Volunteer State Community College will begin the 35th session of its educational operation on August 25, 2005.

**Volunteer State Community College**

1480 Nashville Pike  
Gallatin, Tennessee 37066-3188

(615) 452-8600 (Gallatin)  
(615) 741-3215 (Nashville Area)  
888-335-VSCC (Toll-Free)  
(615) 230-3488 (TDD)

www.volstate.edu

The Volunteer State Community College Website contains the latest updated information, such as class schedules, new courses, weekly computer lab schedules, and other information.

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
- Committee on Accreditation for Respiratory Care
- Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association
- Joint Review Committee on Education in Radiologic Technology
- Commission on Accreditation for Health Informatics and Information Management Education (CAHIM)
- Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the:
  - Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession (CoAEMSP)
  - Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)
  - Committee on Accreditation for Ophthalmic Medical Personnel (CoA-OMP)
# Main Campus Office Directory

**615-452-8600 or 615-741-3215 or 1-888-335-VSCC (8722)**

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A Welcome
From The President

On behalf of our faculty, staff, and myself, I’d like to welcome you to Volunteer State Community College. This fall semester marks our 35th year of providing quality, accessible higher education and workforce training to north, middle Tennessee.

By choosing to attend Volunteer State, you’ve joined a diverse and growing population of individuals who have decided to make their lives and their communities better.

Over the past year, we have witnessed many kinds of growth - growth in enrollment, growth in program offerings; growth in teaching locations across our service area – all of which can be calculated, analyzed, and reported. But we’ve also grown in a way that really can’t be measured – our vision has grown.

There was a time when community colleges served two primary purposes; to prepare students for successful transfer to a university and to provide technical instruction for individuals who wanted to start a career in technology after two years of college. Today’s community needs are different. People have begun to realize the necessity of a lifelong commitment to learning in order to adapt to our ever-changing global economy. One example is Tennessee’s P-16 initiative. This initiative, designed to improve teaching and learning from preschool (P) through the senior year of college (16), requires a collaboration between public and private businesses and local schools, colleges, and universities. At Volunteer State, we have eagerly embraced this endeavor to the point of becoming a driving force in our local P-16 Council. We understand that we can’t sit back and wait for students to enroll in college before we help them succeed. Student success is not an end. It is a process that begins early in life and requires our diligent assistance over many years. Our vision includes long-term commitment to the process of student success.

Another emerging trend is the need for adult-friendly education. Many of you are already enrolled in some of our flexible delivery courses such as the College@Home program where you watch your lectures on video or DVD or participate in class discussions online. Some of you have already met JOE – Just One Evening. In the JOE program, you are a full-time college student by attending class meetings only one evening a week and it is possible to earn your associate degree in only 24 months. Though JOE has only been around for a year, enrollments have tripled and we’ve expanded the program to our Livingston Center. We understand the working adult’s need for accessible college classes. Our vision includes making college possible for busy, working adults.

In the end, the Volunteer State Community College vision is not a picture of what the college will be in the future. Our vision is of your future and a better life for you and your family. And just as you have committed yourself to lifelong learning, we will remain committed to your success - never sacrificing quality, never forgetting our history, and never losing site of our vision of a better quality of life for all Tennesseans.

WARREN R. NICHOLS, ED.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 Thursday, until 5:30 p.m. on 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.
2005-2006 ACADEMIC CALENDAR

FALL SEMESTER 2005

July 29, Friday ..................................................................................................... Applications for New and Re-Admit Students Due
August 22, Monday ..................................................................................................... Faculty Return/Fall Convocation
August 23-24 Tuesday-Wednesday ........................................................................... Official Registration: Off Campus Location (See schedule of classes for specific sites and dates)
August 25, Thursday ..................................................................................................... Official Registration: Main Campus
August 29, Monday Classes Begin as Scheduled; Late Registration Begins (See schedule of classes for specific start dates)
September 3, Saturday College @ Home and Weekend College Classes Begin as Scheduled
September 5, Monday ..................................................................................................... Holiday: Labor Day (Offices Closed)
October 14, Friday Professional Development Day, Classes Cancelled/Offices Closed
October 17-18 Monday-Tuesday Early Registration begins for Spring Semester 2006; Classes meet as Scheduled
October 31, Monday Graduation Applications for Spring or Summer 2006 due in Records Office
November 9, Wednesday Last Day to Withdraw from Classes or from the College and Receive a "W"
November 14, Monday Early Registration begins for Spring Semester 2006; Classes meet as Scheduled
November 24-26, Thursday-Saturday Holiday: Thanksgiving (Offices Closed)
December 10, Saturday Final Exams for Day and Evening Classes
December 12-17 Monday-Saturday Holiday: Christmas (Offices Closed)

SPRING SEMESTER 2006

December 1, Thursday Applications for New and Re-Admit Students Due
January 2, Monday New Year's Holiday (Offices Closed)
January 9, Monday Professional Development Day - Faculty Return/Offices Closed
January 10-11, Tuesday Wednesday Official Registration: Off Campus Location
January 12, Thursday Official Registration: Main Campus
January 16, Monday Holiday: Martin Luther King, Jr. Day (Offices Closed)
January 17, Tuesday Classes Begin as Scheduled; Late Registration Begins (See Schedule of Classes for specific start dates)
January 21, Saturday College @ Home and Weekend College Classes Begin as Scheduled
March 6-11 Monday-Saturday Spring Break: Classes do not meet
March 29, Wednesday Last Day to Withdraw from Classes or from the College and Receive a "W"
March 31, Friday Graduation Applications for Fall 2006 due in Records Office
April 3, Monday Early Registration Begins for Summer and Fall Semesters 2006; Classes Meet as Scheduled
April 14-15 Friday-Saturday Holiday: Good Friday (Offices Closed)
April 29, Saturday Spring Semester Classes End
May 1-6, Monday-Saturday Final Exams for Day Classes and Evening Classes
May 13, Saturday Commencement (10:00 AM)
**SUMMER SEMESTER 2006**

April 28, Friday ................................................................. Applications for New and Readmit Students Due
May 23–24, Tuesday - Wednesday ................................................... Official Registration: Off Campus Locations
May 25, Thursday ........................................................................................................ Official Registration: Main Campus
May 29, Monday .......................................................................................... Holiday: Memorial Day (Offices Closed)
July 4, Tuesday ................................................................................................. Holiday: Independence Day (Offices Closed)

**First Session (Five Weeks)**
May 30, Tuesday ................................................................. Classes Begin as Scheduled/Late Registration
June 22, Thursday ........................................................... Last Day to Withdraw from Classes or from the College and Receive a "W"
July 3, Monday ..................................................................................... First Session Classes End; Final Exams

**Second Session (Five Weeks)**
July 5, Wednesday ................................................................. Classes Begin as Scheduled/Late Registration
July 27, Thursday ........................................................... Last Day to Withdraw from Classes or from the College and Receive a "W"
August 8, Tuesday ..................................................................................... Second Session Classes End; Final Exams

**Full Session (Ten Weeks)**
May 30, Tuesday ................................................................. Classes Begin as Scheduled/Late Registration
June 3, Saturday .............................................................................. College @ Home Classes Begin as Scheduled
July 14, Friday ............................................................... Last Day to Withdraw from Classes or from the College and Receive a "W"
August 8, Tuesday ..................................................................................... 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 course offerings and requirements of Volunteer State Community College are continually under examination and revision. This catalog presents the offerings and requirements in effect at the time of publication, but is no guarantee that they will not be changed or revoked. However, adequate and reasonable notice will be given to students affected by any changes. This catalog is not intended to state contractual terms and does not constitute a contract between the student and the institution.

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

Current information may be obtained from the following sources:

- Admission Requirements ...... Admissions Office (615) 230-3688
- Course Offerings ............... Academic Affairs (615) 230-3555
- Degree Requirements .......... Academic Affairs (615) 230-3555
- Fees and Tuition ................. Business Office (615) 230-3598

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 Disability Services is located in the Wood Campus Center Building. (615 - 230-3472)

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

Volunteer State Community College is one of 46 institutions in the Tennessee Board of Regents system, the sixth 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 Phillip Brothers Printers at a cost of 1.00 each with funds appropriated by the State of Tennessee. (97.3.7 Revised March, 2005)
About
The
College
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 to the Tennessee Higher Education Commission in Nashville on September 11, 1967. Upon the recommendation of State Education Commissioner J. H. Warf, Governor Buford Ellington presented the college legislation to the 1969 General Assembly, and it was adopted. Following this action, the Tennessee Higher Education Commission on June 2, 1969 authorized the State Board of Education to establish a community college in Sumner County.

A 100-acre tract of land on Nashville Pike was chosen for the new campus. The property was deeded to the State on December 4, 1969.

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

Volunteer State has experienced phenomenal growth in enrollment, curricula, staff, program, public service, facilities, and quality, into this, the thirty-fifth year of its operation. The main campus of Volunteer State now comprises sixteen buildings, and the Volunteer State campus at Livingston continues to grow in every aspect as well. Numerous off-campus operations extend the College’s instruction and public service roles throughout its multi-county area. Since its 1971 inception through academic year 2003-2004 more than ninety thousand persons have attended the College.

Statement of Mission

Volunteer State Community College is a public, comprehensive community college offering associate degrees and technical certificates. The institution is committed to excellence in serving the citizens of northern Middle Tennessee. Volunteer State provides quality innovative educational programs; strengthens community and workforce partnerships; addresses the needs of a global society; promotes cultural and economic development; inspires lifelong learning and prepares students for successful careers, university transfer, and meaningful civic participation through the use of exemplary faculty and staff.

Definition Of Terms

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

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

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

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

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

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

Advisee—The student.

Adviser - The 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.

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.

Hybrid Courses—Consist of 25% in-class instruction and 75% online instruction. Students attend class meetings one night per week on alternate weeks and can take up to four classes in a semester. Thus, a student may attend one night per week and still achieve 12 hours credit in one semester. Each course has a significant (75%) online component.

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 (Fall or Spring) of the academic year. A student
who is readmitted after a one semester suspension will be readmitted on Academic Probation status.

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

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

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

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

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

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

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

Transient Student— A student who is 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 check the College website (www.volstate.edu) or listen to the College radio station, WVCP (88.5 FM). When possible, notices will be posted by 6:00 a.m. on any day when there is any doubt whether the College will be open. Information concerning evening classes will be broadcast by 3:00 p.m on any day when there is inclement weather if possible. 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 Volunteer State closings and openings, listen to WVCP, 88.5 FM, Volunteer State’s public service radio station, or visit the website at www.volstate.edu.

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 Off-Campus Services for specific information at 230-3742.
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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 nonrefundable fee of $10.00.

3. **Credentials.** A student entering directly from high school should request his principal to mail to the Office of Admissions 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 Office of Admissions 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 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 20 years of age or younger as of the first day of class for the term of initial enrollment 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 Volunteer State Community College. Official scores on the ACT battery should be sent to the Office of Admissions directly from ACT. A transfer student need not retake the ACT battery, but should have his or her ACT scores on file with the College. The scores are used for placement and counseling purposes only. SAT scores may be submitted in lieu of ACT scores.

5. **Placement Testing.** Unless otherwise exempt by ACT scores, transfer credit, etc., all degree-seeking students are required to take a placement test. The placement test is designed to measure skills in reading, writing, and math. 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, unless they graduated from a Tennessee public high school in 1999 or later.

9. **Hepatitis B Immunization.** Complete and submit to the Office of Admissions the Hepatitis B Immunization Health History form.

10. **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
    - Medical Laboratory 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 registering on-line using PRIDE-ONLINE. To access, go to VSCC’S home page on the internet (www.volstate.edu). 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 Admissions.
B. Placement testing is required of all new or re-admit degree seeking students. The test is administered by the Testing office, unless the requirement has been previously met.
C. Students are assigned an academic advisor 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 advisors 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. Applicants who graduated from non-public high schools (including private schools, home schools, and church-related schools) must submit an official transcript showing credits earned and date of graduation. The transcript of a home school applicant must be an official copy from an affiliated organization as defined by state law (T.C.A. 49-50-801) or be accompanied by a certification of registration with the superintendent of the local education agency which the student would otherwise attend. Applicants who cannot provide a satisfactory secondary school credential may substitute acceptable scores on the GED examination.

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 as of the first day of class for the term of initial enrollment must present Enhanced ACT or SAT scores. Scores will be used for advisement purposes as well as placement.

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 Community College. 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 ........................................ 3 units**
   - one unit must be a laboratory course in biology, chemistry, or physics
   - United States History ....................................... 1 unit
   - Social Studies ................................................ 1 unit

   (can include World History, Ancient History, Modern History, World Geography, European History)

   **Foreign Language ........................................... 2 units**
   - (2 units in the same language)
   - Visual and/or Performing Arts ............................ 1 unit
   - (beginning Fall 1993)

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

Exceptions to 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 Enhanced 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.
- Applicants with a disability who volunteer information about their disability will be assessed on an individual basis.
Early Admission

Volunteer State Community College invites high school principals to occasionally nominate gifted students for admission at the end of their junior year in high school. 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 Assistant Director of Admissions, 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 Director of Admissions, 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 multi-disciplinary team process.

Admission to Honors Program

Incoming freshmen who meet the following criteria are strongly urged to apply to the Honors Program: an Enhanced 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 Enhanced ACT scores or tests in these areas will be administered through the 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 Enhanced ACT scores in the specific subject area or be given the placement test for the course they are taking. Students may not enroll in a course with a developmental prerequisite if they place at the developmental level, or below in that area.

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 Volunteer State Community College 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/her 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. Admissions to Volunteer State Community College will be automatic after the student graduates from high school and submits his/her completed high school transcript.
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 Records and Registration. Upon completion of the initial term of enrollment, the student's eligibility for continued enrollment will be determined by the academic status and retention standards of Volunteer State.

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

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 Office of Admissions 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 prerequisites. Transient students who have not been previously assessed at another TBR institution, and who have not completed any course in math or English/Writing with a grade of "C" or better will be required to take and pass a placement test 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 all required 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 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 nonrefundable 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 by appointment by the Testing Office. 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 Records and Registration 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 nonrefundable 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. Submit proof of required immunizations.

4. Take any required placement tests.

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

These students must complete ALL requirements by October 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 nonrefundable 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. 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 Office of Admissions and the office of Records and Registration. The form must be completed by the student's sponsor, and signed or notarized by the sponsor's bank.

The first year fees and expenses total $20,097. This figure is an estimate and is subject to change. The affidavit should
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5. Take 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 Records and Registration 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 $75.00 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 Office of Admissions 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 a math or English course at the college level with a grade of "C" or better will be required to take the placement test when registering for a math or English course.

**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) nonrefundable 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.
4. Complete and submit to the Office of Admissions the Hepatitis B Immunization Health History form.

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) nonrefundable 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.
4. Complete and submit to the Office of Admissions the Hepatitis B Immunization Health History form.

**LIMITATIONS:** If a student wishes to change to degree seeking status, the following conditions apply: (a) Student will apply to the Office of Records and Registration 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.
- "Domicile" shall mean a person's true, fixed, and permanent home and place of habitation; it is the place where he or she intends to remain, and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere.
- THE DOMICILE OF AN "UNEMANCIPATED PERSON" IS THAT OF HIS OR HER PARENT. "EMANCIPATED PERSON" SHALL MEAN A PERSON WHO HAS ATTAINED THE AGE OF EIGHTEEN YEARS, AND WHOSE PARENTS HAVE ENTIRELY SURRENDERED THE RIGHT TO THE CARE, CUSTODY, AND EARNINGS OF SUCH PERSON AND WHO NO LONGER ARE UNDER ANY LEGAL OBLIGATION TO SUPPORT OR MAINTAIN SUCH DEEMED "EMANCIPATED PERSON." "PARENT" SHALL MEAN A 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.
- The domicile of a married person shall be determined independent of the domicile of the spouse.
- A recent graduate of any "out-of-state" high school must supply evidence of Tennessee residency before receiving in-state tuition status.
- Unemancipated students of divorced parents shall be classified "in-state" when one parent, regardless of custodial status, is domiciled in Tennessee.
- The spouse of a student classified as "in-state" shall also be classified as "in-state".
- Foreign students will pay out-of-state tuition.
- Students classified by Immigrations as a Permanent Resident, 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 a placement 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 Records and Registration. Reservists who have served six months active duty under the provision of the Reserve Forces Act of 1955 are not considered veterans; they may, however, be excused from taking the required physical education activity courses upon the presentation of a copy of their discharge form (DD214) to the Director of Records and Registration.

The Director of Records and Registration 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</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 1910</td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Math/Cal BC</td>
<td>3 or 4</td>
<td>MATH 1830</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 1910</td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Math/Cal BC</td>
<td>5</td>
<td>MATH 1910 &amp; MATH 1920</td>
<td>8</td>
</tr>
<tr>
<td>Physics B</td>
<td>4</td>
<td>PHYS 2010</td>
<td>4</td>
</tr>
<tr>
<td>Physics B</td>
<td>5</td>
<td>PHYS 2010 &amp; PHYS 2020</td>
<td>8</td>
</tr>
<tr>
<td>Physics C Pt. I</td>
<td>5</td>
<td>PHYS 2110</td>
<td>4</td>
</tr>
<tr>
<td>Physics C Pt. II</td>
<td>5</td>
<td>PHYS 2120</td>
<td>4</td>
</tr>
<tr>
<td>Spanish</td>
<td>3</td>
<td>SPAN 1010, SPAN 1020</td>
<td>6</td>
</tr>
<tr>
<td>Spanish</td>
<td>4</td>
<td>SPAN 1010, SPAN 1020</td>
<td>9</td>
</tr>
<tr>
<td>or SPAN 2010</td>
<td></td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Spanish</td>
<td>5</td>
<td>SPAN 1010, SPAN 1020</td>
<td>12</td>
</tr>
<tr>
<td>Statistics</td>
<td>3, 4, or 5</td>
<td>MATH 1530</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Credit for CPS Exam

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Description</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 110</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 251</td>
<td>Business Law - 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>
In order to receive VSCC credit for the CPS the student must meet the following criteria:
1. Be accepted into the College
2. Show validated evidence of the CPS certificate.
3. Complete eighteen (18) semester hours of approved courses at the college.

Credit by Examination

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

**CLEP Subject Examinations**

<table>
<thead>
<tr>
<th>CLEP Subject Test</th>
<th>Minimum Score</th>
<th>VSCC Course</th>
<th>Semester Hrs. credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting, Principles of</td>
<td>50</td>
<td>ACT 201, 202</td>
<td>6</td>
</tr>
<tr>
<td>American Government</td>
<td>50</td>
<td>POL 200</td>
<td>3</td>
</tr>
<tr>
<td>History of the United States I:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Colonization-1877</td>
<td>50</td>
<td>HIST 2010</td>
<td>3</td>
</tr>
<tr>
<td>History of the United States II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1865 to Present</td>
<td>50</td>
<td>HIST 2020</td>
<td>3</td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>ENGL 2110, 2120</td>
<td>6</td>
</tr>
<tr>
<td>Analyzing &amp; Interp of Lit</td>
<td>50</td>
<td>ENGL 2320</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>50</td>
<td>BIOL 1010, 1020</td>
<td>8</td>
</tr>
<tr>
<td>Business Law, Introductory</td>
<td>50</td>
<td>BUS 251</td>
<td>3</td>
</tr>
<tr>
<td>Management, Principles of</td>
<td>50</td>
<td>MGT 110</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra</td>
<td>50</td>
<td>MATH 1130</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra-Trigonometry</td>
<td>50</td>
<td>MATH 1710</td>
<td>3</td>
</tr>
<tr>
<td>College Mathematics</td>
<td>50</td>
<td>MATH 1010</td>
<td>3</td>
</tr>
<tr>
<td>French Language I, II</td>
<td>50</td>
<td>FREN 1010, 1020</td>
<td>6</td>
</tr>
<tr>
<td>French Language III, IV</td>
<td>62</td>
<td>FREN 2010, 2020</td>
<td>6</td>
</tr>
<tr>
<td>Spanish Language I, II</td>
<td>50</td>
<td>SPAN 1010, 1020</td>
<td>6</td>
</tr>
<tr>
<td>Spanish Language III, IV</td>
<td>66</td>
<td>SPAN 2010, 2020</td>
<td>6</td>
</tr>
<tr>
<td>Computer Tech &amp; Applications</td>
<td>50</td>
<td>CIS 100</td>
<td>3</td>
</tr>
<tr>
<td>English Composition w/ Essay</td>
<td>50</td>
<td>ENGL 1010</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth &amp; Develop</td>
<td>50</td>
<td>EDU 102</td>
<td>3</td>
</tr>
<tr>
<td>Macroeconomics, Principles of</td>
<td>50</td>
<td>ECO 211</td>
<td>3</td>
</tr>
<tr>
<td>Marketing, Principles of</td>
<td>50</td>
<td>MKT 110</td>
<td>3</td>
</tr>
<tr>
<td>Psychology, Introductory</td>
<td>50</td>
<td>PSY 101</td>
<td>3</td>
</tr>
<tr>
<td>Sociology, Introductory</td>
<td>50</td>
<td>SOC 101 3</td>
<td>3</td>
</tr>
<tr>
<td>Trigonometry</td>
<td>50</td>
<td>MATH 1720</td>
<td>3</td>
</tr>
<tr>
<td>Western Civilization I: Ancient</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Near East to 1648</td>
<td>50</td>
<td>HIST 1110</td>
<td>3</td>
</tr>
<tr>
<td>Western Civilization II: 1648 to Present</td>
<td>50</td>
<td>HIST 1120</td>
<td>3</td>
</tr>
</tbody>
</table>

CLEP subject exams can be taken in order for credit to be obtained at another institution which accepts CLEP credit. Before registering for a CLEP exam that will be used at another institution, please contact the institution in order to determine if the CLEP credit is accepted, the minimum score needed and for which course credit is granted. The Testing Center offers other CLEP exams in addition to the exams listed. For more information concerning the expanded list of exams contact the Office of Counseling & Testing.

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 dean. 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.
How To Enroll

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

Credit For On-The-Job Training
Under certain circumstances, limited credit may be granted for on-the-job training. Verification of completion of the training and complete description of the training completed must be submitted to the Director of Records and Registration 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.

There is a $25 application fee per course. Students requesting Credit for Life Experience should apply at least one semester before they are considering enrolling in a particular class. If the Credit for Life Experience is approved, the student must pay the current maintenance fee rate per credit hour awarded less the $25 application fee. Speaking to a professor in the area where Credit for Life is being requested does not guarantee that the credit will be awarded. If the Credit for Life Experience is not approved, the $25 application fee is non-refundable. 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 requesting Credit for Life experience must submit a $25.00 non-refundable application fee. If Credit for Life experience is awarded the student will be required to pay the tuition for the number of credit hours received.

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

Correspondence or Extension Credit
Volunteer State Community College accepts a maximum of 15 semester hours earned by correspondence and/or extension, provided that such credits are 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 Records and Registration will determine the acceptability of extension and/or correspondence earned at other institutions. After the student has been admitted as a regular student, whether he 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 Records and Registration.

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

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

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

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

Students will have the opportunity to challenge their initial placement by ACT scores. Students have the option to retest using the college’s challenge assessment tests or other instruments determined by the NewSkills program.

Students age 21 or over who do not possess valid ACT scores, will be given an assessment test and placed accordingly. Students will have the opportunity to challenge the placement through challenge tests in the Testing Center or through challenge tests in the NewSkills Program.

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

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

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

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

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

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

2005-2006 Catalog
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 SEMESTERSCHEDULE OF CLASSES for current maintenance fee charges. Rates listed are rates in effect during the 2004-2005 academic year. Rates for the 2005-06 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.

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

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

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 $83.00 per semester hour, not to exceed a maximum of $976.00. 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 $30.00. 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 $2,923.00 per semester (for full-time students) or $253.00 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 classes for credit with a maximum fee of $75.00, providing there is space available and sufficient fee enrollment. All admissions requirements must be met and the $10.00 application fee will be charged.

Totally disabled persons must provide the College an affidavit or certificate from a physician, or an agency that has adjudicated the person to be totally disabled. Forms are available in the Office of Admissions or in the Office of Disability Services, in the basement of Wood Campus Center.

### Non-Credit Course / Workshop Fees

The fees for non-credit courses, seminars, and workshops vary according to the nature of the subject matter and length of instruction. Non-credit students are not assessed an application fee, a late registration fee, student activity fee, campus access fee, or technology fee. The fee for each course or workshop is published in the semester schedule of classes or in the brochure announcing the activity. Fee Waivers and fee discounts do not apply to non-credit courses or workshops.

### Individual Music Instruction Fees

A special fee for all individualized instruction in music is assessed per semester. Please see the semester schedule of classes for the amount of this fee.

### Regent Online Degree Program Course Fees

All students enrolled in Regents Online Degree (RODP) courses pay a RODP Maintenance Fee of $83.00 per semester hour and an online fee of $34.00 per semester hour. Students who are non-residents of the State of Tennessee are charged RODP Tuition of $253.00 per semester hour. These courses are separate from VSCC courses and are not included in figuring the full-time maximum for VSCC courses. There is no full-time maximum for RODP courses.

RODP fees are refundable during the specified refund dates. Please refer to the semester schedule of classes for refund dates.

### Non-Credit Course Refunds

A 100% refund of course fees is approved only under the following conditions:

- when there is no space available in a class for which a registration is submitted, or
- when a class is canceled by the College, or
- when a faculty member recommends that a student drop a course, or
- when a student is deemed ineligible by the institution, or
- when a student’s death occurs during the period of enrollment, or
- 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 non-credit courses except the American Management Association (AMA) courses. This policy does not apply to workshops or seminars. There are no refunds for AMA Courses or Workshops.

### 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 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. 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 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 is available to every student via student e-mail. This calendar will include all major student events. Each student is encouraged to participate in as many events as possible.

Student Government Activity Fee

A $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 $9.00 per semester hour while full-time students pay a flat fee amount of $112.50. 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 be $450.00 per term. Books and supplies may be purchased at the Campus Bookstore with cash, personal check, American Express, Discover, Visa, or Mastercard or online at www.efollett.com. Bookstore refund dates may be obtained from the Bookstore each semester. Purchases made with cash or check will be refunded by check.

Identification Cards
The College issues to each student a photo identification card. There is no charge to the student for this service. Returning students will need to obtain an expiration sticker at the beginning of the fall semester. The card is required for admission to some College activities, borrowing library books, cashing 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 Student Life and costs $10.00.

Returned 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>
<thead>
<tr>
<th></th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full-time (per semester)</td>
<td>Part-time (per hour)</td>
</tr>
<tr>
<td>Maintenance</td>
<td>$976.00</td>
<td>$83.00</td>
</tr>
<tr>
<td>Tuition</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Technology</td>
<td>$112.50</td>
<td>$9.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$1,088.50</td>
<td>$92.00</td>
</tr>
</tbody>
</table>

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** ............................................................. $25.00
Deferred Payment Late Fee ......................................................... $25.00
RODP Maintenance Fee - Please refer to the RODP Section

Additional Charges
The College reserves the right to charge 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
The purpose of Student Financial Aid is to provide a comprehensive program of financial assistance to qualified students who would find it difficult or impossible to attend Volunteer State Community College without financial assistance. Financial aid is administered in conjunction with the nationally established policy and philosophy that the student and his/her family have the primary responsibility for financing a college education. Financial assistance is designed only for filling the gap between the family's potential resources and the student's expenses.

All applicants for financial aid must submit the Free Application for Federal Student Aid (FAFSA). This form is on-line at www.fafsa.ed.gov. April 15 is the priority date for applying for federal financial aid for the Fall semester. After this date, financial aid will be awarded on a first-come, first serve basis until all funds have been exhausted. Renewal of aid is not automatic; student must file a new FAFSA form each academic year. All first-time applicants must be fully accepted for admission by the College before aid will be awarded. For inquiries, you can email the Financial Aid Office at financialaid@volstate.edu.

Standards of Academic Satisfactory Progress
The Higher Education Act of 1965, as amended by Congress in 1980, mandates that institutions of higher education must establish standards of "academic satisfactory progress" for students receiving financial aid. Vol State has established the following standards of "academic satisfactory progress" applicable to all Title IV and institutionally awarded funds (Federal Pell Grant, TSAA, Administrative Grant, Federal Family Educational Loan Programs and the Tennessee Education Lottery Scholarship programs) for the purpose of maintaining a consistent policy for all students receiving financial assistance.
A. DEFINITION OF SATISFACTORY ACADEMIC PROGRESS
Students must maintain satisfactory academic progress according to the following regulations in order to continue funding at Volunteer State Community College:

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.
6. A student must maintain a minimum collegiate cumulative GPA according to the following chart.

<table>
<thead>
<tr>
<th>Combined Semester Quality Hours Attempted (includes collegiate hours only)</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-14</td>
<td>none</td>
</tr>
<tr>
<td>15-26</td>
<td>1.0</td>
</tr>
<tr>
<td>27-40</td>
<td>1.4</td>
</tr>
<tr>
<td>41-48</td>
<td>1.7</td>
</tr>
<tr>
<td>49-56</td>
<td>1.9</td>
</tr>
<tr>
<td>57 or more</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Any term that a Student's collegiate cumulative GPA falls below the required average, the student will be removed from all forms of assistance. A student cannot be reinstated until their collegiate cumulative GPA is raised to meet the above requirement.

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
Attendance is mandatory. A student who stops attending prior to a specified date each term or who never attends, will be deemed as a "non-attender" and will be required to repay a portion or all of their federal funding. For students taking video courses, you must attend the orientation and turn in your first assignment in order to be considered in attendance. Likewise, students taking RODP courses must engage processing on the WEB CT in order to establish attendance.
Students who do establish attendance but stop attending prior to the end of the semester and do not officially withdraw are deemed as "unofficial withdrawals" and will be billed according to Return of Title IV funds policy.

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

E. PRIOR ACADEMIC RECORD
A student's total prior academic record will be reviewed and the Standards of Academic Progress will be applied prior to their eligibility determination.

Federal and State Financial Aid Programs

Federal Work-Study Program

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

The FWS program provides jobs for students with financial need, allowing them to earn money to help pay educational expenses. Students may work an average of 10 hours per week.
Federal Pell Grant
The Federal Pell Grant is a federally funded program based on need as determined by FAFSA. The amount of the actual grant is based upon family contribution as determined by the federal government. You may apply for federal aid online at www.fafsa.ed.gov. If you do not have WEB access, you may call or email the VSCC Financial Aid Office and request a FAFSA application be mailed to you.

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

Federal Family Education Loan Programs

Federal Stafford Loans
A Federal Stafford Student Loan is a variable low-interest loan made to students to help cover their educational cost. There are two types of Stafford Loan: Subsidized - where the government pays the interest while the student is in school, deferment and grace period; Unsubsidized - where the student pays the interest while in school, deferment and grace period. The FAFSA application is used in making the determination as to whether the student is eligible for a subsidized loan or an unsubsidized loan. After you graduate, leave school or drop below half-time enrollment, you have a six-month grace period before you begin repayment. Your lender will send you information about repayment.

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

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

Tennessee Student Assistance Awards
The Tennessee Student Assistance Award Program was established by the Tennessee General Assembly in 1976. The purpose of the program is to provide non-repayable financial assistance to financially needy undergraduate students who are residents of Tennessee and are enrolled, or accepted for enrollment, at an eligible post secondary educational institution in Tennessee. Students must be enrolled at least half-time. Maximum award amounts are determined by the TSAC Board of Directors prior to the beginning of the fall term. No student will receive an award greater than the amount of tuition and mandatory fees assessed by the institution attended. In order to apply for the state grant, you must complete a FAFSA application prior to May 1 for the upcoming fall term.

Tennessee Education Lottery Scholarship Program
The Tennessee Education Lottery Scholarship program is intended to provide scholarship funds to offset costs associated with pursuing postsecondary education. Eligible applicants must submit a FAFSA, have an ACT Composite of at least 21 or an unweighted high school GPA of at least 3.0 in order to be considered for the Lottery Scholarship program.

Tennessee Hope Scholarship renewal criteria includes:
* Eligibility shall be reviewed at the end of the semesters in which the student has attempted a total of 24, 48, 72, 96, and 120 semester hours
* Must have a cumulative GPA of 2.75 after 24 attempted semester hours.
* Must have a cumulative GPA of 3.0 after 48, 72, 96, and 120 attempted semester hours.
* Must be enrolled in fall and spring semesters and maintain satisfactory academic progress.

Administrative Grant
The Administrative Grant is funded in part by the state and by the institution, for African American students who do not qualify for enough Pell Grant funding to cover tuition and books. The Administrative Grant covers in-state registration fees and provides a book allotment to help cover the cost of required books. Students must first complete the FAFSA form to determine if they are eligible for federal funds and then complete an Administrative Grant Application with the Financial Aid Office. Applicants must be fully accepted for admission to VSCC. Recipients must maintain Satisfactory Academic Progress in order to maintain eligibility for the Administrative Grant.
**VSCC Academic Service Scholarships**
The VSCC Academic Service Scholarship is in the amount of $1,500 per academic year. This scholarship involves on-campus work obligations on the part of the student. The VSCC Academic Service Scholarship is awarded to a limited number of incoming freshmen whose high school records show academic excellence. The requirements for this scholarship are a high school grade point average of 2.9 or more and an ACT of 16 or more. The application priority date for Fall Semester is March 1 and for the Spring Semester is November 1.

**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 a cumulative grade point average of 2.5.
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 while at VSCC.

**VSCC Division Academic Service Scholarships**
The VSCC Division Academic Service Scholarship is in the amount of $1,500 per year. Scholarship recipients are recruited by each major division of the institution. This scholarship involves a 75 hour work obligation in the respective division on special projects. The selection and retention is the same as the VSCC Academic Service Scholarship outlined above.

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

**PC 191 Fee Waiver**
Employees of TBR or UT system schools are eligible to enroll in one credit class per term using the PC 191 fee waiver. The eligible employee must complete a fee waiver application with their personnel office each semester. The fee waiver form should be forwarded to the VSCC Financial Aid Office prior to registration or no later than 10 days after the term begins.

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

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

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

You may apply for these scholarships on line at [www.volstate.edu/financial aid/] - click on the Scholarship Link - or contact the VSCC Financial Aid Office and request that a scholarship application be mailed to you. **(You should submit only one scholarship application)** Your name will be included in the selection process for all scholarships based on this application.

**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 an endowment by the John T. Alexander American Legion Post 17.

**AMERICAN BANK & TRUST 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.

**AMOUTH BANK SCHOLARSHIP:** Award to a full-time, need-based student who plans to attend Vol State, must maintain a 2.5 or better GPA. Funded by AmSouth Bank.

**BANK OF AMERICA SCHOLARSHIP:** Award to a full-time, need-based student who plans to attend Vol State, must maintain a 2.5 or better GPA. Funded by Bank of America.

**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 who 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.

**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 BOTTS & 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 a graduate of Portland High School on the basis of need. Given in tribute and funded by Richard and Carol Coker.

**CITIZEN POLICE ACAD. ALUMNI ASSOC. SCHOLARSHIP:** Award to a full-time, need-based, Hendersonville resident, majoring in Criminal Justice. Funded by the Citizen Police Academy Alumni Association.

**H.V. & GOLDA COKER SCHOLARSHIP:** Award to a full-time, need-based, Hendersonville resident, majoring in Criminal Justice. Funded by the Citizen Police Academy Alumni Association.

**BUSTER COLLINS MEMORIAL SCHOLARSHIP:** Awarded to a Metal Quest employee or family member of an employee who plans to attend VSCC as a full-time student. If unused, then to next available need-based student. Funded by Metal Quest, Inc.
CRESENT 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 PACKINGING, 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.


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.

WILLIAM AND BETH DRAPER: Awarded to a Sumner County resident attending VSCC on a full-time basis. Based on economic need and satisfactory academic achievement; recipient may be a graduating senior or a returning student. Given by William and Beth Draper. Building Endowment.

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.

