment.

Cooperative Education is another focus of this Office. Cooperative Education is a partnership between the College and the employment community. The combination of academic studies at the College and on the job work experience affords the Co-op student with added real world career insight and credentials to compete favorably in the job market. Students may apply for entry into the program by meeting the following criteria:

1. A minimum cumulative grade point average of 2.5 and the successful completion of the first semester within the students major field of study.
The Library/Learning Resources Center

- Available 24 hours per day.
- Offers assistance with personal computer problems. The assistance line is available 7 days a week.
- Includes user-friendly interactive websites for accessing systems including MyVolStateOnline, email, etc.
- The IT Help Desk is available for assistance in the event of access issues. The staff will connect College alumni already in the workforce to students seeking employment.
- Students may seek career counsel from these alumni, participate in mentor or career shadow experience, and develop professional contacts for future employment.
- Students may learn more or register to participate by visiting the Office or going to http://www.volstate.edu/placement, click on CAREER ALUMNI NETWORK (CAN).

Students may also participate in the Colleges CAREER ALUMNI NETWORK by connecting College alumni already in the workforce. Students may seek career counsel from these alumni, participate in mentor or career shadow experience, and develop professional contacts for future employment. Students may learn more or register to participate by visiting the Office or going to http://www.volstate.edu/placement, click on CAREER ALUMNI NETWORK (CAN).

To engage in Service Learning at the College please contact the Office of Career Placement, Cooperative Education, and Service Learning, East Campus, Building 100, call 615-230-3307, or go to www.volstate.edu/servicelearning.

All Information Technology users will be governed by all federal, state, and Tennessee Board of Regents (TBR) laws and policies, which include (but are not limited to) the Tennessee Computer Crimes Act of 1983 and the General Policy on Student Conduct and Disciplinary Sanctions (TBR Policy 3.02.00.01).

In addition, regulations defining the user’s responsibilities towards the use of Information Technology resources are outlined in the Student Handbook.

The Technology Learning Center (TLC) is designed to assist VSCC students, faculty, staff and the community and to provide instruction on using these resources effectively. The Library houses a collection of over 53,000 print books and over 63,000 electronic books accessible through the Library’s online catalog. 248 print periodicals and over 50 databases provide access to magazine, journal and newspaper articles. Additional resources include 3,860 reels of microfilm, 3,700 videotapes and a collection of popular bestseller books and audiobooks. The online catalog, electronic books, databases and other resources are available through the library’s web page – www.volstate.edu/library -- and are accessible from off campus. Research assistance is offered through email, on the telephone and in person.

Group study rooms, photocopy machines, laptops, personal computers and video viewing facilities are just a few of the services available to students, faculty and staff. The Library is open Monday through Friday, with evening hours Monday through Thursday, and Saturday mornings and afternoons when classes are in session.

Media Services

The Media Services Department provides video and other media production services to all areas of the College. The department produces video and audio programs for Distance Learning courses, for curriculum support and for promotional materials for the College. In addition, our television studio and editing suites serve as laboratory space for the Communications Department’s classes in television production.

The NewSkills Center

NewSkills is the College’s non-credit and credit alternative basic skills instructional program. The NewSkills Center offers computer-based and one-on-one instruction in reading, writing, developmental math and college algebra. The program is designed to help students upgrade basic skills before taking the College placement exam or upgrade basic skills before challenging College placement. The program is designed to help students upgrade basic skills before taking the College placement exam or upgrade basic skills before challenging College placement. The credit courses offered in NewSkills are Basic Mathematics (DSPM 0700), Elementary Algebra (DSPM 0800), Intermediate Algebra (DSPM 0850), College Algebra (MATH 1130), Reading I (DSPR 0700), Reading II (DSPR 0800), Writing I (DSPW 0700), and Writing II (DSPW 0800). These courses are designed for students who need flexible schedules to accommodate work and family. The NewSkills Center provides:

- Diagnostic assessment of current basic skill levels
- Individualized, self-paced basic skills instruction
- Counseling and advising to help determine academic goals
- Flexible hours to accommodate work and family schedules

Students may enter the NewSkills program at any time during the semester. NewSkills is also designed to meet the basic skills instructional needs of the community at-large. Middle and high school students may enroll in NewSkills during the summer to enrich their basic skills. High school students may enroll in NewSkills at anytime for ACT/SAT preparation and for basic skills instruction for high school competency exams. For further information, contact the NewSkills Center.

Technology Learning Center

The Technology Learning Center (TLC) is designed to assist VSCC full-time and adjunct faculty with the integration of technology into the teaching and learning process. Located on the second floor of the Thigpen Library in room L-201, the TLC is equipped with the latest computer-related equipment and is staffed by qualified support personnel. The Center provides the opportunity for faculty and staff to learn, in a hands-on environment, the technology tools needed for instruction. Training sessions on the latest hardware and software are available in small groups or one-on-one sessions.

The TLC is open from 7:30 a.m. until 3:30 p.m. Monday through Friday, and nights and weekends by appointment only.

Computer Equipment:
- Networked computer systems
- Monochrome & color laser printers
- Scanners
- CD-ROM/DVD duplication
- Presentation equipment
- Wireless networking (Mac/PC)

Information Technology Resources

Information Technology resources at Volunteer State are available to all faculty, staff, and currently enrolled students. It is the responsibility of Information Technology to provide an environment for all users to accomplish their necessary tasks and at the same time provide security for all computer systems.

In addition, regulations defining the user’s responsibilities towards the use of Information Technology resources are outlined in the Student Handbook.

The TLC is open from 7:30 a.m. until 3:30 p.m. Monday through Friday, with evening hours Monday through Thursday, and Saturday mornings and afternoons when classes are in session.
Training For:
- Hardware
- Software (Adobe, Windows - XP, Vista, Office 2007)
- Internet
- Beginning, intermediate and advanced sessions
- Small group
- One-on-one sessions

Assistance With:
- On-line Web course design & technical assistance
- Electronic slide show presentation (PowerPoint)
- Scanning (Photo and Text)
- Brochures
- Newsletters
- Grading spreadsheets
- D2L course work
- E-Mail accounts (OWA)

The Campus Center
The Wood Campus Center is the hub of student activities because it houses a food services area, dining rooms, bookstore, Campus Police Department, Student Government Association office and the Division of Student Services. The building also houses student publication offices, faculty and administrative offices, classrooms and conference rooms.

INSTRUCTIONAL REGULATIONS

Academic Year
The academic year begins in August and covers a period of 40 weeks divided into two semesters. Each semester is approximately fifteen weeks; the summer semester may be divided into a three-week Maymester, two terms of five weeks each or a ten-week term. Students may enter at the beginning of any term.

Planning Courses of Study
The responsibility for selecting a program of studies rests upon the individual student. Volunteer State Community College does, however, furnish its students with guidance and assistance in outlining and following through on a program of studies leading to the objectives envisioned by each student.

Upon admission to the College, some students may be required to meet further prerequisites to enter the program they select. In the best interests of the student, admission to a particular curriculum or to specific courses should be based upon evidence which would indicate a fair chance of satisfactory performance in the program of courses.

A student who is planning to transfer from Volunteer State at the conclusion of two year’s work to a four-year institution should secure a copy of the catalog of the institution selected for use in planning his transfer program.

College Level Course Placement
The placement of a student in any given college-level course will depend upon his/her having met certain prerequisites for that particular course. Eligibility for any given course will be established on the basis of achievement on the related section of the ACT, and/or the achievement on other tests administered by the College during registration procedures for the applicant, and/or high school or other college courses completed. The placement procedures are designed to help guide the enrolling student into courses commensurate with his ability.

Admission Advising, Orientation, Testing, Educational Planning
An Admission Advising, Orientation, Testing and Educational Planning program is provided each semester for all new degree-seeking students. Admission advising is provided to help new students clarify their Educational Choices. In Orientation, students have an opportunity to learn the skills necessary for success in college. Required placement testing is administered each semester and during each registration activity. Once students have completed Orientation and Testing they are encouraged to schedule an appointment with a faculty advisor or an advisor/counselor in the Advising Center to develop strategies for completion of their education. The faculty advisor or advisor/counselor will guide students through an exploration of the various elements which affect academic decision-making.

Exemption From Physical Activity
Students who have been determined by a physician or certifying agency to be unable to engage in physical activity courses because of permanent physical disability may request exemption from physical activity course requirements for graduation. An affidavit or certificate signed by a physician or certifying agency representative which clearly states the extent of the physical disability must accompany the student’s written request for exemption and must be submitted to the College Registrar.

If an exemption is granted, the student must take appropriate substitute courses which have been recommended by the student’s academic advisor. Students who have been determined to have physical limitations should receive advisement prior to selecting the appropriate activity courses.

Classification of Students
For administrative purposes, a degree student will be classified as a freshman until the completion of 29 semester hours; after such time he/she will be classified as a sophomore. Those not accepted as degree students will be classified as special students (including audit students).

Credit Hours and Maximum Load
The unit of credit at Volunteer State Community College is the semester hour; semester hour is defined as the credit earned for the successful completion of one hour per week in class for one semester; or two (or three) hours per week of laboratory for one semester per week; or for two lecture or recitation hours and two laboratory hours per week; or for some other combination of these.) Each lecture hour presupposes a minimum of two hours preparation on the part of the student.

The minimum number of semester hours per term for classification as a full-time student is 12. Sixteen to 17 semester hours credit is the regular or normal load per semester. The maximum number of semester hours for a student with less than a “B” average (3.00) is 18 (not including the required physical education activity course).

A student who has a “B” average for a semester may, with the permission of the Vice-President of Academic Affairs, schedule a maximum of 22 hours the following semester. Any student desiring to register for an overload must obtain approval from the Vice-President of Academic Affairs.

Students, who have part-time employment, either on or off the campus, are strongly urged to measure their academic load carefully.

Prerequisites Or Co-requisites
Many courses in the catalog list specific prerequisites or co-requisites. A prerequisite means that specific course(s) or other requirements must be completed before the student is permitted to register for the course which lists the prerequisite. A co-requisite means that the requirements are to be completed simultaneously.
In a number of course descriptions the prerequisite may be either (1) a certain amount of high school course work OR (2) a specific college course. If the student takes a college course that may be used as the prerequisite for another course, the college course will take precedence over the high school work.

**Course Numbering System**

Courses numbered 001 to 0999 are developmental in nature; 100 to 1999 are on the first year or freshman level; 200 to 2999 are on the second year or sophomore level.

**Records**

Records of each student’s grades are kept on permanent file in the Office of Records and Registration. Since these records are permanent and are frequently referred to for the purpose of supplying information to legitimate sources, each student should be acutely conscious that he/she is building his/her future, and that his/her good attitude and diligent study will stand him/her in good stead for graduation.

**Confidentiality of Student Records Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student’s educational records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s educational records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to a school official with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee; or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the State Colleges to comply with the requirements of FERPA. The name and address of the office that administers FERPA may be obtained from the College Registrar.

Directory information concerning students is treated as public information and is released to the public unless otherwise requested by the student. Directory information includes the following: name, address, telephone number, email address, date of birth, major fields of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, enrollment status, degrees and awards received, and most recent educational institution attended.

If you have any questions regarding the provisions of this Act, contact the College Registrar.

**Grades and Quality Points**

At the end of each term, instructors report to the Office of Records and Registration the standing of all students in their classes. The grade of a student in any course is determined by the progress of the student as outlined in each course syllabus.

The instructor’s evaluation of the quality of the student’s work is expressed by letters as follows:

*Grade Instructor’s Evaluation Quality Points Awarded Per Semester Hour*

- **A** Superior 4.0
- **B** Above average 3.0
- **C** Average 2.0
- **D** Passing but below 1.0
- **F** Failing 0.0

For the purpose of computing averages, grades are converted to quality points (as indicated above). The scholastic standing of a student is expressed in terms of a scholarship ratio, or quality point average.

The quality point average is determined by dividing the total number of quality points earned by the total number of credit hours which the student attempted.

A student has the privilege of repeating a course in which he or she earned a grade of “C”, “D”, “F” or “W”. Students may be permitted to repeat courses in which a grade of “B” or higher was earned only with the approval of the Vice President of Academic Affairs. Developmental Studies Courses may not be repeated once passed.

The grade earned the last time the course is taken will be considered the final grade. A symbol of “W”, “I”, “N”, “P”, “CR”, “NC”, or “YC” received for any course cannot replace a grade of “A”, “B”, “C”, “D”, or “F” received for the same course taken at an earlier time. In the event that a student repeats a course more than twice, the grade and hours attempted in the third and subsequent attempts will be used in determining the quality point average. The course can only be used once to meet graduation requirements. A course with a symbol of “W” does not count as a time attempted when calculating grade point average.

Other marks which may appear on the instructor’s grade report (and on the student’s permanent record) are as follows:

**Symbol Explanation**

- **CR/NC** Alternative credit (assigned only in certain courses)
- **I** Incomplete
- **N** Audit: no grade or credit
- **P** Passing
- **W** Withdrawn
- **YC** Developmental Studies - Satisfactory progress (All requirements for the course have not been met.)
The mark of “CR” indicates the student has satisfactorily completed the minimum competencies in a special credit course. A student may earn up to six (6) semester hours of “CR” credit in one term with a maximum of twelve (12) credit hours total. The mark of “CR” is not computed in the quality point average.

The mark of “NC” indicates the student did not satisfactorily complete the minimum competencies in a special credit course. The mark of “NC” is not computed in the quality point average.

The grades of “P” and “F” are used with the Pass/Fail grading option. The “P” is not used in computing the grade point average. When a “P” is assigned the hours earned are increased, but quality hours attempted and quality points earned are not affected. The “F” is used in computing the grade point average by including the number of hours of the course in the quality hours attempted and including zero grade points in the grade points earned.

The mark of “I” (incomplete) indicates that the student has not completed the requirements for a course during the semester for some unavoidable reason that is acceptable to his instructor. The student is thus on notice that he/she should contact the instructor immediately in an effort to complete course requirements. The mark of “I” will not be given unless the instructor is reasonably sure that it is possible for the student to complete the requirements for the course during the subsequent semester (not including Summer) and receive a grade of “D” or better. If the “I” is not completed by one week before the first day of final exams for the next semester, the “I” will convert to an “F”, and will be reflected in the student’s QPA. Under unusual circumstances the student may ask the instructor to request an extension of one additional semester to complete the “I” from the Academic Standards and Grade Appeals Committee. The request for an extension of the “I” grade must be made not later than one week before the first day of final examinations for the subsequent semester (not including Summer). The mark of “N” signifies that the student has registered for audit.

The mark of “W” indicates that the student has withdrawn from a course.

The mark of “YC” indicates that the student enrolled in developmental courses is making satisfactory progress but all requirements needed to exit the course have not been completed. A student may receive a “YC” only in the first enrollment in any one course.

The above symbols of “CR”, “I”, “N”, “NC”, “P”, “S”, “U”, “W”, and “YC” are not computed in the quality point average, but they are a permanent part of official records and transcripts.

The College has a grade appeal policy. For procedure, see the Student Handbook.

Non-Credit CEU Grades

Requirements for satisfactory completion of non-credit CEU instructional activities are established in advance for each planned learning experience. These requirements are based on the purpose of the instructional activity and on intended learning outcomes. The grade or conditions for satisfactory completion of a student in any course is determined by the progress of the student as outlined in each course syllabus. Grades are based on the ability of a participant to demonstrate what he or she has learned, on a predetermined level of attendance at scheduled sessions, or on a combination of performance and attendance. CEU grades are “S” (satisfactory completion), “U” (unsatisfactory completion), “I” (incomplete) or “W” (withdrawal). An appeal process is in place for students who wish to challenge a CEU grade. Grades are not mailed. A transcript will be issued upon written request and signature of student. A Continuing Education Transcript Request Form is provided on the Continuing Education website (www.volstate.edu/ContinuingEd) under the Important Continuing Education Forms.

Class Attendance

Students at Volunteer State Community College are expected to give their scholastic obligations first consideration. Prompt and regular class attendance is considered necessary for the student to make the greatest possible progress in a course. Attendance policies are spelled out in the syllabus for each course in which the student is enrolled and should be followed to insure success.

All reasons for absence should be submitted as soon as possible to the instructor. This should be presented in advance if possible. The satisfactory explanation of absences does not in any way relieve the student from responsibility for the work of his course during his/her absence. The instructor in charge of a course determines in all instances the extent to which the absences and tardiness affect the student’s grade. Absences are counted from the first day the student is registered in a course after the beginning of the term.

Attendance in Developmental Studies courses is required as stated in the syllabus for each course.

Persistent unexcused absence is cause, upon recommendation of the instructor and approval of the College Registrar and the Vice President of Academic Affairs for administrative withdrawal from that class. Students on financial aid are subject to the policies regarding attendance associated with their aid and any persistent failure to attend class will be reported as required.

Permission to Audit Courses

Permission for a student to audit a course must be obtained at the time of registration or during the add period. Permission to audit a course, upon the recommendation of the division dean, may be obtained from the College Registrar.

If a student registers for audit, he/she cannot change to credit later in the term; or if he/she registers for credit, he/she cannot change to audit later in the term. An audit student is one who is attending classes, does not take the final examination, does not receive a grade, and does not receive official credit.

Cancellation of Scheduled Classes

Any scheduled class may be discontinued by the College. The right is reserved to cancel any class when the number enrolled is deemed insufficient or if other extenuating circumstances prevail.

Adding and Dropping Courses

Students may add or drop courses through the process of adding and/or dropping courses through the online registration system. Courses may be added only during the first three days of classes (two days for terms less than fifteen weeks, including summer sessions). Students can withdraw from courses through the published last date to withdraw. A mark of “W” (withdraw) will be awarded if a student withdraws from a course more than 14 days after the beginning of the term. Students who fail to follow official procedures for withdrawing from a course will receive the grade earned for the course and the grade will be calculated in the grade point average. A student may be permitted to withdraw from a course or courses after the published last date to withdraw and still receive a “W” only if the student can present documented evidence of serious personal illness, death in the immediate family, or employer mandated transfer.

Students should contact the Office of Records and Registration if they have questions.
Withdrawal from The College
Credit Students

Credit students finding it necessary to withdraw from the College should do so officially to maintain good standing and to assure readmission or honorable release. A student must follow the proper procedures before discontinuing class attendance whether it be from one course or the College.

All requests to withdraw from the College should be made to the Advising Center. The withdrawal request should be made in person using a “permission to withdraw” form or by sending a written communication to the Advising Center. The student should call the Advising Center for instructions on submitting a withdrawal request by a written communication. A “permission to withdraw” form is available in many administrative offices on campus (Advising Center, Records, Student Services).

Withdrawal should be requested by the student only. If it is impossible for the student to follow the procedure of withdrawal in person (due to serious illness, death in the family, or extreme circumstances), a parent or person acting as an agent of the student should do so with written permission of the student. The “permission to withdraw” form will be signed by an Advisor/Counselor in the Advising Center. If the student is a financial aid student, contact will be made to the Financial Aid Office by the Advising Center for a signature clearance. The student will complete an on-line survey in the Advising Center before the “permission to withdraw” form is released to the student. Finally, the “permission to withdraw” form is then submitted to the Office of Records and Registration for processing. After this final step for the student, the withdrawal permit will be sent to the Business Office to make a final settlement of financial obligations (including any refund of fees or the payment of any unpaid fees).

After a deadline date each semester, withdrawal from the College with grades of “W” is not permitted. The College calendar in the front of this catalog lists the last day to withdraw with a grade of “W.” Unusual and verifiable circumstances, such as documented evidence of serious personal illness or death in the immediate family or employer mandated transfer, are the only exceptions in granting permission to withdraw and receive a “W” after the date specified in the catalog. When a student experiences unusual and verifiable circumstances which compel the student to discontinue enrollment after the published last date to withdraw, the student must contact the Office of the Vice President for Student Services to request an exception to the withdrawal policy of the College.

A student who stops attending class and does not follow the published withdrawal procedures will remain on the class roll and the grade will be reported as “F”.

Non-Credit Students

Non-credit students who desire to withdraw from the College may do so by submitting a written request to the Division of Continuing Education and Economic Development. The request may be in the form of a letter to the Assistant Vice President for Continuing Education and Economic Development or on the official College withdrawal form. Settlement of financial obligations applies as for students withdrawing from credit classes. The deadline varies based upon the starting date of the class.

Mid-Term Deficiencies Report

The College faculty will keep students informed of their progress during the two regular terms of the academic year (and not during the two terms of the summer semester). Students who are in danger or receiving a grade below the accepted minimum at mid-term will receive by mail notices indicating the lack of satisfactory progress.

Students who receive deficiency notices are advised to contact the instructors of the courses on the deficiency notice for advice on continuing successfully in those courses.

Academic Fresh Start

Any student, who has not been enrolled in a college or university for a period of four years and who, upon re-enrolling at Volunteer State Community College, or transferring to Volunteer State, maintains a 2.5 GPA and completes 15 semester hours of college level work at Volunteer State, may petition to have grades on all prior course work earned at Volunteer State disregarded in calculating his/her cumulative grade point average. Upon completion of 15 semester hours at Volunteer State with a 2.5 cumulative GPA the student should send a written request and transcript to the College Registrar to be submitted for approval to the Vice President of Academic Affairs. If the request is approved, the student’s permanent record will remain a record of all work; however, the student will forfeit the use for degree or certification purposes all VSCC credit earned prior to the four-year separation upon the granting of the Fresh Start.

Previously satisfied ACT COMPASS or ASSET requirements will not be forfeited. ACT COMPASS or ASSET requirements at the time of previous enrollment and whose academic plan includes completion of a college-level English or mathematics course must meet current Academic Assessment and Placement Program ACT COMPASS or ASSET requirements regarding enrollment in college English and mathematics courses.

A student who plans to transfer to another institution should contact that institution to determine the impact of Academic Fresh Start prior to implementing the program at Volunteer State. Students may contact the VSCC College Registrar for assistance.

Awards and Honors

Recognition of scholarly achievements at Volunteer State is accomplished through a publication of a Dean’s List and Honor Roll each semester.

The Dean’s List is composed of those students who have completed a minimum of 12 semester hours in collegiate level courses in the current semester with a grade point average of at least 3.750. (Dean's list recognition is based on calculations made at the end of the semester and cannot be updated later to reflect grade changes, such as the removal of incomplete grades.)

The Honor Roll is composed of those students who have completed a total of at least 18 semester hours in collegiate level courses at Volunteer State with a minimum cumulative grade point average of 3.750 during the most recent semester of G.P.A. determination. Honor Roll recognition is based on calculations made at the end of the semester and cannot be updated later to reflect grade changes, such as the removal of incomplete grades.

Graduation Honors

Students completing 30 hours at Vol State and graduating with the following overall quality point averages at the beginning of their final semester will receive the corresponding honor designations on their diplomas:

- 3.80-4.00 summa cum laude
- 3.60-3.799 magna cum laude
- 3.30-3.599 cum laude

(In computing averages for honors, the grades of the final semester of the graduation term will not be included.)

For detailed information on specific requirements, refer to the section on Graduation with Distinction. Only collegiate level courses will be used in awarding honors at Vol State.

The Outstanding Graduate Award is given at the Spring graduation ceremonies to the graduating student, who, in the opinion of the College...
Academic Status And Retention Standards

The Office of Records and Registration of Volunteer State Community College is responsible for monitoring the academic performance of students to determine whether or not they are meeting the retention standards of the institution. The academic retention standards of Volunteer State are uniformly applied to all students and are enforced at the close of each semester of enrollment. Successful completion of an academic program depends upon a well planned system of orientation and careful monitoring of each student’s academic progress. Identification and referral of a student with learning problems should occur as soon as possible.

A student who does not meet the criteria for academic progress will be placed on Academic Probation for the next fifteen-week term of attendance including the summer semester. A notice of Academic Probation will be mailed to the student. Academic Probation status may be removed by maintaining a 2.00 GPA or by meeting the cumulative QPA as stated below during the term of Probation.

If a student does not meet the criteria for academic progress at the conclusion of the term the student is on Academic Probation, the student will be suspended. A Notice of Suspension will be mailed to the suspended student. After the student has completed his term of suspension, the student may apply for readmission to the College. Upon being readmitted, the student will be designated as having Academic Probation status. If a student is notified of suspension status at the end of the Spring Semester, the summer term may not be counted as the term of suspension. The student will not be allowed to re-enroll until after the Fall Semester. If there are extenuating circumstances and/or hardship, a student may appeal suspension to the Vice President of Academic Affairs. To initiate the suspension appeal procedure, the student MUST (1) submit the appeal in writing to the V.P. of Academic Affairs prior to Official Registration day, and (2) follow-up by making an appointment to meet with the V.P. of Academic Affairs prior to the first day of class.

A student transferring from another college or university may be permitted to attend Volunteer State for one semester regardless of academic standing at the last institution attended. During the initial term of enrollment at Volunteer State, the student’s transcript will be evaluated and the Academic Status and Retention Standards of the College will be applied to determine academic status. A student who does not meet the requirements of the standards will be placed on Academic Probation and will be notified by the Office of Records and Registration. Upon completion of the initial term of enrollment, the student’s eligibility for continued enrollment will be determined by the Academic Status and Retention Standards of Volunteer State.

The uniform application of the retention standards requires that students make academic progress according to the following criteria:

Combined Semester Quality Hours Attempted (includes developmental and collegiate hours) Cumulative GPA Minimum

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-14</td>
<td>None</td>
</tr>
<tr>
<td>15-26</td>
<td>1.0</td>
</tr>
<tr>
<td>27-40</td>
<td>1.4</td>
</tr>
<tr>
<td>41-48</td>
<td>1.7</td>
</tr>
<tr>
<td>49-56</td>
<td>1.9</td>
</tr>
<tr>
<td>57 or more</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Technical Certificate students must maintain the following cumulative GPA:

Combined Semester Quality Hours Attempted (includes developmental and collegiate hours) Minimum Cumulative GPA

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-6</td>
<td>None</td>
</tr>
<tr>
<td>7-13</td>
<td>1.0</td>
</tr>
<tr>
<td>14-20</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Quality Point System

The following quality point system is used in determining averages:

- For each credit hour of A - 4 quality points
- For each credit hour of B - 3 quality points
- For each credit hour of C - 2 quality points
- For each credit hour of D - 1 quality point
- For each credit hour of F - 0 quality points

The quality point average (QPA) is determined by dividing the total number of quality points earned by the total number of credit hours which the student attempted. In the event that a student repeats a course more than twice, the grade and the hours attempted in the third and subsequent attempts will be used in determining the quality point average.

Dismissal and Suspension

A student may be dismissed, subject to due process, from Volunteer State Community College for any of the following reasons:

1. Failure to meet the minimum academic standards or to obtain Academic Clearance as stated in the section, Academic Status and Retention Standards, of this catalog.
2. Conduct of an unacceptable nature.
3. Failure to attend classes regularly.

General Areas of Study

Of a necessity, the nature of the programs of study offered in a community college must be diverse. In order to meet that diversity of needs, community college curricula and organizational structures are also varied and flexible. Volunteer State Community College offers a number of general areas of study to meet the different needs of its students and a flexible organizational framework to provide specific opportunities for all students and adults who deserve to benefit from the educational programs offered by the College.

The educational programs in the transfer education curricula are designed to meet the needs of students who plan to transfer their work and continue toward a baccalaureate degree at a four-year college or university. The transfer education division includes basic curricula in the areas of business, humanities, mathematics and science, social science, and education. Students, who desire these curricula, are in general, those who desire to transfer to a senior institution to complete their major or who simply want an associate degree in a liberal arts area.

Volunteer State places emphasis on its career education programs which prepare students who graduate or receive certificates to enter directly into their chosen field of work. The occupational or technical programs in the career education curricula may transfer to a senior institution but are primarily designed to prepare students for employment. A variety of educational programs are designed for those residents near the campus, mainly adults, who desire to take courses for credit toward...
the completion of a degree, or who desire to take non-credit courses for personal improvement, for vocational advancement, or for cultural enhancement. Continuing education curricula (including evening programs and community service programs) supply an answer to this need, exemplifying one of the more recent manifestations of the changing patterns of American education. Provision is made in the evening for adults who need additional formal education, for community service programs, and for day students who, for one reason or another, cannot take necessary courses during the day. The evening instruction is an integral part of the institution’s educational program and constitutes an inducement for the entire community to profit from its offerings.

Volunteer State also offers a variety of certificate programs. These programs, many designed for adults working in the field of study, vary in length (but normally run nine months) and in the number of hours required. These programs, which are designed to give the student minimum essential core subjects necessary to enter upon a business or industrial career, offer college credit. Courses may be applied later toward a two-year career education program.

Elements of most of the College’s degree programs are available in the evening instructional program on and off campus. The availability of entire degree programs is dependent on a number of factors including campus site, access to faculty, funding, and student demand. Periodic review of College priorities and student demand for programs is practiced to insure that instructional goals are met for evening students.

Divisions of Instruction
For administrative purposes, the credit instructional program at Volunteer State is organized into six divisions. The courses and programs of each of the divisions follow:

Division of Allied Health
Dental Assistant; Diagnostic Medical Sonography; Emergency Medical Technology (EMT-Basic, EMT-Paramedic); Fire Science Technology; Health Information Technology; Medical Laboratory Technology; Ophthalmic Technician; Physical Therapist Assistant; Radiologic Technology; Respiratory Care Technology; and Sleep Diagnostics Technology.

Division of Business
Accounting; Aviation; Business; Banking; General Technology; Hotel & Restaurant Management; Computer Information Systems; Logistics & Supply Chain Management; Management; Marketing; Medical Practice Management; Office Management Technology; Paralegal; and Real Estate.

Developmental Studies
Learning Strategies; NewSkills; Basic and Developmental Mathematics offered through Division of Mathematics and Science; Basic and Developmental Reading and Writing offered through the Division of Humanities.

Developmental Studies
At Volunteer State Community College, the program in Developmental Studies is designed to serve students who need to improve their basic skills before entering college-level curriculum. Students come to Volunteer State from a variety of backgrounds and circumstances: some students come directly from high school; some transfer from other colleges; others have not been in school for many years. The purpose of the program is to assist students with needs in reading, writing, math or study skills to achieve a level of academic competence that will enable them to work successfully in college-level courses. Developmental classes are smaller and instruction is individualized, so that there is more contact between student and instructor. In addition, tutoring and counseling are provided. The NewSkills Center offers flexible delivery Developmental Studies courses which allow students to “work-at-their-own-pace.” Some students move more quickly through them than others. The focus of NewSkills is on student success.

Students are placed in the various developmental courses using the available assessment information: ACT sub-scores for students under age 21, placement test results for students over age 21, challenge test results, academic transcripts, and classroom testing. Placement is highly individualized and the formula for placing students, since it uses many measures, is sometimes complex. The student’s advisor will assist the student in understanding the course of study required. Once placed, enrollment in developmental courses is mandatory. Questions regarding placement can be addressed in the NewSkills Center.

The Language Center
The Language Center provides one-to-one writing assistance for all VSCC students for composition classes, writing across the curriculum and ESOL studies. The Language Center also provides computer-based instruction for foreign language studies (French and Spanish) and ESOL studies. The Center is staffed by instructors and qualified tutors who are ready to answer students’ questions on writing assignments. The Language Center offers its services for free to all currently enrolled students of VSCC on a walk-in basis only. The Center does not offer testing or accept appointments for tutoring. The Center is an additional classroom resource that helps the students to identify and correct problems in writing. Writing assistants provide current information and guidance relating to all parts of the writing process, ranging from organization and focus to grammar and revisions.

The Honors Program
The Honors Program offers high academic achievers opportunities to interact with other students with similar academic standards, small classes to ensure individualized attention, a strong academic program, priority registration, and an enhanced academic record.

Students new to Volunteer State need an ACT composite score of 24 or higher, a high school GPA of 3.5 or a place in the top ten percent of the graduating class, and two letters of recommendation from high school teachers. Students already enrolled in the College need a GPA of 3.5 or above and recommendations from two faculty members.

Scholarships are available for new and currently enrolled students. The recipient must commit to 15 hours of Honors courses earned over a four semester period, maintain a 3.5 semester GPA, complete the honors leadership course, and attend Honors Program meetings.

Honors course selection is updated and not limited to the courses listed above. Honors courses are listed in the schedule and are designated by a 029 section number. Honor students may receive Honors credit in some non-Honors courses by contract with instructors. In addition, superior students not officially admitted to the Honors Program may enroll in Honors courses with instructor recommendation.

To receive recognition at graduation students must have completed 15 hours of Honors courses, including the leadership course. Those students are presented with a certificate of program completion and an Honors medallion. Interested students should contact the Program Coordinator.
Transfer Education Programs
The transfer education curricula are designed to meet the minimum requirements for transfer to most senior institutions. Most college programs are structured so that the student will secure a broad education during their first two years of study and will later specialize in their particular field of interest. Required courses of study have been developed at Volunteer State which seek to provide this base in the areas of communications, engineering, humanities, social sciences, biological and physical science, mathematics, and physical education. Electives within these areas are also provided to meet the individual student’s needs and interests.

A student registered for 12 or more semester hours must follow a specific two year program in order to graduate with an associate degree. In general, a minimum of 44 semester hours is required in liberal art areas; however, the students should note individual variations in the respective courses. Students who have a specific Associate of Arts or Associate of Science program in mind will note that major area subjects are included so that transfer to a senior institution involves that continuation of an existing program rather than the introduction of completely new subjects. Students who do not have a major curriculum objective should take one of the general programs. These programs permit students to explore various fields of interest without being committed to a definite major. At the same time the broad base of studies permits transfer with junior status to most institutions.

These transfer education programs may require alteration to meet specific needs of students and for transfer to specific schools. It is the obligation of the student to check the requirements of the school he/she is planning to attend in order to ascertain transferability of courses and special requirements. The student’s program should vary from the suggested programs only with the consent of their adviser.

Students who seek to transfer to a senior institution should familiarize themselves with the requirements of that institution and should plan their program accordingly. Under normal circumstances, the student should be able to transfer to the senior institution with junior status after completing two years of credit work at Volunteer State.

Evening Instructional Programs
The evening instructional program at Volunteer State is designed primarily to meet the needs and interests of the working adult. Traditional day students may choose to enroll in an evening course to resolve a day schedule conflict or to satisfy a personal need or interest.

Evening courses are scheduled in a sequence to ensure that students may complete several of the university parallel Associate of Arts and Associate of Science degrees as well as many of the options for the Associate of Applied Science degree and Technical Certificates. The general education core of courses, courses recommended in the Curriculum Guides, and the required major core courses are offered during the evening hours to complete the following programs of study:

**Associate of Arts/Science**
- Business & Commerce
- Business Education
- Elementary Education
- Liberal Arts
- Paralegal Studies
- Pre-Nursing
- Psychology
- Secondary Education
- Social Science & Education
- University Studies

**Associate of Applied Science**
- General Business Administration
- Accounting
- Banking
- Computer Info Systems Technology

Hotel and Restaurant Management
Logistics and Supply Chain Management
Management
Marketing
Medical Practice Management
Office Management Technology
General Technology
General
Industrial Technology
Paralegal Studies

**Technical Certificates**
- Emergency Medical Technician-Basic
- Logistics and Supply Chain Management
- Office Management Technology

To accelerate degree completion, students may also enroll in classes offered on the weekend, through Distance Learning (College @ Home Video Tape Telecourses, CD-ROM courses, and Internet Web-Based courses), or at off-campus locations. Hybrid courses are available at several locations. For information about degrees available at the College’s two off-campus, degree-granting Centers, Livingston and McGavock, see the section on Off Campus.

Off Campus
Degree-Granting Off-Campus Centers, McGavock and Livingston
The college offers the opportunity to complete degree programs at its two degree-granting Centers, McGavock and Livingston. A full range of support services is provided at the Centers. Students interested in pursuing degrees other than those offered at the two centers may be required to complete some coursework on the main campus.

The McGavock Center, located at McGavock High School in Nashville, provides the opportunity for students to complete the Associate of Science (University Studies Curriculum Guide and the Business and Commerce Curriculum Guide) and the Associate of Applied Science (General Business Administration, Management Concentration). In addition to the courses required for these degrees, the College offers college preparatory courses for students who may need to enhance basic skills in reading, writing, or mathematics. Classes are offered during the late afternoon and evening hours.

Volunteer State Community College at Livingston, located in Overton County, provides all of the coursework for completion of the Associate of Science (University Studies Curriculum Guide) and the Associate of Applied Science (General Technology, General Concentration). College preparatory courses are also available to assist students in need of basic skills enhancement. Classes are offered during the day and evening hours.

Off-Campus Teaching Sites
The goal of the extended services or outreach program is to provide credit courses at multiple sites, on multiple schedules, and through various delivery systems to enhance access to higher education opportunities throughout the service region.

Volunteer State seeks to provide quality educational experiences to its students at approximately thirty off-campus teaching sites, affording them the opportunity to continue their education during the day and/or evening hours at locations convenient to their home or workplace. The College appreciates the cooperative working arrangements with various local school and civic officials in providing the facilities, assistance, and input into the offerings each term. Courses at off-campus teaching sites are staffed by qualified instructors from the academic divisions of the College and are of equal quality to those taught on the main campus. Students may enroll in one or more courses to earn credit toward a college degree and/or to pursue personal and professional goals.

Off-Campus teaching sites include:
- Macon County High School, Lafayette
- Springfield High School, Springfield
and services are designed to foster community and economic development, learning opportunities for a diverse and evolving population. Programs and services are designed to foster community and economic development, to strengthen partnerships, and to satisfy a broad range of personal, professional, and workforce development needs of the local community and area business and industry. The division is organized into four departments: personal enrichment, workforce development, small business development, and healthcare training. Each department regularly offers a wide range of noncredit general interest courses (on ground and online) as well as business and industry-specific workforce development courses.

Division of Continuing Education & Economic Development

In addition to the academic divisions offering college credit instruction, the Division of Continuing Education and Economic Development facilitates lifelong learning by providing relevant, quality non-credit learning opportunities for a diverse and evolving population. Programs and services are designed to foster community and economic development, to strengthen partnerships, and to satisfy a broad range of personal, professional, and workforce development needs of the local community and area business and industry. The division is organized into four departments: personal enrichment, workforce development, small business development, and healthcare training. Each department regularly offers a wide range of noncredit general interest courses (on ground and online) as well as business and industry-specific workforce development courses.

Non-Credit Programs

Non-credit continuing education programs draw upon expertise from College resources, corporate resources, community resources, and technological resources to provide quality adult learning opportunities to meet the needs and interests of a diverse population. Classes are selected for personal or professional enrichment rather than for college credit and are offered in a variety of modes (on campus, off-campus, and online) for the convenience and flexibility of the adult learner.

Special short courses, workshops or seminars may be developed and offered upon the request of a group of individuals or organization. All instruction, designed for the general public or customized for the specific needs of a particular group, is geared toward assisting adults in achieving their educational goals.

Upon successful completion of a non-credit course or workshop, the College awards the Continuing education unit (CEU) and maintains a record (transcript) of each student's accomplishments. The CEU is a nationally recognized, uniform unit of measurement awarded at the rate of one CEU for each ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

Business and Industry Training Institute

The Business and Industry Institute provides workforce training opportunities in support of the economic development of the College’s service region. Short courses and workshops are designed to improve workplace knowledge and skills for the enhancement of careers and lifelong learning. Whether your business is manufacturing, logistics and distribution, health care, or retail services, these workshops can help you attain your organizational goals. The Institute offers regularly scheduled relevant general classes for both individuals as well as customized training to area businesses and industries. Workforce development categories include: APICS, ASQ review, automotive management systems, business development, computer training, customer service, effective supervision, environmental management, food safety management, health safety management, home inspection, human resource skills, languages, leadership skills, lean manufacturing, management development, persuasive speaking & presentation skills, quality management, quality workforce skills, and six sigma training programs are available on campus, on-site, and online and may carry CEU credit or college credit.

Contract Training: The Business and Industry Training Institute provides the option of contract training tailored to meet the specific organizational needs of area business and industry. The Institute’s comprehensive services include customized curriculum design, assessment, course delivery and evaluation, and record keeping. In addition to offering basic, open enrollment training programs on our campus each semester, we offer customized programs at your site or ours to meet the specific needs of your business culture, number of employees, schedule, learning styles, and priorities.

American Management Association Certificates

The Division of Continuing Education and Economic Development offers the following online AMA Certificate Programs:

Certificate in General Management
Certificate in Human Resource Management
Certificate for The Administrative Assistant’s Certificate
Certificate in Strategic Leadership
Certificate in Business Communications Management
Certificate in Customer Satisfaction Management
Certificate in Finance and Accounting Management
Certificate in Manufacturing Management
Certificate in Quality Improvement Management
Certificate in Sales and Marketing Management
Certificate in Success Skills in the Workplace

These nationally recognized programs provide participants with the opportunity to select areas in which they wish to develop skills, receive recognition for their accomplishments, and provide evidence of professional development to advance in their career. Curriculum guides and requirements are available on the Continuing Education website. Certificate programs are available online.

Students who have earned the American Management Association Certificate in Management or in General Management may apply that certification toward six hours of elective credit to earn the Associate of Applied Science, General Business Administration Option, Management Concentration. A copy of the American Management Association Certificate must be submitted as documentation. Prior to receiving these six hours of elective credit, students must successfully complete fifteen hours of credit coursework at Volunteer State.

The Tennessee Small Business Development Center (TSBDC)

The Tennessee Small Business Development Center is a FREE and confidential one-on-one counseling service for existing and start-up small businesses. Whether the counseling is in the area of marketing, operations, management, or any other business service, the TSBDC provides guidance every step of the way -- by appointment please. In addition to the counseling services, the TSBDC offers training seminars on a wide variety of topics for small business owners, assistance with various funding proposals (including SBA loans), and referral to professional services and agencies.

Health Sciences Center of Emphasis

The Health Sciences Center of Emphasis (COE) provides educational and skills training opportunities to healthcare providers to support the economic development of the College’s service area. Courses are designed to meet requirements for certification and licensure or to enhance one’s knowledge base and critical thinking. The COE offers regularly scheduled general core courses (BLS, PALS, ACLS) as well as specifically designed courses for an individual’s area of expertise. Training programs are available on campus, on-site, and online. Most courses carry CEU credit.

Contract Training: The Health Sciences Center of Emphasis provides the option of contract training tailored to meet specific organizational needs. The COE’s services include customized curriculum design, assessment, course instruction, evaluation, and record keeping.

Regents Online Continuing Education Program (ROCE)

Volunteer State offers the Tennessee Board of Regents Online Continuing Education Program (ROCE), a non-credit program designed to upgrade skills, improve organizations, industries, economic performance, and provide enrichment courses for persons who wish to acquire new skills or improve upon existing skills all available fully online. ROCE
offers an extensive Continuing Education program in a non-traditional method for adults 18 years of age or older regardless of their educational background. Continuing Education Units (CEUs) are awarded for certification and/or recertification to maintain credentials in a specified field of study/work. These online courses are designed to increase access to workforce training and to accommodate the demanding schedule of the workforce.

Other Special Programs

Air Force Reserve Officers Training Corps Program

Students may participate in the Air Force Reserve Officer Training Corps (AFROTC) at Detachment 790 on the campus of Tennessee State University. AFROTC provides pre-commissioning training to college students (male and female) who desire to serve as officers in the U. S. Air Force (USAF).

High School students may also apply for the AFROTC College Scholarship Program online at www.AFROTC.com. The application deadline is typically December 1 of your senior year. Detailed eligibility requirements are available on the AFROTC.com website.

As AFROTC cadets, the majority of students will earn scholarships that may cover all, or a significant portion of tuition costs. In addition, cadets earn a monthly stipend of up to $400 and up to $510 per academic year to pay for textbooks.

Cadets are required to attend AFROTC classes in uniform one day per week. One semester, typically between the sophomore and junior year, cadets must attend a four-week military training session. The combination of USAF military education, training, and college-level curriculum gives cadets a broad-based knowledge of management, leadership, and technical skills.

The minimum eligibility requirements are as follows: U. S. citizen, thirty years old or younger on 31 December of the year you graduate (exception - prior enlisted), meet USAF weight standards, pass a physical fitness test, have a 2.5+ cumulative college GPA, and pass the Air Force Officer Qualifying Test (a USAF-unique academic aptitude test).

Although the USAF will accept students from any accredited academic major, there is a critical need for engineers (all disciplines) and meteorologists. Upon graduation, cadets will earn USAF commissions, as Second Lieutenants, and must serve a minimum of four years on active duty.

For more information, visit www.AFROTC.com or telephone the DET 790 Unit Admissions Officer at 615-963-5931. Also visit the DET 790 website at www.tnstate.edu/rotc.

Distance Learning

Volunteer State’s Distance Learning program offers non-traditional instruction delivery to assist students who are prevented from attending traditional classes by work, family or other commitments and responsibilities or who prefer learning via technology.

Most of the general education core and selected major courses may be completed through videotape telecourses, Web courses, and Hybrid (Blended) courses. Students can complete most degree requirements by combining distance learning, weekend, and traditional courses while maintaining work schedules and family responsibilities. Additionally, several degrees may be completed via distance courses through a combination of VSCC videotape telecourses, on-line, hybrid, and Regents on-line degree courses.

Distance Learning activities include “College @ Home”:

- Videotape/DVD Telecourses
- Internet Courses,
- Hybrid (25% in class + 75% online)
- Regents Online Degree Courses and
- Interactive Television Classes between the main campus and other sites.

The Volunteer State Community College Web site (www.volstate.edu) has detailed listings on each semester’s Distance Learning offerings with information on college admission and enrollment.

College @ Home

Volunteer State offers a number of Video courses on DVD and/or VHS videocassettes providing convenient opportunities for College and Continuing Education credit.

These courses can be completed mainly at home with a maximum of five on-campus class sessions. DVDs or VHS videotapes, a detailed course syllabus and personal contact with instructors guide students through the course content. This type of independent course offers an option for students with unique academic needs. Each student should consult his/her academic advisor, instructors, and College @ Home personnel to determine which courses best meet the student’s needs.

Most courses are offered each semester. Most classes meet with instructors at the beginning of each semester. Additional required or optional class meetings with instructors may be scheduled. For further information, contact the College @ Home Hotline 230-3409. Complete listings of College @ Home videotape telecourses for each semester are contained on Vol State’s Web site.

Online Courses

A large selection of Volunteer State courses are also offered online (over the Internet). Students with Internet access and Web browser software can take classes using the Web. Students who do not have Internet access may use the facilities on campus. Consult the Vol State Web site (www.volstate.edu) for a current listing of the Internet classes available each semester.

Hybrid (Blended) Courses

Hybrid courses allow students to experience rich face to face and online educational experiences. Using creative scheduling, hybrid courses meet every other week for one 85 minute session and allow students to complete other course activities online.

Students can complete up to 12 credit hours by attending classes one night per week, plus participating in online assignments, discussions, presentations, and content reading both online and in text books. Thus, 2 courses per night, one night per week and a 12 hour load can be achieved each semester.

Tennessee Regents Online Degree Courses

Volunteer State Community offers the TBR Regents “On-Line” degree, a program to increase higher education access for adult Tennesseans, especially those with some college experience. It maximizes effective use of technology to deliver college level instruction and provide student access to web-based courses and degree programs.

The Regent’s On-Line Degree builds on collaboration of course work completed at TBR institutions. It is aimed at adults who have earned college credits and want to complete an Associate or Bachelor degree.

All courses are ‘fully’ on-line. Advising, student support and other forms of student assistance are available on-line; students and faculty have technical support 24 hours per day, 7 days per week.

Volunteer State offers the following RODP degrees:

- Associate of Applied Science in Professional Studies Concentration: Information Technology
- Associate of Applied Science in Early Childhood Education
- Associate of Applied Science in Health Information Technology
- Associate of Applied Science in Web Technology
- Web Page Authoring Technical Certificate
- Associate of Arts in General Studies (*University Parallel)
- Associate of Science in General Studies (*University Parallel)
- Updated: Associate of Science in General Studies: Elective
Concentration for: Teacher Aides/Paraprofessionals Preparation (*University Parallel)
(Designed for teacher aides interested in completing their AS online. Elective courses customized to address the course credentialing of paraprofessionals for the “No Child Left Behind” requirements)

Through on-line delivery students may study and complete course work at any time, and from any place. Courses are delivered on the internet. Students apply to VSCC for the on-line degree exactly as they do for any other program. VSCC will evaluate any transfer course work. Courses are available in traditional and fast-track format.

Web Based degree programs build on existing courses at TBR two and four year institutions. Students may complete an associate degree designed for transfer to a university, an associate of applied science degree in professional studies. All 13 TBR two-year colleges award associate degrees.

On-Line Associate Degrees earned at VSCC will transfer to TBR universities and credit will be accepted for Regent’s On-Line Bachelors Degrees in General Studies and Professional studies. The Bachelor Degrees may be completed through the six TBR universities.

For additional information on the Regent’s On-Line Degree at Volunteer State Community College, call the Distance Education Office. You can also find out more about the Regent’s On-Line Degree at the following web site: www.tn.regentsdegree.org

Currently offered RODP courses are found at http://www.tn.regentsdegrees.org/degrees/course_listings.htm

Interactive Video Classes and Video Conferencing
The College operates two main campus and one Livingston Center video conference rooms. Classes are scheduled each semester which allow students in Livingston, Gallatin, and other selected sites to meet together with a single instructor through connected video classrooms.

Interactive conferencing can also be accomplished from Livingston and/or the main campus to ten EXCEED Fiber Network sites in Overton, Pickett, Clay, Jackson, Fentress, and Putnam counties.

Video Conference meetings for education, business, and industry are also available virtually worldwide to any other site which is technically supported for connection.

Weekend College
With many students facing challenging daily schedules during the week, both at home and at work, Weekend College courses provide an attractive alternative. Courses range from full fifteen-week classes of two-three hours (depending on hours of credit) on Saturday mornings to concentrated five-week courses usually involving three hours on Friday nights and 8:30 - 4:30 on Saturdays.

Enrollment in Weekend College classes along with evening and College @ Home classes is an excellent means of accelerating completion of the associate degree. College support services are available on Saturday to complement the student’s program of study.

Community Service Programs
The community service program of the College includes a wide range of activities involving cooperative efforts between College personnel and the community. Included among the activities are campus and cultural events, consulting and advisory services, campus participation in civic organizations and community-based efforts, conferences and institutes, facility utilization, and other specialized services available through individual units of the College. Community service is an integral component of the overall operation of the institution, with all administrative units sharing in the responsibility of service.

Certificate Programs
For the student who wants to specialize in a certain field of study without taking all of the courses required for the associate degree, the College offers technical certificate programs as part of the continuing education concept. These programs allow the student to benefit from the most important aspects of the degree program of their chosen area without meeting all degree requirements. Upon successful completion of a prescribed program in his/her area, the student is awarded a certificate. Certificates are offered by Volunteer State Community College to indicate a satisfactory level of achievement in selected programs that require less than two years of full-time study.

Vol State offers a variety of certificate programs. These programs vary in the number of hours required. For detailed information on specific programs, refer to the section on Programs of Study (Certificate Programs). The general requirements for awarding a certificate are:

- A minimum quality point average of 2.0 in courses presented to meet the requirements for the certificate.
- A total of six (6) semester hours of transfer work may be applied to a Certificate. All other course requirements must be completed in residence at Vol State.
- Enrollment in courses required for the technical certificate at the time an application for the certificate is made or permission from the Vice President of Academic Affairs.

Continuing Education Institutional Certificate Programs
The Division of Continuing Education and Economic Development offers a wide array of non-credit institutional certificate programs designed to meet the needs of the workforce. Upon successful completion of the program, students are awarded a Certificate of Completion. Certificate categories include business, management, and professional development, healthcare and fitness, hospitality and gaming, IT and software development, media and design, and skilled trades and industrial training. Instruction is provided on ground and online. For a complete list of Certificate Programs, contact the Division of Continuing Education.

Traditional Classroom Certificate Programs
APICS Certified Supply Chain Professional
APICS Certified in Production in Production and Inventory Management
Six Sigma Yellow Belt
Six Sigma Green Belt
Six Sigma Transactional Black Belt
Six Sigma Black Belt
Design for Six Sigma (DFSS)
In-Plant Certificate Programs
Certificate in Effective Supervision
Certificate in Effective Management
Certificate in Effective Leadership
Certificate in Effective Human Resource Management
Online Certificate Programs
Administrative Dental Assistant
Administrative Medical Specialist with Medical Billing and Coding
Administrative Professional with Microsoft Certified Application Specialist Training
Administrative Professional with Microsoft Office Specialist
Advanced Coding for the Physician’s Office
Advanced Hospital Coding and CCS Prep
Advanced Personal Fitness Trainer
Alternative Dispute Resolution Certificate
AutoCAD 2007
AutoCAD 2009
Bookkeeping with Quickbooks
Business Marketing Design
Certified Bookkeeper
Certified Global Business Professional
Certified National Pharmaceutical Representative
Chartered Tax Professional
Chemical Plant Operations
Allied Health Division - College Credit Courses
Coding/Reimbursement

Business Division - College Credit Courses
Accounting
Hotel & Restaurant Management
Rooms Division Management
Food and Beverage Management
Marketing and Sales Management
Accounting and Financial Management
Computer Specialist (leading to Microsoft Office User Specialist Certification and A+ Certification)

Business and Industry Institute - Non-Credit Courses
American Management Association
Automotive Management - ISO/TS 16949
Business Development
Computer Training
Continuous Improvement
Critical Incident Stress Management
Effective Supervision
Emergency Management Services
Environmental Management - ISO 14001
Food Safety Management - ISO 22000
Hazardous Materials - 40 FCR
Home Inspection
Human Resource Skills
Languages
Leadership Skills
Lean Manufacturing
Management Development
Marketing and Internet Advertising
Process Management
Project Management
Quality Management - ISO 9001
Quality Workforce Skills
Safety Management
Six Sigma
Entrepreneur/Small Business Workshops

Health Sciences Center of Emphasis - Non-Credit Courses
Dental Assisting
Diagnostic Medical Sonography
Emergency Medical Services
Fire Science Technology
Health Information Technology
Medical Laboratory Technology
Nursing
Ophthalmic Medical Technology
Physical Therapy
Radiologic Technology
Respiratory Care Technology
Sleep Diagnostics Technology

Professional Advancement Opportunities
Courses are available in select professions for individuals to develop the skills required to attain entry-level positions. Education and training are also provided for career sustainment and skills upgrade. Specific lists of credit and non-credit offerings may be obtained through the appropriate academic division. Professional advancement opportunities include:
ASSOCIATE OF ARTS* AND ASSOCIATE OF SCIENCE DEGREE

UNIVERSITY PARALLEL MAJOR

Students who desire to earn a baccalaureate degree at a four-year college or university may complete the first two years at Volunteer State Community College by enrolling in the Associate of Arts or the Associate of Science degree programs. The advantages in taking the first two years of a baccalaureate degree at Volunteer State are: (a) Volunteer State’s maintenance fees are among the lowest of any public college or university in Tennessee; (b) Volunteer State’s faculty specialize in the first two years of a student’s college education; (c) Volunteer State is student-oriented; (d) at Volunteer State, students may begin at their own level of competence; and (e) students actually complete an approved program of study mid-way through the baccalaureate program.

Volunteer State works closely with students and sister institutions of higher education to ensure smooth transfer. Both course-by-course Equivalency Tables and program articulation agreements have been developed between Volunteer State and other colleges and universities such as Tennessee State University, Middle Tennessee State University, and Tennessee Technological University. Student copies of both program articulation agreements and Course Equivalency Tables for these and other institutions are available in the Advising Center.

The Curriculum Guides that follow are suggested courses of study designed to include general education and foundation courses needed for a major in a given field of study at the baccalaureate level. Because every school has different requirements, the Curriculum Guides are not intended to represent requirements for any one particular college or university. Students should obtain a copy of the catalog of the senior institution to which they plan to transfer and use it during advisement and registration to make sure that the courses selected meet the first two years’ requirements at the receiving institution. Substitutions to meet unique requirements at a specific institution may be requested.

- Students may receive an Associate of Arts degree in any Curriculum Guide (listed below) by completing two semesters of the same college-level foreign language.
- All Curriculum Guides, except for Foreign Languages, lead to an Associate of Science degree. Students who follow the Curriculum Guide for Foreign Languages will receive an Associate of Arts degree.

All Volunteer State students are encouraged to complete the Associate Degree prior to continuing their education elsewhere.

ASSOCIATE OF ARTS DEGREE#

ASSOCIATE OF SCIENCE DEGREE

MAJOR: UNIVERSITY PARALLEL

Summary of Required Hours
*Communication (COM 100 or 103; and ENGL 1010, 1020) - 9
*Humanities and/or Fine Arts (at least one course must be in Literature) - 9
*History - 6
*Mathematics - 3
*Natural Sciences - 8
*Social/Behavioral Sciences - 6
^Area of Emphasis - 19

Total Degree Requirements – 60

*See general education core for a list of approved courses.
# Students may receive an associate of arts degree in any area of emphasis by completing two semesters of the same college-level foreign language.
^Area of emphasis should be selected in consultation with the student’s advisor and the institution to which the student intends to transfer.

Note: credit hours earned in developmental courses are institutional credit; these hours are not applicable to credit hours required for an associate degree.
ASSOCIATE OF ARTS DEGREE

ASSOCIATE OF SCIENCE DEGREE

ASSOCIATE OF SCIENCE IN TEACHING DEGREE

Curriculum Guides: Areas of Emphasis

For information and advising in a specific area of emphasis, contact the academic division listed.

