Volunteer State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award the Associate of Science, Associate of Arts, and Associate of Applied Science degrees. 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
• Joint Review Committee on Educational Programs for the EMT/Paramedic, American Medical Association
• Committee on Accreditation for Respiratory Care
• Council on Accreditation, American Health Information Management Association
• Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association
• Joint Review Committee on Education in Radiologic Technology
## Main Campus Office Directory

**452-8600, 741-3215, 1-888-335-VSCC (8722)**

### For Information Regarding:

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</table>
A Welcome
To Vol State

Cordial Greetings as we celebrate the 32nd academic year of the College.

Vol State has excellent facilities that have been constructed and equipped and an attractive environment for learning that has been created through the efforts of college personnel, community leaders, accrediting agencies, and state officials.

Equally rewarding is notice of the people who have taken advantage of excellent educational opportunities offered by Volunteer State Community College. Our alumni have assumed positions of prominence in the communities of our state and nation. They are in the professions, businesses, industries, and health field, the human services, and in positions in local, state, and federal governments. Significant contributions to their fields of endeavor and to society are made daily by those who have studied at Vol State. Personally, their lives and careers have been enhanced. Expenditures for education bring bountiful returns to citizens as dividends in the form of fuller lives and a stronger economy.

This new millennium reaffirms the community college philosophy that “it’s never too late to go to college” and our commitment to provide “education because people matter.” This Catalog will open the doors of learning and development for you. Good luck and best wishes as you explore a multitude of opportunities provided by the Citizens of Tennessee.

Hal R. Ramer, Ph.D.
PRESIDENT
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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 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 Friday. Contact the College for hours of Library operation.

The Gallatin phone number is (615) 452-8600. Nashville area callers may call (615) 741-3215. Those outside of the Nashville calling area can call, toll free 1-888-335-VSCC (8722). The TDD number for the hearing impaired is 230-3488.
# 2002-2003 Academic Calendar

New Student Orientation programs are provided each semester to assist students entering Volunteer State. When an application has been submitted to VSCC, the student will receive an invitation to a New Student Orientation Seminar.

## Fall Semester 2002

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 31, Wednesday</td>
<td>Applications for New and Re-Admit Students Due</td>
</tr>
<tr>
<td>August 19, 20, Monday - Tuesday</td>
<td>Official Registration: Off Campus Locations</td>
</tr>
<tr>
<td>August 21, Wednesday</td>
<td>Official Registration: Main Campus</td>
</tr>
<tr>
<td>August 23, Friday</td>
<td>Classes Begin as Scheduled; Late Registration begins</td>
</tr>
<tr>
<td>August 24, Saturday</td>
<td>College @ Home and Weekend College Classes Begin as Scheduled</td>
</tr>
<tr>
<td>September 2, Monday</td>
<td>Holiday: Labor Day</td>
</tr>
<tr>
<td>October 31, Thursday</td>
<td>Graduation Applications for Spring or Summer 2003 due in Records Office</td>
</tr>
<tr>
<td>November 5, Tuesday</td>
<td>Last Day to Withdraw from Classes or from the College and Receive a &quot;W&quot;</td>
</tr>
<tr>
<td>October 16 - 19, Tuesday</td>
<td>Fall Break</td>
</tr>
<tr>
<td>November 18 - 27, Wednesday</td>
<td>Early Registration for Spring Semester, 2003; Classes meet as Scheduled</td>
</tr>
<tr>
<td>November 28 - 30, Thursday</td>
<td>Holiday: Thanksgiving (Offices Closed)</td>
</tr>
<tr>
<td>December 7, Saturday</td>
<td>Fall Semester Classes End</td>
</tr>
<tr>
<td>December 9 - 14, Monday - Saturday</td>
<td>Final Exams for Day and Evening Classes</td>
</tr>
<tr>
<td>December 23 - 28, Monday - Friday</td>
<td>Holiday: Christmas (Offices Closed)</td>
</tr>
</tbody>
</table>

## Spring Semester 2003

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 2, Monday</td>
<td>Applications for New and Re-Admit Students Due</td>
</tr>
<tr>
<td>January 1, Wednesday</td>
<td>New Year's Holiday</td>
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<tr>
<td>January 6 - 7, Monday - Tuesday</td>
<td>Official Registration: Off Campus Locations</td>
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<tr>
<td>January 8, Wednesday</td>
<td>Official Registration: Main Campus</td>
</tr>
<tr>
<td>January 10, Friday</td>
<td>Classes Begin as Scheduled; Late Registration begins</td>
</tr>
<tr>
<td>January 11, Saturday</td>
<td>College @ Home and Weekend College Classes Begin as Scheduled</td>
</tr>
<tr>
<td>January 20, Monday</td>
<td>Holiday: Martin Luther King, Jr. Day</td>
</tr>
<tr>
<td>March 10 - 15, Monday - Saturday</td>
<td>Spring Break: Classes do not meet</td>
</tr>
<tr>
<td>March 26, Wednesday</td>
<td>Last Day to Withdraw from Classes or from the College and Receive a &quot;W&quot;</td>
</tr>
<tr>
<td>March 28, Friday</td>
<td>Graduation Applications for Fall 2003 due in Records Office</td>
</tr>
<tr>
<td>April 7 - 12,</td>
<td>Early Registration for Summer and Fall Semesters 2003; Classes Meet as Scheduled</td>
</tr>
<tr>
<td>April 18 - 19, Friday - Saturday</td>
<td>Holiday: Good Friday (Offices Closed)</td>
</tr>
<tr>
<td>April 28, Monday</td>
<td>Spring Semester Classes End</td>
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<tr>
<td>April 29 - May 5, Tuesday - Monday</td>
<td>Final Exams for Day Classes and Evening Classes</td>
</tr>
<tr>
<td>May 10, Saturday</td>
<td>Commencement (10:00 AM)</td>
</tr>
</tbody>
</table>
MAYMESTER 2003

May 8, Thursday ........................................................................................................................................... Official Registration: Main Campus
May 12, Monday ............................................................................................................................................... First Day of Classes
May 23, Friday .................................................................................................................................................. Last Day to Withdraw from classes or from the College and Receive a “W”
May 30, Friday .................................................................................................................................................. Maymester ends; Final Exams

SUMMER SEMESTER 2003

April 30, Wednesday ........................................................................................................................................ Applications for New and Readmit Students Due
May 26, Monday ................................................................................................................................................ Holiday - Memorial Day
May 27-28, Tuesday - Wednesday .................................................................................................................. (See schedule of classes for site specific dates)
May 29, Thursday .............................................................................................................................................

First Session (5 Weeks)
June 2, Monday ................................................................................................................................................ Classes Begin as Scheduled/Late Registration
June 20, Friday .................................................................................................................................................... Last Day to Withdraw from Classes or from the College and Receive a “W”
July 3, Thursday ................................................................................................................................................ First Session Classes End; Final Exams

Second Session (5 Weeks)
July 7, Monday ................................................................................................................................................ Classes Begin as Scheduled/Late Registration
July 28, Monday ................................................................................................................................................ Last Day to Withdraw from Classes or from the College and Receive a “W”
August 9, Saturday ......................................................................................................................................... Second Session Classes End; Final Exams

Full Session (Ten Weeks)
June 2, Monday ................................................................................................................................................ Classes Begin as Scheduled/Late Registration
June 7, Saturday ................................................................................................................................................. College @ Home Classes Begin as Scheduled
July 17, Thursday ............................................................................................................................................... Last Day to Withdraw from Classes or from the College and Receive a “W”
August 9, Saturday ......................................................................................................................................... Full Session Classes End; Final Exams

LATE REGISTRATION POLICY: Students WILL NOT be allowed to register for a course AFTER the First Class Meeting of that course without the permission of the instructor or appropriate Dean.

This calendar is subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility services, or orders by federal or state agencies.
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 STATE 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) 230-3466
- Course Offerings .......................................... Academic Affairs (615) 230-3555
- Degree Requirements ..................................... Academic Affairs (615) 230-3555
- Fees and Tuition ........................................... Business Office (615) 230-3598

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 the Director of Disability Services is located in 206 B, Campus Center Building. (615 - 230-3472)

Volunteer State is an Affirmative Action/Equal Opportunity employer. The College subscribes to and endorses the Civil Rights Act of 1964. No person shall, on the grounds of race, color, national origin, age, or handicap, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity of the College. Further, Vol State, pursuant of Title IX of the Education Amendment of 1972, does not discriminate on the basis of sex, age, or handicap in the education programs or activities of the College, including health related training programs.

The College also complies with the Age Discrimination in Employment Act of 1967, as amended, and with the Vietnam Era Veterans’ Readjustment Act of 1974. The commitment to equal opportunity applies to all aspects of recruitment, employment and education of individuals at all levels throughout the College.

Volunteer State Community College is one of 46 institutions in the Tennessee Board of Regents system, the seventh largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system which is comprised of six universities, fourteen community colleges, and twenty-six technology centers. The TBR system enrolls more than 80 percent of all Tennessee students attending public institutions of higher education.

VSCC is an equal opportunity institution and does not discriminate on the basis of sex, religion, disability, race or national origin in any program or activity. This publication was printed by Rich Printing Company at a cost of $1.21 each with funds appropriated by the State of Tennessee.

(97.3.7. Revised January 2002)
Profile

Volunteer State Community College is a public two-year community college in Gallatin, Tenn., 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 (1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4501) to award the Associate Degree and holds membership in the American Association of Community and Junior Colleges, and the Southern Association of Junior Colleges and the Tennessee College Association.

The College has eligibility certification by the U.S. Office of Education and is approved by the State Department of Education for Veterans Education.

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 by Robert L. Wendling, leading a Sumner County delegation, to the Tennessee Higher Education Commission in Nashville on September 11, 1967. This local initiative anticipated future General Assembly action to authorize and appropriate funds. 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.

Commissioner Warf and his staff members, T. Wesley Pickel and Hal R. Ramer, accompanied by THEC Chairman John R. Long, Jr., and THEC executive John Folger, visited Sumner County to inspect four prospective sites provided by the county. City and county civic leaders hosted the visit. On July 29, 1969, Commissioner Warf notified Sumner County Judge I. C. McMahan that a 100-acre tract on Nashville Pike had been chosen for the new campus. The County bought the property from Louis Green, Sr., and deeded it to the State on December 4, 1969. In accordance with State Board of Education requirements, the County also provided $250,000 toward initial construction costs, the City of Gallatin agreed to extend utilities to the site, and the City and County agreed in perpetuity to protect surrounding land zoning and area environmental conditions compatible to a college, along with the provision of police and fire safety services.

On May 8, 1970, Dr. Hal Reed Ramer was elected by the State Board of Education as the founding president of the newly authorized college, effective July 1, 1970. For the preceding seven years, he had been assistant state commissioner for higher education. President Ramer proposed to the Board and Chairman Warf that the new college be named Volunteer State Community College, and this was approved by the board on July 2, 1970. Groundbreaking ceremonies for the first four buildings, Hardaway Construction Company, contractor, 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.

The College has experienced phenomenal growth in enrollment, curricula, staff, program, public service, facilities, and quality, into this, the thirty-first year of its operation. The main campus of Vol State now comprises fifteen buildings. Numerous off-campus operations extend the College’s instruction and public service roles throughout its multi-county area. Since its 1971 inception through academic year 1999-2000 more than ninety thousand persons have attended the College.

Statement of Mission

Volunteer State Community College was established in 1970 to satisfy the educational and training needs of the urban, suburban, and rural residents of northern Middle Tennessee. The College is a public, two-year, open-access, comprehensive community college governed by the Tennessee Board of Regents. The institution’s primary focus is on effectively providing quality education relevant to all. The College grants associate degrees and technical certificates of credit and is committed to excellence in:

- Disseminating knowledge and skills necessary in achieving lifelong goals;
- Providing undergraduate, technical, and continuing education;
- Providing community services and promoting cultural and economic development; and
• Preparing a diverse student population for successful careers, university transfer public service programs, and meaningful civic participation.

Volunteer State Community College provides quality educational offerings and services in a safe, secure, and clean environment that inspires lifelong learning in pursuit of personal and professional goals. The College provides and promotes innovative learning systems to respond to the ever-changing needs and interests of a diverse and dynamic community and developing workforce. Volunteer State maintains articulation, collaboration, and partnerships with educational entities, business and industry, and other agencies to enhance student learning. The College supports equal opportunities, rights, access, and treatment of students, faculty, and staff. Through a mutual, cohesive working environment, Volunteer State fosters the enhancement of teaching and learning through the professional development of its faculty and staff and other educators to achieve institutional and academic excellence.

Volunteer State encourages students to think critically and creatively, communicate clearly, to develop leadership and ethical standards, and compete effectively in the global community. This is achieved through a responsive curriculum, effective student and institutional support services, and a strong community partnership. The College enables the community to access education and training by offering instruction at multiple sites, on flexible schedules, and through technological delivery systems. The institution is committed to institutional effectiveness and broad-based planning in order to ensure accountability to all constituents of the College and the community.

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 Probation or 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 in room C-206B.

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 instructor 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 respect to progress toward 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.

Developmental Studies Suspension— Indicates that the student has not met course exit requirements in any Developmental Studies course in two attempts and will not be permitted to enroll in Volunteer State or any other TBR institution for one semester (excluding summer). After three unsuccessful attempts the student will not be allowed to enroll for one year.

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 those which the student audited.

Joint Enrollment— The opportunity for a high school senior 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 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 and Records.

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 outright gifts, loans, and jobs which are assigned to or especially reserved for him to assist him to balance his budget. 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 admitted for a limited period and 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.

SNOW POLICY

Volunteer State Community College will normally remain open as scheduled regardless of weather conditions. However, should generally prevailing 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 listen to the College station, WVCP (88.5 FM), at 6:00 a.m. on any day when there is any doubt whether the College will be open. Information concerning evening classes will be broadcast at 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 opened or closed will relate to generally prevailing 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 classwork missed.

For earliest announcements and latest information about Vol State closings and openings, listen to WVCP, 88.5 FM, Vol State’s public service radio station, or call 452-8600 ext. 3 249.

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 (88.5 FM), and other local radio and television stations by 3:00 p.m. or as soon thereafter as possible. This decision may vary due to weather conditions within a specific county. Students may contact the Division of Continuing Education for specific information at 230-3358.
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## Procedures for Admission

Prospective students seeking admission to the College to complete courses for college credit must meet the following requirements:

1. **Application.** An Application on a form supplied by the College is required. The form, completed in ink, by typewriter, or on-line should include the applicant’s social security number.

2. **Application Fee.** Applicants are required to submit with their initial application form a non-refundable fee of $10.00.

3. **Credentials.** A student entering directly from high school should request his principal to mail to the Director of Admissions and Records an official transcript of high school work. A student who has attended another college or colleges should request the registrar of each college attended to mail to the Director of Admissions and Records an official transcript of college work. 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, regardless of credit earned, and regardless of whether or not credit is desired. Failure to indicate previous college attendance may subject the student to dismissal from the College. An entering student must have all required credentials including the completed application and official transcript(s) on file in the Office of Admissions and Records at Volunteer State Community College before completing registration. The applicant is advised to have all credentials on file one month preceding registration in order to avoid delay in processing the application. Failure to have all of the necessary credentials on file will result in grades being held at the end of the term. All credentials become the property of the College and cannot be returned.

4. **Entrance Examination.** All degree-seeking students who are under 21 years of age must submit scores from the American College Testing program (ACT). Information about this examination may be obtained from high school principals and/or guidance counselors. An ACT code number of 4037 has been assigned to Vol State. Official scores on the ACT battery should be sent to the Office of Admissions and Records directly from ACT. A transfer student need not retake the ACT battery, but should have his 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.

5. **Placement Testing.** Unless otherwise exempt by ACT scores, transfer credit, etc., all degree-seeking students are required to take the COMPASS or ASSET placement test. COMPASS is a computer adaptive test designed to measure skills in reading, writing, and math. ASSET is a paper and pencil placement test used instead of COMPASS. Non-degree-seeking students are only subject to placement testing for courses having placement prerequisites.

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

7. **Draft Registration.** All male students, 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.

8. **MMR Immunization.** All full-time students born 1957 and later must provide proof of immunization with two doses of Measles, Mumps, and Rubella vaccines administered on or after their first birthday.

9. **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
   - Nursing-Admission through Tennessee State University
   - Ophthalmic Technician
   - Physical Therapist Assistant
   - Radiologic Technology
   - Respiratory Care Technology
   - Sleep Diagnostics Technology

## Academic Advising and Registration

Students may register for classes by using PRIDE, Volunteer State's Voice Response touch-tone telephone registration system or by registering on-line using PRIDE-ON-LINE or Campus Pipeline. To access, go to VSCC'S home page on the internet. Detailed instructions will be printed in the schedule of classes each semester.

Registration dates for fall, spring, and summer terms are published in the academic calendar located in the front of this catalog. To avoid delay in the registration process the following procedures should be followed:

1. All new and re-admit students must complete an application for admission or re-admission and submit proper credentials.

   A. All new students are invited and encouraged to attend an orientation session. Students will be scheduled for an orientation session by the Office of Counseling and Testing.
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B. Placement testing is required of all new or re-admit degree seeking students. The test is administered by the Office of Counseling and Testing.

C. Students are assigned an academic advisor by the Office of Admissions and Records to assist them during their college career. The primary responsibility of the advisor is to provide accurate and timely information to help students reach educational objectives. Students should contact their advisor prior to registration each term.

D. Registration fees are published in the schedule of classes each term. A student’s registration is not complete until fees have been paid.

2. All currently enrolled students are given an opportunity to early register during the early registration period published in the academic calendar.

Admission of Freshmen

A first-time college student pursuing a degree at Volunteer State may be admitted by using the following four (4) criteria:

1. High School Graduation.

Public Schools. Students graduating from public high schools must submit an official transcript showing credits earned and date of graduation. The transcript of graduates of Tennessee public high schools must include a notation indicating that the student passed the required Proficiency Exam beginning with the 1983 graduating class.

Non-Public Schools. Students graduating from non-public high schools (including church related schools, home schools, and private schools) must submit an official transcript showing credits earned and date of graduation.

2. 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.

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

3. Standardized Examination Scores. Applicants for admission as first-time freshmen who are 20 years of age or younger must present Enhanced ACT or SAT scores. Scores will be used for advisement purposes as well as a component in the screening and placement decision.

4. High School Requirements. 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. All unit deficiencies must be completed prior to graduation from Vol State. Students must submit transcripts which reflect the following units:

- English 4 units
- Mathematics
  - Algebra I 1 unit
  - Algebra II 1 unit
  - Geometry or other advanced math course with Geometry component 1 unit
  - or Integrated Math sequence (I, II, III) 3 units
- Natural/Physical Sciences, including at one unit must be a laboratory course in biology, chemistry, or physics
  - United States History 1 unit
  - Social Studies, including World History, Ancient History, Modern History, World Geography, European History 1 unit
  - Foreign Language (2 units in the same language 2 units
  - Visual and/or Performing Arts (beginning Fall 1993) 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 Vol State’s Admissions Office.

Exceptions to Item 4 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.
- Enhanced 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 foreign 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 foreign 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.
- Handicapped applicants who volunteer information about a handicapping condition will be assessed on an individual basis.
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## Early Admission

Vol State invites high school principals to occasionally nominate gifted students for admission at the end of their junior year in high school. In order to be eligible under this early admission program, a student must have a 3.20 high school average and a composite of 22 or above of college norms on the Enhanced ACT. The student applies for early admission with parental consent and the approval of his principal. Assuming the student meets the previously listed requirements, he will be admitted only if, in the opinion of the Director of Admissions and Records, or his representative, the student can clearly profit from this kind of placement. In most cases a personal interview with the student and his parents is required. The student admitted under the early admission program may be required to enroll for certain specified courses.

## Academically Talented/Gifted Students

Academically talented/gifted students 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 Volunteer State Director of Admissions and Records, enroll in college courses and receive college credit. The student must have a 3.2 grade point average (on a 4.0 basis) and the college placement recommendations must be a part of the student’s planned Individual Education Program that has been established by the multidisciplinary team process.

## Admission to Honors Program

Incoming freshmen who meet the following criteria are strongly urged to apply to the Honors Program: an ACT composite score of 26 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 Humanities 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.

## Joint Enrollment

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 Vol 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. Exceptions to the College-High School Joint Enrollment policy may be approved by the Admissions and Retention Committee.

In order to be eligible for joint enrollment the student must show competency in the basic skills of arithmetic, reading, and English composition. Competency may be demonstrated through submission of acceptable ACT scores or tests in these areas will be administered through the Counseling/Testing Office prior to the approval of joint enrollment if the student is taking 12 hours. If the student is registering for only one course, he/she will be required to submit acceptable ACT scores in the specific subject area or be given the placement test for the course they are taking. Students may not enroll if they place at the developmental level, or below.

## Dual Enrollment

College level courses, for which credit may be granted, are offered to qualified high school students during the school day 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.

A qualified high school student is defined as a junior or senior with a grade point average of 3.0 or better in the subject area of enrollment, holding honors or academic honors standing, with an ACT subscore of 19 or better in the subject area of enrollment. Exceptions may be made on an individual basis with the consent of the administration of the high school and the College.

## Advanced Studies Program

The Advanced Studies Program is designed for students who have completed the junior year in high school and who qualify to enroll in selected courses at Vol State during the summer term prior to completing the senior year in high school. Conditions of this plan are as follows:

1. The student must rank in the upper 25 percent of his class and/or have at least a 3.00 grade average, and be nominated in writing by the high school principal.

2. Courses taken at the College in the summer term (not to exceed 12 semester hours of academic work) must be chosen by the student in consultation with his high school counselor in order to supplement, and not overlap, the student’s total high school program and to ensure academic success.

3. Courses taken are not expected to count toward high school diplomas, but are not prohibited from doing so.

High school students under this plan will complete all admission requirements prior to first enrolling at the College. Courses taken in the summer between the junior and senior year will, after high school graduation, count as regular college credit. Admission to Volunteer State Community College will be automatic after the student graduates from high school and submits his/her completed high school transcript.
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Admission of Transfer Students

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 generally accepts credits from other institutions of higher education. All collegiate 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; (2) course content equivalent to course taught at the same level at Volunteer State; (3) same credentialing requirements for faculty at the transferring institution. In some cases Volunteer State 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 grade point average. Credit for courses not corresponding with the curriculum at Vol State 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 Vol State. 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 Admissions and Records. 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 algebra based 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) 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 algebra based math will be assessed according to the College's assessment and placement procedures.

Transfer students pursuing university parallel degrees who graduated from high school or received a GED Diploma in 1989 or thereafter, with 60 or more transferable college-level semester hours are eligible for degree admissions without regard to minimum high school unit requirements.

Transfer students pursuing university parallel degrees with 59 or fewer semester hours of college-level transfer work, who graduated from high school or received a GED diploma in 1989 or thereafter with high school unit deficiencies, are eligible for admission; however, any high school unit deficiencies should be removed prior to graduation from Volunteer State. Transfer students with fewer than 60 semester hours deficient in required high school English or Mathematics units must complete the appropriate 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, subject to the following provisions:

1. Students must submit an application for admission and a $10.00 application fee.

2. Students must have the registrar of his college or university submit to the Director of Admissions and Records a transcript from the last college attended. (Note: If the student later decides to become a permanent transfer student, transcripts of all college work and high school credits must be submitted.)

3. Students must be assessed before registering for a college-level course which has Developmental Studies pre-requisites. Transient students, who have not been previously assessed at another TBR institution, and who have not completed any course in math or English/English with a grade of "C" or better will be required to take and pass the ACT COMPASS or ASSET tests in the appropriate areas, unless the student is deemed to have transferable credit for a Developmental Studies course or courses from a non-TBR institution which would remove the testing requirement. In addition the previous assessments of the student at non-TBR institutions will be reviewed and the student may be exempted from the placement testing requirement.

Admission of International Students and Permanent Residents

Volunteer State Community College welcomes applications from individuals living outside the United States, as well as permanent
residents and citizens of foreign countries living in the United States. There are several admissions classifications for these applicants.

Regardless of academic classification, students whose native language is not English and who are not official permanent residents of the United States will be required to take the TOEFL or MELAB prior to enrollment at VSCC, unless enrolling in English as a Second Language (ESL) classes only. The minimum required score on the TOEFL is 500, 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 students who have already successfully completed ESL courses at VSCC. Permanent residents are not required to take the TOEFL or MELAB.

Exceptions may be made for transfer students 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 students who completed high school in a country where the native language is English. Language testing is not required for students whose native tongue is English.

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

Non Degree Seeking Students Who Wish To Enroll in ESL Classes Only.

Students living in the United States who wish to enroll ONLY in ESL (English as a Second Language) classes may do so by following the steps below. Please note that students holding or applying for F-1 and M-1 visas are not eligible for the non-degree status.

1. Complete and submit the application form with a $10.00 non-refundable application fee. Indicate on the application that you will be an ESL student.

2. 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.

3. Take the required institutional placement tests. These are given on Mondays by appointment at the Counseling and Testing Center. Testing takes two or more hours to complete.

4. Register and enroll in the ESL class or classes determined by placement assessments.

Other Non-Degree Seeking International Students

SOME international students living in the United States are eligible to enroll in classes other than ESL without pursuing a degree. Please note that students holding or applying for F-1 or M-1 visas are not eligible for the non-degree status. Contact the Assistant Director of Admissions and Records if you are unsure of your eligibility for non-degree status. Non-degree applicants must complete the following steps:

1. Complete and submit the application form with a $10.00 non-refundable application fee. Indicate on the application that you wish to be a non-degree student.

2. Submit a photocopy of both sides of the permanent resident 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.

3. Take any required placement tests.

International Students Holding or Applying for F-1 or M-1 Visas

These students must complete ALL requirements by November 1 for spring term, March 1 for summer term, or June 1 for fall term. Students holding or applying for F-1 or M-1 visas MUST apply as degree-seeking students. These students will be required to pay out-of-state tuition, and must fulfill the following requirements:

1. Submit a completed application form with a $10.00 non-refundable application fee. Applications which are not filled out completely and correctly will be returned to the applicants.

2. 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, students wishing to receive transfer credit for courses taken outside the United States may be required to submit course descriptions, or have their educational credentials assessed by an evaluation service.

3. Achieve a minimum score of 500 on the TOEFL, 173 on the computer-based TOEFL, or a minimum score of 72 on the MELAB, and have the official scores sent to VSCC. The minimum test score requirement does not apply to students who have already successfully completed ESL courses at VSCC. An applicant whose native language is not English may be exempted from the TOEFL or the MELAB requirement, provided that student has satisfied all freshman English composition requirements with a grade of "C" or better at a college or university in the United States. A similar exemption may be made for students who graduated from high school in the United States or from secondary school in another country where the native language is English.

4. Submit an Affidavit of Support form, available from the Admissions and Records Office. The form must be completed by the student’s sponsor, and signed or notarized by the sponsor’s bank.
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The first year fees and expenses total $18,181. 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 student plans to bring a spouse or dependent into the country.

5. Submit a tuberculosis immunization certificate from a licensed physician or other qualified medical authority. The certification must be received by the Admissions and Records Office at least 30 days prior to registration.

6. Submit a copy of the I-20 or I-24 form, if applicable.

7. Take the ACT COMPASS or ASSET and required internal placement tests, upon completion of the previous 6 requirements.

8. Purchase health insurance through the State University and Community College System of Tennessee. The student will not be allowed to register for classes until the insurance has been purchased even if the student has some other form of coverage.

Other Degree-Seeking International Students

Students holding visas besides F or M, and permanent residents of the United States, must complete the following steps for admission.

1. Submit a completed application form with a $10.00 non-refundable application fee.

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

3. Submit a photocopy of both sides of the permanent resident card (also know as the Form 1-551 or "green card"), visa, or other immigration authorization. A Passport is not considered to be immigration authorization.

4. Take the internal English placement tests given by the Counseling and Testing Center. Students who wish to take classes other than ESL must have taken the TOEFL and scored a minimum of 500, or 173 on the computer-based TOEFL, or scored a minimum of 72 on the MELAB in order to enroll in classes other than ESL. Language testing is not required for students whose native tongue is English.

5. Take the ACT COMPASS or ASSET and required placement tests.

Admission of a Special Student

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.

Auditor

Persons who are not enrolled for credit courses may register to audit courses with the approval of the Director of Admissions and Records upon the recommendation of the division chairperson.

They will be required to complete an application and submit a $10.00 application fee. 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.

Senior Citizens

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.

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 $47.00 providing there is space available and sufficient fee enrollment. All admissions requirements must be met and the $10.00 application fee will be charged. Senior citizens must verify their birth date, either with their driver's license or birth certificate.

Special Undergraduates

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, subject to the following provisions:

1. Students must submit an application for admission and a $10.00 application fee.

2. Students must have the college or university from which they graduated send to the Director of Admissions and Records a statement giving the name of the degree that was earned and the date it was earned (or a statement of class standing if a degree has not been earned.)

3. Special undergraduate students who have not previously completed an algebra-based math or English course at the college level with a grade of “C” or better will be required to take the ACT COMPASS or ASSET test when registering for a math or English course.
Adult-Special Students

An Adult Special Student is one who is not seeking a degree but wishes to take courses (1) for personal enrichment, (2) for professional growth, or (3) toward completion of a Technical Certificate of Credit.

To be admitted as an Adult Special Student for personal enrichment or professional growth, the following apply:

1. A completed application for admission must be submitted.
2. A ten-dollar ($10.00) non-refundable application fee must be submitted with the application.
3. If applicant is a non-high school graduate, he or she must be 21 years of age or older to enroll or his or her high school class must have graduated. If applicant is a high school graduate (or has earned a GED diploma) there is no age restriction.

To be admitted as an Adult Special Student to take courses toward completion of a Technical Certificate, the following apply:

1. A completed application for admission must be submitted.
2. A ten-dollar ($10.00) non-refundable application fee must be submitted with the application.
3. High school transcript or GED score with an average score of at least 45 must be submitted.

LIMITATIONS: If a student wishes to change to degree seeking status, the following conditions apply: (a) Student will apply to the Director of Admissions and Records for reclassification as a regular student, effective at the beginning of the next regularly scheduled semester; the student must follow the same procedures and meet the same standards as required for all other applicants for regular admission to the College. If the student is admitted as a regular student, the credits which have been earned as an adult-special student may be counted toward a degree at Vol State. (b) Adult Special Students are not permitted to enroll in a regular college-level English or mathematics course or in a course that has an English, Reading, or Mathematics prerequisite until they have satisfied all requirements of the appropriate placement tests or provided evidence that they have successfully completed all prerequisite college-level English or mathematics courses.

Students may continue to accumulate credit in the Adult Special category for as long as they are enrolled in a Technical Certificate of Credit program. Students who wish to take courses for personal enrichment or professional growth may continue to accumulate credit in the Adult Special category for up to forty-eight semester hours. Exceptions to this maximum may be granted by the Vice President of Academic Affairs.

Residency Requirements

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 and for admission purposes.
- Every person not having his or her domicile in this State shall be classified "out-of-state" for said purposes.
- 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 PERSON'S 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 Immigration 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.

CEU, Non-Credit Students

A student interested in enrolling in CEU, 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 application. A student 17 years of age or younger, or his parent or guardian, must complete a Pre-College CEU application. The parent or guardian must sign a waiver of liability.
Readmission of Former 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. No application fee is charged for readmission. If the student has enrolled at another college since last attending Vol State, he/she must have a transcript from the other college submitted and approved before re-entering. 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 QPA or by meeting the cumulative standard for QPA as stated on page 51 for that semester.

Readmission students who have not previously completed an algebra-based math course or English course at the college level with a grade of “C” or better will be required to take the ACT COMPASS or ASSET test when registering for a math or English course.

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 PED 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 Admissions and Records. 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 Director of Admissions and Records.

The Director of Admissions and Records 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</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 or MATH 1910</td>
<td>5</td>
</tr>
<tr>
<td>Math/Cal BC</td>
<td>3 or 4</td>
<td>MATH 1830</td>
<td>3</td>
</tr>
<tr>
<td>Math/Cal BC</td>
<td>5</td>
<td>MATH 1910 &amp; MATH 1920</td>
<td>10</td>
</tr>
<tr>
<td>Physics B</td>
<td>4</td>
<td>PHY S 2010</td>
<td>4</td>
</tr>
<tr>
<td>Physics B</td>
<td>5</td>
<td>PHY S 2010 &amp; PHY S 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>6.0</td>
</tr>
<tr>
<td>Spanish</td>
<td>4</td>
<td>SPAN 1010, SPAN 1020</td>
<td>9.0</td>
</tr>
<tr>
<td>Spanish</td>
<td>5</td>
<td>SPAN 1010, SPAN 1020</td>
<td>12.0</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 - Contracts</td>
<td>3</td>
</tr>
<tr>
<td>ECO 211</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>MGT 110</td>
<td>Principles of Management and Organization</td>
<td>3</td>
</tr>
<tr>
<td>OMT 101</td>
<td>Beginning Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>OMT 253</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>
Credit by Local Examination

Any enrolled credit student who is in good academic standing or an Allied Health student officially admitted into a program may make application to take an examination for credit up to a maximum of 12 semester hours in limited courses specified in the division housing the curricula of their declared major. The student must register for the course and satisfactorily complete the required examination. The students should be certain that they have at least the minimal preparation and background required before they attempt any examination. Examinations may not be given in sequential courses numbered lower than those the student has already completed.

The form of the examination and the method of administering it are left to the discretion of the division chairperson. Proficiency examinations cannot be taken to repeat course work or be used in lieu of an “F” or “I.” A student must enroll for the course and declare the intent to challenge by exam prior to the first day of class. Credit examinations may not be taken in areas where a student has been given course exemption without credit. Credit for examination is recorded on the transcript as “Pass, credit by examination.”

The following procedures will be completed after the student registers for the course to receive credit:

1. Student must submit completed application to division chair to challenge by exam, prior to the first day of class.
2. Student must enroll for the course to be challenged.
3. Maintenance fees must be paid prior to taking examination.
4. The exam will be scheduled and scored during the first week of class. Student should attend the regular class until the exam is scored and notification of test results given. If the student passes the examination, the instructor will submit proper forms to the Admissions and Records office.
5. If the student does not pass the examination, the Division Chair will notify the student by mail. The student may remain in the class and complete the course.

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.”

A list of approved examinations (i.e., SOCAT, CPS, CPM, etc.) is available in the Office of Admissions and Records. Contact the Director to determine if the examination completed is included on the list, the courses for which credit may be awarded, and the requirements for entering that credit on the student transcript.
A $15 fee is assessed per examination reviewed for entry of the credit on the student transcript.

**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 Director of Admissions and Records 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 award 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.

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 VSCC 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.

Requests must be submitted at least two semesters prior to graduation. Credit awarded through any of the options listed above are not considered part of the College’s graduation residency requirements.

Students interested in pursuing Credit for Life Experience should contact the Office of Admissions and Records to obtain the name of the Chair of the Credit for Life Experience Committee. The Committee will meet with the student to determine that the student’s life experience meets the criteria for at least one of the options indicated above.

**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 taken 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 Admissions and Records will, at the time the student applies for admission, determine the acceptability of extension and/or correspondence earned at other institutions. After the student has been admitted as a regular student, whether he is a beginning freshman or a transfer student, he will not be given credit applicable to any Vol State degree for subsequent correspondence or extension courses unless he has obtained, prior to his enrollment in such courses, written permission from the Director of Admissions and Records.

No student is permitted to enroll for correspondence or extension courses while he 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 its universities except the UT system, requires that students who enroll in college-level courses first show that they have high school level skills to succeed in those 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. To help determine this level, the College administers a placement test designed to measure skills in reading, writing and math. Depending on the student’s ACT scores and high school courses completed, and on any relevant courses taken at a non-TBR institution, specific units of the placement test will be taken.

The Developmental Studies courses which must be completed by the student will be determined on the basis of this assessment. These courses cover the basic skills through high school level required of all entering students. The courses are entrance requirements and must be completed as the student first begins college. Any student who is beyond basic reading may take college-level courses along with developmental courses. All students are re-assessed and placements adjusted the first day of class in reading and writing. Any student who wishes to challenge his or her placement in math should see the Department Chairperson of Mathematics before enrolling in math courses to discuss options. Re-testing or referral to the NEWSKILLS program may be possible.

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. The student may not withdraw from a Developmental Studies course without first having approval from a Developmental Counselor. 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 foreign language classes will depend upon the student’s background in the language. A student who has completed two years in any language in high school with a grade of “C” or better should continue that language at the intermediate or second-year level. These students must have the instructor’s permission to enroll in beginning classes of the same language as other than audit students.

Students who fail to achieve the required level of proficiency in high school courses and/or tests, will be required to enroll in appropriate courses.
2002-2003 Catalog

The Cost of College
The Cost of College

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 SEMESTER SCHEDULE OF CLASSES for current maintenance fee charges. Rates listed are rates in effect during the 2001-2002 academic year. Rates for the 2002-03 academic year were not known at the time of printing this catalog. 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 his financial obligations. No student may re-enroll, graduate, or receive a transcript of his record until all accounts are settled. The term “account” includes any indebtedness to the College. The student’s responsibility for any indebtedness or obligation to the College is not relieved by non-attendance of class. Checks will be cashed by the Business Office or Bookstore -- not to exceed $20 per day. All fees should be paid in the Business Office, located in the Administration Building.

Payment Methods

Fees may be paid by cash, check, money order, Visa, or Mastercard.

Deferred Payment

A deferred payment plan is available for students who wish to defer the payment of a portion of their fees. The plan is available for Fall and Spring semesters only. Generally, the plan requires that 50% of the assessed fees (plus a $25 administrative fee) be paid at the time of registration. The remaining balance is divided into two equal payments that are due approximately 30 and 60 days into the semester. For specific terms and conditions, as well as due dates, please refer to the Semester Schedule of Classes.

Application Fee

Each student submitting an application for admission to the College must pay, at the time he submits his application, a one-time, non-refundable fee of $10.00. This fee applies to degree students, transfer, transient, adult-special, special undergraduates, advanced, audit, early admission, and joint enrollment students. The application fee is not assessed of the pre-college community service non-credit student 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 of $64.00 per semester hour, not to exceed a maximum of $744.00. Students paying the maximum fee are entitled to admission to home athletic events and certain health services, concerts, plays, social and other student-sponsored activities, as specified by announcement.

ACT Residual Test Fee

Degree-seeking students may take the ACT Residual at VSCC. The test fee is $25.00. Only those students who have made application to VSCC will be permitted to take the ACT Residual.

Tuition

No charge is made for tuition to bona fide residents of the State of Tennessee; non-residents are charged $2,229.00 per semester (for full-time students) or $193.00 per semester hour (for part-time students). Tuition charges are in addition to maintenance fees.

The Director of Admissions and Records shall make the original decision concerning residence classification. Further information about residence classification may be obtained from the Office of Admissions and Records.

Audit Students’ Fees

Students enrolling in regular college classes as auditors will pay the same fees (including the application fee and any late registration) as those enrolling for credit.

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 $75.00, providing there’s space available and sufficient fee enrollment. All admissions requirements must be met and the $10.00 application fee will be charged. Senior citizens must verify their birth date, either with their driver’s license or birth certificate.

Totally Disabled Persons’ Fees

Persons who are permanently totally disabled and domiciled in Tennessee may audit classes at 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. Totally disabled persons who are domiciled in Tennessee may take
The Cost of College

when a student officially withdraws from the College or drops the course prior to the first scheduled class meeting date.

A 50% REFUND of course fees is approved when a student officially withdraws from the College or drops a course on or after the first scheduled class meeting date but prior to the second scheduled class meeting date.

No REFUND of course fees is approved when a student officially withdraws from the College or drops a course on or after the second scheduled class meeting date. Failure to attend class does not result in a refund of course fees.

Note: The refund policy indicated above applies to all CEU non-credit courses except the American Management Association courses. This policy does not apply to workshops or seminars.

Credit Course Refunds

Refunds of all fees and charges must be in accordance with the following provisions except where previously stated. REFER TO THE SEMESTER SCHEDULE OF CLASSES FOR REFUND DATES.

A. Maintenance Fee Refunds
1. Refunds are 100% for courses canceled by the institution.
2. Changes in courses involving the adding and dropping of equal numbers of semester credit hours for the same term at the same time require no refund or assessment of additional maintenance fees.
3. The basic refund for withdrawal or drops during regular semesters (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, the 75% refund period and the 25% refund per 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. If you are dropping a class and adding another class in the same session, this must be processed on the same drop/add form 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 periods will be rounded to whole days and the date on which each refund period ends will be included in the 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 indebtedness should be offset against the refund.

7. A 100% refund will be provided for students who enroll under an advanced registration system but who drop or withdraw prior to the beginning of the official first day of classes for the term (not determined separately for each individual class).

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

9. The refund percentage is applied to the difference between the per hour rate (or maximum) for the number of credit hours immediately before the drop or withdrawal and the number immediately afterward.

10. Federal Title IV recipients will be granted refund through 60% of the term when they withdraw from the institution. These refunds will be based on applicable federal guidelines.

11. Other exceptions may be requested through the Office of the Vice-President for Student Services.

12. Examples of common refunds are available upon request.

B. Out-of-State Tuition Refunds

The refund provision for out-of-state tuition is the same as that for maintenance fees. A 75% refund is made for the same period and a 25% refund is made for the same time period. When 100% of maintenance fees are refunded, then 100% of out-of-state tuition also is refunded. Calculation procedures are the same as those specified for maintenance fees.

Transcript Issuance

No fee is charged for transcripts. Transcripts are issued only at the request of the student or an authorized agent to the Office of Admissions and Records. No transcript will be provided for a student who has any financial indebtedness to the College.

Diploma Fee

Each candidate for a degree from Volunteer State Community 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

A campus access fee of $2.00 per semester will be charged all students. Since registration of specific vehicles is not necessary and since other means are used to control traffic, a campus access fee is assessed in lieu of a motor vehicle registration fee.

Student Activity Fee

A $3.00 per semester student activity fee will be charged all credit students. The purpose of the Student Activity Fee is to provide and promote programs for all members of the student body, both on and off-campus. It will be used for student projects, student activities, and student leadership scholarships.

A Calendar of Events for each semester will be available to every student and can be picked up on the respective campuses. 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 $3.00 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 Vol State student body. This fee supplements the Student Activity fee and is used to provide on-and-off campus activities.

Technology Fee

A technology fee will be charged to all credit students each semester. Part-time students pay $5.00 per semester hour while full-time students pay a flat fee amount of $62.50. The purpose of the Technology Fee is to purchase, maintain, and upgrade technological equipment and applications used for instruction and student support.

Parking Fines

Parking violations (fines) are $10.00 per violation. All fines are to be paid in the College Business Office. Fines unpaid at the end of each semester will result in the encumbrance of student records.

A $100.00 fine is imposed for each citation for unauthorized parking in a “Handicapped” parking space.

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 will range from $250.00 to $350.00 per term. Books and supplies may be purchased at the Campus Bookstore with cash, personal check, Visa, or Mastercard or online at www.vscc.cc.tn.us/books

Bookstore refund dates may be obtained from the Bookstore each semester. Purchases made with cash or check will be refunded by check.
The Cost of College

Identification Card

The College issues to each student an identification card each semester. There is no charge to the student for this service. The card is required for admission to some College activities, the borrowing of library books, the cashing of personal checks, and other purposes. The card remains the property of Volunteer State Community College and must be presented or surrendered upon request of a College official. Replacement cards are made by the Office of the Vice-President for Student Services.

Bad Checks

A $20.00 service charge will be assessed for any check returned to the College by a bank. Any student who has not paid for a returned bad check after notification by the Business Office will not be able to receive a transcript, nor will any of his/her records from the College be processed to any other institution. Collection efforts will be pursued by the College for all returned checks. Check-writing privileges may be revoked for any student who has checks returned by his/her bank more than once.

Summary of Fees

<table>
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<th></th>
<th>Resident (per semester)</th>
<th>Resident (per hour)</th>
<th>Non-Resident (per semester)</th>
<th>Non-Resident (per hour)</th>
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<tr>
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- Application Fee (non-refundable) ........................................ $10.00
- Graduation Fee (non-refundable) ........................................ $25.00
- Student Activity Fee** (Credit Students Only) ......................... $3.00
- Student Government Activity Fee** ......................................... $3.00
- Campus Access Fee** ........................................................... $2.00
- AIB Fee ................................................................................. $25.00
- Music Fees: Individual Music Instructor (per semester/hr.) ........... $55.00
- Returned Check Charge (non-refundable) ................................... $20.00
- Deferred Payment Fee** ......................................................... $2500
- Deferred Payment Late Fee ..................................................... $25.00
- RODP Maintenance Fee - Please refer to the RODP Section
- RODP Tuition - Please refer to the RODP Section
- RODP On-Line Fee - Please refer to the RODP Section
**Refundable only during the 100% refund period

Additional Charges

The College reserves the right to change the fees listed herein or to add new ones whenever such additions are found to be necessary. Fees are subject to change at any time by action of the Tennessee Board of Regents.

Student Financial Aid

Volunteer State Community College provides a comprehensive program of financial assistance to students in the form of grants, loans, part-time employment and scholarships. The student financial aid program at Vol State is designed to aid students who would find it difficult or impossible to attend college without financial assistance.

Student financial aid programs at the College are administered in conjunction with a nationally established policy and philosophy of financial aid for education. The basis of this policy is the belief that parents are the primary resource for helping a student to meet educational costs, and that financial aid is available only for filling 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. This form is available through high school guidance offices, and from the Vol State Student Financial Aid Office or on the Internet at www.fafsa.ed.gov.

Applications should be submitted in the early Spring before registering for Fall semester. April 15 is the priority date for applying for federal financial assistance for the Fall semester. After this date, financial aid will be awarded on a first-come, first-serve basis as long as money is available. Renewal of aid is not automatic; students must file a new FAFSA form each academic year. All first-time applicants must be fully accepted by the College before aid will be awarded. For inquiries call the Student Financial Aid Office or email us at Financialaid@vscc.cc.tn.us

Standards of Satisfactory Progress

The Higher Education Act of 1965, as amended by Congress in 1980, mandates that institutions of higher education must establish standards of “satisfactory progress” for students receiving financial aid. Vol State has established the following standards of "Satisfactory Progress" applicable to all Title IV and institutionally awarded funds (Federal Pell Grant, TSAA, Administrative Grant, Federal Family Educational Loan program) 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:

1. 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.
2. A student who does not meet the above requirement 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.

3. 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.

4. A student may be reinstated on financial aid by (1) personally paying the educational expenses for a minimum of six credit hours during one full semester and (2) re-establishing satisfactory progress as defined in Item 1 of these regulations.

5. 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 re-instated 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

A student will be allowed to receive financial assistance until he/she has attempted a maximum of 150% of the hours required to complete his/her Degree or Technical Certificate. At VSCC that represents 103 collegiate hours for a degree seeking student and 64 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 103 or 64 hour time limit. Likewise, once a student has attempted more than 30 hours of Remedial and Developmental coursework, any additional R & D coursework will not be considered in their Title IV eligibility fund calculations.

C. ATTENDANCE

A student who stops attending class or does not turn in required assignments while in attendance or does not officially withdraw, or who never attends class will be considered "Unofficially Withdrawn" and will be required to repay their financial assistance.

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 Honors and Financial Aid Committee. The student must be able to prove extenuating circumstances for an appeal.

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.

Federal and State Financial Aid Programs

Federal Work-Study Program

The Federal Work-Study Program is a federally supported program to provide funds for the employment of students who demonstrate need of these funds in order to continue their education. To be eligible for the Federal Work-Study Program, a student must be accepted for enrollment and must maintain satisfactory progress. Students who qualify for the work-study program may be awarded up to 20 hours of work per week during the academic year and up to 37.5 hours of work per week during holiday or vacation periods. The average work load will be 10 hours or less per week and will be a part of their financial aid "package". Part-time employment is available on campus in areas such as the library, bookstore, administrative and division offices.

Federal Pell Grant

The Federal Pell Grant is a federally funded program designed to provide financial assistance to students who need financial aid to attend post-high school educational institutions. The amount of the actual grant is based upon family contribution as determined by a contractor for the federal government. Any student may apply. Applications are available at high schools or from the Director of Financial Aid at Vol State or you may apply over the Internet with FAFSA on The Web at www.fafsa.ed.gov.

Federal Supplemental Educational Opportunity Grant Program

Is a federally subsidized program, whereby direct gift aid is awarded to undergraduate students with the lowest EFC as determined by the FAFSA. Federal Supplemental Educational Opportunity Grants are awarded as a part of the student financial aid award package.
Federal Family Education Loan Programs

Federal Stafford Loans
A Federal Stafford Student Loan is a variable low-interest loan made to students by a lender such as a bank, credit union or savings and loan association to help pay for their education after high school. These loans come in two types: Subsidized - where the government pays the interest while the student is in school, deferment, and grace period; Unsubsidized - where the student has to pay their own interest while in school, deferment, and grace period.

Annual Loan Limits: Freshman - $2,625.00 per academic year
Sophomore - $3,500.00 per academic year

In order to apply for a student loan, you must be able to establish financial need which is determined by submitting a Free Application for Federal Student Aid (FAFSA).

Loan repayments begin six months after the student leaves school. The lender generally must allow students at least five years to repay their loan, and may allow up to ten years. Students are considered to have left school if their enrollment status falls below half-time (6 credit hours).

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 the Free Federal Application for Financial Aid to determine eligibility. Parents can borrow up to the cost of attendance minus other financial aid for each undergraduate dependent child. The interest rate on PLUS loans is at a variable rate not to exceed 9%. Parent borrowers must begin repayment on principal and interest within 60 days of loan disbursement.

Tennessee Student Assistance Awards
The Tennessee Student Assistance Corporation also supplies a non-repayable grant for undergraduate Tennessee residents. These grants range from one-half of the registration fees up to $2,130.00 for the Tennessee college or university of their choice. The Tennessee Student Assistance Grants are based strictly on the student’s Federal Pell Grant index number as indicated by the Federal Pell Grant Processor.

WorkForce Investment Act (WIA)
The Workforce Investment Act (WIA) of 1998 consolidated several programs, including the former Job Training Partnership Act (JTPA). WIA now offers various types of financial assistance to economically disadvantaged individuals as they pursue career training &/or employment.

Business, government, labor groups and schools work together to provide vocational or employability skills to those who are out of work or who earn low incomes. Volunteer State Community College participates with eligible students in this program. Students who wish to certify their eligibility for WIA should contact the Office of Special Adult Programs for the name of their local certifying agency. Students aged 19-21 may contact the Office of Special Adult Programs to determine eligibility for the WIA Youth grant.

PC 191 Fee Waiver
Employees of any TBR or UT system schools are eligible to enroll in one credit class per term on a space available basis. This is called a fee waiver. The eligible employee must complete the necessary paperwork in 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.

TBR Employee Dependents (Children or Spouse) Discount
Employees of the TBR or UT schools dependents (children under the age of 26, or spouse) are eligible to receive a 50 percent discount on the registration maintenance fees each term. The eligible employees must complete the necessary paperwork in 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. For questions concerning employee eligibility, you should contact your school’s personnel office.

Public School Teacher/State Employee Dependent Discount
Dependent children, under the age of 24, of a certified public school teacher of a full-time State Employee are eligible for a 25 percent discount on their maintenance fees each term at VSCC. These students must have their parents complete the necessary paperwork and have it forwarded to the Financial Aid Office each term prior to registration and no later than 10 days after the term begins. Questions concerning eligibility should be referred to the Financial Aid Office.

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 that 10 days after the term begins.
Organizational and Foundation Scholarships

The scholarship program at Volunteer State Community College is funded by individuals, business and industries and civic groups through donations to the College Foundation. Scholarships can be established in memorial or tribute to a loved one. Gifts and contributions are tax deductible. Individuals or groups interested in establishing a scholarship fund are encouraged to contact the Foundation Office. Scholarship applications and criterion may be obtained from the VSCC Financial Aid Office or at our Web site: www.vscc.cc.tn.us.

THE ABC GROUP: Award to a graduating senior who has maintained a 2.5 high school GPA and is a child or grandchild of an employee who plans to attend Vol State full-time. Given by ABC Technologies and Salga Plastics.

THE ACCESS GROUP, LLC SCHOLARSHIP: Awarded to a full-time student who is employed an average of (15 hours or more per week)-majoring in Business or Engineering. Recipient can be out-of-state. Given by The Access Group, LLC.

AMERICAN LEGION POST 17: Granted to a veteran, his 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. Funded by the John T. Alexander American Legion Post 17.

AMERICAN SAVINGS BANK SCHOLARSHIP: Awarded to a graduating senior from Livingston Academy with at least a 3.0 GPA. If no eligible applicants exist, 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: Granted to a veteran, his 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. Funded by the John T. Alexander American Legion Post 17.

AMERICAN SAVINGS BANK SCHOLARSHIP: Awarded to a graduating senior from Livingston Academy with at least a 3.0 GPA. If no eligible applicants exist, 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 SAVINGS BANK SCHOLARSHIP: Awarded to a graduating senior from Livingston Academy with at least a 3.0 GPA. If no eligible applicants exist, 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.

AMSOUTH BANK SCHOLARSHIP: Award to a graduating senior of Gallatin High School given on the basis of need and satisfactory academic achievement who plans to attend Vol State as a full-time student; recipient is selected by the high school committee. Given by AmSouth Bank.

TOM BANNEN CHEVROLET GED: Granted to two 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 & others. Funded by Tom Bannen Chevrolet, recipients selected by Sumner County Adult Education Program.

MATT BARBEE MEMORIAL SCHOLARSHIP: Award to a need-based, full-time Vol State student athlete whose goal is to teach and/or coach. Given in tribute to their nephew, Matt Barbee, by Frank and Carol Smith.

SAM BELOTE: Granted to 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. Given by Sumner Regional Medical Center. To be funded by an endowment currently being established by his beloved wife, Mary 'Betty' Belote.

BERKLINE: Awarded to children or stepchildren of Berkline employees based on ACT scores, grade point average, and extra curricular activities; given by Berkline, Inc. of Livingston.

BJKC AMERICAS CORPORATION: Awarded to a child of a BJKC associate, based on high school GPA, ACT scores and high school attendance. Funded by BJKC Americas Corp.

FLOYD W. BOCK NURSING: Granted to a second year VSCC/TSU nursing student over the age of 25 in Spring to cover miscellaneous cost of the program, preference given to a veteran or child of a veteran with minimal or no absences who has experience as a certified nursing technician; application deadline is 10/31 each year with award made by 12/30 by the nursing faculty. Given in memory of Floyd Bock by his daughter and son-in-law, Diana and John Butorac.

STEVE BOTT & ASSOCIATES: Awarded to a student who plans to attend Vol State at least 6 hours per semester and is able to maintain a 3.0 GPA. Funded by Steve Botts & Associates.

HOWARD A. BRANHAM: Awarded to a minority student who is a graduating senior of a Sumner County high school and plans to attend Vol State full-time as a journalism major. Given by Howard A. Branham.

WILLIAM ALLEN AND ALINE BRANSFORD MEMORIAL: Granted to a resident of Sumner County who is employed on the basis of satisfactory academic achievement and economic need; must be full-time. Given in memory of William Allen and Aline Bransford by their son, Ted Bransford, Sr.

BYRON’S, INC.: Awarded to Byron’s, Inc. 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. Given by Byron’s, Inc.

HUGH CARPENTER MEMORIAL ENDOWMENT: Awarded to a need-based, full-time student over the age of 23. Funded by an endowment.
CEU SCHOLARSHIP: Awarded on the basis of need and knowledge and/or skills to be acquired from the course.

JOHN ROB COARSEY MEMORIAL: Granted to a graduating senior of Hunters Lane High School who plans to attend Vol State as a full-time student and has satisfactory academic achievement and economic need; given in memory of John Rob Coarsey by his son, J. Denney Coarsey.

CRESSENT ENTERPRISES, INC.: Awarded to a dependent child 21 years of age or under of a Crescent employee who graduated from high school or received their GED with plans to attend Vol State as a full-time student. Funded by Crescent Enterprises, Inc.


CUSTOM PACKING, INC. Awarded to a dependent of a Custom Packaging employee who is a graduating senior and plans to attend VSCC full-time. Funded by Custom Packing, Inc.

DR. MARGARET P. DAHLHAUSER NURSING: Awarded to a VSCC/TSU Nursing student who has completed the first three semesters; given by the VSCC/TSU Nursing Class.

JOHNNY W. DAKE MEMORIAL: Awarded to a single female parent (divorced or widowed) residing in Sumner County who plans to attend Vol State as a full or part-time student and has satisfactory academic achievement and economic need; given in memory of Johnny W. Dake by his wife, Kitty Dake Armstrong. Funded by an endowment.

BILLIE C. DODSON MEMORIAL: Award to a need-based, Sumner County resident and/or returning student, majoring in Education or Natural Resource Management. Funded by an endowment.

DR. C. FRANK DODSON, JR. MEMORIAL: Granted to a student in the field of Pre-Med study with the desire to enter Medical School and pursue a M.D.; recipient must be a full-time student; given in memory of Dr. C. Frank Dodson, Jr. by his mother, Billie C. Dodson.

WILDA H. DODSON RETURNING WOMEN: Granted to a returning woman 25 years of age or over based on economic need and satisfactory academic achievement; recipient must be a full-time student. Given by Wilda Dodson.

DR. AND MRS. PAUL ENOCH SCHOLARSHIP: Awarded to a student attending Vol State on a full-time basis who has demonstrated high moral character and leadership qualities. Recipient can be an out-of-state student. Given by Dr. and Mrs. Paul Enoch.

FARLEY B. (DOC) FERGUSON MEMORIAL: Granted to a graduating senior of Gallatin High School who plans to attend Vol State full-time. Given in memory of Farley B. (Doc) Ferguson by his wife, Mary Ferguson, son, Pat Ferguson, and daughter, Sara Vaughan.

FARMERS BANK: Granted to a Sumner or Robertson County resident majoring in business with economic need and satisfactory academic achievement. Given by Farmers Bank in honor of a retiring bank director.

FIRST INDEPENDENT BANK: Awarded to a graduating senior of Gallatin High School who plans to attend Vol State as a full-time student who has outstanding academic excellence; recipient selected by the high school committee; given by First Independent Bank.

FIRST INDEPENDENT BANK RAYMOND MCCULLOUGH EMERITUS DIRECTOR: Awarded to a graduating senior of Gallatin High School who plans to attend Vol State as a full-time student who has outstanding academic excellence; recipient selected by the high school committee. Given by First Independent Bank.

FIRST NATIONAL BANK (Cookeville) Awarded to a graduating senior from Overton County who plans to attend Volunteer State College. If no eligible applicant exists, award to a resident of Overton County who is attending Vol State.

MARK FRANKLIN MEMORIAL: Awarded to a student who is wheelchair bound who will attend Vol State. Given by Mr. and Mrs. Thomas Franklin in memory of their son, Mark.

FRIENDS OF HENDERSONVILLE MEDICAL CENTER SCHOLARSHIP: Given in memory of Jim Moore. Awarded to a full-time student who is a Hendersonville student or a Hendersonville hospital employee who is majoring in the Allied Health field. Must maintain a 3.0 GPA.

GALLATIN BUSINESS & PROFESSIONAL WOMEN’S CLUB: Granted to a young or returning woman who is pursuing a career in a business or professional area and has satisfactory academic achievement and economic need. Given by the Gallatin B & P W Club.

GALLATIN CHAMBER OF COMMERCE SCHOLARSHIP: Awarded to a spouse or dependent of a member of the Gallatin Chamber of Commerce. Given by the Gallatin Chamber of Commerce.

GALLATIN ROTARY CLUB SCHOLARSHIP: Granted to a Gallatin resident based on satisfactory academic achievement and economic need. Given by the Gallatin Rotary Club.
HARRISON MEMORIAL: Awarded to a currently enrolled student over 25 years of age who is in or has been a student in the remedial/developmental program of the College; preference given to single parents.

GFWC WOMAN'S CLUB OF HENDERSONVILLE: Granted to 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. Given in memory of Bob Williams and in honor of Bobby and Phyllis Williams by the GFWC Woman's Club of Hendersonville.

