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# Directory for Information

**(Area Code 423)**

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<td>585-0828 or 1-800-225-4770</td>
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<tr>
<td>Admissions</td>
<td>585-0828 or 1-800-225-4770</td>
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### ACADEMIC DEPARTMENTS
- Academic Enrichment: 585-6914
- Behavioral/Social Sciences: 585-2633
- Business Careers: 585-6972
- Community Service Programs: 585-6843
- Early Learning Center: 585-2649

### Evening and Off-Campus Classes
- Greencastle: 585-6996
- Greenhouse/Nursery: 585-2633
- Health Programs: 585-6981
- Health Information Technology: 585-6981
- Medical Coding: 585-6981
- Medical Transcription: 585-6981
- Nursing: 585-6981
- Pharmacy Technician: 585-6982
- Physical Therapist Asst. Tech.: 585-6982
- Respiratory Care: 798-7941
- Humanities: 585-6947
- Institute for Business and Industry: 585-2675
- Mathematics: 585-6864
- Library: 585-6900
- Public Safety: 585-2665
- Basic Emergency Medical Tech.: 585-2665
- Basic Police Recruit School: 585-2665
- Fire Protection: 585-2665
- Law Enforcement: 585-2665
- Paramedics: 585-2669
- Science: 585-6865
- Technical Education: 585-2644
- Child Development: 585-2648
- Computer Science: 585-2644
- Industrial Technology: 585-2644

### STUDENT AFFAIRS
- Athletics: 585-6754
- Bookstore: 585-6884
- Clinic: 585-6820
- Counseling: 585-6805
- Enrollment Development: 585-2691
- Financial Aid: 585-8811
- Graduation Analyst: 585-2693
- Minority Student Services: 585-6920
- Placement Services: 585-6893
- Registration: 585-0828 or 1-800-225-4770
- Services for Individuals with Disabilities: 585-6892
- Student Records: 585-2693
- Testing: 585-6804
- Tutorial Services: 585-6942
- Veterans Information: 585-2683

### ADMINISTRATIVE OFFICES
- Alumni Affairs: 585-2629
- Business Office/Bursar: 585-2616
- Development Office: 585-2629
- Campus Police: 585-6752

### OFF-CAMPUS OFFICES
- Greeneville: 798-7940
- Newport: 623-6631
- Sevierville: 774-5800
- New Tazewell: 626-6200
Walters State Community College is one of 46 institutions in the Tennessee Board of Regents system, the seventh largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system which is comprised of six universities, 14 community colleges, and 26 area technology centers. The TBR system enrolls more than 80 percent of all Tennessee students attending public institutions of higher education.

Walters State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award the Associate of Science, Associate of Arts, and Associate of Applied Science degrees.

Specific programs are accredited by the following accrediting agencies:

- National League for Nursing, NLN Accrediting Commission
- Commission on Accreditation for Physical Therapy Education
- National Association of Industrial Technology
- Commission on Accreditation for Respiratory Care
- Association of Collegiate Business Schools and Programs

Walters State Community College is committed to the education of a non-racially identifiable student body. The college does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, or veteran status in the provision of educational opportunities or employment opportunities and benefits. We comply with Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Inquiries concerning our non-discrimination policies and guidelines should be directed to the President or the Human Resources/Affirmative Action Officer.
Walters State Community College is named for the late statesman Herbert S. Walters, whose inspiration and leadership made possible this college which bears his name by the following resolution:

WHEREAS, The Honorable Herbert S. Walters of Morristown, Tennessee, has achieved notable distinction in public life and in the services of his state and nation, and in his contributions to education at all levels,
NOW, THEREFORE, BE IT RESOLVED, That the State Board of Education, in honor of and tribute to him, hereby designates the official name of the new state community college at Morristown, Tennessee "WALTERS STATE COMMUNITY COLLEGE."

Adopted by the State Board of Education in regular quarterly session assembled February 7, 1969.
COLLEGE CALENDAR
2000 - 2001

FALL SEMESTER 2000

August 7 - 11 ......................................................... Off-Campus Registration (See Timetable of Classes)
August 23 - 24 .................................................................................. Freshman Orientation
August 24 .............................................................................. Last day to register without paying a late fee
August 25 ................................................................................... Readmissions Committee meets in Room 211-CCEN
August 27 ................................................................................... Classes / late registration / drop-add begin
September 1 .............................................................................. Late registration / adding classes ends
September 4 ................................................................................... Labor Day Holiday (college closed)
September 8 .............................................................................. Census Date (14th day)
† October 1 ................................................................................... Last day to file application for a December degree
October 19 - 22 .................................................................................. Fall Break
November 2 ................................................................................... Last day to drop a class or withdraw from college
November 16 .......... Last day for instructors to turn in incomplete(s) from spring or summer 2000 semesters
November 22 - 26 .......................................................... Thanksgiving Holidays (college closed November 25 & 26)
December 9 ................................................................................... Classes end
December 10 - 16 .................................................................................. Exam week
December 18 .......................................................... Fall semester 2000 grades due in Records Office, 9 a.m.
†NOTE: For graduation information, see page 46 in college catalog.

SPRING SEMESTER 2001

January 4 ................................................................................... Last day to register without paying a late fee
January 5 .............................................................................. Readmission Committee meets in Room 211-CCEN
January 6 ................................................................................... Classes / late registration / drop-add begin
January 12 ................................................................................... Late registration / adding classes ends
January 15 .............................................................................. Dr. Martin Luther King, Jr. Holiday (college closed)
† January 19 ................................................................................... Census date (14th day)
February 19 .............................................................................. No Classes (College Open)
March 14 ................................................................................... Last day to drop a class or withdraw from college
March 28 ................................................................................... Last day for instructors to turn in incomplete(s) from fall semester
March 19 - 25 .................................................................................. Spring Break
April 13 - 15 ................................................................................... Good Friday (college closed)
April 25 ................................................................................... Honors Day
April 27 ................................................................................... Classes end
April 28 - May 4 .................................................................................. Exam week
May 2 ................................................................................... Graduate grades due in Records office, noon
May 4 ................................................................................... Nursing Pinning Ceremony, 7 p.m.
May 5 ................................................................................... Commencement
May 7 ................................................................................... Spring 2001 grades due in Records Office, 9 a.m.
†NOTE: For graduation information, see page 46 in college catalog.
SUMMER SEMESTER 2001

May 10 ..................................................... Last day to register for Early Session classes without paying a late fee
May 14 ......................................................................................................................................................................... Classes for Early Session begin
 Late registration/drop-add, 9 a.m. - 5 p.m.
May 28 ......................................................................................................................................................................... Last day to drop or withdraw from Early Session classes
June 6 ........................................................................................................................................................................................................... Early Session classes end
† June 7 ........................................................................................................................................................................................................ Full-term, first session classes begin
 Late registration/drop-add for these sessions, 9 a.m. - 5 p.m.
June 15 ..................................................................................................................................................................... Last day to file an application for an August degree
June 27 ........................................................................................................................................................................... Last day to drop or withdraw from first session classes
July 4 ............................................................................................................................................................................ Independence Day Holiday (college closed)
July 10 ........................................................................................................................................................................... First session classes end
July 11 ........................................................................................................................................................................... Second session classes begin
 Late registration/drop-add for second session classes, 9 a.m. - 5 p.m.
July 27 ........................................................................................................................................................................... Last day to drop or withdraw from full term classes
July 30 ........................................................................................................................................................................... Last day to drop or withdraw from second session classes
August 10 ..................................................................................................................................................................... Full term and second session classes end
August 13 ...................................................................................................................................................................... Grades for Summer 2001 due in Records Office, 9 a.m.
†NOTE: For graduation information, see page 46 in college catalog.

NOTE: 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.
NOTICE TO STUDENTS
CATALOG PROVISIONS

Walters State Community College offers the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through qualified professional faculty. The acquisition and retention of knowledge by any student is, however, contingent upon the student’s desire and ability to learn and application of appropriate study techniques to any course or program. Therefore, Walters State limits 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.

CALENDAR NOTE: The 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.

FEE NOTE: Certain fees and other charges as well as the refund policy could have changed since the printing of this catalog. Current fee assessments and the refund policy are printed in the current timetable of classes which may be obtained through the department of Admissions, Records and Student Information.
General Information
LOCATION

After Walters State Community College was authorized by the 1967 General Assembly, Hamblen County was chosen by the Tennessee Higher Education Commission as a location. The Tennessee State Board of Education then chose a campus site located on the southeastern edge of the city of Morristown, two miles from the Hamblen County Courthouse. This main campus includes 134 acres of beautiful rolling land that faces east with access roads from the Appalachian Highway. This highway is the connecting link between Interstate 75 in Kentucky and Interstates 81 and 40 into North Carolina and Virginia. The college also occupies modern education facilities in Greeneville, Sevierville, and New Tazewell, Tennessee.

HISTORY

In 1957, the Pierce-Albright Report on Higher Education in Tennessee was made to the Tennessee Legislative Council. This report reflected the need for additional higher education opportunities to be provided for the average Tennessean. Upper East Tennessee was one of many places where higher education was not readily available to the citizens.

In 1963, the Tennessee General Assembly appropriated $200,000 for use over a two-year period to implement the Pierce-Albright Report. The State Board of Education, under the direction of Commissioner J. Howard Warf, developed plans for the establishment of a group of community colleges to serve these areas without access to higher education. The goal was to have one of these colleges within a 30-40 mile commuting distance of every Tennessean. Admission to these colleges was not to be restrictive to recent high school graduates, but was to be an “open door” opportunity with colleges serving a whole community from ages 18 to 80. Acting upon the recommendations of Governor Frank G. Clement and the State Department of Education, the 1965 Tennessee General Assembly authorized the establishment of the first three of these colleges, one to be located in each of the state’s three Grand Divisions. Columbia, in 1966, became the first operational community college in Tennessee, Cleveland and Jackson opened in 1967, Dyersburg and Tullahoma provided sites for the next two which opened in 1969. Walters State Community College, located in Morristown, was the sixth such college. Its opening date was September, 1970.

In 1969, the General Assembly authorized three more community colleges: Roane State in Harriman, Volunteer State in Gallatin, and Shelby State in Memphis. The nine community colleges and the regional universities were under jurisdiction of the State Board of Education. Chapter 838 of the Public Acts of 1972 authorized establishment of the State University and Community College System of Tennessee, today known as the Tennessee Board of Regents system. The elements of the system include the state universities and state community colleges which had been under the State Board of Education, the Board of Regents, and the Chancellor. The new system of governance became effective on July 1, 1972. Chattanooga State Technical Community College, the 10th community college, was added to the community college system in 1973. Since that time, the state’s technical institutes have been upgraded to community college status and the addition of 26 area technology centers has made the Tennessee Board of Regents System the seventh largest system of higher education in the nation. The Tennessee Board of Regents and the Board of Trustees of the University of Tennessee System are coordinated by the Tennessee Higher Education Commission.

This sixth community college, Walters State Community College, was named for former U.S. Senator Herbert S. Walters who played a key role in the establishment of a community college in Morristown. In 1970 the campus of Walters State was under construction and temporary quarters were used during the first year of operation. The College Center Building was completed in the fall of 1971. The next major addition to the campus was the Career Technology Building which was completed in the winter quarter of 1975. The Life Sciences Building, completed in December 1979, was essential to provide needed classrooms and faculty offices for a rapidly growing student body. In the summer of 1979 the construction of the Humanities Complex began. The project was completed in the fall of 1980. In December of 1979, the college added the Plant Operations Building to the physical facilities inventory to handle the functions of maintenance and repair. In 1994 the college began construction of the Campus Development Phase II master plan which includes a new Library, Math/Science Building, Public Safety Center, and Administration Building. The new Library opened in May 1997 and the Math/Science Building was occupied in July 1998. The college's Great Smoky Mountains Expo Center opened in March 1996 and additional support facilities were added during 1998-99.

Walters State received accreditation by the Southern Association of Colleges and Schools in 1972 and, after completion of an effective institutional Self Study Program, received reaffirmation of accreditation in December 1976. Extensive institutional Self Studies were completed during 1985-87 and 1995-97. Subsequent to the successful Self Studies, Walters State received reaffirmation of accreditation in December 1987 and in December 1997.

VISION

Walters State Community College shall be a regional college of choice with twenty-first century campuses, dedicated to excellence in teaching and service, guided by shared values and principles, and inspired to exceed student and community expectations.

CAMPUS COMPACT

Walters State Community College: An Educationally Purposeful Community

"A place where students, faculty, administrators and staff share academic goals and work together to strengthen teaching and learning on the campus."

Walters State Community College: An Open Community

"A place where freedom of expression is uncompromisingly protected and where civility is powerfully affirmed."

Walters State Community College: A Just Community

"A place where the sacredness of the person is honored and where diversity is aggressively pursued."

Walters State Community College: A Disciplined Community

"A place where individuals accept their obligations to the group and where well-defined governance procedures guide behavior for the common good."

Walters State Community College: A Welcoming Community

"A place where the well-being of each member is sensitively supported and where service to others is encouraged."

Walters State Community College: A Celebrative Community

"One in which the heritage of the institution is remembered and where rituals affirming both tradition and change are widely shared."

Walters State Community College: A Grateful Community

"One in which we are forever thankful for all of our generous benefactors and supporters."
MISSION

Walters State Community College is a public two-year higher education institution that is a component of the State University and Community College System of Tennessee and is governed by the Tennessee Board of Regents. The mission of Walters State is consistent with the college’s shared vision for guiding the college into the twenty-first century and the values expressed within the Campus Compact. Walters State is a comprehensive community college established to provide affordable, quality higher education opportunities to the residents of upper East Tennessee. The college offers programs of study which lead to the Associate of Science, Associate of Arts, and Associate of Applied Science degrees. A certificate of credit may be provided for programs of study of one year or less; a certificate of recognition may be awarded for non-credit programs and services. All degree programs are built upon a foundation of general education courses.

Walters State provides university parallel programs that prepare students to transfer two years of college work; business, technical education, health, and public safety programs that prepare students for immediate employment; continuing education and community service programs for individuals desiring professional growth or personal enrichment; public service programs in support of economic and community development; advanced and developmental education programs for students with special academic needs; student development and leadership programs and activities; and research and development activities applied to institutional advancement. Throughout all programs, the college remains committed to the education of a non-racially identifiable student body and promotes diversity and access without regard to race, gender, religion, national origin, age, disability, or veteran status.

As a comprehensive community college, Walters State provides leadership to a geographically large and rural service area. The college utilizes technologically supported delivery systems for the primary service area including the counties of Cocke, Claiborne, Grainger, Greene, Hamblen, Hancock, Hawkins, Jefferson, Sevier, and Union and also offers Nursing in Knox County as well as Public Safety throughout a larger area of East Tennessee. The college’s management system is designed to ensure the delivery of programs and services that meet the needs of individuals, business and industry, and the community. Planning and assessment for enhancing overall institutional effectiveness are incorporated in all instructional and administrative systems.

For its students, Walters State maintains collaboration with public schools and technology centers and articulation with colleges and universities to facilitate student transfer; provides general education and computer literacy skills throughout the curriculum; offers technical education and liberal arts programs equipping graduates with knowledge and skills to function in an international marketplace; and provides competent faculty and staff committed to quality teaching and service.

For business and industry, Walters State provides business, technical education, health, and public safety programs and promotes technology transfer; educates employees needing basic and technical skills; and utilizes partnerships, networks, and customized programs supporting the development of competitive products, services, and operations.

For the service area, Walters State assesses and responds to changing community needs and provides opportunities for enhancing the quality of life throughout upper East Tennessee.
ADMISSION REQUIREMENTS

Walters State Community College subscribes to an open admissions policy and encourages those who desire to attend the college for the purpose of learning to apply for admission in accordance with provisions stated below.

Walters State Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or veteran status in the admission of students.

Interested individuals should satisfy the following applicable requirements:

1. Be a high school graduate or possess a GED certificate with a composite score of 43 or above with no single score below 35. High school graduates must provide an official transcript showing graduation. The transcript of a student graduating from a Tennessee public high school must contain a notation that the student has passed the required proficiency examination. The transcript of a Tennessee home schooled student must be an official copy from an affiliated organization as defined by state law (Tenn. Code Ann. § 49-50-801), or be accompanied by certification of registration with the superintendent of the local education agency which the student would otherwise attend. Students holding a GED certificate must provide official scores from the agency which administered the GED examination. Students who have completed the American Council on Education (ACE) External Diploma Program (EDP) will be admitted under the same guidelines as students who have taken the GED. Students who cannot provide a satisfactory secondary school credential may substitute acceptable scores on either the GED or the ACE examination. The appropriate transcripts, certifications, or test scores to support high school graduation must be filed with the department of Admissions, Records and Student Information.

2. Transfer students must have sent to the department of Admissions, Records and Student Information an official transcript from each college previously attended. Failure to indicate previous college attendance will subject the student to dismissal from the college.

3. Students who plan to major in a university parallel program designed to transfer to a university need to meet the requirements outlined on pages 20 and 51 of this catalog.

4. It is strongly recommended that all new students attend the summer student orientation program for placement testing, information sessions and advisement. Entering students under 21 years of age are required to take the American College Testing Program (ACT) or the College Entrance Examination Board Scholastic Aptitude Test (SAT) battery. While there is no minimum score required for acceptance to Walters State Community College, the ACT (or SAT) test scores are required as initial assessment for placement purposes. Additional placement tests may be required prior to registration of any student. An ACT code number of 4028 has been assigned to Walters State and official scores on the ACT battery should be sent to the department of Admissions, Records and Student Information directly from ACT. Students who have not taken the ACT and are planning to enter Walters State need to contact the Student Information Center at 1-800-225-4770 or the Counseling and Testing Center, 423-585-6805.

5. If you have a disability that requires special test accommodations, please give as much advance notice as possible (at least a month). Last minute accommodation requests are usually very difficult to arrange. Some accommodation requests may require additional documentation.

6. A student who has been suspended from another institution because of disciplinary actions must be eligible to return to that institution before being admitted to Walters State Community College.

7. Admission to the college does not guarantee admission to a specific program of study. To be admitted to some programs of study, a student must meet certain standards or be approved by the dean/director of the program (i.e., Nursing).

8. Students born after 1956 must furnish documented proof of having immunity or having been immunized with two doses of the MMR (measles, mumps, and rubella) vaccine unless contraindicated because of pregnancy, allergy to a vaccine component, or other valid medical reasons. Students who cannot show proof of immunization must secure the first immunization at the beginning of their first semester and the second immunization by the end of their first term.

When all of the above requirements have been completed, the applicant is considered a regular student and may be admitted to the college as a candidate for a degree and receive college credit for courses completed.

ENTRANCE PLACEMENT REQUIREMENTS

Walters State Community College, under the direction of the Tennessee Board of Regents, believes that accurate academic placement is essential to a student’s success in college. An appropriate placement procedure is a required component of the admissions process. The placement of a student in a college level course depends upon having met certain academic standards. Those standards include achievement in high school courses as evidenced by the high school transcript, achievement on the ACT test, the College Level Examination Program (CLEP), and/or achievement on other tests administered by the college.

PREREQUISITE FOR PLACEMENT TESTING

1. A completed application must be on file in the department of Admissions, Records and Student Information.

2. All official transcripts must be on file in the department of Admissions, Records and Student Information.
3. All official test scores (ACT/SAT or EDP/GED) must be on file.
4. ACT/SAT test scores must be less than three years old to the date of entry for all students regardless of age.
5. Students who consider themselves inadequately prepared to pursue a college-level course may self-select to take the PLACEMENT test. Once the test has been taken, placement in any developmental education course is mandatory. The decision to permit the student to enroll in any DE course is an institutional prerogative with placement decisions made by the program director.
6. If you have a disability that requires special test accommodations, please give as much advance notice as possible (at least a month). Last minute accommodation requests are usually very difficult to arrange. Some accommodation requests may require additional documentation.
7. All students who are required to take the PLACEMENT test must register in advance by calling the Student Information Center at 1-800-225-4770 or the Counseling and Testing Center, 423-585-6805.

MANDATORY ASSESSMENT AND PLACEMENT PROCEDURES
1. Placement in Remedial, Developmental or College-Level Courses
   The academic assessment and placement program is designed for two purposes: 1) to assess student readiness for college-level courses and 2) to indicate initial placement in appropriate college-level or college-preparatory courses. The placement test is a battery of standardized tests used by all TBR institutions as the primary measure of proficiency in the Basic Academic Competencies. The test measures the knowledge and skills needed by an entering college student established by The College Board in Academic Preparation for College. ACT composite and Math and English sub-scores are to be used to identify students requiring placement assessment for purposes of placement in Reading, Math, and English, respectively.
2. Assessment Requirements - The following categories of students are required to undergo assessment to ensure placement in courses appropriate for levels of preparation.
   a. Students Under 21 Years of Age. Students in this age category screened for assessment on the basis of ACT composite and sub-scores must undergo subject area testing.
      1. If the ACT composite score is 18 or lower, the Reading Comprehension test must be completed.
      2. If the ACT Mathematics sub-score is 18 or lower, the appropriate Mathematics tests as determined by level of high school preparation in mathematics must be completed.
      3. If the ACT English sub-score is 18 or lower, the Writing Sample must be completed.
   b. Students 21 Years of Age or Older. Students in this age category will be required to complete the entire placement test battery. Students 21 years of age or older are not required to present ACT scores, but those who elect to do so may - provided the ACT scores are taken within three years prior to the first day of the first term of enrollment. Students with valid ACT scores will then be screened for assessment according to the regulations applied to students under 21.
   c. Transfer Students. Transfer students who have fewer than 60 semester hours of credit and who have not earned college-level Math or English credits must undergo assessment in the appropriate area(s).

d. Non-Degree Student Admission Category. Students admitted in this category who have not completed the first-college-level courses in English or Mathematics must undergo assessment in the appropriate subject area and must complete courses indicated by placement prior to enrolling in the respective college-level English or Mathematics course. Once a non-degree student has taken the test, placement in a remedial/developmental course is mandatory.

e. Referred Students. Students who, on the basis of the ACT score(s), are not required by the institution to undergo placement assessment but who later show deficiency in English, Mathematics, or Reading must undergo assessment and placement. Such students shall not be allowed to continue in a college-level course requiring subject area competencies as prerequisites and must instead enroll in the appropriate developmental education course.

f. Students Electing DE Courses. Students who consider themselves inadequately prepared to pursue a college-level course may request assessment to determine whether they need developmental English, Mathematics, or Reading courses. They must complete the appropriate subject area placement test and must be determined to need remediation before placement. The decision to permit the student to enroll in any DE course is an institutional prerogative with placement decision made by the program director.
3. **Placement in Courses**

The following table indicates how the assessment scores are used for student placement in remedial/developmental, or college course levels.

Note: A student may receive a placement higher or lower than that indicated by the score. The program director has responsibility for final placement (on the basis of holistic assessment).

### English Placement

<table>
<thead>
<tr>
<th>Essay Score</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>4, 5, 6</td>
<td>College English</td>
</tr>
<tr>
<td>3</td>
<td>Developmental English</td>
</tr>
<tr>
<td>1 or 2</td>
<td>Remedial English</td>
</tr>
</tbody>
</table>

### Reading Placement

<table>
<thead>
<tr>
<th>Test/Score</th>
<th>Percentile</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥ 28</td>
<td>54</td>
<td>No R/D course in Reading Required</td>
</tr>
<tr>
<td>≥ 22 but ≤ 27</td>
<td>31</td>
<td>Developmental Reading</td>
</tr>
<tr>
<td>≤ 21</td>
<td>26</td>
<td>Remedial Reading</td>
</tr>
</tbody>
</table>

### Mathematics Placement

Each student who is screened for assessment in Mathematics must complete two of the three Mathematics pre-tests as determined by the level of high school preparation. Students who have completed two years of high school algebra will take the Elementary Algebra and Intermediate Algebra pre-tests. Students who have completed less than two years of high school algebra will take the Elementary Algebra and Arithmetic pre-tests. The pre-test score placing the student in the higher level course will be used for placement.

Students taking the pre-tests will be initially placed according to the following scores:

<table>
<thead>
<tr>
<th>Test/Scores</th>
<th>Percentile</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arithmetic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>≥ 22</td>
<td>30</td>
<td>Elementary Algebra</td>
</tr>
<tr>
<td>≤ 21</td>
<td>24</td>
<td>Arithmetic</td>
</tr>
<tr>
<td>Elementary Algebra</td>
<td></td>
<td></td>
</tr>
<tr>
<td>≥ 22</td>
<td>66</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>≥ 16 but ≤ 21</td>
<td>30</td>
<td>Elementary Algebra</td>
</tr>
<tr>
<td>≤ 15</td>
<td>24</td>
<td>Arithmetic</td>
</tr>
<tr>
<td>Intermediate Algebra</td>
<td></td>
<td></td>
</tr>
<tr>
<td>≥ 18</td>
<td>77</td>
<td>College Mathematics</td>
</tr>
<tr>
<td>≤ 17</td>
<td>73</td>
<td>[Use Elementary Algebra score]</td>
</tr>
</tbody>
</table>

### Study Skills Placement

Study Skills Placement is required for either (1) students who are placed in at least two subject areas at the remedial level or (2) students who are placed in three subject areas including either remedial or developmental levels. Beyond this mandatory placement, students with two deficiencies - either both developmental or one developmental and the other remedial - have the option to elect placement in Study Skills. Study Skills course enrollment is limited to students in these categories.

4. **Entrance Placement Appeal Procedure** - Any student who feels that results of the assessment procedures do not accurately reflect academic ability may appeal the placement decision(s) to the Admissions Committee. The appeal may be initiated through the vice president for Student Affairs or the vice president for Academic Affairs. Students are encouraged to submit documentation of extenuating circumstances to the vice president at the time the appeal is initiated. Students must appear personally before the committee to appeal placement decisions. The committee meets at 10 a.m. on the day following open registration each semester.

Following the appeal hearing, the committee will submit its recommendation to the vice president for Academic Affairs and the vice president for Student Affairs for final approval. The decision of the vice presidents may be subsequently appealed through regular institutional procedures.

5. **Student Challenge of Placement Test**. A student may be allowed to challenge the placement test, by subject area, if, according to the director’s judgement, placement indications are inconsistent with diagnostic test results. The student will not retake the placement test, but may be placed differently according to the director's determination. This exception to placement must be supported by documentation, and the director must permanently waive the student’s original placement.

6. **Reteaking the Placement Test**. Students may retake the test 90 or more days after the previous examination, provided they have not enrolled in any course in the retesting subject area at Walters State or at any other college or university.

7. **Provisions for Open Entry / Early Exit**. Students who are appropriately placed initially but who show exceptional motivation should be allowed to progress in two ways:
   a. A student may complete one course and start a second course within the same term. The student will register for the partially completed second course in the subsequent term.
   b. A student who completes requirements of two courses in a single term may be allowed to attempt the exit criteria for the second course. When a student completes two levels of course work while enrolled in a single course, the student will receive a waiver for the additional course completed.

8. **Use of Assessment for Students with Deficiencies in Admission Requirements**. TBR admission standards implemented Fall 1989 apply to all students graduating from high school Spring 1989 and thereafter. Students deficient in required high school units may be admitted to community colleges and, through alternative admission, to TBR universities. The placement tests in English and mathematics are used to determine the placement of students requiring removal of unit deficiencies in these subject areas. Consequently, students deficient in English or Mathematics units may remove these deficiencies by (1) scoring at college course placement levels and thereby demonstrating competency or (2) completing DE courses indicated by placement. Students admitted under the following categories must undergo placement assessment for purposes of meeting high school unit admission criteria:
   a. Students entering with the GED credential must complete the entire test battery.
   b. International students must complete the entire test battery if ACT scores so indicate.
   c. Students 21 or older must complete the test battery.
d. Students who lack a high school unit in English or Algebra (regardless of ACT scores) must complete the required English or Math tests.

e. Transfer students with fewer than 60 semester hours deficient in required high school English or Mathematics units (regardless of ACT scores) must complete these subject area tests.

f. Students with a Tennessee Honors General Education Diploma with ACT composite and English and Mathematics sub-scores less than 19 must complete placement tests in these subject areas.

9. Withdrawal from DE Courses. Persistence in the program is essential. Students, therefore, must be counseled prior to withdrawal from a course.

10. Two-Attempts. Students who have not met course exit criteria after two attempts will be denied admission to the institution for one term (excluding summer). Grades signifying completion are A, B, and C. The awarding of any other grade except A, B, C, I or WD constitutes an attempt. Students failing to meet exit criteria after their initial suspension and who, after exhausting appeals procedures, will be denied admission for one full year.

11. Grades to be Assigned. Grades to be assigned in DE courses are: A, B, C, F; I, incomplete; W, withdrawal; WD, withdrawal no attempt. Students will not be allowed to audit DE courses.

12. Concurrent Enrollment in College-Level and DE Courses. College-level courses taken concurrently with DE courses must be carefully selected and must not require skills in which the student is currently deficient.

13. Education Planning Seminar. The purpose of the educational planning seminar is to assist the student who has taken the assessment test in making class selections. The specific times and dates of each seminar are announced at the time of the testing. The counseling and academic enrichment offices are responsible for coordinating the seminar which includes an explanation and interpretation of assessment and placement results, advising and instructions for registration.

INTERNATIONAL STUDENT ADMISSIONS POLICY

All students on F-1 (student) visas are classified as international students, whether they are applying to Walters State as freshmen or transfer students. In making application for admissions to Walters State, each international student must have items 1-4 following on file in the department of Admissions, Records and Student Information no later than 60 days prior to the beginning date of the term the applicant wishes to enroll:

1. A completed application for admission.
2. Official copies of all transcripts, test scores, and other credentials. These documents must be accompanied by an official English translation which shows the following:
   a. Courses of instruction in terms of years spent in school.
   b. Types of subject matter covered with grades earned in each subject.
3. Evidence of proficiency in the English language according to the following:
   a. A first-time student must present an official TOEFL score of at least 500 on the paper exam or at least 170 on the computer-based exam (earned within the last two years) prior to application. The TOEFL score will not be considered until the score has been verified by the department of Student Information, Admissions, Records and Registration Services.
   b. A transfer student may be exempted from presenting the TOEFL score provided that the student can show evidence satisfying all requirements for freshman composition with a grade of "C" or better at a regionally accredited college or university in the United States of America.
   c. All first-time students and transfer students will be required to take an English placement examination and/or a writing sample for the purpose of determining the level of English courses in which the student will be placed.
4. Evidence of financial resources adequate for one year of enrollment (statement from a United States bank). An amount equal to the first semester tuition must be deposited with a local bank after acceptance by Walters State and prior to issuance of the I-20 Form. All international students will pay out-of-state tuition with the exception of those holding the Permanent Resident Visa, which will be reviewed at the time of admission to determine in-state/out-of-state classification.

NOTE: The I-20 Form will only be issued when the student has completed items 1-4 above.

5. Entering students under 21 years of age are required to take the American College Testing Program (ACT) or the College Entrance Examination Board Scholastic Aptitude Test (SAT) battery.

Entering students 21 years of age or older are required to undergo placement assessment prior to enrollment. Contact the department of Counseling, Testing and Support Services for further information.

6. Provide a copy of your I-94 Form and copies of I-20 Forms from previous schools attended in the United States.

7. The student must become familiar with regulations of the Immigration and Naturalization Service and is responsible for reporting any changes in enrollment to the office of the vice president for Student Affairs.

8. The student must arrive in Morristown, Tennessee, USA, at least one week prior to beginning of classes to make arrangements for housing and other matters.

9. The student must purchase student insurance after arrival at Walters State. Forms may be secured from the office of the vice president for Student Affairs.

10. A complete physical examination from a United States licensed physician including a verification of freedom from tuberculosis must be completed within 30 days from the first day of classes.

11. Students born after 1956 must furnish documented proof of having immunity or having been immunized with two doses of MMR (measles, mumps, and rubella) vaccine, unless contraindicated because of pregnancy, allergy to a vaccine component, or other valid medical reasons. Students who cannot show proof of immunization must secure the first immunization at the beginning of their first semester and the second immunization by the end of their first term.
HOW TO APPLY FOR ADMISSION

All correspondence concerning admissions should be addressed to:

DEPARTMENT OF STUDENT INFORMATION, ADMISSIONS, RECORDS AND REGISTRATION SERVICES
WALTERS STATE COMMUNITY COLLEGE
500 SOUTH DAVY CROCKETT PARKWAY
MORRISTOWN, TENNESSEE 37813-6899

A candidate for admission should request application forms early enough to allow ample time for required materials to be forwarded to the department of Student Information, Admissions, Records and Registration Services. Under normal conditions the applicant should apply for admission at least 60 days prior to the admission date.

When all admission papers have been received in the department of Student Information, Admissions, Records and Registration Services, the applicant will be sent a letter indicating acceptance for admission or will be advised by letter that further action is necessary in order to establish eligibility for admission. Applicants will be advised when to appear for testing, counseling, pre-registration and registration.

READMISSION OF FORMER STUDENTS

Former students who wish to return to the college must file a formal application for readmission. Application forms, available from the department of Student Information, Admissions, Records and Registration Services, must be completed in ink or by typewriter and returned. If the student has enrolled at another college since last attending Walters State Community College, a transcript from the other college must be submitted and approved before readmission. Applications will receive favorable consideration only if the applicant is eligible for readmission under all college regulations.

CLASSIFICATION

For administrative purposes, students are classified in one of the following classifications:

Classification One. A Degree Student is one who is enrolled in a program leading to an Associate Degree.

Classification Two. A Special Student is one who is not officially working toward a degree or one who has not fully met the credential requirements for admission as a regular student. In general, Special Students will fall into the following categories:

1. A person who holds a degree from another college or university. These students can carry the maximum number of hours per term and there is no limit to accumulative hours.
2. A person with a regular high school diploma or GED high school equivalency diploma with a composite GED test score of 45 or above. Such persons may take courses for professional growth and professional enrichment for credit, but do not wish to be accepted and enrolled as degree-seeking students at this time. A maximum of 30 cumulative total hours attempted can be achieved in this category. After a total of 30 credit hours, a Special Student in these categories must meet all other regular admission requirements including placement testing. Individuals desiring to be classified as special students will not be permitted to enroll for the English composition sequence, math analysis sequence, college algebra sequence, or calculus sequence. Special students may be referred to academic assessment and placement by faculty. Upon such referral, assessment is mandatory and the results of assessment may affect the student’s enrollment (see "Entrance Placement" page 10).
3. A person who is 18 years of age and has not completed all requirements for a regular high school diploma or has not received a GED high school equivalency diploma with a composite GED test score of 45 or above or has completed External Diploma Program (EDP) may be admitted as a Special Student. These students may take only developmental studies, GED preparation or other collegiate level courses approved by the vice president for Academic Affairs/vice president for Student Affairs.

Classification Three. A Transient Student is one who is enrolled at another college taking work at Walters State Community College for the purpose of transferring the credit back to the other college. (The student must have written approval from the college where the credit will be transferred and prior commitment to accept the credit.)

TRANSFER STUDENT

Admission as a transfer student involves a consideration of the student's high school and/or college record. Consideration is also given to the conditions under which the student is withdrawing or has withdrawn from another institution. Students not eligible for readmission at the last institution attended will have their records carefully reviewed. When accepted, they may be placed on probation and may be requested to use the Counseling Center.

Transfer students who are residents of Tennessee will be given first consideration. Out-of-state transfer students will be considered if space is available. The conditions resulting in their request for transfer will be studied and recommendation made by the appropriate committee. Transfer students who have fewer than 60 semester hours of credit and who have not earned college-level math or English credits must undergo assessment in the appropriate areas.

ADMISSION WITH ADVANCED STANDING

Advanced Placement

Under certain conditions advanced placement may be granted. Walters State Community College may grant advanced placement and credit for courses in which the student has demonstrated satisfactory achievement. Each applicant under this plan is to show satisfactory achievement on the Advanced Placement Test of the College Entrance Examination Board (CEEB) during the student’s senior year in the secondary school, or on the College Level Examination Program (CLEP). Credit may be awarded as a result of performance on the CLEP examination.

Individual departments may recommend advanced placement based upon the achievement on departmentally designed examination together with the evaluation of the student’s background.

Advanced Placement in foreign language classes will be based upon the student’s previous studies. Placement in foreign language may be made at a level determined by the Foreign Language Department in consultation with the student.

Placement in mathematics may be made at a level decided by the Mathematics Department in consultation with the student.
## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

### Subject Examinations

<table>
<thead>
<tr>
<th>CLEP Test</th>
<th>WSCC Course Number</th>
<th>Credit (Semester Hours)</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government</td>
<td>POLI 1120</td>
<td>3</td>
<td>47</td>
</tr>
<tr>
<td>American History I: Early Colonial to 1877</td>
<td>HIST 2010</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>American History II: 1856 to Present</td>
<td>HIST 2020</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>American Literature</td>
<td>ENGL 2210, 20</td>
<td>3</td>
<td>57</td>
</tr>
<tr>
<td>Biology</td>
<td>BIOL 1100, 1200</td>
<td>8</td>
<td>60</td>
</tr>
<tr>
<td>College Algebra</td>
<td>MATH 1022 or 1035</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>English Composition</td>
<td>ENGL 1110, 20</td>
<td>6</td>
<td>44</td>
</tr>
<tr>
<td>General Chemistry</td>
<td>CHEM 1110, 20</td>
<td>8</td>
<td>60</td>
</tr>
<tr>
<td>General Psychology</td>
<td>PSYC 1310, 20</td>
<td>6</td>
<td>47</td>
</tr>
<tr>
<td>Geology</td>
<td>PHYS 1001</td>
<td>4</td>
<td>55</td>
</tr>
<tr>
<td>Introduction to Business Management</td>
<td>MGMT 2550</td>
<td>3</td>
<td>46</td>
</tr>
<tr>
<td>Introductory Accounting</td>
<td>ACCT 2210, 20</td>
<td>6</td>
<td>50</td>
</tr>
<tr>
<td>Introductory Business Law</td>
<td>BUSN 2510</td>
<td>3</td>
<td>51</td>
</tr>
<tr>
<td>Calculus w/Elementary Functions (1994)</td>
<td>MATH 1032 or 1110</td>
<td>3 or 5</td>
<td>44</td>
</tr>
<tr>
<td>Introductory Economics</td>
<td>ECON 2010, 20</td>
<td>6</td>
<td>48</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>SOCI 1020</td>
<td>3</td>
<td>46</td>
</tr>
<tr>
<td>Trigonometry</td>
<td>MATH 1040</td>
<td>3</td>
<td>54</td>
</tr>
<tr>
<td>Western Civilization I: Ancient Near East to 1648</td>
<td>HIST 1010</td>
<td>3</td>
<td>46</td>
</tr>
<tr>
<td>Western Civilization II: 1648 to Present</td>
<td>HIST 1020</td>
<td>3</td>
<td>47</td>
</tr>
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</table>

### Advanced Placement Examinations

<table>
<thead>
<tr>
<th>Test Area</th>
<th>WSCC Course Number</th>
<th>Credit (Semester Hours)</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>ART 1110</td>
<td>3</td>
<td>4</td>
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<tr>
<td>Biology</td>
<td>BIOL 1100, 01, 1200, 01</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHEM 1110, 20</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science</td>
<td>CPSC 1350</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Economics</td>
<td>ECON 2010/2020</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>* Microeconomics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>** Macroeconomics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>ENGL 1110, 20</td>
<td>6</td>
<td>3</td>
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<tr>
<td>Foreign Language</td>
<td>FREN 2010, 2020</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>GERM 2010, 2020</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>SPAN 2010, 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History</td>
<td>HIST 1010, 20</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Mathematics Test AB **</td>
<td>5 - 6</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mathematics Test BC ***</td>
<td>10</td>
<td>3</td>
</tr>
<tr>
<td>Physics</td>
<td>PHYS 2110, 2111, 2120, 2121</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Political Science</td>
<td>POLI 1120</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSYC 1310/1320</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>U.S. History</td>
<td>HIST 2010, 2020</td>
<td>6</td>
<td>3</td>
</tr>
</tbody>
</table>

* Must have a 3, 4, or 5 in BOTH courses.
** Mathematics Test AB - 1022, 1032 or 1035, 1040 or 1110
***Mathematics Test BC - 1110, 1120
Consideration will be given to the student’s background in specific courses and available test scores.

Course Exemptions
High school graduates with exceptional scholastic records or those who have been enrolled in high school accelerated or honor sections may apply to take exemption tests in beginning English, history, mathematics, science, or other subjects where exemption may be justified. Applications to take exemption tests in one or more of the subject areas must be received in letter form by the office of Admissions at least four weeks prior to the date specified for registration in the college calendar.

All course exemption requests must be approved by the vice president for Academic Affairs.

Credit for Military Service and Service Schools
A student who has been on active military service duty four months or longer may submit a copy of Separation Notice (DD Form 214) and receive two semester hours of required Physical Education credit.

Veterans and other active armed services personnel may receive degree credit on the basis of educational experiences according to the evaluation of the experience by the department of Student Information, Admissions, Records and Registration Services. The DD Form 214 or other documentation of such experiences must be submitted to the department of Student Information, Admissions, Records and Registration Services in order to have such credit established. Credit for military experience will be granted only if Walters State Community College offers comparable courses which relate to experience gained through the military education process. Students who are granted credit in this manner are required to satisfy the residence requirement by completing 20 of the last 24 hours of their degree program at Walters State.

Credit by Examination
Under certain conditions a student may be awarded credit by taking a series of departmental proficiency examinations and/or standardized tests in a particular subject area. Applicants for credit by examination in a particular course should be made at least two weeks prior to the test period. All academic credit by examination requests must be made to the division dean and approved by the vice president for Academic Affairs.

**ADVANCED STUDIES PROGRAM**

*An Enrichment Program for High School Juniors and Seniors*

A high school student may enroll in college courses under the Advanced Studies Program. Students in this plan will complete admission requirements (with the exception of the high school diploma) prior to enrolling in college classes. The details of this plan are as follows:
1. The student must have junior or senior standing in high school.
2. The student must have a letter grade average of at least a “B” or a numerical average of at least 88.
3. Courses will not be expected to count toward the high school diploma.
4. The student must be certified by the principal/guidance counselor.
5. The courses taken must be chosen by the student in consultation with the high school counselor and the department of Admissions, Records and Student Information so as to supplement the high school program and insure academic success.

6. The student may not enroll for more than 10 hours per semester and may not accumulate more than 30 semester hours while still attending high school.
7. In addition to the above requirements, Advanced Studies students desiring to enroll in the English Composition sequence, must have taken the ACT and scored a 19 or higher in the English area. Advanced Studies students desiring to enroll in mathematics courses must have taken the ACT and have scored a 19 or higher in the mathematics area and have successfully completed two years of high school algebra.
8. Any exception to the above conditions must be approved by the high school principal, the vice president for Academic Affairs, and the vice president for Student Affairs. Courses taken while enrolled in high school will count as regular college credit upon high school graduation. Admission to Walters State Community College will be automatic upon graduation.

Advanced Studies should not be confused with the Early Admissions program as outlined by the Tennessee State Board of Education. For further information on that program, contact your local high school principal or guidance office.

**TECH PREP EDUCATION**

Tech Prep is a program of study implemented nationwide and in several foreign countries that combines four years of high school and two years of post-secondary education or training leading to an associate degree or a technical certificate. The program seeks to combine college preparatory academics with highly technical courses and eliminate duplication of efforts among high schools, technology centers, and community colleges while equipping students with the skills for lifelong learning and higher paying high-tech careers. In order to deliver this program to the students of East Tennessee, Walters State Community College, the Tennessee Technology Center at Morristown, the 24 secondary schools in our 10 county service area and business and industry representatives have formed the Mid-East Tennessee Tech Prep Consortium.

**Tech Prep Career**

According to the Perkins Act, Tech Prep careers include all occupations which fall within the fields of “engineering technology, applied sciences, mechanical, industrial, or practical art or trade, or agriculture, health, or business” (Perkins Act, Final Regulations 24 C.F.R. ~406.5).

**Tech Prep Articulation**

Articulation is a planned process that provides a transitional vehicle between secondary and post secondary institutions. It offers high school students the opportunity to receive post secondary credit for the skills they have attained at the secondary level at no cost to the student. Because area high school, technology center and Walters State instructors have reviewed what they teach and identified sufficient duplication in those courses, articulation agreements have been arranged affording eligible students free credit. Students who have completed the Dual Pathway or the Technical Pathway in area high schools, have maintained at least a “B” average in specific technical courses and have passed the high school exam for the course(s) being articulated with a “C” or better and have attained an 80 percent competency level for the course(s) are eligible.

**Articulation Procedures/Requirements for Credit**

1. Meet with the high school counselor or teachers and determine appropriate Tech Prep curriculum plan.
2. Sign a Letter of Intent to Articulate and mail to the Tech Prep Coordinator.
3. Complete the initial four years of the Tech Prep curriculum plan and receive a high school diploma.
4. Achieve a grade of "B" or better for the technical courses within the curriculum plan.
5. Pass the secondary level final exam with a "C" or better for each course for which credit is requested.
6. Submit a completed articulation application to the Tech Prep Coordinator at Walters State.
   a. Student must attain 80 percent of the competencies within the application for the course(s) requested for credit.
   b. The application must be signed by the secondary instructor, counselor, and high school principal.
   c. The secondary instructor will submit a copy of his/her final exam to the office of Tech Prep.
   d. The counselor will submit a high school transcript with the articulation application.
7. Meet all admission requirements and enroll at the post secondary institution within three years.
8. Complete 16 hours of non-articulated credit (community college only), excluding remedial and developmental courses and high school deficiencies.
9. Upon receipt of the articulation application and upon obtaining all required post secondary signatures, the student will receive a letter of Articulation Credit from the director of SIS/Admissions and Records. The student will provide this letter to the post secondary advisor at the time he/she initially enrolls so that there will not be replication of course work.

### Tech Prep Programs and Courses with Existing Articulation Agreements

#### Business
- **Business Administration**
  - CC-ACCT 2210: Principals of Accounting
  - CC-BUSN 1310: Business Communic. & Correspondence

#### Agriculture Business
- **CC-AGRI 1110**: Fundamentals of Animal Science
- **CC-AGRI 1210**: Introduction to Crop Science

#### Culinary Arts
- **ACCT 2210**: Principles of Accounting I

#### Hospitality Management
- **HMGT 1010**: Introduction to Hospitality Management I
- **MGMT 1100**: Business Computer Applications
- **CC-HMGT 1010**: Introduction to Hospitality Industry

#### Health Programs
- **Nursing**
  - CC-CPSC 1100: Using Information Technology
- **Physical Therapy Assistant**
  - CC-CPSC 1100: Using Information Technology
  - CC-PTAT 1010: Introduction to Physical Therapist

#### Public Safety
- **Criminal Justice**
  - CC-CRJT 1010: Overview of Criminal Justice
  - CC-CRJT 2990: Special Topics in Criminal Justice
- **Law Enforcement**
  - CC-CRJT 1010: Overview of Criminal Justice
  - CC-CRJT 2990: Special Topics in Criminal Justice

#### Technical Education
- **Electrical/Electronics**
  - CC-CPSC 1100: Using Information Technology
  - CC-ITDD 1010: Engineering Graphics
  - CC-ITEE 1010/11: Electrical Applications/Lab
  - CC-ITMF 1010: Fundamentals of Industrial Technology

### ACADEMICALLY TALENTED / GIFTED PROGRAM

Academically talented/gifted students enrolled in grades nine, ten, eleven, or twelve in public or private high schools in Tennessee may, with the recommendation and approval of the high school principal, guidance counselor, and the WSCC department of Student Information, Admissions, Records, and Registration Services, enroll in and receive regular college degree credit from Walters State if such students have a grade point average equivalent to 3.2 on a 4.0 maximum basis and if such placement is a part of the student's planned Individual Education Program (I.E.P.) as established by the multi-disciplinary team process.

Interested individuals should satisfy the following applicable requirements:
1. Complete a WSSC application and medical history form.
2. File with the department of Student Information, Admissions, Records and Registration Services the academically talented/gifted student form.
3. All required forms must be on file in the department of Student Information, Admissions, Records and Registration Services three weeks prior to registration before the semester of entrance.

### TRANSFER OF CREDIT

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

Transfer grades will be entered on the student's permanent record ONLY when the credits are used to satisfy degree requirements at Walters State. The transfer credits used to satisfy Walters State's degree requirements will be averaged with the student's...
GRADE POINT AVERAGE at Walters State for the purpose of calculating the graduation average. Credits to be transferred must have been awarded the student in terms of credit hours as defined in the catalog section of “Definition of Terms.”

CORRESPONDENCE AND EXTENSION CREDIT

A student may not be enrolled at another college for correspondence or extension work while enrolled at Walters State unless special permission has been granted. All extension or correspondence work in progress upon admission must be reported to the department of Student Information, Admissions, Records and Registration Services at the time of the student’s first registration. Any correspondence or extension work taken while a student is enrolled at Walters State must be approved by the vice president for Academic Affairs.

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 necessitate special admission 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 department offering the program in order to become familiar with these special requirements.

POLICY REGARDING STUDENT RECORDS

Walters State Community College recognizes the rights of students to have access to their records and will not make unauthorized disclosure of student records, as required by the FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974.

This act and the federal regulations adopted under it give students and former students the right to inspect, review, and copy educational records released to them. The only exceptions to this rule are financial records of parents or any information therein; confidential letters and statements of recommendation which were placed in the educational records prior to January 5, 1975; records to which access have been waived by a student in writing; and “Directory Information.”

“Directory Information” includes a student’s name, address, telephone listing, date and place of birth, major field of education, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other information of the type above specifically approved by the institution as acceptable “Directory Information.” (At the time of student’s registration for courses, the student may notify the department of Admissions, Records and Student Information in writing that “Directory Information” for that student may not be released. This notification is effective only for the one semester for which that student is then registered.)

Walters State Community College will not permit access to or the release of any information in the educational records of any student who is personally identifiable other than “Directory Information” without the written consent of the student to any party.

### STUDENT EDUCATIONAL RECORDS

<table>
<thead>
<tr>
<th>Type of Educational Record</th>
<th>Information in Record</th>
<th>Position of Custodian</th>
<th>Location of Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Record</td>
<td>Courses taken and credits earned</td>
<td>Vice President for Student Affairs</td>
<td>CCEN-208</td>
</tr>
<tr>
<td>Admissions Office Files</td>
<td>Credit reports, application for degree, degree certification, degree analysis forms, and add/drop forms.</td>
<td>Vice President for Student Affairs</td>
<td>CCEN-208</td>
</tr>
<tr>
<td>Counseling Reports</td>
<td>Demographic, student grade report, ACT profile, high school information, counseling summary, GED test results and placement test requirement array</td>
<td>Director of Counseling and Testing</td>
<td>CCEN-212</td>
</tr>
<tr>
<td>Disciplinary</td>
<td>Violations and penalties</td>
<td>Vice President for Student Affairs</td>
<td>CCEN-120</td>
</tr>
<tr>
<td>Health Records</td>
<td>Medical information</td>
<td>College Nurse</td>
<td>CCEN-127</td>
</tr>
<tr>
<td>Incident Report</td>
<td>Details concerning incidents and persons involved</td>
<td>Chief of Campus Police</td>
<td>Information Ctr.</td>
</tr>
<tr>
<td>Individual Personal Folders</td>
<td>Financial aid data</td>
<td>Director of Financial Aid</td>
<td>CCEN-212</td>
</tr>
<tr>
<td>International Student</td>
<td>Immigration information and recommendation</td>
<td>Vice President for Student Affairs</td>
<td>CCEN-120</td>
</tr>
<tr>
<td>Placement</td>
<td>Name, telephone, address, honors, work experience, military data, educational experience, and ratings of active registrants.</td>
<td>Director of Placement Services</td>
<td>CCEN-210</td>
</tr>
<tr>
<td>Residency Classification</td>
<td>Residency information</td>
<td>Vice President for Student Affairs</td>
<td>CCEN-118</td>
</tr>
<tr>
<td>Student Admissions File</td>
<td>Application for admissions, school transcript, college transcript(s), test scores, evaluation of transfer credit from other colleges, residency information (if applicable), selective service information, ACT profile, and miscellaneous correspondence.</td>
<td>Vice President for Student Affairs</td>
<td>CCEN-118</td>
</tr>
<tr>
<td>Test Scores</td>
<td>SAT and ACT Placement Test</td>
<td>Director of Counseling and Testing</td>
<td>CCEN-212</td>
</tr>
<tr>
<td>Traffic Notices</td>
<td>Names and offenses</td>
<td>Chief of Campus Police</td>
<td>Information Ctr.</td>
</tr>
<tr>
<td>Transfer Evaluation</td>
<td>Transfer evaluation credit from other colleges</td>
<td>Director of Counseling and Testing</td>
<td>CCEN-212</td>
</tr>
<tr>
<td>Vehicle Registration Card</td>
<td>I.D. of persons and vehicles</td>
<td>Chief of Campus Police</td>
<td>Information Ctr.</td>
</tr>
</tbody>
</table>
other than the following: (1) Walters State Community College officials and staff who have legitimate educational interests, including the support of honor societies and academic excellence; (2) officials of other schools in which the student seeks admission; (3) appropriate persons in connection with a student's application for or receipt of financial aid; (4) federal or state officials as defined in Paragraph 99.37 of the regulations concerning this law; (5) state and local officials authorized by State statute; (6) in response to a judicial order or subpoena; (7) a bona fide emergency if such information is necessary to protect the health or safety of a student or other persons; (8) accrediting organizations to carry out their functions; and organizations conducting studies for or on behalf of Walters State Community College for the purpose of assisting in accomplishing the college's stated goals, when such information will be used only by such organizations and subsequently destroyed when no longer needed for the intended purpose.

Upon request, a record covered by the ACT will be made available within a reasonable time, and in no event later than 30 days after the request. The student should direct the request to the official who has charge of the records. Copies are available at the student's expense. A student may also request explanation and interpretation of the records from the official in charge.

If a student feels that a particular record or file contains inaccurate or misleading information or is otherwise inappropriate, the college will afford an opportunity for a hearing to challenge the contents of the record. This request shall be submitted in writing to the college official in charge of the office which maintains that particular record. The college official receiving the written request must forward the request directly to the President of the college who will appoint a hearing committee. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of the student's choice at own expense, including an attorney. The committee, after hearing the student, will make a recommendation to the President who will be the final college authority in resolving the conflict.

Walters State Community College maintains, with the educational records of each student, a record identifying all persons except other college officials who have obtained access to the records.

**RETENTION OF RECORDS**

Students' academic records are maintained permanently on the Student Information System. Periodic backups are made to ensure safety of the files and are stored in a secure location. They are microfilmed annually for permanent storage. All other records are maintained according to AACRAO standards as published by the American Association of Collegiate Registrars and Admissions Officers. A copy of the retention policy is maintained in the Records Office (CCEN-208) and the office of the vice president for Student Affairs (CCEN-120).

Grades, transcript information, drop/adds, withdrawals, and other data perceived by the student to be in error must be protested by the student during the subsequent semester. Protests made after this time will not be reviewed.

**TRANSCRIPT OF CREDITS**

There is no charge for transcripts provided that requests do not exceed five copies at any one time. Transcripts in excess of five copies issued at any one time will be subject to a charge of $3 each. All transcript requests must be in writing and will not be taken by telephone. In all cases, obligations to the college must be fulfilled before a transcript will be issued.

**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.

**CANCELLATION OF CLASSES DUE TO WEATHER OR ROAD CONDITIONS**

After gathering as much data as possible concerning weather, road conditions, and forecast between 4 a.m. and 5 a.m., the Campus Police consults with the college President and a final decision is made as to whether or not classes will be cancelled or the college closed. This decision is normally made by 5:30 a.m. A similar procedure is followed for evening classes with the final decision being made no later than 4 p.m. Once the decision has been made, information may be obtained on the Citizen Tribune Info Connect line, 423-581-1233, extension 1045. The radio and TV stations listed below are also contacted:

- Morristown: WMKK FM 96, WCRK AM 1350, WMTN AM 1150
- Newport: WLIK, WNPC 1060
- Jefferson City: WJJC AM 1480, WNOX FM 99.3
- Knoxville: WIVK AM 990 FM 107.7, WATE-TV, WBIR-TV, WKXT-TV, WIMZ FM 104, WMYU FM 102
- Greeneville: WGRV / WIKQ FM 94.9 AM 1340, WSMG
- Rogersville: WRGS, WMCH-AM
- Sevierville: WSEV AM
- Tazewell: WNTT, WSVD
- Tri Cities: WKPT-TV
- Mountain City: WMCT 1390
- Johnson City: WJHL-TV, WAE2-FM 99.3, WQUT
- Kingsport: WKPT-TV, WAE2-FM 99.3, WQUT
- Oak Ridge: WOKJ FM 100
In addition to the radio stations listed above, the following two numbers may also be called to determine weather related cancellations:

Student Information: 1-800-225-4770 or 423-585-0828
Info Connect: 423-581-1233, select 1045

Students and employees are requested to stay in tune with the station once a decision has been made because on occasion, due to an unexpected and sudden change in the weather and road conditions, a decision is modified. In all instances decisions are made with the safety of students and employees foremost in consideration but with an attempt to have classes if possible. However, on a day or evening when classes are being conducted and weather conditions are questionable, students are advised to use individual judgement in attending. Students shall be provided an opportunity to make up work missed for absences incurred for days when conditions are questionable but classes are meeting.

Where potential abuse of the above by the student exists in the judgement of a faculty member, the burden of proof shall rest with the student. When differences arise, the vice president for Academic Affairs shall act as arbiter.

**AUDIT CLASSES**

Students planning to audit a course or courses must complete an audit card prior to the drop deadline. An audit student is one who is attending classes, does not take examination, and does not receive a grade. Students may not audit remedial / developmental classes.

Audit of any course in Health Programs will be at the discretion of the dean and the program director.

**RETENTION STANDARDS**

The minimum quality point average required to achieve the associate degree or certificate is 2.0.

**Academic Probation**

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

<table>
<thead>
<tr>
<th>Semester Quality Hours</th>
<th>Minimum Cumulative QPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-14</td>
<td>no minimum</td>
</tr>
<tr>
<td>14.1-26.0</td>
<td>1.0</td>
</tr>
<tr>
<td>26.1-40.0</td>
<td>1.4</td>
</tr>
<tr>
<td>40.1-48.0</td>
<td>1.7</td>
</tr>
<tr>
<td>48.1-56.0</td>
<td>1.9</td>
</tr>
<tr>
<td>56.1 - and above</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Academic Dismissal**

At the end of the next term of enrollment, a student on academic probation who has failed to attain either the above cumulative standard of a 2.0 QPA for that term will be suspended for one term. The summer term may not be counted as the term of suspension.

In addition, a student will be academically dismissed after failing for the second time to meet the minimum standards for progression in any remedial or developmental course. The minimum standard for progress in remedial and developmental courses is a grade of "C". There is no period of probation in such cases.

**Readmission After Academic Dismissal**

In order to be readmitted to college after being placed on Academic Dismissal, a student has the following options:

1. Stay out of college for one semester (summer term may not be counted as semester of suspension).
2. Appear before the Admissions Committee to appeal academic dismissal. The Admissions Committee meets at 10 a.m. on the day following open registration each semester.

**WITHDRAWALS AND HONORABLE DISMISSALS**

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

1. Secure clearance signature (in sequence) from 1) Counseling Center, Student Financial Aid, 2) Library, 3) department of Student Information, Admissions, Records and Registration Services, and 4) office of Business Affairs.
2. All equipment belonging to the college must be accounted for or paid for and all financial obligations met. If it is impossible for the student to take these steps in person, they should be taken by a parent or person acting as an agent for the student. Up to the date given in the academic calendar, a student may withdraw from the college with a grade of "W".

After the date listed in the academic calendar (last day to drop a course or withdraw from college), a student may, in emergency situations, withdraw by the recommendation of the instructor and the approval of the vice president for Academic Affairs. In cases such as this, the student will be assigned a grade of "W" if passing the course or a grade of "WF" if failing the course.

A student who stops attending classes and fails to follow the proper withdrawal procedures, will be carried on the roll until the end of the semester and grades will be reported as "F".

**REGISTRATION FOR COURSES**

Once a student has filed an application with the department of Student Information, Admissions, Records and Registration Services the student will be permitted to register for classes via the STAR System. The dates and procedures for this will be outlined in the Timetable of Classes for the semester in which the student is registering. The student is not officially enrolled until all requirements of registration have been completed. Registration after dates established on the calendar may be completed by presenting an acceptable reason for delay and by payment of late registration fees. Registration delayed beyond the period established as the last date to register or add a class requires special permission from the vice president for Academic Affairs, or vice president for Student Affairs and may result in reduction of course load for the semester.
 Anyone having questions concerning eligibility or about the G.I. Bill should contact the Veterans’ Affairs Department for assistance.

**ADMISSION REQUIREMENTS**

The Tennessee Board of Regents has admissions requirements for students who are entering college and who will be pursuing AA or AS degrees in university parallel programs. These requirements are in force for the following groups of students:

1. Students who graduated from high school in 1989 and thereafter.
2. Students who earned a GED certificate or External Diploma Program (EDP) after January 1, 1989.
3. Students who fit the above categories and who have accumulated 59 or fewer transfer hours as evaluated by the receiving institution, and who earned these hours during fall term 1989 and thereafter.
4. Transfer students not holding a degree who have earned 60 or more transferable hours or transfer students who have earned an AA or AS degree in programs designed for transfer to a baccalaureate institution.
5. Students who change majors from an associate of applied science degree or certificate program to an AA, AS, or baccalaureate degree program.

The following groups of students are not bound by admissions requirements:

2. Students who received a GED certificate prior to January 1, 1989.
3. Students who earned college credit prior to fall term 1989.

**Walters State Courses to Remove High School Unit Deficiencies**

The following table indicates procedure to remove high school unit deficiencies:

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1</td>
<td>Remedial or developmental courses</td>
</tr>
<tr>
<td>English 2</td>
<td>Remedial or developmental courses</td>
</tr>
<tr>
<td>English 3</td>
<td>Remedial or developmental courses</td>
</tr>
<tr>
<td>English 4</td>
<td>Remedial or developmental courses</td>
</tr>
<tr>
<td>Algebra 1</td>
<td>Remedial or developmental courses</td>
</tr>
<tr>
<td>Algebra 2</td>
<td>Remedial or developmental courses</td>
</tr>
<tr>
<td>Geometry/Advanced Math</td>
<td>Math 0990 or 1040*</td>
</tr>
<tr>
<td>Natural/Physics Science</td>
<td>PHYS 1001* or 1015* or higher level Natural/PHYS SCI course*</td>
</tr>
<tr>
<td>Natural/Physics Science w/lab</td>
<td>CHEM 1000* or higher level Natural/PHYS SCI course*</td>
</tr>
<tr>
<td>Social Studies</td>
<td>GEOG 1000* or 1010* or 1020* or HIST 1010* or HIST 1020*</td>
</tr>
<tr>
<td>U.S. History</td>
<td>HIST 1000* or HIST 2010* or HIST 2020*</td>
</tr>
<tr>
<td>Foreign Language 1</td>
<td>FREN 1010*, GERM 1010* or SPAN 1000* or SPAN 1010*</td>
</tr>
<tr>
<td>Foreign Language 2</td>
<td>FREN 1020*, GERM 1020* or SPAN 1001* or SPAN 1020*</td>
</tr>
<tr>
<td>Visual/Performing Arts</td>
<td>ART 1000*, ART 1010*, or MUSC 1000*, MUSC 2100* or THTR 1500*</td>
</tr>
</tbody>
</table>

*Please be aware that these courses may be used for elective credit only. Students may not use these courses to satisfy any specific course requirements in their declared program of study, i.e., a student who is deficient in foreign language 1 and 2 cannot remove the deficiency with a year of French, German, or Spanish and also...
use these courses to satisfy the language requirement in a university parallel program.

Students who have questions concerning whether or not they have high school unit deficiencies are urged to contact the department of Admissions, Records and Student Information for further information concerning removal of these deficiencies.

ADMISSIONS CATEGORIES AND COURSES
REQUIRED OR NOT REQUIRED

1. ACT composite equal to or greater than 26. These students would face the possibility of removing deficiencies only in foreign language 1 and 2 and visual and performing arts.

2. Students with an Honors diploma. These students are not required to remove any high school deficiencies. Please note, however, these students may require assessment due to the remedial and developmental guidelines.

3. Transfer students with 60 or more transferable hours or holding an AA or AS degree in programs designed for transfer. These students will not be required to remove any high school deficiencies.

4. Students 21 years of age and older. This group of students must have graduated from high school during or after spring 1989. These students will not have to remove deficiencies in geometry, natural or physical sciences, social studies, or U.S. History. They will, however, need to remove deficiencies in English, algebra, foreign language 1 and 2, and the visual and performing arts.

5. Students admitted based on a GED certificate received after January 1, 1989. These students will have to undergo the pre-test in reading, writing, and two maths. These students will not be required to remove deficiencies in geometry, natural or physical sciences, social studies, or U.S. History. They will be required to remove deficiencies in foreign language 1 and 2 and the visual or performing arts.

6. Non-transfer (major changes) and transfer students with 59 or fewer transfer hours. These students must either have had the pre-tests if their ACT composite is below the limit or have not had either the ACT or SAT. These students will be required to remove all high school unit deficiencies.

7. Special students-non-degree seeking. As long as a student is in non-degree status no deficiencies will need to be removed.

8. Degree-seeking students who do not meet the above criteria and who are pursuing a university parallel program will need to remove all deficiencies prior to graduation.
BUSINESS REGULATIONS

Expenses are charged and payable by the semester since each semester is a separate unit of operation. A student may enroll at the beginning of any semester. Registration at the beginning of each semester is not complete until all fees have been paid (which means all checks have cleared the bank), and no student may be admitted to classes without having met financial obligations. All payments are to be made by cash, check, debit card and/or Master/Visa credit card to the office of Business Affairs. Check-writing privileges will be taken from a student after having had two returned checks. There is a $20 per check charge for any returned check given to the college. No student may re-enroll, graduate, or receive a transcript of records until all accounts are settled. The term “account” includes any indebtedness to the college. All fees are subject to change by the Tennessee Board of Regents.

MAINTENANCE FEES – ALL STUDENTS

Current Rates: $53 per semester hour, not to exceed $599 per semester (see note below) for the fall and spring semesters. Summer term fees are $53 per semester hour with no maximum limit relative to fee assessment.

OUT-OF-STATE TUITION

Please see page 24 for definition of Out-of-State Student. Non-residents of Tennessee will pay out-of-state tuition. Out-of-state tuition is assessed in addition to maintenance fees.

Current Rates: $157 per semester hour, not to exceed $1,794 per semester.

Students will be classified as resident or nonresident by the department of Admissions for the purpose of assessing tuition charges. The definition of residency, as determined by the Tennessee Board of Regents, will apply. The domicile of a married person shall be determined independent of the domicile of the spouse. The burden of proof pertaining to residence is placed upon the student, including the responsibility of submission of documentation as required by Walters State. A student, once classified as out-of-state, shall continue to be thus classified unless a change of legal residence is established by evidence other than presence as a student.

If there is any question concerning residency at the time of registration, the student may be conditionally admitted and pay in-state fees. The student is required to submit appropriate documentation no later than one week after the end of regular registration. After the documentation is reviewed by the department of Student Information, Admissions, Records and Registration Services the student may be assessed out-of-state tuition at that time.

NOTE: For the 2001-2002 academic year, maintenance fees and out-of-state tuition may be increased. The amount of increase is not known at the time of printing this catalog. Please refer to current Timetable of Classes or contact the department of Admissions, Records and Student Information for current fee rates.

AUDIT STUDENTS

Students enrolling in regular college courses as auditors will pay the same fees as those enrolling for credit. Audit students will follow the same procedures for enrollment as other students.

INCIDENTAL FEES

Application Fee - A non-refundable fee of $5 must accompany any application to the college for credit courses. This fee is a one-time charge and is not applicable to the registration fee.

Late Registration Fee - $10. This fee will be charged during the entire period of late registration. Non-refundable.

Technology Access Fee - $6 per semester hour to a maximum of $50. This fee is subject to the same refund procedures as maintenance and out-of-state tuition.

Campus Access and Security Fee - $2 per student per semester.

Student Government Activity Fee - $5 per student per semester.

Student Identification Card - No Charge.

I.D. Card Replacement - $5 Non-refundable.

Special Course Fees (Paid to WSCC) Non-refundable.

1) Individual Instruction in Music - Additional charge for individual music instruction shall be as follows:
   - One 50 minute lesson per week $55.
2) Basic Police Recruit School - $700 (includes maintenance, incidental registration fees and application fee)

Graduation Fee - $25. This fee includes the cost of diploma and cap and gown. This fee must be paid at the beginning of the semester in which a student is scheduled to graduate. This fee is non-refundable and is valid for two semesters.

Transcript Fee - No charge for transcripts provided that requests do not exceed five copies at any one time. Transcripts in excess of five copies issued at any one time will be subject to a charge of $3 each. Non-refundable.

Tests

1) General Educational Development Test (GED) - $45.
   - GED Retest - $9 for each test.
2) Nursing Achievement Tests
   - Nursing Challenge Exam
     (Contact the Division of Health Programs for a listing of current test fees)
3) Proficiency Examination - $65.
4) American College Test (Residual) - $25.
5) Strong Campbell Test - $12.

Walters State reserves the right to add miscellaneous course fees for courses utilizing off-campus facilities such as bowling, aviation, etc.

NOTE: Above incidental fees are subject to change.

FEE WAIVERS / DISCOUNT PROGRAMS

1. Enrollment of Persons 60 Years of Age or Older and Totally Disabled Persons - TCA 49-3251, as amended, provides special legislation for disabled persons and for individuals 60 and 65 years of age or older.
   a. Eligibility to audit courses - Disabled persons as defined by the above referenced legislation and persons 60 years of age or older, who are domiciled in Tennessee, are eligible to enroll in courses for audit without payment of maintenance and student activity fees.
   b. Eligibility to take courses for credit - Disabled persons as defined by the above referenced legislation and persons 65 years of age or older, who are domiciled in Tennessee, are eligible to enroll in courses for credit without payment of maintenance and student activity fees, subject to payment of service fees at the rate of...
one-half the semester hour rate, not to exceed $45 per semester.

Enrollments for audit or credit are subject to the availability of space in the classrooms for the courses in question. Please contact the department of Admissions, Records and Student Information for complete information.

2. a. State Employee Fee Waivers - Employees of the state of Tennessee or retired state employees (minimum 25 years service) may be eligible to enroll in one course per term on a space available basis without the payment of maintenance fees, student activity fees, technology access fees, or registration fees. Course enrollment will be permitted on a "space available" first-come-first-serve basis. State employees may register no earlier than four weeks prior to the first day of classes. The fee waiver forms must be presented to the office of Business Affairs at the time fees are paid. Employees having questions concerning this process should contact the office of Business Affairs. Questions pertaining to the fee waiver program for state or retired state employees may be directed to the Human Resources Department.

b. Employees of Tennessee Board of Regents System and the University of Tennessee System Utilizing a PC 191 - Employees of the TBR System of the University of Tennessee System may be eligible to enroll for one course per term on a space available basis without the payment of maintenance fees. Employees using a fee waiver to obtain one free course per term must register without paying a late fee (see college Timetable of Classes for dates). The fee waiver forms must be presented to the office of Business Affairs at the time fees are paid. Employees having questions concerning this process should contact the office of Business Affairs.

3. Fee Discounts for Dependents of Certified Public School Teachers or State Employees - Children under the age of 24 whose parent is employed as a full-time licensed teacher in any public school in Tennessee or as a full-time employee of the State of Tennessee may be eligible for a 25 percent discount of applicable registration related fees per semester. Fee discounts described herein are also available for children of retired state employees meeting a minimum specified service requirement or of state employees killed on the job or in the line of duty. Certification of eligibility to receive the discount must be provided to the college at the time the student registers. Questions pertaining to participation in this program should be directed to the office of Business Affairs.

All fees, waivers and discounts are subject to change by policy of the Tennessee Board of Regents without prior notice.

REFUNDS

Students are to assume full responsibility for specific course selections and the institution assumes no responsibility for refunding in situations whereby class conflicts or errors in scheduling occur.

Refund procedures for maintenance, out-of-state tuition, and the technology access, campus access, and the activity fee are as follows:

A. Change of a student's status which warrants a refund.
   1. Change in a full-time student's schedule which results in reclassification to a part-time student.
   2. Change in a part-time student's schedule which results in a class load of fewer hours.

B. Situations which warrant a refund.
   1. Dropping a course or courses.
   2. Withdrawing from the institution.
   3. Cancelling of a class by the institution.
   4. Death of a student.

C. Refund Procedures
   1. Seventy-five percent of fees will be refunded for drops or withdrawals for a period of 14 calendar days beginning with and inclusive of the first official day of classes or within an equivalent period for a short term course.
   2. Twenty-five percent of fees will be refunded following expiration of the 75 percent period for a period of time extending 25 percent of the time period covered by the term. No refunds will be made beyond the 25 percent period.
   3. One hundred percent of fees will be refunded for classes cancelled by the institution.
   4. One hundred percent of fees will be refunded for withdrawals prior to the date of open (regular) registration.
   5. One hundred percent refund in case of death.

Special procedures are in place to allow military reserve and national guard personnel who are ordered to active military service during a semester to receive a refund. A 100 percent refund of maintenance fees, out-of-state tuition, activity and access fees may be made when a student withdraws from college due to their being called to extended active duty. A copy of the official military orders must be provided with the student's withdrawal form. In certain situations a student may be approved for fee credit. Questions pertaining to these procedures may be directed to the vice president for Academic Affairs, the vice president for Student Affairs or the vice president for Business Affairs.

Refunds will be processed as soon as possible at the conclusion of each respective refund period. Refund checks will normally be mailed within a period of two weeks at the close of the specified refund period. All fees except maintenance, tuition, technology access, campus access, and the activity fee are non-refundable. (Please refer to the current Timetable of Classes published each semester for specific refund periods.)

BOOKSTORE

General

The college bookstore is located in Room 124-CCEN near the cafeteria. Books and educational supplies, along with computer software, and clothing may be purchased from the college bookstore.

Hours

Bookstore hours are listed in the current Timetable Of Classes.

Refund Policies

1. Cash refunds will be made in the Bookstore during the first three weeks of fall and spring semesters. The cash refund period will vary with each session during the summer terms. The exact dates will be posted in the Bookstore and in the current Timetable Of Classes.
2. A cash register receipt must be presented to receive a refund.
3. New textbooks that are in new condition warrant a 100 percent refund.
   New textbooks in which writing is present warrant a 75 percent refund.
   Used textbooks warrant a 100 percent refund.
4. Requests for refunds after the cash refund period will be processed on an exception basis. Such refund requests will be processed through the office of Business Affairs, and a check will be mailed to the customer.

Textbook Buy Back

The Bookstore will buy back books to be used in the coming semester at the end of each semester. Hours of the buy-back will be posted on the bulletin board outside the Bookstore and in the current Timetable of Classes.

MOTOR VEHICLE REGISTRATION

All motor vehicles used on campus must meet registration requirements of the state of Tennessee and display a current WSCC hang tag. The annual registration period begins August 15 of each year. A registration hang tag is issued which must be clearly displayed on the vehicle registered. Hang tags may be obtained in the Information Center upon presenting a valid I.D. card or a current fee receipt. (Each student enrolled for classes will be assessed a $2 campus access and security fee. The fee will be assessed each semester in conjunction with maintenance and registration fees.)

PARKING AND VEHICLE REGISTRATION FINES

The fine for parking and registration citations is $15. In cases where students are protesting the citation(s), the protest must be made to the office of the vice president for Student Affairs, Room 120-CCEN, within 10 days after the date of the citation (excluding weekends and holidays).

The fine for parking in areas designated for individuals with disabilities (i.e. wheelchair symbol) will be $100. All fines will be paid in the office of Business Affairs.

The fine for a moving vehicle is $15. If the fine is not cleared (paid or protested) within 10 days of the citation date (excluding holidays and weekends) the fine is increased to $20.

The WSCC Traffic Court, comprised of students, will review and judge all student traffic protests. Citations protested before the Traffic Court and not voided by the court must be paid.

GUIDELINES FOR THE CLASSIFICATION OF STUDENTS FOR FEE PAYING PURPOSES

Intent. It is the intent that the public institutions of higher education in the state of Tennessee shall apply uniform rules, as described in these regulations and not otherwise, in determining whether students shall be classified "in-state" or "out-of-state" for fees and tuition purposes and for admissions purposes.

Definitions. Wherever used in these regulations:
1. "Public higher educational institution" shall mean a university of community college supported by appropriations made by the legislature of this state.
2. "Residence" shall mean continuous physical presence and maintenance of a dwelling place within this state, provided that absence from the state for short periods of time shall not affect the establishment of a residence.
3. "Domicile" shall mean a person's true, fixed, and permanent home and place of habitation; it is the place where the individual intends to remain, and expects to return when leaving without intentions to establish a new domicile elsewhere.
4. "Emancipated person" shall mean a person who has attained the age of 18 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 person.
5. "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.
6. "Continuous enrollment" shall mean enrollment at a public higher educational institution or institution of this state as a full-time student, as such term is defined by the governing body of said public higher educational institution or institutions, for a normal academic year or years or the appropriate portion or portions thereof since the beginning of the period for which continuous enrollment is claimed. Such person need not enroll in summer session or other such inter-sessions beyond the normal academic year in order that enrollment be deemed continuous notwithstanding lapses in enrollment occasioned solely by the scheduling of the commencement and/or termination of the academic year, or appropriate portion thereof, of the public higher educational institutions in which such person enrolls.

Rules for Determination of Status
1. Every person having domicile in this state shall be classified "in-state" for fee and tuition purposes and for admission purposes.
2. Every person not having domicile in this state shall be classified "out-of-state" for said purposes.
3. The domicile of an unemancipated person is that of the parent(s).
4. The domicile of a married person shall be determined independent of the domicile of the spouse.

**Out-of-State Students Who Are Not Required to Pay Out-of-State Tuition**

1. An unemancipated, currently enrolled student shall be reclassified out-of-state should the parent(s), having theretofore been domiciled in the state, remove from the state. However, such student shall not be required to pay out-of-state tuition nor be treated as an out-of-state student for admission purposes so long as enrollment at a public higher educational institution or institutions shall be continuous.

2. An unemancipated person whose parent is not domiciled in this state but is a member of the armed forces and stationed in this state or at Fort Campbell pursuant to military orders shall be classified out-of-state but shall not be required to pay out-of-state tuition. Such a person, while in continuous attendance working toward the degree for which the person is currently enrolled, shall not be required to pay out-of-state tuition if the parent(s) thereafter is transferred on military orders.

3. A person, who is not domiciled in Tennessee, but has a bona fide place of residence in a county which is adjacent to the Tennessee state line and which is also within a 30 mile radius (as determined by THEC) of a city containing a two-year TBR institution, shall be classified out-of-state, but admitted without out-of-state tuition. The two-year institution may admit only up to three percent of the full-time equivalent attendance of the institution without out-of-state tuition. (THEC may adjust the number of non-residents admitted pursuant to this section every three years.) See T.C.A. 49-9-102)

4. Part-time students who are not domiciled in this state but who are employed full-time in the state, or 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.

5. Military personnel and their spouses stationed in the State of Tennessee who should be classified out-of-state in accordance with other provisions of these regulations will be classified out-of-state but shall not be required to pay out-of-state tuition. This provision shall not apply to military personnel and their spouses who are stationed in this state primarily for educational purposes.

6. Dependent children who qualify and are selected to receive a scholarship under the Dependent Children Scholarship Act (TCA 49-4-704) because their parent is a law enforcement officer, fireman or emergency medical service technician who was killed or totally and permanently disabled while performing duties within the scope of their employment shall not be required to pay out-of-state tuition.

**Presumption.** Unless the contrary appears from clear and convincing evidence, it shall be presumed that an emancipated person does not acquire domicile in this state while enrolled as a full-time student at any public or private higher educational institution in this state, as such status is defined by such institution.

**Evidence to be Considered for Establishment of Domicile.**

If a person asserts that domicile has been established in this state, the burden of proof lies with that person. Such a person is entitled to provide to the public higher educational institution by which the person seeks to be classified or reclassified in-state, any and all evidence which the person believes will sustain the burden of proof. Said institution will consider any and all evidence provided to it concerning such claim of domicile but will not treat any particular type or item of such evidence as conclusive evidence that domicile has or has not been established.

**Appeal.** The classification officer of each public higher educational institution shall be responsible for initially classifying students' in-state or "out-of-state". Appropriate procedures shall be established by each institution by which a student may appeal the initial classification.

**Effective Date for Reclassification.** If a student classified out-of-state applies for in-state classification and is subsequently so classified, in-state classification shall be effective as of the date on which reclassification was sought. However, out-of-state tuition will be charged for any quarter or semester during which reclassification is sought and obtained unless application for reclassification is made to the admissions officer on or before the last day of registration of that quarter or semester.

**Effective Date.** These regulations supersede all regulations concerning classification of persons for fees and tuition and admission purposes previously adopted by the Tennessee Board of Regents, and having been approved by the governor, became effective July 1, 1983.
PURPOSE

The Student Affairs Division administers student development and leadership programs to support the academic program. Our prime objective is to administer the personal needs of students and to provide the services which will supplement classroom programs and offer the opportunity for students to develop themselves personally, socially, and emotionally.

ACADEMIC ADVISING

Students must see an advisor prior to registering for classes each semester. The advisor is a faculty member who teaches in the student’s major field of study. Advising information is available via computer in each faculty members office. This catalog contains the necessary information for each college curriculum and students should follow the curriculum as it is laid out.

Readmitted students need to complete the readmission application and then proceed to see an advisor within the student’s major field of study. However, if a student attended prior to 1988 the academic advising information can be obtained only from the department of Records (208-CCEN).

Transfer students will need to request that their incoming transcript be evaluated. Once the transcript has been evaluated the transfer information will be entered into the computer so that an advisor can retrieve the transfer information during the advising session.

Walters State encourages continuous academic advising. Once an advisor is selected, the student should feel free to seek academic advice and mentoring throughout the student’s college career.

INTERCOLLEGIATE ATHLETICS

Walters State is a member of both the Tennessee Junior and Community College Athletic Association and the National Junior College Athletic Association. There are twelve member schools in the TJCCAA, six in the Eastern Division and six in the Western Division. WSCC competes in the Eastern Division. In the NJCAA, WSCC is a member of Region VII, made up of 16 community and junior colleges in Tennessee and Kentucky.

Walters State has one of the most outstanding athletic programs in the Tennessee-Kentucky region. To reach this level of success, WSCC has hired an excellent coaching staff, recruited and awarded athletic scholarships to the area's best athletes. The teams always play exciting and competitive schedules, which draw tremendous community support. Walters State’s athletic facilities are second to none. Eight lighted tennis courts, two racquetball courts, a brand new softball field with dugouts, a golf practice facility and lab and superb baseball field with new dugouts, bleachers, box seats, and a press box are the best in the conference. The College is fortunate in having one of the finest gymnasia in the region which seats approximately 4,000 fans. The physical education/athletic complex is equipped with a

fitness center with state-of-the-art weight training and fitness equipment. There is also a well-equipped training room for treatment of athletic injuries, team locker rooms, a gymnastics area and a baseball batting cage and pitching machine.

The 1998-99 men’s basketball team had a record of 23 wins and 8 losses. They also won the TJCCAA Eastern Division Championship. Walters State has accumulated 10 Eastern Division championships since 1977. Coach Bill Carlyle was voted Coach of the Year for the tenth time in the last 22 years. During the past 23 years, the Senators have averaged winning 20 games or more per year. In the past 23 years, more than 80 student athletes have earned scholarships to continue their basketball careers to four-year colleges and universities. The Senators have been ranked among the top 20 teams in the nation four our of the last seven years.