Business: Business and Commerce, Aviation, Business Education, Paralegal Studies

Humanities: Art, Communication (Business & Professional, General Communication, Journalism, Radio/TV, Speech & Forensics), English, Foreign Languages, Liberal Arts, Music, Philosophy, Recording Industry Management, Theater

Mathematics & Science: Agriculture, Biology, Biotechnology, Chemistry, Environmental Science, Geology, Mathematics, Mathematics and Science, Physics, Pre-Dental Hygiene, Pre-Engineering, Pre-Medical Professional (Medicine, Dentistry, Pharmacy, Medical Technology, Optometry, Physical Therapy, Veterinary Medicine), Pre-Nursing


University Studies

Regents Online Degree Program

TENNESSEE BOARD OF REGENTS’ COMMON LOWER-DIVISION GENERAL EDUCATION CORE CURRICULUM

Effective Fall Semester 2004, each institution in the State University and Community College System of Tennessee (the Tennessee Board of Regents System) will share a 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 two years of college-level work. The A.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). 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 requirements by Volunteer State Community College are published on the following page. Although the courses fulfilling the common lower-division general education core curriculum may vary in actual design among institutions, many contain similar content. The actual courses designated by each institution to fulfill the common lower-division general core, including courses that may not be a part of the common course prefix and numbering patterns, are denoted in the catalogs by the ♦ symbol. A complete listing of the courses fulfilling general education requirements for all system institutions is available on the TBR website (www.tbr.edu) under Transfer and Articulation Information.

ASSOCIATE OF ARTS* AND ASSOCIATE OF SCIENCE DEGREE UNIVERSITY PARALLEL MAJOR

Courses Designated to Fulfill General Education Requirements

The general education core curriculum is designed to assist the student in attaining the knowledge and outcomes represented by the General Education Goals of the College. The program of study listed below leads to the Associate of Science Degree. Students who desire to earn the Associate of Arts Degree must complete two semesters of the same college level foreign language. Foreign language taken at the high school level will not count toward the language requirement for the Associate of Arts. The ♦ symbol denotes courses that fulfill general education requirements for university parallel degrees.

* Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.

Communications Credits: 9 Hours

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COM 100♦</td>
<td>- Fundamentals of Speech Communication Credits: (3)</td>
<td></td>
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<tr>
<td>or COM 103♦</td>
<td>- Public Speaking Credits: (3)</td>
<td></td>
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</tbody>
</table>
| and
| ENGL 101♦ | - English Composition I Credits: (3) | |
| or ENGL 102♦ | - English Composition II Credits: (3) | |

Humanities and/or Fine Arts Credits: 9 Hours

* at least one course must be in Literature

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ART 103♦</td>
<td>- Introduction to Art Credits: (3)</td>
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<tr>
<td>ENGL 103♦</td>
<td>- Introduction to Film Credits: (3)</td>
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<tr>
<td>ENGL 2010♦</td>
<td>- Introduction to Poetry and Drama Credits: (3)</td>
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<tr>
<td>ENGL 2020♦</td>
<td>- Introduction to Fiction Credits: (3)</td>
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<tr>
<td>ENGL 2030♦</td>
<td>- Experience of Literature Credits: (3)</td>
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<tr>
<td>ENGL 2110♦</td>
<td>- American Literature To 1865 Credits: (3)</td>
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<tr>
<td>ENGL 2120♦</td>
<td>- American Literature since 1865 Credits: (3)</td>
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<tr>
<td>ENGL 2310♦</td>
<td>- World Literature to 1650 Credits: (3)</td>
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<tr>
<td>ENGL 2320♦</td>
<td>- World Literature since 1650 Credits: (3)</td>
<td></td>
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<tr>
<td>MUS 103♦</td>
<td>- Music Appreciation Credits: (3)</td>
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<tr>
<td>PHIL 121♦</td>
<td>- Ethics Credits: (3)</td>
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<tr>
<td>PHIL 103♦</td>
<td>- Introduction to Philosophy Credits: (3)</td>
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<tr>
<td>THEA 103♦</td>
<td>- Introduction to Theater Credits: (3)</td>
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(Except for Art and Elementary Education)

History Credits: 6 Hours

Choose 2 of the following courses:

- HIST 2010♦ - Survey of American History I Credits: (3)
- HIST 2020♦ - Survey of American History II Credits: (3)
- HIST 2030♦ - Tennessee History Credits: (3)

or both of the following:

- HIST 1110♦ - World Civilization from Primitive Culture to 1650 Credits: (3)
- HIST 1120♦ - World Civilization from 1650 to Present Credits: (3)

Mathematics Credits: 3 Hours

If a 4-hour math course is used to satisfy this requirement, the extra credit hour will count as elective credit toward graduation. Students should consult their advisor and the catalog of the institution to which they wish to transfer to determine the level of general education mathematics required.

- MATH 1010♦ - Math for Liberal Arts Credits: (3)
- MATH 1130♦ - College Algebra Credits: (3)
- MATH 1410♦ - Structure of Mathematical Systems I Credits: (3)
- MATH 1530♦ - Elementary Statistics Credits: (3)
- MATH 1710♦ - Precalculus I (College Algebra) Credits: (3)
- MATH 1720♦ - Pre-Calculus II (Trigonometry) Credits: (3)
- MATH 1830♦ - Intuitive Calculus Credits: (3)
- MATH 1910♦ - Calculus and Analytic Geometry I Credits: (4)
- MATH 1420♦ - Structure of Mathematical Systems II Credits: (3)

Additional mathematics courses that fulfill minimum degree requirements may be found at the back of this catalog in the “Description of Courses” section.

Natural Sciences Credits: 8 Hours

A sequence specified in the curriculum guide or from the catalog of the institution to which the student wishes to transfer:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL 1010, 1020</td>
<td>- Introduction to Biology I, II (8)</td>
<td></td>
</tr>
<tr>
<td>BIOL 1110, 1120</td>
<td>- General Biology I, II (8)</td>
<td></td>
</tr>
<tr>
<td>BIOL 2010, 2020</td>
<td>- Human Anatomy &amp; Physiology I, II (8)</td>
<td></td>
</tr>
<tr>
<td>CHEM 1110, 1120</td>
<td>- General Chemistry I, II (8)</td>
<td></td>
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<tr>
<td>GEOL 1040, 1050</td>
<td>- Physical Geology, Historical Geology (8)</td>
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<tr>
<td>GEOL 1040, 1060</td>
<td>- Physical Geology, Earth’s Environment (8)</td>
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<tr>
<td>PHYS 2110, 2120</td>
<td>- Calculus-Based Physics I, II (8)</td>
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</table>
| or two non-sequential survey courses
| ASTR 1030♦ | - Astronomy Credits: (4) | |
| BIOL 1030♦ | - Essentials of Biology Credits: (4) | |
| BIOL 1040♦ | - Environmental Science Credits: (4) | |
| CHEM 1030♦ | - Fundamentals of Chemistry Credits: (4) | |
| GEOL 1030♦ | - Essentials of Geology Credits: (4) | |
| PHYS 1030♦ | - Introductory Physics Credits: (4) | |
| PSCI 1030♦ | - An Introduction to Physical Sciences Credits: (4) | |

Social/Behavioral Sciences Credits: 6 Hours

Choose 2 of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 211♦</td>
<td>- Principles of Economics I Credits: (3)</td>
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<tr>
<td>ECO 212♦</td>
<td>- Principles of Economics II Credits: (3)</td>
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<tr>
<td>EDU 102♦</td>
<td>- Human Growth &amp; Development Credits: (3)</td>
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<tr>
<td>GEOG 101♦</td>
<td>- Physical Geography Credits: (3)</td>
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<td>GEOG 102♦</td>
<td>- World Regional Geography Credits: (3)</td>
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<tr>
<td>GEOG 105♦</td>
<td>- Cultural Geography Credits: (3)</td>
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<td>HED 120♦</td>
<td>- Introduction to Wellness Credits: (3)</td>
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<tr>
<td>POL 110♦</td>
<td>- Introduction to Political Science Credits: (3)</td>
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<tr>
<td>POL 200♦</td>
<td>- American Government and Politics Credits: (3)</td>
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<td>POL 210♦</td>
<td>- State and Local Government in the United States Credits: (3)</td>
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<tr>
<td>PSY 101♦</td>
<td>- General Psychology Credits: (3)</td>
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<tr>
<td>PSY 222♦</td>
<td>- Human Growth &amp; Development Credits: (3)</td>
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</tr>
<tr>
<td>SOC 101♦</td>
<td>- Introduction to Sociology Credits: (3)</td>
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</tr>
<tr>
<td>SOC 102♦</td>
<td>- Social Problems Credits: (3)</td>
<td></td>
</tr>
</tbody>
</table>

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CAREER PROGRAMS

Associate of Applied Science Degree
The Associate of Applied Science curriculum is designed for students planning to enter the job market immediately upon graduation or to grow within their career. The general education core of courses included in the curriculum provides the student with a foundation of general education on which to base specialized career-oriented course work. Courses are also designed to assist the student in attaining the knowledge and outcomes represented by the ten General Education goals of the College.

Associate of Applied Science
General Education Core

Courses That Fulfill Minimum Degree Requirements
English Composition (ENGL 1010) 3 credit hours
*Humanities/Fine Arts 3 credit hours
*Natural Science/Mathematics 3-4 credit hours
*Social/Behavioral Sciences 3 credit hours
*One additional course 3-4 credit hours from the categories of:
  Communication
  Humanities/Fine Arts
  Social/Behavioral Sciences
  or Natural Science/Mathematics
Total General Education Core 15-17 credit hours
Total Degree Requirements 60-75 credit hours

*Specific courses satisfying these requirements must be the same courses that satisfy the general education requirement for the Associate of Arts and Associate of Science degree as shown in the University Parallel Major section.

Associate of Applied Science
Career Programs
For information and advising in a specific area, contact the academic division listed:

Allied Health Division
Major - Allied Health
Concentrations:
-Dental Assistant
-Diagnostic Medical Sonography
-Paramedic Technology
-Sleep Diagnostics Technology

Majors -
Fire Science Technology
Health Information Technology
Medical Laboratory Technician
Ophthalmic Technician
Physical Therapist Assistant
Radiologic Technology
Respiratory Care Technology

Business Division
Major - General Business Administration
Concentrations:
-Accounting
-Banking
-Commercial Music
-Computer Information Systems
-Hotel & Restaurant Management
-Logistics & Supply Chain Mgmt
-Management/Marketing
-Medical Practice Management
-Office Management Technology

Major - General Technology
Concentrations:
- General
- Industrial Technology

Major - Paralegal Studies

Social Science and Education Division
Majors -
Criminal Justice/Law Enforcement
Early Childhood Education

General Business Administration
This career program is designed to prepare students for career entry, career sustaining, and career advancement positions. The program is designed to provide a common core of study in humanities, social science, natural science, information systems technology, mathematics, and general business. Each concentration provides a limited opportunity to specialize in one area of study.

Concentrations are available in:

- Accounting
- Banking
- Commercial Music
- Computer Information Systems Technology
- Hotel & Restaurant Management
- Logistics and Supply Chain Management
- Management
- Marketing
- Medical Practice Management
- Office Management Technology

All General Business Administration (G.B.A.) students are required to take the Tennessee Board of Regents general business exam to meet graduation requirements.

Some specialized courses are offered during alternate semesters or only during evening hours. Students should plan their schedule with their academic advisor.

Courses designated with an asterisk (*) are designed primarily for vocational/career programs. A number of these courses are accepted as transfer credit by some colleges and universities, but that decision is made by the receiving institution. These courses are collegiate level work and have been developed with a purpose other than being university parallel or transfer courses.
ALLIED HEALTH ASSOCIATE OF APPLIED SCIENCE DEGREES

The Allied Health Division offers degree programs which are designed to prepare students for a career in specific health care occupations. The programs are:

- Allied Health
- Fire Science Technology
- Health Information Technology (Medical Records)
- Medical Laboratory Technology
- Ophthalmic Technician
- Physical Therapist Assistant
- Radiologic Technology
- Respiratory Care Technology

Admissions Requirements

A strong high school academic preparation is very important. We recommend that high school students interested in an Allied Health Career take at least three years of math, including algebra I, II, one year of biology, and one year of chemistry. Other physical and natural sciences would also be very helpful to the Allied Health applicant.

The number of students admitted to each of the Allied Health Career Education Programs is limited. There are usually more applicants than spaces available. Admission to each of the programs is based on several factors including: successful completion of the admission requirements and interviews with an admissions committee of professionals in the appropriate field. The number of applicants admitted to each Allied Health program is limited by several factors including: the number of spaces available for clinical training, the predicted number of positions available in the health care industry for graduates, and enrollment limitations imposed by accreditation agencies.

Students wishing to enter any Allied Health Degree/Certificate program* must:

- Meet admission requirements for the College based on the admission or readmission status the applicant is seeking.
- Some programs may require a VSCC medical history report
- Application to Allied Health Careers
- Appropriate Placement Test results (if applicable), and
- Other requested documents, reports, and tests.
- Successfully complete a criminal background check.

Application deadlines for the Allied Health programs vary. For information about a specific program’s application process and deadline contact the appropriate Program Director.

Time and Financial Requirements

Allied Health Career programs include course work in the clinical setting which requires that students be available during clinical hours often totaling up to 40 hours per week. It is usually not possible to participate in the professional portion of most of the Allied Health Career programs on a part-time basis. Clinical assignments are during periods appropriate to the professions and may include day, evening, and weekend hours. Expenses related to assigned clinical courses such as medical exams, liability insurance, medical insurance, uniforms, meals, travel and other items specific to each career area should be expected. All of these expenses are the student’s responsibility.

Only students who have been screened and admitted into the programs of study in Allied Health will be permitted to register for professional level courses in each discipline.

*Allied Health Certificate programs also have similar admission requirements as specified above.

TECHNICAL CERTIFICATES

Technical Certificates are offered by Volunteer State Community College to indicate a satisfactory level of achievement in selected programs that require less than two years of full-time study. Certificate programs offer college credit and are designed to give the student minimum essential core subjects necessary to enter a career. Allied Health Certificate programs have selected admission requirements.

For additional information on these programs, refer to the section on Certificate Programs. Certificate Programs at Vol State include the following:

Technical Certificate Programs

Allied Health Division:
- Coding/Reimbursement
- Dental Assistant
- Diagnostic Medical Sonography
- EMT - Basic
- EMT Paramedic
- Fire Science Technology
- Sleep Diagnostics Technology

Business Division:
- Logistics and Supply Chain Management
- Office Management Technology

Math & Science Division:
- Animal Care Technology

Social Science & Education Division:
- Criminal Justice/Law Enforcement
- Early Childhood Education

Students who have been screened and admitted into the programs of study in Allied Health will be permitted to register for professional level courses in each discipline.
PROGRAMS

Accounting Concentration - A.A.S.

The Accounting Concentration is designed to prepare students for work in a supporting role within the accounting system. Duties performed by this person are generally in a paraprofessional capacity and include accounts receivable management, accounts payable management, tax preparation assistance, general ledger maintenance and cash control. The A.A.S. graduate could be expected to assume responsibilities represented by titles including full-charge bookkeeper, accounting office manager, assistant accountant, or general ledger manager.

All General Business Administration (G.B.A.) students are required to take the Tennessee Board of Regents general business exam to meet graduation requirements.

Required General Education Courses

Courses That Fulfill Minimum Degree Requirements

Humans and/or Fine Arts Credits: (3)

Non-Sequential Science Survey Credits: (4)

Social/Behavioral Sciences Credits: (3)

ENGL 1010 - English Composition I Credits: (3)

MATH 1530 - Elementary Statistics Credits: (3)

Total General Education Credits: 16

Required Major Core Courses

ACT 115* - Payroll and Small Business Accounting Credits: (3)

ACT 201 - Principles of Accounting I Credits: (3)

ACT 202 - Principles of Accounting II Credits: (3)

ACT 205* - Income Tax Credits: (3)

ACT 210* - Microcomputer Accounting Credits: (3)

ACT 211* - Accounting for Government and Not-for-Profit Organizations Credits: (3)

ACT 215* - Managerial Cost Accounting Credits: (3)

BUS 110* - Introduction to Business Credits: (3)

BUS 111* - Keyboarding with Word Processing Credits: (3)

BUS 222* - Business Communications II Credits: (3)

CIS 100 - Computer Technology and Applications Credits: (3)

CIS 150* - Microcomputer Spreadsheets Credits: (3)

MGT 120* - Supervision Principles Credits: (3)

Elective Credits: (3) Advisor Approved BUS, MATH, or one of the following:

- COM 100♦ - Fundamentals of Speech Communication Credits: (3)
- COM 103♦ - Public Speaking Credits: (3)

Elective Credits: (2)

Total Major Core Credits: 44

Total Degree Requirements Credits: 60

Agriculture – University Parallel

Required General Education Courses

Humans and/or Fine Arts Credits: (9)

(Must include at least one Lit)

Social/Behavioral Sciences Credits: (6)

COM 100♦ - Fundamentals of Speech Communication Credits: (3)

or COM 103♦ - Public Speaking Credits: (3)

ENGL 1010 - English Composition I Credits: (3)

ENGL 1020 - English Composition II Credits: (3)

HIST - History Credits: (6) ¹

MATH 1130♦ - College Algebra (or higher) Credits: (3) ¹

Natural Sciences Credits: (8) ¹

- BIOL 1110♦ - General Biology I Credits: (4)
- BIOL 1120♦ - General Biology II Credits: (4)

or
- CHEM 1110♦ - General Chemistry I Credits: (4)

- CHEM 1120♦ - General Chemistry II Credits: (4)

Recommended Area of Emphasis Courses

AGR 130 - Animal Science Credits: (3)

AGR 140 - Plant Science Credits: (3)

MATH 1530♦ - Elementary Statistics Credits: (3)

Electives Credits: (10)¹

¹Consult advisor and senior institution requirement.

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.

Allied Health - A.A.S.

The College offers an Associate of Applied Science degree as a career ladder for persons who have successfully completed their program of study in Dental Assistant, Diagnostic Medical Sonography, EMT-Paramedic or Sleep Diagnostics. This degree is designed to assist Allied Health and Emergency Service workers with their general and continuing education.

Required General Education Courses

Courses That Fulfill Minimum Degree Requirements

Humans and/or Fine Arts Credits: (3)

Social/Behavioral Sciences Credits: (3)

ENGL 1010 - English Composition I Credits: (3)

ENGL 1020 - English Composition II Credits: (3)

MATH 1530♦ - Elementary Statistics Credits: (3)

Total General Education Credits: 16

Additional Degree Requirements

Certificate in the areas of: (certificate hours)

- Dental Assistant (48)
- Diagnostic Medical Sonography (39)
- EMT-Paramedic (47)
- Sleep Diagnostics (31)

The above certificates have credit hours that will transfer to the AAS-Allied Health Degree. A total of up to 32 hours from the certificate may be applied to the required degree hours. Additional hours within that certificate may be applied to satisfy the elective degree hours as prescribed by the accrediting agency or adviser.

Hours Transferred from the Certificate Credits: (31-32 hours)

Additional Elective Hours - may be from certificate or see program adviser for details Credits: (12-13 hours)

Total Additional Requirements Credits: 44

Students may be awarded up to 31-32 hours of credit based on their certification in Dental Assistant, Diagnostic Medical Sonography, Paramedic Technology, or Sleep Diagnostics.

Total Degree Requirements Credits: 60

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/
Animal Care Technology - Technical Certificate

This technical certificate is a two semester program designed to prepare students to enter the workforce as animal handlers/veterinary assistants or laboratory animal caregivers. Students completing this program may seek certification as an Assistant Laboratory Animal Technician (ALAT) through the American Association for Laboratory Animal Science (AALAS). All courses successfully completed in this certificate program will apply toward the proposed AAS Veterinary Technology Program.

Admission to the program is competitive. A rolling admissions practice begins November 15 for admission into spring semester VET courses. To complete in the selection process the following are required:

- Admission to the college
- ACT of 19 or above or placement beyond DSP
- Submission of high school transcripts or GED
- Submission of all college transcripts if applicable
- Application to the Animal Care Technology Program
- Personal Interview and Physical Ability Demonstration
- Completion of VET 101* and at least one additional course specified below
- Background check (required prior to enrollment in VET 150*)
- Psychological Profile (required prior to enrollment in VET 150*)

For additional information or questions about the program, contact the Mathematics and Science Division.

Summary of Required Hours

Fall Term
- AGR 130 - Animal Science Credits: (3)
- AHC 115* - Medical Terminology Credits: (3)
- COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or
- ENGL 1010♦ - English Composition I Credits: (3)
- VET 101* - Introduction to Veterinary Technology Credits: (3)

Spring Term
- VET 110* - Applied Veterinary Anatomy and Physiology Credits: (4)
- VET 125* - Laboratory Animal Care Credits: (3)
- VET 150* - Clinical Practicum I Credits: (4)

Total Certificate Hours: 23

*These courses may be completed either as Dual Enrollment as available, on-line or during the Summer Term prior to program.

Art – University Parallel

Required General Education Courses
- HIST - History Credits: (6)
- Humanities and/or Fine Arts Credits: (6)
  (Must include at least one Lit)
- Natural Sciences Credits: (8)
- Social/Behavioral Sciences Credits: (6)
- ART 103♦ - Introduction to Art Credits: (3)
- COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or
- ENGL 1010♦ - English Composition I Credits: (3)
- ENGL 1020♦ - English Composition II Credits: (3)
- MATH 1010♦ - Math for Liberal Arts (or higher) Credits: (3)

Recommended Area of Emphasis Courses
- ART 101 - Drawing I Credits: (3)
- ART 102 - Drawing II Credits: (3)
- ART 121 - Two Dimensional Design Credits: (3)
- ART 253 - Graphic Design I Credits: (3)
- ART Electives Credits: (7) Choose from the following:
  - ART 122 - Three Dimensional Design Credits: (3)
  - ART 135 - Introduction to Ceramics Credits: (3)
- ART 136 - Introduction to Printmaking Credits: (3)
- ART 141 - Art History Survey I Credits: (3)
- ART 142 - Art History Survey II Credits: (3)
- ART 155 - Introduction to Photography and Digital Imaging Credits: (3)
- ART 201 - Drawing III Credits: (3)
- ART 211 - Painting I Credits: (3)
- ART 212 - Painting II Credits: (3)
- ART 254 - Graphic Design II Credits: (3)
- ART 260 - Special Studies in Art Credits: (3)
- ART 280T - Individual Problems in Art Credits: (1-6)

Total Required Credit Hours: 23

Area of Emphasis Requirements

Associate of Science in Teaching Degree (A.S.T.) K-6 – University Parallel

Required General Education Courses
- ART 130 - Introduction to Art Credits: (3)
- or MUS 103♦ - Music Appreciation Credits: (3)
- BIOL 103♦ - Essentials of Biology Credits: (4)
- COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or
- ENGL 1010♦ - English Composition I Credits: (3)
- ENGL 1020♦ - English Composition II Credits: (3)
- ENGL 2110♦ - American Literature To 1865 Credits: (3)
- GEOG 105♦ - World Regional Geography Credits: (3)
- GEOL 103♦ - Essentials of Geology Credits: (4)
- HIST 2010♦ - Survey of American History I Credits: (3)
- HIST 2020♦ - Survey of American History II Credits: (3)
- MATH 1010♦ - Math for Liberal Arts Credits: (3)
- MUS 103♦ - Music Appreciation Credits: (3)
or
- SOC 101♦ - Introduction to Sociology Credits: (3)
- ENGL 2320♦ - World Literature since 1650 Credits: (3)
- ENGL 2310♦ - World Literature since 1865 Credits: (3)
- ENGL 2320♦ - World Literature since 1650 Credits: (3)

Total General Education Hours: 30

Area of Emphasis Requirements
- EDU 101 - Introduction to Education Credits: (3)
- EDU 102♦ - Human Growth & Development Credits: (3)
- EDU 264 - Education of Exceptional Children Credits: (3)
- MATH 141♦ - Structure of Mathematical Systems I Credits: (3)
- MATH 142♦ - Structure of Mathematical Systems II Credits: (3)
- PSCI 103♦ - An Introduction to Physical Science Credits: (4)

Total Area of Emphasis: 15

Additional Degree Requirements: Attainment of 2.75 cumulative GPA; successful completion of Praxis I or ACT Composite Score of 22 and satisfactory rating on an index of suitability for the teaching profession.
Aviation – University Parallel

Required General Education Courses
HIST - History Credits: (6)
Humanities and/or Fine Arts Credits: (9)
(Must include at least one Lit)
Natural Sciences Credits: (8)
Social/Behavioral Sciences Credits: (6)
COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or COM 103♦ - Public Speaking Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)
MATH 1010♦ - Math for Liberal Arts Credits: (3)
(or higher)

Recommended Area of Emphasis Courses
College Electives - Any University-Parallel Courses Credits: (19)

Recommended Area of Emphasis Courses

Banking Concentration - A.A.S.

The Banking Concentration is designed to provide students with knowledge and skills to work in the financial services environment. The program is primarily geared toward bank employees seeking career advancement through formal study.

The College maintains a working relationship with the American Institute of Banking (A.I.B.). Students enrolled in this concentration seek career growth in positions such as loan officer, branch manager, head teller or supervisor.

All General Business Administration (G.B.A.) students are required to take the Tennessee Board of Regents general business exam to meet graduation requirements.

Required General Education Courses

Courses That Fulfill Minimum Degree Requirements
Humanities and/or Fine Arts Credits: (3)
Non-sequential Science Course: Credits: (4)
Social/Behavioral Sciences Credits: (3)
ENGL 1530♦ - Elementary Statistics Credits: (3)
Total General Education Credits: 16

Required Major Core Courses
ACT 201 - Principles of Accounting I Credits: (3)
ACT 202 - Principles of Accounting II Credits: (3)
BUS 110* - Introduction to Business Credits: (3)
BUS 111* - Keyboarding with Word Processing Credits: (3)
BUS 222* - Business Communications II Credits: (3)
CIS 100 - Computer Technology and Applications Credits: (3)
CIS 150* - Microcomputer Spreadsheets Credits: (3)
FIN 100* - Principles of Banking Credits: (2)
FIN 105* - Law and Banking: Principles Credits: (3)
FIN 119* - Marketing Financial Services Credits: (3)
MGT 120* - Supervision Principles Credits: (3)
Electives Credits: (12) Advisor Approved A.I.B./FIN Courses
Total Major Core Credits: 44
Total Degree Requirements Credits: 60

Biology – University Parallel

Required General Education Courses
HIST - History Credits: (6)
Humanities and/or Fine Arts Credits: (9)
(Must include at least one Lit)
Social/Behavioral Sciences Credits: (6)
BIOL 1110♦ - General Biology I Credits: (4)
BIOL 1120♦ - General Biology II Credits: (4)
COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or COM 103♦ - Public Speaking Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)
MATH 1910♦ - Calculus and Analytic Geometry I Credits: (4)

Recommended Area of Emphasis Courses
CHEM 1110♦ - General Chemistry I Credits: (4)
CHEM 1120♦ - General Chemistry II Credits: (4)
CHEM 2010 - Organic Chemistry I Credits: (4)
CHEM 2020 - Organic Chemistry II Credits: (4)
College Elective Credits: (3)

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.

Biotechnology – University Parallel

Required General Education Courses

Humanities and/or Fine Arts Credits: (9)
(Must include at least one Lit)
Social/Behavioral Sciences Credits: (6)
CHEM 1110♦ - General Chemistry I Credits: (4)
CHEM 1120♦ - General Chemistry II Credits: (4)
COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or COM 103♦ - Public Speaking Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)
MATH 1910♦ - Calculus and Analytic Geometry I Credits: (4)

Recommended Area of Emphasis Courses

BIOL 1110♦ - General Biology I Credits: (4)
BIOL 1120♦ - General Biology II Credits: (4)
CHEM 2030 - Introductory Organic Chemistry Credits: (4)
Select Two of the Following Credits: (8)
- BIOL 2120 - Genetics Credits: (4)
- BIOL 2230 - Microbiology Credits: (4)
and/or
- MATH 1920 - Calculus and Analytic Geometry II Credits: (4)

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.
Business and Commerce
University Parallel

Required General Education Courses
HIST - History Credits: (6)
Humanities and/or Fine Arts Credits: (9)
(Must include at least one Lit)
Natural Sciences Credits: (8)
Social/Behavioral Sciences Credits: (6)
COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or COM 103♦ - Public Speaking Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)
MATH 1130♦ - College Algebra Credits: (3)

Recommended Area of Emphasis Courses
ACT 201 - Principles of Accounting I Credits: (3)
ACT 202 - Principles of Accounting II Credits: (3)
ECO 211♦ - Principles of Economics I Credits: (3)
ECO 212♦ - Principles of Economics II Credits: (3)
MATH 1530♦ - Elementary Statistics Credits: (3)
MATH 1830♦ - Intuitive Calculus Credits: (3)

College Elective Credit: (1) Any University-Parallel Course

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.

Business Education – University Parallel

Required General Education Courses
HIST - History Credits: (6)
Humanities and/or Fine Arts Credits: (9)
(Must include at least one Lit)
Natural Sciences Credits: (8)
Social/Behavioral Sciences Credits: (6)
(Recommend ECO 211, ECO 212)
COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)
MATH 1010♦ - Math for Liberal Arts (or higher) Credits: (3)

Recommended Area of Emphasis Courses
ACT 201 - Principles of Accounting I Credits: (3)
ACT 202 - Principles of Accounting II Credits: (3)
ECO 211♦ - Principles of Economics I Credits: (3)
ECO 212♦ - Principles of Economics II Credits: (3)
MATH 1910♦ - Calculus and Analytic Geometry I Credits: (4)

College Elective Credits: (2)
(MATH 1920, Calculus & Analytic Geometry II, strongly recommended for ACS majors.)

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.

Chemistry – University Parallel

Required General Education Courses
HIST - History Credits: (6)
Humanities and/or Fine Arts Credits: (9)
(Must include at least one Lit)
Social/Behavioral Sciences Credits: (6)
CHEM 1110♦ - General Chemistry I Credits: (4)
CHEM 1120♦ - General Chemistry II Credits: (4)
COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or COM 103♦ - Public Speaking Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)
MATH 1910♦ - Calculus and Analytic Geometry I Credits: (4)

Recommended Area of Emphasis Courses
CHEM 2010 - Organic Chemistry I Credits: (4)
CHEM 2020 - Organic Chemistry II Credits: (4)
Physics Credits: (8) Choose from the following:
- PHYS 2010♦ - Non-Calculus Based Physics I Credits: (4) and
- PHYS 2020♦ - Non-Calculus Based Physics II Credits: (4)
  Required for Non-ACS (American Chemical Society) major
or
- PHYS 2110♦ - Calculus-Based Physics I Credits: (4) and
- PHYS 2120♦ - Calculus-Based Physics II Credits: (4)
  Required for ACS chemistry major

College Elective Credits: (2)

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.

Coding/Reimbursement
Technical Certificate

This technical certificate is designed to meet the needs of individuals currently working in health care or related fields who need to obtain or upgrade their coding skills for career advancement or certification. This certificate program is fully integrated into the Volunteer State Community College Associate of Applied Science degree in Health Information Technology for those students who wish to continue their studies. All courses in the Coding/Reimbursement Certificate program apply toward the HIT degree requirements. This is a three semester program which begins summer semester of each year. Courses must be taken in sequence. The deadline for applications is May 20th of each year.

Summary of Required Hours

Summer Semester
AHC 115* - Medical Terminology Credits: (3)
HIT 225* - Pathophysiologic Science Credits: (3)

Fall Semester
HIT 115* - Introduction to Health Information Technology Credits: (4)
HIT 210* - Classification System ICD-9-CM Credits: (4)

Spring Semester
HIT 215* - Classification Systems – CPT Credits: (4)
HIT 230* - Reimbursement Methodologies Credits: (3)

Total Certificate Hours: 21
Commercial Music Concentration - A.A.S.

The purpose of this program concentration is to prepare students to seek entry level or career growth opportunities in various phases of the commercial music industry. Jobs and career positions in this field include record store management and sales, jingle writer, recording industry clerical staff, assistant recording technician, assistant audio technician, artist development for talent agency, theme park performers, etc. Students who choose this concentration may focus on one of three emphases: Music Business, Technical/Production, and Artist Development.

All General Business Administration (G.B.A.) students are required to take the Tennessee Board of Regents general business exam to meet graduation requirements.

Required General Education Courses

Courses That Fulfill Minimum Degree Requirements

- Humanities and/or Fine Arts Credits: (3)
- Non-Sequential Science Course Credits: (4)
- Social/Behavioral Sciences Credits: (3)
- ENGL 1010♦ - English Composition I Credits: (3)
- ENGL 1020♦ - English Composition II Credits: (3)
- or COM 103♦ - Public Speaking Credits: (3)
- MATH 1530♦ - Elementary Statistics Credits: (3)

Total General Education Credits: 16

Required Major Core Courses

- ACT 201 - Principles of Accounting I Credits: (3)
- BUS 110* - Introduction to Business Credits: (3)
- BUS 251* - Business Law Credits: (3)
- CIS 100 - Computer Technology and Applications Credits: (3)
- COM 270* - Audio for Media Credits: (3)
- COM 271* - Introduction to Recording Techniques and Sound Reinforcement Credits: (3)
- MGT 120* - Supervision Principles Credits: (3)
- MUS 101 - Music Theory I Credits: (3)
- MUS 222 - History of Recording Industry Credits: (3)
- MUS 223 - Survey of Recording Industry Credits: (3)
- Electives Credits: (13) Choose Advisor Approved Electives from:
  - COM 111 - Introduction to Audio Production Credits: (3)
  - COM 112 - Introduction to Video Production Credits: (3)
  - COM 295P* - Recording Practicum Credits: (3)
  - MUS 102 - Music Theory II Credits: (4)
  - MUS 153 - Choralie Bel Canto Credits: (1)
  - MUS 154 - Vol State Singers Credits: (1)
  - MUS 155 - Vol State Show Stoppers Credits: (1)
  - MUS 156 - Commercial Music Ensemble Credits: (1)
  - MUS 160 - Guitar and String Ensemble Credits: (1)
  - MUS 224 - Commercial Songwriting & Arranging Credits: (3)
  - MUS 280 - Cooperative Work Experience Credits: (3)

Total Major Core Credits: 44

Total Degree Requirements Credits: 60

Communication: General

University Parallel

Required General Education Courses

- HIST - History Credits: (6)
- Humanities and/or Fine Arts Credits: (9)
  (Must include at least one Lit)
- Natural Sciences Credits: (8)
- Social/Behavioral Sciences Credits: (6)
- COM 100♦ - Fundamentals of Speech Communication Credits: (3)
  or COM 103♦ - Public Speaking Credits: (3)
- ENGL 1010♦ - English Composition I Credits: (3)
- ENGL 1020♦ - English Composition II Credits: (3)
- MATH 1010♦ - Math for Liberal Arts (or higher) Credits: (3)

Recommended Area of Emphasis Courses

- COM 210 - Business and Professional Communication Credits: (3)
- COM 201 - Media Advertising and Sales Credits: (3)
  or COM 240 - Introduction to Public Relations Credits: (3)
- COM Practicum Credits: (3) Choose from the following:
  - COM 292P* - Communication Practicum: Newspaper Credits: (1-3)
  - COM 293P* - Communication Practicum: Magazine Credits: (1-3)
  - COM 296P* - Forensics Practicum Credits: (3)
- Electives Credits: (9) Consult with advisor or senior institution for appropriate elective. Choose any 3 of the following:
  - Any COM practicum
  - COM 106 - Interpersonal Communication Credits: (3)
  - COM 110 - Survey of Mass Communications Credits: (3)
  - COM 201 - Media Advertising and Sales Credits: (3)
  - COM 240 - Introduction to Public Relations Credits: (3)
  - ART 253 - Graphic Design I Credits: (3)

College Elective Credit: (1) Any University-Parallel Course

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.

Communication: Business and Professional – University Parallel

Required General Education Courses

- HIST - History Credits: (6)
- Humanities and/or Fine Arts Credits: (9)
  (Must include at least one Lit)
- Natural Sciences Credits: (8)
- Social/Behavioral Sciences Credits: (6)
- COM 100♦ - Fundamentals of Speech Communication Credits: (3)
  or COM 103♦ - Public Speaking Credits: (3)
- ENGL 1010♦ - English Composition I Credits: (3)
- ENGL 1020♦ - English Composition II Credits: (3)
- MATH 1010♦ - Math for Liberal Arts (or higher) Credits: (3)

Recommended Area of Emphasis Courses

- COM 210 - Business and Professional Communication Credits: (3)
- COM 201 - Media Advertising and Sales Credits: (3)
  or COM 240 - Introduction to Public Relations Credits: (3)
- COM Practicum Credits: (3) Choose from the following:
  - COM 292P* - Communication Practicum: Newspaper Credits: (1-3)
  - COM 293P* - Communication Practicum: Magazine Credits: (1-3)
  - COM 296P* - Forensics Practicum Credits: (3)
- Electives Credits: (9) Consult with advisor or senior institution for appropriate elective. Choose any 3 of the following:
  - Any COM practicum
  - COM 106 - Interpersonal Communication Credits: (3)
  - COM 110 - Survey of Mass Communications Credits: (3)
  - COM 201 - Media Advertising and Sales Credits: (3)
  - COM 240 - Introduction to Public Relations Credits: (3)
  - ART 253 - Graphic Design I Credits: (3)

College Elective Credit: (1) Any University-Parallel course

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.
Communication: Journalism – University Parallel

**Required General Education Courses**
- HIST - History Credits: (6)
- Humanities and/or Fine Arts Credits: (9)  
  (Must include at least one Lit)
- Natural Sciences Credits: (8)
- Social/Behavioral Sciences Credits: (6)
- COM 100♦ - Fundamentals of Speech Communication Credits: (3)
  or COM 103♦ - Public Speaking Credits: (3)
- ENGL 1010♦ - English Composition I Credits: (3)
- ENGL 1020♦ - English Composition II Credits: (3)
- MATH 1010♦ - Math for Liberal Arts (or higher) Credits: (3)

**Recommended Area of Emphasis Courses**
- COM 101 - Digital Media for Journalism Credits: (3)
- COM 102 - Writing for Media Credits: (3)
- COM 110 - Survey of Mass Communications Credits: (3)
- COM 201 - Media Advertising and Sales Credits: (3)
  or COM 240 - Introduction to Public Relations Credits: (3)
- COM 292P* - Communication Practicum: Newspaper Credits: (1-3)
  or COM 293P* - Communication Practicum: Magazine Credits: (1-3)
- ART 155 - Introduction to Photography and Digital Imaging Credits: (3)

**College Elective Credit:** (1) Any University-Parallel course


Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.

Communication: Speech and Forensics – University Parallel

**Required General Education Courses**
- HIST - History Credits: (6)
- Humanities and/or Fine Arts Credits: (9)  
  (Must include at least one Lit)
- Natural Sciences Credits: (8)
- Social/Behavioral Sciences Credits: (6)
- COM 100♦ - Fundamentals of Speech Communication Credits: (3)
  or COM 103♦ - Public Speaking Credits: (3)
- ENGL 1010♦ - English Composition I Credits: (3)
- ENGL 1020♦ - English Composition II Credits: (3)
- MATH 1010♦ - Math for Liberal Arts (or higher) Credits: (3)

**Recommended Area of Emphasis Courses**
- COM 106 - Interpersonal Communication Credits: (3)
- COM 111 - Introduction to Audio Production Credits: (3)
- COM 120 - Introduction to Broadcasting Credits: (3)
- COM 201 - Media Advertising and Sales Credits: (3)
  or COM 296P* - Forensics Practicum Credits: (3)
- THEA 120 - Fundamentals of Acting Credits: (3)

**College Elective Credit:** (1) Any University-Parallel course


Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.

Communication: Radio/TV – University Parallel

**Required General Education Courses**
- HIST - History Credits: (6)
- Humanities and/or Fine Arts Credits: (9)  
  (Must include at least one Lit)
- Natural Sciences Credits: (8)
- Social/Behavioral Sciences Credits: (6)
- COM 100♦ - Fundamentals of Speech Communication Credits: (3)
  or COM 103♦ - Public Speaking Credits: (3)
- ENGL 1010♦ - English Composition I Credits: (3)
- ENGL 1020♦ - English Composition II Credits: (3)
- MATH 1010♦ - Math for Liberal Arts (or higher) Credits: (3)

**Recommended Area of Emphasis Courses**
- COM 102 - Writing for Media Credits: (3)
- COM 110 - Survey of Mass Communications Credits: (3)
- COM 111 - Introduction to Audio Production Credits: (3)
  or COM 112 - Introduction to Video Production Credits: (3)
- COM 120 - Introduction to Broadcasting Credits: (3)
- COM 201 - Media Advertising and Sales Credits: (3)
  or COM 295P* - Recording Practicum Credits: (3)
  - Choose from the following:
    - COM 291P* - Communication Practicum: Radio Credits: (1-3)
    - COM 294P* - Communication Practicum: Video Production Credits: (1-3)

**College Elective Credit:** (1) Any University-Parallel course


Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.
Computer Information Systems Technology Concentration - A.A.S.

This concentration is designed to prepare students for work in the growing area of computer based Information Systems. Students are prepared to work in a supporting capacity within a computer environment. Duties performed include programming, training, maintaining documentation, assisting in systems analysis and design, and data base management. The graduate could be expected to assume responsibilities represented by titles including entry level programmer, computer operator, LAN manager, training and support specialist, or computer software technician.

All General Business Administration (G.B.A.) students are required to take the Tennessee Board of Regents general business exam to meet graduation requirements.

Note: Minor changes to this concentration have been submitted for approval. Please visit the curriculum link at www.volstate.edu/CIS to view the latest updates.

Required General Education Courses

Courses That Fulfill Minimum Degree Requirements

- Humanities and/or Fine Arts Credits: (3)
- Social/Behavioral Sciences Credits: (3)
- COM 100♦ - Fundamentals of Speech Communication Credits: (3)
- or
- COM 103♦ - Public Speaking Credits: (3)
- ENGL 1010♦ - English Composition I Credits: (3)
- MATH 1530♦ - Elementary Statistics Credits: (3)

Total General Education Credits: 15

Required Major Core Courses

- ACT 201 - Principles of Accounting I Credits: (3)
- BUS 110* - Introduction to Business Credits: (3)
- CIS 100 - Computer Technology and Applications Credits: (3)
- CIS 110* - Fundamentals of Web Programming and Design Credits: (3)
- CIS 113* - Visual BASIC Credits: (3)
- CIS 160* - Microcomputer Databases Credits: (3)
- CIS 161* - Advance Database Using Microsoft SQL Server Credits: (3)
- CIS 173* - Programming in C# Credits: (3)
- CIS 191* - A+ Hardware Certification Credits: (3)
- CIS 210* - Advanced Web Programming using Scripting Languages Credits: (3)
- CIS 213* - Advanced Web Application Programming with ASP.NET Credits: (3)
- CIS 260* - Local Area Networks Credits: (3)
- CIS 270* - Information Systems in Business Credits: (3)
- MGT 120* - Supervision Principles Credits: (3)
- or
- MGT 200* - Project Design and Management Credits: (3)

Electives (3) Choose one of the following from:
- ACT 202 - Principles of Accounting II Credits: (3)
- BUS 222* - Business Communications II Credits: (3)
- CIS 141* - Multimedia and Animation for the Web Credits: (3)
- CIS 192* - A+ Software Certification Credits: (3)
- CIS 261* - Advanced Networking and Security Credits: (3)

Total Degree Requirements Credits: 60

Criminal Justice/Law Enforcement - A.A.S.

Required General Education Courses

- Humanities and/or Fine Arts Credits: (3)
- COM 100♦ - Fundamentals of Speech Communication Credits: (3)
- BIOL 1030♦ - Essentials of Biology Credits: (4)
- or
- CHEM 1030♦ - Fundamentals of Chemistry Credits: (4)
- ENGL 1010♦ - English Composition I Credits: (3)
- PSY 101♦ - General Psychology Credits: (3)

Total General Education Credits: 16

Required Major Core Courses

- MATH 1530♦ - Elementary Statistics Credits: (3)
- CJA 201 - Introduction to Criminal Justice Credits: (3)
- CJA 202* - Criminal Evidence and Procedure Credits: (3)
- CJA 204* - Introduction to Corrections Credits: (3)
- CJA 205* - Introduction to Police Systems and Practices Credits: (3)
- CJA 211D - Criminology Credits: (3)
- CJA 212* - Report Writing and Interviewing Credits: (2)
- POL 200♦ - American Government and Politics Credits: (3)
- POL 210♦ - State and Local Government in the United States Credits: (3)

Total Major Core Credits: 26

Electives - Additional 9 Hours Taken From:
- CJA 203* - Introduction to Criminal Law Credits: (3)
- CJA 206* - Juvenile Justice Credits: (3)
- CJA 207* - Criminal Investigation Credits: (3)
- CJA 208* - Terrorism/Homeland Security Credits: (3)
- CJA 209* - Probation and Parole Credits: (3)
- CJA 210T* - Selected Topics in Criminal Justice Credits: (1-6)
- PSY 244 - Alcohol and Drug Abuse Credits: (3)
- SOC 102♦ - Social Problems Credits: (3)
- PSY 221 - Psychology of Human Interaction Credits: (3)
- MGT 120* - Supervision Principles Credits: (3)
- HUM 275 - Leadership Development Credits: (3)
- PSY 244 - Alcohol and Drug Abuse Credits: (3)
- CJA 203* - Introduction to Criminal Law Credits: (3)
- CJA 206* - Juvenile Justice Credits: (3)
- CJA 207* - Criminal Investigation Credits: (3)
- CJA 208* - Terrorism/Homeland Security Credits: (3)
- CJA 209* - Probation and Parole Credits: (3)
- CJA 210T* - Selected Topics in Criminal Justice Credits: (1-6)
- PSY 244 - Alcohol and Drug Abuse Credits: (3)
- SOC 102♦ - Social Problems Credits: (3)

Concentrations Credits: 9

Option 1: Law Enforcement

- CJA 207* - Criminal Investigation Credits: (3)
- PSY 244 - Alcohol and Drug Abuse Credits: (3)
- CJA 206* - Juvenile Justice Credits: (3)

Option 2: Investigation

- CJA 207* - Criminal Investigation Credits: (3)
- PSY 244 - Alcohol and Drug Abuse Credits: (3)
- CJA 208* - Terrorism/Homeland Security Credits: (3)

Option 3: Corrections

- CJA 209* - Probation and Parole Credits: (3)
- PSY 244 - Alcohol and Drug Abuse Credits: (3)
- CJA 206* - Juvenile Justice Credits: (3)

Option 4: Management in Criminal Justice

- MGT 120* - Supervision Principles Credits: (3)
- PSY 221 - Psychology of Human Interaction Credits: (3)
- HUM 275 - Leadership Development Credits: (3)

Total Degree Requirement: 60
Criminal Justice/Law Enforcement - Technical Certificate

This technical certificate program provides a competitive edge when seeking initial employment in the Criminal Justice/Law Enforcement held. Students may choose one of the three areas of emphasis: Corrections, Police Systems and Practices, or Probation and Parole. Students completing the certificate may apply the coursework toward the AAS degree in Criminal Justice/Law Enforcement.

Summary of Required Hours
CJA 201 - Introduction to Criminal Justice Credits: (3)
CJA 202* - Criminal Evidence and Procedure Credits: (3)
CJA 203* - Introduction to Criminal Law Credits: (3)
CJA 207* - Criminal Investigation Credits: (3)
CJA 211D - Criminology Credits: (3)
Elective: Choose 3 hours (one course) from the following, depending on your area of interest:
- CJA 204* Introduction to Corrections
- CJA 205* Introduction to Police Systems and Practices
- CJA 209* Probation and Parole
Total Certificate Hours: 18

Dental Assistant - Technical Certificate

This technical certificate program is one year (twelve months) and is composed of didactic and clinical instruction. It is designed and organized to promote the personal and professional growth of each student. The main objectives of the program are to prepare the student to function in the dental setting and to academically qualify for the Dental Assistant National Board certification examination and the Tennessee Board of Dentistry registry examination. The program in Dental Assisting is accredited by the American Dental Association’s Commission on Dental Accreditation, a specialized accrediting body recognized by the Council on Post-Secondary Accreditation and the United States Department of Education.

Students desiring entrance into the Dental Assistant program must have the following on file:

- Meet admission requirements for the College based on the admission or readmission status the applicant is seeking
- VSCC Medical History and Physical Examination report
- Application to Allied Health Careers
- Basic Skills Prerequisites: Reading competence equivalent to DSPR 0800; Writing competence equivalent to DSPW 0800; and Math competence equivalent to DSPM 0700
- Other requested documents or records.
- Passing Criminal Background Check

This profession may expose the student to blood borne pathogens. Therefore, the Dental Assistant Program follows all rules and regulations set forth by the Occupational Safety and Health Administration (OSHA). The student is required to be immunized against infectious diseases as required by the clinical affiliates and OSHA regulations or complete a refusal document with the guidelines of the regulations. Clinical affiliates may refuse clinical rotation access to students who fail to obtain the required immunizations.

The application deadline is May 15. Applicants are admitted into the program each August. Required prerequisites must be completed prior to admission. Applicants are strongly encouraged to apply early. The Dental Assistant courses begin in August and end the following August. Any questions about the program or the admissions procedure should be directed to the Program Director.
Diagnostic Medical Sonography – Technical Certificate

The Diagnostic Medical Sonography technical certificate program is designed to prepare the student to become a diagnostic medical sonographer. Sonographers are skilled professionals who provide patient services using diagnostic ultrasound under the supervision of a physician. Upon completion of this competency based program, the student will be eligible to take the American Registry of Diagnostic Medical Sonographers certification board examination. The program of study includes both didactic and clinical training in the fields of acoustic principles and safety, as well as abdominal, obstetrical, gynecological, and small parts sonography.

Admission to the program is limited and the deadline for applications is May 1. The four-semester program begins in July. A personal interview is required and screening of applicants will take place in late May - early June. Applicants seeking admission to the program must meet admission requirements for the College based on the admission or readmission status the applicant is seeking and meet one of the following qualifications:

- Successful completion of a regionally accredited AMA recognized two-year program that is patient-care related (i.e., Radiologic Technology, Respiratory Care Technology, Nursing, Occupational/Physical Therapist Assistant, Ophthalmic Medical Technician, Sleep Diagnostics Technology) inclusive of the following prerequisites: Human Anatomy and Physiology I & II, Medical Terminology, General Physics and College Algebra.

OR

- Successful completion of any bachelor degree program with the following prerequisites: Human Anatomy and Physiology I and II, Medical Terminology, General Physics and College Algebra.

For more information or an application packet, contact the Diagnostic Medical Sonography Program Director.

Summary of Required Hours

FALL TERM
UST 200* - Introduction to Medical Sonography Credits: (3)
UST 220* - Physics and Instrumentation I Credits: (3)
UST 240* - Abdominal Scanning Credits: (4)
UST 211C* - Clinical Education I Credits: (4)
Total Fall - 14 Credit Hours

SPRING TERM
UST 221* - Physics and Instrumentation II Credits: (3)
UST 241* - OB/GYN Scanning Credits: (5)
UST 242* - Small Parts Scanning Credits: (2)
UST 212C* - Clinical Education II Credits: (4)
Total Spring - 14 Credit Hours

SUMMER TERM
UST 250* - Registry Review Credits: (1)
UST 205* - Orientation to Patient Care Credits: (4)
UST 213C* - Clinical Education III Credits: (6)
Total Summer - 11 Credit Hours

Total Certificate Hours Credits: 39

Early Childhood Education - A.A.S.

This career program is designed to prepare students for entry and advancement in the early childhood education profession. The program meets the TECTA (Tennessee Early Childhood Training Alliance) model which enhances the quality of early care and education of young children. Graduates of this degree program may be able to transfer to a four year university and complete the baccalaureate degree in early childhood education.

NOTE: This program is being proposed for inactivation pending approval from the Board of Regents. No new students will be permitted into this program. Students currently enrolled in this program will be able to continue their studies until Summer 2011. Contact the Division of Social Science and Education for additional information.

Required General Education Courses

Humanities and/or Fine Arts Credits: (3)
Social Science Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
MATH 1010♦ - Math for Liberal Arts (or higher level) Credits: (3)

Total General Education Credits: 16

Required Major Core Courses

ECED 1010 - Introduction to Early Childhood Education Credits: (2)
ECED 2010 - Safe, Healthy Learning Environments Credits: (3)
ECED 2015 - Early Childhood Curriculum Credits: (3)
ECED 2020 - Infant, Toddler, Child Development Credits: (3)
ECED 2040 - Family Dynamics and Community Involvement Credits: (3)
ECED 2050 - Psychomotor Development Credits: (3)
ECED 2060 - Development of Exceptional Children Credits: (3)
ECED 2070 - Developmental Assessment Credits: (3)
ECED 2080 - Language and Literacy in Early Childhood Credits: (3)
ECED 2085 - Math and Science in Early Childhood Credits: (3)
ECED 2130 - Clinical Practicum I Credits: (3)
ECED 2160* - Final Practicum Credits: (3)
HED 120♦ - Introduction to Wellness Credits: (3)
HED 200 - First Aid and Safety/CPR Credits: (3)

Additional 3 hours taken from:
- ECED 2030 - Infant and Toddler Care Credits: (3)
- ECED 2090 - Creative Development Credits: (3)
- ECED 2100 - The Mentoring Teacher Credits: (3)
- ECED 2120 - Administration of Child Care Centers Credits: (3)

Total Major Core Credits: 44

Total Degree Requirements Credits: 60

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy
Early Childhood Education - Technical Certificate

This technical certificate program prepares the student for employment in the field of child care and early education. Students who receive CDA (Child Development Associate) Credential through TECTA (Tennessee Early Childhood Training Alliance) are given an opportunity to strengthen their skills and knowledge in curriculum development for young children and receive necessary training for CDA renewal.

**NOTE:** This program is being proposed for inactivation pending approval from the Board of Regents. No new students will be permitted into this program. Students currently enrolled in this program will be able to continue their studies until Summer 2011. Contact the Division of Social Science and Education for additional information.

**Summary of Required Hours**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECED 1010</td>
<td>Introduction to Early Childhood Education</td>
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<tr>
<td>ECED 2010</td>
<td>Safe, Healthy Learning Environments</td>
<td>3</td>
</tr>
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<td>ECED 2015</td>
<td>Early Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>ECED 2040</td>
<td>Family Dynamics and Community Involvement</td>
<td>3</td>
</tr>
<tr>
<td>ECED 2080</td>
<td>Language and Literacy in Early Childhood</td>
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</tr>
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<td>ECED 2085</td>
<td>Math and Science in Early Childhood</td>
<td>3</td>
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<tr>
<td>ECED 2130</td>
<td>Clinical Practicum I</td>
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<td>Electives</td>
<td>Choose one from the following:</td>
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<tr>
<td></td>
<td>- ECED 2030 - Infant and Toddler Care Credits</td>
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<tr>
<td></td>
<td>- ECED 2090 - Creative Development Credits</td>
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<td></td>
<td>- ECED 2120 - Administration of Child Care Centers Credits</td>
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<tr>
<td><strong>Total Certificate Hours Credit:</strong></td>
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Economics – University Parallel

**Required General Education Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HIST - History</td>
<td>Humanities and/or Fine Arts Credits: (9) (Must include at least one Lit)</td>
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<tr>
<td>MATH - Math</td>
<td>Natural Sciences Credits: (8)</td>
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<tr>
<td>COM - Speech Communication</td>
<td>Social/Behavioral Sciences Credits: (3)</td>
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<tr>
<td>ENGL - English</td>
<td>COM 100♦ - Fundamentals of Speech Communication Credits: (3)</td>
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<tr>
<td>or COM 103♦ - Public Speaking Credits: (3)</td>
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<tr>
<td>ENGL - English</td>
<td>ENGL 1010♦ - English Composition I Credits: (3)</td>
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<tr>
<td>ENGL - English</td>
<td>ENGL 1020♦ - English Composition II Credits: (3)</td>
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<tr>
<td>HED - Introduction to Wellness</td>
<td>HED 120♦ - Introduction to Wellness Credits: (3)</td>
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<tr>
<td>MATH - College Algebra</td>
<td>MATH 1130♦ - College Algebra Credits: (3)</td>
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<td>History Credits: (6)</td>
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<td>- HIST 1110♦ - World Civilization from Primitive Culture to 1650 Credits: (3)</td>
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<td>and</td>
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<tr>
<td>- HIST 1120♦ - World Civilization from 1650 to Present Credits: (3)</td>
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<td>or any two of the following:</td>
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</tr>
<tr>
<td>- HIST 2010♦ - Survey of American History I Credits: (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- HIST 2020♦ - Survey of American History II Credits: (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- HIST 2030♦ - Tennessee History Credits: (3)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Recommended Area of Emphasis Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT - Principles of Accounting I</td>
<td>ACT 201 - Principles of Accounting I Credits: (3)</td>
<td></td>
</tr>
<tr>
<td>ACT - Principles of Accounting II</td>
<td>ACT 202 - Principles of Accounting II Credits: (3)</td>
<td></td>
</tr>
<tr>
<td>ECO - Principles of Economics I</td>
<td>ECO 211♦ - Principles of Economics I Credits: (3)</td>
<td></td>
</tr>
<tr>
<td>ECO - Principles of Economics II</td>
<td>ECO 212♦ - Principles of Economics II Credits: (3)</td>
<td></td>
</tr>
<tr>
<td>MATH - Elementary Statistics</td>
<td>MATH 1530♦ - Elementary Statistics Credits: (3)</td>
<td></td>
</tr>
<tr>
<td>MATH - Intuitive Calculus</td>
<td>MATH 1830♦ - Intuitive Calculus Credits: (3)</td>
<td></td>
</tr>
<tr>
<td>College Elective Credit: (1) Any University-Parallel course</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Computer Literacy Requirement:** See [http://www.volstate.edu/ComputerLiteracy/](http://www.volstate.edu/ComputerLiteracy/)

**Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.**
**APSU Elementary Education – University Center**

Students earning the Associate of Science in Teaching will be eligible for admission into the teacher education program in elementary education (K-6) at Austin Peay State University. The sixty hours earned at VSCC will count in the required 124 degree program. Associate degree requirements must be completed prior to admission to APSU. Students must have at least a 2.75 cumulative quality point average and earn acceptable scores on the ACT, SAT, or Pre-Professional Skills Test (PPS) for admission to the Teacher Education Program.