MELISSA GIBSON MEMORIAL: Awarded to a student with the desire to complete a minimum of a bachelor's program either in music education or performance and a love of sharing their musical talents. Given by James Gibson in memory of his daughter, Melissa Gibson.

GOODSHEPHERDUNITED METHODIST CHURCH: Awarded to a member or regular attendee of the Good Shepherd United Methodist Church and plans to attend VSCC. Student may be awarded $100 for each credit hour of instruction up to a maximum of 12 hours per academic year. The college and church will correspond to identify candidates and select recipients. Field of study preference given first to a full-time ministry student, second to an education major, and all others listed in order of preference. Student can be out-of-state.

LYNDI CROWDER GOODALL MEMORIAL: Granted to a graduating senior of Macon County High School; if no qualified candidates; a resident of Macon County. Recipient must be a full-time student. Given in memory of Lyndi Crowder Goodall by her parents, Bobby & Kay Crowder.

GOODALL, INC. BUILDERS: Awarded to a subcontractor agent or employee or child of an employee, subcontractor agent of Goodall, Inc. Builders/Realtors. If no qualified applicant exists, then a resident of White House or Gallatin may receive the award. Given by Bob Goodall, Jr.

GOODLETTSVILLE EVENING LIONS CLUB: Granted to a visually impaired or hearing impaired student preferably from the Goodlettsville area who has satisfactory academic ability and economic need; given by Goodlettsville Evening Lions Club.

JERRY K. GREEN TRIBUTE SCHOLARSHIP: Granted to a student over the age of 23 who plans to attend Vol State on a full-time or part-time basis and major in Business, Science or Math. Given in honor of Jerry K. Green by his son, Kent Green.

BUD GREGORY MEMORIAL SCHOLARSHIP: Awarded to a full or part-time, need based student. Preference is given to a student whose study includes music as an area of emphasis. Funded by an Annual Fund Raising Event.

W. HARDIN AND MARY GUTHRIE MEMORIAL: Awarded to a full-time student who has achieved academic excellence and has economic need; preference given but not restricted to business major. Funded by an endowment.

GUYS AND DOLLSSQUARE DANCE CLUB: Granted to a full-time degree-seeking student who has satisfactory academic achievement and economic need; preference given to a child or grandchild of a club member. Funded by the Guys and Dolls Square Dance Club.

MICHAEL AND JAN HALLMARK: Awarded to a returning student (male or female) who is a single parent and has financial need. Given by Michael and Jan Hallmark.

CONWAY TWITTY 100 PLUS CLUB; OAK RIDGE BOYS 100 PLUS CLUB; RICHARD BANDY 100 PLUS CLUB; & HENDERSONVILLE 100PLUS CLUB:

a. Available to all current Sumner County personnel engaged in emergency services of any kind including, but not limited to law enforcement, fire, ambulance, dispatchers, patrol mothers whether full or part-time, volunteer, and disabled or deceased in the line of duty performing emergency service. b. Available to spouse, child, stepchild, or grandchild of above group. c. Student must be attending Vol State on a full or part-time basis and awarded on basis of need. Funded by an endowment.

HENDERSONVILLE AREA CHAMBER OF COMMERCE DECEASED PAST PRESIDENTS MEMORIAL: Granted 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. Funded by the Hendersonville Area Chamber of Commerce.

HENDERSONVILLE EVENING SERTOMA CLUB: Granted to a student with economic need and satisfactory academic achievement. Funded by the Hendersonville Evening Sertoma.

HENDERSONVILLE KIWANIS CLUB: Granted to a graduating senior of Hendersonville who plans to attend Vol State on a full-time basis and is pursuing a business degree; funded by the Hendersonville Kiwanis Club.

HENDERSONVILLE NOON SERTOMA: Awarded to a need based student who plans to attend Vol State full-time and has ability to maintain a 2.5 GPA. Funded by the Hendersonville Noon Sertoma.

HENDERSONVILLE ROTARY CLUB /JIM MOORE MEMORIAL: Awarded to a senior from Hendersonville or Beech High School with an ACT score of 25 or above who plans to attend Vol State as a full-time student; given in memory of Jim Moore by the Club.
HORACE G. HILL: Granted to a Vol State student on the basis of academic excellence with economic need; funded by an endowment.

CHRIS HILLARD MEMORIAL: Awarded to a student who is majoring in education and has demonstrated academic excellence; recipient can be either a part-time or full-time student; given in memory of Chris Hillard (former elementary school teacher). Funded by an endowment.

WILLIAM GUTHRIE HODGES MEMORIAL: Granted to a returning woman, with economic need and satisfactory academic achievement, recipient must be a full-time student; given in memory of William Guthrie Hodges by his family.

TIM HOLDER MEMORIAL: Awarded to an enrolled Vol State student who has demonstrated academic excellence and outstanding leadership ability; to be used for registration expenses. Given in memory of Tim Holder, a former Vol State student. Funded by an endowment.

DR. HALDEN W. HOOPER, SR. SCHOLARSHIP ENDOWMENT: Criteria to be established.

ROBERT & LUCY WHITE HUDGINS MEMORIAL: Granted to a female student 25 years of age or older with economic need and satisfactory academic achievement enrolled on a part-time basis. Field of study should be Allied Health or Nursing. Given in memory of Robert and Lucy White Hudgins by their son, William Hudgins.

ABNER AND ANNET HUGHES MEMORIAL SCHOLARSHIP: Award to a full-time or part-time student who is degree seeking and is a resident of the Gallatin or South Carthage Housing Authority. May be renewable if criteria is met. Multiple awards available annually and preference is given to renewing students. Given in memory of Abner E. and Anne T. Hughes by their son, Jim Hughes.

HUNTERS LANE GED: Awarded to a graduate of the Hunters Lane Community Education GED Program for one course (1 to 5 credit hours) to be taken through Vol State. Funded through the Vol State Foundation.

IMPERIAL GROUP: Granted on the basis of satisfactory academic achievement and economic need; recipient must be a full-time student; given by Imperial Group.

ITW DYNAtec: Awarded to a full-time or part-time minority student with preference to African Americans, majoring in Engineering. Would like the recipient to consider part-time or summer employment with ITW Dynatec. Given by ITW Dynatec.

RICHARD ALAN JENNINGS MEMORIAL: Awarded to a graduating senior of Beech High School based on outstanding academic excellence; financial need will be considered if there is more than one academically qualified applicant; given in memory of Richard Alan Jennings by his parents, Robert and Diane Jennings.

GUY 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). Award based on financial need, character, and academics in that order. Funded by Jones Bros., Inc.

JUNIOR SERVICE LEAGUE OF GALLATIN SCHOLARSHIP: Award to a female residing in Gallatin who is enrolled full-time or part-time. Needs to maintain a 3.0 average. Funded by the Junior Service League of Gallatin.

CHIEF DAVID L. KEY: Granted to a graduating senior of Hendersonville or Beech High Schools who plans a career in law enforcement (police officer, paralegal, prelaw, etc.); selected on the basis of satisfactory academic achievement and economic need; given in honor of Hendersonville Police Chief David L. Key. Funded by an endowment.

KI BLACKSMITH ENGINEERING: Awarded to a need-based, full-time, engineering student associated with building construction including, architectural, civil, electrical, etc. Secondary consideration given to a Sales/Marketing student. Given by KI.

JERRY KIRKMAN SCHOLARSHIP: Awarded to a need-based student. Student must be in a religious organization (currently Baptist Student Union is the only one on campus) Given by Jerry Kirkman.

KIWANIS CLUB OF WHITE HOUSE: Awarded to a graduate of White House High School with a 2.5 GPA, member of White House High School Key Club in good standing with 50 hours minimum accumulated service to home, school, and community; 2 letters of recommendation (e.g. Key Club Sponsor, Guidance Counselor, Pastor, etc.) if no recipient is identified, the award would be extended to the general populace of the graduating class of White House High School. Funded by White House Kiwanis Club.

KIWANIS CLUF OF WHITE HOUSE MEL ROYSTER MEMORIAL SCHOLARSHIP: Same criteria as above. Given in memory of Mel Royster by the White House Kiwanis Club.

PETER KURELA: Granted to a graduating senior of Portland High School who plans to attend Vol State. Funded by an endowment.
LAW ENFORCEMENT MEMORIAL: Granted to children of officers killed in the line of duty; funded as an endowment by the Sumner County Law Enforcement Officers.

FERDINAND MALONE, JR.: Granted to an African-American student who is active in the African-American Student Union; based on satisfactory academic achievement and economic need; given in memory of Ferdinand Malone, Jr., first president of the VSCC African-American Student Union.

HUGH AND MARGIE MARSH SCHOLARSHIP: Awarded to a full-time student, with financial need who plans to attend Vol State. Funded by an endowment.

OSCAR E. MARTIN MEMORIAL: Awarded to a full time student who will attend Vol State as an engineering major and is able to maintain a 3.0 GPA. Funded by Tom and Ann Martin.

RAYMOND MCCULLOUGH ENDOWMENT: Awarded to a need based student seeking an education in any of the Health Sciences with scholastic success. Funded by an endowment.

MCGAVOCK GED: Awarded to a graduate of the McGavock Community Education GED Program for one course (1 to 5 credit hours) to be taken through Vol State; McGavock Community Education will select recipient; funded through the Vol State College Foundation.

MCKELLAR-HARDING EDUCATION: Two scholarships granted to education majors, one female and one male; both must plan to teach in public schools, grades K-12; given on the basis of economic need and academic achievement. Given by Carl and Pam McKellar.

ARVIN MERIT LVS SCHOLARSHIP: Award two scholarships each spring to an engineering and business major respectively. Funded by Merit LVS, Inc.

METROPOLITAN NASHVILLE AIRPORT AUTHORITY: Granted to a full-time student who enrolls in aviation courses or is pursuing a University parallel program related to aviation; given on basis of need and academic achievement. Funded by the Metropolitan Nashville Airport Authority and funded by an endowment.

MILLIKEN SCHOLARSHIP: Award to a need-based, graduating senior of Gallatin High School attending Vol State full-time. Funded by Tony and Vickie Milliken.

JIM MOORE MEMORIAL ENDOWMENT: Awarded to a full-time student who has achieved academic excellence without consideration of economic need. Preference should be given to a forensics major. Given in memory of Jim Moore, charter faculty member and developer of the Foundation, by his family and friends. Funded by an endowment.

JIM MOORE MEMORIAL MUSIC: Award to a full-time, need based student with a high level of performance in the Vol State Singers, Show Choir, or Commercial Music Ensemble. Must be recommended by the Choir Director. Funded by Jack McCall.

MIKE AND PHYLLIS MOULTON: Awarded to a need-based Robertson County or Sumner County Education major attending Vol State full-time. Funded by Mike and Phyllis Moulton.

JANICE NELSON MEMORIAL SCHOLARSHIP: Granted as a part-time scholarship to either a graduating senior or a returning student who is majoring in Business. Given in memory of Janice Nelson by her husband, Norm Nelson and friends. Funded by an endowment.

NEWS EXAMINER/HENDERSONVILLE STAR NEWS/ROBERTSON COUNTY TIMES: Granted to a returning adult over 30 years of age who resides in Sumner or Robertson County and graduated from a high school in either county; on the basis of satisfactory academic achievement and economic need; given by the News Examiner, Hendersonville Star News, and the Robertson County Times.

NTL, LLC SCHOLARSHIP: Awarded to a need-based, full-time student attending Vol State. Funded by Luther Bratton.

INYNF, NYSTROM RECYCLING SCHOLARSHIP: Awarded to a 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; given by the VSCC Recycling Committee.

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

TED PAYNE: Awarded to a student who will attend Vol State full-time. Funded by an endowment by Ted Payne.

JAMES AND REBECCA POPE: Granted to a Sumner County resident attending Vol State full-time and has satisfactory academic achievement and economic need. Funded by James and Rebecca Pope.

PORTLAND KIWANIS CLUB SCHOLARSHIP: Awarded to a need based graduating senior of Portland High School at Vol State for a minimum of 6 credit hours. Is no candidate exists from the current graduating class, a resident of Portland under the age of 25 will be given consideration. Funded by the Portland Kiwanis.

DIXIE C. AND CLAUDE O. RAMER MEMORIAL: Awarded to a need based student who plans to attend Vol State full-time and is able to maintain a 2.0 GPA. Given by Hal R. Ramer in memory of his parents; funded by an endowment.
HAL R. RAMER: Awarded to a part-time student enrolled in classes on the Vol State campus; preference given to a night student and/or an education major; based on academic excellence. Recipient must be degree seeking and have no other form of aid from Vol State. Funded by an endowment in honor of Dr. Hal R. Ramer, President of Vol State.

SHIRLEY REEVES RETURNING WOMEN: Granted to an active member of the Vol State Returning Women’s Organization who has been a member for at least one semester and is 22 years of age or at least five years from their high school graduation; based on satisfactory academic achievement and economic need. Given in honor of Shirley Reeves by the Vol State Returning Women’s Organization.

REGIONS BANK: Granted to a full-time Vol State student on the basis of need, plus satisfactory academic achievement. Funded by Regions Bank.

J.E. AND CLARA H. SENTER: Awarded to an active member of the Vol State Returning Women’s Organization who has been a member for at least one semester and is 22 years of age or at least five years from their high school graduation; based on satisfactory academic achievement and economic need. Given in honor of Clara Senter by her husband, J. E. Senter. Funded by an endowment.

SHALOM ZONE/CLEARVIEW COMMUNITY ADKINS-BENDER MEMORIAL SCHOLARSHIP: Awarded to a need based graduating high school senior resident of Clearview Heights Community in Gallatin with a GPA of 2.0 or above. Must attend Vol State full-time.

HAROLD SHANKLE SCHOLARSHIP: Awarded to a resident of the State of Tennessee based on financial need. Given by Bobbie Shankle in memory of her husband.

SPRINGFIELD ROTARY CLUB FOUNDATION: Awarded to 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. Funded by the Springfield Rotary Club.

TENNESSEE HOTEL AND LODGING ASSOCIATION: Awarded to any employee of the member companies of the THMA who plans to attend Vol State full/part-time with a minimum of 3 credit hours. Funded through the Tennessee Hotel and Motel Association.

GRACE TOMKINS HEALTH CARE: Granted to 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; given by Grace Tomkins.

TOSHIBA AMERICA CONSUMER PRODUCTS: Awarded to graduating seniors who are dependents (natural birth or legal adoption) of Toshiba employees with a minimum 2.0 high school GPA and an ACT composite score of 18; full-time Vol State student majoring in science, math, or business. Funded by Toshiba America Consumer Products.

TRISTAR HEALTH SYSTEMS SCHOLARSHIP: For Centennial Medical Center, Hendersonville Medical Center, and Skyline Medical Center. Granted to students who have successfully screened into an Allied Health Program and have satisfactory academic achievement and economic need. Funded by Tri Star Health System.

SUMNER COUNTY TRACTOR SCHOLARSHIP: Awarded to a need based Sumner County resident who plans to attend Vol State full-time. Preference given to a major in marketing or sales. If no qualified candidate identified, review business majors and then general. Funded by Sumner County Tractor, Inc.

UMC VOLUNTEER AUXILIARY: Awarded to a GED graduate 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. Funded by Sumner County Adult Education Advisory Council.

SUMNER COUNTY BAR ASSOCIATION: Awarded to a student who is enrolled in the paralegal studies with law related professional accomplishments and involved in Student Paralegal Association activities; funded by Sumner County Bar Association.

SUMNER COUNTY MEDICAL SOCIETY: Granted to a full-time student seeking an education in any of the Allied Health Curriculum. Funded by the Sumner County Medical Society.

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

SUMNER COUNTY ADULT EDUCATION ADVISORY COUNCIL: Granted to 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. Funded by Sumner County Adult Education Advisory Council.
UNION PLANTERS BANK OF GOODLETTSVILLE MR. J.C. "CLAUDE" GARRETT MEMORIAL: Award to a graduating senior from Beech, Hendersonville, Hunters Lane, White House, or Springfield high schools attending Vol State full-time. Funded by Union Planters Bank.

SHERIFF J. D. VANDERCOOK: Awarded to a full or part-time student who plans a career in the field of law enforcement (police officer, paralegal, prelaw, etc.) Recipient must be able to maintain a 2.5 GPA. Funded by an endowment in honor of Sheriff Vandercook.

VOLUNTEER STATE BANK: Granted on the basis of economic need and satisfactory academic achievement; given by Volunteer State Bank in honor of an individual selected each year from the community.

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

VSCC BASEBALL SCHOLARSHIP: Recipient selected by the Baseball Scholarship Committee of the VSCC Athletic Department.

VSCC CHALLENGES SCHOLARSHIP: Recipient must be a VSCC student registered with the Office of Disability Services with a qualifying disability.

VSCC GED: Awarded to two incoming freshmen, one with the highest GED score taken at any of the testing centers and one with the highest score taken at the VSCC test center; awarded for one academic year; given through the College Foundation.

VSCC GENERAL FULL-TIME and PART-TIME SCHOLARSHIPS: Awarded to currently enrolled students and incoming freshmen on the basis of academic excellence without consideration of economic need; recipient must be full-time or part-time. Funded through the Vol State College Foundation.

VSCC GENERAL LIVINGSTON FULL-TIME AND PART-TIME SCHOLARSHIPS: Awarded on the basis of academic excellence; recipient must be full or part-time, and attending the Livingston campus. Funded through the Vol State College Foundation.

VSCC HONORS: Awarded to 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. Funded through the Vol State College Foundation.

VSCC JOINT AND DUAL ENROLLMENT: Awarded to a junior or senior high school student with need and a GPA of 3.0 or above; recipient from the participating high school must be recommended by a high school guidance counselor, administrator, or faculty. Funded though the Vol State College Foundation.

VSCC MUSIC SCHOLARSHIP: Awarded to a need-based Music Performance major enrolled in the Vol State Singers, Show/Choir or Commercial Music Ensemble. Selected by the Choir Director. Given through the College Foundation.

VSCC PARALEGAL ASSOCIATION: Awarded to a student who is a member of the VSCC Paralegal Association enrolled in six credit hours. Given for one semester by the VSCC Paralegal Association.

VULCAN MATERIALS COMPANY SCHOLARSHIP: Awarded to a graduating senior of a Wilson County high school. Funded by Vulcan Materials Company.

ANNE WAGNER: Granted to a 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; given in honor of a McGavock Center graduate, Anne Wagner. Funded by an endowment.

JOHN B. WALLACE (ALLIED HEALTH) SCHOLARS: Awarded to a 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. May be renewed for a second year if criteria has been met. Recipients selected by the Wallace Scholarship Committee. Funded by an endowment.

JOHN B. WALLACE MEDICAL SCHOLARS: Awarded to graduating high school senior who plans to attend Vol State 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. May be renewed for a second year if criteria has been met. Recipients selected by the Wallace Scholarship Committee. Funded by an endowment.

VSCC Joint and Dual Enrollment: This scholarship recognizes students who are enrolled in both high school and college. It may be renewed based on academic performance. Funded through the Vol State College Foundation.
JOSEPH C. WATLINGTON MATH AND SCIENCE: Awarded to a declared degree-seeking student in one of six A.S. degree programs (Eng, Pre-Med, Professional, Pre-Nursing, Natural Resource Mgt, Math & Physical Science, General) with the intention of going on for a baccalaureate degree in one of these fields. Given in memory of Joseph C. Watlington, the late long-time professor of chemistry, physics and physical science by his family, friends, and the faculty of the Math and Science Division. Joe Watlington exemplified the best of human nature, and it is for this that he is remembered both through the scholarship program as well as a campus building, the Joseph C. Watlington Science Field Station. Funded by an endowment.

W. H. WEMYSS MEMORIAL: Awarded on the basis of satisfactory academic achievement and economic need to a full-time student at Vol State; given in memory of W. H. Wemyss by his wife, Ellen Stokes Wemyss. Funded by an endowment.

ROBERT L. WENDLING MEMORIAL: Granted to a full-time student at Vol State on the basis of satisfactory academic achievement and economic need; given in memory of Robert L. Wendling by his wife, Rita A. Wendling. Funded by an endowment.

WHITE HOUSE AREA CHAMBER OF COMMERCE: Granted to a graduating senior from White House High School. Funded by the White House Area Chamber of Commerce.

WHITE HOUSE LIONS CLUB: Granted to a graduating senior of White House High School on the basis of economic need and demonstrates motivational ability to complete college level work if given the opportunity. Funded by the White House Lions Club.

WHITE HOUSE ROTARY CLUB: Granted to a graduating senior of White House High School with a 3.0 GPA and plans to attend Vol State as a full-time student; given by White House Rotary Club.

WIL-RO, INC. SCHOLARSHIP: Granted to a graduating senior of Gallatin High School who plans to attend Vol State as a full-time student; based on satisfactory academic achievement and economic need; recipient selected by high school committee; given by Wil-Ro, Incorporated.

BRYCE YARBROUGH SKAL CLUB OF NASHVILLE: Awarded to a student enrolled in the Hospitality Management program at Vol State who maintains a 3.0 grade point average. Funded by the SKAL Club of Nashville.

VSCC Academic Service Scholarships

The Academic Service Scholarship provides a credit in the amount of the registration fees and a yearly $300 book allowance. The scholarship involves a work obligation on the part of the student. (Presently 75 hrs. per semester.)

Scholarship students must carry at least 12 semester hours credit. A limited number of VSCC Academic Service Scholarships are available for freshmen who graduate in the upper 25% of their graduating classes with a 2.9 high school grade point average and ACT of 16. Transfer or other than first-time freshman must have a 2.5 college GPA based on 12 hours.

Valedictorians and salutatorians of Tennessee high school senior classes are normally awarded work scholarships if their application is received before the priority date of March 1, for Fall Semester and November 1 for Spring Semester. The VSCC Academic Service Scholarship application may be obtained at the VSCC Financial Aid Office.

Scholarship Retention Requirements:

A. Students must pass a minimum of 12 hours with a 2.5 semester grade point average.

B. Scholarship students attending Summer School must maintain the overall average for their classification.

C. 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.

D. Students can receive this scholarship for only four semesters.
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The Campus and Support Organizations
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 some 10 minutes from Hendersonville, just 8 miles from the Nashville/Davidson county line northeast of Rivergate.

Fifteen buildings are located on the campus, including the Administration building, the Thigpen Library, the J. H. Warf building, the Wesley Pickel Fieldhouse, the Campus Center, the Noble Caudill Hall, the Fine Arts building, the Career-Technology building, the Watlington Science Field Station, the E. G. Mattox Energy building, and 5 buildings on the campus annex. The Livingston Campus in Overton County is served by a leased building. Public school facilities serve other teaching sites in the VSCC 12-counties area.

Academic Success Center

In addition to the offices of the Director of Developmental Studies and of the Articulation Coordinator (deals with transfer of courses and programs), the Academic Success Center includes:

- **The Academic Advising Center**
  Students may consult with an advisor every semester before registering. An advisor may be expected to help
  * Locate and communicate with a knowledgeable advisor in your area of interest;
  * Plan your class schedule and clear you for registration; if you have not decided on a degree program;
  * Clarify academic and/or career goals;
  * Assist in assessing an unofficial audit of your degree requirements;
  * Provide general information about the College & its programs.

  The Academic Advising Center serves students both on and off campus. The normal operating hours are 8:00 a.m. to 5:30 p.m. Monday through Thursday, and 8:00 a.m. to 4:30 p.m. on Friday. You may call the Academic Advising Center at 230-3702, or 1-888-335-8722 for advising by phone. Assistance/Information may be requested by phone, FAX, email, or in person. The Academic Advising Center is supervised by a Director.

- **The Office of Career Placement and Cooperative Education**

  The career Placement and Cooperative Education Office is responsible for assisting 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. The office assists with part-time and full-time employment opportunities.

  In addition, the office provides employment guidance and direct employment assistance to students and graduates of the college. It does not operate as an employment agency nor does it guarantee employment to those individuals registered with the office.

  Cooperative Education is a partnership between the college and the employment community which enables students to work in areas related to their major fields of study. The combination of academic studies in school and work experience on the job affords the Co-op student with added credentials to compete in the job market.

  Any student interested in the Cooperative Education program is encouraged to apply. To qualify for the program, one of the following criteria must be met:
  
  1. A minimum cumulative grade point average of 2.5 and the successful completion of the first semester within the student’s major field of study.
  2. Present work experience in a field related to the student’s major.

  In order to register for Co-op, a student should see the academic advisor who will work with the Director of Co-op 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 and the completion of the agreed upon goals of the student, academic advisor and the Co-op Director.

  Career Placement: Because having graduates employed in their chosen career fields is important to the college, the Career Placement and Cooperative Education Office targets its efforts to assist graduates. Therefore, all second-year students who will seek career employment at graduation should register with the office at the beginning of their last semester. Registration consists of completing a Placement packet followed by an appointment with the Director to discuss the placement process, the job market, and other services and materials available through the office.

- **The NEWSKILLS Center**

  NEWSKILLS is the College’s non-credit and credit alternative basic skills instructional program. The program offers computer-based instruction in reading, writing, and math. NewSkills is designed to help the student who may need to upgrade basic skills before taking the College placement exam or to upgrade basic skills in an area before re-testing on the College placement exam. The credit courses that NEWSKILLS offers are Basic Mathematics, Elementary Algebra, and Intermediate Algebra, for students who need a flexible schedule to accommodate work and family. The Center provides

  * Assessment of current skill levels
  * Individualized, self-paced instruction
  * Counseling and advising to help determine goals
  * Flexible hours to accommodate work and family.

  Students may enter the program at any time during the semester. The program is also designed to meet the basic skill needs of the Workforce Development Program, pre-tech training, and personal skills upgrade. For further information, contact the NEWSKILLS Center.
The Academic Success Center is supervised by an Assistant Vice President of Academic Affairs.

The Library/Learning Resources Center

Housed in a modern, two-story, electronically equipped facility, the Library/Learning Resources Center (L/LRC) combines the traditional library concept with audio visual equipment and instructional materials and adheres to guidelines of the American Library Association (ALA) Standards for Junior Colleges.

An electronic catalog-circulation system offers efficient access to the L/LRC collections, which include approximately 49,000 books; 5,500 reels of microfilm; 59,900 microfiche cards; 3,000 audiovisual items; and 350 current periodicals. Several computer based information tools are available, including magazine, journal and newspaper indexing/full-text systems and reference sources like electronic encyclopedias. The center's resources exceed the minimum standards for two-year colleges established by the ALA.

Offering photocopy machine services and audio and video listening and viewing facilities, the center also provides access to computers, ADA computers and some types of learning equipment.

The Library/Learning Resources Center 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 complete audiovisual and video 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. Media Services produces video programs for College at Home, for classroom support and for promotional materials for the College. The department also provides the downlink for all teleconferences.

Faculty Training & Development Center

The Faculty Training and Development Center (FTD) 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 Library/LRC in room L-201, the FTD is equipped with the latest computer-related equipment and is staffed by qualified support personnel. The Center provides the opportunity for faculty 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 FTD is open from 7:30 a.m. until 4:30 p.m. Monday through Friday, and nights and weekends by appointment.

Computer Equipment

- Networked computer systems
- Monochrome & color laser printers
- Scanners
- CD-ROM duplication
- Presentation equipment
- Wireless networking

Training

- Hardware
- Software
- Internet
- Beginning, intermediate and advanced sessions
- Small group
- One-on-one sessions

Assistance

- On-line Web course design & technical assistance
- Electronic slide show presentation
- Transparencies
- Brochures
- Newsletters
- Grading spreadsheets

Academic Computing Facilities

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

All Academic Computing 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 (see VSCC Policy VII:01:08) 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 Academic Computing resources are outlined in the Student Handbook.

The Campus Center

The Campus Center is the hub of the student activities because it houses a food services area, dining rooms, the clinic, bookstore, Public Safety office, Student Government Association office and the Division of Student Services. The building also houses student publications room, faculty and administrative offices, classrooms and conference rooms.
Approved groups may contact the Office of the Vice President/Dean for Student Services to arrange to use the Campus Center for meetings or other approved activities.

**Bookstore**

The Campus Bookstore, located in the Campus Center, is owned and operated by the College for the convenience of its students, faculty, staff, and guests.

In addition to textbooks, school and office supplies, the bookstore also stocks imprinted sportswear, stationery, greeting cards, paperbacks, and a wide variety of items.

All books and supplies are available for purchase with a personal check, cash, and Visa or Mastercard or online at www.vssc.cc.tn.us/books. Any check written to the bookstore should be made for the amount of purchase only. A check cashing service is available to students presenting a valid student identification card.

**Refund Policy:** Textbooks may be returned for a 100% refund within 14 days from the first official day of classes. Students must provide a cash register receipt. After this date students may receive a 75% refund for 2 additional weeks (4) weeks from the first official start of classes. Students must present a cash register receipt and a signed drop/add or withdrawal form. Purchases made by cash or check will be refunded by check.

For refunds of purchases made by check there is a 14 day waiting period (from the date of receipt). To receive the maximum refund the books should be returned immediately, but the refund will be held for 14 days from the date of receipt.

No refunds will be made after the 4 week refund period, however the bookstore offers a "Daily Book Buy Back" representing a used book wholesaler. You will be quoted the current market price of your textbook offered by the wholesaler.

The official book buy back is conducted during final examinations of each semester. Books are bought back at 50% of the retail price, provided they are needed for stock by the Bookstore. If a particular title is not needed by the bookstore, students will be offered the current market value by a used book wholesaler that the bookstore represents.

**Support Services And Student Activities**

**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, and placement testing.

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

Offices within the Division of Student Services are: Athletics and Intramurals, Evening Student Services, Health Services, Student Financial Aid, Office of Counseling and Testing, Student Activities, Special Adult Programs, Disability Services, and Veterans’ Affairs.

**Admission Counseling**

The counselors in the Office of Counseling and Testing provide an opportunity for new students to clarify their educational choices in relation to requirements for admission to the college. Counselors will clarify information on the application, explain admission and placement requirements and outline the initial process which leads to registration.

**Athlete Services**

Volunteer State Community College realizes that today's college student-athletes face unequaled challenges both on and off the playing field. In addition to the physical and academic burden placed on these individuals, the Counseling and Testing office has observed many emotional and psychological issues that confront the student-athlete. The Student Taking Academic Responsibility (STAR) program has been implemented to assess the needs of the student-athlete through periodic notification of progress in classes and a weekly academic planning session which is a positive experience aimed at helping the student-athlete become a more successful student.

The STAR program is comprised of various Athletic Department and VSCC staff and professional counselors. All counselors have been trained to evaluate each situation and make referrals when necessary. The purpose of the STAR program is to provide student-athletes with encouragement, support and advice essential to success in college.

If you are a student-athlete and you are experiencing any type of personal difficulty, you should first contact the Office of Counseling and Testing and discuss a plan of action. If you have a teammate you believe would benefit from these services, you should speak to your teammate and encourage him/her to meet with a counselor.

**Educational Planning**

Volunteer State Community College offers each student the opportunity to receive Educational Planning assistance through counselors in the Office of Counseling and Testing. Educational Planning is counseling which guides students through an exploration of career and academic choices, assists in establishing life goals and in developing personal plans to achieve educational goals. It is not
academic advising. New degree-seeking students will be assigned to an academic advisor for academic advising.

**Health Services**

The Health Center is located in the Campus Center and is staffed with registered nurses who are committed to wellness and improving health.

Emergency medical assistance, general first aid, non-prescriptive medications, minor therapeutic treatments and health screenings are provided. The nurses also provide individual, confidential health counseling in stress management, weight management/sensible eating/exercise, smoking cessation, CPR certification and other health issues. A mile long walking trail is located behind the tennis courts extending around the Science Field Station.

In case of serious illness or accident, the guardian, parent or spouse of the student is notified and the student is transported to the nearest hospital. Expenses for the ambulance, hospital, physician, medical procedures and/or health care related to such serious illness or accident must be paid by the student.

**Evening Student Services**

The Office of Evening Student Services 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 academic and student services for students who attend classes in the evenings and/or Saturdays. The Office of Evening Student Services serves as an agent for Admissions and Records, Counseling and Testing, Student Relations, Veterans Affairs, Financial Aid and the Business Office. The Director of Evening Student Services and 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, schedule of classes, transfer equivalency tables and other publications are also available through this office.

**Orientation**

Orientation is an introduction to Vol State. More importantly, the Orientation program for the new student is designed to help the student feel more comfortable entering the College. In Orientation the student is familiarized with general policies and procedures of the College. Orientation is offered on main campus and at Livingston as well as online at www.vgcc.cc.tn.us

Orientation is beneficial to the new student for two reasons. First, the student who attends Orientation will be allowed to register early for their classes. Secondly, the new student who attends Orientation will have an advantage and a headstart on planning for the upcoming semester.

**Office of Counseling and Testing**

This office provides a variety of individual and group counseling activities which will empower students for successful pursuit of their educational and career goals. Operating within the Division of Student Services, it offers services to students and employees of the college. These services include crisis intervention, short term personal counseling, career and academic counseling, psycho-educational assessments, educational planning, athlete services, and various workshops. Students learn strategies for developing educational plans and making career decisions from professional counselors through workshops and by individual appointment. Individual psycho-educational assessment is available for students whose academic performance is less than expected with no readily apparent reason. The office is equipped with a variety of learning aids which assist students with career decision-making and in establishing educational goals. The Career Exploration Inventory and CareerScope (a computer assisted career assessment) Strong Interest Inventory and Myers Briggs Type Indicator are maintained in this office. The office also administers the College's Orientation and Testing program.

**Veterans’ Affairs**

Veterans and/or qualified dependents of veterans, members of the selected reserve who enroll at Vol State under the VA Educational Assistance Program are provided assistance in clarifying objectives, establishing career goals and making life/career choices. The Director of Student Relations and Veterans Affairs 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 Division and the Department of Veterans’ Affairs. With the approval process comes 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. 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.

**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:

1. Register with the Office of Disability Services (Campus Center Building, Room 206B)
2. 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, ODS will be responsible for arranging appropriate aids when requested. The College provides 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.

The STAMP (Student Tutoring and Mentoring Program) is provided through Tennessee Vocational Rehabilitation Services. This is a grant sponsored program providing tutoring, accommodations, services, and mentoring.

**Student Housing And Insurance**

Volunteer State Community College has no 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 C-210.

Special sick and accident insurance for students is available through the Office of Health Services in C-206A. 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 Vol 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.

**Special Adult Programs**

The Office of Special Adult Programs coordinates and works with outside WIA (Workforce Investment ACT) Programs. WIA is a Federal program that combined and replaced several Federal programs including JTPA. WIA serves as a program to assist the general public in their endeavors to become employed. This assistance may include financial assistance for the cost of tuition, training materials, and supplies while attending VSCC. Students served may include those certified through income eligibility or employment barriers, including being laid-off from work. These programs include students who are dislocated workers, families first recipients, unemployed single parents or are 19-21 and meet certain financial requirements. The Special Adult Program Office, serves as a resource for students during this period of transition and is available for personal counseling as well.

**Psychological Services**

For students who are not achieving academically and cannot determine why, psychological services may be of assistance. A variety of individually administered assessment tools are available to help identify specific problem areas and optimal learning modalities. Following assessment, an individual plan is developed with the student and with input from individual faculty when potentially beneficial. This plan provides strategies to maximize learning strengths, compensate for weaker areas and enhance academic success.

**Testing**

Testing services are provided by the College through the Office of Counseling and Testing. As a service to students entering Volunteer State Community College, to other local students and citizens of the community, the College serves as a testing center for the General Educational Development (GED) test. The testing center administers the ACT Test on national test dates. For students who have made application to Vol State, the college testing center administers the ACT Residual and COMPASS or ASSET Placement Testing, and ESL testing. The college serves as a testing site for the Nurse Entrance Test, Automotive Service Excellence Examinations, Southern Building Code Congress International Examinations, CLEP, and the National Dental Assisting Certification Examination, and Microsoft Office User Specialist Examination. The Office of Counseling and Testing also administers performance tests required of all graduates.

**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 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 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 the campus.

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 Vol 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 Vol 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 must have a cumulative Collegiate G.P.A. of 3.25 and those desiring to run for the offices of Vice President or Secretary/Treasurer must have a cumulative Collegiate G.P.A. of 3.0. Additional information may be obtained through the Office of Student Activities or the Office of the SGA President.

GAMMA BETA PHI HONOR SOCIETY
Gamma Beta Phi is a non-secret, non-profit, scholastic honor, and educational service organization which encourages scholastic effort and rewards academic merit. GBP stands for and promotes worthy character and high ideals in its members; and it fosters, disseminates, and improves education through appropriate service projects. Membership is by invitation only and is based on hours completed and academic standing.

THE SETTLER
THE SETTLER, the campus newspaper, is published and distributed throughout the academic year. 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 290P also serves as the faculty advisor to give guidance to the student staff. The Editor-in-Chief and Assistant Editors are selected by the advisor and the Director of Student Activities with approval of the Vice-President for Student Services.

INTERCOLLEGIATE ATHLETICS
The intercollegiate 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 at 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.

CHEERLEADERS
Cheerleaders are an integral part of the intercollegiate basketball program and perform during each home game and at special games away from home. Each year during the Spring term, try-outs are held for cheerleaders. Any currently enrolled female or male student enrolled in at least 6 hours interested in becoming a cheerleader should contact the cheerleading sponsor and/or the Office of Student Activities.

THE PIONEER
THE PIONEER, the campus yearbook is published and distributed at the end of the academic year. 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 292P (1 - 3 credit hours). The instructor of COM 290P also serves as the faculty advisor to give guidance to the student staff. The Editor-in-Chief and Assistant Editors are selected by the advisor and the Director 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.

PIONEER PRODUCTIONS ACTIVITIES COMMITTEE (PPAC)
The purpose of Pioneer Productions Activities Committee is to develop and execute a variety of social, cultural, educational and recreational programs for all members of the College community. PPAC is comprised of various committees including special events, publicity and promotion, concerts, comedy/novelty, and lectures. Any currently enrolled students interested in the planning, production and promotion of activities should contact the Office of Student Activities. President of PPAC is selected by the Director of Student Activities with approval of the Vice President for Student Services.

VOL STATE SINGERS
The Vol State Singers was established to provide Vol 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 (Concert Choir). 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 Humanities Division for more information.

COLLEGE THEATRICAL PRODUCTIONS
Each year the Humanities Division of the College presents a fall and spring dramatic production. The spring production is traditionally a children's play and is performed for both on and off campus audiences. Although any VSCC student is eligible to audition or participate in the chorus, many participants are enrolled in theater and women at various levels of ability in structured seasonal sports which build a sense of community.

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. For additional information, contact the respective faculty advisor or the Office of Student Activities.

ABC CLUB - provides many activities to foster fellowship and excellence among students of accounting, business, and computers.
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.

ALPHA SIGMA IOTA - an organization for broadcasting majors that provides an opportunity for experience outside of the classroom such as field trips and workshops.

BAPTIST COLLEGIATE MINISTRY - provides experiences which lead to growth in Christian living. Weekly meals and Bible study are enjoyed.

BOWLING CLUB - The Bowling Club is an extramural sports' team providing Vol State students opportunity to competively bowl on the collegiate level.

CHALLENGES - An organization to support and assist students who have physical, emotional and learning disabilities.

COLLEGE DEMOCRATS - promotes and fosters the philosophy of the Democratic Party. Activities include voter registration and guest speakers.

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

DELTA PSI OMEGA - a theatrical organization engaged in the study, production, and performance of outstanding plays.

FELLOWSHIP OF CHRISTIAN ATHLETES - 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.

FIRST AMERICANS CLUB - To educate, inform, and bring native awareness to the school and student body, and to provide support to those students of native heritage.

FORENSICS CLUB - The Pioneer Forensics Team is a competitive speech team. Forensics is a co-curricular activity emphasizing development of communication skills through competition with teams from other schools in the southeast region of the U.S.

INTERNATIONAL STUDENT ASSOCIATION: The purpose of the International Student Association (VISA) is to provide an opportunity for its members to interact, support, and socialize with each member. Additionally, its purpose is to raise awareness of their unique cultural, social and academic challenges, and to solicit administrative support to meet adjustment needs.

MULTICULTURAL AWARENESS ORGANIZATION: - an organization designed to increase dialogue and relations between different cultures at Vol State.

OUTDOOR ADVENTURE CLUB - provides students with the opportunity to participate in school activities that include hiking, backpacking, repelling, and other activities. The Livingston campus has an extension of the club.

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 honorary 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 15 collegiate hours, have a GPA of 3.5, and are working toward an associate's degree are invited to join.

PSYCHOLOGY CLUB - provides academic support, mentorship and educational activities for students majoring in psychology.

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.

VOLUNTEERS IN ACTION - promotes excellence in the Human Services program and provides a fellowship group for Human Services' majors.

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

Alumni Relations

The College is proud of its alumni and wishes to maintain contact through newsletters, personal visits, submission by alumni of personal updates, etc. The Office of Public Relations and Alumni Affairs works with the VSCC Alumni Association to involve graduates in on-going activities of the College.
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Academic Year
The academic year begins in September and covers a period of 40 weeks divided into two semesters. Each semester is approximately fifteen weeks; the summer semester may be divided into two terms of five weeks each and an eight 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 Vol State at the conclusion of two years’ 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 Counseling, Orientation, Testing, Educational Planning
An Admission Counseling, Orientation, Testing and Educational Planning program is provided each semester for all new degree-seeking students. Admission counseling 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 in conjunction with orientation and during each registration activity. Once students have completed Orientation and Testing they are encouraged to schedule an appointment with a counselor in the Office of Counseling and Testing to develop strategies for completion of their education. The counselors 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 Director of Admissions and Records.

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 will be classified as a sophomore. Those not accepted as degree students will be classified as transient students or 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. (A course which gives three semester hours credit will normally meet for three lecture or recitation hours 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 Dean of Academic Affairs, schedule a maximum of 22 hours the following semester. Any student desiring to register for an overload must obtain the written approval of the Dean 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 Corequisites
Many courses in the catalog list specific prerequisites or corequisites. 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 corequisite 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 Admissions and Records. 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 is building his future, and that his good attitude and diligent study will stand him 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 records (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 Director of Admissions and Records.

   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, major fields of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, and most recent educational institution attended.

   If you have any questions regarding the provisions of this Act, contact the Director of Admissions and Records.

Grades And Quality Points
At the end of each term, instructors report to the Office of Admissions and Records 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:
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 that 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 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 Admissions and Retentions 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 “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.

**CEU Grades**

Requirements for satisfactory completion of 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” (withdraw). An appeal process is in place for students who wish to challenge a CEU grade.

**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 Vice President/Dean 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 degree student or a transient 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 Director of Admissions and Records.

If a student registers for audit, he/she cannot change to credit later in the term; or if he 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**

After the official registration period is over, the student may make adjustments in his schedule through the process of adding and/or dropping courses. Courses may be added only during the first five days of classes (three days in either term of the summer session). A student is allowed to withdraw from a course at any time after the fifth class day (the third class day in either term of the summer session), and before the date specified in the catalog as being the last date to withdraw from a course. During this period of time specified in the catalog, courses from which the student withdraws will receive a mark of “W” (withdrawn) when official procedures are followed. A student may be permitted to withdraw from a course or courses after the date specified in the catalog 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.

A course may be added or dropped only with the consent of the individuals listed below. No courses may be added after the late registration period is over. Once enrolled, a student may not drop a Developmental Studies course without approval from the Office of Counseling or the Director of Developmental Studies.

To drop a course the student must: (1) consult with his or her instructor; (2) consult with his or her advisor; (3) complete the Change of Schedule Form; (4) take the Change of Schedule form to the Office of Admissions and Records.

To add a course the student must (1) consult with is or her instructor; (2) complete the Change of Schedule form; (get approval of the appropriate division representative if the class is closed); (3) process the Change of Schedule form in the Office of Admissions and Records. A notice form will be given to the student which is to be taken by the student to the instructor of the course added. The instructor will then add the student to the official roll for that class.
Failure to follow the proper procedure for adding courses may result in a student taking a course without credit.

**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 must be made in writing to the Vice President for Student Services. A form is provided for this purpose although letters addressed to the Vice President for Student Services are acceptable.

Withdrawal should be made by the student in person. 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. The Vice President for Student Services is the authority to determine whether or not a student may withdraw. If approved for withdrawal, the student must secure on the permit the signature clearances (in sequence) from, the Student Financial Aid Office, and the Office of Admissions and Records. The withdrawal permit should finally be submitted to the Business Office to make a final settlement of financial obligations (including any refund of fees or the payment of any unpaid fees). An accounting of all equipment or library materials which were issued to the student shall be made and the student must satisfy the obligation of any equipment or library material which he/she has not returned to the college.

After a certain date each semester, withdrawal is not permitted with a grade of "W". The College calendar in 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”.

**CEU STUDENTS**
CEU, non-credit, students who desire to withdraw from the College may do so by submitting a written request to the Division of Continuing Education. The request may be in the form of a letter to the Dean of Continuing Education or on the official College withdrawal form. Settlement of financial obligations apply 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.

**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 Vol State, maintains a 2.5 GPA and completes 15 semester hours of college level work at Vol State, may petition to have grades on all prior course work earned at Vol State disregarded in calculating his/her cumulative grade point average. Upon completion of 15 semester hours at Vol State with a 2.5 cumulative GPA the student should send a written request and transcript to the Director of Admissions and Records to be submitted for approval to the Vice President/Dean 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 VSU 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 Vol State. Students may contact the VSU Director of Admissions and Records for assistance.

**Awards And Honors**
Recognition of scholarly achievements at Vol 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 Vol 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 faculty, has contributed most to the advancement and betterment of Vol State. An appropriately inscribed plaque is awarded the student.

Academic Status And Retention Standards
The Office of Admissions and Records 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 Vol 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 student placed on Academic Probation will be notified of this status with the semester grade report. Any student (pre-registered or not) on Academic Probation must meet with his or her assigned advisor during registration in order to obtain Academic Clearance. Goals should be evaluated by the student in consultation with the advisor; upon this re-evaluation, the advisor will recommend that the student enroll in developmental courses, repeat one or more courses, register for a limited number of credits, seek special counseling services, and/or other individualized alternatives as deemed necessary for the student. Academic Probation status may be removed by maintaining a 2.00 QPA 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 with the grade report. 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/Dean of Academic Affairs. To initiate the suspension appeal procedure, the student MUST (1) submit the appeal in writing to the Vice President/Dean of Academic Affairs prior to Official Registration day, and (2) follow-up by making an appointment to meet with the Vice President/Dean of Academic Affairs prior to the first day of class.

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. The student who does not complete a Developmental Studies course in two attempts will be suspended from the College and from all other TBR schools for one semester (not including summer). The student who does not complete such a course in three attempts will be suspended for one year.

There is an appeals process for students who are suspended. The student must fill out an appeals form and submit it to the Office of Academic Advising. The instructor may recommend a student for a third attempt based on classroom performance. The student has the option of appearing before the Appeals Committee to plead his or her case. The student may not withdraw from a Developmental Studies course without approval from the Office of Counseling or the Director of Developmental Studies. Other policies and procedures specific to the different areas of study are presented in the course syllabi for those areas.

A student transferring from another college or university may be permitted to attend Vol State for one semester regardless of academic standing at the last institution attended unless on Developmental Studies suspension at another Tennessee Board of Regents institution. During the initial term of enrollment at Vol 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 Admissions and Records. 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 Vol State.

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

<table>
<thead>
<tr>
<th>Combined Semester Quality Hours Attempted</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>(includes developmental and collegiate hours)</td>
<td></td>
</tr>
<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:

<table>
<thead>
<tr>
<th>Combined Semester Quality Hours Attempted</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>(includes developmental and collegiate hours)</td>
<td></td>
</tr>
<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>
<tr>
<td>21 - 27</td>
<td>1.9</td>
</tr>
<tr>
<td>28 or more</td>
<td>2.0</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.
4. Giving false information on the application for admission form, including failure to indicate previous college attendance.
2002-2003 College Programs Catalog
College Programs

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.

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.

Vol 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.

Vol 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 Vol 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-Intermediate, EMT-Paramedic); Fire Science Technology; Health Information Technology; Health Sciences Center of Emphasis; Ophthalmic Technician; Physical Therapist Assistant; Radiologic Technology; Respiratory Care Technology; and Sleep Diagnostics Technology.

Division of Business
Accounting; Aviation; Business; Banking; Culinary Arts; (inactive status); Floral Design; General Technology; Hotel & Restaurant Management; Computer Information Systems; Logistics Management; Management; Marketing; Office Management Technology; Paralegal; Quality Management Technology, and Real Estate.

Developmental Studies
Learning Strategies, NEWSKILLS

Division of Humanities
Art; Communication; English; English as a Second Language; French; Humanities; Music; Philosophy; Spanish; Theater; and Developmental Writing and Reading.

Division of Mathematics And Science
Astronomy; Biology; Chemistry; Engineering; Geology; Industrial Technology; Mathematics; Natural Resource Management; Physics; Physical Science; Pre-Dental Hygiene, Pre-Medical Professional; Pre-Nursing; and Developmental Math and Basic Math.

Division of Social Science And Education
Economics; Education; Geography; Health; History; Human Services; Physical Education and Recreation; Physical Education and Sports Medicine; Political Science; Psychology; Social Science; and Sociology.
**Division of Continuing Education**

In addition to the academic divisions offering college credit instruction, the Division of Continuing Education offers a wide range of non-credit general interest courses as well as workforce development courses and workshops to satisfy personal and professional enrichment needs of the community. The general interest categories of offerings include, but are not limited to: arts and crafts, communications and languages, hobbies, fitness and exercise, and special interest activities. Workforce development categories include, but are not limited to: management skills, essential career skills, computer software skills, and technical skills. In cooperation with the American Management Association Extension Institute, the Division offers courses toward the completion of the Certificate in Management, the Administrative Assistant’s Certificate, and the Certificate in Human Resource Management.

**Developmental Studies**

At Volunteer State Community College, the program in Developmental Studies is designed to serve the needs of students who are underprepared in the basic skills needed to enter the college-level curriculum. Students come to Vol 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 writing, reading, 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, special laboratories, tutoring, and counseling are provided. Some sections of courses are, to a large extent, “work-at-your-own-pace”, and some students move more quickly through them than others. The focus of the program is on student success.

Students are placed in the various developmental courses using the available assessment information: the Placement test results, ACT scores, 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.

**The Language Center**

The Language Center is staffed by instructors and qualified tutors who are ready to answer students’ questions on writing assignments. Before working in the Language Center, tutors must have completed ENGL 1010 and 1020 with a grade of B or above and be recommended by an instructor. The Language Center offers its services 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 student to identify and correct problems in writing. Writing assistants provide up-to-date information and guidance relating to all parts of the writing process, ranging from organization 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 26 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 GPA, complete the honors leadership courses, and attend Honors Program meetings. Honors courses are offered in fall and spring semesters as follows:

**Fall Semester**

- ENGL 1010 & HIST 2010 (6 hr)
- COM 100
- ENGL 2310
- BIOL 1030 or GEOL 1030
- HUM 275 (2 hrs.)
- SPAN 1010

**Spring Semester**

- ENGL 1020 & HIST 2020 (6 hr)
- COM 280T
- PSY 101 & PSY 102 (6 hr)
- SOCI 101
- ENGL 1030
- ENGL 2320
- CHEM 1030
- HUM 290 (1 hr.)
- SPAN 1020
- COM 280T

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 sequence. Those students are presented with a certificate and an Honors seal on the diploma.

Interested students should contact the Program Coordinator in the Humanities Division.

**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 his first two years of study and will later specialize in his particular field of interest. Required courses of study have been developed at Vol 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 his 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 Vol 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 Curriculum Guides:
- Business & Commerce
- Business Education
- Economics
- Elementary Education
- Liberal Arts
- Paralegal Studies
- Pre-Nursing
- Political Science
- Psychology
- Secondary Education
- Social Science & Education
- University Studies

#### Associate of Applied Science Options:
- General Business Adm.
- Accounting
- Banking
- Computer Info Systems Tech.
- Logistics Mgt.
- Management
- Marketing
- Office Mgt. Tech.
- General Technology
- General Industrial Tech.
- Paralegal Studies

#### Technical Certificates
- EMT-Basic
- Floral Design
- Logistics 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. For information about degrees available at the College's two off-campus degree-granting Centers, Livingston and McGavock, see the section on Continuing Education.

### Continuing Education

In support of the effective fulfillment of the College's mission, the Division of Continuing Education promotes life-long learning throughout the College's twelve-county service region by offering credit, non-credit CEU courses and workshops, and related services as diverse as the population it serves.

### 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.
the opportunity for adult students to learn, to educate themselves through formal and informal means. 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. Services to students at these off-campus sites include: registration, advisement in course placement and selection, and a staff sensitive to the needs of the adult student.

Off-Campus Teaching Sites

Cohn Adult Learning Center, Nashville
Greenbrier High School
Hendersonville High School
Hunters Lane High School, Nashville
Macon County High School, Lafayette
Robertson County Lifelong Learning Center, Springfield
Madison Church of Christ, Madison
Wilson Central High School
Wilson County Career Center, Lebanon

Special career classes are offered at other higher education institutions and public facilities through cooperative agreements. Courses and locations are listed in the Schedule of Classes each semester.

Non-Credit Programs

The goal of the non-credit program is to provide non-credit CEU courses which satisfy quality of life needs through the offering of general education, vocational, and avocational instruction. Vol State recognizes the need for individuals to continue to learn, to educate themselves through formal and informal means. Every effort is made to provide the opportunity for adult students to continue their educational experiences through enrollment in non-credit courses, day and evening, on and off-campus. This continuing education effort is an integral component of the total educational program at the College and is reviewed regularly to improve its offerings.

The overall goal of the non-credit continuing education program is to provide CEU noncredit offerings designed to respond to the professional and personal needs and interests of individuals and groups. Special short courses, workshops and seminars may be developed and offered upon the request of a sufficient number of individuals. All instruction, designed for the general public or customized for the specific needs of a particular group, is geared toward the three major educational goals of the continuing education program:

General Education: To provide information which promotes the advancement of knowledge/skills/attitudes in a variety of general areas pertinent to the roles/functions assumed by adults.

Career/Vocational: To provide training in the development of knowledge/skills/attitudes specific to various careers/vocations.

Avocational: To provide instruction in the development of knowledge/skills/attitudes relevant to a variety of avocational endeavors.

Upon successful completion of a CEU non-credit activity, the College awards the Continuing Education Unit (CEU) and maintains a record 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 goal of the Business and Industry Training Institute is to provide workforce training programs in support of the economic and community development of the College’s service region. Short courses and workshops designed to improve professional skills in the areas of management and leadership, communications, computer software usage, human resources, team building, etc. are offered each semester on the main campus. In addition, customized training is available on site for businesses and industries.

Institute staff meet with business and industry representatives to design programs that meet the goals and objectives of the company or agency. Programs may be selected from those already prepared or may be customized to suit the client’s specific needs. Content from one program may be blended with another to achieve the company’s or agency’s desired outcome. Training activities may carry college credit or CEU credit.
**Contract Training:** The Business and Industry Training Institute provides on-site contract training programs throughout the College’s twelve-county service area. Contract training may be customized to suit specific needs or selected from among the many offerings in the current inventory of classes. Training may be conducted in-plant, at the College's facilities, or at neutral locations.

**American Management Association Certificates**

In cooperation with the American Management Association Extension Institute (AMA), the Division of Continuing Education offers the Certificate in Management, the Administrative Assistant’s Certificate, and the Certificate in Human Resource Management. 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. Successful completion of six AMA courses earns the Certificate in Management. Successful completion of five AMA courses earns the Administrative Assistant’s Certificate. Successful completion of five AMA courses earns the Certificate in Human Resource Management. Curriculum guides are available in the Division office. Classes are scheduled during the evening hours and in two-day workshop format and are available on an in-plant basis at times convenient to industry.

**Health Sciences Center of Emphasis**

The College offers significant continuing education opportunities to allied health professionals through a special continuing education program designated specifically for the health professions. The Center is the only one of its kind in Tennessee and is a specially supported center to deliver continuing education to working health professionals in the Middle Tennessee area. The courses offered by Center faculty may be conducted day, night, or weekends, on our main campus in Gallatin or a variety of off-campus locations such as area healthcare agencies and facilities, ambulance services, and fire departments.

The Center offers over 50 short courses and workshops in many areas of health care delivery including the following specific courses: Advanced Cardiac Life Support (ACLS) provider and instructor, Pediatric Advanced Life Support (PALS) provider and instructor, Basic Trauma Life Support (BTLS) provider and instructor, Trauma Nurse Core Course (TNCC) and Emergency Nurses Pediatric Course (ENPC). Additional courses in intravenous therapy, phlebotomy, and automatic external defibrillation are also available. Specialty courses can be developed by each of the Allied Health Division's credit programs to meet specific needs of a specific discipline when necessary. For a complete list of courses available, to request a course, or for additional information, contact the Center at the College.

**Other Special Programs**

**Air Force Reserve Officers Training Corps Program**

In cooperation with Tennessee State University, an opportunity is available for Volunteer State Community College students to participate in the Air Force ROTC Program. The program is designed to qualify for officer commission, those students who desire to serve in the United States Air Force. The program provides training and education that will develop skills and attitudes vital to the professional Air Force officer. In this program students are eligible to compete for scholarships of two, three, and 3 1/2 year duration. All Juniors and Seniors who maintain a 2.0 GPA or above are awarded a POC Incentive scholarship of $3,000 per year, $450 for books, and $200 per month during the school year.

Students who participate in the Air Force ROTC program must be enrolled as a student at Vol State. The student is also jointly enrolled as a TSU student and participates in Aerospace Studies at TSU.

For more information, contact the AirForce ROTC Unit Admissions Officer at (615) 963-5980 or check their 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 CD ROM courses. Students can complete most degree requirements by combining distance learning, weekend, and traditional courses while maintaining work schedules and family responsibilities.

Distance Learning activities include "College @ Home":
- Videotape Telecourses
- CD ROM courses
- Internet Courses
- Regents Online Degree Courses, and
- Interactive Television Classes between the main campus and other sites

The Volunteer State Community College Web site (www.vscc.cc.tn.us) has detailed listings on each semester's Distance Learning offerings with information on College admission and enrollment.
College Programs

College @ Home

Volunteer State offers a number of Videotape courses on VHS video-cassettes and computer CD ROMs 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. VHS videotapes or computer CD ROMs, 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.

Courses currently available:

- ACT 201 Prin of Acct I
- ACT 202 Prin of Acct II
- AHC 111 Drugs and Solutions
- AHC 115 Medical Terminology
- ASTR 1030 Astronomy
- BIOL 1030 Essentials of Biology
- BUS 110 Intro to Business
- BUS 155 Business Math
- BUS 251 Business Law
- CIS 100 Microcomputer Literacy & Applications
- CIS 100 Fundamentals of Speech Communication
- DSPM 0700 Basic Math
- COM 103 Public Speaking
- ECO 211 Prin of Economics I
- ECO 212 Prin of Economics II
- ENGL 1010 English Comp I
- ENGL 1020 English Comp II
- ENGL 1030 Introduction to Film
- FREN 1010 Beginning French I
- FREN 1020 Beginning French II
- GEOG 105 Intro to Regional Geography
- GEOL 1040 Physical Geology
- HED 100 Personal Health
- HED 220 Principals of Nutrition
- HIST 2010 Survey of American History I
- HIST 2020 Survey of American History II
- LAW 100 Intro to Legal Assistance/Ethics
- LAW 106 Legal Writing
- LLR 100S Limited License Core
- MATH 0990 Geometry
- MATH 1130 College Algebra
- MGT 110 Principles of Management
- MKT 200 Personal Selling
- PHED 1190 Walking
- PHIL 1030 Intro to Philosophy
- POL 200 American Gov/Politics
- PSCI 1030 Introduction to Natural Science
- PSY 101 General Psychology I
- PSY 102 General Psychology II
- PSY 211 Industrial and Organizational Psychology
- PSY 231 Child Psychology
- RAD 220 Radiologic Pathology
- SOC 101 Intro to Sociology
- SOC 204 Sociology of Aging
- SPAN 1010 Beginning Spanish I
- SPAN 1020 Beginning Spanish II

All courses are not 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.