The women's basketball program is recognized as a growing national power. The 1998-99 team posted a 28-7 record, won the TJCCAA/NJCAA Region VII Tournament, again had the Eastern Division player of the year and advanced to the NJCAA National Tournament in Salina, Kansas. This is the third Lady Senators team that has advanced to the national tournament in the 1990’s. The Lady Senators have won six TJCCAA championships, have been the TJCCAA runner-up three times, and won nine Eastern Division championships. Nine players have earned All-American honors and one has been named Academic All-American. Coach Dave Kragel has averaged 20 wins per season in his 22 years at Walters State (440 wins). He is among the top 10 winningest NJCAA women's basketball coaches in the nation.

The Senators baseball program has one of the most outstanding records in the country. The 1996-97 team went 32-14, had the TJCCAA’s Most Valuable Player and a first-team All-American. Teams won Eastern Division championships four consecutive years for 1982-85, the TJCCAA and Region VII titles three years in a row from 1983-85 and appeared in the NJCAA World Series in 1984. Walters State has had more players selected to the TJCCAA and All-Region VII teams than any other member school in Tennessee. The Senators have also had seven players who were named the most valuable player in the Eastern Division, TJCCAA and Region VII. Ten players have been selected junior college All-Americans.

Golf was reinstated as an intercollegiate sport in 1986 and has dominated its conference competition in the 1990’s. The Senators golf teams have won ten consecutive TJCCAA/Region VII championships and qualified to play in the NJCAA National Championships. Ryan Cabbage was the Senators first NJCAA National Champion in 1995. The Senators have had the individual medalist at the regional tournament the last nine seasons. Walters State’s golf coach, Bill Gardner, was inducted into the TJCCAA Hall of Fame for his many contributions during his 25-year tenure.

The College started a women’s softball program in 1993. In his two years at WSCC, Larry Sucecan has compiled a 52-17 record, and two second place finishes in the Eastern Division. The 1998-99 Lady Senators were ranked fifth in the nation in hitting. The 1998-99 team was ranked as high as ninth in the nation during the season (30-6). In 1999, Staci Fish was pre-season second team All-American and ended the 1998 season fifth in the nation in hitting.

Walters State Senators and Lady Senators athletic teams have reached a new plateau of national prominence in the 1990’s and look forward to extending the "tradition of excellence" in the new millennium.
COUNSELING AND TESTING CENTER

The Counseling and Testing Center, located in Room 212-CCEN, is a place where students can find encouragement and support in academic endeavors and in establishment of a good foundation for future growth. The center is staffed by professionally trained counselors who provide services for a wide range of problems—educational, vocational and personal.

All discussions are confidential, thus allowing students to explore freely any problems or feelings which are of concern to them. Therefore, all students seeking an open atmosphere to air these problems are encouraged to contact a member of the counseling staff. Students interested in forming small discussion groups may do so by contacting someone in the center. These may be scheduled at times chosen by the interested students.

Adult learners, those who have been at home raising a family or in the work force, are encouraged to inquire concerning information related to college activities. In the area of personal counseling, the staff offers a full referral service to outside agencies in Walters State’s service area.

Counseling may include interest inventories, computer-based career planning information, academic counseling, as well as personal counseling. A collection of occupational information materials, catalogs, and transfer equivalency tables from various educational institutions are available in the center for student use. Students planning to transfer to four-year institutions are encouraged to come by the center for further information.

GED Test Information

1. The General Education Development (GED) Test for a High School Equivalency Diploma is administered through the Counseling and Testing Center at Walters State Community College. The test schedule and application form may be obtained from the department of Counseling, Testing and Support Services. Applicants should be present by 7:30 a.m. at the Counseling and Testing Center located in Room 211-CCEN.

2. The applicant must be 18 years of age to be eligible to take the test. Proof of age and identity must be furnished by the applicant. Current driver’s license would best serve the application. A photograph must accompany the application.

3. The complete test battery consists of five parts: Writing Skills, Social Studies, Science, Interpreting Literature and the Arts, and Mathematics. The entire battery may take 1 1/2 days to complete. The fee for the complete battery of five sections of the GED Test is $45. Prior application is required and must be accompanied by the $45 fee.

4. Books to aid in preparation for taking the test may be purchased at the Walters State Community College Bookstore.

5. If you have a disability that requires special test accommodations, please give as much advance notice as possible (at least a month). Last minute accommodation requests are usually very difficult to arrange. Some accommodation requests may require additional documentation.

Further information may be obtained by writing or visiting the director of Counseling and Testing at Walters State Community College or by calling 423-585-6804.

Orientation of Students

The purpose of orientation is to introduce students to all aspects of Walters State Community College. All new students who plan to attend Walters State are required to come to an orientation session. Orientation sessions are scheduled prior to fall and spring semesters. The orientation program includes advising, registration, an introduction to administrative officers, faculty, and students, as well as presentations involving campus facilities and student activities.

ENROLLMENT DEVELOPMENT DEPARTMENT

The Enrollment Development Department, located in the Student Information Center (118-CCEN), is responsible for planning and coordinating student marketing and recruiting activities. The department makes initial contacts with prospective students, provides pre-admission counseling, schedules campus visits and tours, provides admissions information, assists students in obtaining financial aid and completing other admissions requirements and provides educational program information to local industries.

HEALTH SERVICES

The health and safety of students is a major concern of the Student Affairs Division. The Health Clinic, located in Room 127-CCEN, across the corridor from the fitness center, functions as a basic first aid station for treatment of any minor injuries or illnesses. A registered nurse is on duty Monday-Friday from the hours of 8 a.m. - 4:30 p.m. Health education programs including AIDS and other sexually transmitted diseases education, nutrition, wellness and other health related programs are provided each semester for students, faculty and staff. Laboratory tests for anemia and blood sugar are available at no cost to students. Various types of health counseling is done with appropriate medical referrals, if needed. Family planning referrals are made to the Hamblen County Health Department and other area health departments. MMR immunizations are administered in the Health Clinic for a minimal fee.

SERVICES FOR INDIVIDUALS WITH DISABILITIES

The department of Services for Individuals with Disabilities provides support services, materials, information and assistance to ensure that the disabled students have access to all educational
opportunities provided at Walters State Community College, to minimize the differences, and maximize the chance for success in the programs of their choice.

Students are assisted either directly or by referral to an appropriate agency to obtain the services designed to meet the individual needs of the student.

The department of Services for Individuals with Disabilities is available to assist students in many different ways. Services include: helping to arrange for interpreters, note takers, readers and talking books; identifying tutors for learning disabilities, arranging for extended time testing and other testing accommodations; liaison with instructors, counseling and academic advising; and provisions for accessible parking.

It is recommended that students who may require special accommodations make early contact with the department of Services for Individuals with Disabilities because last minute accommodations are usually very difficult to arrange. Some accommodation requests may require additional documentation.

For more specific information, contact the department of Services for Individuals with Disabilities at 423-585-6892.

We comply with Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

### PLACEMENT SERVICES

Placement Services provides a job referral service to students, graduates and alumni by receiving job information from employers who are seeking employees.

This department serves as a liaison between employers needing additional employees and current and former students who are in need of employment. The jobs listed may be temporary, part-time or full-time positions for both skilled and unskilled employees. This department also provides on-campus recruitment and other sources of job contact through personal counseling.

Placement Services assists graduates by distributing credentials to prospective employers to aide graduates in completing the employment process. As part of the graduation requirements, prospective graduates must visit this department (210-CCEN) during the last semester and discuss their present and future plans with a professional staff member.

We comply with Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Further information may be obtained by visiting the department of Placement Services in Room 210, College Center.

### STUDENT FINANCIAL AID

The Financial Aid Department is located on the second floor of the College Center, Rooms 212 and 217. Financial aid application forms and information may be obtained by writing or visiting this department or by calling 585-6811 or 1-800-225-4770. Applications can also be obtained from the Greeneville/Greene County Center for Higher Education, the Sevier County Center, the Claiborne County Extension, and area high school guidance counselor offices and other area colleges.

The Student Financial Aid programs at Walters State Community College are designed to aid students who find it difficult or impossible to attend college without financial assistance. Walters State offers a comprehensive program of financial aid in the form of grants, scholarships, part-time employment, and loans. The various programs, brief descriptions, eligibility requirements, and application procedures are listed on the following pages. Information concerning methods by which aid is distributed to qualifying students, satisfactory academic progress standards for financial aid recipients, refund and repayment policies for grant and loan recipients, and costs of attending WSCC (other than tuition and fees which are listed on page 22) will be furnished to students before funds are disbursed to them. Information is available to anyone upon request from the Financial Aid Department.

March 1 is the priority deadline for applying for financial aid for fall semester. Applications received before March 1 will be considered first in the allocation of financial aid funds. However, applications will be accepted at any time and awards will be made to eligible students on a first-come, first-serve basis as long as funds are available.

### FEDERAL PELL GRANTS

The Federal Pell Grant program is designed to provide financial assistance to undergraduate students who need it to attend post high school educational institutions.

The amount of the student's grant is based on the family's contribution; the amount of funds actually available for the program for 1998-99, the number of hours for which the student is enrolled, and educational expenses. The awards will range between $400 and $3125 for the 1999-2000 academic year.

To be eligible to apply, an applicant must: (1) be a U.S. citizen or be in the United States for other than a temporary purpose and intend to become a permanent resident, (2) be enrolled in an undergraduate program of study leading to a degree or certificate, (not all certificate programs qualify. Check with the Financial Aid Department to find out which ones qualify), and (3) have not previously received a bachelor's or professional degree from any institution.

To apply, a student must complete a Free Application for Federal Student Aid. A Student Aid Report (SAR) will be mailed directly to the student about six to eight weeks after the application has been filed. List Walters State's school code on the financial aid application if you wish us to receive an electronic record. It is the student's responsibility to find out if the application information has been received electronically or to mail or bring this report directly to the Financial Aid Department to receive the grant.

### WSCC CAMPUS BASED PROGRAMS

The Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Work Study Program (FWSP) are referred to as "campus based" because financial aid department personnel at the college determine, according to applicable regulations, who will receive assistance from each of these federal programs.

Students are eligible for assistance from FSEOG, or FWSP if: (1) they are U.S. citizens or are in the United States for other than a temporary purpose and intend to become citizens, (2) they are computed to have financial need, (3) and enroll in an undergraduate program leading to a degree or certificate.

Campus based programs are administered in conjunction with a nationally established policy and philosophy of financial aid for education. The basis of this philosophy is the belief that parents are the primary and responsible resource for helping a dependent student meet educational expenses. The independent student is expected to help with education costs. The college views its responsibility as supplementing or filling the gap after the family has contributed all it can. The amount of contribution expected from parents and students is related to consideration of the family's financial strength. Important considerations are net
family income, number of dependents, allowable expenses and indebtedness, and assets. A determination is also made of the amount a student living with parents may reasonably be expected to contribute through savings and employment. The difference between the amount a student and the family can be expected to provide and the expenses of attending Walters State for the academic year is considered to be the student’s financial need. Expenses for attending Walters State include tuition, allowances for books and supplies, miscellaneous expenses, transportation, and living expenses. These expenses (cost of attendance) are published and available upon request from the Financial Aid Department.

To assist in the determination of a student’s financial need, Walters State Community College utilizes the Free Application for Federal Student Aid. Each student must reapply annually for financial aid.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant Program provides grants to students with exceptional financial need. The amount of financial assistance a student may receive depends upon need.

Federal Work Study Program (FWSP)

The Federal Work Study Program provides funds for the employment of students who demonstrate need of these funds in order to continue their education.

Students who qualify for participation in this program may work during the academic year and under special conditions during periods of non-enrollment. The number of hours a student may work is determined by the Financial Aid Department based on the student’s ‘need.’ Types of employment cover work opportunities in areas such as the Library, Early Learning Center, laboratories, faculty and administrative offices and in community service jobs.

Pay rates under this program are compatible with Federal Minimum Wage Standards and Walters State scales. Terms and conditions of employment will be furnished to students at the time their work assignment is made.

Tennessee Student Assistance Award Program

The State of Tennessee has established a grant program to assist eligible Tennessee residents who will be enrolled as undergraduate students at eligible Tennessee colleges and universities. The grant is based on financial need. In NO case may an award be greater than the amount of tuition and mandatory fees assessed by the institution. It is administered through the Tennessee Student Assistance Corporation.

Those who wish to be considered for this grant must complete the Free Application for Federal Student Aid, IN TIME FOR the application to be processed before the May 1 priority deadline. To meet this deadline, applications should be filed by March 1.

Geier Settlement Grant

This state grant program covers in-state registration fees for qualifying black students. Priority is given to first-time black student applicants enrolling fall semester. Awards may cover books when funding permits. All awards are contingent on state funding of the program. To qualify, a student must apply for financial aid by completing the Free Application for Federal Student Aid and the WSCC Scholarship Application.

WALTERS STATE WORK PROGRAM

There are a limited number of part-time work assignments on campus available to students whose academic work is satisfactory. To apply, a student must submit a Walters State Employment Application to the Human Resources Department, Room 101-CCEN.

SCHOLARSHIPS

Several scholarships are available to qualified students attending or planning to attend Walters State. These scholarships are awarded primarily on the basis of academic achievement with consideration given to personal and leadership qualities and financial need.

WSCC Academic Work Scholarship (AWS)

Recipients of these scholarships are required to work 75 hours per semester for the payment of their registration fees and an allowance for books. A WSCC Scholarship Application must be submitted by March 15 in order for individuals to be considered. Applicants must be:

1. High school seniors ranking in the upper 25 percent of their graduating class with a grade point average of 2.9 and an ACT composite score of 19 or above, SAT Equivalent, or academic assessment and placement program test scores which allow them to enroll in freshmen level courses, and planning to attend Walters State full time, or
2. Current Walters State students who have completed at least one semester as full-time students while maintaining a 2.5 GPA.

ANNUAL SCHOLARSHIPS
ADMINISTERED BY WALTERS STATE COMMUNITY COLLEGE

PRIVATELY DONATED SCHOLARSHIPS

Various businesses, civic groups and individuals establish scholarships for Walters State students which are awarded by the Walters State Scholarship and Financial Aid Committee. By submitting the WSCC Scholarship Application, the applicant will be considered for any of the privately donated scholarships for which the applicant is qualified. All applications must be submitted to the Financial Aid Department by March 15.
Walters State expresses appreciation to the following donors of WSCC Scholarships. (These scholarships had been donated prior to the time this catalog went to print).

**BERKLINE CORPORATION** has contributed scholarship funds for sons/daughters of its employees.

**BETHEL BAPTIST CHURCH MINORITY SCHOLARSHIP** has been established for non-athletic minority awards with preference given to students from Hamblen County.

**DELTA DELTA DELTA (SARA HINTON PRATER MEMORIAL) SCHOLARSHIP**, honoring the memory of an alumnae association charter member and collegiate chapter president, is provided by the Morristown Alumnae Association for a nursing student. Preference is given to Hamblen County students.

**GREENE COUNTY FARM BUREAU** has established a scholarship to be awarded to an agriculture major from Greene County.

**HALE BROTHERS/SUMMIT** has established a scholarship to be awarded annually to the son or daughter of a full-time Hale Brothers/Summit employee.

**HAMBLEN COUNTY FARM BUREAU WOMEN** has established a scholarship to be awarded to male and female from Hamblen County who plan to major in agriculture.

**HAWKINS COUNTY FARM BUREAU** has established a scholarship to be awarded annually to a Hawkins County student majoring in agriculture.

**HAWKINS COUNTY FARMERS COOP** awards an annual scholarship to a Hawkins County student majoring in agriculture.

**HENRY C. MERHOFF SCHOLARSHIP**. The Lakeway Insurers have established a scholarship in honor of past member and first president of the Lakeway Insurers, Henry C. Merhoff.

**MORRISTOWN JUNIOR READING CIRCLE** contributes a scholarship covering maintenance fees for one semester to a Hamblen County resident.

**PRESBYTERIAN WOMEN IN THE CONGREGATION OF THE THIRD PRESBYTERIAN CHURCH-MISSIONS**, Pittsburgh, Pennsylvania has donated scholarship funds for two deserving students attending Walters State.

**PURCHASING MANAGEMENT ASSOCIATION OF EAST TENNESSEE SCHOLARSHIP**. The Morristown Chapter of the East Tennessee Purchasing Management Association has established a maintenance fee scholarship to be awarded annually to a deserving student who is majoring in one of the business areas (management, manufacturing or purchasing).

**THE RAMADA INN OF MORRISTOWN** has established a scholarship to be awarded to a WSCC student who participates in the summer Educational Opportunities Enrichment Program for eligible area high school students.

**UNIVERSAL BEDROOM FURNITURE, INC.** contributes a yearly scholarship for a son/daughter of a Universal Bedroom Incorporated, employee.

**ENDOWED SCHOLARSHIPS ADMINISTERED BY WSCC FOUNDATION**

Many area individuals, businesses and organizations make contributions for academic and athletic scholarships through the Walters State Foundation. Students interested in receiving assistance from these scholarship funds need to apply by submitting the WSCC scholarship application to the WSCC Financial Aid Department. There is a March 15 priority deadline.

**AILEEN CATRON MEMORIAL SCHOLARSHIP** to be awarded to students from the WSCC primary service area.

**DEPUTY RICK COYLE MEMORIAL SCHOLARSHIP** to be awarded to residents of Greene County studying law enforcement.

**CREDIT PROFESSIONALS INTERNATIONAL OF MORRISTOWN** will award one student each from Morristown-Hamblen East and West High School, as well as a third deserving student from the area, who have plans to major in business or in another field with a business concentration.

**EMILY A. CROWE SCHOLARSHIP** to be awarded to WSCC students from Cocke County.

**Rex Dockery Memorial Scholarship Fund. Established in memory of the late Rex Dockery, a former coach in the Morristown School System. Priority for scholarship recipients is to athletes from either Morristown-Hamblen High School East or Morristown-Hamblen High School West.**

**ANNE AND STEVE L. DOKA ENDOWMENT FUND** awarded to full-time, degree-seeking applicants who are residents of the Walters State primary service area majoring in nursing and planning a career in nursing.

**ARNOLD DWIGHT ENGLAND MEMORIAL** established by England/Corsair of Tazewell, TN be to awarded to children of employees.

**WILLIAM D. EVERSOLE MEMORIAL SCHOLARSHIP FUND.** Established in honor of the late William D. Eversole, local pharmacist. Scholarship award will be made only to pre-pharmacy majors from Jefferson, Hamblen or Cocke Counties.

**LYNN FINCHUM MEMORIAL SCHOLARSHIP FUND** established in honor of the late Lynn Finchum, a former WSCC student. Recipients must be agriculture majors from Jefferson County.

**JOHN GAMBLE MEMORIAL SCHOLARSHIP** to be awarded to applicants who are citizens of the primary service delivery area of WSCC.

**GED EXCEL SCHOLARSHIP** awarded to a student who achieves the highest score during each fiscal year on the GED exam administered at WSCC.

**SELINA GILL SCHOLARSHIP FUND** was established to provide scholarships for deserving creative writing or journalism students.

**CHARALENE GREEN SCHOLARSHIP** to be awarded to high school students enrolled in the Academically Talented/Gifted Program at WSCC, or enrolled in an accredited home schooling program and have a 3.2 or higher GPA on a 4.0 maximum basis and if such placement is a part of the student’s planned Individual Education Program (I.E.P.) as established by the multi-disciplinary team process.

**JOHN TIMOTHY (TIM) GRIZZELL MEMORIAL SCHOLARSHIP** – first-time priority preference to students who desire to participate in an inter-collegiate sport while pursuing their education. Students must be from the WSCC 10-county service area and have a minimum GPA of 3.0 on a 4.0 scale.

**E.J. HARDIN, JR. MEMORIAL SCHOLARSHIP** to be awarded to recent high school graduates from Claiborne County.

**WILLIAM H. HASTINGS/NCR SCHOLARSHIP** to be awarded to full-time applicants who are the employees, spouses of employees, or the children (or legal awards) of employees of NCR Corporation in Morristown.

**CLIFFORD S. HENRY, CONSUMER CREDIT UNION, MEMORIAL SCHOLARSHIP** – first priority preference to applicants who have been in residence at Holston Home, Kingswood School, Church
of God Home for Children, and Free Will Baptist Home for Children. Second priority preference will be given to residents of the Consumer Credit Union service area (Claiborne, Cocke, Grainger, Greene, Hamblen, Hancock, Hawkins, Jefferson, Sevier and Union counties.

**HISEY-INMAN MEMORIAL SCHOLARSHIP** awarded to first-time students.

**DR. J. EUGENE AND THELMA J. HOWARD SCHOLARSHIP** awarded to full-time, degree-seeking students who are residents of Jefferson County.

**JEFFREY CHAIN CORPORATION SCHOLARSHIP** awarded to full-time, degree-seeking applicants who are the employees, spouses of employees, or the children (or legal wards) of employees of Jeffrey Chain Corporation in Morristown.

**KAREN SUE LAWSON KOSTER MEMORIAL SCHOLARSHIP** to be awarded to recent high school graduates from the WSCC primary service area and who are nursing majors.

**WILLIAM E. LACY MEMORIAL ENDOWMENT SCHOLARSHIP FUND** to be awarded to entering full-time freshmen.

**LAKEWAY HUMAN RESOURCES MANAGEMENT ASSOCIATION** awarded to full-time, degree-seeking applicants who are dependents of employees of Lakeway Personnel Management Association member firms or agencies.

**LAKEWAY CHAPTER, PROFESSIONAL SECRETARIES INTERNATIONAL SCHOLARSHIP** to be awarded to applicants who are residents of Hamblen and surrounding counties who intend to major in Office Administration.

**XAN LEEDY MEMORIAL SCHOLARSHIP.** Established in honor of the late Xan Leedy, Grainger County civic and agricultural leader. Scholarship award will be made to full-time degree seeking agriculture or agribusiness students from Grainger County who are recent high school graduates.

**MISS JUANITA LOVING ENDOWED SCHOLARSHIP** awarded to full-time, degree-seeking applicants who are recent high school graduates from the Walters State primary service delivery area.

**GEORGE ALGER MCANDREW II MEMORIAL SCHOLARSHIP,** to be awarded to a full-time, first-time student who is an employee or relative of employees of the McAndrew Motor Inn in Pigeon Forge, TN.

**OLEN HENDERSON MARSHALL MEMORIAL SCHOLARSHIP** to be awarded to first-time students primarily from Grainger County.

**DELLA JEFFERS MEDLIN SCHOLARSHIP** to be awarded to full-time student of upper East Tennessee.

**NANCY GRAHAM MILLER MEMORIAL SCHOLARSHIP** to be awarded to a female student from Hawkins, Hancock, or Claiborne County seeking a career in the field of home economics.

**NEIL D. MILLER SCHOLARSHIP.** First priority preference will be given to applicants who are majoring in or who have a career goal associated with agriculture or agriculture business.

**NEIL DEWOLFET MILLER SCHOLARSHIP.** First priority preference will be given to applicants who are majoring in or who have a career goal associated with agriculture or agriculture business.

**VIRGIL K. MILLER SCHOLARSHIP** awarded to local first-time students.

**WINFRED E. MOORE MEMORIAL SCHOLARSHIP** to be awarded to a resident of Jefferson County.

**MORRISTOWN LIONS CLUB** awards a scholarship for a disabled student.

**MORRISTOWN OPTIMIST CLUB** awards a tuition and books scholarship to a full-time, first-time student.

**DR. LUKE AND ELLEN NABERS MEMORIAL SCHOLARSHIP FUND** was created by a donation from Dr. Luke Nabers to be used as an endowment fund to finance scholarships of premedical or nursing students.

**DR. KENNETH V. PEARSON MEMORIAL SCHOLARSHIP** to be awarded to first-time students.

**DR. TRUETT AND WANDA PIERCE SCHOLARSHIP** awarded to full-time residents of Hancock County.

**EDWARD FRANKLIN PORTER MEMORIAL SCHOLARSHIP** to be awarded to first-time students from Cocke County.

**GEORGE EDDIE PRICE MEMORIAL SCHOLARSHIP** awarded to a graduate of Morristown-Hamblen East High School.

**LON F. PRICE ENDOWMENT SCHOLARSHIP** to be awarded to students who demonstrate financial need not covered through other sources.

**AUDREY RODDY SCHOLARSHIP** awarded to local first-time students.

**ROTARY CLUB OF MORRISTOWN** contributes two first-time scholarships yearly.

**SEVIER COUNTY ENDOWMENT SCHOLARSHIPS** awarded to students who are residents of Sevier County.

**DEAN DARRELL AND MARY SIMMONS SCHOLARSHIP** awarded to a graduate of Morristown-Hamblen East High School.

**WALTERS STATE SCHOLARS PROGRAM** establishes a $5,000 scholarship yearly.

**LOUISE S. TUCKER MEMORIAL ENDOWMENT FUND** established by her family in honor of her receiving a nursing degree from Walters State at the age of 63. Applicants for the scholarship must have been out of high school or college at least 15 years before entering Walters State’s Nursing program, must be a resident of Walters State’s 10-county service area, and must enroll as a full-time student. Scholarship will be renewable up to three full years of study.

**VBI, ELDON AND RUTH PEARSON SCHOLARSHIP** awarded to children of VBI employees (priority), visually impaired, blind persons, or persons with visual disabilities.

**MARLENE AND STEPHANIE LYNN WARREN MEMORIAL SCHOLARSHIP** awarded to full-time, degree-seeking students who are residents of Hamblen County and have expressed a career of becoming elementary school teachers.

**WSCC AGRICULTURE AND ORNAMENTAL HORTICULTURE ALUMNI CLUB SCHOLARSHIP** is awarded annually to an Agriculture or Ornamental Horticulture major.

**WALTERS STATE SCHOLARS PROGRAM** created by the Foundation to allow each high school principal in our primary service area to select at least one scholarship recipient. Specific requirements for the scholarships are sent to the principals and counselors.
WSCC PRESIDENTIAL SCHOLARSHIPS awarded to the valedictorian (or salutatorian as alternate) of high schools within the WSCC service area. Renewable for second year with 3.0 GPA.

Z AND ANNETTE BUDA TRUST funds a number of endowed scholarships through the WSCC Foundation as follows:

Kenneth H. Allen Memorial Scholarship
James Edward "Eddie" Bales, Jr. Scholarship awarded preferably to a student from Cosby.
Dick Brockman Memorial Scholarship
Paul Bruce Memorial Scholarship
Alex Buda Scholarship awarded preferably to a student from Newport
William C. Buda Scholarship awarded preferably to a student from Cosby.
Mrs. Zella Allen Buda Scholarship awarded preferably to a student from Cosby.
Carl Cagle Memorial Scholarship
Wayne Carpenter Memorial Scholarship
James Caton Memorial Scholarship awarded preferably to a student from Newport or Cocke County.
Dorothy Clawson Memorial Scholarship
William C. "Azzie" Clevenger Memorial Scholarship
Pauline Caton Cline Memorial Scholarship
Kyle E. Cole, Sr. Memorial Scholarship
Peggy Cowan Memorial Scholarship
Joe E. Davis Scholarship awarded preferably to a student from Newport.
Tinsley M. Davis, Sr. Memorial Scholarship
John Ed Dowling Memorial Scholarship
Mrs. John Ed Dowling Memorial Scholarship
John Dugger Memorial Scholarship
Ed Fisher Memorial Scholarship
Meredith Coyle Fox, Sr. Memorial Scholarship
Anna Williams Freeman Scholarship awarded preferably to a student from Newport.
Howard Gentry Memorial Scholarship awarded preferably to a student from Newport or Cocke County.
Mr. and Mrs. Jack Gorrell Memorial Scholarship
Mr. and Mrs. Hatcher Graham, Sr. Memorial Scholarship
Donald Hammonds Memorial Scholarship awarded preferably to a student from Newport or Cocke County.
Charles F. Hodge, Jr. Scholarship awarded preferably to a student from Newport.
Mr. and Mrs. Charles C. Hodge, Sr. Scholarship awarded preferably to a student from Newport.
Edith Balch Hodge Scholarship awarded preferably to a student from Parrottsville.
Mr. and Mrs. John C. Holder Sr. and John C. Holder, Jr. Memorial Scholarship
Alfred Holt Memorial Scholarship
Mrs. Earl Huff Memorial Scholarship
J. Woodrow Human Memorial Scholarship
Red Jesse Memorial Scholarship
Charles A. King Memorial Scholarship awarded preferably to a student from Sevier County.
Frank Lorino Memorial Scholarship
Ned Lovell Memorial Scholarship awarded preferably to a student from Newport or Cocke County.
Nancy Luttrell Memorial Scholarship
Vina Ivy Luttrell Memorial Scholarship
Evelyn McClure Memorial Scholarship

Miss Marjorie McMahan Scholarship awarded preferably to a student from Newport.
Herbert Mayes Memorial Scholarship
"Buster" Moore Memorial Scholarship
Carroll Oakes Memorial Scholarship
Leon Oakes Memorial Scholarship
Elmer E. Rines Memorial Scholarship
Gordon Sentelle Memorial Scholarship
Jack Shepherd Memorial Scholarship
Charles Max Shepherd Memorial Scholarship
Dr. Glen Shults Memorial Scholarship
Conley Sims Memorial Scholarship
Bob Travis Memorial Scholarship
Wanda Valentine Memorial Scholarship
Bob West Memorial Scholarship
Ernest P. Western Memorial Scholarship
Burt Whaley Memorial Scholarship

SCHOLARSHIPS ADMINISTERED BY THE FOUNDATION
(These are annual rather than endowed scholarships).

ELIZABETH PRATER MEMORIAL SCHOLARSHIP provided by Prater Oil Company.

OTHER SCHOLARSHIPS ADMINISTERED BY THE COLLEGE

ATHLETIC SCHOLARSHIPS. Athletic scholarships are available in men's basketball, women's basketball, softball, and baseball. Selection of scholarship recipients is by recommendation of the coaches with approval by the Athletic Committee and the president of Walters State Community College. Information may be obtained from the specific coach or the Walters State Department of Athletics.

GALLERY STAFF SCHOLARSHIPS are provided to the editors and photographer of the Gallery, Walters State student's creative writing publication.

STATESMAN SCHOLARSHIPS are awarded to assistant editors on the college newspaper staff. These are half-maintenance scholarships; editor receives a full-maintenance scholarship.

WSCC HORTICULTURE SOCIETY SCHOLARSHIP. A scholarship fund has been created to provide work scholarships to three deserving horticulture majors each semester.

WSCC SGA SCHOLARSHIPS are awarded to officers of the Student Government Association. A full maintenance fee scholarship is awarded to the SGA president, and half-maintenance fee scholarships are awarded to the other officers.

AGENCY FUND SCHOLARSHIPS

Many organizations select students to whom they wish to award scholarships. The organizations who contributed to WSCC students during the 1998-99 school year (up to the date the catalog went to print) and who WSCC wishes to thank were:

ABWA - HOLSTON RIVER CHAPTER
ABWA - SEVIER COUNTY CHAPTER
ABWA - SUNSPHERE CHAPTER
AIR FORCE AID SOCIETY
ALPHA DELTA KAPPA - TENNESSEE NU CHAPTER
AMVETS OF NEWPORT
ANCHOR ADVANCED PRODUCTS
APPALACHIAN CHEROKEE TURTLE CLAN
ARMY EMERGENCY RELIEF
BARGAIN HOUSE FURNITURE
BETHEL DISTRICT BAPTIST ASSOCIATION
BRABSON FOUNDATION
Applications and information can be obtained from the Financial Aid Department. For more information contact the Financial Aid Department or write to the Tennessee Student Assistance Corporation.

**Federal Stafford Loan Program (Subsidized and Unsubsidized)**

The Federal Stafford Loan Program enables lending institutions to make long-term loans to students to help pay educational expenses.

Students must have a determination of eligibility or ineligibility for Federal Pell Grant to receive a loan. The student must complete and mail a Free Application for Student Financial Aid to determine eligibility for the loan. A Federal Family Educational Loan Worksheet, provided by the Financial Aid Department, must also be completed prior to submitting the application to the lender.

The funds are available through banks and lending institutions. Applications must be certified by the Financial Aid Department prior to submitting them to the lender.

For loans certified after January 1, 1990, first-time, first-year borrowers are required to have the first disbursement of their loan delayed 30 days unless 30 or more semester hours (excluding any remedial / developmental hours) have been earned.

**Subsidized Federal Stafford Loans** - interest is paid by the federal government while the student is in school and during the six months grace period after the student ceases to be enrolled in an eligible post-secondary educational institution on at least a half-time basis. Repayment begins six months after the student leaves school or drops below half-time.

**Unsubsidized Federal Stafford Loans** - are not based on need and have no interest subsidy from the federal government. Repayment of interest may be monthly or quarterly or may be capitalized quarterly.

Maximum loan amounts have been established at Walters State. Freshmen will be limited to $2,625 and sophomores will be limited to $3,500. Only one loan will be certified for each student in an academic year. No loans will be originated for a summer semester; however, if a loan is originated in the spring semester, the second disbursement may be received during the summer semester.

If a student is placed on financial aid removal and subsequently reinstated, a loan will not be available until one term has been successfully completed. No loans will be certified for any student whose cumulative GPA is below 2.0.

All loan applications must be received 30 calendar days prior to the end of the term for the loan to be applied to that term.

**ADDITIONAL GRANT SOURCES** – Many students receive assistance through Vocational Rehabilitation, Veterans Benefits, the Department of Human Services Programs and the Morristown Veterans Council. Contact the appropriate agency for information.

**SATISFACTORY PROGRESS POLICY FOR FINANCIAL AID**

Walters State Community College as required by the U.S. Department of Education, has established a Satisfactory Progress Standard for all recipients of financial assistance through any Title IV program (Pell, Federal Supplemental Education Opportunity Grant (FEOG), Federal Work Study Program (FWSP), Tennessee Student Assistance Award (TSAA), Federal Stafford Loan, Federal Parent Loan for Undergraduate Students (PLUS). The standards are both qualitative (requiring a certain grade point average) and quantitative (completion of course work per semester). The Satisfactory Progress Standards are published and available upon request from the Financial Aid Department.

**MINORITY STUDENT DEVELOPMENT**

The department of Minority Student Development is located in the College Center, Room 219. The department is responsible for recruiting and improving the rate of retention, progression, and graduation of minority students. Walters State Community College has and continues to create an environment that allows for the full potential and development of every student who comes to the institution. Minority Student Development gives particular attention to the minority student, and provides a “bridge” that can lead to success. Services of the department include academic advising, counseling, career planning, financial aid information, and mentoring for minority students.

**HOUSING**

Under Tennessee Board of Regents policy, Walters State Community College assumes no responsibility for student housing. This institution is primarily a commuting college and has no dormitories, fraternity or sorority housing.

Even though the college is unable to assume responsibility for student housing, the college is vitally concerned with the welfare and well-being of all students, and desires they have accommodations commensurate with their needs. Toward this end, the office of Student Affairs, Room 120-CCEN, maintains a housing referral list which includes available rental apartments, trailers, houses and rooms in homes.

The prospective student, and parents, should be aware that these listings are not college-supervised nor college-inspected accommodations. Students should plan to arrive in this community in advance of the orientation and registration dates in order to secure suitable housing.

Students are required to register local addresses with the department of Admissions during registration each semester. Any change of address should be reported to the department of Admissions, Records and Student Information, Room 118-CCEN, or call 585-2685.

**STUDENT COMPLAINTS**

Students should be aware that, should they have concerns or complaints about their program or their financial aid, Walters State has an established procedure for receiving and responding to complaints from students. Students should voice their complaints in writing to the office of Student Affairs. The vice president for Student Affairs in consultation with vice presidents, deans, and directors will investigate the questioned complaint. Student complaint procedures are on file in the office of Student Affairs.
Community and Public Service
COMMUNITY AND ECONOMIC DEVELOPMENT

The division of Community and Economic Development includes the office of Community Service Programs, and the Institute for Business and Industry.

Statement of Purpose

The office of Community and Economic Development coordinates and administers special credit and non-degree continuing education courses which are delivered by the office of Community Service Programs and the Institute for Business and Industry. The purpose of these offices is consistent with the vision of Walters State Community College and is designed to meet the needs of the community, including individuals, businesses and industries.

Community Service Programs

Community Service Programs is the department at Walters State Community College which administers all of the non-degree, continuing education course offerings for the college. The department of Community Service Programs is self-supporting. Courses are funded entirely through fees paid by participating students.

The Community Services Program of the college includes a variety of activities in several communities. The college cooperates with many community groups and agencies in the operation of these programs. Included among the activities are forums, workshops and institutes.

Courses reflecting community interests, both on and off-campus, may be organized at the request of a sufficient number of interested persons. Off-campus courses are presently being held in Greeneville and Sevierville. Information on them can be obtained from the area coordinators in those communities. Individuals may pursue these offerings for personal enrichment, to comply with business or industrial requirements, for specific technological information and/or for general cultural benefits.

The college also recognizes the special needs of educational, governmental, industrial and business organizations in the community for specialized training for their employees. The college welcomes the opportunity to meet with representatives of these organizations to work out programs to fit the needs of their personnel.

Continuing Education Units

Walters State Community College uses Continuing Education Units (CEU’s) as a means of recognizing and recording the efforts of individuals who enroll and satisfactorily complete the college’s non-degree activities. These CEU’s carry no credit for college degree programs and are a separate and distinct operation from the college’s credit program which leads to the associate degree. The recording of the CEU’s will, however, provide a permanent record of an individual’s participation in non-degree activities.

The Continuing Education Unit is defined as follows: 10 contact hours of participation in an organized continuing education activity under responsible sponsorship, capable direction and qualified instruction. Continuing Education Units (CEU’s) will be computed on the basis of one CEU for each 10 hours of contact. Units will be recorded to one decimal point. Thus a student enrolled in a non-degree activity which meets for a total of 12 hours would earn 1.2 CEU’s.

On request, the department of Admissions, Records and Student Information will mail students an official transcript. In cases where an enrollee drops an activity after it has started or otherwise fails to complete it, this report will indicate an unsatisfactory (U) grade. If an enrollee chooses to officially withdraw, the request must be made to the dean of Community and Economic Development. Only in cases of official withdrawal will an enrollee receive a grade of (W) withdrawal. Enrollees satisfactorily completing a CEU course will receive a grade of (S) Satisfactory.

Beyond the knowledge and skills acquired through participation in non-degree activities, it will be of sufficient value to both their efforts to make education a continuing process.

The value of the CEU is recognized nationally.

INSTITUTE FOR BUSINESS AND INDUSTRY

Reflective of a strong commitment to serving the needs of East Tennessee business and industry with relevant training on state-of-the-art equipment, technical assistance, and highly qualified employees, Walters State has created the Institute for Business and Industry to coordinate the delivery of educational services packaged to meet the unique and exacting needs of this important constituency.

Special Credit and Non-Credit Courses for Business and Industry

Under contract with companies, at time and sites convenient to the employer, the Institute provides customized business and industry training such as Computer Application Programs, Supervisory Skills, Problem Solving, Team Building, SPC, Fork Lift Certification, Conversational German, Conversational Spanish and other industry training topics. The Institute also offers non-credit classes in support of Workforce Development in various Computer Application programs, Violence in the Workplace, Computerizing Your Small Business Records, Hiring Employees vs. Independent Contractors, PHR Exam Review, Residential Contractors Licensing, Precision Measurement, and many other business related topics. Continuing Education Units (CEU’s), when requested, and certificates are awarded to recognize and record the efforts of those that enroll and satisfactorily complete the college’s non-degree activities.

Business Resource and Development Center

The Institute for Business and Industry maintains a Business and Industry Center in the Library, Room 101 that has a collection of resource materials, computers and Internet access dedicated to the exclusive use of business and industry. The center also features a 37-seat auditorium that has a computer with Internet access, overhead projector, LCD panel, screen, plus television and VCR. This auditorium and equipment is available for rental and use by the business community. The Institute’s staff can provide assistance upon request and is available to conduct surveys (wage and fringe benefits, customer satisfaction, etc.) and database develop-
ment for businesses and professional organizations. Representatives of the Center are also available to assist local economic and community development offices and chambers of commerce in their industry recruitment efforts.

Computer Labs

The Institute has dedicated computer labs in Sevierville, Greeneville, and Morristown for the exclusive use of business and industry and uses these labs to offer to the general public classes along with customized classes in Word, WordPerfect, Excel, Lotus, PowerPoint, Corel Draw, Access, Windows 95, Windows NT, Quickbooks, Office Integration, and other popular programs. Customized classes and general public offerings can also be offered in Tazewell and Rogersville. General public classes are conducted during the day, in the evenings, and on Saturdays and customized classes are conducted at times and dates convenient to the organization contracting for the services of the Institute. In addition these labs are available for rental and use by the business community. Information on the computer labs or programs that we offer can be obtained by calling the Institute’s office 423-585-2675 or visiting our office located in the Technical Education Building, Room 156.

Showcase of Industry Products

To further support business and industry the Institute maintains a showcase of industry products which is located in the Technical Education Building’s main lobby. Currently, 11 manufacturers display products ranging from food to large gears and pistons. Information on the “Showcase of Products” or any of our other programs can be obtained by calling the Institute’s office 423-585-2675 or visiting our office located in the Technical Education Building, Room 156.

Tennessee SkillsNet

Tennessee SkillsNet is a powerful resource for distance learning. Through PLATO on the Internet, employees and learners in the state of Tennessee will have access to thousands of hours of PLATO coursework and assessments including a special version of the ACT Work Keys placement tests. Accountability is assured for both learners and administrators through reports generated by the PLATO Pathways instructional management system. Information on SkillsNet can be obtained by calling the Institute’s office 423-585-2675 or visiting our office located in the Technical Education Building.

WELLNESS AND FITNESS CENTER

The Wellness and Fitness Center is a modern well-equipped and well-maintained facility designed to provide services and programs for the well-being of the community.

Among the services available are wellness and fitness appraisal (treadmill, bike). Some of the educational programs that are to be offered are weight management, stress management, cholesterol and blood pressure seminars, exercise and activity classes.

The benefits to any organization of a wellness program include lower medical and insurance cost; less time loss due to absenteeism, illness and injury; higher productivity; and, most important, healthy and happy people. The benefits for an individual who participates in a wellness program range from delaying the degenerative changes of aging and strengthening the heart to improving posture and increasing mental alertness.

The Walters State Community College Wellness and Fitness Center serves students, faculty and staff as well as area corporations, individuals of the community, staff and students of public schools and local health institutions.

JOB TRAINING

PARTNERSHIP ACT PROGRAM

Walters State Community College plays a leading role in the implementation of training and job placement services authorized in the Job Training Partnership Act (JTPA). This federal statute authorizes services to economically disadvantaged individuals and those who have serious barriers to employment. In Tennessee, the program is administered through 10 Service Delivery Areas (SDA’s). Claiborne, Cocke, Grainger, Greene, Hamblen, Hancock, Hawkins, Jefferson, Sevier and Union counties constitute SDA 2.

The legislation requires that each SDA develop a partnership involving local elected officials, a Private Industry Council (PIC) and an administrative entity/grant recipient. The college was selected as the administrative entity/grant recipient by the PIC and approved by the Consortium of Local Elected Officials. As such, the college is responsible for program administration. The Private Industry Council has both policy making and program oversight responsibilities. A majority of the PIC members are private business or industry representatives. Local elected officials are charged with selecting members of the PIC and must also approve the SDA’s Job Training Plan.

Training Services

Several types of training programs are available to eligible individuals through approved JTPA programs. Following is a brief description of the most common training services.

Participant Assessment activities are designed to identify the strengths and weaknesses of individuals in order to plan a suitable training program for them. Among the tools used in the assessment process are aptitude tests, interest inventories, and educational proficiency tests.

Classroom Training leading to job placement is available in a variety of occupationally specific areas. Eligible individuals may enroll in technical classes available through the college or area vocational school. Some classes may be taken for traditional credit while other, especially designed programs, may offer non-traditional credit such as CEU’s.

Basic Skills Training is available through the Comprehensive Competencies Program (CCP). This program provides self-paced instruction in basic educational areas. The college operates a basic skills laboratory in each of the 10 counties in its service area. These labs provide a non-traditional approach to instruction through the use of printed materials, video tapes, and computers.

On-the-Job Training allows a participant to receive training after being placed in a work environment. During the training period, OJT employers may be reimbursed for up to one-third of the participants’ wages. The employer is expected to retain the participant in an unsubsidized job following the completion of training.

Customized Training is designed to meet specific job requirements. This training is usually planned by the employer and JTPA staff and often includes both classroom and OJT components.

Most JTPA programs offer services to economically disadvantaged individuals 16 years of age or older. There are special programs for youth, older workers (age 55 and above) and dislocated workers. The latter group consists of individuals who have lost their positions because of plant closings or job obsolescence.
Academic Information
PLAN YOUR EDUCATIONAL PROGRAM

It is the student's responsibility to select an educational program of study and register for and complete courses required in the selected program as outlined in this catalog. The faculty and counselors at Walters State Community College take pride in assisting the student in program planning and course selection. Each student will be advised by a faculty member from the department of the major field of study to assist in planning the student's program of study.

Any student planning to transfer the first two years of college level credit from Walters State to a four-year college or university should secure a copy of that institution's catalog and use it during advisement and registration to make sure that the courses selected meet the first two years' requirements at the receiving institution. When it becomes necessary to request a deviation from the suggested sequence of courses, a student should consult the head of the department in the major field of study in order to prepare a course substitution request. For assistance regarding transfer/articulation information or problems, contact the coordinator of Transfer Services, Room 212-CCEN or call 423-585-6803 or visit the Walters State web page at www.wscc.cc.tn.us/transfer.

ATTENDANCE REGULATIONS

Students must attend the first day of class or contact their instructor prior to the first class if they intend to remain in the class. If this procedure is not followed, the student may be administratively dropped from the class, and other students will be allowed to take their positions. Students who are withdrawn from classes under this policy will receive a drop form marked "attendance withdrawal."

Attendance at classes and other official appointments is required. A student's schedule is considered a contract and constitutes a series of obligated appointments.

Absences are counted from the first scheduled meeting of the class. An explanation for the cause of all absences should be given each instructor. If possible, students should inform their instructor in advance of planned absences.

IMPORTANT: Non-attendance does not constitute a withdrawal from classes or from the college. Procedures to formally drop a course or to withdraw from the college must be followed. Following these procedures may prevent students from receiving an undeserved "F" on their transcript.

TRANSFER OF CREDIT

If there is difficulty with transfer of credit from Walters State Community College to a four-year institution, the following procedures are to be initiated.

1. Contact the coordinator of Transfer Services at 585-6803 or 1-800-225-4770.
2. If necessary, provide a copy of the transfer evaluation from the four-year school.
3. Contact the counselor to discuss the progress of the appeal.
4. If the problem has not been satisfactorily resolved, the coordinator of Transfer Services will work with the vice president for Student Affairs to resolve the matter in question.

STUDENT USE OF PERSONAL OR PORTABLE ELECTRONIC COMMUNICATION DEVICES

The importance of portable electronic communication devices is recognized as a method of communication for those students and visitors to the college with emergency needs or activities. It is also recognized that these devices permit certain individual to attend classes and other activities that they might otherwise be unable to attend due to off-campus responsibilities or duties.

Walters State Community College assumes the primary responsibility for maintaining control over facility climate and environment. These same communication devices must not interfere with, or disrupt, the instructional process or college-sponsored activity, such as a class, guest lecture or concert. A student or visitor may wear an electronic beeper provided the device is set so that it will not produce an audible sound during classroom instruction or college-sponsored activities.

Cellular phones must be turned to the non-audible mode until after class, at which time calls can be received or checked.

The college has the responsibility to ensure that the facility environment remains as relatively free from interruption and disturbance. In the event of an emergency the student or visitor should exit the room quietly and with as little disruption as possible. Students consistently bear the primary responsibility of keeping their instructors informed of any occurrence that may affect their academic performance.

ACADEMIC AND CLASSROOM MISCONDUCT

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violative of the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution.

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are subject to disciplinary action. In addition to possible disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or a zero for the exercise or examination, or to assign an "F" in the course.

If the student believes that the accusation of academic misconduct is in error, and if the final grade has been lowered as a result, an appeal may be made by following institutional procedures.

STUDENT LOAD

The recommended semester-hour load for the average student is 15 to 16 hours of credit. Any student desiring to take more than 21 semester hours of credit must receive approval prior to registration from his advisor and the vice president for Academic Affairs on an Overload Request form.
MINIMUM CLASS SIZE

An undergraduate course will not normally be given for fewer than 15 students except by permission of the vice president for Academic Affairs. The college reserves the right to cancel, postpone, or combine classes when necessary.

GRADING SYSTEM

The following grading system is used at Walters State Community College.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points Awarded Per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Highest Proficiency</td>
<td>4</td>
</tr>
<tr>
<td>B - High Proficiency</td>
<td>3</td>
</tr>
<tr>
<td>C - Proficiency</td>
<td>2</td>
</tr>
<tr>
<td>D - Low Proficiency</td>
<td>1</td>
</tr>
<tr>
<td>F - Failure</td>
<td>0</td>
</tr>
</tbody>
</table>

The scholaric standing of a student is expressed in terms of quality point ratio. A quality point ratio is the total number of quality points divided by the total number of semester hours attempted, less the number of hours repeated. To meet degree requirements, a student must maintain an overall quality point ratio of 2.00.

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

- I - Incomplete
- IP - In progress
- AU - Audit; no grade or credit
- WD - Withdrew no attempt
- P - Passing
- N/C - No Credit
- R - Repeated
- W - Withdrew
- X - No grade reported

The mark "I" means that the student was passing at the end of the semester but had not completed all the course work. The student receiving an "I" should contact the instructor immediately in an effort to complete course requirements. The "incomplete" must be removed during the succeeding semester. If it is not removed, it will be counted as an "F" and computed in the quality point average.

The mark of "IP" is used only for developmental education courses. It means the student has made satisfactory progress in a course but has not completely mastered the required competency levels. The "IP" is not computed in the quality point average and must be removed during the succeeding semester. If it is not removed the succeeding semester, it will be counted as an "F" and computed in the quality point average.

The mark of "P" means the student successfully completed a course but a grade was not assigned. Credit towards meeting graduate requirements is awarded for a "P" but this mark has no affect on the quality point average. The following courses are approved for a grade of "P": biology labs, physics labs, writing labs, and any other courses approved by the vice president for Academic Affairs.

The mark of "NC" means no credit. No quality points were awarded.

The mark of "R" is a transcript symbol used to indicate the student repeated a course.

The mark of "W" means the student withdrew from a course. Withdrawal from a course does not affect the quality point average. The dates the student may withdraw are specified each semester in the Timetable of Classes. Permission to withdraw after that date must be recommended by the instructor and approved by the vice president for Academic Affairs.

The mark of "WF" means the student withdrew from a course with a failing grade. The "WF" will be computed as an "F" in calculating the quality point average.

The mark of "X" means the instructor is unable to complete the course evaluation due to reasons beyond the student's control. Grades will be assigned when the evaluation is completed.

Grades, transcript information, drop/adds, withdrawals and other data perceived by the student to be in error must be protested by the student during the subsequent semester. Protests made after this time will not be reviewed.

GRADE APPEAL PROCEDURE

When a student believes there are circumstances which warrant the appeal of a grade received for other than academic misconduct, the student may appeal the grade. The appeal must be made within 45 calendar days following the last day of the end of the semester during which the grade was received. The appeal process includes the following steps which must be initiated by the student:

1. Contact the instructor to ensure that no calculation or administrative error has occurred.
2. If the student believes an appeal is warranted after consulting with the instructor, the student must submit an appeal in writing to the instructor's supervisor (department chair or division dean). If the appeal cannot be satisfactorily addressed at this level, the student may forward the written appeal to the vice president for Academic Affairs. The academic vice president will review the appeal and notify the student of the decision regarding the appeal. The student, if not agreeing with the vice president's decision, may request a hearing before the college's Academic Affairs Committee. The Academic Affairs Committee will recommend to the vice president for Academic Affairs a decision regarding the appeal. The vice president for Academic Affairs will support or reverse the committee's recommendation and forward the recommendation to the president. The president's decision will be final.

REPEATED COURSES

For the purpose of increasing mastery in a course when such is necessary for successful performance in a subsequent course or for the purpose of increasing the quality point average, a student may repeat a course provided the grade of "C" or lower was earned in the course to be repeated. The grade received in repeating the course supersedes all previous grades. The hours attempted for repeating a course are counted only once and credited in the semester in which the course was repeated. Students are permitted to repeat a course twice (three attempts). After three attempts, the grades in the third and subsequent attempts are used in calculating the quality point average.

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

ACADEMIC FRESH START

Any person who has not been enrolled in a college or university for a period of four years and who, upon re-enrolling at Walters State Community College, maintains a 2.00 GPA and completes 15 semester hours of Level 1 course work at Walters...
State, may petition to have grades on all prior course work disregarded in calculating the cumulative grade point average. Removal of grades means removal of all credits. Upon the completion of 15 semester hours at Walters State with a 2.00 cumulative GPA, the student should complete an application for Academic Fresh Start and send a transcript to the vice president for Student Affairs to be submitted for approval to the vice president for Academic Affairs. If the request is granted, the earlier course work will not appear on the student’s transcript.

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 Walters State. If assistance is needed, a student should contact the vice president for Student Affairs.

### HONORS PROGRAM

The purpose of the Honors Program is to enhance the highest level opportunities of academic excellence by providing an enriched curriculum and educational experience for superior students desiring to intensify their academic pursuits. Honor students will experience the highest level of academic challenge and quality from dedicated faculty who share a commitment of excellence in teaching and service.

**Acceptance in the Honors Program - Terms and Conditions**

To be accepted and to maintain good standing in the Walters State Campus Honors Program, a student must have an ACT composite score of 24 and complete the honors core program.

**Honors Course Requirement**

Successfully complete a total of 18 Honors credits including the Honors required courses or equivalent.

**Grade Point Average**

Maintain a 3.25 cumulative grade point average (GPA) per year and will earn a 2.8 or higher in any one term. Grades are monitored after each term.

Additional information may be obtained in Room 201-CCEN or call 423-585-6914.

### HONORS LIST

President’s List: 4.00 average for 12 or more semester hours per semester in regular college level work earned at WSCC.

Dean’s List: 3.50-3.99 average for 12 or more semester hours per semester in regular college level work earned at WSCC.

### GRADUATION AND DEGREE REQUIREMENTS

Applications for graduation are processed through the department of Student Information, Admissions, Records and Registration Services. To be eligible for graduation and receive a degree or certificate from Walters State Community College, the student must have:

1. Completed a minimum of 64 semester hours required for the associate degree and the appropriate number of hours required for a certificate.
2. Earned at least a GPA of 2.00 (“C” average in all studies attempted.)
3. Fulfilled all courses required for the program as outlined in the college catalog, with 20 hours of the last 24 hours towards the degree being completed at Walters State Community College. For the associate degree program concentrations in Industrial Technology, 50 percent of the course work must be completed at Walters State.
4. Filed an application for graduation and completed the graduation packet which can be secured in the department of Student Information, Admissions, Records and Registration Services. This must be completed on or before the deadline outlined in the college calendar. All applicants for graduation must have a minimum of 2.00 GPA at the time of filing an intent of graduation form in the Records Office.
5. Paid the $25 graduation fee in the office of Business Affairs and informed the department of Student Information, Admissions, Records and Registration Services of such payment by showing a dated receipt. This payment is required of all degree and certificate graduates regardless of participation in the graduation ceremony. The fee includes the cost of the diploma and rental of the cap and gown. It must be paid at the beginning of the semester in which a student is schedule to graduate, is non-refundable and is valid for two semesters. However, the $25 fee for certificate graduations will only be assessed for the first certificate. The $25 fee will be waived for additional certificates.
6. Resolved all obligations, financial or otherwise, to the college; and returned all library and college materials.

Other guidelines pertaining to graduation are:

7. Students are allowed to graduate by meeting the requirements of the catalog under which they entered providing graduation is within seven years of the entrance. Degree requirements set forth in a catalog shall remain in effect for the duration of the period identified on the cover of this catalog. No guarantee is implied that these requirements will be contained in total or in part in future specification of the degree.
8. Transfer credits used to satisfy Walters State’s degree requirements will be averaged with the student’s grade point average at Walters State for the purpose of calculating the graduation average.

9. Students may complete requirements for more than one option within the degree program by successfully completing all course requirements. There is no additional fee for this and no additional diplomas are awarded. Students may also complete requirements for more than one degree. A minimum of 16 credit hours beyond the requirements for the first degree must be completed. A $25 graduation fee must be paid for each separate degree, and a diploma will be awarded for the additional degree.

10. Students graduating are required to take the College Base Examination. Notification as to testing dates will be provided. Students may also be required to take other tests as may be required by the institution.

11. As part of the graduation requirements, prospective graduates must visit the department of Placement Services (210-CCEN) during the last semester and discuss their present and future plans with a professional staff member.

12. Students graduating in the fall 1999, spring 2000 and summer 2000 semesters will attend the commencement exercises in May, unless special permission is granted by the department of Student Information, Admissions, Records and Registration Services. Students graduating at the end of the fall semester will be not receive their diploma until the commencement exercises but their permanent record will be posted as of the semester they graduate. Students completing graduation requirements at the end of the summer semester will receive their diploma in August.

13. Walters State has one commencement ceremony per year which is at the end of the spring semester. Therefore, graduation honors are calculated at the end of the fall semester to be included in the graduation program, the graduation ceremony, and all news releases concerning graduation.

SPECIAL NOTE: Students who do not graduate by the semester which is indicated on application for graduation will have application voided and must reapply for graduation during another semester.

GRADUATION HONORS

Awards and honors are based on the overall grade point average. Students graduating with the following quality point averages will receive the corresponding honor designations on their diplomas:

3.80 - 4.00 Summa Cum Laude
3.50 - 3.79 Magna Cum Laude
3.00 - 3.49 Cum Laude

EVENING AND DISTANCE EDUCATION

Purpose

The division of Evening and Distance Education provides academic credit classes on-campus during the evening and through satellite facilities as part of the college's overall mission to provide leadership to a geographically large and rural area. Classes provide lifelong learning opportunities to individuals seeking to attain career and personal development goals and serve a society trying to cope with the problems and realities of rapidly changing patterns of living. Satellite campuses, local community facilities, public school sites, interactive television laboratories, the Internet, telecourses, and various industrial locations are utilized to deliver these classes in under served communities. Admission requirements for evening and distance education students are identical with requirements for students in the regular daytime program.

The quality of instruction governing credit courses offered during the evening on campus and at satellite locations is maintained at the same level as those courses offered on campus during the day and is equivalent in all academic considerations.

In order to respond to community needs, the division of Evening and Distance Education welcomes suggestions and requests for arranging credit courses on campus during the evening or at off-campus locations. The office is located in Room 108A of the College Center, telephone 585-6899.

Evening Classes On-Campus

A variety of on-campus evening classes are offered as listed in the Timetable of Classes under the heading of the appropriate academic department.

Services available on campus during select hours each evening include those offered by the Student Information Office, the Counseling Center, the office of Business Affairs, the Library, and the Bookstore. The Evening and Distance Education office is open each evening until 9 p.m. Monday through Thursday on the days classes are in session.

Satellite Classes

Walters State specifically subscribes to the concept of accessibility by extending credit classes through satellite campuses and off-campus facilities as part of the delivery system. As a convenience to students, off-campus classes are organized and scheduled in locations conducive to enrollment. As a normal procedure, academic courses at satellite locations are listed by location in the Timetable of Classes and are offered primarily during the evening hours. However, because of community response and local needs, off-campus courses are also available during the day at certain off-campus locations. In order to determine the availability of classes at off-campus locations, students are advised to examine closely the listings of classes published in the Timetable of Classes by location.

Courses requiring laboratories, library materials, computers and other special resources are not offered off-campus unless the necessary resources are provided. To facilitate this scheduling, special arrangements are made for selected courses as needed. In addition, off-campus students visit the Library on the main campus and may utilize the services of the Library during the regular hours that the Library is open. They may also take advantage of library arrangements through community libraries and the libraries of other institutions (e.g., Tusculum College in Greeneville, UT in Knoxville, and Lincoln Memorial University in Harrogate). Additionally, the Library permanently checks out equipment (e.g., projectors) to off-campus centers. Other materials are checked out as needed and delivered to off-campus centers through college courier services.

Sevier County Campus

Purpose - The Center provides a wide range of academic credit classes both during the day and evening. Additionally, the office of Community and Economic Development provides non-credit classes/training opportunities to individuals seeking to attain career and personal development goals. Culinary Arts and Hospitality Management certificates and degrees are provided to address the special educational/training needs of the community.
The Sevierville/Seyvior County Center for Higher Education is located at the intersection of Pittman Center Road and Old Newport Highway. The property and facility was made available through the generosity of governmental bodies and private citizens of Sevier County. The facility contains general academic classrooms, computer laboratories, science laboratories, a culinary arts laboratory with dining area, a hospitality management laboratory, an interactive television (ITV) classroom, an electronic library, and administrative and faculty offices. A variety of general education and select technology courses are offered each semester. Additional information about the campus and program offerings can be obtained by calling 774-5800.

Cocke County Extension

Courses offered are scheduled during the evening hours on the campus of Cocke County High School. Students desiring local education and select technology courses are offered each semester. A variety of general education and select technology courses are offered each semester. Additional information about the campus and program offerings can be obtained by calling 774-5800.

Claiborne County Extension

Purpose - As a part of the college’s overall mission to provide leadership and academic opportunities to its entire service area, this extension offers day and evening academic credit classes and non-credit classes/training in cooperation with the Community Service Programs. Classes provide lifelong learning opportunities to individuals seeking to attain career and personal-development goals; consequently, these individuals are better-equipped to cope with the realities and problems arising from rapidly changing patterns of living and employment. To further its commitment to community responsiveness, the extension cooperates with other community agencies to provide training facilities for groups with specific needs. Interactive television, telecourses, Internet classes and face-to-face instructional delivery methods are utilized to bring a full range of classes to this rural area.

The Claiborne County Extension is located at 907 Main Street in New Tazewell. The facility contains four general academic classrooms, a Biology lab, Computer Science lab, and Interactive Television (ITV) classroom, administrative offices, and a student lounge area. General education courses as well as select technology courses are available to over 300 credit students.

Hawkins County Extension

Both general education and select technology courses are offered at various sites in Hawkins County. General education courses are offered during the evening hours while select technologies are offered both during the day and evening in order to meet community and industrial needs. Anyone desiring additional information should call 1-800-225-4770 or 392-8044.

Other Distance Learning Opportunities

In addition to the above specified sites, credit courses are also offered on a requested basis at other off-campus locations. Please reference the Timetable of Classes.

The office of Evening and Distance Education also offers other learning opportunities for students who may not wish to travel to the main campus for all classes. Three types of distance learning opportunities, telecourses, interactive television (ITV) courses, and Internet courses, are currently offered.

Telecourses provide students with an opportunity to complete a significant portion of required course work outside of the classroom setting. Most of these courses normally meet only four to five times per semester; however, some lab experience courses may require additional class meetings. The basic components of a telecourse include a series of television/video programs, a textbook, a student study guide. During class meetings, telelearning is reinforced by the use of lecture, discussion, laboratory experiences and course examinations. Video tapes covering some course material are available in the Library for viewing and/or check out by students enrolled in the telecourses. In addition, some courses are broadcast on public television (WSJK-TV Channel 2 and WKOP-TV Channel 15). Telecourses are good choices for self-motivated and self-starting students.

Interactive television (ITV) courses follow traditional class meeting schedules, while providing students the opportunity to attend class sessions at one of three satellite centers (Greeneville, Sevierville, and New Tazewell) or at the main campus. The instructor can deliver instruction from any of the four sites to students at all locations. Students at the distance locations can see and interact with the instructor and students at other sites via closed circuit television technology. A variety of courses are offered using this format. Interactive television courses are good choices for students who may be unable to travel to the main campus for a particular course.

Internet courses offer students the opportunity to complete all or part of the work for a particular course via the Internet. These courses may follow a modified traditional class schedule or may meet only at selected times throughout the semester. To complete all requirements for these courses students must be able to access the Internet. Students may access the Internet through computer facilities at the college’s library on the main campus in Morristown or at the satellite campuses in Greeneville, Sevierville, and New Tazewell, or secure access on their own.

For more information about these distance learning opportunities, please reference the Timetable of Classes or come by the office of Evening and Distance Education in room 108 of the College Center, or call 585-6899. The office is open from 8 a.m. until 9 p.m. Monday through Thursday and from 8 a.m. until 4:30 p.m. on Fridays while classes are in session. When classes are not in session, office hours are from 8 a.m. until 4:30 p.m. Monday through Friday.

GREENEVILLE/GREENE COUNTY CAMPUS

Purpose - The Greeneville / Greene County Center for Higher Education serves as an extension of the main campus in Morristown offering both credit and non-credit courses to the citizens of Greeneville, Greene County and portions of upper East Tennessee. The center allows students who are geographically remote from the central campus to take classes closer to their homes.

The campus is located at 215 North College Street in downtown Greeneville. Course offerings include most courses in the General Education core and additional technical education courses for most degree and certificate programs. A typical student would be required to complete some classes on the main campus before graduation. The facility was made available through the generous efforts of the governments of Greene County and the city of Greeneville, along with the Walters State Foundation.

The facility includes general education classrooms, administrative offices, computer, chemistry and biology laboratories, student lounge areas, snack bar, bookstore, cafeteria and library. In addition, the center is home for the Basic Police Recruit School and East Tennessee State University’s Greeneville Extension. The center also houses the Respiratory Care Technician program. This program serves the entire 10 county service area.

Over 1200 credit students are enrolled at the Greeneville Center each semester. The main telephone extension is 798-7940.
LIBRARY

Purpose
The Library is an integral component of Walters State Community College whose main purpose is to provide the learning resources and related services needed by our students and faculty. The informational resource services are provided by a comprehensive state-of-the-art system utilizing the speed and flexibility of computerized networking and the Internet system to deliver these resources wherever they are needed in the Walters State service area. Articulation agreements with college libraries and regional libraries have been developed and maintained as needed in order to maximize the information resources available to our students. Secondary emphasis is placed on providing services to citizens residing in the college's service area.

The vision of the Library is to provide learning resources essential to support the academic programs. A wide area network (WAN) enables the Library to reach our and serve the students and faculty at our satellite campuses.

Located on the north end of the campus, the Library provides an atmosphere conducive for the pursuit of knowledge. The Library provides academic materials to the students and faculty which support and enrich the curriculum.

The staff of the Library provides orientation and professional consultation in the utilization of facilities and services. Assistance is provided to faculty, students and the community in the selection of books, periodicals, recordings, films and other related instructional materials. The Library has an Information Center which has 55 computers for students to access academic resources and the Internet. Ten of these computers have been designated as an open academic lab for Walters State students.

The Library provides to the students in a central location materials which will allow for alternative pathways to learning. As an integral part of the education system to insure that the purposes and objectives are met, the Library strives to achieve the following:

1. Provide students a place to pursue academic and leisure interests.
2. Provide necessary supportive materials and equipment to the faculty and students.
3. Work with the faculty in selection of materials necessary for the educational program.
4. Teach students, through formal and informal classes, ways to use the Library more effectively.
5. Provide reference and advisory services to students working on Library-related academic research.
6. Make materials as accessible to students as possible.
7. Provide Internet access for students.

The collection of materials consists of over 50,000 volumes of books, 330 periodicals, and over 3,700 videotapes.

EARLY LEARNING CENTER

The Early Learning Center offers a variety of child care services for faculty, staff, students, and the community. The center, located in the Technical Education Building, is one of the most modern facilities of its kind in East Tennessee. It was especially designed to facilitate the development of an outstanding early learning and teacher training program. The program’s philosophy is to encourage the total development of each individual child, to nurture developing self-esteem and to encourage a healthy attitude toward school. The materials and equipment are extensive and among the latest in the field. Curriculum content covers a broad range of topics such as language development, self-expression, dramatic play, creative problem solving, art, music, math, science, phonics, psychomotor, social studies, pre-writing, reading readiness, and computer activities. Field trips, films, visits with community resource people, and sharing college activities and resources offer additional learning experiences.

For the convenience of parents, the Early Learning Center provides five program options.

1. Morning Enrichment 7:30 a.m. - noon
2. Extended Session noon - 5 p.m.
3. Afternoon / After School 12:30 p.m. - 5 p.m. / 3 - 5 p.m.
4. Evening Care 5:30 - 9 p.m., Mon. - Thurs.
5. Summer Enrichment 8 a.m. - 5 p.m.

Parents may choose Monday - Friday; Monday, Wednesday, Friday; or Tuesday, Thursday care. Costs range from $6 - $70 depending on option and number of days chosen. An additional drop-in service is also available provided 24-hour advanced reservations are made. The cost is $3 per hour.

Information and applications for admission may be obtained in the director's office of the Early Learning Center.

CENTER FOR EDUCATIONAL TECHNOLOGIES AND VIDEO (CETV)

The Center for Educational Technologies and Video (CETV) has been developed to provide services to students, faculty, staff, and community organizations. CETV is comprised of a production department, closed circuit television services, and both media and technical services. Recent additions to the center include Interactive Television and both multimedia and graphics support. The center provides media resources to the campus community and also teleconferencing capabilities through the use of a satellite downlink system and video conferencing. The satellite system is capable of receiving both C Band and KU Band transmissions from a movable satellite and can provide a variety of programming services. The closed circuit television system provides access to taped programming in any classroom equipped with a television as well as strategic locations throughout the campus. A campus information system is on-line providing a valuable service to students and staff of Walters State. Another recent addition to the center is an Interative Distance Learning Lab connecting the main campus with three off-campus centers in Tazewell, Sevierville, and Greeneville. Through the use of compressed video technology, classes originating at the main campus can be received at all off-campus locations simultaneously. A multimedia development lab, equipped to aid students and faculty in the development of presentations and interactive learning activities, will be added to CETV in the near future. All campus media services, including technical support as well as a technology consulting service, are available to all members of the campus community.
PROGRAMS OF STUDY

Walters State Community College offers university parallel programs designed to meet the needs of students who plan to transfer to a four-year institution in pursuit of the baccalaureate degree. The college also offers technical programs designed to prepare the student for entry into the job market upon completion of the program.

The degree and certificate offerings and the emphases of study available for the university parallel and technology programs at Walters State Community College are listed below.

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<td>Basic Police Officer Education, Police In-Service, Protective Services</td>
<td>96</td>
</tr>
<tr>
<td>Basic Emergency Medical Technician</td>
<td>92, 127</td>
</tr>
<tr>
<td>Basic Emergency Medical Technician - Paramedic</td>
<td>97, 147</td>
</tr>
<tr>
<td>Division of Technical Education</td>
<td>98</td>
</tr>
<tr>
<td>General Technology</td>
<td>98</td>
</tr>
<tr>
<td>Agriculture</td>
<td>99, 104</td>
</tr>
<tr>
<td>Agriculture, Pre-Veterinary Medicine</td>
<td>99</td>
</tr>
<tr>
<td>Production Horticulture</td>
<td>100</td>
</tr>
<tr>
<td>Greenhouse Management</td>
<td>100</td>
</tr>
<tr>
<td>Golf Course and Turfgrass Management</td>
<td>100</td>
</tr>
<tr>
<td>Child Development</td>
<td>101, 115</td>
</tr>
<tr>
<td>C.D.A. Technical Certificate</td>
<td>101</td>
</tr>
<tr>
<td>Computer and Information Science</td>
<td>102, 117</td>
</tr>
<tr>
<td>Information Technology</td>
<td>102, 119</td>
</tr>
<tr>
<td>Industrial Technology</td>
<td>103, 136</td>
</tr>
<tr>
<td>Drafting and Design</td>
<td>103, 136</td>
</tr>
<tr>
<td>Electrical/Electronics</td>
<td>104, 136</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>104, 138</td>
</tr>
<tr>
<td>Industrial Maintenance</td>
<td>105</td>
</tr>
<tr>
<td>Quality Control</td>
<td>105</td>
</tr>
</tbody>
</table>
UNIVERSITY PARALLEL PROGRAMS
Associate of Arts and Associate of Science Degrees

ARTICULATION AND TRANSFER

Students who intend to earn a Bachelor of Arts or Bachelor of Science degree at a four-year college or university may complete the first two years at Walters State by enrolling in the Associate of Arts or Associate of Science degree programs. The administration, faculty, and staff at Walters State work closely with the student and neighboring colleges and universities to help ensure smooth and accurate transfer. Course-by-course equivalency tables and articulation agreements with some four-year colleges and universities have been developed to ease transfer and assist the student and advisor with academic program development. For more information visit the Walters State web page at www.wscc.cc.tn.us/

If no program articulation agreement is available for a particular school or major, students may choose to follow one of the university parallel curriculum guides (Associate of Arts or Associate of Science degree programs.) These "guides" are suggested courses of study designed to include general education and foundation courses needed for a major in a particular field at the baccalaureate level. Because each school has different requirements, the curriculum guides are not intended to represent requirements for any particular college or university. Students should consult 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 that institution. Substitutions to meet requirements at a specific institution may be requested through the advisor provided the requirements for the Associate of Arts or the Associate of Science degrees are met.

All Walters State students are advised and encouraged to complete the associate degree prior to continuing their education elsewhere.

Degree Requirements

ALL associate degrees require a minimum of 64 semester credit hours and have credit hour requirements ranging from 64 to 75 hours. Credit hours earned in remedial or developmental courses are institutional credit and are not applicable to credit hours required for any certificate, associate, or baccalaureate degree. Each student studying for a baccalaureate or an associate degree designed for transfer purposes shall complete not less than 32 semester credit hours of the course work described below:

<table>
<thead>
<tr>
<th>English Composition</th>
<th>6 semester credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>9 semester credit hours including at least 3 semester credit hours in literature</td>
</tr>
<tr>
<td>American History or History Sequence</td>
<td>6 semester credit hours (Degree programs from Chapter 767 of the Public Acts of 1974 are exempted)</td>
</tr>
<tr>
<td>Natural/Physical Sciences/Mathematics</td>
<td>9 semester credit hours to include one year of science and at least one course in mathematics</td>
</tr>
<tr>
<td>Physical Education Activities</td>
<td>2 semester credit hours to be taken as two one-semester courses (satisfactory participation in ROTC or armed forces experiences may be substituted)</td>
</tr>
</tbody>
</table>

Freshman Experience/Study Skills - ALL degree-seeking students must register for either EDUC 0800 or EDUC 1010. Students who have taken the placement assessment and placed in EDUC 0800 must take EDUC 0800. Special students and transfer students who graduate from Walters State must take EDUC 0800 OR EDUC 1010 depending upon placement if the placement assessment is required.

GENERAL EDUCATION CORE REQUIREMENTS

The faculty at Walters State Community College has designed a minimum general education core curriculum which exceeds the requirements established by the Southern Association of Colleges and Schools and the Tennessee Board of Regents. Changes in the core curriculum requirements may be made in those cases where modifications are necessary to facilitate transfer to a baccalaureate degree granting institution. Unless an exception is recommended by a division chair and approved by the vice president for Academic Affairs and vice president for Student Affairs, students must complete the required number of courses in the following subject areas.

(Associate of Arts Degree)

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science</td>
</tr>
<tr>
<td>English Composition</td>
</tr>
<tr>
<td>Fine Arts</td>
</tr>
<tr>
<td>Foreign Language</td>
</tr>
<tr>
<td>Freshman Experience / Study Skills</td>
</tr>
<tr>
<td>History</td>
</tr>
<tr>
<td>Humanities</td>
</tr>
<tr>
<td>Literature</td>
</tr>
<tr>
<td>Mathematics</td>
</tr>
<tr>
<td>Natural Science</td>
</tr>
<tr>
<td>Physical Education Activities (two separate courses)</td>
</tr>
<tr>
<td>Speech</td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
</tr>
</tbody>
</table>

(Associate of Science Degree)

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science</td>
</tr>
<tr>
<td>English Composition</td>
</tr>
<tr>
<td>Freshman Experience / Study Skills</td>
</tr>
<tr>
<td>History</td>
</tr>
<tr>
<td>Humanities</td>
</tr>
<tr>
<td>Literature</td>
</tr>
<tr>
<td>Mathematics</td>
</tr>
<tr>
<td>Natural Science</td>
</tr>
<tr>
<td>Physical Education Activities (two separate courses)</td>
</tr>
<tr>
<td>Speech</td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
</tr>
</tbody>
</table>
ASSOCIATE OF APPLIED SCIENCE AND ACADEMIC/TECHNICAL CERTIFICATE PROGRAMS

Walters State offers associate of applied science degree and academic/technical certificate programs which prepare students for a specialized career. These programs are designed for the student who desires to enter employment upon graduation and does not intend to transfer to a baccalaureate degree program.

Associate of Applied Science

Associate of Applied Science degree programs are designed to prepare students for immediate employment in a specialized area.

1. All component requirements are outcome oriented.
2. Degree major requirements are composed of a minimum of 64 semester credit hours.
3. The technical speciality component of the technical degree major consists of a minimum of 36 semester credit hours.
4. Minimum requirements as stipulated by the Tennessee Board of Regents and the Southern Association of Colleges and Schools are that each technical degree program contain 18 semester credit hours of general education. Each technical degree program at Walters State contains a minimum of 18 hours in general education courses. Components of this basic core of general education consists of a minimum of one course in each of the following areas:

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral Communications</td>
<td>3</td>
</tr>
<tr>
<td>Written Communications</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Humanities or Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral or Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences or an additional Mathematics course</td>
<td>3</td>
</tr>
<tr>
<td>Freshman Experience/Study Skills</td>
<td>0-1</td>
</tr>
</tbody>
</table>

Freshman Experience/Study Skills

ALL degree-seeking students must register for either EDUC 0800 OR EDUC 1010. Students who have taken the placement assessment and placed in EDUC 0800 must take EDUC 0800. Special students and transfer students who graduate from Walters State must take EDUC 0800 OR EDUC 1010 depending upon the placement assessment.

Academic/Technical Certificate

Programs leading to academic/technical certificates are offered in response to the various training needs of business and industry. Program standards are determined primarily by the training needs of business and industry and depict skill proficiency in a particular employment area.

NOTES

1. See General Education courses on page 54.
2. A student interested in transferring to a baccalaureate degree program should see an advisor at Walters State and/or contact the appropriate department at the transfer institution for specifics. A student admitted to a technical education program is not required to complete high school units of study required for the student who plans to attend a university. If a technical degree program student later decides to attend a state university, the high school deficiencies must be made up prior to being admitted to the university.
3. Credit hours earned in remedial or developmental education courses are institutional credit; they are not applicable to credit hours required for an associate degree or academic/technical certificate.
GENERAL EDUCATION

Statement of Purpose
Walters State Community College requires a core of general education courses as part of each degree program. The purpose of general education is to provide students with a common set of learning experiences as a foundation for:

- solving problems of everyday life,
- participating intelligently in civic affairs,
- preparing for jobs, vocations, or professions and
- recognizing major elements of human culture.

What students need to know and be able to do to function in an increasingly technological workplace and in everyday life has its basis in both competencies and areas of understanding as a preparation for lifelong learning.

Competencies
Students completing the general education core will minimally demonstrate competencies in each of the following areas:

1. The ability to read effectively, to differentiate one's personal opinions from a writer's, and to develop a functional vocabulary;
2. The ability to write clear, coherent, and grammatically correct expository prose and record, analyze, interpret and transmit information;
3. The ability to communicate orally and advocate effectively in a clear, persuasive, and grammatically correct manner;
4. The ability to analyze/discuss and use quantitative information, demonstrate a reasonable level of facility in mathematical problem solving and recognize connections between mathematics and other disciplines;
5. The ability to use the information technologies including word processing, graphical presentation, electronic communication and information gathering.