---

### Summary of Required Hours

**Associate of Science Offered by VSCC**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1030</td>
<td>Essentials of Biology</td>
<td>(4)</td>
</tr>
<tr>
<td>COM 100</td>
<td>Fundamentals of Speech Communication Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>or COM 103</td>
<td>- Public Speaking Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>EDU 101</td>
<td>Introduction to Education Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>EDU 102</td>
<td>- Human Growth &amp; Development Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>EDU 264</td>
<td>- Education of Exceptional Children Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>- English Composition I Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>ENGL 1020</td>
<td>- English Composition II Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>ART 1030</td>
<td>- Introduction to Art Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>or MUS 1030</td>
<td>- Music Appreciation Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>GEOG 105</td>
<td>- World Regional Geography Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>GEOL 1030</td>
<td>- Essentials of Geology Credits</td>
<td>(4)</td>
</tr>
<tr>
<td>MATH 1010</td>
<td>- Math for Liberal Arts Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>MATH 1410</td>
<td>- Structure of Mathematical Systems I Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>MATH 1420</td>
<td>- Structure of Mathematical Systems II Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>PSCI 1030</td>
<td>- An Introduction to Physical Science Credits</td>
<td>(4)</td>
</tr>
<tr>
<td>POL 200</td>
<td>- American Government and Politics Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>or SOC 101</td>
<td>- Introduction to Sociology Credits</td>
<td>(3)</td>
</tr>
</tbody>
</table>

**Literature Credits:** (6) Choose any two from the following:

- ENGL 2110 - American Literature To 1865 Credits: (3)
- ENGL 2120 - American Literature since 1865 Credits: (3)
- ENGL 2310 - World Literature to 1650 Credits: (3)
- ENGL 2320 - World Literature since 1650 Credits: (3)

**History Credits:** (6) Choose two from the following:

- HIST 2010 - Survey of American History I Credits: (3)
- HIST 2020 - Survey of American History II Credits: (3)
- HIST 2030 - Tennessee History Credits: (3)

**Total Associate Degree Requirements Credits:** 60

**Additional Elementary Education Requirements which may be taken at VSCC or at APSU**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HED 200</td>
<td>- First Aid and Safety/CPR Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>EDUC 3040</td>
<td>Instructional Technology Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>EDUC 3070</td>
<td>Instructional Strategies Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>EDUC 3090</td>
<td>Elementary Curriculum Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>EDUC 4040</td>
<td>Teaching Social Studies Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>EDUC 4160</td>
<td>Teaching Diverse Students Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>EDUC 4270</td>
<td>Evaluation and Assessment Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>EDUC 4280</td>
<td>Classroom Management Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>EDUC 4510</td>
<td>Student Teaching Elementary Credits</td>
<td>(5)</td>
</tr>
<tr>
<td>EDUC 4610</td>
<td>Student Teaching Middle Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>EDUC 4950</td>
<td>Student Teaching Seminar Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>LING 4040</td>
<td>Structure and Dialects of American English Credits: (3)</td>
<td>(3)</td>
</tr>
<tr>
<td>or LING 4050</td>
<td>English Grammar Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>MATH 4100</td>
<td>Teaching Math K-3 Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>MATH 4150</td>
<td>Teaching Math 4-6 Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>RDG 4010</td>
<td>Language Arts K-6 Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>RDG 4020</td>
<td>Reading K-3 Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>RDG 4030</td>
<td>Literacy Upper Grades Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>RDG 4050</td>
<td>Children’s Literature Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>SCI 4020</td>
<td>Teaching Science Credits</td>
<td>(4)</td>
</tr>
<tr>
<td>SPED 4340</td>
<td>Effective Inclusion Strategies Credits</td>
<td>(3)</td>
</tr>
</tbody>
</table>

**Total Hours to be taken at APSU Credits:** 60

**APSU 1000 (Waived) Credits:** (1)

**Total Hours Required for BS in Elementary Education from APSU Credits:** 124

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**TSU Elementary Education – University Center**

Since the Fall of 1978, Volunteer State Community College and Tennessee State University have offered a program leading to a baccalaureate degree and certification in Elementary Education. The curriculum is basically a blend of the VSCC Associate of Science degree program following the Elementary Education curriculum guide and the last two years of the TSU program in Elementary Education.

With the adoption of new programs for teacher reform by state institutions in the Fall of 1990, this degree is a Bachelor of Science in Arts and Sciences with Elementary Education endorsement grades K-6. The major concentration is Child Development and Learning with an emphasis on teaching grades K-4.

Associate degree requirements must be completed prior to admission to TSU. Students must have at least a 2.75 cumulative quality point average and earn acceptable scores on the ACT, SAT, or Pre-Professional Skills Test (PPST) for admission to the Teacher Education Program.

All courses are offered on the Vol State campus. Persons interested in the TSU Elementary Education program should contact the TSU office at Vol State.

### Summary of Required Hours

**ASSOCIATE OF SCIENCE Offered by VSCC**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100</td>
<td>Fundamentals of Speech Communication Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>or COM 103</td>
<td>- Public Speaking Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>EDU 101</td>
<td>- Introduction to Education Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>EDU 102</td>
<td>- Human Growth &amp; Development Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>PSY 231</td>
<td>- Child Psychology Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>- English Composition I Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>ENGL 1020</td>
<td>- English Composition II Credits</td>
<td>(3)</td>
</tr>
</tbody>
</table>
| Literature Credits: 3 Choose one from the following:

- ENGL 2110 - American Literature To 1865 Credits: (3)
- ENGL 2120 - American Literature since 1865 Credits: (3)
- ENGL 2310 - World Literature to 1650 Credits: (3)
- ENGL 2320 - World Literature since 1650 Credits: (3)

**History Credits:** (6) Choose two from the following:

- HIST 2010 - Survey of American History I Credits: (3)
- HIST 2020 - Survey of American History II Credits: (3)
- HIST 2030 - Tennessee History Credits: (3)

**Total Associate Degree Requirements Credits:** 60

**Additional Elementary Education Requirements which may be taken at VSCC or at TSU**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 200</td>
<td>- American Government and Politics Credits</td>
<td>(3)</td>
</tr>
<tr>
<td>or SOC 101</td>
<td>- Introduction to Sociology Credits</td>
<td>(3)</td>
</tr>
</tbody>
</table>

---

**As of the Fall of 1990, this degree is a Bachelor of Science in Arts and Sciences with Elementary Education endorsement grades K-6. The major concentration is Child Development and Learning with an emphasis on teaching grades K-4.**

Associate degree requirements must be completed prior to admission to TSU. Students must have at least a 2.75 cumulative quality point average and earn acceptable scores on the ACT, SAT, or Pre-Professional Skills Test (PPST) for admission to the Teacher Education Program.

All courses are offered on the Vol State campus. Persons interested in the TSU Elementary Education program should contact the TSU office at Vol State.
Courses are offered at several off-campus locations that may include
perform these tasks during classroom and clinical periods.
ability to
Students should be physically able to perform heavy lifting or strenuous
MUST be 18 years old and demonstrate the ability to read and write
status the applicant is seeking. To be admitted to the program students
Examination. The program is open to all students meeting admission
components of the program are eligible for the Tennessee Initial EMT-
lum. Students who successfully complete the course work and clinical
courses required by the State of Tennessee EMS rules and regulations for
ter level positions as professional medical care providers in a
specialty selected. Individuals wishing to be selected must complete the
following application process:
• Application to the College submitted by April 30
• Application to the Paramedic Program by March 31
• ACT/SAT scores submitted (students under 21 years of age) or take
the College Placement Examination (Compass)
• Basic EMT Knowledge Examination (see Paramedic Applicant Letter for important dates)
• Psychological Profile (see Paramedic Applicant Letter for important dates)
• Personal Interview
The blue-will be forms that are on-line at http://www.volstate.edu/EMT/
Pre-Requisite(s)
Basic EMT - Students must have a current EMT Basic (IV) license in
Tennessee
AHC 111♦ - Drugs and Solutions Credits: (1)
AHC 115♦ - Medical Terminology Credits: (3)
EMT 104♦ - Survey of Anatomy and Physiology for Pre-hospital Providers Credits: (2)
EMT 121♦ - Introduction to Pre-hospital Emergency Pharmacology Credits: (2)
Total Pre-Requisite(s) Courses: 8
Summary of Required Hours
Summer Term
EMT 201♦ - General Principles of Pathophysiology and Disease Credits: (4)
Fall Term
EMT 211♦ - Paramedic Theories I (Medical Emergencies) Credits: (4)
EMT 212♦ - Physical and Health Assessment and Lab Credits: (2)
EMT 213♦ - Advanced Principles of PharmacologyCredits: (2)
EMT 214♦ - Pediatric & OB/GYN Emergencies Credits: (2)
EMT 215♦ - EMS Fundamentals III (ACLS) Credits: (2)
EMT 215C♦ - EMS Clinical III (Advanced) Credits: (4)
Spring Term
Emergency Medical Technician-Paramedic – Technical Certificate
The Emergency Medical Technician-Paramedic technical certificate
program is designed to prepare competent entry level graduates in
emergency medical care to serve in emergency care settings such as an
ambulance service. Using the most current U.S. Department of Transport-
ation National Standard Curriculum, discussions include the application of
advanced patient assessment, problem recognition, and advanced
treatment modalities for medical, trauma, and environmental emergen-
cies. Clinical exposures in local hospitals assure appropriate experience
in dealing with emergencies for all age groups including pediatrics and
geriatrics.

Emergency Medical Technician-Basic – Technical Certificate
The one-semester Emergency Medical Technician-Basic Technical Certifi-
cate program is the required course of studies designed to prepare stu-
dents for entry-level positions as professional medical care providers in a
pre-hospital setting such as an ambulance service. These are prerequisite
courses required by the State of Tennessee EMS rules and regulations for
persons considering entry into the Paramedic Technical Certificate and the A.A.S. (Allied Health Option) degree program. The EMT-Basic (IV)
duties include the recognition, assessment, and management of medical,
trauma, and environmental emergencies under the direction of the
medical control physician or medical director. The courses follow the
current U.S. Department of Transportation National Standard Curricu-
rum. Students who successfully complete the course work and clinical
components of the program are eligible for the Tennessee Initial EMT-
Basic Licensing Examination and the EMT-IV Extended Skills Licensing
Examination. The program is open to all students meeting admission
requirements for the College based on the admission or readmission
status the applicant is seeking. To be admitted to the program students
MUST be 18 years old and demonstrate the ability to read and write
the English language and have no history of prior felony convictions.
Students should be physically able to perform heavy lifting or strenuous
activity for extended periods of time and must demonstrate the ability to
perform these tasks during classroom and clinical periods.
Courses are offered at several off-campus locations that may include
Nashville and Clarksville. Up to sixteen students are accepted into each
section of the course each semester offered. Students enrolled MUST
successfully complete all didactic and clinical components of the pro-
to be eligible to take professional licensing examinations. Background
checks will be required for admission to the program.

Summary of Required Hours
EMT 101♦ - EMS Theories (Basic) Credits: (12)
EMT 101C♦ - EMS Clinical (Basic) Credits: (2)
EMT 104♦ - Survey of Anatomy and Physiology for Pre-hospital Providers Credits: (2)
EMT 121♦ - Introduction to Pre-hospital Emergency Pharmacology Credits: (2)
Total Certificate Hours Credits: 18

Total Bachelor of Science Hours Credits: 123

*Contact TSU Program Coordinator for information and specific requirements of the program.

Emergency Medical Technician-Paramedic – Technical Certificate
The Emergency Medical Technician-Paramedic technical certificate
program is designed to prepare competent entry level graduates in
emergency medical care to serve in emergency care settings such as an
ambulance service. Using the most current U.S. Department of Transport-
ation National Standard Curriculum, discussions include the application of
advanced patient assessment, problem recognition, and advanced
treatment modalities for medical, trauma, and environmental emergen-
cies. Clinical exposures in local hospitals assure appropriate experience
in dealing with emergencies for all age groups including pediatrics and
geriatrics.

The program is CLOSED to general enrollment and students are compet-
itive selected. Individuals wishing to be selected must complete the
following application process:
• Application to the College submitted by April 30
• Application to the Paramedic Program by March 31
• ACT/SAT scores submitted (students under 21 years of age) or take
the College Placement Examination (Compass)
• Basic EMT Knowledge Examination (see Paramedic Applicant Letter for important dates)
• Psychological Profile (see Paramedic Applicant Letter for important dates)
• Personal Interview
The blue-will be forms that are on-line at http://www.volstate.edu/EMT/
Pre-Requisite(s)
Basic EMT - Students must have a current EMT Basic (IV) license in
Tennessee
AHC 111♦ - Drugs and Solutions Credits: (1)
AHC 115♦ - Medical Terminology Credits: (3)
EMT 104♦ - Survey of Anatomy and Physiology for Pre-hospital Providers Credits: (2)
EMT 121♦ - Introduction to Pre-hospital Emergency Pharmacology Credits: (2)
Total Pre-Requisite(s) Courses: 8
Summary of Required Hours
Summer Term
EMT 201♦ - General Principles of Pathophysiology and Disease Credits: (4)
Fall Term
EMT 211♦ - Paramedic Theories I (Medical Emergencies) Credits: (4)
EMT 212♦ - Physical and Health Assessment and Lab Credits: (2)
EMT 213♦ - Advanced Principles of PharmacologyCredits: (2)
EMT 214♦ - Pediatric & OB/GYN Emergencies Credits: (2)
EMT 215♦ - EMS Fundamentals III (ACLS) Credits: (2)
EMT 215C♦ - EMS Clinical III (Advanced) Credits: (4)
Spring Term
Emergency Medical Technician-Paramedic – Technical Certificate
The Emergency Medical Technician-Paramedic technical certificate
program is designed to prepare competent entry level graduates in
emergency medical care to serve in emergency care settings such as an
ambulance service. Using the most current U.S. Department of Transport-
ation National Standard Curriculum, discussions include the application of
advanced patient assessment, problem recognition, and advanced
treatment modalities for medical, trauma, and environmental emergen-
cies. Clinical exposures in local hospitals assure appropriate experience
in dealing with emergencies for all age groups including pediatrics and
geriatrics.

The program is CLOSED to general enrollment and students are compet-
itive selected. Individuals wishing to be selected must complete the
following application process:
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• Application to the Paramedic Program by March 31
• ACT/SAT scores submitted (students under 21 years of age) or take
the College Placement Examination (Compass)
• Basic EMT Knowledge Examination (see Paramedic Applicant Letter for important dates)
• Psychological Profile (see Paramedic Applicant Letter for important dates)
• Personal Interview
The blue-will be forms that are on-line at http://www.volstate.edu/EMT/
Pre-Requisite(s)
Basic EMT - Students must have a current EMT Basic (IV) license in
Tennessee
AHC 111♦ - Drugs and Solutions Credits: (1)
AHC 115♦ - Medical Terminology Credits: (3)
EMT 104♦ - Survey of Anatomy and Physiology for Pre-hospital Providers Credits: (2)
EMT 121♦ - Introduction to Pre-hospital Emergency Pharmacology Credits: (2)
Total Pre-Requisite(s) Courses: 8
Summary of Required Hours
Summer Term
EMT 201♦ - General Principles of Pathophysiology and Disease Credits: (4)
Fall Term
EMT 211♦ - Paramedic Theories I (Medical Emergencies) Credits: (4)
EMT 212♦ - Physical and Health Assessment and Lab Credits: (2)
EMT 213♦ - Advanced Principles of PharmacologyCredits: (2)
EMT 214♦ - Pediatric & OB/GYN Emergencies Credits: (2)
EMT 215♦ - EMS Fundamentals III (ACLS) Credits: (2)
EMT 215C♦ - EMS Clinical III (Advanced) Credits: (4)
Spring Term
EMT 216* - Paramedic Theories II (Special Considerations) Credits: (6)
EMT 217* - Geriatrics and Home Care Interventions Credits: (2)
EMT 218* - Advanced Trauma Care Credits: (2)
EMT 220C* - EMS Clinical IV (Critical Care) Credits: (4)

**Summer Term**
EMT 240C* - Field Internship Credits: (12)
EMT 241* - Medical Director’s Summative Review Credits: (1)

Total Certificate Hours Credits: 47

---

## Pre-Engineering – University Parallel

### Required General Education Courses
- **HIST** - History Credits: (6)
- Humanities and/or Fine Arts Credits: (9)
  
  (Must include at least one Lit)
- Social/Behavioral Sciences Credits: (6)
- **COM 100♦** - Fundamentals of Speech Communication Credits: (3)
- or **COM 103♦** - Public Speaking Credits: (3)
- **ENGL 1010♦** - English Composition I Credits: (3)
- or **ENGL 1020♦** - English Composition II Credits: (3)
- **MATH 1910♦** - Calculus and Analytic Geometry I Credits: (4)
- **CHEM 1110♦** - General Chemistry I Credits: (4)
- **CHEM 1120♦** - General Chemistry II Credits: (4)
- **PHYS 2110♦** - Calculus-Based Physics I Credits: (4)
- **PHYS 2120♦** - Calculus-Based Physics II Credits: (4)

Consult senior institution requirements for **CHEM** or **PHYS**

### Recommended Area of Emphasis Courses
- **MATH 1920** - Calculus and Analytic Geometry II Credits: (4)
- **MATH 2110** - Calculus and Analytic Geometry III Credits: (4)
- **MATH 2120** - Differential Equations Credits: (3)
- **PHYS 2110♦** - Calculus-Based Physics I Credits: (4)
- Electives Credits: (9) Choose from the following:
  - **CHEM 1120♦** - General Chemistry II Credits: (4)
  - **EGR 101♦** - Engineering Graphics with CAD I Credits: (3)
  - **EGR 130** - Introduction to Engineering Credits: (1)
  - **EGR 210** - C++ for Engineers Credits: (3)
  - **EGR 240** - Statics Credits: (3)
  - **EGR 250** - Dynamics Credits: (3)
  - **EGR 260** - Circuits Credits: (4)
  - **PHYS 2120♦** - Calculus-Based Physics II Credits: (4)

1Consult advisor and senior institution requirement

### Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.

## English – University Parallel

### Required General Education Courses
- **HIST** - History Credits: (6)
- Humanities and/or Fine Arts Credits: (9)
  
  (Must include at least one Lit)
- Natural Sciences Credits: (8)
- Social/Behavioral Sciences Credits: (6)
- **COM 100♦** - Fundamentals of Speech Communication Credits: (3)
- or **COM 103♦** - Public Speaking Credits: (3)
- **ENGL 1010♦** - English Composition I Credits: (3)
- **ENGL 1020♦** - English Composition II Credits: (3)
- **MATH 1010♦** - Math for Liberal Arts (or higher) Credits: (3)

### Recommended Area of Emphasis Courses
- English Electives Credits: (6) Select from the following or any Lit course.
  - **ENGL 280T** - Individual Problems in English Credits: (1-3)
  - **ENGL 2300** - Introduction to Creative Writing Credits: (3)

## Environmental Science – University Parallel

### Required General Education Courses
- **HIST** - History Credits: (6)
- Humanities and/or Fine Arts Credits: (9)
  
  (Must include at least one Lit)
- **ENGL 1010♦** - English Composition I Credits: (3)
- **ENGL 1020♦** - English Composition II Credits: (3)
- **HIST 2010♦** - Survey of American History I Credits: (3)
- **HIST 2020♦** - Survey of American History II Credits: (3)

### Recommended Area of Emphasis Courses
- **BIOL 1040♦** - Environmental Science Credits: (4)
- **CHEM 2030** - Introductory Organic Chemistry Credits: (4)
- **NRM 100** - Environmental Issues Credits: (3)
- Biology/Geology: Credits (8) Choose from the following:
  - **BIOL 1110♦** - General Biology I Credits: (4)
  - **BIOL 1120♦** - General Biology II Credits: (4)
  - **GEOL 1040♦** - Physical Geology Credits: (4)
  - **GEOL 1050♦** - Historical Geology Credits: (4)
  - **GEOL 1060♦** - Earth’s Environments Credits: (4)

1Check senior institution requirement

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.
Fire Science Technology - A.A.S.

The College offers an Associate of Applied Science degree as a career ladder for persons who have successfully completed the Technical Certificate in Fire Science Technology.

Required General Education Courses

Courses That Fulfill Minimum Degree Requirements

- ENGL 1010♦ - English Composition I (3)
- Humanities and/or Fine Arts (3)
- Social/Behavioral Sciences (3)

One additional course from either of the above categories (May include COM or MATH) (3)

Total General Education Credits: 12

Required Major Core Courses

- FST 101* - Principles of Emergency Services (2)
- FST 111* - Fire Protection Hydraulics and Water Supply (3)
- FST 115* - Fire Prevention (3)
- FST 116* - Fire Behavior and Combustion (3)
- FST 121* - Fire Protection Systems (3)
- FST 201* - Building Construction for Fire Protection (3)

Electives Credits: (27) To be chosen from the following:

- FST 121* - Fire Protection Systems (3)
- FST 116* - Fire Behavior and Combustion (3)
- FST 111* - Fire Protection Hydraulics and Water Supply (3)
- FST 115* - Fire Prevention (3)
- FST 103* - Strategies and Tactics (3)
- FST 112* - Rescue Awareness (3)
- FST 107* - Occupational Health and Safety (3)
- FST 115* - Fire Prevention (3)
- FST 109* - Legal Aspects of Emergency Services (3)
- FST 112* - Rescue Awareness (3)
- FST 120* - Leadership Development (3)
- FST 204* - Fire Investigation (3)
- FST 203* - Fire and Emergency Services Administration (3)
- FST 209* - Hazardous Materials II (3)
- FST 210* - Public Fire Education (3)
- FST 219* - Hazardous Materials Chemistry (3)
- FST 222* - Fire Investigation II (3)
- FST 231* - NFPA Life Safety Code (3)

Total Major Core Credits: 44

Total Degree Requirements Credits: 60

Computer Literacy Requirement

Fire Science Technology - Technical Certificate

This technical certificate program is designed to prepare students in practical firefighting operations and fire service management. The emphasis in the curriculum is on history and theory, used when appropriate, to assist firefighters to cope with current problems in the field.

The program offers training for professional fire service personnel to improve job performance and prepare for upward mobility. It is designed also to provide an avenue for area citizens to receive the training necessary for entry into a fire science career. All major courses meet the National Fire Academy standards.

A student must complete the required major core courses and complete any two guided elective courses to earn the Fire Science Technology Technical Certificate.

For those desiring an associate degree, the Technical Certificate may be used towards completion of the AAS in Fire Science Technology.

Applicants wishing to enter the Technical Certificate program must complete the following process:

- Meet admission requirements for the College based on the admission or readmission status the applicant is seeking
- Submit any other requested documents

Summary of Required Hours

Major Core Courses

- FST 101* - Principles of Emergency Services: (2)
- FST 111* - Fire Protection Hydraulics and Water Supply: (3)
- FST 115* - Fire Prevention: (3)
- FST 116* - Fire Behavior and Combustion: (3)
- FST 201* - Building Construction for Fire Protection: (3)

Total Major Core Hours Credits: 17

Guided Electives Credits: (6)

Two 3-hour FST courses to be chosen from the following:

- FST 102* - Hazardous Materials I: (3)
- FST 103* - Strategies and Tactics: (3)
- FST 107* - Occupational Health and Safety: (3)
- FST 109* - Legal Aspects of Emergency Services: (3)
- FST 112* - Rescue Awareness: (3)
- FST 120* - Leadership Development: (3)
- FST 202* - Fire Investigation I: (3)
- FST 203* - Fire and Emergency Services Administration: (3)
- FST 209* - Hazardous Materials II: (3)
- FST 210* - Public Fire Education: (3)
- FST 219* - Hazardous Materials Chemistry: (3)
- FST 222* - Fire Investigation II: (3)
- FST 231* - NFPA Life Safety Code: (3)

Total Certificate Hours Credits: 23

Foreign Languages – University Parallel

Required General Education Courses

- HIST - History: (6)
- Humanities and/or Fine Arts: (9)
- Social/Behavioral Sciences: (6)
- COM 100♦ - Fundamentals of Speech Communication: (3)
- COM 103♦ - Public Speaking: (3)
- ENGL 1010♦ - English Composition I: (3)
- ENGL 1020♦ - English Composition II: (3)
- MATH 1010♦ - Math for Liberal Arts (or higher): (3)

Recommended Area of Emphasis Courses

- GEG 105♦ - World Regional Geography: (3)
- Foreign Language Credits: (12-14) Choose 12 hours from:
  - FREN 201* - Intermediate French I: (3)
  - FREN 202* - Intermediate French II: (3)
  - SPAN 201* - Intermediate Spanish I: (3)
  - SPAN 202* - Intermediate Spanish II: (3)

College Electives Credits: (2-4) Any University-Parallel courses

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.

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General Concentration - A.A.S.

The General Concentration is designed for students who have completed Diploma Programs from a Tennessee Technology Center. The completed diploma fulfills certification in the major field.

Required General Education Courses

Courses That Fulfill Minimum Degree Requirements

Humanities and/or Fine Arts Credits: (3)
Non-Sequential Science Course Credits: (4)
Social/Behavioral Sciences Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
MATH 1530♦ - Elementary Statistics Credits: (3)

Total General Education Credits: 16

Required Major Core Courses

BUS 110* - Introduction to Business Credits: (3)
or
MGT 120* - Supervision Principles Credits: (3)
BUS 222* - Business Communications II Credits: (3)
CIS 100 - Computer Technology and Applications Credits: (3)
CIS 113* - Visual BASIC Credits: (3)
or
CIS 150* - Microcomputer Spreadsheets Credits: (3)
Electives Credits: (2) Advisor Approved Electives
GTP 100* - General Technology Credits: (30)

Total Major Core Credits: 44

Total Degree Requirements Credits: 60

Geography – University Parallel

Required General Education Courses

Humanities and/or Fine Arts Credits: (9)
(Must include at least one Lit)
Social/Behavioral Sciences Credits: (3)
COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or COM 103♦ - Public Speaking Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)
HED 120♦ - Introduction to Wellness Credits: (3)
MATH 1710♦ - Precalculus I (College Algebra) or higher Credits: (3)

Geology Credits: (8) Choose from the following:
GEOG 101♦ - Physical Geography Credits: (3)
EOL 1040♦ - Physical Geology Credits: (4)
or
GEOG 105♦ - World Regional Geography Credits: (3)
GEOL 1050♦ - Historical Geology Credits: (4)
or
GEOG 108♦ - Cultural Geography Credits: (3)
HIST 1110♦ - World Civilization from Primitive Culture to 1650 Credits: (3)
and either
HIST 1120♦ - World Civilization from 1650 to Present Credits: (3)
or
HIST 2010♦ - Survey of American History I Credits: (3)
HIST 2020♦ - Survey of American History II Credits: (3)
HIST 2030♦ - Tennessee History Credits: (3)

Recommended Area of Emphasis Courses

GEOG 101♦ - Physical Geography Credits: (3)
GEOG 105♦ - World Regional Geography Credits: (3)
GEOG 108♦ - Cultural Geography Credits: (3)
HIST 1110♦ - World Civilization from Primitive Culture to 1650 Credits: (3)
HIST 1120♦ - World Civilization from 1650 to Present Credits: (3)
POL 110♦ - Introduction to Political Science Credits: (3)
or
POL 200♦ - American Government and Politics Credits: (3)

College Elective Credits: (1) Any University-Parallel courses

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.

Geology – University Parallel

Required General Education Courses

COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or COM 103♦ - Public Speaking Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)
HIST - History Credits: (6)
Humanities and/or Fine Arts Credits: (9)
(Must include at least one Lit)
MATH 1710♦ - Precalculus I (College Algebra) or higher Credits: (3)
Social/Behavioral Sciences Credits: (3)
GEOG 101♦ - Physical Geography Credits: (3)
EOL 1040♦ - Physical Geology Credits: (4)
or
GEOG 105♦ - World Regional Geography Credits: (3)
GEOL 1050♦ - Historical Geology Credits: (4)
or
GEOG 108♦ - Cultural Geography Credits: (3)
HIST 1110♦ - World Civilization from Primitive Culture to 1650 Credits: (3)
and either
HIST 1120♦ - World Civilization from 1650 to Present Credits: (3)
or
HIST 1120♦ - World Civilization from 1650 to Present Credits: (3)
HIST 2010♦ - Survey of American History I Credits: (3)
or
HIST 2030♦ - Tennessee History Credits: (3)

Recommended Area of Emphasis Courses

CHEM 1110♦ - General Chemistry I Credits: (4)
CHEM 1120♦ - General Chemistry II Credits: (4)
Biology/Physics Option - Credit Hours: (8) Choose BIOL or PHYS
• BIOL 1010♦ - Introduction to Biology I Credits: (4)
or
• BIOL 1020♦ - Introduction to Biology II Credits: (4)
or
• PHYS 2010♦ - Non-Calculus Based Physics I Credits: (4)
or
• PHYS 2020♦ - Non-Calculus Based Physics II Credits: (4)

College Elective Credits: (3)

3Check senior institution requirement

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.
Health and Physical Education – University Parallel

Required General Education Courses
COM 100♦ - Fundamentals of Speech Communication Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)
Humans and/or Fine Arts Credits: (9)
(Must include at least one Lit)
Natural Sciences Credits: (8)
Social/Behavioral Sciences Credits: (3)
HED 120♦ - Introduction to Wellness Credits: (3)
MATH 1010♦ - Math for Liberal Arts Credits: (3)
(or higher)
History Credits: (6) Choose from the following options:
• HIST 1110♦ - World Civilization from Primitive Culture to 1650 Credits: (3)
• and HIST 1120♦ - World Civilization from 1650 to Present Credits: (3)
or any two of the following:
• HIST 2010♦ - Survey of American History I Credits: (3)
• HIST 2020♦ - Survey of American History II Credits: (3)
• HIST 2030♦ - Tennessee History Credits: (3)

Recommended Area of Emphasis Courses
EDU 101 - Introduction to Education Credits: (3)
EDU 102♦ - Human Growth & Development Credits: (3)
HED 100 - Personal Health Credits: (3)
HED 110 - Community Health Credits: (3)
HED 200 - First Aid and Safety/CPR Credits: (3)
PHED 1000 - Physical Conditioning Credits: (1)
PHED 1070 - Lifetime Fitness Credits: (1)
PHED Credits: (2) Physical Education Activity course

Health Information Technology - A.A.S.

The Health Information Technology program is specifically designed to prepare students for employment in the health care industry in maintaining health records in many kinds of agencies such as: hospitals, ambulatory health care facilities, industrial clinics, state and federal health agencies, skilled nursing facilities, group practice clinics, community health centers, student health centers, veterinary facilities, and other areas. The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

In order to be eligible for admission into the HIT program, students must successfully complete with a grade of “C” or better HIT 115, CIS 100, BIOL 2010, and BIOL 2020. A cumulative GPA of 2.5 of better is required along with a screening interview. Applicants must apply no later than March 15. After formal acceptance into the program, three consecutive semesters of study are required for graduation. For more information on how to apply to this program, contact the Program Director.

Required General Education Courses
Courses That Fulfill Minimum Degree Requirements
Humans and/or Fine Arts Credits: (3)
Social/Behavioral Sciences Credits: (3)
BIOL 2010♦ - Human Anatomy and Physiology I Credits: (4)
BIOL 2020♦ - Human Anatomy and Physiology II Credits: (4)
ENGL 1010♦ - English Composition I Credits: (3)
Total General Education Credits: 17

Required Major Core Courses
AHC 115♦ - Medical Terminology Credits: (3)
CIS 100 - Computer Technology and Applications Credits: (3)
HIT 115♦ - Introduction to Health Information Technology Credits: (4)
HIT 125♦ - Computer Applications in Health Information Technology Credits: (3)
HIT 210♦ - Classification System ICD-9-CM Credits: (4)
HIT 215♦ - Classification Systems – CPT Credits: (4)
HIT 225♦ - Pathophysiologic Science Credits: (3)
HIT 230♦ - Reimbursement Methodologies Credits: (3)
HIT 240♦ - Statistics Credits: (3)
HIT 250♦ - Legal Aspects of Health Information Credits: (3)
HIT 270♦ - Supervisory Management for Healthcare Credits: (3)
HIT 275♦ - Healthcare Quality Management Credits: (3)
HIT 280♦ - Seminar in Health Information Technology Credits: (3)
HIT 281C♦ - Professional Practice Experience I Credits: (3)
HIT 282C♦ - Professional Practice Experience II Credits: (3)
Total Major Core Credits: 48
Total Degree Requirements Credits: 65

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Health, Physical Education, and Sports Medicine – University Parallel

Required General Education Courses
Humans and/or Fine Arts Credits: (9)
(Must include at least one Lit)
Natural Sciences Credits: (8)
Social/Behavioral Sciences Credits: (3)
COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or COM 103♦ - Public Speaking Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)
PHED Credits: (2) Physical Education Activity course

Recommended Area of Emphasis Courses
EDU 101 - Introduction to Education Credits: (3)
EDU 102♦ - Human Growth & Development Credits: (3)
HED 100 - Personal Health Credits: (3)
HED 110 - Community Health Credits: (3)
HED 200 - First Aid and Safety/CPR Credits: (3)
PHED 1000 - Physical Conditioning Credits: (1)
PHED 1070 - Lifetime Fitness Credits: (1)
PHED Credits: (2) Physical Education Activity course

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.
**Health, Physical Education, and Wellness – University Parallel**

**Required General Education Courses**

- Humanities and/or Fine Arts Credits: (9)
  (Must include at least one Lit)
- Natural Sciences Credits: (8)
- Social/Behavioral Sciences Credits: (3)
  - COM 100♦ - Fundamentals of Speech Communication Credits: (3)
  or COM 103♦ - Public Speaking Credits: (3)
- ENGL 1010♦ - English Composition I Credits: (3)
- ENGL 1020♦ - English Composition II Credits: (3)
- HED 120♦ - Introduction to Wellness Credits: (3)
- MATH 1010♦ - Math for Liberal Arts (or higher) Credits: (3)

**History Credits:** (6) Choose from the following:
- HIST 1110♦ - World Civilization from Primitive Culture to 1650 Credits: (3)
- and HIST 1120♦ - World Civilization from 1650 to Present Credits: (3)

or any two of the following:
- HIST 2010♦ - Survey of American History I Credits: (3)
- HIST 2020♦ - Survey of American History II Credits: (3)
- HIST 2030♦ - Tennessee History Credits: (3)

**Recommended Area of Emphasis Courses**

- HED 100 - Personal Health Credits: (3)
- HED 110 - Community Health Credits: (3)
- HED 200 - First Aid and Safety/CPR Credits: (3)
- HED 220 - Principles of Nutrition Credits: (3)
- PHED 220 - Care of Athletic Injuries Credits: (3)
- PHED 1000 - Physical Conditioning Credits: (1)
- PHED 1070 - Lifetime Fitness Credits: (1)
- PHED Credit: (2) Physical Education Activity Course

**Computer Literacy Requirement:** See [http://www.volstate.edu/ComputerLiteracy/](http://www.volstate.edu/ComputerLiteracy/)

**Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.**

**History – University Parallel**

**Required General Education Courses**

- Humanities and/or Fine Arts Credits: (9)
  (Must include at least one Lit)
- Natural Sciences Credits: (8)
- Social/Behavioral Sciences Credits: (3)
  - COM 100♦ - Fundamentals of Speech Communication Credits: (3)
  or COM 103♦ - Public Speaking Credits: (3)
- ENGL 1010♦ - English Composition I Credits: (3)
- ENGL 1020♦ - English Composition II Credits: (3)
- HED 120♦ - Introduction to Wellness Credits: (3)
- MATH 1010♦ - Math for Liberal Arts (or higher) Credits: (3)

**History Credits:** (6) Choose two courses from the following:
- HIST 2010♦ - Survey of American History I Credits: (3)
- HIST 2020♦ - Survey of American History II Credits: (3)
- HIST 2030♦ - Tennessee History Credits: (3)

**Recommended Area of Emphasis Courses**

- GEOG 105♦ - World Regional Geography Credits: (3)
  or GEOG 108♦ - Cultural Geography Credits: (3)
- HIST 1110♦ - World Civilization from Primitive Culture to 1650 Credits: (3)
- HIST 1120♦ - World Civilization from 1650 to Present Credits: (3)

**Computer Literacy Requirement:** See [http://www.volstate.edu/ComputerLiteracy/](http://www.volstate.edu/ComputerLiteracy/)

**Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.**
Hotel and Restaurant Management Concentration - A.A.S.

This concentration is designed to prepare students for career growth in the hospitality industry. Students enrolled in this concentration have the opportunity to gain knowledge, skills and abilities for positions in hotel/ motel management and food and beverage management. Graduates of this program find employment in areas including reservations, food and beverage service, front desk operations, and hotel/motel/restaurant management. The College is a member of the Tennessee Hospitality Education Council.

All General Business Administration (G.B.A.) students are required to take the Tennessee Board of Regents general business exam to meet graduation requirements.

Required General Education Courses
Courses That Fulfill Minimum Degree Requirements
ENGL 1010♦ - English Composition I Credits: (3)
Humanities and/or Fine Arts Credits: (3)
MATH 1530♦ - Elementary Statistics Credits: (3)
Non-Sequential Science Course Credits: (4)
Social/Behavioral Sciences Credits: (3)
Total General Education Credits: 16

Required Major Core Courses
ACT 201 - Principles of Accounting I Credits: (3)
BUS 110* - Introduction to Business Credits: (3)
BUS 111* - Keyboarding with Word Processing Credits: (3)
or
CIS 150* - Microcomputer Spreadsheets Credits: (3)
BUS 222* - Business Communications II Credits: (3)
BUS 251* - Business Law Credits: (3)
CIS 100 - Computer Technology and Applications Credits: (3)
HTL 110* - Introduction to the Hospitality Industry Credits: (3)
HTL 246* - Hospitality Purchasing and Cost Control Credits: (3)
HTL 290* - Hospitality Cooperative Work Experience I Credits: (3)
MGT 120* - Supervision Principles Credits: (3)
Electives Credits: (12) Choose four from the following:
- HTL 120* - Management of Food and Beverage Operations Credits: (3)
- HTL 130* - Basic Sanitation Credits: (3)
- HTL 205* - Lodging Management Credits: (3)
- HTL 210* - Management of Front Office Operations Credits: (3)
- HTL 215* - Housekeeping Management Credits: (3)
- HTL 240* - Marketing of Hospitality Services Credits: (3)
- HTL 260* - Catering Services Credits: (3)
- HTL 291* - Hospitality Cooperative Work Experience II Credits: (3)
Elective Credits: (2)
Total Major Core Credits: 44
Total Degree Requirements Credits: 60

Human Services – University Parallel

Required General Education Courses
Natural Sciences Credits: (8)
COM 100* - Fundamentals of Speech Communication Credits: (3)
or COM 103* - Public Speaking Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)
History Credits: (6) Choose from the following:
- HIST 1110♦ - World Civilization from Primitive Culture to 1650 Credits: (3)
- and HIST 1120♦ - World Civilization from 1650 to Present Credits:

Industrial Technology Concentration - A.A.S.

The Industrial Technology Concentration is designed for individuals desiring to enter the industrial and manufacturing workforce. Approved training programs leading to the “Major Core” include diploma programs at Tennessee Technology Centers, certificate or diploma programs at Technical Institutes or Technical Community Colleges, and certain industrial and military training programs leading to an official certification.

Required General Education Courses
Courses That Fulfill Minimum Degree Requirements
ENGL 1010♦ - English Composition I Credits: (3)
Humanities and/or Fine Arts Credits: (3)
Mathematics Credits: (3)
Social/Behavioral Sciences Credits: (3)
One more course from either of the above categories Credits: (3)
Total General Education Credits: 15

Required Major Core Courses
Electives Credits: (15) Choose from the following:
- CIS 113* - Visual BASIC Credits: (3)
- CIS 150* - Microcomputer Spreadsheets Credits: (3)
- EGR 101* - Engineering Graphics with CAD I Credits: (3)
- EGR 102* - Engineering Graphics with CAD II Credits: (3)
- MATH 1530♦ - Elementary Statistics Credits: (3)
- PSCI 1030♦ - An Introduction to Physical Science Credits: (4)
- PSY 211 - Industrial and Organizational Psychology Credits: (3)
- GTP 130* - Industrial Technology Credits: (30)
Diploma/Certification in the Major Field
Total Major Core Credits: 45
Total Degree Requirements Credits: 60
Law Enforcement/Criminal Justice – University Parallel

Required General Education Courses
Humanities and/or Fine Arts Credits: (9)
(Must include at least one Lit)
Natural Sciences Credits: (8)
COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or COM 103♦ - Public Speaking Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)
History Credits: (6) Choose from the following:
- HIST 1110♦ - World Civilization from Primitive Culture to 1650 Credits: (3)
- and HIST 1120♦ - World Civilization from 1650 to Present Credits: (3)
or any two of the following:
- HIST 2010♦ - Survey of American History I Credits: (3)
- HIST 2020♦ - Survey of American History II Credits: (3)
- HIST 2030♦ - Tennessee History Credits: (3)
MATH 1530♦ - Elementary Statistics Credits: (3)
PSY 101♦ - General Psychology Credits: (3)
SOC 101♦ - Introduction to Sociology Credits: (3)

Recommended Area of Emphasis Courses
POL 200♦ - American Government and Politics Credits: (3)
POL 210♦ - State and Local Government in the United States Credits: (3)
CJA 201 - Introduction to Criminal Justice Credits: (3)
CJA 203* - Introduction to Criminal Law Credits: (3)
CJA 204* - Introduction to Corrections Credits: (3)
CJA 211D - Criminology Credits: (3)

College Elective Credit: (1) Any University-Parallel Course

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.

Liberal Arts – University Parallel

Required General Education Courses
COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or COM 103♦ - Public Speaking Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)
HIST - History Credits: (6)
(Must include at least one Lit)
MATH 1010♦ - Math for Liberal Arts (or higher) Credits: (3)
Natural Sciences Credits: (8)
Social/Behavioral Sciences Credits: (6)

Recommended Area of Emphasis Courses
Choose at least one course from four of the five following categories, to total 19 hours:
Communication
- COM 100♦ - Fundamentals of Speech Communication Credits: (3)
- COM 103♦ - Public Speaking Credits: (3)
- COM 106 - Interpersonal Communication Credits: (3)
- COM 110 - Survey of Mass Communications Credits: (3)
- COM 250 - Argumentation and Debate Credits: (3)
- ENGL 2300 - Introduction to Creative Writing Credits: (3)
- FREN 1010 - Beginning French I Credits: (3)
- FREN 1020 - Beginning French II Credits: (3)
- FREN 2010 - Intermediate French I Credits: (3)
- FREN 2020 - Intermediate French II Credits: (3)
- SPAN 1010 - Beginning Spanish I Credits: (3)
- SPAN 1020 - Beginning Spanish II Credits: (3)
- SPAN 2010 - Intermediate Spanish I Credits: (3)
- SPAN 2020 - Intermediate Spanish II Credits: (3)

Humanities and/or Fine Arts
- ART 101 - Drawing I Credits: (3)
- ART 102 - Drawing II Credits: (3)
- ART 141 - Art History Survey I Credits: (3)
- ART 142 - Art History Survey II Credits: (3)
- ART 1030♦ - Introduction to Art Credits: (3)
- ENGL 1030♦ - Introduction to Film Credits: (3)
- ENGL 2010♦ - Introduction to Poetry and Drama Credits: (3)
- ENGL 2020♦ - Introduction to Fiction Credits: (3)
- ENGL 2110♦ - American Literature To 1865 Credits: (3)
- ENGL 2120♦ - American Literature since 1865 Credits: (3)
- ENGL 2310♦ - World Literature to 1650 Credits: (3)
- ENGL 2320♦ - World Literature since 1650 Credits: (3)
- MUS 1030♦ - Music Appreciation Credits: (3)
- PHIL 110 - Logic and Critical Thinking Credits: (3)
- PHIL 260 - Introduction to Biblical Studies Credits: (3)
- PHIL 270 - Survey of World Religions Credits: (3)
- PHIL 1030♦ - Introduction to Philosophy Credits: (3)
- THEA 1030♦ - Introduction to Theater Credits: (3)

Mathematics
- MATH 1530♦ - Elementary Statistics Credits: (3)

Natural Sciences
- ASTR 1030♦ - Astronomy Credits: (4)
- BIOL 1030♦ - Essentials of Biology Credits: (4)
- BIOL 1040♦ - Environmental Science Credits: (4)
- CHEM 1030♦ - Fundamentals of Chemistry Credits: (4)
- GEOG 1030♦ - Essentials of Geology Credits: (4)
- PHYS 1030♦ - Introductory Physics Credits: (4)
- PSCI 1030♦ - An Introduction to Physical Science Credits: (4)

Social/Behavioral Sciences
- ECO, GEOG, HIST, POL, PSY, SOC

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.
Logistics and Supply Chain Management Concentration - A.A.S.

This concentration is designed for career growth in the expanding area of Logistics, Transportation and Distribution Center/Warehouse Management. Employment in supervision and coordination roles in supply chain management, traffic management and order processing are the goals of the program.

*All General Business Administration (G.B.A.) students are required to take the Tennessee Board of Regents general business exam to meet graduation requirements.*

*In addition to the AAS-GBA Logistics and Supply Chain Management program, VSCC offers a Professional Advancement Opportunity in Logistics and Supply Chain.*

**Required General Education Courses**

**Courses That Fulfill Minimum Degree Requirements**

- ENGL 1010♦ - English Composition I Credits: (3)
- Humanities and/or Fine Arts Credits: (3)
- MATH 1530♦ - Elementary Statistics Credits: (3)
- Non-Sequential Science Course Credits: (4)
- Social/Behavioral Sciences Credits: (3)

**Total General Education Credits: 16**

**Required Major Core Courses**

**Courses That Fulfill Minimum Degree Requirements**

- ACT 201 - Principles of Accounting I Credits: (3)
- ACT 202 - Principles of Accounting II Credits: (3)
- BUS 110* - Introduction to Business Credits: (3)
- BUS 111* - Keyboarding with Word Processing Credits: (3)
- BUS 155* - Business Mathematics Credits: (3)
- BUS 251* - Business Law Credits: (3)
- CIS 100 - Computer Technology and Applications Credits: (3)
- CIS 150* - Microcomputer Spreadsheets Credits: (3)
- CIS 160* - Microcomputer Databases Credits: (3)
- LGM 130* - Introduction to Logistics Management Credits: (3)
- LGM 140* - Transportation Credits: (3)
- LGM 150* - Distribution Center & Warehouse Management Credits: (3)
- MGT 120* - Supervision Principles Credits: (3)
- or
- MGT 200* - Project Design and Management Credits: (3)
- MKT 110* - Principles of Marketing Credits: (3)
- Electives Credits: (2) Chosen from CIS, BUS or Advisor Approved

**Total Major Core Credits: 44**

**Total Degree Requirements Credits: 60**

Management Concentration - A.A.S.

This concentration is designed to prepare students for career advancement in the general area of management. Students are prepared to work in settings including human resource management, production, small business or non-profit organizational settings. Duties performed could include human resource assistance, supervision of a production environment or management of an area within a non-profit setting. Responsibilities a graduate could be expected to assume are represented by such titles as human resource assistant, production supervisor, department manager or unit manager.

*All General Business Administration (G.B.A.) students are required to take the Tennessee Board of Regents general business exam to meet graduation requirements.*

**Required General Education Courses**

**Courses That Fulfill Minimum Degree Requirements**

- ENGL 1010♦ - English Composition I Credits: (3)
- Humanities and/or Fine Arts Credits: (3)
- MATH 1530♦ - Elementary Statistics Credits: (3)
- Non-Sequential Science Course Credits: (4)
- Social/Behavioral Sciences Credits: (3)

**Total General Education Credits: 16**

**Required Major Core Courses**

- ACT 201 - Principles of Accounting I Credits: (3)
- ACT 202 - Principles of Accounting II Credits: (3)
- BUS 110* - Introduction to Business Credits: (3)
- BUS 111* - Keyboarding with Word Processing Credits: (3)
- BUS 155* - Business Mathematics Credits: (3)
- BUS 222* - Business Communications II Credits: (3)
- BUS 251* - Business Law Credits: (3)
- CIS 100 - Computer Technology and Applications Credits: (3)
- CIS 150* - Microcomputer Spreadsheets Credits: (3)
- MGT 120* - Supervision Principles Credits: (3)
- MGT 264* - Human Resources in Management Credits: (3)
- Electives Credits: (11) Advisor Approved Electives

**Total Major Core Credits: 44**

**Total Degree Requirements Credits: 60**

Logistics and Supply Chain Management - Technical Certificate

This technical certificate program offers the opportunity for formal study in the growing field of Logistics, Transportation and Distribution Center/Warehouse Management, and Supply Chain Management. Study in the program is designed to provide career growth. Students completing the Certificate Program may apply the coursework toward the Associate of Applied Science, General Business Administration Option, and Logistics and Supply Chain Management Concentration.

**Summary of Required Hours**

- LGM 130* - Introduction to Logistics Management Credits: (3)
- LGM 140* - Transportation Credits: (3)
- LGM 150* - Distribution Center & Warehouse Management Credits: (3)
- BUS 110* - Introduction to Business Credits: (3)
- or
- MGT 120* - Supervision Principles Credits: (3)

**Total Certificate Hours Credits: 12**
Marketing Concentration - A.A.S.

This concentration is designed to prepare students with knowledge and skills that can assist their career growth in the growing field of marketing. Typical duties performed by career oriented marketing employees include management of retail departments and store settings, personal selling, management of customer service, purchasing assistance, and merchandising management. Marketing employment is expected to grow as a part of the workforce well into the next century. Solid opportunities exist for growth from entry level to career sustaining and management responsibilities. Representative job titles include retail department manager, assistant and store manager, sales representative, merchandise manager, and purchasing assistant.

All General Business Administration (G.B.A.) students are required to take the Tennessee Board of Regents general business exam to meet graduation requirements.

Required General Education Courses

Courses That Fulfill Minimum Degree Requirements
ENGL 1010♦ - English Composition I Credits: (3)
Humanities and/or Fine Arts Credits: (3)
MATH 1530♦ - Elementary Statistics Credits: (3)
Non-Sequential Science Course Credits: (4)
Social/Behavioral Sciences Credits: (3)

Total General Education Credits: 16

Required Major Core Courses

ACT 201 - Principles of Accounting I Credits: (3)
ACT 202 - Principles of Accounting II Credits: (3)
BUS 110* - Introduction to Business Credits: (3)
BUS 111* - Keyboarding with Word Processing Credits: (3)
BUS 155* - Business Mathematics Credits: (3)
BUS 222* - Business Communications II Credits: (3)
BUS 251* - Business Law Credits: (3)
CIS 100 - Computer Technology and Applications Credits: (3)
CIS 150* - Microcomputer Spreadsheets Credits: (3)
CIS 160* - Microcomputer Databases Credits: (3)
LGM 130* - Introduction to Logistics Management Credits: (3)
MKT 110* - Principles of Marketing Credits: (3)
MKT 120* - Personal Selling Credits: (3)
Electives Credits: (2)

Total Major Core Credits: 44

Total Degree Requirements Credits: 60

Mathematics and Science

University Parallel

Required General Education Courses

COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or COM 103♦ - Public Speaking Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)
HIST - History Credits: (6)
Humanities and/or Fine Arts Credits: (9)
(Must include at least one Lit)
MATH 1710♦ - Precalculus I (College Algebra) or higher Credits: (3)
Natural Sciences Credits: (8)
Social/Behavioral Sciences Credits: (6)

Recommended Area of Emphasis Courses

College Electives Credits: (19) Chosen from: ASTR, BIOL, CHEM, EGR (EGR 130 or higher), GEOL, MATH (MATH 1720 or higher), NRM, PHYS, PSCI

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.

Mathematics – University Parallel

Required General Education Courses

COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or COM 103♦ - Public Speaking Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)
HIST - History Credits: 6
Humanities and/or Fine Arts Credits: 9
(Must include at least one Lit)
MATH 1910♦ - Precalculus I (College Algebra) or higher Credits: (3)
Natural Sciences Credits: 8
Social/Behavioral Sciences Credits: 6

Recommended Area of Emphasis Courses

MATH 1920 - Calculus and Analytic Geometry II Credits: (4)
MATH 2110 - Calculus and Analytic Geometry III Credits: (4)
MATH 2120 - Differential Equations Credits: (3)
PHYS 2110♦ - Calculus-Based Physics I Credits: (4)
PHYS 2120♦ - Calculus-Based Physics II Credits: (4)

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.
Medical Laboratory Technician - A.A.S.

NOTE: This program is being proposed for inactivation effective July 1, 2011 pending approval from the Board of Regents. Contact the Division of Allied Health for additional information.

This program is designed to provide general education core, sciences, and clinical laboratory education courses necessary for career-entry preparation. Medical Laboratory Technicians perform laboratory tests used to diagnose and treat disease, and maintain health. Program graduates are eligible to take national certification examinations and make application for Tennessee Licensure as Medical Laboratory Technicians.

Admission to the program is limited and on a competitive basis. Application deadline is March 15 of each year. Class selection and notification is completed in April from applicants who complete all prerequisites by the end of the Spring Semester with a cumulative GPA of 2.0 or better. In order to be eligible for admission into the MLT program, students must successfully complete, with a grade of “C” or better, all the required 16 hours of general education courses, MLT 100, BIOL 2020, BIOL 2230 (or CHEM 1030), and at least one non-natural science elective. Once admitted, three consecutive semesters of intensive full-time study beginning in May of each year are required for graduation. The MLT program classes do not necessarily follow the regular College calendar. All MLT courses except clinical practicums are taught at St. Thomas Hospital in Nashville, TN.

Program accreditation has been granted through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS, 5600 N River Rd, Suite 720, Rosemont, IL 60018 www.naacs.org (847) 939-3597).

Required General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>(3)</td>
</tr>
<tr>
<td>BIOL 2010</td>
<td>Human Anatomy and Physiology</td>
<td>(4)</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>(3)</td>
</tr>
<tr>
<td>MATH 1010</td>
<td>Math for Liberal Arts</td>
<td>(3)</td>
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Total General Education Credits: 16

Required Major Core Courses

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MLT 100</td>
<td>Introduction to Medical Laboratory</td>
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<tr>
<td>MLT 110</td>
<td>Clinical Chemistry</td>
<td>(3)</td>
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<td>MLT 111</td>
<td>Urinalysis</td>
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<td>MLT 112</td>
<td>Blood Bank/Serology</td>
<td>(3)</td>
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<tr>
<td>MLT 113</td>
<td>Clinical Microbiology</td>
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<tr>
<td>MLT 200</td>
<td>Clinical Seminar</td>
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<td>MLT 205C</td>
<td>Clinical Practicum I</td>
<td>(7)</td>
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<tr>
<td>MLT 210</td>
<td>Clinical Seminar II</td>
<td>(1)</td>
</tr>
<tr>
<td>MLT 215C</td>
<td>Clinical Practicum II</td>
<td>(8)</td>
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</table>

Electives: (9) Any three chosen from the following:
- One 3-hour Social Science course other than PSY 101
- AHC 115* - Medical Terminology Credits: (3)
- CIS 100 - Computer Technology and Applications Credits: (3)
- COM 100* - Fundamentals of Speech Communication Credits: (3)

Total Major Core Credits: 51

Total Degree Requirements Credits: 67

Medical Practice Management Concentration - A.A.S.

The goal of this concentration is to prepare individuals for career entry and career sustaining position in support of on-site medical related business operations for a doctor, dentist, or other licensed medical professional. Responsibilities for medical practice management professionals include insurance records, patient billing, scheduling of medical procedures, and patient relations management. Graduates qualify for several professional certifications in coding and reimbursement. Students interested in this concentration must schedule an advisement session. Specific program courses are scheduled on a rotating basis. Full-time and part-time students may enroll in this concentration.

All General Business Administration (G.B.A.) students are required to take the Tennessee Board of Regents general business exam to meet graduation requirements.