Internet Online Courses

Selected Volunteer State courses are also offered online over the Internet. Students with Internet access and Web browser software can take classes using the Web. For students who do not have Internet access, it is available at an educational discount price or students may use the facilities on campus.

Courses currently available:

- ACT 202 Prin of Acct II
- BUS 110 Intro to Business
- CHEM 110* Preparation for College Chemistry
- CHEM 1030 Fundamentals of Chemistry (Lecture Section)
- CIS 113* Visual Basic
- CIS 150* Microcomputer Spreadsheets
- CIS 160* Microcomputer Data Bases
- COM 100 Fundamentals of Speech Communication
- DSPS 0800 Learning Strategies
- ENGL 1010 English Comp I
- HIL 111* Introduction to Hospitality Management II - Food and Beverage
- HIL 130* Basic Sanitation
- MATH 1130 College Algebra
- MATH 1720 Pre-Calculus II (Trigonometry)
- MATH 1830 Intuitive Calculus
- MATH 1910 Calculus & Analytic Geometry I
- PSY 101 General Psychology I

Consult the Volunteer State Community College Web site (www.vscc.cc.tn.us) for a current listing of the Internet classes available each semester.

Regents Online Degree Program

Volunteer State Community College offers the TBR Regents Online Degree, a new program to increase higher education access for adult Tennesseans, especially those with some college experience. It will maximize effective use of technology to deliver college level instruction and provide student access to web-based courses and degree programs.
The Regents Online Degree Program 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.

Some of the courses will be self-paced, and others will be "live" and interactive. Advising, student support, and other forms of student assistance are available online; students and faculty will have technical support 24 hours per day, 7 days per week.

Volunteer State offers online Associate of Science, Associate of Art, and Associate of Applied Science degrees. Through online delivery students may study and complete course work at any time, and from any place. Courses are delivered on the internet.

Students apply to VSUCC for the online degree exactly as they do for any other program. VSUCC will evaluate any transfer course work. Courses are available in traditional (16 week) and fast-tract 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, and an associate of applied science degree in professional studies. All TBR two-year colleges will award associate degrees.

Online associate degrees earned at VSUCC will transfer to TBR 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 on the Regents Online Degree Program at Volunteer State Community College, call the Distance Education Office. You can also find out more about the Regents Online Degree Program at the following web site: www.tn.regentsdegree.org

**Courses currently available:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1104</td>
<td>Princ of Accounting</td>
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<tr>
<td>ART 1030</td>
<td>Intro to Art</td>
<td>3</td>
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<tr>
<td>BIOL 1010</td>
<td>Intro to Biology I</td>
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<td>Intro to Biology II</td>
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<tr>
<td>BIT 1150</td>
<td>Intro Micro Comp App</td>
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<tr>
<td>CIS 113</td>
<td>Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1610</td>
<td>Programming in C++</td>
<td>3</td>
</tr>
<tr>
<td>CIS 186</td>
<td>Database Programming</td>
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<tr>
<td>CIS 263</td>
<td>Web Page Development</td>
<td>3</td>
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<tr>
<td>CMT 1010</td>
<td>Network/PC Communications</td>
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<tr>
<td>CST 209</td>
<td>Java Programming</td>
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<tr>
<td>INTC 1050</td>
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<tr>
<td>COL 101</td>
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<td>ECON 2030</td>
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<tr>
<td>ENGL 1010</td>
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<tr>
<td>ENGL 2110</td>
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<tr>
<td>ENGL 2410</td>
<td>Lit Western World</td>
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<tr>
<td>HIST 2010</td>
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<td>HIST 2020</td>
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<td>HIST 2030</td>
<td>Tennessee History</td>
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<td>HMSE 1100</td>
<td>Cncepts Fitness/Wellness</td>
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<td>MATH 1130</td>
<td>College Algebra</td>
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<td>MATH 1530</td>
<td>Elementary Statistics</td>
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<td>MUS 1030</td>
<td>Music Appreciation</td>
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<tr>
<td>PSY 101</td>
<td>General Psychology I</td>
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<tr>
<td>SOC 1010</td>
<td>Intro to Sociology</td>
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<tr>
<td>SP 110</td>
<td>Fund Public Speaking</td>
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<td>SPAN 1010</td>
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<td>DSPM 0800</td>
<td>Elementary Algebra</td>
<td>3</td>
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<td>DSPM 0850</td>
<td>Intermediate Algebra</td>
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<td>DSPR 0800</td>
<td>Reading II</td>
<td>3</td>
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<td>DSPS 0800</td>
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</tr>
<tr>
<td>DSPW 0800</td>
<td>Writing II</td>
<td>3</td>
</tr>
</tbody>
</table>

**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 equipped 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.

**Technical 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 his chosen area without meeting all degree requirements. Upon successful completion of a prescribed program in his area, the student is awarded a technical certificate. 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.

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:

1. A minimum quality point average of 2.00 in courses presented to meet the requirements for the certificate.
2. 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.
3. 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.

**Academic Certificate Program**

The Academic Certificate in Desktop Publishing is pending approval from the Tennessee Higher Education Commission. For information contact the VSCC Humanities Division.

**Professional Advancement Opportunities**

Short-term courses and programs 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:

**Allied Health Division - College Credit Courses**
- Advanced Practitioner in Respiratory Care
- Computerized Tomography
- Coding/Reimbursement
- EMT Field Supervisor
- Limited License Radiology
- Mammography
- Orthodontic Assistant

**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)
- Logistics

**Continuing Education Division - Non-Credit Courses**

- American Management Association Certificate Courses
  - Communication Skills
  - Conflict Management
  - Finance and Accounting
  - High Performance Teams
  - Human Resources
  - Leadership Skills
  - Managing Priorities
  - Time Management
  - Etc.
- Applied Science
- Basic Skills
- Computer Training
- Customized Training
- Hazardous Materials
- Technical Training
- And More!

- Health Sciences Center of Emphasis
  - Dental Assisting
  - Emergency Medical Services
  - Fire Science
  - Health Information Technology
  - Physical Therapy
  - Radiography
  - Respiratory Therapy
  - etc.
College Graduation
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

All students 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.

All degree-seeking students are subject to placement based on the COMPASS or ASSET 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 Adult Specials need not submit ACT scores; neither will they be required to take placement tests unless the Adult Special student enrolls in a college level course which has a developmental studies pre-requisite. The Adult Special category includes only those students who apply with no intention of pursuing a degree. Furthermore, Adult Specials 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 and the Associate of Applied Science 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:

1. Not less than 60 semester hours of credit including physical education activities (or Military Science.)

2. 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/Dean of Academic Affairs and the President.

3. A minimum overall quality point average of 2.00 (“C”) on all college level work attempted at Vol State. (In no case may transferred grades be used to raise the student’s quality point average on courses taken at Vol State.)

4. 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/Dean of Academic Affairs.

5. Students must take the General Education assessment test as prescribed by the college.

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 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:

1. A minimum quality point average of 2.00 in courses presented to meet the requirements for the certificate.
2. 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.
3. Enrollment in courses required for the technical certificate at the time an application for the certificate is made or permission from the Vice President/Dean 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 and analyze the cultural heritage and the social aspects of culture
   - Recognize the impact of the arts and identify and analyze artistic aspects of culture
   - Exhibit knowledge of scientific information and the thought processes involved in the scientific method of inquiry
   - Use systems of mathematical logic
   - Discuss the influence, capabilities and limitations of computer technology
   - Communicate effectively in oral and written forms
   - 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. Each student should file an Intention to Graduate form on or before October 31 preceding graduation at the end of the following Spring or Summer term. Students graduating at the end of Fall Term should file graduation applications at least one semester prior to their final term.

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.

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Honor Title</th>
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<tr>
<td>3.800-4.00</td>
<td>summa cum laude</td>
</tr>
<tr>
<td>3.600-3.799</td>
<td>magna cum laude</td>
</tr>
<tr>
<td>3.300-3.599</td>
<td>cum laude</td>
</tr>
</tbody>
</table>

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 first enrolled at Volunteer State Community College during the fall 1997 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 fall 1997 and graduating by August 2000 was 10.4%. The transfer-out rate for this same population was 16.9%. The combined graduation and transfer-out rate was 27.4%. 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 Public Safety (452-8600, ext.3595 or 230-3595).
University Parallel Degree Programs
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Associate of Arts and Associate of Science Degrees

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

#### Curriculum Guides: Areas of Emphasis

For information and advising in a specific area of emphasis, contact the academic division listed.

#### Business
- Business and Commerce
  - Accounting
  - Banking
  - Finance
  - Hotel and Restaurant Management
  - Marketing
  - Aviation
  - Business Education
  - Paralegal Studies

#### Humanities
- Art
- Communication:
  - Business & Professional
  - General Communication
  - Journalism
  - Radio/TV
  - Speech & Forensics
- English
- Foreign Languages
- Liberal Arts
- Music
- Philosophy
- Theater

#### Mathematics & Science
- Biology
- Chemistry
- Engineering
- Mathematics
- Mathematics and Science
- Natural Resource Management
- Physics
- Pre-Dental Hygiene
- Pre-Medical Professional:
  - Dentistry
  - Pharmacy
  - Medical Technology
  - Optometry
  - Physical Therapy
  - Veterinary Medicine
- Pre-Nursing

#### Social Science & Education
- Economics
- Elementary Education
- Geography
- Health & PE
- Health, PE & Sports Medicine
- Health, PE & Wellness
- History
- Human Services
- Human Services: Early Childhood Development
- Law Enforcement/
  - Criminal Justice
- Political Science
- Pre-Law
- Psychology
- Secondary Education
- Social Science & Education
- Sociology

#### University Studies

### Regents Online Degree Program

<table>
<thead>
<tr>
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<td>Associate of Science Degree</td>
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<tr>
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<td>Summary of Required Hours</td>
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<table>
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<tr>
<th>Course</th>
<th>Hours</th>
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<td>COM 100 OR</td>
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<tr>
<td>COM 103</td>
<td></td>
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<tr>
<td>* Computer Literacy</td>
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<td>ENGL 1010, 1020</td>
<td>6</td>
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<tr>
<td>* English Literature</td>
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<td>* Fine Arts</td>
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<td>* History</td>
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<tr>
<td>* Mathematics</td>
<td>3</td>
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<tr>
<td>* Natural Science</td>
<td>8</td>
</tr>
<tr>
<td>* Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>* Social Science</td>
<td>3</td>
</tr>
<tr>
<td>^ Area of Emphasis</td>
<td>21</td>
</tr>
</tbody>
</table>

**Total Degree Requirements 64**

* 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 or remedial courses are institutional credit; these hours are not applicable to credit hours required for an associate degree.
Tennessee Board of Regents’ Minimum Degree Requirements
and
Transferability of Courses that Fulfill Minimum Degree Requirements

All universities and community colleges in the Tennessee Board of Regents System (TBR) share a common set of Minimum Requirements for baccalaureate degrees or associate degrees designed for transfer. The Minimum Degree Requirements specify thirty-two semester credit hours in the following subject areas:

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Semester Credit Hours Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>6</td>
</tr>
<tr>
<td>Humanities, including at least 3 semester credit hours in literature</td>
<td>9</td>
</tr>
<tr>
<td>History</td>
<td></td>
</tr>
<tr>
<td>TBR Universities require American History, except in a limited number of majors exempted from the requirement. (See specific university catalogs concerning majors that are exempt.)</td>
<td></td>
</tr>
<tr>
<td>Community colleges may specify American History, Western Civilization, World Civilization, or World History in accordance with the requirements of institutions to which students plan to transfer.</td>
<td></td>
</tr>
<tr>
<td>At either universities or community colleges, students may substitute three semester credit hours of Tennessee History for the American History required.</td>
<td></td>
</tr>
<tr>
<td>Natural/Physical Sciences and Mathematics, to include one year of science and at least one course in mathematics</td>
<td>9</td>
</tr>
<tr>
<td>Physical Education Activity Courses, to be taken as two-one-semester credit hour courses.</td>
<td></td>
</tr>
<tr>
<td>Institutions may substitute satisfactory participation in ROTC, marching band, or armed forces experiences for physical education activity courses.</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>32</td>
</tr>
</tbody>
</table>

Every TBR institution incorporates the thirty-two semester hours listed above into its degree program requirements and accepts all courses designated as meeting these requirements at other TBR institutions. By ensuring the transferability of courses fulfilling the Minimum Degree Requirements, the TBR has eliminated unnecessary repetition of these courses by students transferring to institutions within the TBR System. Because each TBR institution has a unique mission and its own distinctive curriculum, an institution may require students to complete additional courses in the Minimum Degree subject areas and in other areas that may comprise an institutional General Educational Program. TBR Policy requires that students planning to receive an associate of arts or bachelor of arts degree must demonstrate proficiency in a foreign language equivalent to one year for the Associate of Arts degree and two years for the Bachelor of Arts degree.

Identifying Courses Satisfying the Minimum Degree Requirements

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

General Education Core  

Courses That Fulfill Minimum Degree 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 minimum degree requirements for university parallel degrees.

<table>
<thead>
<tr>
<th>Oral and Written Communications</th>
<th>9 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100 Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COM 103 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>◆ ENGL 1010 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>◆ ENGL 1020 English Composition II</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Literature</th>
<th>6 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any two courses from the following list may be taken:</td>
<td></td>
</tr>
<tr>
<td>◆ ENGL 2010 Introduction to Poetry and Drama</td>
<td>3</td>
</tr>
<tr>
<td>◆ ENGL 2020 Introduction to Fiction</td>
<td>3</td>
</tr>
<tr>
<td>◆ ENGL 2110 Survey of American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>◆ ENGL 2120 Survey of American Literature II</td>
<td>3</td>
</tr>
<tr>
<td>◆ ENGL 2310 Survey of World Literature I</td>
<td>3</td>
</tr>
<tr>
<td>◆ ENGL 2320 Survey of World Literature II</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Computer Literacy</th>
<th>3 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>One of the following:</td>
<td></td>
</tr>
<tr>
<td>CIS 100 Microcomputer Literacy &amp; Applications</td>
<td>3</td>
</tr>
<tr>
<td>EGR 230 FORTRAN for Engineers</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fine Arts</th>
<th>3 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any one of the following courses:</td>
<td></td>
</tr>
<tr>
<td>◆ ART 1030 Introduction to Art</td>
<td>3</td>
</tr>
<tr>
<td>◆ ENGL 1030 Introduction to Film</td>
<td>3</td>
</tr>
<tr>
<td>◆ HUM 1030 Introduction to Art and Music</td>
<td>3</td>
</tr>
<tr>
<td>◆ MUS 1030 Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>◆ THEA 1030 Introduction to Theater</td>
<td>3</td>
</tr>
<tr>
<td>1(except for Art and Elementary Education)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>History</th>
<th>6 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose 2 of the following courses:</td>
<td></td>
</tr>
<tr>
<td>◆ HIST 2010 Survey of American History I</td>
<td>3</td>
</tr>
<tr>
<td>◆ HIST 2020 Survey of American History II</td>
<td>3</td>
</tr>
<tr>
<td>◆ HIST 2030 Tennessee History</td>
<td>3</td>
</tr>
<tr>
<td>or both of the following:</td>
<td></td>
</tr>
<tr>
<td>◆ HIST 1110 World Civilization: Primitive to 1650</td>
<td>3</td>
</tr>
<tr>
<td>◆ HIST 1120 World Civilization: 1650 to Present</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics2</th>
<th>3 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>If a 5-hour math course is used to satisfy this requirement, the extra credit hours 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.</td>
<td></td>
</tr>
</tbody>
</table>

| MATH 1010 Math for Liberal Arts | 3 |
| MATH 1130 College Algebra | 3 |
| MATH 1410 Structure of Mathematical Systems I | 3 |
| MATH 1710 Pre-Calculus I (College Algebra) | 3 |
| MATH 1910 Calculus and Analytic Geometry I | 5 |

Additional mathematics courses that fulfill minimum degree requirements may be found at the back of this catalog in the "Description of Courses" section.

<table>
<thead>
<tr>
<th>Natural Science2</th>
<th>8 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A SEQUENCE specified in the curriculum guide or from the catalog of the institution to which the student wishes to transfer</td>
<td></td>
</tr>
<tr>
<td>◆ BIOL 1010, 1020 Introduction to Biology I, II</td>
<td>8</td>
</tr>
<tr>
<td>◆ BIOL 1110, 1120 General Biology I, II</td>
<td>8</td>
</tr>
<tr>
<td>◆ BIOL 2010, 2020 Human Anatomy &amp; Physiology I, II</td>
<td>8</td>
</tr>
<tr>
<td>◆ CHEM 1110, 1120 General Chemistry I, II</td>
<td>8</td>
</tr>
<tr>
<td>◆ GEOL 1040, 1050 Physical Geology, Historical Geology</td>
<td>8</td>
</tr>
<tr>
<td>◆ PHYS 2010, 2020 Non-Calculus Based Physics, I, II</td>
<td>8</td>
</tr>
<tr>
<td>◆ PHYS 2110, 2120 Calculus-Based Physics I, II</td>
<td>8</td>
</tr>
<tr>
<td>or two of the following 4-hour courses:</td>
<td></td>
</tr>
<tr>
<td>◆ ASTR 1030 Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>◆ BIOL 1030 Essentials of Biology</td>
<td>4</td>
</tr>
<tr>
<td>◆ BIOL 1040 Environmental Science</td>
<td>4</td>
</tr>
<tr>
<td>◆ CHEM 1030 Fundamentals of Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>◆ GEO 1030 Essentials of Geology</td>
<td>4</td>
</tr>
<tr>
<td>◆ PHYS 1030 Introductory Physics</td>
<td>4</td>
</tr>
<tr>
<td>◆ PSCI 1030 Introduction to Natural Science</td>
<td>4</td>
</tr>
</tbody>
</table>

2Credit toward graduation cannot be received for both courses in any of the following pairs: (BIOL 1030, BIOL 1010); (BIOL 1030, BIOL 1010); (BIOL 1010, BIOL 1110); (BIOL 1010, BIOL 1110); (CHEM 1030, CHEM 1110); (CHEM 1030, GEOL 1040); (CHEM 1030, GEOL 1040); (CHEM 1030, GEOL 1050); (CHEM 1110, MATH 1710); (MATH 1830, MATH 1910); (PHYS 1030, PHYS 2110); (PHYS 1030, PHYS 2110); (PHYS 1030, PHYS 2110).

<table>
<thead>
<tr>
<th>Physical Education</th>
<th>2 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ Any two 1-hour activity courses will satisfy this requirement. PHED 1000 may be taken more than one time.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Sciences</th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any 3-hour Economics, Geography, History, Political Science, Psychology, Social Science, or Sociology course.</td>
<td></td>
</tr>
</tbody>
</table>

*Students wishing to graduate with an Associate of Arts Degree must have two semesters of the same college-level foreign language.
**University Parallel Degree Programs**

**Associate of Arts* and Associate of Science Degree**

**University Parallel Major**

---

### Area of Emphasis: **Art: Applied Option**

**Required General Education Courses**

**Courses That Fulfill Minimum Degree Requirements**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100 or COM 103</td>
<td>Fundamentals Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy &amp; Application</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010,1020</td>
<td>English Composition I and II</td>
<td>6</td>
</tr>
<tr>
<td>ART 1030</td>
<td>Introduction to Art</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1010</td>
<td>Math for Liberal Arts (or higher level)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Natural Science</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Physical Education Activity</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Social Science</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Area of Emphasis Courses**

| ART 101, 102 | Drawing I, II                                   | 6      |
| ART 121      | Two-Dimensional Design                          | 3      |
| ART 141, 142 | Art History Survey I, II                        | 6      |
| ART 201      | Drawing III                                     | 3      |
| ART 253, 254 | Graphic Design I, II                            | 6      |
| Electives    | ART 122, 126, 135, 136, 211, 212, 260, 280T     | 3      |

---

### Area of Emphasis: **Art: Studio Option**

**Required General Education Courses**

**Courses That Fulfill Minimum Degree Requirements**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100 or COM 103</td>
<td>Fundamentals Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy &amp; Application</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010,1020</td>
<td>English Composition I and II</td>
<td>6</td>
</tr>
<tr>
<td>ART 1030</td>
<td>Introduction to Art</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1010</td>
<td>Math for Liberal Arts (or higher level)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Natural Science</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Physical Education Activity</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Social Science</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Area of Emphasis Courses**

| ART 101, 102 | Drawing I, II                                   | 6      |
| ART 121      | Two-Dimensional Design                          | 3      |
| ART 141, 142 | Art History Survey I, II                        | 6      |
| ART 201      | Drawing III                                     | 3      |
| ART 253      | Graphic Design I                                | 3      |
| Electives    | ART 122, 126, 135, 136, 211, 212, 254, 260, 280T | 6      |

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### Area of Emphasis: **Aviation**

**Required General Education Courses**

**Courses That Fulfill Minimum Degree Requirements**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100 or COM 103</td>
<td>Fundamentals Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy &amp; Application</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010,1020</td>
<td>English Composition I and II</td>
<td>6</td>
</tr>
<tr>
<td>ENGL 1010,1020</td>
<td>English Composition I and II</td>
<td>6</td>
</tr>
<tr>
<td>MATH 1010</td>
<td>Math for Liberal Arts (or higher level)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Natural Science</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>History</td>
<td>6</td>
</tr>
</tbody>
</table>

**Recommended Area of Emphasis Courses**

| BIOL 1110,1120 | General Biology I, II                           | 8      |
| BIOL 2230      | Microbiology                                     | 4      |
| CHEM 2010,2020 | Organic Chemistry I, II                         | 8      |
| Electives      |                                                  | 1      |

---

### Area of Emphasis: **Biology**

**Required General Education Courses**

**Courses That Fulfill Minimum Degree Requirements**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100 or COM 103</td>
<td>Fundamentals Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy &amp; Application</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010,1020</td>
<td>English Composition I and II</td>
<td>6</td>
</tr>
<tr>
<td>ENGL 1010,1020</td>
<td>English Composition I and II</td>
<td>6</td>
</tr>
<tr>
<td>MATH 1710</td>
<td>Pre-Calculus I (College Algebra)</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 1110,1120</td>
<td>General Chemistry I, II</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Physical Education Activity</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Social Science</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Area of Emphasis Courses**

| BIOL 1110,1120 | General Biology I, II                           | 8      |
| BIOL 2230      | Microbiology                                     | 4      |
| CHEM 2010,2020 | Organic Chemistry I, II                         | 8      |
| Electives      |                                                  | 1      |

---

*Consult senior institution requirement or guidelines with the faculty advisor for Aviation.*

---

*Students who wish to pursue an Associate of Arts degree must complete two semesters of the same college-level foreign language.*
University Parallel Degree Programs

Associate of Arts* and Associate of Science Degree
University Parallel Major

Area of Emphasis: Business and Commerce

Required General Education Courses
Courses That Fulfill Minimum Degree Requirements

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100</td>
<td>Fundamentals Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COM 103</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy &amp; Applica</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010, 1020</td>
<td>English Composition I and II</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>English Literature</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>History</td>
<td>6</td>
</tr>
<tr>
<td>MATH 1110</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Natural Science</td>
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</tr>
<tr>
<td></td>
<td>Physical Education Activity</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Social Science</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Area of Emphasis Courses

ACT 201,202 Principles of Accounting I, II | 6
ECO 211,212 Principles of Economics I, II | 6
MATH 1530 Elementary Statistics           | 3
MATH 1830 Intuitive Calculus              | 3
Elective                                  | 3

Consult with senior institution or advisor.

Area of Emphasis: Communication

Required General Education Courses
Courses That Fulfill Minimum Degree Requirements

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100</td>
<td>Fundamentals Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COM 103</td>
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<td></td>
</tr>
<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy &amp; Applica</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010, 1020</td>
<td>English Composition I and II</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>English Literature</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>History</td>
<td>6</td>
</tr>
<tr>
<td>MATH 1110</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Natural Science</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Physical Education Activity</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Social Science</td>
<td>3</td>
</tr>
</tbody>
</table>

Area of Emphasis: Business Education

Required General Education Courses
Courses That Fulfill Minimum Degree Requirements

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100</td>
<td>Fundamentals Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COM 103</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy &amp; Applica</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010, 1020</td>
<td>English Composition I and II</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>English Literature</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>History</td>
<td>6</td>
</tr>
<tr>
<td>MATH 1130</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Natural Science</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Physical Education Activity</td>
<td>2</td>
</tr>
<tr>
<td>ECO 211</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Area of Emphasis Courses

ACT 201,202 Principles of Accounting I, II | 6
ECO 212 Principles of Economics I, II | 3
OMT 101,102 Beginning & Intermediate Keyboarding | 6
OMT 248 Word for Windows | 3
EDU 101 Introduction to Education | 3

Area of Emphasis: Business and Commerce

Required General Education Courses
Courses That Fulfill Minimum Degree Requirements

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100</td>
<td>Fundamentals Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COM 103</td>
<td>Public Speaking</td>
<td></td>
</tr>
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Recommended Area of Emphasis Courses

ACT 201,202 Principles of Accounting I, II | 6
ECO 211,212 Principles of Economics I, II | 3
OMT 101,102 Beginning & Intermediate Keyboarding | 6
OMT 248 Word for Windows | 3
EDU 101 Introduction to Education | 3

Area of Emphasis: Business Education

Required General Education Courses
Courses That Fulfill Minimum Degree Requirements

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EDU 101 Introduction to Education | 3

Area of Emphasis: Business and Commerce

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Area of Emphasis: Communication

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**Associate of Arts* and Associate of Science Degree**

**University Parallel Major**

### Area of Emphasis: *Communication: General*

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<td>COM 101</td>
<td>Introduction to Journalism</td>
<td>3</td>
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<tr>
<td>or COM 220</td>
<td>Writing for Broadcast Media</td>
<td>3</td>
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<td>COM 201</td>
<td>Media Advertising and Sales</td>
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### Area of Emphasis: *Communication: Radio/TV*

**Required General Education Courses**

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### Area of Emphasis: *Communication: Journalism*

**Required General Education Courses**

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### Area of Emphasis: *Communication: Speech & Forensics*

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### Area of Emphasis: *Communication: General*

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### Area of Emphasis: *Communication: Speech & Forensics*

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**University Parallel Major**

### Area of Emphasis:

**Economics**

**Required General Education Courses**

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**Recommended Area of Emphasis Courses**

| ACT 201,202 | Principles of Accounting I, II                    | 6      |
| ECO 211,212 | Principles of Economics I, II                    | 6      |
| MATH 1530   | Elementary Statistics                            | 3      |
| MATH 1830   | Intuitive Calculus                               | 3      |
| Social Science Elective | 3      |

### Area of Emphasis:

**Elementary Education**

**Required General Education Courses**

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<td>Physical Education Activity</td>
<td>2</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
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</tbody>
</table>

**Recommended Area of Emphasis Courses**

| EDU 101    | Introduction to Education                        | 3      |
| EDU 102    | Human Growth and Development                     | 3      |
| EDU 281P   | Early Experience in Education                    | 3      |
| GEOG 105   | Introduction to Regional Geography               | 3      |
| HED 100    | Personal health                                  | 3      |
| HED 200    | First Aid and Safety/CPR                         | 3      |
| MATH 1420  | Structure of Mathematical Systems II             | 3      |

### Area of Emphasis:

**Engineering**

**Required General Education Courses**

Courses That Fulfill Minimum Degree Requirements

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>COM 100</td>
<td>Fundamentals Speech Communication</td>
<td>3</td>
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<tr>
<td></td>
<td>or COM 103</td>
<td>Public Speaking</td>
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<tr>
<td>EGR 230</td>
<td>FORTRAN for Engineers</td>
<td>3</td>
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<tr>
<td>ENGL 1010,1020</td>
<td>English Composition I and II</td>
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<tr>
<td>ENGL 1010,1020</td>
<td>English Literature</td>
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<tr>
<td>Fine Arts</td>
<td>History</td>
<td>6</td>
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<tr>
<td>MATH 1910</td>
<td>Calculus &amp; Analytic Geometry I</td>
<td>5</td>
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<tr>
<td>CHEM 1110,1120</td>
<td>General Chemistry I, II</td>
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<tr>
<td></td>
<td>Social Science</td>
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</table>

**Recommended Area of Emphasis Courses**

| EGR        | Engineering Graphics                             | 6      |
| EGR 130    | Introduction to Engineering                      | 1      |
| EGR 240    | Statics                                          | 3      |
| EGR 250    | Dynamics                                         | 3      |
| MATH 1920,2110| Calculus & Analytic Geometry II, III             | 8      |
| MATH 2120  | Differential Equations                           | 3      |
| PHYS 2110,2120 | Calculus-Based Physics I, II                    | 8      |

### Area of Emphasis:

**English**

**Required General Education Courses**

Courses That Fulfill Minimum Degree Requirements

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>COM 100</td>
<td>Fundamentals Speech Communication</td>
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<tr>
<td></td>
<td>or COM 103</td>
<td>Public Speaking</td>
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<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy &amp; Application</td>
<td>3</td>
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<tr>
<td>ENGL 1010,1020</td>
<td>English Composition I and II</td>
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</tr>
<tr>
<td>MATH 1010</td>
<td>Math for Liberal Arts (or higher level)</td>
<td>3</td>
</tr>
<tr>
<td></td>
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<td></td>
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<td>Social Science</td>
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**Recommended Area of Emphasis Courses**

<table>
<thead>
<tr>
<th>ENGL Electives</th>
<th>ENGL 110, 230, 280T, 290P, or LIT 6</th>
<th>Fine Arts Electives</th>
<th>Any ART, MUS or THEA course 6</th>
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<tr>
<td></td>
<td></td>
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<td>SOC, PSY, PHIL, HIST, ART 141, 142 6</td>
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<tr>
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<td></td>
<td></td>
<td>Electives 3</td>
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*Students who wish to pursue an Associate of Arts degree must complete two semesters of the same college-level foreign language.*
Students who wish to pursue an Associate of Arts degree must complete two semesters of the same college-level foreign language.

**University Parallel Major**

### Associate of Arts* and Associate of Science Degree

#### Area of Emphasis:

**Foreign Languages**

Students following this guide will receive an A.A. degree.

##### Required General Education Courses

<table>
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<tr>
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##### Recommended Area of Emphasis Courses

<table>
<thead>
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<th>Area</th>
<th>Electives</th>
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<tr>
<td>Language</td>
<td>French from the following electives:</td>
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<tr>
<td>Electives</td>
<td>SPAN/FREN 1010, 1020, 2010, 2020, 290P*</td>
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### Area of Emphasis:

#### Geography

##### Required General Education Courses

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<tr>
<th>Course No.</th>
<th>Course Title</th>
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</thead>
<tbody>
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#### Recommended Area of Emphasis Courses

<table>
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<tr>
<th>Electives</th>
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</table>

### Area of Emphasis:

#### Health and Physical Education

##### Required General Education Courses

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<thead>
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<th>Course Title</th>
<th>Credit</th>
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</thead>
<tbody>
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<thead>
<tr>
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### Area of Emphasis:

#### Health, Physical Education, and Sports Medicine

##### Required General Education Courses

<table>
<thead>
<tr>
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<tbody>
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#### Recommended Area of Emphasis Courses

<table>
<thead>
<tr>
<th>Electives</th>
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### Area of Emphasis:

#### Foreign Languages

Students following this guide will receive an A.A. degree.

##### Required General Education Courses

<table>
<thead>
<tr>
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<th>Course Title</th>
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<tbody>
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<table>
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<tr>
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# University Parallel Degree Programs

## Associate of Arts* and Associate of Science Degree

### University Parallel Major

<table>
<thead>
<tr>
<th>Area of Emphasis:</th>
<th>Health, Physical Education, &amp; Wellness</th>
<th>Area of Emphasis:</th>
<th>History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required General Education Courses</td>
<td>Courses That Fulfill Minimum Degree Requirements</td>
<td>Courses That Fulfill Minimum Degree Requirements</td>
<td></td>
</tr>
<tr>
<td>Course No.</td>
<td>Course Title</td>
<td>Credit</td>
<td>Course No.</td>
</tr>
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<td>Microcomputer Literacy &amp; Application</td>
<td>3</td>
<td>CIS 100</td>
</tr>
<tr>
<td>ENGL101,1020</td>
<td>English Composition I and II</td>
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<td>ENGL101,1020</td>
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<td></td>
<td>English Literature</td>
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</tr>
<tr>
<td></td>
<td>Fine Arts</td>
<td>3</td>
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<tr>
<td></td>
<td>History</td>
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<tr>
<td>MATH 1010</td>
<td>Math for Liberal Arts (or higher level)</td>
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<td>MATH 1010</td>
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<tr>
<td></td>
<td>Natural Science (any sequence or senior institutional requirement)</td>
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</tr>
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<td></td>
<td>Physical Education Activity</td>
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</tr>
<tr>
<td>SOCIAL SCIENCE</td>
<td>SOC 101 OR PSY 101</td>
<td>3</td>
<td>SOCIAL SCIENCE</td>
</tr>
</tbody>
</table>

### Recommended Area of Emphasis Courses

- HED 100 Personal Health: 3
- HED 110 Community Health: 3
- HED 120 Introduction to Wellness: 3
- HED 200 First Aid and Safety/CPR: 3
- HED 220 Principles of Nutrition: 3
- PHED 220 Care of Athletic Injuries: 3
- PHED 240 Intro to Physical Education Activities: 3

* Consult senior institution for biology preference.

- PHED 107 is recommended as one of the activity courses.

### Area of Emphasis: Human Services

<table>
<thead>
<tr>
<th>Recommended Area of Emphasis Courses</th>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>HSC 100D Introduction to Social Services</td>
<td>3</td>
<td></td>
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<tr>
<td>HSC 200D Human Relations Skills</td>
<td>3</td>
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<tr>
<td>PSY 101,102 General Psychology I, II</td>
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</tr>
<tr>
<td>SOC 101 Introduction to Sociology</td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>SOC 102 Social Problems</td>
<td>3</td>
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### Area of Emphasis: Human Services: Early Childhood Development

<table>
<thead>
<tr>
<th>Recommended Area of Emphasis Courses</th>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC 100D Introduction to Social Services</td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>HSC 110* Documentation</td>
<td>2</td>
<td></td>
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<tr>
<td>HSC 115* Motivation</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HSC 120* Human Behavior</td>
<td>2</td>
<td></td>
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<tr>
<td>PSY 101 General Psychology I</td>
<td>3</td>
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<tr>
<td>PSY 231 Child Psychology</td>
<td>3</td>
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<tr>
<td>EDU 102 Human Growth &amp; Development</td>
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<tr>
<td>EDU 103 Principles of Childhood Education</td>
<td>3</td>
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</tr>
</tbody>
</table>

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### University Parallel Degree Programs

#### Associate of Arts* and Associate of Science Degree

**University Parallel Major**

<table>
<thead>
<tr>
<th>Area of Emphasis:</th>
<th>Liberal Arts</th>
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<tbody>
<tr>
<td>Law Enforcement/Criminal Justice</td>
<td>Required General Education Courses</td>
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<td>Courses That Fulfill Minimum Degree Requirements</td>
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<tr>
<td>Course No.</td>
<td>Course Title</td>
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<tr>
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<td>-------------</td>
</tr>
<tr>
<td>COM 100</td>
<td>Fundamentals Speech Communication</td>
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<td>ENGL 1010, 1020</td>
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<tr>
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<tr>
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<tr>
<td>MATH 1010</td>
<td>Natural Science</td>
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<td>Physical Education Activity</td>
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<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
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<tr>
<td>CJA 201</td>
<td>Introduction to Criminal Justice</td>
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<tr>
<td>CJA 202</td>
<td>Crime and Its Prevention</td>
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<td>POL 200</td>
<td>American Government and Politics</td>
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<td>POL 210</td>
<td>State and Local Government in the US</td>
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<td>PSY 101, 102</td>
<td>General Psychology I, II</td>
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<td>PSY 101, 102</td>
<td>HSC 200, SOC 102, or SOC 206</td>
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</tbody>
</table>

**Recommended Area of Emphasis Courses**

In addition to the general education requirements noted above, students take a total of 21 hours of electives from the following areas:

- ART, ASTR, BIOL, CHEM, ECO, ENGL, FREN, GEOL, GEOG, HIST, HUM, MATH, MUS, PHIL, PHYS, POL, PSY, PSCI, SOC, SOS, SPAN, THEA

#### Mathematics and Science |

<table>
<thead>
<tr>
<th>Area of Emphasis:</th>
<th>Mathematics</th>
</tr>
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<tbody>
<tr>
<td>Mathematics and Science</td>
<td>Required General Education Courses</td>
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<td>Courses That Fulfill Minimum Degree Requirements</td>
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</table>

**Recommended Area of Emphasis Courses**

Math and Science

- ASTR, BIOL, CHEM#, GEOL, MATH^, NRM, PHYS, PSCI

- #Except CHEM 110* or 100*
- ^MATH 1720 or higher

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### University Parallel Degree Programs

#### Associate of Arts* and Associate of Science Degree

**University Parallel Major**

<table>
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<tr>
<th>Area of Emphasis: Music</th>
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<td><strong>Required General Education Courses</strong></td>
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<td><strong>Courses That Fulfill Minimum Degree Requirements</strong></td>
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<tr>
<td>MATH 1010</td>
</tr>
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</table>

**Recommended Area of Emphasis Courses**

MUS 101 | Music Theory I | 4 |
MUS 102 | Music Theory II | 4 |
MUS 201 | Music Theory III | 4 |
MUS 202 | Music Theory IV | 4 |
Applied Music hours to be selected from the following: MUS 154, 155, 156

<table>
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<th>Group or Private Instruction</th>
<th>MUS 170, 171, 172, 174, 175, 176</th>
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<tr>
<th>Area of Emphasis: Natural Resource Management</th>
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<tbody>
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<td>CHEM 1110, 1120</td>
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**Recommended Area of Emphasis Courses**

Biol 1110, 1120 | General Biology I, II | 8 |
MATH 1530 | Elementary Statistics | 3 |
NRM 100 | Environmental Issues | 3 |
NRM 140 | Introduction to Forestry | 3 |
NRM 150 | Wildlife Management | 3 |
Electives | 1 |

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*Courses that 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, but they have been developed with a purpose other than being university parallel courses.

### Area of Emphasis: Paralegal Studies

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.”

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 and retention standards for this program include: completion of all developmental requirements, except mathematics, which may be taken concurrently with LAW courses; completion of ENGL 1010, LAW 100, and LAW 101 with a final grade of “C” or better as requirement for enrollment in further law courses unless otherwise approved by Paralegal Studies faculty; submission of two letters of recommendation from individuals employed in the legal field; completion of an interview or attendance at a meeting with Paralegal Studies Faculty; maintenance of satisfactory progress with no grade below “C” in any LAW course; and following of the planned curriculum.

<table>
<thead>
<tr>
<th>Area of Emphasis: Paralegal Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required General Education Courses</strong></td>
</tr>
<tr>
<td><strong>Courses That Fulfill Minimum Degree Requirements</strong></td>
</tr>
<tr>
<td><strong>Course No.</strong></td>
</tr>
<tr>
<td>LAW 100*</td>
</tr>
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<td>or LAW 101*</td>
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<tr>
<td>CIS 100</td>
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<tr>
<td>ENGL 1010, 1020</td>
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<tr>
<td>or ENGL 1020</td>
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<tr>
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</tbody>
</table>

**Recommended Area of Emphasis Courses**

LAW 105* | Legal Research | 3 |
LAW 210* | Introduction to Civil Trial & Appellate Procedures I, II | 6 |
LAW Electives | 6 |
Electives to be chosen from BUS 280, LAW 104*, LAW 106*, LAW 107*, LAW 135*, LAW 200*, LAW 220*, LAW 231*, LAW 245*, LAW 250*, LAW 261*. 

*Students who wish to pursue an Associate of Arts degree must complete two semesters of the same college-level foreign language.

*Courses that 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, but they have been developed with a purpose other than being university parallel courses.

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*Courses that 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, but they have been developed with a purpose other than being university parallel courses.
### University Parallel Degree Programs

**Associate of Arts*** and Associate of Science Degree

#### University Parallel Major

#### Area of Emphasis: **Philosophy**

**Required General Education Courses**

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<tr>
<th>Course No.</th>
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</thead>
<tbody>
<tr>
<td>COM 100</td>
<td>Fundamentals Speech Communication</td>
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<td>Fundamentals Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Fundamentals Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010,1020</td>
<td>English Composition I and II</td>
<td>6</td>
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<tr>
<td>ENGL 1010,1020</td>
<td>English Literature</td>
<td>6</td>
</tr>
<tr>
<td>MATH 1010</td>
<td>Math for Liberal Arts (or higher level)</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1010</td>
<td>Math for Liberal Arts (or higher level)</td>
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</table>

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<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>PHIL 1030</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 110</td>
<td>Introduction to Logic</td>
<td>3</td>
</tr>
<tr>
<td>Religion Elective</td>
<td>PHIL 210, 260, 261, 262, or 270</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1110 or 1120</td>
<td>World Civilization I, II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2310 or 2320</td>
<td>Survey of World Literature I, II</td>
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</tr>
</tbody>
</table>

#### Area of Emphasis: **Pre-Dental Hygiene**

**Required General Education Courses**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>BIOL 2101,2102</td>
<td>Human Anatomy &amp; Physiology I, II</td>
<td>8</td>
</tr>
<tr>
<td>COM 100</td>
<td>Fundamentals Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COM 103</td>
<td>Fundamentals Speech Communication</td>
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</tr>
<tr>
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<td>Microcomputer Literacy &amp; Applications</td>
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<td>MATH 1010</td>
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<tr>
<td>PHED</td>
<td>Physical Education Activity</td>
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</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
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<tbody>
<tr>
<td>BIOL 2230</td>
<td>Microbiology</td>
<td>4</td>
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<tr>
<td>CHEM 1030</td>
<td>Fundamentals of Chemistry (or higher)¹</td>
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<tr>
<td>HED 220</td>
<td>Principles of Nutrition</td>
<td>3</td>
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<tr>
<td>SOC 101</td>
<td>Introduction to Social Science</td>
<td>3</td>
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<tr>
<td>Social Science Electives:</td>
<td>PSY 102, PSY 231, PSY 232, EDU</td>
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<tr>
<td>Elective</td>
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¹Check Senior Institution Requirement

### Area of Emphasis: **Physics**

**Required General Education Courses**

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<tr>
<td>BIOL 1110 or 1120 or CHEM 1110, 1120</td>
<td>Calculus-Based Physics I, II</td>
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</tbody>
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**Recommended Area of Emphasis Courses**

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<tbody>
<tr>
<td>MATH 1920,2110</td>
<td>Calculus &amp; Analytic Geometry II, III</td>
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</tr>
<tr>
<td>MATH 2120</td>
<td>Differential Equations</td>
<td>3</td>
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<tr>
<td>PHYS 2110,2120</td>
<td>Calculus-Based Physics I, II</td>
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### Area of Emphasis: **Pre-Law**

**Required General Education Courses**

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<td>PHED</td>
<td>Physical Education Activity</td>
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</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
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**Recommended Area of Emphasis Courses**

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<tbody>
<tr>
<td>ACT 201,202</td>
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<tr>
<td>ECO 211,212</td>
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<tr>
<td>HIST 1110,1120,2030,210,212</td>
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<tr>
<td>LAW 101*, 105*</td>
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<tr>
<td>POL 110, 200, 210</td>
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<tr>
<td>SOC 101,102,204,206,250</td>
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</tr>
<tr>
<td>PSY 101,102,211</td>
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</table>

*Students who wish to pursue an Associate of Arts degree must complete two semesters of the same college-level foreign language.*
### Area of Emphasis: Pre-Medical Professional

#### Required General Education Courses
Courses That Fulfill Minimum Degree Requirements

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<td>Fine Arts</td>
<td>3</td>
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<tr>
<td></td>
<td>History</td>
<td>6</td>
</tr>
<tr>
<td>MATH 1710#</td>
<td>Pre-Calculus I (College Algebra)</td>
<td>3</td>
</tr>
<tr>
<td>CHEM1110, 1120</td>
<td>General Chemistry I, II</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Physical Education Activity</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Social Science</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Recommended Area of Emphasis Courses

| BIOL 1110, 1120 | General Biology I, II                  | 8      |
| CHEM 2010, 2020 | Organic Chemistry I, II                | 8      |
| MATH 1720#      | Pre-Calculus II (Trigonometry)         | 3      |
| PHYS 2010, 2020 | Non-Calculus Based Physics I, II       | 8      |

* # Students having sufficient background and appropriate placement scores should take MATH 1910.

### Area of Emphasis: Pre-Nursing

#### Required General Education Courses
Courses That Fulfill Minimum Degree Requirements

<table>
<thead>
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</thead>
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<td>3</td>
</tr>
<tr>
<td></td>
<td>History</td>
<td>6</td>
</tr>
<tr>
<td>MATH 1130#</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td>CHEM1110, 1120</td>
<td>General Chemistry I, II</td>
<td>8</td>
</tr>
<tr>
<td>PSY 101 or</td>
<td>General Psychology I</td>
<td>3</td>
</tr>
<tr>
<td>ECO 211#</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Recommended Area of Emphasis Courses

| BIOL 2010, 2020 | Human Anatomy & Physiology I, II          | 8      |
| BIOG 2330       | Microbiology                              | 4      |
| PSY 202#        | General Psychology II                     | 3      |
| PSY 231, 232#   | Child Psychology, Adolescent Psych        | 6      |

* #Students seeking entrance into the Vanderbilt MSN program will complete ECO 211 (social science core course), MATH 1530, and HED 220 (recommended area of emphasis courses). EDU 102 (Human Growth and Development) is required rather than PSY 231 and 232.

### Area of Emphasis: Political Science

#### Required General Education Courses
Courses That Fulfill Minimum Degree Requirements

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<tr>
<td></td>
<td>Social Science</td>
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</table>

#### Recommended Area of Emphasis Courses

| ECO 211, 212 |                                                                 |      |
| GEOG 105, 108|                                                                 |      |
| HIST 1110, 1120 | 2030, 220, 220, 220, 220 |      |
| POL 110, 200, 210 |                                                              |      |
| SOC 101, 102, 204, 206, 250 |                                                        |      |
| PSY 101, 201, 211 |                                                          | 21    |

### Area of Emphasis: Psychology

#### Required General Education Courses
Courses That Fulfill Minimum Degree Requirements

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<td>3</td>
</tr>
</tbody>
</table>

#### Recommended Area of Emphasis Courses

| PSY 101, 202 | General Psychology I, II                   | 6      |
| PSY 231      | Child Psychology                           | 3      |
| EDU 202      | Human Growth and Development               | 3      |
| PSY 201      | Personal Adjustment                        | 3      |
| SOC 101      | Introduction to Sociology                  | 3      |
| SOC 102      | Social Problems                            | 3      |

*Students who wish to pursue an Associate of Arts degree must complete two semesters of the same college-level foreign language.
### Area of Emphasis: Social Science and Education

#### Required General Education Courses

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</thead>
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#### Recommended Area of Emphasis Courses

- EDU 101 Introduction to Education 3
- EDU 102 Human Growth and Development 3
- HED 100 Personal Health 3
- Electives 12

# SOC 101, or SOC 102, PSY 101, or other social science course to meet transfer institution requirements.

^ Transfer institution requirements must be considered.
Associate of Arts* and Associate of Science Degree
University Parallel Major

Area of Emphasis:
University Studies

The University Studies Curriculum Guide is a program designed for those students who wish to pursue a baccalaureate degree in general studies at another institution. These baccalaureate degrees are awarded at area universities under a variety of names, including University Studies, Individualized Degree Option, and Individualized Program, among others. Students wishing to pursue a baccalaureate degree in a specific major at another institution should consult the curriculum guide prescribed for that major to increase the likelihood that junior-level status will be attained upon completing their associate degree requirements.

Students desiring to receive an Associate of Arts degree by following this guide should take 6 hours in the same college-level foreign language (SPAN, FREN) in lieu of any 6 hours of the university studies electives.

Regents Online Degree Program

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 Community College offers the following online associate degrees:

- Associate of Arts in General Studies (University Parallel)
- Associate of Science in General Studies (University Parallel)
- Associate of Applied Science in Professional Studies: Concentration in Information Technology

Online 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 Coordinator in the Admissions Office at 615-452-8600, ext. 3680 or visit the RODP web site: www.tn.regentsdegree.org.

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<td></td>
<td>Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>History</td>
<td>6</td>
</tr>
<tr>
<td>MATH 1010</td>
<td>Math for Liberal Arts (or higher level)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Natural Science</td>
<td>8</td>
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<tr>
<td></td>
<td>Physical Education Activity</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Social Science</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Area of Emphasis Courses

In addition to the general education requirements noted above, students take, in consultation with their assigned advisor, a total of 21 hours of electives selected from any of the College's university parallel or transfer courses.
2002-2003
Catalog

Tennessee Board of Regents/
University of Tennessee
University Transfer Track
Module
Tennessee Board of Regents/University of Tennessee University Transfer Track Module

Students who wish to fulfill core curriculum requirements for institutions in both the Tennessee Board of Regents (TBR) System and the University of Tennessee (UT) System may do so by completing the TBR-UT University Track Module. The Module consists of a sixty (60) semester hour block of courses in eight categories of subjects. The University Track Module incorporates the minimum degree requirements at all TBR and UT institutions and requires the completion of courses within the following subject categories:

Category 1: Two English Composition Courses (normally 6 credit hours)
- Analytic and expository writing

Category 2: Two Mathematics Courses (normally 6 credit hours)
- Solving quantitative and logical problems numerically

Category 3: Two Science Courses (normally 6-8 credit hours)
- Using scientific principles to describe the natural world in disciplines like Biology, Chemistry, Geology, Physics, etc.

Category 4: Five History and Humanities Courses (normally 15 credit hours)*
*Six credit hours of history is required. The type of history required varies among public universities in Tennessee. Check university catalogs to determine the proper history courses to take.
- Analysis and/or performance courses in disciplines such as Literature, Speech Communications, Theatre, Art, Music, etc; History courses (normally 6 credit hours), including American History as required by TCA 49-3253.

Category 5: Two Social/Behavioral Science Courses (normally 6 credit hours)
- Theory, practice and analysis in disciplines such as Anthropology, Criminal Justice, Economics, Political Science, Psychology and Sociology, etc.

Category 6: Two Multicultural or Interdisciplinary Courses or Two Foreign Language Courses* (normally 6 credit hours)
*Intermediate Foreign Language required for most Bachelor of Arts degree majors and for selected Bachelor of Science degree majors.
- Courses with an international dimension or which explore human civilizations and cultures; courses which explore issues across disciplines; foreign language courses that include practical skills for speaking, listening, writing, reading, and cultural understanding.

Category 7: Two Physical Education Courses (normally 2 credit hours)
- Activity skill building courses (sports, fitness, wellness)

Category 8: Pre-major/Major Elective Courses (normally 12-15 hours)
- Sufficient to complete the 60-hour University Track Program.

The choice of courses depends upon the intended major at the university to which transfer is planned. Students planning to transfer to a Tennessee public university are expected to work with their academic advisors to ensure that all courses taken within the categories are appropriate to their intended majors. Courses to be transferred under the stipulations of the University Track Module must have been completed with the grade of "C" or better.
### TBR/UT Transfer Track Module
#### University Parallel Major, General Studies Area of Emphasis

The TBR-UT Studies Curriculum Guides are designed for the student who wishes to pursue a baccalaureate degree in general studies from any Tennessee Board of Regents or University of Tennessee school. This program is distinguished from all other university parallel guides in this catalog because it specifies only 60 semester hours total and includes a minimum of TWO math courses and TWO Social Science courses.

<table>
<thead>
<tr>
<th>Associates of Arts</th>
<th>Associate of Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>English Composition</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Science</td>
<td>Science</td>
</tr>
<tr>
<td>History</td>
<td>History</td>
</tr>
<tr>
<td>Humanities</td>
<td>Humanities</td>
</tr>
<tr>
<td>Social/Behavioral Science</td>
<td>Social/Behavioral Science</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>Multicultural/Interdisciplinary</td>
</tr>
<tr>
<td>Physical Education Activities</td>
<td>Physical Education Activities</td>
</tr>
<tr>
<td>Pre-Major and/or Electives</td>
<td>Pre-Major and/or Electives</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>60 hrs.</td>
</tr>
</tbody>
</table>

- Associate of Arts
  - English Composition: 6 hrs
  - Mathematics: 6 hrs
  - Science: 8 hrs.
  - History: 6 Hrs.
  - Humanities: 9 hrs.
  - Social/Behavioral Science: 6 hrs.
  - Foreign Language: 6 hrs.
  - Physical Education Activities: 2 hrs.
  - Pre-Major and/or Electives: 11 hrs.

- Associate of Science
  - English Composition: 6 hrs.
  - Mathematics: 6 hrs.
  - Science: 8 hrs.
  - History: 6 hrs.
  - Humanities: 9 hrs.
  - Multicultural/Interdisciplinary: 6 hrs.
  - Physical Education Activities: 2 hrs.
  - Pre-Major and/or Electives: 11 hrs.

- Total: 60 hrs.
2002-2003
Catalog

Tech Prep/
Career
Programs
ASSOCIATE OF APPLIED SCIENCE
Career Programs

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

The ◆ symbol denotes courses that fulfill minimum degree requirements for university parallel degrees.

Oral and Written Communication 6 Hours
COM 100 Fundamentals of Speech Communication 3
or COM 103 Public Speaking
◆ ENGL 1010 English Composition I 3

Computer Literacy 3 Hours
CIS 100 Microcomputer Literacy/Applications 3

Fine Arts/Humanities 3 Hours
Any of the following unless specified in Option Requirements
◆ ART 1030 Introduction to Art 3
◆ ENGL 1030 Introduction to Film 3
◆ HUM 1030 Introduction to Art and Music 3
◆ MUS 1030 Music Appreciation 3
◆ PHIL 120 Workplace Ethics 3
◆ THEA 1030 Introduction to Theater 3

◆ Mathematics 3 Hours
Specified in Option Requirements

◆ Natural Science 4 Hours
A course from any of the following unless specified in Option Requirements: ASTR, BIOL, CHEM, GEOL, PHYS, PSCI

◆ Physical Education 1 Hour
Any 1-hour activity course unless specified in Option Requirements

Social Sciences 3 Hours
Any 3-hour ECO, GEOG, HIST, POL, PSY, SOC, or SOS course unless specified in Option Requirements

The following pages contain, in outline form, all of the degree programs of study and the summaries of required hours for all the degrees mentioned above. In some instances, courses required in any degree program may deviate from the published description below. In such cases, updated curriculum requirements and modified programs of study will, after approval of the Vice President of Academic Affairs, supersede the published description.
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
- Commercial Music
- Banking
- Computer Information Systems Technology
- Hotel & Restaurant Management
- Logistics Management
- Management
- Marketing
- Office Management Technology
- Quality 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, but they have been developed with a purpose other than being university parallel or transfer courses.

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### Accounting Concentration

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.

#### Required General Education Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100</td>
<td>Fund of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COM 103</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy/Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Fine Arts/Humanities</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>MATH 1130 (or higher level)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Social Science</td>
<td>Approved course in ECO, PSY, or SOC</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total General Education** 23

#### Required Major Core Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 115*</td>
<td>Payroll &amp; Small Bus Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACT 201</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACT 202</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACT 205*</td>
<td>Income Tax</td>
<td>3</td>
</tr>
<tr>
<td>ACT 210*</td>
<td>Microcomputer Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACT 215*</td>
<td>Managerial Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACT 221*</td>
<td>Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 110*</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 111*</td>
<td>Keyboarding w/Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>CIS 150*</td>
<td>Microcomputer Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>BUS 222* or ENGL 110*</td>
<td>Business Communications II</td>
<td>3</td>
</tr>
<tr>
<td>MGT 120*</td>
<td>Supervision Principles</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Approved Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Major Core** 39

**Total Degree Requirements** 62

---

*: Courses that are designated 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, but they have been developed with a purpose other than being university parallel courses.
ASSOCIATE OF APPLIED SCIENCE
General Business Administration Option

Commercial Music Concentration

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.

Required General Education Courses

Courses That Fulfill Minimum Degree Requirements

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100</td>
<td>Fund of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COM 103</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy/Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>MATH 1130 (or higher level)</td>
<td>3</td>
</tr>
<tr>
<td>MUS 1030</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total General Education</td>
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</tr>
</tbody>
</table>

Required Major Core Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 201</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 110*</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>COM 270*</td>
<td>Audio for Media</td>
<td>3</td>
</tr>
<tr>
<td>COM 271*</td>
<td>Introduction to Recording Techniques &amp; Sound Reinforcement</td>
<td>3</td>
</tr>
<tr>
<td>CIS 150*</td>
<td>Microcomputer Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>MGT 120*</td>
<td>Supervision Principles</td>
<td>3</td>
</tr>
<tr>
<td>MUS 101</td>
<td>Music Theory I</td>
<td>4</td>
</tr>
<tr>
<td>MUS 222</td>
<td>History of Recording Industry</td>
<td>3</td>
</tr>
<tr>
<td>MUS 223</td>
<td>Survey of Recording industry</td>
<td>3</td>
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<td>28</td>
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</table>

Area of Emphasis:
Music Business

Required Area of Emphasis Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 202</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 111*</td>
<td>Keyboarding w/Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 251*</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>COM 201</td>
<td>Media Advertising and Sales</td>
<td>3</td>
</tr>
<tr>
<td>MUS 280*</td>
<td>Cooperative Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>or BUS 280*</td>
<td>or Music Elective</td>
<td>3</td>
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<tr>
<td></td>
<td>Total Music Business Hours</td>
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</tbody>
</table>

Area of Emphasis:
Technical Production

Required Area of Emphasis Courses

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<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>BUS 251*</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>COM 111</td>
<td>Radio Production</td>
<td>3</td>
</tr>
<tr>
<td>COM 112</td>
<td>Television Production</td>
<td>3</td>
</tr>
<tr>
<td>COM 295P*</td>
<td>Recording Practicum</td>
<td>3</td>
</tr>
<tr>
<td>MUS 280*</td>
<td>Cooperative Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>or BUS 280*</td>
<td>or Music Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Technical Production Hours</td>
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</table>

Area of Emphasis:
Artist Development

Required Area of Emphasis Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 251*</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>MUS 102</td>
<td>Music Theory II</td>
<td>4</td>
</tr>
<tr>
<td>MUS 224</td>
<td>Commercial Songwriting and Arranging</td>
<td>3</td>
</tr>
<tr>
<td>MUS 280*</td>
<td>Cooperative Work Experience</td>
<td>6</td>
</tr>
<tr>
<td>or BUS 280*</td>
<td>or Music Elective</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Total Artist Development Hours</td>
<td>16</td>
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</table>

Total Degree Requirements 66-67

* Courses that are designated 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, but they have been developed with a purpose other than being university parallel courses.

All General Business Administration (G.B.A.) students are required to take the Tennessee Board of Regents general business exam to meet graduation requirements.
ASSOCIATE OF APPLIED SCIENCE
General Business Administration Option

**Banking Concentration**

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.

**Required General Education Courses**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100</td>
<td>Fund of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COM 103</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy/Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>MATH 1130 (or higher level)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Natural Science</td>
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<tr>
<td></td>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Social Science</td>
<td>Approved course in ECO, PSY, or SOC</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total General Education</td>
<td>23</td>
</tr>
</tbody>
</table>

**Required Major Core Courses**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 201</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACT 202</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 110*</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 111*</td>
<td>Keyboarding w/Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 222*</td>
<td>Business Communications II</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 110*</td>
<td>Technical Writing</td>
<td></td>
</tr>
<tr>
<td>CIS 150*</td>
<td>Microcomputer Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>FIN 100*</td>
<td>Principles of Banking</td>
<td>2</td>
</tr>
<tr>
<td>FIN 119*</td>
<td>Marketing Financial Services</td>
<td>3</td>
</tr>
<tr>
<td>MGT 120*</td>
<td>Supervision Principles</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>Approved based on A.I.B. Guidelines</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Major Core</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td>Total Degree Requirements</td>
<td>61</td>
</tr>
</tbody>
</table>

*All General Business Administration (G.B.A.) students are required to take the Tennessee Board of Regents general business exam to meet graduation requirements.

**Computer Information Systems Technology Concentration**

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.