Areas of Understanding
Walters State Community College graduates will demonstrate a general understanding of the relationships between the various areas of academic study. In addition to the competencies referenced earlier, WSCC graduates will have:

- Acquired scientific and mathematical ways of thinking necessary for informed decision making;
- Developed through the multiple perspectives of different academic disciplines a perception of self in a social-historical and multicultural context;
- Developed an appreciation of beauty in nature, in literature, in music, and in other art forms;
- Recognized the value and dignity of being human, making ethical decisions, and behaving as responsible citizens and community members in a democratic society, and;
- Improved abilities of critical thinking, problem solving, higher order thinking and reasoning.
# GENERAL EDUCATION COURSES

## Behavioral/Social Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 2010</td>
<td>Principles of Economics I</td>
</tr>
<tr>
<td>GEOG 1010</td>
<td>World Geography I</td>
</tr>
<tr>
<td>GEOG 1012</td>
<td>Introduction to Cultural Geography</td>
</tr>
<tr>
<td>GEOG 1020</td>
<td>World Geography II</td>
</tr>
<tr>
<td>HIST 1010</td>
<td>Survey of World Civilization I</td>
</tr>
<tr>
<td>HIST 1020</td>
<td>Survey of World Civilization II</td>
</tr>
<tr>
<td>HIST 2010</td>
<td>American History I</td>
</tr>
<tr>
<td>HIST 2020</td>
<td>American History II</td>
</tr>
<tr>
<td>HIST 2210</td>
<td>Tennessee History</td>
</tr>
<tr>
<td>POLI 1120</td>
<td>Introduction to American Government</td>
</tr>
<tr>
<td>POLI 2010</td>
<td>Introduction to Political Science</td>
</tr>
<tr>
<td>PSYC 1310</td>
<td>Introduction to Psychology I</td>
</tr>
<tr>
<td>PSYC 1320</td>
<td>Introduction to Psychology II</td>
</tr>
<tr>
<td>PSYC 2310</td>
<td>Abnormal Psychology</td>
</tr>
<tr>
<td>PSYC 2410</td>
<td>Psychology of Childhood and Adolescence</td>
</tr>
<tr>
<td>PSYC 2420</td>
<td>Developmental Psychology</td>
</tr>
<tr>
<td>SOCI 1020</td>
<td>General Sociology, Institutions and Society</td>
</tr>
<tr>
<td>SOCI 1240</td>
<td>Introduction to Cultural Anthropology</td>
</tr>
<tr>
<td>SOCI 2020</td>
<td>Social Problems and Human Values</td>
</tr>
<tr>
<td>SOCI 2110</td>
<td>The Family, Society, and the Individual</td>
</tr>
</tbody>
</table>

## Humanities

### Art
- ART 1010: Art Appreciation
- ART 1810: School Art
- ART 2040, 2050: Art History Survey I, II

### Fine Arts and/or Humanities

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1110, 1120</td>
<td>Basic Design I, II</td>
</tr>
<tr>
<td>ART 2210, 2220</td>
<td>Photography I, II</td>
</tr>
<tr>
<td>ART 2410, 2420</td>
<td>Ceramics I, II</td>
</tr>
<tr>
<td>ART 2510, 2520</td>
<td>Painting I, II</td>
</tr>
<tr>
<td>ART 2610, 2620</td>
<td>Sculpture I, II</td>
</tr>
<tr>
<td>ART 2710, 2720</td>
<td>Printmaking I, II</td>
</tr>
<tr>
<td>ENGL 2810, 2820</td>
<td>Creative Writing I, II</td>
</tr>
<tr>
<td>MUSC 1060</td>
<td>College Community Chorale</td>
</tr>
<tr>
<td>MUSC 1090</td>
<td>Jazz Band</td>
</tr>
<tr>
<td>MUSC 1510, 1520</td>
<td>Class Voice I, II</td>
</tr>
<tr>
<td>MUSC 1610, 1620</td>
<td>Class Piano I, II</td>
</tr>
<tr>
<td>MUSC 1730</td>
<td>Choral Studies</td>
</tr>
<tr>
<td>MUSC 1810, 1820</td>
<td>Class Guitar I, II</td>
</tr>
<tr>
<td>MUSC 1912</td>
<td>Individual Music Instruction - Voice</td>
</tr>
<tr>
<td>MUSC 1922</td>
<td>Individual Music Instruction - Keyboard</td>
</tr>
<tr>
<td>MUSC 1932</td>
<td>Individual Music Instruction - Instrument</td>
</tr>
<tr>
<td>MUSC 1933</td>
<td>Individual Music Instruction - Guitar</td>
</tr>
<tr>
<td>MUSC 1934</td>
<td>Individual Music Instruction - Woodwinds</td>
</tr>
<tr>
<td>MUSC 1935</td>
<td>Individual Music Instruction - Brass</td>
</tr>
<tr>
<td>MUSC 1936</td>
<td>Individual Music Instruction - Percussion</td>
</tr>
<tr>
<td>MUSC 1937</td>
<td>Individual Music Instruction - Strings</td>
</tr>
<tr>
<td>MUSC 2090</td>
<td>College Community Symphonic Band</td>
</tr>
<tr>
<td>SPCH/THTR 1210</td>
<td>Voice and Physical Preparation</td>
</tr>
<tr>
<td>THTR 2410</td>
<td>Acting I</td>
</tr>
<tr>
<td>THTR 2430</td>
<td>Stage Craft</td>
</tr>
<tr>
<td>SPCH/THTR 2440</td>
<td>Oral Interpretation</td>
</tr>
<tr>
<td>THTR 2500</td>
<td>Major Production</td>
</tr>
</tbody>
</table>

### English

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1110</td>
<td>Composition I</td>
</tr>
<tr>
<td>ENGL 1120</td>
<td>Composition II</td>
</tr>
<tr>
<td>ENGL 2260, 2265</td>
<td>Western World Literature I, II</td>
</tr>
<tr>
<td>ENGL 2210, 2220</td>
<td>American Literature I, II</td>
</tr>
<tr>
<td>ENGL 2510</td>
<td>Folklore</td>
</tr>
</tbody>
</table>

### Music

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC 1020</td>
<td>Fundamentals of Music</td>
</tr>
<tr>
<td>MUSC 2100</td>
<td>Music Appreciation</td>
</tr>
</tbody>
</table>

### Philosophy

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 1110</td>
<td>Elementary Logic</td>
</tr>
<tr>
<td>PHIL 2020</td>
<td>Self and Values</td>
</tr>
<tr>
<td>PHIL 2025</td>
<td>Human Nature and Life</td>
</tr>
<tr>
<td>PHIL 2210</td>
<td>Religion and Culture</td>
</tr>
</tbody>
</table>

### Speech

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 2010</td>
<td>Introduction to Speech Communication</td>
</tr>
<tr>
<td>SPCH 2020</td>
<td>Advanced Speech Communication</td>
</tr>
<tr>
<td>SPCH 2030</td>
<td>Debate</td>
</tr>
<tr>
<td>SPCH 2040</td>
<td>Interpersonal Communication</td>
</tr>
</tbody>
</table>

### Theatre

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>THTR 1500</td>
<td>Introduction to Theatre</td>
</tr>
<tr>
<td>THTR 2990</td>
<td>Theatre Problems</td>
</tr>
</tbody>
</table>

### Mathematics

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1022</td>
<td>College Algebra with Applications</td>
</tr>
<tr>
<td>MATH 1032</td>
<td>Calculus A</td>
</tr>
<tr>
<td>MATH 1035</td>
<td>Mathematical Functions I</td>
</tr>
<tr>
<td>MATH 1040</td>
<td>Mathematics Functions II</td>
</tr>
<tr>
<td>MATH 1080</td>
<td>Probability and Statistics</td>
</tr>
<tr>
<td>MATH 1110</td>
<td>Calculus I with Computer Projects</td>
</tr>
<tr>
<td>MATH 1120</td>
<td>Calculus II with Computer Projects</td>
</tr>
</tbody>
</table>

### Natural Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1100</td>
<td>General Biology I w/lab</td>
</tr>
<tr>
<td>BIOL 1200</td>
<td>General Biology II w/lab</td>
</tr>
<tr>
<td>BIOL 2130</td>
<td>Biodiversity</td>
</tr>
<tr>
<td>BIOL 2140</td>
<td>Cell Biology</td>
</tr>
<tr>
<td>BIOL 2310</td>
<td>Human Anatomy &amp; Physiology I</td>
</tr>
<tr>
<td>BIOL 2320</td>
<td>Human Anatomy &amp; Physiology II</td>
</tr>
<tr>
<td>BIOL 2510</td>
<td>General Microbiology</td>
</tr>
<tr>
<td>CHEM 1110</td>
<td>General Chemistry I w/lab</td>
</tr>
<tr>
<td>CHEM 1120</td>
<td>General Chemistry II w/lab</td>
</tr>
<tr>
<td>CHEM 1310</td>
<td>Introductory Chemistry I w/lab</td>
</tr>
<tr>
<td>CHEM 1320</td>
<td>Organic Chemistry w/lab</td>
</tr>
<tr>
<td>PHYS 1001</td>
<td>Geology w/lab</td>
</tr>
<tr>
<td>PHYS 1010</td>
<td>Physical Science I w/lab</td>
</tr>
<tr>
<td>PHYS 1015</td>
<td>Astronomy w/lab</td>
</tr>
<tr>
<td>PHYS 1020</td>
<td>Physical Science II w/lab</td>
</tr>
<tr>
<td>PHYS 1130</td>
<td>Concepts of Physics w/lab</td>
</tr>
<tr>
<td>PHYS 2110</td>
<td>General Physics I w/lab</td>
</tr>
<tr>
<td>PHYS 2120</td>
<td>General Physics II w/lab</td>
</tr>
<tr>
<td>PHYS 2610</td>
<td>Physics I w/lab</td>
</tr>
<tr>
<td>PHYS 2620</td>
<td>Physics II w/lab</td>
</tr>
</tbody>
</table>

### Computer Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPSC 1100</td>
<td>Using Information Technology or</td>
</tr>
<tr>
<td>MGMT 1000</td>
<td>Business Computer Applications</td>
</tr>
<tr>
<td>AGRM 2630</td>
<td>Agricultural Microcomputer Applications</td>
</tr>
</tbody>
</table>
Developmental Education

Purpose
The Developmental Education program provides assistance to students in developing those academic and social skills necessary for the successful completion of college work. Courses and activities are designed for students who lack minimum skills, as defined by the Tennessee Board of Regents, in reading comprehension, writing communication, mathematical computation, and study skills. Services provided include academic assessment, academic placement, and counseling-related programs and activities. This division is decentralized and integrated throughout the academic and student affairs units.

Mathematics Program
The Developmental Mathematics program, a part of the Mathematics Division, assists students in developing the ability to perform mathematical computations, use measurements, make estimates and approximations, judge reasonableness of results, formulate and solve mathematical problems, select appropriate approaches and problem-solving tools, and use elementary concepts of probability and statistics. Developmental Mathematics courses are intended for students who need additional preparation in mathematics prior to enrolling in college level courses. These courses are not intended for transfer nor do they satisfy degree-credit requirements for any associate degree or academic/technical certificate program. Some special admissions, registration, and retention policies apply to the Developmental Education program. Students are encouraged to seek additional information about these policies from the office of Academic Enrichment, 201-CCEN, 585-6914.

Developmental Mathematics (MATH)
The following is a listing of Developmental Mathematics (MATH) courses. Please refer to page 138 for a complete listing of course descriptions and credit hours.

- MATH 0710 Basic Mathematics
- MATH 0820 Elementary Algebra
- MATH 0830 Intermediate Algebra

Reading Program
The Developmental Reading program, a part of the Humanities Division, assists students in developing the ability to read effectively, recognize different purposes and methods of writing, differentiate personal opinions and assumptions from a writer’s, use texts and reference materials, and develop a functional college-level vocabulary. Developmental Reading courses are intended to help students develop the ability to read effectively at a level necessary to successfully complete college level studies. These courses are not intended for transfer nor do they satisfy degree-credit requirements for any associate degree or academic/technical certificate program. Some special admissions, registration, and retention policies apply to the Developmental Education program. Students are encouraged to seek additional information about these policies from the office of Academic Enrichment, 201-CCEN, 585-6914.

Developmental Reading (READ)
The following is a listing of Developmental Reading (READ) courses. Please refer to page 150 for a complete listing of course descriptions and credit hours.

- READ 0710 Basic Reading
- READ 0820 Developmental Reading

Writing Program
The Developmental Writing program, a part of the Humanities Division, assists students in developing the ability to write effectively utilizing standard English, vary writing style, and improve the ability to gather information. Developmental writing courses are intended for students who need additional preparation in writing and spelling prior to enrolling in college level courses using these skills. These courses are not intended for transfer nor do they satisfy degree-credit requirements for any associate degree or academic/technical certificate program. Some special admissions, registration, and retention policies apply to the Developmental Education program. Students are encouraged to seek additional information about these policies from the office of Academic Enrichment, 201-CCEN, 585-6914.

Developmental Writing (ENGL)
The following is a listing of Developmental Writing (ENGL) courses. Please refer to page 126 for a complete listing of course descriptions and credit hours.

- ENGL 0710 Basic Writing
- ENGL 0820 Developmental Writing

Study Skills Program
The Study Skills program, a part of the Behavioral/Social Science Division, assists students in the development of multiple study skills including setting goals and priorities, following schedules, locating and using resources external to the classroom, using general special vocabularies for reading, writing, speaking, listening, computing, and note taking. The program focuses attention on learning to utilize college resources, test-taking, and facilitating abilities of recall. These courses are not intended for transfer nor do they satisfy degree-credit requirements for any associate degree or academic/technical certificate program. Some special admissions, registration, and retention policies apply to the Developmental Education program. Students are encouraged to seek additional information about these policies from the office of Academic Enrichment, 201-CCEN, 585-6914.

Please refer to page 123 for a complete listing of course descriptions and credit hours.

- EDUC 0800 Developmental Study Skills

Assessment, Testing, Orientation, Counseling, and Retention
The Assessment, Testing, Orientation, and Counseling program is a part of the organizational areas of Counseling and Testing and Student Information. The program identifies students deficient in one or more of the areas of reading, English, or mathematics; assesses appropriate students for placement and for counseling-related services for academic and personal guidance, vocational, developmental, transitional, career, and/or emotional concerns.

The office of the program director provides a broad range of academic and student services. Additionally, the office of the program director provides research for program decision-making, reporting retention and enrollment data, monitoring developmental education class attendance, and monitoring college-wide student retention.
**Associate of Arts/ Associate of Science degree programs** are designed for the student who desires to transfer to a four-year institution to pursue a baccalaureate degree. The information presented in a university parallel curriculum is not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer and their advisors for information on degree requirements.

**Associate of Applied Science and Academic/Technical Certificate programs** are designed for the student who desires to enter employment upon graduation and does not intend to transfer to a baccalaureate degree program. A student admitted to an Associate of Applied Science program is not required to complete high school units of study required for admission to a university. However, should the student later decide to attend a state university, the requirements must be completed prior to admission to a baccalaureate program.

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**DIVISION OF BEHAVIORAL/SOCIAL SCIENCES**

**Purpose**

The Behavioral/Social Sciences division provides a curriculum designed to examine those social aspects of human culture that relate to the individual, the group, and organization in the environment. The behavioral/social sciences, collectively, provide: 1) preparation for elementary and secondary teaching; 2) study of human spatial variation in relationship to the physical environment; 3) examination of the past record of human social life and its relationship to change, and continuity; 4) study of national and international political cultures and institutions; 5) examination of individual mind processes and theories of human behavior; 6) study of groups, social institutions, culture, and bureaucracies; 7) a wide variety of sports and fitness activities emphasizing health and physical fitness; and 8) human development courses designed to improve study skills and increase the likelihood of student success.

---

**EDUCATION**

This two-year program is designed to help students gain acceptance into teacher preparation programs at four-year institutions.

**Degree: Associate of Arts**

**Emphasis: Secondary Education/Liberal Arts**

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<tr>
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<th>Credit Hours</th>
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<td>EDUC 1010</td>
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</tr>
<tr>
<td>or EDUC 0800</td>
<td>Study Skills</td>
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<td>EDUC 2010</td>
<td>Psychology of Human Development</td>
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<td>ENGL 2260</td>
<td>Western World Literature I</td>
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<td>ENGL 2265</td>
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<tr>
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<tr>
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<td>College Algebra w/ Applications</td>
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<td>MATH 1080</td>
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<td>Fine Arts</td>
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<td>Humanities/Fine Arts</td>
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**TOTAL CREDIT HOURS** 65 - 66

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**Degree: Associate of Science**

**Emphasis: Education K-8 Teaching**

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<tr>
<td>EDUC 1010</td>
<td>The Freshman Experience</td>
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<td>or EDUC 0800</td>
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**TOTAL CREDIT HOURS** 65 - 66

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See an advisor for assistance in planning your academic program.
**Degree: Associate of Science**

**Emphasis: General Studies**

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**TOTAL CREDIT HOURS** 63 - 64

* University Parallel

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**GEOGRAPHY**

Geography, through a study of the physical environment and spatial variation in human activity, provides a program of study about the relationship between the natural and social sciences.

**Degree: Associate of Arts**

**Emphasis: Geography**

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<td>HIST 2020</td>
<td>American History II</td>
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<td>PHIL 2210</td>
<td>Religion and Culture</td>
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<td>POLI 2010</td>
<td>Introduction to Political Science</td>
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<tr>
<td>SOCI 1020</td>
<td>General Sociology, Institutions and Society</td>
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<td>SPCH 2010</td>
<td>Introduction to Speech Communication</td>
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<td>ELECTIVES</td>
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</tbody>
</table>

**TOTAL CREDIT HOURS** 64 - 65

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See an advisor for assistance in planning your academic program.
HEALTH, PHYSICAL EDUCATION, AND RECREATION

Health, Physical Education and Recreation offers educational, sports and fitness activity classes with the emphasis on "Fitness for Life." The curricula is designed to meet the physical, social and emotional needs of students.

Degree: Associate of Science

Emphasis: Health, Physical Education and Recreation

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<td>HIST 1010</td>
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<td>HIST 1020</td>
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<td>or</td>
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<td>Safety and First Aid</td>
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<td>Physical Activities in American Society</td>
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<td>Skills &amp; Teaching of Activities &amp; Movement</td>
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*Students transferring to ETSU should enroll in BIOL 2310 and 2320 (with labs) for eight hours of a natural science.

**Students transferring to ETSU must additionally take EDUC 2100 and EDUC 2300 by the end of fall semester before transfer.

TOTAL CREDIT HOURS  63 - 64

HISTORY

History provides an objective lesson in how the past affects the present. The study of history involves an examination of the past record of human life, a sense of cause and effect, continuity and change, and events which have led to the present.

Degree: Associate of Science

Emphasis: History

<table>
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TOTAL CREDIT HOURS  64 - 65

See an advisor for assistance in planning your academic program.
Degree: Associate of Science

Emphasis: American Studies

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</table>

TOTAL CREDIT HOURS 64 - 65

MILITARY SCIENCE

Military Science operates as a cooperative effort with Carson-Newman College and provides information on courses pertaining to the nature and function of the US Military including military history of the United States, leadership, management, and basic officership. Students who successfully complete the military science courses at WSCC may be able to enter Advanced Reserve Officer Training Corps programs at Carson-Newman or other four-year colleges and universities.

See an advisor for assistance in planning your academic program.
Associate of Arts/Associate of Science degree programs are designed for the student who desires to transfer to a four-year institution to pursue a baccalaureate degree. The information presented in a university parallel curriculum is not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer and their advisors for information on degree requirements.

Associate of Applied Science and Academic/Technical Certificate programs are designed for the student who desires to enter employment upon graduation and does not intend to transfer to a baccalaureate degree program. A student admitted to an Associate of Applied Science program is not required to complete high school units of study required for admission to a university. However, should the student later decide to attend a state university, the requirements must be completed prior to admission to a baccalaureate program.

### POLITICAL SCIENCE

Political Science focuses on the study of political cultures and political institutions as a preparation for citizenship in the community, nation and world.

**Degree: Associate of Arts**

**Emphasis: Political Science**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credit Hour</th>
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<tbody>
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<tr>
<td>or EDUC 0800</td>
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<td>World Geography I</td>
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<td>HIST 1010</td>
<td>Survey of World Civilization I</td>
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<td>HIST 1020</td>
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<td>or HIST 2010</td>
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<td>Human Nature and Life</td>
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<td>POLI 2010</td>
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<td>Problems in Political Science</td>
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</table>

**TOTAL CREDIT HOURS** 64 - 65

### PSYCHOLOGY

Psychology focuses on the study of human behavior as a component of human existence. Facts, theories and hypotheses about people are examined within the framework of psychological knowledge.

**Degree: Associate of Science**

**Emphasis: Psychology**

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<td>Psychology of Childhood &amp; Adolescence</td>
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</table>

**TOTAL CREDIT HOURS** 64 - 65

See an advisor for assistance in planning your academic program.
**SOCIOMETRY**

Sociology provides information and theory on the impact of group behavior on human life. Sociology examines various cultures, small groups, and large bureaucracies.

**Degree: Associate of Arts**

**Emphasis: Sociology/Anthropology**

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**TOTAL CREDIT HOURS** 64 - 65

**Degree: Associate of Arts**

**Emphasis: African-American Studies**

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<td>Social Science</td>
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**TOTAL CREDIT HOURS** 64 - 65

See an advisor for assistance in planning your academic program.
**Degree: Associate of Science**

**Emphasis: Human Services**

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<td>HIST 1010</td>
<td>Survey of World Civilization I</td>
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<td>Introduction to American Government</td>
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</table>

**TOTAL CREDIT HOURS** 62 - 63

See an advisor for assistance in planning your academic program.
Degree: Associate of Science

Emphasis: Business

The Associate of Science - Business degree is designed to offer flexibility in selecting courses that will meet the requirements for the first two years of a Bachelor of Science degree in Business Administration. All economics, computer skills, statistics, natural science, humanities, social science, speech, literature, history, mathematics and foreign language courses should be carefully selected and meet requirements of the college or university to which the student will transfer. A minimum of 64 credit hours is required for graduation.

Course No. | Course Title | Credit Hours
--- | --- | ---
ACCT 2210 | Principles of Accounting I | 3
ACCT 2220 | Principles of Accounting II | 3
ECON 2010 | Principles of Economics I | 4-6
ECON 2020 | Principles of Economics II | 4-6
ECON 2210 | Business Statistics I | 3-6
ECON 2220 | Business Statistics II | 3-6
EDUC 0800 | Study Skills | 0-1
ENGL 1110 | Composition I | 3
ENGL 1120 | Composition II | 3
HIST 1010 | Survey of World Civilization I | 3
HIST 1020 | Survey of World Civilization II | 3
HIST 2010 | American History I | 3
HIST 2020 | American History II | 3
MGMT 1100 | Business Computer Applications | 3
MGMT 1110 | Electronic Spreadsheet and Database Application | 3
CPSC 1100 | Using Information Technology | 3
SPCH 2010 | Introduction to Speech Communication | 3
SPCH 2020 | Advanced Speech Communication | 3
ELECTIVES | Foreign Language (Intermediate Sequence) | 0-6
| Humanities/Literature | 3-6
| Mathematics | 3-6
| Natural Science | 8
| Humanities/Social/Science/Foreign Language | 0-9
| Physical Education Activity | 2
Social Science | 3

MINIMUM CREDIT HOURS | 64-77

Degree: Associate of Applied Science

Emphasis: Management

The Management program prepares students to assume mid-level management positions in business and industry. The program contains six specialized concentrations of study including: Accounting, Agriculture Business, Business Administration, Culinary Arts, Hospitality Management, and Legal Assistant. Each of the concentrations has a common core of course work designed to provide a fundamental background in general education and specific course work in business management practices.

Concentration: Accounting

The Accounting concentration is designed to prepare students for a successful career as an Accounting Paraprofessional. The concentration has also been designed with enough flexibility to allow graduates the opportunity to continue their education in accounting at senior institutions without excessive duplication or loss of credit hours.

Course No. | Course Title | Credit Hours
--- | --- | ---
ACCT 2210 | Principles of Accounting I | 3
ACCT 2220 | Principles of Accounting II | 3
ACCT 2550 | Tax Practice | 4
ACCT 2560 | Accounting Practice I | 4
ACCT 2570 | Accounting Practice II | 4
ACCT 2580 | Accounting Practice III | 4
ECON 2010 | Principles of Economics I | 4
ECON 2210 | Business Statistics I | 3
EDUC 1010 | The Freshman Experience | 0-1
EDUC 0800 | Study Skills | 0-1
ENGL 1110 | Composition I | 3
ENGL 1120 | Composition II | 3
MGMT 1100 | Business Computer Applications | 3
MGMT 2520 | Managing for Quality | 3
SPCH 2010 | Introduction to Speech Communication | 3
ELECTIVES | Behavioral/Social Science | 3
| Humanities/Fine Arts | 3
| Mathematics | 6
| Natural Science | 8

TOTAL CREDIT HOURS | 64-65

See an advisor for assistance in planning your academic program.
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concentration: agriculture business

the agriculture business concentration emphasizes the development of agriculture business and production agriculture.

concentration: business administration

the business administration concentration prepares graduates for entry-level positions and/or career advancement in business, industry and government.

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<td>Managing for Quality</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 2530</td>
<td>Human Relations</td>
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</tr>
<tr>
<td>MGMT 2550</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 2590</td>
<td>Business Presentations</td>
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</tr>
<tr>
<td>SPCH 2010</td>
<td>Introduction to Speech Communication</td>
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</tr>
<tr>
<td>ELECTIVES</td>
<td>Humanities/Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mathematics (3) or Natural Science (4)</td>
<td>3-4</td>
</tr>
</tbody>
</table>
Associate of Arts/Associate of Science degree programs are designed for the student who desires to transfer to a four-year institution to pursue a baccalaureate degree. The information presented in a university parallel curriculum is not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer and their advisors for information on degree requirements.

Associate of Applied Science and Academic/Technical Certificate programs are designed for the student who desires to enter employment upon graduation and does not intend to transfer to a baccalaureate degree program. A student admitted to an Associate of Applied Science program is not required to complete high school units of study required for admission to a university. However, should the student later decide to attend a state university, the requirements must be completed prior to admission to a baccalaureate program.

Concentration: Culinary Arts

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2210</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>CULN 2100</td>
<td>Sanitation and Safety</td>
<td>2</td>
</tr>
<tr>
<td>CULN 2150</td>
<td>Nutrition and Menu Planning</td>
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</tr>
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<td>CULN 2210</td>
<td>Tableservice and Beverage Management</td>
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<tr>
<td>CULN 2310</td>
<td>Culinary Arts I</td>
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<td>Culinary Arts III</td>
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<td>CULN 2400</td>
<td>Bakery Skills</td>
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<td>CULN 2410</td>
<td>Advanced Baking and Pastry Skills</td>
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</tr>
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<td>CULN 2500</td>
<td>Purchasing and Cost Control</td>
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<td>CULN 2550</td>
<td>Garde-Manger and Catering</td>
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<tr>
<td>CULN 2600</td>
<td>International Cuisine and Buffets</td>
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<td>CULN 2910</td>
<td>Culinary Internship</td>
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<td>EDUC 1010</td>
<td>The Freshman Experience</td>
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<tr>
<td>or EDUC 0800</td>
<td>Study Skills</td>
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<td>ENGL 1110</td>
<td>Composition I</td>
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<tr>
<td>HMGT 1010</td>
<td>Introduction to Hospitality Industry I</td>
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<tr>
<td>MGMT 1100</td>
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<td>MGMT 2520</td>
<td>Managing for Quality</td>
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<tr>
<td>SPCH 2010</td>
<td>Introduction to Speech Communication</td>
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</tr>
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<td>ELECTIVES</td>
<td>Behavioral/Social Science</td>
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<tr>
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</tr>
<tr>
<td></td>
<td>Natural Science</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS 67-68

See an advisor for assistance in planning your academic program.
Concentration: Hospitality Management

The Hospitality Management concentration prepares students for careers in the following areas of specialization: human resources management, rooms division management, marketing and sales management, food and beverage management.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2210</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2220</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 1100</td>
<td>General Biology I</td>
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<tr>
<td>ENGL 1110</td>
<td>Composition I</td>
<td>3</td>
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<td>EDUC 0800</td>
<td>Study Skills</td>
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<td>HMGMT 1010</td>
<td>Introduction to Hospitality Industry I</td>
<td>3</td>
</tr>
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<td>HMGMT 1020</td>
<td>Introduction to Hospitality Industry II</td>
<td>3</td>
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<tr>
<td>HMGMT 1050</td>
<td>Facility Operations and Maintenance</td>
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<td>HMGMT 1250</td>
<td>Service Management</td>
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<tr>
<td>HMGMT 2770</td>
<td>Hospitality Sales and Marketing</td>
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<td>HMGMT 2670</td>
<td>Front Office Procedures</td>
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<tr>
<td>MATH 1022</td>
<td>College Algebra w/ Applications</td>
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</tr>
<tr>
<td>MGMT 1100</td>
<td>Business Computer Applications</td>
<td>3</td>
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<td>MGMT 2520</td>
<td>Managing for Quality</td>
<td>3</td>
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<tr>
<td>SPCH 2010</td>
<td>Introduction to Speech Communication</td>
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<td>2765, 2805, 2820, 2830, 2870, 2910)</td>
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</tr>
</tbody>
</table>

TOTAL CREDIT HOURS 67-68

Concentration: Legal Assistant

The Legal Assistant concentration prepares students to work under the supervision of a licensed attorney to perform delegated legal work, including legal research, document preparation, client and witness interviewing, investigation and case management. Students are provided a working knowledge of substantive areas of the law, training of specific paralegal skills related to those areas, a solid foundation in legal ethics and professional conduct and training in modern technology systems for legal research, word processing and law office management.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2210</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 1010</td>
<td>The Freshman Experience</td>
<td>0-1</td>
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<tr>
<td>EDUC 0800</td>
<td>Study Skills</td>
<td>3</td>
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<td>ENGL 1110</td>
<td>Composition I</td>
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<tr>
<td>ENGL 1120</td>
<td>Composition II</td>
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<tr>
<td>LAW 1100</td>
<td>Introduction to Paralegal Practice</td>
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<tr>
<td>LAW 1200</td>
<td>Legal Research</td>
<td>3</td>
</tr>
<tr>
<td>LAW 1300</td>
<td>Litigation I: Civil Trial and Appellate Procedure</td>
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<td>LAW 1400</td>
<td>Real Property Law</td>
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<tr>
<td>LAW 1600</td>
<td>Contracts</td>
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<td>LAW 1950</td>
<td>Business Associations</td>
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<td>LAW 2200</td>
<td>Legal Writing</td>
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<td>LAW 2500</td>
<td>Interviewing and Investigation for the Paralegal</td>
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<td>LAW 2600</td>
<td>Legal Office Management</td>
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<tr>
<td>MGMT 1100</td>
<td>Business Computer Applications</td>
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<td>MGMT 2520</td>
<td>Managing for Quality</td>
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<tr>
<td>POLI 1120</td>
<td>Introduction to American Government</td>
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<td>SPCH 2010</td>
<td>Introduction to Speech Communication</td>
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</tr>
<tr>
<td>ELECTIVES</td>
<td>Humanities/Fine Arts</td>
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<td>Mathematics</td>
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<td>Mathematics (3) or Natural Science (4)</td>
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<tr>
<td></td>
<td>Law or Word Processing (Select from the following:</td>
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<tr>
<td></td>
<td>LAW 1500, 1700, 1800, 1900, 2100, 2300, 2400,</td>
<td></td>
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<tr>
<td></td>
<td>LAW 2910, 2990, MGMT 2110, 2400 or 2990)</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS 66-67-68

See an advisor for assistance in planning your academic program.
Associate of Arts/Associate of Science degree programs are designed for the student who desires to transfer to a four-year institution to pursue a baccalaureate degree. The information presented in a university parallel curriculum is not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer and their advisors for information on degree requirements.

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Degree: Associate of Applied Science

Emphasis: Office Administration

The Office Administration program prepares students for administrative office positions which require abilities in researching and compiling data, composing internal and external communications, preparing mailable documents via computer, desktop publishing, managing records electronically and manually, and utilizing managerial skills.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1410</td>
<td>Small Business Record Keeping</td>
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<tr>
<td>BUSN 1010</td>
<td>Introduction to Business</td>
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<tr>
<td>BUSN 1290</td>
<td>Professional Development</td>
<td>3</td>
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<td>BUSN 1310</td>
<td>Business Comm. &amp; Correspondence</td>
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<tr>
<td>EDUC 1010</td>
<td>The Freshman Experience</td>
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<tr>
<td>or</td>
<td>Study Skills</td>
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</tr>
<tr>
<td>ENGL 1110</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2310</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1022</td>
<td>College Algebra w/ Applications</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 1110</td>
<td>Electronic Spreadsheet and Database Applications</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 2110</td>
<td>Advanced Word Processing/</td>
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<td>Desktop Publishing</td>
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<tr>
<td>MGMT 2550</td>
<td>Principles of Management</td>
<td>3</td>
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<td>MKTG 1010</td>
<td>Marketing Management</td>
<td>3</td>
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<td>OADM 1010</td>
<td>Document Preparation I</td>
<td>3</td>
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<tr>
<td>OADM 1020</td>
<td>Document Preparation II</td>
<td>3</td>
</tr>
<tr>
<td>OADM 1210</td>
<td>Administrative Office Procedures</td>
<td>3</td>
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<td>OADM 2210</td>
<td>Administrative Office Simulation</td>
<td>3</td>
</tr>
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<td>OADM 2310</td>
<td>Word Processing Transcription</td>
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<td>OADM 2220</td>
<td>Word Processing</td>
<td>3</td>
</tr>
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<td>OADM 2990</td>
<td>Office Administration Internship</td>
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<tr>
<td>SPCH 2010</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>Behavioral/Social Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities/Fine Arts</td>
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<tr>
<td></td>
<td>Mathematics (3) or Natural Science (4)</td>
<td>3-4</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS 66-68

Degree: Technical Certificate

Emphasis: Culinary Arts

The Culinary Arts technical certificate is designed to increase the culinary skills of graduates. The course work completed for the technical certificate will apply to the Associate of Applied Science degree in Culinary Arts.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULN 2100</td>
<td>Sanitation and Safety</td>
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</tr>
<tr>
<td>CULN 2150</td>
<td>Nutrition and Menu Planning</td>
<td>2</td>
</tr>
<tr>
<td>CULN 2210</td>
<td>Tableservice and Beverage Management</td>
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</tr>
<tr>
<td>CULN 2310</td>
<td>Culinary Arts I</td>
<td>3</td>
</tr>
<tr>
<td>CULN 2320</td>
<td>Culinary Arts II</td>
<td>3</td>
</tr>
<tr>
<td>CULN 2330</td>
<td>Culinary Arts III</td>
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<td>CULN 2400</td>
<td>Bakery Skills</td>
<td>3</td>
</tr>
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<td>CULN 2500</td>
<td>Purchasing and Cost Control</td>
<td>3</td>
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<tr>
<td>CULN 2930</td>
<td>Culinary Internship</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS 23

See an advisor for assistance in planning your academic program.
DIVISION OF HEALTH PROGRAMS

Purpose

The Health Programs division provides education leading to the associate of applied science degree in nursing, physical therapist assistant, health information, and respiratory care, a technical certificate for pharmacy technicians, medical coding, and medical transcription. Completion of these programs enables the student to take licensure or certification examinations for these health care careers.

Degree: Associate of Applied Science

Emphasis: Nursing

The Nursing program prepares individuals to apply to take the National Council Licensing Exam for Registered Nurses (NCLEX-RN) given by the State Board of Nursing to become registered nurses and assume positions in the health care industry.

GENERAL ADMISSION REQUIREMENTS

Any student desiring to pursue an Associate Degree in Nursing must:

1. Apply, meet admission requirements and be accepted by Walters State Community College.
2. Indicate Nursing as the desired major on the WSCC application form.
3. See an advisor from the Health Programs Division prior to registering for classes and obtain clearance to register.
4. Complete all required developmental education courses prior to making application for the clinical nursing program.
5. Complete BIOL 2310 and 2311, BIOL 2320 and 2321, and CPSC 1100 and 1101 prior to making application for the clinical nursing program. A grade of "C" or better must be achieved in all science courses. Biological science courses previously taken must have been completed within the last 10 years.
6. Students cannot audit any nursing course without the approval of the dean of Health Programs / director of Nursing and/or chair of the Nursing Admission and Progression Committee. Any exceptions to the above admission policies must be approved by the Admission and Progression Committee.

CLINICAL NURSING PROGRAM APPLICATION REQUIREMENTS

A student who has completed the above referenced requirements and has maintained an overall 2.5 GPA, excluding developmental education courses, is eligible to apply for admission to the clinical nursing program. To apply for admission into the clinical nursing program, the student must complete and return to the dean of Health Programs a "Request for Admission into Clinical Nursing" form. This form must be filed no later than January 31 of the year the student plans to attend. Additional information can be obtained by contacting the Tech Prep students.

SELECTION TO THE CLINICAL NURSING PROGRAM

1. Selection of each class will be made by the Admission and Progression Committee whose membership consists of:
   a. Dean of Health Programs / Director of Nursing
   b. Assistant Director of Nursing
   c. Four nursing faculty (rotating)
   d. Vice President for Academic Affairs (ex officio)

   The Admissions and Progression Committee will rank each student on the basis of predetermined criteria. The criteria include but are not limited to: (a) first grades received in the required biology courses; (b) number of successfully completed courses beyond those required for admission to the clinical nursing program; and (c) overall grade point average excluding developmental education grades. The committee may also require a personal interview and conduct reference checks. The top ranked applicants will be selected for each class. Decisions made by the committee are final.

2. Transfer Students - Individuals who have attended other colleges and desire to transfer into the WSCC clinical nursing program will be considered on an individual basis. Transfer requests should be directed to the division chair of Health Programs / director of Nursing. Transfer students must meet the same standards and criteria as others desiring to pursue an associate degree in nursing at WSCC. A student may be required to audit a designated nursing course.

3. Transfer and Returning Students - Credit for nursing courses must have been earned within the past five years to be considered. Credit for biology courses must have been earned within the past 10 years to be considered.

4. WSCC and transfer students selected for the fall semester will be notified in writing on or before April 1 of each year.

5. Students notified of admission into the clinical nursing program must return the following by the date specified on the form: (a) an acceptance form indicating intent to be included in the fall class; (b) a signed and dated acknowledgment of the Drug / Alcohol Abuse Policy and consent forms, and (c) a comprehensive health exam with complete hepatitis series. Students who do not respond or who do not plan to attend will have their positions filled by other applicants selected by the dean of Health Programs / director of Nursing from the list recommended by the Admissions and Progression Committee.

6. Students not selected for admission may reapply for a subsequent class.

7. Contact the dean of Health Programs / director of Nursing, TECH 104, or assistant director of Nursing, TECH 106L, 423-585-6981, for additional information.

PROGRESSION/RETENTION POLICIES

To remain in good standing once admitted to the clinical nursing program, the student must:

1. Adhere to all WSCC, nursing department, and clinical agencies policies.
2. Earn a "C" or better in each required nursing and biology course and maintain a minimum GPA of 2.0.
3. Satisfactorily complete the theory, clinical and/or skills requirements of each nursing course. A grade of "D" or "F" in theory will result in a grade of "F" for clinical. An unsatisfactory in clinical will result in a grade of "F" for the entire course.

4. Exhibit safe clinical behavior.
5. Demonstrate professional, ethical and legal conduct.
6. Maintain professional liability insurance.
7. Maintain CPR certification.
8. Complete BIOL 2510 (Microbiology and lab) with a minimum grade of "C" and PSYC 2420 (Developmental Psychology) before progressing into the third semester of clinical nursing.
9. Submit a drug test if requested by the dean of Health Programs / director of Nursing at any time during the program. A positive drug test is grounds for immediate dismissal.
10. Have a yearly comprehensive health exam and submit the required form to the dean of Health Programs / director of Nursing by the designated date.
READMISSION POLICIES
A student who has received a “D” or “F” in a clinical nursing course or who has withdrawn from the clinical nursing program may be readmitted. The following apply:

1. A student must schedule an appointment with their faculty advisor or with the assistant director of Nursing and complete exit interview process. Failure to complete the exit interview process may render the student ineligible to pursue readmission.

2. A student must request in writing to the dean of Health Programs/director of Nursing to be considered by the Admission and Progression Committee according to the following schedule: (a) apply by January 31 for readmission to a fall semester nursing course; (b) apply by September 30 for readmission to a spring semester nursing course. Students will be notified by letter of the date and time they are to meet with the Admission and Progression Committee. It is the responsibility of the student to ensure the nursing program has the correct mailing address. A student is eligible to appear before the Admissions and Progression Committee two times. If readmission is not granted after the second application, the student becomes ineligible for readmission. The committee may allow a student to be readmitted without an interview under the following circumstances: obvious physical illness/disability necessitating the student’s withdrawal or student physical or psychological problems with physician documentation.

3. Only one readmission to the clinical nursing program is permitted.

4. If a student elects to apply for readmission, auditing a designated nursing course may be required to increase the probability of success.

5. A student who fails NURS 1220/1221 (Transition to Nursing) may request admission into the first semester of Nursing. No readmission to NURS 1220/1221 will be allowed.

6. A student with previous unsatisfactory clinical performance must be evaluated and recommended for readmission by a consensus of the nursing faculty.

7. A student who has received two grades of “D” or below in clinical nursing courses will not be eligible for readmission.

8. A student must have a cumulative 2.0 GPA or higher to be considered for readmission.

9. A student repeating a clinical nursing course must repeat both the theory and clinical components of the course.

10. A student may be readmitted only if space is available.

11. Any exceptions to the above policies must be approved by the Admission and Progression Committee.

HEALTH AND PHYSICAL CONSIDERATIONS FOR NURSING STUDENTS
Because the college seeks to provide in as much as possible a reasonably safe environment for its health career students and their patients, a student may be required, during the course of the program, to demonstrate their physical and/or emotional fitness to meet the essential requirements of the program. Such essential requirements may include freedom from communicable diseases, the ability to perform certain physical tasks, and suitable emotional fitness. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, so as not to discriminate against any individual on the basis of disability.

All Tennessee Board of Regents Nursing programs have adopted the following core performance standards. Admission to and progression in nursing programs is not based on these standards but should be used to assist the student in determining whether accommodations or modifications are necessary. The standards are:

1. Critical thinking ability sufficient for clinical judgement.
2. Interpersonal abilities sufficient to effectively interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
3. Communication abilities sufficient for interaction with others in verbal and written form.
4. Physical abilities sufficient to move from room to room and maneuver in small spaces.
5. Gross and fine motor abilities sufficient to provide safe and effective nursing care.
6. Auditory abilities sufficient to monitor and assess health needs.
8. Tactile ability sufficient for physical assessment.

If a student believes that one or more of the standards cannot be met without accommodation or modification, the nursing program will determine whether or not accommodations or modifications can be reasonably made. A student should contact the dean of Health Programs/director of Nursing for assistance.

See an advisor for assistance in planning your academic program.
Associate of Arts/Associate of Science degree programs are designed for the student who desires to transfer to a four-year institution to pursue a baccalaureate degree. The information presented in a university parallel curriculum is not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer and their advisors for information on degree requirements.

Associate of Applied Science and Academic/Technical Certificate programs are designed for the student who desires to enter employment upon graduation and does not intend to transfer to a baccalaureate degree program. A student admitted to an Associate of Applied Science program is not required to complete high school units of study required for admission to a university. However, should the student later decide to attend a state university, the requirements must be completed prior to admission to a baccalaureate program.

LEGAL LIMITATION FOR LICENSURE
Graduates of the program will be eligible to apply to take the licensure exam to become a registered nurse. However, individuals who have been convicted of a crime other than a minor traffic violation could be ineligible for registered nurse licensure in the State of Tennessee, even though they have successfully completed the nursing program.

The program is accredited by the National League for Nursing, NLN-Accrediting Commission, 61 Broadway, New York, NY 10016. Telephone 212-363-1555. ext. 153.

PRE-CLINICAL NURSING REQUIREMENTS

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2310</td>
<td>Human Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2311</td>
<td>Human Anatomy and Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 2320</td>
<td>Human Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2321</td>
<td>Human Anatomy and Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>CPSC 1100</td>
<td>Using Information Technology</td>
<td>3</td>
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<tr>
<td>CPSC 1101</td>
<td>Using Information Technology Lab</td>
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GENERAL EDUCATION / CORE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2510</td>
<td>Microbiology w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 2420</td>
<td>Developmental Psychology</td>
<td>3</td>
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<td>EDUC 1010</td>
<td>The Freshman Experience</td>
<td>0-1</td>
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<td>EDUC 0800</td>
<td>Study Skills</td>
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<tr>
<td>ENGL 1110</td>
<td>Composition I</td>
<td>3</td>
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<tr>
<td>MATH 1022</td>
<td>College Algebra with Applications</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 1080</td>
<td>Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 2010</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Humanities/Fine Arts</td>
<td>3</td>
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</table>

NURSING COURSES

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>NURS 1100</td>
<td>Nursing Concepts and Processes</td>
<td>1</td>
</tr>
<tr>
<td>NURS 1110</td>
<td>Nursing Skills</td>
<td>2</td>
</tr>
<tr>
<td>NURS 1120/1121</td>
<td>Introduction to Nursing Process</td>
<td>4</td>
</tr>
<tr>
<td>NURS 1130</td>
<td>Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>NURS 2500/2501</td>
<td>Nursing Process I</td>
<td>12</td>
</tr>
<tr>
<td>NURS 2510/2511</td>
<td>Nursing Process II</td>
<td>12</td>
</tr>
<tr>
<td>NURS 2520/2521</td>
<td>Nursing Process III</td>
<td>5</td>
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<tr>
<td>NURS 2530/2531</td>
<td>Nursing Process IV</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS 74-75

See an advisor for assistance in planning your academic program.
**Degree: Associate of Applied Science**

**Emphasis: Health Information Technology**

The Health Information Technology program is a two year associate of applied science degree designed to prepare individuals to manage and code the medical information obtained in the medical records, organize the coded information for reimbursement purposes, abstract other data to meet administrative and governmental requirements, and manage medical and legal inquiries for medical information. Graduates of this program will be prepared for a variety of positions in the health information services market. The program is designed to offer a wide variety of learning experiences including classroom lecture, use of computers and software designed for health information technology, and directed clinical practice in various medical settings.

Graduates of this program will be eligible to take the National Accreditation Examination of AHIMA for designation as an Accredited Record Technician (ART).

The program is pending accreditation review by the Commission on Accreditation of Allied Health Programs (CAAHEP) in cooperation with the Council on Accreditation of the American Health Information Management Association. When the program receives accreditation, students will be eligible to apply to write the national qualifying examination for certification as an accredited record technician (ART).

**ADMISSION, RETENTION AND GRADUATION REQUIREMENTS**

1. Apply, meet admission requirements and be accepted by Walters State Community College.
2. Indicate Health Information Technology as the desired major on the WSCC application form.
3. See an advisor from the Health Programs Division prior to registering for classes and obtain clearance to register.
4. Complete all required developmental education courses prior to making application for the Health Information Technology program.
5. In addition, admission to an allied health program requires the following: (a) a completed health program application; (b) a completed physical health form; and (c) evidence of malpractice liability insurance. The physical health form and malpractice insurance are at the student’s expense.
6. Each student enrolled in the Health Information Technology program will be monitored, advised and counseled. Students’ grades will be evaluated at the end of each semester by the director of the program. A student must maintain the following standards or be dismissed from the program: (a) a grade of “C” or better in each course; (b) complete designated prerequisite/co-requisite courses.
7. Program graduation requirements include the successful completion of the courses listed below with a minimum grade of “C” in each course.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HITC 2010</td>
<td>Fundamentals of Health Information Management</td>
<td>3</td>
</tr>
<tr>
<td>HITC 2020</td>
<td>Applications in Healthcare Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>HITC 2030</td>
<td>Quality Improvement and Assessment in Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>HITC 2040</td>
<td>Health Statistics and Registries</td>
<td>2</td>
</tr>
<tr>
<td>HITC 2050</td>
<td>Health Information Technology Practice I</td>
<td>3</td>
</tr>
<tr>
<td>HITC 2060</td>
<td>Health Information Technology Practice II</td>
<td>3</td>
</tr>
<tr>
<td>HITC 2070</td>
<td>Supervisory and Legal Aspects</td>
<td>3</td>
</tr>
<tr>
<td>MDCD 1010</td>
<td>Basic ICD-9-CM Coding</td>
<td>3</td>
</tr>
<tr>
<td>MDCD 1020</td>
<td>Basic CPT/HCPCS Coding</td>
<td>3</td>
</tr>
<tr>
<td>MDCD 1030</td>
<td>Intermediate ICD-9-CM Coding</td>
<td>3</td>
</tr>
<tr>
<td>MDCD 1040</td>
<td>Advanced Coding For Reimbursement</td>
<td>3</td>
</tr>
<tr>
<td>MDTR 1010</td>
<td>Medical Terminology I</td>
<td>5</td>
</tr>
<tr>
<td>MDTR 1030</td>
<td>Medical Terminology II</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS**  66-67
**Degree: Technical Certificate**

**Emphasis: Pharmacy Technician**

The Pharmacy Technician certificate program is designed to prepare individuals for a career and job opportunities in the pharmaceutical industry which includes retail pharmacies (independent and chain), hospital pharmacies, health care agencies, or long-term care facilities. In addition, the program expands the knowledge, skills and educational options of those pharmacy technicians who are currently employed but who have not had any previous formal education in this area. Graduates of the certificate program will be prepared to successfully complete the National Pharmacy Technician Certification Examination.

**ADMISSION, RETENTION AND GRADUATION REQUIREMENTS:**

1. Students applying to the program must meet the college's general admission requirements. Prior to enrolling the student must have completed a Statement of Health form and a Criminal Conviction form both of which may be obtained from the division of Health Programs. The completion of these forms may include but is not limited to a physical examination, lab tests and immunizations which must be paid for by the student. All students must sign a statement prior to admission indicating that they are drug free and submit to a drug test at any time during the program if requested by the director. A positive drug test is grounds for immediate dismissal.
2. Once admitted to the program, students must comply with the college’s policies and successfully meet program curriculum requirements.
3. Prior to the clinical training phase of the program, each student will be required to obtain at the student’s expense liability insurance in an amount specified by the program’s director.
4. Program graduation requirements include the successful completion of the courses listed below with a minimum grade of “C” in each course.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHAR 1000</td>
<td>Pharmacy Oriented Anatomy and Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>PHAR 1010</td>
<td>Intro to Pharmacy Technician Practice</td>
<td>2</td>
</tr>
<tr>
<td>PHAR 1020</td>
<td>Pharmacy Calculations</td>
<td>3</td>
</tr>
<tr>
<td>PHAR 1030</td>
<td>Pharmacology and Therapeutics</td>
<td>3</td>
</tr>
<tr>
<td>PHAR 1040</td>
<td>Physical Pharmacy</td>
<td>3</td>
</tr>
<tr>
<td>PHAR 1060</td>
<td>Sterile Product Technology</td>
<td>2</td>
</tr>
<tr>
<td>PHAR 1070</td>
<td>Pharmacy, Jurisprudence and Ethics</td>
<td>2</td>
</tr>
<tr>
<td>PHAR 2050</td>
<td>Institutional Pharmacy Practice</td>
<td>2</td>
</tr>
<tr>
<td>PHAR 2080</td>
<td>Retail Pharmacy Practice</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS:** 23

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**Degree: Associate of Applied Science**

**Emphasis: Physical Therapist Assistant Technology**

The Physical Therapist Assistant program prepares students to apply to take the National Licensing Examination for Physical Therapist Assistants and perform physical therapy and related duties under the supervision of a physical therapist in the United State’s health care industry. Obtaining a passing score on the national examination is required to practice as a physical therapist assistant in the state of Tennessee.

**LEGAL LIMITATION FOR LICENSURE**

Graduates of the program will be eligible to apply to take the national licensure exam to become licensed physical therapist assistants. However, individuals who have been convicted of crimes other than minor traffic violations could be ineligible for physical therapist assistant licensure in the state of Tennessee, even though they have successfully completed the Physical Therapist Assistant program. Physical therapist assistants may not practice unless under the supervision of a physical therapist.

**GENERAL ADMISSION REQUIREMENTS**

Any student desiring to pursue an associate degree in Physical Therapist Assistant Technology must:

1. Apply, meet admission requirements, and be accepted by Walters State Community College.
2. Indicate Pre-Physical Therapist Assistant as the desired major on the WSCC application form.
3. See an advisor from the Health Programs division prior to registering for classes and obtain faculty approval to register.
4. Complete all of the Pre-PTAT requirements and general education/core requirements prior to making application for the physical therapy specialty courses. A grade of “C” or better must be achieved in all science courses, with a GPA of at least 2.0 in the listed pre-PTAT and general education/core courses. Biological science courses previously taken must have been completed within the last 10 years.
5. Students cannot audit any PTAT courses without the approval of the department head and the dean of Health Programs.

**APPLICATION REQUIREMENTS:**

The Physical Therapist Assistant program accepts 16-20 new students each fall. Application for acceptance into the specialty courses program requires the following:

1. Completion of all the General Admission Requirements.
2. Work experience in a physical therapy practice or at least 60 hours of observation in a physical therapy practice.
3. Submission of a completed PTAT program application packet no later than June 1 of the year the student wishes acceptance. Application packets can be obtained from the division of Health Programs usually beginning mid-March during spring semester.
4. Eligibility for liability insurance coverage (liability insurance is at the student’s expense).
Academic Information

**Associate of Arts/Associate of Science degree programs** are designed for the student who desires to transfer to a four-year institution to pursue a baccalaureate degree. The information presented in a university parallel curriculum is not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer and their advisors for information on degree requirements.

**Associate of Applied Science and Academic/Technical Certificate programs** are designed for the student who desires to enter employment upon graduation and does not intend to transfer to a baccalaureate degree program. A student admitted to an Associate of Applied Science program is not required to complete high school units of study required for admission to a university. However, should the student later decide to attend a state university, the requirements must be completed prior to admission to a baccalaureate program.

5. Students who are transferring Kinesiology from another institution will be required to complete additional assignments to confirm competency prior to beginning PTAT 2010/2011.
6. Completion of a physical examination at student expense by a physician with required lab tests and immunizations or records of immunizations. Specific additional tests or vaccines may be required at the expense of the student to fulfill specific clinical standards. (Please see Health and Physical Considerations for Physical Therapist Assistant Students).
7. Transfer Students - Individuals who have attended college other than Walters State and desire to transfer credits from those institutions must submit official transcripts to Walters State and receive confirmation that transferred credit will substitute for required courses at this institution. Transfer students must meet the same criteria and standards as others desiring to pursue an associate degree in physical therapist assistant technology at Walters State. Students may not transfer basic science classes over 10 years old, or specific PTAT classes over five years old. Students who have failed in another physical therapist assistant program must disclose this in the PTAT program admissions packet, and acceptance will be considered on a case-by-case basis by the PTAT faculty, dean of Health Programs, and the vice president for Academic Affairs.

Selection of each class will be made during the summer prior to the beginning of specialty courses. The number of students accepted into the program is limited. Programs with limited enrollment such as the PTAT program cannot accept out-of-state residents if there are Tennessee residents eligible for admission. Students will be ranked on the basis of predetermined criteria. The criteria include, but are not limited to:
1. Grade point average in the pre-PTAT and general education/core requirements. Preference will be given to first time grades in required science courses.
2. Work experience of one full time year or more in a physical therapy clinic, observation in a physical therapy practice under the supervision of a physical therapist or physical therapist assistant.
3. Reference from the supervising physical therapist or physical therapist assistant under which a student worked or observed.
4. Prior completion of a college degree (not a requirement for admission).
5. A personal interview of the top ranked applicants (based on the criteria in 1-4) by practicing physical therapists and physical therapist assistants.

**PROGRESSION/RETENTION POLICIES**

To remain in good standing once admitted to the PTAT specialty courses, the student must:
1. Adhere to all WSCC, PTAT program, and clinical agencies policies.
2. Maintain a 2.0 GPA in each PTAT specialty course.

3. Satisfactorily complete the theory, clinical and skills requirements of each PTAT specialty course, including exhibiting safe and competent clinical behavior as defined by written criteria given to each PTAT student.
4. Demonstrate professional, ethical, and legal conduct.
5. Maintain liability insurance.

**HEALTH AND PHYSICAL REQUIREMENTS FOR ALL STUDENTS:**

Because the college seeks to provide in as much as possible a reasonably safe environment for its health career students and their patients, a student may be required during the course of the program, to demonstrate their physical and/or emotional fitness to meet the essential requirements of the program. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

The following core performance standards have been adopted by the PTAT program. Admission to and progression in the PTAT program is not based on these standards but should be used to assist the student in determining whether accommodations or modifications are necessary. If a student believes that one or more of the standards cannot be met without accommodation or modification, the physical therapist assistant program will determine whether reasonable accommodations or modifications can be made. The student should contact the director of the Physical Therapist Assistant program, and/or the department of Services for Individuals with Disabilities and Placement Services. The standards are:
1. Critical thinking ability sufficient for clinical judgement.
2. Interpersonal abilities sufficient to effectively interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
3. Communication abilities sufficient for effective interaction with others in verbal and written form.
4. Physical abilities sufficient to move from room to room and maneuver in small spaces.
5. Gross and fine motor abilities sufficient to provide safe and effective physical therapy care.
6. Auditory abilities sufficient to monitor and assess health needs.
8. Tactile ability sufficient for physical assessment.

These standards will apply to emergency and non-emergency situations in which the PTAT may be involved in the provision of care in the health care setting.

See an advisor for assistance in planning your academic program.
**Pre-Ptat Requirements**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2310</td>
<td>Human Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2311</td>
<td>Human Anatomy and Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 2320</td>
<td>Human Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2321</td>
<td>Human Anatomy and Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>PSYC 2420</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PTAT 1010</td>
<td>Introduction to Physical Therapist Assistant</td>
<td>2</td>
</tr>
<tr>
<td>PTAT 1040/1041</td>
<td>Kinesiology*</td>
<td>4</td>
</tr>
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</table>

**General Education / Core Requirements**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPSC 1100</td>
<td>Using Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 1010</td>
<td>The Freshman Experience</td>
<td>0-1</td>
</tr>
<tr>
<td>EDUC 0800</td>
<td>Study Skills</td>
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<tr>
<td>ENGL 1110</td>
<td>Composition I</td>
<td>3</td>
</tr>
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<td>ENGL 1120</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1022</td>
<td>College Algebra w/Applications</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 1080</td>
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<tr>
<td>SPCH 2010</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Humanities/Fine Arts</td>
<td></td>
</tr>
</tbody>
</table>

Students must complete all of the pre-Ptat requirements and core requirements listed with the exception of CPSC 1100 before submitting an application for acceptance into the PTAT Specialty Courses.

**Ptat Specialty Courses**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTAT 2110/2111</td>
<td>Physical Therapy Procedures II</td>
<td>12</td>
</tr>
<tr>
<td>PTAT 2420/2421</td>
<td>Physical Therapy Procedures III</td>
<td>10</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS 70-71

*Prerequisite: Completion of Human Anatomy/Physiology I.

Programs with limited enrollment give priority to permanent Tennessee residents eligible for admission, then eligible U.S. citizens who are out-of-state residents, and then to eligible international students.

**Degree: Associate of Applied Science**

**Emphasis: Respiratory Care**

The purpose of this program is to prepare individuals to apply to take the National Board for Respiratory Care’s Entry-Level Examination for Respiratory Care Practitioners to become Certified Respiratory Therapists and assume positions in the health care industry.

**General Admission Requirements**

Any student desiring to pursue an Associate of Applied Science in Respiratory Care must:

1. Apply, meet admission requirements and be accepted by Walters State Community College.
2. Indicate Respiratory Care as the desired major on the WSCC application form.
3. See an advisor from the division of Health Programs prior to registering for classes and obtain clearance to register.
4. Complete all required developmental education courses prior to making application for the clinical respiratory care program.
5. Complete BIOL 2310 and 2311, BIOL 2320 and 2321, and CPSC 1100 and 1101 prior to making application for the clinical respiratory care program. A grade of "C" or better must be achieved in all science courses. Biological science courses previously taken must have been completed within the last 10 years.
6. Students cannot audit any respiratory care course without the approval of the dean of Health Programs/program director of Respiratory Care.

Any exceptions to the above policies must be approved by the Respiratory Care Admission Committee.

**Clinical Respiratory Care Program Application Requirements**

A student who has completed the above referenced requirements and has maintained an overall 2.0 GPA, excluding developmental education courses, is eligible to apply for admission to the clinical respiratory care program. To apply for admission into the clinical respiratory care program, the student must complete and return to the program director of Respiratory Care a Request for Admission into Clinical Respiratory Care form. This form must be filed no later than January 31 of the year the student elects to participate in the selection process for the summer term respiratory care class. The student must attach to the form a current transcript of all college courses taken.

**Selection to the Clinical Respiratory Care Program**

1. Selection of each class will be made by a quorum of the Admission Committee whose membership consists of:
   a. Respiratory Care Program Director
   b. Respiratory Care Director of Clinical Education
   c. Respiratory Care Program Medical Director
   d. Respiratory Care Advisory Committee (member, rotating)
   e. Dean of Health Program (ex officio)
   f. Vice President for Academic Affairs (ex officio)

The Admission Committee will rank each student on the basis of predetermined criteria. The criteria include but are not limited to: (a) first grades received in the required biology
courses; (b) number of successfully completed courses beyond those required for admission to the clinical respiratory care program; and (c) overall grade point average excluding developmental education grades. The committee may also require a personal interview and conduct reference checks. The top ranked applicants will be selected for each class. Decisions made by the committee are final.

2. Transfer Students - Individuals who have attended other colleges and desire to transfer into the WSCC clinical respiratory care program will be considered on an individual basis. Transfer requests should be directed to the program director of Respiratory Care. Transfer students must meet the same standards and criteria as others desiring to pursue an associate degree in Respiratory Care at WSCC. A student may be required to audit a designated respiratory care course.

3. Transfer and Returning Students - Credit for respiratory care courses must have been earned within the last five years to be considered. Credit for biology courses must have been earned within the past 10 years to be considered.

4. WSCC and transfer students selected for the summer term class will be notified in writing on or before April 1 of each year.

5. Students notified of admission into the clinical respiratory care program must return the following by the date specified on the form: (a) an acceptance form indicating intent to be included in the summer class; (b) a signed and dated acknowledgment of the Drug/Alcohol Abuse Policy and consent forms; and (c) a comprehensive health examination with complete hepatitis series. Students who do not respond or do not plan to attend will have their positions filled by other applicants selected by the program director from the list recommended by the Admission Committee.

6. Students not selected for admission may reapply for a subsequent class.

7. Contact the program director at the Walters State Greeneville Center, Room 249, 423-798-7941 for additional information.

PROGRESSION/RETENTION POLICIES
To remain in good standing once admitted to the clinical respiratory care program, the student must:

1. Adhere to all WSCC, respiratory care program, and clinical agencies policies.

2. Earn a “C” or better in each required respiratory care and biology course and maintain a minimum GPA of 2.0.

3. Satisfactorily complete the didactic, laboratory and clinical requirements in each course. A grade of “D” in any respiratory care course will result in dismissal from the program.

4. Exhibit safe clinical behavior as described in the appropriate course syllabi.

5. Demonstrate professional, ethical and legal conduct.

6. Maintain professional liability insurance.

7. Maintain CPR certification.

8. Submit to a drug test if requested by the program director at any time during the program. A positive drug test is grounds for immediate dismissal. Specific policy and procedure for drug and alcohol testing is listed in the Respiratory Care Student Handbook.

9. Have a yearly comprehensive health exam and submit the required form to the program director by the designated date.

READMISSION POLICIES
A student who has received a “D” or “F” in a clinical respiratory care course or who has withdrawn from the clinical respiratory care program may be readmitted. The following apply:

1. A student must request in writing to the program director to be considered by the Admission Committee according to the following schedule: (a) apply by January 31 for readmission to the summer term respiratory care courses; (b) apply by July 30 for readmission to a fall semester respiratory care course; (c) apply by November 1 for readmission to a spring semester respiratory care course. A student is eligible to appear before the Admission Committee two times. If readmission is not granted after the second application, the student becomes ineligible for readmission.

2. Only one readmission to the clinical respiratory care program is permitted.

3. If a student elects to apply for readmission, auditing a designated respiratory care course may be required to increase the probability of success.

4. A student with previous unsatisfactory clinical performance must be reevaluated and recommended for readmission by a consensus of the respiratory care faculty.

5. A student who has received two grades of “D” or below in respiratory care courses will not be eligible for readmission.

6. A student must have a cumulative 2.0 GPA or higher to be considered for readmission.

7. A student repeating a respiratory care course must repeat both the classroom and laboratory components of the course if applicable.

8. A student may be readmitted only if space is available.

9. Any exceptions to be above possibilities must be approved by the Admission Committee.

HEALTH AND PHYSICAL CONSIDERATIONS FOR RESPIRATORY CARE STUDENTS
Because the college seeks to provide in as much as possible a reasonably safe environment for its health care students and their patients, a student may be required, during the course of their program, to demonstrate their physical and/or emotional fitness to meet the essential requirements of the program. Such essential requirements may include freedom from communicable diseases, the ability to perform certain physical tasks, and suitable emotional fitness. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, so as not to discriminate against any individual on the basis of disability. All Tennessee Board of Regents Respiratory Care programs have adopted the following core performance standards. Admission to and progression in the respiratory care program is not based on these standards but should be used to assist the student in determining whether accommodations or modifications are necessary. The standards are:

1. Critical thinking ability sufficient for clinical judgement.

2. Interpersonal abilities sufficient to effectively interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

3. Communication abilities sufficient for interaction with others in verbal and written form.

4. Physical abilities sufficient to move from room to room and maneuver in small spaces.

See an advisor for assistance in planning your academic program.
5. Gross and fine motor abilities sufficient to monitor and assess health needs.
6. Auditory abilities sufficient to monitor and assess health needs.
8. Tactile ability sufficient for physical assessment.

If a student believes that one or more of the standards cannot be met without accommodations or modification, the respiratory care program will determine whether or not accommodations can be reasonable made. A student should contact the dean of Health Programs for assistance.

LEGAL LIMITATION FOR LICENSURE
Graduates of the program will be eligible to apply to take the licensure exam to become a Certified Respiratory Therapist. However, individuals who have been convicted of a crime other than a minor traffic violation could be ineligible for a license as a respiratory therapist in Tennessee, even though they have successfully completed the respiratory care program.

The program is accredited by the Committee on Accreditation for Respiratory Care, 1701 W. Euless Blvd., Suite 300, Euless, Texas 76040-6823. Telephone 817-283-2835.

PRE-Clinical Respiratory Care Requirements

<table>
<thead>
<tr>
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<th>Credit Hours</th>
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<tbody>
<tr>
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<td>Human Anatomy &amp; Physiology I</td>
<td>3</td>
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<td>Human Anatomy &amp; Physiology I Lab</td>
<td>1</td>
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<td>Human Anatomy &amp; Physiology II</td>
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<td>BIOL 2321</td>
<td>Human Anatomy &amp; Physiology II Lab</td>
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GENERAL EDUCATION / CORE REQUIREMENTS

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<tr>
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<td>General Microbiology</td>
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<td>Study Skills</td>
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<td>MATH 1022</td>
<td>College Algebra w/ Applications</td>
<td>3</td>
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<td>or</td>
<td>MATH 1080</td>
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<td>or</td>
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<td>PSYC 2420</td>
<td>Developmental Psychology</td>
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<td>Introduction to Speech Communications</td>
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<td>ELECTIVE</td>
<td>Humanities/Fine Arts</td>
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RESP Specialty Courses

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<td>RESP 2011</td>
<td>Respiratory Care I Lab</td>
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<tr>
<td>RESP 2022</td>
<td>Clinical Practice I</td>
<td>3</td>
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<tr>
<td>RESP 2040</td>
<td>Cardiopulmonary Anatomy &amp; Physiology</td>
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<td>RESP 2060</td>
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<td>RESP 2061</td>
<td>Respiratory Care III Lab</td>
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<td>RESP 2062</td>
<td>Clinical Practice III</td>
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<td>RESP 2066</td>
<td>Cardiopulmonary Diagnostic Testing</td>
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<tr>
<td>RESP 2090</td>
<td>Pathology of Respiratory Diseases</td>
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</tbody>
</table>

TOTAL CREDIT HOURS 64-65

Programs with limited enrollment give priority to permanent Tennessee residents eligible for admission, then eligible U.S. citizens who are out-of-state residents, and then to eligible international students.

The applicant must meet WSCC General Education and developmental education requirements. Upon admission to the clinical respiratory courses, the program requires three academic semesters. All General Education and core requirements must be completed prior to the completion of RESP 2050.

See an advisor for assistance in planning your academic program.
Degree: Technical Certificate  
Emphasis: Medical Coding

The Medical Coding program is a two-semester certificate program designed to prepare individuals to understand coding principles, guidelines, medical terminology, and regulatory changes for coding. This program is designed to offer a wide variety of learning experiences including classroom lecture and computerized coding software.

Numerous career opportunities exist in hospitals, physician's offices, clinics, nursing homes, home health agencies and other healthcare settings. Graduates are eligible to apply to take the Certified Coding Specialist (CCS) exam or Certified Coding Specialist - Physician Based (CCS-P) exam offered by the American Health Information Management Association.

ADMISSION, RETENTION AND GRADUATION REQUIREMENTS

1. All students admitted into the medical coding technical certificate program will meet the same criteria as established for any technical certificate program offered by Walters State Community College. Primary among these criteria is graduation from high school or a passing score on the GED assessment.
2. Indicate Medical Coding as the desired major on the WSCC application form.
3. In addition, admission into an allied health program requires the following: (a) a completed health program application; (b) a completed physical health form; and (c) evidence of malpractice liability insurance. The physical health form and malpractice insurance are at the student’s expense.
4. Each student enrolled in the coding certificate program will be monitored, advised and counseled. Student’s grades will be evaluated at the end of each semester by the director of the coding program. A student must maintain the following grades or be dismissed from the program: (a) a grade of "C" or better in each course; (b) complete designated pre-requisite/co-requisite courses.
5. Program graduation requirements include the successful completion of the courses listed below with a minimum grade of "C" in each course.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MDTR 1010</td>
<td>Medical Terminology I</td>
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<tr>
<td>MDTR 1020</td>
<td>Basic Medical Transcription</td>
<td>4</td>
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<tr>
<td>MDTR 1030</td>
<td>Fundamentals of Medical Science</td>
<td>3</td>
</tr>
<tr>
<td>MDTR 1040</td>
<td>Advanced Medical Transcription</td>
<td>5</td>
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<tr>
<td>MDTR 1050</td>
<td>Clinical Practicum</td>
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<tr>
<td>OADM 1040</td>
<td>Keyboarding</td>
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TOTAL CREDIT HOURS 23

Degree: Technical Certificate  
Emphasis: Medical Transcription

The Medical Transcription program is a two-semester certificate program designed to prepare individuals to understand medical concepts and terminology and accurately transcribe these reports, which functions as important documentation for health care professionals. The program is designed to offer a wide variety of learning experiences including classroom lecture and transcription practicum.

Numerous career opportunities exist in hospitals, physician’s offices, clinics, home health agencies and transcription services. Graduates are eligible to apply to take the American Association for Medical Transcription certificate examination.

ADMISSION, RETENTION AND GRADUATION REQUIREMENTS

1. Apply, meet admission requirements, and be accepted by Walters State Community College.
2. Indicate Medical Transcription as the desired major on the WSCC application form.
3. In addition, admission into an allied health program requires the following: (a) a completed health program application; (b) a completed physical health form; and (c) evidence of malpractice liability insurance. The physical health form and malpractice insurance are at the student’s expense.
4. A student must maintain the following standards or be dismissed from the program: (a) a grade of "C" or better in each course; (b) complete designated pre-requisite/co-requisite courses.
5. Program graduation requirements include the successful completion of the courses listed below with a minimum grade of "C" in each course.

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<td>OADM 1040</td>
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<td>MDTR 1010</td>
<td>Medical Terminology I</td>
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<td>MDTR 1050</td>
<td>Clinical Practicum</td>
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</table>

TOTAL CREDIT HOURS 23

See an advisor for assistance in planning your academic program.
DIVISION OF HUMANITIES

Purpose

The Humanities Division encourages individuals to analyze, interpret and refine their experiences as they seek to determine who they are and what their lives ought to mean. The program assists the student in the acquisition of theoretical and practical knowledge relating to: 1) the history and appreciation of art, music, and theatre; 2) the philosophical and value foundations of human belief structures; 3) the abilities of thinking critically and writing effectively; 4) the sensibilities to literature of the western world; 5) the development of conversational skills in foreign languages and oral communication; 6) the general and interdisciplinary studies relating to women, minority populations and the arts; and 7) the performance aspects of music, theatre and art. A developmental education program in reading and writing is provided.

ART

The Visual Arts programs are designed to meet a variety of student interest. The programs present basic design theory and experiences in two and three dimensional art production. Artists and artifacts of past civilizations are studied to influence individual style.

Degree: Associate of Arts

Emphasis: Art History

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hour</th>
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</thead>
<tbody>
<tr>
<td>ART 2040</td>
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<td>Art History II</td>
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<tr>
<td>CPSC 1100</td>
<td>Using Information Technology</td>
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<td>EDUC 1010</td>
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<td>or</td>
<td>Study Skills</td>
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<td>ENGL 1120</td>
<td>Composition II</td>
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<tr>
<td>HIST 1010</td>
<td>Survey of World Civilization I</td>
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<td>HIST 1020</td>
<td>Survey of World Civilization II</td>
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<td>or</td>
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<td>1035 or 1080</td>
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<td>or</td>
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<td>TOTAL CREDIT HOURS</td>
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ELECTIVES

See an advisor for assistance in planning your academic program.
**Degree: Associate of Arts**

**Emphasis: Art Studio**

<table>
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<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hour</th>
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<tr>
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<td>ART 2050</td>
<td>Art History II</td>
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<tr>
<td>CPSC 1100</td>
<td>Using Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 1010</td>
<td>The Freshman Experience</td>
<td>0-1</td>
</tr>
<tr>
<td>or EDUC 0800</td>
<td>Study Skills</td>
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<tr>
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<td>Composition I</td>
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<tr>
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<td>or HIST 2010</td>
<td>American History I</td>
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<td>HIST 2020</td>
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<td>SPCH 2010</td>
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**TOTAL CREDIT HOURS** 64-65

**Degree: Associate of Arts**

**Emphasis: Fine Arts/Art**

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<td>Art History I</td>
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<tr>
<td>ART 2510</td>
<td>Painting I</td>
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**TOTAL CREDIT HOURS** 70-71

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**ENGLISH**

The purpose of the English discipline is to teach students to think critically, write effectively and develop sensibilities to the literary tradition of the western world through offerings in composition and literature. The discipline emphasizes language skills and the literary arts.

**Degree: Associate of Arts**

**Emphasis: English**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
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<tbody>
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<td>EDUC 1010</td>
<td>The Freshman Experience</td>
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<tr>
<td>or EDUC 0800</td>
<td>Study Skills</td>
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<td>ENGL 1110</td>
<td>Composition I</td>
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<td>Composition II</td>
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<td>or HIST 2020</td>
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</tbody>
</table>

**TOTAL CREDIT HOURS** 64-65

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See an advisor for assistance in planning your academic program.
Humanities offers general courses of study devoted to the concerns of human thought and culture. Emphasis is placed upon the investigation and discovery of past, present and future civilization through the process of critical thinking.

See an advisor for assistance in planning your academic program.

*For a list of approved General Education electives in Behavioral/Social Science, Humanities, Mathematics, and Natural Science see page 50.
**Degree: Associate of Arts**

**Emphasis: Liberal Arts**

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**TOTAL CREDIT HOURS** 64-65

**Degree: Associate of Arts**

**Emphasis: Religious Studies**

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**TOTAL CREDIT HOURS** 64-65

*For a list of approved General Education electives in Behavioral/Social Science, Humanities, Mathematics, and Natural Science see page 50.

See an advisor for assistance in planning your academic program.
See an advisor for assistance in planning your academic program.
Associate of Arts/Associate of Science degree programs are designed for the student who desires to transfer to a four-year institution to pursue a baccalaureate degree. The information presented in a university parallel curriculum is not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer and their advisors for information on degree requirements.

Associate of Applied Science and Academic/Technical Certificate programs are designed for the student who desires to enter employment upon graduation and does not intend to transfer to a baccalaureate degree program. A student admitted to an Associate of Applied Science program is not required to complete high school units of study required for admission to a university. However, should the student later decide to attend a state university, the requirements must be completed prior to admission to a baccalaureate program.

Degree: Associate of Arts

Emphasis: Journalism

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TOTAL CREDIT HOURS 64-65

Degree: Associate of Arts

Emphasis: Mass Communications

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TOTAL CREDIT HOURS 64-65

See an advisor for assistance in planning your academic program.
### Degree: Associate of Arts

#### Emphasis: Music

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**TOTAL CREDIT HOURS** 66-67
PHILOSOPHY

Philosophy involves reasoning and thinking critically about all areas of life: science, religion, art, politics and morality. Its purpose is to understand and evaluate our most basic beliefs and values and to integrate them in a coherent view of ourselves and the world.

Degree: Associate of Arts

Emphasis: Philosophy

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<tr>
<td>or</td>
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<tr>
<td>PHIL 1110</td>
<td>Elementary Logic</td>
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<tr>
<td>PHIL 1600</td>
<td>Issues in Philosophy</td>
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<td>PHIL 2020</td>
<td>Self and Values</td>
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<td>PHIL 2025</td>
<td>Human Nature and Life</td>
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<td>PHIL 2210</td>
<td>Religion and Culture</td>
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<td>SOCI 1020</td>
<td>General Sociology, Institutions and Society</td>
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<tr>
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</tr>
</tbody>
</table>

TOTAL CREDIT HOURS 64-65

SPEECH COMMUNICATION

Speech Communication provides training in communication skills for effective communication in interpersonal, business and professional settings.

Degree: Associate of Arts

Emphasis: Speech

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credit Hour</th>
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<tr>
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<td>Composition II</td>
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<td>ENGL 2265</td>
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<tr>
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<td>Survey of World Civilization II</td>
<td>3</td>
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<tr>
<td>or</td>
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<td></td>
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<td>SPCH 2030</td>
<td>Debate</td>
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<td>SPCH 2040</td>
<td>Interpersonal Communication</td>
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<td>or</td>
<td>Introduction to Film &amp; Media Criticism</td>
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<td>Social Science</td>
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</tr>
</tbody>
</table>

TOTAL CREDIT HOURS 64-65

See an advisor for assistance in planning your academic program.
Associate of Arts/Associate of Science degree programs are designed for the student who desires to transfer to a four-year institution to pursue a baccalaureate degree. The information presented in a university parallel curriculum is not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer and their advisors for information on degree requirements.

Associate of Applied Science and Academic/Technical Certificate programs are designed for the student who desires to enter employment upon graduation and does not intend to transfer to a baccalaureate degree program. A student admitted to an Associate of Applied Science program is not required to complete high school units of study required for admission to a university. However, should the student later decide to attend a state university, the requirements must be completed prior to admission to a baccalaureate program.

THEATRE

Theatre provides opportunities for involvement in public performance, stagecraft, set building, and acting.

Degree: Associate of Arts

Emphasis: Theatre

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPSC 1100</td>
<td>Using Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 1010</td>
<td>The Freshman Experience</td>
<td>0-1</td>
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<td>or</td>
<td>EDUC 0800</td>
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<td>ENGL 1120</td>
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<td>HIST 1020</td>
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<td>or</td>
<td>HIST 2010</td>
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<td>THTR 1210</td>
<td>Vocal and Physical Preparation</td>
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<td>THTR 1500</td>
<td>Introduction to Theatre</td>
<td>3</td>
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<tr>
<td>THTR 2410</td>
<td>Acting I</td>
<td>3</td>
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<tr>
<td>THTR 2430</td>
<td>Stagecraft</td>
<td>3</td>
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<tr>
<td>THTR 2990</td>
<td>Theatre Topics</td>
<td>3</td>
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<tr>
<td></td>
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</tr>
</tbody>
</table>

TOTAL CREDIT HOURS 64-65

*For a list of approved General Education electives in Behavioral/Social Science, Humanities, Mathematics, and Natural Science see page 50.

See an advisor for assistance in planning your academic program.
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**DIVISION OF MATHEMATICS**

**Purpose**

The Mathematics Division educates students in the mathematics necessary for them to function in an increasingly diverse, complex and global society. The division provides opportunities for students to master a body of knowledge and technical skills from the discipline of mathematics as they develop enhanced communication skills and mathematical habits of the mind. The division includes a developmental education program in mathematics.

**Degree: Associate of Science**

**Emphasis: Mathematics/Mathematics Education/Statistics**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
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<td>CPSC 2160</td>
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<td>or EDUC 0800</td>
<td>Study Skills</td>
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<td>ENGL 1110</td>
<td>Composition I</td>
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<tr>
<td>ENGL 1120</td>
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<td>HIST 1010</td>
<td>Survey of World Civilization I</td>
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</tr>
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<td>HIST 1020</td>
<td>Survey of World Civilization II</td>
<td>3</td>
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<td>or HIST 2010</td>
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<td>MATH 1080</td>
<td>Probability and Statistics</td>
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<td>MATH 2710</td>
<td>Differential Equations</td>
<td>3</td>
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<td>ELECTIVES</td>
<td>Humanities</td>
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<td><strong>TOTAL CREDIT HOURS</strong></td>
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<td><strong>63-64</strong></td>
</tr>
</tbody>
</table>

*For a list of approved General Education electives in Behavioral/Social Science, Humanities, Mathematics, and Natural Science see page 50.

See an advisor for assistance in planning your academic program.
**DIVISION OF NATURAL SCIENCE**

**Purpose**
Provide an environment for learning and discovery in biology, chemistry and physics. To accomplish this, the division of Natural Science provides:
- General education and elective courses in the natural sciences for all students in the college.
- Opportunities for students to learn fundamental concepts of natural science and natural science connections with technology and societal changes.
- Programs of academic and career advising for university parallel and pre-professional students.

**PRE-PROFESSIONAL HEALTH PROGRAMS**

Pre-Professional Health Programs are designed to satisfy minimum requirements for admission to professional schools. The recommended curriculum for a program may vary depending upon the admission requirements of the degree granting institution. The student should check with advisor for more information. Selection for admission to a program is competitive and is made by the admissions committee of the respective program at the degree granting institution. Meeting the minimum requirements does not assure admission into a health science program.

**Degree: Associate of Science**

**Emphasis: Pre-Chiropractic**

Designed to prepare students for entrance to professional chiropractic schools where admission requirements are two years of college course work.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
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<tbody>
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<td>Human Anatomy &amp; Physiology II w/lab</td>
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<td>CHEM 1110</td>
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<tr>
<td>CHEM 1120</td>
<td>General Chemistry II w/lab</td>
<td>4</td>
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<tr>
<td>CHEM 2310</td>
<td>Organic Chemistry I w/lab</td>
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</tr>
<tr>
<td>CHEM 2320</td>
<td>Organic Chemistry II w/lab</td>
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<tr>
<td>CPSC 1100</td>
<td>Using Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 1010</td>
<td>The Freshman Experience</td>
<td>0-1</td>
</tr>
<tr>
<td>or</td>
<td>Study Skills</td>
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<td>MATH 1035</td>
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<td>4</td>
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<tr>
<td>SPCH 2010</td>
<td>Introduction to Speech Communication</td>
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</tr>
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<td>ELECTIVES</td>
<td>Approved History courses</td>
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<tr>
<td></td>
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<td>2</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS 67-68**

**Degree: Associate of Science**

**Emphasis: Pre-Dental**

Designed to cover the first two years of course work for students preparing to enter dentistry. At least one additional year of course work will be required at a senior institution. Pre-Dental students should plan their curriculum for a baccalaureate major because most students accepted into dental schools have the baccalaureate degree.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<td>BIOL 2130</td>
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<td>BIOL 2140</td>
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<td>CHEM 2310</td>
<td>Organic Chemistry I w/lab</td>
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<td>Organic Chemistry II w/lab</td>
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<td>or</td>
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<tr>
<td>PSYC 1310</td>
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<td>SPCH 2010</td>
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</tr>
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</table>

**TOTAL CREDIT HOURS 70-71**

See an advisor for assistance in planning your academic program.
Degree: Associate of Science

Emphasis: Pre-Dental Hygiene

Designed for students who plan to apply for admission to a dental hygiene program requiring two years of pre-professional college course work prior to acceptance. Two years of study at the degree granting institution are required to complete the program.

Completion of the above courses satisfies the requirements for the A.S. degree. The following courses are required prior to admission to select senior institutions.

Pre-professional admission requirements vary with degree granting institutions. Selection for admission to a program is competitive and is made by the admissions committee of the respective program at the degree granting institution. Meeting the minimum requirement does not assure admission into a health science program.

Degree: Associate of Science

Emphasis: Pre-Health Information Management

The first two years of a three year course of study designed for the student who plans to apply for admission to the health information management program at the University of Tennessee, Memphis, Center for the Health Sciences. Additional upper division courses will be required prior to admission to the program.

Completion of the above courses satisfies the requirements for the A.S. degree. An additional 16 hours of upper division courses are required before admission to U.T. Memphis.

See an advisor for assistance in planning your academic program.
Degree: Associate of Science

Emphasis: Pre-Medical Technology

Designed for the student who plans to apply for admission to the medical technology program at the University of Tennessee, Memphis, Center for Health Sciences. Two years of course work at Walters State plus two years of study in the medical technology program are required. Students interested in other medical technology programs should obtain the catalogs of those institutions for admission requirements and consult their Walters State advisors.

Course No. | Course Title                          | Credit Hours |
----------|--------------------------------------|--------------|
BIOL 1100 | General Biology I w/lab              | 4            |
BIOL 1200 | General Biology II w/lab             | 4            |
BIOL 2130 | Biodiversity w/lab                   | 4            |
BIOL 2140 | Cell Biology w/lab                   | 4            |
BIOL 2310 | Human Anatomy & Physiology I w/lab   | 4            |
BIOL 2320 | Human Anatomy & Physiology II w/lab  | 4            |
CHEM 1110 | General Chemistry I w/lab            | 4            |
CHEM 1120 | General Chemistry II w/lab           | 4            |
CHEM 2310 | Organic Chemistry I w/lab            | 4            |
CHEM 2320 | Organic Chemistry II w/lab           | 4            |
CPSC 1100 | Using Information Technology         | 3            |
EDUC 1010 | The Freshman Experience              | 0-1          |
EDUC 0800 | Study Skills                         |              |
ENGL 1110 | Composition I                        | 3            |
ENGL 1120 | Composition II                       | 3            |
MATH 1035 | Mathematical Functions I             | 3            |
MATH 1032 | Calculus A                           | 3            |
PSYC 1310 | Introduction to Psychology           | 3            |
SPCH 2010 | Introduction to Speech Communication | 3            |
ELECTIVES | Approved History courses             | 6            |
       | Humanities                            | 6            |
       | Literature                            | 3            |
       | Physical Education Activity          | 2            |

TOTAL CREDIT HOURS  70-71

Pre-professional admission requirements vary with degree granting institutions. Selection for admission to a program is competitive and is made by the admissions committee of the respective program at the degree granting institution. Meeting the minimum requirement does not assure admission into a health science program.