Required General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>(3)</td>
</tr>
<tr>
<td>MATH 1530</td>
<td>Elementary Statistics</td>
<td>(3)</td>
</tr>
<tr>
<td>MGT 120</td>
<td>Supervision Principles</td>
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Total General Education Credits: 16

Required Major Core Courses

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 201</td>
<td>Principles of Accounting I</td>
<td>(3)</td>
</tr>
<tr>
<td>AHC 115</td>
<td>Medical Terminology</td>
<td>(3)</td>
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<tr>
<td>BUS 110</td>
<td>Introduction to Business</td>
<td>(3)</td>
</tr>
<tr>
<td>BUS 111</td>
<td>Keyboarding with Word Processing</td>
<td>(3)</td>
</tr>
<tr>
<td>BUS 222</td>
<td>Business Communications II</td>
<td>(3)</td>
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<td>CIS 100</td>
<td>Computer Technology and Applications</td>
<td>(3)</td>
</tr>
<tr>
<td>CIS 150</td>
<td>Microcomputer Spreadsheets</td>
<td>(3)</td>
</tr>
<tr>
<td>HIT 210</td>
<td>Classification System ICD-9-CM</td>
<td>(4)</td>
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<tr>
<td>HIT 215</td>
<td>Classification Systems – CPT</td>
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<td>HIT 225</td>
<td>Pathophysiology Science</td>
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<tr>
<td>HIT 230</td>
<td>Reimbursement Methodologies</td>
<td>(3)</td>
</tr>
<tr>
<td>MGT 120</td>
<td>Supervision Principles</td>
<td>(3)</td>
</tr>
<tr>
<td>MPM 101</td>
<td>Introduction to Medical Practice Management</td>
<td>(3)</td>
</tr>
<tr>
<td>MPM 270</td>
<td>Medical Practice Operations</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Total Major Core Credits: 44

Total Degree Requirements Credits: 60
Music – University Parallel

Required General Education Courses
COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or COM 103♦ - Public Speaking Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)
HIST - History Credits: (6)
MUS 1030♦ - Music Appreciation Credits: (3)

Humanities and/or Fine Arts Credits: (6)
(Must include at least one Lit)
MATH 1010♦ - Math for Liberal Arts (or higher) Credits: (3)
Natural Sciences Credits: (8)
Social/Behavioral Sciences Credits: (6)

Recommended Area of Emphasis Courses
MUS 101 - Music Theory I Credits: (4)
MUS 102 - Music Theory II Credits: (4)
MUS 201 - Music Theory III Credits: (4)
Electives Credits: (7) Electives in Applied Music to be selected from the following:

ENSEMBLE MUSIC:
• MUS 153 - Chorale Bel Canto Credits: (1)
• MUS 154 - Vol State Singers Credits: (1)
• MUS 155 - Vol State Show Stoppers Credits: (1)
• MUS 156 - Commercial Music Ensemble Credits: (1)
• MUS 160 - Guitar and String Ensemble Credits: (1)

GROUP OR PRIVATE INSTRUCTION:
• MUS 170 - Class Piano I Credits: (1)
• MUS 171 - Class Piano II Credits: (1)
• MUS 172 - Class Voice Credits: (1)
• MUS 174 - Piano Instruction Credits: (1)
• MUS 175 - Voice Instruction Credits: (1)
• MUS 176 - Guitar Instruction Credits: (1)
• MUS 180 - Class Guitar for Beginners Credits: (1)
• MUS 181 - Jazz Piano Class Credits: (1)

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Office Management Technology - A.A.S.

This concentration is designed to prepare students for employment in the office setting. The growth of electronic word processing, computer based file management, and the constant need to process office work in an efficient manner help form the basis for this area of study. Jobs and career positions in this field include secretary, word processing technician, office manager or office assistant.

All General Business Administration (G.B.A.) students are required to take the Tennessee Board of Regents general business exam to meet graduation requirements.

Required General Education Courses

Course That Fulfill Minimum Degree Requirements
ENGL 1010♦ - English Composition I Credits: (3)
Humanities and/or Fine Arts Credits: (3)
MATH 1530♦ - Elementary Statistics Credits: (3)
Non-Sequential Science Course Credits: (4)
Social/Behavioral Sciences Credits: (3)

Total General Education Credits: 16

Required Major Core Courses

ACT 201 - Principles of Accounting I Credits: (3)
BUS 110* - Introduction to Business Credits: (3)
BUS 155* - Business Mathematics Credits: (3)
BUS 222* - Business Communications II Credits: (3)
CIS 100 - Computer Technology and Applications Credits: (3)
CIS 150* - Microcomputer Spreadsheets Credits: (3)
CIS 160* - Microcomputer Databases Credits: (3)
MGT 120* - Supervision Principles Credits: (3)
OMT 101 - Beginning Keyboarding Credits: (3)
Students having sufficient skills may test out of this course.
OMT 102 - Intermediate Keyboarding Credits: (3)
OMT 248* - Word for Windows Credits: (3)
OMT 249* - Advanced Word for Windows Credits: (3)
OMT 253* - Office Procedures Credits: (3)
Electives Credits: (5) Advisor Approved Electives

Total Major Core Credits: 44

Total Degree Requirements Credits: 60

Office Management Technology - Technical Certificate

This technical certificate program allows students to build career entry skills for the office environment. The employment aim of the program is to build computer skills and basic communication skills. This certificate lends itself well to students returning to the workforce or preparing for initial employment. The certificate can be completed in one semester of full-time study or in one year of part-time study.

Summary of Required Hours
BUS 222* - Business Communications II Credits: (3)
CIS 100 - Computer Technology and Applications Credits: (3)
OMT 101 - Beginning Keyboarding Credits: (3)
OMT 248* - Word for Windows Credits: (3)
BUS 280* - Cooperative Work Experience Credits: (3)
or
OMT 253* - Office Procedures Credits: (3)

Total Certificate Hours Credits: 15

Office Management Technology - Technical Certificate

This technical certificate program allows students to build career entry skills for the office environment. The employment aim of the program is to build computer skills and basic communication skills. This certificate lends itself well to students returning to the workforce or preparing for initial employment. The certificate can be completed in one semester of full-time study or in one year of part-time study.

Summary of Required Hours
BUS 222* - Business Communications II Credits: (3)
CIS 100 - Computer Technology and Applications Credits: (3)
OMT 101 - Beginning Keyboarding Credits: (3)
OMT 248* - Word for Windows Credits: (3)
BUS 280* - Cooperative Work Experience Credits: (3)
or
OMT 253* - Office Procedures Credits: (3)

Total Certificate Hours Credits: 15

Office Management Technology - Technical Certificate

This technical certificate program allows students to build career entry skills for the office environment. The employment aim of the program is to build computer skills and basic communication skills. This certificate lends itself well to students returning to the workforce or preparing for initial employment. The certificate can be completed in one semester of full-time study or in one year of part-time study.

Summary of Required Hours
BUS 222* - Business Communications II Credits: (3)
CIS 100 - Computer Technology and Applications Credits: (3)
OMT 101 - Beginning Keyboarding Credits: (3)
OMT 248* - Word for Windows Credits: (3)
BUS 280* - Cooperative Work Experience Credits: (3)
or
OMT 253* - Office Procedures Credits: (3)

Total Certificate Hours Credits: 15

Office Management Technology - Technical Certificate

This technical certificate program allows students to build career entry skills for the office environment. The employment aim of the program is to build computer skills and basic communication skills. This certificate lends itself well to students returning to the workforce or preparing for initial employment. The certificate can be completed in one semester of full-time study or in one year of part-time study.

Summary of Required Hours
BUS 222* - Business Communications II Credits: (3)
CIS 100 - Computer Technology and Applications Credits: (3)
OMT 101 - Beginning Keyboarding Credits: (3)
OMT 248* - Word for Windows Credits: (3)
BUS 280* - Cooperative Work Experience Credits: (3)
or
OMT 253* - Office Procedures Credits: (3)

Total Certificate Hours Credits: 15
**Paralegal Studies - A.A.S.**

This program has been approved by the American Bar Association. Volunteer State Community College is a member of the American Association of Paralegal Education. The College offers the program of study to prepare students for a career as a paralegal or legal assistant. The ABA defines a legal assistant or a paralegal as "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 and who performs specifically delegated substantive legal work for which a lawyer is responsible." Paralegal skills emphasized include: legal research, legal document preparation, and an understanding of basic substantive and procedural law. This program is rigorous and requires excellent communication skills. A student who wishes to transfer from the program to a baccalaureate program is responsible for information about transferability of course work.

All Paralegal Studies students completing the A.A.S. degree program are required to take an exit exam for Paralegal Studies. Graduation applicants must schedule the exam through the College Counseling and Testing Office located in Student Services. Paralegals may not provide legal services directly to the public, except as permitted by law.

To be considered for entry into the Paralegal Studies program as a major, a student must:

- Meet admission requirements for the College based on the admission or readmission status the applicant is seeking and complete all developmental requirements except mathematics, which may be taken concurrently with LAW courses.
- Complete ENGL 1010, LAW 103*, and LAW 101* with a final grade of “C” or better. (NOTE: The completion of these courses is required for enrollment in further law courses unless otherwise approved by paralegal faculty.)
- Complete an interview or attend a meeting with the teaching faculty concerning program entry.

Entry, retention, and graduation standards for this program include:
- Completion of all developmental requirements (except mathematics);
- Completion of ENGL 1010, LAW 103, and LAW 101 with a final grade of “C” or better as a requirement for enrollment in further law courses;
- Completion of an interview with the Paralegal Studies Coordinator; and
- No grade below “C” in any LAW course.

Required General Education Courses

**Courses That Fulfill Minimum Degree Requirements**

- ENGL 1010* - English Composition I (3)
- Humanities and/or Fine Arts (3)
- BIOL 2010* - Human Anatomy and Physiology I (4)
- PSY 1010* - General Psychology (3)
- MATH 1010* - Math for Liberal Arts (3)

**Total General Education Credits: 16**

**Required Major Core Courses**

- AHC 115* - Medical Terminology (3)
- OPH 102* - Ocular Anatomy and Physiology (2)
- OPH 105* - Introduction to Ophthalmic Technology (2)
- OPH 110C* - Clinical Applications I (6)
- OPH 112* - Ophthalmic Optics (2)
- OPH 120C* - Clinical Applications II (9)
- OPH 121* - Basic Ophthalmic Pharmacology (1)
- OPH 123* - Introduction to Ophthalmic Diseases (1)
- OPH 126* - Ocular Motility (2)
- OPH 127* - Refractometry/Retinoscopy (2)
- OPH 130C* - Clinical Applications III (4)
- OPH 150* - Ophthalmic Procedures I (3)
- OPH 151* - Ophthalmic Procedures II (2)
- OPH 152* - Ophthalmic Procedures III (3)
- OPH 153* - Ophthalmic Procedures IV (3)

**Total Major Core Credits: 44**

**Total Degree Requirements Credits: 60**

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy
Paralegal Studies - University Parallel

This program has been approved by the American Bar Association. Volunteer State is a member of the American Association for Paralegal Education. The College offers the program to prepare students for work in a legal environment as a paralegal/legal assistant, as well as to provide a general understanding of substantive and procedural legal principles for those planning to transfer to a four-year institution and possibly prepare to attend law school. Note that the American Bar Association defines a legal assistant or a paralegal as “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 and who performs specifically delegated substantive legal work for which a lawyer is responsible.” Paralegals may not provide legal services directly to the public, except as permitted by law.

Inasmuch as LAW courses are not universally transferable, a student who wishes to transfer from this program to a baccalaureate program is responsible for information about transferability of course work to a four year institution. Further, this program should be planned only with the assistance of the Paralegal Studies faculty.

Entry, retention, and graduation standards for this program include: completion of all developmental requirements (except mathematics); completion of ENGL 1010, LAW 103, and LAW 101 with a final grade of “C” or better as requirement for enrollment in further law courses; completion of an interview with the Paralegal Studies Coordinator; and no grade below “C” in any LAW course.

Required General Education Courses
COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or COM 103♦ - Public Speaking Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)
HIST - History Credits: (6)
Humanities and/or Fine Arts Credits: (9)
(Must include at least one Lit)
MATH 1010♦ - Math for Liberal Arts(or higher) Credits: (3)
Natural Sciences Credits: (8)
Social/Behavioral Sciences Credits: (6)

Recommended Area of Emphasis Courses
LAW 101* - Introduction to Law Credits: (3)
LAW 103* - Ethics and Professionalism Credits: (2)
LAW 105* - Legal Research Credits: (3)
LAW 106* - Legal Writing Credits: (3)
LAW 108* - Evidence Credits: (2)
LAW 210* - Civil Trial and Appellate Practice I Credits: (3)
LAW 211* - Civil Trial and Appellate Practice II Credits: (3)

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.

Philosophy – University Parallel

Required General Education Courses
COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or COM 103♦ - Public Speaking Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)
HIST - History Credits: (6)
Humanities and/or Fine Arts Credits: (9)
(Must include at least one Lit)
MATH 1010♦ - Math for Liberal Arts Credits: (3)
Natural Sciences Credits: (8)
Social/Behavioral Sciences Credits: (6)

Recommended Area of Emphasis Courses
PHIL 1030♦ - Introduction to Philosophy Credits: (3)
PHIL 110 - Logic and Critical Thinking Credits: (3)
HIST 110♦ - World Civilization from Primitive Culture to 1650 Credits: (3)
or HIST 1120♦ - World Civilization from 1650 to Present Credits: (3)
ENGL 2310♦ - World Literature to 1650 Credits: (3)
or ENGL 2320♦ - World Literature since 1650 Credits: (3)
Philosophy Elective Credits: (3) Choose from the following:
• PHIL 121♦ - Ethics Credits: (3)
• PHIL 220 - Philosophy of Religion Credits: (3)
• PHIL 260 - Introduction to Biblical Studies Credits: (3)
• PHIL 270 - Survey of World Religions Credits: (3)
• PHIL 280T - Special Topics in Religious and Philosophical Studies Credits: (3)

College Electives Credits: (4) Any University-Parallel courses

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.
Physical Therapist Assistant - A.A.S.

This program prepares students to become Mid-level Physical Therapy practitioners. Physical Therapist Assistants work under the direction of a Licensed Physical Therapist in a wide variety of health care facilities. The Vol State program meets the guidelines for accredited curricula and is accredited by the Commission on Accreditation in Physical Therapy Education, 111 North Fairfax Street, Alexandria, VA 22314. Telephone: 703-706-3245

Admission to the program is limited. In order to be eligible for admission into the PTA program, students must successfully complete, with a grade of “C” or better, all of the required 17 hours of general education courses. Students must also complete AHC 101*, AHC 115*, PTA 110*, and MATH 1010 or higher and demonstrate computer competency (either by receiving a “C” or higher in CIS 100 or receiving a passing score on the Computer Competency Exam). Once students are admitted into the second year of the PTA program, three semesters of continuous full-time intensive study are required for completion. The program begins with the Summer Session. The PTA program classes frequently do not follow the regular College calendar. The Summer Semester generally begins the last week of May.

Please go to www.volstate.edu/PTA for information regarding application deadlines.

Required General Education Courses

Courses That Fulfill Minimum Degree Requirements
ENGL 1010♦ - English Composition I Credits: (3)
Humaneities and/or Fine Arts Credits: (3)
BIOL 2010♦ - Human Anatomy and Physiology I Credits: (4)
BIOL 2020♦ - Human Anatomy and Physiology II Credits: (4)
PSY 101♦ - General Psychology Credits: (3)

Total General Education Credits: 17

Required Major Core Courses

AHC 101* - Introduction to Physical Therapy Credits: (1)
AHC 115* - Medical Terminology Credits: (3)
MATH 1010♦ - Math for Liberal Arts Credits: (3)
PTA 110* - Physical Science for the PTA Credits: (2)
PTA 210♦ - Fundamentals of Physical Therapy Credits: (1)
PTA 221♦ - Functional Anatomy and Kinesiology Credits: (2)
PTA 222♦ - Clinical Anatomy II Credits: (2)
PTA 242C♦ - Clinical Practice I Credits: (3)
PTA 243C♦ - Clinical Practice II Credits: (8)
PTA 250♦ - Medical Conditions for the PTA Credits: (3)
PTA 251♦ - PTA Seminar Credits: (2)
PTA 253♦ - Therapeutic Applications I Credits: (4)
PTA 263♦ - Therapeutic Applications II Credits: (5)
PTA 264♦ - Therapeutic Applications III Credits: (5)
PTA 265♦ - Therapeutic Applications IV Credits: (2)
PTA 270♦ - Therapeutic Applications V Credits: (4)

Total Major Core Credits: 50

Total Degree Requirements Credits: 67

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Physics – University Parallel

Required General Education Courses

COM 100♦ - Fundamentals of Speech Communication Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)
HIST - History Credits: (6)
Humanities and/or Fine Arts Credits: (9)
(Must include at least one Lit)
MATH 1910♦ - Calculus and Analytic Geometry I Credits: (4)

Required Area of Emphasis Courses

CHEM 1110♦ - General Chemistry I Credits: (4)
CHEM 1120♦ - General Chemistry II Credits: (4)
MATH 1920 - Calculus and Analytic Geometry II Credits: (4)
MATH 2110 - Calculus and Analytic Geometry III Credits: (4)
MATH 2120 - Differential Equations Credits: (3)

1 Check senior institution requirement for CHEM 1120 or computer programming preference.

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.
Pre-Dental Hygiene – University Parallel

Required General Education Courses
COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or COM 103♦ - Public Speaking Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)
HIST - History Credits: (6)
Humanities and/or Fine Arts Credits: (9)
(Must include at least one Lit)
MATH 1010♦ - Math for Liberal Arts (or higher) Credits: (3)
BIOL 2010♦ - Human Anatomy and Physiology I Credits: (4)
BIOL 2020♦ - Human Anatomy and Physiology II Credits: (4)
PSY 101♦ - General Psychology Credits: (3)
SOC 101♦ - Introduction to Sociology Credits: (3)

Recommended Area of Emphasis Courses
BIOL 2230 - Microbiology Credits: (4)
CHEM 103♦ - Fundamentals of Chemistry (or higher) Credits: (4)
HED 220 - Principles of Nutrition Credits: (3)

College Electives (9) Choose from:
- EDU 102♦ - Human Growth & Development Credits: (3)
- PSY 231 - Child Psychology Credits: (3)
- PSY 232 - Adolescent Psychology Credits: (3)
- SOC 102♦ - Social Problems Credits: (3)

1 Check Senior Institution Requirement.

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.

Pre-Law – University Parallel

Required General Education Courses
COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or COM 103♦ - Public Speaking Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)
History Credits: (6) Choose from the following:
- HIST 111♦ - World Civilization from Primitave Culture to 1650 Credits: (3)
and HIST 112♦ - World Civilization from 1650 to Present Credits: (3)
or any two of the following:
- HIST 2010♦ - Survey of American History I Credits: (3)
- HIST 2020♦ - Survey of American History II Credits: (3)
- HIST 2030♦ - Tennessee History Credits: (3)

Humanities and/or Fine Arts Credits: (9)
(Must include at least one Lit)
MATH 1010♦ - Math for Liberal Arts (or higher) Credits: (3)
Natural Sciences Credits: (8)
HED 120♦ - Introduction to Wellness Credits: (3)
Social/Behavioral Sciences Credits: (3)

Recommended Area of Emphasis Courses
ECO 211♦ - Principles of Economics I Credits: (3)
POL 110♦ - Introduction to Political Science Credits: (3)
POL 200♦ - American Government and Politics Credits: (3)
POL 210♦ - State and Local Government in the United States Credits: (3)
College Electives Credits: (7)

1 Recommended: Foreign Language (two semesters of the same college-level); or two courses to be chosen from ECO 212, PHIL 110, COM 250

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.

Pre-Medical Professional University Parallel

(includes Pre-Medical, Pre-Pharmacy, Pre-Veterinary, Pre-Dentistry, and Pre-Optometry)

Required General Education Courses
COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or COM 103♦ - Public Speaking Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)
HIST - History Credits: (6)
Humanities and/or Fine Arts Credits: (9)
(Must include at least one Lit)
MATH 191♦ - Calculus and Analytic Geometry I Credits: (4)
CHEM 111♦ - General Chemistry I Credits: (4)
CHEM 112♦ - General Chemistry II Credits: (4)
Social/Behavioral Sciences Credits: (6)

Recommended Area of Emphasis Courses
CHEM 1110♦ - General Chemistry I Credits: (4)
CHEM 1120♦ - General Chemistry II Credits: (4)

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.

Pre-Nursing – University Parallel

Required General Education Courses
COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or COM 103♦ - Public Speaking Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)
Hist - History Credits: (6)
Humanities and/or Fine Arts Credits: (9)
(Must include at least one Lit)
MATH 113♦ - College Algebra Credits: (3)
or MATH 153♦ - Elementary Statistics Credits: (3)
BIOL 2010♦ - Human Anatomy and Physiology I Credits: (4)
BIOL 2020♦ - Human Anatomy and Physiology II Credits: (4)
PSY 222♦ - Human Growth & Development Credits: (3)
SOC 102♦ - Social Problems Credits: (3)

1 Consult advisor and senior institution requirement

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.

Pre-Ophthalmic – Pre-Optometry

Recommended Area of Emphasis Courses
CHEM 1110♦ - General Chemistry I Credits: (4)
CHEM 1120♦ - General Chemistry II Credits: (4)

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.
## Pre-Nursing [Belmont Partnership] – University Parallel

### Required General Education Courses
- COM 103♦ - Public Speaking Credits: (3)
- ENGL 1010♦ - English Composition I Credits: (3)
- ENGL 1020♦ - English Composition II Credits: (3)
- HIST 1110♦ - World Civilization from Primitive Culture to 1650 Credits: (3)
- HIST 1120♦ - World Civilization from 1650 to Present Credits: (3)
- Sociology Credits: (3) Choose one group from the following:
  - PSY 101♦ - General Psychology Credits: (3)
  - SOC 101♦ - Introduction to Sociology Credits: (3)

### Recommended Area of Emphasis Courses
- AHC 204 - Health Assessment Credits: (3)
- BIOL 1010♦ - Introduction to Biology I Credits: (4)
- HED 120♦ - Introduction to Wellness Credits: (3)
- HED 220 - Principles of Nutrition Credits: (3)
- MUS 1030♦ - Music Appreciation Credits: (3)
- PSY 222♦ - Human Growth & Development Credits: (3)
- PSY 210 - Abnormal Psychology Credits: (3)

1 Fine Arts must be ART 1030 or MUS 1030.

2 A Literature course should be taken in student’s final semester.

### Pre-Nursing [Cumberland Partnership] – University Parallel

### Required General Education Courses
- COM 100♦ - Fundamentals of Speech Communication Credits: (3)
  or COM 103♦ - Public Speaking Credits: (3)
- ENGL 1010♦ - English Composition I Credits: (3)
- ENGL 2010♦ - English Composition II Credits: (3)
- History Credits: (6) Choose one group from the following:
  - HIST 1110♦ - World Civilization from Primitive Culture to 1650 Credits: (3)
  - HIST 1120♦ - World Civilization from 1650 to Present Credits: (3)
  - HIST 2010♦ - Survey of American History I Credits: (3)
  - HIST 2020♦ - Survey of American History II Credits: (3)

### Humanities/Fine Arts Credits: (6) Choose from the following:
- ENGL 1010♦ - English Composition I Credits: (3)
- ENGL 1020♦ - English Composition II Credits: (3)
- COM 100♦ - Fundamentals of Speech Communication Credits: (3)
- ENGL LIT: (3) Choose from the following:
  - ENGL 2010♦ - Introduction to Poetry and Drama Credits: (3)
  - ENGL 2110♦ - World Literature since 1650 Credits: (3)
  - ENGL 2100♦ - World Literature to 1650 Credits: (3)
  - ENGL 2120♦ - American Literature since 1865 Credits: (3)
  - ENGL 2130♦ - American Literature to 1865 Credits: (3)
  - ENGL 2210♦ - World Literature since 1650 Credits: (3)
  - ENGL 2220♦ - World Literature to 1650 Credits: (3)

1 Must be taken prior to BIOL 2010

2 Must be taken after BIOL 2010

### Recommended Area of Emphasis Courses
- CHEM 1030♦ - Fundamentals of Chemistry Credits: (4)
- CHEM 1110♦ - General Chemistry I Credits: (4)
- BIOL 2230 - Microbiology Credits: (4)
- PSY 222♦ - Human Growth & Development Credits: (3)
- Elective Credits: (8) Choose University-Parallel courses

3 Must be taken prior to BIOL 2010

### Pre-Nursing [Union Partnership - Adult Studies] – University Parallel

### Required General Education Courses
- COM 103♦ - Public Speaking Credits: (3)
- ENGL 1010♦ - English Composition I Credits: (3)
- ENGL 1020♦ - English Composition II Credits: (3)
- MATH 1130♦ - College Algebra Credits: (3)
- History Credits: (3) Choose from the following:
  - ENGL 2110♦ - American Literature to 1865 Credits: (3)
  - ENGL 2120♦ - American Literature since 1865 Credits: (3)
  - ENGL 2310♦ - World Literature to 1650 Credits: (3)
  - ENGL 2320♦ - World Literature since 1650 Credits: (3)

### Humanities/Fine Arts Credits: (6) Choose two courses from the following:
- ART 1030♦ - Introduction to Art Credits: (3)
- ENGL 1030♦ - Introduction to Film Credits: (3)
- ENGL 2010♦ - Introduction to Poetry and Drama Credits: (3)
- ENGL 2020♦ - Introduction to Fiction Credits: (3)
- MUS 1030♦ - Music Appreciation Credits: (3)
- PHIL 121♦ - Ethics Credits: (3)
- PHIL 1030♦ - Introduction to Philosophy Credits: (3)
- MATH 1530♦ - Elementary Statistics Credits: (3)
- BIOL 1010♦ - Human Anatomy and Physiology I Credits: (4)
- BIOL 2020♦ - Human Anatomy and Physiology II Credits: (4)
- PSY 101♦ - General Psychology Credits: (3)

### Recommended Area of Emphasis Courses
- AHC 204 - Health Assessment Credits: (3)
- BIOL 1010♦ - Introduction to Biology I Credits: (4)
- HED 120♦ - Introduction to Wellness Credits: (3)
- HED 220 - Principles of Nutrition Credits: (3)
- MUS 1030♦ - Music Appreciation Credits: (3)
- PHIL 121♦ - Ethics Credits: (3)
- PHIL 1030♦ - Introduction to Philosophy Credits: (3)
- MATH 1530♦ - Elementary Statistics Credits: (3)
- BIOL 2230 - Microbiology Credits: (4)
- PSY 222♦ - Human Growth & Development Credits: (3)
- Elective Credits: (8) Choose University-Parallel courses

1 The following three 3-semester hour courses are required prior to admission to the Union University Nursing Program: CHR 111 (Old Testament Survey), CHR 112 (New Testament Survey), and BIO 300 (Pathophysiology). Junior and Senior years for the nursing major are delivered in a traditional 2 year format in Jackson, TN to complete the BSN.
Pre-Nursing [Union Partnership]
University Parallel

Required General Education Courses
COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or COM 103♦ - Public Speaking Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)
History Credits: (6) Choose one group from the following:
• HIST 1110♦ - World Civilization from Primitive Culture to 1650 Credits: (3)
• HIST 1120♦ - World Civilization from 1650 to Present Credits: (3)
or
• HIST 2010♦ - Survey of American History I Credits: (3)
• HIST 2020♦ - Survey of American History II Credits: (3)
Fine Arts Credits: (3) Choose one from the following:
• ART 1030♦ - Introduction to Art Credits: (3)
• MUS 1030♦ - Music Appreciation Credits: (3)
• THEA 1030♦ - Introduction to Theater Credits: (3)
English Credits: (6) Choose one group from the following:
• ENGL 2110♦ - American Literature To 1865 Credits: (3)
• ENGL 2120♦ - American Literature since 1865 Credits: (3)
or
• ENGL 2310♦ - World Literature to 1650 Credits: (3)
• ENGL 2320♦ - World Literature since 1650 Credits: (3)
MATH 1530♦ - Elementary Statistics Credits: (3)
BIOI 2010♦ - Human Anatomy and Physiology I Credits: (4)
BIOI 2020♦ - Human Anatomy and Physiology II Credits: (4)
PSY 101♦ - General Psychology Credits: (3)
SOC 101♦ - Introduction to Sociology Credits: (3)

Recommended Area of Emphasis Courses
CHEM 1030♦ - Fundamentals of Chemistry Credits: (4)
or CHEM 1110♦ - General Chemistry I Credits: (4)
BIOL 2230 - Microbiology Credits: (4)
PSY 101♦ - General Psychology Credits: (3)
PHED Activity Credits: (2)
Electives Credits: (6) Choose from any of the University-Parallel courses

*The following three 3-semester hour courses are required prior to admission to the Union University Nursing Program: CHR 111 (Old Testament Survey), CHR 112 (New Testament Survey), and BIO 300 (Pathophysiology). Junior and Senior years for the nursing major are delivered in a traditional 2 year format in Jackson, TN to complete the BSN.

Sub-Total Hours Credits: 36

Total Degree Requirements Credits: 60

Summary of Required Hours Offered by VSCC
BIOL 2010♦ - Human Anatomy and Physiology I Credits: (4)
BIOL 2020♦ - Human Anatomy and Physiology II Credits: (4)
BIOL 2230 - Microbiology Credits: (4)
ENGL 1010♦ - English Composition I Credits: (4)
Hours and/or Fine Arts Elective Credits: (3)
PSY 101♦ - General Psychology Credits: (3)
PSY 222♦ - Human Growth & Development Credits: (3)

Sub-Total Hours Credits: 24

TSU Nursing – University Center

Associate of Applied Science

The Associate of Applied Science in Nursing degree (AD Nursing) program from Tennessee State University has been extended to the Volunteer State Community College campus in Gallatin. Most courses are taught on the Vol State campus and clinicals are offered at medical facilities in the Vol State service area. TSU faculty teach the nursing courses and supervise the clinicals while Vol State faculty teach all of the other required courses. Vol State courses include biology, English, mathematics, and psychology. Upon completing the program, a student will receive the Associate of Applied Science degree from TSU and be prepared to take the R.N. licensure examination. All aspects of this cooperative program are described in a contract between the two institutions.

Students who are interested in the Nursing program generally fill out a Vol State application indicating that they are “Degree Applicants” with “Nursing (2 year TSU)” as their Major. A VSCC nursing advisor will be assigned automatically and the student will be notified by mail. Even before declaring an interest in the nursing program, students MUST take the college placement exam to determine what Developmental courses must be completed before they can even be considered for the TSU Nursing program. As an ABSOLUTE MINIMUM, to be considered for the TSU program, a student MUST HAVE COMPLETED ALL developmental courses identified by the placement test as well as a course in chemistry (with laboratory). Effective January, 2001, students who are eligible to apply to TSU for the TSU Nursing program at Vol State will have completed (1) all required developmental courses, (2) a laboratory Chemistry course, (3) as many of the required non-nursing courses as possible, all BIOL being completed within the last five years of entering the program, (4) required courses receiving NO grade lower than “C” in ANY course, (5) an overall college grade point average of 2.50 from all colleges attended, (6) the NET Test (entrance exam for nursing schools), (7) an application to TSU and received a letter of acceptance; and (8) all of the above along with a separate application to the TSU School of Nursing. Information concerning the nursing program may be obtained by calling the Nursing Hotline at (615) 230-3296, (615) 741-3215 ext. 3296, or 1-888-335-VSCC (8722) ext. 3296.

Computer Literacy Requirement

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.
Required General Education Courses

COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or COM 103♦ - Public Speaking Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)

History Credits: (6) Choose from the following:
- HIST 1110♦ - World Civilization from Primitive Culture to 1650
  Credits: (3)
- and HIST 1120♦ - World Civilization from 1650 to Present Credits: (3)

or any two of the following:
- HIST 2010♦ - Survey of American History I Credits: (3)
- HIST 2020♦ - Survey of American History II Credits: (3)
- HIST 2030♦ - Tennessee History Credits: (3)

Humanities and/or Fine Arts Credits: (9)
(Must include at least one Lit)
MATH 1010♦ - Math for Liberal Arts Credits: (3)
Natural Sciences Credits: (8)
HED 120♦ - Introduction to Wellness Credits: (3)
PSY 101♦ - General Psychology Credits: (3)

Recommended Area of Emphasis Courses

PSY 201 - Personal Adjustment Credits: (3)
PSY 222♦ - Human Growth & Development Credits: (3)
PSY 231 - Child Psychology Credits: (3)
PSY 243 - Psychology of Death and Dying Credits: (3)
PSY 244 - Alcohol and Drug Abuse Credits: (3)
SOC 102♦ - Social Problems Credits: (3)

College Elective Credit: (1) Any University-Parallel course

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.

Radiologic Technology - A.A.S.

The Radiologic Technology Program prepares students to become Radiologic Technologists (Radiographers). Medical Imaging represents the second largest Allied Health profession in the nation. Radiographers work in a variety of health care settings including hospitals, clinics, and physicians' offices.

The College cannot accept all students who want to take the Radiologic Technology program. Admission to the program is limited. Screening is done once a year in late May.

This program takes two full years to complete. The program begins during the late Summer semester and continues for the next six semesters. Full-time study is required for 24 continuous months including two summer sessions. The Radiologic Technology program includes extensive hours of supervised instruction in Medical Imaging departments in area hospitals.

In order to be eligible for admission into the program, students must successfully complete with a grade of “C” or better all of the required 16 hours of general education courses, AHC 104*, and demonstration of computer competency. There is a May 1st deadline. All remedial and developmental courses must be completed with a “C” or better prior to the interview process. For more information or to apply to this program, contact the Program Director.

Required General Education Courses

Courses That Fulfill Minimum Degree Requirements

ENGL 1010♦ - English Composition I Credits: (3)

Total General Education Credits: 16

Required Major Core Courses

AHC 104* - Introduction to Radiologic Technology Credits: (1)
AHC 115* - Medical Terminology Credits: (3)
BIOL 2020♦ - Human Anatomy and Physiology I Credits: (4)
RAD 110* - Patient Care Credits: (3)
RAD 111C* - Clinical Education I Credits: (3)
RAD 112C* - Clinical Education II Credits: (3)
RAD 113C* - Clinical Education III Credits: (3)
RAD 120* - Positioning & Procedures I Credits: (3)
RAD 121* - Positioning and Procedures II Credits: (3)
RAD 122* - Positioning and Procedures III Credits: (3)
RAD 130* - Radiographic Anatomy I Credits: (1)
RAD 131* - Radiographic Anatomy II Credits: (1)
RAD 150* - Radiation Protection Credits: (2)
RAD 200* - Radiographic Image Evaluation Credits: (2)
RAD 211C* - Clinical Education IV Credits: (3)
RAD 212C* - Clinical Education V Credits: (3)
RAD 220* - Radiologic Pathology Credits: (2)
RAD 221* - Radiographic Physics I Credits: (3)
RAD 222* - Radiographic Physics II Credits: (3)
RAD 231* - Principles of Radiographic Exposure I Credits: (3)
RAD 232* - Principles of Radiographic Exposure II Credits: (3)
RAD 241* - Radiography Seminar Credits: (1)
RAD 242* - Registry Review Credits: (1)
RAD 260* - Radiologic Biology Credits: (2)

Total Major Core Credits: 59

Total Degree Requirements Credits: 75

NOTE: Students desiring to transfer into an APSU baccalaureate program must also complete the following additional general education requirements: ENGL 1020; six hours of literature courses from either ENGL 1010, 2020, 2110, 2120, 2310, or 2320; complete the American History sequence, either HIST 2010 or 2020; a one-hour PHED activity course; and three hours from either ECO, GEOG, HIST, POE, PSY, SOC, or SOS.

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/
Recording Industry Management – University Parallel

Required General Education Courses
COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or COM 103♦ - Public Speaking Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)
HIST - History Credits: (6)
MATH 1130♦ - College Algebra (or higher) Credits: (3)
(Must include at least one Lit)
MUS 1030♦ - Music Appreciation Credits: (3)
Natural Sciences Credits: (8)'
Social/Behavioral Sciences Credits: (6)
(two courses with different prefixes)

Recommended Area of Emphasis Courses
COM 110 - Survey of Mass Communications Credits: (3)
COM 270♦ - Audio for Media Credits: (3)
COM 271♦ - Introduction to Recording Techniques and Sound Reinforcement Credits: (3)
MUS 101 - Music Theory I Credits: (4)
MUS 222 - History of Recording Industry Credits: (3)
MUS 223 - Survey of Recording Industry Credits: (3)

1BIOL 1030 and one additional Natural Sciences Survey “1030” course. Consult advisor and senior institution requirement.

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.

Respiratory Care Technology - A.A.S.

This program prepares students to become Respiratory Care Therapists at the Advanced Practitioner level. Respiratory Care Therapists are typically employed within the hospital, clinic and DME setting, as well as Sleep and other diagnostic labs. After fulfilling the college admission requirements, students are encouraged to complete the general education courses as outlined prior to beginning the program. Students may additionally complete AHC 115* and RPC 101* as recommended optional courses. Students are required to submit an Application to Allied Health Careers by the June 1st deadline. Formal screening for program admission is completed in early July. Seating is limited. Students are recommended to maintain GPA of 2.5 or higher. The RPC program is a total of four full-time semesters, with the fourth semester meeting one day a week with the remaining courses completed on-line. Interested students should contact the Allied Health Department for an Information Packet.

Students should complete the general education courses prior to acceptance into the program.

Required General Education Courses

Courses That Fulfill Minimum Degree Requirements
ENGL 1010♦ - English Composition I Credits: (3)
Humanities and/or Fine Arts Credits: (3)
Natural Sciences/Mathematics: Credits: (4) Choose 1 course from the following:
- BIOL 2010♦ - Human Anatomy and Physiology I Credits: (4)
- CHEM 1030♦ - Fundamentals of Chemistry Credits: (4)
- PHYS 1030♦ - Introductory Physics Credits: (4)
- PSCI 1030♦ - An Introduction to Physical Science Credits: (4)
Social/Behavioral Sciences Credits: (3) (any except GEG)
MATH 1010♦ - Math for Liberal Arts (or higher level) Credits: (3)

Total General Education Credits: 16

Required Major Core Courses

RPC 201♦ - Fundamentals of Respiratory Care I Credits: (4)
RPC 202♦ - Fundamentals of Respiratory Care II Credits: (4)
RPC 203♦ - Fundamentals of Respiratory Care III Credits: (3)
RPC 204♦ - Fundamentals of Respiratory Care IV Credits: (4)
RPC 220♦ - Arterial Blood Gas Analysis & Physiology I Credits: (4)
RPC 225♦ - Arterial Blood Gas Analysis and Physiology II Credits: (4)
RPC 229♦ - Fundamentals of Mechanical Ventilation I Credits: (4)
RPC 230♦ - Fundamentals of Mechanical Ventilation II Credits: (4)
RPC 260♦ - Pulmonary Pathology Credits: (3)
RPC 281C♦ - Clinical Practice I Credits: (6)
RPC 282C♦ - Clinical Practice II Credits: (4)
RPC 283C♦ - Clinical Practice III Credits: (4)
RPC 289♦ - Current Topics in Respiratory Care Credits: (1)
RPC 290♦ - National Certification Review Credits: (4)
RPC 291♦ - National Registry Review Credits: (3)

Total Major Core Credits: 56

Total Degree Requirements Credits: 72

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Secondary Education – University Parallel

Required General Education Courses
COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or COM 103♦ - Public Speaking Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)
History Credits: (6) Choose one group from the following:
- HIST 1110♦ - World Civilization from Primitive Culture to 1650 Credits: (3)
- and HIST 1120♦ - World Civilization from 1650 to Present Credits: (3)
or any two of the following:
- HIST 2010♦ - Survey of American History I Credits: (3)
- HIST 2020♦ - Survey of American History II Credits: (3)
- HIST 2030♦ - Tennessee History Credits: (3)
Humanities and/or Fine Arts Credits: (9)
(Must include at least one Lit)
MATH 1010♦ - Math for Liberal Arts Credits: (3)
Natural Sciences Credits: (8)
HED 120♦ - Introduction to Wellness Credits: (3)
Social/Behavioral Sciences Credits: (3)

Recommended Area of Emphasis Courses
EDU 101 - Introduction to Education Credits: (3)
EDU 102♦ - Human Growth & Development Credits: (3)
HED 100 - Personal Health Credits: (3)
PSY 101♦ - General Psychology Credits: (3)
or SOC 101♦ - Introduction to Sociology Credits: (3)
PHED Credit: (1) Physical Education Activity Course
College Electives Credits: (6) Any University-Parallel Courses*

*Transfer institution requirements must be considered.

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.
Sleep Diagnostics Technology – Technical Certificate

This technical certificate program is a three-semester (twelve month) program and is composed of didactic and clinical instruction. The Program format includes 6 lecture courses offered online and clinical training during the Summer and Fall terms. The clinical training will be performed at various hospitals and clinics in Middle TN and surrounding areas. The Program is designed to prepare the student for employment in a Sleep Disorder Center, as well as lessen the training period required to sit for the national BRPT credentialing examination. After completing and successfully passing the BRPT examination, the sleep lab technologist will receive the R.PSGT credentialing (Registered Polysomnography Technologist).

Each semester is dependent on the other in instruction; therefore, the student is required to have taken the preceding semester’s courses in advance of latter courses. For those students entering the program with prior Sleep, Respiratory or Nursing backgrounds, the advisor may allow the transfer of college credit or credit by examination.

For those wishing to pursue an associate degree, this technical certificate may be applied towards the A.A.S. Allied Health Option.

Students desiring entrance into the Sleep Diagnostic Technology program must have the following on file:

- Meet admission requirements for the College based on the admission or readmission status the applicant is seeking
- Application to Allied Health Careers
- VSCC Medical History and Physical Examination Report
- Statement of Health and Hospitalization Insurance Coverage
- Interview or screening documentation

The Application to Allied Health Careers deadline is October 1 for the class beginning in January. Applicants are strongly encouraged to apply early. Any questions about the program or the admissions procedure should be directed to the Program Director.

Summary of Required Hours

SPRING TERM
PSG 101* - Anatomy and Physiology of Sleep Disorders Credits: (3)
PSG 102* - Classification of Sleep Disorders Credits: (3)

SUMMER TERM
PSG 110* - Sleep Polysomnography Instrumentation Credits: (3)
PSG 120* - Clinical Practice I Credits: (4)
PSG 130* - Data Management in Polysomnography Credits: (4)

FALL TERM
PSG 131* - Sleep Scoring Credits: (4)
PSG 132* - Sleep Registry Review Credits: (4)
PSG 133* - Clinical Practice II Credits: (6)

Total Certificate Hours Credits: 31

Social Science and Education – University Parallel

Required General Education Courses
COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or COM 103♦ - Public Speaking Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)
History Credits: (6) Choose one group from the following:
- HIST 1110♦ - World Civilization from Primitive Culture to 1650 Credits: (3)
- HIST 1120♦ - World Civilization from 1650 to Present Credits: (3)
or any two:
- HIST 2010♦ - Survey of American History I Credits: (3)
- HIST 2020♦ - Survey of American History II Credits: (3)
- HIST 2030♦ - Tennessee History Credits: (3)

Humanities and/or Fine Arts Credits: (9)
(Must include at least one Lit)
MATH 1010♦ - Math for Liberal Arts (or higher) Credits: (3)
Natural Sciences Credits: (8)
HED 120♦ - Introduction to Wellness Credits: (3)

Recommended Area of Emphasis Courses
College Electives Credits: (18) Social/Behavioral Sciences: choose 6 courses
College Elective Credits: (1) Any University-Parallel course

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.

Sociology – University Parallel

Required General Education Courses
COM 100♦ - Fundamentals of Speech Communication Credits: (3)
or COM 103♦ - Public Speaking Credits: (3)
ENGL 1010♦ - English Composition I Credits: (3)
ENGL 1020♦ - English Composition II Credits: (3)
History Credits: (6) Choose one group from the following:
- HIST 1110♦ - World Civilization from Primitive Culture to 1650 Credits: (3)
- and HIST 1120♦ - World Civilization from 1650 to Present Credits: (3)
or any two:
- HIST 2010♦ - Survey of American History I Credits: (3)
- HIST 2020♦ - Survey of American History II Credits: (3)
- HIST 2030♦ - Tennessee History Credits: (3)

Humanities and/or Fine Arts Credits: (9)
(Must include at least one Lit)
Natural Sciences Credits: (8)
HED 120♦ - Introduction to Wellness Credits: (3)
MATH 1010♦ - Math for Liberal Arts (or higher) Credits: (3)

Recommended Area of Emphasis Courses
PSY 101♦ - General Psychology Credits: (3)
PSY 221 - Psychology of Human Interaction Credits: (3)
SOC 102♦ - Social Problems Credits: (3)
SOC 204 - Sociology of Aging Credits: (3)
SOC 211D - Criminology Credits: (3)
SOC 240T* - Selected Topics in Sociology Credits: (1-6)
College Elective Credit: (1) Any University-Parallel Course

Computer Literacy Requirement: See http://www.volstate.edu/ComputerLiteracy/

Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.
TENNESSEE REGENTS ONLINE DEGREE

Tennessee Board of Regents colleges, universities, and technology centers joined to offer the Regents Online Degree Programs (RODP). Courses completed in the Regents Online Degree Programs are online and transferable among all participating institutions. Students are able to choose the college or university (home school) for their admission, registration, and the award of their degree. Volunteer State offers the following online associate degrees:

- Associate of Applied Science in Professional Studies Concentration: Information Technology
- Associate of Applied Science in Early Childhood Education
- Associate of Applied Science in Health Information Technology
- Associate of Applied Science in Web Technology
- Web Page Authoring Technical Certificate
- Associate of Arts in General Studies (*University Parallel)
- Associate of Science in General Studies (*University Parallel)
- Updated: Associate of Science in General Studies: Elective Concentration for: Teacher Aides / Paraprofessionals Preparation (*University Parallel)

(Designed for teacher aides interested in completing their AS online. Elective courses customized to address the course credentialing of paraprofessionals for the “No Child Left Behind” requirements)

Associate Degrees earned at VSCC will transfer to Tennessee Board of Regents universities and credit will be accepted for Regents Online Bachelor Degrees in General Studies and Professional Studies. The Bachelor Degrees may be completed through the six TBR Universities.

For additional information, please contact the Volunteer State RODP Student Contact in the Advising Center at (615) 230-3702, or visit the RODP website: www.rodp.org
Outcomes of the Curricula

The philosophy, goals, purpose, and mission of Volunteer State Community College represent the learning outcomes expected of a graduate of the College. These learning results are universal in scope and are concerned with the individual as a student, as a citizen, and as a worker.

Each curriculum designed by the institution requires a common core of general education experiences through which a student must progress. To complete a course or series of courses successfully, the student must demonstrate specific academic competencies, outcomes, related to the general education goals.

Other curriculum-related goals are specified by divisions or disciplines which have the primary responsibility for ensuring quality instruction in a particular degree program. These goals and the resulting learning outcomes provide the opportunity for students to demonstrate the knowledge, skills, and attitudes necessary to function successfully within their chosen profession or educational endeavor.

Student Assessment and Placement

First-time freshmen below the age of 21 enrolling in regular degree credit programs must have taken the American College Testing (ACT) examination and provided scores to Volunteer State Community College prior to admission. Those who have not previously taken the ACT will have the opportunity to take it at Vol State. Students 20 years of age and below will be placed according to ACT scores.

All degree-seeking students 21 years of age and older are subject to placement based on the specified placement tests. The purpose of these placement assessments is to insure, as far as possible, the maximum chance of success for all students.

Students who are admitted as Non-Degree Seeking need not submit ACT scores; neither will they be required to take placement tests unless the Non-Degree Seeking student enrolls in a college level course which has a developmental studies pre-requisite. The Non-Degree Seeking category includes only those students who apply with no intention of pursuing a degree. Furthermore, Non-Degree Seeking students will be subject to regular admission requirements when they have accumulated 48 hours of credit at the College.

Outcomes Assessment and Program Evaluation

Any or all students will be required to take one or more tests designed to measure general education achievement and/or achievement in selected major areas as a prerequisite to graduation for the purpose of evaluation of academic programs.

Unless otherwise provided for any individual program, no minimum score or level of achievement is required for graduation. Participation in testing may be required for all students, for students in selected programs, and for students selected on a sample basis.

Degrees Offered

Vol State awards the Associate of Arts Degree, the Associate of Science Degree, the Associate of Applied Science Degree, and the Associate of Science in Teaching Degree. A Technical Certificate may be awarded to a student who completes any certain specifically prescribed program of less than an associate degree.

General Degree Requirements

The general requirements for an associate degree at Vol State are as follows:

Not less than 60 semester hours of credit

A student who has 24 semester hours in residence at Vol State may transfer back two courses or six semester hours to complete graduation requirements. A minimum of 20 of the final 26 semester hours of course work must be completed in residence at Vol State. Exceptions may be granted by the Vice President of Academic Affairs and the College Registrar.

A minimum overall quality point average of 2.00 (â‚¢â€œCâ€œâ€œâ€œ) on all college level work attempted at Vol State. (In no case may transferred grades be used to raise the studentâ€™s quality point average on courses taken at Vol State.)

Completion of specific course requirements as given in outlined Programs of Study. Developmental courses (numbered 001 to 099) may not be counted toward meeting graduation requirements. (Substitutions in programs must be approved by the Vice President of Academic Affairs.)

Students must take the General Education assessment test as prescribed by the college.

Computer Competency Requirement - Volunteer State Community College requires that all degree-seeking students achieve a level of computer competency.

Students at Volunteer State can demonstrate the required level of computer competency in one of two ways:

By taking and passing the course CIS 100 (Computer Technology and Applications)

By taking and passing the Computer Competency Exam (CCE).

See additional information at http://www.volstate.edu/ComputerLiteracy/.

Second Degree

A student who has completed the requirements for one degree may receive a second degree if the second degree is a different type/major from the first. (i.e., A student who has received an Associate of Science degree may receive as a second degree an Associate of Arts degree or Associate of Applied Science degree.)

Students completing a second degree and/or major must complete the curriculum prescribed for the second degree/major, provided the work completed includes at least 24 semester hours in residence over and above the total number of hours completed for the first degree. The student will be governed by the provisions of the Catalog in effect at the time he/she re-enters the College for work toward the second degree.

Technical Certificate Requirements

Vol State offers a variety of technical certificate programs. These programs vary in the number of hours required. For detailed information on specific technical certificate programs, refer to the section on Programs of Study (Technical Certificate). The general requirements for awarding a Technical Certificate are:

A minimum quality point average of 2.0 in courses presented to meet the requirements for the certificate.

A total of six (6) semester hours of transfer work may be applied to a Technical Certificate. All other course requirements must be completed in residence at Vol State.

Enrollment in courses required for the technical certificate at the time an application for the certificate is made or permission from the Vice President of Academic Affairs.

General Education Goals
The general education requirements at Volunteer State Community College consist of designated courses which focus on the intellectual, emotional, physical, and cultural environment. These courses are intended to provide students with a base for undertaking the specialized studies in either a transfer or a career program. The overall purpose of the general education courses is to involve students in a mature inquiry into cultural traditions, values, and assumptions and to assist them in developing and refining the basic skills they need to think and communicate effectively in contemporary society.

The goals of the general education core requirements are:

1. To give instruction in a core of general knowledge relevant to effective functioning in a variety of adult roles. Specifically, this is accomplished by:
   - Providing information which enable students to identify and analyze the social aspects of culture and the cultural heritage
   - Providing experiences which enable students to understand the impact of the arts and to identify and analyze artistic aspects of culture
   - Providing scientific information and instruction in the thought processes involved in the scientific method of inquiry
   - Exposing students to systems of mathematical logic
   - Informing students of the influence, capabilities, and limitations of computer technology

2. To promote the development of skills necessary for effectively functioning in adult society. Specifically, this is accomplished by providing the means to:
   - Develop effective written and oral communications
   - Develop an awareness of the relationship between physical and mental well-being and give training in skills that can be used to maintain a healthy balance in this relationship
   - Develop skills for identifying problems and selecting appropriate means for solving them
   - Develop a foundation of critical skills that will encourage student growth in areas of personal assessment and evaluation of values
   - Develop skills for obtaining stored information

The general education core of courses reflects an overall quality and balance of knowledge, skills, and thought processes among and between instructional units of the College. Upon successful completion of this core curriculum, a student will have demonstrated the ability to:

- Identify problems and select appropriate means for solving them
- Apply critical thought processes to the clarification and appraisal of values
- Locate and gather stored information.

**Career/Vocational Goals**

In addition to the General Education Goals, the career/vocational degree programs at Volunteer State, although diverse in intent, share a set of career/vocational goals with expected outcomes.

As these goals are achieved in the individual career/vocational degree curricula, the degree of student success is measured against a set of expected outcomes. Upon successful completion of a two-year degree in a career education program, students will have demonstrated the ability to:

- Exhibit knowledge of the basic foundations and theories that are directly or indirectly related to functions of a particular career
- Master the terminology used in their particular career
- Conform to rules and regulations of applicable boards and agencies
- Recognize and conform to the ethical and professional standards of conduct expected in the selected career
- Identify and make informed decisions about career options within a program of study
- Master the skills and technology needed to perform the duties of their particular career
- Develop and apply problem-solving and decision-making skills

**Graduation**

All students must complete the general requirements as prescribed by the College, take the required general education assessment or the program assessment, and meet specific requirements set forth for the associate degree sought. A student who has completed the required residence at Vol State and who lacks no more than six semester hours, or two courses, toward completion of degree requirements may earn these additional credits by acceptable correspondence or extension work, or by residence at another approved institution. Students planning to graduate at the end of Spring or Summer semester should file an intent to graduate by completing an Application for Graduation by October 31. Students graduating at the end of Fall Semester should file an Application for Graduation by March 31.

Graduation exercises are held only at the end of the Spring Semester. Students who anticipate completing their work at this time, whose grade point average is sufficient for graduation, and whose names appear on the official graduation roster, may take part in the graduation exercises. Students who complete their work in a Summer Term may participate in Spring graduation during the same year.

**Deferred Graduation**

A student is ordinarily allowed to graduate under the requirements of the Catalog of the year in which he/she enters the College. If a student begins work on a degree and fails to complete the requirements, he/she must, after five years from the date he/she entered, reorganize his degree plan to conform to the current catalog. Time spent on active military duty is not considered a part of the five-year period.

**Graduation with Distinction**

Degree students who have fulfilled all graduation requirements and who have completed a minimum of 30 semester hours at Vol State are eligible for designation as honor graduates. Honors are determined by using the
student’s cumulative quality point average at the beginning of the final semester at Vol State. (In computing averages for honors, the grades of the final semester of the graduation term will not be included.) Only collegiate level courses will be used to determine eligibility for graduation honors.

3.800-4.00 summa cum laude
3.600-3.799 magna cum laude
3.300-3.599 cum laude

Transfer students must have a minimum of 30 semester hours at Vol State and the required cumulative quality point average on all course work taken at Volunteer State to be eligible for graduation with distinction. Transfer course grades are not used to calculate graduation honors.

Student Right to Know Act
The following information is provided in compliance with the federal Student Right-to-Know (SRTK) and Campus Security Act of 1990, which requires all institutions of higher education to disclose information about program completion. The graduation and transfer-out rates are provided for all first-time full-time students who first enrolled at Volunteer State Community College during the fall 2004 semester. The graduation rate includes all students who completed a certificate or associate degree in three years or less of initial enrollment at the institution. The transfer-out rate represents students transferring to another Tennessee public higher education institution. The graduation rate for full-time students first enrolled fall 2004 and graduating by August 2007 was 11.5%. The transfer-out rate for this same population was 15.2%. The combined graduation and transfer-out rate was 26.7%. Graduation rates for athletes are as follows: basketball 0%; baseball â€“ 12.5%; softball â€“ 22.2%. Transfer rates for athletes are as follows: basketball 50.0%; baseball â€“ 37.5%; softball â€“ 33.3%. The combined rates for athletes are as follows: basketball 50.0%; baseball â€“ 50.0%; softball â€“ 55.5%. Additional information concerning completion rates of students may be obtained from the Office of Institutional Effectiveness, Research, Planning and Assessment.

Statistics for all crimes are published and distributed to employees and students on an annual basis, in the time frames required by Federal/State law, and are available to applicants for enrollment or employment upon request from the Department of Campus Police (452-8600, ext. 3595 or 230-3595).

COURSES OF STUDY
The section on Course Descriptions contains an alphabetical listing of all disciplines in the College and a description of all course offerings. The figures in parentheses denote the number of semester hours of credit for that course.

Course offerings are listed under the division of instruction in which they are taught. The courses are identified by course number, course title, and credit hours. Course numbers have no reference to the semester in which the courses are taught. The College reserves the right to alter the course offering of any discipline, and the right to alter any specific course in the catalog without notice.

The Class Schedule can be seen on our website at www.volstate.edu a few months prior to the opening of each semester. It contains a listing of the specific courses to be offered, with the time, place, and instructor in charge of each section. It also contains special announcements concerning registration procedures. The College reserves the right to make changes in any schedule prior to or during registration.

Non-Credit Courses
In addition to the credit courses of study, the College offers a wide variety of non-credit courses through the Division of Continuing Education and Economic Development. These offerings are as diverse as the population they serve and are reviewed regularly to update content and topics to meet the ever changing needs, interests, and expectations of the community and workforce. As a result of the updates, a listing of courses and course descriptions are not included in this catalog. Course listings and descriptions are provided in the printed and online schedule of classes each term.

Non-credit subject matter ranges from arts and crafts, home improvement, computer training, workplace skills, leisure-time activities, financial matters, dance and exercise, management, technical training, Six Sigma, lean manufacturing, etc. Successful completion of non-credit courses earns nationally recognized CEU credits.

Course Placement
The placement of a student in any given college-level course will depend upon his/her having met certain prerequisites for that particular course. Fulfillment of prerequisites for any given course will be established on the basis of achievement in the corresponding high school course, the achievement on the related section of the ACT, and/or the achievement on the other tests administered by the College during registration procedures for applicants. The placement procedures are designed to help guide the enrolling student into courses commensurate with his/her ability.

COURSE DESCRIPTIONS
Descriptions of courses offered by the College are listed alphabetically according to subject area. The descriptions include: (1) a subject area abbreviation/three or four letters (e. g. MUS for MUSIC or ENGL for English), (2) a course identification number, (3) a short title, (4) semester hours of credit (in parentheses), (5) a brief content description, (6) whether or not a laboratory is included, (7) prerequisite or co-requisite courses (if any).