**Required General Education Courses**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Fund of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COM 103</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy/Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
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</tr>
<tr>
<td></td>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Social Science</td>
<td>Approved course in ECO, PSY, or SOC</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total General Education</td>
<td>23</td>
</tr>
</tbody>
</table>

**Required Major Core Courses**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 201</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACT 202</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 110*</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 111*</td>
<td>Keyboarding w/Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 222*</td>
<td>Business Communications II</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 110*</td>
<td>Technical Writing</td>
<td></td>
</tr>
<tr>
<td>CIS 113*</td>
<td>Visual BASIC</td>
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</tr>
<tr>
<td>CIS 150*</td>
<td>Microcomputer Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>CIS 160*</td>
<td>Microcomputer Databases</td>
<td>3</td>
</tr>
<tr>
<td>CIS 172*</td>
<td>Java</td>
<td>3</td>
</tr>
<tr>
<td>CIS 260*</td>
<td>Local Area Networks</td>
<td>3</td>
</tr>
<tr>
<td>CIS 270*</td>
<td>Information Systems in Business</td>
<td>3</td>
</tr>
<tr>
<td>MGT 120*</td>
<td>Supervision Principles</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>CIS 114*, CIS 161*, or CIS 210*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Major Core</td>
<td>39</td>
</tr>
<tr>
<td></td>
<td>Total Degree Requirements</td>
<td>62</td>
</tr>
</tbody>
</table>

*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 Computer Information Systems Technology program, VSCC offers a Professional Advancement Opportunity in “Computer Specialist.”

*Courses that are designated 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, but they have been developed with a purpose other than being university parallel courses.*
ASSOCIATE OF APPLIED SCIENCE
General Business Administration Option

Hotel and Restaurant Management Concentration

This concentration is designed to prepare students for career growth in the hospitality industry. Hospitality will become the world's largest industry around the turn of the century and solid opportunities exist for career growth from entry level to management responsibilities. 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.

Required General Education Courses
Courses That Fulfill Minimum Degree Requirements

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100</td>
<td>Fund of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COM 103</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy/Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>MATH 1130 (or higher level)</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 120</td>
<td>Workplace Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>Approved course in ECO, PSY, or SOC</td>
<td>3</td>
</tr>
</tbody>
</table>

Total General Education: 23

Required Major Core Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 201</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 110*</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 111*</td>
<td>Keyboarding w/Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 222*</td>
<td>Business Communications II</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 110*</td>
<td>Technical Writing</td>
<td></td>
</tr>
<tr>
<td>BUS 251*</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>HTL 110*</td>
<td>Intro to Hospitality Management I</td>
<td>3</td>
</tr>
<tr>
<td>HTL 111*</td>
<td>Intro to Hospitality Management II</td>
<td>3</td>
</tr>
<tr>
<td>HTL 202*</td>
<td>Service Management</td>
<td>3</td>
</tr>
<tr>
<td>or HTL 290*</td>
<td>Hospitality Coop Work Experience I</td>
<td></td>
</tr>
<tr>
<td>HTL 246*</td>
<td>Hospitality Purchasing &amp; Cost Control</td>
<td>3</td>
</tr>
<tr>
<td>MGT 120*</td>
<td>Supervision Principles</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Major Core: 30

Area of Emphasis: Lodging Core Specialty

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTL 205*</td>
<td>Lodging Management</td>
<td>3</td>
</tr>
<tr>
<td>HTL 210*</td>
<td>Management of Front Office Operations</td>
<td>3</td>
</tr>
<tr>
<td>HTL 215*</td>
<td>Housekeeping Management</td>
<td>4</td>
</tr>
<tr>
<td>or HTL 291*</td>
<td>Hospitality Coop Work Experience II</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Lodging Core Specialty: 9

Area of Emphasis: Food Service Core Specialty

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTL 120*</td>
<td>Management of Food &amp; Beverage Operations</td>
<td>3</td>
</tr>
<tr>
<td>or HTL 125*</td>
<td>Management of Restaurant &amp; Quick Service Operations</td>
<td>3</td>
</tr>
<tr>
<td>HTL 130*</td>
<td>Basic Sanitation</td>
<td>3</td>
</tr>
<tr>
<td>HTL 260*</td>
<td>Catering Services</td>
<td>3</td>
</tr>
<tr>
<td>or HTL 291*</td>
<td>Hospitality Coop Work Experience II</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Food Service Core Specialty: 9

Area of Emphasis: Catering & Convention Services Core Specialty

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTL 260*</td>
<td>Catering Services</td>
<td>3</td>
</tr>
<tr>
<td>or HTL 265*</td>
<td>Meetings, Conventions and Expositions</td>
<td>3</td>
</tr>
<tr>
<td>HTL 205*</td>
<td>Lodging Management</td>
<td>3</td>
</tr>
<tr>
<td>or HTL 291*</td>
<td>Hospitality Cooperative Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>HTL 240*</td>
<td>Marketing of Hospitality Services</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Catering & Convention Core Specialty: 9

Total Degree Requirements: 62

All General Business Administration (G.B.A.) students are required to take the Tennessee Board of Regents general business exam to meet graduation requirements.

* Courses that are designated 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, but they have been developed with a purpose other than being university parallel courses.
**ASSOCIATE OF APPLIED SCIENCE**

**General Business Administration Option**

### Logistics Management Concentration

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.

**Required General Education Courses**

Courses That Fulfill Minimum Degree Requirements

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100</td>
<td>Fund of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COM 103</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy/Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts/</td>
<td>Choose from ART 1030, ENGL 1030, Humanities</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>MATH 1130 (or higher level)</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>Approved course in ECO, PSY, or SOC</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total General Education** 23

### Required Major Core Courses

Courses That Fulfill Minimum Degree Requirements

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 201</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACT 202</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 110*</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 111*</td>
<td>Keyboarding w/Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 222*</td>
<td>Business Communications II</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 110*</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>CIS 150*</td>
<td>Microcomputer Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>LGM 130*</td>
<td>Introduction to Logistics Management</td>
<td>3</td>
</tr>
<tr>
<td>LGM 140*</td>
<td>Transportation</td>
<td>3</td>
</tr>
<tr>
<td>LGM 150*</td>
<td>Distribution Center &amp; Warehouse Mgmt.</td>
<td>3</td>
</tr>
<tr>
<td>MGT 120*</td>
<td>Supervision Principles</td>
<td>3</td>
</tr>
<tr>
<td>MKT 110*</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>Chosen from LGM, CIS, or Advisor Approved Courses</td>
<td>6</td>
</tr>
</tbody>
</table>

**Total Major Core** 39

**Total Degree Requirements** 62

All General Business Administration (G.B.A.) students are required to take the Tennessee Board of Regents general business exam to meet graduation requirements.

### Management Concentration

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.

**Required General Education Courses**

Courses That Fulfill Minimum Degree Requirements

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
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<tbody>
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<td>COM 100</td>
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<td>or COM 103</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy/Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts/</td>
<td>Choose from ART 1030, ENGL 1030, Humanities</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>MATH 1130 (or higher level)</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>Approved course in ECO, PSY, or SOC</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total General Education** 23

### Required Major Core Courses

Courses That Fulfill Minimum Degree Requirements

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 201</td>
<td>Principles of Accounting I</td>
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<tr>
<td>ACT 202</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 110*</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 111*</td>
<td>Keyboarding w/Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 155*</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 222*</td>
<td>Business Communications II</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 110*</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 251*</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>CIS 150*</td>
<td>Microcomputer Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>MGT 120*</td>
<td>Supervision Principles</td>
<td>3</td>
</tr>
<tr>
<td>MGT 264*</td>
<td>Human Resources in Management</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>Chosen from LGM, CIS, or Advisor Approved Courses</td>
<td>9</td>
</tr>
</tbody>
</table>

**Total Major Core** 39

**Total Degree Requirements** 62

All General Business Administration (G.B.A.) students are required to take the Tennessee Board of Regents general business exam to meet graduation requirements.

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ASSOCIATE OF APPLIED SCIENCE
General Business Administration Option

Marketing Concentration

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 merchandise 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.

Required General Education Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100</td>
<td>Fund of Speech Communication</td>
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<td>or COM 103</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy/Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>MATH 1130 (or higher level)</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>Approved course in ECO, PSY, or SOC</td>
<td>3</td>
</tr>
</tbody>
</table>

Total General Education 23

Required Major Core Courses

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<td>3</td>
</tr>
<tr>
<td>BUS 155*</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 222*</td>
<td>Business Communications II</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 110*</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 251*</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>CIS 150*</td>
<td>Microcomputer Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>LGM 130</td>
<td>Introduction to Logistics Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 120*</td>
<td>Supervision Principles</td>
<td>3</td>
</tr>
<tr>
<td>MKT 110*</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 120*</td>
<td>Personal Selling</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>Approved elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Major Core 39

Total Degree Requirements 62

Office Management Technology Concentration

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.

Required General Education Courses

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
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<td>or COM 103</td>
<td>Public Speaking</td>
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<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy/Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>MATH 1130 (or higher level)</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>Approved course in ECO, PSY, or SOC</td>
<td>3</td>
</tr>
</tbody>
</table>

Total General Education 23

Required Major Core Courses

<table>
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<tr>
<td>BUS 110*</td>
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<td>BUS 155*</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
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<td>BUS 222*</td>
<td>Business Communications II</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 110*</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>CIS 150*</td>
<td>Microcomputer Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>MGT 120*</td>
<td>Supervision Principles</td>
<td>3</td>
</tr>
<tr>
<td>OMT 101</td>
<td>Beginning Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>OMT 102</td>
<td>Intermediate Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>OMT 221*</td>
<td>Business Communications I</td>
<td>3</td>
</tr>
<tr>
<td>OMT 248*</td>
<td>Word for Windows</td>
<td>3</td>
</tr>
<tr>
<td>OMT 249*</td>
<td>Advanced Word for Windows</td>
<td>3</td>
</tr>
<tr>
<td>OMT 253*</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>Approved elective or ACT 202</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Major Core 39

Total Degree Requirements 62

1 Students having sufficient skills may test out of this course.

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ASSOCIATE OF APPLIED SCIENCE
General Business Administration Option/
General Technology Options

<table>
<thead>
<tr>
<th>General Business Administration Option</th>
<th>General Technology Option</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quality Management Technology</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Concentration</strong></td>
<td></td>
</tr>
<tr>
<td>This concentration is designed for those involved in a business career in the manufacturing or service industry. Skills and knowledge in quantitative methods of quality management are supported by competency in technical areas related to computer applications and accounting. Typical work areas include supportive roles in production planning, inventory management, production supervision, quality control and assurance.</td>
<td></td>
</tr>
<tr>
<td><strong>Required General Education Courses</strong></td>
<td></td>
</tr>
<tr>
<td>Courses That Fulfill Minimum Degree Requirements</td>
<td></td>
</tr>
<tr>
<td>Course No.</td>
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<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
</tr>
<tr>
<td>MATH</td>
<td>MATH 1130 (or higher level )</td>
</tr>
<tr>
<td></td>
<td>Natural Science</td>
</tr>
<tr>
<td>Social Science</td>
<td>Approved course in ECO, PSY, or SOC</td>
</tr>
<tr>
<td></td>
<td><strong>Total General Education</strong></td>
</tr>
<tr>
<td><strong>Required Major Core Courses</strong></td>
<td></td>
</tr>
<tr>
<td>Courses That Fulfill Minimum Degree Requirements</td>
<td></td>
</tr>
<tr>
<td>Course No.</td>
<td>Course Title</td>
</tr>
<tr>
<td>ACT 201</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>ACT 202</td>
<td>Principles of Accounting II</td>
</tr>
<tr>
<td>ACT 215*</td>
<td>Managerial Cost Accounting</td>
</tr>
<tr>
<td>BUS 110*</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BUS 111*</td>
<td>Keyboarding w/Word Processing</td>
</tr>
<tr>
<td>BUS 222*</td>
<td>Business Communications II</td>
</tr>
<tr>
<td>or ENGL 110*</td>
<td>Technical Writing</td>
</tr>
<tr>
<td>CIS 150*</td>
<td>Microcomputer Spreadsheets</td>
</tr>
<tr>
<td>MGT 120*</td>
<td>Supervision Principles</td>
</tr>
<tr>
<td>MATH 1530</td>
<td>Elementary Statistics</td>
</tr>
<tr>
<td>QMT 150*</td>
<td>Total Quality Management Concepts</td>
</tr>
<tr>
<td>QMT 175*</td>
<td>Production and Inventory Control</td>
</tr>
<tr>
<td>QMT 255*</td>
<td>Statistical Quality Control</td>
</tr>
<tr>
<td>Electives</td>
<td>Approved electives</td>
</tr>
<tr>
<td></td>
<td><strong>Total Major Core</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total Degree Requirements</strong></td>
</tr>
</tbody>
</table>

All General Business Administration (G.B.A.) students are required to take the Tennessee Board of Regents general business exam to meet graduation requirements.

* Courses that are designated 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, but they have been developed with a purpose other than being university parallel courses.
ASSOCIATE OF APPLIED SCIENCE
General Technology Option

General Concentration

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

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COM 103</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy/Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Fine Arts/Humanities</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>MATH 1010 (or higher level)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Social Science</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Total General Education</td>
<td>23</td>
</tr>
</tbody>
</table>

Required Major Core Courses

Electives
Three courses selected as follows:
Choose one course from the following:
- BUS 110*, MGT 120*, or MGT 260*
Choose one course from the following:
- ENGL 110* or BUS 222*
Choose one course from the following:
- CIS 113* or CIS 150* 9

GTP 100* General Technology Program
Certification in the Major Field

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTL 101*</td>
<td>Culinary Professional Development 1</td>
<td>1</td>
</tr>
<tr>
<td>HTL 102*</td>
<td>Culinary Professional Development 2</td>
<td>1</td>
</tr>
<tr>
<td>HTL 103*</td>
<td>Culinary Professional Development 3</td>
<td>1</td>
</tr>
<tr>
<td>HTL 104*</td>
<td>Culinary Professional Development 4</td>
<td>1</td>
</tr>
<tr>
<td>HTL 105*</td>
<td>Culinary Professional Development 5</td>
<td>1</td>
</tr>
<tr>
<td>HTL 111*</td>
<td>Introduction to Hospitality II:</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Food and Beverage</td>
<td></td>
</tr>
<tr>
<td>HTL 115*</td>
<td>Culinary Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>HTL 120*</td>
<td>Management Food/Beverage Operations</td>
<td>3</td>
</tr>
<tr>
<td>HTL 130*</td>
<td>Basic Sanitation</td>
<td>3</td>
</tr>
<tr>
<td>HTL 135*</td>
<td>Hospitality Supervision</td>
<td>3</td>
</tr>
<tr>
<td>HTL 220*</td>
<td>Food Production Principles</td>
<td>3</td>
</tr>
<tr>
<td>HTL 246*</td>
<td>Hospitality Purchasing &amp; Cost Control</td>
<td>3</td>
</tr>
<tr>
<td>GTP 110*</td>
<td>Culinary Arts Certification</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>Total Major Core</td>
<td>37 - 41</td>
</tr>
<tr>
<td></td>
<td>Total Degree Requirements</td>
<td>60 - 64</td>
</tr>
</tbody>
</table>

1 Not to include CHEM 105* or CHEM 110*.

Culinary Arts Concentration

This program is in an inactive status

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100</td>
<td>Fund of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COM 103</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy/Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>MATH 1010 (or higher level)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>PHIL 120</td>
<td>Workplace Ethics</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total General Education</td>
<td>23</td>
</tr>
</tbody>
</table>

Required Major Core Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTL 101*</td>
<td>Culinary Professional Development 1</td>
<td>1</td>
</tr>
<tr>
<td>HTL 102*</td>
<td>Culinary Professional Development 2</td>
<td>1</td>
</tr>
<tr>
<td>HTL 103*</td>
<td>Culinary Professional Development 3</td>
<td>1</td>
</tr>
<tr>
<td>HTL 104*</td>
<td>Culinary Professional Development 4</td>
<td>1</td>
</tr>
<tr>
<td>HTL 105*</td>
<td>Culinary Professional Development 5</td>
<td>1</td>
</tr>
<tr>
<td>HTL 111*</td>
<td>Introduction to Hospitality II:</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Food and Beverage</td>
<td></td>
</tr>
<tr>
<td>HTL 115*</td>
<td>Culinary Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>HTL 120*</td>
<td>Management Food/Beverage Operations</td>
<td>3</td>
</tr>
<tr>
<td>HTL 130*</td>
<td>Basic Sanitation</td>
<td>3</td>
</tr>
<tr>
<td>HTL 135*</td>
<td>Hospitality Supervision</td>
<td>3</td>
</tr>
<tr>
<td>HTL 220*</td>
<td>Food Production Principles</td>
<td>3</td>
</tr>
<tr>
<td>HTL 246*</td>
<td>Hospitality Purchasing &amp; Cost Control</td>
<td>3</td>
</tr>
<tr>
<td>GTP 110*</td>
<td>Culinary Arts Certification</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>Total Major Core</td>
<td>54</td>
</tr>
<tr>
<td></td>
<td>Total Degree Requirements</td>
<td>77</td>
</tr>
</tbody>
</table>

* Courses that are designated 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, but they have been developed with a purpose other than being university parallel courses.
ASSOCIATE OF APPLIED SCIENCE
General Technology Option

Industrial Technology
Concentration

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

<table>
<thead>
<tr>
<th>Course No</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100</td>
<td>Fund of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COM 103</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy/Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Fine Arts/Humanities</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>MATH 160* or MATH 165*</td>
<td>3-5</td>
</tr>
<tr>
<td></td>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Social Science</td>
<td>3</td>
</tr>
</tbody>
</table>

Total General Education 23-25

Required Major Core Courses

<table>
<thead>
<tr>
<th>Course No</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electives</td>
<td>Choose 4 courses from the following:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CIS 113*, CIS 150*, EGR 101*,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EGR 102*, ENGL 110*, MATH 1530,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PHYS 200*, PSY 211, or QMT 150*</td>
<td>12</td>
</tr>
<tr>
<td>GTP 130*</td>
<td>Industrial Technology Program</td>
<td>28 or 2</td>
</tr>
</tbody>
</table>

Diploma/Certification in the Major Field

Total Major Core 40-44

Total Degree Requirements 63-69

1 Not to include CHEM 105* or CHEM 110*.

2 The content of selected courses must not duplicate that of instruction received in GTP 130*.

3 In some instances, the credit for the elective courses may be awarded as a block of credit to meet specific needs and coupled with the GTP 130* course to equal or to exceed 44 semester hours.

* Courses that are designated 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, but they have been developed with a purpose other than being university parallel courses.
**ASSOCIATE OF APPLIED SCIENCE**

**Early Childhood Education**

This career program is designed to prepare students for entry and advancement in the early childhood education profession. The program meets the Vision 2003 directive of Head Start and TECTA (Tennessee Early Childhood Training Alliance) which requires 50% of the teachers to hold a degree. The program meets the TECTA model which enhances the quality of early care and education of young children. Graduates of this degree program should be able to transfer to a four year university and complete the baccalaureate degree in early childhood education.

### Required General Education Courses

**Courses That Fulfill Minimum Degree Requirements**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1030</td>
<td>Essentials of Biology</td>
<td>4</td>
</tr>
<tr>
<td>COM 100 or COM 103</td>
<td>Fund of Speech Communication or Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy/Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1010</td>
<td>MATH 1010 (or higher level)</td>
<td>3</td>
</tr>
<tr>
<td>PHED 1070</td>
<td>Lifetime Fitness</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Social Science</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total General Education**

23

### Required Major Core Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED 101</td>
<td>Orientation to Early Childhood Ed</td>
<td>2</td>
</tr>
<tr>
<td>ECED 102</td>
<td>Foundations of Early Childhood Devel</td>
<td>3</td>
</tr>
<tr>
<td>ECED 201</td>
<td>Safe, Healthy Learning Environments</td>
<td>3</td>
</tr>
<tr>
<td>ECED 202</td>
<td>Infant, Toddler, Child Development</td>
<td>3</td>
</tr>
<tr>
<td>ECED 204</td>
<td>Family Dynamics &amp; Comm Involvement</td>
<td>3</td>
</tr>
<tr>
<td>ECED 205</td>
<td>Psychomotor Development</td>
<td>3</td>
</tr>
<tr>
<td>ECED 206</td>
<td>Development of Exceptional Children</td>
<td>3</td>
</tr>
<tr>
<td>ECED 207</td>
<td>Development Assessment</td>
<td>3</td>
</tr>
<tr>
<td>ECED 203</td>
<td>Infant &amp; Toddler Care</td>
<td>3</td>
</tr>
<tr>
<td>ECED 209</td>
<td>Creative Development</td>
<td>3</td>
</tr>
<tr>
<td>ECED 210</td>
<td>The Mentoring Teacher</td>
<td>3</td>
</tr>
<tr>
<td>ECED 211</td>
<td>Advanced Learning Environments</td>
<td>3</td>
</tr>
<tr>
<td>ECED 212</td>
<td>Administration of Child Care Centers</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 373</td>
<td>Children’s Literature1</td>
<td>3</td>
</tr>
<tr>
<td>ECED 213</td>
<td>Clinical Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>ECED 214</td>
<td>Clinical Practicum II</td>
<td>3</td>
</tr>
<tr>
<td>HED 200</td>
<td>First Aid and Safety/CPR</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Major Core**

38

**Total Degree Requirements**

61

---

1 ENGL 373, a TSU course offered on the Vol State campus will satisfy this requirement.

*Courses that are designated 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, but they have been developed with a purpose other than being university parallel courses.*
ASSOCIATE OF APPLIED SCIENCE

Paralegal Studies

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 this program to a baccalaureate program is responsible for information about transferability of course work.

To be considered for entry into the Paralegal Studies program as a major, a student must:

1. Complete an application to the College and complete all developmental requirements except mathematics, which may be taken concurrently with LAW courses.
2. Complete ENGL 1010, LAW 100*, 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.)
3. Provide two letters of recommendation from individuals employed in the legal field. At least one letter must be from a person who works in a professional capacity as a legal assistant, paralegal, or similar support professional.
4. Complete an interview or attend a meeting with the teaching faculty concerning program entry.

Requirements to continue from semester to semester as a Paralegal student include:

1. Maintain satisfactory progress with no grade below "C" in any LAW course.
2. Follow the planned curriculum.

Required General Education Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100</td>
<td>Fund of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COM 103</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy/Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>MATH 1010 or MATH 1130</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Fine Arts/Humanities</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Social Science</td>
<td>3</td>
</tr>
</tbody>
</table>

Total General Education 23

Required Major Core Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1020</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>LAW 100*</td>
<td>Introduction to Legal Assistance</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>and Ethics</td>
<td></td>
</tr>
<tr>
<td>LAW 101*</td>
<td>Introduction to Law</td>
<td>3</td>
</tr>
<tr>
<td>LAW 104*</td>
<td>Torts</td>
<td>3</td>
</tr>
<tr>
<td>LAW 105*</td>
<td>Legal Research</td>
<td>3</td>
</tr>
<tr>
<td>LAW 106*</td>
<td>Legal Writing</td>
<td>3</td>
</tr>
<tr>
<td>LAW 107*</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>LAW 210*</td>
<td>Civil Trial and Appellate Practice I</td>
<td>3</td>
</tr>
<tr>
<td>LAW 211*</td>
<td>Civil Trial and Appellate Practice II</td>
<td>3</td>
</tr>
<tr>
<td>LAW 220*</td>
<td>Business Organizations and Contracts</td>
<td>3</td>
</tr>
<tr>
<td>LAW Electives</td>
<td>Chosen from the following:</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>BUS 280*, LAW 135*, LAW 200*,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LAW 220*, LAW 231*, LAW 245*,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LAW 250*, LAW 261*, LAW 276T*</td>
<td></td>
</tr>
</tbody>
</table>

Total Major Core 37

Total Degree Requirements 60

* Courses that are designated 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, but they have been developed with a purpose other than being university parallel courses.
Degrees and Certificates
The Allied Health Division offers degree and certificate programs which are designed to prepare students for a career in specific health care occupations. The programs range from one semester to two academic years (6 to 24 months) in length. The programs are:

- Dental Assistant
- Diagnostic Medical Sonography
- EMT - Basic, Intermediate, Paramedic
- Fire Science Technology
- Health Information Technology (Medical Records)
- Ophthalmic Technician
- Physical Therapist Assistant
- Radiologic Technology
- Respiratory Care Technology
- Sleep Diagnostics Technology

Professional Advancement
The Division also offers a variety of professional advancement opportunities beyond degree/certificate programs. These include training in Coding/Reimbursement, Advanced Practitioner in Respiratory Care, Computerized Tomography, Orthodontic Assistant, and Mammography. Limited License in Radiology courses are also available which meet State criteria.

Health Sciences Center of Emphasis
The Vol State Health Sciences Center of Emphasis offers non-credit training which serves the continuing education needs and interests of many healthcare professionals throughout the College's service region.

Admissions Requirements
Volunteer State Community College has an open door admissions policy. We strongly suggest, however, that applicants graduate from an accredited high school. 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.

All applicants under 21 years of age are required to take the ACT or SAT examination. Applications to some Allied Health programs, regardless of age, who have not previously been tested, may be required to take the College's placement examinations in reading, writing, and mathematics.

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 have the following on file in the Office of Admissions and Records:

1. Application to the College
2. Some programs may require a VSCC medical history report
3. ACT or SAT scores if under 21 years of age
4. Application to Allied Health Careers
5. All high school transcripts or GED scores
6. Transcripts from other colleges attended
7. Appropriate Placement Test results (if applicable), and
8. Other requested documents, records, and tests.

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 more than 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.
ASSOCIATE OF APPLIED SCIENCE

Allied Health Option

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. To be admitted into this degree program, one must meet the same requirements for admission as do students in other degree programs at the College.

Required General Education Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>COM 100</td>
<td>Fundamentals Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COM 103</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy &amp; Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts/ Humanities</td>
<td>BIOL 101 or AHC 130*</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>MATH 101 (or higher level)</td>
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</tr>
<tr>
<td>Natural</td>
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<tr>
<td>Science</td>
<td>PHED</td>
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</tr>
<tr>
<td>Social Science</td>
<td>Any 1-hour PE activity</td>
<td>3</td>
</tr>
</tbody>
</table>

Total General Education: 23

Additional Program Requirements

Dental Assistant, Diagnostic Medical Sonography
EMT-Paramedic, Sleep Diagnostics

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>FST 101*</td>
<td>Fundamentals of Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FST 111*</td>
<td>Fire Protection Hydraulics &amp; Water Supply</td>
<td>3</td>
</tr>
<tr>
<td>FST 115*</td>
<td>Fundamentals of Fire Prevention</td>
<td>3</td>
</tr>
<tr>
<td>FST 116*</td>
<td>Fire Behavior and Combustion</td>
<td>3</td>
</tr>
<tr>
<td>FST 121*</td>
<td>Fire Protection Systems</td>
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</tr>
<tr>
<td>FST 201*</td>
<td>Building Construction for Fire Protection</td>
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</tr>
<tr>
<td>Electives</td>
<td>May be chosen from the following 3-hr credit courses:</td>
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</tr>
<tr>
<td></td>
<td>FST 102* Hazards Materials I</td>
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</tr>
<tr>
<td></td>
<td>FST 103* Firefighting Strategy and Tactics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FST 107* Firefighter Safety</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FST 109* Legal Aspects of Firefighting</td>
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</tr>
<tr>
<td></td>
<td>FST 112* Rescue Awareness</td>
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<tr>
<td></td>
<td>FST 120* Spanish for Emergency Responders</td>
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<tr>
<td></td>
<td>FST 130* Leadership Development</td>
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<tr>
<td></td>
<td>FST 202* Fire Investigation</td>
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<tr>
<td></td>
<td>FST 203* Fire Administration</td>
<td>3</td>
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<tr>
<td></td>
<td>FST 204* Supervisory Training for Firefighters</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FST 207* Building Collapse</td>
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<td>FST 208* Water Enhancing Agents</td>
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<td></td>
<td>FST 209* Hazardous Materials II</td>
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<td></td>
<td>FST 210* Public Fire Education</td>
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<td></td>
<td>FST 211* NFPA Fire Inspector</td>
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<tr>
<td></td>
<td>FST 231* NFPA Life Safety Code</td>
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</table>

Total Additional Requirements: 38-44

Total Degree Requirements: 61-67

Fire Science Technology Option

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. To be admitted into this degree program, one must meet the same requirements for admission as do students in other degree programs of the College.

Required General Education Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>COM 100</td>
<td>Fundamentals Speech Communication</td>
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</tr>
<tr>
<td>or COM 103</td>
<td>Public Speaking</td>
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<tr>
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<td>Microcomputer Literacy &amp; Applications</td>
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<td>ENGL 1010</td>
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<td>ART 1030, ENGL 1030, HUM 1030,</td>
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<td>MATH 1010 (or higher level)</td>
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<tr>
<td>Natural</td>
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<tr>
<td>Science</td>
<td>PHED</td>
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<tr>
<td>Social Science</td>
<td>Any 1-hour PE activity</td>
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Total General Education: 23

Required Major Core Courses

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<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>FST 101*</td>
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<td></td>
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<td>FST 231* NFPA Life Safety Code</td>
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</tr>
</tbody>
</table>

Total Major Core: 39

Total Degree Requirements: 62

* Courses that are designated 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, but they have been developed with a purpose other than being university parallel courses.
ASSOCIATE OF APPLIED SCIENCE
Allied Health Careers

Health Information Technology Option

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 of Allied Health Education Programs (CAAAHEP), in cooperation with AHIMA's Council on Accreditation.

Applicants are admitted to the Health Information Technology program each Fall semester. A Certificate of Observation must be completed and presented to the Program Director at the time of registration for MDR 115*. The program is a two-year Associate degree. Both daytime and evening classes are available. Contact the Program Director for site locations.

Required General Education Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>BIOL 2010</td>
<td>Human Anatomy &amp; Physiology I</td>
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</tr>
<tr>
<td>COM 100 or COM 103</td>
<td>Fundamentals Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy &amp; Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1010 (or higher level)</td>
<td>Math</td>
<td>3</td>
</tr>
<tr>
<td>PHED</td>
<td>Any 1-hour PE activity</td>
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<tr>
<td></td>
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Required Major Core Courses

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<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>AHC 115*</td>
<td>Medical Terminology</td>
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<tr>
<td>BIOL 2020</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>MDR 115*</td>
<td>Basic Health Record Principles</td>
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</tr>
<tr>
<td>MDR 120*</td>
<td>Specialized Health Record Systems</td>
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<tr>
<td>MDR 210*</td>
<td>Classification Systems - ICD-CM</td>
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</tr>
<tr>
<td>MDR 215*</td>
<td>Classification Systems - CPT</td>
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</tr>
<tr>
<td>MDR 225*</td>
<td>Pathophysiologic Science</td>
<td>3</td>
</tr>
<tr>
<td>MDR 230*</td>
<td>Reimbursement Methodologies</td>
<td>3</td>
</tr>
<tr>
<td>MDR 240*</td>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MDR 250*</td>
<td>Legal Aspects of Health Records</td>
<td>3</td>
</tr>
<tr>
<td>MDR 270*</td>
<td>Supervisory Management for Healthcare I</td>
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<tr>
<td>MDR 275*</td>
<td>Supervisory Management for Healthcare II</td>
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<tr>
<td>MDR 280*</td>
<td>Seminar and Research Project</td>
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<tr>
<td>MDR 281C*</td>
<td>Clinical Practice in Health Records</td>
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<tr>
<td>MDR 282C*</td>
<td>Clinical Practice in Health Information</td>
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</tr>
<tr>
<td></td>
<td>Total Degree Requirements</td>
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</tbody>
</table>

Ophthalmic Technician Option

This program is designed to prepare the student to act as an entry level ophthalmic technician. Duties of the ophthalmic technician generally include, but are not limited to: case histories, visual acuity measurement, visual field testing, refractometry, contact lenses, caring for and maintaining ophthalmic instruments, and assisting the doctor in the setup and performance of minor ophthalmic surgery. Accreditation for this program has been applied for through the Commission on Accreditation of Allied Health Education Programs in cooperation with the Committee on Accreditation of Ophthalmic Medical Personnel.

Admission to the program is limited and on a competitive basis. Screening for Fall entry into the program is conducted in June. Acceptance is contingent upon completion of the general education core and AHC 115*, with a cumulative GPA of 2.0 or better, prior to the Fall term. Once students are admitted to the program, three consecutive semesters of intensive full-time study are required for graduation.

Required General Education Courses

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<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
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<td>or AHC 130*</td>
<td>Anatomy &amp; Physiology for Health Sciences</td>
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<td>COM 100 or COM 103</td>
<td>Fundamentals Speech Communication</td>
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<td>CIS 100</td>
<td>Microcomputer Literacy &amp; Applications</td>
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<td>ENGL 1010</td>
<td>English Composition I</td>
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<td>MATH 1010 (or higher level)</td>
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<td>Any 1-hour PE activity</td>
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<tr>
<td>PSY 101</td>
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<td></td>
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Required Major Core Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>AHC 115*</td>
<td>Medical Terminology</td>
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<tr>
<td>OPH 102*</td>
<td>Ocular Anatomy and Physiology</td>
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<td>OPH 105*</td>
<td>Introduction to Ophthalmic Technology</td>
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<td>OPH 110C*</td>
<td>Clinical Applications I</td>
<td>6</td>
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<tr>
<td>OPH 112*</td>
<td>Ophthalmic Optics</td>
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<tr>
<td>OPH 120C*</td>
<td>Clinical Applications II</td>
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<td>OPH 121*</td>
<td>Basic Ophthalmic Pharmacology</td>
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<td>OPH 123*</td>
<td>Introduction to Ophthalmic Diseases</td>
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<td>OPH 126*</td>
<td>Ocular Motility</td>
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<tr>
<td>OPH 127*</td>
<td>Refractometry/Retinoscopy</td>
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</tr>
<tr>
<td>OPH 130C*</td>
<td>Clinical Applications III</td>
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<td>OPH 150*</td>
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<td>OPH 151*</td>
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<td>OPH 152*</td>
<td>Ophthalmic Procedures III</td>
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<td>OPH 153*</td>
<td>Ophthalmic Procedures IV</td>
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</table>
### Physical Therapist Assistant Option

This program prepares students to become Mid-level Physical Therapy practitioners. Physical Therapist Assistants work under the direction of a Registered Physical Therapist in a wide variety of healthcare 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. The application deadline is April 15 of each year. Class selection is completed in May from applicants who complete all prerequisites by the end of the Spring Semester. 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 general education courses and BIOL 2020, AHC 115*, HED 200, and PTA 110*. 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 PTA program classes frequently do not follow the regular College calendar.

#### Required General Education Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2010</td>
<td>Human Anatomy &amp; Physiology I</td>
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</tr>
<tr>
<td>COM 100</td>
<td>Fundamentals Speech Communication</td>
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<tr>
<td>PSY 101</td>
<td>General Psychology I</td>
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**Total General Education:** 23

#### Required Major Core Courses

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<thead>
<tr>
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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>AHC 115*</td>
<td>Medical Terminology</td>
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<tr>
<td>AHC 250*</td>
<td>Pathophysiology</td>
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</tr>
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<td>Human Anatomy &amp; Physiology II</td>
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<tr>
<td>HED 200</td>
<td>First Aid &amp; Safety/CPR</td>
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<td>PTA 110*</td>
<td>Physical Sciences for the PTA</td>
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<td>PTA 210*</td>
<td>Fundamentals of PTA</td>
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<td>PTA 221*</td>
<td>Clinical Anatomy I</td>
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<td>PTA 242C*</td>
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<td>PTA 243C*</td>
<td>Clinical Practice II</td>
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<td>PTA Seminar I</td>
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<td>PTA 253*</td>
<td>Therapeutic Applications I</td>
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<td>PTA 263*</td>
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<td>Therapeutic Applications III</td>
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</table>

**Total Major Core:** 53

**Total Degree Requirements:** 76

Students who wish to explore the field of physical therapy are encouraged to enroll in AHC 101, Introduction to Physical Therapy. Those applicants who have completed this course have been more successful in the admission process.

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### Radiologic Technology Option

The Radiography 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 Radiography 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 mid 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 BIOL 2010 or AHC 130* with a grade of "C" or better. 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. The deadline is May 1 of each year.

#### Required General Education Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2010</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>or AHC 130*</td>
<td>Anatomy &amp; Physiology for Health Sciences</td>
<td></td>
</tr>
<tr>
<td>COM 100</td>
<td>Fund. of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COM 103</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy &amp; Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>MATH 1010 (or higher level)</td>
<td>3</td>
</tr>
<tr>
<td>PSED</td>
<td>Any 1-hour PE activity</td>
<td>1</td>
</tr>
<tr>
<td>Social Science</td>
<td>Any 3-hr Social Science course</td>
<td>3</td>
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</table>

**Total General Education:** 23

#### Required Major Core Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHC 115*</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>RAD 110*</td>
<td>Patient Care</td>
<td>3</td>
</tr>
<tr>
<td>RAD 111C*</td>
<td>Clinical Education I</td>
<td>2</td>
</tr>
<tr>
<td>RAD 112C*</td>
<td>Clinical Education II</td>
<td>3</td>
</tr>
<tr>
<td>RAD 113C*</td>
<td>Clinical Education III</td>
<td>3</td>
</tr>
<tr>
<td>RAD 120*</td>
<td>Positioning and Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>RAD 121*</td>
<td>Positioning and Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>RAD 122*</td>
<td>Positioning and Procedures III</td>
<td>4</td>
</tr>
<tr>
<td>RAD 130*</td>
<td>Radiographic Anatomy I</td>
<td>1</td>
</tr>
<tr>
<td>RAD 131*</td>
<td>Radiographic Anatomy II</td>
<td>1</td>
</tr>
<tr>
<td>RAD 150*</td>
<td>Radiation Protection</td>
<td>2</td>
</tr>
<tr>
<td>RAD 200*</td>
<td>Radiographic Image Evaluation</td>
<td>2</td>
</tr>
<tr>
<td>RAD 211C*</td>
<td>Clinical Education IV</td>
<td>3</td>
</tr>
<tr>
<td>RAD 212C*</td>
<td>Clinical Education V</td>
<td>3</td>
</tr>
<tr>
<td>RAD 213*</td>
<td>Clinical Application Review</td>
<td>1</td>
</tr>
<tr>
<td>RAD 220*</td>
<td>Radiologic Pathology</td>
<td>3</td>
</tr>
<tr>
<td>RAD 221*</td>
<td>Radiographic Physics I</td>
<td>4</td>
</tr>
<tr>
<td>RAD 222*</td>
<td>Radiographic Physics II</td>
<td>3</td>
</tr>
<tr>
<td>RAD 231*</td>
<td>Principles of Radiographic Exposure I</td>
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</tr>
<tr>
<td>RAD 232*</td>
<td>Principles of Radiographic Exposure II</td>
<td></td>
</tr>
<tr>
<td>RAD 240*</td>
<td>Radiography Seminar I</td>
<td>1</td>
</tr>
<tr>
<td>RAD 241*</td>
<td>Radiography Seminar II</td>
<td>1</td>
</tr>
<tr>
<td>RAD 242*</td>
<td>Registry Review</td>
<td>1</td>
</tr>
<tr>
<td>RAD 260*</td>
<td>Radiologic Biology</td>
<td></td>
</tr>
</tbody>
</table>

**Total Major Core:** 56

**Total Degree Requirements:** 79

**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 2010, 2020, 2110, 2120, 2310, or 2320; complete the American History sequence, either HIST 2010 or 2020; a one-hour PSED activity course; and three hours from either ECO, GEOG, HIST, POL, PSED, or SOC.

Students having sufficient background may receive credit by examination in RAD courses.

*Courses that are designated 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, but they have been developed with a purpose other than being university parallel courses.
## ASSOCIATE OF APPLIED SCIENCE

### Allied Health Careers

### Respiratory Care Technology

**Option**

The College offers an Associate of Applied Science degree for those wishing to pursue studies in Respiratory Care Technology. To be admitted into this degree program, one must meet the same requirements for admission as do students in other degree programs of the College.

### Required General Education Courses

#### Courses That Fulfill Minimum Degree Requirements

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2010</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>COM 100</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COM 103</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy &amp; Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1</td>
<td>MATH 1010 (or higher level)</td>
<td>3</td>
</tr>
<tr>
<td>PHED</td>
<td>Any 1-hour PE activity</td>
<td>1</td>
</tr>
<tr>
<td>Social Science</td>
<td>Any 3-hour Social Science course</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total General Education</strong></td>
<td><strong>23</strong></td>
</tr>
</tbody>
</table>

### Required Major Core Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>RPC 101*</td>
<td>Introduction to Respiratory Care</td>
<td>1</td>
</tr>
<tr>
<td>RPC 201*</td>
<td>Fundamentals of Respiratory Care I</td>
<td>4</td>
</tr>
<tr>
<td>RPC 202*</td>
<td>Fundamentals of Respiratory Care II</td>
<td>4</td>
</tr>
<tr>
<td>RPC 203*</td>
<td>Fundamentals of Respiratory Care III</td>
<td>3</td>
</tr>
<tr>
<td>RPC 220*</td>
<td>Cardio-Pulmonary-Renal Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>RPC 229*</td>
<td>Fundamentals of Mechanical Ventilation I</td>
<td>4</td>
</tr>
<tr>
<td>RPC 230*</td>
<td>Fundamentals of Mechanical Ventilation II</td>
<td>4</td>
</tr>
<tr>
<td>RPC 260*</td>
<td>Pulmonary Pathology</td>
<td>3</td>
</tr>
<tr>
<td>RPC 281C*</td>
<td>Clinical Practice I</td>
<td>6</td>
</tr>
<tr>
<td>RPC 282C*</td>
<td>Clinical Practice II</td>
<td>4</td>
</tr>
<tr>
<td>RPC 289*</td>
<td>Current Topics in Respiratory Care I</td>
<td>1</td>
</tr>
<tr>
<td>RPC 290*</td>
<td>National Certification Review</td>
<td>3</td>
</tr>
<tr>
<td>AHC 115*</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Major Core</strong></td>
<td><strong>44</strong></td>
</tr>
</tbody>
</table>

### Total Degree Requirements

|            | **67** |

**Prerequisite** before entering RPC core of study.
Technical Certificate Programs

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. Technical Certificate programs offer college credit and are designed to give the student minimum essential core subjects necessary to enter a career.

For additional information on these programs, refer to the section on Technical Certificate Programs.

Technical Certificate Programs at Vol State include the following:

### Summary of Technical Certificate Programs

<table>
<thead>
<tr>
<th>Division</th>
<th>Major Area of Emphasis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Health</td>
<td>Dental Assistant</td>
</tr>
<tr>
<td></td>
<td>Diagnostic Medical Sonography</td>
</tr>
<tr>
<td></td>
<td>EMT - Basic</td>
</tr>
<tr>
<td></td>
<td>EMT - Intermediate</td>
</tr>
<tr>
<td></td>
<td>EMT - Paramedic</td>
</tr>
<tr>
<td></td>
<td>Fire Science Technology</td>
</tr>
<tr>
<td></td>
<td>Sleep Diagnostics Technology</td>
</tr>
<tr>
<td>Business</td>
<td>Floral Design</td>
</tr>
<tr>
<td></td>
<td>Logistics Management</td>
</tr>
<tr>
<td></td>
<td>Office Management Technology</td>
</tr>
</tbody>
</table>

### Dental Assistant

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:

1. Application to the College
2. VSCC Medical History and Physical Examination report
3. Application to Allied Health Careers
4. High School Transcripts or GED Scores
5. ACT or SAT Test Scores if under 21 years of age
6. Basic Skills Prerequisites: Reading competence equivalent to DSPR 0800; Writing competence equivalent to DSPW 0800; and Math competence equivalent to DSPM 0700
7. Transcripts from any other Colleges attended
8. Other requested documents or records.

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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>DES 110*</td>
<td>Fundamentals of Dental Assisting</td>
<td>2</td>
</tr>
<tr>
<td>DES 120*</td>
<td>Dental Materials &amp; Laboratory Procedures</td>
<td>3</td>
</tr>
<tr>
<td>DES 130*</td>
<td>Dental Office Management</td>
<td>2</td>
</tr>
<tr>
<td>DES 210*</td>
<td>Preventive Dental Assisting</td>
<td>3</td>
</tr>
<tr>
<td>DES 211*</td>
<td>Dental Science I</td>
<td>4</td>
</tr>
<tr>
<td>DES 212*</td>
<td>Dental Science II</td>
<td>5</td>
</tr>
<tr>
<td>DES 220*</td>
<td>The Compromised Patient</td>
<td>2</td>
</tr>
<tr>
<td>DES 221*</td>
<td>Dental Radiography I</td>
<td>3</td>
</tr>
<tr>
<td>DES 222*</td>
<td>Dental Radiography II</td>
<td>2</td>
</tr>
<tr>
<td>DES 231*</td>
<td>Clinical Science I</td>
<td>3</td>
</tr>
<tr>
<td>DES 232*</td>
<td>Clinical Science II</td>
<td>4</td>
</tr>
<tr>
<td>DES 233*</td>
<td>Clinical Science III</td>
<td>2</td>
</tr>
<tr>
<td>DES 241C*</td>
<td>Clinical Practice I</td>
<td>1</td>
</tr>
<tr>
<td>DES 242C*</td>
<td>Clinical Practice II</td>
<td>2</td>
</tr>
<tr>
<td>DES 243C*</td>
<td>Clinical Practice III</td>
<td>10</td>
</tr>
</tbody>
</table>

Total Certificate Hours 48

* Courses that are designated primarily for career/vocational 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, but they have been developed with a purpose other than being university parallel courses.
**Technical Certificate Programs**

**TECHNICAL CERTIFICATES**

### Diagnostic Medical Sonography

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 anatomy and physiology and clinical education in abdominal, obstetrical, gynecological, and small parts sonography.

Admission to the program is limited and the deadline for applications is May 1 for the Fall semester class. A personal interview is required and screening of applicants will take place in late spring. Applicants seeking admission to the program must submit an application to the College and meet the following requirement:

Successful completion of an AMA recognized two-year program (i.e., Radiologic Technology, Nursing, Respiratory Therapist, etc.) with a minimum GPA of 2.50.

For more information or an application packet, contact the Diagnostic Medical Sonography Program Director.

**Summary of Required Hours**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>UST 200*</td>
<td>Introduction to Medical Sonography</td>
<td>3</td>
</tr>
<tr>
<td>UST 211C*</td>
<td>Clinical Education I</td>
<td>4</td>
</tr>
<tr>
<td>UST 212C*</td>
<td>Clinical Education II</td>
<td>4</td>
</tr>
<tr>
<td>UST 213C*</td>
<td>Clinical Education III</td>
<td>6</td>
</tr>
<tr>
<td>UST 220*</td>
<td>Physics and Instrumentation I</td>
<td>3</td>
</tr>
<tr>
<td>UST 221*</td>
<td>Physics and Instrumentation II</td>
<td>3</td>
</tr>
<tr>
<td>UST 240*</td>
<td>Abdominal Scanning</td>
<td>4</td>
</tr>
<tr>
<td>UST 241*</td>
<td>OB/GYN Scanning</td>
<td>4</td>
</tr>
<tr>
<td>UST 242*</td>
<td>Small Parts Scanning</td>
<td>2</td>
</tr>
<tr>
<td>UST 250*</td>
<td>Registry Review</td>
<td></td>
</tr>
</tbody>
</table>

**Total Certificate Hours** 34

### Emergency Medical Technician - Basic

The Emergency Medical Technician-Basic (EMT-B) certificate program is the required course of studies designed to prepare students for entry-level positions as professional medical care providers in a pre-hospital setting such as an ambulance service. These are prerequisite courses for persons considering entry into the Intermediate and Paramedic Technical Certificate programs. The EMT-Basic duties include the recognition, assessment, and basic management of medical, trauma, and environmental emergencies under the direction of on or off-line medical control. The courses follow the most current U.S. Department of Transportation National Standard Curriculum. Students who successfully complete the course work and clinical components of the program are eligible for the Tennessee Initial EMT-Basic Licensing Examination after the first semester and the EMT-IV Licensing Examination, after completing the second semester.

The program is open to all students making application to the College and paying all appropriate application fees. Students must be 18 years old and possess a high school diploma or GED, 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, with limited seating, at several off-campus locations that may include Nashville, Clarksville, Springfield, Lebanon, and Ashland City. 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 program to be eligible to take professional licensing examinations.

**Summary of Required Hours**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHC 115*</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>AHC 130*</td>
<td>Anatomy &amp; Physiology/Health Sciences</td>
<td>4</td>
</tr>
<tr>
<td>EMT 101*</td>
<td>EMS Theories I (Basic)</td>
<td>8</td>
</tr>
<tr>
<td>EMT 101C*</td>
<td>EMS Clinical I Basic</td>
<td>2</td>
</tr>
<tr>
<td>EMT 103*</td>
<td>Basic Life Support</td>
<td></td>
</tr>
</tbody>
</table>

First Term Requirements 15-18

1 AHC 115 is required for students seeking the IV Therapy Certification and/or planning to go on to Paramedic. It is **not** required for those students wanting only a Basic EMT License. It is strongly recommended that all students attempt the course.

**Spring Semester**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHC 111*</td>
<td>Drugs and Solutions</td>
<td>1</td>
</tr>
<tr>
<td>EMT 102*</td>
<td>EMS Theories II (IV Therapy)</td>
<td>6</td>
</tr>
<tr>
<td>EMT 102C*</td>
<td>EMS Clinical II</td>
<td>4</td>
</tr>
<tr>
<td>EMT 121*</td>
<td>Intro Pre-Hospital Emerg Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>EMT 122*</td>
<td>Life Span Development</td>
<td>2</td>
</tr>
</tbody>
</table>

Subtotal of Hours 15

**Total Certificate Hours** 33

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* Courses that are designated primarily for career/vocational 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, but they have been developed with a purpose other than being university parallel courses.
**TECHNICAL CERTIFICATES**

### Emergency Medical Technician - Intermediate

The Emergency Medical Technician-Intermediate (EMT-I) certificate program is advanced course work necessary to meet the requirements for the U.S. Department of Transportation National Standard EMT Intermediate Curriculum and includes all optional components suggested. THIS CERTIFICATE IS A PREREQUISITE FOR THE EMT-PARAMEDIC CERTIFICATE.

The EMT-I duties include the assessment, recognition, and extended skills treatment modalities for medical, trauma, and environmental emergencies. Additional studies include general pathophysiology of disease processes, infection control, therapeutic communications, advanced skills in airway management, emergency "first-line" medication administrations, supervisory concepts, trauma care, environmental emergencies, incident command, hazardous materials and rescue considerations. Students who successfully complete the didactic and clinical components are eligible to seek the National Registry EMT-I Certification Examination. EMT-INTERMEDIATE IS NOT A RECOGNIZED LEVEL OF LICENSURE BY THE STATE OF TENNESSEE.

The Intermediate Certificate is open to all persons who possess a current Tennessee EMT-B or EMT-IV license. Individuals who have completed an approved EMT Program and have National Registry certification may complete this Certificate.

**Summary of Required Hours**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHC 111*</td>
<td>Drugs and Solutions</td>
<td>1</td>
</tr>
<tr>
<td>AHC 115*</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>AHC 130*</td>
<td>Anatomy &amp; Physiology/Health Sciences</td>
<td>4</td>
</tr>
<tr>
<td>EMT 121*</td>
<td>Intro Pre-Hospital Emerg Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>EMT 122*</td>
<td>Life Span Development</td>
<td>2</td>
</tr>
<tr>
<td>EMT 201*</td>
<td>Gen Principles Pathophysiology/Disease</td>
<td>4</td>
</tr>
<tr>
<td>EMT 211*</td>
<td>EMS Theories III (Advanced)</td>
<td>4</td>
</tr>
<tr>
<td>EMT 212*</td>
<td>Physical and Health Assessments</td>
<td>3</td>
</tr>
<tr>
<td>EMT 213*</td>
<td>Pharmacology II (Advanced)</td>
<td>2</td>
</tr>
<tr>
<td>EMT 214*</td>
<td>Advanced Cardiovascular Care</td>
<td>2</td>
</tr>
<tr>
<td>EMT 215C*</td>
<td>Advanced Clinical Practice I</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Certificate Hours** 31

### Emergency Medical Technician - Paramedic

The Emergency Medical Technician-Paramedic (PM) certificate program is designed to prepare students to serve as professional paramedics in an emergency care setting such as an ambulance service. Using the U.S. Department of Transportation National Standard EMT Paramedic Curriculum, discussions include the application of advanced patient assessment, recognition, and advanced treatment modalities for medical, trauma, and environmental emergencies. Paramedic Program students are competitively selected for admission.

The Paramedic Certificate is open to individuals who complete the EMT-Intermediate Certificate and possess a current, valid Tennessee license as an EMT-Basic or EMT-IV or who are eligible for licensure in Tennessee and complete the State's reciprocity procedures.

Applications are accepted until May 1 of each year and the screening process consists of the following:

- Program application submitted by May 1
- Application to the College by May 1
- ACT/SAT scores submitted (students under 21 years of age)
- Basic EMT Knowledge Examination
- College Placement Examination
- Psychological Profile
- Physical Ability Exercise
- Personal Interview

**Summary of Required Hours**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHC 111*</td>
<td>Drugs and Solutions</td>
<td>1</td>
</tr>
<tr>
<td>AHC 115*</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>AHC 130*</td>
<td>Anatomy &amp; Physiology/Health Sciences</td>
<td>4</td>
</tr>
<tr>
<td>EMT 213*</td>
<td>Pharmacology II (Advanced)</td>
<td>2</td>
</tr>
<tr>
<td>EMT 216*</td>
<td>EMS Theories IV (Special Considerations)</td>
<td>6</td>
</tr>
<tr>
<td>EMT 217*</td>
<td>Geriatrics &amp; Home Care Interventions</td>
<td>2</td>
</tr>
<tr>
<td>EMT 218*</td>
<td>Pediatric Emergencies</td>
<td>2</td>
</tr>
<tr>
<td>EMT 219*</td>
<td>Advanced Trauma Care</td>
<td>2</td>
</tr>
<tr>
<td>EMT 220C*</td>
<td>Advanced Clinical Practice II</td>
<td>4</td>
</tr>
<tr>
<td>EMT 240C*</td>
<td>Paramedic Field Internship</td>
<td>12</td>
</tr>
<tr>
<td>EMT 241*</td>
<td>Summative Review &amp; Examinations</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Certificate Hours** 39

---

* Courses that are designated primarily for career/vocational 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, but they have been developed with a purpose other than being university parallel courses.
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:
- Application to the College
- Submission of high school transcripts or GED scores, and
- Any other requested documents

**Summary of Required Hours**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>FST 101*</td>
<td>Fundamentals of Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FST 111*</td>
<td>Fire Protection Hydraulics &amp; Water Supply</td>
<td>3</td>
</tr>
<tr>
<td>FST 115*</td>
<td>Fundamentals of Fire Prevention</td>
<td>3</td>
</tr>
<tr>
<td>FST 116*</td>
<td>Fire Behavior and Combustion</td>
<td>3</td>
</tr>
<tr>
<td>FST 121*</td>
<td>Fire Protection Systems</td>
<td>3</td>
</tr>
<tr>
<td>FST 201*</td>
<td>Building Construction for Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Major Core Hours</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

**Guided Electives**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>FST 102*</td>
<td>Hazardous Materials I</td>
<td></td>
</tr>
<tr>
<td>FST 103*</td>
<td>Firefighting Strategy and Tactics</td>
<td></td>
</tr>
<tr>
<td>FST 107*</td>
<td>Firefighter Safety</td>
<td></td>
</tr>
<tr>
<td>FST 109*</td>
<td>Legal Aspects of Firefighting</td>
<td></td>
</tr>
<tr>
<td>FST 112*</td>
<td>Rescue Awareness</td>
<td></td>
</tr>
<tr>
<td>FST 120*</td>
<td>Spanish for Emergency Responders</td>
<td></td>
</tr>
<tr>
<td>FST 130*</td>
<td>Leadership Development</td>
<td></td>
</tr>
<tr>
<td>FST 202*</td>
<td>Fire Investigation</td>
<td></td>
</tr>
<tr>
<td>FST 203*</td>
<td>Fire Administration</td>
<td></td>
</tr>
<tr>
<td>FST 204*</td>
<td>Supervisory Training for Firefighters</td>
<td></td>
</tr>
<tr>
<td>FST 207*</td>
<td>Building Collapse</td>
<td></td>
</tr>
<tr>
<td>FST 208*</td>
<td>Water Enhancing Agents</td>
<td></td>
</tr>
<tr>
<td>FST 209*</td>
<td>Hazardous Materials II</td>
<td></td>
</tr>
<tr>
<td>FST 210*</td>
<td>Public Fire Education</td>
<td></td>
</tr>
<tr>
<td>FST 211*</td>
<td>NFPA Fire Inspector</td>
<td></td>
</tr>
<tr>
<td>FST 221*</td>
<td>Standard Fire Prevention Code</td>
<td></td>
</tr>
<tr>
<td>FST 231*</td>
<td>NFPA Life Safety Code</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Guided Elective Hours</strong></td>
<td><strong>6</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total Certificate Hours</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

* Courses that are designated primarily for career/vocational 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, but they have been developed with a purpose other than being university parallel courses.
## Technical Certificate Programs

### Logistics Management

This 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 Concentration.

**Summary of Required Hours**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 201</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACT 202</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 110*</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy/Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 150*</td>
<td>Microcomputer Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>LGM 130*</td>
<td>Introduction to Logistics Management</td>
<td>3</td>
</tr>
<tr>
<td>LGM 140*</td>
<td>Transportation</td>
<td>3</td>
</tr>
<tr>
<td>LGM 150*</td>
<td>Distribution Center and Warehouse Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 120*</td>
<td>Supervision Principles</td>
<td>3</td>
</tr>
<tr>
<td>MKT 110*</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Certificate Hours**: 30

---

### Office Management Technology

This 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 year of full-time study.

Students desiring this certificate need to have on file in the Office of Admissions and Records the following:

1. Application to the College and the $10 application fee
2. High School transcripts or GED scores
3. Other requested documents or records.

**Summary of Required Hours**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 222*</td>
<td>Business Communications II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy &amp; Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 150*</td>
<td>Microcomputer Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>MGT 120*</td>
<td>Supervision Principles</td>
<td>3</td>
</tr>
<tr>
<td>OMT 101</td>
<td>Beginning Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>OMT 102</td>
<td>Intermediate Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>OMT 211*</td>
<td>Business Communications I</td>
<td>3</td>
</tr>
<tr>
<td>OMT 248*</td>
<td>Word for Windows</td>
<td>3</td>
</tr>
<tr>
<td>OMT 249*</td>
<td>Advanced Word for Windows</td>
<td>3</td>
</tr>
<tr>
<td>OMT 253*</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Certificate Hours**: 30

---

* Courses that are designated primarily for career/vocational 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, but they have been developed with a purpose other than being university parallel courses.
Sleep Diagnostics Technology

This technical certificate program is a three-semester (twelve month) program and is composed of didactic and clinical instruction. It 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).

The program begins every spring semester in January. Each semester is dependant 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 by examination only.