Degree: Associate of Science

Emphasis: Pre-Medicine

Designed to cover the first two years of course work for students preparing to study medicine. At least one additional year of course work will be required at a senior institution. The pre-medical student should plan the curriculum for a baccalaureate major because more students accepted into medical schools have the baccalaureate degree.

Course No. | Course Title                          | Credit Hours |
----------|--------------------------------------|--------------|
BIOL 2130 | Biodiversity w/lab                   | 4            |
BIOL 2140 | Cell Biology w/lab                   | 4            |
CHEM 1110 | General Chemistry I w/lab            | 4            |
CHEM 1120 | General Chemistry II w/lab           | 4            |
CHEM 2310 | Organic Chemistry I w/lab            | 4            |
CHEM 2320 | Organic Chemistry II w/lab           | 4            |
CPSC 1100 | Using Information Technology         | 3            |
EDUC 1010 | The Freshman Experience              | 0-1          |
EDUC 0800 | Study Skills                         |              |
ENGL 1110 | Composition I                        | 3            |
ENGL 1120 | Composition II                       | 3            |
MATH 1035 | Mathematical Functions I             | 3            |
MATH 1040 | Mathematical Functions II            | 3            |
PHYS 2110 | General Physics I w/lab              | 4            |
PHYS 2120 | General Physics II w/lab             | 4            |
PHYS 2610 | Physics I w/lab                      | 4            |
PHYS 2620 | Physics II w/lab                     | 4            |
PSYC 1310 | Introduction to Psychology           | 3            |
SPCH 2010 | Introduction to Speech Communication | 3            |
ELECTIVES | Approved History courses             | 6            |
       | Humanities                            | 6            |
       | Literature                            | 3            |
       | Physical Education Activity          | 2            |

TOTAL CREDIT HOURS  70-71

See an advisor for assistance in planning your academic program.
Degree: Associate of Science

Emphasis: Pre-Occupational Therapy

Designed for the student who plans to apply for admission to the occupational therapy program at the University of Tennessee, Memphis, Center for Health Sciences. Two years of course work at Walters State plus two years of study at the degree granting institution are required.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1100</td>
<td>General Biology I w/lab</td>
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</tr>
<tr>
<td>BIOL 1200</td>
<td>General Biology II w/lab</td>
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<td>or</td>
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</tr>
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<td>Cell Biology w/lab</td>
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<tr>
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<td>Human Anatomy &amp; Physiology I w/lab</td>
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<td>BIOL 2320</td>
<td>Human Anatomy &amp; Physiology II w/lab</td>
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<td>CHEM 1110</td>
<td>General Chemistry I w/lab</td>
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<tr>
<td>CPSC 1100</td>
<td>Using Information Technology</td>
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<td>EDUC 1010</td>
<td>The Freshman Experience</td>
<td>0-1</td>
</tr>
<tr>
<td>or</td>
<td>EDUC 0800</td>
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<td>ENGL 1110</td>
<td>Composition I</td>
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<td>MATH 1035</td>
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<td>PHYS 2110</td>
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</tr>
<tr>
<td>PSYC 1310</td>
<td>Introduction to Psychology</td>
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</tr>
<tr>
<td>PSYC 2310</td>
<td>Abnormal Psychology</td>
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</tr>
<tr>
<td>PSYC 2420</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 2010</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>Approved History courses</td>
<td>6</td>
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<td>Literature</td>
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</tr>
<tr>
<td></td>
<td>Physical Education Activity</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS 68-69

Pre-professional admission requirements vary with degree granting institutions. Selection for admission to a program is competitive and is made by the admissions committee of the respective program at the degree granting institution. Meeting the minimum requirement does not assure admission into a health science program.

See an advisor for assistance in planning your academic program.
## Associate of Arts/Associate of Science degree programs

Associate of Arts/Associate of Science degree programs are designed for the student who desires to transfer to a four-year institution to pursue a baccalaureate degree. The information presented in a university parallel curriculum is not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer and their advisors for information on degree requirements.

## Associate of Applied Science and Academic/Technical Certificate programs

Associate of Applied Science and Academic/Technical Certificate programs are designed for the student who desires to enter employment upon graduation and does not intend to transfer to a baccalaureate degree program. A student admitted to an Associate of Applied Science program is not required to complete high school units of study required for admission to a university. However, should the student later decide to attend a state university, the requirements must be completed prior to admission to a baccalaureate program.

### Degree: Associate of Science

#### Emphasis: Pre-Optometry

Designed to prepare students for their first two years of a three year pre-optometric program. At least one additional year of course work at a senior institution will be required before admission to an optometry school.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2130</td>
<td>Biodiversity w/lab</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2140</td>
<td>Cell Biology w/lab</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1110</td>
<td>General Chemistry I w/lab</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1120</td>
<td>General Chemistry II w/lab</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 2310</td>
<td>Organic Chemistry I w/lab</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 2320</td>
<td>Organic Chemistry II w/lab</td>
<td>4</td>
</tr>
<tr>
<td>CPSC 1100</td>
<td>Using Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 1010</td>
<td>The Freshman Experience</td>
<td>0-1</td>
</tr>
<tr>
<td>EDUC 0800</td>
<td>Study Skills</td>
<td></td>
</tr>
<tr>
<td>ENGL 1110</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1120</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1040</td>
<td>Mathematical Functions II</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 2110</td>
<td>General Physics I w/lab</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 2120</td>
<td>General Physics II w/lab</td>
<td>4</td>
</tr>
<tr>
<td>SPCH 2010</td>
<td>Introduction to Speech Comm.</td>
<td>3</td>
</tr>
</tbody>
</table>

**ELECTIVES**

- Approved History courses
  - Humanities
  - Literature
- Physical Education Activity

**TOTAL CREDIT HOURS** 64-65

Completion of the above courses satisfies the requirements for the A.S. degree. The following courses may be required prior to admission to optometry school and may be taken at Walters State.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2510</td>
<td>General Microbiology w/lab</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1032</td>
<td>Calculus A</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MATH 1110</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td>Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 1310</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Pre-professional admission requirements vary with degree granting institutions. Selection for admission to a program is competitive and is made by the admissions committee of the respective program at the degree granting institution. Meeting the minimum requirement does not assure admission into a health science program.

### Degree: Associate of Science

#### Emphasis: Pre-Pharmacy

Designed to prepare students for entrance to a pharmacy school. The Doctor of Pharmacy degree requires four additional years of study. Students should be fully aware of the admissions requirements of the schools to which they intend to apply. Students should obtain the catalogs of those institutions for admission requirements and consult their Walters State advisors.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1100</td>
<td>General Biology I w/lab</td>
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<tr>
<td>BIOL 1200</td>
<td>General Biology II w/lab</td>
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<tr>
<td>or</td>
<td>Biodiversity w/lab</td>
<td></td>
</tr>
<tr>
<td>BIOL 2130</td>
<td>Cell Biology w/lab</td>
<td></td>
</tr>
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<td>BIOL 2510</td>
<td>General Microbiology</td>
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</tr>
<tr>
<td>CHEM 1110</td>
<td>General Chemistry I w/lab</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1120</td>
<td>General Chemistry II w/lab</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 2310</td>
<td>Organic Chemistry I w/lab</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 2320</td>
<td>Organic Chemistry II w/lab</td>
<td>4</td>
</tr>
<tr>
<td>CPSC 1100</td>
<td>Using Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 1010</td>
<td>The Freshman Experience</td>
<td>0-1</td>
</tr>
<tr>
<td>EDUC 0800</td>
<td>Study Skills</td>
<td></td>
</tr>
<tr>
<td>ENGL 1110</td>
<td>Composition I</td>
<td>3</td>
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<tr>
<td>ENGL 1120</td>
<td>Composition II</td>
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<tr>
<td>MATH 1032</td>
<td>Calculus A</td>
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</tr>
<tr>
<td>or</td>
<td>MATH 1110</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td>Calculus I</td>
<td>5</td>
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<tr>
<td>MATH 1080</td>
<td>Probability and Statistics</td>
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</tr>
<tr>
<td>PHYS 2110</td>
<td>General Physics I w/lab</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 2120</td>
<td>General Physics II w/lab</td>
<td>4</td>
</tr>
<tr>
<td>SPCH 2010</td>
<td>Introduction to Speech Comm.</td>
<td>3</td>
</tr>
</tbody>
</table>

**ELECTIVES**

- Approved History courses
- Humanities
- Literature
- Physical Education Activity

**TOTAL CREDIT HOURS** 76-77

See an advisor for assistance in planning your academic program.
**Degree: Associate of Science**

**Emphasis: Pre-Physical Therapy**

Designed to prepare students for the first two years of a three or four year pre-physical therapy program. At least one or two additional years of course work may be required before admission to a masters level physical therapy program. Students should check with an advisor for specific admission requirements at the institution of interest.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1100</td>
<td>General Biology I w/lab</td>
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</tr>
<tr>
<td>BIOL 1200</td>
<td>General Biology II w/lab</td>
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</tr>
<tr>
<td>BIOL 2130</td>
<td>Biodiversity w/lab</td>
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</tr>
<tr>
<td>BIOL 2140</td>
<td>Cell Biology w/lab</td>
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<td>BIOL 2310</td>
<td>Human Anatomy &amp; Physiology I w/lab</td>
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<tr>
<td>BIOL 2320</td>
<td>Human Anatomy &amp; Physiology II w/lab</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1110</td>
<td>General Chemistry I w/lab</td>
<td>4</td>
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<tr>
<td>CHEM 1120</td>
<td>General Chemistry II w/lab</td>
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<td>CPSC 1100</td>
<td>Using Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 1010</td>
<td>The Freshman Experience</td>
<td>0-1</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDUC 0800</td>
<td>Study Skills</td>
<td></td>
</tr>
<tr>
<td>ENGL 1110</td>
<td>Composition I</td>
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<td>ENGL 1120</td>
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<td>MATH 1040</td>
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<td>MATH 1080</td>
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<td>PHYS 2110</td>
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<tr>
<td>PHYS 2120</td>
<td>General Physics II w/lab</td>
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<td>SPCH 2010</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
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<td></td>
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<td></td>
<td>Literature</td>
<td>3</td>
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<tr>
<td></td>
<td>Physical Education Activity</td>
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</tbody>
</table>

**TOTAL CREDIT HOURS** 67-68

Completion of the above courses satisfies the requirements for the A.S. degree. See your advisor for additional required courses that may be taken at Walters State. The following may be required and can be taken at Walters State.

| PSYC      | Psychology                               | 6            |

Pre-professional admission requirements vary with degree granting institutions. Selection for admission to a program is competitive and is made by the admissions committee of the respective program at the degree granting institution. Meeting the minimum requirement does not assure admission into a health science program.

**PRE-PROFESSIONAL ENGINEERING PROGRAM**

**Degree: Associate of Science**

**Emphasis: Pre-Engineering**

Students planning to pursue an academic program in engineering may take the first two years of study directed by a Pre-Engineering advisor. Students should be fully aware of the curriculum of the institution to which they plan to transfer and must follow close advisement.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CHEM 1110</td>
<td>General Chemistry I w/lab</td>
<td>4</td>
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<td>CHEM 1120</td>
<td>General Chemistry II w/lab</td>
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</tr>
<tr>
<td>CPSC 2160</td>
<td>Fortran/Math Engineering</td>
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<td>The Freshman Experience</td>
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<tr>
<td>or</td>
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<td>EDUC 0800</td>
<td>Study Skills</td>
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<td>ENGL 1120</td>
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<td>Calculus III</td>
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<tr>
<td>MATH 2710</td>
<td>Differential Equations</td>
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<tr>
<td>PHYS 2210</td>
<td>Statics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 2220</td>
<td>Dynamics</td>
<td>4</td>
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<tr>
<td>PHYS 2610</td>
<td>Physics I w/lab</td>
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</tr>
<tr>
<td>PHYS 2620</td>
<td>Physics II w/lab</td>
<td>4</td>
</tr>
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<tr>
<td></td>
<td>Approved Literature courses</td>
<td>6</td>
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<tr>
<td></td>
<td>Physical Education Activity</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS** 70-71

Completion of the above courses satisfies the requirements of the A.S. degree. The following may be required in the first two years of the engineering program selected and can be taken at Walters State.

| CHEM 2310 | Organic Chemistry I w/lab                 | 4            |
| CHEM 2320 | Organic Chemistry II w/lab                | 4            |
| PHYS 2630 | Modern Physics                            | 3            |

See an advisor for assistance in planning your academic program.
**DIVISION OF PUBLIC SAFETY**

**Purpose**

Provide educational services to individuals desiring to enter the public safety career field, skills training for those currently employed and appropriate academic course work to those who plan to transfer to a four-year institution of higher education.

**Degree: Associate of Science**

**Emphasis: Criminal Justice**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CRJT 1010</td>
<td>Overview of Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJT 1020</td>
<td>Administrative Concepts of Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>CRJT 1350</td>
<td>Community Policing</td>
<td>3</td>
</tr>
<tr>
<td>CRJT 1510</td>
<td>Criminal Law and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CRJT 2990</td>
<td>Special Topics in CRJT</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 1010</td>
<td>The Freshman Experience</td>
<td>0-1</td>
</tr>
<tr>
<td>or</td>
<td>Study Skills</td>
<td></td>
</tr>
<tr>
<td>ENGL 1110</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1120</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2010</td>
<td>Creative Problem Solving</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Abnormal Psychology</td>
<td></td>
</tr>
<tr>
<td>PSYC 2310</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>Computer Science</td>
<td>3</td>
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<td></td>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Natural Science</td>
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<tr>
<td></td>
<td>Physical Education Activity</td>
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</tr>
<tr>
<td></td>
<td>History</td>
<td>5</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS** **67-68**

**Degree: Associate of Applied Science**

**Emphasis: Public Safety**

The Associate of Applied Science degree program in Public Safety provides educational opportunities for individuals desiring to enter and those presently working in the field of public safety. The degree program contains two specialized concentrations of study: 1) Fire Protection and 2) Law Enforcement. Each of the concentrations has a common core of course work designed to provide a fundamental background in general education and specific course work in public safety.

Students requiring developmental education courses must complete those courses prior to enrolling in Public Safety courses.

**Concentration: Law Enforcement**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPSC 1100</td>
<td>Using Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>CRJT 1010</td>
<td>Overview of Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJT 1020</td>
<td>Administrative Concepts of Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>CRJT 1210</td>
<td>Traffic Accident Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CRJT 1350</td>
<td>Community Policing</td>
<td>3</td>
</tr>
<tr>
<td>CRJT 1320</td>
<td>Criminal Justice Work with Juveniles</td>
<td>3</td>
</tr>
<tr>
<td>CRJT 1510</td>
<td>Criminal Law and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CRJT 2130</td>
<td>Crime Scene Specialist</td>
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</tr>
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<td>CRJT 2140</td>
<td>Criminal Investigation</td>
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</tr>
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</tr>
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<td>The Freshman Experience</td>
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<td>or</td>
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<td>EMTB 1040</td>
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<tr>
<td>ENGL 1110</td>
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<td>SPCH 2010</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>Behavioral/Social Science</td>
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<td>Criminal Justice</td>
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<td></td>
<td>Mathematics</td>
<td>3</td>
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<td>Natural Science</td>
<td>4</td>
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<tr>
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<td>Physical Education Activity</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS** **67-68**

See an advisor for assistance in planning your academic program.
Associate of Arts/Associate of Science degree programs are designed for the student who desires to transfer to a four-year institution to pursue a baccalaureate degree. The information presented in a university parallel curriculum is not intended to represent requirements for any particular college or university. Students should consult articulation agreements, the catalog of the school to which they intend to transfer and their advisors for information on degree requirements.

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Concentration: Fire Protection

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CHEM 1310</td>
<td>Introductory Chemistry</td>
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<td>CHEM 1311</td>
<td>Introductory Chemistry Lab</td>
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<td>CPSC 1100</td>
<td>Using Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>CRJT 1010</td>
<td>Overview of Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 1010</td>
<td>The Freshman Experience</td>
<td>0-1</td>
</tr>
<tr>
<td>EDUC 0800</td>
<td>Study Skills</td>
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<tr>
<td>EMTB 1040</td>
<td>First Responder</td>
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<tr>
<td>ENGL 1110</td>
<td>Composition I</td>
<td>3</td>
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<tr>
<td>ENGL 1120</td>
<td>Composition II</td>
<td>3</td>
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<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 2310</td>
<td>Technical Writing</td>
<td></td>
</tr>
<tr>
<td>FIPT 1020</td>
<td>Fire Science</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 1050</td>
<td>Hazardous Materials for Firefighters</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 2010</td>
<td>Building Construction for Firefighters</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 2020</td>
<td>Fire Prevention and Education</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 2110</td>
<td>Fire Hydraulics and Water Supply</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 2220</td>
<td>Industrial Fire Hazards</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 2330</td>
<td>Fire Protection Management</td>
<td>3</td>
</tr>
<tr>
<td>FIPT 2350</td>
<td>Fire Protection Codes and Standards</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 2010</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>Behavioral/Social Science</td>
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<td>Humanities</td>
<td>3</td>
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<td></td>
<td>Mathematics</td>
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<td>EMTB or FIPT course selection</td>
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</tbody>
</table>

TOTAL CREDIT HOURS 65-66

Degree: Associate of Applied Science

Emphasis: Paramedic

Program pending TBR approval. See dean of Public Safety for more information.

See an advisor for assistance in planning your academic program.
TECHNICAL CERTIFICATE

Emphasis: Basic Police Officer Education

The Basic Police Officer Education technical certificate prepares students to meet standards for law enforcement officers established by the Tennessee Peace Officer Standards and Training Commission (POST). Credit earned for successful completion of this program may be applied toward the Associate of Applied Science degree in Public Safety, Law Enforcement concentration. Approval of the dean of the Public Safety program is required for admission.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>CRJT 1030</td>
<td>Basic Firearms Education</td>
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</tr>
<tr>
<td>CRJT 1130</td>
<td>Defensive and Tactical Driving</td>
<td>3</td>
</tr>
<tr>
<td>CRJT 1350</td>
<td>Community Policing</td>
<td>3</td>
</tr>
<tr>
<td>CRJT 1510</td>
<td>Criminal Law and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CRJT 2930</td>
<td>Basic Law Enforcement Procedures and Techniques</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS 21

Police In-Service

The Tennessee Peace Officers Standards and Training Commission requires active duty law enforcement officers to participate in 40 hours of training annually in order to maintain Commission certification as required by TCA38-8-111. Law enforcement officers may exceed this requirement by successfully completing any three hour CRJT law enforcement course.

Protective Services

The Private Protective Services Act (TCA Title 62, Chapter 35) of 1987 requires private security guards to participate in a training program in order to receive state certification. Private security guards may meet certification requirements by successfully completing CRJT 1830. Also, students seeking private security guard certification may meet the certification requirements by completing a CEU course in this area.

TECHNICAL CERTIFICATE

Emphasis: Basic Emergency Medical Technician

Admission Requirements

A prospective student seeking admission to the Basic Emergency Medical Technician (BEMT) Program must complete the following procedures according to State of Tennessee, Department of Emergency Medical Services, and Walters State Community College policies. Students who successfully complete requirements for the Basic Emergency Medical Technician technical certificate are eligible to take the Emergency Medical Technician State Examination.

1. Complete an Application for Admissions/Readmission and submit it to the department of Admissions, Records and Student Information.
2. Provide documentation supporting First Responder certification.
3. Provide proof of medical malpractice liability insurance coverage in amount of $1,000,000.
4. Submit evidence supporting high school graduation or GED.
5. Submit evidence of an acceptable physical examination in the last six months.
6. Must be 18 years of age.
7. Meet all other admission requirements specific to the program.

Retention Policies

Students’ grades will be evaluated each semester by the department faculty. A student must maintain the following standards or be dismissed from the program:

1. A grade of "C" or better in EMTB 1010.

Readmission Policies

1. A student may be considered for readmission to the Basic Emergency Medical Technician program if the following criteria are met:
   a. Readmission to an emergency medical technician program is contingent upon the availability of space.
   b. The applicant must complete an application for readmission.

OPTION 1

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMTB 1010</td>
<td>Basic Emergency Medical Technician I</td>
<td>8</td>
</tr>
<tr>
<td>EMTB 1020</td>
<td>Basic Emergency Medical Technician II</td>
<td>8</td>
</tr>
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</table>

TOTAL CREDIT HOURS 16

OPTION 2

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMTB 1050</td>
<td>Basic Emergency Medical Technician I and II</td>
<td>16</td>
</tr>
</tbody>
</table>

*EMTB 1040 (First Responder) is a prerequisite.
TECHNICAL CERTIFICATE

Emphasis: Emergency Medical Technician - Paramedic

Admission Requirements
A prospective student seeking admission to the Emergency Medical Technician - Paramedic program must complete the following procedures according to State of Tennessee, Department of Emergency Medical Services, and Walters State Community College policies. Students who successfully complete requirements for the Emergency Medical Technician - Paramedic technical certificate are eligible to take the Paramedic State Examination.

1. Complete an Application for Admissions/Readmission and submit it to the department of Admissions, Records and Student Information.
2. Submit to the Paramedic Program Director the application specific to the Paramedic Program.
3. Complete placement testing if you are 21 years of age or older and had no prior college level English or math classes. If under the age of 21, the ACT is required. Contact the Office of Counseling and Testing for further information.
4. Be currently licensed as an Emergency Medical Technician in the state of Tennessee. Submit to the program director evidence of current EMT license.
5. Submit to the program director written evidence, on the appropriate form, of a physical examination within the past six months showing the applicant is in good physical health and that the applicant possesses no physical disabilities which would impede the applicants ability to fulfill the functions and responsibilities of the paramedic.
6. Submit to the program director a letter of recommendation and endorsement from the applicant’s employer which indicates the applicant’s experience.
7. Submit to the program director two letters of recommendation, one from an active emergency department physician and another from an emergency department nurse.
8. Successfully complete the paramedic entrance examination with an acceptable score. This exam should be scheduled through the regional EMS Director.
9. Submit to the program director evidence of a psychological examination given by a licensed psychological examiner. The report must state emotional stability and psychological fitness to perform the duties of a paramedic.
10. Appear for a personal interview with the program advisory committee. The applicant is rated by each committee member on appearance, communication, motivation, maturity, and knowledge of profession.
11. Provide to the program director evidence of medical malpractice liability insurance in the amount of $1,000,000.

Retention Policies
Students’ grades will be evaluated each semester by the department faculty. A student must maintain the standards as outlined in the Paramedic Core Manual or be dismissed from the EMT Paramedic Program.

Course No. | Course Title | Credit Hours
---|---|---
PARA 2010 | Paramedic Roles and Responsibilities | 1
PARA 2020 | Human Systems & Patient Assessment | 4
PARA 2030 | Shock and Trauma | 3
PARA 2040 | Medical Emergencies | 3
PARA 2050 | Behavioral Crisis’s | 1
PARA 2060 | Obstetrics and Pediatrics | 2
PARA 2070 | Clinical Practicum I | 1
PARA 2110 | Cardiovascular System | 5
PARA 2120 | Dysrhythmia Recognition and Treatment | 3
PARA 2130 | General Pharmacology and Fluid Therapy | 2
PARA 2170 | Clinical Practicum II | 4
PARA 2220 | Advanced Cardiac Care | 1
PARA 2230 | Advanced Trauma Care | 1
PARA 2240 | Field Practicum | 2
PARA 2250 | Advanced Pediatric Care | 3
PARA 2270 | Clinical Practicum III | 2
PARA 2290 | Seminar in Rural Emergency Medical Services | 1

TOTAL CREDIT HOURS 39

See an advisor for assistance in planning your academic program.
**DIVISION OF TECHNICAL EDUCATION**

**Purpose**

Provide education and skills upgrade training which results in highly skilled technicians, technical managers and supervisory personnel who are employable in various business and industry fields, assist business and industry by serving as a resource promoting technology transfer, and support students in the associate of applied science degree program who may wish to continue their education in pursuit of a baccalaureate degree.

**Degree: Associate of Applied Science**

**Emphasis: General Technology**

The General Technology Degree is designed to serve two populations:

1. Students entering the A.A.S. General Technology through college credit enrollment. These students declare the General Technology major and complete an individualized concentration designed with the assistance and approval of an academic advisor in the program area that best aligns with the student's specific career goals.

2. Students applying college credit awarded for demonstrated competency through one of the articulate avenues as listed below.

   a. **Technology Center Graduates:** Students completing selected diploma programs at a technology center and requesting college credit (1-16 credit hours) must demonstrate competency by scoring at the national post-secondary mean on the Student Occupational Competency Achievement Test (SOCAT) in the occupational area for which the student is requesting credits. The SOCAT exam will be administered by the technology center.

   b. **Industry Training:** Students articulating competencies earned in industry and requesting credit (1-16 credit hours) must present an acceptable SOCAT score as defined above in the appropriate technical/training area.

   c. **Technology Center Course-By-Course:** Students requesting credit awarded on a college course-by-course basis for technology center competencies earned in a program of study less than articulation-eligible diploma programs must demonstrate competency as determined by appropriately credentialed college faculty as being college level. (proficiency exam)

   *Articulated credits less than 16 will be added to the technical concentration. Note: Students may customize a 35 credit hour technical portion of the program in lieu of taking the SOCAT exam.*

Students successfully meeting admission requirements may have up to 16 WSCC semester credit hours awarded toward the A.A.S. degree in General Technology when the student has successfully completed 15 credit hours of WSCC college level course work. Students receiving less than 16 credit hours must take additional course work as determined by their academic advisor.

**Admission Requirements:**

In addition to general college admission requirements, students applying for admission to the program must:

1. Complete the appropriate SOCAT examination administered by the Tennessee Technology Center or WSCC with a minimum score in both the writing and performance categories which equals or exceeds the national mean score in both areas.

2. Meet with the dean for Technical Education for assignment to an academic advisor to plan the students' educational program.

Program concentrations awarding the General Technology degree include:

- (1) Drafting/Design
- (2) Electrical/Electronics
- (3) Manufacturing
- (4) Child Development
- (5) Computer Science
- (6) Greenhouse Management
- (7) Golf Course/Turfgrass Management

**Course No.** | **Course Title** | **Credit Hours**
---|---|---
CFSC 1100 | Using Information Technology | 3
EDUC 1010 | The Freshman Experience | 0-1
EDUC 0800 | Study Skills | 
ENGL 1110 | Composition I | 3
ENGL 1120 | Composition II | 3
ITMF 1010 | Fundamentals of Industrial Technology | 3
ITMF 1430 | Quality Assurance | 4
MATH 1022 | College Algebra w/Applications | 3
SPCH 2010 | Introduction to Speech Communication | 3
ELECTIVES | Behavioral/Social Science | 3
Natural/Physical Science | 4
Articulated Credit (by exam)* | 0-16
Technical Concentration (individualized) | 19

**TOTAL CREDIT HOURS** 64-65

See an advisor for assistance in planning your academic program.

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The Agriculture discipline provides educational programs designed to prepare individuals to transfer to a four-year college/university to continue a major in one of the agriculture career areas. The Production Horticulture program prepares individuals to assume technical and management positions in horticulture related business and industry. The program also provides skills upgrade training for those currently employed in the agri-business industry.

Degree: Associate of Science

Emphasis: Agriculture

Students planning on transferring to a four-year college/university should determine as soon as possible the type of agriculture degree desired at the baccalaureate level. The courses listed below provide the student with core and prerequisite subject areas necessary to enroll in upper division courses in agriculture at senior institutions with degree programs in:

Agricultural Economics
Agricultural Education
Animal Science
Food Science and Technology
Forestry, Wildlife and Fisheries
Plant and Soil Science
Ornamental Horticulture and Landscape Design

Course No.  Course Title  Credit Hour
AGRM 1010  Perspectives in Agriculture  3
AGRM 1110  Fundamental of Animal Science  4
AGRM 1210  Introduction to Crop Science  4
AGRM 2030  Soil Science  4
AGRM 2630  Agriculture Microcomputer Applications  3
BIOL 1100  General Biology I w/lab  4
BIOL 1200  General Biology II w/lab  4
CHEM 1110  General Chemistry I w/lab  4
CHEM 1200  General Chemistry II w/lab  4
CHEM 2310  Organic Chemistry I w/lab  4
CHEM 2320  Organic Chemistry II w/lab  4
EDUC 1010  The Freshman Experience  0-1

or
EDUC 0800  Study Skills

ENGL 1110  Composition I  3
ENGL 1120  Composition II  3
MATH 1032  Calculus A  3
PHIL 2025  Human Nature and Life  3
SPCH 2010  Introduction to Speech Communication  3

ELECTIVES

Agriculture  3
History  6
Literature  3
Mathematics  3
Physical Education Activity  2

TOTAL CREDIT HOURS  69-70

Completion of the above courses satisfies the requirements for the A.S. degree. The following courses will be required prior to admission to a veterinary program.

PHYS 2110  General Physics I  4
PHYS 2120  General Physics II  4

Degree: Associate of Applied Science

Emphasis: Agriculture Business

Refer to page 64 for the Agriculture Business program.
Degree: Associate of Applied Science

Emphasis: Production Horticulture

The Production Horticulture program prepares students to assume highly technical and management positions in private and public horticulture related business and industry. The program contains two specialized concentrations of study to include: 1) Greenhouse Management, and 2) Golf Course and Turfgrass Management. Each of the concentrations has a common core of course work designed to provide a fundamental background in general education and specific course work in horticulture.

Concentration: Greenhouse Management

The Greenhouse Management concentration emphasizes the production of greenhouse and landscape plants, interior and exterior landscape design, maintenance and establishment operations and related business and facilities management.

Concentration: Golf Course and Turfgrass Management

The Golf Course and Turfgrass Management concentration emphasizes turfgrass management with special emphasis on golf courses, parks, lawns and other recreational related areas.

NEW PROGRAMS PENDING TBR APPROVAL

A.A.S. Production Horticulture
Concentration: Landscape Design

Technical Certificates in:
- Livestock Management
- Golf Course Maintenance
- Greenhouse Operations
- Landscape Design
- Database Specialist
- Microsoft Application Specialist
- Networking Specialist
- Computer Technician
- Multimedia Specialist

Please see the dean of Technical Education for additional information.

See an advisor for assistance in planning your academic program.
Academic Information

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**CHILD DEVELOPMENT**

The Child Development program prepares students to assume management, supervisory and teaching positions in child development early learning center programs and/or transfer to a baccalaureate program at a four-year institution. The program is also designed to meet the education and retraining needs of those already employed in early childhood occupations.

**Degree: Associate of Applied Science**

**Emphasis: Child Development**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDVT 1010</td>
<td>Healthful, Safe Early Childhood Learning Environment</td>
<td>3</td>
</tr>
<tr>
<td>CDVT 1020</td>
<td>Principles in Early Childhood Development</td>
<td>3</td>
</tr>
<tr>
<td>CDVT 1050</td>
<td>Overview of Early Childhood Development</td>
<td>3</td>
</tr>
<tr>
<td>CDVT 1060</td>
<td>Exceptional Children</td>
<td>3</td>
</tr>
<tr>
<td>CDVT 2100</td>
<td>Infant, Toddler, Child Development</td>
<td>3</td>
</tr>
<tr>
<td>CDVT 2130</td>
<td>Advanced Learning Environments</td>
<td>3</td>
</tr>
<tr>
<td>CDVT 2210</td>
<td>Administration of Child Care Centers</td>
<td>3</td>
</tr>
<tr>
<td>CDVT 2410</td>
<td>Psychomotor Development</td>
<td>3</td>
</tr>
<tr>
<td>CDVT 2420</td>
<td>Emotional Development</td>
<td>3</td>
</tr>
<tr>
<td>CDVT 2430</td>
<td>Developmental Assessment</td>
<td>3</td>
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<tr>
<td>CDVT 2990</td>
<td>Special Problems in CDVT</td>
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<tr>
<td>CPSC 1100</td>
<td>Using Information Technology</td>
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<tr>
<td>EDUC 1010</td>
<td>The Freshman Experience</td>
<td>0-1</td>
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<tr>
<td>or EDUC 0800</td>
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<td>ENGL 1110</td>
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<td>ENGL 1210</td>
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<td>SPCH 2010</td>
<td>Introduction to Speech Communication</td>
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<td>ELECTIVES</td>
<td>Humanities</td>
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<td>Literature</td>
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<td></td>
<td>Natural Science</td>
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<td></td>
<td>Mathematics</td>
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<td></td>
<td>Social Science</td>
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</tbody>
</table>

**TOTAL CREDIT HOURS** 67-68

**TECHNICAL CERTIFICATE**

**Emphasis: Child Development Associate (CDA)**

The Child Development Associate (CDA) technical certificate prepares early childhood educators who work with children, birth through five years of age, and their families in a variety of child care provider settings/agencies. Graduates of the program will demonstrate competency levels required to successfully complete the National Child Development Associate (CDA) credentialing process.

<table>
<thead>
<tr>
<th>Course No.</th>
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<tbody>
<tr>
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</tr>
<tr>
<td>CDVT 2100</td>
<td>Infant, Toddler and Child Development</td>
<td>3</td>
</tr>
</tbody>
</table>
| TOTAL CREDIT HOURS **9**

See an advisor for assistance in planning your academic program.
 COMPUTER AND INFORMATION SCIENCE

The Computer and Information Science program prepares individuals for employment as computer professionals and/or the successful transfer to a baccalaureate program at a four-year institution. The program emphasizes the development of competence in the use of the computer and the various information technologies.

Degree: Associate of Science

Emphasis: Computer and Information Science

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPSC 1100</td>
<td>Using Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>CPSC 1350</td>
<td>Introduction to Computer Science I</td>
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</tr>
<tr>
<td>CPSC 1530</td>
<td>Introduction to Computer Science II</td>
<td>4</td>
</tr>
<tr>
<td>CPSC 2000</td>
<td>Computer Organization</td>
<td>3</td>
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<tr>
<td>CPSC 2010</td>
<td>Assembly Language</td>
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<td>CPSC 2270</td>
<td>Business Oriented Programming</td>
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<td>CPSC 2290</td>
<td>File Processing</td>
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<td>CPSC 2750</td>
<td>Data Structures</td>
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<td>EDUC 1010</td>
<td>The Freshman Experience</td>
<td>0-1</td>
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<td>EDUC 0800</td>
<td>Study Skills</td>
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<td>ENGL 1110</td>
<td>Composition I</td>
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<td>ENGL 1120</td>
<td>Composition II</td>
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<td>ENGL 2260</td>
<td>Western World Literature I</td>
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<td>HIST 2010</td>
<td>American History I</td>
<td>3</td>
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<td>HIST 2020</td>
<td>American History II</td>
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<tr>
<td>MATH 1040</td>
<td>Mathematical Functions II</td>
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</tr>
<tr>
<td>MATH 1032</td>
<td>Calculus A</td>
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<tr>
<td>MATH 1080</td>
<td>Probability and Statistics</td>
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<tr>
<td>MATH 1110</td>
<td>Calculus I</td>
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<tr>
<td>SPCH 2010</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
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<tr>
<td>ELECTIVES</td>
<td>Humanities</td>
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<td>Natural Science</td>
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<td></td>
<td>Physical Education Activity</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS 70-71

Degree: Associate of Applied Science

Emphasis: Computer and Information Science

The Computer and Information Science Technology program emphasizes the development of data processing skills needed by professional analysts and programmers. The training will qualify students to assume positions with business and industry employing computer technology for the resolution of data processing problems. Special emphasis will be placed on programming skills, structured design concepts, data base management concepts, system skills and system design and analysis.

Graduation requirement: minimum 2.0 GPA in CPSC courses.

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<tr>
<th>Course No.</th>
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<tbody>
<tr>
<td>ACCT 1410</td>
<td>Small Business Record Keeping</td>
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<tr>
<td>CPSC 1100</td>
<td>Using Information Technology</td>
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<td>CPSC 1230</td>
<td>Introduction to Programming</td>
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<td>CPSC 1350</td>
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<tr>
<td>CPSC 2000</td>
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<tr>
<td>CPSC 2010</td>
<td>Assembly Language</td>
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<td>CPSC 2270</td>
<td>Business Oriented Programming</td>
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<td>CPSC 1318</td>
<td>RPG/400 Programming</td>
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<td>CPSC 2290</td>
<td>File Processing</td>
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<td>CPSC 2370</td>
<td>System Project</td>
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<td>CPSC 2770</td>
<td>Data Base Management Systems</td>
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<td>CPSC 2790</td>
<td>Data Communication and Networking</td>
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<td>EDUC 0800</td>
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<td>ENGL 1110</td>
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<tr>
<td>SPCH 2010</td>
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<td>ELECTIVES</td>
<td>Computer Science</td>
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<td>Mathematics</td>
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</table>

TOTAL CREDIT HOURS 67-68-69

TECHNICAL CERTIFICATE

Emphasis: Information Technology

The Technical Certificate in Information Technology is designed to prepare individuals for employment in the rapidly changing and expanding world of information technology. Specifically, this information technology certificate is designed to prepare a "generalist" who will possess a broad base of knowledge and skills that address the diverse information technology needs of business and industry. The program is designed to be delivered on a "fast track" basis with a non-traditional course schedule to lessen the time required for entrance into the job market. Courses will also be scheduled in the traditional semester format to accommodate those who favor this kind of schedule. Enrollment in this technical certificate program is by cohort. Please see the dean of Technical Education for more information.

See an advisor for assistance in planning your academic program.
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See an advisor for assistance in planning your academic program.
### Concentration: Electrical/Electronics

The Electrical/Electronics concentration emphasizes technical skills needed in an industrial environment where troubleshooting abilities and a knowledge of electrical concepts are required. The concentration includes classroom theoretical instruction supplemented by extensive hands-on laboratory training.

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<td>ITDD 1010</td>
<td>Engineering Graphics I</td>
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<td>ITEE 1010</td>
<td>Electrical Applications w/Lab</td>
<td>4</td>
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<td>ITEE 1320</td>
<td>DC Electrical Circuits w/Lab</td>
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<td>AC Electrical Circuits w/Lab</td>
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<td>ITEE 1510</td>
<td>Digital Electronics w/Lab</td>
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<td>ITEE 1710</td>
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<tr>
<td>ITEE 1910</td>
<td>Microprocessors w/Lab</td>
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<td>ITEE 2610</td>
<td>Electrical Power w/Lab</td>
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<tr>
<td>MATH 1022</td>
<td>College Algebra w/Applications</td>
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<tr>
<td>MATH 1040</td>
<td>Mathematical Functions II</td>
<td>3</td>
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<tr>
<td>PHYS 2110</td>
<td>General Physics I w/Lab</td>
<td>4</td>
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<tr>
<td>SPCH 2010</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
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<tr>
<td>ELECTIVES</td>
<td>Behavioral/Social Science</td>
<td>3</td>
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</tbody>
</table>

**TOTAL CREDIT HOURS** 67-68

### Concentration: Manufacturing

The Manufacturing concentration emphasizes the development of problem solving, communication, and technical skills and provides education in the management and control of basic materials, facilities, personnel and financial resources.

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<td>Fundamentals of Industrial Technology</td>
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<td>ITMF 1210</td>
<td>Industrial Materials and Processes</td>
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<td>ITMF 1430</td>
<td>Quality Assurance</td>
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<td>ITMF 1810</td>
<td>Industrial Supervision</td>
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<td>ITMF 2610</td>
<td>Occupational Safety</td>
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<tr>
<td>ITMF 2710</td>
<td>Production and Materials Control</td>
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<td>ITMF 2720</td>
<td>Facilities Planning</td>
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<td>ITMF 2740</td>
<td>Industrial Measurements &amp; Cost Systems</td>
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<tr>
<td>ITMF 2800</td>
<td>CIM Technology Applications</td>
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<td>MATH 1040</td>
<td>Mathematical Functions II</td>
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<tr>
<td>MATH 1080</td>
<td>Probability and Statistics</td>
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<td>PHYS 2110</td>
<td>General Physics I w/Lab</td>
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<td>or CHEM 1110</td>
<td>General Chemistry I w/Lab</td>
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TECHNICAL CERTIFICATE

Emphasis: Industrial Maintenance

The Industrial Maintenance technical certificate program prepares individuals to support and maintain industrial and HVAC environmental control systems, computer-controlled electrical and mechanical production equipment and facility material process equipment and begin preparation for supervisory level positions in the industrial maintenance setting.

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<tr>
<td>ITEE 1010</td>
<td>Electrical Applications w/ Lab</td>
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<td>ITEE 2730</td>
<td>Industrial Controls w/ Lab</td>
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<tr>
<td>ITMF 1010</td>
<td>Fundamentals of Industrial Technology</td>
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<tr>
<td>ITMF 1610</td>
<td>Industrial Print Reading</td>
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<td>ITMF 1620</td>
<td>Basic Industrial Fluid Power</td>
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<tr>
<td>ITMF 2610</td>
<td>Occupational Technology</td>
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</tbody>
</table>

TOTAL CREDIT HOURS 20

TECHNICAL CERTIFICATE

Emphasis: Quality Control Technology

The Quality Control Technology technical certificate program prepares individuals for business and industrial job opportunities in the Quality Assurance career field. Individuals presently employed and working in the quality management occupational area may upgrade their knowledge and skill levels by successfully completing the program.

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<td>Fundamentals of Industrial Technology</td>
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<td>ITMF 1430</td>
<td>Quality Assurance</td>
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<td>ITMF 2990</td>
<td>Special Problems: Quality Project</td>
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<td>MATH 1022</td>
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</table>

TOTAL CREDIT HOURS 19

See an advisor for assistance in planning your academic program.
Course Descriptions
COURSE DESCRIPTIONS

In addition to the credit courses of study in each of the following disciplines, the college also offers from semester to semester various special courses of study not listed. These courses are offered through the office of Community and Economic Development and all inquiries should be addressed to the dean of that office.

ACCOUNTING (ACCT)

ACCT 1410  Small Business Record Keeping ............ 3 credits
Basic principles of accounting with emphasis on record keeping and analyzing transactions, payroll concepts, and preparation of federal and state payroll tax returns common to small business.

ACCT 2210  Principles of Accounting I ..................... 3 credits
Introduction to financial accounting theory and practice with emphasis on preparation and reporting of financial information.

ACCT 2220  Principles of Accounting II ..................... 3 credits
Introduction to managerial and cost accounting concepts with emphasis on uses of accounting data by managers in planning operations, controlling activities and decision making. (Prerequisite: ACCT 2210)

ACCT 2550/2551  Tax Practice ............................ 4 credits
A study of federal income tax preparation procedures for individuals, partnerships and corporations. Emphasis will be placed on the responsibilities of tax return preparers to their clients and the Internal Revenue Service. The course stresses manual preparation techniques of federal tax forms and schedules. (Prerequisites: ACCT 2220 with a grade of C or better, MGMT 1100 and MATH 1022, or consent of the instructor). (Fall Semester).
3 hours lecture / 2 hours laboratory

ACCT 2560/2561  Accounting Practice I .......................... 4 credits
A course designed to prepare students for complex bookkeeping assignments. Emphasis will be placed on deferrals and accruals, the interim and year-end adjusting processes, error isolation and correction, drafting of financial statements, closing procedures, and work paper preparation and documentation. Students will be exposed to both manual and computerized accounting systems. (Prerequisites: ACCT 2220 with a grade of C or better, MGMT 1100, and MATH 1022, or consent of instructor) (Fall Semester).
3 hours lecture / 2 hours laboratory

ACCT 2570/2571  Accounting Practice II .......................... 4 credits
This course includes a survey of major Tennessee state and local taxes including return preparation, microcomputer preparation of federal tax returns and payroll accounting procedures and reporting. Payroll record keeping techniques and federal and state payroll tax return requirements will be emphasized. (Spring Semester)
3 hours lecture / 2 hours laboratory

ACCT 2580/2581  Accounting Practice III ....................... 4 credits
A capstone course designed to challenge the student’s problem solving abilities in accounting and related areas. Comprehensive accounting / tax / OCBOA simulations will stress overall engagement objectives and outcomes. Students will be required to complete the simulations as if on an actual engagement. Verbal and written communications skills will be stressed. Students will utilize Word/WordPerfect to prepare formal reports and letters. Also ethics will be emphasized as imperative in all aspects of an engagement. A comprehensive final project/examination will cover all topics included in the paraprofessional curriculum. (Prerequisite or corequisite: ACCT 2570) (Spring Semester)
3 hours lecture / 2 hours laboratory

AGRICULTURE RESOURCE MANAGEMENT (AGRM)

AGRM 1010  Perspectives in Agriculture ...................... 3 credits
A general perspective of the dynamic fields in agriculture and associated natural resources. Students will study the historical development of agriculture, current national and world issues in agriculture and trends for the future.
3 hours lecture

AGRM 1020  Introduction to Turfgrass Management .... 2 credits
This course covers the selection and establishment of turf grass, as well as soil management and fertilization in turfgrass culture. The basics of mowing, irrigation, renovation and cultivation are also covered.
2 hours lecture

AGRM 1030  Advanced Turf Management ...................... 2 credits
Basic principles and practices of turf management related to golf courses. Topics will include specialized turf areas, fertilizer program, development, equipment selection, and insect, weed and disease management.
2 hours lecture

AGRM 1040  Pest Management .................................. 2 credits
A study in the review and compliance with EPA regulations in the safe use, storage and disposal of pesticides are emphasized along with Integrated Pest Management (IPM) and Best Management Principles (BMP).
3 hours lecture

AGRM 1050  Turf Power Equipment ............................. 3 credits
A study of basic power equipment maintenance programs including small engine repair, hydraulic systems and reel and blade sharpening will be covered as will the exposure to new equipment available for golf course maintenance.
3 hours lecture

AGRM 1060  Golf Course Irrigation .............................. 2 credits
A basic study of soil, water and plant relationships as they determine the need for and methods of irrigation and related drainage systems.
2 hours lecture.
AGRM 1110/1111 Fundamentals of Animal Science … 4 credits
A study of the basic structure of the animal industry in agriculture including breeding and evaluation of meat animals, market classes, marketing, production systems and animal products derived from beef and dairy cattle, poultry, sheep and swine. Students will visit area markets and farms for first hand lab work with production, marketing, and evaluation of meat animals. This course will also introduce the student to a variety of general animal science topics and career opportunities in animal agriculture.

3 hours lecture / 2 hours laboratory

AGRM 1120 Beef Cattle Management ………………… 3 credits
A course dealing with the economics of the cattle business, selection and breeding programs, feeding, herd health, marketing, and facilities for raising and handling beef cattle. Special emphasis will be given to the economics of daily management decisions.

3 hours lecture

AGRM 1130 Horse Management …………………….. 3 credits
A course dealing with the basics of owning and caring for horses. Subjects include selection of the right horse, breeding, boarding, feeding, health care, hoof care and the ownership of horses for business and recreational uses.

3 hours lecture

AGRM 1140 Horsemanship …………………………… 3 credits
An introduction to safe horse handling using both English and western tack. The student will learn beginning riding techniques for pleasure and trail riding.

AGRM 1150 Advanced Horsemanship ………………… 1 credit
A course designed to advance the student from beginning riding techniques for pleasure riding in AGRM 1140 to advanced riding skills for training and showing horses. (Prerequisite: AGRM 1140)

AGRM 1160 Livestock Management Apprenticeship ………………… 3 credits
A course combining personal instruction with hands-on work experience with livestock. (Prerequisite: 3 credits of animal agriculture courses plus permission of instructor).

3 hours lecture

AGRM 1170 Livestock Event Management ………………… 3 credits
Livestock Event Management gives agriculture students an opportunity to actually plan, promote and conduct a livestock event for user groups. Students will seek sponsorship for and promote agricultural events such as team roping and running horse contests not being offered at the Expo Center by other groups and will seek to boost community support for these and other agricultural events in the future. In addition to event planning, students will cover topics such as facility scheduling, liability and legal issues of public events and budgeting for a livestock event.

AGRM 1210/1211 Introduction to Crop Science …… 4 credits
The importance and utilization of the world’s leading crops are covered in this course. It is a study of basic plant structure, growth, reproduction and classification of plants economically important to agriculture. Much of the student’s laboratory time will be used to study local crops, their management, production problems and marketing of these crops.

3 hours lecture / 2 hours laboratory

AGRM 1410 Environmental Horticulture …………… 3 credits
Basic plant sciences and their relationship to ornamental horticulture. An introduction to the awareness and appreciation of interior and exterior ornamental plants with emphasis on the home landscape, turfgrasses, herbaceous plants, and tropical plants.

3 hours lecture

AGRM 1420/1421 Fruit & Vegetable Production ….. 3 credits
A study of fruit and vegetable production on both the home and commercial scale. Subjects include site selection, soil selection and management, fertility, planting, raising your own plants, pruning fruit trees, pest control, harvest, storage and commercial marketing. The emphasis is on general management and the production of top quality produce that meets market standards.

2 hours lecture / 2 hours laboratory

AGRM 1440/1441 Interior Landscaping ………………… 2 credits
Identification, culture, interior design use and management of tropical and flowering plants cultivated in botanical gardens, conservatories, and building interiors. Plant disorder diagnosis including nutritional and pest problems.

1 hour lecture / 2 hours laboratory

AGRM 1510/1511 Basic Landscape Plants ……………… 4 credits
Identification, classification, adaptation, culture, and landscape design uses for ornamental trees, shrubs, ground covers, and vines.

3 hours lecture / 2 hours laboratory

AGRM 1520/1521 Supplementary Landscape & Herbaceous Plants ……………… 3 credits
Identification, classification, adaptation, culture, and landscape design uses for ornamental trees, shrubs, ground covers, vines, and herbaceous annuals, biennials, and perennials. Weed, insect, and disease pests and their control in landscape planting. (Prerequisite: AGRM 1510 or consent of instructor)

2 hours lecture / 2 hours laboratory

AGRM 1610/1611 Turf Power Equipment ………………… 5 credits
Basic understanding of operation and maintenance of equipment used in turfgrass management. Preventative maintenance, gas and diesel engine operation, small engine mechanics, hydraulic systems operation, and reel and blade sharpening will be taught in a hands on shop environment.

2 hours lecture / 6 hours laboratory

AGRM 1620/1621 Irrigation Systems …………………… 3 credits
Basic techniques involved in the design, layout, installation, and use of irrigation systems. Soil-water-plant relationships determine the need for and methods of irrigation and related drainage systems.

2 hours lecture / 2 hours laboratory

AGRM 1710/1711 Agricultural Economics …………… 3 credits
A study of the principles of agricultural economics including the law of supply and demand, pricing structure for farm commodities, and farm marketing. The course includes topics on natural resources use and conservation, community resource development and international agricultural trade. Lab time will be devoted to student use of loan applications, employee records and payroll reports, balance sheets, income and expense reports and general business record keeping.

2 hours lecture / 2 hours laboratory
AGRM 2130/2131 Animal Nutrition and Feeding 
Compliance with EPA regulations in the safe use, storage, and disposal of pesticides is emphasized along with Integrated Pest Management (IPM) and Best Management Practices (BMP). Also, identification and control of major insect, disease, and weed problems affecting turfgrass and ornamental horticulture. Upon completion of the course students will be given the opportunity to take the certification exam for turf and ornamental horticulture (category) 03.
3 hours lecture / 2 hours laboratory

AGRM 2030/2031 Soil Science 
A study of the physical, chemical and biological properties of soils as these properties relate to soil management and fertility. The student will examine differences in soils and relate these differences to the origin of the particular soil, its productive capacity and the best management practices for the soil with respect to erosion control, tillage practices, natural moisture supply, aeration, and fertility of the soil. Plant nutrition and the use of fertilizers will be covered with the student running soil tests and making fertilizer recommendations based on the test results.
3 hours lecture / 2 hours laboratory

AGRM 2130/2131 Animal Nutrition and Feeding 
The properties, functions, utilization and deficiency symptoms of the essential nutrients for normal growth and reproduction of farm animals are studied in this course along with common livestock feeds, feed additives, nutrient requirements and feeding standards. Ration formulation for beef and dairy cattle, sheep, horses, swine and poultry is a part of the courses as well as field trips to area livestock farms to study routine feeding practices.
2 hours lecture / 2 hours laboratory

AGRM 2140/2141 Farm Animal Health and Management Practices 
This course introduces the student to basic health management and disease prevention programs for farm animals with a study of the characteristics and symptoms, prevention and treatment of major diseases and internal and external parasites. Students learn livestock management practices and skills including dehorning, castrating, implanting, identification, foot care, vaccinating, and preparation for show and sale. Students receive group and individual instruction in these skills. The course also includes a study of buildings and equipment needed for raising and handling livestock.
3 hours lecture / 2 hours laboratory

AGRM 2210/2211 Greenhouse Crop Production 
Principles and commercial practices in producing the major and minor potted and cut flowers and plants produced in a greenhouse or similar structure. Application of the principles of plant physiology as related to the control of flowers, scheduling, environment, quality, sales and management.
3 hours lecture / 2 hours laboratory

AGRM 2310/2311 Greenhouse Management 
Principles of greenhouse-growing structures operation and management with emphasis on environmental control, media, fertilization and nutritional monitoring, insect and disease prevention and control, marketing and management.
2 hours lecture / 2 hours laboratory

AGRM 2360/2361 Elements of Floral Design 
Principles and techniques of basic flower arranging using floral products for home, church and special occasions. Design techniques are also an integral part of the course.
2 hours lecture / 2 hours laboratory

AGRM 2410/2411 Residential Landscape Design 
History of landscape design as related to contemporary applications. Development of the awareness of and sensitivity to the well organized use of landscape woody and herbaceous ornamental plants and landscape structures. Emphasis on design principles, energy conservation systems, plant identification and culture, and basic graphic skills.
1 hour lecture / 2 hours laboratory

AGRM 2420/2421 Landscape Design and Operations 
Comprehensive application of landscape design skills in commercial and residential settings. Site layout, grading, applied landscape construction, and planting design theories are covered. (Prerequisite: AGRM 2410)
2 hours lecture / 2 hours laboratory

AGRM 2440/2441 Lawn and Landscape Maintenance 
The proper installation and maintenance of residential and commercial landscapes including blueprint reading, job stake-out, proper planting, mulching, pest and weed control and prevention, edging, soil amending, climate protection, pruning and related business practices. (Prerequisite: AGRM 1510)
2 hours lecture / 2 hours laboratory

AGRM 2460/2461 Turfgrass Management 
The core course is turfgrass management for all turfgrass and horticulture majors. Turfgrass species identification, selection, and establishment; environmental and climatic influences; soils management and fertilization in turfgrass culture; and the basics of mowing, irrigation, renovation, cultivation and pest management in lawns are covered.
3 hours lecture / 2 hours laboratory
ART (ART)

It is traditional for art departments to hold rights for students' work for use as examples. Not responsible for any thefts or damage.

ART 1000 Introduction to the Arts ........................................ 3 credits
An introductory course to the fine arts designed to remove high school deficiency only. Areas of investigation and participation will include art, drama, and music. Study will include how to produce or perform works of art, how to analyze, interpret and evaluate artworks, and knowledge of stylistic periods in the arts.

ART 1010 Art Appreciation ............................................ 3 credits
Experiencing art - form, meaning and history in visual arts. Lecture-discussion. Especially for non-majors.

ART 1010 —  ART 2410

ART 1010 Basic Design I ............................................. 3 credits
Studio fundamentals: Development of observational skills and perception of reality. Fundamental aspects of drawing - line, tone, space, form and composition.

ART 1010 —  ART 2410

ART 1010 Basic Design II ......................... 3 credits
Studio fundamentals: Two dimensional design. Surface composition and color. (Prerequisite: Non-Art Majors - None; Art Majors - ART 1110)

ART 1010 Computer Animation I ..................... 3 credits
Introduction to computer animation. Performance of cuts, fades, and wipes between difference sources and mixing of video images. Video outputs will be produced with emphasis on creativity and aesthetic judgement.

ART 1010 —  ART 2410

ART 1010 Computer Animation II .................. 3 credits
Development and extension of skills and techniques begun in Computer Animation I. Introduction to digital video effects and various techniques for transition. (Prerequisite: ART 1510)

ART 1010 —  ART 2410

ART 1520 Computer Animation II .................. 3 credits
Development and extension of skills and techniques begun in Computer Animation I. Introduction to digital video effects and various techniques for transition. (Prerequisite: ART 1510)

ART 1810 School Art .................................................. 3 credits
Objectives of this course are to acquaint the student with studio fundamentals in one subject area, (painting, drawing, sculpture, print making or photo) appropriate to the elementary classroom. Also to furnish the student with information including what materials are necessary for elementary teaching and where to get them.

ART 1810 —  ART 2410

ART 1810 Art History Survey I ......................... 3 credits
Western Art I. Survey of major developments in Western Art, with an emphasis on the art of Europe from prehistory through the middle ages.

ART 1810 —  ART 2410

ART 1810 Art History Survey II ...................... 3 credits
Western Art II. Survey of major developments in Western Art, with an emphasis on the art of Europe and America from 1400 to the early 20th century.

ART 1810 —  ART 2410

ART 2110 Studio for Non-Art Majors .................. 3 credits
This course is composed of 50 percent studio production in studio (basic design, painting, ceramics, sculpture, or print making) and 50 percent academic research/participation/museum visitation. The offering will change emphasis from production, as for the art major, to an equal emphasis on academic activities. A course which allows the non-art major opportunity to experience a studio of his/her choice without the fear of competing with the art major. (Fine Arts Elective)

ART 2110 —  ART 2410

ART 2110 Photography I ........................................ 3 credits
Introduction to the art of black and white photography. Field and studio shooting, history of photography, basic developing and enlarging techniques.

ART 2110 —  ART 2410

ART 2110 Photography II ..................................... 3 credits
Creative 35mm camera and darkroom techniques to emphasize individual expression in the photographic medium. (Prerequisite: ART 2210 and ART 1110)

ART 2110 —  ART 2410

ART 2110 Ceramics I ............................................. 3 credits
Handbuilding. An introduction to all ceramic handbuilding techniques, including forming methods, glazing, clay preparation, firing, small and large scale pieces.

ART 2110 —  ART 2410

AGRM 2470/2481 Golf Course Organization and Maintenance ........................................ 4 credits
This course brings into focus the management of golf course and sports turf maintenance operations as it relates to the superintendent’s duties. Such areas as turf grooming, work scheduling, equipment management, records and budgets and irrigation system management will be covered. Golf course design and construction, maintenance building and workshop design and operation will also be covered. Students will take an active role in the day to day operations of the college’s turf lab as part of their lab work.

AGRM 2470/2481 —  ART 2410

AGRM 2470 —  ART 2410

AGRM 2470 —  ART 2410

AGRM 2470 —  ART 2410

AGRM 2470 —  ART 2410

AGRM 2470 —  ART 2410

AGRM 2470 —  ART 2410

AGRM 2470 —  ART 2410

AGRM 2470 —  ART 2410
AVIATION

The Aviation program provides education and skill development training leading to certification of licensure of individuals as pilots who fly for recreational and/or commercial purposes.

(AVIA)

AVIA 1010 Introduction to Aviation 2 credits
This course includes a brief history of aviation, career opportunities in aviation, fundamentals of flight, air navigation, weather, the Federal Aviation Administration (FAA) regulations, basic theory and principles of flight, introduction to aircraft structure, function of aircraft components, instruments, and radio navigation and communications. This is an introductory course which covers the basic knowledge required of the beginning student pilot. This course is a basic for preparation for the written FAA examination for the private pilot.

AVIA 2010 Flight Instruction I 3 credits
Flight instruction plus pre- and post flight discussion to provide the student with the knowledge necessary to become familiar with the airplane. This includes preflight, taxiing, take-off, climb, turn, straight and level, and glide. The four fundamentals of flight will be stressed. Radio communication, aircraft structure, and instruments will be included in the first half of this course. Basic flying will be the goal. The second half of this course will cover take-off and landing to the extent necessary for solo flight. It also includes the number of hours needed to prepare for dual cross flying. The total hours involved will be (20) twenty-flight and five (5) pre and post flight discussion plus flight preparation.

AVIA 2020 Flight Instruction II 3 credits
Flight instruction and discussion necessary to learn navigation both by radio and dead reckoning. Map reading will be an important part of this course. Maneuvers in preparation for the final flight test, flying by reference to instruments, and night flying will be taught at the conclusion of the course. The total hours involved will be twenty (20) hours flying and five (5) pre and post flight discussion plus flight discussion. At least ten (10) hours of the course will include solo cross country trips.

AVIA 2030 Introduction to Instrument Flying 3 credits
This course includes the necessary solo cross-country flying that is required before instrument rating, as well as an introduction to instruction flying. The total hours involved will be 40 flight hours solo cross country and 10 flight hours instrument flying. (Prerequisite: AVIA 2020)

AVIA 2040 Instrument Flying 3 credits
This course includes the flight training necessary to complete the instrument rating course. The total hours involved will be 40 flight hours instrument and 10 flight hours cross-country. (Prerequisite: AVIA 2030)

AVIA 2050 Commercial Pilot Training 3 credits
This course completes the flight training necessary for the Commercial Pilot Certificate, including flight training in complex aircraft as required by the Federal Aviation Administration. The total hours involved with the 50 hours flight training. (Prerequisite: AVIA 2040)

BANKING (BANK)

BANK 1010 Principles of Banking 3 credits
Presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement.

BANK 1030 Supervisory Training for Bankers 2 credits
Provides managerial concepts integrated with practical experience for banking supervisors.

BANK 2010 Understanding and Selling
Banking Products 2 credits
Human relations skills that encourage smooth, clear, and personalized communication between the customer and the bank employee is the focus of this course. Students learn to identify clues when talking to a customer that can help identify customer needs.
BANK 2100  Analyzing Financial Statements  ..........  2 credits
Financial statement analysis including generation of statement data, limitations of the accounting information provided, business funds flow and analysis tools and techniques.

BANK 2210  Marketing for Banking  .....................  2 credits
Marketing principles and their application in the banking industry.

BANK 2240  Deposit Operation  .........................  2 credits
Focuses on the way banks operate in the context of the U.S. payments system. Includes the deposit taking activities of banks, management of deposited funds, and the competitive regulatory environments in which banks operate.

BANK 2300  Law and Banking  .........................  2 credits
A study of legal issues with special emphasis on the Uniform Commercial Code, including contracts, real estate and bankruptcy.

BANK 2310  Consumer Lending  .........................  3 credits
Techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's credit operations should be carefully scrutinized to be certain the most efficient methods are employed, for only through an efficient operation can a bank maximize its profits on a particular kind of credit. Other topics discussed are inventory, financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.

BANK 2350  Trust Business  .........................  3 credits
Provides an overview of the trust department, including how it fits into the bank's overall operations, the services it provides and how those services are delivered.

BANK 2400  Commercial Bank Management  ..........  3 credits
Bank management skills are discussed in handling day-to-day banking activities. Analytical techniques for judging bank performance and possible expansion opportunities for banks are developed. Includes banking case studies.

BANK 2410  Law Banking Applications  ................  2 credits
Legal issues pertaining to secured transactions, letters of credit, the bank collection process, collateral, perfection and default.

BANK 2600  Bank Investments and Funds Management  ..........  2 credits
Banking investment and funds management strategies are the focuses of this course.

BIOLOGY (BIOL)

BIOL 1100  General Biology I  .........................  3 credits
Course for majors and non-majors dealing with cell structure and function, osmosis, diffusion, mitosis, meiosis, genetics, plant tissues, introductory chemistry, DNA and RNA structure, protein synthesis, cellular respiration, photosynthesis, ecology, pollution, population problems, surveys of the kingdoms Monera, Protista, Fungi and Plantae. (Corequisite: BIOL 1101)

3 hours lecture

BIOL 1101  General Biology I Laboratory  ..........  1 credit
Course with laboratory experiments and exercises which correspond to lecture material in BIOL 1100. (Prerequisite or corequisite: BIOL 1100)

3 hours laboratory

BIOL 1200  General Biology II  .........................  3 credits
Course for majors and non-majors in biology dealing with animal tissues, the basic structure and physiology of the following human systems: digestion, circulatory, respiratory, excretory, nervous, muscular, integumentary, endocrine, and reproductive. Evolution and survey of the kingdom Animalia are also studied this semester. (Corequisite: BIOL 1201)

3 hours lecture

BIOL 1201  General Biology II Lab  ..................  1 credit
Course with laboratory experiments and exercises which correspond to lecture material in BIOL 1200. (Prerequisite or corequisite: BIOL 1200)

3 hours laboratory
BIOL 2130  Biodiversity ..................................................  3 credit
Unifying concepts and principles of biology, illustrated with the diversity of life. Properties of life, molecular basis, origin of life, cells, genetics, introduction to kingdoms, origins of multicellularity, multicellular plants and animals, ideas about evolution, man's place in nature. Emphasis on common themes in living systems (e.g., metabolism, protein and nucleotide sequence similarities, morphology), phylogeny construction, fossils, and the major plant and animal groups. Intended for science majors.

BIOL 2131  Biodiversity Lab ............................................  1 credit
A study of the physical and chemical basis of life including plant and animal classification and histology; photosynthesis; a study of mitosis and meiosis; Mendelian genetics; human and population genetics; and evolutionary relationships. Experiments and exercises correspond to lecture material in Biodiversity. Intended for science majors.

BIOL 2140  Cell Biology ..................................................  3 credits
A study of the chemical and physical basis of the cell, including information pertaining to the atom, bonding, macromolecules, and metabolic reactions; cell structure including membranes, cell walls, and internal organelles; energetics, respiration; and molecular biology. Intended for science majors.

BIOL 2141  Cell Biology Lab ............................................  1 credit
Laboratory experiments and exercises designed to stress basic laboratory skills and procedures such as pipetting and mixing solutions, as well as introducing modern methods for analysis of cell components. Laboratory activities involve gel filtration chromatography, cell fractionation, DNA isolation, DNA fingerprinting using electrophoresis, immunological analysis of ovalbumin, plasmid uptake in bacteria, and cloning techniques in bacteria. Intended for science majors.

BIOL 2210  General Botany .............................................  3 credits
A study of roots, stems and leaves of seed plants, transport in plants, transpiration, hormones, photosynthesis, cellular respiration, genetics, taxonomy and ecology of major plant groups. (Corequisite: BIOL 2211)

BIOL 2211  General Botany Lab ......................................  1 credit
A general botany course with laboratory experiments and exercises to correspond with lecture material in BIOL 2210. (Prerequisite or corequisite: BIOL 2210).

BIOL 2310  Human Anatomy & Physiology I ...................  3 credits
A study of the structure and function of the human body. The topics studied include a general introduction to anatomy & physiology, cells, tissues, basic chemistry, mitosis, meiosis, genetics, osmosis, diffusion, the anatomy and physiology of the skeletal system, the integumentary system, the muscular system, introduction to the nervous system and CNS.

BIOL 2311  Human Anatomy & Physiology I Lab ..............  1 credit
A study of the structure and function of the human body with laboratory experiments and exercises which correspond to lecture material in BIOL 2310. (Corequisite: BIOL 2310)

BIOL 2320  Human Anatomy & Physiology II ..................  3 credits
A study of the structure and function of the human body. The topics studied include fluid and electrolyte balance, the nervous system, the cardiovascular system, the respiratory system, the urinary system, the digestive system, the reproduction system, and the endocrine system.

BIOL 2321  Human Anatomy & Physiology II Lab ............  1 credit
A study of the structure and function of the human body with laboratory experiments and exercises which correspond to lecture material in BIOL 2320. (Corequisite: BIOL 2320)  
3 hours laboratory

BIOL 2510/2511  General Microbiology ............................  4 credits
A general course for students desiring a broad background and understanding of microorganisms including pathogenesis, immunity and applied bacteriology. Laboratory emphasis on distribution, isolation, cultivation, morphology, identification, physical and chemical control.
3 hours lecture / 3 hours laboratory

BIOL 2610  Genetics .....................................................  3 credits
A study of heredity with emphasis on Mendelian genetics and its cytological basis; probability theory and statistics as they relate to Mendelian genetics.
3 hours lecture

BIOL 2611  Genetics Laboratory ......................................  1 credit
An introductory course in genetics with laboratory experiments performed with the fruit fly, Drosophila melanogaster. (Co-requisite: BIOL 2610)

BIOL 2710/2711  Microbiology ........................................  4 credits
A course for students desiring a comprehensive study of microbiology including microbial taxonomy, structure, metabolism, genetics, pathogenesis, immunity, and control. Laboratory designed to parallel lecture. (Prerequisite: one year of biology and one year of general chemistry)
3 hours lecture / 3 hours laboratory

BUSN 1290  Professional Development ..............................  3 credits
A course organized around the premise that the techniques and personal qualities students need to find the best possible job in a particular field are identical to those which they must develop as employees. Areas to be covered include: the job campaign - developing a letter of application, a resume and interviewing; planning for success - goal setting, time management and personal money management; adjusting and growing on the job; communicating - personal effectiveness and group dynamics; nutrition, health and exercise; wardrobe engineering.

BUSN 1310  Business Communications & Correspondence .............................................  3 credits
Patterns in organization of effective sentence and paragraph structure with emphasis on unity, coherence, word choice, usage, punctuation, spelling and abbreviations as applied to modern business writing problems. Experiences provided in speaking, listening, reading and writing (with main emphasis on writing).
BUSN 1810 Mathematical Applications for Business 3 credits
Emphasis will be placed on financial investments, annuities, simple and compound interest, commercial discounts, markup, markdown, risk management, distribution of profit and loss, financial statements and ratios. The use of personal computers will be incorporated throughout the course.

BUSN 2510 Legal Environment of Business 3 credits
A study of the principles of the American legal system as they relate to business; the relationship between law and business ethics and various specific areas of the law as they relate to the conduct of business in our society including tort law, criminal law, the common law of contracts, the Uniform Commercial Code and contracts for the sale of goods, negotiable instruments and commercial paper, the banking system and transactions, bulk sale transfers, secured transactions, real and personal property, bailments, agency, business organizations, government regulation of business, consumer protection, employment relations, insurance, wills and trusts.

BUSN 2520 Fundamentals of Money Management and Investments 3 credits
This course will provide understanding of various strategies of money management and investments. Topics covered will include general subjects such as budgeting, insurance, taxes, borrowing, and retirement planning. Investment topics covered will include: stocks, bonds, annuities, mutual funds and real estate.

CDVT 1010 Healthful, Safe Early Childhood Learning Environment 3 credits
A study of the basic principles of good health as they relate to the child in the family, child care center, and the community. Important aspects of childhood nutrition, disease prevention, and growth are explored. Accident prevention and safety receive special attention. Issues related to the learning environment are also examined. Classroom activities are supplemented by laboratory experience.

CDVT 1020 Principles in Early Childhood Development 3 credits
An exploration of developmental appropriateness in early childhood education, physical and cognitive growth, and principles of early childhood education, including theories and theorists. A block of time is devoted to the study of the child’s developing self-concept, social development, and guidance using a combination of texts, media, lectures, and guest speakers. Topics focus upon intelligence, communication, creativity, social, physical and emotional development. Special emphasis is upon the developmental domains (physical, emotional, social and cognitive). These topics will be considered within the context of family, child development centers, and community dynamics. Classroom activities will be supplemented by laboratory experience.

CDVT 1050 Overview of Early Childhood Development 3 credits
An in-depth exploration of the history of child development, theoretical models, and the importance of play in learning. Objective observation of, interaction with, and assessment of children is an integral part of this course. Classroom activities will be supplemented by laboratory experience.

CDVT 1060 Exceptional Children 3 credits
This course deals with physical disabilities, mental retardation, sensory impairment, and the gifted child. The course will focus upon coordination of community resources for the purpose of obtaining thorough diagnosis and treatment for the child. The student will learn to interpret diagnostic instruments and write educational programs to meet the special needs of the child. Classroom activities will be supplemented by laboratory experience.

CDVT 2100 Infant, Toddler, Child Development 3 credits
A study of developmental milestones in the lives of young children as well as developmentally appropriate methods and materials necessary for optimal holistic development of young children. Important socializing agents in our society and recent changes which are affecting them will be discussed. The areas of professionalism, advocacy, family involvement, and observing and recording children’s behavior will be explored in the course. Methods involved in the management of an early childhood program as well as several methods of observing, assessing, and recording young children’s behavior will be observed, explored and practiced by students.

CDVT 2130 Advanced Learning Environments 3 credits
This course will focus upon skill, knowledge, and materials development which are necessary in the provision of a developmentally appropriate environment for young children. Classroom activities will be supplemented by field trips and laboratory experience.

CDVT 2210 Administration of Child Care Centers 3 credits
A study of organization and administration practices applicable to the child care center. Topics of special consideration will 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. Classroom activities will be supplemented by laboratory experience.

CDVT 2410 Psychomotor Development 3 credits
This course will consider the views on motor learning of scientists such as Kephart, Piaget, Getman, Cratty, and Humphries; namely, that behavior is basically motor; that the prerequisites of any kind of behavior are muscular and motor responses.

CDVT 2420 Emotional Development 3 credits
A study of the developmental stresses faced by the young child and the behavioral problems and developmental disorders resulting from these stresses. Particular attention will be given to the development of a child development environment that mitigates the effects of stress due to divorce, death, brief separation, and fear; while, at the same time, helping the child develop his own skills for coping with life’s problems and a secure sense of identify. Classroom activities will be supplemented by laboratory experience.
CDVT 2430  Development Assessment  3 credits
A study of basic screening instruments and checklists leading to competency in screening children with suspected developmental problems. Support programs capable of meeting the needs of the child will be identified and referral procedures will be developed. Classroom activities will be supplemented by laboratory experience.

CDVT 2990  Special Problems in CDVT  1-3 credits
A course featuring an examination of a topical issue or area involved in the field of child development. The course may be repeated for credit, provided the theme is not repeated. Prior approval of instructor is required.

CHEMISTRY (CHEM)

CHEM 1000  Basic Chemistry  3 credits
A study of fundamental chemical concepts with emphasis on applications to agriculture, biology, nursing and the technologies. Designed for students who have not had a thorough high school course in chemistry.

3 hours lecture

CHEM 1001  Basic Chemistry  1 credit
A course for students with limited background in chemistry to do laboratory experiments and exercises in correspondence with lecture material in CHEM 1000.

3 hours laboratory

CHEM 1110  General Chemistry I  3 credits
A study of fundamental concepts and properties of selected elements and compounds. Topics covered are: tools of chemistry; atoms, molecules and ions; chemical reactions I: chemical equations and reactions in aqueous solutions; chemical reactions II: mass relationships; the gaseous state; thermodynamics; quantum theory and the electronic structure of atoms; periodic relationships among the elements; chemical bonding: basic concepts; chemical bonding II: molecular geometry and molecular orbitals; and intermolecular forces and liquids and solids. (Corequisite: CHEM 1111)

3 hours lecture

CHEM 1111  General Chemistry I Lab  1 credit
A study of fundamental concepts and properties of selected elements and compounds with laboratory experiments and exercises which correspond to lecture material in CHEM 1110. (Corequisite: CHEM 1110)

3 hours laboratory

CHEM 1120  General Chemistry II  3 credits
A study of fundamental concepts and properties of selected elements and compounds. Topics covered are: physical properties of solutions; chemical kinetics; chemical equilibrium; acids and bases; general properties; acid-base equilibria; solubility equilibria; entropy; free energy; and equilibrium; electrochemistry; metallurgy and the chemistry of metals; nonmetallic elements and their compounds; transition of metal chemistry and coordination; nuclear chemistry and organic chemistry; polymers and industrial chemistry. (Prerequisite: CHEM 1110; Corequisite CHEM 1121)

3 hours lecture

CHEM 1121  General Chemistry II Lab  1 credit
A study of fundamental concepts and properties of selected elements and compounds with laboratory experiments and exercises which correspond to lecture material in CHEM 1120. (Corequisite: CHEM 1120)

3 hours laboratory

CHEM 1310  Introductory Chemistry  3 credits
Introductory Chemistry will cover topics dealing with elementary concepts, atomic structure, periodic law, symbols, formula, equations, bonding, gas laws, acids, bases, solutions and equilibria. Will not substitute for CHEM 1110.

3 hours lecture

CHEM 1311  Introductory Chemistry Lab  1 credit
An introductory laboratory course with experiments and exercises which correspond to lecture material in CHEM 1310.

3 hours laboratory

CHEM 1320  Organic and Biochemistry  3 credits
Organic chemistry will cover nomenclature, structure, preparation and reaction of the important function groups. Biochemistry will cover carbohydrates, lipids, amino acids, proteins and nucleic acids. (Prerequisite: CHEM 1310) Will not substitute for CHEM 1120.

3 hours lecture

CHEM 1321  Organic and Biochemistry Lab  1 credit
A laboratory course with experiments and exercises which correspond to lecture material in CHEM 1320.

3 hours laboratory

CHEM 2310  Organic Chemistry I  3 credits
An introductory sequence course in organic chemistry which considers the occurrences, structure, properties, and uses of the more important classes of organic compounds. Concepts such as mechanisms of reactions and the relationships between structure and properties are developed. Topics covered are: carbon compounds and chemical bonds, representative carbon compounds, alkanes and cycloalkanes; conformational analysis, stereochemistry: chiral molecules, ionic reactions: nucleophilic substitution and elimination reactions of alkyl halides, alkenes and alkynes, alcohols and ethers, free radical reactions, conjugated unsaturated systems. (Prerequisite: CHEM 1120)

3 hours lecture
CHEM 2311 Organic Chemistry I Lab ............................... 1 credit
An introductory sequence course in organic chemistry which considers the occurrences, structure, properties, and uses of the more important classes of organic compounds with laboratory experiments and exercises which correspond to lecture material in CHEM 2310. (Corequisite: CHEM 2310)
3 hours laboratory

CHEM 2320 Organic Chemistry II ...................................... 3 credits
An introductory sequence course in organic chemistry which considers the occurrences, structure, properties, and uses of the more important classes of organic compounds. Concepts such as mechanisms of reactions and the relationships between structure and properties are developed. Topics covered are: aromatic compounds, electrophilic aromatic substitution, spectroscopy, phenols, aryl halides, nucleophilic aromatic substitution, oxidation and reduction reactions, organometallic compounds, aldehydes, and ketones, carboxylic acids and their derivatives, amines, and synthesis and reactions of dicarbonyl compounds. (Prerequisite: CHEM 2310)
5 hours laboratory

CHEM 2321 Organic Chemistry II Lab ............................... 1 credit
An introductory sequence course in organic chemistry which considers the occurrences, structure, properties, and uses of the more important classes of organic compounds with laboratory experiments and exercises which correspond to lecture material in CHEM 2320. (Corequisite: CHEM 2320)
3 hours laboratory

CHEM 2910 Independent Study ........................................ 1-6 credits
This course would consist of the assignment of problems of independent study incorporating previous instruction and would be supervised by the instructor.

CPSC 1100/1101 Using Information Technology .................. 3 credits
This course is designed to assist the student in achieving proficiency in computer applications. The student will demonstrate a working knowledge of word processing, electronic communication and on-line data bases and spreadsheets.
2 hours lecture / 2 hours laboratory

CPSC 1115/1116 Microsoft Word ...................................... 3 credits
This course covers the intermediate as well as advanced concepts of MS Word that are required for the Basic and Advanced levels of MOUS certification exams.
2 hours lecture / 2 hours laboratory

CPSC 1230/1231 Introduction to Programming .................... 3 credits
A course designed to introduce the concepts of programming. The course will use a visual programming tool such as Microsoft Visual BASIC to introduce procedural/structured programming concepts. The course is designed to introduce programming to students with limited computing backgrounds.
2 hours lecture / 2 hours laboratory

CPSC 1235/1236 Visual Basic ........................................... 3 credits
Continuation from CPSC 1230. The course covers advanced concepts of programming in Visual Basic including classes and objects, arrays, data control, file management, sorting and searching procedures. (Prerequisite: CPSC 1230 or equivalent)
2 hours lecture / 2 hours laboratory

CPSC 1240/1241 Microcomputer Business Applications ............. 3 credits
This course is designed to convey in-depth knowledge about microcomputers and their application. Students will work on IBM-PC computers using one or more popular commercially available software packages such as LOTUS 1-2-3 or Microsoft Excel. Included will be an introduction to DOS/Windows and an overview of microcomputers in general.
2 hours lecture / 2 hours laboratory

CPSC 1280/1281 Database Applications ............................. 3 credits
This course is designed for those individuals who want to effectively use a current relevant database management software system. Included will be an overview of the software package, use of the package’s file management capabilities in creating, loading, joining and maintaining databases, generating reports on the data, and the use of the procedures. The student will also be introduced to the programming capabilities of the software.
2 hours lecture / 2 hours laboratory

CPSC 1285/1286 Internet/E-mail ....................................... 3 credits
This course provides and introduction to using the Internet. It will cover topics such as history of Internet, available Internet tools, and ethical issues involved in the use of the Internet. It will also cover the basics of programming in HTML.
2 hours lecture / 2 hours laboratory

CPSC 1290/1291 PowerPoint ............................................ 3 credits
This course provides in-depth introduction of using Microsoft PowerPoint. Topics include basic and advanced skills of PowerPoint, the design concepts of creating presentations.
2 hours lecture / 2 hours laboratory

CPSC 1345/1346 Basics of Operating Systems ..................... 3 credits
This course provides an introduction to using the Internet. It will cover topics such as history of Internet, available Internet tools, and ethical issues involved in the use of the Internet. It will also cover the basics of programming in HTML.
2 hours lecture / 2 hours laboratory

CPSC 1350/1351 Introduction to Computer Science I ............ 4 credits
An introduction to all aspects of the programming and problem-solving process and the elements of good programming style. A high-level language will be used as vehicle for introducing these concepts. Laboratory use of the computer in designing, coding, debugging, and executing programs is an integral part of the course. (Prerequisite: CPSC 1230 or four years of high school math)
3 hours lecture / 2 hours laboratory

CPSC 1380/1381 RPG/400 Programming ............................ 4 credits
A course in the RPG/400 (Report Program Generator) programming language providing the student with the opportunity to write, test and debug programs. Topics include arithmetic operations, control structures, control break processing, internal subroutines, data validation, table and array look-up, physical and logical files, source entry utility (SEU) and screen design and utility (SDU). (Prerequisite: CPSC 1230 or equivalent)
3 hours laboratory
Course Descriptions

CPSC 1530/1531  Introduction to Computer Science II ...................................................... 4 credits
Programming in a high-level language with emphasis on structure, algorithms, documentation, and elementary data structures. (Prerequisite: CPSC 1350 or equivalent)
3 hours lecture / 3 hours laboratory

CPSC 2000  Computer Organization ........................................... 3 credits
An introduction to Boolean algebra, combinational and sequential circuits. Gate and flip-flop characteristics. An introduction to machine architecture and system components to include memory subsystems and I/O subsystems. An introduction to operating systems including I/O handling, memory management, interrupt handlers, and other system programs, concepts and techniques such as multiprocessing, multiprocessor, virtual storage and virtual machines. Data and instruction representation. Design, implementation and demonstration of combinational and sequential logical functions will be an integral part of the course. (Prerequisite: CPSC 1350 or equivalent)
3 hours lecture

CPSC 2010/2011  Assembly Language.............................. 4 credits
An investigation of the assembly language of a modern computer including the instruction set and macros, object code, use of dumps, coding and linkage conventions, addressing techniques, and use of the assembler. Laboratory use of the computer in designing, coding, debugging, and executing programs is an integral part of the course. (Prerequisite: CPSC 1350 or equivalent)
3 hours lecture / 2 hours laboratory

CPSC 2160/2161  FORTRAN Math/Engineering ........ 4 credits
The FORmula TRANslation language. Emphasis will be placed on math and engineering applications. Students will design, code and test programs which use concepts from mathematics including calculus. Topics include input-output, arrays, string manipulations, subroutines, control structures, and data types. (Prerequisite: MATH 2210)
3 hours lecture / 2 hours laboratory

CPSC 2270/2271  Business Oriented Programming ... 4 credits
Designing and writing programs for business applications in a standardized high-level language with emphasis on structure, algorithms, and good programming practice. (Prerequisite: CPSC 1230 or equivalent)
3 hours lecture / 2 hours laboratory

CPSC 2290/2291  File Processing ................................. 4 credits
This course will cover advanced programming techniques and file processing. Tape and disk file handling, programming efficiencies, and access methods for sequential, indexed, relative, and direct access fields will be discussed. In addition, operating system, multiprogramming, and memory management concepts will be explored. (Prerequisite: CPSC 1350 or equivalent)
3 hours lecture / 2 hours laboratory

CPSC 2370/2371  System Project ............................... 4 credits
A study of the development and maintenance of Computerized Data Processing Systems. Various system design processes and tools will be covered. Students will complete an extensive computer based project. Activities associated with the project will implement tools discussed in course lecture. (Prerequisite: CPSC 2290 or equivalent)
2 hours lecture / 4 hours laboratory

CPSC 2750/2751  Data Structures ............................. 4 credits
Strings, lists, stacks, queues, arrays, trees, graphs. Hashing and external storage and retrieval techniques. Laboratory use of the computer to code, test and execute executive programs is an integral part of the course. (Prerequisite: CPSC 1530 or equivalent)
3 hours lecture / 2 hours laboratory

CPSC 2770/2771  Data Base Management Systems ..... 4 credits
A study of the structure of data bases and the techniques for managing data bases. Competencies in the use of an existing data base management system will be treated. These competencies will include creating, loading, querying and maintaining data bases, report generation and SQL. (Prerequisite: CPSC 1530 or equivalent)
3 hours lecture / 2 hours laboratory

CPSC 2790/2791  Data Communication and Networking ........................................ 3 credits
A course covering the fundamentals of data communication, including signaling and data transmission, communication media, network architectures, bridges, hubs, protocols, LANS and WANS, file server networks, client server networks and network instruction and management. Students will install and use a network as part of the course. (Prerequisite: CPSC 1350 or equivalent)
3 hours lecture / 2 hours laboratory

CPSC 2990  Special Topics ........................................ 1-4 credits
Special topics relating to various aspects of data processing and computer science. The course may be repeated for credit with departmental permission. (Prerequisite: Permission of instructor)
INFORMATION TECHNOLOGY (INTC)

INTC 1010  Mathematics for Computing .................. 3 credits
A course covering the fundamentals of mathematics for computing professionals. Topics include number systems, computer representation of data, computer arithmetic, order of operations, sets, logic and Boolean Algebra, probability and statistics, and tables.