EXECUTIVE WOMEN INTERNATIONAL (EWI) SCHOLARSHIP: Awarded to a returning student, preference given to single parent, for Montgomery, Robertson, Sumner, Davidson, Wilson, or Rutherford counties, full or part-time (need based). EWI committee selects recipient. Funded by EWI.

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 OF THE CUMBERLANDS: 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.

FOLLETT BOOKSTORE SCHOLARSHIP: book award given through the campus bookstore. Full or part-time (need based) student.

MARK FRANKLIN MEMORIAL: Award as a book scholarship. Account will be set-up through the campus bookstore (need based). 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 MORNING ROTARY CLUB: Award to a Sumner County, full-time, need-based student attending VSCC. Given by the Gallatin Morning Rotary Club.

GALLATIN ROTARY CLUB SCHOLARSHIP: Granted to a Gallatin resident based on satisfactory academic achievement and economic need. Given by the Gallatin Rotary Club.
GALLATIN ROTARY RETURNING STUDENT: Granted to a Gallatin resident who has previously received the Gallatin Rotary Club Scholarship with satisfactory academic achievement and economic need. Given by the Gallatin Rotary Club.

GAP, INC. SCHOLARSHIP: Awarded to a full-time student attending VSCC with economic need. Given by Gap, Inc.

GAP, INC. LOGISTICS SCHOLARSHIP: Awarded to a full-time student attending VSCC with emphasis in the Logistics field with economic need. Given by Gap, Inc.

GAP, INC. MINORITY SCHOLARSHIP: Awarded to a minority student attending VSCC full-time with economic need. Given by Gap, Inc.

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 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.

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.

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.

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.

HENDERSONVILLE 100 PLUS 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 of an 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 BOB ELLIS MEMORIAL: Awarded to a need-based, graduating senior from any Hendersonville Area High School who plans to attend Vol State as a full-time student. Two yearly awards given. Given in memory of Bob Ellis by the Club.

HENDERSONVILLE ROTARY CLUB JIM C. MOORE MEMORIAL: Awarded to a graduating senior from any Hendersonville Area High School who plans to attend Vol State as a full-time student. Given in memory of Jim Moore by the Club.

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

HENDERSONVILLE ROTARY RETURNING STUDENT: Awarded to a need-based, returning student over the age of 23 who is a resident of Hendersonville and plans to attend Vol State on a full-time basis. Preference is given to a single parent.

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.

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

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.

ITW DYNATEC: Award 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.

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.

TONYA KELLY MEMORIAL: Awarded to a need based, full or part-time student with a disability attending the VSCC Livingston Campus. Recipient must be a Cookeville resident & registered with the VSCC Office of Disability Services. Preference given to a Cookeville HS graduate. Given by Echo Valley Market Family & Friends.

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.

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..

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.

FRANK J. & ELSIE M. MADDOX MEMORIAL: Awarded to a Computer Information Systems (CIS) major. Based on
academic achievement and economic need. Student must have completed thirty (30) semester hours with a GPA of 3.0 or higher. Funded by an endowment.

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; granted for one semester for educational purposes; 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.

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: Granted to an education major who plans to teach in public schools, grades K-12; given on the basis of economic need and academic achievement. Given by Carl and Pam McKellar.

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.

MGM INDUSTRIES SCHOLARSHIP: Awarded to an employee or dependent attending VSCC full-time whose major is Engineering. If none, then awarded to a high school graduate. Funded by MGM Industries.

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 or communication 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.

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.

LYNN F. 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.

PATTY POWELL REFLECTION OF LIGHT: Award to a full-time, need-based student who has completed 12 credit hours and is taking or has taken a Leadership course at VSCC. Funded by SGA (the Student Government Assoc. of VSCC).

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

**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:** Book award with amount to be determined by each individual's circumstance and economic need. Student must attend VSCC. 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 one male and one female basketball player who demonstrates academic excellence, has athletic ability, and economic need. Given in memory 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.

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

**WILLIAM T. SUGG TRIBUTE:** Awarded to a dependent child of an employee of Sumner Regional Health Systems who plans to attend Vol State on a full-time basis. Funded by friends on the Sumner Regional Board of Trustees.

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**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.

**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 HISTORICAL SOCIETY:** Award to a full-time, History major who has achieved academic excellence and completed at least 24 college credit hours. Financial need considered along with character and leadership qualities. Funded by the Sumner County Historical Society.

**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.

**TENNESSEE VALLEY AUTHORITY (TVA):** Given to a socially and economically disadvantaged student attending VSCC full-time with academic excellence. Funded by TVA.

**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.

**MARY LEE TOMKINS BEQUEST:** Awarded to a full-time student with economic need. Student must have a GPA of 3.0 or higher. Funded by the estate of Mary Lee 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 SYSTEM SCHOLARSHIP:** For Centennial Medical Center, Hendersonville Medical Center, and Skyline Medical Center. Granted to three (3) students who have been successfully screened into an Allied Health Program and have satisfactory academic achievement and economic need. Funded by Tri Star Health System.
TRI STAR RESPIRATORY THERAPY SCHOLARSHIP: Awarded to a full-time student with academic excellence in the field of Respiratory Therapy. Funded by Tri-Star Health Systems.

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.

MICHAEL TUCK MEMORIAL: Award to a student athlete who graduated from Gallatin High School, who plans to attend Vol State on a full-time basis. VSCC Athletic Committee will select. Funded by an annual golf tournament.

UMC VOLUNTEER AUXILIARY: Awarded to a need based Wilson County resident attending full-time, majoring in Allied Health or Nursing. Funded by University Medical Center Volunteer Auxiliary.

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.

UNIPRES U.S.A. INCORPORATED SCHOLARSHIP: Awarded to children of Unipres employees; if none apply, then to other relatives in preference order - spouse, parents, brothers/sisters, nieces/nephews. Award is based on ACT scores, high school GPA & high school attendance. Funded by Unipres U.S.A. Inc.

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 EXCELLENCE IN THEATER: Awarded to a student with excellence in Theater Studies (acting, design, or tech.) Funded through the College Foundation.

VSCC GENERAL FULL-TIME and PART-TIME SCHOLARSHIPS: Awarded to currently enrolled students and incoming freshmen on the basis 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 economic need; 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 through 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.

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.

**DRS. JOHN B. WALLACE, WALTER H. STEPHENSON AND ROBERT C. WEBSTER SCHOLARSHIP:** Awarded to a second year student attending Vol State full-time majoring in pre-med. Recipient must maintain a 3.5 grade point average. Preference is given to a Sumner County resident under the age of 30. Funded by an endowment.

**JOSEPH C. WATLINGTON MATH AND SCIENCE:** Awarded to a declared degree-seeking student in science, mathematics, or engineering with the intention of going on for a baccalaureate degree in one of these fields. 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.
The 2005-2006 Catalog

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.

Sixteen buildings are located on the campus, including the Hal R. Ramer Administration building, the Thigpen Library, the J. H. Warf building, the Wesley Pickel Fieldhouse, the Randy and Lois Wood Campus Center, the Noble Caudill Hall, the Fine Arts building, the Joseph C. Watlington Science Field Station, the E. G. Mattox Business building, the John B. Wallace Health Science Building, J. T. Fox Maintenance 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.

The Advising Center

Students who have decided on a degree program may consult with an advisor/counselor every semester before registering. An advisor may be expected to help:

* Provide general information about the College & its programs;
* Explain placement assessment results;
* Locate and communicate with a knowledgeable faculty advisor in your area of interest;
* Plan your class schedule and clear you for registration;
* Clarify academic and/or career goals;
* Assist in explaining an unofficial audit of your degree requirements.

The 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 Advising Center at 230-3702, or 1-888-335-8722 for advising by phone. Assistance/Information may be requested by phone, FAX, e-mail, or in person.

The Advising Center is supervised by a Director.

The Office of Career Placement and Cooperative Education

The Office of Career Placement and Cooperative Education assists students, graduates, and alumni with their employment needs. As a free service, it attempts to match the needs of employers with those of the student or graduate. The office assists with seasonal part-time and full-time employment opportunities. In addition, the office provides employment guidance and direct employment assistance to students, graduates and alumni 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, 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 Career Placement and Cooperative Education 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 Director of Career Placement and Cooperative Education.

Career Placement: Because having graduates employed in their chosen career fields is important to the college, the Office of Career Placement and Cooperative Education targets efforts to assist graduates. Therefore, all second-year students who 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 students who may need to upgrade basic skills before taking the College placement exam or to upgrade basic skills before retesting on the College placement exam. The credit courses offered in NewSkills are Basic Mathematics, Elementary Algebra, Intermediate Algebra, Reading I, Reading II, Writing I, and Writing II. These courses are designed for students who need a flexible schedule to accommodate work and family. The NewSkills 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 NewSkills 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. High School students can enroll in NewSkills for ACT preparation and basic skills enhancements. For further information, contact the NewSkills Center.
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 over 52,000 books; approximately 6,000 reels of microfilm; 62,000 microfiche cards; 3,212 audiovisual items; and 274 current periodicals. Several computer based information tools are available, including magazine, journal and newspaper indexing / full-text systems and reference sources. 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 video production services to all areas of the College. The department produces video programs for College at Home and other Distance Learning courses, for classroom support and for promotional materials for the College. The department also provides the downlink for all satellite teleconferences.

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

The TLC is open from 7:30 a.m. until 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 academic 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.

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

The Campus Center
The Wood 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 publication offices, faculty and administrative offices, classrooms and conference rooms.

Approved groups may contact the Office of the Vice President for Student Services to arrange to use the Campus Center for meetings or other approved activities.
/** Bookstore **/  
The Campus Bookstore, for the convenience of its students, faculty, and guests, is located in the Campus Center. In addition to textbooks and school supplies, the bookstore also stocks imprinted clothing, greeting cards, backpacks, and reference books. The bookstore accepts personal checks, cash, Visa, MasterCard, Discover, and American Express. Any check written should be made for the amount of purchase only. Purchases can also be made on-line at www.efollett.com. Textbooks may be returned for a 100% refund within seven (7) days from the official first day of classes. Books must be returned in the same condition as purchased. Students must provide a cash register receipt. After this date, if a student drops a course, a 100% refund can be granted within 30 days from the official first day of class, with a signed dropped slip, cash register receipt, and books in same conditions as purchased. Students may elect to sell books provided the books have current market value. The Bookstore offers a “Daily Buy Back” program offering the current market value for books. During final examination periods the Bookstore offers 50% of the purchase price for books needed for stock in the Bookstore. If a particular title is not needed by the Bookstore or the Bookstore has purchased the maximum quantity of a title, students will be offered the current market value.

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

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

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

Offices within the Division of Student Services are: Admissions, Advising Center, Athletics and Intramurals, Evening Student Services, Health Services, Student Financial Aid, Retention Support Services, Testing, Student Life, Minority Affairs, Special Adult Programs, Disability Services, and Veterans’ Affairs.

**Support Services and Student Life**  
**Academic Counseling**  
Academic counseling consists of assisting the student with curriculum choice, educational planning and facilitation of successful academic performance. Advisors/Counselors use necessary intervention strategies to assist students in overcoming difficulties that would hinder performance. Academic counseling guides the student through an exploration of career and academic choices, assists in establishing life goals and in developing personal plans to achieve educational goals. It is not academic advising.

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

**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, many emotional and psychological issues 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. 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 Advising Center 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 an advisor/counselor.

**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 Student Life 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, some financial aid forms, deferred payment forms and photo ID cards 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. Orientation is beneficial to the new student for two reasons. First, the student who participates in Orientation will be prepared to register early for their classes. Secondly, the new student who participates in Orientation will have an advantage and a headstart on planning for the upcoming semester.

The Advising Center and Testing Office
These offices provide 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, they offer services to students and employees of the college. These services include crisis intervention, short term personal counseling, career and academic advising counseling, psycho-educational assessments, educational planning, athlete services, and various workshops. Students learn strategies for developing educational plans and making career decisions from professional advisors/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 available learning aids/assessments are CareerScope (a computer assisted career assessment), Kuder Career Assessment System, Strong Interest Inventory and Myers Briggs Type Indicator. These assessments/learning aids are maintained by the Advising Center and Testing Office. The Testing Office administers the mandatory placement assessment 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 Assistant Vice President for Student Services meets with each student who participates under the VA Educational Assistance Program, explains VA eligibility requirements and acts to ensure that all VA and institutional requirements are understood and met.

Approval for the college to offer training to Veterans and Eligible Dependents is granted by the State Approving Agency of the Tennessee Higher Education 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 or by RODP. And, non-punitive grades, such as the “W” and “YC” because they will not count toward graduation, will be reported to the Department of Veterans Affairs when assigned.

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
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, the Office of Disability Services 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 the Wood Campus Center, room 210.
The Student Injury and Sickness Insurance packet is available through the Office of Health Services located in the Wood Campus Center, room 206A. Insurance policies are issued by a private agency, authorized and approved by the Tennessee Board of Regents.

**Retention Support Services**
The Office of Retention Support Services is responsible for retention initiatives developed within the Division of Student Services. This office coordinates the Master Advisor Generalist Program, and oversees the institutional effectiveness processes for Student Services.

**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 WIA (Workforce Investment Act) Program at Vol State is a Federal program that combined and replaced several Federal programs including JTPA. WIA serves as a program to assist eligible participants in their endeavors to update their job skills or complete a degree or certificate program, enabling them to be more successful in seeking employment. These participants may have been laid off from a job, are dislocated workers, unemployed, under-employed, or seeking to enhance their job skills or career opportunities. While attending VSU, WIA may provide financial assistance for the cost of tuition, books, training materials and classroom supplies. The office of Special Adult Programs, located in the basement of the Wood Campus Center, serves as a resource for students during this period of transition and is available for personal counseling.

**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 Testing Office. As a service to students entering Volunteer State Community College and other local students and citizens of the community, the College serves as a testing site for the General Educational Development (GED) exam. 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, National Dental Assisting Certification Examination, and Microsoft Office User Specialist Examination as well as other types of exams. Additionally, the Testing Center administers the exit examinations 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-and off-campus. In addition, the Livingston Campus has SGA positions available.

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 must have a cumulative Collegiate G.P.A. of 3.0. Additional information may be obtained through the Office of Student Life or the Office of the SGA President.
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 292P also serves as the faculty advisor to give guidance to the student staff. The Editor-in-Chief is selected by the advisor and the Director of Student Life with approval of the Vice-President for Student Services.

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

THE PIONEER
THE PIONEER, the campus magazine is published and distributed at the end of the Fall and Spring term. THE PIONEER is run exclusively by and for students. All staff positions for THE PIONEER are filled by currently enrolled students who enroll in COM 292P (1 - 3 credit hours). The instructor of COM 292P also serves as the faculty advisor to give guidance to the student staff. The Editor-in-Chief is selected by the advisor and the Director of Student Life with approval of the Vice-President for Student Services.

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

ASSOCIATION OF CAMPUS EVENTS (ACE)
The purpose of Association of Campus Events is to develop and execute a variety of social, cultural, educational and recreational programs for all members of the College community. ACE 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 Life. President of ACE is selected by the Director of Student Life 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 Fine Arts Department for more information.

COLLEGE THEATRICAL PRODUCTIONS DELTAPSIOMEGA
Each year the Humanities Division of the College presents a fall and two spring dramatic productions. One of the spring productions is a children's play and is performed for both on and off campus audiences. Although any VSCC student is eligible to audition or work in the productions, many participants are enrolled in theater classes (THEA 120, 130, 200, or 210) and/or are members of the college's theatrical organization, Delta Psi Omega. Contact the Fine Arts Department for more information.

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

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.

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

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 competitively bowl on the collegiate level.

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

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

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

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.

GAY- STRAIGHT ALLIANCE: To provide an open environment to foster dialogue between gay and straight students in a supportive atmosphere.
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 needs.

LITERARY SOCIETY: To provide an opportunity for students to read, discuss, and analyze classical literature.

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. The Livingston Campus has an extension of this club.

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

SIGMA CHI ETA - promotes and makes Communication majors aware of the Honor Society and qualifications.

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

STUDENT CREATIVE WRITERS ASSOCIATION - The purpose of the Student Creative Writers Association is to bring student writers together to experience each other's creativity and receive constructive criticism.

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 Resource Development works with the VSCC Alumni Association to involve graduates in on-going activities of the College.
Instructional Regulations

Academic Year
The academic year begins in August and covers a period of 40 weeks divided into two semesters. Each semester is approximately fifteen weeks; the summer semester may be divided into 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.

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 Records and Registration.

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.

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 Co-requisites

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

Course Numbering System

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

Records

Records of each student’s grades are kept on permanent file in the Office of Records and Registration. Since these records are permanent and are frequently referred to for the purpose of supplying information to legitimate sources, each student should be acutely conscious that he 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 record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading.

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

3. The right to consent to disclosers 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 Records and Registration. 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, date of birth, 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 Records and Registration.

Grades And Quality Points

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

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Instructor’s Evaluation</th>
<th>Quality Points Awarded Per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>Above average</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Passing but below average</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0.0</td>
</tr>
</tbody>
</table>
For the purpose of computing averages, grades are converted to quality points (as indicated above) The scholastic standing of a student is expressed in terms of a scholarship ratio, or quality point average. The quality point average is determined by dividing the total number of quality points earned by the total number of credit hours which the student attempted.

A student has the privilege of repeating a course in which he or she earned a grade of “D”, “F” or “W”. Students may be permitted to repeat a course in which a grade of “C” or higher was earned only with the approval of the Vice-President of Academic Affairs; Developmental Studies Courses may not be repeated once passed. The grade earned the last time the course is taken will be considered the final grade. A symbol of “W”, “I”, “N”, “P”, “CR”, “NC”, or “YC” received for any course cannot replace a grade of “A”, “B”, “C”, “D”, or “F” received for the same course taken at an earlier time. In the event that a student repeats a course more than twice, the grade and hours attempted in the third and subsequent attempts will be used in determining the quality point average. The course can only be used once to meet graduation requirements. A course with a symbol of “W” does not count as a time attempted when calculating grade point average.

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

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR/NC</td>
<td>Alternative credit (assigned only in certain courses)</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>N</td>
<td>Audit: no grade or credit</td>
</tr>
<tr>
<td>P</td>
<td>Passing</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
</tr>
<tr>
<td>YC</td>
<td>Dev. studies-Satisfactory progress (All requirements have not been met.)</td>
</tr>
</tbody>
</table>

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

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

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

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

### Non-Credit CEU Grades

Requirements for satisfactory completion of non-credit CEU instructional activities are established in advance for each planned learning experience. These requirements are based on the purpose of the instructional activity and on intended learning outcomes. The grade or conditions for satisfactory completion of a student in any course is determined by the progress of the student as outlined in each course syllabus. Grades are based on the ability of a participant to demonstrate what he or she has learned, on a predetermined level of attendance at scheduled sessions, or on a combination of performance and attendance. CEU grades are “S” (satisfactory completion), “U” (unsatisfactory completion), “I” (incomplete) or “W” (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 of Academic Affairs for administrative withdrawal from that class. Students on financial aid are subject to the policies regarding attendance associated with their aid and any persistent failure to attend class will be reported as required.

Permission To Audit Courses

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

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

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

Students should contact the Office of Records and Registration if they have questions.

Withdrawal From The College

CREDIT STUDENTS

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

All requests to withdraw from the College 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 student must secure on the permit the signature clearances (in sequence) from the Student Financial Aid Office and the Office of Records and Registration. 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 that were issued to the student shall be made and the student must satisfy the obligation of any equipment or library material that 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”.

NONCREDIT STUDENTS
Non-credit students who desire to withdraw from the College may do so by submitting a written request to the Division of Continuing Education and Economic Development. The request may be in the form of a letter to the Assistant Vice President for Continuing Education and Economic Development or on the official College withdrawal form. Settlement of financial obligations 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. Students who receive deficiency notices are advised to contact the instructors of the courses on the deficiency notice for advice on continuing successfully in those courses.

Academic Fresh Start
Any student who has not been enrolled in a college or university for a period of four years and who, upon re-enrolling at Volunteer State Community College, or transferring to 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 Records and Registration to be submitted for approval to the Vice President of Academic Affairs. If the request is approved, the student’s permanent record will remain a record of all work; however, the student will forfeit the use for degree or certification purposes all VSCC credit earned prior to the four-year separation upon the granting of the Fresh Start.

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

A student who plans to transfer to another institution should contact that institution to determine the impact of Academic Fresh Start prior to implementing the program at Vol State. Students may contact the VSCC Director of Records and Registration 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 college 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 college 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 Records and Registration of Volunteer State Community College is responsible for monitoring the academic performance of students to determine whether or not they are meeting the retention standards of the institution. The academic retention standards of 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 notice of Academic Probation will be mailed to 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. After the student has completed his term of suspension, the student may apply for readmission to the College. Upon being readmitted, the student will be designated as having Academic Probation status. If a student is notified of suspension status at the end of the Spring Semester, the summer term may not be counted as the term of suspension. The student will not be allowed to re-enroll until after the Fall Semester. If there are extenuating circumstances and/or hardship, a student may appeal suspension to the Vice President of Academic Affairs. To initiate the suspension appeal procedure, the student MUST (1) submit the appeal in writing to the V.P. of Academic Affairs prior to Official Registration day, and (2) follow-up by making an appointment to meet with the V.P. of Academic Affairs prior to the first day of class.

A student transferring from another college or university may be permitted to attend Vol State for one semester regardless of academic standing at the last institution attended. 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 Records and Registration. Upon completion of the initial term of enrollment, the student's eligibility for continued enrollment will be determined by the Academic Status and Retention Standards of 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 - 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>

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.
2005-2006
Catalog

College
Programs
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-Paramedic); Fire Science Technology; Health Information Technology; Medical Laboratory Technology; Ophthalmic Technician; Physical Therapist Assistant; Radiologic Technology; Respiratory Care Technology; and Sleep Diagnostics Technology.

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

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

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

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

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010 &amp; HIST 2010 (6 hr)</td>
<td>ENGL 1020 &amp; HIST 2020 (6 hr)</td>
</tr>
<tr>
<td>PSY 101 (3 hr)</td>
<td>PSY 251D/SOC 250D</td>
</tr>
<tr>
<td>COM 100</td>
<td>ENGL 1030</td>
</tr>
<tr>
<td>ENGL 2310</td>
<td>ENGL 2320</td>
</tr>
<tr>
<td>BIOL 1030 or 1040</td>
<td>BIOL 1030 or 1040</td>
</tr>
<tr>
<td>or GEOL 1030 or CHEM 1030</td>
<td>or GEOL 1030 or CHEM 1030</td>
</tr>
<tr>
<td>HUM 275 (3 hrs.)</td>
<td>SPAN 1020</td>
</tr>
<tr>
<td>SPAN 1010</td>
<td>COM 280T</td>
</tr>
<tr>
<td></td>
<td>PSY 240 T</td>
</tr>
<tr>
<td></td>
<td>SOC 101</td>
</tr>
</tbody>
</table>

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
- Elementary Education
- Liberal Arts
- Paralegal Studies
- Pre-Nursing
- Psychology
- Secondary Education
- Social Science & Edu
- University Studies

### Associate of Applied Science

Options:
- General Business Adm.
- Accounting
- Banking
- Computer Info Systems Tech.
- Logistics Mgt.
- Management
- Marketing
- Medical Practice Mgt.
- Office Mgt. Tech.
- Public Adm.
- General Technology
- General
- Industrial Tech.
- Paralegal Studies

### Technical Certificates

- EMT-Basic
- 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. In addition, Hybrid courses are available at the main campus and at the Livingston Center. For information about degrees available at the College's two off-campus degree-granting Centers, Livingston and McGavock, see the section on Continuing Education.

OffCampus

### 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 Livingston Center, located in Overton County, provides all of the coursework for completion of the Associate of Science (University Studies Curriculum Guide) and the Associate of Applied Science (General Technology, General Concentration). College preparatory courses are also available to assist students in need of basic skills enhancement. Classes are offered during the day and evening hours.

**Off-Campus Teaching Sites**

The goal of the extended services or outreach program is to provide credit courses at multiple sites, on multiple schedules, and through various delivery systems to enhance access to higher education opportunities throughout the service region.

Volunteer State seeks to provide quality educational experiences to its students at approximately thirty off-campus teaching sites, affording them the opportunity to continue their education during the day and/or evening hours at locations convenient to their home or workplace. The College appreciates the cooperative working arrangements with various local school and civic officials in providing the facilities, assistance, and input into the offerings each term. Courses at off-campus teaching sites are staffed by qualified instructors from the academic divisions of the College and are of equal quality to those taught on the main campus. Students may enroll in one or more courses to earn credit toward a college degree and/or to pursue personal and professional goals.

**Off-Campus teaching sites include:**
- Cohn Adult Learning Center, Nashville
- Greenbrier High School, Greenbrier
- Hunters Lane High School, Nashville
- Macon County High School, Lafayette
- Springfield High School, Springfield
- Madison Church of Christ, Madison
- Wilson Central High School, 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.

**Continuing Education & Economic Development**

In support of the effective fulfillment of the College's mission, the Division of Continuing Education and Economic Development promotes lifelong learning throughout the College's twelve-county service region. Non-credit CEU courses and workshops are offered throughout the year in response to the ever changing needs and interests of a diverse and dynamic community and developing workforce. Classes are available on and off-campus, on-site and online.

**Non-Credit Programs**

Non-credit continuing education programs draw upon expertise from College resources, corporate resources, community resources, and technological resources to provide quality adult learning opportunities to meet the needs and interests of a diverse population. Classes are selected for personal or professional enrichment rather than for college credit and are offered in a variety of modes (on campus, off-campus, and online) for the convenience and flexibility of the adult learner.

Special short courses, workshops or seminars may be developed and offered upon the request of a group of individuals or organization. All instruction, designed for the general public or customized for the specific needs of a particular group, is geared toward assisting adults in achieving their educational goals.

Upon successful completion of a non-credit course or workshop, the College awards the Continuing education unit (CEU) and maintains a record (transcript) of each student's accomplishments. The CEU is a nationally recognized, uniform unit of measurement awarded at the rate of one CEU for each ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

**Business and Industry Training Institute**

The Business and Industry Institute provides workforce training opportunities in support of the economic development of the College's service region. Short courses and workshops are designed to improve workplace knowledge and skills for the enhancement of careers and lifelong learning. The Institute offers regularly-scheduled relevant general classes (basic skills, communication, computer software usage, ESL, human resources, leadership, management and supervision, technical training, workplace Spanish, etc.) for individuals as well as customized training for area businesses and industries. Training programs are available on campus, on-site, and online and may carry CEU credit or college credit.

**Contract Training:** The Business and Industry Training Institute provides the option of contract training tailored to meet the specific organizational needs of area business and industry. The Institute's comprehensive services include customized curriculum design, assessment, course delivery and evaluation, and record keeping.

**American Management Association Certificates**

In cooperation with the American Management Association Extension Institute (AMA), the Division of Continuing Education and Economic Development offers the following AMA Certificate
College Programs

Programs:
- Certificate in Management
- Certificate in Human Resource Management
- Administrative Assistant's Certificate
- Certificate in Strategic Leadership

These nationally recognized programs provide participants with the opportunity to select areas in which they wish to develop skills, receive recognition for their accomplishments, and provide evidence of professional development to advance in their career. Curriculum guides and requirements are available in the Division Office. Classes are conveniently scheduled during the evening hours and in a two-day format. Certificate programs are available on an in-plant basis at times convenient to industry.

**Health Sciences Center of Emphasis**

The College offers a variety of continuing education opportunities to healthcare professionals through a special 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**

Students may participate in the Air Force Reserve Officer Training Corps (AFROTC) at Detachment 790 on the campus of Tennessee State University. AFROTC provides pre-commissioning training to college students (male and female) who desire to serve as officers in the U.S. Air Force (USAF).

High School students may also apply for the AFROTC College Scholarship Program online at www.AFROTC.com. The application deadline is typically December 1 of your senior year. Detailed eligibility requirements are available on the AFROTC.com website.

As AFROTC cadets, the majority of students will earn scholarships that may cover all, or a significant portion of tuition costs. In addition, cadets earn a monthly stipend of up to $400 and up to $510 per academic year to pay for textbooks.

Cadets are required to attend AFROTC classes in uniform one day per week. One summer, typically between the sophomore and junior year, cadets must attend a four-week military training session. The combination of USAF military education, training, and college-level curriculum gives cadets a broad-based knowledge of management, leadership, and technical skills.

The minimum eligibility requirements are as follows: U.S. citizen, thirty years old or younger on 31 December of the year you graduate (exception - prior enlisted), meet USAF weight standards, pass a physical fitness test, have a 2.5+ cumulative college GPA, and pass the Air Force Officer Qualifying Test (a USAF-unique academic aptitude test).

Although the USAF will accept students from any accredited academic major, there is a critical need for engineers (all disciplines) and meteorologists. Upon graduation, cadets will earn USAF commissions, as Second Lieutenants, and must serve a minimum of four years on active duty.

For more information, visit www.AFROTC.com or telephone the Det 790 Unit Admissions Officer at 615-963-5931. Also visit the DET 790 website at www.tnstate.edu./rotc.

**Distance Learning**

Volunteer State's Distance Learning program offers non-traditional instruction delivery to assist students who are prevented from attending traditional classes by work, family or other commitments and responsibilities or who prefer learning via technology.

Most of the general education core and selected major courses may be completed through videotape telecourses, Web courses, CD ROM courses and Hybrid (Blended) courses. Students can complete most degree requirements by combining distance learning, weekend, and traditional courses while maintaining work schedules and family responsibilities. Additionally, several degrees may be completed via distance courses through a combination of VSCC videotape telecourses, on-line, hybrid, and Regents on-line degree courses.

Vol State students may complete three degree programs through the RODP online program:
- Associate of Applied Science in Professional Studies
- Concentration in Information Technology
- Associate of Arts in General Studies (University Parallel)
- Associate of Science in General Studies (University Parallel)

Distance Learning activities include "College @ Home":
- Videotape Telecourses
- CD ROM courses
- Internet Courses
- Hybrid (7 class meetings with online components)
- Regents Online Degree Courses
- Interactive Television Classes between the main campus
The Volunteer State Community College Website (www.volstate.edu) has detailed listings on each semester's Distance Learning offerings with information on College admission and enrollment.

**College @ Home**

Volunteer State offers a number of 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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 201</td>
<td>Prin of Act I</td>
</tr>
<tr>
<td>ACT 202</td>
<td>Prin of Act II</td>
</tr>
<tr>
<td>AHC 111*</td>
<td>Drugs and Solutions</td>
</tr>
<tr>
<td>AHC 115*</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>ASTR 1030</td>
<td>Astronomy</td>
</tr>
<tr>
<td>BIOL 1030</td>
<td>Essentials of Biology</td>
</tr>
<tr>
<td>BUS 110*</td>
<td>Intro to Business</td>
</tr>
<tr>
<td>BUS 251*</td>
<td>Business Law</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Computer Technology &amp; Applications</td>
</tr>
<tr>
<td>COM 100</td>
<td>Fundamentals of Speech Communication</td>
</tr>
<tr>
<td>COM 103</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>DSPM 0700</td>
<td>Basic Mathematics</td>
</tr>
<tr>
<td>ECO 211</td>
<td>Prin of Economics I</td>
</tr>
<tr>
<td>ECO 212</td>
<td>Prin of Economics II</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Comp I</td>
</tr>
<tr>
<td>ENGL 1020</td>
<td>English Comp II</td>
</tr>
<tr>
<td>ENGL 1030</td>
<td>Introduction to Film</td>
</tr>
<tr>
<td>FREN 1010</td>
<td>Beginning French I</td>
</tr>
<tr>
<td>FREN 1020</td>
<td>Beginning French II</td>
</tr>
<tr>
<td>GEOG 105</td>
<td>World Regional Geography</td>
</tr>
<tr>
<td>GEOL 1040</td>
<td>Physical Geology</td>
</tr>
<tr>
<td>HED 100</td>
<td>Personal Health</td>
</tr>
<tr>
<td>HED 220</td>
<td>Principles of Nutrition</td>
</tr>
<tr>
<td>HIST 2010</td>
<td>Survey of American History I</td>
</tr>
<tr>
<td>HIST 2020</td>
<td>Survey of American History II</td>
</tr>
<tr>
<td>MATH 0990</td>
<td>Geometry</td>
</tr>
<tr>
<td>MATH 1130</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MGT 110*</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>PHED 1190</td>
<td>Walking</td>
</tr>
<tr>
<td>POL 200</td>
<td>American Gov't. and Politics</td>
</tr>
<tr>
<td>PSCI 1030</td>
<td>Introduction to Physical Science</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
</tr>
<tr>
<td>PSY 211</td>
<td>Industrial and Organizational Psychology</td>
</tr>
<tr>
<td>PSY 231</td>
<td>Child Psychology</td>
</tr>
<tr>
<td>RAD 220</td>
<td>Radiologic Pathology</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Intro to Sociology</td>
</tr>
<tr>
<td>SPAN 1010</td>
<td>Beginning Spanish I</td>
</tr>
<tr>
<td>SPAN 1020</td>
<td>Beginning Spanish II</td>
</tr>
</tbody>
</table>

Most courses are offered each semester. Most classes meet with instructors at the beginning of each semester. Additional required or optional class meetings with instructors may be scheduled. For further information, contact the College @ Home Hotline 230-3409. Complete listings of College @ Home videotape telecourses for each semester are contained on Vol State's Web Site.

**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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 201</td>
<td>Prin of Act I</td>
</tr>
<tr>
<td>ACT 202</td>
<td>Prin of Act II</td>
</tr>
<tr>
<td>ACT 210</td>
<td>Microcomputer Accounting</td>
</tr>
<tr>
<td>BIOL 1030</td>
<td>Essentials of Biology</td>
</tr>
<tr>
<td>BUS 110*</td>
<td>Intro to Business</td>
</tr>
<tr>
<td>BUS 111*</td>
<td>Keyboarding with Word Processing</td>
</tr>
<tr>
<td>BUS 155*</td>
<td>Business Math</td>
</tr>
<tr>
<td>CED 100*</td>
<td>Career Exploration/Development</td>
</tr>
<tr>
<td>CHEM 1030</td>
<td>Fundamentals of Chemistry (Lecture Section)</td>
</tr>
<tr>
<td>CIS 113*</td>
<td>Visual BASIC</td>
</tr>
<tr>
<td>CIS 150*</td>
<td>Microcomputer Spreadsheets</td>
</tr>
<tr>
<td>CIS 160*</td>
<td>Microcomputer Data Bases</td>
</tr>
<tr>
<td>COM 100</td>
<td>Fundamentals of Speech Communication</td>
</tr>
<tr>
<td>DSPS 0800</td>
<td>Learning Strategies</td>
</tr>
<tr>
<td>DSPM 0850</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>EDU 101</td>
<td>Introduction to Education</td>
</tr>
<tr>
<td>EDU 102</td>
<td>Human Growth &amp; Development</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Comp I</td>
</tr>
<tr>
<td>ENGL 1030</td>
<td>Intro to Film</td>
</tr>
<tr>
<td>ENGL 2110</td>
<td>Survey of American Literature I</td>
</tr>
<tr>
<td>ENGL 2120</td>
<td>Survey of American Literature II</td>
</tr>
<tr>
<td>FST 101*</td>
<td>Principles of Emergency Services</td>
</tr>
<tr>
<td>FST 102*</td>
<td>Hazardous Materials I</td>
</tr>
<tr>
<td>FST 103*</td>
<td>Firefighting Strategies and Tactics</td>
</tr>
<tr>
<td>FST 107*</td>
<td>Occupational Safety &amp; Health for Emerg. Ser.</td>
</tr>
<tr>
<td>FST 202*</td>
<td>Fire Investigation I</td>
</tr>
<tr>
<td>FST 209*</td>
<td>Hazardous Materials II</td>
</tr>
<tr>
<td>HTL 110</td>
<td>Intro to Hospitality</td>
</tr>
<tr>
<td>HTL 111*</td>
<td>Introduction to Hospitality Management II - Food and Beverage</td>
</tr>
<tr>
<td>HTL 130*</td>
<td>Basic Sanitation</td>
</tr>
</tbody>
</table>
College Programs

HTL 205 Lodging Management
HTL 215* Housekeeping Mgt.
LGM 130* Intro to Logistics Mgt.
MATH 1130 College Algebra
MATH 1530 Elementary Statistics
MATH 1720 Pre-Calculus II (Trigonometry)
MATH 1830 Intuitive Calculus
MATH 1910 Calculus & Analytic Geometry I
MGT 120* Supervision Principles
PSG 101* Anatomy & Physiology of Sleep Disorders
PSG 102* Classification of Sleep Disorders
PSG 110* Sleep Polysomnography Instrumentation
PSG 130* Data Mgmt. in Polysomnography
PSG 131* Sleep Scoring
PSG 132* Sleep Registry Review
PSY 101 General Psychology
SOC 101 Intro to Sociology
THEA 1030 Intro to Theater

Consult the Volunteer State Community College Web site (www.volstate.edu) for a current listing of the Internet classes available each semester.