Courses numbered 001 to 0999 are developmental; courses numbered 100 to 1999 are freshman level; courses numbered 200 to 2999 are sophomore level. Some course numbers may be followed by a letter. This indicates some special aspect of the course. The current letter designations used and their meanings are:

D = Dual listed course (Identical course and course number are also listed in another discipline.) This designation takes precedence over other letters.
T = Topical or Selected Topics course; content varies; course often has variable credit. See catalog description for specifics.
C = Course is an Allied Health Clinical Experience.
P = Course is a Practicum course.
S = Special Interest Courses  ♦ = Course can be used to meet Minimum General Education Core requirements.

Courses that are designated primarily for vocational/career programs have been designated by an asterisk (*) following the course number. A number of these courses are accepted as transfer credit by some colleges and universities, but that decision is made by the receiving institution. These courses are collegiate level work, but they have been developed with a purpose other than being university parallel courses.

Accounting
ACT 115* - Payroll and Small Business Accounting - Credits: (3
This course teaches preparation of payroll and small business accounting records. Topics include payroll tax law, payroll systems, sales tax, state and local business taxes, and analysis of small business accounting records. The use of the microcomputer in preparation and analysis of
payroll records is included. PREREQUISITES: ACT 201

ACT 201 - Principles of Accounting I - Credits: (3)
This course covers basic principles and procedures of accounting in accordance with GAAP. Determination of net and income, valuation of assets and liabilities, introduction to internal control and accounting information systems are emphasized. (Same as RODP ACC 1104)

ACT 202 - Principles of Accounting II - Credits: (3)
This course expands basic accounting principles and procedures to include corporations, partnerships, and other forms of business organizations. Includes preparation of cash flow statements, financial analysis, and basic cost and managerial accounting concepts. (Same as RODP ACC 1105)
PREREQUISITES: ACT 201 with a C or better.

ACT 205* - Income Tax - Credits: (3)
This course provides the student with a comprehensive explanation of the federal tax structure and training in the application of tax principles as they apply to individual tax returns and supportive schedules. It also furthers the student’s understanding and knowledge of the federal tax structure as it applies to sole proprietorship and partnership.

ACT 210* - Microcomputer Accounting - Credits: (3)
This is a basic accounting procedures using computerized accounting software. Students create company files; maintain journals and ledgers; manage accounts receivable, accounts payable, inventory, and payroll systems. PREREQUISITES: ACT 201 with a grade of C or better; CIS 100.

ACT 211* - Accounting for Government and Not-for-Profit Organizations - Credits: (3)
This course covers the accounting practices and procedures for government organizations and not-for-profit entities in accordance with GASB pronouncements. PREREQUISITES: ACT 201.

ACT 215* - Managerial Cost Accounting - Credits: (3)
This course provides an analysis of cost data for external reporting and internal planning and control. Topics include product costing, budgeting, performance evaluation, and decision making.

ACT 276T* - Selected Topics in Accounting - Credits: (1-4)
Specialized accounting topics such as Intermediate Accounting II or Corporate Taxation are studied in depth. PREREQUISITES: Permission of the program coordinator. Fifteen classroom contact hours with faculty required per credit hour. May be repeated for credit with a maximum of four hours to apply toward graduation.

Agriculture

AGR 130 - Animal Science - Credits: (3)
A basic study of the anatomy and physiology of animals in agriculture. Animal genetics, feeding, marketing, sanitation and products will be included. (Same as RODP AGR 130) PREREQUISITES: Acceptable placement scores or DSPM 0800, DSPR 0800, and DSPW 0800. Three lecture hours per week.

AGR 140 - Plant Science - Credits: (3)
Plant structure, physiology, heredity and environment in relation to growth, development, adaptation and management of crops. PREREQUISITES: Acceptable placement scores or DSPM 0800, DSPR 0800 and DSPW 0800. Three lecture hours per week.

Allied Health Careers

AHC 101* - Introduction to Physical Therapy – Credits: (1)
Survey of the field of physical therapy including history, scope of practice, roles of physical therapist and physical therapist assistant, and practice settings. Student analysis of personal goals and reasons for selecting the field. Admission policies and processes, including admission interviews. Project required.

AHC 104* - Introduction to Radiologic Technology – Credits: (1)
This course is intended for potential applicants to the program. Includes departmental and hospital organization, ethical and legal issues, confidentiality, various imaging modalities, and responsibilities of Radiologic Technologist. This profession is examined to assist the student in making a commitment to pursue this career and is mandatory prior to the interview process. PREREQUISITES: None.

AHC 111* - Drugs and Solutions – Credits: (1)
Medications - Conversions and Dosages. An introduction to medication dosage calculations, symbols, abbreviations, unit dosing, and system equivalent conversion operations. Emphasis of course is on medication problems involving metric, apothecary, and household measurement conversions necessary for medication administration in nursing and other allied health professions.

AHC 115* - Medical Terminology - Credits: (3)
A study of the language of the Allied Health sciences and medicine with emphasis on body systems, prefixes, suffixes, root terms, pronunciation and spelling.

AHC 130* - Anatomy & Physiology for the Health Sciences – Credits: (4)
A survey of Human Anatomy and Physiology designed for select Allied Health career programs. Body systems, physiological concepts, metabolism and nutrition are discussed using the medical model. The course will not substitute for either BIOL 2010 or BIOL 2020, nor will it satisfy any part of the general education natural science requirement for the Associate of Science degree. Three lecture, two laboratory hours per week.

AHC 204 - Health Assessment - Credits: (3)
This course provides an introduction to the basic skills utilized in data collection, health and physical assessment. The class focus will be on interviewing skills and systematic assessment of the physiological, psychological, sociological, cultural and spiritual health status of adult clients. The course provides the opportunity for application of theoretical knowledge and performance of health assessments with health individuals. PRE or COREQUISITES: BIOL 2020. Three lecture hours per week.

Art
The purposes of art at Volunteer State Community College are (1) to offer art courses for the general student body, and (2) to supply curricula for students desiring a career in art and who plan to transfer to a four-year college or university. Students interested in a career in art should seek guidance from the art faculty before enrolling in art courses.

ART 100 - Drawing for Beginners - Credits: (3)
A college-level course designed to introduce elementary skills and methods of drawing. Students participate fully in the same projects as students in ART 101, but are not held to the same pace of skill development. May be used as an elective for non-art majors or as a development course for art majors who are not prepared for ART 101; may not be used to satisfy the Drawing I requirement in the art curriculum PRE-REQUISITES: None.
Six contact hours per week.

ART 101 - Drawing I - Credits: (3)
This course emphasizes observational skills and the fundamental aspects of drawing - line, tone, space, form, and composition. Traditional media, subjects, and approaches are employed. COREQUISITES: CO-RECOMMENDATIONS: ART 1030 and ART 121. Six contact hours per week.

ART 102 - Drawing II - Credits: (3)
This course covers the conceptual skills and contemporary approaches to media and subject, based on the fundamental aspects of drawing--line, tone, space, form, and composition; Observational skill development.
is maintained.; Figure drawing may be introduced. PREREQUISITES: ART 101 or permission of instructor. Six contact hours per week.

ART 121 - Two Dimensional Design - Credits: (3)
This is a lecture/studio course covering the vocabulary and contemporary environment of the artist and the practical application of the elements and principles of design including color theory and experimentation. COREQUISITES: CO-RECOMMENDATIONS: ART 1030 AND ART 101. Six contact hours per week.

ART 122 - Three Dimensional Design - Credits: (3)
A course exploring the articulation and organization of three dimensional form. Media includes wood, clay, and plaster. PREREQUISITES: ART 121. Six contact hours per week.

ART 135 - Introduction to Ceramics - Credits: (3)
Clay as a creative medium emphasizing aesthetic and personal solutions to ceramic design. Methods include hand construction, wheel throwing, glazing and firing. Six contact hours per week.

ART 136 - Introduction to Printmaking - Credits: (3)
Introduction to printmaking exploring several of the following processes: relief, intaglio, planography, and screen printing. Six contact hours per week.

ART 141 - Art History Survey I - Credits: (3)
A selective chronological study of the major visual art forms from Prehistoric through Gothic times. PREREQUISITES: Acceptable placement scores or DSPR 0800 and DSPW 0800.

ART 142 - Art History Survey II - Credits: (3)
A selective chronological study of the major visual art forms from Renaissance through Modern times including movements and personalities in painting, sculpture, and architecture. PREREQUISITES: Acceptable placement scores or DSPR 0800 and DSPW 0800.

ART 155 - Introduction to Photography and Digital Imaging - Credits: (3)
This is a hands-on course, introducing concepts in photography using digital equipment and relevant software. Technical, aesthetic and critical skills in digital photography and image manipulation using Photoshop will be covered. The goal is the production of creative, well executed photographs with an awareness of historical and contemporary concepts in photography. Six contact hours per week.

ART 201 - Drawing III - Credits: (3)
Intensive study of drawing the human figure emphasizing fundamentals of figure dynamics and construction. PREREQUISITES: ART 102 or permission of instructor. Six contact hours per week.

ART 211 - Painting I - Credits: (3)
An introduction to the techniques, materials, and tools used in oil painting. Both traditional themes and approaches to abstraction are explored. PREREQUISITES: ART 101 or permission of instructor. Six contact hours per week.

ART 212 - Painting II - Credits: (3)
A continuation of ART 211 with an emphasis on individual experimentation and development. PREREQUISITES: ART 211 or permission of instructor. Six contact hours per week.

ART 253 - Graphic Design I - Credits: (3)
An introduction to computer based print design. Focus is on the application of basic design principles to page layout. Included are the study of typography and its application, the incorporation of photographic and other images, the use of various publication formats, and logo design. Six contact hours per week.

ART 254 - Graphic Design II - Credits: (3)
A continuation of ART 253 with emphasis on the development of design skills, knowledge of computer applications, and an introduction to color and its application. PREREQUISITES: ART 253 or permission of instructor. Six contact hours per week.

ART 260 - Special Studies in Art - Credits: (3)
A studio course which can be designed by an instructor to offer students any of a variety of special areas of study beyond the standard core of studio courses. Ideally suited for Service Learning Projects in art that provides outreach to the community. PREREQUISITES: Permission of instructor. Four to six contact hours per week. May be repeated for up to six hours of credit.

ART 280T - Individual Problems in Art - Credits: (1-6)
Directed independent study designed to offer the student the opportunity for pursuing special areas of interest in art. Only 6 hours can be counted toward graduation. PREREQUISITES: ART 102 and 121, permission of instructor, and permission of division chairperson.

ART 1030 – Introduction to Art - Credits: (3)
A general education course designed to meet the humanities/fine arts requirement. This course provides an introduction to the visual language, the nature of creativity, and the functions and forms of art in our own culture and in selected other cultures in human history. A lecture course based on slide presentation and discussion. (Same as RODP ART 1030) PREREQUISITES: An acceptable placement score, or DSPR 0800 and DSPW 0800.

Astronomy

ASTR 276T* - Selected Topics in Astronomy – Credits: (1-6)
A course which deals with topics in astronomy carefully selected to meet the needs of an individual or a special group. The course may be repeated for a maximum of 6 hours credit.

ASTR 1030* - Astronomy – Credits: (4)
A study of the universe beginning with the earth-moon system, the planets and their satellites, the sun, asteroids and comets, and continuing to the stellar system. Star classifications, energy processes, star groups, evolution of stars and larger associations such as galaxies are studied. Laboratory exercises include sky observations and constellation study. (Same as RODP ASTR 1030) PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores. One year of high school algebra and an acceptable placement score or DSPM 0800. COREQUISITES: DSPM 0850. Three lecture, two laboratory hours per week.

Aviation

The aviation offering has two aims: (1) to provide basic courses for the general education student who desires to know more about aviation, and (2) to assist the student who wishes to obtain an FAA private pilot’s license for recreational or business use.

AVI 200 - Private Pilot Ground Instruction - Credits: (3)
A study of required aeronautical knowledge for the Private Pilot Rating, including aerodynamics, performance, aircraft systems, and instrumentation, navigation, weight and balance, FAR’s, flight publications, meteorology, physiological factors of flight, and safe operating practices.

Biology

The Biology course offerings reflect the varied degree programs for which they are designed. Biology 1030 is a four-semester hour course designed for the non-science major. Biology 1030 must be paired with a 4-hour science course from another discipline (ASTR, CHEM, GEOL, PHYS, PSCI) to fulfill the 8-hour Natural Science general education requirement. The
A strong background and desiring a more in-depth survey of biology than the BIOL 1010-1020 sequence offers.

Credit toward graduation cannot be received for both courses in any pair: (BIOL 1030, BIOL 1010); (BIOL 1030, BIOL 2010); (BIOL 1030, BIOL 1110); (BIOL 1010, BIOL 2010); (BIOL 1010, BIOL 1110); (BIOL 2010, BIOL 1110).

BIOL 1010 - Introduction to Biology I – Credits: (4)

An introduction to the biological sciences with an emphasis on basic concepts of the “building blocks of life” at the molecular and cellular levels. Functions of cellular organelles, including synthesis, genetics, cellular respiration, cell reproduction will be emphasized. Viruses will be discussed. The Kingdoms Monera, Protista, and Fungi will be surveyed phylogenetically; Animalia and Plantae will be introduced. (Same as RODP BIOL 1010) PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores. Three lecture, two laboratory hours per week.

BIOL 1020 - Introduction to Biology II - Credits: (4)

A continuation of Introduction to Biology I with emphasis on the Kingdoms Animalia and Plantae including tissues, morphology, evolutionary relationships. Unifying and comparative features will be stressed. Attention will be given to ecology and environmental issues. (Same as RODP BIOL 1020) PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores; BIOL 1010. Three lecture, two laboratory hours per week.

BIOL 1030 - Essentials of Biology - Credits: (4)

A one-semester course covering selected topics in Life Science. Intended for students whose program of study requires one semester of laboratory science or to be combined with one semester of ASTR, CHEM, GEOL, PSCI, or PHYS in satisfying the general education science requirement. (Will NOT substitute for BIOL 1010 or BIOL 1020, apply toward a major or minor in biology, nor satisfy any part of the pre-medical professional curriculum.) PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores. Three lecture, two laboratory hours per week.

BIOL 1040 - Environmental Science - Credits: (4)

A survey of the major environmental issues and concerns facing our planet. From a background study of natural ecosystems and human populations, the course will survey the environmental, social, and economic consequences of energy generation, resource consumption and pollution. Numerous local field trips will be a major part of the course. PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores. Three lecture, three field/laboratory hours per week.

BIOL 1110 - General Biology I - Credits: (4)

A comprehensive course emphasizing cellular structure, function and metabolism; molecular form and functioning of life; reproductive and genetic patterns. Taxonomy is introduced and applied to a taxonomic and morphologic survey of Monera, Protista, and Fungi Kingdoms. (This course is designed for the biology major/minor and satisfies the science requirement in pre-dentistry, engineering, premedical technology, pre-medicine, pre-nursing, or pre-pharmacy curricula.) (Same as RODP BIOL 1110) PREREQUISITES: High school Biology, or BIOL 1030; high school Chemistry, or CHEM 1030; an acceptable placement score, or DSPR 0800; an acceptable placement score, or DSPW 0800. Three lecture, three laboratory hours per week.

BIOL 1120 - General Biology II - Credits: (4)

A continuation of BIOL 1110 with emphasis on Kingdoms Animalia and Plantae in terms of tissue structure, comparative morphology and physiology, life patterns, and taxonomy. Consideration will also be given to the evolutionary and ecological interrelationships between these and all life forms. PREREQUISITES: BIOL 1110. Three lecture, three laboratory hours per week.

BIOL 2010 - Human Anatomy and Physiology I - Credits: (4)

A course primarily designed for students in nursing, allied health, and those interested in biological sciences. Cell structure and physiology tissues, integumentary system, skeletal system, muscular system, and nervous system are studied. PREREQUISITES: An acceptable placement score, or DSPR 0800; an acceptable placement score, or DSPW 0800. Three lecture, two laboratory hours per week.

BIOL 2020 - Human Anatomy and Physiology II - Credits: (4)

A continuation of BIOL 2010 including the cardiovascular system, lymphatic system, immunity, respiratory system, digestive system, metabolism, urinary system, endocrine system, reproductive systems, human development, and genetics. PREREQUISITES: Completion of BIOL 2010 with a grade of "C" or better. Three lecture, two laboratory hours per week.

BIOL 2120 - Genetics - Credits: (4)

An introductory course surveying classical, molecular, and evolutionary genetics. Emphasis on the experiments, techniques, and theories forming the foundation of modern genetic research and its application. PREREQUISITES: BIOL 1120 with a grade of &"C"; or better, or permission of the department. Three lecture, three laboratory hours per week.

BIOL 2230 - Microbiology - Credits: (4)

An introductory course in microbiology which includes morphology, bacterial metabolism, cultivation, isolation, genetics, physiology, pathogenesis, immunity, control of microorganisms. Bacteriological and aseptic techniques are emphasized in the laboratory. PREREQUISITES: Successful completion of BIOL 1110 or BIOL 2010 with a grade of "C" or better. Three lecture, three laboratory hours per week.

BIOL 110D - Scientific Methods and Values – Credits: (2-3)

A course designed to teach critical thinking skills through the application of scientific methods and values. Students will research some of the more controversial topics of the late twentieth century and write short papers on each. Class time will largely be spent discussing these topics. (Same as PSCI 110D). Two or three lecture hours per week.

BUS 111* - Keyboarding with Word Processing - Credits: (3)

This course is for the development of techniques in touch typing and the introduction of skills involved in presentation of the keyboard and the various parts of the computer. A moderate emphasis will be placed on
speed. Letter and report format will be explored. Ten-key pad by touch will be introduced.

BUS 155* - Business Mathematics - Credits: (3)
An intensive study of mathematics as applied to business topics, including review of basic operations, accounting mathematics, mathematics of retailing, mathematics of finance, and other related topics. PREREQUISITES: Two years of High School algebra and an acceptable placement score, or DSPM 0850.

BUS 200T* - Information Resources in Business – Credits: (1-3)
A course designed to direct students into general and specific sources of multimedia information in business. (Same as MIR 200T.) May be repeated for a total not to exceed three credit hours.

BUS 222* - Business Communications II - Credits: (3)
A study of the essentials of English in the composition, creation and preparation of various types of business communications. Creative, logical, and critical thinking are applied to ethical situations faced in the business world. Creative thinking, logic, application of communication styles, and planning are then incorporated in preparation of business letters of various kinds, memorandums, proposals, and oral reports.

BUS 251* - Business Law - Credits: (3)
An introduction to the legal environment of business, including the nature and source of law, courts, courtroom procedure, with an emphasis on the law of contracts, agency and employment, personal property and bailments and sales.

BUS 276T* - Selected Problems in Business – Credits: (1-4)
Specialized topical issues and/or problems in business are selected and studied in depth. PREREQUISITES: Permission of program coordinator. Hours: Fifteen contact hours with faculty required per credit hour. May be repeated for credit with a maximum of four hours to apply toward graduation.

BUS 280* - Cooperative Work Experience - Credits: (3)
This elective course is offered through the Business Division. An interested student must file a notice of intent one semester prior to enrollment. The course involves a coordinated work experience monitored by the faculty member. PREREQUISITES: Completion of at least 70% of program requirements and faculty recommendation. Minimum 3 seminar meeting hours per semester and 90 hours minimum work experience required per semester.

Career Exploration and Development
CED 100* - Career Exploration and Development - Credits: (3)
This course offers the opportunity for students to explore career opportunities in fields including business, health care, hospitality, education or government. Coursework will include the use of self-assessment techniques, field interviews with working professionals and the concepts of career preparation and planning.

Chemistry
The chemistry offerings at the College include essentially all of the chemistry courses that would be required in the first two years of a four-year curriculum in biology, chemistry, engineering, pre-nursing and pre-medical professional curricula. For students having little or no background in chemistry, CHEM 1030 (university-parallel one semester with laboratory) is offered. Credit toward graduation cannot be received for both CHEM 1030 and CHEM 1110.

CHEM 1030♦ - Fundamentals of Chemistry - Credits: (4)
A one semester introductory course designed to provide a broad overview of chemical principles including measurements, atomic theory and bonding, chemical symbols, formulas and equations, inorganic and organic compounds, acid-base theory, and the biochemical highlights of carbohydrates, lipids, proteins, nucleic acids and metabolism. PREREQUISITES: One year of high school algebra and an acceptable placement score or DSPM 0800; placement beyond developmental reading and writing. COREQUISITES: DSPM 0850. Hours: Three lecture, two laboratory hours per week.

CHEM 1110♦ - General Chemistry I - Credits: (4)
A comprehensive study of chemical principles designed for students pursuing a career in chemistry or other scientific areas. Emphasis will be on atomic structure, bonding, formulas, equations, nomenclature and stoichiometry. Also included are states of matter, hybridization, and molecular geometry. The laboratory will consist of a number of quantita-tive experiments designed to teach basic techniques including the use of laboratory instrumentation. (Same as RODP CHEM 1110) PREREQUISITES: One year of high school chemistry or CHEM 110 or CHEM 1030 with a grade of C or better, Academic Assessment with ALL Developmental Studies requirements completed. MATH 1130, 1710, or higher. COREQUISITES: MATH 1130, 1710, or higher. (Same as RODP CHEM 1110) Hours: Three lecture, three laboratory hours per week.

CHEM 1120♦ - General Chemistry II - Credits: (4)
The comprehensive study of chemical principles will be continued with emphasis on properties of gases, kinetics, thermochemistry, chemical equilibria, acid-base chemistry, coordination compounds, oxidation-reduction, and electrochemistry. PREREQUISITES: CHEM 1110 and either MATH 1130, 1710 or higher with grades of “C” or better. Three lecture, three laboratory hours per week.

CHEM 2010 - Organic Chemistry I - Credits: (4)
A study of the preparations, properties, nomenclature, reactions, and spectroscopy of aliphatic compounds including alkanes, alkenes, and cycloalkanes, alkyl halides, alcohols, and ethers. PREREQUISITES: CHEM 1120 with a grade of “C” or better. Three lecture, three laboratory hours per week.

CHEM 2020 - Organic Chemistry II - Credits: (4)
A study of the preparations, properties, nomenclature, reactions and spectroscopy of the dienes, aldehydes, ketones, carboxylic acids, aromatic compounds, and amines. PREREQUISITES: CHEM 2010 with a grade of “C” or better. Three lecture, three laboratory hours per week.

CHEM 2030 - Introductory Organic Chemistry - Credits: (4)
An introductory course surveying elements of organic chemistry and biochemistry. Designed primarily for pre-profession and health science curricula requiring a single semester of organic chemistry. PREREQUISITES: CHEM 1120 with a grade of “C” or better. Three lecture, three laboratory hours per week.

CHEM 276T* - Selected Topics in Chemistry - Credits: (1-6)
A course which deals with topics carefully selected to meet the needs of special groups. The course may be repeated for credit.

Computer Information Systems
CIS 100 - Computer Technology and Applications - Credits: (3)
An introduction to microcomputers and application software. Students will gain familiarity with microcomputer hardware, operating systems, word processing, spreadsheets, and the Internet. The course provides extensive hands-on experience. (Same as RODP BIT 1150)

CIS 110* - Fundamentals of Web Programming and Design - Credits: (3)
This hands-on course will give students experience using some of today’s most popular web design software and will provide students with the basic knowledge and skills they need for web page development. Topics include: web page concepts, page layout and navigation, web safe fonts and colors, accessibility and browser compatibility, Hypertext Markup Language (HTML), Tables W3C code validation and Cascading Style Sheets (CSS). PRE or COREQUISITE: CIS 100 or permission of
CIS 113* - Visual BASIC - Credits: (3)
An introduction to Microsoft Visual BASIC. Topics to be covered include: event driven programming, interface design, creating menus and dialog boxes, writing event and general procedures, and using operating system services. (Same as RODP CIS 113) PREREQUISITES: CIS 100 or permission of instructor.

CIS 141* - Multimedia and Animation for the Web - Credits: (3)
A hands-on experience in creating effective multimedia for the World Wide Web using a variety of software packages. Topics will include hardware and software for capturing and creating multimedia presentations, animation, streaming audio and video formats, graphic formats and appropriate compression schemes. COREQUISITES: CIS 100 or permission of instructor.

CIS 150* - Microcomputer Spreadsheets - Credits: (3)
An in-depth course providing hands-on experience using a microcomputer spreadsheet. Major topics include: spreadsheet techniques, graphics, data management, macros, and file importing/exporting. Requires completion of laboratory assignments outside of class. PREREQUISITES: CIS 100 or permission of instructor.

CIS 160* - Microcomputer Databases - Credits: (3)
An in-depth course providing hands-on experience using a microcomputer database. Major topics include relational database design, sorting, queries, and reporting techniques. PRE or COREQUISITE: CIS 100 or permission of instructor.

CIS 161* - Advance Database Using Microsoft SQL Server - Credits: (3)
An in-depth course giving students the fundamental tools needed to use Microsoft SQL Server as well as T-SQL. Topics will include: writing queries used T-SQL, using the SQL Server Client tools, database design fundamentals, and basic administrative tasks. PREREQUISITES: CIS 100 and CIS 160 with a grade of “C” or better or permission of instructor.

CIS 173* - Programming in C# - Credits: (3)
An introduction to the C# programming language. Topics to be covered include relational operators and expressions, control structures, object-oriented programming concepts, and arrays. (Same as RODP CIS 173) PREREQUISITES: CIS 113* with a grade of “C” or better or permission of instructor.

CIS 191* - A+ Hardware Certification - Credits: (3)
An introduction to microcomputer hardware installation, maintenance, repair and troubleshooting. Students will learn the processes and procedures for supporting microcomputer hardware in a business environment. This course is designed to assist the student to take the Comp TIA A+ hardware certification examination. PREREQUISITES: CIS 100 or permission of instructor.

CIS 192* - A+ Software Certification - Credits: (3)
An introduction to microcomputer operating system installation, configuration, upgrading, diagnosing and troubleshooting. Students will learn the processes and procedures for supporting microcomputer software in a business environment. This course is designed to assist the student to take the Comp TIA A+ software certification examination. PREREQUISITES: CIS 100 or permission of instructor.

CIS 210* - Advanced Web Programming using Scripting Languages - Credits: (3)
An in-depth course giving students the skills required for dynamic web development using scripting languages. Topics will include: Extensible Markup Language (XML), Java Script, AJAX, PHP and new and emerging technologies. PREREQUISITES: CIS 110* or permission of the instructor.

CIS 213* - Advanced Web Application Programming with ASP.NET - Credits: (3)
A course that takes the principles learned in CIS 113* Visual Basics and applies them to the environment of the web. This course covers topics ranging from programming a basic, web based, shopping cart to integrating the application to a back-end database. Important areas or emphasis covered in this course will include securing a web application, validating user input, managing web session state, using master template pages and themes for site consistency, web application data source connections as well as others. PREREQUISITES: CIS 113* with a grade of “C” or better or permission of the instructor.

CIS 260* - Local Area Networks - Credits: (3)
This course covers the topic of local area networks and data communications. Specific areas covered include: topologies, protocols, network hardware and software, and networking applications. The course provides simulated hands-on experience using a software based Lab simulation package. The textbook is used for this course maps to the Comp TIA Network+ certification exam. PREREQUISITES: CIS 100 or permission of instructor.

CIS 261* - Advanced Networking and Security - Credits: (3)
An in-depth course covering advanced concepts, applications and network perimeter security. The topics to be covered include advanced Microsoft server topics, Linux, wireless networks, and network security mechanisms such as firewalls, proxy servers, VPN, public/private key systems, encryption and computer forensics. COREQUISITES: CIS 260* or permission of instructor.

CIS 270* - Information Systems in Business - Credits: (3)
A capstone course for CIS majors. Students will study how information systems integrate in a business environment. In addition, students will participate in website projects, community training and have the opportunity to hear guest lectures. PREREQUISITES: CIS 210* or permission of instructor.

CIS 276T* - Selected Problems in Data Processing - Credits: (1-4)
Specialized topical issues and/or problems in Computer Data Processing are selected and studied in depth. Fifteen classroom contact hours with faculty are required per credit hour. PREREQUISITES: Permission of instructor. May be repeated for credit with a maximum of four hours to apply toward graduation.

Criminal Justice

CJA 201 - Introduction to Criminal Justice - Credits: (3)
An historical overview of the American Criminal Justice System emphasizing an understanding of the basic concepts of the legal, correctional and enforcement aspects of the justice system. The course looks at career options and opportunities. Required for Law Enforcement majors.

CJA 202* - Criminal Evidence and Procedure - Credits: (3)
A study concerning the basic rules governing the admissibility of criminal evidence, confessions, hearsay and exception the hearsay law, recent civil rights decisions, reconciliation of individual rights and community interest in law and order. Three classroom hours per week.

CJA 203* - Introduction to Criminal Law - Credits: (3)
A study of the history and development of criminal law, elements of a crime and defenses, parties to a crime, types of offenses and criminal jurisdiction. Three classroom hours per week.

CJA 204* - Introduction to Corrections - Credits: (3)
A study of the American correctional system; study of the history of corrections, philosophy of punishment and correction, correctional institutions, programs, and services, and contemporary issues and problems. Three classroom hours per week.

CJA 205* - Introduction to Police Systems and Practices - Credits: (3)
A study of the historical background of law enforcement in the United States. Addresses constitutional limitations on law enforcement, objectives of law enforcement, and processes of law enforcement. Three classrooms per week.

CJA 206* - Juvenile Justice - Credits: (3)
Study of youth crimes and the historical development, legal foundations, and present institutions, programs, and services in the juvenile justice system. Three classrooms hours per week.

CJA 207* - Criminal Investigation - Credits: (3)
An introductory course in the basic concepts of criminal investigations. The course will cover theory and procedures of criminal investigations and problems that can arise in criminal investigations. Three classroom hours per week.

CJA 208* - Terrorism/Homeland Security - Credits: (3)
A course designed to provide students with a working knowledge of the history of terrorism, the current status of terrorist groups, terrorism tactics, and methods to counteract terrorism. Three classroom hours per week.

CJA 209* - Probation and Parole - Credits: (3)
A study of the supervision of offenders in the community, including history, philosophy, legal foundations, strategies, professional roles and contemporary models, programs, and services. Three classroom hours per week.

CJA 210T* - Selected Topics in Criminal Justice - Credits: (1-6)
Specialized topical issues and/or problems in Criminal Justice. Carefully selected to meet the needs of an individual or a special group. Fifteen classroom contact hours with faculty required per credit hour. May be repeated for a maximum of six semester hours for credit.

CJA 211D - Criminology - Credits: (3)
An Introduction to the field of criminology. This course includes a study of criminal behavior and the extent of crime, the criminal justice system, and corrections. (Same as SOC 211D and RODP CJA 2600) PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores.

CJA 212* - Report Writing and Interviewing - Credits: (2)
An introductory course in the fundamental guidelines for writing reports common to Criminal Justice (crime, incident, traffic, investigative). The course will introduce students to the basic techniques and methods for interviewing victims, witnesses, and suspects. PREREQUISITES: ENGL 1010, English Composition I, and CJA 201, Introduction to Criminal Justice.

Communication
Communication is the study of human interaction in interpersonal and group settings (among friends, families, and co-workers, for example), and in public settings (including the workplace, the community, and the mass media). Courses in each of the five programs - General Communication, Business & Professional Communication, Journalism, Radio/TV, and Speech & Forensics - balance theory with practical skills.

COM 100 - Fundamentals of Speech Communication - Credits: (3)
This course is an introduction to the communication process, interpersonal communication, group discussion, and public speaking. Students are required to prepare and deliver speeches. PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores.

COM 101 - Digital Media for Journalism - Credits: (3)
This course provides students with a fundamental, hands-on introduction to technologies that are being used by journalists to gather, process and circulate information. Students will study Web construction and design, blogging, and multimedia presentation on the Internet, plus new technologies as they develop. The course will also investigate how journalism and media are evolving to serve the public. PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores.

COM 102 - Writing for Media - Credits: (3)
This course emphasizes selecting, and covering news, types of stories, newsgathering skills and writing across print, broadcast and online media. PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement score.

COM 103♦ - Public Speaking - Credits: (3)
This course is an introduction to preparing and delivering public speeches, including emphasis on informative, persuasive and special occasion speaking. This course includes a service learning component. (Same as RODP SP 110) PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores.

COM 106 - Interpersonal Communication - Credits: (3)
This course helps students understand and improve personal communication skills in a variety of contexts, including social, workplace, and family settings. Topics may include intra-personal communication, language, nonverbal behavior, listening, roles, supportiveness, and conflict management. PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores.

COM 110 - Survey of Mass Communications - Credits: (3)
Examines the media as a social institution by providing an overview of print, electronic and computer-based media forms and reviewing the role of the media in society and its effects on culture. The course also teaches media literacy and criticism skills. PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placements scores.

COM 111 - Introduction to Audio Production - Credits: (3)
An introductory course in audio production techniques and equipment for analog and hd radio as well as other audio applications. Includes practice in recording, editing, and microphone techniques. The proper care and cleaning of equipment are presented. Analog and digital recording production techniques are introduced. Two lecture, two laboratory hours per week.

COM 112 - Introduction to Video Production - Credits: (3)
A basic course in video production techniques covering the principles of equipment setup, operation and care, lighting, sound, sets, props, and camera techniques. Practical experience in program production during supervised laboratory work. Two lecture, two laboratory hours per week.

COM 120 - Introduction to Broadcasting - Credits: (3)
An introductory study of the principles and role of broadcasting in society. A study made of broadcasting history, development, organization, and operation.

COM 130 - Announcing - Credits: (3)
A study of the principles of announcing for radio and television and FCC Rules and Regulations which affect typical radio announcer daily operations. Two lecture, two laboratory hours per week.

COM 201 - Media Advertising and Sales - Credits: (3)
Emphasis on sales presentations, marketing techniques, rating systems, and rate structures for print and electronic media. PRE or COREQUISITE: COM 110.Credits: (3)

COM 202 - Programming and Promotion - Credits: (3)
This course introduces students to programming and the promotion and cross-promotion of programs. The course emphasizes ratings, and the promotion of media outlets, formats, syndication services, personalities, websites, images and videos.

COM 205D - Introduction to Voice and Movement - Credits: (3)
Fundamentals of vocal production and movement for the stage, television, and radio.; Topics include breathing, phonation, kinesthetic awareness, warm-ups, use of space, and introduction to the International Phonetic Alphabet.; (Also the same as THEA 205D)

COM 210 - Business and Professional Communication - Credits: (3)
This course explores communication in the workplace by blending theory with practical application and skill development. Communication behavior in organizations, including networks or ‘pathways;’ interviewing; group communication; and public presentations will be examined. Use of web-based and related communication technology will be emphasized.

COM 240 - Introduction to Public Relations - Credits: (3)
An introduction to the history, theory, and functions of public relations, focusing on both principles and practice. To apply skills, students will analyze case studies, develop strategic campaigns, and write copy.

COM 250 - Argumentation and Debate - Credits: (3)
The study of principles of argumentation; emphasis on the student’s ability to analyze, to present evidence, to refute fallacies, to apply techniques of persuasion; actual practice in debating. PREREQUISITES: COM 100.

COM 270* - Audio for Media - Credits: (3)
Provides a basic understanding of the theories and technology used in audio production for CD’s, radio, TV, and film, laboratory included.

COM 271* - Introduction to Recording Techniques and Sound Reinforcement - Credits: (3)
Develops an understanding of the techniques and technology involved in modern multi-track recording and mixing. Hands on experience. Lab included. PREREQUISITES: COM 270*.

COM 280T - Special Topics in Communications - Credits: (1-3)
A course designed to allow the student to pursue special interests in communications. Requires permission of the instructor. May not be taken in lieu of COM 100 or basic oral communications requirement. Only six hours may be counted toward graduation.

COM 285 - Cooperative Work Experience in Communication - Credits: (3)
Directed independent study or internship designed to offer students the opportunity to pursue special areas of interest or internship related to the field of communication. Students are required to document internship activities. PREREQUISITES: Permission of Department Chair of Communication.

COM 291P* - Communication Practicum: Radio - Credits: (1-3)
Supervised laboratory or field work in radio broadcasting or radio station operations. Designed primarily for actual on-air experience. May be completed at the College station WVCP-FM or as an internship at a commercial station. Students may take a combination of practicum courses (291P*, 292P*, 293P*, 294P*, 295P* and/or 296P*); only 8 hours may be counted toward graduation. Not intended for transfer.

COM 292P* - Communication Practicum: Newspaper - Credits: (1-3)
Practical journalism experience while producing the school newspaper, The Settler. Learning by doing. The amount of required work varies with credit hours. Students may take a combination of practicum courses (291P*, 292P*, 293P*, 294P*, 295P* and/or 296P*); only 8 hours may be counted toward graduation. Not intended for transfer.

COM 293P* - Communication Practicum: Magazine - Credits: (1-3)
Practical journalism experience while producing the school magazine, The Pioneer. Learning by doing. The amount of required work varies with credit hours. Students may take a combination of practicum courses (291P*, 292P*, 293P*, 294P*, 295P*, and/or 296P*); only 8 hours may be counted toward graduation. Not intended for transfer.

COM 294P* - Communication Practicum: Video Production - Credits: (1-3)
Supervised laboratory or field work in video production. A planned program of independent study and work experience. The amount of required work varies with credit hours. Students may take a combination of practicum courses (291P*, 292P*, 293P*, 294P*, 295P* and/or 296P*); only 8 hours may be counted toward graduation. Not intended for transfer.

COM 295P* - Recording Practicum - Credits: (3)
Practical experience in recording operations. Learning by doing. May be completed at the Vol State Recording Studio. Students may take a combination of practicum courses (COM 291P*, 292P*, 293P*, 294P*, 295P*, and/or 296P*); only 8 hours may be counted toward graduation. Not intended for transfer. PREREQUISITES: COM 271.

COM 296P* - Forensics Practicum - Credits: (3)
Speech team competition. Students will research, create, and practice for competition in various intercollegiate forensics tournaments. Students may take a combination of practicum courses (COM 291P*, 292P*, 293P*, 294P*, 295P*, and/or 296P*); only 8 hours may be counted toward graduation. Not intended for transfer.

Dental Assistant

DES 110* - Fundamentals of Dental Assisting - Credits: (1)
A basic course to prepare the student to work and communicate with patients and the dental members effectively. Emphasis is on ethics, legal aspects, terminology, oral histology, dental morphology, charting, embryology, oral and written communication and patient care. PREREQUISITES: Acceptance into the Dental Assistant Program or permission of the Director of the Dental Assistant Program. Fifteen lecture hours per semester.

DES 120* - Dental Materials and Laboratory Procedures - Credits: (3)
An introduction to proper manipulation and storage of dental materials with an emphasis on restoratives, impression materials, gypsum, resins, abrasives, and waxes. PREREQUISITES: Acceptance into the program. COREQUISITES: DES 110*. Thirty lecture and 30 lab hours per semester.

DES 130* - Dental Office Management - Credits: (2)
An introduction to the procedures of dental office management with an emphasis on patient scheduling, processing insurance forms, recall systems, bookkeeping, business machines, and filing. COREQUISITES: DES 110* or permission of the Dental Assistant Program Director. Thirty lecture hours per semester.

DES 210* - Preventive Dental Assisting - Credits: (3)
A study of the practices and philosophy of preventive dentistry which can be integrated into all dental settings. Includes oral hygiene, nutrition, counseling, and safety. PREREQUISITES: DES 110* and DES 211* or permission of the Program Director. Thirty lecture and 30 lab hours per semester.

DES 211* - Dental Science I - Credits: (4)
An introduction to the biomedical sciences appropriate for the dental assistant. Emphasis is on head and neck anatomy, general anatomy and physiology, microbiology, infection control, sterilization, hazardous waste communication, and certification in CPR. PREREQUISITES: Acceptance into the program. COREQUISITES: DES 110*. Forty-five lecture and 30 lab hours per semester.

DES 212* - Dental Science II - Credits: (5)
A continuation of Dental Science I with emphasis on oral pathology and pharmacology. PREREQUISITES: DES 211*. Sixty lecture and 30 lab hours per semester.
DSPM 0700 - Basic Mathematics - Credits: (3)
A course designed to improve reading skills in the areas of literal comprehension, speed, and vocabulary. English for Speakers of Other Languages (ESOL) sections of this course are available.

DSPR 0700 - Reading I - Credits: (3)
A course designed to improve reading skills in the areas of critical and affective comprehension, speed, and vocabulary. PREREQUISITES: An acceptable placement score or DSPR 0700. English for Speakers of Other Languages (ESOL) sections of this course are available.

Writing
DSPW 0700 - Writing I - Credits: (3)
A course in mastering Standard Written English as demonstrated in compositions reflecting a mature writing style. Individualized topics include sentence structure, grammar, mechanics, and other areas of good usage. English for Speakers of Other Languages (ESOL) sections of this course are available.

DSPW 0800 - Writing II - Credits: (3)
A course in principles of unity, focus, organization, development, and clarity in writing compositions. An acceptable placement score or DSPW 0700. English for Speakers of Other Languages (ESOL) sections of this course are available. Three lecture hours per week.

Early Childhood Education
ECED 1010 - Introduction to Early Childhood Education - Credits: (2)
Orientation to the profession. Topics include professionalism, family relationships, individual and cultural diversity, child development, developmentally appropriate practice, observation and assessment, learning environment, health and safety, and guidance. (Same as RODP ECED 1010)

ECED 2010 - Safe, Healthy Learning Environments - Credits: (3)
A study of the basic principles of good health as they relate to the child in the family, care center, and community. Includes child nutrition, growth, disease and accident prevention, and safety. Laboratory observation and interaction. (Same as RODP ECED 2010) PREREQUISITES: ECED 1010.

ECED 2015 - Early Childhood Curriculum - Credits: (3)
A survey of the theoretical models and services available to parents and children. Laboratory observation and interaction. (Same as RODP ECED 2015) PREREQUISITES: ECED 1010.

ECED 2020 - Infant, Toddler, Child Development - Credits: (3)
The study of the physical, cognitive, social, and emotional growth of the young child and their application to the care, guidance, and development of the child from birth through eight years of age. Laboratory observation and interaction. (Same as RODP ECED 2020) PREREQUISITES: ECED 2010.

ECED 2030 - Infant and Toddler Care - Credits: (3)
A course in methods of providing safe, competent individual and group care, as well as a warm and secure emotional atmosphere for infants and toddlers. Includes procedures for stimulating the intellectual and physical development of infants and toddlers in addition to basic care-giving skills. Course open to non-majors (i.e., parents, parents-to-be, baby-

DSPM 0850 - Intermediate Algebra - Credits: (3)
Graphing quadratic functions, factoring, rational expressions, exponents and radicals, complex numbers, quadratic equations, radical equations and applications. PREREQUISITES: One year of high school algebra and an acceptable placement score, or DSPM 0800.

Reading
DSPR 0800 - Reading II - Credits: (3)
A course designed to improve reading skills in the areas of critical and affective comprehension, speed, and vocabulary. PREREQUISITES: An acceptable placement score or DSPR 0700. English for Speakers of Other Languages (ESOL) sections of this course are available.

Mathematics
DSPM 0700 - Basic Mathematics - Credits: (3)
Operations with integers, decimals and fractions, powers and roots, linear equations, percent, units of measure, geometry, graphs, probability and statistics, and applications.
DSPM 0800 - Elementary Algebra - Credits: (3)
Linear equations and inequalities, operations on polynomials, graphing linear equations and inequalities, system of linear equations and inequalities, functions and applications. PREREQUISITES: An acceptable placement score or DSPM 0700.

Developmental Studies Learning Strategies
DSPS 0800 - Learning Strategies - Credits: (3)
A course in goal-setting, problem solving decision making techniques, critical thinking skills, time and stress management, note and test taking, listening and responding orally in class. Included is a basic orientation to the campus facilities and college policies. Required in the first two classes in two or more developmental subject areas (reading, writing, math).
sitters). (Same as RODP ECED 2030)

**ECED 2040 - Family Dynamics and Community Involvement - Credits: (3)**
The role of the family and community in the physical, cognitive, social, and emotional growth of the child in a diverse society. Laboratory observation and interaction. (Same as RODP ECED 2040) PREREQUISITES: ECED 1010.

**ECED 2050 - Psychomotor Development - Credits: (3)**
The major theories of psychomotor development and the application to the development of the young child. Particular emphasis is placed on the positive development of motor skills. Laboratory observation and interaction. PREREQUISITES: ECED 1010.

**ECED 2060 - Development of Exceptional Children - Credits: (3)**
This course covers physical disabilities, mental retardation, sensory impairment, the gifted child, and the accessing and coordinating of community resources to ensure accurate diagnosis and appropriate treatment and services. Students will learn to interpret diagnostic instruments and to write programs to meet the special needs of exceptional children. Laboratory observation and interaction. (Same as RODP ECED 2060) PREREQUISITES: ECED 2050.

**ECED 2070 - Developmental Assessment - Credits: (3)**
A study of the basic instruments and checklists leading to competency in screening children for developmental problems. The course will also consider appropriate community support programs and referral procedures. Laboratory observation and interaction. (Same as RODP ECED 2070) PREREQUISITES: ECED 2050.

**ECED 2080 - Language and Literacy in Early Childhood - Credits: (3)**
The research-based principles and practices for providing young children age birth through eight a strong foundation in language and literacy within a developmentally appropriate approach. Field experiences required.

**ECED 2085 - Math and Science in Early Childhood - Credits: (3)**
A course on the standards, principles, and practices in teaching mathematics and science to young children age birth through eight. 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 experience required. (Same as RODP ECED 2085)

**ECED 2090 - Creative Development - Credits: (3)**
A course dealing with theories, teaching techniques, and basic program components of early childhood art instruction. Emphasizes value of art in physical-social-emotional growth of young children. Explores use of art media, creative play activities, and methods of incorporating creativity into other curricular areas. (Same as RODP ECED 2090)

**ECED 2100 - The Mentoring Teacher - Credits: (3)**
A study of the philosophy, principles, and methods of mentoring adults who have varying levels of training. Emphasis will be on the role of mentors as facilitators of adult learning while simultaneously addressing the needs of children, parents, and other staff.

**ECED 2120 - Administration of Child Care Centers - Credits: (3)**
A Study of organization and administration practices applicable to the child care center. Topics of special consideration will be staff-management relations, state and local licensing standards, national accreditation, CDA standards, tax laws, legal liabilities, and the effect these topics will have on the care of the child. Laboratory observation and interaction. (Same as RODP ECED 2120)

**ECED 2130 - Clinical Practicum I - Credits: (3)**
Supervised practicum with a minimum of 30 clock hours in seminar and 45 clock hours in early childhood practical experiences. Course includes a study of the physical and human qualities that combine to create an environment that is safe and healthy, and promotes optimum learning for young children ages birth through eight. PREREQUISITES: Successful completion of ECED 1010, ECED 2015, ECED 2020, and ECED 2130.

**ECED 2160* - Final Practicum - Credits: (3)**
Supervised practicum with a minimum of 15 clock hours in seminar and 90 clock hours in early childhood practical experiences. Course includes a study of the new physical and human qualities that combine to create an environment that is safe and health, and promotes optimum learning for young children ages birth through eight. PREREQUISITES: ECED 2130.

**Economics**

**ECO 211♦ - Principles of Economics I - Credits: (3)**
Introduces the economic dilemma, supply and demand, and the roles of major sectors within the economy. Explores the process of national income and output determination and the use of monetary and discretionary fiscal policies to control inflation and unemployment. Keynesian economics, the Monetarist School, and modern classical macroeconomics are examined and compared. (Same as RODP ECON 2010) PREREQUISITES: An acceptable placement score, or DSPM 0800; an acceptable placement score, or DSPR 0800.

**ECO 212♦ - Principles of Economics II - Credits: (3)**
Explores the role of markets in capitalistic economies in generating information and allocating resources, the theory of consumer choice, and production cost. Also includes the economics of the firm, an examination of government regulation of business, the operation of resource markets and the determination of income distribution, and international trade. (Same as RODP ECON 2020) PREREQUISITES: An acceptable placement score, or DSPM 0800; an acceptable placement score, or DSPR 0800.

**Education**

**EDU 101 - Introduction to Education - Credits: (3)**
A short survey of the field of education. The history of American education, present educational philosophies, major problems, present practices, and the school as a social institution are considered. Field experience in the public schools and community service are required. (Same as RODP EDU 201) PREREQUISITES: Completion of DSPR 0800 and DSPW 0800, or acceptable placement score.

**EDU 102 - Human Growth & Development - Credits: (3)**
A study of the concepts and theories of human psychological and physical development from conception to death with emphasis on educational and psychological learning theories. Field experience in the public schools and community service are required. PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores.

**EDU 240T - Selected Topics in Education - Credits: (1-6)**
Specialized topical issues and/or problems in education. This course may be repeated for credit. Fifteen classroom contact hours with faculty required per credit hour.

**EDU 264 - Education of Exceptional Children - Credits: (3)**
An introductory course designed to give an overview of the issues related to the education and psychology of exceptional children. Concepts of learning and behavior management will be considered, especially as they relate to the exceptional child in the public school. (Same as RODP TELC 2010)

**Engineering**

The Engineering curriculum provides university-parallel coursework culminating in the A.S. degree and preparing graduates to enter electrical, mechanical, civil, architectural, chemical, and biomedical engineer-
ing programs at four-year universities offering an ABET accredited engineering degree program. The curriculum emphasizes the critical thinking skills, study habits, discipline and perseverance required to succeed in engineering.

**EGR 101* - Engineering Graphics with CAD I - Credits: (3)**
This course is designed to develop the fundamental visualization and graphic communication skills used by engineers through manual and computer means. Sketching techniques to develop orthographic and pictorial graphic skills, lettering capability, standard technical drawing methods, computer-aided drafting, dimension techniques, working drawing development skills, drawing interpretation, solid modeling and plotting will be the fundamental foci of the course. Two lecture, three laboratory hours per week.

**EGR 102* - Engineering Graphics with CAD II - Credits: (3)**
An intermediate AutoCAD course and a continuation of EGR 101*. Topics of study include 3-view drawing, auxiliaries, sectioning, graphing, attributes, 3-D visualization, user coordinate systems, simple wire frames, faced objects, surface commands, and alternate methods of 3-D drawing. PREREQUISITES: EGR 101*. Two lecture, three laboratory hours per week.

**EGR 130 - Introduction to Engineering - Credits: (1)**
Introduction including history, role, disciplines, and functions of engineering; the engineering problem solving method; engineering ethics; life-long learning; vector algebra; and introduction to computer algorithm. A group design project emphasizing teamwork and presentation is required. PREREQUISITES: High school trigonometry or MATH 1720; MATH 100 or passage of CCE. One lecture hour per week.

**EGR 210 - C++ for Engineers - Credits: (3)**
An introduction to the use of digital computers in the solution of engineering problems including familiarization with computer architecture, design and coding of algorithms, and effective use of functions, arrays, pointers, data structures and modular programming design. PREREQUISITES: EGR 130 and MATH 1910. Two lecture, two laboratory hours per week.

**EGR 240 - Statics - Credits: (3)**
A study of vectors, forces and moments, equivalent systems of forces, equilibrium, centroids and centers of gravity, shear and moment in beams, fluid statics, analysis of simple structures, friction and moments of inertia. PREREQUISITES: PHYS 2110. Three lecture hours per week.

**EGR 250 - Dynamics - Credits: (3)**
Topics covered include the study of motion - both kinematics and kinetics using Newton’s laws. Emphasis is placed on rectilinear and curvilinear motion, Newton’s second law, energy and momentum, Newton’s laws and systems of particles, kinematics of rigid bodies and plane motion of rigid bodies. PREREQUISITES: EGR 240*.

**EGR 260 - Circuits - Credits: (4)**
A course in the fundamental concepts of charge, current, voltage and power; passive and active circuit elements, phasors and impedance; mesh and nodal analysis; Thévenin’s and Norton’s Theorems; superposition; source transformations; operational amplifiers; natural and forced response of RL, RC, and RLC circuits; average and effective values of periodic wave form; polyphase circuits. PREREQUISITES: EGR 210, MATH 2110, and PHYS 2120. Three lecture, three laboratory hours per week.

**EGR 276T - Selected Topics in Engineering - Credits: (1-6)**
A course which deals with topics carefully selected to meet the needs of special groups.

**Emergency Medical Technician**

**EMT 101* - EMS Theories (Basic) - Credits: (12)**
An introduction to Emergency Medical Services using the State approved curriculum for Basic EMT. Topics include the history and theory of EMS, roles and responsibilities of the EMT, fundamental basic skills, AHA basic life support skills, basic management of medical trauma emergencies, bleeding shock, ambulance operations, communications, medical-legal and ethical aspects of emergency care. Also included are specific subjects outlined in the TN EMT extended skills curriculum. COREQUISITES: EMT 101C*, EMT 104*, EMT 121*. Twelve lecture hours per week.

**EMT 101C* - EMS Clinical (Basic) - Credits: (2)**
Supervised clinical application of skills developed in EMT 101. Emphasis on patient assessment, communication, ambulance operations and patient care in accordance with the TN Department of Health Division Emergency Medical Services rules and regulations on convalescent or emergency ambulances and hospital emergency departments as well as IV therapy initiation and medical administration in the pre-hospital and Emergency Department setting. Students must complete a minimum of 60 hours of clinical rotations during the semester. COREQUISITES: EMT 101*, EMT 104*, EMT 121*.

**EMT 104* - Survey of Anatomy and Physiology for Pre-hospital Providers - Credits: (2)**
A survey of Human Anatomy and Physiology designed for EMTs and Paramedics. Body systems, physiological concepts, metabolism and nutrition are discussed using the medical model. The course will not substitute for either BIOL 2010 or BIOL 2020, nor will it satisfy any part of the general education natural science requirements for the AA, AS, or AAS degrees. Two lecture hours per week.

**EMT 121* - Introduction to Pre-hospital Emergency Pharmacology - Credits: (2)**
An introduction to emergency pharmacology as outlined in the Tennessee EMT extended skills curriculum. Emphasis is on drug classifications, actions, indications, contraindication, dosages, and routes of administration. Federal and State drug laws, pharmacological sources, and first-line advanced cardiac life support agents are reviewed. COREQUISITES: EMT 101*, EMT 101C*, EMT 104*. Two lecture hours per week.

**EMT 200* - Paramedic Critical Care Course - Credits: (10)**
A course designed for individuals who have completed a recognized Paramedic curriculum and interested in obtaining Critical Care endorsement. Content includes the State of Tennessee approved Critical Care Paramedic Objectives and either meet or exceed endorsement requirements. Students are expected to document competency in scope of practice in a laboratory and clinical setting. Eight lecture and four lab/clinical hours per week.

**EMT 201* - General Principles of Pathophysiology and Disease - Credits: (4)**
A general study of pathophysiologic etiologies of disease and the body system response to injury or environmental stress as outlined in the National Standard Curriculum for EMT-Paramedic. Emphasis is on multi-system responses to illness or injury and their relationship. Each body system is reviewed for specific and unique conditions that disturb homeostasis or influence medication administration, distribution, action or effect. PREREQUISITES: AHC 104*, AHC 115*, or permission of instructor. COREQUISITES: EMT 211, 215C or permission of instructor. Four lecture hours per week.

**EMT 211* - Paramedic Theories I (Medical Emergencies) - Credits: (4)**
Using U.S. DOT National Standard Paramedic Curriculum this course discusses advanced theories of EMS practice and treatment modalities based on normal physiology of human body systems and how these systems are related during medical emergencies. Applying knowledge of life span development, well-being and illness prevention, discussions focus on EMS clinical decision making and therapeutic communication in adult medical emergencies and resuscitations. PREREQUISITES: AHC 104*, AHC 115* and selection into Paramedic Program. Four
hours of lecture per week.

EMT 212* - Physical and Health Assessment and Lab - Credits: (2)
An introduction to physical examinations and health assessments. Topics include the history taking, physical exam of the pediatric and adult patient, illness and injury prevention assessments, and fundamental use of physical exam equipment. Emphasis is on accurate focused and general physical examinations necessary for EMS professionals. PREREQUISITES: AHC 104* and AHC 115* or permission of instructor. One lecture and two lab hours per week.

EMT 213* - Advanced Principles of Pharmacology – Credits: (2)
An advanced discussion of pharmacology including both prescribed and over-the-counter preparations categorized by drug classification or action. Course content includes the therapeutic use of common medicines and specific drug interactions, actions, indications, precautions, contraindications, dosages and routes of administration for medical, environmental and trauma situations. Emphasis is on select preparations, medications, and pharmacological agents routinely used by EMS and other Allied Health professionals. PREREQUISITES: EMT 121* or permission of instructor. Two lecture hours per week.

EMT 214* - Pediatric & OB/GYN Emergencies - Credits: (2)
A study of medical and traumatic emergencies related to pediatric and obstetrical patients. Discussion is based on the unique needs of infants, children, and adolescents utilizing American Academy of Pediatrics and American Heart Assoc. guidelines. Emphasis is on physical assessment and life span development considerations. Obstetrical and gynecological emergencies are also covered in detail. Two lecture hours per week.

EMT 215* - EMS Fundamentals III (ACLS) - Credits: (2)
A course designed to apply advanced practical skills in advanced medical care such as adult and pediatric resuscitation. Emphasis is on scenario based patient encounters reflecting real world emergency situations using the Assessment Based Management objectives outlined in the National Standard Curriculum EMT-Paramedic. Scenarios are presented that require critical thinking and ethical judgments in regard to patient treatment and transport decisions. Advanced Cardiac and Pediatric Advanced Life Support curricula are extensively reviewed. COREQUISITES: EMT 211* or permission of instructor. One lecture and two hours of lab per week.