INTC 1020  Writing for Technicians .................. 3 credits
A comprehensive study of writing skills for the needs of business and industry. Covers basic concepts of concise writing, technical documents/manuals, memos, letters, and other skills related to the effective communication in the business world.

INTC 1030/1031  Helpdesk Management .................. 3 credits
This course will provide practical and other needed experience for technical support.
2 hours lecture / 2 hours laboratory

INTC 1040/1041  Oracle .................. 3 credits
This course will provide database concepts and skills for those who wish to become database specialists using Oracle. The course will provide students with hands-on experience in designing database systems.
2 hours lecture / 2 hours laboratory

INTC 1060  Web Design and Development .................. 3 credits
This course provides the basic knowledge necessary to design and implement a comprehensive World Wide Web hypertext homepage. Training includes design, image manipulation, hypertext language, hyperlinks, image maps, graphic images, audio and video production, web editors, and Java script.
2 hours lecture / 2 hours laboratory

INTC 1080/1081  Hardware Support .................. 3 credits
This course addresses the necessary skills to produce knowledge and support for vbasic software and hardware configuration, troubleshooting and diagnosis, along with associated safety issues. Instruction provided will begin the preparation for taking the Microsoft A+ Certification Exam.
2 hours lecture / 2 hours laboratory

INTC 1240  Multimedia/Graphic Communication .... 3 credits
This course provides the basic knowledge necessary to produce professional multimedia presentations and publications for industry and education. Illustration and design, publication fundamentals, photo image manipulation, slide creation, animation, and associated hardware/software will be explored in addition to virtual reality in brief.

INTC 2010  NT Technical Support .................. 3 credits
The technical support class provides the students with the knowledge and skills necessary to install, configure, customize, and troubleshoot Windows NT in a single domain NT-based network. The course will provide specifics in the installation of Windows NT, configuring the NT environment, managing system policies, managing file systems, partitions, and fault tolerances, supporting applications, configuring NT protocols, networking services, remote access services, internetworking and intranetworking, implementing network clients, file synchronization and directory replication. The course will also provide instruction on the NT boot process and use of troubleshooting and diagnostic tools. Instruction will be directed toward the opportunity for students to sit for the exam leading to certification in Windows NT Technical Support.

INTC 2020  Network Administration .................. 3 credits
The administrator course provides students with the knowledge and skills necessary to perform post installation and day-to-day Windows NT administration tasks in a single domain and multiple domain network. The course will provide an introduction and overview of Windows NT, instruction on setting up and administering user and group accounts in addition to a print server, securing network resources with share and NTFS permissions, troubleshooting procedures for suer and print server problems, defining and establishing audit policies, monitoring resources and tracking usage of system resources, and back-up and restore files. Instruction will be directed toward the opportunity for students to sit for exams leading to certification as a Windows NT Network Administrator.
2 hours lecture / 2 hours laboratory

INTC 2030/2031  TCP/IP .................. 3 credits
This course is designed to provide students with knowledge of TCP/IP transport. After completing this class, students will become familiar with many of the protocols that make up the TCP/IP protocol suite and learn how to configure the transport on a network.
2 hours lecture / 2 hours laboratory

INTC 2040/2041  Novell Administration .................. 4 credits
This course will provide students with necessary knowledge and skills to perform competently in the role of network administrator or system manager.
3 hours lecture / 2 hours laboratory

CRIMINAL JUSTICE TECHNOLOGY (CRJT)

CRJT 1010  Overview of Criminal Justice ............... 3 credits
A philosophy and history of the criminal justice systems, including the role of police, courts, corrections, detention facilities, probation and parole, and related agencies at the local, state, and federal level.

CRJT 1020  Administrative Concepts in Criminal Justice .................. 3 credits
A study of organizational behavior and administrative techniques from a system perspective with a practical approach.

CRJT 1030  Basic Firearms Education .................. 3 credits
A basic pistol, rifle and shotgun marksmanship course which will emphasize home firearm use and responsibility and private security firearms training. (BPRS, Specialized Law Enforcement only)
† CRJT 1040 Special Weapons and Tactics .................. 3 credits
This course relates to the positive tactics officers can employ on the street to effectively use their own firearms to defeat those of assailants. The mental, tactical, weapons selection, protective equipment, and force edge for special police situations involving injury or death to police and civilians is addressed. (Specialized Law Enforcement only)

† CRJT 1050 Hostage Negotiations ....................... 3 credits
This is a basic course designed for officers who respond to hostage situations as a team member. A separate course - Advanced Hostage Negotiations - is required for the "Command Negotiator". This course includes approach to hostage situations, principals of negotiations, and team positions and duties. (Specialized Law Enforcement only)

† CRJT 1060 Advanced Hostage Negotiations ............ 3 credits
This course includes a number of role playing exercises, practicums involving Command Post, S.W.A.T., negotiation team coordinator and decision making, as well as, demonstrations and applications of specialized communication and document equipment. (Specialized Law Enforcement only)

† CRJT 1070 Computers and Applications to Law Enforcement ........................................ 3 credits
This course relates to basic computer concepts, types of computer systems, processing applications, spreadsheets, data bases, purchasing of software, and computer applications for law enforcement.

† CRJT 1080 Field Training Officer ......................... 3 credits
This course is designed to predict, in an unbiased method, whether a recruit is likely to become a competent police officer and document that prediction before the recruit probationary period ends. (Specialized Law Enforcement only)

CRJT 1090 Police Executive Development .................. 3 credits
This course is designed to better prepare present or potential administrators or supervisors with the desire to develop into more effective police managers. (Specialized Law Enforcement only)

† CRJT 1120 D.U.I. Enforcement and Sobriety Testing ........................................... 3 credits
This course is designed to instill in the officer the skills of detection of persons driving a motor vehicle while under the influence of alcohol or drugs and the documentation of evidence to be used at a later trial of criminal action. (Specialized Law Enforcement only)

† CRJT 1130 Defensive and Tactical Driving ............. 3 credits
The course is designed to instill in officers the knowledge and skills of vehicular defensive, tactical, and pursuit driving. The decision to engage, terminate, or use alternate methods of apprehension and the legality of each is emphasized. (BFRS, Specialized Law Enforcement only)

CRJT 1140 Sects, Cults, and Deviant Behavior Groups .............................................. 3 credits
This course is designed to familiarize law enforcement officers with illegal groups of persons and individuals who actively participate in deviant behavior involving sects and cults.

† CRJT 1150 K-9 Handlers ....................................... 3 credits
This course is designed to upgrade present K-9 teams and keep certification current and includes vehicle stop procedures, building search methods, tracking and outdoor searches, narcotics detection, and fleeing suspect apprehensions. (Specialized Law Enforcement only)

† CRJT 1160 Police Instructor Development ............ 3 credits
This course is designed to prepare officers to plan and evaluate instructional objectives and student outcomes, organize subject matter, and communicate these principals to the classroom so that students understand and absorb the subject matter presented. (Specialized Law Enforcement only)

CRJT 1180 Critical Incident Management ................ 3 credits
This course is designed for those officers who by virtue of their positions will be responsible for dealing with unusual circumstances, either natural or man-made. These unusual circumstances would include such things as civil disturbances, major events, natural disasters, or unusual criminal actions. The course will enable the officers to set forth procedures to be utilized in preparing and implementing a plan or plans to deal with these unusual circumstances. (Specialized Law Enforcement only)

† CRJT 1210 Traffic Accident Investigation ............ 3 or 6 credits
This is a comprehensive source in traffic accident investigation to include determination of points of impact; road, vehicle, and driver conditions; and interpretation of marks on the road surface at accident scenes. (Degree-seeking students = 3 credits; Specialized Law Enforcement students = 6 credits)

† CRJT 1220 Advanced Traffic Accident Investigation ................................................. 6 credits
A study of traffic accident fundamentals with special in-depth focus on how to recognize, interpret and prepare physical evidence for further use in traffic accident reconstruction. (Specialized Law Enforcement only)

† CRJT 1240 Basic Bike Patrol ................................ 3 credits
This course is designed to teach officers how to carry out routine patrol responsibilities on a bicycle. The officers will learn how to ride safely and comfortably in traffic, off-road, and in the various conditions the officers are likely to experience while on patrol. This course will be particularly applicable to those departments that are committed to community-oriented policing. (Specialized Law Enforcement only)

† CRJT 1250 Basic Law Enforcement Chaplaincy .... 1-3 credits
A study of the responsibilities and procedures of law enforcement chaplains. Special attention is given to human relations and interaction within the law enforcement profession.

CRJT 1320 Criminal Justice Work
With Juveniles .................................................. 3 credits
A study of youth crimes and techniques used by police and course in prevention and control; a review of the Tennessee Juvenile Code; and community service agencies providing services to delinquents.

† CRJT 1330 Spanish for Police Officers ................. 3 credits
This will be an immersion course in fundamental Spanish for police officers. It will give them a basic background in the language as well as cultural information that will enable the modern police officer to better and more safely communicate with the increasing Spanish population.
† CRJT 1340  Talking Hands ........................................... 3 credits
This course is designed to create departmental instructors in field communication utilizing "Talking Hands." Each student will receive two video tapes: one for communicating with the deaf and hearing impaired and the second certificate will be for "Talking Hands" for the patrol officer. In addition, each student will receive two video tapes. (Specialized Law Enforcement only)

CRJT 1350  Community Policing................................. 3 credits
Community policing in regard to the police responsibility and working relationships with the community, churches, schools, civic organizations, youth and juvenile population, and the minority groups.

CRJT 1410  Fire Protection Law ................................. 3 credits
A study of law in relation to fire protection. Torts, terms, and contracts studied by case method. Liability of fire protection personnel when making inspections, recommendation, fighting fires and other tasks. Pertinent laws, ordinances, and codes and the responsibilities and powers of the individual or organization concerning enforcement.

CRJT 1420  Fire Detection and Investigation ............ 3 credits
Determination of cause of accidental and incendiary fire, fire losses and loss of records, points of origin, location and preservation of physical evidence and scientific aid to investigation. Courtroom procedure in presenting evidence. Motives and methods for setting fire and investigative methods are covered. The student will perform exercises in determining good investigation methods such as depth or char and types of combustion.

CRJT 1430  Fire/Arson Investigation ....................... 3 credits
This course is designed to instill in the investigator a working knowledge of the elementary chemistry of combustion, the nature and behavior of fire, combustion properties of liquid, gaseous, and solid fuels. The sources of ignition in structure fires, and fires of grassland, timber lands, automobile and ship fires, fire ignition sources such as electrical, chemical, lightning, spontaneous combustion, and their effects on wood, cloth, or petrol, as a source of ignition. Arson law and elements of proof. (Specialized Law Enforcement only)

CRJT 1510  Criminal Law and Procedures .......... 3 credits
A study of the U.S. Constitution and the Tennessee Code Annotated and relevant cases and court decisions impacting the laws of arrest, search, seizure, the admission of evidence into the legal system, detention, interrogation, criminal court procedures, indictments, and the criminal process. (Includes previous courses CRJT 1520, Criminal Statute Law and CRJT 2530, Rules of Evidence as listed in the 1993-94 WSCC Catalog.)

CRJT 1540  Police Civil Liability ......................... 3 credits
The primary objective of this course is to instill a working knowledge with Police Administrators and Line Supervisors. The basis for civil liability incidents which generate liability, explore ways of protecting the officer, and instill positive steps to be taken to prevent police actions that lead to civil liability lawsuits brought against police. (Specialized Law Enforcement only)

CRJT 1610  Probation and Parole ......................... 3 credits
A study of the functions and duties of a probation and/or parole officer including the short and long range effects of probation and parole on convicted offenders.

† CRJT 1710  Firearms Instructor School ............... 3 credits
This course is designed to develop departmental firearms instructors that meet P.O.S.T. certification. Special emphasis will be placed upon the proper shooting techniques and care of weapons carried on a daily basis by officers working in the field. (Specialized Law Enforcement only)

† CRJT 1720  Physical Defense Tactics .................. 3 credits
This course is designed to teach the student to defend himself/herself or to take actions designed to subdue and apprehend a suspect with less than lethal force. (Specialized Law Enforcement only)

† CRJT 1730  Street Survival Tactics .................... 3 credits
This course is designed to prepare law enforcement officers for the hazards encountered in high risk situations while enforcing the law. These tactics are directed at officers working alone or in pairs when suddenly confronted with a decision on how to react to a hazardous encounter prior to back-up arriving.

† CRJT 1740  PR-24 Police Baton Instructor Course .... 3 credits
This course provides instructor certification for teaching the use of the PR-24 police baton. Course content includes: nomenclature, use of legal force, basic positions, blocks, jabs, yawara strikes, chops, spinning techniques, take downs, retaining control, and vital body centers. (Specialized Law Enforcement only)

CRJT 1770  Fit Force ........................................ 3 credits
A comprehensive fitness program for officers. This course of study will create trainers who will be able to return to their departments to set up programs that will enable officers to adopt healthier habits in six fitness life-style areas. These areas are exercise, weight management, nutrition, stress management, smoking cessation, and substance abuse prevention. (Specialized Law Enforcement only)

† CRJT 1780  Firearms Transition .......................... 3 credits
This course is designed to assist training officers, range personnel, and firearms instructors with departments that have or are going to convert to semi-automatic side arms. Course content includes: trigger control, sight alignment, nomenclature, stoppages, reloading, disassembly, and traverse fire. (Specialized Law Enforcement only)

† CRJT 1790  Radar Instructor .............................. 3 credits
This course is designed to prepare participants to become proficient in the use of police radar and to develop skills sufficiently to conduct radar training to other members of their agency. Course content includes: characteristics of different types of radar, Doppler principle, legal requirements in radar use, erroneous reading situations, policy and procedures for radar operators. (Specialized Law Enforcement only)

CRJT 1810  Introduction to Security .................. 3 credits
Functions and concepts of the security personnel force of industrial plants and commercial businesses.

CRJT 1820  Protective Services ............................... 3 credits
A review of the role of the private security agencies' protective services that will include a determination of the applicability of civil and criminal law and civil liability along with basic competency development in emergency procedures, self defense tactics, use of deadly force, firearms use and maintenance, and firearms use proficiency.
† CRJT 2130 Protective Services Certification .......... 1 credit
Armed Security Guard certification. This course is designed to teach the private protective services act (TCA Title 62 Chapter 35) for security guard certification requirements.

CRJT 1840 Private Investigations ....................... 3 credits
Discussion of proper methods utilized in conducting private investigations. In addition, the course is designed to familiarize the student with procedures utilized in obtaining a license for private investigation in the state of Tennessee.

CRJT 1860 Advanced Loss Prevention .................. 3 credits
This course will expose the security practitioners to methods of risk analysis, threat assessment, critically and probability of loss as well as the potential frequency of loss. Security site surveys will be employed to determine areas of loss exposure and loss as a means to formulate recommendations to establish a total security program.

† CRJT 1920 Technical Police Photography and Video Production ............... 3 credits
This course is designed to prepare officers assigned to photograph or video tape evidence for court presentation and law enforcement applications. Course includes: camera functions, fingerprint photography, surveillance photography, infrared photo, and courtroom applications.

† CRJT 1990 Transition to Law Enforcement Degree Courses ......................... 12-19 credits
This transition course may be completed by students attending the police academy at the Knox County Sheriff’s Department and other state-approved academies in the state of Tennessee. It covers the following courses: CRJT 1010, CRJT 1030, CRJT 1130, CRJT 1350, CRJT 1510, CRJT 2130, CRJT 2980. When the courses are successfully completed at these academies with a grade of “C” or higher, credit for each course will be awarded toward the degree of Associate of Applied Science, Concentration: Law Enforcement, by Walters State Community College.

CRJT 2110 Interview and Interrogation Techniques ........................................ 3 credits
This course is designed to familiarize the law enforcement officer with the kinesics technique of obtaining verbal statements and reducing those verbal statements to the proper style to be submitted as evidence in a court of law. (Specialized Law Enforcement only)

CRJT 2120 Advanced Interview and Interrogation ..................................... 3 credits
This course is designed to use the basics of CRJT 2110 in specific situations involving role planning and actual interview. (Prerequisite: CRJT 2110. Specialized Law Enforcement only)

CRJT 2130 Crime Scene Specialist ...................... 3 credits
This course is designed to train and prepare participants to become skilled in the recognition, discovery, processing, preservation, collection, and transmission of physical evidence found at the scene of the crime. Course includes photography, sketching, fingerprinting, marking, chain of custody, collection methods, sources of physical evidence, transmission to the laboratory, and testifying in court.

CRJT 2140 Criminal Investigation ......................... 3 credits
The methods of interviews, interrogations, admissions, confessions, written statements, criminal case report writing, and evidence evaluation.

CRJT 2150 Child Sex Abuse Investigation ................ 3 credits
The role of the police investigator working complaints of child sexual abuse and child neglect and assisting in the prosecution of these offenses in both civil and criminal court.

CRJT 2170 Narcotics and Dangerous Drugs ............. 3 credits
This course will familiarize law enforcement officers with illegal drug identification, apprehension of offenders, legal options, case reports, and prosecution of violators. (Specialized Law Enforcement only)

† CRJT 2180 Auto Theft Investigation .................... 3 credits
The course is designed to assist the investigator in conducting auto theft investigations based on current laws, resources, agencies, and proven identification and investigative techniques. Also, the introduction to the N.A.T.B., V.I.N., salvage laws, and legal aspects. (Specialized Law Enforcement only)

CRJT 2190 Homicide and Death Investigation ............ 3 credits
This course is designed to provide conventional information to the officer charged with the profound responsibility of conducting an intelligent homicide investigation. The course of instruction will cover the entire sequence of events which occur in a homicide. (Specialized Law Enforcement only)

† CRJT 2210 Traffic Accident Reconstruction ........... 6 credits
An advanced course dealing with the reconstruction of traffic accident scenes. Mock traffic accident scenes investigations are conducted by students. Application of photography, measurements, accident causation, evidence, and reconstruction of traffic accidents based on interpretation of vehicle, road, and driver conditions. (Specialized Law Enforcement only)

CRJT 2220 Organized Crime ......................... 3 credits
A study of the nature, history, and theories of organized crime, together with the criminal justice response. This includes an evaluation of the investigation, prosecution, defense, and sentencing of organized criminals to date.

CRJT 2230 Electronic Surveillance ...................... 3 credits
This course is designed to acquaint officers with all the current techniques in surveillance and counter-surveillance. The course will include foot surveillance, motor vehicle surveillance, and the use of air surveillance. The emphasis, however, will be on the use of technical electronic surveillance equipment. The course will consist of hands-on demonstrations, exercises, and practicums. This will not include telephone intercepts and non-consensual microphones. (Specialized Law Enforcement only)

CRJT 2240 Advanced Criminal Investigation ............. 3 credits
This course is designed to expand basic methods and concepts of CRJT 2140 into specific types of crime common to East Tennessee law enforcement. (Prerequisite: CRJT 2140 Specialized Law Enforcement only)

† CRJT 2250 Advanced Bike Patrol ....................... 3 credits
This course builds on the fundamentals taught in the basic course and enhances the knowledge, skills, and abilities of the bicycle officer. (Specialized Law Enforcement only)

CRJT 2260 Domestic Violence and Gangs ................ 3 credits
This course will examine the issue of domestic unrest within our society. Primarily, the course will focus upon the resurgence of America’s street gangs and their impact upon the escalating dilemma of domestic violence.
Course Descriptions

CRJT 2270  —  Serial Killers Investigation ........................  3 credits
This course will familiarize the student with the background of serial killers. The course will demonstrate the correct method of investigating such matters.

CRJT 2330  —  Crime Lab Technology ...............................  3 credits
The scientific evaluation of physical evidence in the crime lab: firearms examination; comparative microscopy, toxicology, serology, polygraph, and microanalysis of hair, fiber, paint, and glass; and legal photography applications.

CRJT 2340  —  Forensics Criminalistics ............................  3 credits
The scientific evaluation of physical evidence in the crime laboratory with emphasis on "hands-on" laboratory exercises with comparative microscopy, serology, human identification methods, infrared spectrophotometry, gas chromatography, and electrophoresis.

CRJT 2400  —  Vehicle Dynamics Awareness .....................  1 credit
This course is designed to acquaint students with the handling dynamics of a specific fully-equipped vehicle which they are regularly assigned to drive. Examples are ambulances, fire trucks, school buses, utility vehicles, dump trucks, and tractor trailers. Students must demonstrate practical skills while operating a motor vehicle at various speeds, execute skid control techniques, if practical, and low speed precision skill maneuvers as they pertain to daily vehicle operations. Legal liability issues will be discussed as applicable. This course may provide the participants with an insurance liability reduction if forwarded to provider. Prerequisite: Students must supply own vehicle and be appropriately licensed.

CRJT 2410  —  Law Enforcement New Vehicle Dynamics Awareness ................................................  1 credit
This course is designed to acquaint officers with the handling dynamics of a specific fully-equipped police vehicle which they are regularly assigned to drive. Officers must demonstrate practical skills while operating a law enforcement motor vehicle at various speeds, execute skid control techniques, and low speed precision skill maneuvers as they pertain to daily law enforcement vehicle operations. Prerequisites: Students must have completed CRJT 1130 (Defensive and Tactical Driving), and supply own vehicle. (Specialized Law Enforcement only)

CRJT 2420  —  Law Enforcement Officer Vehicle Dynamics Refresher .............................................  3 credits
This course is designed to reacquaint officers with the tactical knowledge and practical skills to operate a motor vehicle at various speeds, execute skid control techniques and low speed precision skill maneuvers as they pertain to daily law enforcement vehicle operations. The liability associated with these types of situations will be discussed. Prerequisite: Student must have completed CRJT 1130 (Defensive and Tactical Driving). (Specialized Law Enforcement only)

CRJT 2430  —  Tactical Driving / Executive Protection / Civilian .......................................................  3 credits
This course is designed to prepare students with the tactical knowledge and practical skills to operate a motor vehicle at various speeds, execute skid control techniques and execute advanced vehicle maneuvers as they pertain to executive protection. Students will become acquainted with procedures used in individual and motorcade techniques and develop an awareness of threat recognition and the proper tactical response. The liability associated with these types of situations will be discussed. Prerequisites: None

CRJT 2440  —  Tactical Driving / Executive Protection / Law Enforcement ...........................................  3 credits
This course is designed to prepare officers with the tactical knowledge and practical skills to operate a motor vehicle at various speeds, execute skid control techniques and execute advanced vehicle maneuvers as they pertain to executive protection. Officers will become acquainted with procedures used in individual and motorcade techniques and develop an awareness of threat recognition and the proper tactical response. The liability associated with these types of situations will also be discussed. Prerequisite: Students must have completed CRJT 1130 (Defensive and Tactical Driving) (Specialized Law Enforcement only)

CRJT 2450  —  Advanced Tactical Driving .........................  3 credits
This course is designed to prepare officers with the tactical knowledge and practical skills to execute advanced vehicle maneuvers as they pertain to law enforcement operations relating to response to critical incidents and pursuit situations. Officers will become acquainted with alternate solutions to apprehensions and discuss the liability associated with these types of situations. Prerequisite: Student must have completed CRJT 1130 (Defensive and Tactical Driving) (Specialized Law Enforcement only)

CRJT 2460  —  Driver Instructor Training Program ..........  3 credits
This course is designed to prepare officers to plan and evaluate instructional objectives and student outcomes, organize subject matter, and communicate these principles as they pertain to public safety and private sector driver training. Prerequisite: Student must have completed CRJT 1130 (Defensive and Tactical Driving) (Specialized Law Enforcement only)

CRJT 2550  —  Correctional Operations and Procedures ...............................................................  3 credits
Prisoners' constitutional rights, access to counsel, legal advice and materials, cruel and unusual punishment, probation and parole, denial of civil rights, equal protection of the laws; and principles and practices applied to administration, operation, and management of adult correctional facilities on the city, county and state level. (Includes previous courses CRJT 2550, Correctional Detention Law, and CRJT 2720, Correctional Institute Administration as listed in 1993-94 WSCC Catalog.)

CRJT 2730  —  Correctional Counseling ..........................  3 credits
Counseling procedures and principles; therapeutic techniques and processes relating to the inmate, parolee, or probationer.

CRJT 2790  —  Advanced Radar Instructor .......................  3 credits
This course will build on the basic Radar Instructor course. It is specifically designed to create certified radar instructors. The officers will be able to return to their departments to train other officers in the use of different types of radars. (Specialized Law Enforcement only)

CRJT 2910  —  Law Enforcement Procedures and Techniques ..........................................................  3 credits
A study of the courses as listed by Peace Officers Standards and Training Commission including pistol range qualifications. This course is limited to active duty Criminal Justice personnel. This course is designed as a police in-service annual refresher course to update the officers in case law, patrol, firearms qualification, and current problems in the Criminal Justice field. There will be a minimum of 45 contact hours with the student. (Prerequisite: must be a full-time criminal justice employee or be approved by the Criminal Justice Technology Director) (Specialized Law Enforcement only)
CRJT 2920 Law Enforcement Procedures
for Reserves ................................................. 3 credits
This course is designed to fulfill the Peace Officer Standards and Training Commission requirements for reserve/auxiliary officer field actions and procedures. Course includes: equipment selection, duties and authority, searches, roadblocks, transporting prisoners, report writing, interviews, use of force and firearms safety. (Specialized Law Enforcement only)

† CRJT 2930 Basic Law Enforcement Procedures and Techniques ........................................... 3 credits
This course is designed for those persons seeking to become a law enforcement professional. The course’s primary focus will involve police patrol procedures. Upon completion, the student will be capable of conducting traffic accident investigation and various types of patrol and observation techniques. The student will be proficient in survival tactics, response to crimes in progress and traffic control. The student will be able to perform crime scene and evidence protection and gathering to include chain of evidence. The student will demonstrate effective communication procedures and become familiar with child sexual abuse investigation. (For Basic Police Recruit School Students Only)

† CRJT 2940 Emergency Dispatcher ......................... 3 credits
A public safety communications course designed for telecommunicators who receive public calls for emergency service over 911 or traditional seven-digit lines and the radio dispatchers who send police, fire or medical assistance.

CRJT 2970 Research in Criminal Justice .................. 3 credits
A course to teach research methods/techniques in the criminal justice area and to build criminal justice research projects.

CRJT 2980 Current Issues of Public Safety ........... 1-3 credits
This course is designed with the flexibility to stimulate discussion and to expose the student to contemporary issues and related solutions regarding public safety problems. The course uses current electronic and written media information as resource material.

CRJT 2990 Special Topics in CRJT ....................... 3 credits
An individually assigned field service activity relative to the criminal justice field.

CULN 1420 Personal Chef Production .................... 2 credits
A hands-on cooking course which includes terminology, basic knife skills, sauce skills, and basic cooking procedures. Emphasis will be placed on preparing full meals. Recipe testing procedures will be included to allow students to develop recipes which can be utilized in their own businesses.

CULN 1490 Personal Chef Internship ..................... 1 credit
This course will allow students to practice what they have learned in all personal chef courses. Students will be given a chance to design a menu, shop for the ingredients, and prepare the menu for a family.

CULN 2100 Sanitation and Safety ......................... 2 credits
Proper sanitation techniques for the food service industry. Special emphasis will be placed on proper food handling techniques. Topics covered include: food-borne illnesses, proper cooking, handling and storage of food, correct temperatures to prevent food contamination, and safe personal hygiene for food handlers.

CULN 2150 Nutrition and Menu Planning ............ 3 credits
Basic nutritional principles and dietary requirements. The basic nutrients, carbohydrates, lipids, proteins, minerals and vitamins are covered. Menu planning, utilizing knowledge of nutrition and cost will be emphasized.

CULN 2210 Tableservice and Beverage Management .................... 2 credits
This course will cover different types of table service and various table and place settings. Students will serve “real guests” and will do some tableside cooking. Basics of operating a successful bar and beverage operation, including cost control and legal issues will be covered.

CULN 2310 Culinary Arts I ......................... 3 credits
Beginning culinary skills such as knife skills are taught in this course. Students practice basic cooking methods and prepare stocks, soups, major and minor sauces. Standard weights and measures are applied to recipe conversions.

1 hour lecture / 4 hours laboratory

CULN 2320 Culinary Arts II ......................... 3 credits
A continuation of Culinary Arts I. Small quantity food production will be emphasized. Students will prepare menus, prepare food orders, and prepare a wide variety of food products. (Prerequisite: CULN 2100, 2310)

1 hour lecture / 4 hours laboratory
CULN 2330  Culinary Arts III ................................. 3 credits
A continuation of Culinary Arts II. Large quantity food production will be emphasized. (Prerequisite: CULN 2100, 2310, 2320)

1 hour lecture / 4 hours laboratory

CULN 2400  Bakery Skills ........................................ 3 credits
An introduction to the basic principles of baking including formula procedures, properties of baking ingredients, and function and proper use of equipment. Students will prepare breads, rolls, pies, quick breads, cakes, icings and puff pastries. (Prerequisites: CULN 2100, 2310)

1 hour lecture / 4 hours laboratory

CULN 2410  Advanced Baking and Pastry Skills ........ 3 credits
A continuation of CULN 2400. (Prerequisites: CULN 2100, 2310, 2400)

1 hour lecture / 4 hours laboratory

CULN 2500  Purchasing and Cost Control .................. 3 credits
This course covers proper techniques of receiving and storing food and appropriate cleaning supplies and chemicals used in the restaurant business. It also covers basic business and math skills such as calculating food and beverage percentages, labor cost and standard recipe costing and adjusting.

CULN 2550  Garde-Manger and Catering .................... 3 credits
Preparation of basic garnitures, gelatins, aspics, pates, forcemeats, cold soups, salads, and dressings are included in this course. Catering techniques such as large food production and buffet presentation. Off-premise production, including tools and equipment used in Garde Manager, will also be discussed. (Prerequisites: CULN 2100, 2310, 2320)

CULN 2600  International Cuisine and Buffets ............ 3 credits
International cuisine from around the world such as French, Spanish, Chinese, and Mexican will be included in this course. Emphasis will be placed on preparing a buffet with decorations from the featured country. Basic buffet set up and procedures will be included. (Prerequisites: CULN 2100, 2310, 2320)

CULN 2810  Catering and Table Service I .................. 3 credits
Focuses on planning, preparing and serving food for special events. (Prerequisite: CULN 2320)

1 hour lecture / 4 hours laboratory

CULN 2820  Catering and Table Service II .................. 3 credits
A continuation of CULN 2810. (Prerequisite: CULN 2320)

1 hour lecture / 4 hours laboratory

CULN 2910  Culinary Internship I ........................... 3 credits
Provides students with a "hands-on" learning experience in the food service industry. (Prerequisites: CULN 2100, 2310, 2320, 2330 and approval of culinary instructor)

CULN 2920  Culinary Internship II ........................... 3 credits
Additional "hands-on" learning experience in the food service industry. (Permission of instructor required.)

CULN 2930  Culinary Internship III ......................... 2 credits
"Hands-on" learning experience in the food service industry. (Permission of instructor required)

CULN 2990  Special Problems in Culinary Arts .......... 1-6 credits
Special topics and projects in culinary arts.

ECONOMICS (ECON)

ECON 2010  Principles of Economics I ..................... 4 credits
Macroeconomic analysis includes national income accounting, employment theory, price determination, money and banking, monetary and fiscal policy, deficits, and international economics. Microeconomic analysis includes supply and demand, theory of consumer behavior, costs of production, firm behavior and market models.

ECON 2020  Principles of Economics II .................... 2 credits
A continuation of ECON 2010. Emphasis is on practical applications, current economic problems, economic growth models, and international trade. (Prerequisite: ECON 2010)

ECON 2210  Business Statistics I ......................... 3 credits
Data collection, descriptive statistics, including measures of central tendency, variation, and time series analysis; concepts of probability and probability distributions, binomial and normal distributions, process improvement, linear correlation and regression; properties of samples and populations, statistical inference, including estimation and significance tests for means, contingency tables. (Students cannot receive credit for both ECON 2210 and MATH 2900.) (Prerequisite: MATH 1032 or MATH 1110)

ECON 2220  Business Statistics II ......................... 3 credits
A continuation of Business Statistics I including more advanced topics in statistical inference: analysis of variance, non-parametric statistics, regression and correlation, index numbers, and time series analysis as these relate to business decisions. (Prerequisite: ECON 2210 and MATH 1032 or MATH 1110)

ECON 2310  Monetary Economics ......................... 3 credits
Deals with the role of money in the economy, the analysis of monetary policy and the role of the Federal Reserve System and U.S. depository institutions and their influence on money and economic activity.

ECON 2410  Managerial Economics ....................... 3 credits
Applications of economic theory and statistics to various business and economic problems facing management of the firm. Major topics include the monetary economic environment, business plan analysis, government regulations, economic forecasting and profitability, cost analysis, pricing, and investment decisions.

EDUCATION (EDUC)

EDUC 0500  Writing Skills .................................. 1 credit
This course examines the standard rules, or conventions, of formal English. The student will be required to spot errors and choose how to rewrite sentences. Areas covered include sentence structure, usage, and mechanics (spelling, capitalization and punctuation). Practice in writing timed 200 word essays is included.
EDUC 0501  Social Studies Skills ............................... 1 credit
This course surveys five broad areas of the social studies. These include: geography (the study of the relationship between people and the land); the behavioral sciences of anthropology, psychology, and sociology (the study of people's emotions, needs, and relationships to other people); economics (how groups of people satisfy their needs by the organization and management of limited goods and services); political sciences (how people govern themselves) and history (how past events, people, trends, and ideas relate to one another and the present).

EDUC 0502  Science Skills ........................................... 1 credit
This course surveys four areas of science: Biology, Earth, Science, Chemistry, and Physics. Biology is the study of life from the smallest to the largest animal and the relationships between living things and their environment. Earth Science deals with the land, air, and water on our planet. Chemistry deals with the particles that make up matter, while Physics is the study of matter and energy, including heat, light electricity, and atomic energy.

EDUC 0503  Interpreting Literature and the Arts ........... 1 credit
This course surveys popular and classical literature in the areas of nonfiction, drama, and poetry.

EDUC 0504  Mathematics ........................................... 1 credit
This course surveys arithmetic (measurement relationships, data analysis), basic geometry (parallel and perpendicular lines, quadrilaterals, triangles, circles, and coordinates), algebra (formulas, equations and inequalities, factoring algebraic equations, fractions in algebraic expressions), equations, fractions in algebraic expressions).

EDUC 0710  Fundamental Mathematical Study Skills . 1 credit
An optional course designed to accompany MATH0710, Basic Mathematics. This course is designed to answer individual students' questions and/or problems in small group sessions.

EDUC 0800  Developmental Study Skills ..................... 3 credits
A course designed to help the student review personal and educational goals. Emphasis is on effective study skills, improved thinking, reasoning, and learning abilities, realistic career planning and increased self-understanding. A key component of the course will be the initial development of a pre-professional portfolio. This course adds three credit hours to the graduation requirements for student enrolled. (Prerequisite: primary admission is by the college assessment and placement procedure.)

EDUC 0810  Fundamental Reading Skills ....................... 1 credit
Designed to focus on fundamental reading skills. Included will be reading aids, visual aids, and SQ3R with practical applications to content area courses and making logical inference.

EDUC 0820  Fundamental Elementary Algebra Study Skills ........................................... 1 credit
An optional course designed to accompany MATH 0820, Elementary Algebra. This course is designed to answer individual students' questions and/or problems in small group sessions. (Corequisite: MATH 0830)

EDUC 0830  Fundamental Intermediate Algebra Study Skills ........................................... 1 credit
An optional course designed to accompany MATH 0830, Intermediate Algebra. This course is designed to answer individual students' questions and/or problems in small group sessions. (Corequisite: MATH 0830)

EDUC 0840  Fundamental English Study Skills ............... 1 credit
Students will refresh their understanding of the structure of the essay, the process of planning and preparing for writing essays, the revision of essays, and knowledge and application of grammar and punctuation rules. Enrollment may be voluntary or by referral. (Corequisite: ENGL 0710/0820)

EDUC 1010  The Freshman Experience .......................... 1 credit
Introduction to college opportunities, procedures, resources and services. Topics include personal enhancement and development, improving academic skills, career possibilities, information about the college, and other success related topics. A key component of the course will be the initial development of a pre-professional portfolio.

EDUC 2010  Psychology of Human Development for Teachers ........................................... 3 credits
Understanding and application of the psychology of human development to the teaching and learning process in educational settings.

EDUC 2100  Orientation to the Profession of Education ........................................... 1 credit
This course will provide the student interested in the teaching profession with a survey of the opportunities, problems, and realities of teaching. Students will learn about the obligations and responsibilities inherent in teaching. Current topics will be analyzed and discussed. (Note: This course is specifically designed for the student who intends to enroll in the Professional Education Core at East Tennessee State University. Other education students may also enroll.)

EDUC 2110  Career Planning for the 21st Century ............ 1 credit
This course examines the nature of careers and the education-work system in which careers unfold. The course introduces the concept of careers as work-related positions, including all jobs and all training and honorary positions stemming from or leading to those jobs. Highlights of the job outlook to the year 2005 are presented. A key component of the course will be the initial development of a pre-professional portfolio. This course is offered in the spring semester only, and is available to students who have completed at least 24 hours.

EDUC 2300  Foundations of Education ......................... 3 credits
Survey of historical, sociological, philosophical, and legal foundations of American education.

EDUC 2810  Honors Seminar: Leadership Development ........ 3 credits
This course has as its focus the development of leadership ability. The course provides a basic understanding of leadership and group dynamics theory and assists the student in developing a personal philosophy of leadership, an awareness of the oral and ethical responsibilities of leadership, and an awareness of one's own ability and style of leadership; it provides the opportunity to develop essential leadership skills through study and observation of the application of these skills. The course encourages participants to develop their leadership potential and to engage in productive leadership behavior.

EDUC 2818  Honors Program Seminar ......................... 1-3 credits
This course will provide support to the student that is a part of the Walters State Honors Program. Through this course, honors program students will experience a number of topics to include but not be limited to his or her leadership style and potential, continued career exploration, speakers on honors topics, field trips to exhibits in support of the honors program, and a service learning experience. Admittance into this course will be based upon acceptance into the Walters State Honors Program with consent of the instructor.
EMTB 1010 Basic Emergency Medical Technician I ................................. 8 credits
An introductory course designed to prepare individuals for taking the Basic Emergency Medical Technician license examination administered by the Tennessee Department of Health, Division of Emergency Medical Services. Topics covered include an overview of the responsibilities of the emergency medical technician in providing medical care services such as patient assessment, splinting, and bandaging. Additional studies include basic trauma life support and pediatric emergency care. A grade of "C" or better in this course qualifies the student to take EMTB 1020. Includes previous course EMTB 1010 as listed in 1993-94 WSCC Catalog. (Prerequisite: EMTB 1040)

EMTB 1020 Basic Emergency Medical Technician II ................................................. 8 credits
A continuation of Basic Emergency Medical Technician I designed to prepare individuals for taking the Basic Emergency Medical Technician license examination administered by the Division of Emergency Medical Services, Tennessee Department of Health. Topics covered include an extension of services and care covered in EMTB 1010, medical emergencies, emergency childbirth, burns and hazardous materials, environmental emergencies, and ambulance operations. Additional studies include intravenous therapy and basic trauma course. Includes previous course EMTB 1020 as listed in 1993-94 WSCC catalog. (Prerequisite: EMTB 1010)

EMTB 1030 IV Initiation and Maintenance ........................................ 4 credits
This course studies fluids and electrolytes in the body with emphasis placed upon the manifestation of fluid and electrolyte imbalances. The effects of dehydration and over hydration are included. The course also deals with the causes, signs, and symptoms of shock, fluid administration through intravenous techniques, and the application of medical anti-shock trousers (MAST). Successful completion of this course allows the student to sit for the certification examination given by the Tennessee Department of Health, Division of Emergency Medical Services. (Prerequisites: Students must hold current Tennessee certification as an EMT to sit for certification.) Other allied health professionals may take the course for credit. Brings currently licensed EMTs up to the standards of the newly improved EMT curriculum. Includes course content of EMTB 1100.

EMTB 1040 First Responder ............................................................... 4 credits
This initial training course in the art of pre-hospital emergency medical care follows the guidelines set by the Department of Transportation (D.O.T.) Successful completion enables the student to sit for the certification examination given by the Tennessee Department of Health, Division of Emergency Medical Services. First Responders are individuals trained to assess patients, provide emergency care, and when necessary, move patients without causing injury. CPR training and certification is included in the course.

EMTB 1050 Emergency Medical Technician I and II ..................................... 16 credits
A course designed to prepare individuals for taking the Basic Emergency Medical Technician license examination administered by the Tennessee Department of Health, Division of Emergency Medical Services. Topics covered include an overview of the role and responsibility of the emergency medical technician in providing medical care services such as patient assessment, splinting, and bandaging. Additional studies include basic trauma life support, pediatric emergency care, and intravenous therapy. This course is a combination of EMTB 1010 and EMTB 1020, offered in one semester (Prerequisite: EMTB 1040) Includes previous course EMTB 1050 as listed in 1993-94 WSCC Catalog.

EMTB 1060 Emergency Medical Technician Defibrillation ........................................ 1 credit
The Emergency Medical Technician courses are prerequisites for the EMT-Defibrillation course. This program is designed for ambulance services personnel who desire a more advanced level of training in cardiac care. This class is offered to those ambulance service personnel whose medical director subscribes to the philosophy of early defibrillation of patients. This class, requiring 15 contact hours, is approved by Tennessee Emergency Medical Services.

EMTB 1070 Basic Cardiac Life Support (CPR) ........................................... 1 credit
The cardio-pulmonary resuscitation course is 15 contact hours. Topics include anatomy and physiology, practical skills, and nutrition. This course meets all CPR requirements for allied health personnel.

EMTB 1090 Critical Incident Stress Management ...................................... 2 credits
This course is designed for all emergency personnel. This concept has been established to mitigate the impact of a critical incident in the life of the emergency professional and to enhance the recovery of the worker through a structured crisis intervention model. Basics of critical stress management for the emergency professional are covered in this two credit hour course.

EMTB 1100 EMT-Transition ................................................................. 1 credit
Brings currently licensed EMT's up to the standards of the newly approved national EMT curriculum. Consists of six modules of instructional and psychomotor presentations. The course will meet EMT re-licensure requirements for the state of Tennessee.

EMTB 1110 Communication with the Hearing Impaired ........................................ 1 credit
This course is for first responders, EMT's, paramedics, and other allied health professionals who need the necessary communication skills to deal effectively with hearing impaired patients.
EMTB 1120  Basic Trauma Course ..........................  1 credit
Basic Trauma Course is designed to educate emergency medical personnel in how to care for trauma patients with whom they come in contact. This course follows state and national Standards for Trauma Care. (Prerequisite: EMTB 1010 and 1020, or 1050. Nursing personnel EMT’s and other allied health professionals may qualify for the course.)

EMTB 1130  Emergency Vehicle Operations (EVOC) .................................................  1 credit
This course is designed to develop the knowledge and ability of the emergency vehicle operator through classroom and behind the wheel instruction. Emergency medical personnel taking the class will have a working knowledge of the laws pertaining to ambulance operations, special physical forces and unusual situations relating directly to the operator. The driving portion of the class will utilize the techniques learned during the classroom training.

EMTB 1140  Pediatric Emergency Care .................................  1 credit
Dealing with children and families, pediatric basics, IV access, newborn resuscitation, medical emergencies, trauma, poisonings, environmental emergencies, SIDS, and assessment are covered along with the appropriate skills for pediatric care.

EMTB 1150  Wilderness EMT ......................................................  4 credits
This course provides the certified EMT with the medical knowledge and skills to complement their existing level of training in wilderness areas. Areas covered include patient assessment, prolonged transport, medical rescue equipment, trauma, environmental medicine, back country medicine and wilderness rescue training.

EMTB 1160  High Angle Rescue Technician .......................  4 credits
Vertical rope rescue techniques, rope equipment and care, ascending/descending techniques, patient care, personal safety, legal responsibilities and self evacuation.
8 hours lecture / 14.5 hours laboratory

EMTB 2210  Vehicle Rescue Procedures .........................  1 credit
This course is to develop the knowledge and skills necessary to plan, prepare, and perform vehicle rescue operations quickly, efficiently, and safely. To be covered includes assessment, management of hazardous situations, support operations, and response. The various sessions will deal with both theory and practical application. Includes some disaster management practices.

EMTB 2980  Emergency Medical Systems Management Development .........................................  3 credits
This course offers a style for development of management in the emergency medical program from the front-line supervisor to the CEO.

EMTB 2990  Problems in EMTB ...........................................  1-8 credits
Designed for the study of special problems and/or current topics in the field of emergency medical technology.

ENGLISH (ENGL)

Developmental Writing

**ENGL 0710  Basic Writing ..................................................  4 credits
This course addresses sentence-level problems in writing including complete sentences, sentence fragments, subject-verb agreement, verb tense, pronoun reference and agreement, and basic punctuation. Students write sentences, and later paragraphs, to correct these problems. This course adds 4 credit hours to the graduation requirements for students enrolled. (Prerequisite: Entry is by college placement procedures only.)

**ENGL 0820  Developmental Writing ......................  4 credits
This course addresses paragraph and theme-level problems in writing including thesis, support, development, revision, and editing. Students write paragraphs, and later themes, to correct these problems. This course adds 4 credit hours to the graduation requirements for students enrolled. (Prerequisite: Entry is by college placement procedures only.)

**These courses constitute the TBR required sequence based on AAPP placement.

College English

ENGL 1110  Composition I ...........................................  3 credits
A composition course in argumentative writing, including invention, organization, style, and revision. Critical reading and thinking will be addressed through students’ writing. Research skills and documentation will be introduced.

ENGL 1120  Composition II ...........................................  3 credits
A composition course emphasizing documented critical writing, based on an introduction to fiction, drama, and poetry. (Prerequisite: ENGL 1110)

ENGL 1111  Writing Laboratory .................................  1 credit
The course is adapted to the individual needs of the student to aid him/her in achieving satisfactory competency in written communication and word processing skills. The student may repeat the course. (ENGL 1111 is recommended for credit with all English Composition courses.)

ENGL 1118  Honors English Composition I ...........  3 credits
A composition course in argumentative writing, including invention, organization, style, and revision. Critical reading and thinking will be addressed through students’ writing. Research skills and documentation will be introduced. NO open enrollment. Students may be selected on basis of ACT of 24 or higher, or faculty referral. (Corequisite: ENGL 1111)

ENGL 1128  Honors English Composition II ..........  3 credits
A composition course emphasizing documented critical writing, based on an introduction to fiction, drama, and poetry. NO open enrollment. Students may be selected on basis of ACT of 24 or higher, or faculty referral. (Prerequisite: ENGL 1110 or ENGL 1118, or referral; Corequisite: ENGL 1111)

ENGL 2210  American Literature I .................  3 credits
A survey of American masterpieces from the Colonial Period to the Civil War. (Prerequisite: ENGL 1110 and ENGL 1120)

ENGL 2220  American Literature II ...........  3 credits
A survey of American masterpieces from the Civil War to the present. (Prerequisite: ENGL 1110 and ENGL 1120)
ENGL 2230  Literature for Children .......................... 3 credits
A survey of literature for early childhood through middle school. (Prerequisite: ENGL 1110 and ENGL 1120)

ENGL 2260  Western World Literature I .................. 3 credits
A survey of the masterpieces of Western World literature: Ancient, Medieval, and Renaissance. (Prerequisite: ENGL 1110 and ENGL 1120)

ENGL 2265  Western World Literature II.................. 3 credits
A survey of the masterpieces of Western World literature: Enlightenment, Romantic and Modern. (Prerequisite: ENGL 1110 and ENGL 1120)

ENGL 2310  Technical Writing .............................. 3 credits
Theory of and practice in the writing of technical letters and reports for industry and technology students. Topics include how to structure writing and technical aids, such as graphics, diagrams, statistics, and illustrations, for various job requirements. Students will receive experience in writing for their particular technical field. (Prerequisite: ENGL 1110; Corequisite: ENGL 1111)

ENGL 2510  Folklore ........................................ 3 credits
An introduction to the study of folklore, providing an opportunity to explore and appreciate the richness, diversity, and vitality of the folk heritage of the nation and of the Southern Appalachian region in particular. Topics include folk dialect, name lore, proverbs, riddles, epitaphs, folk tales, folk songs, superstitions, folk medicine, arts and crafts.

ENGL 2810  Creative Writing I ............................ 3 credits
An introduction to the practice of writing short fiction and poetry combined with the study of techniques and models.

ENGL 2820  Creative Writing II ............................ 3 credits
An introduction to the practice of writing one-act plays and essays combined with the study of techniques and models.

ENGL 2990  English Problems ............................. 3 credits
A course featuring in-depth study in the field of English. The course may be repeated for credit provided the topic is not repeated. Prior approval of instructor is required.

FIRE SCIENCE TECHNOLOGY (FIPT)

FIPT 1010  Introduction to Fire Protection ............... 3 credits
The history and development of fire protection, fire service and industrial safety personnel as they pertain to the overall problems of protecting life and property from fire. Emphasis is on fireground tactics and special fire suppression and rescue problems.

FIPT 1020  Fire Science .................................... 3 credits
Covers the basic scientific principles involved with fire protection. Fire science topics will be drawn from chemistry, physics, math and medicine.

FIPT 1030  Tactics and Strategy I .......................... 3 credits
Provides a basic foundation in fireground operations. Focus will be on the factors that affect strategic fireground operations such as pre-planning, mutual aid, and company operations.

FIPT 1050  Hazardous Materials for Firefighters .......... 3 credits
Provides basic information for recognizing and handling hazardous material incidents as safely as possible with the available resources. Students will also be exposed to some advanced hazardous material principles.

FIPT 2010  Building Construction for Firefighters ....... 3 credits
Study of basic building construction as it is related to fire protection. Emphasis will be on recognition of the different types, fire characteristics, safety factors and specific strategies of structures.

FIPT 2020  Fire Prevention and Education ............... 3 credits
Deals with the prevention and education aspects of the fire protection system. Subjects include: code enforcement, identifying the fire problem, home fire safety and school fire programs.

FIPT 2030  Tactics and Strategy II ......................... 3 credits
A continuation of FIPT 1030. Competencies to be achieved include: putting together the various factors of fireground command to form a working action plan for dealing with an incident. Incident command systems will be discussed and examined.

FIPT 2060  Fire Service Instructor ........................ 3 credits
Covers the basic methods for instructing fire service classes. Emphasis will be on developing lesson plans and conducting classes on those lesson plans. Students will prepare and present short classes to other students.

FIPT 2070  Fire Inspector I ............................... 3 credits
This course covers the standard building and fire code. It prepares the participant for certification exams.

FIPT 2110  Fire Hydraulics and Water Supply .......... 3 credits
Deals with the various formulas and principles for fireground hydraulics and pump operations. Students will also become familiar with the various types of water supplies for fire protection.

FIPT 2120  Fire Cause Determination ..................... 3 credits
Stresses the investigation of a fire in order to determine origin and cause. Topics will include: legal issues, arson, juvenile firesetters, preservation of evidence, and investigation techniques. (Some criminal justice courses may substitute.)

FIPT 2210  Industrial Safety Organization ................. 3 credits
Designed for industrial fire and safety personnel to examine their role in context of private industry. The role of the fire and safety division, fire brigade organization, and industrial fire protection principles will be among the topics discussed.

FIPT 2220  Industrial Fire Hazards ......................... 3 credits
An examination of the fire and hazardous material problems commonly found in an industrial setting. Also included is the study of protection systems and strategies for industrial fire protection.

FIPT 2310  Public Personnel Administration ............. 3 credits
An introductory course dealing with the various aspects of public personnel administration. Topics include: Civil Service, promotions, grievances, training and development, and recruitment.
FIPT 2330  Fire Protection Management .................. 3 credits
A basic management course designed to deal with the unique problems associated with the fire service. Emphasis will be on developing an awareness of what is needed to be an effective fire service manager.

FIPT 2340  Fire Service Public Relations ................. 3 credits
Examines the role of public relations in the first service. Press interviews, press releases, and organizational image building will be among the topics.

FIPT 2350  Fire Protection Codes and Standards ................ 3 credits
An in-depth look at the codes and standards that affect the fire protection system. Most of the discussion will be concerned with the NFPA standards and local building codes.

FIPT 2700  Municipal Fire In-Service .................... 1-3 credits
A course meeting Tennessee Firefighting Commission guidelines for annual in-service training.

FIPT 2800  Industrial Fire In-Service .................... 1-3 credits
A class offered at various industrial plants for the training and continuing education of employed assigned firefighting responsibilities. It will assist industries in maintaining compliance with 29 CFR 1910 (OSHA) and NFPA 1500 and 600.

FIPT 2990  Problems in Fire Protection .................... 1-3 credits
Individual study of problems or topics in the fire protection field.

FOREIGN LANGUAGE

French (FREN)

FREN 1010  Beginning French I ......................... 3 credits
An elementary course in the essentials of French, with emphasis on the four skills: listening comprehension, speaking, writing, and reading.

FREN 1020  Beginning French II ....................... 3 credits
An elementary course in the essentials of French, with emphasis on the four skills: listening comprehension, speaking, writing, and reading. (Prerequisite: FREN 1010 Beginning French I)

FREN 2010  Intermediate French I ..................... 3 credits
A comprehensive review of French grammar with readings and exercises to increase vocabulary and contribute to mastery of idiomatic constructions. (Prerequisite: FREN 1020 or two years of high school French)

FREN 2020  Intermediate French II ................... 3 credits
A comprehensive review of French Grammar with readings and exercises to increase vocabulary and contribute to mastery of idiomatic constructions. (Prerequisite: FREN 2010).

German (GERM)

GERM 1010  Beginning German I ..................... 3 credits
An elementary course in the essentials of German, with emphasis on the four skills: listening comprehension, speaking, writing, and reading.

GERM 1020  Beginning German II .................... 3 credits
An elementary course in the essentials of German, with emphasis on the four skills: listening comprehension, speaking, writing, and reading. (Prerequisite: GERM 1010)

GERM 2010  Intermediate German I .................. 3 credits
A comprehensive review of German grammar with readings and exercises to increase vocabulary and contribute to mastery of idiomatic constructions. (Prerequisite: GERM 1020 or two years of high school German)

GERM 2020  Intermediate German II .................. 3 credits
A comprehensive review of German grammar with readings and exercises to increase vocabulary and contribute to mastery of idiomatic constructions. (Prerequisite: GERM 2010)

Spanish (SPAN)

SPAN 1000  Beginning Conversational Spanish I ... 3 credits
A conversational course in Spanish, stressing an oral-aural approach and the type of vocabulary and subject matter appropriate for use by travelers, policemen, social workers, and medical personnel. Extensive use of video tape. This course may not be used to satisfy the foreign language graduation requirements.

SPAN 1001  Beginning Conversational Spanish II ... 3 credits
A continuation of Beginning Conversational Spanish I.

SPAN 1010  Beginning Spanish I ...................... 3 credits
An elementary course in the essentials of Spanish, with emphasis on the four skills: listening comprehension, speaking, writing, and reading.

SPAN 1020  Beginning Spanish II ...................... 3 credits
An elementary course in the essentials of Spanish, with emphasis on the four skills: listening comprehension, speaking, writing, and reading. (Prerequisite: SPAN 1010)

* Recommended for satisfying a language deficiency from high school.
GEOGRAPHY (GEOG)

SPAN 2010  Intermediate Spanish I .....................  3 credits
A comprehensive review of Spanish grammar with readings and exercises to increase vocabulary and contribute to mastery of idiomatic constructions. (Prerequisite: SPAN 1020 or two years of high school Spanish)

SPAN 2020  Intermediate Spanish II .....................  3 credits
A comprehensive review of Spanish grammar with readings and exercises to increase vocabulary and contribute to mastery of idiomatic constructions. (Prerequisite: SPAN 2010)

SPAN 2900  Problems and Topics in Spanish Studies ..............................................................  1-3 credits
Instructor-designed course to provide for an advanced and individualized study of the Spanish language and culture. This course may be repeated provided the same experience is not repeated.

SPAN 2020 - HIST 2128

HISTORY (HIST)

HIST 1000  Introduction to U.S. History ..................  3 credits
A courses designed for students who have not had high school U.S. History. The student must maintain a grade of C or better and will receive elective credit only. The purpose of the course is to introduce the historical process, provide exposure to methods of historical study, increase familiarity with basic information about America’s past, and provide an appreciation for the factors that have produced the American culture as we know it today.

HIST 1010  Survey of World Civilization I ...............  3 credits
Major economic, political and social developments from ancient times to 1660. Emphasis on Western Civilization. Writing emphasis course (3,000 words).

HIST 1020  Survey of World Civilization II ...............  3 credits
A continuation of World Civilization I from 1660 to the present.

HIST 2100  American History I .............................  3 credits
American History I - The United States to 1877. A survey of the settlement and development of the colonies, the Revolutionary period, the making of the Constitution, the diplomatic, economic and political problems of the new government, the growth of Nationalism, Jacksonian Democracy, territorial expansion, the Civil War and Reconstruction.

HIST 2101  American History II .............................  3 credits
American History II - The United States since 1877. A survey of the growth of the United States as an industrial and world power since Reconstruction: the industrial revolution, immigration, urbanization, rise of labor, Spanish-American War, Progressivism, World War I, Twenties, Depression and New Deal, World War II, Post-World War II era and the exercise of great power status in international affairs since World War II.

HIST 2100  Introduction to Women’s Studies .............  3 credits
This course is designed to introduce the student to the interdisciplinary academic field of women’s studies. HIST 2100 seeks to explore often-omitted information about women’s culture and history. It also examines political, economic, social, psychological and health issues which influence women’s lives. (Students cannot receive credit for both HIST 2100 and HUMA 2100.)

HIST 2118  Honors American History I ..................  3 credits
American History I - The United States to 1877. A survey of the settlement and development of the colonies, the Revolutionary period, the making of the Constitution, the diplomatic, economic and political problems of the new government, the growth of Nationalism, Jacksonian Democracy, territorial expansion, the Civil War and Reconstruction. (Prerequisite: permission of the department. Honors course for exceptional students with ACT of 22 or higher who wish to study in small seminar-type class.)

HIST 2128  Honors American History II ..................  3 credits
American History II - The United States since 1877. A survey of the growth of the United States as an industrial and world power since Reconstruction: the industrial revolution, immigration, urbanization, rise of labor, Spanish-American War, Progressivism, World War I, Twenties, Depression and New Deal, World War II, Post-World War II era and the exercise of great power status in international affairs since World War II. (Prerequisite: permission of the department. Honors course for exceptional students with ACT of 22 or higher who wish to study in small seminar-type class.)

HAZARDOUS MATERIALS MANAGEMENT (HAZM)

HAZM 1010  Hazardous Materials: Levels I, II ...........  1 credit
For those individuals who observe or respond initially to a hazardous substance release.

HAZM 1020  Hazardous Materials: Levels II, IV, V .......  2 credits
For hazardous materials technicians, specialists and incident commanders.
HIST 2200  Women in Society  3 credits
This course is designed to examine the role played by women in various societies during different historical periods, factors which have limited women's participation in history and social scientists' assumptions about women. (Students cannot receive credit for both HIST 2200 and HUMA 2200)

HIST 2210  Tennessee History  3 credits
A study of the geographical background, political, social and cultural history of Tennessee from earliest times to the present.

HIST 2990  Problems in History  1 - 3 credits
In-depth study of a particular event, or issue involving reading, writing and oral discussion.

HEALTH INFORMATION TECHNOLOGY (HITC)

HITC 2010  Fundamentals of Health Information Management  3 credits
This course enables the student to learn the sources of health information and its relation to health agencies. A study is made of the origin and purpose, content, assembly, analysis and use of medical records. The student will learn methods of compiling, numbering, filing and retention of health information.

  3 hours lecture / week

HITC 2020  Applications in Healthcare Information Systems  3 credits
This course provides an overview of the use of automated information systems in the healthcare delivery system and its various settings. Students will be introduced to the terminology and essential concepts of health information systems and the privacy/security issues which affect access to and the use of patient information. (Prerequisite: CPSC 1100)

  3 hours lecture / week

HITC 2030  Quality Improvement and Assessment in Healthcare  3 credits
This course will focus on quality improvement and assessment in a variety of healthcare settings. Emphasis will be placed on implementation of quality tools and techniques as they relate to health information department activities of acute care hospitals, hospital outpatient and emergency departments, ambulatory care settings, and other healthcare facilities. Quality improvement and assessment techniques as they relate to the medical staff will also be addressed. (Prerequisites/corequisites: HITC 2020, MDCD 1010, HITC 2040)

  3 hours lecture / week

HITC 2040  Health Statistics and Registries  2 credits
This course focuses on the collection of health data, commonly used computations, the presentation and reporting of data. This course will recognize the sources and uses of health data in the United States. This course also includes the function and use of registries, including the Tumor Registry. (Prerequisites/corequisites: MDTR 1030, HITC 2010)

  2 hours lecture / week

HITC 2050  Health Information Technology Practice I  3 credits
This course contains planned and supervised clinical experiences in medical facilities. The student is given the opportunity to gain knowledge and skill in admission and discharge procedures, health and vital statistics, coding and abstracting, physician incomplete records, medical transcription supervision, tumor registry and long term care facilities. (Prerequisites/corequisites: MDCD 1010, MDCH 1020, HITC 2040)

  1 hour lecture - 4 hours clinical / week

HITC 2060  Health Information Technology Practice II  3 credits
This course contains planned and supervised clinical experience in medical facilities. The student is given the opportunity to gain knowledge and skill in release of information, utilization review, patient care evaluation procedures, supervisory duties, ambulatory care settings and psych/drug rehab settings. Increased proficiency in coding skills is also emphasized. (Prerequisites/corequisites: HITC 2050, HITC 2070, MDCD 1040)

  1 hour lecture - 4 hours clinical / week

HITC 2070  Supervisory and Legal Aspects  3 credits
This course emphasizes the medical record as a legal document and the effect of confidential communication laws on both the release of information and use of health information. The student will also be introduced to management principles and the supervisory role in healthcare organizations. (Prerequisites/corequisites: MDTR 1030, HITC 2030, HITC 2050, HITC 2060, MDCD 1040)

  3 hours lecture / week

HITC 2990  Special Problems in Health Information Technology  0-5 credits
This course covers special problems and/or current topics in Health Information Technology.

HEALTH (HLTH)

HLTH 2210  Personal Health  3 credits
A study of personal health problems of college men and women, mental health, communicable diseases, degenerative diseases, nutrition, and other health problems of students and their families.

HLTH 2220  Human Sexuality  3 credits
A study to develop an understanding of the physical, mental, emotional, social, and psychological phase of human relationships to better understand the problems and responsibilities of being male and female realizing one's decisions affect their mental and emotional health.

HLTH 2310  Safety and First Aid  3 credits
Development of a safety attitude and understanding of individual responsibility in personal and community programs for accident prevention and control. Acquiring of knowledge and skills for the emergency care of individuals.
HOSPITALITY MANAGEMENT (HMGT)

HMGT 1010 Introduction to the Hospitality Industry I .............................................. 3 credits
An introduction to the major job functions of hospitality establishments such as hotels/motels, restaurants, and private clubs. The service function of the industry will be emphasized.

HMGT 1020 Introduction to the Hospitality Industry II .............................................. 3 credits
Employee supervision and human relations skills will be emphasized. Employment law and managing an increasingly diverse workforce will be the focus of this course.

HMGT 1050 Facility Operations and Maintenance .................................................. 3 credits
Explores the engineering and maintenance requirements peculiar to the hospitality industry. Special emphasis on environmental issues, modernization, building operating systems, and resource management. (Prerequisite: HMGT 1010)

HMGT 1250 Service Management ................................................................. 3 credits
Discover how to plan for different types of food and beverage operations in a hotel, including coffee shops, gourmet dining rooms, room service, banquets, lounges, and entertainment/showrooms.

HMGT 2620 Basic Sanitation .................................................................................. 3 credits
Takes a Hazard Analysis Critical Control Point (HACCP) approach to help students understand the basics of hospitality sanitation, and provides everything students will need to know about sanitation as food and beverage managers. Clearly demonstrates the positive effects of good sanitation management on bottom-line profits.

HMGT 2640 Hospitality Human Resource Management ............................................. 3 credits
This is the critical area of concern for the future. Learn how to recruit and retain high-caliber employees in tomorrow’s shrinking labor pool. Understand the technical and legal challenges of hospitality human resource management. Apply the specifics of recruiting competent people, dealing with labor unions, offering benefit programs, and much more. Based on U.S. labor law, including the new Americans with Disabilities Act (ADA), this course is a must for anyone in operations management.

HMGT 2660 Tourism and the Hospitality Industry .................................................. 3 credits
Provides a true introduction to tourism. Takes a social science perspective to give students a thorough understanding of the broad range of factors that influence and are affected by tourism. Also shows tourism in action, with sections on research methods, marketing, planning, and other applications. Provides the firm foundation students need for higher-level tourism courses.

HMGT 2670 Front Office Procedures ...................................................................... 3 credits
Features information on today’s front office computer technology, yield management, and reservation systems. Helps students understand the effects of the front office on the overall operation of a hotel and works step-by-step through the front office guest cycle. Outlines the role of front office management and discusses how guest concerns shape management strategies and procedures for front office tasks.

HMGT 2685 Housekeeping Management .............................................................. 3 credits
Learn what it takes to manage this vital department. Provides a thorough overview, from the big picture of maintaining a quality staff, planning, and organizing, to the technical details of cleaning each area of the hotel. Covers the new pressures and demands facing housekeeping executives and shows how you can make a difference in determining whether or not guests return to your property.

HMGT 2700 Food and Beverage Service .................................................................. 3 credits
Discover how to plan for and manage the different types of food and beverage operations in a hotel, including coffee shops, gourmet dining rooms, room service, banquets, lounges, and entertainment/showrooms.

HMGT 2715 Hospitality Industry Training ............................................................. 3 credits
Training is the key to enhancing employee productivity and keeping employees motivated. Here’s the help you need to develop, conduct and evaluate one-on-one and group training that will reduce turnover, improve employees’ job performance, and help your organization attain its goals. This course is full of ideas you can easily put into action!

HMGT 2730 Marketing of Hospitality Services ....................................................... 3 credits
Learn how to use proven marketing techniques to improve business at your property; clearly spells out how to develop, implement, and evaluate a marketing plan; helps you see how to identify and reach the customers you want using marketing tactics specific to hospitality services.

HMGT 2765 Hospitality Law .................................................................................... 3 credits
Explains the legal considerations of hospitality property management in straightforward, easy-to-understand terms. Reflects the most recent changes in legislation affecting the hospitality operations and helps students learn to recognize legal pitfalls before they become problems. Includes comprehensive sections on food and beverage laws.

HMGT 2770 Hospitality Sales and Marketing ......................................................... 3 credits
Covers how to plan and implement effective marketing and promotional strategies – knowledge that will be critical for the success of any property. Provides tips for increasing revenue through a variety of means, from menus to telemarketing, and describes how to handle numerous selling situations.

HMGT 2805 Convention Management and Service .............................................. 3 credits
Shows you how to increase your property’s convention and meeting business through improved marketing and better service. Learn how to address meeting planners’ needs and concerns confidently, creatively, and effectively. Take advantage of unique ideas for servicing groups during their stay.

HMGT 2820 Food and Beverage Controls ............................................................... 3 credits
This course helps students understand the planning and control process in food and beverage outlets. Includes sections on men pricing, cost-volume-profit analysis, and automated systems for food, beverage, and labor cost control. Provides forms and suggestions for implementing effective cost control procedures and covers computer applications and the menu’s effect on planning and control.

HMGT 2830 Hospitality Industry Computer Systems .............................................. 3 credits
Covers computer applications for all hospitality functional areas. Features sections on reservations, sales and catering, special computer applications in human resources functions.
and preventive maintenance, and the management of information systems. Includes the basics of computer systems for various property types and the "nuts and bolts" of hardware and software.

HMGT 2870 Bar and Beverage Management................. 3 credits
Covers all facets of bar and beverage management, including how to balance marketing and control objectives, plan the business, select and train employees, and establish and maintain control systems. Features in-depth material on responsible alcohol service and essential information on a wide range of beverage products, including non-alcoholic drinks and wines. Also covers the duties of a bartender and characteristics bartenders should possess.

HMGT 2910 Cooperative Work Experience................. 3 credits
This course is designed to give the student practical experience in the area of hospitality management by participating in a cooperative work-study program within the hospitality industry.

HEALTH, PHYSICAL EDUCATION, AND RECREATION (HPER)

*Fitness Activity †Lifetime Activity

HPER 1010 Physical Conditioning *............................ 1 credit
A physical fitness program incorporating traditional exercises, circuit training, and aerobics to improve the physical state and promote lifetime fitness. (Activity Course)

HPER 1020 Adaptive Physical Education I ................. 1 credit
An independent specialized activity program for the disabled student. (Activity Course)

HPER 1030 Adaptive Physical Education II............... 1 credit
An advanced independent specialized activity program for the disabled student. (Activity Course)

HPER 1110 Archery † ............................................. 1 credit
Introduction of basic skills and techniques of shooting and to show ways archery may be utilized avocationally throughout their lifetime. (Activity Course)

HPER 1140 Personal Wellness *............................... 2 credits
Provides an individual program for personal wellness. An assessment will be made for cardiac risk, cardiac efficiency and aerobic capacity. Evaluation will be given for body composition, flexibility, and muscular strength endurance. The course will include stress management and nutritional analysis. Aerobic workouts will be supervised. (Activity Course)

HPER 1210 Badminton † ....................................... 1 credit
Development of basic fundamental skills, rules, and strategy necessary to play the game of badminton. (Activity Course)

HPER 1220 Racquetball † ................................... 1 credit
Introduction of basic equipment, and basic skills, rules of the game, shot selection, and strategy of the game. Emphasis on safety for pleasurable racquetball. (Activity Course)

HPER 1250 Tennis † ........................................ 1 credit
Introduction and development of skills, general rules, and strategy related to the game of tennis with particular emphasis on acquisition of skill. (Activity Course)

HPER 1310 Basketball † ................................... 1 credit
Development of basic skills, basic rules and strategy for the game situation. (Activity Course)

HPER 1350 Softball † ..................................... 1 credit
Introduction, development of basic skills and acquiring knowledge related to rules and strategy of softball. (Activity Course)

HPER 1410 Bowling † ....................................... 1 credit
Introduction in acquisition of basic techniques of bowling, the conversion of spares, scoring, selecting equipment, bowling etiquette, and tips for fine tuning of techniques if you are an experienced bowler. (Activity Course)

HPER 1510 Contemporary Dance † ......................... 1 credit
An introduction of basic dance steps used in social, country and western, and jazz dances in our society. (Activity Course)

HPER 1520 Exerdance * ...................................... 1 credit
Aerobic exercises choreographed to music for improving over all physical fitness. Diet, nutrition, and body composition are included as they relate to good physical fitness. (Activity Course)

HPER 1610 Golf † ............................................. 1 credit
Development of basic skills and techniques of the strokes, general rules, and knowledge of the game. (Activity Course)

HPER 1710 Soccer † ......................................... 1 credit
Introduction, development of basic skills and acquiring knowledge related to rules and strategy of the game. (Activity Course)

HPER 1720 Weight Training * ....................... 1 credit
The introduction of the basic safety and techniques of lifting and establishing an individualized program to meet the needs of each student. (Activity Course)

HPER 1730 Volleyball † .................................. 1 credit
The introduction and development of the basic fundamental skills, rules, and strategy related to the game of volleyball. (Activity Course)
HUMANITIES (HUMA)

HUMA 2010  Humanities: The Human Adventure I ... 3 credits
This introductory course will relate to the human experience as expressed through music, literature, art, theatre, and other disciplines from the Paleolithic Age through the 16th century. The multimedia humanities survey blends sights, sounds, impressions, and ideas that teach students both history and elements of each art form. Various topics will be considered such as freedom and responsibility, creation and destruction, order and chaos.

HUMA 2110  Humanities: The Human Adventure II ... 3 credits
This introductory course will explore the humor experience as expressed through music, literature, art, theatre, and other disciplines from the 17th century to the present. The multimedia humanities survey blends sights, sounds, impressions, and ideas that teach students both history and elements of each art form. Various topics will be considered such as freedom and responsibility, creation and destruction, order and chaos.

HUMA 2020  Introduction to African-American Studies I ........................................... 3 credits
Multidisciplinary approach to the Afro-American experience through the Civil War and Reconstruction era. Writing emphasis course with at least one in-class essay examination and at least 3000 words of writing outside the classroom. (Same as SOCI 1005)

HUMA 2030  Introduction to African-American Studies II ........................................... 3 credits
Multidisciplinary approach to the Afro-American experience from the Civil War through the Civil Rights era; explores rural and urban society, the A-A church, and intellectual and protest movements. Writing emphasis course with at least one in-class essay examination and at least 3000 words of writing outside the classroom. (Same as SOCI 1010)

HUMA 2100  Introduction to Women’s Studies ........... 3 credits
This course is designed to introduce the student to the interdisciplinary academic field of women’s studies. HUMA 2100 seeks to explore often-omitted information about women’s culture and history. It also examines political, economic, social, psychological and health issues which influence women’s lives. (Students cannot receive credit for both HUMA 2100 and HIST 2100.)

HUMA 2150  Women in Literature ......................... 3 credits
Introduction to the study of women through the roles and stereotypes portrayed in a variety of literary genres. Writing emphasis course with at least one in-class essay examination and at least 3000 words of writing outside the classroom.

HUMA 2200  Women in Society .............................. 3 credits
This course is designed to examine the role played by women in various societies during different historical periods, factors which have limited women’s participation in history and social scientists’ assumptions about women. (Students cannot receive credit for both HUMA 2200 and HIST 2200)

HUMA 2500  Introduction to the Great Books ........... 3 credits
Reading and discussion of those selections included in the Adult Great Books Program. Emphasis will be given to the understanding and interpretation of these writings through student discussions directed by a lead faculty member. Discussion leaders will also include faculty from different departments.
HUMA 2900 Problems and Topics in Cultural Studies .............................. 1-6 credits
Instructor-designed courses to fulfill general humanities objectives and/or to provide specific Interdisciplinary Studies courses not offered. Provides for the advanced, individualized study of special interests in cultural studies; may include foreign and/or independent study, and may be repeated, provided the same experience is not repeated. (Same as SOCI 2900 and POLI 2900)

HUMA 2990 Special Problems in the Humanities .... 1-3 credits
A course featuring an examination of a topical issue (theme or value) through the humanities. This course may be repeated for credit provided the theme is not repeated.