Hybrid (Blended) Courses

Hybrid courses allow students to experience rich face to face and online educational experiences. Using creative scheduling, hybrid courses meet every other week for one 85 minute session and allow students to complete other course activities online in a WebCT Class.

Students can complete up to 12 credit hours by attending classes one night per week, plus participating in online assignments, discussions, presentations, and content reading both online and in text books. Thus, 2 courses per night, one night per week and a 12 hour load can be achieved each semester.

Courses currently available include:

ASTR 1030 Astronomy
CIS 100 Comp Tech & Application
COM 103 Public Speaking
ENGL 1010 English Comp I
ENGL 1020 English Comp II
ENGL 1030 Intro to Film
MATH 1130 College Algebra
PSY 101 General Psychology
SOC 101 Introduction Sociology

Tennessee Regents Online Degree Program

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

The Regents Online Degree builds on collaboration of course work completed at TBR institutions. It is aimed at adults who have earned college credits and want to complete an Associate or Bachelor degree.

All courses are fully online. Advising, student support, and other forms of student assistance are available online; students and faculty have technical support 24 hours per day, 7 days per week.

Volunteer State offers the following RODP degrees:

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

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-track format.

Web Based degree programs build on existing courses at TBR two and four year institutions. Students may complete an associate degree designed for transfer to a university, and an associate of applied science degree in professional studies. All 13 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.regentsdegrees.org

Courses currently available:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1104</td>
<td>Prin of Accounting I</td>
</tr>
<tr>
<td>ACC 1105</td>
<td>Prin of Accounting II</td>
</tr>
<tr>
<td>AGR 130</td>
<td>Intro to Animal Science</td>
</tr>
<tr>
<td>ART 1030</td>
<td>Art Appreciation</td>
</tr>
<tr>
<td>ASTR 1030</td>
<td>Astronomy</td>
</tr>
<tr>
<td>BIOL 1010</td>
<td>Intro to Biology I and Lab</td>
</tr>
<tr>
<td>BIOL 1020</td>
<td>Intro to Biology II and Lab</td>
</tr>
<tr>
<td>BIT 1150</td>
<td>Intro to Micro Computers</td>
</tr>
<tr>
<td>CHEM 1010</td>
<td>Intro to Chemistry I</td>
</tr>
<tr>
<td>CHEM 1020</td>
<td>Intro to Chemistry II</td>
</tr>
<tr>
<td>CIS 1100</td>
<td>Technology for Techs</td>
</tr>
<tr>
<td>CIS 113</td>
<td>Visual Basic</td>
</tr>
<tr>
<td>CIS 173</td>
<td>Programming in C#</td>
</tr>
<tr>
<td>CIS 186</td>
<td>Database Programming</td>
</tr>
<tr>
<td>CIS 193</td>
<td>Intro to Linux + Certification</td>
</tr>
<tr>
<td>CIS 263</td>
<td>Web Page Development &amp; Design</td>
</tr>
<tr>
<td>CIS 264</td>
<td>Web Page Applications</td>
</tr>
<tr>
<td>CMT 1010</td>
<td>Network/PC Communications</td>
</tr>
<tr>
<td>COL 101</td>
<td>Orientation: The College Experience</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.

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 academic and 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 certificate. Certificates are offered by Volunteer State Community College to indicate a satisfactory level of achievement in selected programs that require less than two years of full-time study.

Vol State offers a variety of certificate programs. These programs vary in the number of hours required. For detailed information on specific programs, refer to the section on Programs of Study (Certificate Programs). The general requirements for awarding a certificate are:

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 Certificate. All other course requirements must be completed in residence at Vol State.
3. Enrollment in courses required for the academic and/or technical certificate at the time an application for the certificate is made or permission from the Vice President of Academic Affairs.

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
- Magnetic Resonance Imaging (MRI)
- Mammography
- *Medical Transcription

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

Business and Industry Institute - Non-Credit Courses
- Lean Manufacturing
- Environmental Health & Safety
- Human Capital
- Quality Management
- Leadership Solutions
- Project Management
- Team Building
- Basic Skills
- English as a Second Language
- Workplace Spanish
- Technical Training
- Computer Training

- American Management Association Certificate Program
  - Certificate in General Management
  - Certificate in Human Resource Management
  - Certificate in Strategic Leadership
  - Certificate for the Administrative Professional
  - Customized AMA Certificate Programs

Entrepreneur/Small Business Workshops
On-Line Training Center
And More!

- Health Sciences Center of Emphasis
  - Dental Assisting
  - Emergency Medical Services
  - Fire Science Technology
  - Health Information Technology
  - Physical Therapy
  - Radiography
  - Respiratory Therapy
2005-2006
Catalog

College
Graduation
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. Students 20 years of age and below will be placed according to ACT scores.

All degree-seeking students 21 years of age and older are subject to placement based on the specified placement tests. The purpose of these placement assessments is to ensure, 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.

Essential computer literacy skills are necessary in order to achieve academic success at Volunteer State Community College. Students must demonstrate computer literacy competency by passing a basic computer literacy competency assessment. Those students who lack proficiency will be placed in an appropriate college level computer course.

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. 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. The College has received approval to develop an Associate of Fine Arts Degree. Final approval of the new degree program will be considered after the publication of this catalog. If approved, the new degree (AFA) will be available for the Fall 2005 term. A technical or academic 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.

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 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 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 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

Deferred Graduation
A student is ordinarily allowed to graduate under the requirements of the Catalog of the year in which he/she enters the College. If a student begins work on a degree and fails to complete the requirements, he/she must, after five years from the date he/she entered, reorganize his degree plan to conform to the current catalog. Time spent on active military duty is not considered a part of the five-year period.

Graduation With Distinction
Degree students who have fulfilled all graduation requirements and who have completed a minimum of 30 semester hours at Vol State are eligible for designation as honor graduates. Honors are determined by using the student’s cumulative quality point average at the beginning of the final semester at Vol State. (In computing averages for honors, the grades of the final semester of the graduation term will not be included.) Only collegiate level courses will be used to determine eligibility for graduation honors.

| 3.800-4.00 | summa cum laude |
| 3.600-3.799 | magna cum laude |
| 3.300-3.599 | cum laude |

Transfer students must have a minimum of 30 semester hours at Vol State and the required cumulative quality point average on all course work taken at Volunteer State to be eligible for graduation with distinction. Transfer course grades are not used to calculate graduation honors.

Student Right to Know Act
The following information is provided in compliance with the federal Student Right-to-Know (SRTK) and Campus Security Act of 1990, which requires all institutions of higher education to disclose information about program completion. The graduation and transfer-out rates are provided for all first-time full-time students who first enrolled at Volunteer State Community College during the fall 2000 semester. The graduation rate includes all students who completed a certificate or associate degree in three years or less of initial enrollment at the institution. The transfer-out rate represents students transferring to another Tennessee public higher education institution. The graduation rate for full-time students first enrolled fall 2000 and graduating by August 2003 was 9.9%. The transfer-out rate for this same population was 9.9%. The combined graduation and transfer-out rate was 29.6%. 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
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
- Applied Option
- Studio Option
- Communication:
  - Business & Professional General Communication
  - Journalism
  - Radio/TV
  - Speech & Forensics
- English
- Foreign Languages
- Liberal Arts
- Music
- Philosophy
- Recording Industry
- Theater

**Mathematics & Science**
- Agriculture
- Biology
- Biotechnology
- Chemistry
- Engineering

**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

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### Summary of Required Hours

**Associate of Arts Degree**

**Associate of Science Degree**

**Major: University Parallel**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>9</td>
</tr>
<tr>
<td>(COM 100 or 103; and</td>
<td></td>
</tr>
<tr>
<td>ENGL 1010, 1020)</td>
<td></td>
</tr>
<tr>
<td>Humanities and/or Fine Arts</td>
<td>9</td>
</tr>
<tr>
<td>(at least one course must</td>
<td></td>
</tr>
<tr>
<td>be in Literature)</td>
<td></td>
</tr>
<tr>
<td>History</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>8</td>
</tr>
<tr>
<td>Social/Behavioral Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Area of Emphasis</td>
<td>19</td>
</tr>
</tbody>
</table>

**Total Degree Requirements**

60

* See "General Education Core" for a list of approved courses.

# Students may receive an Associate of Arts degree in any area of emphasis by completing two semesters of the same college-level foreign language.

^ Area of Emphasis should be selected in consultation with the student's advisor and the institution to which the student intends to transfer.

Note: Credit hours earned in developmental or remedial courses are institutional credit; these hours are not applicable to credit hours required for an associate degree.
Tennessee Board of Regents' Common Lower-Division General Education Core Curriculum

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

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>9</td>
</tr>
<tr>
<td>Humanities and/or Fine Arts</td>
<td>9</td>
</tr>
<tr>
<td>Social/Behavioral Sciences</td>
<td>6</td>
</tr>
<tr>
<td>History</td>
<td>6</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>8</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 41 hours**

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

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

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

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

- Upon completion of an A.A. or A.S. degree, the requirements of the lower-division general education core will be complete and accepted by a TBR university in the transfer process.

- If an A.A. or A.S. is not obtained, transfer of general education courses will be based upon fulfillment of complete subject categories. (Example: If all eight hours in the category of Natural Sciences are complete, then this "block" of the general education core is complete.) When a subject category is incomplete, course-by-course evaluation will be conducted. The provision of block fulfillment pertains also to students who transfer among TBR universities.

- Institutional/departmental requirements of the grade of "C" will be honored. Even if credit is granted for a course, any specific requirements for the grade of "C" by the receiving institution will be enforced.

- In certain majors, specific courses must be taken also in general education. It is important that students and advisors be aware of any major requirements that must be fulfilled under lower-division general education.

Courses designated to fulfill general education requirements by Volunteer State Community College are published on page 78 of this Catalog. Although the courses fulfilling the common lower-division general education core curriculum may vary in actual design among institutions, many contain similar content. The actual courses designated by each institution to fulfill the common lower-division general core, including courses that may not be a part of the common course prefix and numbering patterns, are denoted in the catalogs by the ♦ symbol. A complete listing of the courses fulfilling general education requirements for all system institutions is available on the TBR website (www.tbr.state.tn.us) under Transfer and Articulation Information.
Associate of Arts* and Associate of Science Degrees
Major: University Parallel

Courses Designated to Fulfill General Education Requirements

The general education core curriculum is designed to assist the student in attaining the knowledge and outcomes represented by the General Education Goals of the College. The program of study listed below leads to the Associate of Science Degree. Students who desire to earn the Associate of Arts Degree must complete two semesters of the same college level foreign language. Foreign language taken at the high school level will not count toward the language requirement for the Associate of Arts. The symbol denotes courses that fulfill general education requirements for university parallel degrees.

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

<table>
<thead>
<tr>
<th>Humanities and/or Fine Arts..................... 9 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*at least one course must be in Literature</td>
</tr>
<tr>
<td>◆ ART 1030 Introduction to Art              3</td>
</tr>
<tr>
<td>◆ ENGL 1030 Introduction to Film            3</td>
</tr>
<tr>
<td>◆ ENGL 2010 Introduction to Poetry and Drama 3</td>
</tr>
<tr>
<td>◆ ENGL 2020 Introduction to Fiction        3</td>
</tr>
<tr>
<td>◆ ENGL 2110 Survey of American Literature I 3</td>
</tr>
<tr>
<td>◆ ENGL 2120 Survey of American Literature II 3</td>
</tr>
<tr>
<td>◆ ENGL 2310 Survey of World Literature I    3</td>
</tr>
<tr>
<td>◆ ENGL 2320 Survey of World Literature II   3</td>
</tr>
<tr>
<td>◆ MUS 1030 Music Appreciation              3</td>
</tr>
<tr>
<td>◆ PHIL 1030 Introduction to Philosophy      3</td>
</tr>
<tr>
<td>◆ THEA 10301 Introduction to Theater       3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Natural Sciences2 .......................... 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>
</tr>
<tr>
<td>◆ BIOL 1010, 1020 Introduction to Biology I, II 8</td>
</tr>
<tr>
<td>◆ BIOL 1110,1120 General Biology I, II          8</td>
</tr>
<tr>
<td>◆ BIOL 2010, 2020 Human Anatomy &amp; Physiology I, II 8</td>
</tr>
<tr>
<td>◆ CHEM 1110,1120 General Chemistry I, II       8</td>
</tr>
<tr>
<td>◆ GEOL 1040, 1050 Physical Geology, Historical Geology 8</td>
</tr>
<tr>
<td>◆ PHYS 2010, 2020 Non-Calculus Based Physics, I, II 8</td>
</tr>
<tr>
<td>◆ PHYS 2110, 2120 Calculus-Based Physics I, II 8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social/Behavioral Sciences.................. 6 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose 2 of the following:</td>
</tr>
<tr>
<td>◆ ECO 211, 212 Principles of Economics I, II  3</td>
</tr>
<tr>
<td>◆ EDU 102 Human Growth &amp; Development          3</td>
</tr>
<tr>
<td>◆ GEOG 101 Physical Geography                 3</td>
</tr>
<tr>
<td>◆ GEOG 105 World Regional Geography          3</td>
</tr>
<tr>
<td>◆ GEOG 108 Cultural Geography                3</td>
</tr>
<tr>
<td>◆ HED 120 Introduction to Wellness            3</td>
</tr>
<tr>
<td>◆ POL 110 Introduction to Political Science   3</td>
</tr>
<tr>
<td>◆ POL 200 American Gov’t &amp; Policies           3</td>
</tr>
<tr>
<td>◆ POL 210 State &amp; Local Gov’t in U.S.        3</td>
</tr>
<tr>
<td>◆ PSY 101 General Psychology                  3</td>
</tr>
<tr>
<td>◆ PSY 222 Human Growth &amp; Development          3</td>
</tr>
<tr>
<td>◆ SOC 101 Introduction to Sociology          3</td>
</tr>
<tr>
<td>◆ SOC 102 Social Problems                     3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics2.................................. 3 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>If a 4-hour math course is used to satisfy this requirement, the extra credit hour will count as elective credit toward graduation. Students should consult their advisor and the catalog of the institution to which they wish to transfer to determine the level of general education mathematics required.</td>
</tr>
<tr>
<td>◆ MATH 1010 Math for Liberal Arts               3</td>
</tr>
<tr>
<td>◆ MATH 1130 College Algebra                    3</td>
</tr>
<tr>
<td>◆ MATH 1410 Structure of Mathematical Systems I 3</td>
</tr>
<tr>
<td>◆ MATH 1530 Elementary Statistics              3</td>
</tr>
<tr>
<td>◆ MATH 1710 Pre-Calculus I (College Algebra)   3</td>
</tr>
<tr>
<td>◆ MATH 1720 Pre-Calculus II (Trigonometry)      3</td>
</tr>
<tr>
<td>◆ MATH 1830 Intuitive Calculus                 3</td>
</tr>
<tr>
<td>◆ MATH 1910 Calculus and Analytic Geometry I   4</td>
</tr>
</tbody>
</table>

*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**

<table>
<thead>
<tr>
<th>Area of Emphasis:</th>
<th>Agriculture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required General Education Courses</td>
<td></td>
</tr>
<tr>
<td><strong>Course</strong></td>
<td><strong>Curriculum Area</strong></td>
</tr>
<tr>
<td>COM 100 or 103</td>
<td>Communication</td>
</tr>
<tr>
<td>ENGL 1010, 1020</td>
<td>English Composition I, II</td>
</tr>
<tr>
<td>HIST1</td>
<td>History</td>
</tr>
<tr>
<td></td>
<td>Humanities and/or Fine Arts (Must include at least one Lit)</td>
</tr>
<tr>
<td>MATH 11301</td>
<td>College Algebra</td>
</tr>
<tr>
<td>Natural Sciences1</td>
<td>BIOL 1110, 1120 or CHEM 1110, 1120</td>
</tr>
<tr>
<td></td>
<td>Social/Behavioral Sciences</td>
</tr>
</tbody>
</table>

**Recommended Area of Emphasis Courses**

- MATH 1530 Elementary Statistics 3
- AGR 1010 Animal Science 3
- AGR 1020 Plant Science 3
- Electives1 10

1 Consult advisor and senior institution requirement.

<table>
<thead>
<tr>
<th>Area of Emphasis:</th>
<th>Aviation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required General Education Courses</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Course</strong></td>
<td><strong>Curriculum Area</strong></td>
</tr>
<tr>
<td>COM 100 or 103</td>
<td>Communication</td>
</tr>
<tr>
<td>ENGL 1010, 1020</td>
<td>English Composition I, II</td>
</tr>
<tr>
<td>HIST</td>
<td>History</td>
</tr>
<tr>
<td>ART 1030</td>
<td>Introduction to Art</td>
</tr>
<tr>
<td></td>
<td>Humanities and/or Fine Arts (Must include at least one Lit)</td>
</tr>
<tr>
<td>MATH 1010</td>
<td>Math for Liberal Arts (or higher)</td>
</tr>
<tr>
<td></td>
<td>Natural Sciences</td>
</tr>
<tr>
<td></td>
<td>Social/Behavioral Sciences</td>
</tr>
</tbody>
</table>

**Recommended Area of Emphasis Courses**

- ART 101 Drawing I 3
- ART 102 Drawing II 3
- ART 121 Two-Dimensional Design 3
- ART 253 Graphic Design I 3
- ART 254 Graphic Design II 3
- ART Electives ART 136, 211, 212, 201, 280T 4

### Art: Applied Option

**Recommended Area of Emphasis Courses**

- ART 101 Drawing I 3
- ART 102 Drawing II 3
- ART 121 Two-Dimensional Design 3
- ART 253 Graphic Design I 3
- ART 254 Graphic Design II 3
- ART Electives ART 136, 211, 212, 201, 280T 4

### Art: Studio Option

**Required General Education Courses**

| **Course** | **Curriculum Area** | **Credit** |
| COM 100 or 103 | Communication | 3 |
| ENGL 1010, 1020 | English Composition I, II | 6 |
| HIST | History | 6 |
| ART 1030 | Introduction to Art | 3 |
| | Humanities and/or Fine Arts (Must include at least one Lit) | 6 |
| MATH 1010 | Math for Liberal Arts (or higher) | 3 |
| | Natural Sciences | 8 |
| | Social/Behavioral Sciences | 6 |

**Recommended Area of Emphasis Courses**

- ART 101 Drawing I 3
- ART 102 Drawing II 3
- ART 121 Two-Dimensional Design 3
- ART 253 Graphic Design I 3
- ART 254 Graphic Design II 3
- ART Electives ART 136, 211, 212, 201, 280T 4

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Curriculum Area</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100 or 103</td>
<td>Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010, 1020</td>
<td>English Composition I, II</td>
<td>6</td>
</tr>
<tr>
<td>HIST</td>
<td>History</td>
<td>6</td>
</tr>
<tr>
<td>MATH 1910</td>
<td>Calculus and Analytic Geometry I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 1110, 1120</td>
<td>General Biology I, II</td>
<td>8</td>
</tr>
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<td></td>
<td>Social/Behavioral Sciences</td>
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</table>

**Recommended Area of Emphasis Courses**
- CHEM 1110, 1120 General Chemistry I, II 8
- CHEM 2010, 2020 Organic Chemistry I, II 8
- College Elective\(^1\) 3

\(^1\) Consult advisor and senior institution requirement.

### Area of Emphasis:
#### Biotechnology

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**Recommended Area of Emphasis Courses**
- BIOL 1110, 1120 General Biology I, II 8
- CHEM 2030 Introduction to Organic Chemistry 4
- BIOL 2110, 2230 Genetics, Microbiology and/or MATH 1920 Calculus & Analytic Geo II 8

### Area of Emphasis:
#### Business and Commerce

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<td>Social/Behavioral Sciences</td>
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</table>

**Recommended Area of Emphasis Courses**
- ACT 201 Principles of Accounting I 3
- ACT 202 Principles of Accounting II 3
- CIS 101 College Computer Technology 1
- ECO 211 Principles of Economics I 3
- ECO 212 Principles of Economics II 3
- MATH 1530 Elementary Statistics 3
- MATH 1830 Intuitive Calculus 3

### Area of Emphasis:
#### Business Education

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<tr>
<td>MATH 1010</td>
<td>Math for Liberal Arts (or higher)</td>
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<td></td>
<td>Social/Behavioral Sciences</td>
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</table>

**Recommended Area of Emphasis Courses**
- ACT 201 Principles of Accounting I 3
- ACT 202 Principles of Accounting II 3
- CIS 101 College Computer Technology 1
- EDU 101 Introduction to Education 3
- OMT 101 Beginning Keyboarding 3
- OMT 102 Intermediate Keyboarding 3
- OMT 248* Word for Windows 3

*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

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<tr>
<th>Area of Emphasis:</th>
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<td>English Composition I, II</td>
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<td>History</td>
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<tr>
<td>MATH 1910</td>
<td>Calculus and Analytic Geometry I</td>
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<tr>
<td>CHEM 1110, 1120</td>
<td>General Chemistry I, II</td>
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<td>Social/Behavioral Sciences</td>
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</table>

#### Recommended Area of Emphasis Courses

- PHYS 2110, 2120: Calculus-Based Physics I, II or
- College Elective

1 Required for Non-ACS (American Chemical Society) major.
2 Required for ACS chemistry major.
3 MATH 1920 (Calculus & Analytic Geometry II) strongly recommended for ACS majors.

---

### Communication: General

#### Required General Education Courses

| **Course** | **Curriculum Area** | **Credit** |
| COM 100 or 103 | Communication | 3 |
| ENGL 1010, 1020 | English Composition I, II | 6 |
| HIST | History | 6 |
| MATH 1010 | Math for Liberal Arts (or higher) | 3 |
| | Natural Sciences | 8 |
| | Social/Behavioral Sciences | 6 |

#### Recommended Area of Emphasis Courses

- COM 106: Interpersonal Communication
- COM 110: Survey of Mass Communications
- COM 101 or 201: Introduction to Journalism
- COM 220: Writing for Broadcast Media
- COM 201: Media Advertising and Sales
- COM Elective: Any additional 3-hour COM course
- College Elective: Any University-Parallel course

---

### Communication: Journalism

#### Required General Education Courses

| **Course** | **Curriculum Area** | **Credit** |
| COM 100 or 103 | Communication | 3 |
| ENGL 1010, 1020 | English Composition I, II | 6 |
| HIST | History | 6 |
| MATH 1010 | Math for Liberal Arts (or higher) | 3 |
| | Natural Sciences | 8 |
| | Social/Behavioral Sciences | 6 |

#### Recommended Area of Emphasis Courses

- COM 110: Survey of Mass Communications
- COM 101: Introduction to Journalism
- COM 102: Reporting for Print Media
- COM 201 or 240: Media Advertising and Sales or Introduction to Public Relations
- COM Practicum: COM 292P or COM 293P
- COM Elective: Any additional 3-hour COM course
- College Elective: Any University-Parallel course

---

*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

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<th>Area of Emphasis:</th>
<th>Communication: Radio/TV</th>
<th>Required General Education Courses</th>
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<td>Media Advertising and Sales</td>
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<td>COM 220</td>
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<td>COM 200D</td>
<td>Voice and Diction</td>
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*Requirements of the senior institutions vary. Consult with the Social Science and Education Division office for specific course information.

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

#### University Parallel Major

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**Recommended Area of Emphasis Courses**

- MATH 1920 Calculus and Analytic Geometry II | 4
- MATH 2110 Calculus and Analytic Geometry III | 4
- MATH 2120 Differential Equations | 3
- PHYS 2110 Calculus-Based Physics I | 4
- Electives\(^1\) EGR 101, EGR 102, EGR 130, EGR 230 or CIS 171, EGR 240, EGR 250, PHYS 2120 | 9

**Area of Emphasis: Foreign Languages**

**Required General Education Courses**

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<td></td>
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</table>

**Recommended Area of Emphasis Courses**

- Foreign Language Choose 12 hours from: SPAN 1010, SPAN 1020, SPAN 2010, SPAN 2020, SPAN 290P* or FREN 1010, FREN 1020, FREN 2010, FREN 2020, FREN 290P* | 12-14|
- GEOG 105 World Regional Geography | 3  |
- College Electives Any University-Parallel courses | 2-4 |

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\(^1\) Check senior institution requirement.  
\(^2\) GEOG 101 (Physical Geography) and ECO 211 (Principles of Economics) recommended.
# University Parallel Degree Programs

## Associate of Arts* and Associate of Science Degree

### University Parallel Major

#### Area of Emphasis:

**Geography**

**Required General Education Courses**

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<tr>
<td>HED 120</td>
<td>Introduction to Wellness</td>
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**Recommended Area of Emphasis Courses**

- GEOG 101 Physical Geography
- GEOG 105 World Regional Geography
- GEOG 108 Cultural Geography
- HIST 1110 World Civilization from Primitive Culture to 1650
- HIST 1120 World Civilization from 1650 to Present
- POL 110 or Introduction to Political Science
- POL 200 American Government and Politics
- College Elective Any University-Parallel course

*Students intending to transfer to MTSU or APSU should take GEOL 1040, 1050 as the Natural Science.

### Area of Emphasis:

**Geology**

**Required General Education Courses**

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<tr>
<td>MATH 1710</td>
<td>Pre-Calculus I (College Algebra) or higher¹</td>
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<td>GEOL 1040, 1050</td>
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<tr>
<td>GEOG 101</td>
<td>Physical Geography</td>
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**Recommended Area of Emphasis Courses**

- BIOL 1110, 1120 General Biology I, II
- CHEM 1110, 1120 General Chemistry I, II
- College Elective²

¹Check senior institution requirement.

²Recommended: ART 101, BIOL 1040, CHEM 2010, MATH 1720, and/or MATH 1910.

### Area of Emphasis:

**Health and Physical Education**

**Required General Education Courses**

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<th>Course</th>
<th>Curriculum Area</th>
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<td>HED 120</td>
<td>Introduction to Wellness</td>
<td>3</td>
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</table>

**Recommended Area of Emphasis Courses**

- EDU 101 Introduction to Education
- EDU 102 Human Growth and Development
- HED 100 Personal Health
- HED 110 Community Health
- HED 200 First Aid and Safety/CPR
- PHED 1070 Lifetime Fitness
- PHED 1000 Physical Conditioning
- PHED Physical Education Activity course

### Area of Emphasis:

**Health, Physical Education, and Sports Medicine**

**Required General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Curriculum Area</th>
<th>Credit</th>
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<tr>
<td>HED 120</td>
<td>Introduction to Wellness</td>
<td>3</td>
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</table>

**Recommended Area of Emphasis Courses**

- HED 100 Personal Health
- HED 200 First Aid and Safety/CPR
- HED 220 Principles of Nutrition
- PHED 220 Care of Athletic Injuries
- PHED 290P Sports Medicine Practicum
- PHED Physical Education Activity Course
- PSY 101 General Psychology
- SOC 101 Introduction to Sociology

*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:
**Health, Physical Education, and Wellness**

**Required General Education Courses**

<table>
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<tr>
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<td>PHED 1070</td>
<td>Lifetime Fitness</td>
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<td>PHED 1000</td>
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<td>PHED</td>
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#### Area of Emphasis:
**History**

**Required General Education Courses**

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<td>HIST 1120</td>
<td>World Civilization from 1650 to</td>
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<td>POL 110</td>
<td>Introduction to Political Science</td>
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<td>American Government and Politics</td>
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<td>GEOG 108</td>
<td>Cultural Geography</td>
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<td>HSC 100D*</td>
<td>Introduction to Social Services</td>
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<td>HSC 200D*</td>
<td>Theories and Methods of Social</td>
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<td>PSY 244D</td>
<td>Alcohol and Drug Abuse</td>
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<td>SOC 102</td>
<td>Social Problems</td>
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<td>SOC 204</td>
<td>Sociology of Aging</td>
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<tr>
<td>College Elective</td>
<td>Any University-Parallel Course</td>
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### University Parallel Major

#### Area of Emphasis: Law Enforcement/Criminal Justice

**Required General Education Courses**

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<td>Introduction to Sociology</td>
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</table>

**Recommended Area of Emphasis Courses**

- POL 200 American Government and Politics | 3 |
- POL 210 State and Local Government in the United States | 3 |
- PST 1000\(^1\) Introduction to Criminal Justice | 3 |
- PSY 101 General Psychology | 3 |
- PSY 201 Psychology of Adjustment | 3 |
- SOC 102 Social Problems | 3 |
- College Elective Any University-Parallel course | 1 |

\(^1\)Course offered at VSCC through Nashville State Technical Community College

#### Area of Emphasis: Liberal Arts

**Required General Education Courses**

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**Recommended Area of Emphasis Courses**

Choose at least one course from four of the five following categories, to total 19 hours:

- Humanities and/or Fine Arts ART 1030, 101, 102, 141, 142; ENGL 1030, 2010, 2020, 2110, 2120, 2310, 2320; HUM 1030, 275; MUS 1030; THEA 1030; PHIL 1030, 110, 120, 210, 260, 261, 262, 270
- Mathematics MATH 1530
- Natural Sciences ASTR 1030; BIOL 1030, 1040; CHEM 1030, GEOL 1030, PSCI 1030, PHYS 1030
- Social/Behavioral Sciences ECO, GEOG, HIST, POL, PSY, SOC

#### Area of Emphasis: Mathematics

**Required General Education Courses**

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<td>MATH 1910</td>
<td>Calculus and Analytic Geometry I</td>
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<td>Natural Sciences</td>
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</table>

**Recommended Area of Emphasis Courses**

- MATH 1920 Calculus and Analytic Geometry II | 4 |
- MATH 2110 Calculus and Analytic Geometry III | 4 |
- MATH 2120 Differential Equations | 3 |
- PHYS 2110, 2120 Calculus-Based Physics I, II | 8 |

#### Area of Emphasis: Mathematics and Science

**Required General Education Courses**

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<td>MATH 1710</td>
<td>Pre-Calculus I (College Algebra) or higher</td>
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</table>

**Recommended Area of Emphasis Courses**

Choose at least one course from Mathematics and Science courses\(^1\) 19

\(^1\) To be chosen from ASTR, BIOL, CHEM, GEOL, MATH\(^2\), NRM, PHYS, PSCI

\(^2\) MATH 1720 or higher

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### Area of Emphasis: Music

**Required General Education Courses**

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<td>MUS 1030</td>
<td>Music Appreciation</td>
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</table>

**Recommended Area of Emphasis Courses**

- MUS 101: Music Theory I
- MUS 102: Music Theory II
- MUS 201: Music Theory III
- Electives in Applied Music to be selected from the following:
  - Ensemble Music: MUS 153, 154, 155, 156, 160
  - and/or
  - Group or Private Instruction: MUS 170, 171, 172, 174, 175, or 176

### Area of Emphasis: Philosophy

**Required General Education Courses**

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**Recommended Area of Emphasis Courses**

- PHIL 1030: Introduction to Philosophy
- PHIL 110: Introduction to Logic
- HIST: World Civilization from Primitive Culture to 1650 or
- HIST 1120: World Civilization from 1650 to Present
- ENGL 2310 or ENGL 2320: Survey of World Literature I or Survey of World Literature II
- Philosophy Elective: PHIL 210, PHIL 260, PHIL 261, PHIL 262, or PHIL 270
- College Electives: Any University-Parallel courses

### Area of Emphasis: Paralegal Studies

**Required General Education Courses**

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**Recommended Area of Emphasis Courses**

- CIS 101: College Computer Technology
- LAW 101*: Introduction to Legal Assistance and Ethics
- LAW 105*: Legal Research
- LAW 107*: Criminal Law
- LAW 210*: Civil Trial and Appellate Practice I
- LAW 211*: Civil Trial and Appellate Practice II

* These courses 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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### Associate of Arts* and Associate of Science Degree
#### University Parallel Major

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**Recommended Area of Emphasis Courses**
- CHEM 1110, 1120 General Chemistry I, II | 8 |
- MATH 1920 Calculus and Analytic Geometry II | 4 |
- MATH 2110 Calculus and Analytic Geometry III | 4 |
- MATH 2120 Differential Equations | 3 |

1 Check senior institution requirement for CHEM 1120 or computer programming preference.

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<th>Area of Emphasis:</th>
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<td>BIOL 2010, 2020</td>
<td>Human Anatomy &amp; Physiology I, II</td>
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<td>PSY 101</td>
<td>General Psychology</td>
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<td>SOC 101</td>
<td>Introduction to Sociology</td>
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**Recommended Area of Emphasis Courses**
- BIOL 2230 Microbiology | 4 |
- CHEM 1030 Fundamentals of Chem (or higher) | 4 |
- HED 220 Principles of Nutrition | 3 |
- College Electives | Choose from EDU 102, PSY 231, PSY 232, SOC 102 | 9 |

1 Check senior institution requirement

<table>
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<td>College Electives</td>
<td>Choose from EDU 102, PSY 231, PSY 232, SOC 102</td>
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1 Recommended: Foreign Language (two semesters of the same college-level); or two courses to be chosen from ECO 212, PHIL 110, COM 250

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## University Parallel Degree Programs

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

#### University Parallel Major

**Pre-Medical Professional**
(includes Pre-Medical, Pre-Pharmacy, Pre-Veterinary, Pre-Dentistry, and Pre-Optometry)

#### Required General Education Courses

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<tr>
<td></td>
<td>Social/Behavioral Sciences</td>
<td>6</td>
</tr>
</tbody>
</table>

**Recommended Area of Emphasis Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Curriculum Area</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1110, 1120</td>
<td>General Biology I, II</td>
<td>8</td>
</tr>
<tr>
<td>CHEM 2010, 2020</td>
<td>Organic Chemistry I, II</td>
<td>8</td>
</tr>
<tr>
<td>College Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

1 Consult advisor and senior institution requirement.

### Pre-Nursing

#### Required General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Curriculum Area</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100 or 103</td>
<td>Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010, 1020</td>
<td>English Composition I, II</td>
<td>6</td>
</tr>
<tr>
<td>HIST</td>
<td>History</td>
<td>6</td>
</tr>
<tr>
<td>MATH 1130* or MATH 1530*</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2010, 2020</td>
<td>Human Anatomy and Physiology I, II</td>
<td>8</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Area of Emphasis Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Curriculum Area</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>BIOL 2230</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1030</td>
<td>Fundamentals of Chemistry (or higher)*</td>
<td>4</td>
</tr>
<tr>
<td>College Electives</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>ECO 211, EDU 102, PSY 231, PSY 232, PSY 201, HED 220, SOC 102, SOC 204</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 Check Senior Institution Requirement

**Total of 78 university parallel semester hours required for Vanderbilt MSN Bridge Program.**

### Psychology

#### Required General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Curriculum Area</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100 or 103</td>
<td>Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010, 1020</td>
<td>English Composition I, II</td>
<td>6</td>
</tr>
<tr>
<td>HIST</td>
<td>History</td>
<td>6</td>
</tr>
<tr>
<td>MATH 1010</td>
<td>Math for Liberal Arts (or higher)</td>
<td>3</td>
</tr>
<tr>
<td>HED 120</td>
<td>Introduction to Wellness</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Area of Emphasis Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Curriculum Area</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 201</td>
<td>Personal Adjustment</td>
<td>3</td>
</tr>
<tr>
<td>PSY 222</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>PSY 231</td>
<td>Child Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 243</td>
<td>Psychology of Death and Dying</td>
<td>3</td>
</tr>
<tr>
<td>PSY 244D</td>
<td>Alcohol and Drug Abuse</td>
<td>3</td>
</tr>
<tr>
<td>SOC 102</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>College Elective</td>
<td>Any University-Parallel course</td>
<td>1</td>
</tr>
</tbody>
</table>

### Recording Industry Management

#### Required General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Curriculum Area</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 110</td>
<td>Survey of Mass Communication</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>Intro to Recording Techniques and Sound Reinforcement</td>
<td>3</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>
</tr>
<tr>
<td>MUS 101</td>
<td>Music Theory I</td>
<td>4</td>
</tr>
</tbody>
</table>

1 Consult advisor and senior institution requirement.

---

*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:**

**Secondary Education**

**Required General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Curriculum Area</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100 or 103</td>
<td>Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010, 1020</td>
<td>English Composition I, II</td>
<td>6</td>
</tr>
<tr>
<td>HIST</td>
<td>History (1110&amp;1120 or any 2 of 2010,2020 or 2030)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Humanities and/or Fine Arts (Must include at least one Lit)</td>
<td>9</td>
</tr>
<tr>
<td>MATH 1010</td>
<td>Math for Liberal Arts (or higher)</td>
<td>3</td>
</tr>
<tr>
<td>HED 120</td>
<td>Introduction to Wellness</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Area of Emphasis Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Curriculum Area</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 101</td>
<td>Introduction to Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 102</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>HED 100</td>
<td>Personal Health</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 or SOC 101</td>
<td>General Psychology or Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PHED</td>
<td>Physical Education Activity Course</td>
<td>1</td>
</tr>
</tbody>
</table>

**College Electives**

Any University-Parallel Courses* 6

* Transfer institution requirements must be considered.