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:

1. Application to the College
2. Application to Allied Health Careers
3. VSCC Medical History and Physical Examination Report
4. Statement of Health and Hospitalization Insurance Coverage
5. High School transcripts or GED scores
6. ACT or SAT scores if under 21 years of age
7. Transcripts from other colleges attended
8. Interview or screening documentation

The Application to Allied Health Careers deadline is November 01 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

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSG 101*</td>
<td>Anatomy and Physiology of Sleep Disorders</td>
<td>3</td>
</tr>
<tr>
<td>PSG 102*</td>
<td>Classification of Sleep Disorders</td>
<td>3</td>
</tr>
<tr>
<td>PSG 110*</td>
<td>Polygraphy Instrumentation</td>
<td>3</td>
</tr>
<tr>
<td>PSG 120C*</td>
<td>Clinical Practice I</td>
<td>4</td>
</tr>
<tr>
<td>PSG 130*</td>
<td>Data Management in Polysomnography</td>
<td>4</td>
</tr>
<tr>
<td>PSG 131*</td>
<td>Sleep Scoring</td>
<td>4</td>
</tr>
<tr>
<td>PSG 132*</td>
<td>Sleep Registry Review</td>
<td>4</td>
</tr>
<tr>
<td>PSG 133C*</td>
<td>Clinical Practice II</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Certificate Hours 31
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-8. The major concentration is on 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 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 No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 100</td>
<td>Microcomputer Literacy &amp; Applications</td>
<td>3</td>
</tr>
<tr>
<td>COM 100</td>
<td>Fund of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>EDU 101</td>
<td>Introduction to Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 102</td>
<td>Human Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>EDU 281P</td>
<td>Early Experience in Education</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1020</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2110</td>
<td>Survey of American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2120</td>
<td>Survey of American Literature II</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>ART 1030 and MUS 1030</td>
<td>6</td>
</tr>
<tr>
<td>GEOG 105</td>
<td>Introduction to Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>HED 100</td>
<td>Personal Health</td>
<td>3</td>
</tr>
<tr>
<td>HED 200</td>
<td>First Aid &amp; Safety/CPR</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>Two courses from HIST 2010 or 2020, and 2030</td>
<td>6</td>
</tr>
<tr>
<td>Math</td>
<td>MATH 1410 and MATH 1420</td>
<td>6</td>
</tr>
<tr>
<td>Natural BIOL</td>
<td>1030 or 1110 and CHEM 1030,</td>
<td>8</td>
</tr>
<tr>
<td>Science</td>
<td>or any GEOL, or any PHYS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physical Education Electives</td>
<td>2</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Associate Degree Requirements 67

Additional Elementary Education Requirements

Offered by VSCC

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 264</td>
<td>Education of Exceptional Children</td>
<td>3</td>
</tr>
<tr>
<td>HIS 220</td>
<td>African American History</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>One History course (HIST 1110 or 1120)</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 231</td>
<td>Child Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Sub-Total Hours 15

Professional Education and Major Emphasis Courses

Offered by Tennessee State University on the VSCC Campus

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECCD 332</td>
<td>Creative Arts</td>
<td>3</td>
</tr>
<tr>
<td>ECCD 361</td>
<td>Early Childhood Curriculum I</td>
<td>3</td>
</tr>
<tr>
<td>EDAD 301</td>
<td>School Organization, Management</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 387</td>
<td>Curriculum Development</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 390A</td>
<td>Interdisciplinary Methods I</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 390B</td>
<td>Interdisciplinary Methods II</td>
<td>3</td>
</tr>
<tr>
<td>EDAD 400</td>
<td>Professional Rights &amp; Responsibilities</td>
<td>2</td>
</tr>
<tr>
<td>EDCI 470B</td>
<td>Educational Seminar</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 472E</td>
<td>Student Teaching Elementary</td>
<td>12</td>
</tr>
<tr>
<td>EDI 490</td>
<td>Multi-Cultural Education</td>
<td>3</td>
</tr>
<tr>
<td>EDRD 424</td>
<td>Methods of Teaching Reading</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 373</td>
<td>Children's Literature</td>
<td>3</td>
</tr>
<tr>
<td>PE 310</td>
<td>Play and Lead-Up Games</td>
<td>2</td>
</tr>
<tr>
<td>PSY 312</td>
<td>Measurement and Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>PSY 315</td>
<td>Principles of Learning</td>
<td>3</td>
</tr>
<tr>
<td>PSY 374</td>
<td>Classroom Management</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 449</td>
<td>Speech and Theater</td>
<td>3</td>
</tr>
<tr>
<td>SPTH 310</td>
<td>Language &amp; Speech Development of Children</td>
<td>3</td>
</tr>
</tbody>
</table>

Sub-Total Hours 62

Total Bachelor of Science Hours 144

*One semester of student teaching will include primary and middle school experience.
UNIVERSITY CENTER

TSU Nursing
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 clinics 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, psychology, speech, and sociology. 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, (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 RNEE 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.

Summary of Required Hours

Offered by VSCC

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHC 111*</td>
<td>Drugs and Solutions</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 2010</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2020</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2230</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>COM 100</td>
<td>Fund of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1020</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts/Humanities Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Physical Education Activity</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 231</td>
<td>Child Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Sub-Total Hours</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

Offered by TSU

on the VSCC Campus

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 101</td>
<td>Fundamentals of Nursing</td>
<td>7</td>
</tr>
<tr>
<td>NUR 102</td>
<td>Nursing Care in Selected Major Health Problems</td>
<td>8</td>
</tr>
<tr>
<td>NUR 201</td>
<td>Care of Patients with Long-Term Illness</td>
<td>9</td>
</tr>
<tr>
<td>NUR 202</td>
<td>Family-Centered Approach to Maternal-Child Health Nursing</td>
<td>9</td>
</tr>
<tr>
<td>NUR 220</td>
<td>Nursing Seminar</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Sub-Total Hours</strong></td>
<td><strong>35</strong></td>
</tr>
</tbody>
</table>

Total Degree Requirements 71
Description
of
Courses
Courses of Study

The section on Course Descriptions, which follows, contains an alphabetical listing of all disciplines in the College and a description of all course offerings. The official course title appears in bold type. The figures in parentheses following the course title 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 Semester Schedule of Classes is published a few weeks prior to the opening of each term. 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. Copies are available in the Office of Admissions and Records and in the Office of Student Services. The College reserves the right to make changes in any schedule prior to or during registration.

CEU, Non-Credit Courses

In addition to the credit courses of study, the College offers a wide variety of non-credit courses through the Continuing Education Program. These offerings are as diverse as the population they serve and are reviewed regularly to update content and topics in order to meet the changing needs, interests, and expectations of the community. Because of the challenge to revise the offerings on a regular basis, a listing and description of each of the courses are not included in the catalog. Subject matter ranges from arts and crafts, home economics, and avocational endeavors to career prospects, computers, management and financial matters. Course descriptions are included in the Semester Schedule of Classes each term.

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

On the following pages, 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 corequisite 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 (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. PREREQUISITE: ACT 201

ACT 201 Principles of Accounting I (3) Covers the basic principles and procedures from the management viewpoint. Determination of net income, values of assets, notes and interest, plant depreciation, voucher systems, payroll systems, the theory of internal control, and partnership organizations and operation.

ACT 202 Principles of Accounting II (3) Continues with corporation capital accounts, bonds and investments, basic concepts of cost and managerial accounting, funds statements, and financial analysis. PREREQUISITE: ACT 201 with a C or better.

ACT 205* Income Tax (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 (3)** A course introducing the students to the various accounting packages available on microcomputers covering such areas as general ledger, accounts payable, accounts receivable, inventory, and payroll. Students will use microcomputer accounting packages on IBM PC’s in order to apply accounting theory to the computer. PREREQUISITE: ACT 202 with a C or better; CIS 100.

**ACT 215* Managerial Cost Accounting (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. PREREQUISITE: ACT 202 with a C or better.

**ACT 221* Intermediate Accounting I (3)** This course covers accounting theory, preparation of basic financial statements, future and present value concepts, receivables, inventory valuation, acquisition, disposal and depreciation of plant assets, intangible assets. PREREQUISITE: ACT 202 with a C or better.

**ACT 276T* Selected Topics in Accounting (1-4)** Specialized accounting topics such as Intermediate Accounting II or Corporate Taxation are studied in depth. 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. PREREQUISITE: Permission of the program coordinator.

## Allied Health Careers

**AHC 100* Introduction to Health Care Systems (4)** This course is designed to introduce a core of Health Care employment competencies and personal responsibilities in being a health care professional. Interpersonal skills, communication, recognition and response to emergency situations, infection control, legal and ethical issues are just a few topics to be covered. Three lecture, two laboratory hours per week.

**AHC 101* Introduction to Physical Therapy (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 102* Introduction to Health Professions (3)** This course is designed to help introduce students to the required commitment and responsibilities of being a health professional. It also introduces the student to the various health professions and an understanding of the many aspects to be considered in choosing a career in the health field.

**AHC 104* Introduction to Medical Imaging (1)** Survey of Medical Imaging including the history of radiology, modalities, and emphasis on the role and responsibilities of a radiologic technologist.

**AHC 109* Safety and Health in the Workplace (3)** A course designed to identify potential health and safety risks and methods to avoid injury on the job. Discussion focuses on injury prevention and safe work practices, identification of hazardous exposures found in the workplace, and common strategies to reduce health risks associated with the workplace. This course may not be used to meet the requirements of the A.A.S., A.S., or A.A. degree.

**AHC 111* Drugs and Solutions (1)** Mediations - 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 (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 (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 250* Pathophysiology (3)** A study of the basic pathophysiologic processes of the human body with emphasis on the anatomic systems and disease entities. PREREQUISITE: BIOL 2020 or permission of instructor.

### 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 1030 Introduction to Art (3)** A general education course designed to meet the fine arts requirement for non-majors. 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. PREREQUISITES: An acceptable placement score, or DSPR 0800 and DSPW 0800.
ART 101 Drawing I (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. CO-RECOMMENDATIONS: ART 1030 and ART 121. Six contact hours per week.

ART 102 Drawing II (3) Introductory study of drawing the human figure emphasizing fundamental of figure dynamics and construction. PREREQUISITE: ART 101 or permission of instructor. Six contact hours per week.

ART 121 Two Dimensional Design (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. CO-RECOMMENDATIONS: ART 1030 AND ART 101. Six contact hours per week.

ART 122 Three Dimensional Design (3) A course exploring the articulation and organization of three dimensional form. Media includes wood, clay, and plaster. PREREQUISITE: ART 121. Six contact hours per week.

ART 135 Introduction to Ceramics (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 (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 (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 0700.

ART 142 Art History Survey II (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 0700.

ART 201 Drawing III (3) This course emphasizes 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. PREREQUISITES: ART 102 and ART 121 or permission of instructor. Six contact hours per week.

ART 211 Painting I (3) An introduction to the techniques, materials, and tools used in oil painting. Both traditional themes and approaches to abstraction are explored. PREREQUISITE: ART 101 and ART 121 or permission of instructor.

ART 212 Painting II (3) A continuation of ART 211 with an emphasis on individual experimentation and development. PREREQUISITE: ART 211 or permission of instructor. Six contact hours per week.

ART 253 Graphic Design I (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 (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 (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. May be repeated for up to six hours of credit. PREREQUISITE: ART 102 or permission of instructor. Six contact hours per week.

ART 280T Individual Problems in Art (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.

Astronomy

ASTR 1030 Astronomy (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. PREREQUISITES: One year of high school algebra and an acceptable placement score or DSPM 0800. Three lecture, two laboratory hours per week.

ASTR 276T* Selected Topics in Astronomy (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.

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 (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.

AVI 210 Instrument Pilot Ground Instruction (3) A study of required aeronautical knowledge for the instrument rated pilot, including Federal Aviation Regulation’s, meteorology, flight publications, IFR navigation in the IFR Air Traffic Control System, Instrument Approach Charts, the function, use, and limitations of flight instruments required for IFR flights, including transponders, radar and radio aids to navigation. PREREQUISITE: AVI 200 or permission of instructor.

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 BIOL 1110-1120 sequence is intended for those students having 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 (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. Three lecture, two laboratory hours per week.

◆BIOL 1020 Introduction to Biology II (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. PREREQUISITE: BIOL 1010. Three lecture, two laboratory hours per week.

◆BIOL 1030 Essentials of Biology (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, PHYS, PSCI in satisfying the general education science requirement.
are emphasized in the laboratory. PREREQUISITE: 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 (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. Two or three lecture hours per week. (Same as PSCI 110D).

**BIOL 276T* Selected Topics in Biology (1-6)** A course which deals with topics carefully selected to meet the needs of special groups. The course may be repeated for credit.

### Business

**BUS 110* Introduction to Business (3)** This course will help students form a basic understanding of terms, concepts, and issues in the area of business. Areas of study include accounting, marketing, finance, investments, management, entrepreneurship, and career potential.

**BUS 111* Keyboarding with Word Processing (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 115* Service Operations (3)** Provides customer service essentials for the workplace including telephone skills, task development in serving customers, food and beverage service practices, evaluation of service and orientation of new employees. This course may not be used to meet the requirements of the A.A.S., A.S., or A.A. degree.

**BUS 155* Business Mathematics (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 (1-3)** A course designed to direct students into general and specific sources of multimedia information in business. May be repeated for a total not to exceed three credit hours. (Same as MIR 200T.)

**BUS 222* Business Communications II (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.

Critical 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 (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 255* International Business (3)** This course introduces the student to the world of international business. This includes the study of the globalization of markets and production; country differences by culture, economic system, and geography; cross-border trade and investments; the global money system; and competition in the global marketplace. PREREQUISITE: BUS 110.

**BUS 276T* Selected Problems in Business (1-4)** Specialized topical issues and/or problems in business are selected and studied in depth. Fifteen contact hours with faculty required per credit hour. May be repeated for credit with a maximum of four hours to apply toward graduation. PREREQUISITE: Permission of program coordinator.

**BUS 280* Cooperative Work Experience (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. PREREQUISITE: 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 (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 110* (Internet course without laboratory) and CHEM 1030 (university-parallel one semester with laboratory) are offered. Credit toward graduation cannot be received for both CHEM 1030 and CHEM 1110.
Description of Courses

CHEM 1030 Fundamentals of Chemistry (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. Three lecture, two laboratory hours per week.

CHEM 1110 General Chemistry I (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 quantitative experiments designed to teach basic techniques including the use of laboratory instrumentation. 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. PREREQUISITE or COREQUISITE: MATH 1130, 1710, or higher. Three lecture, three laboratory hours per week.

CHEM 1120 General Chemistry II (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. PREREQUISITE: 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 (4) A study of the preparations, properties, nomenclature and reactions of aliphatic compounds including alkanes, alkenes, cycloalkanes, cycloalkenes, and alcohols. PREREQUISITE: CHEM 1120 with a grade of C or better. Three lecture, three laboratory hours per week.

CHEM 2020 Organic Chemistry II (4) A study of the preparations, properties, nomenclature and reactions of aldehydes, ketones, carboxylic acids and aromatic compounds. PREREQUISITE: CHEM 2010. Three lecture, three laboratory hours per week.

CHEM 110* Preparation for College Chemistry (3) This course is designed to prepare students who have an inadequate high school background in chemistry to take the General Chemistry sequence. It provides an introduction to metric units of measurement, mathematical principles involving physical data, chemical symbols, formulas, basic laws of chemistry, equations and simple problems. Will NOT count toward graduation. PREREQUISITES: Two years of high school algebra and an acceptable placement score, or DSPM 0850.

CHEM 276T* Selected Topics in Chemistry (1-6) A course which deals with topics carefully selected to meet the needs of special groups. The course may be repeated for credit.

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 (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 Introduction to Journalism (3) This course is an introduction to the news, basic skills required of journalists, basic types of stories, effective writing techniques, and the rights and responsibilities of journalists. PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores.

COM 102 Reporting for Print Media (3) This course emphasizes selecting and covering news stories, specialized types of news stories, and newsgathering and writing skills. PREREQUISITE: COM 101.

COM 103 Public Speaking (3) This course is an introduction to preparing and delivering public speeches, including emphasis on informative and persuasive speaking. PREREQUISITE: DSPW 0800 and DSPR 0800 or acceptable placement scores.

COM 106 Interpersonal Communication (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, non-verbal behavior, listening, roles, supportiveness, and conflict management. PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores.

COM 110 Survey of Mass Communications (3) This course is an examination of the print and electronic media. Each medium is analyzed. The possible effects of the media are also examined.

COM 111 Radio Production (3) An introductory course in radio production techniques and equipment. Includes practice in recording, editing, and microphone techniques. The proper care and cleaning of equipment are demonstrated. Analog and digital recording/production techniques are introduced. Two lecture, two laboratory hours per week.

COM 112 Television Production (3) A basic course in television production techniques covering the principles of equipment setup,
Description of Courses

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 (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 (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 200D Voice and Diction (3) A study of the basic fundamentals of vocal expression; this course explores non-regional speech development and the use of the voice as an expressive instrument. (Same as THEA 200D). PREREQUISITE: COM 100 or COM 103.

COM 201 Media Advertising and Sales (3) Emphasis on sales presentations, marketing techniques, rating systems, and rate structures for print and electronic media. PRE or CO REQUISITE: COM 110.

COM 202 Broadcast Programming and Promotion (3) This course introduces students to broadcast programming and the promotion of programs. The course emphasizes ratings and the promotion of programs, formats, services, personalities, and images.

COM 210 Business and Professional Communication (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 220 Writing for Broadcast Media (3) Principles of writing for Radio-TV. Practice in wirecopy editing, rewriting, news reporting techniques, commercial writing, and commentary.

COM 240 Introduction to Public Relations (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 (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. PREREQUISITE: COM 100.

COM 270* Audio for Media (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 (3) Develops an understanding of the techniques and technology involved in modern multi-track recording and mixing. Hands on experience. Lab included. PREREQUISITE: COM 270*.

COM 280T Special Topics in Communications (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 291P* Communication Practicum: Radio (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 WVC-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 (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: Yearbook (1-3) Practical journalism experience while producing the school yearbook, 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 (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 (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. PREREQUISITE: COM 271*.

COM 296P* Forensics Practicum (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.
Computer Information Systems

For additional special skill COMPUTER courses not designed for degree credit, please refer to the Special Interest Course listings located at the end of the Course Description section of this catalog.

CIS 100 Microcomputer Literacy and Applications (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.

CIS 113* Visual BASIC (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. PREREQUISITE: CIS 100 or permission of instructor.

CIS 114* Visual BASIC (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. PREREQUISITE: CIS 100 or permission of instructor.

CIS 111* Internet Tools (3) A hands-on course covering advanced use of the Internet. Topics to be covered include: HTML, XML, Unix, Java Script, VB Script, ASP, CGI, Internet Commerce, Front Page and Security. PREREQUISITES: CIS 113* and CIS 160*.

CIS 115* Microcomputer Hardware (3) An introduction to microcomputers in a hands-on environment. PREREQUISITES: CIS 100 and CIS 160*.

CIS 120* Internet Tools (3) A hands-on course covering advanced use of the Internet. Topics to be covered include HTML, XML, Unix, Java Script, VB Script, ASP, CGI, Internet Commerce, Front Page and Security. PREREQUISITES: CIS 113* and CIS 160*.

CIS 130* Microcomputer Databases (3) An in-depth course providing hands-on experience using a microcomputer database. Major topics include: relational database design, sorting, queries, and reporting techniques.

CIS 131* Advanced Database Programming (3) An in-depth course giving students the conceptual tools needed for database design using normalization, entity-relation diagramming, and modeling. Course will also cover practical database programming using Visual Basic with DAO and ADO. Other topics will include SQL and Active Server Page technology. Prerequisites: CIS 160* and CIS 113* with a grade of "C" or better or permission of instructor.

CIS 132* Java (3) An introduction to the Java programming language. Topics include labels and textfields, methods, applets, GUI components, exception handling, multi-threading, files, and animation/audio. PREREQUISITE: CIS 113* with grade of "C" or better or permission of instructor.

CIS 135* Multimedia for Teachers (3) An introduction to multimedia and its use in the classroom. Students will learn how multimedia can be an effective tool in the teaching-learning process. Multimedia applications will be created using text, graphics, animation, audio, and video. PREREQUISITE: Prior computer experience or job shadowing in an area business. In addition, students will study how information systems integrate in a business environment. Extensive hands-on training is provided. PREREQUISITES: CIS 100 and CIS 160*.

CIS 140 Multilayer Perceptrons (3) An in-depth course covering local area networks and data communications. Topics include: topologies, protocols, network hardware and software, and networking applications. The course provides extensive hands-on experience both using and managing a local area network. PREREQUISITE: CIS 172* or permission of instructor.

CIS 141 Multilayer Perceptrons (3) An in-depth course covering local area networks and data communications. Topics include: topologies, protocols, network hardware and software, and networking applications. The course provides extensive hands-on experience both using and managing a local area network. PREREQUISITE: CIS 172* or permission of instructor.

CIS 150 Microcomputer Spreadsheets (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. PREREQUISITE: CIS 100 or permission of instructor.

CJS 230 Introduction to Criminal Justice (3) A historical overview of the American Criminal Justice System. It emphasizes an understanding of the basic concepts of the legal, correctional, and enforcement aspects of the justice system. It also looks at career options and opportunities. Required for law enforcement majors.

CJA 201 Introduction to Criminal Justice (3) A historical overview of the American Criminal Justice System. It emphasizes an understanding of the basic concepts of the legal, correctional, and enforcement aspects of the justice system. It also looks at career options and opportunities. Required for law enforcement majors.
CJA 202 Crime and Its Prevention (3) Examines the historical development of police as a law enforcement agency. The focus is on the different perspectives of agencies, their procedures and their problems. Special attention is given to techniques and solutions. Required for law enforcement majors.

Dental Assistant

DES 100* Basic Dental Assisting (2) An introduction to the basic skills used in dental assisting, including dental terminology, charting, cavity classification, the patient/client, and ethical behavior. Thirty lecture hours per semester.

DES 105* Basic Dental Office Management (2) A basic course in management of the dental “front office” including: ethics, sound business practices, insurance claims, appointment control, records management, preventive programs, payment plans, collections, disbursements, and inventory control. Thirty lecture hours per semester.

DES 110* Fundamentals of Dental Assisting (2) As an introductory course, the student prepares to work and communicate effectively and accurately with patients and members of the dental team. Emphasis is on ethics, legal aspects, terminology, charting, oral and written communication, and patient care. PREREQUISITE: Acceptance into the Dental Assistant Program or permission of the Director of the Dental Assistant Program. Thirty lecture hours per semester.

DES 120* Dental Materials and Laboratory Procedures (3) An introduction to proper manipulation and storage of dental materials with an emphasis on restoratives, impression materials, gypsum, resins, abrasives, and waxes. PREREQUISITE: Acceptance into the program. COREQUISITE: DES 110. Thirty lecture and 30 lab hours per semester.

DES 130* Dental Office Management (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. COREQUISITE: DES 110 or permission of the Dental Assistant Program Director. Thirty lecture hours per semester.

DES 210* Preventive Dental Assisting (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 (4) An introduction to the biomedical sciences appropriate for the dental assistant. Emphasis is on anatomy, physiology, oral histology, and oral embryology. PREREQUISITE: Acceptance into the program. COREQUISITE: DES 110. Forty-five lecture and 30 lab hours per semester.

DES 212* Dental Science II (5) A continuation of Dental Science I with emphasis on head and neck anatomy, dental morphology, oral pathology, microbiology, and pharmacology. PREREQUISITE: DES 211. Sixty lecture and 30 lab hours per semester.

DES 220* The Compromised Patient (2) A study of the compromised patient with emphasis on medical emergencies in the dental office, special patients, and certification in CPR. COREQUISITE: DES 212 or permission of the Program Director. Fifteen lecture and 30 lab hours per semester.

DES 221* Dental Radiography I (3) A study of radiation safety, hazards, dosage, film, and dental radiographic techniques. COREQUISITES: DES 211 and DES 231. Forty-five lecture hours per semester.

DES 222* Dental Radiography II (2) A laboratory course designed to teach students to expose, develop, mount and identify dental radiographic films. PREREQUISITE: DES 221. COREQUISITES: DES 212 and DES 232. Sixty lab hours per semester.

DES 223* Clinical Science I (3) An introduction to the clinical setting with an emphasis on chairside assisting in general dentistry. COREQUISITE: DES 241. Thirty lecture and 30 lab hours per semester.

DES 224* Clinical Science II (4) A continuation of Clinical Science I with emphasis on assisting with the specialties of general dentistry. COREQUISITES: DES 223 and DES 242C. Forty-five lecture and 30 lab hours per semester.

DES 231* Clinical Science III (2) A seminar course including chairside assisting in dental specialties. COREQUISITE: DES 243. Thirty lecture hours per semester.

DES 241C* Clinical Practice I (1) Supervised clinical experience in general dentistry both on and off campus. COREQUISITES: DES 211* and DES 231*. Thirty clinical hours per semester.

DES 242C* Clinical Practice II (2) A continuation of Clinical Practice I with clinical experience in the specialties of general dentistry. COREQUISITES: DES 212* and DES 232*. Sixty clinical hours per semester.

DES 243C* Clinical Practice III (10) A continuation of Clinical Practice II with emphasis on clinical experience in all aspects of dental assisting procedures. PREREQUISITE: DES 242C: COREQUISITE: DES 233. Three-hundred clinical hours per semester.

Developmental Studies

Learning Strategies

DSPS 0800 Learning Strategies (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 semesters of enrollment for all students assessed at two of the basic skills levels (DSPW, DSPR, DSPM) or for students who are placed in three subject areas (reading, writing, math).
**Mathematics**

DSPM 0700 Basic Mathematics (3) Basic operations with whole numbers, fractions, decimals, and percents—including applications. Three lecture hours and up to one additional laboratory hour required per week.

DSPM 0800 Elementary Algebra (5) Generally the equivalent of high school algebra I. Topics include fundamental operations of real numbers, linear equations and inequalities, operations on polynomials, factoring, rational expressions, graphing linear equations, roots and radicals, and quadratic equations. PREREQUISITE: An acceptable placement score or DSPM 0700. Five lecture hours and up to three laboratory hours required per week.

DSPM 0850 Intermediate Algebra: (5) Generally the equivalent of high school algebra II. Topics include fundamental operations, factoring, fractions, linear equations and inequalities, exponents and radicals, complex numbers, nonlinear equations and inequalities, the quadratic formula, radical equations, systems of equations and inequalities, applications, graphing, functions, and variation. PREREQUISITES: One year of high school algebra and an acceptable placement score, or DSPM 0800. Five lecture hours and up to three laboratory hours required per week.

**Reading**

DSPR 0700 Reading I (3) A course designed to improve reading skills in the areas of literal comprehension, speed, and vocabulary. English as a Second Language (ESL) sections of this course are available.

DSPR 0800 Reading II (3) A course designed to improve reading skills in the areas of critical and affective comprehension, speed, and vocabulary. PREREQUISITE: An acceptable placement score or DSPR 0700. English as a Second Language (ESL) sections of this course are available.

**Writing**

DSPW 0700 Writing I (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 as a Second Language (ESL) sections of this course are available.

DSPW 0800 Writing II (4) A course in principles of unity, focus, organization, development, and clarity in writing compositions. PREREQUISITE: An acceptable placement score or DSPW 0700. Four lecture hours per week. English as a Second Language (ESL) sections of this course are available.

**Early Childhood Education**

ECEd 101 Orientation to Early Childhood Education (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.

ECEd 102 Foundations of Early Childhood Development (3) A survey of the theoretical models and services available to parents and children. Laboratory observation and interaction. Prerequisite: ECEd 101.

ECEd 201 Safe, Healthy Learning Environments (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. Prerequisite: ECEd 101.

ECEd 202 Infant, Toddler, Child Development (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 to eight years of age. Laboratory observation and interaction. Prerequisite: ECEd 201.

ECEd 203 Infant and Toddler Care (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, babysitters).

ECEd 204 Family Dynamics and Community Involvement (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. Prerequisite: ECEd 101.

ECEd 205 Psychomotor Development (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. Prerequisite: ECEd 101.

ECEd 206 Development of Exceptional Children (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. Prerequisite: ECEd 205.

ECEd 207 Developmental Assessment (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. Prerequisite: ECEd 205.

**ECEd 209 Creative Development (3)** A course dealing with theories, teaching techniques, and basic program components of early childhood art instruction. Emphasizes value of art in physical-mental and social-emotional growth of young children. Explores use of art media, creative play activities, and methods of incorporating creativity into other curricular areas.

**ECEd 210 The Mentoring Teacher (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 211 Advanced Learning Environments (3)** This course focuses on the skill, knowledge, and materials development which are necessary in the provision of a developmentally appropriate environment for young children. Laboratory observation and interaction. Prerequisites: ECEd 102 and ECEd 202.

**ECEd 212 Administration of Child Care Centers (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.

**ECEd 213 Clinical Practicum I (3)** Supervised pre- or in-service practicum. Minimum of 45 clock hours must be completed in an NAEYC, NAFDDS, or NSACA accredited agency, or TECTA approved site. Prerequisites: Successful completion of ECEd 101, ECEd 102, ECEd 201, and ECEd 202.

**ECEd 214 Clinical Practicum II (3)** Supervised pre- or in-service practicum. Minimum of 45 clock hours must be completed in an NAEYC, NAFDDS, or NSACA accredited agency, or TECTA approved site. Prerequisites: Successful completion of ECEd 213 and ECEd 204.

### Economics

**ECO 211 Principles of Economics I (3)** Introduces the economics 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. PREREQUISITES: An acceptable placement score, or DSPM 0800, or Business Mathematics; an acceptable placement score, or DSPR 0800.

**ECO 212 Principles of Economics II (3)** Explores the role of markets in capitalistic economics, 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. PREREQUISITE: ECO 211.

### Education

**EDU 101 Introduction to Education (3)** A short survey of the field of education, in which the history of American education, present philosophies of education, major problems of education, present practices, and the school as a social institution are considered.

**EDU 102 Human Growth & Development (3)** A study of the concepts and theories of human psychological and physical development from conception to death. Emphasis will be placed on education/learning theories.

**EDU 103 Principles of Childhood Education (3)** The philosophy, methods, materials, and acceptable standards involved in the instruction and organization of a childhood education program. Experiences designed to aid child care professionals.

**EDU 181P* Practicum In Child Care (3)** Practicum experience in a child care center. A minimum of 60 clock hours of participation and observation is required. PREREQUISITE: Permission of instructor. Not intended for transfer.

**EDU 264 Education of Exceptional Children (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.

**EDU 281P Early Experience in Education (3)** Practicum experience in a cooperating school. A minimum of 68 clock hours of participation and directed classroom observation is required. PREREQUISITE: Permission of instructor.

### Emergency Medical Technician

**EMT 101* EMS Theories I (Basic) (8)** An introduction to Emergency Medical Services using the U.S. DOT National Standard Curriculum - Basic EMT. Topics include the history and theory of EMS, roles and responsibilities of the EMT, fundamental basic skills, basic management of medical and trauma emergencies, bleeding, shock, ambulance operations, communications, medical-legal and ethical aspects of emergency care. PREREQUISITE: HS Diploma/GED and 18 years of age. COREQUISITE: EMT 101 C* and EMT 103*. Eight lecture hours per week.
EMT 101C* EMS Clinical I (Basic) (2) Supervised clinical application of skills developed in EMT 101. Emphasis on patient assessment, communication, ambulance operations and observation on convalescent or emergency ambulances and hospital emergency departments. Students must complete 24 to 32 hours of clinical observations scheduled on weekends during the semester. COREQUISITE: EMT 101 and EMT 103. A minimum of 24 hours of clinical observation required.

EMT 102* EMS Theories II (IV Therapy) (6) A course to further develop basic entry competencies and select extended skills expected of the EMT. Discussion includes specific subjects as outlined in the U.S. DOT National Standard Curriculum for EMT Basic and Intermediate with emphasis on medical and trauma emergencies. Well-being, Illness/Injury Prevention, Medical Incident Command and therapeutic communications are included. PREREQUISITE: EMT 101 or current valid EMT license. COREQUISITE: EMT 102C, EMT 121, and EMT 122 or permission of instructor.

EMT 102C* EMS Clinical II (4) Supervised clinical application of skills developed in EMT 102. Emphasis is on patient assessment and I.V. therapy initiation in the pre-hospital and emergency departments. Continued skill attainment in taking vital signs, and basic and intermediate treatment modalities for the ill or injured initiated in the pre-hospital and emergency department settings. Emphasis is also placed on accurate documentation and communication skills. COREQUISITE: EMT 102. A minimum of 40 hours of clinical instruction per semester is required with at least 5 successful I.V. initiations completed.

EMT 103* Basic Life Support (1) Basic Life Support is a required course for individuals pursuing EMT Basic and EMT-First Responder. The course follows American Heart Association guidelines for CPR on infant, child, and adult victims. COREQUISITE: EMT 101 or permission of instructor. One hour of lecture per week.

EMT 121* Introduction to Pre-hospital Emergency Pharmacology (2) An introduction to emergency pharmacology as outlined in the National Standard Curriculum EMT-Intermediate. Emphasis is on drug classifications, actions, indications, contraindications, dosages, and routes of administration. Federal and State drug laws, pharmacological sources, and first-line advanced cardiac life support agents are reviewed. PREREQUISITES: AHC 115, AHC 130, or permission of instructor. COREQUISITE: EMT 102, 102C. Two lecture hours per week.

EMT 122* LifeSpan Development (2) A course designed to review cognitive, physical, psychological and emotional changes occurring at different developmental stages throughout life. Emphasis is on how developmental change affects daily living activities and how these changes effect human responses to medical, trauma, and environmental stresses. COREQUISITE: EMT 102 or permission of instructor. Two lecture hours per week.

EMT 151* Basic Telecommunicator (3) A study in standardized public safety communications. Topics address telephone call-taking, radio broadcast rules and procedures, call prioritization, and interpersonal communications. The course will update existing personnel in current standards and set the standard for performance in dispatch agencies. Three lecture hours per week and 20 hours of outside experience will be required.

EMT 152 *Basic Emergency Medical Dispatch (3) A study for telecommunicators in high liability area of medical call prioritization and pre-arrival instructions. The Basic Emergency Medical Dispatch instructs the student in the basics of EMD. The topics that are covered prepare the student to answer 911 type calls for medical services. Three lecture hours per week and 20 hours of outside experience will be required. PREREQUISITE: EMT 151.

EMT 201* General Principles of Pathophysiology and Disease (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. PREREQUISITE: AHC 115, AHC 130, or permission of instructor. COREQUISITE: EMT 211, 215C or permission of instructor. Four lecture hours per week.

EMT 211* EMS Theories III (Advanced) (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, discussion focus on EMS clinical decision making and therapeutic communication. PREREQUISITE: Admission into the EMT Intermediate and Paramedic Programs. Four lecture hours per week.

EMT 212* Physical and Health Assessments (3) An introduction to physical examinations and health assessments. Topics include the history taking, physical exam of the pediatric and adult patients, illness and injury prevention assessments, and fundamental use of physical exam equipment. Emphasis is on accurate focused and general physical examinations necessary for the pre-hospital setting. PREREQUISITE OR COREQUISITE: AHC 115 and AHC 130 or permission of instructor. Three lecture hours per week.

EMT 213* Pharmacology II (2) An advanced discussion of pharmacology including both prescribed and over-the-counter preparations. Discussion includes the therapeutic use of common medicines and specific drug interactions, actions, indications, precautions, contraindications, dosages and routes of administration. Emphasis is on select preparations, medications, and pharmacological agents routinely used in the pre-hospital setting to treat medical conditions. COREQUISITE: EMT 211 or permission of instructor. Two lecture hours per week.
EMT 214* Advanced Cardiovascular Care (2) A study of the management of common cardiovascular emergencies in accordance with American Heart Association guidelines and the recognition of hypertension, stroke, stable and unstable dysrhythmia, their hemodynamic effects, and the advanced treatment of patients suffering catastrophic cardiac insufficiencies and arrest. PREREQUISITE: AHC 115 and AHC 130 or permission of instructor. Two lecture hours per week.

EMT 215C* Advanced Clinical Practice I (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. COREQUISITE: EMT 211. A minimum of sixteen hours of clinical instruction per week.

EMT 216* EMS Theories IV (Special Considerations) (6) Advanced theories for EMS practice and treatment modalities based on normal physiology of human body systems and how these systems are related during environmental, medical or trauma emergencies. Emphasis is on body system response to trauma, kinematics, mechanism of injury, and environmental emergencies. Discussions include supervisory concepts, scene management, medical incident command, special rescue considerations, and hazardous material awareness. PREREQUISITES: EMT 211 and EMT 215C. Six lecture hours per week.

EMT 217* Geriatrics and Home Care Interventions (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 children 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. COREQUISITE: EMT 216 or permission of instructor. Two lecture hours per week.

EMT 218* Pediatric Emergencies (2) A study of medical and traumatic emergencies related to the pediatric patient. Discussion is based on the unique needs of infants, children, and adolescents utilizing American Academy of Pediatrics and American Heart Association guidelines. Emphasis is on physical assessment and life span development considerations. Obstetrical emergencies are also discussed. COREQUISITE: EMT 216 or permission of instructor. Two lecture hours per week.

EMT 219* Advanced Trauma Care (2) A study of the management of common traumatic emergencies in accordance with accepted national standard as prescribed by the Tennessee 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. COREQUISITE: EMT 211 or permission of instructor. Two lecture hours per week.

EMT 220C* Advanced Clinical Practice II (4) Continued supervised clinical applications of 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. COREQUISITE: EMT 216. A minimum of sixteen hours of clinical instruction per week.

EMT 240C* Paramedic Field Internship (12) Final supervised application of skills developed in EMT 211 through EMT 220C. This application is 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. PREREQUISITE: EMT 216 and 220C. A minimum of 24 hours of clinical performance per week.

EMT 241* Summative Review and Examinations (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. PREREQUISITE: Permission of instructor.

EMT 251* Field Supervisor's Course (4) An introductory course in the concepts and skills necessary to perform as an EMS Field Supervisor or as an Ambulance Service Director. Emphasis is on day-to-day ambulance service operations, supervision and administrative responsibilities for entry-level supervisor or management positions with an EMS system. Topics include ambulance operations, personnel supervision, planning strategies, personnel scheduling, interpersonal communication and conflict resolution. Additional discussion pertaining to current issues in safety and regulatory agencies with impact EMS services such as OSHA, ADA, AAA, and Medicare. PREREQUISITE: Permission of instructor. COREQUISITE: EMT 251C*. Sixty lecture hours per term.

EMT 251C* Field Supervisor's Internship (2) A clinical course applying the concepts and skills necessary to perform as an entry-level EMS Field Supervisor or as an Ambulance Service Director learned in EMT 251*. Internship assignments include experiences with day-to-day ambulance service operations, supervision and administrative responsibilities appropriate for entry-level supervisor or management positions within an EMS system. PREREQUISITES: Permission of instructor. COREQUISITE: EMT 251*. Twenty clinical hours per term.
Engineering

EGR 101* Engineering Graphics with CAD I (3) An introduction to and application of the basic structure and syntax of AutoCAD software to engineering graphics concepts. Topics include hardware, software, drawing commands, development of prototype drawings, editing, file management, 2-view and 3-view drawings, blocks, isometric and oblique drawings, dimensioning and plotting. One lecture, four laboratory hours per week.

EGR 102* Engineering Graphics with CAD II (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. PREREQUISITE: EGR 101*. One lecture, four laboratory hours per week.

EGR 103* Advanced Graphic and CAD Modeling (3) An advanced course dealing with three dimensional modeling and presentation utilities of the AutoCAD software. Topics include exploded isometrics, 2-D drawing, 3-D drawing and modeling, user coordinate systems, detailed wireframe modeling, basic solid modeling, viewing a 3-D model and presentation techniques using slide shows. PREREQUISITE: EGR 102* or permission of the instructor. One lecture, four laboratory hours per week.

EGR 130 Introduction to Engineering (1) A very brief review of some basic trigonometric principles and an introduction to vector algebra. A study of elementary statics with emphasis upon graphical and mathematical solutions. Problem solving techniques are stressed and structured problem format is required. PREREQUISITE: High school trigonometry or MATH 1720. One lecture hour per week.

EGR 230 FORTRAN for Engineers (3) This course is designed to introduce students to the vocabulary and grammar of FORTRAN-77. Greatest emphasis is placed on algorithm design, program structure and the utilization of the computer to carry out complex calculations which would be otherwise difficult or unfeasible. Course content is oriented to complement a student's mathematical or engineering background. PREREQUISITE: High school trigonometry or MATH 1720. One lecture hour per week.

EGR 240 Statics (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. PREREQUISITE: MATH 1910.

EGR 250 Dynamics (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. PREREQUISITE: EGR 240.

EGR 276T Selected Topics in Engineering (1-6) A course which deals with topics carefully selected to meet the needs of special groups. The course may be repeated for credit.

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 any two of the following courses: ENGL 2010, 2020, 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 1010 English Composition I (3) Writing expository compositions based primarily on analysis of essays and literary works; emphasis on rhetorical modes, documentation skills, and revision. PREREQUISITE: DSPW 0800 and DSPR 0800 or acceptable placement scores.

ENGL 1020 English Composition II (3) Writing argumentative compositions based on issues raised in essays and literary works; emphasis on research skills, support, and revision. PREREQUISITE: ENGL 1010.

ENGL 1030 Introduction to Film (3) A general education course designed to meet the 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. PREREQUISITE: An acceptable placement score, or DSPR 0800.

ENGL 1040 Introduction to Poetry and Drama (3) Reading representative and significant poems and plays; emphasis on analysis, interpretation, and appreciation. PREREQUISITE: ENGL 1020.

ENGL 1050 Introduction to Fiction (3) Reading representative and significant short stories, novellas, and novels; emphasis on analysis, interpretation, and appreciation. PREREQUISITE: ENGL 1020.

ENGL 2110 Survey of American Literature I (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. PREREQUISITE: ENGL 1020.

ENGL 2120 Survey of American Literature II (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. PREREQUISITE: ENGL 1020.
Description of Courses

ENGL 2310 Survey of World Literature I (3) Reading representative and significant works of world literature from ancient literature to 1650; discussion of the literature within its social and historical context. PREREQUISITE: ENGL 1020.

ENGL 2320 Survey of World Literature II (3) Reading representative and significant works of world literature from 1650 to the present; discussion of the literature within its social and historical context. PREREQUISITE: ENGL 1020.

ENGL 110* Technical Writing (3) A course to provide continued improvement in written communication necessary for technical, business and medical fields. Emphasis on locating and presenting primary and secondary information and problem solving in a variety of career-related formats. PREREQUISITE: ENGL 1010 Does not satisfy requirements for ENGL 1020.

ENGL 280T Individual Problems in English (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. Only to allow the student to pursue special interests in English. This course may be taken for credit or for no credit. PREREQUISITE: Permission of instructor.

ENGL 230 Creative Writing (3) An elective course in developing and revising creative writing (fiction, poetry, drama, and/or personal essay) for publication or personal satisfaction. PREREQUISITE: ENGL 1020 or permission of instructor.

ENGL 280T Individual Problems in English (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. Only six hours may be counted toward graduation. PREREQUISITE: Permission of instructor.

ENGL 290P* English Practicum (3) Students will study methods for effective tutoring in writing with practical experience in the Writing Center. Emphasis on writing improvement based on common rhetorical modes and interpersonal communication skills. PREREQUISITE: ENGL 1020. Student must be recommended. Five laboratory hours per week. Not intended for transfer.

English as a Second Language (ESL)/English for Speakers of Other Languages (ESOL)

In order to help satisfy the need for ESL 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 English instruction in hearing and speaking should enroll in ESL 180S or ESL 181S, depending upon placement scores. Students who need to study grammar and writing at the sentence level should enroll in ESL 150S. These classes are listed under “Special Interest Courses.”

Students seeking ESL instruction in reading should enroll in ESL-designated sections of DSPR 0700 (Reading I) or DSPR 0800 (Reading II), depending upon placement scores.

Students seeking ESL instruction in writing should enroll in ESL-designated sections of DSPW 0700 (Writing I) or DSPW 0800 (Writing II), depending upon placement scores.

Students who are not prepared to enroll in the classes listed above may enroll in ESL sections of Continuing Education.

For additional information on enrollment or placement testing, contact the Humanities Division.

Finance/Banking

FIN 100* Principles of Banking (2) Provides an updated and broad perspective of the banking industry. A foundation for subsequent A.L.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 include banking, check processing, teller functions, deposit functions, trust services, bank bookkeeping, bank loans and investments, and the bank’s role in the community. PREREQUISITE: Permission of instructor.

FIN 104* Law and Banking: Applications (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. PREREQUISITE: Permission of instructor.

FIN 105* Law and Banking: Principles (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. PREREQUISITE: Permission of instructor.

FIN 106* Money and Banking (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. PREREQUISITE: Permission of instructor.

FIN 107* Consumer Lending (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 leasing, installment credit department management, insurance, and rate structure and yields. PREREQUISITE: Permission of instructor.
FIN 108* Analyzing Financial Statements (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 (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. PREREQUISITE: Permission of instructor.

FIN 119* Marketing Financial Services (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. PREREQUISITE: Permission of instructor.

FIN 127T* Selected Problems in Finance (1-4) Specialized topical issues and/or problems in finance are selected and studied in depth. 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. PREREQUISITE: Permission of instructor.

FIN 210* Economics for Bankers (3) This course provides bankers with an introduction to the fundamental principles of economics. Special emphasis is placed on macroeconomics and topics of importance to bankers. This course covers the basics of economic theory and examples of the application of economics to banking.

**Fire Science Technology**


FST 102* Hazardous Materials I (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* Fire Fighting Strategies and Tactics (3) A course designed to increase the basic knowledge to the firefighter in dealing with fireground situations through discussion and practical exercise. Emphasis is placed on strategies and tactics required to gain and maintain control of fireground situations and review of currently accepted standards in attacking a fire that are employed by engine and ladder companies. A discussion of effective incident management will also be covered.

FST 107* Firefighter Safety (3) A study of how to stay alive, stay safe, and get the job done on the fireground. Discussion will be on accepted safety procedures and equipment used in the line of duty. Critical incident stress debriefing will also be covered.

FST 109* Legal Aspects of Fire Fighting (3) Focus is on the legal aspects of fire protection from a criminal and civil viewpoint. This course will review case studies and examine the legalities of fire department operations and your rights in certain situations.

FST 111* Fire Protection Hydraulics and Water Supply (3) A study of the basic mathematics, hydraulics, physical laws, and formulas as they apply to the fire service applications of hydraulic problems, water supply, and underwriters’ requirements for pumps.

FST 112* Rescue Awareness (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* Fundamentals of Fire Prevention (3) Introduction to the objectives and techniques of fire prevention and inspection programs. Covering specialized extinguishing systems, the use of codes in the enforcement process, and responsibilities of municipal fire inspections.

FST 116* Fire Behavior and Combustion (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 (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 (3) A basic course which provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers.

FST 130* Leadership Development (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 (3) Course explains the basic fundamentals of building structures, features, and designs. Emphasis is on the effects that fire and heat have on structural integrity and the identification of potential dangers of structural damage faced by the firefighter.
FST 202* Fire Investigation (3) A discussion of the methods used to determine the point of fire origin, path of fire travel, and fire cause. Includes the recognition and preservation of evidence, witness interviewing techniques, arson laws, types of arson, accurate report writing, record keeping and court testimony.

FST 203* Fire Administration (3) A review of selected case studies that present important skills, techniques, and theories relevant to administration in the public sector. Discussion is also included on the practical aspects of budgeting, hiring and resource management, and business ethics.

FST 204* Supervisory Training for Firefighters (3) A course dealing with the general aspects of management theories and systems. Emphasis is on supervisory skills necessary to deal with the motivation and behavior of individual firefighters and small group dynamics. Effective communication techniques are included.

FST 207* Building Collapse (3) A discussion on the investigation and analysis of the cause of collapse, and the development of action plans for survival. Subjects include: general collapse information, structural and collapse hazards, search and rescue, and safety precautions.

FST 208* Water Enhancing Agents (3) A study in the application and use of water enhancing agents, class A & B Foams, etc., which will deal with proportioning systems, generation systems and application devices. Critical Flow Rates (CFR) as well as Critical Application Rates (CAR) will be discussed in detail, along with the discharge and theoretical percentages in a classroom environment. Students will learn basics of the agents themselves, the means used to transport agents to the fireground and theoretical calculations necessary to achieve extinguishment. PREREQUISITE: Basic Hydraulics' certification or permission of instructor.

FST 209* Hazardous Materials II (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. PREREQUISITE: FST 102.

FST 210* Public Fire Education (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 211* NFPA Fire Inspector (3) This course is designed specifically for students who will enforce the National Fire Protection Association (NFPA) codes. Following the requirements of NFPA 1031, Fire Inspector Professional Qualifications, this course will prepare students for NFPA Inspector certifications.

FST 220* Independent Study (1-3) This 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. PREREQUISITE: Must have completed Fire Science Certificate and ENGL 1010.

FST 221* Standard Fire Prevention Code (3) This course is an intensive study designed for students who enforce or will enforce the Standard Fire Prevention Code and/or who will take Fire Inspector Certification exams through Southern Building Code Congress International (SBCCI).

FST 231* NFPA Life Safety Code (3) This course is an intensive study of the NFPA 101 Life Safety Code which is the foundation for the NFPA Fire Codes.

Floral Design

FLD 104* Display Techniques and Practices (3) Planning, development, and construction of a variety of displays used in the floristry industry are the emphasis of this course. Included also are the use and effect of lighting, the utilization of props, and the basic concepts of visual merchandising. NOTE: Students will be expected to purchase additional design materials to complete required projects.

FLD 105* Basic Floral Design (3) This course focuses on the basic principles of artistic floral design as well as the history of floral design, color, coordination, design construction techniques, and nomenclature of basic geometric designs, corsage construction, accessory usage, container selection, proper use and maintenance of tools of the trade, and the skills necessary to select and use quality materials in design constructions.

FLD 106* Floral Product Care and Handling (3) The care, processing, packaging, and storage of perishable and nonperishable materials used in floral designs and ornamental gardens will be covered in this course. Additional topics include the identification, availability, grading, and characteristics of the materials.

FLD 107* Wedding Flower Design (3) In addition to learning the basic principles of wedding flower design, students will learn to construct bridal bouquets, corsages, and ceremony and reception decorations. Additional topics include bridal consultation, pricing, bridal works, preparing materials prior to design construction, and delivering wedding flowers.

FLD 108* Sympathy Flower Design (3) The role of sympathy flowers and the responsibility of the florist in relationship to funeral customs are the focus of this course. Topics include conducting a funeral consultation, delivery procedures, and design coordination. Hand-on-experience is gained through the construction of a variety of traditional funeral tributes, prestige designs, and modern sympathy arrangements. PREREQUISITES: A grade of "C" or better in FLD 105* and FLD 106*.
Description of Courses

FLD 104* Dried and Silk Material Design (3) Students will increase basic design abilities and become more efficient in the execution of the principles of floral design through the construction of a variety of permanent material designs. Identification, preserving, and the storage requirements of dried and silk materials will be stressed along with the efficient use of tools and floral design aids. NOTE: Students will be expected to purchase additional design materials to complete required course projects. PREREQUISITE: A grade of "C" or better in FLD 105*.

FLD 110* Advanced Design Techniques (3) Through the construction of advanced design, students will increase their design abilities and become more efficient in the planning and execution of the principles of floral design. Perishable and nonperishable materials as well as updated materials and accessories will be emphasized. Two hours of lecture and two hours of lab each week. PREREQUISITES: A grade of "C" or better in FLD 105* and FLD 106*.

FLD 280* Cooperative Education: Floristry (3) The cooperative education experience provides the student with the opportunity to earn academic credit while working in an actual florist setting. Working with a coordinator, who will assist in the development of performance objectives and monitor progress, students will be able to perform a variety of work-related function. Students will be assisted in appropriate placement, develop personal employment goals, and be directed in acquiring new skills. PREREQUISITES: FLD 104*, FLD 105*, FLD 106*, FLD 107*, FLD 108*, FLD 109*, FLD 110* or permission of faculty coordinator.

French

FREN 1010 Beginning French I (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 (3) A continuation of FREN 1010. Listening, speaking, reading, and writing are emphasized. PREREQUISITE: FREN 1010 or appropriate placement on departmental language proficiency exam.

FREN 2010 Intermediate French I (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. PREREQUISITE: FREN 1020 or appropriate placement on departmental language proficiency exam.


FREN 290P* French Study Abroad (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. PREREQUISITE: FREN 1020 or permission of instructor.

General Technology

GTP 100* General Technology (28) 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 110* Culinary Arts (28) Upon documented evidence of successful completion of the Culinary Arts Apprenticeship Program approved by the American Culinary Federation Education Institute, credit may be granted for this course toward the Associate of Applied Science degree in General Technology with a concentration in Culinary Arts. Students may demonstrate competency by scoring a score at or above the national post-secondary mean on the Student Occupational Competency Achievement Test (SOCAT) in the Culinary Arts occupational area.

GTP 130* Industrial Technology (28) 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.

Geography

GEOG 101 Physical Geography (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 (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.

GEOG 108 Cultural Geography (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.

Geology

♦GEOL 1030 Essentials of Geology (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. Three lecture, two field/laboratory hours per week.

♦GEOL 1040 Physical Geology (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. Three lecture, two field/laboratory hours per week.

♦GEOL 1050 Historical Geology (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. PREREQUISITE: GEOL 1040. Three lecture, two field/laboratory hours per week.

GEOL 276T* Selected Topics in Geology (1 - 6) A course which deals with topics in geology 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.

Health

HED 100 Personal Health (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 (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 (3) A general wellness course designed to provide students information about the benefits of an active life-style, good nutrition, and proper health care. The course will include health and nutrition appraisal, fitness evaluation, identifying hypokinetic risk factors, and individual exercise prescriptions. This course will not substitute for physical education activity credit.

HED 200 First Aid and Safety/CPR (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 (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.

Health Information Technology

MDR 115* Basic Health Record Principles (4) An introductory course to familiarize the student with the health information profession and other allied health professions. The course will study medical records in the acute care setting, its development, content, format, use and ICD-10-PCS standards. The student will be introduced to the hospital/medical staff organization/committees/ responsibilities and admitting office procedures. The student will acquire skills in securing, identifying, storing and retrieving health information; microfilming/optical disc technology; and quantitative/ qualitative analysis. This course will include both the manual and computerized systems. Three lecture; two laboratory hours per week.

MDR 120* Specialized Health Record Systems (4) Second in a series of courses related to health records. Focus is on record standards for physician offices, home health, prisons, veterinary offices, long-term, ambulatory, hospice, psychiatric and other non-traditional health care settings. Other areas of study will include medical transcription, cancer registry, consulting, computerization of health care records, biometrics and fraud investigations. PREREQUISITE: MDR 115*. Three lecture; two laboratory hours per week.

MDR 210* Classification System ICD-CM (3) A study of the coding and classification of symptoms, diseases, operations and procedures according to the International Classification of Diseases, Clinical Modification (ICD-CM). PREREQUISITES: AHC 115, BIOL 2010, BIOL 2020, MDR 225 or permission of instructor.
Description of Courses

MDR 215* Classification Systems - CPT (3) A study of the descriptive terms and identifying codes for reporting medical services and procedures performed by physicians according to the latest edition of Physicians’ Current Procedural Terminology (CPT). PREREQUISITE: MDR 210 or permission of instructor.

MDR 225* Pathophysiologic Science (3) A study of pathophysiologic processes of the human body with emphasis on the anatomic systems, disease entities, medications, laboratory tests, and imaging results. PREREQUISITE: MDR 120, AHC 115, or permission of instructor.

MDR 230* Reimbursement Methodologies (3) A study of the uses of coded data and health information in reimbursement and payment systems appropriate to all health care settings and managed care. PREREQUISITE: MDR 210*. COREQUISITE: MDR 215* or permission of instructor.

MDR 240* Statistics (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. PREREQUISITE: MDR 120

MDR 250* Legal Aspects of Health Records (3) A study of the principles of law as related to patient care and medical records, state and federal legislation regulating health care facilities and the delivery of health care services, release of information, liability of health care providers and legal aspects of the hospital and medical staff organizations. PREREQUISITE: MDR 120.

MDR 270* Supervisory Management for Healthcare I (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. PREREQUISITE: MDR 120*.

MDR 275* Supervisory Management for Healthcare II (3) A study of healthcare management with focus on time management, performance appraisals and standards, positive discipline, and interviewing with a major emphasis on quality improvement techniques and application. PREREQUISITE: MDR 270*.

MDR 280* Seminar and Research Project (3) Experience in applying theory and techniques learned in lecture and laboratory as well as directed practice observations throughout the two-year health information technology curriculum; researching and presenting a written document for the assigned topic. PREREQUISITE: MDR 270*.

MDR 281C* Clinical Practice in Health Records (4) Students are assigned to health information centers for observation and practice of the technical aspects of health record science previously and concurrently studied. PREREQUISITE: MDR 250. Eighty hours of clinical practice.

MDR 282C* Clinical Practice in Health Records (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. PREREQUISITE: MDR 281C*.

History

◆ HIST 1110 World Civilization from Primitive Culture to 1650 (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. PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores.

◆ HIST 1120 World Civilization from 1650 to Present (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. PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores.

◆ HIST 2010 Survey of American History I (3) A survey of the political, economic, social, cultural and diplomatic phases of American life in its regional, national, and international aspects up to 1877. PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores.

◆ HIST 2020 Survey of American History II (3) A survey of the political, economic, social, cultural, and diplomatic phases of American life in its regional, national, and international aspects since 1877. PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement score.

◆ HIST 2030 Tennessee History (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. PREREQUISITES: DSPW 0800 and DSPR 0800 or acceptable placement scores.

◆ HIST 220 African-American History (3) This course will examine the history of Africans and their descendants in colonial North America and the United States from the 17th century to the present. Students will explore topics ranging from slave-life to the Harlem Renaissance and the ongoing struggle for Civil Rights. Students will be encouraged to make connections between this history and the issues and concerns facing all Americans in the present.
HIST 240T Selected Topics in History (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. May be repeated for a maximum of six semester hours for credit.

Hotel and Restaurant Management

HTL 101* Culinary Professional Development 1 (1) This is a professional development course for first-year culinary students. Key components include participation in ACF meetings, graded log entries, and community service to include the Chef and the Child. (This course is open only to enrolled culinary apprentice students.) PREREQUISITES: HTL 111* and completion of first semester Culinary Arts Apprenticeship. COREQUISITE: HTL 220*.

HTL 102* Culinary Professional Development 2 (1) This is a professional development course for second-year culinary students. Key components include participation in the junior and senior ACF meetings, successful completion of the Mystery Box projects, graded log entries, and creating a personalized training plan for stations rotations. PREREQUISITE: HTL 101*.

HTL 103* Culinary Professional Development 3 (1) This is a professional development course for second-year culinary students. Key components include participation in Junior and Senior ACF meetings, successful completion of Mystery Box projects, graded log entries, and participation in the designated hot or cold food competition. PREREQUISITE: HTL 102*.

HTL 104* Culinary Professional Development 4 (1) This is a professional development course for third-year culinary students. Key components include assuming a leadership role with junior members of the ACF, graded log entries, successful completion of Mystery Box projects, and participation in the designated community service activity for third-year apprentice students. PREREQUISITE: HTL 103*.

HTL 105* Culinary Professional Development 5 (1) This is a professional development course for third-year culinary students. Key components include participation in the designated food show, graded log entries, successful completion of the ACF practical exam, and preparation of an appropriate cold food display. PREREQUISITE: HTL 104*.

HTL 110* Introduction to the Hospitality Industry (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.

HTL 111* Introduction to Hospitality Management II - Food & Beverage (3) Emphasizes the basic food service industry with an overview of topics including customer service, safety, sanitation, menu planning, and dining room management.

HTL 115* Culinary Nutrition (3) This course takes a systematic approach to teaching the scientific aspects of nutrition including food groups, nutrients, and body performance. Nutritional considerations for special populations are included. Course content is geared towards practical applications in the food service industry. PREREQUISITE: Permission of coordinator.

HTL 120* Management of Food and Beverage Operations (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 (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 (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 135* Hospitality Supervision (3) This course is designed to provide students with the principles of supervision as they apply specifically to the hospitality industry, including how to handle difficult employees, implement motivational techniques, and conduct performance evaluations. Permission of coordinator. May not be used toward degree requirements.

HTL 140* Training in the Hospitality Industry (3) Provides an overview of planning and conducting the training needs for new and established operations. Activities and topics include the design, delivery and evaluation of training for management and non-management employees.

HTL 202* Service Management (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 (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 (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 (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 220* Food Production Principles (3)** Explains the techniques and procedures of quality and quantity food production, providing the principles underlying the selection, composition, and preparation of the major food products. Includes an extensive set of basic and more complex recipes for practice purposes. Permission of coordinator.

**HTL 240* Marketing of Hospitality Services (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 (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 252* Hospitality Sales and Advertising (3)** Provides students with a background in hospitality sales, advertising, and marketing. The course’s main focus is on practical sales techniques for selling to targeted markets.