EMT 215C* - EMS Clinical III (Advanced) - Credits: (4)
Supervised clinical applications of advanced skills in ambulances and hospital specialty care units such as I. C. U. or O. R. and Emergency Departments. Emphasis is on advanced patient assessment, history taking, treatment modalities and the development of critical thinking skills necessary for independent practice with on and off-line medical direction in medical emergency situations. COREQUISITES: EMT 211*. A minimum of sixteen hours of clinical instruction per week.

EMT 216* - Physical and Health Assessment and Lab - Credits: (2)
A course designed to instruct emergent health care interventions in the pre-hospital environment. Emphasis focuses on patients being cared for at home or in long term care facilities. Special needs patients and geriatrics considerations are thoroughly discussed. Handling and transporting specialty home care equipment such as respirators and infusion pumps compose the fundamental skill component of the class. Two lecture hours per week.

EMT 218* - Advanced Trauma Care - Credits: (2)
A study of the management of common traumatic emergencies in accordance with accepted national standard as prescribed by the Basic Trauma Life Support or Pre-Hospital Trauma Life Support recommendations. Emphasis is on the recognition of potential problems related to mechanism of injury and kinematics with discussions of Medical Incident Command. Two lecture hours per week.

EMT 220C* - EMS Clinical IV (Critical Care) - Credits: (4)
Continued supervised clinical applications of advanced skills in ambulances and hospital specialty care units. Emphasis is on advanced patient assessment, history taking, treatment modalities and the development of critical thinking skills and decision making skills necessary for independent practice with on and off-line medical direction in medical and trauma emergency situations. A minimum of sixteen hours of clinical instruction per week. May be repeated for credit with a maximum of four hours to apply toward graduation.

EMT 240C* - Field Internship - Credits: (12)
Final supervised application of skills developed in EMT 201 through EMT 220C. Clinical experiences are performed in emergent, convalescent, urban and rural settings on ambulances with Advanced Life Support Certification. Emphasis is on the student’s ability to demonstrate organizational skills, prioritizing care, treatment choices for a variety of patient demographics, team leadership and professional behavior expected of an entry-level Paramedic. Successful candidates will have met all patient encounter outcome objectives prescribed in the National Standard Curriculum - Paramedic. PREREQUISITES: EMT 220C* A minimum of 140 contact hours for the semester.

EMT 241* - Medical Director’s Summative Review - Credits: (1)
Summative program review and exit interview with Program Medical Director. Candidates for graduation MUST review all program clinical and skill evaluation records, exam grades, submit to oral hypothetical patient scenario examinations and successfully complete a summative written examination to establish eligibility to sit for the State EMS Initial Paramedic Licensing Examination. PREREQUISITES: Permission of instructor.

English

General Information: The freshman English courses, ENGL 1010 and ENGL 1020, are a sequence and must be taken in that order. The student must have successfully completed ENGL 1010 before registering for ENGL 1020. The student must have successfully completed ENGL 1020 before registering for any sophomore English course. If sophomore literature is required in the curriculum, the student may elect to take one of the following courses: ENGL 2100, 2110, 2120, 2310, or 2320. The courses may be taken in any order. No other VSCC English courses may be substituted for the sophomore literature requirement specified in the general education program for any degree.

ENGL 280T - Individual Problems in English - Credits: (1-3)
A course designed to allow the student to pursue special interests in English. This course may not be taken in lieu of any ENGL 2000 level course. PREREQUISITES: Permission of instructor. Only six hours may be counted toward graduation.

ENGL 290P - English Practicum – Credits: (1-3)
Practical editorial and/or layout experience while producing literary publications. The amount of required work varies with credit hours. Emphasis on soliciting, reading, and critically evaluating submissions, copyediting, layout, arrangement of material for literary effect, and collaboration with staff to meet publication deadlines. PREREQUISITES: Permission of Instructor. Up to six credit hours may be counted towards graduation. Not intended for transfer.
ENGL 1010♦ - English Composition I - Credits: (3)
Writing expository compositions based primarily on analysis of essays and literary works; emphasis on rhetorical modes, documentation skills, and revision. (Same as RODP ENGL 1010) PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores.

ENGL 1020♦ - English Composition II - Credits: (3)
Writing argumentative compositions based on issues raised in essays and literary works; emphasis on research skills, support, and revision. (Same as RODP ENGL 1020) PREREQUISITES: ENGL 1010.

ENGL 1030♦ - Introduction to Film - Credits: (3)
A general education course designed to meet the humanities/fine arts requirement. This course provides an introduction to and overview of film as an art form; emphasis on understanding the nature of film and its place in culture, with overviews of the history and theory of film and the production process. PREREQUISITES: An acceptable placement score, or DSPR 0800 and DSPW 0800.

ENGL 2010♦ - Introduction to Poetry and Drama - Credits: (3)
Reading representative and significant poems and plays; emphasis on analysis, interpretation, and appreciation. (Same as RODP 2010) PREREQUISITES: ENGL 1020.

ENGL 2020♦ - Introduction to Fiction - Credits: (3)
Reading representative and significant short stories, novellas, and novels; emphasis on analysis, interpretation, and appreciation. (Same as RODP ENGL 2020) PREREQUISITES: ENGL 1020.

ENGL 2030♦ - Experience of Literature - Credits: (3)
Reading and analysis of a variety of literary types as forms of cultural and creative expression; emphasizes themes and experiences common to human existence. Specific topics are determined by the instructor, but the focus is on literary texts that reflect different historical and cultural contexts. PREREQUISITES: ENGL 1020

ENGL 2110♦ - American Literature To 1865 - Credits: (3)
Reading representative and significant works of American literature from the beginning to the Civil War; discussion of literature within its social and historical context. (Same as RODP 2110) PREREQUISITES: ENGL 1020.

ENGL 2120♦ - American Literature since 1865 - Credits: (3)
Reading representative and significant works of American literature from the Civil War to the present; discussion of literature within its social and historical context. ENGL 2110 is NOT a prerequisite for ENGL 2120. (Same as RODP 2120) PREREQUISITES: ENGL 1020.

ENGL 2300 - Introduction to Creative Writing - Credits: (3)
An elective course in developing and revising creative writing (fiction, poetry, drama, and/or creative nonfiction) for publication or personal satisfaction. (Same as RODP ENGL 2300) PREREQUISITES: ENGL 1020 or permission of instructor.

ENGL 2310♦ - World Literature to 1650 - Credits: (3)
Reading representative and significant works of world literature from ancient literature to 1650; discussion of the literature within its social and historical context. PREREQUISITES: ENGL 1020.

ENGL 2320♦ - World Literature since 1650 - Credits: (3)
Reading representative and significant works of world literature from 1650 to the present; discussion of the literature within its social and historical context. ENGL 2310 is NOT a prerequisite for ENGL 2320. PREREQUISITES: ENGL 1020.

English for Speakers of Other Languages (ESOL)
In order to help satisfy the need for ESOL instruction by students whose first language is not English, Vol State offers a program which teaches reading, writing and speaking to non-native students. These courses are designed to take students from low-intermediate proficiency to a fluency adequate for their successful completion of standard college level courses. Students should take the English Placement test and be advised before registering for classes.

Students seeking ESOL instruction in reading should enroll in designated sections of DSPR 0700 (Reading I) or DSPR 0800 (Reading II), depending upon placement scores.

Students seeking instruction in writing should enroll in ESOL designated sections of DSPW 0700 (Writing I) or DSPW 0800 (Writing II), depending upon placement scores.

ESOL sections of DSPR and DSPW courses are designated by an E after the course number: DSPR 0700 E, DSPR 0800 E, DSPW 0700 E, DSPW 0800 E.

Students who are not prepared to enroll in the classes listed above may enroll in the ESOL courses listed below for credit or through Continuing Education for non-credit. ESOL courses do not apply toward a degree program.

For additional information on enrollment or placement testing, contact the Humanities Division.

ESOL 0122 - Conversation II - Credits: (3)
This course is designed to teach students how to make and understand conversation in English while learning about the American culture. Students should be able to talk about common topics (shopping, work, family) and express opinions at the end of this course. PREREQUISITES: Placement into course from scores on English placement test.

ESOL 0123 - Conversation III - Credits: (3)
This course is designed to teach students how to converse in depth on social and academic topics and be able to participate in academic courses. PREREQUISITES: Placement into course from scores on English placement test or successful completion of ESOL 0122.

ESOL 0132 - Literacy II - Credits: (3)
This course is designed to teach students who already have a basic knowledge of the English alphabet how to write grammatically correct sentences, read and understand simple paragraphs, and respond to readings in writing. By the end of this course students should be able to find the key elements in short stories, respond to those stories in writing, write grammatically correct sentences, and begin to write short paragraphs. PREREQUISITES: Placement into course from scores on English placement test.

ESOL 0133 - Literacy III - Credits: (3)
This course is designed to teach students how to converse in depth on social and academic topics and be able to participate in academic courses. PREREQUISITES: Placement into course from scores on English placement test or successful completion of ESOL 0132.

ESOL 0151 - Grammar I - Credits: (3)
This course is designed to teach students how to make and understand conversation in English while learning about the American culture. Students should be able to talk about common topics (shopping, work, family) and express opinions at the end of this course. PREREQUISITES: Placement into course from scores on English placement test.

ESOL 0152 - Grammar II - Credits: (3)
This course focuses on grammar basics in spoken and written English. Students will talk about common topics, including future activities, and understand the guidelines for basic grammatical structures. PREREQUISITES: Placement into course from scores on English placement test.

ESOL 0153 - Grammar III - Credits: (3)
This course focuses on grammar basics in spoken and written English. Students will talk about common topics, including future activities, and understand the guidelines for basic grammatical structures. PREREQUISITES: Placement into course from scores on English placement test or successful completion of ESOL 0151.
ESOL 0153 - Grammar III - Credits: (3)
This course focuses on sentence parts, patterns, forms, and structural variety in English, in order to prepare students to succeed at the remedial level of DSPW courses and above. PREREQUISITES: Placement into course from scores on English placement test or successful completion of ESOL 0152.

Finance/Banking
FIN 100* - Principles of Banking - Credits: (2)
Provides an updated and broad perspective of the banking industry. A foundation for subsequent A.I.B. courses that touch on nearly every aspect of bank functions. Included is a comprehensive introduction to banking in today’s economy. Discussions on specific topics are presented in an easily accessible form. Primary topics are language and documents of banking, check processing, teller functions, deposit functions, trust services, bank bookkeeping, bank loans and investments, and the bank’s role in the community. PREREQUISITES: Permission of instructor.

FIN 104* - Law and Banking: Applications - Credits: (3)
Explores legal implications of normal activities and transactions in bank operations. Treatment is in general terms designed to add knowledge of legal principles to the student’s understanding and vocational skills and to influence attitudes of bank personnel by providing information about the impact of the law and applicable bank regulations. Objective is to improve understanding of how the law operates within the framework of federal and state banking statutes, court decisions, and administrative regulations. PREREQUISITES: Permission of instructor.

FIN 105* - Law and Banking: Principles - Credits: (3)
An introduction to basic commercial law as it relates specifically to banking and bank transactions, discussion of consumer protection, including regulations, compliance and penalties; contracts, agency and partnerships; corporations, real property, personal property and sales; the uniform commercial code; negotiable instruments and bank collections and secured financing. PREREQUISITES: Permission of instructor.

FIN 106* - Money and Banking - Credits: (3)
Basic economic principles related to the subject of money and banking in a context of topics of interest to present and prospective bank management; subjects covered include structure of commercial banking, functions of money, money supply, cash assets and liquidity management, bank investments, loans, earnings and capital and the Federal Reserve System. PREREQUISITES: Permission of instructor.

FIN 107* - Consumer Lending - Credits: (3)
Emphasis is placed on the pragmatic “How to” details of installment lending. Topics covered are principles of credit evaluation, open-end credit, marketing bank services, collection policies and procedures, legal aspects, financial statement analysis; direct and indirect installment lending, installment credit department management, insurance, and rate structure and yields. PREREQUISITES: Permission of instructor.

FIN 108* - Analyzing Financial Statements - Credits: (3)
A review of basic accounting principles providing the minimum background necessary for profitable study of financial statement analysis; covers goals, methods, and tools of analysis, analysis of profit and loss, accounts receivable, inventories, and balance sheets; the relationship of balance sheet accounts to sales; and projected statements and cash budgets. PREREQUISITES: ACT 201 and permission of instructor.

FIN 117* - Commercial Lending - Credits: (3)
An introductory overview of the commercial lending function: commercial lending overview, the lending process, portfolio management, regulation and business development. Designed for management trainees, junior management, and non-commercial lending personnel. PREREQUISITES: Permission of instructor.

FIN 119* - Marketing Financial Services - Credits: (3)
Concepts and philosophies of marketing; information, research, and target; the marketing mix (product strategy, distribution strategy, advertising and sales promotion, personal selling, and pricing strategy); and the methods of market planning. PREREQUISITES: Permission of instructor.

FIN 127T* - Selected Problems in Finance - Credits: (1-4)
Specialized topical issues and/or problems in finance are selected and studied in depth. PREREQUISITES: Permission of instructor. Fifteen classroom contact hours with faculty required per credit hour.

French
FREN 290P* - French Study Abroad - Credits: (1-2)
This course allows students to experience a foreign language and culture first hand. Students are required to complete a research project based on their experience. PREREQUISITES: FREN 1020 or permission of instructor.

FREN 1010 - Beginning French I - Credits: (3)
An elementary course in the essentials of French with an emphasis on listening, speaking, reading, and writing. An introduction to the culture and history of France and the French-speaking world.

FREN 1020 - Beginning French II - Credits: (3)
A continuation of FREN 1010. Listening, speaking, reading, and writing are emphasized. PREREQUISITES: FREN 1010 or appropriate placement on departmental language proficiency exam.

FREN 2010 - Intermediate French I - Credits: (3)
A course designed to improve the student’s ability to understand spoken and written French, to use French grammar, and to read and write at the intermediate level. Readings and exercises in French literature and documents are used to familiarize students with French culture and language. PREREQUISITES: FREN 1020 or appropriate placement on departmental language proficiency exam.

FREN 2020 - Intermediate French II - Credits: (3)
A continuation of FREN 2010. PREREQUISITES: FREN 2010 or appropriate placement on departmental language proficiency exam.

Fire Science Technology
FST 101* - Principles of Emergency Services - Credits: (2)
Course provides an overview of fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives. COREQUISITES: FST 220*

FST 102* - Hazardous Materials I - Credits: (3)
Basic methods of recognition and identification of hazardous materials based on the chemical and physical properties of hazardous materials and the basic safety procedures when utilizing specific types of protective equipment. Discussion includes the basic tactical concerns relating to scene management of a hazardous material incident.

FST 103* - Strategies and Tactics - Credits: (3)
Course provides the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents. PREREQUISITES:
FST 101*.

FST 104* - Principles of Fire and Emergency Services Safety and Survival - Credits: (3)

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

FST 107* - Occupational Health and Safety - Credits: (3)

Course provides an introduction to the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk and hazard evaluation and control procedures for emergency service organizations.

FST 109* - Legal Aspects of Emergency Services - Credits: (3)

Course will address the Federal, State, and Local laws that regulate emergency services and include a review of national standards, regulations, and consensus standards.

FST 111* - Fire Protection Hydraulics and Water Supply - Credits: (3)

Course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems.

FST 112* - Rescue Awareness - Credits: (3)

Basic methods of recognition and identification of a hazardous situation where a rescuer might be overwhelmed by the magnitude of the problem. Utilizing all known resources in the perspective area, and focusing in on personal safety and patient safety.

FST 115* - Fire Prevention - Credits: (3)

Course provides fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and safety education; and fire investigation.

FST 116* - Fire Behavior and Combustion - Credits: (3)

A basic course which explores the theories and fundamentals of how and why fires start, spread, and are controlled.

FST 120* - Spanish for Emergency Responders - Credits: (3)

A conversational Spanish course for students who have little or no knowledge of the language and wish to acquire skills to communicate with Spanish-speaking individuals during an emergency response.

FST 121* - Fire Protection Systems - Credits: (3)

Course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers.

FST 130* - Leadership Development - Credits: (3)

A course designed for company officer development. Topics are covered which will enhance the personal and organizational effectiveness of company officers.

FST 201* - Building Construction for Fire Protection - Credits: (3)

Course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. PREREQUISITES: FST 101* or Instructor Approval May be repeated for a maximum of six semester hours for credit.

FST 202* - Fire Investigation I - Credits: (3)

Course provides the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes. PREREQUISITES: FST 101*, FST 201*, FST 116* or instructor approval

FST 203* - Fire and Emergency Services Administration - Credits: (3)

Course provides an introduction to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. Emphasis is placed on fire and emergency service, ethics, and leadership from the perspective of the company officer. PREREQUISITES: FST 101*

FST 209* - Hazardous Materials II - Credits: (3)

A continuing study of hazardous materials. Emphasis will be placed on hazard and risk assessment and site control. Discussion will include standard operating procedures and termination of an incident as well as advanced control techniques. PREREQUISITES: FST 102*.

FST 210* - Public Fire Education - Credits: (3)

A course designed to prepare the firefighter to educate the public in Fire Safety and Prevention. A study of instructional techniques employed to help develop the selection, design, and development of Fire Prevention and Education Programs.

FST 219* - Hazardous Materials Chemistry - Credits: (3)

Course provides basic chemistry relating to the categories of hazardous materials including recognition, identification, reactivity, and health hazards encountered by emergency services. This course is not intended to satisfy the natural science requirement for the AAS Degree.

FST 220* - Independent Study - Credits: (1-3)

Course is designed for students interested in furthering their knowledge, at an independent study level, in an area where no specific curriculum offering is currently available. Independent study problems might include: research papers, special construction projects, research projects, etc. PREREQUISITES: Permission of instructor

FST 222* - Fire Investigation II - Credits: (3)

Course provides advanced technical knowledge on the rule of law, fire scene analysis, fire behavior, evidence collection and preservation, scene documentation, case preparation and court-room testimony. PREREQUISITES: FST 202*.

FST 231* - NFPA Life Safety Code - Credits: (3)

This course is an intensive study of the NFPA 101 Life Safety Code which is the foundation for the NFPA Fire Codes.

Geography

GEOG 101* - Physical Geography - Credits: (3)

Characteristics, processes, and dimensions of earth’s natural environments, including aspects of the atmosphere, hydrosphere, lithosphere, and biosphere. Map analysis and tools of the physical geographer will be addressed. Field trips may be required.

GEOG 105* - World Regional Geography - Credits: (3)

A survey of the developed and developing world regions. Regional cohesion and differentiation will result from the concepts of space, interaction, physical characteristics, culture, and economics. Geographic techniques will be used throughout the course. (Same as RODP GEOG 105) PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores.

GEOG 108* - Cultural Geography - Credits: (3)

An introduction to the geography of human cultures. Course topics focus on human/environment interaction; demographics; distribution patterns and interactions of such cultural characteristics as language, religion, politics, urbanization, and economics. Field trips are required.

GEOG 240T - Selected Topics in Geography - Credits: (1-6)

A course which deals with topics in geography carefully selected to meet the needs of an individual or a special group. PREREQUISITES:
Geology
Credit toward graduation cannot be received for both courses in any pair: (GEOL 1030, GEOL 1040); (GEOL 1030, 1050).

GEOL 1030♦ - Essentials of Geology - Credits: (4)
A one-semester survey including topics in physical and historical geology, earth materials, plate tectonics, geologic structures, landforms, geologic time, fossils and earth history. Intended for students whose program of study requires one semester of laboratory science, or may be combined with ASTR 1030, BIOL 1030, PHYS 1030, PSCI 1030, or CHEM 1030 in satisfying the eight-hour general education natural science requirement. PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores. Three lecture, two field/laboratory hours per week.

GEOL 1040♦ - Physical Geology - Credits: (4)
An introduction to the physical geology of the earth including composition, structure and evolution. Laboratory and field experiences involve rock and mineral identification, along with map and field interpretation of geologic structures. PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores. Three lecture, two field/laboratory hours per week.

GEOL 1050♦ - Historical Geology - Credits: (4)
A course dealing with the history of the earth and the organisms which inhabit it. The major geological events of the past will be studied, stressing the methods and procedures of their discovery and interpretation. The major plant and animal fossil groups will be emphasized in the laboratory and on local field trips. PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores. Three lecture, two field/laboratory hours per week.

GEOL 1060♦ - Earth's Environments - Credits: (4)
An introduction to geology as it relates to human activities. Topics include geologic hazards, global climate trends, resource depletion, and pollution. PREREQUISITES: GEOL 1040, DSPW 0800 and DSPR 0800 or acceptable placement scores. Three lecture hours and two lab/field hours per week.

GEOL 276T* - Selected Topics in Geology - Credits: (1-6)
A course which deals with topics in geology carefully selected to meet the needs of an individual or a special group.

General Technology

GTP 100* - General Technology - Credits: (30)
Upon documented evidence of successful completion of a post-secondary vocational program and 15 hours of collegiate level work at VSCC, credit may be granted for this course toward the Associate of Applied Science degree in General Technology. In order to receive credit, the student must demonstrate that vocational competencies are equivalent to learning outcomes expected from college level courses. Appropriate assessment procedures to document college level proficiency are required for all articulated programs.

GTP 130* - Industrial Technology - Credits: (30)
Upon documented evidence of successful completion of a post-secondary vocational training program plus 15 hours of collegiate level work at VSCC and evaluation by appropriate faculty, credit may be granted for this course toward the Associate of Applied Science degree. Additional testing may be required to verify competence in Industrial Technology. Appropriate assessment procedures to document college level proficiency are required for all articulated programs.

Health

HED 100 - Personal Health - Credits: (3)
A study of personal health problems of college men and women. Mental health, communicable diseases, degenerative diseases, nutrition, drug abuse, and other health problems of students and families are studied.

HED 110 - Community Health - Credits: (3)
A course designed to acquaint the student with community health problems. An overview of the health agencies and community organizations as they relate to the total area of health and community, public health work, disease control, and special group problems. Emphasis will be given to developing health habits for wholesome living.

HED 120♦ - Introduction to Wellness - Credits: (3)
A general wellness course which promotes individual responsibility for optimal well being. The course will include local and national health concerns, personal health risk factors, cultural and societal influences and preventive health measures. Fitness evaluation and health and nutrition appraisals will be included. (Same as RODP HIST 1120) May be repeated for a maximum of six semester hours for credit.

HED 200 - First Aid and Safety/CPR - Credits: (3)
Development of a safety attitude and understanding of individual responsibility in personal and community programs for accident prevention and control. Pertains to first aid measures, accident prevention, and acquiring knowledge and skills for the emergency care of individuals. Satisfactory completion of this course qualifies the student for the American Red Cross Standard Advanced Certificate and the CPR Basic Life Support Certificates of the American Red Cross and the American Heart Association.

HED 220 - Principles of Nutrition - Credits: (3)
The study of nutritional needs throughout the life cycle; dealing with how people eat and why they eat as they do. The course deals with the nutritive values and functions of food in the body. (Same as RODP BIOL 1430)

History

HIST 220 - African-American History - Credits: (3)
This course will examine the history of Africans and their descendants in the United States from the end of the Civil War to the present, investigating topics from emancipation to the ongoing struggle for Civil Rights. Connections between this history and the issues and concerns facing all Americans in the present will be explored. The course may be used as a Social Science elective. (Same as RODP HIST 220) PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores.

HIST 240T - Selected Topics in History - Credits: (1-6)
Specialized topical issues and/or problems in history selected and studied in depth. Fifteen classroom contact hours with faculty required per credit hour.

HIST 1110♦ - World Civilization from Primitive Culture to 1650 - Credits: (3)
A study of the emergence and development of civilizations in Europe, Asia, Africa, and America using the universal culture pattern. An analysis and comparison of economic, social, political, intellectual, religious, and aesthetic characteristics of civilizations will be emphasized. (Same as RODP HIST 1110) PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores.

HIST 1120♦ - World Civilization from 1650 to Present - Credits: (3)
A study of modern Asia, Africa, America, Australia, and Europe utilizing the universal culture pattern such as the interaction of economic, social, political, intellectual, religious, and aesthetic factors in the development of a world history. (Same as RODP HIST 1120) PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores.

HIST 2010♦ - Survey of American History I - Credits: (3)
A survey of the political economic, social, cultural and diplomatic phases of American life in its regional, national, and international aspects up to
HIST 2020* - Survey of American History II - Credits: (3)
A survey of the political, economic, social, cultural, and diplomatic phases of American life in its regional, national, and international aspects since 1877. (Same as RODP HIST2020) PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement score.

HIST 2030* - Tennessee History - Credits: (3)
Geographical background, political, economic, social, and cultural history of Tennessee from earliest times to the present. This course, with either HIST 2010 or 2020, will fulfill the degree requirements in American History or it may be used as a Social Science elective. (Same as RODP HIST 2030) PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores.

Health Information Technology

HIT 115* - Introduction to Health Information Technology - Credits: (4)
This course is designed to introduce students to the principles of health information management. The development, content and management of the medical record will be explored as well as a basic overview of health care delivery systems. Emphasis is placed on hospital and medical staff organization; patient record content; procedures in filling, numbering and retention of patient records; quantitative analysis; release of patient information; forms control and design; indexes and registers; regulatory and accrediting agencies; and the transition to an electronic health record. Three lecture, two laboratory hours per week.

HIT 125* - Computer Applications in Health Information Technology - Credits: (3)
The purpose of this course is to provide students with knowledge and understanding of the various computer applications and information systems that are encountered in health information departments.; Topics for discussion include clinical vocabularies, data repositories (including the various registries), master patient indices, health information abstracting, transcription, the computerized patient record, voice recognition technology and scanning.; The use of databases, data collection methods, and the importance of data quality will be discussed. PREREQUISITES: HIT 115*

HIT 126* - Medical Style & Grammar - Credits: (2)
The study, synthesis and application of the rules of English language and medical transcription style as reflected by the Association of Healthcare Documentation Integrity (AHDI) Book of Style or other medical style manuals such as the AMA Manual of Style.

HIT 127* - Pharmacology and Laboratory Medicine for Medical Transcriptionists
The study of the principles and language of pharmacology and laboratory medicine including drugs and drug classes, diagnostic tests, indications, expressions of values and significance of findings.

HIT 203* - Basic Medical Transcription - Credits: (3)
Transcription of basic healthcare dictation, incorporating skills in English language, technology, medical knowledge, proofreading, editing, and research, while meeting progressively demanding accuracy standards. PREREQUISITES: BUS 111* or documentation of equivalent keyboarding skills, minimum keyboarding speed of 45 corrected words per minute. COREQUISITES: AHC 115*. Two lecture, two laboratory hours per week.

HIT 204* - Intermediate Medical Transcription - Credits: (3)
Transcription of intermediate original healthcare dictation using intermediate proofreading, editing, and research skills, while meeting progressively demanding accuracy and productivity standards. PREREQUISITES: HIT 203* Two lecture, two laboratory hours per week.

HIT 205* - Advanced Medical Transcription - Credits: (3)
Transcription of advanced healthcare dictation using advanced proofreading, editing, and research skills, while meeting progressively demanding accuracy and productivity standards. PREREQUISITES: HIT 204* Two lecture, two laboratory hours per week.

HIT 210* - Classification System ICD-9-CM - Credits: (4)
A study of the coding and classification of symptoms, diseases, operations and procedures according to the International Classification of Diseases, Clinical Modification (ICD-9-CM). Laboratory experiences will emphasize application of the ICD-9-CM coding manual through the use of a computerized encoder. PREREQUISITES: AHC 115*, HIT 225*. Three lecture, two laboratory hours per week.

HIT 215* - Classification Systems – CPT - Credits: (4)
A study of the descriptive terms and identifying codes for reporting medical services and procedures performed by physicians and outpatient facilities according to the latest version of Current Procedural Terminology (CPT).; Laboratory experiences will emphasize application of the CPT coding manual through the use of a computerized encoding system. PREREQUISITES: HIT 210*. Three lecture, two laboratory hours per week.

HIT 225* - Pathophysiologic Science - Credits: (3)
A study of pathophysiologic processes of the human body with emphasis on the anatomic systems, disease entities, medications, laboratory tests, and imaging results. PREREQUISITES: AHC 115* or permission of instructor. The course may be repeated for credit as the topic changes from semester to semester.

HIT 230* - Reimbursement Methodologies - Credits: (3)
A study of the uses of coded data and health information in reimbursement and payment systems appropriate to all healthcare settings and managed care. PREREQUISITES: HIT 210*, HIT 215*

HIT 235C* - Professional Practice Experience in Medical Transcription - Credits: (1)
Practice of the skills learned during the course of study in Medical Transcription. PREREQUISITES: HIT 203* COREQUISITES: HIT 205*

HIT 240* - Statistics - Credits: (3)
A study of health care data abstract systems; computation and display of statistical data for administrative use, health care planning and research; statistical terminology; uniform discharge data systems; birth and death registration, rules and regulations; and compilation of standard hospital statistics. PREREQUISITES: HIT 125*

HIT 250* - Legal Aspects of Health Information - Credits: (3)
This course is designed to assist students with an understanding of the legal principles that govern the health information field. Emphasis is placed on concepts and principles of the law, the health record as a legal document, confidentiality, informed consent, release of information and current trends in health legislation. PREREQUISITES: HIT 115*

HIT 270* - Supervisory Management for Healthcare - Credits: (3)
A study of the basic principles and theories of management for healthcare organizations focusing on management terminology, decision making, and the planning, organizing and directing functions as used in modern healthcare institutions. PREREQUISITES: HIT 125*

HIT 275* - Healthcare Quality Management - Credits: (3)
This course will focus on current philosophy and methodology in quality improvement as applied to healthcare.; Emphasis is placed on quality improvement techniques, applications and standards. PREREQUISITES: HIT 270*.

HIT 280* - Seminar in Health Information Technology - Credits: (3)
A capstone course of research and testing based on all domains and knowledge clusters of the curriculum to prepare the student for national certification. PREREQUISITES: HIT 210*, HIT 240*, HIT 270*, HIT 281C*.
**HIT 281C* - Professional Practice Experience I - Credits: (3)**

Students are assigned to various types of health care facilities to complete a supervised, professional practice experience in a health information management department. Emphasis is placed on providing opportunities for students to relate classroom theory to actual functions of a health information department, such as assembly and record analysis; medical legal procedures; information retention; filing and retrieval; and the use of technology. PREREQUISITES: HIT 115*, HIT 250*. COREQUISITES: HIT 270*. Sixty hours of clinical practice.

**HIT 282C* - Professional Practice Experience II - Credits: (3)**

An extensive clinical practice experience in health care facilities, including a directed practice seminar in which student competency is tested. Sixty hours of clinical practice. PREREQUISITES: HIT 281C*.

**HIT 283* - Professional Development for Medical Transcriptionists - Credits: (1)**

Development of professional work behaviors, analysis of the dynamics of the work environment, and exploration of professional development and career opportunities.

**HIT 290T* - Independent Study in Health Information Technology - Credits: (1)**

A course designed for the study of special topics in Health Information Technology.

**Human Services**

**HSC 100* - Introduction to Social Services - Credits: (3)**

An introduction to the various fields of social work and the roles and responsibilities of human services professionals and volunteers. Includes study of the history and structure of social welfare. A minimum of thirty hours of volunteer work in an agency is required.

**HSC 200 - Theories & Methods of Social Services Practices - Credits: (3)**

Students develop skills in observation of behavior, listening and interviewing to be utilized with various groups, individuals, families, and the aged. Emphasis will be on in-class exercises and role playing. Techniques for information gathering and assessment are examined. PREREQUISITES: HSC 100D*

**HSC 220T* - Selected Problems in Human Services - Credits: (1-6)**

Specialized topical issues and/or problems related to community groups or human services agencies are selected and studied in depth. Classroom contact with faculty and community involvement may be required. PREREQUISITES: HSC 100D*. Fifteen classroom contact hours with faculty required per credit hour.

**Hotel and Restaurant Management**

**HTL 110* - Introduction to the Hospitality Industry - Credits: (3)**

This course provides a basic understanding of the lodging and food service industry by tracing the industry’s growth and development, reviewing the organization of hotel and food and beverage operations, and by focusing on industry opportunities and future trends. (Same as RODP HTL 110)

**HTL 120* - Management of Food and Beverage Operations - Credits: (3)**

Provides a basic understanding of the principles of food production and service management, reviewing sanitation, menu planning, purchasing, storage, and beverage management.

**HTL 125* - Management of Restaurant & Quick Service Operations - Credits: (3)**

A study of the principles of restaurant and food service management focusing on contemporary management theories and their application to the competitive restaurant and food service industry.

**HTL 130* - Basic Sanitation - Credits: (3)**

Explains how to effectively manage restaurant and food preparation sanitation to achieve high standards that will meet company and regulatory guidelines. Permission of coordinator.

**HTL 202* - Service Management - Credits: (3)**

Provides basic philosophies for excellent customer services, including practical skills and service techniques. (Management of service delivery including restaurants, room service, banquets, and lodging is included.)

**HTL 205* - Lodging Management - Credits: (3)**

Includes management responsibility for housekeeping, maintenance, accounting, food and beverage operations, marketing, and legal issues pertaining to a property.

**HTL 210* - Management of Front Office Operations - Credits: (3)**

This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel beginning with the reservation process and ending with billing and collection procedures. The course also places front office procedures within the context of the overall operation of a hotel and examines front office management, the process of handling complaints, and concerns regarding hotel safety and security.

**HTL 215* - Housekeeping Management - Credits: (3)**

Provides an overview of the fundamentals of housekeeping management. This course describes the management functions, tools, and practices required in today’s lodging and institutional housekeeping departments.

**HTL 240* - Marketing of Hospitality Services - Credits: (3)**

This course is designed to provide students with basic knowledge and practical experience which will enable them to develop strategic marketing plans for hotel/motel properties.

**HTL 246* - Hospitality Purchasing and Cost Control - Credits: (3)**

This course describes how to develop and implement an effective purchasing program. Focuses on issues pertaining to supplier relations and selection, negotiation, and evaluation. It includes in-depth material regarding major categories of purchases.

**HTL 260* - Catering Services - Credits: (3)**

This course addresses the essentials of catering management. It incorporates menu management, marketing, pricing, and problems faced by the catering professional. Also examined are cost control and management. The course will also explore the creation of themed events and menu-design.

**HTL 265* - Meetings, Conventions, and Expositions - Credits: (3)**

This course explores the meeting and convention segment of the hospitality industry. The course will focus on planning, coordinating, and managing small, medium, and large group meetings, conventions, and expositions. Emphasis will be placed on the activity required from first guest contact to the completion of the event.

**HTL 276T* - Selected Topics in Hospitality - Credits: (1-3)**

This course will involve a specialized topical area related to Hospitality Management. The course will involve 15 to 45 instructional hours.

**HTL 290* - Hospitality Cooperative Work Experience I - Credits: (3)**

This structured work experience requires a college-approved coordinated work setting in the Hospitality Industry. This structured work experience requires a college-approved coordinated work setting in the Hospitality Industry. The experience is designed for students seeking
additional responsibility in supervising, scheduling, or operations management. A student log of experiences, an oral and written report, and periodic meetings with the coordinator are required. PREREQUISITES: HTL 290* or permission of the coordinator.

**Humanities**

**HUM 275 - Leadership Development - Credits: (3)**
A course designed to provide students with the fundamental knowledge and skills required of effective leaders. Includes experiential learning exercises, interactions with peers and college and community leaders, and written assignments. Issues of diversity, personal growth and interpersonal relationships are explored within the context of leadership development. Students will work in campus or community-based organizations applying the principles and concepts learned in classroom theory.

**HUM 280T - Individual Problems in Humanities - Credits: (1-3)**
A course designed to allow the student to pursue a special interest in the humanities. The course requires permission by the instructor and only six hours may be counted toward graduation.

**HUM 2990 - American Popular Culture - Credits: (3)**
A topical and historical survey of American popular Culture from the early 1900s to the present. Topics may include trends and social/personal significance of art, music, television, movies, fashion, literature, mass media, and technology. PREREQUISITES: Acceptable placement scores or DSPR0800 and DSPW0800.

**Paralegal Studies**

**LAW 101* - Introduction to Law - Credits: (3)**
This course provides an overview of the major principles and functions of our legal system and introduces students to various legal fields and special topics. Legal aspects of current topics are discussed to assist students in acquiring an appreciation of the dynamic role of law in our changing society. Legal vocabulary is emphasized, as well as an introduction into the work of the paralegal with regard to studied areas of law. PREREQUISITES: Completion of DSPR 0800 and DSPW 0800 or acceptable placement score.

**LAW 103* - Ethics and Professionalism - Credits: (2)**
This course instructs legal professional on the local ethics rules, model ethics rules, and an overview of the legal profession including duties, responsibilities, employment settings and skills used.

**LAW 104* - Torts - Credits: (3)**
The course presents a study of civil wrongs for which the victim may receive a remedy and emphasizes the role of the paralegal in tort litigation. An overview of tort law is provided, as well as an analysis of such matters as negligence, intentional torts, liability, misrepresentation, bad faith, malpractice, and various miscellaneous torts. PREREQUISITES: ENGL 1010, LAW 100*, LAW 101* or permission of program coordinator.

**LAW 105* - Legal Research - Credits: (3)**
Legal bibliography including codes, administrative regulations, reporters, digests, encyclopedias, citators, law reviews and treatises; analysis and synthesis of cases. PREREQUISITES: ENGL 1010, LAW 100*, LAW 101* or permission of program coordinator.

**LAW 106* - Legal Writing - Credits: (3)**
Legal Writing skills including precision and clarity, legal citation, and format; drafting of law office and trial memoranda, trial court brief, appellate brief, and abstracting depositions; analysis and synthesis of legal materials. PREREQUISITES: ENGL 1010, LAW 100*, LAW 101*, LAW 105*, or permission of program coordinator.

**LAW 107* - Criminal Law - Credits: (3)**
Substantive aspects of criminal law including general principles of criminal liability, specific analysis of particular crimes; substantive defenses to crime. PREREQUISITES: ENGL 1010, LAW 100*, LAW 101*, or permission of program coordinator.

**LAW 108* - Evidence - Credits: (2)**
This course teaches the Federal and Tennessee rules of evidence with added instruction on cases and practical application. Students learn how to lay a foundation, identify hearsay, and how to use other rules to present or admit evidence.

**LAW 135* - Law Office Technology - Credits: (3)**
This course provides students with basic knowledge of the hardware and software found in the law office. Specific software packages and computer systems designed for, or applied to, use in law offices are emphasized. In addition, computer assisted legal research (CALR) techniques, especially through West Publishing Company’s WESTLAW system, are studied. PREREQUISITES: CIS 100 or permission of program coordinator. The course may be repeated for credit.

**LAW 200* - Family Law - Credits: (3)**
Laws, procedures, and documents involved in domestic relations; breach of promise to marry; marriage; annulment; divorce; adoption; child custody/support. PREREQUISITES: ENGL 1010, LAW 100*, LAW 101*, or permission of program coordinator.

**LAW 210* - Civil Trial and Appellate Practice I - Credits: (3)**
Procedural law; preparation and use of pleadings and other documents involved in the trial and appeal of a civil action. PREREQUISITES: ENGL 1010, LAW 100*, LAW 101*, or permission of program coordinator.

**LAW 211* - Civil Trial and Appellate Practice II - Credits: (3)**
Procedural law; preparation and use of pleadings and other documents involved in the trial and appeal of a civil action. PREREQUISITES: ENGL 1010, LAW 100*, LAW 101*, LAW 210*, or permission of program coordinator.

**LAW 220* - Business Organizations and Contracts - Credits: (3)**
A study of various business entities as sole proprietorships, partnerships, corporations, and other business vehicles with emphasis on the role of the paralegal regarding their information, preparation of documents, etc. The course also includes a study of contract law and the work of the paralegal in that regard. PREREQUISITES: ENGL 1010, LAW 100*, LAW 101*, or permission of program coordinator.

**LAW 231* - Estates and Trusts - Credits: (3)**
Effects of various types of ownership upon passage of property at owner death, with or without a will; administration, taxation of estates and inheritance; basic requirements for trusts, wills, guardianships, and conservatorships; administration of a decedent’s estate including income tax consequences; case analysis; preparation of necessary documents. PREREQUISITES: ENGL 1010, LAW 100*, LAW 101*, or permission of program coordinator.

**LAW 245* - Real Property - Credits: (3)**
Freehold estates, concurrent ownership, leases, real estate contracts and deeds, recording system, title assurance, easements, lateral support, water rights, zoning, and eminent domain; practical aspects of conveyance from drafting of purchase and sale agreements to passing of papers; mechanics of title examining; preparation of documents for mortgages, foreclosures, recordings, and closings. PREREQUISITES: ENGL 1010, LAW 100*, LAW 101*, or permission of program coordinator. May be repeated for credit with a maximum of six hours to apply toward graduation.

**LAW 250* - Administrative Law - Credits: (3)**
This course introduces the field of administrative law by studying the structure and function of administrative agencies, as well as statutory procedures governing them. Emphasis will be given to delegation of governmental powers, due process considerations, agency rulemaking and record keeping activities. Agency hearing and decision making powers will also be reviewed. The role of the paralegal in the administrative
process will be the focus of this study. PREREQUISITES: ENGL 1010, LAW 100*, LAW 101*, or permission of program coordinator. May be repeated for a total not to exceed three credit hours. (May be dual listed in selected disciplines.)

**LAW 260* - Intellectual Property - Credits: (3)**

Explains patent, trademark, signature mark, copyright, and licensing concepts as well as forms and procedures. PREREQUISITES: ENGL 1010 and LAW 101, or permission of program coordinator.

**LAW 261* - Secured Transactions/Bankruptcy - Credits: (3)**

Bankruptcy procedure including initial filing, meeting of creditors, adversarial proceedings and the final discharge hearing; operation of the automatic stay; adequate protection; confirmation of a Chapter 13 Plan; Chapter 7 and Chapter 11 proceedings; debtor’s obligations and rights; secured and unsecured creditors priorities, preferences, fraudulent transfers. PREREQUISITES: ENGL 1010, LAW 100*, LAW 101*, or permission of program coordinator.

**LAW 265* - International Law - Credits: (3)**

Survey course of international law concepts including fundamental principles of international law, sovereignty, non-intervention, the UN, treaties, the European Union, extradition, international jurisdiction, arbitration, and business affairs. PREREQUISITES: ENGL 1010 and LAW 101*, or permission of program coordinator.

**LAW 276T* - Special Topics in Law - Credits: (1-6)**

Detailed study of a specific topic in law or paralegal studies. PREREQUISITES: ENGL 1010, LAW 101*, or permission of program coordinator. Only six (6) hours can be counted toward graduation.

**Logistics and Supply Chain Management**

**LGM 130* - Introduction to Logistics Management - Credits: (3)**

This course examines the expanding field of efficient computer supported warehouses and logistics from an operations management standpoint. Topics include supply chain management, order processing, traffic systems using hardware/software applications, bar codes, effective organization structures, just-in-time logistics, continuous replenishment, and third-party logistics services.

**LGM 140* - Transportation - Credits: (3)**

This course examines the field of transportation including the various modes, estimating costs, regulation and deregulation of transportation, international and intermodal trends. Related content includes provider relations, contract and common carrier services, and the transportation challenges related to growing international trade.

**LGM 150* - Distribution Center & Warehouse Management - Credits: (3)**

This course places emphasis on physical distribution, supply chain management, distribution centers and supply chain operations. Includes warehouse operations, inventory management, warehouse management systems using hardware/software applications, bar codes, effective organization structures, just-in-time logistics, continuous replenishment, and third-party logistics services.

**LGM 276T* - Special Topics in Logistics Management - Credits: (1-3)**

This course explores relevant and changing topics in logistics management. Group projects, interaction with local industry, class lectures, case studies, as well as guest speakers, will allow students to understand, appreciate, and apply the information in these topics to their logistics careers. Topics will vary. PREREQUISITES: LGM 130*, LGM 140*, LGM 150* or departmental approval. May be repeated for credit with a maximum of four hours to apply toward graduation.

**LGM 280* - Logistics Management Cooperative Work Experience - Credits: (3)**

A cooperative work experience in a warehouse or distribution center, transportation firm, or shipping center is required in this course. A training plan, the involvement of an on-the-job supervisor and a minimum of 200 hours of documented and evaluated work experience is required.

**Mathematics**

**General Objectives:** The courses in mathematics are designed to provide the basic preparation for students who plan to: (1) enter professional schools; (2) teach in elementary or secondary schools; (3) major in mathematics, in the natural (biological or physical) sciences or in other areas with mathematics requirements; (4) enter careers in business and industry. Courses are also provided to meet the cultural and general education requirements.

Placement in Courses: A student may be eligible to enter advanced mathematics courses on the basis of his high school record and/or satisfactory ACT scores. Permission to enter advanced classes on this basis must be obtained from the Dean, Mathematics and Science Division, or Chairman of the Mathematics Department. Credit toward graduation cannot be received for both courses in any pair:(MATH 1130, MATH 1710); and (MATH 1830, MATH 1910).

Mathematics & Science Laboratory: Any enrolled student may utilize the Mathematics Laboratory. Supplementary audio/visual materials, tutorial computer software, and personalized instruction are available.

**MATH 0990 - Geometry - Credits: (3)**

Includes two- and three-dimensional figures, with an emphasis on the properties of symmetry, congruence, and similarity, the Pythagorean Theorem, and special right triangle relationships. PREREQUISITES: One year of high school algebra and an acceptable placement score, or DSPM 0800.

**MATH 1010* - Math for Liberal Arts - Credits: (3)**

Intended for students whose program of study requires one 3-hour mathematics course. Designed to provide some insight into the nature and applications of mathematics. Topics include but are not limited to some of the following: Sets, Logic, Probability and Statistics, Linear Programming and Mathematics of Finance. PREREQUISITES: Two years of high school algebra and an acceptable placement score or DSPM 0850; and high school geometry or MATH 0990 (applies to students under 1989 Admissions Requirements).

**MATH 1130* - College Algebra - Credits: (3)**

Designed for non-science majors, this course includes a study of sets, linear and quadratic equations, inequalities, exponents and radicals, functions and graphs, variation, complex numbers, and exponential and logarithmic functions. (Same as RODP MATH 1130) PREREQUISITES: Two years of high school algebra and an acceptable placement score or DSPM 0850; and high school geometry or MATH 0990 (applies to students under 1989 Admissions Requirements). This course will not substitute for MATH 1710.

**MATH 1410* - Structure of Mathematical Systems I - Credits: (3)**

A course required for students majoring in elementary education only. Topics include sequences, sets, relations and functions; base-ten arithmetic, numeration systems and whole numbers; bases other than ten; operations with the integers; equations and inequalities; theory of numbers; operations with decimals and rational numbers. PREREQUISITES: Two years of high school algebra and an acceptable placement score, or DSPM 0850.

**MATH 1420* - Structure of Mathematical Systems II - Credits: (3)**

A course designed primarily for students majoring in elementary education. Topics include one stage probability; multistage probability; statistics, measures of central tendency, measures of dispersion, angle measurement; area, perimeter, surface area, and volume. PREREQUISITES: Two years of high school algebra and an acceptable placement score, or DSPM 0850.

**MATH 1530* - Elementary Statistics - Credits: (3)**
An introduction to elementary methods and techniques. Topics include sampling, frequency distributions, elementary probability, binomial distributions, normal distributions, and uniform distributions. Tests of hypotheses and significance of data and simple correlation. Intended primarily for business majors. (Same as RODP MATH 1530) PREREQUISITES: Two years of high school algebra and an acceptable placement score or DSPM 0850 and high school geometry or MATH 0990 (applies to students under 1989 Admission Requirements).

MATH 1710♦ - Precalculus I (College Algebra) - Credits: (3)
Designed as a course for students who plan to major in mathematics and/or science and are not prepared to take calculus. Topics include polynomials, factoring, fractions, radical expressions, rational exponents, complex numbers, linear and quadratic equations and their applications, polynomial and rational functions, exponential and logarithmic functions, systems of equations, determinants, and the binomial theorem. (Same as RODP MATH 1710) PREREQUISITES: Two years of high school algebra and an acceptable placement score or DSPM 0850 with a grade of B or better or MATH 1130; and high school geometry or MATH 0990 (applies to students under 1989 Admissions Requirements).

MATH 1720♦ - Pre-Calculus II (Trigonometry) - Credits: (3)
Designed as a course for students who plan to major in mathematics and/or science and are not prepared to take calculus. Topics include the trigonometric functions of the acute and general angle, applications of right triangles, identities, related angles and the reduction formula, radian measure, graphs and graphical methods of the trigonometric functions, applications, inverse trigonometric functions. (Same as RODP MATH 1720) PREREQUISITES: MATH 1710 with a grade of C or better or MATH 1130 with a grade of A and an acceptable placement score.

MATH 1830♦ - Intuitive Calculus - Credits: (3)
Limits, continuity, differentiation, integration, and applications. This course will not substitute for MATH 1910. Intended primarily for business majors. (Same as RODP MATH 1830) PREREQUISITES: MATH 1130 with a grade of C or better, or MATH 1710.

MATH 1910♦ - Calculus and Analytic Geometry I - Credits: (4)
Limits, continuity, derivatives of algebraic, trigonometric, exponential, and logarithmic functions, applications of differentiation, Newton’s Method, indefinite integrals, mean value and fundamental theorems, applications of integration including fluid force, work and kinetic energy, surface area, volumes or revolution, length of plane curves, moments and centers of mass. (Same as RODP MATH 1910) PREREQUISITES: Four years of high school mathematics, including trigonometry, and an ACT math subcore of 25 or greater, or MATH 1720 with a grade of C or better.

MATH 1920 - Calculus and Analytic Geometry II - Credits: (4)
Differentiation and integration of transcendental functions and applications, methods of integration, coordinate geometry, differentiation and integration of hyperbolic functions, polar coordinates, infinite series, indeterminate forms and power series. (Same as RODP MATH 1920) PREREQUISITES: MATH 1910 with a grade of C or better (prefer B or higher).

MATH 2050 - Probability and Statistical Applications - Credits: (3)
Descriptive statistics, including bivariate trends; time series; concepts of probability and probability distributions; binomial and normal distribution; linear correlation and regression; estimation and significance tests for means; contingency tables, chi-square tests for goodness of fit and independence. PREREQUISITES: MATH 1830 or MATH 1910. Three hours lecture per week.

MATH 2110 - Calculus and Analytic Geometry III - Credits: (4)
Space coordinates including cylindrical and spherical coordinates; vectors; vector functions and their derivatives; partial and directional derivatives, gradients, chain rule, implicit functions, extrema and saddle points, multiple integrals, applications including volume, centroids, moments of inertia, surface area, and line integrals, vector fields, Stokes’ theorem, Green’s theorem. PREREQUISITES: MATH 1920 with a grade of C or better.

MATH 2120 - Differential Equations - Credits: (3)
Linear first-order differential equations, applications of linear equations, homogeneous linear differential equations, complementary and particular solutions, applications including undamped and damped vibrations, non-homogeneous linear differential equations including variation of parameters. Laplace transform methods, linear systems, and series solution. PREREQUISITES: MATH 1920 with a grade of C or better.

MATH 100P* - Mathematics Practicum - Credits: (3)
A course designed to (1) refine and reinforce the practitioner’s mathematical skills and understanding, (2) expose the student to current issues in the teaching of mathematics as a profession, and (3) train specially selected math students as peer tutors. To integrate theory with practice, the student participates under supervision in all aspects of teaching in a modern mathematics laboratory. PREREQUISITES: Two years of high school algebra and an acceptable placement score, or DSPM 0850. Permission of instructor. (Student must be recommended.) Not intended for transfer. Five laboratory hours per week.

MATH 276T* - Selected Topics in Mathematics - Credits: (1-6)
A course which deals with topics carefully selected to meet the needs of special groups.

Management

MGT 120* - Supervision Principles - Credits: (3)
This course is designed for the beginning supervisors. Basic supervisory skills are taught with emphasis upon human behavior, new era values, and effective leadership. For experienced supervisors, it serves as a valuable refresher course.

MGT 200* - Project Design and Management - Credits: (3)
This course provides an overview of the tools and techniques needed to successfully plan, execute and evaluate projects. Topics will include Project Estimation, Project Feasibility, Planning, Risk Management, Contingency Planning and Scheduling. Students learn to identify objectives, prepare proposals, plan, budget, schedule, and control projects.

MGT 264* - Human Resources in Management - Credits: (3)
Principles of management of people at all organizational levels including recruiting, selecting, placing, training, and performance evaluation. A systematic examination of the administration of wages and salaries as a tool of management is included.

MGT 276T* - Selected Problems in Management - Credits: (1-6)
Specialized topical issues and/or problems in management are selected and studied in depth. Topics may include such items as current leadership styles and their appropriateness in various situations. PREREQUISITES: MGT 264* or permission of instructor. Fifteen classroom contact hours required per credit hour.

Media Information Resources

The purpose of the Media Information Resources program at Volunteer State Community College is to provide non-traditional, inter-disciplinary cultural enrichment courses, based on information finding skills.

MIR 200T - Information Resources in Multi-Media - Credits: (1-3)
A course designed to direct students into general and specific multimedia sources of information in individual subject areas.

Marketing

MKT 110* - Principles of Marketing - Credits: (3)

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A general survey of the functions, processes, institutions and systems involved in the identification of consumer wants and their satisfaction through the exchange process. The course covers both commercial and societal exchange transactions.  

**MKT 120* - Personal Selling - Credits: (3)**
A study of the art of personal selling. Special emphasis is placed upon the use of current psychological principles to efficiently and effectively determine consumer needs and to consummate the sale. PREREQUISITES: MKT 110* recommended.

**MKT 276T* - Selected Problems in Marketing - Credits: (1-4)**
Specialized topical issues and/or problems in marketing are selected and studied in-depth. PREREQUISITES: Permission of program coordinator. Fifteen classroom contact hours with faculty required per credit hour.

**Medical Laboratory Technology**

**MLT 100* - Introduction to Medical Laboratory - Credits: (3)**
An introduction to the clinical laboratory sciences which includes care and use of equipment, lab safety, basic lab math, medical terminology, principles of phlebotomy, quality control, preparation of chemical solutions and an orientation to the major testing areas in the medical laboratory. May be repeated for credit with a maximum of four hours to apply toward graduation.

**MLT 105* - Hematology/Coagulation - Credits: (3)**
The study of blood cells, disease, theory of coagulation, and diagnostic procedures relating to whole blood are considered. Instruction in blood collecting techniques, handling of clinical specimens, and basic patient care will be included. PREREQUISITES: MLT 100* and formal admission to the program. COREQUISITES: MLT 110*, MLT 113*. Thirty lecture and 30 lab hours per semester.

**MLT 110* - Clinical Chemistry - Credits: (3)**
Basic instruction in manual and automated clinical chemistry techniques: tests for glucose, urea, creatinine, uric acid, proteins, bilirubin, enzymes, and electrolytes are included. Colorimetric and photometric techniques used in examining normal and abnormal clinical specimens are introduced along with special procedures such as RIA and electrophoresis. COREQUISITES: MLT 105*, MLT 113*. Thirty lecture and 30 lab hours per semester.

**MLT 111* - Urinalysis - Credits: (2)**
This course will present physical, chemical, and microscopic examination of urine specimens and related tests on other body fluids such as semen, gastric contents, duodenal contents, as well as pregnancy tests. A general review of the anatomy and physiology of the kidney is included. COREQUISITES: MLT 112*. Fifteen lecture and 30 lab hours per semester.

**MLT 112* - Blood Bank/Serology - Credits: (3)**
The theories of blood group antigens, antibodies, ABO grouping, RH typing, cross matching, antibody screening, and identification techniques are included as well as special procedures. Donor history and physical record keeping, and special emphasis on quality control are presented. COREQUISITES: MLT 111*. Thirty lecture and 30 lab hours per semester.

**MLT 113* - Clinical Microbiology - Credits: (3)**
Processing and handling of clinical materials for microbiological culture with emphasis on aseptic technique, sterilization procedures, and specimen handling and treatment. Use of media and special reagents for proper identification of microorganisms is included along with antibiotic susceptibility testing, blood culture techniques, and differential staining. COREQUISITES: MLT 105*, MLT 110*. Thirty lecture and 30 lab hours per semester.

**MLT 200* - Clinical Seminar - Credits: (1)**

This course will include case presentations in hematology, urinalysis, immunology, and coagulation, as well as continued lectures during clinical rotations. COREQUISITES: MLT 205C*.

**MLT 205C* - Clinical Practicum I - Credits: (7)**
This course includes laboratory performances during progressive rotation through the affiliated clinical labs. 420 clinical hours per semester. COREQUISITES: MLT 200*.

**MLT 210* - Clinical Seminar II - Credits: (1)**
This course will include presentations in chemistry and microbiology, as well as continued lectures during clinical rotations. COREQUISITES: MLT 215C*.

**MLT 215C* - Clinical Practicum II - Credits: (8)**
Completion of laboratory assignments during progressive rotation through clinical lab. 480 clinical hours per semester. COREQUISITES: MLT 210*.

**Medical Practice Management**

**MPM 101* - Introduction to Medical Practice Management - Credits: (3)**
This course represents an initial examination of the growing field of Medical Practice Management. Topics include management of tasks and responsibilities, supervision and training, practice marketing, service scheduling, accounting processes, benchmarking and receivables, reimbursement, and billing related to the Medical Practice.