**Area of Emphasis:**

**Social Science and Education**

**Required General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Curriculum Area</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100 or 103</td>
<td>Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010, 1020</td>
<td>English Composition I, II</td>
<td>6</td>
</tr>
<tr>
<td>HIST</td>
<td>History (1110&amp;1120 or any 2 of 2010,2020 or 2030)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Humanities and/or Fine Arts (Must include at least one Lit)</td>
<td>9</td>
</tr>
<tr>
<td>MATH 1010</td>
<td>Math for Liberal Arts (or higher)</td>
<td>3</td>
</tr>
<tr>
<td>HED 120</td>
<td>Introduction to Wellness</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Area of Emphasis Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Curriculum Area</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 101</td>
<td>Introduction to Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 102</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>HED 100</td>
<td>Personal Health</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 or SOC 101</td>
<td>General Psychology or Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PHED</td>
<td>Physical Education Activity Course</td>
<td>1</td>
</tr>
</tbody>
</table>

**College Electives**

Social/Behavioral Sciences: choose 6 courses 18

**College Elective**

Any University-Parallel course 1

---

**Area of Emphasis:**

**Sociology**

**Required General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Curriculum Area</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100 or 103</td>
<td>Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010, 1020</td>
<td>English Composition I, II</td>
<td>6</td>
</tr>
<tr>
<td>HIST</td>
<td>History (1110&amp;1120 or any 2 of 2010,2020 or 2030)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Humanities and/or Fine Arts (Must include at least one Lit)</td>
<td>9</td>
</tr>
<tr>
<td>MATH 1010</td>
<td>Math for Liberal Arts (or higher)</td>
<td>3</td>
</tr>
<tr>
<td>HED 120</td>
<td>Introduction to Wellness</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Area of Emphasis Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Curriculum Area</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 243</td>
<td>Psychology of Death and Dying</td>
<td>3</td>
</tr>
<tr>
<td>SOC 102</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SOC 204</td>
<td>Sociology of Aging</td>
<td>3</td>
</tr>
<tr>
<td>SOC 206</td>
<td>Delinquency and Crime</td>
<td>3</td>
</tr>
<tr>
<td>SOC250D/PSY251D</td>
<td>Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>College Elective</td>
<td>Any University-Parallel Course</td>
<td>1</td>
</tr>
</tbody>
</table>

**Area of Emphasis:**

**Theater**

**Required General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Curriculum Area</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100 or 103</td>
<td>Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010, 1020</td>
<td>English Composition I, II</td>
<td>6</td>
</tr>
<tr>
<td>HIST</td>
<td>History (1110&amp;1120 or any 2 of 2010,2020 or 2030)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Humanities and/or Fine Arts (Must include at least one Lit)</td>
<td>9</td>
</tr>
<tr>
<td>MATH 1010</td>
<td>Math for Liberal Arts (or higher)</td>
<td>3</td>
</tr>
<tr>
<td>HED 120</td>
<td>Introduction to Wellness</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Area of Emphasis Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Curriculum Area</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA 120</td>
<td>Fundamentals of Acting</td>
<td>3</td>
</tr>
<tr>
<td>THEA 130 or THEA 240</td>
<td>Stagecraft or Fundamentals of Costume and Makeup</td>
<td>3</td>
</tr>
<tr>
<td>THEA 200D</td>
<td>Voice and Diction</td>
<td>3</td>
</tr>
<tr>
<td>THEA 280T</td>
<td>Individual Problems in Theater</td>
<td>1</td>
</tr>
</tbody>
</table>

**College Electives**

THEA 130, 210, 220, 240, 280T 9

*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:

**University Studies**

**Required General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Curriculum Area</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 100 or 103</td>
<td>Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010, 1020</td>
<td>English Composition I, II</td>
<td>6</td>
</tr>
<tr>
<td>HIST</td>
<td>History</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Humanities and/or Fine Arts (Must include at least one Lit)</td>
<td>9</td>
</tr>
<tr>
<td>MATH 1010</td>
<td>Math for Liberal Arts (or higher)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Natural Sciences</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Social/Behavioral Sciences</td>
<td>6</td>
</tr>
</tbody>
</table>

**Recommended Area of Emphasis Courses**

College Electives: In addition to the general education requirements noted above, students should take, after consultation with their advisor, a total of 19 hours of electives which may be selected from any of the College’s university-parallel transfer courses. 19

---

**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. 3688 or visit the RODP web site: www.tn.regentsdegrees.org.

*Students who wish to pursue an Associate of Arts degree must complete two semesters of the same college-level foreign language.*
2005-2006 Catalog

Tech Prep/Career Programs
ASSOCIATE OF APPLIED SCIENCE
Career Programs

## Associate of Applied Science Degree

The Associate of Applied Science curriculum is designed for students planning to enter the job market immediately upon graduation or to grow within their career. The general education core of courses included in the curriculum provides the student with a foundation of general education on which to base specialized career-oriented course work. Courses are also designed to assist the student in attaining the knowledge and outcomes represented by the ten General Education goals of the College.

### General Education Core

Courses That Fulfill Minimum Degree Requirements

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>*Humanities/Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>*Natural Science/Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>*Natural Science/Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>*Social/Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>*One additional course from categories of:</td>
<td>3-4</td>
</tr>
<tr>
<td>Communication</td>
<td></td>
</tr>
<tr>
<td>Humanities/Fine Arts</td>
<td></td>
</tr>
<tr>
<td>Social/Behavioral Sciences</td>
<td></td>
</tr>
</tbody>
</table>

Total General Education Core: 15-17 credit hours

Total Degree Requirements: 60-75 credit hours

*Specific courses satisfying these requirements must be the same courses that satisfy the general education requirement for the Associate of Arts and Associate of Science degree as shown on page 76 of this catalog.

## Tech Prep Program

Tech Prep is a federally funded, nationwide initiative designed to respond to the needs of modern business and industry. Current Tech Prep programs at Vol State include all options in the G.B.A. program and Industrial Technology. Initiatives in Allied Health are under development.

Courses in this curriculum emphasize more hands on experience and a greater concern for the application of knowledge than their more traditional counterparts.

### Allied Health Division

<table>
<thead>
<tr>
<th>Option</th>
<th>Concentration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assistant</td>
<td></td>
</tr>
<tr>
<td>Diagnostic Medical Sonography</td>
<td></td>
</tr>
<tr>
<td>Paramedic Technology</td>
<td></td>
</tr>
<tr>
<td>Sleep Diagnostics Technology</td>
<td></td>
</tr>
<tr>
<td>Fire Science Technology</td>
<td></td>
</tr>
<tr>
<td>Health Information Technology</td>
<td></td>
</tr>
<tr>
<td>Medical Laboratory Technician</td>
<td></td>
</tr>
<tr>
<td>Ophthalmic Technician</td>
<td></td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td></td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td></td>
</tr>
<tr>
<td>Respiratory Care Technology</td>
<td></td>
</tr>
</tbody>
</table>

### Business Division

<table>
<thead>
<tr>
<th>Option</th>
<th>Concentration</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Business</td>
<td>Accounting</td>
</tr>
<tr>
<td>Administration</td>
<td>Banking</td>
</tr>
<tr>
<td></td>
<td>Commercial Music</td>
</tr>
<tr>
<td></td>
<td>Computer Information Systems</td>
</tr>
<tr>
<td></td>
<td>Hotel &amp; Restaurant Management</td>
</tr>
<tr>
<td></td>
<td>Logistics Management</td>
</tr>
<tr>
<td></td>
<td>Management</td>
</tr>
<tr>
<td></td>
<td>Marketing</td>
</tr>
<tr>
<td></td>
<td>Medical Practice Management</td>
</tr>
<tr>
<td></td>
<td>Office Management Technology</td>
</tr>
<tr>
<td></td>
<td>Public Administration</td>
</tr>
<tr>
<td></td>
<td>Quality Management Technology</td>
</tr>
<tr>
<td>General Technology</td>
<td>General</td>
</tr>
<tr>
<td>Paralegal Studies</td>
<td>Culinary Arts ( in Inactive Status)</td>
</tr>
</tbody>
</table>

### Math and Science Division

<table>
<thead>
<tr>
<th>Option</th>
<th>Concentration</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Technology</td>
<td>Industrial Technology</td>
</tr>
</tbody>
</table>

### Social Science and Education Division

<table>
<thead>
<tr>
<th>Option</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Education</td>
<td></td>
</tr>
<tr>
<td>Social Services - Early Childhood Education</td>
<td></td>
</tr>
</tbody>
</table>

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.
ASSOCIATE OF APPLIED SCIENCE
General Business Administration Option

General Business Administration Option

This career program is designed to prepare students for career entry, career sustaining, and career advancement positions. The program is designed to provide a common core of study in humanities, social science, natural science, information systems technology, mathematics, and general business. Each concentration provides a limited opportunity to specialize in one area of study.

Concentrations are available in:
- Accounting
- Banking
- Commercial Music
- Computer Information Systems Technology
- Hotel & Restaurant Management
- Logistics Management
- Management
- Marketing
- Medical Practice Management
- Office Management Technology
- Public Administration
- 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 and have been developed with a purpose other than being university parallel or transfer courses.

TECH PREP ARTICULATION APPLIES TO THE ASSOCIATE OF APPLIED SCIENCE

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>ENGL 1010</td>
<td>Communication: English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities and/or Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1530</td>
<td>Natural Sciences/Mathematics: Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Natural Sciences/Mathematics: non-sequential science survey</td>
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<tr>
<td></td>
<td>Social/Behavioral Sciences</td>
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<td></td>
<td><strong>Total General Education</strong></td>
<td><strong>16</strong></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 115*</td>
<td>Payroll &amp; Small Business 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 206*</td>
<td>Corporate Taxation</td>
<td>3</td>
</tr>
<tr>
<td>or 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 100</td>
<td>Computer Technology and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101</td>
<td>College Computer Technology</td>
<td>1</td>
</tr>
<tr>
<td>CIS 150*</td>
<td>Microcomputer Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>BUS 222*</td>
<td>Business Communications II</td>
<td>3</td>
</tr>
<tr>
<td>MGT 120*</td>
<td>Supervision Principles</td>
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</tr>
<tr>
<td>Electives</td>
<td>Advisor Approved BUS, MATH,</td>
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<td></td>
<td>COM 100 or COM 103</td>
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<td></td>
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</tbody>
</table>

Total Degree Requirements 60

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.
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>ENGL 1010</td>
<td>English Composition I</td>
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<tr>
<td></td>
<td>Humanities/Fine Arts</td>
<td>3</td>
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<tr>
<td>MATH 1530</td>
<td>Natural Sciences/Mathematics:</td>
<td>3</td>
</tr>
<tr>
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<td>Elementary Statistics</td>
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</tr>
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<td></td>
<td>non-sequential science course</td>
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</tr>
<tr>
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<td>Social/Behavioral Sciences</td>
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</tr>
<tr>
<td></td>
<td>Total General Education</td>
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</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>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>CIS 100</td>
<td>Computer Technology and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101</td>
<td>College Computer Technology</td>
<td>1</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>
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<td>FIN 105*</td>
<td>Law and Banking: Principles</td>
<td>3</td>
</tr>
<tr>
<td>FIN 119*</td>
<td>Marketing Financial Services</td>
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<td>MGT 120*</td>
<td>Supervision Principles</td>
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<tr>
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<td></td>
<td>Total Major Core</td>
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</tr>
</tbody>
</table>

Total Degree Requirements 60

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

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>Communication: English Composition I</td>
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<td></td>
<td>Natural Sciences/Mathematics:</td>
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<td>non-sequential science course</td>
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<td></td>
<td>Social/Behavioral Sciences</td>
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<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>ACT 201</td>
<td>Principles of Accounting I</td>
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</tr>
<tr>
<td>BUS 110*</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 251*</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Computer Technology and Applications</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</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>
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<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>
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<td></td>
<td>from: COM 111, COM 112, COM 295P</td>
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<tr>
<td></td>
<td>MUS 102, MUS 224, MUS 154, MUS 155</td>
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<tr>
<td></td>
<td>MUS 156, MUS 157, MUS 158, MUS 280</td>
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<td>44</td>
</tr>
</tbody>
</table>

Total Degree Requirements 60

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ASSOCIATE OF APPLIED SCIENCE
General Business Administration Option

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>
<td>ENGL 1010</td>
<td>Communication: English Composition I</td>
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<td>Humanities and/or Fine Arts</td>
<td>3</td>
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<tr>
<td>MATH 1530</td>
<td>Natural Sciences/Mathematics: Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Communication: choose ENGL 1020, COM 100 or COM 103</td>
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<td>Social/Behavioral Sciences</td>
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Required Major Core Courses

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<tr>
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<th>Course Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>ACT 201</td>
<td>Principles of Accounting I</td>
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</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 222*</td>
<td>Business Communications II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Computer Technology and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 113*</td>
<td>Visual BASIC</td>
<td>3</td>
</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 210*</td>
<td>Internet Tools</td>
<td>3</td>
</tr>
<tr>
<td>CIS 260*</td>
<td>Local Area Networks</td>
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</tr>
<tr>
<td>CIS 270*</td>
<td>Information Systems in Business</td>
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</tr>
<tr>
<td>MGT 120*</td>
<td>Supervision Principles</td>
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<tr>
<td>Electives</td>
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<tr>
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<td>CIS 114*, CIS 161*, CIS 191*, CIS 261*</td>
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<td>Total Degree Requirements</td>
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</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.”

Hotel and Restaurant Management Concentration

This concentration is designed to prepare students for career growth in the hospitality industry. Students enrolled in this concentration have the opportunity to gain knowledge, skills and abilities for positions in hotel/motel management and food and beverage management. Graduates of this program find employment in areas including reservations, food and beverage service, front desk operations, and hotel/motel/restaurant management. The College is a member of the Tennessee Hospitality Education Council.

Required General Education Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>Communication: English Composition I</td>
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<tr>
<td>MATH 1530</td>
<td>Natural Sciences/Mathematics: Elementary Statistics</td>
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<tr>
<td></td>
<td>Natural Sciences/Mathematics: non-sequential science course</td>
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<tr>
<td></td>
<td>Social/Behavioral Sciences</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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</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* or Keyboarding w/Word Processing or</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CIS 150*</td>
<td>Microcomputer Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>BUS 222*</td>
<td>Business Communications II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 251* or Business Law or</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BUS 276T</td>
<td>Hospitality Law</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Computer Technology and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101</td>
<td>College Computer Technology</td>
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</tr>
<tr>
<td>HTL 110*</td>
<td>Intro to the Hospitality Industry</td>
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<tr>
<td>HTL 246*</td>
<td>Hospitality Purchasing &amp; Cost Control</td>
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<tr>
<td>HTL 290*</td>
<td>Hospitality Coop Work Experience I</td>
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<td>MGT 120*</td>
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<td>Electives</td>
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<td>HTL 130*, HTL 240*, HTL 260*, HTL 291*</td>
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<tr>
<td>Total Major Core</td>
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<td></td>
</tr>
<tr>
<td>Total Degree Requirements</td>
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</tr>
</tbody>
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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>ENGL 1010</td>
<td>Communication: English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities and/or Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1530</td>
<td>Natural Sciences/Mathematics:</td>
<td>3</td>
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<tr>
<td></td>
<td>Elementary Statistics</td>
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<tr>
<td></td>
<td>Natural Sciences/Mathematics:</td>
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<td></td>
<td>non-sequential science course</td>
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<tr>
<td></td>
<td>Social/Behavioral Sciences</td>
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<td>Total General Education</td>
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Required Major Core 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>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 155*</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 251*</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS 255*</td>
<td>International Business</td>
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</tr>
<tr>
<td>CIS 100</td>
<td>Computer Technology and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101</td>
<td>College Computer Technology</td>
<td>1</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>
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</tr>
<tr>
<td>MKT 110*</td>
<td>Principles of Marketing</td>
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<td>Electives</td>
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<td></td>
<td>Advisor Approved</td>
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<td></td>
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<tr>
<td></td>
<td>Total Degree Requirements</td>
<td>60</td>
</tr>
</tbody>
</table>

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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>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>Communication: English Composition I</td>
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<tr>
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<td>Humanities and/or Fine Arts</td>
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<tr>
<td>MATH 1530</td>
<td>Natural Sciences/Mathematics:</td>
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<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 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>BUS 251*</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Computer Technology and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101</td>
<td>College Computer Technology</td>
<td>1</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>
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<tr>
<td>Electives</td>
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<td>Total Major Core</td>
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<tr>
<td></td>
<td>Total Degree Requirements</td>
<td>60</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.

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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
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>ENGL 1010</td>
<td>Communication: English Composition I</td>
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<tr>
<td></td>
<td>Humanities and/or Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1530</td>
<td>Natural Sciences/Mathematics: Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Natural Sciences/Mathematics: non-sequential science course</td>
<td>4</td>
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<tr>
<td></td>
<td>Social/Behavioral Sciences</td>
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<tr>
<td></td>
<td>Total General Education</td>
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</tr>
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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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</thead>
<tbody>
<tr>
<td>ACT 201</td>
<td>Principles of Accounting I</td>
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</tr>
<tr>
<td>ACT 202</td>
<td>Principles of Accounting II</td>
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</tr>
<tr>
<td>BUS 110*</td>
<td>Introduction to Business</td>
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<td>Business Communications II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 251*</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS 255*</td>
<td>International Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Computer Technology and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101</td>
<td>College Computer Technology</td>
<td>1</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>Elective</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Total Major Core</td>
<td></td>
<td>44</td>
</tr>
</tbody>
</table>

Total Degree Requirements 60

Medical Practice Management Concentration

The goal of this concentration is to prepare individuals for career entry and career sustaining position in support of on-site medical related business operations for a doctor, dentist, or other licensed medical professional. Responsibilities for medical practice management professionals include insurance records, patient billing, scheduling of medical procedures, and patient relations management. Graduates qualify for several professional certifications in coding and reimbursement. Students interested in this concentration must schedule an advisement session. Specific program courses are scheduled on a rotating basis. Full-time and part-time students may enroll in this concentration.

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>
<tr>
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<td>Freshman Composition</td>
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<td></td>
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<td>BIOL 1030</td>
<td>Essentials of Biology</td>
<td>4</td>
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<tr>
<td></td>
<td>Social Science - ECO, PSY, or SOC</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>College Mathematics</td>
<td>3</td>
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<tr>
<td></td>
<td>Total General Education</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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</thead>
<tbody>
<tr>
<td>ACT 201</td>
<td>Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>AHC 115*</td>
<td>Medical Terminology</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 with Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 222*</td>
<td>Business Communications II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Computer Technology &amp; Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 150*</td>
<td>Microcomputer Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>MDR 115*</td>
<td>Basic Health Records Principles</td>
<td>4</td>
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<tr>
<td>MDR 210*</td>
<td>Classification Systems ICD-CM</td>
<td>3</td>
</tr>
<tr>
<td>MDR 215*</td>
<td>Classification Systems CPT</td>
<td>3</td>
</tr>
<tr>
<td>MDR 225*</td>
<td>Pathophysiologic Science</td>
<td>3</td>
</tr>
<tr>
<td>MDR 230*</td>
<td>Reimbursement Technologies</td>
<td>3</td>
</tr>
<tr>
<td>MGT 120*</td>
<td>Principles of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>MPM 101*</td>
<td>Intro to Medical Practice Management</td>
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<tr>
<td>MPM 270*</td>
<td>Medical Practice Operations</td>
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<tr>
<td>Total Major Core</td>
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<td>44</td>
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</tbody>
</table>

Total Degree Requirements 60

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ASSOCIATE OF APPLIED SCIENCE
General Business Administration Option

**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>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>ENGL 1010</td>
<td>Communication: English Composition I</td>
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<tr>
<td>MATH 1530</td>
<td>Natural Sciences/Mathematics: Elementary Statistics</td>
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**Required Major Core Courses**

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<td>Principles of Accounting I</td>
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<td>CIS 100</td>
<td>Computer Technology and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101</td>
<td>College Computer Technology</td>
<td>1</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>
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<tr>
<td>OMT 102</td>
<td>Intermediate Keyboarding</td>
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</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>
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</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>
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<tr>
<td>Electives</td>
<td>Advisor Approved Elective</td>
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<tr>
<td></td>
<td><strong>Total Major Core</strong></td>
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</tr>
<tr>
<td></td>
<td><strong>Total Degree Requirements</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

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

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**Public Administration Concentration**

The goal of this concentration is to prepare individuals for career entry and career sustaining employment as well as potential career advancement working in the public sector at local and state government levels. Responsibilities for these professionals include assistance with management of budgeting, purchasing, correspondence, Human Resources, regulatory records and projects. Students may pursue this concentration on a full or part-time basis.

**Required General Education Courses**

<table>
<thead>
<tr>
<th>Course No.</th>
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<th>Credit</th>
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<tbody>
<tr>
<td>ENGL 1010</td>
<td>Communication: English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1530</td>
<td>Natural Sciences/Mathematics: Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social/Behavioral Sciences</td>
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<tr>
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**Required Major Core Courses**

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<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ACT 201</td>
<td>Accounting I</td>
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<tr>
<td>ACT 211*</td>
<td>Accounting for Government and Non-Profit Organizations</td>
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<tr>
<td>BUS 110*</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 111*</td>
<td>Keyboarding with Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 222*</td>
<td>Business Communications II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 260*</td>
<td>Purchasing</td>
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<tr>
<td>BUS 280*</td>
<td>Cooperative Work Experience</td>
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</tr>
<tr>
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<td>Computer Technology &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>Principles of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>MGT 264*</td>
<td>Human Resources in Management</td>
<td>3</td>
</tr>
<tr>
<td>PAD 101*</td>
<td>Introduction to Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>POL 210*</td>
<td>State and Local Government in the U.S.</td>
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<td>Electives</td>
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ASSOCIATE OF APPLIED SCIENCE
General Business Administration Option/
General Technology Options

### General Business Administration Option

**Quality Management**

**Technology**

**Concentration**

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.

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**Required Major Core Courses**

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<tr>
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<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>ACT 215*</td>
<td>Managerial Cost Accounting</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>
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<td>CIS 100</td>
<td>Computer Technology and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101</td>
<td>College Computer Technology</td>
<td>1</td>
</tr>
<tr>
<td>CIS 150*</td>
<td>Microcomputer Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 110*</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>MGT 120*</td>
<td>Supervision Principles</td>
<td>3</td>
</tr>
<tr>
<td>QMT 150*</td>
<td>Total Quality Management Concepts</td>
<td>3</td>
</tr>
<tr>
<td>QMT 175*</td>
<td>Production and Inventory Control</td>
<td>3</td>
</tr>
<tr>
<td>QMT 255*</td>
<td>Statistical Quality Control</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>Advisor Approved Electives</td>
<td>4</td>
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<td></td>
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<td></td>
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### General Technology Option

The General Technology option is designed for individuals who wish to pursue a college degree and combine one of several approved training programs as a part of their program of study. Those approved programs include Tennessee Technology Center diplomas, certificate programs from Technical Institutes or Technical Community Colleges, or a Culinary Institute Chef's Apprentice training program. Certain industrial and military training programs leading to official certification may also be approved. In addition, individuals who have completed the U.S. Department of Labor approved apprenticeship programs are also eligible for this option.

Students may pursue any of the following concentrations:

- **General**
- **Culinary Arts (program in inactive status)**
- **Industrial Technology**

Courses designated with an asterisk (*) are designed primarily for vocational/career programs. A number of these courses are accepted as transfer credit by some colleges and universities, but that decision is made by the receiving institution. These courses are collegiate level work and have been developed with a purpose other than being university parallel or transfer courses.

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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

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>Communication: English Composition I</td>
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<td>Social/Behavioral Sciences</td>
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Total General Education 16

Required Major Core Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 110*</td>
<td>Introduction to Business</td>
<td></td>
</tr>
<tr>
<td>MGT 120*</td>
<td>Supervision Principles</td>
<td></td>
</tr>
<tr>
<td>MGT 260*</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Computer Technology and Applications</td>
<td>3</td>
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<td>CIS 101</td>
<td>College Computer Technology</td>
<td>3</td>
</tr>
<tr>
<td>CIS 113*</td>
<td>Visual BASIC or</td>
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</tr>
<tr>
<td>CIS 150*</td>
<td>Microcomputer Spreadsheets</td>
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</tr>
<tr>
<td>ENGL 110*</td>
<td>Technical Writing or</td>
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<tr>
<td>BUS 222*</td>
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</tr>
<tr>
<td>Elective</td>
<td>Advisor Approved Elective</td>
<td>3</td>
</tr>
<tr>
<td>GTP 100*</td>
<td>General Technology</td>
<td>28</td>
</tr>
</tbody>
</table>

Total Major Core 44

Total Degree Requirements 60

Culinary Arts Concentration

This program is in an inactive status

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>Computer Technology &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></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>
</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>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>
</tbody>
</table>

Total Major Core 54

Total Degree Requirements 77

* 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>ENGL 1010</td>
<td>Communication: English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities and/or Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mathematics/Natural Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social/Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>One more course from either of the above categories</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total General Education</strong></td>
<td><strong>15</strong></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>Electives</td>
<td>CIS 101, CIS 113*, CIS 150*, EGR 101*, EGR 102*, ENGL 110*, MATH 1530, PHYS 200*, PSCI 1030, PSY 211, OR QMT 150*</td>
<td>17</td>
</tr>
<tr>
<td>GTP 130*</td>
<td>Industrial Technology Program</td>
<td>28</td>
</tr>
</tbody>
</table>

Diploma/Certification in the Major Field

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Major Core</strong></td>
<td><strong>45</strong></td>
</tr>
<tr>
<td><strong>Total Degree Requirements</strong></td>
<td><strong>60</strong></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

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 TECTA (Tennessee Early Childhood Training Alliance) model which enhances the quality of early care and education of young children. Graduates of this degree program may be able to transfer to a four year university and complete the baccalaureate degree in early childhood education.

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</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>Computer Technology &amp; 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>HED 120</td>
<td>Introduction to Wellness</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>MATH 1010 (or higher level)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social Science</td>
<td>3</td>
</tr>
</tbody>
</table>

Total General Education: 25

Required Major Core Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED 1010</td>
<td>Introduction to Early Childhood Ed</td>
<td>2</td>
</tr>
<tr>
<td>ECED 2015</td>
<td>Early Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>ECED 2010</td>
<td>Safe, Healthy Learning Environments</td>
<td>3</td>
</tr>
<tr>
<td>ECED 2020</td>
<td>Infant, Toddlers, Child Development</td>
<td>3</td>
</tr>
<tr>
<td>ECED 2040</td>
<td>Family Dynamics &amp; Comm Involvement</td>
<td>3</td>
</tr>
<tr>
<td>ECED 2060</td>
<td>Development of Exceptional Children</td>
<td>3</td>
</tr>
<tr>
<td>ECED 2070</td>
<td>Development Assessment</td>
<td>3</td>
</tr>
<tr>
<td>ECED 2080</td>
<td>Language &amp; Literacy in Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>ECED 2085</td>
<td>Math &amp; Science in Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>ECED 2130</td>
<td>Clinical Practicum I</td>
<td>2</td>
</tr>
<tr>
<td>ECED 2140</td>
<td>Clinical Practicum II</td>
<td>2</td>
</tr>
<tr>
<td>ECED 2150</td>
<td>Clinical Practicum III</td>
<td>2</td>
</tr>
<tr>
<td>HED 200</td>
<td>First Aid and Safety/CPR</td>
<td>3</td>
</tr>
</tbody>
</table>

ECED Additional 3 hours taken from:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED 2030</td>
<td>Infant &amp; Toddler Care</td>
<td></td>
</tr>
<tr>
<td>ECED 2050</td>
<td>Psychomotor Development</td>
<td></td>
</tr>
<tr>
<td>ECED 2090</td>
<td>Creative Development</td>
<td></td>
</tr>
<tr>
<td>ECED 2100</td>
<td>The Mentoring Teacher</td>
<td></td>
</tr>
<tr>
<td>ECED 2110</td>
<td>Advanced Learning Environments</td>
<td></td>
</tr>
<tr>
<td>ECED 2120</td>
<td>Administration of Child Care Centers</td>
<td></td>
</tr>
<tr>
<td>ENGL 373</td>
<td>Children’s Literature</td>
<td></td>
</tr>
</tbody>
</table>

Total Major Core: 38

Total Degree Requirements: 63

* 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
Social Services - Early Childhood Education

This career program is designed to prepare students with knowledge and skills to work in the area of social services in Head Start programs and other state social service agencies. The program will also serve students interested in preparing for careers in these and other public or private agencies that provide social services for children and families. Graduates of this degree program should be able to transfer to a four-year university and complete the baccalaureate degree in social services or a related area.

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>Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COM 103</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1010</td>
<td>Math for Liberal Arts (or higher)</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Social Behavioral Sciences: Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective General Education courses</td>
<td>6</td>
</tr>
</tbody>
</table>

Total General Education 25

Required Major Core Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCS 1010D*</td>
<td>Intro to Social Services (Same as HSC 100D*)</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 1020*</td>
<td>Human Behavior in the Social Environment</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 2020D*</td>
<td>Theories &amp; Meth of Soc Services Practices</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(Same as HSC 200 D*)</td>
<td></td>
</tr>
<tr>
<td>SOCS 2035D*</td>
<td>Alcohol &amp; Drug Abuse (Same as PSY 244D)</td>
<td>3</td>
</tr>
<tr>
<td>ECED 2040</td>
<td>Family Dynamics &amp; Community Involvement</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 2060*</td>
<td>Field Practicum</td>
<td>5</td>
</tr>
</tbody>
</table>

Additional 15 hours taken from 1:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED 2010</td>
<td>Safe, Healthy Learning Environments</td>
<td></td>
</tr>
<tr>
<td>ECED 2020</td>
<td>Infant, Toddler, Child Development</td>
<td></td>
</tr>
<tr>
<td>SOCS 2010*</td>
<td>Social Services for Children &amp; Youth</td>
<td></td>
</tr>
<tr>
<td>SOCS 2015*</td>
<td>Social Services for Special Populations</td>
<td></td>
</tr>
<tr>
<td>SOCS 2030*</td>
<td>Violence &amp; Conflict</td>
<td></td>
</tr>
</tbody>
</table>

Total Major Core 35

Total Degree Requirements 60

1Additional courses may be added to this list of Guided Electives as may be needed to accommodate the career/workforce needs of students.

* 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.

All Paralegal Studies students completing the A.A.S. degree program are required to take an exit exam for Paralegal Studies. Graduation applicants must schedule the exam through the College Counseling and Testing Office located in Student Services.

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. 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>ENGL 1010</td>
<td>Communication: English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1530</td>
<td>Natural Sciences/Mathematics: Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Natural Sciences/Mathematics: non-sequential science course</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Social/Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total General Education</td>
<td>16</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>ENGL 1020</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Computer Technology and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101</td>
<td>College Computer Technology</td>
<td>1</td>
</tr>
<tr>
<td>LAW 100*</td>
<td>Intro to Legal Assistance and Ethics</td>
<td>3</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>PHED</td>
<td>Choose any Physical Education Activity</td>
<td>1</td>
</tr>
<tr>
<td>Electives</td>
<td>Choose four Electives from:</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>BUS 280*, BUS 251*, LAW 135*, LAW 200*, LAW 220*, LAW 231*, LAW 245*, LAW 250*, LAW 261*, LAW 276T*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Major Core</td>
<td>44</td>
</tr>
<tr>
<td></td>
<td>Total Degree Requirements</td>
<td>60</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.
2005-2006
Catalog

Allied
Health
Careers
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, Paramedic
- Fire Science Technology
- Health Information Technology (Medical Records)
- Medical Laboratory Technology
- 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, Magnetic Resonance Imaging (MRI), and Mammography.

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 Records and Registration:

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 up to 40 hours per week. It is usually not possible to participate in the professional portion of most of the Allied Health Career programs on a part-time basis. Clinical assignments are during periods appropriate to the professions and may include day, evening, and weekend hours. Expenses related to assigned clinical courses such as medical exams, liability insurance, medical insurance, uniforms, meals, travel and other items specific to each career area should be expected. All of these expenses are the student's responsibility.

Only students who have been screened and admitted into the programs of study in Allied Health will be permitted to register for professional level courses in each discipline.
**ASSOCIATE OF APPLIED SCIENCE**

**Allied Health Careers**

### 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

**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>ENGL 1010</td>
<td>Communication: English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities and/or Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Natural Sciences/Mathematics:</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>choose a Natural Science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Social/Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>One additional course from either of the</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>above categories (May include MATH)</td>
<td></td>
</tr>
</tbody>
</table>

**Total General Education** 16

#### Additional Program Requirements

**Dental Assistant, Diagnostic Medical Sonography**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1Certification in the area of Dental Assistant,</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td>Diagnostic Medical Sonography, EMT-Paramedic,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fire Diagnostics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Completion of 12 hours of electives</td>
<td>12</td>
</tr>
</tbody>
</table>

**Total Additional Requirements** 44

1Students may be awarded up to 32 hours of credit based on their certification in Dental Assistant, Diagnostic Medical Sonography, Paramedic Technology, or Sleep Diagnostics.

**Total Degree Requirements** 60

---

**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

**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>ENGL 1010</td>
<td>Communication: English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities and/or Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Natural Sciences/Mathematics:</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>choose a Natural Science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Social/Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>One additional course from either of the</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>above categories (May include MATH)</td>
<td></td>
</tr>
</tbody>
</table>

**Total General Education** 16

#### Required Major Core Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>FST 101*</td>
<td>Principles of Emergency Services</td>
<td>2</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>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>
</tbody>
</table>

**Electives** May be chosen from the following 3-hr credit courses:

<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>Occupational Safety &amp; Health for Emergency Services</td>
<td>27</td>
</tr>
<tr>
<td>FST 109*</td>
<td>Legal Aspects of Emergency Services</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 I</td>
<td></td>
</tr>
<tr>
<td>FST 203*</td>
<td>Fire Administration</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 219*</td>
<td>Hazardous Materials Chemistry</td>
<td></td>
</tr>
<tr>
<td>FST 222*</td>
<td>Fire Investigation II</td>
<td></td>
</tr>
<tr>
<td>FST 231*</td>
<td>NFPA Life Safety Code</td>
<td></td>
</tr>
</tbody>
</table>

**Total Major Core** 44

**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.
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 ONLY in the Fall semester. Admission to the program is limited, so you MUST apply by August 1. The program is a two-year Associate degree. Both daytime and evening classes are available. Contact the Program Director (ext. 3337) for site locations and program applications.