INDUSTRIAL TECHNOLOGY
Drafting and Design (ITDD)

ITDD 1010/1011  Engineering Graphics I ......................... 4 credits
A study of basic drafting practices incorporating computer aided drafting (CAD) techniques (commercial software). Topics will include instruments, theory of projection, geometric construction, orthographic projection, dimensioning, lettering, and auxiliary and sectional view construction. (Prerequisite: ITEE 1010)
2 hours lecture / 4 hours laboratory

ITDD 1020/1021  Engineering Graphics II ....................... 4 credits
A continuation of Engineering Graphics I utilizing computer applications. Topics include machine and working drawings, descriptive geometry topics and graphical elements. (Prerequisite: ITDD 1010)
2 hours lecture / 4 hours laboratory

ITDD 1210/1211  Architectural Drawing ....................... 4 credits
The applications of drafting techniques to produce architectural plans from design concept through working drawings. (Prerequisite: ITDD 1010)
2 hours lecture / 4 hours laboratory

ITDD 1410/1411  Technical Illustration ...................... 4 credits
A study of technical illustration utilizing computer applications in selected mediums for stated communicative formats with emphasis on techniques and detail. (Prerequisite: ITDD 1010 and consent of instructor)
2 hours lecture / 4 hours laboratory

ITDD 2410/2411  Introduction to Computer Aided Drafting ..................... 4 credits
A study of computer aided drafting (CAD) utilizing commercial software applications. Topics include basic computer operating systems, menu systems, geometric construction, orthographic projection, dimensioning and texting. (Prerequisite: consent of instructor)
2 hours lecture / 4 hours laboratory

ITDD 2420/2421  Computer Aided Drafting II ................ 4 credits
A continuation of drafting utilizing the micro-computer (CAD) system. Topics include machine and working drafting, library construction, menu development and CAD project analysis. (Prerequisite: ITDD 1010 or ITDD 2410)
2 hours lecture / 4 hours laboratory

ITDD 2510/2511  Architectural CAD .......................... 4 credits
A study of architectural drawing utilizing the micro-computer (CAD) system. The students will produce drawings associated with building design including details, plans sections and specific design elements. (Prerequisite: ITDD 2410)
2 hours lecture / 4 hours laboratory

ITDD 2610/2611  Computer Graphics Applications .... 4 credits
The applications of computer aided drafting and design (CAD) as they relate to professional and industrial practices. Custom design of menu driven software as applied to industrial specifications. (Prerequisite: ITDD 2420)
2 hours lecture / 4 hours laboratory

ITDD 2710/2711  Graphic Design ............................. 4 credits
The applications of graphic communication as applied to society and industry. Utilization of both CAD and board for total media format. (Prerequisite: ITDD 2420)
2 hours lecture / 4 hours laboratory

ITDD 2810/2811  CAD 3-D ................................. 4 credits
The applications of commercial micro-computer software in the development of 3-dimensional drawings for presentation and analysis. Emphasis is placed on problem solving and individual assignments. (Prerequisite: ITDD 2420 and consent of instructor)
2 hours lecture / 4 hours laboratory

ITDD 2990  Special Problems in Drafting and Design .............. 4 credits
This course is for specially designed advanced study within the realm of Engineering and Architectural Graphics for both board and computer graphic application. (Prerequisite: Consent of instructor. May be repeated for 12 hours credit.)
2 hours lecture / 4 hours laboratory

Electrical/Electronics (ITEE)

ITEE 1010  Electrical Applications ...................... 3 credits
This course is designed specifically for the non-ITEE major student. An overview of electrical terminology and unit conversions will be covered. Basic electrical circuit concepts will be presented using series and parallel DC circuits. The fundamentals of digital electronics will be presented using the "AND", "OR" and "NOT" logic gates. Industrial control circuits will be presented using numerous input devices such as limit, float, and push button switches along with such output devices as relays, contactors, and motor starter coils. Circuit protection devices such as overload, circuit breakers, and fuses will be covered. Electrical print reading concepts will be conveyed by describing the operating characteristics of each input and output device and how it relates to other electrical components on a line diagram. An introduction to ladder logic programming using Programmable Logic Controllers (PLC's) will be discussed. (Corequisite: ITEE 1011).
3 hours lecture

ITEE 1011  Electrical Applications Laboratory .......... 1 credit
An introductory course for the non-ITEE major student with laboratory experiments and exercises which correspond to lecture material in ITEE 1010. (Prerequisite or Corequisite: ITEE 1010).
2 hours laboratory
ITEE 1320  DC Electrical Circuits  3 credits
A study of unit conversions and the analysis of electrical parameters such as resistance, voltage, current, and power in series, parallel, and series-parallel resistive DC circuits. Analysis will be accomplished by applying network theorems such as Thevenin's Theorem to solve capacitor/inductor charging and discharging DC circuits. The conversion of voltage sources to current sources and also current sources to voltage sources will be covered. Mesh current analysis and Nodal analysis will be applied to multisource DC circuits. PSPICE software will be introduced to analyze various DC circuit configurations. (Prerequisite: Developmental Mathematics courses, if applicable. Corequisite: ITEE 1321)
3 hours lecture

ITEE 1321  DC Electrical Circuits Lab  1 credit
An introductory course with laboratory experiments and exercises which correspond to lecture content in ITEE 1320. (Corequisite: ITEE 1320)
2 hours laboratory

ITEE 1330  AC Electrical Circuits  3 credits
A study of AC sinusoidal waveforms applied to series, parallel and series-parallel AC circuits and applications of network theorems involving rectangular and polar numbers. The effects of resistance, inductance, and capacitance on sinusoidal phase relationships and the conversion of voltage sources to current sources and current sources to voltage sources are a major part of the course. Mesh current analysis and Nodal analysis will be applied to multisource AC circuits. Series and parallel resonant circuit characteristics will be analyzed along with the quality factor (Q), decibels, R-C low pass filters, R-C high pass filters, band-pass filters and band-stop filters. PSPICE software will be used to analyze various AC circuit configurations. (Prerequisite: ITEE 1320; Corequisite: ITEE 1331)
3 hours lecture

ITEE 1331  AC Electrical Circuits Lab  1 credit
A laboratory course for experiments and exercises corresponding to lecture content in ITEE 1331. (Corequisite: ITEE 1330)
2 hours laboratory

ITEE 1510  Digital Electronics  3 credits
An introduction to integrated circuit logic families. A study of number systems, logic gates, boolean algebra, Karnaugh maps, and the analysis of combinational logic circuits such as flip-flops and other multivibrators. (Prerequisite: one year of high school algebra, completion of developmental mathematics, or consent of instructor, and Corequisite: ITEE 1511)
3 hours lecture

ITEE 1511  Digital Electronics Lab  1 credit
A study of the basic digital concepts with laboratory experiments and exercises which correspond to lecture material in ITEE 1510. (Prerequisite or Corequisite: ITEE 1510).
2 hours laboratory

ITEE 1710  Electronics  3 credits
An introduction to semiconductor materials and the PN junction. Rectifiers and the Zener diode will be studied. Bipolar and JFET transistor characteristics, biasing, amplification and multistaging will be covered. Operational amplifier and Oscillator characteristics and applications will be covered along with the analysis for proper operation. (Prerequisite: ITEE 1320/1330 or consent of instructor and Corequisite: ITEE 1711).
3 hours lecture

ITEE 1711  Electronics Lab  1 credit
A study of semiconductor devices and materials with laboratory experiments and exercises which correspond to lecture material in ITEE 1710. (Prerequisite or Corequisite: ITEE 1710).
2 hours laboratory

ITEE 1910  Microprocessor Fundamentals  3 credits
A study of the hardware and software components of computer systems. Topics include principles of microcomputers, microprocessor architecture, programming and troubleshooting. (Prerequisite: ITEE 1510 or consent of instructor and Corequisite: ITEE 1911).
3 hours lecture

ITEE 1911  Microprocessor Fundamentals Lab  1 credit
A study of the hardware and software components of computer systems with laboratory experiments and exercises which correspond to lecture material in ITEE 1910. (Prerequisite or Corequisite: ITEE 1910).
2 hours laboratory

ITEE 2610  Electrical Power  3 credits
A study of the production and transmission of electrical power. Topics include transformer operation and types, load configurations, power factor correction, and the construction and electrical characteristics of DC/AC generators and motors. (Prerequisite: ITEE 1320/1330 or consent of instructor and Corequisite: ITEE 2611)
3 hours lecture

ITEE 2611  Electrical Power Lab  1 credit
A study of the production and transmission of electrical power with laboratory experiments and exercises which correspond to lecture material in ITEE 2610. (Prerequisite or Corequisite: ITEE 2610).
2 hours laboratory

ITEE 2730  Industrial Controls  3 credits
Topics include electrical print reading, basic motor control, various switches and sensors, and relays and solenoids. A study of electrical system control principles will begin with relay logic hardware and then proceed to applying Programmable Logic Controller (PLC) ladder logic software. The student will develop ladder logic diagrams from functional word descriptions and then program the controller. Process control design projects such as conveyor, machine, etc. will be stressed by creating the program from a functional word description of the process. Included will be a study of basic robotic system components along with related mechanical, hydraulic and pneumatic systems. Topics include Servo systems and robot/machine interfacing applications. Tours of local manufacturing plants will be included, if time permits.
3 hours lecture

ITEE 2731  Industrial Controls Laboratory  1 credit
An extensive "hands-on" lab that allows the student to wire various industrial control circuits and program a Programmable Logic Controller (PLC) and robot. Laboratory experiments and exercises correspond to lecture material in ITEE 2730. (Prerequisite or Corequisite: ITEE 2730)
2 hours laboratory

ITEE 2990  Special Problems in Electrical/Electronics  1-4 credits
A course for specially designed study within the realm of Electrical Technology. (Prerequisite: Prior approval of instructor is required)
Manufacturing (ITMF)

ITMF 1010 Fundamentals of Industrial Technology ........................................ 3 credits
A study of manufacturing organization and the responsibilities of the various functional departments within a manufacturing facility. The course requires students to present reports concerning manufacturers and study the competition which our local companies must face. Current manufacturing topics are discussed in relationship to the possible impacts on American world class manufacturers, along with the Deming statistical quality methods and their applications.
3 hours lecture

ITMF 1210/1211 Industrial Materials and Processes ........................................ 3 credits
A study of the various materials of industry with special emphasis on both metal and non-metal materials and their uses. Other topics will include machine setup, mold design and mold materials, as well as product design and enhancement. Techniques of CIM and CNC automation will also be addressed, as well as material selection and organization of the work place. (Prerequisite: ITMF 1010)
2 hours lecture / 2 hours laboratory

ITMF 1430 Quality Assurance ................................................................. 4 credits
A study of the management of the quality function within the manufacturing environment. The course includes the reading and interpretation of manufacturing drawings, the instruments used in measuring product characteristics, and the collection, organization and analysis of data. This course includes the techniques used to construct check sheets, Pareto charts, cause and effect charts, and control charts for variable and attribute data. This course includes computer applications in the collection and analysis of data, and the determination of process control and capability. (Prerequisite: MATH 1022 and MATH 1080 recommended)
3 hours lecture / 2 hours laboratory

ITMF 1510 Total Quality Applications ..................................................... 4 credits
A study and application of the Total Quality Management (TQM) concept. Participants will be exposed to a wide variety of problem solving and team building activities which are taken primarily from the management principles of W. Edwards Demming. Demming’s 14 points will be explored in detail, as well as specific statistical tools required to implement the TQM (SPC). Participants will learn by completing a required quality team project. (Prerequisite: instructor approval)
3 hours lecture / 2 hours laboratory

ITMF 1610 Introduction to Industrial Printreading ........................................ 3 credits
A study of drawing topics that will include reading of machine and mechanical drawings, electrical wiring schematics, tooling blueprints, electrical-mechanical and hydraulic-pneumatic symbols, projections, dimensioning, lettering, and sectional views used in industrial systems.
3 hours lecture

ITMF 1620/1621 Basic Industrial Fluidpower ........................................... 3 credits
A combination of classroom and laboratory fluidpower study program consisting of the basic fundamentals of hydraulic and pneumatic components and systems, basic theory of design, fluids and their properties, problem-solving techniques and industrial maintenance applications.
2 hours lecture / 2 hours laboratory

ITMF 1810 Industrial Supervision ......................................................... 3 credits
A study of the characteristics for effective supervision with emphasis on communications and organizational relationships. Workforce motivational factors are discussed, as well as exercises in staffing, promotion and personality traits. Topics also include the role of supervision within the management structure, the responsibilities of supervision, and legal ramifications of supervisory decisions.
3 hours lecture

ITMF 2610 Occupational Safety ............................................................ 3 credits
A study of the Tennessee Code Annotated Codes pertaining to Workman’s Compensation and the Tennessee Occupational Safety and Health Administration (TOSHA). Topics include the effects of ambient temperature, pressure, and humidity upon the workforce. Other topics include the results of improper storage of flammable material, the cause of explosions and fires, as well as topics taken directly from the TOSHA standards and code handbooks. Consumer product safety, public liabilities, system safety, accident prevention and accident reporting, as well as an introduction to the various environmental protection agencies (EPA) protocols, procedures, and control elements for disposal of hazardous wastes are also addressed in the course.
3 hours lecture

ITMF 2710/2711 Production and Materials Control............................... 4 credits
A study of the fundamentals of production and materials control systems. Topics include the elements of the Manufacturing Planning and Control System. Materials Requirements Planning (MRP), Manufacturing Resource Planning (MRPII), and an introduction to the requirements of establishing a Just-In-Time manufacturing environment. Other topics include computerized materials planning/scheduling job-scheduling techniques and the possible implications of such.
3 hours lecture / 2 hours laboratory

ITMF 2720/2721 Facilities Planning ....................................................... 4 credits
A study of and an analysis and planning for the functions of the storage and retrieval of production materials and supplies. A study of the uses of facilities planning in the reduction of labor costs associated with production, and the analysis of material flow within the facility. Additional topics include the economical selection of material handling and storage equipment and determining adequate space allocation for the functions of manufacturing, testing, and inspection of the product. In addition, the use of computerized facility planning software systems will be explored and evaluated during the course. (Prerequisite: ITMF 1010)
3 hours lecture / 2 hours laboratory

ITMF 2740/2741 Industrial Measurement and Cost Systems ..................... 4 credits
A study of work methods and analysis for improvement to reduce labor, content, process analysis and approaches to problem solving. The gathering of data through the use of time studies, pre-determined time standards, an introduction to methods-time-management (MTM), and establishing a work sampling study utilizing random observations. This data is then analyzed for application to cost reduction and improved efficiency. The various forms of wage plans are also discussed concerning the advantages and disadvantages of each. The study and use of financial and analytical methodologies for the determination of equipment purchases, lease, or rental replacement frequencies and/or justifications. A study of economics as utilized by engineering departments, for equipment selection, decision making, analysis of data, and the time-value of money. (Prerequisite: College Algebra)
3 hours lecture / 2 hours laboratory
ITMF 2800/2801 CIM Technology Applications .... 4 credits
A study of the Computer Integrated Manufacturing (CIM), manufacturing management through factory automation, with all processes functioning under computer control, eliminating most of the paper functions and efficiently managing all of the technologies for improved productivity. It includes the scheduling, collection, and analysis of quality and production data. This course includes the automation techniques used to program and use computerized controlled machining systems, robots, and materials handling systems.

2 hours lecture / 4 hours laboratory

ITMF 2990 Special Problems in Manufacturing ................................................. 1-6 credits
This course allows the student additional advanced studies in a particular area of interest to the student or which are in demand by local industry. This course may be repeated for credit provided the same subject matter is not used. (Prerequisite: The student must have prior approval of the instructor before registering for this course.)

LEGAL ASSISTANT (LAW)

LAW 1100 Introduction to Paralegal Practice ......................... 3 credits
An overview of the legal assistant profession including the work of attorneys in private practice, government and corporate settings; the regulation of lawyers; the definition and role of the legal assistant in working under attorney supervision; state regulation of paralegals; the unauthorized practice of law; paralegal organizations; the legal office environment including the personnel, systems and procedures and technology found there; overview of basic legal assistant skills including legal research, document preparation, investigation and interviewing, client relations, file management, office systems management and litigation support; overview of the various areas of legal specialty and the practical role of the paralegal in assisting the attorney in such areas. Detailed study of ethical and professional guidelines for attorneys and paralegals.

LAW 1200 Legal Research ......................................................... 3 credits
An introduction to legal research including the sources of American law; the various legal research tools including codes, reporters, digests, Shepard's, annotations, legal encyclopedias, legal dictionaries, treatises, practice manuals, law reviews, court rules, CFR, the Federal Register; research methods; computer assisted legal research including CD-ROM, Westlaw and Internet; case briefing and analysis; citation of legal authorities. Emphasis is placed on the paralegal's practical role and skills in assisting the attorney in legal research. Related ethical and professional considerations.

LAW 1300 Litigation I: Civil Trial and Appellate Procedure ............................................. 3 credits
Civil litigation procedure and practice in federal and state courts; the court systems; subject matter and in personam jurisdiction; venue; requirements of pleadings; service of process; formal discovery; motion practice; rules of evidence; trial and witness preparation; the trial notebook; procedures at trial; post-trial and appellate procedure; alternative dispute resolution. Emphasis on the paralegal's practical role and skills in assisting the attorney in client relations, information gathering, research, document preparation, filing and service requirements, case management, settlement negotiations and trial preparation. Related ethical and professional considerations.

LAW 1400 Real Property Law .............................................. 3 credits
Principles of real estate law from common law origins to present; estates in land; concurrent ownership; real estate transactions and preparation of the basic documents involved; covenants and easements; survey methods, recording systems and title search procedures. Emphasis is placed on the paralegal's practical role and skills in assisting the attorney in client relations, information gathering, research, title search, document preparation and recording, file management and transaction closing. Related ethical and professional considerations.

LAW 1500 Torts and Personal Injury Law ......................... 3 credits
Study of the law of torts including negligence, intentional torts and strict liability, defenses and damages, pleading requirements and discovery methods in tort cases; review of the Tennessee Workers’ Compensation Act, product liability, defamation, professional malpractice and wrongful death actions. Emphasis is placed on the paralegal's practical role and skills in assisting the attorney in client relations, information gathering, research, document preparation, settlement negotiations, discovery, case management, and trial preparations. Related ethical and professional considerations.

LAW 1600 Contracts ................................................................. 3 credits
Study of the law on contracts including formation, performance, interpretation, enforcement, breach and remedies in private and commercial contracts. Common law origins and principles are covered as well as the Uniform Commercial Code with emphasis on sales, commercial paper and secured transactions. Emphasis on the paralegal's role in assisting the attorney in client relations, information gathering and drafting basic documents. Related ethical and professional considerations.

LAW 1700 Domestic Relations ............................................... 3 credits
The law and procedure governing marriage, divorce, annulment, alimony, child support, child custody and visitation, property division and settlement agreements, antenuptial agreements, adoption, paternity actions, artificial insemination, surrogate motherhood, juvenile rights, family torts, and family crimes including child and spousal abuse and parent kidnapping. Emphasis on the paralegal's practical role and skills in assisting the attorney in client relations, information gathering, research, document preparation, file and document management, discovery and trial preparation. Related ethical and professional considerations.

LAW 1800 Criminal Law and Procedure for Paralegals ......................................................... 3 credits
The common law origins of criminal law and the philosophies underpinning the various methods of punishment; state and federal crimes — their elements, recognized defenses, and statutory punishment; criminal procedure with emphasis on constitutional safeguards; pre-trial, discovery, trial and appellate procedure; sentencing and punishment; victim's rights, including the Tennessee Victim's Compensation Act. Emphasis on the paralegal's practical role and skills in assisting the attorney with client relations, information gathering, research, document preparation, discovery, file and document management and trial preparation. Related ethical and professional concerns.

LAW 1950 Business Associations ........................................ 3 credits
The law governing various forms of business arrangements including proprietorships, general and limited partnerships, joint ventures, the limited liability company and various types of corporations. Emphasis is placed on the principles of
agency, vicarious liability, fiduciary duty and other rights and obligations existing between persons involved in the various business arrangements. Emphasis is also placed on the paralegal's practical role and skills in assisting the attorney in client relations, information gathering and document preparation. Related ethical and professional considerations.

**LAW 2100** Legal Ethics and Professional Responsibility 3 credits
The Code of Professional Responsibility; disciplinary enforcement and the organization and procedures of the Board of Professional Responsibility; the Code of Judicial Conduct; existing ethical guidelines for paralegals; the role of continuing legal education for paralegals; the present state and future outlook for regulation of the paralegal profession. Emphasis on common ethical concerns in the everyday work of paralegals and special ethical traps for the unwary. (Prerequisite: LAW 1100)

**LAW 2200** Legal Writing 3 credits
Practical applications of legal research skills to the drafting and preparation of typical documents that the legal assistant will be expected to prepare by supervising attorney including research memoranda; client correspondence; demand letter; commercial appellate brief; incorporation documents and corporate records, partnership agreement, will with simple trust, commercial lease, promissory note, warranty deed and deed of trust for real estate transaction, medical records summary; emphasis on writing skills as well as substantive research. Related ethical and professional considerations.

**LAW 2300** Litigation II: Advanced Trial Practice 3 credits
Advanced application of trial practice and procedure skills in a realistic mock trial preparation setting. Emphasis on involvement as a legal assistant in every major aspect of trial preparation from initial client interview through investigation, pleading preparation, discovery, motion practice, document and physical evidence maintenance, voir dire, jury charges, trial brief and initial steps of appellate process. Consideration of major principles of evidence. Related ethical and professional considerations. (Prerequisites and Corequisites: LAW 1100, LAW 1200, LAW 1300, and LAW 2200)

**LAW 2400** Wills, Trusts, and Estate Administration 3 credits
This course covers common forms of wills and trusts, procedures and considerations for estate planning, the administration of estates under the Uniform Probate Code and Tennessee statutes, the law of intestate succession, the taxation of estates, will contests, the living will and various powers of attorney. Emphasis is placed on the paralegal's practical role and skills in assisting the attorney in working with clients, information gathering, research, document preparation and case management in probate court proceedings. Related ethical and professional considerations.

**LAW 2500** Interviewing and Investigation for the Paralegal 3 credits
Study and development of paralegal skills of interviewing and investigating including communication skills, conducting client and witness interviews, preparation of witness statements, formulating a plan of investigation, techniques for locating people, conducting investigations in public and private records, locating and working with experts, the rules of evidence as they relate to interviewing and investigating, proper handling of documents and other physical evidence, conducting formal discovery in civil and criminal proceedings and the ethical and professional responsibilities of the practitioner and legal assistant in interviewing and investigative work. Emphasis is placed on practical implementation of skills in projects.

**LAW 2600** Legal Office Management 3 credits
A study of the operation of a private law office including personnel and their responsibilities; managerial concepts that help produce successful law office operations including interpersonal communication, motivation, and conflict resolution; various systems and procedures in the law office including timekeeping and billing systems, word processing, file organization and management, accounting/keeping systems, trust accounts and money/property handling procedures, docket control, conflict of interest checks, client development, and case management. Emphasis is placed on the paralegal's practical role and skills in assisting in the operation and management of a law office. Current computer software systems used in the law office will be studied. Related ethical and professional concerns.

**LAW 2910** Legal Internship 3 credits
Supervised and evaluated work experience in a law or government office or corporate legal department. (Permission of program director required)

**LAW 2990** Special Topics in the Law 1-6 credits
Special topics related to law or the paralegal profession. (Prerequisite: LAW 1100)

**MATHEMATICS (MATH)**

(Calculators are required in all mathematics courses.)

**Developmental Mathematics**

**MATH 0710** Basic Mathematics 3 credits
A basic mathematics course designed to review computation with whole numbers, fractions, and decimals. Other topics include ratio and proportion, percent, elementary and descriptive statistics, basic geometry, and an introduction to algebra. Satisfactory completion of this course allows the student to exit to MATH 0820, Elementary Algebra. This course adds 3 credit hours to the graduation requirements for students enrolled. (Prerequisite: Admission is by the college assessment procedure only.)

**MATH 0820** Elementary Algebra 3 credits
An introduction to or review of elementary algebra. Topics include basic operations in the real number system, solving equations and inequalities, exponents and polynomials, factoring, elementary statistics, and basic geometry. Satisfactory completion of this course allows the student to exit to MATH 0830, Intermediate Algebra. This course adds 3 credit hours to the graduation requirements for students enrolled. (Prerequisite: Admission is by the college placement procedure or completion of MATH 0710, Basic Mathematics only.)
**MATH 0830  —  MATH 2210**

**Intermediate Algebra .......................... 5 credits**
An intermediate algebra course designed for students who have completed a course in elementary algebra. Topics include factoring, simplifying and solving rational, radical, and quadratic expressions and equations. Other topics include graphing, systems of equations and inequalities, an introduction to functions and basic probability. Satisfactory completion of this course allows the student to exit to college-level mathematics. This course adds 5 credit hours to the graduation requirements for students enrolled. (Prerequisite: Admission is by the college assessment procedure or successful completion of MATH 0820, Elementary Algebra only.)

**These courses constitute the TBR required sequence based on AAPP placement.**

**College Mathematics (MATH)**

(Calculators are required in all mathematics courses.)

**MATH 0990 Geometry ............................. 3 credits**
A geometry course including two and three-dimensional figures, with an emphasis on the properties of symmetry, congruence, and similarity, the Pythagorean Theorem, and special right triangle relationships. The course is designed for students who lack the unit of high school geometry needed for admission to a university, and for students who require a geometric background for other courses. (Prerequisite: One year of high school algebra or the successful completion of MATH 0820. Students may be enrolled in MATH 0990 concurrently.) Students must complete this course with a grade of "C" or better. It will not meet any graduation requirement.

**MATH 1022 College Algebra with Applications ...... 3 credits**
A course in algebraic, logarithmic, and exponential functions. Other topics include systems of linear equations and inequalities, matrices, linear programming, and mathematics of finance. (Prerequisite: Two years of algebra and one year of geometry in high school or completion of developmental mathematics.)

**MATH 1032 Calculus A ............................. 3 credits**
A one-semester course in the differential and integral calculus of algebraic, exponential, and logarithmic functions with applications. (Prerequisite: MATH 1022 or permission of the instructor.)

**MATH 1035 Mathematical Functions I .................. 3 credits**
A pre-calculus course in the theory and application of algebraic, logarithmic, and exponential functions. (Prerequisite: two years of high school algebra and one year of geometry in high school or completion of developmental mathematics.)

**MATH 1040 Mathematical Functions II ................. 3 credits**
A pre-calculus course in trigonometric functions and analytic geometry. Preparation for MATH 1110 and to satisfy the requirements of other technical and pre-professional programs. (Prerequisite: MATH 1022 or MATH 1035 or permission of instructor.) (MATH 1035 is the preferred prerequisite for math, science, and engineering majors)

**MATH 1080 Probability and Statistics ............... 3 credits**
An introduction to probability and statistics without calculus including descriptive statistics, probability distributions, the normal distribution, testing hypotheses, the t-test, and estimates and sample sizes. The student should check transfer institution catalogs to decide between MATH 1080 and MATH 2900 Probability and Statistical Applications. (Prerequisite: Two years of high school algebra and one year of geometry in high school or completion of developmental mathematics.)

**MATH 1110 Calculus I w/Computer Projects .......... 5 credits**
A standard first-semester course in single variable calculus and analytic geometry especially for students of science, engineering, mathematics, secondary mathematics education, and scientific computer science. Differential and integral calculus with applications. Graphing calculator and computer demonstrations and projects related to calculus will be included. (Prerequisites: Two years of algebra, a year of geometry, and half a year of trigonometry in high school plus satisfactory placement scores, or MATH 1040)

**MATH 1120 Calculus II w/Computer Projects ...... 5 credits**
A standard second-semester course in single variable calculus and analytic geometry. Further work with differential and integral calculus with applications including integration by parts, trigonometric substitution, infinite series, power series, and polar coordinates. Graphing calculator and computer demonstrations and projects related to calculus will be included. (Prerequisites: Two years of algebra, a year of geometry, and half a year of trigonometry in high school plus satisfactory placement scores, or MATH 1040. ACT Math subscore of 24 or permission of instructor required.) Cannot receive credit for both MATH 1210 and 1110.

**MATH 1210 Honors Calculus I w/ Computer Projects .................. 5 credits**
A first-semester honors course in single variable calculus and analytic geometry especially for students of science, engineering, mathematics, secondary mathematics education, and scientific computer science. Differential and integral calculus with applications. Graphing calculator and computer demonstrations and projects related to calculus will be included. (Prerequisites: Two years of algebra, a year of geometry, and half a year of trigonometry in high school plus satisfactory placement scores, or MATH 1040. ACT Math subscore of 24 or permission of instructor required.) Cannot receive credit for both MATH 1210 and 1110.

**MATH 1220 Honors Calculus II w/Computer Projects .................. 5 credits**
A second-semester honors course in single variable calculus and analytic geometry. Further work with differential and integral calculus with applications including integration by parts, trigonometric substitution, infinite series, power series, and polar coordinates. Graphing calculator and computer demonstrations and projects related to calculus will be included. (Prerequisites: MATH 1110 or MATH 1210. ACT Math subscore of 24 or permission of instructor required.) Cannot receive credit for both MATH 1220 and 1110.

**MATH 2000 Problem Solving, Geometry and Logic .................. 3 credits**
Students will use problem solving and logic to discover geometric concepts. The course includes theorems of great mathematicians of the past and the construction of logical arguments. The tools used to explore relationships in geometry and statistics include computer software and a graphing calculator. May not be used to meet general education mathematics requirements. (Prerequisite: Two years of algebra and one year of geometry in high school or completion of developmental mathematics.)

**MATH 2210 Calculus III w/Computer Projects .......... 5 credits**
A standard third-semester course in multiple-variable calculus and analytic geometry especially for students in science, engineering, mathematics, secondary mathematics education, and scientific computer science, including partial derivatives, multiple and line integrals, and vector calculus. Graphing calculator and computer demonstrations and projects related to calculus will be included. (Prerequisite: MATH 1120)
MATH 2240 Honors Calculus III
with/Computer Projects ........................................ 5 credits
A third-semester honors course in the calculus of functions in
two or more dimensions. Includes solid analytic geometry,
partial differentiation, multiple integration, and selected topics
in vector calculus. Graphing calculator and computer
demonstrations and projects related to calculus will be in-
cluded. (Prerequisite: MATH 1120 or 1220) ACT Math sub-
score of 24 or permission of instructor required. Cannot
receive credit for both MATH 2210 and 2240.

MATH 2710 Differential Equations ......................... 3 credits
A first course, emphasizing solution techniques. Includes
first-order equations and applications, theory of linear equa-
tions, equations with constant coefficients, Laplace trans-
forms, and series solutions. Offered spring semester only.
(Prerequisite: MATH 2210)

MATH 2900 Probability and Statistical
Applications ............................................. 3 credits
A course in data collection, descriptive statistics, including
measures of central tendency, variation and time series analy-
sis; concepts of probability and probability distributions,
binomial and normal distributions, process improvement,
linear correlation and regression; properties of samples and
populations, statistical inference, including estimation and
significance tests for means, contingency tables. Students
cannot receive credit for both MATH 2900 and ECON 2210.
(Prerequisite: MATH 1032 or MATH 1110)

MATH 2910 Readings in Mathematics ......................... 1-3 credits
Individual or group study in selected mathematical topics
with faculty guidance. May be repeated for a maximum of
nine credit hours. The format may include individual projects,
readings, or papers. (Prerequisite: Consent of a faculty men-
tor to supervise the study.)

MASS COMMUNICATION (MCOM)

MCOM 1020 Introduction to Mass
Communications ............................................. 3 credits
Nature, functions, responsibilities of mass communications
media and agencies. Survey of newspapers, magazines, ra-
dio, television, film, advertising, public relations, press asso-
ciations, and specialized publications.

MCOM 1040 Writing for Mass Media ....................... 3 credits
Information gathering and writing for print and broadcast,
including news and promotional copy; grammar, usage, and
style workshop is an integral part of the course. (Could
substitute for one semester of college-level English for non-
university-transfer students.)

MCOM 1050 Introduction to Video Technology ........ 3 credits
Introduction to the video industry; includes historical over-
view, industry trends, and technical vocabulary; on-site visits
to production facilities and guest speakers from the local
industry are an integral part of the course.

MCOM 1140 Electronic Field Production ................ 3 credits
Principles of successful radio-television advertising; empha-
sis on media research, rate structure, programming, creativ-
ity; television commercials. Lecture and labs.

MCOM 1230 TV and Radio Advertising .................. 3 credits
Theory and production techniques using portable video equip-
ment. Location lighting. Audio and camera work. Basics of
video tape editing and story construction of a news interview.

MCOM 2010 Technical Video Production ............... 3 credits
Studio-based course focusing on camera techniques, lighting,
audio, understanding of basic directing skills, waveform, and
vector monitor interpretation, lens and composition skills,
and principles of video recording and videotaping.

MCOM 2020 Introduction to Film and
Media Criticism ............................................. 3 credits
This course surveys various approaches to film and media
criticism. The course examines the various genres, both his-
torical and contemporary, of American film and television.
Emphasis will be given to audience strategies for viewing and
evaluating film and television from a Speech Communication
perspective. (Students cannot receive credit for both MCOM
2020 and SPCH 2050)

MCOM 2030 Reporting .................................... 3 credits
Instruction and laboratory practice in gathering information
and writing types of stories handled by professional newspaper
reporters. Assignments include coverage of beats for the
campus newspaper.

MCOM 2050 History and Principles of Journalism ..... 3 credits
The history of American journalism. Emphasis is placed upon
the basic ideas about journalism which, with developing
principles and trends, brought about functional changes.
Ethics and codes of journalism are studied. The role of jour-
nalism in American culture and history is presented from the
17th through the 20th centuries.

MCOM 2600 Survey of Broadcasting ...................... 3 credits
The study of the development of the broadcast industry and
its present structure, FCC and other regulatory agencies,
station and network operations and their effect on society.

MCOM 2990 Special Problems in
Mass Communication ..................................... 3 credits
Provides for the advanced study of special interest topics in
communications. The course may be repeated for credit pro-
vided the theme is not repeated.
MEDICAL CODING (MDCD)

MDCD 1010 Basic ICD-9-CM Coding ....................... 3 credits
This course covers the classification systems employed to organize medical information for future retrieval. The ICD-9-CM classification system is emphasized including its use for prospective payment systems. Course work focuses on acquiring skills in coding disease and procedures and abstracting medical data. (Prerequisite or corequisite: MDTR 1010)
3 hours lecture / week

MDCD 1020 Basic CPT/HCPCS Coding ....................... 3 credits
This course covers the basic principles of coding with CPT / HCPCS. Instruction on outpatient coding, including structure, rules and guidelines. Students will develop skills in using CPT to report reimbursable services. (Prerequisite or corequisite: MDTR 1010)
3 hours lecture / week

MDCD 1030 Intermediate ICD-9-CM Coding ............... 3 credits
A continuation of the study of the ICD-9-CM classification system emphasizing its use for prospective payment systems. Course work focuses on acquiring advanced skills in coding disease and procedures and abstracting medical data. (Prerequisite or corequisite: MDCD 1010, MDTR 1030)
3 hours lecture / week

MDCD 1040 Advanced Coding for Reimbursement ... 3 credits
This course is a comprehensive study of reimbursement procedures for the prospective payment system, and outpatient services. Coding issues are emphasized and optimization skills developed and applied. (Prerequisite or corequisite: MDCD 1010, MDCD 1020; Corequisite MDCD 1030)
3 hours lecture / week

MDCD 2990 Special Problems in Medical Coding ............. 1-5 credits
This course covers special problems and/or current topics in diagnostic and procedural coding.

MEDICAL TRANSCRIPTION (MDTR)

MDTR 1010 Medical Terminology ......................... 5 credits
An introductory study of medical terminology utilizing the body system approach including anatomy and physiology, laboratory/pathology terms, pharmacology concepts, terms and abbreviations.
5 hours lecture / week

MDTR 1020 Basic Medical Transcription .................... 4 credits
Transcription practice utilizing the body system approach to dictated medical reports such as histories and physicals, consultations, operative reports, admission and discharge summaries, pathology and x-ray reports. Emphasis includes proofreading and revising copy, applying correct language skills and medical terms. (Pre/Corequisites: OADM 1040 and MDTR 1010)
8 hours lab / week

MDTR 1030 Fundamentals of Medical Science .......... 3 credits
Study of diagnoses, signs and symptoms, surgical and diagnostic procedures, medical equipment and instruments, laboratory and pharmacology applications utilizing the body system approach. Emphasis includes current therapies and special procedures. (Prerequisite: MDTR 1010)
3 hours lecture / week

MDTR 1040 Advanced Medical Transcription .......... 5 credits
Advanced medical transcription practice utilizing various types of medical transcription. Emphasis include speed, accuracy and correct format. (Prerequisite: MDTR 1020 and pre/corequisite: MDCD 1030)
10 hours lab / week

MDTR 1050 Clinical Practicum ............................ 3 credits
Transcription practice in a medical facility. (Pre/Corequisite: MDTR 1040) 6 hours clinical / week

MDTR 2990 Special Problems in Medical Transcription .......................................................... 1-5 credits
A course designed to expand creative offerings in medical transcription by pursuing topics in depth or by addressing specific topics to targeted groups.

MANAGEMENT (MGMT)

MGMT 1100 Business Computer Applications .......... 3 credits
An introduction to business software applications utilizing IBM compatible computers. Spreadsheet software will be used to create and print worksheets, graphs, and a database. Word Processing software will be used to format, create, and edit business letters and reports. The course will also include basic computer hardware concepts. (Prerequisite: OADM 1040 or high school keyboarding or equivalent.)

MGMT 1110 Electronic Spreadsheet and Database Applications ................................................. 3 credits
Electronic spreadsheet software will be utilized for business applications such as the preparation of worksheets and financial statements. The course also emphasizes database management techniques. (Prerequisite: OADM 1040 or high school keyboarding or equivalent.)

MGMT 2110 Advanced Word Processing / Desktop Publishing ................................................. 3 credits
Creating and editing advanced text documents and importing the text documents into desktop publishing software packages will be the emphasis of this course. Microcomputers and several software packages are utilized for business applications such as the preparation of brochures and newsletters. (Prerequisite: OADM 2220 or MGMT 1100)

MGMT 2520 Managing for Quality .......................... 3 credits
From traditional to contemporary principles of management, the role of management in today’s business world will be examined. Characteristics of high-performance organizations will be studied in depth. The course will assist the student to develop high performance teams of empowered employees. Communication skills will be enhanced through speaking, listening, and writing. Goal setting, coaching, and conflict-management skills will be developed.
MGMT 2530 Human Relations ............................. 3 credits
A course designed to encourage the student to understand relationships through a study of interpersonal communication, motivation, positive reinforcement, leadership processes and styles, conflict and change management, stress, prejudice, discrimination, group dynamics and personal development.

MGMT 2550 Principles of Management ...................... 3 credits
A study of the principles and policies relating to the personnel function of a business. Topics covered include job analysis, forecasting, recruiting, training, and evaluation, and government policies and legal decisions.

MGMT 2570 Human Resource Management .................. 3 credits
A survey of the principles and policies relating to the personnel function of a business. Topics covered include job analysis, forecasting, recruiting, training, and evaluation, and government policies and legal decisions.

MGMT 2580 Entrepreneurship .................................. 3 credits
A study of the skills, attitudes and resources necessary to start-up and manage a small business. Students will work in teams to develop a comprehensive small business plan. Community resources available for business start-up will be discussed.

MGMT 2590 Business Presentations ............................. 3 credits
A capstone course designed to teach formal presentation skills for use in a business environment. Students will learn how to design, produce and present comprehensive business documents. The course will emphasize skills required to produce professional high quality documents. Word processing; desktop publishing, and business presentation software will be utilized. Communication and presentation skills (written and oral) must be demonstrated. Students should take this course in the last semester of their program. (Prerequisites: Last semester prior to graduation or permission of instructor)

MGMT 2980 Students in Free Enterprise Practicum ... 2 credits
A course designed to provide students the opportunity to develop leadership, teamwork and communication skills through practicing and teaching the principles of free enterprise.

MGMT 2990 Special Problems in Management ...... 1-6 credits
Special problems dealing with topics related to business.

MILITARY SCIENCE (MILS)

MILS 1030 Bushcraft Skills .................................. 1 credit
Instruction in adventure-oriented skills necessary for outdoor survival. Focus is on basic leadership development with a hands-on approach to classroom instruction. Includes techniques of land navigation, rappelling, and marksmanship. Periodic special events, i.e. white water rafting. Open to all students. Assists interested students in applying for Army ROTC scholarships.

MILS 1040 Military History of the United States ...... 3 credits
Provides instruction in the historical role of the military in the growth and development of the United States. A review of the major causes of and overall strategies of significant historical battles and campaigns of the U.S. Army will be completed.

MILS 2010 Leadership and Management I ............ 2 credits
The course is divided into five major areas: Leadership, Physical Training, Map Reading, Written and Oral Communications, and Basic Tactical Skills to include a field training exercise. The emphasis during Leadership Lab will be to teach the MILS II cadet drill and ceremonies and place the cadet in those situations which will develop his/her leadership ability, self-confidence, and technical proficiency.

MILS 2020 Leadership and Management II .......... 2 credits
The course is divided into five major areas: First Aid, Physical Training, Radio Communications, Written and Oral Communications, and Basic Tactical Skills to include a field training exercise. The emphasis during Leadership Lab will be to teach the MILS II cadet drill and ceremonies tactical skills and place the cadet in those situations which will develop his/her leadership ability, self-confidence, and technical proficiency.

MARKETING (MKTG)

MKTG 1010 Marketing Management .......................... 3 credits
Designed to provide a basic understanding of the functions of marketing in a capitalistic society. The course is designed to provide theoretical understanding of basic marketing concepts and functions, in addition to practical experiences within the business community.

MUSIC (MUSC)

MUSC 1000 Introduction to the Arts .......................... 3 credits
An introductory course to the fine arts designed to remove high school deficiency only. Areas of investigation and participation will include art, drama, and music. Study will include how to produce or perform works of art, how to analyze, interpret, and evaluate artworks, and knowledge of stylistic periods in the arts.

MUSC 1020 Fundamentals of Music .......................... 3 credits
A study of the basic elements of music structure, scales, intervals, key signatures, meter, note values, triads, simple harmony, and sight singing.
MUSC 1080  Concert Choir ........................................... 1 credit
A choral singing organization for students desiring a musical experience which includes learning quality literature and public performances.

MUSC 1060  College-Community Chorale ............................. 1 credit
A choral organization for community members and students which presents public concerts throughout the academic year.

MUSC 1070  Survey of Popular Music:
Country Music I ..................................................... 3 credits
A chronological study of American country music. Formation of perspectives of the role of country music in American culture analysis, listening, and research.

MUSC 1090  Jazz Band .................................................... 1 credit
A concert band which will represent the college in public performances; stage band and other ensembles will be selected from this organization. Individual practice as assigned. (Prerequisite: permission of instructor)

MUSC 1110  Theory/Ear Training I ................................. 4 credits
A study of four part harmony of the 18th and 19th centuries using triads and seventh chords. Exercises in writing, analysis, and keyboard harmony. Laboratory and classroom instruction in sight-singing, melodic and rhythmic dictation. Required for freshman music majors.

MUSC 1120  Theory/Ear Training II ................................. 4 credits
A continuation of Music 1110 using more advanced techniques. Laboratory and classroom instruction in sight-singing, melodic, rhythmic dictation, non-harmonic tones and single composition. Required for freshman music majors. (Prerequisite: MUSC 1110 or permission of instructor)

MUSC 1510  Class Voice I ............................................. 3 credits
Group instruction in basic techniques of breathing, tone production, diction, phrasing, using simple song repertoire. Daily practice required. May be used to fulfill requirements in fine arts.

MUSC 1520  Class Voice II ............................................. 3 credits
A continuation of Music 1510 with advanced techniques of voice production, solo literature and application to training choral groups. Daily practice required. May be used to fulfill credit for fine arts requirements. (Prerequisite: MUSC 1510 or permission of the instructor)

MUSC 1610  Class Piano I ............................................. 3 credits
Group instruction in basic piano techniques for students with no prior training in piano. Daily practice required. May be used fulfill requirements in fine arts.

MUSC 1620  Class Piano II ............................................. 3 credits
A continuation of Music 1610 applied to accompanying classroom and simple choral repertoire. Daily practice required. May be used to fulfill requirements in fine arts. (Prerequisite: MUSC 1610 or permission of the instructor)

MUSC 1710/1720  Commercial Vocal
Styles I and II ..................................................... 1/1 credit
A study of the major styles of commercial music with attention to the characteristics that distinguish each.

MUSC 1730  Choral Studies ........................................... 1 credit
Participation and public performances of a variety of popular and commercial music. Open by audition only.

MUSC 1740  Country Music I: Business .................................. 3 credits
A study of the major areas of the music business, with an emphasis on country music. Attention is given to the practical application as well as the theoretical foundations. In-depth study of the agencies and organizations in an overview of the industry.

MUSC 1810  Class Guitar I ............................................. 3 credits
Group instruction in basic guitar techniques for students with no prior training in guitar. Daily practice required. May be used to fulfill requirements in fine arts.

MUSC 1820  Class Guitar II ............................................. 3 credits
A continuation of MUSC 1810 with advanced techniques of guitar production and solo literature. Daily practice required. May be used to fulfill requirements in fine arts. Examinations each semester. Public performance may be scheduled. Lab fee required.

MUSC 1912  Individual Music Instruction - Voice . 1-2 credits
One 30 minute (1 credit) or 50 minute (2 credits) lesson per week with an instructor. Daily practice required. May be used to fulfill requirements in fine arts. Examinations each semester. Public performance may be scheduled. Lab fee required.

MUSC 1922  Individual Music Instruction - Keyboard ............................................. 1-2 credits
One 30 minute (1 credit) or 50 minute (2 credits) lesson per week with an instructor. Daily practice required. May be used to fulfill requirements in fine arts. Examinations each semester. Public performance may be scheduled. Lab fee required.

MUSC 1932  Individual Music Instruction - Instrument ............................................. 1-2 credits
One 30 minute (1 credit) or 50 minute (2 credits) lesson per week with an instructor. Daily practice required. May be used to fulfill requirements in fine arts. Examinations each semester. Public performance may be scheduled. Lab fee required.

MUSC 1933  Individual Music Instruction - Guitar ............................................. 1-2 credits
One 30-minute (1 credit) or 50-minute (2 credit) lesson per week with an instructor. Daily practice required. May be used to fulfill requirements in fine arts. Examinations each semester. Public performance may be scheduled. Lab fee required.
MUSC 1934  Individual Music Instruction - Woodwinds ............................................ 1-2 credits
One 30-minute (1 credit) or 50-minute (2 credit) lesson per week with an instructor. Daily practice required. May be used to fulfill requirements in fine arts. Examinations each semester. Public performance may be scheduled. Lab fee required.

MUSC 1935  Individual Music Instruction - Brass .................................................. 1-2 credits
One 30-minute (1 credit) or 50-minute (2 credit) lesson per week with an instructor. Daily practice required. May be used to fulfill requirements in fine arts. Examinations each semester. Public performance may be scheduled. Lab fee required.

MUSC 1936  Individual Music Instruction - Percussion ........................................... 1-2 credits
One 30-minute (1 credit) or 50-minute (2 credit) lesson per week with an instructor. Daily practice required. May be used to fulfill requirements in fine arts. Examinations each semester. Public performance may be scheduled. Lab fee required.

MUSC 1937  Individual Music Instruction - Strings ................................................. 1-2 credits
One 30-minute (1 credit) or 50-minute (2 credit) lesson per week with an instructor. Daily practice required. May be used to fulfill requirements in fine arts. Examinations each semester. Public performance may be scheduled. Lab fee required.

MUSC 2990  Music Problems .................................................. 1-3 credits
A course featuring in-depth study in the field of music. The course may be repeated for credit provided the theme is not repeated. (Prerequisite: consent of division chair)

NURSING (NURS)

NURS 1100  Nursing Concepts and Processes ................................ 1 credit
The study of the concepts and processes fundamental to the practice of nursing in meeting patient needs. (Prerequisites: BIOL 2310/2311, 2320/2321 and CPSC 1100/1101. Corequisites: NURS 1110, 1120/1121, 1130) Fall Semester

NURS 1110  Nursing Skills .......................................................... 2 credits
The study and application of nursing skills necessary in meeting patient needs. Clinical experiences are in the skills lab. (Prerequisites: BIOL 2310/2311, 2320/2321 and CPSC 1100/1101. Corequisites: NURS 1110, 1120/1121, 1130) Fall Semester 4 hours clinical experience

NURS 1120/1121  Introduction to Nursing Process ....... 4 credits
An introduction to the practice of nursing, this course focuses on meeting patient needs, with the application of fundamental concepts and the beginning development of nursing competencies. Clinical experiences are in nursing homes and hospitals. (Prerequisites: BIOL 2310/2311, 2320/2321 and CPSC 1100/1101. Corequisites: NURS 1100, 1110, 1130 and satisfactory progress in NURS 1110) Fall Semester 2 hours lecture / 4 hours clinical experience

NURS 1130  Pharmacology .............................................. 3 credits
An introduction to nursing responsibilities related to the broad classifications of drugs and how they work in the body. (Prerequisites: BIOL 2310/2311, 2320/2321 and CPSC 1100/1101) Corequisites: NURS 1100, 1110, 1120/1121) Fall Semester

NURS 1140  Nursing Process - CM .......................... 16 credits
This course is designed for the career mobility LPN to RN student. Credit for this course is earned through the successful completion of NURS 1220/1221.

NURS 1220  Transition to Nursing ........................................... 6 credits
This is an introductory course for licensed practical nurses, transfer students, and students designated by the dean of Health Programs. It is designed to assess and evaluate the students’ current knowledge of nursing content and nursing skills. Additional learning activities in the classroom, skills lab, computer lab and clinical setting will be utilized to prepare these students for progression to the 2000 level nursing courses. (Prerequisites: BIOL 2310/2311, 2320/2321 and CPSC 1100/1101) Corequisites: NURS 1100, 1110, 1120/1121) Fall Semester 4 hours lecture / 4 hours clinical experience

NURS 2500/2501  Nursing Process I ................................. 12 credits
Based on the nursing process, this course focuses on the care of special populations in hospital and community settings. Competencies of assessment, collaboration, communication, management of care, clinical interventions, professional behaviors and teaching-learning are emphasized. Clinical experiences are in parent/child, psychiatric hospital settings and community sites. (Prerequisites: NURS 1100, 1110, 1120/1121, 1130 or 1220/1221. Fall/Spring Semesters 6 hours lecture / 12 hours clinical experience

NURS 2510/2511  Nursing Process II ............................. 12 credits
Based on the nursing process, this course focuses on health promotion in meeting patient needs. Competencies of assessment, collaboration, communication, management of care, clinical interventions, clinical decision-making, professional behaviors and teaching-learning are emphasized. Clinical experiences are in a variety of health care settings. (Prerequisites: NURS 1100, 1110, 1120/1121, 1130 or 1220/1221.) Fall/Spring Semesters 6 hours lecture / 12 hours clinical experience
NURS 2520/2521  Nursing Process III ....................... 5 credits
Based on the nursing process, this course further develops the
competencies of assessment, collaboration, communication,
management of care, clinical interventions, clinical decision-
making, professional behaviors and teaching-learning to meet
complex patient needs. Clinical experiences are in a variety of
health care settings. (Prerequisites: NURS 2500/2501, 2510/
2511, EDUC 1010, ENGL 1110, BIOL 2510/2511, PSYC 2420,
SPCH 2100, HUMA Elective, MATH 1022 or 1080. Corequisites:
NURS 2530/2531). Spring Semester
3 hours lecture / 4 hours clinical experience

NURS 2530/2531  Nursing Process IV ....................... 5 credits
This courses focuses on the application of the nursing process
in roles of leadership and management utilizing competencies
of assessment, collaboration, communication, management of
care, clinical interventions, clinical decision-making, profes-
sional behaviors and teaching-learning. Emphasis is on the
development of professional behaviors. Clinical experiences
are within health care system and the community. (Prerequi-
sites: NURS 2500/2501, 2510/2511, EDUC 1010, ENGL 1110,
BIOL 2510/2511, PSYC 2420, SPCH 2100, HUMA Elective,
MATH 1022 or 1080. Corequisites: NURS 2520/2521). Spring
Semester
2 hours lecture / 6 hours clinical experience

NURS 2990  Special Problems in Nursing.............. 1-5 credits
Special problems or areas of interest for nursing students.

OFFICE ADMINISTRATION (OADM)

OADM 1010  Document Preparation I...................... 3 credits
Provides experience in formatting and preparing business
letters, outlines, reports, tables, data sheets and forms. Basic
text-editing functions of microcomputers are introduced. (Pre-
requisites: one year of high school typewriting or successful
completion of OADM 1040 Keyboarding)

OADM 1020  Document Preparation II...................... 3 credits
Processing information for executive, production, marketing,
accounting, governmental, medical and legal offices is em-
phasized. Advanced text-editing functions are introduced. (Pre-
requisite: OADM 1010)

OADM 1040  Keyboarding...................................... 3 credits
Designed to improve proficiency in alpha-numeric keyboard-
ing skills needed for inputting on electronic typewriters,
word processors, word processors and computer terminals.
Credit is assigned on a pass/fail basis.

OADM 1110  Shorthand I...................................... 3 credits
Presentation of fundamental principles of Gregg Series 90
shorthand with emphasis on the development of skills in
reading from printed material and writing from dictated as
well as printed material.

OADM 1120  Shorthand II...................................... 3 credits
Introduction of preparation of mailable transcripts with em-
phasis on grammar, spelling, and punctuation. Development
of speed in taking shorthand from dictation. (Prerequisites:
OADM 1110, OADM 1040 or equivalent)

OADM 1210  Administrative Office Procedures............ 3 credits
A study of the principles and techniques of office procedures
including responsibilities for placing and receiving calls,
paper and electronic filing, traditional and electronic mail
systems, handling travel details, document preparation in the
automated office, payroll recording, presenting statistical
data, calendaring, and handling details for meetings. (Prereq-
usite or corequisite: OADM 1040 or equivalent)

OADM 2110  Administrative Office Simulation ............. 3 credits
Simulated office experiences provided in filing, composition,
data research and compilation and preparation of layout
copies for printing via interaction with the computer. (Prereq-
usite: OADM 1010 and OADM 1210)

OADM 2220  Word Processing.................................. 3 credits
Introduction to word processing utilizing IBM-PC compat-
ible microcomputers. Emphasis will be on basic computer
concepts, terminology, and formatting and producing docu-
ments.

OADM 2310  Word Processing Transcription................ 3 credits
Preparation of documents from dictated input on electronic
word processors. Emphasis on word processing experiences
including proofreading and revising copy, applying correct
language skills, and determining document format. (Prereq-
usite: OADM 1010)

OADM 2990  Office Administration Internship............. 3 credits
An office administration internship of combined learning and
office work experience. Students will be placed in private
industry as well as Walters State Community College admin-
istrative offices. (Prerequisite: OADM 1010 and OADM 1210)

EMERGENCY MEDICAL TECHNICIAN
PARAMEDIC (PARA)

PARA 2010  Paramedic Roles and Responsibilities .... 1 credit
Students are introduced to the role or the EMT-Paramedic in
the health care delivery system. Duties and responsibilities of
the EMT-Paramedic as well as legislation affecting job perfor-
mance are covered. Other topics discussed include medical
ethics, patient’s rights, and professional interactions.

PARA 2020  Human Systems and
Patient Assessment........................................... 4 credits
Overview of anatomy and physiology of each system of the
body. Use of medical terminology, construction of medical
terms, using roots and prefixes, and procedures for patient
assessment including the patient’s medical history, physical
examination, and transfer of collected information to the
supervising physician are included.

PARA 2030  Shock Trauma................................. 3 credits
A study of the mechanism of injury, kinematics, multi-sys-
tems injury, signs and systems, and treatment. The patho-
physiology of shock, types of shock and treatment are included.
PARA 2040 Medical Emergencies ............................... 3 credits

PARA 2050 Behavioral Crises and Stress ............................. 1 credit
This course will discuss the cause and effect relationship of anxiety and stress as well as management techniques. Examination of various types of behavioral/psychological emergencies the paramedic may encounter with patients and specific procedures for handling each one.

PARA 2060 Obstetrics and Pediatrics ................................. 2 credits
Anatomy and physiology of the female reproductive system and the technique for assessment of a patient with suspected obstetric and/or gynecologic disorder. Both normal and abnormal deliveries are discussed along with management of the delivery process. Complications of labor and delivery are discussed. Assessment of the pediatric patient and management of specific problems. The role of the EMT-Paramedic in a neonate transport system is discussed along with a review of specialized procedures.

PARA 2070 Clinical Practicum I ................................... 1 credit
Experience to develop clinical competency in advanced life support assessment and practice. Initial rotations in the emergency department setting, anesthesia, limited field exposure, and selected rotations by the Paramedic Program instruction staff.

PARA 2110 Cardiovascular System ................................. 5 credits
Discussion of the anatomy and physiology of the cardiovascular system, with emphasis upon the structure, function, and electrical system of the heart. Assessment of the patient with suspected cardiovascular problems is included. Pathophysiology is discussed including coronary artery disease, angina, acute myocardial infarction. Included is cardiopulmonary resuscitation, medical anti-shock trousers and mechanical heart-lung resuscitators.

PARA 2120 Dysrhythmia Recognition and Treatment ........ 3 credits
Introduction of the EMT-Paramedic to specific identification and treatment of all major cardiac arrhythmias. Specific treatment includes treatment protocols, electrocardiographic pacemakers, defibrillation/cardioversion, positioning for transport, and other treatment methods.

PARA 2130 General Pharmacology and Fluid Therapy .............. 2 credits
Discussion of the fluids and electrolytes in the body with emphasis placed upon the manifestation of fluid and electrolyte imbalances. Introduction of the student to general groups of drugs and classification of each. Also covers the kinds of information the students should know about each drug. Includes the calculation of dosages, the use of the metric system, and the administration of drugs through various routes.

PARA 2170 Clinical Practicum II .................................... 4 credits
Advanced clinical rotations in small hospital and Level I trauma centers. Some limited field experience is built upon. Major emphasis is placed within coronary care, trauma, intensive care, labor and delivery, pediatrics, aeromedical operations, and selected rotations by the Paramedic Program instructional staff.

PARA 2200 Advanced Cardiac Care ................................ 1 credit
This course correlates with the American Heart Association Advanced Cardiac Life Support curriculum. Studies include: anatomy and physiology of the cardiovascular system, dysrhythmia recognition/management, IV therapy, cardioversion/defibrillation therapy, cardiac-specific pharmacology, cardiac arrest management, endotracheal intubation, and other advanced skills.

PARA 2220 Advanced Pediatric Care ................................ 3 credits
Pediatric Advanced Life Support is covered through the study of anatomy and physiology of the neonate, infant, and child with an emphasis on caring for cardiac dysrhythmias, drug administration, IV therapy, defibrillation and monitoring, intubation, intraosseous infusion and other advanced skills.

PARA 2230 Advanced Trauma Care ................................. 1 credit
This course correlates with the Basic Trauma Life Support curriculum. Course topics include: kinematics, patient assessment, airway management, thoracic trauma, shock management, fluid resuscitation, spinal trauma/management, head trauma, extremity trauma, abdominal trauma, burns, pediatric trauma, geriatric trauma, trauma in pregnancy, patients under the influence of alcohol and drugs, and traumatic cardiac arrest.

PARA 2240 Field Practicum ........................................ 2 credits
This course is a supervised field experience aboard ground-based mobile intensive care units. The student is assigned to one paramedic preceptor for this entire rotation. The paramedic preceptor will evaluate the student based upon field performance and ability to put together what has been learned in the classroom, laboratory and hospital clinical settings.

PARA 2250 Advanced Pediatric Care ................................. 3 credits
Advanced Pediatric Life Support is covered through the study of anatomy and physiology of the neonate, infant, and child with an emphasis on caring for cardiac dysrhythmias, drug administration, IV therapy, defibrillation and monitoring, intubation, intraosseous infusion and other advanced skills.

PARA 2270 Clinical Practicum III .................................. 2 credits
This course is a continuation of PARA 2170. Advanced clinical rotations in various hospital clinical rotations. This course is to be taken at the same time as PARA 2240.

PARA 2290 Seminar in Rural Emergency Medical Services .......... 1 credit
This course will examine issues relevant to the unique rural prehospital emergency medical services delivery system. Topics for this course could include: telemedicine techniques, 12 lead ECG interpretation, critical care interfacility transport, rapid sequence induction and the like. An instructional component specific to national/state board preparation would also be included.

PHARMACY TECHNICIAN (PHAR)

PHAR 1000 Pharmacy Oriented Anatomy and Medical Terminology ............... 2 credits
A course in anatomy and physiology with emphasis on the anatomical areas most affected by drugs. All anatomical systems will be discussed. Medical terminology will be oriented toward the needs of the pharmacy technician in the pharmacy setting.
PHAR 1010  Introduction to Pharmacy Technician Practice ............................................. 2 credits
This course is an introduction to the practice of pharmacy in the institutional and community pharmacies with emphasis on the responsibilities of the pharmacy technician. Topics include prescription orders (interpretation and dispensing), legal and ethical aspects of support personnel, an overview of the healthcare system, utilization of research materials and computers, and drug distribution and control.

PHAR 1020/1021  Pharmacy Calculations and Lab ......................................................... 3 credits
A review of numbers, fractions, decimals and percentage with an introduction of calculations used in pharmacy practice. An emphasis will be placed on accuracy and the calculations involving alligation, ratio, flow rates, dilutions, proportions, and enlarging or reducing formulae, and dosage calculations. The student will learn household, Apothecary and metric equivalents and how to interpret and calculate dosages from prescriptions and physician orders.

PHAR 1030  Pharmacology and Therapeutics ........ 3 credits
This course discusses the general therapeutic classes of drugs and their interactions with the body. It will include common principles of pharmacology, major side effects of various drugs, nutritional products, blood modifiers, hormones, diuretics, cardiovascular, respiratory drugs and gastro-intestinal agents. It will also include drugs affecting the autonomic nervous system, muscle relaxants, anti-epileptic agents, analgesics, anti-inflammatory agents and anti-infective drugs. (Pre/corequisite: PHAR 1000)

PHAR 1040  Physical Pharmacy ......................... 3 credits
A study of pharmaceutical dosage forms, the absorption and elimination of drugs, and the physical requirements for storage of drugs and toxic or inflammable agents. Topics include formulation and dissolution of tablets, capsules, suppositories, dermal patches, ointments, creams, solutions, otic and ophthalmic drops, inhalants and other drug forms. Other topics include standards of stability, safety and cleanliness and techniques used by manufacturers to create extended release drugs. (Pre/corequisite: PHAR 1000).

PHAR 1060/1061  Sterile Products Technology and Lab ................................................. 2 credits
Provides an understanding of the fundamentals of the preparation of sterile dosage formulas. Topics include routes of drug administration, dosage form design, good manufacturing practices, injections, and sterile fluids. Lab exercises are designed to provide skill in compounding techniques, preparing solutions and using aseptic techniques with appropriate labeling and documentation.

PHAR 1070  Pharmacy Jurisprudence and Ethics .. 2 credits
Discusses health and safety regulations, the welfare of pharmacy services recipients, state and federal laws governing pharmacy practice and drug distribution, pharmacy code of ethics, professional conduct related to pharmacy technicians and their activities, and the Pharmacy Practice Act and effective communications with patients, co-workers and other personnel.

PHAR 1080  Retail Pharmacy Practice ................ 4 credits
This work-study course includes experience in a retail-community pharmacy with prescription and non-prescription products, their compositions and indications, distribution and control. Students will perform normal clerical and technician-level responsibilities under the direct supervision of a licensed pharmacist. This experience will also include use of computers, customer contact and practice with billing and insurance forms. (Prerequisites: PHAR 1000, PHAR 1010, PHAR 1020/1021, PHAR 1030, PHAR 1040. Pre/corequisite: PHAR 1060/1061, PHAR 1070 and consent of the program director.)

PHAR 2050  Institutional Pharmacy Practice .......... 2 credits
A work-study experience providing practical experience under the direct supervision of a licensed pharmacist in a hospital and/or other health care institutional pharmacy practice. Emphasis will include reading and transcribing physician’s orders, drug dispensing systems, purchasing and inventory control, use of reference materials, filling unit dose charts and preparing sterile injections. Experience with computers, aseptic technique, and safety practices will also be included. (Prerequisites: PHAR 1000, PHAR 1010, PHAR 1020/1021, PHAR 1030, PHAR 1040. Pre/corequisite: PHAR 1060/1061, PHAR 1070 and consent of the program director.)

PHAR 2990  Special Projects in Pharmacy Technology ................................. 1-5 credits
Special projects relating to current topics and special research on pharmacy topics. The topics may vary and the course may be repeated with approval of the program director. (Prerequisites: director’s approval)
PHILOSOPHY (PHIL)

PHIL 1100  Practical Reasoning........................................... 3 credits
An introduction to traditional logic and informal fallacies, with an emphasis on informal reasoning as applied in everyday, practical contexts such as, advertising, editorials and ordinary language; and an analysis of the ambiguities of language and the logical uses and abuses of language.

PHIL 1110  Elementary Logic........................................... 3 credits
An analysis of deductive logic, the rules of modern formal logic, the principles of validity, truth tables and elementary formal proofs of validity. (Prerequisite: Two years of high school algebra or successful completion of developmental mathematics)

PHIL 1600  Issues in Philosophy........................................... 3 credits
This course will cover current issues in philosophy. This course may be repeated for credit provided the them is not repeated.

PHIL 2020  Self & Values......................................................... 3 credits
A study of the concepts of "self" and "value."

PHIL 2025  Human Nature and Life........................................... 3 credits
A study of philosophical perspectives of human nature and the meaning of life.

PHIL 2210  Religions and Cultures........................................... 3 credits
Introduction to the study of world religions such as Hinduism, Buddhism, Taoism, Shintoism, and Zen. (Exclusive of near-eastern religions.)

PHYSICS (PHYS)

PHYS 1001/1002  Geology ....................................................... 4 credits
The study of the composition of rocks and minerals, landscape development, earthquakes, the earth's interior and exterior, weather and climate, the nature of mountains and their development, and the drift of the continental and ocean crusted plates.

PHYS 1010/1011  Physical Science I........................................... 4 credits
Principles, concepts and topics related to physics and astronomy for non-science majors.

PHYS 1015/1016  Astronomy ....................................................... 4 credits
A survey of contemporary astronomy involving topics of current interest; for example, quasars, pulsars, and black holes. Traditional topics on planetary, stellar, and galactic astronomy will be covered. This course reviews research techniques, current knowledge and theory about the planets, stars, galaxies, and the age and origin of the universe.

PHYS 1020/1021  Physical Science II........................................... 4 credits
Principles, concepts and topics related to chemistry, geology and oceanography for non-science majors.
PHYS 2610/2611 Physics I/Lab .......................... 4 credits
A calculus based course intended primarily for students in
science, mathematics, engineering and other technical fields.
Mechanics, wave motion, fluids, and sound. (Prerequisite:
MATH 1110; corequisite: PHYS 2611)
Lecture / 3 hours laboratory

PHYS 2620/2621 Physics II ............................. 4 credits
Thermodynamics, electricity and magnetism, optics, atomic
and nuclear physics. (Prerequisites: MATH 2210 and PHYS
2610; corequisites: PHYS 2621 and MATH 2710)

PHYS 2630 Modern Physics ............................. 3 credits
Special relativity, quantum theory of light, wave nature of
matter, Bohr's theory of the atom, and quantum mechanics in
one dimension. Selected topics from atomic, molecular, solid
state, nuclear, and particle physics. (Prerequisite: PHYS 2610)

PHYS 2910 Independent Study .......................... 1-6 credits
Selected topics in physics are studied in greater depth. Topics
chosen cover the entire range of Physics and are selected in
consultation with the instructor.

PSYCHOLOGY (PSYC)

PSYC 1310 Introduction to Psychology I ................... 3 credits
Introduction to principles and primary approaches of the
study of human behavior and experience. Includes biological
foundations, conditioning and learning, sensation, perception,
motivation, emotion, and development.

PSYC 1320 Introduction to Psychology II ................... 3 credits
A study of personality, development, deviant behavior, social
psychology, career development, and group processes.

PSYC 2010 Creative Problem Solving ......................... 3 credits
The purpose of this course is to strengthen those basic psycholog-
ical processes essential to creative intelligence and prob-
lem solving. These processes consist of such behaviors as
differentiation, association, generalization, decision making
e etc. The course begins with a pretest, followed by training on
specific cognitive processes and concludes with a post test.
Each student is made aware of his growth during the course.

PSYC 2310 Abnormal Psychology ......................... 3 credits
Topics covered include abnormal reactions to frustrations,
psychotherapy, theories of personality structure, neural func-
tions, receptor mechanism, attention, and perception. Prin-
ciples are included that related to law enforcement.

PSYC 2320 The Psychology of Helping ......................... 3 credits
This course is an overview and application of basic theory and
skills commonly practiced in a variety of human service and
other social settings. It is designed for students who are
currently employed in the helping profession, those training
to become human service employees, and for those interested
in continuing their study in upper division programs in
psychology, social work, sociology, and human services. This
course emphasizes critical thinking skills. This course is also
writing and oral intensive.

PSYC 2410 Psychology of Childhood and
Adolescence .................................................. 3 credits
Psychological and physiological growth and development of
the human organism beginning with conception and continu-
ing through adolescence.

PSYC 2420 Developmental Psychology ......................... 3 credits
A study of psychological and physiological growth and de-
velopment from conception to death looking at various theo-
ries through the entire life span. Course is designed for, but
not limited to nursing students.

PSYC 2990 Problems in Psychology ......................... 1 - 3 credits
This course is designed to give students an opportunity to
explore various topics of special interest in psychology. Course
is also used to provide field experience in psychology.

POLITICAL SCIENCE (POLI)

POLI 1120 Introduction to American Government .................. 3 credits
A study of the Constitution, American political culture and
behavior, and the structure and function of the legislative,
executive, judicial, and administrative branches of U.S. na-
tional government.

POLI 2010 Introduction to Political Science .................. 3 credits
A comprehensive introduction to the study of political sci-
cence with emphasis on the theory, processes, and institutions
of politics and governments in the modern world.

POLI 2900 Problems and Topics in
Cultural Studies .................................................. 1-6 credits
Instructor-designed course to fulfill general humanities objec-
tives and/or to provide specific Interdisciplinary Studies
course not offered. Provides for the advanced, individualized
study of special interests in cultural studies; may include
foreign and/or independent study, and may be repeated,
provided the same experience is not repeated. (Same as HUMA
2900 and SOCI 2900)

POLI 2990 Problems in Political Science .................. 1-3 credits
A course featuring an examination of a topical issue in gov-
ernment and politics. This course may be repeated for credit
provided the theme is not repeated.
PHYSICAL THERAPIST ASSISTANT TECHNOLOGY (PTAT)

PTAT 1010  Introduction to Physical Therapist Assistant .............................................................. 2 credits
This course is designed to familiarize the student with the health care delivery system. Emphasis is placed on the history, function and purpose of physical therapy and the physical therapist assistant. The student will also learn medical terminology most frequently encountered during the practice of physical therapy. (fall and spring semester)

PTAT 1040/1041  Kinesiology ........................................ 4 credits
This course presents in more detail the anatomy of neuromuscular-skeletal systems. Emphasis is placed upon normal motion and movement patterns, especially as they apply to physical rehabilitation. (Prerequisite: BIOL 2310 and 2311) (fall and spring semester)
3 hours lecture / 2 hours laboratory

PTAT 2010/2011  Physical Therapy Procedures I ............................................................... 13 credits
This course is designed to teach basic principles and skills required in the care of physical therapy patients. Safety, medical record reading and documentation will be introduced. The pathologies and medical management of orthopedic injuries, conditions and dysfunctions will be presented. The student will learn and practice treatment principles and technical skills required to assist the physical therapist in examination and treatment of patients with orthopedic conditions or injuries. (Prerequisite: Admission into PTAT class) (fall semester)
6 hours lecture
12 hours campus laboratory / 8 hours clinical laboratory

PTAT 2110/2111  Physical Therapy Procedures II ............................................................... 12 credits
A survey of medical, surgical and neurological conditions that are commonly seen by the physical therapist assistant. The pathologies and medical management of these conditions will be presented. The student will learn and practice the principles of treatment and the technical skills necessary to assist the physical therapist in treatment of patients with medical, surgical, and neurological conditions. (Prerequisites: PTAT 2010/2011) (spring semester)
5 hours lecture
10 hours campus laboratory / 11 hours clinical laboratory

PTAT 2420/2421  Physical Therapy Procedures III ............................................................... 10 credits
A continuation of PTAT 2110, medical, surgical and neurological conditions and the skills and principles required to assist the physical therapist in treatment of these conditions will be learned and practiced. During the latter part of the course, emphasis is placed on refining and skills and knowledge necessary to become an effective physical therapist assistant. (Prerequisite: PTAT 2110/2111) (summer semester)
3 hours lecture
5 hours campus laboratory / 16 hours clinical laboratory

PTAT 2990  Special Problems in Physical Therapy .............................................................. 1-3 credits
Special problems and / or current topics in the field of physical therapy.

RESP 2010  Respiratory Care I ......................................................... 3 credits
Discusses the history and organization of the respiratory care profession; ethical and legal dimensions of respiratory care, quality management and measurement, the principles, operation and maintenance of compressed gas sources, gas administration devices, oxygen, humidity, and aerosol therapy, cleaning and sterilization, pharmacology, hyperinflation therapy, postural drainage and percussion, infection control and monitoring. (Prerequisite: acceptance into the program. Corequisites: RESP 2040 and 2022)
3 hours lecture

RESP 2011  Respiratory Care I Laboratory ........................................ 1 credit
A study of patient assessment, oxygen, aerosol and humidity therapy, hyperinflation therapy, bronchial hygiene, cleaning and sterilization with laboratory skill practice and demonstrations, skill procedural check-offs to correspond with lecture material in RESP 2010. (Prerequisite: admission to clinical portion of program; corequisite: RESP 2010)
2 hours laboratory

RESP 2022  Clinical Practice I ......................................................... 1 credit
Orientation to the various clinical sites, introduction to patient assessment, charting, delivery of medical gases, aerosolized medications, cardiopulmonary resuscitation. (Prerequisite: acceptance into the program; corequisites: RESP 2040 and 2010/2011)
6 hours clinical practicum

RESP 2040  Cardiopulmonary Anatomy and Physiology ................................................... 4 credits
A comprehensive course in the structure and function of the cardiopulmonary system with clinical applications. Topics include the pulmonary, cardiac and renal systems, oxygen and carbon dioxide transport and delivery, acid-base balance and arterial blood gas interpretation. (Prerequisite: acceptance into the program; corequisites: RESP 2010/2011 and 2022).
4 hours lecture

RESP 2050  Respiratory Care II ......................................................... 3 credits
A continuation of Respiratory Care I. Topics include airway care, non-invasive monitoring, hemodynamic measurement, arterial blood gas puncture, analysis and quality control, institution, maintenance, troubleshooting and weaning of mechanical ventilation. (Prerequisites: RESP 2010/2011, 2022, 2040; corequisites: RESP 2052, 2090)
3 hours lecture

RESP 2051  Respiratory Care II Laboratory ........................................ 1 credit
A study of airway care, cardiopulmonary resuscitation, mechanical ventilation, invasive and non-invasive monitoring, electrocardiography to correspond with lecture material in RESP 2050. (Prerequisite: RESP 2011; corequisite: RESP 2050)
2 hours laboratory

RESP 2052  Clinical Practice II ......................................................... 3 credits
A continuation of RESP 1022. Intermediate level respiratory care clinical skills in various clinical settings including arterial blood gas puncture, non-invasive monitoring, mechanical ventilation. (Prerequisite: RESP 2022; corequisites: RESP 2050/2051, 2090)
12 hours clinical
RESP 2060  Respiratory Care III ....................... 3 credits
A continuation of Respiratory Care II. Topics include neonatal and pediatric respiratory care, advanced ventilator techniques including BiPAP, NPPV, HFFPV, HFV. Journal and Internet research techniques will be introduced. (Prerequisites: 2050/2051; corequisites: RESP 2062, 2066)
3 hours lecture

RESP 2061  Respiratory Care III Laboratory ............. 1 credit
A study of advanced mechanical ventilator concepts, pediatric and neonatal respiratory care, licensure examination preparation, neonatal resuscitation program certification and advanced cardiopulmonary life support certification. (Prerequisite: RESP 2051; corequisite: RESP 2060)
2 hours lab

RESP 2062  Clinical Practice III ........................... 7 credits
The terminal clinical experience will include rotations through adult, pediatric and neonatal intensive care settings, subacute and extended care facilities. ACLS and NRP certification will be completed during the semester. (Prerequisite: RESP 2052; corequisites: RESP 2060/2061, 2066)
28 hours clinical practicum

RESP 2066  Cardiopulmonary Diagnostic Testing ... 3 credits
The study of pulmonary function testing, sleep studies, cardiac and pulmonary stress testing will be covered with laboratory practice in both the RESP laboratory and various clinical sites. (Prerequisites: RESP 2050/2051, 2090; corequisites: RESP 2060/2061, 2062)
2 hours lecture and 2 hours lab

RESP 2090  Pathology of Respiratory Diseases .......... 4 credits
Fundamental patient care assessment techniques will be introduced followed by a study of the common respiratory pathologies. Etiologies, clinical manifestations, laboratory diagnostic studies and appropriate treatment protocols of the various disease will be discussed. (Prerequisites: RESP 2050/2051; corequisite: RESP 2060/2061, 2066)
4 hours lecture

**READ 0710  Basic Reading ................................ 4 credits
Addresses these reading subskills: identification of main idea and detail, sequence of events, dictionary skills, ability to draw valid conclusions, knowledge of synonyms, antonyms, and words in context, identifying cause-effect relationships. The course requires a substantial amount of writing to accomplish these objectives. This course adds 4 credit hours to the graduation requirements for students enrolled. (Prerequisite: Admission and exit is by college assessment procedure only)

**READ 0820  Developmental Reading ..................... 4 credits
Addresses these reading subskills: to separate one's opinion from the writer's, to use features of books and other reference materials, to define unfamiliar words by decoding, using context, or by using a dictionary, and to identify and summarize in one's own words the main and subordinate ideas in a written work, the ability to vary one's rate and technique according to reading purpose and the nature of the material, to recognize different purposes and methods of writing, to identify point of view and tone, and to interpret a writer's literal and inferential meaning. The course requires a substantial amount of writing to accomplish these objectives. This course adds 4 credit hours to the graduation requirements for students enrolled. (Prerequisite: Admission and exit is by college assessment procedure or successful completion of READ 0710, Basic Reading only)

**These courses constitute the TBR required sequences based on AAPP placement.

College Reading

Reading courses READ 1010 and 2990 are transfer-oriented courses. Additional reading courses for students who need preparation for college level work are offered through Developmental Education.

READ 1010  Speed Reading for College ................. 3 credits
An introduction to effective study, test-taking, and speed reading skills. The emphasis of this course is on maximizing efficiency and academic potential. (Open to all students)

READ 2990  Special Problems in Reading .......... 1-3 credits
This course allows the needs of an individual or group to be met with special emphasis placed on selected reading skills. (Open to all students)

READING (READ)

Developmental Reading

Reading Developmental Education courses are intended for students who need additional preparation in reading prior to enrolling in college level courses using these skills. Students will be required to take these courses based on placement assessment procedures. A grade of "C" or better is required to progress to the next higher level course. These courses are not intended for transfer nor do they satisfy degree-credit requirements for any associate degree program. Some special admissions, registration and retention policies apply to the Developmental Education program. Students are encouraged to seek additional information about these policies from the division office, 201-CCEN, 585-6914.

REAL ESTATE (RELS)

RELS 2110  Real Estate Principles .......................... 4 credits
Basic principles of Tennessee Real Estate with emphasis on the agency relationship, contracts, government controls, valuation, finance, mathematics and Tennessee real estate laws. Designed to prepare one for the affiliate broker's examination.
SOCIOLOGY (SOCI)

SOCI 1005 Cultural Studies: The African-American Experience I ............... 3 credits
A socio-cultural / anthropological examination of the origins of Black Americans from ancient Africa through the period of American (U.S.) Reconstruction. It focuses upon the specific cultural characteristics and adaptations that Blacks have experiences in contact with western society, especially the Americans. (Same as HUMA 2020)

SOCI 1010 Cultural Studies: The African-American Experience II ............... 3 credits
A continuation of Cultural Studies I from Reconstruction to the present. (Same as HUMA 2030)

SOCI 1020 General Sociology, Institutions and Society ................................................. 3 credits
Major concepts and theoretical approaches of sociology with emphasis on culture, socialization, social organization, and social stratification.

SOCI 1240 Introduction to Cultural Anthropology .... 3 credits
Explores the thesis that every society is based upon an integrated culture which satisfies the needs of its members and facilitates their survival. Authentic ethnographic footage helps students appreciate the diversity of human cultures around the world.

SOCI 2020 Social Problems and Human Values ........ 3 credits
An examination of the development of social problems, how they confront the dominant society and occasionally become deviant groups. The consequences of deviant conduct are also included.

SOCI 2110 The Family, Society, and the Individual ... 3 credits
Origin and ethnology of the family; background of the modern American family; social change and the family; social pathology of the family; the future of the family system. Topics will also include non-marital dynamics.

SOCI 2220 Honors Seminar: The Individual and Society ................................................. 3 credits
The course is an interdisciplinary study of the individual and society emphasizing the unity of knowledge and the cooperative contributions of the social sciences. All the disciplines aid in identification of problems relating to growth of society and institutions, and the impact of this process on the development of human behavior. The student will gain a historical, contemporary and futuristic perspective on the development of individuals and societies.

SOCI 2310 Introduction to Human Services ............... 3 credits
The course is designed to examine the development and delivery of programs and services for the betterment of the human community. Through the application of psychological and sociological principles, contemporary issues such as child neglect and abuse, aging, illness and community mental health, marriage and family counseling, crisis intervention and poverty are studies. Such factors as gender, race and ethnicity as determinants of behavioral outcomes are presented.

SOCI 2900 Problems and Topics in Cultural Studies ................................................. 1-6 credits
Instructor-designed course to fulfill general humanities objectives and /or to provide specific Interdisciplinary Studies courses not offered. Provides for the advanced, individualized study of special interests in cultural studies; may include foreign and/or independent study, and may be repeated, provided the same experience is not repeated. (Same as HUMA 2900 & POLI 2900)

SOCI 2990 Problems in Sociology ...................................................... 1-3 credits
Designed to expand creative offerings in Sociology by pursuing topics in depth or by addressing specific topics to targeted groups.

SPEECH COMMUNICATION (SPCH)

SPCH 1210 Voice and Physical Preparation ............... 3 credits
The training of the voice for communication, interpersonal or public (performance) - incorporates physical and mental preparations. Students will explore techniques for voice production through vocal and physical exercises.

SPCH 2000 Forensics .......................................................... 1 credit
Students participate in public speaking, debate, and dramatic interpretation events in competition (may be repeated for credit). Enrollment by permission of instructor.

SPCH 2010 Introduction to Speech Communication ............................................. 3 credits
An introductory speech-communication course which focuses on the skills development in the areas of interpersonal, small group, and public communication. Special emphasis is given to public speaking.

SPCH 2020 Advanced Speech Communication ........ 3 credits
An advanced course in speech communication skills. Emphasis is on public speaking, professional presentation, and small group discussion. (Prerequisite: SPCH 2010)
SPCH 2030 Debate ........................................... 3 credits
Instruction and participation in argumentation and debate. Emphasis will be given to researching current issues. (Prerequisite: SPCH 2010)

SPCH 2040 Interpersonal Communication .................. 3 credits
Interpersonal Communication is the study of the functions and processes of dyadic communication. Students acquire a greater understanding of how to relate to others from the course. Course topics include: development of communication, competence, development of relationships, problems in relationships, how to conduct interviews, and managing conflict and negotiation skills.

SPCH 2050 Introduction to Film and Media Criticism ........................................................... 3 credits
This course surveys various approaches to film and media criticism. The course examines the various genres, both historical and contemporary, of American film and television. Emphasis will be given to audience strategies for viewing and evaluating film and television from a Speech Communication perspective. (Students cannot receive credit for both SPCH 2050 and MCOM 2020)

SPCH 2440 Oral Interpretation .......................................................... 3 credits
This course is designed to introduce students to the process of analyzing literature for the purpose of presenting it orally to an audience. Basic skills and techniques necessary for this process are studied.

SPCH 2900 Contemporary Topics in Speech Communications ........................................... 3 credits
A course featuring the study of speech communication in contemporary society with a consideration given to topics of current research.

SPECIAL EDUCATION (SPED)

SPED 2010 Introduction to Special Education .......... 3 credits
Historical and current issues and professional practice influencing the education of the exceptional person.

SPED 2210 Sign Language I ................................................. 3 credits
This course is an introduction to the basic vocabulary in American signed English concepts and methods of communication.

SPED 2220 Sign Language II ................................................. 3 credits
A continuation of vocabulary development in Signed English with application in various professional fields. (Prerequisite: SPED 2210)

THEATRE (THTR)

THTR 1210 Voice and Physical Preparation .............. 3 credits
The training of the voice for communication, interpersonal or public (performance) - incorporates physical and mental preparations. Students will explore techniques for voice production through vocal and physical exercises.

THTR 1500 Introduction to Theatre ......................... 3 credits
Theatre will be explored philosophically and aesthetically through the practical application of drama in production. Emphasis is placed on the understanding and appreciation of the political and social aspects of theatre in our world.

THTR 2410 Acting I .......................................................... 3 credits
This course is designed for the beginning acting student. Emphasis is given to the development and understanding of the practical application of acting through exercises and scene work. Other activities include play analysis and written assignments.

THTR 2430 Stagecraft ..................................................... 3 credits
The emphasis of this course is placed upon the rudimentary principles and techniques of designing, construction and maintenance of scenery, lights, and costumes. Students will be required to participate in college theatre productions.

THTR 2440 Oral Interpretation ........................................... 3 credits
This course is designed to introduce students to the process of analyzing literature for the purpose of presenting it orally to an audience. Basic skills and techniques necessary for the process are studied.

THTR 2450 Acting II ........................................................ 3 credits
This course is designed for the acting student who has successfully completed Acting I. Emphasis is placed on character development and advanced scene work. Other activities include play analysis and written assignments. (Prerequisite: THTR 2410 or instructor’s consent.)

THTR 2500 Major Production .................................. 1 credit
Supervised production work and practical exercises in all aspects of theatre relating to the mounting of a production for presentation. Course may be repeated for credit.

THTR 2990 Theatre Problems .................................... 1-3 credits
A course featuring in-depth study in the field of theatre. The course may be repeated for credit provided the theme is not repeated. Prior approval of instructor is required.
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Board of Regents, Administration and Faculty
Walters State Community College is one of 46 institutions in the Tennessee Board of Regents system, the seventh largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system which is comprised of six universities, 14 community colleges, and 26 area technology centers. The TBR system enrolls more than 80 percent of all Tennessee students attending public institutions of higher education.