**MPM 270* - Medical Practice Operations - Credits: (3)**
This capstone course includes a detailed examination of the Medical Practice Management operations based on the body of knowledge established by the American College of Medical Practice Executives. Market trends in health care management, compliance and risk management, managed health care, fraud abuse laws, medical malpractice, and capital financing are included. Structured and interactive exposure to the Medical Practice environment is also included. PREREQUISITES: ACT 210, CIS 100, CIS 150*, BUS 222*, AHC 115*, HIT 210* and HIT 225*.

**Military Science**

**MS 1100 - Leadership and Personal Development - Credits: (1)**
This course introduces students to the personal challenges and competencies that are critical for effective leadership. The focus is on developing basic knowledge and comprehension of leader attributes and core leader competencies in a universal setting and how these principles and practices might be applied at Vanderbilt, in the military, and to the civilian world of work. PREREQUISITES: Permission of instructor.

**MS 1100L - Leadership and Personal Development Lab - Credits: (2)**
This course introduces students to the leadership development process by providing structured leadership opportunities to students in a variety of training settings. Student performance in leadership roles is assessed and notable strengths and weaknesses are identified. A plan for improvement is discussed in detail during one-on-one counseling sessions. THIS COURSE IS MANDATORY FOR ALL ARMY ROTC SCHOLARSHIP CADETS. PREREQUISITES: Permission of instructor. Five laboratory hours per week.

**MS 1130 - Introduction to Tactical Leadership – Credits: (1)**
This course provides an overview of leadership fundamentals such as setting direction, problem-solving, listening, and providing feedback. Students will explain dissimissions of leadership values, attributes, skills, and actions in a military context through practical, hands-on, and interactive exercises. Also, students will explore lessons on basic military tactics, map reading and land navigation and discuss how they relate to the development and perception of leader competency at the infantry squad level. PREREQUISITES: Permission of instructor.

**MS 1130L - Introduction to Tactical Leadership Lab - Credits: (2)**
MS 1130L is the laboratory component of the Introduction to Tactical Leadership course (MS 1130) and a continuation of the Leader Development Program initiated in the Fall semester. This course introduces students to the leadership development process by providing structured leadership opportunities to students in a variety of training settings with special emphasis being placed on the tactical environment. Student performance in leadership roles is assessed and notable strengths and weaknesses are identified. COURSE IS MANDATORY FOR ALL ARMY ROTC SCHOLARSHIP CADETS. PREREQUISITES: Permission of instructor.

MS 1520 - Foundations of Tactical Leadership - Credits: (1)
This course continues to develop skills as a future commissioned officer. This class is broken down into five key skills development areas: (1) values and ethics; (2) personal development; (3) offership; (4) leadership; and (5) tactics and techniques. This course is divided between education and training. PREREQUISITES: Permission of instructor.

MS 1520L - Leadership and Teamwork/Applied Tactical Leadership - Credits: (2)
This course continues to develop skills as a future commissioned officer. This class is broken down into five key skills development areas: (1) values and ethics; (2) personal development; (3) offership; (4) leadership; and (5) tactics and techniques. This course is divided between education and training. PREREQUISITES: Permission of instructor.

MS 1530 - Tactical Leadership - Credits: (1)
This course examines the challenges of leading tactical teams in the complex contemporary operating environment. This course highlights dimensions of terrain analysis, patrolling, and operation orders. Continued study of the theoretical basis of the Army leadership framework explores the dynamics of adaptive leadership in the context of military operations. PREREQUISITES: Permission of instructor.

MS 1530L - Tactical Leadership Lab - Credits: (2)
This course introduces students to the leadership development process by providing structured leadership opportunities to students in a variety of training settings with special emphasis being placed on the tactical environment. Student performance as a team member is assessed and notable strengths and weaknesses are identified. COURSE IS MANDATORY FOR ALL ARMY ROTC SCHOLARSHIP CADETS. PREREQUISITES: Permission of instructor.

Music
The purposes of music at Volunteer State Community College are (1) to offer general music courses to the student body as a whole, (2) to provide applied music instruction and music ensembles for any student who wishes to participate.

MUS 100 - Fundamentals of Music - Credits: (3)
A college level course designed to introduce the basic fundamentals of reading music and music theory for students with no prior experience. May be required for students with an insufficient background. May be used as an elective for non-music majors. May not be used to satisfy music theory requirements for programs requiring music theory. PREREQUISITES: None.

MUS 101 - Music Theory I - Credits: (4)
A basic course in the fundamentals of music: note values and meter, pitch notation, major and minor scales, intervals, and triads. The laboratory component encompasses beginning sight-singing and melodic and harmonic dictation, principles of rhythmic dictation and application of keyboard skills. PREREQUISITES: MUS 100 or satisfactory completion of Theory Placement Exam.Credits: (4)

MUS 102 - Music Theory II - Credits: (4)
A continuation of MUS 101, for the music major with previous music background or the commercial music major with artist development emphasis. Emphasis on melodic analysis and melody writing, two-voice texture and elementary composition, 4-part writing, ear training and sight singing. Introduction to the “Nashville Number System”. The laboratory component will be a continuation of ear training, sight singing, and keyboard competencies. PREREQUISITES: MUS 101 or satisfactory completion of Theory Placement Exam or permission of instructor.

MUS 153 - Chorale Bel Canto - Credits: (1)
Audition only. A solo voice is not required, but all who wish to be in the group must be able to sing a simple song using correct pitch. The group performs standard classical choral literature from the major historical periods: Renaissance, Baroque, Classical, Romantic, and Contemporary. This group will perform in a variety of settings including high schools. Additionally, it will present one major concert each semester. Three laboratory hours per week.

MUS 154 - Vol State Singers - Credits: (1)
Open to all students. The only requirement is singing a simple melody with correct pitch. Styles of music performed will concentrate upon, but is not limited to, standard choral literature from major historical periods of music, including jazz, spirituals and music theater. Up to 8 hours of applied music and/or ensembles can be counted toward graduation. Three laboratory hours per week.

MUS 155 - Vol State Show Stoppers - Credits: (1)
Audition only. This group is a Performance-oriented class to develop musical theater, commercial vocal, and/or instrumental techniques. This ensemble will participate in public performances of a variety of popular and commercial styles. Up to 8 hours of applied music and/or ensembles can be counted toward graduation. Three laboratory hours per week.

MUS 156 - Commercial Music Ensemble - Credits: (1)
Audition only. A performing organization providing instruction and experience in playing various styles of commercial instrumental music. Will frequently accompany the Vol State Show Stoppers and/or the Vol State Singers. Up to 8 hours of applied music and/or ensembles can be counted toward graduation.

MUS 160 - Guitar and String Ensemble - Credits: (1)
An advanced continuation of compositional techniques and 20th Century approaches to music; including arranging and jazz techniques. Students are encouraged to compose and arrange music for commercial music ensemble. The two-hour laboratory component is a continuation of advanced ear-training. PREREQUISITES: MUS 102 or acceptable score on Theory Placement Test or permission of instructor.

MUS 201 - Music Theory III - Credits: (4)
This course is for the music major who has successfully completed a basic fundamentals class or who has a previous music theory background. Encompasses the study of harmony through chromatics, four-part writing, including arranging and jazz techniques. Students are encouraged to compose and arrange music for commercial music ensemble. The two-hour laboratory component is a continuation of advanced ear-training. PREREQUISITES: MUS 102 or satisfactory score on Theory Placement Test or permission of instructor.

MUS 202 - Music Theory IV - Credits: (4)
An advanced continuation of compositional techniques and 20th Century approaches to music; continued study in chromatic vocabulary and modulation. Emphases include harmonic function of chords and notation specific to commercial styles. Some orchestral score reading and instrumentation. The two-hour laboratory focuses on continuation of orchestration and instrumentation. PREREQUISITES: MUS 201 or acceptable score on Theory Placement Test or permission of instructor.

MUS 222 - History of Recording Industry - Credits: (3)
Traces the development of technology, business, major record labels, and the music recorded, as well as significant individuals in these areas.
MUS 223 - Survey of Recording Industry - Credits: (3)
Examination of the industry including artist development, songwriting, publishing, record companies, copyright law, record promotion, performance rights, and careers.

MUS 224 - Commercial Songwriting & Arranging - Credits: (3)
Organization of musical ideas and words into the writing of popular songs. Analysis of songwriting trends. Performances of student compositions.

MUS 280 - Cooperative Work Experience - Credits: (3)
A coordinated work experience in an area commercial music business. This work experience will be directed/monitored by a Music Instructor. Work experiences may include work in or with recording studios, music publishing companies, record labels, sales, clerical situations, public relations, artist performance venues, theme parks, etc. Notice of intent to participate in this course must be filed with the Music Department at least one semester prior to enrollment. PREREQUISITES: Permission of Music Department. Minimum of ninety (90) hours work experience per semester.

MUS 280T - Individual Problems in Music - Credits: (1-3)
A course designed to allow the student to pursue special interests in music. Requires permission by the instructor. Only 6 hours can be counted toward graduation.

MUS 1030 - Music Appreciation - Credits: (3)
A general education course designed to meet the humanities/fine arts requirement. This course provides an introduction to musical aesthetics, the elements of music, musical form, and brief surveys of music in Non-Western cultures, American popular music and European classical music. (Same as RODP MUSIC 1030) PREREQUISITES: An acceptable placement score, or DSPR 0800 and DSPW 0800.

Applied Music: Individual Instruction
One hour credit in individual instruction is granted for one half-hour lesson per week. The special fee for all individual instruction in music may be found in the Schedule of Classes published each semester.

MUS 161 - Brass Ensemble - Credits: (1)
A performing organization providing instruction and experience of various styles of popular, classical, jazz and traditional music. Ensemble will include all brass instruments. A variety of public performances will be required. Audition only. Only 8 hours of Ensembles and/or Applied Music may be counted toward graduation. Three laboratory hours per week.

MUS 170 - Class Piano I - Credits: (1)
Acquaints beginning piano students with the keyboard. Covers basic note reading, basic chordal harmonization of melodies, and elements of music theory and music history of general interest to piano students. Basic exercises for development of coordination and technique are emphasized.

MUS 171 - Class Piano II - Credits: (1)
Continuation of MUS 170. Continues sight reading, chordal harmonization of melodies, and elements of music theory and music history of general interest to piano students. Exercises for development of coordination and technique are emphasized. PREREQUISITES: MUS 170 or permission of instructor.

MUS 172 - Class Voice - Credits: (1)
Offers study in basic vocal techniques, including breathing, vowel production and stylistic variations of literature. Emphasis on solo and ensemble literature with individual and group performance within the classroom.

MUS 173 - Low Brass Instruction - Credits: (1)
Beginning at the student’s level of proficiency.; Up to 8 hours of applied music and/or ensembles can be counted toward graduation. PREREQUISITES: Permission of Instructor of Music.

MUS 174 - Piano Instruction - Credits: (1)
Private instruction in piano beginning at the current level of proficiency level of each student.; Up to 8 hours of applied music and/or ensembles can be counted toward graduation. PREREQUISITES: MUS 171 or permission of instructor.

MUS 175 - Voice Instruction - Credits: (1)
Private instruction in voice beginning at the current level of proficiency level of each student.; Up to 8 hours of applied music and/or ensembles can be counted toward graduation. PREREQUISITES: MUS 172 or permission of instructor.

MUS 176 - Trumpet Instruction - Credits: (1)
Private instruction in trumpet beginning at the current level of proficiency level of each student.; Up to 8 hours of applied music and/or ensembles can be counted toward graduation. PREREQUISITES: MUS 180

MUS 177 - Trombone Instruction - Credits: (1)
Beginning at the student’s level of proficiency.; Up to 8 hours of applied music and/or ensembles can be counted toward graduation. PREREQUISITES: Permission of Instructor of Music.

MUS 178 - French Horn Instruction - Credits: (1)
Beginning at the student’s level of proficiency.; Up to 8 hours of applied music and/or ensembles can be counted toward graduation. PREREQUISITES: Permission of Instructor of Music.

MUS 179 - Trumpet Instruction - Credits: (1)
Private instruction in trumpet beginning at the current level of proficiency level of each student.; Up to 8 hours of applied music and/or ensembles can be counted toward graduation. PREREQUISITES: MUS 172 or permission of instructor.

MUS 180 - Class Guitar for Beginners - Credits: (1)
Offers introduction of chords, music reading, and the identification of notes in a group setting.; Designed for beginning guitar students.

MUS 181 - Jazz Piano Class - Credits: (1)
By Permission Only.; For the advanced piano student, this course will concentrate on jazz choral harmony and improvisation.; Recommended for the commercial music pianist.; Students must have a deep understanding of piano harmonies and music theory prior to taking this class.; Up to 8 hours of applied music and/or ensembles can be counted toward graduation.

Natural Resource Management
NRM 100 - Environmental Issues - Credits: (3)
An introduction to the basic concepts of conservation and a survey of current issues affecting people and their relationship to the environment. The effects of human population growth and the impact of technology on natural systems will be explored.

NRM 120 - Backcountry Camping - Credits: (3)
A course providing instruction in the basic skills and attitudes necessary for the proper recreational use of wild lands. Topics include equipment selection and maintenance, map and compass reading, wilderness medicine, minimum-impact camping and hiking, and basic river canoeing. This course involves rigorous physical activity. At least one weekend camping trip and one river trip are REQUIRED. Three lecture/field hours per week plus field excursions.

NRM 276T* - Selected Topics in Natural Resource Management - Credits: (1-6)
A course which deals with topics carefully selected to meet the needs of special groups.

Office Management Technology
OMT 101 - Beginning Keyboarding - Credits: (3)
This course is for the development of techniques in touch typing and the introduction of skills involved in presentation of the keyboard, and the various parts of the computer. Then the emphasis is on speed building, letters, tabulation, rough drafting and reports. Production typing (timed material) is also emphasized.

OMT 102 - Intermediate Keyboarding - Credits: (3)
In order to enter this course, the student must be able to type 38 net words per minute on a straight copy speed test and pass a performance test. This course continues emphasis on speed and accuracy building along with time production speed building. Attention is then turned to professional and technical typewriting, statistical typewriting, and duplication. PREREQUISITES: OMT 101 or equivalent.

OMT 248* - Word for Windows - Credits: (3)
This course teaches the basic functions of Word for Windows. These functions include formatting, tabulations, headers, footers, multiple windows, find and replace, font manipulation, printing and document maintenance. This course will be taught using Word software and a mouse. May be repeated but only six hours can be counted towards graduation.

OMT 249* - Advanced Word for Windows - Credits: (3)
This course teaches the advanced functions of Word for Windows. These functions include formatting with Templates and Macros; adding borders, frames and pictures; creating charts, outlines and tables. Special emphasis is placed on merging documents, sorting and selecting and filling forms. This course will be taught using Word software and a mouse. PREREQUISITES: OMT 248*.

OMT 253* - Office Procedures - Credits: (3)
A complete overview of the secretarial profession that includes handling priorities, telephone techniques, time and stress management, human relations situations, statistical information presentation and records management. Emphasis will be placed on written communications in all situations. PREREQUISITES: CIS 100 AND OMT 101 or permission of Program Coordinator.

OMT 276T* - Selected Problems in Office Occupations - Credits: (1-4)
Specialized topical issues and/or problems in office occupations are selected and studied in depth. Fifteen classroom contact hours with faculty required per credit hour.

Ophthalmic Medical Technician

OPH 102* - Ocular Anatomy and Physiology - Credits: (2)
This course will present the normal anatomy of the adnexa, globe and visual pathway and the physiology of ocular movements and vision. In addition, some of the more common pathophysiology will be discussed and identified. PREREQUISITES: Formal admission to the Ophthalmic Technician Program. COREQUISITES: OPH 105*, OPH 110C*, OPH 112*, OPH 150*. Thirty lecture hours per semester.

OPH 105* - Introduction to Ophthalmic Technology - Credits: (2)
This course introduces students to the history of ophthalmic technology, including roles and responsibilities in the field. Ethics of patient care and medical economics will also be discussed. PREREQUISITES: Formal admission to the Ophthalmic Technician Program. COREQUISITES: OPH 102*, OPH 110C*, OPH 112*, OPH 150*.

OPH 110C* - Clinical Applications I - Credits: (6)
Supervised practice of clinical skills learned during the Fall Semester. PREREQUISITES: Formal admission to the Ophthalmic Technician Program. COREQUISITES: OPH 102*, OPH 105*, OPH 112*, OPH 150*. 240 clinical hours per semester.

OPH 112* - Ophthalmic Optics - Credits: (2)
Students will learn the basic physical, geometric, and physiologic optical principles as applied to the eye and visual system including the visual pathway, light transmission, absorption, reflection and refraction. PREREQUISITES: Formal admission to the Ophthalmic Technician Program. COREQUISITES: OPH 102*, OPH 105*, OPH 110C, OPH150*.

OPH 120C* - Clinical Applications II - Credits: (9)
Supervised practice of clinical skills learned during the Spring Semester. COREQUISITES: OPH 121*, OPH 123*, OPH 126*, OPH 127*, OPH 151*. 360 clinical hours per semester.

OPH 121* - Basic Ophthalmic Pharmacology - Credits: (1)
This course will acquaint the student with ocular pharmacology including diagnostic agents, therapeutic agents, antibiotics, topical anesthetics, anti-infective agents, and many of the systemic medications with which they will come into contact. Indications for these agents and their common side effects will be discussed. A review of the autonomic nervous system as it relates to medications and their actions will be presented. COREQUISITES: OPH 120C*, OPH 123*, OPH 126*, OPH 127*, OPH 151*. The course may be repeated for credit.

OPH 123* - Introduction to Ophthalmic Diseases - Credits: (1)
Basic characteristics of common ocular disorders will be presented in this course. Included are: the anterior segment, ocular adnexa, posterior segment diseases and conditions with most disease to the ophthalmology practice. A review of systemic diseases relating to ocular conditions will be presented as well as common diagnostic and therapeutic treatments. Triage for ocular emergencies will be presented in detail. COREQUISITES: OPH 120C*, OPH 121*, OPH 126*, OPH 127*, OPH 151*.

OPH 126* - Ocular Motility - Credits: (2)
Principles and techniques of keratometry, exophthalmometry, tonography, and advanced motility are presented with emphasis on skill development in these procedures. COREQUISITES: OPH 120C*, OPH 121*, OPH 123*, OPH 127*, OPH 151*. Hours: Fifteen lecture and 30 lab hours per semester.

OPH 127* - Refractometry/Retinoscopy - Credits: (2)
This course will introduce students to the principles and techniques of retinoscopy and refractometry measurements with emphasis on skill development using various retinoscopes. Principles and techniques of spectacle fitting and adjustment will also be included. COREQUISITES: OPH 120C*, OPH 121*, OPH 126*, OPH 151*. Fifteen lecture and 30 lab hours per semester.

OPH 130C* - Clinical Applications III - Credits: (4)
Supervised practice of clinical skills learned during the Summer Semester. COREQUISITES: OPH 152* and OPH 153*. 160 clinical hours per semester.

OPH 150* - Ophthalmic Procedures I - Credits: (3)
Basic principles and skills for ophthalmic procedures will be taught. These include visual acuity measurement, lens measurements, tonometry, charting, medical history documentation, use of slit lamp, OSHA requirements, and papillary exam. PREREQUISITES: Formal admission to the Ophthalmic Technician Program. COREQUISITES: OPH 102*, OPH 105*, OPH 110C*, OPH 112*. Thirty lecture and 30 lab hours per semester.

OPH 151* - Ophthalmic Procedures II - Credits: (2)
This course introduces the student to the principles and techniques of visual field measurement, causes of visual field loss, basic external ophthalmic exam and the documentation of all testing and exam results. COREQUISITES: OPH 120C*, OPH 121*, OPH 123*, OPH 126*, OPH 127*. Fifteen lecture and 30 lab hours per semester.

OPH 152* - Ophthalmic Procedures III - Credits: (3)
This course introduces the students to the fundamentals of surgical assisting, microbial control procedures, and safe handling of equipment and supplies. Contact lens fitting and patient instruction techniques will also be covered. COREQUISITES: OPH 130C*, OPH 153*. Thirty
Physical Education Activity Courses

PHED 220 - Care of Athletic Injuries - Credits: (3)
This course is designed to give an overview of treatment for common injuries in various sports, safety procedures, taping and bandaging and training room maintenance.

PHED 290P - Sports Medicine Practicum - Credits: (3)
This course is designed to provide students considering a career in Athletic Training the opportunity to learn and master practical tasks performed in the field. Students will spend several hours per week receiving hands-on instruction under the supervision of a NATA Certified and State of Tennessee Licensed Athletic Trainer in a classroom setting, at athletic events, and in the college athletic training room. This course will further prepare students to transfer into Sports Medicine programs at senior colleges and universities.

PHED 1000 - Physical Conditioning - Credits: (1)
This course is designed for students wishing to keep physically fit through strenuous exercises. The student will study the effect exercises have on the body. This course may be taken four times for graduation.

PHED 1040 - Archery - Credits: (1)
Instruction and practice in the correct handling of tackle along with drawing, aiming, and release. This course will also enable the student to become accurate at target and incentive shooting.

PHED 1060 - Aerobic Dance - Credits: (1)
This course is designed for students wishing to keep physically fit through endurance activities set to music.

PHED 1070 - Lifetime Fitness - Credits: (1)
An activity course based on documented study and research of the eleven components of fitness. Physical activity along with personal fitness assessments will be required in this course.

PHED 1080 - Basketball - Credits: (1)
Instruction and practice in the fundamentals as well as the various types of play in basketball.

PHED 1090 - Bowling - Credits: (1)
Presents the proper selection of equipment and correct method of approach and release of the bowling ball. (Additional instruction in methods of picking up spares and combinations of pins will be emphasized.) (Fee will be charged by the bowling alley.)

PHED 1100 - Golf - Credits: (1)
This course is designed to acquaint the beginning player with correct swing, selection, and use of the various clubs.

PHED 1110 - Table Tennis - Credits: (1)
Instruction and practice in the fundamentals of table tennis. Study of the rules, serving, offensive and defensive play, and scoring will be emphasized. Students should develop a degree of skill in table tennis.

PHED 1140 - Tennis - Credits: (1)
Instruction and practice in the fundamentals of tennis. Study of the rules, serving and volley. Should develop a degree of skill in tennis.

PHED 1150 - Volleyball - Credits: (1)
Instruction and practice in the fundamentals as well as various types of play in volleyball.

PHED 1160 - Weight Training - Credits: (1)
Instruction and practice in the fundamentals of weightlifting.

PHED 1170 - Intermediate Golf - Credits: (1)
Further instruction into the finer techniques of the game of golf. To increase knowledge and proficiency with fairway wood shots, long iron shots, pitch shots, chip shots, accuracy with putting. PREREQUISITES: PHED 1100 or permission of instructor.

PHED 1180 - Intermediate Tennis - Credits: (1)
Skill development in the basic strokes. Advanced strokes and strategy with emphasis on the mechanical basis of tennis. PREREQUISITES: PHED 1140 or permission of instructor.

PHED 1190 - Walking - Credits: (1)
This course is designed for students desiring to keep physically fit through the aerobic exercise of walking. The student will study the value of walking in producing cardiovascular fitness as well as expending calories.

PHED 1200 - Step Aerobics - Credits: (1)
Step Aerobics is an activity which includes different routines adapted to music.

PHED 1210 - Physical Fitness - Credits: (1)
This course is designed for students interested in an individualized exercise program that can improve strength, flexibility, endurance, and cardiovascular fitness while using the campus fitness center. The student, along with an assigned instructor, will develop a personal fitness program designed for students interested in keeping physically fit through regular workouts. All workouts must be scheduled and completed in the College fitness center.

PHED 1220 - Popular Dance - Credits: (1)
Instruction and practice in various popular dances.

PHED 1240 - Stationary Cycling - Credits: (1)
This course is designed for students wishing to get physically fit through endurance, strength, and interval training on a stationary cycle. The students will continuously monitor their heart rate during the training session.

PHED 1250 - Sport yoga - Credits: (1)
This course is designed for students who wish to become physically fit through the practice of sport yoga. These moves are based on Hatha yoga.

PHED 1260 - Pilates - Credits: (1)
This course is designed for students who wish to become physically fit through the practice of Pilates. Core body exercises will be performed.

PHED 176T - Selected Topics in Physical Education Activities - Credits: (1)
This course provides classroom instruction and practice in selected topical physical education activities.

Philosophy

PHIL 110 - Logic and Critical Thinking - Credits: (3)
An examination of the principles and methods of inductive and deductive reasoning, problem solving, and the analysis and evaluation of arguments and theories, from both popular and academic sources. Emphasis on informal and formal fallacies, forms of deductive arguments, and the scientific method.

PHIL 121♦ - Ethics - Credits: (3)
A rational inquiry into the origin, development, and application of moral values and behavior. Includes a survey of major ethical theories with an emphasis on application to contemporary moral problems. (Same as
PHIL 220 - Philosophy of Religion - Credits: (3)
A systematic study of such problems as the nature and existence of God, the relation of faith and reason, human nature and destiny, immortality, evil, and the problem of religious language.

PHIL 260 - Introduction to Biblical Studies - Credits: (3)
A non-sectarian introduction to the Bible; its literature, history, and theology.

PHIL 270 - Survey of World Religions - Credits: (3)
A study of the beliefs and practices of the world’s religions, the similarities and differences; from prehistoric and primitive beginnings of religion through modern divisions of Christianity. (Same as RODP PHIL 201)

PHIL 280T - Special Topics in Religious and Philosophical Studies - Credits: (3)
Topical issues and/or problems in philosophy or religion will be selected and studied in depth. May be repeated but only six hours can be counted toward graduation. Fifteen classroom contact hours with faculty required per credit hour.

PHIL 1030♦ - Introduction to Philosophy - Credits: (3)
A general education course designed to meet the humanities/fine arts requirement. This course provides an introduction to the concepts of wisdom and knowledge and their use in the development of rational human values. (Same as RODP PHIL 1030) PREREQUISITES: An acceptable placement score, or DSPR 0800 and DSPW 0800.

Physic
A student may couple PHYS 1030 with ASTR 1030, BIOL 1030, BIOL 1040, CHEM 1030, GEOL 1030, or PSCI 1030 (refer to Natural Science - General Education Core) to complete the 8-hour Natural Science Requirement. Credit toward graduation cannot be received for both courses in any pair: (PHYS 2110, PHYS 2110); (PHYS 1030, PHYS 2010); (PHYS 1030, PHYS 2110).

PHYS 2110♦ - Calculus-Based Physics I - Credits: (4)
An introduction to mechanics. Among the topics covered are the kinematics and dynamics of linear motion, the conditions for static equilibrium, the principles of conservation of energy and of momentum, Newton’s law of gravitation, the kinematics and dynamics of rotational motion, mechanics of solids and fluids and thermodynamics. Differential and integral calculus and simple vector analysis are used throughout. Designed primarily for students intending to major in physics, chemistry, or mathematics; required of all students in the Engineering curriculum and strongly recommended for students planning to teach mathematics or science in secondary schools. PREREQUISITES: MATH 1910. COREQUISITES: Calculus sequence. Three lecture, three laboratory hours per week.

PHYS 2120♦ - Calculus-Based Physics II - Credits: (4)
A continuation of PHYS 2110. Topics include simple harmonic motion, wave motion, electricity and magnetism, light, geometrical and physical optics. PREREQUISITES: PHYS 2110. Three lecture, three laboratory hours per week.

PHYS 276T* - Selected Topics in Physics/Physical Science - Credits: (1-6)
A course which deals with topics carefully selected to meet the needs of special groups.

Political Science
POL 104T - Current Issues - Credits: (1-3)
Alternative sources such as the Congressional Digest, newspapers and TV reporting are utilized to analyze selected current events and issues. May be taken for 1-3 semester hours of credit. PREREQUISITES: Permission of instructor.

POL 200♦ - American Government and Politics - Credits: (3)
An analysis of the democratic values, constitutional framework, and political dynamics of the U. S. political system with emphasis upon an evaluation of the Congress, Presidency, and Supreme Court. (Same as RODP POL 1020)

POL 204 - Introduction to Public Safety - Credits: (3)
The policy-making process with an emphasis on selected policy areas of welfare, criminal justice, education, civil rights, energy, the environment, and regulation of the economy.

POL 207 - International Politics - Credits: (3)
The system of the nation-state, power and ideology, the diplomatic process, colonialism and imperialism, regions and crises, international organization and law, war and peace, the role of the United States in world affairs.

POL 210♦ - State and Local Government in the United States - Credits: (3)
Forms of state and local government organizations. Intereffecties between state and local, state and federal, and local federal governments. (Same as RODP PS 2020.)

POL 280T - Selected Problems in Political Science - Credits: (1-6)
Specialized topics, issues, or activities as related to government and public service are selected and studied in depth. Students who work as interns may consider this course.

Physical Science
PSCI 110D - Scientific Methods and Values - Credits: (2-3)
A course designed to teach critical thinking skills through the application of scientific methods and values. Students will research some of the more controversial topics of the late twentieth century and write short papers on each. Class time will largely be spent discussing these topics. (Same as BIOL 110D) Two or three lecture hours per week.

PSCI 200P* - Science Practicum - Credits: (3)
Students will engage in Service Learning activities with local area
Middle Schools in a cooperative learning environment. These activities will include weekly scheduled student centered laboratory sessions for developing science activities to be delivered in local Middle Schools. Students will then present their developed activities in partner middle schools on a scheduled basis. Students will experience cooperative learning, increase their understanding of chemical principles, and develop new laboratory skills. PREREQUISITES: Successful completion of at least one university-parallel laboratory science course and faculty recommendation. PREREQUISITES: Completion of the sequence in which the student will tutor and completer status. Student must be recommended. Average of five lecture/lab hours per week.

PSCI 1030♦ - An Introduction to Physical Science - Credits: (4)
This course is an interdisciplinary approach to the physical realm with an emphasis on the fundamental principles of Chemistry and Physics. The course is designed for non-science majors to develop an understanding of scientific methods and an appreciation of their world. PREREQUISITES: Acceptable placement score; or DSPR 0800 and DSPW 0800. PRE- or CO-REQUISITE: DSPM 0850. Three lecture, two laboratory hours per week.

Sleep Diagnostics Technology

PSG 101* - Anatomy and Physiology of Sleep Disorders - Credits: (3)
A study of the Anatomy and Physiology that is specific to sleep disorders medicine. The areas to be covered will include; structure of the nervous system, macro-and micro-anatomy including the upper and lower airway, the respiratory and cardiac system, circadian rhythm biology, sleep architecture and the physiology of REM.

PSG 102* - Classification of Sleep Disorders - Credits: (3)
A study of the 84 sleep disorders with emphasis on disorders evaluated during a Polysomnographic study. Upon completing the course, a student will have an understanding of the importance of documentation in the sleep center setting by interpretation of patient history and physical assessment.

PSG 110* - Sleep Polysomnography Instrumentation - Credits: (3)
A course of study covering three major items: basic electronics, Analog PSG’s and Digital PSG’s. Emphasis placed on computer systems, equipment calibration, signal pathways, relationships between analog and digital equipment and troubleshooting. PREREQUISITES: PSG 101*, PSG 102* or permission of Program Director.

PSG 120C* - Clinical Practice I - Credits: (4)
Supervised clinical application of electrode placement utilizing the 1020 method, proper patient preparation, montages, protocols, impedance checks, calibrations, troubleshooting, vital sign assessment, proper documentation and note taking. PREREQUISITES: PSG 101*, PSG 102* or permission of Program Director. 80 hours per term.

PSG 130* - Data Management in Polysomnography - Credits: (4)
A study of the mathematical equations used in a sleep report with focus on sleep report review, sleep documentation and editing and reviewing physician’s final report. Also covered is the proper flow of patients into an accredited sleep disorders center. Sleep center management covered; time permitting. PREREQUISITES: PSG 110* and PSG 120C or permission of Program Director.

PSG 131* - Sleep Scoring - Credits: (4)
A study of the sleep staging of adults and pediatrics, respiratory scoring, scoring of PLMS, scoring of REM density, scoring of EKG arrhythmias and recognition of atypical EEG patterns. PREREQUISITES: PSG 110* and PSG 120C or permission of Program Director.

PSG 132* - Sleep Registry Review - Credits: (4)
This course is designed to prepare the student for the NBRPT examination. It includes test preparation and review. PREREQUISITES: PSG 110* and PSG 120C or permission of Program Director.

PSG 133C* - Clinical Practice II - Credits: (6)
Supervised clinical application of electrode placement utilizing the 1020 method, proper patient preparation, montages, protocols, impedance checks, calibrations, trouble-shooting, vital sign assessment, proper documentation and note-taking. PREREQUISITES: PSG 110* and PSG 120C* or permission of program director. 120 clinical hours per term.

Psychology

PSY 101* - General Psychology - Credits: (3)
General Psychology is a one-semester course designed to provide an overview of the field of psychology and human behavior. The topics of philosophy, history, biology, learning, personality, abnormal behavior, treatment, applied memory, intelligence, motivation, consciousness, perception, and sensory are included. (Same as RODP PSY 101.) PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores.

PSY 201 - Personal Adjustment - Credits: (3)
This course is a study of psychological adjustment throughout life. Topics include behavior and adjustment in modern society, maturing self-concept, adjustment to psychological stress and prevention of maladjustment. PREREQUISITES: PSY 101.

PSY 210 - Abnormal Psychology - Credits: (3)
This 3 credit-hour course will be an overview of abnormal psychology, including the areas of history, theories, diagnosis and description of most of the major psychological disorders. Students should become familiar with many of the symptoms of most psychological disorders by the end of the class. A basic understanding of research methods in psychology and descriptive statistics is expected for this class. This course is specifically designed for the Belmont Pre-Nursing Program. PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores.

PSY 211 - Industrial and Organizational Psychology - Credits: (3)
This course is a survey of personnel psychology, organizational behavior and development, and classical industrial and engineering psychology. Topics will include employee selection, performance evaluation, training, leadership, work motivation and satisfaction, organizational dynamics, accidents, stress and wellness. PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores.

PSY 221 - Psychology of Human Interaction - Credits: (3)
Directed towards helping persons establish, maintain, and improve human contacts. Focuses upon improving listening, assertiveness, problem-solving, conflict resolution, and leadership skills. Skill acquisition is enhanced via role play, taping, and group processes. PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores.

PSY 222* - Human Growth & Development - Credits: (3)
A study of the concepts and theories of human psychological and physical development from conception to death with emphasis on psychological learning theories. (Same as RODP PSYC 2111) PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores.

PSY 231 - Child Psychology - Credits: (3)
Psychological and physiological growth and development of the human organism, focusing on psychological disorders of childhood. PREREQUISITES: PSY 101.

PSY 232 - Adolescent Psychology - Credits: (3)
An introductory study of human development during the period of adolescence. The course covers physiology, cognition, social, cultural and psychological aspects of early, middle and late adolescence. (Same as RODP TELC 2007) PREREQUISITES: PSY 101.

PSY 240T* - Selected Topics in Psychology - Credits: (1-6)
Specialized topical issues and/or problems in psychology selected and
studied in depth. Fifteen classroom contact hours with faculty required per credit hour. May be repeated for a maximum of six semester hours of credit to apply toward graduation requirements.

PSY 243 - Psychology of Death and Dying - Credits: (3)
A study of Western concepts about death and dying. An overview of terminal patients and their relationships to family, peers, medical profession, clergy, and society. A brief investigation of funeral practices and burial rituals. PREREQUISITES: PSY 101 or permission of instructor.

PSY 244 - Alcohol and Drug Abuse
An overview of drug abuse and use including an examination of current problems with alcohol and illicit drugs. A study of the history of drug abuse and the psychological and sociological factors involved. PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores.

Physical Therapist Assistant

PTA 210* - Physical Science for the PTA - Credits: (2)
A study of the fundamentals of the physical sciences as applied to the practice of the PTA. Topics covered include: mechanics, electricity, heat exchange and transfer, energy, and motion. PREREQUISITES: DSPM 0850 or permission of instructor. Fifteen lecture and thirty lab hours per semester.

PTA 210* - Fundamentals of PTA - Credits: (1)
A study of ethics, patients' rights, and licensure as it applies to the Physical Therapy profession. Other topics covered will include: history, role and scope of the profession, as well as proper documentation and charting techniques. PREREQUISITES: PTA 110* and acceptance into the PTA Program. Fifteen lecture hours per semester.

PTA 221* - Functional Anatomy and Kinesiology - Credits: (2)
This course presents the basic concept of functional anatomy and kinesiology. The perspective taken in studying this subject is from that of a physical therapist assistant. A detailed understanding of musculoskeletal anatomy will be reinforced and the neurological connections highlighted. Emphasis is placed on normal motion and movement patterns, especially as they apply to physical rehabilitation. Biomechanical principles and functional characteristics of the musculoskeletal system are introduced. PREREQUISITES: PTA 110* and acceptance into the PTA program. Fifteen lecture and thirty laboratory hours per semester.

PTA 222* - Clinical Anatomy II - Credits: (2)
A continuation of PTA 221 with emphasis on the upper extremities, total body movement, and nervous system control of movement. PREREQUISITES: PTA 210*, PTA 221*, PTA 253*, and PTA 250*. Fifteen lecture and thirty laboratory hours per semester.

PTA 242C* - Clinical Practice I - Credits: (3)
Clinical practice under the supervision of qualified clinical faculty members in a facility as assigned by the academic faculty. PREREQUISITES: PTA 210*, PTA 221*, PTA 253*, and PTA 250*. One hundred- sixty clinical hours per semester.

PTA 243C* - Clinical Practice II - Credits: (8)
Clinical practice under the supervision of qualified clinical faculty members in facilities as assigned by the academic faculty. PREREQUISITES: PTA 222*, PTA 263*, PTA 264*, PTA 265* and PTA 242C*. Four hundred clinical hours per semester.

PTA 250* - Medical Conditions for the PTA - Credits: (3)
A survey of clinical medicine with emphasis on medical conditions frequently seen in patients treated by the physical therapist assistant. Includes an introduction to pharmacology and an in depth survey of neurology. PREREQUISITES: Admission to the PTA Program or permission of the instructor. Forty-five lecture hours per semester.

PTA 251* - PTA Seminar - Credits: (2)
A lecture and discussion course on current topics and issues affecting the physical therapy profession and the role of the PTA including delivery of services, employment practices, legislation, third party payers and developing issues. PREREQUISITES: PTA 222*, PTA 263*, PTA 264* and PTA 242C*. Thirty lecture hours per semester.

PTA 253* - Therapeutic Applications I - Credits: (4)
Introduction to massage, body mechanics, positioning, patient transfers and management, assistive and gait devices, isolation and aseptic techniques, manual muscle testing, goniometry, gait assessment and training. One full week of clinical observation PREREQUISITES: PTA 110* and admission to the second year PTA program. Thirty lecture, thirty laboratory and fifty clinical orientation/observation hours per semester.

PTA 263* - Therapeutic Applications II - Credits: (5)
Assessment techniques, superficial heat and cold modalities, hydrotherapy, introduction to use of electrical currents, basic therapeutic exercise techniques. Application of techniques and procedures to the treatment of patients with orthopedic and soft tissue injuries and other medical conditions. PREREQUISITES: PTA 210*, PTA 221*, PTA 250* and PTA 253*. Thirty lecture and ninety laboratory hours per semester.

PTA 264* - Therapeutic Applications III - Credits: (5)
Continuation of PTA 263. Further study of therapeutic exercise, introduction to traction, industrial rehabilitation, ergonomics, and aquatic therapy. Applications of these and previously studied techniques and procedures to patients with amputations, neck and back pathologies, arthritis and other medical conditions. Emphasis on program implementation and documentation. PREREQUISITES: PTA 210*, PTA 221*, PTA 250* and PTA 253*. Forty-five lecture and sixty laboratory hours per semester.

PTA 265* - Therapeutic Applications IV - Credits: (2)
Treatment procedures and appliances including prosthetics, intermittent compression and orthotics. Assessment and treatment of the patient with peripheral vascular disease including lymphedema and amputations. Introduction to principles of rehabilitation of patients with neurological dysfunction. PREREQUISITES: PTA 221*, PTA 253*, and PTA 250*. Fifteen lecture and thirty laboratory hours per semester.

PTA 270* - Therapeutic Applications V - Credits: (4)
Continuation of therapeutic exercise and rehabilitation techniques for patients with neurological dysfunctions and advanced theory of electrical modalities. Application of techniques and procedures to patients with burns, neurological, cardiopulmonary, and multi-handicapping conditions. Special areas of practice. PREREQUISITES: PTA 222*, PTA 263*, PTA 264*, and PTA 242C*. Thirty lecture and sixty laboratory hours per semester. May be repeated for a maximum of six semester hours of credit to apply toward graduation requirements.

Radiologic Technology

RAD 110* - Patient Care - Credits: (3)
A study of the patient care pertinent to the Radiologic Technologist including medical asepsis, emergencies, and basic medical techniques. Special emphasis is given to effective communication with patients, including ethical and legal responsibilities. PREREQUISITES: RAD 150*. COREQUISITES: RAD 111C*, RAD 120*, RAD 130*, RAD 231*.

RAD 111C* - Clinical Education I - Credits: (3)
A clinical orientation to acute hospital care in the medical imaging department. The student is expected to achieve limited proficiency in routine radiographic examinations of the chest, abdomen, and extremities, including portable studies of the chest and abdomen. PREREQUISITES: RAD 150*. COREQUISITES: RAD 110*, RAD 120*, RAD 130*, RAD 231*. A minimum of 360 hours of supervised clinical education is required.

RAD 112C* - Clinical Education II - Credits: (3)
The student is expected to achieve limited proficiency in routine radiographic examination of the spine, urinary system, and digestive system. PREREQUISITES: RAD 110*, RAD 111C*, RAD 120*, RAD 130*, RAD 231*. COREQUISITES: RAD 121*, RAD 131*, and RAD 232*. A minimum of 360 hours of supervised clinical education is required.

RAD 113C* - Clinical Education III - Credits: (3)
The continued study of radiographic examination of the spine, extremities, urinary system, digestive system, chest, and abdomen including portable techniques. Each student is assigned to clinical rotations including the evening and weekend shifts. PREREQUISITES: RAD 112C*, RAD 121*, RAD 131*, RAD 231*. COREQUISITES: RAD 200*. A minimum of 360 hours of supervised clinical education is required.

RAD 120* - Positioning & Procedures I - Credits: (3)
This course is designed as an introduction to radiographic positioning. The proper methods of positioning patients for radiographic examination of the chest, abdomen, extremities (upper and lower), and fluoroscopy studies are presented. PREREQUISITES: RAD 150*. COREQUISITES: RAD 110*, RAD 111C*, RAD 130* RAD 231*. Two lecture, two laboratory hours per week.

RAD 121* - Positioning and Procedures II - Credits: (3)
The continued study of the proper methods of positioning patients for radiographic examination including the spine, urinary system, digestive system, mammography, reproductive system and operative procedures are presented. PREREQUISITES: RAD 110*, RAD 111C*, RAD 120*, RAD 130*, RAD 231*. COREQUISITES: RAD 112C*, RAD 131*, RAD 232*. Two lecture, two laboratory hours per week.

RAD 122* - Positioning and Procedures III - Credits: (3)
An introduction to special procedures and Medical Imaging modalities. Angiography, arteriograms, venograms, myelograms, mammography, CT, MRI, radiation therapy and ultrasound are highlighted. PREREQUISITES: RAD 113C*, RAD 200*. COREQUISITES: RAD 211C*, RAD 221*. Three lecture hours per week.

RAD 130* - Radiographic Anatomy I - Credits: (1)
The study of human anatomy and physiology as it relates to radiographic imaging. Classes include detailed study of bones and joints, the respiratory system, digestive system, and urinary system. PREREQUISITES: RAD 150*. COREQUISITES: RAD 110*, RAD 111C*, RAD 120*, RAD 231*.

RAD 131* - Radiographic Anatomy II - Credits: (1)
Continued study of human anatomy and physiology as it relates to radiographic imaging. Completion of systems and introduction to arterial systems are covered. PREREQUISITES: RAD 110*, RAD 111C*, RAD 120*, RAD 130*, RAD 231*. COREQUISITES: RAD 112C*, RAD 121*, RAD 232*.

RAD 150* - Radiation Protection - Credits: (2)
An overview of basic radiation protection techniques and theory. This block of instruction must be completed prior to clinical assignment. There is a stipulated passing grade required for this course. PREREQUISITES: Formal admission into the Radiologic Technology Program.

RAD 200* - Radiographic Image Evaluation - Credits: (2)
A comprehensive review of quality assurance and image critique. Various stages of processing and development are covered from the latent image to the manifest image. Pathology, anatomy, contrast, and density are evaluated. PREREQUISITES: RAD 112C*, RAD 121*, RAD 131*, RAD 232*. COREQUISITES: RAD 113C*.

RAD 211C* - Clinical Education IV - Credits: (3)
Clinical assignments in mobile imaging including general radiography and surgical procedures. Modality rotations include: Angiography/Arteriography, Cardiac Catheterization, CT, MRI, Nuclear Medicine, Pediatrics, Radiation Therapy, and Ultrasound. PREREQUISITES: RAD 113C*, RAD 200*. COREQUISITES: RAD 122*, RAD 221*. A minimum of 360 hours of supervised clinical education is required.

RAD 212C* - Clinical Education V - Credits: (3)
Continued general and specialized rotations. The student will become proficient in routine and specialized radiographic examinations of the head, spine, and extremities. Various special contrast studies will also be covered. PREREQUISITES: RAD 122*, RAD 211C*, RAD 221*. COREQUISITES: RAD 220*, RAD 222*, RAD 241*, RAD 260*. A minimum of 360 hours of supervised clinical education is required.

RAD 220* - Radiologic Pathology - Credits: (2)
A study of common pathologies and injuries. Emphasis is placed on the presentation of each pathology in relationship to the various exposure techniques in Medical Imaging. PREREQUISITES: RAD 122*, RAD 211C*, RAD 221*. COREQUISITES: RAD 212C*, RAD 222*, RAD 241*, RAD 260*.

RAD 221* - Radiographic Physics I - Credits: (3)
An introductory study of the basic principles of atomic structure, radioactivity, magnetism, electricity, and mechanics. These fundamental aspects of radiation physics which are required to understand the nature and production of x-rays. PREREQUISITES: RAD 113C*, RAD 200*, MATH 1010 or 1130. COREQUISITES: RAD 122*, RAD 211C*. Three lecture hours per week.

RAD 222* - Radiographic Physics II - Credits: (3)

RAD 231* - Principles of Radiographic Exposure I - Credits: (3)

RAD 232* - Principles of Radiographic Exposure II - Credits: (3)
A study of the technical aspects of image intensification, automatic exposure control, television, cine, body section radiography, mobile equipment, mammography equipment, equipment testing, and the mathematical relationships between exposure factors. Independent research projects are assigned. PREREQUISITES: RAD 110*, RAD 111C*, RAD 120*, RAD 130*, RAD 231*. COREQUISITES: RAD 112C*, RAD 121*, RAD 131*. Three lecture hours per week.

RAD 241* - Radiography Seminar - Credits: (1)
Objective tests are used to evaluate each student's readiness for terminal academic competencies. PREREQUISITES: RAD 113C*, RAD 200*, COREQUISITES: RAD 122*, RAD 211C*, RAD 220*, RAD 221*.

RAD 242* - Registry Review - Credits: (1)
A final comprehensive review of all radiographic coursework. “Mock Registries” are administered and discussions of continuing educational opportunities are included. PREREQUISITES: RAD 122*, RAD 211C*, RAD 220*, RAD 241*, RAD 241*.

RAD 260* - Radiologic Biology - Credits: (2)

Real Estate

RES 215* - Introduction to Real Estate - Credits: (4)
Basic principles and practices of real estate are covered, including real estate law, appraisal, finance and closing, real estate math, and property marketing. Prerequisite to acquiring the real estate salesman license. This course provides the 60 hours of instruction needed to sit for the Tennessee Real Estate Affiliate Broker’s examination.

RES 220* - The Course for New Affiliates - Credits: (2)
This course meets the 30 clock hour requirement for students who have completed RES 215 and passed the initial Affiliate Broker exam. The focus is on the steps needed for career entry into the Real Estate profession with emphasis on operations, marketing and financial products available. PREREQUISITES: RES 215 and passage of the Affiliate Broker exam.

Respiratory Care

RPC 101* - Introduction to Respiratory Care - Credits: (2)
This introductory course is designed to present an overview of the role of the respiratory care practitioner. Content areas to include ethics, the history of respiratory care, professional organizations and opportunities. Independent research required.

RPC 201* - Fundamentals of Respiratory Care I - Credits: (4)
The theory of all basic equipment excluding ventilators is presented including topics on medical gas therapy, humidity and aerosol therapy, microbiology, cleaning and sterilization, pharmacology, and physiological measurement and monitoring devices. PREREQUISITES: Acceptance into the Respiratory Care Program. COREQUISITES: RPC 220* and RPC 229*.

RPC 202* - Fundamentals of Respiratory Care II - Credits: (4)
A continuation of Fundamentals of Respiratory Care I, to include carbon dioxide transport and acid base balance, bronchopulmonary clearance and maintenance techniques, electrolyte and fluid balance, pulmonary function testing and an introduction to neonatal and pediatric respiratory care. PREREQUISITES: RPC 201*, RPC 220*, and RPC 229*. Three lecture and two laboratory hours per week.

RPC 203* - Fundamentals of Respiratory Care III - Credits: (3)
A continuation of Fundamentals of Respiratory Care II, to include aspects of neonatology, non-invasive monitoring, invasive hemodynamic monitoring, and basic EKG interpretation. PREREQUISITES: RPC 202*, RPC 230*, and RPC 281C*. Forty-five clock hours of lecture per semester.

RPC 204* - Fundamentals of Respiratory Care IV - Credits: (4)
An in-depth study of the physiologic and technologic principles of non-invasive and invasive monitoring, pulmonary diagnostic lab testing, chest radiograph, pulmonary rehabilitation, nutrition, clinical laboratory studies and respiratory monitoring in the intensive care unit. PREREQUISITES: RPC 282C*, RPC 203*, RPC 289*, RPC 290* or Graduate of CoARC Certification Program or CRT credential.

RPC 220* - Arterial Blood Gas Analysis & Physiology I - Credits: (4)
A study of the heart, lung and renal organ systems. To cover the respiratory system as it relates to ventilatory mechanics, gas transport and exchange, acid-base physiology, neurological and chemical control of respiration, fluid and electrolyte balance, ventilation and perfusion. PREREQUISITES: Acceptance into the Respiratory Care Program. COREQUISITES: RPC 201* and RPC 229* Three lecture and two laboratory hours per week.

RPC 225* - Arterial Blood Gas Analysis and Physiology II - Credits: (4)
A study of Advanced Life Support including arterial blood gas management, hemodynamics, airway management, dysrhythmia recognition, and advanced pharmacology.; This course will encompass adult, pediatric and neonatal patient management. PREREQUISITES: RPC 282C*, RPC 203*, RPC 289*, RPC 290*, or Graduate of CoARC Certification Program or CRT credential.

RPC 229* - Fundamentals of Mechanical Ventilation I - Credits: (4)
A study of the theory and techniques of mechanical ventilation including the selection, use, modification, and care of mechanical ventilators. PREREQUISITES: Acceptance into the Respiratory Care Program. COREQUISITES: RPC 201* and RPC 220*. Three lecture and two laboratory hours per week.

RPC 230* - Fundamentals of Mechanical Ventilation II - Credits: (4)
A continuation of Fundamentals of Mechanical Ventilation I to include airway management, patient-ventilator systems, patient-ventilator management and equipment care. Topics to also include technologies utilized with modern mechanical ventilator systems. PREREQUISITES: RPC 201*, RPC 220* and RPC 229*. Three lecture and two laboratory hours per week.

RPC 260* - Pulmonary Pathology - Credits: (3)
A study of the common pulmonary diseases most often encountered in the clinical setting; illustrations of the anatomical changes in the lungs caused by the disease process, discussions of the etiology, clinical manifestations, and general treatment. PREREQUISITES: RPC 202*, RPC 230* and RPC 281C*. Forty-five clock lecture hours per semester.

RPC 281C* - Clinical Practice I - Credits: (6)
Supervised clinical application of skills developed in previous RPC courses to include humidity and aerosol therapy, gas administration devices, equipment cleaning and sterilization, bronchial hygiene techniques, arteriotomy and hyperinflation therapy. Supplemented by medical director instruction and required seminars. PREREQUISITES: RPC 201*, RPC 220* and 229*. COREQUISITES: RPC 202* and RPC 230*. Minimum of 336 clinical hours is required.

RPC 282C* - Clinical Practice II - Credits: (4)
Supervised clinical application of skills developed in previous RPC courses to include airway management, arteriotomy and mechanical ventilation. A continuation of medical director instruction and required seminars as indicated. PREREQUISITES: RPC 281C*. COREQUISITES: RPC 203*, RPC 260*, RPC 289*, and RPC 290*. Minimum of 224 clinical hours per term.

RPC 283C* - Clinical Practice III - Credits: (4)
Supervised clinical application of skills developed in previous RPC courses to include non-invasive and invasive cardiopulmonary monitoring, neonatal-pediatric respiratory care, diagnostic testing, quality assurance and the practice of critical care management. Supplemented by medical director instruction and required seminars. PREREQUISITES: RPC 282C*. COREQUISITES: RPC 204*, RPC 225*, and RPC 291*. Minimum of 168 clinical hours per term.

RPC 289* - Current Topics in Respiratory Care - Credits: (1)
This course will introduce the student to writing techniques specific to scientific literature and research. Content areas to include APA writing style and the development of a research paper as well as an oral presentation to the class at the end of the semester. PREREQUISITES: RPC 202*, RPC 230*, RPC 281C*.

RPC 290* - National Certification Review - Credits: (4)
This course is designed to prepare the student for the National Entry Level Certification Examination. The successful completion of this course requires passing a mock national certification exam as the final examination. PREREQUISITES: RPC 202*, 230*, and 281C*. COREQUISITES: RPC 203*, 260*, 289* and 282C*.

RPC 291* - National Registry Review - Credits: (3)
This course is designed to prepare the student for the National Registry Examination. Successful completion of this course requires passing a mock written registry examination and a mock clinical simulations examination. PREREQUISITES: RPC 282C*, RPC 203*, RPC 289*, RPC 290* or Graduate of CoARC Certification Program or CRT credential.
Specialized Interest Education

SIE 276T* - Selected Topics - Credits: (1.5 for each .1 credit)
Specialized topical issues and/or problems are selected and studied in depth. 1.5 contact hours with faculty required per .1 credit hour. This course is not intended to apply towards graduation.

Sociology

SOC 101♦ - Introduction to Sociology – Credits: (3)
An introduction to sociology as a science and to basic sociological concepts, social structure, and social institutions, including the family and education. (Same as RODP SOC 1010) PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placements scores.

SOC 102♦ - Social Problems - Credits: (3)
A study of selected contemporary social problems, including crime, family disorganization, health care, inequality, population, and environment. (Same as RODP SOC 1020) PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placements scores.

SOC 204 - Sociology of Aging - Credits: (3)
A study of the social and cultural aspects of an aging population. Emphasis is placed on problems encountered and the resources available for coping with old age. PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placements scores.

SOC 211D - Criminology - Credits: (3)
An Introduction to the field of criminology. This course includes a study of types of criminal behavior and the extent of crime, the criminal justice system, and corrections. (Same as CJA 211D and RODP CJA 2600) PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placements scores.

SOC 240T* - Selected Topics in Sociology - Credits: (1-6)
Specialized topical issues and/or problems in sociology, selected and studied in depth. Hours: Fifteen classroom contact hours with faculty required per credit hour.

Social Services

SOCS 2050T - Selected Topics in Social Services - Credits: (1-6)
In depth study of selected topics affecting social service. Modules include II Essential tools for working with people and III Motivation through the use of self. PREREQUISITES: SOCS 1010D or permission of instructor. COREQUISITES: SOCS 2051 and 2053. May be repeated for a maximum of six (6) semester hours.

SOCS 2051 - Field Practicum - Credits: (1)
Supervised work experience in selected social service agency. Minimum of 15 clock hours must be completed in an approved agency. PREREQUISITES: SOCS 1010 or permission of instructor. COREQUISITES: Must be taken with SOCS 2050T Module II.

SOCS 2053 - Field Practicum - Credits: (1)
Supervised work experience in selected social service agency. Minimum of 15 clock hours must be completed in an approved agency. PREREQUISITES: SOCS 1010D or permission of instructor. COREQUISITES: Must be taken with SOCS 250T Module III.

Spanish

SPAN 290P* - Spanish Study Abroad - Credits: (1-2)
This course allows students to experience a foreign language and culture first hand. Students are required to complete a research project based on their experience. PREREQUISITES: SPAN 1020 or permission of instructor.

SPAN 1010 - Beginning Spanish I - Credits: (3)
An elementary course in the essentials of Spanish with an emphasis on listening, speaking, reading, and writing. An introduction to the culture and history of Spanish-speaking countries. (Same as RODP SPAN 1010)

SPAN 2020 - Beginning Spanish II - Credits: (3)
A continuation of SPAN 1010. (Same as RODP SPAN 1020) PREREQUISITES: SPAN 1010 or appropriate placement on departmental language proficiency exam.

Theatre

THEA 120 - Fundamentals of Acting - Credits: (3)
A course in the mechanics of acting including physical movement, body control, and character-building techniques.

THEA 130 - Stagecraft - Credits: (3)
Theory and practical experience in the different phases of stagecraft including sets, lights, sound, and publicity.