Required General Education Courses

Course No. Course Title Credit
ENGL 1010 Communication: English Composition I 3
Humanities and/or Fine Arts 3
BIOL 2010 Natural Sciences/Mathematics: Human Anatomy & Physiology I 4
BIOL 2020 Natural Sciences/Mathematics: Human Anatomy & Physiology II 4
Social/Behavioral Science 3
Total General Education 17

Required Major Core Courses

Course No. Course Title Credit
AHC 115* Medical Terminology 3
CIS 100 Microcomputer Literacy & Applications 3
MDR 115* Basic Health Record Principles 4
MDR 120* Specialized Health Record Systems 4
MDR 210* Classification Systems - ICD-CM 3
MDR 215* Classification Systems - CPT 3
MDR 225* Pathophysiology 3
MDR 230* Reimbursement Methodologies 3
MDR 240* Statistics 3
MDR 250* Legal Aspects of Health Records 3
MDR 270* Supervisory Management for Healthcare I 3
MDR 275* Supervisory Management for Healthcare II 3
MDR 280* Seminar and Research Project 3
MDR 281C* Clinical Practice in Health Records 4
MDR 282C* Clinical Practice in Health Information 3
Total Major Core 48

Total Degree Requirements 65

* 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

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. This program has received accreditation 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

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>ENGL 1010</td>
<td>Communication: English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2010</td>
<td>Natural Sciences/Mathematics: Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1010</td>
<td>Math for Liberal Arts (or higher)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total General Education: 16

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>AHC 115*</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>OPH 102*</td>
<td>Ocular Anatomy and Physiology</td>
<td>2</td>
</tr>
<tr>
<td>OPH 105*</td>
<td>Introduction to Ophthalmic Technology</td>
<td>2</td>
</tr>
<tr>
<td>OPH 110C*</td>
<td>Clinical Applications I</td>
<td>6</td>
</tr>
<tr>
<td>OPH 112*</td>
<td>Ophthalmic Optics</td>
<td>2</td>
</tr>
<tr>
<td>OPH 120C*</td>
<td>Clinical Applications II</td>
<td>9</td>
</tr>
<tr>
<td>OPH 121*</td>
<td>Basic Ophthalmic Pharmacology</td>
<td>1</td>
</tr>
<tr>
<td>OPH 123*</td>
<td>Introduction to Ophthalmic Diseases</td>
<td>1</td>
</tr>
<tr>
<td>OPH 126*</td>
<td>Ocular Motility</td>
<td>2</td>
</tr>
<tr>
<td>OPH 127*</td>
<td>Refractometry/Retinoscopy</td>
<td>2</td>
</tr>
<tr>
<td>OPH 130C*</td>
<td>Clinical Applications III</td>
<td>4</td>
</tr>
<tr>
<td>OPH 150*</td>
<td>Ophthalmic Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>OPH 151*</td>
<td>Ophthalmic Procedures II</td>
<td>2</td>
</tr>
<tr>
<td>OPH 152*</td>
<td>Ophthalmic Procedures III</td>
<td>3</td>
</tr>
<tr>
<td>OPH 153*</td>
<td>Ophthalmic Procedures IV</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Major Core: 45

Total Degree Requirements: 61

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 health care facilities. The Vol State program meets the guidelines for accredited curricula and is accredited by the Commission on Accreditation in Physical Therapy Education, 111 North Fairfax Street, Alexandria, VA 22314. Telephone: 703-706-3245

Admission to the program is limited. 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 (except Fine Arts) and BIOL 2020, AHC 115*, 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 program begins with the Summer Session. The PTA program classes frequently do not follow the regular College calendar.

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>ENGL 1010</td>
<td>Communication: English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2010</td>
<td>Natural Sciences/Mathematics: Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2020</td>
<td>Natural Sciences/Mathematics: Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Social/Behavioral Sciences: General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total General Education: 17

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>AHC 101*</td>
<td>Introduction to Physical Therapy</td>
<td>1</td>
</tr>
<tr>
<td>AHC 115*</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1010</td>
<td>Math for Liberal Arts (or higher)</td>
<td>3</td>
</tr>
<tr>
<td>PTA 110*</td>
<td>Physical Sciences for the PTA</td>
<td>3</td>
</tr>
<tr>
<td>PTA 210*</td>
<td>Fundamentals of PTA</td>
<td>1</td>
</tr>
<tr>
<td>PTA 221*</td>
<td>Clinical Anatomy I</td>
<td>2</td>
</tr>
<tr>
<td>PTA 222*</td>
<td>Clinical Anatomy II</td>
<td>2</td>
</tr>
<tr>
<td>PTA 242C*</td>
<td>Clinical Practice I</td>
<td>3</td>
</tr>
<tr>
<td>PTA 243C*</td>
<td>Clinical Practice II</td>
<td>8</td>
</tr>
<tr>
<td>PTA 250*</td>
<td>Medical Conditions for the PTA</td>
<td>3</td>
</tr>
<tr>
<td>PTA 251*</td>
<td>PTA Seminar I</td>
<td>2</td>
</tr>
<tr>
<td>PTA 253*</td>
<td>Therapeutic Applications I</td>
<td>4</td>
</tr>
<tr>
<td>PTA 263*</td>
<td>Therapeutic Applications II</td>
<td>5</td>
</tr>
<tr>
<td>PTA 264*</td>
<td>Therapeutic Applications III</td>
<td>5</td>
</tr>
<tr>
<td>PTA 265*</td>
<td>Therapeutic Applications IV</td>
<td>2</td>
</tr>
<tr>
<td>PTA 270*</td>
<td>Therapeutic Applications V</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Major Core: 53

Total Degree Requirements: 76

* 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**

#### 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 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>ENGL 1010</td>
<td>Communication: English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2010</td>
<td>Natural Sciences/Mathematics: Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Social/Behavioral Sciences: General Psychology I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1130</td>
<td>Natural Sciences/Mathematics: College Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total General Education** 16

#### 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>BIOL 2020</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4</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>3</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 213C*</td>
<td>Clinical Application Review</td>
<td>1</td>
</tr>
<tr>
<td>RAD 221*</td>
<td>Radiographic Physics I</td>
<td>3</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>
<td>3</td>
</tr>
<tr>
<td>RAD 232*</td>
<td>Principles of Radiographic Exposure II</td>
<td>3</td>
</tr>
<tr>
<td>RAD 241*</td>
<td>Radiography Seminar</td>
<td>1</td>
</tr>
<tr>
<td>RAD 242*</td>
<td>Registry Review</td>
<td>2</td>
</tr>
<tr>
<td>RAD 260*</td>
<td>Radiologic Biology</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Major Core** 59

**Total Degree Requirements** 75

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**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 PHEG activity course; and three hours from either ECO, GEOG, HIST, POL, PSY, SOC, or SOR.

* 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.
Certificate Programs

2005-2006 Catalog
Academic and Technical Certificates are offered by Volunteer State Community College to indicate a satisfactory level of achievement in selected programs that require less than two years of full-time study. Certificate programs offer college credit and are designed to give the student minimum essential core subjects necessary to enter a career.

For additional information on these programs, refer to the section on Certificate Programs. Certificate Programs at Vol State include the following:

**Academic Certificate Programs**

<table>
<thead>
<tr>
<th>Division</th>
<th>Major Area of Emphasis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>Desktop Publishing</td>
</tr>
</tbody>
</table>

**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 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>Logistics Management</td>
</tr>
<tr>
<td></td>
<td>Office Management Technology</td>
</tr>
</tbody>
</table>

**Desktop Publishing**

This academic certificate is a one-year program of study designed to provide the student with basic competency in designing publications and preparing materials for printing.

Students desiring this certificate should have the following on file in the Office of Admissions and Records:
1. Application to the College
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>ART 121</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 253</td>
<td>Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 254</td>
<td>Graphic Design II</td>
<td>3</td>
</tr>
<tr>
<td>COM 110</td>
<td>Survey of Mass Communication</td>
<td>3</td>
</tr>
<tr>
<td>COM 240</td>
<td>Introduction to Public Relations</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 110*</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 1020</td>
<td>English Composition II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>One of the following as Practicum:</td>
<td>3</td>
</tr>
<tr>
<td>ART 280T</td>
<td>Individual Problems in Art</td>
<td></td>
</tr>
<tr>
<td>COM 292P*</td>
<td>Communication Practicum: Newspaper</td>
<td></td>
</tr>
<tr>
<td>COM 293P*</td>
<td>Communication Practicum: Magazine</td>
<td></td>
</tr>
<tr>
<td>Electives**</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

**Total Certificate Hours** 30

**Select two courses from the following:** ART 1030, BUS 111*, BUS 222*, CIS 100, PHIL 120, OMT 253*; courses approved by advisor.

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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.
CERTIFICATES

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.

Summary of Required Hours

<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>
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<tr>
<td>DES 243C*</td>
<td>Clinical Practice III</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td><strong>Total Certificate Hours</strong></td>
<td>48</td>
</tr>
</tbody>
</table>

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 both didactic and clinical training in the fields of acoustic principles and safety, as well as abdominal, obstetrical, gynecological, and small parts sonography.

Admission to the program is limited and the deadline for applications is May 1. The four-semester program begins in July. A personal interview is required and screening of applicants will take place in late May - early June. Applicants seeking admission to the program must submit an application to the College and meet one of the following qualifications:

- Successful completion of an AMA recognized two-year program that is patient-care related (i.e., Radiologic Technology, Respiratory Care Technology, Nursing, and Occupational/Physical Therapist Assistant)

  OR

- Successful completion of a bachelor degree program.

Anatomy and Physiology I and II and Medical Terminology are mandatory courses before consideration of application can be made.

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 205*</td>
<td>Orientation to Patient Care</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>1</td>
</tr>
<tr>
<td></td>
<td><strong>Total Certificate Hours</strong></td>
<td>37</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.
CERTIFICATES

Emergency Medical Technician - Basic

The Emergency Medical Technician-Basic (IV) technical 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 Paramedic Technical Certificate and the A.A.S. Degree programs. The EMT-Basic (IV) 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 and the EMT-IV Extended Skills Licensing Examination. 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 at several off-campus locations that may include Nashville and Clarksville. Up to sixteen students are accepted into each section of the course each semester offered. Students enrolled MUST successfully complete all didactic and clinical components of the program to be eligible to take professional licensing examinations. Both semesters are required for licensure in Tennessee.

Summary of Required Hours

<table>
<thead>
<tr>
<th>Fall Semester</th>
<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>
<td></td>
</tr>
<tr>
<td>AHC 130*</td>
<td>Anatomy &amp; Physiology/Health Sciences</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>EMT 101*</td>
<td>EMS Theories I (Basic)</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>EMT 101C*</td>
<td>EMS Clinical I Basic</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>EMT 103*</td>
<td>Basic Life Support</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>First Term Requirements</strong></td>
<td><strong>18</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<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>
<td></td>
</tr>
<tr>
<td>EMT 102*</td>
<td>EMS Theories II (IV Therapy)</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>EMT 102C*</td>
<td>EMS Clinical II</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>EMT 121*</td>
<td>Intro Pre-Hospital Emerg Pharmacology</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>EMT 122*</td>
<td>Life Span Development</td>
<td>2</td>
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</tr>
<tr>
<td></td>
<td><strong>Subtotal of Hours</strong></td>
<td><strong>15</strong></td>
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<tr>
<td></td>
<td><strong>Total Certificate Hours</strong></td>
<td><strong>33</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Pre-Requisite(s)</th>
<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>
<td></td>
</tr>
<tr>
<td>AHC 115</td>
<td>Medical Terminology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AHC 130</td>
<td>Anatomy &amp; Physiology for Health Professions</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>EMT 121*</td>
<td>Intro Pre-Hospital Emergency Pharmacology</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>EMT 122*</td>
<td>Life Span Development</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Basic EMT License or National Registry Certification</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Certificate Hours</strong></td>
<td><strong>47</strong></td>
<td></td>
<td></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.

Emergency Medical Technician - Paramedic

The Emergency Medical Technician-Paramedic technical certificate program is designed to prepare competent entry level graduates in emergency medical care to serve in emergency care settings such as an ambulance service. Using the most current U.S. Department of Transportation National Standard Curriculum, discussions include the application of advanced patient assessment, problem recognition, and advanced treatment modalities for medical, trauma, and environmental emergencies. Clinical exposures in local hospitals assure appropriate experience in dealing with emergencies for all age groups including pediatrics and geriatrics.

The program is CLOSED to general enrollment and students are competitively selected. Individuals wishing to be selected must complete the following application process:

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

Summary of Required Hours

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT 201*</td>
<td>General Principles of Pathophysiology &amp; Disease</td>
<td>4</td>
</tr>
<tr>
<td>EMT 211*</td>
<td>Paramedic Theories I (Medical Emergencies)</td>
<td>4</td>
</tr>
<tr>
<td>EMT 212*</td>
<td>Physical and Health Assessment and Lab</td>
<td>2</td>
</tr>
<tr>
<td>EMT 213*</td>
<td>Advanced Principles of Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>EMT 214*</td>
<td>Pediatric and OB/GYN Emergencies</td>
<td>2</td>
</tr>
<tr>
<td>EMT 215*</td>
<td>EMS Fundamentals III (ACLS)</td>
<td>2</td>
</tr>
<tr>
<td>EMT 215C*</td>
<td>EMS Clinical III (Advanced)</td>
<td>4</td>
</tr>
<tr>
<td>EMT 216*</td>
<td>Paramedic Theories II (Special Considerations)</td>
<td>6</td>
</tr>
<tr>
<td>EMT 217*</td>
<td>Geriatrics and Home Care Interventions</td>
<td>2</td>
</tr>
<tr>
<td>EMT 218*</td>
<td>Advanced Trauma Care</td>
<td>2</td>
</tr>
<tr>
<td>EMT 220C*</td>
<td>EMS Clinical IV (Critical Care)</td>
<td>4</td>
</tr>
<tr>
<td>EMT 240C*</td>
<td>Field Internship</td>
<td>12</td>
</tr>
<tr>
<td>EMT 241*</td>
<td>Medical Director’s Summative Review</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pre-Requisite(s)</th>
<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>
<td></td>
</tr>
<tr>
<td>AHC 115</td>
<td>Medical Terminology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AHC 130</td>
<td>Anatomy &amp; Physiology for Health Professions</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>EMT 121*</td>
<td>Intro Pre-Hospital Emergency Pharmacology</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>EMT 122*</td>
<td>Life Span Development</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Basic EMT License or National Registry Certification</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Certificate Hours</strong></td>
<td><strong>47</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Certificates

### Fire Science Technology

This technical certificate program is designed to prepare students in practical firefighting operations and fire service management. The emphasis in the curriculum is on history and theory, used when appropriate, to assist firefighters to cope with current problems in the field.

The program offers training for professional fire service personnel to improve job performance and prepare for upward mobility. It is designed also to provide an area for 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>Major Core Courses</td>
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<td></td>
</tr>
<tr>
<td>FST 101*</td>
<td>Principles of Emergency Services</td>
<td>2</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>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>Total Major Core Hours</td>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

**Guided Electives**

Electives: Two 3-hour FST courses to be chosen from the following:

- FST 102* Hazardous Materials I
- FST 103* Firefighting Strategy and Tactics
- FST 107* Occupational Safety & Health for Emergency Services
- FST 109* Legal Aspects of Emergency Services
- FST 112* Rescue Awareness
- FST 120* Spanish for Emergency Responders
- FST 130* Leadership Development
- FST 202* Fire Investigation I
- FST 203* Fire Administration
- FST 208* Water Enhancing Agents
- FST 209* Hazardous Materials II
- FST 210* Public Fire Education
- FST 219* Hazardous Materials Chemistry
- FST 222* Fire Investigation II
- FST 231* NFPA Life Safety Code

**Total Guided Elective Hours** 6

**Total Certificate Hours** 23

### Logistics Management

This technical certificate program offers the opportunity for formal study in the growing field of Logistics, Transportation and Distribution Center/Warehouse Management, and supply chain management. Study in the Program is designed to provide career growth. Students completing the Certificate program may apply the coursework toward the Associate of Applied Science, General Business Administration Option, and Logistics Concentration.

#### Summary of Required Hours

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<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>or BUS 110*</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Total Certificate Hours</td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>
CERTIFICATES

Office Management Technology

This technical certificate program allows students to build career entry skills for the office environment. The employment aim of the program is to build computer skills and basic communication skills. This certificate lends itself well to students returning to the workforce or preparing for initial employment. The certificate can be completed in one 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>Computer Technology &amp; Applications</td>
<td>3</td>
</tr>
<tr>
<td>OMT 101</td>
<td>Beginning Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>OMT 248*</td>
<td>Word for Windows</td>
<td>3</td>
</tr>
<tr>
<td>OMT 253*</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>or BUS 280*</td>
<td>Cooperative Work Experience</td>
<td></td>
</tr>
</tbody>
</table>

Total Certificate Hours 15

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).

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 or credit by examination.

For those wishing to pursue an associate degree, this technical certificate may be applied towards the A.A.S. Allied Health Option.

Students desiring entrance into the Sleep Diagnostic Technology program must have the following on file:
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>Sleep Polysomnography 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

* 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.
2005-2006
Catalog

University Center


**UNIVERSITY CENTER**

## TSU Elementary Education

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>COM 103</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>or 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>PSY 231</td>
<td>Child Psychology</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>Literature</td>
<td>ENGL 2110, 2120, 2310, 2320 (choose 1)</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>ART 1030 Introduction to Art</td>
<td>3</td>
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<td></td>
<td>MUS 1030 Music Appreciation</td>
<td>3</td>
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<tr>
<td>GEOG 105</td>
<td>World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>Health</td>
<td>HED 200 First Aid &amp; Safety/CPR or</td>
<td>3</td>
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<tr>
<td></td>
<td>HED 120 Introduction to Wellness</td>
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<tr>
<td>History</td>
<td>HIST 2010 Survey of Am History I or</td>
<td>6</td>
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<tr>
<td></td>
<td>HIST 2020 Survey of Am History II and</td>
<td></td>
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<tr>
<td></td>
<td>HIST 2030 TN History</td>
<td></td>
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<tr>
<td>Math</td>
<td>MATH 1410 Structure of Math Systems I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MATH 1420 Structure of Math Systems II</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>BIOL 1030 Essentials of Biology or</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>BIOL 1110 General Biology I and</td>
<td></td>
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<tr>
<td></td>
<td>CHEM 1030 Fundamentals of Chemistry or any GEOI, or any PHYS</td>
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<tr>
<td>Social Science</td>
<td>SOC 101 Introduction to Sociology</td>
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<tr>
<td></td>
<td>PSY 101 Introduction to Psychology</td>
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</tr>
<tr>
<td>PHED</td>
<td>Elective</td>
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<tr>
<td><strong>Total Associate Degree Requirements</strong></td>
<td><strong>60</strong></td>
<td></td>
</tr>
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</table>

### 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>History</td>
<td>One course from</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HIST 1110 World Civilization to 1650</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HIST 1120 World Civilization from 1650</td>
<td></td>
</tr>
<tr>
<td>HIST 220</td>
<td>African American History</td>
<td>3</td>
</tr>
</tbody>
</table>

**Sub-Total Hours** 9

### 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>ENGL 3730</td>
<td>Children's Literature</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 3150</td>
<td>Principles of Learning</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 4900</td>
<td>Multicultural Education</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 3870</td>
<td>Curriculum Development</td>
<td>3</td>
</tr>
<tr>
<td>ECCD 3610</td>
<td>Early Childhood Curriculum I</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 3120</td>
<td>Measurement &amp; Evaluation in Classroom</td>
<td>3</td>
</tr>
<tr>
<td>COMM 4490</td>
<td>Speech &amp; Theater for Children</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 3110</td>
<td>Classroom Behavior Management</td>
<td>3</td>
</tr>
<tr>
<td>HPS 3100</td>
<td>Concepts of Games and Play</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 3905</td>
<td>Interdisciplinary Methods I</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 3906</td>
<td>Interdisciplinary Methods II</td>
<td>3</td>
</tr>
<tr>
<td>EDRD 4240</td>
<td>Methods of Teaching Reading</td>
<td>3</td>
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<tr>
<td>EDAD 4000</td>
<td>Professional Rights &amp; Responsibilities</td>
<td>3</td>
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<tr>
<td>EDCI 4706</td>
<td>Educational Seminar</td>
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<tr>
<td>EDCI 4720</td>
<td>Student Teaching</td>
<td>9</td>
</tr>
</tbody>
</table>

**Sub-Total Hours** 51

**Total Bachelor of Science Hours** 120

*Contact TSU Program Coordinator for information and specific requirements of the program.*
The Associate of Applied Science in Nursing degree (AD Nursing) program from Tennessee State University has been extended to the Volunteer State Community College campus in Gallatin. Most courses are taught on the Vol State campus and clinicals are offered at medical facilities in the Vol State service area. TSU faculty teach the nursing courses and supervise the clinicals while Vol State faculty teach all of the other required courses. Vol State courses include biology, English, mathematics, and psychology. Upon completing the program, a student will receive the Associate of Applied Science degree from TSU and be prepared to take the R.N. licensure examination. All aspects of this cooperative program are described in a contract between the two institutions.

Students who are interested in the Nursing program generally fill out a Vol State application indicating that they are “Degree Applicants” with “Nursing (2 year TSU)” as their Major. A VSCC nursing advisor will be assigned automatically and the student will be notified by mail. Even before declaring an interest in the nursing program, students MUST take the college placement exam to determine what developmental courses must be completed before they can even be considered for the TSU Nursing program. As an ABSOLUTE MINIMUM, to be considered for the TSU program, a student MUST HAVE COMPLETED ALL developmental courses identified by the placement test as well as a laboratory chemistry course. 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 NET Test (entrance exam for nursing schools), (7) an application to TSU and received a letter of acceptance; and (8) 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>BIOL 2010</td>
<td>Human Anatomy &amp; Physiology I</td>
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</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>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 222*</td>
<td>Human Growth and Development</td>
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Sub-Total Hours 24

#### Offered by TSU on the VSCC Campus

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>NUR 1010</td>
<td>Fundamentals of Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NUR 1020</td>
<td>Nursing Care in Selected</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Major Health Problems</td>
<td>8</td>
</tr>
<tr>
<td>NUR 2010</td>
<td>Care of Patients with Long-Term Illness</td>
<td>9</td>
</tr>
<tr>
<td>NUR 2020</td>
<td>Family-Centered Approach to Maternal-Child Health Nursing</td>
<td>9</td>
</tr>
<tr>
<td>NUR 1200</td>
<td>Nursing Health Assessment</td>
<td>2</td>
</tr>
<tr>
<td>NUR 1300</td>
<td>Pharmacology of Drugs &amp; Solutions</td>
<td>2</td>
</tr>
</tbody>
</table>

Sub-Total Hours 36

Total Degree Requirements 60

*Effective Fall, 2004, Child Psychology will no longer be accepted.*
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2005-06
Catalog

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, 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 Division of Continuing Education and Economic Development. These offerings are as diverse as the population they serve and are reviewed regularly to update content and topics to meet the ever changing needs, interests, and expectations of the community and workforce. As a result of the updates, a listing of courses and course descriptions are not included in this catalog. Course listings and descriptions are provided in the printed and online schedule of classes each term.

Non-credit subject matter ranges from arts and crafts, home improvement, computer training, workplace skills, leisure-time activities, financial matters, dance and exercise, management, technical training, etc. Successful completion of non-credit courses earns nationally recognized CEU credits.

Course Placement

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

Course Descriptions

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 co-requisite courses (if any).

Courses numbered 001 to 0999 are developmental; courses numbered 100 to 1999 are freshman level; courses numbered 200 to 2999 are sophomore level. Some course numbers may be followed by a letter. This indicates some special aspect of the course. The current letter designations used and their meanings are:

D = Dual listed course (Identical course and course number are also listed in another discipline.) This designation takes precedence over other letters.

T = Topical or Selected Topics course; content varies; course often has variable credit. See catalog description for specifics.

C = Course is an Allied Health Clinical Experience.

P = Course is a Practicum course.

S = Special Interest Courses.

♦ = Course can be used to meet Minimum General Education Core requirements.

Courses that are designated primarily for vocational/career programs have been designated by an asterisk (*) following the course number. A number of these courses are accepted as transfer credit by some colleges and universities, but that decision is made by the receiving institution. These courses are collegiate level work, but they have been developed with a purpose other than being university parallel courses.

Accounting

ACT 115* Payroll and Small Business Accounting (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. (Same as RODP ACC 1104)

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. (Same as RODP ACC 1105)

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 206* Corporate Taxation (3) This course provides the student with a comprehensive explanation of tax structure and training in the application of tax principles as they apply to corporate entities. It also further the student's understanding of tax law as it applies to advanced tax practice considerations.

ACT 210* Microcomputer Accounting (3) This course demonstrates basic accounting procedures using computerized accounting software. Students will use MS-Compete PC's to create company files; maintain journals and ledgers; manage accounts receivable, accounts payable, inventory, payroll and fixed assets; and create accounting reports. Prerequisites: ACT 201 with a grade of C or better; CIS 100.

ACT 211* Accounting for Government and Not-for-Profit Organizations (3) This course examines the proper accounting procedures and practices for government organizations and not-for-profit entities. Emphasis will be placed on the GASB (Government Accounting Standards Board) principles for state and municipal governments. PREREQUISITE: ACT 201.

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 Healthcare Systems (3) This course is designed to introduce a core of healthcare employment competencies and personal responsibilities in being a healthcare professional. Interpersonal skills, communication, recognition and response to emergency situations, infection control, legal and ethical issues, healthcare career awareness, and patient assessment are just a few topics to be covered. Three lecture 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) Medications - Conversions and Dosages. An introduction to medication dosage calculations, symbols, abbreviations, unit dosing, and system equivalent conversion operations. Emphasis of course is on medication problems involving metric, apothecary, and household measurement conversions necessary for medication administration in nursing and other allied health professions.

AHC 115* Medical Terminology (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 requirements.
science requirement for the Associate of Science degree. Three lecture, two laboratory hours per week.

Art

The purposes of art at Volunteer State Community College are (1) to offer art courses for the general student body, and (2) to supply curricula for students desiring a career in art and who plan to transfer to a four-year college or university. Students interested in a career in art should seek guidance from the art faculty before enrolling in art courses.

ART 1030 Introduction to Art (3) A general education course designed to meet the humanities/fine arts requirement. This course provides an introduction to the visual language, the nature of creativity, and the functions and forms of art in our own culture and in selected other cultures in human history. A lecture course based on slide presentation and discussion. PREREQUISITES: An acceptable placement score, or DSPR 0800 and DSPW 0800.

ART 100 Drawing for Beginners (3) A college-level course designed to introduce elementary skills and methods of drawing. Students participate fully in the same projects as students in ART 101, but are not held to the same pace of skill development. May be used as an elective for non-art majors or as a development course for art majors who are not prepared for ART 101; may not be used to satisfy the Drawing I requirement in the art curriculum. No prerequisite. Six contact hours per week.

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 0800.

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 0800.

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 or permission of instructor. Six contact hours per week.

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. **CO-REQUISITE:** DSPM 0850. 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 1020); (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, PSCI, or PHYS in satisfying the general education science requirement. (Will NOT substitute for BIOL 1010 or BIOL 1020, apply toward a major or minor in biology, nor satisfy any part of the pre-medical professional curriculum.) Three lecture, two laboratory hours per week.

**BIOL 1040** Environmental Science (4) A survey of the major environmental issues and concerns facing our planet. From a background study of natural ecosystems and human population, the course will survey the environmental, social, and economic consequences of energy generation, resource consumption and pollution. Numerous local field trips will be a major part of the course. Three lecture, two field/laboratory hours per week.

**BIOL 1110** General Biology I (4) A comprehensive course emphasizing cellular structure, function and metabolism; molecular form and functioning of life; reproductive and genetic patterns. Taxonomy is introduced and applied to a taxonomic and morphologic survey of Monera, Protista, and Fungi Kingdoms. (This course is designed for the biology major/minor and satisfies the science requirement in pre-dentistry, engineering, pre-medical technology, pre-medicine, pre-nursing, or pre-pharmacy curricula.) **PREREQUISITE:** High school Biology, or BIOL 1030; high school Chemistry, or CHEM 1030; an acceptable placement score, or DSPR 0800; an acceptable placement score, or DSPW 0800. Three lecture, three laboratory hours per week.

**BIOL 1120** General Biology II (4) A continuation of BIOL 1110 with emphasis on Kingdoms Animalia and Plantae in terms of tissue structure, comparative morphology and physiology, life patterns, and taxonomy. Consideration will also be given to the evolutionary and ecological interrelationships between these and all life forms. **PREREQUISITE:** BIOL 1110. Three lecture, three laboratory hours per week.
Description of Courses

♦ BIOL 2010 Human Anatomy and Physiology I (4) A course primarily designed for students in nursing, allied health, and those interested in biological sciences. Cell structure and physiology, tissues, integumentary system, skeletal system, muscular system, and nervous system are studied. PREREQUISITE: Within 2010 with a grade of "C" or better. Three lecture, two laboratory hours per week.

♦ BIOL 2020 Human Anatomy and Physiology II (4) A continuation of BIOL 2010 including the cardiovascular system, lymphatic system, immunity, respiratory system, digestive system, metabolism, urinary system, endocrine system, reproductive systems, human development, and genetics. PREREQUISITE: Completion of BIOL 2010 with a grade of "C" or better. Three lecture, two laboratory hours per week.

BIOL 2120 Genetics (4) An introductory course surveying classical, molecular, and evolutionary genetics. Emphasis on the experiments, techniques, and theories forming the foundation of modern genetic research and its applications. PREREQUISITE: BIOL 1120 with a grade of "C" or better. Three lecture, three laboratory hours per week.

♦ BIOL 2230 Microbiology (4) An introductory course in microbiology which includes morphology, bacterial metabolism, cultivation, isolation, genetics, physiology, pathogenesis, immunity, control of microorganisms. Bacteriological and aseptic techniques are emphasized in the laboratory. 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.

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 DSPM0850.

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 market; and competition in the global marketplace. PREREQUISITE: BUS 110.

BUS 260* Purchasing (3) This course examines the purchasing function for an economic entity involved in acquiring supplies, inventory, equipment and real estate. Emphasis will be placed on bidding procedures, vendor identification and evaluation, purchasing guidelines and regulations, budget compliance and ethical purchasing behavior. PREREQUISITES: BUS 110* and ACT 201.

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.

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 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.

◆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. CO-REQUISITE: DSPM0850. 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 CO-REQUISITE: 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 with a grade of C or better. Three lecture, three laboratory hours per week.

CHEM 2030 Introductory Organic Chemistry (4) An introductory course surveying elements of organic chemistry and biochemistry. Designed primarily for pre-profession and health science curricula requiring a single semester of organic chemistry. PREREQUISITE: CHEM 1120 with a grade of "C" or better. 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. (Same as RODP SP 110)

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, nonverbal 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, 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 285 Cooperative Work Experience in Communication (3) Directed independent study or internship designed to offer students the opportunity to pursue special areas of interest or internship related to the field of communication. Students are required to document internship activities. PREREQUISITE: Permission of Department Chair of Communication.
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 WVCP-FM or 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: Magazine (1-3) Practical journalism experience while producing the school magazine, The Pioneer. Learning by doing. The amount of required work varies with credit hours. Students may take a combination of practicum courses (291P*, 292P*, 293P*, 294P*, 295P*, and/or 296P*); only 8 hours may be counted toward graduation. Not intended for transfer.

COM 294P* Communication Practicum: Video Production (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 101 College Computer Technology (1) An introduction to computer technology needed for success in college and the workplace. Major topics include microcomputer technology, Internet tools and research, e-learning skills and personal computer productivity tools.

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* Advanced Visual Basic Programming (3) Continuation of CIS 113*. Topics to be covered include ActiveX Controls, SQL, ADO, Windows Common Controls, MDI Class Modules, COM, and Internet Controls. PREREQUISITE: CIS 113* with a grade of "C" or better or permission of instructor.

CIS 141* Electronic Presentations for Communication (3) An in-depth course providing hands-on experience using software and hardware designed to create multimedia presentations. The topics to be covered include PowerPoint and other presentation software, multimedia software, hardware for capturing and creating multimedia presentations, web site design and development, streaming video, graphics, and animation. PREREQUISITE: CIS 100 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, graphs, data management, macros, and file importing/exporting. Requires completion of laboratory assignments outside of class. PREREQUISITE: CIS 100 or permission of instructor.

CIS 160* 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 161* 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 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 172* 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. (Same as RODP CST 209)

CIS 173 C# (3) An introduction to the C# programming language. Topics to be covered include relational operators and expressions,
control structures, object-oriented programming concepts, and arrays. PREREQUISITES: CIS 113 with a grade of "C" or better or permission of instructor.

CIS 190* Computer User Support (3) An introduction to the support functions of computers. Topics to be covered include: help desk support, training, system monitoring, configuration control, and documentation. Students will learn how to support personal computers in a hands-on environment. PREREQUISITES: CIS 100 and CIS 160*.

CIS 191* A+ Hardware Certification (3) An introduction to microcomputer hardware installation, maintenance, repair and troubleshooting. Students will learn the processes and procedures for supporting microcomputer hardware in a business environment. This course is designed to assist the student to take the CompTIA A+ hardware certification examination. PREREQUISITE: CIS 100.

CIS 192* A+ Software Certification (3) An introduction to microcomputer operating system installation, configuration, upgrading, diagnosing and troubleshooting. Students will learn the processes and procedures for supporting microcomputer software in a business environment. This course is designed to assist the student to take the CompTIA A+ software certification examination. PREREQUISITE: CIS 100.

CIS 193* Introduction to Linux+ Certification (3) An introduction to the Linux operating system. Topics to be covered include Linux installation, administration, networking and security. This course is designed to assist the student to take the CompTIA Linux+ certification examination. PREREQUISITE: CIS 100.

CIS 194* Network+ Certification (3) An introduction to the computer networks. Topics to be covered include network topologies, network operating systems, and protocols. This course is designed to assist the student to take the CompTIA Network+ certification examination. Will not substitute for CIS 260. PREREQUISITE: CIS 100.

CIS 195* Security+ Certification (3) An introduction to computer security. Topics to be covered include authentication, network security topologies, intrusion detection, cryptography, and physical security. This course is designed to assist the student to take the CompTIA Security+ certification examination. PREREQUISITES: CIS 100 and CIS 194* or permission of instructor.

CIS 210* Internet Tools (3) A hands-on course covering advanced use of the Internet. Topics to be covered include HTML, XML, Unix, JavaScript, VBScript, ASP, CGI, Internet Commerce, Front Page and Security. PREREQUISITES: CIS 113* and CIS 160*.

CIS 260* Local Area Networks (3) A hands-on 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 261* Advanced Networking and Security (3) An in-depth course covering advanced concepts, applications and network perimeter security. The topics to be covered include advanced Microsoft server topics, Linux, wireless networks, and network security mechanisms such as firewalls, proxy servers, VPN, public/private key systems, encryption and computer forensics. PREREQUISITE: CIS 260* or permission of instructor.

CIS 270* Information Systems in Business (3) A capstone course for CIS majors. Students will participate in a coordinated work experience or job shadowing in an area business. In addition, students will study how information systems integrate in a business environment. PREREQUISITE: CIS 172*.

CIS 276T* Selected Problems in Data Processing (1–4) Specialized topical issues and/or problems in Computer Data Processing are selected and studied in depth. Fifteen classroom contact hours with faculty are required per credit hour. May be repeated for credit with a maximum of four hours to apply toward graduation. PREREQUISITE: Permission of instructor.

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) A basic course to prepare the student to work and communicate with patients and the dental members effectively. Emphasis is on ethics, legal aspects, terminology, oral histology, dental morphology, charting, embryology, oral and written communication and patient care. 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. CO-REQUISITE: 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. CO-REQUISITE: 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 head and neck anatomy, general anatomy and physiology, microbiology, infection control, sterilization, hazardous waste communication, and certification in CPR. PREREQUISITE: Acceptance into the program. CO-REQUISITE: 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 oral pathology 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 and special needs patients. CO-REQUISITE: 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. CO-REQUISITES: 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. CO-REQUISITES: DES 212 and DES 232. Sixty lab hours per semester.