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(Computer Technician)
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(Computer Technician)

COUNSELING, TESTING AND SUPPORT SERVICES
Vacant ................................................. Dean of Student Support Services
Valerie S. Hidalgo ................................. Secretary to the Dean
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Melissa C. Duff ........................................... Counselor
John Russell ................................. Counselor/Coordinator of Assessment
Mary J. Hopper ........................... Assistant Director/Coordinator of Transfer Information
Carolyn A. Burnett ............... Testing Technician

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Larry A. Sauceman ............................ Courier

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Karen S. Byrd ......................... Financial Aid Clerk

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Bobby Z. Delph ...................... Utility Worker

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Daryl Bacon ................................. Computer Lab Technician

HEALTH CLINIC
Millicent N. Prince .......................... Campus Nurse

HUMAN RESOURCES
Lynn Jones ................................. Director of Human Resources/
Affirmative Action Officer
Naomi B. Mason ........................ Personnel Assistant
Kathy A. Jackson ........................ Personnel Clerk
Vacant ........................................ Personnel Clerk

INSTITUTE FOR BUSINESS AND INDUSTRY
Jack W. Tucker ........................................... Director
Tammy M. Wells ................................. Technical Clerk
Anita P. Ricker ..................................... Supervisor for Computer Training
Karen L. Nunan .............................. Computer Applications Training Specialist

JTPA FISCAL SERVICES
Linda J. Mason ........................................... Director
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Pamela D. Hurhett .............................. Account Clerk

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Linda G. Roberts ........................ Assistant Director for Youth Programs
Susan A. Nolen .................................... Secretary to Assistant Director
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Samuel L. Hardin ..................... Coordinator of Job Training
Coy Jo Bays ................................. Coordinator of Welfare to Work
John A. Basler .............................. Coordinator of Contract Compliance
George B. Rollins ............................ Program Assistant
Donna Bible ................................. Program Assistant
Helen S. Malcho .............................. Program Assistant
Vacant ........................................ Program Assistant
Saundra E. Adams ......................... Program Assistant
Vacant ........................................ Program Assistant
Mary R. Brown ............................ Program Assistant
D. Russell Crum ......................... Coordinator of Certification Services
Matthew D. Berger .................. Case Management Specialist
Denise M. Carr ............................. Case Management Specialist
Cheryl J. Harold ......................... Case Management Specialist
Virginia L. Rogers .................. Case Management Specialist
Connie E. O’Vercum ................... Certification Specialist
Kathy P. Trent ......................... MIS Data Entry Operator

LIBRARY
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Samuel E. Richardson .................... Reference Librarian
Darlene D. Brooks ................... Coordinator of Technical Services
Sheila A. Gaines ......................... Library Assistant
Shirley A. Parker ......................... Library Assistant
Vacant ........................................ Library Assistant

MINORITY STUDENT DEVELOPMENT
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Carolyn A. Self ............................... Secretary to the Director

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Grover L. Trent ......................... Maintenance Supervisor for Plant Operations
Larry Lane ......................... Shipping and Receiving Clerk
George E. Surface ................... Bus Driver
Richard Smith ................... Bus Driver
George Hoskins ....................... Carpenter
Michael R. Shanks ................ Painter
Jimmy E. Hoskins ....................... Maintenance Worker
Mack Susong ....................... Maintenance Worker
John A. Merook ....................... Maintenance Worker
B. Wayne Davis .......................... Maintenance Supervisor for Mechanical Services
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Dawn C. Crumple ......................................................... Secretary to the Dean

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Judy F. Littrell .............................................................. Secretary
Kathleen Savage Cornett ................................................. Director of Physical Therapist
Robert McGee ............................................................. Director of Respiratory Care

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Dennis R. Elkins ......................................................... Dean and Head, Music and Theatre Department
Cynthia R. Gilliam ......................................................... Secretary to the Dean
Laura Beth Dixon ......................................................... Secretary
Janice Roberts ............................................................. Housekeeper
Glenda K. Bowlin ........................................................ Cook Lead Worder

MATHMATICS
Judith H. Hector ........................................................ Dean
Tammy L. Holt ........................................................... Secretary to the Dean
Russell D. Romines ..................................................... Coordinator of Developmental Mathematics
Laura Beth Dixon ......................................................... Learning Center Specialist

NATURAL SCIENCE
Donald W. Lindsey .................................................. Dean
Michele H. Mutter ....................................................... Secretary to the Dean
Stanley M. Strickland, Jr. ............................................ Learning Center Specialist

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Johnny L. Evans ....................................................... Dean and Director of Regional Law Enforcement Academy
William Gorman ......................................................... Assistant Director for Regional Law Enforcement Academy
Robert Lee Turner ..................................................... Director, Paramedic Program
Thomas T. Strange, Jr. .................................................... Director, Emergency Service Programs
Joan H. Lehrer ............................................................ Secretary to the Dean
Patricia A. Knight ....................................................... Secretary

TECHNICAL EDUCATION
Harold E. Finn ........................................................... Dean
Barbara Bishop .......................................................... Secretary to the Dean
Qing Yuan ................................................................. Head, Computer Science Department
Roger D. Brooks ......................................................... Head, Agriculture/Production Horticulture Department
ADMINISTRATION AND FACULTY

ACQUAVIVA, GARY J. (1978)
Associate Professor of Philosophy
B.A., Florida State University - Philosophy, 1966
M.A., University of Tennessee - Philosophy - Religious Studies, 1972
Additional graduate work, University of Tennessee

APPLE, MARY L. (1983)
Director of Nursing, Associate Professor of Nursing and Dean, Division of Health Programs
B.S.N., University of Tennessee - Nursing, 1976
M.S.N., University of Tennessee - Nursing, 1982
Additional graduate work, Lincoln Memorial University

ARMSTRONG, ANNE C. (1970)
Professor of English
A.B., Birmingham-Southern College - English - History, 1959
M.A., University of Tennessee - English, 1970
Ed.D., University of Tennessee - Curriculum and Instruction, 1979
Post Doctoral work, University of New Hampshire

BACH, JR., ORVILLE E. (1976)
Professor of Business and Economics
B.S., Auburn University - Business Administration, 1969
M.A.C.T., Auburn University - Economics, 1976
Ed.D., University of Tennessee - Vocational-Technical Education, 1984

BALDY, B. JOHN (1993)
Director of Great Smoky Mountains Expo Center
B.S., Wayne State University - Business Administration / Marketing, 1975

BALES, MARY F. (1971)
Associate Professor of Business and Office Administration
B.S., Tusculum College - Business Administration and Economics, 1965
M.B.A., East Tennessee State University - Business Administration and Marketing, 1971

BANGURAH, FRANKLIN M. (1997)
Assistant Professor of Developmental Education, Mathematics
B.S. Krasnodar Polytechnical Institute - Mechanical Engineering, 1975
M.S., East Tennessee State University - Manufacturing / Vocational Education, 1987
M.B.A., Laredo State University - International Trade / Finance, 1991
Additional graduate work, East Tennessee State University

BARNETT, WILLIAM H., II (1982)
Associate Professor of Accounting
B.B.A., The University of Memphis - Business Administration / Accounting, 1979
M.Acc., University of Tennessee - Accounting, 1981
Certified Public Accountant - Tennessee

BASLER, JOHN A. (1988)
Coordinator of Contract Compliance (JTPA)
B.S., University of Tennessee - Business Administration, 1984

BAYS, COY JO (1988)
Coordinator of Welfare to Work (JTPA)
B.S. University of Tennessee - Communications, 1975
M.S.D., Lexington Theological Seminary - Education, 1988

BERGER, MATTHEW D. (1999)
Case Management Specialist
B.A., Tennessee Technological University - Psychology, 1996

Director of Internal Audit
B.S.E.H., East Tennessee State University - Environmental Health, 1976
B.B.A., East Tennessee State University - Computer Science, 1984

BORLAUG, VICTORIA (1988)
Associate Professor of Mathematics
B.S., Rochester Institute of Technology - Mathematics, 1978
M.S., Rochester Institute of Technology - Applied and Mathematical Statistics, 1980
M.S., University of Tennessee - Mathematics, 1987

BOWEN, W. ANN (1981)
Director of Services for Individuals with Disabilities and Placement Services
M.A., Union College, Secondary Education, 1979
Additional graduate work, University of Tennessee

BOWERS, MARILYN R. (1980)
Professor of Developmental Education, Reading and Head, Freshman Experience and Study Skills Department
B.S., East Tennessee State University - Sociology - Social Services, 1973
M.A., East Tennessee State University - Reading, 1978
Ed.D., East Tennessee State University - Educational Supervision, 1985

BOYD, H. WAYNE (1985)
Professor of Physics
B.A., Middle Tennessee State University - Chemistry, 1957
M.A., Vanderbilt University - Physics, 1959
Ph.D., Vanderbilt University - Physics, 1964

BRICE-MEANS, PEGGY J. (1992)
Assistant Professor of English
B.A., University of Tennessee - Psychology, 1976
M.A., University of Tennessee - English, 1989

BROOKS, DARLENE D. (1997)
Coordinator of Automation Services
B.A., University of Tennessee - Sociology, 1983
M.L.I.S., University of Tennessee - Library and Information Science, 1985

BROOKS, ROGER D. (1980)
Associate Professor of Agriculture Resource Management and Head, Agriculture/Production Horticulture Department
B.S., University of Tennessee - Animal Husbandry - Agronomy, 1972
M.S., University of Tennessee - Animal Science, 1974
CAMFIELD, MARVIN A. (1972)  
Professor of Sociology  
B.S., Western Michigan University - Social Science, 1964  
M.A., Ball State University - Sociology, 1971  
Ed.D., University of Tennessee - Curriculum and Instruction, 1980

CAMPBELL, JACK E. (1974)  
President  
B.S., East Tennessee State University - Education, 1960  
M.A., East Tennessee State University - Educational Administration, 1961  
M.A., University of Alabama - Guidance and Educational Psychology, 1965  
Ed.D., University of Mississippi - Higher Education Administration, 1969  
Post Doctoral work, Auburn University

CAMPBELL, KENNETH R. (1999)  
Coordinator of Enrollment Development and Head Coach, Baseball  
B.S., East Tennessee State University - Physical Education, 1966  
M.S., University of Central Florida - Education, 1974

CAMPBELL, LORI C. (1990)  
Associate Professor of Education and Dean, Division of Behavioral and Social Sciences  
B.A., University of Tennessee - Academic Psychology, 1988  
M.S., University of Tennessee - College Student Personnel, 1990  
Ed.D., University of Tennessee - Leadership Studies, 1996

CAMPBELL, MICHAEL A. (1992)  
Director of Admissions, Records and Registration Services  
A.A., Brevard Community College - General, 1989  
A.S., Walters State Community College - Business, 1991  
B.S., East Tennessee State University - Business Management, 1992  
M.S., East Tennessee State University - Education, 1995

CANTWELL, LORENE K. (1977)  
Programmer/Analyst  
B.S., University of Kentucky - Mathematics, 1971  
M.S., University of Tennessee - Computer Science, 1974

CARDWELL, NICOLE A. (1997)  
Instructor of Greenhouse and Nursery Management  
B.S., University of Tennessee - Ornamental Horticulture Landscape Design, 1992  
M.S., University of Tennessee - Ornamental Horticulture Landscape Design, 1996

CARL, WILLARD C. (1975)  
Professor of Art  
B.F.A., University of Tennessee - Painting, 1962  
M.S., University of Tennessee - Related Arts, 1966  
M.F.A., Arizona State University - Design, 1972  
Advanced study at Accademia Di Belle Arti, Florence, Italy  
Certificate of Painting and Sculpture, Art Academy, Florence, Italy, 1963-64

CARLYLE, BILL J. (1977)  
Coordinator of High School Relations and Head Coach, Men’s Basketball  
A.A., Cumberland Junior College, 1960  
B.A., Kentucky Wesleyan - History, 1962  
M.A., East Tennessee State University - Physical Education, 1968

CARNEY, HUGH (1998)  
Instructor of Criminal Justice Technology  
B.S., East Tennessee State University - Physical Education/History, 1969  
M.Ed., Louisiana State University - Education, 1979

CARR, DENISE M. (1999)  
Case Management Specialist  
B.A., Carson-Newman College - Psychology, 1993  
M.A., Tusculum College - Organizational Management, 1996

CARR, RONALD W. (1971)  
Associate Professor of Health, Physical Education, and Recreation and Director of Athletics  
B.S., University of Tennessee - Physical Education - Health, 1967  
M.S., University of Tennessee - Physical Education - Administration and Supervision, 1968  
Additional graduate work, University of Tennessee

CONRY, RUTH P. (1988)  
Associate Professor of English  
B.A., Central State University - English, 1982  
M.A., Central State University - English, 1985

COOPER, TERRY P. (1989)  
Associate Professor of Nursing  
B.A., University of Tennessee - Psychology, 1976  
B.S.N., University of Tennessee - Nursing, 1978  
M.S.N., University of Tennessee - Nursing, 1987

COPELAND, JAMES E. (1971)  
Associate Professor of History and Geography  
B.S., Murray State University - History - Geography, 1966  
M.S., University of Tennessee - Geography and History, 1971

CORNETT, KATHLEEN SAVAGE (1989)  
Assistant Professor of Physical Therapist Assistant Program and Director of Physical Therapist Assistant Program  
B.S., Virginia Commonwealth University - Physical Therapy, 1983  
M.S.Ed., University of Kentucky - Allied Health Education, 1987

CRAWFORD, JAMES E., JR. (1974)  
Professor of English and Head, English Department  
B.A., University of North Carolina - English, 1967  
M.A., University of Tennessee - English, 1970  
Additional graduate work, University of Tennessee, East Tennessee State University

CRESWELL, ROBERT H. (1998)  
Director of Financial Aid  
B.S., Tennessee Technological University - Education, 1972  
M.A., Tennessee Technological University - Administration and Supervision, 1978

CROSS, DOUGLAS D. (1977)  
Director of Library  
B.S., East Tennessee State University - History, 1968  
M.A., East Tennessee State University - School Librarianship, 1970  
M.L.S., Vanderbilt University - Library Science, 1983  
A.B.D., East Tennessee State University

CRUM, D. RUSSELL (1988)  
Coordinator of Certification Services (ITPA)  
A.A., Hiwassee Junior College - Pre-Ministry, 1979  
B.A., Tennessee Wesleyan College - Pre-Ministry, 1981

Associate Professor of Industrial Technology  
B.S.E.S., Union Institute - Engineering Science, 1994  
M.S.E.S., Walden University - Engineering Science  
Additional graduate work, Walden University
DAMEWOOD, JAMES E. (1985)  
Reference/Public Services Librarian  
M.S.L.S., University of Tennessee - Library Science, 1985  
Additional graduate work, Southern Baptist Theological Seminary

DAVIS, KAYE L. (1994)  
Assistant Professor of Child Development Technology  
B.S., Iowa State University - Child Development, 1956  
M.S., University of Miami - Early Childhood Education, 1982

DELL’ISOLA, IDA L. (1989)  
Associate Professor of Mathematics  
B.S., University of Southern Mississippi - Mathematics, 1966  
M.Ed., University of Southern Mississippi - Curriculum/Instruction, 1986  
Ph.D., University of Tennessee - Education, 1999

DONAHUE, JANICE M. (1986)  
Associate Professor of Developmental Education, Study Skills  
A.S., Walters State Community College - Management Technology, 1985  
B.S., Tusculum College - Organizational Management, 1991  
M.Ed., East Tennessee State University - Administration and Supervision, 1994  
Additional graduate work, East Tennessee State University and University of Tennessee

DRAIME, BOB L. (1985)  
Associate Professor of Electrical/Electronics Technology  
A.A.S.E.E.T., Michigan Technology University - Power Systems, 1975  
B.S.E.E., University of Tennessee - Electrical Engineering, 1979

DRINNON, T. HENRY (1995)  
Director of Accounting for College Advancement  
B.S., Carson-Newman College - Accounting, 1967  
M.B.A., University of North Florida, General Business, 1983

DUDA, THOMAS A. (1992)  
Webmaster/Network Specialist  
B.S., West Virginia University - Forestry, 1977  
M.B.A., University of Tennessee - Management, 1984

DUFF, MELISSA C. (1998)  
Counselor  
B.A., University of Tennessee - Human Services, 1988  
M.S., University of Tennessee - Social Work, 1991

DUGGINS, JR., VICTOR F. (1977)  
Vice President for College Advancement  
B.S., East Tennessee State University - Psychology and History, 1965  
Graduate work, East Tennessee State University

DUKE, LINDA D. (1993)  
Associate Professor of Nursing/Coordinator of Nursing  
A.D.N. Broward Community College - Nursing, 1974  
B.S.N., Southern College - Nursing, 1983  
M.S.N., Andrews University - Nursing, 1988

EDMONDS, WILLIAM T. (1985)  
Associate Director of Financial Aid  
B.A., Tusculum College - Sociology, 1971  
M.S., Memphis State University - Special Education and Rehabilitation Counseling, 1979  
Additional graduate work, East Tennessee State University  
EICHELMAN, SARAH M. (1976)  
Associate Professor of English  
B.S., University of Tennessee - English, 1973  
M.A., University of Tennessee - English, 1975  
Additional graduate work, University of Tennessee

ELKINS, DENNIS R. (1992)  
Professor of Speech and Theatre; Dean, Division of Humanities and Head, Music and Theatre Department  
B.A., Milligan College - Humanities, 1981  
M.A., University of Tennessee - Theatre, 1987  
Ph.D., University of Colorado - Theatre, 1992

ERSKINE, RICHARD K. (1998)  
Assistant Professor of Culinary Arts, Director of Culinary Arts  
A.S., Johnson and Wales University - Culinary Arts, 1982  
B.A., Johnson and Wales University - Food Service Management, 1986  
Certified Executive Chef, American Culinary Federation, 1998  
Certified Personal Chef, United States Personal Chefs Association, 1998

EVANS, JOHNNY L. (1993)  
Associate Professor of Criminal Justice Technology, Dean, Division of Public Safety and Director of the Regional Law Enforcement Academy  
A.B., Villa Madonna College - Education  
M.Ed., Xavier University - Educational Administration, 1965

FANTER, JILL K. (1993)  
Associate Professor of Developmental Education, Mathematics  
B.S.E., University of Central Arkansas - Mathematics, 1990  
M.S., University of Tennessee - Mathematics, 1992

FINN, HAROLD E. (1994)  
Dean for Technical Education  
B.S., Western Illinois University - Industrial Education, 1961  
M.Ed., University of Illinois - Vocational/Technical Education Administration, 1971  
Additional graduate work, East Tennessee State University

FLEMING, LAURENCE E. (1971)  
Professor of Biology  
B.S., Southeastern Louisiana University - Zoology, 1965  
M.S., Mississippi State University - Zoology, 1967  
Ph.D., Virginia Polytechnic Institute - Biology, 1970

FLINNER, D’ANNE C. (1991)  
Microcomputer Services Manager  
Clemson University - Computer Science, 1988

FORD, ANN V. (1996)  
Manager for Student Information Computer Systems  
B.S., Vanderbilt University - Math/Physics, 1967  
M.S., University of Tennessee, Chattanooga - Computer Science, 1989

FORD, JAMES W. (1993)  
Distinguished Regents Fellow and Professor of Mathematics  
B.A., University of South Florida - Physics, Mathematics, Astronomy, 1964  
Ph.D., Vanderbilt University - Physics, Mathematics, 1970

FOUCHE', PAMELA B. (1990)  
Professor of Biology  
B.S., University of South Carolina - Biology, 1971  
M.S., University of South Carolina - Biology, 1973  
Ph.D., Vanderbilt University - Microbiology, 1976
FOUTCHE, LINDA B. (1970)  
Associate Professor of History and Political Science  
B.A., Vanderbilt University - History - English, 1968  
M.A., University of Tennessee - History, 1971  
Additional graduate work, University of Tennessee

FRAZIER, REBECCA SUE (1983)  
Dean of Evening and Distance Education  
B.S., East Tennessee State University - Psychology / Sociology, 1973  
M.S., University of Tennessee - Adult Education, 1989  
Additional graduate work, East Tennessee State University and University of Tennessee

FRALIX, IRIS E. (1977)  
Associate Professor of Nursing  
Diploma - Fort Sanders Presbyterian Hospital - Nursing, 1972  
B.S., University of Tennessee - Education, 1975  
M.S.N., Texas Woman's University - Nursing, 1980  
Additional graduate work, University of Tennessee

FRAZIER, REBECCA SUE (1983)  
Dean of Evening and Distance Education  
B.S., East Tennessee State University - Psychology / Sociology, 1973  
M.S., University of Tennessee - Adult Education, 1989  
Additional graduate work, East Tennessee State University and University of Tennessee

FREEMAN, MICHELLE S. (1997)  
Assistant Professor of Office Administration  
Head, Office Administration and Coordinator for Instructional Technology, Division of Business  
B.S., University of Tennessee - Business Administration, 1993  
M.Acc., University of Tennessee - Accounting, 1994  
Additional graduate work, University of Tennessee

GARDNER, BILL E. (1972)  
Associate Professor of Psychology  
B.S., Tusculum College - Business Administration - Psychology, 1968  
M.A., East Tennessee State University - Psychology, 1971

GIBSON, JOE E. (1997)  
Academic Computer Programmer/Analyst  
B.S., Cumberland College - Business Administration, 1986

GIBSON, RONALD H. (1996)  
Associate Professor of Industrial Technology  
B.S., Clemson University - Vocational Education and Technology, 1975  
M.S., Clemson University - Industrial Education and Technology, 1976  
A.E., U.S. Navy - Aviation Electrician/Electronics, 1989  
Additional graduate work, University of Tennessee

GILMORE, R. LYNN (1970)  
Vice President for Student Affairs  
B.S., University of Tennessee - Natural Sciences - Vocational Agriculture, 1962  
M.A., East Tennessee State University - Educational Administration and Supervision, 1968  
Ed.D., East Tennessee State University - Educational Administration, 1976

GOODMAN, PAMELA E. (1987)  
Dean of Enrollment Development  
B.S., East Tennessee State University - Business Education, 1972  
M.Ed., East Tennessee State University - School Psychology / Counseling, 1983  
A.B.D., East Tennessee State University

GORMAN, WILLIAM E. (1993)  
Associate Professor of Criminal Justice Technology, Assistant Director for Regional Law Enforcement Academy and Coordinator of Basic Police Recruit School  
B.A., Bridgewater State College - English/Education, 1971  
M.A., Anna Maria College - Criminal Justice, 1991

GRAY-BARNETT, NANCY K. (1980)  
Director of Developmental Education  
B.S., University of Tennessee - Psychology, 1976  
M.S., University of Tennessee - Guidance, 1978  
Ed.D., University of Tennessee - Educational Psychology and Guidance, 1981

Coordinator of Auxiliary Services  
B.S., Tusculum College - Applied Organizational Management, 1997

GREGORY, JULIANNA (1998)  
Instructor of Developmental Education, Mathematics  
B.S., Middle Tennessee State University - Mathematics, 1995  
M.S.T., Middle Tennessee State University - Mathematics Education, 1998

GRONEWALD, DEBORAH E. (1980)  
Associate Professor of Nursing and Coordinator of Continuing Medical Education  
B.S.N., East Tennessee State University - Nursing, 1974  
F.N.P. Certificate, Spartanburg General Hospital and University of South Carolina, 1977  
M.S.N., University of Tennessee - Nursing, 1981

HAGAN, FRANKIE H. (1992)  
Professor of English  
B.A., Vanderbilt University - English, 1964  
M.A., Middle Tennessee State University - English, 1974  
Ph.D., Vanderbilt University - English, 1986

HAGGARD, NANCY H. (1973)  
Director of Early Learning Center  
A.S., Walters State Community College - Child Care Technology, 1973  
B.S., University of Tennessee - Elementary Education, 1979  
M.S., University of Tennessee - Elementary Education, 1983

HALL, GLENORA T. (1970)  
Associate Professor of Mathematics  
M.M., University of South Carolina - Mathematics - Education, 1969  
Additional graduate work, Middle Tennessee State University, University of Central Florida and Tennessee State University

HALL, SIDNEY G. (1970)  
Associate Professor of Psychology  
M.A., East Tennessee State University - Psychology, 1968  
Additional graduate work, George Washington University

HAMILTON, WILLIAM N. (1977)  
Associate Professor of Business and Economics  
B.S., Auburn University - Business Administration, 1972  
M.B.A., Auburn University - Business Administration, 1974  
Additional graduate work, Auburn University, University of Tennessee and East Tennessee State University  
C.F.P., Certified Financial Planner, 1993

HANDEL, RANDOLPH F. (1998)  
Writing Center Coordinator  
B.A., University of Georgia - English/Journalism, 1988  
M.A., East Tennessee State University - English, 1990

HARDIN, SAMUEL L. (1992)  
Coordinator of Job Training and Special Programs  
B.S., East Tennessee State University - Business, 1959
HARPER, JEAN M. (1985)
Director of Minority Student Development
B.S., Knoxville College - Sociology/Psychology, 1967
M.S., University of Tennessee - Educational Psychology and Guidance, 1976
Additional graduate work, University of Tennessee
Ed.D., East Tennessee State University - Education Leadership and Policy Analysis 1999

HAYES, HAROLD L. (1978)
Professor of Psychology and Developmental Education
B.S., East Tennessee State University - Geography - History, 1963
M.A., East Tennessee State University - Geography - History, 1966
Ed.D., University of Georgia - Education - Psychology - Geography, 1973

HAYWOOD, N. DORIS (1992)
Dean/Vice President for Community and Economic Development
A.S., Swift Memorial Junior College - Liberal Arts, 1952
B.A., Johnson C. Smith University - Social Science/History, 1955
M.A., East Tennessee State University - Supervision and Administration, 1991
Ed.D., East Tennessee State University - Educational Administration, 1992
Post Doctoral work, George Peabody College and University of Tennessee

HECK, SANDRA K. (1998)
Assistant Professor of English
A.S., Walters State Community College - General, 1977
B.S., East Tennessee State University - English/History, 1982
M.A., East Tennessee State University - English, 1985
Additional graduate work, Fuller Theological Seminary and Emmanuel School of Religion

HECTOR, JUDITH H. (1973)
Professor of Mathematics and Dean, Division of Mathematics
B.S., B.A., Oregon State University - General Science, 1965
M.A.T., Michigan State University - Mathematics, 1969
Ed.D., University of Tennessee - Curriculum and Instruction, 1978

HELM, CARROLL M. (1987)
Dean of Greenville/Greene County Center for Higher Education
B.A., Carson-Newman College - Psychology/History, 1971
M.S., University of Tennessee - Educational Administration, 1974
Ed.D., East Tennessee State University - Administration, 1987

HODGE, PAULETTE P. (1977)
Associate Professor of Developmental Education, Mathematics
A.A., Gulf Park College, 1969
B.S., East Tennessee State University - Elementary Education, 1971
M.Ed., Middle Tennessee State University - Curriculum and Instruction, 1974
Additional graduate work, George Peabody College, University of Tennessee, and Austin Peay State University

HONAKER, EVELYN J. (1970)
Professor of Business and Dean, Division of Business
B.S., Radford College - Business Education, 1963
M.S., Virginia Polytechnic Institute - Business Education, 1968
Ed.D., University of Tennessee - Vocational Education, 1983
Post Doctoral work, East Tennessee State University and University of Tennessee - Accounting

HONAKER, EVERETT L. (1998)
Director of Enrollment Development
B.A., Lincoln Memorial University - History, 1964
M.S., University of Tennessee - Student Personnel Administration, 1972
Additional graduate work, University of Tennessee

HOPPER, MARY J. (1992)
Assistant Director of Counseling and Testing and
Coordinator of Transfer Services
B.S., University of Tennessee - Secondary Education, 1977
M.S., University of Tennessee - Guidance, 1990

HOPPER, PEGGY F. (1992)
Associate Professor of Developmental Education, Reading and
Head, Reading/Writing Department
B.A., Mississippi State University - Liberal Arts, 1976
M.S., Memphis State University - Curriculum and Instruction, 1985
Ed.S., Memphis State University - Reading Curriculum and Instruction, 1991
Ph.D., University of Tennessee - Education, 1996

Assistant Professor of Biology
B.S., East Tennessee State University - Biology, 1987
M.S., East Tennessee State University - Biology, 1989
Additional graduate work - East Tennessee State University

HURST, MARK A. (1997)
Accounts Receivable Manager
B.S., University of Tennessee - Retail and Consumer Sciences, 1995
Graduate work, East Tennessee State University

HURST, TIMOTHY J. (1997)
Director of Accounting Services
B.A., East Tennessee State University - Accounting, 1991
Graduate work, East Tennessee State University

HUSSEY, ANTHONY T. (1978)
Vice President for Information Technology and Administrative Services
O.N.C., Peterborough Technical College - Mechanical Engineering, 1966
H.N.C., Peterborough Technical College - Mechanical Engineering, 1966
D.M.S., Leicester Polytechnic - Management Studies, 1972
M.A., East Tennessee State University - Educational Administration, 1986
Ed.D., East Tennessee State University - Educational Administration, 1991

IRWIN, JEAN ANN (1987)
Associate Professor of Developmental Education, Mathematics and
Director for Special Academic Projects
B.S., University of Tennessee - Mathematics and Related Sciences, 1974
M.S., University of Tennessee - Mathematics Education, 1978
Additional graduate work, University of Tennessee

JACKSON, ROSEMARY Y. (1980)
Director of Budgeting and Business Services
B.S., Carson-Newman College - Accounting, 1976; Business Data Processing, 1982
M.Acc., East Tennessee State University - Accounting, 1987
A.B.D., East Tennessee State University
Additional graduate work, East Tennessee State University
Certified Public Accountant - Tennessee
Certified Internal Auditor

JACOBS, ROY N. (1995)
Assistant Professor of Foreign Language
B.A., Wayne State University - German, 1962
M.A., Middlebury College - German, 1963
M.A., Schiller College - Spanish, 1979
Additional graduate work, University of Texas
JELLICORSE, REG M. (1982)

Associate Professor of Golf and Turfgrass Management
B.S., University of Tennessee - Education, 1966
M.S., University of Tennessee - Ornamental Horticulture and Landscape Design, 1974

JENKINS, CARY E. (1985)

Associate Professor of Health and Physical Education
B.S., Averett College - Physical Education, 1982
M.Ed., East Tennessee State University - Physical Education, 1986

JESSEL, JOHN F. (1988)

Associate Professor of English
B.A., Marietta College - English, 1972
M.A., University of South Florida - English, 1975
Additional graduate work, University of South Florida and University of Tennessee

JONES, LYNN (1987)

Director of Human Resources
B.S., West Georgia College - Business Education, 1972
M.S., University of Tennessee - Business and Adult Education, 1988
Additional graduate work, University of Tennessee
A.B.D., East Tennessee State University

JORDAN, JULIAN (1974)

Vice President for Business Affairs
B.S., Auburn University - Business Administration, 1965
M.B.A., Samford University - Business Administration, 1969
Ed.D., East Tennessee State University - Education Leadership and Policy Analysis, 1999


Assistant Professor of Criminal Justice Degree Program
B.A., Tampa College - Business Administration

KELL, JOSEPHINE A. (1981)

Associate Professor of English
B.S., University of Tennessee at Chattanooga - English, 1961
M.A.C.T., University of North Carolina - College Teaching/English, 1968
Additional graduate work, University of Tennessee and University of North Carolina

KENNARD, LAWRENCE F. (1985)

Professor of Chemistry
B.S., Morehead State University - Chemistry and Mathematics, 1968
M.S., Morehead State University - Organic and Analytical Chemistry, 1972
Ph.D., University of Tennessee - Synthetic Organic Chemistry, 1972
Post Doctoral Fellowship, University of Tennessee - Organic Chemistry of Coal, 1976

KERN, DEBORAH W. (1993)

Assistant Professor of Developmental Education, Reading and Writing, English
B.S., University of North Alabama - English/Art, 1973
M.Ed., Delta State University - Reading, 1978
Additional graduate work, Tusculum College and East Tennessee State University

KOBLE, TAV W. (1994)

Network Manager
B.S., Clemson University - Computer Science, 1988

KARGER, DAVID P. (1977)

Coordinator of Student Activities and Head Coach, Women's Basketball
B.S., Oklahoma State University - Business Administration, 1976
M.S., Oklahoma State University - Business Education, 1977

LaPRISE, JOHN P. (1992)

Associate Professor of Developmental Education, Mathematics
B.A., University of Michigan - Mathematics and Statistics, 1975
M.A.T., Wayne State University - Secondary Mathematics Education, 1990
Additional graduate work, University of Tennessee

LILLY, BOB P. (1985)

Assistant Dean of Sewierville/Sevier County Center for Higher Education
B.S., East Tennessee State University - Business, 1960
M.A., Middle Tennessee State University - Educational Administration and Supervision, 1964
Ed.D., University of Tennessee - Educational Administration and Supervision, 1977

LILLY, DONNA D. (1997)

Instructor of Respiratory Care Technician Program
A.A., East Tennessee State University - Health Education, 1996
Certificate, Northwestern University Medical School - Registered Respiratory Therapist, 1987
Certificate, East Tennessee State University - Respiratory Technician, 1985

LINDSEY, DONALD W. (1972)

Professor of Biology and Dean, Division of Natural Sciences
B.S., University of North Alabama - Chemistry - Biology, 1967
M.S., Auburn University - Botany - Zoology, 1969
Ph.D., Auburn University - Plant Pathology, 1972

LOAR, JERRY E. (1997)

Assistant Professor of Criminal Justice Degree Program
B.S., East Tennessee State University - History/Political Science, 1964
M.B.A., C.W. Post University - Public Administration, 1980

LOVE, JOHN THOMAS (1986)

Associate Professor of Accounting
B.S., Tusculum College - Business Administration, 1976
M.B.A., East Tennessee State University - Accounting, 1978
Certified Public Accountant - Tennessee

LU, MARY C. (1978)

Professor of Chemistry
B.S., Notre Dame College - Chemistry - Mathematics, 1959
M.S., University of Detroit - Organic Chemistry, 1961
Ph.D., University of Tennessee - Organic Chemistry - Mathematics, 1968
Post Doctoral work, Oak Ridge Associated Universities
The U.S. Department of Energy Research Follow at Oak Ridge National Laboratory

LYLE, LORETTA BELLE (1978)

Director of Counseling and Testing
B.S., East Tennessee State University - Speech and Hearing Pathology, 1961
M.A., East Tennessee State University - Psychology, 1969
Additional graduate work, University of Florida, East Tennessee State University and University of Tennessee
MANIAGO, PAT R. (1974)
Executive Assistant to the President
A.S., Walters State Community College - General Education, 1994
B.S., Tusculum College - Applied Organizational Management, 1996

Associate Professor of Developmental Education, Mathematics
M.A., Union College - Education, 1980
Ed.S., Middle Tennessee State University, Education, 1987
Additional graduate work, University of Tennessee

MASON, LINDA J. (1991)
Director of JTPA Fiscal Services
A.S., Walters State Community College - Business Management, 1984
B.S., Carson-Newman College - Business Management, 1986

McAVOY, MALCOLM L. (1971)
Associate Professor of Speech Communication and Head, Speech Department
B.S., Cumberland College - English, 1969
M.A.C.T., University of Tennessee - Rhetoric and Public Address, 1971
Additional graduate work, University of Tennessee

McCAMEY, WADE B. (1992)
Vice President for Academic Affairs and Professor of Education
A.A., Hiwassee College - Business Administration, 1966
B.S., East Tennessee State University - Geography and Biology, 1968
M.S., East Tennessee State University - Educational Administration, 1972
Ed.D., East Tennessee State University - Educational Administration, 1976
Post Doctoral, Tennessee State University

McGEE, ROBERT G. (1991)
Assistant Professor of Respiratory Therapy and Director of Respiratory Care Technician Program
A.A.S., Columbus Technical Institute - Respiratory Care, 1978
B.S., Ohio State University - Biology, 1976
M.S.Ed., University of Kentucky - Allied Health Education, 1992

Associate Professor of Developmental Education, Mathematics
A.S., Walters State Community College - General, 1984
B.S., Tusculum College - Secondary Math Education, 1986
M.M., University of Tennessee - Mathematics, 1991

MILLER, DRUCILLA W. (1978)
Director for the Greeneville/Greene County Center for Higher Education
A.S., Walters State Community College - Management Technology, 1983
B.S., Tusculum College - Business Administration, 1987
Certified Professional Secretary
M.Ed., East Tennessee State University - Education Supervision/Administration, 1993
Additional graduate work, East Tennessee State University

MILTIADES, RUTH P. (1975)
Associate Professor of Mathematics
B.S., Ohio University - Mathematics, 1964
M.S., Ohio University - Mathematics, 1971

MONEYHUN, KAY M. (1998)
Associate Professor of Mathematics
B.S., University of the South - Mathematics, 1979
M.S., University of Tennessee - Mathematics, 1986
Ph.D., North Carolina State University - Mathematics, 1990

MOODY, JENNY H. (1986)
Bursar
B.B.A., Memphis State University - Accounting, 1982

MORGAN, JEWEL D. (1976)
Professor of Physical Education
B.S., East Tennessee State University - Physical Education, 1963
M.A., East Tennessee State University - Physical Education, 1966

MYERS, DANIEL A. (1978)
Associate Professor of Computer Science Technology and Coordinator of Information Technology, Greeneville/Greene County Center for Higher Education
B.S., University of Tennessee - Mathematics, 1971
M.S., University of Tennessee - Mathematics, 1973
Additional graduate work, University of Tennessee and East Tennessee State University

NIX, ALLEN E. (1994)
Associate Professor of Computer Science Technology and Coordinator of Information Technology, Sevierville/Sevier County Center for Higher Education
B.S., East Tennessee State University - Biology, 1978
M.S., University of Tennessee - Computer Science, 1991

NUNAN, KAREN L. (1997)
Computer Applications Specialist
B.A., Bridgewater State College - History, 1972

OVERCUM, CONNIE (1992)
Certification Specialist (JTPA)
B.A., Lane College - Communications, 1980

OVERHOLT, ROGER D. (1997)
Chief of Campus Police
B.S., LaSalle University - Criminal Justice, 1995

OWENS, MARY E. (1989)
Associate Professor of Developmental Education, Mathematics
B.S., Middle Tennessee State University - Mathematics and Chemistry, 1968
M.M., University of Tennessee - Mathematics, 1991
Ph.D., University of Tennessee - Education, 1999

PARKER, FRED M. (1998)
Assistant Professor of Developmental Education - Mathematics
M.M., University of Tennessee - Mathematics, 1995

PARLIER, MARTHA B. (1975)
Associate Professor of Nursing
B.S.N, East Tennessee State University - Nursing Education, 1966
M.S.N., University of Tennessee - Nursing, 1981

PARSONS, STEPHEN P. (1994)
Associate Professor of Legal Services Program, Business and Head, Legal Services Program
B.A., David Lipscomb College - Speech and Religion, 1971
J.D., University of Tennessee College of Law - Law, 1978
PECTOL, JAMES WILLIAM (1996)
Director of Public Information
A.S., Lees McRae College - English, 1990
B.A., Stetson University - English, 1992
M.A., East Tennessee State University - English, 1995

PIERCE, ROBERT E. (1998)
Counselor
B.S., East Tennessee State University - Physical Education / Health, 1961
M.A., East Tennessee State University - Guidance and Counseling, 1963
Ed.S., University of Mississippi - College Student Personnel / Counseling, 1967
Ed.D., University of Southern Mississippi - Counseling Psychology, 1970

PRATT, ROBERT E. (1999)
Assistant Director of Public Information
A.S., Walters State Community College - General, 1992
B.S., East Tennessee State University - Mass Communications, 1994

RICHARDSON, SAMUEL E. (1988)
Reference Librarian
B.S., Tennessee State University - Education, 1966
M.S., C.W. Post - Library Science, 1973

RICKER, ANITA P. (1995)
Supervisor of Computer Training
A.S., Walters State Community College - Computer Science, 1984
B.S., East Tennessee State University - Computer Science, 1986

RIPLEY, PHYLLIS S. (1978)
Associate Professor of Nursing and Clinical Skills Lab Coordinator
B.S.N., East Tennessee State University - Nursing, 1970
M.S.N., University of Tennessee - Nursing, 1982

RISDAHL, GERALD E. (1970)
Associate Professor of English
B.A., University of Northern Iowa - English, 1962
M.A., University of Northern Colorado - English, 1969
Additional graduate work, Iowa State University, University of Tennessee, East Tennessee State University

RISDAHL, SARAH J. (1972)
Associate Professor of Developmental Education, English
A.B., Middle Tennessee State University - English, 1963
M.A., University of Iowa - English Literature, 1970

RITTER, LAURA L. (1994)
Assistant Professor of Music and Director of Choral Music
B.M., Furman University - Music Education, 1990
M.M., University of Illinois at Champaign-Urbana - Choral Conducting, 1991

ROBERTS, DAVID R. (1987)
Director for Evening and Distance Education
B.S., Tennessee Tech. University - Accounting, 1971
Ed.S., Tennessee Tech. University - Administration and Supervision, 1980
Ed.D., University of Tennessee - Administration and Supervision, 1991

ROBERTS, LINDA G. (1987)
Assistant Director for Youth Programs (JTPA)
M.A., East Tennessee State University - Educational Supervision and Administration, 1985

Associate Professor of Art and Head, Art Department
B.A., Lincoln Memorial University - Fine Arts/Ceramics, 1980
M.F.A., East Tennessee State University - Ceramics, 1983

ROBINSON, CARL C. (1992)
Associate Professor of Biology
B.S., Eastern Kentucky University - Biology/Chemistry, 1970
M.S., Eastern Kentucky University - Biology, 1973

ROGERS, VIRGINIA LYNN (1999)
Case Management Specialist
A.A., Walters State Community College - General, 1995
B.A., University of Tennessee - Psychology, 1997

ROMINES, RUSSELL D. (1990)
Associate Professor of Mathematics and Coordinator of Developmental Mathematics
M.S., University of Tennessee - Mathematics Education, 1981
Additional graduate work, University of Tennessee and Carson-Newman College

ROWE, EARL B. (1973)
Associate Professor of Biology
B.S., Memphis State University - Biology, 1970
M.S., Memphis State University - Botany, 1973

Associate Professor of Nursing and Coordinator of Nursing
A.D.N. Walters State Community College - Nursing, 1979
B.S., University of Tennessee - Education, 1980
M.S.N. University of Tennessee - Parent-Child Nursing, 1987

RUSSELL, JOHN P., JR. (1987)
Counselor / Coordinator
B.S., Bluefield State College - Secondary Education, 1970
M.A., West Virginia College of Graduate Studies - Student Personnel Work, 1975
C.A.G.S., Virginia Polytechnic Institute and State University - Higher Education Administration, 1978

RUSSELL, RICHA A. (1992)
Associate Professor of Nursing
Diploma, Fort Sanders School of Nursing - Nursing, 1969
B.S., University of Tennessee - Education, 1975
M.S., University of Tennessee - Education, 1979
M.S.N., University of Tennessee - Nursing, 1980
Ph.D., University of Tennessee - Education, 1987

SANDERS, ANDREA (1992)
Professor of English
B.A., University of Tennessee - English, 1977
M.A., University of Tennessee - English, 1979
Ph.D., University of Chicago - English, 1996

SARGENT, JOEY E. (1996)
Microcomputer Specialist
B.A., University of Tennessee - Sociology, 1996

SAUCEMAN, LARRY A. (1997)
Assistant to Dean/Courier, Evening and Distance Education and Head Coach of Women's Softball
B.S., Tusculum College - Physical Education, 1988

SAYLOR, CAROLYN H. (1970)
Associate Professor of Office Administration
B.S., Cumberland College - Business Education, 1962
M.Ed., University of Georgia - Business Education, 1969
SAYLOR, LANNY R. (1970)  
Associate Professor of Mathematics  
B.S., Eastern Kentucky University - Chemistry - Mathematics, 1962  
M.S., University of Mississippi - Mathematics - Chemistry, 1966  
Additional graduate work, University of Georgia, North Texas State University, University of Kentucky, Vanderbilt University

SCOTT, DEBRA L. (1987)  
Director for Planning Research and Assessment  
B.S., East Tennessee State University - Accounting, 1980  
M.S., East Tennessee State University - Accounting, 1996  
Certified Public Accountant - Tennessee  
Certified Internal Auditor, 1994  
Additional graduate work - East Tennessee State University

SEAVER, GEORGE "JOEY" (1999)  
Instructor for Freshman Experience and Study Skills, Assistant Baseball Coach  
A.S., Walters State Community College - General, 1984  
B.A., University of Tennessee - Sociology, 1987  

SHOEMAKER, AUBREY D. (1992)  
Assistant Professor of Psychology  
B.S.W., East Tennessee State University - Social Work, 1987  
M.Ed., East Tennessee State University - Counseling, 1990  
Additional graduate work, East Tennessee State University

SKINNELL, FRANK W. (1980)  
Director, Job Skills Training Center (JTPA)  
B.A., Lynchburg College - Political Science - History, 1958  
M.Ed., University of Virginia - Educational Administration, 1966  
Ed.D., University of Tennessee - Educational Administration Curriculum and Instruction, 1971

SKOLITS, GARY J. (1983)  
Assistant Vice President for Academic Affairs and Dean of Planning, Research and Assessment  
A.A., Suffolk County Community College - Liberal Arts, 1973  
B.A., State University of New York, Geneseo - Political Science, 1975  
M.P.A., Penn State University - Public Administration, 1976  
Additional graduate work, University of Tennessee  
A.B.D., East Tennessee State University

Associate Professor of Nursing and Assistant Director of Nursing  
B.S.N., University of Tennessee - Nursing, 1976  
M.S., University of Tennessee - Exercise Physiology, 1984  
M.S.N., University of Tennessee - Nursing Administration, 1991

SMITH, KATHY M. (1992)  
Associate Professor of Developmental Education, Reading and Writing  
B.S., East Tennessee State University - English, 1984  
M.A., East Tennessee State University - English, 1990

SNOWDEN, ARLENE B. (1990)  
Assistant Director of Financial Aid  
A.S., Walters State Community College - Management Technology, 1984  
A.S., Walters State Community College - Secretarial Science, 1984  
B.S., Tusculum College - Business Administration, 1985  
Certified Professional Secretary  
Graduate work, University of Tennessee

STANSBERRY, DONNA W. (1992)  
Coordinator of Planning and Training Services (JTPA)  
B.S.W., East Tennessee State University - Social Work, 1977  
B.S., University of Tennessee at Chattanooga - Business Administration, 1995  
A.D.N., Walters State Community College - Nursing, 1980  
M.S., University of Tennessee - Nursing, 1995

STONE, EDDIE M. (1997)  
Director of Computer Services  
B.S., University of Tennessee - Mathematics, 1974  
M.S., University of Tennessee - Mathematics, 1976  
Ph.D., University of Tennessee - Education, 1996

Director, Center for Emergency Service Programs and Clinical Program Director  
Certificate, Roane State Community College - EMT Paramedic, 1990

Associate Professor of Computer Science Technology  
B.S., John Carroll University - Mathematics, 1972  
M.S., University of Akron - Statistics, 1975  
M.S., Memphis State University - Mathematics (Computer Science), 1984  
Additional graduate work, Georgia State University and Temple University  
C.D.P., Institute for Certification of Computer Professionals

SWETNAM, JOHN A. (1994)  
Director of Center for Educational Technologies and Video  
B.A., University of Southern Maine - Occupational Education, 1989  
Additional graduate work, University of Southern Maine, 1993

TAYLOR, RONNIE L. (1988)  
Assistant Professor of Developmental Education, Writing  
B.A., Carson-Newman College, 1972  
M.S., University of Tennessee - Curriculum and Instruction, 1995

TAYLOR, SALLY L. (1991)  
Associate Professor of Nursing  
A.D.N., Walters State Community College - Nursing, 1980  
B.S.N., East Tennessee State University - Nursing, 1985  
M.S.N., University of Tennessee - Psychiatric - Mental Health Nursing, 1991

TERRELL, ROBERT LEE (1998)  
Assistant Professor of Computer Science Technology  
B.S., Henderson State University - Physics, 1967  
M.S., University of Southern California - Systems Management, 1979

Assistant Professor of Speech  
B.S., East Tennessee State University - Speech/Music, 1978  
M.A.T., East Tennessee State University - Elementary Education, 1982  
M.Ed., East Tennessee State University - Reading/Math, 1990  
Additional graduate work, University of Tennessee

TUCKER, JACK W. (1990)  
Director of the Institute for Business and Industry  
B.S., University of Tennessee - General Business, 1962

TURNER, ROBERT LEE (1998)  
Instructor, Emergency Services Program and Director, Paramedic Program  
B.S., University of Tennessee at Chattanooga - Criminal Justice, 1995  
State License, Walters State Community College - Paramedic, 1996
VOWELL, MARIBETH (1996)
Associate Professor of Physical Therapist Assistant Program
B.S., East Tennessee State University - Biology, 1981
B.S., University of Tennessee - Physical Therapy, 1982
M.P.H., University of Tennessee - Public Health Administration, 1991

WAGNER, SHARON B. (1996)
Associate Professor of Computer Science Technology
B.A., University of Texas - Geography, 1987
M.B.A., University of Houston - MIS, 1984
Additional graduate work, East Tennessee State University

WALTER, BRIAN V. (1970)
Associate Professor of History
B.A., King College - History, 1965
M.A., University of Tennessee - History, 1967
Additional graduate work, University of Tennessee

WALTER, LYDIA F. (1988)
Professor of Child Development Technology and Head, Child Development Technology Department
B.S., Appalachian State University - Primary Education and Social Studies, 1965
M.A., Appalachian State University - Primary Education, 1966
Ed.D., East Tennessee State University - Higher Education Administration, 1996
Additional training, National Association for the Education of Young Children

WALTERS, JUDY A. (1992)
Director of Claiborne County Extension
B.S., Lincoln Memorial University - Biology, 1970
M.A., East Tennessee State University - Educational Supervision, 1975
Ed.D., East Tennessee State University - Educational Administration, 1980

WARREN, RICHARD P. (1971)
Associate Professor of Biology
B.S., Austin Peay State University - Biology, 1965
M.S., University of Tennessee - Botany, 1968
Additional graduate work, University of Tennessee

WHITE, DAVID L. (1986)
Professor of English
B.A., University of Tennessee - English, 1974
M.S., University of Tennessee - English Education, 1978
Ph.D., University of Tennessee - Curriculum and Instruction, 1993
Post Doctoral work, Stanford University, and Middlebury College

Associate Professor of Nursing
B.S.N., University of Tennessee College of Nursing - Nursing, 1972
M.S.N., University of Tennessee - Nursing, 1987

Associate Professor of Nursing and Freshman Coordinator for Nursing
B.S.N., University of Tennessee - Nursing, 1982
M.S.N., University of Tennessee - Nursing, 1983

WILDER, JAMES D. (1975)
Director of Student Information Systems and Admissions and Records Services
B.S., University of Tennessee - Science Education, 1974
Graduate work, University of Tennessee, and Tennessee State University

WILLIAMS, E. MAX (1977)
Director of Plant Operations
B.S., East Tennessee State University - Business Administration, 1980

WILLIAMS, SHAWN A. (1992)
Purchasing Agent
A.S., Walters State Community College - General, 1980
B.S., University of Tennessee - Marketing, 1982

WILLIAMS, W. CHARLES (1998)
Instructor, Emergency Medical Technology
Certificate, State Technical Institute of Knoxville - Emergency Medical Technology / Paramedic, 1986
Certificate, Walters State Community College - Basic Police Recruit School, 1990

WINKLER, ANITA GAIL (1998)
Assistant Professor of Health Information Programs and Head, Department of Health Information Programs
B.S., University of Tennessee - Medical Record Administration, 1980

WOLFE, STEPHEN L. (1978)
Professor of Biology
B.S., Lincoln Memorial University - Biology - Chemistry, 1967
M.S., East Tennessee State University - Biology, 1971
Ph.D., University of Tennessee - Zoology - Reproductive Physiology, 1977

WOLFORD, PAUL (1973)
Associate Professor of Developmental Education, Reading and Writing
B.A., East Tennessee State University - English, 1970
M.A., East Tennessee State University - Reading, 1973
Additional graduate work, University of Tennessee
A.B.D., East Tennessee State University

WOODS, CATHERINE A. (1997)
Coordinator of Tech Prep Programs
B.A., Carson-Newman College - Psychology, 1970
M.S., University of Tennessee - Guidance and Counseling, 1976

WYSS, CAROLYN J. (1978)
Associate Professor of Nursing and Nursing Computer Lab Coordinator
B.S., Simmons College - Nursing - Psychology/Sociology, 1965
M.S.N., University of Tennessee - Nursing, 1978
Additional graduate work, University of Tennessee

YUAN, QING (1992)
Associate Professor of Computer Science Technology and Head, Computer Science and Information Technology Department
B.A., Northeast Teachers University, China - English, 1978
M.A., Northeast Teachers University, China - English, 1982
M.S., East Tennessee State University - Computer Science, 1994
EMERITI

  Professor Emeritus
  B.S., State College of Arkansas - Education, 1940
  M.S., Oklahoma A and M. College - Industrial Arts Education, 1949
  Ed.D., University of Tennessee - Educational Administration and Supervision, 1958
  Dean of Instruction (1970-1977)
  Professor of Technology and Special Assistant to the President (1977-1981)

*Deceased

ADJUNCT MEDICAL DIRECTORS

STEPHEN K. WILSON, M.D.
  Center for Emergency Service Programs

THOMAS BECKNER, M.D.
  Respiratory Care Technician Program

RETIRED EMPLOYEES WITH TEN OR MORE YEARS OF SERVICE AT WSCC

ARWOOD, LEE ROY (1983-1998)
  Utility Worker/Custodian

*ASTHANA, GIRESH (1973-1985)
  Associate Professor of Economics

ARMSTRONG, AGNES A. (1976-1997)
  Custodian

  Secretary

BARTOW, BARBARA (1983-1996)
  Reference/Public Service Librarian

BLUE, JAY (1983-1999)
  Custodian

  Professor of Music

  Security Officer

BRAZELTON, WILLIAM C. (1972-1997)
  Custodial Supervisor

  Associate Professor of Criminal Justice Technology
  Chair, Division of Public Safety

  Assistant Dean for Academic Program Development and Chair, Behavioral and Social Sciences Division

CAMPBELL, M. ELIZABETH (1979-1999)
  Director, Public Information

*CAMPBELL, ROBERT L. (1975-1994)
  Painter

*COBURN, JAMES M., DR. (1971-1990)
  Associate Dean of Technical Education, Associate Dean of Evening and Off-Campus Instruction

COLLINS, LOUISE E. (1972-1999)
  Custodian

COPELAND, PAULINE (1976-1999)
  Library Assistant

CUNNINGHAM, ELLEN CHRISTINE (1972-1997)
  Custodian

DAVIES, DARWIN D., DR. (1975-1985)
  Associate Professor of Chemistry

DOTSON, EMOGENE W., DR. (1974-1993)
  Associate Dean of Health Programs

  Electrician

  Assistant Dean for the Learning Resource Center

GOLDEN, LAURA LOU (1987-1997)
  Secretary 2

  Coordinator

GREENLEE, OLLIE RUTH (1980-1995)
  Custodian

  Account Clerk 1

  Media Technician/Personnel Clerk

HURLEY, NELLIE FRANCES (1972-1989)
  Library Assistant

  Security Officer

  Director of Human Resources

  Professor of Psychology

MAXWELL, JESSIE JEWEL (1976-1996)
  Associate Professor of Nursing

MILLER, FRANCES M. (1975-1996)
  Secretary

NEELE, HAZEL M. (1978-1988)
  Custodian

  Utility Worker

  Professor of History

  Director of Counseling and Testing

  Director of Plant Operations

  Associate Professor of Industrial Technology

  Custodial Supervisor

  Dean of Instruction

  Acting Director of Counseling and Testing

  Buyer

TAYLOR, NELLY JO (1970-1986)
  Secretary

  Associate Professor of English

  Director of Accounting Services

*Deceased
Advisory Groups
### Members

<table>
<thead>
<tr>
<th>Name</th>
<th>City</th>
</tr>
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<tbody>
<tr>
<td>Mr. William W. Bales</td>
<td>Morristown</td>
</tr>
<tr>
<td>Mrs. Barbara Bible</td>
<td>Morristown</td>
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<td>Mr. Raymond Bible</td>
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<td>Miss Faye Catron</td>
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<td>Miss Grace Catron</td>
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<td>Mr. Richard Clark</td>
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<td>Mrs. Mary Ellen Conner</td>
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<td>Dr. William Perry Doka</td>
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<td>Dr. Emogene Dotson</td>
<td>Bean Station</td>
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<td>Mr. Rodney England</td>
<td>New Tazewell</td>
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<td>Mr. Venon Fields</td>
<td>Morristown</td>
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<td>Mr. Jack Fishman</td>
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<td>Mr. Carroll Fowler</td>
<td>Morristown</td>
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<td>Mr. Sam F. Grigsby, Jr.</td>
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<td>Dr. W. Robert Gronewald</td>
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<td>Mrs. Blanche Gulyash</td>
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<td>Mr. E.J. Hardin, III</td>
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<td>Dr. J. Eugene Howard</td>
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<td>Dr. Anthony T. Hussey</td>
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<td>Judge William H. Inman</td>
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<td>Mr. Gene Jolley</td>
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<td>Mrs. Joyce W. Jolley</td>
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<td>Mr. C. Julian Jordan</td>
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<td>Mrs. Josephine Wooden Kell</td>
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<td>Ms. Emily B. Kyle</td>
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<td>Dr. Dick Krieg</td>
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<td>Mr. L.W. Lawrimore</td>
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<td>Dr. William W. Locke</td>
<td>Russellville</td>
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<td>Miss Juanita Loving</td>
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<td>Dr. Larry Mangum</td>
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<td>Mr. Ralph P. Masengill, Jr.</td>
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<td>Mr. Y.J. McAndrew</td>
<td>Dandridge</td>
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<td>Dr. Wade McCamey</td>
<td>Greeneville</td>
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<td>Mr. Johnny McCrary, Jr.</td>
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<td>Mr. George McGuffin</td>
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<td>Mrs. Judy McGuffin</td>
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<td>Mr. Neil D. Miller</td>
<td>Rogersville</td>
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<td>Mr. Sam A. Miller</td>
<td>Greeneville</td>
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<td>Mrs. Nancy Eversole NeSmith</td>
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<td>Mr. Charles Earl Ogle, Jr.</td>
<td>Gatlinburg</td>
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<td>Mr. Larry Bud Ogle</td>
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<td>Ms. Linda Ogle</td>
<td>Pigeon Forge</td>
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<td>Mr. Luther Ogle</td>
<td>Gatlinburg</td>
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<td>Dr. Truett Pierce</td>
<td>Sneedville</td>
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<td>Dr. H.W. Roberts</td>
<td>Morristown</td>
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<td>Mr. Robert T. Russell</td>
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<td>Mr. Mike Sandlin</td>
<td>Sevierville</td>
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<td>Mrs. Kaye Schwalb</td>
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<td>Mr. Robert Schwalb</td>
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<tr>
<td>Mr. Don Shell</td>
<td>Knoxville</td>
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<tr>
<td>Mr. Andy Smith</td>
<td>Morristown</td>
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</tbody>
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### Honorary Members

<table>
<thead>
<tr>
<th>Name</th>
<th>City</th>
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<tbody>
<tr>
<td>Mr. Terry Ball</td>
<td>Morristown</td>
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<tr>
<td>Dr. Jack J. Bellaire</td>
<td>Morristown</td>
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<tr>
<td>Mr. Tom Brennan</td>
<td>Morristown</td>
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<td>Mr. Dan Brooks</td>
<td>Rogersville</td>
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<td>Mr. Jim Brooks</td>
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<td>Mr. A.M. Brown</td>
<td>Kingsport</td>
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<td>Mr. &quot;Z&quot; Buda</td>
<td>Pigeon Forge</td>
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<td>Mrs. Josephine Burchfiel</td>
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<td>Mrs. Beverly Burns</td>
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<td>Mrs. Blanche Chilton</td>
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<td>Mr. William Denton</td>
<td>Morristown</td>
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<tr>
<td>Mr. Ed Gamble</td>
<td>Jacksonville, FL</td>
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<td>Mrs. Deborah Haun</td>
<td>Greeneville</td>
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<tr>
<td>Mr. Rufe Hurst, Jr.</td>
<td>Talbott</td>
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<td>Mr. Hans D. Jehle</td>
<td>Morristown</td>
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<td>Mr. John Johnson</td>
<td>Morristown</td>
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<tr>
<td>Mr. Bill R. “Skeet” Jones</td>
<td>Morristown</td>
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<td>Mrs. Dean Jones</td>
<td>Snedeville</td>
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<tr>
<td>Mr. Gerd Krohn</td>
<td>Morristown</td>
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<tr>
<td>Mrs. Wilma Maples</td>
<td>Gatlinburg</td>
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<td>Mrs. Hattie Ogle McGiffin</td>
<td>Gatlinburg</td>
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<tr>
<td>Mr. Ron Minor</td>
<td>Russellville</td>
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<tr>
<td>Mr. Gus E. Morath</td>
<td>Venice, FL</td>
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<tr>
<td>Mr. Larry Musick</td>
<td>Morristown</td>
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<tr>
<td>Mr. Fred Overbay</td>
<td>Morristown</td>
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<tr>
<td>Mr. Stan Puckett</td>
<td>Greeneville</td>
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<tr>
<td>Mr. Brownlee Reagan</td>
<td>Gatlinburg</td>
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<tr>
<td>Mrs. Reese Ripatti</td>
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<tr>
<td>Mrs. Anne Sarris</td>
<td>Doraville, GA</td>
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<tr>
<td>Mr. Ray Sexton</td>
<td>Morristown</td>
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<tr>
<td>Mrs. Virginia Sheahan</td>
<td>Libertyville, IL</td>
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<tr>
<td>Miss Clara Ann Short</td>
<td>Knoxville</td>
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<tr>
<td>Mr. R.B. Summitt, Jr.</td>
<td>Sevierville</td>
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<tr>
<td>Mr. Jerry Tucker</td>
<td>Morristown</td>
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<tr>
<td>Mr. &amp; Mrs. Kirk M. Tucker</td>
<td>York, PA</td>
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<tr>
<td>Mrs. Lynn Tucker</td>
<td>York, PA</td>
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<tr>
<td>Mr. John D. Wallace</td>
<td>Morristown</td>
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<tr>
<td>Mrs. Mary Nell Widener</td>
<td>Morristown</td>
</tr>
</tbody>
</table>
SERVICE DELIVERY AREA 2
CONSORTIUM OF LOCAL ELECTED OFFICIALS

Mr. George L. Day
Mayor of Harrrogate
Mr. James L. Dean
Mayor of Mount Carmel
Mr. John Douglas
Mayor of Cumberland Gap
Mr. J. Mike Gilbert
Mayor of Parrottsville
Mr. H.E. Richardson
Mayor of Maynardville
Mr. William F. Grubb
Mayor of Bulls Gap
Mr. Charles Guinn, Sr.
Mayor of New Market
Mr. Michael K. Hammer
Grainger County Executive
Mr. Gary Holiway
Jefferson County Executive
Mr. Mike Harrison
Hancock County Executive
Mr. Earl Holt
Mayor of Bean Station
Mr. David Jones
Mayor of Dandridge
Mr. Charles Killion
Mayor of Rutledge
Mr. G. Thomas Love
Mayor of Greeneville
Mr. Fred McMahan
Mayor of Gatlinburg
Mr. Paul Morrison
Mayor of Church Hill
Mr. Billy J. Myers
Mayor of Mosheim
Mr. Lloyd Needham
Mayor of Luttrell
Mr. Jon Norwood
Mayor of Bean Station
Mr. David Purkey
Hamblen County Executive

Ms. Judy Perryman
Mayor of Pittman Center
Mr. Alan Palmieri
Mayor of Jefferson City
Mr. Heiskell Winstead
Hawkins County Executive
Mr. Dean Rhea
Mayor of Sneedville
Mr. Roland Dykes
Mayor of Newport
Mr. Jim Sells
Mayor of Rogersville
Mr. J.B. Shockley
Mayor of Morristown
Ms. Vickie Vineyard
Mayor of Blaine
Mr. Larry Waters
Sevier County Executive
Mr. Stanley Wilder
Mayor of White Pine

SERVICE DELIVERY AREA 2
PRIVATE INDUSTRY COUNCIL

Mr. Roger Ball
Mayor of Sevierville
Mr. Robert Bird
Mayor of Tusculum
Mr. Darrell Brittain
Claiborne County Executive
Mr. Alan Broyles
Greene County Executive
Mr. Doby Bunch
Mayor of Tazewell
Mr. Larry Lay
Union County Executive
Mr. Tommy Casteel
Mayor of Baileyton
Mr. Charles L. Maxe
Cocke County Executive
Mr. Charles Chadwell
Mayor of New Tazewell
Mr. Ralph Chance
Mayor of Pigeon Forge
Mr. G.A. Golden
Mayor of Surgoinsville
Mr. Bryan Atchley
Mayor of Sevierville
Mr. Robert Bird
Mayor of Tusculum
Mr. Darrell Brittain
Claiborne County Executive
Mr. Alan Broyles
Greene County Executive
Mr. Doby Bunch
Mayor of Tazewell
Mr. Larry Lay
Union County Executive
Mr. Tommy Casteel
Mayor of Baileyton
Mr. Charles L. Maxe
Cocke County Executive
Mr. Charles Chadwell
Mayor of New Tazewell
Mr. Ralph Chance
Mayor of Pigeon Forge
Mr. G.A. Golden
Mayor of Surgoinsville

Mr. Dennis Deal
New Canton
Mr. Charles Elder
Sevierville
Mr. R. Jack Fishman
Morristown
Mr. Glenn H. Fultz
Harrogate
Ms. Nadine Gray
Rutledge
Mr. George O. Haggard, Jr.
Morristown
Mr. Randy Harley
Greeneville
Mr. T.J. Harrison, IV
Sneedville
Ms. Carole Harwood
Morristown
Mr. Terry D. Johnson
Bean Station
Ms. Joy McNeil
Morristown
Mr. Danny L. Meredith
Dandridge
Mr. Claude Musick
White Pine
Mr. James Clay Neely
New Tazewell
Mr. K. Allen Newton
Sevierville
Mr. K. Allen Newton
Sevierville
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Jefferson City
Mr. Chip Oury
Newport
Mr. David Popiel
Newport
Mr. Roger Radcl
Pigeon Forge
Mr. Floyd Sellers
Greeneville
Mr. Fred H. Simmons
Maynardville
Mr. Bill H. Sparks
Parrottsville
Mr. Frank Testerman
Rogersville
Ms. Janie Thomas
Morristown
Mr. Danny Turnmire
Sneedville
Mr. Esco Vaughn
Luttrell
Mr. Don A. Willocks
Jefferson City
GREAT SMOKY MOUNTAINS EXPO CENTER BOARD OF ADVISORS

Mr. Bill Bales
Morristown

Mr. Flavius Barker
Columbia

Ms. Alethia Belcher
Jefferson City

Ms. Lisa Bible
Morristown

Mr. Robert Bible
Morristown

Mr. Jim Bond
Morristown

Mr. Roger Brooks
Morristown

Mr. David Cunningham, Sr.
Knoxville

Mr. J.W. Douthat
Mohawk

Mr. Kenneth Estes
Morristown

Mr. James Graham
Newport

Mr. William Graves
Corryton

Mr. Sam Grigsby
Morristown

Mr. Gary Hollyway
Dandridge

Mr. Ernest Jesse
Maynardville

Mr. Cliff Keesee
Bluff City

Ms. Luann Kilday
Greeneville

Mr. James Leckie, Jr.
White Pine

Mr. Ed Lidvall
Alcoa

Dr. Larry Mangum
Morristown

Ms. Dene Massengill
Talbott

Mr. Silas Maxwell
Mosheim

Mr. Neil Miller
Rogersville

Mr. David Mitchell
Blaine

Mrs. Elliot Moore
Bristol

Mr. Kevin Pipes
Sevierville

Mr. Jim Powell
Johnson City

Mr. David Purkey
Morristown

Mr. Paul H. Reed
Sneedville

Ms. Carol Rouse
Morristown

Mr. James Saulsbury
Greeneville

Mr. Sam Scarlett
New Market

Mr. Charles Terry
Morristown

Mr. Wayne Ward
Mountain City

Mr. Hugh Wells
Greeneville

Ms. Joyce Williams
Newport

Mr. Lafayette Williams
Concord

Mr. Lemmy Wilson
Newport

Mr. Heiskell Winstead
Bulls Gap

Mr. James Wright
Jonesborough

Mr. Bill Young
Bulls Gap

Ms. Kathy Baker-Brown
Jefferson City

Mr. Andrew Bradley
Rogersville

Mrs. Ella Bradley
Rogersville

Mr. Roland Dykes, Jr.
Newport

Mrs. Emma Edmonds
Greeneville

Ms. Patsy Harmon
Greeneville

Reverend Edward Hill
Morristown

Mrs. J.J. Jones
Greeneville

Mr. Kenneth G. Jones
Morristown

Ms. Karen McMahan
Morristown

Reverend C.C. Mills, Jr.
Greeneville

Ms. Ollie Mills
Morristown

Ms. Sheila Morris
White Pine

Mrs. Clara Osborne
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Mr. Toby Pearson
Morristown

Ms. Arlene Peck
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Mr. Mozianio Reliford
Strawberry Plains

Mr. Frank Shipe
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Lt. Russ Brewer
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Chief Larry Graves
Alcoa

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Oak Ridge

District Chief Jerry Harnish
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Robert Lee Turner, Jr.
White Pine

Chief Glen Warren
White Pine

Captain Tony Watson
Pigeon Forge

Captain David Williamson
Maryville
The Walters State Division of Public Safety also receives advice and counsel from the Upper East Tennessee Law Enforcement Executives Council for the division’s law enforcement academy. Specifically, the Upper East Tennessee Law Enforcement Executives Council advises the division chair with reference to the Basic Police Recruit School and the Specialized Law Enforcement Education program in conjunction with certification requirements of the Tennessee Peace Officer Standards and Training Commission.

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Morristown

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Greeneville

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Jefferson City

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  Dandridge
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  Rutledge
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- Ms. Deborah Gronewald
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- Mr. Larry Hutse1
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  Greeneville
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  Pigeon Forge
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- Ms. Aubrey Shoemaker
  Morristown
- Mr. Allen Taylor
  Johnson City
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  Tazewell
- Mr. Kenny Trent
  Tazewell
- Mr. Mark Vance
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  Morristown
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  Talbott
- Ms. Gail Fox
  Talbott
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Knoxville
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Gary Kimble
Pigeon Forge
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Doug Pearson
Morristown
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Jefferson City
COLLEGE COMMITTEES

Functions
The detailed description, purpose and membership of each college committee may be found in the Handbook of College Advisory Councils and Committees located in all faculty and administrative offices. Following, for your convenience however, is a brief description of the college committees which concern you the most.

Academic Affairs Committee
The Academic Affairs Committee has the responsibility of all matters pertaining to the Library, curriculum changes, academic standards, academic admission and readmission requirements and such other responsibilities as may be assigned. There are three sub-committees: (1) Admissions Sub-Committee, (2) Curriculum Sub-Committee, and (3) Library Sub-Committee. The chair is the vice president for Academic Affairs.

Student Affairs Committee
The Student Affairs committee is concerned with all matters which regulate and administer the affairs of the student body which are co-curricular with the Division of Instruction. Its responsibilities include but are not limited to the Student Government Association, student conduct, dress, student clubs and organizations, group activities, intramural sports, social activities, lyceum programs, and student publications. It has under it the Student Government Association. The chair of this committee is the vice president for Student Affairs.

Student Discipline Committee
The Student Discipline Committee is charged with judging the student whose behavior on or off campus is considered undesirable or harmful to the college. It deals with the student who is found to be in violation of the guidelines provided to each student in this Handbook. The committee makes recommendations directly to the President for final approval. The chair of this committee is appointed by the President. An exception to this may be made for cases involving a violation or questioning of an academic standard or practice. In such cases, they would be heard by the Academic Affairs Committee.

Financial Aid Committee
The Financial Aid Committee is charged with providing assistance to students in meeting their college expenses through scholarships, loans, grants, and employment. The committee is responsible for making recommendations concerning financial aid policies. In addition, the committee is responsible for coordinating all financial aid activities, promoting scholarships for the college, considering applicants for financial aid, making awards, and keeping scholarship donors informed concerning progress of their scholarship holders.

For additional information on the details of the college committee system, please refer to other sections of this Handbook or see the vice president for Student Affairs in Room 120-CCEN.

Walters State Alumni Association
The Alumni Association was formed in December of 1980 to provide an opportunity for graduates of Walters State to keep in touch with old friends, to make new ones, and to work for the development of their alma mater. All former students of Walters State are encouraged to join the Association although voting memberships are restricted to those who have earned degrees or certificates.

Information on the Walters State Alumni Association is available in the office of College Advancement in Room 105-CCEN or you may write to:
Walters State Alumni Association
P.O. Box 1508
Morristown, TN 37816-1508

GENERAL INFORMATION

Freedom of Expression
Walters State Community College considers freedom of inquiry and discussion essential to educational development and recognizes the right of students to engage in discussion, exchange thought and opinion, and speak freely on any subject in accord with guarantees of our state and national constitution. In addition, Walters State strives to develop in students a realization that citizens not only have the right, but also the obligation, to inform themselves regarding issues and problems of the day, to formulate standards regarding these, and to give expression to their views.

In discharging these rights and obligations, however, students must also recognize their responsibilities to other individuals, to the college and its constituency, and to the state and nation. Walters State takes pride in the fact the its campus is open to free discussion and the examination of views with the condition that such discussion be accompanied by peaceful conditions consistent with a scholarly nature of an academic community.

Health and Accident Insurance
Walters State Community College offers a non-compulsory health and accident policy which will provide protections for students at a very low rate. The college is offering this group insurance as a service to you because the rates are lower than for individual policies. Policy information is available in the office of the vice president for Student Affairs, Room 120-CCEN.

You are urged to participate in this group policy. Students participating in physical education classes, intramural activities and sports clubs are strongly encouraged to purchase this policy. This policy does not provide coverage for students while they are participating in intercollegiate competition or practicing for such competition.

Nondiscrimination on the Basis of Sex
Walters State has developed a policy of reaffirming the fact that the college does not discriminate on the basis of sex in the educational programs or activities which it operates. The college’s policy is as follows:

It is the policy of Walters State Community College not to discriminate on the basis of sex in the educational programs or
activities which it operates, including employment therein and the admission of students thereto, and Walters State Community College is required by Title IX of the Education Amendments of 1972, and regulations issued pursuant thereto (45 C.F.R Part 86) (and by Section 799A and 845 of the Public Health Service Act and regulations) issued pursuant thereto not to discriminate in such manner. Inquiries concerning the application of the Acts and the regulations to Walters State Community College may be referred to the President or the director of Human Resources/Affirmative Action Officer.

Search and Seizure

State law provides that students and their property on the Walters State Campus may be searched and where necessary seized on the basis of a determination of probable cause. Probable cause may be found where the facts and circumstances within college administrators’ knowledge and of which they have reasonable trustworthy information are sufficient in themselves to warrant a search in the belief that a violation of the college’s regulations has been or is being committed. The decision to implement a search of a student or property will be made by either the vice president for Student Affairs or the President in that order and should be based upon a signed statement (warrant if possible) by a person setting forth in detail the facts and circumstance justifying the search, and where based in whole or in part on hearsay evidence, stating the underlying circumstances from which the person concluded that the third person was creditable or information reliable.

In exceptional circumstances a warrantless search may be made, and college personnel may proceed with the search without a written authorization. Such circumstances are limited to those where the fruits of violation of the college’s regulation on contraband can be said to be in imminent danger of disappearance, destruction, or removal.

When the student voluntarily consents to a search, no written authorization for the search is required. A voluntary consent in writing will be requested, however, from the student. In addition, in all cases where a search is to be made of a student’s property or premises, the student should be present for the search whenever possible.

In the event that police or other law enforcement officials not employed by the college request permission to search for a student or property, the college will not consent to the search unless the officials have a search warrant for that particular student or property. All questions concerning this subject should be directed to the office of the vice president for Student Affairs or to the President of the college.

Sexual Harassment

Walters State Community College is committed to providing its faculty, staff and students with an environment free from implicit and explicit coercive sexual behavior used to control, influence, or affect the well being of an individual at the college. Sexual harassment of any person is inappropriate and unacceptable and is grounds for disciplinary action. It may also, depending on its nature, constitute a violation of federal law. Any student who has a complaint regarding sexual harassment may contact the vice president for Student Affairs for information and assistance relative to the procedure for review of the complaint.

Student Complaints

Students should be aware that, should they have concerns or complaints about their program or their financial aid, Walters State has an established procedure for receiving and responding to complaints from students. Students should voice their complaints in writing to the office of Student Affairs. The vice president for Student Affairs in consultation with vice presidents, deans, and directors will investigate the questioned complaint. Student complaint procedures are on file in the office of Student Affairs.

Telephones

Pay telephones located in the lobby of the College Center in front of the “Z” Buda Gymnasium, the second floor of the College Center in the Game Room and in the Life Sciences and Technology buildings are provided for personal calls. The telephones in the administrative, faculty, and Student Government Association offices are for official college use only.

WSCC Identification Cards

All students (full-time and part-time) taking credit courses must obtain a student identification card during registration.

This card is provided at no charge; however, if the I.D. card is lost a new card can be obtained in the Game Room (227-CCEN) at a cost of $5. The I.D. card is required of students by both the Library and the Bookstore before use and allows a student to attend all college activities open to the student body at student rates. Each student must retain I.D. card and present it upon legitimate request. The I.D. card will be validated at each subsequent registration upon proof of fee payment.
GUEST SPEAKER POLICY

Guest Speaker Policy

The following off-campus policy of the Board of Regents shall be applicable to all institutions in the State University and Community College System of Tennessee.

1. The colleges and universities in the State University and Community College System recognize the right of officially recognized student and faculty organizations and groups to hear off-campus, or outside speakers on the various campuses. However, there is no absolute right to assemble or to make a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting or speech, and the issuance of invitations to off-campus or outside speakers for any meetings, activities or events on campus shall be limited in the following particulars:

   a. A request to invite an outside speaker will be considered only when made by an officially recognized student organization or a faculty group recognized by the president of the college or university.

   b. No invitation by such an organized group shall be issued to an outside speaker without the prior written approval of the president of the institution, or such person as may be designated (hereinafter referred to as an authorized designee); provided that the president of an institution may authorize organizations to invite guest speakers for meeting of the organization without prior approval where attendance at the meeting will be limited to members of the organization and where no fee or compensation will be paid to the speaker.

   c. Any student or faculty organization meeting for which an outside speaker will be invited will be limited to members of the organization, provided that a request to invite an outside speaker may include a request to permit students or faculty members who are not members of the organization initiating the request, and/or other designated guest, to attend the meeting.

   d. A request to invite an outside speaker to whom any payment would have to be from college or university funds is subject to the availability of funds specifically programmed for that purpose, and no payment of any funds shall be made except pursuant to the Board of Regents’ Guidelines for Personal Service, Professional Service, and Consultant Service Contracts. In the event any college or university funds are approved for payment, the meeting for which the outside speaker will be invited should be open to all students or all faculty members, or both, unless otherwise designated on the approval of the request.

   e. Any speaker request shall be made in writing by an officer of the student or faculty organization desiring to sponsor the proposed speaker not later than 10 days (excluding holidays and weekends) prior to the date of the proposed speaking engagements; provided that the president or authorized designee may approve exceptions to the minimum notice requirement in appropriate cases; and further provided that in the event the proposed outside speaker will be paid a total fee and expenses in excess of $2,500, the request must be submitted no later than 30 days prior to the date of the proposed speaking engagement. The request shall contain the name of the sponsoring organization, the proposed date, time and location of the meeting, the expected size of the audience, the name and address of the proposed speaker, and the topic of the speech. Any request not acted upon by the president of the college or university or authorized designee, within five days (excluding holidays and weekends) prior to the event shall be deemed denied.

   f. Any speaker request is subject to the availability of the requested meeting place for the meeting time and date requested. In the event the space requested is not available for the requested time and date of the meeting, or is otherwise inappropriate for the proposed meeting or the requested speaking engagement would cause substantial interference with the normal activities of the institution if conducted at the time and place requested, alternative meeting space which is available may be offered by the institution, or the sponsoring organization is free to request a more suitable date. Any space which is approved for a meeting is subject to limitations on the number of persons who may attend in accordance with appropriate building and fire codes and safety standards.

   g. A request for an outside speaker by a recognized organization may be denied if the president of the college or university, or authorized designee, determines that the proposed speech will constitute a clear and present danger to the institution’s orderly operation by the speaker’s advocacy of such actions as:

      1. The violent overthrow of the government of the United States, the State of Tennessee, or any political subdivision thereof; or

      2. The willful damage or destruction, or seizure and subversion of the institution’s building or other property; or

      3. The forcible disruption or impairment of, or interference with, the institution’s regularly scheduled classes, or other educational functions; or

      4. The physical harm, coercion, intimidation, or otherwise invasion of lawful rights of the institution’s officials, faculty members, or students; or

      5. Other campus disorder of a violent nature, provided such advocacy would prepare the group addressed for imminent action and steel it to such action, and further provided there is a reasonable apprehension of such imminent lawless action. In determining the existence of a clear and present danger, the president of the institution or authorized designee, may consider all relevant factors, including whether such speaker has, within the past five years, incited violence resulting in the destruction of property at any college or university.

   h. In the event that a request for an outside speaker is denied by the institution, any sponsoring organization thereby aggrieved shall have the opportunity to appeal from the denial. A written appeal to the president of the institution, or authorized designee, must be submitted within 24 hours from the initial denial to approve the request, and the organization will be provided a hearing within two days (excluding holidays and weekends) following the filing of its appeal before an impartial committee designated by the president or authorized designee. The committee shall be authorized to make appropriate findings of fact related to the request, and shall make and transmit such findings to the president within said two-day period. The president shall review the findings of the committee, and solely on the basis thereof, shall grant or deny the request within 24 hours (excluding holidays and weekends) from receipt of the findings of the committee.
Student organizations and activities exist for the personal enjoyment and development of students at WSCC. Students are encouraged to become involved in the co-curricular student activities program and active student organizations. The benefits to be derived from such involvement cannot be measured nor graded; however, the contributions they make to the student's total education cannot be overstated. The responsibility for the coordination of all student organizations and activities rests with the vice president for Student Affairs. The vice president for Student Affairs works closely with the Student Affairs Committee and the Student Government Association in carrying out this responsibility.

STUDENT ORGANIZATIONS

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STUDENT CLUBS AND ORGANIZATIONS

All would-be student clubs and organizations are required to seek approval to organize from the vice president for Student Affairs. Application forms and standards for the creation of student clubs and organizations are on file in the office of the vice president for Student Affairs, Room 120-CCEN. Clubs or organizations making application are required to submit a statement of purpose to specify criteria for membership, and outline rules of procedure for selection of members.

Criteria for selection of membership must be consistent with the purpose(s) of the club. Any student may apply for membership in any recognized club or organization and may be accepted for membership if the criteria established is met. No applicant shall be denied membership because of race, sex, creed or national origin. Students interested in joining a club should contact the club president, club advisor, or the vice president for Student Affairs.

FACULTY ADVISORS

Members of the Walters State administrative staff or faculty are appointed to supervise each official college extra-class activity. It is the purpose of this person to ensure the activity is conducted safely, in compliance with college policies, does not infringe upon the rights of others, and meets the objectives for which the activity was planned. Each request for approval of an extra-class activity which is submitted to the office of the vice president for Student Affairs for approval must include the name of the faculty person or administrator who is to supervise the activity.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association is the official voice of the student body at Walters State Community College. As such, it represents the feeling, values, and desires of the student body to the college administration. Members of the SGA serve on every major college committee except the faculty council. As such, members of this body are influential in every decision that is made which concerns this college and its students. The SGA is the single most powerful student organization on the WSCC campus and membership in this body is one of responsibility and prestige. All members of the SGA are elected by the student body. The SGA is specifically responsible for the approval of every student activity that takes place on the Walters State Campus. In addition, members attend annual conferences of the Tennessee Intercollegiate Legislature and other state student government activities. The SGA sponsors major social activities each year and advises the Student Affairs Committee concerning the initiation of additional student social activities. Concerned, responsible students are strongly encouraged to participate in the activities of the SGA.

More detailed information concerning the Student Government Association may be obtained in the office of the vice president for Student Affairs, Room 120-CCEN, or the SGA Office, Room 223-CCEN.
SENATORS PAGES

The Senators Pages consist of a specified number of students who serve as a host corps for the president of the college. Pages assist the president in receiving visitors to the college, visit area schools as representatives of Walters State, assist during registration, conduct tours of the campus for various groups visiting the college, and perform other duties as assigned by the office of the President. Students applying to become a Page must have a minimum high school grade point average of 2.8 or a cumulative average of 2.5 on work taken at WSCC and be enrolled as a full-time student. Other criteria considered include leadership ability, character, poise, appearance, etc.

Applications and/or additional information may be obtained by contacting Ms. Pat Maniago, Room 110A-CCEN.

STUDENT ORIENTATION ASSISTANTS (S.O.A.'S)

The purpose of the Student Orientation Assistants is to foster the idea of students helping students. The students who are members of this club assist the division of Student Affairs with each of its functions including: orientation, registration, advising, testing and campus tours. Students are selected each fall semester. For more information contact the department of Counseling and Testing, Room 212-CCEN.

STUDENT PUBLICATIONS

All student publications are official college publications and are representative of the total campus. Student publications have faculty, staff, and student editors. Students are needed and urged to join the staff of these publications as your contributions are vital to their success. Additional information may be obtained from the editors or the office of the vice president for Student Affairs, Room 120-CCEN.

Statesman, the college newspaper of Walters State, is non-commercial in scope and published twice each semester. Its aim and purpose is:

1. To report and interpret news events of specific interest to all students, faculty, administrators and alumni of the college and to give equal voice to the views and opinions of these groups;
2. To report news that is pertinent to campus interests but not limited to the campus events; and
3. To provide opportunities in journalistic training and experience on the basis of interest, ability, and responsibility.

The Statesman office is located in Room 221-CCEN.

Gallery is an annual anthology of original literature edited and published under the auspices of the English Department. The purpose of Gallery is to provide recognition to students who have written creative works deemed meritorious by the English Department and to stimulate appreciation of the creative efforts of these students. The faculty and student editors are selected by the English Department.

Faculty advisor for the Gallery is Ms. Sarah Eichelmann.