**HTL 255* Hospitality Industry Computer Systems (3)** Provides an overview of the information needs of lodging properties and food service establishments; addresses essential aspects of computer systems, such as hardware, software and generic applications; focuses on computer-based property management systems and restaurant management systems. Permission of coordinator. May not be used toward degree requirements.

**HTL 260* Catering Services (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 (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 (1-3)** This course will involve a specialized topical area related to Hospitality Management. The course will involve 15 to 45 instructional hours. The course may be repeated for credit as the topic changes from semester to semester.

**HTL 290* Hospitality Cooperative Work Experience I (3)** This structured work experience requires a college-approved coordinated work setting in the Hospitality Industry. The experience is designed for students needing an initial work setting that focuses on operations in the industry. A log of experiences, an oral and written report, and periodic meetings with the coordinator are required. PREREQUISITE: Permission of the coordinator.

**HTL 291* Hospitality Cooperative Work Experience II (3)** This structured experience requires a college-approved 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. PREREQUISITE: HTL 290 or permission of the coordinator.

**Humanities**

**HUM 1030 Introduction to Art and Music (3)** A survey course designed to acquaint students with both traditional and modern painting, sculpture, and architecture, elements of music, musical form, and European classical music. A lecture course illustrated with slides, films, recordings, and videos; designed to encourage cultural development and greater understanding of the visual and performing arts. PREREQUISITE: DSPR 0800.

**HUM 275 Leadership Development (2)** A course designed to provide students with the fundamental knowledge and skills required of effective leaders. Experiential learning exercises, interactions with peers and college and community leaders, and written assignments are combined to illustrate the application of strategies required to successfully communicate with others, facilitate group or organizational activities, constructively resolve conflicts, and plan and implement activities and programs. Issues of diversity, personal growth and interpersonal relationships are explored within the context of leadership development.

**HUM 290 Leadership Practicum (1)** A course designed to provide students with practical experience in effective leadership. Students will work in campus or community-based organizations applying the principles and concepts learned in HUM 275. Work experiences will be directed and monitored by course faculty with critiques and other written assignments expected. PREREQUISITE: HUM 275.

**Human Services**

**HSC 100 D Introduction to Social Services (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. (Same as SOCS 1010D.)
**HSC 110* Documentation (2)** This course will develop competencies in fundamental social service delivery to individuals, families and groups. Experiences designed to aid child care professionals in the area of social services.

**HSC 115* Motivation (2)** This course examines the nature of human motivation; the extent to which motivation is influenced by both external pressures and internal forces; and the relationships between motivation, morale and productivity within the work setting. This course is designed to aid child care professionals in the area of social services.

**HSC 120* Human Behavior (2)** This course focuses on the impact of the environment upon individuals; the developmental and socialization process relative to the influencing of behavior; and developing skills in helping individuals acquire and apply acceptable coping and adapting mechanisms toward improved functioning. This course is designed to aid child care professionals in the area of social services.

**HSC 200D Human Relations Skills (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. PREREQUISITE: HSC 100D (Same as SOCS 2020D.)

**HSC 220T Selected Problems in Human Services (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. Fifteen classroom contact hours with faculty required per credit hour. May be repeated for a maximum of six semester hours for credit. PREREQUISITE: HSC 100D.

**LGM 130* Introduction to Logistics Management (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 management, electronic data interchange, handling and tracking shipments, scheduling of work, diagramming work and product flow, safety programs, and security issues.

**LGM 140* Transportation (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 (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. PREREQUISITE: LGM 130* or departmental approval.

**LGM 276T* Special Topics in Logistics Management (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.

**LGM 280* Logistics Management Cooperative Work Experience (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.

**Mammography**

*(See Special Interest Courses)*

**Management**

**MGT 110* Principles of Management (3)** This course is organized around the functional aspects of management and addresses the skills and techniques needed and required of the contemporary manager in today’s business world. Basic principles of management are emphasized. This approach gives students a practical way to become more effective managers as well as developing knowledge and techniques essential in dealing with people effectively.

**MGT 120* Supervision Principles (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 260* Small Business Management (3)** Designed for the person with a small business or for a person actually wishing to start a small business. Emphasis is placed upon the development of a working business plan, developing strategies to overcome barriers to success and creating tactics that will actually lead to small
business success. PREREQUISITE: Recommend ACT 201, ACT 202, BUS 155 or MKT 110. (Requires commitment to succeed.)

MGT 264* Human Resources in Management (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.

MKT 276T Selected Problems in Management (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. Fifteen classroom contact hours required per credit hour. May be repeated for credit with a maximum of six hours to apply toward graduation. PREREQUISITE: MGT 264 or permission of instructor.

Marketing

MKT 110* Principles of Marketing (3) 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 115* Fashion Merchandising (3) This course examines principles underlying the fashion process and the study of fashion retailing. Emphasis is placed on products and distribution of fashion goods, current trends, and technological development.

MKT 120* Personal Selling (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. PREREQUISITE: MKT 110 recommended.

MKT 125* Retail Buying (3) An analysis of the merchandise buying function with different types of retail organizations including the function of the buyer within the retail operation.

MKT 135* Advertising and Public Relations (3) This offering explores two component areas of promotion within the Marketing framework. The types of media, cost, planning and applications in advertising are combined with the need for effective public relations. A number of application activities are included.

MKT 210 Retailing Management (3) This course covers the responsibilities, techniques and changing environment of retail management. The growing use of computerized inventory control, challenges in personnel management, buying procedures, and operations of departments and store are included. The emerging field of non-store retailing management is also addressed.

MKT 276T Selected Problems in Marketing (1-4) Specialized topical issues and/or problems in marketing are selected and studied in-depth. 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. PREREQUISITE: Permission of program coordinator.

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 160*); (MATH 1170, MATH 1710); (MATH 1130, MATH 165*); (MATH 160*, MATH 165*); and (MATH 1830, MATH 1910).

Mathematics Laboratory: Any enrolled student may utilize the Mathematics Laboratory. Supplementary audio/visual materials, tutorial computer software, and personalized instruction are available.

MATH 0990 Geometry (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. PREREQUISITE: One year of high school algebra and an acceptable placement score, or DSPM 0800.

=Math 1010 Math for Liberal Arts (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, Boolean Algebra, Logic, Probability and Statistics, Linear Programming, Graph Theory, Mathematics of Finance, and Applied Geometry. PREREQUISITE: 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 (3) Designed for non-science majors, this course includes a study of sets, linear and quadratic equations, exponents and radicals, functions and graphs, variation, complex numbers, theory of equations, inequalities, matrices, and determinants. PREREQUISITES: Two years of high school algebra and an acceptable placement score or DSPM 0850; and high school
Description of Courses

MATH 1410 Structure of Mathematical Systems I (3) Sequences, sets, relations and functions; base-ten arithmetic numeration systems and whole numbers; bases other than ten; operations with integers; equations and inequalities; theory of numbers; clock and modular arithmetic. 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 1420 Structure of Mathematical Systems II (3) Rational numbers; operations with decimal numbers and percents; the real number system; plane and coordinate geometry; introduction to statistics. PREREQUISITE: MATH 1410.

MATH 1530 Elementary Statistics (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. PREREQUISITE: MATH 1010, MATH 1130 or MATH 160* with a grade of C or better, or MATH 1710.

MATH 1710 Precalculus I (College Algebra) (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. 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 or MATH 160*; and high school geometry or MATH 0990 (applies to students under 1989 Admissions Requirements).

MATH 1720 Pre-Calculus II (Trigonometry) (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, and complex numbers. PREREQUISITES: MATH 1710 with a grade of C or better and an acceptable placement score. MATH 1130 will not substitute for the MATH 1710 prerequisite.

MATH 1830 Intuitive Calculus (3) Limits, continuity, differentiation, integration, and applications. This course will not substitute for MATH 1910. Intended primarily for business majors. PREREQUISITE: MATH 1130 or MATH 160* with a grade of C or better, or MATH 1710.

MATH 1910 Calculus and Analytic Geometry I (5) Cartesian coordinates, functions, limits, differentiation of algebraic and trigonometric functions, applications of derivatives, l'Hospital's Rule, integration, applications including areas, volumes, centroids, surface area, work, centroids of polygons, and theorems of Pappus. PREREQUISITES: Four years of high school mathematics, including trigonometry, and an ACT math subscore of 25 or greater, or MATH 1720 with a grade of C or better.

MATH 1920 Calculus and Analytic Geometry II (5) 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. PREREQUISITE: MATH 1910 with a grade of C or better.

MATH 2110 Calculus and Analytic Geometry III (3) 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. PREREQUISITE: MATH 1920 with a grade of C or better.

MATH 2120 Differential Equations (3) Linear first-order differential equations, applications of linear equations, homogeneous linear differential equations, complementary and particular solutions, applications including undamped and damped vibrations, nonhomogeneous linear differential equations including variation of parameters. Laplace transform methods, linear systems, and series solution. PREREQUISITE: MATH 1920 with a grade of C or better.

MATH 100P* Mathematics Practicum (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. Five laboratory hours per week. 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.

MATH 160* College Algebra for Applied Sciences (3) This course is designed primarily for students in medical, business and industrial technology programs. Topics include functions and their graphs, linear and quadratic equations, formulas, systems of equations, determinants, radicals and radical equations, exponents, inequalities, variation, analytical geometry, trigonometry and statistics. Emphasis is placed on the applications of these topics and on the use of new technology in the applied sciences. PREREQUISITE: 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 165* Mathematics for Industrial Technology (5) An integrated course in algebra, geometry, and trigonometry. Topics include but are not limited to basic geometry, elements of trigonometry, solving systems of equations using determinants and matrices, vectors, oblique triangles, complex numbers, exponential and logarithmic functions, variation, conic sections, elementary statistics, elements of statistical process control, and metric measurement. Designed primarily for students in an Associate of Applied Science program in conjunction with a particular industry. Will not substitute for MATH 1710 or 1720. PREREQUISITES: Two years of high school algebra and an acceptable placement score, or DSPM 0850.

MATH 276T* Selected Topics in Mathematics (1-6) A course which deals with topics carefully selected to meet the needs of special groups. The course may be repeated for credit.

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 (1-3) A course designed to direct students into general and specific multimedia sources of information in individual subject areas. May be repeated for a total not to exceed three credit hours. (May be dual listed in selected disciplines.)


MIR 280T Cultural Enrichment: Foreign Cultures (1-3) A study of various foreign cultural traditions through contemporary native fiction supplemented by other selected works.

Medical Imaging Computerized Tomography (See Special Interest Courses)

Radiologic Technology

RAD 110* Patient Care (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. PREREQUISITE: RAD 150*. COREQUISITES: RAD 111C*, RAD 120*, RAD 130*, RAD 231*.

RAD 111C* Clinical Education I (2) 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. A minimum of 240 hours of supervised clinical education is required. PREREQUISITE: RAD 150*. COREQUISITES: RAD 110*, RAD 120*, RAD 130*, RAD 231*.

RAD 112C* Clinical Education II (3) The student is expected to achieve limited proficiency in routine radiographic examination of the spine, urinary system, and digestive system. A minimum of 360 hours of supervised clinical education is required. PREREQUISITES: RAD 101*, RAD 110*, RAD 111C*, RAD 120*, RAD 130*, RAD 231*. COREQUISITES: RAD 121*, RAD 131*, and RAD 232*.

RAD 113C* Clinical Education III (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. A minimum of 360 hours of supervised clinical education is required. PREREQUISITES: RAD 112C*, RAD 121*, RAD 131*, RAD 232*, COREQUISITE: RAD 200*.

RAD 120* Positioning & Procedures I (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. PREREQUISITE: RAD 150*. COREQUISITES: RAD 110*, RAD 111C*, RAD 130* RAD 231*. Two lecture, two laboratory hours per week.

RAD 121* Positioning and Procedures II (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 101*, 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 130* Radiographic Anatomy I (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. PREREQUISITE: RAD 150*. COREQUISITES: RAD 110*, RAD 111C*, RAD 120*, RAD 231*.
RAD 131* Radiographic Anatomy II (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 101*, RAD 110*, RAD 111C*, RAD 120*, RAD 130*, RAD 231*. COREQUISITES: RAD 112C*, RAD 121*, RAD 232*.

RAD 150* Radiation Protection (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. PREREQUISITE: Formal admission into the Radiologic Technology Program.

RAD 200* Radiographic Image Evaluation (2) A comprehensive review of quality assurance and film 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*. COREQUISITE: RAD 113C*.

RAD 211C* Clinical Education IV (3) Clinical assignments in mobile imaging including general radiography and surgical procedures. Modality rotations include: Angiography, Cardiac Catheterization, CT, MRI, Nuclear Medicine, Pediatrics, Radiation Therapy, and Ultrasound. A minimum of 360 hours of supervised clinical education is required. PREREQUISITES: RAD 111C*, RAD 200*. COREQUISITES: RAD 122*, RAD 221*, RAD 240*.

RAD 212C* Clinical Education V (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. A minimum of 360 hours of supervised clinical education is required. PREREQUISITES: RAD 122*, RAD 211C*, RAD 221*, RAD 240*. COREQUISITES: RAD 220*, RAD 222*, RAD 241*, RAD 260*.


RAD 220* Radiologic Pathology (3) A study of common pathologies and injuries with emphasis on the presentation of each pathology in relationship to the various exposure techniques within Medical Imaging. PREREQUISITES: RAD 122*, RAD 211C*, RAD 221*, RAD 240*. COREQUISITES: RAD 212C*, RAD 222*, RAD 241*, RAD 260*.

RAD 221* Radiographic Physics I (4) An introductory study of the basic principles of atomic structure, radioactivity, magnetism, electricity, mechanics, and the 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 1110. COREQUISITES: RAD 122*, RAD 211C*, RAD 240*. Four lecture hours per week.


RAD 232* Principles of Radiographic Exposure II (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 101*, RAD 110*, RAD 111C*, RAD 120*, RAD 130*, RAD 231*. COREQUISITES: RAD 112C*, RAD 121*, RAD 131*. Three lecture hours per week.

RAD 240* Radiography Seminar (1) An introduction to "mock registries". Objective tests are used to evaluate each student's readiness for the terminal competencies. PREREQUISITES: RAD 113C*, RAD 200*. COREQUISITES: RAD 122*, RAD 211C*, RAD 221*.


RAD 242* Registry Review (1) A final comprehensive review of all radiographic coursework. "Mock Registries" are administered and discussions of continuing educational opportunities are included. PREREQUISITES: RAD 212C*, RAD 220*, RAD 222*, RAD 241*, RAD 260*. COREQUISITE: RAD 213C*.


**Diagnostic Medical Sonography**

UST 200* Introduction to Medical Sonography (3) This course is designed to present the fundamental principles of sonography. The evolution of ultrasound as an imaging modality and legal and ethical
issues are covered. Patient care issues such as venipuncture, urinary catheterization, and vital signs are covered. PREREQUISITE: Formal acceptance into the program.

UST 211C* Clinical Education I (4) An introduction to clinical scanning in an ultrasound department. The student is expected to achieve limited proficiency in routine scanning techniques of the abdomen. A minimum of 24 hours per week of direct supervised clinical education is required. PREREQUISITE: UST 200*, UST 211C*, UST 220*, UST 240*. COREQUISITES: UST 220*, UST 240*.

UST 212C* Clinical Education II (4) Continued rotations through general sonography departments. Students must achieve both speed and accuracy in competency requirements. A minimum of 24 hours per week of supervised clinical education is required. PREREQUISITES: UST 200*, UST 211C*, UST 220*, UST 240*. COREQUISITES: UST 221*, UST 241*.

UST 213C* Clinical Education III (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. PREREQUISITE: UST 212C*, UST 221*, UST 241*. COREQUISITES: None.

UST 220* Physics and Instrumentation I (3) The theories and principles of sonographic physics and instrumentation are covered. Problem solving, static imaging, and real-time principles are a few key issues that are presented. PREREQUISITE: Formal acceptance into the program. COREQUISITES: UST 200*, UST 211C*, UST 240*.


UST 240* Abdominal Scanning (4) Specific abdominal topics include: vascular, liver, spleen, pancreas, gallbladder, kidneys, retroperitoneum, and peritoneal cavity. Classes include a detailed study of abdominal cross-sectional anatomy. Clinical signs and symptoms, applicable lab values, pathophysiology, and differential diagnosis will be presented. PREREQUISITE: Formal acceptance into the program. COREQUISITES: UST 200*, UST 211C*, UST 220*.

UST 241* OB/GYN Scanning (4) Anatomy, physiology, and pathology of the female reproductive organs are presented in both normal and abnormal case studies. Image analysis, differential diagnosis, gestation times, the placenta, amniotic fluid evaluation, the umbilical cord, and chromosome disorders are a few topics to be covered. Various techniques will be covered to emphasize strategies that should be implemented in difficult procedures. PREREQUISITE: UST 200*, UST 211C*, UST 220*, UST 240*. COREQUISITES: UST 212C*, UST 221*.

UST 242* Small Parts Scanning (2) Anatomy, physiology, and pathology of the male reproductive organs are presented in both normal and abnormal case studies. Small parts also include the thyroid, parathyroid, breast, and extremity scanning. Image analysis, differential diagnosis, and prostate/scrotum are a few topics to be covered. PREREQUISITE: UST 213C*. COREQUISITE: UST 250*.


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 1030 Music Appreciation (3) 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. PREREQUISITES: An acceptable placement score, or DSPR 0800 and DSPW 0800.

MUS 101 Music Theory I (4) A basic course in the fundamentals of music: note values and meter, pitch notation, and 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.

MUS 102 Music Theory II (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. PREREQUISITE: MUS 101 or satisfactory completion of Theory Placement Exam or permission of instructor.

MUS 154 Vol State Singers (1) Open to all students, the only requirement being the ability to sing a simple song with correct pitch. The official choral organization of the College performing standard repertoire. Three laboratory hours per week.

MUS 155 VolStateShowChoir(1) Audition only. (For the Advanced Singer) A performing organization of select voices drawn from the Vol State Singers. Participation in and public performances of a variety of popular and commercial music.

MUS 156 Commercial Music Ensemble (1) Audition only. A performing organization providing instruction and experience in
playing various styles of commercial instrumental music. Will frequently accompany the Show Choir and/or the Vol State Singers.

MUS 201 Music Theory III (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 acceptable score on Theory Placement Test or permission of instructor.

MUS 202 Music Theory IV (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 (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 (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 (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 (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. Minimum of ninety (90) hours work experience per semester. Notice of intent to participate in this course must be filed with the Music Department at least one semester prior to enrollment. PREREQUISITE: Permission of Music Department.

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 170 Class Piano I (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 (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. Prerequisite: MUS 170 or permission of instructor.

MUS 172 Class Voice (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 174 Piano Instruction (1-2) Private instruction in piano beginning at the current level of proficiency of each student. PREREQUISITE: MUS 171 or permission of instructor. Only 8 hours may be counted toward graduation.

MUS 175 Voice Instruction (1-2) Private instruction in voice beginning at the current level of proficiency of each student. PREREQUISITE: MUS 172 or permission of instructor. Only 8 hours may be counted toward graduation.

MUS 176 Guitar Instruction (1-2) Private instruction in guitar beginning at the student’s level of proficiency. Only 8 hours may be counted toward graduation.

Natural Resource Management

NRM 100 Environmental Issues (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 (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 140 Introduction to Forestry (3) A review of the history of American forestry; forest industry and its products; recreational use, protection and maintenance of forest lands.

NRM 150 Wildlife Management (3) An introductory course in the study of wildlife resources of the United States, their interrelationships with soil, water, and other plant and animal life.

NRM 276T* Selected Topics in Natural Resource Management (1-6) A course which deals with topics carefully selected to meet the needs of special groups. The course may be repeated for credit.

**Office Management Technology**

OMT 101 Beginning Keyboarding (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 (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. PREREQUISITE: OMT 101 or equivalent.

OMT 105* Desktop Publishing I Essentials (1) An introduction to the most popular desktop publishing software: PageMaker. Topics include: what is DTP, using a mouse, menu bar, dialog boxes, pointer tool, changing page size, saving documents, constructing page layout, creating columns, column guides, ruler guides, zero point, drawing tools, placing graphics, and using a clipboard.

OMT 110* Keyboarding I Essentials (1) Learn the keyboard using the most popular software: WordPerfect. Topics include: letters of the alphabet, numbers, symbols, punctuation marks, word wrap, saving a document, retrieving a document, correcting errors, changing margins, setting and changing tabs, and printing files.

OMT 221* Business Communications I (3) A study of business English, grammar, punctuation, spelling, and basic writing skills are applied. Emphasis is placed on understanding of basic rules of the business English language to aid students to successfully communicate in the business world.

OMT 248* Word for Windows (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.

OMT 249* Advanced Word for Windows (3) This course teaches the advanced functions of Words 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 fill-in forms. This course will be taught using Word software and a mouse.

OMT 253* Office Procedures (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. PREREQUISITE: CIS 100 AND OMT 101 OR permission of Program Coordinator.

OMT 276T* Selected Problems in Office Occupations (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. May be repeated for credit with a maximum of four hours to apply toward graduation.

**Ophthalmic Technician**

OPH 102* Ocular Anatomy and Physiology (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 (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 112* Ophthalmic Optics (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. PREREQUISITE:
Formal admission to the Ophthalmic Technician Program. CO-REQUISITES: OPH 102*, OPH 105*, OPH 110C, OPH 150*.

**OPH 120C* Clinical Applications II** (9) Supervised practice of clinical skills learned during the Spring Semester. 360 clinical hours per semester. CO-REQUISITES: OPH 121*, OPH 123*, OPH 126*, OPH 127*, OPH 151*.

**OPH 121* Basic Ophthalmic Pharmacology** (1) This course will acquaint the student with oculcar pharmacology including diagnostic agents, therapeutic agents, antibiotics, topical anesthetics, antivirals, antihistamines/antiallergic 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. CO-REQUISITES: OPH 120C*, OPH 123*, OPH 126*, OPH 127*, OPH 151*.

**OPH 123* Introduction to Ophthalmic Diseases** (1) Basic characteristics of common oculcar disorders will be presented in this course. Included are: the anterior segment, oculcar adnexa, posterior segment diseases and conditions most common 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 oculcar emergencies will be presented in detail. CO-REQUISITES: OPH 120C*, OPH 121*, OPH 123*, OPH 126*, OPH 127*, OPH 151*.

**OPH 120C* Clinical Applications II** (9) Supervised practice of clinical skills learned during the Summer Semester. 360 clinical hours per semester. CO-REQUISITES: OPH 121*, OPH 123*, OPH 126*, OPH 127*, OPH 151*.

**OPH 123* Introduction to Ophthalmic Diseases** (1) Basic characteristics of common oculcar disorders will be presented in this course. Included are: the anterior segment, oculcar adnexa, posterior segment diseases and conditions most common 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 oculcar emergencies will be presented in detail. CO-REQUISITES: OPH 120C*, OPH 121*, OPH 123*, OPH 126*, OPH 127*, OPH 151*.

**OPH 126* Ocular Motility** (2) Principles and techniques of keratometry, exophthalmometry, tonography, and advanced motility are presented with emphasis on skill development in these procedures. CO-REQUISITES: OPH 120C*, OPH 121*, OPH 123*, OPH 127*, OPH 151*. Fifteen lecture and 30 lab hours per semester.

**OPH 127* Refractometry/Retinoscopy** (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. CO-REQUISITES: OPH 120C*, OPH 121*, OPH 123*, OPH 126*, OPH 151*. Fifteen lecture and 30 lab hours per semester.

**OPH 130C* Clinical Applications III** (4) Supervised practice of clinical skills learned during the Summer Semester. 160 clinical hours per semester. CO-REQUISITES: OPH 152* and OPH 153*.

**OPH 150* Ophthalmic Procedures I** (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. PREREQUISITE: Formal admission to the Ophthalmic Technician Program. CO-REQUISITES: OPH 102*, OPH 105*, OPH 110C*, OPH 112*. Thirty lecture and 30 lab hours per semester.

**OPH 151* Ophthalmic Procedures II** (2) This course introduces the student to the principles and techniques of visual field measurement, causes of visual field loss, basic external ophthalmic examination and the documentation of all testing and exam results. CO-REQUISITES: OPH 120C*, OPH 121*, OPH 123*, OPH 126*, OPH 127*. Fifteen lecture and 30 lab hours per semester.

**OPH 152* Ophthalmic Procedures III** (3) This course introduces the student 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. CO-REQUISITES: OPH 130C*, OPH 153*. Thirty lecture and 30 lab hours per semester.

**OPH 153* Ophthalmic Procedures IV** (3) Students will learn to use specialized equipment to perform acuity testing, ultrasonography, ophthalmic photography, corneal topography. Basic interpretations of fluorescein angiography and laser procedures are also included. CO-REQUISITES: OPH 130C*, OPH 152*.

**Paralegal Studies**

**LAW 100* Introduction to Legal Assistance and Ethics** (3) This course represents an examination of the Legal Assistant/Paralegal profession, including the duties, responsibilities, employment settings, and skills of the legal assistant/paralegal. In addition, the course includes a component on Ethics which involves study of the standards of conduct and ethical obligations of paralegal personnel.

**LAW 101* Introduction to Law** (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.

**LAW 104* Torts** (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** (3) Legal bibliography including codes, administrative regulations, reporters, digests, encyclopedias, citators, legal reviews and treatises; analysis and synthesis of cases. PREREQUISITES: ENGL 1010, LAW 100, LAW 101 or permission of program coordinator.

**LAW 106* Legal Writing** (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 (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 135** Law Office Technology (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. PREREQUISITE: CIS 100 or permission of program coordinator.

**LAW 200** Family Law (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 (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 (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 (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 (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 (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.

**LAW 250** Administrative Law (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.

**LAW 261** Secured Transactions/Bankruptcy (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 276** Special Topics in Law (1-4) Detailed study of a specific topic in law or paralegal studies. PREREQUISITES: ENGL 1010, LAW 100, LAW 101, or permission of program coordinator.

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**Philosophy**

**PHIL 103** Introduction to Philosophy (3) A study of the concepts of wisdom and knowledge and their use in the development of rational human values.

**PHIL 110** Introduction to Logic (3) Study of the principles of reasoning, deductive and inductive fundamentals, and the use of logic as a practical tool.

**PHIL 120** Workplace Ethics (3) A course in applied ethics. General topics include character, conduct, self-respect, integrity, respect for others, moral dilemmas, moral reasoning, management-employee relationships, employee-employee relationships, obligations to customers, productivity, and a business's community responsibilities. Course work involves problem simulation, critical thinking, reading, and writing in a contextual format.

**PHIL 210** Religion in America (3) A study of religion in the United States, beginning with its European context and culminating in the current trends and projections for the future. The class will focus on the development of both Christian and non-Christian traditions, including Protestant, Catholic, Jewish, Mormon and others, as well as the development of various Eastern faith communities. Attention will also be given to the political, social and cultural contexts of various religious movements and traditions with additional emphasis...
given to women and minorities for their contributions to the national religious landscape.

PHIL 260 Introduction to Biblical Studies (3) A nonsectarian introduction to the Bible; its literature, history, and theology.

PHIL 261 Introduction to the Old Testament (3) A literary and historical study of the Old Testament, its origins, cultural background, major themes, and methods of interpretation.


PHIL 270 Survey of World Religions (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.

PHIL 280T Special Topics in Religious and Philosophical Studies (3) Topical issues and/or problems in philosophy or religion will be selected and studied in depth. Fifteen classroom contact hours with faculty required per credit hour. May be repeated but only six hours can be counted towards graduation.

Physical Education Activity Courses

PHED 1000 Physical Conditioning (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 (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 1050 Badminton (1) Instruction and practice in the fundamentals of badminton.

PHED 1060 Aerobic Dance (1) This course is designed for students wishing to keep physically fit through endurance activities set to music.

PHED 1070 Lifetime Fitness (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 (1) Instruction and practice in the fundamentals as well as the various types of play in basketball.

PHED 1090 Bowling (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 (1) This course is designed to acquaint the beginning player with correct swing, selection, and use of the various clubs.

PHED 1110 Leisure Time Activities (1) This course is designed for students wishing to obtain instruction in various leisure time activities. These activities include activities of a less strenuous nature such as ping pong, shuffle board, paddle ball, deck tennis, and horseshoes.

PHED 1120 Softball (1) Instruction and practice in the fundamentals of catching, swinging, and backing up other positions.

PHED 1140 Tennis (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 (1) Instruction and practice in the fundamentals as well as various types of play in volleyball.

PHED 1160 Weight Training (1) Instruction and practice in the fundamentals of weightlifting.

PHED 1170 Intermediate Golf (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. PREREQUISITE: PHED 1100 or permission of instructor.

PHED 1180 Intermediate Tennis (1) Skill development in the basic strokes. Advanced strokes and strategy with emphasis on the mechanical basis of tennis. PREREQUISITE: PHED 1140 or permission of instructor.

PHED 1190 Walking (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 (1) Step Aerobics is an activity which includes different routines adapted to music.

PHED 1210 Physical Fitness (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 (1) Instruction and practice in various popular dances.

PHED 176T Selected Topics in Physical Education Activities (1)
This course provides classroom instruction and practice in selected topical physical education activities. May be repeated for credit with a maximum of two semester hours to apply toward graduation.

Professional Courses

PHED 220 Care of Athletic Injuries (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 230 Sports Officiating (3) This course is designed to introduce students to the rules, interpretations and mechanics of officiating basketball, volleyball, and baseball.

PHED 240 Introduction to Physical Education and Activities (3) A study of the historical background, general scope, principles, and objectives of physical education in its relationship to education as a whole and the practical application of this knowledge to selected sports activities.

PHED 260 Fundamentals and Techniques of Coaching Baseball (3)
The theory and practice of baseball coaching, with attention given to coaching of the individual in base running, fielding, hitting and pitching; detailed study of each position; offensive and defensive team play; study of rules.

PHED 270 Fundamentals and Techniques of Coaching Basketball (3) The theory and practice of basketball coaching, with attention to coaching the individual in the various aspects of the five-player game. Offensive and defensive play will be studied in detail.

PHED 290P Sports Medicine Practicum (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.

Physical Therapist Assistant

PTA 110* Physical Science for the PTA (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. PREREQUISITE: DSPM 0850 or permission of instructor. Fifteen lecture and thirty lab hours per semester.

PTA 210* Fundamentals of PTA (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* Clinical Anatomy I (2) Applications of neuro-muscular-skeletal anatomy and physiology including kinesiology and surface anatomy to describing normal motion and movement patterns. Emphasis on the lower extremity and trunk. PREREQUISITES: PTA 110 and acceptance into the PTA program. Fifteen lecture and thirty laboratory hours per semester.

PTA 222* Clinical Anatomy II (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 AHC 250. Fifteen lecture and thirty laboratory hours per semester.

PTA 242C* Clinical Practice I (1 - 5) Supervised practice of the clinical skills learned during the Fall and Summer Semesters. PREREQUISITES: PTA 210, PTA 221, PTA 253 and AHC 250. Two hundred- forty clinical hours per semester.

PTA 243C* Clinical Practice II (6) Supervised practice of the clinical skills studied during the current and previous semesters. PREREQUISITES: PTA 222, PTA 263, PTA 264 and PTA 242C. Three hundred-twenty clinical hours per semester.

PTA 251* PTA Seminar (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 (4) Introduction to massage, body mechanics, positioning, posture, patient transfers, ADL, assistive and gait devices, isolation and aseptic techniques, manual muscle testing, goniometry, and gait analysis and training. Integrated with PTA 221. PREREQUISITES: PTA 110 and admission to the PTA program. Thirty lecture, thirty laboratory and fifty clinical rotation hours per semester.

PTA 263* Therapeutic Applications II (5) Continuation of manual muscle testing and goniometry. Integrated with PTA 222. Introduction to superficial heat and cold, hydrotherapy, and therapeutic exercise. Application of techniques and procedures to the treatment of orthopedic and soft tissue injuries, arthritis, wellness programs, and other medical conditions. PREREQUISITES: PTA 210, PTA 221, AHC 250 and PTA 253. Thirty lecture and sixty laboratory hours per semester.
PTA 264* Therapeutic Applications III (5) Continuation of PTA 263. Further study of therapeutic exercise, introduction to traction prosthetics, and orthotics. 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 253 and AHC 250. Forty-five lecture and sixty laboratory hours per semester.

PTA 270* Therapeutic Applications IV (6) Introduction to the integrated approach to therapeutic exercise, facilitation techniques, electrical modalities, ultraviolet light, diathermies, intermittent compression, and adaptive equipment. Application of techniques and procedures to patients with burns, neurological, cardiopulmonary, and multihandicapping conditions, environmental barriers. PREREQUISITES: PTA 222, PTA 263, PTA 264, and PTA 242C. Forty-five lecture and ninety laboratory hours per semester.

Physical Science

♦ PSCI 1030 An Introduction to Natural Science (4) This course is an interdisciplinary approach to the biological, chemical and physical world with an emphasis upon the diversity of living organisms, their interdependence and their relationship to physical and chemical principles and forces. The course is designed for non-science majors to develop understanding and appreciation of their world. PREREQUISITES: Acceptable placement score; or DSPR 0800 and DSPW 0800. Three lecture, two laboratory hours per week.

PSCI 110D Scientific Methods and Values (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. Two or three lecture hours per week. (Same as BIOL 110D)

PSCI 200P* Science Practicum (3) Students will study methods for effective tutoring in science with practical experience in the Math and Science Laboratory, Open Review Lab, Peer Tutoring and/or Study Group Mentoring. Students will enhance their own scientific understanding and insight in a given discipline as a result of communicating what has been previously mastered. PREREQUISITES: Completion of the sequence in which the student will tutor and completer status. Student must be recommended. Five laboratory hours per week. Not intended for transfer.

♦ PHYS 1030 Introductory Physics (4) An introductory study of selected topics in physics including mechanics of linear and curvilinear motion, energy gravitation, vibrations and waves, sound electricity, magnetism and some atomic and nuclear physics. Note the preceding introductory discussion concerning course credits. PREREQUISITES: Academic assessment with all developmental studies requirements completed. Three lecture, two laboratory hours per week.

♦ PHYS 2010 Non-Calculus Based Physics I (4) An introduction to mechanics. Includes study of conservation principles of energy and momentum, statics, rotational motion, fluid motion and vibrational motion. Designed primarily for pre-professional health students. PREREQUISITE: MATH 1720 with a grade of C or better. Three lecture, three laboratory hours per week.

♦ PHYS 2110 Calculus-Based Physics I (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 and momentum, Newton's law of gravitation, the kinematics and dynamics of rotational motion, simple harmonic 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. PREREQUISITE: MATH 1910. COREQUISITE: Calculus sequence. Three lecture, three laboratory hours per week.

♦ PHYS 2120 Calculus-Based Physics II (4) A continuation of PHYS 2110. Topics include wave motion, electricity and magnetism, light, geometrical and physical optics. PREREQUISITE: PHYS 2110. Three lecture, three laboratory hours per week.

PHYS 200* Principles of Technology (4) A study of the physical and chemical principles that relate to today's industry. Topics included are the laws of motion, levers, forces, structure of matter, heat and electricity. Hands-on approach to learning will be encouraged. PREREQUISITES: MATH 160*, MATH 1720, or MATH 165*. Three lecture, two laboratory hours per week.

PHYS 276T* Selected Topics in Physics/Physical Science (1-6) A course which deals with topics carefully selected to meet the needs of special groups. The course may be repeated for credit.
**Political Science**

**POL 110 Introduction to Political Science** (3) An introduction to the study of comparative governments, ideologies, systems, institutions, and international relations.

**POL 104T Current Issues** (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. PREREQUISITE: Permission of instructor.

**POL 200 American Government and Politics** (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.

**POL 210 State and Local Government in the United States** (3) Forms of state and local government organizations. Interrelationships between state and local, state and federal, and local federal governments.

**POL 280T Selected Problems in Political Science** (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. May be repeated for credit with a maximum of six semester credit hours to apply toward graduation.

**Psychology**

**PSY 101 General Psychology I** (3) The first in a sequence of two general psychology courses designed to provide an overview of the field of psychology and human behavior. The topics of philosophy, history, biology, learning, personality, abnormal treatment and applied psychology are covered.

**PSY 102 General Psychology II** (3) The second in a series of two general psychology courses designed to provide an overview of the field of psychology and human behavior. The course covers the topics of sensory process, perception and consciousness, memory, higher cognitions, intelligence, development, motivation, and social psychology. PREREQUISITE: PSY 101.

**PSY 201 Personal Adjustment** (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. PREREQUISITE: PSY 101.

**PSY 211 Industrial and Organizational Psychology** (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.


**PSY 232 Adolescent Psychology** (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. PREREQUISITE: PSY 101.

**PSY 240T* Selected Topics in Psychology** (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** (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. PREREQUISITE: PSY 101 or permission of instructor.

**PSY 244D Alcohol & Drug Abuse** (3) 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. (Same as SOCS 2035D.)

**PSY 250 Psychology of Gender Differences** (3) Psychological examination of male/female attitudes and relationships. A survey of materials related to sociological, biological and psychological differences of gender and roles. PREREQUISITE: PSY 101 OR permission of instructor.

**PSY 251D Social Psychology** (3) A study of social behavior on human interaction. Topics covered include perception, attitudes, persuasion, leadership and group structure. Lectures and readings are supplemented with class projects. (Same as SOC 250D.)

**Quality Management Technology**

**QMT 150* Total Quality Management Concepts** (3) This course represents an examination of the components and overall concepts of Total Quality Management. Techniques used in production service and support environments are examined. The need to adopt the concept on a company or institutional basis is also included with steps involving training and evaluations.

**QMT 175* Production and Inventory Control** (3) This course includes the concepts and process of production and operations management. Quantitative methods of production planning are developed as well as written skills. Multiple production formats are
examined and the effective measurement of work flow during production is included. PREREQUISITES: QMT 150.

QMT 255* Statistical Quality Control (3) The use of statistical applications to measure production and service output is the central purpose of this course. Sampling, probability, and their uses in inspection of ongoing processes and finished units are applied in problem situations. Industry and government standards commonly used are also applied. PREREQUISITE: MATH 1530.

Real Estate

RES 215* Introduction to Real Estate (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 245* Real Estate Appraisal Principles (5) This first-level course in Real Estate Appraisal covers the process, procedures, reporting, and legal requirements in residential appraisal. Topics including Appraisal Standards, Value Estimates and the Uniform Standards of Professional Appraisal Practice are included. The course is approved by the TN Real Estate Appraisal Board.

Religious Studies

(See Philosophy)

Respiratory Care

RPC 101* Introduction to Respiratory Care (1) 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. PREREQUISITE for RPC 201*.

RPC 201* Fundamentals of Respiratory Care I (4) The theory of all basic equipment including ventilators is presented including topics on medical gas therapy, humidity and aerosol therapy, microbiology, cleaning and sterilization, and pharmacology. PREREQUISITE: Acceptance into the Respiratory Care Program and RPC 101*. COREQUISITE: RPC 220*.

RPC 202* Fundamentals of Respiratory Care II (4) A continuation of Fundamentals of Respiratory Care I, to include microbiology, cleaning and sterilization, chest physical therapy and postural drainage, fluid and electrolyte balance and interpretation of laboratory values. PREREQUISITES: RPC 201, RPC 220, and RPC 229. Three lecture and two laboratory hours per week.

RPC 203* Fundamentals of Respiratory Care III (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* AND 230. Forty-five clock hours of lecture per semester.

RPC 204* Fundamentals of Respiratory Care IV (3) An in-depth study of the physiology and technologic principles of non-invasive and invasive monitoring, pulmonary diagnostic testing, and pulmonary rehabilitation. PREREQUISITES: Graduate of JRCRTE Certification Program or CRTT credential.

RPC 205* Advanced Airway Management (3) A study of Advanced Life Support in the adult including airway management, dysrhythmia recognition, pharmacology and patient management. PREREQUISITES: Graduate of JRCRTE Certification Program or CRTT credential.

RPC 220* Cardio-Pulmonary-Renal Anatomy & Physiology (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. Three lecture and 2 laboratory hours per week.

RPC 229* Fundamentals of Mechanical Ventilation I (4) A study of the theory and techniques of mechanical ventilation including the selection, use, modification, and care of mechanical ventilators. Three lecture and two laboratory hours per week.

RPC 230* Fundamentals of Mechanical Ventilation II (4) A study of the pulmonary, circulatory and cardiac 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. Three lecture and two laboratory hours per week.

RPC 260* Pulmonary Pathology (3) A survey 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. Forty-five clock lecture hours per semester.

RPC 281C* Clinical Practice I (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 weekly physician lectures and required seminars. 336 clinical hours is required. PREREQUISITES: RPC 101*, RPC 201* and RPC 220*. COREQUISITES: RPC 202* and RPC 229*.

RPC 282C* Clinical Practice II (4) Supervised clinical application of skills developed in previous RPC courses to include airway management, arteriotomy and mechanical ventilation. A continuation
of the weekly physician lecture series and required seminars. Minimum of 224 clinical hours per term. PREREQUISITE: RPC 281C*, RPC 203*, and RPC 230*.

RPC 283C* Clinical Practice III (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. A continuation of the weekly physician lecture series and required seminars. PREREQUISITES: RPC 282C*. COREQUISITE: RPC 204, 260, and 290. Minimum of 224 clinical hours per term.

RPC 289* Current Topics in Respiratory Care I (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 (3) 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 203, 230, and 282C. COREQUISITES: RPC 204*, 260*, and 283C*.

RPC 291* National Registry Review (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 204* and RPC 283C* or CRTT Credential.

RPC 292* Current Topics in Respiratory Care II (1) Specialized topical issue and/or problem in Respiratory Care studied in depth via independent study. Successful completion requires submission of a paper with an oral defense. PREREQUISITES: RPC 204*, RPC 283C*, and RPC 289*.

Sleep Diagnostics Technology

PSG 101* Anatomy and Physiology of Sleep Disorders (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 (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 Polygraph Instrumentation (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 (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 (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 (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 (4) This course is designed to prepare the student for the NBRPST examination. It includes test preparation and review. PREREQUISITES: PSG 110* and PSG 120C* or permission of Program Director.

PSG 133C* Clinical Practice II (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.

Social Science

SOS 101 Introduction to Social Science I (3) A study of the nature of the social sciences with an emphasis on the sociological and psychological aspects of culture, personality, family, religion, and education.

SOS 102 Introduction to Social Science II (3) A study of the nature of the social sciences with an emphasis on political and economic structures.
**Social Services**

**SOCS 1010 D Introduction to Social Services (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 30 hours of volunteer work in an agency is required. (Same as HSC 100D.)

**SOCS 1020 Human Behavior in the Social Environment (3)** A study of human motivation and of the impact of the social environment on human behavior as well as the development of the socialization skills and coping mechanisms necessary for effectively functioning in social contexts.

**SOCS 2010 Social Services for Children and Youth (3)** This course examines the special needs of children and youth and the social services that are available to meet those needs.

**SOCS 2015 Social Services for Women, Minorities, and the Elderly (3)** This course examines the special needs of women, minorities, the elderly and other vulnerable populations and the social services that are available to meet those needs.

**SOCS 2020D Human Relations Skills (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. PREREQUISITE: SOCS 1010D. (Same as HSC 200D.)

**SOCS 2030 Violence and Conflict (3)** The causes and consequences of violent conflicts between individuals and groups and conflict resolution techniques.

**SOCS 2035D Alcohol and Drug Abuse (3)** 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. (Same as PSY 244D).

**SOCS 2040 Crisis Intervention (3)** The effects of crisis on people, the methods of intervention, and the use of multiple resources to reestablish functionality. Students are required to demonstrate skills in simulated crisis situations. PREREQUISITE: SOCS 1020.

**SOCS 2050 Case Management (3)** Methods and strategies for effectively assessing client needs, accessing necessary provider agencies, and monitoring and properly documenting service delivery and client welfare. PREREQUISITE: SOCS 1020.

**SOCS 2060 Field Practicum (3)** Supervised work experience in selected social services agencies. Minimum of 45 clock hours must be completed in an approved agency. PREREQUISITE: Completion of 30 hours of major core courses or permission of instructor.

**Sociology**

**SOC 101 Introduction to Sociology (3)** An introduction to sociology as a science and to basic sociological concepts, social structure, and social institutions, including the family and education.

**SOC 102 Social Problems (3)** A study of selected contemporary social problems, including crime, family disorganization, health care, inequality, population, and environment.

**SOC 204 Sociology of Aging (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.

**SOC 206 Delinquency and Crime (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.

**SOC 240T Selected Topics in Sociology (1-6)** Specialized topical issues and/or problems in sociology, 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.

**SOC 250D Social Psychology (3)** A study of social behavior on human interaction. Topics covered include perception, attitudes, persuasion, leadership and group structure. Lectures and readings are supplemented with class projects. (Same as PSY 251D.)

**Spanish**

**SPAN 1010 Beginning Spanish I (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.

**SPAN 1020 Beginning Spanish II (3)** A continuation of SPAN 1010. PREREQUISITE: SPAN 1010 or appropriate placement on departmental language proficiency exam.

**SPAN 2010 Intermediate Spanish I (3)** A course designed to improve the student's ability to understand spoken and written Spanish, to use Spanish grammar, and to read and write at the intermediate level. Readings and exercises in Spanish literature and documents are used to familiarize students with Spanish culture and language. PREREQUISITE: SPAN 1020 or appropriate placement on departmental language proficiency exam.

**SPAN 2020 Intermediate Spanish II (3)** A continuation of SPAN 2010. PREREQUISITE: SPAN 2010 or appropriate placement on departmental language proficiency exam.
SPAN 290P* Spanish Study Abroad (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. PREREQUISITE: SPAN 1020 or permission of instructor.

Specialized Interest Education

SIE 276 T* Selected Topics (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.

Theatre

♦THEA 1030 Introduction to Theater (3) A general education course designed to meet the fine arts requirement for non-majors. 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. PREREQUISITES: An acceptable placement score, or DSPR 0800 and DSPW 0800.

THEA 120 Fundamentals of Acting (3) A course in the mechanics of acting including physical movement, body control, and character-building techniques.

THEA 130 Stagecraft (3) Theory and practical experience in the different phases of stagecraft including sets, lights, sound, and publicity.

THEA 200D Voice and Diction (3) A study of the basic fundamentals of vocal expression; this course explores non-regional speech development and the use of the voice as an expressive instrument. (Same as COM 200D) PREREQUISITE: COM 100 or COM 103.

THEA 210 Children’s Theatre (3) Lectures and practical experience in children’s theater activities, including a full production. PREREQUISITE: THEA 120.

THEA 220 Acting II (3) An analysis of styles and techniques in acting, including improvisation, movement, and voice, focused on character development. PREREQUISITE: THEA 120 or permission of instructor.

THEA 240 Fundamentals of Costume and Make-up (3) A practical application of costume design concepts and make-up techniques for the stage.

THEA 280T Individual Problems in Theater (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.

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 academic or technical certificate nor are credit hours related to Special Interest Classes included for financial aid purposes.

Computer Information Systems

CIS 109S Internet Essentials (1) A hands-on introduction of the Internet. Topics include: definition of the Internet; Internet addressing; using e-mail; LISTSERV; FTP; Telnet; Archie; Gopher; Veronica; WAIS; WWW. No prior computer experience required. May not be used towards GBA requirements.

CIS 120S Quicken Essentials (1) An introduction to Quicken, a personal financial budgeting and planning software package. Topics include setting up a budget, entering transactions, reconciling, generating reports, and tracking expenses. No prior computer experience required. May not be used toward GBA requirement.

CIS 121S Web Page Essentials (2) A hands on course covering the development of an Internet Web Page. Students will create a Web Page incorporating text, graphics, video and audio. No prior computer experience required. May not be used toward GBA requirement.

CIS 122S Microsoft Windows Essentials (1) An introduction to Microsoft’s graphical operating environment. Topics include: installation, using the taskbar, manipulating icons, navigating menus, and launching applications. No prior computer experience required. May not be used toward GBA requirements.

CIS 123S Word Essentials (1) An introduction to Microsoft's word processing package. Topics include creating a document; saving, retrieving and printing; cursor movement commands; using fonts and graphics. No prior computer experience is required. May not be used toward GBA requirements.

CIS 124S Excel Essentials (1) An introduction to Microsoft's spreadsheet package. Topics include creating a worksheet; saving and retrieving; editing data; ranges; copying; data manipulation commands; and graphics. No prior computer experience is required. May not be used toward GBA requirements.

CIS 125S UNIX Essentials (1) An introduction to the operating system UNIX. Topics include files and directories; processes and the Shell; command procedures; procedure design; filters; stream editing; and pipes. No prior computer experience is required. May not be used toward GBA requirements.
CIS 126S PowerPoint Essentials (1) An introduction to Microsoft’s presentation graphics program. Topics include creating a slide show, inserting graphics and clip art, using media clips, and animation. May not be used toward GBA requirements.

CIS 127S PhotoDraw Essentials (1) An introduction to Microsoft’s graphic editing program. Topics include: creating a picture, using templates, retouching photographs, creating and editing graphics. May not be used for GBA credit.

CIS 128S Publisher Essentials (1) An introduction to Microsoft’s desktop publishing program. Topics include: creating desktop publishing documents, editing, formatting and printing. May not be used for GBA credit.

CIS 130S Internet Advanced (2) An advanced course covering the technical aspects of the Internet. The predominate Internet operating system (UNIX) and protocol (TCP/IP) will be covered from a system administrator’s perspective. May not be used toward GBA requirement.

Orthodontic Assistant

DES 101S Introduction to Orthodontic Assisting (3) This one-semester course includes collecting and recording data, procedures, dental materials, patient education, prevention and management of emergencies, and office operations as applied to orthodontic assisting. Three hours per week. PREREQUISITE: Permission of instructor. COREQUISITES: DES 102S, DES 103S.

DES 102S Radiation Health and Safety (2) This one-semester course includes the study of dental radiation health and safety with emphasis on orthodontic imaging. Two hours per week. PREREQUISITE: Permission of instructor. COREQUISITES: DES 101S, DES 103S.

DES 103S Infection Control (1) This one-semester course includes prevention of cross-contamination and transmission, aseptic conditions, occupational safety, disinfection and sterilization as applied to orthodontics. One hour per week. PREREQUISITE: Permission of instructor. COREQUISITES: DES 101S, DES 102S.

English as a Second Language

ESL 150S Foundations of English for Non-native Speakers (3) This course combines a study of grammar, writing at the sentence level, and short readings. PREREQUISITE: Scores between 41 and 79 on the ESL Compass Test.

ESL 180S Listening/Speaking I - English as a Second Language (3) This course focuses on basic listening and speaking skills needed for academic and social environments. Emphasis is on comprehension of dialog and conversation, understanding contextual clues, recognizing complex vowel/consonant combinations, accented and unaccented syllables and beginning intonation. For international students whose native language is not English. Does not fulfill general education English requirements and may not be counted toward graduation. Internal placement testing through VSCC Counseling and Testing is required before the student may register for classes.

ESL 181S Listening/Speaking II - English as a Second Language (3) This course focuses on advanced listening and speaking skills. Emphasis is on practice following lectures and taking notes, developing critical listening skills, identifying main ideas, content versus function words, accented and unaccented syllables and beginning intonation. For international students whose native language is not English. Does not fulfill general education English requirements and may not be counted toward graduation. Internal placement testing, or completion of ESL 180S, is required before the student may register for classes.

Health

HED 101S Wilderness First Aid (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 (1-3) A study of the heritage of individual Middle Tennessee counties in art, literature, architecture, politics, and society. Fifteen classroom contact hours with faculty required per credit hour.

Hospitality & Restaurant Management

HTL 100S Introduction to Catering (1) This course will introduce students to the fundamentals of catering including costing out the menu, place settings and table decorations, buffet versus plated functions, salesmanship and responsible alcohol service for functions up to 200 people.

HTL 101S Becoming a Personal Chef (2) This course will consist of classroom theory and practical aspects of a personal chef business including planning, operations, in-home operations, menu planning, recipe design, grocery shopping, safety and sanitation, packaging, thank you gifts for the client, and follow-up.

Limited License in Radiology

It is the responsibility of the student to complete the clinical portion of theses classes prior to employment. Clinical time is documented proof of 60 clinical hours per category. There are 5 categories: chest, extremities, spine, skull, sinuses)
Description of Courses

LLR 100S Limited License Core (4) This course will introduce the student to the field of Radiologic Technology. Patient care, communication, medical ethics, imaging equipment, the fundamentals of radiation exposure, radiographic physics, tube design, radiation protection, image quality, and image evaluation are covered. COREQUISITE(S): At least one of the following lectures is required: LLR 110S, LLR 120S, LLR 130S, LLR 140S.

LLR 110S Limited License - Chest (2) Radiographic positioning, anatomy of the skeletal thorax and respiratory system, chest pathology in relationship to radiographic technique and exposure are covered. COREQUISITE: LLR 100S (if not previously completed).

LLR 120S Limited License - Extremities (2) Radiographic positioning, anatomy of both upper and lower extremities, pathology, and radiation protection are covered. The upper extremities include: fingers, thumb, hand, wrist, forearm, elbow, humerus, and shoulder. The lower extremities include: toes, foot, ankle, tibia/fibula, knee, patella, femur, and hip. COREQUISITE: LLR 100S (if not previously completed).

LLR 130S Limited License - Spine (2) Radiographic positioning, anatomy, and pathology in relationship to radiographic technique and exposure are covered. Proper positioning of the cervical, thoracic, lumbar, sacrum, and coccyx are covered. Radiation protection is highlighted. COREQUISITE: LLR 100S (if not previously completed).

LLR 140S Limited License - Skull & Sinuses (2) Radiographic positioning, anatomy, and pathology in relationship to radiographic technique and exposure are covered. Proper positioning of the skull, sinuses, mandible, facial bones, and temporal mandibular joints are covered. Radiation protection is highlighted. COREQUISITE: LLR 100S (if not previously completed).

Mammography

MAM 100S Mammography (4) This course is a comprehensive study of all aspects of mammography in preparation for the national boards or added technological experience. History, physics, instrumentation, positioning, various techniques, accreditation process, and clinical rotations are included. This class meets during the Fall Semester on weekends. PREREQUISITE: Member in good standing with The American Registry of Radiologic Technologists (A.R.R.T). Three lecture, one laboratory hour per week.

Management

MGT 150S Residential Contractors Limited License (2) This course is designed for students 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.