DES 231* Clinical Science I (3) An introduction to the clinical setting with an emphasis on chairside assisting in general dentistry. CO-REQUISITE: DES 241. Thirty lecture and 30 lab hours per semester.

DES 232* Clinical Science II (4) A continuation of Clinical Science I with emphasis on assisting with the specialties of general dentistry. CO-REQUISITES: DES 212 and DES 242C. Forty-five lecture and 30 lab hours per semester.

DES 233* Clinical Science III (2) A seminar course including chairside assisting in dental specialties. CO-REQUISITE: DES 243. Thirty lecture hours per semester.

DES 241C* Clinical Practice I (1) Supervised clinical experience in general dentistry both on and off campus. CO-REQUISITES: 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. CO-REQUISITES: 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. CO-REQUISITE: 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 Elementary Algebra (3) Operations with integers, decimals and fractions, powers and roots, linear equations, percent, units of measure, geometry, graphs, elementary probability and statistics and applications.

DSPM 0800 Elementary Algebra (3) Linear equations and inequalities, operations on polynomials, graphing linear equations and inequalities, system of linear equations and inequalities, functions and applications. Prerequisite: An acceptable placement score or DSPM0700.

DSPM0850 Intermediate Algebra: (3) Graphing quadratic functions, factoring, rational expressions, exponents and radicals, complex numbers, quadratic equations, radical equations, variation and applications. Prerequisites: One year of high school algebra and an acceptable placement score, or DSPM 0800.

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 (3) A course in principles of unity, focus, organization, development, and clarity in writing compositions. PREREQUISITE: An acceptable placement score or DSPW 0700. Three lecture hours per week. English as a Second Language (ESL) sections of this course are available.

**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 205* Orientation to Patient Care (3)** An orientation to patient care in the clinical setting with an emphasis on patient confidentiality and proper technique. The student will be introduced to the ultrasound unit with instruction on instrumentation. Ultrasound scanning and patient prep will be discussed and performed. 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* CO-REQUISITES: 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*. CO-REQUISITES: 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*. CO-REQUISITES: 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. CO-REQUISITES: UST 200*, UST 211C*, UST 240*.


**UST 224* 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. CO-REQUISITES: 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*. CO-REQUISITES: 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 extremism scanning. Image analysis, differential diagnosis, and prostate/scrotum are a few topics to be covered. PREREQUISITE: UST 213C*. CO-REQUISITE: UST 250*.


**UST 260* Vascular Anatomy and Physiology (4)** This course is a study of the vascular anatomy and physiology in the normal and abnormal patient. The hemodynamics, pathology, and pathophysiology of the vascular system is discussed and analyzed. The pathology, clinical signs and symptoms, applicable lab values, pathophysiology, and differential diagnosis will be presented. PREREQUISITE: ARDMS registered or registry eligible. CO-REQUISITE: UST 261*.

**UST 261* Vascular Seminar (2)** Advanced study of vascular ultrasound physics and vascular studies in preparation for the registry examination. A review of case studies and "mock" examinations will be administered to focus on individual problem areas. PREREQUISITE: ARDMS registered or registry eligible. CO-REQUISITE: UST 260*.

**Early Childhood Education**

ECED 1010 Introduction 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 2010 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 1010.

ECED 2015 Early Childhood Curriculum (3) A survey of the theoretical models and services available to parents and children. Laboratory observation and services available to parents and children. Laboratory observation and interaction. PREREQUISITE: ECED 1010.

ECED 2020 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 2010.

ECED 2030 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 2040 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 1010.

ECED 2050 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 1010.

ECED 2060 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 2050.

ECED 2070 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 2050.

ECED 2080 Language and Literacy in Early Childhood (3) The research-based principles and practices for providing young children age birth to nine a strong foundation in language and literacy within a developmentally appropriate approach. Field experiences required.

ECED 2085 Math and Science in Early Childhood (3) A course on the standards, principles, and practices in teaching mathematics and science to young children age birth to nine. An emphasis will be placed on developing an integrated math and science curriculum that includes appropriate content, processes, environment and materials, and child-centered choices. Field experiences required.

ECED 2090 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 2100 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 2110 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 2015 and ECED 2020.

ECED 2120 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 2130 Clinical Practicum I (2) Supervised pre- or in-service practicum. Minimum of 45 clock hours must be completed in an NAECYC, NAFCC, or NSACA accredited agency, or TECTA approved site. PREREQUISITES: Successful completion of ECED 1010, ECED 2015, ECED 2020, and ECED 2050.

ECED 2140 Clinical Practicum II (2) Supervised pre- or in-service practicum. Minimum of 45 clock hours must be completed in an NAECYC, NAFCC, or NSACA accredited agency, or TECTA approved site. PREREQUISITES: Successful completion of ECED 2130 and ECED 2040.

ECED 2150 Clinical Practicum III (2) Supervised practicum experience with a minimum of 15 clock hours in seminar and 45 clock hours of approved early childhood practical experiences. This course focuses on the student's demonstration of competencies that produce developmental outcomes for young children age birth to nine.

Economics

◆ ECO 211 Principles of Economics I (3) Introduces the economic dilemma, supply and demand, and the roles of major sectors within
the economy. Explores the process of national income and output determination and the use of monetary and discretionary fiscal policies to control inflation and unemployment. Keynesian economics, the Monetarist School, and modern classical macroeconomics are examined and compared. PREREQUISITES: An acceptable placement score, or DSPM 0800; an acceptable placement score, or DSPR 0800.

♦ ECO 212 Principles of Economics II (3) Explores the role of markets in capitalism in generating information and allocating resources, the theory of consumer choice, and production cost. Also includes the economics of the firm, an examination of government regulation of business, the operation of resource markets and the determination of income distribution, and international trade. PREREQUISITES: An acceptable placement score, or DSPM 0800; an acceptable placement score, or DSPR 0800.

Education

EDU 101 Introduction to Education (3) A short survey of the field of education. The history of American education, present educational philosophies, major problems, present practices, and the school as a social institution are considered. Field experience in the public schools and community service are required. PREREQUISITE: Completion of DSPR 0800 and DSPW 0800, or acceptable placement score.

♦ EDU 102 Human Growth & Development (3) A study of the concepts and theories of human psychological and physical development from conception to death with emphasis on educational and psychological learning theories. Field experience in the public schools and community service are required. PREREQUISITE: EDU 101.

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.

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. Co-REQUISITE: 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. CO-REQUISITE: 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. CO-REQUISITE: EMT 102C, EMT 121, and EMT 122 or permission of instructor.

EMT 102C* EMS Clinical II (IV Therapy) (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. CO-REQUISITE: 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. CO-REQUISITE: 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, contraindication, 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. CO-REQUISITE: EMT 102, 102C. Two lecture hours per week.

EMT 122* Life Span 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. CO-REQUISITE: 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 calling, 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 a 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 calls for medical services. Three lecture hours per week and 20 hours of outside experience will be required. PREREQUISITE: EMT 151.

**EMT 160* EMT Reciprocity and Refresher Course (6)** A course designed for individuals who have completed a Basic-EMT curriculum and require a refresher course to retake the National Registry Exam or those persons who are currently licensed in another state and want licensure in Tennessee. Content includes the extended skills necessary to meet TN EMS reciprocity requirements and a complete review of the EMT Task analysis used for test item selection on the Registry exam. Students are expected to demonstrate competency in medication administration within the Basic EMT-IV scope of practice in a laboratory and clinical setting. Four lecture and four lab/clinical hours per week.

**EMT 200* Paramedic Critical Care and Refresher Course (6)** A course designed for individuals who have completed a recognized Paramedic curriculum and require a refresher course or those interested in obtaining Critical Care endorsement. Content includes the extended skills necessary to meet Critical Care endorsements and to meet National Registry Re-certification requirements. A complete review of the EMT Paramedic Task analysis used for test item selection on the Registry exam. Students are expected to demonstrate competency in scope of practice in a laboratory and clinical setting. Four lecture and four lab/clinical hours per week.

**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. CO-REQUISITE: EMT 211, 215C or permission of instructor. Four lecture hours per week.

**EMT 211* Paramedic Theories I (Medical Emergencies) (4)** Using U.S. DOT National Standard Paramedic Curriculum this course discusses advanced theories of EMS practice and treatment modalities based on normal physiology of human body systems and how these systems are related during medical emergencies. Applying knowledge of life span development, well-being and illness prevention, discussions focus on EMS clinical decision making and therapeutic communication in adult medical emergencies and resuscitations. PREREQUISITE: AHC 115/130 and selection into Paramedic Program. Four hours of lecture per week.

**EMT 212* Physical and Health Assessment and Lab (2)** An introduction to physical examinations and health assessments. Topics include the history taking, physical exam of the pediatric and adult patient, illness and injury prevention assessments, and fundamental use of physical exam equipment. Emphasis is on accurate focused and general physical examinations necessary for EMS professionals. PREREQUISITE: AHC 115 and AHC 130 or permission of instructor. One lecture and two lab hours per week.

**EMT 213* Advanced Principles of Pharmacology (2)** An advanced discussion of pharmacology including both prescribed and over-the-counter preparations categorized by drug classification or action. Course content includes the therapeutic use of common medicines and specific drug interactions, actions, indications, precautions, contraindications, dosages and routes of administration for medical, environmental and trauma situations. Emphasis is on select preparations, medications, and pharmacological agents routinely used by EMS and other Allied Health professionals. PRE REQUISITE: EMT 121 or permission of instructor. Two lecture hours per week.

**EMT 214* Pediatric & OB/GYN Emergencies (2)** A study of medical and traumatic emergencies related to pediatric and obstetrical patients. Discussion is based on the unique needs of infants, children, and adolescents utilizing American Academy of Pediatrics and American Heart Assoc. guidelines. Emphasis is on physical assessment and life span development considerations. Obstetrical and gynecological emergencies are also covered in detail. Two lecture hours per week.

**EMT 215* EMS Fundamentals III (ACLS) (2)** A course designed to apply advanced practical skills in advanced medical care such as adult and pediatric resuscitation. Emphasis is on scenario based patient encounters reflecting real world emergency situations using the Assessment Based Management objectives outlined in the National Standard Curriculum EMT-Paramedic. Scenarios are presented that require critical thinking and ethical judgments in regard to patient treatment and transport decisions. Advanced Cardiac and Pediatric Advanced Life Support curricula are extensively reviewed. CO-REQUISITE: EMT 211* or permission of instructor. One lecture and two hours of lab per week.

**EMT 215C* EMS Clinical III (Advanced) (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.
**Description of Courses**

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. CO-REQUISITE: EMT 211. A minimum of sixteen hours of clinical instruction per week.

**EMT 216* Paramedic Theories II (Special Considerations) (6)**
Advanced theories for paramedic practice and treatment modalities based on normal physiology of human body systems and how these systems are related during environmental, hazardous exposures, and home care emergencies. Emphasis is on situations routinely encountered in day-to-day EMS operations. Discussions include supervisory concepts, scene management, medical incident command, special rescue considerations, and hazardous material awareness. 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 patients and geriatrics considerations are thoroughly discussed. Handling and transporting specialty home care equipment such as respirators and infusion pumps compose the fundamental skill component of the class. Two lecture hours per week.

**EMT 218* Advanced Trauma Care (2)**
A study of the management of common traumatic emergencies in accordance with accepted national standard as prescribed by the Basic Trauma Life Support or Pre-Hospital Trauma Life Support recommendations. Emphasis is on the recognition of potential problems related to mechanism of injury and kinematics with discussions of Medical Incident Command. Two lecture hours per week.

**EMT 220C* EMS Clinical IV (Critical Care) (4)**
Continued supervised clinical applications of advanced skills in ambulances and hospital specialty care units. Emphasis is on advanced patient assessment, history taking, treatment modalities and the development of critical thinking skills and decision making skills necessary for independent practice with on and off-line medical direction in medical and trauma emergency situations. A minimum of sixteen hours of clinical instruction per week.

**EMT 240C* Field Internship (12)**
Final supervised application of skills developed in EMT 201 through EMT 220C. Clinical experiences are performed in emergent, convalescent, urban and rural settings on ambulances with Advanced Life Support Certification. Emphasis is on the student's ability to demonstrate organizational skills, prioritizing care, treatment choices for a variety of patient demographics, team leadership and professional behavior expected of an entry-level Paramedic. Successful candidates will have met all patient encounter outcome objectives prescribed in the National Standard Curriculum - Paramedic. PREREQUISITE: EMT 220C. A minimum of 140 contact hours for the semester.

**EMT 241* Medical Director's Summative Review (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. CO-REQUISITE: 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. CO-REQUISITE: EMT 251C*. 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
Description of Courses

utilities of the AutoCAD software. Topics include exploded isometrics, 2-D drawing, 3-D drawing and modeling, user coordinate systems, detailed wire frame 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. PREREQUISITES: MATH 1910 with a grade of “C” or better. Two lecture, two laboratory hours 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: EGR240.

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: ENGL1010.

♦ ENGL 1030 Introduction to Film (3) A general education course designed to meet the humanities/fine arts requirement. This course provides an introduction to and overview of film as an art form; emphasis on understanding the nature of film and its place in culture, with overviews of the history and theory of film and the production process. PREREQUISITE: An acceptable placement score, or DSPR 0800 and DSPW 0800.

♦ ENGL 2010 Introduction to Poetry and Drama (3) Reading representative and significant poems and plays; emphasis on analysis, interpretation, and appreciation. PREREQUISITE: ENGL 1020.

♦ ENGL 2020 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.

♦ 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, organizing 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 230 Creative Writing (3) An elective course in developing and revising creative writing (fiction, poetry, drama, and/or personal
Description of Courses

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.I.B. courses that touch on nearly every aspect of bank functions. Included is a comprehensive introduction to banking in today’s economy. Discussions on specific topics are presented in an easily accessible form. Primary topics are language and documents of banking, check processing, teller functions, deposit functions, trust services, bank bookkeeping, bank loans and investments, and the bank’s role in the community. **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
Description of Courses

FST 101* Principles of Emergency Services (2) This course provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics.

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* Occupational Safety & Health for Emergency Services (3) This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire. EMS, hazardous materials, and technical rescue. Upon completion of this course students should be able to establish and manage a safety program in an emergency service organization.

FST 109* Legal Aspects of Emergency Services (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* 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 117T* 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.

FST 118* 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 119* 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 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 219* Hazardous Materials Chemistry (3) This course provides
basic fire chemistry relating to the categories of hazardous materials
including problems of recognition, reactivity, and health encountered
by firefighters. This course is not intended to satisfy the natural
science requirement for the AAS degree.

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 222* Fire Investigation II (3) This course is intended to provide
the student with advanced technical knowledge on rule of law, fire
scene analysis, fire behavior, evidence collection and preservation,
scene documentation, case preparation and testifying.
PREREQUISITE: FST 202*.

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.

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.

PREREQUISITE: FREN 2010 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 which promotes individual responsibility for optimal well being. The course will include local and national health concerns, personal health risk factors, cultural and societal influences and preventive health measures. Fitness evaluation and health and nutrition appraisals will be included.

- **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 JCAHO/AAO standards. The student will also 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.

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*. CO-REQUISITE: 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 the United States from the end of the Civil War to the present. Students will explore topics ranging from emancipation and the challenges of Jim Crow segregation 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. CO-REQUISITE: 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 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 2990 American Popular Culture (3) A topical and historical survey of American popular culture from the early 1900s to the present. Topics may include trends and social/personal significance of art, music, television, movies, fashion, literature, mass media, and technology. PREREQUISITE: Acceptable placement scores or DSPR 0800 and DSPW 0800.

HUM 275 Leadership Development (3) A course designed to provide students with the fundamental knowledge and skills required of effective leaders. Includes experiential learning exercises, interactions with peers and college and community leaders, and written assignments. Issues of diversity, personal growth and
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 Theories & Methods of Social Services Practices (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* (Same as SOCS 2020D*.)

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.

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.

**MGT 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 1130, 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

geometry or MATH 0990 (applies to students under 1989 Admissions Requirements). This course will not substitute for MATH 1710.

♦ MATH 1410 Structure of Mathematical Systems I (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 Admission 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: Two years of high school algebra and an acceptable placement score or DSPM 0850 and high school geometry or MATH 0990 (applies to students under 1989 Admission Requirements).

♦ MATH 1710 Precalculus I (College Algebra) (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 and high school geometry or MATH 0990 (applies to students under 1989 Admission 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 (4) Limits, continuity, derivatives of algebraic and trigonometric functions, applications of differentiation, Newton's Method, indefinite integrals, mean value and fundamental theorems, numerical integration, applications of integration including fluid force, work and kinetic energy, surface area, volumes of revolution, length of plane curves, moments and centers of mass. 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. (Same as RODP MATH 1910)

♦ MATH 1920 Calculus and Analytic Geometry II (4) Differentiation and integration of transcendental functions and their inverses, integration techniques, l'Hospital's Rule, improper integrals, infinite series including power series, Taylor Series, Maclaurin Series, and Fourier Series, applications of power series, plane vectors, polar functions. PREREQUISITE: MATH 1910 with a grade of C or better. (Same as RODP MATH 1920)

♦ MATH 2110 Calculus and Analytic Geometry III (4) Three dimensional vectors; quadric surfaces; vector valued functions and space curves; arc length; unit tangent vector; acceleration; partial derivatives and their applications; linearization; differentials; extreme values; Lagrange multipliers; multiple integration; cylindrical and spherical coordinates; vector fields; line integrals; Green's Theorem; Stokes' Theorem. 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, non-homogeneous 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.

Medical Laboratory Technology

MLT 100* Introduction to Medical Laboratory (3) An introduction to the clinical laboratory sciences which includes care and use of equipment, lab safety, basic lab math, medical terminology, quality control, preparation of chemical solutions and an orientation to the major testing areas in the medical laboratory.

MLT 105* Hematology/Coagulation (3) The study of blood cells, disease, theory of coagulation, and diagnostic procedures relating to whole blood are considered. Instruction in blood collecting techniques, handling of clinical specimens, and basic patient care will be included. Prerequisite: MLT 100* and formal admission to the program. CO-REQUISITES: MLT 110*, MLT 111*, MLT 112*, MLT 113*. Thirty lecture and 30 lab hours per semester.

MLT 110* Clinical Chemistry (3) Basic instruction in manual and automated clinical chemistry techniques: tests for glucose, urea, creatinine, uric acid, proteins, bilirubin, enzymes, and electrolytes are included. Colorimetric and photometric techniques used in examining normal and abnormal clinical specimens are introduced along with special procedures such as RIA and electrophoresis. CO-REQUISITES: MLT 105*, MLT 111*, MLT 112*, MLT 113*. Thirty lecture and 30 lab hours per semester.

MLT 111* Urinalysis (2) This course will present physical, chemical, and microscopic examination of urine specimens and related tests on other body fluids such as semen, gastric contents, duodenal contents, as well as pregnancy tests. A general review of the anatomy and physiology of the kidney is included. CO-REQUISITES: MLT 105*, MLT 110*, MLT 112*, MLT 113*. Fifteen lecture and 30 lab hours per semester.

MLT 112* Blood Bank/Serology (3) The theories of blood group antigens, antibodies, ABO grouping, RH typing, cross matching, antibody screening, and identification techniques are included as well as special procedures. Donor history and physical record keeping, and special emphasis on quality control are presented. CO-REQUISITES: MLT 105*, MLT 110*, MLT 111*, MLT 113*. Thirty lecture and 30 lab hours per semester.

MLT 113* Clinical Microbiology (3) Processing and handling of clinical materials for microbiological culture with emphasis on aseptic technique, sterilization procedures, and specimen handling and treatment. Use of media and special reagents for proper identification of microorganisms is included along with antibiotic susceptibility testing, blood culture techniques, and differential staining. CO-REQUISITES: MLT 105*, MLT 110*, MLT 111*, MLT 112*. Thirty lecture and 30 lab hours per semester.

MLT 200* Clinical Seminar (1) This course will include case presentations in hematology, urinalysis, immunology, and
coagulation, as well as continued lectures during clinical rotations. CO-REQUISITE: MLT 205C*.

MLT 205C* Clinical Practicum I (7) This course includes laboratory performances during progressive rotation through the affiliated clinical labs. 420 clinical hours per semester. CO-REQUISITE: MLT 200*.

MLT 210* Clinical Seminar II (1) This course will include presentations in chemistry and microbiology, as well as continued lectures during clinical rotations. CO-REQUISITE: MLT 215C*.

MLT 215C* Clinical Practicum II (8) Completion of laboratory assignments during progressive rotation through clinical lab. 480 clinical hours per semester. CO-REQUISITE: MLT 210*.

Medical Practice Management

MPM 101* Introduction to Medical Practice Management (1) This course will include an examination of the Medical Practice Management field from a career exploration standpoint. The role of the office management professional working in the medical practice, with duties and responsibilities related to insurance claims, scheduling, records maintenance and patient relations will be included as well as professional associations and credentialing.

MPM 270* Medical Practice Operations (3) This capstone course will include a detailed examination of the Medical Practice Management process based on the body of knowledge established by the American College of Medical Practice Executives. Course requirements will include a minimum of 60 hours of a college coordinated cooperative learning experience in a medical practice setting. PREREQUISITES: ACT 201, CIS 100, CIS 150*, BUS 222*, AHC 115*, MDR 115*, MDR 210*, and MDR 225*.

Medical Transcription

MDT 203* Medical Transcription (7) A study of the skills needed in medical transcription including specialized medical terminology, anatomy, pathophysiology, pharmacology, laboratory, reference material and transcription of medical dictation. PREREQUISITES: MDR 115*, AHC 115*, AHC 130*. CO-REQUISITE: MDT 230C*. Two lecture, 10 laboratory hours per week.

MDT 230C* Clinical Applications (1) Supervised practice of skills learned during the semester. Twenty hours per semester at a local transcription facility. CO-REQUISITE: MDT 203*.

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) A general education course designed to meet the humanities/fine arts requirement. This course provides an introduction to musical aesthetics, the elements of music, musical form, and brief surveys of music in Non-Western cultures, American popular music and European classical music. 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, 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 153 Chorale Bel Canto (1) Audition only. A solo voice is not required, but all who wish to be in the group must be able to sing a simple song using correct pitch. The group performs standard classical choral literature from the major historical periods: Renaissance, Baroque, Classical, Romantic, and Contemporary. This group will perform in a variety of settings including high schools. Additionally, it will present one major concert each semester. Three laboratory hours per week.

MUS 154 Vol State Singers (1) Open to all students, the only requirement being the ability to sing a simple melody with correct pitch. The group performs a wide variety of styles of music. Three laboratory hours per week.

MUS 155 Vol State Show Stoppers (1) Audition only. This group is a vocal jazz ensemble that participates in public performances of a variety of popular and commercial music styles. There is also a dance component to this course. Three laboratory hours per week.

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 160 Guitar and String Ensemble (1) A performing organization providing instruction and experience in arranging and playing various styles of popular, classical and traditional instrumental music. Ensemble will include guitars and other fretted and non-
fretted string instruments. A variety of public performances will be required. Three laboratory hours per week. Audition only.

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 170 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
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 DPT, 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 Word for Windows. These functions include formatting with Templates and Macros; adding borders, frames and pictures; creating charts, outlines and tables. Special emphasis is placed on merging documents, sorting and selecting and 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. PREREQUISITE: Formal admission to the Ophthalmic Technician Program. CO-REQUISITES: 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. CO-REQUISITES: OPH 102*, OPH 110C*, OPH 112*, OPH 150*.

OPH 110C* Clinical Applications I (6) Supervised practice of clinical skills learned during the Fall Semester. 240 clinical hours per semester. PREREQUISITE: Formal admission to the Ophthalmic Technician Program. CO-REQUISITES: 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 ocular 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 121*, OPH 123*, OPH 126*, OPH 151*.

OPH 123* Introduction to Ophthalmic Diseases (1) Basic characteristics of common ocular disorders will be presented in this course. Included are: the anterior segment, ocular adnexa, posterior segment diseases and conditions 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 ocular emergencies will be presented in detail. CO-REQUISITES: OPH 120C*, OPH 121*, OPH 123*, OPH 126*, OPH 151*. Fifteen lecture and 30 lab hours per semester.

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 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 exam 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 students to the fundamentals of surgical assisting, microbial control procedures, and safe handling of equipment and supplies. Contact lens fitting and patient instruction techniques will also be covered. 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*. Thirty lecture and 30 lab hours per semester.

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, law reviews and treatises; analysis and synthesis of cases. PREREQUISITES: ENGL 1010, LAW 100, LAW 101 or permission of program coordinator.

LAW 106* Legal Writing (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; conformation 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 276T* 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.

Philosophy

PHIL 1030 Introduction to Philosophy (3) A general education course designed to meet the humanities/fine arts requirement. This course provides an introduction to the concepts of wisdom and knowledge and their use in the development of rational human values. PREREQUISITES: An acceptable placement score, or DSPR 0800 and DSPW 0800.

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. (Same as RODP PHIL 201)

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 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 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 1240 Stationary Cycling (1) This course is designed for students wishing to get physically fit through endurance, strength, and interval training on a stationary cycle. The students will continuously monitor their heart rate during the training session.

PHED 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.

PHED 1250 Sportyoga (1) This course is designed for students who wish to become physically fit through the practice of sportyoga. These moves are based on Hathayoga.

PHED 1260 Pilates (1) This course is designed for students who
Description of Courses

wish to become physically fit through the practice of Pilates. Core body exercises will be performed.

**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 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. PREREQUISITES: 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 (3)** Clinical practice under the supervision of qualified clinical faculty members in a facility as assigned by the academic faculty. PREREQUISITES: PTA 210, PTA 221, PTA 253 and PTA 250. One hundred-sixty clinical hours per semester.

**PTA 243C* Clinical Practice II (8)** Clinical practice under the supervision of qualified clinical faculty members in facilities as assigned by the academic faculty. PREREQUISITES: PTA 222, PTA 263, PTA 264, PTA 265 and PTA 242C. Four hundred clinical hours per semester.

**PTA 250* Medical Conditions for the PTA (3)** A survey of clinical medicine with emphasis on medical conditions frequently seen in patients treated by the physical therapist assistant. Includes an introduction to pharmacology and an in depth survey of neurology. Prerequisite: Admission to the PTA Program or permission of the instructor. Forty-five lecture 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, patient transfers and management, assistive and gait devices, isolation and aseptic techniques, manual muscle testing, goniometry, gait assessment and training. One full week of clinical observation. PREREQUISITES: PTA 110 and admission to the second year PTA program. Thirty lecture, thirty laboratory and fifty clinical orientation/observation hours per semester.

**PTA 263* Therapeutic Applications II (5)** Assessment techniques, superficial heat and cold modalities, hydrotherapy, introduction to use of electrical currents, basic therapeutic exercise techniques. Application of techniques and procedures to the treatment of patients with orthopedic and soft tissue injuries and other medical conditions. PREREQUISITES: PTA 210, PTA 221, PTA 250, and PTA 253. Thirty lecture and ninety laboratory hours per semester.

**PTA 264* Therapeutic Applications III (5)** Continuation of PTA 263. Further study of therapeutic exercise, introduction to traction, industrial rehabilitation, ergonomics, and aquatic therapy. Applications of these and previously studied techniques and procedures to patients with amputations, neck and back pathologies, arthritis and other medical conditions. Emphasis on program implementation and documentation. PREREQUISITES: PTA 210, PTA 221, PTA 250, and PTA 253. Forty-five lecture and sixty laboratory hours per semester.

**PTA 265* Therapeutic Applications IV (2)** Treatment procedures and appliances including prosthetics, intermittent compression and orthotics. Assessment and treatment of the patient with peripheral vascular disease including lymphedema and amputations. Introduction to principles of rehabilitation of patients with
neurological dysfunction. Prerequisites: PTA 221* PTA 253*, and PTA 250*. Fifteen lecture and thirty laboratory hours per semester.

PTA 270* Therapeutic Applications V (4) Continuation of therapeutic exercise and rehabilitation techniques for patients with neurological dysfunctions and advanced theory of electrical modalities. Application of techniques and procedures to patients with burns, neurological, cardiopulmonary, and multi-handicapping conditions. Special areas of practice. PREREQUISITES: PTA 222, PTA 263, PTA 264, and PTA 242C. Thirty lecture and sixty laboratory hours per semester.

**Physical Science**

♦ PSCI 1030 An Introduction to Physical 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 200* Principles of Technology (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 2020 Non-Calculus Based Physics II (4) A continuation of PHYS 2010. Topics include light, optics, electricity, magnetism and modern physics. PREREQUISITE: PHYS 2010. 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 of 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. CO-REQUISITE: 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 204 Introduction to Public Safety (3) The policy-making process with an emphasis on selected policy areas of welfare, criminal justice, education, civil rights, energy, the environment, and regulation of the economy.

POL 207 International Politics (3) The system of the nation-state, power and ideology, the diplomatic process, colonialism and imperialism, regions and crises, international organization and law, war and peace, the role of the United States in world affairs.

POL 210 State and Local Government in the United States (3) Forms of state and local government organizations. Interrelationships between state and local, state and federal, and local federal governments. (Same as RODPS 2020.)

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 (3) General Psychology is a one-semester course designed to provide an overview of the field of psychology and human behavior. The topics of philosophy, history, biology, learning, personality, abnormal behavior, treatment, applied memory, intelligence, motivation, consciousness, perception, and sensory are included.

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 222 Human Growth & Development (3) A study of the concepts and theories of human psychological and physical development from conception to death with emphasis on psychological learning theories.


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.

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.)

Public Administration

PAD 101* Introduction to Public Administration (3) This course examines the role of government in delivering the services and regulatory framework created by legislative action at the Federal, State, and Local government level. Emphasis will be placed on the
efficient delivery of services.

**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.

**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*. CO-REQUISITES: 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*. CO-REQUISITES: RAD 111C*, 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, 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*. CO-REQUISITE: 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*. CO-REQUISITES: 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*. CO-REQUISITES: RAD 112C*, RAD 131*, RAD 232*. Two lecture, two laboratory hours per week.

**RAD 122* Positioning and Procedures III (3)** An introduction to special procedures and Medical Imaging modalities. Angiography, arteriograms, venograms, myelograms, mammography, CT, MRI, radiation therapy and ultrasound are highlighted. PREREQUISITES: RAD 113C*, RAD 200*. CO-REQUISITES: RAD 211C*, RAD 221*. Three lecture 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*. CO-REQUISITES: 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*. CO-REQUISITES: 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*. CO-REQUISITE: RAD 113C*. 

**RAD 211C* Clinical Education I (2)** A comprehensive 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*. CO-REQUISITE: RAD 200*.
RAD 211C* Clinical Education IV (3) Clinical assignments in mobile imaging including general radiography and surgical procedures. Modality rotations include: Angiography/Arteriography, Cardiac Catheterization, CT, MRI, Nuclear Medicine, Pediatrics, Radiation Therapy, and Ultrasound. A minimum of 360 hours of supervised clinical education is required. PREREQUISITES: RAD 112C*, RAD 211C*, RAD 221*. CO-REQUISITES: RAD 220*, RAD 241*, RAD 260*.


RAD 221* Radiographic Physics I (3) An introductory study of the basic principles of atomic structure, radioactivity, magnetism, electricity, and mechanics. These fundamental aspects of radiation physics which are required to understand the nature and production of x-rays. PREREQUISITES: RAD 113C*, RAD 200*, MATH 1010 or 1110. CO-REQUISITES: RAD 122*, RAD 211C*. Three lecture hours per week.


RAD 241* Radiography Seminar (1) Objective tests are used to evaluate each student's readiness for terminal academic competencies. PREREQUISITES; RAD 122*, RAD 211C*, RAD 221*. CO-REQUISITES: RAD 212C*, RAD 220*, RAD 222*, RAD 260*.

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 213C*.


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 (2) This introductory course is designed to present an overview of the role of the respiratory care practitioner. Content areas to include ethics, the history of respiratory care, professional organizations and opportunities. Independent research required. PREREQUISITE for RPC 201*.

RPC 201* Fundamentals of Respiratory Care I (4) The theory of all basic equipment excluding ventilators is presented including topics on medical gas therapy, humidity and aerosol therapy, microbiology, cleaning and sterilization, and pharmacology. PREREQUISITE: Acceptance into the Respiratory Care Program and RPC 101*. CO-
Description of Courses

REQUISITE: 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 two 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*. CO-REQUISITES: 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*. CO-REQUISITES: 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. CO-REQUISITE: 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 (4) This course is designed to prepare the student for the National Entry Level Certification Examination. The successful completion of this course requires passing a mock national certification exam as the final examination. PREREQUISITES: RPC 202*, 230*, and 282C*. CO-REQUISITES: RPC 203*, 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 Polysomnography 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 notetaking. PREREQUISITES: PSG 110*, PSG 120C* 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 NBRPT 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 notetaking. PREREQUISITES: PSG 110* and PSG 120C* or permission of Program Director. 120 clinical hours per term.

**Social Services**

**SOCS 1010D* 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 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 Special Populations (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* Theories & Methods of Social Services Practices (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 2060* Field Practicum (5)** 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. (Same as RODP SOC 1010)

**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.

Theatre

THEA 1030 Introduction to Theater (3) A general education course designed to meet the humanities/fine arts requirement for non-majors. This course provides an introduction and overview of theater as an art form; emphasis on understanding the nature of drama and its place in culture, the history and theory of theater and the production process. 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)** An introduction to 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 Quickens 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 towards 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 towards 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 towards GBA requirement.

**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 towards 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 towards 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 towards 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 towards 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 towards 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. CO-REQUISITES: DES 101S, 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. CO-REQUISITES: 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. CO-REQUISITES: DES 101S, DES 102S.

**English as a Second Language**

**ESL 150S Foundations of English I (3)** This course combines a study of grammar, writing at the sentence level, and short readings. PREREQUISITE: Acceptable placement score in ESL placement test.

**ESL 151S Foundations of English II (3)** A continuation of ESL 150S. This course continues the study of English grammar and structure for non-native speakers of English. PREREQUISITE: ESL 150S or acceptable placement score in the ESL placement 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.

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.

Magnetic Resonance Imaging
MRI 200S Magnetic Resonance Imaging (3) A basic understanding of Magnetic Resonance Imaging to include: principles of magnetism and electricity, terminology, equipment components, imaging sequences, scanning parameters and techniques, artifacts, patient care, contrast administration, pathology, and quality control. Prerequisite: Must be a Registered Radiologic Technologist in good standing with the ARRT and be able to provide their own clinical rotations.