CLUBS

Agriculture Club

The purpose of the WSCC Agriculture Club is to promote the field of agriculture at Walters State. For additional information contact Mr. Roger Brooks, Room 130-TECH.

Art Club

The purposes of the Art Club are to promote visual arts through exhibits within the community; to enhance knowledge and ideas, as well as critiques of both known and unknown artists; and to encourage an understanding and appreciation for all visual arts (i.e., painting, sculpture, photo, ceramics, etc.) among the entire student body, as well as the community. Faculty advisor is Steve Roberts, Room 137B-HUM.

Astronomy Club

The purpose of the Astronomy Club is to promote and maintain the interests of students in astronomy, space, exploration, and science; to provide an opportunity for interested students to use the facilities of the college to make astronomical observations; and to provide a forum to learn of the current developments and future plans in astronomy and space exploration. Faculty advisor is Dr. James Ford, 230-MBSS.

Baptist Student Union

The Baptist Student Union was organized in 1971 with the purpose to "unite students and promote Christian growth through Bible study, worship, fun and fellowship." The club is open to students of all denominations. The BSU receives support from the Nolachucky Baptist Association and the Tennessee Baptist Convention.

Club activities include weekly meetings with speakers, share sessions, weekend retreats, state meetings and a summer conference at Ridgecrest, North Carolina. The faculty advisor is Mr. Sidney Hall, Room 143-MBSS.

Cheerleading Squad

The WSCC Cheerleading Squad presently consists of eight members. The squad is chosen by a panel of judges at the beginning of each academic year. The selection is based on the applicant’s academic standing, school enthusiasm, appearance and skill. Pre-tryout sessions are sponsored by the current cheerleading squad. For further information, contact Ms. Martha Stewart, Room 144-CCEN.
Criminal Justice Club/Alpha Phi Sigma
The purpose of this club is to promote and assist in the development of professionalism among department students and criminal justice agencies in the Walters State service area, as well as, to assist Walters State service area criminal justice agencies in activities designed to improve community relations, agency morale, and critical skills competency development. For further information contact Mr. John Evans, Room 115A-PSC.

Drama Club
The purpose of the Drama Club is to promote an understanding of cultural arts to the college and community through productions for the student body, workshops for youths and community, and small productions for charitable organizations. Proposed activities include an amateur comedy hour, plays for the student body, and theatrical lectures from professional entertainers. For additional information contact Dr. Dennis Elkins, HUM-148.

Fellowship of Christian Athletes (FCA)
The purpose of FCA is to provide gatherings for students in a Christian-based atmosphere. The objective of this club is to spread God’s word through devotion, witness, testimony, and fun. Although the word, "athlete" is part of the title, you do not have to be an athlete to be a member of this student organization. Faculty advisor is Victor Suich, Room 248B-TECH.

Gourmet Society
The purpose of the Gourmet Society is to allow students to strengthen their culinary knowledge through hands-on culinary techniques and experiences while doing fund-raising and educational seminars on and off-campus. Faculty advisor is Richard Erskine, Walters State Culinary Arts Center, Sevierville.

Green Society
The purpose of the Green Society is to promote the discipline of Ornamental Horticulture and Turfgrass at Walters State, to promote professional occupations, to develop confident and aggressive leadership and to encourage improvement in scholarship. Faculty advisors are Nicole Cardwell, Room 132-TECH, and Reg Jellicourse, Room 128-TECH.

Hospitality Management Student Association
The purpose of the Hospitality Management Student Association is to promote the awareness of the hospitality industry and the opportunities the industry has to offer through student activities.

Karate Kai Club
The purpose of the Karate Kai Club is to promote an education of the martial arts to acceptable students. By doing this, the organization will stimulate student and community interest and build character vital to our community. Faculty advisor is Mike Johns, 108-CCEN.

Leadership Club
The purpose of the Leadership Club is to promote and establish the betterment of child care and child development. Also, to promote and establish outstanding leadership qualities in the field of child development. For further information contact Dr. Lydia Walter, Room 118D-TECH.

National Student Nurse Association
WSCC’s nursing program became an official constituent member in 1999. The mission of the Student Nurse Association is to promote the development of skills that students will need as responsible and accountable members of the nursing profession, and to advocate for high quality health care. Faculty members serve as advisors (106-TECH) and serve as organizers, representatives and mentors for the students.

Outdoor Club
The main purpose of the Outdoor Club is to encourage persons belonging to the WSSC community to share in the enjoyment of outdoor activities. No membership fees are required. Fortunately, the student activities fee has allowed the club to purchase equipment. Membership only involves participation and students may attend any activity scheduled during the year without previously being considered a member. Faculty advisor is Gary Acquaviva, Room 148A-HUM.

P.A.R.A. (Professional Ambulance and Rescue Association)
The purpose of P.A.R.A. is to promote and enhance emergency medical service awareness and education throughout the community as a whole. Faculty advisors are Tim Strange, Jr. and Lee Turner, Jr., Public Safety Center.

Phi Theta Kappa
The Alpha Beta Iota Chapter of Phi Theta Kappa International Honor Society received its charter May 8, 1975. Phi Theta Kappa is the only honor society recognized by the American Association of Community and Junior Colleges. Membership is by invitation and is based upon academic excellence. Persons having completed a minimum of 12 hours college-level credit at Walters State, having a 3.5 average for one semester and maintaining a 3.2 average or above will be invited to join. The purpose of Phi Theta Kappa is to promote scholarship, leadership, fellowship, and service between the college and community. Faculty advisors are Loretta Lyle, Room 212H-CCEN, Melissa Duff, Room 212J-CCEN, and Kathy Smith, 109F-HUM.

Physical Therapist Assistant Club
The purpose of the PTA Club is to provide interested students with an organization to further develop PTA students’ career opportunities and to enhance their knowledge of current developments in the field of physical therapy. Proposed activities include conducting meetings to discuss problems members may be having, as well as providing a forum for former PTA students to speak on experiences in the profession. Members may attend state and national seminars to further their professional development. For additional information contact Ms. K.C. Savage Cornett, 106C-TECH.

Respiratory Care Organization
The purpose of the Respiratory Care Organization is to foster interest in the Respiratory Care profession. For additional information, contact Mr. Bob McGee, club advisor, at the WSSC Greeneville/Greene County Center.

Science Club
The purpose of the Science Club is to provide an atmosphere of scientific learning, interaction and problem-solving though the use of structured brainstorming, guest speakers, field trips, and individual and group projects. For further information contact Dr. Lawrence Kennard, Room 124-NSCI.

Students in Free Enterprise (SIFE)
The purpose of the SIFE Club is to promote the U.S. free market economy and the free enterprise system through student-established and student-directed economic education programs. Faculty advisor is Dr. Orville E. Bach, Jr., Room 228-TECH.
Society of Physical Education (SOPEM)

The purpose of SOPEM is to interest students in physical education as a life long career, to develop an understanding of the problems and concerns of teaching professions, to improve sports skill level of physical education majors, to introduce majors to a variety of careers in physical education, health education and recreation, and to improve social skills among students. Faculty advisor is Dr. Judy Morgan, Room 154-CCEN.

Student Tennessee Education Association (STEA)

The purpose of the Student Tennessee Education Association is to promote leadership training for future teachers, to provide special services for all field experience, to serve as an active voice for student teachers, and to meet other student education classes in Tennessee as part of the Student National Education Association. Faculty advisor is Dr. Judy Morgan, Room 154-CCEN.

ACTIVITIES

Student Activities/Access Fee

The president of Walters State Community College, after a recommendation by the Student Government Association and approval by the student body, approved the collection of a $5 activity/access fee from each student enrolled in a credit course on campus during each semester of the academic year. This action was taken pursuant to authority granted the college and the Student Government Association by Chapter 606 of the Tennessee Public Acts of 1978. The collection of this fee will be beneficial to Walters State’s students by (1) providing additional scholarships to WSCC students, (2) increasing the amount of major student activity programming, (3) assisting all student organizations by providing funding for operational budgets and operational needs, and (4) supplementing the Student Government Association budget so as to increase the organization’s ability to deliver improved services to students.

Activities Calendar

An Activities Calendar will be posted on the official bulletin boards each semester. Students may pick up a personal copy of this calendar from the office of the vice president for Student Affairs and/or the office of Student Activities. A list of activities is also printed in the college weekly Bulletin and the college newspaper to keep students informed of all events at WSCC.

Any student desiring to place information in the Activities Calendar should contact the Statesman office, Room 221-CCEN one month prior to the expected date of scheduled event. Information for the weekly Bulletin should be submitted to the Public Information Department, Room 303A-CCEN, by 4:30 p.m. on Wednesdays prior to the week of advertisement. Information and date of activities should be submitted to the college newspaper editors, Room 221-CCEN well in advance of the scheduled event.

Intramural Athletics

In recognition that physical fitness should be a life-long objective and that competition is inherent to the American way of life it is natural to combine the two in athletics. It is believed that there is much to be learned as well as enjoyed through participation in a wide variety of games and sports. Since it is possible for only a small percentage of the students enrollment to participate in intercollegiate athletics, students are encouraged to participate in the comprehensive WSCC Intramurals Program.

The objectives of the WSCC Intramural Program are to:

1. Provide a wide program of athletic competition for students and faculty in both individual and team sports.
2. Provide the opportunity for each team or individual to participate in as many games or matches as possible.
3. Involve as many students as possible in as many different sports as possible.
5. Insure proper supervision and quality officiating to maintain fair and safe play.

Intramural activities will include chess, foosball, flag football, basketball, co-ed basketball, ping-pong, tennis, softball, and co-ed softball. Tournaments will be conducted in many of these activities. Tournament registration dates will be published in the student activities calendar and the weekly Bulletin. Students are encouraged to participate in the intramural program and also to offer suggestion which may lead to its improvement. Schedules for intramural competition will be posted on bulletin boards and listed in the weekly Bulletin and college newspaper. For more information or details on any intramural activity, please contact the office of the vice president for Student Affairs, Room 120-CCEN.

Entertainment

Many outstanding entertainment programs are brought to the Walters State campus each year for your pleasure and personal development. Outstanding artists and lecturers from Los Angeles, Chicago, New York, and Atlanta appear on our campus throughout the year to present very fine musical, dramatic, comedy, and lecture-type programs. In addition, many fine musical, dance, and drama groups from local colleges and universities appear to contribute their talents throughout the year.

The college provides an open period each Wednesday from 1 to 2:30 so that you may attend programs which may be on campus at that time. We suggest that you plan your study, lab, and library work periods so that nothing will prevent you from enjoying these fine performances which are brought here only for you.

Watch for these outstanding events and join us in attending as many as you possibly can. They will be advertised through various media, i.e., the student activities calendar, weekly Bulletin, flyers, and posters.

Social Activities

Many social activities are planned around the nucleus of student clubs and organizations. In addition, several college sponsored activities are planned throughout the year. These are publicized and announced well in advance so that you may make plans to attend. These activities are provided for you, and we hope that you will find time to attend as many of these as you possibly can.

Honors

Each year the Student Affairs Division, in cooperation and coordination with the staff and faculty, sponsors a Student Honors Day for the purpose of recognizing those students who have been leaders and outstanding participants in academic and student development activities at Walters State during the year. Honors currently awarded include the following:

President's Award for Most Outstanding Student - The President’s Award is presented to the student who is considered to be the outstanding Walters State student for the academic year. The recipient is recommended by a committee of faculty members and administrators appointed by the President. Criteria considered by the committee in making the recommendation are scholarship, character, and participation and leadership in academic and student development activities. The final selection is made by the President.
Who’s Who Among Students in American Junior Colleges - The staff and faculty select 15 students each year from the sophomore class whose academic standing, participation in co-curricular activities, and community service are decidedly above average. Each faculty member and administrator in the college has an opportunity to nominate students to receive this award. Specifically, the award is based upon scholarship, participation, and leadership in academic and co-curricular activities, citizenship and service to the college, and promise of future usefulness.

Academic Awards - Awards are given in a variety of academic areas. The award areas are determined each year by the Academic Affairs Committee.

Athletic - Awards are given in men’s basketball, women’s basketball, and baseball.

Student Organizations - All club presidents who have had a successful year will be recognized and receive an award for their specific organization. Special recognition is given to each member of the student newspaper, the Statesman, the Student Government Association, and the Senator’s Pages.

POLICY ON STUDENT ORGANIZATIONS

Scope
The following policy of the Board of Regents, applicable to all institutions in the State University and Community College System of Tennessee, provides minimum standards for the registration and conduct of student organizations at the institutions. Each institution is authorized to establish additional policies and procedures affecting student organizations which are consistent with the provisions of this policy.

Types of Student Organizations
Student organizations may be either organizations sponsored by the institution, such as student government associations, associated student body organizations, and professional and honor societies, or organizations officially registered by the institution. Organizations which may be registered to operate on campuses include the following: (a) honors and leadership organizations and recognition societies; (b) departmental organizations and professional fraternities and sororities; (c) social fraternities and sororities; and (d) special interest groups (political, religious, athletic, etc.). Registration of a student organization by an institution shall neither constitute nor be construed as approval or endorsement by the institution of the purposes or objectives of the organization.

General Policies on Student Organizations
1. No student organization may carry on any activity on the campus of an institution unless the organization has been officially registered by the institution.
2. No institution shall be responsible for injuries or damages to persons or property resulting from the activities of student organizations, or for any debts or liabilities incurred by such organizations.
3. No student organization shall deny membership to any person on the basis of age, race, sex, religion, disability or national origin, provided that social fraternities and sororities may have sex restricted membership.
4. No student organization shall engage in or condone any form of hazing including but not limited to harassment of any person by exacting unnecessary, disagreeable or difficult work, by banter, ridicule or criticism, or by abusive or humiliating acts.
5. Student organizations shall be vicariously responsible and liable for the conduct and actions of each member of the organization while acting in the capacity of a member or while attending or participating in any activity of the organization.
6. No lease or other agreements affecting real property for a period in excess of one year or for rental in excess of $12,000 per year shall be entered into between an institution and an organization without the approval of the Chancellor of the Board of Regents or designee.
7. No person, group or organization may use the name of the institution in any manner, provided that registered student organizations may use the name of the institution following the name of the organization. No person, group or organization may use the seal or any symbol of the institution without the prior written approval of the president of the institution or designee.

Criteria for Registration of Organization
1. Any proposed student organization shall be open to all students of the institution who otherwise meet membership requirements. Membership in the organization shall be limited to currently enrolled students; provided that organizations may include faculty and staff of the institution, and/or spouses of students, faculty and staff, and provided further that professional organizations may include members of the professional and business communities as members.
2. A proposed organization must represent the interests of the members, and the control of the organization must be within the local campus group. The organization must not have a knowing affiliation with an organization possessing illegal aims and goals, with a specific purpose to further those illegal aims and goals.
3. The proposed organization must agree to comply with all policies, regulations and procedures established by the Board and the institution, and with all federal and state laws and regulations.
4. The proposed organization must not (a) have illegal aims and goals; (b) propose activities which would violate regulations of the Board or the institution or federal or state laws and regulations, or materially and substantially disrupt the work and discipline of the institution; or (c) advocate incitement of imminent lawless action which is likely to produce such action.
5. The proposed organization but have the minimum number of charter members designated by the institution, and there must be a demonstration of continuous interest in the purposes of the organization sufficient to afford registration on a long-term registration, an institution may grant temporary registration to an organization for a limited period of time.

6. New organizations may be denied registration where the purposes are within the scope of a currently registered organization. No organization may use the same name, or a name which is misleading and similar to the name, or a currently registered organization.

7. The organization must provide for the distribution of all funds and assets in the event of dissolution.

Procedure for Registration of Organizations

1. In order to become officially registered as a student organization, a group must meet the criteria set forth in section 4, and must provide to the institution a minimum of the following:
   a. An application or request to form the organization on the form designated by the institution.
   b. The proposed constitution and bylaws of the organization, which must clearly contain the following: the name, purpose, proposed activities, and rules of membership of the organization, the officers, their terms and methods of selection, the proposed nature and frequency of meetings and activities, and the financial plans of the organization, including any proposed fees, dues and assessments.
   c. The names and signatures of the charter members of the organization.
   d. The names of the faculty adviser and / or the administrative officers of the institution who will sponsor the organization.
   e. A statement of assurance of compliance by the organization that it will comply with all rules and regulations, policies and procedures of the Board and the institution and with all federal and state laws and regulations.

2. The designated number of copies of the foregoing documents and information must be submitted to the office of the designated body or bodies of the institution authorized to review and make recommendations concerning proposed organizations. Recommendations regarding registration of a proposed organization must be forwarded by the designated body or bodies of the institution to the president of the institution or authorized designee; and registration by the president or designee is necessary before the organization can be officially registered.

3. Any official or body responsible for reviewing or registering proposed organizations may require the sponsors to clarify any materials or information provided in the registration process to resubmit the applications or request with nonconforming materials or provisions deleted, or to appear at a hearing for the purpose of obtaining additional information and testimony concerning the purposes, aims or proposed activities of the organization.

Nature and Conditions of Registration

1. Registration of a student organization for other than a temporary period will be on an annual basis only, effective until the beginning of the next fall term of the institution, and shall be subject to annual renewal by the institution for each ensuing year.

2. Annual renewal of registration of an organization shall be dependent upon the organization’s demonstration of compliance with the following:
   a. It must adhere to the purposes, aims and activities as stated in the approved constitution and bylaws;
   b. It must continue to meet all of the requirements for initial registration;
   c. It must have remained in compliance with all rules and regulations of the institution and all federal and state laws.
   d. It must submit all changes in the constitution and bylaws to the institution for approval.
   e. It must maintain a current list of officers, faculty advisors and sponsors on file with the institution; and
   f. It must have submitted all required financial and other reports to the institution.

Reports

1. Each institution may require any or all organizations to submit an annual report concerning its programs and activities during the preceding year. If required, this report shall be reviewed by the designated bodies or officials of the institution, and shall be a requirement for renewal of registration.

2. Each institution may require any or all organizations to submit an annual financial report reflecting all revenues received and disbursed by the organization, and / or an interim financial report or such a report concerning any fund-raising activity of the organization. If required, this report shall be a requirement for renewal of registration.

Probation, Suspension, and Withdrawal of Registration

1. An organization may be placed on probation, be suspended or registration may be withdrawn by the designated authority of the institution for any of the following reasons:
   a. The organization fails to maintain compliance with the initial requirements for registration;
   b. The organization ceases to operate as an active organization;
   c. The organization requests withdrawal of registration;
   d. The organization operates or engages in any activity in violation of rules and regulations of the institution or federal or state laws; or
   e. The organization fails to submit any required reports.

2. An organization which is placed on probation may continue to hold meetings but may not sponsor any activity or program. An organization which is placed under suspension may not engage in any activity or program and may not hold meetings. Where registration of an organization is withdrawn, it shall cease to exist as an organization.

3. In the event an organization is placed on probation or suspended, or registration is withdrawn on the basis of section 1-d, the organization shall be afforded the opportunity for a hearing before the appropriate institutional representative or committee.

Officers of Student Organizations

No student who is under academic or social suspension from the institution shall be eligible to become, or maintain the status of, an officer of an organization.
Fiscal Procedures

1. Each organization shall maintain a sound financial system related to the collection and disbursement of revenues in accordance with general accepted accounting principles. An organization may be subject to audit by representatives of the institution at any time, and appropriate financial records shall be maintained for the purposes of audit.

2. Each organization shall designate an officer of the organization who is responsible for the collection and disbursement of funds and the maintenance of books and records.

Programs and Activities

1. The use of any campus property or buildings by an organization shall be subject to the rules and regulations of the Board and the institutions concerning use of property and facilities. All organizations registered pursuant to this policy shall be “affiliated organizations” for the purposes of any Board or institution policies concerning use of campus property and facilities.

2. Except for routine meetings of the organization, no off-campus program or activity shall be engaged in unless approved by the designated bodies and/or officials of the institution, and each institution may require prior approval of off-campus programs and activities. Prior to approval, the institution may require a specified number of officials or security officers for any event, activity or program.

3. Any fund-raising activity on campus shall be for the benefit of the organization as a whole or a charity, and no funds shall be distributed to the officers or members of an organization for personal profit or gain.

4. No guest speakers shall be invited to the campus except pursuant to policies of the Board and the institution concerning guest or off-campus speakers.

POLICY ON USE OF CAMPUS PROPERTY AND FACILITIES

Purpose

The purpose of this policy is to provide a uniform basis upon which the institutions and area vocational-technical schools governed by the Tennessee Board of Regents can regulate the use of campus property and facilities by affiliated and non-affiliated groups, organizations and individuals. The policy is intended to provide a system of regulations calculated to promote the orderly conduct of activities on campus property and in campus facilities; to prevent the interruption of or interference with normal missions, processes and functions of the institutions and schools; to promote an educational rather than commercial atmosphere on campus; to prevent commercial exploitation of students; to preserve residential tranquility and to prevent use of campus property and facilities contrary to federal, state or local law or regulation, or policies or regulations of the Board of Regents or the institutions and schools.

Definitions

1. For the purposes of these regulations, the following definitions shall apply:
   a. “Student” - a person who is registered for a credit course or courses, or a non-credit course or program at the institution or school, including any such person during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period.
   b. “Guest” - a person invited by a student, official or employee of the institution or school to visit the campus at a specific time and place.
   c. “Affiliated Group or Organization” - an officially registered student group or organization, or a group or organization funded by and/or sponsored by the institution or school or a group or organization of faculty or other employees of the institution or school approved by the president or area school director. The term shall include any alumni association, booster club, etc., which is organized and operated for the benefit of the institution or school.
   d. “Non-affiliated Group or Organization” - any group organization which is not an “affiliated group or organization”.
   e. “Affiliated Individuals” - persons connected with the institution or school including the institution’s or school’s students, faculty, staff and guests.
   f. “Non-affiliated individual” - Any person who is not an “affiliated individual.”

Access to Campuses

1. The campuses and facilities of the institutions and schools are restricted to students, faculty, staff and guests of the institutions or schools, except when part or all of a campus, its buildings or facilities are open to the general public for a designated time and purpose, or when use by non-affiliated groups, organizations or individuals has been granted or approved pursuant to the provisions of this policy or the policy of the individual institution or school.

2. All persons on the campus of any institution or school shall be subject to all rules and regulations of the institution or school, and the Board which are applicable to the conduct of students on campus, and to all applicable federal and state laws and regulations. In addition, all persons who operate motor vehicles on the campus of any institution or school agree by such operation to be subject to institution or school, and Board rules, regulations, policies and procedures of traffic and parking.

3. All persons on the campus of any institution or school shall provide adequate identification upon request to appropriate officials and security personnel of the institution or school.
General Conditions for Use of Property and Facilities

1. Use of campus property and facilities, pursuant to prior approval as hereinafter required for meeting or other activities, is subject to limitations on the number of persons who may attend in accordance with appropriate building and fire codes and safety standards.

2. Regulations of the individual institutions and schools which relate to the conduct of assemblies, meetings and demonstrations of affiliated groups, organizations and individuals shall apply to assemblies, meetings and demonstrations of non-affiliated groups, organizations and individuals.

3. Sound amplification equipment may be used by groups, organizations and individuals at assemblies, meetings and demonstrations only when prior approval has been granted by the appropriate official of the institution or school; provided, however, that such sound amplification is subject to reasonable regulation by the institution or school with respect to time, place, manner and volume.

4. Institution or school equipment may be used in connection with the use of campus property and facilities only with the approval of, or under the supervision of approved institution or school personnel.

5. Each institution and school shall establish a system whereby affiliated groups, organizations and individuals are given priority in the use of property and facilities. This system may result in a request for use submitted by a non-affiliated group, organization or individual being held in excess of the seven-day period referred to in Section “General Procedure-Application for Use of Property or Facilities,” Paragraph 3. Such requests will be help and considered in the order received. The decision to grant or deny the requests will be made at least 10 working days prior to the date of the requested use.

6. Campus property and facilities may not be used by any non-affiliated group, organization or individual for the conduct of profit-making activities except when a rental or lease agreement is negotiated and the institution or school receives a fair rental value for the property or facilities used. Rental or lease agreements may be required for non-profit activities of non-affiliated groups, organizations or individuals provided that rental charges for such use may be reduced or waived in the discretion of the institution or school depending upon the nature and extent of the proposed use.

7. Rental rates may include the fair market of providing the property or facilities which may include overhead, depreciation, maintenance and security expenses. Rental charges may be based in part upon a fixed percentage of the gross receipts of the activity with a minimum of rental charge for use of the facilities.

8. All rental or lease agreements between the institution or schools and non-affiliated groups, organizations, or individuals must be approved by the Chancellor or the Board of Regents, or designee is such agreement deviates from Guideline G-030.

9. In utilizing campus property or facilities, non-affiliated groups, organizations and individuals shall provide: 1) adequate bond or other security for damage to the property or facilities during the period of the use; 2) personal injury and property damage insurance coverage; 3) a performance bond or insurance guaranteeing or insuring performance of its obligations under the contract; and, 4) other types of insurance in such amounts as are designated by the institution or school; provided, that the institution or school may waive the requirements of security, performance bond or insurance coverage.

10. All non-affiliated groups, organizations and individuals agree, by making applications for registration of an activity and by subsequent use after approval by the institution or school, to indemnify the institution or school and hold it harmless from any and all liabilities arising out of such group’s, organization’s or individual’s use of the property and/or facilities of the institution or school, including, but not limited to, personal injury, property damage, courts costs and attorney fees.

11. Affiliated groups, organizations and individuals may be assessed the cost of providing maintenance and/or security required as a result of their use of campus property or facilities.

General Procedure - Application for Use of Property of Facilities

1. Regular or special meetings of affiliated groups or organizations may be planned and scheduled according to procedures established by this policy, or according to procedures established by the individual institution or school. All other gatherings at a central location on campus property which are sponsored or instigated by affiliated groups, organizations or individuals may be permitted without prior registration only at such times and locations as may be designated by the president of the institution or the director of the area school, or designee.

2. Any affiliated group, organization or individual desiring to use campus property or facilities at any time, and/or locations other than those designated pursuant to paragraph 1 above, and all non-affiliated groups, organizations, or individuals desiring use of campus property or facilities must submit a written application for registration of the proposed activity at least 14 days in advance (excluding weekends and holidays) to the appropriate official of the institution or school; provided, however, that the president of the institution or director of the area school or designee, may approve applications for registration filed at a later time upon such official’s determination that the use of property requested can be reasonably accommodated and that adequate cause exists for late
filing of the application for registration. Approval of late applications shall be within the sole discretion of the president of the institution or the director of the area school, or designee. The decision of such official is final. Applications shall be submitted on a form designated by the Chancellor of the Board of Regents, or designee.

3. With the exception of the provision found at Section "General Conditions for Use of Property or Facilities," Paragraph 5, written notice of approval or disapproval of the proposed use of campus property or facilities shall be made available to the applicant group, organization or individual within seven days (excluding weekends and holidays) from the time an application for registration is submitted to the appropriate official at the institution or school, at the office of the designated official at the institution or school. Notice of disapproval of the proposed use shall include the grounds for disapproval. Notices will not be mailed or delivered; it shall be the responsibility of the applicant to inquire at the office of the designated official as to the decision concerning the application, and the time and location in which the activity is authorized.

4. No assembly, meeting, demonstration or other activity shall be authorized or permitted on any property or in any building or facility, and an application for registration may be denied when:
   a. A determination by the appropriate official or body of the institution or school is made that the requested use would cause substantial disruption or interference with the normal activities of the institution or school conducted in the course of its lawful mission, processes and functions.
   b. A determination is made that the requested use would be contrary to federal, state or local law or regulation, or policies or regulations of the Board of Regents, the institution or school.
   c. The applicant or sponsor of the activity has not fully provided accurate or complete information required on the application for registration.
   d. The applicant or sponsor of the activity has been responsible for violation of subparagraphs a, b, or c above during a previously registered use of campus property or facilities, or has violated any conditions or assurances specified in a previous registration application and the institution or school has reasonable cause to believe such violation will reoccur.
   e. Approval for use of the property or facilities has previously been given to another group, organization or individual for the time(s) and location(s) requested.
   f. Use of the property or facilities requested would be impossible due to set-up time and/or take-down time required for other previously scheduled activities at the requested location immediately before and/or after the requested use, or due to other extenuating circumstances.
   g. The activity is of such nature or duration that it cannot reasonably be accommodated in the particular area for which application is made, provided that in such event, an alternative on-campus site, if available for the activity, shall be proposed by the institution or school.
   h. The activity creates or would create a danger, or dangerous condition impacting on the health, safety, and welfare of others.
   i. Such use conflicts or would conflict with existing contractual obligations of the institution or school.

5. Any group, organization or individual whose timely application for registration for use of property of facilities of the institution or school is denied for reasons cited in subparagraphs a, b, d, g, h, or i of paragraph 4 above shall have the right to appeal that denial to the president or area school director, or designee. Notice of appeal shall be made in writing during normal business hours of the institution or school no later than five days (excluding weekends or holidays) prior to the time of the proposed event. The decision of the president or the area school director, or designee, shall be made at least four days before the time of the event.

6. Affiliated and non-affiliated groups, organizations, or individuals may sell or distribute literature only in conjunction with their authorized presence on campus after such proposed sale or distribution has been registered with and approved by the appropriate official of the institution or school as specified in paragraph 2 above. Any application for registration shall include, but not be limited to the name of the applicant; the name of the organization, if any; the date, time, duration and location of the proposed sale or distribution; and, the number of participants, and shall be on a form which has been designated by the Chancellor of the Board of Regents, or designee.

7. Applications for registration by affiliated and non-affiliated groups, organizations or individuals required in paragraph 6 above to distribute or sell literature shall be denied in the event that: 1) a prior application for registration for the same time and location has been made which has been or will be granted; 2) the location is or will be in use for the same time by an affiliated group, organization or individual; 3) the activities would not reasonably permit multiple occupancy of the particular area; 4) the sale or distribution will present a clear and present danger to the public health or safety; 5) the number of persons engaged in the sale or distribution exceeds the number that can reasonably be accommodated in the particular location applied for; or, 6) the activity would constitute a violation of applicable law or regulation, or any other provision of this policy.

8. No demonstration, distribution or sale of literature, or solicitation unless otherwise permitted elsewhere by this policy shall be permitted within: 1) classroom, library or other academic building or facilities; 2) administrative and employee offices and work areas; or, 3) student residence halls, dormitories or apartment buildings. However, an institution or school may permit distribution of sale of literature in designated locations within the lobbies or other general use areas of the above buildings or other campus facilities designated for the placement of literature for distribution or sale.

9. Any group, organization or individual whose application for registration required by paragraph 6 above is denied shall have the right to appeal that denial to the president or area school director, or designee. Notice of appeal shall be made in writing during normal business hours of the institution or school no later than five days (excluding weekends and holidays) prior to the time of the proposed sale or distribution. The decision of the president or area school director, or designee, shall be made at least four days before the time of the proposed sale or distribution.

**Particular Uses**

1. Political Use
   a. The use of campus property or facilities for speaking engagements by candidates for political office or for other political activities whether at the request of an affiliated or non-affiliated group, organization or indi-
2. Religious Use
   a. Campus property and facilities may be utilized by affiliated groups or organizations for the purpose of religious worship or evangelical activities subject to the specified registration requirements and procedures.
   b. Non-affiliated groups, organizations and individuals may utilize campus property and facilities on a temporary basis for the purpose of religious worship or evangelical activities subject to the specified registration requirements and procedures.

3. Literature Distribution or Sale
   a. Any proposed distribution or sale of literature by an affiliated or non-affiliated group, organization or individual is subject to the specified registration requirements and procedures.
   b. Any literature which is, or which is proposed to be, distributed or sold shall comply with all applicable federal, state and local laws and regulations, and with the regulations and policies of the institution or school, and the Board of Regents. No obscene literature or material shall be distributed on any property owned or used by an institution or school.
   c. No literature, material or other printed matter shall be sold or distributed within: 1) classroom, library or other academic building or facilities; 2) administrative and employee offices and work areas; or, 3) student residence halls, dormitories or apartment buildings. However, an institution or school may permit such sale or distribution in designated locations within the lobbies or other general use areas of the above-noted buildings or other campus facilities designated for placement of literature for distribution or sale. Further, this shall not restrict a faculty member from distributing within the classroom non-commercial material related to the particular course or subject matter.
   d. Each institution and school shall designate the locations on campus which are available for the sale or distribution of literature. In addition to those areas designated in subparagraph c above, the institution or school shall prohibit the sale or distribution of literature in all areas where such would: 1) cause injury or damage to campus resources; 2) unreasonably impair the academic atmosphere of the campus; 3) unreasonably interfere with the academic program and other activities of the institution or school, or with the administrative functions of the institution or school; or, 4) substantially impair the use of facilities or services on the campus, or the flow of vehicular or pedestrian traffic.
   e. No person, whether distributor or recipient of literature, shall cause any litter to occur on the campus of an institution or school, and literature shall only be discarded in trash receptacles on campus.
   f. Persons engaged in the sale or distribution of printed matter shall not obstruct or impede pedestrians or vehicles, harass other persons with physical contact or persistent demands, misrepresent the purposes of affiliations of those engaged in the sale or distribution, or misrepresent whether the printed matter is available without cost or donations.
   g. The institution or school shall have the right to terminate the distribution or sale of literature by any group, organization or individual which violates the provisions of this policy.

4. Solicitations
   a. Except as is otherwise permitted by this provision, solicitation for purely commercial purposes is prohibited on all property owned or used by an institution or school, provided that solicitations by the institution or school and solicitations by vendors incidental to the vendor providing services on behalf of the institution or school pursuant to a contract between the institution or school and the vendor are permissible. “Solicitation” will not be considered to include activities or events engaged in by affiliated groups, organizations or individuals for the purpose of raising funds to meet expenses of the group, organization or individual. The funds raised by such activities or events shall be used for the benefit of the group, organization or individual, or for charity and no funds shall be distributed to the officers, members, or any individual for personal profit or use. For purposes of this provision the following activities are not prohibited:
     (1) Advertising, as permitted by this policy:
     (2) Sale or distribution of commercial literature as permitted by this policy;
(3) Conversations or communications between a dorm resident and a properly admitted guest notwithstanding the commercial content of the conversation or communication; provided, however, other dorm residents may not be solicited for the purposes of selling a product or service or enrolling the individual in a contest, program or other commercial venture; or
(4) Conversations or communications between a resident of University owned apartments and a properly admitted guest notwithstanding the commercial content of the conversation or communication, provided the conversations or communications are confined to the specific unit of the resident inviting the guest or other area properly reserved by the resident for such purpose.
b. Solicitation and fund-raising activities other than for purely commercial purposes may be conducted on property owned and used by the institution or school by affiliated groups, organizations or individuals, charitable organizations holding such activities with the sponsorship of the institution or school or the State of Tennessee, or non-affiliated groups, organizations or individuals subject to the specified registration requirements and procedures of Section “General Procedure-Application for Use of Property or Facilities,” paragraphs 2 through 5.
c. No solicitation of charitable funds shall be permitted unless the group, organization or individual provides evidence to the institution or school demonstrating that the proposed activity is in accordance with, or exempt from, the provisions of T.C.A. Sections 48-3-501 through 48-3-518.
d. Solicitation in conjunction with the distribution of literature is subject to the provisions of Section “Particular Uses” paragraph 3.
e. Solicitation of dues and/or membership in an organization is permissible only by affiliated groups, organizations or individuals.
f. Solicitations shall only be permitted in those areas designated by the institution or school pursuant to the conditions of Section “Particular Uses,” paragraph 5, subparagraphs c and d, application for registration of a solicitation may be denied for any of the reasons set forth in Section “General Procedure-Application for Use of Property and Facilities,” paragraphs 4 and 7; and persons engaged in solicitation shall comply with the provisions of Section “Particular Uses,” paragraph 3, subparagraph f.
g. No funds solicited on campus property shall inure to the benefit of any individual unless contributions are requested for the relief of an individual specified by name at the time of solicitations, and all funds contributed are turned over to the named beneficiary for use without any deductions whatsoever.
h. An institution or school may require any group, organization or individual to verify the use, application or disposition of funds solicited on campus property.
5. Advertising
a. No advertising signs, posters, or other material may be placed on any campus property or facility by any non-affiliated group, organization or individual; except that institutions and schools may permit advertising on specifically designated bulletin boards and other designated locations on campus. Affiliated groups, organizations and individuals may place advertising materials on campus property but only in such places as are designated by the institution or school.
b. Institutions and schools may authorize the inclusion of advertisements in appropriate campus publications for a reasonable fee.
c. Institutions and schools may permit limited advertising by groups, organizations or individuals when incidental to a donation of property or services to the institution or school pursuant to a contract with the institution or school.

Miscellaneous
1. Bulletin Boards
a. Bulletin Boards may be utilized by specific groups, organizations or individuals. Those groups, organizations or individuals authorized to use a bulletin board, the type of materials that may be posted on a board, the maximum size and duration of any notice, and other special conditions on use shall be conspicuously posted on each board, and shall control use of the board when posted.
b. Each institution and school may require prior approval for the use of any bulletin boards on campus, and if required, the name of the official authorized to approve use of the board shall be posted on the board. Use of a board may be denied on the basis of one or more of the following: 1) the person or group is not authorized to use the board in question; 2) The material is not the type authorized for the board in question, or fails to meet any special conditions as posted on the board; 3) the material is obscene or otherwise violates any federal or state law or regulation of the institution or school; or 4) there is insufficient space available for the material on the board in question due to the previous posting of other materials.
2. The office of the official at each institution and school who is responsible for receiving and processing applications and registrations pursuant to this policy shall maintain a copy of the policy for inspection by groups, organizations, and individuals interested in the use of campus property and/or facilities and shall provide a copy of such policy upon request and payment of a reasonable charge.
3. Exceptions to this policy can be made upon approval of the Chancellor of the Tennessee Board of Regents.

Code of Computing Practice
Computer resources at Walters State Community College are available to all students, faculty, and staff for authorized use in a responsible, ethical, and equitable manner. It is important that all users of the computing facilities conduct their computing activities in a manner since they have access to many valuable and sensitive resources and their computing practices can adversely affect the work of other users.

The following constitutes a code of computing practices to be adhered to by all users of the computer system.
1. Users must obtain official approval from the department responsible for use of the computing resources. Approval will not be granted to use computing facilities that do not conform to the missions, processes, and functions of the Institution.
2. Users of computing resources are expected to conduct themselves in a manner that does not constitute a danger to any person’s health, safety, or interfere with authorized individual and institutional activities.
3. Users must not misuse, damage or misappropriate in any manner computing equipment, software, property, and other facilities and resources.
4. Users must utilize only those computers which have been authorized for their use and for the purposes for which the authorization was granted.
5. Users of the Alpha systems are responsible for the use of their computer accounts and, as such they should take precautions against others obtaining access to their computer accounts. This includes managing and controlling the use of individual passwords, operational activities, and resource utilization.
6. Users must follow the established procedures for accessing the computing system. All computing work must be readily identified with the user’s own name and where applicable the relevant department name.
7. Users may not access, modify, or copy programs, files, data of any sort belonging to other users or to Walters State Community College without obtaining prior authorization to do so from the other user and/or department involved. Similarly programs, subroutines, data, equipment, and other computing related resources may not be taken to other computer installations without the proper department and/or Walters State Computer Services Department authorization and a clearly defined understanding of the responsibilities associated with such action (e.g. security of access to the data at the other computer installation).
8. Users may not use programs, data, equipment, and other computing related resources or other computer sites at Walters State for other than officially scheduled and sanctioned academic and administrative purposes unless prior approval has been obtained from the department responsible for the computer and the Walters State Computer Services Director.
9. Users should minimize the impact of their work on the work of other Users. Attempts should not be made to encroach on others’ use of the facilities or deprive them or resources. Game-Playing that is not part of an authorized program of study must not interfere with users’ rights to access a system for educational purposes.
10. Users must not attempt to modify system facilities and/or subvert the restrictions associated with their assigned use of computers.

The above code is intended to work to the benefit of all Computer Services users by encouraging responsible conduct and use of computing resources. Disciplinary action for violating this code shall be governed by the applicable provisions of student handbooks, faculty and staff handbooks, and other policies and procedures of Walters State Community College, its governing body, the Tennessee Board of Regents and the applicable state and federal laws. The General Regulations on Student Conduct and Disciplinary Sanctions outline some, but are not limited to, actions that may be taken either singularly or in combination by the Institution against violators of this code.

LIBRARY

The Library - a place which provides you with those materials that aid you with learning - is also a place to study or to pursue leisure and/or self-enrichment. You are encouraged to use the wide variety of available resources. The staff is here to provide assistance; feel free to ask.

Location
The Library is located at the north end of the campus.

Hours
When classes are in session: 8 a.m.-8:30 p.m., Monday through Thursday; 8 a.m.-4:30 p.m., Friday; 9 a.m.-1 p.m. Saturday; 1:30-5:30 p.m. Sunday each semester except summer.
When classes are not in session: 8 a.m.-4:30 p.m., Monday through Friday.
The Library is closed when the administrative offices are closed.

Checking Out Materials
You MUST present your validated student ID in order to check out ANY materials. A bar code is placed on your ID. This is designated as your library card. We scan all materials by bar code.

Loan Period of Materials
Books from the general collection may be checked out for a period of four weeks. Reference books and periodicals are available for use in the Library.

The Library will have books, articles, tapes, and other materials placed on reserve by the faculty for student use. These materials are limited in number and have a short loan period in order that more students may have access to them.

All materials become due on the last day of exams regardless of the checkout date.

Materials can be recalled before the date due if they are to be placed on reserve for a class.

The type of loan periods are:
1. Library Use Only - These materials may not leave the Library.
2. Overnight - These materials may be checked out during the last hour open and are due at the first hour of the next opening day.
3. 24-hour Check-Out - These materials are due 24 hours from the time of check-out.
4. 3-Day Check-Out - These materials are due within three days of check-out.
5. One-Week Check-Out - Materials are due within one week of check-out.
6. Semester Check-Out - Materials are due one week prior to the end of the semester.

AV Materials and Equipment
The AV materials and equipment support the instructional program at WSCC and are available to the classroom instructor and the students of that class.

Televisions are available for use in study rooms within the Library.

Student Reserve
Students may reserve or place a “hold” on a four-week book that has been checked out by another student. When the book is returned, the student that requested the “hold” will be notified and given three days to pick up the book. If the book is not picked up, the book will be returned to the shelf.
The material placed on reserve by a faculty member for a class has a high demand. Since holding these materials for a student may deprive others from having access, we do not place a “hold” on materials reserved by faculty for a class or on textbooks.

Renewing Materials
A book may NOT be renewed for a second four-week period. Short-term loan materials cannot be renewed. However, if the materials are still in the Library 24 hours later, they may be checked out again by the person who returned them.

Returning Materials
Audiovisual materials and equipment must be returned to the Library circulation (check-out) desk. Books may be returned to the circulation desk or the book drop located at the side of the Library away from the highway.

The staff of the Library prefer that materials and equipment be returned on time. All books and materials must be returned each semester to permit the release of grades, further course enrollment, or the transfer of official records.

Materials that have been mutilated or lost are the responsibility of the borrower. The borrower will pay the list price of the materials plus a fee of $8 for periodicals, books, and/or materials.

Reference Materials
Reference books located in the Information Center do not circulate. Contact a reference librarian for consultation and procedures.

Card Catalog - Electronic
All materials, whether print or non-print, will be listed in the electronic card catalog by author, title, and subject. The catalog is on the Internet and can be accessed through the Walters State Library website at www.wscc.cc.tn.us/library.

Location of Materials
The general book collection is placed on open shelves using the Library of Congress Classification System. The Law Section (K- ) is divided into two sections. The first section is labeled LAW REF followed by the call number. These are non-circulating materials for Library Use Only. The second section is located immediately following the LAW REF section and is circulated in the normal way.

GENERAL REGULATIONS ON STUDENT CONDUCT AND DISCIPLINARY SANCTIONS

Institution Policy Statement

1. College students are citizens of the state, local and national governments, and of the academic community, and are, therefore, expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution of higher education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the Tennessee Board of Regents, has authorized the President of the college to take such actions as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

2. Pursuant to this authorization, the college has developed the following regulations which are intended to govern student conduct on the campus. In addition, students are subject to all national, state and local laws and ordinances. If a student’s violation of such laws or ordinances also adversely affects the institution’s pursuit of its educational objectives, the institution may enforce its own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these regulations may subject a student to disciplinary measures by the institution whether or not such conduct is simultaneously violative of state, local, or national laws.

Disciplinary Offenses

1. Generally, through appropriate due process procedures, institutional disciplinary measures shall be imposed for conduct which adversely affects the institution’s pursuit of educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on institution or institution-controlled property.

2. Individual or organizational misconduct which is subject to disciplinary sanction shall include but not be limited to the following examples:
   a. Conduct dangerous to others. Any conduct which constitutes a serious danger to any person’s health, safety, or personal well-being, including any physical abuse or immediate threat of abuse;
   b. Hazing. Hazing means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student’s mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and saturations created in connection with initiation into of affiliation with any organization.
   c. Disorderly conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals;
   d. Obstruction of or interference with institutional activities or facilities. Any intentional interference with or
obstruction of any institutional activity, program, event, or facilities, including the following:
(1) Any unauthorized occupancy of institution or institutional controlled facilities or blockage of access to or from such facilities.
(2) Interference with the right of any institution member or other authorized person to gain access to any institution or institutional controlled activity, program, event or facilities.
(3) Any obstruction or delay of a campus security officer, fireman, or any institution official in the performance of duties.

i. Misuse or damage to property. Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use or possession of property belonging to the institution including, but not limited to, fire alarms, fire equipment, elevators, telephones, institution keys, library materials and/or safety devices; and any such act against a member of the institution community or a guest of the institution.

j. Alcoholic beverages. The use and/or possession of controlled substance; alcoholic beverages on college owned or controlled property;

k. Drugs. The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance;

l. Gambling. Gambling in any form;
m. Financial irresponsibility. Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or to a member of the institution community acting in an official capacity.

n. Unacceptable conduct in hearings. Any conduct at an institutional hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other evidence at any hearing;

o. Failure to cooperate with institutional officials. Failure to comply with directions of institutional officials acting in the performance of their duties;

p. Violation of general rules and regulations. Any violation of the general rules and regulations of the institution as published in an official institutional publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;

q. Attempts and aiding and abetting the commission of offenses. Any attempt to commit any of the foregoing offenses or the aiding and abetting of the commission of any of the foregoing offenses (an “attempt” to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission);

r. Violations of state or federal laws. Any violation of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.

3. Disciplinary action may be taken against a student for violations of the foregoing Regulations which occur on institutionally owned, leased, or otherwise controlled property, or which occur off-campus when the conduct impairs, interferes with or obstructs any institutional activity or the missions, processes and functions of the institution. In addition, disciplinary action may be taken on the basis of any conduct, on or off-campus, which poses a substantial threat to persons or property within the institutional community.

4. For the purposes of these Regulations, a “student” shall mean any person who is registered for study at the college for any academic period. A person shall be considered a student during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period, and during any period while the student is under suspension from the institution.

Academic and Classroom Misconduct

1. The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violative of the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution.

2. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination, or to assign an F in the course.

3. If a student believes that the accusation of academic misconduct is in error, and if the final grade has been lowered as a result, the student may appeal the case through the appropriate institutional procedures.

Disciplinary Sanctions

1. Upon a determination that a student or organization has violated any of the rules, regulations or disciplinary offenses set forth in the Regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate institution officials.
2. Definition of Sanctions:
   a. Restitution. A student who has committed an offense against property may be required to reimburse the institution or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.
   b. Warning. The appropriate institutional official may notify the student that continuation or repetition of specified conduct may be the cause for other disciplinary action.
   c. Reprimand. A written reprimand, or censure, may be given any student or organization whose conduct violates any parts of these regulations. Such a reprimand does not restrict the student in any way, but does have important consequences. It signifies to the student that another chance is being given to conduct oneself as a proper member of the institution community, but that any further violation may result in more serious penalties.
   d. Restriction. A restriction upon a student’s or organization’s privileges for a period of time may be imposed. This restriction may include, for example, denial of right to represent the institution in any way, denial of the use of facilities, parking privileges, participation in extracurricular activities or restriction of organizational privileges.
   e. Probation. Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these Regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.
   f. Suspension. If a student is suspended, there is a separation from the institution for a stated period of time with conditions of readmission stated in the notice of suspension.
   g. Expulsion. Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student’s readmission to the institution.
   h. Interim or summary suspension. Though as a general rule, the status of a student accused of violations of these Regulations should not be altered until a final determination has been made in regard to the charges, summary suspension may be imposed upon a finding by the appropriate institutional official that the continued presence of the accused on campus constitutes a threat to the physical safety and well-being of the accused, or any other member of the institution community of its guest, destruction of property, or substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension, and if there are disputed issue of fact or cause and effect, the student shall be provided with a hearing on the suspension as soon as possible.

3. The president of the college is authorized, at his or her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

Disciplinary Procedures

1. General Statement.
   a. Walters State Community College has disciplinary proceedings that facilitate avenues of communication between students, faculty, and staff which provide for the transmittance of constructive ideas in the solution of problems.
   b. The administration of discipline on the campus of Walters State Community College for violations of college and Board of Regents policies and standards of conduct contained herein is a function of the vice president for Student Affairs and/or the appropriate Walters State Community College adjudicating body. The vice president and/or other authorized college personnel are responsible for investigating alleged misconduct. In all cases proper authorized personnel will be used to assure due process.

   a. All cases which may result in (i) suspension or expulsion of a student from the institution, a program, or a course for disciplinary reasons, (ii) assignment of a grade which results in the grade of “F” in a course for academic misconduct, or (ii) revocation of registration of a student organization during the term of the registration are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act (TUAPA) and shall be processed in accordance with the uniform contested case procedures adopted by the Board of Regents unless the student waives those procedures in writing and elects to have case disposed of in accordance with the College Disciplinary Procedure.
   b. All cases which are not subject to the contested case procedures under the TUAPA and all cases in which the student has waived the contested case procedures in writing shall be disposed of in accordance with the College Disciplinary Procedure.

3. College Disciplinary Procedure. A student charged with misconduct who elects this course of action shall be called before the College Disciplinary Committee, and the following procedures shall apply:
   a. The student shall be informed, in writing, of the charges being brought and the rule or regulation allegedly breached.
   b. The student shall be given the name(s) of witness(es) bringing charges and a written report on the facts to which each witness testified.
   c. The student shall be informed of the time, place, and date of the Disciplinary Committee hearing which shall be held within 10 days of the date of notification.
   d. The student may request a public hearing.
   e. The student shall be given the opportunity to hear and question witnesses and to present oral or written evidence in own defense.
   f. The student shall have the right to be assisted in the defense by an adviser of choice. The adviser’s participation shall be limited, however, to advising the student and shall not include representing the student.
   g. All evidence upon which the decision is made shall be presented at the proceedings of the College Disciplinary Committee hearing.
   h. Following the hearing, the Disciplinary Committee will submit its recommendation to the President for final approval.
   i. The decision of the President shall be final subject only to any appeal provided by policies of the Board of Regents.
TRAFFIC AND PARKING INFORMATION

General Statements
1. These regulations are established and are applicable to all students, faculty, staff and visitors on the Walters State Community College campus. Students abide by these regulations as a condition of attendance at the college. Staff and faculty must obey them as a condition of employment.
2. The purpose of these regulations is to facilitate the safe and orderly conduct of college business and to provide parking facilities in support of this function within the limits of available space.
3. The Campus Police Department is required to implement and enforce these regulations.
4. The college shall have no responsibility for loss or damage to any vehicle or its contents operated or parked on the college campus. All personnel parking vehicles on the campus are reminded that they should remove the keys from the switch, lock the doors, and not leave valuable exposed in the car.
5. Pedestrian traffic has right-of-way on campus.
6. The use of bicycles, which require no registration, is encouraged on campus.

Campus Police
The Campus Police Department, located in the Information Center, is operated for the safety and benefit of the students attending WSCC. Uniformed officers are here for your protection and you should not hesitate to contact them in regard to special needs.

WSCC Campus Police
Pursuant to the provisions of the “College and University Security Information Act”, Public Chapter No. 317, enacted by the 1989 General Assembly, WSCC makes available crime rates and statistics as well as security policies and procedures to interested parties. If you wish to review or receive a copy of this information, please contact:
Campus Police Department
Walters State Community College
500 South Davy Crockett Parkway
Morristown, Tennessee 37813-6899
telephone: 423-585-6752

Motor Vehicle Registration
1. All motor vehicles used on campus must meet the registration requirements of the State of Tennessee. The Board of Regents requires such vehicles also be registered with the college. The annual registration period begins September 1 of each year and extends through August 31 of the following year.
2. A registration hang tag is issued which must be clearly displayed on the rear view mirror of the vehicle registered. Any student taking non-credit courses must obtain a permit through the office of Community and Economic Development, Room 100-CCEN. Students enrolled for credit classes may obtain a registration hang tag in the Information Center upon presenting a valid I.D. card or current fee receipt. (Each student enrolled for credit classes will be assessed a campus access and security fee. The fee will be assessed each semester in conjunction with maintenance and registration fees.)
3. Each student or employee must display a hang tag in any vehicle operated on college property.
4. Registration hang tags should be purchased during the regular registration process or in the Campus Police Department, in the Information Center, any time thereafter. These hang tags expire on August 31 annually.
5. Outstanding and unpaid citations to the college must be cleared each semester to permit further course enrollment or transfer of official records.
6. Temporary parking permits are available for use on vehicles temporarily used in place of registered vehicles. These permits are available through the Campus Police Department, in the Information Center. Temporary parking permits should not exceed seven days.
7. Visitor permits. Visitor permits are available to persons not connected with the college who occasionally have business or other legitimate reasons to be on campus. Visitor spaces are provided and designated by appropriate signs in front of the College Center.
8. Illegible and damaged hang tags must be replaced. Failure to replace a damaged hang tag may result in a citation. Individuals who have lost their hang tag should report this information immediately to the Campus Police Department. There is no charge for replacement.
9. Hang tags are issued in the name of a student or employee. It is that individual’s responsibility to ensure that the hang tag is properly used and to ensure that all laws, rules, and regulations relative to operating a vehicle on college property are obeyed regardless as to whom a vehicle is registered.

Parking Regulations
1. Students, faculty, and staff should park only in the appropriate designated areas. The designated areas are identified by appropriate signage.
2. Vehicles are not to be parked at any time in loading areas, in parking area entrances or so as to block roadways, fire lanes or the movement of any other vehicle, on sidewalks or campus lawns, or in places with signs indicating parking restrictions.
3. Vehicles illegally parked may be towed away at the owner’s expense.

Disability Parking Procedures
All students, faculty, and staff with disabilities who intend to park a motor vehicle in an area designated for individuals with disabilities must have a valid state disability parking permit (i.e., plates, hang tags and placards). All vehicles parked in areas designated for individuals with disabilities must also display a current WSCC hang tag.

The number from the valid state disability parking permit (plates, placards or hang tags) must be registered with the department of Services for Individuals with Disabilities. Students, faculty, and staff must furnish proof (copy of application submitted for the state parking permit) that the state disability parking permit is registered in the individual’s name.

Any student or employee who becomes temporarily disabled may apply for a temporary disabled permit at the department of Services for Individuals with Disabilities, CCEN, Room 210. Temporary WSCC disabled permits are available for three weeks duration. Persons who have a disability that is not visible will need to have a doctor’s statement to verify the disability. After three weeks, an individual will be required to have a temporary state placard or hang tag.

Applications for State of Tennessee disability parking permits are available at the department of Services for Individuals with Disabilities, CCEN, Room 210, county clerk offices, and local municipal offices.
The fine for parking in areas designated for individuals with disabilities without the valid state parking permit or the WSCC three-week temporary hang tag will be $100. This policy will be strictly enforced.

Driving Regulations
1. All State of Tennessee Motor Vehicle Laws are applicable to the WSCC Campus, 24 hours a day.
2. The speed limit on campus streets is 15 MPH. Speed limit in all parking lots is 10 MPH.
3. Passing on campus streets is prohibited.
4. Excessive and disturbing noises by loudspeakers, faulty mufflers or muffler cut-outs is prohibited on the college campus.
5. All vehicles must come to a complete stop at intersections where stop signs are located.
6. Motorists must yield right of way to pedestrians.
7. Operating a motor vehicle in any area other than a street or roadway intended for motor vehicles is prohibited.
8. Vehicles must pull over, come to a complete stop and yield the right of way to all emergency vehicles with flashing lights.
9. All accidents must be reported to the Campus Police Department, located in the Information Center immediately. Written reports will be completed and filed by the Campus Police Department as appropriate.

Pedestrian Regulations
1. Students and staff members must not endanger their safety or constitute an unreasonable impediment to lawful vehicle traffic by crossing streets at other than authorized lanes or by willfully walking or congregating in the streets.
2. Pedestrians are encouraged to use walks and observe traffic signs.

Special Occasions and Emergencies
On special occasions, for example, athletic events, concerts, graduation exercises, etc. and in emergencies, parking and traffic limitations may be imposed by the Campus Police Department as required by the conditions which prevail.

Enforcement of Citations
The Campus Police Department issues citations for violations of traffic and parking regulations where such are noted.
1. The fine for parking and registration citations is $15. The fine for parking in areas designated as “disabled” is $100.
2. In cases where students are protesting the citations, the protests must be made within 10 days (excluding weekends and holidays) of the date of the citation. These protests must be made to the office of Student Affairs, Room 120-CCEN between the hours of 8 a.m. and 4 p.m. or to the switchboard in the College Center between the hours of 4 and 8:30 p.m., Monday - Friday when classes are in session.
3. The fine for a moving vehicle violation is $15. If the fine is not cleared (paid or protested) within 10 days of the citation date (excluding holidays and weekends), the fine is increased to $20.
4. All fines should paid promptly to avoid penalties. All fines must be paid during the current semester. Fines may be paid at the office of Business Affairs, Room 103-CCEN, between 8 a.m. and 4:30 p.m. or at the switchboard in the lobby of the college Center after 4 p.m., Monday through Friday.
5. Students, faculty, and staff cited for five parking or two moving violations per academic year will be subject to disciplinary action in addition to the imposed fines. Said person may be restricted from parking on the campus. If the car is parked on campus during the restricted period, it may be removed from campus at the owner’s expense.
6. Any vehicle receiving two violations for having no campus hang tag will be issued a warning card and may be removed from the campus at the owner’s expense upon further violation.
7. Any vehicle parked in a tow-away zone may be removed at owner’s expense.
8. Visitors and guests receiving citations should return them to the Campus Police Department, located in the Information Center, before leaving campus. No fine will be assessed.

Payment of Citations
Fines may be paid at the office of Business Affairs, Room 103-CCEN, between 8 a.m. and 4 p.m. Monday through Friday or at the switchboard in the lobby of the College Center between 4 and 8:30 p.m., Monday through Thursday when classes are in session.

Student Traffic Court
1. Structure
   a. The Walters State Community College Traffic Court hears student cases of traffic violations evolving from the violation of the Traffic and Parking Regulations on the Walters State Community College campus.
   b. The president of the Student Government Association shall appoint six students to serve as Justices on the Traffic Court. The term of their appointments will be for no more than two semesters or until the date of their graduations from WSCC unless otherwise prohibited.
   c. The WSCC Traffic Court shall have a Chief Justice, appointed by the SGA President, who presides over all cases brought before the court. The Chief Justice shall preside over all court sessions and shall select two Justices from the remaining five Justices to serve at each session. This should be done on a rotating basis.
   d. The Chief Justice shall set the dates each semester for all traffic courts and so notify the Justices.
   e. The administrative adviser to the Traffic Court shall be the vice president for Student Affairs or designated representative.
   f. The Traffic Court shall have a court reporter, the secretary of the vice president for Student Affairs, who will keep all court records.
PROCEDURES TO REPORT SEXUAL ASSAULT OR RAPE

Walters State Community College will not tolerate sexual assault in any form. A student charged with sexual assault can be prosecuted under Tennessee criminal statutes and disciplined under the campus code of student conduct. Even if the criminal justice authorities choose not to prosecute, the campus can pursue disciplinary action. Procedures for on-campus disciplinary action in cases of alleged sexual assault which shall include a clear statement that the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding; and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging sexual assault. This discipline includes the possibility of suspension or dismissal from the college.

Individuals are advised to immediately report all such incidents to Campus Police, located in the Information Center. The telephone number to Campus Police is 585-6752. The Campus Police Department has procedures for responding effectively to these sensitive crisis situations. In the alternative, an individual may report such an incident to the campus nurse who is located in Room 127-CCEN, 585-6820.

Individuals who are victims of sexual assault are asked not to engage in any type of personal hygiene before reporting an incident. In order to facilitate a thorough investigation, individuals are also asked not to wash clothing or dispose of any items that may be used as physical evidence.

College police staff will provide referrals for counseling, emotional support, legal and medical information, hospital and court accompaniment, and advocacy to sexual assault victims, their families and friends.

A sexual assault crisis center is located in Knoxville and the helpline number is 423-522-7273.

AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE

Purpose
The purpose of this procedure is to provide a clear, orderly and expedient method through which all persons may process bona fide complaints related to Title II of the Americans with Disabilities Act (ADA), which states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subject to discrimination" in programs or activities sponsored by a public entity such as the institution.

Scope
This procedure is available to all persons.

Steps for Filing a Complaint
A complaint should be addressed to the institutional ADA Coordinator. The vice president for Information Technology and Administrative Services has been designated by the president to coordinate ADA compliance efforts.

A complaint may be made verbally or in writing, preferably in writing, and must provide the name and address of the person making it and a brief description of the alleged violation of ADA regulations.

A complaint must be filed within 10 working days after the complainant becomes aware of the alleged violation.

Investigation
The ADA Coordinator will investigate the complaint. The investigation will include, but not necessarily be limited to, interviews with the complainant and with college personnel in charge of the area in which the alleged violation occurred. All interested parties will be provided an opportunity to submit evidence relevant to the complaint, and the investigation will be conducted in a manner which protects any due process rights of parties concerned and also insures that the institution complies with the ADA and its implementing regulations.

When the investigation is complete, the ADA Coordinator will issue a written determination concerning the validity of the complaint and a description of the resolution, if any. This statement
will be provided to the complainant no later than 20 working days following receipt of the complaint.

Steps for Filing an Appeal
The complainant may request a reconsideration of the case in instances where the complainant is dissatisfied with the resolution. Request for reconsideration should be made in writing to the President within 10 working days from receipt of the determination.

Maintenance of Records
The ADA Coordinator will maintain files and records of the institution relating to the complaint.

SNOW AND ICE CLEARANCE SCHEDULE
In order to facilitate safe vehicular and pedestrian movement on college property during periods of inclement weather, Walters State maintains a systematic schedule for clearing snow and/or ice and salting, if necessary, campus walkways, parking lots, and roadways. The priority of work for the various areas of college property is as follows: (1) primary walkways, (2) roadways, (3) parking lots, and (4) secondary walkways.

As a safety precaution, students, faculty, and staff should use the primary walkways to access college facilities. The primary walkways are shown in the map below.

Normally, the primary walkways will be cleared and, if necessary, salted prior to the start of the day’s classes. In addition, continuous related maintenance efforts will be provided throughout the day for as long as conditions remain such that re-icing could occur.

CAMPUS PARKING
Faculty/Staff/Visitor Parking – Lots A, B, C, D1, F, G, H, I, J, K, L, M, S
Student Parking – Lots D2, E, O, P, Q, R
Students may use faculty/staff, and visitor parking lots after 5:30 p.m. except for parking lots I and J.
East Tennessee Regional Public Safety Center – Lots AA, BB, CC, DD
Parking for individuals with disabilities available throughout the campus
Definitions and Index
DEFINITIONS OF TERMS

Admission – Acceptance of a candidate for enrollment.

Admission to Advanced Standing – Granted on the basis of demonstrated educational attainment beyond the minimum required for admission.

Advisor, Advisee – The advisor is the individual assigned to help students with their academic program. The student is called the advisee.

Associate Degree – A degree awarded upon successful completion of a curriculum of at least 64 hours of designed college level work.

Average, Grade Point – A measure of average scholastic success obtained by dividing the number of grade points earned by the total number of hours of course work.


Business – Accounting, Agriculture Business, Business, Culinary Arts, Economics, Hospitality Management, Legal Assistant, Management, and Office Administration.

Calendar – The divisions of the full calendar composed of two regular terms per year with about 15 weeks per term of instruction excluding final examinations in a school year running from August through May, with the third semester as a summer session.

Classification – A student’s status (i.e., Advanced Studies, Freshman, Sophomore, Special, Transient) in respect to progress toward the completion of a curriculum based upon the number of course credit hours attained.

Concentration – At a community college, the student’s primary field of interest. (See Emphasis)

Corequisite – Courses a student must take with another course.

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 – Identifies class level and distinguishes it from other courses in a given area of study. This usually indicates the level of difficulty of a course, e.g., 0700 level courses (Remedial); 0800 level (Developmental); 0900 level (Deficiency); 1000-1999 (Freshman level); 2000-2999 (Sophomore level); 3000-3999 (Junior level), and 4000-4999 (Senior level). All courses with higher numbers are graduate level.

Course Prerequisite – A preliminary requirement that must be met before a certain course may be taken.

Credit Hours (Semester Hour) – A unit measure of instruction. For example: 750 minutes of instruction equals one semester hour.

Curriculum – The whole body of courses offered for study.

Dean’s List – An honor awarded students who have attained a grade point average of 3.50-3.99 during a semester in which a minimum of 12 hours of college level credit is completed.

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

Degree Student – One who has fulfilled the admissions requirements and who is pursuing an Associate Degree program; referred to by some colleges as a regular student.

Department – An academic discipline which offers instruction in a particular branch of knowledge.

Developmental Education – A program of studies in various areas designed to give the student background prerequisite to college level studies.

Dismissal – Involuntary separation of the student from the college.

Division – An administrative unit comprised of a group of related academic departments.

Drop/Withdraw – Resignation from a class or classes or from the college following the procedures outlined in the college catalog.

Educational Planning Seminar – A scheduled meeting for the advisement and assistance of those students who have taken placement testing in interpreting their placement scores and selecting their classes.

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

Emphasis – At the community college, an area of concentration for study that would lead to a major at the university.

Extracurricular Activities – The academic/non-academic functions offered by a college.

Freshman – Classification of degree-seeking students having accumulated less than 30 credit hours.

Full-Time Students – A student who is enrolled for 12 semester hours of academic courses. A normal full-time load is 16 semester hours.

Grant-in-Aid – A monetary award made to a student without regard to financial need.

Health Programs – Nursing, Physical Therapist Assistant, Pharmacy Technician, Respiratory Care Technician, and Medical Transcription.

Humanities – Art, English, Foreign Language, Humanities, Mass Communications, Music, Philosophy, Speech and Theatre.

Liberal Arts – Academic disciplines such as languages, literature, history, philosophy, mathematics and science that provide information of general cultural concern.
Major – The student’s primary field of interest or study.

Music Ensemble – Vocal or instrumental performance, usually conducted in a small group.

Natural Science – Pre-professional programs, Biology, Chemistry, Physics.

Part-Time Student – A student enrolled for less than 12 hours of academic course work.

Prerequisite – A course/courses a student must successfully complete prior to enrolling for a particular course.

President’s List – An honor awarded students who have attained a GPA of 4.00 during a semester in which a minimum of 12 hours of college level credit is completed.

Probation – Probation status may be for academic or for disciplinary reasons. Academic probation is the result of unsatisfactory scholarship. It is not a penalty but a warning and an opportunity to improve. Academic probation usually involves a compulsory reduction of academic load and interviews for diagnosis of difficulties and for checking on recovery. Sometimes it brings a required restriction of extracurricular activities and general surveillance. Usually the student is required to make regular specified improvements in their record in order to avoid disqualification. Disciplinary probation is a middle status between good standing or dismissal. The student remains enrolled but under stated conditions according to college policies. Disciplinary probation covers a stated trial period during which it is determined whether the student is returned to good standing, having met the stated requirements, or dismissed or suspended at the end of the period for failing to meet the stated requirements.


Residency – Refers to whether or not a student qualifies for in-state maintenance fees.

Reinstatement – The act of readmitting a student after dismissal.

Semester – One of any three terms during which courses are offered by the college. (Fall, Spring, Summer)

Sophomore – A degree seeking student who has completed 30 or more college level credit hours.

Special Student – One who is not pursuing an Associate Degree program. Special students either do not fulfill minimum requirements for entrance as degree students or have been permitted to enroll in a limited or special selection of degree credit courses without regard to degree requirements.

Student Aid – Financial assistance for college expenses through any form of grants, scholarships, loans or work.

Syllabus – An outline for an academic course; includes assignments, exam dates, grading practices, etc.

Technical Education – Agriculture, Animal Science (Pre-Veterinary Medicine), Child Development, Computer Science, Industrial Technology and Production Horticulture.

Transcript – The official record of completed courses and the grades made.

Transfer Student – A student who has attended one or more colleges and is admitted to another.

Transfer Credit – The number of course credits taken by a student at one college that another college accepts.

Transient Student – A student in good standing in one college who is taking courses which will transfer back to the original college.

Withdrawal – A release from enrollment in all classes. An official withdrawal occurs when a student notifies the appropriate authorities. When the student merely stops attending classes without notifying the authorities, failing marks (F) are recorded and charged against the student.
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# Application for Admission

## to

Walters State Community College

Morristown, Tennessee

For student information, admissions, records and financial aid offices, call 585-0828 or toll-free 1-800-225-4770.

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## APPLICATION PROCEDURE

1. **APPLICATION FEE** – Please enclose a non-refundable $5 application fee. Check or money order should be payable to Walters State Community College. *(Do not send cash)*
   - **Readmitted students do not pay application fee.**
2. Fill in all information requested.
3. Print in ink or type the information.
4. Have your high school send an official transcript after graduation.
5. Applicants under **21 years of age** must have official scores from ACT or SAT submitted to Walters State. The ACT or SAT must have been taken no later than three years prior to the beginning date of classes of the term for which the application is being made. **Advance Studies students who are not enrolling for an English or math course, Technical Certificate students and those students who are enrolling in technical, job-related training courses are exempt from this requirement.** Exempted students will, however, be required to submit these scores if they change to degree-seeking status prior to reaching the age of 21 years.
   - **Degree-seeking applicants 21 years of age** or older are required to undergo placement assessment prior to enrollment. This assessment should be scheduled well in advance of registration through the Department of Counseling and Testing and may also apply to transfer students.
6. If you are a transfer student from another college(s), have each college send a complete official transcript.
7. Admission to the college does not guarantee admission to a specific program of study. Admission to certain programs must be approved by the division chair or director of the program (i.e., Nursing, Education, Public Safety, and Computer Science).
8. Enter Selective Service Information (see No. 14)
9. Return completed application and fee to:

```
DEPARTMENT OF ADMISSIONS AND RECORDS
WALTERS STATE COMMUNITY COLLEGE
500 SOUTH DAVY CROCKETT PARKWAY
MORRISTOWN, TENNESSEE  37813-6899
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## QUICK CHECK LIST

1. **FILL IN THE APPLICATION COMPLETELY.**
2. **WRITE YOUR SOCIAL SECURITY NUMBER.**
3. **ATTACH A $5 NON-REFUNDABLE APPLICATION FEE.**
4. **NOTIFY YOUR HIGH SCHOOL OR YOUR COLLEGE(S) TO SEND YOUR TRANSCRIPT(S).**
5. **SIGN APPLICATION.**

---

## FINANCIAL AID

- **PLEASE CHECK HERE IF YOU WISH TO APPLY FOR FINANCIAL AID.**
Please Type or Print in Ink.

1. Social Security Number: __________ - ______ - ________
   If U.S. Social Security Number is unavailable, a student identification number will be assigned. The applicant must retain this number for access to his/her file.

2. Your Full Name:

   Last      First      Middle

   If previous transcripts are listed under a different name, please list such name(s): ____________________________________________

3. Your Permanent Home Address:

   __________________________________________

   Number and Street, P.O. Box, Apt. No.

   City      State      Zip Code

   County      Home Country  (IF NOT USA)

4. Phone Number: Home (___) __________     Work (___) __________     Other No. (___) __________

5. *Birthday ___/___/___   *Sex:   Male   Female

   *Race (circle one) Asian or Pacific Islander   Native American Indian   Alaskan Native
   Black—not Hispanic   Hispanic

   *Citizenship:   U.S. Citizen _____
   Permanent Resident Alien____
   VISA Type ________
   Foreign Citizen_____   Country of Citizenship __________________________

   *Does not affect admission status. Used for reporting purposes only.

6. Have you lived in Tennessee continuously since birth? Yes      No
   If no, state your reason for moving to Tennessee __________________________________________

   Employed: Full-time ______     Part-time ______     Total Hrs. Per week __________

   Current Employment: Name of Company ____________________________ Telephone ____________________________

   Name of Company ____________________________ Telephone ____________________________

7. Parents, Guardian, Spouse, Next of Kin (to notify in case of emergency)

   Name __________________________________________

   Street Address __________________________________________

   City ____________________________ State ______ Zip ____________ Country ____________

   (Area Code) Phone Number: __________   Relationship: (circle one): Parent   Guardian   Spouse   Other

8. Have you previously attended Walters State?   Yes ______     No ______
   Last Year Attended: 19 ______
   (includes off-campus sites/not CEU courses)     Number of Hrs. Accrued at WSCC ______

9. Your major area of study will be: ____________ Please use code found on back page of this application

10. Your Admissions/Readmissions Classification will be: __________________________
    _____ Advance studies student (High School Junior or Senior)   _____ Special Student (non-degree seeking/limited to 10 hours per term/Not eligible for financial aid*)
    _____ Early Admission     _____ Transfer
    _____ First-time Freshman/Regular Student   _____ Transient (Taking courses at WSCC and another institution)

   *You will be required to furnish official high school and/or college transcripts in keeping with our admission requirement for all students.

11. Term and year you plan to enroll: Fall ______     Spring______     Summer _____     Year ______
12. High School Name and Location: ____________________________________________

City _____________________  State _______  Zip Code ______________

High School Graduation Date: _______  _______  Mo.  Yr.

Was your diploma awarded on the basis of the GED test:  Yes ____  Place GED was Taken________________

No ____  Date Taken________________

13. List all Colleges and Universities attended other than Walters State. If none, so state. Use additional sheet if necessary.

<table>
<thead>
<tr>
<th>Name of School</th>
<th>Location</th>
<th>Dates of Attendance</th>
<th>Degree(s) Received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are you eligible for readmission next term to the last college attended:  Yes____  No____

If you attended another TBR institution and took the Academic Assessment and Placement Test (AAPP) in reading, writing, and/or mathematics you must request the scores to be sent to WSCC.

"Certain Tennessee Board of Regents (TBR) institutions will send transcripts electronically between schools to better serve students. I give Walters State Community College permission to request my official transcript from any TBR school in which I have previously been enrolled, all of which are noted elsewhere on this application. I realize this is a service provided to me by WSCC and other TBR schools and I understand it is my responsibility to obtain official transcripts from each institution attended to support my application for admission. WSCC accepts no formal responsibility for delivery of transcripts by other schools."

14. Chapter 759 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."

Please provide information below:

_____  I certify I am registered or will register with Selective Service. I will provide number if requested.

I am not registered for the Federal Selective Service because I am:

_____  female

_____  on active duty in the armed forces

_____  not yet required. Permanent resident of the Trust Territory of the Pacific islands or the Northern Mariana Islands

_____  not yet required since I was born before 1960 or I am a foreign student on an F-1 Visa.

15. Are you a veteran of the United States Armed Forces  Yes____  No____

If yes, what is/was your date of separation?  Month______  Day______  Year____

If you have a learning or physical disability which will cause you to need assistance while in college, please notify the office of Services for Individuals with Disabilities, Room 210, College Center, Telephone No. 585-6893. It is recommended that students who may benefit from these services make early contact with the office so that appropriate accommodations can be arranged.

16. Have you ever been convicted of, or pleaded guilty to, a criminal charge other than a traffic violation?  Yes____  No____

If yes, please explain __________________________________________________________

ALL APPLICANTS MUST READ AND SIGN BELOW

I understand that withholding information requested in this application or giving false information may make me ineligible for admission to, or continuation in, Walters State Community College. With this in mind, I certify that all the above statements are correct and complete. If I am accepted as a student at this institution, there are certain performance tests I will be required to take during my academic career. It is a requirement of admission that I agree to take any tests deemed necessary by the institution. In those instances where tests are administered by an external entity, I 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 I am under 21 years of age and am required by institutional policy to complete the Academic Assessment and Placement Program (AAPP) tests, my scores on these tests and course placement may be reported to my high school for research purposes. Any test scores will be treated confidentially as required by law.

FOR COLLEGE USE ONLY

__________________________
Signature

__________________________
Date

__________________________
How Received

__________________________
Date Paid

__________________________
Receipt Number

__________________________
Date Entered

__________________________
Entered By
### Transfer Programs

#### Associate of Arts

<table>
<thead>
<tr>
<th>Code</th>
<th>Program Name</th>
<th>Code</th>
<th>Program Name</th>
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<tbody>
<tr>
<td>AFAS</td>
<td>African-American Studies</td>
<td>GENA</td>
<td>General Option</td>
</tr>
<tr>
<td>ARED</td>
<td>Art Education</td>
<td>GEOG</td>
<td>Geography</td>
</tr>
<tr>
<td>ARHI</td>
<td>Art History</td>
<td>GERM</td>
<td>German</td>
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<tr>
<td>ARST</td>
<td>Art Studio</td>
<td>JRNL</td>
<td>Journalism</td>
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<tr>
<td>ASIA</td>
<td>Asian-American Studies</td>
<td>LBAA</td>
<td>AA Liberal Arts</td>
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<td>BRCT</td>
<td>Broadcasting</td>
<td>LTAM</td>
<td>Latin-American Studies</td>
</tr>
<tr>
<td>CMUS</td>
<td>Country Music</td>
<td>MCOM</td>
<td>Mass Communications</td>
</tr>
<tr>
<td>ENGL</td>
<td>English</td>
<td>MUSA</td>
<td>Music</td>
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<td>FA</td>
<td>Fine Arts/Arts</td>
<td>MUSE</td>
<td>Music Education</td>
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<tr>
<td>FREN</td>
<td>French</td>
<td>PHIL</td>
<td>Philosophy</td>
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<tr>
<td>PLSC</td>
<td>Political Science</td>
<td>PSYC</td>
<td>Psychology Emphasis</td>
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<tr>
<td>RLGS</td>
<td>Religious Studies</td>
<td>SELA</td>
<td>Secondary Education</td>
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<tr>
<td>SOCA</td>
<td>Sociology/Anthropology</td>
<td>SPAN</td>
<td>Spanish</td>
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<tr>
<td>SPCH</td>
<td>Speech</td>
<td>THTR</td>
<td>Theatre</td>
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<tr>
<td>WMST</td>
<td>Women's Studies</td>
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#### Associate of Science

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<th>Code</th>
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<tbody>
<tr>
<td>AGRI</td>
<td>Agriculture Option</td>
<td>HPER</td>
<td>Health, Phys. Ed. &amp; Rec. Option</td>
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<tr>
<td>AMST</td>
<td>American Studies</td>
<td>HSRV</td>
<td>Human Services</td>
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<tr>
<td>BUS</td>
<td>Business</td>
<td>MMED</td>
<td>Math/Math Education</td>
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<tr>
<td>CPSC</td>
<td>Computer Science</td>
<td>PCHR</td>
<td>Pre-Chiropractic</td>
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<tr>
<td>CRJT</td>
<td>Criminal Justice</td>
<td>PDEN</td>
<td>Pre-Dentistry</td>
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<tr>
<td>EEDU</td>
<td>Education K-8</td>
<td>PHIM</td>
<td>Pre-Health Info Mgmt.</td>
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<tr>
<td>ENGR</td>
<td>Engineering</td>
<td>PHIM</td>
<td>Pre-Med Option</td>
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<tr>
<td>GEN</td>
<td>General Option</td>
<td>PMED</td>
<td>Pre-Med Option</td>
</tr>
<tr>
<td>HIST</td>
<td>History</td>
<td>POCC</td>
<td>Pre-Occupational Therapy</td>
</tr>
<tr>
<td>N</td>
<td>Non-Degree (Special)</td>
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### Technical Education Programs

#### Associate of Applied Science

<table>
<thead>
<tr>
<th>Code</th>
<th>Program Name</th>
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</thead>
<tbody>
<tr>
<td>CHDV</td>
<td>Child Development</td>
<td>MGLA</td>
<td>MGMT Tech/Legal Assistant</td>
</tr>
<tr>
<td>CSTB</td>
<td>Comp Sci. Bus. Computing</td>
<td>NRCM</td>
<td>Nursing - Career Mobility</td>
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<tr>
<td>CSTR</td>
<td>Computer Science</td>
<td>NRRN</td>
<td>Nursing</td>
</tr>
<tr>
<td>GTEC</td>
<td>General Technology</td>
<td>OADM</td>
<td>Office Administration</td>
</tr>
<tr>
<td>ITDR</td>
<td>Drafting/Design Option</td>
<td>PNRN</td>
<td>Pre-Nursing</td>
</tr>
<tr>
<td>ITMF</td>
<td>Manufacturing Option</td>
<td>PRPT</td>
<td>Pre-Physical Therapy Assistant</td>
</tr>
<tr>
<td>HITC</td>
<td>Health Information Technology</td>
<td>PRTG</td>
<td>Prod. Horticulture / Turfgrass</td>
</tr>
<tr>
<td>MGAB</td>
<td>MGMT Tech - Agric. Business</td>
<td>PSFP</td>
<td>Public Safety - Fire Protection</td>
</tr>
<tr>
<td>MGAC</td>
<td>MGMT Tech - Acct. Option</td>
<td>PSLE</td>
<td>Public Safety - Law Enforcement</td>
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<tr>
<td>MGBA</td>
<td>MGMT Tech - Business Option</td>
<td>PTHA</td>
<td>Physical Therapist Assistant Tech.</td>
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<td>MGHM</td>
<td>MGMT Tech/ Hotel/Motel/Rest</td>
<td>RCTP</td>
<td>Respiratory Care Technology</td>
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<tr>
<td>MGCL</td>
<td>MGMT Tech/Culinary Arts</td>
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### Certificate Programs

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<th>Code</th>
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<tbody>
<tr>
<td>BEMT</td>
<td>Basic Emergency Med. Tech.</td>
<td>MDTR</td>
<td>Medical Transcription</td>
</tr>
<tr>
<td>BPRS</td>
<td>Basic Police Officer Education</td>
<td>PHAR</td>
<td>Pharmacy Technician</td>
</tr>
<tr>
<td>CDA</td>
<td>Child Development Associate</td>
<td>PRCT</td>
<td>Pre-Respiratory Care Tech.</td>
</tr>
<tr>
<td>CLAR</td>
<td>Culinary Arts</td>
<td>PSPM</td>
<td>Emergency Med. Tech. Paramedic</td>
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<tr>
<td>INF</td>
<td>Information Technology</td>
<td>QCT</td>
<td>Quality Control Technician</td>
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<tr>
<td>ITMT</td>
<td>Industrial Maintenance</td>
<td>WFPP</td>
<td>Workforce Preparedness Program</td>
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<tr>
<td>MDCD</td>
<td>Medical Coding</td>
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</tbody>
</table>

**Walters State Community College Security**

Pursuant to the provisions of the "College and University Security Information Act", Public Chapter No. 317, enacted by the 1989 General Assembly, Walters State Community College makes available crime rates and statistics as well as security policies and procedures to interested parties. If you wish to review or receive a copy of this information, please contact: Campus Police, Walters State Community College 500 S. Davy Crockett Parkway, Morristown, Tennessee  37813-6899, Telephone: 423-585-6752.