Medical Imaging

Computerized Tomography

CAT 201S Principles of Computerized Tomography (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. PREREQUISITE: Member in good standing with The American Registry of Radiologic Technologists (A.R.R.T.) Forty-five lecture hours.
2002-2003
Catalog

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Dr. Charles W. Manning, Chancellor

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Named from Congressional Districts and At-Large

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<tr>
<th>Name</th>
<th>District</th>
<th>Service Began</th>
<th>Term Expires</th>
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<tbody>
<tr>
<td>Mr. Frank Barnett, Knoxville</td>
<td>Second</td>
<td>2001</td>
<td>2007</td>
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<tr>
<td>Mr. Edgar R “Buddy” Bowers</td>
<td>Third</td>
<td>1999</td>
<td>2005</td>
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<td>Mrs. Demetra Godsey Boyd, Clarksville</td>
<td>Seventh</td>
<td>1998</td>
<td>2004</td>
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<td>Mr. Noble Cody, Cookeville</td>
<td>Sixth</td>
<td>2000</td>
<td>2006</td>
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<td>Mr. Robert J. Fishman, Morristown, Vice Chairman</td>
<td>Fourth</td>
<td>1991</td>
<td>2004</td>
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<td>Mr. Arles B. Greene, Goodlettsville</td>
<td>Fifth</td>
<td>1999</td>
<td>2003</td>
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<td>Mrs. Jane G. Kisber, Jackson</td>
<td>Eighth</td>
<td>1988</td>
<td>2002</td>
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<td>Mr. Keith McCord, Knoxville</td>
<td>At Large</td>
<td>1992</td>
<td>2004</td>
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<tr>
<td>Ms. Leslie Parks Pope, Johnson City</td>
<td>First</td>
<td>1995</td>
<td>2007</td>
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<td>Ms. Patricia Roark, T.T.C. at Elizabethton</td>
<td>Faculty</td>
<td>2001</td>
<td>2002</td>
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<td>Mr. Stanley Rogers, Manchester</td>
<td>At Large</td>
<td>1994</td>
<td>2006</td>
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<tr>
<td>Dr. Maxine Smith, Memphis</td>
<td>Ninth</td>
<td>1994</td>
<td>2006</td>
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<tr>
<td>Mr. William H. Watkins, Jr., Memphis</td>
<td>At-Large</td>
<td>1996</td>
<td>2002</td>
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<tr>
<td>Mr. Derrick Whitson, E.T.S.U.</td>
<td>Student</td>
<td>2001</td>
<td>2002</td>
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Ph.D., 1963, Ohio State University
(1970)

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A.S., 1983, Volunteer State Community College
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B.B.A., 1979, Middle Tennessee State University
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B.A., 1993, Morehouse College
M.S., 1999, University of Tennessee
(2001)

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B.S., 1972, Middle Tennessee State University
M.A.T., 1974, Middle Tennessee State University
Ed.D., 1986, Vanderbilt University
(1991)

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(1998)

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(1996)

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A.S., 1981, Volunteer State Community College
C.P.S., 1996
(1976)

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B.S., 1966, Middle Tennessee State University
M.Ed., 1967, Middle Tennessee State University
Course work completed for Ph.D.: University of Florida
(1985)

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B.S., 1970, Wayne State University
M.A., 1972 Eastern Michigan University
(2000)

Academic Success Center

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B.S., 1966, Birmingham Southern College
M.A., 1971, Vanderbilt University
Ph.D., 1971, Vanderbilt University
(1971)
Academic Advising Center

Teresa J. Brown........................................................Director  
A.S., 1980, Volunteer State Community College  
B.B.A., 1982, Middle Tennessee State University  
C.P.S., 1992  
M.S., 1997, University of Tennessee  
(1983)

Kellie B. Jones........................................................Office Supervisor  
B.S., 1986, Austin Peay State University  
C.P.S., 1999  
(1997)

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A.S., 1990, Volunteer State Community College  
B.S., 1993, Belmont University  
M.A., 1995, Trevecca Nazarene University  
(1998)

Ronald L. Timberlake............................................Academic Advisor  
B.S., 1974, Western Kentucky University  
M.P.S., 1975, Western Kentucky University  
M.S., 1976, Western Kentucky University  
(1996)

Career Placement and Cooperative Education

Mary Nunaley.................................Coordinator of Placement Services  
B.A., 1982, DePaul University  
(1998)

Newskills

Delois H. Reagan.........................................Lab Assistant  
C.P.S., 1994  
(1993)

Carolyn Harlan.........................................Teaching Lab Assistant;  
Instructor in Newskills  
B.S., 1967, Austin Peay State University  
(1999)

Academic Computer Services

Mark Denton Ciampa ....................Director and Associate Professor  
of Computer Information Systems  
A.A., 1974, Florida College  
B.A., 1976, Abilene Christian University  
M.A., 1978, Abilene Christian University  
M.S., 1983, Middle Tennessee State University  
C.P.S., 1984  
(1983)

Clarence Dobbins...............................Training & Support Specialist  
A.S., 1993, Indiana Vocational Technical College  
(1995)

David A. Hardison...............................Faculty Support Specialist  
(1998)

Sharon Murphy..................................Coordinator of Academic Computer Services  
A.A.S., 1990, Volunteer State Community College  
(1996)

Roger Simerly.................................Computer Systems Manager  
A.A.S., 1989, Volunteer State Community College  
(1992)

John M. Williams..............................Academic Computing  
Internet Support Technician/Off Campus  
(1999)

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(1997)

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B.S., 1995, Austin Peay State University  
M.Ed., 1997, University of Florida  
(1999)

Dawn Anderson......................................Admissions & Records Clerk  
B.S., 1993, Tennessee State University  
(1998)

Sherry L. Brown.................................Transcript Analyst  
(1980)

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B.A., 1999, Trevecca Nazarene University  
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A.A.S., 1995, Volunteer State Community College  
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C.P.S., 1994  
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Media Services Department

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(1975)

Division of Allied Health

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EMT-A, 1984, State of Tennessee
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B.S.N., 1984, Austin Peay State University
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A.I.E., 1982, Nashville State Technical Institute
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(1977)
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CRT, 1994, National Board for Respiratory Care
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Volunteer State Community College
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Division of Business

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Ed.D., 1988, Temple University
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Judy L. O’Neal........................................... Secretary III
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B.A., 1986, Rutgers University
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B.S., 1976, University of Memphis
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(1981)
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Additional graduate work: University of Montana (1997)

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B.S., 1983, Belmont College

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Laura Burns .......................... Secretary II (2000)

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A.S., 1997, Volunteer State Community College
A.S., 1999, Volunteer State Community College

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B.S., 1969, Murray State University
M.A.C.T., 1971, Murray State University
S.C.T., 1971, Murray State University
Additional course work: Southern Illinois University and
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B.S., 1971, George Peabody College
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A.A., 1995, Volunteer State Community College
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(1990)
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Additional graduate coursework: TSU
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B.S., 1984, Howard University
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Ed.S., 1971, George Peabody College
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B.S., 1977, Indiana State University
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Cert.of Broadcasting, 1973, Gary Area Voc.-Technical School
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B.L., 1971, University of Missouri
B.A., 1971, University of Missouri
M.A., 1972, University of Denver
M.A., 1980, Boston University
Ph.D., 1984, University of Nebraska
(1993)
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B.F.A., 1970, Murray State University
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(1981)
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Instructor in English
B.F.A., 1984, University of Arizona
M.A., 1997, Lamar University
(2001)
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M.A., 1984, Tennessee Technological University
(1994)
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A.A., 1985, Martin College
B.S., 1987, Austin Peay State University
M.A., 1990, Auburn University
Additional graduate work: Louisiana State University
(1996)
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B.S., 1981, Tennessee Tech University
M.A., 1991, Tennessee Tech University
(1996)
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A.S., 1981, Volunteer State Community College
B.S., 1983, Tennessee State University
M.Ed., 1989, Tennessee State University
Additional graduate work: Tennessee State University
(1994)
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A.A., 1981, Cottey College
B.A., 1983, University of Missouri
M.A., 1991, Austin Peay State University
Ph.D., 1999, Southern Illinois University
(2000)
Michael Ray McDonald ..............Professor of Communications
B.A., 1970, David Lipscomb College
M.A., 1971, University of Illinois
Ph.D., 1976, University of Illinois
(1978)
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B.A., 1967, University of Memphis
M.A., 1973, Middle Tennessee State University (1994)
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B.A., 1973, Middle Tennessee State University
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Additional graduate work: University of Strasbourg, France, University of Montpellier, France, and Tennessee State University (1997)
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B.S., 1984, Tennessee Technological University
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B.S., 1975, Tennessee State University
M.A., 1979, Tennessee State University (1988)
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B.S., 1994, Florida State University
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B.A., 1986, State University of New York
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Additional graduate work: Tennessee State University Foreign study, University of Loughborough, England (1997)
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A.A., 1985, Parkland Community College
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B.F.A., 1971, Daemen College
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B.F.A., 1962, University of South Dakota
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Additional graduate work: University of Kentucky Foreign study: Sorbonne, McGill University, Goethe Institute, University of Geneva, Instituto de Filologia Hispanica, Saltillo, Coah., Mexico, and Academia Hispano Americana, and Instituto Allende, San Miguel de Allende, GTO, Mexico, Instituto Cultural de Aguascalientes, Ags. (Mexico), Fulbright Exchange Universidad de Atacane Chile (1971)
Betty Joan Palmer Nelson .................Professor of English; Humanities Adjunct Facility Coordinator
B.A., 1960, Muskingum College
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Additional graduate work: University of Wisconsin Foreign Study: Shakespeare Institute, University of Birmingham (1977)
Andy Eldo Osaitile...............Associate Professor of English
B.S., 1985, Middle Tennessee State University
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M.S.S.W., 1993, University of Louisville (1990)
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B.M.E., 1982, East Tennessee State University
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A.S., 1988, Nashville State Technical Institute
D.A., 1998, Middle Tennessee State University (1992)
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B.A., 1968, Belhaven College
M.A.T., 1969, Vanderbilt University
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B.S., 1978, Austin Peay State University
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Additional graduate work: Tanglewood Music Institute, Lenox, Massachusetts and American Institute of Musical Studies, Graz, Austria (1999)
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Administration, Faculty and Staff

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Additional graduate work: George Peabody College (1971)

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Division of Mathematics and Science

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  (1977)

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  (1993)

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  (1994)

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  (1973)

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  B.S., 1983, Andhra University, India
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  B.S., 1970, Austin Peay State University
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  (1973)

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  Additional graduate work: Western Kentucky University
  (1994)

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  Additional graduate work: Tennessee Technological University
  (1999)

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  M.Ed., 1983, Tennessee State University
  M.S., 1991, Tennessee State University
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  B.S., 1989, Tennessee State University
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  (1994)
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Ph.D., 1986, University of Illinois
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Additional graduate work: University of Kentucky,
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B.S., 1973, LeMoyne-Owen College
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Ed.D., 2001, Tennessee State University
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Additional graduate work: Austin Peay State University,
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Additional graduate work: Western Kentucky University,
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William D. Parr..................Instructor in Mathematics
1990, A.S., Nashville State Tech
1996, B.U.S., Middle Tennessee State University
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Additional graduate work: Middle Tennessee State University
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B.S., 1982, University of Tennessee
M.S., 1991, Tennessee State University
(1987)

Samuel Boyce Vinson............Instructor in Geology
B.S., 1996, Western Kentucky University
M.S., 1999, Vanderbilt University
(2001)
Douglas Williams..............Assistant Professor of Natural Science  
B.S., 1987, Tennessee State University  
M.S., 1992, Meharry Medical College  
Additional graduate work: Middle Tennessee State University (1993)

Mary N. Yarbrough...............Assistant Professor of Mathematics  
B.A., 1987, Blue Mountain College  
M.S., 1990, University of Mississippi  
Additional graduate work: Mississippi College (1996)

Division of Social Science and Education

Vanita Louise Lytle Sherrill..............Dean; Professor of Human Services & Sociology  
B.A., 1966, Fisk University  
M.A., 1972, Fisk University  
Ed. S., 1980, George Peabody College of Vanderbilt University  
National Board of Certified Counselors, 1983  
Ed.D., 1986, George Peabody College of Vanderbilt University (1973)

Linnette Flood..............................Secretary III (2000)

Hollie Ritchie..............................Secretary II (2001)

Alice Marie Alexander Amonette......Department Head of Education  
Professor of Education, Health and Physical Education  
B.S., 1964, University of Tennessee  
M.A., 1967, George Peabody College  
Ed.S., 1982, Tennessee Technological University  

Keith Bell...............................Assistant Professor of Geography  
A.S., 1991, Columbia State Community College  
B.A., 1993, Memphis State University  
M.S., 1995, University of Memphis (1998)

Susan S. Benoit......................Associate Professor of Psychology;  
Department Head of Psychology  
Psychology/Sociology Dept. Chair  
B.A., 1984, California State University  
M.S., 1988, Tennessee State University  

Carole Bucy.............................Associate Professor of History;  
Department Head of History  
B.A., 1971, Baylor University  
M.A., 1972, George Peabody College  

Joseph C. Douglas......................Assistant Professor of History  
B.A., 1986, Middle Tennessee State University  
M.A., 1991, Middle Tennessee State University  
A.B.D., University of Houston  
Ph.D., 2001, University of Houston (1997)

Vicki Lynn Dretchen......................Instructor in Psychology  
A.A.S., 1988, Volunteer State Community College  
B.S., 1991, Middle Tennessee State University  

Phyllis Ann Sayers Foley..........Assistant Professor of Psychology  
B.A., 1974, Western Kentucky University  
M.Ed., 1978, Western Kentucky University  
National Certified Counselor, 1986  
M.A., 1988, Western Kentucky University  

Sidney E. Hardyway........Associate Professor of Psychology and Education  
B.S. 1990, Tennessee State University  
M.A., 1992, Western Kentucky University  

Patsy Faye Hatfield Lawson...........Associate Professor of Psychology and Education  
B.A., 1969, Carson-Newman College  
M.S., 1976, Old Dominion University  
National Board of Certified Counselors, 1985  
Clinical Status-American Association Marriage and Family Therapists, 1985  
Tennessee Certified Professional Counselor and Marriage and  
Family Therapist, 1986  
Additional graduate work: Western Kentucky University,  
Vanderbilt University (1979)

Robert Scott McMillan..............Instructor in History, English  
and Political Science  
B.S., 1984, Tennessee Technological University  

Vanessa Mitchell......................Instructor in Psychology  
B.S., 1991, Tennessee Technological University  

John Richard Moore....................Associate Professor of Health and Physical Education/Athletic Director  
B.S., 1963, Austin Peay State University  
M.A., 1971, Austin Peay State University (1971)
Dolores Vaulx-Pillow..........................Associate Professor of Sociology and Human Services
B.S., 1967, Lane College
M.S.W., 1971, Washington University
Additional graduate work: Tennessee State University and Fisk University.
(1991)

George Pimental..........................Instructor of History
B.A., 1992, Middle Tennessee State University
M.A., 1995, Middle Tennessee State University
Ed.S., 1996, Middle Tennessee State University
A.B.D., 2001, Middle Tennessee State University
(2001)

Gregory D. Pryor..........................Associate Professor of History
B.S., 1988, Tennessee Technological University
M.A., 1992, University of Tennessee
(1994)

Richard Dean Rouch..........................Associate Professor of Economics
B.S., 1968, Tennessee Technological University
M.A., 1974, University of Denver
(1976)

Robert Monroe Ruff..........................Professor of History and Political Science
B.A., 1964, Auburn University
M.A., 1965, Auburn University
Ph.D., 1973, University of Georgia
(1973)

Betty Carol Williams..........................Associate Professor of Health and Physical Education
B.S., 1973, Tennessee State University
M.Ed., 1975, Tennessee State University
Additional graduate work: Austin Peay State University
A.B.D., 1978, Middle Tennessee State University,
(1990)

Shanna L. Jackson..........................Coordinator of Off-Campus Sites
B.S., 1992, Florida A & M University
M.B.A., 1993, Florida A&M University
(2000)

Lisa Carol Haley Miller..................Director of Non-Credit Instruction
A.S., 1985, Volunteer State Community College
C.P.S., 1992
B.U.S., 1995, Middle Tennessee State University
(1989)

Janet Poindexter..........................Secretary II (Livingston Center)
(1998)

Michael Powell..........................Director (Livingston Center)
B.S., 1985, Tennessee Technological University
(1992)

Judith Ann Pratt..........................Administrative Assistant (McGavock Center)
A.S., 1984, Volunteer State Community College
C.P.S., 1993
(1992)

Carol Sue Roberts..........................Secretary II
C.P.S., 1999
(1999)

Patsy Wright..........................Custodian (Livingston Center)
(1997)

Distance Learning
Seth Hardison Sparkman, Jr..........................Director
B.S., 1971, East Tennessee State University
M.S., 1974, Indiana State University
(1979)

Peggy A. Watson..........................Secretary II
(2001)

Brent Landon Carter..........................Distance Learning Technician
(2001)

Betty Carol Williams..........................Associate Professor of Health and Physical Education
B.S., 1973, Tennessee State University
M.Ed., 1975, Tennessee State University
Additional graduate work: Austin Peay State University
A.B.D., 1978, Middle Tennessee State University,
(1990)

Division of Continuing Education
Hilary Barbara Greco Marabeti..........................Assistant Vice President of Academic Affairs; Dean of Continuing Education; Associate Professor of Language Arts
B.S., 1968, Montclair State College
M.S., 1973, University of Tennessee
(1973)

Iris "Prudy" Breedlove..........................Administrative Assistant
(1985)

Jeanette Copeland..........................Secretary I (Livingston Center)

Teresa Corlew..........................Office Supervisor
(1996)

Barry E. Howard..........................Director, Business and Industry Institute
B.A., 1981, The University of Tennessee
M.E.D., 1995, Vanderbilt University
(2001)

Larry Kernagis..........................Principal, Wilson Central High School

James Marshall..........................Director, Robertson County Lifelong Learning Center

Nancy Carman..........................Director
Tennessee Technology Center at Hartsville

Kathy Lewis..........................President, ExCEED, Inc.

Cindy Gammons..........................Principal, Macon County High School

Outreach Administrative and Classified Support

Dolores Vaulx-Pillow..........................Associate Professor of Sociology and Human Services
B.S., 1967, Lane College
M.S.W., 1971, Washington University
Additional graduate work: Tennessee State University and Fisk University.
(1991)

George Pimental..........................Instructor of History
B.A., 1992, Middle Tennessee State University
M.A., 1995, Middle Tennessee State University
Ed.S., 1996, Middle Tennessee State University
A.B.D., 2001, Middle Tennessee State University
(2001)

Gregory D. Pryor..........................Associate Professor of History
B.S., 1988, Tennessee Technological University
M.A., 1992, University of Tennessee
(1994)

Richard Dean Rouch..........................Associate Professor of Economics
B.S., 1968, Tennessee Technological University
M.A., 1974, University of Denver
(1976)

Robert Monroe Ruff..........................Professor of History and Political Science
B.A., 1964, Auburn University
M.A., 1965, Auburn University
Ph.D., 1973, University of Georgia
(1973)

Betty Carol Williams..........................Associate Professor of Health and Physical Education
B.S., 1973, Tennessee State University
M.Ed., 1975, Tennessee State University
Additional graduate work: Austin Peay State University
A.B.D., 1978, Middle Tennessee State University,
(1990)
University Center and Tennessee State University Operations

Ken J. Looney........................................Dean, Center for Extended Education and Public Service
B.S., 1969, East Tennessee State University
M.P.A., 1981, Tennessee State University
Ed.D., 1995, Tennessee State University
(1990)
Mary S. Mitchell........................................Secretary II
Certificate, 1971, Falls Business College
(1989)
Helen Allie........................................TSU Nursing Coordinator
Nursing Diploma, 1960, Roanoke Memorial Hospital
B.S.N., 1978, University of Tennessee
M.S.N., 1981, Vanderbilt University
(1991)
Denise Dunbar..................................Assistant Professor, Coordinator
TSU/VSCC Elementary Education Program
B.S., 1974, Northern Illinois University
M.Ed., 1983, Vanderbilt University
Ed.D., 1989, Vanderbilt University
(2001)

Office of the Vice President
For Business and Finance

James B. Hodges................................Vice President
B.S., 1962, Western Kentucky University
C.P.A., 1989
(1974)

Purchasing Office

Angela A. Gregory........................................Purchasing Agent
A.S., 1991, Volunteer State Community College
B.S., 1994, Tennessee Technological University
(1995)

Bookstore Services

Peggy Berry..................................Head Cashier/Bookstore Supervisor
(1987)
Pattie Stephens..................................Head Cashier/Bookstore Supervisor
(1993)
Gladys B. Swan........................Central Receiving Clerk
(1985)
Lisa G. Perdue..................................Textbook Coordinator
(1999)

Business Office

Danny C. Gibbs........................Assistant Vice President for Business and Finance
B.S., 1983, Tennessee Technological University
C.P.A., 1988
(1984)
Denise H. Adams................................Account Clerk III
(1992)
Donna Davis..................................Account Clerk III
C.P.S., 1992
(2000)
Laura Jones.........................................Bursar
B.B.A., 1997, Middle Tennessee State University
(2000)
Zella Pritchett..................................Data Entry Clerk
(1999)
Brooke F. Shelton..................................Accountant III
B.S., 1985, University of Kentucky
(1991)
Wanda Smith..................................Account Clerk I
(1996)
Michele L. Taqui..................................Accountant II
B.S., 1983, Tennessee Technological University
(1998)
Robert G. Troutt..................................Account Clerk II
(1974)
Tammie Westmoreland...............Business Office Lead Cashier
A.A.S., 1990, Volunteer State Community College
(1989)
Administrative Computer Services

Tom Wallace, Jr. ..................................Director; Instructor in Mathematics  
B.S., 1978, David Lipscomb College  
M.S., 1981, Tennessee Technological University  
(1984)  
Cheryl A. Rittenberry .........................Computer Operator  
C.P.S., 1993  
(1981)  
Stephanie Coker ..........................Assistant Director  
A.S., 1983, Volunteer State Community College  
B.B.A., 1985, Middle Tennessee State University  
(1986)  
Angela C. Cawthon ..........................System Analyst  
B.S., 1989, Austin Peay State University  
(1990)  
Randall Fuqua .........................Coordinator of Technical Services  
(1999)  
Glen Hunt ..................................SIS Programmer Analyst  
A.A.S., 1992, Nashville State Technological Institute  
(1999)  
Jason King ..................................Systems Support Specialist  
(2000)  
Michael McDole .....................Programmer/Systems Support  
A.A.S., 1990, Volunteer State Community College  
(1990)  
Wiley Ray Stiles .................Systems Manager  
(1978)  
William Wohlfarth .....................Systems Support Analyst  
(1995)

Maintenance Department

Joe T. Fox ..........................Supervisor, Buildings and Grounds  
(1973)  
Cynthia Tschaepe ..........................Facility Coordinator  
B.E., 1969, Vanderbilt University  
M.B.A., 1989, Belmont University  
(2000)  
Jerry Whitaker ..........................Assistant Director for Maintenance  
(1996)  
John Michael Love ..................Maintenance Supervisor  
B.S., 1971, Austin Peay State University  
(1998)  
Jennifer Reola Buford ..........................Secretary II  
(1989)  
Eura Marie Anderson ..........................Custodian  
(1989)  
Mike Barnes ..............................Maintenance Worker  
(1994)  
Harry Britton ..............................Custodian  
(1994)  
Billy Cotheron ..............................Maintenance Worker  
(1975)  
Billy Durham ..................................Custodian  
(2000)  
Stella Geisler ..........................Custodian  
(1993)  
Steven Goforth .......................Landscaper  
(1999)  
Norman Gregory ..................Custodian  
(2000)  
Paul Hammock .....................Maintenance and Telephone Technician  
(1989)  
Miller High ..........................Custodian  
(1997)  
Mark Ledbetter ..................Shipping and Receiving Clerk  
(2000)  
James William McMurry ..........................Custodian  
(1987)  
Cordell Malone ..........................Custodian  
(2001)  
William Malone ..........................Custodian  
(2001)  
James L. Milliner .....................Engineering Supervisor  
(1974)  
Charles Odom .....................Custodian  
(1981)  
David Peach ..............................Maintenance Worker  
(1989)  
Jerry D. Pippin ..............................Maintenance Worker  
(2001)  
Dorothy Porter ..........................Custodian  
(1987)  
Allen Todd Shelton .....................Maintenance Mechanic  
A.S., 1982, Nashville State Tech  
A.S., 1988, Volunteer State Community College  
B.A., 1996, Western Kentucky University  
(1999)  
Thomas F. Stratton ..........................Maintenance Worker A  
(2002)  
Bobby A. Troutt ..........................Custodian  
(1983)  
Mike Troutt ..............................Maintenance Worker  
(1999)  
Rufus Walker ..........................Custodian  
(2000)  
Emmett J. Watson ..........................Maintenance Lead Worker  
(1999)  
Kenneth Weese ..........................Maintenance Worker  
(1999)  
Sandra Jean Williams ..........................Custodian  
(2001)  
Patsy Wright ..........................Custodian (Livingston Center)  
(1997)
Human Resources

Nita R. Johnson .................................. Director of Human Resources and Affirmative Action; Coordinator of Desegregation
B.S., 1982, Austin Peay State University
(1985)

Gretchen S. Halverson .................................. Secretary II
A.S., 1992, Chaffey College
(2001)

Wanda Evitts .................................. Payroll Clerk
A.A.S., 1999, Volunteer State Community College
(1998)

Suzanne A. Hesson .................................. Personnel Assistant
C.P.S., 1995
(1982)

Anita D. Scruggs .................................. Account Clerk II
(1992)

Ann Slayton .................................. Payroll Manager
(1998)

Office of the Vice President of Institutional Effectiveness, Research Planning and Assessment

Jane McGuire .................................. Vice President
B.S., 1978, Bluefield State College
(1999)

Vanessa Plunkett .................................. Coordinator of Institutional Effectiveness
A.A., 1992, Volunteer State Community College
B.A., 1993, Trevecca Nazarene College
M.S., 1997, University of Tennessee
C.P.S., 1994
(1993)

Ajanta Roy .................................. Director of Institutional Research
B.S., 1989, University of Calgary
M.S., 1992, Tennessee State University
Ed.D., 2001, Vanderbilt University
(2001)

Safety and Security

William D. Rogan, Jr .................................. Chief of Security
Certified Police Officer, 1978
B.S., 1985, Tennessee State University
(1993)

Lisa M. Lynch .................................. Secretary II
(2000)

Danny Pippin .................................. Assistant Director/Assistant Chief
(2000)

Robert Jackson .................................. Security Officer I
(2000)

Thomas R. Taylor .................................. Security Officer I
(2000)

Todd A. Wagoner .................................. Security Officer I
(2000)

Telecommunications

Larry Mayfield .................................. Assistant Director
(1994)

Barbara Haley .................................. Switchboard Operator
(1998)

Linda Parker .................................. Switchboard Operator
(1999)

Kelley R. White .................................. Switchboard Operator
(1996)

Office of the Vice President of Student Services

Patty Terrell Powell .................................. Vice President
B.B.A., 1968, University of Memphis
M.Ed., 1972, University of Memphis
(1984)

Jenny Bartley .................................. Executive Aide
A.S., 2000, Volunteer State Community College
(1997)

Susan C. Hosier .................................. Administrative Assistant I
A.S., 1981, Volunteer State Community College
(1973)

Nadean Napier .................................. Secretary III
A.A.S., 1999, Volunteer State Community College
(1999)

Athletics and Intramurals

John Richard Moore .................................. Athletic Director
B.S., 1963, Austin Peay State University
M.A., 1971, Austin Peay State University
(1971)

Erica F. Malone .................................. Secretary II
A.A.S., 1987, Volunteer State Community College
(1987)

Robert Hudson .................................. Basketball Coach, Men and Women
A.S., 1979, Volunteer State Community College
B.S., 1982, Middle Tennessee State University
M.S., 1983, Middle Tennessee State University
(1986)
Lori Gilbreath...........................................Assistant Basketball Coach
A.S., 1991, Volunteer State Community College
B.S., 1993, Cumberland University
(2001)
John Thomas Lynn....................................Assistant Basketball Coach;
Intramural Assistant, & Women’s Softball Coach
B.S., 1990, Auburn University
(1993)
Jeffrey W. Smith........................................Head Baseball Coach
B.S., 1990, Cumberland University
(1999)
Michael Crossland....................................Assistant Baseball Coach
A.S., 1996, Motlow State Community College
B.S., 1998, Tennessee Wesleyan College
(2000)

**Disability Services/Special Adult Programs**

Sherry L. Aaker........................................Director/ADA Coordinator
B.S., 1980, Southwest Missouri State University
*Additional graduate work: TSU*
(1992)
Marguerite Costner.....................................Secretary II
B.A., 1965, University of Tennessee
(2000)
Carma Lyles.............................................Secretary II
(2000)
Anne Kerrigan.......................................Accommodation Specialist
(2000)
Janet Norman.................................Learning Disability/VR Coordinator
(1999)
Judy Scheulke...................................Coordinator of Special Adult
Programs/Accommodation Specialist
B.A., 1975, South Dakota State University
M.E., 1976, South Dakota State University
(2001)

**Evening Student Services**

Ursula Monique Robinson-Wright.........................Director
B.S., 1989, Nazareth College
M.Ed., 1994, Vanderbilt University
*Coursework completed for Ed.D.: Vanderbilt University*
(1994)
Nadean Napier........................................Secretary III
A.A.S., 1999, Volunteer State Community College
(1999)
Doris Stafford .......Evening Office Assistant for Student Services
A.A.S., 1988, Volunteer State Community College
A.S., 1993, Volunteer State Community College
B.S.W., 1995, Middle Tennessee State University
(1988)

**Financial Aid**

Sue H. Pedigo...........................................Director
Executive Secretarial Certificate, 1969, Draughons Business
College
A.S., 1977, Volunteer State Community College
(1971)
Sherry L. Cliburn.....................................Assistant Director
A.S., 1978, Volunteer State Community College
(1978)
Lynn G. Harris.......................................Financial Aid Assistant
(1995)
Billie R. Hodges....................................Financial Aid Assistant
A.A.S., 1991, Volunteer State Community College
(1992)
Kristie C. Jordan............................Financial Aid Assistant
A.A.S., 1995, Volunteer State Community College
(1995)
Leslie E. McNeese............................Financial Aid Account Clerk I
Certificate, 1991, Volunteer State Community College
A. A. S., 1997, Volunteer State Community College
(1992)
Linda Tucker.......................................Financial Aid Assistant
(1997)
Danielle Wright.....................................Financial Aid Assistant
(2000)

**Health Services**

Betty S. Brown.........................................Director
R.N., 1961, Georgia Baptist School of Nursing
(1974)
Vicki Stratton.....................................Secretary II
(1992)

**Counseling and Testing**

Ronald Richard Edwards.........................Associate Vice President of
Student Services and Director
B.S., 1969, Tennessee Technological University
M.A., 1971, Wayne State University
Tennessee Certified Professional Counselor and Marital and
Family Therapist, 1987
*Course work completed for Ed.S.: Western Kentucky
University*
(1973)
Inez Hewitt............................................Secretary II
(Livingston Center)
A.A.S., 1999, Volunteer State Community College
(1999)
Karen Steimel.......................................Secretary III
(1999)
Kay Dayton............................................Counselor
B.S., 1973, Tennessee Technological University
M.A., 1980, Tennessee Technological University
(1996)
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Institution and Degrees</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Festus Imasuen              | Counselor                               | B.S., 1983, Voorhees College  
M.A., 1989, South Carolina State University  
M.Ed., 1990, South Carolina State University  
Licensed Professional Counselor (1993) |       |
| Samara Denine Massey        | Counselor; Coordinator of Athlete Services  
B.A., 1994, Fisk University  
M.S., 1997, Tennessee State University (2001) |       |
| Gwendolyn Jean Crocker Patterson | Counselor; Associate Professor  
B.S., 1959, Tennessee State University  
M.A., 1963, Fisk University  
M.S., 1975, Syracuse University  
| Noel P. Poston              | Counselor/Coordinator of Student Services  
(Livingston Center)  
B.F.A., 1985, University of Tampa  
| Emily Short                 | Director of Testing and Orientation  
B.B.A., 1987, Belmont College  
| Kathleen Sowell             | Psychological Examiner; Coordinator of Psychological Services  
B.S., 1978, West Chester University  
M.S., 1992, Tennessee State University  
Tennessee Licensed Psychological Examiner, 1994  
Certified Rehabilitation Counselor, 1990 (1997) |       |

**Student Relations and Veterans' Affairs**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Institution and Degrees</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Larry W. Casteel            | Assistant Vice President of Student Services and Director  
A.S., 1973, Volunteer State Community College  
B.S., 1991, Tennessee State University (1973) |       |
| Nadean Napier               | Secretary III  

**Emeriti**

**Faculty, Administration and Staff**

*Helen L. Anderson ..........Secretary, Office of Dean of Instruction  
A.A., 1976, Volunteer State Community College  
*Deceased

Inez O. Dorris Bateman .................Stores Clerk, Bookstore (1976)

Vessie O. Bayman.....Executive Aide, Office of Dean of the College (1975)

John Roney Bell ............Professor of Social Science and Education, Department of Social Science and Education  
B.S., 1965, Austin Peay State University  
M.A., 1967, George Peabody College  
Ph.D., 1971, George Peabody College  

Janet Elizabeth Pomeroy Blecha ......Associate Professor of English  
B.A., 1969, University of Kansas  
M.A., 1972, University of Kansas  
Additional graduate work: University of Kansas (1975)

Eolean Marie Borden ...............Custodian, Maintenance Department (1972)

Kermit Bowling.........................Tech Prep Coordinator, Office of Academic Affairs  
B.S., 1950, Lincoln Memorial  
M.S., 1959, University of Tennessee  
Ed.D., 1968, University of Tennessee (1992)

Howard T. Bradley .....................Security Officer, Office of Security (1972)

Nolen Eugene Bradley ..Dean of Instruction; Professor of Education  
B.S., 1951, University of Memphis  
M.A., 1952, University of Memphis  

Helen Dorothy Siedelmann Brown..............Associate Professor of Business and Commerce, Business Division  
B.S., 1967, Middle Tennessee State University  
M.B.A., 1970, Middle Tennessee State University  
Additional graduate work: Middle Tennessee State University (1976)

Huey Brown...............................Custodian, Maintenance Department (1991)

Herman E. Burgett ...............Custodian, Maintenance Department (1973)
Franklin Delano Conley ............... Associate Professor of Psychology, Division of Social Science
B.A., 1957, Georgetown College
M.Div., 1961, Southern Baptist Theological Seminary
M.A., 1967, Georgetown College
Ed.S., 1973, George Peabody College
(1971)

Thomas Coode .................................. Assistant Professor of History, Division of Humanities
B.S., 1957, Middle Tennessee State University
M.A., 1961, Middle Tennessee State University
J.D., 1962, Nashville School of Law
Ph.D., 1966, University of Georgia
(1992)

Mary Lee Cravens.......................... Graduation Analyst II, Office of Admissions and Records
Secretarial Certificate, 1962, Western Kentucky University
(1973)

Helen Lois Davis......................... Secretary I, Division of Humanities
(1994)

*Montie Grant Davis ....................... Professor of Physics, Division of Math and Science
B.A., 1958, Vanderbilt University
M.S., 1966, University of Tennessee
Ph.D., 1968, University of Tennessee
(1981)
*Deceased

Ann B. Deathridge....................... Account Clerk III, Business Office
(1974)

Donald E. Durham ..................... Security Guard, Office of Security
(1986)

*Woodrow W. Fleming ............... Security Officer, Office of Security
(1972)
*Deceased

Lynn B. Fly ................................ Admissions and Records Lead Worker, Office of Admissions and Records
(1972)

*James A. Ford ....................... Security Officer, Office of Security
(1973)
*Deceased

Faye Ruth Hardy ....................... Associate Professor of Art, Division of Humanities
B.A., 1961, George Peabody College
M.A., 1967, George Peabody College
(1973)

John Harper .................. Custodial Foreman, Maintenance Department
(1979)

Judith Welch Harrison .......... Program Director and Associate Professor of Dental Assistant Program
A.S., 1952, Marquette University
B.S., 1990, Trevecca Nazarene College
(1980)

Betty Langston Hawkins ............... Associate Professor of English, Division of Developmental Studies
B.S., 1954, Baylor University
M.A.T., 1989, Middle Tennessee State University
(1971)

Edna Hawkins ....................... Custodian, Maintenance Department
(1983)

Michael Payne Highers ............ Associate Professor of Natural Science, Division of Math and Science
B.S., 1969, Austin Peay State University
M.A., 1973, George Peabody College
Additional graduate work: George Peabody College
(1974)

Bobby Hodges ............ Maintenance Supervisor, Maintenance Dept.
(1974)

*William Guthrie Hodges ........ Utility Worker, Maintenance Department
*Deceased

Charles E. Holmes .......... Boiler Mechanic, Maintenance Department
(1984)

Jeanne Wald Ireland .................. Director of Writing Center, Division of Humanities
A.A., 1979, Volunteer State Community College
B.F.A., 1988, Stephens College
M.A., 1993, Tennessee State University
(1986)

Charles Daniel Jewell ....... Dean of Humanities, Associate Professor of English, Division of Humanities
A.A., 1960, Martin College
B.A., 1962, Middle Tennessee State University
M.A., 1963, George Peabody College
Ed.S., 1967, George Peabody College
Course work completed for Ph.D.: George Peabody College
(1971)

Joyce Jewell .................. Director; Coordinator of Study Skills, Newskills
A.A., 1960, Martin College
B.A., 1986, Middle Tennessee State University
M.A.E., 1993, Western Kentucky University
(1972)

*James F. Jones, Sr. ............... Security Officer, Office of Security
(1977)
*Deceased

James F. Jones, Jr. ... Assistant Chief of Security, Office of Security
B.S., 1955, Tennessee Technological University
(1981)

*Jerry E. Jones ....... Director of Safety and Security, Office of Security
(1980)
*Deceased

James Thomas Kirby .... Associate Professor of Health and Physical Education; Department Head of Health and Physical Education
B.S., 1967, Carson-Newman College
M.A., 1969, Tennessee Technological University
Ed.S., 1981, Tennessee Technological University
(1972)
Patricia Brewster Lebkuecher ...........................Professor of History, Division of Social Science and Education
B.S., 1969, Middle Tennessee State University
M.A.T., 1970, Middle Tennessee State University
D.A., 1975, Middle Tennessee State University
(1972)

Charles Elsmer Lee ............................Associate Professor of Education and Management, Business Division
B.S., 1959, Belmont College
M.A., 1964, Middle Tennessee State University
*Additional graduate work: Tennessee Technological University
(1971)

Dianne Long .......................................Secretary II, Public Relations
C.P. S., 1994
(1986)

Jesse Draughon Mallory ..............................Instructor in Geography
Director of Public Relations and Development, Division of Social Science and Education
B.S., 1934, University of Tennessee
M.A., 1940, George Peabody College
*Additional graduate work: University of Tennessee
(1971)

*Orsie Marlin ..............................Security Officer, Office of Security
(1978)
*Deceased

Henry K. McCormick ..........................Maintenance Worker, Maintenance Department
(1978)

Rosemary McCormick .......................Custodian, Maintenance Department
(1978)

Nell H. Miller ...............................Admissions and Records Lead Worker
Office of Admissions and Records
*William Fredrick Moore ..........................Associate Professor of History, Division of Social Science and Education
B.S., 1941, University of Memphis
M.A., 1946, George Peabody College
*Additional graduate work, George Peabody College
(1971)
*Deceased

*Beulah Blunt Murray ............................Professor of Education and Psychology, Division of Social Science and Education
B.A., 1943, Carson-Newman College
M.S., 1957, University of Tennessee
Ed.D., 1972, University of Tennessee
Licensed Psychologist, Educational
(1972)
*Deceased

Daphne Ann McCord Nicar ..................Associate Professor of Music, Division of Humanities
B.S., 1958, Western Kentucky University
M.M., 1960, Florida State University
*Additional graduate work, George Peabody College
(1972)

Lynn H. Nystrom ..............................Director of Bookstore Services, Bookstore
(1972)

Jo Anne Oates ...............................Secretary II, Division of Social Science and Education
(1971)

*Jonah Odom ..............................Custodian, Maintenance Department
(1993)
*Deceased

*J. Tom Odom ..............................Security Officer, Office of Security
(1972)
*Deceased

Robert Lewis Osburn ..........................Professor of Chemistry, Division of Math and Science
B.S., 1962, George Peabody College
Ph.D., 1969, Louisiana State University
(1986)

Violet Joy Reich Parrish ..........................Director, Information Office
A.A., 1934, Virginia Intermont College
B.S., 1936, University of Memphis
(1973)

Laurence N. Peake ..........................Chair; Associate Professor of Allied Health Careers
B.S., 1954, Virginia Commonwealth University
M.S., 1962, University of Pennsylvania
Ph.D., 1978, University of Sarasota
(1989)

*John Pollock ..............................Chief of Safety and Security
(1972)
*Deceased

Ruth Shirley Barlow Reeves ............Associate Professor of Psychology
B.A., 1948, Boston University
M.A., 1974, Fisk University
1983, National Board of Certified Counselors
*Additional graduate work, Tennessee State University
(1974)

Ruby Scott ...............................Custodian, Maintenance Department
(1986)

Chester Seaton ..........................Maintenance Worker, Maintenance Department
(1973)

Raymond Allen Shelton ..........................Maintenance Worker, Maintenance Department
(1991)

Janice Whitley Slaughter ..........................Professor of English, Division of Humanities
B.S., 1961, University of Memphis
M.Ed., 1967, University of Florida
Ed.D., 1971, University of Memphis
(1971)

Mary Estella Sledd Stewart ..........................Assistant Professor of English, Division of Humanities
B.A., 1935, Kentucky State College
M.A., 1953, Fisk University
Ed.S., 1971, George Peabody College
*Additional graduate work, Middle Tennessee State University
(1971)
Administration, Faculty and Staff

Dora Strode...........................................Student Records Coordinator, Office of Admissions
(1984) and Records

*Gordon Wayne Sullivan ......................Assistant to Division Chair
Curriculum Coordinator and Professor of Mathematics
B.E., 1958, Vanderbilt University
M.A., 1961, George Peabody College
(1971)
*Deceased

John Lee Swanson..............................Laboratory Assistant
Division of Math and Science
B.S., 1953, University of Nebraska
M.S., 1960, University of Omaha
B.S., 1984, Middle Tennessee State University
(1988)

Joyce A. Templeton .........................Director of Payroll, Payroll Services
(1971)

Virginia Ann Holtman Thigpen..............Communication Department
Chair, Associate Professor of English Communication,
Division of Humanities
B.A., 1963, University of Tennessee
M.A., 1970, University of Tennessee
Additional graduate work: MTSU; Western Kentucky
(1972)

Noah Thompson...............................Security Guard, Security Office
(1984)

James L. Tuttle...............................Dean of Fiscal and Management Services
B.S., 1961, Austin Peay State University
(1971)

James Keene Ward, Jr. .................Executive Director; Professor of Biology,
Division of Math and Science
B.A., 1967, Birmingham-Southern College
Ph.D., 1971, Vanderbilt University
(1972)

*Joseph Conrad Watlington ..............Associate Professor of Physical Science; Science Field Station Coordinator
B.S., 1950, Lambuth College
M.A., 1956, Memphis State University
M.B.S., 1960, University of Colorado
Additional graduate work, Middle Tennessee State
University, Murray State University
(1972)
*Deceased

David L. Williams...............................Maintenance Worker, Maintenance
Department
M. Jimmie Williams..............................Executive Aide
Office of Business and Finance
(1980)

*O. C. Williams......................Custodian, Maintenance Department
(1983)
*Deceased

Ralph L. Williams..............................Custodian, Maintenance Department
(1972)
*Deceased

Georgina Worman..............................Custodian, Maintenance Department
(1995)

*Floy B. Wright......................Custodian, Maintenance Department
(1973)
*Deceased

REGULAR ADJUNCT FACULTY
(Five years or more with
Volunteer State Community College)

Robert Michael Armstrong......................Aviation
Michael Avaritt..............................Physical Education
Mick Barnes........................................Art
John Belluso..............................CEU
Frances Bennett......................Developmental Mathematics
Judy Bivens..............................Library/LRC
Jerry Boles........................................Business
Elkin Brown..............................English
Marie Blevins..............................EMT, Paramedic
Bennett F. Bratcher......................Business/Banking
Claire Brugman..............................Developmental Mathematics
Judy Burnett..............................Psychology
Kathy Butler..............................Reading
Lynda Byrd..............................CEU, Personal Protection
John K. Cooper..............................CEU, Home Building
Robin Byrd..............................Office Management Technology
Gary Cutter..............................Accounting
Evelyn Dallas..............................Office Management Technology
Connie Sue Davenport......................CEU, Antiques
Renee Dauer..............................Communication
Norman Davis..............................CEU, Finance
Wilda Dodson..............................CEU, Finance
Stephen C. Driver..............................Sociology
Heather Easterday......................CEU, Management
Charlene W. Edwards......................EMT - Paramedic
Jill Edmond..............................Learning Strategies
M. Allen Ehmling..............................Law
Jannell Emerson......................Developmental Mathematics
Robert Evans..............................Computer Information Systems
David L. Fuqua..............................Economics
J. Scott Gilbert..............................CEU, Arts
Thomas E. Gray, J.D..............................Business Law
Brent Hager..............................Developmental Mathematics
Angela Harris..............................Library
Judith Harrison..............................Medical Terminology
Mark Harvey..............................EMT, Paramedic
Patricia Highers..............................English
Esther Hockett..............................Library
Mary Honeycutt..............................CEU, Home Economics
Pamela Jackson..............................Finance
Ben Jobe..............................Communication, Music
Theresa Johnson......................Developmental Mathematics

*Deceased
Administration, Faculty and Staff

Area Dental Offices

ADAMS, GEORGE, DDS, MSD
ANDERSON, ARTHUR N. III, D.M.D., MS
AUSTIN, CARY M., DDS
BALKON, DAVID, D.D.S.
BASTIAN, JOHN S., D.D.S.
BETHEA, DONALD, D.D.S.
BUNCHFIELD, DANIEL C., D.M.D.
BURDESHAW, CHARLES, D.D.S., P.C.
CHAMBERLAIN, TERRY, DDS
COHEN, GARY, D.D.S.
COMER, CRYSTAL, DMD
DRIVER, JERRY R., D.D.S.
ELLIS, STEVE E., D.D.S.
FAULKNER, BAIRD, D.M.D.
FORTNER DENTAL GROUP
GHOLSON, JOHN A. III, D.D.S.
GLASS, ROBERT G., DDS
GRAHAM, STEVEN, D.D.S.
GRIMES, MARLIN, D.D.S.
HENSLEY, FERNANDA, D.D.S.
HEERING, THOMAS E., DMD
HODGE, BRANDON, D.D.S.
HUNTER, WILLIAM L., D.D.S.
INTERFAITH DENTAL CLINIC
JOHNSON, BRUCE L., D.D.S.
JONES, TERRELL, D.D.S.
KEY, LARRY, D.D.S.
KOEN, T.J., D.M.D.
LARKINS, TERESA, D.D.S.
LEA, JAMES M., D.D.S., M.S.P.C.
LEWELLEN, DAVID A., D.D.S.
MCDONALD, DAVID W., D.D.S.
MALIN, DAVID M., D.D.S.
NORTHCOTT, THOMAS R., D.D.S.
ONSTOTT, THOMAS W., D.D.S., P.C.
PEEPLES, HAROLD, D.D.S., P.C.
PRIMM, JOHN P., DDS
ROLLINS, JAMES M., D.D.S., P.C.
RUNYON, RODNEY, D.D.S.
SHOESMITH, ALLEN, D.D.S.
SHULMAN, STEPHEN R., D.D.S.
SKINNER, MICHAEL A., D.D.S.
SMITH, PHILLIP, D.D.S.
SWANG, RONALD A., DDS
TABOR, MICHAEL, R., D.D.S., P.C.
TAMS, JAMES F., D.D.S.
TEMPLETON, ANGELA, DDS, PC
THAXTON, STEVEN, D.D.S.
TURNER, SANDRA, D.D.S.
VAN BLARICUM, C. SUE, D.D.S.
VETERANS AFFAIRS, DEPARTMENT OF
VICKERY, PHILLIP B., D.D.S.
WHITEFIELD, L.C., D.D.S.
WILLEY, RICKLAND, D.D.S.
WILLIAMS, J. KENNETH, D.D.S.
YORK, ALVIN C. VA MEDICAL CENTER

Area Healthcare Agencies/Facilities
Alive Hospice
Alvin C. York VA Medical Center
American Heart Association
Baptist DeKalb Hospital
Baptist Hospital
Bedford County Medical Center
Bethany Health Care Center
Boulevard Terrace Rehab & Nursing Center
Cedars Health Care
Centennial Medical Center
Cheatham County EMS
Clarksville Rehab & Wound Care Center
Claiborne & Hughes Health Center
Cloverbottom Development Center
Comprehensive Rehabilitation, Inc.
Cookeville Regional Medical Center
Cumberland Medical Center
Cumberland River Hospital, North
DeBerry Special Needs Unit
Dickson County EMS
Eye Center, The
Gateway Health Systems
Glasgow Physical Therapy
Goodman Eye Clinic
Graves Gilbert Clinic
Green, Dr. Michael, M.D.
Greenview Regional Hospital
Groos, Erich B., Jr., MD
Guardian Eye Associates
Harton Regional Medical Center
HealthSouth Corporation
Hendersonville Medical Center
Hillside Hospital
Home Health Concepts, Inc.
Horizon Medical Center
Hospice of Highland Rim
Jenkins, Gary W., MD
Liberty Emergency Medical Service
Life Care Centers of Columbia
Life Care Centers of Sparta
Life Care Centers of Tullahoma
Livingston Regional Hospital
Loden Vision Center
Marshall Medical Center
Master's Healthcare Center
Maury Regional Hospital
Medic One Ambulance Service
Medical Center at Scottsville
Middle Tennessee Medical Center
Monroe County Medical Center
Montgomery County Emergency Medical Services
Nashville Eye Associates
Nashville Metropolitan General Hospital
Nashville Rehabilitation Hospital
National Health Corporation:
   Adams's Place
   Columbia Health Care Center
   Cookeville Health Care Center
   Dickson Health Care
   Franklin Health Care
   Hendersonville Health Care
   Homewood Health Care
   McMinnville Health Care
   Merihill Health Care
   Murfreesboro Health Care
   Nashville Health Care
   Pulaski Health Care
   Richland Place
   Smithville Health Care Center
   Springfield Health Care Center
North Crest Medical Center
Oxycare
Patrick Rehabilitation Wellness
Physiotherapy Associates:
   Hendersonville Hospital
Pi Beta Phi Rehabilitation Institute at the
   Bill Wilkerson Center
Premier Rehabilitation
Putnam County Board of Education
Putnam County EMS
Putnam Physical Therapy Services
Rehabcare Group:
  Franklin PT Clinic
  Greenview Regional Hospital
  Hendersonville Family Health Center
  Middle TN Occupational & Environment Medicine
  WKOA
Regional Ambulance Service
River Park Hospital
Robertson County Emergency Medical Services
Royal Care of Westmoreland
Rural/Metro Ambulance
Russellville Healthcare Manor
Rutherford, Frank T. Hospital
Saint Thomas Hospital
St. Thomas Ophthalmic Diagnostic & Treatment Ctr.
T. J. Sampson Community Hospital
Select Specialty Hospital
Skyline Medical Center
Southern Hills Medical Center
Star Physical Therapy
Summit Medical Center

Sumner County Emergency Medical Services
Sumner Regional Medical Center
Tennessee Christian Medical Center:
  Tennessee Department of Health
    (Tennessee Cancer Registry)
Tennessee Donor Services of Nashville
Tennessee Rehabilitation Center
Tennessee Sports Medicine & Orthopedics
Trinity Hospital
Trousdale Medical Center
University Medical Center Hospital
Vanderbilt University Medical Center
  Pi Beta Phi Rehabilitation Institute
  Vanderbilt Stallworth Rehabilitation Hospital
Vencare Health Services
Veterans Administration Medical Center
Volunteer Veterinary Clinic
Weikert, Danny, MD
Williamson Medical Center
Willowbrook Home Health Care, Inc.
Wilson County Emergency Management Agency
Academic Program Advisory Committees

**Allied Health Division**

**Dental Assistant Education**
Steve Purcell, Chair
Desiree Sutphen, Program Director

**Diagnostic Medical Sonography**
Paige Cobb, Chair
Gene Spain, Jr. Program Director

**Fire Science Technology**
Gene Schmid, Chair
Travis Ford, Program Director

**Health Information Technology**
Patty Barlow, Chair
Lois Knobeloch, Program Director

**Ophthalmic Technician**
Wayne Chumley, Chair
Jana Allen, Program Coordinator

**EMT-Paramedic**
Robert Hawkins, Chair
Richard Collier, Program Director

**Physical Therapist Assistant**
Barbara Johnson, Chair
Dennis Dipert, Program Director

**Radiologic Technology**
Mike Woodruff, Chair
Monica White, Program Director

**Respiratory Care Technology**
Louise Collins, Chair
Cory Martin, Program Director

**Sleep Diagnostics Technology**
Kevin Justice, Chair
Cory Martin, Program Director
Karen Castellon, Program Coordinator

**Business Division**

**General Business Administration**
Wally Nichol, Chair
John Espey, VSCC Dean

**Paralegal Studies**
Allen Ehmling, Chair
Virginia Tompkins, VSCC Program Coordinator

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**College Standing Committee System**

Academic Computing Committee
Admissions and Retention Committee
Campus and Community Cultural Activities Committee
Campus Facilities Management Committee
Curriculum and Instructional Standards Committee
Honors and Financial Aid Committee
Institutional Effectiveness Committee
Library/Learning Resources Committee
Professional Development Committee
Recycling Committee
Student Activities Committee
Teaching/Learning Committee
COLLEGE GOVERNANCE
Students participate in the governance of Vol State through service on College Standing Committees. The Student Government recommends the appointment of students to Committees. The SGA President is an Ex-Officio member of all College Standing Committees.

Statement on Grievances
Students have the right to appeal decisions and/or policies implemented by the College. If a student believes that specific situations justify the need to appeal, then the appeal should be filed with the office, department or division that implemented the policy or caused the need for an appeal action to be considered. A student also has the right to appeal grades. Unless otherwise instructed, an appeal should be submitted in writing and submitted to the appropriate office for review. For additional information regarding appeals and or grievances refer to the section on "Grievance Procedures" and "Appeal for Grade Change" in the Student Handbook.
TRAFFIC AND PARKING REGULATIONS

* An access fee is assessed to all students for the use of student parking spaces on the campus of Volunteer State Community College.

* Students must park in designated student parking areas only or they will be issued a traffic violation. Each citation for violation of the traffic and parking regulations carries a fine of $10.00 which must be paid to the Business Office of the College. After the third violation, the student's vehicle may be towed from campus, and parking/driving privileges suspended on campus. A $100.00 fine is imposed for unauthorized parking in "Disabled" parking space.

The following are examples of citation issuance:
1. Speeding, reckless driving, and failure to yield to pedestrians.
2. Parking in unauthorized parking areas;
   a. handicap parking
   b. fire zones
   c. loading and unloading zones
   d. faculty and staff parking areas
3. Improper parking;
   a. along painted curbs
   b. in driveways and intersections
   c. on grass or lawns
   d. on roadways
   e. on sidewalks
   f. double parking

* Faculty and/or staff must purchase a parking permit from the Business Office to park in Faculty/Staff parking areas. If the permit is not displayed on the rear view mirror, a traffic violation will be issued.

* Guest parking permits are available at the information booth in the Great Hall, the Office of the Vice President/Dean for Student Services and the Office of Public Safety.

* Handicapped Parking Placards are available from the Office of Disability Services. The placards must be placed on the front mirror and are for campus use only. There is ample handicapped parking for each building. A handicapped parking lot list is available from Disability Services. The list of user names is then submitted to Campus Security for monitoring.

* Students wishing to appeal a traffic violation must secure an official Traffic Appeal form from the Office of the Vice President/Dean for Student Services. The completed form may be returned to the Office of the Vice President/Dean for Student Services or submitted in person to the Student Traffic Appeals Committee.

* Faculty/Staff wishing to appeal a traffic violation must make their appeal to the Vice President for Business and Finance.

* Visitors to the campus who have been issued a parking violation should contact the Office of the Vice President/Dean for Student Services.

* A copy of the Traffic and Parking Policy can be obtained from the office of the Vice President/Dean for Student Services or the Public Safety office.

- Campus Accessibility/ADA (American Disabilities Act) - VSCC has made vast improvements for campus accessibility and compliance with the American Disability Act. Nine buildings have automatic doors and outdoor directional signage. Each building has updated fire alarm systems with strobe lighting. The public pay phones have volume control for hearing impaired. The elevators have emergency phones which are ADA compliant. If you should experience a problem with accessibility, please notify the Disability Services Office in room C-206B, in the Campus Center.
SAFETY AND SECURITY INFORMATION

The Department of Public Safety at Volunteer State Community College is committed to preserving a safe and secure environment for students, faculty, staff, and guests of the College. The campus is protected 24 hours a day, seven days a week with competent and caring police officers and security guards.

Whether on campus or at one of the College’s off-campus sites, all students, faculty, and staff are expected to assume reasonable responsibility for personal safety. By using common sense, safety practices such as walking in groups, reporting suspicious activities, keeping money, books, and other personal items protected, locking car and office doors when leaving, wearing safety belts, observing speed limits, and generally being alert to personal welfare will ensure personal safety on and off campus.

Pursuant to the provisions of Tennessee Public Chapter No. 317, an act known and cited as the “College and University Security Information Act,” the following information is available and will be provided to you upon request:

A. Annual crime statistics and crime rates for crimes occurring on the campus of Volunteer State Community College as reported to and compiled by the Tennessee Bureau of Investigation for each of the most recent three (3) years.

B. Copies of Board of Regents policies and procedures on campus security. Contact Chief of Campus Police/Security - Volunteer State Community College, TN 37066 - Area Code 615/230-3595 or 741-3215 ext. 3595 to obtain security policies and procedures. The Public Safety emergency number on campus is 3911.

This information is not designed to serve as an agreement or contractual arrangement for providing security services to the members of the campus community, nor to guarantee an individual’s personal safety when utilizing the campus facilities or grounds.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

The Drug Abuse Prevention Program at Volunteer State Community College is designed to preserve the integrity of this educational environment and to prevent the use and/or abuse of alcohol and other addictive substances by students and employees of the College.

The Drug Abuse Prevention Program has been developed by the Director of Health Services and Chief of Campus Police/Security with assistance from community-based health care professionals, campus personnel, and students. It has three (3) major components:

EDUCATION — Volunteer State Community College’s Drug Abuse Prevention Program gives emphasis to the education of students and campus personnel. Seminars, small discussion groups, video presentations, brochures, pamphlets, and campaigns are methods used to educate all citizens of the campus community on the physical, social, and economic impact of substance abuse. The National Collegiate Alcohol Awareness Week (NCAAW) observances include panel discussions, lecturers, or presenters from community agencies engaged in prevention and/or treatment of alcohol and substance abuse.

INTERVENTION — The College’s Drug Abuse Prevention Program includes individual counseling and small support group sessions to assist those who deserve or need to develop early intervention techniques. Intervention techniques are developed as peer pressure and denial are explored and as warning signs are defined.

REFERRAL — The Director of Health Services, Public Safety Officers, and College Counselors work with community agencies and Employee Assistance Program (EAP) to establish liaison relationships for students and personnel who need treatment, drug abuse counseling, or related support.

A STUDENT’S GUIDE TO REPORTING HARASSMENT

INTRODUCTION

The purpose of this guide is to ensure an orderly resolution of charges of sexual, racial, or other forms of harassment brought by students at Volunteer State Community College (VSCC) against other VSCC students or against a VSCC employee.
Sexual harassment and racial harassment have been held to constitute a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended and Title IX of the Education amendments of 1972. Other types of harassment are prohibited by applicable law. Volunteer State Community College prohibits all acts of harassment and will properly investigate and remedy claims of sexual or racial harassment.

DEFINITIONS

Sexual Harassment - Generally, sexual harassment may be defined as unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of the student’s employment or of the student’s status in a program, course, or activity;

2. Submission to or rejection of such conduct by a student is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such a student; or

3. Such conduct has the purpose or effect of unreasonably interfering with a student’s work performance or educational experience or creating an intimidating, hostile or offensive work or educational environment. Whether the alleged conduct constitutes sexual harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of sexual advances in the context within which the alleged incident occurred.

Racial Harassment - Generally, racial harassment is defined as any person’s conduct which unreasonably interferes with a student’s status or performance by creating an intimidating, hostile, or offensive work or educational environment. Harassment on the basis of race, color, or national origin, includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual because of his/her race, color, or national origin.

Other Harassment - Generally, harassment on the basis of religion, disability, or other protected status includes any conduct which has the purpose or has the reasonably foreseeable effect of interfering with a student’s academic efforts, employment, or participation in institutionally sponsored activities. Such harassment also includes any activity which creates an intimidating, hostile or demeaning environment.

PROCEDURES

Any student who believes he or she has been subjected to harassment by a VSCC student or VSCC employee shall present the charge to the Vice President/Dean for Student Services - Campus Center Building - Room 210.

The charge shall include the circumstances giving rise to the allegations, the date(s) of the alleged occurrence(s) and, when available, the names of any witness to the alleged occurrence(s). The charge shall be signed by the student who presents the charge.

The Vice President/Dean for Student Services shall investigate and take appropriate action in compliance with Tennessee Board of Regents policies and guidelines relative to harassment and in compliance with federal and State laws which prohibit such discrimination.

WEAPONS POSSESSION

The unapproved possession, use or sale of firearms, ammunition, fireworks, major or minor explosives, or any lethal weapon on campus is forbidden, and subject to College discipline as well as to criminal sanctions. No individual is permitted to carry a weapon on campus. Notification of the felony provision of T.C.A. 39-17-1309 and T.C.A. 39-17-1359 are posted throughout campus buildings.

T.C.A. 39-17-1309 states that it is a "Felony: State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed $3,000 for carrying weapons on College-owned or controlled property."

T.C.A. 39-17-1359 states: "A...state or federal government entity or agent thereof is authorized to prohibit possession of weapons by any person at meetings conducted by, or on the premises owned, operated, managed or under control of such...government entity."
Any violation of these laws should be reported to your instructor or the Public Safety Department immediately.

**VSCC Department of Safety and Security 2000 Annual Report**

Pursuant to the Federal "Student Right-to-Know and Campus Security Information Act" of 1989, the January through December 2001 and previous two (2) years are provided below.

**Public Safety Information**

The following are statistics of crime reported on all sites to you in an effort to comply with the "Federal Campus Crime Awareness and Campus Security Act of 1990".

<table>
<thead>
<tr>
<th>Reported Crimes</th>
<th>2001</th>
<th>2000</th>
<th>1999</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape (and Attempted Rape)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Sex Offenses</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Assault (Simple &amp; Aggravated)</td>
<td>3</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Burglary-Forced Entry</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary-No Force</td>
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<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Larceny - Theft</td>
<td>11</td>
<td>17</td>
<td>10</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Arrests</td>
<td>3</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Possessions</td>
<td>1</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Traffic</th>
<th>2001</th>
<th>Auto Accidents</th>
<th>2001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citations</td>
<td>197</td>
<td>Property Damage</td>
<td>18</td>
</tr>
<tr>
<td>Warnings</td>
<td>1,322</td>
<td>Personal Injury</td>
<td>0</td>
</tr>
</tbody>
</table>

**STUDENT LIFE**

I. ACADEMIC

A. **ACADEMIC CLEARANCE**

Whether pre-registered or not, any student who is on Academic Probation should meet with his/her advisor prior to registration to seek ACADEMIC CLEARANCE. During this conference, the advisor will assist the student in clarifying educational goals and will recommend strategies for reaching those goals. The student, assisted by the advisor, will elect to enroll in developmental courses, repeat one or more courses, register for a limited number of credits, seek special counseling and/or engage in other learning experiences.

B. **ACADEMIC MISCONDUCT**

1. ACADEMIC MISCONDUCT includes plagiarism, copying, cheating or other forms of academic dishonesty.

2. ACADEMIC MISCONDUCT, either directly or indirectly through participation or assistance is prohibited.

3. Penalties for ACADEMIC MISCONDUCT are defined in the Student Conduct and Disciplinary Policies section of this handbook.
C. ACADEMIC OVERLOAD

1. Any number of hours above 18 per semester is considered an OVERLOAD.

2. A student who has a “B” average for a semester may with written approval, schedule a maximum of 22 semester hours in the semester after the “B” average was earned.

3. A student who wishes to register for an OVERLOAD must seek and secure approval from the Vice President/Dean for Academic Affairs.

D. ACADEMIC PROBATION

1. ACADEMIC PROBATION is a conditional status which allows a student the opportunity to continue his/her enrollment, attend classes and return to academic good standing.

2. A student who fails to meet the criteria for academic progress will be placed on ACADEMIC PROBATION at the end of the semester in which academic progress was not met and for the subsequent 15-week semester of enrollment.

3. An official notice of probation will be included in a student’s semester grade report when he/she earns the status of ACADEMIC PROBATION.

E. ACADEMIC SUSPENSION FROM THE COLLEGE

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 with the grade report. 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. A student may appeal suspension to the Vice President/Dean for Academic Affairs if the appeal is based upon extenuating circumstances and/or hardship.

F. ADDING/DROPPING COURSES

1. During the early registration period and through the late registration period, a student may make adjustments in his/her schedule through the process of ADDING/DROPPING courses by using "PRIDE" (Vol State’s Voice Response Telephone System).