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 student to secure the Tennessee Residential Contractors Limited License. Content will include construction practices and techniques, materials, methods, codes, zoning, regulations, ordinances, safety, and OSHA. Financial statements, proper licensure application, and renewal forms will be prepared in class.
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2005-2006
Catalog

Administration
Faculty
and
Staff
Tennessee Board of Regents

Dr. Charles W. Manning, Chancellor

Named by Statutory Act
Hon. Phil Bredesen, The Governor of Tennessee, Chairman .................................................................Ex-Officio
Hon. Lana Seivers, The Commissioner of Education ................................................................................Ex-Officio
Hon. Ken Givens, The Commissioner of Agriculture .................................................................................Ex-Officio
Dr. Richard G. Rhoda, Executive Director, Tennessee Higher Education Commission ................................Ex-Officio

Named from Congressional Districts and At-Large

<table>
<thead>
<tr>
<th>Name</th>
<th>Service Began</th>
<th>Term Expires</th>
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<tbody>
<tr>
<td>Mr. Frank Barnett, Knoxville</td>
<td>2001</td>
<td>2007</td>
</tr>
<tr>
<td>Mr. Edgar R &quot;Buddy&quot; Bowers</td>
<td>1999</td>
<td>2005</td>
</tr>
<tr>
<td>Mrs. Agenia Clark, Nashville</td>
<td>2004</td>
<td>2010</td>
</tr>
<tr>
<td>Mr. Larry Burris, M.T.S.U.</td>
<td>2004</td>
<td>2005</td>
</tr>
<tr>
<td>Ms. Laura Wells, W.S.C.</td>
<td>2004</td>
<td>2005</td>
</tr>
<tr>
<td>Mr. Noble Cody, Cookeville</td>
<td>2000</td>
<td>2006</td>
</tr>
<tr>
<td>Ms. Fran Marcum, Tullahoma</td>
<td>2004</td>
<td>2010</td>
</tr>
<tr>
<td>VACANT</td>
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<td>Fifth</td>
</tr>
<tr>
<td>Mr. Jonas Kisber, Jr., Jackson</td>
<td>2002</td>
<td>2008</td>
</tr>
<tr>
<td>Mr. Roddy Howard, Chattanooga</td>
<td>2004</td>
<td>2010</td>
</tr>
<tr>
<td>Ms. Leslie Parks Pope, Kingsport</td>
<td>1995</td>
<td>2007</td>
</tr>
<tr>
<td>Mr. Stanley Rogers, Manchester Vice Chairman</td>
<td>1994</td>
<td>2006</td>
</tr>
<tr>
<td>Dr. Maxine Smith, Memphis</td>
<td>1994</td>
<td>2006</td>
</tr>
<tr>
<td>Mr. William H. Watkins, Jr., Memphis</td>
<td>1996</td>
<td>2008</td>
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</tbody>
</table>

Volunteer State College Foundation

2004-2005 Board of Trustees

David Amonette
Katherine W. Armstrong
Shirley Arrendale
Bob Atkins
Betty Belote
Albert Bennett
Diane Black
Wayne Boger
John Boniol
Steve Botts
Luther Bratton
Billy Paul Carneal
Richard Coker
Stan Cole
William ”Bud” Coley
Fred Culbreath
Wilda Dodson
William Draper
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Don Eden
Frank Freels, Jr.
John Claude Garrett, III
Johnny Garrott
Tina Earp Gerber
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Tom Gray
Ragan Hall
Jan Hallmark
James A. Harding
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Jenny Bess Hibbett
Ronnie Hollingsworth
Charles Russell Honeycutt
William E. Hood
Halden Hooper
Billy M. Jackson
Robert Jennings
Dixie Jones
Lois Jordan
Bill Kemp
Deotha Malone
Tom Maxwell
Ed Mayberry
Jack McCall
Carl McKellar
Mike Moulton
L. H. Newman
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Wallace Nicol
Randolph Offitt, Sr.
David Brown Parrish
David Bate Parsons
James Pope
Patty Powell
R. Wade Powers
Faye Pryor
Hal R. Ramer
Gary Renfro
Thomas Richey
Rosemary F. Rogers
Bettye Scott
Frank Smith
F. Gwen Stidham
William Sugg
F. William Taylor
Dixie Taylor-Huff
Virginia Thigpen
Grace Tomkins
Jane Vandercook
Jane Wheatcraft
Tommy Whittaker
Betty Carol Williams
Betty Zuccarello

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Jerry Johnson
Peter Prater
Randolph C. Wood

Trustee Emeritus
Hugh Carpenter
Ellen Wemyss
Robert L. Wendling
Administration, Faculty and Staff

Office of the President
Warren R. Nichols..................................................President
A.S., 1972, Tarrant County Junior College
B.S., 1977, University of Texas
M.A., 1982, University of Texas
Ed. D., 1993, University of Houston
(2003)
Betty J. Gibson .........................................Assistant to the President
A.S., 1983, Volunteer State Community College
(1972)
W. Gerald Scott..................................................Internal Auditor
B.B.A., 1979, Middle Tennessee State University
Certified Internal Auditor, 1988
(1998)

Office of the Vice President for Resource Development and Executive Director College Foundation
Stanley "Stan" George Cole.................................Vice President of Resource Development
B.Ed., 1967, State University of New York
M.Ed., 1977, Bridgewater State College
Ed.D., 1984, Memphis State University
(2004)
Shannon B. Fredricksen........................Special Events Coordinator
B.A., 1997, Wayne State University
(2004)
Brenda L. Martin......................................Secretary III
(2000)
Stacy L. Womelduff..........................Account Manager
(2004)

Division of Continuing Education and Economic Development
Hilary Barbara Sloan Greco Marabeti.............Assistant Vice President for Continuing Education and Economic Devl.
Associate Professor of Language Arts
B.S., 1968, Montclair State College
M.S., 1973, University of Tennessee
(1973)
Teresa Corlew...............................................Office Supervisor
(1996)

Office of the Vice President of Academic Affairs
Charles Lewis Lea.............................Vice President of Academic Affairs, and Professor of Sociology
B.S., 1972, Middle Tennessee State University
M.A.T., 1974, Middle Tennessee State University
Ed.D., 1986, Vanderbilt University
(1991)
Maxine Bowden..............................................Secretary II
(1998)
Bonnita Beasley....................Administrative Assistant I
A.S., 1981, Volunteer State Community College
C.P.S., 1996
(1976)
James Gordon Hiett, Jr......................Assistant Vice President for Academic Affairs and Associate Professor of Psychology
B.S., 1966, Middle Tennessee State University
M.Ed., 1967, Middle Tennessee State University
Course work completed for Ph.D.: University of Florida
(1985)
Laurette Nuckols........................Executive Aid
C.P.S., 1996
(1991)

Office of the Vice President for Resource Development and Executive Director College Foundation
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
M.Ed., 2002, Middle Tennessee State University
(1989)
G. Robert "Bob" Jankiewicz..Director, Business & Industry Institute
B.B.A., 1971 University of Wisconsin
M.S., 1994, University of Tennessee
(2004)

Office of Public Relations and Publications
Angie Jowers............Interim Director / Media Relations Coordinator
B.A., 1994, University of Memphis
(2004)
Shirlee Killough Banning......................Office Supervisor
C.P.S., 1996
(1992)
Kenyatta K. Lovett..........................Webmaster
(2004)
### Career Placement and Cooperative Education

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Richard B. Parrent</td>
<td>Director of Placement Services</td>
<td>B.S., 1974, Western Kentucky University</td>
</tr>
<tr>
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<td>M.S., 1976, Western Kentucky University</td>
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<tr>
<td></td>
<td></td>
<td>Ed.D., 1981, Indiana University</td>
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<tr>
<td>Carey J. Massey</td>
<td>Secretary II</td>
<td>B.S., 2000, Western Kentucky University</td>
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### Livingston Center

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Michael Powell</td>
<td>Director</td>
<td>B.S., 1985, Tennessee Technological University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.A., 2002 Tennessee Technological University</td>
</tr>
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<td></td>
<td></td>
<td>Ed.S, 2003 Tennessee Technological University</td>
</tr>
<tr>
<td>Patty Bowman</td>
<td>Counselor/Coordinator of Student Services</td>
<td>B.S., 1977, Tennessee Technological University</td>
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<td></td>
<td>M.A., 2003 Tennessee Technological University</td>
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<tr>
<td>Jeanette Copeland</td>
<td>Secretary I</td>
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<tr>
<td>Brent Landon Carter</td>
<td>Technical and Support Service Specialist</td>
<td>A.S., 1997, Volunteer State Community College</td>
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<td>B.S., 1999, Tennessee Technological University</td>
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<td>Inez Hewitt</td>
<td>Secretary II</td>
<td>A.A.S., 1999, Volunteer State Community College</td>
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<tr>
<td>Janet Poindexter</td>
<td>Office Supervisor</td>
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<tr>
<td>Patsy Wright</td>
<td>Custodian</td>
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### Off-Campus Operations

<table>
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<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Shanna L. Jackson</td>
<td>Coordinator of Off-Campus Sites</td>
<td>B.S., 1992, Florida A &amp; M University</td>
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<td>M.B.A., 1993 Florida A &amp; M University</td>
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<tr>
<td>Carol Sue Roberts</td>
<td>Secretary II</td>
<td>C.P.S., 1999</td>
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<tr>
<td>Judith Ann Pratt</td>
<td>Administrative Assistant (McGavock Center)</td>
<td>A.S., 1984, Volunteer State Community College</td>
</tr>
<tr>
<td>Joan Lela Caruthers Weaver</td>
<td>Coordinator of Madison Site</td>
<td>B.S., 1963, Middle Tennessee State University</td>
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<td>M.B.A., 1971, Middle Tennessee State University</td>
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### Tech Prep

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<th>Name</th>
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<tr>
<td>Richard B. Parrent</td>
<td>Acting Tech Prep Coordinator</td>
<td>B.S., 1974, Western Kentucky University</td>
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<td>M.S., 1976, Western Kentucky University</td>
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<td>Ed.D., 1981, Indiana University</td>
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<tr>
<td>Carey J. Massey</td>
<td>Secretary II</td>
<td>B.S., 2000, Western Kentucky University</td>
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### NewSkills and Developmental Studies

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Kay Dayton</td>
<td>Director of NewSkills and Developmental Studies Coordinator of Learning Strategies</td>
<td>B.S., 1973, Tennessee Technological University</td>
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<td>M.A., 1980, Tennessee Technological University</td>
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<tr>
<td>Delois H. Reagan</td>
<td>Coordinator of NewSkills</td>
<td>C.P.S., 1994</td>
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<td>A.S., 2004, Volunteer State Community College</td>
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<tr>
<td>Carolyn Harlan</td>
<td>Teaching Lab Assistant; Math Instructor in Newskills</td>
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<td>B.S., 1967, Austin Peay State University</td>
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### Academic Computer Services

<table>
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<tr>
<th>Name</th>
<th>Position</th>
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<tr>
<td>Robert E. Berry</td>
<td>(Interim) Program Director of Academic Computing; Associate Professor of Computer Information Systems</td>
<td>B.S., 1976, University of Memphis</td>
</tr>
<tr>
<td></td>
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<td>M.S., 1982, University of Memphis</td>
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<tr>
<td>Mark Brown</td>
<td>Electronic Equipment Technician</td>
<td>Certificate, 1984, Tennessee Vocational Training Center</td>
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<tr>
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<td>(1986)</td>
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<tr>
<td>Clarence Dobbins</td>
<td>Training &amp; Support Specialist</td>
<td>A.S., 1993, Indiana Vocational Technical College</td>
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<td>(1995)</td>
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<tr>
<td>Robert L. Morris</td>
<td>(Interim) Academic Computer Information Systems Coordinator; Assistant Professor Computer Information Systems</td>
<td>B.S., 1971, University of Wyoming</td>
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<td>M.S., 1977, Georgia Institute of Technology</td>
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<td>Additional Graduate work; University of Montana</td>
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### Additional Graduate Work

- Auburn University (1971)
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)  

**Records and Registration**

Janice R. Roark .........................Director of Records and Registration  
(1971)  
Lauren Beth Stewart.......................................Secretary II  
(2003)  
Dawn Anderson........................................Admissions & Records Clerk  
B.S., 1993, Tennessee State University  
(1998)  
Sherry L. Brown........................................Transcript Analyst  
(1980)  
Linda Carver........................................Graduation Analyst II  
C.P.S., 1993  
(1989)  
Deborah L. Craighead........................Student Records Coordinator  
A.A.S. 1987, Volunteer State Community College  
C.P.S., 1994  
(1990)  
Dorothy Deleonibus.................................Admissions & Records Clerk  
(1992)  
Swawnna Y. Townsend.........................Lead Worker  
(1997)  

**Media Services Department**

Terrence M. Heinen..........................Director  
B.S., 1976, George Peabody College  
(1993)  
Mark John Conrad............................Engineer  
A.S., 1971, University of Cincinnati  
(2001)  
Todd Griffin........................................Videography/Editor  
B.A., 1994, Western Kentucky University  
(1998)  

**Division of Allied Health**

Ronald Rowan Coleman ......................Dean of Allied Health  
B.S., 1965, Middle Tennessee State University  
M.S.T., 1969, Middle Tennessee State University  
Ed.D., 1976, University of Memphis  
(1976)  

Pamela Carey...........................................Coordinator of Contracts  
and Clinical Affiliations Specialist  
A.S., 1984, Volunteer State Community College  
UNV.S., 2004 Middle TN State University  
(1997)  
Judy L. O’Neal.........................................Secretary III  
(1977)  
Tammy Swindle..................................Secretary II, EMS/COE  
(1999)  
Jana Allen............................................Special Projects Director,  
Instructor in Medical Terminology  
B.S., 1980, Mississippi State University  
M.T., 1980, Mississippi Baptist Medical Center  
(1995)  
Richard Kevin Alspaugh..................Program Director/Instructor  
Health Sciences Center of Emphasis  
EMT-A, 1984, State of Tennessee  
EMT I/C, 1986, State of Tennessee  
EMT-P, 1988, State of Tennessee  
Paramedic Certificate, 1988, Volunteer State Community College  
A.S., 1998, Volunteer State Community College  
(1992)  
Patricia Bode..............................Associate Professor Health Information  
Technology Program  
B.S., Ed., 1970, University of Ohio  
A.A.S., 1995, Volunteer State Community College  
R.H.I.T., 1995, AHIMA  
R.H.I.A., 1999, AHIMA  
C.P.A.R, 2001  
(1997)  
Elvis Brandon....................Instructor/Academic Coordinator of Clinical  
Education in Physical Therapist Assistant Program  
ATC/L, 1992, State of Tennessee  
A.A.S., 1997, Volunteer State Community College  
LPTA, 1997, State of Tennessee  
B.S., 1986, Middle Tennessee State University  
M.E.S.S., 1990, University of Florida  
(2001)  
Dianne Martin Carwire..................EMT Basic Coordinator and  
Assistant Professor in EMT-Paramedic Program  
EMT-A, 1976, State of Tennessee  
EMT-P, 1980, State of Tennessee  
B.S., 1973, University of Tennessee  
(1998)  
Kimberly D. Christmon................Instructor in Respiratory  
Care Program  
B.S., 1991, Tennessee State University  
C.R.T.T., 1991, National Board for Respiratory Care  
R.R. T., 1992, National Board for Respiratory Care  
(2002)
Richard Allen Collier ....................... Program Director and Associate Professor in EMT-Paramedic Program
EMT-A, 1972, State of Tennessee and NREMT
EMT I/C, 1976 State of Tennessee
EMT-P, 1978, State of Tennessee and NREMT
B.S.N., 1984, Austin Peay State University
R.N., 1984, Tennessee Board of Nursing

Dennis Lee Dipert ......................... Program Director and Associate Professor of Physical Therapist Assistant Program
B.A., 1969, Indiana University
C.P.T., 1970, University of California
M.S., 1974, Indiana University
Additional graduate work: Indiana University (1988)

Jimmie Edwards ...................... EMT/Paramedic Instructor
A.S., 1999, Volunteer State Community College
B.S.N., 1997, Austin Peay State University (2001)

Hanson E. “Muff” Farmer .................. Educational Coordinator and Instructor in EMT-Paramedic Program
EMT-A, 1976, State of Tennessee
EMT-P, 1980, State of Tennessee and NREMT

Travis M. Ford .......................... Program Director and Assistant Professor Fire Science Technology
A.I.E., 1982, Nashville State Technical Institute
A.M.E., 1982, Nashville State Technical Institute
A.S., 1989, Tennessee State University
B.S., 1990, University of Memphis
M.S., 1997, University of Tennessee (1994)

Terry Hutchins ..................... Instructor of Radiology
B.S., 1977, University of Tennessee
R.T. (R), 1976 American Registry of Radiologic & Technologists
B.S., 1977, University of TN Center for the Health Sciences

Teresa (Terri) F. Johnson ................... Director of Clinical Education and Instructor in Radiologic Technology Program
A.A.S., 1995, Volunteer State Community College

Katherine Karas ....................... Program Director/Instructor in Medical Laboratory Tech Program
A.A., 1997, Franciscan University
B.S., 1999, University of North Dakota

Lois Anne Knobeloch ..................... Program Director and Associate Professor of Health Information Technology
A.R.T., 1960, Sinai Hospital
B.A., 1975, University of St. Thomas
R.R.A., 1975, American Medical Record Association
M.S., 1990, College of Saint Francis (1977)

Monica M. Korpady ........................ Program Director and Associate Professor of Radiologic Technology Program
R.T. (R), 1973, American Registry of Radiologic Technologists
B.S., 1992, College of Saint Francis
R.T. (M), 1993, American Registry of Radiologic Technologists
M.S., 1995, College of Saint Francis (1990)

Cory E. Martin ........................ Program Director and Assistant Professor of Respiratory Care
B.S. 1992, David Lipscomb University
CRT, 1994, National Board for Respiratory Care
RRT, 1998, National Board for Respiratory Care
CPFT, 2002, National Board for Respiratory Care

Wendy S. Shen .................. Program Director and Instructor in Ophthalmic Technician Program
A.A.S., 1987, Triton College

Gene Spain, Jr ..................... Program Director and Assistant Professor of Diagnostic Medical Sonography Program
B.B.A., 1990, Middle Tennessee State University

Desiree Sutphen ........................ Program Director and Assistant Professor of Dental Assistant Program
Dental Assistant Certificate, 1994,
Volunteer State Community College
C.D.A., 1994, State of Tennessee
RDA, 1995, State of Tennessee
A.A.S., 1996, Volunteer State Community College

Sharon N. Tucker .................. Instructor of Dental Assistant Program
A.A.S., 1999, Volunteer State Community College
CDA, 1999, Dental Assisting National Board, Inc.

**Division of Business**

John H. Espey .................................. Dean of Business;
Professor of Business
A.A.S., 1971, Corning Community College
Administration, Faculty and Staff

Francis A. Miller ................................................................... Secretary III (1992)
Cristy L. Miles ....................................................................... Secretary II (2005)
Daniel B. Arena..................................................... Associate Professor of Computer Information Systems (1992)
Martin Bell............................................................................ Associate Professor of Computer Information Systems (1998)
Robert E. Berry.............................................. (Interim) Program Director of Academic Computing; Associate Professor of Computer Information Systems (1995)
Greg Burgess........................................................................ Assistant Professor of Computer Information Systems (2001)
Larry David Harber.................................................. Associate Professor of Computer Information Systems (1998)
Mary Nunaley.................................................. Specialist/Instructional Design and Associate Professor of Hotel and Restaurant Management (1976)
Brenda Earle Ray Hester ....................... Coordinator of Accounting; Associate Professor of Office Occupations and Business and Commerce (1981)
Brent Trentham............................................ Associate Professor of Accounting (1998)
Joan Lela Caruthers Weaver ....................... Associate Professor of Business and Commerce (1971)
Roland Douglas Whitsell................................. Associate Professor of Business and Commerce (1978)

Mandy Beth Wilson McDougal .......... Interim Dean of Humanities

Division of Humanities
Mandy Beth Wilson McDougal ...................... Interim Dean of Humanities

Associate Professor of English; English Department Chairperson
Administration, Faculty and Staff

B.A., 1967, University of Memphis
M.A., 1973, Middle Tennessee State University
(K94)
Karen Chapman-----------------------------------Secretary III
C.P.S., 1988
A.S., 2000, Volunteer State Community College
(96)
Debra Lindsay-----------------------------------Secretary II
A.A.S., 1997, Volunteer State Community College
A.S., 2001, Trevecca Nazarene University
(99)
Holly Nimmo-----------------------------WVCP-FM Radio
Operations Supervisor
A.S., 1995, Volunteer State Community College
B.S., 1997, Middle Tennessee State University
(99)
Len Assante--------------------------------Communication Department Chair
Associate Professor of Communication
B.A., 1987, Rutgers University
M.A., 1989, State University of New York at Buffalo
Coursework completed for Ph.D.: State University of New York
at Buffalo
(96)
Nancy R. Blomgren-----------------------------Associate Professor of English
B.S., 1987, University of Wisconsin
M.A., 1990, Vanderbilt University
(91)
Jo Zanice Bond--------------------------------Associate Professor of English
B.S., 1987, Ohio University
M.S., 1994 Tennessee State University
(93)*On Leave
Linda Powell Brady-----------------------------Associate Professor of English
B.S., 1969, Murray State University
M.A.C.T., 1971, Murray State University
S.C.T., 1971, Murray State University
Additional coursework: Southern Illinois University and
Vanderbilt University
(91)
Susan Jakes Brandt-----------------------------Professor of Reading
B.S., 1971, George Peabody College
M.A., 1975, George Peabody College
Ed.S., 1977, George Peabody College
Ed.D., 1985, Vanderbilt University
(85)
Lloyd Elkin Brown-------------------------------Instructor of English
A.A., 1971 Cumberland College
B.A., 1984 Cumberland College
M.A., 1987, Middle Tennessee State University
(04)
Walter Craig Carman-----------------------------Associate Professor of English,
Philosophy and Reading
B.S., 1971, Murray State University
M.A., 1976, Murray State University
S.C.T., 1976, Murray State University
(76)
Traci Leigh Chance----------------------------Associate Professor of English
Humanities Adjunct Faculty Coordinator
B.A., 1987, James Madison University
M.A.T., 1989, James Madison University
Course work completed for Ph.D.: Indiana University of PA.
(90)
Cynthia Chanin-----------------------------Assistant Professor of English/ESL
B.A., 1972, University of North Carolina
(90)
Dawn DeVeaux-----------------------------Assistant Professor of Communication
Coordinator of Honors Program
B.S., 1984, Howard University
M.S., 1987, Austin Peay State University
D.A., 1998, George Mason University
(97)
Robert L. Effland-----------------------------Assistant Professor of Spanish
A.A., 1963, Canton Community College
B.A., 1965, The University of Iowa
M.A., 1966, The University of Iowa
Ed.S., 1998, The University of Iowa
(03)
Howard Eugene Espravnik-----------------------------Associate Professor
of Communication; Manager, Radio Station WVCP-FM
B.S., 1977, Indiana State University
M.S., 1986, Radford University
Cert.of Broadcasting, 1973, Gary Area Voc.-Technical School
(86)
John David Flynn-----------------------------Professor of English
B.J., 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
(93)
Mickey R. Hall-----------------------------Professor of English
B.A., 1982, Southwest Missouri State University
M.A., 1985, California State University
Ed.D., 2002, Tennessee State University
(89)
Claire Gray Hampton-----------------------------Associate Professor of Art
B.F.A., 1970, Murray State University
M.A., 1972, Murray State University
(81)
Kim Hibbhard-----------------------------Director of Language Center
Instructor in English
B.F.A., 1984, University of Arizona
M.A., 1997, Lamar University
(01) (on leave)
Karen A. Howard .................................. Associate Professor of English; Livingston Site Division Coordinator
B.A., 1980, Tennessee Technological University
Clark Hutton .......... Associate Professor of English and Philosophy
A.A., 1985, Martin College
B.S., 1987, Austin Peay State University
M.A., 1990, Auburn University
Ph.D., 2004, Middle Tennessee State University (1996)
David Johnson ..................................... Assistant Professor of English and Communication
B.S., 1981, Tennessee Tech University
M.A., 1991, Tennessee Tech University
Additional graduate work: University of Tennessee (1996)
Donna Johnson .................. Associate Professor of Reading
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)
Bobbie Elizabeth Kilbane ..................... Instructor of English
B.A., 1966, George Peabody College
M.A., 1967 George Peabody College
Dawn Larsen ................ Associate Professor of Communication and Theater; Visual & Performing Art Dept. Chair
A.A., 1981, Cottey College
B.A., 1983, University of Missouri
M.A., 1991, Austin Peay State University
Mandy Beth Wilson McDougal ............ Associate Professor of English; English Department Chairperson
B.A., 1967, University of Memphis
M.A., 1973, Middle Tennessee State University (1994)
Kay Riddle McLean ........ Associate Professor of English/ESL/French
B.A., 1973, Middle Tennessee State University
M.Ed., 1994, Middle Tennessee State University
Additional graduate work: University of Strasbourg, France, University of Montpellier, France, and Tennessee State University (1997)
Robert Scott McMillan ............ Assistant Professor of English, History, and Political Science
B.S., 1984, Tennessee Technological University
Cynthia Lynn Malden ............ Associate Professor of English
B.S., 1975, Tennessee State University
M.A., 1979, Tennessee State University (1988)
Betty Mandeville ................ Assistant Professor of English
B.S., 1994, Florida State University
Shellie Michael ............... Associate Professor of Communication and English
B.A., 1986, State University of New York
M.A., 1993, University of Nevada at Las Vegas
Julie Rhea Morgan ........... Associate Professor of English
A.A., 1985, Parkland Community College
B.A., 1988, Illinois State University
M.A., 1992, Middle Tennessee State University (1994)
Susan Mulcahy .................. Professor of Art
B.F.A., 1971, Daemen College
Betty Joan Palmer Nelson ....... Professor of English
B.A., 1960, Muskingum College
M.S., 1961, University of Wisconsin
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
M.A., 1989, Tennessee State University
M.S.S.W., 1993, University of Louisville (1990)
Lynn Peterson .................. Assistant Professor of Music
B.M.E., 1982, East Tennessee State University
Patricia Ann Regel ....... Associate Professor of English
B.A., 1971, Blue Mountain College
Jaime Sanchez .......... Foreign Language and ESL Department Chair; Professor of Spanish and English
B.A., 1976, Universidad Nacional Autonoma de Mexico
M.A., 1979, Universidad Nacional Autonoma de Mexico
A.S., 1988, Nashville State Technical Institute
D.A., 1998, Middle Tennessee State University (1992)
Jan Schipper ............. Associate Professor of English
B.A., 1994, Austin Peay State University
M.A., 1995, Austin Peay State University
D.A., 2000, Middle Tennessee State University
Ph.D., 2000, Middle Tennessee State University (1998)
Thomas Clayton Scott.................................Instructor of Communication
B.A., 1981, Western Kentucky University
M.A., 1990, University of Mississippi
(2002)
Nancy Slaughter....................................................Assistant Professor of Music
B.S., 1978, Austin Peay State University
B.M.S., 1979, George Peabody College
Additional graduate work: Tanglewood Music Institute, Lenox, Massachusetts and American Institute of Musical Studies, Graz, Austria
(1999)
Seth Hardison Sparkman, Jr. ............Director of Distance Learning and College At Home; Associate Professor of Communication
B.S., 1971, East Tennessee State University
M.S., 1974, Indiana State University
(1979)
Toni Stevens....................................................Associate Professor of English
B.S., 1962, East Tennessee State University
M.A., 1985, University of Missouri
(1991)
James W. Story, Jr..........................Associate Professor of Music
B.S., 1977, Tennessee Technological University
M.M., 1986, Austin Peay State University
(1997)
Edmon Thomas..........................Associate Professor of Communication
B.A., 1979, San Francisco State University
M.A., 1982, California State University
(1992)
Michelle Vandiver..................Assistant Professor of Foreign Languages
B.A., 1997, University of North Alabama
M.A., 1999, University of Alabama
(2000)
David Warner..........................Assistant Professor of Communication
B.A., 1971, David Lipscomb University
M.A., 1973, University of Memphis
(2000)
Cynthia R. Wyatt..........................Instructor of English
B.A., 1965, Queens College
M.A., 1968, City University of New York
(2004)

Jane Kelley Armour............................Electronic Resources Librarian
Distance Education Librarian
Associate Professor of Bibliography
B.A., 1970, Belmont College
M.L.S., 1971, George Peabody College
Additional graduate work: George Peabody College
(1971)
Victoria G. Comer......................................................Office Supervisor
A.S., 1980, Volunteer State Community College
B.S., 1981, Tennessee State University
M.S., 1985, Tennessee State University
(1990)
Phillip W. Hailey ..................................................Library Assistant II
A.A.S., 1993, Volunteer State Community College
(1994)
Michael A. Hitzelberger..............................Library Assistant I
B.S., 1985, Michigan Technological University
(2001)
Ann Kirkpatrick.......................................................Library Assistant I
A.A. S., 2001, Volunteer State Community College
(2001)
Sherry Legge.................Library Instruction/Reference Librarian
B.S., 1968, Eastern Kentucky University
M.L.S., 1973, Indiana University
Additional graduate work: Indiana University
(2001)
Rebecca D. Loftis..................................................Library Assistant II
A.A.S., 1994, Volunteer State Community College
(1998)
Lynda K. Vincent ......Coordinator of Circulation Services/Distance Learning Desk
A.S., 1988, Volunteer State Community College
(1990)
Sarah Marguerite Voorhies........................Library Assistant II
B.A., 1955, Tennessee Technological University
M.A.L.S., 1963, George Peabody College
Additional graduate work: George Peabody College
(1971)
Donna B. Warden ................................................Library Assistant III
C.P.S., 1996
(1975)

Division of Library Services and Learning Resources

Louise R. Kelly........................................Director of Library Services
Collection Development Librarian
Associate Professor of Bibliography
B.A., 1977, University of Tennessee
M.L.S., 1978, George Peabody College
Additional graduate work: Middle Tennessee State University
(1993)
Division of Mathematics and Science

James Richard Harville ........................................ Dean of Mathematics and Science/Professor of Mathematics
B.S., 1967, Tennessee Technological University
M.S., 1971, Tennessee Technological University
Ph.D., 1986, Vanderbilt University
(1972)

Janet E. Jones ............................................................ Secretary III
C.P.S., 1996
(1979)

Barbara Gray ..................................................................... Secretary II
A.A., 1974, Santa Rosa Junior College
C.P.S., 2002
A.S., 2003, Volunteer State Community College
(1994)

Alec F. Bridges .................................................... Chemistry Laboratory Technician
B.A., 1966, University of Tennessee
M.S., 1972, Murray State University
(2001)

Michael J. Hill ...................................................... Biology Laboratory Assistant
A.S., 1997, Volunteer State Community College
B.S., 2003, Austin Peay State University
(2003)

William U. Smith .................................................. Assistant Director of Math Lab
B.S., 1980, Auburn University
(1993)

Ondis Nathaniel Bible ........................................... Associate Professor of Mathematics
B.A., 1972, Maryville College
M.A., 1976, University of Tennessee
(1977)

William David Boehner .................................... Associate Professor of Biology and Natural Resource Management
B.S., 1971, University of Tennessee
M.S., 1973, University of Tennessee
(1974)

Kimberly Caldwell ............................................... Professor of Mathematics
A.S., 1982, Volunteer State Community College
B.S., 1985, Tennessee Technological University
M.S., 1988, Tennessee Technological University
Ed.D., 2001, Tennessee State University
(1990)

Nancy Rushing Candella ..................................... Associate Professor of Biology
B.S., 1963, Middle Tennessee State University
M.S., 1991, Middle Tennessee State University
(1993)

Charles Richard Conrad .................................. Associate Professor of Mathematics
B.A., 1971, Marshall University
B.A., 1974, Marshall University
M.S., 1989, Central Connecticut State University
Additional graduate work: Tennessee State University
(1993)

Lisa Wilson Davis ................................................... Instructor of Biology
B.S., 1988 Middle Tennessee State University
M.S., 1994, Middle Tennessee State University
(2004)

Le-Ellen Dayhuff ........................................... Assistant Professor of Mathematics
B.S., 1993, Middle Tennessee State University
M.S., 1996, Middle Tennessee State University
Ph.D., 2004, Tennessee Technological University
(1997)

Peggy Arlene Dyer ............................................... Associate Professor of Mathematics
A.A., 1986, Martin Methodist College
B.S., 1989, Tennessee Wesleyan College
M.S., 1991, Middle Tennessee State University
(1994)

Paula Kaye Etheridge ........................................... Associate Professor of Mathematics
B.S., 1976, Austin Peay State University
M.Ed., 1989, Tennessee State University
(1990)

Tim Farris ....................................................... Associate Professor of Physics
B.S.E.G., 1983, University of Mississippi
M.S.E.S., 1985, University of Mississippi
Ph.D., 1991, Vanderbilt University
(2001)

Shelley Dee Fenton .............................................. Associate Professor of Mathematics
B.S., 1988, Belhaven College
M.S., 1993, University of Tennessee
(1997)

Robert Allen Forrester ..................................... Associate Professor of Mathematics/Chairman, Department of Mathematics
B.A., 1969, Vanderbilt University
M.A., 1972, George Peabody College of Vanderbilt University
Course work completed for Ph.D.: George Peabody College of Vanderbilt University
(1973)

Frederick R. Frank, Jr. ....................................... Associate Professor of Biology
A.A., 1975, Essex Community College
B.S., 1977, National College of Chiropractic Medicine
D.C., 1979, National College of Chiropractic Medicine
(1994)

Ronald Wilson Hackney .................................. Associate Professor of Biology
B.S., 1970, Austin Peay State University
M.S., 1972, Austin Peay State University
(1973)

Susan Lavimoniere Harriman ...................... Associate Professor of Physics
B.A., 1976, Bridgewater State College
M.A., 1979, Bridgewater State College
M.S., 1997, Tennessee State University
Additional graduate work: Western Kentucky University
(1994)

Joy Hosey ...................................................... Assistant Professor of Mathematics
B.S., 1981, Campbellsville College
M.A.T, 1992, University of Kentucky
Additional graduate work: Tennessee Technological University
(1999)

Frances S. Johnson ............................................... Associate Professor of Mathematics
B.S., 1970, Alabama State University
M.Ed., 1983, Tennessee State University
M.S., 1991, Tennessee State University
(1989)
Katherine Riegler Johnson........Associate Professor of Mathematics  
B.S., 1989, Tennessee State University  
M.S., 1997, Tennessee State University  
*Additional graduate work: Belmont University*  
(1994)  
Jeffrey D. Kent..........................Professor of Biology  
and Greenhouse Manager  
B.A., 1972, Slippery Rock University  
M.S., 1974, Slippery Rock University  
Ph.D., 1986, University of Illinois  
(1995)  
Herman Charles Lawson........Associate Professor of Mathematics  
B.S., 1969, Carson-Newman College  
B.A., 1978, Christopher Newport College  
M.S., 1971, University of Kentucky  
*Additional graduate work: University of Kentucky, Vanderbilt University*  
(1980)  
Edith Bailey Lester...............Associate Professor of Mathematics  
B.S., 1973, LeMoyne-Owen College  
M.A., 1976, Indiana University  
M.A., 2000, Trevecca Nazarene University  
(1996)  
James Edgar Lowe ...............Associate Professor of Engineering  
B.E., 1966, Vanderbilt University  
M.S., 1969, Vanderbilt University  
(1971)  
Hillman Kemp Mann................Professor of Biology  
B.A., 1981, Rhodes College  
M.D., 1988, University of Tennessee  
(1994)  
Vicky Durham McVey .............Associate Professor of Mathematics  
A.S., 1976, Volunteer State Community College  
B.S., 1978, Middle Tennessee State University  
M.S., 1979, Middle Tennessee State University  
(1985)  
Jeffrey Tod Moore..............Associate Professor of Mathematics  
B.A., 1988, San Jose State University  
M.S., 1991, Middle Tennessee State University  
(1994)  
Nancy Garnett Morris.............Chair, Departments of Science and Associate Professor of Biology  
B.S., 1975, Austin Peay State University  
M.S., 1976, George Peabody College  
*Additional graduate work: Austin Peay State University, Tennessee State University, and Vanderbilt University*  
(1980)  
James P. Neillan....................Instructor of Chemistry  
B.S., 1970, Boston College  
Ph.D., 1975 University of Wisconsin  
(2004)  

Parris Powers..................Associate Professor of Chemistry  
B.S., 1992, Tennessee State University  
M.S., 1994, Tennessee State University  
*Additional graduate work: Middle Tennessee State University*  
(1995)  
April Lynn Richey..............Instructor of Mathematics  
M.S. 1999, Middle Tennessee State University  
(2002)  
Mulloy Robertson, Jr..............Associate Professor of Mathematics  
A.A., 1978, Mississippi City Community College  
B.S., 1980, Arkansas State University  
M.Ed., 1987, Tennessee State University  
*Additional graduate work: Tennessee State University*  
(1988)  
Louis Joseph Schibig...............Professor of Biology  
B.S., 1970, Austin Peay State University  
M.S., 1972, Austin Peay State University  
*Additional graduate work: University of Tennessee*  
(1973)  
Mohamad Mehdi Shariati........Associate Professor of Mathematics  
B.S., 1980, Tennessee State University  
M.Ed., 1990, Tennessee State University  
*Additional graduate work: Tennessee State University, Western Kentucky University*  
(1994)  
Girija S. Shinde..........Instructor in Biology (Livingston Campus)  
B.S., 1985, Fergusson College  
M.S., 1987, University of Pune  
M. Phil., 1990, University of Pune  
M.S., 2002, Tennessee Technological University  
(2002)  
Charles Snelling............Associate Professor of Chemistry  
B.S., 1977, Arizona State University  
Ph.D., 1981, University of Illinois  
(1996)  
Rita Branham Sowell ..........Associate Professor of Mathematics  
B.S., 1982, University of Tennessee  
M.S., 1991, Tennessee State University  
(1987)  
Douglas Williams...............Associate 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.........Associate 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