THEA 205D - Introduction to Voice and Movement - Credits: (3)
Fundamentals of vocal production and movement for the stage, television, and radio.; Topics include breathing, phonation, kinesthetic awareness, warm-ups, use of space, and introduction to the International Phonetic Alphabet.; (Also the same as COM 205D)

THEA 210 - Children’s Theatre - Credits: (3)
Lectures and practical experience in children’s theatre activities, including a full production. PREREQUISITES: THEA120.

THEA 220 - Acting II - Credits: (3)
An analysis of styles and techniques in acting, including improvisation, movement, and voice, focused on character development. PREREQUISITES: THEA 120 or permission of instructor.

THEA 240 - Fundamentals of Costume and Make-up - Credits: (3)
A practical application of costume design concepts and make-up techniques for the stage.

THEA 280T - Individual Problems in Theater - Credits: (1-3)
A course designed to allow the student to pursue special interests in theater. Requires permission of the instructor. Only 6 hours may be counted toward graduation.

THEA 1030♦ - Introduction to Theater - Credits: (3)
A general education course designed to meet the humanities/fine arts requirement for non-majors. This course provides an introduction and overview of theater as an art form; emphasis on understanding the nature of drama and its place in culture, the history and theory of theater and the production process. (Same as RODP THEA 1030) PREREQUISITES: An acceptable placement score, or DSPR 0800 and DSPW 0800.

Diagnostic Medical Sonography

UST 200♦ - Introduction to Medical Sonography - Credits: (3)
This course is designed to present the fundamental principles of Sonography to the entry level sonography student and identify internal structures, organs, and vasculature utilizing sonographic cross sectional anatomy concepts. The sonographic protocols discussed during this course are those that form the foundation of the clinical competencies
that students must fulfill in this course and during clinical practicum courses. A detailed study of abdominal cross sectional anatomy with “in class” scanning is given to reinforce the anatomical criteria being studied. PREREQUISITES: UST 205* COREQUISITES: UST 240*, UST 211C*, UST 220*

**UST 205* - Orientation to Patient Care - Credits: (4)**
The focus of this course will be the role of the sonographer in the health care environment, professionalism, ethical and legal issues facing the health care provider, patient confidentiality and proper patient technique with HIPPA and OSHA regulations discussed. CPR, patient transport and relevant hospital machinery will be introduced to the student as well. The student will also understand the history and progression of ultrasound as a modality. The student will be introduced to the ultrasound unit with limited instruction on instrumentation. Patient preparation and minimal ultrasound scanning will be discussed and performed. PREREQUISITES: Formal acceptance into the DMS program.

**UST 211C* - Clinical Education I - Credits: (4)**
The sonographer will continue to explore the role of the sonographer in an actual clinical environment. This course is designed to expose the student to the role responsibilities of a clinical sonographer in the hospital/clinic situation by allowing observation of the sonographer in the daily hospital/clinic setting. Students will rotate through at least two (2) hospital/clinic facilities to gain experience in the performance of real time ultrasound procedures and imaging. The student will begin the initial phase of instruction in scanning protocols. PREREQUISITES: UST 205*. COREQUISITES: UST 220*, UST 240*, UST 200*

**UST 212C* - Clinical Education II - Credits: (4)**
The sonographer will continue to explore the role of the sonographer in an actual clinical environment. This course is designed to continue to expose the student to the role and responsibilities of a clinical sonographer in the hospital/clinical situation by allowing observation and real time scanning in the daily hospital/clinic setting. Students will rotate through at least two (2) hospital/clinic facilities to continue to gain experience in the performance of real time ultrasound procedures and imaging. The student will continue developing in the ongoing instruction of scanning protocols. PREREQUISITES: UST 205*, UST 200*, UST 211C*, UST 240*, UST 220*. COREQUISITES: UST 221*, UST 241*, UST 242*. 

**UST 213C* - Clinical Education III - Credits: (6)**
Continued rotations through general sonography departments. Students must continue to achieve both speed and accuracy in competency requirements. A minimum of 32 hours per week of indirect supervised clinical education is required. PREREQUISITES: UST 205*, UST 200*, UST 211C*, UST 240*, UST 220*. COREQUISITES: UST 221*, UST 241*, UST 242*. 

**UST 220* - Physics and Instrumentation I - Credits: (3)**
This course is designed to provide students with a detailed explanation of physical principles and instruments of ultrasound. The theory of physics principles is discussed and their practical applications presented. Basic principles of instrumentation are discussed and the practical applications reviewed. Emphasis is on theory and clinical application. If the sonographer is to obtain the highest quality of diagnostic information, they must understand the underlying physical principles. PREREQUISITES: UST 205*. COREQUISITES: UST 200*, UST 211C*, UST 240*.

**UST 221* - Physics and Instrumentation II - Credits: (3)**
This course is designed to provide students with a detailed explanation of physical principles and instruments of ultrasound. The theory of physics principles is discussed and their practical applications presented. Basic principles of instrumentation are discussed and the practical applications reviewed. Emphasis is on theory and clinical application. If the sonographer is to obtain the highest quality of diagnostic information, they must understand the underlying physical principles. PREREQUISITES: UST 205*, UST 200*, UST 211C*, UST 220*, UST 240*. COREQUISITES: UST 212C*, UST 241*, UST 242*.

**UST 240* - Abdominal Scanning - Credits: (4)**
This course is designed to give the student an understanding of the anatomy, physiology and pathology of the abdomen. Specific abdominal topics include: aorta, IVC/porta hepatic, liver, gallbladder, pancreas, kidneys, spleen, retroperitoneum, peritoneal cavity and abdominal Doppler. Emphasis will be placed on sonographic features and characteristics of normal anatomy as well as the various disease processes that affect each organ. Each organ/structure will be discussed separately in terms of anatomy, physiology and pathology. Course content will then proceed to integrate clinical procedures, diagnostic procedures laboratory values, etc. that are common to all and specific to each organ. PREREQUISITES: UST 250*. COREQUISITES: UST 200*, UST 211C*, UST 220*.

**UST 241* - OB/GYN Scanning - Credits: (5)**
This course is defined to give the student understanding of the anatomy, physiology and pathology associated and/or identified in the female pelvis as well as its normal and abnormal sonographic appearance. This course is also designed to introduce the student to the first trimester of pregnancy and its related anatomy, physiology and possible pathology and/or complications. Embryology and early fetal development will be covered in detail. In addition, the sonographic identification and imaging of the embryo and fetus will be discussed. Transabdominal and transvaginal scanning techniques and protocols will be covered. This course is also designed to give the student detailed instruction in the role of Sonography in the second and third trimesters of pregnancy. Fetal development, physiology and anatomy will be discussed at length. In addition, all major fetal anomalies and maternal complications directly related to the second and third trimesters of pregnancy will be covered in detail. The sonographic imaging of the normal fetus and the fetus with anomalies will also be discussed. PREREQUISITES: UST 200*, UST 205*, UST 211C*, UST 220*, UST 240*. COREQUISITES: UST 212C*, UST 221*, UST 242*.

**UST 242* - Small Parts Scanning - Credits: (2)**
This course is designed to give the student an understanding of the anatomy, physiology and pathology of the thyroid, parathyroid, breast, prostate and scrotum, GI tract, superficial structures and neck masses and presented along with image analysis and differential diagnosis. PREREQUISITES: UST 205*, UST 200*, UST 211C*, UST 220*, UST 240*. COREQUISITES: UST 241*, UST 221*, UST 212C*.

**UST 250* - Registry Review - Credits: (1)**

**UST 260* - Vascular Anatomy and Physiology - Credits: (4)**
This course is designed to give the student an understanding of the anatomy, physiology and pathology in the normal and abnormal patient. The hemodynamics, pathology, and pathophysicsiology of the vascular system is discussed and analyzed. The pathology, clinical signs and symptoms, applicable lab values, pathophysiology, and differential diagnosis will be presented. PREREQUISITES: ARDMS registered or registry eligible. COREQUISITES: UST 261*.

**UST 261* - Vascular Seminar - Credits: (2)**
Advanced study of vascular ultrasound physics and vascular studies in preparation for the registry examination. A review of case studies and “mock” examinations will be administered to focus on individual problem areas. PREREQUISITES: ARDMS registered or registry eligible. COREQUISITES: UST 260*.

**Veterinary Technology**

**VET 101* - Introduction to Veterinary Technology - Credits: (3)**
This course begins building the skill sets required to succeed in the
care and handling of animals. Areas of emphasis will include: restraint techniques, care and feeding, basic nursing care, venipuncture, client relations, microscope care and usage and other basic skills utilized by animal caregivers, animal lab researchers and/or practicing veterinary technicians. PREREQUISITES: Placement beyond DSP. Two lecture, two lab hours per week.

**VET 110* - Applied Veterinary Anatomy and Physiology - Credits: (4)**
This course parallels a vertebrate zoology course focusing on aspects of anatomy and physiology that have clinical relevance for animal caregivers, animal lab researchers and veterinary practice. Companion, agricultural (large), laboratory and exotic species will be covered with reference to human physiology where applicable. PREREQUISITES: VET 101* with a grade of C or higher and admission to the program. COREQUISITES: VET 150*. Three lecture, two laboratory hours per week.

**VET 125* - Laboratory Animal Care - Credits: (3)**
Physiology, pathology and husbandry of animals commonly encountered among research facilities and companion animal markets will be the focus of this course. Classroom lecture will accompany laboratory sessions designed to acquaint the student with restraint techniques, sampling methods, common medical issues and diagnostic procedures unique to these animals. Small rodents, lagomorphs, birds and reptiles are typically used. PREREQUISITES: Completion of VET 101* with grades of C or higher and admission to the program. Two lecture, two laboratory hours per week.

**VET 150* - Clinical Practicum I - Credits: (4)**
This course is a continuation of VET 101* where students proceed to more advanced sets of skill such as: wound management, autoclaves and asepsis, blood and fecal sample evaluation. Clinical practicum will occur on-site and/or at participating private clinics, pet facilities, rehab facilities and laboratories as scheduling permits. PREREQUISITES: Completion of VET 101* with a grade of C or higher and admission to the program. Two lecture, six clinical hours per week.

**Special Interest Courses**
In support of the effective fulfillment of its mission, the College promotes lifelong learning opportunities throughout the College's twelve-county service region. Special interest classes are open to all who desire to improve professionally or to enrich their personal lives. These courses are not applicable toward any associate degree or technical certificate nor are credit hours related to Special Interest Classes included for financial aid purposes.

**Health**

**HED 101S - Wilderness First Aid - Credits: (3)**
This course will provide up-to-date information on how to handle common injuries and illnesses in remote locations. Students will learn about appropriate first aid procedures, accident and illness prevention, and the acquisition of skills necessary for the emergency care of children and adults.

**History**

**HIST 111S - Selected Topics: County History - Credits: (1-3)**
A study of the heritage of individual Middle Tennessee counties in art, literature, architecture, politics, and society. Hours: Fifteen classroom contact hours with faculty required per credit hour.

**Medical Imaging Computerized Tomography**

**CAT 201S - Principles of Computerized Tomography - Credits: (3)**
An overview of the development and clinical uses of CT. Subject content includes: hardware function and design, software application, protocols, cross-sectional anatomy and pathology, patient care and safety considerations. This class meets during the Fall Semester on weekends. PREREQUISITES: Member in good standing with The American Registry of Radiologic Technologists (A.R.R.T.) Forty-five lecture hours.

**Magnetic Resonance Imaging**

**MRI 200S - Magnetic Resonance Imaging - Credits: (3)**
A basic understanding of Magnetic Resonance Imaging to include: principles of magnetism and electricity, terminology, equipment components, imaging sequences, scanning parameters and techniques, artifacts, patient care, contrast administration, pathology, and quality control. PREREQUISITES: Must be a Registered Radiologic Technologist in good standing with the ARRT and be able to provide their own clinical rotations.

**Management**

**MGT 150S - Residential Contractors Limited License - Credits: (2)**
This course is designed for student to secure the Tennessee Residential Contractors Limited License. Content will include construction practices and techniques, materials, methods, codes, zoning, regulations, ordinances, safety, and OSHA. Financial statements, proper licensure application, and renewal forms will be prepared in class.

**COURSES OF STUDY**

The section on Course Descriptions contains an alphabetical listing of all disciplines in the College and a description of all course offerings. The figures in parentheses denote the number of semester hours of credit for that course.

Course offerings are listed under the division of instruction in which they are taught. The courses are identified by course number, title, and credit hours. Course numbers have no reference to the semester in which the courses are taught. The College reserves the right to alter the course offering of any discipline, and the right to alter any specific course in the catalog without notice.

The Class Schedule can be seen on our website at www.volstate.edu a few months prior to the opening of each semester. It contains a listing of the specific courses to be offered, with the time, place, and instructor in charge of each section. It also contains special announcements concerning registration procedures. The College reserves the right to make changes in any schedule prior to or during registration.

**Non-Credit Courses**
In addition to the credit courses of study, the College offers a wide variety of non-credit courses through the Division of Continuing Education and Economic Development. These offerings are as diverse as the population they serve and are reviewed regularly to update content and topics to meet the ever changing needs, interests, and expectations of the community and workforce. As a result of the updates, a listing of courses and course descriptions are not included in this catalog. Course listings and descriptions are provided in the printed and online schedule of classes each term.

Non-credit subject matter ranges from arts and crafts, home improvement, computer training, workplace skills, leisure-time activities, financial matters, dance and exercise, management, technical training, Six Sigma, lean manufacturing, etc. Successful completion of non-credit courses earns nationally recognized CEU credits.

**Course Placement**
The placement of a student in any given college-level course will depend upon his/her having met certain prerequisites for that particular course. Fulfillment of prerequisites for any given course will be established on the basis of achievement in the corresponding high school course, the achievement on the related section of the ACT, and/or the achievement on the other tests administered by the College during registration procedures for applicants. The placement procedures are designed to help guide the enrolling student into courses commensurate with his/her ability.
Course Descriptions
Descriptions of courses offered by the College are listed alphabetically according to subject area. The descriptions include (1) a subject area abbreviation/three or four letters (e.g. MUS for MUSIC or ENGL for English), (2) a course identification number, (3) a short title, (4) semester hours of credit (in parentheses), (5) a brief content description, (6) whether or not a laboratory is included, (7) prerequisite or co-requisite courses (if any).

Courses numbered 001 to 0999 are developmental; courses numbered 100 to 1999 are freshman level; courses numbered 200 to 2999 are sophomore level. Some course numbers may be followed by a letter. This indicates some special aspect of the course. The current letter designations used and their meanings are:

D = Dual listed course (Identical course and course number are also listed in another discipline.) This designation takes precedence over other letters.

T = Topical or Selected Topics course; content varies; course often has variable credit. See catalog description for specifics.

C = Course is an Allied Health Clinical Experience.

P = Course is a Practicum course.

S = Special Interest Courses

♦ = Course can be used to meet Minimum General Education Core requirements.

Courses that are designated primarily for vocational/career programs have been designated by an asterisk (*) following the course number. A number of these courses are accepted as transfer credit by some colleges and universities, but that decision is made by the receiving institution. These courses are collegiate level work, but they have been developed with a purpose other than being university parallel courses.

DIVISION OF CONTINUING EDUCATION & ECONOMIC DEVELOPMENT

In addition to the academic divisions offering college credit instruction, the Division of Continuing Education and Economic Development facilitates lifelong learning by providing relevant, quality non-credit learning opportunities for a diverse and evolving population. Programs and services are designed to foster community and economic development, to strengthen partnerships, and to satisfy a broad range of personal, professional, and workforce development needs of the local community and area business and industry. The division is organized into four departments: personal enrichment, workforce development, small business development, and healthcare training. Each department regularly offers a wide range of non-credit general interest courses (on ground and online) as well as business and industry-specific workforce development courses.

Non-Credit Programs
Non-credit continuing education programs draw upon expertise from College resources, corporate resources, community resources, and technological resources to provide quality adult learning opportunities to meet the needs and interests of a diverse population. Classes are selected for personal or professional enrichment rather than for college credit and are offered in a variety of modes (on campus, off-campus, and online) for the convenience and flexibility of the adult learner.

Special short courses, workshops or seminars may be developed and offered upon the request of a group of individuals or organization. All instruction, designed for the general public or customized for the specific needs of a particular group, is geared toward assisting adults in achieving their educational goals.

Upon successful completion of a non-credit course or workshop, the College awards the Continuing education unit (CEU) and maintains a record (transcript) of each student’s accomplishments. The CEU is a nationally recognized, uniform unit of measurement awarded at the rate of one CEU for each ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

Business and Industry Training Institute
The Business and Industry Institute provides workforce training opportunities in support of the economic development of the College’s service region. Short courses and workshops are designed to improve workplace knowledge and skills for the enhancement of careers and lifelong learning. Whether your business is manufacturing, logistics and distribution, health care, or retail services, these workshops can help you attain your organizational goals. The Institute offers regularly scheduled relevant general classes for individuals as well as customized training for area businesses and industries. Workforce development categories include: APICS, ASQ review, automotive management systems, business development, computer training, customer service, effective supervision, environmental management, food safety management, health & safety management, home inspection, human resource skills, languages, leadership skills, lean manufacturing, management development, persuasive speaking & presentation skills, quality management, quality workforce skills, and six sigma training programs are available on campus, on-site, and online and may carry CEU credit or college credit.

Contract Training: The Business and Industry Training Institute provides the option of contract training tailored to meet the specific organizational needs of area business and industry. The Institute’s comprehensive services include customized curriculum design, assessment, course delivery and evaluation, and record keeping. In addition to offering basic, open enrollment training programs on our campus each semester, we offer customized programs at your site or ours to meet the specific needs of your business culture, number of employees, schedule, learning styles, and priorities.

American Management Association Certificates
The Division of Continuing Education and Economic Development offers the following online AMA Certificate Programs:

- Certificate in General Management
- Certificate in Human Resource Management
- Certificate for The Administrative Assistant
- Certificate in Strategic Leadership
- Certificate in Business Communications Management
- Certificate in Customer Satisfaction Management
- Certificate in Finance and Accounting Management
- Certificate in Manufacturing Management
- Certificate in Quality Improvement Management
- Certificate in Sales and Marketing Management
- Certificate in Success Skills in the Workplace

These nationally recognized programs provide participants with the opportunity to select areas in which they wish to develop skills, receive recognition for their accomplishments, and provide evidence of professional development to advance in their career. Curriculum guides and requirements are available on the Continuing Education website. Certificate programs are available online.

Students who have earned the American Management Association Certificate in Management or in General Management may apply that certification toward six hours of elective credit to earn the Associate of Applied Science, General Business Administration Option, Management Concentration. A copy of the American Management Association Certificate must be submitted as documentation. Prior to receiving these six hours of elective credit, students must successfully complete fifteen hours of credit coursework at Volunteer State.

The Tennessee Small Business Development Center (TSBDC)
The Tennessee Small Business Development Center is a FREE and con-
fidential one-on-one counseling service for existing and start-up small businesses. Whether the counseling is in the area of marketing, operations, management, or any other business service, the TSBDC provides guidance every step of the way -- by appointment please. In addition to the counseling services, the TSBDC offers training seminars on a wide variety of topics for small business owners, assistance with various funding proposals (including SBA loans), and referral to professional services and agencies.

**Health Sciences Center of Emphasis**
The Health Sciences Center of Emphasis (COE) provides educational and skills training opportunities to healthcare providers to support the economic development of the College’s service area. Courses are designed to meet requirements for certification and licensure or to enhance one’s knowledge base and critical thinking. The COE offers regularly scheduled general core courses (BLS, PALS, ACLS) as well as specifically designed courses for an individual’s area of expertise. Training programs are available on campus, on-site, and online. Most courses carry CEU credit.

Contract Training: The Health Sciences Center of Emphasis provides the option of contract training tailored to meet specific organizational needs. The COE’s services include customized curriculum design, assessment, course instruction, evaluation, and record keeping.

**Regents Online Continuing Education Program (ROCE)**
Volunteer State offers the Tennessee Board of Regents Online Continuing Education Program (ROCE), a non-credit program designed to upgrade skills, improve organizations, industries, economic performance, and provide enrichment courses for persons who wish to acquire new skills or improve upon existing skills all available fully online. ROCE offers an extensive Continuing Education program in a non-traditional method for adults 18 years of age or older regardless of their educational background. Continuing Education Units (CEUs) are awarded for certification and/or recertification to maintain credentials in a specified field of study/work. These online courses are designed to increase access to workforce training and to accommodate the demanding schedule of the workforce.
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M.S., 1979, Middle Tennessee State University
(1985)
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Institution</th>
<th>Year(s)</th>
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<tr>
<td>Kevin R. Woods</td>
<td>Instructor of Engineering</td>
<td>Vanderbilt University</td>
<td>(1993)</td>
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<tr>
<td>M.S., 1992, Meharry Medical College</td>
<td></td>
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<tr>
<td>Douglas Williams</td>
<td>Associate Professor of Chemistry</td>
<td>Tennessee State University</td>
<td>(1995)</td>
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<td>Ph.D., 1975, University of Wisconsin</td>
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<td>Parris Powers</td>
<td>Associate Professor of Chemistry</td>
<td>Tennessee State University</td>
<td>(1995)</td>
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<td>James H. Roberson</td>
<td>Instructor of Biology</td>
<td>Middle Tennessee State University</td>
<td>(1995)</td>
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<td>Mulloy Robertson, Jr.</td>
<td>Associate Professor of Mathematics</td>
<td>Mississippi City Community College</td>
<td>(1978)</td>
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<td>Louis Joseph Schibi</td>
<td>Professor of Biology</td>
<td>University of North Carolina State University</td>
<td>(1970)</td>
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<td>B.S., 1970, Austin Peay State University</td>
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<td>Mohamad Mehdi Shariati</td>
<td>Associate Professor of Mathematics</td>
<td>Tennessee State University</td>
<td>(1980)</td>
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<td>Douglas Shaw</td>
<td>Assistant Professor of Biology</td>
<td>Colorado State University</td>
<td>(1989)</td>
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<td>Girija S. Shinde</td>
<td>Associate Professor of Biology</td>
<td>Middle Tennessee State University</td>
<td>(1980)</td>
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<tr>
<td>William U. Smith</td>
<td>Assistant Director of Math Lab</td>
<td>Auburn University</td>
<td>(1980)</td>
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<td>B.S., 1980, Auburn University</td>
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<td>Charles Snelling</td>
<td>Associate Professor of Chemistry</td>
<td>Arizona State University</td>
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<td>Deborah Snelling</td>
<td>Chemistry Laboratory Technician</td>
<td>University of Tennessee</td>
<td>(1982)</td>
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<td>Rita Branham Sowell</td>
<td>Associate Professor of Mathematics</td>
<td>Tennessee State University</td>
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<td>Mary N. Yarbrough</td>
<td>Associate Professor of Mathematics</td>
<td>Tennessee State University</td>
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<td>M.S., 1990, University of Mississippi</td>
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<td>Kevin M. Cook</td>
<td>Instructor of Criminal Justice</td>
<td>Tennessee State University</td>
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<td>Keith Bell</td>
<td>Associate Professor of Geography</td>
<td>Columbia State Community College</td>
<td>(1973)</td>
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<td>Susan Jake Brandt</td>
<td>Professor of Education</td>
<td>George Peabody College</td>
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<td>Carole Bucy</td>
<td>Professor of History/Grant Grant</td>
<td>Baylor University</td>
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<td>Joseph C. Douglas</td>
<td>Professor of History</td>
<td>Middle Tennessee State University</td>
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<td>Ph.D., 2001, University of Houston</td>
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<td>Vicki Lynn Dretchen</td>
<td>Associate Professor of Psychology</td>
<td>Volunteer State Community College</td>
<td>(1988)</td>
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<td>Carl Grady Eades</td>
<td>Associate Professor of History</td>
<td>East Tennessee State University</td>
<td>(1996)</td>
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<td>Sidney E. Hardyway</td>
<td>Professor of Psychology and Education</td>
<td>Tennessee State University</td>
<td>(1970)</td>
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<td>M.A., 1992, Western Kentucky University</td>
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<tr>
<td>Robert Hudson</td>
<td>Department Chair – Health and Physical Education/ Director of Athletics</td>
<td>Western Kentucky University</td>
<td>(1979)</td>
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<td>A.S., 1979, Volunteer State Community College</td>
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<td>M.S., 1983, Middle Tennessee State University</td>
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<td>Peter J. Johnson</td>
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<tr>
<td>Robert Scott McMillian</td>
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<td>(1974)</td>
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</tbody>
</table>
Vanessa Mitchell..........................Associate Professor of Psychology
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Elizabeth C. Cooksey .......... Vice President for Business and Finance
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LaDonna J. Brooks .................................................. Account Clerk III
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(2006)

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(2006)

Zella Mullins ........................................ Data Entry Clerk
(1999)

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Payroll Services
Ann S. Slayton .................................................. Payroll Manager
(1998)

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C.P.S., 2005
(2005)

Purchasing and Contracts
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Lori A. Cutrell  Director/Affirmative Action Officer  
B.S., 1991, Trevecca Nazarene University  
SPHR, 2000  
(2007)

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Tandy L. Hamm  Human Resources Coordinator  
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Wanda S. Evitts  Human Resources Clerk  
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A.S., 2007, Volunteer State Community College  
(1999)

William Hardin  AV Technician  
A.S., 2000, Nashville State Technical Institute  
(2002)

Jason King  Systems Administrator  
(2000)

Michael McDole  Technician  
A.S., 1990, Volunteer State Community College  
(1990)

Sharon Murphy  Coordinator of Help Desk  
A.S., 1990, Volunteer State Community College  
(1996)

Anthony Robb  Database Programmer I  
B.S., 2003, Park University  
(2004)

Timothy Smerdon  Manager Network/Systems Administrator  
(2006)

Wiley Ray Stiles  Systems Administrator  
B.S., 2007, Tennessee State University  
(2009)

John M. Williams  Technician  
B.S., 2008, Tennessee State University  
(1999)

William Wohlfarth  Technician  
B.S., 2009, Tennessee State University  
(1995)

**Telecommunications**

Kristina Johnson  Assistant Director of Telecommunications  
(2008)

Mark E. Dennis  Telecommunications Technician  
(2009)

Barbara Haley  Switchboard Operator  
(1998)

Linda Parker  Switchboard Operator  
(1999)

**Office of Plant Operations**

Gary L. Hume  Senior Director of Plant Operations  
B.A., 1997, Thomas More College  
(2009)

Jennifer Reola Buford  Secretary II  
(1989)

Vickie McClure  Scheduler  
C.P.S., 1975  
(2005)

Loretta Bauter  Coordinator of Health and Safety  
B.S., 2000, Murray State University  
(2009)

Dana Byrd  Custodial Supervisor  
(2006)

Aaron Branham  Custodian  
(2008)

Edith D. Bray  Custodian  
(2008)

Norma Jean Cantrell  Custodian  
(2005)

Lance D. Carter  Maintenance Technician  
(2008)

Cherry P. Creasy  Custodian  
(2005)

Stella Geisler  Custodian  
(1993)

Steven Goforth  Landscaper  
(1999)

Donnie R. Goodrum  Maintenance Worker  
(2004)

Paul Michael Hammock  Maintenance Technician  
(1989)

Miller High  Custodian  
(1997)

Patsy Houston  Custodian  
(2007)

Lori A. Johnson  Custodian  
(2005)

M. Wendell Keith  Maintenance Worker  
(2004)

Nannette B. King  Custodian  
(2006)

Sharon Langford  Custodian  
(2004)
Philip A. Clifford
Research, Design and Data Analyst
M.B.A., 2008, Bethel University

Kimberly A. Martin
Director of Institutional Effectiveness
M.A., 1997, Claremont Graduate University
B.A., 1994, California State University

AnnMarie Calderon
Director of Institutional Research
C.P.S., 2005

Paula S. Belford
Administrative Assistant
C.P.S., 2005

James William McMurry
Custodian
C.P.S., 2005

James L. Milliner
Engineering Supervisor
(1974)

Lisa Ann Mongle
Custodian
(2005)

David Peach
Maintenance Worker
(1989)

Jessie R. Poindexter
Custodian
(2009)

Timothy W. Reagan
Custodian
(2005)

David Reese, Jr.
Maintenance Worker
(2004)

Cordell Malone
Countertop Receptionist
(2007)

William Malone
Custodian
(2001)

William Kenneth Stiles
Shipping and Receiving Clerk
(2004)

Billy Sullivan
Maintenance Technician
(2006)

Elizabeth Jane Thompson
Custodian
(2005)

Bobby A. Troutt
Custodian
(1983)

Emmet J. Watson
Lead Worker
(1999)

Kenneth Weese
Maintenance Worker
(1999)

John White
Custodian
(2002)

Campus Police

William D. Rogan, Jr.
Chief of Campus Police
Certified Police Officer, 1978
B.S., 1985, Tennessee State University
(1993)

Lisa M. Lynch
Office Supervisor
C.P.S., 2005
(2000)

Danny Pippin
Assistant Chief
(2000)

Steve Etheridge
Campus Police Officer II
(2004)

Robert Jackson
Campus Police Officer II
(2000)

James Wesley Smith
Campus Police Officer I
(2007)

Office of the Vice President for Resource Development and Executive Director of College Foundation

Karen L. Mitchell
Vice President for Resource Development and Executive Director of College Foundation
B.S., 1992, Belmont University
(2007)

Stacy L. Womeldorf
Office Supervisor/Accounts Manager
(2004)

Brenda L. Martin
Secretary III
A.A.S., 2008, Volunteer State Community College
(2000)

Lori A. Johnson
Resource Development Specialist
A.A.S., 2007, Volunteer State Community College
B.A., 2009, Trevecca Nazarene University
(2007)

Office of Assistant Vice President for Continuing Education and Economic Development

Hilary Barbara Sloan Greco Marabeti
Assistant Vice President for Continuing Education and Economic Development / Associate Professor of Language Arts
B.S., 1968, Montclair State College
M.S., 1973, University of Tennessee
(1973)

Teresa J. Corlew
Office Manager
B.A., 2005, Trevecca Nazarene College
C.P.S., 2005
(1996)

Kristen G. Woodmore
Secretary I
A.A.S., 2003, Volunteer State Community College
(2007)

Charles A. Alexander
Director of Tennessee Small Business Development Center
A.S., 1996, Columbia State Community College
B.B.A., 1998, Middle Tennessee State University
M.B.E., 2000, Middle Tennessee State University
(2007)

Lisa Carol Haley
Director of Non-Credit Instruction
A.S., 1985, Volunteer State Community College
C.P.S., 1992
B.U.S., 1995, Middle Tennessee State University
M.Ed., 2002, Middle Tennessee State University
(1989)

G. Robert Jankiewicz
Director of Business and Industry
B.B.A., 1971 University of Wisconsin
M.S., 1994, University of Tennessee
(2004)

Health Services Center of Emphasis

Kyla Webb
Director of Health Services, Center of Emphasis
B.S.N., 1985, East Tennessee State University
(2007)

Shannon K. Hernandez
Secretary II
C.P.S., 2008
(2007)

Office of Vice President for Student Services

Patty Terrell Powell
Vice President for Student Services
B.B.A., 1968, University of Memphis
M.Ed., 1972, University of Memphis
(1984)

Jenny Bartley
Administrative Assistant
A.A.S., 2000, Volunteer State Community College
C.P.S., 2005
(1997)

Penny V. Tucker
Executive Aide
Ph.D., 1989, University of North Texas
(2009)

Office of Vice President For Institutional Effectiveness, Research, Planning and Assessment

Jane McGuire
Vice President for Institutional Effectiveness, Research, Planning and Assessment
B.S., 1978, Bluefield State College
(1999)

Paula S. Belford
Administrative Assistant
B.A., 1999, Trevecca Nazarene College
C.P.S., 2005
(2003)

AnnMarie Calderon
Director of Institutional Research
B.A., 1994, California State University
M.A., 1997, Claremont Graduate University
(2006)

Kimberly A. Martin
Director of Institutional Effectiveness
M.B.A., 2008, Bethel University
(2009)

Philip A. Clifford
Research, Design and Data Analyst
Ph.D., 1989, University of North Texas
(2009)
C.P.S., 2009  
(2005)

**Office of Assistant Vice President for Student Services and Director of Veterans’ Affairs**

Larry W. Casteel – Assistant Vice President for Student Services and Director of Veterans’ Affairs  
A.S., 1973, Volunteer State Community College  
B.S., 1991, Tennessee State University  
(1973)  
Margaret Nadean Napier – Secretary III  
A.S., 1999, Volunteer State Community College  
(1999)

**Disability Services/Special Adult Programs**

Kathleen Sowell – Director of Disability Services  
B.S., 1978, West Chester University  
Certified Rehabilitation Counselor, 1990  
M.S., 1992, Tennessee State University  
Tennessee Licensed Psychological Examiner, 1994  
(1997)  
Lenore Mauer – Secretary II  
2010  
Dara Kristen Foster – Accommodation Specialist  
B.I.D., 1997, O’More College of Design  
(2003)  
Frances B. Henslee – Accommodations Coordinator  
B.S., 1999, Middle Tennessee State University  
M.Ed., 2001, Middle Tennessee State University  
Ed.S., 2008, Middle Tennessee State University  
(2007)  
Jessica D. Petty – Accommodation Specialist  
A.S., 2004, Volunteer State Community College  
(2006)  
Judy Schuelke – Coordinator of Special Adult Programs and Accommodation Specialist  
B.A., 1975, South Dakota State University  
M.Ed., 1976, South Dakota State University  
(2001)

**Student Life and Diversity Initiatives**

Ursula Monique Robinson-Wright – Director of Student Life and Diversity Initiatives  
B.S., 1989, Nazareth College  
M.Ed., 1994, Vanderbilt University  
D.Ed., 2002, Vanderbilt University  
(1994)  
Carol Michael – Secretary II  
(2008)  
Margaret Nadean Napier – Secretary III  
A.S., 1999, Volunteer State Community College  
(1999)  
Doris Stafford – Office Supervisor  
A.S., 1988, Volunteer State Community College  
A.S., 1993, Volunteer State Community College  
B.S.W., 1995, Middle Tennessee State University  
C.P.S., 2008  
(1988)  
James M. Campbell – Coordinator for Student Activities  
B.A., 1998, Hendrix College  
M.S., 2001, University of Memphis  
(2009)

**Testing Center**

Teresa J. Brown – Director of Testing Center  
A.S., 1980, Volunteer State Community College  
B.A.A., 1982, Middle Tennessee State University  
C.P.S., 1992  
M.S., 1997, University of Tennessee  
(1983)  
Regina B. Pierpaoli – Secretary II  
C.P.S., 2009  
(2005)  
Carolyn L. Chaffin – Testing Assistant II  
(2008)  
Carolyn A. Thomas – Testing Assistant I  
A.S., 1962, Rochester Institute of Technology  
(2008)

**Office of Admissions/Records and Registration**

Timothy Amyx – Director of Admissions/Records and Registration  
B.S., 1995, Austin Peay State University  
M.Ed., 1997, University of Florida  
(1999)  
Stacy Renee Bagshaw – Secretary III  
(2005)  

**Admissions**

Heather Harper – Assistant Director of Admissions  
B.S., 2001, Austin Peay State University  
M.Ed., 2005, Trevecca Nazarene University  
(2004)  
Carole A. Allender – Admissions Specialist  
C.P.S., 2006  
(2006)  
Connie Bass – Admissions Specialist  
B.A., Trevecca Nazarene University  
(2009)  
Rachel L. Carman – Admissions Advisor/Recruiter  
A.S., 2002, Volunteer State Community College  
B.S., 2006, University of Tennessee, Knoxville  
(2007)  
Teresa Carter – Admissions Specialist  
A.S., 1995, Volunteer State Community College  
C.P.S., 1997  
A.S., 2001, Volunteer State Community College  
(1995)  
Judith A. Hendon – Admissions Specialist  
(2004)  
Tammy Hudson – Admissions Specialist  
(2007)  
Audrey L. Welch – Admissions Advisor/Recruiter  
(2008)

**Records and Registration**

Pamela Carey – Assistant Director of Records and Registration  
A.S., 1984, Volunteer State Community College  
B.S., 2004, Middle Tennessee State University  
(1997)  
Dawn Anderson – Records Clerk  
B.S., 1993, Tennessee State University  
(1998)  
Sherry L. Brown – Transcript Analyst  
(1980)  
Wanda Smith – Records Clerk  
(2007)  
Vicki L. Wilson – Student Records Coordinator  
A.S., 2000, Lindsey Wilson College  
(2009)

**Office of Advising**

Terry L. Bubb – Director of Advising  
B.A., 1984, Furman University  
M.A., 1993, Western Kentucky University  
(2005)  
Amber N. Regan – Office Supervisor  
A.S., 2005, Volunteer State Community College  
C.P.S., 2008  
B.P.S., 2009, Austin Peay State University
Cynthia Atteberry..............................................Secretary II
(2005)
Kimberleigh Archer ........................................Advisor/Counselor
(2007)
B.S., 1997, Lipscomb University
M.A., 2001, Western Carolina University
(2010)
Scott Hilgadiack.............................................Advisor/Counselor
A.S., 1990, Volunteer State Community College
B.S., 1993, Belmont University
M.A., 1995, Trevecca Nazarene University
M.Div., 2007, Asbury Theological Seminary
(1998)
Kellie B. Jones..............................................Advisor/Counselor
B.S., 1986, Austin Peay State University
C.P.S., 1999
M.Ed., 2003, Middle Tennessee State University
(1997)
Office of Athletics
Robert Hudson............................................Director of Athletics
A.S., 1979, Volunteer State Community College
B.S., 1992, Middle Tennessee State University
M.S., 1983, Middle Tennessee State University
(1986)
Erica F. Malone...........................................Secretary II
A.A.S., 1987, Volunteer State Community College
C.P.S., 2005
(1987)
Michael Crossland.....................................Baseball Coach
A.S., 1996, Motlow State Community College
B.S., 1998, Tennessee Wesleyan College
(2000)
Christopher D. Harris...........................Women’s Basketball Coach
B.S., 2001, Oklahoma Panhandle State University
(2009)
John Thomas Lynn...................................Softball Coach
B.S., 1990, Auburn University
(1993)
Walter Russell Melvin, Jr..........................Men’s Basketball Coach
B.S., 1974, John F. Kennedy College
M.S., 1982, Middle Tennessee State University
(2003)
Office of Financial Aid
Sue H. Pedigo...............................................Director of Financial Aid
Executive Secretarial Certificate, 1969, Draughons Business College
A.S., 1977, Volunteer State Community College
(1971)
Sherry L. Cliburn..............................Assistant Director of Financial Aid
A.S., 1978, Volunteer State Community College
(1978)
Anne M. Coker.................................Financial Aid Assistant
A.S., 1987, Volunteer State Community College
(2005)
Lynn G. Daughtry..............................Financial Aid Assistant
(1995)
Ashley Shandell Dickens.........................Financial Aid Assistant
A.S., 2004, Volunteer State Community College
(2005)
Billie R. Hodges..............................Financial Aid Assistant
A.S., 1991, Volunteer State Community College
(1992)
Kristie C. Jordan..............................Financial Aid Assistant
A.S., 1995, Volunteer State Community College
(1995)
Leslie E. Lauper..............................Financial Aid Account Clerk II
Certificate, 1991, Volunteer State Community College
A.S., 1997, Volunteer State Community College
(1992)
Linda Tucker............................................Financial Aid Assistant
(1997)
Danielle Wright..............................Financial Aid Assistant
(2000)
Office of Retention Support Services
Emily Short.................................Director of Retention Support Services
B.B.A., 1987, Belmont College
M.Ed., 1991, Western Kentucky University
(1992)
Erin L. Montgomery..................................Secretary II
A.A., 2002, St. Catherine College
C.P.S., 2008
(2008)
Christopher Vaught..............................Retention Support Counselor
B.A., 2003, Western Kentucky University
(2009)
Office of Student Support Services (TRIO)
Andrea Crowder Boddie ............Director of Student Support Services
B.B.A., 1986, Middle Tennessee State University
M.Ed., 1992, University of Tennessee
(2005)
Lynn G. Jones...........................................Secretary II
C.P.S., 2009
(2008)
Lisa Borre.............................................Counselor
B.S., 1990, University of North Alabama
M.A., 1994, University of North Alabama
(2006)
Regular Adjunct Faculty
(Five years or more with Volunteer State Community College)
Michael S. Anderson.............Life Support
Marion V. Armstrong, Jr.......History
Gina C. Babcock......................Psychology
Michael W. Baltz......................EMT
Phillip D. Barber....................Fire Science Technology
Rex Barber..............................Biology
Charles R. Barnes..............Learning Strategies
Frances A. Bennett.............Developmental Math
Joanna W. Blauw....................Physical Education
Marie R. Blevins.............EMT Paramedic
Bennett F. Bratcher..........Management
W. Dwight Bratcher..........English
Thomas D. Brooks..............Psychology
Roger A. Burnett.............Developmental Math
Courtney M. Campbell......Learning Strategies
Nancy R. Candella..............English
Tiffany A. Cannon.............Diagnostic Medical Sonography
Tamara V. Cardona............Health / Learning Strategies
Julia A. Cawthon.................English
Wilma Y. Chambers............Education
Ronald R. Coleman...........Allied Health Core
Richard A. Collier...........EMT Paramedic
Franklin D. Conley............Psychology
Angela L. Cook......................Writing
Robin V. Couts...............Office Management Technology
Gary W. Cutler....................Accounting
Lisa W. Davis......................Biology
Gregory S. Dingwall..........Music
Dennis L. Dipert..............Physical Therapy Assistant
David T. Dobbs.................Life Support
Janice C. Dorriss..............Learning Strategies
Terrianna M. Douglas........English
Kathleen K. Dvorak...........Learning Strategies
Lyder Dyer.....................Mathematics
Jill E. Edmond..............Learning Strategies
William H. Fitzhugh          Music
David L. Fuqua              Economics
Rose M. Gabbard            Computer Information Systems
Gay C. Graves             Physical Education
Mary E. Hammond            Developmental Math
Sandra K. Hargrove         Learning Strategies
Garrett D. Harper          Geography
Judith W. Harrison         Dental Assisting
Hunter E. Henson           EMT Paramedic
Patricia A. Highers       History
Angela M. Hill              Art
Laura A. Hoffman          Fire Science Technology
Karen A. Howard           English
Vichuda K. Hunter         Chemistry
Faith D. Hurley           Psychology
Raymond E. Ingram, Jr.   English
Sarah S. Ingram          English
Clyde P. Jackson         Life Support / EMT
Connie J. Jamison       Sociology
John Janicek              Accounting
Ben A. Jobe, Jr.             Speech and Communication
Theresa P. Johnson        Developmental Math
Mary J. Jolley            Developmental Math
Jacqueline Jordan       Education
David B. Keith          EMT Paramedic
Martha C. Lacy           Sociology
Donald D. Long           Developmental Math
James E. Lowe            Engineering Science
Anthony J. Manasco    Respiratory Care
Connie J. Martin         Education/Psychology
Donna J. Matthews      Psychology
Kathryn W. Mattson     Education
Cindy L. McCain         English
Roger G. McCoy          Astronomy
Christopher T. McDonald Developmental Math
Hildia M. McDonald      Real Estate
Patrick E. McGuffey     Music
James E. McKeever      Computer Information Systems
Ruth A. McKinzie       English for Speakers of Other Languages
Brian A. Newberry      Life Support
John A. Nixon          EMT
Michael T. Pardue      Fire Science Technology
James L. Parker         English
Paula Penrod           Sociology
Timothy W. Pharris     Fire Science Technology
Catherine L. Ramsey   Developmental Math
Timothy R. Rector      Paralegal Studies
Charlotte E. Reedy    English
Stacey L. Riggins     Biology
Richard H. Ryan       Writing
Jacqueline P. Scarbrough Speech and Communication
Mary E. Scott            Psychology
Sterling A. Seat       Developmental Math
Scott C. Sessions     Life Support
Vanita L. Sherrill   Sociology
Kendal J. Shriver    Physical Education
Keith A. Sterrenberg  Management
Lavonne J. Stevens     Office Management Technology
Angela M. Stiles     Developmental Math
Walter H. Stubbs, Jr. Paralegal Studies
Theresa E. Swanson     History
Laura C. Tannen       English
Michael E. Tatum      History
Barbara N. Taylor      Reading
Vicky D. Taylor       Foreign Language
Allison K. Thomas      Fire Science Technology
Kenneth L. Thomas   Developmental Math
Stephen S. Todd       Developmental Math
Susan G. Tompkins   Learning Strategies
Deborah J. Travis     Life Support
Gregory D. Tucker    Learning Strategies
Constance A. Walker  English for Speakers of Other Languages
Charles H. Whiting    Communication
Ana M. Willbanks     Fire Science Technology
Cynthia E. Wilson   Education
Keya A. Wilson        English
Marie R. Wiser       English
Scott H. Wrenn      EMT Refresher

VOLUNTEER STATE COLLEGE FOUNDATION
2009-2010 BOARD OF TRUSTEES

Katherine W. Armstrong
Shirley Arrendale
Bob Atkins
Albert A. Bennett
Diane Black
John Boniol
Billy Paul Carneal
Rae Collier
Wilda Dodson
William Draper
Earl Fischer
Tom Gray
Ragan Hall
Jan Hallmark
James A. Harding
Ron Hibbard
Halden Hooper
Ray Houston
Derrick Jackson
Susanne Jackson
Robert Jennings
Dixie Jones
Lois Jordan
Bill Kemp
Ed Mayberry
Carl McKellar
Karen Mitchell
L. H. Newman
Warren R. Nichols
William L. Nichols
David Bate Parsons
James Pope
R. Wade Powers
Scott Raynes
Gary Renfro
Matt Ricker
Richard Rowlett
Buddy Shaw
Bill Sinks
F. William Taylor
Virginia Thigpen
Grace Tomkins
Norman Tripp
Sandy Webster
Betty Carol Williams
Betty Zuccarello
VSCC CLINICAL SITES AND ADVISORY COMMITTEES

ALLIED HEALTH
Clinical Sites - Area Dental Offices
Adams, George, DDS, MSD
Adkisson Family Dental Center
Anderson, Arthur N. III, DMD, MS
Bacon, Jane A., DMD
Bankston, Jr., Carl, DMD
Barkley, Richard, DDS
Buergler, Wendy, DMD
Cox, Andrew, DDS
Doctora, Joseph S., DDS, MD
Drobocky Orthodontics
Faulkner, Baird, DMD
Fischer, Kelli, DMD
Gaw, Ted, DDS
Gentle Touch Family Dentistry, PC
Gordon-Maloney, Jennifer, DDS; StoneCrest Medical Center
Greer, Rebecca, DMD
Hayes Family Dentistry; Drs. Kevin & Sandra Hayes, DMD
Higgs, W. Clark, DDS; Rivergate Medical Center
Hillcrest Dental Clinic; John S Paffrath, DDS
Hunter, William L., DDS
Interfaith Dental Clinic
Koen, Mary Cay, DDS, MS
Koen, Tommy J., DMD
Lehman-Grimes, Shawn, DDS, MDS
Malin, David M., DDS
Marshall, Andrew, DDS
Mitchell, Melvin, DDS
Newman, Clint, DDS
Norfleet Dental; Linn Norfleet, III, DDS
Onstott, Thomas, DDS, PC
Orthodontics by Witherow
Page, John, DMD
Perdue, Edward, DDS
Runyon, Rodney, DDS
Sims, Robert, DMD, MSD
Smith, Phillip, DDS
Swang, Ronald A., DDS
Tabor Dental Associates
Thaxton, Steven, DDS, MAGD, PA
Unique Dental Care, PLLC; Dr. Franklin Daniel
Veterans Affairs, Department of Medical Center
Vickery, Philip, DDS; The Smile Center
Werther, John R., DMD, MD
Williams, Chadwick L., DMD; Smile Gallery
Wood, Eric, DDS
York, Alvin C. VA Medical Center

Area Healthcare Agencies/Facilities
Peter N Arrowsmith, MD, PC d/b/a Arrowsmith Eye Institute
Athenis-Limestone Hospital
Baptist Hospital
Baptist Health Services Group d/b/a Baptist Rehab
Bethany Health Care Center
Colonel Florence A Blanchfield Army Community Hospital
Bordeaux Long Term Care
The Bridge at Monticello
The Bridge at Ridgely
The Bridge at Rockwood
Britthaven of Bowling Green
Caldwell County Hospital
Cantrell Physical Therapy
Care-All Home Care
CareAll Home Health Care

CareAll Management, Inc.
Cedars Health Care Center
Centennial Medical Center
Cheatham County EMS
Claiborne and Hughes Health Center
Clarksville Health System, G.P. d/b/a Gateway Medical Center
Clarksville Ophthalmology
Clovebottom Development Center
Commonwealth Health Corporation d/b/a Commonwealth Rehabilitation Services
Community Care of Rutherford County
Comprehensive Rehabilitation, Inc.
Continuum Healthcare
Cookeville Regional Medical Center
Crockett Hospital
Cumberland Medical Center
Cumberland River Hospital
Cannon County, LLC d/b/a DeKalb Community Hospital & Stones River Hospital
Dickson County EMS
Donelson Place Care and Rehabilitation Center
Downing, John E., MD
Elite Physical Therapy
Eye Clinic, The
Eye Center, The
Eye Health Partners
First Call Ambulance Service
Full Circle Therapy, PC
Functional Pathways
Gallatin Health Care
Graves Gilbert Clinic
Harriman Care and Rehabilitation Center
Harton Regional Medical Center
HealthSouth Corporation
Health Sphere Wellness Center
STHS Heart, L.L.C. (formerly The Heart Group)
Hendersonville Lung & Sleep
Hendersonville Medical Center
LP Owensboro, LLC d/b/a Hermitage Care & Rehabilitation Center
Hickman County EMS
Hickman Community Hospital
Hillside Hospital
Horizon Medical Center
Jenkins, Gary W., MD; Nashville Vision Associates
Kindred Healthcare RehabServ., Inc. d/b/a People First Rehabilitation Services
Life Care Centers of America, Inc.
LifePoint Hospitals, Inc.
Livingston Regional Hospital
Loden Vision Center
Mabry HealthCare
Macon County Emergency Medical Services
Macon County General Hospital Rehab Clinic
Madison Healthcare and Rehabilitation Center
Marshall County Medical Center
Maternal Fetal Group PLLC
Matthew Walker Comprehensive Health Center
Maury Regional Hospital
McCabe Vision Center
Mercy Health Partners – Lourdes, Inc.
Metropolitan Hospital Authority d/b/a Nashville General Hospital
Metropolitan Nashville Public Schools
Middle Tennessee Medical Center
Middle Tennessee Mental Health Institute
Montgomery Care and Rehabilitation Center
Montgomery County Emergency Medical Services
Mountain City Care & Rehabilitation Center
Nashville Bone & Joint
Nashville Rehabilitation Hospital
NHC HealthCare of Columbia
NHC HealthCare of Cookeville
NHC HealthCare of Hendersonville
NHC HealthCare of Murfreesboro
NHC HealthCare of Scott
North Crest Medical Center
Northridge Surgery Center
Orthopedics Plus Physical Therapy
Paragon Rehabilitation
Patient Choice Medical Center of Erin, TN, LLC
Patrick Rehabilitation Wellness Center
Physical Medical Center of the Cumberlands
Physical Therapy of Dyersburg
Pickett Care and Rehabilitation Center
Pigeon Forge Care & Rehabilitation Center
Pine Ridge Care & Rehabilitation Center
Premier Medical Group
Professional Health Services contracts for:
  Adam's Place
  NHC Healthcare of Dickson
  NHC Healthcare of Hendersonville
  NHC Healthcare of Murfreesboro
  NHC Healthcare of Smithville
  NHC Rehabilitation
  Progress In Motion
  Pulaski Physical Therapy, LLC
  Putnam County Board of Education
  RehabCare
  Rehab Center, The
  Rivermont Care & Rehabilitation Center
  River Park Hospital
  Riverview Regional Medical Center (North & South Campus)
  Robertson County Emergency Medical Services
  Rutherford County EMS
  Saint Thomas Hospital
  St. Thomas Ophthalmic Diagnostic & Treatment Center
  St. Thomas Health Services Sleep Center, LLC d/b/a Center for Sleep
  Sampson T. J. Community Hospital
  Schafer Physical Therapy
  Select Physical Therapy
  Signature HealthCare of Cleveland
  Signature HealthCare of Columbia
  Signature HealthCare of Erin
  Signature HealthCare of Greeneville
  Signature HealthCare of Fentress County
  Signature HealthCare of Memphis
  Signature HealthCare of Rogersville
  Significant Physical Therapy & Neurophathy Care Center
  Skyline Medical Center & Skyline Madison Campus
  Sleep Centers of Middle Tennessee
  Sleep Care Solutions
  Sleep Solutions
  Smith County HealthCare
  Smith County Emergency Medical Services
  Southeastern Eye Specialist
  Southern Hills Medical Center
  Southern Sports Medicine
  Southern Tennessee Medical Center
  Special Kids
  Spring City Care & Rehabilitation Center
  Standing Stone Care & Rehabilitation Center
  Star Physical Therapy
  StoneCrest Medical Center
  Summit Medical Associate, P.C.
  HCA Health Services of Tennessee, Inc d/b/a Summit Medical Center
  Sumner County Emergency Medical Services
  Sumner Regional Medical Center
  Tennessee Christian Medical Center
  Tennessee Dept of Health Cancer Registry
  Tennessee Family Medicine
  Tennessee Maternal Fetal Medicine
  Tennessee Orthopedic Alliance
  Tennessee Occupational & Physical Therapy
  Tennessee Quality Home Health
  Tennessee Retina
  Therapy Works
  THM/Rehab America
  1300 Campbell Lane Operating Co., LLC d/b/a Southern Kentucky Rehabilitation Hospital Rehabilitation Services, Inc.
  Total Fitness Connection (TFC)
  Top Rehab Services, Inc.
  TriCare Rehabilitation
  Trousdale Medical Center
  Trover Health Systems
  University Medical Center
  Urology Associates, PC
  Vanderbilt Eye Center
  Vanderbilt Stallworth Rehabilitation Hospital
  Vanderbilt University Medical Center
  Veteran Affairs, Dept of, Medical Center
  Wang Vision Institute
  Westmoreland Care and Rehabilitation Center
  Williamson County Hospital District d/b/a Williamson Medical Center
  Willowbrook Health Systems, Inc.
  Wilson County Emergency Management Agency
  York, Alvin C., V.A. Medical Center
  Academic Program Advisory Committees

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Desiree Sutphen, Program Director

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Paige Cobb, Chair
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**Radiologic Technology**

Amanda Brannon, Chair
Monica Korpady, Program Director

**Sleep Diagnostics Technology**

Mel Matthews, Program Director
## Tennessee Board of Regents

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**Hon. Tim Webb, Commissioner of Education-Ex-Officio**  
**Hon. Ken Givens, The Commissioner of Agriculture-Ex-Officio**  
**Dr. Richard G. Rhoda, Executive Director, THEC-Ex-Officio**

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<tr>
<th>Named from Congressional Districts and At-Large</th>
<th>Service</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Gionni Carr, U.M</td>
<td>Student</td>
<td>2008</td>
</tr>
<tr>
<td>Ms. Agenia Clark, Nashville</td>
<td>Seventh</td>
<td>2004</td>
</tr>
<tr>
<td>Mr. Gregory Duckett, Memphis</td>
<td>Ninth</td>
<td>2006</td>
</tr>
<tr>
<td>Ms. Pamela Fansler, Knoxville</td>
<td>Second</td>
<td>2007</td>
</tr>
<tr>
<td>Mr. John Farris, Memphis</td>
<td>At-Large</td>
<td>2008</td>
</tr>
<tr>
<td>Ms. Judy Gooch, Oak Ridge</td>
<td>Third</td>
<td>2005</td>
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<tr>
<td>Mr. Jonas Kisber, Jr., Jackson</td>
<td>Eighth</td>
<td>2008</td>
</tr>
<tr>
<td>Mrs. Fran Marcum, Tullahoma</td>
<td>Fourth</td>
<td>2004</td>
</tr>
<tr>
<td>Mr. Paul Montgomery, Kingsport</td>
<td>First</td>
<td>2007</td>
</tr>
<tr>
<td>Mr. Millard Oakley, Livingston</td>
<td>Sixth</td>
<td>2006</td>
</tr>
<tr>
<td>Mr. Howard Roddy, Chattanooga</td>
<td>At-Large</td>
<td>2004</td>
</tr>
<tr>
<td>Mr. Stanley Rogers, Manchester</td>
<td>At-Large</td>
<td>2006</td>
</tr>
<tr>
<td>Dr. Stanley Edward Stevens, Jr., U.M</td>
<td>Faculty</td>
<td>2008</td>
</tr>
<tr>
<td>Mr. Robert P. Thomas, Nashville, Vice Chairman</td>
<td>Fifth</td>
<td>2005</td>
</tr>
</tbody>
</table>

Expires:  
- Mr. Gionni Carr, U.M: 2009  
- Ms. Agenia Clark, Nashville: 2010  
- Mr. Gregory Duckett, Memphis: 2012  
- Ms. Pamela Fansler, Knoxville: 2013  
- Mr. John Farris, Memphis: 2014  
- Ms. Judy Gooch, Oak Ridge: 2011  
- Mr. Jonas Kisber, Jr., Jackson: 2014  
- Mrs. Fran Marcum, Tullahoma: 2010  
- Mr. Paul Montgomery, Kingsport: 2013  
- Mr. Millard Oakley, Livingston: 2012  
- Mr. Howard Roddy, Chattanooga: 2010  
- Mr. Stanley Rogers, Manchester: 2012  
- Dr. Stanley Edward Stevens, Jr., U.M: 2009  
- Mr. Robert P. Thomas, Nashville, Vice Chairman: 2009
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