2. After the official registration period is over, the student may make adjustments in his schedule through the process of adding and/or dropping courses using the following procedure:

3. To ADD a course(s) a student must:
   (a) secure a Student Change Form from his/her counselor or advisor or from the Office of Admissions and Records.
   (b) secure a signature of approval from his/her advisor.
   (c) IF THE CLASS IS CLOSED, secure the signature of approval from the Dean of the division in which the course is offered.
(d) take the Form to the Office of Admissions and Records for validation.

(e) take a copy of the change to the instructor of the class.

(f) consult the current Schedule of Classes for the Last Day to ADD a course(s).

(g) courses may not be added after late registration.

4. To DROP a course(s) a student must:

(a) secure a Student Change Form from his/her advisor or from the Office of Admissions and Records.

(b) secure the signature of approval from a Counselor or advisor or see the R/D Director if the course is a Developmental Studies course.

(c) take the form to the Office of Admissions and Records for validation.

(d) consult the current Schedule of Classes for the last Day to DROP a course(s).

(e) courses may not be dropped after the last published date to drop.

Courses may be added only during the first five days of classes (three days in either term of the summer session). A student is allowed to withdraw from a course at any time after the fifth class day (third class day in either term of the summer session), and before the date specified in the catalog as being the last date to withdraw from a course. During this period of time specified in the catalog, courses from which the student withdraws will receive a mark of “W” (withdrew) when official procedures are followed. A student may be permitted to withdraw from a course after the date specified in the catalog 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.

If a refund is due to the student as a result of a change in his/her schedule, the Business Office will mail a refund check to the student within three weeks after the DROP/WITHDRAWAL process was initiated.

G. APPEAL FOR GRADE CHANGE

Students are given the opportunity to appeal a grade received in a course once the grade has been posted. The appeal of a posted grade must be initiated during the semester immediately following the semester in which the grade was posted (Summer semester will be considered in determining the following semester.) Prior to submitting a grade appeal, the student must contact the instructor who issued the grade in an effort to solve the problem. To appeal a grade, the student should follow the procedure outlined below:

1. An appeal for a grade change must be made in writing to the Admissions and Retentions Committee. A form for such an appeal may be obtained from the Admissions and Records Office or from the Committee Chair of the Admissions and Retentions Committee. The written appeal may be submitted to the Office of Admissions and Records or the Chairperson of the committee.

2. The committee will grant a hearing for the appeal if one is desired by the student or the faculty member affected by the grade appeal. An opportunity will be given to present evidence or information that might assist the committee in reaching a decision. The committee will notify the student and the faculty member of their decision but the committee is not required to give reasons for their decision.

3. If the student or the faculty member wishes to appeal the decision of the Admissions and Retentions Committee, an appeal can be made to the Vice President/Dean for Academic Affairs. The appeal must be in writing, should include all information appropriate to the appeal, and must be submitted within ten calendar days after notification of the Admissions and Retentions Committee decision. Within ten working days after receipt of the appeal, the Vice President/Dean for Academic Affairs will submit to all concerned parties a written decision concerning the appeal of the grade change.
H. CHANGE OF MAJOR

1. A student who wishes to change his/her college major must complete a "Request For Change of Major/Advisor" form. These forms are available in the Office of Admissions and Records, Academic Division Offices or the Office of Counseling and Testing. Completed forms must be submitted to the Office of Admissions and Records for processing and reassignment of an advisor for the new major.

I. CHANGE OF PERSONAL DATA

1. A student must notify the Office of Admissions and Records when there has been a change of his/her name, address or telephone number.

J. SNOW POLICY

Volunteer State Community College will normally remain open as scheduled regardless of weather conditions. However, should generally prevailing hazardous ice and snow conditions dictate that the school will be closed for the day, or part of the day, area television and radio stations will be notified. 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 listen to the College station, WVCP (88.5 FM), at 6:00 a.m. on any day when there is any doubt whether the College will be open. Information concerning evening classes, on and off campus, will be broadcast at 3:00 p.m. on any day when there is inclement weather. Students are asked to call the Inclement Weather Information extension at 452-8600, ext. 3249 or 741-3215, ext 3249 if they have questions.

It is not necessary to inform teachers in advance of absences. 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 an “honor” system 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 the College’s 12 county service area and the decision to be opened or closed will relate to the generally prevailing conditions.

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

For earliest announcements and latest information about Vol State closings and openings, listen to the VSCC public service radio station, WVCP (88.5 FM). Listen to 94.7 FM "Country Giant" Radio in Livingston.

Off-Campus Snow Policy

In the event of inclement weather, a decision regarding the cancellation of day and evening classes at off-campus locations will be announced on the college station, WVCP (88.5 FM), and other local radio and television stations. Students may contact the Division of Continuing Education for specific site information.

K. CLASS MISCONDUCT

1. CLASSROOM MISCONDUCT includes disruptive, threatening or otherwise unacceptable social behavior in the classroom.

2. CLASSROOM MISCONDUCT, either directly or indirectly through participation or assistance is prohibited.

3. Immediate penalties for CLASSROOM MISCONDUCT are defined in the Student Conduct and Disciplinary Policies section.

4. Students who are charged with CLASSROOM MISCONDUCT are subject to all other policies which govern student conduct and may be referred to the Vice President/Dean for Student Services for appropriate disciplinary action.

L. 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 Director of Admissions and Records. Documentation of the student’s disability should be on file in the Office of Student Disability Services. The Director of Disability Service will act as liaison in the process.

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 course.

**M. GRIEVANCE PROCEDURES**

1. Students are encouraged to discuss any problem related to the classroom experience with the instructor first. If further grievance is required, the student must contact the appropriate Dean:

<table>
<thead>
<tr>
<th>Division</th>
<th>Office Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Health</td>
<td>P-206</td>
</tr>
<tr>
<td>Business</td>
<td>T-123E</td>
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<tr>
<td>Humanities</td>
<td>A-201</td>
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<tr>
<td>Library</td>
<td>L-120</td>
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<tr>
<td>Math and Science</td>
<td>W-100</td>
</tr>
<tr>
<td>Social Science and Education</td>
<td>N-207C</td>
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</table>

Final grievances must be submitted to the Vice President/Dean for Academic Affairs, room A-107.

2. Students with disabilities who have complaints regarding physical accessibility of the college campus or regarding a complaint about the instructional accommodations they are receiving should follow the guidelines and procedures listed in the Disability Handbook (Policy 111:05:09)

**N. PRIVACY RIGHTS OF STUDENTS**

Vol State has adopted policies that comply with the Family Educational Rights and Privacy Act of 1974, as amended, which sets out requirements designed to protect the privacy of parents and students. The statute governs the access of educational records and the release of such records. In brief, the statute provides: that institutions must provide students, and in some cases, parents of students, access to official educational records directly related to the students and an opportunity for a hearing to challenge such educational records on the grounds that they are inaccurate, misleading or otherwise inappropriate; and that institutions must obtain the written consent of students, and in some cases parents, before releasing personally identifiable data about students from records to other than a specified list of exceptions. The bill does provide for release of "Directory Information" such as: student’s name, address, telephone number, Major Fields of Study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received and most recent educational institution attended. Directory information is treated as public information and will be released to the public unless otherwise requested by the student.

The law provides for the release of information to authorized college personnel and other institutions engaged in research (provided information is not revealed to any other parties), and certain federal and state government officials. Students have a right to file a complaint with the U.S. Department of Education if he or she believes the college has failed to comply with the Act. Copies of Federal and State laws concerning student records are available in the Office of Admissions and Records.

If you have any questions regarding the provisions of this Act, contact the Director of Admissions and Records, in room A-108.
O. TEST(S) OF ACHIEVEMENT

1. Any or all students may be required to take one or more tests designed to measure general education achievement in 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.

2. Participation in testing may be required of all students, of students in selected programs, and of students elected on a sample basis.

P. MATH LAB

Located in the Warf Building, W-125, the Math Lab offers FREE help for students in Remedial/Developmental Math as well as various other math and science courses (such as Biology, Chemistry, and Physics). Students may expect the assistance of trained tutors and the use of supplementary materials which include audio visual aids and computer assisted tutorial materials. The associated computer tutorial laboratory (W-126) is available to students when mathematics classes are not being taught.

Q. OFF -CAMPUS CLASSES

Students enrolled in classes at off-campus locations may contact the Division of Continuing Education at 230-3358 regarding services available at specific sites. A Vol State representative is available at the McGavock Center (885-8910), Hunters Lane (860-1435), the Livingston Center (931-823-7065 or 1-800-563-8220) Wilson Central (453-4600, ext. 1139) and Madison (860-3255) to assist students with admissions-related functions, campus resources, room assignments, and general college information.

R. PUBLIC TELEPHONES

For the convenience of students, public telephones are located in:

* Campus Center on main level, entrance air lock area, outside the main entrance of the cafeteria and the hall outside the Campus Bookstore, main level near elevator, and ground floor near student lounge

* A-Building - in the Lobby

* N-Building - inside main entrance

* Warf Building - inside main entrance

* Pickel Fieldhouse - in lobby

* T-Building - inside main entrance

* Thigpen Library Building - inside main entrance

  • A TDD phone is available in the Disability Services Office (C-206B) in the Campus Center from 8:00 a.m. to 4:30 p.m.

S. RE-ORIENTATION FOR PARALLEL TRANSFER STUDENTS

Many students who plan to transfer to senior institutions after graduation from Vol State find it necessary to prepare a successful transfer. The Assistant Vice President for Student Services/Director of Student Relations plans and coordinates visits from representatives of the senior institutions to our campus for the purpose of providing Vol State students with opportunities which will facilitate successful transfers. Additionally, a library of catalogs, brochures, and articulation agreements from senior institutions is maintained in the Division of Student Services.
T. WRITING CENTER

The Writing Center is available to all students wishing to enhance their writing skills in grammar, punctuation, style, and paper development. Experienced tutors are on hand to assist students with writing assignments from any class or for general skills needs. Visitors may drop in or make an appointment; hours are posted. Computers for word processing are also available. The Writing Center is located in the Administration Building in room 309.

U. WVCP-FM 88.5

The on-campus radio station, WVCP-FM 88.5 is a public, non-commercial radio station offering news, educational programming and entertainment services to listeners in Northern Middle Tennessee. The station also serves as a training facility for communications students and as an information outlet for Vol State.

WVCP provides publicity at no cost to students, faculty or staff for special activities and events sponsored by civic groups and student organizations. Call, visit or send post cards to the station for such requests.

In the event of the College’s closing, WVCP will be the “first to know.” During inclement weather and hazardous driving conditions, tune-in to FM 88.5 for special announcements.

V. EMERGENCY EVACUATION OF DISABLED

If you have disclosed your disability, a locator list is given to Campus Security in case of an emergency, for those with severe physical mobility disabilities. If your class is located on the second floor, during the first week of class, please notify your instructor if you would prefer to be lifted, moved, or any special assistance in the case of an emergency. If you choose not to accept assistance, remain by the stairwell landing until security arrives to assist.

II. DIVISIONAL/DEPARTMENTAL

A. ALLIED HEALTH

1. Admission to an Allied Health Program is typically restricted. Additional admission requirements exist. Any student interested in an Allied Health Program should contact the Allied Health Division in the P-Building.

2. Students considering an Allied Health Program must be ready to devote up to 40 hours per week to their training. This may include evening, nights and weekend activities.

3. A significant portion of the instruction in the Allied Health Programs occurs in clinical facilities that are off campus. This is typically three or four days or nights per week for a full year. Students are responsible for all of the costs. These costs include college fees, transportation, uniforms, meals, and malpractice insurance associated with the clinical rotations.

4. Students in Allied Health Programs are held to a stringent personal code of ethics and morality. All forms of plagiarism, copying, cheating or other forms of academic dishonesty are forbidden. Any student guilty of such an infraction may be failed in the course and permanently expelled from the Allied Health Programs. This may occur on the first offense; no second chance.

5. Students in the Allied Health Programs are also bound by a strict professional code of ethics in each discipline. These standards involve professional practices in clinical rotations such as dress, punctuality and confidentiality. Each Allied Health student is expected to approach these responsibilities in a mature manner comparable to and higher than those professionals practicing in their discipline. Any infraction may result in a failing grade and permanent expulsion from the Program.
6. The number of students admitted to each of the Allied Health Career Programs each year is limited by several factors including accreditation standards, the number of spaces available for clinical practice, and the number of positions available in the job market in each field. Applicants denied admission to a specific Allied Health Career Program may appeal the decision of the Program’s Selection Committee. Such appeals will be honored only if they adhere to the following policy:

I. An applicant wishing to appeal the admissions decision of a Selection Committee must do so in writing within three days of receiving notification of the Selection Committee’s decision. The applicant must write to the Chairperson of the Selection Committee with copies of the letter sent to the Program Director and Dean of the Allied Health Division. This letter is to include the basis for the appeal. The Chairperson of the Selection Committee will discuss the appeal with the Selection Committee and will respond to the applicant’s letter of appeal. Copies of the Committee’s written response are to be sent to the Program Director and Dean of the Allied Health Division.

II. An Applicant wishing to appeal the above decision of the Selection Committee, must do so in writing within three days of receipt of the Committee’s response. Such an appeal is to be submitted to the Dean of the Division of Allied Health in writing with copies sent to the Program Director. The Dean of Allied Health will render a decision and send it to the applicant in writing within two days. Copies of this correspondence will be sent to the Program Director and Chairperson of the Selection Committee.

III. An applicant wishing to appeal the above decision of the Dean of Allied Health, must present such an appeal in writing to the Vice President for Academic Affairs within three days of receipt of the decision. The Vice President will review the appeal and respond in writing within three days. Copies of all correspondence will be sent to the Chairperson of the Selection Committee, Program Director, and Dean of Allied Health.

IV. The decision of the Vice President for Academic Affairs may be appealed to the President of the College if done so in writing within three days of receiving the Vice President’s decision. The President will consider the appeal and render a decision in writing. The decision of the President is final and is not subject to appeal.

B. COMPUTER SERVICES

Use of the computer systems by students requires that the student be enrolled for the current term at Vol State and the student may be required to present a valid student I.D.

Academic and Administrative Computing personnel reserve the right to and may monitor student user accounts at any time.

Students should also be aware of their obligations concerning computer use as presented in the State of Tennessee Computer Crimes Act of 1983.

Vol State is committed to preparing students with the essential technological skills and competencies to succeed in everyday life and future occupations. The College has established the following priorities:

- Highest - Educational and administrative use that results in maximizing student access and use of technology and computer resources in education programs, learning support systems, and related administrative processes.
- Second - Other uses directly and indirectly related to educational use, including access to the Internet and professional communication.

The following rules and regulations are to define all user’s limitations. These rules are separate and apart from the General Policy on Student Conduct and Disciplinary Sanctions (Chapter 0240-3-15) as approved by the Tennessee Board of Regents. Any violations shall be termed “computer misuse,” and the offender shall be referred to the respective College office for Disciplinary action.

1. Students must use ONLY those computers which have been authorized for their use. The negligence or naivete of another user in revealing an account name and password is not considered authorized use.

2. Students are responsible for all use of their accounts. They should make appropriate use of the system-provided protection features and take precautions against others obtaining access to their computer resources.
3. Students must not search for, access or copy directories, programs, files, or data not belonging to them. Software provided by VSCC may not be taken to other computer sites without permission. If there is any doubt about the use of any software, students should contact the VSCC Director of Academic Computing.

4. Students must not attempt to modify system facilities, crash a system, nor subvert the restrictions associated with their accounts or computers.

5. Students may not tamper with or change any configuration settings of any device without approval from Academic Computing Personnel.

6. Students may not monopolize any available resource to the extent of denying others fair use.

7. Use of any VSCC computer system for personal or business purposes without written permission is prohibited.

8. All users shall be responsive to the suggestions and interpretation of these rules by Academic Computing Personnel.

9. The computers are to be used only by current VSCC students.

10. The lab assistants are not to instruct students on how to do their assignments. The lab assistant’s duties involve helping a student who is "stuck" to get out of the problem. However, they are not to show students how to solve a problem or help students do their work.

11. It is important to remember that the buildings, not the labs, close at a certain time. If a lab is scheduled to close by 10:00 PM, all of the students should be out of the lab at 9:50. This will give the lab assistant a few minutes to shut down the lab before the building closes. The lab assistants will remind students about every five minutes for the last half hour that the lab is closing. Students should not request "just another five minutes" when the lab is closing.

12. Students are not allowed to copy any of the programs licensed to VSCC.

13. Students are not to leave any data or programs on the hard disk drives.

14. Students may not use the computers to play games.

15. Children are not allowed in the labs.

16. Food and drinks are not allowed in the labs.

17. Any student who, in the judgement of the lab assistant, acts in a manner which is not appropriate will be asked to leave the lab immediately. That student must then meet with the Director of Academic Computing before being allowed to use the lab again.

18. Users may not use computer systems (including hardware and software) and/or computer accounts for playing games or accessing any data which violates the acceptable moral standards of the community.

The disposition listed below (not an all-inclusive list) are examples drawn from the sanctioned policy of the Tennessee Board of Regents’ Policy on Student Conduct and Disciplinary Sanctions.

1. Revoking of the individual’s rights to use the computer, either on a temporary or permanent basis.

2. Probation.

3. Suspension.
4. Expulsion.

5. Financial assessment for computer services.

6. Legal prosecution.

In the event that other College regulations are violated, additional penalties may be imposed.

Unauthorized use of any Vol State computer system by an individual other than those of the College may be adjudged a felony, and the individual may be liable to legal prosecution.

C. HUMANITIES

1. English
   a. Plagiarism is using other people’s ideas as your own, copying all or parts of someone else’s work, having another person write the assignment, getting too much assistance in writing, or failing to document accurately the use of source material.
   b. Individual instructors have the right to establish their own plagiarism policies.
   c. The penalty for plagiarism may be failure in the course.

2. Communications
   a. All persons in the studio and station of WVCP are subject to station and institutional policies as well as state and national laws.
   b. The “on-duty” operator at WVCP is in charge of the facility during any time when no member of the station’s management team is present. The “on-duty” operator is responsible for the behavior of all persons in the station and has the authority to ask persons using unacceptable conduct to leave.
   c. Normal business hours for WVCP are Monday through Friday from 8:00 AM until 5:00 PM.
   d. The "On-Duty" operator listed on the schedule and persons with an orange visitor pass from the station manager are the only ones allowed in the station during "non-business" hours.
   e. Any evidence of activities which are in violation of laws or station policy will subject the involved to the College's disciplinary proceedings and/or legal action.

D. MATHEMATICS AND SCIENCE

1. Many courses in the Division have attendance policies stating very clearly that a certain number of absences and/or occasions of tardiness will result in penalties (including the awarding of an “F” grade in the course). A student who has a passing average with an excessive number of absences will FAIL such a course. A student who does not intend to attend classes should avoid courses in the Division or have a clear and well written understanding of any exceptions which the instructor is willing to accept.

2. Ordinarily a student who lacks the foresight to register for science and math courses prior to the last two semesters before GRADUATION can expect to spend one or more additional semesters longer than planned. Reopening of crowded and/or closed sections for students who do not plan ahead will seldom occur. To be fair, those who enroll first will be guaranteed seats in the class.
3. A student who meets the high school prerequisites for a course (see section on “Description of Courses”) will also be required to score above a certain level on the COMPASS or another placement test administered the first or second day of class. If a student fails to exceed the minimum acceptable score on a placement test, remedial action will be required.

4. FINAL EXAMINATIONS will be taken at the time scheduled unless prior arrangements are made with the instructor. Ordinarily, missing a final exam without this prior approval will result in an F for the course. For serious reasons acceptable to the instructor and the Division Dean, a student who misses the final examination may receive a symbol of “I” and take the final exam prior to the end of the subsequent semester. FINAL EXAMINATIONS WILL NOT BE GIVEN EARLY FOR ANY REASON.

III. ENVIRONMENTAL

A. ASSEMBLIES/MEETINGS

1. Regular or special meetings of organizations affiliated with the institution may be planned and scheduled according to procedures established by the institution. All such group gatherings must be conducted without sound amplification equipment unless prior written approval is given by the appropriate official at the institution.

2. Any affiliated group, organization or individual desiring to obtain assembly space at any time and/or location other than those designated must submit a written application for registration of the proposed activity at least ten (10) days in advance (excluding weekends and holidays) to the Vice President/Dean for Student Services; provided however, that the President or his designee may approve applications for registration filed at a later time upon such official’s determination that the use of property requested can be reasonably accommodated and that adequate cause exists for late filing of the application for registration.

3. Upon the expiration of ten (10) days (excluding weekends and holidays) from the time an application for registration is timely submitted to the appropriate official at the institution, written notice of approval or disapproval of the proposed use of campus property shall be made available to the applicant group, organization or individual at the office of the appropriate official at the institution. The applicant shall have the duty to inquire at the office of the appropriate institution official concerning action taken on the application and the time and location at which the activity may be authorized. Notice of disapproval of a proposed property use shall include a list of grounds for denying the requested use.

B. BULLETIN BOARDS

1. The use of campus bulletin boards shall be limited to affiliated individuals and groups and to official use by the institution.

2. Bulletin boards may be designated for use by specific individuals or groups, such as faculty, students, student organizations, etc. Persons authorized to use a bulletin board, the types of materials which may be posted on a board, the maximum size and duration of any notice and any other special conditions on use should be approved prior to the use of the board.

3. Approval for the use of bulletin boards is secured in the Division of Student Services (C-210).

C. DRESS

1. College students are mature enough to make wise and appropriate decisions on the type of apparel suitable for a college campus. Instructors will expect all students to be appropriately dressed in their classes.
D. LITERATURE DISTRIBUTION

1. Any literature which is proposed to be distributed or which is distributed on the campus of an institution shall comply with all applicable federal, state and local laws and regulations and with the regulations and policies of the institutions and the Tennessee Board of Regents.

2. Groups, organizations, or individuals not affiliated with the institution may sell or distribute ONLY in conjunction with their authorized presence on campus, and only after the proposed distribution has been registered with the Vice President/Dean for Student Services. Any application for registration shall include but not be limited to the name of the applicant, the name of the organization; if any, the date, time duration and location of the proposed sale or distribution and the number of participants, and shall be on a form which has been designated by the Chancellor of the Tennessee Board of Regents or his designee.

3. Persons engaged in the sale or distribution of printed matter shall not obstruct or impede pedestrians or vehicles, harass other persons with physical contact or persistent demands, misrepresent the purposes or affiliations of those engaged in the sale or distribution or misrepresent whether the printed matter is available without cost or donation.

4. The institution shall have the right to terminate the distribution of literature by any group, organization or individual.

E. OFF-CAMPUS FACILITIES

Students enrolled in classes at off-campus locations must adhere to the rules and regulations established by the local authorities governing the use of the facilities. Any questions should be directed to the Division of Continuing Education, 230-3358.

F. SOLICITATIONS

1. Solicitations for purely commercial purposes is prohibited on all property owned or used by an institution, provided that solicitations by the institution and solicitations pursuant to a contract between a vendor and the institution are permissible.

2. Solicitation and fund-raising activities other than for purely commercial purposes may be conducted on property owned by the institution only by affiliated groups, organizations or individuals, charitable organizations holding such activities with the sponsorship of the institution or the State of Tennessee or other groups, organizations or individuals whose presence is authorized on campus but only to the extent that such solicitation by other groups, organizations or individuals is a protected activity within the scope of the First Amendment to the Constitution of the United States.

3. Solicitation of dues and/or membership in an organization is permissible only by officially registered organizations of the institution.

4. An institution may require any group, organization or individual to verify the use, application or disposition of funds solicited on campus property.

G. USE OF VSCT TELEPHONES

1. Students are not to use the office telephones to make unauthorized telephone calls.
H. REFUND ON TEXTBOOKS

1. To receive a 100% refund on textbooks, the following conditions must be observed:
   (a) Textbooks must be returned within two (2) weeks after the first official day of classes.
   (b) A cash register receipt must be presented.
   (c) Books must be absolutely free of all markings.
   (d) Bookstore personnel are the sole judge in determining whether books are in new or used condition.
   (e) If a “new book” has become soiled or written in, 75% of the new price will be refunded. Purchases made by check or cash
       will be refunded by check.
   (f) For refunds of purchases made by check there is a 14 day waiting period (from the date of receipt.) To receive the maximum
       refund, the book should be returned immediately. However, the refund will be held for 14 days.

2. To receive a 75% refund after the 100% refund period:
   (a) Textbooks must be returned within (2) two weeks following the Last Day for a 100% refund on textbooks (4 weeks from the
       lst official day of classes).
   (b) A cash register and drop slip must be presented.

3. No refunds will be made after the 75% refund period. However, the Bookstore offers a daily buy back through a used book wholesaler,
   offering their current market price.

   The bookstore conducts a "Book Buy Back” during final examinations of each semester. Books are bought back at 50% of the retail
   price provided they are needed for stock by the Bookstore. If a particular title is not needed by the Bookstore, students will be offered
   the current market value by a used book wholesaler that the Bookstore represents.

IV. STUDENT ORGANIZATIONS

A. CRITERIA FOR REGISTRATION

(1) Any proposed student organization shall be open to all students of the institution who otherwise meet membership requirements.
    Membership in the organization shall be limited to currently enrolled students; provided that organizations may include faculty and
    staff of the institution, and/or spouses of students, faculty and staff and provided further that professional organizations may include
    members of the professional and business communities as members.

(2) A proposed organization must represent the interest of the members and the control of the organization must be within the local
    campus group. The organization must not have a knowing affiliation with an organization possessing illegal aims and goals.

(3) The proposed organization must agree to comply with all policies, regulations and procedures established by the Board of Regents
    and the institution and with all federal and state laws and regulations.
(4) The proposed organization must not:

(a) have illegal aims and goals;

(b) propose activities which would violate regulations of the Board of Regents or the institution or federal or state laws and regulations, or materially and substantially disrupt the work and discipline of the institution; or

(c) advocate incitement of imminent lawless action which is likely to produce such action.

(5) The proposed organization must have the minimum number of charter members designed by the institution and there must be a demonstration of continuous interest in the registration on a long-term basis. In the event there is not sufficient interest to warrant long-term registration, an institution may grant temporary registration to an organization for a limited period of time.

(6) New organizations may be denied registration where the purposes are within the scope of a currently registered organization. No organization may use the same name or a name which is misleading and similar to the name of a currently registered organization.

(7) The organization must provide for the distribution of all funds and assets in the event of dissolution.

B. PROCEDURES FOR REGISTRATION OF ORGANIZATIONS

(1) In order to become officially registered as a student organization, a group must meet the criteria set forth in Section A of this policy and must provide to the institution a minimum of the following:

(a) An application or request to form the organization on the form designated by the institution;

(b) The proposed constitution and bylaws of the organization, which must clearly contain the following: the name, purpose, proposed activities and rules of membership of the organization, the officers, their terms and methods of selection, the proposed nature and frequency of meetings and activities, and the financial plans of the organization, including any proposed fees, dues and assessments.

(c) The names and signatures of the charter members of the organization;

(d) The names of the faculty advisor and/or the administrative officers of the institution who will sponsor the organization;

(e) A statement of assurance of compliance by the organization that it will comply with all rules and regulations, policies and procedures of the Board of Regents and the institution and with all federal and state laws and regulations.

(2) The designated number of copies of the foregoing documents and information must be submitted to the Office of the Director of Student Activities who is authorized to review and make recommendations concerning proposed organizations. Recommendations regarding registration of a proposed organization must be forwarded by the Director of Student Activities to the Vice President/Dean for Student Services before the organization can be officially registered.

(3) Any official or body responsible for reviewing or registering proposed organizations may require the sponsor to clarify any materials or information provided in the registration process, to resubmit the application or request with non-conforming materials or provisions deleted, or to appear at a hearing for the purpose of providing additional information and testimony concerning the purposes, aims or proposed activities of the organization.

C. NATURE AND CONDITIONS OF REGISTRATION

(1) Registration of a student organization for other than a temporary period will be on an annual basis only, effective until the beginning of the next fall term of the institution and shall be subject to annual renewal by the institution for each ensuing year.
(2) Annual renewal of registration of an organization shall be dependent upon the organization’s demonstration of compliance with the following:

(a) It must adhere to the purposes, aims and activities as stated in the approved constitution and bylaws;

(b) It must continue to meet all of the requirements for initial registration;

(c) It must have remained in compliance with all rules and regulations of the institution and all federal and state laws;

(d) It must submit all changes in the constitution and bylaws to the institution for approval;

(e) It must maintain a current list of officers, faculty advisors and sponsors on file with the institution; and

(f) It must have submitted all required financial and other reports to the institution.

(3) Annual renewal of registration of an organization shall be contingent upon the completion of required SGA forms. These forms ensure disbursement of seed money.

D. REPORTS

(1) Each institution may require any or all organizations to submit an annual report concerning its programs and activities during the preceding year. If required, this report shall be reviewed by the designated bodies or officials of the institution and shall be a requirement for renewal of registration.

(2) Each institution may require any or all organizations to submit an annual financial report reflecting all revenues received and disbursed by the organizations, and/or an interim financial report or such report concerning any fund-raising activity of the organization. If required, this report shall be a requirement for renewal of registration.

E. PROBATION, SUSPENSION, AND WITHDRAWAL OF REGISTRATION

(1) An organization may be placed on probation, be suspended, or registration may be withdrawn by the designated authority or the institution for any of the following reasons:

(a) The organization fails to maintain compliance with the initial requirements for registration;

(b) The organization ceases to operate as an active organization;

(c) The organization requests withdrawal of registration;

(d) The organization operates in any activity in violation of rules and regulations of the institution or federal or state laws; or

(e) The organization fails to submit any required reports.

(2) An organization which is placed on probation may continue to hold meetings but may not sponsor any activity or program. Any organization which is placed under suspension may not engage in or sponsor any activity or program, and may not hold meetings. Where registration of an organization is withdrawn, it shall cease to exist as an organization.

(3) In the event an organization is placed on probation or suspended, or registration is withdrawn on the basis of Section (1) (d), the organization shall be afforded the opportunity for a hearing before the appropriate institutional representative or committee.
F. OFFICERS OF STUDENT ORGANIZATIONS

(1) No student who is under academic or social suspension from the institution shall be eligible to become or maintain the status of an officer of an organization.

G. FISCAL PROCEDURES

(1) Each organization shall maintain a sound financial system related to the collection and distribution of revenues in accordance with generally accepted accounting principles. An organization may be subject to audit by representatives of the institution at any time, and appropriate financial records shall be maintained for the purposes of audit.

(2) Each organization shall designate an officer of the organization who is responsible for the collection and disbursement of funds and the maintenance of books and records.

H. PROGRAMS AND ACTIVITIES

(1) The use of any campus property or buildings by an organization shall be subject to the rules and regulations of the Board and institutions concerning use of property and facilities. All organizations registered pursuant to this policy shall be “affiliated organizations” for the purpose of any Board or institution policies concerning use of campus property and facilities. (Reference TBR Policy No. 3:02:02:00, TBR Rules 0230-1-1)

(2) Except for routine meetings of the organization, no on-campus program or activity shall be engaged in unless approved by the designated bodies and/or officials of the institution, and each institution may require approval for off-campus programs and activities. Prior to approval, the institution may require a specified number of officials or security officers for any event, activity or program.

(3) Any fund-raising activity on campus shall be for the benefit of the organization as a whole or a charity, and no funds shall be distributed to the officers or members of an organization for personal profit or gain.

I. SPORTS ORGANIZATIONS

Student organizations which are formed with an intent to engage in team sports must abide by the following rules and regulations in addition to all other policies of this institution and the Tennessee Board of Regents.

1. Membership
   a. Members of a sports club must be currently enrolled students at Vol State.
   b. A minimum enrollment in six (6) credit hours per semester is required of each member of a sports club at Vol State.
   c. Each member of a sports club is required to maintain a minimum 2.0 G.P.A. each semester of active membership.
   d. Failure of a membership to maintain a minimum of six credit hours each semester and/or maintain a minimum 2.0 G.P.A. each semester will result in a suspension from membership in the sports club.

2. Meetings
   a. Sports clubs must establish a regular meeting schedule.
   b. Regular meetings must be held: (1) on campus; (2) at least one day each month; (3) in an assigned meeting room.
   c. Regular meetings must be given to discussion of the business of the sports clubs. The business of a sport club should include, among other activities, planning special activities and events.
   d. Team practices must not be held in lieu of regular meetings.
3. Insurance
   a. Each player-member of a sports club must file an Insurance Report with the Vice President/Dean for Student Services each year and prior to his/her participation in a practice or game.

4. Invitations To An Outside Individual Or Group Player(s)
   a. The issuance of invitations to off-campus or outside individuals or groups for the purpose of engaging in a practice or game shall be limited in the following particulars:

   A written request to invite an outside player(s) must be submitted to the Vice President/Dean for Student Services not later than ten days prior to the date of the proposed game or practice. The request must contain the name of the sponsoring organization, the proposed date, time and location of the game/practice, the name of the outside coach or acting coach who will be present at the proposed game/practice with the outside player(s) and the signature of the advisor to the sponsoring organization.

   No invitation shall be issued to an outside player without the prior written approval of the Vice President/Dean for Students Services.

5. Use of Campus Property and Facilities
   a. Each month sports clubs must secure assignment of a regular meeting room from the Coordinator of Classroom Usage.

   b. At least ten days prior to a practice or game, sports clubs must secure approval from the Athletic Director for use of any campus property and/or facilities other than motor vehicles.

6. Travel
   a. Students are not permitted to drive any Vol State motor vehicles, i.e., bus, vans, wagons, trucks or cars.

   b. Approval to use a Vol State motor vehicle must be secured from the Vice President/Dean for Student Services.

   c. The expense of travel to participate in sports events must be assumed by the sports club.

7. Equipment
   a. Special equipment and/or uniforms needed to engage in a practice or game must be purchased by the sports club.

8. Membership Roster
   a. Before September 30, and/or January 30 of any school year, a roster of the members of a sports club must be submitted to the Vice President/Dean for Student Services.

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**Conduct and Discipline**

**A. POLICY STATEMENT**

College students are citizens of the local, state and national governments and of the academic community and are, therefore, expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution of higher education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the Tennessee Board of Regents has authorized the President of the College to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.
Pursuant to this authorization, the College has developed the following regulations which are intended to govern student conduct on the campus. In addition, students are subject to all national, state and local laws and ordinances. If a student’s violation of such laws or ordinances also adversely affects the institution’s pursuit of its educational objectives, the institution may enforce its own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these regulations may subject a student to disciplinary measures by the institution whether or not such conduct is simultaneously violative of local, state or national laws.

When a student fails to abide by the rules and regulations of the College or fails to obey the ordinances of local, state and national governments, disciplinary action may be taken.

Vol State embraces the philosophy that the proper aim of discipline is teaching. Therefore, the discipline of students in this educational community is a part of the teaching process. Toward that end, due process is established and observed.

The Vice President/Dean for Student Services, who is responsible for the enforcement of disciplinary policies and procedures, will observe the proper aim of discipline, observe the procedure of due process, consider all evidence, determine the facts, render a decision and impose appropriate disciplinary sanction(s) when a student has been charged with violation of College rules and/or regulations.

B. DISCIPLINARY OFFENSES

(1) Generally, through appropriate due process procedures, institutional disciplinary measures shall be imposed for conduct which adversely affects the institution’s pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on institution or institution-controlled property.

(2) Individual or organizational misconduct which is subject to disciplinary sanction shall include but not be limited to the following offenses:

(a) Conduct dangerous to others. Any conduct which constitutes a serious danger to any person’s health, safety or personal well-being, include any physical abuse or immediate threat of abuse;

(b) Hazing. Participation of students in hazing activities: any intentional or reckless act, on or off institutional property, by one student, acting alone or with others, which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger his or her mental or physical health or safety, and includes treatment of a violent, abusive, shameful, insulting or humiliating nature. Such action is prohibited when connected with initiation into, affiliation with or continuing membership in a group or organization and does not include participation in customary athletic events or similar competition.

(c) Disorderly conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals.

(d) Obstruction of or interference with Institutional activities or facilities. Any intentional interference with or obstruction of any institutional activity, program, event or facilities, including the following:

1. Any unauthorized occupancy of institution or institutionally controlled facilities or blockage of access to or from such facilities.

2. Interference with the right of any institution member or other authorized person, to gain access to any institution or institutionally controlled activity, program, event or facilities.

3. Any obstruction or delay of a campus security officer, fireman, or any institutional official in the performance of his/her duty.

(e) Misuse of or damage to property. Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to the institution including, but not limited to: fire alarms, fire equipment, elevators, telephones, institution keys, library materials and/or safety devices; and any such act against a member of the institution community or a guest of the institution;
(f) Theft, misappropriation, or unauthorized sale. Any act of theft, misappropriation, or unauthorized possession of sale of institution property or any such act against a member of the institution community or a guest of the institution;

(g) Misuse of documents or identification cards. Any forgery, alteration of or unauthorized use of institution documents, forms, records or identification cards including necessary information in connection with a student’s admission, enrollment or status in the institution;

(h) Firearms and other dangerous weapons. Any unauthorized or illegal possession of or use of firearms or dangerous weapons of any kind;

(i) Explosives, fireworks, and flammable materials. The unauthorized possession, ignition or detonation of any object or article which would cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks;

(j) Alcoholic beverages. The use and/or possession of alcoholic beverages on college owned or controlled property.

(k) Drugs. The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance;

(l) Gambling. Gambling in any form;

(m) Financial Irresponsibility. Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution community acting in an official capacity;

(n) Unacceptable conduct in hearings. Any conduct at any institutional hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other evidence at any hearing.

(o) Failure to cooperate with institutional officials. Failure to comply with directions of institutional officials acting in the performance of their duties;

(p) Harassment. Any act of harassment by an individual or group against a student, College employee or campus group. Harassment shall include but not be limited to: insults, heckling, verbal abuse, threats of physical abuse, unwanted suggestions of a sexual nature, repeated teasing or annoyance to another, repeated unsolicited phone calls made with the intent to harass or other actions intended to disturb others.

(q) Violations of general rules and regulations. Any violation of the general rules and regulations of the institution as published in an official institutional publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;

(r) Attempts and aiding and abetting the commission of offenses. Any attempt to commit any of the foregoing offenses, or the aiding and abetting of the commission of any of the foregoing offenses (an “attempt” to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission);

(s) Violations of state or federal laws. Any violation of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.

(3) Disciplinary action may be taken against a student for violation of the foregoing Regulations which occur on institutionally owned, leased, or otherwise controlled property, or which occur off-campus when the conduct impairs, interferes with or obstructs any institutional activity or the missions, processes and functions of the institution. In addition, disciplinary action may be taken on the basis of any conduct, on or off-campus, which poses as substantial threat to persons or property within the institutional
community.

(4) For the purpose of these Regulations, a “student” shall mean any person who is registered for study at the College for any academic period. A person shall be considered a student during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period, and during any academic period which the student is under suspension from the institution.

C. ACADEMIC AND CLASSROOM MISCONDUCT

(1) The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violative of the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution.

(2) Plagiarism, cheating, and other forms of dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course.

(3) If the student believes that he or she has been erroneously accused of academic misconduct and if his or her final grade has been lowered as a result, the student may appeal the case through the Admissions and Retentions Committee.

D. DISCIPLINARY SANCTIONS

(1) Upon a determination that a student or organization has violated any of the rules, regulations, or disciplinary offenses set forth in these regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate institution officials.

(2) Definition of Sanctions.

(a) **Restitution.** A student who has committed an offense against property may be required to reimburse the institution or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or placement.

(b) **Warning.** The appropriate institutional officials may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

(c) **Reprimand.** A written, or censure, may be given any student or organization whose conduct violates any part of these Regulations. Such a reprimand does not restrict the student in any way, but does have important consequences. It signifies to the student that he or she is in effect being given another chance to conduct himself or herself as a proper member of the institution community, but that any further violation may result in more serious penalties.

(d) **Restrictions.** A restriction upon a student’s or organization’s privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent the institution in any way, denial of use of facilities, parking privileges, participation in extracurricular activities or restriction of organizational privileges.

(e) **Probation.** Continued enrollment of a student on probation may be conditioned upon either adherence to these Regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these Regulations while on probationary status may result in the imposition of a more serious disciplinary action.

(f) **Suspension.** If a student is suspended, he or she is separated from the institution for a stated period of time with conditions of readmission stated in the notice of suspension.
(g) **Expulsion.** Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's readmission to the institution.

(h) **Interim or summary suspension.** Though as a general rule, the status of a student accused of violations of these Regulations should not be altered until a final determination has been made in regard to the charges against him, summary suspension may be imposed upon a finding by the appropriate institutional official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or of any other member of the institution community or its guests, destruction of property, or substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension, and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.

(3) The President of the College is authorized, in his or her decision, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction in appropriate cases.

**E. DISCIPLINARY PROCEDURES**

(1) **General Statement.** When a student fails to abide by the rules and regulations of the College or fails to obey the ordinance of local, state and national governments, disciplinary action may be taken in accordance with the procedures described herein.

Institutional measures shall be imposed for conduct which adversely affects the College's pursuit of its educational objectives which violates or shows a disregard for the rights of members of the College community or which endangers property or persons of the College.

(2) **Tennessee Uniform Administrative Procedure Act.** All cases which may result in (i) suspension or expulsion of a student from the institution, a program, or a course for disciplinary reasons, or (ii) revocation of recognition of a student organization during the term of the recognition are subject to the contested case provisions of the Tennessee Uniform Administrative Procedure Act (TUAPA) and shall be processed in accordance with the uniform contested case procedures adopted by the Board of Regents unless the student waives those procedures in writing and elects to have his or her case disposed of in accordance with College hearing procedures established by these rules.

(3) **Enforcement.** The Vice President/Dean for Student Services is responsible for the enforcement of the College student disciplinary rules and procedures.

(4) **Preliminary Conference.** The Vice President/Dean for Student Services shall call the accused student to a preliminary conference where the student shall be apprised of his/her basic rights as stated in these rules.

(5) **Hearing Alternatives.** If a student denies guilt, the student shall be advised of his/her opportunity to elect the procedure he/she wishes to pursue toward the disposition of a proposed action against him/her as specified below.

(a) **Hearing Before Dean of Students.** The Vice President/Dean for Student Services shall hold a hearing, observe the procedures described in section (6) below, consider all evidence, determine the facts, render a decision and impose appropriate disciplinary sanction(s) as necessary. Hearings under this procedure shall be available to students charged with any violation of College rules; provided, however, the Vice President/Dean for Student Services may refer any disciplinary case to the Ad Hoc Committee on Student Discipline of fairness and justice would require referral.

(b) **Hearing Before College Ad Hoc Committee on Discipline Pursuant to College Procedures.** The Ad Hoc Committee on Discipline shall hold a hearing, observe the procedures described in section (6) below, consider all evidence, determine the facts, render a decision and impose appropriate disciplinary sanction(s) as necessary. Hearings under this procedure are available to students charged with any violations of College rules.
(c) **Hearing Before College Ad Hoc Committee on Discipline Pursuant to TUAPA.** The Ad Hoc Committee on Discipline shall hold a hearing in accordance with uniform contested case procedures adopted by the Board of Regents. Hearings under these procedures are available in all cases which may result in (i) suspension or expulsion of a student from the institution, a program, or a course for disciplinary reasons, or (ii) revocation of a student organization during the term of the recognition of a student organization for disciplinary reasons and shall be utilized unless the student waives those procedures in writing and elects to have his/her case disposed of in accordance with other procedures established by these rules.

(6) **College Hearing Procedures.** In all disciplinary hearings conducted before the Vice President/Dean for Student Services and the Ad Hoc Committee on Discipline, other than cases conducted pursuant to the contested case provisions of The Tennessee Uniform Administrative Procedure Act, the following procedures shall be observed:

(a) The student shall be advised on the time and place of the hearing;

(b) The student shall be advised of the breach of rules or regulations of which he/she is charged;

(c) The student shall be advised of the following rights:

1. The right to present his/her case;

2. The right to be accompanied by an advisor whose participation shall be limited to counseling the student and shall not include representation;

3. The right to call witnesses in his/her behalf; and

4. The right to confront witnesses against him/her; and

(d) The student shall be advised of the right and method of appeal.

(7) **Appeal Procedures.**

(a) **Appeal from Decisions of the Vice President/Dean for Student Services.**

1. A student who wishes to challenge the disciplinary sanction(s) imposed by the Dean must file a Petition for Appeal of Disciplinary Sanction(s) with the Chairman of the Ad Hoc Committee on Discipline.

2. The petition may be secured from the Office of the Vice President/Dean for Student Services and must be filed within forty-eight (48) hours after sanction(s) was/were imposed.

3. The Committee shall consider the grounds of the student’s appeal toward determining:

   (i) Was due process followed?

   (ii) Was the evidence in the case substantial enough to justify a decision against the student as imposed by the Vice President/Dean?

   (iii) Has new and substantial evidence become discovered to justify a probable reversal of the previous decision?

   (iv) Was the sanction imposed by the Vice President/Dean in keeping with gravity of the wrong doing?

4. The Committee shall secure and review all evidence of record in the case and render a decision.

5. The committee shall notify the student, in writing, that his/her petition has been granted or denied.
6. Appeal from Decisions of Ad Hoc Committee on Discipline (Hearing Held Pursuant to College Procedures). A student may appeal the decision of the Ad Hoc Committee on Discipline in a hearing held pursuant to College procedures to the President of the College. The decision of the President shall be final subject only to any appeal provided by policies of the Board of Regents.

   (a) Appeal from Decisions of Ad Hoc Committee on Discipline (Hearing Held Pursuant to TUAPA). A student's right to appeal a decision of the Ad Hoc Committee on Discipline in a hearing held pursuant to the TUAPA shall be governed by the provisions of the Tennessee Uniform Administrative Procedures Act.

(8) Privacy of Disciplinary Proceedings. Personal confidences and the identities of students involved in disciplinary proceedings will be protected to the extent reasonably possible.

F. Computer Software Usage

1. Vol State licenses the use of its computer software from a variety of public and private sources. Vol State does not own this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it.

2. With regard to use on multiple machines, Vol State students shall use the software only in accordance with the licensed agreement.

3. Vol State students and employees learning of any misuse of software or related documentation within the institution shall notify the Director of Academic Computer Services.

4. Vol State students making, acquiring or using unauthorized copies of computer software will be disciplined as appropriate under the circumstances.

5. According to the U.S. Copyright laws, illegal reproduction of software can be subject to civil damage of $50,000 or more, and criminal penalties including fines and imprisonment.
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Non–degree seeking applicants or applicants pursuing a technical certificate should:

1. Complete the application for admission and submit to the Admissions Office.
2. Submit a one–time, non–refundable $10.00 application fee.
3. Request high school to send official copy of your academic transcript showing date of graduation directly to Volunteer State Admissions and Records Office. If applicable, submit an official copy of GED scores.
4. Submit ACT scores, if under 21 years of age (scores are used for placement and counseling purposes only).
   - Students over the age of 21 will be required to complete the ACT Compass test. Contact the Counseling and Testing Office, ext. 3484, for a testing information.
5. Request all previously attended colleges to send official copies of academic transcript (with college seal) directly to Volunteer State Admissions and Records Office.
6. International students, requiring an I–20, should follow the instructions outlined in the Volunteer State Community College Catalog under the sections "How to Enroll" and "International Students".
7. All full–time students born 1957 and 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 in 1999 or later.

NON–DEGREE OR TECHNICAL CERTIFICATE STUDENT

Non–degree seeking applicants or applicants pursuing a technical certificate should:

1. Complete the application for admission form and submit to the Admissions Office.
2. Submit a one–time, non–refundable $10.00 application fee.
   - ACT Compass testing is required for selected courses. Please refer to the catalog courses descriptions for information.
   - Technical certificate students must request an official high school transcript showing date of graduation. If applicable, submit an official copy of GED scores.
3. All full–time students born 1957 and 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 in 1999 or later.

CLASSIFICATION CODE EXPLANATIONS

- DEGREE APPLICANT — First–time college student, pursuing an associate degree
- TECHNICAL CERTIFICATE APPLICANT — First–time and/or transfer student, pursuing technical certificate
- NON–DEGREE APPLICANT — Taking classes for personal enrichment or professional growth
- TRANSFER APPLICANT — First–time VSCC student seeking an associate degree who previously attended another college or university
- TRANSIENT APPLICANT — First–time VSCC student taking credit courses to transfer back to their current college or university
- READMISSION — Previously attended VSCC but not enrolled in the last semester

Social Security Number Notice

In accordance with the Privacy Act of 1974, applicants for admission and enrolled students are advised that the requested disclosure of their Social Security numbers to Admissions is voluntary. Students who do not provide the college with their Social Security numbers will be assigned special nine–digit numbers. This number or the Social Security number will be used (a) to identify such student records as applications for admission, registration and course enrollment documents, grade reports, transcript requests, certification requests and permanent academic records, and (b) to determine eligibility, certify school attendance, and report student status. Students are notified, however, that only the Social Security number may be used as an identifier for grants, loans and other financial aid programs according to federal regulations. The student’s Social Security number will not be disclosed to individuals or agencies outside Volunteer State Community College except in accordance with institutional policy on student records.

Volunteer State Community College, a Tennessee Board of Regents Institution, is an equal opportunity institution and does not discriminate on the basis of sex, religion, disability, race or national origin in any program or activity. VSCC (Rev. 02/02)
### University Parallel/Transfer Programs

**Associate of Science Degree or Associate of Arts Degree**
(Founded on programs leading to a baccalaureate degree at a senior institution are available in the following areas.)

- Art (applied)
- Art (studio)
- Aviation
- Biology
- Business and Commerce *(Including: Accounting, Banking, Finance, Hotel and Restaurant Management, Management, and Marketing)*
- Business Education
- Chemistry
- Communication: General
- Communication: Journalism
- Communication: Radio/TV
- Communication: Speech & Forensics
- Economics
- Elementary Education
- Elementary Education (TSU)
- Engineering
- English
- Foreign Languages
- Geography
- Health & Physical Education (PE)
- Health, PE, & Sports Medicine
- Health, PE, & Wellness
- History
- Human Services
- Human Services: Early Childhood Development
- Humanities
- Law Enforcement/Criminal Justice
- Liberal Arts
- Mathematics
- Mathematics and Science
- Music
- Natural Resource Management
- Paralegal Studies
- Physics
- Political Science
- Pre—Dental Hygiene
- Pre—Law
- Pre—Medical Professional *(Including: Medicine, Dentistry, Pharmacy, Medical Terminology, Optometry, Physical Therapy, and Veterinary Medicine)*
- Pre—Nursing (First 2 years of 4-year degree)
- Psychology
- Secondary Education
- Social Science and Education
- Sociology
- Theatre
- University Studies
- Undecided

### Career Programs

**Associate of Applied Science Degree**
(Founded on programs leading to a job after completing a two-year program)

- Accounting
- Banking
- Commercial Music
- Computer Information Systems Technology
- Dental Assistant
- Diagnostic Medical Sonography
- Early Childhood Education
- EMT — Paramedic
- Fire Science Technology
- General Technology
- Health Information Technology
- Hotel and Restaurant Management
- Industrial Technology
- Logistics Management
- Management
- Marketing
- Office Management Technology
- Ophthalmic Technician
- Paralegal Studies
- Physical Therapy Assistant
- Quality Management Technology
- Radiologic Technology
- Respiratory Care
- Sleep Diagnostic Technology
- Undecided

### Technical Certificates

(Enter the job market after completing a program of less than two years)

- Dental Assistant
- Diagnostic Medical Sonography
- Office Management Technology
- Fire Science Technology
- EMT — Basic
- EMT — Intermediate
- EMT — Paramedic
- Floral Design
- Logistics Management
- Sleep Diagnostic Technology

### Regents Online Degree Program (RODP)

- University Parallel (Associate of Arts)
- University Parallel (Associate of Science)
- Information Technology (Associate of Applied Science)

For more information, visit [http://www.tn.regentsdegrees.org](http://www.tn.regentsdegrees.org)

### Other

- **Nursing (2-year TSU)** *(TSU Nursing Program extended to VSCC)*
- **Special Student** *(Will not earn a degree at VSCC, taking courses for personal enrichment, etc.)*
### SPECIAL CATEGORY — HIGH SCHOOL STUDENTS ONLY

- **Dual Enrollment**: High School juniors or seniors taking college-level courses during the day. May be taught on high school campus (SPU-DU)
- **Early Admission**: High School student who will enter VSCC after completing junior year (FR-EA)
- **Joint Enrollment**: High School senior enrolled at VSCC and high school at same time (SPU-JE)
- **Advanced Studies**: High School student, will attend VSCC summer term between junior and senior year of high school (SPU-AD)
- **Academically Talented/Gifted**: Grades 9, 10, 11 or 12 (SPU-AT)

### RESIDENCY STATUS FOR FEE PURPOSES

- Have you lived in the state of Tennessee continuously since birth? 
  - Yes
  - No

  If no, how long have you lived in the state of Tennessee? 
  - Years
  - Months

  Why did you move to the state of Tennessee? (e.g., Job transfer, military orders, education, etc.)

### CITIZENSHIP (Check One)

- U.S. Citizen
- Permanent Resident
- Political Asylee
- Refugee
- Foreign Citizen (Provide all information requested below)
- Country of Citizenship
- Country of Birth
- Visa Type
- Native Language

All applicants whose native language is not English must submit a score on the Test of English as a Foreign Language (TOEFL). Non-citizens must also provide a copy of their visa or alien registration card.

### EMPLOYMENT INFORMATION

#### (Please complete for Residency Classification Purposes)

- COMPANY/EMPLOYER
- CITY
- ST.
- LENGTH AT THIS FIRM
- WORK PHONE

- From
- To
- Full-time
- Part-time

### STUDENT CLASSIFICATION

#### (For explanation of student type/status, see page 1)

- **DEGREE STATUS (Check One)**
  - Associate of Arts Degree
  - Associate of Science Degree
  - Associate of Applied Science Degree
  - Technical Certificate Program
  - Not Seeking a Degree

- **WHAT IS YOUR GOAL WHILE AT VOL STATE?**
  - (Check all that may apply)
  - Take a few courses to personal enrichment
  - Receive a degree or certificate at Vol State
  - Improve job skills
  - Take classes prior to transferring to another institution
  - Other (please specify):

- **REGISTRATION TYPE (Check One)**
  - First Time College Student
  - Transfer From Another College
  - Transient
  - Other — Including Readmission

- **CREDIT HOUR ATTENDANCE (Check One)**
  - Full-Time (12 or more hours)
  - Part-Time (Less than 12 hours)

- **ATTENDANCE WILL BE**
  - Day
  - Night
  - Off-Campus

- **WHAT TERM AND YEAR DO YOU WISH TO ENTER?**
  - FALL 20
  - SPRING 20
  - SUMMER 20

- **CHECK ANY WHICH ARE APPLICABLE**
  - ESL
  - VETERAN
  - SENIOR CITIZEN

### SPECIAL CATEGORY — HIGH SCHOOL STUDENTS ONLY

- **Dual Enrollment**: High School juniors or seniors taking college-level courses during the day. May be taught on high school campus (SPU-DU)
- **Early Admission**: High School student who will enter VSCC after completing junior year (FR-EA)
- **Joint Enrollment**: High School senior enrolled at VSCC and high school at same time (SPU-JE)
- **Advanced Studies**: High School student, will attend VSCC summer term between junior and senior year of high school (SPU-AD)
- **Academically Talented/Gifted**: Grades 9, 10, 11 or 12 (SPU-AT)
HIGH SCHOOL GRADUATE: (complete the following). Official transcript must be sent to the Admissions Office.

HIGH SCHOOL GRADUATION DATE: ____________________________

NAME OF HIGH SCHOOL: ____________________________

CITY/STATE OF HIGH SCHOOL: ____________________________

Received a GED: Month Year A copy of GED scores must be submitted to the Admissions Office.

None of these apply to my situation (Please explain):

Have you taken the ACT (American College Test)? Yes No

Have you taken the SAT (Scholastic Aptitude Test)? Yes No

LIST ALL COLLEGES AND UNIVERSITIES PREVIOUSLY ATTENDED

Official Transcripts from all previous institutions must be sent by mail directly to the VSCC Admissions and Records Office.

NAME OF COLLEGE ADDRESS DATES ATTENDED DEGREE EARNED

OFFICE USE ONLY

From the last college attended:

Are you on probation? Yes No If yes, date/term: ____________________________

Are you on suspension? Yes No If yes, date/term: ____________________________

DRAFT CERTIFICATION (Male students only)

Chapter 579 of the State of Tennessee Public Acts of 1984 provides that “no person who is required to register for the Federal Draft shall be eligible to enroll in any State Post–Secondary school until such person has registered for the draft.” To comply with this legislation, please provide information as requested below:

I certify that I am registered with the Selective Service.

I was born before 1960.

I am not yet 18–years–old.

I am in the Armed Forces on active duty.

I am not yet required to register with the Selective Service since I am a permanent resident of the Trust territory of the Pacific Islands or the Northern Mariana Islands.

INFORMATION FOR PERSONS WITH DISABILITIES

If you are in need of accommodations or accessibility assistance due to a disability, please contact the Disability Services Office in the Campus Center (206–B) or call (615) 230–3472, or toll free 1–888–335–8722, ext. 3472. TDD: (615) 230–3488.

APPLICANT SIGNATURE

NOTICE:

If you are accepted as a student at this institution, there are certain performance tests you will be required to take during your academic career. It is a requirement of admission that you agree to take any tests deemed necessary by the institution. In those instances where tests are administered by an external entity, you hereby agree for the results of such tests to be released to the institution. The purpose of this requirement is to comply with the legislature’s expressed intent that institutions regularly evaluate and improve instruction at all levels. If you are under twenty–one (21) years of age and are required by institutional policy to complete the ACT Compass Test, your scores on these tests and course placement may be reported to your high school for research purposes. Any test scores will be treated confidentially as required by law.

ALL APPLICANTS MUST READ THE FOLLOWING AND SIGN BELOW:

I understand withholding information requested in this application, or giving false information may make me ineligible for admission to, or in continuation in, Volunteer State Community College. With this in mind, I certify that all the statements on this application are correct and complete. Further, if I am admitted to Volunteer State Community College, I agree to abide by the rules and regulations of the College.

The College reserves the right to refuse to release to any student his/her transcript, grade report, or degree for failure to comply with admission requirements or to pay accounts due at the College.

Student Signature: ____________________________ Date: ____________________________
All roads lead to a Vol State education . . .
Choose a location close to your home or workplace!

Vol State's Twelve County Service Area

- Main Campus, Gallatin
- Cohn Adult Learning Center
- Hunters Lane High School
- Livingston Center
- Macon County High School
- Madison Church of Christ
- McGavock Center
- Robertson County Lifelong Learning Center
- Wilson Central High School
- And many more locations offering specialty career classes!

VOLUNTEER STATE COLLEGE FOUNDATION

MISSION STATEMENT

The mission of the Volunteer State College Foundation matches student and community educational needs with donor desires to invest in these opportunities. Our vision is to develop long term relationships with these donors/investors. We will turn the hopes and dreams of students and the community into realities by providing financial resources to the College. The Foundations’s Board of Trustees pledges to provide sound stewardship of our donors’ investments.

GIFTS AND BEQUESTS

Volunteer State Community College welcomes gifts and bequests to further its educational purposes. The Volunteer State College Foundation is empowered to receive gifts, grants, or bequests of property for instruction, the establishment of scholarships, fellowships, professorships and academic chairs, equipment and facilities, and for additions to the Library/Learning Resource Center. Memorial opportunities range from the purchase of a book for the Library to the establishment of an endowed scholarship or academic chair.

Contributions to the Foundation are tax deductible according to the law, rules and regulations of the Internal Revenue Service.

It is recommended that those contemplating gifts or bequests confer with the Director for Development regarding the needs of the College. Planned gifts to the College can often be combined with personal financial goals to produce maximum financial security, as well as significant tax savings for an individual or family.

The legal name of the Foundation is “Volunteer State College Foundation.” In making a gift or bequest, it is recommended the following words be used: “Volunteer State College Foundation, a not-for-profit corporation.”

For additional information about the Volunteer State College Foundation, write, visit or call 615-230-3506, 615-452-8600 or 615-741-3215, extension 3506. The Foundation Office is located in Room 227 of the Administration Building on the main campus.