Karen Valencia ................................................Dean of Social Sciences and Education/Assistant Professor of Education
B.S., 1975 Louisiana State University
M.A., 1995, University of Texas

Linnette Flood ......................................................Secretary III (2000)

Hollie Harvey ......................................................Secretary II (2001)

Alice Marie Alexander Amonette ....Department Head of Education, Childhood Education & Health & Physical Education; Professor of Education, Health & Physical Education
B.S., 1964, University of Tennessee
M.A., 1967, George Peabody College

Keith Bell ............................................................Associate Professor of Geography
A.S., 1991, Columbia State Community College
B.A., 1993, Memphis State University
M.S., 1995, University of Memphis (1998)

Carole Bucy .........................................................Associate Professor of History
B.A., 1971, Baylor University
M.A., 1972, George Peabody College

Joseph C. Douglas ...........................................Associate Professor of History
B.A., 1986, Middle Tennessee State University
M.A., 1991, Middle Tennessee State University
Ph.D., 2001, University of Houston (1997)

Vicki Lynn Dretchen ..........................................Assistant Professor of Psychology
A.A.S., 1988, Volunteer State Community College
B.S., 1991, Middle Tennessee State University

Carl Grady Eades ................................................Instructor of History
B.A., 1996, East Tennessee State University
M.A., 2000, University of Alabama

Phyllis Ann Sayers Foley ..................Associate 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
Tennessee Licensed Professional Counselor, 1994
(1991)

Sidney E. Hardyway .......................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 .........................Assistant Professor 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 Pimentel .........................Assistant Professor/Interim Department Head of History
B.A., 1992, Middle Tennessee State University
M.A., 1995, Middle Tennessee State University
Ed.S., 1996, Middle Tennessee State University
D.A., 2002, 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)
Outreach Administrative and Classified Support

Larry Kernagis.........................Principal, Wilson Central High School
Bernard Johnson..........................(Interim) Director
Tennessee Technology Center at Hartsville
Kathy Lewis..................................President, ExCEED, Inc.
Cindy Gammons......................Principal, Macon County High School
James Polk.........................Community Education Coordinator
Cohn Adult Learning Center
Ralph Robbins..................................Director
Tennessee Technology Center at Livingston
Erick Huth..............Coordinator, McGavock Community Education
Frank Scott............Family Life Minister, Madison Church of Christ
Rick Highsmith.......................Principal, Springfield High School
Dickie Stewart.......................Principal, Springfield High School
Jamye Merritt..................................Coordinator, Hunters Lane Community Education
Tommie Lou Boles...............Local Site Coordinator, McGavock
Wynona Clayborne......................Local Site Coordinator, Lafayette
Sherry Traughber.......................Local Site Coordinator, Springfield
Priscilla Wainwright........................Local Site Coordinator
Wilson Central High School

University Center and
Tennessee State University Operations

Evelyn Nettles............Associate Vice President of Academic Affairs
Avon Williams Campus
B.A., 1972, Tennessee State University
M.A., 1974, Tennessee State University
Ph.D., 1991, University of Tennessee
(2002)
William Cumming..................................Assistant Professor and Coordinator of Elementary Education
B.S., 1956, George Peabody College
M.A., 1961, George Peabody College
(2002)
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)

Office of the Vice President
of Business and Finance

Elizabeth C. Cooksey........Vice President of Business and Finance
B.A., 1987, Furman University
M.P.A., 1989, University of Miami
C.P.A., 1989
(2004)
Beverly Houser..............................Administrative Assistant
(2002)
Purchasing and Contracts Office

Terrance M. McGovern........Director of Purchasing and Contracts
A.A.S., 1973, Nassau Community College
B.A., 1975, Hofstra University Hempstead

Vickey Harrell............................................Secretary II (1997)

Business Office

Danny C. Gibbs .... Assistant Vice President of Business & Finance
B.S., 1983, Technological University

Michael Beier....................................................Director of Accounting
B.S., 1988, University of Nebraska (2005)

Nancy Hutchins Batson........................................Accountant III
B.S., 1990, University of Tennessee

Denise H. Adams ...........................................Account Clerk III (1973)
Donna Davis.....................................................Account Clerk III

Alicia R. Ector....................................................Bursar
A.S., 2000, Volunteer State Community College

Carole Maxwell...........................................Account Clerk II
A.A.S., 1992, Volunteer State Community College

Zella Pritchett...........................................Data Entry Clerk (1999)

Wanda Smith.....................................................Account Clerk II (1996)

Michele L. Taqui....................................................Accountant II

Administrative Computer Services

Tom Wallace, Jr. ..........................Director; Instructor in Mathematics
B.S., 1978, David Lipscomb College

Lance Buford............................................Computer Clerk (2003)

Cheryl A. Rittenberry...........................................Computer Operator

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)

Jason King...........................Assistant Systems/Network Manager (2000)

Michael McDoles......................................Systems Support/Analyst

Anthony Robb.................................Database Programmer I

Cynthia Michelle Smith.............................SIS Programmer Analyst

Wiley Ray Stiles...................................................Systems Manager (1978)


Maintenance Department

Robert "Sandy" Forrest..........................Director of Plant Operations
A.A., 1983, Mississippi Gulf Coast Junior College
B.S., 1988, University of Tennessee (2003)

Cynthia Tschaep..........................Director of Facilities
B.E., 1969, Vanderbilt University

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)

Mike Barnes..........................Maintenance Worker (1994)

Stella Geisler..........................................Custodian (1993)

Steven Goforth...........................................Landscaper (1999)


Paul Hammock............................Telephone Technician (1989)

Miller High....................................................Custodian (1997)
Joe Joyner ................................................................. Custodian (2003)
James William McMurry ........................................ Custodian (1987)
Cordell Malone ................................................... Custodian (2001)
William Malone ................................................ Custodian (2001)
James L. Milliner .............................................. Engineering Supervisor (1974)
David Peach ....................................................... Maintenance Worker (1989)
Dorothy Porter ................................................ Custodian (1987)
David Reese, Jr ................................................ Maintenance Worker (2004)
Allen Todd Shelton ........................................ .. Maintenance Mechanic
A.S., 1982, Nashville State Tech
A.A.S., 1988, Volunteer State Community College
Thomas F. Stratton ........................................ Maintenance Worker A (2002)
Bobby A. Troutt ............................................... Custodian (1983)
Emmett J. Watson ........................................ Maintenance Lead Worker (1999)
Kenneth Weese .............................................. Maintenance Worker (1999)
John White ....................................................... Custodian (2002)

Human Resources

Ann Slayton ............................................. Interim Director of Human Resources,
                             Interim Coordinator of Desegregation/Payroll Manager (1998)
Wanda Evitts ............................................. Payroll Clerk
Suzanne A. Hesson ....................................... Personnel Assistant
Vickie McClure ........................................ Assistant/Secretary III (2005)

Safety and Security

William D. Rogan, Jr. .................................. Director/Chief of Security
                             Certified Police Officer, 1978
                             B.S., 1985, Tennessee State University (1993)
Danny Pippin ........................................ Assistant Director/Assistant Chief
                             (2000)
Lisa M. Lynch ........................................ Office Supervisor (1993)
Steve Etheridge .......................................... Police Officer 2
                             (2000)
Matt Allen Holst ......................................... Police Officer 2
                             (2004)
Robert Jackson ........................................ Police Officer 2 (2000)

Telecommunications

Larry Mayfield .......................................... Director (1994)
Barbara Haley ........................................ Switchboard Operator (1998)
Chester Martin .......................................... Technician (2002)
Linda Parker ........................................ Switchboard Operator (1999)
Kelley R. White ......................................... Switchboard Operator (1996)

Office of the Vice President
of Institutional Effectiveness,
Research, Planning
and Assessment

Jane McGuire ............................................. Vice President
Paula S. Belford .......................... Administrative Assistant
Vanessa Plunkett .......................... Director of Institutional Effectiveness
                             A.A., 1992, Volunteer State Community College
                             B.A., 1993, Trevecca Nazarene College
                             M.S., 1997, University of Tennessee
Christine Marie Stenson ............. Director of Institutional Research
                             B.A., 1991, Northwestern University
Office of the Vice President of Student Services

Patty Terrell Powell.................................Vice President
B.B.A., 1968, University of Memphis

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)

Admissions

Timothy Amyx..........................Director of Admissions
B.S., 1995, Austin Peay State University

Connie L. Budai..........................Recruiter/Admission Advisor

Teresa Carter..........................Admissions Specialist
A.A.S., 1995, Volunteer State Community College
C.P.S., 1997


Heather Ann Moss..........................Admissions Specialist

Heather M. Mattson..........................Recruiter/Admission Advisor
B.S., 2001 Austin Peay State University (2004)

Susan Sircy..........................Admissions Specialist
C.P.S., 1994

Advising Center

Paul Thomas Miller..........................Assistant Vice President for Student Services; Director of Enrollment Management and Advising Center; Professor of Chemistry
B.S., 1966, Birmingham Southern College
M.A., 1971 Vanderbilt University
Ph.D., 1971 Vanderbilt University (1971)

Kellie B. Jones..........................Office Supervisor
B.S., 1986, Austin Peay State University
C.P.S., 1999
M.Ed., 2003, Middle Tennessee State University (1997)

Holly Kay Baldridge..........................Secretary II

Scott Hilgadiack..........................Advisor/Counselor
A.S., 1990, Volunteer State Community College
B.S., 1993, Belmont University

Gwendolyn Jean Crocker Patterson..........................Advisor/Counselor
Associate Professor
B.S., 1959, Tennessee State University
M.A., 1963, Fisk University
M.S., 1975, Syracuse University

Kathleen Sowell..........................Advisor/Counselor
Psychological Examiner
B.S., 1978, West Chester University
M.S., 1992, Tennessee State University
Tennessee Licensed Psychological Examiner, 1994
Certified Rehabilitation Counselor, 1990 (1997)

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

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)

John Thomas Lynn..........................Assistant Basketball Coach
Intramural Assistant, & Women's Softball Coach
B.S., 1990, Auburn University (1993)

Walter Russell Melvin, Jr..........................Assistant Basketball Coach
1974, B.S., John F. Kennedy College
1982, M.S. Middle Tennessee State University (2003)

Jeffrey W. Smith..........................Head Baseball Coach
B.S., 1990, Cumberland University (1999)

Michael Crossland..........................Assistant Baseball Coach
A.S., 1996, Motlow State Community College

Disability Services/Special Adult Programs

Carma Lyles..........................Secretary II (2000)

Dara Kristen Foster..........................Accommodation Specialist
Anne Kerrigan..........................................Accommodation Specialist
(2000)
Judy Schuelke.......................................Coordinator of Special Adult
Programs/Accomodation Specialist
B.A., 1975, South Dakota State University
M.E., 1976, South Dakota State University
(2001)

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 II
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)

Retention Support Services
Emily Short..........................................................Director
B.A., 1987, Belmont College
M.A., Ed., 1991, Western Kentucky University
(1992)
Karen Van Den Berg............................................Secretary III
(1999)

Student Life
Ursula Monique Robinson-Wright..........................Director
B.S., 1989, Nazareth College
M.Ed., 1994, Vanderbilt University
Ed.D., 2002, Vanderbilt University
(1994)

Nadean Napier......................................................Secretary III
A.A.S., 1999, Volunteer State Community College
(1999)

Testing
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)
Regina B. Pierpaoli..............................................Secretary II
(2005)

Veterans' Affairs
Larry W. Casteel ............Assistant Vice President of Student Services
and Director of Veterans' Affairs
A.S., 1973, Volunteer State Community College
B.S., 1991, Tennessee State University
(1973)
Nadean Napier......................................................Secretary III
A.A.S., 1999, Volunteer State Community College
(1999)

Emeriti
Faculty, Administration and Staff
*Individual is deceased

*Eura Marie Anderson.................................Custodian
(1989)

*Helen L. Anderson ............Secretary, Office of Dean of Instruction
A.A., 1976, Volunteer State Community College
B.F.A., 1978, Western Kentucky University
(1971)
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
J.D., 1981, Nashville YMCA Night Law School
(1971)
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)
*Elean 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
Ed.D., 1966, University of Tennessee
(1970)
Harry Britton............................................Custodian
(1994)
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)
Linda Carpenter........................................Secretary III
(1994)
Wanda Clark.................................Instructional Aide
A.S., 1985, Volunteer State Community College
(1986)
Richard Douglas Coleman........ Associate Professor of Natural Science; Science Field Station Coordinator
B.S., 1965, East Tennessee State University
M.S., 1967, East Tennessee State University
Course work completed for Ph.D.: Vanderbilt University
(1972)
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,
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)

James B. Hodges..............Vice President, Business & Finance
B.S., 1962, Western Kentucky University
C.P.A., 1989
(1974)

*William Guthrie Hodges ..............Utility Worker, Maintenance
Department
(1974)

Charles E. Holmes........Boiler Mechanic, Maintenance Department
(1984)

Jeanne Wald Irelan.......................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.S., 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)

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)

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)

Mona B. Lame ....................................Library Assistant III
(1986)

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)

*Diane Long.................................Secretary II, Public Relations
C.P.S., 1994
(1986)

*Henry K. McCormick.....................Maintenance Worker
B.S., 1962, Middle Tennessee State University
M.A., 1973, East Tennessee State University
(1975)

*William Fredrick Moore...............Associate Professor of History
B.S., 1941, University of Memphis
M.A., 1946, George Peabody College
Additional graduate work, George Peabody College
(1971)
Administration, Faculty and Staff

Marilyn McMullen Morrison .......................Associate Professor of Mathematics
A.S., 1976, Volunteer State Community College
B.S., 1978, Western Kentucky University
M.Ed., 1979, Western Kentucky University
Additional graduate work: Western Kentucky University, Tennessee State University, and Middle Tennessee State University
(1979)

Joseph Michael Murphy ................Associate Professor of Foreign Languages
B.F.A., 1962, University of South Dakota
M.A., 1966, University of Kentucky
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, A. (Mexico), Fulbright Exchange Universidad de Atacane Chile
(1971)

*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)

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)

Charles Odom ......................Custodian
(1981)

*J. Tom Odom ..................Security Officer, Office of Security
(1972)

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

*John Pollock ................Chief of Safety and Security
Office of Security
Hal Reed Ramer ..................................President
B.S., 1947, George Peabody College
M.S.S.W., 1952, University of Tennessee
Ph.D., 1963, Ohio State University
(1970)

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)

J. Michael Rothacker ..................Dean of Library Services; Associate Professor of Bibliography
B.S., 1959, Xavier University
M.A.L.S., 1965, Indiana University
Ph.D., 1975, Indiana University
M.Ed., 1989, Vanderbilt University
(1990)

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)

Ginger Stamps ..................Executive Aide
(1996)

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)

Dora Strode ......Student Records Coordinator, Office of Admissions and Records
(1984)

*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)
REGULAR ADJUNCT FACULTY
(Five years or more with Volunteer State Community College)

Andy Allman ...........................................Law
Vince Armstrong ......................................History
Michael Avaritt .......................................Physical Education
Rex Barber ...............................................Biology
Mick Barnes .............................................Art
John Belluso ...............................................CEU
Frances Bennett ....................................Developmental Mathematics
Laura Black ..................................................English
Marie Blevins ..............................................EMT, Paramedic
Maresa Brassil ............................................Communication
Bennett F. Bratcher ...................................Business/Banking
Dwight Bratcher .....................................English
Elkin Brown ............................................PHED
Samuel Brown ...........................................English
Vernon Bush ...........................................Paralegal Studies
Kathy Butler .............................................Reading
Lynda Byrd .............................................CEU, Personal Protection
Greg Camp ..................................................English
Julia Cawthon .........................................English
John K. Cooper .........................................CEU, Home Building
Robin Couts ................................................CIS/OMT
Gary Cutler ..................................................Accounting
Evelyn Dallas .........................................Office Management Technology
Connie Sue Davenport ..................................CEU, Antiques
Peggy Davis .............................................Developmental Reading
Norman Davis ............................................CEU, Finance
Wilda Dodson .........................................CEU, Finance
Marjorie Dorminey ..................................English
Terrianna Douglas ..................................English
Lyder Dyer ..................................................Mathematics
Heather Easterday ..................................CEU, Management
Jill Edmond .............................................Learning Strategies
M. Allen Ehmling .....................................Paralegal Studies
Robert Evans .................................................Computer Information Systems
David L. Fuqua ...........................................Economics
Gay Graves ...........................................Physical Education and Health
Thomas E. Gray, J.D. .....................................Paralegal Studies
William Hagewood .....................................Mathematics
Judith Harrison ........................................Medical Terminology
Mark Harvey ............................................EMT, Paramedic
Phillip Hearn ..............................................Computer Information Systems
Patricia Highers ............................................English
Angie Hill ..................................................Art
Stephnie Hill ..............................................Developmental Mathematics
Mary Honeycutt .......................................CEU, Home Economics
Ray Ingram ..................................................English
Clyde Jackson ...........................................EMT, Paramedic
John Janicek ..................................................Accounting
Ben Jobe ....................................................Communication, Music
<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td>Brent Weedman</td>
<td>CEU, Photography</td>
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<tr>
<td>R. Marie Weatherford</td>
<td>CEU, Computers</td>
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<td>Dennis Wallace</td>
<td>EMT</td>
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<td>Paula Wakefield</td>
<td>CEU, ACT Prep</td>
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<tr>
<td>Ken Thomas</td>
<td>Developmental Mathematics</td>
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<td>Anna Gayle Lannom</td>
<td>English</td>
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<td>Charles Michael Leftwich</td>
<td>Computer Information Systems</td>
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<td>Jan Logan</td>
<td>English</td>
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<td>Don Long</td>
<td>Developmental Mathematics</td>
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<td>Roger McCoy</td>
<td>Astronomy</td>
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<td>Hildia McDonald</td>
<td>Real Estate</td>
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<tr>
<td>Larry McKenna</td>
<td>Developmental Writing</td>
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<td>Ruth McKinzie</td>
<td>English as a Second Language</td>
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<tr>
<td>Wanda Meador</td>
<td>CEU, Computers</td>
</tr>
<tr>
<td>Lowell Miller</td>
<td>Business/Management</td>
</tr>
<tr>
<td>Thomas Nesbit</td>
<td>Business/Management</td>
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<tr>
<td>Marcy Nimick</td>
<td>Communication</td>
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<tr>
<td>John Nixon, M.D.</td>
<td>Medical Director - EMT Paramedic</td>
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<tr>
<td>Lisa Overstreet</td>
<td>English</td>
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<td>Greg Palevo</td>
<td>Physical Education and Health</td>
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<td>James Parker</td>
<td>Communications</td>
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<td>Ron Pearce</td>
<td>Physical Education and Health</td>
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<td>Melody Pudlo</td>
<td>Writing</td>
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<td>Cathey Ramsey</td>
<td>Developmental Mathematics</td>
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<td>Steve Reynolds</td>
<td>English</td>
</tr>
<tr>
<td>Dennis Rolin</td>
<td>CEU, Investments</td>
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<tr>
<td>Caroline Rosa</td>
<td>CEU, Computers</td>
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<tr>
<td>Nancy Royster</td>
<td>Developmental Reading</td>
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<tr>
<td>Dan Sarmiento</td>
<td>Psychology</td>
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<td>Jacqueline Scarbrough</td>
<td>Communication</td>
</tr>
<tr>
<td>Gene Schmid</td>
<td>Fire Science Technology</td>
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<tr>
<td>Mary Beth Scott</td>
<td>Psychology, Learning Strategies</td>
</tr>
<tr>
<td>Sterling Seat</td>
<td>Developmental Mathematics</td>
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<td>Hugh Shelton</td>
<td>Computer Information Systems</td>
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<tr>
<td>Joy K. Shriver</td>
<td>Physical Education and Health</td>
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<td>Richard V. Shriver</td>
<td>Philosophy (Religious Studies)</td>
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<td>Sandra Sikes</td>
<td>Accounting</td>
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<td>Russell Skogland</td>
<td>Biology</td>
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<td>Vaughn Skow</td>
<td>Communication</td>
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<td>Keith Sterrenberg</td>
<td>Business/Management</td>
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<td>James Tracy Stinson</td>
<td>Computer Information Systems</td>
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<td>Walter Stubbs</td>
<td>Paralegal Studies</td>
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<td>Theresa Swanson</td>
<td>History</td>
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<td>Laura Tannen</td>
<td>English</td>
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<td>Mike Tatum</td>
<td>History</td>
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<td>Barbara Taylor</td>
<td>Developmental Reading</td>
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<td>William Kent Terry</td>
<td>Developmental Mathematics</td>
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<td>Al Thomas</td>
<td>Fire Science Technology</td>
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<td>Developmental Mathematics</td>
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<td>Paula Wakefield</td>
<td>CEU, ACT Prep</td>
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<td>Dennis Wallace</td>
<td>EMT</td>
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<td>R. Marie Weatherford</td>
<td>CEU, Computers</td>
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<tr>
<td>Brent Weedman</td>
<td>CEU, Photography</td>
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<td>C. E. U.</td>
<td>CEU, Photography</td>
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<td>R. Marie Weatherford</td>
<td>CEU, Computers</td>
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<td>Tim Johnson</td>
<td>History</td>
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<tr>
<td>Tonya Joiner</td>
<td>Physical Education and Health</td>
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<td>John Kendrick</td>
<td>Fire Science Technology</td>
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<tr>
<td>Elverta Kenney</td>
<td>Floral Decorating, CEU</td>
</tr>
<tr>
<td>Christine Kincaid</td>
<td>CEU, Computers</td>
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<tr>
<td>Anna Gayle Lannom</td>
<td>English</td>
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<td>Ruth McKinzie</td>
<td>English as a Second Language</td>
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- **WOOD, ERIC, D.D.S.**
- **YORK, ALVIN C.**, VA MEDICAL CENTER
Area Healthcare Agencies/Facilities

Adam's Place
Alive Hospice
American Heart Association
Baptist DeKalb Hospital
Baptist Hospital
Bethany Health Care Center
Blanchfield Army Community Hospital
Cedars Health Care
Centennial Medical Center
Centennial Pediatrics, PC
Cheatham County EMS
Clarksville Ophthalmology
Cloverbottom Development Center
Commonwealth Health Corporation
Community Care of Rutherford County
Comprehensive Rehabilitation, Inc.
Cookeville Regional Medical Center
Cornea Consultants of Nashville, P.L.L.C.
Cumberland Medical Center
Cumberland River Hospital
DeBerry Special Needs Unit
Dickson County EMS
Downing, John E., MD
Dream Away
Elite Physical Therapy
Eye Center, The
Franklin Physical Therapy Clinic
Gateway Health Systems
Glasgow Physical Therapy
Graves Gilbert Clinic
Greater Nashville Regional Council
Harton Regional Medical Center
HealthSouth Corporation
Heart Group, The
Hendersonville Medical Center
Horizon Medical Center
Hospice of Highland Rim
Jamestown Regional Medical Center
Jenkins, Gary W., MD, Ophthalmology
Kindred Healthcare Rehabilitation Services, Inc.
  dba PeopleFirst Rehabilitation Services
Liberty Emergency Medical Service

Life Care Centers of Columbia
Life Care Centers of Sparta
LifeCareCenters of Tullahoma
Livingston Regional Hospital
Loden Vision Center
Mabry HealthCare
Madison Healthcare and Rehabilitation Center
Marshall County Medical Center
Manor House of Dover
Maury Regional Hospital
McCabe Vision Center
Medic One Ambulance Service
Metropolitan Emergency Ambulance & Rescue Service
Metropolitan General Hospital
Middle Tennessee Medical Center
Montgomery County Emergency Medical Services
Nashville Rehabilitation Hospital
Newsom, David L., M.D., Ophthalmology
NHC HealthCare of Columbia
NHC HealthCare of Dickson
NHC HealthCare of Hendersonville
NHC HealthCare of McMinnville
NHC HealthCare of Murfreesboro
NHC HealthCare of Smithville
NHC HealthCare of Springfield
NHC Rehabilitation
North Crest Medical Center
Paragon Rehabilitation
Patrick Rehabilitation Wellness
Premier Imaging Center
Premier Radiology
Premier Rehabilitation
PrideCare Ambulance Services
Progress In Motion
Putnam County Board of Education
Putnam County EMS
Putnam Physical Therapy Services
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Rehabcare Group:
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  Hendersonville Family Health Center
  Middle TN Occupational & Environment Medicine
WKO A
Rehability Center
Retina- Vitreous Associates PC
River Park Hospital
Robertson County Emergency Medical Services
Royal Care Health Care Rehabilitation Center
Rutherford County EMS
Rutherford, Frank T. Hospital
Saint Thomas Hospital
St. Thomas Ophthalmic Diagnostic & Treatment Ctr.
Sampson T. J., Community Hospital
Skyline Medical Center
Smith County HealthCare
Smith County Memorial Hospital
Southern Hills Medical Center
Southern Tennessee Medical Center
Special Kids
Star Physical Therapy
Stonecrest Medical Center
Summit Medical Center
Sumner County Emergency Medical Services
Sumner Regional Medical Center
Tennessee Christian Medical Center:
Tennessee Department of Health
    (Tennessee Cancer Registry)
Tennessee Neuro Restorative
Therapy Works

1300 Campbell Lane Operating Co., LLC
dba Southern Kentucky Rehabilitation Hospital
Top Rehabilitation Services, Inc.
Trinity Hospital
Trousdale Medical Center
University Medical Center Hospital
Urology Associates, PC
Vanderbilt Eye Center
Vanderbilt Stallworth Rehabilitation Hospital
Vanderbilt University Medical Center
Pi Beta Phi Rehabilitation Institute
Veteran Affairs, Department of, Medical Center
Volunteer Veterinary Clinic
Wang Vision Institute
Weikert, Danny, MD, Ophthalmology
Wesley, Ralph E., MD, Ophthalmology
Westmoreland Care and Rehabilitation
Williamson County Hospital District
dba Williamson Medical Center
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Curriculum Committee
Distance Learning Committee
Diversity Committee
Employee Relations Committee
Enrollment Management Committee
General Education Outcomes Assessment Committee
Health & Safety Committee
Honors Program Committee
Institutional Effectiveness Committee

Instruction Committee
Library Committee
Marketing Committee
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DEGREE APPLICANT — First-time college student, pursuing an associate degree

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 a placement test(s). Contact the Counseling and Testing Office at 615-230-3484 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.
8. All students are required to read, sign, and submit to the Admissions Office the enclosed Hepatitis B immunization form prior to registering for classes.

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.
3. ACT Compass testing is required for selected courses. Please refer to the catalog courses descriptions for information.
4. Technical certificate students must request an official high school transcript showing date of graduation. If applicable, submit an official copy of GED scores.
5. 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.
6. All students are required to read, sign, and submit to the Admissions Office the enclosed Hepatitis B immunization form prior to registering for classes.

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 Vol State student seeking an associate degree who previously attended another college or university
- TRANSIENT APPLICANT — First-time Vol State student taking credit courses to transfer back to their current college or university
### University Parallel/Transfer Programs

**Associate of Science Degree or Associate of Arts Degree**

(For university 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 & Professional Communication
- Business Education
- Chemistry
- Communication (General)
- Economics
- Elementary Education
- Elementary Education (TSU)
- Engineering
- English
- Foreign Languages
- Geography
- Geology
- Health & Physical Education (PE)
- Health, PE, & Sports Medicine
- History
- Human Services
- Human Services: Early Childhood Development
- Journalism
- Law Enforcement/Criminal Justice
- Liberal Arts
- Mathematics
- Mathematics and Science
- Music
- Paralegal Studies
- Philosophy
- Physics
- Political Science
- Pre-Dental Hygiene
- Pre-Law
- Pre-Medical Professional *(Including: Medicine, Dentistry, Pharmacy, Optometry, Physical Therapy, and Veterinary Medicine)*
- Pre-Nursing (First 2 years of 4-year degree)
- Psychology
- Radio/TV
- Secondary Education
- Social Science and Education
- Sociology
- Speech & Forensics
- Theatre
- University Studies
- Undecided

### Career Programs

**Associate of Applied Science Degree**

(For 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
- Medical Laboratory Technician
- Office Management Technology
- Ophthalmic Technician
- Paralegal Studies
- Physical Therapy Assistant
- Quality Management Technology
- Radiologic Technology
- Respiratory Care
- Sleep Diagnostic Technology
- Social Services
- Undecided

### Technical Certificates

(Enter the job market after completing a program of less than two years)

- Dental Assistant
- Desktop Publishing
- Diagnostic Medical Sonography
- EMT — Basic
- EMT — Intermediate
- EMT — Paramedic
- Fire Science Technology
- Floral Design
- General Technology
- Logistics Management
- Office Management Technology
- Physical Therapy Assistant
- Quality Management Technology
- Radiologic Technology
- Respiratory Care
- Sleep Diagnostic Technology
- Social Services
- Undecided

### 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.)*
# Application for Admission

**Volunteer State Community College**

$10.00 application fee must be paid when applying.

**LAST NAME**

**FIRST NAME**

**MIDDLE INITIAL**

**SEX**

- [ ] Male
- [x] Female

**DATE OF BIRTH**

- [ ] Month
- [ ] Day
- [ ] Year

**RACE: CHECK ONE (OPTIONAL)**

- [ ] Asian or Pacific Islander (O)
- [ ] American Indian (I)
- [ ] Black (B)
- [ ] Hispanic (H)
- [ ] White/Caucasian (W)
- [ ] Alaskan Native (A)

**Present Street Address**

- **City**
- **State**
- **ZIP**
- **County**
- **Phone #**

**Permanent Street Address**

- **City**
- **State**
- **ZIP**
- **County**
- **Phone #**

**Cell Phone #**

**Email Address**

**Previous Name**

If you have ever gone by a name other than the one above, please print the name(s) here:

**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.)

Residency Status for Fee Purposes:

- [ ] Full Time
- [ ] Part Time

**Employment Information**

(Complete for Residency Classification Purposes)

<table>
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<th>City</th>
<th>ST.</th>
<th>Length at This Firm</th>
<th>Work Phone</th>
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<td>Full-time</td>
<td>Part-time</td>
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**Student Classification**

- Associate of Arts Degree  
- (Graduating from Vol State and transferring to a 4-year institution; college-level foreign-language required)

- Associate of Science Degree  
- (Graduating from Vol State and transferring to a 4-year institution; college-level foreign-language not required)

- Associate of Applied Science Degree  
- (Graduating from Vol State, entering workforce and not planning to transfer to another institution)

- Technical Certificate Program

- Not Seeking a Degree

**What is your goal while at Vol State?**

- [ ] Take a few courses for 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**

- [ ] First Time College Student  
  (No prior college attendance)

- [ ] Transfer From Another College  
  (Seeking a degree from Vol State)

- [ ] Transient  
  (Attend Vol State one term and transfer back to another college)

- [ ] Not Seeking a Degree at Vol State

**Credit Hour Attendance (Check One)**

- [ ] Full-Time (12 or more hours)
- [ ] Part-Time (Less than 12 hours)

**Attendance will be**

- [ ] Day
- [ ] Night
- [ ] Off-Campus

If off-campus, name site:

**College Major**

(Write-in choice from list previous page)

**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**  
- [ ] Dual Enrollment  
- [ ] Early Admission  
- [ ] Joint Enrollment  
- [ ] Advanced Studies  
- [ ] Academically Talented/Gifted  

**In Case of Emergency, Please Contact**

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<th>PHONE NO.</th>
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**Social Security Number**

**Office Use Only**

Receipt # __________________

**Citizenship**

- [ ] US Citizen  
- [ ] Permanent Resident  
- [ ] Refugee  
- [ ] Political Asylee  
- [ ] Non-Immigrant Visa Holder

All Non-US Citizens must provide the information requested below.

- Country of Citizenship
- Country of Birth
- Native Language
- Visa Type

All applicants whose native language is not English may be required to take an ESL placement test. Applicants who are not US Citizens or Permanent Residents may be required to submit TOEFL scores.

Non-Immigrant Visa Holders must also provide a Visa Type.

A complete list of admission requirements for Non-Immigrant Visa Holders will be sent to each applicant in the mail. For more information see the online College Catalog at [http://www.volstate.edu/catalog/](http://www.volstate.edu/catalog/)

You cannot earn in-state residency status simply by attending college in Tennessee.

**Check Any Which Are Applicable**

- ESL  
- Veteran  
- Senior Citizen

**Special Category**  
- [ ] Dual Enrollment  
- [ ] Early Admission  
- [ ] Joint Enrollment  
- [ ] Advanced Studies  
- [ ] Academically Talented/Gifted

**In Case of Emergency, Please Contact**

<table>
<thead>
<tr>
<th>NAME</th>
<th>RELATIONSHIP</th>
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</tr>
</thead>
<tbody>
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</tbody>
</table>

**College Major**

(Write-in choice from list previous page)

**Office Use Only**

**Social Security Number**

**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.)

Residency Status for Fee Purposes:

- [ ] Full Time
- [ ] Part Time

**Employment Information**

(Complete for Residency Classification Purposes)

<table>
<thead>
<tr>
<th>Company/Employer</th>
<th>City</th>
<th>ST.</th>
<th>Length at This Firm</th>
<th>Work Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>Mo. Yr.</td>
<td>Mo. Yr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Full-time</td>
<td>Part-time</td>
</tr>
</tbody>
</table>

**Student Classification**

- Associate of Arts Degree  
- (Graduating from Vol State and transferring to a 4-year institution; college-level foreign-language required)

- Associate of Science Degree  
- (Graduating from Vol State and transferring to a 4-year institution; college-level foreign-language not required)

- Associate of Applied Science Degree  
- (Graduating from Vol State, entering workforce and not planning to transfer to another institution)

- Technical Certificate Program

- Not Seeking a Degree

**What is your goal while at Vol State?**

- [ ] Take a few courses for 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**

- [ ] First Time College Student  
  (No prior college attendance)

- [ ] Transfer From Another College  
  (Seeking a degree from Vol State)

- [ ] Transient  
  (Attend Vol State one term and transfer back to another college)

- [ ] Not Seeking a Degree at Vol State

**Credit Hour Attendance (Check One)**

- [ ] Full-Time (12 or more hours)
- [ ] Part-Time (Less than 12 hours)

**Attendance will be**

- [ ] Day
- [ ] Night
- [ ] Off-Campus

If off-campus, name site:

**College Major**

(Write-in choice from list previous page)

**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**  
- [ ] Dual Enrollment  
- [ ] Early Admission  
- [ ] Joint Enrollment  
- [ ] Advanced Studies  
- [ ] Academically Talented/Gifted

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</tbody>
</table>
ACADEMIC HISTORY (Check all that apply)

☐ 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: _______ _______ A copy of GED scores must be submitted to the Admissions Office.

Month Year

☐ 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 Vol State Admissions Office.

<table>
<thead>
<tr>
<th>NAME OF COLLEGE</th>
<th>ADDRESS</th>
<th>DATES ATTENDED</th>
<th>DEGREE EARNED</th>
<th>OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________</td>
<td>__________________</td>
<td>______ to ______</td>
<td>__________________</td>
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<tr>
<td>__________________</td>
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<tr>
<td>__________________</td>
<td>__________________</td>
<td>______ to ______</td>
<td>__________________</td>
<td></td>
</tr>
</tbody>
</table>

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.

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 the Betty Gibson Hall on the main campus.